



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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11th September 2024

To Councillors:

Fiona Carr; Audrey Gillard-Sprake; Les Sprake; Kathy Thomas (Chair); Daniel Walker.

You are hereby summoned to attend a meeting of the **Amenities & Facilities Committee** of Peasedown St John Parish Council to be held at Beacon Hall on **Tuesday 17th September 2024 at 7.00pm** for the purpose of transacting the business detailed below.

CC Councillors:

Conor Ogilvie-Davidson; Jonathan Rich as ex-officio members of the Committee – Please advise, by return, if you will be attending this meeting.

Tanya West
Parish Clerk & RFO

AGENDA

Meeting of the Amenities & Facilities Committee

7.00pm

Public Session - 10 minutes at which **members of the public can attend to express their view on matters relevant to this agenda or the parish in general.** Please be aware that if matters are raised not related to this agenda, they cannot be further discussed by the Council at this meeting but may be considered at a later meeting. Once the meeting has been opened, then only members of the Council may speak, unless officially adjourned for specific reason.

Members of the public are welcome to stay and observe the rest of the meeting (apart from those items which state they will be discussed in closed session).

Please be aware that this Parish Council meeting may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014. We kindly ask that anybody intending to record the meeting please inform the Chair or Clerk beforehand in order that any necessary arrangements can be made.

A&F026 – 17/09/2024

Attendance Roll Call and Declarations of Interest

To action the attendance register and to receive any declarations of Members' Interests in any item on the agenda, which have not already been disclosed to the Monitoring Officer.

Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.

A&F027 – 17/09/2024

Apologies for Absence

To receive and approve, if necessary, any apologies for absence.

A&F028 – 17/09/2024**Election of Vice-Chair**

To receive nominations and to elect a Vice-Chair of the Amenities & Facilities Committee.

A&F029 – 17/09/2024**Minutes & Actions**

- i. To consider and approve the minutes of the Amenities & Facilities Committee meeting held on 23rd July 2024.
- ii. To review updated copy of the Actions Register on Planner.

A&F030 – 17/09/2024**Items for Urgent Report**

Items which, in the opinion of the Chair, should be reported on as a matter of urgency.

A&F031 – 17/09/2024**Amenities & Facilities Advisory Panel**

To receive the notes from the Amenities & Facilities Advisory Panel meeting held on Tuesday 20th August 2024 at 7.00pm at Beacon Hall.

To consider request from the Chair that a member of the public is included within the membership of this Advisory Panel due to the volunteering work they undertake at Parish Council sites.

To review the suggested dates for future Advisory Panel meetings and topics for inclusion.

A&F032 – 17/09/2024**Review of Finances 2024/25**

To consider income and expenditure reports for the 2024/25 financial year for those budgets specifically linked to the Amenities & Facilities Committee.

To include a discussion on budgets for contracted amenities works and caretaker salaries.

To consider proposals for the renewal of the utility contracts including consideration of the electricity contract for Beacon Hall to allow for future feed-in tariffs.

To consider budget requirements for the 2025/26 financial year for those items specifically linked to the Amenities & Facilities Committee.

A&F033 – 17/09/2024**Ashgrove Cemetery**

- i. To receive update on the works to the memorial garden and scattering area at the Garden of Remembrance.
- ii. To receive update on the clearing of the waste in the bottom car park.
- iii. To consider the quotations for the cutting of the boundary hedges at the cemetery and appoint a contractor to undertake these works. To include consideration of the letter being issued to neighbouring residents advising them of these works.
- iv. To review Avon Wildlife Trust Ecology Management Plan and volunteering group plans and consider budget requirements for 2025/26 in order to implement these proposals.
- v. To review the proposed weekly checklist for this site and make any further suggestions for amendments to the document.

A&F034 – 17/09/2024**Beacon Hall**

- i. To receive an update on regular hirers, those that have left and consider proposals for potential new regular hirers.
- ii. To receive an update on the solar panels and insulation projects, including making associated decisions on implications for hall hire and checks on contractor work during the October half term.
- iii. To receive an update on the proposed lighting for Beacon Hall and make any recommendations for this project to be taken forward.
- iv. To receive an update on the additional microphones and assess if any additional works are required.
- v. To receive an update on the quotation for replacement of the flooring in the kitchen, bar, foyer and parish office and make any recommendations for this project to be taken forward.
- vi. To consider quotation for the deep cleaning of the floors as an interim measure.
- vii. To review the proposed weekly checklist for this site and make any further suggestions for amendments to the document.

