



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN Tel:

01761 433686 E-mail:

clerk@peasedownstjohnparishcouncil.gov.uk

www.peasedownstjohnparishcouncil.gov.uk

16TH July 2025

To Councillors:

Andy Larcombe; Fiona Carr (Vice-Chair); Audrey Gillard-Sprake; Gavin Heathcote; 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 22nd July 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.

Staff: Simon Freear, GAMM; Debbie Parish, Administrator

Sam Nash
Clerk

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).

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&F001 – 22/07/2025

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 their involvement with discussions and voting.

A&F002 – 22/07/2025

Apologies for Absence

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

To consider and approve the minutes of the Amenities & Facilities Committee meeting held on 27th May 2025.

Minutes approved unanimously to be signed by chair of committee after meeting

ACTIONS REGISTER - Review

Signage of parish managed land

**Resolve clerk should work with A&F committee to review all signage around the estate
unanimous**

Shutting of the vehicular access to the cemetery for a temporary period of three months

**Bring shutting of the cemetery to the full council due to number of complaints there have been
unanimous**

Note the work of the Bridleway reopening sub-committee
noted

Lower cemetery carpark

Site currently looks messy and not in keeping with what should be expected in a cemetery

Skip to remove all equipment

**Quote for gating and enclosing for H&S purposes going forward
unanimous**

Cemetery tree complaint

Operational noted

H&S noted

Cleaning Beacon Hall

**Clerk to continue to seek quotes and delegated to clerk with support from A&F committee to appoint
an appropriate cleaning for hall
unanimous**

Drain leakage and review of current repair

Operational Noted

War Memorial Progress

Noted

Scattering meadow

Report to the committee in September

Continue to monitor

Budget

A&F004 – 22/07/2025 Items for Urgent Report

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

A&F005 – 22/07/2025

Review of Budget

- i. To note Finances 2025/26 – A&F Committee

Noted

- ii. To agree budget for annual improvements to the changing room facilities based on recommendations from the Football Liaison Advisory Panel

Operational Clerk and RFO can agree

- iii. To note the expenditure on the items for use by the caretaking team as identified by the Facilities Manager (GAMM- **Noted the postholder would prefer to be called the Facilities Manager**) (up to £6000) as approved at Full Council.

Noted

- iv. To agree funding plan for the tree survey work
Discussed distribution of tree work around the estate and agreed to request 56% of funding to come from Persimmon pot.
Committee agreed Aborcadabra contract to complete work
unanimous

Committee proposed remainder of funding for tree work is taken from general tree budget, allotments and recreation ground tree budget

unanimous

- v. To agree funding plan for works at Westbury View Boundary
Committee agreed funding should come from Persimmon land money but that there was a need for three quotes before the Committee can agree contracts.
Committee suggested additional funds are requested at Full Council up to £2000 pounds to be taken from Persimmon CIL funding, if required
unanimous

- vi. To agree funding to replace a dead tree in the cemetery
Committee resolved to remove the dead tree but defer the decision of its replacement until September

- vii. To agree funding to purchase or have Maintenance team build planters for scattering meadow

Decision to replace deferred until September

- viii. To agree funding to replace dead plant in the Jubilee Garden

Agreed operational unanimous

- ix. To agree funding the replacement of 16 box hedging plants that have succumbed to box blight with an alternative shrub at the cemetery

Decision to replace deferred until September

- x. To agree a funding line for future replacement of Box Hedging in the Cemetery that has begun to show box blight

Decision to replace deferred until September

- xi. To finalise the funding for the emergency ventilation for solar panel inverter and battery storage room

Noted job has been completed and room temperature lower in just a couple of hours.

Funding needs to come out of emergency spend funding - infrequent operational expenditure

- xii. To finalise the cost to date of tools and machinery for the work of the Maintenance team

noted

- xiii. To note PPE purchase should be transferred to the Personnel budget

Clerk to put item on staffing agenda for approval

- xiv. To consider cost for play equipment costing from Dragon Play

Defer to September

- xv. Finalise shortfall from insurance claim for roundabout replacement at the recreation ground

Short fall operational Clerk to assign with RFO

A&F006-22/07/2025 Whole Estate Maintenance

- I. Plan for the Reduction in Hedge Height and expected completion
- II. Plan for Hedge maintenance going forward – costing contract or in house equipment
- III. Plan for winter Cut of Estate Hedging – costing for contractor or inhouse time and cost for equipment

Defer until September

A&F007 – 22/07/2025

Beacon Hall

- i. To finalise the installation of air-conditioning in the office.

