



Maghull Town Hall

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NOTICE IS HEREBY GIVEN to attend a Meeting of the AMENITIES COMMITTEE which will be held in THE COUNCIL CHAMBER at MAGHULL TOWN HALL on Wednesday 23rd November 2022 at 6:30 PM

Note: *DECLARATIONS OF INTEREST – If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Town Clerk at least 24 hours in advance of the meeting.*

1 Apologies for Absence

2 Declarations of Interest

3 Public Participation.

4 To Confirm the Minutes of the Last Meeting

Members are asked to confirm that the minutes of the last meeting on 5th October 2022 are a correct record (pages 1 - 3)

5 Park Signage

Members are asked to consider the report (pages 4 - 7)

6 Tree Policy

Members are asked to consider the report (pages 8 - 10)

7 Phase 3 Tree Planting

Members are asked to consider the verbal update

8 Flooding on The Meades

Members are asked to consider the verbal update

9 Park Seating

Members are asked to consider the report (pages 11 - 14)

10 Budget 2023/24

Members are asked to consider the report (pages 15 - 19)

11 Chair's Report

Miss A. McIntyre FSLCC
Town Clerk

Minutes of Amenities Committee Meeting Held Wednesday 05 October 2022 at 6:30 PM

Those present :

Chairman : Cllr J Sayers

Vice-Chairman : Cllr K Hughes

Councillors : Cllr Ju Burns, Cllr Jo Burns, Cllr R Ferguson, Cllr B Nixon

Officers : S Larking, R O'hare, D Stephens

1 Election of Chair and Vice Chair

RESOLVED that Cllr J Sayers be appointed as Chair of Amenities Committee and Cllr K Hughes as Vice Chair for the 2022/23 municipal year.

2 Apologies for Absence

Apologies received from Cllrs Carlsen, Darlington and T Hughes. It was noted that Cllr T Hughes will tender his resignation as he is no longer able to hold political office in his new career. The Chair recorded his thanks to Cllr T Hughes and sent best wishes for his new career.

3 Declarations of Interest

None received.

4 Public Participation.

None notified.

5 To Confirm the Minutes of the Last Meeting

RESOLVED that the minutes of the last meeting on 9 February 2022 be approved as correct record.

6 Park Signage

The Finance Officer set the context for signage. The proposal, to help give parks an identity, was raised in the Organisational Structure and Capacity Review carried out by Chris Rolley Associates in 2018. Also, it was agreed at Full Council that the Council needed to establish new ways of communicating with residents following the closure of the Champion Newspaper. A quote had been received for up to £120,000 for 2 signs per park. Costs include design, delivery and installation. Given the cost and pressure on budgets (funding required for works to the Activity Room for the Grounds Maintenance Team) the Amenities Manager proposed a rolling programme starting with signs in up to 4 parks in 2022/23 - Old Hall, Glenn Park, Dodds and KGV. Balance to be met from planned asset maintenance budget in 2023/24. Views invited from Cllrs on which signs (2 large per park or one large and one small); how many and which parks.

Points raised by Cllrs:

- Support idea of signs and can see benefits e.g. to promote corporate identity
- Staggered at costs, too expensive at time when residents are struggling with the cost of living and budgets are tight
- Unclear if residents would read information on notice boards
- Officers to consider other options including community groups e.g. Bootle Tool Shed and salvage/restoration companies e.g. Lost Art Ltd

RESOLVED that:

- 1. Officers to consider other options and report back to the next committee**

2. The report be noted.

7 Tree Survey

The Amenities Manager updated Members on the Tree Survey:

- Following the Tree Survey in 2021 a number of remedial works were completed by June 2022. Works carried out by the Council's Ground Maintenance Team and Contractors
- Survey has been used to respond to residents complaints
- Regular complaints received about trees including over hanging branches and right to light. Right to Light a particular issue in Glenn Park
- Proposing a Tree Policy which will deal with issues raised by residents including frequency of works and right to light
- Future surveys will be staggered to pick up issues in different seasons

In response Cllrs made the following comments:

- Residents regularly raise issues about trees, concerns that trees are cut back/removed but also right to light. It was noted that over 15,000 trees have been planted in Maghull in recent years.
- A Tree Policy would be helpful to support officers and provide information for residents about works e.g. diseased/damaged and frequency of works
- Noted that NHS responsible for copse at side of health centre. Ivy been cut back to stop crowding. Council unable to take responsibility for area due to costs of maintenance

Note: Tree Planting was also discussed under Agenda Item 8 (play equipment upgrade). It was proposed that future tree planting was reviewed to include more parks.

