



HYTHE AND DIBDEN PARISH COUNCIL

The Grove, 25 St. John's Street, Hythe, Hampshire SO45 6BZ

Serving the communities of Dibden, Dibden Purlieu and Hythe

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To: Members of the Amenities Committee

Mr R Guy

Mrs M Mclean

Mr G Parkes

Mr M Short

Mr B Uglow

Chairman

Vice Chairman

Mr P Vickers

Mr A Wade

Mr D Smith (ex officio)

Mr J Bennett (ex officio)

and remainder of the Council for information

AGAME139

7 July 2009

Members of the Amenities Committee

are hereby summoned to attend the **AMENITIES COMMITTEE** to be held in **The Grove, 25 St John's Street, Hythe on Monday next, 13 July 2009 at 8.00pm**

Yours faithfully

Clerk to the Council

AGENDA

1. Apologies for absence.
2. To sign the Minutes of the meeting held on 1 June 2009.
3. To note any declaration of interest made by Members in connection with an Agenda item. The nature of the interest must be specified.
4. Public Participation Period.
5. Notification of any other urgent business to be raised at the end of the meeting.
6. Vandalism Report 16 May 2009 – 26 June 2009 - To receive and note the report.
7. Beechwood Way Pond – To review the continued provision of lifebuoys (Min no.s 103/08 and 48/09 refer).
8. To consider a request to provide dog waste bags.
9. To receive the Notes of the Play Equipment Working Party held on 1 July 2009.
10. To accept a quotation for the provision of a grass cutting machine.
11. Any other urgent business concerning this committee.



HYTHE AND DIBDEN PARISH COUNCIL

AGENDA NOTES

AMENITIES COMMITTEE – 13 July 2009

Item 6

Vandalism Report 16 May 2009 – 26 June 2009 – To receive and note the report.

The following is a list of vandalism suffered for the period shown

Beechwood Pond

The lifebuoys have been thrown into the water five times in this period. Each time the lifebuoy has been retrieved and reinstalled. One lifebuoy has been removed by persons unknown a replacement from stock has been installed.

Cost to the Council £50.00

Cathy Gardens

A section of fence was damaged, this has been repaired using materials that the Council has in stock.

Cost to the Council £10.00

Cosworth Drive

A large amount of broken glass was removed from the grass area and an Information sign was removed after it was vandalised.

Cost to the Council £20.00

Fletcher Close

A large amount of litter and broken glass was discovered during the daily inspection. The area was cleared and made safe.

Cost to the Council £10.00

Forest Front Open Space

A large amount of household waste was fly tipped along the track to the rear of the houses of Elm Crescent. The area was cleared and made safe.

Cost to the Council £30.00

Forest Front Skate Park

On five occasions the Council have had to replace sections of the perimeter fence surrounding the Skate Park that have been cut out and removed from the area. The replacement sections of fencing were supplied from the Councils stock.

Cost to the Council £50.00

Forest Front Toddlers Play Area

Whilst carrying out daily play area safety checks it was discovered that persons unknown had attempted to cut through the support chains on the swings. The swings have been removed as the chains were left in a dangerous condition. A cost of replacement chains has been sought. The cost will be reported to the Council at a later date.

Cost to the Council £20.00

Noads Way Play Area

Graffiti has been spray painted on the picnic benches and broken glass was found on the tennis courts. The graffiti was removed and the glass tidied and made safe.

Eight plants have also been removed from the butterfly garden; replacements will be planted in the autumn.

The Safer Play Surface was also damaged under the swings. The area has had a temporary repair carried out on it to make the area safe.

Cost to the Council £20.00

Langdown Lawn Play Area

On two occasions the swings at the play area at Langdown Lawn have been wrapped around the horizontal bar of the swings frame work. Both times the swings have been untied and checked for damage.

Cost to the Council £20.00

Shore Road Play Area

A large amount of turf and soil was fly tipped in the car park at Shore Road Play Area. The rubbish was removed and the area tidied up.

The Safer Play Surface was also damaged under the rocker fish. The area has had a temporary repair carried out on it to make the area safe.

Cost to the Council £20.00

Public Benches

Public Benches at Ewart Recreation Ground and Shore Road Play Area have had the bench slats badly damaged. The broken slats have been removed and new slats installed. The cost incurred to purchase new slats was £282.31

Cost to the Council £322.31

Floral displays

Summer bedding plants have been damaged or stolen from the various displays around the parish. The locations that have suffered the losses include the planters in the Marsh, the flower beds at Mullins Lane roundabout and Prospect Place. All of the flowers have been replaced.

Cost to the Council £100.50

The total cost of vandalism for this period is £672.81

Comparison

The Total cost of vandalism for this financial year is £923.11 compared to £990.80 for the same period in the previous financial year.

