

**COMMUNITY AND LEISURE COMMITTEE held at COUNCIL OFFICES  
LONDON ROAD SAFFRON WALDEN at 7.30 pm on 7 SEPTEMBER 2004**

Present:- Councillor D J Morson – Chairman  
Councillors E C Abrahams, H D Baker, V J T Lelliott,  
J P Murphy, S V Schneider, G Sell and F E Silver.

Also present Mr E Planterose, Museum Society.

Officers in attendance:- A Bovaird, G Bradley, D Burrige, S McLagan,  
P O'Dell, C Roberts, A Stewart and C Wingfield.

**CL15 WELCOME TO EXECUTIVE MANAGER ENVIRONMENT AND CULTURAL SERVICES**

The Chairman welcomed Diane Burrige the recently appointed Executive Manager Environment And Cultural Services and expressed thanks to Sarah McLagan, for the work she had undertaken for the Committee prior to her recent appointment as Executive Programme Manager Quality of Life and Councillor F Silver, recently appointed as the Vice Chairman of the Committee.

**CL16 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P Boland and J Menell.

**CL17 DECLARATIONS OF INTEREST**

The following Members declared interests:

Councillor H Baker as regards her membership of Saffron Walden Town Council and the Skate Park Association.

Councillor J Murphy as regards his membership of the Skate Park Association, and

Councillor G Sell as regards his membership of Uttlesford CAB, his step-son's employment at one of the Leisure Centres and his cousins collection of items to be housed at the Newport Resource Centre.

**CL18 MINUTES**

The Minutes of the meeting of the Committee held on 25 May 2004 were received, confirmed and signed by the Chairman as a correct record subject to inclusions as follows:-

**Minute CL7** – Councillor V Lelliott expressed concern that a blue plaque should be used to celebrate a notorious criminal.

**Minute CL11** – In the context of this Minute Councillor F Silver asked at the end of the meeting that the Committee refuse in future as a matter of policy to accept reports which have not been tabled in the agenda.

CL19

## **BUSINESS ARISING**

### **(i) Minute CL4 – Music/Youth Initiatives**

Members referred to the U2004 event which had taken place at Great Dunmow and had been most positive and successful. Thanks were expressed for the efforts of the officers, particularly Darren Connew, who had arranged the event.

### **(ii) Minute CL10 – Saffron Walden Skate Group**

Councillor Murphy reported that he was most impressed with the Group's project to provide a skate park. They had already raised substantial funds and were preparing tender documents.

CL20

## **MUSEUM RESOURCE CENTRE**

The Committee considered a report from the Museum Curator and the Executive Programme Manager Quality of Life on this project and the Minutes of the Saffron Walden Museum/Uttlesford Museum Service Resource Centre Project Team held on 20 August 2004 which contained a recommendation for provision of £1,000 towards the project from the Museum budget.

Members had before them also the Minutes of the Museum Management Task Group held on 26 August 2004 which contained the Group's comment urging the Committee to advance the Resource Centre Project and a recommendation to agree sale of part of a plot of garden land, at the rear of 50 Castle Street Saffron Walden, the proceeds of which would be earmarked by the Museum Society for use at the proposed Resource Centre.

The Chairman reminded Members that this project was contained in the Community and Leisure Service Plan, and informed the meeting about progress made by the Resource Centre Project Team, and the possible grant assistance which might be obtained from the Heritage Lottery Fund, subject to minimum commitment of £60,000.

The Museum Curator added that an initial grant in the sum of £24,500 had been awarded by the HLF as a project planning grant for an audience development study.

She gave a brief account of the reasons which prompted the project as follows:-

The old store was too small for existing collections and artefacts expected from Stansted airport and other developments.

It was substandard and had previously been rejected for the purposes of English Heritage archaeological storage grants because it was not insulated, secure or flood proof. Moreover it was asbestos clad.

There was a need to house all potential reference collections, not just display items, and therefore facilities such as online cataloguing were required to accommodate outreach work and researchers.

