



Saxilby with Ingleby Parish Council

Non-confidential

Report by: Clerk

Date: October 2022

Report to: Full Council 11/2022

Recreation Ground and Community Centre

- 1) Agenda item 7ai) To agree the legal fees to add a charge to the Land Registry Title reflect the council being the custodian trustee for the recreation ground**

Project list item 11 is to update the Land Registry title deeds to reflect the council's custodian trustee status on the recreation ground in Saxilby.

The council's solicitors were emailed to initiate this process on 2 September and a quote of £175+vat has now been received.

RECOMMENDATION 1

Proposal: Council agree to the solicitors quote to proceed project list action 11
[under Financial Regulation 11aii]



2) Agenda item 7a) To consider and agree the preferred location of the parish office

Project list item 59 is to draft an options paper to bring to Full Council meeting regarding the location of the parish office and associated storage.

The recreation ground charity have confirmed their preferred position is to retain the council office and storage in the community centre.

Options:

1. Mobile office at Mill Lane – a temporary solution

£500-£2,000est	Solid base required and access matting for delivery lorry
£1,000est	Services would need to be provided and connected to the Mill Lane building including water, waste, electric, phone/internet – for this there would be plumber and electrician’s costs
£5,850-£8,300	Unit for 52 weeks including delivery and collection
£500-£1,000est	There would be move costs to transport the office furniture and contents and set-up

Other considerations:

- No overhead cables or trees in the vicinity for delivery
- Planning permission would be required (2-3 month time period)
- There would be a delay to set-up an office internet/phone connection
- This does not include storage for council paperwork
- This does not include a meeting space for council meetings
- This would be an on-going cost
- Is not a sustainable option and does offer permanent office facilities
- It would result in the loss of green space in the parish

£7,850-£12,300	Annual Total
circa	

2. Rent a facility in the village

- The church hall was contacted regarding the room to the rear. This is not available to rent as it used by others.
- The village hall regarding hiring a room and they do not have any available as they are used by others and the upstairs room does not have lift access
- The diocese was contacted regarding renting the Vicarage. No response received.
- No other commercial properties currently available for rental



3. Rent a facility on the business park

- A bare unit is available to rent starting at £14,500pa + £5,000est fit out costs. There would also be an ongoing service charge
- The council does not have this budgeted for in the 2022/23 budget
- It would need fitting out and services installing to which there would be a cost and delay before it was operational as well as project management requirements, taking officers away from their day-to-day role
- The location is outside of the centre of the village and is currently not accessible on foot or bike by a designated foot/cycle path (sustainability). The buildings are not built to have a low carbon footprint
- Whether there would be enough room for meetings would need to be confirmed

4. Lease the facility at the community centre

- There are currently dedicated office and meeting spaces, as well as welfare facilities for staff
- The facility is located within the village and is accessible on foot, by bike and vehicle as well as being accessible for wheelchair users
- The council has made a commitment to retaining the SLA on the library at the centre, so part of the centre would already be in use by a council service. Staff present on-site could continue to provide support when required
- The council could work with the charity to secure improvements to the building to reduce its carbon footprint and reduce running costs
- The lease is expected to be an affordable rent and therefore it would mean more of the precept could be used on village improvements rather than office rent elsewhere

5. Build an office and meeting rooms elsewhere

- This would be the highest cost option and take the longest period to come into fruition
- Land would need to be identified for the build
- Planning permission and building regulations would be required
- The council does not have this budgeted for in the 2022/23 budget
- The building could be built to be more sustainable than currently available

RECOMMENDATION 2

Proposal: Council agrees their preferred location of the parish office, archive storage, and meeting rooms is in the community centre and works with the charity to achieve this.



3) Agenda item 7a) To consider leasing the community centre

The council needs an administrative base for its operations and the recommendation is that the most suitable location for this in the parish currently is the community centre.

The council has made a commitment to continuing to operate and run the library on behalf of LCC out of the community centre, which is supported in principle by the recreation ground charity.

The design of the building does not lend itself to being able to partition and independently operate different sections of the building, even if re-modelling work was to take place.

The costs associated with the community centre have been reduced over recent years and are set to fall further when the final PVVLB loan is paid off in 2023 and business rates may no longer be required to be paid (advice is currently being obtained from the rating authority). This will free up funds for improvements elsewhere around the parish.

Leasing the community centre is in-line with the council's objective of maintaining and improving community facilities and amenities.

The council historically invested in the community centre to provide the current administrative base and building something elsewhere would result in large upfront costs, when expenditure has already been made in the community centre to this end.

The council would seek to reduce the carbon footprint of the building in-line with its objectives.

