

AGENDA ITEM FINANCE 10/12/13 NO.42

ANNUAL JOB REPORT ON PARISH COUNCIL RESPONSIBILITIES BASED ON PARISH INSPECTION ON MONDAY 2 SEPTEMBER 2013 *updated 03/12/13 (updates before Finance on 10/12/13 in italics* and at the meeting in square brackets)

INTRODUCTION

New councillor Lindsay Fraser accompanied Cllr Glew and the Clerk on the inspection.

SEDLSCOMBE SPORTSFIELD

1. **Trustees.** The Sportsfield and Pavilion and part of the car park are leased to the Sedlescombe Sports Association. New trustees are expected to be appointed at the Sports Association AGM in October. *Now expected in November 2013. New constitution adopted 01/11/13 by Sports Association which incorporates appointment of Trustees.*
2. **Pavilion.** The ~~interior of the~~ pavilion will be inspected by Cllr Chapman at an appointed time later in the year. A date needs to be arranged with Secretary, Derek Wright of Kester House. It is insured. *Cllr Chapman, accompanied by Ashley Davey of the Sports Association, inspected the pavilion on 02/12/13. Cllr Chapman reported as follows:*
 - *Outside*
 - *Roof – 2 tile broken on east side and 3 on west side*
 - *Door on gas meter has broken hinges*
 - *Meter box to electrics needs fixing back to studwork*
 - *Downpipes on east side, left needs 2 brackets, right needs 1 bracket*
 - *Inside*
 - *Skirting board in 'home shower' entrance needs painting to stop water ingress*
 - *Kitchen wall unit needs door adjusted so that it closes*
 - *Ceiling light in hallway is being pushed down by loft ladder*
 - *Recommendations for next year*
 - *Re-decorate inside*
 - *Wash weatherboard on outside*
 - *Check fire extinguisher in kitchen – is it out of date?*
 - *Certificates*
 - *Gas Certificate expires 05/12/13*
 - *Be Sure Security System Check expires 19/03/14*
3. **Disabled parking area.** The area continues to be used for parking by dog walkers and other people wishing to use the area for unauthorised recreational purposes. It has also allowed unauthorised access to the field by vehicles. In addition, it allows people to access the field without seeing the notices on the proper entrance stipulating that users must keep to the public footpath roughly parallel with the river, must keep dogs on leads, must remove dog faeces and that there is no cycling. During the inspection, several families arrived and parked in the area, bringing children with cycles onto the sportsfield. The following day, during a meeting at the pavilion, there were several cycles using the field all afternoon. It seems that, unless the disabled parking area is gated, so that it can be locked, this use will continue to the detriment of the sportsfield and against the expressed wishes of the Sports Association who are the lessees.

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Although this is not necessarily the responsibility of the Parish Council, the RFO was asked to obtain a quote for installation from D & B Fencing for 2 gates across the entrance as follows:

- a. 1 x 2.4 Universal timber 5-bar gate
- b. 1 x 2.1 Universal timber 5-bar gate
- c. 2 x 125 x 125 round topped gate posts, concreted in
- d. 2 x galvanised field gate hinge sets
- e. 2 x galvanised lockable drop bolts
- f. 1 x galvanised throwover loop

The cost for the above installation would be £500 plus VAT or £430 plus VAT for the same specification but using rough sawn field gates. *Finance Minute 32.1.1 - resolved: "That the Council expects the Sports Association to contribute 50% of the cost of providing the disabled area gates and to do the ditch maintenance work." Sports Association informed. Quote received by SPC on 08/11/13 from Phil Dann for doing the whole ditch with SPC's part quoted at £600 plus VAT – passed to Ashley Davey. Agreement reached to do the gates and D&B is expected to do the gates in December 2013*

~~It should be noted that the Sports Association Committee has not officially agreed the installation of gates.~~

[Finance Committee 10/12/13, Minute 42 - Reported that this would probably be done early in 2014. RFO asked to request that the posts are treated with wood preservative 5"-6" above ground level.]

