



# MARTOCK PARISH COUNCIL

## Buildings and Open Spaces Committee

### Minutes of a meeting of the Buildings and Open Spaces Committee

Tuesday 21<sup>st</sup> May 2019 at 7.00pm at the Market House, Martock

**Present:** Cllrs Mark Warr (Chair), Jesse Spencer and Les Hallett

**In attendance:** Adam Persson (Clerk)

**Apologies:** Neil Bloomfield, Louise Clarke and Jenny Becker

No.	Subject	Comments
11/19	Parishioner participation – to hear any matters raised by members of the public	No members of the public were present.
12/19	Announcement that the meeting may be filmed or recorded	An announcement was made that the meeting may be filmed or recorded.  It was <b>AGREED</b> to record the meeting.
13/19	To receive any apologies for absence	Apologies had been received from Neil Bloomfield, Louise Clarke and Jenny Becker.
14/19	To receive any declarations of interest	No declarations of interest received.
15/19	To receive a report on any dispensations granted	No dispensations had been granted.
16/19	To agree the minutes of the meeting on 19 <sup>th</sup> February 2019 and deal with any matters arising	The minutes of the meeting were approved as a true record (enclosure) and signed by the Chair.
17/19	To confirm the actions agreed upon at the meeting have been completed	The Action List was reviewed (enclosure).  18/19 1 – It was <b>AGREED</b> to keep one computer for public use to ensure compliance with SSDC SLAs.  <b>ACTION:</b> Clerk  It was further <b>AGREED</b> to employ a carpenter to change the hinges on the toilet door to open from the opposite side.  <b>ACTION:</b> Clerk  08/19 10 – The signs would be provided by the SSDC sign maker once the agreed area map was designed.

18/19	To agree the Buildings and Open Spaces Committee's Terms of Reference	<p>The Terms of Reference were discussed (enclosure).</p> <p>It was <b>AGREED</b> to take the Terms of Reference to the Full Council for approval.</p> <p><b>ACTION:</b> Clerk</p>
19/19	<p>To receive a report on issues that have arisen since the last meeting:</p> <p>a) Buildings:</p> <p>1) To discuss the condition of the floor in the Parish Hall</p> <p>2) To approve the purchase of 10 LED light panels for the Parish Hall at a cost of £800.00</p> <p>3) To receive an update on the redecoration of the Parish Hall</p> <p>b) Open Spaces</p> <p>1) To approve the purchase of litter picks from Fergus Dowding at a cost of £43.47</p>	<p>A quote had been received to scrub and re-seal the floor of the Parish Hall at a cost of £2,500.00. The work would take 4 days and would not necessarily completely remove the scratches.</p> <p>It was <b>AGREED</b> to obtain two more quotes.</p> <p><b>ACTION:</b> Clerk</p> <p>A proposal was put forward that the Committee approve the purchase of LED light panels at a cost of £800.00. Mark Warr proposed, and Jesse Spencer seconded the proposal.</p> <p>Unanimously <b>AGREED</b>.</p> <p><b>ACTION:</b> Clerk and Neil Bloomfield</p> <p>Another wall panel was being installed in the lobby and the doors to the hall and back room were being planed where they were sticking and causing the new paint to come off.</p> <p>A carpet fitter had visited the Parish Hall to quote for new carpet in the lobby.</p> <p>It was <b>AGREED</b> to contact a floor specialist to quote for plywood flooring for the back room.</p> <p><b>ACTION:</b> Clerk</p> <p>A proposal was put forward that the Committee approve the purchase of litter picks from Fergus Dowding at a cost of £43.47. Les Hallett proposed, and Jesse Spencer seconded the proposal.</p> <p>Unanimously <b>AGREED</b>.</p> <p><b>ACTION:</b> Clerk</p>

