

BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council's Civic Amenities Committee was held on Wednesday 9th September 2015 at 7.30p.m. in the Parish Council Office, Broomfield Village Hall, 158 Main Road, Broomfield

Members' Present:	Chairman Cllr Tranquada, Vice Chairman Garwood Councillors Howell, Hubble and Thomson
Also Present:	Mrs Wendy Martin (Deputy Clerk)

Public Question Time
No members of the public were present

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| 161. | Apologies for absence
Apologies were received from Councillor Smith |
| 162. | Declarations of Interest
Declarations were received from Councillor Tranquada regarding minute number 164a |
| 163. | <p>To approve Minutes and matters arising from last meeting
An alteration was made to minute number 145b – annual rent
Minute number 151c – the Deputy Clerk had made contact with local tree surgeons and they had agreed to deliver wood chippings.
Minute number 151d – the Deputy Clerk had met with a representative from the Conservation Volunteers that had previously helped clear Parsonage Pond and a plan of works had been discussed. All members agreed for the work to be carried out at a cost of £200 and that a skip would be required. Clearing will take place on 23rd September. This is to be funded from the Parsonage Green budget.</p> <p>ACTION: Deputy clerk to confirm date with TCV and order a skip for Parsonage Green. Clerk to email the owner of Parsonage Farm and inform them that there will be a skip placed close to the pond</p> |
| 164. | Allotment Site |
| a. | <p>Review of allotment waiting list
The Deputy Clerk informed members that there were currently two people on the waiting list and one existing allotment holder wishing to relocate to another plot.
The next allotment monitoring will take place on Monday 21st September.
ACTION: Councillors Tranquada and Garwood to carry out allotment monitoring</p> |
| b. | <p>To consider ordering a skip for the use of allotment holders
Members agreed to order a skip to be delivered on Friday 30th October and to be collected on Monday 2nd November so that allotment holders can clear any debris (not vegetation) from their plots. To be funded from Civic Amenities Miscellaneous budget.
ACTION: Deputy Clerk to order skip and email allotment holders, place notice on the site informing people that the skip will be there for the weekend</p> |
| 165. | Parsonage Green |
| a. | <p>Response received re Parsonage Green Culvert if applicable
No further information had been received.
The Committee decided that the culvert near to Elm Close and the surrounding areas would need to be cleared and that a skip would be required. To be funded from Parsonage Green budget. The date chosen for the work is Tuesday 3rd November.
ACTION: Deputy Clerk to order skip</p> |

166.	Financial Matters
a.	<p>To consider any purchases under budget headings</p> <p>Work to one tree on Angel Meadow was agreed to be funded from the Tree Pollarding and Planting budget.</p> <p>Repair to a bench on Angel Meadow was agreed funded from the seats bins and shelters budget. The Chairman may wish to plant more bulbs on various Greens around the village, this expenditure had previously been agreed.</p> <p>ACTION: Clerk to contact Tree Surgeon and inform the Village Attendant that repairs can be carried out.</p>
b.	<p>To consider purchasing two benches to be positioned on David Smith Field, location plan and seek permission from BVH Charity</p> <p>The design of the benches was agreed at a cost of £595.30 to be funded from the Communications budget. A letter would be sent to Broomfield Village Hall Charity requesting that the benches be placed on their land.</p> <p>ACTION: Clerk to order benches and send letter.</p>
c.	<p>Naming of the new bear bin and approval of book token amount</p> <p>It was decided to ask all Broomfield Children under 11 years of age to submit names for the bear. The winner would be chosen at the December Civic Amenities meeting and receive a book token to the value of £5.00.</p> <p>ACTION: Clerk to contact Broomfield School and Nursery Schools within the Village.</p>
167.	<p>To Consider the Grass Cutting schedule for 2016 – 2017</p> <p>The Deputy Clerk informed members that the current contract was due to run out at the end of the year. All agreed that new quotations would be required.</p> <p>ACTION: Clerk to send out Grass Cutting Maintenance Schedules</p>
168.	<p>To receive information regarding Playground Inspections from Chelmsford City Council</p> <p>The Chairman requested that he be informed when the next inspection was due to take place so that he could meet with the inspectors in the play area.</p> <p>ACTION: Clerk to request dates from Chelmsford City Council</p>
169.	<p>Centenary Wood – to receive update Cllr Tranquada</p> <p>Over the past month the new benches have been secured, ditches have been cleared, the grass had been cut and branches had been pruned.</p>
170.	<p>Parish Paths Partnership (P3) – to receive update Cllr Tranquada</p> <p>Thirteen people had attended the Five Greens Walk which was very enjoyable. A form had been received to apply for a grant for tools. Councillor Tranquada will provide the Deputy Clerk with detailed information of the work that had been carried out.</p> <p>ACTION: Councillor Tranquada to provide information</p>
171.	To receive Health & Safety Inspections
a.	<p>To receive & note all inspection reports</p> <p>The Village Attendant had highlighted repairs would need to be undertaken in the future, all agreed for the work to be carried out.</p> <p>ACTION: Clerk to inform the Village Attendant to carry out repairs</p>
b.	<p>To note response received from Chelmsford City Council regarding safety checks to play area</p> <p>This had been previously been taken under minute number 168.</p>

c.	<p>To consider the Village Attendant to attend ROSPA training to carry out all H & S checks internally</p> <p>All members agreed that the Village Attendant attend the next course and that Chelmsford City Council Inspectors would carry on with the inspections for the present time.</p> <p>ACTION: Clerk to book a place on the next course</p>
d.	<p>To note update re re-siting of Play Truck/Spring Mobile & Roundabout surfacing</p> <p>The Clerk was awaiting confirmation from Playdale that the work had been completed. Top soil and grass seed may be required at a further date for the Village Attendant to carry out repairs.</p>
e.	<p>To note update re Outdoor Fitness Equipment (Air Skier) instability</p> <p>This had now been repaired.</p>
f.	<p>To receive information on removal of lighting pillars on Angel Meadow by Broomfield Football Club</p> <p>It was understood that the lighting pillars would be removed when the redevelopment of the Football Club was carried out. Minutes from the last meeting of Broomfield Football Club would be requested.</p> <p>ACTION: Clerk to request minutes</p>
172.	<p>Items of information from the Chairman</p> <p>The Chairman had previously requested that the Deputy Clerk find the prices for tree seats to be placed around one of the trees on Church Green. Members discussed various options for benches on the Green as requested by Parishioners at the Annual Parish Meeting. This item will be highlighted at the next Parish Council meeting.</p>
173.	<p>Correspondence Received (if any)</p> <p>No correspondence had been received.</p>

There being no further business the Chairman thanked members for attending and closed the meeting at 9.20p.m.

