

**Minutes of the Playing Fields & Open Spaces Committee
Held on 5th August 2013 at 7.50 p.m. in the Bush Room**

Present: - Phil Squires (Chairman), Terry Hunt, James Sumner, Ann Wilkins
Graham Smith (Clerk)

1. Apologies for Absence

Alison Peters, Mike Webb

2. Evacuation Procedure

Evacuation procedures were noted.

3. Public Participation

None

4. Declaration of Interests

None

5. Minutes of the meeting held on 13th May 2013 and Matters arising

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

5.1. Matters Arising
None

5.2. Outstanding Actions – Actions detailed on the action list were reviewed and timescales agreed.

5.2.1. **PF130204-2 To obtain estimates for the landscape work at the cemetery.**
At the time of the meeting Clerk had received one quotation, with the other two quotations expected immanently. New suppliers were discussed.

Action to Clerk

6. Playing Fields & Play Areas

6.1. Play Areas

- Cross Hands Play Area

PF130805-1 Investigate and obtain price for repair to the gate in the play area which no longer closes automatically.

Action to Clerk

- Lime Kiln Play Area

PF130805-2 Septic Tank – Approach Mike York for quotes for Air Vent & Flush

Action to Clerk

- Limekiln Field Play Equipment

PF130805-3 The purchase of one warning sign (one rider only) was agreed at the F & GP committee meeting which is to be placed in clear view on the support post of the zip wire.

Action to Clerk

- Jubilee Skate Park

PF130805-4 An Elderflower bush growing out of tarmac located within the skate park area requires removing.

Action to MW

6.2. Recreation Grounds

6.2.1. Field Store in poor condition

PF130805-5 It was proposed that the field store be replaced by a shipping container (of similar dimensions). Cost comparisons are required.

Action to Clerk

6.2.2. Funding is available to a maximum of £10K from SGC / Merlin Housing for additional park equipment.

PF130805-6 The view was to consider other potential park users and an investigation is to be carried out with regard to costs relating to outdoor exercise equipment.

Action to Clerk

6.3. Field Users

Are field users specifically invited to the PF & OS November meeting?

13.023- Resolved - There is no requirement for field users to attend any specific meeting as their attendance is welcome under public participation at any PF & OS committee meeting.

6.4. Millennium Garden

None

7. Cemetery

7.1. Report & Observations

None

8. Grounds Maintenance Report

None

9. Budget Review9.1. **13.024 Resolved** – Playing field hire and cemetery charges are to increase by a blanket 5% across all categories.

9.2. Preparations need to be underway with regard to tender documents and job specifications relating to 2014 PS & OS contracts.

13.025 Resolved – A subcommittee is to be formed with the specific task of managing the tender process and documentation.

PF130805-7 To investigate time line relating to the tender process, research the companies & organisations invited to tender, review specifications.

Action to Clerk

10. Correspondence

None

11. Any other business

None

Meeting Concluded at 08.30PM

The next meeting of the Playing Fields and Open Spaces Committee is on Monday 4th November at 7.45pm.