

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE OPEN SPACES & AMENITIES COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 19th JUNE 2017**.

PRESENT: CLLRS A PIPER (CHAIR), MRS J THWAITES (Vice Chair), MRS A THROSSELL,
MRS J DEARDEN, P DALTON, A MULCUCK, R PRICE
MR N SAUNDERS (Grounds Supervisor)
MR L HAYWARD (Groundsman)
MRS P ALEXANDER (Administrative Assistant)
MRS N GREENAWAY (Clerk to the Council)

99. **OPENING OF MEETING**

The meeting was opened by the Chair at 8.05pm.

100. **APOLOGIES FOR ABSENCE**

There were no apologies.

101. **DECLARATION OF MEMBERS' INTEREST**

Cllr A Piper and Mrs J Thwaites declared a personal interest in Item 106 as they keep allotments.

102. **FINANCE**

(a) **Financial Analysis Month 1**

The previously **CIRCULATED** financial analysis was **READ** and **NOTED**. Some queries regarding the slipped forward minus figure budget codes and MUGA key deposits were discussed which the administrative assistant would seek answers to and bring back to the next meeting.

(b) **Machinery Register Update**

The Chair introduced Lee Hayward, Groundsman to the meeting after informing the Members there was going to be a change in how the Machinery Register would be kept in future. He further went on to say that many of the larger items of machinery were now advancing in years and were beginning to suffer frequent break downs.

Lee updated the meeting on the setting up of a service schedule for all current machinery and the current issues with the Kubota cutting deck. He also recommended that if any new machinery is purchased in the future that a check on the cost and availability of parts, labour and servicing is undertaken first.

The Grounds Supervisor interjected that there was not a problem with the ride on mower part of the Kubota which is still in use with the trailer. The issue was with the cutting

deck attachment.

It was **NOTED** that a quotation had been received to repair the Kubota cutting deck as it was needed now in the height of the growing season.

There followed a discussion around the budgets and 5 Year Plan details for the machinery and the inclusion of a depreciation charge linked to the value of the machines

RESOLVED for all liabilities on the Open Spaces & Amenities budget to be listed with the F&A Committee bringing those and other Committee's interests together.

RESOLVED for Lee to produce the schedule to include the current condition of all machinery which will be taken for consideration to the next Estimates Meeting when budget setting.

103. **GROUNDS WORK UPDATE**

The Chair introduced this as a new standing item on the agenda which will give a regular update to the work undertaken by the Grounds Staff. A tighter schedule of works was being devised to bring more clarity to the work performed by the Grounds Staff.

Nigel reported on the works undertaken in the last few weeks and of the newly instigated weekly meetings taking place with the Grounds Staff and Administrator which were going well. Works undertaken included the hanging baskets being delivered and displayed, the cutting schedule which had been hampered by the gang mower and Kubota cutting deck breakdowns, hedgecutting and footpaths second cut.

RESOLVED that future reports would be available to be circulated with the agenda.

104. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETINGS**

- (a) Footpath Protection (Open Spaces Society) Update (Apr 2017, Page 254, Item 559(a))

A new walk had been identified and it was agreed that Cllrs T Mulcuck, Mrs A throssell and Mrs J Thwaites that they would meet on Tuesday 27th June at 10am.

- (b) Public Spaces Protection Order (PSPO) Consultation (Apr 2017, Page 254, Item 559(b))

It was **NOTED** that no update was currently available for this item.

105. **RECREATION GROUNDS MATTERS**

- (a) New Play Equipment for New Road Recreation Ground – Sub-Committee Update (May 2017, Page 24, Item 54(a))

The Administrator updated the meeting on the works starting that day and would be completed within 2-3 weeks depending on weather. Stand alone CCTV quotations had been sought and would be available for the next F&A Meeting.

- (b) Annual Multi Sports Booking Review (May 2017, Page 24 Item 54(b))

It was **NOTED** this item was still ongoing.

