

FOUR MARKS PARISH COUNCIL

**Minutes of the Meeting of the Open Space Committee
Held on Wednesday 5th September 2018 commencing at 7.00pm
At Four Marks Village Hall, Lymington Bottom, Four Marks**

MEMBERS PRESENT:	Cllr Janet Foster (Chair), Cllrs Neil Bonter and Dave Mills
IN ATTENDANCE:	Sarah Goudie (Clerk), 3 members of the public, and Cllrs Brake, Thomas and Hammond
APOLOGIES:	Cllr Anne Tomlinson, Cllr John Davis, Cllr Davie Edgar

18.67 OS OPEN SESSION

Cllr Foster, who was chairing the meeting in the absence of Cllr Tomlinson, opened the meeting and asked for items under the Open Session.

There was representation from the Angling Club who detailed the concerns they have with the pond. The main issue is the erosion of the banks and laurel overhang by the car park. The removal of silt would also need to be addressed in due course. They also advised that there were regular pond clearing evenings and invited anyone to join.

Separately concern was raised over the condition of Uplands Lane and were there any proposed improvement works planned and budgeted for in the future. The Clerk confirmed that this issue should have been an Agenda item but due to absences, the meeting was, until Cllr Bonter joined the committee, not going to be quorate, and would be discussed in the future.

Cllr Mills wished to raise the following items:

- Report of a wasps' nest by the tennis courts. The Clerk confirmed that a resident had treated it free of charge but that it should be monitored. It would need to be filled in at some point and the Clerk agreed to speak to maintenance.
- Basketball nets. All three were now damaged, the clerk agreed to order replacements plus spares.
- There had been a request for an additional piece of equipment at the Skate Park, and it was agreed to add this to a future Agenda for further discussion.

The Clerk also had several issues to raise that were not on the Agenda, as below:

- A further request had been received to use the training pitch by another Manor Colts junior team. The football club had no issues, provided that they were respectful and did not train when the ground was very wet. It was agreed on a trial basis and to be reviewed at the end of the season. The Clerk asked if the provision of floodlights on the MUGA could be revisited again and added to a future Agenda.
- Following a report of a dumped motorcycle, it was agreed to remove it from the Recreation Ground to a more prominent location to see if it was reclaimed.
- Following the incident of the hot air balloon landing on the cricket pitch, and Cllr Mills confirmation of the rules and regulations; it was agreed to defer this item to the next meeting
- The Clerk confirmed that she had received a freedom of information request with reference to 'Storeys Sanctuary', and had been asked to provide emails or any correspondence containing the requestors name. The original request had not been received however agreement has been made to allow until the beginning of October to provide the information.
- The Clerk had been contacted again by a local fun fair to see if they could come and open at the Recreation Ground for the next two weeks, but due to two home football matches, it had been agreed that it was not possible at this time of year, and the Clerk had advised them accordingly.

- The Bowls Club had provided amended drawings of the new proposed shed on the far side of their club house, there were no issues with the amended proposals, and the Clerk agreed to respond accordingly.

There being no further items in the Open Session, the formal meeting commenced at 7.15 pm. Standing Orders were applied.

18.68 OS APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Anne Tomlinson, John Davis, and Cllr Davie Edgar, which were acknowledged and accepted. The Chairman welcomed Cllr Bonter to the committee.

18.69 OS DECLARATIONS OF INTEREST.

There were no Declarations of Interest.

18.70 OS COMMITTEE MINUTES

- The Minutes of the Open Space Committee Meeting held on Wednesday 1st August 2018, previously circulated, could not be proposed as an accurate record as only Cllr Foster was in attendance at the previous meeting and this evening's meeting, therefore they would be approved at the October meeting.

Matters Arising from meeting held on 1st August 2018:

- The only matter arising was the deferral of the Agenda item to address concerns over the surface of Uplands Lane, and due to the meeting originally not being quorate, this item would be discussed further at the next meeting.

18.71 OS AREA UPDATE

Allotments

- Nothing to report. **Action to purchase plants, still pending. Agenda item for residency queries in constitution.**
- Land sale to the rear of 33 Chaffinch Road, now progressing. **Action ongoing**

Badger Close

- Awaiting report on Oak Tree in Sett. **Action pending**

Benians Committee/Pavilion

- Cllr Bonter has sourced a company who believes they can fix the boiler rather than replace, full service with replacement parts to be carried out w/c 27th August 2018. Report to follow. **Action ongoing.**
- CCTV options being investigated. **Action ongoing.**
- Parish office move, first week in December, action list being prepared. **Action pending**

Cemetery

- Gates now installed and memorial restoration works now completed.
- Cemetery spoil, agreed to remove at least half. **Action still pending.**
- Memorial bench; location agreed, awaiting third party installation. **Action still pending.**
- Other benches to be refurbished. **Action pending.**

Footpaths

- Information still being collated for full report. **Action pending.**

Kingswood Copse

- No reported issues.

