



BOX PARISH COUNCIL

MINUTES OF AN MEETING OF THE PLAYING FIELDS MANAGEMENT COMMITTEE HELD ON 5th AUGUST 2024

Present: Councillors: M. Tye (Vice Chair) ; N. Ingledew; R. Bean;
Ms. H. Barbrook (Asst. Clerk)

1. Apologies: Cllrs B. Walton; T. Walton; H. Parker; Ms. G. Potts – Box Allotment Group;
Mr. K. Derby – Bowls Club.

Absent: Cllr R. Bolton

2. Public Question Time: Mr. W. Richards attended and thanked the Council for all the hard work in keeping the Parish grounds in a good condition. He also stated that he thought it was very positive to have a waiting list for allotments as it gave an incentive to those who have allotments to keep them in a good condition as they know there are other people willing to take them on.

3. Declaration of Interests: There were no declaration of interest relating to items on the Agenda

4. Walkabout 2nd August – not covered in the agenda:

- Need to clear around base of memorial Birch Tree for Roy Hodges
- Bare patches in between football goal posts need restoring; while new turf inserts are bedding in need to be protected with some form of fencing and notices stating 'under restoration' to make clear the need for temporary protection.
- Pond water levels seem quite low; pond to be refilled to check it is not leaking again.
- Path leading away from the Rock Circus: needs to be moved further out as and when mowing takes place
- Remove longer grass from around tree adjacent to basketball pitch
- Fencing to edge of car park: move waste bin next to manhole cover and fence in front of waste bin to close up section by manhole cover; replant hedge plants by manhole cover to where waste bin was.
- A key audit is needed for the Tennis Court keys as people are complaining they are incorrectly labelled.

Action: Open Spaces Workers.

5. Minutes of the Meeting held on the 3rd June 2024. The Minutes of the Meetings held on 3rd June 2024 were taken as read and signed as a true record

Matters Arising:

a. **Play Area:**

Box Playground Development Group: The group now has a bank account and is looking at becoming a Charity to open up funding opportunities. Cllr Tye has drawn up a specification for the play area with James Whittleton from Corsham T.C. who is checking it and will feedback.

It was commented that need to check if an arrangement needed to be made with the Recreation Ground Charity so the Playground Charity would be separate like the Tennis Working Group.

Action: Cllr Tye to check whether the Playground would need to be a separate Charity with an arrangement with the Recreation Ground Charity.

b. Allotments:

On the walkabout it was noted that the allotment gate post is loose allowing easy access.

Action: Open Spaces Workers to fix the post.

During the walkabout it was noted that allotments 10A, 7C, 4B and 1B looked under cultivated. The Assistant Clerk emailed the tenants of these allotments following the walkabout. Tenant of 7C had responded stating that he is currently on holiday but will be addressing the problem on his return. Tenant of 1B had responded stating she felt given the condition of the allotment when she had taken it over, they had done a lot of work and were currently growing vegetables so was not happy about the observation it was under cultivated.

Action: Cllr Tye to check that this was the correct allotment as it had been difficult to understand the allotment map at the time.

Update from allotment representative:

G. Potts had emailed some concerns about the allotments specifically the gate being left open and water missing from her water butt; she asked for a letter to be sent to all allotment holders. It was felt that the missing water was not something the Council could deal with.

Action: Asst. Clerk to draft a letter to all allotment holders about the gate being left open and then to consult with G. Potts about any other general issues that needed to be included before it was sent.

Allotment Waiting list:

It was noted there is now a waiting list of 5 people following the letting of the 2 vacated allotments.

Tenant of allotment 3 has now started re cultivating following a period of ill health.

The new tenant of 9B had requested vehicle access for Corsham Waste Company to clear the allotment; this was discussed at the walkabout and the company has been asked to liaise with the Open Spaces Workers.

The Committee was happy to agree in principle for one off vehicular access with the provision that any damage is rectified; that the company liaise with the Open Spaces Workers and the new tenant asks other allotment holders if they need anything taken away too.

Coppice/pollard Ash Tree and Willow T19: Resident who owns this has been unwell; need to monitor and put on agenda for next meeting.

Retaining work to edge of path now completed.

c. Update on Lovar Garden:

Agreed at walkabout: Path around Lovar Garden Noticeboard and towards pond needs edging, large nettles trimmed back and chippings to be used. Also to trim dogwood alongside path

d. Trees and hedges.

