

Minutes of the Meeting of the **Facilities Committee** of the Parish Council on **Thursday 4 March 2021 at 6.30pm** at the **Parish Council Virtual Meeting Room.**

Present

Cllr Read (Chairman)
Cllr Ronson
Cllr Wyatt
Cllr Tubb
Cllr Howard
Cllr Judge
Cllr Hughes

In attendance

E Barry, Clerk and R Bennett (recording). One member of the public and Assistant Clerk.

21.01 Apologies and Co-option

Apologies had been received from Cllr Mason.

MOTION: to co-opt Cllr James Hughes to the Committee PROPOSED by Cllr Tubb, SECONDED by Cllr Howard and AGREED.

21.02 Declaration of Interests: For Councillor's to declare any personal or prejudicial interests.
Cllr Howard declared an interest in items relating to the Football Club.

21.03 Minutes of previous meetings PROPOSED by Cllr Howard, SECONDED by Cllr Ronson and AGREED.

21.04 Public Participation

No discussions were held at this point. The Chairman agreed to allow members of the public to speak before the item they had attended for.

21.05 Priorities and schedule of proposed works

The Clerk requested that any actions agreed by the committee were also prioritised as to which financial quarter the work would be completed in. This would allow for a programme of works to be developed and resources assigned.

21.06 Park and Park Facilities

i. Weekly play inspections & actions

No further updates.

ii. ROSPA Annual inspection report

The annual ROSPA had been received and the working party (Cllr Tubb, Cllr Wyatt, Cllr Ronson and Cllr Judge) had reviewed the recommendations from the Inspector and had put forward responses/actions for the committee to consider. A table of recommendations had been shared prior to the meeting.

The committee discussed each recommendation and commented (see attached appendix 1)

MOTION: to agree recommendations from the ROSPA inspection working party

iii. Replacement trees for driveway

The Clerk updated that a quote had been received but was still incorrect as it included an extra tree that wasn't required. It was expected to be £2k. The committee agreed to a maximum spend of £2k

but would negotiate to see if it could be reduced.

MOTION: to agree quote and works for replacement trees PROPOSED by Cllr Ronson, SECONDED by Cllr Wyatt and AGREED.

- iv. Non-Contact American Football Sessions for Youngsters
The Committee were in support of the sessions being held in the park and would recommend to the Parish Council. It would be for the Parish Council to decide where they would accommodate within the park.

MOTION: to recommend to parish council a position on whether this will be suitable for the park PROPOSED by Cllr Tubb, SECONDED by Cllr Howard and AGREED.

- v. Skate Park request – to discuss request for additions and changes to the skate park
Kyle, a user of the skate park attended the meeting to present to the committee the issues and concerns in relation to the use of the skate park. Kyle raised several issues in his presentation and suggestions to resolve them.

Cllrs agreed with the points raised in Kyle's presentation and highlighted that they continued to raise with parents the dangers of younger children using the ramps. It was agreed that the committee would investigate the following:

- Separate space for younger children to use
- New concrete base with additional ramps to the back of existing area

- vi. Rabble sessions in the park request
A request had been submitted by Rabble to use the park on a Tuesday evening, once a week at either 18.30-19.30 or 19.00-20.00. The sessions could be for 5-30 people, but most attracted 10-20. The committee supported their requested and agreed the standard fee of £25 permit fee and £10 per session. The Clerk would contact the requester and discuss.

Cllr Hughes was absent for the motion.

MOTION: to consider request for park use PROPOSED by Cllr Howard, SECONDED by Cllr Tubb and AGREED.

- vii. Sculpture – to discuss the idea of having a sculpture commissioned for the new Pavilion
It was agreed that a sculpture would be an enhancement to the park. The brief suggested a Red Kite sculpture and it was confirmed that the Parish Council would only have to pay for the cost of the materials. The Committee agreed that more information was needed, and it was agreed to set up a virtual meeting with the artist to discuss.

