

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE OPEN SPACES & AMENITIES COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 15TH NOVEMBER 2010

PRESENT: CLLR MRS J THWAITES (CHAIR), A R MULCUCK (VICE-CHAIR), P HATCHER, MRS B HOUGHTON, B STONE AND MRS A THROSSELL
MR N SAUNDERS (GROUNDS SUPERVISOR), MRS N GREENAWAY (ADMIN. ASST)

360. **OPENING OF MEETING**

The meeting was opened by the Chair at 7.47pm.

361. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllr Newman. The previously notified reason for absence was recorded in the absence book ref. 94 and **ACCEPTED** and **APPROVED**.

362. **DECLARATION OF MEMBERS' INTERESTS**

Cllr Mrs Thwaites declared a personal interest in item 368 Allotment Matters as her husband has an allotment. Cllrs Mrs Thwaites and Mulcuck declared a personal interest in item 366 Estimates for Financial Year 2011/12 as the cost of water used by the bowls club was to be discussed and they are both members of the bowls club.

363. **FINANCE**

(a) **Financial Analysis**

The Financial Analysis which had previously been **CIRCULATED** was **READ** and it was **NOTED** that at just over half way through the year the Committee was well within its budget.

(b) **Replacement of lighting over bench in workshop**

It was **NOTED** that the existing lighting over the workbench had failed a recent Electrical Inspection test. As a result a quotation had been obtained to replace the lighting for £160.00 plus VAT.

RESOLVED to accept the quotation of £160.00 plus VAT from Grogans Electrical Services to replace the lighting so that it meets the correct safety standard.



364. **ITEMS BROUGHT FORWARD FROM LAST MEETING**

- (a) Seat in front of St Peter’s Court [Page 130, Item 302(c)]

It was **NOTED** that the Grounds Staff have prepared the area and it was almost ready for the installation of the new seat.

- (b) Snow Clearance using a snow plough [Page 130, Item 302(d)]

It was **NOTED** that the Administrative Assistant had e-mailed Peter Lott as suggested by Cllr Stone but no response had yet been received. He suggested contacting Andy Cochrane if no response is received within a week.

At the last meeting the provision of salt bags to Parish Councils in the event of extreme weather was discussed and as a result the Grounds Supervisor advised that he and his staff would be happy to grit priority areas.

RESOLVED a list of priority areas needs to be prepared.

- (c) Tarmac Area in front Goal End [Page 130, Item 302(e)]

It was **NOTED** that the independent play area inspector will visit the parish office this week and will give her opinion on the quotes for the tarmac area and the safety surfacing required below the monkey bars of the wooden play equipment to ensure they are what is required to meet current safety standards.

- (d) Barbed wire, holly bush & steps onto recreation ground [Page 130, Item 302(f)]

It was **NOTED** no update was available as the solicitor had not been available to consult further on this issue.

ADJOURNMENT

Mr J Sellick of 45 Bradbourne Lane, attended in connection with an amendment to a planning application at his property. Members advised Mr Sellick that the plan had been discussed at the Planning Meeting which had already taken place but that there was no objection. Mr Sellick thanked the Council for their time and left the meeting.

365. **MACHINERY REPORT**

The report was **CIRCULATED** at the meeting and discussion took place. It was **NOTED** that the Allen Scythe has not been used and it would be worth either selling it or purchasing new attachments so that it could be used. The Grounds Supervisor will investigate this and the best option will be included in the five year plan in the future.

It was also **NOTED** that a new hedge trimmer and strimmer was required.

RESOLVED if sufficient funds are available from this year’s budget towards the end of the financial year to purchase a new hedge trimmer and to include the purchase of a new strimmer on the five year plan.

Cllr Stone commented that the Grounds Staff had carried out an excellent job in carrying out the majority of the maintenance of the equipment and all members joined him in thanking Nigel and his staff.

366. **ESTIMATES FOR FINANCIAL YEAR 2011/12**

The suggested estimates for the financial year 2011/12 were **CIRCULATED** and **READ**. It was **NOTED** that a saving of over £6,000.00 would be made on last years figures. It was **FURTHER NOTED** that this was mainly attributed to a reduction in staff costs, although other areas had been reduced where possible and the expected income had increased slightly.

It was also **NOTED** that more income was expected as reimbursement for water from the bowls club as they had been charged incorrectly for last year's water consumption, due to an error in the calculation. This has now been rectified and the bowls club sent an invoice for the arrears.

RESOLVED to **RECOMMEND** to the Finance and Administration Committee the following estimates for the Open Spaces and Amenities Committee for the Financial Year 2011/12:

Income	
Lease Fees	150.00
Energy Reimbursement (Guides)	50.00
Pitch Marking	400.00
NRRG Energy Reimbursement	100.00
Castle Colts FC	210.00
RKP Utd (2 teams)	420.00
Cricket Pitch Fees	450.00
Maidstone Utd	94.50
Ditton Utd	-
Ditton Vets	-
Ditton Minors	189.00
Holtwood Rangers	493.00
Bowls Water	250.00
Multi Sport Fees	5,000.00
Casual Ground Hire	-
* Cemeteries and Churchyard *	1,416.00
School Grounds Maintenance	5,203.00
Footpath Maintenance	622.00
Allotment Rents	240.00
	15,287.50
Expenditure	
Staff Inc.Admin	68,071.29
Overtime	1,000.00
NIC Employers	4,200.00
Superann. Employers	10,809.78
Training	500.00
Mentor Services	932.00
Cedar Room Rates	380.00
Water	450.00
Electricity/Energy	1,800.00
Sewerage	50.00
Telephone (for alarm)	200.00
Property Maintenance, Security, Seats, Notices, Litterbins	2,000.00

