

Bassingbourn cum Kneesworth Parish Council Amenities Committee

Minutes of Meeting held on 9th October 2019.

Present: Councillors Catherall, Dixon, Douglass, Freeman, Geraghty, Hodge, Spenceley and White. Councillor Hallet for public speaking session.

A member of the public was present and explained works programmed for this year's Remembrance Day. Committee also heard that there was a small shortfall in funding for poppy costs of around £60. The request was also made for the War Memorial and area to be the subject of more general and more regular maintenance.

1	Apologies for absence:- were received from Cllr Hirtzel and Oakley due to previous commitments and Cllr Prentice due to annual leave.	
2	Election of Chairman:- Cllr Douglass took the chair for this item. The Amenities Committee has a wide remit and it was agreed that there should also be a Vice-Chairman. A request for nominations for chairman resulted in Cllr Spenceley proposing Cllr Dixon. Cllr Douglass seconded this proposal and meeting agreed. Cllr Douglass proposed Cllr Catherall as Vice-Chairman, Cllr Dixon seconded, and meeting agreed. Cllr Dixon then took the chair.	
3	Declarations of Interests relating to items on the agenda and dispensations: - None were recorded.	
4	Terms of Reference: - Draft terms of reference had been circulated and discussion took place regarding amendments. The updated draft is appended to these minutes and will be presented to Full Council at its meeting on 15 th October for ratification.	VT
5	<p>General Maintenance Issues:-</p> <p><u>5.1 Grass cutting contract 2020 -</u> Committee were aware that changes were required to the current specification. It was agreed that the Chairman, Clerk and RFO would meet with the current contractor to gauge his views. Revisions would then be made to the new tendering documentation. Cllr Catherall to confirm works required prior to Remembrance Day. Committee also approved to underwrite the costs of the additional poppies, on proposition of Cllr Catherall, seconded Cllr Douglass.</p> <p><u>5.2 Tree Inspection</u> – The last tree inspection took place in 2014. It was agreed quotes be obtained.</p> <p><u>5.3 Appointment of Ranger</u> – The Clerk and RFO had circulated a proposal for the appointment of a ranger to undertake the smaller maintenance issues throughout Bassingbourn-cum-Kneesworth. It was anticipated that a set number of hours per month be allocated. Committee generally supported the proposal and members suggested additional works which could be added. On the proposal of Cllr Hodge, seconded Cllr Douglass it was agreed Chairman, Clerk and RFO work on the list of duties. The post would need advertising.</p>	SD/ VT/ BI VT SD/ VT/ BI VT

	<p><u>5.4 Cemetery shrub area project</u> – Clerk raised the issue of the shrub area (remembrance section) requiring attention. This together with Wellhead springs, and the cemetery in general to be the subject of further discussion with the Conservation Group.</p> <p>Cllrs Spenceley and White left at this point at 8.50 pm.</p>	SD
6	<p>Play areas: -</p> <p><u>6.1 Inspection Reports</u> – Chairman updated committee on current system for the weekly inspection of the play areas, for which a report is submitted. Committee agreed that play area inspections be the subject of a separate contract which the Clerk and RFO will draft.</p> <p><u>6.2 Update on Community shelters</u> – Chairman updated committee on costs, positioning and planning requirements for such a shelter. After further discussion regarding lack of youth facilities, Committee agreed that Chairman and Cllr Hodge draft a plan for a public meeting in order to gauge residents' views.</p> <p><u>6.3 Recycling bins</u> – Cllr Douglass had nothing further to report on this. Clerk to contact Environmental Services.</p> <p>Cllr Geraghty left at this point at 9.20 pm</p> <p><u>6.4 Seats</u> – A survey had been undertaken by Cllrs Hallett, Catherall and Freeman. Further consideration to be given to any necessary works. Cllr Freeman held the view that a new bench at the very least, was required in Spring Lane. After discussion Clerk to investigate provision of a bus shelter.</p>	VT/ BI SD/ HH VT MH/ VT VT
7	<p>Pavilion Working Group: -</p> <p>Cllr Douglass reported that fundraising had started with the garden party, and the quiz night which will have raised between £100 and £200.</p>	ED
	<p>There being no further business the meeting closed at 9.30 pm.</p> <p>Signed Chairman 13th November 2019</p>	

Dates of Meetings :-

13th November; 11th December.

2020 – 8th January; 12th February; 11th March; 8th April; 13th May; 10th June; 8th July; 12th August; 9th September; 14th October; 11th November; 9th December.

Bassingbourn-cum -Kneesworth Parish Council

Minutes of Amenities Committee Meeting held on the 13th November 2019

Present : Cllrs Dixon (Chairman); Catherall; Douglass and Geraghty. Mrs V Tookey was in attendance as Clerk, and Mrs B Isherwood as R.FO. Cllr Hallett was also present.

Two members of the public were present to seek information regarding the footpath from the Cala Homes development into Elbourn Way Play Area. Following discussion it appeared Committee only seemed to have the same information as the residents – who then left the meeting.

