



**Arborfield & Newland Parish Council**  
**Minutes of Meeting of the Parks Committee**  
Held on Tuesday 24<sup>th</sup> November 2020  
Remotely via Zoom Conferencing: 7.30pm

In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 this meeting was held virtually via Zoom Conferencing.

**Present:** Cllrs Starkey, Stevens, Strong, Murphy, Kaiser & the Clerk

The Clerk was the Zoom host of the meeting.

The meeting was chaired by the Parks Committee Chairman, Cllr Vanessa Starkey.

1. **To receive any apologies for absence** - None
2. **To receive any declarations of interest** on items on the agenda - None
3. **Clerks Report** – for information only
  - The bin emptying supplier has changed from Grundon to Biffa. The bin will now be emptied on a Thursday.
4. **5-year Parks Plan** –
  - To review Year 1 & 2 including finances and discuss outstanding items for Year 2
  - To discuss projects for Y3 including finances for budget preparation

The priority list of items on the Parks Plan was run through and updated. Actions to complete Year 2 items are:

- Walk 1 – put up few remaining discs. Publicise. Obtain quote for leaflets.
- Walk 2 – purchase discs and put up, map the walk. Publicise. Obtain quote for leaflets.
- Investigate QR code.
- Over Year 2 & 3 complete the smaller items including jogging markers and tree board.
- Tree survey outcome will dictate what funds are required for Pound Copse and the Old Churchyard.
- Year 3 & 4 – Consider possibility of including a tarmacked area by the pavilion for table tennis table, basketball net etc. It may be that the ground works can be completed in Year 3 when the pavilion works are carried out then the equipment purchased in Year 4. Next summer there will be much clearer indication of funds available based on possible generated income from the new pavilion building. There are 4 main revenue possibilities:
  - Hirers
  - Parish Office - not paying rent
  - Football matches
  - Possible long-term lease
- It is recognised that some of the Parks Plan funds may be required for replacing the A frames on the aerial runway and for tree works.

- Tree plan – an arboriculturist is needed to identify all the trees in the park. The Clerk to look at the original list and the plan supplied by SSE when they replaced the damaged trees.

**5. Playground** – review inspection and consider works required for budget preparation – It was noted that all items on the latest inspection are marked as Low Risk or Very Low Risk. There were no Medium or High-Risk items.

Items for consideration are:

- Moss on surfaces – this is being dealt with
- Loose fill bark nuggets – ordered and will arrive on Friday 27<sup>th</sup> November.
- Trim trail – some of the wooden bits require monitoring and replacing in the next couple of years. The wet pour is very worn in some places and has become crumbly. Will require replacing in the next couple of years. Clerk to obtain costs.
- Aerial Runway – The cable requires inspection in the Spring of 2021. Consider replacing the A frames over the next few years. Clerk to obtain costs.

**6. To consider all Parks budget items for proposal to full Council** – most items will remain consistent with the current year's budget.

- Pavilion utilities are underbudget due to the pavilion being closed due to Covid-19.
- Pavilion maintenance could be reduced due to the planned building works.
- Ground maintenance is significantly lower than the budgeted amount. This could be reduced for the forthcoming year.
- Depending on the outcome of the tree survey funds for Pound Copse and the Old Churchyard may need to be increased.

**7. Risk Management** – review Risk Assessments and check sheets – the summary of items raised on the risk sheets was run through.

Car park – no major issues. Will be resurfaced etc as part of the pavilion plans.

Park – no major issues.

Pavilion – currently closed due to Lockdown 2. Full Covid-19 RA in place ready for reopening. Items raised will be rectified as part of the pavilion plans. Gate lock to be looked at as not opening.

Old Churchyard – Cllr Kaiser to submit risk sheet to the Clerk

Pound Copse – cost to replace wobbly fencing is approx. £150. This could be done over the winter or in the spring using funds from the next financial year. Tree stump and roots – as it is a permitted path, not a public right of way it is used at the users own risk. It is consistent with woodland paths. The tree survey by Duckworth Arboriculturists is booked for December 7<sup>th</sup>.

**8. Correspondence and any matters the Chairman considers urgent** – check fencing between BT exchange and the park.

**9. Date of next meeting** – tbc

There being no further business the meeting closed at 8.34pm