At the inspection, the importance of getting appropriate notices at the entrances to the Sportsfield was noted. There is currently a typed notice on the kissing gate into the field provided by the Parish Council explaining that cycling is not allowed. This needs to be replaced with a proper notice and there needs to be another at the disabled entrance. *Sports Association to do notices.*

4. **Garage.** Noted that the garage doors have not yet been replaced by the Sports Association.
5. **The ditch** has not been cleared by the Sports Association since it was done by the SPC in October 2011. It appears to be approaching the time when work will need to be done on it. The Sports Association has come to an agreement with Pestalozzi regarding the removal of spoil from the grass verge in Ladybird Lane. Sports Association to liaise with Alex Whittington.

The part of the ditch at the rear of the older part of the car park remains the Parish Council's responsibility. RFO to liaise with Sports Association to arrange clearance at the same time as the Sports Association part is done. *Ashley Davey to split the quote three ways.* [Finance Committee 10/12/13 Minute No.42 - Cllr Anson reported that he told the Sports Association Committee at a Committee Meeting that it should pay for the whole of the ditch clearance.]

The part of the ditch to the east of the sportsfield, behind the fence, belongs to Pestalozzi. Sports Association to liaise with Alex Whittington at Pestalozzi to arrange clearance at the same time as the Sports Association part is done.

6. **Ladybird Lane** is still in good condition (SPC is responsible for contributing towards maintaining the road, according to user). It was expected that a top coat would be added at the end of the housebuilding at Oaklands Park. The housebuilding has almost finished. SPC funds are still in

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hand. *New top surfacing to Ladybird Lane finished mid-November. Cost to SPC £808. SPC received complaint that a car tyre was damaged "falling off" the resurfaced area of the road.*

7. **Main car park.** During the last year, the main car park at the field has been virtually doubled in size. SPC contributed towards the cost which was mostly met by the Football Club. SPC has not leased the original car park to the Sports Association and will remain responsible for carrying out weedkilling of the surface (Cllr Vine-Hall to do). It currently appears in good condition without any problems.
8. The 40'x10' **portacabin** is still in place (belongs to SPC but is not insured). It is currently being used as a storage for goods belonging to the Football Club/Sports Association. The Football Club would like to retain it on the car park in order to provide a shelter for the young children playing football at that end of the field. A possible suggestion is that the blue container should be put next to the portacabin and the two items covered to match the pavilion. However, there are problems with getting it plumbed in if the toilets were to be brought back into use. It is expected this will be given more consideration now that the football season has started. Funding may be available. *The Football Club wants to do as above, add a roof and clad. Plans will be drawn up for SPC, expected in December. It is proposed that the combined cabins will provide proper toilet and other facilities for the junior teams which would be a great benefit for all users. There are plans to move the blue container to next to the portacabin by Christmas 2013.* [Finance Committee 10/12/13 Minute No.42 - Concern expressed regarding the structural viability of the portacabin, particularly the roof and how the sewage would be dealt with. Plan awaited from the Sports Association/Football Club.]
9. **Recycling.** At last year's inspection, the Sports Association representatives were going to investigate how arrangements could be made to introduce recycling of the bottles and cans produced by users of the field. No information has been received about this and further enquiries will be made.

[Finance Committee 10/12/13 Minute No.42

10. **Dave Gammon Field.** Reported that the Football Club is keen to use the agricultural field next to Kester House, The Street, for football practice in order to ease the pressure on Oaklands Park. If a proper proposal is submitted to the Parish Council, it might be able to get advice from Rother re a planning application.]

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PLAYING FIELD & RECREATION GROUND

