

COMMUNITY AMENITIES COMMITTEE

Minutes of the Community Amenities Committee held at the Community Rooms Pavilion, Soham on Monday, 18 June 2018.

Present E Johnston C Warner, P Lane, D Woricker, H Ross, G Ginn and Mesdames R Aitchison & A Pallett

COM09/18 **PUBLIC COMMENT TIME**

No comments were received from members of the public.

COM10/18 **ELECTION OF CHAIRMAN**

NOTED Cllr Fisher, under his Cllr preferences had previously transferred membership to the Cemetery and Allotments Committee and as consequence decided to cease being a Cllr member of the Community Amenities Committee. Thereafter:

NOMINATIONS were sought by Clerk for Chairman or for the re-election of Cllr Johnston as Chairman of the Community Amenities Committee for 2018 – 2019

APPROVED WITH A VOTE OF THANKS to Cllr Johnston (proposed Cllr Warner seconded Cllr Pallett) who was re-elected as Chairman of the Community Amenities Committee for 2018 – 2019 who accordingly assumed the Chair for the remainder of the meeting.

COM11/18 **APOLOGIES FOR ABSENCE OF COUNCILLORS**

Apologies were received from Cllr Palmer. Cllr Chapman was recorded as being absent.

COM12/18 **DECLARATIONS OF INTEREST**

There were no declarations made by members to items on the agenda.

COM13/18 **MINUTES OF MEETING HELD 19 FEBRUARY 2018**

Minutes of the committee meeting of the 19 February 2018, having been previously approved by full council at its March 2018 meeting, were received by members.

COM14/18 **MATTERS ARISING FROM PREVIOUS MINUTES**

Public comment time (COM01/18)

NOTED Cllr Aitchison had no update to report to members in regards to the production of the metal wood burning grate (to be used at proposed WW1 commemorations held on recreation ground on evening of the 11th November 2018)

Rural grant/Barway Village Hall Charity (COM 33/16E, COM 22/16, COM 05/17, COM17/17A, COM 37/17A, COM05/18A, COM 05/18A)

NOTED Cllr Johnston has commenced the work necessary to reinstate Barway Village Hall Charity (asset being the land on which the hall was built) and has been liaising via email with a resident who was the original Chairman of the Charity with a view to their re-joining the reconstituted Charity as a Trustee.

Millennium walks signs (COM 33/15, COM 40/15C, COM 05/17B, COM 17/17B, COM37/17B, COM05/1/B, COM 05/18B)

NOTED all Millennium walk route signs have been sent away to be re-powdered (coloured) and although the original idea in 'reducing, reusing and recycling' the current signs (and with it to reduce costs)

APPROVED where the agreement is not signed, no rent shall be taken and suitable action to repossess the garden plots will be taken.

B) Polytunnel Request (New tenant)

APPROVED permission for a polytunnel subject to the new tenancy regulation (less than 20% of the available space given over to non-cultivation purposes, structures must be shatter-proof and in the case of a greenhouse/shed be less than 8 foot (h) by 6 foot (w)).

C) Weatheralls Site

APPROVED delegation of the clearing of the site and general tidy up to the Office (and expenditure as previously approved CA 07/18)

APPROVED TO RECOMMEND TO FULL COUNCIL that all costs of these works be deducted from monies held by the town council under 'allotments-surplus' budgetary heading (not from current income/expenditure amounts).

D) Berrycroft Walkabout Results.

NOTED with THANKS to the Assistant Clerk for her recent annual site visit (next one will be Millcroft)

NOTED that most plots have at least a third of their plots cultivated, two plots are currently not tenanted (vacant) but the Office is awaiting confirmation from residents on waiting list. One recently let plot under new agreement has no visible signs of cultivation and therefore a letter has been sent out from the office as well as letters issued to tenants who have done little work on their plots and consequently have become overgrown/unkempt

NOTED Cllr Horman is looking into obtaining 'smash wrap' for those tenants who have glass greenhouses and wish to keep them (to be with compliance regarding glass structures by 15th October 2018).

