

**Minutes of the Leisure and Recreation Committee – 6<sup>th</sup> October 2008  
Held at The Brockeridge Centre, Woodend Road, Frampton Cotterell**

**Present:** Mr T Clothier (Chairman) Mrs P Bashford (*part*), Mr B Hendy (*part*), Mr D Hockey, Ms S Kitching (*part*), Mr R Underhill (*part*)

**Also present:** Mrs Z Williams (Clerk)

**Apologies:** Mr B Thomson, Mr D Manfield and Mrs J Rowan

**145 Emergency Evacuation Procedure**

The Chairman drew attention to the emergency evacuation procedure.

**146 Declarations of Interest under the Local Government Act 1972**

None was made.

**147 Confirmation of Minutes**

Following a proposal by Cllr Mrs Bashford, seconded by Cllr Underhill it was:

**RESOLVED:** That the minutes of the Leisure and Recreation Committee Meeting of 21<sup>st</sup> July 2008 be confirmed and signed.

**148 Matters Arising from the Minutes**

*Cllr D Hockey entered the meeting*

*a PC Min 356(d) Fly Tipping*

The advice from SGC was that it is an offence to tip rubbish on any land, and therefore the Parish Council wouldn't need to introduce a by-law in order to take action. SGC's advice would differ depending on the type of rubbish tipped and the frequency.

This was noted

*b PC Min 327 (d) Requirements of the Natural Environment and Rural Communities Act (NERC)*

It was agreed that the Parish Council does comply with the Act when instructing contractors.

This was noted.

**149 Report of Parks Sports Consultative Committee Meeting of 4<sup>th</sup> September 2008**

*a SGC Community Awards-Consideration of a nominee*

Following a proposal by Cllr Clothier seconded by Cllr D Hockey it was:

**RESOLVED** to recommend:

- To nominate Mrs S Gast (Secretary of the Rangers Football Club) for this award.

*b Consideration of next years Football Tournament to be held 11<sup>th</sup> and 12<sup>th</sup> July 2009*

It was confirmed that all Clubs had ironed out the issues from this years tournament and that it was agreed to move the tournament over to the centre of the field next year away from the neighbouring boundaries.

This was noted.

*c Consideration of a further Pentecost Outdoor Service on 31st May 2009*

**RESOLVED** to recommend:

- To write to the Church requesting a risk assessment is done by those involved in supplying the pig roast and submitted to the Parish Council before the event is due to take place.

*d PC Min 322(d) Request to hold barbecues at all home football matches*

**RESOLVED:**

- To pass this request to the Health and Safety Committee, next due to meet on Wednesday 8<sup>th</sup> October 2008, for consideration.

*e Min 60 (d) Request for football pitches by Coalpit Heath Football Club*

**RESOLVED** to recommend:

- To advise Coalpit Heath Football Club that there are no available pitches within the parish of Frampton Cotterell.

*f Min 59 Crossbow Tennis Club*

Following a proposal by Cllr Clothier, seconded by Cllr Hendy it was:

**RESOLVED** to recommend:

- To gain costings to conduct all repairs requested by the Club.
- When costings are known to place this on the Leisure and Recreation committee Agenda for consideration.

**150 Protocol for when Agreements are not signed or received back**

**RESOLVED** to recommend:

- To set a date of 28 days by which the agreement should be returned.
- To notify all Clubs that the implication of the Parish Council not receiving it within 28 days will be an additional 10% rise in the rent for administrative charges.
- To add this to the Parks Sports Consultative Committee Agenda for March 2009 to let all Clubs know.

**151 To establish a protocol for the setting of Sports Clubs Rentals for year 2009/10**

Following a proposal by Cllr Clothier, seconded by Cllr Mrs Bashford it was:

**RESOLVED** to recommend:

- That a sub committee consisting of Cllr Mrs Bashford, Clothier and Underhill is formed to discuss a protocol.
- To make a recommendation and supply budget figures to the next Finance and General Purposes Meeting on 12<sup>th</sup> November 2008.
- To ensure that the Clerk has 14 days notice (*before the meeting*) of all figures
- To make separate considerations for all Junior teams.

**152 Mill Lane Allotments Report**

*a Allotment Appraisals Report of Thursday 2<sup>nd</sup> October 2008*

*Plot 15*

It was noted that the plot was still not fully cultivated.

