

EARL SHILTON TOWN COUNCIL

MINUTES of the

LEISURE, PARKS, CEMETERY & OPEN SPACES (LPCOS) COMMITTEE MEETING

Held at 7:00 p.m. on
Tuesday 05 February 2019

At *The Stute*, Station Rd., Earl Shilton, LE9 7GA.

MEMBERS PRESENT:

Councillors: Cllrs M Tebbett, Chairman, K Lapsley, Deputy Chairman, Mrs C Coe, C Newlyn, P Statham, Ms A Williams and Ms D Almey.

In attendance: Town Clerk: Mr ME Jackson
Office Clerk: Mrs C Houghton
Members of the public: 1 representative from Earl Shilton in Bloom (ESiB)

18/070 Chairman's welcome and opening remarks.

The Chairman opened the meeting welcoming Cllrs and the one representative from ESiB.

Noted and received.

18/071 To receive apologies for member absence.

Resolved: to accept the apology from Cllr B Hutt as tabled to the Town Clerk and recorded.

18/072 Declarations of interests. To receive disclosures of member's interests, i.e. the existence and the nature of those interests in respect of items on this agenda.

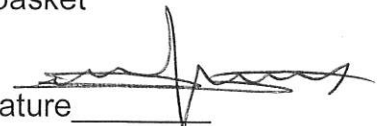
Cllr C Coe, Cllr D Almey and Cllr P Statham declared an interest in 18/075a due to them having personal involvement in this matter.

18/073 To receive and approve as a true record the minutes of the LPCOS Cttee meeting held on 08 January 2019.

Resolved: that the minutes of the LPCOS Cttee meeting of the 08 January 2019, as tabled, be accepted as a true record of proceedings.

18/074 To receive a verbal and or written report from the Groundcare Supervisor.

A written report was presented to Cttee Members from the Groundcare Supervisor, who was unable to attend the meeting. The report covered work to date concentrating on hedge cutting, painting litter bins/fences/hanging basket



trees and ESTC bus shelters. Vandalism to a hedge on Mountfield Road has now been fenced off and made secure. The fallen fence at Mill Lane cemetery has been repaired. Work will now be limited due to the Groundcare Supervisor lone working over the forthcoming weeks due to staffing issues.

Noted and received.

Cllr P Statham joined the meeting at the end of this agenda item at 7.08 p.m.

18/075 Correspondence received:

- a. *ESiB's* request to have members of the LPCOS Cttee and groundcare team walk through the parks and town to establish the works needed for this coming year, in preparation for the judging route.

Cllrs who declared an interest in this agenda item are noted in agenda item 18/072.

The representative from *ESiB* provided a full written list of suggested areas within the town that may require some minor works to be carried by ESTC groundcare staff. The areas being Wood St Park, Val's Jitty, High St, QEII Hall Field Park including the Waterloo Memorial. A grant application to purchase a metal fence to enhance and protect the Waterloo Memorial has been submitted by *ESiB* to the Town Council.

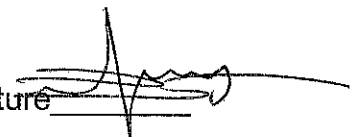
Noted and received.

The Chairman thanked the representative from *ESiB* for attending tonight's meeting. The representative from *ESiB* then left the meeting at 7.24 p.m.

- b. *Late correspondence* received since this agenda was set.

The Town Clerk gave a verbal report to Cttee Members on the following late items:

- i) The contractor regarding s.104 utility works from the Birch Close development has issued the formal document to the Town Council for signature. The Town Clerk as Proper Officer has carried out this function so that the works as per the deed of easement may be carried out as planned.
- ii) Correspondence regarding the Town Gateway has been received from LCC, who will now investigate works needed to restore the damaged grass verge area surrounding the recent telecom mast installation.



iii) A local contractor who ESTC had planned to start works on Weaver Springs Pavilion has delayed the start date due to unforeseen personal circumstances.

iv) A TPO planning application on behalf of ESTC from a local contractor has been applied for to HBBC. This is to carryout tree works at QEII Hall Field Park.

Noted and received.

18/076 Update on works to be carried out by a local contractor at *Mill Lane Cemetery*.

The Chairman advised Cttee Members that the works had been carried out on 01 Feb 19 and will now allow the ESTC groundcare team to keep the area tidy, pleasant and use it efficiently and effectively.

Noted and received.

