



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 7th October 2019 at the Council Chamber, Harrow Drive, Aintree Village** commencing at **7.00pm**

Mo Kundi

AGENDA

PAC0144	To receive apologies for absence		
PAC0145	To receive declarations of interest		
PAC0146	Public participation	Tim Fletcher – Non – dog walker Paul Carlton –Dog walker (2-3) Yvonne Wyatt –Dog walker	
PAC0147	Minutes of previous meeting held on 2 nd September 2019 (attached)		
PAC0148	Matters arising from the Action List (attached)		
PAC0149	Clerk's report	<ol style="list-style-type: none"> 1. To consider the results of the Dedicated Temporary Dog Area Consultation exercise. 2. To consider the Annual Play Equipment Safety Inspection Report 3. To consider the Timing and Phasing of Safety Works 4. Verbal Report on the proposed Play Equipment Scheme (subject to getting the information) 	
PAC0150	Correspondence	<ul style="list-style-type: none"> • Email from Richard Parkes (attached) 	
PAC0151	Dates of next meetings	P & A Committee	F & GP Committee
		<ul style="list-style-type: none"> • 16th December 2019 • 3rd February 2020 • 6th April 2020 	<ul style="list-style-type: none"> • 21st October 2019 • 16th December 2019 • 17th February 2020 • 20th April 2020
		Parish Council	
		<ul style="list-style-type: none"> • 21st October 2019 (Special meeting) • 18th November 2019 • 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 2nd September
2019 at 2.00pm

	Present	Cllrs Wykes (Chairman), Honeyman, Kelly, Owens and Bennett
PAC0137	Apologies for absence	Cllr. Moore
	In attendance	M Kundi (Council Manager and Parish Clerk)
PAC0138	Declarations of interest	None
PAC0139	Public participation	None
PAC0140	Minutes of previous meeting	Approved as a correct record on 2 nd September 2019, and duly authorised the Chairman to sign them
PAC0141	Matters arising	Members considered the attached 'Matters Arising from the Action List' and noted the content.
PAC0142	Clerk's reports Safety Works Appointment of a Contractor Tuck Shop/Café	<p>1. At the start of the meeting Members were informed that Andrew Aird from Groundwork and Leisure Services Ltd had sent an email on 1st September 2019 indicating that he will not be able to attend the meeting. Members agreed not to reschedule the interview with Groundwork and Leisure Services, and proceeded to interview representatives from Envirolawn Ltd. and Yates Play Grounds Ltd. and:-</p> <p>a). RESOLVED to appoint Envirolawn Ltd. subject to:-</p> <ul style="list-style-type: none"> • Making available Insurance Certificate, Certificate of Employers Liability and DBS Checks • Satisfactory two references • Inclusion of the netting wooden beam in the work, and <p>b). AGREED that the Park and Amenities Committee at its meeting on 7th October 2019 consider the phasing and the timing of the safety work to be undertaken.</p> <p>2. Members considered the request from the operator of the Tuck Shop/Café to sell limited amount of ice cream and confectionary and AGREED to grant the request and to retrospectively inform the Parish Council.</p>

PAC0143	Dates of next meetings	P & A Committee	F & GP Committee	Parish Council
		<ul style="list-style-type: none"> • 7th October 2019 • 16th December 2019 • 3rd February 2020 • 6th April 2020 	<ul style="list-style-type: none"> • 21st October 2019 • 16th December 2019 • 17th February 2020 • 20th April 2020 	<ul style="list-style-type: none"> • 16th September 2019 • 18th November 2019 • 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 04.10pm Minutes PAC0137 to PAC0143 received as a correct record on 7th October 2019</p>				
<p>.....</p> <p>Chairman Cllr. Wykes</p>				

Park and Amenities Committee Meeting – 7th October 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"> 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	
	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		On the Agenda	

		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		Bench Ordered	
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		On the Agenda	
	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		Work Ordered	
	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			On the Agenda	
	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	

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 to Consider the Results of the Public Consultation Exercise
on Dedicated Temporary Dog Area Proposal.
7th October 2019**

1.0 Purpose of Report

1.1 The purpose of this report is for Members to consider the results of the public consultation exercise on the proposal to introduce a dedicated temporary dog area in the Park.

2.0 Background

2.1 The Park and Amenities Committee at its meeting on 5th August 2019 considered a 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.

