

**BLABY PARISH COUNCIL  
MEETING OF THE ESTATES & COMMUNITY COMMITTEE  
To Be Held in the Oakfield Room, Blaby Civic Centre  
at 7.00pm on Tuesday, 24<sup>th</sup> May 2022**

**PRESENT:** Mr M Wareham (Chairman),  
Ms L Bolton, Mrs M Broomhead, Mrs S McFadden, Ms M Grant, Mrs S Skeemer,  
Mrs S Clifton (Admin Assistant), Mrs V Jepson (Manager) & 13 x Parishioners.

Members of the public were advised that if they wished to record the meeting it is courteous to of advised the Parish Manager that recordings will take place, it is confirmed there are not recordings taking place.

EC.797            **1. ELECTION OF CHAIRMAN FOR THE COMING YEAR**  
The following member has been nominated for Chairman of the Estates & Community committee for the 2022/23 term:-

- Mr Marcus Wareham

**RESOLVED:** Mr Wareham is elected Chairman of the Estates & Community committee for 2022/23.

EC.798            **2. ELECTION OF VICE-CHAIRMAN FOR THE COMING YEAR**  
The following member has been nominated for Vice-Chairman of the Estates & Community committee for the 2022/23 term:-

- Ms Laura Bolton

**RESOLVED:** Ms Bolton is elected Vice-Chairman of the Estates & Community committee for 2022/23.

EC.799            **3. APOLOGIES FOR ABSENCE – None.**

EC.800            **4. TO RECEIVE MEMBERS DISCLOSURE OF INTERESTS & REQUESTS FOR DISPENSAIONS IN ACCORDANCE WITH THE CODE OF CONDUCT**

The following disclosures of interests were made: -

Mrs M Broomhead	Burial Rights	Personal
Mrs S Skeemer	Burial Rights	Personal

EC.801            **5. TO CONSIDER ENDERBY ROAD ALLOTMENTS**

Members have been issued with a report regarding the allotments which has been noted.

**a) Second Allotment Inspection**

The 2nd allotment inspection was carried out on the 11<sup>th</sup> May 2022, where 17 x inspection letters in total sent, 2 x 1<sup>st</sup> letters, 3 x request letters for plot markers, 2 x shed letters, 2 x warning letters of a possible eviction at the next inspection if no further improvement has been made, 4 x polite request letters to address small issues. 3 x notice to quit letters and 1 x full plot reduced to half a plot, as this tenant has not decided which half plot, he wishes to keep members will make the decision and inform the tenant.

All members considered the report which covers all correspondence received from tenants regarding the second allotment inspection and the letter they or their neighbours have received. A lengthy discussion was held with all members and all parishioners present who in turn were all allowed to speak and put their case to the committee.

The chairman clarified with all members and parishioners present that rule number 13 in the Councils allotment rules and regulations which was signed by every tenant as of the 1<sup>st</sup> January 2022 clearly states: -

*13) If there is no improvement at the inspection one month later, a second letter will be sent giving the tenant **ONE MONTH'S NOTICE** to vacate the plot*

**AGREED:** All members present agreed this rule is correct and it needs to be adhered to.

**AGREED:** The tenants from the following plots are to be evicted as per their letter which states when their eviction date is: -

- 55 East.
- 57 West
- 58

**AGREED:** Plot 46 East was discussed and as the tenant only took the plot on at the end of 2021, he is given an additional 2months grace to improve his plot.

Allotment tenants present queried if the timing of the inspections could be reconsidered due to the frost at the beginning of the year. It is suggested that the April & May inspections could be just for the condition of the plot and thereafter June would be the first inspection to check for cultivation.

**AGREED:** When members consider the 2023 allotment rules and regulations the timing of the inspections will be considered.

It was queried why organic slug pellets couldn't be used?

Due to the inspectors not knowing if the pellets are organic or not it was agreed at a previous meeting that no slug pellets should be used.

**AGREED:** Advice from the National Allotment Society is to be sourced regarding the use of slug pellets.

It is asked if all notices from the parish council could be on letter headed paper.

**AGREED:** All future notices raised by the Parish Council will be on Parish Council letter headed paper.

### **b) Allotment Land**

The question was asked by tenants what the position is with the current allotment land.

It is explained that there is no quarentee that the allotment land will automatically be offered to the Parish Council for renewal but at the moment there is still 2 years left on the Tenancy Agreement.

The Council is always looking for land to purchase as a back up in case the currrent land is not offered to the Council.

**c) Eko Joes - May Event**

The event planned for May 21<sup>st</sup> and 22<sup>nd</sup> has been reduced to a one-day event, Saturday 21<sup>st</sup> May for a Love Food, Hate event. The first aider information, risk assessment and insurance has been received.