18/077 To discuss the revised *Wood St Park play area* quote for s.106 monies 'provision' spend from the current preferred supplier.

The Chairman reviewed the revised quote with Cttee Members and confirmed that the surrounding areas of the play area will be opened up with no shrubbery blocking the view of adults safeguarding children. Additionally the park CCTV will have an unobstructed view of the park. The refurbishment will be a complete overhaul of the surface (mulch type) area and play equipment, whilst the fence lines will be adapted to facilitate these changes. The Chairman pointed out that although the cost of these changes has increased the overall quote, he feels will be a valuable long term investment for ESTC and in particular residents. It is still financially the best quote.

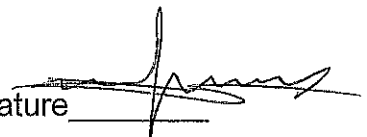
Resolved: to recommend to Full Council to use £16k from LPCOS reserves, along with the £50k s.106 monies to complete the works.

18/078 To discuss the update on *Weaver Springs Pavilion* works.

The Chairman, Deputy Chairman, Groundcare Supervisor and the Office Clerk met with a local contractor on 05 Feb 19 at Weaver Springs Pavilion to discuss a quote to carryout improvement works on the Pavilion.

Noted and received.

18/079 To discuss all possible works to be carried out at *Maple Way Park*.



The Chairman and Cttee Members reviewed quotes gained to carry out the construction of metalled footpaths within Maple Way Park.

The Town Clerk reminded members that ESTC have £8k easement monies from the works at Birch Close and also the PCIF Funding which can be applied for as a significant contribution to the overall cost.

Resolved: to apply to the Borough Council for £10k PCIF Funding to contribute to the cost.

- 18/080** To provide an update from the *tree survey* meeting held on 24 Jan 19 for all the grounds of ESTC parks, cemetery and open spaces.

Cttee Members were provided with a quote from the LCC surveyor who met with the Chairman on 24 Jan 19. The quote is for a survey to cover all 11 areas of ESTC open spaces, which in total has 344 trees. The survey will show the age, condition and species of the trees. It will also show if any trees require urgent work to be carried out. Long term this will then allow ESTC groundcare staff to maintain the trees.

Resolved: to confirm the quote does not hold ESTC into an ongoing yearly contract. If this is confirmed then ESTC are to accept the quote and have the survey carried out at the cost of £1750 + VAT by the LCC from the 01 April 2019 budget.

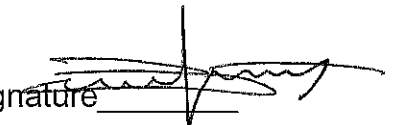
- 18/081** To update Cttee Members on action points from the last meeting held on January 08 2019.

The Chairman covered the previous LPCOS Cttee Meeting minutes, advising members of the action taken to complete each agenda item. The Office Clerk advised members that to purchase 'SmartWater' for the groundcare equipment, it has to be purchased through an online company which requires payment by card.

Resolved: the Town Clerk will purchase the 'SmartWater' and then claim the expenses back through ESTC. The Office Clerk is to order 6 x replacement litter bins for existing parks and open spaces.

Confidential Items – in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the press and public will be excluded from the agenda items below by reason of the confidential nature of the business to be discussed and will be requested to withdraw. Members will resolve to go into Private Session. So Resolved.

- 18/082** To discuss a local football teams acceptance of the pitch fee for this season.



The Chairman advised members that Council are still awaiting the pitch fee payment from *Redacted* for the 2018/19 season.

The *Redacted* have requested to have use of the pitch for the 2019/20 season and asked what the cost would be for this.

Redacted **Resolved: the Town Clerk to chase *Redacted* for the outstanding pitch fee which is overdue. Also to confirm to *Redacted* the cost of the pitch fee is: *Redacted* for the *Redacted* 2019/20 season and this will be required in full by 01 July 19 to confirm they have use of the pitch.**

18/083 To review the ESTC Groundcare staff training programme and progress to date.

The Chairman confirmed that groundcare training is suspended at the moment due to staffing issues. Cllr Lapsley raised the point that ESTC should consider soonest having at least one indoor and one outdoor staff member COSHH trained due to the substances used by staff on a daily basis.

Resolved: the Office Clerk is to investigate COSHH training options, possibly through an online course.

The meeting closed at 8.27 p.m. with the Chairman thanking members for their attendance and contributions.