2.2 A detailed questionnaire was developed, together with a plan showing the two potential options. These questionnaires were hand delivered to all the properties backing on to the Park as well as all the residents of Harrow Drive.

2.3 Over a period of three weeks questionnaires were also handed out by the two Park Officers to both dog walkers and non-dog walkers alike. In addition the questionnaires were also handed out by the Tuck Shop/Cafe operator whenever someone came to the Tuck Shop/Café premises.

3.0 Results

3.1 Of the some 185 questionnaire that were delivered/handed out 32 were returned completed. In addition there were 4 separate emails received on the subject. Of the 32 completed questionnaires returned 22 were from dog walkers and 10 from non-dog walkers. However it should be noted that there a couple of forms returned which included both dog walkers and non-dog walkers. For the purpose of simplicity only the dog walker's element of the form was included in the result.

3.2 An examination of the data relating to the questionnaires returned from dog walkers show that:-

- Each dog walker had only one dog that they bring to the Park
- The visits to the Park varies from occasionally to twice a day
- 13 responders said that they were aware of PSPO, and two saying that it did not apply to this Park. 7 Dog walkers were not aware of PSPO
- 17 responders were against having a temporary dedicated dog area, with 4 in favour and one only as a last resort.

- Those dog walkers that expressed a preference for having a dedicated temporary dog area, although in some cases as a last resort, 4 opted for Option 1 and one for Option 2

3.3 With regard to the 10 completed questionnaires returned from non-dog walkers the response was as follows:-

- The visits to the Park varied from never to all the time
- The reasons for visiting the Park included taking grandchildren to playing football.
- Of the 10, 6 were in favour of having a temporary dedicated dog area, with two against, and one suggesting that the Park should be enjoyed by all.
- When asked which Option they preferred, 4 indicated Do Nothing, two went for Option 1, and four for Option 2

3.4 Of the four emails received, one narrated his children's experience with loose dogs and wants a designated dog area. Another resident whose property backs onto the Park expressed concerns that dog walkers will be in a more concentrated area and as a result this would lead to increased barking, and the hazard of dog muck, (flies etc.). She indicated that she together with other residents on Lancing Drive object to Option 1 strongly. Another resident whose property overlook the Harrow Drive Park, object to having a dedicated dog area, as dog walkers would assume that in this dedicated area there would be no need to pick up after their dogs. As a last resort this resident expressed that their preference would be for Options 1.

4.0 Comments

- 4.1 Some 17.3% responded to the public consultation exercise, of which 66.7% were from dog owners. Of these over 53% were against having a dedicated temporary dog area, and just over 18% in favour.
- 4.2 Of the 31.2% of non-dog walkers that responded to the questionnaire, 60% were in favour of having a dedicated temporary dog area, with Option 2 (40%) being preferred over Option 1 (20%).
- 4.3 As to be expected, there are strong statements made for in favour and against the proposal in the various comment's sections in the questionnaire. Whilst most dog owners recognise that their dogs should be on their leads all the time when in the Park, there are however others who feel that their dogs cannot get enough exercise unless they are allowed to roam free in the Park. This can conflict with other Park users, particularly when football matches are being played.
- 4.4 According to the Byelaws made under Section 9 (1) of the Local Government Act, 1894, by the Parish Council of Aintree with respect to a Recreation Ground, paragraph 4 states that 'A person shall not cause or suffer any dog belonging to

him or in his charge to enter or remain on the ground unless such dog be and continue to be under proper control, and be effectively restrained from causing annoyance to any person and from worrying or disturbing any animal'. In order to inform dog walkers of these Byelaws there are signs in the Park showing that dogs must be on the lead.

4.5 In addition, Sefton Council introduced Public Space Protection Order (Dog Control) 2017 that came into force in July 2017 and imposes the following requirements/restrictions:-

- Failure to remove your dog's fouling forthwith.
- Restrict the number of dogs that can be walked by one person to a maximum of 6 dogs on or off the lead.
- Prohibit dogs from entering enclosed playgrounds.
- Prohibit dogs from entering marked or fenced sports pitches during specified times.
- Dogs to be kept on a lead within defined picnic sites and family areas in parks.
- Dogs to be kept on a lead within all designated carriageways (A and B classified Road) and footways.
- Dogs to be kept on a lead within all cemeteries and crematoria.
- Dogs to be placed on a lead when directed by an authorised officer to prevent a nuisance or behaviour by the dog likely to cause annoyance or disturbance to members of the public.
- Dog leads must be no greater than 2 metres in length when used in the locations specified above.

