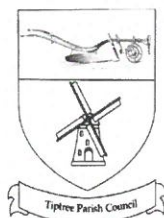


TIPTREE PARISH COUNCIL



MINUTES OF AMENITIES COMMITTEE MEETING

A meeting of the Amenities Committee took place on Monday 16th December 2019 at 7.00pm in The Meeting Room, Community Centre, Caxton Close

Present Cllrs: Cllr D Webb (Chairman) Cllr D Coe
 Cllr J Greenwood Cllr B Wood

Also in attendance – One member of the public, the Council's Head Groundsman and the Clerk of the Council

421/19 Apologies for Absence – There were apologies for absence from Cllrs: N Anderson, R Mannion & A Lawrence.

422/19 Declarations of Interest – There were no declarations of interest.

423/19 Tiptree Heath – Report of Community Warden
Mrs J Pinch, the Tiptree Heath Community Warden provided apologies for not attending the meeting, and stated that she had a “no report for the meeting”.

424/19 Public Questions
There were no questions from the member of the public present.

425/19 Minutes of Meeting – 18th November 2019
The minutes had previously been approved by Council and were signed as a correct record by Cllr Mrs D Webb.

426/19 Caxton Close Playground
The clerk described an incident of bullying that had recently happened in the playground, and the subsequent request for a second entrance/exit to the site in order to enable an alternative route out. The Head Groundskeeper stated that the second (double gate) entrance to the park is always kept closed to prevent vehicle access, as it is not fitted with a spring loaded “return” preventing motorcycles etc from access. Councillors discussed and agreed the need for the second entrance.
It was then properly proposed, seconded and unanimously **RESOLVED** that the Clerk obtain quotes for (a) adapting the current double gates and (b) building a new entrance entirely.

427/19 Grove Road Playing Field:
1. Workshop re-build: An update was provided by the clerk, stating that the foundations were underway, and that concrete will be poured on Thursday (19th December). Committee then unanimously **RESOLVED** to note the commencement of building works.

2. Inspection of Play Equipment: The Clerk reported that the current provider of play equipment (PlayEquip) is also carrying out our annual inspections on a 6 monthly basis. They were to be replaced in this role by an alternate supplier, who is not conflicted by also being our equipment supplier. The Clerk has not yet found any record of who the alternate provider is, as there is no trail to indicate who had been selected, or that an inspection has taken place. Once resolved, the Clerk will notify PlayEquip to cease providing inspections. **Council RESOLVED to receive and note the report.**
3. Course for Independent Inspection: The Clerk reported on the Inspection of play equipment, and the roles we as Parish Council undertake:
 - Daily – visual inspection of equipment for any obvious signs of wear/failure. Undertaken by our Open Spaces team. The staff have received training, but no certification.
 - Monthly – A deeper inspection into the working of all moveable parts, ensuring free movement, examination of holding mechanisms (bolts/strops/brackets) for signs of wear. Undertaken by our Open Spaces team. The staff have received training, but no certification.
 - Annual – Deep dive into every aspect of the playground to ensure compliance, long term safety and certification of site. Requires Part II certification, and an external examiner.

EALC do provide the Part 1 Certification that meets our needs (Daily and Monthly). **It was therefore unanimously RESOLVED that the Head Groundskeeper be placed on the next available EALC course, and the Groundskeeper's assistant be offered a place on the subsequent training class.**

428/19 Review of Previous Amenities Inspection (09/04/19)

1. Grove Rd – Council reviewed the outstanding matters from inspection. The following items required further follow-up:
 - Cone climber: A relatively new piece of play equipment that requires constant attention for safety reason- **Clerk to refer this back to PlayEquip.**
 - Junior Play Equipment: This is a specific requirement for “in between” sized equipment. Councillors debated whether to bring this in as a request for next year, but ultimately **RESOLVED that the clerk obtains appropriate quotes from PlayEquip (and others) to determine the value of the project.**
 - Goalmouth area resurfacing – To be considered after the workshop build out
 - Basketball court resurface - To be considered after the workshop build out.
2. Lakes – The clerk reported on the recent inspection of the Pond area by Colchester Borough Housing (CBH). The inspection covered an immediate repair for cracked/tilted concrete paving that exceeded safety margins and could be effected for £8,873 plus VAT. **It was therefore RESOLVED that the work be undertaken, subject to sufficient funds being held in Earmarked Reserves (EMR). This was subsequently confirmed by the Clerk.**
3. Memorial Garden – The bulk of work from the previous report had been completed. Two items remain outstanding:
 - Electricity Supply – Still needs connection. **Clerk to chase.**
 - Noticeboard – Noticeboard for the site to be purchased. **Clerk to**

source.

Opening date was confirmed (Saturday 7th March), with an opening event occurring at 11am. Invite to Mayor of Colchester for opening the Garden, with attendees to invite to include, CBC, local churches, neighbours, village Funeral Directors. Clerk to confirm with URC if we could book their room for tea/coffee after the opening.

It was **resolved that the report be received, with actions as shown above in bold undertaken.**

429/19 Review of Park lane Inspection (03/07/19)

The majority of work in the report had been completed. Items still to pursue where as follows:

Amenity Land: Access capability by a resident onto TPC land via a double gate had been noted. The house address needed verification, to enable a letter stating access was not granted by TPC. Tree stumps on the site were beginning to re-grow, and eco-plugs were planned for the New Year.

Nature reserve: Woodland thinning: Awaiting quote from M Dunn for this work, and Cut & Collect of Blackthorn awaiting contact from K Roots.

It was **resolved that the report be received.**

430/19 Handover of Grove Rd PF Extension from CBC

The Clerk reported that there was no progress on this matter, and was still delving into emails and folders to find a likely candidate at CBC to chase.

RESOLVED that the Clerk continues efforts in contacting CBC to move this matter forward.

431/19 Review of Tree Survey Actions

The tree survey of July 2019 was reviewed and discussed. Items of concern had been noted previously, although none of the work required was urgent. Items that were to be escalated:

Windmill Green Hedge- Hedge to be reduced in height for better management and growth.

Grove Rd PF Hedge - Hedge to be reduced in height for better management and growth.

Both projects will require outside contractors (height of hedge exceeds TPC equipment capability). Quotes to be sourced.

It was **resolved that the report be received and noted.**

432/19 Financial Comparison

A financial report from the RBS Financial software was discussed, with a further conversation around Ear Marked Reserves. The clerk reported that the EMR report would be made available to Councillors the next morning (*Completed*).

The report was received and noted

There being no other business the meeting closed at 9.06

Signed D. M. Webb Date 20.01.20