

Bassingbourn-cum-Kneesworth Parish Council
RECREATION GROUND COMMITTEE MEETING
Minutes of Meeting held on Wednesday 19th February 2014
at The Chapel Room, South End- 7.30pm.

PRESENT: Cllr Webb (Chairman) Cllr Hallett, Mr McNulty, Cllr Clarke, Cllr Freeman, Cllr Geraghty, Mr Timms, Mr Marriage
 Members of Public 0

1. APOLOGIES FOR ABSENCE

All committee members were in attendance.

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.

3. MINUTES OF LAST MEETING

The minutes of the meeting held on Wednesday 11th December 2013, copies previously distributed, were agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Tree Inspection

The Chairman had prepared a list of areas in the village where there were trees. He circulated the list to members and asked for amendments. Cllr Hallett suggested the open space area in Kefford Close be included which was agreed. Cllr Freeman asked about the responsibility for the moat which fell between the landowner, Roger Worboys, and County Highways. It was advised that some trees had been blown down into the moat and there were concerns that with further heavy rain this could lead to flooding in the area. Cllr Hallett offered to look at the offending trees and advise Mr Worboys.

*-Cllr
Hallett*

The Chairman would update the list which would then be sent out by the Clerk to contractors for a quotation for the inspection.

*-Cllr
Webb &
Clerk*

4.1.1 Leylandii tree by the Pavilion

It was noted that the tree had been cut down. Members were unaware of who authorized the work.

4.2 Kefford Close Tree

The dead wood on the tree had finally been removed. It had been agreed at the January 2014 Parish Council meeting to appoint E&S Landscapes to carry out this work and also the cutting back of the Elbourn Way trees for a total cost of £430 (£380 for the Elbourn Way trees and £50 for the Kefford Close tree). The contractor had not realised the height and amount of the dead wood on the Kefford Close tree and advised the Chairman that this would be an additional cost. Members were reminded that the Clerk had tried to get this work undertaken for a long time.

This Committee was not able to approve the payment of the invoice but in view of the adverse weather and difficulty in finding a contractor for the work which had been outstanding for a long time, it was considered appropriate for this to be treated as emergency expenditure and the payment was approved by the officers and the clerk. This additional expenditure would be reported back to the Finance and General Purposes committee on the 4th March 2014.

5. OPEN FORUM

There were no members of the public present.

6. CORRESPONDENCE

There was no correspondence for discussion.

7. FINANCIAL REPORT

A copy of the expenditure against budget was distributed to members. The expenditure to date was within budget. It was noted that a few adjustments would need to be made to the allocation of expenditure for the end of financial year spreadsheet.

8. UPDATE ON THE ROUSES

The Chairman reported that there was still some work remaining. He was going to investigate the cost of top soil for the bike ramps. It was suggested that 10 ton would be sufficient. Mr Marriage suggested that it might be cheaper to get a lorry load.

-Cllr Webb

9. RECREATION GROUND MAINTENANCE9.1 South End Ditch

The Chairman had been carrying out some research as to where help could be found but did not get very far. He had now sent a question to the County Council.

9.2 Elbourn Way Trees

As reported under Item 4.2 the trees had now been cut back.

9.3 Provision of Dog Waste Bags.

As discussion at the last meeting the Chairman had put up some laminated signs asking people to clear up after their dogs. He now asked members to decide whether to provide dog waste bags for this purpose. He suggested four dispensers would be needed to cover the entrances to the recreation ground. Cllr Geraghty expressed his concern over providing bags stating that he felt the dispensers would be vandalized. After further discussion members agreed not pursue any further.

10. PLAY AREAS10.1 Weekly Play Area Safety Reports

The reports were still highlighting the problem with the springy. A missing monkey bar on the wooden frame was also highlighted and advise to replace the small swing chains. The Chairman would look.

-Cllr Webb

10.1.1 Purchase of Replacement Springy

The Chairman had details of some replacement equipment which he circulated to members. Cllr Geraghty stated that anything that enhanced the play area would be welcome. Cllr Hallett proposed that two small springys be purchased as the play area had been extended when the new fencing was erected. Members discussed the equipment. It was agreed that a lion springer and bubble springer be purchased at a cost of around £1500 for each piece. There would also be a charge for security fencing etc. The Chairman agreed to go back to the play equipment company, discuss the committee's requirements, and obtain a formal quotation for approval.

-Cllr Webb

10.2 Fortune Way Dip and Fencing Repair

Two quotations for the repair had been received. It was agreed to approve the lowest quotation which was submitted by Buchans. This was for £245.00 plus VAT. Clerk to advise the contractors.

-Clerk

10.3 South End Play Area

Buchans had advised that to remove the existing paving and turf and install reinforcement to the new play area gateway would cost £166.26 plus VAT. This quotation was agreed. Clerk to confirm with contractor.

-Clerk

10.3 Installation of Elbourn Way Picnic Bench

The picnic bench was still awaiting installation which Mr Marriage agreed to do. The Chairman offered his help if needed.

11. PAVILION WORKING PARTY UPDATE11.1 Working Party Update

The Parish Council had decided at the January 2014 Parish Council meeting not to continue with the project manager, Bridget Smith. Cllr Hallett gave an update on the reasons why. He added that Cllr Peter Robinson was keen to progress the project using local trades people managed by the Parish Council. He was going to look at the plans for the recently constructed Pavilion in Melbourn to get some ideas. The Chairman suggested that an informal meeting be held with Cllr Robinson and Cllr Hallett to discuss ideas being put forward in detail.

