



BOX PARISH COUNCIL

THE MINUTES OF A MEETING OF THE PLAYING FIELDS & PAVILION MANAGEMENT COMMITTEE HELD ON 3RD OCTOBER 2022

1. **Present:** Councillors: B. Walton (Chairman); J. Clifford; N. Ingledew;
H. Parker; S. Parker; M. Tye;
Mrs Carey (Clerk)

Mrs J. Collier; Mrs. T. Meek (Box Bowls Club)
Ms G. Potts (Box Allotment Group)
2. **Apologies:** Councillors: I. Johnston; R. Smith; D. Wright
3. **Absent:** Nil
4. **Public Question Time:** There were no members of the public present
5. **To consider any items raised by the Allotment Group or User Groups:**
Discussed later in the meeting
6. **Minutes:** The Minutes of the meetings held on 1st August 2022 were taken as read and were signed as a true record
7. **Matters Arising:**
 - a. **Play Area:**

Resister Graph testing to confirm the integral structure of the Cantilever Swing had been carried out on 8th August and no decay had been found in the timbers. Cllr Tye had met with the Groundsman to discuss the outstanding work from the last RoSPA report who confirmed that all the medium/high risk issues had been completed. He is proposing to replace the roof on the hut in the Under 7s with marine ply. The latest RoSPA inspection had been carried out on 28th September.

Future replacement of play equipment – Cllr Tye will speak to the Youth club as to what new items of play equipment they would like to see.
 - b. **Allotments:**

Ms Potts reported feedback, from two allotment holders, that several people are using the allotment path as a short cut through to the school. She had reminded them that this was not a public right of way but some of them had been confrontational. Children were using the allotments as a playground and damage had been caused to some of the allotment produce. She had counted 17 adults and 10 children using this route. This was discussed and the following actions were agreed:

 - Letter to be sent to the Head of Box School asking her to speak to the children in assembly and also ask if a higher netting could be put on the basketball court to stop the balls going into the Allotments
 - A **combination lock** plus cable tie and chain to be put on the gate **Action: clerk**

- Identify people on Fairmead view using the allotments as a shortcut and a letter be sent to inform them that they are trespassing and that a lock will be put on the gate.

If this does not work the Committee would have to look at reinforcing the fence and making the back gate higher.

Allotment No 3: The tenant has stated that she would like to relinquish the upper part of her allotment. She would be asked to confirm this in writing.

Allotment 2b: The tenant had been approached about her parents working the allotment and she had replied that she would be taking a more active role in the future

Allotment 7d: The tenant has given notice that she will be giving up the allotment mid-October. She will tidy up and pass the key onto the new allotment holder. Cllr Walton to look at reallocating this. **Action: BW**

It was agreed to write to one of the people on the waiting list to ask if they wished to remain on it.

Allotment 10b – Plum trees: The Groundsmen will cut these into a manageable size.

The boundary hedge needs relaying and Cllr Walton will speak to Cllr Wright about this. **Action: BW**

c. Update on Lovar Garden:

Bog Garden: Phase 1 of the bog garden had been completed. The pond had been dug out, lined and filled with water pumped from the stream. The bog garden area had been dug and lined with a gravel base and backfilled with soil and stepping stones installed. The area has been finished off with a rustic edging of logs. A letter of thanks to be sent to Mr Barton for providing and delivering the stone and to Mr Clifford for his help.

£910.31 of the grant had been spent so far. The planting with native plants will be carried out in the Spring. It was agreed to add the bog garden to the risk assessment and it was agreed to make a sign explaining the work and the grant funding. Cllr Walton will pursue this. **Action: BW**

Nine bat boxes are ready to go up in the Lovar Garden and Cllr Walton will ask Daniel Part when he will be able to put these up. **Action: BW**

Accessible paths: Cllr Walton had asked Paul Millard from Wiltshire Council as to whether he can use his preferred contractors to acquire the materials. **Action: BW**

Information Boards: These are currently being made.

Replacement of small bridge: The Cotswold Wardens have put bolts in the bridge but this needs replacing. It was agreed to look at this with the budget to see if there is any money available. Cllr Walton to obtain costs. **Action: BW**

Plaque on the bench in memory of Mike Anderson: It was agreed to get a bronze plaque engraved with the words:

In memory of Mike Anderson
"A heart full of music"

d. **Inspection of the football pitch:** The Groundsman will submit the information when the app allows for him to do this.

e. **Trees and Hedges:**

Red Horse Chestnut tree: Cllr Walton had met with the Head Teacher who was keen to leave this as a veteran tree so long as it is safe. This could be used as part of the curriculum. Information about this can be put on the Notice Board at the back of the school and the Council could also speak to Box Kids; Play group and Box NATs about this. Fencing will be put round the base of the tree to mitigate risk. The cost would be £1281.61 + vat. Daniel Part would be carrying out the work free of charge.

Concern was expressed about the safety element of dead branches falling off the veteran tree and it was agreed to write to Jon Price Treeworks who carried out the tree survey for confirmation that he would be happy with the work to this tree.

Chestnut tree next to Play Area T13: Revised quotation from Daniel Part to carry out a reduction of approximately 2m in the sum of £600 + vat.

Recommended Fencing will be put round the base of the tree to mitigate risk. The cost would be £1281.61 + vat

Recommended that the work go ahead, providing the risk is managed and confirmation back from Jon Price. This was carried with five votes in favour and 1 against.

Lime Tree T9: Daniel Part had spoken to the Cricket Club who were supportive of the idea of mulching the quadrant of the ground up to the dip line of the canopy, approximately 10m from the centre of the tree. Clerk to write to the Cricket Club to confirm that they were happy with this and the work with the mulching would be carried out on **9th November**.

