

NOTICE OF MEETING: **WELLBEING, RECREATION & LEISURE**
TIME: 7:30pm
DATE: **Monday 24th April 2023**
VENUE: Community Room, Recreation Ground

Mrs T J King – RFO to Histon & Impington Parish Council
23rd November 2022

MEMERS: 8 + 2 Ex Officio

AGENDA

QUORUM: 3

	Elected members: Cllrs Sarah Allen, Neil Davies, Chris Hobbs, Tom McKeown, Sarah Smith, Edd Stonham, Joe Uttridge, Louise Wilbraham Ex Officio: Yvonne Murray (Chair), Denis Payne	
WRL23/001	To Receive Apologies for Absence	
WRL23/002	To Receive Declarations of Interests To receive declarations of pecuniary interest from Councillors on items on the agenda	
WRL23/003	Public Participation To allow up to 15 minutes for any members of the public to address the meeting in relation to any matter on the agenda	
WRL23/004 004.1	To Approve Minutes of Meetings Held: ➤ 6 th February 2023 – attached	For decision
WRL23/005	To co-op representative of Bowls and Croquet Club	For decision
WRL23/006	Matters Arising from Previous Meetings – for information only <u>Actions List</u> - attached Any other Matters Arising to report	To note
WRL23/007 007.1	To receive reports ➤ To receive Operations Report – attached	To note
007.2	➤ To receive Year End Budget vs Spend report – attached	To note
WRL23/008	To receive club reports <ul style="list-style-type: none"> • Bowls Club • Cricket • Croquet • Histon Hornets • Tennis Club 	To note
WRL23/009	To agree to proceed with project to replace hard court surface (paper attached)	For decision
WRL23/010	To review (at the request of the Tennis Club) £3.75 hourly rate for Tennis Club additional hours as approved at the 28th November 2022	For decision

	meeting. Formal arrangement to be finalised on the agreement of hourly rate, to be signed by 1 st May 2023 by Tennis Club - paper attached	
WRL23/011	To agree to review the Terms and Conditions for major sports clubs including a review of the formula for the calculation of club charges, for implementation for the 2024-2025 financial year.	For decision
WRL23/012	To consider the role of the Committee in providing Wellbeing provision for residents	For discussion
WRL23/013	Other Matters	
013.1	➤ Request from Land, Assets and Infrastructure Committee to agree sealed bid of £2,000 to purchase additional unused MVAS Speedwatch sign from Gamlingay Council	For decision
013.2	➤ To agree to spend up to £5000 for the purchase of a new ride on mower, selection and purchaser delegated to RFO and Head Groundsman – paper attached	For decision
013.3	➤ To receive update from Recreation Development Group	To note
WRL23/014	Date of next meeting – Monday May 22 nd (Election of Chair) Items for next agenda: Election of Chair	

Minutes of Histon & Impington Wellbeing, Recreation & Leisure
7.30pm, Monday 6th February 2023
Community Room, Recreation Ground, New Road, Impington

Wellbeing, Recreation & Leisure Committee Minutes

Membership: 8 + 2 ex-officio

Appendices: 6

Quorum: 3

Agenda No:	Present: Cllrs: Neil Davies, Chris Hobbs, Tom McKeown, Joe Uttridge, Louise Wilbraham, Steve Campin (Groundsman) Ex Officio Members: Cllr Yvonne Murray (Chair), Cllr Payne Clerk: Theresa King Members of Public: 8	
WRL22/026 026.1	To Receive Apologies for Absence Apologies received from Councillors Allen, Smith and Wilbraham, Bowls Club and Croquet Club.	
WRL22/027 027.1	MEMBERS DECLARATIONS OF INTERESTS AND DISPENSATIONS Cllr Davies – Charity Manager HI Friends – Pecuniary Interest – Item 035.2 Cllr Stonham – Charity Trustee HI Friends – Non-Pecuniary – Item 035.1 Cllr Murray – Charity Trustee HI Friends – Non-Pecuniary – Item 0.35.2 Cllr Payne – Beneficiary of HI Friends – Pecuniary Interest – Item 035.2	
WRL22/028 028.1	PUBLIC PARTICIPATION A member of the public who was also a members of the Tennis Club gave feedback on item 035.1. She stated that she was surprised by the response paper and that staff did not support the scheme, as the Tennis Club had tried to work with the Parish Council regarding this project. Tennis Club felt that a draft response should have been supplied to them and that the response paper had inaccurate assumptions and assertions. A Tennis Club member had visited Stapleford where the gate access system was in use along with a councillor, although no staff attended, and it was felt that staff had prejudged the system without seeing it in action. At a meeting between Tennis Club, councillor and staff, Tennis Club felt that the original enthusiasm for the scheme had changed. Tennis Club believed it would offer benefits to all the users and was highly recommended by the Lawn Tennis Association (LTA), that it was not a new or untried system. The member of the public asked that the committee ensured three areas of concern were addressed when they considered the paper; <ul style="list-style-type: none"> • That the committee primarily considers whether it would like to see the system introduced; • That the Tennis Club had not had the chance to reply to the response from staff; • That a group look independently at the system, and report back to the committee. Cllr Davies outlined that he had been the councillor who visited Stapleford and attended the later meeting, and that he could see long term benefits in the system if the courts were modernised, but that it was not warranted in the short term. Cllr Davies requested a point of clarity of the description of the facilities as “poor for tennis” as the grass courts were exceptional, the Tennis Club member stated that there access to the other courts in winter were limited.	
WRL22/029 029.1	TO APPROVE MINUTES OF MEETING HELD 28th November 2022 (Appx 1) Proposed by Councillor Murray, seconded Councillor Stonham. Councillor Payne abstains. Majority in favour, approved .	
WRL22/030 030.1	TO REVIEW ACTION LIST AND ANY OTHER MATTERS ARISING (Appx 2) <u>Manorial Waste project verbal update</u> – update to be given at February Full Council, covering project for redevelopment and lease discussions. <u>Security Improvements Working party verbal update</u> – no meeting of the working party had taken place.	Full Council

