

## Minutes of the meeting of Holbeach Parish Council Open Spaces Committee on Wednesday 23rd July 2025 at 10:00 at Coubro Chambers, 11 West End

Those present :

Chair : Cllr J Sharman  
Councillors : Cllr S Ball, Cllr I Hutchinson

\* Attended remotely

### Meeting opened at:

10:03

### OS25/6-024 Apologies

Apologies have been received from Cllr P Foyster were received and accepted under the delegated powers of the Clerk.

### OS25/6-025 Declarations of Interest

TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

Cllr J Sharman declared a non-pecuniary interest in agenda item OS25/6-028 Allotments.

### OS25/6-026 Minutes

TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING OF THE COUNCIL HELD ON 25TH JUNE 2025.

It was proposed, seconded and

**Resolved:** That the official minutes of the meetings of the Council held on 25th June 2025 be approved as a correct record and signed by the Chair.

### OS25/6-027 Clerk's report

1. To receive a report from the Clerk.

Good Morning

I'm pleased to share that our new seasonal worker, Aaron, joined us on Monday 14th July and is settling in well. He has been assigned responsibility for Carter's Park and is making good progress with the tasks allocated to him. We warmly

welcome Aaron to the team.

During a site walk with Dan at Carter's Park on Monday 21st July, a few concerns came to light that I would like to raise with the committee.

In particular, the small slide within the playground area has several sharp objects at its base. To help mitigate the risk of injury during the school summer holidays, I recommend purchasing bark as an interim safety measure until permanent repairs can be carried out.

Tree 0861, located in the corner behind the tractor shed, appears to be completely hollow at its base. Due to the potential safety risk, I would like permission to arrange for a tree surgeon to assess the tree as a matter of urgency.

In preparation for repainting, Aaron has been tasked with cleaning and wire-brushing the children's play equipment. This will allow him to begin painting promptly on suitable weather days.

As part of his daily routine, Aaron has also been asked to check benches and play equipment each morning for any bird droppings or other issues requiring cleaning prior to peak park usage.

#### **OS25/6-041      Work Scheduling & Park Team Report**

The Committee resolved to amend the agenda order, with Item OS25/6-041 to be considered ahead of subsequent items.

1. To **resolve to agree** the Work Schedule.

It was proposed, seconded and

**Resolved:** The Committee resolved to approve the updated Work Schedule, incorporating tasks from the Park Team Report, and to distribute it to relevant members.

2. To review and **resolve to agree** the Park Team Reports and any action required.

It was proposed, seconded and

**Resolved:** The Committee resolved to agree the Park Team Reports and to implement any necessary actions arising from the findings.

#### **OS25/6-028      Allotments**

1. To receive an update on the waiting list and vacant allotments.

It was noted that there are 8 vacant plots available at the Battlefields site. The Committee noted the vacancies and requested that the waiting list be reviewed to allocate plots accordingly.

2. To receive an update on the allotment shed.

The Committee noted the position and agreed to defer further discussion until an update is received.

3. To **resolve to agree** to allow tenant on Plot 4 at Battlefields to install 9ft x 9ft Greenhouse.

It was proposed, seconded and

**Resolved:** It was resolved to approve the installation of the greenhouse, subject to the following conditions:

- The structure must be securely installed and maintained.
- The tenant remains responsible for any damage or safety concerns.
- The greenhouse must not obstruct neighbouring plots or access paths.

**OS25/6-029**

### **Carter's Park**

1. To receive to an update on quotes for wet pour in playground area. It was reported that: • Initial quotes for wet pour surfacing were based on a broad specification and proved expensive.

Bonded mulch was suggested as an alternative, but further investigation is needed.

Cllr I Hutchinson had approached several suppliers and will now seek specific quotes for the zip line area.

The option of using 4-tonne bags of play bark, priced at £105.00 per bag, was also noted and agreed as a temporary Health and Safety option.

The Committee noted the update and agreed that Cllr I Hutchinson should obtain targeted quotes for the zip line surfacing.