A £75 fixed penalty notice (£50 if paid within 10 days) can be issued if you fail to comply with the requirement / restrictions within the Order.

4.6 Contrary to the general held belief this PSPO does apply to Harrow Drive Park, and some dog owners have been fined for not complying with the PSPO.

4.7 Copies of all the completed questionnaires have been put in a pdf format folder and sent separately to Members together with the spreadsheet showing the analysis of the consultation exercise results.

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 of this scheme is estimated to be £5,378, and the Parish Council has secured some £2,000 from Sefton Council's Park Improvement Fund.

7.0 Recommendations

It is recommended that Members:-

7.1 Note the content of the report and consider the way forward.

Aintree Village Parish Council
Park and Amenities Committee

Report on the Annual Playground Equipment Safety Inspection
7th October 2019

2.0 Purpose of Report

1.1 The purpose of this report is for Members to consider the findings of the Annual Playground Equipment Safety Inspection carried out on 30th August 2019.

2.0 Introduction

2.1 As part of the annual playground equipment safety inspection requirement the newly appointed The Play Inspection Company carried out the inspection of all the playground equipment in the Park on 30th August 2019. Members at their Parish Council meeting on 16th September 2019 were given copies of the Report containing the findings of the inspection.

2.2 The Inspection Report is very comprehensive with each play equipment item being inspected and given a risk assessment scoring, which is then grouped into a matrix based on likelihood and severity of each finding.

3.0 Comments

3.1 The table attached as Annex A to this report show a summary of the various risk categories together with the number of items in that category. The table also shows the action taken to date and the actions required in the future to address the risks identified

3.2 It should be noted that the same playground equipment may have a number of risks attached to it and therefore to make the equipment safe the same number of actions will be required.

3.3 Members will be aware that EnviroLawn Ltd. has been appointed to carry out a number of safety related works in the Park, a large part of which is to do with addressing the risks identified in the Inspection Report. In a separate report elsewhere on the Agenda, Members will be requested to prioritise safety works that addresses the safety risks identified in the Inspection Report.

3.4 In addition Members may be aware that Playforce Company representative has been to the Park on 17th September 2019 to provide costing for replacing the play equipment in the Multi Play areas for Toddlers and Juniors. At the time of writing this report no costing had been provided by the Playforce Company.

3.5 It should be noted that the vast majority of the inspected playground equipment falls within the Low to Very Low categories. However the Inspection Report

identified the work that needs to be undertaken to make the equipment safer and it is envisaged that this work can be undertaken by the in-house staff.

5.0 Legal Implications

5.1 Health and Safety legislation requires that the playground equipment in the Park should be safe to use. The Annual Playground Safety Inspection Report has identified the actions to be taken to make the equipment safe to use.

6.0 Financial Implications

6.1 Whilst there are financial implications as a result of this report, however there are costs associated with the actions required to address the risks identified in the Inspection Report and these will be reported as the programme of work is developed.

7.0 Recommendations

It is recommended that Members:-

7.1 Note the content of the report and actions being taken,

7.2 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, and

7.3 The Parish Council be informed that considerations are being given to implementing the recommendations of the Annual Playground Safety Inspection Report

Annex A

Risk Category	Number of items in that category	Action taken to date	Action required	When?	Any Comments
Very High	None				No action required
High	1 No. Net Climber	Decommissioned	Need new posts and probably netting	Hopefully this year as part of the Safety Works to be costed and agreed with EnviroLawn Ltd.	New netting not included
Medium	3 No. Cable Runway Multi Play (Junior) Shelter benches (2)	Cable Runway currently decommissioned	Replacement benches and new Multi Play rides	Playforce Company currently costing up new equipment for the Multi Play Area for Juniors. Replacement benches being considered	There is currently no funding in the budget for these items
Low	113 No. Various		A programme of works will need to be developed, and work undertaken by in-house staff where possible	On-going	Additional funding may be required for replacements costs
Very Low	40 No. Various		A programme of works will need to be developed, and work undertaken by in-house staff where possible	On-going	Additional funding may be required for replacements costs

Aintree Village Parish Council
Park and Amenities Committee

Report on the Phasing and Timing of Safety Works by EnviroLawn Ltd
7th October 2019

1.0 Purpose of Report

1.1 The purpose of this report is for Members to consider the phasing and timing of the Safety Works by EnviroLawn Ltd. particularly in light of the findings of the Annual Playground Safety Equipment Inspection Report.

