

NOTICE OF MEETING: WELLBEING, RECREATION & LEISURE
TIME: 7:30pm
DATE: 5th June 2023
VENUE: Community Room, Recreation Ground

Mrs T J King – RFO to Histon & Impington Parish Council
31st May 2023

MEMERS: 8 + 2 Ex Officio

AGENDA

QUORUM: 3

	Elected members: Cllrs Sarah Allen, Neil Davies, Chris Hobbs, Tom McKeown, Joe Uttridge, Louise Wilbraham Ex Officio: Yvonne Murray (Chair), Edd Stonham (Vice Chair) 2 vacancies	
WRL23/020	To Receive Apologies for Absence	
WRL23/021	To Receive Declarations of Interests To receive declarations of pecuniary interest from Councillors on items on the agenda	
WRL23/022	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	
WRL23/023	To Approve Minutes of Meetings Held: ➤ 24 th April 2023, 22 nd May 2023 – attached	For decision
WRL23/024	Matters Arising from Previous Meetings – for information only <u>Actions List</u> – attached Any other Matters Arising to report.	To note
WRL23/025	To review and approve Terms of Reference of this Committee-attached	For decision
WRL23/026	To co-op representative of major sporting clubs	For decision
WRL23/027	To receive Club reports <ul style="list-style-type: none"> • Bowls Club • Cricket • Croquet • Histon Hornets • Tennis Club 	To note
WRL23/028	Other Matters ➤ To approve work to replace guttering and downpipes at 12 New Road: three contractors contacted, two responded. Contractor 1 - total £2,998.70 + VAT Contractor 2 - total £1,880.00 + VAT	For decision

	➤ To receive update from Recreation Development Group – report to follow	To note
WRL23/029	Site walkabout to review (weather dependent) <ul style="list-style-type: none"> • Ensuring safe access to all our facilities • Play Area access and safety • Bike rack relocation • Signage • Storage 	For discussion
WRL23/030	How to communicate the meeting of 5th June 2023 and items for next agenda: Next agenda	
	Dates of next meeting: 4th September 2023, 6th November 2023, 22d January 2024, 4th March 2024	

Minutes of Histon & Impington Wellbeing, Recreation & Leisure
7:00pm, Monday 22nd May 2023
Community Room, Recreation Ground, New Road, Impington

Wellbeing, Recreation & Leisure Committee Minutes

Membership: 8 + 2 ex-officio

Appendices: 0

Quorum: 3

Agenda No:	<p>Present: Cllrs: Sarah Allen, Neil Davies, Chris Hobbs, Joe Uttridge, Louise Wilbraham Ex Officio Members: Cllrs: Yvonne Murray, Edd Stonham Clerk(s): Theresa King, Amelia Luck Apologies: None</p> <p>2 vacancies</p>	
WRL23/015	<p>ELECTION OF COMMITTEE CHAIR</p> <p>Cllr Wilbraham proposes Cllr Hobbs. Cllr Murray seconds. All in favour. Cllr Hobbs chair of Wellbeing, Recreation and Leisure Committee.</p> <p>ELECTION OF COMMITTEE DEPUTY CHAIR</p> <p>Cllr Stonham proposes Cllr Davies. Cllr Wilbraham seconds. All in favour. Cllr Davies deputy chair of Wellbeing, Recreation and Leisure Committee.</p>	
WRL23/016	<p>MEMBERS DECLARATIONS OF INTERESTS AND DISPENSATIONS</p> <p>None declared</p>	
WRL23/017	<p>PUBLIC PARTICIPATION</p> <p>No public present</p>	
WRL23/018	<p>To receive copy of draft Terms of Reference for review and approval at the next meeting</p> <p>Noted.</p>	
WRL23/019	<p>DATE OF NEXT MEETING</p> <p>Meeting close: 7.07pm</p> <p>Monday 5th June 2023</p>	

