



**Notice of Meeting**

**Aintree Village Parish Council**

You are hereby summoned to the next meeting of the Aintree Village Parish Council Park Committee, which will be held on **Friday 22<sup>nd</sup> February 2019 at the Council Chamber, Harrow Drive, Aintree Village commencing at 2.00pm**

Mo Kundi  
Council Manager and Parish Clerk

**AGENDA**

PK0101	To receive apologies for absence	
PK0102	To receive declaration of interest	
PK0103	Public participation	
PK0104	Minutes of previous meeting held on 14 <sup>th</sup> February 2019 (Attached)	
PK0105	Matters arising and Action List (attached)	
PK0106	Clerk's report	To interview the following two short listed ground maintenance contractors:- 1). Grasshoppers Sports Ground Maintenance Ltd at 2.15pm, and 2). Greener Grounds Garden & Turf Maintenance Ltd at 3.00pm, and 3). Subject to meeting the Parish Council's policies and procedures to appoint the successful contractor, and to agree to commence the Ground Maintenance Contract as soon as practically possible.
PK0107	Date of next meeting	TBA



PK0022

**Aintree Village Parish Council**  
**Minutes of Park Committee meeting held on**  
**Thursday 14<sup>th</sup> February 2019 at 7.00pm**

PK0093	Apologies for absence	Cllrs. Gent and Grosart
	Present	Cllrs Wykes, Carter, Honeyman, and Bennett
	In attendance	M Kundi (Council Manager and Parish Clerk), D Hinton (Park Officer)
PK0094	Declaration of interest	None
PK 0095	Public participation	None
PK0096	Minutes of previous meeting held on 8 <sup>th</sup> November 2018	Approved as a correct record on 14 <sup>th</sup> February 2019, and duly authorised the Chairman to sign them
PK0097	Matters arising	Members considered the attached 'Matters Arising and Action List' and:-
	Aintree Villa	AGREED that subject to Aintree Villa submitting the completed application form and accepting the Parish Council's Terms and Conditions relating to use of the football pitch, the Council Manager and Parish Clerk be authorise to approve their request to play football on the Park.
	Over the Hill Mob	To note the unfortunate incident relating to the injury caused by broken glass placed in the receptacle for the goal post, and AGREED to contribute 50% (£200.00) towards the cost of emergency repairs involving the drilling of new post holders, subject to submission of the relevant receipt.
	Café/Tuck Shop	AGREED that the Council Manager and Parish Clerk formally write to Julie Doyle, the operator of the Café/Tuck Shop to determine if she is still interested in operating the Café/Tuck Shop this calendar year.
	Tennis Courts	AGREED that local schools be approached after the Easter break to inform them of the facilities available in the Park with the aim of encouraging greater use of tennis courts and to generate long term interest in the sport.

	<p>Former Substation</p> <p>Risk assessment</p> <p>RoSPA Report</p>	<p>To NOTE the comments from Councillor Harris, and to reiterate that there is no change in the use of the former substation.</p> <p>To NOTE the comments from Councillor Harris, and when time permitting to develop a three year action plan to address potential risks arising from the use of the Park facilities and to take a more proactive and considered approach to the replacement of equipment that is coming to their end use date.</p> <p>To note the comments from Councillor Harris and when time permitting for the Council Manager and Parish Clerk to seek quotes from other similar organisations to undertake an independent safety check of all play equipment.</p>
PK0098	<p>Clerk's reports</p> <p>Ground Maintenance Contract</p> <p>Damaged timber Boards Bowling Green</p>	<p>Members considered the report on the quotes received from companies to undertake ground maintenance work in the Park, and having examined the detailed analysis contained in the report AGREED that:-</p> <ol style="list-style-type: none"> <li>a). Greener Grounds Garden &amp; Sports Turf Maintenance Ltd and Grasshoppers Sports Ground Maintenance Ltd be invited for a formal interview with the Park Committee, and</li> <li>b). The Park Committee be reconvened on Friday 22<sup>nd</sup> February 2019 at 2.00pm to consider the appointment of the Ground Maintenance Contractor, subject to satisfying the Parish Council's policies and procedures, including       <ol style="list-style-type: none"> <li>i) Insurance policies (Public liability = £10m and Employer liability = £5m)</li> <li>ii) DBS clearance for employees</li> <li>iii) Up to date Health and Safety policies</li> <li>iv) Recording of all work schedules</li> <li>v) Satisfactory references, and</li> <li>vi) Any clarification in respect to quotes submitted</li> </ol> </li> <li>c) <b>The Parish Council AUTHORISE</b> the Council Manager and Parish Clerk to negotiate with Maghull Town Council the early termination of the existing Ground Maintenance Contract if the new successful contractor is able to commence work before the end of March 2019.</li> </ol> <p>Members considered a report with further information on the need to replace damaged and rotten timber boards on the perimeter of the bowling and agreed to <b>RECOMMENDED that the Parish Council:-</b></p> <ol style="list-style-type: none"> <li>a) Approve the purchase of 150m treated 47mmx200mm timber boards from Huws Gray at a cost of £848.78, (including VAT and delivery) and further £50.00 for the purchase of fasteners that may be required, and</li> <li>b) The work be carried out in house as soon as practical.</li> </ol>

