



SOUTH WOODHAM FERRERS
TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

AGENDA

For a Meeting to be held at 8.00p.m. on
Tuesday 16th July 2019

at Champions Manor Hall Community Centre,
South Woodham Ferrers

Membership:

Councillor A Shearring (Chairman)
Councillor J Birch (Vice-Chairman)

Councillor D Eley
Councillor A John

Councillor I Roberts
Councillor R Weir-Ewing

Councillor R Crosbie
Councillor K Bentley

Local residents are welcome to attend this meeting. At the meeting, your elected Councillors will take decisions affecting YOU, the Community and the Town. At the beginning of the meeting there is an opportunity for you to make representations, answer questions and give evidence in respect of any item of business on the agenda. The public may participate for up to 15 minutes for this purpose. If you have any queries, please telephone the Town Clerk on 01245 321817. Please join us.

Karen Hawkes BSc (Hons)
South Woodham Ferrers Town Clerk
9th July 2019

1. Apologies for absence

To RECEIVE and ACCEPT any apologies for absence.

2. Declarations of Interest

Any Member declaring an interest is asked to state whether this is a pecuniary or non-pecuniary interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the Town Clerk.

3. Confirmation of Minutes

To APPROVE the minutes of the meeting held on 21st May 2019 as a true record of the meeting.

4. Public Questions

In accordance with Standing Order 3.e to allow up to 15 minutes for members of the public to make representations, answer questions and give evidence in respect of any item of business on the agenda. At the close of this item members of the public will no longer be permitted to address the Committee; Members with pecuniary interests will also not be permitted to speak, address the Committee on those interests and must leave the meeting when the item in relation to their interest is being discussed.

5. Budgetary Positions

5.1 To receive the budgetary positions as at 30th June 2019 for this Committee and Champions Manor Hall to be circulated prior to the meeting.

6. Financial Matters

6.1 To receive and note the Council's bank balances as at 30th June 2019:

- Current Account £ 73,866.54
- Reserve Account £ 424,628.52

6.2 To receive and note the following bank transfers as at 30th June 2019:

- No transfers made.

6.3 To note details of financial transactions for May and June 2019 circulated with the agenda.

6.4 Investments: Committee to agree small group of Councillors to work with Town Clerk to research investments and report back to the 22nd October 2019 with recommendations.

7. Grant Application

To consider grant application from SWF SEND Support Group as attached for the sum of £500.00 towards hall hire.

8. Budget request from Environment Committee

Request from Environment Committee for £2,500 for 2019/2020 project for Peter Plan themed parterring for the Garden of Remembrance youth wall Environment Minute E402.2 25th June 2019

9. Bandstand electrics

To agree the removal and replacement of circuit board, power points and re wiring of the bandstand in accordance with the 18th edition. 2

quotations obtained recommendation to proceed with Atlas at a cost of £3,350.00 to be funded from the Bandstand Earmarked reserve. Currently bandstand electrics cannot be used.

10. John Cox Allotment site

Report attached : Following the Leisure minute L6 on the 11th June to for the development of the allotment site to be the responsibility of the Policy and Resource committee.

Committee to agree how to proceed.

11. Railway Land Community Asset Transfer

Lambert Smith Hampton has advised that the transfer of the disused train line King Edwards Road / Hamberts Road which was offered to the Town Council has been withdrawn at this stage, until the Local Plan has been finalised

12. Reviews

To consider and adopt the revised:

12.1 Standing Orders (Model Standing Orders NALC 2018)

12.2 Financial Regulations

13. CCTV cameras at the Village Hall

Following incidents at the Village Hall it has identified that the current system is dated and not fit for purpose.

To consider funding CCTV equipment cameras at the Village Hall at a cost of £9,000.00. Village Hall to fund £3,000, Playing Field committee £600.00 request that the Town Council fund the remainder approx. £5,500.00

Awaiting further information which will be available at the meeting. Three quotations have not been received as Link are a Chelmsford City Council contractor, Chelmsford City Council will be providing the ongoing surveillance of the area, Village Hall will fund the day to day power and Town Council to fund adhoc repairs. Formal agreement currently being prepared by Chelmsford City Council.

14. Reports from Representatives of Outside Bodies reporting to Policy and Resources Committee:

a. Essex Association of Local Councils – Karen Hawkes

b. Larger Local Councils Forum – Councillor A John

15. Report to Council

To agree items for report to the next Council meeting on 22nd October 2019.

16. Media Contact

To consider whether any items on this Agenda warrant a media release and if so, to agree a Councillor to comment, if applicable.

