

Minutes of a meeting of the **Recreational & Cemetery Committee of Bingham Town Council** held in **The Old Court House, Church Street, Bingham**, on **Tuesday, 26th November, 2013**, at **7.00 p.m.**

**PRESENT:**

Councillor J. Stockwood - Chairman  
 " P. Abbey  
 " Mrs. A. Bryan  
 " G. Davidson

**ALSO IN ATTENDANCE:**

Councillor M. Barham  
 3 Members of the Public

**1.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:**

Apologies for Absence and Acceptance were received from Councillors Mrs. T. Kerry and F. Purdue-Horan.

**2.00 DECLARATIONS OF INTEREST:**

There were no Declarations of Interest received.

**3.00 MINUTES:**

The Minutes of the meeting held on the 24th September, 2013, having been circulated prior to the meeting, were taken as read, approved and signed by the Chairman as a correct record.

**4.00 MATTERS ARISING (FOR INFORMATION ONLY):**

The Chairman gave an update on Rushcliffe Borough Council's Leisure Strategy.

**5.00 ACTION POINTS:**

See Appendix 'A'.

**6.00 MATTERS RELATING TO PLAYINGFIELDS, PLAY AREAS AND OPEN SPACES:**

01 Wynhill Sports Ground – Update on Meeting Held on the 9th October, 2013, with Representatives of the Rugby Club ( Appendix 'B')

See Appendix 'B'. It was also agreed to assist with pitch maintenance costs subject to the Rugby Club accepting revised lease terms in relation to pitch maintenance and other matters. The notes of the meeting were agreed.

Continued...../

Minutes of a meeting of the **Recreational & Cemetery Committee** of **Bingham Town Council** held in **The Old Court House, Church Street, Bingham**, on **Tuesday, 26th November, 2013**, at **7.00 p.m.** continued.....

**6.00 MATTERS RELATING TO PLAYINGFIELDS, PLAY AREAS AND OPEN SPACES continued.....**

**02 Butt Field Sports Ground – Update on Meeting Held on the 23rd October, 2013, with Representatives of Butt Field Sports Clubs (Appendix 'C')**

It was agreed to assist with pitch maintenance costs, subject to Butt Field Sports Clubs accepting revised lease terms in relation to the standard of pitch maintenance and other matters. The notes of the meeting were agreed and the Clerk confirmed that monthly payments were now being received for pitch maintenance.

**03 Correspondence About Anti-Social Behaviour at Carnarvon Play Area (Previously Circulated)**

The Chairman gave a brief summary of complaint and actions taken since receipt of the complaint, and suggested a noise assessment could be requested for the area.

Standing Orders were suspended to allow a resident to speak.

The resident expressed his concerns and requested that the goal-end screen be moved further away from the boundary of the play area.

Standing Orders were reinstated.

Councillors agreed to a site meeting with the resident.

**7.00 MATTERS RELATING TO ALLOTMENTS:**

**01 Update on Vandalism and Theft of Produce from Allotments**

In view of the above and as a deterrent, it was agreed to lock the single gate to prevent unauthorised access.

**8.00 MATTERS RELATING TO THE CEMETERY AND CHURCHYARD:**

**01 Summary of Progress on the Review of Cemetery Rules**

The Chairman confirmed that the consultation was in progress and that the noticeboard had been erected at the cemetery. A petition had been presented at Full Council, and once the consultation period had finished, Councillors would address the responses and agree the way forward.

**02 The Clerk was investigating the correct procedures in relation to checking of headstones, and it was noted that a formal inspection of headstones had been undertaken in 2004.**

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**9.00** **RISKS WHICH FALL UNDER THE RECREATIONAL & CEMETERY COMMITTEE'S REMIT:**

The Chairman reported on the risk of unauthorised encampment on Bingham Town Council's land. It was noted that this was deemed as a low risk. However, this may not always be the situation. It was also noted that Butt Field Sports Clubs are responsible for ensuring that the barrier to Butt Field is kept locked. The Committee will progress any necessary future action.

