



Coubro Chambers
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HOLBEACH
Spalding
Lincs.
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Clerk/RFO: Jan Hearsey Deputy Clerk: Brandi Rogan

Present: Cllrs: K Wilson, R Flood, G Rudkin, D Howarth & S Rickerby

Clerk: Jan Hearsey

OS-2021/2-1 Appointment of Chairman

It was proposed, seconded and **agreed** to appoint Cllr K Wilson as Chairman

OS-2021/2-2 Appointment of Vice Chairman

It was proposed, seconded and **agreed** to appoint Cllr R Flood as Vice-Chairman

OS-2021/2-3 Apologies and reasons given

Apologies were received and accepted from Cllr C Rudkin

OS-2021/2 -4 Declarations of interest. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items

Cllr G Rudkin is a member of Holbeach in Bloom and Cllrs: K Wilson & R Flood are members of friends of Holbeach Parks.

OS-2021/2 – 5 To agree who will represent the Open Spaces committee on the Finance Committee

It was proposed, seconded and **agreed** that Cllr R Flood will represent the Open Spaces Committee on the Finance Committee

OS-2021/2 – 6 To agree to the co-option of Cllr Dawn Howarth and Cllr Sandra Rickerby

It was proposed, seconded and **agreed** to co-opt Cllrs: D Howarth and S Rickerby

OS-2021/2 - 7 Parks & Playing fields

- a) To agree the installation of picnic benches in Netherfields & Carters Park picnic area – it was **agreed** to place one picnic bench in Carters Park

where the picnic area currently is, and to place three picnic benches on the opposite side of the gate to the play area at Netherfield, Members realise there will be a cost involved in siting these on either concrete or slabs. The Clerk will speak to the WCPM.

- b) To agree to open the gates in between childrens play area – it was **agreed** to open the gates but ask the WCPM to install a soft closure mechanism first.
- c) To discuss plan for fundraising for possible inclusive equipment – it was **agreed** that the Clerk would look into charity funding for this equipment. There had been one quote but it was thought this was for private use.
- d) To agree to leave the dog run gates open – it was **agreed** to recommend to **Full Council to the** leaving the gates open on a trial basis
- e) Update on progress on Tennis courts- These have now been painted and just waiting for the weather to cure the paint. Will risk asses on Sunday for Monday opening. WCPM to refit nets etc. Clerk to liaise with WCPM
- f) To discuss toilets including possible opening, cleaning, refurbishment with covid restrictions.- It was **agreed** for Members to meet and look at the toilets. The Clerk is to ask SHDC what their toilet cleaning schedule is.
- g) Update on interest for food stalls in Carters Park- None so far.
- h) To agree painting of running track/football area in Netherfields – It was **agreed** to recommend to **Full Council** to ask the Parks team to mark out a running track with marked distances.
- i) To agree to review the Agreement from Henry Carter in relation to Carters Park- Cllrs: K Wilson & R Flood will review the documents at Coubro Chambers on 3rd June 2021
- j) TO agree to obtain costs for “no golf” signage at Holbeach Bank – It was **agreed** that Cllr R Flood would obtain three quotes for these signs.
- k) To agree under delegated powers a request for use of Netherfield play area for a picnic party with bell tent subject to receiving a risk assessment.- It was **agreed** subject to receiving a risk assessment

OS-2021/2 – 8 Allotments

- a) To review waiting list and availability and current plot usage and allotment policy – It was **agreed** to ask the Deputy Clerk to re-draw the plan for all allotments showing numbers and allotment holders. Cllr R Flood to look into the price for number signs for each allotment. All Members to look at the Mablethorpe and Sutton Allotment Policy. It was **agreed** to review an allotment policy at the next meeting.
- b) To agree plan to remove rubbish at Battlefields allotments – It was **agreed** That the Clerk organise skip the same size as last year. The office will send out letter to all allotment holders saying a skip is coming and not to dump rubbish. Clerk to speak to WCPM re loading skip.

Cllr S Rickerby left the meeting

OS-2021/2 – 9 Nature reserve

- a) To agree a rota for two members of the committee to restock and empty the duck food machine. – It was **agreed** to ask the WCPM to re-fix the machine and to defer the volunteer rota until the next meeting.

OS- 2021/2 – 10 Cemeteries

- a) To agree to purchase the banding machine from HPC WCPM – it was **agreed** to purchase this for £50
- b) To discuss benches in Park Road – it was **agreed** to address this at the next staff meeting.
- c) To discuss overhanging trees, Park Road cemetery – it was **agreed** to address a maintenance program at the next staff meeting
- d) To discuss Closed Churchyard beds maintenance - it was **agreed** to address a maintenance program at the next staff meeting
- e) To review recent grass cutting at Hallgate – It was **agreed** to ask the contractor not to cut the grass too short. It was discussed that the contract takes care around the play equipment at sites with this.
- f) To report and agree Chapels roofing options – it was **agreed** that the Clerk contact Bowmans of Stamford and Sandalls at Bourne and a contractor at Sleaford for prices for Canadian slate.

OS -2021/2 -11. To agree plans for the promotion of open spaces

It was **agreed** to recommend to **Full Council** to publicise each month “how many complaints received/how many compliments/you said/we did” and to provide a picture each week for the PR/IT committee

OS – 2021/2 -12 To plan and agree timeframe to update policies for open spaces.

It was **agreed** to begin with Allotments policy on 3rd June 2021

OS – 2021/2 -13 Items for discussion and agenda item requests.

It was discussed to ask **Full Council** to open the double gates at Netherfield on a trial basis.

It was decided to allow football practice at Netherfield on Sundays’ provided a risk assessment was provided and parents were asked to park sensibly.

It was discussed to ask **Full Council** to allow the Parks Team to clean and maintain the tennis court surface as opposed to Sports Solutions as their prices were too expensive.

It was discussed that Cllr K Wilson or Cllr R Flood would attend the staff meeting.

It was discussed that the request from the Bowls Club to install a bench would be discussed at **Full Council** once more details were available.

The litter picker’s request to alter their route was discussed and will be reviewed.

Holbeach in Bloom will plant tubs and bier at Hallgate Cemetery.

OS- 2021/2 -14. Confirm date and venue of next open spaces committee Meeting

- (a) It was **agreed** to meet at Coubro Chambers on 3rd June 2021 at 15:00

Meeting Closed at 17:25

Signed Chairman.....Date/..../....

Meeting of the Open Spaces Committee – Thursday 3rd June 2021 @ 15:00

Present: Cllrs: K Wilson, R Flood & S Rickerby – As there were only two voting Members (K Wilson & R Flood) present, the meeting could be discussion only

Cllr S Hutchinson
Clerk- Jan Hearsey

OS-2021/2-15 Apologies for absence and reasons given

Apologies for absence were received from Cllrs: C & G Rudkin & D Howarth and were accepted.

OS-2021/2-16 Clerks report

The Clerk reported that there had been a complaint regarding a memorial bench being moved in Hallgate Cemetery. It was suggested that the Clerk contact the person and ask them for proof of permission for the placement of the bench. The complainant also wanted the cemetery locked, the Clerk would confirm it is not possible to lock the cemetery due to its boundaries.

The Clerk has received a complaint from someone regarding trees overhanging their land, this will be discussed at **Full Council**.

The Clerk read out the response from SHDC re their cleaning programme for toilets. **Full Council** will decide the way forward.

Bins were needed in Carters Park near the painted fence, the Clerk will look into Pelican bins (with targets)

OS-2021/2- 17 Matters arising

- a) Cllr R Flood reported she had purchased a sign for Holbeach Bank regarding “no golf” and would erect same. Battlefields allotments sign would be at a cost of £15 each.
- b) Update on Cemetery Chapels – Clerk to ask SHDC if we can change name on listed building consent. Clerk to contact second company who provided an estimate to enquire as to what slate. Clerk to obtain report from July 2019 from Chapels trust.
- c) Update on food vans – Cllr R Flood reported that there was a festival van in Whaplode. There is also the Munch Box
- d) Update on Henry Carter paperwork review – Cllrs K Wilson and R Flood had reviewed some of the paperwork, there is no restrictions on food or fetes. There is a conveyance dating back to the 1920/30’s which will be available to all Members’.
- e) Update on Charity funding for disabled equipment – It is possible that “Friends of Holbeach Parks” can help with equipment.
- f) Update on SHDC toilet cleaning schedule – The Clerk reported the cleaning schedule used by SHDC, it was discussed and suggested to be decided by **Full Council**

OS -2021/2- 18 Minutes of the previous meeting

To agree the notes of the meeting of 14th May 2021 as minutes.

OS-2021/2 -19 Declarations of interest. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items

OS-2021/2 - 20 Parks & Playing fields

a) To discuss a disabled swing, for **Full Council**

OS-2021/2 – 21 Allotments

a) The allotment policy was discussed and will be decided at **Full Council**. There was a staffing issue regarding the allotment which it was **resolved** to take into closed session due to the nature of the business to be discussed.

