

**Minutes of the Meeting of the Open Spaces Committee of Ashurst and Colbury Parish Council.**  
**Held on Friday 27<sup>th</sup> April at 2.30pm in the Colin Room, Church Rooms, Colbury.**

**Present:** Cllr Caroline Hubbard (Chair) (CH), Cllr Heather Richards (HR), Cllr Mike Thomas (MT).

**Locum Clerk;** Lorraine Wheeler (LW)

	<b>Action</b>
<b>OS/029 Apologies for Absence.</b> Apologies were received from Cllr White and the absence of Cllr Sturgess (AS) was noted.	
<b>OS/030 Declarations of Interest.</b> Cllrs Richard and Thomas as allotment tenants.	
<b>OS/031 Minutes of Previous Meeting.</b> The minutes were agreed and signed as a true and accurate record of the previous meeting held on 12 <sup>th</sup> September 2017.	
<b>OS/032 Matters Arising from the Minutes.</b> Safety Review – LW was asked to confirm the date of the review in May Equipment – HR advised that the competition by Komplan is being run again this year and the deadline is July. All Members present agreed that there was not enough time to enter this year. Drainage – The Clerk had been asked to meet with mark Bridle, LW to confirm. Benches – Funding is available however this matter will be dealt with the H&T Committee. No Cycling Signs – were to have been removed LW to confer with the Clerk and Members agreed to meet to compose new signs to include the postcode for emergencies and the Council telephone number to report maintenance issues. To be approved at the next meeting. Walkabout of the Allotments – CH advised this is to take place in two weeks with Ian Oliver see item OS/034 a. Tidy Up – there has been no feedback. BBQ – Approved by Fisher German, but PC to give them notice. Own funds are available. Shed – Must go to Full Council for approval and the Clerk to check Permitted Development Rules.	 <b>LW</b> <b>Complete</b>  <b>LW</b> <b>Complete</b> <b>LW/Clerk</b> <b>All</b> <b>Members</b>  <b>CH</b> <b>Continues</b> <b>Complete</b> <b>Clerk/LW</b>
<b>OS/033 Recreation Ground Matters to Consider;</b>	
<b>a. Feedback from VIP Event</b> Feedback is awaited from the Parish Plan (not VIP Event).	<b>Continues</b>
<b>b. Safety Review</b> Date awaited. Members would like to attend. MT raised the issue of liability regarding the amount of water pooling. Clerk to check Insurance Policy	<b>All</b> <b>Members</b> <b>Clerk</b>
<b>c. Equipment</b> Dependent upon the results of the safety review, Members discussed removing and replacing all equipment, how to raise funds (grants, loans, precept), public consultation. Defer to next meeting. An extra ordinary meeting may be called if urgent review required.	<b>Continues</b>
<b>d. Fencing</b> MT to request sketches of proposed disabled gates access arrangements from two of the tenderers and will circulate. The third was discounted due to the price. HR to investigate regulations. Defer to next meeting, or E/O meeting if held.	<b>MT/HR</b>
<b>e. Clearance and Maintenance (including CPS Services)</b> Two tenders were received although three companies were asked to quote. Following some discussion it was: <b>Proposed by CH</b> to place the contract with Nightingale Groundcare for one year for the allotments, recreation ground maintenance and hedges, but not to remove the Larch Tree. The Clerk will be asked to review the tree following the NFDC inspection. <b>Seconded by HR.</b> All Members present agreed. The Clerk to place the contract and request grass cutting be carried out as soon as possible.	<b>Clerk</b>
<b>f. Drainage</b> The Clerk to contact Mark Bridle and advise. LW to chase.	<b>Clerk/LW</b>
<b>g. Benches</b> Deferred to H&T Committee	<b>Complete</b>

**h. Wild Play**

HR advised she had visited the site in Dibden Manor and was impressed by how little space was required. She thought it would fit nicely into the Recreation Ground. The area consisted of logs as stepping stones set in shale, tree trunks to climb, small branches to make camps etc. Materials could be donated by local Woodsman (i.e. Nightingale Groundcare) rather than disposing of it. Wood chips can be used as substrate. Funding is available for the project however, this plan would need to go to Full Council for approval.

**HR/Clerk**

**i. Any Other Matters**

None

**OS/034 Allotment Matters to Consider;**

**a. Walkabout Update – Chair and Vice Chair**

It was agreed that CH discuss with AS appointing a new Vice Chair for the Allotments Committee at the next OS Meeting as CH would feel happier having a second person on her walkabout. MT offered to attend in AS absence.

**CH/MT**

Discussion took place regarding the new GDPR rules and whether CH as Chair could have details of allotments holders in order to assist the Clerk with writing letters re condition of plots, empty plots etc. LW will forward to the Clerk some new information re GDPR and allotments.

**LW/Clerk**

**b. Working Party Structure and Responsibilities**

The Allotment Working Party headed up by Ian Oliver report back to CH as and when required regarding any issues, such as the BBQ. This appears to be working well to date.

**Complete**

**c. Clearance and Maintenance (including CPS Services)**

See OS/033 e. above. Nightingale Groundcare have been appointed to undertake the grass cutting in the allotments site and the Clerk will ask him to carry out the first cut as soon as possible.

**Clerk**

**j. Any Other Matters**

CE Committee have asked LW to produce a spreadsheet of items required for the magazine. Allotment vacancies to be added in October.

**LW**

**Add to the Agenda for the next meeting:**

**LW**

- Allotment vacancies
- Check the contract re out of Parish Allotment Holders T&Cs
- Remove from the TOR the November AGM (no. 8)
- Add public participation section to the agenda to replace the above
- Vacant Allotment Plot Advert
- Ancient Hedge alongside the Foxhills footpath – HR wondered what treatment it would receive. CH promised to raise this at H&T Committee next week.

**CH**

**OS/035 Any Other Business.**

LW to forward to the Clerk items for approval by the Full Council on the next Full Council Agenda. There being no further business the meeting was closed at 4pm. The date of the next meeting will be advised, as it may be necessary to call an extra ordinary meeting in the near future.

**LW**

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

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