

**Bassingbourn-cum-Kneesworth Parish Council  
RECREATION GROUND COMMITTEE MEETING  
Minutes of Meeting held on Wednesday 17<sup>th</sup> February 2016  
at The Chapel Room, South End- 7.30pm.**

PRESENT: Cllr Freeman (Chairman), Cllr Hallett, Cllr Sams, Cllr McNulty, Cllr Webb, Cllr Oakley,  
Members of Public 1

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Douglass, Cllr Geraghty and 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. 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 16<sup>th</sup> December 2015, copies previously distributed, were agreed a true record and signed by the Chairman.

**4. MATTERS ARISING**

4.1 Tree Work

4.1.1 Churchyard Tree Survey

Details of the survey had been circulated. There were two trees requiring work within 18 months and three trees identified as having heavy ivy encroachment. Cllr Hallett suggested that the tree report be passed on to the Vicar so that permission could be sought for the tree work from the Diocese. The Parish Council could then arrange for the work on the two trees to be carried out by Acacia Tree surgery because of their recommendation of supporting the stems of one of the trees with a Cobta Bracing non invasive system. Cllr Hallett added that the Church should be encouraged to carry out the work to remove the ivy themselves. It was agreed that Cllr Hallett would liaise with the Vicar.

*-Cllr  
Hallett*

4.1.2 Urgent Recreation Ground Work

Due to some high winds urgent removal of one tree, and the making safe of another, had to be carried out. There was still one tree by The Tanyard causing concern where the ivy needed to be removed and the tree topped. The Clerk was asked to arrange this with Buchans Landscapes. She would also notify South Cambridgeshire District Council of the urgent work.

*-Clerk*

4.1.3 Trees on North End

Members were unable to see where the trees discussed at the last meeting were. All trees on North End looked okay. The Clerk would ascertain the exact position from the contractors.

*-Clerk*

4.1.4 Cemetery Tree

Cllr Hallett advised that one of the trees included in a recent completed schedule of works needed to be cut back from the Cemetery Chapels as per the specification. The Clerk confirmed that she was aware that the contractors needed to be reminded of this.

*-Clerk*

4.2 Feedback on Windmill Close Recreation Area

The Clerk had not received any feedback. As it was a long while since the Housing Association had been approached, to find out if there was any support from residents for play equipment, this item would be removed from the agenda.

**5. OPEN FORUM**

The member of the public in attendance was representing the Cricket Club, in the absence of Mr Smith, so was invited to take part in discussions relating to the Club.

## 6. CORRESPONDENCE

### 6.1 SCDC The Cedars Development S106

The Clerk advised that an e-mail had been received from James Fisher the South Cambridgeshire District Council Section 106 Officer. He asked for the expected costs of the works to the Pavilion, including the internal meeting space, and confirmation that the Parish Council would use Section 106 money to replace the rotten wooden climbing frame. The Parish Council Chairman, Cllr Robinson, had provided some costings.

The Clerk was asked to forward the costings to Mr Fisher and advise that the existing internal area could not be used by the community because of its poor condition. The Parish Council wanted to improve this area so that the Pavilion could be rented out. Following discussion, under Item 10.1.1, she was also asked to confirm that the wooden structure would be replaced but if this needed to happen sooner than the funds became available then the Parish Council would purchase an additional piece of equipment, possibly a zip wire, with the money. -Clerk

## 7. FINANCIAL REPORT

### 7.1 Financial Report

A report was circulated to members. The tree removed from the side of the Pavilion. to enable to extension work to go ahead, was included under the budget for the refurbishment. This was queried by Cllr Webb who stated that the tree would have been removed at some stage anyway due to its condition. It was noted that wood from this tree was being made available to parishioners for a donation towards the Pavilion refurbishment. The Clerk had received £35.00 to date which she would bank.

There were no other queries.

## 8. UPDATE ON THE ROUSES

### 8.1 Refurbishment of memorial bench

The small works contractor had been asked to proceed with the refurbishment but since then the Parish Council had heard he was unwell. Cllr Webb agreed at the Finance and General Purposes Committee meeting that he would contact the second appointed contractor which he would pursue. -Cllr Webb

### 8.2 Future use of The Rouses area

#### 8.2.1 Cricket Nets

Laurence Robinson, representing the Cricket Club, advised that the Cricket Club committee still had a number of concerns regarding the suggestion of installing the nets on The Rouses. The Club was going to look again at the main recreation ground and make enquiries with neighbouring residents.

#### 8.2.2 Skate Ramp

The Clerk reported that investigations showed that the least noisy surface was that made of concrete. Cllr Webb added that there was no legislation on the distance from houses a skate ramp could be installed. The structures were expensive and as the Rouses was leased from the County Council they might decide at some stage to take the land back. Members agreed that permission from Cambridgeshire County Council would need to be sought if it was agreed a skate ramp was needed.

Mr Robinson suggested the basketball hoop, currently stored in the Pavilion, would be permitted on The Rouses as it would be 80metres from the nearest dwelling. He also suggested the installation of an activity wall/multi activity centre.

#### 8.3 Missing Gate and grass reinforcement

The Clerk had spoken with the contractors who agreed to forward some photographs of the site before the gate was stolen. They had also advised that the grass reinforcement installed at the time was the only type available. They had found the heavier duty material, which they later installed by the main gate, after that time.

**9. RECREATION GROUND MAINTENANCE**9.1 Recreation Area Signs

The Clerk confirmed that the signs had been picked up and were ready to be installed. In the meantime she would leave the signs in the Chapel so that they were in the village. *-Clerk*

9.2 Recreation Ground Seating

The Chairman would arrange for the area under the seats to be filled when the goal mouths were repaired in the Spring. It was advised that there were a couple of benches that had become detached from their fixings. These would be looked at. *-Cllr Freeman*

9.3 Water Usage

The Chairman confirmed that he had monitored the meter and it looked as if there was a loss of around one litre a day which was considered acceptable.