OS-2021/2 – 22 Nature reserve

a) The trees at the Nature Reserve were discussed and will be taken to **Full Council**

OS- 2021/2 – 23 Cemeteries

- a) The procedure regarding bench repairs was discussed and no change can happen, the Clerk to write and explain.
- b) To discuss a parishioner request to lock Hallgate Cemetery, dealt with in Clerk's report
- c) To discuss overhanging trees at Park Road cemetery. Dealt with in Clerk's report
- d) To discuss applying for an amendment to the listed building consent to use Canadian Slate on the cemetery chapels roof, for **Full Council**

OS -2021/2 -24. To agree plans for the promotion of open spaces

It was discussed and suggested posting photos of equipment on our Facebook page.

OS – 2021/2 -25 To plan and agree timeframe to update policies for open spaces.

It was discussed that it would be possible to do one policy per month except for Cemeteries/burials. The Clerk and Deputy would work on this and have the draft policy ready in time for the August committee meeting

OS – 2021/2 -26 Items for discussion and agenda item requests.

Consider CCTV in the park

OS- 2021/2 -27 Confirm date and venue of next open spaces committee Meeting

(a) It was discussed that the next meeting would be on Monday 28th June at 15:00 at Coubro Chambers

Meeting closed at 16:25

Signed Chairman.....Date.....

Draft until approved

Meeting Holbeach Parish Council – Open Spaces Committee 30th June 2021

Present: Cllrs: R Flood, S Rickerby, I Hutchinson & D Taylor

Cllr S Hutchinson
Clerk: Jan Hearsey

Meeting opened at 18:06

OS – 2021/2 -28 It was proposed, seconded and agreed that Cllr Rachel Flood be appointment Chairman of the committee

OS- 2021/2 -29 It was proposed, seconded and agreed that Cllr Dan Taylor be appointed as the Vice-Chairman of the committee.

OS-2021/2-30 Apologies for absence and reasons given
None

OS -2021/2- 31 Minutes of the previous meeting

The notes of the meeting of 3rd June 2021 were **agreed** as notes due to only two voting Members' being in attendance. The notes of the meeting of 14th May 2021 were proposed, seconded and **agreed** as minutes.

OS-2021/2-32 Clerks report

- a. No golf sign, now displayed at Holbeach Bank

OS-2021/2 -33 Declarations of interest. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items

Declarations of pecuniary interest were received from Cllr D Taylor for item 34 (b) and non-pecuniary interest for item 35 (a). Non-pecuniary interest from Cllr I Hutchinson for item 37 (a)

OS-2021/2 -34 Carters Park

- a. To discuss Youth equipment in Carters Park -the survey was inconclusive, public want skate park but concrete structure not possible, a compromise would be a pump track which could go by the trees in youth area in Carters Park, the project would need funding. It was suggested to ask **Full Council** to agree to a Facebook post explaining this as a future project and to seek public opinion.
- b. It was discussed and proposed, seconded and **agreed** to recommend to **Full Council** to leave the gates open to the dog run for a 3 month trial period.
- c. It was **agreed** to research Grant funding for the purchase and installation of disabled play equipment. A site visit was needed.

- d. To discuss Carters Park Deeds – To recommend to **Full Council** to speak to our legal advisers as to the Deeds and possibility of changing the by-laws
- e. It was proposed, seconded and **agreed** to recommend to **Full Council** to open the walkway between the picnic area and grass area near the fitness equipment.
- f. CCTV in the park was discussed and it was decided not to do this.

8OS-2021/2 -35 – Netherfield

- a. It was discussed, proposed, seconded and **agreed** to recommend to **Full Council** to give the groups using the Park a key to open and close the vehicular access gates at Netherfield, when they are using the facility.
- b. It was confirmed to agree for the use of Netherfield for football training on a Wednesday evening.

OS-2021/2 -36 – Cemeteries

- a To discuss the tampering of floral tributes at Hallgate – The past week had seen no further issues.
- b Update on amended planning consent for the Cemetery Chapels roof – awaiting response from SHDC Planning Department

OS-2021/2 -37 – Allotments

- a Asbestos report at Battlefield Lane – Four samples had been taken and three were found to be grade C asbestos. It was proposed, seconded and **agreed** to recommend to **Full Council** to contact companies to ascertain what time of works are required and at what cost.

OS-2021/2 -38 Nature Reserve

- a It was proposed, seconded and **agreed** to put the funds from the duck food machine for the use on Open Spaces projects

OS-2021/2 -39 Grass cutting review

- a The grass cutting review was discussed and monitoring will continue.

OS-2021/2 -40 To agree who will liaise with the PR/IT committee

It was **agreed** that the pump track would be posted on Facebook and that the PR/IT committee would monitor the Open Spaces minutes for information.

OS – 2021/2 -41 Items for discussion and agenda item requests.

The situation with Dog Drove roadway

To look to create blueprint of what the committee wants to achieve in each area for the future

To look at wild areas around open spaces and bio-diversity

Park staff jobs list

Cllr I Hutchinson will attend the monthly staff meeting.

OS- 2021/2 -42 Confirm date and venue of next open spaces committee Meeting

(a) It was **agreed** that the next meeting of the committee will be on Wednesday 28th July at 18:00 at Coubro Chambers

Meeting closed at 19:36

Signed Chairman.....Date.....



Meeting Holbeach Parish Council – Open Spaces Committee 28th July 2021

Due to their being insufficient voting members, this meeting was for discussion only and no decisions were made

Present: Cllrs: R Flood, I Hutchinson, S Johnson & C Kenyon

Cllr S Hutchinson
Clerk: Jan Hearsey

Chairman R Flood Meeting opened at 18:08

OS-2021/2 -43 To agree to co-opt to the Committee – Cllrs: S Johnson & C Kenyon
To refer to **Full Council**

OS – 2021/2 -44 Apologies for absence and reasons given

Apologies were received from Cllr D Taylor (paternity leave) & Cllr S Rickerby (medical reasons) – these were accepted

OS- 2021/2 -45 Minutes of the previous meeting

. To agree the notes of the meeting of 30th June 2021 as minutes. To defer to the next meeting of the Open Spaces Committee

OS-2021/2-46 Declarations of interest. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items

Cllr I Hutchinson & S Johnson declared a non-pecuniary interest in item 51 (a)

OS -2021/2- 47 Clerks report

a) Memorial masons not adhering to Policy – The Clerk explained that she had now discovered why this was happening and the new Memorial Policy and working practices should address this

OS-2021/2-48 Carters Park

a) To agree to recommend to Full Council to apply for a Waste Carriers Licence – refer to **Full Council**

b) To agree to clear and re-seed the wildflower area once this season is finished – the seed was purchased this Spring so as there will be no cost, this is acceptable

c) To agree to allow South Holland District Council to use Carters Park on Saturday 28th August 2021 for an Open Air Drawing Room event – refer to **Full Council**

d) To discuss and agree to re-open the Carters Park toilets – refer to **Full Council** and discuss with WCPM at staff meeting on 4th August. Something will be needed for the paper towels waste.

e) To discuss and agree and master plan for Carters Park – The Pump Track idea will be put to the Public via Social Media as previously discussed. To agenda for **Full**

Council to investigate the cost of dividing the current toilet block to provide a disabled/ladies/gents toilets facility with changing facility and a kiosk café.
Inclusive swing could be a basket seat within the existing play area. To approach District Councillors to ask if there is any budget available.

OS-2021/2 -49 – Netherfield

- a) To agree and recommend to Full Council to open the pedestrian gate (within the large gates) at Netherfield – refer to **Full Council**
- b) To agree the way to consult the Public regarding the opening and leaving open of the double gates at Netherfield. – The Clerk will do 60 letters with a return slip on the bottom asking local residents their opinion on: leaving the gates open/leaving them open all day (no budget for locking up this year) and remain the same as is now. Also put a post on Facebook and in the press
- c) To agree the location for the Basketball – refer to **Full Council** to suggest it is donated to Holbeach Hurn
- d) To agree the burning off of lines to mark out the running track. – As the lines had been previously agreed at Full Council, it was decided that this could be done without further referral to Full Council
- e) To agree the size of the football pitch to be marked out – to refer to **Full Council** to mark out a nine a side pitch
- f) To agree to another group using the area for football practice – as the criteria that was previously requested, has been fulfilled, it was decided that Cllr R Flood would approach the group and confirm permission for a Tuesday but not Saturdays’
- g) To discuss and agree to plant a wildflower area at Netherfield and other possible sites – to refer to **Full Council** to plant wild flower areas in Netherfield along with trees to create buffer zones around differing areas of this park.

