

**Minutes of the Playing Fields & Open Spaces Committee
Held on 4th November 2013 at 8.00 p.m. in the Bush Room**

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

1. Apologies for Absence

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 5th August 2013 and Matters arising

- 5.1. **13042 Resolved:** The minutes were agreed and signed by the chairman.
- 5.2. Matters Arising - None
- 5.3. Outstanding Actions- Actions detailed on the action list were reviewed and priorities set.

6. Playing Fields & Play Areas

6.1. Play Areas

6.1.1 Cross Hands Play Area

- Annual Risk Assessment – Reviewed & Discussed
PF131104-1 Further to the analysis by Michael York, obtain a quotation for remedial work to be completed
Action to Clerk

- Outdoor Gym Equipment
PF131104-2 Prepare a consultation document for residents of Merlin Housing regarding the possible installation of outdoor gym equipment
Action to Clerk & (PS)

6.1.2 Lime Kiln Play Area

- Annual Risk Assessment – Reviewed & Discussed
PF131104-1 Further to the analysis by Michael York, obtain a quotation for remedial work to be completed
Action to Clerk

- Ash Tree seedlings & shrubs around Playground.
(AW) raised an issue with regard to bushes growing thick around the play area and in a short space of time parents sitting at benches will not be able to see their children within the play area and recommended that these bushes be removed.

PF131104-3 To ask CRK Garden Manicures to investigate and report/action.

Action to Clerk

6.2. Recreation Grounds

- 6.2.1. Field Store repairs have been approved and contractor contacted. Clerk will advise when a date is available for work to be undertaken.

6.3. Field Users

- 6.3.1 A request for additional White line paint has been received from the field users despite a season of paint being made available in August. It was also requested that the council consider replacing one of the line marking trolleys as both are becoming dilapidated.

PF131104-4 Resupply one years' stock of line paint with a covering letter emphasising the necessity for dilution and confirming that the council will not supply any further line paint for the remainder of the season.

Action to Clerk

PF131104-5 Investigate the condition of line paint trolley and if necessary obtain quotations for replacement.

Action to Clerk

6.4. Millennium Garden

None

7. Cemetery

- 7.1. Report & Observations

None

8. Grounds Maintenance Report

None

9. Budget Review

- 9.1. Preparations for annual budget 2014/15 need to be underway and completed by mid-December. A PF & OS subcommittee is to be formed to analyse and discuss.

PF131104-6 Prepare initial budget for review

Action to Clerk & (PS)

10. Correspondence

None

11. Any other business

(TH) – Litter bin at A38 junction has been damaged by reversing car.
(AW)- Down Road road sign is off (opposite Ship Hotel)

PF131104-7 – Inform South Glos. Street Care

Action to Clerk

Meeting Concluded at 08.55PM

**The next meeting of the Playing Fields and Open Spaces Committee is on
Monday 3rd February at 7.45pm.**