

MINUTES OF MEETING OF AMENITIES SUB-COMMITTEE
14 March 2022
10:00, Woolton Hill Church Hall

Chairman: Cllr Rand (Chair)
Present: Councillors Mr P Hurst, Mrs S Cooper,
Clerk: Amy White

1. Welcome and apologies

Cllr Rand welcomed everyone to the zoom meeting.

2. Declarations of Interest

None.

3. To Agree Minutes of Previous Meeting

The minutes of the meeting held on 14 February 2022 were agreed and accepted by the Chairman, Cllr Rand.

4. Actions from previous Meeting

Date	Action
14/02/22	Clerk to notify adjacent landowner and infant school re tree works in WH rec ground. Actioned.
14/02/22	Clerk will check to see if the permissive path is actually registered with HCC. Actioned but will need to push to get path confirmed on an OS map.
14/02/22	Clerk and Cllr Rand to update Parish Field info on website Not actioned – update action to include the whole Amenities area
14/02/22	Clerk to organise repairs for HE recreation ground. Actioned: Works will be completed by the end of March by Dick Randall, agreed contractor.

5. To review and agree Amenities Terms of Reference

The ToR were sent out by the Clerk and reviewed at the meeting. More work is needed on the financial responsibility of the committee. This will be taken to full council on 28 March 2022.

The committee discussed the need to keep routine maintenance eg Scofell, playground etc under their remit.

Action: To suggest to full council that Amenities be able spend up to £1000 excl VAT per item for any 'urgent maintenance' e.g. unsafe tree or broken play equipment.

6. Recreation Ground update

Scofell is doing an early Spring cut on the recreation ground and playground on 14 March 2022.

A chain is needed on boules court entrance.

Action: Clerk to research a chain for boules court.

7. Trees- confirmation of works completed and next round

Highclere Tree Works have completed the urgent identified works in both WH and HE recreation ground.

The Clerk has received a quote for the next round of remedial tree work in WH rec ground from Highclere Tree Works. This was agreed in principle, subject to confirmation of using a crane in Wellbrook House (please see quote below).

8. Parish Field update

Biodiversity: the amenities committee is currently unable to move this project forward with the amount of work currently on.

Action: Clerk to pull together a document of where EWPC is at, vision, scope etc to take to full council on 28 March 2022 and ask for a project leader and/or ideas to move forward.

9. S106 play equipment update

Two concrete table tennis tables have been ordered, and three round picnic benches at a cost of £5743 (see previous minutes for quote). Approximately £1.5k is left from the S106 monies for recreation.

Cllr Rand has been asked by BDBC spend manager to write up the installation projects after they have been completed with the S106 monies granted.

10. Meadowbrook update

The confirmation of transfer of ownership to EWPC is now likely to go to BDBC cabinet after the end of purdah (May 2022).

11. General Maintenance

The annual maintenance agreement with Scofell for 2021/22 is £3795 for the main maintenance contract excl grass cutting.

EWPC received a grant of £2032 from BDBC for grass cutting 2021/22 and has currently spent £1396.50 (some cuts were missed due to covid issues and supplier change).

Overall, it is likely EWPC will receive a similar grant for grass cutting 2022/23.

The quote from Scofell for annual maintenance and grass cutting in 2022/23 in total is £6455 (£3795 for maintenance and £2660 for grass cutting). The price remains the same for annual maintenance and grass cutting as in 2021/22.

The committee agreed to accept the quote from Scofell for 2022/23.

Once EWPC takes ownership of the Meadowbrook area, the grass cutting costs will increase to cover maintenance of this area, and it is likely Scofell will be asked to add this to their mowing locations.

12. Items to take to next meeting

Noticeboards: To be placed at Brownies Corner, Woolton Hill recreation ground (by the boules court) and Heath End. Cllr Rand will investigate options and consider wording.

Actions from 14 March 2022

- **Cllr Rand:** To suggest to full council that Amenities be able spend up to £1000 excl VAT per item for any 'urgent maintenance' e.g. unsafe tree or broken play equipment.
- **Clerk** to research a chain for boules court.
- **Clerk** to pull together a document of where EWPC is at, vision, scope etc to take to full council on 28 March 2022 and ask for a project leader and/or ideas to move forward.

**Next Full Amenities Meeting:
Wednesday 20th April 2022, 10am, WHCH.**



Client: Mrs Amy White
Location: (Clerk to East Woodhay Parish Council)
Tel: 07855 275336

DESCRIPTION OF WORKS

ACCESS – 25 metre Mobile Elevated Working Platform
TREE TYPE – Oak & Ash
CUT – Oak (T423) – Remove Dead wood from the canopy
Ash (T424) – Severance of Ivy at the base
CUT WOOD – Removed from site
FOLIAGE – Chipped and removed from site
AREA – To be left tidy

NOTE:

In order to complete your tree works, could we please have access for a 25 metre mobile elevated working platform, chipper, trailer and their associated vehicles on your recreation area, if possible? There will also be a requirement for us to access the tree from Nicki Bonner's driveway to reach the other side of the tree.

Prior to the commencement of works, a Risk Assessment & Emergency Action Plan form will be filled in and kept on site with our Public Liability Insurance and Health & Safety (LOLA) paperwork. The working area will be cordoned off with red and white barrier tape and Tree Cutting signs positioned.

The tree works will be completed by a four-man team. One team completing the Ash tree Ivy Severance (T424 - This seems to have been annotated in Appendix 2 of the tree survey results as T423, but its tree disc is T424) in Heath End, whilst the other team complete the dead-wooding on the Oak tree (T423) in Woolton Hill recreation ground, so both jobs will be completed in one day. The branches will be lowered to the ground and then chipped into a trailer for removal. The safety cordon will then be collapsed on completion of the works.

We have availability in May, which falls in line with the **three month** restriction of completion, specified by Naturally Trees on their Tree Survey, should you find this quote acceptable?

Included in the below costings for the completion of both T423 & T424 are:

25 metre Mobile Elevated Working Platform
Chipper, Trailer, Crew x 4, Fuel and Insurance

PRICE:

£1,795.00 + VAT

Many thanks
Nigel

Any queries, please contact
Nigel Smith – 07803034716
nigel@highcleretreeworks.co.uk

We look forward to working with you
www.highcleretreeworks.co.uk