

# Godstone Parish Council

(incorporating the Villages of Godstone, South Godstone and Blindley Heath)

## Clerk to the Parish Council

S Endersby    **Godstone Green**

**Godstone, Surrey**

Admin Assistant

**The Bounty**

**RH9 8DY**

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## **MINUTES**

for the Meeting of Godstone Parish Council Greenspaces Committee  
held on **Monday 15 January 2024 at 10.30am at The Bounty, Godstone Green**

**Members:** Cllrs S Farr, I Smith and L Case

**Apologies:** Cllrs C Farr and K Ward

**Present:** Cllr S Beagley, S Endersby (Clerk) and W Dennis (Parish Admin Assistant)

### **1. Questions from Members of the Public - None**

### **2. Apologies and reasons for absence**

2.1 There were apologies from Cllrs C Farr (due to other prior commitments) and Cllr K Ward (due to sickness).

**RESOLVED** – The meeting was deemed quorate.

2.2 Noting the Chairman of the committee was not present, the committee appointed a chairperson for the meeting.

**RESOLVED** – The committee agreed that Cllr S Farr would be the Chairperson for the meeting.

### **3. Declarations of Interest - None**

### **4. Allotment Fees**

4.1 The committee noted the current charge of £9.35 per 25 sqm, with a minimum charge of £27.

4.2 The committee noted information on charges in other areas, provided to them.

**RESOLVED** – The committee proposed that the recommendation to the finance committee be that the rental charge per sqm and the minimum charge both be increased by 10% (£10.29 per 25 sqm, with a minimum charge of £29.70).

**ACTION GS 1/24 – 1 – Clerk to refer recommendation to Finance Committee.**

### **5. Christmas Lights**

5.1 Prepare a proposal for works in relation to the installation of a power supply and associated required infrastructure for Christmas lights for Godstone Parish (to include Godstone Green, Godstone Hill and South Godstone) including preparation of the required planning application for submission.

5.1.1 The committee consider a report tabled by Cllr S Farr, prepared by Cllr C Farr, in relation to potential plans.

5.1.2 The plan below details (Appendix A) the proposed location for a monopole and cabinet to provide a electricity supply, so the supply will be on parish land and owned by the parish, to ensure the council are in control of the power supply for Christmas lights and the requirement to apply for a licence from Surrey County Council (SCC) is removed.

5.1.3 The location of the monopole is proposed as on the edge or in the car park (utilising one of the less accessible car park spaces) for the monopole and cabinet to be installed, with a crash barrier in place to ensure the cabinet and monopole are protected from damage. The location of the monopole was discussed, noting the requirement to avoid tree routes, but potential use an area of the green further away from the car park (so as not to loose a space).

5.1.4 The proposal suggested that flagpoles could then also be installed to hold strings of lights. The committee discussed if additional strings of lights were what parishioners would like to see, or if the monopole just needed to provide a supply to the current trees that have lights in them. The committee noted that final plans for lights needed further consideration.

5.1.5 The height of the pole at 6m is to ensure that it was a safe height to protect the supply from vandalism.

5.1.6 Linking the monopole to the current lamp post to supply electricity to the trees that already have lights in was discussed as something for consideration.

5.1.7 Cost of monopole estimated at £500-£700, Armco barrier estimated at £300 and flagpoles no estimate given, but noted the council Chairman may have a supply of flagpoles.

5.1.8 The committee were reminded by the Clerk that plans for South Godstone would need to be considered if applications for licences to SCC were not going to be made going forward, or PAT tests would be required for a licence.

5.1.9 The committee were informed by the Clerk that the tree that is lit on Godstone Hill (opposite the fire station) should also be considered if applications for licences to SCC were not going to be made going forward, or PAT tests would be required for a licence.

5.1.10 The committee noted that both trees on Godstone Hill and South Godstone were not on Parish owned land.

5.1.11 The Clerk raised concern about the limited amount of time to complete this project, which was duly noted. The committee considered the appointing appropriate contractors for each stage of work should follow or run along side planning application being made.

5.1.12 The Clerk reported that there had been enquiries about having a lit Christmas tree on the Green. The potential for vandalism of such an item was of concern to the committee. **RESOLVED** – The committee agreed that the first phase of the project is to complete a planning application for the power supply on Godstone.

**ACTION GS 1/24 – 2a** – Clerk to liaise with Cllr C Farr to prepare the planning application for submission to the committee for consideration and then submission to Tandridge District Council. Application to include the potential installation of flagpoles, even though the committee wish to look further at proposals for the final light displays.

