



## **PEASEDOWN ST JOHN PARISH COUNCIL**

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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### **Minutes of the Amenities & Facilities Committee held on Tuesday 11<sup>th</sup> June 2024 at 8.15pm at Beacon Hall, French Close, Peasedown St John**

#### **Present:**

**Councillors:** Fiona Carr; Audrey Gillard-Sprake; Howard Hartley (Vice-Chair); Les Sprake; Kathy Thomas (Chair); Daniel Walker.

#### **In attendance:**

Tanya West – Parish Clerk & RFO.

#### **Public Session**

There were not any members of the public present at the meeting.

The Chair asked if any persons were recording the meeting. No one responded that they were.

#### **A&F001 – 11/06/2024**

#### **Attendance Roll Call and Declarations of Interest**

The attendance roll call was undertaken (those present are detailed above).

No further interests to those already disclosed to the Monitoring Officer were declared.

#### **A&F002 – 11/06/2024**

#### **Apologies for Absence**

Apologies for absence had been received from Cllr Conor Ogilvie-Davidson and Cllr Jonathan Rich due to work commitments.

#### **A&F003 – 11/06/2024**

#### **Election of Vice-Chair**

One nomination for the position of Vice-Chair had been received and so it was resolved to elect Cllr. Howard Hartley as the Vice-Chair of the Amenities & Facilities Committee.

#### **A&F004 – 11/06/2024**

#### **Minutes & Actions**

This being the first meeting of the newly appointed Amenities & Facilities Committee there were no previous minutes for review.

However, any outstanding actions from the past Standing Committees that now come under the Amenities & Facilities Committee Terms of Reference and Delegations had been moved by the Chair to the new Actions Register Planner board. The Clerk and the Chair to update these outstanding items prior to the next Committee meeting.

#### **A&F005 – 11/06/2024**

#### **Items for Urgent Report**

There were no items for urgent report.

#### **A&F006 – 11/06/2024**

#### **Amenities & Facilities Sub-Committee**

It was resolved to appoint an Amenities & Facilities Sub-Committee to work in line with the agreed Terms of Reference and Delegations (which consists of all members of the Amenities & Facilities Committee and ex-officio members of the Chair and Vice-Chair of Full Council).

**A&F007 – 11/06/2024****Amenities & Facilities Advisory Panel**

It was **resolved** to appoint an Amenities & Facilities Advisory Panel to investigate specific projects/matters and make recommendations in line with the agreed Terms of Reference.

It was noted that an Advisory Panel meeting will be required during the first week of July to undertake a quarterly inspection of the Braysdown Allotments. The Administration Officer will send out an invitation to all members in due course. The number of allotment inspections throughout the year was raised, and it was asked if this could be included as an agenda item at the site inspection meeting for discussion.

**A&F008 – 11/06/2024****Asset Summary & ‘Lead Councillor’ Allocation**

- i. Pre-reading provided a written introduction from the Chair providing a brief summary of all the sites and assets being covered by the Committee and encouraging councillors to look at the different areas prior to the meeting.
- ii. The idea of having a ‘lead councillor’ for each of the sites was discussed. The purpose being for them to undertake a check on the site between meetings and report back. At the moment, the Council currently relies on members of the public and council staff to report on any issues to the Clerk. There will be a template form for checking the sites and submitting any issues. This will be issued by the Clerk in due course.

The proposal to be trialled with the following site allocations:

<b>Suggested ‘lead councillor’</b>	<b>Sites they will cover</b>
Fiona Carr	Beacon Hall
Audrey Gillard-Sprake	Recreation Ground
Howard Hartley	Ashgrove Cemetery Ecewiche Green
Les Sprake	Prince of Wales & Tump Village Greens Public Rights of Way
Kathy Thomas	Braysdown Allotments Persimmon land
Daniel Walker	Beacon Field

- iii. There is a list of operational works for each of the sites for tasks which are mainly actioned by the Caretakers. Details of these business-as-usual works will be published for councillors’ information.
- iv. Current issues with mowing and the length of grass at Ashgrove Cemetery and the Recreation Ground was discussed. The Clerk reported the Parish Council’s mower had been broken and there had been issues with a contractor, both of which had caused the problem although were now being resolved.
- v. It was noted that some of the sites had proposed, agreed, or ongoing project works. These would need to be incorporated into any discussions and plans, and associated works monitored. They are:

<b>Sites</b>	<b>Project Works</b>
Beacon Hall	Improvements to lighting in the main hall; solar panels; insulation to the inside of the roof.
Recreation Ground	Works to the spectator stand roof which is currently broken
Ashgrove Cemetery	New pathway at Garden of Remembrance and problems with it ‘ballooning’ in places.
Ecewiche Green	Possible installation of a wildlife pond
Prince of Wales & Tump Village Greens	Mowing of the Prince of Wales and installation of a new table at the Tump.
Public Rights of Way	Japanese knotweed had been present on one of the public rights of way. This has not been strimmed so as to prevent spreading.
Braysdown Allotments	Blocking up of the second gateway.
Persimmon land	Preparing some sites to an operational level.
Beacon Field	Pathway at the Jubilee Garden has cracks in some areas; the contractor is due to attend. Tarmac pathways on main field need attention.