17. Next Meeting

The next meeting of the Policy and Resources Committee will be on 10th September 2019.

Resolved to exclude the press and public for the remainder of the meeting under the Public Bodies (Admission to Meetings) Act, 1960, as the following item contains confidential information.

18. Accident at Champions Manor Hall October 2015

Town Clerk to report the outcome of the accident at Champions Manor Hall October 2015

Month No : 3

Committee Report

Policy & Resources Committee**Champions Manor Hall**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Electricity	0	0	7,000	7,000		7,000
Gas	0	0	1,600	1,600		1,600
Water	0	0	700	700		700
Sewerage	0	0	350	350		350
Rates	0	0	9,500	9,500		9,500
Cleaning	3,651	3,651	15,000	11,349		11,349
Maintenance	486	4,604	18,000	13,396	1,534	11,862
Major Repair Fund	3,294	3,294	5,000	1,706		1,706
Administration	0	0	1,000	1,000		1,000
PRS Licence	0	0	485	485		485
Photocopier	0	0	500	500		500
Postage	0	0	250	250		250
Telephone	0	37	500	463		463
Sanitary Contract	83	83	0	-83		-83
Security	241	241	550	309		309
Insurance	1,435	1,435	1,476	41		41
Contingencies	0	114	2,000	1,886		1,886
Champions Manor Hall :- Expenditure	9,190	13,458	63,911	50,453	1,534	48,919
Main Hall Hire	0	6,658	22,000	-15,342		0
Multi Purpose Room Hire	0	6,292	30,000	-23,708		0
Conference Room Hire	0	934	5,000	-4,066		0
Meeting Room Hire	0	619	3,000	-2,381		0
Car park	0	130	0	130		0
Rent from ESO Depot	0	0	1,100	-1,100		0
Rent from Office Use	0	0	17,600	-17,600		0
Champions Manor Hall :- Income	0	14,633	78,700	-64,067		
Net Expenditure over Income	9,190	-1,175	-14,789	-13,614		
<u>Office Costs</u>						
Electricity	0	0	2,000	2,000		2,000
Rent for Office	0	0	17,600	17,600		17,600
Gas	0	0	550	550		550
Water	0	0	200	200		200
Sewerage	0	0	100	100		100
Rates	0	0	5,200	5,200		5,200
Cleaning	2,054	2,054	7,500	5,446		5,446

Month No : 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Maintenance	0	2,147	4,800	2,653	528	2,124
PRS Licence	0	0	500	500		500
Equipment	0	0	500	500		500
Office Supplies	26	26	500	474		474
Photocopier	0	0	1,500	1,500		1,500
Postage	0	0	900	900		900
Card Processing	0	206	900	694		694
Telephone	0	85	1,350	1,265		1,265
Sanitary Contract	47	47	200	153		153
Security	0	0	400	400		400
Mobiles	0	0	300	300		300
IT Work/Support	0	0	2,000	2,000		2,000
Office Costs :- Expenditure	2,126	4,565	47,000	42,435	528	41,907
Net Expenditure over Income	2,126	4,565	47,000	42,435		

Policy & Resources General

Maintenance	274	340	0	-340		-340
Security	136	136	0	-136		-136
Salaries	0	18,601	150,000	131,399		131,399
Employer's NI	0	3,126	23,000	19,874		19,874
Superannuation	0	3,198	40,000	36,802		36,802
Payroll Contract	0	0	1,000	1,000		1,000
Petty Cash	0	0	100	100		100
Staff Uniform & Travel	0	0	1,000	1,000		1,000
Training	132	132	3,000	2,868		2,868
Training - Councillors	0	0	2,000	2,000		2,000
Recruitment	0	0	450	450		450
Subscriptions	429	1,896	2,500	604		604
Publications	0	0	200	200		200
Marketing	0	0	500	500		500
Audit	0	0	2,500	2,500		2,500
Insurance	2,551	2,551	3,445	894		894
Civic Budget	0	0	1,200	1,200		1,200
Member's Expenses	0	0	300	300		300
Member's Basic Allowance	0	0	10,320	10,320		10,320
Loan Repayment	0	11,534	23,626	12,092		12,092
IT Contract & Equipment	0	787	6,000	5,213		5,213
Elections	0	0	850	850		850
Earmarked Grants	0	0	2,250	2,250		2,250
Grants	0	0	10,000	10,000		10,000

