

## ORWELL PARISH COUNCIL

Clerk: Mrs J.E Damant  
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### UnAPPROVED MINUTES OF THE ORWELL OPEN SPACES COMMITTEE

A meeting of the Orwell Open Spaces Committee was held on the  
 23<sup>rd</sup> August 2023 at 7.30pm in the Committee Room of Orwell Village Hall

Present: Cllr G Bunnett (GB), Cllr M Gould (MG), Cllr L Steinitz (LS)  
 In Attendance: Clerk (Mrs J Damant)

- 18/08/23 To receive any apologies for absence**  
 Cllr Chambers gave his apologies for not being able to attend in person due to Covid and joined via zoom as a member of the public. Cllr Bunnett took the chair in his absence.
- 19/08/23 Councillors to disclose any pecuniary interests**  
 There were no interests declared.
- 20/08/23 Public participation**  
 In attendance: Phil Goddard, Rachel Hayward, Chris Hayward, Barry Sharman, Steven Thain and Paddy Ward
- 21/08/23 Recreation Ground**  
*a. To receive an update on the installation of the slide and matting and work needed to the play equipment in respect of the Rospa survey*
- The Clerk reported that she had ordered a slide and matting from Sovereign Play Specialists. She asked them for a report on what other works were needed to address the issues identified in the Rospa survey and this, together with the Rospa report would be circulated before the next meeting.
- Action: Clerk**
- b. To receive an update on the MUGA including fence repairs and gate*
- The Rospa report showed that the two benches on the MUGA needed repairing or removing. The Clerk will contact the Tennis Club as they own the benches to see if they want to remove them or arrange to have them repaired. She will also inform them that the gate to the MUGA won't be locked to avoid damage caused to the fence by people trying to climb over it.
- Action: Clerk**
- The Clerk will contact Property Maintenance Services and ask them to repair the fence.
- Action: Clerk**
- 22/08/23 Pavilion**  
*a. To discuss the Fire Risk Assessment and agree actions needed*
- A fire risk assessment had been done by GB and the Clerk would circulate this to the Committee.
- Action: Clerk**

*b. To receive an update on the fire doors, lighting and signage*

Changes were needed to rear door, metal gate, signs and lighting to comply with fire regulations. A quote for changing the rear door, moving the gate and upgrading the lighting exceeded the agreed budget so it was decided to look at another solution. In the short-term padlocks would be fitted to the toilet doors to enable the gate to be kept unlocked and a push bar fitted to the rear door. The Clerk will contact the Property Maintenance Services to carry out these works. The Clerk and GB will draw up a specification for the electric work and quotes would be obtained for this.

**Action: Clerk & GB**

*c. To receive an update on current electricity usage and options to improve efficiency*

Electrical usage has been very high over the last 18 months and it had been agreed that a smart meter would allow usage to be accurately monitored and that these figures would be made available to Councillors. The Clerk had contacted Eon and will chase them to ensure detailed readings are available for the next meeting. The Clerk will also obtain a quote from an electrician on ways electric usage could be reduced – for example putting heaters on timers.

**Action: Clerk**

**23/08/23**

**Land off Hurdleditch (Hurdleditch Green)**

*a. To consider and approve the Management Plan*

A consultation meeting had taken place with local residents about the plans for the site. Following their feedback the Management Plan has been updated and this was had been circulated to the Committee. Cllr Gould proposed that the Management Plan be accepted, Cllr Steinitz seconded this and it was approved by all.

It was noted that the creeping thistle is spreading and Cllr Gould said that it needed spraying at a cost of £300 and that she would will liaise with Halton Farm regarding the timing of this. Cllr Steinitz proposed that quote of £300 from Halton Farm be accepted which was seconded by Cllr Gould and agreed by all.

The cost of grass seed varied enormously, ranging £500 and £3000. Cllr Gould will carry out some further investigation on what grass seed to use. It was proposed by Cllr Steinitz and seconded by Cllr Bunnet that a sum of up to £1000 would be made available to purchase seed and this was agreed by all.

