

Minutes of a meeting of the Recreation and Amenities Committee, of Bingham Town Council, held in the Council Chamber at The Hall, Methodist Centre, Bingham, on Tuesday 22 January 2019 at 7.00pm

PRESENT:

Councillors: J Stockwood (Chair), Jane Costello, F Purdue-Horan, P Moskwa, and G Williams

Officers: S Pyke (Clerk) and J Riddle (Deputy Clerk)

Public: 6 including Lee Sycamore, the Town Council's play park consultant (for part of the meeting only) and Councillors Jim Costello and A Shelton

1. APOLOGIES FOR ABSENCE

An apology for absence was received and accepted from Councillor S Orr, due to a prior commitment.

2. DECLARATIONS OF INTEREST

Councillor G Williams declared an interest in item 6 as a member of the Rugby Club and item 8 as a member of the Twinning Association.

Councillor P Moskwa declared an interest in items 4 and 5 as Chair of the Bingham Community Parks Project and item 8 as a member of the Rugby Club.

Councillor F Purdue-Horan declared an interest in the Local Improvement Scheme as a County Councillor, in relation to the Playparks.

3. MINUTES

The Minutes of the meeting held on the 13 November 2018, Folios 9107 to 9109, were taken as read, approved and signed by the Chairman as a correct record.

4. UPDATE ON THE PLAYPARK REFURBISHMENT PROGRAMME AND AGREED ACTIONS

Updates were provided by the Town Council's playpark consultant on the parks:

a) Carnarvon Playing Fields

The consultation, engagement, procurement and evaluation provision were completed in November. Proludic Ltd was confirmed as the supplier in December. The preferred design was successfully promoted at the Christmas Fair and a pre-site meeting with representatives from the Town Council, Bingham Community Parks Project and Proludic has been arranged for 30 January 2019. Bingham Town Council is now acting as project manager but two further sites visits, previously agreed, are still available to call on with the play parks consultant during the construction phase, if required.

b) Wychwood Road

The consultation, engagement and procurement service were completed in December 2018 and the land issues are still being pursued by the Town Council. The tender evaluation will

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take place on 30 January 2019 so the preferred supplier would be confirmed after this had taken place, subject to funding and the land title. Funding application deadlines are approaching in February and March. Although the land issue was still outstanding, if these deadlines were missed then Wren could be re-applied for in three months times. The Local Improvement Scheme runs yearly, so it would be hoped that the land issues would be resolved before they would give a final funding decision.

It was agreed that the Clerk would ask the solicitors to approach the Crown Estates to request a letter of comfort, that may help support the funding applications.

c) Cogley Lane

As the play area is on land designated as a Scheduled Monument with Historic England, the consultant has engaged in an approach as to how to proceed. The lease is still to be resolved with the land owners and the Town Council. Historic England offer a free pre-application service that would give an indication of the process that would need to be followed to gain consent to replace the play equipment. For example, consultant archaeological services to complete a watching survey may be required. The results of the pre-application may also provide guidelines to any design limitations that may have to be taken into consideration.

The Committee discussed the updates and it was agreed to

RECOMMEND: funding bids be made to the Local Improvement Scheme and to Wren for Wychwood Road.

RECOMMEND: that a pre-application be completed to Historic England for Cogley Lane.

5. PLAY PARK'S CONSULTANT REVISED FEES AND SCOPE FOR ONGOING SERVICES

It was agreed to **RECOMMEND:** £980 be accepted to secure the services of the playpark consultant for stage 4 of the Wychwood Road procurement process.

6. MATTERS IN RELATION TO THE RUGBY CLUB

Members of the Rugby Club updated the Committee regarding the items for discussion.

a) Progress of the new lease

The lease is with solicitors and would be signed by the Rugby Club whose status is changing to a limited liability company. The new lease is required to assist with funding applications for improvements.

b) Request from the Archery Club

The Committee were re-assured that the Rugby Club had met with the Archery Club and all safety concerns had been discussed and the Rugby Club were satisfied that it was safe. All risk assessments would be checked by the Town Clerk as the Town Council is the land owner.

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It was agreed to **RECOMMEND:** that the Town Council has no objection to the Archery Club using the Rugby Club facilities or land.

c) Request for an additional container for storage

An additional container to store the Archery equipment was requested. It was confirmed that it would be sited in between the other containers already on site.

