

**Time Line of Actions****Time line for asset transfer of pavilions and play areas**

**VW:** Vaughan Watson, Head Leisure & Environmental Services NHDC

**SG:** Steve Geach, Parks & Countryside Development Manager NHDC

**AM:** Andrew Mills, Service Manager Grounds Maintenance NHDC

**JS:** Joanna Softly, Communications Manager NHDC

**MS:** Marie Searle, Property Solicitor NHDC

**TR:** Tom Rea, Hitchin Planning Officer NHDC

**DH:** David Hill Strategic Planning and Enterprise Officer NHDC

**SI** Community Development Manager NHDC

**CM:** Clair Morgan Community Development Officer NHDC

**LD:** Les Davison Health & Safety Officer NHDC

**FT:** Fiona Timms, HCC insurance officer

**DC:** David Charlton, Senior Estates Surveyor

**AL:** XXXXX Hitchin Sunday Football League

**GL:** XXXXXX Hitchin Sunday Football League

**JDS:** XXXXXX Hitchin Town Youth

**JOC:** John O'Conner Grounds Maintenance Ltd

Date	Person	Action
22 <sup>nd</sup> November 2016	VW	A Mr XXXX contacted the Council with a request to use Bakers Close pavilion as a XXXX club.
30 <sup>th</sup> November 2016	VW / AM / SG	Showed Mr XXXX around Bakers Close Pavilion. He agreed to produce a business case.
22 <sup>nd</sup> December 2016	VW	Invited to meet with the Sunday Football League to discuss future of pavilions.
17 <sup>th</sup> January 2017	SG	Followed up invite for meeting with Sunday Football League.
17 <sup>th</sup> January 2017	AL	Advised he was ill but would come back us to arrange a meeting.
25 <sup>th</sup> January 2017	Mercury Paper	Article in paper requesting interested parties in running play areas to contact NHDC.
26 <sup>th</sup> January 2017	AM	Emailed GT. Ashby Community Council with list of dates to meet to discuss play areas.
30 <sup>th</sup> January 2017	SG	Draft reply to residents produced sent to Cllr Gray for approval

Date	Person	Action
30 <sup>th</sup> January 2017	SG	Emailed Legal and Community Development to meet to discuss asset transfer.
31 <sup>st</sup> January 2017	AM	Instructed JOC to contact all football clubs with covering letter about asset transfer of pavilions.
1 <sup>st</sup> February 2017	JOC	Confirmed letters sent to ten football clubs asking for expressions of interest for asset transfer.
2 <sup>nd</sup> February 2017	SG	Contacted Cllr Henry for a list of Gt. Ashby schools
2 <sup>nd</sup> February 2017	SG	Contacted 38 residents who expressed an interest in play areas asking for expressions of interest for asset transfer.
2 <sup>nd</sup> February 2017	SG	Contacted 44 PTA's asking for expressions of interest for asset transfer of play areas.
2 <sup>nd</sup> February 2017	VW	Received expression of interest from XXXX to use Bakers Close pavilion as a venue for Baldock beer festival and to make changing rooms available for footballers.
2 <sup>nd</sup> February 2017	SG / AM	Met with Mr XXXXX on site. He agreed to submit a business case.
3 <sup>rd</sup> February 2017	SG / AM	Met with Legal and Community development to discuss options for asset transfer of play areas. It was agreed a lease would be required.
10 <sup>th</sup> February 2017	SG	Produced draft information pack for community groups taking on play areas.
13 <sup>th</sup> February 2017	SG	Contacted Herts FA to see if they were interested in asset transfer of pavilions.
13 <sup>th</sup> February 2017	SG	Arranged a meeting with Sunday Football League on Monday 20 <sup>th</sup> February to discuss asset transfer of pavilions.
15 <sup>th</sup> February 2017	SG	Contacted Community Development for list of community groups who may be interested in asset transfer.
15 <sup>th</sup> February 2017	VW/SG	Presented information to Overview & Scrutiny call-in for Green Space strategy. Agreement reached to proceed with no referral back to Cabinet or Council.
15 <sup>th</sup> February 2017	SG	Emailed DC & MS draft heads of terms for play areas lease.
16 <sup>th</sup> February 2017	SG	Contacted 2 PTA's in Gt. Ashby asking for expressions of interest for asset transfer of play areas.
16 <sup>th</sup> February 2017	SG	Emailed 67 community groups/ resident associations seeking interest in asset transfer of play areas.
17 <sup>th</sup> February 2017	SG	Contacted Royston Town Council seeking interest in asset transfer of play areas.
17 <sup>th</sup> February 2017	SG	Contacted North Hertfordshire Homes seeking interest in asset transfer of play areas.
17 <sup>th</sup> February 2017	SG	Wrote to 18 community groups seeking interest in asset transfer of play areas.

