

## Minutes of the meeting of Holbeach Parish Council Open Spaces Committee on Friday 22nd August 2025 at 10:00 at Coubro Chambers, 11 West End

Those present :

Chair : Cllr I Hutchinson

Councillors : Cllr S Ball, Cllr T Chinery

\* Attended remotely

### Meeting opened at:

10:00

#### OS25/6-045 To elect a Chair of the Committee

It was proposed, seconded and

**Resolved:** That Cllr Isobel Hutchinson be elected Chair of Open Spaces committee for the ensuring year.

#### OS25/6-046 Apologies

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

#### OS25/6-047 Declarations of Interest

TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011.

None received.

#### OS25/6-048 Minutes

TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING OF THE COUNCIL HELD ON 23RD JULY 2025.

It was proposed, seconded and

**Resolved:** That the official minutes of the meeting of the Open Spaces committee held on 23rd July 2025 be approved as a correct record and signed by the Chair.

#### OS25/6-049 Clerk's report

1. To receive a report from the Clerk.

Good Morning

Work has commenced on the repainting of the play equipment and benches within Carter's Park. The task is being carried out by Aaron, whose workmanship has

been noted as exemplary. Progress is steady, and the visual improvements are already evident.

Following consultation with the Tree & Nature Conservation Officer, approval has been granted to proceed with work on three specific trees as well as the line of trees along Park Road. This clearance allows for us to move forward with the necessary maintenance in accordance with conservation guidelines.

The Park Team has received the new ladders and tools requested during the July council meeting. These additions will support ongoing maintenance and ensure safer working conditions for staff

- A new replacement litter bin has been delivered and is ready for installation.
- The tennis net designated for the tarmac area has arrived. The supporting posts have been ordered and are scheduled for delivery next week.
- A replacement basketball hoop has been ordered to enhance recreational facilities.
- Play bark for the playground area has also been ordered and is expected to be delivered next week, contributing to improved safety and surface quality.

#### Next Steps

- Monitor completion of repainting works and schedule final inspection. (Deputy Clerk)
- Coordinate tree maintenance in line with approved scope. (Deputy Clerk)
- Install new litter bin and tennis net posts upon arrival. (Park Team)
- Schedule installation of basketball hoop and spreading of play bark. (Park Team)
- Update asset register and maintenance logs accordingly. (Deputy Clerk)

OS25/6-  
050

### Work Scheduling & Park Team Report

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

It was proposed, seconded and

**Resolved:** Council reviewed the Park Team Reports and resolved to agree on the actions required therein.

Carter's Park Grass cutting As Required

Carter's Park Re-paint play equipment In Progress

Carter's Park Re-paint benches In Progress

Carter's Park Spraying As Required

Carter's Park Grass seed jubilee circle Not Started

**Carter's Park Public Toilets Re-open Completed**

All Saints Churchyard Grass cutting As Required

All Saints Churchyard Flower beds & pots As Required

All Saints Churchyard Damaged Pots to be removed As Required

**All Saints Churchyard Spraying Completed**

Hallgate Cemetery Grass cutting As Required

**Hallgate Cemetery Pot Hole Check Completed**

Hallgate Cemetery Spraying (2 people required) To be Completed

Park Road Cemetery Grass cutting As Required

Park Road Cemetery Holly bush In Progress

Park Road Cemetery Spraying As Required

Park Road Cemetery (Tenters Side) Trim vegetation In Progress

Holbeach War Memorial Weeding & maintenance As Required

Battlefield Allotments Strimming paths & empty plots As Required

Cemetery Chapels Noticeboard Installation To be Completed

Netherfield Trim hedges To be Completed  
 Netherfield Remove cherry tree To be Completed  
 Netherfield Trim conifer To be Completed  
 Bowls Club Trim back perimeter To be Completed  
 Pavilion Window repair To be Completed  
 Coubro Chambers Remove front sign To be Completed  
 Football Club Fence Clean off Fence To be Completed  
 Park Road Cemetery Fence Repair to Outer Fence To be Completed

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

It was proposed, seconded and

**Resolved:** To agree the Park Team Reports as presented. Actions arising from the reports were noted and the need for accredited tree training was discussed, with Lantra identified as the preferred provider. It was resolved to obtain quotes for Lantra-certified tree training. The training scope will include tree inspection, chainsaw handling, and aerial rescue where applicable.