Explore cost-effective alternatives to wet pour, including bonded mulch and play bark.

2. To receive an update on quote for professional spraying.

Members received an update regarding a quote for professional spraying of council-maintained grounds.

It was noted that:

- A contractor is scheduled to visit on Friday to provide a quote.
- The areas to be assessed include the large outfield and the vicinity of the tennis courts.

The Committee noted the update and agreed to await the contractor's quote before considering next steps.

3. To receive an update on costs for purchasing own equipment for spraying.

Members received an update on the potential costs of purchasing equipment for in-house spraying.

It was reported that:

- Machinery would cost approximately £1,300.
- A training course for safe and compliant use would cost around £250.
- Additional costs would be incurred for chemicals, subject to type and quantity.

The Committee noted the indicative costs and agreed to review options once the professional spraying quote is received, to determine the most cost-effective approach

4. To receive an update regarding the Drainage Board.

Members received an update regarding ongoing issues with the temporary fencing installed near the Drainage Board-managed area.

It was noted that the fencing is not proving effective, and further action is required.

The Committee requested that the Deputy Clerk contact the Drainage Board to discuss alternative solutions and seek their advice or assistance.

5. To **resolve to agree** to purchase a net to trial on hard standing area.

It was proposed, seconded and

**Resolved:** Members considered a proposal to trial a tennis net on the hard standing area to enhance recreational use.

It was noted that:

- Cllr I Hutchinson proposed installation of the net across the area recreational use.
- Estimated costs include:
- 2 x 6ft posts at £30 each
- Postcrete at £56
- Net at £40
- Total estimated budget: £250, to be drawn from the play equipment budget.

It was resolved to approve the purchase and installation of the football net as a trial, within the allocated budget of £250.

6. To receive an update from Park Team regarding grass cutting.

Members received an update from the Park Team regarding the current status of grass cutting.

It was confirmed that all scheduled grass cutting is up to date.

The Committee noted the update with thanks to the Park Team for maintaining the schedule.

**OS25/6-030**

#### **Carter's Park Bowls Club**

1. To receive further details from Bowls Club in regard to Sponsorship signs.

Members received further details from member of the Bowls Club regarding proposed sponsorship signage to support the upcoming tournament and promote the club.

It was reported that:

- The club has secured 4 to 5 sponsors, each contributing £100 to £150.
- Sponsors will provide 2ft x 3ft advertising signs, produced at their own cost.
- Proposed placement includes:
- 4 signs on one side of the pavilion wall
- 3 signs on the adjacent side
- A possible sign on a post and consideration of a Bowls Club-branded sign

The Bowls Club noted that their greens are among the best in the area, and the sponsorship initiative aims to enhance visibility and support.

The Committee noted the proposal and agreed to refer the matter to the Full Council meeting in August for formal consideration.

**OS25/6-031**

#### **Carter's Park Football Club**

1. To receive an update on quotes for trees at floodlight.

Members received an update on quotes for tree work near the floodlight area, adjacent to the Football Club.

It was reported that:

- Quotes have been obtained for the necessary tree work.
- The Football Club has been informed.
- Cllr I Hutchinson requested to proceed with the work as soon as possible, using delegated powers to authorise the action.

The Committee noted the update and supported the use of delegated powers by Deputy Clerk to ensure timely completion of the tree work.

2. To receive an update from members who attended the AGM.

Members received an update from those who attended the recent Annual General Meeting (AGM).

It was reported that:

- Cllr I Hutchinson reported that they have financial issues and that the football club are keen to work more closely with the Parish Council.
- A meeting is to be arranged with the Football Club to discuss lease arrangements for the various areas, including:
  - The Football Club
  - The Social Club, which operates as a Limited Company
  - Tigerolls

Key points raised included:

- The need to resolve lease agreements, including the possibility of allowing the Social Club and Tigerolls to sublet.
- Consideration of whether to issue a single lease for the whole area or separate leases for each entity.
- The importance of seeking legal advice to ensure clarity and compliance.

The Committee noted the update and agreed to arrange a meeting with the Football Club and seek legal guidance on lease structuring and subletting permissions.

