



PEASEDOWN ST JOHN PARISH COUNCIL

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Present Councillors:

Fiona Carr (Vice-Chair); Andy Larcombe; Les Sprake; Kathy Thomas (Chair).

Others Present:

Sam Nash (Clerk); Jonathan Rich; Audrey Gillard-Sprake (for first part of meeting until 7:30pm)

Absent with Apologies

Absent without Apologies

Cllr Heathcote

Minutes of the Meeting of Amenities and Facilities Committee held on 18th of November at 7pm in the Lounge at Beacon Hall

Meeting
started **7.05pm**

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 in this session that are 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, only members of the Council may speak, unless the meeting is officially adjourned for specific reasons. 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&F031 – 18/11/2025

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 regarding 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&F032– 18/11/2025

Apologies for Absence

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

A&F033 – 18/11/2025

Minutes & Actions

To **consider** and approve the minutes of the Amenities & Facilities Committee meeting held on 16th September 2025.

No declarations declared

Minutes accepted and signed as true reflection of the meeting

To **consider** the actions on the Action Planner including **noting** any updates
Christmas lights – no councillors have shown an interest in changing the lights

A&F034 – 18/11/2025 Items for Urgent Report

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

Note operational spend on push mower should the current one be beyond repair. Cost will be no more than £400 - Noted

A&F0035 – 18/11/2025 Amenities and Facilities Sub-Committee

To **appoint** an Amenities & Facilities Sub-Committee to work in line with the agreed Terms of Reference and Delegations.

Carried unanimously

A&F0036 – 18/11/2025 Review of Finances 2024/25

- i. To review the Finances 2025/26 delegated to A&F Committee and make associated decisions
- ii. To review suggested budget requirements for the 2026/27 financial year for those items specifically linked to the Amenities & Facilities Committee and consider any further amendments

Questions raised regarding committed expenditure lines for Clerk to take back and discuss with RFO ready to report back at Full Council

Vice-Chair raised that she was not invited to attend the finance meeting held with RFO. This should have happened, and Clerk will ensure it happens in the future.

A&F 037– 18/11/2025 Whole Estate Matters

- I. **Consider** the three quotes as per financial regulations for the maintenance of fire and security across the estate. (see pre-read whole estate) Delegate to the Clerk and members of the Committee to decide a new managed contract.

Recommend to Full Council that we proceed with Radcliffe recommendations to upgrade the fire alarm system and take over managed fire and security having reviewed the three quotes and take the funding from infrequent operational expenditure

Carried unanimously

- II. **Consider** the quote to lease a compact tractor for works around the estate including grass cutting and pitch maintenance – to include hedge laying eventually.

Propose Facilities manager provide specification of exactly what he wants e.g. cab, hedge trimmer and mowing facility with costs to both lease and purchase in line with financial regulations with idea that it is stored at the Cemetery in the lower carpark area. Carried unanimously (Facilities Manager to ensure quotes for both lease and purchase include maintenance costs.)

- III. **Consider** options for storage of said compact tractor – see suggested photo example from area outside hive. **See previous minute – Council suggest storage at lower cemetery would be ideal.**

- IV. **Consider** the maintenance quote received to ensure the safety of play areas flooring at Beacon Field and the Rec Ground. (See pre-read whole estate) **Consider and agree** how to fund potential project for 2026 to complete works **Propose that after the play inspection we get three quotes for the replacement of flooring across the play areas**

Carried unanimously

- V. **Note** the hire of chipper to aid with maintenance across the estate.

Facilities manager can hire chipper up to cost of £1000 to be taken from Recreation mowing this financial year

Needs to go into budget for 2026/27 – Ask Facilities Manager to get quotes in line with Financial Regulations to purchase a chipper for estate work. Carried Unanimously

- VI. **Note** tree survey work continues, and currently, lower-risk amber and green items are

