

Amenities and Open Spaces Committee

Minutes of a meeting held on Wednesday 23rd November 2016 at 7.00pm at the Town Hall, Market Deeping. Cllr Broughton, Chairman of the Amenities and Open Spaces Committee presided over Cllr Brookes, Hanson, Lester, and Cllr Miss Collins & Mrs Redshaw and Cllr Mrs Sked. The Deputy Park keeper was also in attendance.

1. Chairman's Welcome

2. Apologies for Absence, [LGA1972 s 85 (1)].

The Clerk reminded members that at Full Council members had previously voted and unanimously RESOLVED to accept Apologies for Absence for a Sabbatical from Cllr Fraylich. There were no other Apologies for Absence.

3. Declarations of Interest [Localism Act 2011 Part 1, Chapter 7, para 30 ss 1 to 4, para 31 ss 1 to 11].

There were no Declarations of Interest.

4. Minutes of the last meeting held on 21st September 2016. [LGA 1972, Sch 12, para 41 (1)].

The Chairman asked members if they had any questions regarding the minutes held on the 21st September 2016. A short discussion took place regarding clarification of item 12 from the minutes and it was confirmed that a new consumer unit has been installed (Health & Safety – Financial Regulations 3.4).

Proposed by Cllr Hanson, seconded by Cllr Miss Collins and RESOLVED by a unanimous vote that the minutes of the meeting held on the 21st September 2016 were a true and correct record. The minutes were signed accordingly by the Chairman.

5. Matters Arising. Verbal update from The Clerk

- The Deputy Park Keeper has completed and successfully passed First Aid in the Workplace.
- The Park Keeper will attend First Aid training later in the month.
- The Park Keepers will conduct a risk assessment on the tractor specifically with conducting maintenance checks.
- Park Keepers have signed to say they have read and understood a range of policies that have recently been adopted by the council and these records are held in the administration office.
- Positive feedback has been received from local residents regarding the maintenance of the open spaces which this council owns and have remarked how good the areas have been looking thanks to the work of the Park Keepers

6. Correspondence

- a) Contact made from local residents who are concerned about the removal of the dog bin from The Grove, with concerns that some dog owners are leaving dog bags with dog faeces contained on the pavement. Further concerns were also raised that these bags may start to appear in front gardens. Members discussed and agreed in the first instance to contact District Council with a request for a general waste bin to be located in the vicinity of The Grove. General waste litter bins from District Council are now allowed to have dog waste (in bags) placed into those bins.
- b) Contact has been made from District Council informing members that an incident had occurred in the Public Toilets and that more information will be sent over to the council shortly – on going
- c) Contact has been made from a local resident who is concerned about some dog owners who do not prevent their dogs from taking children's balls. Members discussed and said that these types of situations were disappointing as notices were clear on the John Eve Field regarding dogs, and would hope that residents would keep their dogs under control when using the field.

7. Feedback and update from works recently carried out [Public Health Act 1875, s. 164/Open Spaces Act 1906, ss 9 and 10]. Including a verbal update on work and activity taking place in the open areas from the Park Keepers, and to review progress to date on the works planner, and to agree next steps if required.

The Deputy Park Keeper referred members to the work's planner and in addition gave updates regarding the following:

- As the weather has been relatively mild grass cutting was still needed
- A polite notice has been erected on the BMX track asking residents not to exercise their dogs on the track

- The new hygiene signs have been installed in the children's play area
- A new water trough has been installed (Cemetery)
- Topiary of the tree's is near to completion (Cemetery)
- The gravel path has received a top up
- A bench that had been brought in for maintenance and repair from Riverside (near the Town Bridge) has been restored and with the blessing of family members will be relocated to Welland Gardens
- The picnic bench and seating bench in Welland Gardens will be repainted as part of the winter works schedule
- Some railings across the John Eve Field / Cemetery will be re cemented in over the winter months
- The Park Keepers will conduct a 'test area' with the new flail, ready for work to be done on The Paddock

The Chairman asked members if they had any questions of the Deputy Park Keeper, there were none. The Chairman said well done to the Park Keepers and commented that the areas are looking good.

Works planner detailed below for Amenities and Open Spaces.

Number	Activity	Priority	Time-scales	Notes
		6. H & S 7. Assist Productivity (Staff) 8. Part of project work (Where Consultation / Engagement has taken place)		
		Amenities and Open Spaces		
1	Regular tasks / Activities		Daily, weekly, monthly as required	BMX Track <ol style="list-style-type: none"> 1. Remove rocks and stones from the BMX track 2. Rake track 3. Remove moss from the burns 4. Remove any other items that should not be on the track 5. Strim around the edges – as required 6. Cut grass 7. Weed kill as appropriate – every two weeks, will be monitored <p>Top up track with grit to keep track in good order, monitored via weekly checks</p> <p>John Eve Field / Glebe Field/ Welland Gardens / Riverside Park / Rectory Paddock & The Spinney</p> <p>Weekly grass cutting and strimming as required.</p> <p>The pond Strim pond area (as able to) to avoid frog life and wild flowers. Check area daily.</p>

