

**Minutes of the Meeting of the Open Spaces Committee of Ashurst and Colbury Parish Council.**

**Held on 13<sup>th</sup> June 2017, 4.30pm at Whartons Lane Recreation Ground.**

**Present:** Cllr Ann Sturgess, Cllr Caroline Hubbard, Cllr Heather Richards, Cllr Mike Thomas.

**Clerk;** Helen Klaassen

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	<b>Action</b>
<b>OS/001 Election of Chairman.</b> <b>Resolved; That Cllr Hubbard be elected Chair</b>	
<b>OS/002 Election of Vice Chairman.</b> <b>Resolved; That Cllr Sturgess be elected Vice Chair.</b>	
<b>OS/003 Apologies for Absence.</b> None.	
<b>OS/004 Declarations of Interest.</b> Cllrs Thomas and Richards advised that they were allotment tenants. The matter was discussed and it was felt that their interest was non-prejudicial and should an issue arise during the meeting the Clerk would advise.	<b>Clerk</b>
<b>OS/005 Terms of Reference.</b> Councillors wrote out their thoughts for a mission statement for the committee and it was agreed the clerk would collate these and form a statement and terms of reference.	<b>Clerk</b>
<b>OS/006 Roles and Responsibilities.</b> The areas of responsibility for the committee were discussed, including; <ul style="list-style-type: none"><li>- Precinct</li><li>- Xmas Lights</li><li>- Allotments</li></ul> Allotment areas needing attention included; <ul style="list-style-type: none"><li>• Monthly inspections / walkabout</li><li>• Working Party Structure and responsibilities</li><li>• Fees</li><li>• Allotment reports, from Allotment Holders Representative (AHR)</li><li>• Grass and hedge cutting</li><li>• Pest control</li><li>• Drainage</li><li>• Ditch clearance</li><li>• Water</li><li>• Tenancy agreements</li><li>• Allotment events – BBQ &amp; awards</li><li>• Annual meeting</li><li>• Election of AHR</li><li>• Key to AS</li></ul> CH to meet with AHR to determine preferable structure all other tasks to committee.	<b>CH</b>
Recreation Ground areas needing attention; <ul style="list-style-type: none"><li>• Pathways – weed spraying</li><li>• Fence</li><li>• New equipment</li><li>• Safety</li><li>• Clearance</li></ul>	

**OS/007 Clerks Report.**

The Clerk reported that last year had seen the replacement of the fence, new toddler equipment, the fields in trust dedication day / picnic in the park event, continuance of weed clearance by the Community Payback Scheme. NFDC doing a tree report and the NPA tree event and continuance of the safety checks undertaken by RoSPA (annually) and Elite Playground Services 3x per annum, quarterly).

The clerk noted that repairs had been carried out to the Timberline a-frame, but that it wouldn't be fit for purpose for much longer. The other equipment by Timberline would need inspection also.

That the grass was cut by P Whitehorn approx. 3-4 times a year and any other work undertaken as needed, mostly by the CPS.

**OS/008 Forward Planning.**

It was discussed that more detailed questions regarding facilities could be put into the parish plan. **EL**

To use the remaining Section 106 contributions for new equipment / fencing.  
A potential consultation with several play equipment companies to see their recommendations for the site.

That the Clerk and Chair undertake an inspection of the Recreation Ground to determine an idea of what needed to be and could be done. **Clerk / CH**

That the Chair and Vice Chair undertake an inspection of the allotments. **CH/AS**

**OS/009 Budget Considerations.**

There would be both the budgets from the Allotments and Recreation available to this committee. The Clerk would present figures in due course. **Clerk**

**OS/010 Any Other Business.**

Dates for future meetings;  
11<sup>th</sup> July 4.45pm.

**There being no further business the meeting was closed at 5.45pm.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_