

DUNTON GREEN PARISH COUNCIL

MINUTES of a Meeting of the Amenities Committee held at Dunton Green Pavilion on Thursday 26th OCTOBER 2017 at 7.30pm

PUBLIC SESSION

None.

1. PRESENT / APOLOGIES

Present: Cllrs. Mrs. England, Lockey, Fox, Mrs. Gomes-Chodynietcki and Mrs Y Lockey

Apologies: Cllr. Carrol

In attendance: Tracy Godden (Clerk)

2. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

3. MINUTES OF THE COMMITTEE

It was noted that the minutes of the Amenities Committee meeting held on Tuesday 25th July 2017 were approved and confirmed at the full Parish Council meeting on 12th September 2017.

4. DGPC Events for 2017/18

4.1 Review of events completed to date in 2017/18 (learnings etc)

- Fireworks: the pared down event worked very well and there had been very positive comments from the public. It was agreed that fireworks alone (excellent as they were) were not enough to make an event out of the evening and an entertainer would again be considered for 2018. Consideration would be given to refreshments - the basic drinks & snacks in 2017 had worked better and had been considerably less onerous than the cooked options of the previous two years.
- Photographic Competition/Exhibition: This had not produced the response hoped for. There were some good submissions but not the volume of interest to warrant a repeat attempt for another five years. Printing for the exhibition was also prohibitive if there was insufficient interest.
- Village Picnic: It was agreed that given the low membership of the Parish Council and the limited manpower available that this event should not be repeated in 2018.
- Litter Picks: these had proved successful in 2017. Sturdier equipment was being sourced and it was agreed to provisionally set a date of Sunday 18th March 10.30am at the Pavilion. The Clerk would confirm that this did not clash with any Faithworks booking at the Pavilion.

4.2 Events scheduled to the end of the 2017/18 FY

- Film Nights: 28th October was scheduled for a family viewing of Frankenweenie for Halloween. Refreshments were already in stock and a licence to show the film had been purchased. The November film night (25th) was intended for an older audience although a film choice had yet to be agreed. The date had been published but no further details had been made available. Further to previous discussions, if there was little community interest shown in these events the Parish Council would cease to run them.
- Remembrance Sunday: Cllr. Lapham had already indicated that he was available to do a reading. The Clerk had been in touch with other organisations (school, Scouts, Rainbows) but had not yet received firm confirmations that they would be able to attend. The Clerk would chase and order wreaths ASAP. The Clerk would forward a copy of the 2016 Mater Order of Service for Cllr. Lockey to adapt for 2017.
- Carols Event: This had been discussed previously and it was agreed that a more upbeat atmosphere including more popular Christmas songs alongside some traditional carols was the order of the day. The Clerk would follow up with Rev Booth regarding compering the evening and liaise with the school about the choir attending. Cllr. Lockey would establish whether the 'community choir' might be able to take part (although previous indications had been that this was unlikely due to prior commitments). With regard to refreshments

Mrs Lockey confirmed that she was happy to prepare mulled wine but that she would not be available on the night to serve. It was agreed that the Community Development workers should be asked to attend the event to meet with the community and serve refreshments. The Clerk would follow up.

- Annual Parish Meeting: The Clerk & the Chairman had preparations in hand.

4.3 Events proposed for 2018/19 (Financial Year)

It was agreed that the following events would be organised in 2018/19:

- Fireworks (September)
- Remembrance Day (100th anniversary of the end of WW1)
- Carols around the Christmas Tree

In lieu of a Village Picnic it was agreed that the Parish Council should look to supplement the SDC/Imago Family Fun Day held at the recreation ground during the summer holidays with some additional attractions to broaden the scope & popularity of that event. It was also agreed that the Parish Council should budget to support third party events in the village.

5. LAND ASSETS

5.1 Tree Audit

As agreed at the last full Council meeting, a tree audit would be carried out by Cllrs. Hersey and Mrs. England. A professional tree audit had been carried out last year and this follow up audit would be based on that document and information.

