

Bassingbourn-cum-Kneesworth Parish Council
RECREATION GROUND COMMITTEE MEETING
Minutes of Meeting held on Wednesday 21st February 2018
at The Chapel, South End- 7.30pm.

PRESENT: Cllr Freeman (Chairman), Cllr Geraghty, Cllr Douglass, Cllr Dixon, Cllr Spenceley, Cllr Oakley,
 Cllr Hallett, Cllr Sams
 Parish Councillors –Cllr Catherall, Cllr Hull, Cllr Woodhouse, Cllr Rincon
 Members of Public 0

1. APOLOGIES FOR ABSENCE

Apologies Cllr Robinson.

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

All Parish Councillors declared an interest as they were Trustees of the Recreation Ground Charity. Dispensations had been granted by the Clerk for a four year period.

3. MINUTES OF LAST MEETING

The minutes of the meeting held on Wednesday 13th December 2017, copies previously distributed, were agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Removal of Cherry Tree

The Clerk advised that she had the original quote to remove the tree from the Arborist that had carried out the inspection of the tree. She was awaiting a second quote. The Chairman would source an additional quotation. Cllr Hallett reminded the meeting that there was a root from a previous tree which also needed to be ground out.

- Cllr
Freeman

5. OPEN FORUM

There were no members of the public in attendance.

6. CORRESPONDENCE

Correspondence received was discussed under agenda items.

7. FINANCIAL REPORT

7.1 Financial Report

A copy of the report was distributed to Councillors. This was as expected. The expenditure on maintenance would increase as the work on the recreation ground subsidence was still to take place.

8. UPDATE ON THE MUGA PROJECT

Cllr Sams reported that Ben Sams had chased a response from the Village College, after eight weeks, and been told that this was complicated as they shared the grounds with Cambridgeshire County Council. They were not in a position to do anything. This had now been referred to County Cllr van de Ven.

9. RECREATION GROUND MAINTENANCE

9.1 Compacted Soil Under Seating

The Chairman confirmed that this was in hand.

9.2 Damaged matting on South End entrance

As it had now been agreed to move the gate to the play area this would not be repaired at this stage. Once the new gate was in place the committee would need to ensure that the proper surface was put down. The Chairman advised that he had some rubber matting which could be used.

-Cllr
Freeman

-Cllr
Freeman

9.3 South End ground subsidence repair

This repair to the recreation ground had been agreed at the Parish Council meeting in January 2018. The Chairman advised that the contractors would start the work as soon as the weather improved. He asked that the junior football team be told which Cllr Sams agreed to do.

Cllr Hallett reminded Councillors that if the payment for the work was not made this financial

year the Parish Council would need to agree the carrying forward of the budget to 2018/19. This could be done at the March Parish Council meeting.

10. PLAY AREAS

10.1 Weekly Play Area Inspection Reports/RoSPA Inspection 2017

Now that the remedial work had been completed the inspection reports were a lot better. Cllr Dixon confirmed that she followed up on the points highlighted by the inspection contractor.

10.1.1 Update on replacement Playdale play equipment and safety surfacing

This remedial work had been completed. Cllr Dixon and Cllr Douglas both agreed that reports back from users of the play areas were good.

10.1.2 Request for Skateboard Park –update

The Chairman reported that he was trying to speak to a local landowner to see if he had any land that could be used. There had been nothing further heard from the youngsters about their proposal. Cllr Dixon had passed on some grant information she had received from a play equipment company to the youngsters. She added that in her opinion Elbourn Way was still the most suitable area in the village. Cllr Hallett advised that he had parked near a skatepark in Hitchin and was concerned over the noise. It was noted that the concrete structures, as in Foxton and Potton, were a lot quieter.

10.2 Elbourn Way

10.2.1 Removal of shrubbery

The shrubbery had now been removed and the area tidied up. The contractor had liaised with Cllr Dixon and it was agreed to leave three trees.

10.3 South End

10.3.1 Update on extension to fencing on South End Play Area

A quotation to extend the fencing in the play area had been agreed at the previous Parish Council meeting.

10.4 Fortune Way

10.4.1 Replacement fencing for Play Area

The quotation for metal replacement fencing had been agreed at the previous Parish Council meeting.

10.4.2 Request for gate latch

The Clerk had received a request as the gate was often open. It was advised that a new latch had recently been fitted.

10.5 Park Close

10.5.1 Quotation for small piece of equipment

Cllr Dixon was investigating. She had found a piece of equipment suitable for all age ranges which cost in the region of £12,000. She had also found details of a bench.

It was noted that until the lease had been finalised nothing could be decided but it was a good idea to have proposals ready. The Clerk advised that the draft lease was with the Solicitor and she as waiting for feedback which would be urged.

-Clerk

11. PAVILION

11.1 New Pavilion Working Group Update

Cllr Catherall reported that a meeting had been held with South Cambridgeshire District Council planners. The outcome of the meeting was the advice that a new planning application would need to be submitted for the total building knockdown and rebuild. He added that the Planning Officer was very supportive. Cllr Catherall referred to the previous quotation of between £75,000 and £77,000 and stated that he now had about 50% of the costs supported by at least two companies. The cost of the foundations was then discussed. Quite a lot of local people had refused the opportunity to quote but Cllr Catherall had obtained a further quote, to that originally sought by Cllr Robinson, which was for £3,500 lower. The Pavilion Working Group had agreed that the original contractor should be given the opportunity to resubmit. A third quotation had also been requested from another contractor. Cllr Catherall stated that he had spoken to the sports clubs who wanted the work to progress and, if agreed by the Parish Council, envisaged the completion of the work by the end of October 2018. Once the quotations were received for the footings then the formal agreement of Councillors would be requested.

It was confirmed that the same footprint of the existing Pavilion would be used and the working group were looking at grants. Cllr Hallett reminded members of the Section 106 money allocated to the project which would come forward at some time in the future. In the

-Cllr

meantime the costs would need to be funded from the Parish Council budget.

Catherall

The Chairman asked if he could have some paperwork on the project as he was meeting with a representative of the Football Association the following week. Cllr Catherall agreed to provide this. Cllr Douglass added that the The Belle public house was holding a charity music quiz at the beginning of March and she had suggested that funds raised could go towards the project.

