

BRADWELL PARISH COUNCIL

5th March 2019

A Meeting of the Amenities & Highways Committee at 7.30p.m.

PRESENT: Councillors Carrier (Chairman), Comer, Howlett, Macdonald, Shaw, Watson, Wells.

IN ATTENDANCE: J Caborn, Parish Clerk; S French, Deputy Clerk; Councillor Steggles.

1 **APOLOGIES** – Councillors Baker, Jones, Rawson, Squires, Thurtle and Wainwright.

2 **DECLARATIONS OF INTEREST** – Councillor Watson declared a personal interest in item 6, work relating to Leo Coles Pavilion, re one of the quotations.

3 **MINUTES OF MEETING – 29.1.19 – MATTERS ARISING**

Minute 5 – Defibrillator Theft – The Clerk has ordered a new machine through Community Heartbeat Trust, and an insurance claim is pending. The loaned device will be returned to Jayne Biggs when the replacement has been delivered.

4 **SUSPENSION OF MEETING** – no members of the public present.

5 **FOUR-YEAR CONTRACT FOR GROUNDS MAINTENANCE SERVICES 1.4.19-31.3.23**

Following a decision at the Parish Council meeting of 12.2.19 (when three quotations were opened) to ask this committee to scrutinise all quotations more closely, it was noted that a positive reference had been received from the Clerk at Belton with Browston Parish Council for The Garden Guardian Ltd., which is contracted to that Parish Council. The work involved for this council is as follows:-

Section 1 - Green Lane Playing Field, Green Lane, Bradwell

A) Regular

‘Scari-roll in the spring, gangmow on a 10-12 day cycle, gangmow to take place weekly for a four week mid-August to mid-September period, starting date to be agreed each year, scari spike in autumn 1.6 HA, maintain area of surrounds and inaccessible areas, maintain grass within fence play area twice monthly April-October; Apply selective herbicide at manufacturer’s rate to complete field; Apply summer and winter fertiliser to complete field; Spike football pitch monthly September-April; Scarify, brush and roll monthly September-April.’

B) Annual

Either –

- 1) over-seed weak areas, i.e. goalmouths and centre circle 2 x 25kg bar 9 grass seed;
- 2) supply and apply slow release spring fertiliser 2 x 25kg;
- 3) supply and apply 5 tonnes of screened loam to each 18 yard box (10 tonnes total).

Or – as above except to re-turf rather than re-seed goalmouth areas (including provision of ‘temporary fencing’ around re-turfed areas for approximately 8 weeks thereafter).

Such works are to be carried out as soon as possible after the end of the soccer season, which normally occurs at the end of April each year. The council will liaise with the successful tenderer as to which of the above two options will be chosen, shortly before the work is due to be carried out, on each occasion.

The successful tenderer will be invited to submit quotations for other ‘occasional’ works, such as cutting of site border hedging and of hedging on the adjacent ‘Gipsies Green’ area. Please provide a yearly price quotation for each item/alternative to undertake the above works for 2019-20, and also indicate in each case how any ‘inflation’ price increases for subsequent years would be calculated.’

Section 2 - Green Lane Playing Field, Bradwell – soccer pitch line marking and related tasks

‘Set out and mark 1 x football pitch, erect goals, over mark weekly from end of August to end of April the following year, dismantle goals at end of season’. (contract period effectively end August 2019 to end April 2023). Please provide a yearly price quotation to undertake the above works for 2019-20, and also indicate how any ‘inflation’ price increases for subsequent years would be calculated.’

Section 3 - Gipsies Green, Bradwell

'Supply labour and equipment to cut both areas of grass and strim around the trees in the shelter-belt, once per month April-October leaving all cut vegetation to mulch away. Please provide a yearly price quotation to undertake the above works for 2019-20, and also indicate how any 'inflation' price increases for subsequent years would be calculated.'

Company Responses (all prices shown exclusive of VAT)

Company	Section 1 Playing Field	Section 2 Soccer Pitch	Section 3 Gipsies Green
Norse Commercial Services	£9,067.33	£649.57	£1,888.92
Total	£11,605.82		
The Garden Guardian Ltd.	£5,115.00	£1,594.00	£770.00
Total	£7,479.00		
CGM Group	£5,780.00*	£762.50	£350.00
(*or £5,485.00 if yearly 're-turfing' rather than 're-seeding' option is chosen)			
Total £6,892.50 with re-seeding option, £6,597.50 with re-turfing option			

The CGM quotation indicated a 2.5% 'CPI' annual increase for subsequent years, the Garden Guardian quotation indicated an 'inflation RPI' annual increase as at December each year ('deflation' being calculated as no increase) for subsequent years, while Norse's quotation indicated '2.5%' increases throughout for its 'section 2' and 'section 3' prices, but showed significant increases for years 2, 3 and 4 in respect of its 'section 1' totals.

