

**Minutes of the Playing Fields & Open Spaces Committee  
Held on 2<sup>nd</sup> February 2015 at 8.20 p.m. in the Bush Room**

**Present:** - James Sumner (JS) (Chairman), Alison Peters (AP), Terry Hunt (TH) Mike Webb (MW), Marcus Fry (MF), Steve Blick (SB)  
Graham Smith (Clerk)

**1. Apologies for Absence**

**2. Evacuation Procedure**

Evacuation procedures were noted.

**3. Public Participation**

None

**4. Declaration of Interests**

None

**5. Minutes of the meeting held on 3<sup>rd</sup> November 2014 and Matters arising**

5.1. **15.011 Resolved:** The minutes of the meeting held on 3<sup>rd</sup> November were approved.

5.2. Matters Arising – (SB) informed the committee of a gap between the vehicle gateway and fence at the cemetery and requested this be looked into. (Clerk) informed members that he recently requested that the grounds maintenance contractor remove overgrown shrubs within the area and believes the removal of the shrubs may have exposed the gap.

**PF150202-1:** Investigate concerns over gap in entrance and report remedial action if necessary.

**Action to Clerk**

5.3 Outstanding actions –

**PF141103-1:** Distribute cemetery plans to all members. - (Clerk) informed members that cemetery plans were included in the distribution packs and was an agenda item for this meeting.

**PF141103-2:** Arrange additional grass cut with grounds maintenance contractor. – (Clerk) confirmed that an additional grass cut had been undertaken by the grounds maintenance contractor in November 2014.

**PF141103-3:** Contact SGC to request that padlocks be reinstated to the barriers at the bridal way adjacent to Wolfridge Ride. – (Clerk) informed members that he had spoken with Lindsay Saunders (SGC rights of way) and reported the fact that it was requested that padlocks were not to be reinstated onto the barriers.

**6. Playing Fields & Play Areas**

6.1. Play Areas – Review of H & S inspection

(JS) reviewed the 2014/15 play areas health and safety document and proposed that the costs relating to required remedial action be approved. (Clerk) confirmed that costs relating to remedial action fall within budget. (AP) seconded the motion and all members agreed unanimously.

**15.012 Resolved:** The costs relating to the required remedial action as per the 2014/15 health and safety inspection document are approved.

(JS) requested that he meet with (Clerk) to organise a priority list. (AP) requested that a quotation for work and action to be taken to the zip wire be given high priority.

**PF150202-2:** Discuss and organise H & S priority list with (JS).

**Action to Clerk**

## 6.2. Recreation Grounds

(Clerk) informed members that the Community Forum will be meeting on Wednesday 4<sup>th</sup> February and had been informally approached by the Chairman requesting assistance with regard to organising a hot air balloon event within the Parish. (Clerk) considered that the Lime Kiln & Jubilee Fields be a potential venue for such an event and asked if there would likely to be any objections from the parish council if this venue were to be considered. (AP) proposed that in principle no objections would be forthcoming providing adequate health and safety, insurance and risk assessment documentation had been provided.

## 6.3. Field Users

(JS) informed members that the football pitch line marker was now broken beyond repair and proposed that this be replaced. (Clerk) informed members that three quotations had been obtained and recommended that the cheapest option, Stadia 16L transfer wheel line marker from Pitchcare.com (£289.00 plus VAT) be purchased. (TH) proposed that the Finance Committee approve the purchase of the line marker as described, (MW) seconded and all members agreed unanimously.

**15.013 Resolved:** The football pitch line marker be replaced by a Stadia 16L transfer wheel line marker from Pitchcare.com at a cost of £289.00 plus VAT.

## 6.4. Millennium Garden

Nothing to report

## 7. Cemetery

7.1. Landscaping – (Clerk) informed the committee members that he had undertaken an inspection of the cemetery with (MW) relating to the planting and positioning of trees. It was concluded that if planting was to continue in line with the cemetery plan that the cemetery would appear over grown, dense and contain too many trees. (Clerk) advised that the cemetery plan be altered in order to reduce the density of tree planting in the future and that the option to purchase trees be withdrawn. (JS) proposed that the option to purchase trees to be planted within the cemetery be withdrawn. (SB) seconded the motion and all members agreed unanimously.

**15.014 Resolved:** The option to purchase trees to be planted within the cemetery be withdrawn.

7.2. Charges – (Clerk) informed the committee members that the “Grave - Path Side” charge as described in the current published parish council cemetery charges is not relevant as there are no grave path side plots available. (Clerk) also requested that members consider that charges should vary between plots allocated by the clerk and those requested by the client. (MW) informed members that the ground to the east side of the cemetery is particularly rocky, is difficult to dig and looks unsightly once replaced, however as far as he concerned the same price is charged wherever the grave is marked. (AP) enquired what additional costs are incurred by fulfilling a request for a plot which does not fall within the allocated sequence. (Clerk) informed members that considerable care is taken when marking grave plots and a plot which is marked in sequence would not take as long due to bearings being taken from plots in close proximity. (MW) emphasised that an additional charge for “out of sequence” plots is common practice in many cemeteries. (AP) asked (Clerk) for the additional time taken to mark an “out of sequence” plot to which (Clerk) replied on average two hours. (AP) proposed that an additional charge of £30 be levied to cover the additional time required by the clerk to mark the plot. (MW) seconded and all members agreed unanimously.

**15.015 Resolved:** A requested grave plot will incur an additional cost of £30 over that of an allocated grave plot.

## 8. Grounds Maintenance Report

None

## 9. Correspondence

None

**10. Website**

None

**11. Any other business**

(SB) raised concerns relating to a large amount of dumped garden waste located underneath the tree at the cemetery. (Clerk) informed members that this had always been common practice as the removal of grass cutting was not within the contract specification. (AP) requested that (Clerk) obtain a quotation for the removal of waste from contractor.

**PF150202-3:** Obtain quotation from contractor for costs of removal of cemetery garden waste after every cut.

***Action to Clerk***

Meeting Concluded at 09.00 PM

**The next meeting of the Playing Fields and Open Spaces Committee is on  
Monday 11<sup>th</sup> May at 8.00pm.**