

**Cotgrave Town Council Meeting
25th March 2015**

Present : Councillors V Wood (Chairman), L Attewell, H Brumpton, R Butler, C Chewings, M Chewings, P Cousins, S Gardner, W Handbury, J Rhodes, I Shaw, B Tansley, A Wilkie and Y Wilson.

Apologies Received : Councillor M Gable

In Attendance : The Clerk and one resident.

Declarations of Interest

1542 None were received.

Public Open Session

1543

Minutes of the Previous Meeting

1544 **Resolved** : That the minutes of the meeting held on 4th February 2015, be received and confirmed as a true record".

Progress

1545 M1487 Field Near Thornton's Holt

A letter has been received from Rushcliffe Borough Council stating that the landowner has not accepted the enforcement order placed by the Rushcliffe's planning department and has appealed to planning inspectorate.

Any resident or Councillor could make a representation to the planning inspectorate regarding their issues with allowing the site to become used for residential and parking of caravans.

1546 M1489 Hollygate Lane Closure

There will be some footpath improvements on Hollygate Lane which may cause some temporary road works.

1547 M1490 Play Equipment

The funding bid for new play equipment is due to be announced on 2nd April and then we will be informed if we have been successful in our bid for play equipment for Grassmere play area.

1548 M1493 Car Parking Issues

The repainting of the zigzags and siting of enforceable parking signs has been agreed and this will be completed by Nottinghamshire County Council.

Cotgrave Town Council, Candleby Lane School and Councillor Butler had all written to Nottinghamshire County Council asking for a small additional area to also have parking restrictions. This has been accepted but will be completed at a later date.

1549 M1495 Cotgrave Precinct

It has been noted that some of the current traders have raised concerns about the lack of information regarding the plans for the precinct.

This will be passed on to Rushcliffe Borough Council.

Review of Recreation and Parks Committee Meeting held on 11th February 2015.

1550 Councillor R Butler presented the minutes and took questions.

1551 M1179 Beech Tree at the Cemetery

The beech tree was successfully removed on 28th February using a crane to lift it out over the lychgate.

Review of Finance and General Purposes Committee Meeting held on 11th March 2015

1552 Councillor Attewell presented the minutes and took questions.

1553 Councillor Wilson noted that her attendance had been missed off the attendance list, this has been corrected.

1554 Councillor Wilkie apologised for his recent absences from Council meetings due to family commitments.

1555 M932 Grant Application for Rotavator

The Council offered Burhill Allotment Association to consider using the rotavator owned by Cotgrave Town Council, which is a piece of equipment that is not required often now by Council staff.

The Burhill Allotment Association inspected the rotavator and have accepted to use it. The rotavator will be stored at the allotments for use by the tenants.

The grant application was withdrawn by the Burhill Allotments Association.

1556 M946 To mark the Passing of Councillors

Councillor Cousins informed that he felt Council should send flowers or a wreath to show respect for the passing away of a member or former member of Council. He was upset this was not a formal arrangement already in place for Council.

Council are to form a working group to discuss this matter further and will bring their findings to the next full town council meeting on 13th May 2015.

Planning Minutes

- 1557 **Resolved** : "To confirm the planning minutes recording the decisions taken by the Council and those of the Planning authority".

Strategic Board

- 1558 Councillor Wood read out a report written by Kath Marriott from Rushcliffe Borough Council, which is reproduced on the following pages.
- 1559 Some councillors voiced their concerns over the consideration of some of the units being refurbished rather than being rebuilt.
- These are all just ideas being explored by the redevelopment team. This idea has been used in the redevelopment of Beeston Town Centre.
- 1560 The flats above the shops have now been decommissioned apart from one. This has been agreed with the business owners.
- Further information regarding this agreement and future agreements are bound by confidential legal protection for the business owners and developers until formal agreements of all are in place.
- 1561 Rushcliffe Borough Council is planning an event in early July to reveal the plans being considered for the redevelopment of the town centre to show to the residents.
- 1562 The Growth Deal fund has secured just over £1 million of additional funding towards the redevelopment of the town centre, this money will be available in 2016/17. With this additional funding the project is hoped to be able to bring the changes earlier than expected.
- 1563 Council asked if the following questions could be sent to Rushcliffe Borough Council for further information.
- 1564 Phase 1 of the housing will be completed first and then work will start on the precinct.
1. Where will the traders be relocated whilst the redevelopment is happening?
 2. How much of the green space in front of the precinct will be lost?
 3. Will any further information be available before the July event?
- 1565 Council thanked Kath Marriott and Rushcliffe Borough Council for the report and all the work that is being done to secure the new shopping precinct.
- 1566 Barratts have been asked to produce a timeline chart showing the proposed development stages in a poster size.

