

Orchard Park Community Council

Minutes of the meeting of the Community Council held on Wednesday 9th November 2016 at 7pm
at the Community Centre, Orchard Park.

Present: Councillors, Y Macaulay (Chair), R Nixon (Vice Chair), A Chan, C Hosmer and E Meschini.

In attendance: V Wood (Clerk), Quresh Jawadwala (incoming Councillor) and two members of the public in attendance.

CC16/093 To receive and approve apologies for absence: Apologies received and accepted from Cllr B Brenton, County Councillor's M Mason and D Jenkins. Lewis Owen (Centre Manager) No other apologies received.

CC16/094 Disclosures of Interests – There were no disclosures of interest.

CC16/095 Public Participation: Quresh Jawadwala formally introduced himself to Councillors following his written application letter, the Chair thanked him for his interest and noted that there was provision to co-opt a new Member on the agenda. The two members of public addressed the Council in regard to safety measures outside the school, they brought to the attention of Council that there was an opportunity to claim a grant for this from LHII provided 10% part of the claim is contributed; Members were all in favour of the opportunity to apply for the grant and provide the 10% Cllr Meschini agreed to complete the application once the Clerk had forwarded costs and noted the deadline for application as 30th November 2016. **Action:** Clerk/Cllr Meschini.

CC16/096 Minutes, to agree minutes of the meetings on 12th October 2016: The minutes for the meeting held on 12th October 2016 were considered; Cllr Hosmer proposed that they be signed as true record, motion seconded by Cllr Meschini all in favour, minutes signed. No matters arose.

CC16/097 Member Vacancy and Co-Option: Members Considered the application from Quresh Jawadwala to fill one of the vacant seats. Cllr Hosmer proposed that he be co-opted, this motion was seconded by Cllr Meschini and a vote of all in favour is recorded. Quresh Jawadwala joined Members at the table.

CC16/098 To receive reports from District and County Councillors:

A report from County Councillors is received and noted: In the absence of a County Councillor at the meeting the Chair asked for any questions to be directed through the Clerk by e-mail.

A report from District Councillors is received and noted: In the absence of a District Councillor at the meeting the Chair asked for any questions to be directed through the Clerk by e-mail.

CC16/099 Centre Manager: The Centre Manager was not available for the meeting however a report is received and noted, which included:

- i) **Facilities usage including new business usage and monitoring:** The

report outlined the Centre usage for October as 976 in the large hall 620 in the small hall and 121 for the meeting room. There were 3 new groups started in September and currently booked till December, with the view to extend into the New Year. One of the regular Church group's had expressed concerns over charges, notifying the Centre Manager that they had looked to relocate at a Centre with more competitive charges and asked if we may consider reviewing the current rate. After a lengthy discussion Members considered that this group did contribute a continued regular income for the Centre and that as many of the groups attendees were residents it would be appropriate to offer the discounted resident rate. All members were in favour for the Centre Manager to extend this discount to the group. **Action:** Centre Manager.

- ii) **Facilities maintenance needs and contracts:** The report outlined the completed roof maintenance which was previously been agreed; and the on-going discussions with Abacus regarding floodlight maintenance.
- iii) **Community groups and issues update:** The report advised the issues are still ongoing with the Monday morning children's group which is currently still being run by the centre with help from some of the group users.

CC16/100

Community Development: The Centre Manager's report outlined the arrangements for the 2 Christmas events.

- i) **Organised events** - Members were advised of their responsibilities and contributions to aid the success of these events and are asked to allow time to assist with the events on the day. **Action:** The Clerk is to circulate an e-mail to all Members asking for their availability on Market day.
- ii) **Summer Fiesta 2017** – Members discussed the arrangements for a committee and scheduled meetings for next year's Fiesta. Cllr's Hosmer, Nixon, Chan and Meschini put themselves forward for the committee. It was agreed by all that a meeting be set for 6pm on Friday 2nd Dec 2016, the Centre Manager will forward an agenda accordingly. **Action:** Centre Manager

CC16/101

Clerks Report: A report from the Clerk is received and noted which included:

