



BOX PARISH COUNCIL

MINUTES OF AN MEETING OF THE PLAYING FIELDS MANAGEMENT COMMITTEE HELD ON 2nd DECEMBER 2024

Present: Councillors: B. Walton (Chair) M. Tye (Vice Chair); T. Walton; R. Bean; H. Parker; Ms. G. Potts – Box Allotment Group; Mr. K. Derby – Bowls Club. J. Welsby & K. Fryer – Cricket Club.

Ms. H. Barbrook (Asst. Clerk)

- 1. Apologies:** Cllr. R. Bolton ; Cllr N. Ingledew
- 2. Public Question Time:** No members of the public present.
- 3. Declaration of Interests:** There were no declaration of interest relating to items on the Agenda.
- 4. Minutes of the Meeting held on the 7th October 2024,** The Minutes of the Meeting held on 7th October 2024 were amended as follows 4. e) Recommendation: Difference of £883.60 to be repaid to the Bowling Club as per previous agreement. Remove 'as per previous agreement.'

The minutes were then agreed as a true record.

Matters Arising:

- a. **Play Areas:**
Community Playground Development Group: No update as the group has not met recently.

ROSPA resistograph result for cantilever tyre swing:

All agreed that separate costings are needed for:

- Repair or replacement of the equipment
- Labour
- Materials

Suggested to seek a quote from Ashey Rich

Action: Asst. Clerk

ROSPA portal

Asst. Clerk reported that for 2 play areas subscription would cost £95 plus VAT. Need to check portal will operate on an android tablet. All agreed to request a demonstration of the portal.

Action: Asst. Clerk to organise a demonstration of the ROSPA portal with Open Spaces Worker in attendance.

Post minute note; the portal will not work on android device so not to book demonstration

Correspondence from C. Williams suggesting that Box P.C. also consider installing adult exercise equipment. All agreed that currently have enough to consider revamping existing play areas; suggestion that C. Williams be asked to join Playground Working group.

Action: Cllr. R. Bean to respond to C. Williams.

ROSPA training course

Action: Asst. Clerk to attend and book via WALC

b. Allotments:

Update from allotment representative:

G. Potts reported that the gates are still a problem; top gate permanently open and the gap adjacent to the bottom gate has been widened by vandalism.

Discussed last meeting's decision to put in place a dead hedge, wired to hold in place, adjacent to the stream boundary to help block access points next to bottom gate.

Action: Cllr. M. Tye to liaise with Community Payback team to assist the Open Spaces Worker in installing the dead hedge.

Cllr. R. Bean yet to talk to Head of Box School about raising the netting on top of their fence to prevent balls coming into the allotments.

Action: Cllr. R. Bean to report back at the next Committee meeting.

All agreed to get quotes to redo posts to the top gate and make it secure. Suggested to go back to Corsham Patios and Fencing who carried out the original work.

Action: Asst. Clerk to obtain quote.

Willow T19: Cllr. B. Walton has identified the address where the willow is situated.

Action: Asst. Clerk to write to resident requesting information on whether they intend to reduce tree canopy and highlighting potential health and safety issue for allotment users.

Allotment condition:

4 b) Has been cleared – monitor

7 c) Has been cleared – monitor

7 d) Terminate tenancy – tenant had indicated that due to a change in their circumstances they may not continue

8 b) Terminate tenancy as no response to previous written letter

9 b) Tenant has had it cleared and covered; now has a broken foot - monitor

10 a) Check with tenant as contacted in August; condition now poor again depending on outcome terminate tenancy.

It was discussed and agreed to increase the allotment rental by 5% from January 2025. Letters to go out to allotment holders in December.

Action: Asst. Clerk.

c. Update on Lovar Garden:

Path adjacent to drainage cover is being washed away when drain overflows; Asst. Clerk confirmed that Wessex Water are happy to attend and have requested a what3words to confirm location.

Action: Cllr. R. Bean to supply Asst. Clerk the what3words to pass on to Wessex Water

The walkabout identified the following:

- Rake and even out path surface where flood damaged. **Action: Open Spaces Worker**
- Buy bulk bag of aggregate, also use this on school path. **Action: Asst. Clerk & Cllr. B. Walton**
- Cut back laurel regrowth. **Action: Open Spaces Worker & Community Payback team – Cllr. M. Tye to liaise with Community Payback team.**

d. Trees and hedges.

Budget for trees and hedges for 2024/5 was £4.5k; have spent £1,1677 so far therefore there is £2,923 left in budget.

Councillors considered the quote sent in from Tree Parts Ltd for all the proposed tree work particularly the high priority pruning. As there are not enough funds to cover all the high priority pruning it was agreed to request a reduced list to for high priority pruning to fit into remaining funds available for this financial year based on health and safety concerns. Also, could not agree to the single contract proposed by Tree Parts Ltd. for all the work listed despite the discount offered as there would not be enough funds either in 2025/6 budget.

