

Review Committee – 12 January 2010

Minutes of the meeting of the **Review Committee** held on **12 January 2010** when there were present:-

Chairman: Cllr Mrs J R Lumley
Vice-Chairman: Cllr M Maddocks

Cllr K A Gibbs
Cllr Mrs G A Lucas-Gill

Cllr M J Steptoe

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs T Livings, P R Robinson and J Thomass.

OFFICERS PRESENT

G Woolhouse	-	Corporate Director (External Services)
A Bugeja	-	Head of Legal Services
P Gowers	-	Overview and Scrutiny Officer
M Power	-	Committee Administrator

1 MINUTES

The Minutes of the meeting held on 3 November 2009 were approved as a correct record and signed by the Chairman.

2 INTERIM REPORT REGARDING CAR PARKING CHARGES

The Committee considered the interim report of the Review Committee's 'off street' car parking team, which sought to inform Members of the team's interim recommendations on charges prior to the Council's January 'budget away day'.

Recommended to the Portfolio Holder for Planning and Transportation:-

- (1) That a season ticket for the Approach car park only is issued at a reduced rate of £700 per annum with a quarterly ticket being reduced to £200 and a monthly ticket being introduced at a rate of £75. The daily rate for this car park should be reduced to £3.
- (2) That, if recommendation No 1 is agreed, all previous season ticket holders for the last 5 years at the Approach car park who have not renewed their tickets be advised of the new pricing structure.
- (3) That existing Approach season ticket holders who introduce another person who purchases a quarterly or annual season ticket for the Approach car park are awarded a week's free parking.

- (4) That, if the reduction in charges for the Approach car park does not attract sufficient additional users within a six month period from introduction, alternative uses for the car park should be explored.

3 THE FORWARD PLAN

The Committee reviewed the Forward Plan and noted its contents.

4 REVIEW OF COUNCIL'S COMMUNITY HALLS AND ASSOCIATED ASSETS

The Committee considered the final report of the project team on the Review of Council's Community Halls and Associated Assets.

An appendix and an addendum to the report were circulated to Members of the Committee. The addendum related to paragraphs 6.1 and 6.2 of the report and the appendix detailed all premises owned by the Authority subject to lease arrangements that had been before the Committee. It was noted that one of the aims of reviewing in detail the Hockley Community Centre Association and the Rayleigh Grange Community Centre was to provide the Council with the means of establishing general principles in respect of its future lease renewals. It was hoped to identify guidelines in respect of the lease renewal process, which could be used when leases came up for renewal as it had been noted that, although the two Community Centres were very different from each other, they shared common issues.

In respect of Recommendation no 4 below, it was noted that the outcome of the Rayleigh Grange Community Association's negotiations with the County Council's Early Years Department could have some bearing on the length of lease required by the Association. This was the reason the team had not recommended a lease period in this case.

If the final Recommendation is agreed, Members felt that it would be useful to publicise the rental discount being awarded by the Council to the lessee as this discount would be of benefit to the lessee in much the same way as if the Council had awarded them grant funding.

It is recommended to the Rayleigh Grange Community Association and the Hockley Community Centre Association

That they join Community Matters (The National Federation of Community Organisations).

It is recommended to the Executive:-

- (1) That, subject to proof of membership of Community Matters on an annual basis, the Rayleigh Grange Community Association and the Hockley Community Centre Association should receive a grant of a sum equal to the amount of the annual membership fee.

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- (2) That, as a condition of the renewal of the lease for the Rayleigh Grange Community Hall, the constitution of the Community Association be amended to include two nominees from Rayleigh Town Council to be given places on the Association's Council and also their Executive Committee.
- (3) That the playing field and car park be offered on a lease to the Hockley Community Centre Association for a seven year period at a commercial rent with a break clause linked to a rent review on the third year.
- (4) That the lease for the Rayleigh Grange Community Hall be renewed with the following conditions:-
 - Lease to be full repairing and maintaining.
 - Initial rental for the lease to be 20% of either the commercial market rent or the rateable value, whichever is the higher.
 - Contain a clause allowing annual inspections by the Council and a requirement to produce appropriate safety certificates, to ensure all necessary work is undertaken in a timely manner.
 - To contain a schedule of all major building work that can reasonably be expected to need to be carried out during the term of the lease.
 - To contain a break clause linked in to a rent review every 5 years.
 - The term of the lease to be determined following the outcome of negotiations with Essex County Council in respect of the Children's Centre.
- (5) That, as a condition of the renewal of the lease for the Rayleigh Grange Community Hall, the Association is required to insure the building with Rochford District Council's interest noted on their policy. A copy of the policy, and annual proof of renewal, to be provided to the Council.
- (6) That any future leases granted by the Council include a clause to allow for annual inspections by the Asset Manager and his team, which will include provision by the Association of copies of all necessary fire risk assessments and safety certificates.
- (7) That any future leases granted by the Council are to be offered at either the commercial market rent or the rateable value, whichever is the higher, with the Portfolio Holder for Finance and Resources able to reduce the rent to a level that reflects the Community benefit provided rather than by grant support. Any reduction in rent agreed by the Portfolio Holder should be publicised as an alternative to direct grant support being provided.

The meeting closed at 8.39 pm.

Chairman

Date

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