



AYLESHAM PARISH COUNCIL
Minutes of Meeting

Minutes of AYLESHAM PARISH COUNCIL **Recreational & Facilities committee** meeting held at
Aylesham House on Tuesday 15th June 2021 at 19:00pm
SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Those present

K. Sutcliffe (Committee Chair) J. Pout, B. Oliver, M. Townsend (Aylesham House).
Parish Clerk K.Robinson and Acting Assistant Clerk N.Purcell (via Zoom)

2. Apologies

S.MacCallum (work).

3. Declaration of interests

- K. Sutcliffe- Aylesham Heritage Centre (Associated Person)
- M.Townsend, K. Sutcliffe – Aylesham 4 Aylesham

4. Minutes of the previous meeting and matters arising

Resolved: It was proposed by J.Pout and seconded by B.Oliver that the minutes from the previous meeting held on the 1st April 2021 are a true and accurate record.

Outcome: All in favour, motion carried. There were no matters arising.

5. Market Square

i. Fifth Trust

The Fifth Trust have previously provided services to maintain the flowerbeds, paths and remove weeds. The Clerks recommend that this service is considered again this year. The quote is £100. M.Townsend mentioned that there is a large tree in the corner of a wooden bed and raised concerns over its size and the root ball damaging the raised wooden borders and suggested that the Fifth Trust could look at this as well.

Resolved: It was proposed by M.Townsend and seconded by B.Oliver that that the Fifth Trust are contacted to carry out the works as detailed above.

Outcome: All in favour, motion carried

ii. Raised Wooden Borders

K.Sutcliffe noted that the raised wooden borders need treating to prevent deterioration.

Resolved: It was proposed by M.Townsend and seconded by J.Pout that enquiries are made with the Fifth Trust to treat the wood on the borders, with Aylesham Parish Council supplying the materials.

Outcome: All in favour, motion carried.

iii. Flag

J.Pout noted that June is 'Pride Month'- and 28th June is 'Pride Day'. Currently the Parish Council do not have a Pride flag. One can be purchased for £8.00 from Amazon. Dimensions: 5ftx3ft.

Resolution: It was proposed by J.Pout and seconded by B.Oliver that a Pride flag is purchased and raised ASAP.

Outcome: All in favour, motion carried.

Resolution: It was proposed by M.Townsend and seconded by B.Oliver that the Parish Council also purchase a flag for Armed Forces Day- and have that flying on the 26th June- with the Pride Flag replaced in time for Pride Day on 28th June.

Outcome: All in favour, motion carried.

iv. Iron Railings (update)

A site meeting is taking place Monday 21ST June 2021 at midday with Emma Bell from Fineview Landscapes Ltd. M.Townsend and B.Oliver will be attending.

v. Access Gate (update)

Councillors confirmed that they are happy with the new gate that has recently been installed. Concerns raised over the gaps either side of the gate, possible health and safety risk for road crossing? Parish Clerk mentioned that the approved plans did show a gap either side of the gate.

vi. Hedge

The gaps in the hedge remain of concern as people are using them to cross the road. Parish Clerk has contacted DDC to enquire if the previous offer of them supplying saplings to fill the gaps still stands but has had no response.

Resolved: It was proposed by M.Townsend and seconded by J.Pout that a plan is made to facilitate the gaps in the hedge in the autumn. The Parish Council are to cost up the work and propose DDC contribute toward the cost.

Outcome: All in favour, motion carried.

vii. Lighting Project

Parish Clerk has been in touch with Manse Designs (Architect based in Aylesham) who has very kindly offered to provide his services free of charge for the lighting project. The Parish Council will pay the planning fee of £290 and any other fees if they occur from Dover District Council via Manse Designs.

Resolved: It was proposed by J.Pout and seconded by M.Townsend that the Parish Council accept the offer proposed by Manse Designs.

Outcome: All in favour, motion carried.

viii. Pit Wheel

i) Flowers

K.Sutcliffe has been in touch with Julia James' Mother. Julia's family have begun to clear the flowers and items laid on the pit wheel in memory of Julia. There is a plaque in place from Kent Police. K.Sutcliffe is happy to liaise with the village PCSO and Julia's Mother as to whether the family can keep it, or if it is to be left in the Market Square or elsewhere for Police information.

ii) Restoration

Carl Armstrong of APS Accident Repair Centre (Aylesham) has very kindly offered to restore the pit wheel free of charge. Parish Clerk informed the committee that local company Karllee Construction have quoted £1000+VAT to collect, delivery and reset the pit wheel in Market Square.

Resolved: It was proposed by J.Pout and seconded by B.Oliver that the pit wheel restoration is arranged with APS and Karllee Construction for September as above, with a statement released to the community notifying them that it will be gone for a short while for this reason.

Outcome: All in favour, motion carried.

ix. Tree Debris

This has now been removed.

6. Play and Recreation Grounds

i. Inspections

The committee discussed how regular the inspections needed to be carried out. Insurance requires them quarterly but the committee felt that more regular visual inspections needed to be carried out to keep the area tidy and safe.

Resolved: It was proposed by J.Pout and seconded by B.Oliver that the Clerks create an electronic document to keep a record of the time and date to visual

inspections for Snowdown Park, The Skate Park/Outdoor Gym, and Cripps Close. This is to be alongside the more detailed inspection sheets for market square.

Outcome: All in favour, motion carried

Safeplay have quoted **£325+VAT** to carry out the annual inspections of the skate park and Snowdown park- with quarterly inspections.

