

**Minutes of the Playing Fields & Open Spaces Committee
Held on 6th February 2017 at 7.30 p.m. in the Bush Room**

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

1. Apologies for Absence

Marcus Fry (MF).

2. Evacuation Procedure

Evacuation procedures were noted.

3. Public Participation

None

4. Declaration of Interests

None

5. Minutes of the meeting held on 7th November 2016 and Matters arising

5.1. **16.083 Resolved:** The minutes of the meeting held on 7th November 2016 are approved and accepted as accurate.

5.2. Matters Arising – (PC) reminded Cllrs of the necessity to begin considering a time line for planting the wild flower meadow. (MW) informed Cllrs that the seeds need to be planted by the end of April at the latest. (Clerk) suggested that Cllrs liaise with AAA at the next meeting and he will contact Janet Williams with details of timeline.

PF170206-01: - Contact Janet Williams and inform her of timeline relating to the planting of the wildflower meadow.

Action to (Clerk)

5.3 Outstanding actions – (Clerk) informed the committee that (MW) and he had identified the area on the Down Road green space which may be a suitable location for a community orchard and the communication process with SGC (land owners) is underway.

6. Playing Fields & Open Spaces

Boulders update – (Clerk) read correspondence relating to the installations of boulders on the Down Road green space. South Glos Council (SGC) informed Councilors that their first step was to meet with the affected statutory undertakers to better understand the more specific details of the apparatus that they have present as the initial drawings that they provide do not always display all of the required information. This process often takes at least four weeks, however on this occasion BT Openreach took eight weeks to arrange a site meeting due to their workloads.

In order to ascertain the exact position of the apparatus SGC undertook trial holes in four locations and from this they established accurate location and depths for the Surface Water Drain, Telecommunications Cables, Electric Cables and a Water Main, all of which are in vicinity of the proposed boulders.

SGC have placed this information on a drawing along with proposals and are now in the process of sending this to the statutory undertakers who own the apparatus and they expect their responses before the end of March to confirm whether or not they are affected by the proposals.

7. Cemetery

(Clerk) informed Cllrs that all was well at the cemetery and recent activity had been minimal.

8. Grounds Maintenance

Grounds Maintenance Tender. Clerk had informed the committee members that the tender documents had been opened by (AC) and (MW) on 23rd January 2017. Out of 10 invitations sent (Clerk) had received 4 completed applications and one letter of apology for not submitting due to current workloads, five companies failed to reply without notice. (JS) recommended that due diligence be exercised relating to the company who provided the lowest tender prior to the Parish Council meeting on 20th February and agreed to investigate. (AP) proposed that should the due diligence be satisfactory that the committee approve the lowest tender for the contract for the next three years. (AC) seconded and all Cllrs agreed.

16.084 Resolved: The Playing Field and Open Spaces committee approve the lowest tender and accept Prestige as the contractor from 2017 – 2020, subject to satisfactory due diligence.

9. Annual Inspection

(Clerk) presented to Cllrs the 2016/17 ROSPA inspection for Play areas/ equipment / skate park along with prices relating to the remedial action for the areas where work is required. Cllrs agreed that all recommendations and remedial action be adopted and the cost of £625 as presented by (Clerk) be approved. (JS) proposed that all remedial action be undertaken (MW) seconded the proposal and all Cllrs agreed.

16.085 Resolved: All recommended remedial action from ROSPA inspection be undertaken at the price of £625

(AC) raised concerns relating to comments within the inspection documents with regard to legislation relating to equipment old & new and recommended that the committee undertake a review of existing play equipment.

PF170206-02: - Review of current play equipment

Action to (AC)

10. Correspondence

(Clerk) presented to Cllrs a recent letter from 2nd Alveston Scouts confirming their intention to use the Like Kiln Field for a "Camp out" for one night on the 10th February 2017.

11. Website / Helmet

(AP) suggested that details given by SGC relating to the developments re installation of boulders on the Down Road green space be uploaded onto the website.

PF170206-03: - Upload details relating to the developments from SGC re installation of boulders on the Down Road green space onto Alveston.org

Action to (Clerk)

12. Any other business

(Clerk) presented quotations for repairs to the wall at the Jubilee Hall car park (£190) along with repair to a pot hole (£23) and repainting of bollards (£103) which total £316. (AP) proposed that the quotations were acceptable and recommended that the committee approve the work be done! (PC) seconded the proposal and all Cllrs agreed.

16.086 Resolved: To commence maintenance work to the wall, bollards and pot hole located at the Jubilee Hall Car Park as detailed by (Clerk) at prices quoted.

Meeting Concluded at 08.15 PM

The next meeting of the Playing Fields and Open Spaces Committee is on Monday 8th May at 7.30pm.