

**REPORT OF THE OPEN SPACES COMMITTEE**  
**HELD ON 12<sup>TH</sup> SEPTEMBER 2017**

**MEMBERSHIP & ATTENDANCE**

**Chairman:** Tony Edwards

**Councillors**

- Jo Clark
- \* Raj Khiroya
- \* Jill Leeming
- \* Alison Preedy
- \* Martin Trevett
- \* Steve Watkins (ex officio)
- Sarah Wright
- \* Jane White (ex officio)

\* Denotes members present

**Officers present**

- Yvonne Merritt – Clerk
- Claire James– Deputy Clerk
- Laura Hamilton – Admin Assistant

There were two members of the public present.

In the absence of the Committee Chairman Cllr Tony Edwards, the Vice Chairman Cllr Alison Preedy chaired the meeting

**17/30 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllrs Tony Edwards, Jo Clark and Sarah Wright

**17/31 DECLARATIONS OF INTEREST AND DISPENSATION**

None

**17/32 APPROVAL OF THE MINUTES**

The Committee  
**RESOLVED**

That the minutes of the Open Spaces Committee and Allotment Users meetings held on 11<sup>th</sup> July 2017 which had been taken at Full Council and agreed, be approved as a true and correct record.

**7.37pm Cllr Raj Khiroya joined the meeting**

**17/33 MATTERS ARISING FROM THE MINUTES**

There were no matters arising. Action points were reviewed and updated

**7.43pm Cllr Jane White Joined the meeting**

**17/34 FINANCIAL COMPARISON STATEMENT 2017/18**

The Clerk advised that the anomalies with the finance system were now corrected. She advised that an ash tree branch had come down on a resident's fence in Grovewood. Three quotes had been obtained and the cheapest one actioned. Given the cost involved it had not been worth going through insurance. A tree inspection had been carried out at Grovewood and would be presented to the next meeting.

## **17/35 OFFICER'S REPORT**

The report was considered in detail.

**Christchurch Car Park:** It was noted that the repairs to the car park would now have to take place in the school half term, weather permitting.

**Nature Trails and Wildwood Dens:** Tree permissions were in progress for the two trees identified for carvings. It was noted that several people on the waiting list for a memorial bench on the Common had expressed an interest in the idea of the memorial tree with carvings and small memorial plaques.

**Grazing:** The Clerk advised that the cattle have now returned to the grazier after 12 weeks on the Common as it had not been possible to get the fencing in Larks Meadow working. She was in discussion with the team at Epping Forest over the possibility of using their fence cable laying machine which would mean that the laying of a new fence could be done in house resulting in a better cost estimated to be in the region of £1800 to £2000 which would be recouped in the first year of grazing this area vs cut and lift. It was noted that this method would allow a whole reel of cable to be used meaning less connectors which were the weak point of the system. The Clerk advise that the mapping system would be used to record where the cable was laid.

The Committee

### **RESOLVED**

That subject to the loan of the cable laying machine from Epping Forest that the fence wire be laid around Larks Meadow

This was proposed by Cllr Steve Watkins, seconded by Cllr Jane White and carried unanimously.

**Cycling on the Common:** The idea of contacting local schools to publicise the rules governing cycling on the Common and explaining the legislation behind it was discussed. It was agreed that this should be followed up together with something on social media and the Parish Council website to discourage cyclists from cycling on the Common.

**Travellers on the Common:** The Clerk was thanked for her efforts regarding the recent incursions of travellers on the Common which had resulted in their very swift departure with no damage to the Common experienced.

**Path at Artichoke Dell:** Members were briefed on the background to the concrete path at Artichoke Dell and advised that a suitable compromise had been reached with the resident and the Ministry of Defence involving the removal of the concrete and replacement with natural slates.

**Butterflies:** It was noted that the usual species of butterflies had been seen this summer on the Common but in reduced numbers. The dark green Fritillary had turned out to probably be a silver washed but both are of conservation concern and not noted since the 1950's, if at all.

**Common Education:** Thanks were given to Michael Hyde of Friends of Chorleywood Common for taking the U3A Flower Walk at short notice. Members were advised that the Children's Centre bug hunt had been well attended by both Children and bugs. Nearly 70 people had attended which had been quite a challenge to keep everyone briefed. For future events, such large numbers would be broken into smaller groups allowing better briefing to all attendees.

**Common Management Plan:** The Clerk briefed Members on the quotation from Countryside Management Services (CMS) to produce the Common Management Plan. In response to a question regarding the cost of the previous plan, the Clerk explained that at that time, the services of CMS were free and therefore the costs had been for the printing only and therefore not comparable. It was noted that in terms of consultancy £400 a day was very reasonable. It was also noted that the plan would be independent and therefore would stand up to any challenge and close scrutiny of what the Parish Council were doing in terms of management of the Common and from a public perception would be more credible than being done in house.

