

**Minutes of Histon & Impington Parish Council Recreation Committee
Via Zoom**

**Monday, 2 November 2020 at 7.30pm
Recreation Committee Minutes**

Membership: 6 + 2 ex-officio, 4 User-Representatives

Quorum: 3 Parish Councillors

Agenda No:	Present: Cllrs Neil Davies (Chair), Brian Ing, David Jenkins, Yvonne Murray (ex-officio) Mrs Jane Fidler (Tennis Club), Joe Uttridge (Cricket Club), Martin Kirkup (Histon Hornets) Lynda Marsh (Clerk/Manager), also Theresa King, Amelia Luck Steve Campin (Groundsman)	
R20/022	APOLOGIES FOR ABSENCE Cllrs Payne and Stonham. Cllr Cleaver was absent	
R20/023	MEMBERS DECLARATIONS OF INTEREST Cllr Ing – President, Histon Cricket Club (non-pecuniary) item no. 20/031 Cllr Davies - HH Manager item no. 20/031, and Charity Manager, Friends H&I Community (both non-pecuniary)	
R20/024	PUBLIC PARTICIPATION None present	
R20/025	TO APPROVE MINUTES OF THE MEETING HELD 28 SEPTEMBER 2020 Proposed Cllr Ing, seconded Cllr Murray and agreed to accept as a true record of the meeting	
R20/026	MATTERS ARISING <u>Actions List</u> copied to all – appendix 1	
026.1	<u>19/021</u> Neighbourhood Plan. Cllr Jenkins to re-circulate project list. Committee to develop plan for progressing or otherwise: P1 'creation of new formal sports space', P8 'provide more meeting places for young people' and P11 'enhance use of existing community facilities and encourage additional provision to meet needs'. Noted Manorial Waste site (youth shelter) currently closed due to School Hill re-development.	Comm
026.2	<u>20/005</u> 3G provision. Meeting with IVC due 3.11.20 to request update.	NSD
026.3	<u>20/016.4</u> Club Charges. Request from Croquet Club to reduce further. Committee considered request but felt that the agreed revised charge should stand, noting continued play throughout September and October, plus use outside normal playing season. N.B. the pitch had continued to be maintained throughout with soil and fertilizers being provided.	
026.4	<u>20/017</u> Review of Community Needs. Cllr Ing advised that project team of 4 members appointed (BSI, NSD, YM, AC) and requested recommendations on who to approach from outside Council as additional members. Cllr Ing advised intention to approach Clubs and County Associations for data on team sports both in and out of the villages and also advised that full Council had ' <i>expressed the need for a community survey and not just data gathering from select sources, a document sent to every household in the village would quantify the project. Project group to revise delivery to include survey and report back at next meeting</i> '. Cllr Davies suggested a meeting be arranged to agree a way forward.	BSI/NSD YM/AC
026.5	<u>20/019.3</u> Meeting with HFC arranged for 5.11.20 to discuss boundary fence.	NSD
R20/027	CLUB MATTERS	
027.1	Tennis Club. Club data to be forwarded to Cllr Ing. Noted that upgrade of tennis court perimeter fence was itemised in 3 year plan.	
027.2	Cricket Club. Mr Uttridge advised intention of club to purchase electronic score box for next season and would require storage. Cllr Jenkins advised that Club should approach Committee with proposal in the first instance, so decision could be made. Noting planning permission would be required, Cllr Ing offered to assist with application. Cllr Murray raised concern regarding amount of individual storage facilities around the recreation ground.	
027.3	Histon Hornets. Mr Kirkup advised Club waiting for clarity from FA regarding impending lockdown. Following some discussion it was agreed that in line with latest Government guidelines, all sports facilities at the recreation ground would be closed from Thursday, 5 November until further notice and until further Government guidance received.	
027.4	Friends H&I Community. Charity Manager had advised a list of provisional dates for	

