

COLDEN COMMON PARISH COUNCIL
MINUTES OF THE RECREATION COMMITTEE
HELD ON MONDAY 11th JUNE 2014 AT 7.30PM. IN THE
COLDEN COMMON COMMUNITY CENTRE, COLDEN COMMON

Present Cllr Richard Izard
Cllr Ann Brown
Cllr Pam Glasspool

Cllr Maggie Hill
Cllr Viv Stevens

Apologies Patrick Hunter

In attendance Debbie Harding (Clerk)
4 members of the public

Steve Hewlett (Asst GTO)

Cllr Richard Izard opened the meeting

REC01/14 APOLOGIES

We received an apology listed as above.

REC02/14 DECLARATIONS OF INTEREST

Cllr Richard Izard declared a personal but non prejudicial interest in any matters relating to the Bowling club as a member.

REC03/14 TO RECEIVE NOMINATIONS FOR A CHAIR FOR THE COMMITTEE, TO ELECT AN CHAIR AND RECEIVE THE CHAIR'S DECLARATION OF OFFICE

Cllr Richard Izard nominated Cllr Glasspool as Chair of the Recreation Committee, seconded by Cllr Jean Bligdon and carried.

Cllr Glasspool signed her declaration of office and took the Chair.

REC04/14 TO RECEIVE NOMINATIONS FOR A VICE-CHAIR FOR THE COMMITTEE, TO ELECT AN VICE-CHAIR AND RECEIVE THE VICE-CHAIR DECLARATION OF OFFICE

Cllr Richard Izard nominated Cllr Stevens as Vice-Chair of the Recreation Committee, seconded by Cllr Jean Bligdon and carried

Cllr Stevens signed her declaration of office.

REC05/14 TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON THE 27TH JANUARY 2014

Cllr Bligdon gave her apologies for this meeting which was not included in the minutes.

Subject to this change it was agreed that the minutes were an accurate record of the meeting and taken as read, proposed by Cllr Izard, seconded by Cllr Maggie Hill and carried.

REC66/13 UPDATE ON MINUTES

The Clerk gave an verbal update

Cllr IZARD reported that a disabled bay has been installed in Oak Tree Close.

The subsidence claim on properties in Hazel Close and Kiln Green are still ongoing. The groundsman has found a contractor who could aerate the football pitch if required for approx. £300. A decision will be made on this later in the year. The slippery surface outside the containers requires action before the winter. The ridge tile on the pavilion has been fixed

The Boyes Lane car park is on the agenda.

The following village events are planned for June/July

21st June – School Fete – the Clerk and groundsman will be in attendance with the tractor to promote CCPC and speak to residents.

22nd June – Woodpeckers will be pond dipping on Church Pond

28th June – Village Fete on the Recreation ground. The clerk confirmed she had written to the chair of CCCA re-iterating that there could be no entry charge made.

18th July – Rainbow Playgroup Sports day. The Clerk has requested that if the playgroup use the Green for the sports day they risk assess the surface due to the dog digging holes.

The Clerk circulated letters received regarding trees in Whitebeam Close and Bluebell Wood. The tree warden and the clerk will deal with these requests and meet with the householders.

Clerk
Cllr
Glasspool

Some debate took place on whether Bluebell Wood is subject to a TPO. The Clerk believes it is not, but Cllr Glasspool believes this area has a blanket TPO. The Clerk and Cllr Glasspool to investigate.

The Green, Recreation ground and Boyes Lane have been weeded and fed (Tuesday) The ideal conditions for the weed and feed was longer grass and the areas will not be cut until Friday. Weeds dying back are already visible. This will give the chance for the grass to grow in place of the weeds without competition. Longer grass margins will be left around the outsides of the both Recreation grounds for the wildlife.

The Clerk attended a meeting with the owner of 90 Church Lane and Cllr IZARD (in capacity of District Councillor) and Cllr Humby. Cllr Humby suggested that the PC commission and survey of the work required and obtained more detail on boundaries and title deeds. Once survey has been completed Cllr Humby could approach Council(s) to fund the initial work with the Parish Council potential taking on the responsibility of the land after it is brought up to standard. The Clerk to add this to the next Parish Council meeting agenda for decision.

