

**MINUTES OF THE MEETING OF ASHURST AND COLBURY PARISH COUNCIL OPEN SPACES COMMITTEE.**

Held at The Parish Council Office, Colbury Church Rooms, Deerleap Lane, on 29<sup>th</sup> April at 6.30pm.



**Present;** Cllr Caroline Hubbard (Chair), Cllr Emma Lacey, Cllr Heather Richards, Cllr Clive White.  
**Clerk;** Helen Klaassen

|   | <b>Action</b>                |
|---|------------------------------|
| <b>OS/059 Apologies for Absence.</b><br>Apologies were received and accepted from Cllr Thomas (on holiday).   |                              |
| <b>OS/060 Declarations of Interest.</b><br>Cllr Richards as an Allotment Tenant.  |                              |
| <b>OS/061 Minutes of Previous Meeting.</b><br>The minutes were agreed as a true and accurate record and the Chair signed them.  |                              |
| <b>OS/062 Matters Arising from the Minutes and Action Updates.</b><br><b>OS/055</b> The Clerk would purchase the matting imminently.<br>Eco-wall; it was highly likely that this would not go ahead due to the complexity of making the wall. The fence had two gaps that would need to be filled, in the meantime the Clerk would purchase something inexpensive to bridge them.<br><br>The tree works would be carried out on Wednesday 1 <sup>st</sup> June.   | <b>Clerk</b><br><b>Clerk</b> |
| <b>OS/063 Committee Membership;</b> To consider adding additional non-voting members.<br>The Chair would do an article for the magazine. The idea of re-forming the Friends of the Park was mooted.   |                              |
| <b>OS/064 Terms of Reference;</b> To review and make amendments.<br>It was <b>Resolved</b> to make the changes as outlined in yellow in Appendix 1.   |                              |
| <b>OS/065 Recreation Ground Matters to Consider;</b><br><b>a. Open Spaces Action Plan;</b> To review plan and add additional items if required<br>New sign and poo bag dispenser added. The Clerk to obtain quotes for poo bag dispenser. Cllr Hubbard would contact Salisbury District Council to find out details of the one she had seen in Salisbury.<br><b>b. Equipment;</b> Exercise Equipment. To consider type of equipment needed and grant funding sources<br>It was agreed to ask Alister Hutchin to assist the Clerk as he had done so much work on it the first-time round. The Clerk had discovered a number of suitable funding sources and would ascertain which was best suited.<br><b>c. Drainage;</b> to review the advice received from Farwells regarding a pond and decide on further action<br>Deferred for the time being.<br><b>d. Wild Play;</b> update and next steps<br>Plans were progressing and it was hoped to have an opening in August/Sept.<br><b>e. Maintenance Issues</b><br>Nothing at present.<br><b>f. Art Exhibition;</b> to consider Cllr Thomas' idea for an outdoor art/sculpture exhibition<br>Due to Cllr Thomas' absence, matter deferred to next meeting.<br><b>g. Play Safety Inspector Training;</b> To nominate candidate to attend<br>Cllr Austin to be asked.<br><b>h. Flowers / Planting;</b> To consider the addition of new plants / bulbs<br>Deferred to next meeting.<br><b>i. Any Other Matters.</b><br>The matter of dogs vs children and find a safe place for both was carried forward to the next meeting. | <b>Clerk</b><br><b>Clerk</b> |
| <b>OS/066 Allotment Matters to Consider;</b><br><b>a. Allotment Fees;</b> to consider the fees payable for the year 2020<br>To be deferred to next meeting.<br><b>b. Any Other Matters</b><br>It was noted there had been another break in, this time through the railway fence. So far no reports had been received of anything stolen.  |                              |
| <b>OS/067 Any Other Business.</b><br>None.  |                              |

The meeting concluded at 19.32.