<p>WRL22/031</p> <p>031.1</p>	<p>To co-opt user reps for Bowls Club, Croquet Club, Cricket Club, Histon Hornets and Tennis Club (one rep for each club)</p> <p>Proposed Cllr Stonham, seconded Cllr Uttridge and agreed to co-opt Mrs Fidler (Tennis), and Mr Carrington (Histon Hornets) to committee. Agreed to defer co-option of Bowls and Croquet Club member to next meeting.</p> <p>Cllr Uttridge to act as Cricket Club representative.</p>	<p>Next Agenda</p>
<p>WRL22/032</p> <p>032.1</p>	<p>To Receive Club Reports:</p> <p>No members of Bowls Club and Croquet Club were present.</p> <p><u>Cricket Club</u> – off season so nothing to report.</p> <p><u>Histon Hornets</u> – the club wished to thank the Head Groundsman for working with the club during the bad weather to have as many matches played as possible.</p> <p><u>Tennis Club</u> – the club had had a good summer season, now having 243 adult members and 161 junior members, including 72 families. Seven organised tournaments had been held, with trophies and teas; five Club Sundays where members turn up and play in organised sessions; three Social events; and school term-time coaching and holiday camps with David Nation. Of the summer teams, Ladies 1 will stay in Div 3, Ladies 2 will stay in Div 8, Men's 1 will go down to Div 2, Men's 2 will stay in Div 4, Men's 3 will stay in Div 9, Mixed 1 will stay in Div 2, Mixed 2 will stay in Div 3, Mixed 3 will stay in Div 10, Super Seniors Ladies came 5th and Super Seniors Mixed came 4th. The Juniors U16 Boys team were entered into Div 1 of the Cambs LTA summer league and finished 2nd. With regard to the Winter teams, Ladies 1 will go down to Div 5, Men's 1 will stay in Div 1 and Men's 2 will stay in Div 5. The club expressed their thanks for the new fencing and lights around the grass courts and the new net on the hard court.</p> <p>The club also requested a review of the use of the internal; toilet; a full review of Parish Council /Club Tennis Assets so that both parties know which assets belong to who, thereby taking responsibility for the maintenance of those assets; and a more formal contract for hiring of facilities which would be common to all hirers.</p>	
<p>WRL22/033</p> <p>033.1</p>	<p>To agree to hold a workshop to discuss the Terms of Reference of the committee, and the priorities and requirements of the Recreation Ground</p> <p>Cllr Murray explained the need for a workshop to bring together various threads of work such as the Recreation Development Group plans and short terms health and safety projects into a coherent project plan for the committee, to enable better financial planning in the long term. The scoping of the projects would allow dependencies to be removed. Data would also be pulled together to make sure all clubs and users were treated equally</p> <p>Cllr Davies outlined the elements of his Recreation Development Group Report as at agenda item 035.3. Cllr McKeown asked what the target audience for the workshop would be, Cllr Murray questioned whether it should be open to a wider audience and Cllr Stonham agreed. Steve Carrington suggested he would like to discuss the ideas further with the club members, and Jane Fidler agree that she would like to talk to Tennis Club members as well. Cllr Murray outlined the need to look at the Terms of Reference for the committee as well, working with Councillors and co-opted representative to see what they felt should be included.</p> <p>Cllr Davies felt that the Recreation Ground site itself was dominating the plans of the committee, and that other aspects of Wellbeing and leisure in the community needed to be considered, such as the services provided to young people.</p> <p>Cllr Murray suggested that the workshop could be broken into two meetings, one to prepare the agenda following a survey of members to state their needs, then a second meeting at which people were brought together, Cllr Payne suggested limiting the numbers at any workshop to get the best outcomes. A suggestion was made of three members of each major club, plus other invited users, to a total of 20 people, including users who the site could not currently accommodate such as runners and cyclists.</p>	