**10.00** **RECREATIONAL & CEMETERY BUDGETS FOR 2014/2015, INCLUDING ANNUAL REVIEW OF ALLOTMENT AND CEMETERY CHARGES - APPENDIX 'D'**

- 01 Allotments
- 02 Cemetery
- 03 Recreation, including Butt Field Sports Ground

The attached 2014/2015 budgets were recommended along with the following:-

- Cemetery burial fees to be increased by £40.00 from the 1st April, 2014, due to an increase in grave-digging costs.
- The allotment charges and other cemetery charges to remain the same after comparative figures were considered.
- The Sports Pitch Maintenance Budget is for pitch work on Butt Field.
- Pitch works at the rugby club site are to be taken from General Reserve.
- The Recreation Reserve was £11,288 at the 1st April, 2013. This reserve is for the purpose of renewing ageing play equipment, recreating a teen play area, adding equipment for older people and providing any new equipment at Mill Hill. The Chairman noted that the current rate of accumulation of reserves meant it would be many years before the purposes could be delivered.
- The outstanding grant offer of £2,500.00 towards pitch irrigation works at Butt Field would be funded from General Reserves in the same way as other grants.

**11.00** **CORRESPONDENCE:**

- 01 Friends of Bingham Linear Park

The Minutes of the meetings held in October and November, 2013, were presented.

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**11.00**    **CORRESPONDENCE** continued.....

02    Linear Walk Steps

A letter of thanks which had been received regarding the above was noted.

03    Cemetery

The police had confirmed that no evidence of drugs had ever been noted at the cemetery.

04    Air Rifles on B.T.C. Land

The police had responded to an enquiry in relation to the above on Bingham Town Council's land.

05    Nottinghamshire County Council

The Clerk confirmed receipt of a Diversion & Definitive Map and Statement Modification Order 2013 regarding Footpath 11.

As there was no further business to discuss, the meeting closed at 8.55 p.m.

.....  
CHAIRMAN.

Date: .....

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**ACTION POINTS:**

<b>FOLIO REF.</b>	<b>DETAILS</b>	<b>ACTION TO BE TAKEN</b>
Matters Arising	Toothill School – Proposed Footpath Diversion Consultation.	To date no official footpath diversion has been submitted to N.C.C.
	Tree Maintenance	Work underway.
	Planned Maintenance of Play Areas	To develop planned maintenance programme.
6517 Item 7.01 6 <sup>th</sup> June 2011.	Cemetery seats to be rubbed down	Commenced - Good results.
Folio 6560	B.F.S.C. – Purchase of kitchen equipment.	All monies spent.
Folio 6560	B.F.S.C. – New water supply	B.F.S.C. applying for additional grants.
Folio 6688	Free-Running facilities	Awaiting response from Toothill.
Folio 6688	R.B.C. Leisure Strategy	Awaiting R.B.C. progress on the strategy.
Folio 6721	B.F.S.C. – Reviewing of lease to include access road; wind turbine and old pavilion.	Meeting held 23 <sup>rd</sup> Oct. 2013
Folio 6722	Wallenfels - Disabled parking and possible closure of access to footpath at end of Mallard Close.	On-going – Awaiting response from N.C.C.
Folio 6723	Rugby Club – Review of lease	Meeting held 9th October, 2013
Folio 6971/7.01	Contaminated Land	Awaiting responses from Network Rail/Crown Estate.
Folio 6972/7.01	N.C.C. Land at Wynhill for Allotments	On-going. B.T.C.'s interest registered at N.C.C.
	Seat at Wychwood Road Play Area	In place.
	Cemetery Rules & Regulations, including noticeboard.	The noticeboard is in place. Consultation ongoing.
	Request for mirrors on cemetery drive	On-going

Continued...../

DATE AND TIME OF MEETING:	9 <sup>th</sup> October 2013 7pm to 8pm
NATURE OF MEETING:	Meeting with BRUFC
IN ATTENDANCE:	Councillors J. Stockwood, P. Abbey BRUFC representatives J. Mitton, J.Perry
DECLARATIONS OF INTEREST:	None

