

**Minutes of the Playing Fields & Open Spaces Committee  
Held on 7<sup>th</sup> November 2016 at 7.30 p.m. in the Bush Room**

**Present:** - Anne Curtis (AC) (Chairman), Alison Peters (AP), Marcus Fry (MF), Mike Webb (MW), Paul Caddick (PC), James Sumner (JS)  
Graham Smith (Clerk)

**1. Apologies for Absence**

None

**2. Evacuation Procedure**

Evacuation procedures were noted.

**3. Public Participation**

None

**4. Declaration of Interests**

None

**5. Minutes of the meeting held on 5<sup>th</sup> September 2016 and Matters arising**

5.1. **16.052 Resolved:** The minutes of the meeting held on 5<sup>th</sup> September 2016 are approved and accepted as accurate.

5.2. Matters Arising – (PC) informed Cllrs that he had spoken to the AAA with regard to the request for assistance when seed planting the wild flower meadow in the Spring and particularly the use of their rotivator and confirmed that AAA were in agreement and only too pleased to assist. (MF) requested that (Clerk) keep Janet Williams (Guides) informed of progress.

**PF161107-01:** - Contact Janet Williams and inform her of AAA intention to assist with planting.

**Action to (Clerk)**

5.3 Outstanding actions – None

**6. Playing Fields & Open Spaces**

6.1. Border Hedge – Jubilee Field. – (Clerk) informed Cllrs that further to an issue with a resident relating to the border hedge at the Jubilee Playing Field (Clerk) & (MW) further investigated the depth of underlying growth within the hedge and the severity of the issues. (MW) explained the issues to Cllrs and recommended that the hedge bordering the houses at Davids Close be thoroughly cut back and reduced in size with a view to replacing and infilling with wildlife friendly hedging. (MW) also explained to Cllrs the issues relating to the neighbour and recommended that Cllrs request that the hedgerow is replaced with wildlife friendly hedging.

(AP) proposed that the hedgerow specific to the resident be infilled / replaced with wildlife friendly hedge and that the leveling of the ground is acceptable with the provision that the PC reserve the right to inspect the works at any time. (AC) seconded the proposal and all Cllrs agreed unanimously.

**16.053 Resolved:** The hedgerow specific to the resident be infilled / replaced with wildlife friendly hedge and that the leveling of the ground is acceptable with the provision that the PC reserve the right to inspect the works at any time.

6.2. Community Orchard – (MF) informed Cllrs that at the recent “Ecotricity Grant” meeting the idea of considering a community orchard was proposed with the view that this be planted at the Down road green space. (JS) asked Cllrs to consider ongoing grounds maintenance costs if planted centrally but recommended that consideration should be given to planting fruit trees on the scrub on the border of the pavement on the right hand side. Consideration was also given to land close to the allotments however, it was considered that the community would not benefit. Cllrs requested that (Clerk) investigate the potential of the project at the location suggested and write to SGC. (Clerk) requested that (MW) also be included in the investigation.

**PF161107-02:** - Investigate the potential of planting fruit trees within the Down Road greenspace and write to SGC if required.

**Action to (Clerk)**

## 7. Cemetery

(Clerk) confirmed to councillors that the vacancy for Cemetery Caretaker has been filled and the new Cemetery Caretaker commenced employment on 1<sup>st</sup> November. (JS) informed Cllrs that he had examined the contract of employment issued by (Clerk) and AP signed as Chair of the Parish Council.

## 8. Grounds Maintenance

- 8.1. Grounds Maintenance Tender Document (Approval of changes) – (Clerk) informed Cllrs that the Tender Document (sub – committee) had met and recommended that the numbering within the document be altered and that a provision for weed spraying between April and November be included and a more precise description of the treatment of brambles be inserted. (AC) proposed that the changes to the Tender Specification document be accepted by the committee, (AP) seconded the proposal and all Cllrs agreed.

**16.054 Resolved:** The Tender Specification document is accepted and approved by the Playing Fields & Open spaces Committee.

(Clerk) informed Cllrs that the Tender process can begin and will look to presenting the results of the tender at the next Playing Fields and Open Spaces Committee meeting in February. (Clerk) requested that a subcommittee be informed in order to follow due process when opening the sealed quotations.

**PF161107-03:** - Prepare the new Tender Specification Document and contact contractors for quotations.

**Action to (Clerk)**

- 8.2. Grounds Maintenance – (Clerk) informed Cllrs that he had difficulties with the current grounds maintenance contractor in ensuring that; 1) hedges were cut prior to the Jubilee Field becoming saturated, 2) the Lime Kiln play area hedges were finished and 3) that brambles were removed to ensure safety for the field users. Despite requesting the work to be completed several weeks ago the work remained outstanding. (MF) recommended that (Clerk) write to the contractor confirming the dissatisfaction and the reasons why. Cllrs agreed that (Clerk) should withhold payment until he was satisfied that the work had been completed to the standard of the contractual specification.

## 9. Charges – 2017/18

(Clerk) presented to Cllrs a document which showed all current Cemetery and Playing Field charges and a comparison with a 2% increase. (JS) proposed that the committee approve a 2% increase in Playing Field and Cemetery Charges for 2017/18. (AP) seconded the proposal and all Cllrs unanimously agreed.

**16.055 Resolved:** Playing Field and Cemetery Charges for 2017/18 are to be increased by 2% on the previous year.

## 10. Budgets – 2017/18

(Clerk) presented to Cllrs a document which showed the proposed Playing Fields and Open Spaces budget for 2017/18 by account code. (PC) recommended that in view of potential increases in cost to the Grounds Maintenance that a 5% allowance should be made for this. (JS) raised concerns that a guideline was given to (Clerk) that the Finance Committee recommend that the precept should not increase. (AP) added that the Tender process may generate a reduction in grounds maintenance costs and that in view of (JS) concerns a 3% increase should be considered on grounds maintenance and all other budgeted costs remain as 2016/17. (PC) proposed a 5% increase in grounds maintenance costs of which there was no seconder. (AP) proposed a 3% increase of grounds maintenance costs and to retain other budgeted charges as the 2016/17 budget. (AC) seconded the proposal and all Cllrs unanimously agreed.

**16.056 Resolved:** A 3% increase of grounds maintenance costs is to be budgeted for 2017/18 and all other budgeted charges remain as the 2016/17 budget.

**11. Correspondence**

(Clerk) informed Cllrs that he had received an email via Alveston.org enquiring whether the Quakers Churchyard in Alveston was accessible to the public. Cllrs agreed that this did remain accessible and as (Clerk) was unaware of the location of the Churchyard (MW) agreed to accompany (Clerk) to the Cemetery.

**PF161107-04:** - Investigate the accessibility to the Quakers cemetery at Lower Hazel

**Action to (Clerk)**

**12. Website / Helmet**

None

**13. Any other business**

None

Meeting Concluded at 08.23 PM

**The next meeting of the Playing Fields and Open Spaces Committee is on  
Monday 6<sup>th</sup> February at 7.30pm.**