Month No : 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Project Fund	0	0	28,563	28,563		28,563
Litter Control	0	0	1,100	1,100		1,100
Land at Ferrers Road	0	1,592	0	-1,592	8,658	-10,250
Contingencies	0	64	1,500	1,436		1,436
Professional Fees	0	0	2,000	2,000		2,000
Neighbourhood Plan	3,500	15,250	0	-15,250		-15,250
Policy & Resources General :- Expenditure	7,021	59,206	317,404	258,198	8,658	249,539
Precept	0	0	348,065	-348,065		0
Interest Received	0	0	1,000	-1,000		0
Leases & Wayleave	0	0	550	-550		0
Policy & Resources General :- Income	0	0	349,615	-349,615		
Net Expenditure over Income	7,021	59,206	-32,211	-91,417		
Policy & Resources Committee :- Expenditure	18,338	77,230	428,315	351,085	10,721	340,365
Income	0	14,633	428,315	-413,682		
Net Expenditure over Income	18,338	62,596	0	-62,596		

At : 09:39

Current Bank Account

List of Payments made between 01/05/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2019	AHEAD4 LTD	010519b	72.55		Purchase Ledger Payment
01/05/2019	AHEAD4 LTD	010519c	169.00		Purchase Ledger Payment
10/05/2019	CASHBACS INTERNATIONAL	100519	12.00		Purchase Ledger Payment
14/05/2019	ATLAS HOUSE CONSULTANCY	302051	1,110.00		decoration to conference
14/05/2019	Troy Hayes Planning Limited	302052	14,100.00		Neighbourhood Plan Consultant
14/05/2019	DAISY COMMUNICATIONS	302053	146.19		8902263/DAISY COMMUNICATIONS
14/05/2019	WICKSTEED LEISURE LTD	302054	108.00		805978/WICKSTEED LEISURE LTD
14/05/2019	go cardless	GO CARDLES	114.10		go cardless
20/05/2019	NPOWER LTD	98242	982.42		Purchase Ledger Payment
21/05/2019	O2	21052019	23.39		Purchase Ledger Payment
21/05/2019	BRITISH GAS	42.48	42.48		Purchase Ledger Payment
28/05/2019	BARCLAYCARD COMMERCIAL	29702	297.02		Purchase Ledger Payment
28/05/2019	AHEAD4 LTD	48.00	48.00		Purchase Ledger Payment
31/05/2019	PAYMENTSSENSE LTD	310519	18.00		Purchase Ledger Payment
31/05/2019	bac's charge	BACS CHARG	8.98		bac's charge
07/06/2019	ROWLAND BROTHERS TRADE	302060	189.48		0381/0381/ROWLAND BROTHERS TRA
22/06/2019	CHELMSFORD CITY COUNCIL	010519	1,510.00		Purchase Ledger Payment
03/06/2019	CHELMSFORD CITY COUNCIL	030619	1,510.00		Purchase Ledger Payment
03/06/2019	AHEAD4 LTD	030619b	72.55		Purchase Ledger Payment
03/06/2019	AHEAD4 LTD	030619c	169.00		Purchase Ledger Payment
10/06/2019	BRITISH TELECOM PLC	100619	363.84		Purchase Ledger Payment
10/06/2019	CASHBACS INTERNATIONAL	100619b	12.00		Purchase Ledger Payment
14/06/2019	ANGLIAN WATER	140619a	68.20		Purchase Ledger Payment
14/06/2019	ANGLIAN WATER	14062019	278.81		Purchase Ledger Payment
19/06/2019	O2	190619	23.39		Purchase Ledger Payment
19/06/2019	NPOWER LTD	190619b	466.42		Purchase Ledger Payment
20/06/2019	NPOWER LTD	200619b	929.72		Purchase Ledger Payment
25/06/2019	CT Services Group Ltd	302063	6,845.28		8137/CT Services Group Ltd
25/06/2019	ATLAS HOUSE CONSULTANCY	302064	3,066.00		maintenance plan & LED lights
25/06/2019	SLCC ENTERPRISES LTD	302065	379.00		MEMBERSHIP/SLCC ENTERPRISES LT
25/06/2019	J W DAVIS ENTERPRISES LTD	302066	1,910.00		13360/J W DAVIS ENTERPRISES LT
25/06/2019	ESSEX ASSOCIATION OF LOCAL	302067	132.00		11483/ESSEX ASSOCIATION OF LOC
25/06/2019	CHELMSFORD CITY COUNCIL	302068	920.00		Play in the Park
25/06/2019	ROWLAND BROTHERS TRADE	302069	212.92		0768/ROWLAND BROTHERS TRADE LT
25/06/2019	GARTEC LTD	302070	1,798.00		lift autodialler CMH Project
25/06/2019	HEWES SECURITY	302071	452.04		New camera
25/06/2019	KEMPCO LTD	302072	31.18		184476/184476/KEMPCO LTD
25/06/2019	PRISTINE ENVIRONMENTAL	302073	156.00		027550/PRISTINE ENVIRONMENTAL
25/06/2019	RCCE	302074	60.00		2019/RCCE
25/06/2019	Thames Security Shredding Ltd	302075	64.08		010939/Thames Security Shreddi
25/06/2019	Troy Hayes Planning Limited	302076	4,200.00		Neighbourhood Plan Consultant
25/06/2019	ZURICH MUNICIPAL	302077	3,986.03		37965122/ZURICH MUNICIPAL
25/06/2019	BARCLAYCARD COMMERCIAL	250619	253.20		Purchase Ledger Payment
25/06/2019	AHEAD4 LTD	250619b	48.00		Purchase Ledger Payment

