

**Minutes of the Playing Fields & Open Spaces Committee  
Held on 1<sup>st</sup> Nov 2010 at 7.30 p.m. in the Bush Room**

**Present:** - Cllrs Alison Peters (Chairman), Bernard Willcox, Mike Webb, Kitty Davies, John Cutland,  
Terry Hunt.  
Bob Phillips (Clerk)

**1. Apologies for Absence**

Cllr. Phil Squires

**2. Evacuation Procedure**

Evacuation procedures were noted.

**3. Public Participation**

None

**4. Declaration of Interests**

None

**5. Minutes of the meeting held on 2<sup>nd</sup> Aug 2010 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**

Action on hold until Playbuilder project work is defined. (BP)

**5.2.2. PF 100510-3 To consult with Landscape Companies to seek ideas to solve the problems of the YC Car Park Bank. Solutions to include estimates.** **Action to Clerk**

Action on hold until Playbuilder project work is defined. (BP)

**5.2.3. PF 100802-1 To continue to seek contact with Tina Rainey for an update on the status of the Alveston Playbuilder Project and to confirm that funding would remain available** **Action to Alison Peters**

This action will be reported under item 8. Action Closed

**5.2.4. PF 100802-2 to establish the availability of free bicycle stands and the requirements that are attached to their provision.** **Action to Kitty Davies**

Cllr Kitty Davies reported that "Life Cycle" ([www.lifecycleuk.org.uk](http://www.lifecycleuk.org.uk)) provides **free** cycle parking stands under their **Take a Stand** scheme. Voluntary sector groups including the Youth Centre are welcome to apply. Good cycle parking tells the world that you're an environmentally-friendly organisation and it's a proven way of deterring cycle theft. 4 free cycle stands are available per applicant.

Cllr Kitty Davies offered to obtain one estimate for installing the stands outside the Youth Centre from the contractor who had installed the stands at Greenhill Parade. The Clerk suggested that we should also obtain an estimate from Mike York. The work to include removing the old stands,

creating a gravel area with weed control material under the gravel and edged with treated timber. The stands to be "sink in" type which will require to be set in concrete below ground. It should be noted that the stands are possibly only available to voluntary sector groups and may have to be obtained through the YC Management Committee.

***PF 101101-1 To obtain an estimate for the removal of existing cycle stands, installation of four new "sunk in" stands on a gravel base. The Gravel base to be inset into the ground with preserved timber edge and weed control material.***

***Action to Clerk & Cllr Kitty Davies.***

## 6. Playing Fields & Play Areas

### 6.1. Play Areas

Digley Associates have been asked to perform the annual inspections. We are awaiting a date.

#### 6.1.1. Cross Hands Play Area

Swing Height - The Clerk had received a report that one set of swings were set too low. Although within the accepted tolerance, they were at the lower limit. The Clerk would endeavour to raise them by one chain link.

Dog Litter - The play area inspector had reported that dog walkers were depositing dog faeces in the two litter bins sited inside the play area. It was felt that this was totally unacceptable as there was a dog litter bin less than 50m away. The Clerk had suggested that he would make a couple of simple "laminated" notices to fix to the fences.

Broken benches - The play area inspector had reported two broken benches outside the play area. As they were a danger to the public, the Clerk had arranged for Mike York to carry out the repairs. The committee chairman and PC chairman had been consulted prior to the work being ordered. The total cost of the repairs had been £167.00.

#### 6.1.2. Lime Kiln Play Area

Nothing specific to report. Any planned work is on hold until Playbuilder Project planning is completed.

### 6.2. Recreation Ground

Artificial Wicket - The work to remove the artificial wicket has started with the old surface dug out and removed. The first loads of top soil have been delivered and levelled. The completion of compaction, levelling and turf laying is expected in the next few weeks.

Vandalism - We have recently suffered some minor vandalism. Skateboarders have been scattering broken pallets over the playing fields and last week the cricket square boundary rope was pulled out and dragged across the wicket towards the skateboard park. Minor damage was done but nothing that would last. The Clerk had cleared the pallets and re-instated the posts and rope. The incident was reported to the police.

Field Store – The Clerk reported that the front concrete wall panel of the Field Store had been broken and needed replacing. He was having some difficulty in identifying the manufacturer but, hopefully with additional measurements, Avon Prefabricated Buildings would be able to make the identification. He would then be able to obtain an estimate for the supply of the panel.

### 6.3. Field Users

#### Cricket

The full hire fee for the 2010 season has been paid; the Cricket Club have stored all their equipment and will be removing the safety nets w/c 1 Nov.

### Football

Fixture lists are established for both Thornbury Baptists who will be playing on Saturday mornings and Thornbury Falcons who will be fielding four teams playing both pitches on Sundays. Regular informal use of the junior pitch has made the surface a little muddy but hopefully with drier weather and being well drained, it should last the season.