The Committee

**RESOLVED**

To accept the quote of £3400 for CMS to undertake the production of the next five-year Common Management Plan.

This was proposed by Cllr Steve Watkins, seconded by Cllr Martin Trevett and carried unanimously.

Allotments: A faulty gate bolt preventing the gate being held open would be actioned for repair. The Vice Chairman announced that she had presented the Allotment Competition prizes at the Horticultural show the previous Saturday but had been disappointed that more winners had not attended. The value of the prizes was touched on and it was agreed that a review of these would be part of an allotment report covering several topics to be presented to the next meeting. It was noted that the fence at Copmans Wick had now been completed at Copmans Wick by TRDC. Thanks were expressed to Cllr Martin Trevett for progressing this and the Clerk would write to the appropriate officer at TRDC also expressing the Parish Council's appreciation. Plans for now clearing the rubbish/compost at this site were discussed. It was agreed that once the site was cleared, estimated to be in the order of 6 man weeks of effort by the Rangers, tenants would be advised that if there was any further dumping that was not reported, they would be liable for the clean-up costs. This would be written in to the new tenancy agreement covering all sites. It was noted that a small number of residents were contributing to the dumping and it was agreed that residents with unauthorised gats onto the Copmans Wick allotment site would be written to advising that the Council intended to block these points of access with the explanation of why this action was being taken. Surveillance equipment costs would be investigated.

The Committee

**RESOLVED**

To write to residents with unauthorised gates onto the allotment site explaining why the Council intended to act to block these points of access.

This was proposed by Cllr Martin Trevett, seconded by Cllr Steve Watkins and carried with all in favour bar one abstention.

**Parish Paths:** It was suggested that a tool to report issues with Parish Paths be built into the new Parish Council website currently under development.

**Brambles at Chorleywood Bottom:** The Clerk advised that given the area in question was not environmentally significant, a quote for injecting the brambles with a suitable weed killer had been accepted and two visits would take place in the Spring.

The Committee  
**RESOLVED**  
To note the report

### **ALLOTMENTS**

#### **17/36 OCCUPATION**

It was noted that there was still availability of allotment plots at all sites with a small number of new tenants taking on plots.

The Committee  
**RESOLVED**  
To note the occupation

#### **17/37 WAITING LISTS**

The Committee  
**RESOLVED**  
To note the details on the waiting list.

### **LAWN CEMETERY**

#### **17/38 INTERMENTS**

The Committee  
**RESOLVED**  
To note the number of interments that had taken place.

### **COMMON AND GROVEWOOD**

#### **17/39 ORGANISED ACTIVITIES ON THE COMMON**

It was explained that a previous applicant wanting to run a parent and toddler group on the Common was not being charged the licence fee as she was not charging people attending. The licence fee of £12.50 per hour was appropriate in this instance as the individual would be charging people attending. It was noted in passing that it appeared that the Bookshop had charged for their Summer Storytime sessions on the Common and this would be clarified before permission would be given next summer as no licence fee had been paid on the understanding the sessions were free.

The Committee  
**RESOLVED**  
That permission be granted for the Parent and Toddler Group as outlined in the paper subject to clarification that it was not any area of the golf course that was being proposed for use and the usual provision of risk assessments and public liability insurance.

This was proposed by Cllr Jane White, seconded by Cllr Raj Khiroya and carried unanimously.

## **GENERAL**

### **17/40 CARPENTERS WOOD GREEN SPACE ACTION PLAN**

The appreciation of the Committee would be passed on to Cllr Tony Edwards for his very thorough comments on the plan.

The Committee

#### **RESOLVED**

That Cllr Tony Edward's comments be used as the basis of the Parish Council response to TRDC on the Carpenters Wood Green Space Action Plan

This was proposed from the Chair by Cllr Alison Preedy and carried unanimously.

### **17/41 PLANNED MAINTENANCE SCHEDULE – TRACTOR SHEDS**

The Clerk advised that the surveyor had suggested that the work identified for 2017 and 2018 be progressed as one contract to give economies of scale. She suggested that the work be done at the end of the financial year to allow monies to be spent in both the current year and the following year to cover the costs involved. It might also be possible that if the work to South Lodge was taking place at the same time this would offer further savings. It was noted that Full Council had adopted the Maintenance Schedules but that each individual Committee was required to make resolution on the recommendations within their appropriate reports.

The Committee

#### **RESOLVED**

To accept the schedule and progress the 2017 works together with the identified 2018 works towards the end of the 17/18 financial year.

**The meeting was suspended at 8.56 pm** to allow Greg Hill Chairman of Friends of the Common to address the Committee regarding TRDC's latest proposals for play equipment at Site 15A on the Common.