RESOLVED that:

1. Tree Policy to be developed

2. The report be noted

8 Play Equipment Upgrades

The Amenities Manager reported that positive feedback has been received about new play equipment. However, it had highlighted issues about older play equipment e.g. in Dodd's Park. Work continues to paint and repair items in Dodd's Park. The latest ROSPA report had identified 50 actions which will be progressed. Vandalism had decreased since the Summer.

Key points from Cllrs:

- Officer to prepare a report on upgrading equipment in other parks and flood remediation in the Meads. It was noted that drainage was damaged when fencing installed.
- Noted that the Meads did not get any trees planted, which given flooding may benefit from more trees.
- Concerns raised about tree planting and personal safety in Old Hall Park
- Officers to explore if any flexibility to change the future tree planting programme to include the Meads

RESOLVED that:

- 1. Officers to review cause of flooding in the Meads and cost of remediation**
- 2. Officer to review programme of future tree planting so that trees could be planted in the Meads**
- 3. The Report be noted**

9 Work Programme Update

The Grounds Maintenance Supervisor gave an update on the Autumn/Winter programme:

- Leaf collection
- Grass cutting until early November
- Bin collections through the Autumn and Winter
- Tree works as identified in the Tree Survey all winter
- Bowling Green maintenance
- Football pitches marking weekly
- Indoor works when weather gets too cold e.g. bowling hut maintenance and cladding pavilion at Pimbley

Cllrs made the following comments:

- Interested in information about grot spots and issues in parks
- Seating in parks raised by residents e.g. only seats in play areas. It was noted that there is 1 memorial bench. Officers to provide a report on increasing the number of benches in parks and introducing picnic tables

RESOLVED that:

- 1. Information on grot spots and issues in parks to be reported at future meetings**
- 2. Officers to provide a report on additional benches and picnic tables for parks**
- 3. The report be noted**

10 Chair's Report

No report given.

CHAIR

Report to: Amenities Committee
Date of Meeting: 23rd November 2023
Agenda Item Number 5
Subject: Proposed Park Signage installation 2022/23
Report of: Amenities Manager
Exempt/Confidential Report: No

Summary

To install signage in each of our parks.

Maghull Town Council Priority	Yes/No
Development and Protect the Community	Yes
Develop Parks and Green Spaces	Yes
Value for Money and Enterprising Council	Yes
Develop Leisure and Activity for All	Yes
Develop/support Community Services and Groups	Yes
Support Culture and Heritage	Yes
Health and Wellbeing Programme	Yes
Statutory Requirement	No

Recommendation(s)

Amenities Committee is requested to:-

As discussed in the previous Amenities meeting, Councillors are asked to consider the cost of this project, the suitability of the design, and what parks require signage and their location (if multiple access points).

Due to the high costs and the number of parks requiring signage, this is a project that may need to be rolled out in a phased schedule over a two-year period. Therefore, a decision will also need to be made on which parks are a priority.

Reasons for Recommendation(s)

Following confirmation that the Champion Newspaper would cease publication, it was established we need a new way of communicating. One option discussed was the possibility of installing signage in each of our parks. Not only will the signage have MTC branding and bring an identity to each park, but the signs will also have a noticeboard display that can be used as a tool in our communication strategy.

Alternative Options Considered and Rejected

The previous designs highlighted below along with the costs were rejected on 05/10.