1. Grass to the east of the MUGA.

- a. **Surface.** Some small deep holes in the grass which need filling. Cllr Chapman to consider whether this is a reasonable task for the volunteers.
- b. **Grass** not cut for several feet around the MUGA – RFO to contact Landscape Services (done).
- c. **Mini-kickers pitch.** Last year, plans were prepared by Pumphouse Designs for a mini-kickers pitch next to the MUGA (the pitch might now go on the land next to Kester House). Chair and RFO met owner of drive regarding proposals for a few parking spaces to be installed. Idea dropped. If this site is used for a mini-kickers pitch, Mr Hall of Powdermills has asked for a fence to stop children running onto the driveway or balls hitting cars on the driveway. We had obtained quotes of about £4,000 for draining the land, possibly £1,000 for fencing and £385 for mini football goals.
- d. **Astro Turf.** Ashley Davey may have access to some *Generation One* Astro Turf being removed from a hockey pitch at Lydd Golf Course which he says could be suitable this area (cost negotiable). RFO to check with him. *Ashley wrote on 03/12/13 about the Astro Turf which the Football Club are still interested in getting installed. However, they have also raised the subject of floodlighting. Clerk/RFP asked for detailed plans of the proposals to be forwarded to the Council.*
- e. **Skate ramp.** The Youth Club members have been running a campaign to get a skate ramp on this space. Await further contact from the Youth Club.
- f. **Funding.** Some local money may be available *for youth projects* but talks need to take place between SPC, Sports Association and the Youth Club to ascertain whether application should be made. RFO to check with Sports Association.
- g. **Grass** only due to be cut 4 times this season, March to October but OK. RFO to arrange similar cutting regime next season.
- h. *Meeting of **Playing Field Trust** held on 26/11/13 chaired by the new Chairman, Cllr Simon Lawrence. Members recommended use of the land for parking on a temporary basis awaiting other uses coming forward.* [Finance Committee 10/12/13 Minute 42 - The idea of a cycle track for children around the field was supported by councillors, possibly with help from outside grant aid or use of the Community Infrastructure Levy on housebuilding when it is introduced.]
- i. *Cllr Chapman cut back brambles 25/10/13.*

2. Trees

- a. The trees were given a safety inspection by Pat Martin 2 years ago. He provided a plan. Annual professional inspection is recommended. ~~inspector with insurance needs to carry out an inspection of the whole area which is surrounded by trees.~~ RFO to arrange *for Pat Martin to give visual inspection.* Payment from the 2013/14 budget. [Finance Committee 10/12/13 Minute 42 - Pat Martin to do the inspection of all the trees this week, after which tree work will be put in hand by the RFO.]
- b. The oak on the side of the Powdermill driveway needs to have the growth on the sides of the trunk removed in order to maintain an open aspect to the playground. RFO to arrange. Payment from the 2013/14 budget.
- c. Trees need to be cut well back from the MUGA to limit the problems associated with moss growth. No suckers from the trees should be allowed to infest the MUGA. RFO

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to arrange. Payment from the 2013/14 budget. Similar amount to be included in the 2014/15 budget.

- d. *Some timber fell near swings during autumn gales. Cllr Chapman suggests some trees need removing.*

3. MUGA

- a. **New MUGA (fencing, surface and lines)** complete ~~apart from installation of one net (being held by RFO). Should be on existing posts but they were removed by the contractor. Cheque withheld until the contract has been completed. Area still being kept locked. RFO to open as soon as work is complete.~~ *and open. Being booked by tennis coach, Nick Montague and Sedlescombe Netball Club for a tournament, possibly in January.*
- b. **New notice** required regarding advice on use of the MUGA such as appropriate footwear etc. No studs or spikes. Smooth-soled shoes should be used to safeguard the surface. Net to be slackened at the end of play. Gate to be kept shut.
- c. The area has been marked for tennis (one court), netball (two courts) and football (one pitch). ~~The Council has previously agreed that dog training can take place on the area.~~ *Dog training will not be allowed.* RFO to arrange for the notice. *Large sign provided temporarily by E.T.C. Sports Surfaces but now removed. A3 size noticeboard installed for display of SPC notices regarding use of the MUGA.* Payment from the 2013/14 budget.
- d. The **netball goalposts** are looked after by the Sedlescombe Netball Club. We do not have any football goals but the fence is rebound fencing. The Football Club may like to purchase goals for their use.
- e. **Moss and weedkiller application** of the MUGA surface should begin next year. Cllr Vine-Hall had been going to do this year but installation held up. Councillors should make weekly inspection and inform the RFO when the application is required, probably twice in 2014. Cllr Vine-Hall to do next year? or provision in 2014/15 budget to be made. RFO to check.
- f. Volunteer **sweeping** leaves and other debris from the MUGA should start as soon as the area is open. Cllr Chapman to arrange. *Cllr Chapman and Steve Meredith swept leaves on 25/11/13.* [Finance Committee 10/12/13, Minute 42 - Cllr Chapman has obtained a leaf blower and has cleared the leaves again.]
- g. Instead of applying **weedkiller**, it had been agreed that volunteers would hand weed around the MUGA to keep the weeds well away from the new fencing. This now needs to take place. Cllr Chapman to consider whether this is a reasonable task for the volunteers. [Finance Committee 10/12/13, Minute 42 - Cllr Chapman will arrange for volunteers to keep the area around the outside of the MUGA strimmed next year.]
- h. **Savings.** The following needs to be included in the 2014/15 budget:
 - i. £400 for maintenance including moss and weedkiller application and saving for power washing and re-colouring in year 6 (set up fund) – RFO to arrange.
 - ii. £1500 Saving for next resurfacing (add to fund)
 - iii. £981 Repayments on 10-year loan – paid for by Direct Debit.
 - iv. Total annual cost of £2881.
- i. **Playing Field Trust** to agree future use of the MUGA to raise money to cover the cost of their insurance and to contribute towards repayment of the loan. Trust Meeting to be held on 10/09/13.

