



HATFIELD BROAD OAK PARISH COUNCIL

MINUTES OF THE OPEN SPACES COMMITTEE MEETING

HELD AT 7.30 PM ON TUESDAY 29th SEPTEMBER 2020

VIA ZOOM

PRESENT:

Cllrs Keith Artus (KA), (Chairman) Cllrs Vanessa Ambler (VA), Mark Strutt (MS) in attendance
Cllrs Pemberton (TP), Clerk to the Council Ernie Fenwick and 3 members of the public.

299. CHAIRMAN'S WELCOME & PUBLIC PARTICIPATION

Chairman welcomed Members of the public and invited them to address the Committee

- Gate to Village Green Dunmow Road Entrance was left open on Sunday afternoon. KA has also seen the gate left open and if it is left open they will have the keys withdrawn.
- Number of smaller children residing in Dunmow Road and is it possible to have a child friendly access. KA is in favour of this if acceptable by residents and the council. Concerns regarding safety of crossing the road. Resident will canvass opinion from neighbours. KA asked resident to report back to the Council. The nearer the corner the lesser the bank, but the more dangerous the crossing. Perhaps near the layby would be preferable.
- The number of containers has increased from one to three. Can we be assured that there will be no more and not the prettiest. KA feels that we have sufficient at present and as soon as the weather permits they will be painted the same colour

300. APOLOGIES FOR ABSENCE

Oliver Nancarrow (ON) is at a university meeting, Terry Marsh (TM) is in hospital. KA sent Terry Marsh the best wishes of the committee and a speedy recovery.

301. TO APPROVE MINUTES OF LAST MEETINGS

Minutes of the Open Spaces Committee Meeting held on 1st September
Proposed KA Seconded MS Carried unanimously

302. DECLARATIONS OF INTERESTS.

MS declared a non-pecuniary interest as a member of the Sports Club.

303. COVID-19 MEASURES

303.1. To consider the latest Government regulations

303.1.1. Test and Trace regulations. Football club have received QR codes but none under 15 needs to register. Signs need to be posted at each entrance for visitors to check. Quotations for signage to be obtained.

303.2. Medical Emergency Action Plan

303.3. Signage at the Village Green

303.3.1. Posting of MEAP and Covid QR codes

303.3.2. Location for Notices for Events, Matches, Training sessions

304. KEYHOLDER REGISTER

304.1. To consider the Key Holder Register for all our keys and how GDPR impacts that.

305. PORTALOO PROVISION FOR CONTRACTORS

305.1. As part of our duty of care to our contractors they need access to a toilet when working for the council.

305.1.1. VA states that in the current

306. MAINTENANCE ITEMS

(CHAIRMAN)

DATE: _____



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306.1. Safety Inspections and Issues

306.1.1. Checklist needs to be formalized with respect to the RoSPA checklist.

306.1.2. Inspections of the Village Green. This is to be carried out with the handyman with any training provided.

306.2. Anne Lees Path

306.2.1. Dredging Mus Brook

306.2.1.1. Contractor prepared to carry out dredging provided silt has not to be removed from site. This is a limited operation

306.2.2. Community Service workers. Blerk has made contact but no response to request.

306.2.3. Volunteers from Village including Cage End Close. Issues with Covid prevent further use

306.2.4. Contractors quotes

306.2.5. Tree Work. Requote required as first contractor has not responded to deadline.

306.2.6. Highways responsibilities. Clerk to chase ECC Highways re letter on footpath

306.2.7. Collapsed embankment. Price quoted at £920 to be approved by Parish Council. Ask Council to make an allowance of up to £2000 in total for the works to the embankment.

306.3. Recreation Ground

306.3.1. Implications

306.3.1.1. To consider the implications of closing the Playground. No intentions to close the playground.

306.3.2. Review quotes for tidying path from Rec to High Street. This has been carried out by the handyman at present.

306.3.3. Inspections

306.3.3.1. Include new inspection check from RoSPA. Clerk to contact RoSPA for checklist.

306.3.4. Play equipment

306.3.4.1. Purchase play frame for the under 5's area Little Miss Muffett at a total cost of £3800 plus to be submitted for approval to the Parish Council. VA is happy to submit Grant application.