Action: Asst. Clerk to liaise with Tree Parts Ltd. on a reduced schedule for 2024/5 budget of high priority pruning based on health and safety issues.

Veteran Tree Notice Board

Decided on walkabout to use strong magnets instead of Perspex to instal board.

Action: Cllr. T. Walton to provide information on magnets to be purchased to Asst. Clerk.

Mill Lane Hedge

Agreed on walkabout that Open Spaces Worker will cut the hedge with the assistance of the Community Payback team.

~~**Action: Open Spaces Worker and Cllr. M. Tye to liaise with Community Payback team.**~~

e. Bowling Green:

K. Derby queried what financial figures are required. The Bowling Club made £3k profit this year and need to have monies in their account so they can fulfil any liabilities and ensure that there is no financial liability for the P.C.

The Bowls Club liaise regularly with ASMC whose work they are happy with and when there is work outside the routine maintenance schedule they seek quotes from them first.

There has been a change of personnel in the Bowls Management Committee which has a new perspective on the future and could consider options such as a peppercorn rent. Also now have a grants and fundraising officer.

The PC has budgeted for a 5% increase in the contract with ASMC, though we don't have actual figures yet. Any rise in costs will be on the monthly invoices which will be passed on to the bowls club. A meeting needs to take place in March 2025 to discuss the contract renewal. The Bowls Club is committed to coming to an agreement that secures an outcome that meets the needs of all interested parties and to ensure there is no financial liability for Box P.C.

It was raised by a councillor that the Bowls Club should consider providing a guarantor to prevent Box P.C. having any financial liability. There was not a consensus that there was a great liability going forward. There is a cancellation clause in the ASMC contract if a lockdown situation occurred again.

Action: Asst. Clerk to arrange a meeting in early March 2025 with the Bowls Club, Box P.C. and ASMC during the day at the Pavilion to discuss future arrangements.

f. **Tennis Courts**

Query is it possible to transfer monies raised to Box P.C. bank accounts to gain interest.

Action: Asst. Clerk to check with Clerk.

So far confirmed £22,487 funds raised. Quoted for the resurfacing work need to go into the procurement matrix; Councillors commented they also need to see further warranty information from contractors to enable a complete comparison.

Recommendation: The Playing Fields Committee delegates the Tennis Working Group to complete the procurement matrix and present it to the Full Council meeting on the 19th December 2024 for a decision on which is the preferred contractor.

g. **Cricket Club**

The Chair stated that 73 'extra' hours had been spent on the Cricket Field during the last season. The Committee requested a copy of the ECB requirements; Cricket Club representatives reported that they have a recent report which indicates that the condition of the outfield is poor.

Action: J. Welsby to circulate report to Committee members.

Cricket Club representatives would like to look at the figures shared with them recently. They will also speak to the Revels Committee about the damage caused to see if preventative measures can be put in place. The Cricket Club made a loss last year; they need equipment especially following storm damage to nets; they are trying to obtain grants.

Action: Cllr R. Bean to coordinate a meeting with Cricket Club representatives; Open Spaces Worker, Chair of Playing Fields Committee and himself to discuss the matter further.

h. Signs on Recreation Ground

Quote from S. Tate total £123.50 accepted and agreed to go into 2025/6 budget.

i. Path lighting

Deferred Cllr. H. Parker to obtain a 3rd quote.

6. Walkabout – issues not covered on the agenda

- Clear weeds around tennis courts (especially upper) dig out trench put down membrane and gravel to create buffer zone, buy gravel **Action: Community Payback team/Asst. Clerk/Cllr. B. Walton**
- Replace basketball net and order spare **Action: Open Spaces Worker/Clerk/Asst. Clerk**
- More “carrots” for football pitch **Action: Clerk/Asst. Clerk**
- Rubble to pathway now removed by 5 Mead Villas; request update on wall being rebuilt and footpath reopened – **Action Asst. Clerk**
- Path lighting – to be done in 2025/6; could hire a mini digger and purchase sand to dig trench and work to be carried out by Open Spaces Worker. **Action: Asst. Clerk to request figures from Open Spaces Worker for hire of digger and cost of sand**
- **Bench sited at Tennis Court – to be restrained Action: Open Spaces Worker**

7. Climate Strategy Action Plan – Impact on Playing Fields and Pavilion actions:

Recycling Working Group update – still difficulties with people not using the recycling bins correctly; it is hoped that new signs indicating which items should be put in which bins will help.

8. Correspondence:

Item suggesting instillation of adult exercise equipment dealt with under play areas.

9. Items of report and future agenda items.

BMX track – all agreed that this has been dealt with and will await any update.

No future agenda items suggested.

10. Date of next meeting – 3rd February 2025

Chair

Meeting closed at 20.49 pm