**10. PLAY AREAS**10.1 Weekly Play Area Safety Reports

The Clerk confirmed that the inspections were taking place. Worn swing chains and the missing monkey bars continued to be listed.

10.1.1 South End Play Area Replacement

The Chairman reported that he had been in contact with seven different play equipment suppliers but was only able to obtain three quotations. He added that all the other suppliers seemed more interested in replacing all the equipment on site and not just one item. Details of the quotations received were circulated to members. After discussion it was agreed that the Playdale 'Belfast' play structure plus an 'Aero Tilt' be purchased at a total cost of £18983.50 plus VAT. This would replace the wooden structure. As the cost was beyond the amount of money the Recreation Ground Committee could approve there would be an extraordinary Parish Council meeting held on Tuesday 1<sup>st</sup> March 2016 to agree the expenditure. The order could then be placed. Members were reminded that the Parish Council had agreed to carry forward earmarked funds from the current budget if they were not spent by the end of the financial year.

**11. PAVILION WORKING PARTY UPDATE**11.1 New Pavilion Working Group Update

The tree by the Pavilion had been removed. The litter bin which was nearby had been removed by the contractor before starting work. It needed to be reinstated at some point.

As reported under Item 6.1 Cllr Robinson had provided costings for the project. Mr Robinson asked about the plans for the internal work. The Chairman advised that the Football Clubs had listed what they wanted. The Cricket Club needed to do the same. Mr Robinson would arrange for the Club to put a pack together, with costings, for forwarding to Cllr Robinson. Cllr Sams would do the same with the Youth Football Club. *-Cllr Sams*

11.2 Pavilion Maintenance11.2.1 Pavilion Ceiling

Cllr Geraghty had an action to arrange for the ceiling repair. It was noted that the Pavilion roof tiles had been repaired. The Chairman would follow up with Cllr Geraghty. *-Cllr Freeman*

11.2.2 Quotations for Internal Works

The internal works could not take place until the ceiling work had been completed.

**12. PARISH PATHS**12.1 Footpath 6

The Chairman advised that the County Council contractors were currently carrying out the promised work on the footpath. He confirmed that the area was looking 100% better. The contractors were on site until the end of the week and the Chairman suggested members go and see the improvement. Once the frosts had gone re-planting would take place.

**13. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**13.1 Next Planning Meeting

Cllr Sams advised that he was aware that there would be a lot of parishioners at the next Parish Council Planning meeting which would be held on the 1<sup>st</sup> March 2016. One of the applications for consideration was for access to Bassingbourn Snowcentre via Guise Lane. The Clerk confirmed that she had received the plans.

**14. DATE OF NEXT MEETING**

The next meeting would be held on Wednesday 20<sup>th</sup> April 2016.

**The meeting closed at 8.55 pm**

Chairman \_\_\_\_\_

Date \_\_\_\_\_

**Bassingbourn-cum-Kneesworth Parish Council  
RECREATION GROUND COMMITTEE MEETING  
Minutes of Meeting held on Wednesday 20<sup>th</sup> April 2016  
at The Chapel Room, South End- 7.30pm.**

PRESENT: Cllr Freeman (Chairman), Cllr Hallett, Cllr McNulty, Cllr Geraghty  
Members of Public 0

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Douglass, Cllr Sams, Mr Timms and 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. 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 17<sup>th</sup> February 2016, copies previously distributed, were agreed a true record and signed by the Chairman.

**4. MATTERS ARISING**

4.1 Tree Work

4.1.1 Churchyard Tree Work

The Church Committee had agreed to the work taking place. They had made an application to South Cambridgeshire District Council for permission which would be an agenda item for the Parish Council to comment at the meeting on the 3<sup>rd</sup> April 2016.

4.1.2 Urgent Recreation Ground Work

Buchans had quoted £800 to carry out the work which included the removal of the ivy. Due to the cost the Clerk was asked to get another quotation.

*-Clerk*

4.1.3 Trees on North End

Cllr McNulty advised that the only trees on North End belonging to the Parish Council were satisfactory and did not need attention. It was believed that the trees, advised by the contractors, were on The Filance and therefore owned by South Cambridgeshire District Council.

The Clerk then referred to the tree work carried out on a tree in North End by the Parish Council contractors which was not included in the specification as it was a County Highway tree. The Clerk had forwarded details of the mistake to the Highway Officer who had offered to pay the contractors 50% towards the costs £455.00. She had asked that this be paid through the Parish Council and they would be reimbursed. This would be actioned at the next Finance and General Purposes Committee meeting.

**5. OPEN FORUM**

There were no members of the public in attendance.

## 6. CORRESPONDENCE

### 6.1 Request to use Football Pitch on Sunday 22<sup>nd</sup> May 2016

A request to use the pitch for a charity match between the Dads of the Bassingbourn Youth Football Club and the Bassingbourn Vets had been made. They were raising funds for the sister of a youth player who had a terminal illness. The Chairman advised that the Cricket Club had an away match that day and were happy for the game to go ahead. Members agreed. The Chairman to confirm with the resident.

-Cllr  
Freeman

### 6.2 Additional Groundworks and list of works carried out free of charge

The contractor had forwarded an invoice for 11 extra cuts of the pitches and 5 extra strims during 2015/16. Both the senior and junior football clubs had requested cuts. The Clerk was asked to obtain the dates of these cuts so that the football clubs could be invoiced. The Chairman referred to the mild weather during the Autumn stating that the cutting went on way after October when the grass usually stopped growing.