**OS25/6-051**

### **Carter's Park**

1. To receive an update on quotes for wet pour in playground area.

The Deputy Clerk confirmed that an appointment request has been emailed to the initial supplier for a site visit regarding wet pour surfacing. In addition, Cllr Isobel Hutchinson requested that further companies be contacted to provide a comparative quote.

2. To **resolve to agree** quote for professional spraying.

It was proposed, seconded and

**Resolved:** To accept the quote from Complete Weed Control at £485.82. The work is approved to proceed as specified

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

An update on the potential costs of purchasing council-owned spraying equipment. A quote of £1,400 has been received for a professional-grade sprayer. Additionally, training for the Park Team is available at £160 per person and to consider the purchase of spraying equipment and associated training as part of the budget planning for the next financial year.

4. To receive an update regarding the Drainage Board.

To send a follow-up email to the Drainage Board and to identify the representatives responsible for the council's area. It was further agreed to contact UAH and request that they also engage with the Drainage Board to expedite fence repairs.

5. To receive an update regarding tennis net on hard standing area.

The Clerk confirmed that the tennis net for the hard standing area has been purchased. The posts are scheduled for delivery next week. The Park Team will carry out the installation prior to the planned LTA gate installation.

6. To **resolve to agree** removal of sign from post in Carter's Park.

It was proposed, seconded and

**Resolved:** To approve the removal of the sign from the floodlight post. The Clerk will make initial verbal contact with the Football Club to discuss the matter, followed by a formal email. The Football Club may be permitted to install a

replacement sign, subject to prior approval of design, placement, and fixings.

7. To **resolve to agree** to the way forward with Graffiti fence at side of Football Club.

It was proposed, seconded and

**Resolved:** To agree to the repainting of the fence and removal of graffiti. The Clerk will initiate a general conversation with the Football Club regarding ongoing maintenance responsibilities and future upkeep. In the interim, the Park Team will clean the fence as far as practicable to improve its appearance.

8. To **resolve to agree** to allow Bounce House Party usage of Carter's Park upon request.

It was proposed, seconded and

**Resolved:** To agree that Bounce House Party may request usage of Carter's Park on a rolling basis. All date requests must be submitted to the Deputy Clerk for consideration and scheduling.

9. To **resolve to agree** to allow event for HuiFest on 28th June 2026.

It was proposed, seconded and

**Resolved:** To approve the Hui Fest event on 28th June 2026, subject to the following conditions, No flags are permitted to be displayed at the event, A full schedule outlining the day's activities must be submitted by the end of January 2026, All required documentation must be received by the stated deadline. An event progress update must be provided two months prior to the event, The stage must be removed either on the day of the event or first thing the following morning.

10. To **resolve to agree** to allow ice cream van usage of Carter's Park upon request.

It was proposed, seconded and

**Resolved:** To approve the use of Carter's Park by the ice cream van upon request to the end of October 2025, a donation will be expected in support of the park. All date requests must be submitted to the Deputy Clerk for scheduling and oversight.

11. To **resolve to agree** to allow caterer usage of Carter's Park upon request.

It was proposed, seconded and

**Resolved:** To approve the use of Carter's Park by the ice cream van upon request to the end of October 2025, a donation will be expected in support of the park. All date requests must be submitted to the Deputy Clerk for scheduling and oversight.

#### **OS25/6-052 Carter's Park Play Area**

1. To receive an update and **resolve to agree** any further work regarding the play inspection report.

It was proposed, seconded and

**Resolved:** Zip Wire Repairs: A quote has been received from Wicksteed for the zip wire and tyre replacement. £600 – Removal and full replacement of zip wire additional fee for tyres and to proceed with zip wire replacement, selecting the provider able to complete the works at the earliest date. Continue daily monitoring of the slide and push installers for urgent repair.

#### **OS25/6-053 Netherfield Playing Field**

1. To receive an update on the self-seeded Cherry Tree.

To include the self-seeded cherry tree in the upcoming tree works schedule. No separate action will be taken until all tree-related tasks are ready to be carried out collectively.

2. To receive an update on the conifer.

To include the conifer in the upcoming tree works schedule. No separate action will be taken until all tree-related tasks are ready to be carried out collectively.

#### **OS25/6-054      Park Road Cemetery**

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

To chase up the outstanding fencing quote and proceed with interim repairs by the Park Team.