Date	Person	Action
20 <sup>th</sup> February 2017	SG	Emailed AM re possible sponsorship of larger play areas.
20 <sup>th</sup> February 2017	SG	Emailed DC & MS draft heads of terms for pavilion leases.
20 <sup>th</sup> February 2017	SG	Sent draft play area notice to JS for approval.
20 <sup>th</sup> February 2017	SG/VW	Met with AL to discuss Sunday Football League taking on pavilions. SG to provide information on current cost. AL to produce business case
20 <sup>th</sup> February 2017	SG	Phone call from Hitchin Town Youth FC expressing interest in pavilions. They intend to email though questions.
21 <sup>st</sup> February 2017	SG	Emailed JS for information on expanding opportunities for sponsorship.
21 <sup>st</sup> February 2017	SG	Emailed JS with updated design for play area poster. JS approved poster.
21 <sup>st</sup> February 2017	SG	Emailed AL running costs of pavilions and work required to bring them up to standard.
21 <sup>st</sup> February 2017	SG	Sent adopted GSMS to print room for final grammar corrections prior to publishing on Web.
21 <sup>st</sup> February 2017	JS	Produced communication plan.
21 <sup>st</sup> February 2017	SG	Emailed Cllr Gray and Cllr Henry, copy of communication plan, information pack and funding brochure.
21 <sup>st</sup> February 2017	JS	Looking into routes for advertising for expanding sponsorship opportunities.
21 <sup>nd</sup> February 2017	GL	Replied to SG email thanking for financial information which the Hitchin Sunday Football League will consider.
22 <sup>nd</sup> February 2017	JS	Drafted press release for play areas, Cllr Gray approved.
22 <sup>nd</sup> February 2017	SG	Play area information sheet live on NHDC web site
22 <sup>nd</sup> February 2017	JDS	Emailed for more information on asset transfer of pavilions to Hitchin Town Youth.
22 <sup>nd</sup> February 2017	AM	AM received business plan from Mr XXXX to use Bakers Close pavilion as a XXXXXX club.
23 <sup>rd</sup> February 2017	MS	Finalised generic lease for pavilions
23 <sup>rd</sup> February 2017	SG	Emailed JDS at Hitchin Town Youth details on pavilions.
23 <sup>rd</sup> February 2017	SG	Emailed Cllr Gray & Henry link to NHDC's web information on managing play areas.
23 <sup>rd</sup> February 2017	JS	JS met with Comet paper to discuss play area press release.
23 <sup>rd</sup> February 2017	SG/AM	Met with Gt. Ashby Community Council re future of play areas.
24 <sup>th</sup> February 2017	AM	Emailed Mr XXXX for more information on plans for pavilion at Bakers Close.
24 <sup>th</sup> February 2017	AM	Received email from XXXXX of Baldock Beer festival. Will not be using site this year
24 <sup>th</sup> February 2017	JS	Tweeted offer of support to community groups wishing to take on play areas.

