

WHITTLESEY TOWN COUNCIL

Community Project Committee

Minutes of the Community Projects Meeting held on Wednesday 2nd May 2018 at 6.00pm
at Grosvenor House, Grosvenor Road, Whittlesey

Present: Cllr Mrs Mayor, Whitwell, Mason

Officer in Attendance:

Sue Piergianni – Town Clerk & RFO

Recording:

DS25.ds2

CP31/18 - To receive apologies from absent Members. -Garratt (holiday), Windle (work)

CP32/18- To confirm and sign the Minutes from the last meeting of the Project Committee on Wednesday 4th April 2018.

Ratified: The Minutes were approved and signed as a true record.

CP33/18 – Declaration of Members Pecuniary Interests, on items to be discussed later in the agenda and the Council to decide which items are to be discussed as confidential under agenda item number CP37/18

There were no member interests.

CP34/18- Public Forum

To allow any member of the public to address the council. Time allowed 15 minutes total.

There were no members present.

CP35/18 – Agenda Items for discussion

- Allotment Waiting List, Allocation of Allotments and Payments – The Clerk advised there are five on the waiting list with five allotments available; however one is number 62 which requires clearing. She could continue to offer them out to the people on the waiting list. The Clerk advised she had 25 non-payments, but some had just put cheques in the post, so she needed to match the documentation and report back with firm numbers. Cllr Mrs Mayor proposed a skip be obtained and to liaise with the Community Payback team to ensure it is delivered and used for the clearance of allotment 62 only and the ownerless compost bins. The Clerk advised she could contact Biffa to set up an account.
- Cllr Mrs Mayor suggested monthly inspections, the following dates were agreed, 22nd May Cllr Whitwell & Garratt, 26th June 2018 at 5pm and 24th July 2018 at 5pm.
- Compost bin and debris update – Allotment 52 has confirmed the compost bins are currently behind their allotment, they will move them inside the allotment as soon as possible.



- Allotment Roadway Plainings – The Clerk has spoken to Highways who have confirmed 10 ton can be collected from Skanska, the Clerk to ask GCE to undertake the work w/c 7th May 2018 as there are quite a few dry days forecast. Members suggested Thursday 10th May 2018.
- Allotment Paving repairs – These have all been completed and this item can now be removed from future agendas.
- Eastern Boundary Hedge – Cllr Mrs Mayor advised she had met with a fencing contractor with regards to this area. She was advised they had recently carried out the installation of this type of fencing at an allotment site in Kings Lynn. A written quotation has been received in the sum of £2865.10; this is for the purchase and installation of the fencing. Cllr Mrs Mayor has spoken to Ben Atkinson from the Wildlife Trust who is happy with the type of proposed fence. Cllr Mrs Mayor proposed this purchase, seconded by Cllr Mason, with a unanimous vote in favour.
- Area between the new path and allotment hedge – Members questioned the figure of 5 ton of top soil, the Clerk was asked to obtain clarification from the Community Payback team as to how much soil and how much grass seed is required.
- Allotment Junior Trophy – once the Community Allotment beds have been allocated to the three primary schools in Whittlesey, the Trophy will then be presented to the school who has the best bed.
- The Bower – The Clerk to email the fencing contractor and obtain a price for Angle Iron.
- Manor Benches – Cllr Mrs Mayor to obtain details of the recommended product to enable WTC to purchase it.
- Hanging baskets & Maintenance contracts – The Clerk confirmed that Delfland have signed the revised contract, she is now chasing the Maintenance contractor for his signed copy.
- Plastic Ducks – Cllr Mrs Mayor advised we need to check the condition and quantity of the ducks in advance of next years race and ascertain if we need to purchase more.
- Music Events 2018
 - **Checklist** – Bunting – The Clerk to undertake the following:
 - Order the bunting from 'The Cotton Bunting Company'.
 - Contact FDC and arrange for the delivery and collection of bins for the three festivals.
 - Request cleaning of the Market Place and Buttercross on the mornings of each of the events
 - Check how many hi visibility jackets we have.
 - Advise Rob Boon that Cllr Garratt will there at 12.00 noon to help with the trailer.
 - **SAG meeting report** – Cllr Whitwell advised radios instead of mobile phones had been recommended, one steward should be specifically responsible for children and that person DBA checked, the assembly point for all stewards should be relocated from HUBS, Cllr Whitwell advised that when we are working from the police station (next year) this could be used as the headquarters. Stewards are NOT to drink alcohol whilst on duty during the events

- **Sponsorship letters** – The Clerk advised these had gone out, she has not received any responses and Cllr Windle was absent so unable to update members
- **Stewards** – The Clerk advised that now everyone had completed the Doodle Poll, however we have 8 for June and August and 6 for July.
- **Vehicle (Trailer) hire** – Cllr Garratt suggested via Cllr Whitwell a voucher for the Indian Restaurant as a thank you to the trailer owner.

CP36/18 Date of next meeting – 6th June 2018

Cllr Mrs Mayor informed that she is not available on the 4th July, it transpired that neither Cllrs Whitwell and Mason are available on that date either, it was therefore decided to cancel/rearrange this meeting.

CP37/18 To discuss those items previously agreed at agenda item CP33/18.

There were no items for discussion

Meeting closed 7.15


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Cllr Mrs Mayor
Chairman - Community Projects Committee

