

THE IVERS PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE HELD ON WEDNESDAY 15th JULY 2020 COMMENCING AT 6.00PM – VIA ZOOM VIDEO CONFERENCE AND TRANSACTED THE FOLLOWING BUSINESS.

Present:

Cllrs Ann Mayling, Chris Jordan and Chris Woolley

In attendance:

Margaret Wilson (Assistant Clerk), Stephanie Bennett (Clerk), Cllr Carol Gibson and 1 member of the public.

Minutes taken by Margaret Wilson.

A.013/20 APOLOGIES FOR ABSENCE:

Cllr. W Matthews

A.014/20 DECLARATIONS OF INTEREST:

- a. To note any declaration of interest made by Members in connection with an Agenda item. Members to specify the nature of the interest.
None
- b. To receive any written requests for dispensations for disclosable pecuniary interests.
None
- c. To grant any requests for dispensation as appropriate.
None

A.015/20 PUBLIC PARTICIPATION:

No questions were put.

A.016/20 MINUTES:

It was **RESOLVED** that the minutes of the Amenities meetings held on 27th May 2020 be received, adopted and approved and signed by the Chairman as a true record of the said meetings.

A.017/20 CHAIRMANS ANNOUNCEMENTS:

- a. Iver Heath Children's playground refurbishment project
The Chairman was pleased to report that the children's playground refurbishment project has now been completed and was handed over to The Ivers Parish Council on Monday 22nd June 2020. Included in the refurbishment project is the installation of a Spinmee Inclusive Roundabout accessible for children with mobility impairments as well as wheelchair users, and 2 new benches for adults to relax while their children are playing. The contractor Hags completed the project well ahead of the estimated date of completion, and prior to the re-opening of the outside children's playgrounds and gym equipment to the public.

- b. Pennywort at the Mud Wharf
The Chairman reported that Tom White (Project Manager – Colne Rivers) is still on furlough leave, and when he returns on 1st August, the Chairman and the Assistant Clerk will contact him to discuss the works to reduce the spread of invasive species at the Mud Wharf. The Chairman explained that the costs for these works at the Mud Wharf will be taken from the mitigation funding secured in 2019 for granting the rights to install high voltage cable works at the site. The Chairman and the Assistant Clerk will also be discussing with Tom White and Groundwork South how the invasive species works will be incorporated into a wider programme of works in the Colne Valley Regional Park.
- c. Reviewing the opening of public facilities in line with Government Guidelines
The Chairman was pleased to report that following the easing of lockdown of the re-opening of outdoor children's playgrounds and gym equipment on 4th July, by the Government, the Parish Council was able to open all their outdoor children's playgrounds and gym equipment at the Iver and Iver Heath Recreation Grounds, and the children's playground at Richings Park (managed by the Parish Council). The Chairman paid a huge thank you to all the Council staff on their tremendous effort to get the playgrounds ready for use; for installing all signage at the sites, and for putting in place cleaning procedures all before the re-opening of the playgrounds. The Council's Grounds team will be spraying and cleaning the playgrounds and outdoor gym equipment during the working week, and a contractor will be coming in at the weekends to clean the equipment.
The Chairman reported that it is unlikely that the Parish Council will be opening the Community public buildings immediately as all buildings have to be Covid-19 secure before re-opening. The Parish Council will need to liaise with the Users of the Pavilions and have copies of their Covid-19 risk assessments. The Parish Council's soft furnishings are not suitable for Covid-19 secure as they cannot be used for 72 hours between uses. The Clerk is purchasing plastic chairs for the re-opening of the CAB's meetings at the hub in the Parish Council's offices.
- d. RoSPA Safety reports
The Chairman reported that the annual safety inspection on all children's playground equipment and outdoor gym equipment by the RoSPA Play Safety Inspector was carried out on 13th May 2020. The reports have been sent to the Assistant Clerk who will be producing a programme of works on the high and medium risks to be carried out as soon as possible in conjunction with the Head Groundsman. The Head Groundsman will also be currently reviewing and carrying out any low risk works that is required where possible. The Parish Council aim to get all the remedial works completed by next year's annual inspection. The Assistant Clerk to report back on the progress of works at the next Amenities meeting in September. The Chairman also reported that one of the football nettings (which is not part of the RoSPA inspections) needs to be replaced as soon as possible, and that the Assistant Clerk is currently getting quotes to replace the netting. The football netting is very worn and made of metal. The netting has now been taped off and signage put in place.
- e. Stolen fencing at the Iver Heath Copse – reported on 2nd July 2020
The Chairman reported that on a site visit, the Head Groundsman reported that the recently installed fencing at the Iver Heath Copse had been stolen. This matter has been reported to the police, and the Assistant Clerk has put a claim in with our Insurers.

