



ITCHEN VALLEY PARISH COUNCIL

(Serving the villages of: Avington, Easton, Itchen Abbas & Martyr Worthy)

Minutes of the Meeting

March 3rd 2016

Attending: Cllr Appleby, Cllr Moffatt, Cllr Riley, Cllr Phillips , Cllr Langford, Cllr Labram,

In Attendance: HCC - Cllr J Porter. WCC - Cllr K Gottlieb

16.28 Apologies: Cllr Howells, Cllr Legat, Cllr Denniss, Cllr Powe

16.29 Public Participation & Declarations of Interest on issues on the agenda.
No public participation. Declarations of interest - see as noted for specific items.

16.30 City & County Council – Report Attached

Cllr Porter presented her report, see attached. It was agreed that Cllr Appleby join Cllr Porter and Mr. Ray Gardner on tour of Valley roads, particular concern with the road edges on Easton lane and Longwalk. The Broadband acceleration project looks like it may be successful in Easton but lack of funding commitments in Itchen Abbas and Martyr Worthy meant it was unlikely to succeed there. HCC want to downgrade the Longwalk footpath off Northington lane to a restricted byway to prevent having to clear it further or put up a vehicle barrier.

Cllr Gottlieb gave the following brief. That WCC still faced legal challenges over the Silver Hill development from Henderson. The number of architects participating in the Station Approach redevelopment had reduced from 5 to 2. That WCC were entering a period of Purdah, there are significant changes to the IV Ward as it has been combined with Alresford. Cllr Gottlieb was happy to support changes to gates on the footpaths across Black Farm, Avington.

16.31 Minutes of the Meeting of February 4th 2016

The minutes were signed as a true record by the Chairman.

16.32 Matters arising from the Minutes of February 4th 2016

Clean for the Queen: Cllr Riley confirmed the arrangements for the litter pick on the 5th March 2016. All participants to be given a H&S brief.

Neighborhood Development Plan(NDP): Still trying for a date for Chris Corcoran to attend to discuss Twyford Parish Councils experience. Cllr Riley to ask for more possible dates. Cllr Gottlieb recommended a NDP to the Council given the changes in local authorities.

16.33 Appointment of a New Clerk The Chairman asked that in view of the confidential nature of the business about to be transacted that the public and press be temporarily excluded and they were instructed to withdraw. The motion was passed and the meeting was closed: At 19.45 hours

16.34 Meeting Opened: The meeting was reopened to the public and press at 20.25hrs.

16.35 Unpaid Vacancies

Council resolved to create the following unpaid vacancies:

- a) Responsible Financial Officer to the council
- b) Proper Officer to the council

16.36 Appointment to the unpaid posts

Council resolved to appoint Cllr Riley with immediate effect to the following unpaid posts

- a) Responsible Financial Officer to the Council
- b) Proper Officer to the Council

16.37 Annual Parish Meeting & Annual General Meeting

It was resolved to hold the Annual Parish Meeting at 7.00 pm on Tuesday the 26th April. Easton was the preferred venue. **Post meeting note:** Easton Village Hall was not available, meeting to take place in the Burge Room IA and A Village Hall.

The AGM planned for 5th May, conflicts with local WCC and HCC elections. Council resolved to hold this meeting on the 4th May 2016 in the Burge Room Itchen Abbas.

The Chairman mentioned that one councilor would be resigning after the APM, thus creating a Casual Vacancy, which would be advertised accordingly.

16.38

Planning:

(a) Minutes of the Planning Committee – Meeting 18th February 2016

Council noted the minutes.

(b) Applications:

SDNP/16/00837/FUL Proposed upgrade of existing telecommunication apparatus. Orange Site Ham 0014 Hampage Wood Alresford Road Ovington Hampshire.

Council resolved to support this application as improved mobile phone signal is a clear aim of the Parish Plan.

16.39

Financial Matters

a) That the Accounts be paid as listed

<u>Cheque no</u>	<u>Payee</u>	<u>£s</u>
300342	Green Smile Ltd. Hedge cutting, Easton	100.00
300342	Green Smile Ltd. Grounds maintenance (03/16)	222.90
300343	Martyr Worthy Parish Hall. Meeting 3rd Mar	16.00
300344	Littleton Landscapes. SLR sign movements (2015/2016)	624.00
300345	Itchen Valley Pest Control. Mole infestation.	55.00
300346	Craig Morris. Lengthsman (Feb 16)	833.33
300347	Itchen Abbas and Avington Village Hall (17/03/16)	3.50
300347	Itchen Abbas and Avington Village Hall (28/01/16)	7.50
DD 11/1	ICO (Registration with Information Commissioner)	35.00

The payments were approved and the cheques signed.