Minutes of Histon & Impington Wellbeing, Recreation & Leisure
7.30pm, Monday 24th April 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, Louise Wilbraham, Edd Stonham, Sarah Allen, Steve Campin (Groundsman), Mr David Rush (Croquet Club), Mr Steve Carrington (Histon Hornets), Mr Andrew Grimmer (Bowls Club) Ex Officio Members: Cllr Yvonne Murray (Chair), Cllr Payne Clerk: Theresa King (RFO), Amelia Luck Members of Public: 0	
WRL23/001 001.1	To Receive Apologies for Absence Apologies received from Councillors Uttridge, McKeown, Smith and Tennis Club representative.	
WRL23/002 002.1	MEMBERS DECLARATIONS OF INTERESTS AND DISPENSATIONS None	
WRL23/003 003.1	PUBLIC PARTICIPATION No members of the public were present.	
WRL23/004 004.1	TO APPROVE MINUTES OF MEETING HELD 6th February 2023 (Appx 1) Proposed by Councillor Stonham, seconded Councillor Hobbs. Councillor Allen abstains. Majority in favour, approved .	
WRL23/005 005.1	To co-op representatives of Bowls and Croquet Clubs Councillor Payne proposes. Councillor Hobbs seconds. All in favour , Committee co-opts Andrew Grimmer (Bowls Club) and David Rush (Croquet Club).	
WRL23/006 006.1	TO REVIEW ACTION LIST AND ANY OTHER MATTERS ARISING (Appx 2) Cllr Uttridge requested by email that the Committee prioritise security as anti-social behaviour is increasing. Steve Campin expressed frustration that no new security measures have been put into action since the November meeting when the Working Party was agreed. Further discussion followed: <ul style="list-style-type: none"> • Andrew Grimmer of the Bowls Club expressed same frustration and outlined issues experienced by the club in the previous season. • Councillor Hobbs requested a register be made that documents complaints received of anti-social behaviour to allow the committee to have more of an understanding of the problems the Recreation Ground and users encounter, and that this register be shared with the Committee. RFO to implement. • Bye-laws needed to be clarified for the Recreation Ground so these can be reinforced. • Request for immediate hiring of security guards to patrol the site, suggested for 10 weeks initially, between 3.30 p.m. and 5.30 p.m. • Cllr Davies to forward details of security company HI Friends had used • Need for high visibility of security <p>RFO to work on obtaining security services and report to next meeting and Working Party.</p> <p>Committee noted that the Gate Access System working party had also not met. Meetings to be agreed ASAP for the working parties to review solutions.</p>	<p>RFO</p> <p>RFO</p> <p>Working Parties</p>
WRL23/007 007.1 007.2	To receive reports Operations report (Appx 3) - verbal update given by RFO. Report noted. Year end budget vs spend report (Appx 4) - Report noted.	

<p>WRL23/008</p> <p>008.1</p> <p>008.2</p> <p>008.3</p> <p>008.4</p> <p>008.5</p>	<p>To receive club reports</p> <p>Bowls Club- Andrew Grimmer expresses thanks to Steve Campin for the excellent condition of the playing surface. Andrew Grimmer also confirms that Bowls Club are struggling with numbers and Bowls Club are looking at ways to increase uptake and participation. Article to be produced for June HISIMP news – RFO to circulate submission deadlines and print dates.</p> <p>Cricket Club- no representative in attendance.</p> <p>Croquet Club - Dave Rush expresses thanks to Steve Campin for the condition of the grounds and having the pitch prepared ready for the start of the season. Club to run open days on Sundays to encourage new members, dates provided to office. Article for June HISIMP News to be produced.</p> <p>Histon Hornets- Steve Carrington expresses thanks to Steve Campin and states grounds are immaculate. Histon Hornets have been trialling a coffee trailer on Saturday mornings and are looking for the committee to grant permission for the coffee trailer to be a regular facility on Saturday mornings which can be used by all users. As item is not on the agenda it cannot be decided at this meeting. RFO to ask Clerk to extend the trial. Hornets to communicate with other clubs over the availability of the trailer.</p> <p>Tennis Club- no representative in attendance.</p> <p>David Rush left the meeting,</p>	<p>RFO</p> <p>RFO</p>
<p>WRL23/009</p> <p>009.1</p>	<p>To agree to proceed with project to replace hard court surface (Appx 5)</p> <p>Cllr Payne queried why Contractor 1 had been selected. RFO confirmed best value, contractors previously used, price included root barrier work and contractors had agreed ease of access.</p> <p>Councillor Stonham proposed, Councillor Hobbs seconded, all voted in favour to accept recommendation. Delegated to RFO and Groundstaff to implement</p>	<p>RFO/ Ground staff</p>
<p>WRL23/010</p> <p>010.1</p>	<p>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 meeting. Formal arrangement to be finalised on the agreement of hourly rate, to be signed by 1st May 2023 by Tennis Club (Appendix 6)</p> <p>Committee discussed the paper and the draft review of charges information. Cllr Allen stated that data was needed in order to review the figures longer term and suggested that data on the throughput of members for each club needed to be considered, such as how many players are actively taking part, and what is the age and disability range. Cllr Stonham suggested that capital spend figures for future projects also needed to be considered so that longer term information could be fed into budget setting.</p> <p>Councillor Davies states that he has met with the Tennis Club Chair. Tennis Club Chair agreed that Tennis Club may need to increase their charges. Councillor Davies proposes that an amendment to the motion is made and proposes a charge of £2.75 is considered. Councillor Davies proposed, Councillor Wilbraham seconded. 3 votes in favour. 3 votes against. Chair Councillor Murray has casting vote. Councillor Murray votes for Councillor Davies proposal of £2.75, 4 in favour 3 against, motion carried.</p> <p>Cllr Stonham requested that it be noted that clubs cannot be allowed to go against a decision already agreed.</p>	
<p>WRL23/011</p>	<p>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.</p>	

