

Draft Minutes

Amenities Working Party Minutes

3rd March 2016

At the Jubilee Pavilion Sway

Those present: Cllr. Pepper (Chair), Cllr. Fleat, Cllr. Dance, Cllr. Gresham-Hale, Cllr. Rickman, Cllr. Thomas and 4 members of the public.

1). Apologies for absence: Cllr. Seacombe

Meeting opened at 7:30 PM

2). Minutes of the meeting held on 4th February were approved.

3). Stanford Rise –Nothing to Report

4). Jubilee Pavilion and Grounds

i). An update was given on the works to date: Repairs to key fob door, fire exit door in changing room corridor, front door, replacement window panes, deep cleaning of ladies, gents and disabled toilets had taken place. Cleaning of kitchen and hall and foyer were to be carried out on Friday 4th March. Cllr. Thomas raised the question of the fire exit door banging against the wall; Cllr. Gresham-Hale advised that a door restrictor had been fitted to prevent this happening. The matter of mud from match days left in the changing room corridors was discussed. A member of the public (Ron Loveless, chairman of Jubilee Field User Group) explained that the mud needed to dry and that a volunteer of the football club, named Keith, came in every Tuesday to clean the floors. The football club considered the cleaning of the mud to be their responsibility, although it was acknowledged the caretaker usually swept the mud into piles before it was cleaned away. Cllr. Thomas asked whether the mud would be restricted to one area if the football club use the fire exit door leading to the tennis courts? It was agreed that the football club would be written to and asked to confirm the current practice for cleaning away the mud.

ii). Fire Risk Assessment – Ted Fleat stated that the assessment was nearing completion. He would obtain pricing for signage and consider the suitability of the waste receptacles, with the suggestion that the plastic bin in the main hall is removed and replaced by one fit for purpose bin in the kitchen.

iii). A member of the public, Ron Loveless, asked the Parish Council to write to the Chairman of Sway Football Club regarding the amount of space needed for the dog show at the carnival. Cllr. Fleat agreed to do this.

iii). Tractor Servicing. Cllr. Dance said that he had already told Mr Vaughan that his quote was acceptable and had asked him to carry out the blade sharpening as well. Mr Vaughan wanted

something in writing from the Parish Council confirming this. Cllr. Gresham-Hale advised that a Purchase Order would have to be raised and Cllr. Dance is to contact the RFO concerning this.

iv). Play Park – works are scheduled for the end of the month therefore c/f until next meeting.

v). Cleaning – Cllr. Pepper suggested forming a Working Party of councillors (4 had volunteered already) together with some members of the User Groups for a Spring Clean. Ron Loveless said he would raise this with the User Groups and asked if he could be emailed a date. A Saturday was suggested.

5). Centenary Close – Cllr. Pepper reported that someone had driven across the space and left tyre marks.

6) Pitmore Lane/Memorial Field – Nothing to Report

7). Allotments

i). Grass Cutting Quote. – this could be held over until April and Gardeners South would be asked to a quote for the work.

ii). The Chairman of the Allotments would be asked how many stakes were needed to secure rabbit wiring what size and how much and this would then be for consideration by the Full Council. Cllr Pepper to write to the Roger Drew

iii). Allotment Fencing – Cllr. Fleat had obtained 4 quotes so far (1 more to come in).

| | |
|---------------|---------------------------------------|
| TL Fencing | £2,410.00 |
| FW Fencing | £3,150.00 |
| The Last Post | £2,416 and remainder at £29 per metre |
| John Holloway | £2,550 |

It was agreed that the quotes from John Holloway and TL Fencing would be put forward to Full Council for consideration and implementation at the next meeting. Cllr Fleat would obtain timescales for when the work could be started to inform the decisions and also forward on details of the remaining quote when it comes in.

8.) S106 work streams – discussion on approach for taking forward the 2 schemes

i). Stanford Rise – It was agreed that Cllr Seacombe would take the lead with this work and would involve, as appropriate, the newly formed Friends of Stanford Rise in producing some concrete ideas and draw up a plan. This work stream would continue to report through to amenities and on to Full Council as appropriate.

ii). MUGA – At February full council it was agreed that the funds remaining, after the Stanford Rise scheme, would be set aside for a MUGA until the end of 2017. Cllrs to work with user Groups and raise funds. Cllr Seacombe had experience in this area and the User Groups would value her input as well as someone from the financial working party. Item to March Full Council for two councillors to

work with the user groups on a MUGA proposal, ideally one councillor from Amenities and one with a business / finance expertise. The most important aspect was getting funding and Cllr. Rickman said that the User Groups should start to identify grants and obtain application forms. Cllr. Rickman went on to say that it was important that the MUGA should be for all to use and promoted as a multi-use facility.

iii). Friends of Stanford Rise - It was agreed that Cllr. Seacombe would come up with a strategy, for March Full Council, which would be based on the Friends Group running itself and being independent of the Parish Council.

9). Correspondence and Any Other Business

i). Cllr. Thomas said that the caretaker had informed him of the re-emergence of moles on the back field. It was agreed for the caretaker to contact the contractor and liaise with the RFO and that this would be classified as 'emergency works'.

ii). No electricity in Jubilee Pavilion next Tuesday (8th March) and Cllr. Thomas said that he had advised the councillors. Cllr. Pepper suggested that he contact the User Groups but Cllr. Thomas did not feel this was necessary.

lii). Cllr Fleat said that he hoped to receive 2 quotes concerning putting the alarm on a timer so that it would come on automatically. It was agreed that this would be an ideal solution if viable. Cllr Fleat to produce a report when more information is available as to potential options.

iv). Cllr. Dance said that he had been called to help the Ladies Toilet as one of the taps was sticking. Cllr. Gresham-Hale advised that these works were scheduled for the end of the month.

v). Exit light over key fob door flashing. Cllr. Fleat said that this was probably a bulb and he would change it.

vi). Cllr. Gresham-Hale suggested that the carpet was due for a clean in the Pavilion Hall. This had been done previously and the Tennis and Football clubs contributed towards it. Ron Loveless and David Gibbons said that they would discuss this with their respective groups. It was agreed that it would make sense to wait until the end of the football season, end of April, before doing anything. Cllr. Pepper suggested that this was reviewed again in April.

Meeting Closed at 8:45.

Date of next meeting: 7th April 2016