Kombi Engine & Attachments

Members considered a report on the need to purchase Stihl Kombi Engine and attachments and agreed to **RECOMMEND that the Parish Council:-**

- a). Approve the purchase of Stihl Kombi Engine and attachments from World of Power at a cost of £841.40 including VAT and delivery, and
- b). Approve the purchase of relevant ear muffs, trousers, and safety helmets for the Park Officer and the Assistant Park Officer at a cost of no more than £400 in total.

PK0099	Charity Scope Recycling Containers	Members considered a request from Charity Scope to have their recycling containers for shoes and clothing located in the Park, and whilst Members were sympathetic to their request however considered that it could lead to potentially serious problems and therefore DECLINED the request.
PK0100	Date of next meeting	Friday 22 <sup>nd</sup> February 2019

The meeting closed at 08.34pm  
Minutes PK0093 to PK0100 received as a correct record on 22<sup>nd</sup> February 2019

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Chairman  
Cllr. Wykes

**Park Committee Meeting – 22<sup>nd</sup> February 2019****Matters Arising and Action List**

<b>Item No.</b>	<b>Subject</b>	<b>Action</b>	<b>Action By</b>	<b>Target Completion Date</b>	<b>Progress</b>	<b>Budget £</b>
PK0050	Clerk's report	To facilitate better working environment, and to improve the welfare of staff the current I.T equipment be upgraded.	Parish Clerk		On going	
PK0060	Park related issues	<ol style="list-style-type: none"> <li>1. To get feedback from users of the Park as part of Tuck Shop/Café activity</li> <li>2. To undertake a review of all park related terms and conditions</li> <li>3. To monitored fixtures to prevent any clashes</li> <li>4. To monitor condition of pitches</li> <li>5. To explore the option of creating a dedicated area for dogs, which would enable the rest of the Park to become 'dog free' and would then be easier to enforce.</li> <li>6. To cut and trim fences and hedges to a height of 6 foot from the ground level. Work to be undertaken later this year.</li> </ol>	Park Officer & Julie  Parish Clerk  Park Officer  Park Officer  Cllr. Bennett  Park Officer			

		<p>7. To monitor the impact of car parking as a result of Tuck Shop/Café activity.</p> <p>8. To monitor drainage related problems</p> <p>9. To use a Template for recording and monitoring compliance with the user of football pitches by authorised organisations.</p>	<p>Park Officer</p> <p>Park Officer</p> <p>Parish Clerk &amp; Park Officer</p>		<p>On going</p>	
PK0061	Aintree Villa	To allow Aintree Villa to use Parish Council football pitches at no charge, subject to providing all the required information.	Parish Clerk		Waiting for documentation from Aintree Villa	
PK0062	Aintree Ajax	To allow Aintree Ajax to use Parish Council football pitches at no charge, subject to providing all the required information.	Parish Clerk		Waiting for documentation from Aintree Ajax	
PK0063		<p>To agree and use the following criteria to prioritise all planned maintenance work:-</p> <ul style="list-style-type: none"> <li>• Dangerous – immediate remedial action required</li> <li>• Potentially dangerous – remedial action required</li> <li>• Planned maintenance works</li> <li>• Beautification</li> </ul> <p>2) To capture and plan work in accordance with templates Annex A and Annex B attached to the relevant report.</p> <p>To implement the following the work identified in Annex A, (and shown below) at a cost of £2,456.46:-</p>	<p>Parish Clerk &amp; Park Officer</p> <p>Parish Clerk &amp; Park Office</p> <p>Park Officer</p>		<p>Completed</p> <p>On going</p> <p>Material ordered</p>	

