

## THAME TOWN COUNCIL

Minutes of a Meeting of the Community, Leisure & Recreation Committee held on 4 April 2017 at 7.30pm in the Upper Chamber, Thame Town Hall.

**Present:** Cllrs D Butler, N Champken-Woods (Chairman), M Deacock, N Dixon (Deputy Mayor), M Dyer, L Emery (Town Mayor), C Jones, P Lambert and T Wyse

**Non-Voting**

Cllr Fickling

**Officers**

G Hunt, Town Clerk

J Howells, Asset Manager

A Oughton, Committee Services Officer

### 1 Apologies for Absence

Apologies for absence received from Cllrs Cowell (Business) and Stiles (Personal).

### 2 Declarations of Interest and Dispensations

There were no declarations of interest or dispensations.

### 3 Public Participation and Public Questions

There were no applications to address the Committee.

There were no questions put to the Committee.

### 4 Minutes

The Minutes of the meeting held on 24 January 2017 were confirmed as a correct record and signed by the Chairman.

### 5 Budget Summary

Members received the budget summary up to 28 February 2017. A question was raised with regard to expenditure not yet allocated with only one month remaining of the financial year. The Town Clerk reported that the expectation was that expenditure would be closer to that budgeted at the end of the financial year.

A further question was asked with regard to under expenditure on line 211 – Memorial Gardens. The Town Clerk replied that through the budget process Council had agreed that any under spend on this budget line would move to ear marked reserves with a view to building a reserve for the planned refurbishment of the War Memorial.

### 6 Reports from Representatives on External Organisations

- a) Cuttle Brook Management Committee – Report noted.
- b) Thame Carnival Committee – Report noted.
- c) Thame Football Partnership – Report noted.
- d) Twinning Association – Report noted.

- e) Thame Good Neighbour Scheme – Reported noted.
- f) Cricket Club – update received under item 8 of the agenda.
- g) Chinnor RFC – Report noted.
- h) Music in the Park – Report noted.
- i) Red Kite Childrens Centre – Report noted.
- j) Sinaia Friendship Association – Report noted.
- k) Thame Museum Trust – Report noted.
- l) Thame Remembers – Report noted.
- m) Towersey Festival – Cllr Lambert reported that no meeting had taken place with the organisers but was hopeful that information would be available to report at the next Committee meeting.
- n) Thame Music Festival – Report noted.
- o) Thame & District Day Centre – Report noted.

## **7 Priest End Allotments to Burial Space**

Members noted the report. The Asset Manager reported that Thames Valley Archaeological Services would start work on site on 19 April 2017 and was expected to take up to two weeks dependent on what was uncovered.

## **8 Cricket Club Clubhouse Redevelopment**

The Asset Manager stated that since writing the report a great deal had happened.

Further to the meeting on 13 March 2017 a second meeting had taken place yesterday with Holland and Green Ltd and members of the Cricket Club at which it was reported that a Variation of Condition planning application had been submitted to the District Council, primarily for DDA compliance purposes.

As stated in the report the Cricket Club had proposed to use Ridge and Partners LLP as independent project managers for the work. Subsequently a meeting had taken place on 3 April 2017, it had been a good meeting with lots of information discussed. It was noted that Ridge and Partners had now been formally appointed as the Project Managers and would also be responsible for the quantity surveying. A further meeting with Ridge and Partners was arranged for Thursday, 6 April 2017 with the Town Clerk and Asset Manager to discuss Council policies, procedures, etc.

With regard to funding, an application had been submitted for LEADER funding, the outcome of which should be known by the end of next week. Before submitting a grant application to Sport England, a draft Expression of Interest had been sent to Council Officers for review prior to submission later this week. The submission would be made in the Town Council's name.

Holland and Green Ltd had obtained three quotations for MEPH consultancy services following which PSB Consulting had been awarded the contract. A structural engineer, LKA Design Works had also been appointed in preparation for the tender and building control works.

The first draft of the new lease had been received and the Town Clerk had completed an initial review. It was complicated as there were two documents, the lease and the agreement to lease. Although both parties were working towards a common goal, the Cricket Club and the Town Council had different legal responsibilities. This was discussed at the meeting on Thursday and it was agreed that a Steering Group should be formed that would have overall responsibility for the management of the project.

The Town Clerk would work on the Terms of Reference for the Steering Group which will be brought to the Full Council meeting on 25 April 2017 for approval, together with a request for volunteers to sit on the Steering Group.

## **9 Open Spaces Working Group**

Members noted that further complaints had been received regarding litter and dog fouling. A date for an initial refocusing meeting of the Councillor / Officer members of the Open Spaces Working Group has been set for 20 April 2017.

## **10 Shared Access Approach**

A full report had been provided to Members. Subsequently an email and drawings had been circulated to Councillors on 30 March 2017.

Some discussion took place on the proposed siting of the telecoms mast / equipment and whether it would impact on any future plans to extend or redevelop the changing rooms at Southern Road Recreation Ground. Shared Access had stated that the proposed site was the only feasible location in terms of signal, access to services, foundations, etc. Any redevelopment work to the existing building would need to be mindful of the location of the football pitch and would more than likely take place to the north / east of the existing building.

If approved Shared Access would execute all relevant public consultations and planning processes. The Asset Manager would find out what format the public consultations would take.

### **RESOLVED that:**

- i) Provisional approval be given to Shared Access to execute all relevant public consultations and planning processes.***
- ii) A Steering Group is formed, with the delegated authority, including agreement of all legal aspects via the Town Council's solicitors. Membership of the Steering Group would include Cllrs Dixon, Dyer and Jones and the Town Clerk.***

## **11 Youth Memorial**

It was noted that an Information Point had been installed at the Youth Memorial following agreement at the Community, Leisure & Recreation Committee meeting held on 14 April 2015.

## **12 Skate Park**

Members noted that the Summer Jam would take place at the Skate Park on Sunday 6 August 2017.

### 13 Red Kite Radio

It was noted that a meeting was held with Red Kite Radio on 21 February 2017. It was agreed at that meeting that the Town Council would initially treat Red Kite Radio as another local media outlet.

### 14 Sport in the Street

*Discussed between items 4 and 5*

Further to the noting item at Council on 14 February 2017 that discussions were underway on a potential Town Centre Sports Event on Friday 23 June 2017, a request had been received for £1,500 of funding towards the overall estimated cost of £8,000 for the event.

#### **RESOLVED that:**

- i) £1,500 of funding be approved for the Town Centre Sports Event to be allocated from either General Reserves or the specific Economic Development fund.***

### 15 Maintenance Report

Members noted the report. The Asset Manager stated that since writing the report vandalism had been reported to the Music in the Park bench in Elms Park, the youth shelter at Southern Road Recreation Ground play area and a litter bin in Cuttle Brook Nature Reserve. All damage had been reported to the Police and the Asset Manager continued to work closely with the PCSOs.

The meeting concluded at 8.02pm

Signed .....  
Chairman, 25 July 2017