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RFO met tennis coach at the MUGA on 09/09/13 to discuss what arrangements might be possible. The following suggestions are put forward for approval by the Trust:

A Complimentary Fitness and Fun with Tennis at the MUGA Session is arranged for Saturday 28 September 2013, 09:30 to 12 noon. The first hour 09:30 to 10:30 would be a cardio-tennis session for adults. *Took place. Supported by Football Club adults and youngsters.*

From 10:45 to 11:15 session for juniors of primary school age

From 11:30 to 12 noon session for secondary and college students.

He would be willing to do another 6 paid sessions for different age groups including adults. He would collect the money from the participants and make a payment to the Trust. We previously let the courts for £5/court/hour. Trust to consider how much to let the courts for. *£5/court/hour. Likely to be used more for tennis in the spring.*

4. Fences and riverbank

- a. Allowance of £200 to be included in the 2014/15 budget to cover the cost of any fence repairs.

5. Giant hogweed

- a. Languard Ltd treated the giant hogweed plants on the riverbank by the play area every year from 2006 to 2012.
- b. This season, Landscape Services has been contracted to monitor giant hogweed on the riverbank and to treat as necessary. RFO to request a report regarding the monitoring and to arrange for a similar service next year. For provision in the 2014/15 budget. *Landscape Services confirmed that the giant hogweed had been regularly monitored but that none had been seen on the banks of the river close to the children's playground.*

6. Powdermill drive

- a. The Parish Council is responsible for paying 50% of maintaining but not improving the drive. A few holes in the drive were filled with tarmac by the contractors doing the MUGA. Drive currently satisfactory but Council must be involved in any discussions regarding increased use of this drive. *No longer likely.*
- b. Several white plastic posts along the edge of the drive are either missing or damaged. RFO to check the cost of replacing them. *Cllr Eldridge to cost wooden posts which will be more substantial than the plastic one.* [Finance Committee 10/12/13 Minute 42 - Cllr Eldridge had costed the wooden posts at between £200 and £300 depending on who does the work which is quite labour-intensive. Agreed that plastic posts should be obtained and installed by volunteers.]

7. Playground

- a. **Volunteer group** was praised for their sterling work in August 2013 to
 - i. lift grassmat surface, clear of grass and soil and put down again under the Eagle's Nest

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- ii. remove and replace the posts on either side of Niagara Falls so that the cable is lifted off the ground. Concrete in a trench between the posts
 - iii. replace bolt on roof of Eagle's Nest
 - iv. wash equipment and bins
 - v. cut hedge along footpath
 - vi. *also done - lifting cables of the Grand Canyon in November 2013 [see d)(iv) below] - Cllrs Chapman, Parsons and Steve Meredith.*
- b. **Other work** in the past year included repair of the metalwork at the side of the seat and replacement of a Klondike plank (thanks to Cllr Chapman for doing this work).
- c. **Litter collection** at playground and emptying of bins into large bin weekly in 2013/14 by Landscape Services. Satisfactory. For repeat next year and inclusion in the 2014/15 budget. Volunteer sweeping of leaves from tarmac area in playground may be required.
- d. **Inspection** revealed:
- i. Graffiti under the slide of the Eagle's Nest. Cllr Chapman to arrange removal by volunteer. *Cllr Chapman removed September 2013.*
 - ii. Preservative application needed by volunteer to old wooden seat. Cllr Chapman to arrange. *RFO provided wood preservative. Completed by Cllr Chapman December 2013.*
 - iii. One junior swing seat to be replaced. RFO to arrange. Payment from the 2013/14 budget.
 - iv. Grand Canyon cables on ground. To consider whether this piece should have a similar treatment to the Niagara Falls equipment. Cllr Chapman to consider. *Yes. Bags of ballast and cement obtained and delivered to Cllr Chapman for the work [see a)(vi) above]*
 - v. Grassmat surfacing around other equipment. Some completely covered with grass and soil. Some badly sunk. To consider whether this should have a similar treatment to the Eagle's Nest ie lifted, cleared of grass and soil and put down again. Cllr Chapman to consider. [Finance Committee 10/12/13, Minute 42 - Cllr Chapman advised waiting for the professional inspection in 2014 before any further work on the grassmat is undertaken. RFO to arrange professional inspection.]
 - vi. Play area still very bumpy.
 - vii. Similar mowing and strimming regime to be arranged for 2014 season. 16 times each March to October. RFO to arrange. Provision in the 2014/15 budget to be made.
- e. **New equipment.** Funds included in the 2013/14 budget for additional piece of equipment. To carry funds forward to 2014/15. *Finance Committee to consider spending in 2013/14.* [Finance Committee 10/12/13, Minute 42 - £1,000 funding for new equipment in budget to be moved to traffic calming heading which members considered residents would support.]
- f. **Inspections** by councillors to continue including the MUGA. Provision to be made in the 2014/15 budget for an annual professional inspection. The 2013 inspection revealed the following:

