

**REPORT of the Meeting of the Playing Fields and
Cemetery Committee held 19 January 2017**

Present: Cllr: Clive Parkinson (Chairman)

Cllrs: Angela Symonds
Lesley Tuck
Bob Griffin
Pam Shipp
Jayne Stansfield

Jack Hainsworth (St. Mary's Church)

Judith Hurford (Tree Warden)

Clare Nelmes (Town Clerk)

1. **TO RECEIVE ANY APOLOGIES FOR ABSENCE**

Cllr Gail Whitehead (work commitment)

Cllr Helen Harrison (work commitment)

2. **TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST**

None

3. **TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC**

Judith Hurford attended to provide an update on tree planting works and the programme for the future. She has been looking to undertake some tree planting on Oakleaze Green and had been referred to this committee from the Environment Committee to ensure that any tree planting wouldn't interfere with any future plans that this committee may have for the site.

The Chairman outlined that the committee was looking to install a path across the site and in the longer term may also look to explore putting a toddler play area on the site. The committee felt that it was important that neighbours were consulted about all works potentially planned for the site. The tree warden provided the clerk with a plan of the site and potential location of new trees to explore whether there would be any conflict. The Committee thanked the tree warden for all her hard work.

4. **TO RECEIVE AN UPDATE ON ANY OPERATIONAL ISSUES OR
MATTERS ARISING FROM REPORT OF MEETING OF 24.11.16 NOT
CONSIDERED ELSEWHERE ON THE AGENDA**

Matters arising from the report of the meeting of 24.11.16 were covered by agenda items.

The clerk reported that works at various sites required our grounds staff to be able to use a chainsaw. It was therefore necessary for the town council to invest in a suitable chainsaws, staff training and the necessary personal protective equipment. Quotations for this have been gathered by the Clerk and it was AGREED that £1600

be used to provide the necessary training and equipment from this years tools and equipment budget.

5. **TO RECEIVE A GENERAL REPORT ON ST. MARY'S CLOSED CHURCHYARD**

The Clerk reported that she had met with the Church Warden and our Grounds Supervisor to investigate the works required in St Mary's Churchyard. Following the site visit a winter works programme has been agreed that would require approx 2 days of staff time and the hire of a chipper to complete.

The Clerk was also arranging for a tree surgeon to advise on maintenance works to a number of trees located within the churchyard.

A revised process for inspecting and recording the graves, memorials and tombs safety inspections has also been agreed.

Jack Hainsworth commented that the meeting had been very helpful and thanked council for their support. The Holy mowers would be starting up again shortly for the new growing season.

6. **TO RECEIVE AN UPDATE FROM THE CLERK ON FOOTBALL FACILITIES AT THE MUNDY PLAYING FIELDS:**

It was agreed to move this agenda item forward to accommodate Toni Watola and Richard Shorey who were in attendance on behalf of the football club.

a. Development of pitches at Poulterbrook

The development of the pitches at Poulterbrook is progressing well and our grounds staff are now undertaking all of the maintenance. It is likely that the pitches will be playable from the beginning of the football season in August.

b. Football facilities around the main pitch

Planning permission for the facilities around the main pitch has been submitted and a decision is awaited.

Following the circulation of the draft usage agreement the football club proposed to transfer ownership of the new facilities (stand, dugouts, fencing, lighting and path) to the town council who would then be responsible for insuring them and their ongoing maintenance and security. The implications of this offer were discussed and it was AGREED to transfer ownership on satisfactory completion of works. The town council also agreed to work with the club on replacement of said facilities when the time comes.

Due to the tight timescales that the club is working towards in order to meet league deadlines the committee also gave permission for the pathing works (which do not require planning permission) to be started as soon as the specification was agreed with the clerk in order to have the paths in place by end of March.

c. Football Club usage agreement

The draft user agreement was discussed and it was AGREED that this be amended to reflect the changes discussed earlier in the meeting. The signing of the formal agreement was delegated to the Clerk in conjunction with the Committee Chairman in order to progress this as soon as possible.

7. **TO RECEIVE AN UPDATE ON APPLYING FOR A PREMISES LICENCE FOR THE MUNDY PLAYING FIELDS**

The Clerk outlined the situation regarding the licensing of large events taking place on the Mundy Playing Fields and the changes that were now necessary. The Clerk

proposed that town council apply for a premises licence for the whole site and range of events that take place, with the clerk acting as Designated Premises Supervisor. The implications of this and how event organisers could be held accountable to any licence conditions was discussed. It was AGREED that the Clerk meet with event organisers to draft a premises licence application and report back to the committee

8. **TO RECEIVE AN UPDATE ON ISSUES REGARDING ACCESS TO PUBLIC RIGHTS OF WAY DURING EVENTS ON THE MUNDY PLAYING FIELDS**

Following a meeting with South Gloucestershire Council it has been agreed that the Festival Committee will apply for the footpaths on site to be closed on the day and for the entrance gates for the event to be moved to The Close.

9. **TO RECEIVE AN UPDATE ON THE SKATEPARK PROJECT**

The Clerk had met with representatives of the working group to establish a project plan and to get advice on funding to develop the facilities. It was hoped to purchase seats, bins and undertake works to improve the boundary this financial year. The development of a cafe/youth work base would be the first phase, whilst the development of an extended skatepark was costed as a later phase. The Clerk was waiting to hear back from South Gloucestershire Council about progressing a lease for the whole site.

10. **TO DISCUSS OPTIONS FOR THE MUNDY PLAYING FIELDS CARPARK**

The current poor condition of the car park and need for refurbishment was recognised. The Clerk has been asked to get further quotations for works to resurface the existing car park, driveway and area to the front of the pavilion as well as a potential carpark extension. A half tarmac, half gravel option to reduce overall cost would also be investigated. Due to the high cost of these works it is likely that the project would need to be phased and spread over several financial years. It was agreed that the tennis club should be approached for a contribution towards these works as their users make use of the carpark. The location and function of the security gate would also need to be reviewed.

11. **TO CONSIDER A REPORT FROM GLOUCESTERSHIRE PLAYING FIELDS ASSOCIATION ON THE CONDITION ON PLAY AREAS AND PLAYING FIELDS AND TO CONSIDER RECOMMENDATIONS AND OPTIONS FOR REPLACING AND UPGRADING PLAY FACILITIES**

The Clerk outlined the current issues regarding the condition and maintenance of play equipment.

It was agreed to investigate costs for replacing the slide and rocket which were due to be removed from the Mundy Playing Fields.

As a first phase of refurbishment at the Mundy Playing Fields works to enhance the splash pad and toddler area would be explored.

A range of other maintenance works were in hand to replace swing seats, the basket swing at the Mundy Playing Fields and Eastland Ave and the replacement of disabled swings.

The clerk would be exploring the costs for the replacement play area programme, potential s106 funding and the phasing of works.

12. **TO RECEIVE ANY URGENT CORRESPONDENCE**

None