



Notice of Meeting

Aintree Village Parish Council

You are hereby summoned to the meeting of the Aintree Village Parish Council's Park & Amenities Committee, which will be held on **Monday 2nd December 2019 at the Council Chamber, Harrow Drive, Aintree Village** commencing at **7.00pm**

Mo Kundi

AGENDA

PAC0152	To receive apologies for absence		
PAC0153	To receive declarations of interest		
PAC0154	Public participation		
PAC0155	Minutes of previous meeting held Monday 7 th October 2019 (attached)		
PAC0156	Matters arising from the Action List (attached)		
PAC0157	Clerk's report	<ol style="list-style-type: none"> 1. To consider the outcome of the meeting with EnviroLawn regarding Safety Works in the Park (report attached) 2. To consider the outcome of the informal meeting held on 2nd October 2019 – verbal report 3. To consider potential projects for inclusion in next year's budget – verbal report 4. To consider staffing matters. Confidential and not for publication (Report attached) 	
PAC0158	Correspondence		
PAC0159	Dates of next meetings	P & A Committee	F & GP Committee
		<ul style="list-style-type: none"> • 3rd February 2020 • 6th April 2020 	<ul style="list-style-type: none"> • 16th December 2019 • 17th February 2020 • 20th April 2020
		Parish Council	
		<ul style="list-style-type: none"> • 20th January 2020 (Budget/Precept) • 16th March 2020 • 11th May (Annual Parish meeting) • 18th May 2020 (Annual Parish Council meeting) 	



Aintree Village Parish Council
Minutes of Park and Amenities Committee
meeting held on Monday 7th October 2019 at
7.00pm

	Present	Cllrs Wykes (Chairman), Honeyman, Kelly, Owens, Moore and Bennett
PAC0144	Apologies for absence	None
	In attendance	M Kundi (Council Manager and Parish Clerk), D Hinton (Park Officer), F Doyle (Assistant Park Officer), and Cllr. Clare Carragher (Ward Councillor)
PAC0145	Declarations of interest	None
PAC0146	Public participation	<ol style="list-style-type: none"> 1. Dog Petition - Joyce Kelly 2. Bowling Green - Yvonne Wyatt and Carol Whiteley 3. Proposed dedicated temporary dog area - John Wayfied (Aintree Lane), Neil Gummer (Lancing Drive), Pat Carden, John Connors, Paul Carlton and Kevin Hazard <ul style="list-style-type: none"> • Joyce Kelly handed a petition containing some 56 signatures, requesting that the Parish Council re-consider its decision to ban the Park Officer from bringing his dog Ted to work. • Carol Whiteley, on behalf of the Bowling Green team thanked the Parish Council and the staff for their hard work in improving the condition of the Bowling Green. She stated that the Bowling Green has never looked better, and whilst she appreciated the new awning, and the new edging boards she however felt that unless drainage problems were addressed the boards will start to rot soon. • The Chair thanked the residents who came to have their say in the proposed dedicated temporary dog area in the Park. She started by reading out the prevailing Parish Council Byelaws in the Park, which states that dogs must be kept on the lead at all times, and the Public Space Protection Order introduced by Sefton Council in 2017, and which all applies in the Park. The Chair then highlighted the purpose of the proposed dedicated temporary dog area, and the fact that the dog area would actually provide more freedom for dog walkers in that they would be legally allowed to have their dogs off lead in the controlled area. There was a long debate by the residents on the public consultation exercise undertaken, particularly relating to the fact that all residents of Aintree Village should have been consulted. Cllr. Bennett pointed out that it was not meant to be referendum, but to get some idea about the proposal from

