

BUCKHURST HILL PARISH COUNCIL

MINUTES OF THE RECREATION & COMMUNITY COMMITTEE HELD AT 8.00pm on Thursday 24 September 2020 VIA ZOOM

027/20

PRESENT

Cllrs: Mr N Wright (Chair)
Mrs J Forker-Clark (Vice Chair)
Mr J Barkham
Mr S Neville
Mrs S Patel
Mrs J Share-Bernia
Miss S Watson
Mr K Williamson

In attendance: Mrs E Petyt-Start (Clerk)
Mrs K Lumb (Deputy Clerk and RFO)

County Cllr V Metcalfe

2 members of the Public

Press: Mr D Jackman

028/20

APOLOGIES FOR ABSENCE

There were apologies received from Cllr Reynolds.

029/20

DECLARATIONS OF INTEREST

There were no declarations of interest from Councillors in any item on the agenda.

(Cllr Watson entered the meeting)

030/20

MINUTES

The minutes of the meeting held on 2nd July 2020, previously circulated, were approved and the Chair authorised to sign them.

031/20

PUBLIC PARTICIPATION

There was a representations from Mrs Green regarding Item 15, Covid 19 Memorial. Mrs Green explained her request for a lasting memorial for lost lives of loved ones of the pandemic.

(Item 15 was brought forward but for consistency is recorded in this original listed order)

Cty Cllr Metcalfe provided an update on the committee's request for a new Bus Shelter at Buckhurst Court. She advised this was to be funded by the Local Highways Panel, although it may take some time to complete.

Cllr Metcalfe explained the Locality Fund and requested applications for significant schemes which will impact the greatest number of people so that the £10,000 may benefit as many residents as possible. The funding will need to be expended this financial year.

The county pothole initiative has been submitted and is underway.

032/20

CHAIRMAN'S AND CLERK'S COMMUNICATIONS

The Clerk advised the committee that updated restrictions and risk management regarding COVID 19 had been implemented.

033/20

FINANCES

The RFO explained the financial position is as expected at five months into the current year, with the exception of Events which have not been able to take place. The three play in the park sessions took place during the summer holidays.

The playground inspections and maintenance spend to date, includes annual inspections of Kings Place playground and the Recreation Ground, which also had some moss and weed treatment, plus health and safety requirements regarding COVID-19, including banners; padlocks and two lots of deep cleaning of the playground equipment.

Throughout the summer, work has continued keeping our open spaces in good order and also our planters have provided a spectrum of colour around Buckhurst Hill for all to enjoy. The Roding Valley grounds and maintenance works have also been completed.

Some compound and boundary works have been completed on our allotments and the water tank at Monkams repaired. Benches have been re-stained, keeping them in good order.

The summer edition of the magazine was delivered to more than 5,000 properties in Buckhurst Hill, keeping residents fully informed. The edition was extremely well supported in terms of copy, being 20 pages long and well presented in full colour.

034/20

RISK MANAGEMENT

The RFO provided an overview and explanation of the Recreation and Community Risk Register, noting it had been reviewed by her and the Clerk. Relevant COVID-19 controls have been added.

The register records the risks by key areas, with a second level of risk category defining the risks by function type to assist with the assessment, whether that be Admin/Legal; Environmental; Financial; Physical; Technical; Professional or Fire

The Risks reflects the severity and exposure to the Council based on both likelihood and impact, with an overall score being collated
None of the risks scored an overall high, with controls in place to mitigate and manage the risks accordingly

The Committee agreed the proposed risk register for 2021/22 be recommended to Full Council.

035/20

BUDGET 2021/22

The RFO explained the proposed budget for 2021/22 includes uplifts in some areas, including:

Magazine - to support extra pages, colour and delivery costs

Christmas - the budget also includes the Christmas tree with the cost estimate increasing this year vs last year therefore the recommendation increased to cover increased costs for both light pieces chosen and tree costs

Playground inspections and maintenance budget has been increased to cover potential extra equipment cleaning costs again and general wear and tear on equipment/surfaces.

The Committee agreed the proposed Budget for 2021/22 be recommended to the Finance and Establishment Committee.

036/20

GREEN SPACE

After some discussion it was agreed to defer this item to the next meeting.
The Clerk was requested to identify the ownership of the green spaces.

037/20

ARMISTICE DAY

- i) The committee UNANIMOUSLY AGREED the provision of wreaths and lamp post poppies for Armistice Day. Councillors noted event organisation and management would likely be very different this year due to the pandemic.
- ii) The current guidance from the NALC was noted.

038/20

CHRISTMAS

Councillors proposed and agreed that all Christmas planning and usual activities must be executed sensitively and with consideration to the unprecedented situation of the pandemic.

- i) The Clerk advised the sample illuminations motif had not yet been received. She was delegated to select the motif, once available, following informal consultation with members of this committee.
- ii) The tree light up date was agreed as 1st December with no event planned due to current restrictions.
- iii) Members agreed the Christmas Card Competition should happen again this year. The theme of 'Thanksgiving' was proposed and accepted. The competition winner and runner up will be selected at the next committee meeting.
- iv) Christmas Parcels for the isolated and vulnerable members of the Parish were agreed to be distributed again this year, preferably to home managers and to residents directly (through letterbox preferably) to ensure social distancing.

039/20

WEBSITE

Members requested businesses to be added to the website using the Buckhurst Hill Village Forum.
It would be useful to add the agendas for meetings to the events section.
Media releases to be added to the website.

040/20

COMMUNITY EVENTS

It was noted that current government guidance did not permit community events to be organised and held, therefore it was agreed to defer this item to the next meeting and review.

041/20

BIKEABILITY SCHEME

Cllr Patel agreed to return to the next meeting with a proposal to consider.

042/20

COVID 19 MEMORIAL

Having considered and discussed the proposal of a lasting memorial for the lost lives from the pandemic, Councillors gave UNANIMOUS support to the idea.

Members expressed their condolences to Mrs Green and sadness due to the current situation and impact of COVID 19.

A working party was proposed by Cllr Williamson, seconded by Cllr Neville with Mrs Green invited to be a member of it.

Councillors expressed the desire for the memorial to recognise those who have died and support workers and for it to be a place of reflection.

043/20

INTERNATIONAL WOMENS DAY

- a) An event celebrating International Women's Day 2021 was given support. A suggestion was made to follow the theme of the international events.
- b) Cllr Patel agreed to provide a detailed proposal for the next meeting.

044/20

RECREATION AND COMMUNITY ITEMS

- a) Items of concern noted were
 - i) the proposed salt bin at Pentlow Way
 - ii) the number of face masks littering the area
 - iii) significant concerns over the lack of enforcement of wearing masks particularly in Waitrose

There being no further business the Chairman thanked members for attending and closed the meeting at 21.38PM.

Chairman

Date