

**Minutes of a Meeting**  
**Burton-in-Lonsdale Parish Council Recreation Field Committee**  
**6.30pm Thursday 6<sup>th</sup> October 2021**  
**Sports Pavilion, Burton in Lonsdale**

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**Present:** Councillor Thompson; Messrs. Ian W Parker (Chair), Mike Illsley

**In attendance:** the Clerk.

**49/2021 Apologies and Reasons for Absence**

No apologies received.

**50/2021 Code of Conduct and Recording of Disclosable Pecuniary Interests**

To record Councillor's Disclosable Pecuniary Interests relating to this Agenda; changes since previous disclosure to Craven District Council

None were declared.

**51/2021 Minutes of Recreation Field Committee Meeting of 13 May 2021**

(previously approved: see Minute 8/21, 27 May 2021 .

It was noted the Minutes were approved prior to this meeting.

**52/2021 Maintenance**

a) Facility Risk Assessments including for COVID-19

**Resolved**

To continue to follow Government guidance, currently leaving decisions re mask wearing etc. to individual choice.

b) Pavilion

i. Maintenance

- Water supply: consideration of relocation of water supply meter

**Resolved**

When B4RN date for planned installation at Waterside Potteries site confirmed, re-routing of water supply from Low Bentham Road to Bentham Moor Road Recreation Field entrance to be investigated.

- Installation proposal for kitchen hatch

**Resolved**

As there was no mention of a requirement for a hatch in the recent fire safety report, it was agreed not to pursue the matter further.

- Defibrillator Provision: Inspection report May-Oct 2021

The defibrillator is inspected every 7 to 10 days; all appears to be working properly.

- Fire safety inspection: update

Additional fire extinguishers and smoke alarms installed; awaiting installation of fire safety door between social and plant rooms.

Ian Parker to liaise with Northern Fire Safety re signage.

**Resolved**

Monthly smoke & fire alarm testing to be done along with other regular building and equipment checks.

- ii. External storage: proposals for users' equipment  
Cllr. Thompson reported the approval by councillors for a planning application for an external storage structure to be submitted. Planning permission is required before funding can be applied for. He also reported an estimate of c£20,000 to build the structure, plus possible extras of about £5,000 including lighting and power supply. The structure to include (at this stage) a roller/shutter main door, a single pitch roof at right angles and below the pavilion's main roof with similar roof materials. There will be no cavity wall; the walls will be concrete blocks; the floor will be concrete; outside render to match existing render. A plan drawing will be circulated to all councillors prior to submitting the planning application.

c) Recreation Field

i. Inspection & maintenance reports:

Play Area incl. replacement matting, Outdoor Gym, Bike Track  
Replacement matting has been purchased and is due to arrive shortly. Additional matting is included for future use, saving additional transport costs.

Play Area

The recent safety inspection brought to the Council's attention various items for consideration:

Wooden picnic table rotting and should be replaced.

**Resolved**

To replace the existing wooden picnic table with a teak table and protective matting around it, after the winter period. Cost to be confirmed.

Wooden bench too rotten to repair

To replace the wooden bench, with fixings to the ground, and reinstating the memorial plaque to a well-known and respected member of the community as soon as possible. Cost c£300.

Roundabout pedals are worn; it is advised to replace all of them.

**Resolved**

To investigate how to remove the pedals preparing for replacements to be purchased and installed.

Outdoor Gym

Inspection highlighted rower machine not returning to position after use; manufacturer contacted who advised to tell users to return rower machine to start position as per instructions on posts of each piece of equipment.

**Resolved**

No further action for the present

Advisory sign for outdoor gym: inspection considered installation on MUGA fence too far from equipment. However, the committee considered a free-standing notice too vulnerable to damage and

**Resolved**

To keep the advisory sign where it is at present ie on the outside of the MUGA fence, facing the gym area.

ii. Stone wall boundary adj. to road: repairs

An additional small collapse near the bike track entrance was noted and will be dealt with by Cllr. Thompson.

iii. Car Park: surface & edging works report; fence between play area and car park

Fencing between car park and play area: wood vs recycled plastic fencing investigated. Wood almost half the price of recycled plastic at about £1,000 vs £2,000.

**Resolved**

To purchase the wooden fencing for installation between the car park and the play area as a single length, with protective matting at the grassed end, total cost circa £1,200.

Car park surface

**Resolved**

To purchase 20 ton washed chippings for re-surfacing; to install kerbing between tarmac entrance and chippings and to replace wooden bollards between car park and field.

Cllr Thompson to ask contractor to consider the following works, estimated at approximately 3-4 days plus materials:

**Resolved**

The order of above works to be

- Fencing between car park and play area
- Installation of kerb edging between tarmac and chippings
- Placing of chippings over existing surface
- Replace wooden bollards between car park and field (Mike Illsley to check size and number)

iv. Litter bin replacement: cost confirmation & delivery

New litter bin is on order at £155.00 excluding VAT and will be delivered after receipt of payment.

v. Signs: locations to be confirmed

The current locations were considered to be adequate, in the light of past damage by vandals.

d) Drainage works: whole of field incl. MUGA

The works to the sumps at the south side of the field appear to be satisfactory, although the south east corner of the field remains soft/wet after rain ie not draining as well as expected.

