

## Amenities and Open Spaces Committee

Minutes of a meeting held on Wednesday 19<sup>th</sup> September 2018 at the Town Hall, Market Deeping. Cllr Broughton, (Chairman) presided over Cllr Brookes, Cllr Miss Collins, Cllr Hanson, Cllr Shelton and Cllr Mrs Sked. The Park Keeper, Deputy Park keeper and the Clerk were also in attendance.

### 29. Chairman's Welcome

Cllr Broughton welcomed the members to the meeting

### 30. Apologies for absence

There were no apologies

### 31. Declarations of Interest under the Localism Act 2011

There were no declarations of interest

### 32. Minutes of a meeting held on the 18<sup>th</sup> July 2018

Cllr Broughton asked the committee if they were to accept the minutes of the meeting dated Wednesday 18<sup>th</sup> July 2018. It was proposed by Cllr Hanson, seconded by Cllr Miss Collins and **RESOLVED** unanimously that the minutes could be signed as a true and accurate record of the meeting. The minutes were signed accordingly.

### 33. Clerks Report on Matters Arising

The Clerk had issued the members with a report prior to the meeting:

- The hanging basket contract would be discussed later in the meeting
- The Clerk emailed SKDC regarding the state of the path between Chestnut Way and Halfleet
- The birds mouth fencing has been installed on Riverside Park
- The fencing has been installed around the allotments and the Clerk will make contact with Persimmon Homes to arrange handing over the land
- The lose fencing around the children's play area has been made secure

Members were asked if they had any questions. There were none

### 34. Correspondence to be noted and resolved upon

Correspondence – Amenities & Open Spaces – September 2018				
No.	Received from	Date Received	Subject	Committee Response
1	Resident	11/8/18	Complaint about young people on Glebe Field	The Clerk informed the members that she had replied to the resident stating that it was a police matter. Cllr Broughton had also visited the resident
2	Resident	20/8/18	Concerns on drug dealing near John Eve Field	The Clerk informed the members that she had replied to the resident stating that it was a police matter and should be reported directly
3	Deeping Lions	12/9/18	Request to purchase a picnic bench for the John Eve Field and donate it to the Council	Members agreed to the picnic bench as long as it was the same style as the other one

4	Resident	14/9/18	Request for an update for the bins in the alleyway between Halfleet and Chestnut Way	The Clerk informed the members that she had replied to the resident stating that the Council were still waiting for the bins and they would be chased up
5	Sue Ryder	15/9/18	Request to place banner on JE field railings from 16/11/18-7/12/18 (Santa Fun Run) and 23/11/18-14/12/18 (Lights of Love)	It was proposed by Cllr Miss Collins, seconded by Cllr Hanson and <b>RESOLVED</b> with one abstention to allow the banner requests in correspondence items 5 & 6
6	Deepings Flower Club	15/9/18	Request to place banner on JE field railings from 24/10/18-13/11/18	See correspondence item 5

### 35. Update of the Works Planner & Presentation by the Park Keepers

The Park keeper informed the committee that they were finishing off the recommendations from the RoSPA report and had nearly completed the resetting of the railings around the children's play area. The circus had been good and cleared up after themselves. Cllr Broughton informed the members that early the next morning he would be working with the park keepers to lay the concrete slab for the electric box on the John Eve Field

Number	Activity	Priority	Time-scales	Notes
		<ol style="list-style-type: none"> <li>1. H &amp; S</li> <li>2. Assist Productivity (Staff)</li> <li>3. Part of project work (Where Consultation / Engagement has taken place)</li> </ol>		
		<b>Amenities and Open Spaces</b>		
1	Regular tasks / Activities		Daily, weekly, monthly as required	<p><b>BMX Track</b></p> <ol style="list-style-type: none"> <li>1. Remove rocks and stones from the BMX track</li> <li>2. Rake track</li> <li>3. Remove moss from the burns</li> <li>4. Remove any other items that should not be on the track</li> <li>5. Strim around the edges – as required</li> <li>6. Cut grass</li> <li>7. Weed kill as appropriate – every two weeks, will be monitored</li> </ol> <p>Top up track with grit to keep track in good order, monitored via weekly checks</p> <p><b>John Eve Field / Glebe Field/ Welland Gardens / Riverside Park / Rectory Paddock &amp; The Spinney</b></p> <p>Weekly grass cutting and strimming as required.</p>

