



Gateway to the **New Forest**

Open Spaces Meeting Agenda

Tuesday 25th August 2026 at 2:00pm

Ashurst Room, Colbury Memorial Hall, Colbury

**AGENDA OF THE OPEN SPACES COMMITTEE MEETING
TO BE HELD ON TUESDAY 25th August 2026 at 2:00PM
Ashurst Room, Colbury Memorial Hall, Colbury**

All Committee Members are summoned to attend for the business of considering and resolving matters as set out below

Attending

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

12	Apologies –	
13	Declarations of Interest -	
14	Public Participation 🕒 15 Minutes	
15	To Receive Minutes of the Open Spaces Committee Meeting held on 26th May 2026.	Appendix A
16	Matters Arising At Chair's discretion (if not covered by agenda below)	
17	Recreation Ground a. To Discuss; 1) ROSPA & Quarterly Play Inspection 2) CIL Bid for Path Repairs – Update Clerk 3) Tree works in Rec Grd after annual inspection – Update Cllr Jakeman 4) Works carried out by Handyman – Update Cllr Jakeman 5) Tree works adj to 25 Lakewood Road – Update Clerk 6) Wildplay decking repairs – Update Clerk	Appendix B Appendix C
18	Community & Environment a. Allotments Update – 1) Gate Lock - Update Cllr Jakeman 2) CPS– Update Cllr Jakeman 3) Rat culling - Update Clerk 4) To agree a date for allotment inspections 5) Fence repair between us & Totton allotments 6) Toilet – a) vent repair b) sawdust c) waste pipe d) door lock 7) To look at proposals and agree costings for ongoing allotment pest control maintenance - Update Clerk 8) To welcome new Allotments Representative Nick Waterman b. • Bus Shelters • 20 MPH update • Benches	Appendix D Appendix E
19	Precinct • Planters	
20	Summer Fete	
21	Next Meeting Date a. To Agree the Next Meeting Date	

Karen Cramoysan
Clerk & RFO 07510 371440

Wednesday 19th August 2026

APPENDIX A – DRAFT MINUTES OF 2ND FEBRUARY 2026 MEETING

Draft Open Spaces Committee Meeting Minutes

This meeting was held on Tuesday 26th May 2026 at 2pm

Ashurst Room, Colbury Memorial Hall

In Attendance: Cllr Caroline Hubbard, Cllr Trevor Jakeman (**Chair**), Cllr Ken Kershaw, Cllr Sue Robinson, Cllr Esther Taylor, Cllr Bobbie Torkington (**Vice-Chair**), Cllr Clive White, Karen Cramoysan (Clerk), 1 Member of the Public.