At : 09:39

Current Bank Account

List of Payments made between 01/05/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/06/2019	PAYMENTSENSE LTD	18.00	18.00		Purchase Ledger Payment
Total Payments			<u>63,198.44</u>		



Grant Application Form 2019 - 2020

Please complete the form clearly in black ink and **BLOCK CAPITALS**.
Continue on another sheet of paper if necessary.

Q1. You or Your Organisation	
Name of You/Organisation and location	SWF SEND Support Group
Summary of aims and objectives	To provide an understanding and helpful forum for parents and/or carers of children with Special Educational Needs and Disabilities (SEND), giving them the opportunity to meet other parents for mutual support and to share advice.
Age groups specifically catered for, if any	N/A
Are you or the organisation a non-profit making body?	Yes – we’ve received no money so far and have funded the group session so far ourselves or relying on the generosity of local businesses.
Are you or the organisation a Registered Charity? If so please give registration number	No
Are you registered for VAT?	No
Number of members	2 founders, 56 members on the facebook group and attendance at the 3 meetings so far has averaged around 12 people (not all the same at each meeting and not all on facebook)
Number of members resident in South Woodham Ferrers	Cannot give exact figures but the majority of members are either resident in the town or have children attending schools in the town. Estimate would be in excess of 90%.
Is membership restricted in any way? If so please specify	No restriction on membership but we do ask questions to establish relationship to SEND on the facebook page to prevent inappropriate membership.
Do you charge a membership fee or charge for access to your activities? Please give details	No

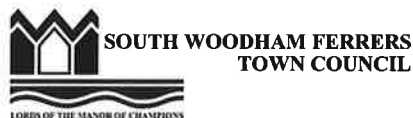


Funds granted from other bodies: (evidence must be supplied)	£ 0	Pending/Agreed
Essex County Council	£ 0	Pending/Agreed
Chelmsford City Council	£ 0	Pending/Agreed
Fund Raising Organisations	£ 0	Pending/Agreed
Private Sector	£ 0	Pending/Agreed
Others (please specify)		
Do you receive any other financial contribution from the Town Council? If so, please provide the details		
No		
Please give details of any fund raising event that you are undertaking for this project: None at present.		
Please state if the grant is awarded how publication of the grant will be made: ie logo on uniform / equipment / press release etc		

Q3. Financial Information Required

Details of all costs. Please provide copies of appropriate estimates or price lists	Attached	No Town Council to provide room hire costs
Evidence that at least three estimates have been obtained for projects over £1,000	Attached	Not applicable
A copy of your year end audited accounts Please give reasons if not available	Attached	Not applicable
Please supply a budget for the event.	Attached	Not applicable

Name of person making application	Maria Denton and Gemma Hobbs
Address for correspondence	
Post code	
Daytime Telephone Number	
Email address	sendsgroup19@gmail.com



Please return your completed form to:

Town Clerk
South Woodham Ferrers Town Council,
Champions Manor Hall Community Centre,
Hullbridge Road,
South Woodham Ferrers,
Essex CM3 5LJ

Email:
karen@southwoodhamferrerstc.gov.uk

We will acknowledge receipt of your application and let you know the date of the Committee meeting when your application will be discussed.

John Cox Site 16th July 2019

Background

Following the Leisure meeting on 11th June a decision was made that the project should be developed by the Policy and Resource Committee as the project is the development of land and due to investigation works and planning needed to be obtained and the costs associated to this that Policy and Resource would be more fitting.

