

HISTON & IMPINGTON RECREATION GROUND MANAGEMENT COMMITTEE

Minutes of meeting held in Parish Office
Monday, 5 September 2011, at 6.30pm

Present:

Councillors: N S Davies, D V Marston, E Stonham, B S Ing, A Turnbull

User-Representatives: Mr Dudley (Tennis), Mr Franklin (Bowls), Mr Peck (Cricket)

Groundsman: Mr S C Campin

Clerk/Manager: Mrs L M Marsh

Mr Michael Scott, M S Associates Ltd (in part)

183 APOLOGIES FOR ABSENCE

11/183 Cllr M Cleaver, Mr Bradshaw (Histon Hornets)

184 DECLARATIONS OF INTEREST

11/184 Cllr Davies declared a prejudicial interest as Histon Hornets Treasurer and a Manager. Cllr Davies declared a personal interest as a member of Histon Tennis Club and also one of his children is a member of Histon Tennis Club. Cllr Davies also declared a personal interest as Treasurer / Trustee of the Friends of Histon & Impington Recreation Ground. Cllr Ing declared a prejudicial interest as Treasurer of Histon Cricket Club. Cllr Ing declared a personal interest as Trustee of the Friends of Histon & Impington Recreation Ground. Mr Dudley declared a personal interest as Trustee of the Friends of Histon & Impington Recreation Ground.

185 MINUTES OF MANAGEMENT MEETING 28 JUNE 2011

11/185 Minutes of the meeting 28 June 2011 accepted as a true record and signed by the Chairman.

186 MATTERS ARISING

11/186 11/172.3 Outdoor Gym. All works now completed by Wickstead. Final payment of grant not yet received, Clerk to contact SCDC.
11/172.3 TCLandscapes. Two posts lowered on sail shelter to allow rain water to run away. Retention of 2.5% now paid. Final I&E for play area to be produced, it was suggested that this be published in H&I Courier.
11/173 Free use of hardcourt by Tennis Club junior members. Usage not as high as expected, advertising discussed.
11/178.3 Floodlight to improve lighting on MUGA. As lighting work to commence on 12 September, Clerk and Mr Dudley to meet with contractor and enquire whether it would be possible to re-direct light from hardcourt.
11/180 Walkabout. Noted that Friends had received donation for bench. Meeting to be arranged to discuss benches and notices. Perimeter path markers - Mr Campin to obtain sample 'grass tufts' and make enquires where tufts have been used to ascertain effectiveness.

187 CLUB MATTERS

11/187.1 Tennis Club. Mr Dudley reported that the club had enjoyed a good summer season. Committee meeting due.
11/187.2 Cricket Club. Mr Peck reported that the club had had a good season and second cricket pitch had been well used. The ground had hosted several County matches and 20/20 tournaments.
11/187.3 Bowls Club. Mr Franklin reported the club had had a successful season and membership remained constant. Budget for additional litter bin within bowls area had not been identified and it was agreed to include in budgets for 2012-13.

- 11/187.4 Histon Hornets. Email received thanking those involved and the Committee for their support regarding the HH annual 5-a-side tournament. Mr Campin informed the meeting that seven home matches were due to be played on 10 September (all morning kick-offs) and parking would be an issue. Cllr Davies felt Barclay's car park may be available as currently used for HFC matches.
- 11/187.5 Croquet Club. Pitches well used. Mr Campin reported that there may be issues over next few weeks with start of football season.

188 HOMEFIELD PARK

- 11/188.1 Report from Cllr Turnbull copied to all, appendix 1. Report detailed completion of paths, ongoing tree works and increased use of the park by village groups, notably Histon Early Years Centre. A formal request received from HEYC to use the park as their base in a new initiative to become a 'Forest School'; key features being:
- use of woodland setting
 - high ratio of adults to children
 - curriculum linked to national curriculum and foundation stage objectives
 - freedom to explore using multiple senses
 - regular contact for the children with the forest school over a significant period of time
- Recommendation: To approve the request and support this initiative. Proposed Cllr Ing, seconded Cllr Stonham and agreed. The meeting expressed thanks to Cllr Turnbull. It was suggested that if this initiative proved successful, the infants and junior schools be invited to use the park.
- 11/188.2 Cllr Turnbull and the Clerk to liaise regarding budgets for 2012-13.