**ACTION GS 1/24 – 2b** – Clerk to establish suppliers for the monopoles.

**ACTION GS 1/24 – 2c** – Clerk to draft a statement to help keep parishioners informed of work taking place, for the committee to review and approve at the next meeting, for publication on the councils website.

**ACTION GS 1/24 – 2d** – Consideration to be given to the preparation of specifications for the monopole installation works as well as any specialist light contract work that may be required.

5.2 Consider and prepare associated plans in relation to Christmas lights for 2024 – Noted above that this would be the next stage of work.

**6. Playground** - Complete a review of the Inspection report findings, as delegated to the committee and make a recommendation to full council as to how to address findings and a proposed action plan.

6.1 The committee noted the paper provided for the committee in relation to item 6 in advance of the meeting:

i. Report from Cllr L Case on the findings of the Playground Inspection Report. ii. Table for the committee to work through to clearly record the recommendations for actions to be put forward to full council.

iii. Information on Basketball hoop costs prepared by W Dennis, with reference to the considerations raised in the report as a result of research into replacing a basketball hoop.

6.2 Cllr L Case recommendations are included in table (Appendix B) for the committees reference.

6.3 Circumstances in relation to the specification for the Gates, post installation independent inspection report, recent work to address issue on one gate (Ivy Mill Lane side) pre the annual independent inspection report, recent review of hinge issue and finger entrapment still an issue on the second gate (pavilion side), enquiry on guarantee for gates and potential for issues with guarantee post work.

6.4 The committee worked through table and each action proposed are summarised in Appendix B table.

6.5 The committee noted the importance of learning lessons from previous issues when making recommendations to council.

**RESOLVED** – The committee proposed that the recommendation to full council be that a new basketball hoop be installed, and quotes be provided to council.

**RESOLVED** – The committee proposed the actions summarised below be recommended to full council.

**ACTION GS 1/24 – 3a** – Clerk to prepare Purchase Order (PO) to maintenance contractor for work required and recommended by the committee for completing to full council, for approval by full council.

| Equipment  | Finding   | Recommendation  |
|------------|---|---|
| Site       | Finding 1 The area around the item has eroded and may become slippery | Reinstate eroded area   |
| Site       | Finding 2 There is some tree debris on the surfacing -                | Remove and maintain   |
| Gate       | Finding 4 There are trip hazards present -                            | Reinstate surrounding surfaces to level to remove the trip points |
| Long Bench | Finding 1 Parts of the timber are rough or splintered -               | Remove all rough or sharp edges - Rub down of rough wood edges    |

|            |   |   |
|------------|---|---|
| Flat Swing | Finding 1 Parts of the timber are rough or splintered - | Remove all rough or sharp edges Remove all rough/sharp edges of framework (Liaising with Cllr L Case) |
|------------|---|---|

**ACTION GS 1/24 – 2b** – Clerk to prepare requests and obtain quotes from maintenance contractor on certain recommended works to assist councils' discussion on recommendations.

|                  |   |   |
|------------------|---|---|
| Embankment Slide | Finding 3 There are areas or parts of the timber on the structure that have rotted.                                     | Replace all affected timbers  |
| Embankment Slide | Finding 5 The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 head and neck entrapment in the barriers | Adjust barriers to remove entrapment                                      |
| Embankment Slide | Finding 7 The tree canopy overhangs the equipment and is less than 2.0m away -  | Lift tree canopy to ensure a minimum clearance of 2.0m from the equipment |

**ACTION GS 1/24 – 2c** – Clerk to send an enquiry to the playground specialist contractor in relation to the issue with the gates and other items specified in the summary below:

|              |  |   |
|--------------|--|---|
| Cradle Swing | Finding 1 The chain links are worn in excess of 40% and require renewing -   | Replace worn chains   |
| Spring Bee   | Finding 1 The Handgrips/Footrests rotate and may cause an unexpected movement for the user -   | Secure Handgrips/Footrests to prevent rotation.   |
| Basket Swing | Finding 1 The seat clearance from finished surface level to the underside of the seat is too low and does not meet the requirements of BS EN 1176 Part 2 (400mm minimum clearance required from rigid part of seat in most onerous position) | Adjust seat clearance<br><i>Request it is addressed FOC as appears issue with installation.</i> |