11.2 Pavilion Maintenance

This was on hold.

11.2.1 Management Committee Bank Account

The committee had met. Cllr Douglass had taken the minutes of the meeting which she would circulate for information to Councillors via the Clerk.

The Chairman reported that he had found the committee cheque book which had been missing. He had been able to discuss the bank account with Barclays Bank who advised that the account was closed in 2015. The Bank Clerk was unable to provide any details of the closed account and suggested that a new account be applied for. The Chairman had since mislaid the account details.

*-Cllr
Douglass*

Cllr Douglass agreed to pursue with Barclays Bank as now that the committee had met, and had approved minutes, she should be able to make progress regarding funds left in the closed account.

12. PARISH PATHS

12.1 Footpath 14 path through Clunch pit

The path had been cut.

12.2 Footpath 6

Cllr Hull had pointed out that there as a fallen tree on the footpath. Because of its location Cllr Hallett would report on the County Council website.

*-Cllr
Hallett*

13. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

13.1 South End Recreation Ground Horse Chestnut Tree

Cllr Dixon referred to Arborist report from 2014 which highlighted the poor condition of the tree inside the gates with seating around it. She suggested that if the tree was removed the location would be ideal for a purpose built youth shelter. It was agreed that the advice given be investigated and circulated for discussion at the next meeting. It was noted that the tree had a Tree Preservation Order.

-Clerk

13.2 Fallen tree- The Causeway

A tree had fallen either from land adjacent to The Causeway or from the verge and was creeping out across the footpath. The Clerk to report on the County Council website.

-Clerk

13.3 Recreation Ground weed spraying

The grounds maintenance contractor had suggested spraying the recreation ground, as in previous years, and provided a quotation. As this was not on the agenda for discussion at this meeting the proposal would be put on the agenda for the Finance and General Purposes Committee meeting on the 6th March 2018.

14. DATE OF NEXT MEETING

Wednesday 18th April 2018

The meeting closed at 8.30pm

Bassingbourn-cum-Kneesworth Parish Council
RECREATION GROUND COMMITTEE MEETING
Minutes of Meeting held on Wednesday 18th April 2018
at The Chapel, South End- 7.50pm.

PRESENT: Cllr Freeman (Chairman), Cllr Geraghty, Cllr Douglass, Cllr Dixon, Cllr Spenceley, Cllr Oakley,
 Cllr Hallett, Cllr Sams. Mr Smith
 Parish Councillors –Cllr Catherall
 Members of Public 1

1. APOLOGIES FOR ABSENCE

Apologies Cllr Robinson.

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

All Parish Councillors declared an interest as they were Trustees of the Recreation Ground Charity. Dispensations had been granted by the Clerk for a four year period.

3. MINUTES OF LAST MEETING

The minutes of the meeting held on Wednesday 21st February 2018, copies previously distributed, were agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Removal of Cherry Tree

Two quotations had been received. It was advised that there was more dead wood on the tree which was gradually dying. Cllr Catherall reminded members that three quotes were required for this amount of expenditure. A further quote would be sought by the Chairman.

In the meantime, as the tree was in the conservation area, the Clerk would obtain permission from the South Cambridgeshire District Council Tree Officer for its removal.

The WI would be asked what they wanted to do with their memorial plaque once the tree was removed.

*- Cllr
 Freeman
 & Clerk*

5. OPEN FORUM

There were no issues raised.

6. CORRESPONDENCE

Correspondence received was discussed under agenda items.

7. FINANCIAL REPORT

7.1 Financial Report

As it was the beginning of the new financial year a report was not available.

There had been a blocked foul system at the Pavilion which needed urgent attention. Cllr Catherall had arranged for the system to be cleared. He was told that the system should be checked annually.

It was agreed that Cllr Catherall be reimbursed for the emergency expenditure. A cheque for £222.00 (including £37.00 VAT) was prepared and signed.

8. UPDATE ON THE MUGA PROJECT

Cllr Sams reported that County Cllr van de Ven was trying to find some land for the installation of the equipment. The County Council and Village College had stated that they were unable to help.

9. RECREATION GROUND MAINTENANCE

9.1 Compacted Soil Under Seating

The groundwork contractors, Buchans Landscapes, had been asked to carry out this work.

9.2 South End ground subsidence repair

The repair had taken place. Mr Smith stated that a very good job was done by the contractors. There was some topsoil available to fill in if needed. The Cricket Club were going to roll the turfs down.

*-Cllr
 Freeman*

*-Cllr
 Freeman*

9.3 Horse Chestnut Tree decay

The Clerk reported that when the tree was inspected at the end of 2014 the Parish Council was advised that the tree was in decline due to bleeding canker and weak compression forks throughout. Some remedial work had been carried out at the time with the contractor recommending its removal. It was agreed this time had now come.

One quotation had been obtained by the Chairman for the removal. Two others were needed. Councillors agreed that for health and safety reasons the tree needed to be removed as soon as possible. As the tree had a Tree Preservation Order the Clerk was asked to apply for permission to remove the tree then once another two quotes had been received this could be dealt with as a matter of urgency.

*-Cllr
Freeman
& Clerk*

10. PLAY AREAS

10.1 Weekly Play Area Inspection Reports

The reports continued to tie up with Cllr Dixon's inspections.

10.1.1 Request for Skateboard Park –update

Cllr Dixon reported that the project was still ongoing. She had spoken to a couple of the youngsters concerned and urged them to continue. The location would however be an issue.

10.2 Update on fencing of play areas (Fortune Way/South End extension/Elbourn Way Gates)

The fencing had been delayed due to the start of the grasscutting season. The contractors had advised that they may be in a position to carry out some work in June. Cllr Dixon advised that she had to delay plans until this work was carried out which was frustrating.

10.3 Park Close

Cllr Dixon advised that the area would need to be fenced as it was beside the road. She had obtained a quotation for similar fencing to the other areas, which was just over £8,000. A substantial fence was needed as the area was used as a cut through. The area was also very overgrown and it would cost around £2,000 to arrange clearance. This was before any play equipment purchase.