		TO BE ACTIONED BY
1.	<b>Apologies – None</b>	
2.	<p>JS began the meeting by welcoming the attendees and outlining items for discussion. These were;</p> <ul style="list-style-type: none"> <li>• Progress of the BRUFC <u>grant application</u> to Notts. County Council for pavilion works</li> <li>• BRUFC request for a <u>longer lease</u></li> <li>• The scheduled <u>rent reviews</u> as described in the lease</li> <li>• Including the <u>car park</u> in the lease as a responsibility of BRUFC</li> <li>• BRUFC request to <u>remember Bob Buchanan</u></li> <li>• BRUFC request for assistance with <u>pitch maintenance</u> works</li> <li>• JP added that BRUFC would also like to discuss <u>extra flood lights</u></li> </ul>	
3.	<p><u>Grant application</u> NCC had again deferred a decision on the BRUFC grant application, along with deferring other applications. The decision is now deferred until early November. The meeting agreed that BRUFC would keep the town clerk updated on progress of the grant application.</p>	BRUFC
4.	<p><u>Longer lease</u> BRUFC would like to have a lease period of at least 25 years outstanding as this is a matter grant giving bodies look for. BTC to consider a longer lease period in a <i>renewed lease</i> along with other matters identified in these notes</p>	BTC
5.	<p><u>Rent reviews</u> JS noted that the initial rent of £500 per annum had not been increased since the year 2000 and the 5 year rent reviews had not occurred. BRUFC were willing to pay the rent as appropriate but felt it was the responsibility of BTC to inform them of rent reviews BTC to calculate a new initial rent in a <i>renewed lease</i> based on the value if the rent reviews had occurred as set in the original lease</p>	BTC
6.	<p><u>Car park</u> JS noted that with the installation of the car park barrier, BRUFC now controls access to the car park and should include the car park as part of their responsibilities BRUFC representatives felt that opening and closing the barrier is a burden to them and it was only installed for the benefit of BTC. BTC viewed the barrier as assisting BRUFC in preventing unauthorized activities on the premises as defined in the lease as a responsibility of BRUFC. BRUFC would consider including the car park in their responsibilities in a renewed lease, but would first want to assess the condition of the car park prior to taking responsibility for it. BTC to include the car park in a <i>renewed lease</i> for discussion with BRUFC</p>	BRUFC BTC

7.	<p><u>Remember Bob Buchanan</u></p> <p>BRUFC outlined their request to remember Bob Buchanan as described in recent correspondence to BTC</p> <p>The meeting discussed issues relating to renaming the whole building</p> <p>BRUFC agreed to provide drawing and description of plaque to be installed above lounge entrance to identify the lounge as the 'Bob Buchanan Lounge'</p>	<b>BRUFC</b>
8.	<p><u>Pitch Maintenance</u></p> <p>JS noted <i>section 5 Council's Covenants</i> in the lease that state BTC is only required to "mow all grassed areas" and that any further pitch works were at the discretion of BTC.</p> <p>BRUFC acknowledged, and were grateful for, the support of BTC and RBC councillors in the funds given to support BRUFC projects.</p> <p>The meeting referred to the Progress Quote for works for Bingham Rugby Club.</p> <p>BRUFC indicated their intention to fund Option 2 for over-seeding at a cost of £600.</p> <p>BRUFC requested any assistance BTC could provide to fund the following works;</p> <p>£430 Vertidrain 1 main rugby pitch and training area alongside Butt Field after the sporting season had finished</p> <p>£480 (variable) for addition of topsoil to sunken areas on training pitch</p> <p>£1440 for 3x£480 for seasonal fertilizer in Spring, Summer and Autumn alongside works at Butt Field</p> <p>JP and JM indicated they understood this would be a one-off request and not an annual request for works. They would have to confirm this with Mr. C. Packer, another BRUFC representative.</p> <p>BRUFC to confirm that the works are a one-off request, triggered by increased use of the single training area.</p> <p>BTC to consider BRUFC request for financial assistance for pitch maintenance works as part of BTC budget-setting process</p>	<b>BRUFC</b>         <b>BTC</b>
9.	<p><u>Extra flood lights</u></p> <p>JP outlined BRUFC project to provide extra flood lighting to extend area used in evening training sessions. The current lighting limits training to adjacent to the pavilion. Additional lighting would illuminate a larger area for training and so reduce the intensity of use of the training area. The intensity of use of the training area is a contributing factor for the need for pitch maintenance works to maintain it.</p> <p>JS noted that he recalled that parish councils receive a small discount on fees for planning applications</p> <p>BRUFC to keep town clerk updated on any planning application they would like BTC to submit</p> <p>In response to JP request for advice, JS noted main issue with planning application for flood lights is the impact on the amenity of neighbouring properties</p> <p>BTC to note the BRUFC project for extra flood lighting at the next Recreational &amp; Cemetery Committee meeting</p>	<b>BRUFC</b>         <b>BTC</b>
10.	The meeting closed at 8pm	