				<p>Regular activity in order to maintain the pond.</p> <ul style="list-style-type: none"> • Daily checks of the pond to be made, clear any rubbish thrown into the pond • Strim the banking of the pond when the wild flowers have finished flowering • Maintain height of approximately 8" • Regular management of pond plants and green algae to prevent the pond from becoming overcrowded • Control the spread and growth of broad leaved dock by regular digging out excessive growth and remove all seeds to prevent over population <p>Area checks Daily checks of BMX track and play area, pond and complete checklists.</p> <p>Litter Picks Daily checks of local MDTC areas and weekly litter pick, to also include dog bins.</p> <p>Vehicle and machine checks 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>The Paddock Regular activity in order to maintain the area.</p> <ul style="list-style-type: none"> • Weekly mowing of grass pathways • weekly mowing of the edge along the hedgerow/Hall Farm/the Spinney • Weekly strimming round benches to keep neat and tidy • Spray weed killer one foot either side of the fencing between The Spinney and Rectory
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				<p>Paddock</p> <ul style="list-style-type: none"> • Dig out spear and creeping thistles, as necessary, to control spread and growth • Dig out cow parsley (keck) as necessary, by digging up some and strimming the rest after flowering • Cutting/raking/burning all plants and grass removed, as appropriate to encourage regeneration • Employ efficient methods to maintain grassed areas of the meadow – to include scythe and flail methods, as appropriate • 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 <p>Other regular tasks</p> <ul style="list-style-type: none"> • RoSPA visit due August yearly • Checking the defrib and reactive speed sign and complete weekly checklists. • Erecting and taking down of flags / banners as required. • Support to MDTC events as required.
2	BMX Track	1 and 2	For AOS committee (September 2016) for	Park Keepers reporting that some dogs are being exercised on the BMX track which has recently been resurfaced

			discussion and agree next steps	New signs have been erected.
3		1 and 2	Commenced March 2016 – on going. Full review expected in September 2016	Left hand side of field specifically for the rows of Rowan trees and Cherry trees. 1. For Deputy Park Keeper to health check all the Rowan tree's and advise of any lost tree's or those that are not expected to survive and to also estimate how many Rowan tree's maybe needed for replanting. On Going <i>Update: Watching brief regarding possible damage to growth will be assessed as tree's come into bud. Deputy Park Keeper has created an action plan to monitor activities.</i> <i>See also Arb report July 2016</i>
4	Riverside	1 and 2	Work required ASAP	Remove both benches and restore (repaint/varnish / repair as required) Remove graffiti from walls / areas
5	J E Field	1 and 2	By end of Jan 2017	The metal picnic benches to be repainted, plus two wooden benches to be resealed
6	J E Field	1 and 2	By end of Jan 2017	Around the children's playground, to resetting some of the railings
7	The Paddock	1 and 2	By end of March 2017	Formal pruning of tree's and test cut a quarter of the grass with the new flail

8. For members to consider a request from Taylor's Fair for use of the John Eve Field between 10th April 2017 to Tuesday 18th April 2016, to host a fair from Friday 14th April 2017 from 3.30pm to Monday the 17th of April 2017 at 7pm and to agree the rent for the field.

Members debated and included in their discussions were:

- The request is being made over the Easter period and if allowed would be asked not to start the fair until after Church services had finished.
- Given the time of year the field may be water logged, a final call will be made if permission is granted closer to the date, and after a field inspection.
- Access to the field will be controlled by the Park Keepers.
- A brief discussion as to whether or not a hard standing might be needed on the entrance / exit areas for the future.
- Confirmation that a deposit is taken.
- Members agreed the field rent to be £500.
- To ask Taylor's to consider moving to the week after.
- Reference that people of Market Deeping expect a fair at this time of year .

Proposed by Cllr Broughton, seconded by Cllr Miss Collins, members voted and RESOLVED by majority vote (1 abstention) for Taylor's Fair to be granted use of the field providing; the field is not water logged and the surface would not be damaged, if that is the case to reschedule for the following week. And that a deposit is taken and a ground rent of £500 applies.

9. Omega Reports. Review of performance to date, budget/expenditure/income.

The Chairman asked the clerk to take members through expenditure to date from the Omega reports. Members were referred to some individual budget lines, specifically; 4171 – Repairs, 4181 Supplies/Materials and 4255 Fuel. Members had a discussion and made reference that Repairs is expected to decrease as new items had been purchased and that Fuel costs are likely to decrease between now and the end of the financial year. Supplies and Materials are close to budget and all requests for materials are scrutinised. Members also discussed requests for funding for local groups and reiterated that the council would ask for copies of the applicants accounts before making any decisions.

10. Tree works (following Arb report) update on work to date.

The Chairman updated members that tree works that had been identified as part of the Arboriculturist Report in the Amenities and Open Spaces areas had been completed.

11. Budget planning 2017/18.

The Chairman asked the clerk to take members through draft budget figures for 2017-18. Members discussed and stated that they were mindful of reducing expenses for wear and tear, but also that funds were required in case needed to cover emergency work / breakages as required, and to plan for such things as damage to tree's following bad weather. A further discussion took place regarding the BMX track and the need to plan for funds for a maintenance programme for the future so that costs could be evened out over time to prevent any hikes. Figures were assessed and input as draft budget requirements for Amenities and Open Spaces.

12. Update on the purchase of the tractor and flail.

The Chairman updated members and informed them that a new tractor, flail and grass collector had been purchased (members had previously resolved to ear mark £12,000 for the equipment). The cost to the council will be £11,416 which excludes VAT.

There being no other business the Chairman thanked all for attending and the meeting was closed at 8.00pm. The next meeting is scheduled for Wednesday 25th January 2017 at 7.00pm to be held in the Town Hall, Market Deeping.