

**Minutes of the Playing Fields & Open Spaces Committee
Held on 6th Aug 2012 at 8.15 p.m. in the Jubilee Hall**

Present: - Phil Squires (Chairman), Alison Peters, John Cutland, Bernard Willcox, Mike Webb, 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 14th May 2012 and Matters arising

Resolved: The minutes were agreed and signed by the chairman.

5.1. Matters Arising

Cllr. Alison Peters – The chairman, Phil Squires asked that a vote of thanks be recorded for the energy and good management Alison Peters had shown during her time as chairman of this committee.

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 to be subsumed into the Work Plan see item 10. Action Closed

5.2.2. 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

Action to be subsumed into the Work Plan see item 10. Action Closed

5.2.3. PF110509-3 to arrange a meeting of the sub-committee to investigate options for seating and picnic facilities on Limekiln field. **Action to Cllr Alison Peters**

Memorial Bench - A full pricing of the purchase of the memorial bench and installation had been obtained and would be given to the Booth family for their consideration in the next few days. (Subsequently the cost has been agreed and a cheque donated to the Parish Council for the full amount. 8/8/12)

Resolved: When agreed with donor, to proceed with ordering the supply and installation of the memorial bench on Limekiln Field.

Picnic Benches - Langley Designs have quoted for 2 x Plaswood adult picnic table to be delivered, flat packed for £500.00. The meeting was shown a sample of the plaswood material.

York Fencing has quoted £175.00 per bench for installation of 4 x concrete foundation blocks surrounded by rammed scalplings and timber edge.

Total cost for two benches to be supplied and installed is £850.00.

Resolved: To agree purchase and installation of two picnic tables as quoted.

5.2.4. PF111107-2 To arrange for a local handyman to paint the skateboard equipment

Action to Clerk

Action to be subsumed into the Work Plan see item 10. Action Closed

5.2.5. PF111107-3 to obtain estimates for a Health & Safety survey and report for all substantial trees on the recreation grounds.

Action to Clerk

See item 6.4 Action Closed

5.2.6. PF120514-1 to create a work-plan of all regular PF&OS committee activities and to extend that to include tasks agreed by the committee.

Action to Clerk

See item 10. Action Closed.

5.2.7. F120611-1 for the PF&OS committee to consider charging a "per season" fee for football pitch hire.

Action to Clerk

Action transferred from F&GP committee

PS suggested to the meeting that if this policy were to be adopted, the Council would lose control over the number of games played and the pitch could become overused. There was also no convincing argument that this policy would result in an increase in revenue.

Resolved: to continue with hire of the football pitches on a "per game" policy.
Action Closed

6. Playing Fields & Play Areas

6.1. Play Areas

The relief litter picker/inspector continues to cover for our operative's sick absence. Further complications suggest this may be longer term than originally estimated.

6.1.1. Cross Hands Play Area

The repair work package has been largely completed with repairs to the roundabout, see-saw and new cradle swings. When the contractor looked at the junior swings, intending to raise the seats to the correct height, he established that the bearings and shackle pins were worn and require replacing. This would be at additional cost of approximately £20.00. This work had been agreed and would be undertaken in the next few weeks when returning to site for adjustment to the cable runway at Limekiln.

6.1.2. Limekiln Play Area

See 6.2

6.1.3. Limekiln Field Play Equipment

Awaiting contractor return to complete the adjustments to the cable runway.

6.1.4. Jubilee Skate Park

Regular inspections had not identified any additional problems.

6.2. Recreation Grounds

Football Training - On two occasions the Clerk has encountered adult football teams training on both the senior and junior pitches. On one occasion, in very wet conditions, the team playing, in

studded boots on the senior pitch, a part of the cricket outfield, were causing damage to the field. It was established that these were players from Thornbury Baptists Church FC. When contacted, they agreed that they should not have been playing in studded boots and apologised. They are unable to pay for training due to a financial commitment elsewhere so agreed not to train further on the grounds.

The other team training were thought to be from Oldbury on Severn FC. Attempts had been made to contact the team via email but no response had been made. No further action had been taken.

6.3. Field Users

No comment

6.4. Trees

The following estimates had been obtained and after comparing the offerings it was recommended to accept the estimate from Contractor C.

Contractor	Amount	Notes
A	£750	Walk Through Survey & Report
A	£995	Full Inspection & Report
B	£700	additional costs of maps.
C	£300	Local one man business
D	£399	Similar to "C" but not local

Resolved: to accept the Tree Survey & Report estimate from Contractor C.

7. Cemetery

PS stated that after discussion with the Clerk and a personal inspection of the Cemetery, he felt that the Council was not making full use of this asset. It was proposed that a detailed inspection and long term plan be undertaken with the aim of making better use of the space, offering more services to the community, marketing those services and in turn, aiming to make the cemetery largely self-sufficient or even be a revenue source.

MW supported this proposal and offered his professional skills and experience to take an active part in the project.

PS offered to lead on the project with a small sub-committee.

Resolved: That a Cemetery Development sub-committee under the leadership of Cllr Phil Squires create a long-term development plan for the Cemetery for presentation to this committee and the Parish Council.

8. Grounds Maintenance Report

The Clerk reported that throughout the spring and summer he had been encouraging the grounds maintenance contractor to keep up with the excessive grass and vegetation growth caused by the wet weather.

Following a similar briefing from the Street Services team at South Glos Council in which they acknowledged that their operatives had been unable to keep up with the unprecedented growth this year, it was agreed that we should maintain the pressure on our contractor but acknowledge the difficult task he was doing.

It was accepted that the contractor had always responded well to any reports he had received.

All members were urged to report any issues to the Clerk so that they could be quickly passed to the contractor.

9. Budget Review

The Qtr1/2012 Committee Budget Report had been included in the report to the F&GP committee. Unallocated funds available to this committee for the remainder of the year were quoted as being £3,420 but with unknown expense of relief staff and potential repairs to the considerable elements that form the estate, great care over additional items would have to be taken.

10. The 4-Year Plan

The meeting agreed that a four year plan should be constructed and include regular scheduled events such as safety checks and surveys as well as maintenance and development projects. This would clearly identify longer term budget requirements and allow the committee to be more pro-active and better informed for decision making.

It was agreed that an outline plan would be prepared by the Clerk and PS for circulation to all members for comment.

11. Correspondence

None

12. Any other business

12.1. Frequency of Committee meetings.

The Clerk asked the committee to consider the current frequency and length of its meetings. The committee met for 45 minutes every 3 months and frequently had to make e-mail decisions between meetings which were not always made with full involvement. The time allowed for the meeting was also a constraint to new ideas or issues to be properly discussed.

It was generally agreed that we should not increase the number of regular committee meetings but that, as required, the committee, or part-committee should meet to discuss specific items. No change was agreed to the current meetings calendar.

The meeting closed at 9.15 p.m.