Play Area Security Locking	300.00
Hire of Machinery	600.00
Machinery Fuel	850.00
Machinery Repairs/Services	2,500.00
Contingencies	1,175.00
Allowance for Tractor Loan Repayment	2,400.00
Water Dispenser	200.00
Christmas Lights Competition	25.00
* Church Floodlighting *	250.00
War Memorial	250.00
Hanging Baskets	200.00
Street Lighting Maintenance	100.00
Street Lighting Energy	100.00
Street Lighting Repairs	100.00
Provision of Salt	-
Rabbit/Pest Control	150.00
MUGA	500.00
General Treatments	1,000.00
Football Pitches	550.00
Cricket Square	450.00
Bowls Club/Water supply	80.00
Fencing Repairs	500.00
Play Ground Repairs	1,000.00
Village Green Costs	100.00
Best Kept Garden Competition	250.00
Trees	600.00
Protective Clothing	300.00
Tools	300.00
<i>* Upkeep of Churchyard *</i>	<i>250.00</i>
Allotment Refuse	150.00
Allotment contingencies	100.00
Quarry Maintenance	1,000.00
School Clock Repairs	200.00
Intruder Alarm Maintenance/Key Holding	250.00
Total Expenditure	107,173.07
Less Income	<u>15,287.50</u>
	91,885.57

- * A discussion took place on the budget received for the church and the amount paid to the church for its upkeep and floodlighting.

RESOLVED TO RECOMMEND

THAT THE ENTIRE BUDGET RECEIVED FROM TMBC FOR THE CHURCH SHOULD BE PAID TO THE CHURCH AND THEN THE PARISH COUNCIL SHOULD INVOICE THEM FOR ANY WORK CARRIED OUT BY THE PARISH COUNCIL'S GROUNDS STAFF.

Cllr Stone said the Committee and Committee Clerk had done a good job in continuing to reduce expenditure and increase income year on year.

367. **FIVE YEAR PLAN**

A draft Five Year Plan was **CIRCULATED** and **DISCUSSED**.

RESOLVED the five year plan for this committee is as follows:-

ITEM	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
<u>PRIORITY 1</u> Extension to tarmac area for goal end (raised as trip hazard on annual inspection)	£5,000.00				
<u>PRIORITY 2</u> NOTICE BOARDS - Bradbourne Lane - Woodlands Parade - Others	£700.00	£700.00	£1,400.00	£1,400.00	
Strimmer	£400.00				
RESURFACING OF PATHS AT NRRG			<i>TO BE ADVISED</i>		
CONTAINER				£900.00	
FENCING PROJECTS:					
FENCE FOR NEW ALLOTMENTS WHEN EXTENSION COMPLETE		<i>TO BE ADVISED</i>			
TOP TRACK FENCE & GATE			£1,070.00 £ 625.00		
NEW ROAD REC SECTION ADJACENT TO GARDENS ACCESS GATES TO BE FUNDED BY RESIDENTS - £425.00 EACH				£2,250.00 <u>£1,985.00</u> £4,235.00	

368. **ALLOTMENT MATTERS**(a) Autumn skip

It was **NOTED** that the skip is in place. It was **FURTHER NOTED** that an allotment holder had requested that the bags be put out as well, as it had been previously stated that bags would be

put out prior to the skip when the decision was taken last year to reduce the skips to one per year.

Discussion took place on the provision of bags and it was felt that although this was beneficial when they were left out when several skips per year were provided it was not necessary now that only one skip is provided as items can be put straight into the skip.

RESOLVED bags will not be provided in future, only the skip.

369. **TREES IN THE VILLAGE COMPETITION**

The Chair **REPORTED** that this Council received a Highly Commended Award and was placed in the top twenty villages in Kent. It was **NOTED** that the judges remarked on the wealth of interesting trees in the village and gave advice on maintenance of trees in certain areas. Cllr Muluck was thanked for escorting the judge.

RESOLVED where trees are located on private land to advise the landowners of the maintenance recommended in the report.

370. **CHRISTMAS LIGHTS COMPETITION**

RESOLVED the Chair and Vice-Chair will judge this competition during the week commencing Monday 20th December 2010 and an article will be placed in the gazette to notify residents.

371. **CORRESPONDENCE FOR DECISION**

Mr & Mrs Hawksworth:

- Request to trim trees on Community Centre Verge next to their property

A diagram of the trees in question, drawn by the Grounds Supervisor, was CIRCULATED. The recommendation to remove the larger trees and replace with smaller ones was discussed.

RESOLVED TO REMOVE THE TWO LARGE CHERRY TREES AND REPLACE WITH SMALLER ORNAMENTAL PEAR TREES BUT TO ASK THE RESIDENT TO ACCEPT THE REMOVAL OF THESE TREES MAY RESULT IN MORE NOISE FROM THE CENTRE. ALSO TO ASK EMR IF THEY WOULD BE ABLE TO DONATE TWO SMALL ORNAMENTAL PEAR TREES.

372. **CORRESPONDENCE FOR NOTING**

The Vice-Chair will **READ** the following item and **REPORT** any items of interest at the next meeting:

- NSALG: - Allotment & Leisure Gardener, Issue 4 2010

The Chair will **READ** the following item and **REPORT** any items of interest at the next meeting:

- Open Spaces Society: - Open Space – Autumn 2010

373. **CLOSURE**

The meeting closed at 9.25pm.

Chairman
6th December 2010