OS-2021/2 -50 – Cemeteries

- a) To discuss and agree to recommend to Full Council the updates Cemetery Rules & Regulations, Memorial Policy & Regulations and the Scattering of Ashes Policy. – to refer to **Full Council**
- b) To discuss and agree to recommend to Full Council to increase and alter the Cemetery fees – It was decided that it is essential to be in line with other Councils’ and to refer to **Full Council**
- c) To discuss and agree to recommend to Full Council to limit to twice, the renewal of an exclusive right of burial where the plot reserved is by a parent adjacent to where a child under the age of 16 is buried. – This item had been covered in (a) and (b) above

OS-2021/2 -51 – Allotments

a Update on the asbestos at Battlefields Lane – One company had visited earlier today, another one tomorrow and possibly another on Friday afternoon. Awaiting costings and reports.

- b) To discuss and agree to recommend to Full Council the works required on the roadway at Dog Drove allotments.- To refer to **Full Council**. The Clerk to write to the allotment holders and ask for copies of leases.

OS-2021/2 -52 Nature Reserve

- a) To agree to cut back the bushes within the Nature Reserve to allow more space for the Ducks – to take to the next staff meeting on 4th August.
b) To discuss how the Duck Rescue people can access the Nature Reserve when there are injured ducks – Cllr S Johnson to arrange a meeting with the lady and the Clerk and report back.

OS – 2021/2 -53 Items for discussion and agenda item requests.

A report had been received regarding an opening in the fence near the dog run, Cllr I Hutchinson to investigate.

Use of chemicals in Park Road and Closed Churchyard, Cllr R Flood to investigate Grass cutting, especially Hallgate & Holbeach Bank

OS- 2021/2 -54 Confirm date and venue of next open spaces committee Meeting

- (a) To agree a venue and date – to be confirmed

Meeting closed at 19:35

NOTES ONLY

**Minutes of the meeting of Holbeach Parish Council, Open Spaces Committee
Wednesday 17th August 2021 at 18:00**

Present: Cllrs R Flood, D Taylor, S Johnson & I Hutchinson

Clerk: Jan Hearsey

Chairman of the committee Cllr R Flood opened the meeting at 18:03

OS-2021/2 -55 Apologies for absence and reasons given

Apologies and reason given were received from Cllr C Kenyon, which were proposed, seconded and **agreed**

OS – 2021/2 -56 Declarations of interest. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items

Cllr D Taylor declared a pecuniary interest into part of the discussing surrounding unlocking.

OS- 2021/2 -57 To exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted It was proposed, seconded and **agreed.** - **To discuss and agree grass cutting/grounds maintenance and unlocking –**

It was **agreed** that contractors would be contacted to temporarily cover grass cutting of three areas on a fortnightly basis.

It was **agreed** to contact three people to be available to carry out emergency maintenance.

It was **agreed** to ask the Litter Picker to open both Carters Park and Park Road cemetery four days a week.

The next meeting of the committee will be on Thursday 26th August 2021 at 18:00 at Coubro Chambers

Minutes of the meeting of Open Spaces Committee Tuesday 21st September 2021 at 18:00

Present: Cllrs: R Flood, C Kenyon, I Hutchinson & S Johnson

Clerk: Jan Hearsey
Cllr S Hutchinson

No members of the public were present

Chairman Cllr R Flood opened the meeting at 18:03

OS-2021/2 -67 Apologies for absence and reasons given

Apologies were received and accepted from Cllr D Taylor

OS- 2021/2 -68 Minutes of the previous meeting

The notes of the meeting of 26th August 2021 were proposed, seconded and **agreed** as minutes.

OS-2021/2-69 Declarations of interest. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items

Declarations of non-pecuniary interest were received from: Cllr R Flood for agenda items OS -2021/2-76 & OS-2021/2-77 and from Cllrs: I Hutchinson & S Johnson for agenda item OS-2021/2-74 (c)

OS -2021/2- 70 Clerks report

The Clerk reported that the siren had failed in Carters Park. A parishioner had reported a mound of earth at a corner in Park Road Cemetery which was being thrown at graves, she had along with Cllr S Hutchinson, taken a look and would report back to the parishioner. She and Cllr S Hutchinson had looked at the reported overhanging trees from Park Road Cemetery. An allotment holder at Battlefields had reported witnessing a fellow allotment holder dumping rubbish and burning.

OS-2021/2-71 Carters Park – update

The siren was discussed and it was decided to leave it not working and to review it next month.

Cllr I Hutchinson has made an appointment to meet with a company on the 4th October to get a quote for inclusive play equipment, this will allow the Council to obtain other like for like quotes.

A parishioner had alerted the Council to a tree in the dog run being infected by *Phytophthora ramorum*, the Clerk was asked to contact tree surgeons to get a price for the removal of the tree.

OS-2021/2 -72 – Netherfield -update

Signs indicating the area is covered by CCTV are to be removed or blanked out, to be added to the WCPM's work schedule.

The holes put in for the installation of the play equipment need dealing with.

OS-2021/2 -73 – Cemeteries – update

- a) To agree the location of bench in Park Road Cemetery – It was proposed seconded and **agreed**, to amend the wording of the agenda to “To discuss the location of benches”. The benches, in there out of the way locations, are attracting groups of youths. There are some benches which are placed over plots that are owned under Exclusive Rights of Burial. Cllr S Johnson pointed out that it was a lovely tribute by families. Cllr R Flood suggested making a list of all benches and then working with the families to find a position within the cemetery.
- b) To discuss and agree a plan for the maintenance of Park Rd cemetery
- c) To agree to the maintenance schedule for Park Road Cemetery – It was decided to amalgamate agenda items OS-2021/2-73 (b) & (c) as they were the same. Cllr I Hutchinson reported that everywhere needs a massive overhaul, there is a 2014 grave that is partly inaccessible. Everything needs cutting back and the public want it maintained. Cllr R Flood said to prioritise work, fallen tree, burning piles, clear graves. It was decided that the work would be scheduled and that the new team member could begin with this project. Look into the cost of hiring a chipper for the waste. It was proposed, seconded and **agreed** to tackle an area at a time.
- d) To agree a solution for the fallen tree stump in Park Road Cemetery – The WCPM has said that it is possible to trim away the roots and tidy up and repair the stones, it was proposed, seconded and **agreed** to discuss in more detail with the new member of staff.
- e) To agree to instruct the contractor to start the roof repairs – The Council has received confirmation by email that listed building consent is not required and the works to the Chapel roof are repairs. The company has a lead time of one month. The tender will need to be published on the Government website. It was proposed, seconded and **agreed** if no response from the Government website, then to instruct the company that were previously agreed.

OS-2021/2 -74 – Allotments – update

- a) To agree to works required for Dog Drove allotment roadway – Cllr S Johnson has been approached and thanked for the works to the roadway. Someone must have carried out works. It appears safe and members will monitor the situation.
- b) To discuss and agree to increase allotment rents – It was proposed, seconded and **agreed** to defer this to the next meeting.
- c) To discuss Battlefields allotments now that the remedial work has taken place – it was proposed, seconded and **agreed** that the Clerk write to the George Farmer Trust and inform them of the situation and send them the report, it was **agreed** that

staff would no longer use the area at Battlefields reserved for them. Agenda for **Full Council** to discuss further.

OS-2021/2 -75 Nature Reserve – update

Cllr I Hutchinson will check on duck food machine. The Clerk has ordered a supply of duck food.

Cllr S Johnson will meet with Waddles rescue to issue a key and to conduct a risk assessment.

OS-2021/2 -76 To discuss the budget for 2022/3

It was **agreed** to add in £1000 for in bloom costs. The Clerk to write to the Chapels Trust for an update and to contact SHDC re the beacon.

OS-2021/2 -77 To discuss and agree the responsibilities of the lease at Holbeach Bank

There was the possibility to (if possible) renew our Lease with the Crown Estates but to rent to Holbeach Bank FC as opposed to a Lease. It was proposed, seconded and **agreed** to contact Holbeach Bank FC and arrange a meeting.

OS – 2021/2 -78 Items for discussion and agenda item requests.

To agree the design for an inclusive swing seat.

OS- 2021/2 -79 Confirm date and venue of next open spaces committee Meeting

(a) It was **agreed** that the next meeting would be on Tuesday 19th October 2021 at 18:00 at Coubro Chambers.

Meeting closed at 19:14

Minutes of the meeting of the Open Spaces Committee, Tuesday 19th October 2021 at 19:00 at Coubro Chambers

Present: Cllrs R Flood, S Johnson, I Hutchinson & Cllr C Kenyon arrived at 19:17
Clerk: Jan Hearsey

Cllr S Hutchinson

Chairman, Cllr R Flood opened the meeting at 19:00

OS-2021/2 -80 Apologies for absence and reasons given

Apologies were proposed, seconded and **accepted** from Cllr D Taylor

OS- 2021/2 -81 Minutes of the previous meeting

The notes of the meetings of 17th August 2021 and 21st September 2021 were proposed, seconded and **agreed** as minutes.

OS-2021/2-82 Declarations of interest. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items
None were received

OS -2021/2- 83 Clerks report

The Clerk reported that the Parks' team, had got the chipper working, the office was checking to ensure the Kubota is strong enough to power the chipper.

