# GRAPPENHALL AND THELWALL PARISH COUNCIL

**Council Office, Bellhouse Lane, Grappenhall, Warrington WA4 2SG**
**Colette Fellows Clerk to the Council/RFO**
**Tel: 01925 264918 (Monday to Thursday 2.00 - 4.30 pm) 07583 337717 (Mobile)**
**clerk@gtpc.org.uk**

9th July 2024

**Members of the Grappenhall Heys Estate Committee:**
Councillors Mrs L Fernyhough (Chair), M Browne, B Davies D Hockenhull, and J McQuillan.

*Copied to all members of the Council for information.*

Dear Member

A meeting of the Grappenhall Heys Estate Committee will be held at the Council Office, Bellhouse Lane, Grappenhall on Tuesday 16th July at **7.30 p.m.** at which your presence is requested.

Colette Fellows

Clerk to the Council

## A G E N D A

**1. Apologies for Absence**
To consider reasons for absence. For resolution.

**2. Disclosures of Pecuniary Interests**
Members are reminded that personal interests or prejudicial interests, as defined in the Code of Conduct, in any matter before the meeting, must be disclosed no later than the start of discussion on that item.

**3. Information for Noting**
a) There has been another meeting with the Mens-Shed group and Dean Richards (The Drawing Room Architectural Design Company), who are now going to put together a couple of options for the Walled Garden structure to replace the gazabo.
b) Wood carvings have been completed and we now have two lovely hares in front of the Janet Richards Glass house.
c) A few sizes of parasols have been tried on the picnic tables and was agreed that the larger parasols would be better suited. There needs to be a slight height adjustment, which the Thelwall Mens Shed group has agreed to do. Total cost £1120+vat (agreed budget was £2200).
d) The Garden Manager, Clerk, and WFGA (Work & Retain as a Gardener Scheme) successfully interviewed Sarah Pollet for the role of garden apprentice, who will commence in the role from the 1st of August.
e) The boardwalk has been repaired and images sent to all Councillors. DecKing did an excellent job at a cost of £3540+vat.
f) The Oak Door repairs are being templated on Friday 12th July.

**4. Gardener Manager's Report**
**4.1** The Gardener/Manager, Graham Richardson, will present a progress report (attached).

4.2 The repairs list (see attached) will be updated before the meeting.

**5. Outreach Officer's Report**

The Outreach Officer will present a progress report (attached).

**6. Walled Garden Finances**

The Clerk will provide an overview of the current financial situation with the Walled Garden balances, expenditures and Arnold Stansby Fund.

**7. Internal Audit Recommendations**

7.1 The internal auditor has made recommendations for members to check the accuracy of the pricing of income invoices.
For discussion and resolution to implement the audit of invoicing.

7.2 In previous recommendations, the international auditor has also recommended that charges should be reviewed annually. The current charges are as follows:

- Community Room £25 per hour Full day £125.00
- School Room £15 per hour Full day £15.00
- Have–a-go £6 per session Currently 12 members

For discussion and resolution to review the current pricing structure, The Clerk and Outreach Officer will present other community premises costings as a comparison.

**8. Bagnalls Paint Review/Report**

Please find attached a report from Bagnalls who attended the site on 3rd June 2024 to review the coating failure of external timbers.

The Estates Committee meeting held in November 2020, details the quote for approval as follows (extract below):

Prepare all timbers by means of cold hand tools and abrasive papers to leave a clean, sound surface to apply the following paint specifications

- 1 overall full coat of Dulux timber preservative primer
- 1 overall full coat of Dulux Weathershield external oil-based undercoat
- 1 overall full coat of Dulux Weathershield external oil-based gloss finish.

The Clerk recommends challenging Bagnalls on the report and failing timbers. For discussion and resolution.

**9. Terms of Reference**

The terms of reference (attached) of the Committee will be reviewed and any necessary amendments identified. For discussion and resolution.

**10. Part Two Confidentiality - Matters to be discussed in the absence of the press and public**

To discuss the following agenda item in a closed session:

- Resources at the Walled Garden.