			<p>All of the above actions are completed on a regular basis</p>	<p><b>Welland Gardens</b></p> <ul style="list-style-type: none"> <li>• Tidy up edging at the front</li> <li>• Pathway needs a top up of dolomite dust</li> <li>• Wash down railings and repair broken areas</li> <li>• Replant snowdrops and move to river bank</li> </ul> <p><b>Riverside Park</b></p> <ul style="list-style-type: none"> <li>• Check for holes and treat areas as required</li> <li>• Consider to plant new trees in the area</li> </ul> <p><b>Glebe Park</b></p> <ul style="list-style-type: none"> <li>• Maintain hedge and keep trim</li> <li>• Edge main edges</li> </ul> <p><b>The pond</b></p> <p>Strim pond area (as able to) to avoid frog life and wild flowers. Check area daily. Regular activity in order to maintain the pond.</p> <ul style="list-style-type: none"> <li>• Daily checks of the pond to be made, clear any rubbish thrown into the pond</li> <li>• Strim the banking of the pond when the wild flowers have finished flowering</li> <li>• Maintain height of approximately 8"</li> <li>• Regular management of pond plants and green algae to prevent the pond from becoming overcrowded</li> <li>• Control the spread and growth of broad leaved dock by regular digging out excessive growth and remove all seeds to prevent over population</li> </ul> <p><b>Area checks</b></p> <p>Daily checks of BMX track and play area, pond and complete checklists.</p> <p><b>Litter Picks</b></p> <p>Daily checks of local MDTC areas and weekly litter pick, to also include dog bins.</p> <p><b>Vehicle and machine checks</b></p> <p>Weekly checks required on vehicle and machinery to ensure equipment remains in good order. Vehicle to be cleaned inside and washed outside every week.</p> <p><b>The Paddock</b></p> <p>Regular activity in order to maintain the area.</p> <ul style="list-style-type: none"> <li>• Weekly mowing of grass pathways</li> </ul>
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				<ul style="list-style-type: none"> <li>• weekly mowing of the edge along the hedgerow/Hall Farm/the Spinney</li> <li>• Weekly strimming round benches to keep neat and tidy</li> <li>• Spray weed killer one foot either side of the fencing between The Spinney and Rectory Paddock</li> <li>• Dig out spear and creeping thistles, as necessary, to control spread and growth</li> <li>• Dig out cow parsley (keck) as necessary, by digging up some and strimming the rest after flowering</li> <li>• Cutting/raking/burning all plants and grass removed, as appropriate to encourage regeneration</li> <li>• Employ efficient methods to maintain grassed areas of the meadow – to include scythe and flail methods, as appropriate</li> <li>• The grass to be cut twice per year, with strimming around the base of the hedges as necessary. THERE IS TO BE NO STRIMMING AROUND THE BASE OF TREES. All areas to be raked over immediately after cutting and any collected grass piles are to be burned</li> </ul> <p><b>Other regular tasks</b></p> <ul style="list-style-type: none"> <li>• RoSPA visit due August yearly</li> <li>• Checking the defrib and reactive speed sign and complete weekly checklists.</li> <li>• Erecting and taking down of flags / banners as required.</li> <li>• Support to MDTC events as required.</li> </ul>
2	All areas	1 and 2	All completed with the exception of Welland Gardens (on going)	<p>Edge pathways and fields ready for new season</p> <p>Top up of lime dust required</p>
3	All general areas	1 and 2	All to be completed asap and before the end of September 2018	<p>1. New Tree Planting: Plant Oaks/Beech in JE Field to replace those that were felled – alongside of J Eve way but inside the fence – Update MDTC have been given free trees from the Woodland Trust which are being planted where other trees were removed, died or were vandalised - completed</p>