## **OS25/6-032 Carter's Park Play Area**

1. To review and **resolve to agree** the way forward regarding the play inspection report.

It was proposed, seconded and

**Resolved:** Members reviewed the recent Play Inspection Report and considered necessary actions to address identified issues.

It was noted that:

- The DT area requires basic painting and general tidying.
- The zip wire / cable runway is in poor condition and needs full replacement.
- It was agreed that installation should be carried out by a professional company, not the Park Team.
- Indicative costs include:
  - £600 for removal and rebuild of the cable runway
  - Up to £500 for replacement cable, tyres, and tensioners
- Members also discussed whether the same company could undertake surfacing works, with options including rubber crumb or bonded bark.

It was proposed, seconded and

**Resolved:** Engaging a professional contractor to replace the zip wire / cable runway.

Seeking quotes for surfacing options, including rubber crumb and bonded bark. Authorising Park Team for area improvements through basic maintenance and painting.

The Committee agreed to review full costings once quotes are received and consider surfacing as part of the overall upgrade.

Slide Wet Pour (Wicksteed):

- Concern raised regarding the wet pour surface at the top of the slide.
- DT confirmed the surface can be lifted and inspected.
- Members agreed to locate warranty paperwork to determine if the issue is covered under guarantee.

Bin Replacement:

- A new bin is required in the children's play area.
- DT will remove the existing bin and chain a wheelie bin temporarily until a replacement is installed.

Seesaw Repairs:

- The two-person seesaw requires new internal bolts and replacement parts.
- Repairs to be scheduled once parts are sourced.

Painting Requirements:

- Play equipment to be repainted using Blue and Green Hammerite.
- Benches to be painted in Holly Green and Brown, with white or black edging.
- Sandtex paint to be used on concrete surfaces.
- Additional supplies needed include paint brushes.

Resolution:

The Committee noted the update and agreed to:

- Locate warranty documentation for the slide wet pour.
- Proceed with temporary bin solution and plan for permanent replacement.
- Authorise seesaw repairs and repainting works using the specified colours and materials.

**OS25/6-033 Carter's Park Tennis Courts**

1. To receive an update and **resolve to agree** tennis court maintenance.

Members received an update regarding tennis court maintenance and discussed options for future upkeep.

It was reported that:

- A contractor was previously paid to clean the courts; IH will locate the contract and forward relevant emails from approximately 18 months ago.
- Maintenance costs were covered under the Tennis Court budget.
- The Park Team has expressed willingness to bring maintenance back in-house, proposing the hire of an electric pressure washer.
- Members agreed to investigate whether a current maintenance contract exists and to review costs for hiring or purchasing equipment.

It was proposed, seconded and

**Resolved:**

- Confirm the existence and terms of any current maintenance contract.
- Explore costs for hiring or purchasing a pressure washer.
- Continue funding from the Tennis Court budget.
- Support the Park Team's proposal to undertake future cleaning in-house, subject to cost review.

2. To receive an update regarding the Tennis Lawn Association.

Members received an update regarding recent correspondence and actions with the Tennis Lawn Association.

It was reported that:

- The required form has been completed and returned.
- An invoice for the grant has been submitted.
- Plans are in place for general PR to support the opening of the refurbished tennis courts, including the placement of a large promotional banner.

The Committee noted the update and supported the proposed public relations activity to promote the tennis court opening.

**OS25/6-034 Netherfield Playing Field**

1. To **resolve to agree** to remove the self-seeded Cherry Tree.

It was proposed, seconded and

**Resolved:** It was resolved to approve the removal of the self-seeded Cherry Tree by the Park Team, with the task to be included in their scheduled works.

2. To **resolve to agree** to trim top, side and bottom of conifer.

It was proposed, seconded and

**Resolved:** It was resolved to approve the trimming of the conifer by the Park Team, with the work to be scheduled accordingly.

3. To receive an update from Park Team regarding grass cutting.

Members received an update from the Park Team regarding grass cutting across council-maintained areas.

