

Minutes of a meeting of the **Recreational & Cemetery Committee of Bingham Town Council** held in **The Old Court House, Church Street, Bingham**, on **Tuesday, 29th July, 2014**, at 7.00 p.m.

PRESENT:

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

IN ATTENDANCE:

3 Members of the Public
 1 Press

1.00 APOLOGIES FOR ABSENCE AND ACCEPTANCE:

Apologies for absence and acceptance were received and accepted from Councillor Mrs. T. Kerry

2.00 DECLARATIONS OF INTEREST:

There were no Declarations of Interest received.

3.00 MINUTES:

The Minutes of the meeting held on the 3rd June, 2014, 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 Folio 7305/8.02 – Friends of Linear Park Annual General Meeting

The Chairman confirmed that he was due to meet a Rushcliffe Borough Council Officer next week regarding trees on the Linear Walk.

02 Folio 7306/10.01 – Allotment Thefts

The Chairman also gave an update on thefts at the allotments. Unfortunately, whilst the police had attended the site and made enquiries, there was no hard evidence to follow up.

5.00 ACTION POINTS:

See attached Appendix 'A'.

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

01 Fencing on Linear Walk

The Clerk confirmed that a quotation had been received for fencing on the Linear Walk and that a second quotation was awaited. It was agreed that the Clerk should try to renegotiate the quotation and arrange for the work to be carried out.

02 Wynhill Sports Pavilion and Grounds – Update on Annual Inspection

The Chairman gave an update on the recent inspection. See attached Appendix 'B'.

03 Annual Inspection Reports and Associated Remedial Work

A summary of the Annual Inspection Reports for Play Areas is attached. (Appendix 'C').

The Chairman confirmed that additional cushion fall had been ordered at a cost of approximately £850.00, and remedial works to the wet pour surface on Wychwood Road had been arranged at a cost of £1,232.00. Unfortunately, due to these costs, the open space budget may be overspent at the end of the financial year.

7.00 **MATTERS RELATING TO CEMETERY AND CHURCHYARD:**

01 Policy for Checking Headstones

It was agreed to

RECOMMEND approval of the Policy for Checking Headstones. (See attached Appendix 'D').

8.00 **MATTERS RELATING TO ALLOTMENTS:**

Standing Orders were suspended for this item to allow two representatives of the Allotment Association to speak.

01 A letter had been received from the Allotment Association and it was agreed to address the following:-

- (a) Railway Boundary Fence – Clerk to speak with Network Rail.
- (b) Inheritance of Allotment Plots – Plots may be in joint names, i.e. Mr. & Mrs. or partners

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8.00 **MATTERS RELATING TO ALLOTMENTS** continued.....

- (c) Notice Board – Chairman to address.
- (d) Grant – Clerk to supply Grant Aid Application Form.
- (e) Representative to attend Allotment Association meetings, i.e. Chairman or Vice-Chairman. The date of next meeting is 26th August, 2014.

01 The Clerk confirmed that two new padlocks and associated keys had been ordered. Both padlocks would take the same key. Once the keys had been received, tenants would be informed of the date the new lock would be attached.

Standing Orders were reinstated.

9.00 **ACCOMMODATION FOR BINGHAM SCOUT GROUP:**

The Chairman updated members on the current situation following various meetings between partner agencies. Nottinghamshire County Council's Youth Services would cease operating from the Toothill site on the 1st October, 2014. Various scenarios were still being discussed, i.e. the County Council could surrender the building to the school if the school wished to accept it; the building could be sublet to the Scouts; there could be a new lease between Toothill and the Scouts. Toothill was undertaking a condition survey and the County Council was identifying the running costs. At this state, youth organisations were hopeful of retaining their activities on the Toothill site. In the event that this did not materialise, there was a discussion regarding the possibility of siting the two metal Scout's storage containers at Wynthill. The Chairman had already made preliminary enquiries with the Rugby Club and this may be possible. Councillors were in support of assisting the Scouts where possible.