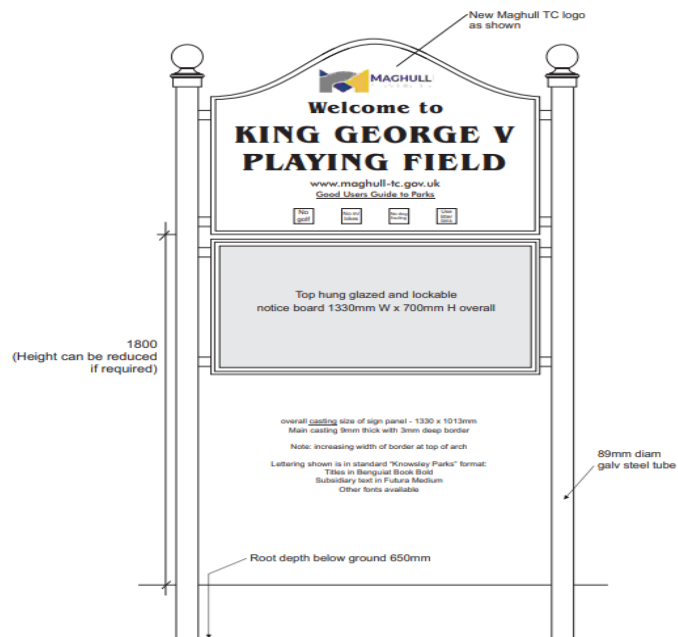
Option A (REJECTED 05/10/2022)

Cost per unit £2750.00

Install cost £470.00

Delivery cost £175.00

Total cost per unit £3395.00 (Excluding VAT)



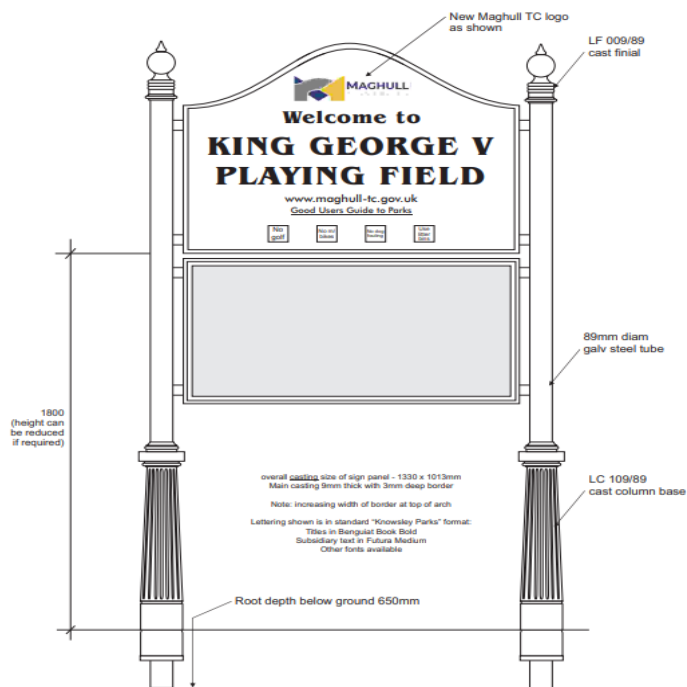
Option B (REJECTED 05/10/2022)

Cost per unit £3520.00

Install cost £470.00

Delivery cost £175.00

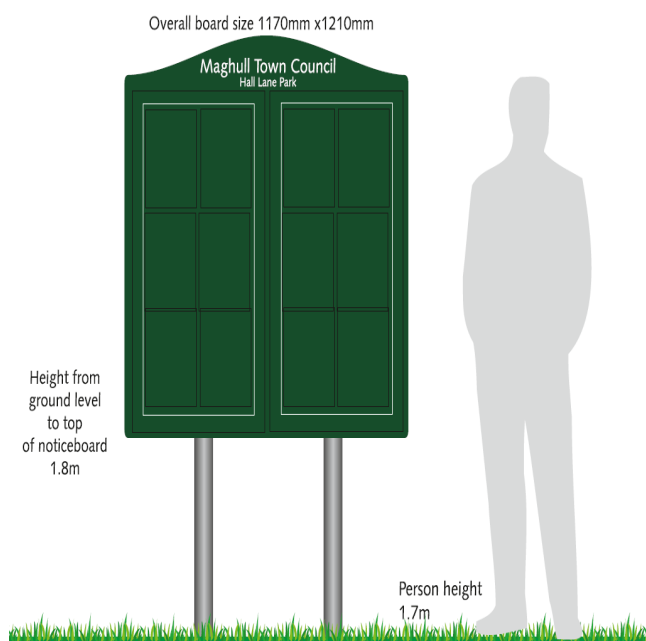
Total cost per unit £4165.00 (Excluding VAT)



What will it cost and how will it be financed?

