

CODICOTE PARISH COUNCIL

**Minutes of the RECREATION COMMITTEE held on
Tuesday 21st April 2015, in the Parish Council Offices,
107a High Street, Codicote which commenced at 7:30pm**

PRESENT: Chair, Councillor Mark Ireland with Councillors D Connold,
H Gregory, C Mackrill, F Moody, C Tinner and J Warwick

1. **APOLOGIES FOR ABSENCE:**
Councillor B Knapper (other commitments)
2. **TO RECEIVE DECLARATIONS OF INTEREST IN ACCORDANCE WITH
THE COUNCIL'S CODE OF CONDUCT:**
None.
3. **TO MEET WITH IAN MOODY, CODICOTE FOOTBALL CLUB:**
Ian expressed his concerns at the delay in progressing CFCs plans for Football Association project funding by the Recreation Committee and the Planning Committee of the Council. He reminded the Committee of the issues raised by the Planning Committee:-
 - Lack of toilets – only players and officials to use the Pavilion, the spectators to use the new building
 - Walkway to changing rooms – Councillor Warwick stated that the handrails are the responsibility of the Council as other teams use the field, it had been noted that a club had indicated their concerns on this issue
 - Floodlights – to be stored off site out of the football playing season
 - Legal agreement relating to floodlights and stand – it was agreed that a legal agreement was necessary and that this should be sourced and paid for by CFC

Ian stated that the football club wanted to take on the maintenance of the sportsfield (line marking, grass cutting etc). Other teams have been approached to discuss this proposal. He indicated that the annual rental would need to be peppercorn. Further discussions will need to take place on this request. The deadline for an application to the FA would need to be started in June. Councillors Connold and Ireland agreed to review the application before submission and advise the Recreation Committee accordingly.

4. **TO DISCUSS FOOTBALL PITCH MAINTENANCE:**
It was noted that the Committee had previously agreed that the pitch maintenance should proceed. Ian indicated that he could guarantee funding from the FA for the work. The purchase order has been placed for worming and verti-draining which was necessary, it is short term maintenance that will last for approximately 18 months before any major maintenance and drainage work is undertaken next year. The Committee are now committed to the work being undertaken.
Councillor Tinner asked what guarantee was there that the FA would provide the funding. Ian stated that it was 100% with a decision being received within 6-8 weeks upon receipt of an application.
Ian agreed to approach Cranfield University to request that a survey of the sports field be undertaken, CFC will cover all costs involved in undertaking the survey. The survey to be shared with the Committee upon receipt. The FA would contribute 70%, CFC 30% towards undertaking their recommendations.

Councillor Tinner asked if the FA grant would be released with conditions. Ian responded that there would be a 10 year claw back period, this would only be an issue if CFC folded, the Council would then be liable only if it was a joint application. Councillors resolved that it would not be a joint application. He was also confident that the club could raise the 30% to match the FA's 70% contribution.

It was agreed that the Recreation Committee would consider a consultation process with all sports field user clubs vis the new building committee.
Mr Moody left the meeting at this juncture (8:08pm)

5. **MINUTES OF THE MEETING HELD ON 24th MARCH 2015:**

The minutes of the above meeting were taken as read and duly noted.

6. **MATTERS ARISING FROM THE MINUTES:**

RO26 Update on the demolition of CSSC: It was reported that the demolition of the CSSC had been completed successfully. The Clerk reported that the work to disconnect the electricity will be chargeable. It is imperative that the Clerk raises the necessary documentation to use the services of qualified contractors to ensure that the Council is covered by their insurance policy.

Codicote Playground Support Group project

Councillor Gregory reported that nothing had been received from the Group during the Easter period. The plans are still outstanding, once these are received a letter will be drafted for consideration.

The NHDC grant for the new roundabout in the St Albans Road Recreation ground has been received, the Group accept that the Council may wish to continue with purchasing a new roundabout, the position will be reviewed in October.