**d) Plot 42 West Missing Plot Marker**

The Tenant took on the plot in October 2021 and reported the plot marker was missing. **RESOLVED:** The Parish Council is to purchase a replacement plot marker for 42 West.

**e) Display**

There is an old scarecrow display on allotment plot 54 West which is very untidy and messy.

**AGREED:** The tenant is to be asked to remove this item as it is an old washing up bowl with weeds growing out of it, a chair, an old flag, and other unrelated allotment items, but it is clearly not a scarecrow.

**f) Bonfire**

It was reported by a local resident that on the evening of Sunday, 22<sup>nd</sup> May 2022, it appeared a lite bonfire had been unattended.

It is confirmed by an allotment tenant that the bonfire had not been left unattended.

**g) New Tenants Letter**

All new tenants will be sent a letter this week welcoming them to the allotments and informing them they have 6 months grace of any allotment inspections from the time they joined and to inform them when their inspections will begin and what the inspector will be looking for, they have been advised if they are unsure of anything then they should always contact the Parish Council office.

EC.802

**6. TO REPORT UPDATE ON THE SMALL ADVENTURE LAND EVENT**

Previously agreed the Small Adventure Land Theme event based around a dinosaur's family event would be allowed to hire Oakfield Park from Friday June 17<sup>th</sup> trading Saturday and Sunday 9.00am – 6.00pm, leaving the park on Monday 20<sup>th</sup> June 2022.

No documents, payment or communication has been received so far despite numerous attempts to contact the event organisers.

**DECLINE:** After a lengthy discussion members agreed to cancel this event.

**AGREED:** Add a notice to the Councils website and Facebook stating this event has been cancelled.

EC.803      **7. TO CONSIDER QUOTATION RECEIVED TO INSTALL CCTV AT THE CRESECENT PLAY AREA**

During May on several occasions' vandalism occurred to the children's play equipment at The Crescent where blue paint and varnish was thrown all over the wooden play unit.

Members considered the following quotations to install CCTV to the Crescent Park: -

<b>Quotation 1</b>
Installing an 8-metre column in the park, plus a commando socket and RCBO, and supplying a feed to that column from the existing column on the footway outside the park - £1,053.01 + VAT
To install 1 bullet ip camera 5mp with 40 m ir, four channel nvr 3TB hardrive priced at £750.00 + VAT
<b>Total Cost = £1,803.01 + VAT</b>

**RESOLVED:** Accept the above quotation for power and CCTV to be installed at The Crescent play area at a total cost of £1,803.01 + VAT.

EC.804      **8. TO CONSIDER QUOTATION RECEIVED FOR OAKFIELD PARK MAINTENANCE WORK**

At the February 2022 committee meeting members were informed about a large sink hole on a football pitch on Oakfield Park.

Members considered the quotation received to remove the turf to the sunken area, grade approximately 20 tons of topsoil to level the sunken area and re-lay the original turf at a cost of £1,875.00 + VAT.

**RESOLVED:** Accept the quotation to remove the turf to the sunken area, grade approximately 20 tons of topsoil to level the sunken area and re-lay the original turf at a total cost of £1,875.00 + VAT.

EC.805      **9. TO REPORT UPDATE ON NORTHFIELD PARK SITE VISIT**

**a) Paint Damage**

On the 10<sup>th</sup> May 2022 correspondence was received from a member of the public regarding an incident on the roundabout in Northfield Park, where a visitor is complaining that her child got paint on their clothing and is requesting that the council reimburses her £50/£60.

It is confirmed the roundabout had been painted during April 2022 and as always wet paint signs were erected around the play equipment, these signs were not removed until the paint was dry.

**DECLINE:** Members do not feel a fee of £50/£60 is required to be paid as there was very little markings to the child's clothes.

## **b) TO CONSIDER NEW PLAY EQUIPMENT AT NORTHFIELD PARK**

Members are issued with the following report regarding the existing play equipment situated on Northfield Park along with the proposal for new play equipment required for the park: -

### **Existing Multi Activity Frame**

- Several fixings on the rope bridge handrail require attention as they have become loose.

**AGREED:** Add this matter into the tender document.

- Side netting requires attention either repair or replace

**AGREED:** Add this matter into the tender document.

- Slide feet have corroded, to be repaired or replaced

**AGREED:** Arrange for the slide feet to be welded.

**AGREED:** Add this matter into the tender document.

**AGREED:** The small slide currently positioned within the park is to be relocated into the enclosed children's play area

**RESOLVED:** Supply 1 x new play equipment to replace the small double slide.

### **Open Park - New Play Equipment**

- Remove the existing 4 x 2 bay swings,
- Make the ground good and replace with a new 2 bay x 4 swings
- Multi frame and free ride seat to remain
- Remove the two metal / wooden benches and concrete area, replace with 1 item of children's play equipment, possible sensory equipment
- Supply and fit zip wire activity play equipment, to be located between the basketball area and concrete area
- Concrete sunken floor area to be redesigned, to supply and fit 2 x pieces of play equipment - possibly floor level trapline area and activity train.

