



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 **Thursday 13th September 2018** at the Council Chamber, Harrow Drive, Aintree Village commencing at **7.00pm**

Mo Kundi
Parish Clerk

AGENDA

PK0071	To receive apologies for absence		
PK0072	To receive declaration of interest		
PK0073	Public participation	Julie Doyle – Café, Various items	
PK0074	Minutes of previous meeting held on 5 th July 2018 (Attached)		
PK0075	Matters arising and Action List (attached)		
PK0076	Clerk's report	To consider:- <ul style="list-style-type: none"> • Lease Agreement • ROSPA recommendations • Health and Safety issues raised by Maghull Town Council (attached) • Replacement of Bins • Black Bin bags • Staffing issues (Standing Orders 38 and 68 apply) • Use of football pitches • Proposed Maintenance work (attached) 	
PK0077	Planning Applications	To consider the request from Café operator to extend opening hours for the Café	Cllr Wykes
PK0078	Green Flag	To consider the actions required to achieve Green Flag award for the Park	Cllr Honeyman
PK0079	Canopy/Awning	To consider the erection of canopy/awning on Parish Council buildings	Cllr Honeyman
PK0080	Date of next meeting	TBA	



PK0010

Aintree Village Parish Council

Minutes of Park Committee meeting held on
Thursday 5th July 2018 at 7.00pm

PK 0054	Apologies for absence	Cllr. Gent
In attendance		Mo Kundi (Clerk) and D Hinton (Park Officer) Julie Doyle; Andy (Aintree Villa); Andy and Danny (Aintree Ajax), and Tracy Rimmer (Bowling Green)
PK0055	Present	Cllrs Wykes (Chairman), Carter, Grosart, Honeyman, and Bennett
PK0056	Declaration of interest	None
PK 0057	Public participation	<p>1). Andy O'Neill representing Aintree Villa give a presentation putting forward his case for the use of Parish Council playing fields. He indicated that he has full Insurance, First Aid certificate, and DBS checks, which he will submit to the Parish Council.</p> <p>2). Andy Hill representing Aintree Ajax also put forward a case for the use of Parish council playing fields. He also assured the Committee that he has all the necessary Insurance, First aid certificate and DBS checks, and will submit them to the Parish Council.</p> <p>3). Tracy Rimmer stated that her mum Betty Jackson holds an annual bowling competition in memory of their Dad, Ken each year, which raises lots of money for Alzheimer's. They wish to hold a similar event on Saturday 4th August 2018. The Park Committee agreed but as this item was not formally on the agenda, RECOMMENDED that the Parish Council at its meeting on 16th July 2018 approve event and free of any fees.</p>
PK0058	Minutes of previous meeting held on 29 th May 2018	Approved as a correct record on Thursday 5 th July 2018, and duly authorised the Chairman to sign them

PK0059	Matters arising/Clerk's reports	None
PK0060	Consideration	<p>Members considered the following issues:-</p> <ol style="list-style-type: none"> 1. Existing Park users – AGREED the need to get feedback from users of the Park, and as a starting point Julie Doyle to facilitate this as part of Tea in Park 2. Compliance – AGREED that the Parish Clerk undertake a review of all park related terms and conditions 3. Fixtures – being monitored to prevent any clashes 4. Condition of pitches – being monitored 5. Dog Fouling – AGREED that Cllr Bennett would 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. 6. Fences and hedges – AGREED that should be cut to a height of 6 foot from the ground level. Work to be undertaken later this year. 7. Parking area – being monitored, particularly to see the impact Tea in Park activity may have. 8. Drainage – being monitored 9. Football users' template – AGREED that the template be approved for recording and monitoring compliance with the user of football pitches by authorised organisations.
PK0061	Aintree Villa	AGREED that subject to providing all the required information the Parish Clerk, Aintree Villa be permitted to use Parish Council football pitches. This to be at no charge as they are underage.
PK0062	Aintree Ajax	AGREED that subject to providing all the required information the Parish Clerk, Aintree Ajax be permitted to use Parish Council football pitches. This to be at no charge as they are underage.
PK0063	Work priority and programme	<p>AGREED that, as outlined in the report:-</p> <ol style="list-style-type: none"> 1) all planned maintenance work should be prioritised using the following criteria:- <ul style="list-style-type: none"> • Dangerous – immediate remedial action required • Potentially dangerous – remedial action required • Planned maintenance works • Beautification work

2) all planned work should be captured and planned in accordance with Annex A and Annex B attached to the said report.

