



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

A meeting of this Council was held at The Hub Community Centre, Cambourne on Tuesday 13th October 2015

Present:

Cllr S Crocker (Chairman)

Cllr P Gavigan

Cllr T Hudson

Cllr S Masters

Cllr Dr G Mehboob

Cllr J O'Dwyer

Cllr J Patel

Cllr Mrs R Poulton

Cllr Dr S Smith

In attendance:

John Vickery Parish Clerk

Liz Pinchen Deputy Parish Clerk

15 members of the public were in attendance

1. **APOLOGIES**

Apologies for absence were received from, Cllr G Cooper and Cllr Ms R Betson.

It was:

RESOLVED that the apologies for absence from Cllr G Cooper and Cllr Ms R Betson be approved.

2. **MEMBERS DECLARATION OF INTEREST OR REQUEST FOR DISPENSATION** for items on the agenda.

There were no declarations of interest or requests for dispensation.

3. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made no announcements.

4. **BLUE SCHOOL**

Questions raised by Councillors that were answered by stakeholders present.

Q. Have all the interested parties spoken to each other about their requirements?

A. Yes, the Church the Children's Centre and the Pre-School have all spoken.

Q. If a Pre-school office is located within the Pre-school area what about a staff room?

A. There is no requirement to provide a staff area but it would be good practice to be able to have one. The old school staffroom is quite a large area and more usefully used for other purposes. A space could be created in the cloakroom area between rooms 1 and 2. However this space could also be used as a

Signed

Date 3rd November 2015

changing area for disabled users.

Q. Was the Early Years Advisor talking about the Pre-school files or meetings with parents when it was suggested that the office needs to be located within the Pre-school?

A. The files and filing cabinets need to be kept in a lockable space. It has been suggested that space be created within the corridor but this area is used as a cloakroom and as a dining area and losing space in this areas would create difficulties. The Pre-school do not see any issues with the office being located outside of the Pre-school area.

Q. Who will pay for any internal alterations?

A. Linda Henderson has had a builder look at the costings and once these are received there are various pots on money that can be applied to.

Q. Does the fact that we are a local authority prohibit access to these funds?

A. Some of the funds are from internal providers and some are from external providers. Bids will be put in once the costs of the alterations are known.

Cllr Crocker confirmed that the Parish Council is not in a position to be able to fund any internal alterations at the present time.

Q. The Disability Hub is a good idea and will help to build an inclusive society but is there sufficient space to build a sensory room and if toilets are removed what impact will this have?

A. Not all the toilets are being taken away and there are no adult toilets at that end of the building in any case. There will be sufficient space and toilets but this will be looked at carefully.

Q. It has been suggested that the Church admin staff will provide reception services; would this be for all activities and users?

A. The Church admin team work for 25 hours per week and would provide reception service for all users during this time, providing a point of welcome and directing visitors and phone calls.

Q. Is there a need for a Committee of users?

A. This would be useful if the Parish Council sees a need for this.

Q. Will all the people manning a reception desk be DBS checked?

A. Yes, all Church staff and volunteers are DBS checked and all child protection arrangements will be shared.

Q. The Pre-school will be self-contained so is there still a need for separate confidential space?

A. Yes, confidential space is required for making phone calls and meeting with parents. This could be obtained by users working as a team to make privacy available.

Q. Have the Pre-school been fully involved in the discussions regarding the use of the school?

A. The Pre-school do feel they have not been fully involved and this needs to be addressed.

Q. Could the Sensory Room be hired out by other organisations in Cambourne such as the Sunflower Nursery?

A. Yes, this could be a bookable facility. The facilities provided in the building should be open to all.

Q. Would the Pre-school need sole use of Office D?

A. Yes as we have confidential information that needs to be stored.

Q. Do you cater for disabled children in the Pre-school?

A. Yes we do, we currently don't have a huge range of disabilities but we will

make specific provisions for specific disabilities.

Q. With regard to the Church car park, do Shared Churches Ely operate for profit?

A. No, they don't operate for profit.

Q. Is the use of the church car park dependant on what the Church can get out of the building?

A. No, but if the Church is being charged for the use of the building then there is a business case for charging for the use of the car park, we are however happy to explore the option of benefits in kind.

Q. Could the Pre-school not use one of the storerooms for the filing cabinets?

A. No, they are too small and the ones in the classrooms are used for toys.

Terms of the Lease

The Parish Clerk explained that the lease had been received and reviewed and the copy that had been circulated showed the track changes and Parish Clerk's comments.

Cover – The date needs to be changed. The lease was based on the original lease for just the land so it needs to be changed to Land and Buildings and the rent changed to a peppercorn rent of £1.