All costs associated with this project will come from the Amenities core budget.

New Option 23/11/2022:



Cost

Item	Qty	Price	Cost
Breeze Post Mounted Double Door Board Size: 2 x 6 x A4 boards - 1200 x 850mm high Colour: Moss Green (RAL 6005) Header Shape: Dome (text only)Maghull Town Council - Hall Lane Park Accessories: Not required Product Information Boards mounted onto shaped back panel Powder coated frame 3mm thick perspex glazing Allen key lock as standard Magnetic back panel for use with magnets Includes text to header Pair of 76mm circular posts VIEW PRODUCT	14	£799.20	£11,188.80
Installation into soft ground	14	£450.00	£6,300.00
UK Mainland Delivery	1	£10.00	£10.00
Sub Total:			£17,498.80
VAT:			£3,499.76
Total:			£20,998.56

Implications of Recommendations:

Financial Implications	None
Resource Implications	None
Legal Implications	None
Equality & Diversity Implications	None

Implementation Date for Decision

Immediately following the conclusion of Amenities Committee.

Appendices

None

Background Papers NA

Contact Officer	Derek Stephens – Amenities Manager
Telephone Number	0151 526 3705
Email Address	Derek.Stephens@maghull-tc.gov.uk

Report to: Amenities Committee
Date of Meeting: 23rd November 2023
Agenda Item Number 6
Subject: MTC Tree Policy 2022/23
Report of: Amenities Manager
Exempt/Confidential Report: No

Summary

Implement a MTC Tree policy. The policy will then act as a source of information and reference for residents and officers regarding trees on MTC land and as a framework for any decisions with regard to the management of our trees.

Maghull Town Council Priority	Yes/No
Development and Protect the Community	Yes
Develop Parks and Green Spaces	Yes
Value for Money and Enterprising Council	Yes
Develop Leisure and Activity for All	Yes
Develop/support Community Services and Groups	Yes
Support Culture and Heritage	Yes
Health and Wellbeing Programme	Yes
Statutory Requirement	No

Recommendation(s)

Amenities Committee is requested to:-

Review and approved the proposed MTC Tree Policy if deemed appropriate.

Reasons for Recommendation(s)

The residents of Maghull regularly raise complaints about trees that are in close proximity to their property. The main issues raised are: Right to Light, Overhanging branches, and Excessive bird excrement etc. Therefore, the aim of implementing a MTC Tree policy is to set the approach for Maghull Council in the management of trees located on MTC owned land.

The policy will then act as a source of information and reference for residents and officers regarding trees on MTC land.

Alternative Options Considered and Rejected - NA

NA

Draft Tree Inspection Policy:

Maghull Town Council tree stock is managed by our ground's maintenance team and an external contractor. Tree surveys are conducted on annual basis, but the season in which we carry out the survey can vary, as we believe it is good practice to stagger these reports due to the changing nature of trees throughout the seasons, autumn and winter often highlight different problems to spring and summer. Additionally, trees are sometimes inspected in an ad-hoc way when additional monitoring is needed, or occasionally if prompted by an enquiry from a resident.

When a tree officer inspects the tree(s) they decide what action (tree work), if any, is necessary. On a rare occasion a second opinion will be sought from another tree team member. During an inspection they will consider:

- Any works necessary to the tree with regards to any Health and Safety risks the tree may pose (such as low branches, dead, decaying or dying trees) or needed to release pulled BT cables (branch tips that brush against BT cables don't fall within this category)
- the priority that should be assigned to any recommended work
- the amenity value of the tree(s), their positive contribution to the urban environment.

If the inspection was prompted by a resident's enquiry the officer will take the resident's wishes into account. However, Maghull Town Council do not prune trees if the sole purpose of the tree works is to improve natural light to private property or to reduce overhang. Such works can be carried out at the Council's discretion only if Health and Safety works are identified to the same tree and they will not be detrimental to the tree's health.

Health and Safety work generally includes work that is necessary in the interests of public safety such as the felling of dead trees or the removal of trees with a serious structural defect. Also included in this category is the removal of very low branches that impede the safe use of the highway, branches that block light columns, obscure road signs, or pull tight telephone wires.