-Clerk

It was noted that the specification should be reviewed to make sure that the number of cuts quoted for were enough. The contract was up for review from April 2017 and so the review of the specification should be carried out before the end of 2016.

The contractor had also provided a list of additions works carried out during the year free of charge. The cost of these amounted to £1482.55. Members agreed that they appreciated this extra work.

## 7. FINANCIAL REPORT

### 7.1 Financial Report

A report was circulated to members. This showed the end of year position regarding the expenditure against budget for 2015/16. Under spent funds from the Pavilion project and the recreation areas had been carried forward to 2016/17.

## 8. UPDATE ON THE ROUSES

### 8.1 Refurbishment of memorial bench

The Clerk advised that the parish handyman had recovered from his recent illness and was back at work. This was on a list of jobs she had given him to follow up.

### 8.2 Future use of The Rouses area

The Chairman had met with a contractor to discuss ideas for the area. He explained the issues with excavation. A follow up meeting was scheduled. Following a discussion with some youngsters the Chairman suggested that a set of five a side goal posts be positioned on the land. This was the original purpose for renting the area. He offered to source the posts and then arrange installation into the ground. A discussion took place on the size of a five a side pitch and whether there was room. It was noted that the area would be used for informal kick abouts but a standard size pitch may be useful in future. After further discussion it was agreed that the Chairman would investigate the size of the area and also investigate getting some posts made up.

-Cllr  
Freeman

#### 8.2.1 Cricket Nets

The Cricket Club had confirmed that they did not want to use The Rouses land. Cllr McNulty advised that they were consulting with residents of The Tanyard on installing the nets near the Pavilion.

#### 8.2.2 Skate Ramp

There was no further update.

#### 8.2.3 Basketball Net

As discussed at the last meeting there was a suggestion that the post could be installed. Cllr Geraghty expressed concern over how close this would be to neighbouring properties. He was aware that there had been issues in the past when the Parish Council first purchased the post. While measuring for the football pitch the Chairman would see if there was somewhere far enough away from houses for the post.

-Cllr  
Freeman

### 8.3 Missing Gate and grass reinforcement

There was no further update.

## 9. RECREATION GROUND MAINTENANCE

### 9.1 Recreation Area Signs

The Clerk confirmed that the handyman contractor was going to install the signs the following week.

### 9.2 Compacted Soil Under Seating

The Chairman would deal with this while attending to the goal mouths. He advised that he had some paving slabs which could be used.

-Cllr  
Freeman

**10. PLAY AREAS**10.1 Weekly Play Area Safety Reports

The reports were being forwarded by the contractor with Items 10.1.1 and 10.1.2 being highlighted for immediate action. The RoSPA report had also just been received and circulated to members. There was special concern over a broken net on the multi play structure on Elbourn Way. The Clerk had asked the handyman to look and see what could be done.

Cllr Hallett referred to concerns over the grass strimming wearing the wood posts. He suggested that the grass be killed around the posts to stop the grass growing and therefore there would be no need to trim. The Chairman agreed to purchase some 'Roundup'.

-Cllr  
Freeman

10.1.1 South End Rusty Structure

This had also been highlighted in the RoSPA inspection. It was noted that this item had been repainted but it was felt the correct paint was not used. Members agreed that this item could be replaced. The Clerk advised that she had seen in the local press that some of the funds raised in the May bank holiday village celebration would go towards replacement play equipment in the village. Members were unaware of this and the Chairman agreed to follow up with the organizers.

-Cllr  
Freeman

10.1.2 Elbourn Way Missing Safety Tile

It was agreed that the Chairman would ask Playdale for quotations to supply the tile and to supply and install the tile.

-Cllr  
Freeman

10.1.3 South End Play Area Replacement

The installation of this equipment was supposed to have started on the 18<sup>th</sup> April but due to the play area being under water the date had been delayed until week commencing 9<sup>th</sup> May.

**11. PAVILION WORKING PARTY UPDATE**11.1 New Pavilion Working Group Update

Work was supposed to have started on this. The Chairman believed that Cllr Robinson was having difficulty getting some safety fencing. He added that there was no further news on any FA funding towards the project.

11.2 Pavilion Maintenance

Cllr McNulty agreed to organize a skip to clear the rubbish inside the Pavilion.

-Cllr  
McInulty

11.2.1 Pavilion Ceiling

Cllr Geraghty had obtained a verbal quote for the repair to overboard in the reception area. Due to the cost two further estimates would be needed. Cllr Geraghty agreed to arrange.

-Cllr  
Geraghty

11.2.2 Quotations for Internal Works

The internal works could not take place until the ceiling work had been completed.

**12. PARISH PATHS**

Cllr Hallett had nothing to report.

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

There were no issues raised.

**14. DATE OF NEXT MEETING**

The next meeting would be held on Wednesday 22<sup>nd</sup> June 2016.

**The meeting closed at 8.30 pm**

Chairman \_\_\_\_\_

Date \_\_\_\_\_

**Bassingbourn-cum-Kneesworth Parish Council  
RECREATION GROUND COMMITTEE MEETING  
Minutes of Meeting held on Wednesday 22<sup>ND</sup> June 2016  
at The Chapel Room, South End- 7.35pm.**

PRESENT: Cllr Freeman (Chairman), Cllr Hallett, Cllr McNulty, Cllr Geraghty, Cllr Sams, Cllr Douglass, Mr Smith  
Members of Public 2

**1. ELECTION OF CHAIRMAN**

Cllr Hallett, Parish Council Vice-Chairman, opened the meeting and asked for nominations for Chairman. Cllr McNulty proposed Cllr Freeman which was seconded by Cllr Geraghty. There were no other nominations. Cllr Freeman agreed to continue as Chairman.

