

STOKE GIFFORD PARISH COUNCIL
MINUTES OF THE RECREATION & LEISURE
COMMITTEE MEETING

**HELD ON TUESDAY, 19th NOVEMBER 2019 2PM AT THE
LITTLE STOKE COMMUNITY HALL, LITTLE STOKE LANE, LITTLE STOKE, BS34 6HR**

EMERGENCY PROCEDURE

Ref: 11/19

In the event of a fire all those present should leave the building calmly, breaking a fire alarm panel on the way, and assemble on the far side of the car park at the assembly point.

Attendees are reminded to either switch off or make silent their mobile phones.

PRESENT:

Cllrs M Brown [Chair], K Cranney [KC], P Reich [PR], B Allinson [BA] [Part Meeting] and E Brown [EB] [Part Meeting].

In attendance – Steve Shield [Clerk], Colin G Kenyon [CGK] [Head Groundsperson] and Sue Bandcroft [SB] [Chair of Friends of Forty Acres].

Ref	Description	Action
31.	WELCOME AND TO RECEIVE APOLOGIES FOR ABSENCE MB welcomed everyone to the meeting. Apologies for absence were received from Cllrs M Lavis, J James and S Waters.	
32.	TO RECEIVE NOTIFICATION OF ANY MEMBER'S PERSONAL OR PREJUDICIAL INTEREST BA declared he was Chair of South Gloucestershire Council. EB declared he was a member of the SGC Planning Committee. KC declared he was a member of the SGC Regulatory Committee.	
33.	PUBLIC SESSION [up to 5 minutes per person with a maximum 15 minutes per session] – 2 members of the public were in attendance to observe proceedings.	
34.	TO APPROVE THE MINUTES OF THE LAST MEETING DATED TUESDAY, 16TH JULY 2019 AND TO DISCUSS MATTERS ARISING Accuracy The minutes of the last meeting dated Tuesday, 16 th July 2019 were approved as an accurate record proposed by PR and seconded by KC and agreed unanimously. Updates <u>Friends of Forty Acres Representation at Recreation Meetings</u> – Sue Bandcroft, Chair of Forty Acres, attended this meeting following a request for a representative to attend future meetings of this Committee. Sue updated the group on activities carried out by the group which included litter picking, dog mess clearance, noticeboard updates, removing obstacles from site, monitoring of the culvert and planting. The group are hoping to plant some wildflower seeds soon but will require help with the initial ground clearance works.	

Friends of Meade Park Grant Funding – EB requested a breakdown of expenditure to date for this group following the approval of Parish Council Grant Funding earlier in the current financial year. **Action – Clerk**

Clerk
21/04/20

Park Site Meetings – The Clerk advised that site meetings had been carried out involving the Clerk, Head Groundsperson and Parish Councillors following the last Committee meeting and prior to this meeting as agreed.

Express Signage Quotation – The Clerk advised that daft signage would be circulated to Council for consideration following the recent approval of funding for the Community Hall and the Parks and Open Spaces Signage. **Action – Clerk**

Clerk
21/04/20

Parish Council Noticeboards – 2 New Noticeboards have now been installed in Harry Stoke and Cheswick.

Earth Anchors Bins and Benches Quotation – 1 New Litter Bin for Meade Park and 3 New Forest Saver Benches for the Trust Ground Children's Play Area have now been installed. 2 New Dog Bins will be installed over the coming week in Bakers Ground.

Bamfield Tree Services - Various works have been undertaken since the last meeting. Further works will be identified in due course.

35. TO RECEIVE AN UPDATE IN RELATION TO PLAY INSPECTION REPORT FROM THE HEAD GROUNDSPERSON

CGK tabled a report for consideration by the Committee outlining areas for consideration by the Committee following receipt of the Annual Play Inspection Report and the latest Internal Weekly Inspection tabled for the meeting.

The Meade Park Children's Multi Play and Surfacing was identified as Moderate Risks from the recent Play Inspection Reports. The Council will need to consider replacement options and this equipment is already included in the Draft Parish Council 5 Year Plan to be approved in December 2019.

New bolts have been applied to the Tyre Swings at the Trust Ground.

BMX Surfacing works to be carried out on areas of the track. It is understood that potential external funding may be available to carry out extensive works on the track.

Little Stoke Park Basket Swing Edging to be replaced in four priority sections.

Some Play Surfaces and shrinkages to be monitored - Trust Ground (Swings and Zip Wire Matting), Meade Park (Cradle Swings) Little Stoke Park (Consider Improvements to Jurassic Park).

Play Bark Top Ups - (Trust Ground Rope Climber, Tyre Swings) (Meade Park Twin Fly) Little Stoke Park Basket Swing.

36. TO RECEIVE UPDATES ON THE PARKS AND OPEN SPACES ACROSS THE PARISH OF STOKE GIFFORD FROM THE HEAD GROUNDSPERSON

CGK tabled a report for consideration by the Committee highlighting areas of work recently undertaken across the parks and open spaces.

