

Cheveley Pavilion & Recreation Ground Charity

Registered Charity Number 1082799

59 West Street, Isleham, Ely, Cambs, CB7 5SD

Telephone: 01638 780835

Chairman: Mr Ian Jackson

CHEVELEY PAVILION & RECREATION GROUND CHARITY MEETING **HELD IN CHEVELEY COMMUNITY ROOM** **ON TUESDAY 9TH OCTOBER 2018**

MINUTES

Present: Alison Day, Claire Elbrow, Jane Gibson, James Hadlow, Ian Jackson (Chair), Brent Noble, Sheila Marvin, Tracey Peel, Sallie Thomas and Sue Willows.

Secretary: Marilyn Strand

There were 2 members of the public present.

The meeting was opened at 9pm.

1. Apologies and approvals for absence

Jaquilyn Hascombe-Brook (personal).

2. Declaration of Pecuniary and Non-Pecuniary Interests

None.

3. Open Forum for Public Participation

One resident had attended the meeting to hear item 7(f) – fire in the recreation ground.

4. Approval of Minutes of the Meeting held on 11th September 2018 – Cllr Marvin proposed the following addition to the minutes:

Item 7(c)(2): “Cllr Marvin was not allowed to finish her presentation and the proposal that she and Cllr Hascombe-Brook had put forward was not properly discussed”.

Councillors voted 6 in favour, 3 against with one abstention, therefore the proposal was CARRIED and the minutes were signed by the Chairman.

5. Matters Arising including reports from the Secretary and Trustees.

Report from the Secretary NOTED as follows:

1. PCH Associates have confirmed that they will attend the November meeting to discuss the revised drawings and options going forward.
2. Two youngsters were seen playing golf on the recreation ground (Monday 1st October) and asked to please refrain from doing so. A group of older teenagers was asked to please replace the security fencing around the broken-down wall which they had moved over to the picnic benches by the pavilion. All the young people spoken to were polite and compliant with the requests.

NOTED.

6. Finance & Administration

Payments for consideration and approval this month – AGREED.

(a) Ref:	Payee/Item	Chq. No.	Total
(1)	ECDC play area inspection – Sep 18	DD	£30.00
(2)	McGregor Services – Sep 18	000013	£519.60
	<u>Total payments for the month</u>		<u>£549.60</u>

7. Pavilion & Recreation Ground Matters

- (a) To consider quotation from Fenland Leisure for repairs to Miram Skateboard Platform & surface repair under the swings – it was agreed to re-consider this quotation once the defects had appeared on an inspection report.

- (b) To consider procedure for the allocation of pavilion keys (SEP 18: 7(b)) – this item was deferred to the November meeting.
- (c) To note tree survey report and take necessary action – it was agreed to get quotations for the work separated out into each priority grouping to be considered at the November meeting.
- (d) To consider recommendation for the erection of a tree swing(s) – this item was deferred to November as copies of the tree survey report had only been circulated the day before the meeting.
- (e) To consider quotation from Hamill Landscapes for tree work in the recreation ground – it was agreed that further quotations would be necessary in line with the PC's Procurement Policy regulations for expenditure above £500.
- (f) Correspondence from resident re: fire in the recreation ground on 15th September – NOTED. The incident had been reported to the police by the residents involved.
- (g) To discuss pavilion improvements:
1. To consider revised Project Plan – Ian Jackson presented version 2 of the plan and highlighted changes made since the last meeting. Further changes will be brought back to the next meeting. Mr Jackson said that the Headteacher at Cheveley primary school is keen to discuss access to the recreation ground and pavilion facilities for the future. It was noted that Moulton Village Hall was partly funded by small loans from residents.
 2. To note research on community facilities and user groups – NOTED. The results of this research will help shape a community building which considers commercial opportunities in terms of the kinds of groups which might use it.
 3. To draw up a list of facilities the pavilion must have to attract users and comply with current legislation. The following specification was agreed to put forward to PCH Associates:
 - Social space should remain at approximately 120m² and retain the ability to be separated so that two groups could hire at the same time. The possibility of sound proofing between the two areas should be investigated.
 - Changing facilities should be at one end of the building rather than at each end.
 - Changing rooms should be reduced in size to between 16m² and 20m² in accordance with Sport England minimum standards.
 - The kitchen area should be reduced in size to approximately 10m² but still allow space for an oven.
 - Toilets – there should be just one external toilet which is suitable for disabled use and which also includes baby-changing facilities. Only the minimum number of internal toilets should be included.
 - The size of the internal storage areas needs to be increased.
 - Access to the rear of the building should be provided.
 - A pathway from the car park to the building should be included.
 4. Request from PCH Associates for approval to purchase an OS Map of the pavilion site, cost £172.72 +VAT – it was agreed that Ian Jackson will present the free map obtained by Sheila Marvin to see if this could be used. If it can't be used, it was AGREED to purchase the map from PCH Associates.

8. Date of next meeting & Matters for Future Consideration.

13th November

The meeting was closed at 10:10pm.

Signed: Approved and signed by the Chairman

Dated: 13th November 2018