

MINUTES OF MEETING OF AMENITIES SUB-COMMITTEE
14 February 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 17 January 2022 were agreed and accepted by the Chairman, Cllr Rand.

4. Actions from previous Meeting

Date	Action
17/01/22	Clerk to advise Cllr Mitchell budget requirement for CCTV for 2022/23. Actioned.
17/01/22	Cllr Rand to meet with Stuart Box to discuss CCTV upgrade. Actioned.

5. Recreation Ground update

CCTV Cllr Rand met with Stuart Box in the WH recreation ground. Stuart has recommended a long range 4k camera. The Amenities Committee has approved this quote of £2115 for camera and installation (see quote attached at the end of the minutes).

6. Trees- annual inspection and to agree remedial work

The annual inspection by Naturally Trees Ltd has highlighted some immediate remedial action required in the recreation ground. The Clerk has received and accepted a quote of £1795 for remedial work required, to be completed on 03/03/2022 (see quote attached at the end of the minutes).

Action: Clerk to notify adjacent landowner and infant school re tree works in WH rec ground.

7. Parish Field

The Clerk will check to see if the permissive path is registered with HCC.

Regarding the long-term protection of this piece of land, the Committee will recommend to the NP Steering Group that the Parish Field be designated as a 'community facility' within the NP (it is already designated as a 'green space'). The community is already allowed to utilise the field via the permissive path, as well as Brownies Corner. The existing rules for the permissive path will remain the same.

The Parish Field information on the website will also be updated.

The path is relatively soggy and 'gloopy' underfoot. Currently the path hasn't gone through a full winter so the committee will keep a check on the surface with an action to improve the surface, should this be necessary.

Actions: Clerk will check to see if the permissive path is actually registered with HCC.
Clerk and Cllr Rand to update Parish Field info on website

No biodiversity update- to move to March meeting.

8. S106 play equipment update

EWPC still has £7473.60 of S106 approved play equipment remaining.

The committee approved 3 circular picnic tables (see previous minutes for picture) and 2 concrete table tennis tables. Quotes attached.

Action: Cllr Rand to purchase remaining equipment for recreation ground.

9. Meadowbrook update

Cllr Hurst reported that the community land has now been transferred to BDBC. Both Cllrs Falconer and Izett are supportive of the transfer of this land to EWPC. There will need to be a demarcation between this community land and the kickabout land.

10. Play areas

The Clerk has met with a BDBC play area inspector in Heath End who has pointed out some crucial work that needs to be undertaken in the play area. The Clerk has asked Dick Randall (BDBC approved play area repair contractor) to confirm and undertake all necessary repairs. The committee agreed any repairs necessary to be actioned.

The Clerk has also organised for Highclere Tree Works to remove 3 trees which are leaning on to the brick wall, identified in the tree survey. This work will be completed 17/02/22.

Action: Clerk to organise repairs for HE recreation ground with Dick Randall.

11. General Maintenance

Nothing else to report.

12. Items to take to next meeting

Biodiversity update

Actions from 14 February 2022

- Clerk to notify adjacent landowner and infant school re tree works in WH rec ground.
- Clerk will check to see if the permissive path is actually registered with HCC.
- Clerk and Cllr Rand to update Parish Field info on website
- Clerk to organise repairs for HE recreation ground.

**Next Full Amenities Meeting:
Monday 14th March 2022, 10am, WHCH.**

Quotes:

Concrete table tennis table quote:

Good morning Mark,
I will complete a new quote for you.

Our website is currently being updated, we have had to increase prices as of January this year. This is to cover increased production and transport costs.

Your new quote is as follows;

2 x Table Tennis Tables

£1750 each,

= £3500

Safety matting

£150 per table

= £300

Delivery and installation

= £650

Excludes VAT

A total of £100 discount on the usual price of £1800 per table has been added, due to you purchasing x 2 tables together.

The tables can be placed on grass surfaces but we recommend safety matting, which I have included in your quote.

We currently have a shorter lead time of 2 - 3 weeks.

With kind regards,

Naomi.