Date	Person	Action
27 <sup>th</sup> February 2017	JS	Responded to 7 year old child on Face book who didn't want Rosehill play area to close.
27 <sup>th</sup> February 2017	VW/SG	Met with Cllr Hill & Cllr Hunter to discuss Royston play areas.
27 <sup>th</sup> February 2017	AM	Emailed Cllr Hill & Cllr Hunter maintenance costs.
27 <sup>th</sup> February 2017	FT	Emailed Cllr Hill & Cllr Hunter details on play area insurance.
2 <sup>nd</sup> March 2017	Comet paper	Article requesting community groups to run play areas.
2 <sup>nd</sup> March 2017	Royston Crow	Article requesting community groups to run play areas.
8 <sup>th</sup> March 2017	Comet online	Article about Rosehill play area. Council requesting community support.
10 <sup>th</sup> March 2017	SG	Ordered signs to be erected in play areas requesting community groups to run play areas.
13 <sup>th</sup> March 2017	SG	Emailed Hitchin, Letchworth & Royston Town Centre Mangers seeking funding for play areas.
24 <sup>th</sup> March 2017	SG	Sponsorship page put on web site.
24 <sup>th</sup> March 2017	SG	Contacted Planning to see if proposed Highover Farm development could provide a play area for Rosehill estate.
27 <sup>th</sup> March 2017	TR	Planning emailed confirming that potentially a development at Highover Farm could provide a new play provision for Rosehill at nil cost to the Council.
5 <sup>th</sup> April 2017	SG	Emailed David Hill, Business development officer link to sponsorship web page to circulate to businesses.
5 <sup>th</sup> April 2017	SG	Emailed Town Centre Mangers link to sponsorship web page to circulate to businesses.
6 <sup>th</sup> April 2017	DH	David Hill, Business development officer will publicise sponsorship to businesses he has in contacts list and include in a business newsletter.
10 <sup>th</sup> April 2017	SG	Requested AM to place order with JOC to erect play area signs at the 13 sites.
13 <sup>th</sup> April 2017	SG	Follow up email to Sunday Football League to see if they had any proposals for pavilions.
13 <sup>th</sup> April 2017	SG	Follow up email to Hitchin Town Youth to see if they had any proposals for pavilions.
13 <sup>th</sup> April 2017	SG	Suggested AM contact XXXXX for update on his plans for Bakers Close pavilion. AM agreed.
21 <sup>st</sup> April 2017	JOC	Signs erected in 13 play areas seeking community management of play areas.
24 <sup>th</sup> April 2017	N/A	Royston Town Council discussed play areas and resolved not to take on play areas.
24 <sup>th</sup> April 2017	SG	Emailed Gt. Ashby Community Council for update on them taking on play areas.

Date	Person	Action
24 <sup>th</sup> April 2017	SG	Reply from Gt. Ashby Community Council they are consulting on taking on some, all or none of the play areas. Results due in July 2017.
25 <sup>th</sup> April 2017	SG	Emailed planning about possible retention or new play area near Betjeman Rd play area funded by new development.
25 <sup>th</sup> April 2017	SG	Received email from a Mr XXX expressing interest in taking on Jackmans Rec play area
25 <sup>th</sup> April 2017	SG	Received Stage 1 complaint from Sunday Football League re closure of pavilons.
26 <sup>th</sup> April 2017	SG	Provided pre application advice to planning for new play area at Highover farm development that could serve existing Rose Hill residents.
27 <sup>th</sup> April 2017	SG	Responded to Stage 1 complaint from Sunday Football League.
27 <sup>th</sup> April 2017	SG	Spoke to Mr XXXXI and provided info on play area costs for Jackmans Rec.
27 <sup>th</sup> April 2017	SG	Contacted Stuart Izzard to set up meeting with Mr XXX to assist him form a community group for Jackmans play area.
4 <sup>th</sup> May 2017	SG	Sunday Football League make stage 2 complaint re closure of pavilons.
5 <sup>th</sup> May 2017	SG /AM /CM	Met with Mr XXXX. He is very interested in retaining Jackmans Playing Fields play and has a history of fund raising. AM to provide details of previous running cost. CM to provide details of local contacts.
8 <sup>th</sup> May 2017	SG	Met with Cllr Needham to explain proposal for Rosehill.
12 <sup>th</sup> May 2017	VW	Responded to Sunday Football League stage 2 complaint re closure of pavilons.
26 <sup>th</sup> May 2017	SG	Received expression of interest from St. Johns FC to take on St. John's pavilion.
30 <sup>th</sup> May 2017	SG	Provided St. John's FC costings of St. John's pavilion.
30 <sup>th</sup> May 2017	SG	Cllr Gray informed she had received a petition to save Rose hill play area. Sent to Committee Section.
June 2017		Summer outlook published with article on community
5 <sup>th</sup> June 2017	SG	Letter received objecting to the removal of play equipment from Rosehill play area
7 <sup>th</sup> June 2017	SG	Sent draft reply re Rosehill letter to Cllr Gray for approval
7 <sup>th</sup> June 2017	SG	Expression of interest received from Albion football club to retain Cadwell Lane Pavilion
7 <sup>th</sup> June 2017	SG	Provided Albion football club costings of Cadwell pavilion
7 <sup>th</sup> June 2017	SG/AM/CM	Mr XXXX emailed with positive proposals to take on responsibility of Jackmans Creamery play area. Arranged to meet on site 14/06/17.