**ACTION GS 1/24 – 2d** – Clerk to investigate the potential cost for two new gates.

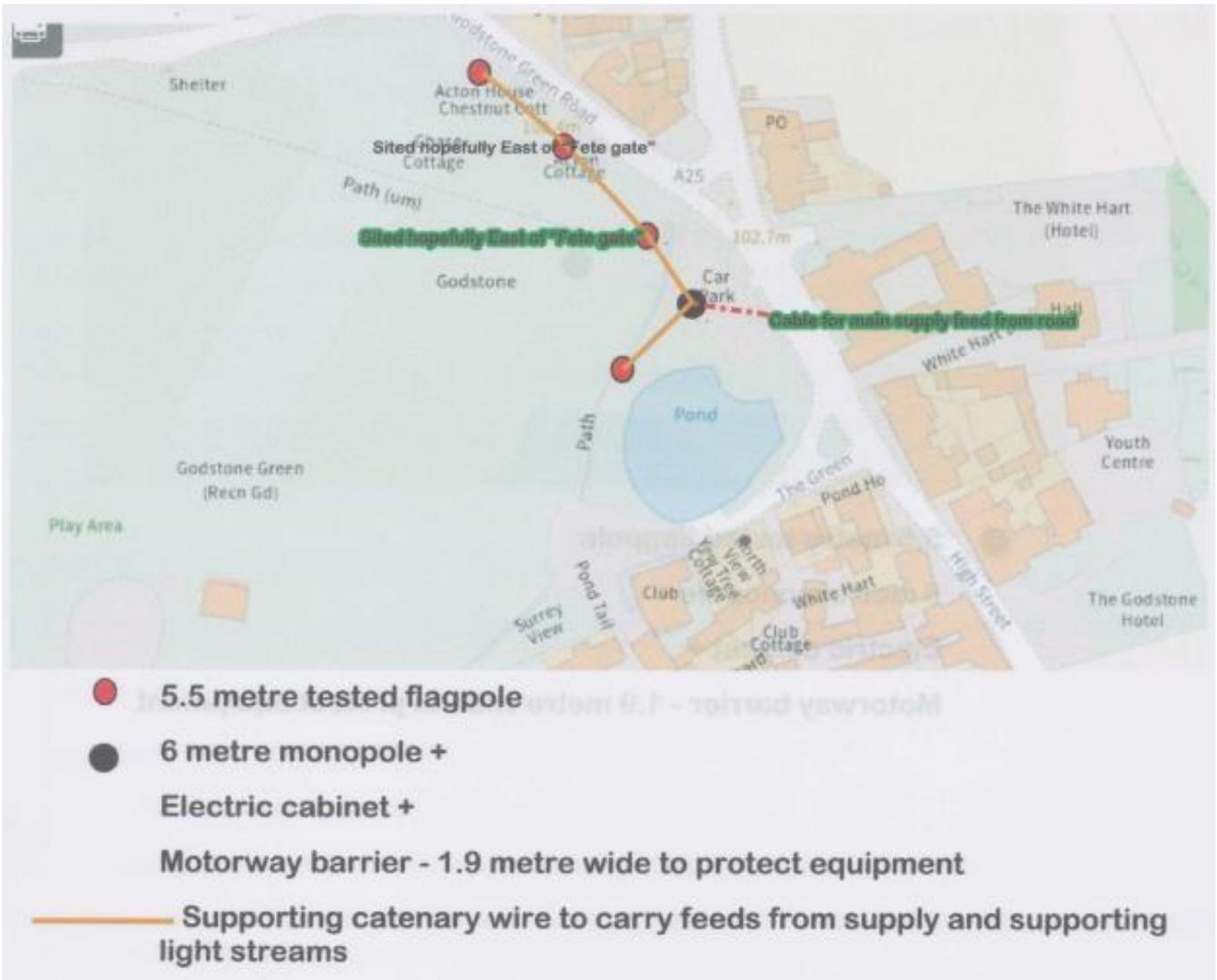
**Part 2 – None**

----- Meeting Closed -----

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Signed  
Chairperson of the Greenspace Committee

