

# Alice Park Trust Sub-Committee

**Date: Thursday, 20th October, 2022**

**Time: 2.30 pm**

**Venue: Kaposvar Room - Guildhall, Bath**

Councillor Rob Appleyard  
Councillor Sally Davis  
Councillor Mark Roper  
Councillor Joanna Wright  
Co-opted members non-voting: Mary LaTrobe-Bateman

Chief Executive and other appropriate officers  
Press and Public



**Corrina Haskins**

**Democratic Services**

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## NOTES:

1. **Inspection of Papers:** Papers are available for inspection as follows:

Council's website: <https://democracy.bathnes.gov.uk/ieDocHome.aspx?bcr=1>

Paper copies are available for inspection at the Guildhall - Bath.

2. **Details of decisions taken at this meeting** can be found in the minutes which will be circulated with the agenda for the next meeting. In the meantime, details can be obtained by contacting as above.

## 3. **Recording at Meetings:-**

The Openness of Local Government Bodies Regulations 2014 now allows filming and recording by anyone attending a meeting. This is not within the Council's control. Some of our meetings are webcast. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators. We request that those filming/recording meetings avoid filming public seating areas, children, vulnerable people etc; however, the Council cannot guarantee this will happen.

The Council will broadcast the images and sounds live via the internet [www.bathnes.gov.uk/webcast](http://www.bathnes.gov.uk/webcast). The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

## 4. **Public Speaking at Meetings**

The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group.

**Advance notice is required not less than two full working days before the meeting. This means that for meetings held on Thursdays notice must be received in Democratic Services by 5.00pm the previous Monday.**

Further details of the scheme can be found at:

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=12942>

## 5. **Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are signposted. Arrangements are in place for the safe evacuation of disabled people.

## 6. **Supplementary information for meetings**

Additional information and Protocols and procedures relating to meetings

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13505>

### Decision Making Powers of the Sub-Committee:

1. To discharge the Council's role as Corporate Trustee for the Alice Park Trust, in line with Charities Commission guidance. The objects of the Alice Park Trust are for use as a public park and children's recreation ground.
2. To agree the Trust's annual budget and business plan.
3. To approve the use of any reserves.
4. To agree the Trust's annual accounts.
5. To receive and respond to the audit findings relating to the annual accounts.
6. To receive reports on the effective day to day management and financial performance of the Trust.
7. To allow interested parties to give their view on the performance and direction of the Trust.

**Alice Park Trust Sub-Committee - Thursday, 20th October, 2022**

**at 2.30 pm in the Kaposvar Room - Guildhall, Bath**

**A G E N D A**

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

The Democratic Services Officer will draw attention to the emergency evacuation procedure as set out on the Agenda.

3. APOLOGIES FOR ABSENCE AND SUBSTITUTION

4. DECLARATIONS OF INTEREST

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

(a) The agenda item number in which they have an interest to declare.

(b) The nature of their interest.

(c) Whether their interest is **a disclosable pecuniary interest** *or* **an other interest**, (as defined in Part 4.4 Appendix B of the Code of Conduct and Rules for Registration of Interests)

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer or a member of his staff before the meeting to expedite dealing with the item during the meeting.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

The Chair will announce any items of urgent business accepted since the agenda was prepared under the Access to Information provisions.

6. ITEMS FROM THE PUBLIC - TO RECEIVE STATEMENTS, PETITIONS OR QUESTIONS

7. MINUTES OF THE MEETING OF 20 AUGUST 2022 (Pages 7 - 10)

To confirm as a correct record for signing by the Chair.

8. CHAIR'S UPDATE

1. Membership Update

The Council has agreed to increase the membership of the Sub-Committee from 3 to 5 Councillors:

Cllr Rob Appleyard (Chair)

Cllr Sally Davis

Cllr Mark Roper

Cllr Joanna Wright  
1 Lib Dem vacancy

Independent Members:  
Resignations: Holly Dabbs  
Appointments: Mary LaTrobe-Batemen  
Vacancies: 1 Member

2. Update of Signatories  
To authorise Finance Officers to update the signatories on the Charity Commission and CCLA Investment Management databases and report back to the next meeting.

3. Alice Park Community Garden

9. UPDATE FROM THE APPA (PLAY AREA) PROJECT STRANDS

Members to give an update on progress since the previous meeting.

10. UPDATE ON OTHER ISSUES

1. Play Area Entrance
2. Cycle Racks

11. DATE OF NEXT MEETING

To agree a date for the next meeting in December.

The Democratic Services Officer for this meeting is Corrina Haskins who can be contacted on 01225 394357.

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**ALICE PARK TRUST SUB-COMMITTEE****Minutes of the Meeting held**

Thursday, 18th August, 2022, 2.30 pm

Councillors Rob Appleyard (Chair), Sally Davis and Joanna Wright

**13 WELCOME AND INTRODUCTIONS**

The Chair welcomed everyone to the meeting.

**14 EMERGENCY EVACUATION PROCEDURE**

The Democratic Services Officer read out the emergency evacuation procedure.

**15 APOLOGIES FOR ABSENCE AND SUBSTITUTION**

Apologies for absence were received from Holly Dabbs, Independent Member.

**16 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**17 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR**

There was no urgent business.