Date	Person	Action
13 <sup>th</sup> June 2017	VW	Received email from XXXX not happy with stage 2 response to his complaint re closure of pavilions. Intend to complain to Ombudsman.
14 <sup>th</sup> June 2017	SG/AM/CM	Met with Mr XXX He intends to form a community group and seek a 3 year sponsorship deal from local businesses for Jackmans play area.
15 <sup>th</sup> June 2017	SG	Provided Stuart Izzard contact details of groups expressing an interest in taking on pavilions. Stuart can assist with business case.
16 <sup>th</sup> June 2017	SI	Emailed Albion football club set up a meeting 19 <sup>th</sup> June 2017 on site to discuss business case.
19 <sup>th</sup> June 2017	SI	Albion FC failed to turn up for meeting.
20 <sup>th</sup> June 2017	SG	Emailed Cllr Hill & Hunter for update on their proposals for Royston play areas.
22 <sup>nd</sup> June 2017	SG	Received phone call from XXXX at St. John's FC advising me they were progressing with their business case.
22 <sup>nd</sup> June 2017	SG	Emailed Stuart Izzard to see if he could help support St John's FC.
22 <sup>nd</sup> June 2017	SG	Received email from local resident wanting to build a house on Dacre Road Play Area. Advised it was not for sale as a building plot.
23 <sup>rd</sup> June 2017	SG	Emailed Property Services to see if they could offer St. John's FC advice on maintenance of pavilions.
23 <sup>rd</sup> June 2017	SG	Emailed David Charlton re drafting a lease for St. John's pavilion.
23 <sup>rd</sup> June 2017	SG	Received email from Cllr Elizabeth Dennis requesting maintenance cost and capital spend for each play area over the past 5 years
26 <sup>th</sup> June 2017	SG	Emailed finance requesting spend on play areas.
26 <sup>th</sup> June 2017	SG	AM to provide Cllr Hill & Cllr Hunter details of maintenance cost for Betjeman & Farrier Court play areas.
26 <sup>th</sup> June 2017	SG	Emailed Cllr Elizabeth Dennis 5 year capital cost of play areas.
26 <sup>th</sup> June 2017	AM	Emailed Cllr Elizabeth Dennis 10 year revenue cost of play areas.
14 <sup>th</sup> July 2017	VW	Received email request for Baldock Town Youth FC to take on Bakers Close pavilion.
18 <sup>th</sup> July 2017	SG	Emailed Baldock Town Youth Stuart Izzards details to help them establish a business case.
18 <sup>th</sup> July 2017	SG	Presented update report to Overview & Scrutiny.
19 <sup>th</sup> July 2017	SG	Contacted St. John's FC to arrange to met to discuss their progress with taking on St. John's pavilion. Arranged to meet on Friday 21 <sup>st</sup> July.