A.018/20 DELAFORD COLTS

- a. The Clerk circulated a report of a meeting held between Cllr. A Mayling, the Clerk and Delaford Colts on 8th July 2020. The Clerk reported that Delaford Colts are facing financial challenges and created by the Covid-19 pandemic, and that they are receiving repeated requests from parents who would like to be refunded part of their fees for the 2019/20 season as they do not feel that they received value for money because of the unfortunate cancellation of training and matches due to Covid-19, council weather pitch closures and a traveller encampment. They are looking for a refund from the Parish Council for the cancelled hire sessions in the 2019/20 season. They also said that the 2019/20 User Agreement was sent out too late for the club to have budgeted for the increased RPI figure that was set by the Parish Council. The football club have said that they are struggling and do not know if they can sustain the club in the future. The Clerk pointed out to the Committee that the Parish Council have to deliver and support football on this land and maintain the football pitches. Following discussions, it was **RESOLVED** that a reduction in charge of £852.84 for the U16 team that was charged in error; a reduction in charge of £672.00 for the facilities and a reduction in charge of 7/38th of the pitch fees which comes to £903.34.

A.019/20 ST PETER'S CHURCHYARDS

- a. Assistant Clerk to report on risk Assessment process
Following a complaint about the maintenance of the New Churchyard at St Peter's Church, the Clerk and the Deputy Groundsman carried out a risk assessment.
- b. Council to receive and consider the risk assessment circulated
Following the site visit, a risk assessment was produced which identified some serious and urgent concerns. The ground is very uneven, particularly in the New churchyard and the land appears to be slipping at the back of the New Churchyard. Some of the memorials are leaning and are unstable, and there is one memorial too large to be handled manually. Fencing is poor in places and incomplete, and some broken parts ingress into areas accessed by the public. At the back of the New Churchyard the fence line appears to have slipped down the slope. There is a dead tree in the New Churchyard of concern, and fly tipping was found in the Churchyard. The Grounds Team are harmed by vibration from machinery use due to increased vibration from contact with memorial stone and the stony ground, particularly in the New Churchyard.
- c. Assistant Clerk to report on the progress of remedial works at the Churchyards
The Assistant Clerk reported that an urgent action plan has been put in place for the Churchyards following the production of the Churchyard risk assessment, and so far, the following actions have been carried out: The Assistant Clerk and the Deputy Groundsman met with the Church on site to make them aware of the risks identified and gave them a copy of the Parish Council's risk assessment. The dangerous monument was reported to them, and they agreed to liaise with the Diocese regarding the land at the back of the New Churchyard. Signage for the dangerous large monument has been ordered and the Grounds Team have roped off the

memorial. Fencing has been ordered and the Grounds Team have put up temporary rope and stakes until the Church has obtained permission from the Diocese. Signs warning all persons accessing the areas of uneven ground and men at work signs have been ordered. The Assistant Clerk has obtained 3 quotes to remove the dead cherry tree at the New Churchyard. Contractor A has quoted a price of £650.00; Contractor B has quoted £880.00 and Contractor C has quoted a price of £900.00. Memorials considered a risk following hand topple testing have been laid down. In conjunction with the Church, an article for the Parish Church magazine was sent to them requesting relatives visiting memorials in the New Churchyard to contact the Parish Council, so that the Grounds Team can make an accessible and safe pathway to the memorials by strimming to and around the memorials. Following discussions, it was **RESOLVED** that the risk assessment and reporting by the Assistant Clerk be noted and that the tree works be given to Contractor A subject to getting a copy of their public liability insurance certificate, tree qualifications and certification. If no paperwork is produced by Contractor A, then the tree works to go to Contractor B.

A.020/20 HEDGING WORK FOR NEW CAR PARK AT IVER RECREATION GROUND

- a. Council to consider up to date quotations for hedging plants and excavation works to plant hedging for the new car park at the Iver recreation ground
The Assistant Clerk obtained current prices to purchase hedging plants and to excavate trench and plant hedging to complete the planning application requirements for the new car park completed last year. Following discussions, it was **RESOLVED** that the plant hedging to be deferred for a year.