*-Cllr Webb,
Cllr Hallett*

A discussion took place on the existing Pavilion and Mr Marriage advised that the football club had been offered some land on the edge of the village where there was room for two football pitches. This offer was at an early stage and he stressed that the pitch on the South End recreation ground would still be used.

Cllr Hallett advised that following correspondence in the Village Voice, relating to the use of a proposed Pavilion, the brownie group had expressed an interest in the use of a room.

11.2 Cricket Club Concerns over fees

The Chairman reported that he had received a letter asking for the recreation ground to have a weedkiller treatment and also asking for a reduction in their fees from 50/50 (cricket club/football club), as they used the facility less. It was stated that the grasscutting/mtce contractors had offered one treatment a year. It was also stated that the fees for the Pavilion were split 33.3/33.3/33.3. The cricket club used the building for more hours. Cllr Geraghty stated that he felt the fees were fair and this was agreed by the other members. The Chairman to reply to the Cricket Club Secretary.

-Cllr Webb

12. PARISH PATHS12.1 Footpath 22

There had been complaints made by residents about the condition of the path from the wireless station to Dyers Green. The Rights of Way officer had arranged for some road planings to be placed there for residents use.

12.2 Footpath 6

Cllr Hallett advised that a small tree had blown down on the path. He had managed to clear the tree away.

12.3 Fencing

A resident from The Limes had reported some fencing adjacent to footpath 6 which was falling down. Cllr Hallett had made the owner of the fence aware.

13. VILLAGE GRASSCUTTING CONTRACTS 2014-2016

Two tenders had been submitted for the contracts. It was agreed that the committee should have the opportunity to see the quotations and the Clerk was asked to forward them to members. The Chairman asked for comments so that a decision on the contracts could be made at an extra Parish Council meeting on the 4th March 2014.

*-Clerk &
Members*

14. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK14.1 Defibrillator

Cllr Geraghty advised that he was investigating the purchase of a defibrillator following a discussion at a Parish Council meeting. He asked the sports clubs if they would be willing to contribute to the costs. Representatives from the clubs were asked to consult with their members and report back to Cllr Geraghty.

*-
Members*

14.2 Pavilion Lock

It was advised that the lock needed attention as it was not very secure. The Chairman to investigate.

*-Cllr
Webb*

15. DATE OF NEXT MEETING

The next meeting would be held on Wednesday 16th April 2014.

The meeting closed at 8.45 pm

Chairman _____

Date _____

Bassingbourn-cum-Kneesworth Parish Council
RECREATION GROUND COMMITTEE MEETING
Minutes of Meeting held on Wednesday 16th April 2014
at The Chapel Room, South End- 7.30pm.

PRESENT: Cllr Webb (Chairman) Cllr Hallett, Mr McNulty, Cllr Clarke, Mr Timms,
 Members of Public 2

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Geraghty, Cllr Freeman and Mr Marriage.

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.

3. MINUTES OF LAST MEETING

The minutes of the meeting held on Wednesday 19th February 2014, copies previously distributed, were agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Tree Inspection

The Clerk had approached three Arborists and had received one quotation. This would be discussed again at the next meeting when further details were known. *-Clerk*

4.2 Pavilion Lock

There was an outstanding action for the Chairman to follow up. *-Cllr Webb*

5. OPEN FORUM

5.1 Recreation Ground Horse Chestnut Trees

Two residents of The Tanyard advised of concerns regarding the trees causing moss and the loss of light to their gardens. They advised that the District Council Tree Officer, Ian Lorman, had looked at the trees and was especially concerned over the tree by the Pavilion which appeared to be diseased, and was in danger of falling. The committee were asked to contact the Tree Officer for advice. The Chairman confirmed that the trees were inspected with the previous Tree Officer, Roz Richardson, and she did not think there was a problem. He confirmed that Mr Lorman would be contacted and his advice followed. Clerk to contact him. *-Clerk*

5.2 Play Area

Members were asked if the play areas were patrolled as there were some people letting their dogs inside the fenced areas. The Chairman advised that if there was an issue with anti social behaviour the police were asked to monitor. The Village College was also meant to monitor during school times. It was noted that since the fencing was replaced a sign prohibiting dogs had not been reinstated. The Chairman would follow this up to see if it helped. *-Cllr Webb*

6. CORRESPONDENCE

6.1 Bassingbourn Youth Football Club –Contact from FA

Mr Timms advised that the Football Association were piloting a self help scheme, to improve club facilities, and the youth football club were one of around ten teams that had been invited to take part in the pilot. The FA would be providing £1000 of funding but the club, along with the other village sports clubs, would have to provide the manpower and organize an event around the work which would be promoted locally.

Mr McNulty advised that the cricket club had discussed this at their recent meeting and had agreed that a donation made to them would be added to the project. The Chairman stated that it was his intention to get all the clubs together to see how the Pavilion could be improved so that it could be used for the next couple of years until a new one was built. This project would be perfect for this funding. It was suggested replacement kitchen units and a carpet clean would make a big difference. Cllr Hallett, along with the other members, agreed that this was a good idea and Mr Timms was asked to bring the ideas back to the committee once finalized. *-Mr Timms*

7. FINANCIAL REPORT

The new financial year had just begun so a report had not been produced. Members were advised that the committee ran to budget in 2013/14.