E) SALGA

APPROVED to recommend to full council payment of SALGA annual insurance premium for the community garden at Berrycroft of £226.74 for 2018 – 2019 season.

CA09/18

OTHER URGENT ISSUES

NOTED new tenant (Berrycroft) has repeatedly requested that the glass greenhouse left by previous tenant (Berrycroft) be removed.

APPROVED to investigate whether a local Contractor together with council staff can safely remove and dispose of the glass (subject to risk assessment) and where not to engage professional glass/rubbish removal services to undertake this work

APPROVED to recommend to full council that all costs of these works be deducted from the surplus monies held by the town council (under 'allotments-surplus' budgetary heading, not current income/expenditure account).

NOTED Cllr Lane's enquiry regarding receiving a number of complaints concerning the recent lighting of bonfire -Berrycroft allotment.

NOTED Clerk had issued a letter to individual concerned regarding this civil private nuisance and having received a visit to the Office and apology that no further action was considered necessary.

an

CA10/18

DATE OF NEXT MEETING

NOTED next meeting of the Cemetery and Allotments Committee to be advised (October 2018).

The meeting closed at 8:10pm

was to add a vinyl over-lay lettering of 'millennium walk' they are in such poor condition that this option would not be practical (durable). APPROVED signs to be re-powdered only subject to this action being durable and where not to consider the purchase of new signs (matter to be re-listed for Finance & Policy Committee's consideration at its next meeting)

Recreation ground play provision improvements (COM 30/15, COM 33/16D, COM 42/15, COM 05/17, COM 21/17, COM 37/17C, COM 05/18D)

NOTED new playground equipment is now installed and playground open to public with the official opening on Saturday 16th June 2018 at 10:30am (entertainment, light refreshments and press to be in attendance).

NOTED with a VOTE OF THANKS to the ground staff who have managed to sort out a number of teething problems associated with the new play equipment and surface/ground.

NOTED level of multicoloured 'chalking' graffiti on both the new 'wet pour' coloured surfaces as well as on the paver road and pavements outside play area.

REQUESTED ground staff attempt to remove these chalk markings periodically and in the instance of where these were on the wetpour coloured surfaces without introducing (further/any) damage

APPROVED provision of a gate (or movement of one of the less used ones from current provision) from the playground to the zip wire area to stop users from jumping over the play area fence (Fenland Leisure Products Ltd have been contacted to provide quote).

NOTED those concerns related to the floor to swing height of the DDA compliant disabled swing (manual handling safety concerns- HAG SMP Ltd have been notified of concerns and are awaiting their response-also safety harness which will be retained in Office and made available at user request has not been received).

COM15/18 **FINANCE – INCOME & EXPENDITURE APRIL 2018 – MID JUNE 2018**

NOTED & APPROVED new style of presentation of net income and expenditure for financial year which demonstrate current (real time) figures to members (quarterly report figures still to be provided to full council).

a) APPROVED to recommend to full council virement of all current CIL £ receipts held by Soham Town Council to its general funds consistent with its previous decision made under 125/16 and then for these monies to be placed into the town council's own ring fenced 'reserves and provisions' budgetary account for expenditures related to **Phase II of Pavilion works (demolishing old back hall and replacement with new)** and also for to the following (capital and revenue) projects:

b) **Public Toilets**

APPROVED TO RECOMMEND to full council that this infrastructure and amenity improvement be a priority capital project (subject to them being transferred to Soham Town Council from ECDC date to be determined)

c) **Soham/Wicken cycle path.**

NOTED Cllr Warner stated completion of this project (filling holes) represents a relatively small capital outlay and therefore it should be considered as revenue costs and part of the annual precept consideration/expenditure.