2.0 Introduction

2.1. At the Park and Amenities Committee meeting on 2nd September 2019, Members were informed that Andrew Aird from Groundwork and Leisure Services Ltd had sent an email on 1st September 2019 indicating that he will not be able to attend the meeting. Members agreed not to reschedule the interview with Groundwork and Leisure Services, and proceeded to interview representatives from EnviroLawn Ltd. and Yates Play Grounds Ltd. and:-

a). RESOLVED to appoint EnviroLawn Ltd. subject to:-

- Making available Insurance Certificate, Certificate of Employers Liability and DBS Checks
- Satisfactory two references
- Inclusion of the netting wooden beam in the work, and

b). AGREED that the Park and Amenities Committee at its meeting on 7th October 2019 consider the phasing and the timing of the safety work to be undertaken.

2.2 The Director of EnviroLawn Ltd. Marco Marcucchi has now provided the above documents and evidence and these are attached as Annexes A, B and C. In addition the contractor has provided a confirmation that the inclusion of the netting wooden beam would be included in the price, (Annex D). It should be noted that Certificate of Insurance runs out on 1st November 2019, and a new Certificate would be requested from EnviroLawn Ltd.

3.0 Comments

3.1 The contractor, EnviroLawn Ltd. has now provided all the necessary documentations requested, and both references are satisfactory. In addition the contractor has also confirmed that he is prepared to replace the timber beam on the Net Climber within his quoted price. The timber beam supporting the nets has severe rot and has been classified as 'High Risk' within the Annual Playground Safety Inspection Report.

3.2 In addition EnviroLawn Ltd has indicated that 'If all areas are booked for installation at one time a 6% discount can be applied , if all areas are booked for installation over 2 periods a 3% discount can be applied'.

- 3.3 Members may recall that there was some debate on the type of surface to install in Toddlers and Juniors Playground Areas. The original costing was based on laying Notts Sport Childsplay in Olive Green. EnviroLawn Ltd. has indicated that 'The option for the artificial grass would be well suited for the toddlers area and possibly the Junior playground area, the grass is £4m² cheaper, so if both areas were to be done in artificial grass there would be a saving of 342m² x £4£1368.00 plus vat'.
- 3.4 With regard to replacing grass matting with brown 'rubber bonded mulch' the contractor has indicated that, 'I wouldn't use this on high impact areas as it will have a tendency to break apart on repetitive areas from experience and is more prone to vegetation ingress from the surrounding grass. It's a good product used in beds and low use areas, as it was originally designed for. The other reason I am wary of installing this product is that it suffers from the same issues that you have on the existing bonded soft pour surfaces that you have, it shrinks and leaves gaps on the edges over a period of time'.
- 3.5 The Contractor has also confirmed that 'All the artificial grass and needlepunch products that I am suggesting come with a 10 year warranty subject to maintenance'. The issue relating to what maintenance means and who undertakes would need to be clarified with the EnviroLawn Ltd.
- 3.6 Members will recall that the total cost quoted by EnviroLawn Ltd. of all the identified safety works is £33,990+VAT (£40,788 inclusive of VAT). Members will be aware that at the Parish Council meeting on 16th September 2019 a resolution was approved as part of the mid-year budget review, and the Maintenance – Play & Park Equipment budget line was increased to £28,000, of which some £4,219 has already been spent and there is some 7 months of the year still remaining.
- 3.7 At the Park and Amenities Committee meeting on 5th August 2019, Members considered a report, which spreads the work over two financial years, and with some work being carried in-house. The phase 1 work to be carried out this year was estimated at some £16,000 in that report.
- 3.8 Added to the above consideration is now the findings of the Annual Playground Safety Equipment Inspection Report.
- 3.9 In order to move forward, and taking into account the financial constraints, Members now need to decide the phasing and the timing of the work, and at the same time ensuring that work that addresses the findings of the Inspection Report takes priority.
- 3.10 Table 1 below shows the agreed safety works and its linkages to the findings of the Annual Playground Safety Inspection Report.
- 3.11 As can be seen in the Table work has been spread over two financial years, with work relating to Junior and Toddler Play Areas, together with the Gate to the Toddlers Play Area being completely taken out until estimates have been received to replace some of the play equipment, of which some has been classified as at Moderate Risk in the Annual Playground Safety Equipment Report. In addition this also prevents any unnecessary and duplication of work.