		<p>Park users. He then went on to state that the Parish Council has a duty of care to look after the welfare of all Park users, and failure to comply with it could lead to significant legal and financial implications for the Parish Council. He also read out a letter from a resident who highlighted the problem of dogs roaming free and frightening young children.</p> <p>Cllr. Carragan, who was responsible for introducing a motion at Sefton Council, which was backed by all political parties highlighted the dangers of unpicked dog muck and the range of health problems that can arise from it.</p> <p>The debate about what should be done and how the problem of unpicked dog muck can be addressed by different means went on for an hour, with some dog walkers vehemently against any proposal that would restrict their freedom to use Park as they wish, whilst others recognised the problem and tried to look for some compromises.</p> <p>Pat Carden, and members of his football team highlighted the number of times they had to pick up dog muck when they are playing football.</p> <p>Cllrs. Honeyman and Owens stated that the Parish Council is looking for solutions that would accommodate all Park users without penalising any particular group.</p>
PAC0147	Minutes of previous meeting	Approved as a correct record on 2 nd September 2019, and duly authorised the Chairman to sign them
PAC0148	Matters arising	Members considered the attached 'Matters Arising from the Action List' and noted the content.
PAC0149	<p>Clerk's reports</p> <p>Dedicated Temporary Dog Area</p>	<p>1. Members considered the report on the results of the public consultation exercise on the dedicated temporary dog area proposal, and taking into account the debate on the matter as part of the Public Participation item RESOLVED that:-</p> <p>a). The proposal to create a dedicated temporary dog area in the Park be postponed for the time being,</p> <p>b). The existing signage relating to dogs being on the lead at all time be reinforced and strengthened, including:-</p> <ul style="list-style-type: none"> • Sprayed marking on the tarmac at the main entrance to the Park, and near the end of the car park, • Erection of 5 aluminium signs so that they cannot be damaged or removed, • Erection of signs stating 'CCTV in operation' • All related signs to be in compliance with that used by Sefton Council <p>c). The gate leading from Lancing Drive to be closed during winter time to prevent motorcyclists using the Park</p>

	<p>Annual Playground Safety Inspection Report</p> <p>Safety Works by EnviroLawn Ltd</p>	<p>d). Council Manager and Parish Clerk to seek Sefton Council's assistance for a more enhanced enforcement of PSPO in the Park, and to seek consent for the £2,000 allocation to be used for the revised signage scheme instead.</p> <p>2 Members considered the report on the Annual Playground Equipment Safety Inspection report and noted the current actions taken to date and the planned actions as part of the safety works to address the risks identified and AGREED to:-</p> <p>a). Remove the two shelter benches, b). To seek costing for replacing the slide as identified in page 13, and c). Request the Council Manager and Parish Clerk to consider ways in which the identified low risk work activities in the Annual Playground Safety Inspection Report could be delivered by the in-house team</p> <p>3. Members considered the report on the Phasing and Timing of Safety Works by EnviroLawn Ltd. and taking into account the findings of the Annual Playground Safety Inspection report RESOLVED to recommend to the Parish Council that:-</p> <p>a). The identified safety work be split over two financial years due to limited funds available, and that the following work to be undertaken in 2019/20:-</p> <ul style="list-style-type: none"> • Roundabout - Rotator - Excavate soil/spoil/grassmats and dispose of legally. Supply and set edges and supply and lay stone foundations and Notts Sport Childsplay in Olive Green to area under Wicksteed roundabout with a 1.2mCFH measuring approximately 24m² • Basket Swing - Excavate soil/spoil/grassmats and dispose of legally. Supply and set edges and supply and lay stone foundations and Notts Sport Childsplay in Olive Green to area under basket swing with a 1.8m CFH measuring approximately 24m² • Aerial Slide - Excavate soil/spoil/grassmats and dispose of legally. Dismantle zip line, dispose of legally existing timber uprights and supply and install into concrete foundations new pressure treated timber rounds. Supply and set edges and supply and lay stone foundations and Notts Sport Childsplay in Olive Green to area under zip line with a 1.2m CFH measuring approximately 20x4m-80m² • Hurricane - Excavate soil/spoil/grassmats and dispose of legally. Supply and set edges and supply and lay stone foundations and Notts Sport Childsplay in Olive Green to area under basket swing with a 1.8m CFH measuring approximately 86m² <p>b). The cost of addressing the risks associated with the Net Climber be sought from EnviroLawn Ltd. and consideration be given as to when this work is undertaken,</p> <p>c). Subject to funds being made available the following work be undertaken in 2020/21:-</p> <ul style="list-style-type: none"> • Flat Swings - Supply and lay Notts Sport Childsplay in Olive Green to area under flat swings measuring approximately 50m² • Trim Trail - Supply and lay Notts Sport Childsplay in Terracotta to area under trim trail measuring approximately 21m²
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		<ul style="list-style-type: none"> • Rocking Horse & Cradle Swing - Supply and lay Notts Sport Childsplay in Olive Green to area under rocking horse and cradle swings measuring approximately 60m² <p>d). Estimates be sought for replacing some of the play equipment, particular those equipment that have been identified in the higher risk category in the Play Areas and that the replacement of the surface material be considered in conjunction with replacement of any play equipment, together with the Gate to the Toddler's Play Area,</p> <p>e). Subject to satisfactory performance and no increase in quoted price EnviroLawn Ltd be retained to undertake identified safety works in 2020/21, and</p> <p>f). The Council Manager and Parish Clerk be requested, in conjunction with the Chair of the Park and Amenities Committee to liaise with EnviroLawn Ltd to seek their agreement to the above.</p>		
PAC0150	Correspondence	The Chair stated that she has been contact with Richard Parkes who had sent an email in which he indicated the need to have a dedicated bench in the Park in memory of Peter Kerevan, who sadly passed away recently. Members AGREED for the Chair to help facilitate this request.		
PAC0151	Dates of next meetings	P & A Committee <ul style="list-style-type: none"> • 16th December 2019 • 3rd February 2020 • 6th April 2020 	F & GP Committee <ul style="list-style-type: none"> • 16th December 2019 • 17th February 2020 • 20th April 2020 	Parish Council <ul style="list-style-type: none"> • 20th January 2020 (Budget/Precept) • 16th March 2020 • 11th May 2020 (Annual Parish meeting) • 18th May 2020 (Annual Parish Council meeting)
<p>The meeting closed at 09.10pm</p> <p>Minutes PAC0144 to PAC0151 received as a correct record on 2nd December 2019</p> <p>.....</p> <p>Chairman Cllr. Wykes</p>				