- 01 **Election of Chair of Open Spaces Committee – RESOLVED:** Cllr Jakeman was proposed by Cllr Hubbard and seconded by Cllr White and accepted the position of Chair of the Open Spaces Committee for 2026-2027.
- 02 **Election of Vice-Chair of Open Spaces Committee – RESOLVED:** Cllr Torkington was proposed by Cllr Robinson and seconded by Cllr Kershaw and accepted the position of Vice-Chair of the Open Spaces Committee for 2026-2027.
- 03 **Apologies for Absence – None**
- 04 **Declarations of Interest - None**
- 05 **Public Participation –** Tony Barron advised that the lock inside the allotment toilets is broken and needs repair. When the allotments were last broken into, the toilet door was forced and subsequently the lock won't lock from inside. Clerk will contact contractor to fix this. Tony also advised that the bag of sawdust for the toilet is nearly empty – Clerk will look into purchasing some more.
- 06 **Minutes of 2nd February 2026 - RESOLVED:** Minutes were received and signed by the Open Spaces Chair as an accurate copy.
- Matters Arising at Chair's discretion (if not covered by the agenda below):**
- Works outstanding from Play Area inspections – RESOLVED:** All outstanding works have now been completed.
- 07 **Additional bin in Recreation Ground – RESOLVED:** Clerk has contacted NFDC twice now and has not heard anything back. Cllr Jakeman will ask Cllr Tipp if he can assist.
- Insurance Claim for vandalised Bus Shelter –** Clerk advised that she has chased this several times with Zurich but has not received any answer.
- 08 **Recreation Ground:**
1. **New Play Equipment – RESOLVED:** All equipment installed and snagging has been carried out. There is an issue with the graphics on the bee and ladybird; Kompan are looking at a solution on how to fix this without having to lift the surface around these graphics as it could cause shrinkage to the surface.
 2. **Phase 2 Works – RESOLVED:** Cllr Taylor has written an article for the Parish Magazine.
 3. **Path Works (Middle of Rec Grd) - RESOLVED:** Cllr White has been carrying out due diligence on the proposed contractor. Clerk has also contacted Hythe & Dibden Parish Council who are very happy with the work carried out for them. Councillors asked if we could get a quote from the contractors who are working on the Whartons Lane development. Clerk will contact them. (**Outside pathways**) – Clerk has emailed Nightingale Groundworks asking for a firm price as we will be applying for a grant from NFDC for these works. Clerk waiting to hear back.
 4. **HCC Free Trees – RESOLVED:** Cllr Jakeman said that we do not have anywhere for extra trees to go, however, we may want the odd one or two trees to replace any that have died or will need to be felled. Clerk advised that an email had just come through for the recent tree survey had just been carried out by NFDC but couldn't see the Works Order on her phone to advise what needed doing but would have a look when back in the office. Clerk has also contacted ACCG to see if they have any idea of where trees could go and has also shared a post on Facebook about this as requested by HCC. Cllr Jakeman will also price up plaques and offer these to the original six people who adopted the new Elm trees last year.
- 09 **Community & Environment:**
- a) Allotments
 1. **Vacant Plots – RESOLVED:** All plots are currently let. Plot 16a now has a new tenant. Cllr Robinson asked what the ratio was of residents and non-residents who had plots. Clerk would let Councillors know. All Councillors also **AGREED:** that the Parish Council should hold back some plots for the new residents of Whartons Lane at renewal time if any become vacant and not automatically offer these out to non-residents.
 2. **Gate Lock - RESOLVED:** Cllr Torkington has taken the broken lock to the Locksmith. A new lock has been ordered and the lock will be cloned with the existing lock. Cllr Torkington will contact the Locksmith again to find out when this will be happening.
 3. **Community Payback – RESOLVED:** CPS were due on site today but cancelled. They are next on-site Tuesday 2nd and 9th June. Cllr Jakeman will not be available to meet them but will tell them what works need to be completed.

4. Fence Repair: RESOLVED: Clerk contacted Totton & Eling Council about this in April, but repairs have still not been carried out. Clerk will chase this up.

5. To Arrange a date for Allotment Inspections: RESOLVED: Cllrs Hubbard, Jakeman and Torkington will carry this out on Wednesday 10th June at 10:30am.

b) Bus Shelter Grant from HCC– RESOLVED: Grant money now received and GW Shelter Solutions have ordered the parts and we are now awaiting a date. A35 North Side shelter works cancelled until we know if HCC will be carrying out the Cycle Lane proposal.

c) Proposed 20 mph limit in Whartons Lane - RESOLVED: Cllr Kershaw has still not heard anything from NFDC and chased this again this morning. Cllr Tipp is also chasing this up on our behalf.

Cllr Robinson will write to HCC about the crossing points in Whartons Lane and also copy in Dan Poole (HCC Councillor).

10 Precinct:

a) Planters - RESOLVED: Gardener (Lyn) has removed old bedding from the planters which were past their best and the grasses as the root balls were too large. She will be topping up with new compost and plants on Thursday this week.

11 Date of Next Meeting: Tuesday 25th August at 2pm.

Meeting closed at 3:01pm

APPENDIX B – ELITE PLAYGROUNDS SAFETY INSPECTION 4TH AUGUST 2026

Fire Truck - Finding

Finding Title	Surface - Cracking	
Asset	Fire Truck	
Cause	Act of God	
Finding Creation Date	04/08/2026 08:46:38	
Finding Group	Maintenance	
Finding Notes		
Finding Resolved Date		
Finding Status	Open	
Location		
Resolve By Date		
Risk Level	Low	

Asset Photo

Finding Photos

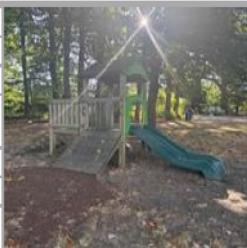


04/08/2026

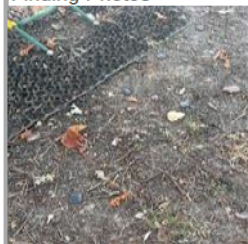
Surface - Cracking - Task

Task Title	Monitor
Resolve By Date	
Task Completed Date	
Task ID	5854
Task Notes	
Task Status	Unapproved