If the sculpture was agreed, the design ideas would be discussed in Q1 with the project to take place in Q3.

- viii. Park opening and closing times – review of and recommendation to Parish Council
Following a discussion, it was agreed that the matter of opening hours would be discussed at a future meeting.
- ix. Extra fencing round Parish Council office borders
The extra fencing was an additional 10m at a cost of £400.

MOTION: to agree plan for and quote for extra fencing round parish council office borders PROPOSED by Cllr Wyatt, SECONDED by Cllr Ronson and AGREED.

- x. Signs for large car park fence
Deferred to next meeting.

MOTION: to agree commissioning of warning signs for large car park fence, to help prevent damage to fence

xi. Garage and compound

It was agreed that the Football Club would be contacted to clear their belongings from the garage and compound. No further action was discussed.

MOTION: to agree action for garage and compound clear out

21.07 Your café in the park lease
Deferred to the next meeting

MOTION: to review and recommend to Parish council draft amendments to lease

21.08 Allotments

There had been reports of rats in the allotment, although following investigations nothing substantial had been found to say it was rats, so the committee did not want to put poison down putting other animals at risk.

It was agreed that a letter would be sent to all allotment holders alerting them to the potential issue and reminding them to follow the guidelines e.g. vegetables were not to be stored on site and compost bin stores were to be on a concrete base. It would also be requested that any sightings of rats to be reported to the Parish Council.

- i. Update on allotments
- ii. Items for action

MOTION: to agree actions and priorities PROPOSED by Cllr Ronson, SECONDED by Cllr Wyatt and AGREED.

21.09 Football

- i. 2020/21 season permit

Cllr Wyatt confirmed he had spoken to the Football Club and requested that they sent through their figures for 2019/20 and 2020/21 so the committee could review before a decision was taken.

MOTION: to agree COVID permit discount amount for 2020/21 season - Deferred

- ii. Dug outs – repair and cleaning of
Cllr Wyatt confirmed he had spoken to the Chairman.

21.10 Projects

- i. Tennis Club S106 project

It was confirmed that the fencing between the Bowls Club and Tennis Club needed to be reinstated at a cost of £820 bill. This would be taken from the remaining S106 monies.

MOTION: to agree ETC fencing quote PROPOSED by Cllr Ronson, SECONDED by Cllr Judge and AGREED.

- ii. CCTV – new Pavilion and Park
The committee discussed CCTV requirements in detail and the options provided. It was agreed areas to cover were the all-weather pitch, car park, skate park and surrounding area, play park, Muga, Bowls and Tennis Club.

Following a detailed discussion, it was agreed that the committee would recommend to the Parish Council to opt for the proactive and monitored option including ANPR. It was the more expensive option, but the Parish Council had also secured additional £6k grant funding for CCTV which would be included in the maintenance budget for the community centre.

This was an agreement in principle in order to be able to develop quotes.

MOTION: to review quotes and make recommendations to Parish Council

AMENDED MOTION: to review quotes and make recommendations for the package type to Parish Council
PROPOSED by Cllr Ronson, **SECONDED** by Cllr Wyatt and **AGREED**.

21.11 Grounds Maintenance

- i. Cricket Club cuts

MOTION: to agree to continue the commission of and payment for cricket pitch cuts for the 2021 season
PROPOSED by Cllr Wyatt, **SECONDED** by Cllr Ronson and **AGREED**.

- ii. Grounds Maintenance contract - Update following grounds maintenance contractor meeting
Deferred to next meeting.

MOTION: to agree actions from that meeting

21.12 Events

- Updates
Deferred to next meeting.
- Event requests
 - U3A had requested an event to replace their Christmas party; an event in the park in the summer for up to 150 people. The committee agreed the request and for it to be held in the area behind the allotments. U3A would be sent the standard letter from the Parish Council setting out the terms and conditions.
 - A parent had requested to hold a 1-year olds birthday party for up to 30 people on 22 April. The committee highlighted that most had held parties in the park during the pandemic without asking permission. The committee agreed with a caveat that no party poppers or confetti would be used. They would complete an event form and would be sent the terms and conditions.

