



Gateway to the  
**New Forest**

Open Spaces Meeting Minutes

Tuesday 8th November 2022 at 2.30pm

Colin Room, Church Rooms, Deerleap Lane, Colbury

**Draft Minutes of the  
Open Spaces Committee Meeting  
Held on Tuesday 8th November 2022 at 2.30pm  
At the Colin Room, Church Rooms, Deerleap Lane, Colbury**

**Attending**

Cllr Caroline Hubbard (Vice-Chair), Cllr Keith Nutburn, Cllr Sue Robinson, Cllr Bobbie Torkington (Chair), Cllr Clive White, Karen Cramoysan (Clerk)

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**1 Apologies –** Cllr Adrian Eyre, Cllr Caroline Smith,

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**2 Declarations of Interest -** None

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**3 Public Participation -** None

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**4 To Receive Minutes of the Open Spaces Committee Meeting held on 30<sup>th</sup> March 2021**  
**RESOLVED:** Minutes of the Open Spaces Committee Meeting held on 30<sup>th</sup> March 2021 were received and signed as an accurate copy

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**5 Matters Arising**  
**At Chair's discretion (if not covered by agenda below)**

**Sensory Garden** - Cllr Torkington asked if this would still be going ahead – it was agreed to discuss this on a future agenda.

**Allotments Skip** - Cllr Torkington asked for an update on the skip at the allotments – Clerk advised that she was waiting for a date when the Community Payback Scheme could attend and the skip would be delivered then. Clerk also advised that she had recently been looking at neighbouring Parish Council's Allotment Terms and Conditions and although we had recently reviewed our conditions, there were some items in the neighbouring Parish's Terms and Conditions that we could consider; from looking at employing someone to clear plots before letting out to new tenants and giving new plot holders a probationary period to make sure that the plot is being used as per the Terms and Conditions. The Open Spaces Committee decided that the Key Deposit needed to be increased from £20 to £50 and for this money to be forfeited if the plot wasn't handed back in a satisfactory condition. Clerk to look into this further and present it at a Full Council Meeting.

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**6 Recreation Ground**

**a. Remembrance Sunday - 13<sup>th</sup> November 2023**

**RESOLVED:** Councillor Hubbard advised that there would be a Church service from 9.30-10.30am which she would be attending, and then she would attend the service at the Recreation Ground between 10.30-10.45. The service at the Recreation Ground will start after marking the two-minute silence at 11am. Local resident Julie will play a recording of the Last Post and will read the Commendation. Councillor White will do a reading and Cllr Robinson will video the ceremony. Cllr White will contact the Lengthsman and ask him to tidy up the area around the Soldier ready for Remembrance Sunday. Clerk will put a notice out on Facebook, website and noticeboards.

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## 7 Community & Environment

### a. Christmas

#### ***Best Dressed House/Bungalow Competition***

**RESOLVED:** Committee Members agreed that applications should be with the Clerk by the 15<sup>th</sup> December, judging will take place on 18<sup>th</sup> December after 4pm and the judges will be Cllr Hubbard, Cllr Nutburn, Cllr Robinson and Cllr Torkington. Councillor Hubbard will sort out the prizes (2 hampers). Clerk to sort out a poster for the noticeboards, website and Facebook

#### ***Christmas Tree Installation***

**RESOLVED:** Councillor Nutburn, Councillor Smith and Councillor Torkington will go to several shops and look at new battery powered lights for the trees. It was agreed that installation of the trees will happen on 1<sup>st</sup> December 2022 at 11am (as long as the trees are available). Councillor Smith and husband Ron, Councillor Torkington, Lengthsman Alf and Jackie Baker and the Clerk will be available to help. We need to check with Councillor Eyre that he will also be available

#### **Clerk will:**

- 1) Contact the tree supplier to find out when he can deliver the trees to us and order 10 trees.
- 2) Look at and update the Risk Assessment.
- 3) Send out permission slips to the businesses

#### **Councillor White will:**

- 1) Contact the Lengthsman to find out if he is available for 1<sup>st</sup> December

#### **Councillor Hubbard will:**

- 1) Check at the lock-up for cones and hi-vis
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### b. Allotments

#### ***To Agree a Date for Inspection***

**RESOLVED:** An inspection date of Monday 21<sup>st</sup> November at 11am has been agreed between Councillor Hubbard and Councillor Torkington. Cllr White will contact the Lengthsman to ask him to turn off the water at two points (if he has not already done so).

#### ***To Discuss an Allotment Committee involving plot holders***

**RESOLVED:** It was agreed to defer this item to a future agenda in the new year.

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### c. Kings Coronation 6<sup>th</sup> May 2023

**RESOLVED:** Councillors decided that they would not do an event next year as the Summer Fete is already planned for the first week in September. It was agreed that they would like to mark the occasion by either installing a plaque on the railings by the seats in the precinct or looking at changing the plaques in the planters to mark the coronation. Councillor Hubbard will speak to the plaque designer and find out the costs for these to be sanded down and a new design put on.

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## 8 Planters

### a. Decision Required to Discuss Future *Planting Requirements*

**RESOLVED:** Cllr Torkington will speak to Bridget and Julie and ask for advice on which alternative hardy plants could be installed in the planters next year, so as to cut down on the watering.

#### ***HALC Award – Photo for Runner up in Best Outdoor Space Category***

**RESOLVED:** Clerk presented Councillor Hubbard with the certificate and took photographs. These will appear on Facebook, website and the Parish Magazine.

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**9 Village Design Statement****a. To Discuss Councillors Involvement in re-writing the VDS**

**RESOLVED:** The Open Spaces Committee will look at distributing the workload in rewriting the VDS and take back to Full Council for approval.

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**10 Next Meeting Date****a. To Agree the Next Meeting Date**

**RESOLVED:** The next Open Spaces Committee Meeting will be held on Monday 16<sup>th</sup> January 2023 at 2.30pm

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Meeting Closed at 3.55pm

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