Date	Person	Action
19 <sup>th</sup> July 2017	SG	Emailed XXXXX for an update on his proposals for Bakers Close Pavilion.
19 <sup>th</sup> July 2017	SG	Received email from XXXXX saying he thought the Council wasn't interested in his proposal.
20 <sup>th</sup> July 2017	SG	Replied to XXXXXX saying AM was awaiting additional information from him.
20 <sup>th</sup> July 2017	AM	Emailed XXXXX explaining he needed a more detailed business case where the Council did not have to provide funding.
21 <sup>st</sup> July 2017	SG	Met with St. John's FC on site. They are not sure if they will have a football club next season but still keen to take on pavilion.
24 <sup>th</sup> July 2017	SG	Emailed St. John's FC additional information on current electrical checks for St. John's pavilion.
24 <sup>th</sup> July 2017	SG	Emailed Gt. Ashby Council for update on play area consultation.
25 <sup>th</sup> July 2017	VW	XXXXX provided a presentation to Cabinet on the petition of 450 local resident objecting the potential closure of Rosehill Play area.
27 <sup>th</sup> July 2017	SG	Received reply from Gt. Ashby Council will be discussing results of survey in Sept and get back to us.
31 <sup>st</sup> July 2017	SG	Agreed to set up meeting with Cllr Gray & Cllr Henry once results of Gt. Ashby were known.
14 <sup>th</sup> Aug 2017	SG	Received email from XXXXX wanting to use Bakers Close pavilion for fitness and rehabilitation classes.
23 <sup>rd</sup> Aug 2017	SG	Met with Cllr Martin Stears-Handsomb, Cllr Simon Harwood, Andrew Mills, Vaughan Watson and Cllr Gray to discuss options for Hitchin play areas.
23 <sup>rd</sup> Aug 2017	AM	Set up meeting with XXXXX to view Bakers Close pavilion
25 <sup>th</sup> Aug 2017	AM	Met with XXXXX to view Bakers close pavilion. XXXX to produce business case.
4 <sup>th</sup> Sept 2017	AM	Received email from XXXXXX requesting details on planning status of Bakers Close Pavilion.
6 <sup>th</sup> Sept 2017	AM	Provide XXXXXX contact in planning.
11 <sup>th</sup> Sept 2017	SI	Received email from The Albion FC. They are no longer interested in taking on Cadwell pavilion.
21 <sup>st</sup> Sept 2017	SG	Received email from GT. Ashby Council. They will take on 3 play areas scheduled for closure and fund replacement equipment at 4 retained sites listed as limited investment.
21 <sup>st</sup> Sept 2017	SG	Received draft Ombudsman response re Sunday football league. Ombudsman found no fault with the Council and endorsed the approach we had taken.

