

MINUTES OF LEISURE FACILITIES COMMITTEE HELD ON TUESDAY 18th AUGUST 2026 AT MILLFIELDS PAVILLION MILL WAY NEEDINGWORTH AT 8.15 PM

PRESENT:

Cllr C Pearce (Chairman)
Cllr L Fisher
Cllr R Fountain
Cllr E MacPherson
Cllr S Mortlock
Cllr A Whyte

IN ATTENDANCE:

Miss J Bowd (Parish Clerk)

There were no members of the public present.

8. To Receive Apologies for Absence.
Cllr J Neish – Business.

9. To approve the minutes of the meeting held on 16th June 2026.

Resolved; That the minutes of the 16th June 2026 be signed as a true and correct record of the meeting. (Prop Cllr Fountain 2nd Cllr Mortlock) 5 in favour 1 abstention.

10. To note annual increase to Bowls Club and Tennis Club lease in line with September CPI as agreed by Full Council.

Figures presented show increase in line with September CPI of 3.8%

Noted.

11. Millfield's

- 11.1 To review hire charges for 2026/27 season

Resolved; That the fees be approved see appendix A (Prop Cllr MacPherson 2nd Cllr Mortlock) All in favour.

- 11.2 To note that the speed hump has been purchased and is awaiting installation on slope into Millfield's

Noted

- 11.3 To consider further action regarding the all-weather cricket wicket.

Resolved; That no action is taken (Prop Cllr MacPherson 2nd Cllr Mortlock) All in favour.

- 11.4 To accept quote for electrical work at Millfield's.

Resolved; That the quote from N Criag electrician for £320.00 be approved (Prop Cllr MacPherson 2nd Cllr Fountain) All in favour.

- 11.5 To approve pitch layout for Needingworth colts 2026/27 season.

Resolved; That the pitch layout be approved as per Appendix B. Clerk asked to email charges for the season to the club for advice purposes. (Prop Cllr Whyte 2nd Cllr MacPherson) All in

favour

12. Items to report.

None.

Being no further business the meeting closed at 8.25pm

Chairman

Date

APPENDIX A

CHARGES FOR HIRE OF MILLFIELDS **2026/27**

Needingworth FC (due 31st March)

- Main pitch subject to letting agreement - £677.75 (subject to annual RPI increase)
- Cost of electricity for Floodlights based on number of hours played.

Needingworth Colts FC (due 31st March)

- First pitch - £714.28
- Additional pitches - £363.64 per pitch
- Mini-soccer pitches - £51.95 per pitch

Needingworth Cricket Club (due 30th June)

- £714.28
- £28.58 per junior team

Cubs use (Football tournament)

- £129.86

Use of cricket square by county

- £195.61

Hire of Millfields Pavilion

- £19.48 / hour

Rent of field for courses, etc.

- £45.46

CIL balance as at 13/10/26 £81098.21

Committed but not yet spent:

Holywell C of E school £10000.00

Falklands Walk £ 4792.50

Legal Fees £ 1500.00

Balance £64805.71

Millfields's budget

Running cost £8000.00 spend to date £5275.00

Recreation grounds budget

£3250.00 spend to date £1418.00

Dear Parish Council,

I am writing as the Safeguarding Officer for Needingworth Cricket Club and to express my concern regarding the decision neither to repair or replace the damaged AstroTurf cricket wicket at Millfields.

I understand that maintaining sports facilities can involve significant costs and has competing priorities. However, I am particularly concerned that leaving the wicket in its current worsening condition creates an ever increasing safety hazard for cricket players using the adjacent grass wicket including those players under the age of 18.

A damaged or deteriorating AstroTurf surface presents uneven edges, loose or raised sections, trip hazards as well as uneven and inconsistent bounce following a shot by the batter that ricochets off the deteriorating AstroTurf wicket in ways and at angles that cannot be anticipated by users in the (cricket) field beyond it.

There is a genuine risk that players could be struck by the cricket ball on the body, face and head injury following contact off the AstroWicket and its edges.

