**MINUTES FROM A MEETING OF**

**RECREATION & LEISURE COMMITTEE WEDNESDAY 24 JANUARY 2024 AT 6.30PM**

**AT CAM PARISH COUNCIL OFFICE, 4 NOEL LEE WAY, CAM**

**Present: G Gough (Chair), J Fulcher, S Temlett, K Chandler, J Dormer**

**Apologies: M Clifton, D Andrewartha, M Morton, J Bishop,**

**Absent:**

**In attendance: L Biddle (Deputy Clerk), J Edwards (Projects Officer), 1 MOP**

Chair opened the meeting and welcomed everyone present.

1. **To receive apologies for absence.**

Apologies were noted as above

1. **To receive declarations of interest or requests for dispensations.**

None

1. **To receive any questions, statements, or submissions from members of the public in**

**attendance (20 minutes total).**

MOP attended from Everside Football club to raise the issue of the water leak and ceiling falling in.  
Has searched the minutes and cannot find the agenda item from when this happened last year. Deputy confirmed it was discussed at Full Council in February 2023.

Explained that he found the toilets full of human waste as the flushes were empty. The system had back drained itself, so no water was present. Safety and hygiene for children is a high priority. The water should be left on for the kitchen and toilet facilities at all times. CEYFC should leave the premises tidy, lights off and door locked as anyone would expect when hiring a building. Turning water on and off in the winter is not a workable solution for the club.

Stated that the pressurisation and de-pressurisation is the reason the pipes have 'popped'. If the building freezing is a concern, a thermostat and electric heater keeping the building at 5'C as a safety net should be considered. The concern with freezing pipes in the roof is highly unlikely.   
  
Committee sympathised greatly with the club and will discuss this under a later agenda item as well as referring to FPGP next week.

1. **Approve and sign minutes of the meeting held November 2023 as a correct record.**

Minutes were approved as a correct record.

1. **To note any matters arising from the minutes and not covered by agenda Items, for information only**

Tree survey works were approved at Full Council

1. **To note any progress made on the action plan and agree resulting actions**

Events working party will now report to Full Council but will stay on the action plan to review progress.

Projects Officer has made further contact with one landowner to progress the kissing gates route at Westend.

Committee requested that all actions stay on the action plan with details added to explain which committee it has been referred to and what progress has been made. Deputy and Projects Officer will update the action plan to reflect this.

1. **Play Areas**
2. **To note Handyperson inspections and agree actions**

Noted

1. **Consider replacing the rusty dog bin at Woodfields play area with a topsy royal larger capacity floor mounted bin at a cost of £239.67+VAT**

Handyperson inspections have noted that the metal dog bin on Hadley Road at Woodfields Play area is rusted and needs replacement. A replacement dog bin is from Glasdon is £303.79.

There is already a small floor mounted bin next to the post mounted dog bin. Deputy recommendation - remove the small litter bin and rusty dog bin and replace with one, larger mixed use litter and dog waste bin.

Committee resolved to purchase 1 x Topsy Royale in Deep Green with keyless opening, plastic liner, Gold banding, 2 x Gold co-mingled Litter Dog Waste graphics and concrete surface fixing bolts at a cost of

£227.17+VAT

Plus delivery £12.50+VAT

Total £239.67+VAT

There may be an option to save the delivery cost by combining with a P&H order for grit bins.

Cllr Temlett felt that there were other bins throughout the parish that needed replacement. He will carry out a short bin audit and report back his finding to a future meeting. Deputy noted that there had not been a budget allocated to this project but that there may be some funds available within existing budgets to cover the cost of a few. Deputy will send the list of bins we own to Cllr Temlett for info.

1. **Allotments**
2. **Receive allotment report from Chair/ Deputy and agree actions**

Deputy noted that the waiting list is very short at the moment. Committee RESOLVED to host an allotment holder meeting to discuss what plot holders would like and raise the profile of the allotments.

1. **Discuss any issues of concern and agree actions**

None

1. **To consider request from allotment holder to ban the use of chemical pesticides and herbicides on allotments when the terms and conditions of hire are next reviewed**

Committee suggested raising this issue at the plot holders meeting to gather views of other tenants. The allotment terms and conditions will be reviewed after the allotment holder meeting and any necessary amendments made for October.

1. **Receive progress report on Rackleaze and agree resulting actions**

All the woodchip has been spread across the path leading right up to the field.

Grit strips for boardwalk are much more costly than first anticipated and after a discussion with the company, they are not the recommended product. They have instead recommended larger sheets which would be easier to install but do cost more. Committee discussed the merits of narrow 50mm grit strips on every plank compared to thicker 90mm ones on every other plank as well as the larger sheets proposed.

Committee RESOLVED to take 3 quotes to the next FPGP for thicker strips on every other board and recommend a delegated budget of up to £5,000 from earmarked reserves

1. **To receive Blooming Cam report and agree actions**

Friday 10 November: Blooming Cam volunteer group awarded £100 as a Small Grant for Workplace Wellbeing.