A.021/20 ASBESTOS SAMPLING REPORT SURVEY AT IVER HEATH ALLOTMENTS

- a. Clerk's report
The Clerk reported that asbestos had been found at the Iver Heath Allotments. An Asbestos Contractor came out on site to assess the asbestos, and the report submitted to the Clerk was circulated to the Committee. The photograph on the front page of the report is where the asbestos was found and is situated in an inaccessible area where there is a lot of waste. It was **RESOLVED** that detailed proposals for the removal of asbestos, waste and further remedial works at the Allotment gardens be brought back to a further committee. It was also recognised due to vegetation growth that a developing plan will be required for the remedial works.

A.022/20 ALLOTMENT TENANCY CONDITIONS

- a. Council to consider and adopt the Allotment Tenancy Conditions
The Clerk circulated amended Allotment Tenancy Conditions for consideration and adoption. The Clerk reported that the circulated Allotment Tenancy Conditions were more explicit on what terms and conditions are. Following discussions, it was **RESOLVED** that subject to the amendments highlighted by the Committee the new tenancy to be

agreed and to commence October 2021 for existing plot holders and with immediate effect for new tenants.

A.023/20 IVER HEATH PAVILION REFURBISHMENT PROJECT

- a. Assistant Clerk to give an update on the progress of the refurbishment project, and to report on the additional works and costs at the Iver Heath Pavilion

The Assistant Clerk was pleased to report that the refurbishment works are nearly completed, and that Furlong & Higgs are hoping to complete by week ending 31st July 2020. The refurbishment works are looking very good and has made a huge difference to the Pavilion. 3 further purchase orders were raised, details as circulated in the Agenda. A further order was also raised to replace a defective pump control unit on the boiler for the sum of £386.00. Furlong & Higgs also reported the shower blending valve (mixing valve) is defective in the Official's room. The Assistant Clerk is awaiting an estimate from them. Furlong & Higgs have given the Assistant Clerk a breakdown and explanation of the increased costs as circulated to the Committee for the provisional sums Items 3 and 4 as stated in the Schedule of Works. The Assistant Clerk circulated to the Committee an up to date Iver Heath Pavilion Refurbishment budget and including the additional purchase orders reported in today's meeting, there should be a sum of just over £5,000.00 left in the budget. The Chairman advised that no external works have been included in the refurbishment project but further works will be required at the Pavilion at a later date. It has also just been identified that the edgings outside the Iver Heath Pavilion will have to be removed as these are potential trip hazards. The Assistant Clerk is looking into the removal of the edgings. Following discussions, it was **RESOLVED** that the spend for the additional works on the purchase order numbers 8, 9, 14, the order just placed for the new pump control and the increased costs in the provisional sums for Items 3 and 4 as reported by Furlong & Higgs be accepted, and that the Chairman and the Assistant Clerk to upload a video on the Parish Council's digital media of the completed project for the Community.

A.024/20 GROUNDWORK

- a. Groundwork report
A written report prepared by Matthew Hartgrove was circulated to the committee. Following discussions, it was **RESOLVED** that the report be noted.

A.025/20 REPORT FROM GROUNDS TEAM

- a. Grounds Team report
A written report prepared by the Deputy Groundsman was circulated to the committee. The Chairman was very pleased with the level of details in his report as it showed the range of tasks that the Grounds Team take on and the skills they have acquired. Following discussions, it was **RESOLVED** that the report be noted; to include this level of reporting in all future reports from the Grounds Team and that thanks be given to the Deputy Groundsman for a detailed and informative report.

A.026/20 FINANCE

The Chairman reported that the Amenities budget is committed to a lot of spend, and that the budget will be reviewed and looked at again in September. Following discussions, it was **RESOLVED** that the report be noted.

A.027/20 WEBSITE/PRESS RELEASES

It was noted and agreed that the Covid-19 safety precautions at all The Ivers Parish Council's outdoor children's playgrounds and gym equipment be re-booted on the Parish Council's digital media emphasising vigilance when using the equipment.

The Chairman closed the meeting at 7.20pm

Date of Next Meeting via Zoom Video conference – Wednesday 9th September 2020 at 6.00pm

Signed by the Chairman: Date: