



Chiseldon Parish Council

**MINUTES of the ENVIRONMENT, GENERAL PURPOSE AND AMENITIES COMMITTEE meeting
held on Monday 18th September 2017 at 7.00pm
in the Old Chapel, Butts Road, Chiseldon**

Present: Cllrs Chris Rawlings (Vice Chair) Caroline Brady, Matt Harris, David Hill, David West (Chair), Paul Sunners, Glenn Mills, Paul Walton, Keith Bates. Clair Wilkinson as Clerk.

Public: Cllr Costigan attending in regards to Hodson Road agenda item

Apologies: Cllr J Jefferies, Cllr M Clarke, Cllr A McDonald

Absence without apologies: None

Note – Cllr J Martin is no longer on this committee

17/66. Vote of New Chair and Vice Chair for the Committee

Cllr Rawlings proposed that Cllr West be voted in as new Chair.
The Committee was asked if there were any other nominations, there were none.
Cllr Harris seconded the proposal for Cllr West and all Cllrs were in favour.

Cllr Hill proposed that Cllr Rawlings be voted in as new Vice Chair.
The Committee was asked if there were any other nominations, there were none.
Cllr Harris seconded the proposal for Cllr Rawlings and all Cllrs were in favour.

17/67. Declarations of interest.

Cllr Rawlings is an allotment holder

Public recess.

No Comments.

17/68. Approval of previous Environment minutes from 17th August 2017.

No amendments

The minutes of the meeting held on 17th August 2017 were approved as an accurate representation, proposed by Cllr Bates, seconded by Cllr Harris; all those at the meeting were in favour.

17/69. Approval of previous Recreation minutes from 21st August 2017.

No amendments

The minutes of the meeting held on 21st August 2017 were approved as an accurate representation, proposed by Cllr Bates, seconded by Cllr Walton; all those at the meeting were in favour.

17/70. Matters arising/Action points for Environment Committee.

Matters Arising not on the agenda

Page 1 - The Clerk will ask SBC to clear the drain opposite Meadow Stores as this is a drain that clears surface water from the area and is prone to flooding in winter

Cllr Sunners raised a concern over an access hole opposite Mays Lane in the grassed area. Do we need SBC or Thames Water out to secure the hole?

Page 2 – Hodson Road Yellow lines still not painted after roadworks carried out. This will be moved to the Planning, Transport and Highways agenda but the Clerk will ask Ward Cllr Shaw for an update.

Cllr Hill reported that the wheelchair user for the Draycot Foliat bus stop is still having to wait in the road in order for the bus to see him. Cllr Hill has chased Nigel Hale at SBC for an update. The Clerk has an action to find out what is going on with this work. The issue will be passed to the Planning, Transport and Highways committee.

17/71. Matters arising/Action points for Recreation Committee.

Matters Arising not on the agenda

Nothing to report.

Action points for Environment Committee

Clerk

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| 16/100 | Find out if historical docs can be stored on-line. Ongoing as professional scanning too costly. Passed to Finance Committee for approval of funds if required. |
| 17/03 | Follow up with Thames Water in regards to drains overflowing in New Road Meadow Stores area – outstanding with Thames Water for 12 months now. Ongoing, Clerk to ask SBC to clear this. |
| 17/10 | Aim to organise a meeting with SBC Highways dept and Wards Cllrs in regards to our outstanding works list. UPDATE – need to prioritize this work for targeted attention of SBC. – ongoing. AMENDMENT – Cllr Brady and Cllr West to re-visit every month to investigate urgent H&S issues. Remove from actions. |
| 17/36 | Talk to Dawn at Oakleys Spar about them providing a bin for shop bought rubbish. – ongoing |
| 17/43 | Pass on request for pothole photos to the Transport Development Committee COMPLETED |
| 17/56 | Write to probation team thanking them for their good work on the New Road hedge. DONE, VIA CLLR WALTON |
| 17/56 | Move the Community Car Share action to the new Transport Committee. DONE |
| 17/56 | Remind Cllr Brady to send her pot hole photo's to the Clerk. DONE |
| 17/58 | Clerk to ask on FB for good locations to place extra dog mess bags. DONE |
| 17/59 | Write to housing dept at SBC asking them to make sure that residents of New Road at new layby site are area that the area is not allocated parking. Also ask for a design layout for the bays. DONE, NO REPLY YET |
| 17/60 | Contact Royal Mail about wobbly post box on Stroud's Hill – |

ongoing. Clerk to try 01793 859 060.