- vi. The Clerk advised that a map of all the land the Parish Council currently manages and will be taking on from Persimmon Homes, is being produced and made available for each meeting.

- vii. A copy of the Avon Wildlife Trust Ecology Management Plan for Ashgrove Cemetery had been circulated as pre-reading. Councillors were encouraged to read pages 12 to 19 as they provide the most relevant detail on the management of the site.
- viii. Cllr Howard Hartley informed that Avon Wildlife Trust have agreed to undertake a survey at Ecewiche Green to provide an Ecology Management Plan for that site also. This is due to take place towards the end of July or early August. Cllr Hartley to advise all members and the Clerk of the date once known.
- ix. It was acknowledged that the verification checks of the Asset Register are still required to be actioned. The Clerk to liaise with the appropriate 'lead councillors' in order to arrange for this to take place.

**A&F009 – 11/06/2024**

**Amenities & Facilities Related Policies & Procedures**

Councillors acknowledged the list of policies that have been allocated to the Amenities & Facilities Committee as detailed on the Strategic Documentation Register and the requirement to review them annually. It was suggested that the policies should be allocated evenly across the Advisory Panel and Committee meetings throughout the year to make this task more manageable.

**A&F010 – 11/06/2024**

**Risk Register**

It was noted that the Clerk and Cllr Howard Hartley were currently updating the Risk Register and the sections of the document associated with the delegations for the Amenities & Facilities Committee would be brought back to a future meeting for further review and comment. The review of this document would likely be actioned evenly across the Advisory Panel and Committee meetings throughout the year to make this task more manageable.

**A&F011 – 11/06/2024**

**Review of Finances 2024/25**

A report on income and expenditure for the 2024/25 financial year for those budgets specifically linked to the Amenities & Facilities Committee was reviewed at the meeting. The following comments were raised:

- No budget had been applied to the '604005 – Contracted Amenities Works' however due to having to use external contractors to cover due to staff absence, expenditure for this nominal code will have to remain fluid between the Caretakers Salaries budget.

**A&F012 – 11/06/2024**

**Tree Surveys**

Pre-reading provided councillors with a summary of the tree surveys previously undertaken on Parish Council land.

- In April 2019 the trees on Parish Council land were surveyed and a report produced covering the following sites a) Ashgrove Cemetery; b) Beacon field & hall surrounds and footpath; c) Ecewiche Green; d) Miners' Welfare Recreation Ground; e) Prince of Wales Village Green.
- The works identified from this survey were actioned during the same year.
- In 2022 a survey focusing solely on ash die-back was undertaken and the recommended works from that were also actioned, which included the felling of some trees.
- Parish Council policy states that trees will be surveyed every 1 to 5 years, so the general survey of all trees is now due. Three companies (all of which have previously undertaken works for the Parish Council) have been contacted requesting a price for these works. No quotations had been received to date.

Councillors discussed the matter, and the following points were raised:

- That the Cherry trees at the cemetery all appear to have issues with 'honey fungus'. It was noted this would be picked up in the reports and any associated works recommended.
- It was **resolved** to request that the Finance & Governance Committee/Full Council approve up to £3,000 to be deducted from the Infrequent Operational Expenditure budget to cover the tree survey works due to be undertaken in 2024.
- It was suggested to recommend to the Finance & Governance Committee that funds should be allocated each year as an ear marked reserve in order to build up funds for this survey to take place every five years.

**A&F013 – 11/06/2024**

**Metal Miner at the Recreation Ground**

Pre-reading provided councillors with a background summary regarding the installation of a metal miner figure at the Recreation Ground entrance, as funded by the Somerset Miners Welfare Trust (minute C075 – 21/11/2023 and minute C099 – 30/01/2024 relates).

The precise location of the miner figure is yet to be determined and councillors considered photographs of the possible locations at the entrance to the Recreation Ground. It was reported that the Highways Department at B&NES Council had been consulted and they had approved two of the options at the entrance from Bath/Church Road so long as the figure is installed as close as possible to the fence.

Following discussion, it was **resolved** to recommend to Full Council that the metal miner figure, along with the plaque and QR code sign, as funded by the Somerset Miners Welfare Trust, is installed to the left-hand side of the miner cart at the Bath Road and Church Road junction entrance of the Recreation Ground.

**F&A014 – 11/06/2024**

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

The next meeting of the Amenities & Facilities Committee is scheduled to be held on Tuesday 23<sup>rd</sup> July 2024 at 7pm at Beacon Hall.

The meeting closed at 9.48pm

Signed..... Date.....

DRAFT