<p>2) To review the quotes and award the contract for three benches</p>	<p>The quotes were reviewed (enclosure).</p> <p>A proposal was put forward that the Committee purchase three benches from Broxap at cost of £1245.00. Mark Warr proposed, and Les Hallett seconded the proposal.</p> <p>Unanimously <b>AGREED</b>.</p> <p><b>ACTION:</b> Clerk</p> <p>It was further <b>AGREED</b> to obtain quotes for basic hardwearing benches for the Recreation Ground.</p> <p><b>ACTION:</b> Clerk</p>
<p>3) To receive the quarterly SSDC Playground Inspection Report and an update on future provision of annual inspection reports by SSDC</p>	<p>The Inspection Report was received (enclosure).</p> <p>Whilst SSDC would continue to provide quarterly reports they would no longer carry out annual reports. It was <b>AGREED</b> to investigate whether an annual report was necessary.</p> <p><b>ACTION:</b> Clerk</p> <p>It was further <b>AGREED</b> to set up a working group comprising Mark Warr, Les Hallett and Jesse Spencer to investigate new play equipment.</p> <p><b>ACTION:</b> Mark Warr</p> <p>It was further <b>AGREED</b> that the working group meet with the Youth Parish Council to discuss play equipment.</p> <p><b>ACTION:</b> Clerk</p> <p>A repair quote based on the SSDC Inspection Reports had been received from Play UK, a company prepared to repair different suppliers' equipment. It was <b>AGREED</b> to obtain more quotes from similar companies.</p> <p><b>ACTION:</b> Clerk</p>
<p>4) To discuss work to reduce the height of the Poplar Trees on the Recreation Ground</p>	<p>The Poplar trees had been inspected after one fell in December. Whilst sound it was recommended that the trees be reduced in height. It was <b>AGREED</b> to obtain quotes for this work.</p> <p><b>ACTION:</b> Clerk</p>
<p>5) To approve the planting of WWI commemorative trees on the Recreation Ground</p>	<p>The Committee agreed in principle with commemorative tree planting on the Recreation Ground. Ideally Oak trees should be planted.</p>

	<p>6) To discuss the use of drones on the Recreation Ground and the SSDC policy on drones</p> <p>7) To approve a trading licence for outdoor fitness classes on the Recreation Ground</p> <p>8) To discuss the state of the stone footpaths in the Churchyard and agree to obtain repair quotes</p> <p>9) To discuss graveside memorabilia in the Garden of Remembrance and agree an acceptable set of rules</p> <p>10) To discuss the potholes on the bend of Ralph's Lane leading to the allotments</p>	<p>It was <b>AGREED</b> to find out how many parishioners of Martock had died in WWI and where trees should be planted.</p> <p><b>ACTION:</b> Clerk</p> <p>SSDC policy was restricted to the use of drones for filming. Other local authority policies were discussed. It was <b>AGREED</b> to write a draft policy incorporating CAA guidelines and present to the Finance &amp; Resources Committee.</p> <p><b>ACTION:</b> Clerk</p> <p>The trading license was discussed (enclosure).</p> <p>It was <b>AGREED</b> to approve the license.</p> <p><b>ACTION:</b> Clerk</p> <p>The paths around the South Door needed attention. It was <b>AGREED</b> to obtain quotes for the work and to seek guidance on conservation requirements.</p> <p><b>ACTION:</b> Clerks</p> <p>The problem of inappropriate graveside memorabilia was discussed. It was <b>AGREED</b> not to set any rules on such an emotive subject but to place signs regarding the removal of dead flowers, etc. in the graveyard.</p> <p><b>ACTION:</b> Clerk</p> <p>The potholes were on the bend where Ralph's Lane met the Allotment Track and ownership was uncertain. The Clerk had requested a search with the Land Registry. It was <b>AGREED</b> to arrange a repair without accepting responsibility for any part of Ralph's Lane.</p> <p><b>ACTION:</b> Clerk</p>
09/19	<p>To discuss any received correspondence relevant to the committee</p> <p>1) An email from Martock Cricket Club</p>	<p>The Cricket Club wished to raise the issue of grass cutting.</p> <p>It was <b>AGREED</b> to arrange a meeting with the contractor and the Cricket Club to discuss the matter and to find a suitable solution.</p> <p><b>ACTION:</b> Clerk</p>

10/19	To note the next meeting of the Committee on Tuesday 20 <sup>th</sup> August 2019 at 7pm	Date of the next meeting was noted.
-------	--	-------------------------------------

The meeting closed at 20.51pm

Approved (date): \_\_\_\_\_

Signed by the Chair: \_\_\_\_\_

DRAFT