d) **Land Purchase.**

NOTED no suggestions to further land acquisitions for public space amenity provision

e) **Commons**

APPROVED any and all improvements and expenditure after 1st July 2018 should be deferred until establishment of a legally recognised Commons Management Committee (external Body to the town council) to which the town council might have representation and/or provide funds

f) **Refurbishment/resurfacing of short drive to recreation ground from Gardeners Lane entrance**

APPROVED quotes to be obtained (expenditure depending on £ amount to proceed via rate demand [precept] or from allocated reserves)

g) **Tree Replacement Programme**

NOTED the beech recently felled to ground outside Pavilion is due to be replaced by RBL Soham Branch with a pin oak (in autumn).

RECOMMEND TO FULL COUNCIL that a tree replacement programme is established but that any stock additions will need to be of reasonable size (girth and height) to be more likely to survive and offer better resistance to inevitable vandalism damage once planted.

h) **Tarmac of pedestrian path (inside closed churchyard St Andrew's)**

APPROVED & CONSISTENT WITH PREVIOUS DECISION (FP112/17) to proceed with works in current financial year (after tree works COM 16/18) - expenditure of circa £3403.20 inc vat (CCC Highways approved Contractors) to include prepping the path , filling holes , removing raised areas etc then to tack coat the whole area 90m² supply and lay 6mm wearing course asphalt 30 mm thick compact down hard leaving a safe surface for pedestrians (5 year guarantee) from current precept.

i) **Consideration of recent health & safety audit (ground person) audit and recommendations (budget)**

APPROVED Cllr Johnston to look into costings for a small flat bed van/quad bike/utility van (capital expenditure to be shared with Cemetery and Allotment).

j) **Speedwatch Equipment**

NOTED Cllr Warner and a resident volunteer skilled in electronics consider, after significant works and investigations including contact with the manufacturers, the current equipment, jointly shared between Soham Town Council, Wicken and Chippenham Parish Councils is irreparable.

NOTED Cllr Warner to look into the costs of purchasing suitable replacement equipment (matter for capital expenditure)

k) **Refurbishment of other public open space & play areas (Guntons Close, Brewhouse Lane, difficulties regarding Adizone area)**

NOTED AND APPROVED currently not undertake any works at Guntons Close and Brewhouse Lane council owned public open spaces.

NOTED letter received from Soham Town Rangers Youth Football Club expressing a wish to extend their current lease arrangement for the Pavilion at Barleyfields (Adizone area)-5 years remaining expires Sept 2023.

APPROVED to RECOMMEND TO FULL COUNCIL NOT to approve any extension to these facilities as the Town Council is currently looking at aspects and requirements for sport and leisure

provision for all residents that benefit of all demographics and not just solely one group.

APPROVED Cllr Johnston to arrange a meeting with STR FC regarding the annual rent review which is due and rent due to be increased next financial year to end of current contract as well as provision and needs for sports (and recreational) facilities specifically to under 13's in the town, not just football.

APPROVED Cllr Johnston to look into cost and logistic of removing all Adizone equipment and surfaces and then turning this area into more/better ball multi-sports pitches (to liaise with Soham Town Rangers Youth FC).

COM16/18 **PAVILION (AND RECREATION GROUND) TO INCLUDE:**

Main gate (car entrance) opening request.

NOTED non-attendance of D Cllr Goldsack who was invited to attend to present his request for the Pavilion car park (Fountain Lane) to be open for resident use outside current opening and closing times.

NOTED no further information provided from town Cllr Ross who also acts as in the capacity of DCllr

NOTED that since the car park has been closed that late night and overnight anti-social behaviours have decreased considerably.