10.3.1 Quotation for small piece of equipment

Cllr Dixon would continue with investigations.

*-Cllr
Dixon*

11. PAVILION

11.1 New Pavilion Working Group Update

Cllr Catherall reported that the footings were nearing completion. The Building Inspector had been out to the site and approved the work to date. Pads were to be installed, with a cover over, until a decision had been made on the next stage. A drainage issue had arisen, as the plans were not correct, and an extra manhole was to be installed. This would be an additional cost of around £750. The foundations were not as deep as planned.

Mr Smith stated that the Cricket Club Chairman had asked him what was happening. Cllr Douglass confirmed that both the sports teams had been at the working group meetings and the representatives were clear with what was going on. The Chairman added that as soon as the base was complete the working group would need to meet to agree a recommendation on whether to knock down and rebuild or just extend the existing structure. The decision would then be formally made by the Parish Council.

11.2 Pavilion Maintenance

The Chairman confirmed that the light in the Ladies toilet had been repaired.

11.2.1 Management Committee Bank Account

There was no further news on the bank account. Cllr Douglass was looking into opening a new account and would investigate with the Chairman.

11.2.2 Replacement Water Heater

A problem with the water heater had been identified. The procedure for emergency expenditure had been used for a replacement and a new heater was being installed. It was confirmed that the replacement would be recovered and used again in either Pavilion option.

*-Cllrs
Freeman
&
Douglass*

12. PARISH PATHS

12.1 Footpath 6

The fallen tree had been cleared.

12.2 Footpath 1

Cllr Hallett had cleared the fallen tree from the path between Mill Lane and Shedbury Lane. It was advised that the fly tipping on Ashwell Stret and also Shedbury Lane had been removed.

13. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

13.1 Pavilion

Cllr Catherall urged members to look at the Pavilion as the next stage needed to be progressed. *-members*

13.2 Dog Fouling

Cllr Catherall expressed his concern over the amount of dog fouling on the Recreation Ground. He requested more signage. It was advised that there had been a lot of signage around the ground which had been pulled down. The main large sign had also disappeared. Cllr McNulty suggested an item be put in the Village Voice.

Cllr Sams asked for the replacement signage to be an agenda item for the next Finance and General Purposes committee meeting.

13.3 Key to Recreation Ground Gate

Mr Smith asked if the Cricket Club could have a key to the gate. The Chairman advised that the Club had put a large brass padlock on the gate. A discussion took place on the location of the key.

14. DATE OF NEXT MEETING

Wednesday 20th June 2018

The meeting closed at 8.40pm

Bassingbourn-cum-Kneesworth Parish Council
RECREATION GROUND COMMITTEE MEETING
Minutes of Meeting held on Wednesday 20th June 2018
at The Chapel, South End- 7.50pm.

PRESENT: Cllr Freeman (Chairman), Cllr Geraghty, Cllr Douglass, Cllr Dixon, Cllr Spenceley, Cllr Oakley,
 Cllr Hallett, Cllr Sams. Mr Smith
 Parish Councillors –Cllr Catherall, Cllr Prentice, Cllr Leith
 Members of Public 1

1. ELECTION OF CHAIRMAN

Cllr Douglass, the Parish Council Chairman, opened the meeting and advised that Cllr Robinson had tendered his resignation from the Parish Council. The process to replace him by co-option would now commence.

She then asked for nominations for Chairman. Cllr Geraghty proposed Cllr Freeman which was seconded by Cllr Dixon. Cllr Spenceley proposed Cllr Leith which was seconded by Cllr Catherall. A vote was taken with Cllr Freeman receiving the majority vote. He accepted the position and took the Chair.

2. APOLOGIES FOR ABSENCE

No apologies had been received.

3. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

All Parish Councillors declared an interest as they were Trustees of the Recreation Ground Charity and asked for dispensations. They were granted by the Clerk for a four year period.

4. CO-OPTION OF NON PARISH COUNCIL MEMBERS

It was agreed that Mr Mark Smith, representing the Cricket Club, was co-opted onto the committee.

5. MINUTES OF LAST MEETING

The minutes of the meeting held on Wednesday 18th April 2018, copies previously distributed, were agreed a true record and signed by the Chairman.

6. MATTERS ARISING

6.1 Removal of Cherry Tree

Three quotations for removal had now been received. The quotes were discussed with concerns raised over the timetable for removal. Cllr Hallett stated that there was continuous dieback and the tree should be removed within the next three months. It was then agreed that the lowest quotation, £285 plus VAT, submitted by Buchans Landscapes be accepted. The Clerk to advise the contractors.

- Clerk

6.2 Recreation Ground Signage

The Clerk had an action from the Finance and General Purposes committee to obtain quotations for signage in different materials.

7. OPEN FORUM

There were no issues raised.

8. CORRESPONDENCE

Correspondence received was discussed under agenda items.

9. AGREE TERMS OF REFERENCE

The Terms of Reference were available for Councillors. Cllr Spenceley asked for the addition of 'Review Processes and Risk Management' as had been agreed on other committee Terms of Reference. Cllr Hallett proposed that the expenditure level be increased to £1500 which was seconded by Cllr Sams. All members in agreement. The amendments to the Terms of Reference would need to be ratified at the Parish Council meeting on the 24th July 2018.

10. FINANCIAL REPORT10.1 Financial Report

The report was circulated to Councillors. It was noted that it was still early in the financial year and there were no issues raised.

11. UPDATE ON THE MUGA PROJECT

Cllr Sams reiterated that the problem was the lack of available land to install the MUGA. Cllr Douglass stated that she had urged the Village College Students to progress this with the College. Cllr van de Ven was also investigating. Cllr Spenceley asked the size of land needed which was 20m x 20m approx. He suggested a piece of unused land at the rear of the Village College but as previously advised the Village College had been approached on a number of occasions with no success.

12. RECREATION GROUND MAINTENANCE12.1 Compacted Soil Under Seating

The Chairman reported that this work had now been completed.

12.2 Removal of Horse Chestnut Tree

The removal of the tree was now on the Finance and General Purposes committee agenda as it was important due to health and safety reasons that the tree was removed as soon as possible. The Clerk was awaiting a further addition to a quotation for the removal of the root.