- i) **General correspondence:** Correspondence received regarding anti-social behaviour in flats on Chieftain Way, and suspected sub-letting of a property. Clerk advised communication in process with landlord 'Cotman Housing' – will update at next meeting.
- ii) **Grounds Maintenance:** no deterioration noted regarding the trees on POS4 leaves are now fallen so we will need to see how they fair over the winter and review in the spring. The works over the winter to the open space areas reduces; Clerk will arrange to meet with the contractor over the next few months to discuss the 2017/18 contract. A discussion arose regarding the wild life area at the back of the Skate Park, it is noted that this area may need to be built into the maintenance schedule for 2017.
- iii) **Website/media update:** No update.
- iv) **Pending land transfer:** our solicitors require a certificate from Kings Hedges Investments to confirm a deed of covenant in favour of Kings

Hedges Investments has been entered into. The solicitors acting for Kings Hedges have requested an undertaking for their client's legal costs up to £450 plus VAT and we have been asked to cover this. Solicitors have been advised that the Community Council do not accept any fee for the transfer of land and Kings Hedges Investments are aware of this, our fees are being paid for by Taylor Wimpy however they have only agreed to pay reasonable fees to the total of £2,000. Clerk has suggested that Taylor Wimpy and the Community Council liaise with Kings Hedges Investments.

- CC16/102 Orchard Park Children & Young People:** Members considered the application from OP Youth Group to fund a Christmas outing to the total of £231.50. They concluded there was sufficient budget to allow this and Cllr Meschini proposed OPCC fund the trip, this was seconded by Cllr Nixon and a vote of all in favour is recorded.
- CC16/103 Anti-Social Parking and Traffic Management:** to include –
- i) Members noted that the successful measures in place in Pagram Way continue to have a knock-on- effect in Flack End and Star End. Cllr Chan advised that the polite notice which had previously been used in Histon & Impington had helped eased issues there and we could adopted a similar procedure here. **Action:** Clerk/Cllr Chan.
 - ii) The project to implement of zig zag lines and safety signs outside the school will proceed; Clerk to continue to liaise with CCC in regard to the costs and timeframe for implementation. Cllr Meschini agreed to follow up on the LHII (as previously minuted). The Chair advised he would take photos of the situation during the affected times to support the funding application.
- CC16/104 City Deal:** Cllr Meschini updated Members with the progress arising from the City Deal meetings and how the residents association are helping to influence the plans for a new infrastructure on Histon Rd.
- CC16/105 Policing and Crime prevention:** Cllr Chan updated Members with the meeting he had with Histon sergeant Mark Rabel, which included the new appointment for Orchard Park and Histon & Impington. Once in place the regime will include the new Micro beets. Crime is expected to increase over the winter months and OP should consider Crime prevention forum to raise awareness. **Action:** Clerk to book a date for forum and place updates on the web site which will include links to www.ourwatch.org.uk website.
- CC16/106 Proposed Sports Facilities Extension:** Members noted the predicted costs as submitted by the QS and noted in Clerks report. A discussion arose regarding how and where OPCC may look to recover the difference between the budget allowed through the S106 and the final total. Some suggestions are made; it is agreed to pass this matter to Resource Committee.
- CC16/107 Planning Committee:** The draft Minutes to the meeting held on 24th October were noted, no questions arose.

Resource Committee:

- i) **Note the meeting minutes from 4th November 2016** – the meeting minutes are noted with no matters arising.
- ii) **Consider/note Committees comments on the current BCR** – Comments noted.

Finance

- i) **Payments:** Payments for October 2016 considered, Cllr Chan asked for clarity on the separate British Gas payments, the Clerk advised these payments were for separate electricity metres on the public open space sites. No further questions arose, Cllr Meschini proposed they be approved, seconded by Cllr Nixon, all members in favour, payments approved and duly signed.
- ii) **Budget:** Members considered the proposed 2017/18 Budget (V1). Amendments for better provision were proposed on budget codes 001 08, 001 09, 001 14, 002 20 & 003 20, 002 21, 002 25, 002 27 & 003 27 and 003 04. There was also an amendment on predicted income for 005 011. All members were in favour of these changes. **Action:** Clerk to update budget and report new figures to Resource Committee. No further matters arising.

(Members of the public are requested to leave the meeting room before personnel issues can be discussed)

Personnel

Staffing: Update on Staffing issues: - Members are updated with the current staff sickness and provisions needed to ensure standards are maintained. Members are confident with the provisions suggested by the Clerk and requested the appropriate action be set in place. **Action:** Clerk.

The meeting closed the at 9:30pm

Sign.....Chair

Date.....