

**Gnosall Parish Council**  
**Minutes of the Open Spaces Committee meeting**  
**Held on 21<sup>st</sup> October at 7.30pm in the Parish Office**

Present: Cllr M Deegan (in the chair), Cllr R Greatrex, Cllr Archer, Cllr Lammin, Cllr Webb, Cllr Tomkinson, Cllr Gregory, Cllr Bishop and Jayne Cooper

**Press and Public Open Forum** – none present

1	<p>Condolences were noted for Cllr Simkin following the death of her father, Brian Hill</p> <p><b>To receive apologies and record absences</b></p> <p>Received from Cllr Simkin and Cllr Kessey</p>	
2	<p><b>To receive any Declarations of Interest</b></p> <p>Cllr Deegan expressed an interest as an allotment holder</p>	
3	<p><b>To receive and confirm the minutes of the meetings held on 15<sup>th</sup> July 2019</b></p> <p>The minutes were confirmed as a true and accurate record of the meeting.</p>	
4	<p><b>To consider any matters arising not elsewhere on the agenda</b></p> <p>The horse chestnut trees had not been received at the office however, it was reported that should they be donated, council should be aware of a current disease that is spreading to this specimen of tree.</p> <p>Boardwalk - despite encouraging work carried out early in the summer, other planned work did not take place and the boardwalk was, at the end of the summer, dipping badly in parts. It is now under water and it is unlikely that any repair work could take place before the end of spring 2020. The Clerk to contact the contractor with a view of seeing the plans for the remedial work..</p>	Clerk
5	<p><b>Risk Assessments</b></p> <p>Cllrs Lammin and Gregory had drawn up a template which would be presented for approval at the next Grosvenor Committee meeting. The template would then be amended to suit other council requirements including open spaces land/assets. Mike Deegan to meet with Cllrs Lammin and Gregory on Open Spaces related risk assessments.</p>	GG JL MD
6	<p><b>To consider maintenance and projects</b></p> <p>The updated maintenance list was discussed in detail alongside safety inspection reports received from ROSPA. Updated action sheet is attached at appendix A.</p>	

7	<p><b>To discuss any maintenance requirements and other matters (not already highlighted in action plan) in relation to:</b></p> <p><b>The Allotments</b></p> <p>It was agreed to increase the rent in 2020/21 to £36 for a full plot and £18 for a half plot.</p> <p>A request had been received for a Haughton resident to have an allotment in Gnosall. It was decided to retain the current rules and only let allotments to residents in Gnosall parish. There is still a waiting list for allotments. Any changes to rules to be discussed with GAGA at a future date. A response to be sent accordingly which a suggestion to contact Haughton Parish Council. Cllr Gregory offered to draft a response.</p> <p><b>The Acres</b></p> <p>A trench dug early in the summer, to install a new water pipe, had reopened and poses a risk. JWH to be asked to make repairs. Clerk to action.</p> <p><b>The Village Green</b></p> <p>Nothing to report</p> <p><b>The Wold</b></p> <p>Nothing to report other than what was discussed during agenda item 6</p> <p><b>Play areas/gym/tennis courts including safety inspection reports</b></p> <p>Nothing to report other than what was discussed during agenda item 6</p> <p><b>Street furniture</b></p> <p>Nothing to report other than what was discussed during agenda item 6.</p>	<p>GG</p> <p>JC</p>
8	<p><b>To consider any correspondence</b></p> <p><b>a) Request for a bench on Wharf Road</b></p> <p>A request from a resident for a bench on Wharf Road was considered. There was no objection subject to seeking approval from Staffordshire County Council to locate the bench on a highways verge. Funds would be set aside in the budget to purchase a bench (subject to SCC approval). Clerk to action.</p> <p><b>b) Request for overhanging tree to be reduced on the Acres</b></p> <p>It was agreed action is needed to cut back the overhanging willow tree on The Acres. JWH to carry out the work. Clerk to action.</p> <p><b>c) Request for a pump track</b></p> <p>A request from resident for a pump track (cycle track) was carefully considered. Although cllrs were sympathetic to the improvement of leisure facilities, parish council funds are limited and there are no more S106 funds. Therefore the council could not commit to any further major spending projects. It was also felt the pump track is similar to what the Chippy Jumps Track used to be which was not well used. A response to be sent. Cllr Gregory offered to draft a response.</p>	<p>Clerk</p> <p>Clerk</p> <p>GG</p>

9	<p><b>To confirm the time and date for the next meeting</b></p> <p>25<sup>th</sup> November 2019 at 7.30pm</p>	
10	<p><i>To exclude the press and public whilst confidential information is discussed:</i></p> <p><b>To agree Open Spaces projects and associated budget requirements for 2020/21</b></p> <p>The budget headings were reviewed alongside expenditure to date in the current financial year. It was noted that the grass cutting grant from Staffordshire County Council would reduce in 2020/21 by 25% and there would be additional maintenance costs to recreation areas on the Acres (professional cleaning and relining courts for example).</p> <p>New projects for 2020 included new bench on Wharf Road, VE Day Celebrations and a Fun Day.</p> <p>There would be additional maintenance on The Acres dealing with dock weeds.</p> <p>Budget proposals were agreed and would be presented to Resources Committee to consider when deciding the precept for 2020/21.</p>	