Park and Amenities Committee Meeting –2nd December 2019**Matters Arising From the Action List**

Item No.	Subject	Action	Action By	Target Completion Date	Progress	Budget £
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"> 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 ii) Cllr. Bennett to examine the validity of the recommendations contained in the RoSPA report, and iii) The Park Committee to seek any specialist advice where necessary 	Park Committee & Cllr Bennett		Meeting with Sefton Council's Green Sefton Services reported to Committee on 3 rd June 2019, and identified works on the Agenda Completed	
	RoSPA Report	To engage another organisation to undertake an independent safety check of all play equipment.			Completed	
	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	Completed 12 th June 2019	
	Old Sub-station	Council Manager and Parish Clerk to explore potential options for its usage			Completed 15th July 2019	

					Being used by Davenhill Primary School football teams	
PK0087	Tennis Courts	Further investigations to be undertaken to facilitate the setup of Tennis Court clubs			Completed Inaugural match played on 14 th July 2019	
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.				
PAC0114	Ground Maintenance Contract	To consider the Ground Maintenance Contract at the 5 th August 2019 meeting with the aim of extending the existing contract by 12 months	Parish Clerk		Completed	
	Tuck Shop/Cafe	Council Manager and Parish Clerk, in consultation with the Chairman of the Committee be delegated to prepare an advertisement with the aim of inviting potential interests, and that the said advertisement to be placed on Parish Council Notice Boards, social media, the Parish Council website and any other site deemed appropriate.	Parish Clerk		Tuck Shop/Café now open	
PAC0118	Community Gardens	Members agreed that consultation should be carried out with potential stakeholders with the aim of setting up a small Working Group to explore the viability of the project. Members requested the Council Manager and Parish Clerk to progress this project.	Parish Clerk		Completed	
PAC0119	Dog Fouling	Members agreed to creating a temporary dedicated dog walking area in the Park with up to 15m wide strip and running	Parish Clerk		Postponed	