	<p>Cllr Murray proposed the revised motion of To agree to hold a planning meeting with the committee and co-opted members to plan a workshop to discuss the Terms of Reference of the committee, and the priorities and requirements of the Recreation Ground, maximum number of 20 people. Proposed Cllr Murray, seconded Cllr Stonham, all in favour and agree modified motion. Cllr Murray to lead the planning and workshop.</p>	
<p>WRL22/034</p> <p>034.1</p>	<p>To receive Operations Report (Appx 3)</p> <p>Discussion on the report was as follows:</p> <ul style="list-style-type: none"> • RFO outlined need for Cushionfall top up, and consideration of looking at change of areas using this safety surface longer term to give enhance longevity. • Air conditioning for Community room – need highlighted by new group starting use, Cllr McKeown asked that options outlined in the PECT energy efficiency survey also be considered. • Exclusive use of community room and kitchen with regard to safeguarding for user groups- Steve Carrington requested the possible use of the kitchen area of the community room to provide refreshments on a Saturday, as he felt the facilities were underused. Staff and committee members and co-opted representative to work together looking at short term options and what would be needed in the longer term and the best way to achieve this. <p>To agree purchase of Cushionfall top up for Rec Play Area £1,000 + VAT. Proposed Cllr Stonham, seconded Cllr Hobbs, all in favour and approved.</p>	
<p>WRL22/035</p> <p>035.1</p>	<p>Other Matters</p> <p>To review Court access paper as submitted by Tennis Club, report and recommendation from staff (Appx 4)</p> <p>Response form Tennis Club outlined in Public Participation 028.1. Cllr Payne reiterated the need for three quotes for the costing of any project. and suggested that there were multiple systems that claimed to be able to support keypad entry access across a range of systems which should be considered if the project was accepted. Cllr Davies suggested that it could make a good long term investment if the courts were improved, such as the improvements outlined by the Recreation Development Group, but that there were a lot of dependencies. Cllr Murray suggested that more consideration of all the issues needed to be considered and that the actual requirements were outlined in more detail, such as to which courts the system would be applied.</p> <p>Cllr Stonham proposed a modified motion, that the Committee agrees to create a Working Party to scope and cost the court access project fully, and return with findings to the committee within three months. Proposed Cllr Stonham, seconded Cllr Hobbs, all in favour and agreed. Members of Working Party to be Cllrs Stonham and Hobbs, with Cllr Payne having an oversight; Steve Carrington as Club Rep for Hornets and Liz Hill as a representative of Tennis Cub, as nominated by Jane Fidler. Cllr Stonham to lead the working party.</p>	<p>Working Party</p>
<p>035.2</p>	<p>To receive Hi Friends Report (Appx 5) and receive information on Wellbeing Festival</p> <p>Report noted by all. Cllr Davies provided the dates for the Wellbeing Festival of 22nd April 2023 to 8th May 2023 with a programme to be produced.</p>	
<p>035.3</p>	<p>To receive update from Rec Development Group (Appx 6)</p> <p>Cllr Davies outlined the information in his summary report. The focus of the group had been on investigating the possibility of installing a 4G pitch on the site so a business plan could be created in order to approach the landowners for an extension to the lease on the bottom half of the Recreation Ground, which would be necessary for any long term plans. The Development Group will then discuss this report at a meeting on 15th February, when there can be a further discussion on the need for this in the community</p>	

	<p>and whether pre-planning applications should be submitted. This will then lead to further discussions on what is wanted and needed, looking also at development of play areas, car park etc.</p> <p>Cllr McKeown emphasised the need for short and long term actions to be defined, including consideration of the Cambridge Science Park North (CSPN) project. Cllr Davies explained that the CSPN project and what it could offer had been considered to ensure all possibilities had been included, but that it would not happen in the next five years and that focus could therefore be put on other projects. Cllr Hobbs suggested that changing to more artificial surfaces would offer more facilities to the community. Cllr Stonham highlighted that the proposed phases of the project would allow better financial planning for the short-, mid- and long-term projects. Cllr Payne stated that the CSPN project owner, Trinity College, have a 20 year option over the land, but they cannot sell it. The leased land at the Recreation ground is in Fields in Trust, which guarantees it as recreation space. Cllr Payne also emphasised that the Council's financial policies needed to be considered with any major borrowing or investment, and that the community should be included in any consultation on which projects to undertake.</p> <p>Cllr Murray thanked Cllr Davies for his work on the group.</p>	
<p>WRL22/036</p> <p>036.1</p>	<p>Communicating the January 23 Wellbeing, Recreation and Leisure Committee Meeting and Request Matters for Next Agenda</p> <p>Committee delegated to Cllr Murray to create report for publication.</p> <p>Items for next agenda: Terms of Reference</p>	
<p>WRL22/0</p>	<p>DATE OF NEXT MEETING</p> <p>Meeting close: 9.07pm</p> <p>Date of next meeting – Monday 24th April 2023</p> <p>Items for next agenda: To co-opt members of Bowls and Croquet Club</p>	
	<p>Appendix 1: Minutes of the meeting on 28th November 2022</p> <p>Appendix 2: Action list</p> <p>Appendix 3: Operations Report</p> <p>Appendix 4: Tennis Club Court Access Paper and Response from staff Paper</p> <p>Appendix 5: Hi Friends Report</p> <p>Appendix 6: Report from Recreation Development Group</p>	

