

MINUTES OF THE AMENITIES COMMITTEE MEETING HELD ON TUESDAY 30 SEPTEMBER 2014 AT 7.30 PM AT THE VILLAGE HALL

Present: Cllrs. Mrs C Adams, C L Atkinson and J V Keyes.

Apologies for absence: Cllrs. F A Delderfield and Mrs A V Heaviside

01.14 APPOINTMENT OF CHAIRMAN

It was agreed to appoint Cllr. C L Atkinson as Chairman of the Committee.

02.14 QUESTIONS FROM THE PUBLIC

No members of the public were present.

03.14 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Committee held on 15 January 2013 were confirmed and signed.

04.14 ACTION PLAN

The Amenities Committee Action Plan was last revised on 25 November 2013 and it was now reviewed. Most of the jobs have been completed by Mr Roger Clark since the Council agreed to engage him as and when required to complete maintenance jobs and small works. The Committee is grateful to Cllr J C Gegan who was able to refurbish the notice board on the Green near the Compasses. The following work remains to be carried out:

1. Totham Hill Recreation Ground: Refurbish the Netball Frame & Goalposts as identified in the annual inspection – Mr Clark to carry out.
2. War Memorial Bus Shelter: Clear out undergrowth and roots and replant as a shrubbery at the north side – Mr Clark has partially completed this. An excavator needs to be hired for £65 to remove stumps before replanting. (It was also considered that gravel or slabs with a seat might also be appropriate) – Mr Clark to complete the work
3. Jubilee Recreation Ground:
 - a. Install fencing where necessary and replant remaining gaps in Maldon Road and School Road hedges - Mr Clark to carry out.
 - b. Improve existing pedestrian access at Maldon Road and surface and tarmac at lower edge of main entrance crossing - Mr Clark to carry out.
 - c. Correct the support pylon at north end of zip wire which is tilting and needs shifting to correct position; Top up/replace the cushion fall safety surface and underlay which is displaced and uneven. - Playdale will carry out site visit for £95 to examine and prepare estimate. Note: Arrangements need to be put in place to carry out regular raking.
 - d. Replace missing access ladder to climbing frame & slide.
 - e. Replace broken steps at the Hall road entrance with shallow steps and hand rail. - Meet with contractors and invite quotations.

4. The Council's Trees: Work has been carried out on some trees where obvious faults have been identified but others may need attention too. A full survey of all the Council's trees to ensure safety and good health needs to be carried out - The Maldon District Council Tree Officer has supplied names of suitable persons to carry out a survey.

05.14 CONTRACTS MANAGEMENT & QUALITY CONTROL

Grass and hedge cutting work is carried out for the Council under contracts with Maldon District Council and R and J Mann respectively. The contractors work to a list of locations and specifications for each contract, previously agreed by the Council. Checks are carried out by the Clerk each time the hedges are cut and from time to time against the grass cutting schedules. In the case of the latter, small areas are sometimes missed when a different operative carries out the work and this is corrected upon reporting. The checking process also provides confirmation that payments for these services can be made with confidence.

More recently the Chairman of the Council has carried out occasional grass cutting checks and it was agreed that in future members of the Committee would take it in turns to carry out regular checks.

(Note: Whilst grass cutting is carried out according to growth up to a maximum number of cuts, hedge cutting is carried out once a year at present but this is not always sufficient and it was agreed to ask the Council to budget for two cuts in future. The contractor has indicated that June (after bird nesting) and November would be favourable times.

06.14 PLAYGROUND & RECREATION GROUND CHECKS

It was agreed to introduce regular visual condition/fault checks on the Council's recreation grounds and playground equipment and the Chairman would help develop a process for carrying this out.

07.14 PROPERTY VISIT

The Chairman, Chairman of the Council and the Clerk agreed to meet on 29 October to visit the Jubilee Recreation Ground and other Council properties.

The meeting closed at 8.30 pm

Chairman