Summary of Income and Expenditure 2015/16 as at 28 Feb 2016

Balances Cfwd	£24,694.27
Add Income	£26,079.81
Less Expenses	£27,126.78
Cash in hand	£23647.30

b) Resolve to change the bank mandate (report attached)

Council resolved to approve Cllr Labram paper on changing the bank mandate and approved the resolutions contained within the report.

c) To determine the size of the Council for audit purposes.

Cllr Labram informed council that as the 2016/17 precept request was above £25,000 the council would be considered a medium sized council for audit purposes.

d) Arrangements for the audit of the council accounts

Council resolved to appoint Mr John Murray as its internal auditor for FY 2015/16. The date for the internal audit is the 27 May 2016. The external auditor is allocated to council and is BDO based in Southampton.

16.40.

Parish Councillors Reports:

a) Footpath Matters – Cllr Phillips. (report attached)

Cllr Phillips gave more detail on the proposal from the Ramblers to change styles on some routes to kissing gate. The council supported this initiative but reiterated the need for landowner's consent to be sought. The Parish Council had no budget to support the scheme. The report was adopted.

b) Highways Matters – Cllr Appleby. (report attached)

The report was adopted by council.

Pot holes on the Avington to A31 road were becoming increasingly sever. Cllr Langford was asked to report them via the HCC online pothole reporting facility.

c) Village hall – Representatives.

i) Cllr Langford gave a verbal report on the progress being made by IA&A Village hall to install broadband. This is in line with the aspirations of the Planning Committee and once sufficient quotes are received then a proposal will be developed for Councils consideration.

ii) Cllr Labram reported that the Easton VH account may be used to collect funding for early installation of BT superfast broadband subject to receiving a quote from BT and sufficient funds being raised by the community

e) Web Site – Cllr Riley. (report attached)

The report was adopted by Council.

e) Open Spaces – Cllr Riley. (report attached)

The report was adopted by council.

Additionally, there had been complaints from Easton residents about;

i) the need to keep the Old School Field gate closed, as required by the H&S inspection. It was agreed that Cllr Riley investigate the feasibility and cost of a split gate.

ii) The need to keep dogs on leads, there is only one sign. YR to discuss the wording with the Trustees in light of the regulations and order another sign for the field gate.

16.41

Correspondence

Update on the SDNP local Plan: Preferred options

16.42**Councillor Questions**

- i) Cllr Langford confirmed that the IV society had agreed to replace the dilapidated bench in Avington Park (HCC Countryside site). The IV Society wish to gift the asset to the Parish Council. It was agreed that the Parish Council would accept the gifted bench, once the IV Society had confirmed with HCC that they agreed to it being positioned on their land. The Council made no commitment to replace the bench in the future. IV Society are to provide the Responsible Financial Officer with the receipts so that an appropriate entry can be made in the PC asset register.
- ii) Cllr Appleby felt that "Councillors Questions" should be changed to AOB and that an action column should be added to future minutes.

Date & time of the next meeting 7.00 pm on April 7th 2016 at Easton Village Hall.

Attachments for reference

- Report from Cllr Porter, HCC
- Report on the appointment of a new Clerk: Cllr Appleby (Closed Session)
- Report on changing the bank mandate: Cllr Labram
- Minutes of the Planning Committee meeting on the 18th Feb 2016
- Footpath Report: Cllr Phillips
- Highways Report: Cllr Appleby
- Website Report: Cllr Riley
- Open Spaces report: Cllr Riley

Jackie Porter- County Councillor Report for Meetings in March 2016

Council Tax update:

2% adult services increase- £10.6million which is likely to be absorbed by living wage.

1.99% increases on general funding, -£10million which provides extra 'day to day' funding.

I seconded a motion that HCC should only purchase from large companies who pay a 'fair tax'. (in line with Govt guidance for national procurement, extended to LA's.) This had actually been done in the previous months, but not reported- so good news!