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

DESCRIPTION OF WORKS

ACCESS – Climber
TREE TYPE – 3 x Dangerous Trees
CUT – Dismantle to ground level
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 chipper, trailer and their associated vehicles on your recreation area, if possible?

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 3 x dangerous trees will be dismantled by a three-man team. The branches will be lowered to the ground and then chipped into a trailer for removal. The trunks will be lowered by the climber, with the final cut as close to ground level as possible. The safety cordon will then be collapsed on completion of the works.

We have held this Thursday (17th Feb), should you find this quote acceptable?

PRICE:

£945.00
(Not VAT Registered)

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



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

DESCRIPTION OF WORKS

Stage One

ACCESS – Climber Access
TREE TYPE – Over Mature Oak Tree (Tree ID – T422)
CUT – Dismantle to a height of 8 metres for habitat
CUT WOOD – Cut into cords and removed from site
FOLIAGE – Chipped and removed from site
AREA – To be left tidy

Stage Two

ACCESS – Climber Access
TREE TYPE – Horse Chestnut Tree (Tree ID – T421)
CUT – Remove tagged stem
CUT WOOD – Cut into cords and removed from site
FOLIAGE – Chipped and removed from site
AREA – To be left tidy

Stage Three

ACCESS – Ground Access
TREE TYPE – Ash & Sycamore Trees (Tree ID – T420)
CUT – Sever Ivy at the base of the trees to a height
of
1 metre
CUT WOOD – N/A
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 tractor, trailer, chipper and their associated vehicles on your recreation field, if possible?

All of the machinery and vehicles will be parked within a reflective tape cordon with signage, which will remain in place until that stage of work is complete and we move onto the next stage, where the same cordon will be put in place. Prior to the commencement of work, a Risk Assessment and Action Plan form will be completed and all of the crew involved thoroughly briefed. This form, plus a copy of our Public Liability Insurance and Health & Safety (LOLA) documentation will also be available on site.

The large Oak tree will be accessed by a climber and will complete the dismantling of the tree to a height of 8 metres for habitat, assisted by a tractor and rigging line, to aid with the selective felling of the limbs. Once on the ground, the limbs will be cut into cords and the tractor will load them into the trailer.

The Horse Chestnut tree will be accessed by a climber and again fell assisted with the tractor and rigging line.

The Ash and Sycamore trees will have a 1 metre band of Ivy removed from the base of the trees, starting at the height of the wire fence, which would impede cutting.

All of the foliage will be chipped into a trailer and removed from site.

We understand that the above priority tasks are time critical and have therefore made availability at the below dates, should you wish to proceed:

Thursday 17th Feb – Thursday 3rd March – Thursday 17th March

(Less urgent tree works will be inspected shortly and a further quotation supplied)

The below quote includes:

A four-man team, tractor support and wood removal, machinery, fuel and insurance.

PRICE:

£1,795.00

(Not VAT Registered)

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

Woodberry
Woodberry
Leamington Spa
Warwickshire
CV32 6QP
United Kingdom

T: 01926 889922

Quote #	5495
Date	13/01/2022
Expires	12/02/2022
Contact	Steve Grimes

Prepared for East Woodhay Parish Council
Mark Rand
Wolton Hill
RG20 9XF
United Kingdom

T: 07974 451721
E: markrand.wecp@gmail.com

ACCEPT QUOTE

Quote

Item	Qty	Price	Total
Circular 6/9 Seater	2	£490.00	£980.00
12% Item Discount (£117.60)			£862.40
Code: C6ST			
Delivery	1	£78.00	£78.00
Pallets delivery cost to RG postcode			£0.00
100% Item Discount (£78.00)			
Code: DEL-RG			

Please contact us if you have any questions.

Total	£1,058.00
Discount	-£195.60
VAT (20%)	£172.48
Total One-Time	£1,034.88 GBP

ACCEPT QUOTE

Responding To: Website

All purchases of goods are subject to Woodberry of Leamington Spa Ltd Terms and Conditions, [click here to view](#). Please ensure that you read and understand these Terms and Conditions because you will be bound by the Terms once a contract comes into existence between us. Please note the Customer's attention is in particular drawn to the provisions of clause 3.1, 6, 8.2, 11.2 and 12.