I would therefore respectfully ask the Parish Council to reconsider its decision and arrange for the condition of the AstroTurf wicket to be properly assessed.

The suggestion that it has not been played on and is therefore not a high risk issue without proper assessment is surprising. The issue is not whether the wicket is used to bat and bowl on as your response seems to be solely based on, but it's location directly next to the grass wickets which are actually being used.

The safety of those using the playing field should, in my view, be the Parish Council's primary consideration in delivering its duty of care to the users. I hope the Council will take this concern seriously and review the matter before an avoidable accident occurs.

Following the last two years positive responses to the Village Sports Day towards youth cricket there is desire both with in the club and locally to start up youth cricket again to support both the club and the residents of the village.

The CIL regs (Regulation 59C (a)) state that the neighbourhood proportion should be used by a local council for:

“the provision, improvement, replacement, operation or maintenance of infrastructure;“

The above works are certainly within that remit. In over 10 years there is no recorded CIL expenditure towards the actual users of Millfields (excluding CCTV & car park works) which feels like a real missed opportunity.

I would be grateful if you could confirm the following:

1. What assessment (if any) of the wicket took place (with dates and names of those who were in attendance),
2. Whether the Parish Council intends to take any action to address the potential safety risks,
3. Please also confirm receipt of this email for my records.

Yours faithfully,

Safeguarding Officer
Needingworth Cricket Club

Conditions of hire – Millfield's.

Copy of current regulations provided.

Condition1 – written forms are not received from any of the clubs. Does Committee wish to remove this clause or commence enforcement.

Condition 14 – Clubs store/leave items on site. Does Committee wish to remove this clause or commence enforcement.

Does Committee wish to add/remove or amend any other regulations?

Suggestion:

That a condition is added that “When the facility is booked for the season, all weekly fixtures are to be notified to the Clerk by the club a minimum of 3 days before the dates of the match.”

That a condition is added that “All training sessions are to be requested in writing to the Clerk by the club a minimum of 3 days in advance”

That a condition is added that “Training is not to be carried out on pitches in order that they are given time to recover between fixtures”

CONDITIONS FOR THE HIRE OF MILLFIELDS
Needingworth Colts Football Club

1. All applications for the hire of Millfields, (By definition in this document 'Millfields' is both the Pavilion and sports ground) or any part thereof, (herein called 'the Hired Premises') must be in writing on the form provided, and on completion, must be forwarded to the Parish Clerk a minimum of 7 days in advance of hire to ensure no clashes of use.

Parish Office, Needingworth Village Hall, Overcote Lane, Needingworth
Tel 01480 468451.

The person by whom this application is signed shall be considered to be the hirer, unless the application is signed on behalf of an organisation, in which case that organisation shall be considered the hirer and shall be jointly and severally liable under these conditions with the person who signs the form.

2. The Hire of the Hired Premises does not entitle the hirer to use or enter the Hired Premises at any time other than during the hours for which the Hired premises are hired, unless prior arrangements have been made with the Bookings clerk.
3. The hirer shall not sub-let the Hired Premises, or any part thereof, except with the prior approval of the Parish Council, nor shall the Hired Premises be used for any purpose other than the purposed declared on the application form.
4. The hirer shall take good care of and shall not cause any damage or permit or suffer any damage to be done to the Hired Premises, or to any fittings, equipment or furniture therein (including any accidental damage) caused by any act of neglect of himself, his servants, agents or any person resorting to the Hired Premises by him. Any damage is the liability of the hirer and must be paid for.
5. Under no circumstances will the Parish Council make good, or accept responsibility or liability, for any damage to or theft or loss of any property, goods, articles or things whatsoever placed, deposited, brought into or left upon the Hired Premises either by the hirer for his use, or purpose, or by any other persons, or left, or deposited with any Officer or Servant of the Council, and the hirer must indemnify and hold the Council and their Officers and Servants harmless in respect thereof.
6. The hirer shall be liable for, and shall indemnify the Council, in respect of any loss, damage or injury which may be incurred by, or be done or happen to the hirer or any person or persons in his employ or any of his sub-contractors, or by or to another person or persons resorting to Millfields by reason of the use of the Hired Premises by the hirer.
7. The Council shall not be liable for any loss due to any breakdown of machinery failure of the supply of electricity, leakage of water, fire, Government restriction, or Act of God, which may cause the Hired Premises to be temporarily closed.