The Clerk, a councillor and a member of staff had witnessed the dumping of pallets at Battlefield allotments, the person stated they were for a bonfire, the Clerk to write to the allotment holder enclosing a copy of our allotment policy and explaining about no burning etc

The office was waiting on prices for the uniforms

The Clerk needs to know from the committee when they are free for the meeting with Holbeach Bank FC

The Parks' team have raised the canopy on the trees along the avenue in Park Road cemetery

There was some minor vandalism to the toilets in Carters Park at the weekend and youths were reported to be climbing on the roof

There is a damaged headstone at Hallgate, the contractors have been informed.

OS-2021/2-84 Carters Park – update

- a) To agree the way forward with regard to the siren – it was proposed, seconded and **agreed** to leave the park without a siren for the time being.
- b) To agree the design for the all inclusive swing seat- it was proposed, seconded and **agreed** to the design being a scoop type seat preferably with no harness.



OS-2021/2 -85 – Netherfield -update – The signs need removing, it was reported that some had been welded on, in Carters Park the Parks' team had taped over the signs. Speak to the parks' team at the work schedule meeting on 21st October to ascertain if they can install this.

- a) Update on trees from LCC – The trees will be delivered in January.

OS-2021/2 -86 – Cemeteries – update – There is concern that people are using Hallgate as a recreational area, Cllr S Johnson pointed out that it does look like an open spaces area. Cllr I Hutchinson suggested asking the parks' team to visit each week.

- a) To agree the layout plan for Hallgate cemetery – it was proposed, seconded and **agreed** to change the layout so that the headstones are back to back, change immediately on the row that had already been started. (Cllr C Kenyon arrived in the meeting)
- b) It was proposed, seconded and **agreed** to remove the toilet in Park Road Cemetery

OS-2021/2 -87 – Allotments – update – The invoices had gone out and some had been paid.

- a) It was proposed, seconded and **agreed** to programme the removal of wood at Battlefields Lane following the recent remedial works.
- b) It was discussed and proposed, seconded and **agreed** agree to take legal advice on the asbestos issue at Battlefields allotments as the lease was not specific. The Clerk to contact Rradar and a legal expert.
- c) It was discussed and proposed, seconded and **agreed** to increase allotment rents – the Clerk to work out the acreage and to look into the cost per acre of agricultural rents.
- d) To discuss letting Battlefields allotments now that the remedial work has taken place – It was decided to not let any plots until the Council knows what the outcome of agenda item OS-2021/2-87 (b)

OS-2021/2 -88 Nature Reserve – update – Cllr S Johnson updated that the Duck Rescue organisation had supplied a Risk Assessment however it was not satisfactory and needed tweaking, once this had been received we could go ahead however, we will still have some liability. Some tidying up works required. The duck feeder is being topped up weekly.

OS-2021/2 -89 To discuss and agree the budget for 2022/3

It was discussed that we must have a god budget in order to deliver the services that our parishioners want. Open Spaces is the visible side of the Council. It was decided to identify the trees that are urgent. The Clerk to write to the PCC to request permission to carry out tree works in the Closed Churchyard. It was proposed, seconded and **agreed** to propose an expenditure budget of £183,237 to **Full Council**. The Clerk pointed out that herself and the Chair of Finance had reduced the anticipated cemetery income for 2022/3 based on the last two years figures.

OS-2021/2 -90 To discuss and agree which mowers and tractors to retain and which to replace

The priority is to sell the unwanted machinery. It was proposed, seconded and **agreed** to defer this agenda item until after the new members of the parks' team have been here a while.

OS – 2021/2 -91 To discuss and agree to replace the locks at Park Road cemetery and Carters Park – it was proposed, seconded and agreed To resolve to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted

It was **agreed** to replace the locks

OS – 2021/2 -92 To discuss and agree the way forward with regard to the disposal of green waste – It was discussed that a green waste bin could be used however the best option was a chipper. If the Kubota is strong enough to run the current chipper then perfect, otherwise we could buy a new one but in the meantime one could be hired in. The recycling of waste is by far the best option. It was proposed, seconded and **agreed** to hire in a chipper if required.

OS – 2021/2 -93 To discuss and agree the way forward regarding the cemetery records held by a member of staff – It was proposed, seconded and agreed o resolve to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted

It was **agreed** to refer to the HR Committee

OS – 2021/2 -94 Items for discussion and agenda item requests.

Nature Reserve update – Cllr S Johnson

Update on inclusive play equipment – Cllr I Hutchinson

OS- 2021/2 -95Confirm date and venue of next open spaces committee Meeting

(a) It was agreed that the next meeting would be on Wednesday 24th November at 18:00 at Coubro Chambers

Meeting Closed at 20.10

Signed Chairman.....Date.....

**Minutes of the meeting of Holbeach Parish Council Open Spaces Committee,
Wednesday 24th November 2021 at 19:00 at Coubro Chambers**

	In attendance	Apologies given
Holbeach Parish Council, Open Spaces Committee	Cllrs: R Flood, I Hutchinson, S Johnson Clerk: Jan Hearsey	Cllr C Kenyon
Public including Councillors	Cllrs: S Hutchinson & M Murfet	

Chairman Cllr: R Flood opened the meeting at 19:00

OS-2021/2 -96 Apologies for absence and reasons given

Apologies were received from Cllr C Kenyon which were proposed, seconded and **agreed**

OS- 2021/2 -97 Minutes of the previous meeting

The notes of the meetings of 19th October 2021 were proposed, seconded and **agreed** as minutes.

OS-2021/2-98 Declarations of interest. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items

Cllrs: S Johnson & I Hutchinson declared a non-pecuniary interest in agenda item OS-2021/2 – 104 (b)

OS -2021/2- 99 Clerks report – see appendix 1

OS-2021/2 – 100 To elect a vice-chair of the committee -It was proposed, seconded and **agreed** that Cllr S Johnson would be the Vice-Chairman of this committee

OS-2021/2-101 Carters Park – update

- a) To agree to recommend to Full Council the purchase of a handrail for the slope at the pavilion -it was proposed, seconded and **agreed to** look into pricing and recommend to **Full Council**
- b) The opening of the park over the Christmas shutdown was proposed seconded and **agreed** as per appendix 2
- c) The diseased tree in the dog run has been confirmed as not being urgent but should be monitored
- d) To discuss and recommend to **Full Council** to give permission to Cllr Tracey Carter for the use of Carters Park over the weekend of 2nd & 3rd July 2022 subject to confirmation of the nature of the event and receipt of all the Event Notification Form

- It was proposed, seconded and **agreed** to responded saying we will “save the date” however, we cannot agree until we know what the Event is.
- e) It was discussed, proposed, seconded and **agreed** to close Carters Park toilets following the recent spate of vandalism

OS-2021/2 -102 – Netherfield -update

- a) It was proposed, seconded and **agreed** to end grass cutting by the contractor at all sites as of the end November 2021
- b) The position of Galahad was proposed, seconded and **agreed** to be on the south western side of the play equipment, closer to the football goals and with the slide facing north.

OS-2021/2 -103 – Cemeteries – update

- a) It was proposed, seconded and **agreed** to leave a 60cm gap between the back-to-back of headstones at Hallgate cemetery
- b) It was proposed, seconded and **agreed** to discuss the process for the fallen cedar tree in Park Road Cemetery with the Parks team.
- c) It was proposed, seconded and **agreed** to strim between the headstones in Park Road Cemetery
- d) To discuss and agree the way forward regarding memorial benches – It was proposed, seconded and **agreed** that the Clerk would write to the owner of the bench in Hallgate and politely ask if the bench could be moved to their reserved space. The Clerk to organise a meeting and invite all owners of benches.
- e) To discuss and agree the way forward regarding the overhanging trees from Park Road Cemetery – It was proposed, seconded and **agreed** that the Clerk to contact owner of property where Cemetery tree is touching their outbuilding and say we will remove branches. Clerk to contact bungalow to say that we will trim back the hedges but will require their tree to be cut back to enable access.
- f) It was proposed, seconded and **agreed** to continue to discuss a Childrens’ cemetery within Hallgate Cemetery if requests were made.
- g) It was proposed, seconded and **agreed** to reduce the size of the memorial garden at Hallgate cemetery to 8ft x 8ft

OS-2021/2 -104 – Allotments – update

- a) The format of the letter taking back allotments where the rent remains unpaid was proposed, seconded and **agreed**
- b) To agree to recommend to **Full Council** to accept the price for legal advice regarding Battlefields allotments – **It was proposed, seconded and agreed To resolve to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted**
It was proposed, seconded and **agreed** to re-order the agenda to put agenda item OS-2021/2-104 (b) to the end of the meeting
It was proposed, seconded and **agreed** to recommend to **Full Council**, Roy Thornes Solicitors

- c) To discuss and agree to increase allotment rents - It was discussed and proposed, seconded and **agreed** to map out and measure the plots before making any decisions
- d) The format of the letter to send to allotment holders at Battlefields regarding the rubbish being tipped there was proposed, seconded and **agreed** subject to the Clerk editing it and having approval from the Members present.