#### 6.4. Grounds Maintenance Report

All contracted work has been satisfactorily completed with additional work being requested to prune the lower branches of the trees to keep them out of reach.

Jubilee Hall Garden – Observations have been made that the contractor has not been cutting the JH garden. The issue was discussed with Chris Keefe who has acknowledged that it is difficult to cut regularly as on many occasions this year, he has been unable to gain access as the garden was in use by the Pre-School Play Group. The grounds are normally cut on Thursdays and unfortunately it is unlikely that access will be easy on that day. Alternative arrangements were agreed and more rigour will be applied to this part of the contract.

## 7. Budget Review

### 7.1. Committee Budget Report 31 Oct 2010

The budget report was reviewed with explanation of anticipated expenditure.

- The Jubilee/Lime Kiln - likely to be overspent against budget by £2k because of the unbudgeted expenditure to remove the artificial wicket.
- Children's Play Areas – A budgeted amount of £1.5k to complete the repairs to the safety surface edges and a further £2.3k for general maintenance are both unlikely to be spent as all work was on hold awaiting Playbuilder. This creates a possible under spend of £3.8k.
- Cemetery – currently on-budget following an increased income of double the budgeted amount which offsets the un-budgeted costs of repairing the vandalised fence.

## 8. Play-Builder Project

Cllr Alison Peters reported that Tina Rainey has confirmed that the full Grant amount of £45k is still available but must be spent in this financial year. Jane's Pond, the selected Design/Build company are currently working on the design and a final consultation event is planned to take place in the Jubilee Hall on Sunday morning 28<sup>th</sup> Nov. This event will be the final opportunity for residents to have an input as it is hoped that work can start early in December.

Although SG Council will be independently consulting with all the residents directly adjoining the playing fields, it was agreed that as a goodwill gesture, the Parish Council should send a letter explaining the project and asking for any comments.

***PF 101101-2 to write a consultation letter and post to all adjoining residents giving opportunity to comment. To print and publish notices of the Public Consultation event.***

***Cllr Alison Peters & Clerk***

Cllr Terry Hunt expressed some concern that with the very short time before year-end, if possible, the grant should be secured to safeguard the possibility of a half-finished project. Cllr Alison Peters agreed to discuss this issue with Tina Rainey.

***PF 101101-3 to discuss with Tina Rainey how the Play Builder funds can be secured in the event that work overruns the year-end deadline.***

***Cllr Alison Peters***

## 9. Cemetery

The Clerk reported concern that the shrubs and some trees had died or were showing some signs of failure and in parts, the "bunds" and shrub areas were beginning to look a little bedraggled. Whilst not urgent, it was suggested that the committee should consider a medium-term plan of renewal and renovation.

The current maintenance contract places the onus on the contractor to “.....maintain the shrubs according to good horticultural practice.” However, several years ago, because of the severity of the bramble growth on the bunds, it had been decided to ask the contractor to concentrate his efforts on one area each year by removing bramble root where possible. The other areas would only receive a fairly superficial pruning back. Although undoubtedly a correct action to limit this bramble growth, the agreed three year cycle leaves some areas wanting.

It was agreed that we should seek other advice from a trained horticulturalist and report back to the committee, maybe considering some changes to the contract and/or a three year plan with budgeted funding.

***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***

## 10. Correspondence

None

## 11. Any other business

### 11.1. Grounds Maintenance Contract –

The Contract to maintain the Parish Council Open Spaces is due for renewal in April 2011. The specification, tender documents and process need reviewing to ensure they are fit for purpose. The contract will be let according to the Council’s Finance Regulations section 12.

#### Contract letting Plan

Contract specification reviewed and confirmed	20-Dec-2010
Identification and agreement of contractors to invite.	20-Dec-2010
Invitation to tender sent to at least three contractors.	12-Jan-2011
Sealed tenders to be received by Clerk.                      12 noon	2-Feb-2011
Sealed tenders opened by Clerk/RFO & two Councillors	3-Feb-2011
Clarification of details	4-Feb-2011 to 11-Feb-2011
Resolution to accept tender	21-Feb-2011
Successful Contractor informed	22-Feb-2011
Contract in place	1-Mar-2011
Unsuccessful Contractors informed.	2-Mar-2011
Contract commences	1-Apr-2011

A copy of the existing contract was distributed to the members and the review will be conducted after the Clerk has prepared a draft of the new contract. Most likely this will be mostly conducted via email with the final agreement made at the full Council meeting planned for 20<sup>th</sup> Dec.

### 11.2. Litter Bins on Jubilee Field – The Clerk asked that the committee confirms the previous agreement to replace the burnt litter bin by the Teen Shelter.

**Resolved:** the litter bin by the Teen Shelter to be replaced at cost. The Clerk to arrange the work.

The meeting closed at 8.25 p.m.