Post Inspection/Remedial works:

After a tree has been inspected any recommended work will be programmed-in accordingly. Tree works priority is based on the level of Health and Safety risk the tree poses or will pose, potential targets (tree's location), tree species growth rate and tree's condition. The works are not prioritised on a "first come first served" basis or by the number of calls a resident made about the tree.

For this reason, MTC cannot commit to commence tree works on any specific date or to a fixed timescale. The works schedule is constantly revised by MTC's Facilities Manager, and any additional urgent Health and Safety works will be scheduled in accordingly, pushing less urgent Health and Safety works further down the list. Adverse weather conditions, flood situations and emergency call outs, can also change the work schedule. However, Maghull Town Council's Facilities Manager will keep residents informed every step of the way.

All tree works are carried out to British Standards (BS3998:2010), by qualified tree surgeons, and in compliance with the Wildlife and Countryside Act 1981.

Private Trees:

Private trees – Maghull Town Council does not get involved in any tree-related disputes between neighbours (act as a go-between or liaison body). If land ownership is unknown, please contact [Land Registry](#).

Contact Details:

If you have any further issues or concerns, please contact Maghull Town Council directly by ringing 0151 526 3705 or e-mailing info@maghull-tc.gov.uk

What will it cost and how will it be financed?

No costs involved.

Implications of Recommendations:

Financial Implications	None
Resource Implications	None
Legal Implications	None
Equality & Diversity Implications	None

Implementation Date for Decision

Immediately following the conclusion of Amenities Committee.

Appendices

None

Background Papers NA

Contact Officer	Derek Stephens – Amenities Manager
Telephone Number	0151 526 3705
Email Address	Derek.Stephens@maghull-tc.gov.uk

Report to: Amenities Committee
Date of Meeting: 23rd November 2023
Agenda Item Number 9
Subject: Park Seating installation 2022/23
Report of: Amenities Manager
Exempt/Confidential Report: No

Summary

To install additional seating in several of MTC's parks.

Maghull Town Council Priority	Yes/No
Development and Protect the Community	Yes
Develop Parks and Green Spaces	Yes
Value for Money and Enterprising Council	Yes
Develop Leisure and Activity for All	Yes
Develop/support Community Services and Groups	Yes
Support Culture and Heritage	Yes
Health and Wellbeing Programme	Yes
Statutory Requirement	No

Recommendation(s)

Amenities Committee is requested to:-

As discussed in the previous Amenities meeting, Councillors are asked to consider the cost of installing additional seating/benches in each of our parks, the suitability of the design, and if parks require more than one additional bench.

Reasons for Recommendation(s)

Following the recent upgrade of children's playground equipment in several of our parks, a number of residents have raised their concerns that there is now a lack of seating/benches within the parks for families, adults and the elderly to sit, talk, relax and enjoy the surroundings.

Alternative Options Considered and Rejected

NA

Option A: To install 15 x Queen Elizabeth II Memorial Benches in the following parks:

- . 3 x Hall Lane
- . 2 x Ballswood
- . 1 x Bobby's wood

- . 1 x Mersey Avenue
- . 1 x KGV
- . 1 x Moorhey
- . 1 x Round Meade
- . 1 x South Meade
- . 1 x Pimbley
- . 1 x Moss
- . 2 x Glen Park



- . Guaranteed maintenance-free for 25 years
- . 100% recycled plastic material
- . Will never rot, split, chip, crack or degrade
- . UV resistant and will not fade
- . Features an attractive wood grain effect
- . Supplied with memorial plaque, see image

Delivered part assembled.

Code	Description	Qty	Unit	Unit Price	Value	VAT
QER004	Queen Elizabeth II Memorial Seat	15	Each	430.00	6450.00	1
RFCONKIT	Concrete Fixing Kit	15	Each	7.00	105.00	1

Sub-Total	£6,555.00
VAT	£1,311.00
Total	£7,866.00


Total Cost is Excluding install. Install will be self-performed by GM team. However, materials will need to be purchased at approx. £5K. **Total cost of option A £12,866.00**

Option B:



The Phoenix seat is robustly designed with fully recycled end supports and slats. This heavy duty seat offers durability, weather-resistance and low maintenance.
Length: 1790mm Depth: 574mm Seat Height: 428mm Overall Height: 702mm Total seat weight including: Enviropanel slats: 75kg Enviropanel slats: 90kg c/w 2 armrests Timberpol slats: 79kg
Timberpol slats 94kg c/w 2 armrests Supplied fully assembled for immediate use.