3.12 The cost of the work identified for 2019/20 is approximately £16,360 plus VAT.
Whilst the contractor has indicated that he will be prepared to undertake the replacement of the Net Climber beam, however the Annual Inspection Report has

Table 1

Safety Works

Item No.	Description of Work	EnviroLawn Ltd			Annual Inspection Report Priority	Year Work to be Carried Out		Any Comments
			VAT £	Total Cost £		2019/20	2020/21	
1	<u>Flat Swings</u> - Carry out full mechanical and pneumatic clean of existing wet pour to include patch repairs. Supply and lay Notts Sport Childsplay in Olive Green to area under flat swings measuring approximately 50m ²	1,750 6.4m x 8m (Matchwinner Velour In Green)			Very Low Risk		2020/21	
2	<u>Trim Trail</u> - Carry out full mechanical and pneumatic clean of existing wet pour to include patch repairs. Supply and lay Notts Sport Childsplay in Terracotta to area under trim trail measuring approximately 21m ²	735 7.5m x 4m (Matchwinner Velour In Terracotta)			Low Risk		2020/21	
3	<u>Rocking Horse & Cradle Swing</u> - Carry out full mechanical and pneumatic clean of existing wet pour to include patch repairs. Supply and lay Notts Sport Childsplay in Olive Green to area under rocking horse and cradle swings measuring approximately 60m ²	2,100 5.5m x 7m & 6.4m x 3.5m (Matchwinner Velour In Green)			Low Risk		2020/21	
4	<u>Roundabout - Rotator</u> Excavate soil/spoil/grassmats and dispose of legally. Supply and set edges and supply and lay stone	1,320 5m x 5m (Matchwinner Velour			Low Risk	2019/20		

	foundations and Notts Sport Childsplay in Olive Green to area under Wicksteed roundabout with a 1.2mCFH measuring approximately 24m ²	In Green)						
5	<u>Basket Swing</u> - 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 24m ²	1,440 4m x 6m (Matchwinner Velour In Green)			Low Risk	2019/20		
6	<u>Aerial Slide</u> 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-80m ²	7,400			Moderate Risk	2019/20		Currently decommissioned
7	<u>Hurricane</u> - 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 86m ²	6,200			Low Risk	2019/20		
8	<u>Junior Playground</u>	6,405 20m x 9m			Low Risk			Seek costing for replacing some

identified more than just the replacement of the timber beam. It is therefore suggested that a separate cost be obtained from EnviroLawn Ltd. to address all the risks identified in the Annual Inspection Report. In addition to the additional cost associated above there will also be costs associated with any work carried in-house associated with the Annual Inspection Report.

3.13 The cost for the 2020/21 identified for the activities in the Table 1 currently stands at £4,585 plus VAT. However as indicated above it excludes surface treatments for the Junior and Toddler Play Areas, and the Gate, which together comes to some £13,045 plus VAT. In addition there will be costs associated with any play equipment replaced in the two Play Areas.

4.0 Proposal

4.1 Taking into consideration the above issues it is proposed that the phasing and timing of the safety works be as follows:-

For 2019/20

- **Roundabout - Rotator** - Notts Sport Childsplay in Olive Green to area under Wicksteed roundabout with a 1.2mCFH measuring approximately 24m² (£1,320 +VAT)
- **Basket Swing** - Notts Sport Childsplay in Olive Green to area under basket swing with a 1.8m CFH measuring approximately 24m² (£1,440 +VAT)
- **Aerial Slide** - 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 (£7,400 + VAT)
- **Hurricane** - Notts Sport Childsplay in Olive Green to area under basket swing with a 1.8m CFH (£6,200 + VAT)

Net Climber - In addition cost of addressing the risks associated with the Net Climber be sought from EnviroLawn Ltd.

