

**Minutes of the Playing Fields & Open Spaces Committee  
Held on 14<sup>th</sup> May 2012 at 8.15 p.m. in the Bush Room**

**Present:** - Alison Peters (Chairman), John Cutland, Bernard Willcox, Phil Squires, Terry Hunt.  
Bob Phillips (Clerk)

**1. Apologies for Absence**

Cllrs Mike Webb (Indisposed)

**2. Evacuation Procedure**

Evacuation procedures were noted.

**3. Public Participation**

None

**4. Declaration of Interests**

None

**5. Minutes of the meeting held on 6<sup>th</sup> Feb 2012 and Matters arising**

**Resolved:** The minutes were agreed and signed by the chairman.

5.1. Matters Arising

None

5.2. Outstanding Actions

**5.2.1. PF 100510-2 To obtain estimates for Power Washing the surfaces to remove the moss growth in the Lime Kiln Play Area** **Action to Clerk**

It was agreed that the Clerk would continue to explore other ways of getting the surface cleaned including obtaining formal estimates from companies.

It was agreed with BW to discuss the use of a proprietary "path clear" chemical. Ongoing 14/5/12

**5.2.2. PF 101101-4 to meet and discuss at the Cemetery the continued maintenance of the shrub borders and any replanting necessary and to consider a three year plan.**

**Cllrs Alison Peters, Mike Webb and the Clerk**

Clerk to arrange a meeting in March 2012. Ongoing 14/5/12

**5.2.3. PF111107-1 to arrange for a local handyman to carry out a repair to the meter box.**

**Action to Clerk**

Local handymen have declined the work; the task will now be given to York Fencing. (6/2/12)

Mike York completed job 3-Mar-2012.

Meter Box repaired. Action Closed

**5.2.4. PF110509-3 to arrange a meeting of the sub-committee to investigate options for seating and picnic facilities on Limekiln field.** **Action to Cllr Alison Peters**

To progress this action and complete the seating on Limekiln, it was agreed that:

1. AP to confirm arrangements for the "Brian & Margaret Woodland memorial bench with the family and the Clerk to discuss with "York Fencing" & others the costs of the concrete base and installation.

2. Clerk to discuss with supplier a cost for simple "woodland style" benches.
3. Clerk to establish suppliers and costs of picnic benches.

These actions to be completed as soon as possible with the aim of having firm proposals for consideration and decision within a few weeks. (14/5/12)

**5.2.5. PF110801-2 to establish costs for replacing the litter bin in the corner of the Cross Hands play area and for the bin to be emptied by SG Streetcare and circulate to the committee.**

**Action to Clerk**

Approximate cost of supply is £320.00 and installation is £100.00  
Emptying cost is £7.24 per month

**Resolved:** To recommend the replacement of the litter bin at the Cross Hands play area at a total cost of £420.00 and to contract SGC to empty at a cost of £7.24 per month.

Bin ordered from Wybone 15-Mar-2012 expected delivery May.

**5.2.6. PF111107-2 To arrange for a local handyman to paint the skateboard equipment**

**Action to Clerk**

The Clerk reported that after discussing the opportunities with a couple of the initial volunteer handymen, they had eventually declined the work. Another volunteer has agreed to consider the work when he returns from a holiday in late March. (Ongoing 14/5/12)

**5.2.7. PF111107-3 to obtain estimates for a Health & Safety survey and report for all substantial trees on the recreation grounds.**

**Action to Clerk**

Ongoing (14/5/12)

**5.2.8. PF111107-4 to obtain professional advice on dealing with the mole problem at the Cemetery.**

**Action to Clerk**

3 x Moles removed by JGL Vermin & Pest Control 17-Feb-2012. Action Closed. Action Closed

**5.2.9. PF120206-1 to obtain estimates for a package of repair work at the Cross Hands play area to include the repair to the carousel and other minor work. (Work package 1)**

**Action to Clerk**

Following quotation requests, five quotations had been received as follows:

Contractor A - £1,395.00  
Contractor B - £946.00.  
Contractor C - £775.00  
Contractor D - £2,091.75  
Contractor E - £1,450.00

Contractor C had not included all items, contractor D and E were too expensive. The Council had a good relationship with Contractor A who had undertaken all our play equipment maintenance for many years however the quotation was thought to be high. It was agreed that if Contractor A would reduce his costs by £200.00 for the same work, the contract would be awarded to them. If it was not possible to reduce the quotation, the contract would be awarded to Contractor B.

Subsequently, Contractor A quotation was reduced to £1,200.00 and accepted.

Action Closed

**5.2.10. PF120206-2 AP and Clerk to meet to discuss a maintenance programme for the entire Council PF&OS estate.**

**Action to Clerk & Cllr Alison Peters**

The meeting had been held on 22<sup>nd</sup> March 2012.

## 6. Playing Fields & Play Areas

### 6.1. Play Areas

Proposed future Work Plan Management

Following discussions between AP and Clerk, it is proposed to largely manage the tasks of this committee using a matrix of activities programmed into the future. Some tasks e.g. Annual Inspection will occur regularly whilst others e.g. Install memorial bench at LKF are one-off tasks. By enabling a view of work into the future, the committee will be better equipped to manage both its budget and to prioritise tasks.

The following example of a work plan was discussed.

		2012				2013			
		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
CH	WP 2012-1 Work package to action inspection findings.		X						
PF	Annual Inspection			X				X	
LKP	Clean safety surface		X						
LFF	WP 2012-1 Work package to action inspection findings.		X						
LFF	Install Memorial Bench (Woodland)		X						
LFF	Install benches			X					
LFF	Install picnic table(s)		X						
JSP	Clean Graffiti		X				X		
PF	Tree survey			X					
JF	Paint goal posts		X						
CEM	Plant Survey		X						

CH – Cross Hands play area  
 LKP – Limekiln play area  
 LKF – Limekiln field  
 JSP – Jubilee Skate Park

JF – Jubilee Field  
 PF - All Playing Fields & play areas  
 CEM - Cemetery

The committee agreed with both the concept of operating a work-plan and also a matrix to be available similar to that presented. The Clerk agreed to start building a more robust plan.

***PF120514-1 to create a work-plan of all regular PF&OS committee activities and to extend that to include tasks agreed by the committee. Action to Clerk***

#### 6.1.1. Cross Hands Play Area

The repair work package has been awarded.

#### 6.1.2. Limekiln Play Area

Minor vandalism (Graffiti, swings wrapped, broken glass.)over the past few months had been dealt with. This was not perceived to be a major problem.

#### 6.1.3. Limekiln Field Play Equipment

Nothing to report.

#### 6.1.4. Jubilee Skate Park

Regular inspections had identified no additional problems.

6.2. Recreation Grounds

The changeover to cricket had been completed and repair treatments applied to the senior football pitch.

6.3. Field Users

No comment

6.4. Trees

Action on the tree survey is awaited.

**7. Cemetery**

Seasonal grounds maintenance work is under way.

**8. Grounds Maintenance Report**

The grounds maintenance contract is proceeding satisfactorily.

**9. Budget Review**

The Committee Budget Report had been included in the end-of-year report to the F&GP committee.

**10. Correspondence**

10.1. 16-April-2012 Mr Paul Allen. – Re the Memorial Tablet size on his father's remains plot 52.

The chairmen gave a brief explanation of the incident that prompted the letter from Mr Allen and it was agreed that she would write to Mr Allen apologising for the mistake made by the Clerk but that the Council would not change its standard memorial tablet sizes but would offer to plant a memorial tree in support of our apology.

**11. Any other business**

None

The meeting closed at 9.00 p.m.