It was agreed to **RECOMMEND:** that permission for the additional container be granted and added to the planning application for the current containers.

d) Request from a circus

This request was no longer required as the Rugby Club confirmed that with the drainage issues, no heavy goods vehicles could be allowed on site.

e) Quotation for architect

The Rugby Club had agreed to costs of £1,500 for a measured Building Survey. The Rugby Club would meet these costs. The Committee were invited to attend the meeting with the architect on 25 January 2019. It was agreed that Councillor Stockwood would attend on the Committee's behalf.

Further costs of £2,500, were requested for a more detailed feasibility/sketch scheme. The Committee discussed that the architect had been recommended by the Rugby Football Union (RFU) and was providing a specialist service so their services could proceed without the usual requirement of obtaining 3 quotations. Having previously agreed to support the re-development of the site, it was agreed to

RECOMMEND: that the Council engage the detailed feasibility scheme at a cost of £2,500 plus VAT.

f) Floodlights update

The Rugby Club confirmed that they intent to proceed with a planning application for the floodlights. Which would be funded by grants or the Rugby Club themselves. The light pollution had been confirmed as not extending beyond the pitches, so residents should be reassured.

7. MATTERS IN RELATION TO THE LINEAR PARK

a) A report of the hunt using the steps by the River Smite

It was agreed that a letter be sent to the hunt, politely reminding them that the Linear Park was a permitted right of way.

b) A report of game shooting

It was agreed that letters to the adjacent land owners be sent, asking them to remind shooters on their land that the Linear Park is a permitted right of way and no firearms can be used.

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8. QUOTATIONS FOR THE TWINNING SITE AT THE NOTTINGHAM ROAD ACCESS POINT OF THE LINEAR PARK

Three quotes were considered and it was agreed to

RECOMMEND: that quote 1 for £1,677.50 be accepted for construction and installation of the twinning sign.

The artwork would be arranged to match the existing sign. Toot Hill art department would be approached regarding the work.

9. REVIEW OF THE PROCEDURES IN RELATION TO CEMETERY SPOILS FROM GRAVES

The Council's grave digger spoke in relation to spoils and the current procedures. The procedures were noted in the rules and regulations of the cemetery and were reviewed with the grave digger. It was agreed to

RECOMMEND: that the current Cemetery procedures remain but more clarity be included to offer more insight to families.

10. PROGRESS REPORT ON THE CEMETERY AND FURTHER ACTIONS

The Committee were updated that a ground water risk assessment would need to be completed. The Committee agreed that an increase in out of area fees should be included in the review of the cemetery charges and no interment charge for children up to the age of 12 years old. A full review of the charges and regulations will be completed with information provided on other cemeteries. Consideration needs to be given to the acceptance of non-viable foetus interments.

It was noted that land for a new cemetery will be required in the not too distant future. This could potentially be considered by the neighbourhood plan group.

11. RECOMMENDATION OF BUDGETS FOR THE FORTHCOMING FINANCIAL YEAR (Folios 9176 to 9178)

The draft budget figures were noted by the Committee.

12. IDENTIFYING AMENITIES FOR CONSIDERATION OF THE PROPOSED COMMUNITY INFRASTRUCTURE LEVY

The Committee noted the item.

13. CORRESPONDENCE

- a) Wording of a plaque for an existing bench at Butt Field

It was confirmed that the family had been in touch and were in support of the plaque. The Committee had no objection to the plaque being installed on the bench.

Meeting Closed at: 9.59pm

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CHAIRMAN

Date:

RECOMMENDATIONS:

- Funding bids be made to the Local Improvement Scheme and Wren for Wychwood Road
- A pre-application be completed to Historic England for Cogley Lane.
- £980 be accepted to secure the services of the playpark consultant for stage 4 of the Wychwood Road procurement process.
- No objection be raised to the Archery Club using the Rugby Club facilities or land.
- Permission for the additional container at the Rugby Club be granted and added to the planning application for the current containers.
- The Council engage the detailed feasibility scheme at a cost of £2,500 plus VAT.
- Quote 1 for £1,677.50 be accepted for construction and installation of the twinning sign.
- The current Cemetery procedures remain but more clarity be included to offer more insight to families.