**2. APOLOGIES FOR ABSENCE**

There were no apologies 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. Dispensations had been granted by the Clerk for a four year period.

**4. MINUTES OF LAST MEETING**

The minutes of the meeting held on Wednesday 20<sup>th</sup> April 2016, copies previously distributed, were agreed a true record and signed by the Chairman.

**5. MATTERS ARISING**

4.1 Tree Work

4.1.1 Churchyard Tree Work

The tree work had been completed.

4.1.2 Urgent Recreation Ground Work

The Clerk asked for identification of the tree on a plan which the Chairman confirmed. A quote would now be obtained.

*-Clerk*

4.1.3 Trees on North End

Cambridgeshire County Council had paid 50% of the invoice total for work carried out in error on their trees. This payment had been made to the contractors.

**6. AGREEMENT OF TERMS OF REFERENCE**

Cllr Douglass suggested that 'Village Events' could be linked to this committee but it was agreed that because of the expenditure 'Village Events' would be better as a regular agenda item for Parish Council meetings.

Amendments were then agreed to include 'Development of additional **open space and** recreation areas in accordance with delegation by Parish Council' and 'Expenditure arising as a result of the above responsibilities can be authorized up to a maximum of £1,000 per **business** item'

**7. OPEN FORUM**

There were no issues raised.

**8. CORRESPONDENCE**

Correspondence received was discussed under agenda items.

**9. FINANCIAL REPORT**

7.1 Financial Report

A report was circulated to members. It was noted that the Parish Council were to be reimbursed for the Pavilion TV license and there was also additional grasscutting carried out in 2015/16. The contractors had been asked for dates.

**10. UPDATE ON THE ROUSES**10.1 Refurbishment of memorial bench

The Clerk had spoken to the handyman who was working on the bench.

10.2 Future use of The Rouses area

The Clerk advised that she had received a query on whether the Parish Council had received a planning application for The Rouses which she had not. Members were reminded that this land was leased from Cambridgeshire County Council. If in future it was agreed to develop the land it would be an expensive project due to the amount of buried asbestos.

10.2.1 Skate Ramp

It was noted that if the Parish Council agreed to proceed with a skate ramp it would need foundations.

10.2.2 5 a side Goal Posts

The Chairman confirmed that he was trying to arrange for the cheapest option for the posts.

-Cllr  
Freeman

10.2.3 Basketball Net

The Chairman suggested that the hoop be installed by the entrance onto The Rouses from the recreation ground which should not affect too many residents. Members agreed to the installation and monitor feedback. Chairman to arrange.

-Cllr  
Freeman

10.2.4 Proposal for an exercise Park

The Chairman had obtained details of a scheme from PROULDIC which he showed members. The same company had also provided a quotation for a replacement piece of equipment to replace the rusty structure in the play area. Members thought that the exercise equipment was something that would be completely different and suitable for all ages. The replacement structure was suitable for children from the age of two. The Chairman had been told that if the Parish Council was to order both the exercise equipment and replacement structure they would provide a substantial discount. It was noted that the price was over budget. A quotation for a Playdale structure had also been received.

A discussion took place on the options of pursuing both PROULDIC projects or just replacing the play structure. Cllr Hallett advised that the committee could ask the Parish Council to review the budget allocations to stretch to the purchase of both. After further discussion it was agreed that the Chairman would contact the PROULDIC representative and find out the best price for the exercise equipment and play structure. Once known he would circulate to members. The proposal would then be forward at the next Parish Council meeting where, as suggested by Cllr Hallett, a request would be made for an increased budget allocation.

-Cllr  
Freeman

10.3 Missing Gate and grass reinforcement

There was no further update.

**11. RECREATION GROUND MAINTENANCE**11.1 Recreation Area Signs

The signs had been installed by the handyman. Cllr Hallett advised that he had seen some dog fouling signage whilst away made of a similar material to the main signs, and suggested that they could be erected around the entrances to the recreation ground and open spaces. It was agreed that if signage was in place there was a basis for the offender to be challenged if they did not clear up after their dog. It was agreed that the Clerk would find a supplier of 12 signs 17cm x17cm and circulate details to members before ordering so that they could advise of the fixing requirement.

-Cllr

11.2 Compacted Soil Under Seating

The Chairman advised that he would no longer be able to get the slabs but would arrange for the work to be carried out in the Autumn when there were not so many people sitting down.

-Cllr  
Freeman

**12. PLAY AREAS**11.1 Weekly Play Area Safety Reports

The reports were being forwarded by the contractor with Items 12.2.1 and 12.2.2 being highlighted for immediate action.

12.2 RoSPA Report 2016

The damaged rope climbing bridge had been removed, as suggested in the report. The Clerk advised that she had e-mailed Playdale for a quotation for a replacement and also for a tile. She had not received a response. The Chairman had also been trying to contact the company. It was agreed that the Clerk would follow up by telephone. *-Clerk*

12.2.1.South End Rusty Structure

This was discussed under Item 10.2.

12.2.2 Elbourn Way Missing Safety Tile

An update was provided under Item 12.2

12.2.3 South End Play Area Replacement

The replacement equipment had been installed and was well used.

**13. PAVILION WORKING PARTY UPDATE**13.1 New Pavilion Working Group Update

As far as members were aware no work had yet started on the refurbishment of the Pavilion.