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- i. Impact absorbing surface under the Eagle's Nest not fully compliant with the British Standards due to coverage of compacted soil. Done – see 7(a)(i) above.
- ii. Springer – needs repainting - rub down areas of heavy corrosion and treat with a rust preventative primer and top coats of paint suitable for external use. Cllr Chapman to consider whether this is a job suitable for a volunteer. *Cllr Chapman repainted as required September 2013.*
- iii. Modification to the top of the Niagara Falls equipment (modification had been removed leaving some rough edges. Cllr Chapman smoothed the surfaces.

[8. Ex Budget Car Company Site. The RFO reported that there is still some interest in the Village in obtaining the Ex Budget Car Company Site and further information could be received in due course.]

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BUS SHELTER. Satisfactory with bus timetables and "no smoking" notice in place. Some ivy growing into shelter which will be removed by a volunteer. *Cllr Chapman removed.* Sweeping and collection of litter carried out by volunteer. Volunteer work to be continued for 2014/15. No budget required.

VILLAGE GREEN

1. **Grass cutting.** This season, Landscape Services has been contracted to cut the grass weekly (March to October) using a mulching mower (no disposal of arisings required). No complaints received. RFO to arrange a similar regime for next season and to make provision in the 2014/15 budget.
2. **Weeds** around paths at Pumphouse. No weedkiller was used around the Pumphouse this year but instead the Community Payback Team carried out handweeding on one occasion. Any further weeds growing could be removed by a volunteer. RFO to arrange a similar regime for next season. No budget required. Sweeping and litter collection around the Pumphouse. Carried out by volunteer this year. Mostly satisfactory but the September 2013 inspection revealed rubbish under the north-facing seat which needs to be removed. Cllr Chapman to arrange. Similar regime next year. No budget required.
3. **Trees.** The trees appeared in good condition but, as they are in a public place, will need **professional** inspection. RFO to arrange. Payment from the 2013/14 budget. Similar amount to be included in the 2014/15 budget.
4. Washing of 3x"Sir John Keeling" seats. Power washed in August by Cllr Vine-Hall. No action required in the 2014/15 season.
5. **Noticeboard.** Preservative applied by ESCC Maintenance Team in 2013. No action required in the 2014/15 season.
6. **Pumphouse.**
 - a. *Repair of roof tiles on Pumphouse. Done by Cllr Chapman.*
 - b. *Straightening bin next to Pumphouse. Done by Cllr Chapman.*

BREDE LANE CAR PARK FOR ROTHER

1. **Grass cutting and strimming.** In 2013, Landscape Services was contracted to cut the grass and strim as required every 2 weeks between March and October. No complaints received. RFO to arrange a similar regime for next season and to make provision in the 2014/15 budget.
2. **Edging.** In 2013, the Community Payback Team did half moon cutting where the grass meets the hard surfacing on one occasion. Further hand weeding to include path to the surgery to be carried out by volunteer. No provision required in the 2014/15 budget.
3. **Young tree maintenance.** The trees were vandalised in 2013. Only one reasonable tree remains. Other two trees to be removed by volunteer. ~~Cllr Chapman to arrange.~~ *Cllr Chapman removed two trees.*
4. **Dog bin.** Outside of dog bin to be washed by hand by volunteer and dog bin notice replaced (RFO has notice). Cllr Chapman to arrange. *Cllr Chapman washed dog bin September 2013.*

SEAT AND LITTER BIN IN BREDE LANE, NORTH OF SPRINGFIELD COTTAGE

1. **Wooden seat** in reasonable order. For preservative next year. Provision to be made in 2014/15 budget. [Finance Committee 10/12/13, Minute 42 - Seat treated with preservative by Cllr Chapman.]