Date	Person	Action
4 <sup>th</sup> Oct 2017	SG	Contacted Hitchin Councillors with proposal for Rosehill play area.
16 <sup>th</sup> Oct 2017	SG	Emailed St. John's FC for update on business case.
16 <sup>th</sup> Oct 2017	SG	Emailed XXXXX for update on his proposals for Jackmans play area.
16 <sup>th</sup> Oct 2017	AM	Met with Gt. Ashby Council to firm up proposals for transfer of play areas.
17 <sup>th</sup> Oct 2017	SG	Received email from XXXXX. He has found 2 other residents to form community group for Jackmans Rec play area.
8 <sup>th</sup> Nov 2017	SG/AM	Met with Sunday football league. They informed us that St. Johns FC were no longer interested in taking on St. Johns pavilion. However the Sunday League were working on a business case to take on St. Johns & Cadwell pavilions.
9 <sup>th</sup> Nov 2017	SG	Emailed St. Johns FC to confirm that they no longer were able to take on pavilion. They confirmed this was correct.
17 <sup>th</sup> Nov 2017	SG	NHDC Tweet for community groups to take on play areas
20 <sup>th</sup> Nov 2017	SG	On-line Comet article for community groups to take on play areas
21 <sup>st</sup> Nov 2017	SG	Received email from Sunday Football League saying they had an interested party to take on Bakers Close Pavilion and requested details.
21 <sup>st</sup> Nov 2017	SG	Provided Sunday League with requested details and asked what the intended use of the pavilion was.
23 <sup>rd</sup> Nov 2017	SG	Comet article in paper for community groups to take on play areas
5 <sup>th</sup> Dec 2017	SG	As requested emailed Baldock Cllrs with further updates on Bakers Close pavilion and Pryor Way play area.
5 <sup>th</sup> Dec 2017	SG	Received email from Committee services advising progress for Farrier Court play area should be identical to that for the Betjeman Road play area.
5 <sup>th</sup> Dec 2017	SG	Emailed XXX at Amber Health to see if there was any update on his proposals for Bakers Close Pavilion.
5 <sup>th</sup> Dec 2017	SG	Emailed XXX to see if still interested in Bakers Close pavilion.
5 <sup>th</sup> Dec 2017	SG	Emailed Sunday League asking for update on his proposals for Bakers Close pavilion.
5 <sup>th</sup> Dec 2017	AL	Replied to email saying he would contact them for an update.
5 <sup>th</sup> Dec 2017	SG	Emailed Baldock Town Youth for any update on their proposals for Bakers Close Pavilion.
8 <sup>th</sup> Dec 2017	SG	Received email from XXXX of Baldock Town Youth asking to meet to discuss Bakers Close pavilion some time next week.



Date	Person	Action
11 <sup>th</sup> Dec 2017	SG	Replied to XXX with a suggested date for a meeting.
11 <sup>th</sup> Dec 2017	SG	Received email from XXXX at Baldock Town Youth saying can't make a meeting this week.
11 <sup>th</sup> Dec 2017	SG	Phone call from XXX at Baldock Templars FC who was contacted by Sunday League, wanting to arrange meeting to look inside Bakers Close Pavilion. Arranged for Mon 18 <sup>th</sup> Dec.
11 <sup>th</sup> Dec 2017	SG	Emailed Sunday League inviting them to meeting with Baldock Templars.
11 <sup>th</sup> Dec 2017	SG	Sent updated time line to Cllr Gray & Cllr Henry
11 <sup>th</sup> Dec 2017	SG	Received email from XXXX at Amber Health he hasn't made any progress with business case.
12 <sup>th</sup> Dec 2017	SG	Emailed Baldock Town Youth with dates next week for a meeting.
12 <sup>th</sup> Dec 2017	SG	Received email from Baldock Town Youth saying they may be able to meet next week. I emailed back saying let me know and I'll book a meeting room.
14 <sup>th</sup> Dec 2017	SG	As no reply from Baldock Town Youth did a follow up email to see if they were able to meet with us re Bakers Close pavilion.
14 <sup>th</sup> Dec 2017	SG	Emailed Cllr Hill to set up meeting with Vaughan and Cllr Gray to discuss Royston play areas.
14 <sup>th</sup> Dec 2017	SG	At Cllr Henry's request produced redacted timeline to be sent to members of OS
15 <sup>th</sup> Dec 2017	SG	Received reply from Baldock Town Youth they can meet us on Wed 20 <sup>th</sup> Dec to discuss Bakers Close pavilion.
18 <sup>th</sup> Dec 2017	SG/AM	Met with XXX of Baldock Templars FC to show him around Bakers Close Pavilion. He gave us a very draft proposal for the building.
20 <sup>th</sup> Dec 2017	SG/AM	Met with XXXX of Baldock Town Youth to hear his proposals for Bakers Close pavilion. Would like to demolish and rebuild on existing foundations but have no money.
8 <sup>th</sup> Jan 2018	SG	Emailed XXXX for update on his proposals for Jackmans Play area.
10 <sup>th</sup> Jan 2018	SG/AM	Phone call from XXXX of Baldock Templars FC wanting a second visit to Bakers Close Pavilion.
10 <sup>th</sup> Jan 2018	SG	Emailed Property Services for them to contact XXXX to arrange a visit to Bakers Close.
10 <sup>th</sup> Jan 2018	LD	NHDC's Health & Safety Officer advised no one enters Bakers Close Pavilion until a structural engineers report is undertaken on the safety of the building.
10 <sup>th</sup> Jan 2018	SG	Instructed Property Services to undertake a structural survey of Bakers Close Pavilion.