189 HEALTH AND SAFETY

- 11/189.1 Notes from sub-group meeting copied to all, appendix 2. Notes covered priorities for 2011-12, goal post safety; fire risk assessment; boarding for roof space following fire alarm inspection, quotes being sought; community events risk assessments; play area and outdoor gym checks and storage of council equipment.
- 11/189.2 Costs for additional lighting to MUGA received from existing contractor for £4,789.00+vat. Clerk provided updated estimates for income and expenditure to 31.3.12. Works to install CCTV and car park lighting due to commence week beginning 12 September and Cllr Davies felt this lighting should be installed while contractor onsite. Proposed Cllr Stonham, seconded Cllr Marston, with all in favour to accept quote for additional lighting.

190 CHRISTMAS LIGHTS AT RECREATION GROUND

- 11/190 Cllr Stonham had made contact with various contractors and suggested that a switched 15amp supply outlet could be used for this and other outdoor events. Proposed lights to be on a timer. Cllr Stonham to provide a specification to enable quotes to be sought. Friends of H&IRG to fund proposed Christmas lights.

191 LEASED LAND

- 11/191 Current lease on 8.5 acres of land at recreation ground expires 5 July 2036. Cllr Davies informed the meeting that the lease had been extended in 2006, but there was no secure tenure. Any future grant applications would require a lease of at least 25 years. Cllr Ing stressed appropriate timing of any request to Chivers Farms. Agreed to review in 12 months.

192 CORRESPONDENCE

- 11/192 None received.

193 GROUNDSMAN'S REPORT

- 11/194.1 Groundsman's report copied to all, appendix 3. Included report on continuing problems with rabbits; further wasps nests found, pest control to be contacted; drainage trenches to be 'topped up' by 10 September; spikes removed from chain harrows (stored by MUGA) following complaint received. Mr Campin also reported that the increasing amount of dogs being brought to the ground was becoming a problem and requested if the clubs could highlight the issue on their websites. Notices would be considered at proposed meeting (see min. 186).

194 FINANCE AND ADMINISTRATION

- 11/194.1 To confirm payment of retrospective accounts paid since 28 June 2011, proposed Cllr Stonham, seconded Cllr Ing and agreed:
- British Gas** electricity account **£234.08** + vat £46.82 = £280.90
- Cambs Drainage Co** 'top up' drainage runs x 2 **£2,700.00** + vat £540.00 = £3,240.00
- Travis Perkins** paint, hammer etc. **£63.49** + vat £12.69 = £76.18
- Sutcliffe Play** replacement parts for Circuit Climber (removed by persons unknown) **£85.71** + vat £17.14 = £102.85
- P A Collacott & Co** remedial electrical works following annual inspection **£239.51** + vat £47.90 = £287.41
- CSA** toilet rolls, liquid sop **£35.83** + vat £7.17 = £43.00
- Buckingham & Stanley** **£28.65** + vat £5.73 = £34.38
- L M Dewar Cleaning Services** recreation centre (June) **£260.06**
- PEM VAT Services** vat advice / annual adjustment **£400.00** + vat £80.00 = £480.00
- HPC** B/Card reimbursement – stamps **£57.63**
- Site & Maintenance Services** repairs to 36" Dennis mower **£75.00** + vat £15.00 = £90.00
- Total Sports Plus** RAC, Multi sports coach (June) **£160.00**
- H&IRG** RAC, MUGA hire IVC and Jnr Sch hockey **£37.50**
- Site & Maintenance Services** H/Park removal of tarmac **£200.00** + vat £40.00 = £240.00
- Administration M4** **£5,123.72**
- Munro Building Services** replace washer and ball valve in disabled toilet, loss of hot water to kitchen **£384.18** + vat £76.84 = £461.02
- British Gas** gas account **£254.10** + vat £12.70 = £266.80
- IOG** winter pitch maintenance course **£200.00** + vat £40.00 = £240.00
- Rob Furlong** RAC, hockey coach (May to July) **£315.00**
- Rhodri Furlong** RAC, hockey coach (May and June) **£52.50**
- Giffords Recycling** cushion fall safety surfacing 'top up' under play equipment **£247.50** + vat £49.50 = £297.00
- Gerry Whitfield** IIA audit fee 2010-11 **£223.95**
- Mower People** repairs to 36" Dennis mower **£665.09** + vat £133.02 = £798.11
- I A Levitt** 12 New Road - remedial work to windows **£56.86**
- Saffron Insurance** insurance cover for 'Power-roll' cricket roller **£547.28**
- Moore Stephens** annual audit fee 2010-11 **£875.00** + vat £175.00 = £1,050.00
- CamAlarms** Fire alarm service, replace one smoke sensor **£117.00** + vat £23.40 = £140.40
- H&IRG** RAC, MUGA hire IVC and Jnr Sch hockey (July) **£37.50**
- Site & Maintenance Services** H/Park, installation of paths **£3,791.00** + vat £758.20 = £4,549.20
- CSA** toilet rolls, paper towels **£74.82** + vat £14.96 = £89.78
- Buckingham & Stanley** **£13.45** + vat £2.69 = £16.14
- L M Dewar Cleaning Services** recreation centre (July) **£188.96**
- British Telecom** office **£74.10** + vat £14.82 = 388.92
- Site & Maintenance Services** H/Park, increased costs in hours and materials **£525.50** + vat £105.10 = £630.60
- TCLandscapes Ltd** PAP, 2.5% retention payment for play area **£1,488.13** + vat £260.42 = £1,748.55
- Administration M5** **£5,023.46**