Resolved: It was proposed by J.Pout and seconded by B.Oliver that the Parish Council accept the quote provided from Safeplay for the inspections as detailed above.

Outcome: All in favour, motion carried.

ii. Skate Park/Outdoor Gym

Nothing to report- will await annual inspection outcome

iii. Snowdown Recreation Field

Nothing to report - will await annual inspection outcome

iv. Cripps Close Play Park

Nothing to report- will await annual inspection outcome

7. Aylesham House

i. Kitchen

The new kitchen has been obtained by means of a grant by Aylesham Heritage Centre. Aylesham Heritage Centre were keen to use their own contacts to install the kitchen, however without public liability insurance this was not been possible. CC Kent Ltd were due to arrange the fitting of the kitchen at a cost of £400. COVID-19 restrictions and Aylesham House being closed also delayed things somewhat. Since then, the Clerks have visited Aylesham House to do an inspection which identified a number of issues. Due to a lack of maintenance over the years, and additional damage it has been brought to light that it may not be as straightforward as simply fitting the new kitchen units, as many of the issues need to be rectified before doing so.

Resolved: It was proposed by M.Townsend and seconded by B.Oliver that the Clerks seek quotes to rectify the damage/update room and install the new kitchen.

Outcome: All in favour, motion carried

Resolved: It was proposed by J.Pout and seconded by B.Oliver that Astra UK are appointed to conduct an asbestos test on the building at a cost of £420+VAT

Outcome: All in favour, motion carried

ii. Boiler Service

This is due a new safety certificate. Parish Clerk has contacted Be Wise who have quoted £55 for an annual safety certificate.

Resolved: It was proposed by J.Pout and seconded by M.Townsend that the clerks proceed with Be Wise as quoted.

Outcome: All in favour, motion carried

iii. Electrical Safety Certificate

Parish Clerk is going to clarify when this is due under matters arising at the next meeting.

iv. Shed

A complaint was received from Aylesham Heritage Centre about their garage being inaccessible as it still has a significant amount of items belonging to the Parish Council and Aylesham 4 Aylesham inside. Aylesham Heritage Centre wish to remove these items on Wednesday 16th June. The items in question will need to be moved to the shed as originally planned. However this is the first opportunity the committee have had to meet and potentially approve the purchase of a larger lock for the shed as per legislation. Parish Clerk has found a security bar and padlock that is suitable for the shed at a cost of £130 from A1 Sheds.

Resolved: It was proposed by B.Oliver and seconded by M.Townsend that the security bar and padlock are purchased at the cost of £130.

Outcome: All in favour, motion carried

Resolved: It was proposed by J.Pout and seconded by B.Oliver that once the security bar and padlock arrives a date is arranged to meet and sort the contents of the garage/shed.

Outcome: 3 votes in favour, 1 abstention

Parish Clerk circulated photographs prior to the meeting of the rear of the shed, which has trees from a neighbouring garden encroaching the shed roof space. M.Townsend and J.Pout offered to meet on site Saturday 19th June to cut back the branches. Parish Clerk to check whether the shed was treated on installation.

v. CCTV

To protect Aylesham House and the shed the Clerks recommend looking into some security systems in addition to the new Ring Doorbell that has been installed.

Resolved: It was proposed by J.Pout and seconded by B.Oliver that the clerks look into CCTV options and costing.

Outcome: All in favour, motion carried.

8. Bus Shelters

KCC are offering a match funding grant for the refurbishment or replacement if necessary of bus stops, the deadline for grants closes on 23rd July 2021. The Parish Council are responsible for 1 shelter on Cornwallis Avenue and 2 shelters on Boulevard Courrieres.

Resolved: It was proposed by J.Pout and seconded by M.Townsend that the committee seek to secure the match funding for at least 1 bus shelter.

Outcome: All in favour, motion carried.

9. Bike Racks (update)

A Kent County Council officer has been out to assess the agreed site, the committee are now just awaiting the report to be received.

10. Noticeboards

3 noticeboard examples with details and quotes were circulated prior to the meeting. The committee all agreed that out of the three option 2 was the preferred option at a cost of £575+VAT plus £10 delivery. However, the committee also commented that they liked the look of the noticeboard the Baptist Church has just had installed.

Resolved: It was proposed by J.Pout and seconded by M.Townsend that the Clerks contact the Baptist church to find details of cost and supplier for their noticeboard and then bring back to compare with 'option 2'.

Outcome: All in favour, motion carried.

11. Aylesham Arts Club use of Market Square

AAC have been in touch to request ongoing use of Market Square as a meeting point for the club to engage in art activities. They are willing to provide a risk assessment and have assured the committee that they will remove any rubbish etc.

Resolved: It was proposed by J.Pout and seconded by M.Townsend that the committee grant permission for Aylesham Arts Club to have ongoing use of Market Square subject to receipt of risk assessment.

Outcome: All in favour, motion carried.

12. Next Meeting and Items for the agenda

Date of next meeting: 29th June 2021

Items to be added: list of issues Aylesham House identified by Clerks.

13.AOB

The Clerks visited Aylesham House on 15th June 2021 and conducted a visual inspection of the building which identified several problems that need to be addressed. A list will be circulated prior to the next meeting

M.Townsend informed the Clerks that the Wifi repeater in the downstairs room cannot be turned off as this is key for the Ring doorbell running successfully.

Meeting closed at 21:05