<b>DATE AND TIME OF MEETING:</b>	23 <sup>rd</sup> October 2013 7pm to 8.05pm
<b>NATURE OF MEETING:</b>	Meeting with BFWG
<b>IN ATTENDANCE:</b>	Councillors J. Stockwood, P. Abbey, A. Harvey BFSC representatives C. Branson, S. McRobie, B. Carrington, P. Maylard-Mason
<b>DECLARATIONS OF INTEREST:</b>	None

		TO BE ACTIONED BY
1.	<b>Apologies</b> – Cllr. G. Davidson	
2.	<p>JS began the meeting by welcoming the attendees and outlining items for discussion. These were;</p> <ul style="list-style-type: none"> <li>• <u>Matters from the previous meeting of 27<sup>th</sup> November 2012</u> <ul style="list-style-type: none"> <li>○ <u>Grounds Maintenance</u></li> <li>○ <u>Kitchen Equipment</u> and <u>Water Supply</u> grants</li> <li>○ <u>Lease Amendments</u></li> <li>○ <u>Old Pavilion</u></li> <li>○ <u>Pitch Barriers</u></li> <li>○ <u>Floodlights</u></li> </ul> </li> <li>• Keeping the <u>Car Park Barrier</u> locked</li> <li>• <u>BFSC payments for 2013/2014</u></li> <li>• <u>Thanking BFSC</u> for their efforts</li> <li>• <u>BFSC Pitch Maintenance</u> request and BFSC grass cutting contribution</li> <li>• Network Rail pedestrian <u>bridge</u> improvements at the Railway Station</li> </ul>	
3.	<p><u>Matters from the previous meeting</u></p> <p><u>Grounds Maintenance</u> SM reported that the order for topping up of drains was still outstanding and currently not required. BTC could therefore cancel the outstanding Fineturf order.</p> <p><u>Kitchen Equipment Grant</u> The kitchen equipment grant balance was now spent.</p> <p><u>Water Supply Grant</u> BFSC would still like to receive this grant of £2500 from BTC when BFSC proceed with this project at some point in the future .</p> <p><u>Lease Amendments</u> BTC to arrange updating the lease as described in the notes of the previous meeting. CB raised his strong concerns over BFSC taking liability for the access road/car park and drive due to long term cost of maintaining these facilities to the current standard</p> <p><u>Old Pavilion</u> BFSC have improved the pavilion.</p> <p><u>Pitch Barriers</u> BFSC are continuing to pursue this project and will report to a future meeting</p> <p><u>Floodlights</u> This project is progressing with planning permission granted and the lights on</p>	<p><b>BTC</b></p> <p><b>Both</b></p> <p><b>Both</b></p> <p><b>BFSC</b></p> <p><b>BFSC</b></p>