Clerk

The gents toilet door at Boyes Lane has been damaged by Colden Common cricket Team

They have apologised and agreed to pay for the replacement of the door. The Clerk has also asked to ensure the Neil Smith Suite is swept and chairs and tables are put away. They have agreed to address this issue.

The Bowls Club have today handed in a plan to the office for a proposed additional Club room. As the matter is not specifically on the agenda it was not discussed in detail, however, the Committee felt that with a new Youth Building potentially being built in the village it was not appropriate to consider a new building at this time.

Clerk

A member of the public asked whether we could move one of the dog waste bins to the top of Colden Common Park. The Clerk will ask WCC if they will empty the dog bin in this location at no extra cost.

A discussion took place on the various footpaths in the village. HCC are responsible for the cutting of rights of way. Each parish is allowed 5 on the priority cutting list. Much discussion took place on resolving the issues and it was agreed that the Clerk could ask for volunteers to adopt a footpath so they are kept clear of brambles and overhanging long grass. The Clerk to report back any interest. Any volunteers for the Council are covered by the Council insurance if they are under 80 years old and are under the instruction of the Council.

Clerk

REC07/14 QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions were received.

REC08/14 TO RECEIVE REPORTS FROM THE FOLLOWING

No report was available from the Footpath Warden or the Bowling Club. Paul Nicholson spoke on behalf of the Woodpeckers. The annual pond dipping at Church Pond takes place on the 22nd June. The Grounds team will strim the area they have requested. Poppies have been planted at Church Pond and it was agreed to show the groundsman where they have been planted so they are not strimmed in error. Woodpeckers have completed some churchyard maintenance and they will shortly be hay making.

REC09/14 TO UPDATE THE COMMITTEE ON THE SPORTS CLUB REQUIREMENTS FOR BOYES LANE AND THE RECREATION GROUND AND UPDATE ON THE GRANT APPLICATION MADE TO HCC TO PROVIDE NEW GOAL POSTS

The Clerk gave a verbal update on Colden Common Football Club. CCFC have 5 teams CC Veterans, the 1st team, 2nd team, under 16's and under 18's. The 1st team will require the step 7 football facilities and therefore have applied to play at Hunter Park from September. The 2nd team and the Veterans will therefore share the recreation ground on a Saturday. The under 18's and under 16's will use the Recreation ground on a Sunday.

CCYFC have a new requirement for a new pitch size for 9v's 9 team. This size pitch is required on a Sunday and can only be accommodated at Recreation ground. We

may have some slight overlapping of car park / pavilion usage (but not pitches) Vanessa will manage this via the bookings she receives.

New goal posts are required for this new pitch size and Cllr Humby has granted £1,000 towards them. The remaining £200 is hoped to come from the FA. Once confirmation of the grants is received the Clerk will order them.

Clerk

REC 10/14 **TO NOTE THE NEED FOR A DECISION IN RELATION TO THE RECREATION GROUND PAVILION AND RECOMMEND THAT THE PARISH COUNCIL DISCUSS THE OPTIONS AVAILABLE AT THE NEXT MEETING**

A discussion took place on whether the Pavilion was fit for purpose, should be knocked down or gutted and refurbished. It was agreed that the majority of the funding would need to come from grant applications.

It was felt that to move this issue forward for debate and discussion by the Full Parish Council / Recreation Charity it was important to find out if the pavilion stayed in its current location would the area of land currently not registered to the Charity be transferred to the Recreation Ground Charity.

Cllr Izard and Cllr Glasspool to arrange to meet Christine and Bob Kitchen and explore the possibility of obtaining the land which a section of the pavilion is built on.