*Public Bodies (Admission to Meetings) Act 1960 s.2*
*A body may, by resolution, exclude the public from a meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies*

Grappenhall Heys walled Garden and Estate

List of works

| Item | Action Point | Lead | Status | Update |
|---|---|---|---|---|
| Entrance door repair | Repair needed to Oak Door (rotten wood) | CF | Work to start 11/07/24 | Work to be started soon by Cheshire Interiors (quote approved) |
| Village Green Bench | Stones for wear/tear area for feet | GR | ongoing | |
| Village Green Pathways | Needs top layer resurfacing | CF | | |
| Walled Garden | Jubilee Beacon display | GR | | |
| Walled Garden | Walnut Tree Diseased | GR | | |
| Walled Garden Benches | Stones for feet area, sympathetic to gardens | GR | | |
| Pond edging | Stone edging re-instated | GR | | GR has concerns if the grass and moss are taken back, then the stones become dangerously loose. |
| Pond | Blanket weed | GR | | The pond has blanket weed, which would need someone pulling out. |
| Benches | Re-sanded and oiled | GR | | |
| Information board | Flag stones are needed to prevent mud and water gathering. | GR | | |
| Outside Pond (Wolfe Close) | One meter clearance and blanket weed. | | | Quote to be obtained from Beechwood for this work |
| Glasshouse (Janet Richards) | 2 panes of glass to be re-inserted | | | The quote received was for £950, will look to find alternatives. |
| Concrete Edging for Septic Tank | | CF | | Three quotes needed for the repair. |
| Glass houses – paint failings (all three) | Bagnalls has sent a report | CF/GR | ongoing | Agenda item at next meeting |
| Glasshouse Leakage (Fountain Café) | | | | A structural engineer is needed to investigate why the glass house is leaking and how it can be repaired. |
| Inside ladies toilet – broken tap | Tap will not turn off. Sometimes it a build-up of slutch. A professional needed to investigate. | SC/GR | | |
| Sunblind or screen | The café area gets too hot in the summer and since some of the blinds have failed, an alternative is needed. | GR | | GR to look at netting and costs. |
| Sinkhole | Outside of the gardens (main) a hole appeared in the grass (maybe a water line to pond) | GR/CF | United Utilities have been contacted | Further investigation is needed. |

| | | | | |
|---|---|---|---|---|
| Noticeboard | To move outside the gardens for 24 hour access | GR | | The notice board needs to be taken down and re-varnished and then moved to new location. |
| Classroom | Re-organisation/clear-out | KF | | |

**Community Outreach Officer Report for Estates meeting on 16th July, 2024**

Income – From the 1st April – end of July income generated from Outreach activities in the garden will be well in excess of £4000. This amount does not include any produce money, but does cover revenue from the Stockton Heath Play, Peter Pan and the Jazz in the Garden night. Of interest – we have had significant numbers of 'garden visits' this year – from WI groups, to garden groups and coach trips (including one from the Netherlands)

The Shed in the garden project – for noting - a further meeting with Dean Richards and representatives from Thelwall Men's Shed has taken place and information has now been sent to Dean (5th July) in order that he can finalise some designs for us. Dean is also exploring the possibility of needing to apply for planning permission.

We have had a couple of enquiries already about school visits at the garden for next year.

We offer a variety of activities for school groups and uniformed organisations, including nature treasure hunts/ bug hunts/ food chains, bug hotels, sowing and planting workshops.

The only school that requests pond dipping as an activity is Cobbs Infants and there has been a mutual decision made by both parties not to continue with this activity.

An Autumn Fair is scheduled for the 28th September and a Winter Fair for the 16th November.

Wreathmaking dates are to be confirmed, but likely to begin around the 30th November.

For noting – we are in early discussions with the Parrs Bank Hotel, Warrington, with a view to them hosting a fundraiser for the Walled Garden

CJF/July

# Grappenhall and Thelwall Parish Council
# Grappenhall Heys Estate Committee

**Terms of Reference**

*(Adopted at Parish Council Meeting November 2023, v2)*

## 1. Background

1.1 The Committee is constituted as an Executive Standing Committee of Grappenhall and Thelwall Parish Council (the Council) in accordance with Standing Order 15a.

