

Minutes for the Open Spaces Management Committee held on 14th August
2024 at 8:00 PM
in the St Mary's C of E Primary School

Those present :

Chair : Cllr M Strutt

Councillors : Cllr K Artus, Cllr K Beadle, Cllr S Brown, Cllr C Webb

Officers : T Wilson

OS24/12 Chairman's Welcome and Public Participation

The Chairman welcomed councillors present and began the meeting.
No members of the public present.

OS24/13 Apologies for Absence

Apologies were received from Cllr B Craig.

OS24/14 Declaration of Interests

Cllr Strutt declared a non-pecuniary interest for all matters relating to the Village Green as a trustee of the HBO Sports and Social Club, Chair of the HBO Youth Football Club, Chair of the HBO Cricket Club and the Scout hut as secretary of HBO Ch'uan Chang Do Kung Fu Club. Additionally, he also declared an interest in anything to do with the Village Green or Scout Hut in the case of the Kung Fu Club.

No other interests declared.

OS24/15 Minutes of the Previous Meeting

It was **RESOLVED** to agree the minutes of the previous meeting held on May 21st, 2024.
(Proposed by Cllr Artus - Seconded by Cllr Beadle - Unanimous)

OS24/16 Village Green

i. It was **RESOLVED** to approve the Village Green use application for Chairman's Day from the Cricket Club.

(Proposed by Cllr Beadle - Seconded by Cllr Artus - Unanimous)

ACTION: Clerk to inform the Cricket Club and inform them if they wish to use the gate and entrance it must be supervised and locked after use. Cllr Beadle will open the gate and lock it afterwards.

ii. The council **RESOLVED** to approve the purchase of a bench to match with the existing benches on the Village Green. The resident who wished to supply a bench and a plaque in remembrance of their loved one will be able to supply a plaque with an engraving to place on the bench.

(Proposed by Cllr Brown - Seconded by Cllr Beadle - Unanimous)

ACTION: Clerk to message the resident and inform them.

iii. An update was received on the vehicle entrance for Highways side. Highways have been chased repeatedly and stated that they are missing documents, however all documents requested have already been sent. Contractor and Parish Council are working together to chase up the situation with Highways and speak to someone who can find a solution.

iv. It was **RESOLVED** to approve the quote from Farm & Country for £8,124 to replace the field side fences. The Clerk raised the fact that the majority of the maintenance budget has already been used. However, councillors stated the remainder of the funds will have to be pulled from the general fund which will still have sufficient necessary funds available as advised.

Discussions will continue about the fence around the pond.

(Proposed by Cllr Aruts - Seconded by Cllr Brown - Unanimous)

v. An update was received on the Scheduled Ancient Monument Consent. The application, which needs the land owners notice first, is due to be sent to Historic England. The application will consist of restoring the footpaths and changing the pedestrian entrance to ensure it is more accessible.

ACTION: Clerk to email notice to Land owner and send off application.

vi. It was **RESOLVED** to approve applying for the grant for the ring drain through the Football Association using the two quotes received. The grant will cover 75% of the costs with the Parish Council covering the remaining 25%.

(Proposed by Cllr Brown - Seconded by Cllr Artus - Unanimous) *Cllr Strutt abstained from the vote.*

ACTION: Clerk to apply for grant from Football Association.

vii. Cllr Artus viewed the benches on the Village Green and reported that some legs are rotten and suggested to replace the rotten legs.

ACTION: Cllr Artus will speak with Ashwells to investigate if leg replacements can be obtained from previous supplier.

viii. A discussion of safety enhancements took place. The padlock at the vehicle entrance has been replaced and welded side plates will be added to stop cutting/grinding through smaller thickness. To continue to improve safety it was **RESOLVED** to purchase the following:

1. Chain and Padlock - approx. £500

(Proposed by Cllr Artus - Seconded by Cllr Beadle - 2 for 1 against carried by majority)

2. Height Restriction Barrier - approx. £2k-£4k

(Proposed by Cllr Beadle - Seconded by Cllr Artus - Unanimous)

The funds for this will come out of the general fund in the reserves.

ACTION: Clerk to investigate and look for barriers.

ix. It was **NOTED** that in the February 2024 Open Spaces Management Committee meeting the Parish Council noted that they will agree and action the maintenance agreement at the following meeting. This was not brought to the next meeting due to an oversight, but the maintenance agreement was signed at the April Full Parish Council meeting by the Clerk.

x. It was **RESOLVED** to agree the final payment of £1840 + VAT for Essex Evictions.