She added that Heritage Lottery Fund grants might not be available at a significant level of funding for much longer.

The Chairman stressed that a decision would be an indicator of the Committee's preference to the Resources Committee, rather than a commitment to fund the whole cost.

Members were concerned at the potential capital cost of the project.

The Executive Manager Finance and Asset Strategy commented that whilst long term revenue implications seemed small they would have to reflect an interest component based on the Council's capital contribution to the project.

RESOLVED that

- 1 Subject to the approval of the Resources Committee to the expenditure the Committee agrees to make a capital contribution of the minimum amount of £60K to attract Heritage Lottery Fund grant (5%) and that officers report to the meeting in January details of any funds secured from other sources so that a decision can be taken whether to make a funding application to the Heritage Lottery Fund.
- 2 the recommendation of the Saffron Walden Museum/Uttlesford Museum Service Resource Centre Project Team that £1000 be provided from the Museum budget towards the Resource Centre be approved and adopted to complete the amount of match funding required from the Museum to obtain an HLF project planning grant of £24,500 towards the cost of an audience development study by consultants during autumn 2004.
- 3 the lease of part and sale of the remainder of the garden land at the rear of 50 Castle Street, Saffron Walden be agreed on the terms recommended in the Minutes of the meeting of the Museum Management Task Group held on 26 August 2004.

CL21

## **FUTURE STAFFING – BRIDGE END GARDENS**

The Committee considered a report from the Executive Programme Manager Quality of Life and the Minutes of the Bridge End Gardens Task Group held on 31 August 2004 which contained the support of the Task Group for the recommendations in the report. The Chairman explained the need for Gardener 2's contract to be extended for a further year and for the advice at a

cost of £500 of a horticulturalist on future staffing to meet the maintenance needs of the Garden.

RESOLVED that

- 1 the contract of Gardener 2 be extended until December 2005
- 2 an independent, qualified horticulturalist be appointed towards the end of the restoration period to assess the Gardeners and the supervisory requirement for the Gardens at a cost of £500, and that a report be made to the Task Group with details of the advice and implications for the Council.

## CL22 **LEISURE CENTRE SURVEYS – ACTION PLANS**

The Committee received a report from the Leisure Manager on responses to the leisure centre user and non-user surveys and action plans prepared on the basis of the surveys.

A Member asked that details of the survey results be sent to members of the leisure centres.

The Chairman of the Committee expressed the Committee's intention to impose financial penalties if the agreed action plan was not achieved.

Councillor F Silver expressed concerns about the Dunmow Leisure Centre.

RESOLVED that the survey results and action plans are noted

## CL23 **THAXTED GUILDHALL**

The Committee considered a report from the Community and Development Manager on funding applications made by the Thaxted Guildhall Management Committee and assistance by Uttlesford District Council officers.

RESOLVED that officers continue to promote the Guildhall and, once a Grants Officer has been appointed, offer the Management Committee further help with funding opportunities.

## CL24 **GRANT SCHEMES**

The Committee considered a report from the Community and Development Manager on work undertaken by the Grants Review Task Group, additional requests for grants received and options for allocation of funds under the Contributions Fund Scheme.

RESOLVED that:-

- 1 the Grants Review Task Group meets Town and Parish Clerks to explore ways of improving the fairness of the grant schemes and

to discuss general grant funding and that they submit a report to the November meeting of the Committee.

- 2 the Committee endorse the Task Group's recommendations and, subject to formal approval from the Resources Committee, increase the revenue budgetary resources by £4,000 from its current level of £120,162 to £124,162 thereby enabling the following grants to be made from 2005/06:
  - (a) Uttlesford Citizens Advice Bureau be allocated £64,000 with an annual inflationary uplift for three years
  - (b) Bishops Stortford and District Citizens Advice Bureau be allocated £9,270 with an annual inflationary uplift for three years
  - (c) Council for Voluntary Services, Uttlesford be allocated £14,000 with an annual inflationary uplift for three years
  - (d) Rural Community Council, Essex be allocated £2,100 in 2005/06, £2,200 in 2006/07 and £2,300 in 2007/08
  - (e) Uttlesford Volunteer Bureau be allocated £5,050 with an inflationary uplift for three years
  - (f) Uttlesford Community Travel be allocated £30,000 with an inflationary uplift for three years and in addition, that the Council seeks to set aside an additional capital fund of £12,000 per annum for three years ring fenced for the provision of new vehicles.