Cotgrave Town Council Meetings

- 1567 Councillor Wood, Gardner, M Chewings and Shaw have reviewed the schedule of council meetings and found that minutes are often repeated and some councillors are asked to vote on items without the full discussion from a previous committee meeting.

Briefing note for Cotgrave Town Council – Cllr Vance Wood, **25 March 2015**

Town Centre

Doctors' surgery, library, police and RBC

The GPs are finalising their business case to be submitted to the NHS v shortly. This is for a new health centre with increased space and probably additional health services. Once their business case is approved then they will be able to move ahead with planning and procurement. Timescales - hopefully new premises in two years' time.

It is likely that the pharmacy will go into the health centre in the longer term. The health centre will stay where it is until the new one is built so no loss of health service provision.

Library and police partners and RBC are very engaged and are working up plans for building adjacent to the health centre along the same timescales. RBC are planning to have a full time contact point in Cotgrave when the scheme is complete.

Supermarket anchor

RBC are working with the tenants and commercial interests in row 1 of the precinct to secure that part of the site to enable it to be developed for a supermarket anchor store.

The store won't take over the whole site and should add to the retail offer. Co-op are aware of the negotiations and are supportive. They want a shopping centre that gives them maximum frontage which they don't have now. The strategic board supported the community focused approach – ie not a purely commercial approach to securing this part of the site. RBC will work with existing tenants who may wish to relocate. All negotiations are obviously commercial in confidence.

We will look to secure an offer from a supermarket anchor store after Easter. This will be subject to conditions eg planning etc.

Existing retail

As discussed above, RBC are working with the existing tenants. We are currently investigating whether row 2 could be refurbished like Beeston town centre, which could allow more continuity of service for the tenants. So there will be some surveys on the current shop units to check the condition of them for potential refurbishment. This is to explore the options – it doesn't mean it will happen.

Scotland Bank

Metropolitan are working on plans for Scotland Bank. They will share their proposed schemes in due course but they do not want the housing to be the first part of the scheme because it is about regeneration not about more housing in the town centre.

Event in July

Cotgrave Strategic Board would like to hold an event in early July. This will show case the plans for the town centre with the timeline.

Growth Deal funding

Whilst it is great news that we have secured just over £1m growth deal money for the town centre, none of this will be available until 2016/17 and is subject to detailed business cases and design work being put together.

Indicative Timeline

2015

- Land Assembly progressed including resolving the issue of Co-Op's rights across the site
- Finalise master plan and prepare informed feasibility cost plan
- Agree terms and exchange contracts with food store operator
- Prepare and submit a planning application for the overall master plan including redevelopment of unit shops
- Progress CPO preparation (if required)
- Finalise site boundary for GP's and they obtain approval for their Business Case. GP's to obtain planning but taking into account wider master plan. Joint design approach involving police, library and RBC accommodation adjacent
- Progress design development work

2016 (if CPO is required some timescales may move out to 2017)

- Progress CPO evidence (if required) leading up to an Inquiry
- Contractor procurement
- Demolition, infrastructure and external works carried out
- Land transfer to food store operator and GP practice
- Redevelop (or part refurbish) unit shops subject to obtaining vacant possession as necessary

2017/2018

- Food store, GP practice and new library/police building open
- Existing GP practice and library is demolished and area made good
- Redeveloped unit shops open (with refurbished shops having continuity of trade)

The group discussed the cycle of meetings and whether monthly meetings would allow Council to discuss all the agenda items in a timely manner. If an item needed extra information, a working party could be formed to explore the item further and report back to the Council at the next meeting.

The group also considered whether meetings would be held over 10 months of the year, so no meetings in August and December. An extraordinary meeting could be called if required.

- 1568 **Recommendation** : 'To change the schedule of meetings on to a monthly pattern'

Cotgrave Town Council Office Space

- 1569 Council discussed if Cotgrave Town Council should consider being located in the future multi-user building planned for the precinct development.

Brian Smith, the architect employed by Rushcliffe Borough Council to suggest designs and plans for a new build, has met with the Clerk and offered some initial costs for taking an office and/or a meeting room within the new build.

The initial costs range from £97K for office space only, up to £360K for office space and 2 meeting rooms, depending on the final requirements of Cotgrave Town Council and all other groups, who will take office space within the building. The costs are very fluid, depending on other organisations requirements.

- 1570 Council would ask Rushcliffe Borough Council if there was additional funding available to Cotgrave Town Council if the office was to be relocated.

If the move was agreed, it would place Cotgrave Town Council into the central shopping area.

Council suggested they would consider some additional funding from reserves, if the office move was agreed.

- 1571 Council will have further talks with Brian Smith.

Cotgrave Community Website

- 1572 The director of VillageGreen Networks, who built and supplied the community website asked Council to review the costs of the website again and to consider the overall costs if the legal issue costs were removed.

The costs would be considerably reduced if the legal cost was removed.

- 1573 Councillor Wood asked for clarity on the decision to close the website down, had Council agreed to close the website or just stop supporting it financially.

