

## **NORTHWAY PARISH COUNCIL**

Minutes of a meeting of the Capital Projects Committee held on Wednesday, 15<sup>th</sup> September 2010 at the Ray Shill Building, Northway, commencing at 7.00 pm.

Present: Cllr Mrs D Bailey (Chairman) Cllr C Woodward (Vice Chairman)  
Cllr S Cooper Cllr D Oughton  
Cllr Mrs J Shillam Cllr A Snarey

In Attendance: Mrs C Woodward, Clerk of the Council

### **CP/01/10 Election of Committee Chairman**

Cllr Snarey PROPOSED that Cllr Bailey be nominated as Committee Chairman. Cllr Woodward SECONDED. Cllr Bailey accepted the nomination.

FOR: Cllr Snarey Cllr Cooper  
Cllr Oughton Cllr Shillam  
Cllr Woodward

ABSTENTIONS: Cllr Bailey

### **CP/02/10 Election of Committee Vice-Chairman**

Cllr Snarey PROPOSED that Cllr Woodward be elected as Vice-Chairman of the Committee, Cllr Woodward accepted the nomination and Cllr Oughton SECONDED.

FOR: Cllr Snarey Cllr Bailey  
Cllr Cooper Cllr Oughton  
Cllr Shillam

ABSTENTIONS: Cllr Woodward

### **CP/03/10 Apologies for Absence**

Apologies for absence were received from Cllrs Mrs E Brown, Mrs M Litherland, S Lewis and B Sluz.

### **CP/04/10 Declarations of Interest**

Cllr Cooper declared an interest in items relating to the Alex Cunningham Building. No further declarations of interest, as required by the Code of Conduct adopted by the Parish Council on 14<sup>th</sup> May 2008 (Min Ref C/04/08), including paragraph 12(2), were made.

### **CP/05/10 Capital Projects List**

A list of Capital Projects approved at the last meeting in December 2009 was tabled, along with expenditure to date. The Clerk pointed out that when these figures had been agreed she had been advised that the sum of Bloor money returned from Tewkesbury Borough Council and separated from General Reserves was £161,331.00 when in fact it was less than this at £158,760.00. There was now a need to adjust those figures slightly to reflect this change. This is based on the originally agreed budget figures (although subsequent works have already reduced some of them). Members went through the list as follows:-

**Tewkesbury Sports Centre Improvements - Tewkesbury School £ 1,000.00**

As this figure had already been confirmed with the school it was AGREED to leave it as it is.

## **NORTHWAY PARISH COUNCIL**

### **CP/05/10 Capital Projects List (Continued)**

**2<sup>nd</sup> Graveyard extension - St Nicholas Church** £ 2,000.00

Cllr Bailey PROPOSED that this heading be reduced to £1,000.00.

FOR: UNANIMOUS

**Ray Shill Building** - Porch/disabled access improvements & secure Fence/gates including replacement roof fund. £ 4,325.00

It was AGREED to keep this heading as it is because repairs are essential to the building if the Council stay at the Ray Shill Building.

**The Gould Field Improvements:**

Car park and multi-games facility (roller hockey/basketball) £ 18,740.00

Kick About Area £ 4,278.00

It was AGREED to leave this budget as it is due to the need for improvements.

**Lighting AAS.16 (behind Bevan Gardens)** £ 427.00

Cllr Oughton pointed out the urgency of getting lighting installed at this location. It had been part of an agreement with Gloucestershire County Council a number of years ago. It was AGREED to keep this budget as it is.

**Multi-Purpose Facility** £101,225.00

It was AGREED to keep this budget as it is.

**Alex Cunningham Building** £ 17,699  
(Local Strategic Partnership, TBC) £ 8,000

Most of the work to the building had now been completed but there were some items still to be put through the Accounts so it was AGREED to leave this budget as it is.

**Drainage Works in the Parish** £ 5,000.00

The Clerk pointed out that this budget heading had already dropped to £4,000 due to £1,000.00 already being paid to Gloucestershire County Council for partnership works to Old Northway Lane. It was AGREED to drop this budget to £4,000 (now £3,000 following expenditure already incurred).

**Lap Top and Projector** £ 1,000.00

The Lap Top and Projector have now been purchased leaving £300.00 in budget. It was AGREED to put this back into the unspent funds.

**Photocopier** £ 5,000.00

It was noted that details on various photocopiers were to be tabled at the meeting but that none of them were near £5,000.00. It was, therefore AGREED to reduce this budget to £4,000.00.

Cllr Woodward PROPOSED approval of all the amendments. Cllr Oughton SECONDED.

FOR: UNANIMOUS

[A copy of the amended figures are attached to the Minutes \(circulated to Members\)](#)

## **NORTHWAY PARISH COUNCIL**

### **CP/06/10 Minutes of the Previous Meeting**

Cllr Shillam PROPOSED that the Minutes of the meeting held on 14<sup>th</sup> December 2009 were approved as a true and accurate record. Cllr Woodward SECONDED.

FOR: Cllr Shillam Cllr Woodward  
Cllr Cooper

ABSTENTIONS: Cllr Bailey Cllr Oughton  
Cllr Snarey

### **CP/07/10 Matters Arising from the previous Minutes**

There were no matters arising.