It was stated that the current contractor, Norse Commercial Services, has provided a very satisfactory service in the past. It was also noted that CGM Group was based some distance away in Downham Market, West Norfolk, which might affect its ability to undertake work on a 'flexible' basis. Mr R Rice from Garden Guardian Ltd. has indicated that 'I understand that Parish Councils can be apprehensive about appointing a new contractor so I am willing to enter a contract of one year followed by three years should the council be happy with our work'. It was firstly proposed to accept the quotation from The Garden Guardian Ltd. for a one-year contract, and an amendment to this proposal to accept the quotation from Norse Commercial Services was defeated by three votes in favour to four against. Following a vote on the original proposal which was carried by five votes with two abstentions, it was **resolved to accept the quotation from The Garden Guardian Ltd. subject to a meeting with Mr Rice to seek clarification of details, and to consider issues of 'flexibility' within the contract.**

6. LEO COLES PAVILION – REPAIRS TO 'APEX' STRUCTURE ABOVE ENTRANCE DOOR, AND REPLACEMENT FASCIAS, SOFFITS & GUTTERING, ENTIRE BUILDING

The first three of the four quotations shown below were tabled at the Parish Council meeting held on 12.2.19, where a decision was taken to defer the matter to this committee, and the fourth quotation shown has been received since that date:-

Company	Total
Victor Bloom	£5,985.00 (estimate)
SJS Roofing Ltd.	£3,600.00 + VAT
Caister Building & Roofing Ltd.	£10,845.00 + VAT
Innovate Property Improvements Ltd.	£8,055.00 including VAT

It was suggested that the way that the quotations were worded suggested that some of the above companies might carry out a more thorough job for the amount quoted than others would. A proposal to accept the quotation from Innovate Property Improvements Ltd. was defeated by three votes in favour to four against. **A proposal was made to accept the quotation from Victor Bloom, which was carried by five votes in favour, one against and one abstention, subject to a meeting with Mr Bloom to clarify the extent of the works that he proposes to carry out, and subject to a satisfactory timescale for the work to be carried out and completed.**

7 POSSIBLE PROVISION OF 'SAM2' (FLASHING SPEED LIMIT SIGNS)

This matter was deferred from the Parish Council meeting on 12.2.19 for further consideration. The Clerk at Belton with Browston Parish Council has subsequently advised that Belton currently has two 'SAM2'

machines and a data recorder, Burgh Castle has one machine with a data recorder, and Fritton with St Olaves will be purchasing one during the next financial year. She believes that the 'SAM2' machines are a real asset, but has doubts on how effective the information produced by the data recorder is – 'a massive amount of data' is removed each month and sent over to PC Daniel Potter.

She has further advised that a condition of the provision is that the 'fairly heavy' SAM2 will have to be moved once every four weeks or so, and that the Parish Council will need to arrange for somebody to do this – it is apparently considered that it will not be effective if it is left in one place all the time, probably because drivers would become used to seeing it there. Therefore, if the Parish Council applies to go ahead, it will be asked to nominate approx 4 suggested locations. She has further suggested that the council should first request a meeting with Mr P Sellick at Norfolk County Council, to discuss the relevant requirements and options, which will enable a decision to be made. It was resolved that **Mr Sellick be invited to meet members of the committee to consider the proposal further, e.g. on a Tuesday morning.**

8 USE OF SECTION OF GIPSIES GREEN COMMON FOR VEHICLE PARKING/ ACCESS BY NEIGHBOURS - ARRANGEMENTS

Following the last meeting's resolution to set up a sub-committee to make more detailed arrangements, the sub-committee met earlier today, and a summary of its recommendations was read out. Mr D King, D M King Ltd., will be contacted again, once he returns to work on 13.3.19, to meet with sub-committee members to consider proposed costs, materials to be used etc., utilising the previous quotation from Norse Eastern Ltd., and the extent of the 'Common Land' area as defined by a Land Registry map held by the council, for guidance. Once approval for the necessary works has been gained, a letter will be sent to the affected residents, advising the date of work to commence.