P A Collacott & Co replace coin meter on floodlights at MUGA **£226.20** + vat £45.24 = £271.44

Camtile Ltd 12 New Road - replace broken tiles on extension and lead flashing to abutment **£160.00** + vat £32.00 = £192.00

Site & Maintenance Services grind down spikes on chain harrows (instructed by Groundsman – H&S issue) **£98.00** + vat £19.60 = £117.

- 11/194.2 Accounts paid in 21.6.11 to 23.8.11: ground takings £1,725.44; recreation centre rent £1,287.49; sports court income £981.29; vat refund £9,032.07; co-ordinator income £94.17; bank interest £109.12; grants (Football Foundation) £4,681.00
- 11/194.3 Budget comparison for Qtr 1 copied to all, appendix 4.
- 11/194.4 Clerk's report copied to all, appendix 5. Covering: ASB; annual services and water treatments and quote requested for remedial work; complaint regarding parking problems from regular hirer; replacement immersion heater for 'mega-flow'; new coin meter fitted to MUGA floodlights; report received from PEM VAT services - full vat recovery made for 2010-11 tax year.
- 11/194.5 Moore Stephens. Unqualified audit certificate received, no matters of concern.
- 11/194.6 Independent Internal Auditor's report copied to all. No matters of concern.
- 11/194.7 Diamond Jubilee Weekend June 2012. Cllr Davies advised the meeting that 5 days of events were being planned on the recreation ground commencing on Friday, 1 June 2012. Location of proposed marquee to be agreed. Olympic Event 6 July 2012. Event to be organised by Friends of H&IRG from 4pm onwards; Cllr Davies had obtained the loan of a 1948 Olympic Torch from Loughborough School Museum to be used at the event.

195 ITEMS FOR FUTURE AGENDA

- 11/195 Grass mound area on CPA, Recreation Ground website, review of Recreation Ground Strategy & Vision 2011 – 2013.

196 12 NEW ROAD

(Part of Item not 'In Committee')

- 11/196.1 Glazing. Cllr Levitt had suggested acoustic double glazed units with 'AquaMac' seal. Cost to carry out this work to master bedroom to ensure this is the correct course of action £116.00 plus labour. Agreed to proceed and review at next meeting.
Aerials. CCTV and lighting contractor to install at cost of £65.00.

197 DATE OF NEXT MEETINGS

- 11/197 24 October 2011 at 6.30pm – Management Meeting
28 November 2011 at 7.30pm – Management Meeting

Mr Campin, Mr Dudley, Mr Franklin and Mr Peck left the meeting

This part of the meeting closed at 7.40pm

Signed.....

Date.....