Resolve to purchase air conditioning unit to the value of 3000 from Beacon Hall maintenance Unanimous

- ii. To agree a specification for window cleaning of Beacon Hall

Operational to be noted in September

- iii. To agree a specification for solar panel cleaning of Beacon Hall.

Operational to be noted in September

- iv. To note the installation of the fan to cool the room that houses the solar panel inverter and batteries to meet Fire Safety Regulations – completed under emergency spend by Clerk.

noted

- v. To agree a specification for the cleaning contract of Beacon Hall

Operational to be noted in September

A&F008 – 22/07/2025 Beacon Field & Jubilee Garden

- i. To agree a specification for replacing a section of pathway on Beacon Field ready to go out to tender – **to delegate to Debbie specification for pathway and to encourage companies to quote on options for surfacing**
- ii. To agree a specification to improve the entrance to the Dog Exercise Area.
To specify a solid surface to extend to the dog exercise area – delegate to Debbie
- iii. To agree a specification to replace a dead tree in the Jubilee Garden

Operational to be noted in September

A&F009 – 22/07/2025

Braysdown Allotments

- i. To note any updates following the allotment inspection held in June 2025.

Noted

- ii. To note the Annual Allotment Barbecue.

Noted 20 people attended. Review next year whether this is something Parish Office staff should be involved in organising.

- iii. To agree specification for management of unused plots whilst they are vacant.

Agreement to cover unused plots for maintenance purposes with weed membrane unanimous

- iv. To agree specification to partition plot where temporary manure heap currently sits

Plots should be quartered and not split into thirds in accordance with current charging unanimous

A&F010 – 22/07/2025

Ecewiche Green

- i. To finalise the process of beginning construction of the wildlife pond and associated planting of trees on Beacon Field. To include
 - i) Time frame for handing out leaflets to surrounding residents
 - ii) Risk Assessments for third party users once site is released to the council / community
 - iii) H&S specifications to mitigate responsibility of council towards end users

Duly noted for action once planning has been agreed by BANES Planning authority
A&F011 – 22/07/2025 **Persimmon Land, Village Greens, PROW, Roundabouts**

- i. To note progress on the sponsorship of the roundabouts.

Noted

- ii. To finalise Arborists to carry out remedial work based on the tree survey undertaken in March 2025 by Scott Watson of Wildwood based on received quotations

Agreed by council **unanimously that Aboracadabra would complete the work**

- I. To review work on roundabout signage

Noted Somer Valley Butchers is complete

Agreed to put in future newsletter and on facebook to publicise for future sponsors

To ensure Council have in writing that Bath Fertility Clinic and not progressing

To approach Bath College as a possible sponsor

unanimous

- iii. To note recommendations for work to be completed at the Bund and finalise Arborist to carry out additional work at the boundary between the bund and Westbury View based on received quotations.

To agree in principle, the work once in receipt of required number of quotes

unanimous

A&F012 – 22/07/2025 **Recreation Ground**

- I. To finalise contractors for maintenance work at the sports changing room following review of facilities by Football Liaison committee and their recommendations of work.

Operational Noted

- II. To finalise contractor to fit replacement extractor fan at the changing rooms to support with mould damage and ventilation of facility

Operational Noted

- III. To agree a specification for the short-term cutting of the pitch and recreation ground following the collapse of the previous contractor's business – taking into account the recommendations of the Facilities manager

Noted

- IV. To agree a specification for the long-term cutting of the pitch and recreation ground taking into account the recommendations of the Facilities Manager including the storage of any equipment at the site that the Facilities Manager may require

Defer to September

- V. To note the agreement of planning permission for the war memorial sited on the Recreation Ground

Noted

A&F013 – 22/07/2025 **Ashgrove Cemetery**

- i. To finalise the A&F105 27/05/2025 - **see comments in A&F003 – 22/07/2025 Minutes & Actions**
- ii. To agree changes in signage to reflect above decision and specification of spending to facilitate that
Operational – reviewed in August FULL COUNCIL
- iii. To agree specification for area at the bottom of the cemetery – taking into account the recommendations of the Facilities Manager
Defer decision until September once specification for works has been obtained by office
- iv. To agree a specification for installing temporary planters to support the scattering meadow whilst works on weed control are implemented in order to maintain the welcoming and calming environment for the community
Defer until September
- v. To agree specification for replacement of Box Hedging around the cremation plots when Box Blight impacts the visual aspect
Defer until September
- vi. To identify the frequency of scattering in the scatter meadow and the process required
Five scatterings have occurred including the remains of the original monetary donor. Discussed the need to maintain the area as a scattering meadow due to the donation received to create it.

A&F014 – 22/07/2025

Date and Time of Next Meeting & Future Agenda Items

The next meeting of the Amenities & Facilities Committee: **Tuesday 16th September.**