



## PEASEDOWN ST JOHN PARISH COUNCIL

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**10<sup>th</sup> September 2025**

### To Councillors:

John Ogilvie-Davidson; Audrey Gillard-Sprake; Gavin Heathcote; Andy Larcombe; Les Sprake; Kathy Thomas (Chair).

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 16th September 2025 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.

Sam Nash  
Clerk

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## AGENDA

### **Meeting of the Amenities & Facilities Sub-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).

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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&F016 – 16/09/2025**

#### **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.**

**Note:** Cllr J Ogilvie-Davidson will represent Cllr Carr at this meeting and hold said voting rights

### **A&F017– 16/09/2025**

#### **Apologies for Absence**

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

### **A&F018 – 16/09/2025**

#### **Minutes & Actions**

To consider and approve the minutes of the Amenities & Facilities Committee meeting held on 22<sup>nd</sup> of July 2025.

To consider progress towards any old actions and identify any new actions

## **A&F019 – 16/09/2025 Items for Urgent Report**

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

### **A&F020 – 16/09/2025**

#### **Review of Finances 2024/25**

- i. To review the Finances 2025/26 delegated to A&F Committee and make associated decisions
- ii. To review the budget for 2025/26 and consider a process for unplanned expenditure
- iii. To consider and make recommendations for funding essential maintenance to play equipment as identified by Facilities Manager - Awaiting quotation from Dragon Play to undertake repairs to the single point swing and install closure on the gates and bearings as recommended in the Annual Inspection 2024.
- iv. **To note** the change to the quote for tree work to cover increased costs stipulated by BANES Council since the submission of the quote to the Council.
- v. **To note** completion of the insurance claim for the vandalised play equipment at the Recreation Ground
- vi. To **agree** funding of up to £200 to purchase or have Maintenance team build planters for scattering meadow areas covered by Weed suppressant to maintain ambience whilst remedial work on killing off weeds is taken.
- vii. To **agree** funding the replacement of 16 box hedging plants that have succumbed to box blight with an alternative shrub at the cemetery not exceeding £150
- viii. To **agree** a funding line for future replacement of Box Hedging with a similar type of plant in the Cemetery due to infection with box blight as and when required
- ix. To **agree** the spend of up to £500 on a guard to protect the outside unit of the new air conditioning fan on Beacon Hall from vandalism.

### **A&F021 – 16/09/2025**

#### **Whole Estate Matters**

- I. Consider options to maintain the estate grounds prompted by the collapse of contractor who maintained Miners Welfare Recreation Ground in line with Facilities Manager recommendations **Action:** agree recommendation to be actioned in 2026/27 budget.
- II. Consider the request from the Facilities Manager for the hire and eventual future purchase of chipper to be used around the estate. **Action:** agree, based on recommendation from the Facilities Manager the hire and for the 26/27 budget the purchase of a chipper for estate work
- III. To consider and agree, based on the recommendations of the Facilities Manager, the purchase of an electric vehicle for the collection of rubbish on the estate. **Action:** request further information from Facilities Manager or accept recommendation of Facilities Manager to hire electric vehicle for use across the estate. Consider the suggestion to rent an electric van to allow collection of rubbish by any member of the maintenance team for a cost not exceeding £17000 **or** over a 5yr lease period, £354 plus VAT per month.
- IV. **To note** the request from Avon and Somerset PCSOs to take urgent remedial action to extend or provide barrier on footpaths or hedgerow at the end of Wellow Lane.
- V. **Note:** receive an update from the Facilities Manager for the winter maintenance of parish hedges.
- VI. **To note** the cost of planting £628 for winter floral displays and receive update on planting schedule.
- VII. **Action:** To agree the cost of Legionella testing required over the three sites – up to £600

### **A&F022– 16/09/2025 Miners Welfare Recreation Ground, including Football Pitch**

- I. **Note** completed plastering work to home changing room and repair of the extractor fan in the away room. Review timings for the completion of maintenance works, highlighted by the Football Advisory committee, required to make good facilities.
- II. **Action:** instruct the Parish office to maintain the BMX track purchasing mixed stone up to a cost of £500

### **A&F023 – 16/09/2025**

#### **Beacon Hall**

- i. **To note** the appointment of a window cleaning company to clean inside and outside of Beacon Hall once every 8 weeks and to clean solar panels once a year by contractor - £95 per time for windows £80 for cleaning solar panels.
- ii. **To note** the cleaning of the extractor vent, in the professional kitchen to allow us to comply with legislation - £270
- iii. **To Note** the call out of the emergency light and fire alarm engineers due to issues with both – Approximate cost of £230 each time. It is believed a party goer set off the fire alarm by breaking a manual call point glass by the servery.

