

REDBOURN PARISH COUNCIL

Minutes of Commons & Open Spaces Committee Meeting held on Thursday 7th JUNE 2018 at 7.30pm in the Conference Room, Redbourn Parish Centre

PRESENT: Cllrs C O'Donovan (Chair), T Finnigan (Vice Chair), D Bigham and I Caldwell

IN ATTENDANCE: N Khanna (Clerk) and 4 x Residents (Items 8.3 and 8.8)

- **ELECTION OF OFFICERS**

- **Chair**

It was proposed, seconded and resolved that:

Cllr O'Donovan is elected as Chair of Commons & Open Spaces Committee until the next Annual Meeting of the Parish Council.

- **Vice Chair**

It was proposed, seconded and resolved that:

Cllr Finnigan is elected as Vice Chair of Commons & Open Spaces Committee until the next Annual Meeting of the Parish Council.

- **Terms of Reference**

It was proposed by the Chair and resolved that:

The Terms of Reference for the Commons and Open Spaces Committee be adopted

1. APOLOGIES FOR ABSENCE

Cllrs D Mitchell (Family), M Maynard (Health) and V. Mead (District)

2. DECLARATION OF INTEREST

Cllr Caldwell – Nickey Line, U3A

Cllr Bigham – Care Group and Village Hall

Cllr Maynard – Redbourn in Bloom and the Museum

Cllr Mead – The Museum, Redbourn in Bloom

Cllr Finnigan – Redbourn Classics

3. PUBLIC PARTICIPATION

8.3 To receive a Use of Common Request to perform a play in Cumberland Garden

2 x residents representing the Black Box Theatre Company addressed Cllrs, requesting permission to perform a play in Cumberland Garden on either 11th or 18th August 2018. They have performed plays there in previous years which were well received. Public Liability is currently being arranged. Cllrs discussed this and were supportive.

It was proposed by the Chair and resolved that:

The Black Box Theatre Company could perform a play in Cumberland Garden on either 11th or 18th August 2018, subject to public liability insurance being in place and the date being confirmed with the Clerk in advance.

8.8 To receive feedback on the change to the overflow car park for this year's cricket season.

Since the last meeting, Cllrs O'Donovan and Bigham had met with the grounds maintenance contractor who had agreed that we could manage wear and tear at the entrances to the traditional car park if a 3rd entrance was introduced and they were rotated in use through the season.

Cllrs discussed this at length and were also concerned that motorists were driving on to the Common directly from the road to park in the traditional car park, even while the area is closed.

It was proposed, seconded and resolved that:

A 3rd entrance be opened to the traditional overflow car park and the new overflow car park to the left be closed, immediately. The new entrance is to be secured using a removable bollard out of season as per the existing two entrances that are used alternately each year. The overflow car park to the left will continue to be used for special events only. Next season, all 3 entrances are to be used in turn, each for approximately a month at a time.

4. MATTERS FOR REPORT

4.1 Heath Moor

5. MINUTES OF PREVIOUS MEETING

It was proposed by the Chair and resolved that:

The minutes of the meeting held on 3rd May 2018 are adopted as a true record of the meeting.

6. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA

None

7. FINANCE

7.1 To receive the Finance Report on Commons expenditure

The Clerk reported that there were no accounts to present as he had been busy with year end close down, audits and GDPR.

8. REDBOURN COMMON

8.1 To receive an update on Common repairs

The Clerk was asked to add restricting motorist access directly on to the Common from the road to the next agenda.

ACTION: Clerk

Cllr O'Donovan said he would explore costs of creating a mound to restrict motorist access directly on to the Common from the road.

ACTION: Cllr O'Donovan`

8.2 To receive an update from the Common car park Working party

None.

8.3 To receive a Use of Common Request to perform a play in Cumberland Garden

See Item 3 above.

8.4 To receive a Use of Common request to run a family yoga class on the Common

Please note that Cllrs agreed to discuss Item 8.6 before this request was heard.

The Clerk reported that a request had been received to run a family yoga class on the Common. They would be run on Saturday 9th June 2018 from 10-11am and 11:30-120pm and if successful either monthly or bi-monthly.

