

39-22 PARISH OFFICE RECONFIGURE

To: Clerk, Colwich Parish Council From: Cllr Plant

Cttee: **Full Council** 18/2.
22

Title. Full Council is asked to consider the plans submitted by appointed builder Mr Michael Sheriff.

Issue The current Parish Office building is not fit for purpose. Mr Sheriff was commissioned to measure the current building with the purpose of developing discussion and review by Full Council.

Recommendations. Council is asked to consider the facility to increase the size of the meeting room to allow accommodation of more councillors.

The current building does not meet Fire regulation standards.

The kitchen is bigger than requirements need.

The toilet facilities are not of a good standard.

Background.

The Council have a duty of care to the employees and visitors.

The Parish Office should reflect a high standard of presentation to the residents and visitors. Currently the building does not show this.

Supporting Documents.

The plans have been submitted on Teams

40-22 JPF WORKING PANEL – UPDATE & RECOMMENDATIONS

To:
Clerk, Colwich Parish Council
From:
Cllr A M Dunn
Cttee:
Full Council
Date:
21st February 2021

Agenda Item 40/22: To Note the Update from the JPF Working Panel, consider the Recommendations and agree the Way Forward

JPF WP Update.

The areas on the JPF have been split into separate assets as indicated at Annex A to this Agenda Item.

Asset 1. Car Park and Buildings. The third porosity test has been completed by Drainage and Construction Services Ltd and the Report has been uploaded onto Sharepoint. The requested topography survey remains outstanding and it is hoped this will be completed shortly and in time to provide an update with recommendations at the next Full Council Meeting. The Report states the ground where the test was undertaken would not support a soakaway and suggests consideration may be given to the provision of a temporary swale to determine the efficacy of such a system. This, in conjunction with the removal of the central reservation area of the car park, is being considered by the WP, ideally to be undertaken prior to the Platinum fete to improve the car park facility. The WP also considered it is important to improve the surrounding area and considers it would be beneficial to remove the vegetation from the wall/railings along the front of the car park area and repaint the gates/railings, preferably in bright colours. The three trees at the front of the car park adjacent to Main Road are considered to be too close to each other and will not develop broad crowns and consideration should be given to removing one or two of them. (Advice provided by tree surgeon & arboricultural consultant in conjunction with Asset 7.) One of the trees is an Ash and is considered to be unsustainable in the longer term due to Ash dieback.

Asset 2. Playground. The JPF Questionnaire contained a number of improvements residents would like to see to the Playground area including the levelling of the paths, provision of equipment for older children, and benches. The soft material under the equipment suffers from continual shrinkage and requires replacing with a more suitable material. To assist the WP consideration is being given to ask the Full Council to procure the services of a specialist consultant with knowledge and experience of the regulations and standards associated with design and provision of playground areas. A further update will be provided at the next JPF WP Update.

Asset 3. Grass Area to left of Playground. Consideration is being given to the best use of this open space. Options being considered, which originate from the JPF Questionnaire, include: the provision of a sensory garden; playground for under 5s (freeing-up further space in existing Playground for other equipment); and a 'nature' area. Until a firm proposal is

made to the Full Council, it is considered necessary to remove the tree stumps left by the previous contractor and provide a new native species hedge along the existing fence line. (See Asset 7, Item 5.)

Asset 4. MUGA/BMX/Skate. The Full Council Meeting on the 11 Feb 22 considered maintenance work to the BMX and Skate areas under Agenda Item 25/22. The Full Council resolved to undertake the repair work to the Skateboard area, and obtain further quotes for the remediation of the BMX track. The WP is considering other options for the BMX track including its replacement with a Green Gym facility, which was one the most requested new facility in the JPF Questionnaire.

Asset 5. Field. The WP is considering what sports facilities are to be provided on the main field area; taking the JPF Questionnaire responses into account the current thinking is the provision of one or more football pitches, and this is being investigated. During a recent walk around the field it was noticed there are two areas towards the top of the field where the grass/soil is soft underfoot and the vegetation is noticeably different to the remaining grass area – this may need further investigation. In the meantime, to prepare the field's grass surface for the forthcoming Platinum fete and to provide a clearer picture of the condition of the field the grass requires regular cutting and clippings collected. It is considered beneficial if the grass is cut twice monthly until after the Platinum fete when the regularity of the cut can be reviewed. A rough order of cost of £250 has been obtained to cut the grass on a twice monthly basis (Mar-Oct 22) with an additional cost of £240 for a 8yd skip/month to remove clippings. (Alternatively, consideration could be given to temporarily storing the clippings on the JPF or offered to the Allotments association.

Asset 6. Tracks. A request for an update on the procurement of the 'tracks' from the Lichfield Trust was requested prior to the JPF Working Party meeting; no update was provided for the meeting. It is recommended that the Full Council considers how it wishes to progress obtaining a timely response from the Lichfield Trust on the procurement of the tracks.

Asset 7. Hedgerows and Trees. WP members have viewed the various hedgerows and trees and considered what actions should be taken. Specialist advice was obtained from a tree surgeon & arboricultural consultant, and SINCH has been approached. A number of recommendations are being considered by the WP and following are considered to be necessary. Rough Orders of Cost (ROCs) have been obtained for some of the works to give an indication of the likely costs of the work.

1. Remove vegetation from hedge along southern side of field (Assets 7A and 7B), supply and plant native species hedge adjacent to Playground (Asset 7A) and provide temporary fencing until hedge is established. (Required to secure southern side of playground area, which is considered to unsecured at present and provides a risk to children.) £770
2. Grind out stumps left by previously contractor (Asset 7A and 7G). £550
3. Undertaking 'crown lifting' of the trees located on the northern side of the field (Asset 7D.) £tba
4. Investigate the need to remove the large bough of the tree, located in the Green Lane, and overhanging the tarmac path / BMX track that is considered to present a potential

hazard to people on the JPF in the vicinity of the tree. (SCC recently fined for death of a man killed by the falling bough of an oak tree) ¹.£tbd.

