

Minutes of Histon & Impington Parish Council Recreation Committee
Parish Office, New Road, Impington
Monday, 28 November 2016 at 7.30pm

Recreation Committee Minutes

Membership: 5 + 2 ex-officio, 4 User-Representatives

Quorum: 3 Parish Councillors

Agenda No:	Present: Cllrs Steve Carrington, Marian Cleaver, Neil Davies (Chairman), Brian Ing, Ed Stonham Also: Mr Franklin (Bowls), Mr Peck (Cricket), Mrs Fidler (Tennis Club member) Steve Campin (Groundsman), Lynda Marsh (Clerk/Manager)	
R16/036	APOLOGIES FOR ABSENCE Apologies received from Cllrs Jenkins and Butcher	
R16/037	MEMBERS DECLARATIONS OF INTEREST To receive declaration of pecuniary interest from Councillors for items on the agenda None received. Cllr Davies item 16/047 – non-pecuniary interest (HH Manager) Cllr Ing item 16/047 – non-pecuniary interest (CC President)	
R16/038	PUBLIC PARTICIPATION No public participation	
R16/039	TO APPROVE MINUTES OF MEETING 26 SEPTEMBER 2016 Proposed Cllr Stonham, seconded Cllr Ing and agreed to accept as a true record of the meeting.	
R16/040	MATTERS ARISING <u>Actions List</u> copied to all –appendix 1 16/027 Cricket nets. Useage to be reviewed. Some disappointment expressed that contactor had failed to 'stone pick' area as agreed on completion of project. Nets still required tightening. 16/027 Car park speed bumps. Site plan to be progressed for staggered ramps, noting that gaps would need to accommodate access for the large roller. It was agreed that purchase of ramps be delegated to Clerk and Groundsman; Cllr Carrington offered to work with Mr Campin on a plan.	SC/SC/LM
R16/041	CLUB MATTERS ➤ Tennis Club. No matters to report ➤ Bowls Club. Mr Franklin reported that repairs were required to the automatic watering system on the bowls green; Mr Campin confirmed that the sprinkler heads were leaking and needed replacing. The system had been in place for over 15 years. It was agreed that costs should be responsibility of committee noting that any repair costs had not been factored into Bowls Club annual charge. One quote to hand for £740+vat (dated June 2016). Mr Franklin to obtain updated quote and 2 further quotes for the necessary repairs. Proposed Cllr Ing, seconded Cllr Stronham and agreed that once suitable quotes received the Clerk would refer with Groundsman and be delegated to spend up to £1,000+vat on repairs ➤ Cricket Club. Mr Peck advised that he had stood down as member of cricket club and would therefore resign from committee. ➤ Histon Hornets. Cllr Carrington advised that Mr Bradshaw was no longer a member of HH. ➤ Agenda item for next meeting - Co-option of User Representatives from both Cricket Club and Histon Hornets ➤ The Committee were made aware of the report made to full council on possible Parish Council Committee reorganisation. Opinions were provided that could be taken forward to the recommended Task and Finish group	KF/SC/LM
R16/042	PROPOSED MUGA REFURBISHMENT Report from Cllr Davies and Tender Report copied to all – appendices 2 and 3.	

