

SHELDFIELD PARISH COUNCIL

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

MINUTES OF THE OPEN SPACES COMMITTEE MEETING HELD REMOTELY VIA 'ZOOM' MONDAY 8 FEBRUARY 2021 AT 7.15 P.M.

Present

Parish Councillors: Linda Warren (Chair)
Jane Warwick (Vice Chair)
Lee Ireland
Margaret Jones
David Ogden

Clerk Jo Fox

1/21 **Apologies for Absence:** Apologies for absence from Stuart Dyne

2/21 **Declaration of Interests:** None

3/21 **Approval of Minutes of meeting held 12 October 2020.**

Proposed: Cllr Ogden Seconded: Cllr Jones

4/21 **Public Participation:** None

5/21 **For Information:** Due to current Govt. restrictions the Pavilion remains closed to members of the public. There are no team sports, petanque or organised events running. Adult play equipment has been taped off. Children's play equipment can be used with social distancing and wiped down afterwards.

6/21 **Risk Management Register:** To review the Risk Management Register for Open Spaces along with current COVID-19 19 restrictions: Updates agreed, no further comments to add. Now ready to take to Full Council on 29 March 2021.

Proposed: Cllr Ireland Seconded: Cllr Warren

7/21 **Terms of Reference** – Review document: Updates agreed, no further comments to add. Now ready to take to Full Council on 29 March 2021.

Proposed: Cllr Ireland Seconded: Cllr Warren

8/21 **Strategic Plan:** Committee members requested to send ideas to Cllr Warren which can then be taken forward to Full Council on 29 March 2021.

9/21 **Ground Maintenance:**
For information:

- Minute point 49/20 Clerk has investigated the land at the back of Brooklynn Close that leads into Little Bull Lane that is owned by Highways and maintained by WCC Open Spaces.

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- The Triangle – damage caused by tractor retrieving a chipper that got stuck during recent tree work will be ‘made good’ as soon as ground has dried sufficiently.

For Decision:

- Ditches: Review/Survey of the ditches in Shirrell Heath, Waltham Chase and The Triangle Open Spaces. **Action Clerk** – to request 3 surveys with prices to bring to next meeting for future budget consideration.
- Muddy paths – To look for more permanent solutions to the muddy paths and entrances to the Open Spaces and possible survey for solution for future budget consideration. **Action Clerk** – to request contractors to look at solutions to bring to next meeting for future budget consideration. Notice on Facebook to alert residents to be careful on the paths.
- Cllr Ogden has offered to move the wood chip at the Triangle to the entrances. **Action** – now completed.

10/21 **Tree Management Plan**

For information: Work on areas The Triangle (P), Provene Gardens (Q), Shedfield Rec (M) Waltham Chase Rec (N) has been completed. Additional Emergency work required on tree P4 and Q3 being quoted for and to be completed. Shirrell Heath removal of dead tree quotations are still awaited (just one rec'd so far).

11/21 **Waltham Chase Recreation Ground**

For information:

- Waltham Chase path has been completed along with repair under seat and pot- hole repair in car park.
- The zip wire maintenance has been completed and is on an annual inspection plan.
- -Minute point 51/20- Goal post wall has been repaired and no further complaints of noise. Bolts will be replaced at next planned maintenance.

For Decision

- i. **Post for path – Action Clerk** – Contractors to be warned not to drive vehicles over new path causing damage. **Action Clerk** – Monitor for one year and report back to committee.
- ii. **Land drainage** – To discuss and review Trees that have been suggested by Shawyers and a resident of the village to assist with drainage and improve Streetscape. Cllr Warren to speak to Matt at Shawyers in more detail. Mature trees are much more expensive than younger trees. Would a willow tunnel/sculpture be a useful addition? **Action Cllr Warren** to contact Shawyers and to report back.

12/21 **The Triangle Recreation Ground**

For information:

Additional bin has been placed next to existing bin by WCC.

Tree survey work completed (exception see point 10)

Moles – The Triangle and Cemetery have had more pest control treatment. The traps have been stolen from the Triangle twice so are now to be dug deeper into the ground and not marked. They will need to be retrieved by Pest Controller by using metal detector. **Action Cllr Warwick** to investigate other deterrents for moles.

See point 9 for update on tractor tracks.

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For Decision:

- I. **Informal Path at Triangle Recreation Ground** – obtain price for the simplest idea from Barry Nicholson of kissing gate or similar. **Action Clerk** obtain prices and bring to next meeting.
- II. **The Triangle – Action Clerk** – to bring suggestions and costs to tidy up/manage land at the junction of B2177 and Clewers Hill.
- III. **The Triangle – Action Cllr Ogden** – To investigate solution for deep holes around football goal and report back at next meeting 19 April 2021.

13/21 **Play Equipment Maintenance** – Committee agreed to buy the caps and spare parts available for £200 from Avare and to revisit the quotations after the WCC play equipment review due later this year. For information, the supplier of the adult gym equipment we have in our open spaces has gone bust and there are no spare parts available at this time. **Action Clerk** – contact Avare to purchase caps and spare parts. When restrictions are lifted advertise the adult gym equipment and how it can be used.
Proposed: Cllr Ireland Seconded: Cllr Jones

14/21 Benches: For Decision:

- **Policy for memorials** – To discuss making a policy for benches and memorials on benches. Agreed to draft and adopt.
- **Maintenance of benches** – To discuss the on-going maintenance costs and replacement costs. Agreed to draft and adopt.
Action Cllr Warren to research in more detail and bring to meeting on 19 April 2021. **Action Clerk** -Put forward to Cemetery and Common Committee for possible collaboration on shared policy.

15/21 **Licence and Hire of outdoor areas – Action Clerk** – complete policy licence draft to take to Full Council for agreement 29 March 2021.

Proposed: Cllr Ireland Seconded: Cllr Jones

16/21 Actions agreed at Previous Meetings:

To update the Committee on actions agreed at previous meetings, not listed elsewhere on agenda:

- **Insurance Claim dated 8 July 2020. Received 29th July 2020. Incident 22 April 2019** No further contact. No action unless we hear further.
- **Wildflower verges** – CSO Gary McCulloch will report back about the funding once he has the information. No timescales are available due to the current restrictions and all meetings cancelled.

17/21 **Agenda items to take forward to next meeting on Monday 19 April 2021: None**

Meeting closed at 20.45.