**The meeting was reconvened at 8.58pm**

### **17/42 FOUR YEAR VISION**

It was noted that all the items had been discussed during the meeting except for the Permissive Parking Area improvements. The Clerk advised that she would try to progress this over the winter and would also be speaking with Epping Forest given that they had a large parking area on the Common. She also advised that she would approach the Surveyor for any suitable contacts he may have.

The Committee

#### **RESOLVED**

To elevate Copmans Wick Allotment Improvements to priority 1 given the discussion earlier in the meeting.

### **17/43 HEALTH AND SAFETY**

There was nothing to report on this item.

**17/44 CLOSURE**

The meeting having commenced at 7.30 pm closed at 9.04pm.

Signed ...Alison Preedy via Email..... Date .....

These minutes were agreed as a true and correct record at the Open Spaces meeting and signed by the Chairman.

Signed..... Date.....

**SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION**

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
OS 16/76	Action	To write an article for the next edition of Chorleywood Matters explaining the CiL rules and the use of the initial monies received for the Nature Trail. <i>Ongoing: target the October issue of Chorleywood Matters</i>	Cllr Raj Khuroya
OS16/87	Action	To look into the costs of strimming and rotavating vacant plots and the costs of weed suppressant membrane for plots given up. <i>Ongoing: to report back as part of an Allotment report covering a number of topics to the November meeting</i>	Allotment Administrator
OS16/88	Action	To investigate whether notes could be added against budget lines in the Financial comparison statement <i>Completed: The Clerk advised that this could be done and Cllrs should advise her what lines they needed further information on as space on the report was limited</i>	The Clerk
OS 16/89	Action	To analyse the actual costs incurred by the officers in the preparation of a grave for burial and the ongoing maintenance to input to the meeting of the Open Spaces that discussed the fees and charges for 2018/19. <i>Ongoing: To be presented to the November meeting.</i>	The Deputy Clerk
OS 16/89	Action	To research the charges made at other Cemeteries in the surrounding area for the next committee meeting that discusses the 2018/19 Fees and Charges <i>Ongoing: To be presented to the November meeting</i>	The Deputy Clerk
OS 16/89 & 17/06	Action	To arrange a parish paths meeting to move the leaflet forward. A meeting to be held with the residents who had volunteered to assist with documenting the parish paths in Chorleywood. <i>Ongoing: Action points combined and progress update to be given at next meeting</i>	Deputy Clerk
OS 17/06	Action	Formal letters to be sent to <b>Sky Vision</b> and the <b>local Taxi company</b> that were abusing the parking arrangements in the permissive parking areas. <i>Ongoing: The Clerk advised that the taxi company had been approached and were no longer parking at Shepherds Bridge. Cllr</i>	Clerk / Cllr Martin Trevett

		<b><i>Martin Trevett advised that he was trying to get the parking restriction signage replaced outside the station.</i></b>	
17/11	Action	HAPTC Running Free Consultation- question be raised whether this applied to Common Land and Nature reserves. <b><i>Completed: The Clerk had confirmed that it did not apply as common legislation is too complicated</i></b>	Clerk
17/20	Action	The Clerk would discuss with the Rangers whether a more permanent eradication of the Brambles at Chorleywood Bttom could be achieved. <b><i>Completed: Injection of weedkiller to take place in the Spring.</i></b>	Clerk
17/22	Action	The Clerk undertook to investigate the area of fencing allowing deer into the Copmans Wick Allotment site. <b><i>Ongoing: Rangers addressing the issue</i></b>	Clerk
17/22	Action	To investigate the cost of timers for the taps at the allotment sites. <b><i>Ongoing: to report back as part of an Allotment report covering a number of topics to the November meeting</i></b>	Allotment Administrator
17/22	Action	To review the current allotment Tenancy agreement, including other Council's agreements in the review. A revised agreement to be brought to the September meeting of the Open Spaces Committee <b><i>Ongoing: to report back as part of an Allotment report covering a number of topics to the November meeting</i></b>	Allotment Administrator
17/35	Action	To advise and explain the legislation covering cycling on the common to local schools for further dissemination and use social media and the Parish Council website to further support this action to discourage cyclists from using the Common.	Clerk
17/35	Action	Faulty gate bolt preventing the gate being held open to be repaired.	Allotment Administrator
17/35	Action	Review of allotment competition prizes to be included in Allotment report for the November meeting	Allotment Administrator
17/35	Action	To write to the appropriate officer at TRDC expressing the Parish Council's appreciation for the completion of the fence at Copmans Wick	Clerk / Allotment Administrator
17/35	Action	A tool to report issues with Parish Paths be built into the new Parish Council website currently under development.	Deputy Clerk