	<p>Tenders received:</p> <table border="1" data-bbox="240 107 1316 367"> <thead> <tr> <th>Tender</th> <th>Offer</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Dura-Sport</td> <td>41,900.00</td> <td>Lowest offer</td> </tr> <tr> <td>Spade Oak Construction Ltd</td> <td>45,270.94</td> <td>Subject to re-measurement</td> </tr> <tr> <td>Artificial Grass [Camb Ltd]</td> <td>50,721.00</td> <td>An alternative expensive surface offered additional offer</td> </tr> <tr> <td>Agripower Contracts Ltd</td> <td>51,767.00</td> <td></td> </tr> <tr> <td>Play Innovations</td> <td>55,848.60</td> <td>Various more expensive alternatives offered</td> </tr> <tr> <td>Blakedown Sports & Play</td> <td></td> <td>No offer submitted</td> </tr> <tr> <td>Smith Construction Ltd</td> <td></td> <td>No offer submitted</td> </tr> </tbody> </table> <p>Questions invited / points raised:</p> <ul style="list-style-type: none"> ➤ Would experience with previous project (cricket nets) influence choice of contractor; noted some issues experienced with interpretation of specification at management level although company representative and workforce very accommodating ➤ More proactive project management would be essential and clearer understanding of specification. Contract Manager would be required to make regular site visits and produce full scope of works ➤ Surface details to be confirmed, additional samples requested from Dura-Sport and meeting TBC when received. <p>Cllr Ing proposed: <i>'that Dura-Sport be selected as preferred contractor subject to Michael Scott Associates Ltd closely controlling the delivery of the contract and subject to satisfactory assurances that the proposed surface is fit for purpose'</i> seconded Cllr Stonham and agreed.</p> <p>It was further proposed Cllr Cleaver, seconded Cllr Carrington and agreed that the Committee Chairman and Clerk finalise a business plan to include the agreed preferred contractor for presentation at FLA Committee on 5 December.</p>	Tender	Offer	Comments	Dura-Sport	41,900.00	Lowest offer	Spade Oak Construction Ltd	45,270.94	Subject to re-measurement	Artificial Grass [Camb Ltd]	50,721.00	An alternative expensive surface offered additional offer	Agripower Contracts Ltd	51,767.00		Play Innovations	55,848.60	Various more expensive alternatives offered	Blakedown Sports & Play		No offer submitted	Smith Construction Ltd		No offer submitted	
Tender	Offer	Comments																								
Dura-Sport	41,900.00	Lowest offer																								
Spade Oak Construction Ltd	45,270.94	Subject to re-measurement																								
Artificial Grass [Camb Ltd]	50,721.00	An alternative expensive surface offered additional offer																								
Agripower Contracts Ltd	51,767.00																									
Play Innovations	55,848.60	Various more expensive alternatives offered																								
Blakedown Sports & Play		No offer submitted																								
Smith Construction Ltd		No offer submitted																								
R16/043	<p>RECREATION GROUND PUMP RENOVATION</p> <p>Report from Cllr Davies copied to all – appendix 4 Noted Friends of H&IR had agreed a donation of £1,150.</p> <p>The purpose of the report was to inform committee of current position and obtain members views on location of proposed seating. Concerns raised that seating in the vicinity of the pump may attract young people to an area of the recreation ground which has already experienced much vandalism of the perimeter fence. Following discussion on whether to have seating or not and ground cover options it was agreed that phase 1 of the renovation project:</p> <ul style="list-style-type: none"> ➤ Area to be cleared ➤ Restoration of pump ➤ Provision of slabbed area, drain and notice board ➤ 2 backless benches along fence (use subject to review in say 6 months) ➤ Grassed area to include grasscrete <p>Meeting TBA with contractor. It was stressed that a clear understanding of any works specification would be required before any work commenced. Project to be managed by Recreation Committee although funded by FOR and a Co-Op grant (amount will not be known until April 2017). Phase 2 to be agreed at a later date.</p>																									
R16/044	<p>SPORT DEVELOPMENT</p> <p>Report from Cllr Davies copied to all – appendix 5 Report documented development over past 10 years including successful development in new sports and activities; provision for well being activities. Report to be updated to include installation of 2nd cricket square, increase in Histon Hornet teams, installation of gym equipment and circulated to Councillors.</p>																									
R16/045	<p>PLAY AREA</p> <p>Report copied to all – appendix 6. Report included:</p> <ul style="list-style-type: none"> ➤ Recreation Ground. Quotes received to replace sail shelter posts with galvanised lamp columns and replace foot bridge with recycled plastic: Gaskin Brothers £2,165+vat, Site & Maintenance £3,074+vat. Recommendation to accept quote from Gaskin Brothers, to be funded from any surplus play area budget, with balance from specified reserves. Agreed. ➤ South Road. Concerns raised regarding roundabout. Risk assessment carried out; guidance received from City Council Recreation Technical Officer. Noted that this 																									

	piece of equipment had been transferred from The Green play area and any further repairs unviable. Agreed to remove and dispose of roundabout. Suggestion and costs for replacement item for next meeting.	LM
R16/046	OPERATIONS REPORT Report copied to all – appendix 7 Replacement pedestrian trailer required. Costs obtained for 4 wheeled replacement Barrow & Trailer Co £621.92+vat, Machine Mart £629.16+vat. Proposed Cllr Davies, seconded Cllr Ing and agreed to purchase replacement trailer at best price.	
R16/047	FINANCE REPORT <ul style="list-style-type: none"> ➤ Quarter 2 budget report copied to all for information – appendix 8a. ➤ Budgets 2017/18 report copied to all – appendix 8b. Revenue expenditure expected £39,050, income expected £36,031. Capital expenditure request (specified reserves) £10,000 to include £1,000 for any hardcourt requirements. Noted increase in pavilion maintenance budget due to age of building, cleaning requirements to be reviewed. Net request £13,019, £1,466 decrease on 2016/17. Proposed Cllr Stonham, seconded Cllr Carrington and agreed that net request of £13,019 be forwarded to FLA Committee for consideration. N.B. unknown capital bid items may arise e.g. South Road play equipment / further replacement fence work at recreation ground. ➤ Sports Club and Facility Charges 2017/18 report copied to all – appendix 8c. Sports Club charges increase of 2%. Included new charge for cricket net hire (can be reviewed) and noted first increases in most facility charges since 2009. Proposed Cllr Stomham, seconded Cllr Davies and agreed to accept charges as detailed in schedule. 	
R16/048	COMMUNITY PARK PROJECT (MILTON ROAD) Cllr Davies updated Committee and advised Working Party working with Flagship Housing and landowners on a conditional purchase agreement. A stakeholder event was planned for February, on the condition that proposed conditional purchase agreement was proceeding. Cllr Davies advised that Parish Council may need to consider improvements to drainage and car parking in the future.	
R16/049	HOW TO COMMUNICATE MEETING DISCUSSIONS / ITEMS FOR NEXT AGENDA Co-Option of User representatives from Cricket club and Histon Hornets Sport Development report to go on website and regular agenda item Item for Newsletter on South Road roundabout	
R16/050	DATE OF NEXT MEETING Proposed Monday, 23 January 2017	
	Meeting closed at 9.20pm	

DRAFT