For 2020/21

- **Flat Swings** - Supply and lay Notts Sport Childsplay in Olive Green to area under flat swings measuring approximately 50m² (£1,750 + VAT)
- **Trim Trail** - Supply and lay Notts Sport Childsplay in Terracotta to area under trim trail measuring approximately 21m² (£735 + VAT)
- **Rocking Horse & Cradle Swing** - Supply and lay Notts Sport Childsplay in Olive Green to area under rocking horse and cradle swings measuring approximately 60m² (£2,100 + VAT)

Junior and Toddler Play Areas – Costs be sought for replacing some of the play equipment, particular those equipment that have been identified in the higher risk category.

5.0 Legal Implications

5.1 Health and Safety legislation requires that the playground equipment in the Park should be safe to use. The implementation of the safety works will help the Parish Council to comply with the legislation.

5.2 The Parish Council's Procurement Policy states that between the values of £500 to £20,000 the Council Manager and Parish Clerk / RFO shall strive to obtain 3 estimates detailing priced descriptions of the proposed supply, and between £20,001 to £24,999 a tender process shall be followed. The total cost for the identified work for 2019/20 comes to £16,360 plus VAT (£19,632 including VAT)

6.0 Financial Implications

6.1 The total cost for safety works identified for 2019/20 comes to £16,360 plus VAT and this can be met from the revised budget.

7.0 Recommendations

The Park and Amenities Committee, having satisfied itself with the content of the report, the information provided by EnviroLawn, Ltd. and the proposed course of action is asked to recommend to the Parish Council the following:-

7.1 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:-

- **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

7.2 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.

7.3 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

7.4 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.

7.4 Subject to satisfactory performance and no increase in quoted price EnviroLawn Ltd be retained to undertake identified safety works in 2020/21,

7.6 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.



Aintree Village Parish Council

Request for references for

Envirolawn Ltd.
151 Eastbank Street,
Southport
Merseyside
PR8 1EE

Mo Kundi
Council Manager and Parish Clerk
Aintree Village Parish Council
Aintreevillageparishcouncil@hotmail.co.uk
Tele:- 07530 5894554

Please answer the following question based on your experience of using Envirolawn Ltd contractor.	
1	How long have you known the contractor? 6 months
2	What kind of work did the contractor do for you? Installed a 0.2km track out of 'astroturf' (not sure if that is the official name for the grass-like product used). They completed works so that the track passes through a wooded area with a place to stop and rest.
3	Was the work done to budget? Yes. In fact, they went above and beyond.
4	Did the contractor maintain good working relationship with you and your staff? Excellent. I enjoyed working with them finding both directors to be refreshingly honest, happy and good natured with a 'can do' attitude. They seem to enjoy their work and were keen to provide a quality track for our children.
5	Did the contractor adhere to health and safety policies? The site was kept secure. To my knowledge this was adhered to. Works were completed during the holidays so I was not on site except for regular visits.
6	When working in presence of members of the public did the contractor cordon off work areas using proper signage and equipment? N/A. Completed on secure field during holiday period.
7	Was the site left clean and safe at the end of his work? Yes, very much so.
8	Did the contractor adhere to agreed work timetable? Yes.
9	Did the contractor engage any subcontractors? Not to my knowledge. It was a small team.
10	Were there any recorded incidents of non-compliance with your policies or injury incidents? No.
11	Were the vehicles, machinery and equipment well maintained and serviced? To my knowledge. Nothing struck me as concerning.
12	Were there any incidents of the contractor making additional financial claims? No.
13	Do you feel that you got the results you expected by employing this contractor? We are absolutely delighted with the track. It is clear the contractor takes pride in their work and they made every effort to forge a relationship with the school ensuring that they knew exactly what we were aiming for. They really did go above and beyond. I had lots of questions before the installation which were all answered patiently and honestly. The end product has had a very positive impact on our school community. I would highly recommend them. They were as excited as me about creating something amazing for the children.
14	Would you hire this contractor again? Definitely.
15	Did the contractor make good any weather related shortfalls in operations? There were no extra charges.