- (c) Recreation Ground – Large Event Fees (May 2017, Page 24, Item 54(c))
There was further discussion over concerns of the low level of charge applied to large event hirers by the Open Spaces and the Community Centre Committee members. It was **NOTED** that new Terms and Conditions were still a work in progress for both the Community Centre hirers and Large Event Open Spaces users.

It was decided to reform the Review Sub-Committee to review this issue once more.

RESOLVED to reconvene the Review Committee with Cllrs A Piper, R Price and P Dalton to meet on Wednesday 28th June after the F&A meeting to formulate a proposal to the Full Council Meeting in August 2017.

RESOLVED that to completely eliminate the confusion around whether cars entering the car park are charged for car parking or for a programme, that programmes can only be sold on the recreation grounds.

- (d) Request for the use of KBRG for a 6th Birthday Football Party

RESOLVED to accede to this request subject to a signed disclaimer.

106. ALLOTMENT MATTERS

- a) Review of Tenancy Agreement (May 2017, Page 25, Item 55(a))

The Administrative Assistant circulated information regarding Allotment Law and the proposed amended tenancy agreement. Further terse discussion was had around the costs of administering the allotments.

Cllr T Mulcuck chose to leave the meeting at this juncture at 8.48pm.

RESOLVED to circulate the amended Tenancy Agreement with the agenda for the next Full Council Meeting for a final discussion and decision on this issue.

- b) Allotment Toilet & Shelter Update (May 2017, Page 25, Item 55(b))

It was **NOTED** that DATS would be applying for the Big Lottery in their own name.

- c) DATS New Secretary/Liaison

It was **NOTED** that the new Secretary of DATS had called into the Parish Office to introduce herself and discuss some ploholders allotment issues. It was proposed that a liaison be formed between the Secretary and Administrator for first touch allotment ploholder issues of DATS members.

RESOLVED that in the first instance any breaches of DATS members tenancy issues be discussed and peacefully resolved with the Secretary of DATS subject to the DATS Chairmans agreement.

107. QUARRY LNR MATTERS

The Administrator in the absence of Chair of the Sub-Committee, updated the meeting on recent events within the Quarry:

The previously circulated complimentary review from a participant and a thank you from Medway Valley Countryside Partnership to the Parish Council for allowing the use of the Quarry for the very well attended 'Plant Hunter Walk' was **READ** and **NOTED**.

A site meeting had taken place to discuss a management plan for the area to the rear of the allotments and residents of Ragstone Court. It was agreed to incorporate this area into the Annual Walkabout Meeting in September. It was also proposed to ask the allotment holders for volunteers to help clear the allotment perimeter to allow access for a machine to enable the grounds staff to keep it clear.

The resident of No 29 Ragstone Court had contacted the Parish Office regarding the Quarry trees to the rear of her property.

RESOLVED to incorporate the tree trimming request with a site visit into the next Parish Tree Survey.

108. **TREES**

The Chair updated the meeting regarding Emergency Tree Works undertaken on the Ash tree on the corner of New Road and St Peters Road due to health and safety issues as the top branch had snapped. It was **NOTED** that the cost had been £360 with a further £360 required to further reduce and reshape.

It was also **NOTED** that the tree works in the Bradbourne Lane Land had been scheduled for Monday 26th June.

109. **CORRESPONDENCE FOR DECISION – GENERAL**

(a) Ditton Church Pre-School – Request for a nature trail visit to Bradbourne Lane Land

RESOLVED to accede to this request subject to a signed disclaimer and a copy of the appropriate liability insurance and risk assessment.

110. **CORRESPONDENCE FOR NOTING**

The following correspondence was **READ** and **NOTED**.

<u>Environment Agency</u>	2017/18 Medway Estuary and Swale Strategy Update
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<u>Kent County Playing Fields Association</u>	Newsletter June 2017
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111. **CLOSURE**

The meeting closed at 9.05pm

Chairman
3rd July 2017