

Minutes of the Leisure and Recreation Committee-20th April 2009
Held at The Brockeridge Centre, Woodend Road, Frampton Cotterell

Present: Mr T Clothier (Chairman), Mrs P Bashford, Mr B Hendy, Mr D Hockey
(*part*), Mrs J Rowan (*part*), Mr B Thomson, Mrs S Tubey and Mr R Underhill

Apologies: Ms S Kitching and Mr D Manfield

207 Emergency Evacuation Procedure

The Chairman drew attention to the emergency evacuation procedure.

208 Declarations of Interest under the Local Government Act 1972

- Cllr D Hockey declared that the participation of those Parish councillors who are also members of the South Gloucestershire District Council in both the debate and any subsequent vote on matters contained in the agenda would be on the basis that the views expressed were preliminary views taking account of the information currently available to the Parish Council. Parish Council members who are also District Councillors reserved their final views until they were in full possession of all the relevant information both for and against.
- Cllr Hendy declared a personal interest as an allotment holder.

209 Confirmation of Minutes of 9th March 2009

Following a proposal by Cllr Mrs Rowan seconded by Cllr D Hockey it was:

RESOLVED: That the minutes of the Leisure and Recreation Committee Meeting of 9th March 2009 be confirmed and signed and that a confidential appendix should not be added.

210 Matters Arising from the Minutes

a Min 202(a) Broken window at the Pavilion

It was reported that the Temporary Deputy Clerk had instructed Roman Glass to replace the broken window at an extra cost of £20. The original company chosen had failed to turn up. Cllr Mrs Rowan explained that the Temporary Deputy Clerk had discussed this with her before taking action.

Following a proposal by Cllr Mrs Rowan, seconded by Mr D Hockey it was:

RESOLVED to recommend:

- To formally agree this.

Discussion then took place as to the ordering procedure in the office.

Following a proposal by Cllr Mrs Tubey, seconded by Cllr D Hockey it was:

RESOLVED to recommend:

- That consideration of the present ordering system be placed on the next Finance and General Purposes Agenda.

b Gap in hedge

Cllr Hendy explained the following:

- He had conducted a risk assessment of the gap and produced his findings on paper.
- His findings were that the risk was low.
- He had also put together a generic risk assessment form for future use.
- To add the form to the risk assessment file.

Cllr Mrs Tubey felt that risk assessing and the way it is done should be re-looked at on a yearly basis.

Following a proposal by Cllr Mrs Rowan, seconded by Cllr Mrs Tubey it was:

RESOLVED to recommend:

- To pass on thanks to Cllr Hendy for conducting the risk assessment.
- To recommend to the next Parish Council the adoption of the model risk assessment produced.
- To start a register of all risk assessments done.
- To build a file for all risk assessments to all property owned by the Parish Council.
- To re-produce a copy of Cllr Hendy's spreadsheet in order that it can be expanded.

c Security at the Pavilion

An email was received by Frampton Rangers Football Club explaining that they had in fact locked up on the weekend of 7th/8th March 2009.

An email had been sent to all Sports Clubs re-iterating the importance of the security at the Pavilion and that the Parish Council hoped it wouldn't have to result in using the dead lock.

This was noted

d Cricket Club donation of £100

Cllr Mrs Rowan explained that having notified all Councillors that the requested amount was £200, she felt that £100 would be more suitable as a donation and a Chairmen's Committee Decision had been made.

RESOLVED to recommend:

- To confirm the decision made to award a donation of £100.

211 Notes of the meeting to discuss Current Access Arrangements of the Tennis Courts – 19th March 2009 (see attached) and

Notes of the meeting to discuss the current surface of the Tennis Courts – 2nd April 2009 (see attached)

Cllr Hendy requested that the committee take both sets of notes as one item in order to make any decisions needed.

Cllr Mrs Rowan explained to the committee that the following comments made by Mrs North were made after the meeting and should be recorded as an addendum to the notes of the meeting. The notes should then be reproduced and redistributed.