- iv. **To consider and vote on** advice that all call points should be covered with a plastic hatch to prevent the accidental setting-off of call points during hires. Apparently, this is an ongoing recommendation by the fire security company BWS when they do their six-monthly maintenance checks. **Action:** to agree to the buying and the fitting of plastic covers over all manual call points – price not exceeding £150.
- v. **To consider and agree** to purchase new emergency lightning for the single sex conveniences due to the failure of the current ones and on the stairs to the office due to failure during testing. **Action:** to agree to pay call out charge for checking emergency lighting following failure at H&S review – not more than £230. **Action:** agree to the purchase of emergency lighting units for the toilets and on the stairs to the office, to bring site in line with fire safety.
- vi. To consider quotes on the deep cleaning of the main hall flooring and resealing of floor in pre-read. **Action:** agree Total floor quotations in total for remedial work to all floors - £5930 Separate quotations for individual floors in pre-reading folder. If Council is not willing to consider repair to all then agreement of essential works to the Main Hall floor.
- vii. To receive a report on hiring of Beacon Hall – regular and individual – approx. how many hires a month and for how long. What do hirers hire and what for? **Action:** agree on costs for hiring different aspects of Beacon Hall. Consider the need for commercial kitchen to have alternative locks so people who do not pay to hire it cannot access it or the crockery cupboard.
- viii. To consider further advertising of the Beacon Hall facilities to broker more hirers. Action to agree targeted advertisement of Beacon Hall facilities by use of banners around the estate and targeted Facebook advertising.

#### **A&F024 – 16/09/2025**

#### **Beacon Field & Jubilee Garden**

- i. **To note** update on the tender process for footpath maintenance at Beacon field, including improvements to the entrance to the Dog Walking facilities. **Action:** arrange an advisory panel along with meeting date and chair, to decide who to award contract to ready to report back at November meeting.
- ii. **To note, discuss and agree action** on the situation re. planting / watering in the Jubilee Garden following hot summer with little rain (– drip system was originally planned).
- iii. **To receive an update and note** actions agreed following concerns raised by PCSO regarding anti-social behaviours in the bushes alongside Beacon Hall and the nuisance this causes to neighbours. **Consider a project for 26/27 financial year** to oversee the updating of cameras on site to allow better viewing of the land around the beacon to provide further evidence to support PCSOs in tackling antisocial behaviours – triggered by amount of broken glass being found around the beacon site and protect the site for all users.
- iv. **To note** the purchase of the replacement flag for the flagpole outside Beacon Hall.

#### **A&F025 – 16/09/2025**

#### **Braysdown Allotments**

**Note the update and consideration of fees for next financial year**

#### **A&F026 – 16/09/2025**

#### **Ecewiche Green**

- i. To receive update on the wildlife pond project and planting of trees on Beacon Field.
- ii. Discuss the impatience of Council on the development of the wildlife pond project and consider viability of continuing with the project should planning be delayed beyond September.

#### **A&F027 – 16/09/2025**

#### **Persimmon Land, Village Greens, PROW, Roundabouts**

- i. To receive an update on the sponsorship of the roundabouts- **note** completion of the Dunkerton Roundabout and the proposal for the Mercedes Roundabout.
- ii. **To note** three quotes as per financial regulations and **action** a quote for remedial works behind Westbury View **Action:** vote on accepted quote.
- iii. Receive an update from Cllr Larcombe on the progress made with Taylor Wimpey land gifting.

#### **A&F028 – 16/09/2025**

#### **Ashgrove Cemetery**

- I. **Note** the lower Cemetery has been cleared of rubbish
- II. Consider and vote on proposed work to cordon off the area known as the lower carpark to meet H&S requirements in Cemetery. **Action:** vote on proposed action and request Clerk to obtain quotes ready to complete project 2026/27 financial year.

- III. Consider and vote on the use of CCTV at the cemetery to deter vandals and anti-social behaviours around the toilet area and to mitigate risk of burglary considering the increase in value of the tools kept in the container and building. **Action:** Vote on recommendations of the Clerk to purchase CCTV for outside of unit at the Cemetery to cover the area of the cargo containers and the Cemetery building / entrance gates. Request Clerk acquire three quotes to be acted on in 2026/27 financial year.
- IV. **Note** that Administrator has been appointed responsibility for mapping cemetery plan and creating a spreadsheet of burial at Ashgrove Cemetery, as required by law. Same administrator to be responsible for future maintenance of these documents.
- V. **Note** the purchase of remembrance wreaths and crosses for war graves on Remembrance Sunday

#### **A&F029 – 16/09/2025**

#### **Review of rubbish collection and winter salt storage bins**

To consider plan for rubbish collection as it has not been possible to appoint contractor for a reasonable price – see above minute regarding electric vehicle.

#### **A&F030 – 16/09/2025**

#### **Date and Time of Next Meeting & Future Agenda Items**

The next meeting of the Amenities & Facilities Committee: **Tuesday 18<sup>th</sup> of November 2025.**