	order.	
4.	<p><u>Car Park Barrier</u>  JS emphasized the importance of keeping the barrier locked. While BFSC may not wish to take responsibility for the car park, BTC was exposed to the risk of unauthorized access and encampment each time BFSC leave the barrier unlocked. BFSC outlined their problem of padlocks being taken and their plans to weld the padlock to a chain attached to the barrier.</p>	BFSC
5.	<p><u>Payments for 2013/2014</u>  JS noted that the rent and grass cutting contribution from BFSC were outstanding with BFSC committed to make a payment after the fireworks event and another by the end of the BTC financial year. CB stated he was newly appointed BFSC treasurer and confirmed BFSC commitment to make the payments either through BFSC funds or the funds of the clubs that form BFSC.  BFSC are using funds for fireworks event and the delay in making payments is due to this temporary cashflow requirement. CB requested that BTC consider allowing BFSC to make monthly payments. BTC to consider this if requested by BFSC.  BFSC to consider suggestion from AH that BFSC purchase event insurance for major events.</p>	Both BFSC
6.	<p><u>Thanking BFSC</u>  JS thanked the BFSC representatives for their efforts in maintaining the facilities at Butt Field as demonstrated during the annual inspection of the pavilion. JS explained that BTC raise issues such as littering, locking the barrier and parking on St. Mary's Road as issues of concern to the residents of Bingham. BFSC acknowledged this.</p>	
7.	<p><u>Pitch Maintenance</u>  Prograss soil sampling this year identified no nutrient deficiency and instead identified main problem is compaction which is addressed by extra vertidrainig.</p> <ul style="list-style-type: none"> <li>• BFSC requested BTC fund the Prograss Quote for Phase 1,2 and 3 vertidrainig, fertilizing and seed pitches for the year at a cost of <u>£8995</u>.</li> <li>• BFSC request additional vertidrainig as per the Prograss Quote for <u>£1400</u></li> <li>• JS noted that last year's quote of £9520 for the year had been supplemented by a later request for <u>£750</u> weed control. BFSC indicated this may be an annual requirement.</li> </ul> <p>In response to a question from PA, BFSC stated their view that the vertidrainig, fertilizing, seeding and weed control would be required on an annual basis for the foreseeable future alongside topping up the drains when necessary.</p> <p>The BFSC request for BTC pitch maintenance 2014/15 is £8995 + £1400 + £750.</p> <p>SM noted that a further treatment from this year's agreed works was due. JS confirmed not all money from £9520 spent, so a further treatment may be outstanding. SM will contact BTC clerk about this.</p> <p>BC explained that the floodlights would illuminate a larger area on the main pitch and that in future, grass cutting would be required to the edges of the main pitch so the full extent of the illuminated area is usable. BC had emailed BTC about this. BTC to include this request when considering next year's grounds maintenance schedule.</p> <p>CB indicated the best time to discuss BFSC contribution to the grass cutting was in May/June when the BFSC and clubs set their budgets. BTC clerk to arrange further meeting of BFWG to in May 2014. For 2014/15 the BFSC contribution is £3067 for the forthcoming year with the acknowledgement from the previous meeting to be addressed in future years.</p> <p>Both parties acknowledged that rent reviews are to occur as stated in the lease.</p>	BTC BTC BTC Both Both
8.	<p><u>Bridge</u>  JS outlined his understanding of the Network Rail project and the need for access across the south end of the training area if the works proceed.</p>	

	<p>BFSC stated their concerns about the continuing need for a fence between the training area and the station to stop footballs from going on the tracks.</p> <p>BFSC stated their concerns that underneath the ramp be fenced off to prevent use as a shelter for loitering individuals intent on anti-social behaviour.</p> <p>BFSC also raised their concerns that the entire training area is needed throughout the winter season and the best time for any works would be after the season and before the spring/summer grass treatments.</p> <p>BTC to include the BFSC concerns when discussing the matter with Network Rail.</p>	<b>BTC</b>
9.	The meeting closed at 8.05pm	

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**Allotments**

	<b>Budget</b>	<b>Budget</b>
	<b>2013/2014</b>	<b>2014/2015</b>
<u>Expenditure</u>		
Rent (1)	375	360
Water charges	500	500
Maintenance (2)	500	500
Tenants rental		
	1375	1360
<u>Less Income</u>		
Rent (3)	-1000	-1000
	<b>375</b>	<b>360</b>

**Cemetery/Church Yard**

	<b>Budget</b>	<b>Budget</b>
	<b>2013/2014</b>	<b>2014/2015</b>
<u>Expenditure</u>		
Rates	530	600
Water/drainage	250	250
Grave Digging	1500	1500
Electricity	500	500
Maintenance	500	500
Memorials	1000	1000
	4280	4350
<u>Less Income</u>		
Fees & Memorials	-5000	-5000
	<b>-720</b>	<b>-650</b>

**Recreation**

	<b>Budget</b>	<b>Budget</b>
	<b>2013/2014</b>	<b>2014/2015</b>
<u>Expenditure</u>		
Play Area/ Open space Maint.	4500	4500
Tree/Shrubbery Maint.	2500	2500
Rent	175	175
Sports Pitch Maintenance	12000	12000
Trans to Recreation Equipment Reserve	6000	6000
	<b>25175</b>	<b>25175</b>
Less Income		
Play Area Inc	0	0
Rents	-1000	-1000
Pitch works contribution	-3067	-3067
Wayleaves	-120	-120
	<b>20988</b>	<b>20988</b>