It was proposed, seconded and resolved that:

Family yoga classes could be held on the Common on 9th June 2018 from 10-11am and 11:30-12:30pm and then monthly or bi-monthly if successful.

The Clerk was asked to verify the location on the Common to be used.

Action: Clerk

The Clerk was asked to amend the Use of Common request form to include the question 'What is the benefit to Redbourn Residents?'

Action: Clerk

8.5 To receive an updated Use of Common request from Redbourn Classics

Cllrs received an updated request from Redbourn Classics showing more clearly the areas of the Common that would be used, including both overflow car parks. The request also included a request to begin roping off the area for the event from 5pm Friday 14th September 2018 and for cars to be parked on the museum easement driveway.

It was proposed by the Chair and resolved that:

The updated Use of Common request from Redbourn Classics to use both overflow car parks, set up from 5pm on the eve of the event on 15th September 2018 and 2 x cars to be parked on the museum easement driveway be approved.

The Clerk was asked to verify we had received the relevant insurance and risk assessment documents for the event.

ACTION: Clerk

8.6 To consider imposing a fee for commercial use of the Common.

Cllrs discussed if a fee should be imposed when the Common is used for commercial activities such as exercise classes. Any money raised could be put towards maintenance of the Common.

It was proposed, but not seconded that:

We do not impose a fee, due the logistics, practicalities and resources required to administer a scheme.

It was proposed, but not seconded that:

We do impose a fee for commercial use, such as exercise classes, of the Common.

It was proposed, seconded and resolved that:

The Use of Common form be amended to include a comment asking commercial users of the Common to make a donation towards the upkeep of the Common.

- 8.7 **To receive the quote for the hanging basket and planter watering contract**
The Clerk reported that he had received a quote of £3009.00 from our contractor for the 2018 watering contract. Cllrs recognised that it has been very difficult in the past to find contractors willing to do this.

It was proposed by the Chair and resolved that:

The hanging basket and planter watering contract quote of £3009.00 be approved for the 2018 season.

The Clerk was asked to confirm the frequency of watering.

ACTION: Clerk

- 8.8 **To receive feedback on the change to the overflow car park for this year's cricket season.**
See Item 3 above.

- 8.9 **To receive an update on the easement driveway for the property known as Cover Point**
The Clerk reported the homeowner had raised some queries with the easement that were being reviewed by our solicitor. The homeowner had scheduled to commence work on 4th June 2018 and had been advised that this was at their own risk, if any works were carried out that did not comply with the final, agreed easement.

- 8.10 **To review the Marquee Policy**
Cllrs reviewed the policy and felt no changes were required.

It was proposed by the Chair and resolved that:

The Marquee Policy be approved for 2018-19.

9. NICKEY LINE

- 9.1 **To receive an update on surfacing the Chequer Lane access points**
Awaiting update from CMS.

10. CUMBERLAND GARDEN

None

11. PLAY AREAS

- 11.1 **East Common Play Area**
None

- 11.2 **Long Cutt Play Area**
None

- 11.3 **Flamsteadbury Lane Play Area**
None

- 11.4 **Silk Mill**
None

12. TREES

Cllr Finnigan reported that trees on the Common by the Parish Centre bus stop and the Methodist Church were very low hanging and needed attention.

ACTION: Clerk

13. COMMONS OUTSTANDING ACTIONS

No discussion.

14. MATTERS FOR REPORT

Heath Moor

Cllr Finnigan said she had reported the foliage at Heath Moor was encroaching onto the road at North Common and forcing vehicles to drive onto the Common. HCC had responded saying that it had been assessed as safe and no urgent action would be taken. Cllr Finnigan felt this was not sufficient and would escalate within HCC and to County Cllr Annie Brewster.

ACTION: Cllr Finnigan

Clerk’s resignation

Following the Clerk’s recent resignation, Cllr O’Donovan took this opportunity to thank the Clerk for all his hard work and on behalf of the Commons Committee, wished him well for the future.

15. DATE AND TIME OF NEXT MEETING

Thursday 5th July 2018, 7.30pm, Parish Centre.

The meeting closed at 9.07pm.

Chair..... *Date*