

Minutes of an Extra Meeting of the Waltham Parish Council held at the Bowling Green on Tuesday 26th April 2011 at 7.00 pm.

Present: Chairman Cllr M A Archer, Councillors Bean, Clayton, Dewires, Frisby, Shaw, Surtees, and Woodliff, 4 members of the Bowling Club and the Parish Clerk.

The Chairman opened this extra meeting of the Parish Council and asked that following the well that has appeared in the ground at Grove Park, he would like the Council to consider placing an extra item on the agenda to make an emergency decision on awarded the contract for covering of the well in Grove park on health and safety grounds.

RESOLVED: All Councillors agreed to add this emergency item to the agenda so the works can be carried out as soon as possible.

22.04.2011 Parish Councils (Model Code of Conduct Order (2007))

Declaration of Interest by Members of the Parish Council in relation to the agenda below:

Councillor M Archer declared a Personal Interest in item 7 on the agenda, the emergency works required in Grove Park as he knows the owner of one of the companies asked to tender.

23.04.2011 Open Forum – To enable any resident to raise any items with the Parish Council:

Mr Andy Arundel wished to ask the Parish Council if they would consider the proposal put forward by the Bowling Club to erect a stand alone timber pavilion on the site for the use by the bowling club and visitors. He explained that the club has looked at various options and despite raising substantial funds there had not been enough raised for either a purpose built timber building or the refurbishment and running of the brick football pavilion which is currently on site.

The bowling club came across an opportunity on a website which fitted their needs and managed to secure a timber building which new would have cost around £30,000.00 but was able to secure this for just over £5100.00 and with transport and erection costs will amount to £9,000.00 which amounts to within the funds they have raised. Mr Arundel asked the parish council if they would give permission to erect the building on the site at an agreed location and for the parish council to seek the relevant planning permission and building consent. He felt that the building would benefit both the bowling club and the local community.

Cllr Shaw said that some time ago it was thought that we would only support the club for so many years. Cllr Archer replied to say that was the initial thoughts but over the years with rising costs of the bowling green, the club have now become the maintenance contractors for the upkeep of the club. The pavilion would belong to the Parish Council as otherwise this would become a private venture and would not be allowed under the terms of our lease. The Parish Council has to own and administer the venture. The bowling club has been raising funds towards this since 2009 and the parish council can look into further funding and grants if it owns the building. The bowling club would manage the whole project on behalf of the Parish Council.

24.04.2011 Apologies:

Apologies were received from Councillors A Archer, Baker, Barrett, Evans, Davies, Penney, Teanby and Ward Councillors I Colquhoun and P Jackson.

25.04.2011 To consider proposals from the Bowling Club regarding the sighting of the timber pavilion prior to making a planning application.

The Chairman explained that we have heard from Mr Arundel and following enquiries made with NELC we now have written approval from the lessors to place a wooden building at the bowling green. Initial enquiries have also been made with the planning office and building regulations department on the specifications and plans required. A copy of the plans was shown to the council.

At this point the Cllr Woodliff proposed that the Council went out on site to view the area, which has been marked out.

All agreed to suspend standing orders to go on site to view the area.

Mr Arundel said that the two main gates would need to be moved over to allow maintenance vehicles to still enter the site and explained the positioning of the building. The maximum height from base would be 3.56mtr with a hip roof. The timber has been pre treated and could be further treated when required. The club has spoken to the neighbouring residents and no one expressed any complaints to the club. The chairman explained that all the residents would be contacted if the council agreed to a planning application being submitted. Mr Arundel said that the future aspirations for the club would be to have a plumbed in toilet facility and to begin with they would have to rent a disabled portaloo. The chairman felt that this would complicate the application and have a substantial financial implication on the Parish Council.

The chairman asked about the ongoing maintenance and insurance of the building. Mr Arundel said that the club would maintain the building but as the asset would belong to the parish council he would hope that the parish council would include the insurance under their policy.

The Council returned to the meeting room. Cllr P Surtees had to give her apologies and left the meeting.

