

**Minutes of the Playing Fields & Open Spaces Committee  
Held on 5<sup>th</sup> Nov 2012 at 8.15 p.m. in the Jubilee Hall**

**Present:** - Phil Squires (Chairman), Alison Peters, John Cutland, Bernard Willcox, James Sumner, Mike Webb.  
Bob Phillips (Clerk)

**1. Apologies for Absence**

Cllr Terry Hunt

**2. Evacuation Procedure**

Evacuation procedures were noted.

**3. Public Participation**

None

**4. Declaration of Interests**

None

**5. Minutes of the meeting held on 6<sup>th</sup> Aug 2012 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. 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 - Installed

Picnic Benches – Installation completed

Action Closed

**6. Playing Fields & Play Areas**

6.1. Play Areas

The relief litter picker/inspector has continued to cover for our operative's sick absence until today when we are pleased to say our permanent operative is now back to full health.  
A letter of thanks is to be sent to our relief operative.

6.1.1. Cross Hands Play Area

All repair work has been completed with repairs to the roundabout, see-saw, new cradles, shackles and bearings on the junior swings. The play area continues to be well used although the contractor has struggled to keep the grass short this year. (see item 8)

6.1.2. Limekiln Play Area

Regular inspections had not identified any problems.

6.1.3. Limekiln Field Play Equipment

Following further tests with the technician from GB Sport & Leisure it was agreed that the best compromise was to make no adjustment to the cable runway.

6.1.4. Jubilee Skate Park  
Regular inspections had not identified any additional problems.

6.2. Recreation Grounds  
All goal posts have been repainted.

There have been some minor issues during the late summer with some fires being lit and some complaints from our neighbours with youths entering their gardens to retrieve balls. No action had been taken although it is believed the Police attended on at least one occasion.

6.3. Field Users  
Football – Both teams have commenced their season although recent weather and ground conditions have meant some games have been postponed.

Cricket – Alveston CC have been urged to take down the safety netting.

6.4. Millennium Garden  
A complaint has been received about the safety when exiting Greenhill onto the A38. During the summer three or four of the boundary shrubs had obscured the driver's view down the A38 creating an accident hazard. Pruning the shrubs helped but a more permanent solution should be sought.

***PF121105-1 To examine the boundary shrubs at the Millennium Garden and consider the reported road safety issues. If necessary take appropriate remedial action.***

***Action to Cllr Mike Webb***

6.5. Trees  
The tree survey and report was completed. No major issues identified although Risk Management works were recommended for three trees, the work to be carried out within one year. General management works have been advised for a further six trees and two groups of trees.

The report will be circulated to members for email discussion and consideration of action during the winter.

## **7. Cemetery**

7.1. Report & Observations  
No interments had been held since the last meeting and it is believed that this has been a particularly unusually quiet period for all cemeteries.

General grounds maintenance has been carried out satisfactorily considering the extraordinary weather in the past months. Overall the cemetery is gradually deteriorating and without some planned improvements the visual aspect may well start to impact on the usage.

Several memorial trees are either dead or showing evidence of great stress. The Council has a duty to replace any trees that are no longer viable.

PS said that we should commit to the previously discussed Cemetery Development Plan and more effort should be made in constructing and executing the plan.

7.2. Cemetery Development sub-committee  
Members were invited to join a Cemetery Development sub-committee under the leadership of Cllr Phil Squires to create a long-term development plan for the Cemetery for presentation to this committee and the Parish Council.

The sub-committee will convene initially at a site meeting to be held at 2.30pm on Sunday 18th November.

## **8. Grounds Maintenance Report**

As reported at the last meeting, the weather conditions throughout the year had been very problematic for all grounds maintenance people and our own contractor had struggled to keep up

with the extraordinary vegetation growth. He had been reminded on a number of occasions where grass or other vegetation required additional effort and had always responded well.

With the growing season coming to an end, we will now be concentrating on hedges, shrubs and trees and looking forward to a more robust plan should the extraordinary conditions be repeated next year.

## 9. Budget Review

The Qtr2 Budget Report had been distributed to the members where it was pointed out that some £1800 was left in unallocated funds for this committees budgeted expenditure and this was to cover all unforeseen costs for the remainder of the year.

PS reminded the meeting that great care must be taken when deciding on additional expenditure within our committee budget.

It was also pointed out that Cemetery income was significantly down on previous years and was currently less than 20% of our budgeted figure.

## 10. The 4-Year Plan

No progress had been made on the plan as yet and PS and the Clerk agreed to meet soon to draft an outline.

## 11. Correspondence

None

## 12. Any other business

### 12.1. Annual Safety Inspection

The Clerk reported that the annual inspection was due to take place on Wednesday 7th Nov at 9.30am and any member was welcome to attend.

### 12.2. Safety training for Inspector/Clerk/Other

The Clerk reminded the committee that neither the Clerk nor the daily "inspector" had received any formal training in inspection and felt that the risk of this should be considered.

AP suggested that we should establish the legislated "rules" about safety inspections before considering this as she was confident in the process we had in place although we should consider what was required by law and perhaps what was generally accepted as being required.

***PF121105-2 To establish the requirement for formal training for all operatives performing daily/weekly/monthly routine visual inspections of playground equipment.***

***Action to Clerk***

### 12.3. Memorial tree for Allen

The Clerk reminded the meeting of the agreement with Mrs Allen that the council would provide a memorial tree and plaque in memory of her husband.

**Resolved:** That a maximum of £150.00 is allocated to provide a memorial tree and plaque in memory of Mr Allen.

The meeting closed at 9.00 p.m.

**The next meeting of the Playing Fields and Open Spaces Committee is on  
Monday 4<sup>th</sup> Feb at 7.45pm.**