



## MINUTES

Minutes of a meeting of the Parks and Environment Committee of Kingsmead Parish Council  
held on Tuesday 9<sup>th</sup> May 2023 at 7.30pm

Present: Cllr Hoey, Cllr Jewitt, Cllr Reed, Cllr Weltman (Chair)  
Also present: Mrs W Maddock (Clerk & RFO)

The meeting started at 7.30pm.

282	<b>Apologies</b> Cllr Bannister (work), Cllr Van Gordon (work)
283	<b>Declarations of Interest</b> No declarations of interest were made.
284	<b>Public Forum</b> There were no members of public in attendance.
285	<b>Minutes</b> The minutes of a meeting held on Monday 17 <sup>th</sup> April 2023 were circulated prior to the meeting and assumed to be read. <b>It was resolved to approve</b> the minutes as a correct record, and they were duly signed.
286	<b>Strategy</b> 286.1. <b>To approve</b> a date for the completion of the walk-round in preparation for a long-term strategy review. It was agreed that the walk-round should be completed on Sunday 21 <sup>st</sup> May, starting at 10am. Committee members to meet at Monarch Drive play area.  286.2. <b>To consider and approve</b> undertaking a full asset survey. <b>It was resolved to approve</b> an asset valuation survey being carried out by Cllr Logan (who is a qualified Chartered Surveyor). The clerk was instructed to purchase a copy of "BCIS Guide to Estimating for Small Works Price Book 2023" at a cost of £79.00 to support this exercise.
287	<b>Maintenance &amp; Landscaping</b> 287.1. <b>To receive</b> an update regarding Countrywide Grounds Maintenance. A monthly report from Countrywide was received and discussed. It was agreed that Countrywide will be asked to remove the winter bedding and prepare the beds for new planting. Summer bedding will be planted whilst the re-design is being prepared and considered.  287.2. <b>To consider and approve</b> a proposal to change the signs at Duke's Way pond. <b>It was resolved to remove</b> the multiple signs from the Duke's Way and Coronet ponds, and for these to be replaced with new Kingsmead signs at the entrances to each pond.  287.3. <b>To receive</b> an update from CWaC regarding maintenance of the crown roundabout. The committee noted with frustration the response from CWaC (to its complaint) confirming that the crown hedge maintenance was overlooked and could not now be carried out until September. <b>It was agreed</b> that a further letter should be written asking CWaC to confirm the name of the sub-contractors and requesting a timetable for all maintenance works (3x roundabouts, wildflower strip on Monarch Drive, de-weeding and sweeping of roads).  287.4. <b>To receive</b> an update regarding wildflower areas and <b>to approve</b> any actions.

	<p>The committee noted the wildflower seed mix that had been sown along spine road and confirmed that CWaC has sown the area at Monarch Drive/spine road. Countrywide will be asked to sharpen the edges along spine road, and it was agreed that yellow rattle should be sown in Autumn to further promote the growth of wildflowers.</p> <p>287.5. <b>To receive</b> an update regarding a survey of the wooden bridges and pond jetty and <b>to approve</b> any actions as appropriate. Additional companies have been approached about a structural survey and feedback is awaited.</p> <p>287.6. <b>To receive</b> any other updates. There were no other updates received.</p>		
288	<p><b>Play Areas</b></p> <p>288.1. Play Area Inspections</p> <ul style="list-style-type: none"> <li><b>To receive</b> the Annual Inspection Reports (if received) and <b>to approve</b> any actions.</li> </ul> <p>The annual inspections of all play areas were completed in April and the reports were discussed by the committee. The identified actions will be followed up as appropriate. The following were noted:</p> <ul style="list-style-type: none"> <li>Playdale to be asked to quote for new equipment posts at Monarch and Pulford.</li> <li>Morral Play Services to be asked to confirm the need for bins inside play areas.</li> </ul> <p><b>To consider and approve</b> implementing weekly inspection visits. <b>It was resolved to approve</b> that councillors should carry out weekly visual inspections of the play areas.</p> <p><b>To consider and approve</b> quotes received for the 2023-24 inspections. <b>It was resolved to approve</b> Morral Play Services for the Operational (quarterly) and Annual inspections. This would be supported by the weekly visual inspections and monthly inspections carried out by Countrywide.</p> <p>288.2. <b>To note</b> the topping up of bark on the play areas. It was noted that the safety surface had been topped up at all play areas. This will be checked to ensure that it is of sufficient depth in all play areas and minimises the fall depth from slides (as noted in the play inspection reports).</p> <p>288.3. <b>To receive</b> any other updates. It was noted that the gate hinges at Pulford Close need fixing.</p>		
289	<p><b>Structures</b></p> <p><b>To receive</b> an update regarding the maintenance of the cenotaph and clock tower and <b>to agree</b> next actions. Additional contractors have been asked to quote for the maintenance work at the cenotaph and clock tower and a decision was deferred waiting their feedback.</p>		
290	<p><b>AOB</b></p> <p>Items to be placed on the agenda for the next meeting.</p> <ul style="list-style-type: none"> <li>Strategy setting</li> </ul>		
291	<b>Next Meetings</b>	Annual Parish Meeting	Monday 17 <sup>th</sup> May at 7.00pm in Kingsmead School
		Annual Meeting of Kingsmead Parish Council	Monday 17 <sup>th</sup> May at 7.30pm in Kingsmead School

The meeting closed at 8.34pm.