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2. **Litter bin** in poor condition. For repair if possible. Provision to be made in the 2014/15 budget for replacement with a bin with a closed top to stop nuisance spreading of litter by birds and animals. *New Topsy litter bin obtained and installed by Cllr Chapman.*

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EAST VIEW KICKABOUT AREA

1. **Grass cutting.** In 2013, Landscape Services was contracted to cut the grass 8 times between March and October. Councillors noted earlier in the season that, at times, the grass was long. Council to consider whether the number of cuts should be increased for the 2014/15 season. Depending on the decision, provision should be made in the 2014/15 budget. *Two extra cuts agreed for 2014/15.* [Finance Committee 10/12/13, Minute 42 - Members agreed that in order to keep costs down, the number of cuts will be kept at 8.]
2. **Notices** on fence. The Parish Council's 2 notices on the fence are in a sorry state and one is broken. Council to consider whether the notices should be replaced. Depending on the decision, provision should be made in the 2014/15 budget. *RFO to arrange for new notice.*
3. **Litter collection.** Since 01/01/13, Landscape Services have been contracted to carry out weekly collection of litter in this area. Also emptying of the bin and transferring the litter to the large bin at the end of Powdermills driveway. After initial problems were sorted out, no further complaints have been received. RFO to arrange for a similar regime in 2014/15 and provision to be made in the 2014/15 budget.
4. **Hedge-cutting.** Cllr Vine-Hall [and Cllr Chapman] to do hedge along northern edge of area ~~in November~~ on 13/12/13 so no cost in 2013. Provision to be included in the 2014/15 budget.
5. **Tidy-up.** Volunteers (Reg Glew and Stephen Meredith) cut around the edges of the grass area etc in August. Cllr Chapman to arrange similar regime in 2014/15. No provision to be included in the 2014/15 budget.
6. **Trees.** Tree surgery work to remove dead branches was carried out earlier in 2013. Trees should be *professionally* inspected as it is a public area. RFO to arrange and any tree surgery work that arises from the inspection. Work to be paid for from the 2013/14 budget.

RED BARN FIELD NATURE PARK

1. **Strimming** edges of path through Field. Landscape Services were contracted to trim the edges of the path 8 times between March and October. RFO to arrange a similar regime for 2014. Provision to be made in the 2014/15 budget.
2. **Picnic table.** The path to and area around the table has not been cut this year. A volunteer had offered to do it. Council to consider whether this work should be included in the Landscape Services contract and provision made in the 2014/15 budget.
3. **Herbicide** application. In 2013, Landscape Services have been contracted to apply herbicide to the edges of the path through the field twice.
4. **Path** surface. In 2013, Landscape Services have been contracted to apply herbicide to the surface of the path twice during the season. On inspection, it didn't look as though it had been done as the surface was weedy. RFO to check. Provision to be made in the 2014/15 budget.
5. **Grass cut.** David Blowey has agreed to cut and bale the field during September 2013. Provision to be included in the 2014/15 budget. *Area cut and baled by David Blowey 08/10/13.*
6. **Bracken clearance.** Bracken clearance has for several years been carried out by the Hastings Conservation Volunteers but they suggested it was not required in 2013. RFO to check whether it will be required in 2014 and, if necessary, make the arrangements. The Volunteers have, in the past, charged a nominal sum for the work. Provision to be made in the 2014/15 budget.

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7. **Fruiting hedge.** The hedge is beginning to produce fruit but is currently overgrown. It was last cleared in the autumn of 2012. RFO/Cllr Chapman to make arrangements for volunteers to carry out the same work in October 2013. *Grass under most of hedge cut back by Reg Glew, Pauline and Colin Raymond 08/10/13.*
8. **Trees.** Trees surround the area, several with tree preservation orders. The surrounding trees are not usually accessed by the public but they should have a ~~professional~~ check to make sure they are OK. RFO to arrange and any subsequent tree surgery (permission may be required). Payment from the 2013/14 budget and provision to be made in the 2014/15 budget.