Minute No.	Subject	Action	Action By	By When	Status
R20/018	Energy Survey	An energy survey was undertaken on the Pavilion building, and it came up with a list of recommendations.	Next N&B Meeting	Open	Nature and Biodiveristy Committee have identified short term possible projects. Staff are working on obtaining costings for suggestions.
R20/026.1	Neighbourhood Plan Project List	Projects for Committee to develop plan for progressing or advise otherwise - P1, P8,P11	Committee	Open	NEIGHBOURHOOD PLAN PROJECTS P1 Creation of new formal sports space. Policy HIM10 Parish Council to develop an open space strategy covering both formal and informal uses. Parish Council to work with partners on the development of formal space at Bypass Farm and / or elsewhere based on the outcome of this strategy. The Parish Council to also promote enhanced use of existing facilities under Policy HIM14 (for both sports and recreational uses). P8 Provide more meeting places for young people. Parish Council to work with existing local charities, schools and local young people to discuss indoor and outdoor provision for younger people and to scope activities and demand. P11 Enhance use of existing community facilities and encourage additional provision to meet needs. Parish Council to develop a Community Facilities Strategy (covering both indoors and outdoors) and to work with stakeholders to implement this. (The definition of Community Facilities in this context is the one used in the Local Plan).
R20/026.2	3G Provision within Village	Last Meeting with IVC due 3.11.20 -renew contacts, include primary schools		Open	
WRL22/014	Development of Manorial Waste Site	Project moved from LAI committee as a WRL site	LW, CH	Jun-23	Paper submitted to Full Council, approved budget. Contractors being contacted.
WRL22/023.1	Security Improvements Working party	To give feedback to committee on suggested solutions	ES, YM, JU, LW, SA	May-23	Group not met, meeting to be arranged.
WRL22/033.1	Terms of Reference	To agree to hold a planning meeting with the committee and co-opted members to plan a workshop to discuss the Terms of Reference of the committee, and the priorities and requirements of the Recreation Ground, maximum number of 20 people.	YM	Jun-23	Workshop not happened. New draft terms of reference will be presented at the AGM and then committees can meet to modify at their next meeting
WRL22/035.1	Gate access System	To create a Working Party to scope and cost the court access project fully, and return with findings to the committee within three months	ES	May-23	



RECREATION COMMITTEE

REPORT TO:	Recreation Committee	April 2023
AUTHOR:	Theresa King, RFO	Item WRL22/007.1

Operations Report**Purpose**

To update Committee on issues arising since the Wellbeing, Recreation and Leisure Committee meeting on 6th February 2023. Issues requiring **decision, ratification or note** in **bold**

Community Room and Pavilion

- o HI Friends Wellbeing Fortnight events taking place, some based in Community Room and at Recreation Ground.
- o Discussions have been ongoing around the use of the Community Room and related facilities at weekends and a trial implemented for summer for the use of it as a sports hub at weekends. This may mean losing party bookings which were a value of £800 in the financial year 22-23.
- o Replacement heating thermostat installed for community room
- o Lights in Community Room replaced with LED lights.

Hard Court and MUGA

- o Football Fun Factory have paused their booking due to low uptake on the sessions. They may restart when the weather improves
- o Walking Football should be returning.
- o Plans underway to replace hard court surface, paper later in the agenda.

Play Area at Recreation Ground

- o Safety surface replacement under slide and tractor booked for 1st-15th May 2023.
- o Obtaining quotes for painting of tractor and helter skelter slide after safety surface replaced.

Recreation Ground

- o Bowls Club gates have had padlocks welded on for security.
- o Change of staffing levels has occurred.
- o Ground staff have been working longer days to ensure a smooth start to the season.
- o With the lighter evenings, antisocial behaviour is starting to increase.

Meetings attended

- o Contractors to discuss Hard court replacement.