Lymington Bottom Green

- No reported issues.

Oak Green

- CCTV options being investigated. **Action ongoing**
- New notice board; request for Developers contributions of 50% cost now applied for. **Action ongoing.**
- Letter re abandoned vehicles, now sent. **Action ongoing.**
- Slabs fixed. Verge reduction and posts installed, SSE incident. **Agenda item.**

- Eddie to confirm sub-contract agreement. **Action pending**
- Grit bin. **Agenda item**

Recreation Ground

- Recreation Ground sign. **Agenda item.**
- Land between Skate Park and Pavilion. **Agenda item.**
- Ash Tree behind scout hut, application to be sent for removal of one limb and dead wood. **Action pending**
- Bench refurbishment; **Agenda item**

Station Gardens

- No reported issues

Swelling Hill Pond

- Site visit with Angling Club still to take place. **Agenda item and action pending**
- Replacement warning signs awaiting wording approval prior to production. **Agenda item and action pending**

General items

- Dog fouling improvement scheme in conjunction with the primary school. **Action pending**
 - *Subsequently to the distribution of the report, an email had now been received from the school, asking for a Parish Council representative to go into the school and ask the children to design some 'pick up your poo' posters for distribution around the village, in the form of a competition. Cllr Mills and Bonter both volunteered to visit the school and would agree between them who would represent the Council and make contact with the school, via the Clerk.*
- Tree inspection reports now received and distributed, action list to be looked at, invoice now paid. **Action pending**

18.72 OS NEW ISSUES FOR DISCUSSION

- Oak Green;
 - Grit Bin. HCC would not provide a grit bin, so it was agreed to get quotations for a small bin, which it had been suggested would be located on the wall down the side of the alleyway. Action. Clerk.
 - SSE incident. The Clerk had spoken to the local SSE representative who had offered to assist with any future investigative work, the bill had been waived. It was agreed to cancel any works to the verge between the car park and A31 footpath.
 - Christmas tree, chosen and marked. 5 metres and not so wide. Date needs to be agreed to do Christmas lights and take delivery of tree. Hampshire Woodlands had agreed to collect and assist, as last year.
 - Electrical works. Cllr Foster had purchased the boxes and was liaising with the electrician to see how best to carry out the proposed works to the hatch. The tower would need to be borrowed from the church for any work. Cllr Foster agreed to speak to Mike Smith to see if he could assist with making a hatch for the loft.
 - Cllr Bonter had arranged appointments with two additional CCTV suppliers to provide quotations. The suggestion was a pole with 6/8 cameras, more information to follow at the next meeting.
- Allotments;
 - Cllr Davis had asked for Parish Council advice on the issue of whether people moving out of the village should surrender their plots. The constitution says the plots are for Four Marks residents only. The Committee agreed that the decision should be the Allotments Committee's and go by their Constitution. *NB. Following the meeting, the Clerk was advised that the Committee Chairman should look back through previous AGM minutes as this issue had been raised and resolved before. Clerk to advise Cllr Davis accordingly.*
- Swelling Hill Pond;
 - It was agreed that a site meeting needs to take place between the Parish Council and the Angling Club to discuss an ongoing maintenance programme to address bank erosion, silt, and associated costs. Clerk to liaise with the Angling Club and arrange, as a matter of urgency, and organise pruning back the laurel hedge.

- Recreation Ground;
 - Open Space area between the skate park and pavilion. It was agreed to ask the EHDC legal team to act on the Parish Council's behalf in another bid to purchase the land for recreational purposes.
 - Recreation Ground sign. The Clerk presented a suggested directional design for the recreation ground clubs. The designs were approved in principle and it was agreed that quotations should be sought, and EHDC/HCC contacted for permission, and costs, to erect the sign on the verge to replace the finger post,
 - Pavilion Boiler; Cllr Bonter confirmed that a whole day had been spent stripping down all the parts and cleaning and descaling, a number of faults were found, and recommendations for new parts made. Full report attached as Appendix 1. On a positive note, it appears that the boiler does not, at this time, need to be replaced and all companies who quoted need to be advised accordingly. Action Clerk. There are, however, a number of recommendations and a full risk assessment for prevention of legionnaires needs to be carried out on a regular basis. Cllr Bonter is sourcing appropriate companies. The shower heads all need to be thoroughly cleaned, and the showers need to be run for 5 minutes prior to use. Concern was raised over the showers that are no longer used and that they should be effectively cut off. The boiler room is now clear and there should now only be limited access. Two separate issues raised by James Coles; he has raised concern over the heating being on every day once the Parish Office is moved there and suggested a separate heater. The costs of providing the heater against the cost of running the boiler each day need to be compared. He also wishes to install LED lights outside, and again this needs further discussion.
 - Unlawful encampment prevention meeting report. It had been suggested that all the gates needed to be replaced with stronger versions and boxed locks. It had also been suggested that the banks should be built up. Further discussion was required and would be added to the next Agenda, when all members were in attendance.
 - Bench refurbishment. This item was not discussed in detail due to lack of time, but the Clerk agreed to ask maintenance if they could repair the bench outside the village hall.

