

Minutes

Open Spaces Sub Group meeting on Monday 10th June 2019

The meeting started with a site visit –Queens Road Field in Vicars Cross CH3 5HB at 6pm

PART ONE

1	Present: Cllrs Peter Bulmer, Jo Evans, Rick Nieto, Sue Rigby, Keith Scargill In attendance: Kath Lloyd, Clerk
2	Election of Chair: the group agreed that Cllrs Jo Evans and Sue Rigby would share the chair role, however their role within the Finance Sub group will be limited due to other commitments. RESOLVED: Clerk to send Co-Chairs all Finance Sub Group documentation for comments.
3	Declarations of interest: None declared
4	Terms of Reference: the sub group agreed the Terms of Reference with one amendment RESOLVED: Clerk to amend 4.1 to read " <i>Apologies should be sent to the Clerk prior to the meeting date</i> ".
5	Membership of Sub Group: RESOLVED: Clerk to write to Frank Auty (local resident and ex parish councillor) and invite him to re-join the sub group.
6	Queens Road Field Site visit: RESOLVED: <ul style="list-style-type: none"> - Clerk to source quotes for descriptive signage at Queens Rd entrance, to be called "Queens Road Recreation Field" and include Josh's Jumps, nature walk and play area. - Clerk to contact neighbour on Queens Road about potential enhancements to the side wall eg planting - Clerk to ask for quote from CWaC for additional dog bins - Clerk to source additional Clean up signs - Clerk to source quote for new signage at Josh's Jumps and contact family to discuss
7	Minutes of last meeting and matters arising: the minutes of the meeting on 8 th April 2019 were agreed as accurate and the following matters arising were addressed: <ul style="list-style-type: none"> - Dulverton Ave: Clerk has received quote from tree surgeon and is waiting to confirm work on trees - Maintenance Officer to install bat boxes before the next sub group meeting - Clerk has asked CWaC to move existing surplus dog bin - Clerk will source new sign for front gate alongside signs needed at Queens Rd field - Big Lunch picnic was organised with resident representative from Dulverton Ave on Sat 1st June. Representatives from police, parish council, CWaC Cllrs and Community Wardens in attendance. No residents attended. - Play Inspections: Morrel Play contract ended and Maintenance Officer now completing routine inspections - Bike racks at Caldly valley have been fitted, Vaughans Lane installation to be completed when new play equipment is installed.
8	Maintenance Report: RESOLVED: Maintenance Report to be presented bi-annually – Sept meeting. RESOLVED: Clerk to clarify employment status and council HMRC liability implications
9	Play area improvement programme: Cllr Evans updated the sub group on the work carried out to raise funding towards Vaughans Lane play area improvements. A Big Lottery bid has been submitted for £10,000 and the outcome will be known within 10 weeks. The new swings

	have been installed and three further pieces of equipment are estimated to cost around £18,000 (without installation). RESOLVED: that further funding would be sought (potentially from URENCO).
10	Bishops High School Community Programme: Bishops High School have requested that two groups of Year 7 students complete a community task eg. Gardening, painting etc at Vaughans Lane Play Area. This will take place on 25 th June and the Maintenance Officer will supervise. The students will be supervised by 3 teachers and covered by the school's insurance. The sub group agreed that the school should purchase any materials needed and that the council would make a contribution to the cost.
11	Date and Time of next meeting: Monday 15 th July at 6pm – meet at Vaughans Lane play area.
12	Information exchange: the sub group discussed the need to map the ownership of land within the parish in order to simplify the reporting and auctioning of issues raised by residents.

Open Spaces Committee

Terms of Reference

1. Purpose of the Committee

- 1.1 To ensure that the open spaces owned or managed by Great Boughton Parish Council are safe and provide appropriate activities to meet local the needs and demands of local residents and to work with other agencies to ensure that all public spaces are maintained appropriately.

2. Key Responsibilities

- 2.1 To ensure that the Open Spaces budget is managed and planned effectively
- 2.2 To ensure that measures are taken to maintain health and safety standards at each open spaces
- 2.3 To monitor and control the boundaries of land belonging to the Parish Council and liaise with relevant bodies to ensure that land registry records are up to date and accurate.
- 2.4 To produce and monitor an Open Spaces Action Plan which forms part of the GBPC Work Programme
- 2.5 To support the Clerk in the day to day management of the open spaces.
- 2.6 To provide regular reports to Great Boughton Parish Council

3. Membership

- 3.1 Membership of the group will consist of Councillors from Great Boughton Parish Council. The group also may co-opt members of the community to add expertise to the group.
- 3.2 Membership will be dynamic and may change in response to the requirement for additional skills and experience.

4. Expectation Members

- 4.1 It is expected that members will make every effort to attend meetings where possible. Apologies should be sent to the Clerk prior to the meeting date.
- 4.2 Members are expected to take responsibility for their actions and act upon them in the agreed timescale.
- 4.3 Members attending the meetings asked to respect confidentiality rules where these apply.
- 4.4 The group will operate in an open and respectful environment where everyone has the opportunity to contribute.

5. Frequency of Meetings

- 5.1 Meetings will initially be held on a monthly basis, with actions progressed /delivered between meetings.
- 5.2 Correspondence between meetings to update on progress of actions may occur via email as well as task and finish groups on particular actions.
- 5.3 The committee operation and its action plan will be reviewed annually (each December) to ensure coordination with the budget setting timetable linked to potential resource request.