		<ol style="list-style-type: none"> <li>1. Renewal of the bearings and seats on the large Rotator - Total cost = £129.00</li> <li>2. Renewal of the bearings on the rotator platform - Total cost = £621.06</li> <li>3. Renewal of the worn chains on swings - Total cost = £556.80</li> <li>4. Renewal of worn chains on toddler swings - Total cost = £1,149.60</li> </ol> <p>4) Parish Council approve the purchase of equipment to the value £464.95 to enable the identified work above to be undertaken in-house</p>	Parish Clerk	16 <sup>th</sup> July 2018	Completed	<p>Total cost £2,456.46 (Main – Play and Park Equipment)</p> <p>Total cost £464.95 (Main – Buildings)</p>
PK0064	Tuck Shop/Cafe	<p>To make the following changes to the draft lease agreement:-</p> <ul style="list-style-type: none"> <li>• All supervisors to have enhance DBS checks</li> <li>• Music Licence required</li> <li>• Start date Saturday 14<sup>th</sup> July 2018</li> <li>• Finish date 13<sup>th</sup> September 2018</li> <li>• Baby changing facility in the disabled toilets (at no expense to Parish Council)</li> <li>• Julie to provide all Park user feedback and to sign the Lease Agreement.</li> </ul>	Parish Clerk	July 2018	Completed	Julie Doyle signed the Lease Agreement
PK0065	Mower	To look at the implications of selling the mower, and to report back to the next meeting of the Park Committee.	Parish Clerk & Park Office			

PK0066	Canopy Awning	To seek the views of Planning Department regarding its erection to the Bowling Green Building	Parish Clerk	July 2018	Completed	
PK0067	Last day of School term 24 <sup>th</sup> July 2018	To contact local Police Community Officer to seek guidance and assistance	Park Officer	July 2018	Completed	
		To write to Jenny Currie, Community Engagement Officer, at the Office of the Police and Crime Commissioner for Merseyside if response from police inadequate	Park Committee Chair	July 2018	Completed	
PK0068	Park Signage	To explore options and costings for Park signage and to report back to the next meeting of the Park Committee.	Parish Clerk & Park Office			
PK0076	ROSPA Report	<ul style="list-style-type: none"> <li>i) The Park Committee to continue to investigate the findings of the RoSPA report, including asking Playsafety Ltd for their comments on the outcomes which the Park Committee had questioned</li> <li>ii) Cllr. Bennett to examine the validity of the recommendations contained in the RoSPA report, and</li> <li>iii) The Park Committee to seek any specialist advice where necessary</li> </ul>	Park Committee & Cllr Bennett			
PK0078	Green Flag	Parish Clerk to prepare an application for Green Flag Award status for the Park for consideration at its next meeting.	Parish Clerk		Completed 8 <sup>th</sup> November 2018	
PK0085	Ground Maintenance Contract	To set up a Working Group to explore all the options available.	Parish Clerk		Completed December 2018	



	RoSPA Report	To engage another organisation to undertake an independent safety check of all play equipment.				
	EPICA	Council Manager and Parish Clerk to undertake further investigation and for a report to be presented to the Park Committee in February 2019.		February 2019		
	Old Sub-station	Council Manager and Parish Clerk to explore potential options for its usage				
PK0087	Tennis Courts	Further investigations to be undertaken to facilitate the setup of Tennis Court clubs			Progressing	
PK0088	Green Flag	The Chair of the Park Committee and the Council Manager and Parish Clerk to jointly prepare an application form for achieving Green Flag award for the Park.				
PK0089	Petty Cash	Council Manager and Parish Clerk to develop a Cash Handling policy for consideration and approval by the Parish Council.			Completed 19 <sup>th</sup> November 2018	
PK0090	Christmas Lights	Recommendation to Parish Council that Aintree Community Trust be allocated £600 towards the cost of Christmas Lights and other Sundry costs from the Budget heading Christmas Related Activities (Cost Code COM-02).			Completed December 2018	
PK0091	Litter	That copies of Grace Jones anti-litter posters be installed in the Park Notice Board			Completed January 2019	

