

Orchard Park Community Council

Minutes of the meeting of the Community Council held on Wednesday 8th February 2017 at 7pm at the Community Centre, Orchard Park.

Present: Councillors, Y Macaulay (Chair), R Nixon (Vice Chair), A Chan, F Oboloje and Q Jawadwala.

In attendance: V Wood (Clerk), L Owen (Centre Manager), District Councillor N Davies in attendance.

CC16/142 To receive and approve apologies for absence: Apologies received and accepted from Cllr's Brenton, Hosmer and Meschini, County Councillor's M Mason and D Jenkins. No other apologies received.

CC16/143 Disclosures of Interests – There were no disclosures of interest.

CC16/144 Public Participation: There were no members of the public present.

CC16/145 Minutes, of previous meeting: The minutes of the meeting held on 11th January 2017 were considered; Cllr Nixon proposed that they be signed as true record, motion seconded by Cllr Oboloje, all in favour, minutes signed. No matters arose. Amendments to the formerly agreed meeting minutes of 14th December 2016, were considered; Cllr Oboloje proposed that they be signed as true record, motion seconded by Cllr Nixon, all in favour, minutes signed. No matters arose.

CC16/146 To receive reports from District and County Councillors:

A report from County Councillors is received and noted: Cllr Mason had sent an update via the Clerk to add that he has raised the transport issue at County level and the when the fringe bus is routed from the North development it should include a route through Orchard Park. Cllr Oboloje asked the Clerk if she could raise the oversubscribed broadband issue with Cllr Jenkins, a discussion arose and the Clerk was asked to clarify the situation with Cambridgeshire Connect to understand the situation in a bid to resolve. **Action:** Clerk to ascertain and report back.

A report from District Councillors is received and noted: A question arose regarding the proposed planning on the Abby Stadium site and the plans for a new Sporting Village at the Trumpington Meadows site, clarity given by Cllr Davies. No further questions arose.

CC16/147 Centre Manager: A report from the Centre Manager is received and noted, which included:

- i) **Facilities usage including new business usage and monitoring:** Members are updated with the income figures, invoices raised and actual received. Centre usage table figures, usage had more than doubled after the low Christmas usage and were back at expected levels.
- ii) **Facilities maintenance needs and contracts:** The report summarised the quotation to prepare and emulsion both halls and meeting room to refresh the tired space. Members were all in favour to proceed. Members noted

the high quotation to remove the old metal supports in the Astro turf area where the previous goals had been secured. They noted the option to complete in-house subject the purchasing the equipment. **Action:** Centre Manager.

- iii) **Community groups and issues update:** CM informed Members that the Boot Camp currently operating at the sports Centre has added an extra hour session to the existing booking 3 times a week. The need to introduce a business booking rate at the Tennis Courts due to the increased demand for the coaching being run by a private hirer. A discussion arose, fees were discussed which included a daily hire charge. The Centre Manager informed Members he had been approached by Histon & Impington PC with the view to using our Tennis Courts for two weeks in April while theirs is being refurbished. H & I charge a fee of £4.50 per hour to the club and would be covering the additional cost themselves. A discussion arose regarding comparisons to the income we would receive if hiring the facility to our own residents. After consideration at great length it is suggested that we should command a flat rate of £250 for the use. All Members in favour.

CC16/148

Community Development: Which included -

- i) **Update on planned 2017 events** – Brief update on planned events discussed. The Centre Manager also advised that an events list marketing the forthcoming events would be distributed to all homes this week.
- ii) **Agree resources on proposed Market facility:** Members considered the costings for 4 market stands to be used not only for Market days but at other functions as well, Cllr Obologe proposed we opt for the standard stall at a cost of £1,500.00, (for all 4 units). Cllr Chan seconded this motion. A vote of all in favour is recorded.
- iii) **Summer Fiesta 2017** – Members are updated with the progress and confirmed booking for this event, which included food outlets gospel singers and bouncy castle.

CC16/149

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

- i) **General correspondence:** Members are advised that the issues with the energy supplier at the Sports Centre are ongoing, as are the street light issues which the Clerk has not had time to resolve, Members asked for the street light issues to be made a priority and that Persimmon should be contacted with the option that we would organise the repair to their street lights on Central Avenue and forward the costs on to them. It was also discussed that residents may help by ensuring that the security light's outside their houses were working **Action:** Clerk.
- ii) **Pending land transfer:** The transfer of the LAP on Graham Rd (land parcel M) is now complete the documents and the £2,000 maintenance fee is received. The Land registry document will follow in due course.
- iii) **Note any Media issues:** the current system for updating the Web Site and other media resources seems to be working well allowing residents to access information regarding our events and services much sooner.

iv) **Grounds Maintenance:** No update to report.

CC16/150 Anti-Social Parking and Traffic Management: to include –

- i) **Update on LHI application:** Members are advised that the presentation on January 30 went well and that we should know if we are accepted for the funding by the end of next month.
- ii) **Update on further issues:** None to report.

CC16/151 City Deal: No further update received.

CC16/152 Policing and Crime prevention: Update on progress to include:

- i) **Neighbourhood Watch** – The Clerk advised members that she had contacted Balfour Beatty with the details of the signs to be mounted on the lamp columns and had not received a response to date, Members asked that she go-a-head and order the signage. **Action:** Clerk.
- ii) **Police Panel meeting arrangements** – Members are updated with the details of the next panel meeting to be held on 22 February, Cllr's Obologe and Chan agreed to attend as OP representation.

CC16/153 Proposed Sports Facilities Extension: Members are offered a progress report which included notification that the letters of invitation for tender have been sent to the identified company's the closing date for which is 11am on Wednesday 1st March 2017. Once the selection process has been completed work should commence within a few weeks, we anticipate that this work will start around Easter and run for 5- 6 months. The expected time to complete is October 2017. The Clerk also advised that she had checked the criteria for the funding through Amey Cespa and Mick George, the closing dates to apply are 20th March and April respectively. **Action:** Clerk to follow up.

Resource Committee:

- i) **Note the meeting minutes from 3th February 2017** – the meeting minutes are noted. No matters arising.
- ii) **Consider/note Committees comments on the current BCR** – Members noted the Committees recommendations to Via funds to cover overspend for energy charges at Sports Centre, Cllr Jawadwala proposed that we follow the Committees recommendation of £500 from both Sports Centre and Community Centre Gas budget lines, Cllr Nixon seconded and a vote of all in favour is recorded. **Action:** Clerk

Finance

- i) **Payments:** Payments for January 2017 are considered, Cllr Obologe proposed they be approved, seconded by Cllr Jawadwala, all in favour payments approved.
- ii) **Audit:** Members are informed that the external auditor had contacted the Clerk with advice on how to rectify the advisories at the end of 2016/17

accounting period.

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

Personnel

Staffing: Update on Staffing issues to include: -

- i) Consider revised procedure for sickness in staff hand book and introduction of the new sickness policy. – Members discussed at length the new procedure and policy and after several considerations for changes opted to include one minor change at 5.29 (may or may not). The motion to adopt the new policy and procedure was proposed by Cllr Jawadwala and seconded by Cllr Nixon; a vote of all in favour is recorded. **Action:** Clerk
- ii) Members noted the complaint raised by a hirer of the facility and asked that it be put in writing so as it may be logged properly and followed up. Manager to also put into place appropriate checking mechanisms.
Action: Centre Manager.

The meeting closed the at 10pm

Sign.....Chair

Date.....