OS-2021/2 -105 Nature Reserve – update

- a) To agree to recommend to Full Council the purchase of a new duck food machine- It was proposed, seconded and **agreed** that Cllr S Johnson would takeover sourcing a machine and report back at the next meeting

OS-2021/2 -106 To discuss and agree the reviewed budget for 2022/3

It was proposed, seconded and **agreed** a budget of £84,445

OS-2021/2 -107 To agree to adopt the Market Hill planters from the relevant authority

It was proposed, seconded and **agreed** to adopt the three floor planters and two wall planters on Market Hill. Clerk to contact LCC

OS – 2021/2 -108 To agree who will attend the Finance Committee meetings should Cllr R Flood be unavailable

It was proposed, seconded and **agreed** that the Vice-Chair of the committee would attend in the Chair's absence.

OS-2021/2-109 It was proposed, seconded and agreed, not to agree to purchase moulds to make concrete picnic benches and tables

OS – 2021/2 -110 To agree to recommend to Full Council the new locking up tender

It was proposed, seconded and **agreed** to recommend to **Full Council** subject to the amendment of adding unlocking at weekends and bank holidays.

OS – 2021/2 -111 To agree the sale of the equipment

It was proposed, seconded and **agreed** to sell the equipment as per appendix 3 on "Marketplace". Clerk to organise this and give seven days for best offers.

OS – 2021/2- 112 To agree the next months' work schedule

It was proposed, seconded and **agreed** the work schedule as per appendix 4

OS – 2021/2-113 To discuss the information return to the Crown Estate regarding Holbeach Bank

It was decided that the Clerk would contact the agent of the Crown Estate and say that the form is not "fit for purpose"

OS-2021/2- 114 To review litter picking round

The round was reviewed and considered to be excellent. Thanks were sent to our Litter Picker. Clerk to flag up to LCC and SHDC that the Council is covering some of their land and bins

OS-2021/2-115 To agree the weekend and out of hours procedure

It was proposed, seconded and **agreed** to ask HR for input and take to **Full Council**

OS – 2021/2 -116 Items for discussion and agenda item requests.

Look at less desirable areas of the parks/cemeteries
Arrange to meet in the park next Wednesday 1st December

OS- 2021/2 -117 Confirm date and venue of next open spaces committee Meeting

(a) It was **agreed** that the next meeting would be on Monday 20th December 2021 at 13:00

Meeting closed at 20:41

Signed Chairman.....Date.....

Appendix 1

Open spaces Clerks report
Start new row at Hallgate, where gap is between headstones
Memorial bench at Hallgate should be to the right of the headstone, not the left.
Complaint received from lady whose father encountered a bench by his wife's grave in P/R covered in empty beer cans and chip wrappers.
Problems with chains and locks being vandalised in Carters Park during opening hours.
Police are aware
Problems with drug use and unsociable behaviour
Parks team now working 08:00 to 16:00 as they are the winter hours

Appendix 2

Christmas opening & of Carters Park & Park Road cemetery:

Christmas Day, Saturday 25 th December	Locking up service will open up as normal
Boxing Day, Sunday 26 th December	Locking up service will open up as normal
Bank holiday, Monday 27 th December	Locking up service will open up as normal

Bank holiday, Tuesday 28th December

Locking up service will open up as normal

Wednesday 29th December

Litter Picker will open up and litter pick for one hour for TOIL

Thursday 30th December

Parks team will open up and litter pick for one hour for TOIL

Friday 31st December

Parks team will open up and litter pick for one hour for TOIL

New Years Day, 1st January

Locking up service will open up as normal

Sunday, 2nd January

Locking up service will open up as normal, Litter Picker will litter pick as he is working as normal

Bank holiday, Monday 3rd January

Locking up service will open up as normal

Appendix 3

Massey Furgusson
Sykes Upwell trailer
5 stage Ransomes gang mower
Aqua cylinder mower 20"
Acho 28" sportscutter
Ransomes trailing gang mowers x 3
Sisis Truspredd powder line marker
Hardi tractor sprayer 300L
Flymo GCV 160 4 stroke
Hayterette mower
Impact white line marker
Husqvana rubbish vacuum

Appendix 4

Work schedule - red = do now/ amber = non urgent/green = when there is free time

Red	Amber	Green
*Play equipment - Galahad start Chipping *Park Road - every single tree & bush needs cutting back, all trees, a canopy 3m. General tidy up *All sites, either remove signs saying	*Hallgate - weeding paviers, memorial garden needs tidying, then weed fortnightly. Prune all trees *Reduce rose bed to 8ft x 8ft *Nature Reserve - general tidy-up Bird boxes *Make fallen cedar area safe	*Battlefields - clear rubbish pile * Measure all allotment site Grass cutting

"CCTV" or tape over signs
*Remove signs Stukeley that say HPC
*Arrange with litter picker to collect
old barrow and bring to Coubro

Risk assessments
Paperwork

*Netherfield - running track, mark
out football pitch



**Minutes of the meeting of Holbeach Parish Council, Open Spaces Committee,
Monday 20th December 202 at 13:00 at Coubro Chambers**

	In attendance	Apologies given
Holbeach Parish Council, Open Spaces Committee	Cllrs: R Flood, I Hutchinson, S Johnson, M Murfet & C Kenyon Clerk: Jan Hearsey	
Public including Councillors	Cllrs: S Hutchinson	

Chairman Cllr R Flood opened the meeting at 13:00

OS-2021/2 -118 Apologies for absence and reasons given

None

OS- 2021/2 -119 Minutes of the previous meeting

It was **resolved** to agree the notes of the meeting of 24th November 2021 as minutes.

OS-2021/2-120 Declarations of interest. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items

None were received

OS -2021/2- 121 Clerks report

To receive a report from the Clerk – The Clerk reported that vandalism was continuing in Carters Park and that the Police are aware. Several people have commented re the Battlefields rubbish letter.

OS-2021/2-122 Carters Park

- a) It was discussed and **resolved** to agree maintenance responsibilities for Carters Park Bowls Club, the Parish Council will undertake to cut back the hedging around the boundary and the Clerk will inform the Bowls Club of this impending work.
- b) It was discussed and **resolved** that the slide area will be repaired by the Parks Team
- c) It was **resolved** to agree to the removal of the fence around the old dog run

OS-2021/2 -123 – Netherfield -update, nothing to report

OS-2021/2 -124 – Cemeteries

- a) It was discussed and **resolved** that the application for a memorial bench in Park Road, Cemetery be granted only if the bench was by the public walkway.



OS-2021/2 -125– Allotments – update- Battlefields some issues with rubbish in the dyke. Cllr S Johnson asked it to be minuted that we need to keep tenants updated on our policy.

OS-2021/2 -126 Nature Reserve – update – Cllr S Johnson has put together some information on a new duck food machine.

OS-2021/2 -127 It was discussed and resolved to recommend to Full Council the position regarding the Beacon in that the Clerk should write to SHDC and ask if they can contribute to the costs of upkeep

OS-2021/2 -128 It was resolved to sign to accept responsibility for the planters on Market Hill from LCC

OS – 2021/2 -129 It was resolved to agree to add to the work schedule, the cutting of the hedge at Holbeach St John’s War Memorial

OS-2021/2-130 It was resolved to agree the next months’ work schedule – see appendix 1

OS – 2021/2 -131 It was resolved to adopt the Play equipment Policy – appendix 2

OS – 2021/2- 132 It was resolved not to accept the pre-renewal insurance document.

OS – 2021/2 -133 Items for discussion and agenda item requests.

- Battlefields rubbish offenders
- Signage for memorial wall at Hallgate
- Plaques for veterans, memorial wall Hallgate
- Update on Holbeach Bank

OS- 2021/2 -134 Confirm date and venue of next open spaces committee Meeting

- (a) It was agreed that the next meeting will be on Wednesday 26th January 2022 at 16:30 at Coubro Chambers

Meeting closed at: 13:55

Signed Chairman.....Dated.....

Appendix 1

Work schedule - red = do now/ amber = non urgent/green = when there is free time		
Red	Amber	Green
1 Bowls club hedge	*Hallgate - weeding pavers, memorial garden needs tidying, then weed fortnightly. Prune all trees	*Battlefields - clear rubbish pile
2 Hedges Park Rd	Picnic area fencing C/P	* Measure all allotment site
3 Slide - Carters Park	*Reduce rose bed to 8ft x 8ft	Grass cutting
C/P trees along Park Rd	*Nature Reserve - general tidy-up	Cedar P/R wait until chainsaw trained
*All sites, either remove signs saying "CCTV" or tape over signs	Bird boxes	Play inspection works
P/Rneeds cutting back, all trees, a canopy	Grass cutting Hallgate	soft closure gate to play equipemnt CP
3m. General tidy up	Netherfield trees	
Chipping		
Risk assessments		
Paperwork		

Appendix 2

PLAY EQUIPMENT POLICY

PLAY IS AN EXPRESSION OF HUMAN DEVELOPMENT IN CHILDHOOD. PLAY IS A VITAL COMPONENT OF GROWING UP AND IS HOW CHILDREN DEVELOP SKILLS, PHYSICAL, SOCIAL AND INTELLECTUAL. PLAY PROVIDES CHILDREN AND YOUNG PEOPLE WITH OPPORTUNITIES TO TEST THEMSELVES AND OTHERS AND GIVES CHILDREN OPPORTUNITIES TO PRACTISE AND PREPARE FOR THE OUTDOOR WORLD. INCLUSIVE PLAY AREAS ALLOW CHILDREN AND YOUNG PEOPLE, WHATEVER THEIR ABILITY, TO SOCIALISE AND BUILD RELATIONSHIPS.