18.73 OS DATE OF NEXT MEETING
 Wednesday 3rd October 2018, 8.30pm, to follow planning at the Village Hall.

18.74 OS The Chairman closed the Meeting at 19.55pm.

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Chairman

APPENDIX 1

Four Marks Parish Council Report On Industrial Heaters Ltd. Repair/Service to Four Marks Pavilion Shower Hot Water Boiler

4th September 2018

Objective: To establish the condition of the A.O.Smith water heater, repair if possible and service

I arrived on site at 07:50 but the engineer did not arrive at the prescribed time of 8:00am, again, and after ringing their office he finally turned up at 08:45. He did apologise and used the excuse of heavy traffic. To my surprise, some 15 minutes later a second engineer turned up, a younger chap who was obviously being trained. We discussed the system and what they were going to try and do. The boiler was on and the timeclock set to continuous. They proceeded to drain the whole system and remove the burner assembly. On closer inspection it could be seen that the wires to the burner system were not in good condition and had probably been shorting out. This would have given a false reading to the controller and was the likely issue with the tripping of the system. The engineers had a replacement flame present sensor but not a new pilot assembly. They made the best effort they could in insulating the wires and cleaned the assembly having replaced the flame sensor. After draining the whole system, they removed the lower inspection panel, which had been fitted very poorly in the past, and the old gasket seemed not to have been replaced recently. A large quantity of scale was removed and the inside of the glass chamber clean and inspected. A new gasket was placed on the inspection chamber and the whole system reassembled. The system was filled with water and after a few abortive starts the system was operational. The pilot light was OK but not perfect. The tank stat was set at 65°C and the system run. At no time did the trip operate. It took some considerable time to get the air out of the system and the showers properly operational. Access to the pumps in the loft was used to check their operation. After several hours the showers were working well in all locations.

Left pavilion at 15:15 with the engineers, after having locked up and set the alarm.

I returned at 19:00 to see James and discuss what had been done. He was pleased and we again checked the operation of the showers which was satisfactory. A few other aspects were discussed including the method of operation of the system.

Conclusions:

The A.O.Smith boiler does not need to be replaced saving some £8 to 10,000. It is serviceable for at least another year if not longer.

Industrial Heaters should be the only contractor used for maintaining the system. They understand how it works, are tidy and methodical in their approach. They are however not punctual and in future must call 5 minutes prior to arrival, to avoid many wasted hours.

Actions:

Industrial Heaters to provide price for replacement pilot light assembly and new wires – essential

Industrial Heaters to provide price for replacement boiler control box – possible

Shower heads to be cleaned by James (or another) – essential

Centre shower control button sticking replace or swap from other shower block by James (or another) – essential

7 day programmable clock to replace existing 24 hour clock by competent person – essential

Enlist services of competent legionnaires company for creating a risk assessment and potential monitoring - essential

Clear operating instructions required

Limit access to boiler room – warning label on door

Keep boiler room area clear at all times

Other points:

James is concerned about the central heating running all day every day when the Parish Council take over the games room as the Parish Office. Normally he would run the heating at 10°C so raising the temperature was easy. I had thought the Pavilion was zoned, so not all the building needed to be heated. James made the suggestion to fit a split air conditioner unit for the office, to both heat and cool efficiently. I believe this needs looking into in more detail. If a 2 kW electric heater was used the additional cost for electricity would be approximately £2 per day, £10 per working week. Even used for first 5 months this would only cost £200 in electricity which would be a fraction of the cost of installing a split unit of some £2,500, to save perhaps 75% of the running cost.

James is considering changing the outside lights to LED. If cost effective which I doubt, should this be approved by the Parish Council and should it not be done in conjunction with any CCTV plans?

Modifications to the right hand shower block to make this into an increased bar area needs to consider what is regarded as a “dead leg” to the shower system, which is regarded as the worst case for the cause of legionnaires disease.

Cllr Neil Bonter