

Minutes of a meeting of the **Recreational & Cemetery Committee** of **Bingham Town Council** held in **The Old Court House, Church Street, Bingham**, on **Tuesday, 24th November, 2015**, at **7.00 p.m.**

**PRESENT:**

Councillor J. Stockwood - Chairman  
 " J. Ferguson  
 " A. Harvey  
 " Mrs. S. Orr

**IN ATTENDANCE:**

Councillor Mrs. A. Langford  
 1 Press

**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 22nd September, 2015, 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):**

01 Community Payback Scheme

Under this scheme, play equipment and fences have been painted, paths/shrubbery tidied in the play areas and are now assisting with cemetery maintenance. The grass on all of the cemetery paths is being trimmed back; noting, there is already edging to the paths which is just not currently visible. A contractor has been appointed to power-wash the memorial tower.

02 Car Parking spaces on Gardner's Close

Whilst these can be used by allotment holders they are not dedicated Allotment Holder spaces.

Continued...../

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**4.00 MATTERS ARISING (FOR INFORMATION ONLY) continued.....**

03 Friend's of Bingham Cemetery

Two people have volunteered and The Clerk has informed them that in the Spring a meeting will be arranged to discuss the way forward.

04 Rotary Club sponsored dog walk on Linear Walk

Unfortunately this November event has been cancelled.

05 Allotment Association Grant aid

Letter of thanks received.

**5.00 CLERK'S UPDATE:**

Refer to Appendix 'A'.

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

01 Butt Field Working Group - Update

The Chairman updated members on the Butt Field Working Group meeting held immediately prior to the Recreational & Cemetery Committee meeting (notes attached, Appendix 'B', refers).

Butt Field Sports Clubs are requesting a budget of £8,000.00 for sports pitch maintenance, and are investigating a capital project to cover drainage issues with the new pitches. The project is estimated at costing £15,000.00 (either £5,000.00 for three years or £15,000.00 if the work is undertaken in one year). Butt Fields Sports Clubs are to provide full details of the project for the Policy & Resources Committee meeting and Councillors also confirmed that a technical report would be required.

06 Butt Field Sports Pavilion – Annual Inspection Report

Refer to attached report Appendix 'C'. B.F.S.C. confirmed all matters raised would be addressed.

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**7.00**     **MATTERS RELATING TO RECOMMENDATIONS IN TREE SURGEON'S REPORT:**

Refer to summary attached Appendix 'D'.

It was agreed to **RECOMMEND**

medium risks to be undertaken and the remaining budget to be spent on low risks at the Clerk's discretion. Clerk to enquire on crown reduction of trees around the church tower.

**8.00**     **RECREATIONAL & CEMETERY BUDGETS FOR 2016/2017, INCLUDING ANNUAL REVIEW OF ALLOTMENT AND CEMETERY CHARGES:**

Before setting the budgets, Councillors discussed both the allotment and cemetery charges and it was agreed that these remain the same for 2016/2017. It was noted that comparisons with local cemetery and allotment charges were made. A suggestion was also put forward that, due to cemetery space, only Bingham residents should be interred. Clerk to investigate. Enquiries to be made regarding the Community Chest providing funds for new play areas.

It was agreed to **RECOMMEND**

Allotments, Cemetery and Recreation budgets as per attached Appendix 'E'.

**9.00**     **CORRESPONDENCE:**

01     Friends of Linear Park

Receipt of Minutes from the Friends of Linear Park was noted.

As there was no further business to discuss, the meeting closed at 8.20 p.m.

CHAIRMAN .....

Date .....

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| DETAILS  | ACTION TO BE TAKEN   |
|--|--|
| Outdoor facilities for all ages  | <ul style="list-style-type: none"> <li>- Assess existing facilities</li> <li>- Consult on usage</li> <li>- Develop improvement plan</li> </ul> |
| Standards of maintenance of Council-maintained land, including the Linear Park | Develop maintenance plan   |
| Toothill School – Proposed footpath diversion                                  | Respond to N.C.C. consultations.   |
| R.B.C. Leisure Strategy  | Awaiting R.B.C. progress on the strategy.  |
| Future of the contaminated land  | Awaiting Tesco development that may improve access to land.  |
| N.C.C. Land at Wynhill for allotments and/or Nature Reserve or Scout Base      | N.C.C. confirmed its land at Wynhill was in process of being assessed for sale as development land, i.e. maximum price.                        |
| Proposed Scout Base  | Awaiting further information from Scouts.  |
| Linear Walk Presentation Board & Twinning Sign etc.                            | Awaiting further information from FLP  |

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, 24th November, 2015**, at **7.00 p.m.** continued.....