1	Apologies for absence were received from Cllr Hirtzel (work commitment) and Cllrs Hodge and Freeman (due to personal commitments).	
2	Declarations of Interests relating to items on the agenda and dispensations:- none were declared.	
3	<p>General Maintenance Issues:-</p> <p><u>3.1 Grass cutting contract 2020-2022</u> Clerk and RFO had circulated a revised tender specification following a meeting with the current contractor. The footpath at the Clunch Pit is to be added. Footpath issues could be dealt with under the Traffic and Travel Working Group. Wildflower areas are being discussed by the Conservation Working Group. Committee agreed that when the tender documents were sent to contractors that their views/suggestions be sought regarding wildflower planting and to ask for two quotes covering both options.</p> <p><u>3.2 Tree Inspection</u> Clerk reported that three quotes had been circulated, one which allowed for digital mapping for further consideration. Clerk to obtain further quotes.</p> <p><u>3.3 Cemetery Entrance and driveway</u> 3.3.1 Committee noted that the paving between the chapels was in a dangerous state and cleaning works had been authorized. 3.3.2 Committee discussed the state of the driveway which requires considerable works. This is considered to be a long-term project. 3.3.3 The sign needs revising but may be also redesigning. Visual to be provided for Cllr Sams advice.</p> <p><u>3.4 Signage on Recreation Areas</u> New signage was discussed and agreed. Clerk to write to resident from park Close who is allowing dogs to foul the new play area. Park Close play equipment to be added to the Asset Register and Insurance. Committee heard a report of an accident on the play area which had not been formally recorded. Committee were advised that moles and badgers were prevalent on the recreation ground. Discussion regarding the replacement tree from the Football Club resulted in the clerk being asked to write asking when this was likely to be planted.</p> <p><u>3.5 Church Hedge</u> Chairman and Clerk had met with the PCC who wish to have the hedge removed at their cost. As the church is within the Conservation Area planning permission will be required. At the moment the parish council is responsible for the maintenance of the hedge which is problematical because it surrounds a metal railed fence. The Council would be responsible for the maintenance of the metal railings.</p> <p><u>3.6 CCTV</u> Committee discussed the merits of CCTV along with the drawbacks. It agreed that Council should look at other ways to deter vandalism and would start by addressing assemblies at the school and college.</p> <p><u>3.7 Memorial Stone approval</u> Committee approved the design and installation of a Memorial stone. Committee also agreed that in future such approvals would be granted by the Clerk.</p>	<p>VT/ BI</p> <p>VT</p> <p>ALL</p> <p>ALL</p> <p>VT</p> <p>SD VT VT/ BI</p> <p>VT</p> <p>SD/ ED</p> <p>VT</p>
4	Play areas:-	

	<p>4.1 Inspection Reports RFO outlined the current situation which was discussed at length. Cllr Catherall proposed, with Cllr Douglass seconding, that the RFO ensures that a certified inspection of the play areas takes place. Committee agreed.</p> <p>4.2 Recycling bins Clerk awaits further information.</p> <p>4.3 Seats Committee agreed that Council should be seeking a programme of either replacement or maintenance of the seats. It was agreed that funding be considered when precept setting. The tree seat on the Recreation Ground is to be removed by Cllr Cathrall.</p> <p>4.4 Park Close installation Chairman reported that the installation was now complete. Clerk to seek a new litter bin. A "No dogs" sign to be erected. It was also agreed to ascertain whether RoSPA were required to "sign off" the installation.</p>	<p>BI</p> <p>VT</p> <p>PC</p> <p>PC</p> <p>SD/ VT</p>
5	<p>Elbourn Play Area</p> <p>5.1 Footpath Clerk and District Councillor to endeavour to get more information. Concerns are being expressed regarding the car parking along The Causeway in front of the new housing. In the first instance Clerk to write to the resident. Clerk also to check whether the hedging which has been planted meets the planning requirements.</p> <p>5.2 S106 Monies Chairman to circulate quotes for the equipment proposed for Elbourn Way.</p>	<p>VT/ NC</p> <p>VT</p> <p>SD</p>
6	<p>Youth Facilities- Public Meeting Committee agreed this could be incorporated with the Annual Parish Meeting in May. Councillors to work on the presentation of a variety of information including community shelters, a new m.u.g.a. and a skateboard park.</p>	ALL
7	<p>War Memorial Working Group Discussion took place regarding ongoing maintenance of the area, as well as more input from the Barracks. Committee felt that the Conservation W.G. could look at planting out the area. Committee also noted that the block paving was rising and needed cleaning. It was agreed to ask for £1000 to be put in precept for this work.</p>	ALL
8	<p>Funding requirements Committee agreed that appointment of a Ranger would assist with the minor works which need doing. Committee discussed acquisition of The Limes, and the Pavilion and whether Public works Loans were going to be required. Committee agreed to request a sum of £5000 be included in the precept to allow for replacement of any aged, or damaged play equipment. This sum to also cover the inspections. Committee also agreed that the council's assets need to be maintained and would urge Council to allocate funding for works to the Lodge etc.</p>	ALL
9	<p>Christmas Tree switch on Cllr Douglass updated committee on works in hand. The marquee and band are booked; and the Christmas tree sourced. To aid such events RFO considered that the chairman should receive an allowance. Committee agreed to recommend that this be £200 pa.</p>	ED
	<p>There being no further business the meeting was closed at 9.45 pm.</p> <p>SIGNED : Chairman 11th December 2019</p>	

The agenda may differ at the discretion of the chairman.

Date of Next Meetings: – 2019 11th December
2020

8th January 12th February 11th March 8th April 13th May 10th June 8th July
12th August 9th September 14th October 11th November 9th December

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