**Action: MG**

*b. To discuss the design and planning application and agree timetable for submission*

It was agreed that there was no need for a pre-application and that a full planning application would be submitted instead. Cllr Gould proposed that Barry Sharman (who had kindly agreed to act pro-bono) would make the application on behalf of OPC which will include the trees and the design from the Landscape Architect. This was seconded by Cllr Bunnett and agreed by all.

**Action: Barry Sharman, GB and MG**

It was proposed by Cllr Steinitz that Emily Hansom, Landscape Architect be asked to update her drawings to take into account the feedback from residents and that up to £1000 be made available if needed for this. This was seconded by Cllr Bunnett and agreed by all. Cllr Gould will liaise with Emily Hansom.

**Action: MG**

As part of the planning application an Ecological Appraisal was needed. Cllr Gould had spoken to company who did the Ecological Appraisal 3 years ago who said that they could update it at a cost of £855 + vat. This was proposed by Cllr Steintz, seconded by Cllr Bunnett and agreed by all. Cllr Gould will contact the company and copy the Clerk in.

**Action: MG**

It was proposed by Cllr Bunnett to accept the invoices from the Landscape Architect of £2376.89 for the design and drawings and £687.56 for the residents' consultation event. This was seconded by Cllr Gould and agreed by all.

- c. *To receive an update on the installation of a gate in the fence on the West Croft boundary – Clerk*

The Clerk had contacted the Planning Department regarding the installation of the gate but has not received a reply and will contact them again copying in the Chair.

**Action: Clerk**

**24/08/23**

### **Chapel Orchard**

- a. *To receive an update*

Cllr Steinitz reported that the insurance for Chapel Orchard runs out in September. The Clerk has had confirmation that the Parish Council insurance will cover Chapel Orchard, but it needs to be managed and controlled. This will be carried out by the Chapel Orchard Working Group and Mr Steven Thain (ST) would ensure that a risk assessment would be undertaken.

**Action: ST & LS**

Mr Thain circulated a plant survey which showed 42 different species of plants. He and Monica O'Donnell were thanked for their hard work on this. It was agreed that the survey would be included on the new website. Mr Thain would send the survey to Cllr Chambers would follow up and arrange for it to be put on the website.

**Action: ST & NC**

**25/08/23**

### **Clunch Pit, Glebe Field and Paddock**

- a. *To receive an update on the progress on the purchase of the Glebe Field and Paddock and agree next steps*

Cllr Bunnett reported that the working group (Cllr Bunnett, Chambers, Gould and Steinitz) have discussed and reviewed this along with the changes. Cllr Steinitz proposed that the updated requirements can now go to the Solicitor and another requirement to Carter Jonas, may need further clarification for the minutes. This was seconded by Cllr Gould and agreed by all.

- b. *To receive an update on the survey of the well*

Cllr Chambers reported that he has written to a company who specialise in such works and is currently awaiting a response.

**Action: NC**

c. *To discuss tree planting in the paddock and agree next steps*

Cllr Steinitz reported that there had been a visit by the East of England Apple Orchard Charity who have come up with a list of recommendations on planting. A planting proposal is being put together and Paddy Ward kindly agreed to assist with this and do a plan showing location of orchard, trees, hedges, paths, benches and gates.

**Action: NC & Paddy Ward**

**26/08/23**

**Volunteers**

a. *To consider what risk assessment needs to be undertaken and agree next steps*

Steven Thain kindly agreed to look at what arrangement other organisations have for volunteers and will share with the Committee.

**Action: ST**

b. *To consider what insurance is required for volunteers and agree on which insurance policies are needed*

The insurance policy for Chapel Orchard is due to lapse shortly. The present insurance policy of the Parish Council covers Parish Councillors, but this does not cover volunteers. The Clerk will check with the Council's insurance on extending the cover to volunteers and what would be required for this.

**Action: Clerk**

There being no further business the Chairman closed the meeting at 9.17pm.

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

For the avoidance of doubt the only legally acceptable version of the Minutes of Orwell Parish Council are those signed in Public Meetings by the Chairman. They are available for public inspection from the Clerk