|                                  |  |
|----------------------------------|--|
| <b>DATE AND TIME OF MEETING:</b> | <b>24th October 2015 6pm</b>   |
| <b>NATURE OF MEETING:</b>        | <b>Meeting with BFWG</b>   |
| <b>IN ATTENDANCE:</b>            | <b>Councillors J. Stockwood,<br/>BFSC representatives C. Branson, B. Carrington,<br/>P.Maylard-Mason &amp; G.Hutchison</b> |
| <b>DECLARATIONS OF INTEREST:</b> | <b>None</b>  |

|    |  | <b>TO BE<br/>ACTIONED<br/>BY</b> |
|----|--|----------------------------------|
| 1. | <b>Apologies</b> – Cllr. T.Kerry   |                                  |
| 2. | JS began the meeting by welcoming the attendees and presented the notes on the previous meeting held 20 <sup>th</sup> October 2014. These were acknowledged.   |                                  |
| 3. | <u>Pitch Work Maintenance for 2016/2017</u><br>BFSC confirmed they had obtained a quote for a selection of works and they would prioritise essential maintenance works up to a budget of £8,000 for 2016/2017 pitch works.<br>BFSC reported there were drainage issues with new pitches and a capital programme of works was being investigated. An estimate of the costs was £15k be that if undertaken over 3 yrs. would be £5k per yr. or all in first year. BFSC would provide all necessary supporting documentation for Policy & Resources Cttee. in December. |                                  |
| 4. | JS confirmed BTC would be responsible for grass cutting as in previous years.  |                                  |
| 5. | <u>Maintenance Contributions</u><br>BFSC confirmed they were committed to their contribution of £3067. (a standing order had been set up & Clerk reported there were no problems in relation to the monthly payments.)   |                                  |
| 6. | <u>Lease</u><br>The wind turbine wasn't working at present & investigations were in hand to confirm if it was just the battery. Income generated from the wind turbine was negligible.   |                                  |
| 7. | Annual Inspection – This had been undertaken recently (refer to copy attached) and BFSC would address any issues.  |                                  |
| 8. | <u>Bridge</u><br>No further development re Network Rail & the bridge. It is linked with Tesco's planning application therefore until Tesco progress their application there will not be any movement from Network Rail.  |                                  |
| 9. | The meeting closed at 6.50pm   |                                  |

Minutes of a meeting of the **Recreational & Cemetery Committee** of **Bingham Town Council** held in **The Old Court House, Church Street, Bingham**, on **Tuesday, 24th November, 2015**, at **7.00 p.m.** continued.....

**ANNUAL INSPECTION REPORT**

|                                   |  |
|-----------------------------------|--|
| <b>NAME OF AREA/BUILDING ETC.</b> | BUTT FIELD SPORTS PAVILION & GROUNDS                   |
| <b>OFFICIALS IN ATTENDANCE</b>    | MAYOR GD, CLERK LH & Liz Hutchison opened the building |

|                                   |  |
|-----------------------------------|--|
| <b>NAME OF AREA/BUILDING ETC.</b> | BUTT FIELD SPORTS PAVILION & GROUNDS         |
| <b>OFFICIALS IN ATTENDANCE</b>    | CLERK LH & Liz Hutchison opened the building |

|                         |   |
|-------------------------|---|
| <b>FIRST IMPRESSION</b> | Generally appears well kept, no major problems.<br>No major problems with Banners on fence. |
|-------------------------|---|

|  |  |
|--|--|
| <b>DETAILS</b>   |  |
| <b>EXTERIOR :</b>  |  |
| General state of paintwork, windows                            | Still in a good condition no obvious broken windows. Gazebo appears to be a substantial structure with wooden roof. Remedial work on old pavilion looked good.   |
| <b>GROUND</b> s including car park areas                       | Generally clean & tidy; beer barrels outside ready for collection along with bread baskets.  |
| <b>INTERIOR</b>  |  |
| Fixtures & fittings, cupboards, lighting, changing facilities, | <p>No major problems with bar just a lick of paint when next decorating. Changing room 8 contained outdoor griddle and Twinning Association Seats which obviously prevent showers from being used &amp; showers from being cleaned and there is a large water mark on base of shower area. Water supply should be tested for legionella as in previous years.</p> <p><b>Plant room had surplus gear in it which was not acceptable and should be removed immediately. Refer to last year's inspection sheet.</b></p> <p><b>Concerns over cable for OHP attached to light and looped from one light to the next. LH to request electrical inspection documentation &amp; whether or not 5 yrly. inspection undertaken.</b></p> <p>Kitchen was cluttered with bread cobs, whilst still sealed in original plastic bags were openly in plastic boxes &amp; on work surfaces, assurances given that RBC Graham Cox inspected recently. Defrosted bags of chips were in fridges therefore obviously should be disposed of as they had now thawed. Note RBC Food Standards score rated 4 out of 5. Current kitchen operative leaves 28.11.15 and major cleaning of kitchen to be undertaken December 2015 to include steam cleaning, disinfecting, servicing of appliances, cleaning of tiles etc. Note cupboard door requires repairing. Ladies toilets required cleaning.</p> <p><b>Outdoor storeroom with Viessman plant should be cleared so plant was easily accessible and not cluttered up with surplus fridge/freezer, wood off cuts etc. These to be removed immediately.</b></p> <p>Outdoor storeroom 2 – general storage area which if tidier would allow additional storage.</p> |

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**Bingham, on Tuesday, 24th November, 2015, at 7.00 p.m.** continued.....

