

# SHEDFIELD PARISH COUNCIL

*(Incorporating the villages of Shedfield, Shirrell Heath and Waltham Chase)*

## MINUTES OF THE OPEN SPACE COMMITTEE MEETING HELD 7.15 P.M. MONDAY 24 JUNE 2019 AT SHEDFIELD PAVILION

Present:

Parish Councillors: Margaret Jones  
Stuart Jones  
Maria Robbie  
Linda Warren (presiding)  
Jane Warwick  
Clerk: Mrs Mandy Cooksley  
Members of public: 0

19/19 **Apologies for absence** – Councillors Margo Berry and Jeff Crate.

20/19 **Election of a Chair and Vice Chair.**

- a. Election of Chair. Councillor Linda Warren was proposed by Councillor Maria Robbie, seconded by Councillor Jane Warwick. All in attendance were in agreement and Councillor Linda Warren was duly elected Chair.
- b. Election of Vice Chair. Councillor Maria Robbie was proposed by Councillor Linda Warren, seconded by Councillor Stuart Jones. All in attendance were in agreement and Councillor Maria Robbie was duly elected Vice Chair.

21/19 **Declarations of Interest** – none.

22/19 **Minutes of the Meeting held 28 January 2019**. The Minutes were accepted as a true record of the meeting and signed and dated by the Chair as correct.

23/19 **Public participation** – none.

*End of Public Participation.*

24/19 **Terms of Reference**. These were last adopted at the AGM on 13 May 2019. However, it was resolved that paragraph 12 should be amended to reflect verifying the accuracy of the Asset Register on an annual basis, in the spring. A new paragraph to be inserted "The Committee will verify the accuracy of the Risk Assessment Register on an annual basis". The updated Terms of Reference to be taken to Full Council on 12 August 2019. **Action: Clerk.**

25/19 **Risk Assessment Register**. All risks identified for the Recreation Grounds were discussed and agreed.

Page 6/17 Pavilion Building

- Additional agenda item for all future Open Space meetings to include "Pavilion Building" to ensure safety of the Pavilion. **Action: Clerk.**

Page 8/17 Recreation Grounds x 3 & Allotments

- Insurance cover to be checked for third party damage due to cricket ball. **Action: Clerk.**
- Footpaths not maintained to a safe standard. Frequency to be amended to annually. **Action: Clerk.**

26/19 **Fixed Asset Register (Shedfield Parish Council Open Space)**. A document listing the Open Space assets had been prepared and circulated prior to the meeting. It was resolved to accept the assets as detailed.

27/19 **Annual Playground Inspections**. These were completed in February 2019 by The Play Inspection Company. The reports reflected the amount of maintenance/remedial works carried out since the last report. Removal of algae on equipment at Shedfield Recreation Ground to be attempted by Councillor Jane Warwick. The wooden pig to be removed and a replacement to be investigated. **Action: Councillor Jane Warwick/Clerk.**

28/19 **Hedge Cutting**. The Chair reported that J C Nicholson & Son have been contracted to carry out hedge cutting in September.

29/19 **Waltham Chase Recreation Ground.**

a. Gate/Height Barrier. Three quotations to supply and install a new gate/height barrier had been obtained; R&R Contractors (£1,960), JB Corrie (£3,324.75), New Forest Metal Work (£2,975). The preferred contractor was agreed as JB Corrie. It was resolved therefore to accept the quotation from JB Corrie (£3,324.75+VAT); to be taken to Finance & Administration 29 July 2019, then Full Council 12 August 2019. Councillor Margaret Jones agreed to meet JB Corrie on site to finalise the gate opening direction. **Action: RFO/Clerk/Councillor Margaret Jones.**

b. Aerial Runway annual maintenance. It was resolved to instruct Vitaplay to carry out annual maintenance at a cost of £95.00 + VAT; to include dropping the cable and checking all fixings/integrity of housing, thus ensuring the continued safety of the equipment. To be added to the Open Space budget for future years. To be carried out prior to the annual playground *inspections*. The chain cover was reported as frayed. **Action: Clerk.**

c. Weed & Feed the Recreation Ground. Councillor Margaret Jones suggested the Recreation Ground would benefit from weeding/feeding. In order to encourage insects/pollinators, it was agreed that this was not necessary; in general, sports grounds are treated, not general green areas.