It was reported that:

- All areas are in good condition, with plans to return and cut again this week.
- The team has received numerous compliments from residents on the quality of the work.

The Committee noted the update and expressed thanks to the Park Team for their continued efforts and positive community feedback

**OS25/6-035 Park Road Cemetery**

1. To receive an update on Park Road Cemetery fence.

Members received an update regarding fencing works at Park Road Cemetery.

It was reported that:

- Quotes are awaited for internal fencing repairs.
- The external picket fence requires fixing, with replacement timber (3 x 1) priced at £17.82 per length.
- The fence will also require repainting with creosote once repairs are completed.

The Committee noted the update and agreed to proceed with sourcing quotes and materials for repair and repainting.

2. To receive an update in regard to Holly contract.

Members received a brief update regarding the Holly contract.

It was noted that:

- An email has been sent requesting further information.
- DT will inform the Deputy Clerk of a further update.

The Committee noted the update and agreed to await further information before taking any action.

3. To review and **resolve to agree** Cedar of Lebanon tree. (Tree reference 0956)

It was proposed, seconded and

**Resolved:** The Committee resolved to:

1. Arrange a professional tree report to confirm the condition and urgency.
  2. Proceed with removal of the tree, subject to the report's findings.
  3. Notify SHDC immediately under emergency procedures.
4. To **resolve to agree** to purchase a new tree and plant at Cedar Stump.

It was proposed, seconded and

**Resolved:** The Committee resolved to approve the purchase of the replacement tree at £105.00 and to plant it at the Cedar stump site following removal of the existing tree.

5. To receive an update from Park Team regarding grass cutting.
- Members received an update from the Park Team regarding grass cutting.

It was reported that:

- All areas are up to date and grass cutting is on schedule.

The Committee noted the update with thanks to the Park Team for maintaining standards.

#### **OS25/6-036 Hallgate Cemetery**

1. To receive an update in regard to memorial for Terry Harrington Memorial.
- Members received an update regarding the proposed memorial for Terry Harrington.

It was reported that:

- A metal bench is to be purchased and installed in the left-hand side area of the designated site.
- Suggestions for plaque wording will be circulated to Full Council for input and agreement.

The Committee noted the update and supported the approach to engage Full Council in finalising the plaque wording.

2. To receive an update from Park Team regarding grass cutting.
- Members received an update from the Park Team regarding grass cutting and associated works.

It was reported that:

- Grass cutting is up to date and strimming is scheduled.
- Spraying is required to maintain weed control, but this task requires two-person assistance for safe and effective completion.

The Committee noted the update and agreed to support the Park Team in arranging appropriate staffing to complete spraying and strimming tasks

#### **OS25/6-037 All Saints Churchyard**

1. To receive an update on chemical purchase for brambles.
- Members received an update regarding the purchase of chemicals for bramble control.

It was reported that:

- The required chemicals have been purchased and received.

The Committee noted the update and confirmed readiness to proceed with bramble treatment as scheduled.



2. To **resolve to agree** to gain quote for silver birch.

It was proposed, seconded and

**Resolved:** The Committee resolved to obtain a quote for the removal of the Silver Birch and to proceed with removal once approved.

3. To receive an update from Park Team regarding grass cutting.

Members received an update from the Park Team regarding grass cutting and maintenance of the English Bluebells area.

It was reported that:

- Grass cutting is up to date across all areas.
- The English Bluebells area has now been sorted, with maintenance completed to a satisfactory standard.

The Committee noted the update and expressed thanks to the Park Team for their continued care and attention to sensitive planting areas.

**OS25/6-038**

### **Holbeach Hurn, Holbeach Bank & Holbeach St Johns**

1. To receive an update from Park Team regarding grass cutting.

It was reported that:

- All grass cutting is progressing well in these areas.
- The Park Team requested support to maintain surrounding trees, ensuring grass cutting can continue effectively and safely.

The Committee noted the update and agreed to review tree maintenance needs to support ongoing grounds work.