**SCHEDULE OF PROPOSED WORKS****(In Shaded Rows)**

Item No.	Description of work	Cost £	Total Cost, including VAT £	Budget line or Cost Code	Suppliers	Preferred supplier and why?	Work to be undertake by?	Date approved or Minute No.	Date Completed	Any Comments/suggestions?
1	Renewal of the bearings and seats on the large Rotator	107.50	129.00	Maintenance - Play & Park Equipment	Wicksteed Leisure	Manufacturer of original equipment	In house		Completed December 2018	<b>Need to re-order as additional parts required on further inspection. See No. 28 below</b>
2	Renewal of the bearings on the rotator platform	517.55	621.06	Maintenance - Play & Park Equipment	Wicksteed Leisure,	Manufacturer of original equipment	In house	17/09/18	<b>Completed 31/08/18</b>	APPROVED - Additional cost £621.49
3	Renewal of worn chains on swings	464.00	556.80	Maintenance - Play & Park Equipment	Yates playground LTD,	Manufacturer of original equipment	In house	PK0063		Checking for delivery order.
4	Renewal of worn chains on toddler swings	958.00	1,149.60	Maintenance - Play & Park Equipment	HAGS	Manufacturer of original equipment	In house		<b>Completed 15/08/18</b>	
5	Replacement palisade fencing at the back of the bowling green, it should cost no more than £100	Approx. 100.00		Maintenance-Buildings (PEX-14)			In house	17/09/18		<b>APPROVED Park Officer to check and order material</b>
6	Flag replacement	£99.33	Inclusive of VAT and delivery.	Maintenance – Building (General) (cost code PEX-11)	1. Easy Flag 2. The Flag Loft 3. South Coast Flag Poles	Easy Flag to MOD quality	In house	15/10/18 (6839)	October 2018	<b>Completed</b>

7	Replacement seating for football spectators									Park Officer to get estimates for normal benches and not for like for like replacement
8	Cleaning of 3 No. Tennis Courts	£1321.00		Maintenance-Play & Park Equipment (PEX-10)	1) Allerton jet washing £2,000.00 2) Tennis Court Maintenance £1,321.00	Tennis Court Maintenance - cheapest	Tennis Court Maintenance	17/09/18	Completed 02/01/19	APPROVED Work to be undertaken in Spring
9	Replace all bent Tennis net posts	£597.60		Maintenance-Play & Park Equipment (PEX-10)	1) Net World Sport £809.97 +VAT 2) Stadia Sports £597.60	Stadia Sports - cheapest	Stadia Sports	17/09/18	Completed December 2018	Work undertaken by Park Officer
10	Toddler gate closing too fast and may require additional gate in line with RoSPA guidelines						Contractor			Welds broke, temp repair carried out, new gate(s) required, consider all new metal fencing
11	Rot on the legs of the cable way									New wooden treads required, Rust holes Park Officer to get estimates (RoSPA)
12	Surface crack under space net									
13	Re Paint toddler multiplay						In house			New wooden treads required, Rust holes through ramp support requires fixing before painting

14	Re paint metal fence around bowling green						In house			Low cost high impact job, maybe Aintree village Park in large letters across the front
15	Fit drain covers to open drains						In house			Open drains require a cover, suggest purchase large sheet of galvanised mesh, trim and bond in place
16	Add forest bark to decorative borders						In house			
17	Add post and palisade fencing, corner of bowling green						In house			Two man job, stump removal required first
18	Repairs to wet pour surfaces						Contractor			
19	Replace rotting timber around bowling green				Maghull Town Council	Appointed Contractor	Contractor			Park Officer to get estimates
20	Cut back a+B19:H21ll hedges to 6ft									Scheduled for later in the year Chasing Contractor
21	Boundary Hedge trim and height				Maghull Town Council					Scheduled for later in the year Chasing Contractor
22	Park Boundary signage									
23	Planting - decorative planting and possibly bark mulching				Maghull Town Council					
24	Former Substation – work required to make it as an					In house				

	additional storage space.									
25	Black bags to be sourced directly from the supplier						In house	17/09/18	Completed	
26	Replacement of 4 bins with two large Bins	£768.00	Inclusive of VAT but additional delivery cost	Maintenance – Building (General) (cost code PEX-11)	1. Knight - Online Play Grounds 2. Copperfield Safety signs 4 less 3. Victorian- ES Direct	Knight - Online Play Grounds (more expensive but non-plastic material)	In house	15/10/18	Completed December 2108	
27	Remove over grown tree behind the garage	£0.00					In house	08/11/18 PK0086	Completed January 2019	
28	Button seat & chain & connection housing – for hurricane swings	£621.49	745.79	Maintenance- Play & Park Equipment (PEX-10)	Wicksteed	Specialist equipment	In house	08/11/18 PK0086	Completed November 2018	
29	Nut protectors	£43.00	£51.60	Maintenance- Play & Park Equipment (PEX-10)	Online Playgrounds	Cheapest	In house	08/11/18 PK0086		Ordered February 2019
30	Letter Box		£19.99	Cost Code SUN-01	Screwfix		In house	08/11/18 PK0086	Completed	
31	Replacement of Damaged Swing Basket	£451.20	£112.80	Cost code PEX-10	Active Garden Caledonian Play Onlineplaygro unds	Cheapest	In house	17/12/18 6866 (Parish Council)		Ordered February 2019