Once this work has been completed, the sub-committee will meet again to make arrangements for the public consultation. An explanation will be given at that consultation meeting regarding the Parish Council's legal position, what its proposals are, and dates of implementation. It will also be explained then that another letter will follow, which will set out a proposed way forward in respect of future upkeep costs. Contact will also be made with the 1st Bradwell Scout Group, to ascertain whether any of its leaders still park their vehicles in this area. Sub-committee members will arrange to review the current signs displayed within the area, and prepare recommendations for any necessary changes to the existing wording, and locations, immediately after the meeting with Mr King has taken place.

9 USE OF SECTION 106 MONIES – PROPOSALS

Further to a request submitted for funding of 'perimeter paths' for Mill Lane Recreation Ground last year, some committee members met Louise Tully, GYBC, and Stacey Nash, 'Voluntary Norfolk', Community Development Worker for the 'Better Together Norfolk' project, on 7.2.19. Details of their recommendations for a community consultation were circulated, indicating that it would need to reach residents living in new developments, older and younger people, and be inclusive of disability and any 'English as an additional Language' needs, and that they can help committee members to design something suitable. It will need to be ensured that:-

- a) any proposal for spend complements the GYBC Sport Play and Leisure Strategy, and is suitable for the s106 agreement in consideration. Time constraints on the use of different 'pots' of s106 monies also need to be borne in mind;
- b) GY Norse is consulted about whether any item can be easily repaired and maintained;
- c) Norfolk Constabulary is consulted about any new items and placement, to avoid creating new 'Anti Social Behaviour hot spots', or exacerbate any existing police priorities.

Some money would be held back to pay for repairs and maintenance of any new items installed as part of this process. Ward councillors would be informed of any plans for spend. GYBC's 'e-procurement system' would be used to obtain and install any new items. It was emphasised that there may be community priorities that are identified in the consultation that can be addressed using other means, and that all ideas would be welcome. It was noted that Ms Tully had also stated that she has no overall responsibility to ensure that s106 monies held by the Borough Council are spent, and suggested that the project should therefore be progressed as soon as possible. The subject could be raised at the 2019 Annual Parish

Meeting, to ask whether anyone present has any ideas, or would like to be involved. The possibility of involving one of the Bradwell Borough Councillors was also put forward.

10 **PROPOSAL TO INSPECT STATE OF TREES ON A PLANNED BASIS/INSPECTION OF PLAYING FIELD AND GIPSIES GREEN SITES**

It had been reported that a short but bulky tree on Green Lane Playing Field site, bordering Green Lane, had fallen down, which committee members who had been carrying out works relating to tree coppicing on Gipsies Green have now disposed of. It was noted that the tree was covered in ivy, and had been dead for a long time, and that it could have fallen onto a member of the public or blocked Green Lane. It was pointed out that the next scheduled inspection of Green Lane Playing Field/Gipsies Green is due on 14.3.19, and resolved that **the condition of all trees on the site should be checked as part of the inspection, and remedial works arranged as necessary.**

11 **WAR MEMORIAL SITE AND OPEN SPACE AREA, CHURCH WALK**

Mr R Eardley, GYBC, has responded that, once he has sorted some 'boundary issues', he will respond with regard to a 'long lease' for this land.

12 **ALLOTMENT ISSUES**

All allotment plots on the two sites are currently taken, and a small waiting list has been drawn up. The half-yearly meeting of the Allotments Advisory Committee will take place on 19.3.19.

13 **ADDITIONAL RUBBISH COLLECTION 6.4.19**

Arrangements were made for committee members to attend the above, at Green Lane Playing Field and Mill Lane Recreation Ground car park sites.

14 **PROPOSAL FROM S HAGON, GY IN BLOOM, FOR CROCUSES TO BE PLANTED ON THE SIDE OF THE ROAD NEAR A143/'LINK ROAD' ROUNDABOUT**

It was resolved to support the above proposal. The work will be undertaken free of charge.

15 **FOOTPATH WALKS 2019**

10a.m. from Leo Coles Pavilion on Sunday 5.5.19 (south walk) and Sunday 1.9.19 (north walk).

16 **CORRESPONDENCE**

- a) GYBC – public exhibition for new Water & Leisure Complex.
- b) 'Keep Britain Tidy – Great British Spring Clean' event taking place over the period 22.3.19 – 23.4.19 – resolved to **defer a decision until the 23.4.19 Parish Council meeting, with a view to arrange for 'litter pick' to be undertaken at a later date.**

17 **COMMITTEE MEMBERS' REPORTS**

Bradwell Bowling Club's spring General Meeting will take place at 7.30p.m. on 8.3.19. There being no other business, the meeting closed at 8.55 p.m.

Signed: Date :