Meeting closed at 9.30pm

**Open Spaces Committee**  
**21<sup>st</sup> October 2019 at 7.30pm**

**Confidential Appendix**

The budget headings were reviewed alongside expenditure to date in the current financial year. It was noted that the grass cutting grant from Staffordshire County Council would reduce by 25% and there would be additional maintenance costs to recreation areas on the Acres (professional cleaning and relining courts for example).

Therefore the budget proposals would be to be presented to Resources Committee to consider as follows:

	<b>2020/21</b>
Water Allotments	£500
Water Burial Ground	£300
Open Spaces Equipment, repairs & replacements and labour	£13,000
Grass cutting/Trees & Shrubs inc Burial Ground	£20,000
Allotments Maintenance	£1500
<b>Projects</b>	
Fun Day	£500
VE Day Celebrations	£500
Bench for Wharf Road	£1000
Projects from Reserve funds	
Allotment road and car park repairs	£3000
<b>Income</b>	
Grass cutting grant from SCC	£2218
Allotment income (including water)	£1500
Burial Fees	£4000

## Open Spaces: Maintenance/Job Report, autumn 2019 (updated 21.10.19)

AREAS	IDENTIFIED JOBS
<b>Tennis Court</b>	No action required until 2020. Regular visual inspections would continue Cleaning court to be arranged during 2020.
<b>Outdoor Gym</b>	No action required until 2020. Regular visual inspections would continue
<b>Basketball Area</b>	Weeding and painting to be carried out in the spring of 2020 Hard surface to be cleaned in the spring of 2020
<b>MUGA</b>	Cleaning and relining to be carried out in spring 2020 JWH to be asked to cut out tree root that is causing a lump in surface near to edge (near roadside)
<b>Park</b>	Replacement park equipment and safety surfacing specification to be drawn up from scratch This project would be met from S106 funds If possible the project to be split into two manageable projects  Urgent Safety surfacing issues had been repaired by Handyman as well as other minor maintenance  Car park Surfacing – meeting being arranged ASAP – this job to be carried out prior to park equipment
<b>Football Pitch</b>	Apart from the painting of goal posts, No action required until 2020. Regular visual inspections would continue
<b>Boardwalk, Pools, Brook</b>	Repairs scheduled to lift sunken areas were not completed in the summer. Clerk to liaise with contractor. Boardwalk currently flooded due to very wet weather.
<b>Chippy Jumps</b>	Second bin delivered from Street scene but placed in Brookhouse Road park in error. Clerk to action.
<b>The Wold</b>	Inspection carried out. MD to inspect tree that is covered in ivy and could pose a danger. Action – possible removal of tree. MD to liaise with Clerk
<b>Village Green</b>	Wildflower been cut by BKV team Public footpath needs weeding – SCC to be contacted as this is a public right of way No further action. Regular visual inspections would continue
<b>Allotments</b>	Rubbish to be removed over the winter months. Hedge needs laying. Autumn is an ideal time. Cllr Archer/Webb to meet with a view to contacting Harper Adams University for help with hedge laying. Steps to railway from allotments – complete but need checking. JA to action
<b>Burial Ground</b>	Meeting held with Church – agreed to grass the majority of Hen & Chicken Lane rather than hard core
<b>Other:</b>	
<ul style="list-style-type: none"> <li>Bus shelters at Knightley</li> </ul>	Grange Road shelter needs new boards, felt and timber. Shelter near junction with Knightley Road needs re-felting Quote to be obtained from local contractors.

<ul style="list-style-type: none"> <li>• Notice boards</li>   <li>• Phone Boxes</li> </ul>	<p>All notice boards (10 in total) to be varnished. Clerk to chase quotes from contractor</p> <p>Outwoods phone box ok  Gnosall phone box ok  Bromstead phone box – residents fund raising to purchase a defibrillator to be housed in this phone box.  Knightley phone box overgrown with ivy. Agenda item at November meeting at which a decision would be made on what to do with this phone box.</p>
<p><b>Dementia Sensory Garden</b></p>	<p>Sub group formed (DW, JA, GG, SB, RG) meeting arranged 4.11.19 to take a plan to council on 11.11.19. £1000 of funding already secured. Project costed at around £3400. Application to People Helping People fund to be chased for outcome.</p>
<p><b>Open Spaces Risk Assessments</b></p>	<p>In hand, new forms being designed and RA schedule to be formalised  Update required  Risk Assessments are outstanding</p>