Theresa King
RFO
April 2023

Histon & Impington Parish Council
Summary of Income & Expenditure 2022-2023
Wellbeing, Recreation and Leisure Committee

36 Wellbeing, Recreation and Leisure Reserves

		Income			Expenditure			Net Position		Notes
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend	
3600	Skatepark Provision								(N/A)	
3610	Machinery Replacement					4,250.00	-4,250.00	-4,250.00	(N/A)	New mower
3620	Sports Courts								(N/A)	
3630	Play Equipment								(N/A)	
3640	Facility Improvement inc. Fence								(N/A)	
3650	Drainage								(N/A)	
SUB TOTAL						4,250.00	-4,250.00	-4,250.00	(N/A)	

46 Wellbeing, Recreation & Leisure Income

		Income			Expenditure			Net Position		Notes
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend	
4600	Club Receipts	19,508.00	16,384.15	-3,123.85				-3,123.85	(-16%)	Outstanding Tennis Club invoice
4610	Ground Takings- Cricket	500.00	810.84	310.84				310.84	(62%)	
4620	Ground Takings Football	1,000.00	1,293.33	293.33				293.33	(29%)	
4630	Ground Takings Tennis grass c	500.00		-500.00				-500.00	(-100%)	
4640	Ground Takings: General	1,000.00	125.00	-875.00				-875.00	(-87%)	
4650	Sports Courts Fees: Football	8,000.00	7,797.14	-202.86				-202.86	(-2%)	Outstanding Hornets invoices
4660	Sports Courts Fees: Netball	500.00	1,948.97	1,448.97				1,448.97	(289%)	New Netball club and extra walking
4670	Sports Courts Fees Tennis	500.00	2,695.73	2,195.73				2,195.73	(439%)	Mostly David Nation monthly fees
4680	Sports Courts Fees: General	1,000.00	1,205.41	205.41				205.41	(20%)	Additional new regular user
4690	Pavilion Rental	7,000.00	7,798.75	798.75				798.75	(11%)	More regular users income- yoga and jazzercise
4700	12 New Road - Rent	1,432.00	1,430.76	-1.24				-1.24	(-0%)	
SUB TOTAL		40,940.00	41,490.08	550.08				550.08	(-87%)	

70 Wellbeing, Recreation & Leisure EXPENDITURE

		Income			Expenditure			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
5530	The Green Play Area Maintenance inc Equip				3,230.00	393.89	2,836.11	2,836.11	(87%)

5540	South Road Play Area Maintenance inc Equip			1,030.00	122.00	908.00	908.00	(88%)	
7000	Rec Contractor Grasscutting			500.00		500.00	500.00	(100%)	
7010	Rec Machinery Maintenance			6,800.00	3,726.07	3,073.93	3,073.93	(45%)	
7020	Rec Ground Maintenance			5,280.00	5,568.20	-288.20	-288.20	(-5%)	Extra work needed after hot summer
7030	Rec Pitch Maintenance			6,050.00	5,646.59	403.41	403.41	(6%)	
7040	Rec Sports Courts Maintenance			560.00	2,831.44	-2,271.44	-2,271.44	(-405%)	Extra power wash
7050	Rec CCTV & Lights Maintenanc			500.00	732.00	-232.00	-232.00	(-46%)	Repairs after flooding
7060	Rec Tree Maintenance			1,650.00		1,650.00	1,650.00	(100%)	
7070	12 New Road Maintenance			1,590.00	359.28	1,230.72	1,230.72	(77%)	Roofing quotes not obtained in time for
7080	Rec Pavilion Maintenance	301.20	301.20	12,360.00	15,421.19	-3,061.19	-2,759.99	(-22%)	Age of building beginning to show
7090	Rec Play Area Maintenance inc			2,575.00	2,265.39	309.61	309.61	(12%)	
7100	Rec Utilities:- Water Rates			1,250.00	487.07	762.93	762.93	(61%)	
7102	Rec Utilities: Electricity			9,750.00	10,207.49	-457.49	-457.49	(-4%)	
7104	Rec Utilities:- Gas			3,750.00	1,593.12	2,156.88	2,156.88	(57%)	
7106	Rec Utilities: Telephone			380.00	306.36	73.64	73.64	(19%)	
7108	Rec Utilities: Fuel			1,770.00	1,080.41	689.59	689.59	(38%)	
7110	New Capital Equipment							(N/A)	
7120	Facility Improvements							(N/A)	
7130	Community Park Project							(N/A)	
SUB TOTAL		301.20	301.20	59,025.00	50,740.50	8,284.50	8,585.70	(N/A)	

REPORT TO:	Wellbeing, Recreation and Leisure Committee	WRL23/008
AUTHOR/S:	Amelia Luck, Admin Assistant	19th April 2023

Background

In the early winter months of 2023, office staff were made aware by the netball club of the poor state of the court. This included breakage of the ground, slippery moss and loose concrete. Netball club felt that this was a great risk to health and safety and appealed to Council to look into repairing the court. As a result of this staff closed the courts immediately and treated it with moss killer. This method only temporarily eased the problem. Staff then contracted Cambridge Courts to come and assess the court and professionally clean them. This proved effective and removed moss and loose rubble. Cambridge Courts advised that a more permanent solution will be required.