### **Tender Document Summary**

- Maintenance to existing multi activity frame
- Removal of small 2 slide to enclosed children's play area - replace with 1 x play equipment (possibly a slide)
- Removal of existing 2 bay x 4 swings – replace with new 2 bay x 4 swings
- Remove 2 x benches – replace with 1 x play equipment (sensory equipment)
- 1 x zip wire activity
- Redesign concrete area to house 2 x new play equipment
- Age Range for new equipment – 7 years to 13 years

**RESOLVED:** A budget of £150k is allocated for this project.

**RESOLVED:** £112,459 is to be applied for from the Section 106 money.

**RECOMMENDATION TO COUNCIL:** £30K is to be taken from the Councils earmarked reserves for Northfield Park.

**RECOMMENDATION TO COUNCIL:** The remaining balance which is estimated to be £7,500 is to be taken from the earmarked reserves for New & Replacement Equipment account.

**Items the ground staff will work on in the enclosed play area**

**AGREED:** The wet pour edges around the roundabout are to be pinned down.

**AGREED:** 2 bay x 4 swing, wet pour flooring need repairs along the edges due to trip hazards and repair large worn hole under swing.

**Items to be purchased for the enclosed play area**

**RESOLVED:** 1 x Outdoor children novelty bin.

**RESOLVED:** 2 x recycled plastic picnic tables to be installed in children's enclosed area.

**Items the ground staff will work on around the park**

**AGREED:** Take down and dispose of the teen shelter and clear the area.

**Items to be purchased for around the park**

**RESOLVED:** 5 x recycled picnic benches to be placed around the play area of the park.

**RESOLVED:** 1 x disabled picnic bench.

**RESOLVED:** 2 x benches to be replaced with two recycled benches in the rest garden.

EC.806

**10. TO CONSIDER BLABY CEMETERY**

**a) Peace Meadow Sign**

Correspondence has been received for a request to erect a sign under the peace garden tree which indicates that ashes are scattered under the tree.

**RESOLVED:** Purchase a sign to be erected under the tree at Peace Meadow stating there are human ashes under the tree and please ask that the area is always respected.

**b) To Consider Blaby Cemetery Peace Meadow Memorial Tree**

**Peace Meadow - Memorial Tree - Option 1**

Memory tree in Ultra mirror polished stainless steel, 2.3 metres in height and diameter, fabricated and installed. Fitments for 350 leaves. There are two types of leaf's which are individually engraved, these are fitted to the tree by little collars fitted with an allen key  
Cost of tree without leaves but inclusive of fitting is £10,560.00 + VAT.

**Peace Meadow - Memorial Tree - Option 2**

Granite trunks or cor-ten steel trunks and branches that are weathered for rustic look the same as the Angel of the North. The trees are 5 foot 6" each branch is lettered A – G, so families know which branches their leaves will be placed. It comes completely filled with 300 blank leaves made from glass or slate and stay on the tree until an engraved leaf is ready to be installed than the blank leaf is removed.

The ground will need to be prepared by the ground staff prior to installation, 2 – 3 months installation time, cost is around £10,000.

**Peace Meadow - Memorial Tree - Option 3 – Mulberry Tree**

With the Mulberry tree there is a choice of glass leaves or slate leaves.

Trunk Grey Granite	16 Steel Branches	240 Green Granite Leaves	£10,995.00 + VAT
Corten Steel Trunk	16 Steel Branches	240 Glass Leaves	£10,995.00 + VAT
Corten Steel Trunk	16 Steel Branches	240 Green	£11,995.00 + VAT

**Peace Meadow - Memorial Tree - Option 4 – Willow Tree**

Trunk Grey Granite	8 Steel Branches	300 Green Glass Leaves	£9,495.00 + VAT
Trunk Grey Granite	8 Steel Branches	300 Green Granite Leaves	£10,495.00 + VAT
Corten Steel Trunk	8 Steel Branches	300 Green Glass Leaves	£11,495.00 + VAT

**RECOMMENDATION TO COUNCIL:** Accept the quotation for option number 4 of the peace meadow memorial tree – Willow Tree to include, 8 steel branches, grey granite trunk to hold 300 leaves priced at £9,495.00 + VAT.