Proposal to save money: reorganise Children's Services 'Early Help Hubs' including Children's Services, Pre schools support, Children's Centres.

Consultation out now until 3rd May. Go to hants.gov.uk and 'have your say'.

Children's centre proposal is to reduce from 54 to 11- one per district. This will close all Winchester sites, plus Snowdrops at Overton. This is too great a change, and will cost the social services departments more in the end.

Youth Service new proposal is to only make grants to those who work with the most vulnerable(not full funding). Street Reach is offering 'open access ' targeting children who need help. We are always looking for new Trustees!

Adult Social Care reorganising into three areas: each has a challenge to cut staff/costs by total of £43m by April 2018.

Still no news on recycling centre consultation: new dates awaited .

Footpaths and highways:

Lone Barn Path: Following our discussions last time, I wrote formally to request the barrier be done:

To Ray Gardner: Could you let me know the current position on the following items please?

Q1: The barrier at the 'highway' at Lone Barn, Itchen Abbas.

A1: No Highway Budget for this so will not be done this year and is unlikely to get funding for next year also.

Can I suggest that we seek funding from the UIVS to get this done?

This is a well used path, but we cannot ask the neighbour to clear the route in the summer until the barrier is in place.

Reports of roads deteriorating on the side are being treated less sympathetically by HCC now under the 'new policies'.

I have been asked to seek for the road from Easton to the B3047 road to be mended along the sides. This is the response. "Easton Lane is verge overrun and not carriageway potholes: the ruts do not at this time meet investigatory levels. The breaking side of the tarmac now needs to show a vertical face of 150mm and the hole must be 300mm wide, or deep from the kerb edge.." I believe this is very dangerous for bikes and vehicles in wet weather and in the dark. Would your council like to comment?

The seat by the bus stop at Shelley Close (eastbound) is badly damaged, Could it be mended please?

I realise the bus shelter issue is still raw, but what is the next stage please? We have stops without seats or shelter at present.

Jackie Porter, Jackie@jackieporter.co.uk,

Twitter: @JackieLibDem, website: www.jackieporter.co.uk

Text: 07973 696 085, home phone 01962 791054



Itchen Valley Parish Council

PORTFOLIO LEADS REPORTS

From:	Cllr Patrick Appleby	For:	Full Council 3 March 2016
Portfolio:	Parish Clerk Appointment	Date:	2 March 2016
Agenda Item:	6	Contact:	pbappsh@gmail.com
Nature of Report*	Resolution/Decision		

Update on the Recruitment and appointment of a Clerk

Cllrs Appleby, Labram and Riley interviewed 2 candidates today for the above role (a third candidate was asked for interview but dropped out)

The conclusion was that both candidates were above the line for appointment but one candidate was preferred. This decision was based on past experience and competencies demonstrated at the interview, the candidate was felt to be a good fit for the role of Clerk.

The preferred candidate is yet to be informed of their success at interview. Council will be asked to support the recommendation of the interview panel in the closed session. If the candidate accepts the offer Council will be asked to confirm the appointment at the 7th April 16 meeting.

The interview panel discussed the job description and proposed that the candidate hours of work would on average amount to 9 hours per week, an increase of 3 hours per week on the previous Clerk. This includes 1 hour to administer the Lengthsman scheme, which is subject to continued financial support from HCC.

Rate of pay were discussed with HALC, their advice was not to use the LGA Clerks payscales but rather to set a rate based on local employment practice. Currently Clerks in the HALC area earn between £10-20 per hour. The interview panel have recommend an hourly rate which will be discussed with council in the closed session.

Closed session decision need on:

- Ratification of the interview panel's decision on the successful candidate
- Number of hours worked per week
- Rate of Pay
- Any uplift in budget required to support the recruitment process.

Cllr Patrick Appleby

Chairman

3 March 2016



Itchen Valley Parish Council

PORTFOLIO LEADS REPORTS

From: Cllr Henry Labram For: **Full Council 3 March 2016**

Portfolio: Finance Date: **2 March 2016**

Agenda Item: 11b Contact: **Hlabram@gmail.com**

Nature of Report* **Resolution/Decision**

*Options for Nature of Report: For Decision, For Discussion, For information, Nil Report

Following the resignation of the previous Clerk and in order to continue with the normal operations of the Council, the signatory authorities of the Council's bank account needed to be amended. It was therefore proposed that the following should have signatory authority on the Council's bank account:

- Patrick Appleby,
- Paul Moffatt,
- Henry Labram and
- Yvette Riley.

