



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
County Councillor B Cooper
Members of the Public & Press

District Councillor Mrs N Hickish
District Councillor J Hickish
District Councillor J E T Tanner

Dear Member

RECREATION & AMENITIES COMMITTEE MEETING

You are summoned to attend a meeting of the Recreation & Amenities Committee to be held in the Community Room, Church Lane, Blandford Forum on **Monday 27 September 2010 at 6.30 pm** to consider the following items.

Linda Scott-Giles
Acting Town Clerk
20 September 2010

A G E N D A

Prior to consideration of the following Agenda, there will be a democratic quarter of an hour, which may be extended at the discretion of the Council, during which time members of the public may speak. During the course of the meeting, members of the public and our elected representatives from the County and District Councils may indicate they wish to speak, and, at the discretion of the Chairman, and with the approval of the Members, they may be allowed to do so on points of information only. The Council may on occasion invite members of the public to comment on specific issues where points of information or their particular knowledge on a subject might prove of benefit to the Council.

Members of the public are advised that recordings of any kind will only be allowed with the express permission of the Council on each occasion. Should a recording be permitted the Council should be given a copy of that recording.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights.

1. Public Session
2. Apologies
3. Declarations of Interest (Councillors are reminded of their obligations to declare orally their interests as per the Parish Councils Model Code of Conduct Order 2007 Number 1159)
4. Minutes of the Meeting held on 12 July 2010 (paper attached)

Twinned with Preetz, Germany



Town Clerk's Office
Church Lane, Blandford Forum
Dorset DT11 7AD



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5. Town Clerk's Report & Correspondence
6. Review of Recreation & Amenities Budgets to 15 September 2010 (papers attached)
 - 6.1 Analytical Review of Revenue Budget
 - 6.2 Review of Earmarked Reserves
 - 6.3 Reserve Accounts
7. To consider expenditure authority for essential maintenance works to be carried out to the shed at Woodhouse Gardens and the removal of the asbestos roof (paper attached)
8. To consider expenditure authority to purchase replacement chain link fencing surrounding the Town Council's Skate Park (paper attached)
9. To consider expenditure authority to erect 6m high fencing between the Cricket Club and the Bowling Club and the play area at Park Road Recreation Ground (paper attached)
10. To form a Working Group to review the Planned Preventative Maintenance condition survey for the Town Council venues and report back to a future meeting (suggested meeting date Thursday 14 October 2010, 12pm-2pm)
11. To consider a request from a regular hirer to sub-let Woodhouse Gardens Pavilion for the Christmas Garden of Delights
12. An opportunity for Members to suggest items for possible inclusion in the 2011/2012 budget to enable time for officers to investigate costs that can be brought back to the next Committee meeting in November
13. Reports by Grounds & Properties Manager July 2010 – September 2010 (papers attached)

Please note that A Barnes for a Recreation Ground Trustees meeting will commence immediately after this meeting, prior to the start of the Town & General Purposes Committee Meeting

DATES OF FUTURE MEETINGS

4 Oct	Town Council
6 Oct	Finance & Staffing
11 Oct	Planning Committee

Minutes of the Town Council and Committee meetings are available from Blandford Library, the Town Clerk's Office and at www.blandfordforum-tc.gov.uk.

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BLANDFORD FORUM TOWN COUNCIL

ANNUAL REVENUE BUDGET REPORT as at 15th September 2010

2010/11

	Annual Budget	Budget to Date	Actual to Date	Budget Variance
INCOME				
Corn Exchange	28,840	14,420	14,839	419
Woodhouse Gardens	4,060	2,030	1,997	(33)
Larksmead	3,982	1,991	2,072	81
Recreation Ground (as Corporate Trustee)	0	0	0	0
Cemetery	10,303	5,152	4,907	(245)
Sundries	5,855	2,928	5,677	2,750
Skatepark	0	0	0	0
Tabernacle	254	127	0	(127)
Total Income	53,294	26,647	29,492	2,845

NDDC paid up front re Grass Cutting

EXPENDITURE

Vehicles	6,925	3,463	2,067	(1,396)
Corn Exchange	25,329	12,665	10,290	(2,375)
Woodhouse Gardens	1,716	804	594	(210)
Larksmead	4,685	2,343	2,529	187
Recreation Ground (as Corporate Trustee)	23,764	11,882	12,000	118
Cemetery	1,208	604	839	235
Langton	289	145	9	(136)
Skatepark	655	328	554	227
Sundries	5,014	2,507	1,947	(560)
Tabernacle	1,371	686	0	(1,397)
Total Expenditure	70,956	35,424	30,829	(5,306)
TOTAL	17,662	8,777	1,337	(8,151)

