

Item 13 Burstow Infrastructure Delivery Plan

Background - It is possible that TDC will change the way that CIL is allocated and used; moving from a 'bid' based approach to having focus on proposals that have been included in the TDC Infrastructure Development Plan (IDP).

That will be made up by TDC using input from Neighbourhood Plans and Local IDPs.

With that in mind we should develop an IDP for Burstow. It has to be alongside and integrated with the Neighbourhood Plan but not necessarily part of it. Obviously the 2 plans cannot contradict each other. The sort of things that could be included can range from major projects (see the TDC website for details of Caterham developments) to relatively small items such as a zebra crossing.

As a major project we may want to move/rebuild the school and re-model the town centre.

Other items could be a dentist's surgery, a zebra crossing, railings around the existing roads, a car park, extending CCTV coverage or anything that anyone thinks would improve the village/area.

It has even been suggested that specifically funding a police offer 'might' be valid.

A proposal to form a small group to define a list of projects to include and prioritise and submit to TDC.

Cllr Locke would suggest that no more than 4 people, including himself, form an IDP Working Party. It would be sensible to include a member of the Neighbourhood Plan Sub-Committee to ensure the IDP and NP work together.

Item 14 – Grange Way remedial work

TDC have advised BPC that trees need to be cut back to prevent them catching on the refuse lorries.

Heatherlands Tree Care have given an approximate cost of £900 to carry out the tree work and general tidy up.

Item 15 – Car Park Barrier

To decide in principal if a barrier should be installed

If the Centenary Hall has a barrier than may be used to close the car park there are no regulations that would prevent us from holding outdoor markets in the area. The Parish Council could then offer the space for a variety of events such as a local Farmers Market, Car Boot, Flea market. Council would need to decide whether they prefer a swing gate or a rising barrier. Quotes could then be obtained

Item 16 – VE Day Memorial Bench

In 2020, Great Britain will be celebrating the 75th Anniversary of the end of WW2. There will be many ceremonies and functions throughout the Country to this end. I believe it would be good for BPC to commission the making a memorial bench. A bench would be ideal for our residents to enjoy a seat either in the village centre or at another location, offering a visual reminder of the sacrifice made by so many, whilst contemplating the life we all lead thanks to their efforts.

A steel company in the north of England, DJ Camp, had created some benches and donated them to their local Council. They don't usually manufacture them, but hey would be happy to produce one/some for us (please see photograph below).

The benches are at a cost of £600 each, plus VAT. Delivery is £80 per bench

Fitting costs for benches would be extra and I would recommend we use a concrete base and securing bolting to the concrete, approx. £200/250

Should the Council approve the purchase of a bench, the next step to decide is where to put it. My initial thought and place in the centre of the village next to the rose bed. is

A Memorial Bench would be respectful, useful items, that would blend in with the village feeling of our area; enhancing the community spirit that binds our residents.

We don't have a budget allocation for the purchase but funds could be transferred from general reserves to cover the cost.



Item 17 Hall Hire Protocol

To request Council to clarify the procedure for regular hirers. I would suggest that if the Government advises against public gatherings and we are required to cancel activities such as exercise classes, that we do not charge. In the event that a group choses to cancel classes, without the Government advising, then we should continue to invoice them for the hall hire

CONFIDENTIAL

Item 22 - Childcare at Centenary Hall

Learn through Play pre-school has given notice to the Parish Council that it intends to close at the end of the summer term this year (July 2020).

Following confidential discussions both with the head teacher and current senior staff it is proposed that council consider taking over the administration of the school but on a reviewed basis from September

The pre-school is currently registered to take 26 children from 2 to 5 years, on a 1:6 staff to child ratio.

Burstow Primary School offers nursery places from the age of 3. They are also opening a 'Forest Nursery School' in April 2020, again from 3 years.

When the Learn by Play pre-school closes there will be no provision for children under the age of 3 years in Smallfield.

As there will be two choices of nursery for children age 3 and over at Burstow school it would be prudent to target a different market therefore I would recommend that we offer extended hours childcare (8am – 6pm) 50 weeks of the year to local children from the age of nine months and above, using the Margaret Paveley area that was refurbished in 2018 for use by pre-school aged children.

Babies from 9 months to 2 years will be accommodated in the existing storeroom where some minor changes could be made suitable for babies – insertion of a window, part glazed doors, extend the canopy, possibly bigger radiators and some additional plugs. We would also need to buy some new equipment e.g. cots and to carry out an advertising campaign to attract more children.

Approximate Staff to Child ratios are as follows. The Early Years advisor and Ofsted will assess the two rooms and say how many children the space can accommodate.

Under 12 months	1:3/4
1 – 2 yr	1:3/6
2 – 3 yr	1:6
3 5 yr	1:8

I have worked out some basic staff costs, using the average rate of what the pre-school currently earn

Approximate daily fees for a child under 2 yrs are currently	£58.90
Child over 2yrs	£52.25

Allowing for a range in hours work of 150 to 200 per week (total staff), we would need to have the following full-time number of children to break even on current staff pay, employer national insurance (13.8%) and pension contributions (Nest 3%). The child attendance could be a mix of ages and a mix of hours attended.

For example with 5.5 staff we could accommodate 6 children under 12 months and 16 children 2 – 5 yr old giving a weekly income of £5,947, with staff costs at approx. £2,210

150 hours = 4 Full Time staff

200 hours = 5.5 Full Time staff

	Under 2 years		2 – 5 years
150 staff hours per week	5.5	or	6.5
200 staff hours per week	7.5	or	8.5

As of July we will no longer be receiving hall hire income of £7,500 for the Margaret Paveley area but this would build up over time as numbers increased.

Being a Local Authority rather than a commercial business we would have an opportunity to help our residents access affordable childcare. There is already help and assistance for low earning families and higher earning people don't struggle. But often it is the people in the middle who really struggle and we could make a difference to them.

As I am not familiar with the regulations surrounding early years provision I would recommend that we employ a manager and deputy manager to run the scheme.

Currently 11 children are expected to return to the pre-school in September.

Item 23 Affordable Housing

This item has been added to the agenda as the valuation report arrived after the agenda was produced and to expedite the project the Chairman requested its inclusion

A valuation report has been completed and recommends that a sale price of £35,000 is reasonable. Valuation report has been attached separate.