

Minutes of the of **Cainscross Town Council's Virtual Advisory Meeting** held on Monday 24th May 2021, commencing at **6.00pm**.

Present: Councillors Chair Graham Barton
 Cllr Adrian Cross
 Cllr Dave Dale
 Cllr Christine Fewster
 Cllr Diane Prosser
 Cllr Ros Scott-Hodgetts
 Cllr George Williams

In Attendance: Clerk - Jeni Marshall
 Assistant Clerk – Emily Forgione
 Project Officer - Jessie Hoskin

Also in Attendance District Councillor Jenny Miles

Apologies: Cllr Ron Smith
 Cllr Clive White

Absent: None

AG01/21 To receive apologies
 As above

AG02/21 To receive a report from the Clerk

- The Clerk reported that the staff are now back in the office following the slight easing of restrictions, it was mentioned that this is an ongoing review and should any variant become a threat, the situation will be re-assessed.
- The Kickstart scheme for a new employee to work with the Groundsman has now been accepted and we hope to receive some applicants soon.
- Eight contractors have been approached regarding works in Victory Park, unfortunately due to the workload after the pandemic there has only been one response, so the Clerk will be going ahead with this contractor to do the work.
- There is a new Highways manager, Harriet Osburn. Highways have now installed drop kerbs in Berkley Close after much effort from the Council for a long while.
- The Pavilion now has a newly painted wall and a new sign located by the door with opening times and contact information clearly marked for the public. The Clerk will now release the remaining retention to J Projects as agreed.
- There had been some graffiti left on the play equipment over the weekend, this has been cleaned and removed today.
- Finally, The Clerk thanked Councillor White for his work on the digital newsletter and signage designs.

AG03/21 To receive a report from the Project Officer
 The project officer reported that the council has secured £2,000 from Renishaw for the bike track and The SNJ published a small article to publicise the bike track Crowdfunder.
 She has also designed and produced 40 leaflets that have gone out to St Matthews Court to help with funding for the defibrillator and all sports teams have been contacted for contributions. She confirmed the details of the Groundwork partnership. The Project Officer also reported that Groundwork only take a

percentage of the money that they raise to pay their staff. Councillors have now had all the information in an email and were asked for feedback.

The Project Officer and Cashes Green Community Centre have been working on an initial consultation for the community centre revamp. She and the Community Centre are working towards their first public consultations, this will be an in-person event with the aim of forming a youth committee who will guide the youth facilities and program at the centre. She confirmed that she will work with the youth workers at SDC to do this. She also reports that grants have been applied to fund a series of consultations for different stakeholders.

Finally, she asks that Councillors consider the idea of a small public event that will double up as a consultation for Victory Park play area. .

AG04/21 To discuss the future of hiring the Pavilion Hall including key access, caretakers, and payment methods

The Clerk reported that research had shown that other councils use a key box and code, or a pool or caretakers to take charge of access to premises, another idea included a pool of willing people to help and receive payment for each time they open/close the premises. After due discussion it was decided to look in to simplifying the access and Councillor Barton agreed to review the system. The Clerk also reported that with regards to receiving payments, she is waiting for confirmation on whether it is acceptable for the council to accept payments for hall bookings via a card machine as well as standard payment methods such as bank transfer, cash, or cheque to make it easier and more accessible to the public.

AG05/21 To discuss the website following Full Councils decision to upgrade to a more suitable platform (FC278/21)

The Assistant Clerk reported that further research had been gathered regarding an overhaul of the website, several companies have quoted for the work, two of which are local. On review, all quotes are similar in cost when broken down, and consider the needs of the Council. In conclusion the Assistant Clerk gave an officer recommendation of Cloudy IT due to the expanse of knowledge that they offer, Cloudy IT are specialists with Council websites. The Clerk has also used Cloudy IT for several training opportunities. The background software that they use is Office 365, this is the same as the Council so this could also be a benefit when we renew our contract. Demo website addresses were provided to Councillors for review. Councillor Scott-Hodgetts raised the concern that Cloudy IT are not a local company, she then recommended two local companies that she would like to be investigated. The Assistant Clerk agreed obtain further quotes and information from both companies. It was also queried if there was any sort of contract tying us into one company for web hosting, the Assistant Clerk will also investigate this and report back to Council.

AG05/21 To discuss the design and content of the online newsletter and confirm date to publish

The Councillors discussed the draft version of the digital newsletter and recommended that it is fine to publish for the start of June after final alterations are made. It was also discussed that the digital newsletter would be a monthly fixture as well as the hard copy of the Fourwards newsletter continuing to be distributed seasonally.

Councillor Barton mentioned that the paper copy may be phased out in the future and just delivered to those who request it.

AG06/21 To discuss advertising charges for Newsletters for future publications

The charges will be discussed at a future meeting.

- AG07/21** To consider the following planning applications
- S.21/0960/HHOLD - Combermere, Church Road - Construction of rear dormer for loft conversion - Supported
 - S.21/1034/HHOLD – 15 Hillcrest Road - Construction of front, rear, and side single storey extensions with carport – No observations
 - S.21/0901/FUL - Land at Westlands, Foxmoor Lane - Construction of bungalow - No observations
 - S.21/1073/VAR - Land Adjacent Kantara, Dudbridge Rd - Variation of Condition 5 (Approved drawings) of S.12/1729/FUL - Design modification - Noted
 - S.21/1169/HHOLD – 13 Cashes Green Road - Erection of two storey rear extension and single storey side extension – Members raised concerns regarding the proposed dog kennels and felt this could be an issue for environmental health.
 - S.21/0927/FUL - Srinagar Church Road Cainscross - Alterations to form additional accommodation/change of use from residential to care home – Members objected to this application and considered it to be overdevelopment. Concerns were also raised about the Highways implications in a narrow road that already has access to a school, church, park, pavilion and residents homes. Additional carers and visitors would cause a greater problem and see more cars reversing on to the Westward Road,
 - S.21/1225/REM - Dudbridge Industrial Estate - Details of appearance, landscaping, layout and scale pursuant to the grant of outline planning consent under hybrid planning permission (S.17/1987/OUT dated 25th May 2018) for the retrofit of Building A (Redler), Building B and Building J, providing 29 apartments, historic archive, cafe and associated bin and bike stores. - Noted

AG08/21 To note any planning decisions
The planning decisions and appeals were noted.

AG09/21 To discuss the play area reports
The Clerk reported that the ROSPA reports had several low-risk items that would need addressing in the future, but nothing of concern. It was discussed that The Council will consider safe re-surfacing throughout the play areas in the future.

AG10/21 To discuss laying gravel at the Hamwell Leaze boardwalk to cover boggy area
Councillors discussed laying gravel at Hamwell Leaze boardwalk to cover a boggy area that has become in-accessible, after due discussion the councillors recommended it sensible to carry out the work.

AG11/21 To confirm the date and time of the next meeting of the Council
The next meeting will be held at 6pm on Monday 28th June 2021 using Zoom.

The meeting concluded at 19:12

Signed

Dated

Actions

AG07/21	Send in planning responses.	Clerk/Assistant Clerk
AG05/21	Send up to date Newsletter draft to councillors	Assistant Clerk
AG05/21	Investigate new local web design companies	Assistant Clerk
AG05/21	Update and publish newsletter 1 st June	Assistant Clerk/Cllr White
AG02/21	Contact Kickstart to receive applications for new role	Clerk
AG04/21	Review security system for hall hire	Chair