	17/60	Report on damaged signs as mentioned by Cllr Hill. DONE
	17/60	Clerk to ask BT when decommissioned boxes will be removed. Ongoing
	17/61	Get costs for logo's for planters and rubbish bins. DONE
	17/61	Ask SBC for info on how to arrange a Xmas tree in the Parish DONE
	17/64	Chase SBC for tree survey at Rec ground, DONE BUT LONG TERM SICKNESS PREVENTS PROGRESS. ARRANGE PRIVATE SURVEY AND ASK SBC FOR REFUND OF COSTS.
	17/62	Pass the proposal for hi vis vests and van logos to Finance for approval, DONE
Cllr Walton	17/65	Remind all Cllrs to email their thoughts on what new Committee they will fit on. DONE
	17/31	Talk to Mr Margesson about the speed of the tractors going through the village. Update Sept Committee meeting DONE, HOWEVER AS CONTRACTORS DO THE WORK THERE IS LIMITED OPTIONS ON PREVENTING THIS. HARVEST IS OVER FOR 2017

Action points for Recreation Committee

Clerk	17/31	Talk to Allbuild about quotes for various levels of pitch drainage and also confirm a definite start date for Rec Hall work. PITCH QUOTE RECEIVED AND REC HALL IS WEATHER DEPENDENT.
	17/40	Rec Minutes from July need to be approved in August Full Council meeting. DONE
	17/41	Next Rec meeting – decision to be made on Rec Hall Floor
	17/42	Arrange Nationwide visit to look at Multi Surface court
	17/45	Arrange for Aplins to deal with H&S issues at CVPA – ongoing – just balance beam to be replaced
	17/45	Football goals at CVPA – Ask parents to come up with a joint funding plan – DONE, no further response
	17/45	Find out who owns land outside the CVPA gated area. DONE. CPC pay lease to SBC for outside area where shelter and basketball net are.
	17/45	Order new CVPA signs DONE, Just need to be installed
	17/46	Advise Ultimate Outdoor Fitness on charge for using Rec field, ONGOING as charges were queried.
	17/46	Invite Lee from Allbuild to Full Council in August to advise on Rec Hall. DONE

	17/49	Contact Care Home Manager to request more information on dementia facilities in the area. DONE
Cllr Brady	16/116	Arrange to review lease and engage Withy King to resolve any ambiguous wording issues. Ongoing
Cllr Sunners	17/50	Talk to Dave from the softball team to make sure he doesn't get his car stuck on the Rec field.DONE
	17/57	Advise Clerk on water in pavilion referee room for investigation. Cllr Sunners and Cllr Clarke to investigate
	17/58	Advise Clerk ref large tree branch to be removed from Rec ground. DONE, branch removed.
		To provide the Clerk with a copy of the SYFC testimonial. DONE
Cllr Walton	16/106	Investigate tarmac costs and other car park surfaces such as the green hexagonal plastic sheets and recycled scalpings. ONGOING waiting from costs from Tithegrove
Cllr Clarke	17/54	To arrange for the pavilion compound to be secured. DONE. Weeds cleared and shed taken down
	17/58	Pass photo of pitch damage to Clerk. DONE, passed to Countrywide

17/72 PARISHING, Environmental Services. Home Close Nature Area.

Cllr Costigan advised on this common land between Hodson Road and Home Close. 5 years ago after flooding, the drains were cleared out and the pipes improved by SBC to stop future flooding. One of the residents of Home Close is planting trees in this area above the drains and pipes without permission. There was a meeting held by SBC at the time with advise on how to manage this area and this resident did not attend. SBC own this land and access needs to be maintained to allow access to the drains.

Cllr Brady proposed a joint plan with SBC having overall responsibility for the land and what is planted here, but CPC supporting the residents in managing the area.

A meeting is to be arranged with Cllr Costigan, the Clerk and Lee from Allbuild to see what needs to be done to keep the area under control. Cllr Walton proposed this course of action, Cllr Harris seconded and all those at the meeting were in favour.

Cllr Costigan leaves the meeting at 19.59

17/73. VILLAGE APPEARANCE, Planters. Purchase of spring bulbs

The Clerk has requested approval for expenditure not exceeding £100 for bulbs for the new planters.

Cllr Brady proposed the Committee approve this expenditure, Cllr Walton seconded, and all Cllrs were in favour.

17/74. VILLAGE APPEARANCE, Planters. Purchase of CPC logo's for planters.

Logos can be supplied for all new planters and all CPC rubbish bins at a cost of £201.72 inc VAT.

Cllr Brady proposed the Committee approve this expenditure, Cllr Sunners seconded, and all Cllrs were in favour.

17/75 BUILDING AND AMENITIES PRIORITIES. Allotment inspections.

Allotment holder and Chair of the Gardening Club Richard Matthews has offered to do the inspections with the Council Chair, EGPA Chair and Clerk.

Cllr Brady proposed the Committee approve this offer, Cllr Harris seconded, and all Cllrs were in favour.

17/75 BUILDING AND AMENITIES PRIORITIES. Allotment water tank lids.

New handmade aluminium lids can be made for £110 plus VAT by Allbuild.

Cllr Brady proposed the Committee approve this expenditure, Cllr Walton seconded, and all Cllrs were in favour. Will be passed to Finance Committee for approval as non-budget item.

17/76 BUILDING AND AMENITIES PRIORITIES. Recreation Hall new floor.

This will be moved to the next agenda as still waiting for all quotes.

Cllrs Sunners and Walton are to investigate with a flooring specialist. 3 quotes are required as value is over £1000. Can then go to Finance for approval with a recommendation from this committee.