306.3.4.2. Consider location for playframe

306.3.4.3. Installation of playframe. Can be installed by ourselves with suitable instruction details.

306.3.4.4. Seek parents' views on requirements for more play equipment for younger children. Defer until Little Miss Muffett equipment installed.

306.3.4.5. Approve building Tyre mound at a cost not exceeding £400. KA proposed that we proceed when tyres are available in the spring of 2021

306.3.4.6. Review request from parents for a mound with a tube, wide slide and possibly a long slide

306.3.4.7. Research costs and funding sources.

306.4. Village Green

306.4.1. Vehicle Entrance

306.4.1.1. Progress on getting a hard surface. Applied for Water consent for the crossing. Change of Agency. Agreement for a water consent which includes replacement of the existing 300mm pipe with a 450mm concrete pipe.

Other requirements build a header wall in sandbags to each end of the culvert. KA will send copies of drawings to Clerk. Will go to full council for approval.

306.4.1.2. Confirm safety or otherwise of existing vehicle entrance

306.4.2. Storage containers

(CHAIRMAN)

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306.4.2.1. *To confirm the payment for the second storage container to be submitted to the Parish Council for approval. Container is in accordance with order specification and should be paid.*

306.4.2.2. *Painting old container*

306.4.2.3. *Electric supply to containers. Is a supply required, Possibly solar discrete panels. Spec to be drafted up and get a quote. MS to ask Chris Webb regarding spec and quote.*

306.4.3. *Tree planting. MS spoke to WG regarding Dunmow road hedge line to help hiding the containers. WG was happy provided that we leave at least 1m gap from the fence.*

306.4.4. *BBQ hut*

306.4.4.1. *Getting electrics ready. MS will chase CW to progress the work.*

306.4.4.2. *Building work to be broken down into sections and contractors employed. AS Matthews to provide quote for foundations.*

306.4.5. *Lease and Licenses*

306.4.6. *Litter and Bins. Broken bin to be repaired by Nigel Hellyar*

306.4.7. *Vermin Control. KA and MS met with rabbit catcher but waiting for the quotation.*

306.4.8. *Encouraging participation*

306.4.9. *Benches*

306.4.9.1. *Sawmill old oak trunk at a cost not exceeding £350 into usable planks for use as benches and table tops for the green. Proposed by MS and seconded by KA. VA asked where the timber would go to once cut up. Cost of removing and storing to be obtained. Carried provisionally subject to cost of storing.*

306.4.10. *Outdoor Gym & Trim Trail. Quite a lot of interest. Defer to new year.*

306.4.11. *Notice Boards. Defer to next meeting. KA waiting for quotes.*

306.4.12. *Filling in to dips in surface and reseeding. MS has arranged with local farmers who will provide sufficient topsoil and machinery. Seed to be provided by Parish Council? KA proposed work to proceed, Seconded MS approved.*

306.5. *Other Areas.*

306.5.1. *Footpaths. Are becoming overgrown and probably down to half of the original width. Quotes required for spraying with weedkiller.*

306.5.2. *Signage*

306.5.2.1. *To have the village sign cleaned and repainted where necessary. Potential local artists to be invited.*

306.5.3. *Grass at Broad Street*

306.5.4. *Grass in High Street*

307. ITEMS TO BE SUBMITTED TO PARISH COUNCIL FOR APPROVAL

307.1. *Additional work to trees at Mus Brook*

307.2. *Heads of Terms for licence for Sports Club*

307.3. *Youth Shelter repair quotation. Clerk to chase insurance company*

307.4. *Drainage ditches to Village Green*

308. MATTERS TO BE RAISED BY MEMBERS FOR THE NEXT AGENDA

309. DATES OF NEXT MEETING

27th October

24th November

29th December

(CHAIRMAN)

DATE: _____



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Meeting closed at 8.47 pm

_____ (CHAIRMAN)

DATE: _____