### **CP/08/10 Improvements/Repairs to the Ray Shill Building**

The Clerk had met with Builders to obtain quotations for essential works to the Ray Shill Building to include repairs/replacement windows, suitable front door to enable easy access for the disabled, new roof (pitch/refelt/rubber). The Clerk said that the builders she had met with felt the windows were, mostly, not repairable and would require replacement, that a whole new door unit, plus dropped sill as well as some sort of intercom so that wheelchair users could call for assistance was necessary. The builders were quoting for a new felt roof as well as rubber. It was suggested that it would be unlikely that planning permission would be obtained for having a pitched roof due to the proximity of the window in the closest house in Woodward Close. Unfortunately none of the quotations for the works had been received but Members anticipated these works would be in the region of at least £25,000.00. In the light of what appeared to be considerable expenditures it was AGREED that the Parish Council should look at all options including whether there are other areas that the Parish Council could consider moving to. It was AGREED to put this on hold for the time being.

### **CP/09/10 Photocopier**

Full Council gave Capital Projects Committee delegated powers to purchase/lease a new photocopier due to the current problems being experienced with the old one. Members perused quotations from three different firms (C&G Business Equipment, Balreed Digitec and Portrayal). They gave a brief breakdown of what was on offer, service costs and what the machines provided. It was AGREED that it was not necessary to have a colour copier. Cllr Snarey PROPOSED that the Council purchased the Canon IR2520 at a cost of £1,800.00 from C&G Business Equipment Ltd. Cllr Woodward SECONDED.

FOR: UNANIMOUS

### **CP/10/10 Project and their progression**

Members ran through the list and discussed progressing the identified projects:-

- Tewkesbury Sports Centre Improvements - The Clerk advised that Tewkesbury School had been advised that funds were set aside for this project if they required them.
- 2<sup>nd</sup> Graveyard Extension - There was nothing that could be done to progress this item at this time, as no time scale was available.
- Ray Shill Building - Members discussed the sense of putting more money into repairing the Ray Shill Building when it may be more sensible to look at the bigger picture and consider other possibilities such as extending the Alex Cunningham Building to provide a larger range of facilities including parish offices. It was AGREED

## **NORTHWAY PARISH COUNCIL**

### **CP/10/10 Project and their progression (Continued)**

not to progress the repairs but to consider what other possibilities are available and, as these may involve negotiations and contractual matters, they should be placed under confidential cover at the next Full Council Meeting.

- The Gould Field Improvements (Car park, multi-games facility, kick about area) - Members discussed this and felt it was appropriate to try and progress some improved facilities in the Parish. The Youth Workers had suggested that even a couple of permanent goal posts on the Gould Field would be really appreciated. Cllr Oughton pointed out that they have a small Multi Use Games Area (MUGA) in Bredon which has a goal mouth, basket ball net and cricket stumps, this is set in some sort of plastic mesh with mesh on the floor which allows grass to grow through. It was AGREED that the Clerk should investigate both options. Cllr Oughton will try and find out more information from Bredon and Cllr Woodward also offered to see what he could find out. Cllr Oughton also pointed out that it had been reported that since the MUGA had been installed at Wheatpieces it had reduced antisocial behaviour by 50% even though there were reports of speeding cars past the MUGA.

Whilst discussing the Gould Field attention was also drawn to the fact that it may be beneficial to install palisade fencing around the one Boundary that currently does not have it. This would give an added security to residents and make the boundary more permanent. Cllr Bailey PROPOSED that the Clerk was asked to investigate costings for, in the first instance, palisade fencing from the entrance along the east boundary up to the corner of oak drive (by the dog waste bin). Also enquiries as to the need for planning permission need to be investigated.

FOR: UNANIMOUS

- Lighting AAS.16 - Cllr Oughton pointed out that this lighting had been a long time coming and had been part of a matched funding scheme offered by Gloucestershire County Council. The Clerk added that she had been in touch with representatives from Gloucestershire County Council but no-one seemed able to find a record of this scheme. It was AGREED that the Clerk should approach Richard Waters, Area Programme Manager, Gloucestershire Highways to see if this could be revisited.
- Multipurpose Facility - Members felt that as they were looking at the Ray Shill Building options i.e. repair, improve or move that there was no further action to progress under this heading at this time.
- Alex Cunningham Building - Nothing further to progress immediately.
- Drainage work in the Parish - Some work had already been done on old Northway Lane and more work may happen in the near future at Joan's Field.
- IT Equipment for Planning - This was a completed project and already agreed above (Min Ref CP/05/10) the remaining funds should be put back into the 'pot'.
- Photocopier - Currently being progressed.

It was further AGREED to put a request to Full Council that the Capital Projects Committee be given authority to progress items that are already on the Project Working List without having to bring each item back to Full Council. Any changes in projects should still be considered by Full Council.

### **CP/11/10 Correspondence received after 9<sup>th</sup> September 2010**

No additional correspondence had been received.

**NORTHWAY PARISH COUNCIL**

**CP/12/10    Date and Agenda of Next Meeting**

It was AGREED to hold the next meeting on 3<sup>rd</sup> November 2010 and that the Agenda should contain an update on all Capital Projects and any actions agreed as a result of tonight's meeting.