

# **Report of the Grounds Committee to the Parish Council**

The Committee met at 8.00 pm on **Monday 30<sup>th</sup> March 2015**, in Committee Room 1 at the Parish Hall, Great Baddow. Cllr Mrs S Young chaired the meeting.

Present: Cllrs Mrs S Young, T Miller, Mrs D Ronaldson, Mrs V Sadowsky, A Sosin, K Ronaldson, J Fuller, Mrs J Sosin and Mrs M Miller

In Attendance:       The Assistant Clerk of the Council  
                          The Administrative Assistant  
                          The Grounds Manager

## **758/14 Apologies**

There were apologies for absence from Cllrs T Hatcher and Mrs C Shaw. Cllr Mrs C Shaw had substituted Cllr Mrs M Miller.

## **759/14 Declarations of Interests**

There were no declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests or Registerable Non Pecuniary Interests.

## **760/14 Public Question Time**

There were no members of the public present.

## **761/14 Minutes**

The minutes from the last meeting held on 15<sup>th</sup> December 2014 were signed as a true record. Presented and proposed by Cllr Mrs S Young and seconded by Cllr Mrs V Sadowsky.

## **762/14 Clerk's Report**

A report prepared by the Assistant Clerk had been circulated prior to the meeting. The following items were discussed:

### **1. Bollards in the Recreation Ground/Noakes Place**

Chelmsford City Council have been asked to proceed with the work to install bollards in the Recreation Ground/Noakes Place and a date for the works to be carried out is awaited. Cllr A Sosin asked for clarification on the proposed location of the bollards, and Cllr Mrs S Young confirmed that these will be sited around the Community Association car parks, along the driveway and at the entrance to the Recreation Ground from Noakes Place. The Community Association have been asked if they would be able to make a financial contribution to the costs but have replied that this would not be possible.

### **2. Electrical Repairs in the Recreation Ground buildings**

The work to replace a defective fan heater, and to replace corroded lighting units has been completed. The Grounds Manager confirmed that the fans have not yet been cleaned. Cllr Mrs S Young raised the matter of routine maintenance for fans and other equipment, and enquired whether a maintenance programme was in place. The Grounds Manager replied that a programme was not currently in place to cover all fittings and equipment. It was agreed that the Grounds Manager, in consultation with the Clerk, should prepare a report for the next Grounds Committee meeting, advising of the current and proposed procedure for carrying out routine maintenance, and those areas where it is necessary to use outside

contractors. Proposed by Cllr Mrs S Young and seconded by Cllr Mrs J Sosin.

### **3. Toddler Play Equipment**

The installation of the Toddler Playground equipment was completed in December. Concerns were raised about the incline leading up to the equipment, and following an inspection by the manufacturers, it was confirmed that the installation does meet health and safety requirements. The Clerk has subsequently received the annual reports from the Play Inspection Company, and no concerns were raised about the new toddler equipment.

### **4. Noticeboard in Recreation Ground**

Cllr Mrs S Young enquired whether the Noticeboard, to be placed on the front of the Groundsman's Office, had been sourced and ordered. The Assistant Clerk replied that it had not, and this will now be progressed.

### **5. Use of Open Space in the Recreation Ground**

Cllr Mrs S Young enquired whether the report had been written regarding the public use of the Recreation Ground, when part of it has been hired for an event. The Assistant Clerk replied that this had not been completed due to the Clerk's absence on sick leave, and it was agreed that this should now be progressed.

### **6. Land O/S The White Horse PH**

Cllr Mrs S Young enquired whether there was any further information about the ownership of the land. The Assistant Clerk replied that this had not been progressed due to the Clerk's absence on sick leave, and it was agreed that an update should now be provided.

It was also noted that the bricks had been replaced on the Church wall, opposite the White Horse PH, but the matter of ownership of the wall had not been resolved.

### **7. Bowling Green maintenance**

Cllr Mrs S Young enquired whether contact had been made with the Bowling Club to address the problems of accessing the rinks for routine maintenance, and the Grounds Manager replied that this had been done. The Assistant Clerk confirmed that a reply had been sent to the Bowling Club regarding the complaint. Cllr Mrs S Young noted that negotiations should now be progressed on the renewal of the lease.