However urgent work around the MUGA is required, as the surface has become congested with debris after the recent wet weather.

**Resolved**

To ask local contractor (as above) for estimate re drainage works around the MUGA area.

Mike Illsley to re-circulate drainage plan for comments to inform the contractor when making estimate.

**53/2021 Bowling Club: power supply: update re power provision**

Cllr. Thompson advised the meeting the Parish Council has given permission to the Bowling Club for their power supply meter to be connected to the Recreation Field's main supply, the meter to be installed in the green cupboard housing the MUGA supply. The council is awaiting the Bowling Club's contact re a date for installation.

**54/2021 MUGA**

a) MUGA maintenance rota schedule

It was agreed the surface needs regular attention, particularly after rainy periods which washes debris on to the surface.

**Resolved**

To start work on clearing the surface as soon as possible, using a working party including Cllr Thompson and Mike Illsley and other volunteers.

b) Fencing system, steelwork & boards: replacement progress report

Currently replacement boards are being stored off site; the boards can be installed once a team is organised. Ian Parker advised each board takes approximately one hour to install, including removal of old board. There are 42 boards to replace; a total of approximately 50 hours work. The boards could be replaced using volunteer sessions of say two to three hours each.

**Resolved**

To devise a rolling programme to replace the boards, using volunteers.

Steel frame work sections

The sections are slightly out of place, requiring only to be put back into place.

c) Play surface: proposal for replacement, associated drainage works

Drainage works: see Minute 52d above.

Replacement surface

One quote has been received: £5,864 to take up and dispose of the old surfacing and £22,980 to supply and install new surfacing, net of VAT. Mike Illsley suggested asking a local contractor for a quote to remove and dispose of the old surface.

Cllr Thompson advised he is confident Sport England grant funding for 75% of the cost will be available and suggested the cost be included in the same application for funding the equipment store, bringing the total funding application to approximately £50,000.

**Resolved**

To obtain additional quotes for comparison.

d) Basketball backing boards for replacement

The history of the existing backing boards is chequered: children climb on the fencing to reach the basketball goals; the goals have become distorted. Currently no-one is playing basketball.

**Resolved**

Not to replace the backing boards or goals for the time being

e) Tennis Net winding system repair

It is unclear if the winding mechanism is working properly.

**Resolved**

Mike Illsley to examine mechanism and report to the Committee re further action.

- f) Electricity meter: door replacement; readings for Parish Council  
Several meter boxes and doors installed in the past, due to damage by users.

**Resolved**

To replace the box and door with a metal box with slot in to allow tokens to be inserted in the meter.

Ian Parker to make enquiries of Tom Handley, electrician.

Electricity charges to users

Current charge is £5 per hour for the lights plus £1 per person using the MUGA. It was suggested that only a charge of £5/lighting token be made, as running costs such as insurance are now absorbed in to the Parish Council's remit.

**Resolved**

A charge of £5 per hour for lighting only be charged to use the MUGA, irrespective of the number of users on the MUGA for the hour.

- g) Replacement of entry door & entrance light  
The entrance light is damaged (for the third or fourth time).

**Resolved**

After checking the power supply remove the light completely; no replacement light to be installed.

Entry door boards: see item (b) above.

**55/2021 Bookings and Facility Finance**

- a) Financial report incl. bookings May 2021 to present  
A summary of receipts and payments was circulated to the committee prior to the meeting. To date the regular expenses such as grass cutting are within budget; hire receipts are increasing following the easing of COVID restrictions.
- b) COVID grants received April 2020 - April 2021  
A total of £28,636 including a re-start grant of £8,000 has been received and which will be used for various works to the Recreation Field facility including drainage, storage and MUGA play surface.
- c) Lonsdale Terriers JFC: proposed formal agreement re bookings  
Cllr. Thompson re-capped the history of the junior Football Team's use of the Recreation Field. Since starting to use the Field, the club is now working on a firmer footing. The club uses the Field most Sunday mornings between 9.30am and 1.30pm, at a greatly reduced cost of £20 per hire. Now that the club is more firmly established it is appropriate a more formal agreement be made between the Parish Council and Lonsdale Terriers.
- Resolved**  
Cllr Thompson to discuss terms of formal agreement with leader of Lonsdale Terriers.

**56/2021 Parish Council Payments: Payment budgeted & non-budgeted items.**

As only one councillor present, no payments were agreed.

**57/2021 Date, time and venue next Parish Council meetings**

**Resolved**

Finance Committee meeting: 11<sup>th</sup> November 2021: in Sports Pavilion

Full Council meeting: Thursday 25<sup>th</sup> November 2021: in Village Hall

The meeting finished at 8.05pm.

**Signed** .....

**Dated** .....