Note

Overbudget figure positive variance

Underbudget negative variance ()

BLANDFORD FORUM TOWN COUNCIL
ANNUAL REVENUE BUDGET REPORT as at 15th September 2010
SUMMARY

	Annual Budget	Budget to Date	Actual to Date	Budget Variance
REVENUE				
VEHICLE RUNNING COSTS	6,925	3,463	2,067	(1,396)
CEMETERY	(9,095)	(4,548)	(4,068)	480
LARKSMEAD	703	352	457	106
CORN EXCHANGE	(3,511)	(1,756)	(4,549)	(2,794)
RECREATION GROUND	23,764	11,882	12,000	118
WOODHOUSE GARDENS	(2,344)	(1,227)	(1,403)	(177)
SUNDRIES	(841)	(421)	(3,730)	(3,310)
LANGTON ROAD	289	145	9	(136)
SKATEPARK	655	328	554	227
TABERNACLE	1,117	559	0	(1,270)
REVENUE TOTAL	17,662	8,777	1,337	(8,151)
Total	17,662	8,777	1,337	(8,151)

Note

Overbudget figure positive variance
 Underbudget negative variance ()

Expenditure against R & A Earmarked Reserves 2010/11
As At 15th September 2010

	Balance as at 31/3/10	Transfer of funds	Budget 2010/11	Total Reserves	Spend YTD	Committed YTD	Current Balance
1050	1,658		0	1,658	40		1,618
1060	7,946		18,500	26,446	1,722		12,574
1065	10,830		-5,000	5,830	417		5,413
1070	757		0	757			757
1075	3,250		0	3,250			3,250
1080	1,195		0	1,195			1,195
1081	13,000		0	13,000			13,000
1090	10,253		5,000	15,253	7,819		7,434
1096	693		1,000	1,693	20		1,673
	49,581	0	19,500	69,081	10,019	12,150	46,912

Spend

B/F

10,019

Committed

- (1) Cost of Cancelled Portico Park Road 20 5,500
- (2) Re-Built Garden Wall 7819 6650
- (3) Disable Ramp Woodhouse Gardens 417
- (4) Survey Mech & Electrics 1,722
- (5) 6 Water Trough Lids 40
- (6) Prepare PPM Survey 5,500
- Replace Cricket Roof 6650

10,019

12,150

Receipts/Transferrals

Switch of Budgets

C/F 10,019

0

0

Blandford Forum Town Council

Reserves Accounts as at 15th September 2010

<u>Standard Asset Replacement Accruals</u>		Responsible Committee	Balances
Nominal Code			£
1300	IT	F & S	16,005.46
1305	Skate park	R & A	81,356.89
1310	General Play Equipment	R & A	34,872.10
1315	Maintenance Equipment Replacement	R & A	6,071.92
1320	Vehicle Replacement	R & A	7,095.00
1325	Tractor Replacement	R & A	17,939.80
1330	Mower Replacement	R & A	17,796.20
1335	Civic Regalia	F & S	1,400.00
1340	CCTV- Replacement Fund	T & GP	20,699.57
			<u>203,236.94</u>
<u>Other</u>			
1001	Earmarked Interest	F & S	26,317.33
1010	Capital Interest	F & S	65,846.94
1015	Support for Essential Services (Earmarked)	T/C	56,503.00
			<u>148,667.27</u>
<u>Capital Projects</u>			
1104	Corn Exchange S106 Funds	T/C	175,184.51
1105	Corn Exchange	T/C	500,000.00
1110	Corn Exchange Promotions Group	T/C	7,798.00
1115	Corn Exchange Project Development	T/C	982.54
1120	Corn Exchange & Venues Refurbishment Project	T/C	100,000.00
1125	Garden of Remembrance	R & A	40,000.00
1130	Cemetery Records , Maps & Procedures	R & A	2,000.00
1135	Railway Arches	T & GP	34,295.00
1150	Old Bath House	T & GP	13,030.00
1155	Badbury Heights - Playarea Contibution (S106)	T/C	201,306.35
1160	Land North of Bypass (Sports Pitches)	T/C	100,000.00
1165	Venues Refurbishments (WHG/L'mead	T/C	10,000.00
1170	Support for Essential Services (Tough Choices) (Capital Projects Only)	T/C	23,197.00
1175	CCTV - New Equipment	T & GP	15,155.00
1500	General Reserves	T/C	<u>83,389.00</u>
			<u>1,306,337.40</u>

