

**Minutes of the Playing Fields & Open Spaces Committee
Held on 7th Feb 2011 at 7.30 p.m. in the Bush Room**

Present: - Cllrs Alison Peters (Chairman), Bernard Willcox, Mike Webb, Kitty Davies, Phil Squires, John Cutland, Terry Hunt.
Bob Phillips (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 1st Nov 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)

The Clerk reported that he had recently contacted SGC to obtain a costing from their cleansing department. 7/2/11

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 100802-2 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) 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. Action originally closed but because the Clerk had been unable to confirm the offer was still available, Cllr Kitty Davies offered to re-check the detail.

Subsequently, Cllr Kitty Davies confirmed that the 2010/11 allocation of free stands had been used up and that we should check in June to see whether a further annual allocation for South Glos had been made.

- 5.2.4. 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.

One estimate obtained by Cllr Kitty Davies, Clerk to follow up an estimate from Mike York. 7/2/11

- 5.2.5. 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

Letter sent 8-Nov-10. Action closed

- 5.2.6. 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

Tina Rainey confirmed the funds had been "ring-fenced" and were to be held available until 31-Mar-2011. The aim is to complete all work by the end of March. Action closed.

- 5.2.7. 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

Ongoing 7/2/11

Don Streatfield

Before the start of the new items, the Chairman, Cllr Alison Peters asked that the committee join with her to remember Don Streatfield who had recently died. Don, a lay-reader at St Helen's Church and expert authority on Bee Keeping was a stalwart of the local community, always ready to listen and help when asked. He will be sadly missed.

6. Playing Fields & Play Areas

6.1. Play Areas

Digley Associates have completed the annual inspections and found no major issues although they identified a number of minor problems which should be addressed in time. It was also pointed out that some of the equipment is now looking very tired although still both serviceable and safe.

6.1.1. Cross Hands Play Area

Swing Height – Digley Associates inspector had confirmed that the swing height was at its lowest threshold and should be raised. The Clerk had been advised of the correct procedure which would require the top brackets to be loosened before the chains being raised.

Dog Litter - The Clerk was still aiming to affix a couple of simple "laminated" notices to the fences to remind dog owners not to use the litter bins for dog waste.

6.1.2. Lime Kiln Play Area

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

6.2. Recreation Ground

Artificial Wicket – The new turf is knitting well despite the heavy winter weather. It will be lightly rolled in the spring and given a top dressing.

Field Store – the search for a replacement panel is ongoing.

6.3. Field Users

Football

Despite the postponements during November and December, the pitches are being well used and although in their usual winter state, they are holding up well and should be good for the whole season.

7. Play-Builder Project

Cllr Alison Peters reported that the work had started on the Lime Kiln Field with the cutting and laying of the path. The contractors were confident that, with reasonable weather conditions, they would be completed by the end of February.

8. Cemetery

Minor repairs had been completed to the footpath gate and a small area of block paving that had sunk.

The Clerk reported that some remedial work was going to be required to refill and turf some of the older grave plots in the spring.

9. Grounds Maintenance Report

9.1. All contracted work has been satisfactorily completed.

9.2. New Grounds Maintenance Contract

The new Grounds Maintenance Specification and Tender documents have been completed and invitations to tender sent to seven companies. The timescales for setting the new contract are as follows:

Invitation to tender sent to contractor	11-Feb-2011
Sealed tenders received by Clerk	28-Feb-2011
Sealed tenders opened by Clerk + two Councillors	2-Mar-2011
Clarification of details	3 to 4-Mar-2011
Recommendation to accept Tender	7-Mar-2011
Successful Contractor informed	9-Mar-2011
Contract in place	18-Mar-2011
Contract commences	1-Apr-2011

10. Budget Review

10.1. Committee Budget Report 31 Jan 2011

The report was presented to the committee without comment.

11. Correspondence

11.1. Alveston Cricket Club – Memorial Game

Alveston CC. has requested that we waive the fee for the Memorial Game on May 1st in memory of Bill Crawford, a long-time supporter, chairman and Alveston resident.

Resolved: The Committee agreed to waive the charge for the Alveston CC Bill Crawford Memorial Game on May 1st.

12. Any other business

12.1. Litter Bins on Jubilee Field.

PF 110207-1 Clerk to arrange purchase and installation of a new litter bin near the teen shelter.
Action to Clerk

The meeting closed at 8.05 p.m.

Alveston Parish Council

**General Account
 Summary Budget Report**

Report Date 31-Jan-2011

	2009/10	2010/11			2011/12
	Year End Actual	Budget	Paid To Date	Probable Year End Actual	Proposed Budget
Parish Council					
<i>Net Expenditure</i>					
Finance Committee	25,563	25,395	20,779	26,470	25,395
Playing Fields & O/S	17,545	17,976	14,718	16,484	17,976
Footpaths & Allotments	2,467	2,685	2,073	3,340	2,685
Total	45,575	46,056	37,570	46,294	46,056
Precept income	-47,346	-47,346			-47,346
Balance (surplus)	-1,771	-1,290	-9,776	-1,052	-1,290

Committee Budget Reports

Finance Committee					
Expenditure					
Administration Total	21,426	21,985	17,760	21,519	21,985
Subscriptions Total	918	980	757	757	980
Donations Total	3,287	2,500	4,331	4,331	2,500
Total Expenditure	25,630	25,465	22,847	26,607	25,465
Income					
Total Income	-68	-70	-2,068	-137	-70
Net Expenditure	25,562	25,395	20,779	26,470	25,395
Playing Fields & OS Committee					
Expenditure					
Jubilee & Lime Kiln Playing Fields	6,769	6,813	8,308	9,515	6,813
Children's Play Areas	5,716	7,550	3,644	3,802	7,550
Millennium Garden	535	538	468	538	538
Youth Centre Car Park	675	100	67	100	100
Cemetery	5,512	5,000	4,897	5,894	5,000
Total Expenditure	19,207	20,001	17,383	19,849	20,001
Income					
Playing Fields	-960	-1,275	-928	-1,628	-1,275
Cemetery	-702	-750	-1,737	-1,737	-750
Total Income	-1,662	-2,025	-2,665	-3,365	-2,025
Net Expenditure	17,545	17,976	14,718	16,484	17,976
Footpaths & Allotments Committee					
Expenditure					
Bus Shelters	1,591	1,340	849	1,569	1,340
Footpaths	578	1,795	436	685	1,795
Allotments	3,515	300	788	1,086	300
Total Expenditure	5,684	3,435	2,073	3,340	3,435
Income					
Footpaths	0	0	0	0	0
Allotments	-3,217	-750	0	0	-750
Total Income	-3,217	-750	0	0	-750
Net Expenditure	2,467	2,685	2,073	3,340	2,685

Accounts 2010-2011 110131.XLS

15/02/2011