13. PLAY AREAS13.1 Weekly Play Area Inspection Reports/RoSPA Report 2018

The RoSPA inspection reports had been received and the Clerk believed circulated. Councillors advised that they had not seen the report. She would circulate again.

-Clerk

13.1.1 Request for Skateboard Park –update

There was no further update.

13.2 Update on fencing of play areas (Fortune Way/South End extension/Elbourn Way Gates)

Cllr Dixon reported that the contractors were trying to find time to carry out the work on the fencing. They had the materials. She confirmed that a query on progress, made by a resident of Fortune Way, had been answered.

13.3 Damage to Loopy Ladder (South End Play Area)

Damage of the equipment had been reported to the Chairman by Cllr Dixon. It had been made safe. It was noted that the damage was not caused by vandalism but a fault with the equipment. Cllr Dixon had been in contact with the manufacturer, Playdale, who suggested the parts for the repair could be supplied, or parts and installation, but both would be at a cost to the Parish Council. It was stated that the equipment was fairly new and still under warranty. The Chairman agreed to follow up with Playdale.

*-Cllr
Freeman*

13.4 Park Close

Cllr Dixon stated referred to the report on fencing made at the last meeting. She added that she wanted to concentrate on equipment for the Elbourn Way area as there was hardly any play equipment there now.

The Clerk advised that the lease for the land was now back with South Cambridgeshire District Council following comments made by the Parish Council Solicitor.

13.4.1 Quotation for small piece of equipment

Cllr Dixon suggested that a small piece of equipment costing a few hundred pounds would be sufficient for the time being.

13.5 Section 106 Funding

Cllr Hallett reported that as part of the planning process the Section 106 Officer, James Fisher, had asked for requirements for a Section 106 agreement relating to the Spring Lane planning application which was to be considered at the Planning meeting on the 3rd July 2018. Cllr Hallett asked all members to get an idea of costs for requirements for that meeting where a response to Mr Fisher would also need to be agreed.

-Cllrs

14. PAVILION14.1 New Pavilion Working Group Update

Cllr Catherall had circulated drawings earlier in the day. He advised that a planning application would need to be submitted if it was agreed to demolish the building. He urged that a full Parish Council meeting be held to make a decision on whether to knock down and rebuild (cost £85,000 -£100,000) or refurbish (approx £75,000) adding that the sports clubs

were becoming increasingly frustrated. Cllr Douglass proposed that all Councillors meet in the Pavilion to have a good look around so that they could make an informed decision. It was agreed that they would meet on the 25th June. *-Cllrs*

14.2 Pavilion Maintenance

Mr Smith reported that there was flooding inside the Pavilion which appeared to be getting worse. It was a lot wetter there now than a week previously. Cllr McNulty agreed to take a look the following morning and report back. *-Cllr McNulty*

14.3 Pavilion Electricity Plan

The Clerk advised that the existing fixed price plan for the Pavilion was coming to an end. She had received details for another plan which was better value than the variable price plan. It was agreed that the Clerk confirm the fixed price plan with E-ON. *-Clerk*

The Chairman reported that a request had been made by E-ON to change to a smart meter. He had spoken to their representatives, explained the situation with the Pavilion refurbishment, and they had agreed to delay the change until the new facility was operational.

14.2.1 Management Committee Bank Account

The Chairman asked for the committee signatory details to open an account with Lloyds Bank.

15. **PARISH PATHS**

Cllr Hallett advised that he had removed a fallen tree from footpath 5.

16. **COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**

16.1 The Causeway Gateway Feature

The Chairman reported an overgrown hedge from the neighbouring field which was obscuring part of the gateway. He offered to cut the hedge back in the area around the gate. This was agreed. *-Cllr Freeman*

16.2 Fire on South End Recreation Ground

Cllr Douglass had been told by the Primary School Caretaker that there had been a fire in the litter bin by the Horse Chestnut tree. The bin interior had been destroyed. There had also been a lot of glass around which had mostly now been removed.

16.3 Recreation Ground Gate

Mr Smith asked if the gate should be left open during the Summer months. Cllr Geraghty suggested that for security reasons it should be kept locked when the recreation ground was not in use.

17. **DATE OF NEXT MEETING**

Wednesday 22nd August 2018

The meeting closed at 8.55pm

Bassingbourn-cum-Kneesworth Parish Council
RECREATION GROUND COMMITTEE MEETING
Minutes of Meeting held on Wednesday 22nd August 2018
at The Chapel, South End- 7.30pm.

PRESENT: Cllr Freeman (Chairman), Cllr Geraghty, Cllr Douglass, Cllr Dixon, Cllr Geraghty, Cllr Oakley, Cllr Hallett, Cllr Sams, Cllr McNulty
 Parish Councillors –Cllr Catherall, Cllr Prentice, Cllr Leith
 Members of Public 2

1. APOLOGIES FOR ABSENCE

Cllr Spenceley, Mr Smith.

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

All Parish Councillors declared an interest as they were Trustees of the Recreation Ground Charity and asked for dispensations. They were granted by the Clerk for a four year period.

3. MINUTES OF LAST MEETING

The minutes of the meeting held on Wednesday 20th June 2018, copies previously distributed, were agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Removal of Cherry Tree

The tree had been removed and a good job was done. It was noted that the contractor had outsourced the work to Shire Trees Ltd.

4.2 Recreation Ground Signage

The wording of the existing sign was questioned and it was agreed that Cllr Sams would rearrange before production. The Clerk would obtain current details of fines etc.

This would be discussed again at the next Finance and General Purposes Committee meeting on the 4th September.

- Cllr
Sams

5. OPEN FORUM

5.1 Removal of Horse Chestnut Tree (Youth Shelter)

Members were asked of their intentions now that the tree had been removed as there were concerns by neighbours over the suggestion of a youth shelter. It was accepted that young people met on the recreation ground but a youth shelter would be something completely different. There were issues with cars on the ground late at night.

The Chairman advised that he had been made aware of the concerns by other residents adding that there had been no discussion, or decision, yet.

