

BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council's Civic Amenities Committee was held on Wednesday 14th September 2016 at 7.30p.m. in the Parish Council Office, Broomfield Village Hall, 158 Main Road, Broomfield

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

Public Question Time

No members of the public were present.

168. Apologies for absence

Apologies were received from Councillors Garwood and Mercer
Councillor Hubble had requested that she would be a 'reserve' on the Civic Amenities Committee and that she would attend meetings when she was able to. All Committee members agreed that this was a good idea.

169. Declarations of Interest

Declarations of interest were received from Councillor Thomson regarding minute number 178a & b

170. To approve Minutes and matters arising from last meeting

An alteration was made to minute no. 132b to read – However the Clerk had been approached by 'GOODGYM' asking if there were any projects that the members could volunteer to carry out i.e. ditch clearing, painting, etc and they had met with Councillor Tranquada on the allotment site to show them the ditch.

The minutes were then duly approved and signed by the Chairman.

171. Allotment Site

a. Review of allotment waiting list

The Deputy Clerk informed members that there were currently four people on the waiting list.

b. Up-date on ditch clearing

The Chairman informed the Committee that members of 'GOODGYM' had helped clear the ditch over the course of two evenings and that he completed the task. He asked that a letter be sent to Essex County Council requesting that someone come and inspect the ditch and confirm that it is in a satisfactory condition. Once confirmation had been received it could be kept in our records.

ACTION: Clerk to send letter

c. To discuss request for an annual sunflower growing competition

The Committee decided that information regarding the possibility of holding this event would be circulated when the annual allotment renewal is sent in December – wording is to be advised.

ACTION: Deputy Clerk to add Renewal Letter to Nov CA Meeting to include competition

172. Angel Meadow

a. To receive dates of fixtures and payment from Broomfield Football Club

The Clerk had received an email informing that the Football Club would not begin playing on Angel Meadow until the middle of October and that dates were awaited.

The Chairman requested that the clerk invite members of Broomfield Football Club to a Civic Amenities meeting to discuss the future uses of Angel Meadow. Angel Meadow is the only open space that is owned by the Parish Council and it is possible that in future years it would need to be developed for the use of Parishioners and members of the football club and their families.

ACTION: Clerk to invite Broomfield Football Club to either the October or November Civic Amenities meeting

Signed:.....

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Dated:.....12 Oct 2016.....

b.	To receive update from Broomfield Football Club regarding removal of lighting pillars The Deputy Clerk had only just sent another email regarding this and a reply was awaited.
c.	To consider purchasing 5 tonne of topsoil and grass seed for work on Angel Meadow benches The Village Attendant had requested top soil to carry out remedial work around the benches on Angel Meadow and in the play area. The Chairman had already carried out work in front of one of the benches in the play area replacing soil with wood chippings and the Committee decided that there was no need to purchase top soil at the present time.
173.	Financial Matters
a.	To consider any purchases under budget headings A new strimmer head had recently been purchased. The Committee decided to order a skip for work that would need to be carried out on Parsonage Green for 1 st November. A quote had been received regarding safety surfacing in the play area and another two were awaited. This will be reported at the October meeting. ACTION: Deputy Clerk to order skip
b.	To consider the cost of electrical work to be carried out on Church Green regarding Xmas lights An email had been sent to an electrical contractor regarding the work and a reply was awaited. ACTION: Deputy Clerk add to October CA agenda
c.	To consider the cost of laying pipe in the cleared ditch on allotment site The Chairman informed members that as the ditch had been cleared and will continue to be maintained – the installation of a pipe was not necessary.
174.	Centenary Wood – to receive update Cllr Tranquada The Chairman informed members that maintenance had been carried out which included weeding of the wild flower beds and pruning.
175.	Parish Paths Partnership (P3) – to receive update Cllr Tranquada The Chairman reported that during the last P3 working party work was carried out to the hedge running from the back of St Marys Churchyard to Chelmer Valley High School cutting back brambles etc. The next working party will take place on 20 th September which will involve the removal of a tree in Border Wood. The Chairman requested that the Deputy Clerk thank Adam Jenkins (Public Rights of Way Officer at Essex County Council) for the repair that was recently carried out to the footbridge on footpath 13 in Hollow Lane. ACTION: Deputy Clerk send email to Adam Jenkins
176.	To receive Health & Safety Inspections
a.	To note Health & Safety Inspections - carried out by the Village Attendant The Deputy Clerk informed members that the Village Attendant was constantly monitoring the equipment, completing the necessary written reports which were submitted and noted by the Clerk and that any urgent repairs were carried out immediately. All inspections were available to view in the office.
b.	To note vandalism to Court Road bus shelter The bus shelter had been vandalised by several cigarette burns and they were being monitored by the Village Attendant. The Committee had previously decided to replace the notice board (vandalised earlier in the year) in this bus shelter during September but decided that this would be deferred at the present time.

Signed:.....


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Dated: 12 Oct 2016.....

177.	<p>To consider items on the Overarching Strategy Document</p> <p>The Committee discussed the possibility of relocating the kick wall and the purchase of further equipment to be placed on the top half of Angel Meadow in the future. The Deputy Clerk will obtain play equipment catalogues for the next meeting.</p> <p>ACTION: Clerk to up-date document</p>
178.	<p>Broomfield Cottage Gardener's Society</p>
a.	<p>Review of Tenancy Agreement (due 1.10.16)</p> <p>The Committee decided that the agreement did not require any alterations other than the date and cost.</p> <p>ACTION: Clerk to amend agreement and send</p>
b.	<p>To discuss future maintenance of Barn</p> <p>The Clerk had received an email from Broomfield Cottage Gardener's Society asking if they could help with maintenance of the barn. The Committee decided that this would not be required.</p>
179.	<p>Angel Pavilion – to receive request from Angel Pavilion to place sign on Angel Green & update from recent meeting</p> <p>Notes from the meeting had been circulated to members of the Committee which were noted. The request for a sign to be placed on Angel Green was rejected and the Chairman advised that the new owner contact Essex County Council Highways regarding signage.</p> <p>ACTION: Clerk to advise owner of decision</p>
180.	<p>To note & discuss consultation on removal of BT Phone Box from Angel Meadow</p> <p>The Committee discussed the possibility of adopting the telephone box but decided that more information would be required regarding power supplies etc.</p> <p>ACTION: Clerk to find out more information from Chelmsford City Council Planning Office</p>
181.	<p>To note TPO Application 16/05209/TPO Broomfield Court Puddings Wood Lane Decision – No comment</p>
182.	<p>Items of information from the Chairman</p> <p>The Chairman had no further information.</p>
183.	<p>Correspondence Received (if any)</p> <p>No correspondence had been received.</p>
184.	<p>Public Relations -to highlight items from meeting to be placed on Social Media</p> <p>The Chairman requested that information regarding work that was carried out in Centenary Wood and the P3 working parties should be highlighted on the website and facebook. Parishioners could also be informed that additional bulb planting would be carried out on Village Greens throughout the autumn/winter period. A request could be made for suggestions regarding pieces of new equipment in the play area.</p> <p>ACTION: Clerk to place information on Social Media</p>

There being no further business the Chairman thanked members for attending and closed the meeting at 9.30p.m.