A&F035 – 17/09/2024**Beacon Field & Jubilee Garden**

- i. To receive an update on repairs to play equipment and to the play surfaces.
- ii. To receive a progress update on the proposed planting of mature trees on Beacon Field.
- iii. To receive an update on the issues with the pathways in the Jubilee Garden.
- iv. To receive an update on the pathways on Beacon Field, proposed works for siding out the edges and draft estimates for future replacement plans.
- v. To review the proposed weekly checklist for this site and make any further suggestions for amendments to the document.

A&F036 – 17/09/2024**Braysdown Allotments**

- i. To receive update on maintenance works undertaken since the last meeting.
- ii. To receive update on the improvement works to car park area and closing of the second gateway.
- iii. To consider suggestions for future projects at this site as a result of feedback from allotment plot holders survey.
- iv. To review the proposed weekly checklist for this site and make any further suggestions for amendments to the document.

A&F037 – 17/09/2024**Ecewiche Green**

- i. To consider proposals and quotations for a hedge laying programme at Ecewiche Green.
- ii. To receive update on the wildlife pond project and to consider recommendation that the A&F Committee oversees this project following the resignation of the councillor who was the designated project champion.
- iii. To receive update on the clearing of fly tipped waste and clearing of overgrown vegetation on the section behind Faulkland View.
- iv. To receive an update that Avon Wildlife Trust (AWT) will be undertaking an ecological survey of the site on 9th & 10th October 2024.
- v. To consider proposals for a future plan to reinstate the fence at Ecewiche Green.
- vi. To review the proposed weekly checklist for this site and make any further suggestions for amendments to the document.

A&F038 – 17/09/2024**Persimmon Land, Village Greens, Public Rights of Way**

- i. To receive an update on the transfer of Persimmon land and make any associated decisions for plans for initial improvement works.
- ii. Mowing/maintenance of the village greens including autumn bulb planting.
- iii. Strimming and other reports for improvements to the public rights of way in the parish.

A&F039 – 17/09/2024**Recreation Ground**

- i. To review recent works to and consider proposals regarding the hedge along Church Road.
- ii. To receive an update on the installation of the Metal Miner from Somerset District Miners Welfare Trust.
- iii. To receive an update on suggestions for a war memorial to be installed at the Recreation Ground.
- iv. To receive an update on repairs due and undertaken to the play equipment, gates and signage.
- v. To receive an update on works to the football facilities and other buildings/structures on site.
- vi. To consider request to block the gaps at the edges and under the gates.
- vii. To receive an update on the pathways on the Recreation Ground including proposed works for siding out the edges.
- viii. To review the proposed weekly checklist for this site and make any further suggestions for amendments to the document.

A&F040 – 17/09/2024**Tools, Machinery & Truck**

- i. To receive an update on repairs to machinery and new tools purchased for Caretakers.
- ii. To receive an update on the truck and annual servicing.

A&F041 – 17/09/2024**Floral Displays**

- i. To receive an update on proposals for winter planting displays and make associated decisions.
- ii. To consider a request from Avon Wildlife Trust & Peasedown Environment Group regarding planting of bulbs on Parish Council land (suggestions include on Beacon Field and surrounds).

A&F042 – 17/09/2024**Christmas Lights**

To receive an update on Christmas lights and to approve the quotation for the installation and deinstallation of the Christmas light motifs to the streetlights along Bath Road/Ashgrove.

A&F043 – 17/09/2024**Service Level Agreements for Amenity Land**

To review the amended draft signage to be installed at areas of public open space detailing what service level agreements residents should expect from the Parish Council.

A&F044 – 17/09/2024**Asset Register**

To receive an update on the asset verification checks and the asset register.
To receive an update on the checking of the streetlights.

A&F045 – 17/09/2024**Approved Suppliers**

To receive an update regarding a proposed list of Parish Council approved suppliers. To review the proposed document and make associated recommendations to Full Council for its adoption.

F&A046 – 17/09/2024**Date and Time of Next Meeting & Future Agenda Items**

The next meeting of the Amenities & Facilities Committee is scheduled to be held on Tuesday 19th November 2024 at 7pm at Beacon Hall.