Date	Person	Action
10 <sup>th</sup> Jan 2018	SG	Emailed XXXX at Templar FC to advise it was not currently possible to enter Bakers Close pavilion due to health and safety concerns.
10 <sup>th</sup> Jan 2018	SG	Follow up email to Cllr Hill to arrange a meeting with Vaughan and Cllr Gray. Asked for update on her proposals.
10 <sup>th</sup> Jan 2018	SG	Received email from Property Services advising there was no point in appointing a structural engineer for Bakers Clos. It was obvious the building was dangerous and would cost money to make safe.
10 <sup>th</sup> Jan 2018	SG	Received 2013 condition survey of Bakers Close pavilion and forwarded this to XXXX at Templars FC.
11 <sup>th</sup> Jan 2018	SG	Meeting arranged for Cllr Hill and Hunter to discuss play areas with Cllr Gray on Monday 15 <sup>th</sup> Jan.
11 <sup>th</sup> Jan 2018	SG	Follow up email to XXX at Sunday football league seeking update on their proposals for ST. John's and Cadwell pavilions.
11 <sup>th</sup> Jan 2018	AM	Approached by Hitchin Lacrosse team re possibility of them taking on pavilions. Due to meet on the 19 <sup>th</sup> Jan.
17 <sup>th</sup> Jan 2018	SG	Emailed Cllr Hunter & Hill template for business case to maintain Betjeman & Farrier Court play areas.
18 <sup>th</sup> Jan 2018	SG	Emailed Jackmans resident template for business case to maintain Jackmans Playing Field play area.
18 <sup>th</sup> Jan 2018	SG	Emailed Cllr Hunter & Hill contact details for costing of play ground repairs.
19 <sup>th</sup> Jan 2018	SG/AM	Met with Hitchin Lacrosse team at St. John's Rec. They are not interested but want Swinburne.
19 <sup>th</sup> Jan 2018	SG	Jackmans resident emailed saying he would phone on Monday to discuss his proposals for Jackmans play area. (No phone call)
30 <sup>th</sup> Jan 2018	SG	Received phone call from XXXXX at the Sunday Football League saying it was ridiculous that Templars FC were not allowed second access to Bakers Close pavilion for safety reasons and called our Health & Safety officer a jobs worth.
31 <sup>st</sup> Jan 2018	SG	Spoke to Nafees in property services who confirmed he was not happy for people to enter Bakers Close pavilion and even if the Council got an indemnity from Templars FC to enter the building the Council could still be liable if there was an accident.
31 <sup>st</sup> Jan 2018	SG	Received phone call from Jackmans resident who apologised he had not progressed his plans for Jackmans playing fields play area. Explained that we needed business case by