**18 ITEMS FROM THE PUBLIC - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS**

There were no items from the public.

**19 MINUTES OF THE MEETING OF 23 JUNE 2022****RESOLVED** that the minutes of 23 June 2022 be confirmed as a correct record and signed by the Chair.**20 CHAIR'S UPDATE****(1) Alice Park Trust - 2022/23 Budget and Forecast Update - Q1****RESOLVED** – that the 2022/23 Budget and Forecast Update (Q1) be noted.**(2) Tennis Court Storage Arrangements**

The Chair reported that following the previous meeting, he had contacted Wesport and they confirmed that they did not want to be involved in the management of the storage hut. He recommended that the club interested in

using the hut for storage be given a key on the understanding that the liability would lie with the club and not with the Trust. He confirmed that he did not recommend charging rent in the interest of growing the use of the tennis courts and due to the condition of the hut which although safe, was in need of repair.

### **(3) Community Garden**

The Sub-Committee was advised that there was a new officer in post in Property Services who had been tasked with looking into whether a formal agreement between the Alice Park Trust and the Community Garden project was required in relation to commercial activity and would report back to a future meeting.

### **(4) Entrance to the Play Area**

The Parks Team Leader advised on 2 different options for a new entrance to the play area which he circulated to members of the Sub-Committee:

Option A – a diagonal line path with the entrance at the corner of the fence.  
Option B – a crooked line path with the entrance further along the fence.

He confirmed that both options would include a tarmacked path to ensure accessibility for wheelchairs and pushchairs.

It was agreed that option B would be easier to install from a technical point of view.

**RESOLVED** – that the Parks Team Leader investigate the costings and timings for installing option B as a new entrance to the play area and contact the Sub-Committee members via email with the outcome.

### **(5) Noticeboard**

The Chair confirmed that the noticeboard was on site and recommended that this be installed by volunteers as a way of keeping costs to a minimum.

## **21 UPDATE FROM THE APPA (PLAY AREA) PROJECT STRANDS**

### **(1) Public Consultation and Engagement**

The Chair advised that each member of the Sub-Committee had identified ten priority items which had arisen from the public consultation and that the next stage would be to produce a Masterplan. He confirmed that it had been agreed not to progress some elements such as the water play due to the problems associated with this type of equipment.

In terms of next steps, it was agreed that Cllrs Davis and Wright would investigate the costs of the preferred equipment and seek advice from the Procurement Team on how to take this forward.



## **(2) Finance and Community Giving**

It was agreed that it was important to have an estimated cost of the project in advance of engaging with the public about community giving. The Sub-Committee noted that members of the public may want to make donations in memory of loved ones, but it was important to manage expectations from the outset so that donors were aware that equipment would need to be replaced if it was deemed to be unsafe in the future.

## **(3) Equipment Sourcing and Overall Play Area Plan**

The Parks Team Manager undertook to find out details of the source/cost of play equipment at Oldbury Court in Bristol.

It was also noted that access/equipment for disabled adults needed to be considered.

## **22 UPDATE ON OTHER ISSUES**

### **(1) Skatepark and Graffiti**

Cllr Wright reported that she had spoken to some users of the skatepark who had said that they found the graffitied surface better to use than a plain surface and that the product used to remove graffiti had a sticky texture which made it difficult to skate on. The Parks Team Leader undertook to look into this issue.

It was agreed that the Sub-Committee did not want the skatepark to be graffitied and that a sign was required to set out the conditions of use of the park. It was noted that signage was included in the original specification for the council provision of the skatepark and the Sub-Committee requested that this be supplied.

### **(2) Cycle Rack**

It was noted that it may be possible to get cycle racks free of charge, although the application may need to come from the Community Garden or Café rather than the Trust. Cllr Wright undertook to contact the Accessibility and Cycling Officer for further advice. The Parks Team Leader undertook to look into whether cycle racks were available from Property Services.

### **(3) Bee Bold Awards**

Cllr Wright reported that she had looked into whether Alice Park met the criteria to apply for the Bee Bold Awards and did not think it did as the awards were for new projects rather than those already completed.

### **(4) Tree Plan**

Cllr Wright requested a meeting with an appropriate officer on site to map out where trees/shrubs could be planted in the future so there was a plan in place

in the event of future funding for planting becoming available.

In response to comments about recent tree felling in the area, the Parks Team Leader undertook to speak to Tree Officers about the policy on tree felling and in particular, what happened to trees after they had been felled.

**(5) Your Park, Bristol and Bath**

The Parks Team Leader reported that Your Park Bristol and Bath were offering support to “Friends of” groups and volunteers and may contact members of the Sub-Committee.

**(6) Fields in Trust/Green Flag**

The Chair advised that Alice Park had been nominated for the Fields in Trust Award for the UKs favourite park and there may be media interest if the park was shortlisted.

In relation to Green Flag status, the Parks Team Leader confirmed that a management plan needed to be produced as part of the process and undertook to let the Chair see an example of what was required.

**23 DATE OF NEXT MEETING**

**RESOLVED** that the next meeting be held on Thursday 20 October 2022 at 2.30pm.

The meeting ended at 3.50 pm

Chair .....

Date Confirmed and Signed .....

**Prepared by Democratic Services**