To consider expenditure authority for essential maintenance works to be carried out to the shed at Woodhouse Gardens and the removal of the asbestos roof

1.0 Introduction

1.1 The shed at Woodhouse Gardens requires maintenance works to remove the potentially dangerous roof, to correct damage done by persistent vandalism, to increase security of the Town Council property stored within the shed and to provide more acceptable 'accommodation' for the employee based there.

2.0 Details of the Report

2.1 The quotation for the removal of the asbestos is detailed as follows:

To remove asbestos sheeting, carefully bag, clean area to ensure no asbestos fibres and remove to registered skip. Complete with all notifications to the Environment Agency. Also to remove and dispose of 2 asbestos hoppers and 1 length of asbestos down pipe.

For the sum of: £790.00 + VAT

2.2 The quotation for the shed/roof is as follows:

Fix 100x50mm treated timber bearers to metal A-frames. Fix 18mm thick treated ply decking to timbers forming new roof. Screw eco corrugated sheeting to ply deck, finished with matching ridge. Fit new 100x20mm fascia board. Fix 100mm profile black guttering and down pipes to it.

Clad both ends of roof measuring approximately 2800mm wide 300mm high.

Make and fit new timber frame and door to replace existing, all timber used will be treated. Door to be secured with a heavy-duty hasp and staple padlock.

Make and fit new fixed window single pane. Softwood frame, approximate size 500mm high x 700mm long. All new timbers painted with a dark preservative stain.

For the sum of: £2,700 + VAT

3.0 Conclusion

3.1 The works to the shed are now deemed necessary for the maintenance of the structure, the wellbeing to Town Council employees and for the safety and security of items in the Town Council's ownership.

4.0 Recommendation

That the Recreation & Amenities Committee authorises expenditure of £790.00 + VAT to remove the asbestos roof and £2,700 to carry out the maintenance works using funds totalling £3,490 + VAT from the Planned Preventative Maintenance Budget under Earmarked Reserves (Expenditure Authority: Local Government Act 1972 s 111).

**To consider expenditure authority to purchase replacement chain link fencing surrounding the
Town Council's Skate Park**

1.0 Introduction

1.1 The Town Council's skate park is enclosed by chain link fencing.

1.2 A complaint was received on 29 July 2010 from a resident who had cut her arm on some of the fencing that had come loose.

1.3 The Grounds & Property Manager and Supervisor both carried out a full inspection of the fence the same day as the complaint was received and repaired any dangerous areas to the best of their abilities.

1.4 As the fence was deemed beyond repair a local fencing contractor was asked to provide a quotation to replace the chain link fence.

2.0 Details of the Report

2.1 A quotation has been received that is considered to be reasonably priced for the works involved:

To remove wire and line wire

Replace with 1.2m high chain link

Place on top – ½ round rail (smooth) and fix wire to underside

Extend middle vertical posts to make top rail stronger

For the sum of £975.00 + VAT

2.2 As it is within the Town Council's Financial Regulations to proceed with a quotation of that amount, no other quotations have been sought.

3.0 Conclusion

3.1 The fencing has been in place since the skate park was introduced. It has experienced wear and tear and as it is now beyond repair it is recommended that the replacement fencing works are carried out as soon as possible.

4.0 Recommendation

The Committee approves expenditure of £975.00 + VAT using funds from the Skate Park Reserves Budget to remove the existing fencing and replace with new chain link fencing (Expenditure Authority: Local Government (Miscellaneous Provisions) Act 1976 s.19).

Linda Scott-Giles
Acting Town Clerk
17/09/10

To consider expenditure authority to erect 6m high fencing between the Cricket Club and the Bowling Club and the play area at Park Road Recreation Ground

1.0 Introduction

1.1 At the last Committee meeting held on Monday 12 July 2010 it was agreed that:

Officers look into a suitable fencing scheme, the cost implications as well as the planning implications. Once the information is obtained, a meeting should be held between the Town Council, the Bowling Club and the Cricket Club to discuss the financial issues before reporting back to the Recreation & Amenities Committee with the findings.

