

Minutes of the Meeting of the Open Spaces Committee of Ashurst and Colbury Parish Council.
Held on 12th September 2017, 4.45pm at Foxhills Allotments.

Present: Cllr Caroline Hubbard (Chair), Cllr Heather Richards, Cllr Mike Thomas.

Clerk; Helen Klaassen

	Action
OS/021 Apologies for Absence. None received, although the absence of Cllr Sturgess was noted.	
OS/022 Declarations of Interest. Cllrs Richard and Thomas as allotment tenants.	
OS/023 Minutes of Previous Meeting. The minutes were agreed and signed as a true and accurate record.	
OS/024 Matters Arising from the Minutes. Cllr Hubbard reported that she had spoken with Ian Oliver (IO) who had confirmed that rats were not an issue for Totton Allotments. There was no spray needed in the composting loo and it still had plenty of sawdust for use. One tank was still empty. The clerk would purchase some loo rolls for use in there. IO had cleared the raised bed.	Clerk
OS/025 Terms of Reference. The committee reviewed the ToR presented by the clerk and declared themselves happy with them.	
OS/026 Recreation Ground Matters to Consider; a. Feedback from VIP Event Feedback included; provision of adult fitness equipment, no fencing off an area for toddlers. The Questionnaire questions for the Recreation ground were sufficient.	
b. Safety Review The contents of the report from RoSPA were reviewed and noted. In particular the issue with the concrete on the toddler play equipment being above ground. It agreed that the clerk would contact Playscape and inform them of the report's contents with a view to them amending the issue.	Clerk
c. Equipment Deferred to the next meeting. Clerk to add as a main agenda item and to obtain catalogues from various suppliers (including HCC approved suppliers) for perusal as the next meeting. Clerk to investigate if Kompan was still running their competition for new equipment.	Clerk Clerk Clerk
d. Fencing Cllr Thomas had spoken to three fencing contractors and was awaiting confirmation of the prices. Discussion took place on the form of the fencing, whether it should be all metal or if part of it should be wooden to blend in with the more forestry edge on the Whartons land side. One contractor has suggested moving the gate so that it opened the other way thus closing the gap on the other side. Concern was expressed regarding the accessibility of the recreation ground for wheelchair users as the gates could be difficult to open. Consideration was given to using different levers to open, such as those found on most Forestry Commission gates.	
e. Clearance and Maintenance (including CPS Services) It was noted that the tree beds were overgrown. The CPS were limited in what clearance they could do and they may not know the difference between a weed and a sapling. A resident had asked if they could clear the beds and the committee were happy with this. Maintenance to be added to next meeting agenda.	Clerk
f. Drainage It was noted that the drainage seemed not to be effective. The Clerk and Cllr Hubbard would arrange to meet Mark Bridle, who originally installed the drainage, to assess it and discuss solutions.	Clerk /CH
g. Benches Deferred to next meeting.	
h. Any Other Matters Better and more welcoming signage was discussed. Removing the 'no cycling' sign and making the 'keep dogs on leads' sign friendlier. The Clerk to circulate examples, including a new 'welcome to...' sign.	Clerk

OS/027 Allotment Matters to Consider;

a. Walkabout Update – Chair and Vice Chair

The walkabout with IO had been very successful and he had expressed a desire to remain involved, with which the committee agreed wholeheartedly.

The matter of unworked plots was discussed and Cllr Hubbard would liaise with the Clerk regarding the notes she had taken on the walkabout and sending out letters to those not working their plots.

**Clerk/
CH**

It was agreed that there should be a set process / letters for tackling this problem. That the letters should be helpful and friendly in the first instance, that there should be a period of 6 weeks between letters, which would increase in severity should the plot remain unworked and no reason given. The clerk to devise letter(s) for perusal by the Committee.

Clerk

b. Working Party Structure and Responsibilities

It was felt that this should be approached on an ‘as and when’ basis and under advisement from IO regarding tasks needing action.

There was a tidy up day planned in Autumn.

c. Clearance and Maintenance (including CPS Services)

That this would be limited to ditch clearance.

i. Any Other Matters

BBQ; Allotment holders were keen to construct their own brick bbq in the area near to the Esso pipeline. The clerk would contact Fisher German who manage the pipeline on behalf of Esso to discuss the matter.

Clerk

Shed; It was agreed that the storage shed required by the parish council could be located in the car park area next to the mulch pile. It was noted that planning permission may be needed. Depending the type and size of the shed grants may also be available. Clerk to investigate.

Clerk

OS/028 Any Other Business.

There being no other business the meeting was closed at 6.15pm.

Signed: _____

Date: _____