RECOMMENDATION 3

Proposal: Council agrees in principle to lease the community centre and works with the charity to progress this in a timely manner



4) Agenda item 7aiv) To agree to add water meters to the bowls and tennis feeds (Project list items 35 and 38)

Currently there is one feed for water to the recreation ground which is used without direct charge by the tennis and bowls club. The tennis club's use is currently understood to be minimal for the sink in the club house. The bowls club has a hut with water and also a sprinkler system.

In the summer months the water bill is higher and this is believed to be due to usage via the sprinkler.

Adding separate water meters would mean on-site usage could be determined and clubs could pay for what they use.

Off site option: For Anglian Water to install separate feeds, it would be a minimum of £2,400 (£1,200 for each 'new' supply/meter).

On site option: A meter could be fitted on-site for each of the feeds to understand usage. The meters cost £30 plus any plumber costs, if the work cannot be undertaken in-house.

RECOMMENDATION 4

Proposal: Council agrees to install water meters using the on-site option to understand water usage by other user groups and agrees to re-charge groups for water (if it leases the community centre – recommendation 3).



5) Agenda item 7av) To agree the council's preferred position of the Salvation Army clothes bin (Project list items 46)

The clothing bin is currently located on the recreation ground. It could be moved to another site which the council owns such as Mill Lane. However, Mill Lane is less central and visible making it less accessible and more prone to anti-social behaviour.

If it is retained at the recreation ground, a lease or rental agreement may be required.

The final option is for the clothes bin to be completely removed; this would result in a loss of funds towards village projects.

RECOMMENDATION 5

Proposal: Council to decide preferred location of the clothes bin, with officers to implement the decision.



6) Agenda item 7av) To agree the council's position on the memorial gates, pillar, circle, and bench

Memorial gates and pillars - An extract of the Sports Association Minutes shared Chirs Hewis clarifies the responsibility for the maintenance of the gates - '4th March 1948. The Memorial Gates were now completed and the balance of the money raised. The responsibility and work of the Memorial Gates Committee were now accomplished and in making a report to the Annual Parish Meeting the secretary wished to suggest a practical scheme for the upkeep and maintenance of the gates. After discussion, the members present unanimously agreed to a suggestion that the Recreation Field and Sports Association Committee should be responsible for the general maintenance of the gates, the suggestion to be presented to the Annual Parish Meeting for consideration 1st April 1948. The secretary reported that the Annual Parish Meeting had agreed that the future maintenance of the memorial gates should be the responsibility of the Sports Association.'

In 2010 the Saxilby Sports Association, Management Committee for the Memorial Field 21 Dec 2010 minutes said 'Charity noted the memorial gates were held under trust and was suggested to transfer ownership of them to the council, so they could be insured'. No legal process appears to have taken place to action this, however they are currently insured by the council and sit on the council's asset register at full value.

As the gates are related to the recreation ground's founding purpose as a memorial it seems sensible for the charity to manage these going forwards and for them to be insured by the charity and to be removed from the council's asset list.

Memorial Circle - The Memorial Circle is understood to be council funded and installed and is used as the location for the remembrance service each year, As the recreation ground was created as a memorial, it follows the asset moves over to the charity and for the charity to insure and maintain it and the gardens, with support from current volunteers for the area.

Memorial Bench - The council purchased the bench (from Mystery Group donations) and have contacted the charity with regards to a maintenance agreement. However, if the charity takes over the management of the war memorial assets – this could also include the bench in the vicinity?

RECOMMENDATION 6

Proposal:

- A) Council to hand back to the charity the management of the war memorial gates and pillars to insure and maintain and for the council to update the asset register to reflect this.**
- B) Council to agree position on memorial circle and officers to seek to implement the decision accordingly**
- C) Council to agree position on memorial bench and officers to seek to implement the decision accordingly**



7) Agenda item 7vii) To consider using the community centre as a warm space

Warm Welcome Spaces

The Warm Welcome campaign is an initiative aimed at equipping community organisations to support anyone and everyone to access warm spaces, activities, and services this winter.



1 in 4 people may not be able to heat their homes sufficiently this winter, even with the government measures recently announced.

Many of the existing services which CMLs already offer mean that community libraries are very well suited to feed into the campaign. To become a Warm Welcome Space, it has to:

- Be **free** (community cafés etc. are fine though)
- Be **warm**, ideally offering hot drinks. This does not need to be fancy, a tea urn is perfect.
- Have **people** (staff/volunteers) there to talk to, signpost or advise.
- Be **safe**. This includes adequate insurances and policies being in place.

You can sign up via the [Warm Welcome](#) website and find a step-by-step guide [here](#). You can also view the recording of the launch event [here](#).

Source: Community libraries network October newsletter

RECOMMENDATION 7

Proposal: Liaise with library volunteers and register the library as a warm space.