"THE CHILD SHALL HAVE FULL OPPORTUNITY FOR PLAY AND RECREATION AND SOCIETY AND THE PUBLIC AUTHORITIES SHALL ENDEAVOUR TO PROMOTE THE ENJOYMENT OF THIS RIGHT"

'UNITED NATIONS CONVENTION OF THE RIGHTS OF THE CHILD'

Background

Holbeach Parish Council is responsible for three areas within its Parish, they are:

Carters Park

Netherfield

Holbeach Bank

Each area has a range of play equipment and it is anticipated that Carters Park will, within the next twelve months, have inclusive play equipment.

- 1. TO PROVIDE, WHERE POSSIBLE, CONVENTIONAL PLAY AREAS TO PROVIDE EVERY OPPORTUNITY TO PLAY.**

If we are to provide a society in which people live together and care for each other, we must first create a caring and creative atmosphere for children.

2. TO ENSURE THE PARISH PLAY FACILITIES COMPLY WITH ALL THE APPROPRIATE BRITISH STANDARDS.

To minimise the risk of accidents and help provide a safer environment for children to enjoy play.

3. TO MONITOR AND REVIEW DESIGN, INSTALLATION AND LAYOUT OF THE PLAY AREA AND INVESTIGATE AND TAKE NOTE OF NEW RESEARCH INTO SAFETY STANDARDS.

To be aware that accidents in playgrounds arise from many causes:

- * inappropriate design and layout of playgrounds
- * unsuitably designed play equipment
- * incorrectly installed equipment
- * inadequately maintained equipment
- * lack of age - and ability - related equipment
- * lack of adult supervision
- * aggressive or dangerous behaviour of children
- * misuse of equipment
- * unsuitable clothing worn by children and modify and update policies as new information, legislation and standards dictate

4. TO CARRY OUT ROUTINE WEEKLY AND MONTHLY RECORDED INSPECTIONS OF THE PLAY AREA IN ADDITION TO A FULLY DOCUMENTED CERTIFIED 12 MONTHLY INSPECTION BY AN INDEPENDENT INSPECTOR.

Sites should be visually inspected weekly for superficial defects and faults to equipment in addition to general cleanliness and removal of dangerous objects. Monthly inspections should be more 'in depth' and cover fences, seats, gates, litter bins in addition to the play equipment and impact absorbing surfaces. The documented inspections shall be carried out in accordance with current legislation by an independent inspector.

5. TO MONITOR SAFETY BY KEEPING A CENTRAL RECORD OF ALL REPORTED INJURIES AND SERIOUS INCIDENTS ON ITS PLAYGROUNDS.

This information can be taken into account when updating existing play areas and planning new ones.

6. TO LIAISE WITH PARENTS, SCHOOLS & CHILDREN AND TAKE ACCOUNT OF CHILDREN'S NEEDS WHEN REPLACING OR UPDATING PLAY EQUIPMENT.

Watching children at play and seeking their views on play facilities will be invaluable when planning future play facilities and updating existing play areas. Parents and schools can also prove to be a valuable source of information.

7. TO AGREE A FORWARD PLAN AND UPDATE AND AMEND AS NECESSARY AND AS ANY NEW LEGISLATION OR STANDARDS DICTATE.

This will take account of all information gained from consultations with the local community and any accidents/incidents reported.

8. TO ENDEAVOUR TO INTRODUCE MORE INCLUSIVE PLAY PROVISION FOR CHILDREN WITH AND WITHOUT DISABILITIES.

Disabled children are simply children with extra needs and they should have access to a play environment which allows them the same opportunities for recreation and creativity as able bodied children. They should be given the opportunity to mix and play with able-bodied children and, wherever-possible, have the use of suitable play equipment. Only by giving them the chance to meet and play with children without special needs will they begin to accept each other and help avoid prejudices that can arise as a result of ignorance.

9. TO TRY TO MAKE PARENTS AWARE OF THEIR RESPONSIBILITY TO CHILDREN AT PLAY AND SEEK THEIR HELP TO PROVIDE A SAFE ENVIRONMENT IN WHICH THEY CAN PLAY.

This can be achieved by the provision of literature on social media being available to all households in the parish, which highlights and explains the need and reasons for the following:-

- * parental/adult supervision in play grounds
- * prevention of children acting aggressively or dangerously on the equipment
- * wearing of sensible clothing and shoes (toggles on a hood can become caught on a slide and strangle the child).
- * community consultation for future play provisions

10. TO DESIGNATE ALL PLAYGROUNDS WITHIN THE PARISH AND ALL RECREATION GROUNDS AS AREAS WHERE DOG OWNERS MUST CLEAR UP AFTER THEIR DOGS.

Local authorities have a duty to keep designated areas in their control, including parks and children's playgrounds, as clear of dog faeces as is practicable under part IV of the Environmental Act 1990

11. TO MAINTAIN A SITE REGISTER FOR THE PLAY AREA.

To contain:

- * A copy of the Parish Play Policy
- * A Site Plan * Full Equipment Details
- * Documentation of the planning & Development of the Site
- * Inspection, Maintenance and forward planning programme
- * Details of Reported Accidents and Serious Incidents

SUMMARY The Play Equipment Policy is designed to take account of all statutory requirements in addition to this Council's commitment to provide safe formal play areas within the confines of its budget facilities. Holbeach Parish Council understands and acknowledges the need to: Consult and liaise with parents, children and schools, before purchasing new equipment and thereby ensure only the type of equipment that will be enjoyed and put to its maximum use will be considered. Educate parents/guardians to be aware of their responsibility to their charges at play. Provide more play opportunities for disabled children and bear this in mind when considering the purchase of new equipment. Install signs, in prominent positions, advising that Play Areas and Recreation Grounds are areas where dog owners must clear up after their dogs. Update/or replace old and defective equipment. Recognise the expected 'life' of existing equipment and create a replacement plan. Maintain a site register and ensure it is kept up to date. Ensure inspections are carried out as set out in Policy No. 4.

IMPLEMENTATION To enable implementation of the Play Equipment Policy, the Parish Council needs to: Identify any grants and sponsorship available to assist with costs. Consider creating a 'replacement fund', which can be added to each year, to enable implementation of Policy Nos. 1. 7. 8. 9 & 10. Ensure awareness of the Play Equipment Policy within the Council and throughout the Parish . Instruct staff to carry out weekly and monthly documented inspections. Acknowledge that the administration and implementation of Policy Nos. 4. 5 & 11 shall be the responsibility of the Open Spaces Committee

Policy adopted.....20th December 2021.....

Notes from informal meeting due to scheduled meeting not being quorate
Present: Cllrs R Flood & I Hutchinson
Jan Hearsey & Cllr Sophie Hutchinson

OS-2021/2 -135 Apologies for absence and reasons given

OS- 2021/2 -136 Minutes of the previous meeting

To resolve to agree the notes of the meeting of 20th December 2021 as minutes.

OS-2021/2-137 Declarations of interest. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items

OS -2021/2- 138 Clerks report

To receive a report from the Clerk - **Working with a local business to arrange for the rubbish pile at Battlefields to be removed. Reports yesterday of more rubbish being dumped**
Fly tipping at nature reserve

OS-2021/2-139 Carters Park

- a) To discuss the basket ball hoop area **Defer to next OS meeting**
- b) To resolve to agree the use of Carters Park for the Medieval Event on the weekend of 2nd/3rd July **Defer to FC meeting – concerns over wanting to stay overnight, water usage, cannot have keys. JH to email and ask what activities and to show on map**
- c) To resolve to agree to make our own picnic tables and seats **defer FC meeting**

OS-2021/2 -140 – Netherfield

- a) To discuss and resolve to agree the installation of a fence around the play equipment, as requested by a parishioner **defer OS meeting**

OS-2021/2 -141 – Cemeteries

- a) To resolve to agree for signage for the Memorial wall at Hallgate **defer OS meeting**
- b) To discuss and resolve to agree plaques for veterans **defer OS meeting**

OS-2021/2 -142– Allotments

- a) To discuss and resolve to agree the way forward with regard to the rubbish offenders **investigate and defer to FC meeting**
- b) To receive an update on the waiting list - **Allotment notices, 2 x late payers have until 17th February to pay**
- c) To discuss and resolve to agree for an allotment to be made available to the community gardening group - **defer OS meeting**

- d) To resolve to agree to the application for a green house and trees at Battlefields - **defer to FC meeting**

OS-2021/2 -143 Nature Reserve reports of fly tipping

OS-2021/2 -144 Holbeach Bank

- a) To receive an update on Holbeach Bank – **finance agenda to discuss payment plan**
- b) To resolve to agree to apply to the Crown Estate for permission for the shipping container if not previously granted - **defer to FC meeting**
- c) To resolve to agree to purchase “dogs must be kept on leads” signs **defer to FC meeting**

OS-2021/2 -145 To resolve to agree the plans for the community gardening group.