Page 1 - 'Basic Rent' altered to £1

Page 3 - 'Insurance Rent' this conflicts with a later clause that state that the Parish Council should insure the property. The county Council are self-insuring so the Parish should not be paying the County to insure the property or the Council should arrange their own insurance. Clarification on this is being sought and an estimate of the re-build cost has been requested.

Page 4 – 'Landlords Works' This should read 'Tenant's Works' and some of the works have already been carried out.
'Last Year' N/A as only a 1 year lease

Page 5 – 'Rent Days' N/A as it is a peppercorn rent

Page 6 - 'Transfer' Needs to be altered as McA are not involved in the transfer

Page 7 - 3.1 'Covenants' this should refer to Schedule 4

Page 9 – 5.9.1 This clause needs to be removed as it suggests the premises are not 'fit for purpose'

Page 11 – Part III suggests that the County Council, as the Landlord, will be responsible for the utility bills of the Children's Centre. Clarification is being sought on this

Page 12 – 4 N/A

5 N/A

7(b) N/A

7(d) Not the 'Landlords Works'

Page 13 – 1.1 Needs to be reviewed as the rent is a peppercorn rent

2 N/A

Page 14 – 4.1 This clause cannot be accepted

6.1 minor alterations during the duration of the lease will need consent and clarity on costs needs to be provided.

7.1.2 This is excessive for a one year lease and should be questioned.

Page 15 – 8.1.2 & 8.1.3 Suggests that the Parish council would be liable for the cost of removal of the building and the reinstatement of the

Burial Ground. This is unacceptable and should be removed.

10.1.3 N/A

11.1 Should refer to works agreed

Page 18 – 17 ‘Registration of Dealings’ the whole clause needs to be removed.

Page 23 – 1.1.1 The insurance should be joint insurance but clarification is being sought.

Heads of Terms Page 2 – Needs to be altered as part of the building is sublet to the Pre-school.

It was:

RESOLVED that the Chairman and Vice Chairman, in conjunction with the Parish Clerk be delegated authority to agree the alterations to the lease and arrange for it to be signed.

Occupancy

Hall Matrix

The Parish Clerk reported that there had been no clashes of requirements except for two commercial bookings both requesting Saturday mornings in the Hall. Concern was raised that smaller community groups may not know about the available space and that this should be advertised so that priority could be given to them. It was also felt however that it is was good business sense to let the Hall to get revenue coming in. The Parish Clerk reported that he cost of the building just to be there was in the region of £28,000 per year (for rates and services) therefore it was incumbent upon the Parish Council to attract as much revenue as possible.

The building needs to be subject to a rate review and needs to be broken down into areas that attract different rates i.e. Community use, education and offices. The budget for the next financial year will reflect the worst case scenario.

It was:

RESOLVED that the Hall Matrix be proceeded with as proposed and that the Parish Clerk be delegated authority to resolve any booking conflict.

Classrooms Matrix

The Children’s Centre will be using one of the classrooms and the others are all potentially chargeable. The Air Cadets and Army Cadets have not yet confirmed their requirements.

It was:

RESOLVED that the Classroom Matrix be proceeded with as proposed.

Schedule of Charges

The Parish Clerk reported that the proposed Schedule of Charges was based on the current charges for the existing rooms that the Parish Council hires out. No rooms in the Blue School can be let until such time as the lease has been signed. No hire charges for the office space have been proposed; this still needs to be looked into.

It was:

RESOLVED that the Schedule of Charges be agreed as proposed.

Office Space

If the Church’s proposals are accepted the office space would all be occupied

by the Church's staff and volunteers. An agreement on the rent still needs to be discussed.

The Parish Councillors were asked to express their opinion on the proposals for the use of the office space.

Cllr Mrs R Poulton – Is in favour of the church having enough space to operate their activities and therefore should have rooms A, B and C with room D being available for hot desking by the Pre-School and other users.

Cllr T Hudson – In favour of the church having rooms A,B, C & D

Cllr Dr S Smith – Concerned that a large amount of space was being requested for remuneration by benefits in kind.

Cllr Dr G Mehboob – Declined to comment.

Cllr S Crocker – Room D should be used as an office by the Pre-school. Room C should stay as a staff room as it is currently being used. Room B should be used as a hot desking office. Room A should be given to the Church at a subsidised rental.

Cllr J O'Dwyer – A staffroom is needed in the building. Is not convinced the Pre-school need a separate office. The concept of the reception services is a good idea.

Cllr P Gavigan – Reconfigurations could be made to incorporate an office into the Pre-school area, this would be better as far as security and child protection are concerned. Room D could be reconfigured to double its size to create two small offices. Room A, B and one of the small rooms created in D should be given to the Church and room C used as a hot desking office.

It was confirmed that there is limited scope for alterations under the terms of the lease.

Cllr J Patel – is in favour of letting the offices to the Church at a discounted rate. There needs to be some reimbursement.