13.2 Pavilion Maintenance

The Chairman advised that the cooker and fridge had been taken to the recycling centre. There were still two large sofas which Cllr McNulty had tried to give to the Heart Foundation but they were not in good enough condition. He added that the price of a large skip, as discussed at the last meeting, was over £400 and therefore too expensive. Cllr Geraghty offered to speak to the Grounds Mtce contractors to see if they would remove the sofas. *-Cllr Geraghty*

13.2.1 Pavilion Ceiling

Cllr Geraghty advised that he had tried to get further quotes for the ceiling repair but had been unsuccessful. He had one verbal quote for £950. Members agreed that as further quotes could not be obtained, Cllr Geraghty ask for the verbal quote in writing. At that stage the contractor would be asked to proceed with the works. *-Cllr Geraghty*

13.2.2 Quotations for Internal Works

The internal works could not take place until the ceiling work had been completed.

**14. PARISH PATHS**

Cllr Hallett had nothing to report.

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

There were no issues raised.

**16. DATE OF NEXT MEETING**

The next meeting would be held on Wednesday 24<sup>th</sup> August 2016.

**The meeting closed at 8.35 pm**

Chairman \_\_\_\_\_

Date \_\_\_\_\_

**Bassingbourn-cum-Kneesworth Parish Council  
RECREATION GROUND COMMITTEE MEETING  
Minutes of Meeting held on Wednesday 24<sup>th</sup> August 2016  
at The Chapel Room, South End- 8.15pm.**

PRESENT: Cllr Freeman (Chairman), Cllr McNulty, Cllr Geraghty, Cllr Sams, Cllr Douglass, Mr Smith  
Members of Public 2

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Hallett and 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 22<sup>nd</sup> June 2016, copies previously distributed, were agreed a true record and signed by the Chairman.

**4. MATTERS ARISING**

4.1 Tree Work

4.1.1 Recreation Ground Work

A second quotation had been received to make the tree by the Tanyard safe. This involved the removal of the large limbs on the front and back of the tree and thinning and reducing the crown by 30% as well as raising the crown. The tree was heavily covered in ivy so the contractor would cut the bottom and leave it to die back. It was agreed that the contract for the work be awarded to Top Tree Fellas for a cost of £700. Clerk to advise both the contractors.

*-Clerk*

**5. OPEN FORUM**

5.1 Youth Cricket

Mr Neil Smith, representing the Youth Cricket Club, reminded members of the Parish Council's agreement to fund the club by £1,500 per year over three years. He advised that the first year the grant was well spent but the second year was less successful as the team were let down by coaches. The Cricket Club had put forward a request for lockers and shelving for the Pavilion refurbishment and Mr Smith asked the committee if the remaining grant money could go towards this. It was agreed that as this was a Parish Council decision the Clerk would put the request on the agenda for the next Parish Council meeting on the 20<sup>th</sup> September 2016.

**6. CORRESPONDENCE**

Correspondence received was discussed under agenda items.

**7. FINANCIAL REPORT**

7.1 Financial Report

An updated report was not available at this meeting.

**8. UPDATE ON THE ROUSES**8.1 Refurbishment of memorial bench

The Clerk would urge with the handyman.

8.2 Future use of The Rouses area8.2.1 5 a side Goal Posts

The Chairman confirmed that he was still trying to arrange the cheapest option for the posts.

8.2.2 Basketball Net

The installation of the hoop was in hand.

8.2.3 Proposal for an exercise Park

A quotation for gym equipment and a replacement play structure had been discussed at the July Parish Council meeting where it was agreed that the cost would be too expensive. It had been agreed at that meeting that the opinion of the village would be sought, as to whether residents thought that this was a good idea, through the Village Voice. It was suggested that if the gym had the backing of the village then there may be grants available. There was also a possibility of Section 106 money if the speculative developments went ahead in the village. Cllr Douglass advised that the Rouses area was being well used during the Summer break by both parents and children and a gym would be a good choice.

8.3 Missing Gate and grass reinforcement

There was no further update.

**9. RECREATION GROUND MAINTENANCE**9.1 Recreation Area Signs

The signs discussed at the last meeting had been purchased. These were to be positioned at the entrances to the recreation areas around the village. Cllr Douglass agreed to look for fixing positions.

*-Cllr  
Douglass*

9.2 Compacted Soil Under Seating

The Chairman advised that he would arrange for the work to be carried out in the Autumn when there were not so many people sitting down.

*-Cllr  
Freeman*

**10. PLAY AREAS**10.1 Weekly Play Area Safety Reports

The reports were being forwarded by the contractor with Items 10.2.1 and 10.2.2 being highlighted for immediate action.

10.2 RoSPA Report 201610.2.1.South End Rusty Structure

A replacement structure had been discussed as part of a package with the gym equipment at the July Parish Council meeting where it was agreed the cost was excessive. The Chairman had since spoken to two companies and was waiting for some further cheaper quotations.

*-Cllr  
Freeman*

10.2.2 Elbourn Way Missing Safety Tile and rope bridge

Playdale had provided a quotation for the rope bridge which including installation came to £1080.24. The Clerk advised that the village Handyman had stated that he would be able to install a replacement. It was agreed that the Clerk would discuss find out which parts he needed.

*-Clerk*

The Chairman then confirmed that he had obtained a safety tile which could be installed. The Clerk would advise the Handyman.

*-Clerk*

Cllr Douglass suggested that some thought be given into providing some 'quiet' equipment on the open space. The Chairman reminded members of the amount of vandalism this area attracted and thought that it would be a waste of time.

**11. PAVILION WORKING PARTY UPDATE**11.1 New Pavilion Working Group Update11.2 Pavilion Maintenance

Cllr Robinson had advised that work on the footings should have started at the beginning of the week. The volunteers were going to be given another week to get this underway and if not another plan would need to be agreed. The formation of the Building Regulations for the extension was also underway.