Members also suggested that the Cricket Club is asked to consider changing the location of their pitch layouts so that the adults play closer to the cricket pavilion and the younger players play closer to the bowls pavilion.

1.2 The Town Clerk discussed various possibilities with regards to the pitch layouts with the cricket club, which they had already discussed internally, however a solution has not been found because the younger players are also capable of hitting a ball and clearing the fences.

1.3 A quotation for ball stop fencing has now been sought, contact has been made with NDDC's Planning office, and a site meeting has been held with the two clubs.

1.4 The details will be covered in section 3, but the next section has been inserted to provide Members with a summary of the background information given at the last meeting in July 2010.

2.0 Background

2.1 On Tuesday 1 June 2010 Blandford Bowls Club informed BFTC that a visiting club's bowls player had been struck on the head by a cricket ball during a match at the Bowls Club on Monday 31 May 2010.

2.2 The Bowls Club supplied an incident report and the secretary of Allenbury's Bowls Club based in Ware, Hertfordshire had written to the Town Council.

2.3 The Town Council and the Recreation & Amenities Committee have on a number of occasions considered the implications of such an event happening.

2.4 Various precautions have been put in place in the past, such as requesting that the Cricket Club erects signs around the perimeter of the cricket out field and adjacent to the Bowls Club and car park warning visitors to the site that cricket is taking place.

- 2.5 The Bowls Club are fully aware that cricket balls do from time to time enter the area of the Bowls Club and hence forewarn visiting players.
- 2.6 In short the events of 31 May 2010 when at least 4 cricket balls entered the area occupied by the Bowls Club and the injury to the visiting player, certainly appears to be the most serious to date. Officers have researched BFTC's records and while there is evidence of cricket balls entering the area occupied by the Bowls Club there is no record of such a serious injury occurring.
- 2.7 The measures previously introduced to try to reduce such an occurrence happening appear to have worked well in the past but as the standard of cricket and the equipment used improves, the likelihood of such events being repeated is likely to increase.
- 2.8 The Committee has a responsibility to consider the implications of the events on 31 May 2010 and the possibility of it being repeated and it would appear prudent for the Committee to charge officers with exploring what option there might be to prevent such events happening again.
- 2.9 The Committee did not wish to see only one sport taking place at a given time, even though it would certainly eliminate any risk of accident or injury but it could well initiate the demise of both clubs.
- 2.10 The provision of fencing is an obvious option and certainly something that should be explored. It would be unwise to suggest that this would eradicate the possibility of such an event ever being repeated but there is a good chance that it would significantly reduce the incident rate.
- 2.11 There are obviously going to be issues that would need to be overcome if fencing is to be provided. Establishing a suitable and durable netting system that also has an antithetical pleasing appearance would be the priority and addressing the financial implication would be critical.
- 2.12 If a suitable option can be found and it is costly an option would be for the Committee to engage in discussions regarding the costs with both the Cricket and Bowls Clubs.
- 3.0 Details of the Report
- 3.1 A quotation for 10m high fencing was obtained at £10,940.00 which would stretch from the edge of the Bowling Club to the edge of the Green.
- 3.2 NDDC's Planning Officer advised that this height may not be approved although it is much more likely that a 6m high fence would be because of the existing fencing that has been erected along the boundary with the former Archbishop Wake site.
- 3.3 A site meeting was held on Wednesday 8 September 2010 with representatives from the Cricket Club and Bowling Club, the Acting Town Clerk and the Grounds & Property Manager.
- 3.4 It was clear that the existing fence at the back of the Bowling Club was at the end of its life. Photos will be available at the meeting, but please take the opportunity to have a look if you are able to.