5. Supply and plant native species hedge, including Spindle bushes, along fence line to the left of the Playground (Asset 7G – in part.). £tbd

Asset 8. Pathways, bins, CCTV, benches, tables, etc. The JPF Questionnaire identified a significant desire for additional benches and picnic tables. There are currently two metal benches and a metal picnic table/bench in the Playground area, and a rotting wooden picnic table and bench presented to the village by the people of Rimbach Twinning Association. There is considered to be sufficient space in Asset 3 to accommodate 4 picnic tables/chairs with one replacing the rotten wooden picnic table/bench, and it is suggested that, if feasible, solid parts of the wooden table are retained, allowed to dry and made into a commemorative plaque at a later date. The existing metal benches and picnic table should be remediated and re-used.

The suggested picnic tables and benches are:

1. The 'Standard Picnic Table (seats 6)' made from 100% recycled plastic at £340 each. (www.recycledfurniture.co.uk), (4no. at £1,360) or
2. The Ambleside Square Topped Pub Table (seats 8) – heavy duty pressure treated picnic bench at £309 each (4No. at £1,236). (<https://www.leisurebench.co.uk/garden-furniture/picnic-tables/wooden-picnic-tables.html>)

General. During a recent walk around the JPF a number of maintenance items were identified by the WP members who, after discussion, determined a recommendation should be made requesting the Clerk consider and address the items prior to the Platinum Fete in June 22.

The JPF Working Party meets regularly to discuss and plan the re-development of the JPF but and has no authorisation for making formal decisions or financial expenditure; regular updates are provided with recommendations for the consideration and agreement of the Full Council. Therefore, it would be beneficial for a Standing Agenda Item to be included on the Full Council Agenda for regular updates to be provided with recommendations considered and agreed.

Recommendations.

The JPF WP make the following Recommendations:

1. **Asset 1.**
 - a. To remove vegetation from the railings and associated brickwork and repaint the gates/railings prior to the Platinum fete.
 - b. To remove one or more of the three trees at the front of the car park area, including the Ash tree, and plant replacement tree(s).

¹ SCC was recently fined £300,000 after admitting a breach of the Health and Safety at Work Act over the death of a man killed by the falling bough of an oak tree. Further details can be found at <https://www.bbc.co.uk/news/uk-england-stoke-staffordshire-59767167>

2. **Asset 2.** No Recommendation.
3. **Asset 3.** See Recommendation at Asset 7(e).
4. **Asset 4.** No Recommendation.
5. **Asset 5.** To cut the grass and remove clippings on the field twice monthly until the Platinum fete has been undertaken, after which a further decision is required on the future frequency of cuts. Decision required on what to do with the grass clippings – remove off-site or store on-site/relocate to Allotments.
6. **Asset 6.** The Clerk regularly contacts the Lichfield Trust's solicitor for a response and provides an update at the monthly JPF WP Update. (To be considered as a Standing Agenda Item. (See para 9a)).
7. **Asset 7.**
 - a. Remove vegetation from hedge along southern side of field (Assets 7A and 7B), supply and plant native species hedge adjacent to Playground (Asset 7A) and provide temporary fencing until hedge is established. (Required to secure southern side of playground area, which is considered to be unsecured at present and provides a risk to children.)
 - b. Grind out stumps left by previously contractor (Asset 7A and 7G).
 - c. Undertaking 'crown lifting' of the trees located on the northern side of the field (Asset 7D.)
 - d. Investigate the need to remove the large bough of the tree, located in the Green Lane, and overhanging the tarmac path / BMX track that is considered to present a potential hazard to people on the JPF in the vicinity of the tree. (SCC recently fined for death of a man killed by the falling bough of an oak tree)².
 - e. Supply and plant native species hedge, including Spindle bushes, along fence line to the left of the Playground (Asset 7G – in part.).
8. **Asset 8.**
 - a. To remove the rotting Twinning bench & table, and if feasible, retain solid panel(s) and dry-out for future production of a plaque or similar to acknowledge its origins.
 - b. Procure four tables and associated benches in good time for the Platinum fete, with one to replace the removed Twinning table and bench.
 - c. Remediate the existing metal benches and picnic table in the Playground
9. **General.**
 - a. Establish a Standing Agenda Item on the Full Council Agenda to enable the JPF WP to provide regular updates with recommendations for the consideration and agreement of the Full Council.
 - b. To request the Clerk undertake the following general maintenance items at the JPF.

² SCC was recently fined £300,000 after admitting a breach of the Health and Safety at Work Act over the death of a man killed by the falling bough of an oak tree. Further details can be found at <https://www.bbc.co.uk/news/uk-england-stoke-staffordshire-59767167>

- i. Clean and repair, as necessary, guttering and downpipes to JPF building
- ii. Inspect and repair roof, as necessary, and clean roof gully's
- iii. Clear detritus from rear of JPF building
- iv. Remove chippings and general waste from side of JPF building. (Chippings to be used at Memorial Field.)
- v. Repair or replace, as necessary, changing room doors and paint similar to toilet doors.
- vi. Repair bottom of wooden posts supporting covered walkway above toilet doors.
- vii. Replace removed gate between car park and field entrance to prevent unauthorised vehicular access.
- viii. Remove metal goal posts from hedge adjacent to BMX track.

Way Forward.

To consider the Recommendations above and agree a way forward.

