

Lawford Parish Council



Minutes of a meeting of the **Public Realm Committee** held in the **Small Meeting Room, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG** on **Monday 6 June 2022** at 7pm.

Present:

Cllr B Chester, Cllr V Pretty (Acting Chair), Cllr D Thurlow
Clerk to the Council, Bridget Tighe

1. Apologies for Absence:

Cllrs V and G Guglielmi
Cllr T Barrett
Cllr M Woods

2. Minutes:

The minutes of the **Public Realm** meeting held **4 April 2022** were approved.

Proposed: Cllr Pretty Seconded Cllr Thurlow All agreed

3. Action Points from the meeting 4 April 2022:

Preparations for marking the Queen's Platinum Jubilee Community Celebrations. Updates from Cllr Barrett.	Complete
A review of Council's Byelaws. Cllr Thurlow to update the Clerk on the submission and update the Council when he receives a response from the Department of Levelling Up, Housing and Communities	Both ongoing
Clerk to claim back monies from Essex County Council for treatment to Staghorn Sumac grass of £50.00 + VAT	Ongoing
Clerk to put Mile Marker on the Public Realm agenda for 6.6.22	Complete
Cllr Thurlow to contact John Glover regarding his new contract. See item 5c below.	Ongoing
The Clerk to contact John Glover and request that he start the Tree Inspections	Complete
Area mapping project. Cllr Thurlow to send maps/plans to Cllr C Guglielmi. See item 5d below.	Ongoing
Cllr C Guglielmi to approach Rose Builders to print maps	Ongoing
Clerk to source plaque for blossom tree. Delivery is imminent.	Ongoing
Clerk to send all paperwork to the solicitors for First Registration of School Lane	Complete
Clerk to send new agreement to S Aherne for confirmation	Complete
Clerk to action works to 24a School Lane at £150 + VAT	Complete
Reported damage to pathway between School Lane and playing field - Clerk to find out where and what damage had occurred and write to resident. See item 6e below	Ongoing

Cllr C Guglielmi to speak to Shaun at English Rose Landscapes regarding getting the bins removed from the Summers Park play area	Ongoing
Clerk to change Beacon post from timber to steel	Complete
Clerk to arrange for hedge at Little Pumpkins to be cut back.	Complete
Cllr C Guglielmi to speak to Leon Woodrow and Tom Opperman for their advice on new planting for hedge next to Little Pumpkins	Ongoing

4. Declarations of interest

Councillor Ben Chester declared an interest in Lawford Football Club.

5. General items:

- a) Council's Byelaws – Cllr Thurlow explained that he had received initial feedback on his proposal which he had then amended and returned. He is now waiting for a further response and will update at the next meeting.
- b) Update on the Mile marker project. The Clerk explained that the invoice from CP Designs had been paid and the mile marker was now with a forge in Stoke for completion.
- c) Annual Tree Inspection – Cllr Thurlow informed the meeting that he and the Clerk would be carrying out a Tree Inspection on Summers Park on 7 June and would report to John Glover on any work required. He also explained that he and Cllr C Guglielmi would be meeting with John Glover again as, due to rising costs, he was going to increase his prices. Cllr Thurlow would update at the next meeting.
- d) Update on area mapping project – Cllr Thurlow explained that he had given the maps to Cllr C Guglielmi so the meeting agreed to wait for Cllr Guglielmi to update at the next meeting.
- e) Agreement on location for planting for Cllr Payne's saplings – The location for these had been agreed as the green close to the Bridge on Station Road, close to where the Fish and Chip sign was located. Cllr Thurlow said he would be planting these and would water weekly.
- f) To confirm Policy on Memorial Benches. The policy was agreed.
- g) Participation in the Salt Bag Partnership Scheme. Cllr Thurlow confirmed that he had spoken to D Elkin who held the salt at Valley Garden Landscapes. He had said that no bags had been taken last year so store was still full. Therefore, it was agreed that there would be no need to participate in the Salt Bag Partnership Scheme this year.

Proposed Cllr Thurlow **Seconded** Cllr Pretty **All agreed**

- h) Items Committee may wish to raise, discuss, or take forward. Cllr Pretty raised the issue of signage on the Essex Way. She had received enquiries from walkers asking where the Essex Way picked up after Owl's Flight Dell and going across Summers Park. It was agreed that the Clerk would approach Sarah Potter at Essex Highways and ask her advice.

Proposed: Cllr Thurlow **Seconded** Cllr Chester **All agreed**
Action: Clerk to email Sarah Potter

6. School Lane:

- a) To agree costs from Nicolas Percival (£450.00 + VAT) for Playing field registration to Lawford Parish Council (see attached). These costs were agreed but suggested also taking to Full Council meeting on 20 June 2022 for final sign off.

Proposed: Cllr Pretty **Seconded:** Cllr Thurlow **All agreed**
Action: Clerk to put on agenda for Full Council on 20 June 2022

- b) Accept fees from Fenn Wright via FJG to create the plan for first registration - £400.00 + VAT plus disbursements (see attached). These costs were agreed but suggested also taking to Full Council meeting on 20 June 2022

Proposed: Cllr Pretty **Seconded:** Cllr Chester **All agreed**
Action: Clerk to put on agenda for Full Council on 20 June 2022

- c) Update on memorial bench at School Lane for Pearson family – Cllr Thurlow provided an update that the wording for the plaque had been agreed with the Pearson family and when received he would meet with the Pearson family again.
- d) Items Committee may wish to raise, discuss, or take forward. Cllr Thurlow updated the meeting on the Pavilion Bricks stating he had found a stonemason who was interested in carrying out the works and when complete six would be sited around the Trevor Brooking opening plaque. He said he would update at the next meeting. Cllr Pretty commented that there was still lots of rubbish behind the pavilion. Cllr Thurlow said he would speak to Lloyd about this.

Action: Cllr Thurlow to update on the Pavilion Bricks at the next meeting and speak to Lloyd regarding removing the rubbish at the back of the pavilion.

- e) Reported damage to pathway between School Lane and playing field. Cllr Thurlow reported that he and the Clerk had looked at the pathway and spoken to the builder. Cllr Thurlow suggested that once build works had been completed the parish council could remove the chain link fencing which was reported to be sticking out. Cllr Pretty said she had also looked at the pathway and couldn't see any damage.

Action: Parish Council to remove chain link fence when works complete.

7. Summers Park:

- a) Update on two quotes to supply and fit gate to the pond/drainage overflow – The meeting agreed to wait for Cllr C Guglielmi who had received another quote.
- b) To agree a quote from Playquip Leisure for damage to the wet pour in the play area. This quote was agreed and suggested quote also brought to the Full Council meeting on 20 June for final sign off.

Proposed: Cllr Pretty **Seconded:** Cllr Thurlow **All agreed**

Action: Clerk to contact Playquip and ask to proceed with works

- c) Items Committee may wish to raise, discuss, or take forward. There were no further items raised.

8. Riverview:

- a) Update on works to Riverview car park – Cllr Thurlow said he would purchase two locks with three or four keys for the new gate and confirmed that we were now waiting for a date when the works to the car park would begin. He expected this would be during the summer holidays.
- b) Items Committee may wish to raise, discuss, or take forward. No other items were raised.

9. Lawford Green:

- a) Agree hedge planting next to Little Pumpkins. The meeting agreed to wait for Cllr C Guglielmi for an update.
- b) Items Committee may wish to raise, discuss, or take forward. No other items were raised.

The meeting finished at 19.45

Signature: (Chairman) **Date**