

# Cheveley Pavilion & Recreation Ground Charity

Registered Charity Number 1082799

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

Telephone: 01638 780835

Chairman: Mr Ian Jackson

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## **CHEVELEY PAVILION & RECREATION GROUND CHARITY MEETING** **HELD IN CHEVELEY COMMUNITY ROOM** **ON TUESDAY 14<sup>TH</sup> AUGUST 2018**

### **MINUTES**

**Present:** Alison Day, Jane Gibson, James Hadlow, Jaquilyn Hascombe-Brook, Ian Jackson (Chair), Brent Noble, Sheila Marvin, Sallie Thomas and Sue Willows.

**Secretary:** Marilyn Strand

There were 6 members of the public present.

The meeting was opened at 9:01pm.

#### **1. Apologies and approvals for absence**

Claire Elbrow (other commitments) and Tracey Peel (unwell).

#### **2. Declaration of Pecuniary and Non-Pecuniary Interests**

None.

#### **3. Open Forum for Public Participation**

None.

#### **4. Approval of Minutes** of the Meeting held on 10<sup>th</sup> July 2018 – AGREED and signed by the Chairman.

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

Report from the Secretary NOTED as follows:

1. SDH Maintenance Services carried out handyman work on Monday 9<sup>th</sup> July including – demolish barbeque near pavilion, remove teenage shelter and old sign. The bus shelter seating is still on order. A new set of taps for the kitchen sink will be fitted at the same time as the seating.
2. The new litter bin for the children's play area was installed on 10<sup>th</sup> July.
3. Commercial Cleaners Newmarket Ltd carried out a thorough clean of the pavilion on 19<sup>th</sup> July.

Other matters reported at the meeting as follows:

- The floor at the pavilion hadn't come up very well following the recent clean.
- Cllr Marvin had paid in £30 cash for a recent hiring of the pavilion.
- The cold tap in the sink has been turned off as dripping water is causing damage to the cupboard underneath.

#### **6. Finance & Administration**

Payments for consideration and approval this month – AGREED.

(a) Ref:	Payee/Item	Chq. No.	Total
(1)	ECDC play area inspection – Jul 18	DD	£30.00
(2)	McGregor Services – Jul 18	000008	£120.00
(3)	Cheveley PC – Q1 expenses paid	000009	£75.95
(4)	Wave – pavilion water Apr – Jul	DD	£23.75
(5)	SDH Maintenance Services	000010	£244.49
	<b><u>Total payments for the month</u></b>		<b><u>£494.19</u></b>

#### **7. Pavilion & Recreation Ground Matters**

- (a) Use of pavilion keys & report from Cllr Elbrow – NOTED. It was agreed to put together a procedure for allowing regular users of the pavilion to hold keys in order to facilitate opening and locking up when Trustees are unavailable. This will be shown to the insurance company to ensure it meets with their requirements. The draft procedure will be considered at the September meeting.
- (b) Re-build of barbeque near to pavilion and repair of barbeque under trees - written report from Cllr Elbrow – NOTED. It was proposed that the barbeque near the pavilion should be rebuilt by SDH Maintenance Services (handyman) up to a cost of £500 – AGREED.
- (c) Removal of makeshift swing in wooded area on recreation ground – written update from Cllr Elbrow – NOTED. The swing had been erected without the permission of the Charity which owns the recreation ground and had to be taken down as it would not have been covered by the PC or Charity insurance. It had cost the Charity £100 to have it removed. Trustees agreed to replacing the swing in a more suitable area following proper processes regarding risk assessment, tree survey, installation, ongoing maintenance and insurance. It was noted that the tree which the swing had been attached to had already been shown to have a weakness which had been treated previously. More suitable areas for the swing had been identified by Councillors and SP Landscapes will be asked to give their professional opinion on whether any of these areas would be suitable.
- (d) Damage to recreation ground wall following road traffic collision – written report from Cllr Elbrow – NOTED. A quotation for repairs has been received and the insurance company has given the go-ahead for the work to proceed.
- (e) To note playground inspection report and action as necessary – a quotation for the work is in progress with Fenland Leisure. The goal posts will be moved (once the dry weather has passed) to allow for the grass around them to re-grow.
- (f) To consider drawings from PCH Associates re: pavilion improvements – following discussion of the drawings, suggested revisions for each of the options will be taken back to PCH for adjustments to be made. It was agreed that a strategy should be put together before deciding which option would be most suitable and before investigating funding options. The Community Plan and Feasibility Study will form part of the strategy which should lay out clearly what is to be done, why and for whom. Ian Jackson will produce a draft strategy document for consideration at the September meeting. Mark Hatley from PCH Associates will be able to come to a future meeting to look at each option more closely and advise as necessary.

**8. Date of next meeting**

11<sup>th</sup> September.

**9. Matters for future consideration**

None.

The meeting was closed at 10pm.

Signed: Approved and signed by the Chairman. Dated: 11<sup>th</sup> September 2018