8. The hirer shall be responsible for good order being kept in the Hired Premises during the hiring and the Council may, if it thinks fit, charge the hirer for any additional expense it may incur in engaging police constables to preserve order prior to, during or after any entertainment or meeting at the Hired Premises.
9. The Council reserves the right to put a stop to any entertainment or meeting not properly conducted.
10. No animals shall be brought onto the Hired Premises.
11. The Parish Council reserves the right to refuse any application.
12. No bolts, nails, tacks, screws, bit, bins or other like objects shall be driven into any part of the Hired Premises, nor shall any placards or other articles be affixed thereto, including the ceilings which are of a suspended construction and must not be interfered with in any way. No highly inflammable materials to be brought into the Hired Premises without the previous consent of the Council.
13. The hirer shall, at the expiration of the period of the hiring, leave the Hired Premises promptly and in a tidy and orderly state. All rubbish is to be removed from the premises and the pavilion swept out and floors mopped as necessary.
14. All property of the hirer and hirer's agents must be removed promptly upon expiration of the period of hiring, or additional fees will be charged for each day, or part of a day, until the same is removed. The Council accepts no responsibility for any property left at the Hired Premises after the hiring.
15. No exits may be blocked, nor may any fire appliance be removed or tampered with.
16. No excisable liquor shall be sold at, or from, the Hired Premises by the hirer.
17. No sweepstake, raffle or other form of lottery shall be promoted, conducted or held at the Hired Premises, except such lotteries which are deemed to be lawful by virtue of the Gaming, Betting and Lotteries Act.
18. The hirer may cancel the booking, in which case the Council reserves the right to claim the whole of the hire fee, provided always that if the cancellation is notified to the Bookings clerk at least 21 days prior to the date upon which the booking would otherwise have taken place, or if a replacement booking is forthcoming.
19. The Council reserves the right to alter or amend hiring fees at any time, irrespective of whether a hiring contract has been entered into or not.
20. The building is a 'No Smoking/ No Vaping area.
21. No spikes or boots to be worn within the main body of the building to prevent damage to the floor.
22. The hirer is responsible for ensuring the building and field is secure on leaving and that all people have left the field including casual passers by before locking up.
23. All cars to be left in the car park. Vehicular access to the pavilion is restricted to Team Managers and Assistants, deliveries and disabled drivers. Pedestrian access is via the hand gate.
24. The hirer is responsible for ensuring all heating and lights are turned off.
25. No bookings will be taken from minors.
26. Any and every accident must be reported to the Parish Clerk. A first aid box, AED and stretcher are available on site.