Cllr S Masters – Feels the users of the building need to sort out the office arrangements amongst themselves. The kitchen could be used as a staffroom for making of hot drinks. The Church could be given rooms A & B and the users could make their own arrangements for room C. The Pre-school need do need a locked room.

The Parish Council reported that under legislation, until the advent of the General Power of Competence a Parish Council was not allowed to give financial assistance to a church for ecclesiastical functions.

It was:

RESOLVED that the Church be given rooms A and B subject to agreement regarding the rent, the use of the Church car park, staffing arrangements and a satisfactory lease agreement and proposed transfer of the building.

It was:

RESOLVED that room C be used as multi user room for hot desking and that the kitchen facilities are not removed at this time.

It was:

RESOLVED that room D be kept as the Pre-school office until such time as alterations can be made to provide alternative accommodation.

It was:

RESOLVED that it be delegated to the Parish Clerk to put together a proposal in consultation with Matthew Trick for the rental agreement for the church space.

It was:

RESOLVED that it the Pre-School remain rent free until such time as a breakdown of the overheads is produced and the lease is resolved.

5. DATE OF NEXT MEETING – 3rd November 2015

Appendix – Notes from the Public Address to the Council

The following representations were made to the Council from stakeholders regarding the use of The Blue School.

Rev Matthew Trick – Cambourne Church

The Church's vision for the Blue School is that of collaborative working to create a one stop shop for services that target local needs.

The Church also has a need for office space as the Ark is in a dilapidated condition.

The Church proposes that their two administration staff occupy Room A and Matthew Trick occupy Room B. Other staff such as the Youth and Family Workers have dedicated desks in Room C but that the room is used as a multi-agency space. Room D be a shared space for one to one or small group meetings and confidential work.

The Church would also like to use the Blue School as a base for the Foodbank and to be able to use the Main Hall and Classrooms on a Friday Evening for the Open Access youth group.

The Church are aware that this proposal seeks the use of multiple spaces and do not expect to receive this free of charge. However, there are possibilities to consider benefits in kind such as the provision of reception services from the front office which would hold an economic value. Also the use of the Church Car Park has been requested. The car park is owned by Shared Churches Ely who have indicated that they would consider the use positively subject to clarification of the financial arrangements. This would depend on the charge levied for the use of the building.

Linda Henderson – Manager, Cambourne Children's Centre

The Children's Centre does not have its own building and currently has two small offices in Sackville House. There is a massive need in Cambourne for the services that the Children's Centre should offer but currently there is not enough space to fulfil those requirements and the requirements of Ofsted e.g. adult education.

The Blue School is a great opportunity to create a community base for families to access services and people and to run a variety of courses. Cambourne Children's Centre is also charged with being a Disability Hub for Cambourne and the surrounding area and as such has a wide variety of equipment that is unused due to the lack of space.

Some of the cloakroom area could be changed to create a sensory room. This would be a valuable resource as the nearest sensory rooms are currently in Stevenage or Huntingdon. These not only benefit children with disabilities but also adults with dementia and other local groups.

The Children's Centre sees the Blue School as a centre for working in partnership with multiple agencies to serve the needs of a growing community. The Children's Centre are looking to use the Main Hall one morning and one afternoon per week and the use of one classroom, but there are possibilities for expansion.

Cllr Crocker stated that a condition of the lease is that there is provision within the building for the Children's Centre and Pre School

Thabang Thacker - Locality Manager, Cambridgeshire County Council.

Reductions in funding for the Locality Services means that creative ways of

delivering services for children with disabilities need to be found and there is a reliance on partnership working.

There are a rising number of vulnerable children at risk from anti-social behaviour and rising number of child protection cases. The Blue School is seen as an opportunity for the coming together of services. The current space available at Sackville House is too small to enable the development of services.

Liz Xerri – Cambourne Pre-School

The Pre-School are currently using Room D as their office. There is a need for dedicated office space for the Pre-school in order that confidential files may be kept and private phone calls and meetings with parents may be held. The possibility of having space built into one of the cloakrooms or within a classroom is being looked at.

There is also a need for a space where staff can take a break away from the children.

Linda Henderson reported that the County Council Early Years Advisor feels that the office space should ideally be contained within the Pre-School for safeguarding reasons.

Lorraine Jones - Cambourne Pre-School

The Pre-school is currently operating in the building but they have been unsure who to go to with any issues that arise such as the water heater in Room 2 not working and the lack of bins.

It was confirmed that all such queries should be directed in the first instance to the Parish Clerk. The Deputy Parish Clerk reported that the bins had been ordered and this would be chased up.

Adam Kelly – Air Cadets

The Air Cadets are looking to use the Main Hall on Monday and Wednesday evenings with occasional use at the weekends. The Parish Clerk confirmed that the Air Cadets had been added to the room matrix on Monday and Wednesdays and that there was scope to use the Hall at the weekends with notice.