



# BOX PARISH COUNCIL

## THE MINUTES OF A MEETING OF THE PLAYING FIELDS & PAVILION MANAGEMENT COMMITTEE HELD ON 4<sup>th</sup> APRIL 2022

- 1. Present:** Councillors: B. Walton (Chairman); J. Clifford; I. Johnston; S. Parker;  
R. Smith; M. Tye; D. Wright  
Mrs Carey (Clerk)

Mrs. J. Collier (Box Bowls Club)  
Ms G. Potts (Box Allotment Group)

- 2. Apologies:** Councillor H. Parker; Mrs J. Warren (Bowls Club)  
The apologies were accepted.

- 3. Absent:** Nil

- 4. Public Question Time:** There were no members of the public present

- 5. Issue re publication of Agenda:** A query had been raised by a Councillor that as the Agenda had not been put on the website whether the meeting was still legal. In answer to this it was stated that the Agenda had been displayed for six days on the notice board outside the Council offices and therefore it was legal to hold the meeting.

- 6. To consider any items raised by the Allotment Group or User Groups**

Allotments: Discussed later in the meeting

Bowls Club: Discussed later in the meeting

- 7. Minutes:** The Minutes of the meetings held on 7<sup>th</sup> February 2022 were taken as read and were signed as a true record.

- 8. Matters Arising:**

- a. Play Area:**

Quotation to be obtained for the welding to the multi-play area in the Under 7s that was highlighted in the RoSPA report

Resister Graph testing to confirm the integral structure of the equipment – Waiting to hear from RoSPA with details on this

Gate to Under 7s: The gate had been fitted and a latch and spring lock purchased. The Groundsmen were putting down the Grasscrete and reseeding.

The picnic bench had been restored.

Future replacement of play equipment – Cllr Tye had met with a representative from Colerne Parish Council to discuss how they obtained grants for raising the standard of play equipment to include use by disabled children.

A working group to be set up with members of the public and the school. Cllrs Tye and Smith to take the lead on this.

**b. Allotments:**

It was stated that the allotments are still be used as a short cut by non-allotment holders.

The children had taken the large sticks from the dead hedge and used these to make a den but this had been destroyed and the materials spread over the allotments. It was felt that this is a Health & Safety risk as some of the material used had nails in it. The gate fastener had been damaged.

Cllr Walton agreed to speak to the children involved. It was also agreed that the Clerk should write to the school. Whilst the Council did not object to the building of dens it was considered a health and safety issue because of the materials that are being used and spread around.

A further letter to be sent to the local residents asking them not to use the allotments for access and to point out the issue with the children so that they would know that this was inappropriate.

The dead hedge would need to be reinforced so that the material could not be taken out. An alternate would be to use chestnut pailing until the hedge had been established. Cllr Walton will obtain prices for this.

The Silver Birch tree needs to be removed.

**Allotment Rules:**

The revised Allotment Rules had been circulated and it was **recommended** that these been adopted. The Clerk will send these out to the allotment holders.

**Allotment waiting list:**

Letters had been sent out asking allotment holders to reply if they have a garden or outside space that could be used in order to prioritise the allotments for those people who do not. Only seven replies had been received. Three people had confirmed that they had no garden or outside space; three people had stated that they had a garden but this was too small to use for vegetables etc and one person had asked to be removed from the waiting list.

**c. Update on Lovar Garden:**

**Pond:**

The pond was looking good. Several oxygenating plants had been put in and Cllr Walton had some further marginal plants.

It was suggested that one end of the circular walk round the pond could be closed off between the picnic table and the steps. Plants would need to be put in and there could be a "wildlife highway" with logs down to encourage wildlife. This will need to be discussed further and money put in the budget.

There needs to be a silt trap to catch the silt in the inlet pipe. Chris Drake was getting the brushwood berms together.

**Replacement bridge:**

This had been built and installed. Thanks were given to Cllr Tye for overseeing this and obtaining the grant funding. It was agreed to hold an opening ceremony over the Queens Jubilee weekend and Cllr Walton will speak to the Revels Committee about this. An article to be put in the Parish Magazine.

#### Information Boards:

A draft of the layout for the information boards was agreed. It was suggested that a link to the Box People & Places website be added. Cllr Walton to obtain quotations.

- d. **Inspection of the football pitch:** The Groundsman had been reminded of the deadline the soil samples.

- e. **Trees and Hedges:**

#### Tree Survey

The comprehensive tree survey report had been received and circulated.

The main priorities are for the felling of the Silver Birch and the Ash on the Under 7s/allotments. Quotations to be obtained for this.

As the work to the Silver Birch is required urgently for Health & Safety reasons it was **recommended** that the quotation be brought to Full Council for approval.

The Willow Tree on the island in the Pond also needs attention.

It was agreed to obtain budget quotations for the other tree work to be considered over the next year.

In the report it suggests that the Council considers succession planting and it was agreed to take advice on what is needed.

Cllr Walton had queried the "fell to ground" for the Horse Chestnut tree and asked whether the stump could be left. However, as the tree was dying the preference was to fell this but a small stump could be left for a seat/bench.

#### Hedging

The hedge planting had been carried out and it was starting to sprout

Mill Lane: Some of the dead wood and ivy had been taken out and whips had been replanted.