11.2.1 Pavilion Ceiling

Cllr Geraghty now had a written quote from the contractor who advised that he would carry out the work to the ceiling in six to eight weeks. In the meantime the Clerk would confirm the acceptance of the quotation in writing.

*-Clerk*

11.2.2 Quotations for Internal Works

The internal works could not take place until the ceiling work had been completed.

**12. GROUNDS MAINTENANCE –REVIEW OF SPECIFICATIONS**

The Clerk advised members that the current maintenance contract expired on the 31<sup>st</sup> March 2016. The specification needed to be updated to include various other works. It was agreed that the Clerk arrange a draft for circulation and discussion at the October meeting. *-Clerk*

**13. PARISH PATHS**

There was nothing to report.

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

14.1 Defibrillator Information

The Clerk had circulated details of a meeting in Whaddon on the 12<sup>th</sup> September, organised by Whaddon Parish Council, which would be attended by representatives of Community Heartbeat. The Chairman confirmed that he would be able to attend to find out more information on their recommendations for kiosk defibrillators.

**15. DATE OF NEXT MEETING**

The next meeting would be held on Wednesday 26<sup>th</sup> October 2016.

**The meeting closed at 9.00 pm**

Chairman \_\_\_\_\_

Date \_\_\_\_\_

**Bassingbourn-cum-Kneesworth Parish Council**  
**RECREATION GROUND COMMITTEE MEETING**  
**Minutes of Meeting held on Wednesday 26<sup>th</sup> October 2016**  
**at The Chapel Room, South End- 8.00pm.**

PRESENT: Cllr Freeman (Chairman), Cllr McNulty, Cllr Geraghty, Cllr Sams, Cllr Douglass, Cllr Oakley, Cllr Dixon, Cllr Hull, Cllr Hallett, Mr Smith  
 Members of Public 0

**1. APOLOGIES FOR ABSENCE**

Apologies were received from 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 24<sup>th</sup> August 2016, copies previously distributed, were agreed a true record and signed by the Chairman.

**4. MATTERS ARISING**

4.1 Tree Work

4.1.1 Recreation Ground Work

The contractor had been given the go-ahead to carry out the work as agreed at the last meeting.

4.1.2 Survey of Cherry Tree on small village green

This tree had been missed at the inspection in 2015 and Cllr Hallett believed that there could be a problem with the tree. The Clerk advised that Acacia Tree Surgeons had quoted £50 to survey the tree at ground level and produce a written report. It was agreed that they be asked to proceed. Clerk to arrange.

*-Clerk*

**5. OPEN FORUM**

There were no members of the public in attendance.

**6. CORRESPONDENCE**

6.1 Buchans Landscapes

A letter had been received from the contractors which was discussed under Item 12.

**7. FINANCIAL REPORT**

7.1 Financial Report

A report was circulated to members. The Clerk to invoice the Football Club for two additional cuts of the football pitch, which had been an additional charge by the grasscutting contractor, and also for the cost of the Pavilion TV licence.

*-Clerk*

7.2 Review of Pavilion Hire Fees

Members agreed that the fees should remain at the current rate of £300 per season until the refurbishment of the Pavilion had been completed.

**8. UPDATE ON THE ROUSES**8.1 Refurbishment of memorial bench

The Clerk reported that the Handyman contractor had said the work was in hand. Concern was raised over the amount of time the Parish Council was waiting before any of the jobs were completed. The list was getting longer. It was suggested that another contractor be sought and agreed that this would be an agenda item for the next Finance and General Purposes committee on the 1<sup>st</sup> November 2016.

8.2 Future use of The Rouses area8.2.1 5 a side Goal Posts

The Chairman confirmed that he was still trying to arrange the cheapest option for the posts.

8.2.2 Basketball Net

The installation of the hoop was in hand.

8.2.3 Proposal for an exercise Park

The Clerk to arrange a notice for the Village Voice to see if there was any interest in this facility for the village.

-Clerk

8.3 Missing Gate and grass reinforcement

There was no further update.

**9. RECREATION GROUND MAINTENANCE**9.1 Recreation Area Signs

Cllr Douglass had inspected the entrances to the recreation areas and reported that the best place for the signs to be mounted was on circular posts. This could be done with tie wraps or holes drilled at either end.

9.2 Compacted Soil Under Seating

The Chairman advised that he would arrange for some of the soil which was meant for the bike ramp in the Rouses to infill under the seating.

-Cllr  
Freeman

9.3 Damaged Willmott Gate

The pedestrian gate had dropped off its hinges and no longer closed properly against the post. The latch was bent and did not engage with the post. The gate needed to be lifted and the latch strengthened or replaced. Both the Chairman and Cllr Hallett had looked at the gate and suggested that it needed to be repaired professionally. The Clerk was asked to get a quotation from the contractor who repaired the Cemetery gates.

-Clerk

9.4 Damaged matting on South End entrance

The matting at the pedestrian gate to the recreation ground had ripped and lifted causing a trip hazard. It was suggested that it should be replaced with something stronger. The Chairman agreed to carry out a temporary repair and the Clerk would ask the Handyman to arrange replacement matting.

-Cllr  
Freeman &  
Clerk

**10. PLAY AREAS**10.1 Weekly Play Area Safety Reports

The reports were being forwarded by the contractor

10.2 RoSPA Report 2016

The Chairman expressed concern over the paintwork on the swings and suggested that they should be replaced as the next project.