**OS25/6-039**

### **Tree Work**

1. To receive an update on quotes for the Lime trees.

Members received an update regarding the Lime trees.

It was reported that:

- Quotes for works are expected to be received next week.
- A tree survey is required, and the relevant survey company has been contacted to arrange this.

The Committee noted the update and agreed to await the incoming quotes and survey findings before proceeding

The Committee resolved to adjust the agenda order, with Items 42 and 43 to be taken before the budget item to support timely decision-making.

**OS25/6-042**

### **Projects**

1. To receive an update on the disabled path.

Members received an update regarding the proposed disabled access path.

It was reported that:

- South Holland District Council (SHDC) has launched a Crowd Funding initiative, open until October, with potential to contribute up to £5,000 toward the project.
- Proper official quotes are required to support the funding application and progress the works.

The Committee noted the update and agreed to proceed with obtaining formal quotes to enable participation in the SHDC Crowd Funding scheme.

2. To receive an update on the tractor shed.

Members received an update regarding the tractor shed and associated site improvements.

It was reported that:

- DT confirmed that a wooden shed is not permitted; the structure must be concrete.
- The current shed will be repaired, including pedestrian access, with an estimated cost of £8,000.
- The shed will require recladding, which can be included in future budget planning.
- A composting toilet is also proposed for installation on site.
- The works will be compiled as a full project, including quotes and plans, to be presented to Full Council for consideration.

The Committee noted the update and agreed to develop a full project proposal for submission to Full Council, incorporating shed repairs, recladding, pedestrian access, and composting toilet installation.

3. To receive an update on the pump track.

Members received an update regarding the Pump Track project.

It was reported that:

- A site survey is scheduled to take place on 24th July 2025.

The Committee noted the update and agreed to await the survey findings before progressing further.

4. To receive an update on public toilets.

Members received an update regarding the cleaning arrangements for public toilets.

It was reported that:

- No quotes have been received for cleaning services to date.
- Deputy Clerk will follow up and chase suppliers to obtain the necessary quotes.

The Committee noted the update and agreed to await further information once quotes have been sourced.

## **OS25/6-043      Equipment & IT**

1. To receive an update on Park Team tablet.

Members received an update regarding the tablet for the Park Team.

It was reported that:

- The tablet has been ordered and is currently awaiting delivery.

The Committee noted the update and agreed to confirm receipt and setup once the device is delivered.

2. To **resolve to agree** to gain quotes for replacement pole pruner or hire.

It was proposed, seconded and

**Resolved:** Members considered options for a replacement pole pruner or equipment hire.

It was reported that:

- A replacement pole pruner is available at £529, offering greater power.
- Hire costs are £58 per week or £28 per day, plus VAT.
- Park Team will forward the details to Deputy Clerk to proceed with the purchase.

The Committee resolved to proceed with purchasing the replacement pole pruner at £529, and instructed Park Team to send details to Deputy Clerk to complete the transaction.

3. To receive an update on asset list.

Members received an update regarding the council's asset list.

It was reported that:

- Cllr S Ball and Cllr J Sharman are currently reviewing and updating the asset list.
- Park Team noted that several tools and bent ladders are no longer fit for use and can be disposed of.
- New ladders are required for the Park Team to ensure safe operations.
- A full review is needed to identify items for replacement or disposal.

The Committee noted the update and agreed to support Cllr S Ball and Cllr J Sharman in completing the asset review, with a focus on identifying obsolete items and prioritising essential replacements.

#### **OS25/6-040 Budgets**

1. To review the Open Spaces budget.

Members considered the need to review the Open Spaces budget in detail.

It was agreed that:

- An Extraordinary Meeting will be called specifically to discuss budget matters, allowing sufficient time for focused consideration.

The Committee resolved to convene an Extraordinary Meeting to review the Open Spaces budget and determine future allocations.

#### **OS25/6-044 Next meeting**

1. The next meeting date for Open Spaces Committee is Wednesday 20th August 2025 at 10.00am.

**Meeting closed at:**

12:01

**Chairs Signature**

**Date**

Council 23/07/25 Chair's initials.....