The Phoenix seat is cost-effective, environmentally friendly and made from recycled materials. This outdoor bench with a back rest is weather and vandal resistant, and is ideal for parks, community areas, public areas and pavements.

	Qty	Unit Price	Total Price
 Phoenix® Recycled Material Seat Supplied with Dark Brown or Black Enviropol Slats & Concrete Surface Fixing Bolts Robust and rustic with 100% recycled end supports and slats. Product Information Product News Product Videos Product Warranty	1	£585.00	£585.00

Total Cost

Qty 15 x £585 = £8775

Material & install = £5000

Total cost of option B = £13,775.00

What will it cost and how will it be financed?

All costs associated with this project will come from the Amenities core budget.

Implications of Recommendations:

Financial Implications	None
Resource Implications	None
Legal Implications	None
Equality & Diversity Implications	None

Implementation Date for Decision

Immediately following the conclusion of Amenities Committee.

Appendices

None

Background Papers NA

Contact Officer	Derek Stephens – Amenities Manager
Telephone Number	0151 526 3705
Email Address	Derek.Stephens@maghull-tc.gov.uk

Report to: Amenities Committee
Date of Meeting: 23rd November 2022
Agenda Item Number 10
Subject: Proposed Amenities Service Budget 2023/24
Report of: Amenities Manager & RFO
Exempt/Confidential Report: No

Summary

To present a proposed 2023/24 budget for the Amenities Service and to put forward recommendations to Finance & General Purposes (Budget) Committee in December 2022 in order to contribute towards Council's overall budget setting process.

Maghull Town Council Priority	Yes/No
Development and Protect the Community	Yes
Develop Parks and Green Spaces	Yes
Value for Money and Enterprising Council	Yes
Develop Leisure and Activity for All	Yes
Develop/support Community Services and Groups	Yes
Support Culture and Heritage	Yes
Health and Wellbeing Programme	Yes
Statutory Requirement	No

Recommendation(s)

Amenities Committee is requested to:-

1. Consider the proposed 2023/24 budget for the Amenities Service and make recommendations to Finance & General Purposes (Budget) Committee in December 2022 regarding proposed precept increases to balance budgetary gaps.
2. Note the contents of this report.

Reasons for Recommendation(s)

Full Council is required to set a balanced budget for the forthcoming financial year and must notify Sefton Council of the precept demand for the Maghull Town Council area so that this can be added to Sefton Council's council tax demand. This process must be completed by January 2023.

With Amenities Committee Members having considered the proposed budget for 2023/24, members will make recommendations to Finance & General Purposes (Budget) Committee to be held in December 2022. These recommendations will contribute towards Council's overall budget setting process.

Alternative Options Considered and Rejected

None.

What will it cost and how will it be financed?

(A) Revenue

All costs associated with the operation of the Amenities Service are met by core budgets formed through a combination of annual precept demand and income from the hiring of facilities such as bowling greens and football pitches.

(B) Capital

None

Implications of Recommendations:

Financial Implications	Member recommendations will be presented to Finance & General Purposes (Budget) Committee in December 2022.
Resource Implications	None
Legal Implications	None
Equality & Diversity Implications	None

Implementation Date for Decision

Immediately following the conclusion of Amenities Committee.

Appendices

None

Background Papers

None

Contact Officer	Derek Stephens – Amenities Manager
Telephone Number	0151 526 3705
Email Address	Derek.stephens@maghull-tc.gov.uk

1. Proposed 2023/24 Budget for the Amenities Service

a. Background

The Amenities Manager and Responsible Finance Officer (RFO) have jointly produced a proposed 2023/24 budget for the Amenities Service.

When reviewing this budget, members must consider the assumptions below which directly impact upon the overall budgetary gap for the Amenities Services.

Members are reminded that these assumptions may alter when budgets are reported to Full Council in January 2023 owing to more up-to-date information becoming available, or Finance & General Purposes (Budget) Committee putting forward their own recommendations to Full Council.

In short, members are asked to consider the proposed 2023/24 budget for the Amenities Service based on information currently available, albeit that officers anticipate that there will be a degree of change in the coming months.