		parallel to Lancing Drive. Members requested the Council Manager and Parish Clerk to progress this project.				
PAC0120	Benches and Plaque	Members agreed that a new bench with a plaque acknowledging 40years of service provided by ex-Councillor Downey should also be installed in the Bowling Green area. Members requested the Council Manager and Parish Clerk to get quotes for four benches, including a plaque	Parish Clerk		Completed	
PAC0121	CCTV	Members agreed in principal to having standalone CCTV cameras, which would allow recording and monitoring of the Park independent of SeftonArc. Members requested the Council Manager and Parish Clerk to obtain some quotes, and to consult with the Police and SeftonArc on the matter.	Parish Clerk		Completed	
PAC0122	Play Equipment meeting with Sefton Council Officer	Members agreed to having a special meeting to discuss the report from Sefton Council's Officer should that become necessary.	Parish Clerk		Completed	
PAC0123	EPICA	Members considered the matter and agreed that the Parish Council be recommended to terminate the contract with EPICA. Members recognised that EPICA required four months' notice and INSTRUCTED the Council Manager and Parish Clerk to issue the termination notice now, but to withdraw the notice should the Parish Council be minded to retain EPICA.			Completed Termination issued on 12 th June 2019	

6968 (15 th July 2019)	Play Inspection	Parish Council approved the appointment of Play Inspection Company to undertake annual inspection from August 2019 for a period of three years subject to satisfactory performance at a cost of £100 + VAT	Parish Clerk		Completed	
	Charity football matches	Charity football matches between Over the Hill Mob and Merseyside Police (Sunday 21 st July 2019) and a German team (Sunday 24 th August 2019). In both cases fees waived	Parish Clerk		Completed 15th July 2019	
	CCTV Cameras	Park & Amenities Committee to decide on which company to select subject to budget not exceeding £5,000 plus VAT and any annual service charges.	Park & Amenities Committee		Completed	
	Safety Works	Park & Amenities Committee to decide on the appointment of the successful contractor, manner and the type of work undertaken subject to budget not exceed in £20,000 this year. Any balance of work to be included in next year's work programme. £8,000 to be vired from Contingency budget to Maintenance – Play & Park Equipment			Completed	
	Community Gardens	Community Gardens & Orchard bid to be submitted with Park & Amenities Committee deciding on the exact size, scale, layout, involvement and implementation of the successful bid.	Park & Amenities Committee		Completed	
	Tuck Shop/Cafe	Council Manager & Parish Clerk to facilitate the lease agreement			On going	

PAC0149	Dedicated Temporary Dog Area	<p>a). The proposal to create a dedicated temporary dog area in the Park be postponed for the time being,</p> <p>b). The existing signage relating to dogs being on the lead at all time be reinforced and strengthened, including:-</p> <ul style="list-style-type: none"> • Sprayed marking on the tarmac at the main entrance to the Park, and near the end of the car park, • Erection of 5 aluminium signs so that they cannot be damaged or removed, • Erection of signs stating 'CCTV in operation' • All related signs to be in compliance with that used by Sefton Council <p>c). The gate leading from Lancing Drive to be closed during winter time to prevent motorcyclists using the Park</p> <p>d). Council Manager and Parish Clerk to seek Sefton Council's assistance for a more enhanced enforcement of PSPO in the Park, and to seek consent for the £2,000 allocation to be used for the revised signage scheme instead.</p>	Parish Clerk		<p style="text-align: center;">Completed 5th November 2019 (See below - Annex A)</p>	
	Annual Playground Safety	Request the Council Manager and Parish Clerk to consider ways in which the identified low risk work activities in the Annual Playground Safety Inspection	Parish Clerk			

	Inspection Report	Report could be delivered by the in-house team				
	Safety Works by EnviroLawn Ltd	The Council Manager and Parish Clerk be requested, in conjunction with the Chair of the Park and Amenities Committee to liaise with EnviroLawn Ltd to seek their agreement to the above.	Parish Clerk		On the Agenda	

Annex A

Andrew Cutts <andy.cutts@sefton.gov.uk>

Tue 05/11/2019 08:49

• You

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Hi Mo,

Thanks for your email and new proposal.