Aintree Village Parish Council

Request for references for

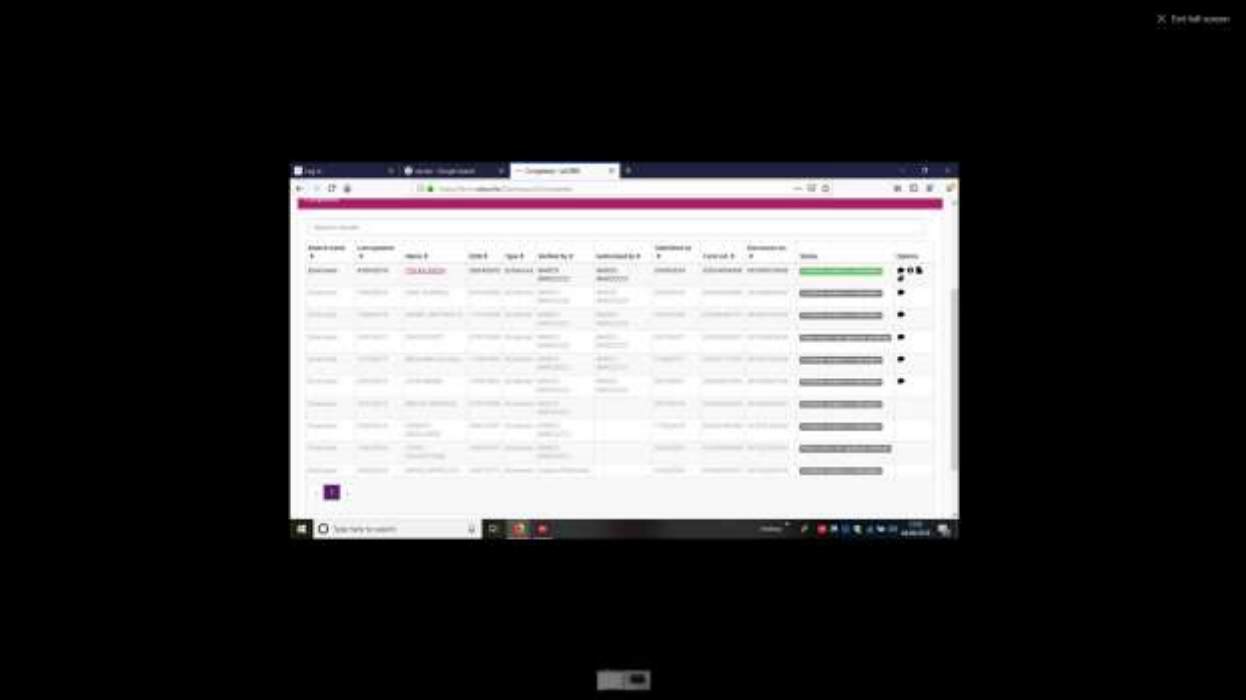
Envirolawn Ltd.
151 Eastbank Street,
Southport
Merseyside
PR8 1EE

Mo Kundi
Council Manager and Parish Clerk
Aintree Village Parish Council
Aintreevillageparishcouncil@hotmail.co.uk
Tele:- 07530 5894554

Please answer the following question based on your experience of using Envirolawn Ltd contractor.

1	How long have you known the contractor? 12 Years
2	What kind of work did the contractor do for you? Astro turf all around the school
3	Was the work done to budget? yes
4	Did the contractor maintain good working relationship with you and your staff? Fantastic work men
5	Did the contractor adhere to health and safety policies? Yes
6	When working in presence of members of the public did the contractor cordon of work areas using proper signage and equipment? All work was carried out on School premmises
7	Was the site left clean and safe at the end of his work? Yes
8	Did the contractor adhere to agreed work timetable? Yes
9	Did the contractor engage any subcontractors? No
10	Were there any recorded incidents of non-compliance with your policies or injury incidents? No
11	Were the vehicles, machinery and equipment well maintained and serviced? Yes
12	Were there any incidents of the contractor making additional financial claims? No
13	Do you feel that you got the results you expected by employing this contractor? Yes
14	Would you hire this contractor again? Yes
15	Did the contractor make good any weather related shortfalls in operations? Yes

Annex B



Certificate of Employers' Liability Insurance

In accordance with the requirement of regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 as amended by regulation 2 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy. This requirement will

be satisfied if the certificate is made available in electronic form and each relevant employee to whom it

relates has reasonable access to it in that form.