Members are asked to note the report.

Item 7**Beechwood Way Pond – To discuss the continued provision of lifebuoys (Min no.s 103/08 and 48/09 refer).**

In June 2008 and as part of ongoing safety checks of the Council's amenities, specialist advice was sought from the Royal Society for the Prevention of Accidents (RoSPA) regarding the pond at Beechwood Way.

The recommendations of the subsequent risk assessment supplied to the Council by RoSPA suggested that the Council should provide life saving equipment near to the pond as well as signage appropriate to a water hazard.

On 1 September 2008 two lifebuoys and two new signs highlighting a deep water hazard were installed at Beechwood Way Pond (Minute 103/08 refers).

Since the installation and until 16 May 2009 the lifebuoys have been thrown into the pond on 26 different occasions. Each time the life buoy is thrown into the water a member of the Parish Councils Maintenance Team has to retrieve them. This is usually carried out using a long pole which has been adapted for the task. This can take a considerable amount of time as well as increasing the risk to staff.

During November 2008 one lifebuoy station was destroyed by fire and had to be replaced, the cost of the replacement was £413.58

Beechwood Way Pond is checked daily as part of the Parish Councils inspection regime (no inspections are carried out on Christmas Day, Boxing Day and New Years Day). An additional safety check on the housing of the lifebuoy and its associated signs is carried out on a weekly basis. Written records are kept for both inspections.

The Parish Council has tried numerous ways to prevent the lifebuoy stations being vandalised, these include deploying the ACSO (Accredited Community Safety Officers) to regularly patrol this area and to make contact with the local schools. The Handy Trust have also spoken to the local schools and at the youth club about these incidents.

As a result of the continuing acts of vandalism, CCTV was deployed by the ACSO's however no acts of vandalism were suffered during the deployment. The processes required by law to deploy the CCTV are fairly lengthy and have to be justified in accordance with the relevant Act.

Since installation the cost of the ongoing vandalism to the lifebuoys is nearly £700.00.

At the last meeting of the Amenities Committee (min no 48/09 refers) Officers were asked to investigate the removal of the lifebuoys from the site. Legal advice has been sought from the Parish Councils insurance company; a copy of the advice is attached.

Members are requested to consider the report and to decide whether the provision of life saving equipment should be continued.

Item 8

To consider a request to provide dog waste bags (Min no 53/09 refers).

This item has been included in the agenda at the request of the Chairman of the Council who will provide verbal information at the meeting.

The following background information regarding the current situation with the supply of dog waste bags is offered.

New Forest District Council currently distributes bags from various outlets including the information office at The Grove. Currently 100 bags cost £2.50.

Member's views are requested.

Item 9 To receive the notes of the Play Equipment Working Party held on 1 July 2009.

The notes of the Play Equipment Working Party are attached.

Member's attention is drawn to a request from the Working Party that up to £10,000 is earmarked from the Parish Councils Play Area Refurbishment Fund in order to potentially fund a shortfall in the project funding.

Currently the Play Area Refurbishment Fund has a balance of £20359.00

Members are requested to adopt the notes of the Play Equipment Working Party and to agree to the request that up to £10000 from the Play Area Refurbishment Fund is earmarked to supplement the provision of play equipment at Cosworth Drive if required.

Item 10 To accept a quotation for the provision of a grass cutting machine.

The Parish Council makes provision to replace its plant and machinery. A ride on grass cutting machine has recently become unreliable and has proved uneconomical to repair.

The replacement mower which will provide an improvement in standards will be used to cut the grass on the Council's high profile public open spaces such as Prospect Place Open Space and The Grove Garden as well as various play areas.

In order to comply with Council's Standing Orders quotations have been sought from three franchised main dealers

Longham Garden Machinery
Christchurch Power Tools
Carters of Swanwick

Two quotations have been received and were opened in the presence of the Chairman of this committee; the results are as follows;

Failed to tender
£8199.00
£7231.00

Members are asked to accept the quotation supplied by Longham Garden Machinery at a cost £7231.00.

Marcus Kendall

From: Geraldine McFaul [geraldine.mcfaul@uk.zurich.com]
Sent: 18 June 2009 19:44
To: marcus.kendall@btconnect.com
Cc: Beverley Martin
Subject: Re: Fw: HA-1212-L02 request for advice



pic13758.jpg (690 B)

Marcus,

thank you for your query, and I apologise for the delay in responding to you.

There is no legal requirement for lifebuoys to be installed at the pond. However, once the equipment has been installed then the "expectation" has been set whereby those in trouble "know" that you normally have lifebuoys in place and a potential claim could be made against the Council.

Your arrangements of inspecting the area and the equipment, retrieving the equipment and keeping written records is to be commended.

I can understand why the Council are now seeking to reconsider this arrangement and I make the following observations...