Cllr Izard
Cllr
Glasspool

REC 11/14 **TO NOTE THE VACANCY FOR THE GROUNDS TECHNICAL OFFICER AND RECOMMEND THAT THE FULL PARISH COUNCIL AGREES THE PROCESS TO REVIEW THE GROUNDS STAFF STRUCTURE AND RECRUITMENT OF ANY VACANCY.**

It was agreed that the Clerk and groundsman to provide a list of tasks for the Summer/Winter and identify a skill level for these tasks.

Clerk

The list could contain work which is not Parish Council responsibility so that the Full Parish Council could review and make decisions on whether these tasks should be included.

FPC

A draft list to be circulated to the recreation team for comment and then place on the agenda for the Full Parish Council on the 7th July 2014.

Clerk

How the work takes place i.e. via employees/contract/apprentice or a blend of both will be a task assigned to the Personnel and Procedures Committee. This Committee will then present a recommendation to the Full Parish Council.

Once tasks are committed to employees and or contractors job descriptions, job specifications etc can be written and advertising, and skills gap analysis can take place.

REC
12/14

TO REVIEW THE OPEN SPACES IN THE VILLAGE, DISCUSS THE CURRENT MAINTENANCE OF THOSE AREAS AND REVIEW THE TIME MANAGEMENT LOG OF THE GROUNDSMAN IN RELATION TO MANAGING THOSE AREA. AGREE ANY ACTIONS IN RELATIO TO CURRENT GROUNDS MAINTENANCE

The Clerk related the comments that had been received regarding the previously cutting regime which related to the tractor causing damage, grass being cut too low and loss of habitat.

A discussion took place on conflicting views an example being Birch Close where a resident has asked for a meadow area which conflicts with the views of others in this the close who wished to have grass cut low.

The current strategy is leaving long grass around the trees in line with the tree policy. Other areas in some of the St Vigor Way open spaces have not been cut due to the clover and daisies which are growing. This has led to complaints. We have also received complaints about the margins around the recreation ground and Boyes Lane for wildlife and some areas being left long such as the mounds at Boyes Lane.

This year the grass is not being cut so short so in hot dry weather it does not turn brown and die.

The Clerk has explained to those who have contacted her that we are experiencing short term staffing pressure to enable us to review our processes and structures to deliver a good long term strategy for staffing. Resident's expectations and holiday cover are also a consideration.

The Clerk circulated a list of all the open spaces which the Parish Council own and / or currently service. Some area such as Bluebell Wood is managed by volunteers and some areas such as North Pond are not on any programme for maintenance by the grounds team currently.

Some areas such as Lime Close, the entrance to Vears Lane and areas in St Vigor Way have not been cut this year.

The Clerk circulated a list of the current grass cutting tasks conducted by the grounds team and Terry Forder-Stent. Grass cutting and preparing cricket square alone takes 45 hours a week with 57 hours available currently without holiday leave. Currently grass is being cut approx. once a week and it was felt that it should actually be 3 times in two weeks i.e. Friday, Wednesday, and Monday. In additional to grass cutting other tasks which are not accounted for were discussed – details of which are listed as an appendix to these minutes.

The Clerk displayed photographs of various open spaces around the village.

Cllr Brown felt that education was required on the wildlife margins around the recreation areas and trees on the Parish open spaces and that the reasons for the changes should be communicated.

Clerk

It was felt that some areas (for instance along St Vigor Way) could be left long but areas in the Closes should be cut and that any areas left long (for example around trees) should be clearly / neatly ringed. Areas around lamp posts should be strimmed and kept tidy.

The environmental warden suggested that a wavy cut around the edges of Colden Common Park and Boyes Lane which will indicate that this has been done intentionally and not left due to cost cutting or lack of time/attention.

In the short term it is clear that the number of hours available will not cover the amount of open space the Parish Council maintains and some areas will take priority.

FPC

A short term contract position should be placed on the agenda for the next Full Parish Council meeting to debate and discuss for grounds tasks such as strimming, bin emptying etc.

REC 13/14 **TO REVIEW THE CURRENT MANAGEMENT OF VALLEY CLOSE AND CONSIDER ADVICE FROM THE ENVIRONMENT AGENCY IN RELATION TO ITS MANAGEMENT**

The Clerk has received some complaints regarding Valley Close as currently it is being left for the wildlife. Concerns raised include that people might fall into the river not knowing it's a stream, that it looks a mess and that if we get a storm / heavy rain water will be restricted due to foliage and it will cause flooding.