011.1	<p>Councillor Murray outlined the need for the review to take into account costs and incomes from sports club and other sports facilities users. Councillor Davies stated that the original charges had been set lower to make it affordable for the clubs and their members. Cllr Payne said that the figures on the Annual Parish Meeting Finance Report showed that the income and the expenditure on the Recreation ground varied greatly. The charges needed to take into account how much the Council wanted to subsidise the groups, whilst still encouraging people to get active and fit.</p> <p>Councillor Stonham proposes. Councillor Payne seconds. All in favour. Delegated to staff to begin work on review and bring to next appropriate meeting.</p>	Office
WRL23/012	<p>To consider the role of the Committee in providing Wellbeing provision for residents</p>	
012.1	<p>Cllr Davies suggested that the committee had not actioned very much on the wellbeing side of the committee remit, focusing mainly on the Recreation ground and its development, and that there was no current forum to discuss wellbeing. Cllr Davies also queried whether the groups who provide third party services for the Council should also be included in this discussion. Cllr Payne highlighted that the Connections Bus project is the only provider of youth services in the area, and questioned whether the committee should be including uniformed groups, in order to get all relevant parties together to include all those with an interest. Steve Carrington stated that the number of people, especially young people, looked after by Histon Hornets is colossal, whereas the Connections Bus project considers a few outside of the sporting arena.</p> <p>The committee agreed to look at the terms of reference of this committee to include wellbeing aspects. The committee also suggested undertaking a survey of young people to see what they needed or wanted re facilities in the village to gather more information, Cllr Allen to suggest contacts for arranging this.</p>	SA
WRL23/013	<p>Other Matters</p>	
013.1	<p>Request from Land, Assets and Infrastructure Committee to agree sealed bid of £2,000 to purchase additional unused MVAS Speedwatch sign from Gamlingay Council</p> <p>Councillor Payne requests an amendment be made to make the figure £2,010.52. Councillor Payne proposes. Councillor Hobbs seconds. All in favour. Amended motion approved. RFO to progress with Clerk.</p>	RFO/ Clerk
013.2	<p>To agree to spend up to £5000 for the purchase of a new ride on mower, selection and purchase delegated to RFO and Head Groundsman (Appendix 7)</p> <p>Cllr Payne queried whether electric vehicles had been considered. RFO and Head Groundsman stated that these had been looked at, but there were very few brands available which were of the same power as was needed, and that many producers were not producing electric models as yet. The only model of comparison was over £12,000. RFO also explained that there was currently nowhere in the compound where a safe charging point could be installed. Councillor Hobbs proposed, Councillor Davies seconded, all in favour to agree spend.</p>	RFO/ Head Grounds man
013.3	<p>To receive update from Recreation Development Group (RDG)</p> <p>Cllr Davies verbally updated. Advisers had been contacted and two site visits with companies organised. Next meeting of RDG will consider responses at meeting on 11th May 2023.</p>	
WRL23/014	<p>DATE OF NEXT MEETING : 22nd May 2023 (to elect Chair)</p> <p>Communicating the 24th April Wellbeing, Recreation and Leisure meeting;</p>	

