



### Notice of Meeting

#### **Aintree Village Parish Council**

You are hereby summoned to the special meeting of the Aintree Village Parish Council's Park & Amenities Committee, which will be held on **Monday 2<sup>nd</sup> September 2019 at the Council Chamber, Harrow Drive, Aintree Village commencing at 2.00pm**

Mo Kundi

### **AGENDA**

PAC0137	To receive apologies for absence			
PAC0138	To receive declarations of interest			
PAC0139	Public participation			
PAC0140	Minutes of previous meeting held on 5 <sup>th</sup> August 2019 (attached)			
PAC0141	Matters arising from the Action List (attached)			
PAC0142	Clerk's report	<ol style="list-style-type: none"> <li>1. To interview three contractors and to appoint the successful contractor to carry out safety works in the Park.</li> <li>2. To consider the request from the Tuck Shop/Café operator to sell limited amount of sweets and ice cream (verbal report).</li> </ol>		
PAC0143	Dates of next meetings	<b>P &amp; A Committee</b>	<b>F &amp; GP Committee</b>	<b>Parish Council</b>
		<ul style="list-style-type: none"> <li>• 7<sup>th</sup> October 2019</li> <li>• 16<sup>th</sup> December 2019</li> <li>• 3<sup>rd</sup> February 2020</li> <li>• 6<sup>th</sup> April 2020</li> </ul>	<ul style="list-style-type: none"> <li>• 21<sup>st</sup> October 2019</li> <li>• 16<sup>th</sup> December 2019</li> <li>• 17<sup>th</sup> February 2020</li> <li>• 20<sup>th</sup> April 2020</li> </ul>	<ul style="list-style-type: none"> <li>• 16<sup>th</sup> September 2019</li> <li>• 18<sup>th</sup> November 2019</li> <li>• 20<sup>th</sup> January 2020 (Budget/Precept)</li> <li>• 16<sup>th</sup> March 2020</li> <li>• 11<sup>th</sup> May (Annual Parish meeting)</li> <li>• 18<sup>th</sup> May 2020 (Annual Parish Council)</li> </ul>



**Aintree Village Parish Council**  
**Minutes of Park and Amenities Committee**  
**meeting held on Monday 5<sup>th</sup> August 2019 at**  
**7.00pm**

	Present	Cllrs Wykes (Chairman), Honeyman, Kelly, Owens and Bennett
PAC0125	Apologies for absence	Cllr. Moore
	In attendance	Cllr. Toner M Kundi (Council Manager and Parish Clerk) D Hinton & F Boyle (Park Officers)
PAC0126	Declarations of interest	None
PAC0127	Public participation	<p>1. Proposed temporary dedicated dog area.            Dog Walkers - Jean O'Brien, Anne Little, Linda McDougall, Jill Robinson, Mal Carrol expressed their concerns regarding the proposed temporary scheme to create a dedicated temporary dog walking area. A dog walker who lived on Atholl Crescent was particularly against the option that included having the scheme that backed on to her rear garden. Members pointed out that there is a byelaw on the Park, which prohibits dogs that are not on lead and there are signs on the park clearly highlighting that dogs should be on the lead at all times. Members stated that whilst a majority of the dog walkers were very law abiding, however there are some who do not pick up after their dogs, which has led to complaints, particularly from people playing football. Reference was also made to the fact there are young children playing in the Park and unpicked dog waste can cause serious health problems (e.g. diarrhoea, typhoid, cholera, hepatitis). The dog walkers indicated that they would be prepared to pay to have a key that would enable only them to have access to the dedicated dog area. Members indicated that this could exclude the very dog walkers that should be using the dedicated dog area.</p> <p>2. Use of former sub-station            Suzanne Blessington representing Davenhill Junior Football Club indicated that she is delighted to have a dedicated place for the junior football club to use as a changing/storage room, and that she will at their own expense install new locks on the sub-station and the gates and that she will give a set of keys to the Parish Council. She also confirmed that all their staff are DBS checked and they have a Public Liability Insurance in place.</p>