ANY CONFIDENTIAL RECOMMENDATIONS WILL BE CONSIDERED SEPARATELY

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Recreation and Amenities

Allotments

| | Budget 2018/2019 | Estimated 31.03.19 | Draft Budget | Reason for overspend current year | Reason for draft increase or decrease |
|------------------|---------------------|-----------------------|-----------------|---|---|
| 20 Rent | 360 | 360 | 360 | | |
| 21 Water Charges | 250 | 500 | 500 | Dry summer | |
| 22 Maintenance | 500 | 3285 | 4000 | Asbestos removal | Fencing off |
| | 1110 | 4145 | 4860 | | |

Cemetery

| | Budget 2018/2019 | Estimated 31.03.19 | Draft Budget | Reason for overspend current year | Reason for draft increase or decrease |
|-----------------------|---------------------|-----------------------|-----------------|---|---|
| 26 Rates | 650 | 650 | 700 | | Rates to increase |
| 27 Water/Drainage | 300 | 350 | 350 | Dry summer | Last year's costs |
| 28 Grave preparation | 1750 | 2500 | 2750 | Shoring/soil removal | Increase in costs |
| 29 Electricity | 100 | 80 | 100 | | |
| 30 Maintenance | 1000 | 5400 | 4000 | Fencing/bins/skips | Skips/bins/memorial testing |
| 31 Memorials and Fees | 1000 | 3500 | 1000 | 2700 on new kerbs | |
| | 4800 | 12480 | 8900 | | |

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Recreation

| | Budget 2018/2019 | Estimated 31.03.19 | Draft Budget | Reason for overspend current year | Reason for draft increase or decrease |
|---------------------------------|---------------------|-----------------------|-----------------|---|---|
| 35 Linear Park | 1000 | 1000 | 2500 | Fallen Tree removal | Maintenance with FOBLP |
| 36 Trans to Linear Park Reserve | 3000 | 3000 | 3000 | | |
| 37 Play Area/Open Space Maint | 8000 | 7000 | 8000 | | Repairs to Wych/Cogley Lane |
| 38 Rent | 300 | 300 | 300 | | |
| 39 Sports Pitch Maint | 8000 | 15000 | 4000 | Extra agreed | as agreed at last R&A meeting |
| 40 Wayleaves | 0 | 7 | 7 | | |
| 41 Tree/shrub Maint | 4000 | 2500 | 2500 | | Staff completing more |
| 42 Transfer to Recreation Res | 5000 | 5000 | 5000 | | |
| | 29300 | 33807 | 25307 | | |

Recreation Equipment

| | Budget 2018/2019 | Estimated 31.03.19 | Draft Budget | Reason for overspend current year | Reason for draft increase or decrease |
|-------------------------------|---------------------|-----------------------|-----------------|---|---|
| 46 Equipment & Maint | 4500 | 5000 | 7500 | | Equip age & new alternate mower |
| 47 Mobiles | 300 | 600 | 600 | New Mobiles | |
| 48 Vehicle Tax/Insurance | 1500 | 1500 | 1500 | | |
| 49 Fuel | 2500 | 1750 | 1750 | | Gator running on red diesel |
| 50 Trans to Equipment Reserve | 5000 | 5000 | 5000 | | |
| | 13800 | 13850 | 16350 | | |



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| RESERVES | 2018/2019 | | | | | Estimated yr end 2018/2019 |
|-----------------------|--------------------------|--------------------|-------------------------|-------------------------------------|----------------------------|----------------------------|
| | Reserves at 1 April 2018 | Receipts budget | Payments at 30 Dec 2018 | Estimated payments yr end 2018/2019 | Estimated yr end 2018/2019 | |
| Recreation | £ 100,191.00 | £ 5,000.00 | £ - | £ 64,000.00 | £ | 41,191.00 |
| Recreation Equipment | £ - | £ 5,000.00 | £ - | £ - | £ | 5,000.00 |
| Linear Park | £ - | £ 3,000.00 | £ - | £ - | £ | 3,000.00 |
| Depot | £ 25,246.00 | £ - | £ - | £ - | £ | 25,246.00 |
| Reserve Totals | £ 125,437.00 | £ 13,000.00 | £ - | £ 64,000.00 | £ | 74,437.00 |

| | Actual Payments to 30.12.18 | Estimated yr end 2018/2019 |
|--------------------------------------|-----------------------------|----------------------------|
| General Reserve Ringfenced Playparks | £ 25,000.00 | £ 17,405.00 |

NOTES TO CONSIDER

Playparks Consultant Fees for 2019/2020 to be considered in the budget

Budget for Linear Park Twinning Sign to be allocated to a budget once quotes agreed.

Additional £16,000 agreed for the Wychwood Play Park to come out of Recreation Reserve in 2019/2020

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