Any two signatures would be required for signing cheques and making any changes to the account in writing.

Furthermore it was proposed that in order to simplify the Council's administrative processes, internet banking should be set up. It was therefore proposed that the four individuals mentioned above should be registered as internet users. Additionally, for any payment transaction, two users would be required to be involved: one would submit the payment and the other would authorise it. All four users would have "View, Submit and Authorise" access, such that any two could arrange a payment. Of course, normally it would be the RFO, or person acting during the interim as RFO, who would submit payments.

The above restrictions on individual authority and access aim to strike a sensible balance between what any one individual was allowed to do ie financial controls, whilst at the same time keeping the processes flexible (eg during absences) and as simple as reasonably possible.

In order to proceed with these changes the Bank required that the above resolutions were agreed by Council and included in the minutes of the meeting.

The bank also required that the following Resolution was recorded as part of the meeting's minutes.

Resolution

To Unity Trust Bank plc

The following resolutions have been recorded at a properly convened meeting in accordance with the governing documents of the organisation held on: 03/03/2016

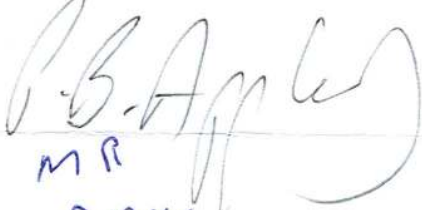
At the meeting convened by Itchen Valley Parish Council, it was resolved that:

1. The amendments to the Mandate for the operation of the bank account(s), payment instructions and banking services be approved and be provided to the Bank by persons authorised to do so in accordance with the Bank's procedures and the Mandate;
2. The Bank is entitled to rely upon the amended Mandate until it receives a later Mandate amending it, and the Bank is entitled to rely on instructions given by any person named in Section 3 and may disclose any information relating to the account to any such person;
3. The Bank is under no duty to make enquiries before acting on the instruction of any person named in Section 3; 4. The Bank will be notified in writing of any changes to the organisation as per the Terms and Conditions of the account.

We hereby certify that these resolutions have been properly recorded in the minute book and that they are signed by two authorised people on behalf of the organisation:

Title MR.
Forename PATRICK
Middle initials B.
Surname APPLEBY
Position in the organisation CHAIRMAN

Signature



Title MR
Forename PAUL
Middle initials T. E.
Surname MOFFATT
Position in the Organisation VICE CHAIR

Signature



The recording of the above resolutions was signed by Councillor Patrick Appleby, Chairman, and Councillor Paul Moffatt, Vice Chairman

Cllr Henry Labram

Chairman of Finance and General Purposes Committee

2 March 2016



Itchen Valley Parish Council

Planning Committee Minutes Thursday 17th March 2016

Attending: - Cllr Phillips (MP), Cllr Riley (YR)*, Cllr Langford (CL), Cllr Dennis (OD)

*To note Cllr Riley was appointed as the Proper Officer at Council in Feb.

In attendance: Cllr P Moffatt, Mr Alan Weaver (Parish Clerk designate)

1. Apologies – Cllr Appleby (PBA)

2. Minutes of the last meeting

The minutes were approved as a true record of the meeting and were signed by the Chairman.

3. Matters arising from the Minutes of the 18th February 2016

3.1 YR confirmed with the SDNP System Supervisor Carol Brown that comments on application submitted after the January meeting had been sent to the relevant Planning Officers, but there had been a problem with them being displayed on the public portal. This IT problem is now resolved.

3.2 SDNP Public Access Systems, Cllr Langford and Phillips had both set up accounts on the SDNP system but were still not seeing the “Consultee in box”. Further work is needed and clarification on whether the site works the same on Ipad. WCC have confirmed that they do not have a “Consultee inbox” arrangement for Parish Councils yet.

YR

3.3 SDNP/15/04847/FUL: Unit 3 Itchen Abbas Business Centre, Itchen Abbas Change of Used from B1 to B2. WCC have advised this application will be considered at a formal meeting commencing at 14.00hrs on the 24th March. A speaking slot has been booked for the Parish Council and PBA will be asked to speak to our objection.