**ANNUAL INSPECTION REPORT continued.....**

|  |  |
|--|--|
| <b>DETAILS</b>                                 |  |
| <b>INTERIOR</b>                                |  |
| Contents ie. tables, chairs,                   | Carpet tiles required cleaning & as per last year's inspection was supposed to be undertaken twice a year.<br>Chairs and tables appeared to be reasonable; query whether or not they should be stored in electricity power room. |
| Fire escapes, extinguishers, certificates etc. | Insurance certificate on display had expired May 2015. New one requires displaying.<br>LH to confirm if all fire extinguisher testing been undertaken.   |
| Health & Safety procedures                     | First aid box available and emergency action plan was in place. HSE Poster displayed.  |

|  |                  |   |  |
|--|------------------|---|--|
| <b>SIGNATURE<br/>ON BEHALF OF<br/>ORGANISATION</b> | <b>L.HOLLAND</b> | <b>SIGNATURE<br/>ON BEHALF OF<br/>BTC</b> |  |
| <b>DATE</b>  | <b>10.11.15</b>  | <b>DATE</b>                               |  |

Continued...../

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**SUMMARY OF ANNUAL TREE SURVEY REPORT**

| REPORT PAGE NUMBER | LOCATION               | DETAIL                               | COST | TOTAL BY RISK FACTOR |
|--------------------|------------------------|--------------------------------------|------|----------------------|
| <b>MEDIUM RISK</b> |                        |                                      |      |                      |
| 4                  | Wychwood Rd. Play Area | Remove deadwood Ash trees            | 75   |                      |
| 5                  | Wychwood Rd. Play Area | Remove dead horse chestnut           | 60   |                      |
| 6                  | Wynhill Sports Ground  | Remove dead willow                   | 113  |                      |
| 10                 | Churchyard             | Remove deadwood London Plane         | 150  | <b>398</b>           |
| <b>LOW RISK</b>    |                        |                                      |      |                      |
| 4                  | Wychwood Rd. Play Area | Remove 3 dead rowan trees            | 68   |                      |
| 5                  | Wychwood Rd. Play Area | Sycamore & cherr plum remove suckers | 30   |                      |
| 5                  | Soundbund              | 3 x elms to be removed               | 225  |                      |
| 5                  | Soundbund              | Ash & sweet chestnut remove deadwood | 75   |                      |
| 6                  | Wynhill Sports Ground  | Remove dead elm                      | 30   |                      |
| 6                  | Wynhill Sports Ground  | Remove dead elm                      | 75   |                      |
| 6                  | Wynhill Sports Ground  | Crown lift ash                       | 75   |                      |
| 6                  | Wynhill Sports Ground  | Repollard willow every 2 yrs.        | 1575 | **                   |
| 7                  | Allotments             | large ash - ring ivy                 | 45   |                      |
| 7                  | Linear Walk            | Fell small sycamore etc.             | 75   |                      |
| 8                  | Linear Walk            | Remove fire damage from ash          | 150  |                      |
| 8                  | Linear Walk            | Remove dying sycamore                | 60   |                      |
| 8                  | Linear Walk            | Target prune ash & hawthorn          | 75   |                      |
| 8                  | Linear Walk            | Target prune ash & hawthorn          | 75   |                      |
| 8                  | Linear Walk            | Ring ivy on leaning trees            | 113  |                      |
| 8                  | Linear Walk            | Fell dying ash                       | 56   |                      |
| 9                  | Tythby Road            | Ring ivy on oak (west)               | 23   |                      |
| 9                  | Tythby Road            | crown lift road side trees (east)    | 75   |                      |
| 9                  | Tythby Road            | remove deadwood & ivy various        | 75   |                      |
| 10                 | Churchyard             | Lime & holly remove deadwood         | 113  |                      |
| 10                 | Churchyard             | Crown Limes (north)                  | 150  |                      |
| 10                 | Langtry Gardens        | Crown lift & remove deadwood         | 188  |                      |
| 11                 | Cemetery               | Lime etc. remove deadwood            | 188  |                      |
| 11                 | Cemetery               | Beech remove deadwood                | 75   |                      |



|    |          |                               |     |             |
|----|----------|-------------------------------|-----|-------------|
| 11 | Cemetery | Remove dead sorbus            | 30  |             |
| 11 | Cemetery | Crown lift Cherries (west)    | 75  |             |
| 11 | Cemetery | Oak & birch remove deadwood   | 75  |             |
| 11 | Cemetery | Remove broken branches deodar | 150 | <b>4019</b> |