2026 Legacy Trees: A list of four trees obtainable from Landcare had been received. This will be planted between the Rock Circus and the BMX bumps. The cost agreed had been £100 per tree. However, it was agreed to ask if the donation could be increased to £500 towards future maintenance.

Recommended that the trees are obtained from Landcare

New hedging next to Car Park: Work to be carried out on 11th February. There will be no need for a fence to be put up. However, as it is proposed to get rid of the roller money will have to be included in the budget for double gates.

Hedge laying – Mill Lane: Cllr Walton will speak to the Cotswold Wardens about this

f. **Bowling Green**

Mrs Collier confirmed that the feedback from the Bowls Club was that it was not prepared to take over the Maintenance Contract from April 2023. It was not their land and they did not want to take over a long lease. The cost of the maintenance contract from April 2023 will be £6407 + vat and the cost of materials (approximately £1500).

The Council will look at the proposed charges for next year at the budget setting meeting which would include the cost of the irrigation contract and materials costs.

Mrs Collier reported that work is needed to the paving stones. The Bowls Club had previously paid £10,000 to alter all the ditches but could not afford to cover the cost of the paving stones. It was agreed to ask Corsham Patios for a cost of the work for relaying the slabs. The slabs themselves do not need replacing. Money would have to be put into the budget for this work. **Action: Clerk**

The benches around the Bowling Green need restraining. The Committee were happy if the Bowls Club wished to undertake this work. It was also requested if a light could be put outside by the gate. This will be added to the Pavilion Management agenda. A new combination lock is also needed for the gate. **Action: Clerk**

Mrs Meek reported that the Bowling Green is used by members of the public outside of the Bowls Club and they have had families come and play. There are also more local residents as members.

8. Pavilion: Deferred to a separate meeting on 24th October.

9. Budget and Forward Plan: The Forward Plan will be updated following the meeting and the budget setting meeting.

It had been agreed at the Highways Committee meeting that the Car Park; car park lighting and Valens Terrace be moved to that Committee. This could also include the pull in opposite the Selwyn Hall. Cllr Walton will speak to Cllr Davies. **Action: BW**

The money from the Cotswolds Conservation Grant was to be claimed. **Action: MT**

Fencing around the tree and at the top of the slope - money left in the Under 7s could be used for this.

£2500 had been included in this year's budget for work to trees plus money carried over from the previous year. The Chairman will go through the budget with the Clerk

Items to be included in the 2023/24 budget

- New double gate to replace the roller - £500
- Tennis court – work to haunching and build up for resurfacing – waiting for costs
- Tractor shed – completion of insulation and plywood
- Planters - these had been moved to the Highways Committee
- Pull in opposite Selwyn Hall – Would this part of Playing Fields or Highways?
- Recycling and bins
- Solar panels and batteries for Tractor shed
- More playground equipment
- Machinery and equipment – build up for replacement Mule
- Tree work – build up contingency for future work and for the next tree survey
- Recycling – this could be covered across various committees
- Notice board – this is now on Planning

10. Climate Strategy Action Plan – Impact on Playing Fields and Pavilion actions:
Recycling: Cllr H. Parker had drawn up information which had been circulated to the Committee. Costs received from Hills Waste. Recycling could include make up/skincare/oral pens etc. Notices have been obtained from St John Ambulance which can go in the drawers for the recycling.

The costs from Hills Waste show that it would be cheaper to have dry mixed recycling.

A few small recycling bins are needed and money will be put in the budget for these.

A small glass recycling unit would cost £7 a lift to empty once a month. Alternatively, there could be a small recycling bin for bottles

11. Correspondence:

- a. **Letter from Box C of E School re a boundary dispute:** Letter received from the head of Box School regarding a fence that had been erected on school land in 2021 and despite numerous letters to Wiltshire council and the Diocese this had not been resolved. The fence has caused leaves to block the culvert and it was agreed that the Environment Agency should be contacted. It was agreed that the Parish Council writes to the resident concerned confirming that the land boundary is the stream and the land on the other side of the fence is still school land which was included in the sale by the Parish Council of the School Garden to the School in 2008. On other issues that have been discussed on the Recreation Ground the stream is the boundary. It should be requested that the fence is moved back off this land.
- b. **Valens Terrace signposting:** Letter received from the Selwyn Hall about signage. This is now on the Highways Committee. The sign at the top of Valens Terrace needs replacing and the shrubs need cutting back. The wording on the sign could be altered to show access to the Pavilion; Library, Selwyn Hall, Tennis Courts, Football pitch etc. feedback to SHMC **Action: Nil**
- c. **Noise on Recreation Ground:** A letter had been received regarding noise late at night on the Recreation Ground. An issue had also been raised at Full Council regarding potential "County Lines" drug activity taking place. The police have been notified and asked to investigate.
- d. **Security light outside the toilets:** It is **recommended** that the quotation from ES Electrical in the sum of £272.37 + vat for a security light be accepted. This would include a recording facility. Clerk to notify the Green Room, Bridge Club etc that this was to be fitted but no images would be saved or used unless they related to damage to Council property. The camera card would need to be checked regularly. A CCTV sign would be put on the toilet door.
- e. **Wessex Water:** Letter received from Wessex Water stating that they are currently working on a project to reduce the spills from outfalls into the Bybrook and reduce the risk of wastewater flooding. The favoured options all involve a tunnel from the recreation ground to Box Water Recycling Centre. Clerk to arrange a site visit to look at the plans.
Post minute note Meeting arranged Tues 18th Oct 11am

12. Items of report: Nil

13. Date of next meeting: Pavilion Management – 24th October: Playing Fields & Pavilion Management – 28th November

Chairman

Meeting closed at 9.20 pm