10.2.1.South End Rusty Structure

The Parish Council had agreed a quotation to remove the structure and replace with a new piece of equipment at a meeting on the 4<sup>th</sup> October 2016. The order for a Diabolo Multiplay unit had been placed with Proludic at a cost of £10,500.

10.2.2 Elbourn Way Missing Safety Tile and rope bridge

The Clerk had asked the Handyman which accessories were needed to install a new rope bridge from the Playdale quotation.

10.3 South End Play Area Fence

The fencing had been disconnected and left open believed to be by the grasscutting contractors. It was stated that the contractor needed to use equipment which would fit through the pedestrian gate and not damage the fencing to get larger equipment in. The Chairman advised that he had also bolted the fence back together adding that they were special dome shaped bolts. He confirmed that he had spoken to and e-mailed the contractor about this in the past.

**11. PAVILION WORKING PARTY UPDATE**11.1 New Pavilion Working Group Update

Cllr Robinson had advised that the Building Regulations should be complete by the end of the week and work on the building could then carry on.

11.2 Pavilion Maintenance

The sofas were still causing an issue. The Clerk suggested that South Cambridgeshire District Council be asked to take them away. There would be a cost. The Chairman stated that whoever put them inside the Pavilion in the first place should be responsible for their removal. Following discussion on their ownership Cllr Geraghty offered to take them to the tip on his trailer. The Chairman agreed to help.

*-Cllr  
Geraghty  
& Cllr  
Freeman*

11.2.1 Pavilion Ceiling

The Clerk had written to the contractor, Mr Peachey, confirming acceptance of his quotation, as discussed at the last meeting. Cllr Geraghty advised that Mr Peachey would need access at some time to the Pavilion to see exactly what was needed.

11.2.2 Quotations for Internal Works

The internal works could not take place until the ceiling work had been completed.

**12. GROUNDS MAINTENANCE –REVIEW OF SPECIFICATIONS**

Cllr Hallett had reviewed and updated the specifications. He had increased the number of cuts to the recreation ground to 28 and included the annual maintenance of the trees at the rear of the houses on Elbourn Way. The specifications were agreed with the proviso that there was a paragraph relating to the cutting of the play areas with a suitable mower to avoid damage to the fencing. The play area safety inspection sheets would also need to be updated to take into account changes to the equipment.

A letter regarding an extension to the contract for another three years, received from the existing contractor, was discussed. Members agreed that they would not be happy with an extension to the contract and when such a large part of the precept is used for groundwork/grasscutting (1/3<sup>rd</sup>) more than one quotation should be sought to ensure best value.

After further discussion it was agreed that once the specifications had been finalised the Clerk would obtain quotations for 2017 to 2018 for discussion at a future meeting. It was noted that the existing contract ended on the 31<sup>st</sup> March 2017.

*-Clerk*

**13. PARISH PATHS**

There was nothing to report.

**14. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**14.1 Football Club Fixtures

Cllr Hallett advised that he had been asked if the fixture list for the Football Club could be included on the village website. Cllr Hallett stated that if the Club forward the list to him he would add it.

14.2 Subsidence on the Recreation Ground

Mr Smith advised that the subsidence was returning on the football pitch and was extending towards the east. The Chairman would look.

14.3 The Tanyard Residents

Mr Smith advised, for information, that the Tanyard Resident Association had been resurrected and there were several projects, including tree work, which needed to be carried out.

*-Cllr  
Freeman*

**15. DATE OF NEXT MEETING**

The next meeting would be held on Wednesday 14<sup>th</sup> December 2016.

**The meeting closed at 9.05pm**

Chairman \_\_\_\_\_

Date \_\_\_\_\_

**Bassingbourn-cum-Kneesworth Parish Council  
RECREATION GROUND COMMITTEE MEETING  
Minutes of Meeting held on Wednesday 14<sup>th</sup> December 2016  
at The Chapel Room, South End- 7.30pm.**

PRESENT: Cllr Freeman (Chairman), Cllr McNulty, Cllr Geraghty, Cllr Sams, Cllr Douglass, Cllr Oakley, Cllr Dixon, Cllr Hallett, Mr Smith  
Members of Public 2

**1. APOLOGIES FOR ABSENCE**

Apologies were received from 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 26<sup>th</sup> October 2016, copies previously distributed, were agreed a true record and signed by the Chairman.

**4. MATTERS ARISING**

4.1 Tree Work

4.1.1 Survey of Cherry Tree on small village green

Acacia Tree Surgery had been asked to proceed with the survey. Cllr Hallett advised that they may be waiting to carry out the survey when the tree was in leaf. He confirmed that the fungus didn't appear to be getting any worse.

**5. OPEN FORUM**

5.1 Access to The Tanyard from the Recreation Ground

A parishioner advised that their oil tank was located at the bottom of the garden and the oil company they had been using were now refusing to supply oil by taking the hose over the flat roof. The residents had looked into having a fill pipe installed at the front of the property which would be very expensive at this time. One of the oil companies suggested asking whether the oil could be delivered via the recreation ground once a year.

The Chairman advised that the ground was very soft at that end of the recreation ground due to the high water table. Cllr Douglass was aware that some oil companies had smaller delivery vehicles and this might be an option as it would not be so heavy for the recreation ground. Members agreed that if the parishioner could arrange for a smaller vehicle to deliver the oil he would be allowed access. Mr Smith agreed to liaise with him over the access.

*-Mr Smith*

5.2 The Rouses Project

It was agreed at the recent Finance and General Purposes Committee meeting that Ben Sams, a sixth form student, would assist the Parish Council as part of his studies in finding out what was needed, and what was feasible, for the use of Rouses. The College had now approved this. Ben was advised that due to asbestos on the site any installations of equipment into the ground was prohibited. There were also some requirements in the lease which would be copied to him for information. He would report back to the Recreation Ground committee on his progress at the meetings.