PAC0128	Minutes of previous meeting	Approved as a correct record on 5 <sup>th</sup> August 2019, and duly authorised the Chairman to sign them
PAC0129	Matters arising	Members considered the attached 'Matters Arising from the Action List' and noted the content.
PAC0130	<p>Clerk's reports</p> <p>Safety Works</p> <p>Tuck Shop/Café</p> <p>Community Gardens and Orchard</p>	<p>1. Members consider the report on the identified works required in the Park and the need to phase the work over two financial years and for some work to be carried out in-house. Members AGREED to:-</p> <ul style="list-style-type: none"> <li>• Proceed with the appointment of a contractor to undertake identified safety works as shown in Annex A to the said report, and to interview the three contractors at a special meeting of the Park and Amenities Committee meeting on 2<sup>nd</sup> September 2019, and</li> <li>• Requested the Council Manager and Parish Clerk to seek the views of the three contractors that submitted the estimates on their willingness to accept changes to identified safety works as outlined in the said report.</li> </ul> <p>2. Members were verbally informed that Jasmin Pringle who had been granted the lease to reopening of the Tuck Shop/Café was unable to proceed with it due to family reasons. Members AGREED that:-</p> <ul style="list-style-type: none"> <li>• The Tuck Shop/Café lease should now be offered to Sue Harrison, who came second when the original consideration was being given,</li> <li>• Sue Harrison be requested to open the Tuck Shop/Café as soon as possible, subject to having the Public Liability Insurance (£2m) and DBS certificate, and under the same terms and conditions as offered to Jasmin Pringle, and</li> <li>• The relevant Lease Agreement be drawn up retrospectively as soon as possible.</li> </ul> <p>3. Members considered the report on Community Gardens and an Orchard and AGREED that:-</p> <ul style="list-style-type: none"> <li>• The Community Gardens and an Orchard bid be submitted to Awards for All Big Lottery for funding, as attached to the said report,</li> <li>• Consultation be carried out with residents immediately adjacent to the proposed Orchard, and</li> <li>• The Awards for All Big Lottery application form not be uploaded on the Parish Council website as part of this report due to personal and Parish Council's banking details contained there within.</li> </ul>

	<p>Appointment of CCTV Cameras Contractor</p> <p>Annual Playground Safety Inspection</p> <p>Proposed Dedicated Dog area</p> <p>Purchase of Equipment</p> <p>Ground maintenance Contract</p>	<p>4. Members considered the additional information presented by the two contractors for the installation of CCTV Cameras. After taking into account a number of factors including, financial, quality, long term sustainability, and links with existing systems, Members RESOLVED that:-</p> <ul style="list-style-type: none"> <li>• SeftonArc be appointed to undertake the installation of CCTV cameras, and</li> <li>• The Council Manager and Parish Clerk be nominated to undertake all necessary training and where necessary registration in order to operate the systems and to comply with all relevant legislation.</li> </ul> <p>5. A verbal report on the current position regarding the annual playground inspection was presented to Members. Members NOTED that:-</p> <ul style="list-style-type: none"> <li>• Annual playground safety inspection by the new contractor will now be carried out in September 2019</li> <li>• Sefton Council has provided further information on the playground inspection contractor used by its officers on their school playgrounds and the opportunity to use the said contractor next year</li> <li>• Cllr. Bennett to consider the sample report provided by the Sefton Council nominated playground safety inspection company, and the merit of using this company next year</li> </ul> <p>6. Members considered the report on the proposed dedicated temporary dog area, and the views expressed by some dog walkers as part of the public participation item and AGREED to proceed with the public consultation exercise.</p> <p>7. Members considered the report on the purchase of Park related equipment and AGREED to:-</p> <ul style="list-style-type: none"> <li>• Approve the purchase of items of equipment as listed in Annex A of the said report at a cost of £307.62 (including VAT), and</li> <li>• Noted the Council Manager and Parish Clerk's decision to purchase the first four items on the list due to the need to mark football pitches urgently.</li> </ul> <p>8. Members consider the verbal report on the current Ground Maintenance Contract and AGREED that a further report be presented with all the various options available, together with their financial implications.</p>
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PAC0131	Community Event 11 <sup>th</sup> July 2020	Cllr. Honeyman provided an update on the proposed Community Event 2020, and in particular the request from the organisers of the Event for the Parish Council take on the responsibility for the Public Liability insurance through its own Insurance company. Members AGREED that the Council Manager and Parish Clerk investigate the likelihood of Parish request and the financial implications thereof.
PAC0132	Tennis Courts	The Chairman of the Committee provided an update on Tennis For Free and stated that it has been well received and that it is becoming very popular. The Chairman indicated that she had spoken to the organisers of Tennis For Free and they are very keen to see the Tuck Shop/Café open at the weekend.
PAC0133	Benches and Plaque	The Chairman provided information on the types of benches and plaques available and Members AGREED that:- <ul style="list-style-type: none"> <li>• The Council Manager and Parish Clerk be requested to develop a policy that would encourage and facilitate the sponsorship of benches by local residents in memory of their beloved ones,</li> <li>• A plaque bearing the words 'In Appreciation of Long and Dedicated Service to Aintree Village' be placed on the bench, which is to be placed in a prominent position in the Park,</li> <li>• A 3 seat Teak Memorial Bench from Memorial Benches UK be purchased at a cost of £450, plus £34.95 delivery, and with an engraving on the bench 'In recognition of Godfrey Downing's 40 years of service to Aintree Village Residents' at a cost of £59.59 and a plaque with the wording 'Donated by Aintree Village Parish Council September 2019'.</li> </ul>
PAC0134	Banners – Irish Night 7 <sup>th</sup> September 2019	Cllr. Honeyman provided information on the Irish Night event that is being held on 7 <sup>th</sup> September 2019, and the request from the organisers to place some banners on the Park fence to promote the event. Members AGREED that the said banners or any other requests for banners be placed on both inside and external Park fences in compliance with relevant planning legislation.
PAC 0135	Replacement of Bin	The Chairman indicated that there is a bin in the Park that is now past its best use by date and Members AGREED that the said bin be replaced at a cost of £384 plus VAT and delivery.

