

Minutes of the Meeting of the Leisure and Amenities Committee held in the Millennium Hall on Monday 14th October at 7.30pm

Present: Cllr. Robinson (Chairman), Cllr. Brylewski, Cllr. Burge, Cllr. Houghton, Mrs. C. Hodgson, Mrs. L. Cooper (Clerk)

Absent: Cllr. Allen and Cllr. Bates

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The meeting began at 7.30pm.

1. Apologies

There were none.

2. Members' declarations of interest, gifts and hospitality.

There were none.

3. To receive the notes of the Leisure & Amenities Committee meeting held on 9th September 2019 and agree for them to be signed as a true record.

It was proposed and **RESOLVED** that the notes were a true record and they were duly signed

St. Paul's Play area:

4. To receive an update to work on the seesaw and springer identified at previous meeting (Cllr. Allen, Cllr. Burge)

Remedial action was taken on both the seesaw and springer.

5. To receive an update of painting of gate (Cllr. Brylewski)

Cllr. Brylewski advised paint had been purchased and were now waiting for better weather to paint the gate. It was suggested that the Probation Service could be asked to carry out the work when weather allowed.

6. To receive an update on issues identified for action in the inspection on 09.09.19 and agree any further actions as necessary: (Cllrs. Brylewski, Bates and Fleetwood)

a) Grass and weeds around rumble path and safety surface edges.

The probation Team was scheduled to be working in the St. Paul's play area very soon and would attend to this.

b) Locking Mechanism for bin

Deferred to next meeting due to the absence of Cllr. Bates.

c) Painting of equipment (Also at Laburnum Drive)

The Probation Service would be asked to prepare the surfaces for painting.

Cllr. Burge offered to repaint the gate when weather allowed. It was suggested this could be done week beginning 21st October, which would be when the schools closed for half term. **ACTIONS:** Cllr Burge to liaise with Cllr. Brylewski to arrange painting. Cllr.

Fleetwood to arrange for preparation work to be done by the Probation Service.

d) Rubber bolts for equipment

Deferred to the next meeting due to the absence of Cllr. Bates.

Signed: Dated:

Chairman

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Laburnum Drive Playing Field:

7. *To receive an update on the litter bin to be replaced.*

It was reported that a new bin had been fixed to the gate but not by the Parish Council. Enquiries had been made by the Parish Office as to whom may have put it there. After discussion it was decided to continue enquiries and delay purchasing the new bin, if the current bin attached to the gate was found to be large enough. It was proposed and **RESOLVED** to approve purchase of an additional bin if necessary.

Cherry Fields

8. **To note that Cherry Fields Management Group would now report to the Village Improvement group.**

This was noted.

Burial Ground

9. **To receive an update on matters relating to creation of second entrance and agree actions as necessary.** (*Cllr. Brylewski*)

This was deferred until the meeting with Rev. P. Green had taken place. To be discussed at the next meeting.

10. **To receive a report on various maintenance issues identified by the Burial Ground sub-committee and agree any action as required.** (*Cllr. Brylewski*)

It was reported that Nigel Hooper had given an assessment of every tree in the churchyard. He was willing to put together a team of volunteers to carry out work to the trees but trimming back the hedging would be more labour-intensive, resulting in a lot of brash. This area was out to tender by Glendale so should be managed by them. There followed some discussion about the work undertaken by Glendale and the need to monitor work done by them, to ensure quality of work was consistent throughout.

General

11. **To receive an update on potential play equipment inspection training courses.** (*Clerk*)

The clerk contacted LALC to enquire if there were any courses this year but there were none. However, the Clerk would advise the committee if any were arranged for next year.

12. **To receive an update on benches. (Burial ground and Laburnum Drive)** (*Cllr. Brylewski*)

Cllr. Brylewski reported that the Stead bench would be removed by Thursday, 17th October. It was mentioned that two other benches in the church yard were looked after by the families who donated them. Further benches at the Cricket ground were under negotiation. Karl Foster-Mathieson would be asked to paint the benches per the maintenance schedule.

13. **To receive updates on possible grant funding for new equipment:**

- a) FCC Environment Grant (*Cllr. Allen*)

There was discussion about land fill grants awarded by WREN and it appeared these were being offered again. There was interest in applying for a grant. Deferred for the time being.

- b) Other available grant funding (*Cllr. Brylewski*)

Deferred as Cllr. Allen had the details.

Signed: Dated:

Chairman

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14. To consider possible projects for the next financial year and agree both maintenance and project budget for 2020-21

Parks: The current year budget was discussed and it was agreed to set next year's maintenance budget at £4,200.00

Parks Inspection and Litter picks: Cllr. Brylewski had found a company who would be able to inspect both parks for £75 per month. It was agreed to set the budget to cover this service at £1,000.00

External Wicksteed Inspection: An annual amount of £400.00 was set aside for this but to date only £250.00 had been spent. It was agreed to keep the annual budget at £400.00.

General Maintenance: To date only £830.00 had been spent out of the allocated budget of £3,500.00 but with five months remaining of the year, not all payments would have been made. If a surplus budget remained at year end it could be used to cover underfunding in a different budget.

It was agreed to keep the same amount in the budget for the following year.

User Contribution: It was noted that the rent for the playing fields should rise by the rate of inflation or by £5.00, whichever was greater. The rent review will be in March but costings could be explored in the months leading up to this. It was agreed to meet with User Groups to discuss rent and other matters. ACTION: Cllr. Brylewski to arrange a meeting with the Users of the field.

It was also noted that another team were using the field but not paying any rent. To be investigated.

Burial Ground: There was a discussion of the budget to date. With the current arrangements 16 visits were made but payment was made in 12 equal amounts of £115.83, which gave an annual payment of £1,389.96. It was agreed to raise the budget to £1,400.00.

Registrar: No payments were made from this budget. Mrs. Hodgson to query this with the previous RFO.

Burial Fees: This was set to £1,500.00

Projects:-

Burial Ground: Markers were to be put on the new quadrant in the burial ground. Records to be checked to find out who put in the previous markers.

Memorial Garden: It was reported that there had not been much enthusiasm and it had not progressed.

Gate to graveyard: This was to be deferred until Cllr. Brylewski had met with Rev. P. Green.

Additional Rides for play areas: There was general discussion about the type of equipment that could be provided for different ages ranges and what the costs involved might be. It was agreed to allow £5,000 in the budget for additional equipment, with the proviso that if grant funded was not available the budget set aside could be used to purchase smaller play equipment items.

Signed: Dated:

Chairman

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15. To receive an update on possible focus groups with Pembroke Academy. (Cllr. Brylewski)

Cllr. Brylewski had arranged a meeting with two Year 9 students on 15th October 2019.

16. Any other matters to report or for inclusion in the next agenda

There were none.

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17. To agree dates for meetings in 2019 and 2020.

The date of the next meeting was arranged for 25th November 2019.

Two advance dates were arranged for 28th January and 30th March 2020.

The meeting ended at 8.47pm.

Signed: .. Dated: ..

Chairman

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