Quotes obtained

Below are the quotes we have obtained. We obtained 4 quotes as one quote was extremely out of line with the other two. There is a need for a root barrier to be created on the far side of the court near Fieldstead Road. We would envisage the work taking approximately one week, then temporary markings could be applied after 1 week to allow play, closure being 2 weeks total. After approximately 4 more weeks, the top colour coat would need to be applied.

Contractor 1

a) Specifications	Cost	Total
Commencement of works- the existing surface would be swept clean and pierced where necessary at 450mm centres to restore porosity. The resulting holes would be filled with suitable drainage media (6mm stone chippings). The whole court would be well rolled and then a coat of cold bitumen emulsion applied so the new surface adheres to your existing macadam. Existing falls would be followed to assist court drainage. Any weeds evident would be killed off with proprietary chemical		
Edging kerbs- new 150x50x914 square edge path edging kerbs would be laid flat just inside the perimeter in 1:2:4 concrete and haunched in cement mortar to provide a tidy aspect.		
The county playing surface- the specifically designed fast draining macadam would be laid with screed bars set on the above described base at a nominal depth of 40mm before rolling. Its compacted depth would be around 32mm. the surface would be well rolled during the construction process to provide a smooth surface for tennis. Its strength and porosity ensures your ability to allow play throughout the year. Unlike inferior surfaces, county does not require the use of fluxing agents so the incidence of softening in hot weather is drastically reduced.		

The varsity finish- after a settling period of no less than 3 weeks (dependent upon weather conditions) we would return to site to apply the varsity finish. This is an acrylic material, which gives colour and special playing characteristics to the macadam surface. It is applied by airless sprayer in alternate directions to give an even coating. Lines are painted in the same material to offer the same grip and bounce. Aluminium oxide is mixed into the varsity finish to prolong its life and give extra grip when the court surface is damp. Varsity is available in two shades of green and red so your exact requirement can be met. Netball lines would also be added and marked with yellow lining.		
Fittings- the old fittings would be removed and the sockets fitted with new top extenders to suit new surface height. Top quality plastic coated net-posts would be provided with a new net and centre anchor. The socket extenders feature lids to facilitate ease of use. the existing centre guide (ground anchor at the centre of net) would be replaced. A championship quality 3mm fully braided net would be hung and centre band assembly provided to complete the fittings for tennis after the new surface has been laid. New netball sockets would be installed and set to the height of the new surface. These sockets also feature a closeable lid function so the poles can be removed for tennis games.		
Root trench and court roots- the existing court surface has suffered from a root invasion overtime and subsequently the court has some raised and dipped patches and cracks that require attention. We would cut in a root trench 700mm deep and 100mm wide with a trenching machine along the length of the court of the outside edge of the fence, keeping as close to the court fence as possible. This process will give the court a protection against further root problems in the years to come. Roots that have affected the courts raised areas will need to be dug out and recompacted and made good before the new surface is laid.		£21,888.35
b) OPTIONAL- ground matt protection- if ground protection leading up to the court from the car park is required , I have measured whilst on site a track off 100m would be required to run materials back and forwards. We would have hire companies that we often use in the area and I would budget around £2,000 for the ground matt hire should this be required	£2,000	£23,888.35

Contractor 2

a) Specification for MACSEAL process	Cost	Total
Open fence for machine and tarmac access		
Spike courts with 30mm holes at approximately 450mm centres and backfill with clean 10mm pea-shingle		
Chase a 150mm channel around present edging kerbs and feather new surface down to the current court edge and either side of the aco channel as discussed		
Supply and lay a bitumen emulsion tack coat		

Level off old patch repairs in readiness for new wearing course		
Hand lay and screed along 40mm steel bars of 6mm open textured playcourt tarmacadam wear course compacting to a depth of 30/32mm laid in accordance with SAPCA, The Lawn Tennis Association and BS4987. Thoroughly roll and cross roll with suitable power roller until an even close knit surface occurs		
Apply 2 coats of the highest quality acrylic tennis court paint made to LTA requirements. Colours T.B.C		
Mark out and paint one set of tennis and netball lines with white quartz sand slip resistant acrylic line paint		
On completion of all works, all surplus arising shall be removed, and site left clean and tidy		£19,866.00
b) OPTIONAL- To replace 1No sets of existing posts and sockets with new nylon coated posts with all brass winding mechanism, complete with heavy duty sockets and nets	£550.00	
c) OPTIONAL- Root barrier. To excavate and install 34 linear metres along the inside of the far length as you walk into the court with our root barrier dug at 1 metre deep and backfill with concrete	£2,040.00	
TOTAL		£22,456.00

