

THE MINUTES OF A MEETING OF THE PLAYING FIELDS & PAVILION MANAGEMENT COMMITTEE HELD ON 28TH NOVEMBER 2022

1. **Present:** Councillors: B Walton (Chairman); D Wright; M Tye; H Parker; N Ingledew G Potts (Allotment); Janice Wright (Bowls)
2. **Apologies:** Councillors: S Parker; R Smith; M Carey (Annual Leave)
3. **Absent:** J Clifford
4. **Public Question Time:** Two members of the public were present and asked:
When in December will work be done on the Mill Lane hedge?
How high will the hedge be laid?
They were informed that their questions would be addressed later in the meeting.
5. **To consider any items raised by Allotment or User Groups:** discussed later
6. **Minutes:** The Minutes of 3rd and 24th October 2022 were taken as read by councillors present as a true record. They were not signed in the absence of the Parish Clerk. Signature will be dealt with and minuted at the next meeting
7. **Matters Arising:**
 - a. **Play Areas**
Spring for Bike: check with clerk whether ordered
Gate springs: to be flagged on jobs list
MT: asked for squeaky swings to be greased as a priority as they are annoying nearby folk
 - b. **Allotment Group**
GP: (who had attended the walkround) reiterated the need for the Plum trees to come down
There was a new, keen, allotmentee but some other allotments need to be assessed for acceptable standard.

It was confirmed Allotment 10b Plum trees to come down emailed instructions have been forwarded to Joel.
Allotment 10a was handed over Jun-22: but has not been worked. Holder to be asked by letter to bring 50% of the allotment under cultivation by 1st Jan or the plot will be reallocated. **Action: BW**
Combination lock to be sourced and put on gate. **Action: BW**
Allotment 7d New holder is applying themselves well to the task
Not pursuing hedge laying any further at bottom of allotments as too contentious, need to ask groundsmen to cut hedge at bottom of 10b this winter if they have time (personnel) **Action: BW**
 - c. **Update on Lovar Garden**
Bog garden is looking good.

Community Fund grant. Accessibility footpath **DW and IJ** pursuing materials acquisition. Once materials available Cotswold wardens can be programmed in. If not forthcoming via Wiltshire council, need to look at alternative sources. Will report back for Feb-23 meeting **Action: DW & IJ**

Bird and Bat Box. Chris Joel need Daniel Part to confirm siting, how and where to put them. Email them to confirm. **Action: MT**

Information Boards. **BW:** Printing firm requiring different images format, which has caused a delay and but would introduce extra cost. Now pursuing different route to convert .pdf to .eps (**post meeting note:** Encapsulated PostScript (EPS) is a file format that contains text and graphics-based instructions)

Small Bridge. David Moore of Men's Shed will meet **DW** to design the bridge.

Action: DW

d. **Trees and Hedges**

Hedge laying at Mill Lane

BW explained the background. There has been an issue with the hedge for a long time with the maintenance of the hedge on the recreation ground bordering Mill Lane. The responsibility of the entire hedge rests with BPC. As agreed at previous meetings a plan to renew the hedge by laying had been developed with the work to be undertaken by the Cotswold wardens. To confirm residents were content for these plans to go ahead a Letter was delivered to residents outlining the plans and asking for feedback. (BW/MC dtd 11 Nov 22 circulated to meeting). Five email replies were received from Mill Lane residents.

DW described the issue and how the work would be done and what growth would be expected. The problem involves a high hedge of hazel and hawthorn that borders the stream at the rear of the Mill Lane cottages: the hedge is on the Rec. The proposed work would lower hedge for seven years and be brought into a regime of cyclical growth and maintenance.

Of the various replies, there was no consensus, but privacy is an issue, and some want it not to be reduced beyond 8-10ft (2.4m - 3m); another to 2.4m; others recognised the need to manage or remove some growth.

IJ: Issues meant beyond ability to make a decision for this meeting; **BW** wants decision before nesting season in Spring 23.

DW: Further work proposed by residents was beyond the remit of CVW and they felt uncomfortable participating in efforts that might be considered contentious. Perhaps Community Playback (available in Dec-22 or from Feb-23) might be able to help with manpower: **DW** to investigate further.

BW: It is not beholden to the parish council keep the height at a particular height for the privacy of residents but will ask BPC Staff (Chris and Joel) what best height of the hedge should be for maintenance going forward and investigate costings for getting a contractor with a tractor with flail to initially reduce the height of the hedge, (to a foot below ultimate hedge height) though there is no money put aside in the budget Could possibly mulch the hedge with some woodchips to improve hedge health.

Meeting Closed for Ian Lonsdale to contribute: Been in house since 70s. Some of the ivy is very substantial and challenging to manage. A concern about a laid hedge is that when low, before growing back, it might only be regarded as a hurdle to be leapt, for example to retrieve a ball, and an accident might ensue due to the relative

difference of the height (depth) of the sides of the hedge and the hidden stream. Side note: means more maintenance for council staff

Meeting Opened.