It was advised that the seating which used to be around the Horse Chestnut tree was still on the ground and being moved around. The Chairman advised that the seating was very heavy and the committee was waiting for help from machinery to move it to a safe place. It would be used again in another location.

5.2 Cars at night

A local resident advised that she was putting a padlock on the gate to Rivendell House at night and removing it in the morning. This had been working well prohibiting vehicles getting onto the ground. She suggested that a combination padlock be used so that committee members could access the ground if needed. Cllr Douglass expressed concern over access should emergency services be needed. It was noted that in the case of an emergency, if the gate was locked, the gates could probably be lifted off or bolt cutters used. Members thanked the resident for her help and agreed the use of a combination padlock.

6. CORRESPONDENCE

Correspondence received was discussed under agenda items.

7. FINANCIAL REPORT

7.1 Financial Report

A copy of the report was circulated to members. It was noted that expenditure was in order for the five months into the financial year.

A discussion took place on Section 106 expenditure and funding of projects from expected money. Cllr Hallett suggested that projects could go ahead, using Parish Council funds, with the intention of allocating the Section 106 money to that project on receipt. He added that this practice should be made very clear in the minutes. Cllr Hallett and Cllr Catherall would look at the Section 106 funding out of the meeting.

-Cllr
Hallett &
Cllr
Catherall

7.2 Request for additional funding for Park Close play area notices

South Cambridgeshire District Council had asked if the Parish Council would contribute towards the cost of one of the two notices needed for the statutory procedure to transfer the area to the Parish Council. This was queried at the Finance and General Purposes committee meeting and further information sought. The District Council Legal Officer had since confirmed that the open space included land which was used for recreation before even if there was still play equipment on the land it would potentially be public open space. Disposal of a recreation ground, for example, would need to follow the notice procedure. If the Council, failed to advertise the disposal, the transfer to the Parish Council could potentially be void, as a result of the council acting outside of its statutory powers.

It was agreed that the Parish Council would contribute to one of the notices at cost of £168 plus VAT. Clerk to advise the District Council. -Clerk

8. UPDATE ON THE MUGA PROJECT

There was still no news on land. It was agreed that this item be removed from the agenda until the Rouses lease was concluded.

9. RECREATION GROUND MAINTENANCE

9.1 Removal of Horse Chestnut Tree

As stated earlier the tree had been removed. The Chairman advised that the Football Club had offered to purchase a replacement tree. Cllr Hallett stated that there were conditions relating to the permission for removal which would need to be taken into account. The tree had to have a particular girth and be of a specified species. Due to the size it would probably need to be professionally planted. A discussion took place on species with an Ash tree being the preferred tree. It was agreed that if the Ash tree was on the list then the Parish Council would proceed with that. Cllr Hallett would confirm with the Chairman who would report back to the Football Club.

-Cllr
Hallett &
Cllr
Freeman

9.2 Removal of Dead Trees

9.3 Tree overhanging The Tanyard

Three quotations had been removed for the removal of the two trees, on the existing leased Rouses land, and the tidying of the Cherry tree overhanging the Tanyard. The three quotations were discussed. It was agreed that the cheapest quote of £880.00 plus VAT, from Shire Trees Ltd, be accepted. The Clerk to advise the contractors.

-Clerk

9.4 Overgrown hedge

A complaint had been received about the overgrown hedge which had now been cut.

10. PLAY AREAS

10.1 Weekly Play Area Inspection Reports

Cllr Dixon confirmed that the reports were satisfactory but urged the progress of replacement equipment for Fortune Way and Elbourn Way. The Section 106 contributions, from the developments, would make a big contribution once available. Cllr Hallett reminded her that there was £33,000 remaining in the budget for the current financial year. He suggested that this could be used in expectation of the Section 106 money coming forward.

Cllr Dixon agreed that this would give the Parish Council the opportunity to progress the replacement swings on Fortune Way and a piece of equipment for Fortune Way and Park Close. She would bring quotations to the next meeting.

-Cllr
Dixon

10.1.1 Request for Skateboard Park –update

Cllr Dixon advised that the youngsters were still interested but a bit disheartened. She had been investigating grants for them.

10.2 Update on fencing of play areas (Fortune Way/South End extension/Elbourn Way Gates)

This had been completed.

10.3 Damage to Loopy Ladder (South End Play Area)

The Chairman advised that he had spoken to Playdale following the last meeting and they had agreed to replace all parts and materials and only charge for labour. The Clerk had been asked to agree this with Playdale officially. Nothing further had been heard. The Clerk to follow up.

-Clerk

It was noted that the village handyman did not want the responsibility of carrying out the repair work on this equipment.

10.4 Park Close

The lease was nearing the final stages of completion.

10.4.1 Quotation for small piece of equipment

As discussed under item 10.1 Cllr Dixon would investigate a quotation for the next meeting.

-Cllr
Dixon

11. PAVILION

11.1 New Pavilion Working Group Update

Cllr Catherall had met with Project Managers, Curry & Brown, and given them the brief circulated previously to Councillors. They were going to look at the site and anything that they picked up on, or was unknown, would be advised. Cllr Catherall stated that it was anticipated that the new pavilion would be available for the next cricket season. In the meantime the working group needed confirmation that, as the land was a registered charity, the area of extension to the pavilion was allowed and that there was no restriction on accessibility for vehicles which would be a future project. The Clerk had contacted the Charity Commission to ask for details of the charity document which was believed to be the Willmott will. This would be followed up.

-Clerk

11.2 Pavilion Maintenance

The Chairman reported that a second leak in the ladies toilet had now been repaired although the carpet had been destroyed. It was noted that Cllr McNulty had spent four hours cleaning the building. He advised that a skip would need to be arranged to clear a lot of rubbish.

11.2.1 Management Committee Bank Account

The Chairman had arranged a bank account but due to an omission relating to the date of birth, of a signatory, the paperwork had been returned. The details had now been inserted and the application would be resubmitted.