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Date

## Appendix A



## Appendix B

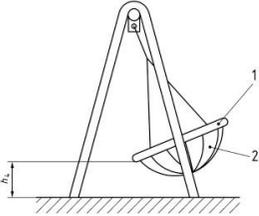
| Equipment       | Finding  | Recommendation  | Risk          | Cllr L Case recommendations  | Recommendation of Committee to Full Council   |
|-----------------|--|---|---------------|--|---|
| Basketball Goal | Finding 1 There are trip hazards at the edges of the surface -   | Reinstate surrounding surface levels to remove the trip points            | Moderate Risk | Net and backboard to be replaced, check main structure and surround. | <i>High Priority</i><br><br><i>Remove and replace basketball hoop.</i><br><br><i>Consider cost information prepared by Parish office.</i>         |
| Basketball Goal | Finding 2 The plywood backboard has delaminated in some places -   | Replace backboard   | Moderate Risk |  |   |
| Basketball Goal | Finding 4 Parts of the steel on this item have corroded excessively and the metal has perforated in places - | Ensure all affected areas are treated and repaired                        | Moderate Risk |  |   |
| Site            | Finding 1 The area around the item has eroded and may become slippery -                                      | Reinstate eroded area   | Low           |  | <i>Instruct Maintenance Contractor to complete work. Include on PO.</i>   |
| Site            | Finding 2 There is some tree debris on the surfacing -   | Remove and maintain   | Low           |  | <i>Instruct Maintenance Contractor to complete work. Include on PO.</i>   |
| Gate            | Finding 1 There are openings that are less than 12mm that could trap or crush fingers -                      | Provide a 12mm gap throughout full range of motion at both sides of gate. | Low           | Full reassessment  | <i>Medium to High priority.</i><br><br><i>Investigate replacement cost.</i><br><br><i>Noted Chairmans action of January full council meeting.</i> |
| Gate            | Finding 2 A number of fixing(s) have worked loose -  | Secure all loose fixings  | Low           |  |   |
| Gate            | Finding 3 The paint is flaking off the metalwork -   | Rub down and repaint  | Low           |  |   |
| Gate            | Finding 4 There are trip hazards present -   | Reinstate surrounding surfaces to level to remove the trip points         | Low           |  | <i>Instruct Maintenance Contractor to complete work. Include on PO.</i>   |
| Long Bench      | Finding 1 Parts of the timber are rough or splintered -  | Remove all rough or sharp edges   | Low           | Rubbing down of rough wood edges                                     | <i>Instruct Maintenance Contractor to complete work. Include on PO.</i>   |
| Long Bench      | Finding 2 There is some evidence of rot in the timber -  | Monitor for any further deterioration and replace as required             | Low           |  | <i>Monitor - Add details to inspection report.</i>  |

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|------------------|--|---|-----|---|---|
| Embankment Slide | Finding 1 There are a number of dents in the slide surface –   | Monitor for any further deterioration and repair as required              | Low |   | Monitor - Add details to inspection report.   |
| Embankment Slide | Finding 2 The timber ramp forms a hard object within the free space of the equipment and there is also insufficient surfacing provided in contravention of BS EN 1176 Part 1 | Monitor No remedial work recommended                                      | Low |   | No remedial work recommended  |
| Embankment Slide | Finding 3 There are areas or parts of the timber on the structure that have rotted.  | Replace all affected timbers  | Low |   | Investigate where on structure and liaise with Maintenance Contractor for a quote to complete work. |
| Embankment Slide | Finding 4 The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 for head and neck entrapment in the structure - Monitor -                                     | No remedial work recommended  | Low |   | No remedial work recommended  |
| Embankment Slide | Finding 5 The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 head and neck entrapment in the barriers  | Adjust barriers to remove entrapment                                      | Low | Reassess for head/neck/toggle entrapment and canopy of nearby tree. | Liaise with Maintenance Contractor for a quote to complete work.                                    |
| Embankment Slide | Finding 6 There is / are toggle entrapment/s present in contravention of the recommendations set out in BS EN 1176 Part 3 0 Monitor  | No remedial work recommended  | Low |   | No remedial work recommended  |
| Embankment Slide | Finding 7 The tree canopy overhangs the equipment and is less than 2.0m away -   | Lift tree canopy to ensure a minimum clearance of 2.0m from the equipment | Low | Reassess for head/neck/toggle entrapment and canopy of nearby tree. | Liaise with Maintenance Contractor for a quote to complete work.                                    |
| Cradle Swing     | Finding 1 The chain links are worn in excess of 40% and require renewing -   | Replace worn chains   | Low | Chains to be replaced   | Liaise with Playground specialist Contractor for a quote to complete work.                          |
| Cradle Swing     | Finding 2 The seat has minor damage or wear -  | Monitor for any further deterioration and replace as required             | Low |   | Monitor - Add details to inspection report.   |
| Flat Swing       | Finding 1 Parts of the timber are rough or splintered -  | Remove all rough or sharp edges   | Low | Remove all rough/sharp edges of framework                           | Instruct Maintenance Contractor to complete work. Include on PO.                                    |