PAC0136	Dates of next meetings	<b>P &amp; A Committee</b>	<b>F &amp; GP Committee</b>	<b>Parish Council</b>
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<p>The meeting closed at 09.07pm Minutes PAC 0125 to PAC 0136 received as a correct record on 2<sup>nd</sup> September 2019</p>				
<p>.....</p> <p>Chairman Cllr. Wykes</p>				

**Park and Amenities Committee Meeting –2<sup>nd</sup> September 2019****Matters Arising and 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"> <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		Meeting with Sefton Council's Green Sefton Services reported to Committee on 3 <sup>rd</sup> June 2019, and identified works on the Agenda	
	RoSPA Report	To engage another organisation to undertake an independent safety check of all play equipment.			<b>Completed</b>	
	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 <sup>th</sup> June 2019	
	Old Sub-station	Council Manager and Parish Clerk to explore potential options for its usage			<b>Completed 15<sup>th</sup> July 2019</b>	

					Being used by Davenhill Primary School football teams	
PK0087	Tennis Courts	Further investigations to be undertaken to facilitate the setup of Tennis Court clubs			<b>Completed</b> Inaugural match played on 14 <sup>th</sup> 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 <sup>th</sup> August 2019 meeting with the aim of extending the existing contract by 12 months	Parish Clerk		<b>Minutes going to Parish Council meeting</b>	
	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		<b>Tuck Shop/Café now open</b>	
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		<b>Bid submitted</b>	
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		<b>Consultation exercise underway</b>	



		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		<b>Bench Ordered</b>	
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		<b>Completed</b>	
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		<b>Completed</b>	
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.			<b>Completed</b> Termination issued on 12 <sup>th</sup> June 2019	

6968 (15 <sup>th</sup> 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		<b>Instruction issued on 22<sup>nd</sup> July 2019 to Play Inspection Company to undertake annual inspection in September 2019</b>	
	Charity football matches	Charity football matches between Over the Hill Mob and Merseyside Police (Sunday 21 <sup>st</sup> July 2019) and a German team (Sunday 24 <sup>th</sup> August 2019). In both cases fees waived	Parish Clerk		<b>Completed 15<sup>th</sup> July 2019</b>	
	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		<b>Completed</b>	
	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			<b>On the Agenda</b>	
	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		<b>Bid submitted</b>	
	Tuck Shop/Cafe	Council Manager & Parish Clerk to facilitate the lease agreement			<b>On going</b>	

**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		<b>Delivered, require fitting</b>
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>The fencing is in the garage, requires postcrete and labour.</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			See item 5
18	Repairs to wet pour surfaces						Contractor			
19	Replace rotting timber around bowling green				Maghull Town Council	Appointed Contractor	Contractor			<b>All timber has been treated and is ready for installation</b>
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		<b>In the office ready for installation but is a two man job</b>
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 <sup>th</sup> 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 <sup>th</sup> 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			<b>Ordered</b>	Approved by PC on 15 <sup>th</sup> July 2019 (Minute 6968)