PBA

4. Applications:

4.1 Ref. No: SDNP/15/06398/FUL:Abbas Business Centre Main Road Itchen Abbas Hampshire SO21 1BQ.

No Comment

4.2 Ref. No: SDNP/16/01092/HOUS: Wangfield House Main Road Itchen Abbas Winchester Hampshire SO21 1AT

Object

The housing objectives within the Itchen Valley Parish Plan adopted by WCC in 2013 states that the parishioners of the Itchen Valley wish to discourage extensions to already large houses. We also object under saved policy CE23 to the scale, size and mass of the proposed extension and policy MTRA3. The accommodation over the

new garage is not clearly stated to be ancillary to the main house and could be turned into a new dwelling. Furthermore this extension conflicts with SDNP policy SD45 given the extension and accommodation over the garage exceeds a 30% increase in floor area and the extension is not subservient to the original building.

- 4.3 WCC 15/02763/FUL: Winchester Services Northbound Shroner Wood Winchester Hampshire SO21 1PP.

Support

Environmentally friendly initiative.

- 4.4 WCC 15/02764/FUL Winchester Services Southbound Shroner Wood Winchester Hampshire SO21 1PP.

Support

Environmentally friendly initiative.

5. AOB

- 5.1 Minor Variation from Boomtown Festival UK for the premises Licence PREM655 Boomtown Festival, Matterley Bowl.

No Comment

- 5.2 Wi-Fi access at Itchen Abbas Village Hall

CI reported that the Hall Mgt committee had agreed to get a second quote for the installation of Wi-Fi. OD suggested CL talk to Alex Pease who had installed BT superfast broadband in St John's Church, Itchen Abbas.

OD/CL

Date and Time of Next Meeting: 21 April 2016 at 7.00pm in Itchen Abbas and Avington Village Hall.



Itchen Valley Parish Council

PORTFOLIO LEADS REPORTS

From:	M.Phillips	For:	Full Council 3/3./16
Portfolio:	Footpaths/ lenghtsman	Date:	26 Feb 16
Agenda Item:	footpath	Contact:	Mickp1@outlook.com

REPORT (Please type below)

I meet a member of the Ramblers who are wanting to update a few styles into gates, this will mean identify all land owners, the styles in question are those on the Itchen way into abbot worthy, (mr. m.gray) also the foot path towards Ovington (landowner K.GOTTLEIB) These would be paid for with a small grant with the PC to make up the short fall, or for the land owner to contribute .al other gates on the Itchen Way will have to be upgraded by the land owner ,also the Ramblers will be making there review this Spring in this area, that means walking all paths and way marking where necessary, as soon as I have got all landowners permission ,with the Ramblers help ,get prices all these gates will be erected by voluntary help.

An enquiry regarding FP 30 From chilland land towards MARTY Worthy any hedges etc overgrown the path are the landowners responsibility,

A reminder that the Lengthsman is due on the 28th March



Itchen Valley Parish Council

PORTFOLIO LEADS REPORTS

From:	Patrick Appleby	For:	Full Council 3.03.16
Portfolio:	Highways	Date:	29: 02: 2016
Agenda Item:	12. b	Contact:	pbapps@gmail.com
Nature of Report*:	For information		

*Options for Nature of Report: For Decision, For Discussion, For information, Nil Report

REPORT (Please type below)

There does not appear to have been any recent road repair activity. Apart from the time of year and weather conditions the reply to a specific request shown below may also give a further explanation. There have been no further reports of serious road flooding.

Erosion of the verges and consequent breaking up of the edges of the tarmac surface continues to be a problem. This has become especially significant at the passing points by the bridges over the Itchen on Easton lane. Following a resident bringing this problem to our attention an e-mail was sent to Ray Gardner of HCC Highways department. Both e-mail and reply are below. The reply is disappointing.