-Cllr
Freeman

12. PARISH PATHS

Cllr Hallett reported that he had received two complaints. The first was relating to footpath 21 which had been ploughed up. The landowner had 14 days to reinstate so this would be monitored and if necessary the Rights of Way officer would be advised. The second complaint was relating to footpath 5, the brook to the Mill, where several times Cllr Hallett had cleared small trees from the path. There was a report that another tree had fallen. If Cllr Hallett could not deal he would pass on to the Rights of Way officer.

-Cllr
Hallett

13. CHURCH GRASSCUTTING

Cllr Hallett referred to the grasscutting specification for the Churchyard where it stated that the area should be kept tidy but only cut five times a year which meant that the grass was often long and untidy. The specification for the recreation ground and other open spaces was a weekly cut. The grass had recently been cut and it was suggested that the contractors be asked to try and time their cutting so as not to leave the grass to grow too long in future.

-Clerk

The Clerk advised that the contractor had stated that the specifications did not make sense and offered to go through them with the Parish Council to suggest wording based on need. There was another year to run on the current grasscutting contract.

14. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

14.1 Recreation Ground Boundaries

Cllr McNulty reported that there were weeds and stinging nettles growing on the boundary by the Pavilion. It was stated that this area should be strimmed regularly as part of the grasscutting contract. The Chairman would follow up with the contractor.

-Cllr
Freeman

14.2 War Memorial

Cllr Catherall reported that the planning application for the war memorial, to enable plans for the 100th WW1 commemoration to be held, had been submitted to South Cambridgeshire District Council. He was aware that some tidying of the area took place before the remembrance service but there was also some preparation work needed including a request from a parishioner to prune the Laburnum tree correctly. Cllr Douglass and the Chairman would meet with the grasscutting contractor to discuss requirements.

-Cllr
Freeman
& Cllr
Douglass

14.3 High Street Stream

The Chairman had been asked by the grasscutting contractors if they would be happy for the

self set trees to be removed. The Clerk reminded Councillors that, following the last Finance and General Purposed committee meeting, she had asked for quotation to clear the area around the stream of brambles etc. and suggested this request could be connected. It was agreed that the Chairman would advise the contractors that the removal of the self set trees should be included in the quote.

*-Cllr
Freeman*

- 15. DATE OF NEXT MEETING**
Wednesday 24th October 2018

The meeting closed at 8.40pm

Bassingbourn-cum-Kneesworth Parish Council
RECREATION GROUND COMMITTEE MEETING
Minutes of Meeting held on Wednesday 24th October 2018
at The Chapel, South End- 8.40pm.

PRESENT: Cllr Freeman (Chairman), Cllr Geraghty, Cllr Douglass, Cllr Dixon, Cllr Spenceley, Cllr Hallett,
 Cllr Sams, Cllr McNulty, Cllr Leith, Cllr Catherall
 Members of Public 0

1. APOLOGIES FOR ABSENCE

Cllr Oakley, Cllr Prentice, Mr Smith.

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

All Parish Councillors declared an interest as they were Trustees of the Recreation Ground Charity and asked for dispensations. They were granted by the Clerk for a four year period.

3. MINUTES OF LAST MEETING

The minutes of the meeting held on Wednesday 22nd August 2018, copies previously distributed, were agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Recreation Ground Signage

This was being dealt with by the Finance and General Proposes committee who were waiting for feedback from South Cambridgeshire District Council, through Cllr Cathcart, on their vector symbols. The Chairman advised that he had the dog signs and would arrange for these to be put on the play area fences.

*-Cllr
Freeman*

Cllr Dixon advised that the sign on the Fortune Way play area gate had been removed and not reinstated when the new fencing was installed. The Chairman would speak to the contractors.

*-Cllr
Freeman*

5. OPEN FORUM

There were no members of the public in attendance.

6. CORRESPONDENCE

6.1 Age Restriction in Play Area

Concerns had been raised over the age of some children using the equipment in the play areas and it was suggested that an age restriction be implemented. Cllr Dixon advised that there was an age limit of 12 years and this had been advertised through the Village Voice. She added that there was nothing for the older children to do and that was why they met in the play areas.

7. FINANCIAL REPORT

7.1 Financial Report

A copy of the report was circulated to members. The Football Club invoice for the Pavilion use 2018/19 had been issued. Cllr Douglass agreed to find out a contact for the Youth Football Club.

*-Cllr
Douglass*

9. RECREATION GROUND MAINTENANCE

9.1 Replacement Horse Chestnut Tree

Following the last meeting Cllr Hallett had looked at the recommended tree list but none of the species discussed were on the list. He suggested that a Sweet Chestnut would be a good option. The Chairman advised that the Football Club committee would be meeting at the end of the month and he would let members know with a view to the club financing the tree. He would keep the committee updated.

*-Cllr
Freeman*

8.2 Repair to Benches

It had been advised at a Finance and General Purposes committee meeting that there were benches needing attention on the recreation ground. The bench by The Tanyard and another by the Chapel were known to require repair. The Chairman agreed to advise the Clerk of any others.

The Clerk advised that an advertisement was on display for an additional handyman but to date she had not received any applications. Once details of the benches was known she would

*-Cllr
Freeman
& Clerk*

advise the existing handyman to see if he could carry out the repairs.

9. PLAY AREAS

9.1 Weekly Play Area Inspection Reports

The latest reports were outstanding.

9.1.1 Request for Skateboard Park –update

Cllr Dixon had heard nothing further on this and agreed that this item be removed from the agenda for the time being.

9.2 Damage to Loopy Ladder (South End Play Area)

Following the last meeting the Clerk had placed a formal order for the repair. This was now over six weeks ago. Cllr Dixon offered to follow up with the Playdale sales representative. -Cllr
Dixon

9.3 Installation of a Youth Shelter

Cllr Dixon stated that the young people of the village would love a youth shelter and she had investigated a price which would be between £7,000 and £8,000, within the budget. Cllr Douglass had also spoken to groups of youths who also said that they would love somewhere to meet. The entrance to the South End recreation ground and also a shelter on Elbourn Way open space was suggested. The Chairman was aware that there would be a lot of opposition to a shelter on the South End ground but Cllr Sams stated that this was not a good enough reason not to go ahead.