- g. **Bowling Green**

#### Materials charges

A meeting had been held with representatives from the Bowls Club on 31<sup>st</sup> March to discuss the budget shortfall re the cost of materials. As the budget figures and the charges for 2022/23 had already been agreed it was felt that nothing could be done at the present time but a meeting had been suggested with Avon Sportsground Maintenance Co. to discuss the materials. There should be a further meeting in October to agree a more realistic charge going forward.

#### Irrigation Service Contract

It had been suggested at the meeting with the Bowls Club that they might be able to take over the setting up and closing down of the system each year. However, after discussion a letter had been received from the Bowls Club stating that the Parish Council should be responsible for this as it is the Council's property.

Details of the Service Contract had been received together with costings for call out charges in the event of the Contract not being renewed.

In the circumstances it was **recommended** that the service contract be renewed for a further year with Waterscape Solutions Ltd at an annual cost of £555.21 + vat. A working party comprising Cllrs Wright and Johnston and Ian Higgins from the Bowls Club would look at this going forward. It was agreed to ask the Groundsman and

Assistant Groundsman to meet with Waterscape Solutions when the system was being set up.

#### Public Rinks on the Bowling Green

Two of the six rinks are available for public use – any member of the public can ask to use these. Historically the Parish Council has paid for the upkeep of these rinks which has been budgeted as £475 for the current financial year. It had been stated that the Parish council should theoretically be paying 1/3<sup>rd</sup> of the cost of the maintenance of the green. It was agreed to analysis how many people use these rinks over a six month period and discuss the options going forward.

### **9. Pavilion**

Solar Panels: Prior Approval application had been submitted but no decision has been made.

***Post Minute note: Permission has been granted***

#### External Lighting:

The existing street light at the entrance to the Car Park is not working. The Clerk has contacted SSE for an unmetered connection with LED lights/motion sensor.

#### Walkway down Valens Terrace from A4:

Cllr Johnston had drawn up a report which stated that the path down from the A4, particularly at the steps by the pavilion and the slope by the tennis courts is dangerous as it is unlit and the sensor lights by the steps only activate when a pedestrian is close to them. It was agreed to get costings for alternative source of lighting and discuss further at the next meeting.

#### Forward Plan

Gents urinals - a plumber had looked at these and they cannot be changed as all the pipework is behind the walls.

Solar panels on the Tractor shed – leave for the time being

PAT Testing – this had been completed

External storage. Cllr Johnston had drawn up a report stating that the initial consideration should be to extend the buildings towards the west at the area by the changing rooms. The access could be through the existing boiler room, with the extension housing a new boiler unit which could be a ground source heat pump. The possible cost would be in the region of £100,000 which could be funded by a loan, which could be paid off by the sale of the existing Parish office buildings and relocating the Council offices . The Charities Commission would need to agree to this use.

It was agreed that a working party should look at the future development and options.

### **10. Other items for discussion**

**Tennis Court concrete haunching**: It was agreed to ask the Groundsman to take a photograph of this so that quotations can be obtained for the repair.

#### **Planting of flower tubs around the village for the Best Kept Village Competition:**

It was agreed to ask the Gardening Club to plant up the tubs round the village for the Jubilee weekend. The Groundsman be asked to plant the ones by the Selwyn Hall. It was agreed to look at money in the budget for next year.

**Vine Court bed:** Working party to carry out the second phase on 24<sup>th</sup> April.

**Purchase of a 3-way chain harrow:** Quotations received. It was **recommended** that this be purchased for a cost of £380

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

**SMART objectives:** These will be added to the Forward Plan under separate objective for each Committee

**Extension of recycling using the Corsham Hub model:** A Working Group comprising Cllrs Tye; H. Parker and B. Walton set up to take this forward.

**Recycling Glass:** Hills could supply a 240L recycling unit at a cost of £5.75 per empty. It was agreed to discuss extending the Hills Waste contract at a later date when the whole recycling issue has been considered. It was reported that Hills have increased their charges by 11%

**Rainwater harvesting for the Bowling Green:**  
Discuss at a future meeting

**Mowing Plan for the Recreation Ground**

The plan had been circulated. It was agreed to experiment with cutting levels when the new mower has been received.

Valens Terrace – planting of spring bulbs.

Cllr Tye stated that she has some yellow rattle seeds to put down on the Recreation Ground in the Autumn.

It was agreed to circulate the map to all Councillors and display this at the Annual Parish meeting and at the Revels as part of the Climate Strategy Action Plan.

**12. Correspondence:**

**Bowls Club:** Letter received regarding a request to remove the lockers and cupboard. It was stated that this had not been part of the meeting and had not been agreed and there was no need to remove the cupboard. The lockers had already been moved out. The Bowls Club will be cleaning the ditches out before the start of the season.

**13. Items of report:**

- The tree in memory of Matt Rawlings will be planted soon.
- Path by the gate – look at in a future meeting
- Painting of the hump and the disabled bays. It was agreed to look at the Car Park
- Markings at the next meeting to see if the Council needs as many disabled bays.
- More dog bags are needed. Cllr Smith will obtain prices for discussion at Full Council

**14. Date of next meeting:** to be agreed.

**Chairman**