

**Minutes of the meeting of the Parks & Recreations Advisory Committee
held in the Council Chamber, Civic Hall on Tuesday 24th May 2023 at 9:30am**

Present:

Cllr. K. Tait, Cllr. S. Burkitt, Cllr L. Deighton and Cllr M. Ireland.

In attendance:

J. Mitchell (Town Clerk), P. Duncan (Outside Services Team Leader) and M. Keys (Assistant Clerk)

AGENDA

1. Election of Chair

Cllr Kevin Tait was nominated and seconded and no other nominations were received.

It was RESOLVED that Cllr Kevin Tait be elected as Chair of the Parks & Recreation Advisory Committee.

Cllr K. Tait took the chair.

2. Terms Of Reference

Members reviewed the Terms of Reference for the Parks and Recreation Advisory Committee.

It was RESOLVED to recommend to council to approve the updated Terms of Reference for the Parks and Recreation Advisory Committee. (see appendix A)

3. Apologies

Cllr Michelle Emmens sent apologies for her absence.

4. Declarations of Interest

There were no declarations of interest.

5. Approval of minutes of the last meeting

Members reviewed the minutes from the last Parks and Recreation Advisory Committee meeting.

It was RESOLVED to approve the minutes of the Parks and Recreation Advisory Committee meeting held on 7th March 2023 as a true and accurate record of the meeting.

6. Items for exclusion of the public

There were no items on the agenda requiring the exclusion of the public.

7. Outstanding Tickets

Members discussed the outstanding tickets for the play areas.

It was RESOLVED to note the update.

8. Sindelfingen Park

Members received an update following the park refurbishment.

It was RESOLVED to note the update and to meet Kompan on site on 26th May.

Members reviewed a request for picnic benches in Sindelfingen Park.

It was RESOLVED to bring three quotes for picnic benches to the next meeting.

Members reviewed a request for lower basketball nets at Sindelfingen Park.

It was RESOLVED to thank the resident and note the suggestion for future consideration.

Members reviewed a request for an accessible bucket swing at Sindelfingen Park.

It was RESOLVED to look into the possibility of installing a bucket swing at Sindelfingen Park and collate a list of the accessible equipment within the park already.

Members reviewed a quote for a Communication Board at Sindelfingen Park.

It was RESOLVED to recommend to council to order the communications board with posts for a cost of £310 + VAT and identify a potential site for installation.

Members reviewed a request for a vendor to operate a refreshment cart at Sindelfingen Park.

It was RESOLVED not to allow permission for a new vendor cart as there are already local businesses within the area offering similar items.

9. Cliffe Park

Members reviewed a quote for the installation of drainage at Cliffe Park.

It was RESOLVED to look at alternative drainage options for the park.

10. Cemetery Road

Members reviewed quotes for the tarmac repair at Cemetery Road play area.

It was RESOLVED to monitor the area and see if outside services can patch up the areas in need.

11. Operational Inspections

Members reviewed three quotes for play area operational inspections.

It was RESOLVED to recommend to Council to accept the quote of £1,500 from HAGS for three monthly play area operational inspections at all ten parks.

12. Trees

Members reviewed a request for tree planting at Marsh Avenue.

It was RESOLVED to not currently plant any further trees at Marsh Avenue and refer the resident to the Tree Policy the council has in place.

13. Extreme Wheels

Members received an update on grant funding for the Extreme Wheels programme.

It was RESOLVED to note the update.

14. Dates of meetings

Members discussed the dates of the Parks Advisory Committee Meetings.

It was RESOLVED to call the next meeting as and when required.

Meeting closed at 10:46am

APPENDIX A

DRONFIELD TOWN COUNCIL PARKS & RECREATION COMMITTEE TERMS OF REFERENCE

Membership

The Committee shall consist of five members of the Council. The Mayor and Deputy Mayor are ex officio members of this Committee.

Chairman

At the first meeting of the Committee after the Annual Meeting of the Council the first business will be to appoint a Chairman of the Committee.

Frequency of Meetings

Meetings will be held on an ad hoc basis as and when required with a minimum of one meeting per year.

Quorum

A quorum at each meeting shall be 3 members.

Staff Attendance

The Town Clerk or Assistant Clerk shall be required to attend all meetings. Other staff may, at the Chairman's discretion or the Committee's request, attend meetings as required.

Terms of Reference

The Committee is appointed to make decisions relating to Council parks and recreation areas subject to budget and expenditure limits decided by the Council.

1. To ensure that all Council parks and recreation areas are properly maintained and managed.
2. To ensure that all Council parks and recreation areas comply with Health and Safety requirements.
3. To ensure that all Council parks and recreation areas are covered by adequate insurance.
4. To ensure that any matters relating to parks and recreation areas are dealt with quickly and correctly.
5. To ensure play areas are refurbished as and when required.
6. To ensure that all requests for capital purchases are referred to the Council.
7. To ensure that if any legal issues arise these are handled in consultation with the Council.