(Councillor G Sell abstained from voting on this item because of the interest which he had declared earlier.)

CL25

### **SKATEBOARD PARK – SAFFRON WALDEN**

The Committee received a report by the Leisure Manager seeking a revised and longer lease of land at the Lord Butler Leisure Centre for redevelopment of a skateboard park.

Members asked questions about the proposed structure.

RESOLVED that a lease be approved to Saffron Walden Town Council of the land described in the Appendix to the report for 99 years at a peppercorn rent for the purpose of providing a skateboard park, and that it contain a break clause to operate in the year 2034.

(Councillors H Baker and J Murphy abstained from voting on this matter in view of interests declared earlier in the meeting)

CL26

### **SKATEBOARD PARK – STANSTED**

The Committee received a report by the Leisure Manager seeking a lease of land at the Lower Street Car Park in Stansted Mountfitchet for provision of a skateboard park.

RESOLVED that a lease be approved to Stansted Parish Council of the land described in the Appendix to the report for 25 years at a peppercorn rent for the purpose of providing a skateboard park, and that it contain a break clause to operate in the year 2019.

(Councillor G Sell and J Murphy abstained from voting on this matter in view of interests declared earlier in the meeting)

**CL27 FARMERS' MARKET**

The Committee received a report by the Leisure Manager on a request to hold a regular Farmers' market in the Jubilee Gardens. Members thought this event might help to draw visitors to the Town.

RESOLVED that

- 1 officers negotiate a usage agreement including hire fees with Saffron Walden Farmers' Market group for the hire of Jubilee Gardens during 10.00 a.m. – 13.00 p.m. on the second Friday of each month with suitable termination clauses included.
- 2 officers negotiate with Saffron Walden Town Council to agree future administration and hire conditions for the use of Jubilee Gardens to meet the particular request by farmers, establish guidelines for possible future users and to attract visitors to the Town.

**CL28 RHODES CENTRE BISHOP'S STORTFORD**

The Committee received a report by the Leisure Manager on a request for a capital contribution towards refurbishment of this centre to provide arts and community facilities.

RESOLVED that no contribution be made.

**CL29 COMMUNITY SPORTS OUTREACH PROJECT**

The Committee received a report by the Leisure Manager seeking Members' support to the continuation of the Community Sports Outreach Project.

RESOLVED that Officers continue to explore the future funding and the further development of the Community Sports Outreach Worker project.

**CL30 BUDGETARY CONTROL REPORT**

The Executive Manager Finance and Asset Strategy explained that the Committee's budget showed no variances so far. He added that new technology had given Officers the facility to produce more information in a

range of formats and he invited Members to make requests about the content and presentation they would prefer in future reports.

RESOLVED that the report be noted.

**CL31            CCTV – DISTRICT ANNUAL REPORT**

The Committee received a report by the Community Safety Officer giving details of monitoring and evaluation of use of the CCTV cameras with information about maintenance.

RESOLVED that

- 1     the system continue to be monitored and evaluated annually for its effectiveness
- 2     a further report be brought to the committee providing details of the feasibility study undertaken by Videcom (after October 2004)

**CL32            EVENT FOR HARD-TO-REACH GROUPS**

The Chairman asked for the Committee's support for Councillor Murphy, Gaynor Bradley and himself to organise a meeting of like minded people to explore the possibility of holding an event for hard-to-reach groups in September 2005.

Gaynor Bradley stressed that funding would be required through the Service Planning process.

RESOLVED that the Committee supports this initiative and that a further report be brought to the meeting of the Committee in January 2005.

The meeting ended at 9.40 pm.