27. Keys are the property of the Parish Council. If keys are lost, the Bookings Clerk must be notified. If it is necessary to change the locks and /or cut other keys, the Council reserves the right to pass on the charges to the hirer.
28. Keys must be returned promptly after use to key box at 6 Priory Road Needingworth.
29. Any complaints about employees or other hirers must be passed to the Parish Clerk.
30. Balance of hire fees is due on the date of hire, unless otherwise agreed.
31. A security deposit of £25 may be required.
32. No electrical equipment may be used in the pavilion without prior approval by the Parish Council, and proof of PAT testing.
33. Football season is from 1st September –30th of April.
34. All fixtures to be arranged within the specified season dates.
35. Matches to be played on Saturday mornings and completed by 1pm on Saturday.
36. Siting of pitches to be arranged with Parish Council prior to the start of the season.
37. Millfields is not to be used when away pitches are unplayable unless by prior arrangement with the Parish Office.
38. Pre-season friendlies may be played by arrangement with the Parish Office.
39. Training can be held at Overcote Lane as required subject to area of use being rotated to prevent undue wear and tear on the field.
40. The Parish Council reserves the right to cancel any match or game if they consider the pitches to be unplayable.
41. Events other than normal club fixtures need to be approved and booked in advance (e.g. hosting Mini Soccer Finals, AGM, BBQ's, and Training etc.).
42. The facilities will not be available for hire on Tuesdays due to Parish Council meetings.
43. Kitchenette:
 - If being used, the kitchen area is to be supervised by an adult at all times.
 - The premises are not licenced for the preparation and sale of food.
 - If the hirer wishes to provide food, then they must ensure that the relevant food business licence, risk assessment and hygiene certificates are supplied to the Parish Council at least 7 days prior to use.
44. Any non-compliance with the terms and conditions may result in future bookings by the hirer being refused.
45. Hirers must notify the Parish Clerk in the event that the AED is deployed. (Telephone 01480 468451 or email Needingworthpc@btconnect.com)
46. All training (if agreed) must cease 31st March.
47. The Parish Council reserves the right to amend these conditions at any time.

Zip Wire annual inspection/maintenance

Background:

- Annual inspection required.
- Installed in December 2023.
- Cableway to be dismantled and re tensioned/parts replaced as/if required.
- Inspected/serviced by OLP in 2024 and 2025.

Quotes:

- RoSPA – Do not include or work upon cableways
- Wicksteed – offer a visual inspection or dismantling inspection. Quotes attached.
- OLP – Quote attached.

Wicksteed – Visual inspection - £150.00

Comparison of OLP & Wicksteed quotes:

Item	OLP	Wicksteed
Service	£557.40	£600.00
Prelim	£30.00	-
Finger Guards	£22.00	£39.94
Cableway grips	£10.00 (£2.50 x 4)	£83.86 (£11.98 x 7)
Total:	£619.40	£723.80

NB: Wicksteed charge £2,245.11 to include all parts that may be needed & then reimburse for parts not used after the inspection. This is to avoid a charge for a return to site to carry out any repairs.

Last year: OLP charged £561.20 + VAT



Conifers – Tennis Court car park.

As you can see from the attached photograph the conifers at the Overcote Lane end of the tennis court car park are getting very large to the point where they now encroach onto the hard surface car park and are damaging the chain link fencing. (The top wire is now broken)

Council has carried out extensive works to improve the area behind the village hall.

This area remains as shown.

For consideration:

- Does Council wish Clerk to obtain quotes to reduce the trees in height & width?
- If so to what dimensions?

Appendix B

MILLFIELDS		2026/27budget	2026/27 YTD	expected 31/3/27	proposed 26/27		
Cleaning Materials		300	162	250	300		
Rates		0	0	0	0		
Electric		4600	1415	4119	4600		
Water		450	257	420	550		
Electric Repairs		100	0	0	100		
Misc		500	367	517	600		
Plumbing repairs		500	927	1176	500	876	Balmoral tank
Fencing		500	1401	1401	1000		
Trees		250	0	350	250		
Fire checks		1000	90	485	750		
TOTAL		8200	3439	8718	8650		
Budget							
RECREATION GROUNDS							
Car Park Surface Works		500	0	100	500		
Play Area		1000	836	1606	1750		
Water rates		0	0	0	0		
Misc		500	582	582	500		
Fertiliser/Spraying/seed		250	0	240	240		
Lighting		0	0	0	0		
Tree Work/ tree reports		1000	0	750	750		
TOTAL							
Budget		3250	1418	3278	3740		
GROUNDS EQUIPMENT RUNNING							
Insurance		1500	0	1209	1500		
Fuel		3000	1300	1000	3000		
Repairs		750	0	485	750		
Servicing		3300	0	2800	3000		
Misc							
TOTAL		8550	1300	5494	8250		
Budget		20000	6139	17490	20640		