MEETING OF THE AMENITIES COMMITTEE

Wednesday 13th November 2024 at 6:30pm (Postponed from 29th Oct)
Small Meeting Room, Old School Building, Main Street

DRAFT MINUTES

Present: Cllrs G Hadjigeorgiou (Chair) P Hyde (Vice Chair) Y Greenfield and H Chadbourne-Doyle
In attendance: J Sherrin (Clerk) D List (Grounds & Amenities Manager) and Chair of the Garden Holders' Association (GHA)

AM24/458 **Apologies for Absence** – Cllr R Fife

AM24/459 **Declarations of Councillors' interest for items on the agenda** – Cllr Hyde has an allotment

AM24/460 **Minutes of meeting held on September 3rd 2024** – Approved as a true record and signed by the Chair

AM24/461 **Trees Survey –** Update on survey booking – D List to chase, not yet booked in.

AM24/462 **Allotments**

(i) Garden Holders' Association – Update provided by GHA Chair. Lawn mower and strimmer have been donated to the GHA. Faster liaison / action with tenants over plots in poor state discussed. Agreed to for working group to be set up (to include Deputy Clerk, GHA Chair + 2 councillors). Group to discuss detail and propose any possible changes to tenancy agreement for review by the Committee at the next meeting. Chair of GHA to provide Clerk with insurance details. RFO/Ops manager to organise Risk Assessment. Plot numbering posts – D List to take photos for next meeting.

(ii) Proposal for installation of storage shed for GHA tools considered. Agreed in principle, providing non-permanent foundation was used. Metal shed from existing plot discussed as a possibility. GHA to explore options.

(iii) Possibility of open day in spring 2025 reviewed. Agreed plots not ready yet, but are getting there. GHA to seek opinions of tenants.

(iv) Request for interview by BJTV to showcase allotments considered. GHA and Councillors happy to chat to BJTV. Deputy Clerk to organise.

(v) Clearance of Plot 34B – Skip to be ordered to clear. Request for additional skip to be supplied by Parish Council for use by all tenants agreed. GHA chair to liaise with Deputy Clerk to agree dates for both skips. Request made to budget for 1 or 2 skips to be provided by the Parish Council next year (in addition to skip funded by GHA). Agreed for 3 inspections to take place each year, with Chair and Vice Chair of Amenities, Chair of GHA and Deputy Clerk. Deputy Clerk to organise next inspection date.

AM24/463 **Roberts Recreation Ground**

(i) RoSPA report – RFO/Ops manager due to meet D List at playground on Friday 15th November to be brought up to date with quotation requirements. Clerk to provide copy of RoSPA report to RFO/Ops manager.

(ii) Equipment and maintenance – Spinner still causing problems. G Hadjigeorgiou to email supplier and copy Clerk into correspondence.

AM24/464 War Memorial

(i) Ramped Access – Emails from residents and History Society raising concerns over installation of a ramp reviewed. Clerk to arrange to meet them on site with Cllrs Hyde and Hadjigeorgiou and D List. If temporary ramps are to be used instead, will need to be appropriate to site and risk assessed. War Memorials Trust to be contacted by Clerk for guidance / possible grant.

(ii) Bench refurbishment / treatment now completed by local residents with grateful thanks from the Parish Council.

AM24/465 Cemetery

(i) Memorial bench – Information requested from resident received and reviewed. Agreed as one-off to install the proposed bench in the garden of rest. Must be fixed. Clerk to advise resident of outcome.

(ii) Laurel hedge cut-back for Chestnut Grove – D List advised that one neighbour would like the hedge kept high and the other would like same height as trimmed section. D List to liaise with residents. Clerk to respond to emails.

(iii) Portacabin ceiling – D List to repair with Assistant Grounds Person as 'wet weather' job.

(iv) Wall – Quote for damaged wall received. D List to seek a further quote.

(v) Headstone replacement following fallen branch – Quote received and approved. Deputy Clerk to action and advise resident.

(vi) Request to installation of war grave sign at cemetery entrance considered and approved. Clerk and D List to meet History Society Chair to agree location. Clerk to make application.

(vii) Concerns raised by Stockinger House resident regarding possible drug-taking in cemetery were considered. PCSOs to be alerted in next meeting with them. Resident to be advised to call 101 if they witness it.

AM24/466 The Grove

(i) Memorial beech tree planting - Mountain Ash to be purchased instead of beech tree and planted in next 2 weeks. Resident to make donation.

AM24/467 Old School Building Maintenance

(i) Drainage – Fee proposal reviewed. D List advised local specialist has offered to conduct survey. Details have been provided to him. D List to action.

(ii) Storage – Update on brass band storage – alterations to shelving not yet carried out. Noted there is no room for storage for Climate Action Group – Clerk to advise.

AM24/468 Information update – Cross Keys – to recommend to be added to Asset of Community Value register again.

AM24/469 Date of next meeting – 20th January at 6:30pm

Signed: _____ Date:_____

Chair of Amenities Committee