8. UPDATE ON THE ROUSES8.1 Gate and Fencing

The Chairman confirmed that he had followed up some actions with Buchans Landscaping, who were mowing the area, and this could now be used for a small football pitch. Mr Timms advised that the junior club might use the area for some of their training adding that they were hoping to put a young team together next season.

8.2 Soil

As discussed at the last meeting the Chairman had obtained a quotation for ten ton of soil. Screened economy soil would cost £320 plus VAT and soil as dug £250 plus VAT. Members agreed the purchase of screened economy soil. Clerk to place the order. - Clerk

8.3 Safety Sign

The Chairman had prepared a draft safety sign for erection in the area of the bike track which he circulated to members. The sign was agreed with a budget of £150 for purchase and erection. Before an order was placed the Clerk would seek the agreement of the County Council officers. Chairman to forward an electronic copy of the sign.

8.4 Litter Bin and Seat

It was agreed that a litter bin, the same as the one for Fortune Way, be purchased. The Clerk to arrange. The memorial bench, currently stored by the football club, would also be installed on the area. -Clerk

9. RECREATION GROUND MAINTENANCE9.1 South End Ditch

The Chairman advised that this ditch would be included in the survey proposed by Cllr Robinson. He added that County Cllr Dent had been asked to follow up the provision of contact details for the probation service, with the County Council, so that their help could be requested.

10. PLAY AREAS10.1 Weekly Play Area Safety Reports

The reports were still highlighting the problems identified at the last meeting. It was noted that the RoSPA report was due and so would be discussed at the next meeting.

10.1.1 Purchase of Replacement Springy

The Clerk advised that the equipment was scheduled for installation week commencing 25th May 2014. The Chairman agreed to be the site contact. The Clerk to pass on details to the contractor. -Clerk

10.2 Fortune Way Dip and Fencing Repair

This had now been repaired.

10.2.1 Litter Bin

The replacement litter bin, for the Fortune Way play area, was to be installed the following day.

10.3 Installation of Elbourn Way Picnic Bench

Mr Marriage was not in attendance and so an update was not made.

11. PAVILION WORKING PARTY UPDATE11.1 Working Party Update

The Chairman advised that a very useful meeting had been held between himself, Cllr Hallett and Cllr Robinson to discuss the way forward on a new Pavilion. A presentation would be made to the full Parish Council once further detail was known. Cllr Clarke asked for a village meeting and it was agreed that this would be arranged following the update to the Parish Council. This item would be kept on the agenda for this meeting for information.

12. PARISH PATHS12.1 Schedule of County Council cuts

Cllr Hallett reminded the Clerk that Buchans Landscapes would need to be advised when the County Council were scheduled to cut the paths so that they could arrange to tie their cuts in. -Clerk

13. VILLAGE GRASSCUTTING CONTRACTS 2014-201613.1 Bassingbourn Parish Church

Cllr Hallett reminded members that the Churchyard maintenance was the responsibility of the Parish Council. The Church had been paying for the cutting of the hedge and concern had now been raised over the increase in the cost from £137 in 2012 to £444 in 2013. Cllr Hallett stated that rather than the Parish Council pay for the cutting arranged by the Church he suggested that in future this should be included in the Parish Council contract with Buchans. This was agreed. The Chairman agreed to look at the hedge and prepare a specification for Buchans to quote against.

*-Cllr
Webb*

13.2 Additional cuts of recreation ground

At the last Finance and General Purposes committee an invoice had been received for additional cuts and strims to South End recreation ground. The Parish Council had been advised that this had happened over the past few years at the request of the Cricket Club. The Chairman had since spoken to the club who denied making these requests. A discussion took place on the frequency of the cuts which were weekly during the Summer months whereas the specification was for fortnightly cuts. The weekly cutting schedule appeared to have developed over the years. After further discussion it was agreed that the invoice for the additional cuts be paid this time. The sports clubs and the contractors would be advised not to carry out any additional cuts unless authorized by the Chairman or Cllr Hallett. The Chairman would look at the specification again to see how it could be modified to include any additional cuts needed.

*-Cllr
Webb,
Clerk*

13.3 Cemetery grasscutting

The Clerk had been advised by District Cllr Cathcart that he had received a complaint from a parishioner about the long grass at the back of the cemetery. Members would look.

-Members

14. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK14.1 Pavilion Clock

Mr McNulty queried the whereabouts of an old clock which used to be set in the roof of the old Pavilion. When the building was replaced with the current structure the clock was not reinstated. Members would ask around the village to see if anyone could remember what happened to the clock.

15. DATE OF NEXT MEETING

The next meeting would be held on Wednesday 18th June 2014.

The meeting closed at 8.45 pm

Chairman_____

Date_____

**Bassingbourn-cum-Kneesworth Parish Council
RECREATION GROUND COMMITTEE MEETING
Minutes of Meeting held on Wednesday 18th June 2014
at The Chapel Room, South End- 7.30pm.**

PRESENT: Cllr Freeman (Chairman) Cllr Webb, Mr McNulty, Cllr Geraghty,
Members of Public Nil

In the absence of the Parish Council Chairman it was agreed that Cllr Webb, the previous Recreation Ground Chairman, open the meeting.

1. ELECTION OF CHAIRMAN

Cllr Webb opened the meeting and asked for nominations for Chairman. He advised that he did not want to stand this time and proposed Cllr Freeman which was seconded by Cllr Geraghty. There were no other nominations. Cllr Freeman accepted the position. He thanked Cllr Webb for his work as Chairman over the previous few years.