Dear Ray,

You may have already been contacted by Jackie Porter our County Councillor and others regarding problems on the section of Easton Lane between Easton Village and the junction with the B3047. When you and I drove round the Valley the summer before last it was clear that the edges of this section of road were becoming eroded. Most likely due to the very wet winters we have experienced recently this problem has become considerably worse especially in the passing spaces in the vicinity of the bridges over the Itchen. Here the problem of deterioration has become so bad that there is both a narrowing of the tarmac road surface and a considerable drop into the mud either side. Hence it would make sense to give a solution to this problem priority when repairing roads in the Itchen Valley this summer.

With best regards,

Patrick Appleby,
Itchen Valley Parish Council Highways Representative.

Dear Cllr Appleby

Due to cutbacks in our budget . Verge overrun is now a low priority and will only be repaired when the carriageway is damaged to a width of 300mm and a vertical face depth of 150mm if the carriageway is not broken away and there is a defined line than it will not be repaired . I am monitoring all my areas of overrun and will be repairing when they meet HCC investigatory levels

I am sorry this is not the answer you would wish to have .

Regards,

Ray Gardner

Local Highways Engineer - South
Hampshire County Highways South & West



Itchen Valley Parish Council

PORTFOLIO LEADS REPORTS

From:	Cllr Yvette Riley	For:	Full Council
Portfolio:	Web Site	Date:	3rd March 2016
Agenda Item:	12d	Contact:	Yvetteriley@btinternet.com
Nature of Report*:	For Information		

*Options for Nature of Report: For Decision, For Discussion, For information, Nil Report

REPORT (Please type below)

Transparency Code Grants: An Update:

We have had a response from David Rigal, Policy Lead: Smaller Local Authority Audit on the 5th Feb 16. I have just recently passed his advice to the Chairman of the Finance and General Purpose Committee, as further investigation is needed. We hope to report back on this at next month's meeting.

Uploading Minutes/reports to the Parish Council web site.

The following request is made because of difficulties uploading minutes and reports to the Parish Council website. Please use the template provided for "Portfolio Reports" a completed header box as shown above would be greatly appreciated. It would also save a lot of administrative time if reports could be saved as PDFs before they are circulated. Finally please save reports using the following format: Month, Year, Portfolio i.e. Mar 2016 Highways. Any questions please get in touch.

The following updates have been made to the web site in December 2015:

- The agenda for the 3rd March 16 meeting has been uploaded.
- The draft minutes of full Council held on the 4th February 16 have been uploaded (portfolio Leads reports have also been uploaded this month)
- The draft minutes of the Planning Subcommittee on the 18th February 16 have been uploaded.
- The "Clean for the Queen" advertising material has been uploaded

Still outstanding:

- Councillor Legats' Interests to be uploaded once received (carried forward 5 months)
- To finalise a date for in house training for the Chairman & new Parish Clerk to upload Minutes and Agendas. (Carried Forward from 5 month)
- Confirmation of Committees that Councillor Dennis and Councillor Langford will attend. (Carried Forward % months)
- Investigate web page for Lenghtsman with visit timetable. (Carried forward 4 months)

Future Agenda Item: None required



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PORTFOLIO LEADS REPORTS

From:	Yvette Riley	For:	Full Council
Portfolio:	Open Spaces	Date:	27 February 2016
Agenda Item:	12e	Contact:	Yvetteriley@btinternet.com
Nature of Report*:	For Information		

Report (Please type below)

Couch Green play area and KGV playing field

❖ **Play area fencing:**

An order for the new fencing was sent on James White Fencing on the 24th Feb 16' we are awaiting an installation date.

❖ **Previously approved repair to Equipment.**

An order was placed with Vita Paly on the 24th Feb 16 as per Councils instructions in Dec 15.

❖ **Annual Safety Review of Play Areas**

Council agreed last month to ask Mr Neil Adams to carry out our 2016 H&S inspection due in May 2016 and to extend his report to include the changing rooms and pitch at the King George the Vth memorial playing fields. Mr Adams is happy to oblige, he has been instructed and the additional fee will be £150.

❖ **WCC monthly inspections of play areas**

No further progress to report on retendering for this work to report this month.

❖ **Write off action against FILO**

Now this has been agreed, I will ask the Chair of F&GP/RFO to discuss this with the internal auditor.