- The notice on the board outside St. Peter's Hall is still in place and legible.
- When she sees a person to book the tennis courts, she gives them a receipt.
- When she doesn't see them (because she is out), she makes a note of the money left.

Members of the committee remarked that the information was within the notes.

Cllr Mrs Rowan went on to explain that a volunteer will be needed to continue the system operated by Mrs North currently on behalf of the Parish Council.

A discussion took place on the income and expenditure of the Tennis Courts.

Cllr D Hockey requested that a business plan be drawn up at some stage.

Cllr Clothier suggested advertising the courts in the local shops.

Cllr Mrs Tubey felt that with the Deputy Clerk imminently in place the keys could be collected from the Brokeridge Centre, as it would be manned full time.

RESOLVED to recommend:

- To arrange for an independent inspection of the courts and its surface.
- To gain advice on who to contact and how to go about this.
- To look into the costings and how to get keys at a later stage.
- In the short term to request the Handyman to look at the right hand door into the courts as access is very difficult.
- That further discussions should take place with the Tennis Club in the future as to how much use the Club needs.
- The Parish Council would like to have its attention drawn to the takings from the public use of the tennis courts in order that it is aware of where this income is recorded.

212 Mill Lane Allotments Report

a Notes of the Allotment Appraisals – 15th April 2009 (see attached)

It was reported that a telephone call had been received by the tenant of plot 19(a) complaining about the trenches surrounding plot 19 that had been dug because crops from the tenant's plot were falling into the adjacent plot 19.

Cllr Mrs Bashford felt that the trenches could be dangerous if Schools were to visit the allotment gardens in the summer as planned.

RESOLVED to recommend:

- That the Parish Council conducts a Health and Safety Risk Assessment of the Allotment Gardens.
- That Cllrs Hendy and Hockey would conduct the risk assessment.
- To notify the tenant of plot 19(a) that a full risk assessment will be conducted on plot 19 and that the Parish Council will contact her in the future.
- That a camera is taken to all future allotment appraisals.

ACTION CLLRS HENDY AND D HOCKEY

b Plot 21

The Allotment Holders Association passed on that a few tenants were unhappy at the decision to allow an existing plot holder to swap to an empty plot. They were requested to put any complaints in writing.

RESOLVED to recommend:

- To wait for any comments received.

c School Visits

It was agreed to continue to advertise school visits.

d Debris inside the Gate

Cllr Hendy stated that residents dump rubbish over the wall.

RESOLVED to recommend:

- To monitor the situation.

e Damage to the wall of the entrance of the Allotments

RESOLVED to recommend:

- To gain quotations for the work.
- To gain quotations for the maintenance of the hedge to the left of the entrance into the Centenary Field.

213 Centenary Field Report

It was noted that all was well but that the three-year signed contract was still awaited.

Cllr D Hockey left meeting

214 The Park Report

a Request from Rugby Club

A request was made as to whether 'push button' controls could be placed on the showers to prevent the misuse of them.

RESOLVED to recommend:

- To gain quotations for the possibility of push button controls on the showers.
- When quotations for the work are known, to consider this at a further meeting.

b Request for overseeding

The Contracts Manager suggested that the Park was in need of over-seeding. The cost will be £1,360. A Chairmen's Committee Decision was taken in order to do this.

Cllr Mrs Rowan had contacted the Rugby Club for advice and the Club had offered to loan the Parish Council the monies to pay for the over-seeding.

Following a proposal by Cllr Mrs Bashford, seconded by Cllr Clothier it was:

RESOLVED to recommend:

- To thank the Rugby Club for their offer but to explain that the Parish Council would not be taking up the offer.
- To confirm the Chairmen's Committee Decision.
- To consider changes to the three-year contract to perhaps include over-seeding in the future.

c Update on the repairs to the roof of the Cricket Pavilion

A letter had been received from Jym Distribution Ltd informing the Parish Council that the cost of the repairs had been reduced by £75.

Cllr Mrs Rowan explained that an urgent Chairmen's' Committee Decision was taken on this as the roof was leaking.