2. CO-OPTION OF COMMITTEE MEMBERS

On a proposal by Cllr Webb, seconded by Cllr Geraghty, it was agreed that Mr McNulty be co-opted onto the committee as a representative of the Cricket Club.

3. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Clarke, Cllr Hirtzel

4. 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 were requested and granted by the Clerk for a four year period.

5. MINUTES OF LAST MEETING

The minutes of the meeting held on Wednesday 16th April 2014, copies previously distributed, were agreed a true record and signed by the Chairman.

6. MATTERS ARISING

6.1 Tree Inspection

The Clerk was awaiting a third quotation from an Arborist. Once received a decision could then be made as to who would carry out the inspection of the Parish Council trees.

6.2 Recreation Ground Trees

Cllr Webb reported that a meeting had taken place with the District Council Tree Officer, Ian Lorman, who advised that one tree was dying although it did not need to be taken out yet. Both the trees needed to be trimmed and Mr Lorman had agreed to provide the wording for a tree work application. The Clerk had chased this with him. The Chairman stated that he had been aware of these trees causing visibility problems for residents for a while. Cllr Webb stated that the Tree Officer did not think that this was an issue but trimming back the trees would help.

-Clerk

6.3 Church Hedge

As discussed at the last meeting Cllr Webb had prepared a specification for the work to include with the Parish Council contract. This was circulated to members. It was agreed that the Clerk would obtain a quotation for the additional work from the contractors.

6.4 Pavilion Clock

The whereabouts of the clock removed from the old Pavilion had not been resolved. The Chairman and Cllr Geraghty were both on site when the building was dismantled. Cllr Geraghty and Mr McNulty would continue with investigations.

*-Cllr
Geraghty
& Mr
McNulty*

7. OPEN FORUM

There were no members of the public in attendance.

8. CORRESPONDENCE

Correspondence received was discussed under agenda items.

9. FINANCIAL REPORT

A financial report was not available for this meeting.

10. UPDATE ON THE ROUSES10.1 Soil

As agreed at the last meeting ten tons of soil had been purchased and had been left the recreation ground side of the ditch. This was because the delivery truck was too heavy to go across the bridge. Members discussed ways the soil could be moved and it was agreed that the Chairman would liaise with Cllr Geraghty.

*-Cllr
Freeman &
Cllr
Geraghty*

10.2 Safety Sign

The County Council had agreed the sign and a quote had been requested. The Clerk confirmed with members that the sign would go into concrete on two posts.

10.3 Litter Bin and Seat

An offer had been made by the 'Loates' family to help with the cost of refurbishment of the memorial bench donated in memory of their relative. The Chairman advised that the bench was in fairly good condition and he would arrange to get it out of the football shed, where it was being stored, to see what needed to be done.

*-Cllr
Freeman*

The litter bin had been purchased. The sum of £60 was approved for the installation cost. The Clerk would arrange for it to be installed where the footpath went from the recreation ground to the Rouses. Once installed she would advise the District Council and ask for the bin to be added to their emptying schedule.

-Clerk

The Chairman thanked Cllr Webb for all the work he had put into getting The Rouses project completed.

11. RECREATION GROUND MAINTENANCE11.1 South End Ditch

Cllr Webb advised that he now had a telephone number provided by Cambridgeshire County Council to follow up with regard to some free labour to help clear the ditch.

11.2 Goalmouths

It was confirmed that the football club had been given a couple of barrows of soil to use around the goal areas.

12. PLAY AREAS12.1 Weekly Play Area Safety Reports

The reports were being compiled on a weekly basis.

12.2 Replacement Springeys

The equipment had been installed. Cllr Webb had taken a photograph for the Village Voice.

12.3 RoSPA Report

Cllr Webb had read through the report and there were no issues highlighted for immediate attention.

12.4 Installation of Elbourn Way Picnic Bench

A member of the football club was making some struts to install the bench into the ground.

13. PAVILION WORKING PARTY UPDATE13.1 Working Party Update

The Junior Club had carried out some work on the Pavilion as part of their grant from the FA discussed at the last meeting. They had cleared out the Pavilion in preparation for a new kitchen and had also cleared the football shed. It was stated that there was some confusion with the Cricket Club, who were playing a match, when this work was done.

13.2 New Pavilion Working Group

It was noted that the Parish Council Chairman, Cllr Robinson, had taken over the group. He wanted to have a new approach with maybe a smaller specification. The Chairman would speak to the FA as they were starting to get out certain regulations for different teams. This would enable the working group to keep up to date with requirements when planning the new build.

14. REVIEW COMMITTEE TERMS OF REFERENCE

The Terms of Reference were circulated to members. It was agreed they be adopted with no changes.

15. PARISH PATHS15.1 Footpath 6

As reported at the Parish Council meeting there had been an incident whereby a resident of Elbourn Way had dumped some tree cuttings on the footpath. The Parish Council Chairman had agreed to speak to the resident concerned.

15.2 Overgrown Paths

The Clerk was aware that the County Council had not yet carried out the footpath cut scheduled in May 2014. The Parish Council contractors, who were to cut the paths between county cuts, had been put on hold until the county cut had been carried out as this could result in duplication. Cllr Geraghty reported that the path from Spring Lane to Ford Wood and the adjoining path to the recreation ground was overgrown. The Clerk would try and find out when the county cut was likely to take place so that the parish contractors could schedule their cuts.