- left to complete. **Noted**
- VII. Streetlighting – update on maintenance and **consider** future contract – still waiting on contract-deferred
- VIII. **Note** maintenance staff are now qualified to check playground equipment but not to maintain it. Council would need to **consider** additional cost be added to 2026/27 budget to allow for outside contractors to complete any required works or **consider** recommending to staffing training one of the maintenance team in these skills.
- IX. **Recommend Clerk proceeds to cost training courses for two full-time staff members to maintain play equipment and bring to Full Council from this committee.**
- X. **Carried unanimously**
- XI. To **note** the need to update signage around the village and consider the potential cost of replacing signage to bring it within Health and Safety conditions or incorporate into corporate imagery. Cost would be about £2000 that would be in budget for next year - **noted**
- XII. To **note** the potential costs involved in moving Defibs from location of St Johns Close to Carlingcott – once suitable electrical supply has been identified. **Clerk explained she had spoken with BANES representative who informed her that both Red Post and St Johns Close Defibs are used and in a valuable position. Council to consider purchase of Defib and bleed kit for Carlingcott following National Grid confirmation of power to proposed site.**
- XIII. To **consider** the signage drawn up by office (Debbie) requested by A&F to inform the public of the work they complete at each facility
Put on action register and noted progress in achieving this

A&F 038 – 18/11/2025

Miners Welfare Recreation Ground, including Football Pitch

- I. **Note** completed maintenance work required in changing rooms following Councillors Football Club Liaison Committee inspection. **Noted**
- II. **Resolve** to agree the quote provided by Steve Aplin (see pre-reading) to replace the green matting under the basket swing- to be funded from the Recreation field general 606001- £984. This will mean that the budget is slightly overspent. **See above minute recommendation re. playground flooring Resolve to wait until after play inspection to decide on any work. Carried unanimously**
- III. To **approve** the quotation for the fire safety inspection of the canteen and changing rooms £500 Football facilities related 606003 **Note that Clerk is getting fire surveys done at both canteen and cemetery up to the value of £500 at each site.**
- IV. To **note** War Memorial construction has begun **noted**

A&F039 – 18/11/2025

Beacon Hall

- i. To **note** the completion of the deep clean and resealing of hall flooring at Beacon Hall **noted**
- ii. To **note** the new cleaning contract for Beacon Hall and required costs for 2026/27 **noted**
- iii. To receive a report on hiring Beacon Hall – regular and individual – approx. how many hires a month and for how long. What facilities do people hire? **Action:** agree no further increase in cost of hiring of Beacon Hall for 2026/27 **Proposed that due to issues with cleaning and hire last year we will freeze fees for 2026/27 to show good will to our regular hirers and allow staff to increase promotion of the site with new hirers. Carried unanimously**
- iv. **Discuss** and **consider** the updated terms of hire for Beacon Hall (see pre-read Beacon Hall) and the updated booking sheet – following Cllr Carr's meeting with the Clerk – including section on the hire of Beacon Field (See F&G040 - 28/10/2025). **Propose to accept the recommendations from Cllr Carr and Clerk on updating of terms and conditions and booking form changes. Carried unanimously**
- v. To agree the cost of no more than £6000 for the refurbishment of lino flooring throughout Beacon Hall ground floor and to agree to bid for this in the 2026/27 budget setting. **Clerk to proceed to get three quotes to bring to Full Council to allow a recommendation to be made to release the ear-marked reserve Agreed unanimously**

- vi. To agree to bid for the update of the fire alarm system and call points around Beacon Hall to bring in line with Fire safety standards of 2025 at a cost of £4131.62. **See above minutes**
- vii. To receive an update from the Clerk regarding the potential to improve CCTV at Beacon Hall

Recommendation of Committee is to take no further action

Carried unanimously

- viii. Consider changing the cooker and agree a maximum cost and source of funding
Recommend that Cllr Carr and Clerk go forward and source a new electric oven to replace the one we have in the kitchen up to £3000 to be taken from Beacon Hall budget. Carried unanimously