**RESOLVED** to recommend:

- To request that the tenant halves his plot.
- To advise the tenant that if he refuses to halve his plot that the Parish Council will serve 12 month's notice to quit the plot on him (following advice given by the Parish Council's Solicitors).
- That a meeting is set up to meet with the tenant on site within the next 10 days
- To ensure the AHA is advised of the outcome.

*b Plots 9 (c) and 21*

**RESOLVED** to recommend:

- To write to the tenants pointing out rule 1 of the allotment rules.
- To ask each tenant to keep their weeds down for the benefit of other plot holders.
- To notify each tenant that there is currently a waiting list of 37 people .

*c Plot 12(a)*

It was reported that since the appraisal the tenant had contacted the office to request to erect a 4'x4' shed on his plot and apologised for not doing this before. He had also offered to re-site the shed, as the neighbouring plot holder was not very happy.

**RESOLVED** to recommend:

- To grant permission to the tenant for the shed.

*d Repairs to Dry Stone Wall between the Allotments and The Globe Public House*

It was reported that the repairs had been done to a very high standard and that 85% of the costs had been recovered via grant funding from SGC.

This was noted.

*e Consideration of proposed amendments to the Allotment Rules and Tenancy Agreement*

Following a proposal by Cllr Hendy, seconded by Cllr Mrs Bashford it was:

**RESOLVED** to recommend:

- That the rules are amended as attached
- That the tenancy agreement as amended is attached
- That all amendments are seen by the Committee before distribution to the Parish Council
- To adopt the mission statement as attached to include a title 'The Parish Council's Vision for Allotments'

*f Plot 4*

It was reported that the tenant had requested to downsize his plot by half and that the next person on the waiting list was now in situ.

This was noted.

*g Request for plot signs*

It was reported that it was becoming increasingly difficult to identify each plot due to tenants splitting their own plots into sections.

**RESOLVED** to recommend:

- To accept the Handyman's quotation of £60 to make small wooden pegs in order that all plots can be easily identified.

**153 Damaged Stone Wall at the Entrance into Mill lane Allotments and at the Entrance into the Centenary Field**

It was reported that since Cambridge Skip Hire had offered to make repairs to the wall it had damaged, to date no work had taken place.

**RESOLVED** to recommend:

- To ask the contractor about to do the repairs to the stone wall at The Park to conduct the repairs.
- That the repairs to the stone wall at the entrance into the Centenary Field from the Allotments had not been conducted to a good enough standard and that this should be reported back to Landscape Services SW Ltd who had arranged for the repairs.
- To make an offer to Landscape Services Ltd to arrange for the repairs and send the invoice on to them for payment.

**154 Centenary Field Report**

*a Consideration of Permanent Barbeque Structures*

It was agreed to build the structures as cheaply as possible in the interim and trial them before deciding on making them permanent. That they should not exceed 3' x 2' in size.

Cllr Hendy agreed to look at cheap ways of producing one and to see if this is the best way forward as advised by SGC.

**RESOLVED** to recommend:

- That Cllr Hendy would visit the Forest of Dean and gain further information into the barbeque structures already in situ.
- Cllr Clothier draws up a design concept for the structure to include materials.
- To ask Drew's for advice on materials.
- Cllr Clothier to produce a design to include a report on materials to be used to the next Leisure and Recreation Committee.

**ACTION CLLRS CLOTHIER AND HENDY**

*Cllr Hendy left the meeting*

*b Consideration of quotations for year 2 of the 5 year Tree Plan*

**RESOLVED** to recommend:

- To accept the quotation from JR Williams Tree Care in the amount of £3,614.75

**155 The Park Report**

*a PC Min 311 Consideration of noise reduction to the Skate Ramp*

Cllr D Hockey reported that he had recently attended a meeting at which this subject was discussed and that he would pass the information onto the office.

**RESOLVED** to recommend:

- Using the information supplied to find out costings to reduce noise on the Skate Ramp.

*b Consideration of Mr Haley's Emergency Lighting Test Report*

It was agreed to pass this onto the Health and Safety meeting on Wednesday 8<sup>th</sup> October 2008.

*c Consideration of general repairs and painting of all external doors to the Pavilion*

**RESOLVED** to recommend:

- To request a quotation from the Handyman to do this.
- To add this to the next agenda for consideration.

*d Consideration of the repairs to all damaged windows at the Pavilion*

It was reported that there are currently seven broken window panes. Six to the downstairs windows and one to an upper window.

**RESOLVED** to recommend:

- Not to repair the upper window at this time as it does not pose any risks.
- To gain quotations to repair the downstairs windows.
- To check with the insurance company that a claim could be made for the repairs.