We are happy to go ahead with this so will arrange payment shortly.

Kind Regards,

Andy Cutts

Development Officer, Green Sefton.
Magdalen House,
30 Trinity Road,
Bootle,
L20 3NJ

Tel: 0151 934 2396

Email: andy.cutts@sefton.gov.uk

From: Aintree Village Parish Council <aintreevillageparishcouncil@hotmail.co.uk>

Sent: 01 November 2019 14:14

To: Andrew Cutts <andy.cutts@sefton.gov.uk>

Cc: Suzanne McCumiskey <Suzanne.McCumiskey@sefton.gov.uk>; Mike Carter <mikecartergp@gmail.com>

Subject: Re: LA Parks funding

Hi Andy,

I refer to our recent telephone conversation with regard to the £2,000 that Sefton Council kindly awarded under the Park Improvement Fund-2019 to Aintree Village Parish Council towards the cost of implementing the dedicated temporary dog area in Harrow Drive Park.

As part of the proposal to introduce the dedicated temporary dog area the Parish Council undertook an extensive consultation exercise with Park users over a period of three weeks and with all residents whose property backed onto the Park. The outcome of this public consultation exercise together with representation made by both the dog walkers and other Park users at the Park and Amenities Committee meeting on 7th October 2019 was considered by Members and on reflection Members decided due to strong opposition not to pursue the scheme but to enhance

the relevant signage in the Park, and to seek Sefton Council's help to enforce the Public Space Protection Order (PSPO)

You may be aware that Harrow Drive Park is the only park in the Village. The Park, which includes football pitches, children's play areas, MUGA, tennis courts, bowling green, changing rooms, tuck shop/cafe and toilets is very popular with local residents and attracts regular visitors throughout the day, seven days a week. The Parish Council is determined to improve the current facilities in the Park and to add new attractions that benefit all section of the local community. To that end the Parish Council is expected to spend approximately £40,000 over the next two financial years to improve the play equipment and play areas for toddlers and young people.

The Parish Council has also been successful in attracting some funding from the National Lottery to create a Community Garden and an Orchard that would be operated and managed by the local community. The Parish Council is particularly keen to involve local schools, the Doctors' Surgery and older people in this project as it recognises the wide range of benefits the scheme offers.

Members are also interested in attracting junior football teams to the Park, and creating dedicated changing room facilities for them. However, the Parish Council is aware that there is a clear conflict between the use of the Park by dog walkers and non-dog walkers, particularly those dog walkers that do not pick up after their dogs. It is Parish Council's intention to enhance existing signage to alert all dog walkers that all dogs must be on a lead at all times. In addition the Parish Council has recently installed a new CCTV system, which it hope will create an additional deterrent and a warning to irresponsible dog owners.

My purpose in writing to is to seek you consent to use the £2,000 towards the following:-

- Enhanced signage in the Park
- Additional benches in the Park
- Contribution towards the total cost of creating a Community Garden and an Orchard.

Please let me know if this acceptable to you.

Kind regards,

Mo

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	Need to re-order as additional parts required on further inspection. See No. 28 below
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	Completed 31/08/18	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		Delivered, require fitting
4	Renewal of worn chains on toddler swings	958.00	1,149.60	Maintenance - Play & Park Equipment	HAGS	Manufacturer of original equipment	In house		Completed 15/08/18	
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		The fencing is in the garage, requires postcrete and labour.
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	Completed