*-Clerk***16. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**16.1 Request for a table

Mr McNulty asked if a six foot table could be purchased for the cricket teas. This was agreed. Cllr Webb agreed to arrange the purchase.

*-Cllr Webb*16.2 Disposal of Metal

It was suggested that the metal in the rubbish cleared out of the Pavilion and football club shed currently awaiting removal could be sorted separately. Cllr Geraghty would look.

*-Cllr Geraghty***17. DATE OF NEXT MEETING**

The next meeting would be held on Wednesday 20th August 2014.

The meeting closed at 8.45 pm

Chairman _____

Date _____

Bassingbourn-cum-Kneesworth Parish Council
RECREATION GROUND COMMITTEE MEETING
Minutes of Meeting held on Wednesday 20th August 2014
at The Chapel Room, South End- 7.30pm.

PRESENT: Cllr Freeman (Chairman) Cllr Webb, Mr McNulty, Cllr Geraghty, Cllr Clarke, Cllr Hallett
Members of Public Nil

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hirtzel

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 18th June 2014, copies previously distributed, were agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Tree Inspection

Three quotations for the inspection report had been obtained. Cllr Webb stated that it was important that the work was carried out properly at this stage as it would help in the future. The three quotations were discussed in full. It was then agreed that the quotation from Accacia Tree Surgery Ltd, for £780 plus VAT, be approved. This would cover a hazard and condition assessment of trees in the areas; identify individual trees or groups with numbered disc positioned on main stem and a record within the schedule of the species/age/class/life expectancy/condition/structural or physiological defects with prioritized and future management works or remedial measures. This would be submitted as a written report. The Clerk was asked to contact Accacia Tree Surgery to confirm the contract.

-Clerk

4.2 Recreation Ground Trees

The application for tree work had been submitted to the District Council Tree Officer. The Clerk was asked to start the process of obtaining quotations for the work.

-Clerk

4.3 Church Hedge

The Parish Council contractors, Buchans Landscapes, had advised that to include the Church hedge in the specification would cost £125.00 plus VAT per annum. This was agreed and would be included in the contract when reviewed in 2016. Clerk to advise the contractors.

-Clerk

4.4 Pavilion Clock

The Chairman advised that he had kept notes on his work for a long time and had looked back at them from the time that the old Pavilion was taken down in 1992. He had found a reference to Cllr Clarke taking the clock. Cllr Clarke advised that he may well still have it somewhere and agreed to look.

*-Cllr
Clarke*

5. OPEN FORUM

There were no members of the public in attendance.

6. CORRESPONDENCE

Correspondence received was discussed under agenda items.

7. FINANCIAL REPORT

A financial report was circulated to members.

Cllr Hallett reminded members that now was the time to think about any recreational projects and not leave them until the end of the financial year.

Mr McNulty stated that he had been asked if the drainage on the recreation ground could be investigated. There were plans several years ago when the Cricket Club was going to investigate a soak away.

The Chairman and Cllr Webb suggested replacement play equipment for the South End area. Cllr Webb advised that the toddler multi unit in Fortune Way was rotting and would need replacing at some point. The South End structure also needed to be replaced. He added that now the play area had been extended there was a good space to put a larger piece of equipment in.

The bollards on the Chapel path could be replaced with a creation of a flower bed on the other side of the path. It was suggested wild flowers could be planted. Cllr Hallett agreed to find out whether the Conservation Group would be interested in this project.

All these suggestions would be investigated for further discussion at the next meeting.

8. UPDATE ON THE ROUSES8.1 Refurbishment of memorial bench

A contractor had been asked to look at the bench to see what repairs needed to be made to bring it into service. He had been unable to contact Mr Marriage to gain access to the shed where it was stored. The Chairman would speak to Mr Marriage.

*-Cllr
Freeman*

8.2 Installation of Litter Bin

The litter bin had been mislaid but had now been found. Cllr Webb would advise the contractor.

-Cllr Webb

8.3 Approval of expenditure for Rouses sign

The quotation, which had been circulated to members, was for £275 plus VAT for supply only or £390 plus VAT for supply and installation. Cllr Webb advised that he would arrange for the same contractor to install the sign, the bin and bench. He stated that the contractor should be made aware of the asbestos issue on the land. Members agreed that the Clerk confirm the order for the sign for supply only.

-Clerk

8.4 Transfer of Soil

The Chairman apologised for the delay as he had been busy and unable to arrange the transfer. He advised that he would be available mid September. Cllr Geraghty offered to speak to the owners of On Set to see if they would be willing to loan their dumper truck to move it.

*-Cllr
Geraghty*

9. RECREATION GROUND MAINTENANCE9.1 South End Ditch

The Chairman of the Parish Council, Cllr Robinson, was organizing a working party in the village to look and clear the ditches. This ditch would now be included in that project.

10. PLAY AREAS10.1 Weekly Play Area Safety Reports

The reports were being compiled on a weekly basis. The Clerk had been advised that there was some offensive graffiti on the equipment at Elbourn Way. The Chairman agreed to look to see what could be done to remove it.

*-Cllr
Freeman*

10.2 Installation of Elbourn Way Picnic Bench

A member of the football club was making some struts to install the bench into the ground.

10.3 Purchase of Play Equipment

This was discussed under Item 7.

11. PAVILION WORKING PARTY UPDATE11.1 Working Party Update

No further work had been carried out in the Pavilion. There was a new kitchen in boxes awaiting installation.

11.1.1. Removal of Metal

The metal had been removed.