- a) To discuss possible locations for tool storage – **volunteers to accept responsibility for own equipment**

OS-2021/2-146 To resolve to agree the next months’ work schedule

OS-2021/2-147 To discuss the holly tender **write a proper invitation to tender**

OS – 2021/2- 148 To resolve to recommend to Full Council the price for the inclusive swing - To resolve to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted **defer to full council**

**OS – 2021/2 -149 Items for discussion and agenda item requests.
Policy review, add sizes to memorial, tree and log policy**

OS- 2021/2 -150 Confirm date and venue of next open spaces committee Meeting

- (a) To agree a venue and date
Monday 28th February at 16:30



**Minutes of the meeting of Holbeach Parish Council, Open Spaces Committee,
Monday 28th February 2022 at 16:30 at Coubro Chambers**

	In attendance	Apologies given
Holbeach Parish Council, Open Spaces Committee	Cllrs: R Flood, I Hutchinson, S Johnson, M Murfet Clerk: Jan Hearsey	
Public including Councillors	Cllrs: S Hutchinson	

Chairman Cllr R Flood opened the meeting at 16:32

OS-2021/2 -151 Apologies for absence and reasons given

There were none

OS- 2021/2 -152 Minutes of the previous meeting

It was **resolved** to agree to amend the agenda to read to resolve to agree the notes of the meeting of 26th January 2022 as notes which was **resolved**.

OS-2021/2-153 Declarations of interest. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items

None

OS -2021/2- 154 Clerks report

To receive a report from the Clerk – The Clerk reported problems with anti-social behaviour in Carters Park

OS-2021/2-155 Carters Park

- a) It was **resolved** to agree not to give a key for HUFC – Clerk to write to HUFC
- b) It was **resolved** to agree to place a spare padlock with a different key to the organisers of the medieval event as they will be staying in the park overnight and need emergency access.
- c) It was **resolved** to agree that a key for the food festival not be given unless someone is staying overnight in the.
- d) To discuss the anti-social behaviour in Carters Park -The Clerk to contact all schools and explain about the issues in the area.
- e) It was **resolved** to agree to go back to the slide suppliers explaining that our team will remove the slide and telling them of our budget so that new quotes can be provided.
- f) To discuss the fence removal around the picnic area – panels that can be removed will be removed with care taken around planting.



OS-2021/2 -156 – Netherfield

- a) It was discussed and **resolved** to agree not to install a fence around the play equipment, as requested by a parishioner – The Clerk to write to the parishioner
- b) To discuss the tree planting – Cllr R Flood to send list of which trees should be planted where to the committee.

OS-2021/2 -157 – Cemeteries

- a) It was **resolved** to agree for signage for the Memorial wall at Hallgate – Cllr M Murfet to come back to the next meeting with ideas on the design.
- b) It was discussed and **resolved** to agree that plaques for veterans was a good idea

OS-2021/2 -158– Allotments

- a) To receive an update on the waiting list – there are three to let, the Clerk to contact the first three people on the list. There are 13 people on the list.
- b) To receive an update on the rubbish clearance at Battlefields – should be being done on 01/03/22
- c) It was **resolved** not to appoint an allotment officer
- d) It was discussed and **resolved** to give consent to allotment holder of plots G9 & G19 for fruit trees and fruit bushes as long as they do not exceed more than 25% of the area of each plot.
- e) It was discussed and **resolved** to agree the way forward with the track at Dog Drove to write to those with larger plots to ask for vigilance and to explain to all that this is a farm track.

OS-2021/2 -159 Nature Reserve – Received a complaint regarding an overhanging tree

OS-2021/2 -160 Holbeach Bank -

OS-2021/2 -161 To resolve to agree the plans for the community gardening.

- a) It was **resolved** to agree the budget for plants as 60% for the Jubilee garden and 40% for the Closed Churchyard
- b) It was **resolved** to agree to buy plants for closed churchyard ready for jubilee

OS-2021/2-162 It was resolved to agree the next months' work schedule – see appendix 1

OS-2021/2-163 It was resolved to agree the price for the Kubota servicing for the company with the lowest price – Clerk to check if both companies offered collection and delivery

OS – 2021/2- 164 It was resolved to agree to sign for the automatic play inspections

OS-2021/2 165 To receive the report on recent allotment training -see appendix 2



OS-2021/2-166 It was resolved to recommend to full council the review of the following policies

- a) Allotment Policy
- b) Allotment application form
- c) Cemetery fees
- d) Cemetery rules and regulations
- e) Memorial applications
- f) Memorial plaque applications
- g) Scattering of ashes policy
- h) Play equipment policy
- i) Tree and log policy
- j) Allotment inspection policy

OS-2021/2-167 It was resolved to agree to review in two weeks and meet with the grass cutting contractor

It was resolved and agreed to re-order the agenda and place agenda item OS2021/2-168 at the end of the meeting

Os-2021/2-168 To discuss and resolve to agree the boundaries at Park Road Cemetery – It was resolved to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted – It was resolved to agree to use the redundant fence panels in the park for the repairs and to plant some hawthorn.

OS – 2021/2 -169 Items for discussion and agenda item requests.
Signage Hallgate cemetery

OS- 2021/2 -170 Confirm date and venue of next open spaces committee Meeting
(a) It was **agreed** that the next meeting of the committee will be at Coubro Chambers on the 28th March 2022 at 16:15

Meeting closed at 18:31

Signed Chairman.....Date.....

Appendix 1



Work schedule - red = do now/ amber = non urgent/green = when there is free time

Red	Amber	Green
Fence behind old surgery Fence around old dog run Trees Netherfield 3 Slide - Carters Park play equipment general Carpark Coubro Chipping Risk assessments Paperwork	*Hallgate - weeding paviers, memorial garden needs tidying, then weed fortnightly. *Reduce rose bed to 8ft x 8ft *Nature Reserve - general tidy-up Bird boxes	* Measure all allotment site Grass cutting Cedar P/R wait until chainsaw trained soft closure gate to play equipemt CP

If you wish to change the priority of the order, please contact the office first

Appendix 2 Allotment training

Laws governing allotment are the 1908 & 1950 acts plus Health & Safety legislation and Environmental Protection Legislation.

Allotment inspections: Notice should be given that inspections are to take place. Following this an improvement notice should be sent giving 28 days to improve, or to submit mitigating circumstance or a plan of action. If nothing is done in this time frame then give a further notice of 14 days and then after this a notice to quit, saying they must remove all sheds/goods etc. Under the sale of goods act 1977, we then have a duty of care for what is left behind. WE should have an allotment inspection policy.

75% of each plot should be cultivated.

Livestock and hens, check local by-laws. If more than 50 hens they need to be registered with DEFRA

Bonfires near a public highway come under Environmental protection: From SHDC website:
Commercial smoke or burning
It is an offence for factories and trade premises to emit dark smoke from their chimneys under the Clean Air Act 1993 except in unavoidable circumstances such as on lighting up.



Dark smoke emissions from open burning (bonfires) on industrial or trade premises (including demolition sites) or agricultural land is also prohibited, except in very limited circumstances. Dark smoke is a specific shade of grey defined by law, resulting from commercial burning or some industrial processes.

*It is an offence under the Clean Air Act for a business to create dark smoke and this should be reported to the Environmental Protection Team as soon as possible. However this can also be reported to the Environment Agency on their incident hotline **0800 807060** - they have out of hours cover and legal controls over inappropriate waste disposal.*

Dark smoke legislation does not apply to domestic properties. Where dark smoke arises from a domestic property it can only be investigated as a statutory nuisance.

Asbestos: If there are asbestos sheds, as long as they are not damaged, they can be left in situ. The duty to manage asbestos is part of H & S legislation which says if it is in good condition, leave it alone.

No carpet should be used on allotments due to ground contamination

We should have a risk assessment for each allotment site. Our policy should say that plot holders to have insurance and they are responsible for and have the liability of visitors and children.

We should have a notice board at each site with our allotment rules and regulations. Under the Occupiers liability Act 1957/8 we have a duty to erect warning signs saying that there are dangerous tools/chemicals on site.

The average size of an allotment plot is 10 polls or 250m² and the average rent for that size plot ranges from £25 to £100 per annum.