### **8. Surface underneath Proludic play equipment**

Cllr Mrs S Young enquired whether any work had been carried out to the uneven surface underneath the Proludic play equipment, and the Grounds Manager replied that he had replaced one of the mats and this had improved the condition of the surface.

## **763/14 Ground Manager's Report**

The Grounds Manager reported the following items:

1. The memorial seat requested by the Patrick family has now been installed in the Recreation Ground.
2. The small mower for use in the cemetery has been purchased, and is working well.
3. The moss on the All Weather Sports Courts has been sprayed with moss killer and with Jeyes fluid, but there are some areas that are not responding to the treatment. It was agreed that the Grounds Manager would take further advice from a specialist dealing in this area, about other possible solutions

4. Work is now in progress to de-silt the ponds and replace the wooden sleepers in Noakes Place. This is expected to take approximately six weeks.
5. Three fire engines were called to the Recreation Ground to attend to a fire in one of the gardens at the back of the All Weather Sports Courts. The appliances encountered some problems driving over the grass, which resulted in some deep ruts, and damage to the boundary of the cricket pitch. Cllr Mrs S Young thanked the members of the Grounds staff who had been very prompt to carry out remedial work.
6. A set of Risk Assessments and Safe Systems of Work had been obtained from the Institute of Groundmanship. Cllr Mrs S Young asked the Grounds Manager to ensure that all grounds staff are aware of them, and that they are implemented as soon as possible.

#### **764/14 Recreation Ground**

1. To consider the quotation for installation of sockets on the tennis courts, to hold the net posts. A quotation had been circulated prior to the meeting setting out the costs of installing the sockets and re-laying with either a concrete or asphalt surface. It was proposed by Cllr Mrs S Young and seconded by Cllr K Ronaldson that the quotation of £2312 for the installation of sockets and the re-laying of an asphalt surface should be accepted, with the costs to be met from the 2015/16 Grounds budget and that the Grounds Manager should advise of the appropriate budget heading for these costs. This was agreed.
2. To consider the purchase of a power washer to remove moss from the courts. The Grounds Manager confirmed that problems are currently being encountered in removing the moss, which is not responding to the treatment, and in previous years a specialist contractor had been employed to power wash the courts on an annual basis. It was agreed not to purchase a power washer, but to hire a power washer as necessary, and to continue with regular sweeping and treatment of the courts.

#### **765/14Luxfield**

The Assistant Clerk circulated an email from the Chairman of the Environmental Group outlining the maintenance work that had been carried out at the beginning of March. This was noted and a vote of thanks was given to the Group for their work in Luxfield.

The Grounds Manager reported that due to staff absence it had not been possible for his staff to carry out any work in Luxfield since October 2014, however he anticipated that they would be able to get back there in autumn this year.

#### **766/14Lawn Cemetery – Changes to Regulations**

1. Propose additional regulation concerning residency qualification for parishioners leaving Great Baddow for medical reasons. It was agreed that the current practice should be confirmed whereby a person having left the parish for a period of two years, or longer at the Clerk's discretion, for medical reasons, will be treated as a parishioner for burial purposes.
2. Proposed additional regulation concerning the return of 50% of fee paid, for surrender of a reserved plot. It was agreed that 50% of the fee paid at the time of purchase should be returned upon surrender of a plot. Proposed by Cllr Mrs S Young and seconded by Cllr J Fuller.

It was agreed, that as the Regulations have recently been reprinted and any alteration would require an additional sheet to be inserted in all copies, both the items set out above should be added to the fee sheet.

**767/14 Forward Plan**

The Assistant Clerk had circulated an updated copy of the Forward Plan, which was discussed and the updates noted.

The Clerk was asked to clarify:

1. Whether funds, originally suggested to come from the unused VDS budget, were available for the purchase of two new benches in the Toddler Play area.
2. Whether any further S106 monies were available for the purchase of new swings.
3. Whether any funds are available in the current budget, or in the ring fenced monies being carried over to 2015/16, for replacement hand dryers in the Recreation Ground toilets.

Cllr Mrs S Young confirmed that she would be able to obtain the services of a surveyor to provide guideline costs for various projects including work to the toilets and changing rooms in the Recreation Ground.

The Grounds Manager was asked to provide a rolling plan for new play equipment, to be considered at the next meeting of the Grounds Committee.

**768/14 Matters for Information**

There were no matters for information.

There being no further business the meeting was closed at 9.00 pm.

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