Date	Person	Action
		1 <sup>st</sup> March 2018.
1 <sup>st</sup> Feb 2018	SG	Emailed Baldock Cllrs with an update on Bakers Close Pavilion & problems with access.
2 <sup>nd</sup> Feb 2018	SG	Provided Baldock Cllr's additional information as to why we could not enter Bakers Close pavilion.
2 <sup>nd</sup> Feb 2018	IC	Ian Couper spoke to SG and confirmed he wouldn't be happy with his staff entering Bakers Close Pavilion.
5 <sup>th</sup> Feb 2018	SG	Emailed Cllr Gray & Henry copy of time line.
12 <sup>th</sup> Feb 2018	SG	Received phone call from XXXX at Templars FC. He will provide a business case for Bakers Close by end of week.
13 <sup>th</sup> Feb 2018	SG	Received phone call from XXXX at Sunday football league still annoyed that NHDC would not allow Templars FC access into Bakers close Pavilion and NHDC were allowing this and other buildings to be destroyed whilst happy to fund a new bridge onto Walsworth Common.
13 <sup>th</sup> Feb 2018	SG	Received phone call from XXX of Sunday Football League apologising to me for previous call. I agreed to send him time line relating to Templars FC proposals for Bakers Close.
14 <sup>th</sup> Feb 2018	SG	Emailed Cllr Hill & Hunter to remind them deadline for submission of business cases for Royston play areas was 1 <sup>st</sup> March 2018.
14 <sup>th</sup> Feb 2018	SG	Emailed Jackmans resident to remind him deadline for submission of business case for Jackmans play areas was 1st March 2018.
14 <sup>th</sup> Feb 2018	SG	Emailed XXXX at Templars FC to remind him deadline for submission of business case for Bakers Close pavilion was the 1 <sup>st</sup> March 2018.
14 <sup>th</sup> Feb 2018	SG	Emailed XXXX at Sunday football league to remind him deadline for submission of business cases for St. John's and Cadwell Lane pavilions was the 1st March 2018.
14 <sup>th</sup> Feb 2018	SG	Emailed Baldock Town Youth to remind them deadline for submission of business case for Bakers Close pavilion was the 1st March 2018.
14 <sup>th</sup> Feb 2018	SG	Received email from XXX at Templars FC thanking me for all my help and confirming he would send a business case.
26 <sup>th</sup> Feb 2018	SG	Emailed Jackmans resident to remind him deadline for submission of business case for Jackmans play areas was 1st March 2018.
26 <sup>th</sup> Feb 2018	SG	Emailed Cllr Hill & Hunter to remind them deadline for submission of business cases for Royston play areas was 1st March 2018.

Date	Person	Action
26th Feb 2018	SG	Emailed XXXX at Templars FC to remind him deadline for submission of business case for Bakers Close pavilion was the 1st March 2018.
26th Feb 2018	SG	Emailed XXX at Sunday football league to remind him deadline for submission of business cases for St. John's and Cadwell Lane pavilions was the 1st March 2018.
26th Feb 2018	SG	Emailed Baldock Town Youth to remind them deadline for submission of business case for Bakers Close pavilion was the 1st March 2018.
26 <sup>th</sup> Feb 2018	SG	Received email from XXX at Templars FC. Aim to submit business case for bakers Close this Wed.
27 <sup>th</sup> Feb 2018	SG	Received email from Jackmans resident. He has not been able to raise funds for Jackmans play area.
27 <sup>th</sup> Feb 2018	SG	Received email from XXX at Templars FC. Will drop off business case for Bakers Close in Council reception.
28 <sup>th</sup> Feb 2018	SG	Received email from Cllr Hill requesting how much it would cost NHDC to maintain Betjeman play area for another year. I resent her a copy of Junes email which detailed cost.
28 <sup>th</sup> Feb 2018	SG	Received a request from Cllr Hill to meet with Cllr Gray and I to discuss Royston Play areas.
28 <sup>th</sup> Feb 2018	SG	Received business case for Bakers Close from XXX at Templars FC.
28 <sup>th</sup> Feb 2018	SG	Emailed XXX at Templars FC asking how he was funding start up cost.
28 <sup>th</sup> Feb 2018	SG	Received email from XXX at Templars FC confirming he had the funds in the bank.
28 <sup>th</sup> Feb 2018	SG	Asked Finance and Property Services to work with Templars Football Club to ensure business case was sustainable.
1 <sup>st</sup> Mar 2018	SG	Met with XXXX and XXX who provided a business case to provide funding for Betjeman Road and Farrier Court play areas Royston.
2 <sup>nd</sup> Mar 2018	SG	Emailed XXX from Templars Fc advising him that Finance and Property Services were evaluating his business case.