The decision had been to stop supporting the website financially and Council would allow the community group to take over the running of the website.

- 1574 The community website would be able to apply for a council grant, if they formed a constituted group to help with funding of the site.

- 1575 Council stated that the administration currently operated by council administration staff would need to be done by the community group.

- 1576 Some residents have stated they are very disappointed that Council will not continue to support the community website.

- 1577 **Recommendation** : 'To review the Community Website Site and Community Engagement.'

Green Spaces at Hollygate Park

- 1578 Barratts have approached Cotgrave Town Council and asked if we would consider taking over the maintenance of some of the green spaces, play equipment, allotments, orchard and foot bridge which will be included in the new housing development.

Councillor Wood and the Clerk met with Kath Marriott, Phil Baxter and Andrea Baxter of Rushcliffe Borough Council to discuss the proposal.

The areas would belong to Cotgrave Town Council if the handover was agreed. If Council decided to decline the proposal, Barratts would employ a management company to complete the work.

The Clerk had asked Barratts for maps and area sizes to be made available to Council to help with this decision. The information has not arrived.

Council suggested that all other green spaces in Cotgrave are maintained by the Councils and doesn't incur an additional management fee to the cost of the new homes.

- 1579 **Recommendation** : 'To consider maintaining the green space on the Hollygate Park site.'

Cotgrave Welcome Pack

- 1580 Some groups within the community have suggested designing and producing a 'Welcome Pack' for any new residents who move into Cotgrave.

The welcome pack would have information in regarding what is available in Cotgrave and lists of important numbers and email addresses.

- 1581 A working party will be formed to consider producing a welcome pack and costs associated with the production of the pack and discussed at the next full town council meeting.

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- 1582 **Resolved** : 'To move standing orders by 15 minutes.'

Cotgrave Cemetery Burial Spaces

- 1583 The All Saints Church Committee have asked if Cotgrave Town Council would pay 50% of the costs to create an additional 5 burial spaces, this would extend the current available burial spaces 10. The cemetery is almost full.

Cotgrave Town Council has an agreement to pay 50% of the grass cutting within the cemetery.

The cost to increase the cemetery capacity is £2020 + vat. This includes the cost of groundworks and a safety fence.

- 1584 **Resolved** : 'Council decided that All Saints Church should apply for a grant, this is not part of the grass cutting maintenance already provided by Council'.

Cotgrave Futures MUGA

- 1585 The CCTV camera monitoring the multi-use games area was replaced in 2013 with a PTZ dome analogue camera because the system it is attached to is an analogue system.

The complete analogue control system which is owned by Cotgrave Futures and our camera is attached to, has now failed and needs to be replaced.

Cotgrave Futures have agreed to replace their system and this system will be a digital system.

The PTZ camera could work on the replacement system but not allow for recording to be taken, in the case of an accident or incident, to allow this function to happen, an IPP digital camera would need to be fitted.

The cost of a new camera would be £1134.90 + vat, including a 10% discount from the PTZ camera.

1586 **Resolved** : 'To replace and upgrade the CCTV camera to an IPP camera.'

Correspondence

1587 Nottinghamshire Association of Local Councils

NALC are offering a training seminar on VAT and PAY/NI on 26th March 2015 at New Ollerton at a cost of £30.00.

Clerks Reports

1588 A letter had been received from Rushcliffe Barn Owl Project detailing information on the project and a request for funding. The Clerk will forward a copy of Council's Grant Form to the organisation.

1589 The Clerk reminded Council that she had an appointment with the Elections Department at Rushcliffe Borough Council on 2nd April at 12 noon, if anyone wishes to send in any nomination papers for the forthcoming parish election.

1590 A reminder of the Defibrillator Awareness Training Session on 15th April 2015 at Candleby Lane School, and would be grateful if any councillors not attending the Recreation and Parks Committee on the same evening would be able to attend this event.

Councillors' Reports

1591 Councillor M Chewings asked who will own the CCTV equipment at the new shopping centre development. No information is available at the moment.

1592 Councillor Rhodes have spoken to Cotgrave Welfare and secured some storage space for the marquee, staging and trailer. He viewed the garage space with M Warner and Graham from the Welfare and the area does need some tidying up before it can be used and asked for help to tidy up the site.

1593 Councillor Tansley stated that this would be his last full council meeting and also thanked Councillor Wood for the article in the Spring edition of Cotgrave Connections Newsletter. He had very much enjoyed working with Council, which had such great spirit.

1594 Councillor Wood reminded members of the Barratts launch for the new houses, which will take place on Thursday 26th March at Nottinghamshire Golf Club.

1595 Councillor Wood also stated that Council had produced a great working environment and hoped that this would continue with the future Council.

There being no further business the meeting ended at 9.17 pm.

Chairman: Signed as a True Record (Date):