Assumption One: Football Pitches and Bowling Greens will continue to be made available for hire in 2023/24

In 2022/23, two football pitches have been leased to three football clubs generating an income of approx £1,260.00. per annum.

With regards to the proposed budget for 2023/24, officers have assumed that all football clubs will return for the 2023/24 season – generating an income of circa £1,290.00 (with 2% inflation applied).

With regards to bowling greens, officers have assumed that all three bowling clubs will return in 2023/24 – generating an income of at least £2,260.00 (with inflation applied)

Assumption Two: Application of Inflation and Negotiation of Leases (applicable to Option B below)

Officers have assumed that leases in respect of Maghull Tennis Club, Maghull Football Club and Air Training Corps will be negotiated and agreed before the commencement of the 2023/24 financial year. It is proposed that each agreement generates an income of approx. £1,500.00 per annum.

Assumption Three: Staff Expenditure in 2023/24

Having considered previous years, the RFO and Amenities Manager have factored in a 2% pay increase for all members of staff which naturally impacts upon National Insurance and pension contributions.

In addition, a number of staff members will be entitled to an incremental pay rise under NJC pay conditions.

b. Proposed 2023/24 Budget

In consideration of the above, the Amenities Manager and Responsible Finance Officer propose the following budget for the Amenities Service in 2023/24.

		2022/23	2023/24
Nominal Code		Current Budget	New Budget
	INCOME		
4001	Precept	£316,880.00	TBC
4321	Playing Fields	£1,743.00	TBC
4331	Bowls Outdoor	£2,260.00	TBC
4345	Tennis Club	£1,200.00	TBC
4346	Tennis Fences	£140.00	TBC
4350	Rent Bowling Hut		
4351	Rent ATC Hut	£1,500.00	£1,500.00
4354	Facilities Income		
	SUPPLIERS		
5112	Water Quality	£710.00	£724.00
5113	Electrical Safety	£600.00	£612.00
5114	Health & Safety General	£630.00	£643.00
5115	Playground Inspections	£1,000.00	£1020.00
5118	Drainage	£500.00	£510.00
5200	Engineering Equipment	£1,000.00	£1020.00
5201	Engineering Repairs	£1,600.00	£1,632.00
5202	Engineering Consumables	£1,500.00	£1,530.00
5203	Play Equipment Repairs	£2,250.00	£2,295.00
5204	Parks Management	£15,451.00	£15,790.00
5205	Football Pitches	£1,000.00	£1020.00
5206	Bowling Greens	£1,925.00	£1,964.00
5207	Grounds Maintenance Consumables	£600.00	£612.00
	OVERHEADS		
7003	Mobile Phones	£500.00	£510.00
7029	Uniforms	£1,951.00	£1,990.00

		2022/23	2023/24
Nominal Code		Current Budget	New Budget
7100	Salaries	£201,775.00	£205,800
7106	Employer's NI	£19,380.00	£19,768.00
7107	Pensions	£35,990.00	£36,710.00
7200	Insurance Fees	£6,500.00	£6,630.00
7301	Rates Garage	£3,720.00	£3,800.00
7302	Rates Judo Hut	NA	NA
7304	Electricity Glenn Park	£270.00	£276.00
7305	Electricity Pimbley	£200.00	£276.00
7307	Electricity Ballswood	£150.00	£150.00
7310	Water Garage	£700.00	£714.00
7311	Wastewater Ballswood	£900.00	£918.00
7313	Water & Wastewater Pimbley	£300.00	£306.00
7314	Water & Wastewater Glenn Park	£120.00	£122.00
7315	Fleet Repairs	£3,000.00	£3060.00
7316	Vehicle Tax	£935.00	£953.00
7317	Diesel	£4,400.00	£4,488.00
7318	Red Diesel	£4,335.00	£4,433.00
7319	Leases	£5,900.00	£6018.00
7851	Asset Maintenance	£12,000.00	£12,240.00
Total Budget		£331,792	£338,534

Recommendations(s):-

Amenities Committee is requested to:-

1. Consider the proposed 2023/24 budget for the Amenities Service and make recommendations to Finance & General Purposes (Budget) Committee in December 2022 regarding any potential precept increases to balance budgetary gaps and cover project works such as play equipment upgrade, picnic benches etc.
2. Note the contents of this report.