10.00 **TOOTHILL FOOTPATH DIVERSION CONSULTATION:**

Councillors objected to the proposals and wished the footpath to be retained in its present form. Objections were based on the following points:-

- It was felt that the level of risk to pupils was extremely low and this matter would not be addressed by the proposals.
- Moving the footpath does not make it any safer.
- The proposed narrow strip of footpath would be uneven and in close proximity to over-bearing fencing. This would reduce enjoyment of the footpath and create a feeling of entrapment for walkers.
- The path would be lengthened.

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10.00 **TOOTHILL FOOTPATH DIVERSION CONSULTATION** continued.....

- The green area within the school site had been a public open space for over fifty years and would be detrimental if access to the local amenity was lost.

11.00 **CORRESPONDENCE:**

01 Bingham Rugby Union Football Club

Notification had been received of a Fun Fair to be held on the Rugby Club site from the 24th to the 27th September, 2014, inclusive.

02 Anti-Social Behaviour on Wallenfels Play Area

A report of anti-social behaviour at 23.15 p.m. on the 18th July, 2014, on Wallenfels Play Area had been received. Clerk to liaise with the police.

03 Report of Anti-Social Behaviour on Butt Field Sports Ground

A complaint had been received regarding swearing, etc. during football matches held at Butt Field. The Clerk has referred the complaint to the Butt Field Sports Club, requesting that it speaks to both home and away teams about the problem.

As there was no further business to discuss, the meeting closed at 8.32 p.m.

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CHAIRMAN.

Date:

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FOLIO REF.	DETAILS	ACTION TO BE TAKEN
Matters Arising	Toothill School – Proposed Footpath Diversion Consultation.	Consultation documents received July 2014.
	Planned Maintenance of Play Areas	To develop planned maintenance programme.
6517 Item 7.01 6 th June 2011.	Cemetery seats to be rubbed down	Due to be pressure washed mid August.
Folio 6560	B.F.S.C. – New water supply	No longer a priority.
Folio 6688	Outdoor teen facilities	Superseded by NCC closing Youth Centre.
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 to be held
Folio 6722	Wallenfels - Disabled parking and possible closure of access to footpath at end of Mallard Close.	N.C.C. had confirmed a disabled bay could not be included within the lay-by. Following a public consultation RBC had agreed the access from Mallard Close to remain.
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.
	Allotment Association	Boundary access issue ongoing,

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ANNUAL INSPECTION

NAME OF AREA/BUILDING ETC.	TOWN PAVILION
OFFICIALS IN ATTENDANCE	Lynn Holland Councillor John Stockwood
FIRST IMPRESSION	Outside generally well kept, shrubbery a bit overgrown but paths accessible.

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DETAILS	
EXTERIOR :	
General state of paintwork, windows	<p>Paintwork reasonable, on roof wooden section requires attention as bottom wooden slat appears to be coming away.</p> <p>Drain pipe both top and bottom at front right of building (nearest to metal storage containers) requires fixing as top is not fixed to drain pipe and bottom of drainpipe has come away.</p>
GROUND s including car park areas	<p>Existing path slabs – a few are uneven and require resetting.</p> <p>Extension to patio JS recommend Rugby Club seeks advice from RBC planners before going ahead. Shrubbery to be trimmed back by BTC staff and discussion re possible removal. Clerk will ensure bike stands are made visible.</p>
INTERIOR	
Fixtures & fittings, cupboards, lighting, changing facilities	<p>Both Home and Away showers required cleaning. Prior to commencement of season they will be steam cleaned. Toilets well kept. Kitchen well kept.</p>
Contents i.e. tables, chairs	<p>Chairs well kept.</p> <p>New circular tables noted.</p>
Fire escapes, extinguishers, certificates etc.	<p>JP to provide current insurance details and to ensure are on display.</p> <p>JP to confirm when next fire extinguisher check is and whether or not there is a fire blanket for the kitchen.</p> <p>No keys available for bar area but JP confirmed a certain amount of refurbishing had been undertaken to tidy up the bar area. Future plans were to approach Green King for a roller shutter as opposed to the wooden frames that are currently used at the front of the bar. JP to confirm if legionella tests been done.</p>
Health & Safety procedures	<p>New hirers informed of fire regulations, escape routes, H & S, First Aid kit available, etc.</p> <p>Capacity 60 seated – 80 standing.</p>