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			See item 5
18	Repairs to wet pour surfaces						Contractor			
19	Replace rotting timber around bowling green				Maghull Town Council	Appointed Contractor	Contractor			All timber has been treated and is ready for installation
20	Cut back a+B19:H21ll hedges to 6ft								Completed	Scheduled for later in the year Chasing Contractor
21	Boundary Hedge trim and height				Maghull Town Council				Completed	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		In the office ready for installation but is a two man job
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)	Completed 6/3/19	Ordered February 2019

32	Health and Safety related work (see comments)	£305.00	£366.00		Sefton Council	Carried out under Para 131 of Financial Regs	Sefton Council contractor	17 th June 2019 Minutes FGP0005		To repair and install new 5 no sq grids, clean out and fix solid with lockable new grates around site including one in tennis courts. Clean out & fix new gully round tops solid with CT1 to stop removal. Materials - 5 grates , 3 round grid tops , CT1,Cement ,Mortar, Tarmac repair kits and 4 hours labour. To repair and install cost on site will be £305 (Norman Irvine 7 th June 2019)
33	Hyundai HYCH6560 196cc 60mm Petrol 4-Stroke Garden Wood Chipper	£499.99	Inclusive of VAT but additional delivery cost			Same price with all suppliers			Ordered	Approved by PC on 15 th July 2019 (Minute 6968)

Aintree Village Parish Council
Park and Amenities Committee
Report on meeting with EnviroLawn Ltd
2nd December 2019

1.0 Purpose of Report

1.1 The purpose of this report is to inform Members of the outcome of the meeting with EnviroLawn Ltd.

2.0 Introduction

2.1. At the Park and Amenities Committee meeting on 7th October 2019, Members considered the report on the Phasing and Timing of Safety Works by EnviroLawn Ltd. and taking into account the findings of the Annual Playground Safety Inspection report **RESOLVED to recommend to the Parish Council that:-**

- a). The identified safety work be split over two financial years due to limited funds available, and that the following work to be undertaken in 2019/20:-
- **Roundabout - Rotator** - Excavate soil/spoil/grassmats and dispose of legally. Supply and set edges and supply and lay stone foundations and Notts Sport Childsplay in Olive Green to area under Wicksteed roundabout with a 1.2mCFH measuring approximately 24m²
 - **Basket Swing** - Excavate soil/spoil/grassmats and dispose of legally. Supply and set edges and supply and lay stone foundations and Notts Sport Childsplay in Olive Green to area under basket swing with a 1.8m CFH measuring approximately 24m²
 - **Aerial Slide** - Excavate soil/spoil/grassmats and dispose of legally. Dismantle zip line, dispose of legally existing timber uprights and supply and install into concrete foundations new pressure treated timber rounds. Supply and set edges and supply and lay stone foundations and Notts Sport Childsplay in Olive Green to area under zip line with a 1.2m CFH measuring approximately 20x4m- 80m²
 - **Hurricane** - Excavate soil/spoil/grassmats and dispose of legally. Supply and set edges and supply and lay stone foundations and Notts Sport Childsplay in Olive Green to area under basket swing with a 1.8m CFH measuring approximately 86m²
- b). The cost of addressing the risks associated with the Net Climber be sought from EnviroLawn Ltd. and consideration be given as to when this work is undertaken,
- c). Subject to funds being made available the following work be undertaken in 2020/21:-

- **Flat Swings** - Supply and lay Notts Sport Childsplay in Olive Green to area under flat swings measuring approximately 50m²
 - **Trim Trail** - Supply and lay Notts Sport Childsplay in Terracotta to area under trim trail measuring approximately 21m²
 - **Rocking Horse & Cradle Swing** - Supply and lay Notts Sport Childsplay in Olive Green to area under rocking horse and cradle swings measuring approximately 60m²
- d). Estimates be sought for replacing some of the play equipment, particular those equipment that have been identified in the higher risk category in the Play Areas and that the replacement of the surface material be considered in conjunction with replacement of any play equipment, together with the Gate to the Toddler's Play Area,
- e). Subject to satisfactory performance and no increase in quoted price EnviroLawn Ltd be retained to undertake identified safety works in 2020/21, and
- f). The Council Manager and Parish Clerk be requested, in conjunction with the Chair of the Park and Amenities Committee to liaise with EnviroLawn Ltd to seek their agreement to the above

