

Sway Parish Council

THURSDAY 7th April 2016

MEETING NOTES

- 1) Apologies
None
- 2) Minutes of the Meeting held on the 3rd March and Matters Arising
 - Minutes of the meeting agreed.
 - 4i – The football club have not been written to in relation to the mud. Agreed that we would confirm the regime etc prior to the start of the next season. It was also noted that the mud issue had appeared to be improved in recent weeks.
- 3) Stanford Rise
 - i) Clerk's report & General Matters Arising (if any)
None
- 4) Jubilee Field Pavilion and Grounds
 - i) Clerk's report
 - Damage to memorial bench at Jubilee Fields, over the weekend of 2/3rd April (we think). Bench was broken and put into storage in changing room 2, the football club have been notified.
 - Fence damaged by fallen tree. **Cllr Seacombe arranging with the lengthsman to complete the works** and it has been agreed will instruct works once the quote has been received.
 - Boilers booked for the annual service on the 28th April.
 - The contractor will be on site to look at the moles on Back Field on Monday 11th.
 - Lights in the garage are not working. **Cllr Thomas to speak with the caretaker** about whether this work can be done internally or whether any specialist support is required.
 - ii) Report from the Jubilee Field User's Group Representative (Cllr Fleat)
 - Meeting on 4th April cancelled due to no representatives present from the parish council or junior football.
 - **Agreed that Cllr Pepper (or another member of the AWP) will check that someone be attending in advance of the next meeting**, via email to Cllr Fleat and Seacombe, with all members of AWG in copy. If Cllrs Fleat or Seacombe are unable to attend we will endeavour to send another representative to make sure the council is represented.
 - It was noted that the next meeting is scheduled for the 10th May.
 - **Cllr Pepper to ask Graham Levers** to add Cllr Marchant to the agenda and minutes distribution list so they can be put onto the website.
 - iii) Play Park - including review of work completed and any outstanding items
 - Works to the play park have been completed.
 - Gravel under bench needs to be removed. **Cllr Thomas to ask the caretaker** to remove and dispose of the gravel.
 - **Cllr Seacombe to look at new signage** for the play park to replace the current signs, ideally to be in place before the annual inspection.
 - Playpark annual inspection due in May, the contractor used last year has held their prices and it has been agreed we will use them again. **Action for clerk – arrange annual inspection.**
 - iv) Jubilee Pavilion
 - (1) Fire Risk Assessment update from Ted Fleat
 - Some new signage in place, some more to follow – including signs for the outside of the fire exit at the end of the changing room corridor to keep it clear. **Cllr Fleat to continue with this and report back at the next meeting.**
 - Tubes in exit signs replaced by Cllr Fleat, one still faulty.
 - Site plan created, to be posted in the building and behind the changing room doors and kitchen to show the route to the nearest exit, assembly point and firefighting apparatus. **Cllr Fleat to complete and put in place.**

- Kitchen waste receptacle **to be reviewed and replacement suggested by Cllr Gresham-Hale.**
 - **Cllr Pepper to check the required routine checks and create a check sheet for the caretaker.**
 - Fire alarm panel / system requires further understanding. **Cllr Pepper to find out if the company would provide a walk through on site and a manual.**
- (2) Tractor Servicing
- **Cllr Dance agreed to follow up and arrange for the tractor service to take place.**
- v) Field Maintenance Requirements
- (1) Main Football pitch
- Sway Football Club have provided us with two quotes for maintenance to the main football pitch and asked the council to confirm we will be making a contribution. The council has allocated £2,000 to this year's budget, as it had been noted that the football club had contributed to a lot related to Jubilee Fields in recent times. **Cllr Pepper to contact Andrew Blackwell and confirm the budget amount would be made available, and confirm that the football club would make up the difference.**
- (2) Back Field
- Some maintenance is required to the field between the end of the football season and the beginning of cricket. The contractor used last year have been asked to quote for the works, and if the works are within 20% of last year's quote we will proceed with these works required in the short window. Junior Football to be asked whether they will contribute 50% as they have in previous years. **Action Cllr Pepper.**
- It was also noted that some more intense maintenance and dressing would be required following next year's football season over the whole area. This should be planned for.
- vi) General Matters Arising (if any)
- Grass Cutting – the current contractors schedule was reviewed and confirmed as appropriate for 2016. Confirmation to be given to the contractor for this year's services, including a note re potential works at Stanford Rise which may require more / less work – to be reviewed in terms of impact when more information is known. **Action Cllr Pepper to inform RFO for PO etc.** Note that this contract should be reviewed again around December 2016.
- 5) Centenary Close
- i) Clerk's report & General Matters Arising
None
- 6) Pitmore Lane / Memorial Field
- i) Clerk's report & General Matters Arising
None
- 7) Allotments
- i) Clerk's report
- The Allotment Association Chairman has been contacted re the lawnmower and put in contact with the RFO to action this. The donation towards rabbit fencing has also been confirmed to the Allotment Association and RFO.
 - Some wooden fencing (not used?) is coming down near the drift pens. **Cllr Fleat to ask the contractor to tidy up / take away.**
- ii) Allotment fencing update (Cllr Fleat)
Cllr Fleat confirmed works due to start 11th April
- ii) General Matters Arising (if any)
- 8) S106 work streams
- (1) Friends of Stanford Rise Scheme
- Inaugural Meeting 15th April 7:15 Jubilee Fields.
 - A reminder of the event would be sent out in the next week.
 - Cllr Seacombe has started to make enquires with NFDC re the lease and advice on drainage.
- (2) MUGA Working Party

- Confirm Cllr Seacombe and Cllr Turner to be council representatives, if a working party is formed. Cllr Seacombe has been talking to Ron Loveless re the need for user representatives to lead this group, with the council's support.

9) Correspondence and Any Other Business

- Trees
 - Emergency Tree Works completed at Jubilee Fields
 - Tree Survey completed and **Cllr Seacombe is getting quotes for the required works. These quotes will be presented to full council.**
 - A review of the tree survey locations raised questions of scope of the survey. This scope needs to be reviewed in the future by the clerk?
 - Cllr Seacombe suggested that an oak tree was planted in replacement for the tree lost in the storm, this was agreed. **Action Cllr Seacombe?**

10) To Confirm Date of Next Meeting – 5th May 2016

[All future meetings will be held on the 1st Thursday of the month, until further notice.]