2. To **resolve to agree** quote for Cedar of Lebanon tree. (Tree reference 0956)

It was proposed, seconded and

**Resolved:** To accept the quote of £3,000 from Will The Tree Man for the required works to the Cedar of Lebanon tree.

3. To receive an update regarding new tree and plant at Cedar Stump.

It was confirmed that a new Cedar of Lebanon tree has been purchased to replace the former tree at the Cedar stump site. The tree has been potted on and is currently being grown on to reach a suitable size for planting.

#### **OS25/6-055      Tree Work**

1. To **resolve to agree** quote for the Lime trees on Park Road after notification from Lincolnshire County Council.

It was proposed, seconded and

**Resolved:** The Deputy Clerk reported receipt of a letter from Lincolnshire County Council Highways requiring the Lime trees on Park Road to be trimmed back within 28 days. A quote was received from Will The Tree Man for £2,400 for the tree works, with an additional £627 for road closure arrangements. Following completion, the Park Team will take over routine maintenance of the trees.

2. To **resolve to agree** plan of action for Tree Report.

It was proposed, seconded and

**Resolved:** To proceed with the plan of action for Park Team to deal with trees T846 and T842, subject to Tesco access and MEWP hire. Quotes for extended hire are to be obtained. The new tree survey report quotes was noted, and discussion on future pricing was deferred to the next meeting to gain examples of tree reports for comparison.

#### **OS25/6-056      Allotments**

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

7 vacant with 2 potential applications for allotments to be received back.

2. To **resolve to agree** three letter templates for allotment tenants.

It was proposed, seconded and

**Resolved:** To approve all three letter templates for use with allotment tenants - 28 Day Notice, Tidy Up Notice and Notice to Quit.

OS25/6-057

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

1. To **resolve to agree** quotes for trees at floodlight.

It was proposed, seconded and

**Resolved:** To accept the quote of £600.00 from Will The Tree Man for the required tree works.

OS25/6-058

### **Carter's Park Tennis Courts**

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

The Deputy Clerk confirmed that the new gate installation by the Lawn Tennis Association (LTA) is scheduled for 1st October 2025. In support of the installation, a pop-up event and social media promotion are being considered to raise awareness and encourage community engagement.

OS25/6-059

### **Hallgate Cemetery**

1. To receive an update in regard to memorial for Terry Harrington Memorial.

Further details regarding style, inscription, and placement will be considered once quotes are received.

OS25/6-060

### **All Saints Churchyard**

1. To **resolve to agree** the quote for silver birch removal.

It was proposed, seconded and

**Resolved:** To accept the quote of £800.00 from Will The Tree Man for the removal of the silver birch tree.

OS25/6-061

### **Budgets**

1. To review the Open Spaces budgets.

To proceed with a deeper review of the Open Spaces budgets and seek feedback from Park Team. The reallocation of £30,000 to the Pump Track project was noted.

OS25/6-062

### **Projects**

1. To receive an update on the disabled path.

The Deputy Clerk reported that there are currently no new developments regarding the disabled path. However, the Park Team has been instructed to remove the existing panels as part of preliminary site management.

2. To receive an update on the tractor shed.

Refer the Tractor Shed quotes and repair options to the Open Spaces Team. A detailed review will take place at the next meeting, alongside broader budget discussions. A separate meeting will be scheduled specifically to review Open Spaces budgets.

3. To receive an update on the pump track.

To proceed with contacting schools to encourage engagement with the Pump Track survey. A full list of schools will be compiled and circulated to the Committee for reference and follow-up.

4. To receive an update on public toilets.

The Deputy Clerk reported that the public toilets are now open daily from 10:00am to 3:00pm. Basic maintenance is underway, including repainting and lagging of exposed pipes, to ensure safe and functional use.

**OS25/6-063      Equipment & IT**

1. To receive an update on Park Team tablet.

The Deputy Clerk confirmed that the new tablet for the Park Team is scheduled for delivery on Tuesday. In addition, it was agreed to purchase an etcher for marking and identifying Park Team equipment to support asset management and reduce risk of loss.

**OS25/6-064      Next meeting**

1. The next meeting date for Open Spaces Committee is Wednesday 24th September 2025 at 10.00am.

Members confirmed the next scheduled meeting of the Open Spaces Committee on Wednesday 24th September 2025 at 10:00am will be postponed. It was further agreed to suspend Standing Orders to allow meeting to be re-arranged for Thursday 2nd October 2025 at 3:30pm.

**Meeting closed at:**

11:37

**Chairs Signature**

**Date**

Council 22/08/25 Chair's initials.....