17/77 BUILDING AND AMENITIES PRIORITIES. Recreation Ground. Ultimate Fitness charges.

Ultimate Fitness asked for the proposed donation be lowered to allow them to afford to run the classes. A cost of £80-100 per 6 months was suggested.

Cllr Harris proposed this negotiation is handled by the Clerk. Cllr Walton seconded this and all Cllrs were in favour.

It was confirmed that once a Facilities Management company was in place that they would do the weekly checks of CVPA. May need to get Allbuild to do extra litter picks at cost to CPC.

The EGPA Committee will need to ensure a budget item is entered for the next financial year to start replacing old equipment.

17/78 BUILDING AND AMENITIES PRIORITIES. Recreation Pavilion. Leak in pavilion

Cllr Sunners and Cllr Clarke are going to investigate the cause and report back.

17/79 COMMUNITY PRIORITIES. Football matters

There was no update this month from the Football club.

17/80 COMMUNITY PRIORITIES. Care of Vulnerable People. Invite to next meeting

The Committee agreed to invite Susan Lambert the Community Lead in Swindon for Dementia Care to the next committee meeting. The Clerk will arrange this.

17/80 New Terms of Reference.

The committee reviewed the draft terms that had been sent around and it was confirmed that they are the accurate representation for the newly formed committee.

17/81. AOB.

The Clerk advised that a quote for pitch improvement work has just been supplied and it would be passed around the committee for the next meeting.

Cllr Bates reports that the pavement between Burderop Barns and Hodson Road is overgrown and pedestrians are having to walk on the road. Clerk to report to Ward Cllrs.

Cllr Hill reported that the Draycot Road crossroads is overgrown. This is a matter for the landowner and SBC to clear. The road signs are being obscured.

The snowberry bush at Canney Close near the dog bin is overgrown and needs cutting back.

The Hodson Road bus stop is overgrown and needs clearing back as CPC have responsibility for this stop. The Clerk has asked Allbuild to clear.

The meeting closed at 20.43

Next meeting: Monday 16th Oct 2017 at **7.00pm** in the Old Chapel

SUMMARY OF ACTION POINTS

Environment

Clerk

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| <i>17/03</i> | Follow up with Thames Water in regards to drains overflowing in New Road Meadow Stores area – outstanding with Thames Water for 12 months now. Ongoing. Clerk to ask SBC to clear drain |
| <i>17/36</i> | Talk to Dawn at Oakleys Spar about them providing a bin for shop bought rubbish. – ongoing |
| <i>17/60</i> | Contact Royal Mail about wobbly post box on Stroud’s Hill |
| <i>17/60</i> | Clerk to ask BT when decommissioned boxes will be removed |
| <i>17/61</i> | Ask SBC for info on how to arrange a Xmas tree in the Parish |
| <i>17/64</i> | Chase SBC for tree survey at Rec ground. Arrange for private survey and request SBC pay the costs. Ask SBC if new member of staff in place yet. |

Recreation

Clerk

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| <i>17/45</i> | Arrange for Aplins to deal with H&S issues at CVPA – ongoing – just balance beam to be replaced. |
| <i>17/46</i> | Advise Ultimate fitness of new charges for Rec Field. (17/77 EGPA Committee) |

Cllr Brady

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| <i>17/116</i> | Arrange to review lease and engage Withy King to resolve any ambiguous wording issues. Ongoing |
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Cllr Sunners

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| <i>17/57</i> | Investigate water leak with Cllr Clarke |
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Cllr Walton

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| <i>16/106</i> | Provide costings from Tithegrove for new scalplings and hexagonal plastic sheeting to improve Rec ground carpark surface. |
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**New EGPA
committee**

Clerk	<i>17/70</i>	Ask SBC to clear drain outside Meadow Stores on New Road
	<i>17/70</i>	Ask Ward Cllr Shaw for update on yellow lines on Hodson Road.
	<i>17/70</i>	Ask Nigel Hale at SBC for update on work to Draycot Foliat bus stop.
	<i>17/72</i>	Arrange meeting with Cllr Costigan, Allbuild and Clerk to review work needed at Home Close nature site.
	<i>17/75</i>	Accept Richard Matthews offer of doing allotment inspections
	<i>17/75</i>	Pass allotment water tank expenditure to Finance Committee.
	<i>17/77</i>	Ensure budget item entered for 2017/18 budget for rolling replacement of CVPA equipment
	<i>17/80</i>	Invite Susan Lambert to next committee meeting
	<i>17/81</i>	Send round pitch improvement quotes for next meeting. Add to agenda.
	<i>17/81</i>	Report to Ward Cllrs that pavement between Hodson Road and Burderop Barns is overgrown
	<i>17/81</i>	Report to Ward Cllrs that crossroads at Draycot Road is overgrown and signs cannot be seen
	<i>17/81</i>	Arrange Snowberry bush at Canney Close to be cut back
	<i>17/81</i>	Arrange for Hodson Road bus stop to be cleared of vegetation