				<ol style="list-style-type: none"> <li>2. For the project for Glebe Field/Godsey Lane, new hedge laying to be interspersed with tree's as in the Halfleet hedge - recorded under a separate project</li> <li>3. Riverside Park to rub down and repaint benches by the end of March - completed</li> </ol>
4	Market Place		By the end of September 2018	<ol style="list-style-type: none"> <li>1. Repainting of the street furniture in the Market Place, to include the benches, clock lamp posts (to be completed during the winter)</li> </ol>
5	Riverside		Complete by the end of March 2019	<ol style="list-style-type: none"> <li>1. To remove the trees as stated in the Arboricultural report plus the ones that are getting too large</li> <li>2. To replant trees in the area</li> </ol>

**36. For members to receive a verbal report on the RoSPA report actioned on 5/8/18**

This was discussed in agenda item 35. Cllr Brookes mentioned about open spaces in new developments and whether the Council should consider taking on their upkeep rather than residents paying a maintenance company

**37. a) Omega reports: Review of performance to date, budget/expenditure/income**

The Clerk had provided the members prior to the meeting with the income and expenditure reports 2018/19 and explained that expenditure was in line with the budgets. Cllr Broughton asked if there were any questions on the reports but there were none.

**b) Five year plan: For members to discuss any future spending that will be need to be budgeted for over the next five years**

Members had been provided with some suggestions for five year budgeting. After discussions it was agreed that they would put the following amounts each year until 2022/23:

- Replacement play equipment - £2,500
- Replacement van - £2,000
- Replacement tractors - £1,000

Cllr Brookes mentioned about open spaces in new developments and whether the Council should consider taking on their upkeep rather than residents paying a maintenance company. Cllr Mrs Sked enquired about the Council taking over the maintenance of Cherry Tree Park. She was informed by Cllr Broughton that enquiries had been made, but he needed to ask Council for permission to take this further. This would be requested at the November Council meeting

**c) Precept planning for 2019/2020: For members to discuss any additional items required and to agree the budgets**

Members had received a report stating the budgets for 2018/19 and the expected expenditure, showing whether the budgets would cover it.

7.20pm Cllr Mrs Sked left the meeting

Members discussed the budgets and it was agreed that fuel should be increased to £2,500 and fleet costs to £2,000. Since there were funds in the earmarked reserves for allotments and the 2018/19 budget may not be spent it was felt no further funding was required for the allotments in 2019/2020.

7.22pm Cllr Mrs Sked returned to the meeting

Members were asked to consider any further funding required for amenities and open spaces and to inform the committee at the next meeting when the budgets would be finalised.

**38. Update on the installation of the electricity box on John Eve Field**

Members had been informed in agenda item 35, that the concrete slab would be installed the next day.

**39. For members to discuss the placing of a bench at the children's play area**

Cllr Mrs Sked asked the members if a bench could be installed in the children's play area. Cllr Broughton agreed to enquire about using the rest of his SKDC Councillor fund to purchase one.

**40. Update on the repairs to the wet pour area on the John Eve Field**

The park keeper informed the members that the wet pour areas at the children's play area had been repaired. The other wet pour areas would be dug out over the winter and then they could be repaired.

**41. For members to receive quotes for the hanging baskets and to decide the next steps**

Members had received prior to the meeting, quotes from two companies who could supply hanging baskets. The park keeper informed the members that he had visited a local company who had provided the hanging baskets in the past and had asked for a quote. Cllr Broughton mentioned that when that company had supplied the baskets they had lasted much longer and although had been more expensive appeared to be much better value for money. Members agreed to wait for this third quote before agreeing on the supplier of the hanging baskets.

**42. Risk assessments: For members to review the risk assessments relating to Amenities and Open Spaces**

Members had received prior to the meeting, the risk assessments that related to this committee. They were asked to read through them and if they had any queries to report back at the next meeting.

**43. Policies: for members to review the following policies:**

- a) **Driving for work**
- b) **Rectory Paddock Maintenance**
- c) **Refuelling**
- d) **Use of John Eve/Glebe Field and Field Rent**

Members had received the above policies prior to the meeting. It was proposed by Cllr Miss Collins, seconded by Cllr Mrs Sked and **RESOLVED** unanimously to accept these policies with no amendments.

There being no other business the Chairman thanked all for attending and the meeting which was closed at 7.32pm.

The next meeting is scheduled for Wednesday 21<sup>st</sup> November 2018 at 7pm at the Town Hall, Market Deeping.

**Chairman's signature.....**

**Date.....**