



# Community Facilities Fund Working Party

Minutes of meeting held on  
Wednesday 9 March 2016 at 2pm in the Members' Room

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## Present:

<b>Councillors:</b>	Councillor Steven North (Chair)	Cllr SN
	Councillor Roger Glithero	Cllr RG
	Councillor Richard Lewis	Cllr RL
<b>Officers:</b>	Julia Smith, Interim Head of Customer & Community Services	JS
	Mike Greenway, Community Partnerships Manager	MG
	Michelle Drewery, Finance Manager	MDwy
	Lucy Hawes, Community Partnerships Officer	LH
<b>Minutes:</b>	Sharon Prior, PA to Chief Executive <a href="mailto:sprior@east-northamptonshire.gov.uk">sprior@east-northamptonshire.gov.uk</a>	

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## ACTION

### 1. Apologies

#### 1.1. Apologies had been received from:-

- Councillor Glenn Harwood
- Councillor Helen Harrison

### 2. Minutes of the CFF Working Party held on 13 January 2016

- 2.1. The minutes of the previous meeting held on 13 January 2016 were agreed as a true record. The draft minutes were considered at Policy & Resources Committee on 15 February 2016, and revised following comments received. The Working Party approved the revised version of the minutes.

SP

### 3. Declarations of Interest

- 3.1. No further declarations were raised.

### 4. Higham Ferrers Town Council – CFF application round 3 Heritage Centre

- 4.1. MG reported that a request had been received from Higham Ferrers Town Council relating to their application for a Heritage Centre and whether the site for the new Centre could be moved to an alternative location. Cllr SN noted he understood the Town Council are agreed not to continue with the project. MG noted that he felt the project was now substantially different to the original request for funding, which had been formally approved by the Policy & Resources Committee on 15 February 2016. MG noted that he felt the project was now no longer valid; the Working Party agreed with this assessment.

- 4.2. The Working Party considered the request from the Town Council and **RESOLVED TO RECOMMEND** that this application be **rejected** as it was substantially different to the original project. The Working Party noted that the Town Council were welcomed to submit a new application for the 2017/18 funding round.

## 5. Review of the current CFF arrangements

### 5.1. Terms of Reference

5.1.1. The Working Party considered a revised Terms of Reference for the Working Party and noted their comments. A copy of the Terms of Reference for the former District Regeneration Working Party was also reviewed. The Working Party agreed the following amendments:-

- Retain section 1.0 – Membership of the Working Party
- Revise section 2.0 – revise wording.
- Section 3.0 – combine with section 2.0 as additional bullet point.
- Section 4.0 – no change.
- Section 5.0 – risks reviewed and comments noted.

#### **Actions**

- (a) Terms of Reference to be revised as outlined above, for consideration at the next meeting of the Working Party.
- (b) Section 5.0 risks - to be considered in more detail at the next meeting of the Working Party.

**Agenda items -  
next meeting**

### 5.2. Presentation – suggested revised criteria

5.2.1. JS presented slides which detailed suggestions to revise the criteria for consideration of applications in any future funding rounds. The Working Party noted their general comments on the current criteria and the process in considering applications.

5.2.2. The Working Party then noted their suggestions to change the current criteria – highlights noted:-

- No consultation – with the community/Ward Members/Town or Parish Council
- Links with the Corporate Plan outcomes including active leisure
- Planning consent – where applicable
- Tenure
- Project outline
- Amount sought and the % of total project cost
- Access to funding for all sections of the community

## 6. Confirmation of any recommendations to Policy & Resources Committee

6.1. A further meeting of the Working Party would be arranged to consider the revised Terms of Reference, the risks associated with the Working Party and revised criteria. Once these items had been considered further and a way forward agreed, recommendations would then be made to a future meeting of the Policy & Resources Committee.

**P&R Committee -  
recommendation**

## 7. Date of Next Meeting

7.1. The Working Party agreed to meet again in April 2016, before the Annual Meeting; SP to find a suitable date and circulated to the Members on the Working Party.

**SP**

JS/MG/LH/SP 11.3.16