*e Report of necessary works to two trees at The Park*

It was reported that Western Power Distribution would soon conduct necessary work to the Oak tree and one Maple tree at The Park along the boundary with Court Road. The trees will be cut back approximately two metres from the electricity cable.

It was reported that this would leave the trees unbalanced and that further work would need to be conducted to the trees to return their balance and that the oak tree should be crown lifted.

**RESOLVED** to recommend:

- To accept a quotation from JR Williams Tree Care to re-balance the trees of £450 and request that the oak tree is crown lifted.
- To report the extra costs when known.

*f Report of Dry Stone Wall repairs at Court Road*

It was reported that the contractor had visited the office to explain that he was clearing all the stone to store it but that quite a lot of stone had disappeared from site and that there would be further cost implications to replace the stone.

**RESOLVED** to recommend:

- That the Clerk checks the status with a grant application she had started in the summer.
- That the contractor is asked to perform the repairs until the status of the grant application is known.

**156 Beesmoor Road Report**

*a* A parishioner had e-mailed asking whose responsibility it was to maintain the hedges at Beesmoor Road Playing Field.

**RESOLVED** to recommend:

- To ask Cllr Thomson to request this information at the next Beesmoor Road Playing Field Management Committee Meeting on 18<sup>th</sup> November 2008.
- To check the deeds in the Parish Council's possession to gain further information.

**ACTION CLLR THOMSON**

**157 Ridings Road Report**

It was reported that all was well.

This was noted.

*Cllr Ms Kitching left the meeting*

*Cllr Underhill left the meeting*

**CLERKS NOTE**

***AT THIS POINT THE MEETING BECAME INQUORATE, AS ONLY THREE CLLRS REMAINED (THE QUORUM FOR THIS MEETING IS FOUR) AND I DIDN'T REALISE AT THE TIME. HOWEVER, DISCUSSION CONTINUED AND THE SUGGESTIONS MADE ARE RECORDED AS FOLLOWS FOR CONSIDERATION IF THE PARISH COUNCIL IS SO MINDED:***

## 158 Review of Income and Expenditure to date and Proposed Budget for 2009/10

**SUGGESTED RECOMMENDATION:** That the following Expenditure and Income budget as per the attached report be recommended to the Finance and General Purposes Committee by the Parish Council:

### Totals

**Expenditure = £40,700**

**Income = £ 1,984 (not including Sports Club's rentals)**

**Capital = £ 5,000**

**SUGGESTED RECOMMENDATION:** That the following unspent budgeted funds be earmarked and carried forward to 2009/10.

**Disabled Access to the Pavilion = £4,000**

**Five Year Tree Plan (Cent. Field) = £2,886**

**Skate Ramp Maintenance = £1,500**

**Maintenance Wall Other = £ 845**

**Total Unspent funds = £9,231**

## 159 Re-surfacing of the Overflow Car Park

It was noted that since the works the drainage pipe was exposed and that items were being rammed up it.

### **SUGGESTED ACTIONS:**

To gain quotations for the following:

- A metal grill for the end of the pipe and fitting.
- To bridge the gap in the hedge adjacent to the pipe.
- To cover over and disguise the sand bags.

## 160 Correspondence

a 2<sup>nd</sup> Frampton Cotterell Scout Group had sent a letter confirming its position with Risk Assessing.

### **SUGGESTED ACTION:**

- To refer the report to the Health and Safety Meeting due to take place on Wednesday 8<sup>th</sup> October.

b A letter had been received from a parishioner notifying the Council that he had recently conducted works to the hedge between his property and The Park and made a complaint about overgrown trees in the far corner adjacent to his property and Court Road.

### **SUGGESTED ACTION:**

- To inform the parishioner of the imminent works scheduled by Western Power Distribution.
- That the Leisure and Recreation Committee recommends a budget for the next year to draw up a maintenance plan for all trees and hedges at The Park.

*Cllr Mrs Bashford left the meeting*

## 161 Any Other Business

a PC Barraclough had requested that the Committee consider installing a 'graffiti wall'.

### **SUGGESTED ACTION:**

- That this is added to the next agenda for consideration.

b *Sustainable Energy at The Pavilion*

### **SUGGESTED ACTIONS:**

- That Cllr Clothier seeks to gain figures and grant figures for the next meeting.
- To add this to the next agenda.

**ACTION CLLR CLOTHIER**

## 162 Date of Next Meeting

