

Report of the Grounds Committee to the Parish Council

The Committee met at 8.00 pm on **Monday 29th June 2015**, in Committee Room 1 at the Parish Hall, Great Baddow. Cllr Mrs S Young chaired the meeting.

Present: Cllrs Mrs S Young, Mrs J Sosin, Mrs C Shaw, A Sosin, T Miller, K Liley and Mrs V Sadowsky

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

183/15 Apologies

There were apologies for absence from Cllrs Mrs D Ronaldson, K Ronaldson and J Fuller.

184/15 Declarations of Interests

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

185/15 Minutes

The minutes from the last meeting held on 30th March 2015 were signed as a true record. Presented and proposed by Cllr Mrs S Young and seconded by Cllr A Sosin.

186/15 Public Question Time

A member of the public raised the matter of the paths that surround the ponds in Noakes Place and said that they are dangerous. He was told that the surface on the bridge is temporary and will be completed later in the year.

187/15 Clerk's Report

1. Electrical Repairs in the Recreation Ground buildings

The work to clean the fans has been carried out. The matter of a procedure for undertaking the work is to be discussed later in the meeting.

2. Noticeboard in Recreation Ground

The matter of a noticeboard is being progressed. Unfortunately, the information and pricing previously obtained has been misplaced and replacement quotes are being obtained.

3. Use of Open Space in the Recreation Ground

The Clerk has started the information gathering for this report. It is probable that the information will be needed as part of the Grounds Review and the report timing can be discussed with those undertaking the review.

4. Land O/S The White Horse PH

This was discussed at the Highways and Amenities committee meeting 22nd June 2015. Essex County Council has confirmed that this land is historical highway and the Clerk will be contacting a highways officer to discuss a maintenance agreement for the area.

5. Church Wall

The ownership of the wall still needs to be investigated with Chelmsford City Council.

6. Bowling Green Lease

The Clerk has spoken to the secretary of the Bowling Club and will be progressing the lease as soon as possible. The current lease is due to expire in September 2015.

7. Noakes Place Ponds

The Clerk circulated information received from Chelmsford City Council relating to works recently carried out to the ponds.

8. All Weather Sports Courts

Cllr A Sosin asked about the moss on the All Weather Sports Courts and the Grounds Manager reported that they had been sprayed with moss killer and no longer require pressure washing.

9. Risk Assessments

Cllr A Sosin asked about the Grounds risk assessments and the Clerk advised that these are being dealt with by the Health, Safety and Welfare at Work Committee.

10. Tennis Courts

In response to a question by Cllr A Sosin, the Grounds Manager advised that the installation of the tennis posts at the Recreation Ground had now been completed.

11. Luxfield

Cllr A Sosin asked if any further work had taken place at Luxfield. The Grounds Manager said that the Grounds Staff would not be working there again until the Autumn/Winter. The Clerk said that she had not heard from the Environmental Group as this is not the right time of year for clearing/pruning work.

12. Toddlers Play Area

Cllr A Sosin asked when the benches at the Toddlers Play area would be going ahead. The Clerk advised that the benches had already been given the go ahead by the Council, although the type of bench had yet to be decided. Following some discussion it was agreed that the new benches should be repositioned, as the current ones are often covered in a sticky residue from the nearby trees. This will be done in consultation with the Grounds Manager.

13. Recreation Ground Play Equipment

Cllr Mrs C Shaw asked about the rolling programme for new play equipment and the Clerk said that there is a copy of the programme with the Forward Plan. The Clerk informed the meeting that the swings in the Recreation Ground should be considered in the September budget because they are now the only item of equipment that is pre 2003.

14. Recreation Ground Changing Rooms

Cllr A Sosin queried whether there is enough money in the current budget to consider replacing the hand dryers in the Recreation Ground changing rooms. The Clerk advised that she thought it unlikely, due to other unbudgeted expenditure that needed to be accommodated but offered to speak with Cannon Hygiene about the possibility of obtaining a lease agreement.

188/15 Ground Manager's Report

1. The Grounds Manager reported that the installation of a bus shelter in Galleywood Road, near Bells Chase had gone well and was now complete.
2. The Grounds Manager reported that it had taken a skip and approximately five lorry loads of non-compostable items, to clear an allotment that had recently been given up on the Vicarage Lane site.