Veteran Tree noticeboard. Quote received for £73; all agreed. Request to add date &/or age of tree. Action: B. Walton.

Aim is to have dead hedging around the base of the tree.

Tree Policy re drafted by B. Walton. All were very happy with the proposed changes. Suggestion that the role of the tree warden to be added in. This Policy will be going to Finance and Governance Committee as it is an over arching policy.

Request from the Committee that a map of where all the trees are located to be circulated and added to the website. **Action: M. Tye to circulate map.**

e. Bowling Green:

Materials reconciliation update: Total income: £9,438.00 Total expenditure £8,554.40 Difference of £883.60 to be repaid to the Bowling Club as per previous agreement.

All agreed to put this on the agenda for the next meeting and to check in the interim the details of the agreement with the Bowling Club for 2023/24.

Light to Bowling Club gate

All agreed to a budget of £100 max. to replace the light.

Action: Asst. Clerk to purchase

6. Other items for discussion:

Tennis Courts: The report from the recent meeting of the working group had been circulated. All agreed that the group had done very well in terms of fundraising.

Forward Plan/Risk Assessment: Update on the Playground Development Group and the ROSPA report to be added. **Action: M. Tye to update and circulate.**

Asset Management Plan: Cllr Walton was drawing this up; to go on next agenda.

Risk Assessment for Use of Chemicals and Use of Machinery & Equipment: Has been updated by Asst. Clerk and B. Walton.

Cricket Club. All were happy to accept the Cricket Club's Health and Safety Policy. Need to check whether they are storing any fertilisers on site: **Action: R. Bean.**

Re grass cutting for the Cricket Club: All agreed that they needed more information on the agreement with the Cricket Club either verbal and/or written. **Action: Asst. Clerk to enquire and discuss at next meeting.**

Signs on Recreation Ground: The signs for the recycling bins have been ordered by the Clerk. Further update at next meeting on signs to the top of Valens Terrace; felt at walkabout that these should be delayed until Highways work complete.

School Path: Still have only one quote as other companies contacted not interested.

Recommendation: That the quote from A.J. Rich Landscaping to prepare and install new 1.4 meter wide path 45 meters in length including cobble stone of £6972.70 + vat be accepted.

It was noted that the occupiers of 5 Valens Terrace had not responded formally to enquiries about the ownership of the boundary wall; verbal report that it was their wall and they were going to have their builder check it for Health and Safety purposes; need to have this confirmed before work can go ahead.

Staff time spent on Recreation Ground: To be raised at next Personnel Meeting
Action: M. Tye

Hedges at Top of Valens Terrace: At walkabout agreed these would be trimmed back.

Removal of rubbish adjacent to Cricket Shed: Looked at on walkabout: The Parish Council can use this site for storage but some items could be removed: pallets are to be moved to the Cemetery for a possible hedgehog shelter; metal posts do need to be removed as have sharp ends, Jamie's Farm had expressed an interest. **Action: Asst. Clerk to contact Jamie's Farm to check if they still want the metal posts.**

7. Climate Strategy Action Plan – Impact on Playing Fields and Pavilion actions:
No update at this meeting; to go on next meeting's agenda.

8. Correspondence:

- Request to site skip at Mill Lane gates for removal of garden landscaping materials from 4 Mill Lane. All agreed with the following conditions: that it was sited for no more than 2 weeks; that a fee was paid to the Parish Council of £60. **Action: Asst. Clerk to inform them of conditions.**
- Parking for wedding 31st December: request to use an area of the Recreation Ground for Parking during the ceremony in the morning. All agreed that the car park area should be sufficient and that parking on any grass areas could cause damage; suggested they approach the Bengal Bear of they needed any further parking. **Action: Asst, Clerk to feedback**
- BMX track: request to update and improve the BMX track from Mike Curd. **Action: Cllr Bean to make contact and report back.**

9. Items of report and future agenda items:

- R. Bean requested that the tall nettles on edge of Lovar Garden Path be trimmed bac; this was addressed at the walkabout
- R. Bean reported that the Box Cricket Club's Festival of Women's' Cricket had been successful with 12 teams attending and had been the biggest in Wiltshire.
- CampFest: there was a problem with the removal of rubbish with items not being put in the correct containers; H. Parker to report back at next meeting.

- Wessex Water works on the Recreation Ground now postponed until 2027.

10 **Date of next meeting** – 7th October 2024

Meeting closed at 8.37 pm

Chair

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