GRAPPENHALL AND THELWALL PARISH COUNCIL

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11th November 2024

Members of the Grappenhall Heys Estate Committee:
Councillors Mrs L Fernyhough (Chair), M Browne, B Davies, H Drogan, 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 Monday 11th November at **7.00 p.m.** at which your presence is requested.

Colette Fellows

Clerk to the Council

A G E N D A

11. Apologies for Absence
To consider reasons for absence. For resolution.

12. 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.

13. Information for Noting
a) The Parasols were installed in the Walled gardens (currently in storage).
b) The Garden Manager, Clerk, and WFGA (Work & Retain as a Gardener Scheme) successfully interviewed Sarah Pollet for the role of garden apprentice. However, the WFGA decided to cancel/postpone the position due to the Gardener Manager's retirement.
c) The Oak Door repairs on the Witherwin Road entrance have now been repaired at a cost of £736+vat.
d) The new Gardener Manager Oliver Groos will commence in the new role from 19th November.

14. Gardener Manager's Report
14.1 The Gardener/Manager, Graham Richardson, will present a progress report (attached) to include a brief overview of the meeting held at Walton Gardens to discuss the glasshouse renovations and maintenance.

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

14.3 The Gardener/Manager requested Beechwood Industries trim the Yew Hedge around the Walled Gardens and the invoice received was for £1080+vat which was an increase of over 32% on previous years. The Clerk has challenged the rising cost and awaits to hear back.

With that said it would be advisable to purchase an extendable platform to enable the Gardener Manager to complete these tasks in future. For discussion and resolution

15. Outreach Officer's Report

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

15.2 The Outreach Officer is preparing a planning application for the Man's shed and will update members at the meeting.

16. Walled Garden Finances

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

16.2 The Clerk contacted the Chair of Estates to authorise emergency works needed for a tree. The total cost was £250+vat, also emergency work was required for the outside toilet door which was taken off in the recent storms causing considerable damage to the frame total cost £910+vat. Retrospective approval is required.

17. Internal Audit Recommendations

17.1 Due to current limited resources a new checklist for internal controls has not been completed (minute ref 7.1). In the interim period, the Clerk would like a member to check the accuracy of invoices sent to customers. For discussion and resolution.

17.2 The Outreach Officer has market-tested current charges for the hire of the community rooms and will present other community premise costings as a comparison for the current pricing structure. For discussion and resolution.

18. Failing Glasshouses

Please find attached a fee proposal for Paul Travis Conservation to enable a condition survey to be completed on the Glasshouses. The fee is for a maximum of 6.5 days for £5,400+vat. They would only charge for the actual time which would reduce proportionally. The costs of equipment hired to carry out the work are not included and shall be sourced by the Parish Council . For discussion and resolution to accept.

19. Walled Garden Security

As members are aware, the Walled Garden was broken into in October, and 40 metres of lead were stolen. The insurance company has asked for two quotes for the replacement, which can be an alternative to lead with no street value.

19.1 The crime has been reported and a crime prevention officer has since attended the site to advise. Atlas (current security at the site) has also attended the site to advise on better prevention (see attached report) for discussion and resolution on the best way to move forward and protect the Walled Garden asset.

Grappenhall Heys walled Garden and Estate

List of works

Item	Action Point	Lead	Status	Update
Village Green Bench	Flag Stones for wear/tear area for feet	GR	ongoing	The grass has grown back, to re-visit in 2025.
Village Green Pathways	Needs top layer resurfacing	CF		
Walled Garden	Jubilee Beacon display	GR		
Walled Garden Benches	Stones for feet area, sympathetic to gardens	GR		The grass has grown back, to re-visit in 2025.
Pond	Blanket weed	GR		The pond has blanket weed, which would need someone pulling out.
Benches	Re-sanded and oiled	GR		Community payback
Information board	Flag stones are needed to prevent mud and water gathering.	GR	ongoing	
Outside Pond (Wolfe Close)	One meter clearance and blanket weed.	BD		Quote to be obtained from Beechwood for this work
Glasshouse Leakage (Fountain Café)		CF	ongoing	A structural conservation engineer has quoted.
Inside ladies toilet – broken tap	Tap will not turn off. Sometimes it a build-up of slutch. A professional needed to investigate.	SC/GR		Ian Deakin to visit site 01/08/2024. Need the vanity unit removing as unable to access the tap currently.
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		Netting has been purchased, needs to be installed. Once a platform has been purchases then this task can be completed.
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	UU contacted; no engagement has been made with the office on 31/07/2024
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	complete	This has been completed, a better storage solution would be helpful.
Donation station	QR Code station for donations to the Walled Garen	KF		Update at meeting with costings