

# **WATERBEACH PARISH COUNCIL**

Minutes of a meeting of **Waterbeach Parish Council** held on 9th August 2011 at 7.30 p.m. at the Old Pavilion, Cambridge Road, Waterbeach.

## **PRESENT**

Councillor N Kay, Chair

Councillors B J Bull, W Bullivant, M Howlett, P Johnson, J Rabbett, C Smith, Mrs J Williamson, M Williamson and A Wright.

## **APOLOGIES**

Apologies for absence were received on behalf of Councillors A Ball, J Cornwell, K Grant and A Lloyd.

## **112/11 MEMBERS INTERESTS**

No interests were declared by the Members present at the meeting.

## **113/11 OLD PAVILION**

Further to Minute Nos. 95/11 and 96/11, Members conducted a visit to the Old Pavilion which was in the process of being vacated by Waterbeach Action for Youth Group prior to their occupation of the Tillage Hall with effect from the end of August 2011.

Attention was drawn to the vacation by the Council of the portacabin that had been used as an office until July, as a result of which all of the Council's records were in storage and the Council now did not have an office from which to work. Mention was made of the difficulties previously experienced in trying to identify suitable premises in Waterbeach for use as an office and it was suggested that the situation was unlikely to have improved since that time.

Members therefore inspected the Old Pavilion to assess its suitability for use as an office for the Council's employees and a potential venue for meetings. The general view was that the premises were in reasonable repair and, subject to minor repairs and redecoration, appropriate for the Council's requirements. Given the central location of the building in the recreation ground, it was felt that they would offer an opportunity for a closer working relationship between the office staff and grounds staff and would be more accessible to the public than the previous office.

The distance of the building from the car park at the New Pavilion was noted but it was felt that there was good pedestrian access from a number of directions and that this should not prove to be an obstacle to its use.

With regard to the building itself, Members reviewed the alterations required to enable it to be used as an office which included bricking in the small windows at the rear of the

room, removal of old cupboards and ceiling coving, new doors to the toilets, works to the rear door, a new floor covering, replacement of missing window latches, a disabled access ramp and an alternative heating source. In addition it was felt that the electrical arrangements would need to be checked, the old portacabin attached to the pavilion removed and the interior of the pavilion decorated. A question arose about lone working from the office and it was felt that further investigations into the options available to safeguard staff should be made.

Members discussed the position in terms of whether planning permission would be required for the use of the pavilion as an office or whether this was part of the same use class order. As the pavilion had been occupied by WAY for in excess of 10 years, it was anticipated that this would not present a problem but the Acting Clerk was asked to ascertain the views of the Planning Department at South Cambridgeshire District Council. Mention was made of the fact that the Parish Council had previously obtained planning permission, on appeal, for the development of the site for use as a community centre and it was hoped therefore that no objections would be raised by the District Council to the use of the building as an office.

Members considered the possibility of using part of the pavilion for meetings of the Council to avoid the inconvenience of holding meetings at the New Pavilion when it was being used by other groups. It was felt that a decision on its use for full Council meetings should await the outcome of the internal redecoration and fitting with office furniture when the space available would be clearer.

With regard to the latter, it was suggested that good quality second hand office furniture was available locally in Cambridge and discussion took place on the equipment necessary for the use of the building as an office.

Mention was made of the possibility that a grant had been obtained when the pavilion had been built circa. 1961 and it was suggested that a search of the old files be made to ascertain whether this would have any effect on the use of the building as offices.

Following discussion, Members concluded that the Old Pavilion offered a practical and suitable venue for the Council's office and a potential meeting room and it was

#### **RESOLVED**

- (a) that South Cambridgeshire District Council be asked whether planning permission would be required for the use of the Old Pavilion as an office by the Parish Council;
- (b) that, subject to confirmation from the District Council that planning permission was not required, a specification be prepared for the refurbishment of the building and estimates obtained for the work;
- (c) that, subject to the above, the Old Pavilion be used as the Parish Council's office and arrangements be made to purchase suitable office furniture and equipment.

There being no further business, the meeting was declared closed at 8.30 p.m.

**Chairman**

UNAPPROVED