The Council needs to carry out a full risk assessment of the situation and the risk since the lifebuoys were installed. This will include the risk to the staff retrieving "lost" rings, damage to the posts/stores, the number of times vandals have abused the equipment and the number of times there has been a genuine need for the equipment.

Armed with this information it is possible that the Council could show a justifiable reason why the equipment is either not effective or necessary.

I would however suggest that Sept 2008 to May 2009 is too short a period to show a full evaluation of the situation. I would recommend that at least one full year would be better - and at least one summer season when the area may be busier - would provide more evidence to justify your decision.

In the meantime, I would recommend that you continue to carry out full inspections, including the details of any "vandalism" incidents as they are reported and of any genuine incidents where the equipment was required.

If you do decide to remove the equipment (whenever that may be) then it is vital that good communication of your intention and justification is provided in writing locally well in advance. Also, every part of the equipment must be removed - hooks, stands etc - since if the hooks are still there then someone may reasonably expect the rings to be hanging there.

I hope this helps but please let me know if you have any further queries.

kind regards
Geraldine

Geraldine McFaul BA

Risk Consultant (Direct: 0141 558 4052

Risk Engineering UK (Mobile: 07710038457

**HYTHE AND DIBDEN PARISH COUNCIL
MEETING NOTES
PLAY EQUIPMENT WORKING PARTY
Wednesday 1 July 2009**

*Mrs M McLean – Chairman of the Amenities Committee & Chairman of the Play Equipment Working Party

*Mr J Bennett – Vice Chairman of the Parish Council
 0 Mr M. Wade – Parish Councillor
 *Mrs C Huxham – Handy Trust
 *Mrs J Colclough - Open Spaces Coordinator (NFDC)
 *Mrs D Lockyer – Play Development Officer (NFDC)
 0 Mr S. Wade – NFDC Ward Member
 *Mr S Spencer – Deputy Clerk to the Council
 *Mr C. Harrison – NFDC Ward Member
 *Mr M Kendall – Maintenance and Facilities Supervisor (HDPC)
 *Mr R Payne – Urban Designer (NFDC)
 0 Ms Paula Jones – ACSO (HCC)
 *Ms M Harding – ACSO (HCC)
 *Mr L.A. Morgan- Hythe and Dibden Parish Council
 *Mr G. Parkes – Vice Chairman of the Amenities Committee

*Indicates attendance
 0 Indicates apologies for absence

Item 1. Apologies for absence.

Apologies were received from Malcolm Wade and Paula Jones

Item 2. To receive the following updates on the project

a) Design

Richard presented the final design which has been submitted as part of the planning application and will be considered by NFDC's Planning Committee on 8 July 2009.

There have been a couple of amendments to the design which was presented at an earlier meeting. The changes were needed to relieve pressure on the budget for the project.

Various works have already started on the site all of which were necessary to allow investigations into the design to be carried out. The works include ditch clearance and drainage works.

Details of the planting schemes were outlined together with planned tree works to the site which included some coppicing works to take place in the water garden.

b) Project Scrutiny

Jill outlined the new project management procedures introduced by NFDC which will be used for this project. As part of the process a number of

gateway review meetings have been held with senior officers at the District Council in order to scrutinise the project at various stages. The meetings look at the various elements of the project to check that each step is completed and that the project is being managed properly.

The gateway meetings have highlighted that there may be a shortfall in the project budget and members of the Working Party have requested that the Amenities Committee earmark £10,000 out of its Play Area Refurbishment Fund in order to fund two pieces of equipment which may have to be withdrawn from the design if the tender price exceeds the budget.

A further grant application is being made to NFDC's Community Safety Panel and is due to be considered on 8 July. Mandy Harding the Parish Council's ACSO has agreed to attend the meeting.

c) Tender process

Jill confirmed that the tender documents are being prepared and it is anticipated that they will be distributed to six companies by the end of this week. The documents have been prepared in accordance with NFDC Standing Orders and C.D.M Regulations.

d) Programming

The tender period has been reduced to three weeks in order to fit in with the project timeline. Allowing for a successful tender period and a 3 – 4 week lead in time the contract should start by the end of August 2009 with approximately 10 weeks to carry out the work.

Item 3. Community Involvement

Following the granting of planning consent and the completion of the tender process it is intended to update the community regarding the progress of the project. This will be achieved by a letter drop to local residents and by Candy spreading the word with the people she has previously engaged as part of this project.

A number of community planting days are planned during the autumn period which will encourage ownership of the facility.

Item 4 Any other business concerning this working party

A presentation was made by the Chairman of the working party to Dye Lockyer who is leaving NFDC.

Dye was thanked for her support and valuable assistance to the Parish Council over a number of years which has resulted in a number of improvements made to play provision within the parish.