3.0 Comments

- 3.1 With reference to paragraph 2.1(f) above the meeting with the director of EnviroLwan Ltd. Marco Marcucci was held on 12th November 2019 and was attended by the Chair of the Park and Amenities Committee and the Chair of the Finance and General Purposes Committee.
- 3.2 The discussions centred on the condition of the ground, and the nature of the planned work. It was generally agreed that the proposed laying of new surfaces as outlined in paragraph 2.1(a) above was not suitable when the ground was saturated with ground and surface water. There was significant concern expressed that any such work carried out in such conditions would not only be very difficult to undertake but may not be sustainable over the long term.
- 3.3 With the onset of winter and the likelihood of even more inclement weather it was agreed that the proposed work be delayed until the spring time, and that a further meeting be convened in March/April 2020 to assess if ground conditions had improved significant enough to enable the said work to be undertaken.
- 3.4 At the meeting the contractor was requested to provide the cost of addressing the risks associated with the Net Climber. Members may recall that initially only the top beam was identified as requiring replacement. However following the recent annual Play Equipment Safety Inspection report other parts of the Net Climber were identified as needing attention, including the fact that existing netting has falls in excess of

600mm between adjacent components on the structure. It was for this reason that Envirolawn Ltd was requested to provide an estimate.

3.5 I am pleased to report that Marco Marcucci from EnviroLawn Ltd. replied on 22nd November 2019 indicating that *'the cost for the replacement A frame scramble net, with smaller net openings , would be £1350 plus vat with an 8 week lead time from order'*.

3.6 The delaying of identified safety works for the reasons outlined above whilst very sound and proper, would however mean that the cost of the work is likely to fall into next year's budget, and therefore a provision would need to be made when setting the next year's budget. In addition consideration would also need to be given as part of the budget consideration for next year for the remaining identified safety works.

5.0 Legal Implications

5.1 There are no legal implications as a result of this report.

6.0 Financial Implications

6.1 The total cost for safety works identified for 2019/20 comes to £16,360 plus VAT and whilst this can be met from the revised budget for this year, however with the proposed delay in undertaking this work the costs are likely to fall in next year's budget and therefore provision would need to be made as part of the budget consideration process, together with the cost of undertaking the balance of the identified safety works, including the Net Climber, which will cost additional £1350 plus VAT.

7.0 Recommendations

7.1 The Park and Amenities Committee, having satisfied itself with the reasons for delaying the identified safety works RECOMMEND to the Parish Council that as part of the budget consideration for next year a sum of £16,360 plus VAT be included in next year's budget for delayed safety works, together with provision for undertaking the balance of the identified safety works that was earmarked for being undertaken in 2020/21, including the Net Climber.

Aintree Village Parish Council
Park and Amenities Committee

Report on Staffing Matters (Confidential under Standing Orders 11(C))
2nd December 2019

1.0 Purpose of Report

1.1 The purpose of this report is to inform Members of current staffing issues.

2.0 Introduction

2.1. At the Parish Council meeting on 18th February 2019, Members considered the report on staffing issues and agreed amongst other things that:-

- f) Council Manager and Parish Clerk be instructed to bring a regular report on staffing issues in January of each year,
- g) This minute be deemed confidential and not for publication.

2.2 At the Parish Council meeting on 16th September 2019, Members considered the report on staffing issues and agreed amongst other things that:-

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] 4 (£19,554 – 20,751) Spinal Column Point 8 to 11 of the NJC for Local Government Workers Salary Rates from 1st April 2020.