	<p>Review of Charges; Terms and Conditions review; Committee focus on Wellbeing; Undertaking Youth survey.</p> <p>Items for next agenda: Election of Committee Chair Meeting closed: 9.20pm</p>	
	<p>Appendix 1: Minutes of the meeting on 6th February 2023 Appendix 2: Action list Appendix 3: Operations Report Appendix 4: Year End Budget vs Spend report Appendix 5: Hard Court surface replacement Appendix 6: Tennis Club fee paper Appendix 7: Purchase of ride on mower</p>	

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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 Biodiversity Committee have identified short term possible projects. Staff are working on obtaining costings for suggestions.
R20/026.1	Neighbourhood Plan Project	Projects for Committee to develop plan for progressing or advise otherwise - P1, P8,P11	Committee	Open	<p>NEIGHBOURHOOD PLAN PROJECTS</p> <p>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).</p> <p>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.</p> <p>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).</p>

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 Wa	Project moved from LAI committee as a WRL site	LW, CH	Jun-23	Contractors confirmed, table orders placed, completion by end June 23
WRL22/023.1	Security Improvements Work	To give feedback to committee on suggested solutions	ES, YM, JU, LW, SA	Jun-23	Temporary signs erected by staff. Site walkabout to discuss ideas as part of agenda on 5.6.23
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	Need confirmation if this is still what needs to happen.
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	Working party not met
WRL23/006.1	Anti social behaviour log		RFO	Open	Log being kept. Verbal update June 23 meeting
WRL23/006.1	Security guard		RFO	Jun-23	Spend approved at Full Council. Security guard contacted. Awaiting suggested package of measures/hours. Recommendation that signage is in place for enforcement.
WRL23/011	Review of charges and terms and condition	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.	Staff	Sep-23	
WRL23/012	Survey youth for needs and w	Cllr Allen to supply information for contacts	SA		

WELLBEING, RECREATION AND LEISURE COMMITTEE

Reporting in:

Task & Finish/Working Groups: Recreation Development Group; Gate Access System

Terms of Reference

Membership shall comprise of six members of the Council + ex-officio members

The Committee can co-opt up to four members of the major user groups (currently Histon Bowls Club, Histon Cricket Club, Histon Hornets and Histon Tennis Club). Co-opted members can vote on management of land and buildings as long as it is for items within a budget determined by the Council, but not on matters relating to financial aspects of hiring and fees of the facilities provided by the Council

Three Parish Council members shall constitute a quorum at Recreation Ground Committee meetings. The meetings will only be quorate if **three Parish Council** members are present. Co-opted members may only vote on items with budget determined by the Committee when the meeting is quorate. The number of voting club representatives must not exceed the number of Parish Council members present and able to vote at any meeting and under such circumstances no vote shall take place

If a quorum is not present when the committee meets or if during a meeting the number of Councillors present (and not debarred by reason of a declared prejudicial interest) falls below the required quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such a day as the Chairman may fix

The Committee shall normally meet bi-monthly as per the calendar of meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chairman shall require

Powers

The Wellbeing, Recreation and Leisure Committee has the delegated authority to:

Authorise expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget

Review annually and when deemed necessary, the fees required for the hiring of the rooms and grounds in the Council's ownership

Manage and maintain the buildings and public open spaces at 12 New Road, the Recreation Ground, South Road, Manorial Waste School Hill and the Green Play Area in the sole ownership of the Council

Discuss, review and manage sporting and recreation facilities

Submit to the Council proposals for new and improved services

Approve rents and fees for persons and organisations using the facilities provided by the Council

Approve annual fees for member clubs

Approve hiring agreements

At its first meeting in the financial year plan and review the budget