3) the work identified in Annex A, (and shown below) be undertaken at a cost of £2,456.46:-

1. Renewal of the bearings and seats on the large Rotator - Total cost = £129.00
2. Renewal of the bearings on the rotator platform - Total cost = £621.06
3. Renewal of the worn chains on swings - Total cost = £556.80
4. Renewal of worn chains on toddler swings - Total cost = £1,149.60

4) That Parish Council approve the purchase of equipment to the value £464.95 to enable the identified work in 3) above to be undertaken in-house. (list attached and shown in red)

PK0064	Tuck Shop/Cafe	<p>Subject to making the following changes to the draft lease agreement:-</p> <ul style="list-style-type: none"> • All supervisors to have enhance DBS checks • Music Licence required • Stat date Saturday 14th July 2018 • Finish date 13th September 2018 • Baby changing facility in the disabled toilets (at no expense to Parish Council) • Julie to provide all Park user feedback <p>The Park Committee authorised the Parish Clerk to sign the Lease Agreement on its behalf.</p>
PK0065	Mower	Implications of selling the mower to be considered and brought back to the next meeting
PK0066	Awning-Canopy	Waiting for a formal response from Sefton Planning Department. Matter to be re-examined at the next meeting.
PK0067	Last day of School term 24 th July 2018	<p>Agreed that:-</p> <ol style="list-style-type: none"> a) Park Officer to contact local Police Community Officer to seek guidance and assistance b) Chair to write to Jenny Currie, Community Engagement Officer, at the Office of the Police and Crime Commissioner for Merseyside if response from police inadequate
PK0068	Park Signage	Options and costings to be examined and to be brought back to the next Park Committee meeting.

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| PK0069 | Park related comments from Cllr. Harris | The Park Committee considered and acknowledged the comments raised by Cllr. Harris and agreed to note them. |
| PK0070 | Date of next meeting | To be confirmed |

The meeting closed at 09.24pm

Minutes PK0054 to PK0070 received as a correct record on Thursday 13th September 2018

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Chairman
Cllr. Wykes

List of Equipment Required (Shaded in blue)

Item	Description	Model	Store	Cost	Preferred option
Wheel barrow	85 litre general purpose	Easiload	Screwfix	£46.99	
Wheel barrow	85 litre general purpose	Easiload	ToolStation	£46.47	
Wheel barrow	85 litre general purpose	Easiload	Wickes	£38.22	X
Hand Cart	Large Hand cart	Handy Parts	Screwfix	£109.99	X
Hand Cart	Small hand cart	Draper	ToolStation	£81.82	
Hand Cart	Large Hand cart	Handy Parts	Wickes	£119.99	
Angle Grinder	115mm angle grinder	Hitachi G18DSL	Screwfix	£269.99	
Angle Grinder	115mm angle grinder	Hitachi G18DSL	ToolStation	£369.98	
Angle Grinder	115mm angle grinder	Ryobi R18	B & Q	£180.00	X
Multitool	4 in 1 petrol multitool	Mountfield	Screwfix	£249.99	X
Multitool	4 in 1 petrol multitool	Stanley	ToolStation	£279.48	
Multitool	4 in 1 petrol multitool	Unbranded	Wickes	£199.99	
Spanner set	metric 25 piece set	Magnusson	Screwfix	£74.99	X
Spanner set	metric 14 piece set	Kamasa	ToolStation	£29.99	
Spanner set	metric 12 piece set	Wickes	Wickes	£21.99	
Socket set	24 piece 1/2 drive	Bacho	Wickes	£69.99	
Socket set	24 piece 1/2 drive	Draper	ToolStation	£58.50	
Socket set	24 piece 1/2 drive	Bacho	Screwfix	£49.99	X
Hacksaw	12 inch hacksaw	Irwin	Screwfix	£17.99	
Hacksaw	12 inch hacksaw	Eclipse	ToolStation	£15.15	
Hacksaw	12 inch hacksaw	Bacho	Wickes	£14.49	X
Screwdriver set	12 piece set	Stanley	Screwfix	£34.99	X
Screwdriver set	12 piece set	Stanley	ToolStation	£36.86	

Screwdriver set	12 piece set	Stanley	Wickes	£49.99	
Anti tamper bits	Security bit set 33 pieces	Unbranded	Screwfix	£14.99	X
Anti tamper bits	Security bit set 33 pieces	Draper	ToolStation	£4.80	
Extension lead	4 gang 45 metre	Masterplug	Screwfix	£37.79	
Extension lead	4 gang 50 metre	Masterplug	Wickes	£35.00	
Extension lead	4 gang 50 metre	Unbranded	ToolStation	£34.65	x
Generator	2000w	Stanley	Screwfix	£274.99	X
Generator	2000w	Unbranded	ToolStation	£299.98	
Generator	2000w	Stanley	B and Q	£600	