2.3 The Finance and General Purposes Committee at its meeting on 21st October 2019 noted the success in attracting external grants and recommended to the Parish Council that:-

- a). The Parish Council accept the external funding letters from the Big Lottery for Community Gardens and Orchard scheme (£9411), and Sefton Council for the Dedicated Temporary Dog Area (£2,000),

3.0 Comments

Community Support Officer

3.1 Members may be aware that as part of the Community Gardens and Orchard scheme there is a need to employ a part time Community Support worker for a limited period of time who would engage and bring people together, set up a volunteer "friends of" group to manage and oversee the project, and help ensure the sustainability of the project over the long term.

3.2 The Council Manager and Parish Clerk has been in contact with Lydiate Parish Council who already has such a scheme in place and an Officer, Tony Boyle employed by the Parish Council that undertakes community engagement work. Tony Boyle was previously employed by Liverpool City Council where he was heavily involved with community building work, including involving the health sector. Lydiate Parish Council has indicated that as Tony Boyle works part time only they would be prepared to offer his services to Aintree Village Parish Council at an hourly rate of £10.50 for 14 hours per week.

3.3 Given that Lydiate Parish Council has already implemented a Community Gardens and Orchard project and an employee who has the necessary experience in building community networks it is the Parish Council and Parish Clerk's view that it would be both cost effective and time saving if Members were minded to enter into agreement with Lydiate Parish Council to buy in Tony Boyle's services.

3.4 The Council Manager and Parish Clerk has discussed this matter directly with Tony Boyle and he is prepared to attend a formal meeting with Members prior to any agreement being signed.

Weekend Staff

3.5 Under the new arrangements approved by Members at their meeting on 16th September 2019 the Park Officer and Assistant Park Officer will no longer be working at weekends, and the Parish Council agreed to the recruitment of a new member of staff.

3.6 The Council Manager and Parish Clerk has considered the matter in detail, and even with the two Park Officers working more hours during the week days there is still a need to employ a staff at the weekend. The main role of this person is to keep the Park clean during the summer when litter and particularly broken bottles can be a major safety concern. During the winter period there is perhaps not too much litter picking but seeing to the needs of football teams can be quite time consuming.

3.7 Discussions have held with Joan Ferrie, the person employed by the Parish Council to clean the buildings to determine if she would be interested in fulfilling this particular role. She has indicated that whilst she is interested, unfortunately due to current work commitments she will be not be in position to know for definitely until early next year.

3.8 It is therefore proposed that Members consider the setting up of a Recruitment Committee, consisting of Chair and Vice- chair of the Parish Council, and the Chair of the Park and Amenities Committee, together with an allocation of budget to enable the advertising of the post in the local press.

Park Officer

3.9 The Park Officer is currently working 18 hours per week, until September 2020 when this will be reconsidered as part of the proposal to bring in-house the ground maintenance contract.

Assistant Park Officer

3.10 The Assistant Park Officer currently works at weekends only. His current hours are 2 hours on Saturday and 4 hours on Sunday. From April 2020 the Assistant Park Officer's hours will increase to 24 hours until September 2020 when it will be reviewed as part of the proposal to bring in-house the ground maintenance contract and other potential projects that may need implementing.

Council Manager and Parish Clerk and Responsible Finance Officer, Office Cleaner

3.11 No changes are proposed to either the Council Manager and Parish Clerk's post or the Responsible Finance Officer's post, or the Office Cleaner's post. .

4.0 Legal Implications

4.1 There are no legal implications as a result of this report

5.0 Financial Implications

5.1 The financial implications arising as a result of the above changes will be included in the budget preparation report for 2020/21

6.0 Recommendations

The Park and Amenities Committee note the content of the report and recommend to:-

6.1 The Parish Council the proposal to enter into an agreement with Lydiate Parish Council to buy in the service for the Community Support Officer's post for the Community Gardens and Orchard project,

6.2 The Parish Council the setting up of a Recruitment Committee for the recruitment of a weekend staff, consisting of Chair and Vice- chair of the Parish Council, and the Chair of the Park and Amenities Committee, together with an allocation of £1,000 budget to enable the advertising of the post in the local press, and the social media, and

6.3 The Finance and General Purposes Committee as part of its budget consideration that provision be made for increased staffing costs for 2020/21.