Wednesday 15 November: grant award verbally reported to R&L Committee.

Tuesday 5 December: Blooming Cam volunteer group use £40.90 of the funding for a team trip to Leaf & Ground. This was paid for by volunteer, payment will need to be reimbursed from the funds held in the Blooming Cam Small Grant for Workplace Wellbeing.

Monday 15 January: Blooming Cam volunteer group use £63.20 of the funding for a team planning meeting (refreshments). Refreshments came to £63.20, taking the spend £4.10 over budget. The additional £4.10 to be paid from budget line 117 Blooming Cam.

Committee RESOLVED reimburse £63.20 to Jo Lewis (Blooming Cam volunteer) from the Blooming Cam Budget.

1. **To review the operational inspections for playgrounds, consider quotes, award new contract and agree actions**

There are three types of standard playground inspection:

**Routine Visual Inspection** – playground inspections can be undertaken by council staff, maintenance operatives, councillors or community volunteers. These are weekly/fortnightly visual inspections and do not require any specialist or technical knowledge. Inspections should be recorded on paper or electronically, and a note made of any actions required and how any issues arising were dealt with. Ideally the inspection records should be kept on file by the council for 21 years

CPCs routine inspections are carried out by DR Howse as part of the handyperson contract. A written checklist is received every week confirming that the site is visually in good condition or noting any issues such as litter, graffiti, etc and any other actions that need addressing.

**Operational Inspection** – these are done every 3 months and need to be undertaken by an RPII qualified inspector who is trained to undertake minor repairs and maintenance

CPC had a contract with Greenfields until January 2024 when they informed us they will no longer be offering this service. Greenfields attended every month which is over and above the legal requirement. I believe this set up was arranged when councillors were responsible for the routine inspections which were often not completed.

**Annual Inspection** – these are done once a year by an independent playground inspector, ideally one approved by the Register of Play Inspectors International (RPII).

CPC awarded a 3-year contract to The Play Inspection Company in November 2023 for its annual inspections in 2024, 2025 and 2026.

Deputy went out for quotes for quarterly operational inspections. Stroud District Council are not in a position to offer this service, neither are Dursley Town Council. 7 companies contacted and 4 have replied with quotes. The redacted quotes are available for information.

Committee RESOLVED to no longer carry out monthly operational inspections and instead move to quarterly (3 per year) plus the annual inspections.

Committee RESOLVED to award the operational inspections to Company 4 as it included a maintenance service within their price. This was well received and committee felt offered good value for money as low level repairs would no longer be passed to the handyperson and could prevent bigger repair issues in the future. Council RESOLVED to award the contract for a three year period (2024-2026) to company 4 **Proludic,** at a cost of £1,800 per year subject to an inflation increase in 2025 & 2026.

1. **To agree the Grounds Maintenance contract for retendering and agree actions**

Committee reviewed the Grounds Maintenance contract in line with the recommendations from the working part held 17th January.

Committee RESOLVED to approve the Grounds Maintenance contract and refer it to FPGP on 31st Jan for final approval before advertising on the portal.

1. **Consider hire agreement for Jubilee Field and pavilion and agree actions**

Committee RESOLVED to deferring reviewing the hire agreement for community events to February.

Committee expressed concern that hirers of the pavilion as well as the cleaner are being expected to carryout unreasonable maintenance by turning the water on and off. The stop tap is not easily accessible. It is unclear whether constantly turning the water supply on and off has created movement in the pipes which has impacted on the problem. On inspection multiple olive connectors were loose suggesting they would have also failed.

Deputy will seek quotes for an electrician/ plumber to come and access the situation and provide long term solutions to prevent it happening again.

The pavilion will be out of order until is it made safe.

1. **To consider quotes for a service/ replacement door at the Jubilee pavilion following fault with the lock**

Deputy has arranged visits with 3 companies to look at the issues with the lock on the pavilion door.

The first company quoted over £800 for a service. During their visit to quote, they oiled the door which greatly improved the mechanism.

The second company came to quote and during this visit, oiled the mechanism as well as tightened some screws on the frame. He left with the door in full working order.

Deputy cancelled the visit with the third company and is satisfied that the remedial work has left the door in good working order.

1. **To review the budget and agree actions**

Committee noted that there is an earmarked reserve of £5,300 for Jubilee Pavilion which should be used to improve the plumbing.

1. **Any further R&L issues for information or referral only**

Add issues with the lease at Cam sports club to the Full Council agenda for February.

Add a biodiversity audit of the parish to the full council agenda for February.

Deputy to submit a Fix my street report on – pavement from GL11 to Doctors surgery and tree root trip hazard.

Deputy to submit a Fix my street report on – sleepers on PROW behind Kerry food are very dangerous.

Gravel footpaths around the new toddler area at Jubilee have not settled. Deputy to contact playground installer.

With no further business the Chair declared the meeting closed at 21:08pm