APPROVED to RECOMMEND TO FULL COUNCIL NOT to change current car park opening times at the Pavilion

RoSPA Annual Inspection (Recreation ground & Adizone)

NOTED that after a number of years where significant repairs have been required there were no problems or major issues identified with the old play ground equipment (which has been recently removed at public request and replaced with newer items at the recreation ground)

NOTED WITH INTEREST those results of next years assessment (will be for the new play equipment)

NOTED that the Adizone surface continues to raise safety issues (COM 15/18k above)

Annual Tree Survey – Approval of works

NOTED the report (ground survey) undertaken by Eastern Tree Surgery identifying by species, location and condition all trees at the recreation ground (within the Conservation area¹) and from this to provide the town council with a 5 year working plan for tree works.

NOTED Assistant Clerk has applied and received permission from ECDC for all works recommended in year 1

NOTED & APPROVED recommendation (schedule of works) for tree works to year 1 which includes permission for annual apical growth of beech and chestnut tree over multi height climbing frame (new play equipment) and zip wire, respectively (does not require additional applications to be submitted each time works are required)

NOTED SJ Harrison Tree Services has taken over from the town councils preferred supplier to tree works (AJ Bramley).

CONSIDERED QUOTES received for year 1 tree works (recreation ground) and

APPROVED SJ Harrison Tree Services Ltd for tree works to a total of £1320.00 (inc vat)

APPROVED that subject to receipt of competitive quotes that SJ Harrison Tree Services, at the discretion of the Office, be town councils preferred supplier for tree works at recreation ground.

¹ Subject to planning approval by ECDC (Tree Officers)

COM17/18 **STREET SCENE ISSUES – LIGHTING, FURNITURE & CCTV PROVISION**

CCTV Provision – addition of (5) High Street cameras to current (Pavilion) system

NOTED invoice for management and service charges from Ely City Council as contribution to CCTV services for last financial year (November 2017-March 2018-not accounted for as a creditor in last years accounts) and partly for forward charges (April-Sept 2018) for £10085.87 (inc vat).

APPROVED to RECOMMEND TO FULL COUNCIL TRANSFER of the 5 High Street CCTV cameras currently from Ely City Council and paid for by way of a £10K annual contribution to the town councils system with immediate effect (within the financial year).

APPROVED Clerk to issue correspondence to City of Ely Council regarding the committee's concerns related to the invoice submitted on management and service charges of Soham Town Council (some cameras were not working last financial year)

Street (village/town) signs update

NOTED no work in relation to this project has been undertaken since their removal some 3 years ago (signs are currently in the custody of Soham Heritage and Tourism)

APPROVED Cllr Woricker to obtain designs and quotes for new street (town) signs.

Millennium signs (Update)

NOTED matter and updates reported under COM 14/18 above

MHI applications to include Thorn Close – resident request for turning bay marking/street signs (any MHI application deadline 31 July 2018)

NOTED Soham Town Council is not the relevant Authority or responsible Party regarding those road (public highway) matters raised by the resident at Thorn Close and

APPROVED Clerk to issue letter to this effect to the resident.

NOTED that residents 'first port of call' regarding highway issues and problems is and should always be CCC Highways via their website under 'Report that Fault' and not the town council

NOTED potential MHI projects and any offer of financial support by the town council will be an agenda item listed for full council consideration at its July 2018 meeting.

COM 18/18 **ANY OTHER MATTERS REQUIRING COMMITTEE CONSIDERATION AND DECISION**

NOTED Cllr Lane's enquiry regarding commercial operations (businesses) using the recreation ground for paid for weekly boot camp activities and training sessions

NOTED Assistant Clerk confirmed that as these groups/trainers charge for their activities and services that they pay the council for use of the grounds (facilities-reflected in monthly receipts and payments information provided at meetings).

NOTED Cllrs in attendance at the recent play area opening met a former MET Police Officer who advised them that that drug related activities which are occurring in full view of other users at the recreation ground should be made a matter of priority for local Police enforcement and as part of any (active) community action review plan.

COM19/18 **DATE OF NEXT MEETING**

NOTED next meeting of the Cemetery and Allotments Committee to be advised (October 2018).

The meeting closed at 9:42pm