- 3.5 It was generally agreed that one could never be sure that a ball would be stopped no matter how high the fence and it was felt that the 6m fence referred to above would be of a sufficient height. All parties felt that 10m would appear to be too high and could be considered to be an eyesore.
- 3.6 The quotation received is from the same company that erected the fencing for the developers on the former Archbishop Wake site. It is for this reason that the Committee is requested to suspend Financial regulations (Para 11) in the Recommendation below, as it would not be sensible to introduce another type of netting/fencing/posts within the same recreation ground and we can then also be sure that the works will be of the same standard.
- 3.7 The quotation is detailed as follows:
Supply and installation of 6m high x 36m long (back of Bowling Club) and 6m x 30m long ball stop fence with netting on pulley system. Self coloured steel RHS posts set in concrete foundations at 10m-12m centres. All steel finished in green hammerite weatherproof protective paint. Tensioning wire put between posts at bottom and running vertically with uprights allowing HDPE 50mm cricket netting to be attached. Lanyard and pulley system installed for netting to be dropped and raised. Supply and erect all necessary ironwork for a ball stop fence including all fixtures, fittings, netting, wire and ties, including concrete and labour. For the sum of: £10,545.00 + VAT¹

3.8 The toughened netting can be put up during the season and would be stored when out of season.

4.0 Conclusion

4.1 It is the Officer's recommendation that the fencing is introduced to the recreation ground in an attempt to protect users of the play area and the Bowling Club from any stray cricket balls.

5.0 Recommendation

- 5.1 That the Committee requests officers to apply for the relevant planning permissions for a 6m high fence to protect the Bowling Club and play area from cricket balls.
- 5.2 That the Committee approves the suspension of Financial Regulations (Para 11) and considers only one quotation in view of the existing works the company has carried out at Park Road Recreation Ground.
- 5.3 That, as the fencing is for the benefit of a minority of the town's residents, both the Cricket and Bowling Club are asked to contribute a one-off sum of £1,000 each towards the cost of the fencing.
- 5.4 That the Committee makes a **RECOMMENDATION** to full Council that it approves expenditure authority of £10,545.00 + VAT for the erection of ball stop fencing to the play area and Bowling Club at Park Road Recreation Ground, using funds from its Contingency budget (£1,000), the Town Council General Contingency budget (£2,000) and the balance from General Reserves (Expenditure Authority: Local Government Act 1972, s111).

Linda Scott-Giles
Acting Town Clerk
17/09/10

¹ The company has been asked to submit another quotation to include replacement fencing 1.8m high just for the length of the Bowling Club to replace the worn, fence panels. It is hoped that this figure will be brought to the meeting.

REPORT BY GROUNDS AND PROPERTIES MANAGER

July 2010 – September 2010

- 12 July New bench installed Sheep Market Hill.
- 20 July Work on walls completed at Woodhouse Gardens.
- 20 July Blockages cleared at Marsh and Ham Toilets.
- 21 July Late summer bedding planted at Woodhouse Gardens.
- 22 July Member of staff attended Health and Safety Seminar.
- 30 July Alarm inspection carried out at Corn Exchange.
- 2 Aug Shed repaired Woodhouse Gardens.
- 31 Aug Goals and perimeter fence put up at Park Road Rec.
- 7 Sept Renovations to cricket square carried out.

Skate Park – 10 Black bags of rubbish per week.

Skate Park – 5.5 Hours approximately per week to clean up.

VANDALISM

March 2010- July 2010

<u>Date</u>	<u>Location</u>	<u>Remarks</u>
8 July	Skate Park	Broken Glass
9 July	Park Road Rec	Graffiti on Benches
14 July	Park Road Rec	Broken Glass
21 July	Skate Park	Broken Glass
25 July	Skate Park	Broken Glass
26 July	Park Road Rec	Broken Glass
26 July	Park Road Rec	Damage to Cricket Square
26 July	Park Road Rec	Glass in Dugouts
27 July	Woodhouse Gardens	Shed Door Damaged
29 July	Skate Park	Fire lit on Ramp
1 Aug	Woodhouse Gardens	Shed Broken into.
3 Aug	Salisbury Road	Plants in Planter Damaged
6 Aug	Park Road Rec.	Door Handle pulled off Football Pavilion
9 Aug	Park Road Rec	Grass burnt off by small fire
14 Aug	Park Road Rec	Drugs Paraphernalia
14 Aug	Park Road Rec	Broken Glass
16 Aug	Skate Park	Broken Glass
19 Aug	Park Road Rec	Cricket Square ropes and stakes stolen
19 Aug	Park Road Rec	Cricket pavilion veranda floor damaged
26 Aug	Park Road Rec	Container roof damaged
27 Aug	Park Road Rec	Broken glass
27 Aug	Park Road Rec	Damage to Referees Room Door
4 Sept	Skate Park	Broken Glass
4 Sept	Skate Park	Traffic Sign on the ramp
5 Sept	Larksmead Play Are	Broken Glass