**NONE SAFETY WORK MERELY NEIGHBOURS' CONCERNS**

|   |                        |                                |       |            |
|---|------------------------|--------------------------------|-------|------------|
| 5 | Wychwood Rd. Play Area | 2 x cherry crown thin & reduce | 263   |            |
| 9 | rear 24 Chaworth Rd.   | Trim back overhanging branches | 225   | *          |
|   |                        | or remove healthy tree         | 300   | *          |
|   |                        |                                | <hr/> | <hr/>      |
|   |                        |                                |       | <b>563</b> |

DRAFT

\* £300 included in total

\*\* some of this work may have been undertaken

**4980**

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## 2016/2017 BUDGETS RECOMMENDATIONS

| <b>Recreation</b>                     | <b>Budget<br/>2015/2016</b> | <b>Actual<br/>@<br/>30-Sep-<br/>15</b> | <b>Estimated<br/>31-Mar-<br/>16</b> | <b>Budget<br/>2016/2017</b> |
|---------------------------------------|-----------------------------|--|-------------------------------------|-----------------------------|
| <u>Expenditure</u>                    |                             |  |                                     |                             |
| Play Area/ Open space Maint.          | 4500                        | 3,533                                  | 5500                                | 6000                        |
| Tree/Shrubbery Maint.                 | 2500                        | 150                                    | 2500                                | 4000                        |
| Rent                                  | 175                         | 175                                    | 175                                 | 175                         |
| Sports Pitch Maintenance              | 8000                        | 7,535                                  | 7535                                | 8000                        |
| Trans to Recreation Equipment Reserve | 15877                       |  | 15877                               | 10000                       |
|                                       | <b>31052</b>                | <b>11,393</b>                          | <b>31587</b>                        | <b>28175</b>                |
| <u>Less Income</u>                    |                             |  |                                     |                             |
| Rents                                 | -1100                       |  | -1100                               | -1100                       |
| Pitch works contribution              | -3067                       | -1,537                                 | -3067                               | -3067                       |
| Wayleaves                             | -120                        | -175                                   | -175                                | -120                        |
|                                       | <b>26765</b>                | <b>9,681</b>                           | <b>27245</b>                        | <b>23888</b>                |

| <b>Allotments</b>  | <b>Budget<br/>2015/2016</b> | <b>Actual<br/>@<br/>30-Sep-<br/>15</b> | <b>Estimated<br/>31-Mar-<br/>16</b> | <b>Budget<br/>2016/2017</b> |
|--------------------|-----------------------------|--|-------------------------------------|-----------------------------|
| <u>Expenditure</u> |                             |  |                                     |                             |
| Rent (1)           | 360                         | 329                                    | 329                                 | 360                         |
| Water charges      | 500                         | 335                                    | 400                                 | 500                         |
| Maintenance (2)    | 500                         |  | 100                                 | 500                         |
| Tenants rental     |                             |  |                                     |                             |
|                    | <b>1360</b>                 | <b>664</b>                             | <b>829</b>                          | <b>1360</b>                 |
| <u>Less Income</u> |                             |  |                                     |                             |
| Rent (3)           | -1000                       | -33                                    | -1000                               | -1000                       |
|                    | <b>360</b>                  | <b>631</b>                             | <b>-171</b>                         | <b>360</b>                  |

**Cemetery/Church Yard**

Expenditure

Rates

Water/drainage

Grave Digging

Electricity

Maintenance

Memorials

Less Income

Fees & Memorials

| <b>Budget<br/>2015/2016</b> | <b>Actual<br/>@<br/>30-Sep-<br/>15</b> | <b>Estimated<br/>31-Mar-<br/>16</b> | <b>Budget<br/>2016/2017</b> |
|-----------------------------|--|-------------------------------------|-----------------------------|
| 600                         | 352                                    | 600                                 | 600                         |
| 250                         | 111                                    | 250                                 | 250                         |
| 1500                        | 760                                    | 1500                                | 1500                        |
| 500                         | 39                                     | 100                                 | 500                         |
| 500                         | 3340                                   | 4000                                | 500                         |
| 1000                        | 51                                     | 250                                 | 1000                        |
| 4350                        | 4653                                   | 6700                                | 4350                        |
| -5000                       | -4993                                  | -7500                               | -7500                       |
| <b>-650</b>                 | <b>-340</b>                            | <b>-800</b>                         | <b>-3150</b>                |