	community events for 2021-22 and acknowledged all were totally dependent on Covid-19 situation at that time.	
R20/028 028.1 028.2	<p>CHAIRMAN'S REPORT AND REFLECTIONS (agenda item taken at end of meeting) Report copied to all – appendix 2.</p> <p>Cllr Davies reported that this was the last meeting for Mrs Marsh who was retiring from post after some 24 years. Cllr Davies expressed his personal thanks and appreciation for her input and commitment over the years. Those present also expressed their thanks.</p> <p>Cllr Davies suggested holding an informal workshop later in the month to identify short and long term projects and review the updated 3 year plan; noting this should tie in with the Neighbourhood Plan. Cllr Davies felt that continued investment was required to maintain the facilities to their current high standard. Items highlighted in report:</p> <ul style="list-style-type: none"> o Car park size, including drainage issues/improvements o Tennis courts – replace current courts with artificial floodlit courts o Council Compound – present facility tight for space, no staff rest room for any staff o Extension of current lease o Impact of other new sports facility developments in the community o Effect and impact of changing sports demographics <p>Informal workshop via Zoom arranged for Monday, 30 November, with open invite to all Parish staff and user-representatives.</p>	
R20/029	<p>WASHING FACILITIES FOR GROUND STAFF Report from Cllr Murray copied to all – appendix 3. Requirement for washing facilities for groundstaff has been highlighted, to meet with H&S regulations. A specific H&S policy may be required for entire Parish Council staff team. Report covered: <i>Short-term requirement: 'Basins of a size with immediate hot water to allow the ground staff team to wash their arms as soon as required. 2 basins to be installed plus a hot-water heating system in the compound shed.'</i> <i>Longer-term Requirement: some years ago the need for a permanent 'site office' or 'staff room' was highlighted with access to all washing facilities for the ground staff and office team. This requirement has not gone away, in fact it is more necessary at this time due to</i></p> <ol style="list-style-type: none"> 1. <i>the increase in the formal sports facilities and use of the recreation ground,</i> 2. <i>the increase in the scope of work undertaken by the Parish Ranger in the village.</i> 3. <i>The impact of COVID-19 on the work of HIPC staff teams</i> <p><i>Histon & Impington Parish Council have significant feedback on the excellent support provided by our ground staff team for items 1 & 2 above. To enable this best practice to continue and the village to remain clean, safe and a primary sports provider we need to ensure our teams are fully supported in their work.</i></p> <p>It was agreed that Cllr Murray work with ground staff to obtain quotes for the short term solution; quotes to be presented to the next meeting or November full Council if available at that time, for agreement or delegation.</p>	YM/SC/ MC
R20/030 030.1 030.2	<p>OPERATIONS REPORT Copied to all – appendix 4. Covering:</p> <p>030.1 Community Room – risk assessment carried with regard re-opening, further review in December; contract cleaner engaged. PAT Testing carried out – replacement batteries for emergency lights and replacement lights in officials changing rooms required. Annual lightening protection test and 50% fire alarm tests carried out.</p> <p>030.2 12 New Road Update. Report received from structural engineer following trial pit inspection of support pillars at front porch area. Further movement noted. 2 quotes to date for both required tree works to remove vegetation (as advised) and building repair works. Further quote for building work expected. Once quotes received agenda item for November full Council meeting.</p>	Full Council
R20/031 031.1 031.2	<p>FINANCE REPORT</p> <p>031.1 Committee budgets to date copied to all – appendix 5. Cllr Murray queried whether a skatepark project was likely, Cllr Davies advised that this issue had been visited several times over many years and a suitable venue had yet to be identified. Noted the Committee would support any training opportunities for the new Assistant Groundsman/Ranger</p> <p>031.2 Proposed Budgets 2021-2022 copied to all – appendix 6. Cllr Davies pointed out that the imminent 4 week lockdown would have some impact on the figures. Cllr Jenkins suggested</p>	

031.3	<p>that the committee should assume a similar situation for 2021 as this year due to Covid-19 . Noted increase in request of some 8% on actual for 2019-20 largely due to £3k CPP budget request for 2021-22 (actual 2019-20 £47,289, expenditure budget request 2021-22 £51,340). Suggested future sinking funds should include allocation for tree works. Budget agreed subject to 2% increase – see 031.3</p> <p>Sports Club and Facility Charges. Report copied to all – appendix 7. It was initially proposed no increase for 2021-22. Following discussion on:</p> <ul style="list-style-type: none"> o Increasing staff costs and running costs of facilities o Quality of facilities o The wish to continue to improve services o Effect year on year if increases not incremental <p>It was therefore proposed Cllr Jenkins, seconded Cllr Murray to increase charges by 2% in line with inflation; as Cllrs Davies and Ing did not vote making this proposal inquorate, confirmation of recommendation to be confirmed at full council.</p> <p>Facility Charges not discussed at this time due to current restrictions and unknown future use.</p>	Full Council
031.4	<p>3 Year Plan. Copies to all – appendix 8. Having reviewed plan, Cllr Davies suggested some items be deleted and identify items that can be achieved, with quotes being obtained, noting procedure to be followed.</p> <ul style="list-style-type: none"> o Front loading bucked to tractor – delete. Not needed t present time o Re-design kitchen layout – delete. Alternative catering facilities discussed, possibly joint venture with all users which could possibly include additional storage o Bowls green fence. Agreed in poor state but concern raised over status of club. Groundsman felt some form of barrier required to protect green, ideally with 'weld-mesh' fencing. Quotes on file to be refreshed. o Solar panels. Cllr Murray felt the principle was good and suggested grouping pavilion items together o Triple ride mower. Groundsman felt purchase would enable 'in-house' cutting at burial ground and on The Green o Landscaping at recreation ground. Suggestions would be welcome, possibly trees along Fieldstead Road boundary. Agreed to reduce budget to £2k per year. <p>Document to be amended for next meeting when priorities would be discussed.</p>	
R20/032	<p>DATE OF NEXT MEETINGS Dates of next meetings proposed as 25 January 2021, 22 March 2021 and 24 May 2021</p>	
	<p>Meeting closed at 9pm</p> <p>Appendices attached: Appendix 1 – Actions List Appendix 2 – Chairman’s Report and Reflections – Cllr Davies Appendix 3 – Report on Wash Room Facilities – Cllr Murray Appendix 4 – Operations Report Appendix 5 – Committee Budgets to Date Appendix 6 – Proposed Budgets 2021-22 Appendix 7 – Proposed Sports Club and Facility Charges Appendix 8 – 3 Year Plan</p>	

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