(Proposed by Cllr Artus - Seconded by Cllr Brown - Unanimous)

OS24/17 Recreation Ground

i. An update was **RECEIVED** from the Scouts regarding the Scout Hut Lease. Currently due to personal circumstances of the Scouts, the progress of the lease has been delayed.

ii. The Scouts are looking for committee members. The Clerk, Cllr Brown and Cllr Strutt met with Blossom Nursery who were looking to change the Scout Hut Building into an Under 2s Nursery, however they cannot share the space with other clubs due to the lack of available space. The council are waiting to hear if the Scouts will continue, depending on

finding more committee members.

iii. It was **RESOLVED** to apply for the grant application for new enhanced swings at the Recreation Ground and that the swings will be moved to the top of the recreation ground away from the houses near the recreation ground. It was also suggested to see if the old swings can be repurposed.

(Proposed by Cllr Brown - Seconded by Cllr Webb - Unanimous)

ACTION: Cllr Beadle will work in conjunction with the Clerk to complete the application ahead of the deadline.

iv. The RoSPA report was reviewed. This year the company carry out the inspection have changed the way they inspect play equipment and every piece of equipment had a minor job, largely tightening screws and cleaning signs. No equipment required urgent action or was a high risk priority.

ACTION: Cllr Beadle will meet on site with the RoSPA contractor.

OS24/18 Open Spaces Equipment Checks

i. The open spaces equipment checks were **RECEIVED** for the recreation ground. The Goal checks for the Village Green are received quarterly.

OS24/19 Other Areas of Outside Space

i. An update was **RECEIVED** on the Tree Survey and the clerk will look for quotes based on necessary action needed.

ACTION: Clerk to source quotes.

ii. It was **RESOLVED** to approve the quote from Greenman Tree Surgery for £250 to clear the immediate site lines around the corner at Duke's Head. The Clerk advised that this land is not registered and ownership is not clear but that Essex Highways had, according to the online Track It Map, surveyed the road in July and have a job in to clear a section of the corner where a sign is hidden. Councillors stated they had historically carried out work on this area. It was suggested that subject to finding out the details of the work and when Essex Highways will carry out this work to also accept the quote from Greenman Tree Surgery for £750 to clear the whole corner and footpath (this includes the £250 worth of work).

(Proposed by Cllr Brown - Seconded by Cllr Webb - Unanimous)

iii. An update was **RECEIVED** on the Oversailing License. Quotes were received for installing as well as design and installation.

ACTION: Cllr Beadle will look further into this and bring it back to the next meeting.

iv. **DEFERRED**

OS24/20 Equipment

i. An update was **RECEIVED** on the bollards for the high street.

ACTION: Cllr Beadle will ask his contact for matching bollards and bring this to the next meeting as no response heard yet from contractor. Waiting on reply.

ii. It was **RESOLVED** to purchase two additional STIHL AK 10 System lithium-ion battery for the Strimmer at £84.00 + Shipping costs.

(Proposed by Cllr Beadle - Seconded by Cllr Brown - Unanimous)

ACTION: Clerk will order.

iii. It was **RESOLVED** to purchase 6 packages of STIHL Nylon Trimmer line blue 1.6mm x 20m for £5.60/per pack inc VAT.

(Proposed by Cllr Webb - Seconded by Cllr Brown - Unanimous)

iv. It was **RESOLVED** to agree the tractor service due at 600hrs with George Browns at £325 plus vat and a £95 call out to carry out the service on site. This will be carried out on August 19th between 8-9am.

(Proposed by Cllr Webb - Seconded by Cllr Beadle - Unanimous)

OS24/21 Items for the next Agenda

Hedgehog highways
Oversailing licence
Christmas Tree

OS24/22 Date of the next meeting

TBC

OS24/23 Confidential Items

i. It was **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

ii. It was **RESOLVED** to agree the points within the grass cutting contract and approve it subject to discussions and confirmation with the grass cutting contractor.
(Proposed by Cllr Beadle - Seconded by Cllr Brown - Unanimous)

Close and Chairman's Signature

Meeting closed at 22:09.

Signed by the Chairman:.....

Date:.....