



Minutes of the Meeting of the Extraordinary Council Meeting held on Tuesday, 10th January 2023 at 7pm at The Pavilion, Cuxton Recreation Ground.

Present: Cllr Hutchfield (Chair), Cllr Porter, Cllr Reynolds, Cllr Savage, Cllr Thorley, Cllr Wilson, Cllr Burley, Cllr White, Cllr Vye, Mr. Lee Cooksey and Mr. Frans Thorley (Cuxton '91 experts)

In attendance: Mr C. Jensen, Clerk

There were no members of the public present.

154) Apologies for absence

Cllr Jensen – prior engagement.
It was resolved to accept these apologies.

155) Declarations of Interest (DPI, conflict of interest and personal interests) and alterations to the Register

None.

156) Football Foundation Grant Application

a) Application content for approval

Cllr Hutchfield advised the Parish Councils' Funding for All mentor, Sophie Ward, had confirmed she was happy with the content of the application, which had been provided to Councillors.

b) Planning application extension for approval

Should the Parish Council decide to make application to extend its' current planning permission, Cllr Hutchfield confirmed Medway Council's fee for this service was £924. She advised, following discussions with Logic, the project managers, a series of reports and amended drawings including the battery storage for the hot water system, had to be submitted by the architects, GDM. The price originally quoted by the architects had been reduced to £3,250 for this service, in addition to Medway Council's fee. The quotation had been included as an agenda item for discussion at the next full Council meeting on 19th January 2023.

c) Pricing policy for approval

Cllr Hutchfield provided Councillors with a pricing policy for the meeting room, which was modelled on the charges made by Halling PC for the use of their facility. Cllr Hutchfield advised, following Mr Thorley's comments regarding the tennis courts, their use had not been factored into the pricing policy as they had not been redeveloped. Amendments to the pricing policy would be discussed when the redevelopment had taken place. Cllr Hutchfield stated a booking system would be required to facilitate details for the hire of the meeting room.

Cllr Hutchfield confirmed provision for use of the meeting room on a Thursday evening had been made for both Cuxton '91FC and the Parish Council at no cost.

A second letter of support had been received from the Team Leader of the Sports Development team at Medway Council which detailed groups who were looking for space to deliver classes and believed the redevelopment of the pavilion was an ideal venue for Pilates, Yoga and Martial Arts.

Mr Thorley asked if the pricing policy would be subject to alteration if the redevelopment went ahead. Cllr Hutchfield advised as the policy currently detailed was modest then changes could be made subject to discussion and approval.

d) Income and expenditure

Mr Thorley asked for confirmation of the cost of the project and what funding the Parish Council was seeking. Cllr Hutchfield advised the estimated cost of the project, subject to tender and Mr Cooksey stated following a meeting with Sophie Ward, Funding For All, she was confident of obtaining additional funding. However, Cllr Hutchfield advised the Parish Council, following consultation with residents, would seek a low rate fixed government loan to fund the shortfall. Funding for All suggested steering groups be established to consider aspects of the funding, community engagement and development process and Cllr Hutchfield advised this was in hand. Cllr Hutchfield felt more time was needed before any community engagement could take place so the total loan figures and associated monthly cost could be determined. As only a small minority of Councillors had been engaged in the process, Cllr Thorley suggested involvement be widened to allow deeper understanding of the project. She stated, following the previous consultation meeting with Logic, allowing more time might provide further opportunities for additional funding but proposed community engagement should commence immediately. This would determine residents views using the figures that had been supplied regarding government borrowing, which would involve a levy on the Parish precept. Mr Cooksey asked what the additional monthly cost on the precept would be but unfortunately these figures were not to hand.

Cllr Wilson asked if the funding from the Football Foundation was time specific and although this was not known, Mr Cooksey advised as the application had been in process for some time, it probably did not have a specific date by which the works had to commence. Cllr Wilson commented further delays could involve increased costs.

Cllr Reynolds asked whether fundraising had been considered, having had experience of another project where it had been used and Cllr Hutchfield stated establishing steering groups would incorporate this and Cllr Thorley's

suggestion that more people would be involved in the process. Cllr Thorley stated it was crucial the community engagement was succinctly presented with features and benefits before being provided to residents. Cllr Hutchfield stated previous surveys had established that toilets, a meeting place and a café were the most important items residents had suggested from such a facility and the purpose for establishing steering groups was for them to focus on specific items rather than a small minority concentrating on the whole project.

As a meeting had been arranged with Cuxton Academy of Schools on Wednesday 11th January, Cllr Hutchfield advised she and the clerk would be asking the School's assistance in forwarding a survey to parents regarding potential use of the redevelopment. Cllr Thorley advised this would be of benefit as the majority of children who attend the school live outside the village and their parents' views for the use of the facility, would be very useful.

Cllr Wilson requested clarification of the figures used and Cllr Hutchfield confirmed the projections were based on a 3% year-on-year increase. Cllr Thorley queried the staffing costs as she believed they were low but Cllr Hutchfield stated the figures were based on part-time working and would be subject to review.

A discussion ensued regarding the potential start date for the project as this needs to be added to the grant application. Cllr Hutchfield suggested September should be placed on the application as the prospective start date. Cllr Thorley proposed the timeline provided by the project managers, Logic, should be continued apace and steering groups established to assist with parts of the application process namely: funding; VAT; community consultation; planning extension and sustainability. This proposal was seconded by Cllr Wilson. Cllr Hutchfield and Cllr Thorley agreed the proposal would focus the Council to move the project forward and Cllr Hutchfield asked Councillors to confirm to the clerk if they wanted to join the steering groups.

All Councillors present confirmed their acceptance of the proposal submitted by Cllr Thorley and seconded by Cllr Wilson.

e) 5-year development plan

Mr Cooksey stated that within the last three years Cuxton '91 FC had introduced girls and veterans football and their 5-year plan was on track, which had also been confirmed by the Football Association.

f) Management Structure

Cllr Hutchfield provided papers to Councillors confirming a Facilities Management Steering Group (FMSG) would be established as a steering group underneath the Land Management Committee.

g) Terms of Reference

i) Land Management Committee

Cllr Hutchfield provided amended terms of reference to Councillors for consideration. No comments were made by Councillors and the amended terms of reference to be added to the agenda for the January full Council meeting to be ratified.

ii) Facilities Management Sub Committee

Cllr Hutchfield provided the proposed terms of reference to Councillors for consideration. No comments were made by Councillors and the terms of reference to be added to the agenda for the January full Council meeting to be ratified.

h) Delegation for submission on January 13th

Cllr Hutchfield requested confirmation from Council that delegation for the submission of the application to the Football Foundation be provided to her. This request was supported by Councillors present to delegate authority to her.

It was resolved to accept Cllr Hutchfield was provided delegated authority to submit the funding application on behalf of the Parish Council to the Football Foundation on January 13th.

157) Information Exchange

No motions may be proposed, nor decisions taken under this item but may be placed on the agenda for the next or future meetings.

158) Members Future Agenda Items

None.

The Chairman closed the meeting at 8:15 pm

Next meeting 19th January 2023, 7pm at Cuxton Library

Signed Kay Hutchfield Chairman

On the 16th day of February 2023