

BROOMFIELD PARISH COUNCIL

**Minutes of Broomfield Parish Council's Village Amenities Committee
Held in the Council Office at Broomfield Village Hall
Wednesday 12th June 2019**

VA19/39.	Election of Chairman Cllr Hubble was nominated by Cllr Steed seconded by Cllr Daden. With no other nominations Cllr Hubble was elected.
VA19/40.	Those attending Chairman Cllr Hubble Councillors Howell, Daden, Thomson and Steed. Also present The Clerk, two members of the public.
VA19/41.	Declarations of interests Cllrs Hubble declared an interest as an allotment holder. Cllrs Thomson and Steed declared an interest as members of the Cottage Garden Society.
VA19/42.	Public Question Time A resident enquired about the status of the barn and reminded the Committee that there was an obligation to honour the specific wording of the planning application. Following a discussion, the comments were noted.
VA19/43.	To approve the minutes of the Village Amenities Committee Meeting held 10th April 2019. Resolved: The minutes of the Village Amenities Committee Meeting held on 10 th April 2019 are accepted as a true record. Proposed Cllr Thomson seconded Cllr Howell and carried unanimously.
VA19/44.	Allotment Site.
a.	To consider raised beds for children and disabled – update The Committee noted that the project would be expensive, and as there is no immediate requirement the matter would be kept under review. Should a need be identified, the project would be reconsidered.
b.	To consider the security of the site after reports of vandalism to a plot Since the closure of Star Engineering, there is now a secluded access to the allotment site. Additional security may be required along this boundary and a temporary barrier will be installed while new native species hedging is planted.

c.	<p>To consider unauthorised shed on the allotment site</p> <p>The Committee has received a report of a shed on plot 38a or 39a on allotment site. The owner will be identified and reminded of the size restrictions and instructed to remove it.</p> <p>Resolved. If the shed is not voluntarily removed within eight weeks it will be will be removed by the Council. Proposed Cllr Howell seconded Cllr Steed and carried unanimously.</p>
d.	<p>To consider allotment plot 51b being used as a community project.</p> <p>The request was noted.</p>
e.	<p>Request for the installation of additional water pipe.</p> <p>Since there was controversy about the location of an additional tap, the committee noted the request and agreed to refer the decision to the allotment association. (see minute g. below)</p>
f.	<p>To receive information regarding the rating of the barn.</p> <p>The Committee has been informed by the Rating Valuation Office that they were satisfied that the current use of the barn is accepted as agricultural use with no liability for rating. It was further confirmed that the building was eligible for 100% discount irrespective of use.</p> <p>The Committee noted minute 20b from the May 2010 full council meeting confirming that the Borough Council Planning Department had advised that planning permission was not required for the garden society to occupy the building.</p> <p>Having received clarification from the Valuation Office and the City Council Planning Department, the Committee was free to consider the future of the barn. The committee was unable to reach a decision, so given the controversy surrounding the item, it was thought that the matter should be considered by the next full council meeting.</p>
g.	<p>To note the timetable for establishment of Allotment Association.</p> <p>The Committee noted and agreed the letter and draft terms of reference for an Allotment Association. Committee members expressed reservations about the need to create such a formal structure, and it was agreed that the Association could be as detailed as thought necessary by the allotment tenants. While a formal association would be able to obtain grants to improve the facilities, the tenants may not have the time to devote to such work. At the least, an allotment association is needed to elect their representatives so there can be a clear line of communication between the Council and the tenants. The Clerk will write to the allotment tenants with a suggested date for an initial meeting.</p>

VA19/45.	Financial Matters.
a.	To consider purchasing a litter bin to be sited by the teenage shelter. Resolved. The committee approves expenditure of up to £300 on a bin if the need is identified by routine monitoring between June and September 2019. Proposed Cllr Daden seconded Cllr Hubble and carried unanimously.
b.	To consider obtaining a fuel card to be used by the Village Attendant when using the Parish Council van. The Committee noted the request and requested that the clerk investigates.
c.	To consider quotes for maintenance of Centenary Wood and works to trees. The Committee accepted the quote for tree works at £480 and for flower bed maintenance at £150 The quotes for herbicide treatment of hardstanding and for maintenance work to Centenary Wood were not accepted. Following the damage to trees in David Smith Field, the Committee decided to replace the silver birch with two new trees, and allow the other damaged tree to recover.
VA19/46.	Village of the Year up-date if received It was confirmed that the application was unsuccessful.
VA19/47.	To receive up-date on the proposed bus shelter near to the Erick Avenue – Main Road junction. The Clerk will bring a costed proposal that covers funding and requirements for acquiring the land and / or getting permission from Essex Highways to erect a cantilever shelter on the pathway.
VA19/48.	Play area To consider quotation for safety surfaces in play area. The Committee noted the report and requested the office to get additional quotes and prepare a funding scheme for replacing the whole safety surfacing. To consider painting items of playground equipment. The committee deferred this item to a later meeting where it could be considered as part of the resurfacing project.

<p>VA19/49.</p>	<p>To consider joining the Salt Bag Partnership Scheme As the council has not used the salt supplied in 2018, there is no need to apply for additional supplies.</p>
<p>VA19/50.</p>	<p>To receive Health & Safety Inspections. The Committee noted the Health & Safety Inspections carried out by the Village Attendant. No actions were required</p>
<p>VA19/51.</p>	<p>Correspondence Received A Complaint regarding the entrance to the allotment site was noted. Signage has been improved to make clear the need for co-operation between vehicles using the allotments.</p> <p style="text-align: center;">Meeting closed 9.20 p.m.</p> <p>Future agenda item – to consider employing a gardener to manage the council assets.</p>