1.2 The membership of the Committee shall comprise of 5 members elected at the Annual Parish Council Meeting held in May, or at such other times as appropriate.

1.3 The Chair of the Committee shall also be elected at the Annual Parish Council Meeting in May.

1.4 The quorum of the Committee shall be 3 members.

## 2. Conduct of Meetings

2.1 Members of the Committee will be bound by the Council's Code of Conduct.

2.2 Meetings of the Committee will be supported and minuted. The minutes of the Committee will be tabled for approval by members and received at the next meeting of the Council. The minutes of the Committee will be placed on the Council's website.

## 3. Confidentiality

3.1 Where the nature of the business to be transacted by this Committee is of a confidential nature the public and press may be excluded by resolution at the commencement of the meeting.

## 4. Purpose of the Committee

4.1 To consider operational reports from the Head Gardener and Community Outreach Worker at Grappenhall Heys Walled Garden (Walled Garden) and advise on any necessary action.

4.2 To consider the maintenance and management of the Walled Garden and wider Grappenhall Heys Estate and advise on any necessary action.

4.3 To consider and authorise funding requests at the Walled Garden and the wider Grappenhall Heys Estate from the designated budget.

4.4 No expenditure may be incurred which will exceed the amount provided in the appropriate class of expenditure which has a revenue budget heading, and that payment will not cause such budget to be overspent unless approved by the Council. All expenditure approved by the Estates Committee will be advised to the next meeting of the Council.

4.5 To monitor, review and update policy on the use of the Walled Garden where necessary.

4.6 To monitor the management of and operation of the café at the Walled Garden and to review and approve changes to the license to operate the café where necessary.

4.7 To consider future plans/regeneration proposals at the Walled Garden and advise on any necessary action.

4.8 To consider the publicity and marketing of the Walled Garden and advise on any necessary action.

4.9 To consider reports on health and safety aspects of the Walled Garden and the wider Grappenhall Heys Estate and advise on any necessary action.

4.10 To monitor the income and expenditure of the Grappenhall Heys estate asset and the investment of the endowment fund for the Walled Garden.

## 5. Delegated Powers

5.1 Members will be advised by the Clerk/Assistant Clerk to the Council whether other matters under discussion is within the Committee's delegated powers.

5.2 If it is within the Committee's delegated powers the minute will record the decision as **Resolved.** If not, then the minutes will record the decision as **Recommended** and it will be brought to the attention of the Council for decision **when** tabling the Committee minutes.

## 6. Terms of Reference

6.1 These Terms of Reference will be reviewed on an annual basis to ensure the needs of the Council continue to be met.

**Alfred Bagnall & Sons (North West) Ltd**

**Coronation Road**

**Ellesmere Port, CH65 9AA**

**Re; Grappenhall Walled Gardens.**

Coatings failure to external timbers.

Dear Graham,

Thank you for your time on the above matter.

During my site visit, we inspected all areas visually and it was apparent from this that the exposed timbers have failed or are failing back to bare wood. We highlighted that the original coating was chalky when dry and due to weather conditions on the day (heavy rain), this had become liquidised and created a milky residue when disturbed. Please note that the internal aspect of this project is in good order and only shows signs of slight UV ageing and very little if any delamination.

Having reviewed your email and investigated the products used originally, it is my observation that the original specification was an incorrect coating system applied. So effectively, anything that is applied over it externally will ultimately fail again unless all areas are prepared back to a bare timber substrate with total removal of the existing incorrect coating and treat with a new Alkyd Dulux Weathershield specification or similar.

My observations and professional opinion would be that the areas are treated externally during fine dry weather and as per the above preparation / specification and do so in a time frame that reduces any further exposure to winter conditions, as the timber is of such intricate nature it will begin to rot and decay rapidly if care is not taken to action the failing existing paint coating applied originally.

I trust this meets with your expectation and will gladly answer any further question or queries that you may have.

Yours Sincerely

Kevin Travers

Icorr level 1 Paint Inspector,

On behalf of Bagnalls