GH FE

5.2 Community space / woodland

It was agreed that a professional tree audit was required for any area not included in the last tree audit and that a sum of around £10,000 should be allocated in the budget to cover any potential works that might be necessary over the coming years.

Clerk

5.3 Recreation ground / parish inspections

Inspections were being carried out but there were different interpretations of what was required. Each councillor had been allocated a month in which to carry out inspections. They were expected to inspect the Parish Council's assets over the month rather than on a single day in that month. Cllr. Fox confirmed that he would inspect the goal posts on the recreation ground following the football club advising that there were some rust spots.

ALL

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5.4 Other

Nothing further to report.

6. BUDGET CONSIDERATIONS

6.1 Events budget 2018/19

The Clerk was asked to base the 2018/19 budget figure on that for 2017/18 except for the Fireworks event where a 5% increase should be included.

Clerk

6.2 Pavilion Hire Fee structure for 2018/19

It was agreed that there should be an annual increase each year to cover increasing overheads. It was felt that this should be in the region of 5%. The Clerk would look at the difference in charge between the Main Hall and Room 1 with a view to increasing the difference (the Clerk had indicated that the charge for Room1 was proving to be out of proportion). The Clerk would work on several increase proposals for the Finance Committee to consider.

Clerk

Clerk

6.3 Pavilion Maintenance /Upgrades

Wanting to keep the pavilion looking as fresh and inviting as possible and with the building now being three years old it was agreed that a programme of maintenance should be scheduled for Summer 2018 when the walls could be repainted, repairs to skirting boards etc could be made good and so. It was agreed that a budget of £5000 should be allocated to this. The Clerk would liaise with regular hirers to allocate a two week period when the work might be carried out.

Clerk

Clerk

Clerk

6.4 LED lighting

It was agreed that whilst a decision to change to LED lighting for the Parish Council's streetlights had not yet been made there was an inevitability that this would be done at some point in the

future. CIL contributions could be allocated to some of the work but it was agreed that there should be a budget plan for raising additional funds. The Clerk would include a figure for the Finance Committee's consideration.

Clerk

Cllr, Mrs England left the meeting.

6.5 Sports lighting

The Clerk asked for agreement to asking Carrington Electrical to provide annual maintenance cover to ensure that the sports lights were maintained on a regular and proper basis. Members agreed to this and the Clerk was asked to follow up. A notice had been put up by the MUGA and Tennis Courts advising that anyone wishing to use the facilities on a regular basis should contact the Clerk. It was also indicated that commercial users would be charged. Charging levels were to be determined.

Clerk

6.6 PROW - Station Footpath

At the last full Council meeting the Clerk as asked to obtain a quotation for the resurfacing and edging of the station footpath. Whilst the Clerk did not have a complete quote she had made some tentative enquiries and the cost was likely to be between £10,000 and £15,000. Members debated the necessity for the work and whether, given the footpath was the responsibility of KCC, the Parish Council should be considering sending such a sum. The Clerk would obtain a quote for members at full council to consider.

Clerk

6.7 PROW - general

Following a few recent general enquiries/complaints about improvements / changes to PROWs the Clerk asked members to consider the Parish Council's position as there was a need to have a consistent approach. It was agreed that any queries should be directed to the KCC PROW Office as public footpaths were their responsibility and remit.

Clerk

6.8 Other

Nothing further to report.

7. RISK ASSESSMENTS

There was a need to produce and/or review risk assessments for the pavilion and the outside spaces. It was agreed that in the first instance the Clerk would seek to obtain general documents from the Health & Safety Executive (HSE) and/or other Clerks with similar facilities. Cllr. Lockey suggested that there was a need for councillors to be more familiar with such documents and to help ensure that every effort was taken to avoid or mitigate risk on the Parish Council's premises.

Clerk
ALL

8. DATE OF NEXT MEETING

The next meeting of the committee was scheduled for Thursday 18th January 2018 at 7.30pm at Dunton Green Pavilion.

PUBLIC SESSION

None.

The meeting closed at 8.48pm.