



Downton Parish Council

Minutes of the DOWNTON PARISH COUNCIL'S AMENITIES COMMITTEE
Meeting held on
Monday 22 May 2023. Start time 7:30 pm
MEMORIAL HALL, DOWNTON (BONVALOT ROOM)

Councillors present: Gareth Watts (Chair) (GW), Matthew Randall (MR), and Paul Roberts (PR).

Ex Officio Councillors present: Jane Brentor (JB)

Plus: Melanie Camilleri (MC) – Clerk/RFO. One members of the public attended.

MINUTES

- 11/23** **Election of the Chair of the Amenities Committee** RESOLVED: GW unanimously elected as Chair.
- Public Question Time:** Trustee of the Memorial Hall regarding Agenda 19/23
- 12/23** **Apologies for Absence:** Cllrs Dave Mace (DM) and Andy North (AN). Reasons noted and accepted.
- 13/23** **Declarations of interest:** None
- 14/23** **Minutes**
i) The Minutes of the Meeting held on **27 February 2023** were approved.
- 15/23** **Business raised during Public Question Time**
RESOLVED: to open the meeting to members of the public as and when appropriate.
- 16/23** **Dog Poo Bins**
i) The adequate provision of dog poo bins in the parish (existing sites and potential new sites) were considered.
RESOLVED:
Cemetery:-
 - Close the gap in the fence. MR to action
 - Signage: Dogs to be kept on leads and owners to clean-up after their dog. Exact location for placement to be determined.
 - Install dog poo bin (re-located from the Meadows). Exact location for placement to be determined.Meadows:-
 - Replace existing bin (to be re-located to cemetery) with larger bin.MC to obtain quote from Idverde for bin installation and one additional bin collection.
Agreed to keep an eye on adequacy of Idverde emptying all other bins (as dependent upon current issues around fulfilment of contract).

17/23

Annual Play Safety Inspection Reports

i) The Reports were reviewed to identify essential repairs (pending commencement of the Play Park Refurbishment Project).

RESOLVED:-

- Moot Lane: area of surface lifting. Keep a watchful eye. Remedy dependent upon timescale of refurb project
- Memorial Gardens: Broken baby swing to be removed. Admin Officer to obtain quote. JB to place notice on FB
- Charlton: Stile is rotten. Admin Officer to obtain quote to repair
- Wick Lane: Replace broken 4-way swings with the 'elephant swinger' held in storage. *Post meeting note: 'the elephant swinger' is already in use and an alternative repair will be needed.* Admin Officer to obtain quote.
- Wick Lane: Repaint mushrooms and bench. Admin Officer to obtain quote.

18/23

Play Park Refurbishment Project

i) MC reported Wiltshire Council has confirmed:-

- £69,220.79 LEAP S106 Contribution from 'Charles Church' development is eligible for the project and that Downton PC may raise an invoice once quotes have been acquired and submitted to WC.
- £37,691 Early Years S106 Contribution from 'Scotts House' development is not eligible for this project. It only applies to pre-school facilities with priority to renovation and refurb of the Memorial Hall.

ii) RESOLVED: the tender process with the three selected operators may now commence. MC to draft brief for approval and arrange onsite visits with each of the selected operators on 16 June.

19/23

Memorial Hall Maintenance

i) The Administrative Officer's report and quotes acquired for all maintenance work identified as being the responsibility of the Parish Council to remedy were fully considered. Further action required:-

- Additional quotes for decorating
- Obtain quotes for mineral felt roofing from the four suppliers
- Obtain additional quotes for cast iron effect PVC guttering from the four suppliers
- Revise report showing full scope of work and cost comparisons net of VAT

20/23

Cemetery

i) RESOLVED: the following schedule of works, as presented by MR and GW were approved and quotes to full council for the 12 June 2023 meeting:-

- Removal of soil:
 - quote being obtained to remove the mound: Action MR
 - Write to the three main undertakers letting them know that the PC are removing the soil and set-out clear guidelines around their responsibility to remove soil from the site thereafter. Invoice to be updated as a reminder. Action JB
- Quote to relocate bin (away from bench): Action MR
- Edge boarding – quote to repair/reinstate: Action MR
- Notices inside the noticeboard: reprint and laminate. Action JB. Consider adding map at a later date
- Quote to relocate bench to Catholic burials area: Action MR
- Hedging encroaching on gravestones. Consider cost to remedy at the Aug/Sept budget review
- Grass cutting: Idverde not picking-up grass cuttings. Action MC.
- Memorial Wall:-

- Quotes to instal hardcore surface with stone chippings + hardcore pathway enabling access for pushchairs/wheelchairs. Aim to include in quote Stonemason to clean the wall.
- Commemorative stones will not be lifted/disturbed
- Action MR

21/23

Other matters

- i) **RESOLVED:** To purchase 50m orange mesh barrier fencing + pins for total cost £69.98. MR to action.
- ii) Parish signage: toilet sign broken and out of date contact details. MC to consult with Martin Easterbrook about suitable replacement before getting quotes. Other signage: JB and MC to identify before MC obtains quotes.

22/23

Date of next meeting

The next **Downton Parish Council's Amenities Committee Meeting** will be held on **24 July 2023 at 7:30pm** in the **Memorial Hall, Downton (Bonvalot Room)**.

Being no further business, GW closed the meeting at 10.00pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT AMENITIES COMMITTEE MEETING