Park Committee Meeting –August 2018**Matters Arising and Action List**

Item No.	Subject	Action	Action By	Target Completion Date	Progress	Budget £
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	<p>10. To get feedback from users of the Park as part of Tuck Shop/Café activity</p> <p>11. To undertake a review of all park related terms and conditions</p> <p>12. To monitored fixtures to prevent any clashes</p> <p>13. To monitor condition of pitches</p> <p>14. 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.</p> <p>15. To cut and trim fences and hedges to a height of 6 foot from the ground level. Work to be undertaken later this year.</p>	<p>Park Officer & Julie</p> <p>Parish Clerk</p> <p>Park Officer</p> <p>Park Officer</p> <p>Cllr. Bennett</p> <p>Park Officer</p>			

		<p>16. To monitor the impact of car parking as a result of Tuck Shop/Café activity.</p> <p>17. To monitor drainage related problems</p> <p>18. 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 & 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"> • Dangerous – immediate remedial action required • Potentially dangerous – remedial action required • Planned maintenance works • Beautification <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 & Park Officer</p> <p>Parish Clerk & Park Office</p> <p>Park Officer</p>		<p>Completed</p> <p>On going</p> <p>Material ordered</p>	

		<p>5. Renewal of the bearings and seats on the large Rotator - Total cost = £129.00</p> <p>6. Renewal of the bearings on the rotator platform - Total cost = £621.06</p> <p>7. Renewal of the worn chains on swings - Total cost = £556.80</p> <p>8. Renewal of worn chains on toddler swings - Total cost = £1,149.60</p> <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 th 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"> • All supervisors to have enhance DBS checks • Music Licence required • Stat date Saturday 14th July 2018 • Finish date 13th September 2018 • Baby changing facility in the disabled toilets (at no expense to Parish Council) • Julie to provide all Park user feedback and to sign the Lease Agreement. 	Parish Clerk	July 2108	Completed	<p>Julie signed the Lease Agreement</p>
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 th 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			

8	Cleaning of 3 No. Tennis Courts	1,321.00		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		This is subject to the Parish council agreeing to increase the Maintenance-Play & Park Equipment budget
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		This is subject to the Parish council agreeing to increase the Maintenance-Play & Park Equipment budget
10	Repaint the metal seating						In house		Replace seating as serious rust damage to legs
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								
12	Surface crack under space net								New wooden treads required, Rust holes through ramp support requires fixing before painting
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		
20	Cut back a+B19:H21ll hedges to 6ft								Scheduled for later in the year
21	Boundary Hedge trim and height				Maghull Town Council				
22	Park Boundary signage								
23	Planting - decorative planting and possibly bark mulching				Maghull Town Council				
24	Former Substation – work required make it as an additional storage space.				In house				

McIntyre, Angela MTC <angela.mcintyre@maghull-tc.gov.uk>

Wed 08/08/2018, 12:38

You;

Spencer, Alex MTC

□

Hi Mo,

I conducted a H&S risk assessment this morning for the team at Harrow Drive. The following matters came to my attention:-

1. The bowling green footpath has several trip hazards in the flagging
2. Several of the barge boards on the bowling green have come away from the side exposing rusty nails etc.
3. The bench behind the pavilion needs to be removed due to the exposure of rusty screws
4. The concrete sides to the midden have fallen apart and need to be replaced/refitted
5. The surface of the tennis courts is uneven and a trip hazard
6. There are several holes/established divots in areas of high traffic e.g. the play area, field, shrubbery etc. These could cause injury and should be filled in with soil/sand to avoid lower limb injury

On another note the team advise me that they can no longer access the main chamber in the park as there is an additional lock to which they don't have the key. This means they can't unset the alarm to open the toilets for a comfort break when they are working there. As they are there all day I would ask that a key be provided so they can unset the alarm and access the toilets.

The perimeter hedging has also been examined for removal as per conversations with Darren and yourself etc. This will be a considerable amount of work which will be outside of the current contract. I will arrange for a price to be provided so that you can take it to the Parks Committee for their approval on the expenditure. This work would be planned for the winter months and it is anticipated that it will take between 4 – 6 weeks and whether or not MTC is given this work I would advise that all neighbours are written to describing the proposed works, length of time of disruption etc. The team have reported individual neighbours being unhappy that the hedges are coming down for various reasons (privacy, noise, ASB deterrent etc.) and they are naturally loathe to upset anyone unnecessarily.

If you could sort out a spare key for the main office I'd be grateful and shall leave the rest of the above for yourself and Parks Committee to consider.

Kind regards

Angela McIntyre PSLCC
Chief Executive and Clerk to Maghull Town Council
Maghull Town Council
Maghull Town Hall
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