Investigations since last meeting

Information has been located regarding the agreement in principle for the Town Council to use the 'Recycling Centre Road' to gain access to the John Cox site. Due to this dating back to 2016, Lambert Smith Hampton has to ensure that the agreement in principle still applies and are currently investigating this.

Budget estimations have been carried out for a car parking area at the BMX track, to develop an area for parking which is less than 200sqm so would not require planning permission would cost in the region of £30,000 this would be for parking on type 1 aggregate on the area which is currently flat. A cost could not be provided for converting the whole area due to the nature of the land and the concrete sub surface. The site was used in the past as a building yard whilst the building of South Woodham was carried out.

Any new facilities which are provided should be DDA compliant and the location of the car parking area at the BMX track would not meet this requirement there would also be no safe footpath to access the site. To park in the current car park and walk along the recycling road is very dangerous as there is high volume of traffic and there is no safe footpath.

Water

Following the discovery of what was thought to be a water chamber located within the site, I met with Essex and Suffolk Water who also felt that it was also a water chamber but they had no record of it and as the chambers were located on private land further investigations should be carried out. Essex and Suffolk Water did advise that to provide a water supply if there was none on site would be approximately £13,000.

Investigations of the chambers were carried out wc 1st July and the results are detailed below .

“ After 3 possible water supply points were located we carried out excavation works on the first point (closest to road access) – see attached photos, with the goal of trying to find the source of the possible water supply and a possible service point.

Excavations found that the blue poly-pipe and cover, assumed to be a possible disused water supply pipe was in fact blue pipe manufactured by a company, MGS, labelled "GEOCASING". The pipe was also found to be jointed by an internal screw thread at a depth of approximately 1.5m, that would not have been suitable for the supply of potable water.

Having contacted MGS, they advised that this type of pipe was used for water table / ground water monitoring or testing. The pipe would have been placed vertically into the ground to an unknown depth to carry out these tests.

Our excavation was to a depth of about 2.5m, we then tried to ascertain the depth of the pipe, we believe to be around 3.5m from surface level.

From information from the manufacture it is possible that these test points where installed up to 25 / 30 years ago.

The remaining 2 points were left undisturbed as the information obtained from the first excavation was conclusive.

From information given to you from the local water authority and from our survey it would appear that no water supply exists on the site.

We have been advised that it may be possible to provide water for the allotments from the groundwater, I have contacted a specialist company, James & Milton, based in Norfolk who are going to advise if this is economically viable when compared to the installation cost of a new mains water supply. Providing an electrical supply would be one of the main issues, though a generator could be an option.

We will advise on the feasibility of this option as soon as possible."

Topsoil



As demonstrated in the picture above it was noted that there is an extremely small amount of topsoil approximately 8-10cm, the current area could not be

ploughed over and used for planting the topsoil would need to be moved onto site to ensure that the ground was suitable for growing.

Budget Cost of Site

Please note the cost below are budgets and are based on site meetings not on surveyor drawings and calculated prices. Committee need to be conscious that the cost of delivering this project is anticipated to be £100,000-£125,000 for a facility which will not be DDA compliant, as detailed below if committee wish to proceed with this project professional services need to be contracted.

Budget Costs	
Car Parking area within the BMX area with no associated footpath	£30,000
Water Supply	£14,000
Development of allotment site Without the cost of the topsoil	£40,000
Composting Toilet	£ 3,000
CDM fees	£10,000
	£97,000

Recommendation

Following these investigations I would recommend that if the committee still wish to pursue with this project that they continue to pursue Lambert Smith Hampton for the use of the Recycling Centre Road for access to the site and disregard parking on the BMX area. Without the use of the 'Recycling Centre Road' the cost of creating a car parking area on the BMX with associated entrance to ensure that the facility was DDA compliant could exceed £100,000 for the car parking area alone. With the proposed development of the North of Burnham to spend this amount on a site for a relative small amount of people would not be prudent spending of public funds when it has been suggested that a site could be provided on the new development site. The current waiting list for allotments is approximately 90 people, it should be recognised that this area is also used largely for residents for recreational use and the development of the site would be a loss of a well-used open space.

If permission was granted for the use of the recycling centre road and Committee agree that they wish to proceed with this project a recommendation to earmark £9,000 to provide full construction drawings, independent quantity surveyor to provide detailed costings for the new site to prepare tender package and submit to the Town Council for approval and listing, including the contract documents and items for health and safety construction plan. Chelmsford City Council has confirmed that CIL money can be used for this purpose as it's the development of a community facility.