Contractor 3

Description	Cost	Total
Preliminaries- inclusion for onsite welfare facilities, safety fencing, site supervision, insurances, mobilisation of plant and access requirements	£9,037.50	
Drainage- drill holes across pitch before tarmacadam overlay	£2,625.00	
Tarmacadam overlay- 25mm of 6mm open MUGA surface course incl tact coat(allowed for double handling will need to review)	£27,881.00	
Painted courts- dark green internals court area and light green surrounds with appropriate lines	£9,562.50	
Sockets- supply and install 1x netball and 1x tennis sockets	£2,000.00	£51,106
Root barrier- excavate 40LM trench 300mm wide 1m deep, liner to one side and mass fill with concrete to tarmacadam level	£6,962.50	£58,068.5
Site access- remove bollards and allow for trackway 100LM trackway	£8,500.00	£66,568.50

Contractor 4

a) Description	cost	total
Site set up- supply for the duration of the works, temporary heras fencing, and establish a site compound including a site storage container, suitable welfare facilities, skip, space for car parking and materials storage		
Weedkiller- if required, we will apply an approved chemical over the area, using substances suitable for each individual site, to destroy as		

far as possible, any remaining weeds and seedlings, whilst taking care not to kill any surrounding trees or shrubs		
Preparation- the surface will be carefully cleaned, by means of power washing with specialist's equipment to remove any dirt, moss, and debris		
Drainage- pierce existing surface at approx.. 0.5m centres through to existing foundations and back fill with pea shingle.		
Edging- we have allowed to chase out an approximately 300mm wide channel of asphalt around the internal perimeter of the court, where deemed necessary, as the upstand on the existing edging varies slightly. This will allow us to feather the new asphalt into the existing edges		
Surface asphalt- spray surface with TAC coat. Fix screed bars to form correct levels, supply and lay approx.. 25mm consolidated thickness 6mm porous macadam, using a steel screed to ensure a high level of playing surface accuracy. Thoroughly roll and cross roll to consolidate.		
Colour spray- apply two coats of polyurethane paint rather than acrylic paint to the surface in a single or dual colours to the client choice, from our colour range. Line markings for tennis are applied fully in accordance with the L.T.A. polyurethane paint provides extra tough durability, increased slip resistance and has other special properties.		
Lines- apply 1 set of tennis (white), 1 set of netball (yellow) to the hardcourt		
Tennis fittings and equipment- break out existing sockets and dispose. Supply and set in concrete, 1 set of 75mm tennis post sockets and one ground anchor, to correct finished playing surface level. Supply and fit 1 set of 75mm playing posts covered with green polyester powder coating, complete with internal tensioning winding gear with cover flap. Supply and fit new polythene 3mm tennis net, centre band and adjuster		
Other fittings- we will break out the existing netball sockets and install new 50mm netball sockets to the new surface height.		£18,760
b) OPTIONAL – temporary lines for tennis and netball to allow play before colour coat	£300	£19,060
Contractor 4 was asked to include the root barrier work in the quotation but failed to deliver this, so this has been requested.		

Our recommendation

We recommend that the committee selects Contractor 1, and delegates implementation of the project to the Responsible Finance Officer, Admin Assistant and Head Groundsman.

RECREATION COMMITTEE

REPORT TO:	Recreation Committee	19th April 2023
AUTHOR:	Theresa King, RFO	Item WRL22/010

At the 28th November 2022 meeting, the following was approved by Councillors:

4) Tennis Club

Facilities and services provided within proposed charge

SUMMER USE at a cost of £3,030 (previously £2,886.00)

From 19th April 2023 to 24th September 2023 (22 weeks):

- Use of four grass tennis courts after 1 p.m. weekdays, after 11 am on Saturday and Sunday
- Up to 14 hours a week usage of sport courts (hard court and MUGA) from 17th April 2023
- Additional hours to be agreed with RFO and Groundsman in Feb/March 2023
- To be paid October 2023.
- Use of Community Room on three pre-booked occasions. No other access to community room and facilities allowed outside of these three sessions
- Exclusive use of Tennis Club Room

Additional summer hard court and MUGA usage to be agreed at £3.75 per hour (discounted from public use rate)

Total to be paid October 2023: £3,030 + additional usage

To note; if the grass court usage was costed at normal costs, allowing for usage 1-8 p.m. (7 hours) on weekdays, 11 am to 8 pm at weekends (9 hours), for a total of 22 weeks, at £8 per hour, this would be $(35 + 18) \times 22 \times £8 = £9,328$.