This was noted.

d Damaged guttering and down pipe at the Pavilion

It had been reported by the Caretaker/Groundsman that the down pipe and guttering to the south side of the Pavilion had been pulled off and broken.

The Handyman had taken a look but thought it would be too big a job for himself but did advise the Parish Council that it should expect to pay in the region of £300 for the repairs.

Cllr Mrs Rowan asked if cages over the down pipe, upto the second level of the building, would be a possibility.

RESOLVED to recommend:

- To gain quotations for the work.
- If all quotations are received in time to submit to the Finance and General Purposes Committee for consideration.

Cllr Mrs Rowan left the meeting.

215 Beesmoor Road Report

It was reported that all was well.

This was noted.

216 Ridings Road Report

It was reported that all was well.

This was noted.

217 Correspondence

a *Pat Testing*

The Assistant Clerk sought advice on this, as she understood that the Brockeridge Committee had adopted a new regime for Pat Testing.

RESOLVED to recommend:

- To follow these recommendations.

Equip/Environment	User Checks	Formal Visual Inspection	Comb. Insp. & Testing
Battery-operated: (less than 20 volts)	No	No	No
Extra low voltage: (less than 50 volts AC) eg telephone, equipment, low voltage desk lights	No	No	No
Information technology: eg desktop computers, VDU screens	No	Yes, 2-4 years	No if double insulated – otherwise 5 years
Photocopiers, fax machines: NOT hand-held. Rarely moved.	No	Yes, 2 – 4 years	No if double insulated – otherwise up to 5 years
Double insulated equipment: NOT hand-held. Moved occasionally, eg fans, table lamps, slide projectors	No	Yes, 2 – 4 years	No
Double insulated equipment: HAND-HELD eg some floor cleaners	Yes	Yes, 6 months - 1 year	No
Earthed equipment (Class 1): eg electric kettles, some floor cleaners	Yes	Yes, 6 months – 1 year	Yes, 1 – 2 years
Cables (leads) and plugs connected to the above. Extension leads (mains voltage)	Yes	Yes, 6 months – 4 years depending on the type of equipment it is connected to	Yes, 1 – 5 years depending on the type of equipment it is connected to

b *Note from the Caretaker/Groundsman*

A note had been received to say that the grass needed cutting at the Brockeridge Centre and the hedge needed cutting back in the Allotment Car Park. A quotation was attached to it from Mr P Longden.

RESOLVED to recommend:

- To refer this to the Finance and General Purposes Committee for consideration.
- To ask the Finance and General Purposes Committee to look at the Caretaker/Groundsman's job description.
- To place this on the next agenda.

c *Request from the Rangers Football Club*

An email had been received requesting an extra seven a side pitch in the far left hand corner of the right field at The Park in order to expand the clubs' numbers. Following a proposal by Cllr Mrs Tubey it was:

RESOLVED to recommend:

- The Assistant Clerk forwards the email to all other Clubs asking for their views.
- That in future all emails referring to the Leisure and Recreation Committee be forwarded to all members of the committee.

d Correspondence Item on the Leisure and Recreation Agenda

Following a proposal by Cllr Mrs Bashford, seconded by Cllr Thomson it was:

RESOLVED to recommend:

- To refer this item to the Clerk.
- That the Chairman of a meeting should always be aware of correspondence to the discussed and so this should be listed wherever possible.
- That this should be a general rule for all committees.

e Emergency Lighting at the Pavilion

A quotation in the amount of £177.00 had been received to replace 3 x no Emergency Lights at the Pavilion.

RESOLVED to recommend:

- To instruct Theatrical Technical Services to undertake the work at the above cost.

Cllr Clothier thanked everyone and stated that he had enjoyed very much, his two years as Chairman of this committee but explained that he would be standing down at the next Annual Meeting of the Parish Council.

Thanks were passed onto Cllr Clothier for being Chairman of the committee.

218 Date of Next Meeting

MONDAY 8TH JUNE 2009 AT 7.45 PM AT THE BROCKERIDGE CENTRE