Consideration also needs to be given to the use of different suppliers for the play equipment as this may be issue when sourcing spares.

7. **TO DISCUSS THE NEW SPORTS HALL & COMMUNITY CENTRE PROJECT:**

Septic tank issues: Councillor Warwick reported that the septic tank did not fill up after it had been previously emptied, however the water level has risen quickly. Honeywagon and Metrorod have been contacted and are liaising on when they can both visit to empty the tank and send a camera in to investigate for any possible problem in the pipeline. It is possible that the problem lies with the water table, if the pipeline is blocked it is unclear why the water is still coming back in. The water table is high although there is no rain.

The JCST Business Plan had earmarked £8K for the septic tank, the Trust to be asked if the money is still available, the septic is now the shared responsibility of the Trust and the Council. If the investigation indicates that major work is required the Trust should contribute towards the work.

Removal of memorial garden: The Clerk reported that following discussions with James Howe he had indicated that he would like to re-install the memorial garden at a later date. It was agreed that consideration will be given to this after the landscaping has been carried out.

CSSC stock valuation: It was reported that following the stock take at 2nd April that an invoice has been issued to the John Clements Sports & Community Trust for £2,688.23 + vat, payment terms of 90 days.

The Clerk reported that following the cancellation of the agreement between the Council and Edwards Holmes (supplier of gas cylinders) that it has been found that 12 of their cylinders are missing, it would appear that a new supplier (Edwards Beers & Minerals) may have exchanged them in error. The Clerk to ask the JCST Committee for an update on the situation.

Councillor Gregory reported that it had been agreed at the commencement of the construction of the building that the usage of electricity and water would be calculated and an invoice for usage be issued. The Clerk to raise an invoice.

Removal of camera: Following the removal of the camera from the Pavilion, it was noted that the Chairman would remind Jon Gillard that he had agreed that he

would 'make good' any damage to the Pavilion and fill screw holes.
It was agreed that the Clerk should request from the JCST copies of all the required licences for the new building. A copy of the construction cost accounts should also be requested by the Clerk.

The Committee agreed that it was disappointing to note that the electricity cable to the Pavilion now has a spur attached to it to the new building. The intention had been for the supply of electricity to both buildings would be kept separate. The Clerk had written to the Architect requesting this to be resolved but unfortunately it has not. It will therefore be necessary to gain meter readings from the new building and invoices raised for their usage of the electricity and water if this situation is not resolved. The lease agreement to be reviewed. Councillor Mackrill requested that the water be capped, the Clerk to engage the services of a plumber.

8. TO CONSIDER THE QUOTATIONS FOR HANDRAILS AND GATE AT THE BURY LANE SPORTS FIELD

The Committee considered the quotation from Glasson for £2690 + vat and PML Metal Fabrications for £1,580 + vat to install a gate and handrails at the sportsfield. It was agreed to accept the quotation from PML Metal Fabrications. The Clerk to raise the necessary purchase order.

9. TO DISCUSS ANTI-SOCIAL BEHAVIOUR PROBLEMS:

It was noted that the Environment Committee had recently discussed the anti-social behaviour issues in Codicote, similar problems had arisen in the play areas. It was agreed that Councillor Moody would contact PC Keith Harding to discuss the situation with a view to a solution to the problem.

10. TO AGREE A CONTRACT & JOB DESCRIPTION FOR THE PAVILION CLEANER POSITION:

Following the introduction by the Environment Committee of a job description and probationary period for the Village Street Cleaner it was agreed that the Recreation Committee should produce similar for the new Pavilion cleaner to ensure that the Council are level handed with all contractors. The Clerk to draft the job description.

It was agreed that a job description would not be produced for John Reed due to the length of his contract with the Council, however this situation would change if Mr Reed were to leave the Council's employ.

11. DATE OF NEXT MEETING:

Tuesday 19th May

The Chair thanked everyone for attending and closed the meeting at 9.10pm.

Signed..... Chair of Recreation

Date..... 2015