Councillors agreed that this would be a very sensitive project and that a lot of information should be gathered before reporting to the village. A discussion took place on the best way to progress. It was agreed that Cllr Dixon would present her findings at the next Recreation Ground committee meeting in December with a view to spending the budget before the end of the financial year. -Cllr
Dixon

9.4 Proposal for Recycling Bins

Recycling bins for the play areas had been suggested at the Finance and General meeting where Cllr Cathcart had agreed to speak to the District Council to see if there were any plans to collect recycling materials separately from the general litter.

9.5 Park Close

The lease was nearing the final stages of completion. The paperwork was currently with South Cambridgeshire District Council.

9.5.1 Quotation for small piece of equipment

Cllr Dixon advised that she was waiting for the lease to be finalized before progressing.

10. PAVILION

10.1 New Pavilion Working Group Update

Cllr Catherall reported that the Project Manager was in the final stages of finalizing the documents for going out to tender. There had been interest shown by three contractors at this stage. The Chairman reminded members that the water heater, which had recently been installed, needed to be reused also the lighting needed to be recovered as this had been expensive. A discussion took place on whether this would be worthwhile but it was agreed that it could be removed, put to one side, and incorporated in the tender.

Cllr Catherall advised that the planning application, which had been submitted a while ago, had only just been picked up by the Planners. There were a few issues but the delay should not be a problem with the tendering process.

Funding was then discussed. Cllr Catherall stated that the cost of this project was now most certainly going to be more than the earmarked funds. Once the tenders had been submitted there would be more of an idea how much the project was going to cost.

10.2 Pavilion Maintenance

The Chairman advised that the Pavilion was left in an inconsiderate state by the youth football club following their meetings. Cllr Douglass agreed to visit the teams the following weekend. -Cllr
Douglass

10.2.1 Management Committee Bank Account

The Chairman was having problems progressing the bank account. He asked members for suggestions for alternative banks to Lloyds which would need a cheque book. -Members

12. PARISH PATHS

Cllr Hallett advised that there were no issues to discuss.

13. GRASSCUTTING CONTRACT

Cllr Hallett asked for the following items, some of which had been discussed at other

committee meetings, to be included on the Recreation Ground agenda to keep grasscutting issues together.

The Clerk reminded members that there was one more year to run of the current grounds maintenance contract. All the specifications needed to be reviewed in Autumn 2019.

12.1 Under seat on Brook Road Bridge

The contractors had been asked to cut under the seat but it was noted that this had not taken place.

12.2 The Churchyard

The Clerk had an action to respond to the Church Warden with a copy of the specification.

12.3 Path through the Clunch Pit

It had been agreed that the path should be included with the Parish Paths specification.

12.4 Triangle of grass opposite The Limes

Following a complaint made by a resident the contractors had been asked to quote for the removal of brambles and bushes in the stream. The quote had not yet been received.

12.5 Cemetery

Cllr Douglass advised that there was a lot of vegetation that needed attention. There were also a couple of trees down and the contractors had cut around them. She suggested a working party be formed to clear vegetation not on the contractors specification. Cllr Hallett added that the green Cemetery bin could be used for a small amount of cuttings at a time.

This would be added to the Cemetery Committee agenda for further discussion.

13. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

13.1 War Memorial Update

Cllr Catherall stated that a tidy up for the Memorial Service needed to be arranged. It was noted that the contractors normally cleared and swept the area before the service but this year, being the 100th anniversary, more work was needed. The Chairman agreed to ask the contractors to speak to Cllr Catherall or Cllr Douglass about the requirement.

*-Cllr
Freeman*

13.2 Path from the Tanyard

The Chairman had received a complaint from a resident unable to use a wheelchair to get onto the recreation ground due to the barriers. It was noted that the barriers had always been there to prevent unauthorized use of the recreation ground by motor bikes.

15. DATE OF NEXT MEETING

Wednesday 12th December 2018

The meeting closed at 9.40pm

Bassingbourn-cum-Kneesworth Parish Council
RECREATION GROUND COMMITTEE MEETING
Minutes of Meeting held on Wednesday 12th December 2018
at The Chapel, South End- 7.30pm.

PRESENT: Cllr Freeman (Chairman), Cllr Douglass, Cllr Dixon, Cllr Hallett, Cllr McNulty, Cllr Leith, Cllr Prentice, Mr Smith
 Members of Public 0

1. APOLOGIES FOR ABSENCE

Cllr Oakley, Cllr Sams, Cllr Catherall, Cllr Spenceley

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

All Parish Councillors declared an interest as they were Trustees of the Recreation Ground Charity and asked for dispensations. They were granted by the Clerk for a four year period.

3. MINUTES OF LAST MEETING

The minutes of the meeting held on Wednesday 24th October 2018, copies previously distributed, were agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Recreation Ground Signage

Feedback from South Cambridgeshire District Council on suggested signage was awaited. Cllr Cathcart as investigating.

4.1.1 Fortune Way Play Area Sign

The Clerk confirmed that the sign, which was to the same specification as was on the fence before, was on order and would cost £40 plus VAT.

5. OPEN FORUM

There were no members of the public in attendance.

6. CORRESPONDENCE

6.1 Bassingbourn Youth Football Club

Cllr Douglass had been asked if the Club could erect a sign to show where the club was based. The Chairman advised that the club was advertised in both the Hertfordshire and Cambridgeshire FA handbook. He added that neither the adult club or Cricket club didn't have a sign. It was agreed that the Clerk respond and suggest that the Club get a temporary 'A' frame sign to put by the gate when necessary.

-Clerk

7. FINANCIAL REPORT

7.1 Financial Report

A copy of the report was circulated to members. It was noted that the income/expenditure, over the past 8 months, against the current budget was not too far out.

7.2 Budget Requirement 2019/20

The budget/precept was to be discussed at the next Finance and General Purposes Committee meeting on the 9th January 2018 with an agreement of a precept amount at the Parish Council meeting on the 22nd January 2019.

Cllr Dixon proposed that provision be made for funding for the Park Close fencing, similar to that on The Rouses, and a small piece of equipment. She would investigate.

The Chairman had been making enquiries about the drainage on the Recreation Ground but the quotes were around £30,000. He stated that this was a lot of money for what was achieved.