Signed; \_\_\_\_\_  
Date: \_\_\_\_\_

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| <b>Name of Committee</b>        | <b>Open Spaces</b>   |
| <b>Membership</b>               | Cllr Caroline Hubbard (Chair), Cllr Emma Lacey, Cllr Clive White, Cllr Heather Richards, Cllr Mike Thomas.<br><b>Non- voting Members of the Committee:</b>   |
| <b>Purpose of the Committee</b> | <ul style="list-style-type: none"> <li>• To oversee and manage the Recreation Ground, Allotments and other designated open spaces within the village.</li> <li>• To protect the natural beauty and develop the Recreation Ground in accordance with the diverse needs of residents and to provide access to recreation in a safe space for all ages <b>and abilities.</b></li> <li>• To ensure the continued provision of allotments for residents</li> <li>• To ensure the needs of allotment tenants are met and that the allotments are managed efficiently.</li> <li>• To effectively manage any other designated open spaces within the village.</li> </ul>   |
| <b>Terms of Reference</b>       | <p><b>The committee will effectively manage the Recreation Ground, in particular;</b></p> <ol style="list-style-type: none"> <li><b>1. Equipment maintenance and renewal</b> <ul style="list-style-type: none"> <li>- Ensure equipment is well maintained and meets British Safety Standards.</li> <li>- Ensure Safety inspections are carried out regularly and the recommendations acted upon.</li> <li>- Ensure equipment is renewed when required, to meet local needs.</li> </ul> </li> <li><b>2. Ground Maintenance</b> <ul style="list-style-type: none"> <li>- Ensure the grounds and plant life within the recreation ground are regularly maintained.</li> <li>- Ensure the drainage within the recreation ground is effective and carry out any remedial works.</li> <li>- Trees; to arrange for an annual tree inspection to be carried out and act upon recommendations thereof.</li> </ul> </li> <li><b>3. Improvement Planning</b> <ul style="list-style-type: none"> <li>- To continue to monitor the landscape and equipment provided and ensure it meets local needs.</li> </ul> </li> <li><b>4. Work effectively with outside agencies in conjunction with the Clerk.</b></li> </ol> <p><b>The committee will effectively manage the Allotments, in particular;</b></p> <ol style="list-style-type: none"> <li><b>1. Ground Maintenance;</b> <ul style="list-style-type: none"> <li>- Ensure central pathways, hedges and ditches are regularly cut back and maintained.</li> <li>- Ensure installed drainage remains effective with maintenance as required.</li> </ul> </li> <li><b>2. Ensure services supplied are in good order and well maintained.</b></li> <li><b>3. Ensure that the Committee meets its obligations as stated in the Allotment Tenancy Agreement</b></li> <li><b>4. Tenancy Agreements will be reviewed on an annual basis and changes made if necessary.</b></li> <li><b>5. Fees will be reviewed on an annual basis and changes made if necessary for the following year.</b></li> <li><b>6. Oversight of any allotment working party, to ensure that works carried out are in accordance with the terms of reference.</b></li> <li><b>7. To ensure plots are offered to residents of Ashurst and Colbury first before being offered outside the parish.</b></li> <li><b>8. To work with the Allotments Holders Representative to ensure allotment holder's needs are met and to agree tasks for the working party.</b></li> <li><b>9.</b></li> </ol> |
| <b>Delegated Powers</b>         | The committee is authorised to make decisions on behalf of Ashurst & Colbury Parish Council regarding all aspects in the Terms of Reference, subject to those that have been outlined in the referred business section.  |
| <b>Referred Business</b>        | <b>The committee will report for decision making powers, to the full Parish Council on the following matters:</b> <ul style="list-style-type: none"> <li>- To make observations/comments/recommendations on the budget requirements with associated forecasts.</li> <li>- To consider and make recommendation to full council on any expenditure outside of budget allocation.</li> <li>- To the matter of fees; should declarations of interest mean that the committee is inquorate, the decision to adjust tenant's fees will be referred to full council.</li> <li>- Any other matter that is deemed significant enough for the attention of the Full Council.</li> </ul>  |
| <b>Quorum</b>                   | 3 members of the committee and the Clerk   |
| <b>Frequency of Meetings</b>    | Every 6-8 weeks  |
| <b>Review</b>                   | The requirement for the committee, its Membership and Terms of Reference will be reviewed annually around the time of the Annual Parish Council Meeting.   |