11.2 New Pavilion Working Group

The Chairman advised that the Parish Council Chairman, Cllr Robinson, had some plans and he would present these at the next committee meeting.

11.3 Request for a table (Cricket Club)

Mr McNulty thanked Cllr Webb for purchasing two tables which were used for the first time the previous weekend.

12. PARISH PATHS12.1 Overgrown Paths

Cllr Hallett reported that there had been complaints made about Footpath 1 to Shedbury Lane and also the lack of cutting on Ashwell Stret. He would follow up the complaints with the County Rights of Way Officer, Peter Gaskin. The Chairman and Cllr Geraghty both thought that there had not been any cutting of the paths made by the County Council this season. Cllr Hallett would check with Mr Gaskin.

*-Cllr
Hallett*

13. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK13.1 Elbourn Way Posts

Some of the posts needed to be replaced. It was suggested that something more durable be used. This would be an agenda item for the next meeting.

13.2 Kefford Close Overgrown Shrubbery

The Chairman had been asked to look at Kefford Close following a comment made at the Finance and General Purposes committee meeting. He reported that the only overgrown area was where the ditch was between the grassed area of Kefford Close and the road. This had always been there.

13.3. Employment of a Handyman

The Parish Council were looking into appointing a Handyman and the committee was asked to put together a list of jobs which a Handyman could do. All members thought that this was a good idea.

-Cllrs

14. DATE OF NEXT MEETING

The next meeting would be held on Wednesday 22nd October 2014.

The meeting closed at 8.25 pm

Chairman_____

Date_____

Bassingbourn-cum-Kneesworth Parish Council
RECREATION GROUND COMMITTEE MEETING
Minutes of Meeting held on Wednesday 22nd October 2014
at The Chapel Room, South End- 7.30pm.

PRESENT: Cllr Freeman (Chairman), Cllr Webb, Mr McNulty, Cllr Geraghty, Cllr Hallett
 Members of Public 1

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Robinson and Mr Timms

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. The Chairman declared a non-disclosable interest under Item 5 when a member of the Football Club spoke to the committee.

3. MINUTES OF LAST MEETING

The minutes of the meeting held on Wednesday 20th August 2014, copies previously distributed, were agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Tree Inspection

Accacia Tree Surgery were to begin the survey of the village trees on the 11th November 2014.

4.2 Recreation Ground Trees

One quotation had been received for the two Horse Chestnut trees by the Pavilion which was in excess of £2,000. Further quotations would be sought. The Chairman to forward details of a contractor known to him.

*-Cllr
Freeman*

4.3 Pavilion Clock

The Chairman advised that a plaque which was associated with the clock had been found in Swindon. Mr Clarke had also confirmed that the clock was in storage in his garage and invited members to retrieve it.

4.4 Church Hedge

The Clerk confirmed that the grounds maintenance contractors, Buchans Landscapes, had been advised that the hedge was to be included in the current contract.

4.5 South End Recreation Ground path

Cllr Hallett would ask the conservation group if they would be willing to create a wild flower area on the side of the path leading to the Chapel.

*-Cllr
Hallett*

5. OPEN FORUM

5.1 Football Club request for lighting

Members were asked for permission for the football club to put temporary lights on the Pavilion and shed for a two hour training session every Tuesday evening. The only visible signs would be brackets as the lights would be removed after every session. The lights would not directly shine onto any of the properties backing onto the recreation ground. -Clerk

A discussion took place on the power supply for the lights where it was suggested that a lead run out of the back of the Pavilion with a socket located in the shed. This would be the safest option for a supply. It was then proposed by Cllr Geraghty, seconded by Cllr Webb that the request be granted. All members in agreement. The Clerk to reply in writing to the Football Club.

5.2 Pavilion Project –Request for Support from sports clubs

Whilst the member of the football club, Mark Flitton, was in attendance the Chairman stated that the Parish Council Chairman, Peter Robinson, had asked him to speak to the sports clubs asking whether they were prepared to totally commit to the new Pavilion Project. Mr Flitton stated that personally he would support the Parish Council driving the project. Cllr Webb advised that Melbourn Pavilion was the model that Cllr Robinson wanted to follow. He wanted the support of the clubs using voluntary labour to keep the costs down. Cllr Hallett added that there was £20,000 allocated from the current budget towards getting the project underway.

A discussion then took place on the existing Pavilion where the Cricket Club was planning on spending money to upgrade the toilets, sinks and shower heads. It was recognised that although the building was not sufficient for purpose it needed to be of a standard so that it could be used until a new Pavilion was built.

Mr Flitton agreed to arrange a meeting with the Football Club to discuss their commitment to the project. Mr McNulty would also arrange a Cricket Club meeting. A response would be made to the Parish Council for their next meeting on the 18th November 2014.

6. CORRESPONDENCE

Correspondence received was discussed under agenda items.

7. FINANCIAL REPORT

7.1 Financial Report

A financial report was circulated to members. Cllr Webb asked the committee for their 2015/16 budget proposals for the Finance and General Purposes committee in early December.

7.2 Review of Pavilion Hire Fees 2015/16

A discussion took place on the existing fees of £285 and it was agreed that the fee for 2015/16 be increased by £10 per year to £295.00. Private hire was then discussed. Cllr Webb advised that there was a rental agreement drawn up with a nominal hire fee. He would investigate its whereabouts in case there were requests to use the building once the improvements had been made. -Cllr Webb

8. UPDATE ON THE ROUSES

8.1 Refurbishment of memorial bench

The Clerk now had the code for the football shed which she would pass on to the contractor providing a quote for the refurbishment. It was believed the bench would only need a coat of paint. The bench would need to be secured once it was sited. -Clerk

8.2 Installation of Rouses Sign

The sign had been picked up from the manufacturer by the Parish Council Chairman. Cllr Webb advised that the contractor knew where the sign was to be installed.