The Clerk contacted the environment agency and they have replied with the following advice:-

“It is the responsibility of the landowner to maintain the bank and this is where you may need to look at any large object in the bed of the stream/ditch and the trees on the banks. To this end it may be that you need to look at the following work:

- The entrance and exit to any culverts are kept clear.
- Any trees along the bank are maintained so that they do not fall in to the watercourse and cause blockage and flooding.
- If the current regime of less strimming did not cause any flooding this winter then as long as the culverts under the roads are clear then you should be ok.

It is worth noting that this sort of feature/ditch/stream with vegetation actually provides several benefits, both to wildlife and downstream flood risk. This is a river corridor through an urbanised area and therefore provides a link between the natural habitats. It also initially slows down flows from the hard surfaces, but the vegetation will be flattened in higher flows. It should be noted that the restrictions on the flow are where the culverts go under the roads. As long as these are clear then the capacity in the ditches far exceeds the culverts”

One side at a time will be strimmed later in the season. It was resolved to adhere to the advice of the environment agency.

REC 14/14 TO AGREE AREAS FOR WHICH TO CONTINUE THE PROGRAMME OF TREE SURVEYS AND RISK ASSESSMENTS.

It was agreed to arrange to meet with Arbo-Eco to obtain a quotation for a tree survey for Church Lane/ Valley Close and The Green

Clerk
Cllr
Glasspool

If acceptable to the Parish Council also request that a survey takes place on the disputed area of Valley Close footpath

FPC

REC15/14 TO DISCUSS THE THREE PROJECTS CONTAINED IN THE RECREATION BUDGET FOR THE FINANCIAL YEAR 2014-2015 RECEIVE AN UPDATE ON THE BOWLING GREEN APRON, AGREE THE SURFACING REQUIREMENT FOR THE BOYES LANE CAR PARK, DISCUSS THE RECREATION GROUND PLAYAREA REFURBISHMENT AND AGREE PRIORTISE.

The Clerk circulated the project income and expenditure contained within the Recreation budget for the financial year 2014-2015.

Income of £34,000 is budgeted from the open space fund.

Expenditure of £40,700 is budgeted which is broken down as follows:-

Swing on Recreation ground	6137	£ 11,000.00
Recreation ground, Rockers & wet pour	6137	£ 5,000.00
Notice Board - Bluebell Wood	6137	£ 1,600.00
Car Park Boyes Lane	6137	£ 10,000.00
Bowls Club patio area	6137	£ 8,600.00
Cricket combi brush	6137	£ 500.00
Triangle Wet pour & rockers		£ 4,000.00
Tennis Court	TBA	£ -
Play Area Fencing Rec	TBA	£ -
Description	TBA	
Description	TBA	
Total		£40,700

Although £34,000 is identified as income from the open space fund, only £15,628.57 has currently been collected from WCC and available to apply for release. This means that with the £6,700 budgeted from reserves the funds available to spend currently are £22,328.57.

£1800 of the budgeted funds for the Boyes Lane Car park have been diverted to the paving repairs outside the Pavilion at Boyes Lane.

The Committee felt that a temporary repair quote could be obtained for Boyes Lane for consideration at the next meeting.

The Clerk to work on quotations /ideas for the proposed new play equipment on the Recreation Ground / Triangle. It was felt that a consultation on type of equipment would not be appropriate due to the small amount of money available.

Clerk

REC16/14 TO AGREE TO MAKE AN APPLICATION TO THE OPEN SPACE FUND FOR THE BOWLING GREEN APRON WORKS

The Clerk to apply for release of Open Space fund to fund the previously agreed Bowling Green apron repairs/path. Clerk

REC17/14 AGREE ITEMS FOR THE NEXT AGENDA

It was agreed to add another meeting for the Recreation Committee to be held on 16th July 2014 ALL