CHURCH HILL SEATS

1. Ruth Hodges plastic **seat**, halfway up Church Hill. OK although could do with a wash and cleared around. Cllr Chapman to check whether this is something a volunteer could do. *Seat cleared around and washed by Cllr Chapman September 2013.*
2. Wooden **seat** outside the Parish Church. OK. Painted by ESCC Maintenance Team in 2013. No provision to be made in the budget for 2014/15.

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SUMMARY

1. Parish Council to approve

- a. Type of use of MUGA including dog training? *No*
- b. Type of sign to install on MUGA fence - could include space for information on events . *Done*
- c. Purchase of covered litter bin for installation next to the wooden seat in Brede Lane? *Done*
- d. Number of cuts at the kickabout area be increased from 8 next season? *Yes, 10.*
- e. Inclusion of cutting around the RBF picnic table in Landscape Services contract
- f. Replacement of the signs on the kickabout area fence. *In hand.*
- g. Council paying for installation of gates across disabled area at Sportsfield ~~(if agreed by SA)~~. *Done*

2. Landscape Services to be asked for a price to continue their contract for a further year (this year's price in brackets). Finance Committee to consider at meeting in ~~October~~ *December*:

- a. Weekly grass cutting of Village Green with mulching mower (£981.25)
- b. Grass cutting and strimming every two weeks of Brede Lane car park area (£325)
- c. Grassing cutting at EVT Kickabout Area 8 times between March and October (£200)
- d. Grass cutting at Riverside playground (fenced off area) 16 times between March and October (£400)
- e. Grass cutting of the remainder of the Trust area at the Riverside 4 times between March and October (£200)
- f. Strimming and hand trimming at the Playing Field 16 times between March and October (£400)
- g. Strimming edges of path at Red Barn Field 8 times between March and October (£200)
- h. Herbicide application, edges of Red Barn path, twice annually (£85)
- i. Giant hogweed monitoring and treatment as required on riverbank by playing field (£110.50)
- j. Weekly litter collection and emptying of bins into large bin at end of Powdermills drive throughout the year at Riverside Playing Field (£346)
- k. Weekly litter collection and emptying of bin into large bin at end of Powdermills drive throughout the year at the East View Kickabout Area (£345)

[Finance Committee 10/12/13, Minute 42 - reasons for Landscape Services' proposed increases had been obtained but the RFO was asked to go back to them to ask for a more reasonable increase.]

3. Volunteer work

- a. Cllr Vine-Hall to arrange application of herbicide when required to Sportsfield Car Park.
- b. Cllr Vine-Hall to treat moss and weeds on MUGa beginning next year when needed.
- c. Cllr Vine-Hall to cut hedge at kickabout area in November.
- d. Cllr Chapman to inspect Interior and exterior of sports pavilion accompanied by Sports Association representative (eg Derek Wright or Ashley Davey) and Cllr Anson. *Cllr Chapman and Ashley Davey did inspection 02/12/13.*
- e. Filling small deep holes in the grass by the MUGA for safety reasons.