8.3 Transfer of Soil

This action was still outstanding. It was noted that the soil needed to be moved before Christmas.

9. RECREATION GROUND MAINTENANCE

9.1 Elbourn Way Replacement Posts

It was reported that there were now three rails missing. Cllr Webb suggested that the barrier be removed completely or a replacement metal barrier be installed. Concern was raised over removing the barrier completely as there was the potential for children to run into the road. There would also be easy access for illegal parking on the ground. A discussion took place on the cost of a low level metal barrier against a repair to the existing wooden one.

After further discussion it was agreed that a repair to the existing would be the best quicker option at this time. Members agreed a budget of £250 to get the repair carried out. Cllr Webb agreed to speak with a contractor.

-Cllr Webb

10. PLAY AREAS

10.1 Weekly Play Area Safety Reports

The inspections were being carried out. The latest report highlighted the following-

- Rusty underside of metal multi play (South End Recreation Ground)
- Monkey bar missing on wooden agility structure (South End Recreation Ground)
- Chain and seat wear on swings (Fortune Way)
- Wooden ramp to be replaced on mini course (Fortune Way)
- Wooden step rotting on Adventure Assault Course (Elbourn Way)

The contractor had ticked that the equipment had passed the inspection.

10.2 Installation of Elbourn Way Picnic Bench

The Chairman to urge.

10.3 Purchase of Play Equipment

The Chairman had been in contact with Playdale Play Equipment suppliers who were going to send a brochure. He and Cllr Webb agreed to meet to inspect the three play areas and assess what needed to be replaced or repaired. They would then come up with a plan for the next meeting.

*-Cllr
Freeman
-Cllr
Freeman
& Cllr
Webb*

11. PAVILION WORKING PARTY UPDATE

11.1 Working Party Update

The new kitchen was to be replaced over the following weekend.

Cllr Webb advised that the TV license for the Pavilion had not been renewed as there was no longer a TV in the building. He asked members to make sure that their teams were aware that they could not bring a TV in without prior discussion with Cllr Webb as the Licensing body carried out random inspections.

11.2 New Pavilion Working Group

This was discussed under Item 5.2 with a member of the Football Club.

The Chairman advised that the new Melbourn Pavilion would be open to members of the public on Saturday 25th October and urged committee members to visit. Bassingbourn Football Club would be playing there during the afternoon and he would take a look then.

12. PARISH PATHS

12.1 Overgrown Paths

Cllr Hallett reported that both footpath 12 and 21 were both passable at the present time. He had recently inspected footpath 6, where there was a complaint made at the last meeting, but he found this path to be in good condition. There was a potential issue with the path by the new solar farm which District Councillor Cathcart had brought to his attention. He was taking this up with the District Council along with some other issues relating to the solar farm.

There was to be a Parish Paths coordinators meeting on the 6th November 2014 which Cllr Hallett would attend.

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

13.1 Bassingbourn Solar Farm Contractors

The Chairman had been approached by a resident of South End concerned over the speed of the contractor vans along South End travelling to the solar farm site off Ashwell Stret. It was noted that most of the traffic accessed the site through Spring Lane. The Clerk would contact the developer and ask that they bring the concerns to their contractor's attention.

-Clerk

It was stated that the condition of the road would need to be addressed once the installation had been completed. The Clerk would bring this to the notice of the County Highway officer.

14. DATE OF NEXT MEETING

The next meeting would be held on Wednesday 17th December 2014.

The meeting closed at 8.35 pm

Chairman_____

Date_____

Bassingbourn-cum-Kneesworth Parish Council
RECREATION GROUND COMMITTEE MEETING
Minutes of Meeting held on Wednesday 17th December 2014
at The Chapel Room, South End- 7.30pm.

PRESENT: Cllr Freeman (Chairman), Cllr McNulty, Cllr Geraghty, Cllr Hallett, Cllr Robinson, Cllr Douglass,
 Mr Timms (Youth Football Club), Mr Smith (Cricket Club)
 Members of Public 0

1. APOLOGIES FOR ABSENCE

Cllr Webb

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 22nd October 2014, copies previously distributed, were agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Tree Inspection

Accacia Tree Surgery had confirmed that they had started the tree inspection but due to various reasons, beyond their control, the inspection was not yet completed. They had advised that it would be concluded early in the new year.

4.2 Recreation Ground Trees

The trees had been cut back and looked better. Mr Smith, who lived in The Tanyard, advised that the work had not been as severe as the last time a few years ago. The Clerk reminded the meeting that the District Council Tree Officer had made the recommendation for a 30% reduction and this had to be adhered to. Cllr Hallett advised that there was a branch causing concern on the large Horse Chestnut tree in the south west corner. The tree survey should advise if the tree needed work.

4.3 Pavilion Clock

The Chairman and Cllr Robinson had been invited by Mr Clarke to collect the clock which they would do. The plaque for the clock was now in the village but needed to be cleaned up.

4.4 South End Recreation Ground path

The Clerk read a communication from a resident opposed to the planting of wind flowers on the verge. This had been circulated and discussed at the Finance and General Purposes committee meeting.