**AGREED:** Seek additional information of the leaf shapes and prices.

**AGREED:** Add the tree leaf design to the next committee agenda for further consideration.

EC.807

**11. TO REPORT UPDATE ON THE INDEPENDENT PLAYGROUND INSPECTIONS & CONSIDER THE QUOTATION RECEIVED FOR 2022**

**UPDATE ON PLAYGROUND INSPECTIONS**

- The Crescent Play Area

The grounds staff have completed the outstanding tasks. The dog waste bin has been ordered and we are waiting on the delivery and a recycled picnic bench will be fitted during the summer holidays.

- Oakfield Park

There are just a couple of small outstanding items which still need to be completed by the ground staff.

All painting work will be carried out during June.

- Northfield Park – Still working on the report

The crawling tunnels will be painted during June and the new picnic table will be fitted shortly.

- Scouting Way

No outstanding work

**INDEPENDENT PLAYGROUND INSPECTIONS QUOTATION FOR 2022**

The quotation for our Annual Playground Inspection is provided below, this is based on the company's current lead time of 10 to 12 weeks from receipt of order.

<b>Product</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Net Total</b>
Outdoor Annual Inspection and Life Expectancy - Came & Co	4	£72.95	£291.80

**RESOLVED:** Accept the independent playground inspection quotation of £291.80 for the Councils 4 play areas.

EC.808

**12. TO REPORT UPDATE ON THE SUMMER HOLIDAY CLUB**

The free summer sports holiday club at Oakfield Park is taking bookings for the following dates: -

- Monday, 18<sup>th</sup> – Friday, 22<sup>nd</sup> July
- Monday, 8<sup>th</sup> – Friday, 12<sup>th</sup> August

EC.809

**13. TO REPORT UPDATE ON LATIMER CLOSE**

All the work at Latimer Close has now been carried out by the residents as per the letters sent to them.

Bench / Litter & Dog Bin & Planter

**RESOLVED:** Members wish to install the following items in the Latimer Close grassed area:-

- 1 x Picnic Bench
- 1 x joint litter and dog waste bin
- 1x flower planter

EC.810

**14. TO CONSIDER THE COUNCIL'S ASSET REGISTER**

All members have been issued with a copy of the Estates & Community committees asset register.

**AGREED:** As this is a working document the manager has authority to make any amendments required during the year and submit it to the council's insurance company when necessary.

EC.811

**15. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA**

**a) To Report Update on Allotment Gardens – Lutterworth Road**

At a previous meeting members have shown interest in finding additional land for allotments, mainly due to the currently; allotment land being leased and is not owned by the Parish Council.

There is a piece of land which may be suitable.

**AGREED:** Approach the landowner and enquiry if the land is for sale and if so, how much?

**AGREED:** Add this item to a future committee or full Council agenda for further consideration.

**b) Time Capsules & Jubilee Tree Planting**

Due to the primary school holidays the planned date of Wednesday, 1<sup>st</sup> June for the planting of the jubilee tree and time capsules has now been changed to Thursday, 26<sup>th</sup> May on Oakfield Park at 11.30am.

Children from both Stokes primary and Thistly Meadow primary have been invited to attend this event.

**c) Blaby Bowling Club**

Members are asked if the Blaby Bowling Club could erect a banner advertising their open day outside Northfield Park for a couple of weeks.

**AGREED:** Members are happy for the banner to be erected outside Northfield Park.

**d) Blaby Village Cricket Club**

The cricket club have asked if the Council can make good the pathway leading to the cricket club at the rear of the fenced play area.

A site visit was held and apart from part of the ground near to the swings being uneven members didn't feel there was an issue in this area.

**AGREED:** No further action is required to be taken as there is sufficient access.

**15e) To Consider Poppy Display**

Members have been issued with a photograph of a poppy display which is suggested to be added to either side of the clock situated at Forge Corner.

**AGREED:** Seek additional information regarding sizes and costs and add this item to a future committee agenda for further consideration.

**15f) To Consider Replacement Bench Grinder Tool**

Members are asked to consider the quotations for a replacement bench grinder: -

<b>Quotation 1</b>	<b>Quotation 2</b>	<b>Quotation 3</b>
6-inch bench grinder 150 Watt 150mm x 16 x 12.7 bore Eye shield & spark arrestors & wheel guard	6-inch bench grinder 400 Watt 2 x Eye shield & spark arrestors & wheel guard 2 x tool rests	6-inch bench grinder 250 Watt 2150mm x 16 x 12.7 bore Eye shield & spark arrestors & wheel guard And sanding belt
<b>£51.59</b>	<b>£44.99</b>	<b>£109.00</b>

**RESOLVED:** Accept quotation number 2 for a 6inch bench grinder priced at £44.99.

EC.812

**16. CHAIRMAN'S TIME**

Thank you for re-electing myself and my Vice-Chair, Cllr Ms Bolton and thank you all for attending this evening.

**MEETING CLOSED: 9.05PM**