**6. CORRESPONDENCE**

6.1 Request for access to The Tanyard for oil delivery

This was discussed under Item 5.1.

**7. FINANCIAL REPORT**

7.1 Financial Report

A report was circulated to members. The Chairman queried the electricity bills which were higher for the Summer period. The Clerk to check if any of the invoices were estimated.

*-Clerk*

**8. UPDATE ON THE ROUSES**8.1 Refurbishment of memorial bench

Another contractor had been found and once the Clerk had received his insurance details he would be given a list of jobs to carry out which would include this.

8.2 Future use of The Rouses area8.2.1 5 a side Goal Posts

The Chairman confirmed that he was still trying to arrange the cheapest option for the posts. There was also an offer of help from the grounds maintenance contractors.

8.2.2 Basketball Net

The installation of the hoop was in hand.

8.2.3 Proposal for an exercise Park

The Clerk to arrange a notice for the Village Voice to see if there was any interest in this facility for the village and whether an organisation was willing to sponsor. The Chairman had spoken to a Personal Trainer in the village who had said that this facility would be used by him when training clients.

8.3 Missing Gate and grass reinforcement

The Grounds Maintenance contractor had provided photographs of where the gate had been installed before it had been taken. The broken posts were still in place. Cllr Hallett suggested that the gate might not be needed and suggested that the lease be inspected for confirmation.

**9. RECREATION GROUND MAINTENANCE**9.1 Recreation Area Signs

The Chairman took the signs, to arrange for some holes to be drilled through them, so that they could be attached to posts.

9.2 Compacted Soil Under Seating

This was in hand.

9.3 Damaged Wilmot Gate

The gate had been repaired by a parishioner who had carried out the work for free. A thank you letter had been sent by the Parish Council.

9.4 Damaged matting on South End entrance

The Grounds Maintenance contractor had covered the matting with soil so that there was no longer a trip hazard.

9.5 Subsidence on South End ground

It was advised that the subsidence started past the football pitch to the other side of the cricket square. It would be monitored and if felt necessary work would need to be carried out at the end of the football season. The Clerk to check the cost of the last repair which was on the football pitch.

*-Clerk*

**10. PLAY AREAS****10.1 Weekly Play Area Safety Reports**

The reports were being forwarded by the contractor and Cllr Dixon had agreed to follow up the comments made on the reports. This recently included arranging the removal of a dangerous cradle swing from the Fortune Way play area.

**10.1.1 South End Rusty Structure**

The rusty structure had now been replaced with a new piece of equipment. Concern was raised over the height of this structure and the lack of safety surfacing. The Chairman agreed to contact the installer to say that the Parish Council was not satisfied with the end result. Cllr Hallett added that there appeared to be a lack of safety surfacing around the latest Playdale installation. The Clerk to check if this should have been included.

*-Cllr  
Freeman &  
Clerk*

**10.1.2 Elbourn Way Missing Safety Tile and rope bridge**

It had been agreed at a Parish Council meeting to purchase the parts to repair the rope bridge and the 'Handyman' would arrange the repair. This was in hand. Cllr Dixon expressed concern over the lack of the safety tile at the bottom of the slide. The Chairman had a safety tile which was not the correct size or shape. It was agreed that the Clerk would purchase a suitable tile from Playdale.

*-Clerk*

**10.2 South End Play Area Fence**

The Contractors had arranged for the rebolting of the fence. They had offered help in arranging for some double gates to be installed to allow the mowers through. This would be discussed at the next meeting once the Grounds Maintenance contracts had been confirmed.

**10.3 Replacement Swings**

The Chairman had obtained quotations to replace all the swings in the play areas which would cost around £33,000. Cllr Hallett advised that the swings in Elbourn Way were not that old. Cllr Dixon confirmed that all the swings were in a poor condition.

Cllr Douglass then reported that she and Cllr Dixon had met with a Playdale representative. They were acting independently of the Parish Council to see what suggestions the representative made. The representative agreed to provide a phased plan of refurbishment and also advise how funding could be accessed by an independent working group. A report would be made at the next meeting.

**11. PAVILION WORKING PARTY UPDATE****11.1 New Pavilion Working Group Update**

It was noted that the foundations needed to go down a further six inches. There was no further update.

**11.2 Pavilion Maintenance**

The Chairman would make sure that the water to the Pavilion was turned off before the Christmas break. The sofas still needed to be removed which Cllr Geraghty agreed to arrange.

*-Cllr  
Geraghty*

**11.2.1 Pavilion Ceiling**

Cllr Geraghty reported that the contractor should be starting work on the ceiling week commencing 19<sup>th</sup> December.

**11.2.2 Quotations for Internal Works**

The internal works could not take place until the ceiling work had been completed.

**12. GROUNDS MAINTENANCE –2017-2018**

It was suggested at a Finance and General Purposes committee meeting that some of the grass verges could be left to grow but members felt that this would not be practical at this time. Cllr Hallett had redrafted the specifications which he would forward to the Clerk to send out the contractors who would be asked to submit their tenders for consideration at an extraordinary Parish Council meeting on the 7<sup>th</sup> February 2017. It was agreed that the contract would not be split.

*-Clerk*

**13. PARISH PATHS**

There was nothing to report.

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

There were no issues raised.

**15. DATE OF NEXT MEETING**

The next meeting would be held on Wednesday 22<sup>nd</sup> February 2016.

**The meeting closed at 8.30pm**

Chairman \_\_\_\_\_

Date \_\_\_\_\_