Re: Concerns of mulched material being washed into the stream, **BW** proposed mulching on the rec side to prevent washing away into the stream.

In summary, CVW preferred not to be involved in projects that were contentious and withdrew their offer to undertake the hedge work, and in view of residents' concerns, Box Parish Council (BPC) were not able to go ahead.

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New Tree planting due to the potential disruption from planned work by Wessex Water an alternative location is required. It was agreed to continue a linear grouping carrying on from Roy Hodges memorial tree. **BW** to confirm with Paul and Ros Thomas a Feb-23 planting and ask for confirmation that suggested donation is OK.

Action: BW

Mulching of T9 was wet and went well

Veteran Chestnuts. 'School' tree. Management plan is being worked on and a consultation letter sent to stakeholders, with positive responses so far. A date for Daniel Part to do work needs to be confirmed; BW will need to order fencing to put in place after work is completed.

Action: BW

Posts for dead hedge. As hedge is not being laid now need to look at alternative coppicing materials from the Lovar. It would still be good to create a dead hedge so posts could put in so they are ready when coppice material is.

e. **Bowling Green**

Combination lock - existing lock is still working but a replacement is available if needed

2023 Charges. Were confirmed subject to final budget approval from full council

See item 8.i

Slabs. Brief by **DW**:

Option 1: Do-Nothing, but put-up warning signs

Option 2: Lift slabs and reset screed and concrete underneath and reset slabs

Option 3: Remove slabs and introduce membrane.

Option 1 must be done in the short term anyway, and Options 2 & 3 must be costed **DW** to bring costs back for Feb-23 meeting including investigating grants.

Action: DW

8. **Pavilion**

a. **Battery:** there is an intermittent fault. The contractor thinks it is a faulty lead, not the inverter. This is being chased by **IJ**

Action: IJ

b. **Lighting:** **Bridge Club** wants light at corner. **BW** has bought 12 solar lights to be fitted as a trial. To see if this resolves the lighting issue down Valens terrace footpath. Chris and Joel to fit.

Bowls Club. Lighting by gate. **IJ** to investigate quote for PIR

Action: IJ

Toilet Vandalism:

c. **CCTV** - no progress, check with Clerk.

Action: BW

d. **Stainless steel loo roll holder.** Check with Clerk

Action: BW

e. **Damage to kitchen counter:** on hatch side. **IJ** to look further

Action: IJ

- f. Cracked Window in Kitchen: £107.59 + VAT for replacement window. RESOLVED (below limit to go to full council. Single tender OK) **Action: BW**
- h. Imperial Cleaning Service: Notification that charge will be increased from £3,336 + VAT to £4680 + VAT per annum from Jan-23. BPC to investigate competitive tendering to benchmark cost of service. **IJ** suggested increasing the budget figure further to counter the risk of further increase to rolling contract. **Action: BW / Clerk**
- i. Hire Rate and Charges: Agreed to move to hourly basis rather than short / long and fewer than / greater than 26 sessions.
Recommendations to Council (BW):
- Hall £15 per hour
 £12.50 per hour for booking 10 or more sessions (or charity booking)
 More than 5-hour block booking: contact BPC for details for rate.
- Bowls Club Green: £10682.00 (NET £8,962 + VAT £1720.00).
Pavilion: £4580.40 (£3,817.00 + £763.40 VAT) 10% increase
- Football: £30 for Pitch
 £40 with Showers
- Tennis: £7.50/hour Adults
 £5/hour Kids
 £15/hour Coaching led
- j. Hall Booking Software: (Hall Booking Online) NI & BW to investigate, with presumption of integration with revised website. **Action: NI**
9. **Other Items for Business**
Tennis Court Haunching, still waiting for costings for this and resurfacing.
Risk assessments – need to go through this with Joel and update adding Bog garden.
10. **Climate Strategy:**
Recycling WG update: **HP** has bought replacement drawers for those stolen. **BW** proposed moving inside the library for security. **GP** (providing advice to meeting as Volunteer Librarian) not sure if Wilts Council would allow it. **HP** to enquire at Springfield. **Action: HP**
- Solar panels and battery for Tractor Shed. £8,000 put aside.
Climate Strategy group to investigate feasibility and viable alternatives to achieve the outcome (efficient and cost-effective generating and storing power for use in and around the tractor shed and associated equipment) and recommend to Buildings Group. Before Feb-23 **Action: HP / NI / BW / DW**
11. **Correspondence received** No further correspondence

12. **Items of report** No further items

13. **Date of Next Meeting:** Monday 6th February 2023

Chairman

Meeting closed at 2050