Regarding access to the community room and facilities, as we now have youth groups such as Brownies, Beavers and an autistic girls' school as users, we need to be very aware of safeguarding rules. We follow the Football Association rules regarding safeguarding as we are a FA funded building. It was suggested that the club be given access to a changing room during the summer season which has yet to be taken up with the office.

WINTER MUGA AND HARDCOURT USE at a cost of £1,863 (previously £1,774)

From 25th September 2023 to 16th April 2024: (29 weeks)

- Usage of sports courts (hardcourt and MUGA) up to 33 hours per week
- Additional winter court usage to be agreed with RFO and winter invoice to be amended depending on agreed usage
- Additional usage to be charged at £3.75 per hour

The increase to £3.75 would reduce the Council's subsidised figure for the Tennis Club as indicated in the table below. The figures below are based on the figures from the 2022-2023 financial year, and do not include office staff time, utilities or cleaning costs. Tennis provides the lowest income for sport on the Recreation ground, outside of the club arrangements, and the Tennis Club is the only club to receive an unpublicised subsidised fee for additional hours outside of the formal arrangement. If the subsidies continue, this could make improving facilities financially unviable.

Noting the subsidies for all major clubs, there is a need to consider reviewing the formal arrangements for all major sports clubs and the possibility of reverting back to a formula to work out club charges fairly. Previous formula used was not included as part of handover from previous member of staff.

	Tennis	Football (grass)	Cricket	Bowls	Parish Council Total	Comments		
Rec Pitch Maintenance	£ 1,610.47	£ 1,323.55	£ 1,237.50	£ 1,249.70	£ 5,421.22	seed, fertiliser, marker		
Rec Machinery Maintenance	£ 979.63	£ 979.63	£ 979.63	£ 979.63	£ 3,918.52	split equally between clubs		
Rec Fuel	£ 323.82	£ 323.82	£ 323.82	£ 323.82	£ 1,295.28	split equally between clubs		
Sports Courts Maintenance	£ 807.77				£ 807.77	no maintenance on the MUGA		
Club Total	£ 3,721.69	£ 2,627.00	£ 2,540.95	£ 2,553.15	£ 11,442.79			
Club Room Usage	All year round	n/a	n/a	7 months				
Community Room/Kitchen usage	3 times a year	n/a	home games	n/a				
Changing Rooms	included	included	included	n/a				
Contract Length	12 months	8 months	6 months	6 months				
Contract Value	£ 7,311.00	£ 8,395.00	£ 2,987.00	£ 3,145.00	£ 21,838.00	Tennis includes additional court usage, Hornets is pitches and MUGA hire		
Groundstaff Time *48 weeks	£ 15,424.00	£ 13,075.00	£ 7,230.00	£ 4,521.00	£ 40,250.00			
Parish Council Subsidised Figure:	£ 10,443.52	£ 6,381.17	£ 5,973.11	£ 3,929.15	£ 26,726.95			
	23 hours of staff time per week	20 hours of staff time per week	11 hours per week of staff time	7 hours per week of staff time				
Income from Facility 22/23 at published rates	Grass Tennis Courts	Hard Tennis Court	MUGA	Football Pitches	Cricket Pitches			
Tennis		£175.01						
Netball		£1,948.97						
Football			£4,258.54	£925.83				
Bootcamps/Fitness/Other		£397.33	£808.08					
Cricket					£810.84			
Income from additional								
Income from Tennis Coach (same rate charged for all facilities)		£1,391.17						
Total	£0.00	£3,912.48	£5,066.62	£925.83	£810.84	£10,715.77		

CLERK'S REPORT

REPORT TO:	Wellbeing Recreation and Leisure Committee	
AUTHOR/S:	Chelsea O'Brien Clerk	19th April 2023

Purpose

Noting the recent change in staffing levels at The Recreation Ground, Head Groundsman has been looking at ways to save on staff time. An option is to look at more efficient ways of working but also looking at fewer manual ways of working.

Head Groundsman is seeking **approval for funds up to £5,000** to purchase a 36 inch ride on mower for use at The Recreation Ground to cut the play area, football pitches and other areas not accessible by tractor currently cut by a hand mower. Quotes received, but recommendation from Head Groundsman is to proceed with the John Deere X147R noting supplier is known to the Parish Council and can offer maintenance support and parts are also easier to seek noting well known manufacturer.

Benefits Include:

- Save on staff time
- More efficient on fuel
- Better for staff from a posture and health and safety aspect
- Less strain on staff due to weight and vibration of the hand mower
- Staff are more visible on a ride on mower to users of the Recreation Ground
- Less time emptying cuttings
- In the winter months can be used to pick up leaves on the football pitches without leaving tracks due to being lightweight.



The machinery replacement reserve currently has £18,652 funds available, without knowing the future of the Recreation Ground site, the Head Groundsman can see no immediate need for any other machinery replacement in the next 12 months. It is proposed this request for money is taken from this reserve.