

Whiteley Parish Council

Strategic Development and Policy Committee

Minutes of a meeting of the above Committee held at Meadowside Leisure Centre, Whiteley on Wednesday 23rd September at 8.28pm.

Parish Council Committee members present: Mike Evans (Chairman), David Jenkins, Colin Bielckus, Kairen Goves, Brenda Hatch, Al Menzies, Pat Thew

Parish Councillors Vivian Achwal, Paul Beaumont, Roland Diffey, Brian Hughes, two members of the public, Parish Clerk Nicki Oliver

1. **To receive apologies for absence** None.
2. **To receive declarations of interest regarding agenda items** None.
3. **To adjourn meeting to allow participation by members of the public**
4. **Meeting resumed to consider the following agenda items:**

4.1 To review issues concerning proposals for North Whiteley. **Master planning continues and the Parish Council will be discussing with WCC the Cabinet proposal to set up a forum for the North Whiteley development, to be run on the same basis as that used to plan the West of Waterlooville extension. This will give the Parish Council and community the opportunity to prioritise local issues such as schools and highways alongside wider planning issues for North Whiteley.**

4.2 To review issues concerning Whiteley Village redevelopment and hub proposals **WCC fully supports the proposals and the objection of Fareham BC is disappointing but is unlikely to prevent the plans receiving permission. However, this objection has created additional work and consequently the planning application is unlikely to be determined this year. It is recognised that the provision of the hub and community facilities is totally dependant on this redevelopment. It remains the intention of the developer to complete the hub during the first phase of redevelopment.**

4.3 To receive update on proposal to provide a facility for use by young people including funding opportunities and the development of a procurement and management plan **Following discussions with WCC and HCC Library officers it has become apparent that a joint use of the ground floor area of the hub as a library and youth facility would be welcomed by HCC.**

At a meeting the Chairman held with WCC Leader G Beckett on 22 September it was agreed that £50K set aside for a youth project in Whiteley would be reserved for the hub. This will be confirmed in writing by WCC. The need for the new building to be sustainable was agreed.

It was agreed to recommend to Full Council that the joint library/youth facility option be given priority with a reserve option of a new building adjacent to the skatepark.

4.4 To discuss opportunity offered by Winchester City Council to take responsibility for Meadowside recreation ground, skatepark and play areas at the end of the current maintenance contract in 2011 following a full consideration of financial and operational issues **A meeting has been arranged with WCC Director of Operations Steve Tilbury to discuss the value of the remaining Whiteley Fund and how the PC could take responsibility should it resolve to do so.**

4.5 To discuss WCC's proposals for the future management of Meadowside Leisure Centre **A report on a meeting held with WCC on 8th September was circulated prior to the meeting. It was agreed to recommend to Full Council that it supports WCC's proposal to contract out the management of Meadowside.**

4.6 To review primary school places issues. **See 4.1 above.**

4.7 To receive update on planning for improved access to Whiteley from Highways Working Party. **Details of SATURN modelling results still awaited**

5. To identify any unmanaged risks within this committee's remit Continue to monitor

6. Review effectiveness of communication, development of links with other community organisations and support for local democracy through making information more widely available Continue to monitor

7.

8. Recent correspondence / reports from meetings of relevance to this committee

Meeting with WCC and HCC 14th August to discuss joint library/youth facility proposal (Chairman)

Meeting with WCC 8th September to discuss proposed future management of Meadowside (Cllr Thew)

Meeting with WCC Leader 22nd September to discuss youth facility funding (Chairman)

Meeting closed 9.15pm

Proposed Whiteley Community Hub / Office Meeting with stakeholders to discuss requirements of the facility

14th August 2009 at Meadowside Leisure Centre

Meeting attended by:

Steve Lincoln (SL) - Winchester City Council
Mike Evans (ME) & Nicki Oliver (NO) - Whiteley Parish Council
Nicola Horsey (NH) - HCC Libraries

Apologies:

James Wade (JW) - Winchester City Council
Helen Bryant (HB) - HCC Libraries
Jim Pegler (JP) and Chris Stanton (CS) - Police

Notes of meeting

1. Developers' contribution

Since the previous discussions in June 2009, SL has had an update from Steve Tilbury (WCC Corporate Director) on discussions with the developer. It has now been agreed that the developer will build in full the extension to the Meadowside Leisure Centre at their cost to the preferred design as discussed at the last meeting.

However, it was confirmed that the developer's contribution will not extend to the fixtures, fittings and equipment.

ACTION: SL to discuss the level of finish to be provided by the developer with Steve Tilbury.

ACTION: ME to enquire the same of the developer when they meet next week.

2. Fixtures, fittings and equipment

The main item for discussion was what fixtures and fittings would be required. All invited had been requested to provide their list of required items. The combined list, with key points from the discussion, is as follows:

Reception

Filing cabinets (x2), book shelf, PC, printer, monitor, office chairs (x3), telephone handsets (new system would be needed) (x2), credit card portal, till, reception desk.

Lobby

Directional signs (x4), other signage, leaflet racks (x3), soft chairs (x2).

Meeting Room

Chairs (x20), tables (x8), flip chart, projector, TV & DVD player, white board, notice board.