A&F040 – 18/11/2025

Beacon Field & Jubilee Garden

- i. **resolve** to suspend Standing Orders 7a and 7b in accordance with Standing Order 10.a.xv **carried unanimously**
resolve to rescind the minute A&F020 – 16/09/2025 iii, part a: To consider and make recommendations for funding essential maintenance to play equipment as recommended in the Annual Inspection 2024. - It was agreed to proceed with quotations for play equipment parts (for the gates and single point swing on Beacon Field) totalling £1,306.29 **Carried unanimously**
- i. **Resolve** to accept a quotation for maintenance and repair of gate and play equipment by Steve Aplin – due to staff not being qualified to make repairs – to be funded from Beacon Field Play equipment 608003 **Resolve to defer the work listed in minute until after the play inspection work in December 2025 A&F037-18/11/2025. Carried unanimously**
- ii. **Resolve** to reinstate Standing Orders 7a and 7b. **Carried unanimously**
- iii. **Consider** the proposed tender provided by the Parish Office for the works required to improve the pathway at Beacon Field and entrance to dog area. (pre-read – Beacon Field) **Propose that we accept quotation from RJSurfacing to improve the pathway at Beacon Field with concrete edging at a cost of £32,282.71 and recommend that we propose to Full Council that this cost is taken from General Reserve and Beacon Pathway Ear-marked Reserve. Carried by majority**
- iv. **Consider** the maintenance costs required to ensure that the pathway around Jubilee Garden is not a trip hazard. (See Whole Estate pre-read – Steve Aplin quote safety) **Not discussed Ran Out of Time**
- v. **Consider** quote to repair pathway outside Beacon Hall. (See Whole Estate pre-read – Steve Aplin quote safety) - **Discuss** can this be a piece of work to be added to Beacon Field Tender as a variation?

A&F041 – 18/11/2025

Braysdown Allotments Not Discussed Ran out of Time

- i. **Note** the outcome of the Allotment Inspection carried out on the 22/10/2025 (see pre-read Braysdown Allotments)
- ii. **Note** that 13 quarter / half plots are becoming available at the end of the year.
- iii. **Note** that there are 11 people on the waiting list for plots.
- iv. **Note** the purchase of materials to reinstate markings of quarter plots for new allotment holders on allotments that are due to be given up.
- v. **Note** the purchase of materials for maintenance of unallocated plots as per previous minutes.

A&F042 – 18/11/2025

Ecewiche Green Not Discussed Ran Out of Time

- i. **Note** schedule for works to create the wildlife pond project. (see pre-read Ecewiche Green) See Pre-read
- ii. Confirm the planting of trees on Beacon Field and resolve to place the order for trees and planting – no more than £4000.00

A&F043 – 18/11/2025**Persimmon Land, Village Greens, PROW, Roundabouts Not****Discussed Ran Out of Time**

- i. To receive an update on the sponsorship of the Mercedes roundabout by Parish Council and an update on the requirements of Somer Farms for changes to the Dunkerton roundabout. (see pre-read Roundabout Signage)
- ii. **To note** work on Westbury View has begun and should take two weeks to complete
- iii. Receive an update from Cllr Larcombe on the progress made with Taylor Wimpey land gifting.

A&F044 – 18/11/2025**Ashgrove Cemetery**

- II. Consider three quotes as per financial regulations for installing CCTV at Ashgrove Cemetery to ensure security for cemetery and equipment. (see pre-read Cemetery)
Action a quote for installation to occur with date of project to begin. **Not Discussed Ran Out of Time**
- III. Consider three quotes as per financial regulations for installing gated access to the lower cemetery carpark (see pre-read Cemetery) **Not Discussed Ran Out of Time**
Action a quote for installation of gated access to the lower carpark to screen the area from visitors and protect items within. **Not Discussed Ran Out of Time**
- IV. **Agree** the purchase of up to 12 stone granite cremation slabs **Recommend that the sourcing of granite slabs is delegated to the Clerk with the support of this committee to find three quotes to purchase 15 slabs and bring pricing to Full Council for agreement of where funding comes from. Carried unanimously**
- V. **Approve** the quotation for the fire safety inspection of workshop £500-605005 **See minute A&F038-18/11/2025 iii Not Discussed Ran Out of Time**
- VI. Review the proposed fees RPI – **consider** the cost of granite slabs in terms of cremated remains and cost of interment of such. **Not Discussed Ran Out of Time**
- VII. Consider the upgrade of pathways in the cemetery

A&F046 – 18/11/2025**Request from Neighbouring Parish**

Council to consider request from Shoscombe Parish Council. (See pre-read) Deferred until next meeting **Not Discussed Ran Out of Time**

A&F045 – 18/11/2025**Date and Time of Next Meeting & Future Agenda Items**

The next meeting of the Amenities & Facilities Committee: **Tuesday 06th of January 2026.**

Meeting finished 9:39pm