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- f. Hand weeding around outside of MUGA. Disposal to be agreed. [Finance Committee 10/12/13, Minute 42 - Strimmer to be used.]
 - g. Monthly sweeping of leaves and other debris and removal from the MUGA. Disposal to be agreed.
 - h. Removal of graffiti from under slide of Eagle's Nest at Riverside Playground. *Done*
 - i. Application of preservative to old wooden seat at Riverside Playground (also small chip to be smoothed) *Done*
 - j. Replacement of swing seat once obtained by RFO
 - k. Consider whether Grand Canyon cables should be lifted. *Done.*
 - l. Consider whether other grassmat surfacing needs lifting and putting back [Finance Committee 10/12/13, Minute 42 - after 2014 professional inspection.]
 - m. Councillor weekly inspection of playground, MUGA and kickabout area *New schedule to be produced for 2014.*
 - n. Rubbing down areas of heavy corrosion, treating with rust preventative primer and adding two top coats of paint to springer in Riverside playground
 - o. Hand weeding around Pumphouse and Brede Lane Car Park
 - p. Edging of Village Green paths and around Brede Lane Car Park and path to surgery. *Done by Community Payback*
 - q. Removal of vandalised trees from outside public conveniences at car park. *Done.*
 - r. Wash outside of dog bin at Brede Lane Car Park. *Done.*
 - s. Preservative to wooden seat in Brede Lane in 2014. [Finance Committee 10/12/13, Minute 42 - done.]
 - t. Repair of litter bin beside seat in Brede Lane (temporary repair probably to be done by Reg Glew) pending replacement (if approved by Council). *Replaced.*
 - u. EVT kickabout area tidy up in 2014
 - v. Wash Ruth Hodge seat in Church Hill and clear around. *Done.*
 - w. Footpath clearance especially close to houses eg Orchard Way and East View Terrace (Public footpath parallel to the kickabout area needs clearing now)
4. **Discussions with Sports Association by Cllr Anson at SA meetings.** RFO to arrange for items to be added to the agenda.
- a. Appointment of trustees. *Done*
 - b. Gating off the disabled area. Payment depending on whether SPC agrees to pay. *D&B given order - should be done before Christmas 2013.* [Finance Committee 10/12/13, Minute 42 - probably early in 2014, to add preservative to posts.]
 - c. Important that SA puts up proper signs regarding public use of the Sportsfield.
 - d. Inclusion of the PC's area of responsibility for ditch clearance in the next SA clearance (to also include Pestalozzi's ditch at the eastern end of the field).
 - e. Portacabin
 - i. Urgent emptying of SA/Football Club rubbish
 - ii. Should the portacabin be removed from the car park at the earliest opportunity or should plans be drawn up to link to the blue container, clad and install services? Discussions around the funding are also needed.
 - f. Separation of waste and introduction of recycling arrangements.
5. **2013 Pavilion Inspection 02/12/13**
- a. *Tile repair*
 - b. *Door hinge of gas meter to be repaired and*

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- c. *Electric meter box to be fixed onto studwork*
- d. *Downpipes need repair*
- e. *Home shower skirting board to be painted*
- f. *Kitchen wall unit door to be adjusted so it closes*
- g. *Ceiling light in hallway being pushed down by loft ladder*
- h. *Inside redecoration and outside washing of weatherboard (recommended 2014)*
- i. *Fire extinguisher in kitchen expiry date to be checked*
- j. *Gas cert and BeSure security system checks needed 2014*

6. RFO to do

- a. Contact Landscape Services re uncut grass around edge of MUGA. *Done*
- b. Contact Landscape Services re next year's quote for grass cutting, weedkilling and litter collection. *Done*
- c. Contact Ashley Davey re proposals for sports use of land next to MUGA. *Update received, proposal plans requested. Floodlighting mentioned.*
- d. Check availability of funding from local source for sports amenities. *Rechecking*
- e. Arrange professional safety inspection of trees in all areas of responsibility including Red Barn Field. *In hand*
- f. Arrange cutting back trees near the MUGA and trimming sides of oak on driveway. *Awaiting safety inspection.*
- g. Arrange necessary tree surgery. *Awaiting safety inspection.*
- h. Chase ETC Sports Surfaces to install the tennis net. *Done and MUGA complete.*
- i. Arrange use of the MUGA by
 - i. Tennis coach(es). *Done*
 - ii. Netballers. *Done*
 - iii. Footballers. *Done*
- j. Advertise MUGA
 - i. Village Voice, Battle Observer
 - ii. Sedlescombe News. *Done*
 - iii. Bulletin. *January 2014*
 - iv. Website. *Done*
 - v. Noticeboard. *Done*
 - vi. School. *Done by tennis coach*
 - vii. Sports Association. *Done*
 - viii. Football Club. *Done*
 - ix. Pestalozzi. *To be done*
- k. Arrange Playing Field fence repairs as required.
- l. Cost replacing white plastic posts along Powdermills driveway. *Plastic posts costed but wooden posts being investigated.* [Finance Committee 10/12/13, Minute 42 - plastic posts to be obtained and installed by volunteers.]
- m. Obtain replacement junior swing seat. *In hand*

Pauline J Raymond
Clerk/RFO
Sedlescombe Parish Council

10 September 2013 *and updated 03/12/13* [and 10/12/13]