Cllr Hallett then advised that the conservation group also agreed that wild flowers would not be appropriate. The Chairman had noticed that two posts positioned to stop vehicle parking were broken and needed to be replaced. Cllr Hallett added that to stop parking the other side similar posts would probably be the best option. Cllr Robinson offered a padlock so that the main gate could be kept shut.

5. OPEN FORUM

There were no members of the public in attendance,

6. CORRESPONDENCE

Correspondence received was discussed under agenda items.

*-Cllr
 Freeman &
 Cllr
 Robinson*

7. FINANCIAL REPORT7.1 Financial Report

A financial report was circulated to members. The payments to E-ON were queried. The Clerk would confirm which had been based on a meter reading and which had been estimated. It was noted that the heaters and the charging of the floodlight batteries were run from the Pavilion.

*-Clerk*7.2 Pavilion Hire Agreement

The Clerk had found a copy of an old hire agreement which she would copy to the committee for discussion and modification at the next meeting.

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

There was no further update. As far as the Clerk was aware the contractor had seen the bench and a quote for the refurbishment was awaited.

8.2 Installation of Rouses Sign

The sign had been installed.

8.3 Transfer of Soil

This action was still outstanding. Cllr Geraghty advised that he had asked to borrow dumper and digger vehicles but at the time they were unavailable. He suggested that the ground might be too wet now. The Chairman stated that as the soil was only to be moved into a corner there should not be a problem. Cllr Geraghty agreed to find out the availability of the equipment.

*-Cllr Geraghty***9. RECREATION GROUND MAINTENANCE**9.1 Elbourn Way Repair to fence

The fence had been repaired.

10. PLAY AREAS10.1 Weekly Play Area Safety Reports

The inspections were being carried out. The latest report highlighted the following-

- Rusty underside of metal multi play (South End Recreation Ground)
- Monkey bar missing on wooden agility structure (South End Recreation Ground)
- Chain and seat wear on swings (Fortune Way)
- Wooden ramp to be replaced on mini course (Fortune Way)
- Wooden step rotting on Adventure Assault Course (Elbourn Way)

The contractor had ticked that the equipment had passed the inspection.

10.2 Installation of Elbourn Way Picnic Bench

Whilst carrying out an inspection of the play equipment the Chairman and Cllr Webb had discovered the picnic bench on the mound. They had put it back into the play area and were now waiting for it to be made secure. The Chairman would chase.

*-Cllr Freeman*10.3 Purchase of Play Equipment

The Chairman and Cllr Webb had inspected the areas and suggested that the Fortune Way play structure, which was rotten, be replaced with something similar. Metal was a better option as it would be easier to maintain. The Chairman had approached different companies, comparing prices, and suggested a piece of equipment from Playdale which was the cheapest. He circulated the photograph to members who agreed with the suggestion. The Chairman agreed to get a firm quotation for the removal of existing, provision and installation of the structure, plus safety surfacing for the Parish Council meeting on the 20th January 2015. He added that once this area had been updated the equipment on Elbourn Way could be concentrated on.

-Cllr Freeman

11. PAVILION WORKING PARTY UPDATE11.1 Working Party Update

Mr Timms reported that the new kitchen had been installed with handles on the cupboards. The Youth Football Club had purchased materials to turn the end of the kitchen into a lockable cupboard to store equipment. He added that this was funded by the grant received by the Youth Football Club. He was aware that other work needed to be done in the Pavilion.

11.2 New Pavilion Working Group

Cllr Robinson questioned how people wanted to go with this project as some refurbishment of the existing building, the kitchen, had recently taken place. Mr Timms explained that the kitchen work was carried out as a result of money from the Football Association and the work was a short term measure. Cllr Robinson then circulated the plans used for the Melbourn Pavilion adding that the footprint was similar to the existing South End building. Both the Chairman and Cllr Geraghty stated that they were impressed with Melbourn Pavilion. Cllr Robinson stated that financially it made sense to use the existing structure maybe with a small extension. A discussion took place on the plan and provision of changing room facilities. Cllr Douglass asked whether the intention was for other groups to use the building. It was confirmed that the main meeting area should be available to hire.

It was then agreed that the sports clubs would go back to their members with the plan and come up with a proposal for the layout. Cllr Robinson stated that it was important that once a definitive plan was agreed everyone must stick to it otherwise nothing would happen. He added that there was money available to get the project underway and hoped that the tradesmen of the village would give their time voluntarily with the Parish Council paying for materials. The other option would be to put the agreed specification out to tender but this would be an expensive alternative. This would be discussed again at the next meeting where a definitive plan would be approved and the project could commence.

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Members

12. PARISH PATHS12.1 Overgrown Paths

Cllr Hallett had attended a County Council Rights of Way meeting which was interesting but there was nothing to report back.

12.2 Bassingbourn Solar Farm Contractors

Concerns over the state of the road had also been raised at Parish Council Planning meetings where District Councillor McCraith had advised that a meeting had been arranged between the District Council Planners and the Developers.

13. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK13.1 Village Christmas Celebration

Cllr Douglass thanked all Councillors that had helped make the celebration held on the 4th December a success. £200 had been received in donations and the recipients of the money would be decided at the next Finance and General Purposes committee meeting on the 6th January 2015.

14. DATE OF NEXT MEETING

The next meeting would be held on Wednesday 18th February 2015.

The meeting closed at 8.40 pm

Chairman_____

Date_____