Schoolscapes Multiplay - Findings

Finding Title	Surface - Hard or Sharp	 Asset Photo
Asset	Schoolscapes Multiplay	
Cause	Other - See Finding Notes	
Finding Creation Date	04/08/2026 08:49:25	
Finding Group	Maintenance	
Finding Notes	Hard plastic pins are all over the surfacing - remove pins	
Finding Resolved Date		
Finding Status	Open	
Location		
Resolve By Date		
Risk Level	Low	

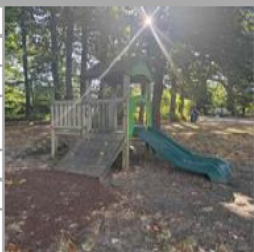
Finding Photos



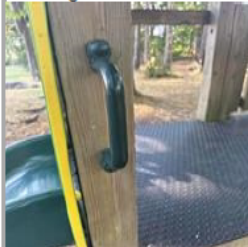
04/08/2026

Surface - Hard or Sharp - Task

Task Title	Make safe
Resolve By Date	
Task Completed Date	
Task ID	5856
Task Notes	
Task Status	Unapproved

Finding Title	Fixings - Damaged/Loose/Missing	 Asset Photo
Asset	Schoolscapes Multiplay	
Cause	Act of God	
Finding Creation Date	04/08/2026 08:48:06	
Finding Group	Maintenance	
Finding Notes	Loose due to dry weather - Monitor & secure if necessary	
Finding Resolved Date		
Finding Status	Open	
Location		
Resolve By Date		
Risk Level	Low	

Finding Photos



04/08/2026

Fixings - Damaged/Loose/Missing - Task

Task Title	Monitor
Resolve By Date	
Task Completed Date	
Task ID	5855
Task Notes	
Task Status	Unapproved

Signs x 3 - Finding

Finding Title	Fixings - Damaged/Loose/Missing
Asset	Signs x 3
Cause	Unknown
Finding Creation Date	04/08/2026 08:29:54
Finding Group	Maintenance
Finding Notes	
Finding Resolved Date	
Finding Status	Open
Location	
Resolve By Date	
Risk Level	Very Low



Asset Photo

Finding Photos



04/08/2026

Fixings - Damaged/Loose/Missing - Task

Task Title	Replace missing fixing(s)
Resolve By Date	
Task Completed Date	
Task ID	5852
Task Notes	
Task Status	Unapproved

Up & Over Climber - Finding

Finding Title	Timber - Laminates - Splits
Asset	Up & Over Climber
Cause	Act of God
Finding Creation Date	04/08/2026 08:23:39
Finding Group	Maintenance
Finding Notes	Monitor splits in timber in various places for sharp edges or potential splinter hazards. Sand/fill/replace where required
Finding Resolved Date	
Finding Status	Open
Location	
Resolve By Date	
Risk Level	Low



Asset Photo



04/08/2026



04/08/2026



04/08/2026

Timber - Laminates - Splits - Task

Task Title	Monitor
Resolve By Date	
Task Completed Date	
Task ID	5851
Task Notes	
Task Status	Unapproved

APPENDIX C – WILDPLAY DECKING REPAIRS



APPENDIX D – RAT CULLING – REPORT FINDINGS

PEST ACTIVITY OBSERVED DURING INSPECTION	
PESTS FOUND	No pests found
INFESTATION	No infestation
HYGIENE	Good
PROOFING	NO - no proofing required on site
REPORT AND OBSERVATIONS	

Visit number 1066695

Type of visit rat cull

No rats have been culled due to no activity at night no signs of rat activity has been found

After findings a possible day shoot is needed

APPENDIX E – PEST CONTROL ADDITIONAL VISITS & BAIT BOXES

Good morning, Karen,

Further to our telephone conversation this morning I confirm the costs to date and our proposal for increasing the specification.

Following the reports from the allotment holders of an increase in reported rat sightings we carried out 6 additional inspections and treatments to site. We propose that we only invoice for 3 of the additional visits at a total cost of £186 + VAT.

We also supplied and installed 10 additional tamper resistant boxes and traps, we recommend that these are purchased and left in place permanently and our one off fee would be £240 + VAT.

The site is currently covered for 8 routine inspections per annum.

We can increase the visit frequency to two in May, June, July, August and September and then monthly in the winter totalling 17 visits per annum.

Our fee to undertake the service specification detailed above would be an additional £149 + VAT per quarter.

I trust that this is the information you require and please don't hesitate to contact me should you have any queries.

Kind regards

Chris