



Stanway

Parish Council

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20/35

Minutes of Community Assets Committee held on Wednesday 21st October 2020 at 7.00 pm.

- 1. Attendance** In attendance – Cllrs Jordan (Chair), Baines, Bloomfield, Chambers, Norton, B. Sleeper, J. Sleeper, Spademan, Williams and the Deputy Clerk.
- 2. Apologies for Absence** Apologies RECEIVED from Cllr. Botha.
- 3. Declaration of Interest** To allow Parish Councillors to declare a Disclosable Pecuniary, Other Pecuniary or Registerable Non-Pecuniary interest on any matters covered by this Agenda – **NONE DECLARED**
- 4. Public Participation** - Chair to invite members of the public to indicate if they wish to speak at this meeting either on an item on the agenda or on a general matter not on this agenda – **NONE PRESENT**
- 5. Minutes of the Community Assets Committee Meeting of Wednesday 16th September 2020 – APPROVED** the minutes of that meeting as circulated.
- 6. Clerk's Report/Update with Financial Report** – Main point of discussion was public consultation for SWG adult gym equipment. APPROVED to print 2,000 leaflets. DB suggested each councillor delivers to two or three roads near to them. JS said leaflets should all be delivered within one week.
- 7. To discuss Terms of Reference for committee membership as current numbers exceeds six councillors. APPROVED** to refer matter to Full Council requesting membership to be increased to ten councillors.
- 8. Burial Ground Sub-Committee** – To RECEIVE and NOTE the update of the Burial Ground Sub-Committee – DB said that the memorial plaque for Trevor Manning was in position. Some new tools have been purchased to enable the Maintenance Manager to undertake his work properly. The purchase of a lawnmower has been postponed until next year. Discussion about whether there was a proper risk assessment in place for B. Cooper to use these tools. Dept. Clerk agreed to check paperwork. PW worried about B. Cooper undertaking work on trees. Dept. Clerk said tender documents for Tree Maintenance contract now sent out (copy to be sent to all committee members) and this would be awarded to a properly trained professional.
- 9. Play Areas and Open Spaces:** - Silver Witch Green: JN advised that notices about broken equipment had been removed so playground should be closed-down completely. Dept. Clerk confirmed Wicksteed engineer booked for 21st November and an article about this would go into Stanway Life. TB wanted action as quickly as possible on adult gym and DJ agreed that, if necessary, interim meetings could be held if any decisions were required.
- Swan Green: Dept. Clerk advised that a report of a fallen tree had been received, a tree surgeon contacted, and everything dealt with for £120.00.
- 10. Drought Garden**- discussed proposal received from JLG Ltd about redesign of area including returning some of the land to JLG to become a carpark. TB said there must be some legal position of ownership since SPC had maintained the area for so long. PW wanted to request legal advice. Dept. Clerk said lawyer had already been approached and details had been sent to councillors, with no response. JN thought that wrong documents were being looked at since the area used to be known as Drought Garden and not Youth Garden. He felt SPC would be liable for repayment to Cory if land returned to JLG. He said that Colin and Laura Sykes, who originally organised the Drought Garden, should be contacted to see if they had any documentation about ownership. DJ asked why the councillors wanted to retain the land, and for what purpose would it be for? **APPROVED by majority** that SPC begin negotiations with JLG Ltd.

20/36

10. Other Assets:

- Parish Noticeboards: **CONFIRMED** that the noticeboard at Warren Farm/Lucy Lane North/Dale Close to be replaced when new noticeboards delivered. On PW's suggestion agreed to contact Lakelands Primary School about a noticeboard on the boundary of their property. DJ asked whether Persimmon had responded to his suggestions. Dept. Clerk said she would follow-up. TB suggested that Fiveways noticeboard be replaced. **APPROVED** that delivery of noticeboards should proceed in mid-November and a decision to be made about positioning in the next few weeks.
- Swan Green Bus Shelter: report from Cllr Bentley not received. Dept. Clerk to chase for details.
- Stanway Village Sign: Dept. Clerk to contact Bakers of Danbury for a status report on refurbishment.
- Tree Maintenance: Tender document sent out to potential contractors with deadline for submission 31st October.
- Shed: document circulated about necessity of having a shed to provide proper storage for tools, a workshop and decent working environment for Maintenance Manager. All alternatives have been explored. JN thought the shed should be made of wood as steel sheds "sweat", making everything inside damp. DJ said security was a concern, so steel was probably more robust. Discussion about running water and electricity off Tollgate and SVHMC should be officially approached before proposal moved forward. DC explained it was a simple task and a separate meter could be installed to measure usage and Utility Companies to do not need to be notified. **APPROVED** to proceed with purchase and erection of a steel shed with all the necessary works required for the installation.
- Signage: examples of possible signs circulated. Councillors will advise on where signs should be placed around the parish. **APPROVED** that SPC branded signs should be placed by the playgrounds.

11. Street Lighting and Street Furniture:

Survey of streetlights now complete apart from lights managed by UKPN. Surveyor asking for additional funds and matter under discussion. Suggested to ask JLG Ltd. For new bins and benches in Drought Garden as part of negotiation.

12. Village Hall complex:

TB queried delay in investigating drainage system as there was a problem with drainage in the Tollgate corner of the carpark. **APPROVED** to book a contractor to put a camera down the drains. TB questioned the process of Colchester Fitness being given access to the Sports Field and it had been agreed at Corporate Governance that all bookings should go through SVHMC Booking System. Dept. Clerk advised that Sports Field was an asset belonging to SPC, so bookings should also be ratified by CA committee.

DB left the meeting at 9.10pm.

13. New Projects – NONE

14. Ground Maintenance Contract – Verbal update. JN asked when SWG hedge and fire break would be cut.

15. Suggestions/comments for initial consideration for the planning of 2021-2 budget: JSI suggested "Stanway in Bloom" and this will be passed to CS for consideration. Councillors will advise of their suggestions shortly.

16. Items for Committees/ next Council Meeting - To receive and consider requests for items to be included on agendas for future meetings, other committees or Full Council - **NONE**.

17. To CONFIRM the date of the next meeting - the next Community Assets Committee Meeting will be held on **Wednesday, 18th November 2020 at 7.00pm** using remote meeting technology.

Chair closed meeting at 9.28pm.

