

Community Project Committee

Minutes of meeting of the Community Projects held on Wednesday 28th October 2015 at 6.00 at Grosvenor House, Grosvenor Road, Whittlesey.

Present: Cllr Garratt, Whitwell, Mrs Mayor, Mason, Wicks

Officer in Attendance: Mrs Sue Evans – Town Clerk

Recording: DS2500.33.DS2

CP19/15 - To receive apologies from absent Members.

There were no apologies

CP20/15 - To confirm and sign the Minutes from the last meeting of the Project Committee of 23rd September.

Ratified: Cllr Mrs Windle was not present at this meeting.

CP21/15 – Agenda Items for discussion

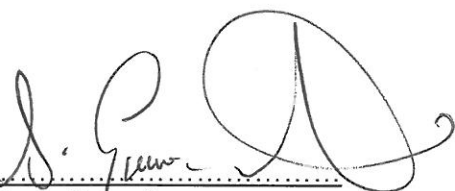
- Allotment inspection update – Cllr Wicks had inspected the allotments and flagged up 7 that he felt were really overgrown, a further inspection is to be carried out on 29th October 2015 by Cllr Mason and the Clerk, the allotments flagged up by Cllr Wicks will be checked and a more in depth inspection which will be the benchmark for each inspection. Cllr Whitwell suggested that a template is set up and updated by members when they carry out an inspection. The suggested content of this spreadsheet could be name, date, condition, update with notes, and possible flags on the level of untidiness, the Clerk could then update the information with letters / eviction notices and where we are in the process. The Clerk to create Excel spread sheet.
- Allotment Society & Trophies – 4th November Meeting postponement. Members discussed the Society AGM and agreed that the Clerk contact the Allotment Society to see if there had been a date set for their annual meeting. It was agreed to work with the existing chairman of the allotment society and send a letter out to all holders inviting them to the AGM and advised that Cllrs will be there to try and rejuvenate the Allotment Society. The winner of the 'Best Allotment 2015' award has not yet been presented, members agreed to invite the winner of this award to the December Council meeting. The Clerk to request the main trophy back and also purchase a small one that the winner can retain. Cllr Mason will contact the winner of the young person's best allotment trophy and ask for it to be returned to the council
- ISO Container / storage at allotments - Cllr Garratt advised members that these are very expensive and rather unsightly, also he was not sure if planning permission would need to be sought to locate this on the allotment site. Members agreed that the council should be responsible for the storage of the hanging baskets and they should not be kept by the contractor. The Clerk suggested that we store them in house to save spending any additional funds on storage. Cllr Mrs Mayor suggested we store these under the stairway in Grosvenor House as an interim solution. The Clerk to speak to the contractor.
- Tender documents / contracts - hanging baskets, watering, grass cutting at the B1040 and also the Bower, Allotments hedge and hedge trimming on the Bower. Anyone wishing to tender is sent the invitation to tender and the response document, once the contractor is appointed the agreement is sent to the contractor. These documents will need to go through Finance & Policy as these are policy changes. If the committee agree one set of

documents, all the others are the same with the exception of section 5 of the ITT (Invitation to Tender). The Clerk to organise an extra ordinary Finance & Policy Meeting to discuss the tenders, members suggested sometime in the morning on the 4th November 2015.

- Music events - The article was in Discovering Whittlesey, Cllr Mason advised that he had received one response so far this will be for a July spot and will be looked at over the next couple of months. Cllr Mason advised that Cllr Garratt, Whitwell, and Mrs Mayor attended the SAG meeting which was informative. Cllr Mason spoke to Marie Moults Licensing Officer at the end of the training session she is going to email Cllr Mason with everything the council need to put on the event.
- Village Notice Boards – Eastrea, Coates, Turves, Pondersbridge – Cllr Mrs Mayor advised members that Greenbarns is a supplier for notice boards. Cllr Mrs Mayor has been approached with a suggestion that a local person could produce these, however they would then have offer guarantee's etc. Cllr Mr Mayor will speak to this person with regards to making the noticeboard for the allotments, however members think that other materials would be better suited for the other locations. Cllr Mason suggested that the allotment society could contact Glassmore Bank for funding for a notice board. Cllr Mrs Mayor to invite a representative from Greenbarns to come to Whittlesey and visit the areas with herself and another Cllr, Cllr's Wicks and Whitwell offered their services.I.

CP22/15 Date of next meeting – 25th November 2015 – the next meeting will start at 6.30.

Meeting Ended 19.20

A handwritten signature in black ink, appearing to read 'S. Garratt', written over a dotted line.

Cllr Steve Garratt
Chairman
Community Projects Committee