Office

Desk (x2), office chair (x2), printer, filing cabinet (x2), notice board, telephone handset.

It was agreed that the most efficient use of the two small offices would be for one to be used as a shared office, for the Parish Council and other agencies to share. This should work fine as nobody currently envisages the need for a permanent office. That would leave the second room available as an interview room.

Interview Room

Round table, chairs (x4).

Kitchen

Fridge, microwave.

ACTION: SL to get a cost estimate for the fixtures, fittings and equipment required for the reception, lobby, meeting room, office, interview room and kitchen.

Library

Provision based on a Community Library model - run and managed by the community and run on self service principles. It would operate within a formal agreement with Hampshire's Library Service which would oversee it, refresh the books etc on a regular basis.

Fixtures & fittings (£20k), book stock (£36k), self service technology (£16k), other I.T. inc 2 public IT terminals (£15k). **Total £87k capital costs.**

The estimates above for the fit out of Whiteley assume that the building has been handed over with:

- Suspended ceiling
- Painted
- Carpeted
- Heated
- Energy efficient lighting
- Linked to centre fire alarm system
- Supplied with power sockets to library specification
- Supplied with terminated IT cabling to library specification

If none of the pre-requisite fit out above has been done then an additional £26k would be required, bringing the total to **£113k capital costs.**

The estimated Library costs above are based on the provision of 2 public IT terminals. The view of ME and NO was that more IT terminals would be required and NH confirmed that this could be achieved, but at the cost of a smaller space for books. This would mean a greater cost for the IT but would reduce the costs for the book stock. NH will revise the estimated costs accordingly.

ACTION: NH to produce a revised capital cost for the library, based on more IT terminals and less book stock.

3. Resources

A message from JP confirmed that the Police do not have any available resources to contribute financially at the current time. ME reiterated his comments from the previous meeting – that the Parish Council sees the Police involvement as essential and does not feel that the lack of any financial contribution should jeopardise their involvement.

The potential impact of the development on the existing IT infrastructure need to be considered.

ACTION: SL to discuss IT implications with the Council's IMT department.

ME explained that Whiteley Parish Council has a separate objective to provide a facility for young people, and have a financial commitment of £50k from Winchester City Council. If the Library space could be suitably flexible to allow part-time use in the evenings for young people's activity, then the £50k could potentially be used towards the fit out costs. Thought would be needed to ensure that the design and layout provides suitable flexibility and security for such joint use, but NH felt that it was possible in principle.

ACTION: ME to write to the Leader of WCC to enquire whether the promise of £50k could be used to equip the new facilities, incorporating a facility for young people to use.

Report on meeting with Mandy Ford, WCC Sport and Physical Activity Manager, Eloise Appleby, WCC Head of Cultural Services, Pat Thew and Al Menzies Parish Councillors and Nicki Oliver, Parish Clerk to discuss the management of the Meadowside Leisure Centre held on September 8th 2009.

This paper to be considered at the Whiteley Parish Council SD&P committee meeting to be held on 23rd September.

The proposal on the table was:

Subject to the outcome of consultation with Whiteley Parish Council and affected staff Meadowside Leisure Centre will be included with River Park Leisure Centre in a single management contract from April 2011.

WCC have only two leisure centres in their district, River Park in the centre of Winchester and Meadowside at Whiteley.

Meadowside is currently managed locally, operated by WCC.

The management of River Park is carried out by third party commercial management and this is successfully undertaken by DC Leisure, a large player in the leisure management game. WCC is very pleased with this arrangement. DC Leisure has increased membership and River Park costs a lot less to run than Meadowside even though it is about 3 times larger.

The contract is up for renewal in 2011. Instead of putting the management of River Park out to tender WCC is considering awarding a 10 year extension to the DC Leisure contract. They also recommend adding the management of the Meadowside Leisure Centre (not the sports field) to that contract.

WCC has discussed the implications of this with the staff at Meadowside who apparently support such a move. Their posts will be TUPE'd.

DC Leisure has viewed Meadowside and is very interested in taking Meadowside into their portfolio. The Meadowside staff would still carry out the day to day running of the centre, but marketing and overall management will be carried out by DC Leisure, who can react to changing requirements and who feel they can increase membership and provide better facilities than those currently available at Meadowside.

If councillors so wish, WCC is prepared to ask representatives from DC Leisure to come and talk to the Parish Council.

Downside There may be changes to working practices; DC Leisure management will be remote and *may* have more interest in Riverside than Meadowside. They will, however, have to provide the service as described in a Service Level Agreement and WCC will be able to control the amount charged to customers.

After much discussion it seemed that the most sensible course of action for DC Leisure to be responsible for the booking of pitches, as the staff do now, and they would retain the income collected, (which isn't much). They will have to keep the future managers of the sports field informed about bookings and forthcoming events.

If councillors do not agree to a single leisure facilities management contract for Meadowside then the Parish Council may have to consider take over that role ourselves, and I'm sure we would not want to do that!!

Pat Thew

PS. At this meeting the management of the SERCO contract was mentioned, Eloise wanted to know what was happening. Nicki mentioned that we were waiting to learn how much of the Whiteley fund would be transferred. WCC promised to get back to us.