Policy number MABI1838014XB

The insured Envirolawn Ltd

Inception date 22/05/2019

Expiry date 01/11/2019

We hereby certify that subject to paragraph 2 below

1. The Policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Isle of Jersey, the Island of Guernsey and the Island of Alderney
2. The minimum amount of cover provided by this policy is no less than £5 million

Signed on behalf of **AXA Insurance UK plc and Great Lakes Insurance SE**

(Authorised Insurer)

Jason Stockwood

Chief Executive Officer, Simply Business

Notes

This Certificate will only cover the individual or companies listed on our schedule. If you have any subsidiary companies that require cover for employees, please inform us. This will help ensure that you

have the correct cover as an employer.



CERTIFICATE **OF**
ACCREDITATION

This is to certify that

Envirolawn Ltd

is accredited as a contractor with fewer than 5 employees within the Contractors Health and Safety Assessment Scheme (CHAS) having demonstrated compliance with and sound management of current health and safety legislation.



VALID UNTIL	25
020 8545 3838	NOVEMBER
CHAS.co.uk	2019

This is to certify that

Envirolawn Ltd

Are active members of

Checkatrade.com
Where reputation matters

And have attained the classification of



RECOMMENDED, VETTED & MONITORED

Membership Criteria

Members are interviewed and carefully vetted,
then through public comment are monitored for quality workmanship and service.

*An up to date appraisal of Envirolawn Ltd
can be obtained via*

0800 028 22 94

or at

www.checkatrade.com

A handwritten signature in black ink, appearing to read 'Gavin Dutton'.

Gavin Dutton – Managing Director

Annex D

From: Envirolawn [mailto:info@envirolawn.co.uk]
Sent: 04 September 2019 12:57
To: aintreevillageparishcouncil@hotmail.co.uk
Cc: info@envirolawn.co.uk
Subject: Envirolawn details

Hi thanks for taking the time to see me this week.

I have attached the relevant H&S documents you need , showing our up to date accreditations and I can confirm that we have never had a reportable incident in the 12 years we have been trading.

The latest insurance documents are also attached for your records. If we are successful a full work schedule will be planned with you regarding access , emergency measures etc and a full copy of our RAMS will be filed with you a minimum of 10 days prior to work commencing to allow for any amendments that may be required.

Local references are

SITE 1

Steve Arnold (site manager)
Waterloo primary school
Waterloo road
Waterloo
Liverpool
L22 0LD

[0151 928 4274](tel:01519284274)

sitemanager.wps@schools.sefton.gov.uk

We have been working at this school for about 10 years and have installed a football pitch , canopies , various artificial grass areas and a dedicated nursery area amongst other jobs, this site shows various aspects of what we do and the relationship we like to build over the years and the longevity of our installations.

SITE 2

Joan (school bursar)
Lawrence road school
Lawrence rd
Liverpool
L15 0EE

[0151 733 2556](tel:01517332556)

info@lawrence-primary.co.uk

This is an installation we have just completed this summer , an area of 900m2 of artificial grass in various places around the school, this site will show you the recent work we have done , which was brought in on time and to a fixed price.

We have also carried out some costings and installations for Lydiate Parish council whom I,m sure you have already been in touch with , but this will allow you to see the needle punch surface laid in a public park setting.

With regards to the additional timber needed for the net scramble we can include this in the price if all areas are booked , its no real extra work when are on site.

If all areas are booked for installation at one time a 6% discount can be applied , if all areas are booked for installation over 2 periods a 3% discount can be applied.

Payment terms are to be confirmed and all prices are subject to VAT

If you need any more please let me know.

I look forward to hearing from you

Regards

Marco

Marco Marcucci
Director
Envirolawn Ltd
Tel 01704 551007
Mob: 07764964137

Agenda PAC0150

Aintree Village Parish Council <donotreply@godaddy.com>

Fri 27/09/2019 20:46

• You

□

Reply to Email to Respond

Name:

Richie Parkes

Email:

Wheelchairdoctor8@gmail.com

Phone:

[REDACTED]

Your Message:

To whom it may concern,

As you know over the last few months the village have been working together and looking for Peter who had sadly gone missing.

As I'm sure you are all aware, Peter was found not far away, and in tragic circumstances. He and his family have been part of the village for many years, and will be for many more.

As a village, I feel that we need to keep his memory alive in the village that he loved.

I propose that we have a bench placed in the park as a lasting memorial to him.

I'm sure that everyone in the village, including his friends and family would be grateful if this wish was made possible.

Kind regards

Richard Parkes