21.13 Date of next meeting

TBC

..... Chairman Date

Appendix 1

ROSPA Actions

ITEM	ISSUE	Action Recommended by working party	Actions AGREED at Facilities Committee 4 th March	Q1/2 or 3
Fitness Trail/Climbing Net	Tighten all loose fixings	Y	Agreed. Low risk.	Q1
	Extend the grass mat safety surfaced area to comply	Y	Agreed.	Q3
Overhead Rings	Sand down to remove rough/sharp projections	Y	Agreed	Q4
Log Lift	Provide a suitable isolation method to protect the public	Y	Had secured to make safe but chain had been snapped off. Cllr Wyatt and Cllr Read to meet and reposition chains or cable tie. Confirmed for repair for next week.	
	Replace affected sections of timber	Y	Agreed	Q1
Monkey Bars	Sand down to remove rough/sharp projections	Y	Agreed	Q3
Balance Beams	Replace affected timbers	Y	Agreed	Q3
A Frame Climber	Replace affected sections of timber	Y or remove	AGREED to remove. Request carried out by Sportsequip.	Q3
Burns Bridge	Ensure critical fall heights are addressed before re fitting the ropes or remove the item completely.	Remove item	AGREED to remove.	Q4
MUGA	The rubber buffer is missing from the gate slamming plate	Y	Rubber buffers need to be replaced – need finding out how to and who can fit. Cllr Wyatt to speak with Caloo	Q1
	Replace the missing buffer	Y	Same as above	Q1
Overhead Panel	Provide relevant signage	Y	Signage required. Wording in report. Require a quote from Sign Wizzard.	Q1

	Clean off the surface	Y	Park Keeper to clean with Karcher	Q1
Quarter Pipe	Take corrective action to ensure that the gaps between the joints do not exceed 5mm	Action to review gap now before agreeing	Ask Caloo to review along with Cllr Wyatt and Cllr Read. More information required from the Inspector for more specifics on what would be complaint.	Q1
Flat Bank	The height of the barrier is less than 1200mm and fails the requirements of BS EN 14974.	Action Look at this requirement.	Ask Inspector to clarify	
	Monitor use	Action review the height.	Ask Inspector to clarify	
	Replace missing fixings	N		
Combination Ramp	Take corrective action to ensure that the gaps between the joints do not exceed 5mm.	Action to review gap now before agreeing	Ask inspector to clarify	
Half Pipe	The barrier should reach the minimum height of 1200 mm within 300mm at the end of the platform.	Action to review the requirement	Ask inspector to clarify	
Children's Play Area	Remove the base plate	Y	Plate behind disabled swing near exit gate.	Q3
Self-Closing Gate	Replace the missing buffer	Y	No Action required as not self-closing	
Maintenance Gate	Reinstate eroded areas		Cllr Read to review.	
Bench	Repair or replace the damaged bench.	Action should go back to the Company who installed it and ask for it to be sorted and completed.	Welding to bottom bar and Park Keeper to sand and varnish wood.	Q1
Shelter	Treat and repaint the metalwork	To Do	Community Service action.	Q1
Trim Trail – not trim trail in fact infants play area	Top up with new loose fill.	Y	Bark to be ordered.	Beginning of q2
	Sand down to remove sharp protrusions and splinters.	Y	Agreed	Q1
	Remove the grass/weeds	Y	Agreed	Q1

Multiplay slide	Replace rotten items	Y	Due for replacement under phase 2 (S106)	
	Replace the worn ropes	Y	As above	
	Top up the loose fill material	Y or should we discuss replacement as soon as possible	As above	
	Top up the loose fill to required height.	Y	As above	
Cradle Swing	Top up the loose fill to the required height.	Y	Agreed.	Beginning of q2