A discussion took place on the Pavilion project where the cost was still to be established. There was already Parish Council earmarked funds, Section 106 funding and the possibility of a grant from the FA. It was agreed that the committee would request £10,000 towards the project for 2019/20.

A discussion then took place on the Pavilion where it was agreed fees from the sports clubs would go directly to the Pavilion Committee who would then be responsible for the payment of the electricity bills. This would take effect on the 1st April 2018.

-Cllr
Dixon

The suggestions would be put back to Cllr Sams to include in the draft Budget preparation document.

7.3 Pavilion Hire Fees 2019/20

It was agreed to keep the fees at the current level until completion of the Pavilion project. Cllr Hallett stated that from April 2019 the decision on fees etc would be the responsibility of the Pavilion Committee.

8. RECREATION GROUND MAINTENANCE

8.1 Replacement for Horse Chestnut Tree

A Sweet Chestnut tree was the preferred option. Cllr Hallett reminded the meeting that the District Council Tree officer had specified a minimum girth which would be for a tree around 3.5 metres high. It would also be a good idea to purchase the tree from a good nursery where the specimen was likely to be better. Once installed the seating could be reinstated. The Clerk to forward the specification for the tree to the Chairman.

-Clerk

8.2 Repair to Benches

The Chairman advised that the cost of a replacement bench would be around £600 each. He had prepared a plan of the benches needing attention and the Clerk was asked to obtain a quotation from the contractor. It was acknowledged that the cost to repair/replace would need to be included in the budget discussion.

-Clerk

The Chairman then referred to memorial plaques on the seats. He had received a request for another plaque and once the work had been carried out would progress this issue. He also proposed that concrete plinths, level with the grass, be put under the benches to stop the ground wearing away. This would cost £170 for all seven benches. Members agreed the expenditure.

9. PLAY AREAS

9.1 Weekly Play Area Inspection Reports

Cllr Dixon advised that the only issue identified was the litter bin which, for safety reasons, was laying on its side. Cllr Cathcart was finding out about recycling. A discussion took place on a large recycling facility on the recreation ground and whether this would be an option as most of the litter was recyclable. The Clerk was asked to contact the District Council to see if a large recycling container was possible.

-Clerk

9.1.1 Repair to Loopy Ladder (South End Play Area)

The ladder had been repaired.

9.1.2 Installation of New Equipment

This was scheduled to take place from the 26th January 2019. The Chairman would speak to the residents of the neighbouring property to let them know. He suggested a location for a container should this be needed.

Cllr
Freeman

9.2 Quotations for a Youth Shelter

Cllr Dixon had quotations with £7,500 being the cost of a fair sized shelter. Cllr Hallett stated that there was £29,200 in the budget for the current year for Youth Facilities and this could be carried forward to 2019/20 if needed. It was not sure whether planning consent would be required. Cllr Dixon to continue with her investigations which would include a consultation with the youngsters, to make sure the shelter was something that they wanted, and also the neighbours.

-Cllr
Dixon

9.3 Proposal for Recycling Bins

This was discussed under 9.1.

9.4 Park Close

9.4.1 Quotation for small piece of equipment

This was discussed under Item 7.2.

10. PAVILION

10.1 New Pavilion Working Group Update

There was nothing further to report until planning permission was granted.

10.2 Pavilion Maintenance

The committee were keeping the building tidy until progress was made on the replacement.

10.2.1 Management Committee Bank Account

The Chairman reported that the bank account was now live with himself, Cllr Douglass and Cllr McInulty as signatories. A discussion took place on funds for the committee, so that they were able to purchase sundries, until the hire fees from the clubs were paid in 2019. Cllr

Hallett proposed that a grant of £250 be made which was agreed by all Councillors. From April 2019 the Committee would be responsible for invoicing the users and, as discussed under Item 7.2, be responsible for the Pavilion electricity payments.

11. PARISH PATHS

Cllr Hallett advised that there were no issues to discuss.

12. GRASSCUTTING CONTRACT

The existing contract had one more year to run. The Chairman advised that he had been through the specification and highlighted proposed changes. The proposals would be circulated to Councillors for their comments before the specifications for the new contract were drawn up at the end of the Summer 2019.

12.1 Under seat on Brook Road Bridge

The contractors had been asked to cut under the seat but it was noted that this had not taken place. The bench was now covered in brambles. The Clerk advised that this may have been due to the changes in e-mail addresses. She would ask the contractors again. *-Clerk*

12.2 The Churchyard

The Clerk had an action to respond to the Church Warden with a copy of the specification. She was urged to do this as soon as possible. *-Clerk*

12.3 Path through the Clunch Pit

It had been agreed that the path should be included with the Parish Paths specification. The contractors had been made aware of this.

12.4 Triangle of grass opposite The Limes

Following a complaint made by a resident the contractors had been asked to quote for the removal of brambles and bushes in the stream. The quote was considered at the recent Finance and General Purposes Committee meeting where it was approved. The Clerk had advised the contractors.

13. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

13.1 Payment of Invoices

The Clerk advised that due to the invoices for the War Memorial site being sent to the wrong e-mail address the contractor had not been paid at the last Finance and General Purposes Committee meeting. The following payment was therefore agreed-
MR C HOLCROFT

Installation of new War memorial bench	£300.00	
Installation of War Memorial Plaques	£398.00	£698.00

13.2 Village Christmas Celebration

Cllr Douglass reported that £254.50 had been raised the previous weekend. Arrangements had been made for the disposal of the tree, and the concreting in of the frame, once the festive period was over. Cllr Douglass added that the plan was to make the 2019 celebration even bigger and better.

13.3 Overhanging Trees

Cllr Dixon expressed concern over trees on Brook Road which were overhanging the road resulting in large vehicles hitting them and breaking off branches. The landowner was aware but it was unsure whether any action was going to be taken. Cllr Douglass advised that she had reported the trees, as they affected the highway, on the County Council website. It was noted that there was also an issue with a hedge obstructing the footpath. This would also be reported on the County Council website.

15. DATE OF NEXT MEETING

Wednesday 20th February 2019

The meeting closed at 9.00pm