Regular Pitch Marking and Maintenance undertaken in Little Stoke Park and Mike Gallivan Memorial Field.

3G Pitch Maintenance undertaken regularly.

Royal Park cutting shrubbery back to improve mower access and safety to site.

Little Stoke Park Internal Hedge Maintenance carried out towards the end of the Summer.

Meade Park Internal Hedge Maintenance carried out during the Summer.

Trust Ground Fence Line Cut Back during the Summer.

Numerous trips to Yate Refuse Centre for the disposal of shrubbery and fly tipping.

Regular Cutting of Parks and Open Spaces.

Regular Litter and Dog Waste Collections carried out twice weekly.

Items to be carried out/considered

Little Stoke Park Basket Swing Edges 4 to be replaced and bark to be topped up.

Jurassic Park additional sand to create extended sand pit.

BMX strimming to be undertaken bimonthly as discussed at recent Walkabout.

Soil to be added to the base of the Tower/Slide in Meade Park.

Staffing levels to be considered by Council – potential for seasonal litter picker to be employed weekdays during the Summer as discussed at recent Walkabout.

Bus Stop Maintenance to be undertaken.

Meade Park Maintenance programme to commence towards end of November 2019 in line with Winter Programme.

MB advised that two areas of ongoing concern raised by Council was the lack of path edging works particularly in Meade Park and the lack of strimming around the BMX Track in Little Stoke Park. EB stated the maintenance schedule was not being adhered to hence the narrowing of paths and overgrown bushes and trees.

It was agreed that a full review of the current approved Grounds Maintenance Schedule would be carried out led by the new Parish Clerk.

37. TO APPROVE ANY EXPENDITURE FOR ITEMS OF CONSIDERATION RELATING TO THIS COMMITTEE

The Clerk tabled the following quotations for consideration by the Committee: -

3G Court Lighting

3 x fittings not working. Cost for replacement LED fittings (4 in the unit) would be £1,650. Cost to replace all 12 (3 units) would be £4,450. These fittings come with a 7-year warranty but are designed to last for at least 10 years for the amount being used. The lighting design company have done some calculations of savings compared with the existing fittings based on all 12 being replaced and it's around £330 per year. **The Committee recommended to replace 4 fittings in the one unit amounting to £1650. Budget Working Group to consider funding the remaining in the next financial year.**

High Level Tree Works

Little Stoke Lane - Approx. 400m, Crown lift trees to 6.2m over road, fell dead elms. 5 days with 3-man team and MEWP £4,300.00.

Hatchett - Crown lift trees to 6.2m over road, fell dead elms, clear bus stop. 1 day with 3-man team and MEWP £950.00.

Traffic Management Approx. 6 days including supervisor time, road notices, temporary traffic light applications total £3,060.00. Total cost for all works £8,310.00. **The Committee recommended that Council consider carrying out these works early in the New Year with funding from general reserves.**

Supply and Fit A-Frame Barriers

To supply and fit A-Frame Galvanised Barriers £950 per frame to be considered for Meade Park and Forty Acres. **The Committee recommended the installation of 2 new barriers for both Meade Park and Forty Acres.**

New Tarmac Paths in Little Stoke Park

Remaining stretch of path on Little Stoke Lane side to Clay Lane (180 Lin Metres) – To remove existing tarmac path, cut out tree routes, realign approx. 20 Lin Metres of path edgings, compact sub base , supply and lay 45mm depth of 20mm dense base course tarmac levelled and rolled. Supply and Lay 25mm depth of 6mm dense wearing course levelled and rolled - £7,900.

Remaining stretch of path along Clay Lane side of park as detailed above - £9,900.

The Committee recommended improvements on the Stoke Lane side to Clay Lane amounting to £7,900 from CIL funding. The final stretch of path along Clay Lane should be reviewed again in the next financial year.

Parish Council Vehicles – **The Committee recommended the existing Isuzu Truck be replaced in the current financial year. It was agreed that MB and the Clerk would obtain up to date options for consideration by Council.**

CCTV for Meade Park – The Committee discussed recent criminal damage within the park and noted that a quotation had been received for a new dome camera and supporting software. **The Committee recommended the quotation to be discussed further by the Council.**

The Clerk was instructed to circulate and table the recommendations from the Committee to the Finance & General Purposes Committee in December 2019.
Action – Clerk

Clerk
10/12/19

38. ANY OTHER BUSINESS RELATING TO THIS COMMITTEE

None.

39. FUTURE MEETINGS

The following meetings were agreed for 2020 at the Little Stoke Community Hall: -

- Tuesday, 21st April 2020 (2pm)
- Tuesday, 21st July 2020 (2pm)
- Tuesday, 17th November 2020 (2pm)

Signed.....Dated.....

Cllr M Brown (Chair) On behalf of Stoke Gifford Parish Council

DRAFT