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| Flat Swing | Finding 2 The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - | Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability | Low |  | Monitor - Add details to inspection report.   |
| Flat Swing | Finding 3 The use of synthetic fillers in timber is not recommended; timber being a natural material will expand and contract as the moisture content                 | Remove any rough or sharp edges and monitor timber for any further deterioration                              | Low |  | Instruct Maintenance Contractor to complete work. Include on PO.<br><br>Monitor - Add details to inspection report. |

|                   |   |   |     |  |   |
|-------------------|---|---|-----|--|---|
|                   | changes and the use of fillers can exacerbate the length and depth of these cracks or shakes in the timber. The only treatment that is normally required is the removal of any rough or sharp edges unless the structural integrity of the item is affected.  |   |     |  |   |
| Flat Swing        | Finding 4 There is some notable evidence of chain wear -  | Monitor for any further deterioration and replace when 40% worn | Low |  | Monitor - Add details to inspection report.                                 |
| Flat Swing        | Finding 5 The seat has minor damage or wear -   | Monitor for any further deterioration and replace as required   | Low |  | Monitor - Add details to inspection report.                                 |
| Multi Play Junior | Finding 1 There are a number of dents in the slide surface –  | Monitor for any further deterioration and repair as required    | Low |  | Monitor - Add details to inspection report.                                 |
| Multi Play Junior | Finding 2 Due to the dimensions of the timber it was not possible to ascertain the condition of the timber at its core without further testing. We recommend a Resi-PD survey to establish the condition of the timber at it's core. – Contact the Play Inspection Company office for further information | Recommend a Resi-PD survey                                      | Low | Resi-pd survey recommended<br><br>Testing done November 2022 in advance of the playground refurbishment. |   |
| Multi Play Junior | Finding 3 There is / are toggle entrapment/s present in contravention of the recommendations set out in BS EN 1176 Part 3 -   | Monitor - no remedial work recommended                          | Low |  | Monitor - Add details to inspection report.<br>No remedial work recommended |

|                   |  |   |     |                                    |   |
|-------------------|--|---|-----|------------------------------------|---|
| Multi Play Junior | Finding 4 There is/are finger entrapment/s in the structure and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers -               | Monitor - No remedial work recommended  | Low |                                    | Monitor - Add details to inspection report.<br>No remedial work recommended |
| Multi Play Junior | Finding 5 The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process -      | Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability | Low |                                    | Monitor - Add details to inspection report.                                 |
| Multi Play Junior | Finding 6 The ropes/nets are worn/damaged in places -  | Monitor for any further deterioration and repair or replace as required                                       | Low |                                    | Monitor - Add details to inspection report.                                 |
| Multi Play Junior | Finding 7 There are falls in excess of 600mm between adjacent components on the structure, in contravention of the recommendations set out in BS EN 1176 Part 1; 4.2.8.4 - | Monitor - No remedial work recommended  | Low |                                    | Monitor - Add details to inspection report.<br>No remedial work recommended |
| Roundabout        | <del>Finding 1 All the seats are missing -<br/>Replace seats</del>   |   | Low |                                    | Seats replaced - Closed   |
| Roundabout        | <del>Finding 2 There is/are finger entrapment/s in the structure and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrap</del>                     |   | Low |                                    | Seats replaced - Closed   |
| Spring Bee        | Finding 1 The Handgrips/Footrests rotate and may cause an unexpected movement for the user -   | Secure Handgrips/Footrests to prevent rotation.   | Low | Handgrips/footrests to be secured. | Liaise with Playground specialist Contractor for a quote to complete work.  |

|              |   |   |          |  |   |
|--------------|---|---|----------|--|---|
| Basket Swing | <p>Finding 1 The seat clearance from finished surface level to the underside of the seat is too low and does not meet the requirements of BS EN 1176 Part 2 (400mm minimum clearance required from rigid part of seat in most onerous position)</p> <p><i>Clarification on the rigid part of seat in most onerous position:</i></p>  <p>Key<br/>1 rigid part<br/>2 flexible part<br/>h<sub>g</sub> ground clearance</p> <p>Figure 7 — Ground Clearance</p> | <p><b>Adjust seat clearance</b></p> <p><i>Measured when stationary, clearance is greater than 400mm, clarified what 'most onerous position' is.</i></p> | Low      | Basket swing – adjust seat clearance.  | <p><i>Liaise with Playground specialist Contractor who installed equipment on inspection report findings.</i></p> <p><i>Request it is addressed FOC as appears issue with installation.</i></p> |
| Spring Duck  | Finding 1 There is some graffiti present -  | <p><b>Remove the graffiti</b></p>   | Very Low | <p>Graffiti to be removed</p> <p><i>– does council wish to instruct contractor to complete work?</i></p> | <p><i>Cllr L Case has tried to remove.</i></p> <p><i>No action as does not affect the safety of the equipment.</i></p>  |