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CURRENT HIRERS INCLUDE:

West Bridgford Model Car Racing

Fitness Group - Monday and Wednesday

Sure start - Tuesday

Slimming World – Tuesday

Weight Watchers – Thursday

Folk Group – Friday

Rugby – Tuesday evening and Saturday

JS reported Scouts were looking for facilities and room for their two storage containers. An area of land was viewed in vicinity of current containers. Scouts to be advised to contact Rugby Club direct.

SIGNATURE ON BEHALF OF ORGANISATION		SIGNATURE ON BEHALF OF B.T.C.	Lynn Holland
DATE		DATE	21st July 2014

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SUMMARY OF 2014 PLAY AREA INSPECTION REPORTS

GENERAL COMMENTS ON ALL PLAY AREAS

Some of paintwork on metal play equipment in poor condition.

Woodchip ground surface requires raking & weeding. Now completed

CARNARVON PLAY AREA

MEDIUM RISK

The new grass-matting in front of goal end screen, slide and wood chip were only items which scored 8, all other items score 7 or less.

The slide met correct standards on installation.

Cradle swings chain links worn.

CROW CLOSE PLAY AREA

MEDIUM RISK

Woodchip scored 8 all other items 7 or less.

The slide met correct standards on installation.

Wood chip has been raked over.

WALLENFELS PLAY AREA

LOW RISK

Swing basket - finger entrapment but conforms to standards.

WYCHWOOD ROAD PLAY AREA

MEDIUM RISK

The matting in front of goal-end screen and the wet pour surface scored 8. A quote has been obtained for the wet pour trip hazard .

VERY LOW RISK

1 - 3

Monitor

LOW RISK

4 - 7

Monitor

MEDIUM RISK

8 - 12

Address as resources allow

HIGH RISK

13 - 20

Urgent

UNACCEPTABLY HIGH

21+

Urgent

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POLICY TO ENSURE SAFETY OF HEADSTONES AND MEMORIALS WITHIN BINGHAM CEMETERY AND CHURCH YARD

To ensure safety of all visitors to Cemetery and Churchyard at all times, be they members of the public or employees working in the area.

1. Guidance on the current rules and regulations on memorial safety to be reviewed periodically from Ministry of Justice (**MofJ**), Institute of Cemetery & Crematoria Management (**ICCM**) and National Association of Memorial Masons' (**NAMM**) website.
2. B.T.C. staff to undertake visual inspection of memorials/headstones when doing general maintenance around cemetery. If any reason for concern, a **hand test** to be undertaken. If any movement, a record made of grave number and problem identified. Town Clerk to be informed immediately.
3. Periodically (six- monthly), manual check of stability of memorials/headstones to identify any movement by doing a **hand test**. If any movement, a record made of grave number and problem identified. Town Clerk to be informed immediately.
4. If any are deemed to be dangerous, then immediate action to be taken to prevent any injury to visitors to the Cemetery and Churchyard.
5. Immediate action may be to stake the headstone if this prevents any further movement.
6. Where possible, Clerk to write to family informing them of the necessity to have remedial work undertaken within twenty-eight days. Failure to comply would mean the headstone would be laid flat on the grave space.
7. If it is not possible to stake the headstone, then the headstone would be laid flat immediately to prevent any injury to visitors to the Cemetery and Churchyard.
8. Measures to control any risk should be proportionate to the level of the risk.
9. A copy of this policy to be displayed on the Cemetery noticeboard and in Churchyard, and made available to members of the public if requested.