d. Kompan – bay of 4 swings. Kompan confirmed they have not encountered problems with the swing chains previously but have agreed to replace the hangers; to be installed week commencing 1 July 2019.

e. Dog Warden. Bishop's Waltham and Swanmore Parish Councils share the cost of employing an ACSO but they have no spare capacity. It was agreed that an interest in sharing the cost of employing an ACSO with another Parish should be raised at the next Southern Parishes Meeting. **Action: Clerk.**

f. Dog Waste Bag Dispenser. A positive response has been received since the installation of the dog waste bag dispenser and it was resolved that a dog waste bag dispenser should also be installed at Shedfield and Shirrell Heath Recreation Grounds. Price to be obtained; to be taken to Finance & Administration 29 July 2019. Councillor Jane Warwick reported on dispensers made and erected by Scouts in Swanmore; photograph to be obtained. **Action: Councillor Jane Warwick/Clerk.**

30/19 **The Triangle, Waltham Chase**. Highways have cut the verge along the B2177. Consideration will be given to JC Nicholson & Son carrying out further work to the ditches/verge after hedge cutting has been completed. Pest Control to be contacted as there is again evidence of moles. **Action: Clerk.**

31/19 **Provene Gardens, Waltham Chase**. No issues to report.

## Charity Matters

### 32/19 Shedfield Recreation Ground

- a. *Fixed Asset Register.* A document listing the Open Space assets had been prepared and circulated prior to the meeting. It was resolved to accept the assets as detailed.
- b. *Pavilion/Recreation Ground update.* No further update at this stage.
- c. *Instructions for Access/Fire Alarm procedure for users.* Fire alarm instructions to be incorporated into the Instructions for Access for hirers. To be reviewed further following update to the Pavilion. **Action: Clerk.**
- d. *Pavilion booking schedule.* The Chair reported that 17 August 2019 Fair Oak Cricket Club Booking has already been cancelled due to relocation of the cricket pitch. Further cancellations may be necessary when the pitch improvement work is carried out.
- e. *Upper Church Road overhanging branches.* To be cut back. **Action: Clerk.**

### 33/19 Shirrell Heath Recreation Ground and Allotment Gardens

- a. *Fixed Asset Register.* A document listing the Open Space assets had been prepared and circulated prior to the meeting. It was resolved to accept the assets as detailed.
- b. *Kompan – toddler multi-play unit.* Kompan are aware that there is a fault to the fixings on the wobbly bridge; repair scheduled week commencing 1 July 2019.
- c. *Allotments - including Tenancy Agreement, bonfires.* A series of complaints have been received about nuisance bonfires. Tenants to be reminded of their responsibility not to cause a nuisance or annoyance to any tenant or neighbour/parishioner. Composting to be encouraged but if a bonfire is to be lit, tenants to make sure bonfire material is dry and to bear in mind the prevailing wind. A community composted area to be considered. The Allotment Rep, Councillor Jeff Crate, to arrange a meeting with allotment holders. Tenants also to be reminded that nothing should be deposited on the grass paths without permission of the Parish Council. The Tenancy Agreement to be amended and issued on an annual basis, with the invoice. A signed copy of the Tenancy Agreement to be returned on payment of the allotment fee. **Action: Councillor Jeff Crate/Project & Planning Officer/RFO/Clerk.**
- d. *Installation of bollards Hospital Road/Winters Road junction.* The Winters Road sign has now been re-erected by Highways. It was agreed that bollards are not required.

### 34/19 **Correspondence and items for the next agenda.**

- a. Ceejay Systems. It was noted that Ceejay Systems are holding a meeting with interested parties to discuss use of the land at 1 p.m. Thursday 27 June 2019. The Chair and Councillor Warwick agreed to also attend, although it was recognised that this is not an Open Space issue.

### 35/19 **Date of next meeting** – 7.15 p.m. Monday 23 September 2019.

*With no further business to be transacted the Chair closed the meeting at 8.50 p.m.*