The Council went back into full council.

The Chairman explained that the building would use an extension of existing supplies of water and electricity; there would be no heating in the building.

The Council agreed to suspend standing order to allow Mr Arundel to confirm this.

Mr Arundel confirmed that he has spoken to an electrician and an extension can be provided to give the building a supply that would take the use of an urn for hot water, electric light and microwave.

The Council went back into full council.

The chairman suggested that part of the planning application should be that the building is used for seasonal use only therefore there would be no need to heat the building and this could aid the application. The Council discussed this and thought that the British summer time between clock changes would be best.

The Council discussed the proposed positioning of the building.

RESOLVED: It was agreed that the current marked position of the building be approved.

Cllr Clayton asked if the parish council should in the future look at CCTV to cover the area. The chairman explained that a self-contained unit within the grounds would not cost a great deal and the council thought that it would be good to look at in the future.

The Chairman asked if the parish council wished to apply for the relevant planning permission and building regulations relating to this building.

RESOLVED: It was agreed to apply for planning permission and building regulations to erect this pavilion.

26.04.2011 To consider specifications required for the erection of a pavilion:

The Council agreed to suspend the standing orders to ask Mr Arundel a question on the specifications. Mr Arundel spoke about the specifications required for the base and explained that these came from the building manufacturer. The only alteration would be that no floor insulation would be required as the building would be for summer use only. He also explained that surface water has to be considered. The Chairman said that he has knowledge that a surface water outlet is fitted at the corner where the disabled access is located and that this can be used for drainage.

The council went back into full council.

The Chairman said that we have the specifications before us, is it your wish that we put out to tender once the specification has been checked and given approval by the building control officers.

The Chairman added that this procurement process would be applied for and run by the Parish Council following our rules and regulations. We would be accountable for this and following the erection of the building it would become a Parish Council asset.

RESOLVED: The Council agreed to send out to tender the ground works required once the building control office have agreed the specification. The Parish Council agreed to run this as their procurement process and to the building becoming a Parish Council asset once erected. The Council are to also look into the cost of insuring this building.

27.04.2011 To consider the viability of the Parish Council taking over the brick football pavilion:

The Chairman explained that further to a meeting today with NELC they would like the parish council's further thoughts on the taking over of the brick building or the grounds and area as a whole. The Council were disturbed to see the extent of the damage to the building and agreed that without financial assistance they would not be able to maintain and run the facility. The Chairman said that NELC have given some indication that some funds would be forthcoming with the building. The council wanted to know further details of this and how long the help with funding would last.

Cllr Frisby said that with there being a possibility of asbestos in the artex that covers every ceiling in the building, NELC should look at pulling it down.

The Chairman said that the lease for the bowling green land is to be reviewed as it is coming towards the end of its term. NELC said that they did not anticipate that the parish council would receive a renewal of the peppercorn rent. This was because any such agreement has to go to cabinet. The Parish Council would have to provide a good case study to validate why it is to receive a peppercorn rent. The chairman felt that the parish council should start to make its case study for when the lease is renewed. The council agreed to this.

RESOLVED: The Council agreed to listen to what NELC propose regarding the brick building and surrounding area before any decision is taken regarding the parish council taking over the site.

28.04.2011 To receive quotations and award the contract for the emergency repairs to the well discovered in Grove Park:

The Chairman having declared a personal interest in this item handed the chair over to Vice Chairman P Woodliff.

The Clerk confirmed that a specification for the works has been sent out and that two responses had been received.

The first tender opened was from Carr & Carr. Their quotation was £1049.38 plus vat. The second tender opened was from Sean McCan Civil's. Their quotation was £670 plus vat.

RESOLVED: It was agreed to accept the quotation from Sean McCan Civil's for £670 plus vat. The work is to be completed as soon as possible.

Cllr M Archer returned to the Chair.

The next Parish Council meeting is on 10th May 2011 and will be the Annual General Meeting.

The Chairman thanked everyone for attending and the meeting closed at 8.05pm.