**Minutes of the meeting of Holbeach Parish Council, Open Spaces Committee,
Monday 28th March 2022 at 16:30 at Coubro Chambers**

	In attendance	Apologies given
Holbeach Parish Council, Open Spaces Committee	Cllrs: R Flood, I Hutchinson, S Johnson, M Murfet Clerk: Jan Hearsey Assistant Clerk: Karen Baxter	
Public including Councillors	Cllrs: S Hutchinson	

Chairman Cllr R Flood opened the meeting at 16:30

OS-2021/2 -171 Apologies for absence and reasons given

There were none

OS- 2021/2 -172 Minutes of the previous meeting

It was **resolved** to agree the notes of the meetings of 28th February 2022 as minutes.

OS-2021/2-173 Declarations of interest. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items

None

OS -2021/2- 174 Clerks report

To receive a report from the Clerk – See appendix 1

OS-2021/2-175 Carters Park

- a) It was proposed, seconded and **agreed** to amend the agenda item to include the inclusive swing. It was discussed and **resolved** to agree to go with the price for the cheapest material for the slide with matting adjacent to the slide and a pulley way up if funds allow. Cllr I Hutchinson to liaise with the suppliers

OS-2021/2 -176 – Netherfield

Nothing to report

OS-2021/2 -177 – Cemeteries

- a) To discuss the design of the signage for the Memorial wall at Hallgate – Clerk to go back to company and ask for a price for a lighter colour granite and dark lettering and that the wording “Holbeach Cemetery” is incorrect as it should say Hallgate Cemetery



OS-2021/2 -178– Allotments

- a) To receive an update on the waiting list – The Clerk to speak to those who live outside the parish to find out why they want allotments in the parish
- b) It was discussed and **resolved** to agree the way forward with rubbish left on allotments – allotments are taken as seen and add this to the allotment agreement. We cannot fund the removal of rubbish

OS-2021/2 -179 Nature Reserve

Nothing to report

OS-2021/2 -180 Holbeach Bank

Nothing to report

OS-2021/2-181 It was resolved to agree the next months’ work schedule – see appendix 2

OS – 2021/2 -182 Items for discussion and agenda item requests.

To forward to clerk.

OS- 2021/2 -183 Confirm date and venue of next open spaces committee Meeting

- (a) It was **agreed** that the next meeting of the committee will be at Coubro Chambers on the Monday 25th April 2022 at 16:30

Meeting closed at 17:11

Signed Chairman.....Date.....

Appendix 1

There has been a rise in anti-social behaviour in Carters Park & Park Road Cemetery. Broken beer bottles and large quantities of rubbish strewn everywhere.

Still having problems with memorial masons not putting plot numbers on the back of headstones et.

Reports of someone putting rubbish on the recently removed pile at Battlefields

The allotments are set up on the new Rialtas system

Lady re board for baby graves



Appendix 2

Work schedule - red = do now/ amber = non urgent/green = when there is free time

Red	Amber	Green
fence around picnic area Grass cutting Reduce rose bed to 8ft x 8ft H/G	*Hallgate - weeding paviors, memorial garden needs tidying, then weed fortnightly.	* Measure all allotment site
Slide - Carters Park Whitches hat holes play equipment general	Cedar P/R wait until chainsaw trained *Nature Reserve - general tidy-up	
Carpark Coubro	Bird boxes under large swings - ground	soft closure gate to play equipemt CP
Clean tennis court Look at barrell pinters CL/CY	Prune roses C/P	Map out Jubile garden
Chipping Risk assessments Paperwork		



**Minutes of the meeting of Holbeach Parish Council, Open Spaces Committee,
Monday 25th April 2022 at 16:30 at Coubro Chambers**

	In attendance	Apologies given
Holbeach Parish Council, Open Spaces Committee	Cllrs: R Flood, I Hutchinson, S Johnson, M Murfet Clerk: Jan Hearsey Assistant Clerk: Karen Baxter	
Public including Councillors	Cllrs: S Hutchinson	

Chairman Cllr R Flood opened the meeting at 16:30

OS-2021/2 -184 Apologies for absence and reasons given

None

OS- 2021/2 -185 Minutes of the previous meeting

It was **resolved** to agree the notes of the meeting of 28th March 2022 as minutes.

OS-2021/2-186 Declarations of interest. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items

None

OS -2021/2- 187 Clerks report

To receive a report from the Clerk – Lady complaining about Christmas wreaths still on graves at Hallgate – put on work scheduling/ benches have been vandalised again/ some memorial masons complaining about documents from legal requirement

OS-2021/2-188 Carters Park

- To receive an update on the Medieval Event – Cllr R Flood to liaise with the organisers regarding the paperwork and how many toilets
- To receive an update on the Jubilee Garden – Cllr I Hutchinson reported that marking out had begun, trying to get bulk of work started weekend 7th/8th May
- To discuss and resolve to agree signage for the Bowls Club – It was **resolved** to agree to the signage in principal subject to the renewal of their lease
- To discuss and resolve to agree the way forward regarding the play equipment in Carters Park – It was **resolved** to clean the equipment over the winter months and make the toddler roundabout a project and to replace it with an inclusive roundabout

OS-2021/2 -189 – Netherfield

OS-2021/2 -190 – Cemeteries



- a) To receive an update on the signage for the memorial wall.- All ready to order, change name to Hall Gate
- b) To discuss and resolve to agree a way forward with regard to the railings at Park Road Cemetery – It was **resolved** to leave the railings as they are and get costings to replace the visibility area although there is no money in this years budget
- c) To discuss and resolve to agree a way forward regarding the dyke at Hallgate cemetery – It was **resolved** to notify all the users not to put anything in the dyke
- d) To discuss and resolve to agree to number the rows in the cemeteries – It was **resolved** to agree to number the rows but to look into the cost of various different ideas
- e) To discuss and resolve to agree a procedure for burial plots previously reserved for seven years but not renewed. – It was **resolved** to collate the data and present to the Open Spaces committee
- f) To discuss and resolve to agree the way forward re Hallgate cemetery being locked overnight -It was **resolved** to monitor the situation due to there being no budget for locking up
- g) To discuss and resolve to agree the way forward regarding the roadway at Hallgate cemetery – It was **resolved** to agree that Cllr M Murfet will use his machine to rake the driveway
- h) To resolve to agree to spray the gravelled area of plots within Park Road cemetery and the pathway at Hallgate cemetery – It was **resolved** to agree to instruct the Open Spaces team to spray these areas.

OS-2021/2 -191– Allotments

- a) To receive an update on the waiting list -The Clerk updated Members on the list
- b) To discuss and resolve to agree the date of the allotment inspections and who will carry these out with the Clerk – It was **resolved** that the date will be the 24th May 2022, letters to be sent out and include the new allotment policy
- c) To resolve to agree the inspection paperwork from Rialtas – It was **resolved** to agree the Rialtas inspection format

OS-2021/2 -192 Nature Reserve – To discuss the Nature reserve.

- a) To discuss and resolve to agree to investigate the cost of moving the railings closer to the waters edge -See 2021/2-192 c
- b) To discuss and resolve to agree to investigate the cost of building a jetty with railings around - See 2021/2-192 c
- c) To discuss and resolve to agree to cut back the trees and bushes and grass seed the bare patches. – It was proposed, seconded and **agreed** to amend the agenda items to: Resolve to formulate a sub-committee to include outside organisations who would be able to apply for grants as we do not have a budget for this year – which was **resolved** to agree

d) To resolve to agree to arrange to litter pick the area. – It was **resolved** to think about this as risk assessments would be vital as a previous report had highlighted the danger of the area.

OS-2021/2 -193 Holbeach Bank

a) To resolve to agree to purchase 3 x swing seats – It was **resolved** to purchase three new swing seats. The Clerk to contact the company supplying the inclusive swing.

OS-2021/2-194 To resolve to agree the next months’ work schedule – It was resolved to agree the work schedule as per **appendix 1**

OS – 2021/2 -195 Items for discussion and agenda item requests.

Grass cutting (contractor) – ask for schedule

OS- 2021/2 -196 Confirm date and venue of next open spaces committee Meeting

(a) The next meeting will be on Tuesday 24th May 2022 at 17:00

Meeting closed at 18:13

Signed Chairman.....Date.....

Appendix 1:

Work Schedule from Open spaces meeting meeting 25th April 2022 2022

Work schedule - red = do now/ amber = non urgent/green = when there is free time

Red	Amber	Green
Sleepers to bed in Grass cutting Reduce rose bed to 8ft x 8ft H/G Clear wreaths from graves	Clean tennis courts Spraying P/R & H/G paviers Whitches hat holes use sand	play equipment general-cleaning Slide Carters Park Nature reserve general tidy up Look at barrell planters CL/CY Cedar P/R Bird boxes Prune roses C/P Trees
Close sandpit Risk assessments Paperwork		

If you wish to change the priority of the order, please contact the office first