Following some discussion, it was agreed to include an item on the next allotment newsletter advising tenants that they are responsible for removing any non-compostable items from the plot and that failure to do so could result in costs being recovered from them. It was agreed that a future meeting could look at the question of deposits.

3. The Grounds Manager reported that the bollards in the Recreation Ground/Noakes Place have been installed but that only one key had been provided to the Grounds Staff for the lockable ones. It has not been possible to obtain duplicate keys from the set provided by Chelmsford City Council and it will be necessary for the Parish Council to purchase replacement padlocks. The Chairman said that the bollards were not fit for purpose as there is a problem about the locking/unlocking of them. The Clerk asked whether the supply of locks had been included in the original specification and said that she would speak to the City Council.
4. The Administrative Assistant raised the matter of the recently placed table tennis tables in the Recreation Ground and advised that they had been provided by Chelmsford City Council for an initial ten week period. The equipment for playing is with the Grounds Staff. An information sheet and poster were circulated during the meeting, where it was agreed to place a poster on the Parish Council website. Cllr Mrs J Sosin congratulated Mrs Bryan on her efforts in securing the tables for the Parish.

189/15 Recreation Ground

1. The report from Fusion Project Management Ltd. had been circulated prior to the meeting. Cllrs Mrs S Young told the meeting that purpose of the exercise had been to obtain a basis for the costs of undertaking various items of refurbishment work at the Recreation Ground and that there is no commitment to the company. There was some discussion about the designation of officials' changing rooms and the sponsoring of 5-A-Side football. The Power League is already sponsoring this at Great Baddow High School, so it is unlikely that sponsorship could be obtained for the All Weather Sports Courts. The Clerk told the meeting that the next deadline for the Inspired Facilities grants is January 2016 and that the matter of resurfacing the Courts needs to be considered urgently. It was agreed that the Clerk and Cllr Mrs S Young would have further discussions and a further meeting with Fusion Project Management Ltd.
2. The Clerk circulated a report about the matter of reflectors on the bollards. Cllr A Sosin proposed that the Grounds Staff paint white reflective rings around the all the bollards and carry out any maintenance accordingly. After further discussion, an amendment was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs V Sadowsky that this should be on the bollards around the car park only and that the Deputy Grounds Manager should carry out further investigation for possible alternatives such as reflective tape.
3. There was no report submitted for the routine maintenance on the Grounds buildings. It was agreed that this is to put preventative measures in place and a written procedure will be submitted by the Grounds Manager in consultation with the Clerk for the next meeting.

190/15 Grounds Review

An internal review of the Grounds was put forward during discussions at the Organisation, Methods and Personnel committee meetings. It was proposed that a meeting should take place between the Clerk of the

Council, Cllr Mrs S Young and one other councillor in order to scope the terms, conditions and operations for the Grounds. Cllr A Sosin put himself forward for the task and Cllr Mrs C Shaw proposed that he be accepted. This was agreed.

191/15 Forward Plan

The Clerk circulated an updated copy of the Forward Plan, which was discussed and the updates noted as follows:

- As previously agreed, the benches in the Toddlers Play Area will be installed as soon as possible.
- Under the rolling plan for new play equipment, it was agreed that quotes should be obtained for new swings and new safety surfacing. The Clerk advised the meeting that grant awarding bodies do like to see some monies being put forward by the applicants. Advice will be sought as to whether CIL money can be used for this project.
- The rolling plan for the replacement grounds equipment will be updated in time for the budget meeting in October.
- The installation of electricity to the cemetery shed and toilets will be considered in the 2016/2017 budget and the extra storage in 2019/2020.
- With this year's contribution, the Council now has £15,000.00 towards the cemetery roads and car park.
- Further to a report from Chelmsford City Council about the establishment of a natural burial ground at Old park Farm near Ford End, it was agreed to delete the action from the plan and consider in the future, making a new section in the cemetery.
- It was agreed to delete the replacement of the fencing on the main drive, as bollards have now been installed.
- The pathway in Noakes Place extending from Kingfisher lodge to the entrance at Foxholes Road has been seeded as part of the works being undertaken by Chelmsford City Council around the ponds. It would seem unlikely that there is any intention of surfacing this path.
- Cllr Mrs S Young asked if the item regarding cemetery/allotment land could be moved on the plan to be with the other items about the cemetery.

192/15 Matters for Information

There were no matters for information.

There being no further business the meeting was closed at 9.13 pm.

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