❖ **Outstanding issue from Licence for rental of KGV. (Decision required)**

- WYFC have been billed and have paid by DD for their Feb and Mar 16 usage.
- The "Handy Guy" was commissioned and is working through the jobs required at each play area
- No progress has been made to date to appoint a pest controller this month.
- Once appointed the new Clerk will be asked to update the KGV memorial playing field Trustees details held with the CC.
-

❖ **Fly tipping**

WCC agreed to remove the small amount of material that had been dumped in the hedgerow. No further action needed

Old School Field, Easton:

❖ Hedge Cutting

Greensmile have confirmed that they are happy to cut the hedges at the field once a year for a sum of £150 this will be added to the grass cutting contract.

❖ Moles

Itchen Valley Pest Control have eradicated the moles at the field. Cost £55

❖ Previously approved repair to Equipment. (

An order had been places with Vita Play for the repair work detailed on the H&S schedule.

❖ Other issues

We have had negative feedback on the new signage re dog control and closing the field gate, there are some real practicalities with the later. I will talk to the Trustees and report back. At eh next meeting.

The Open Spaces Strategy

I advertised the plan for this work in the Feb IV News. There has been no response to that advert. Given Councils other commitments I suggest we delay this work for 6 months.

Attachments:

1. Updated H&S Action plan. (

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Action Plan Following Play Inspections 2015 updated on 27 Feb 16

	What Action	Why	Cost/Solution	Actions taken as at 1 Dec 2015
Old School Field				
Gate: To be closed when not in use	Procure Gate Sign	Prevent Children wandering into Lane	Yes, Viv to order	Completed
Dog Control signage	Sign on Gate and near play equipment: dogs must be on leads	To prevent dog fouling near play equipment	Yes, Viv to order	Completed
Bench Seat	To be treated with timber preservative	To enhance longevity of seat	Vita Play	Order placed 24.216 Work planned spring 16
Trees and Hedges	Establish hedge cutting regime and trees to be cut back as needed.	Encroaching on Swings and preventing casual supervision of play area	Procure Hedge Cutting services.	Complete, Greensmile carried out for £150
Missing Cradle Retainer bolt on swings	Replace bolt	Safety	Yes: Vita Play Maintenance Visit	Complete Vita Play
Raised grass mat edges	Scope cost of raising grass mats	Reduce possibility of trip hazard	Yes: Vita Play Maintenance Visit	Complete Vita Play
Tower	To be treated with timber preservative and fit hand grips	To be treated to prevent decay and falls	Yes: Vita Play Maintenance Visit	Order placed 24.216 Awaiting work to be carried out
Wood bark around tower	prevent fall hazard	Requires maintaining/weeding and redistributing	Consider using lengthsmen	Order placed 24.216 Awaiting work to be carried out
Balance Log base cover loose	prevent deliration	Tighten base cover screws	Yes: Vita Play Maintenance Visit	Complete Vita Play

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Couch Green					
Gate	Prevent detrition	Requires maintained work	Yes, Handyman to be sourced	Complete	
Fencing	Obtain 3 quotes to fence in play area, with a continuous robust fence and gate.	Gaps in perimeter allow dogs to foul/scare children in play area. Busy main road that children can run onto	Yes, quotes to be ordered	Order placed 24.02.16 Awaiting installation date	
Signs	Prevention of accidents and dog fouling around play area	Dog ownership control and warning kit flying	Yes, Viv to order	Not Complete	
Bench Seat	Trip and snag hazard	Bolts need attention, ground around needs flattening	Yes: Vita Play Maintenance Visit	On Handyman List,	
Twin Tower	Repair/retreat roof panel	Roof panel decaying Tighten lose fittings	Yes: Vita Play Maintenance Visit	Order placed 24.02.16 Awaiting installation date	
Flat Swings	Check Locking bolts Review grass matting	Safety Clogged Grass matting reduces fall height protection	Yes: Vita Play Maintenance Visit	Complete Vita Play	
Nest Swing	Check Shackles and fall safe are correctly installed	Safety	Yes: Vita play Maintenance Visit	Not applicable new Nest Swing	
Nest Swing	New Nest Swing seat to be bought and fitted according to EN1176	Vandalism	Insurance claim received nature of replacement to be discusses	Complete	
Trampoline	Tighten Loose metal ring support Remove plastic pegs on fall mat	Safety	Yes: Vita Play Maintenance Visit	Complete Vita Play	
Goal Posts	Repair hole in adult goal posts	Prevent further detrition and collapse	?	To monitor situation	