

**MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY
25TH JUNE 2008 AT 7.30PM IN THE COUNCIL CHAMBER, SIMPSON CENTRE, STOTFOLD**

Committee Members present: B Collier (Chairman)
Mrs S Bundock A Cooper
Mrs M Cooper S Hayes
B Saunders

Also in attendance: Councillors Smith and Mrs Wilding, Phil Pateman and Richard Drury of Stotfold Football Club

In the absence of the Clerk, Councillor Mrs Wilding took the notes of the meeting. Councillor Smith was permitted to take part in discussions but did not vote.

Members agreed to amend the order of items on the agenda to allow the two representatives of the Football Club to speak regarding the situation of masts at Roker Park and the request for funding and then leave before discussions and voting took place on the funding request.

1891. APOLOGIES

Apologies were received on behalf of Councillor Mrs Hyde.

1892. DISCLOSURES OF MEMBERS INTERESTS

There were no disclosures of Members interests.

1893. MATTERS ARISING

There were no matters arising to report.

1894. CLERK'S REPORT & CORRESPONDENCE

No correspondence had been received.

For information

- The Assistant Clerk has been added to the list of Council cheque signatories.
- The Council's Imprest Account signatories mandate has been changed to allow either the Clerk or Assistant Clerk, plus any one of the four Councillor signatories to sign.
- The Assistant Clerk is shortly to have her photograph taken by Peter Trulock, to be displayed in the office foyer.
- A set of office postal scales has been purchased (£29.99), a lockable filing cabinet (£83.00), and the desk and storage furniture for the Administration Assistant (£290). This has been put together in place, following the work to the reception window area.
- The Clerk has attended the rescheduled Cemetery Management course on 18th June, in Reigate, Surrey, and found it extremely useful and informative.
- The review on the insurance policy is almost complete and ready to send off for updating.
- The Clerk has attended the Employment Law course at Welwyn Garden City, and found it very useful.

1895. TO RECEIVE AN UPDATE ON THE SITUATION WITH REGARD TO THE MOBILE MASTS PRESENTLY SITED AT ROKER PARK IN RELATION TO SELLING THE SITE AND THE COMMUNITY LEISURE CENTRE PROJECT

Philip Pateman advised that although the contract with Hutchinson is until 2011 and Vodaphone is 2014, both mobile phone companies require a one year notice period. The income from the two masts to the Football Club is £8,000 per annum. A meeting between all parties involved is being arranged.

The Football Club have spoken to Vodaphone who are interested to discuss other options, and dates are being arranged to meet, however they advise that it could take up to eighteen months to organise a relocation.

To erect a 15m mast with aerial doesn't require planning permission, any higher will need to go through the full planning process.

The Cemetery mast is capable of taking further mobile phone companies, as at present there is only one of a possible three using the mast. The exact capability of the mast is to be investigated. It might be preferable to site all three mobile companies at the Cemetery, and we would then be able to negotiate with the Football Club with regard to finance.

A view was that the new Leisure Centre site is not necessarily the best place to position mobile phone masts, however it was also felt that this would be no different to being positioned on the current Football Club site near to a playing field.

Recommended that the two masts are relocated as a mast share at the Cemetery. If this is not acceptable then the possibility of relocating them to Town Council property elsewhere in the town is to be considered. The income from the mast lease is to be given to the Football Club, whichever option is taken.

1896. TO REVISIT THE REQUEST FROM THE FOOTBALL CLUB FOR FUNDING

Stotfold Football Club wished to revisit the request for funding in the light of the negative response from the Football Association in extending the deadline for ground improvements, and that timescales for the Community Leisure Centre project have shifted due to delays out of our control. The move date for the Club has been put back considerably and well after the deadline date for the upgrading works (the required standard of upgrading works will be provided at the new centre). Our original advice to the Club was that we were unable to assist them with their request for finances, and this was based on the feeling that because of an imminent move to the new site it would not be best value to do so. This situation has obviously now changed.

The original decision of the Council can be reconsidered by full Council on receipt of a recommendation of a Committee, however once full Council has considered the recommendation from the Establishment Committee no similar resolution may be moved within a further six months.

Phil Pateman outlined the history. The Football Club originally wrote to the Town Council regarding finances for ground improvements for Level 5 of the League. Costs were advised at £14,458 plus vat for emergency lighting, covered accommodation, disabled facilities, wash basins, additional toilet facilities. The Football Association have changed the date by which these works are to be completed to 1st March 2009. They have already constructed a stand for 50 people, however the Football Association have requested that gravel surfacing be put in. The Club have spent considerable sums in the past two seasons – new roof to building, works to sewers, and repairs from three break-ins.

In response to whether the new temporary stand can be moved to the Arlesey Road site Members were advised that it would be unlikely in view of its structure. The Club wants to complete the work before the start of the next season. The Football Club representatives confirmed that at present they do not have any loans. The town will benefit from the sale of Roker Park by the provision of the new Leisure Centre.

The Chairman then proposed the following, that:

It is advisable in the public interest that the press and public are temporarily excluded whilst matters pertaining to financial issues are discussed and that they be instructed to withdraw from the meeting

This was passed by Members.

Confidential part of minute 1896 is appended for Members only

Members of the press and public were then able to rejoin the meeting.

1897. TO CONSIDER A SUGGESTION BY LEVITT PARTNERSHIP TO MARKET ROKER PARK SITE NOW WITHOUT A PLANNING CONSENT, BUT NOT COMPLETING ON THE SALE UNTIL PLANNING PERMISSION HAS BEEN OBTAINED

Members were advised that Levitt Partnership had recently attended a meeting with Mid Beds Planning Officers and their Planning Consultant for pre-application discussions. The District Council had requested that minor alterations be made to the plans for Roker Park, and these amended plans are to be submitted shortly.

A discussion ensued over whether there would be any marketing costs and the fact that part of the conditions for the grant from the District Council is that we are able to demonstrate that things are underway in regard to selling the Roker Park land.

Recommended that Levitt Partnership be instructed to market Roker Park now, with the sale to be agreed after our planning permission has been granted, subject to no upfront marketing costs to the Town Council.

1898. TO CONSIDER AND APPROVE THE START SHEET FOR THE TERMS OF REFERENCE FOR COMMITTEES

A draft start sheet for the Terms of Reference for Committees was circulated to Members prior to the meeting. This sheet will enable Committees to make a start on their Terms of Reference, using the same format as other Committees. Members gave the matter due consideration and it was:

Recommended that the start sheet for the Terms of Reference for Committees, as previously circulated to Members, be accepted.

1899. TO CONSIDER THE LIST OF GUIDANCE DOCUMENTS FOR EACH COMMITTEE

Members were previously circulated a list of guidance documents which the Council already holds, together with suggested documents which should be obtained, these are divided into their appropriate Committees.

Resolved that the list of guidance documents be forwarded to the appropriate Committee for consideration.

1900. ANY OTHER ITEMS FOR INFORMATION PURPOSES ONLY

There were no other items for information only.

There being no further relevant business the meeting was declared closed at 9.35pm

CHAIRMAN

DATED