



Lutterworth Town Council

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3rd September 2020

OPEN SPACES COMMITTEE

Councillors: Tony Hirons
 Bob Howes
 Simon Hill
 David Jones
 Martin Sarfas
 Geraldine Robinson
 Janette Ackerley
 Brian Poulter
 Paul Beadle

Dear Councillor

You are requested to attend a meeting of the Open Space Committee to be held on **Thursday 10th September 2020** by Zoom commencing at **2 pm**.

Join Zoom Meeting

<https://zoom.us/j/98413226476?pwd=bWpkTEJiMXFpTjJJYTkyNFp1S0NtQT09>

Meeting ID: 984 1322 6476

Passcode: OpenSpaces

The purpose of the meeting is to consider the enclosed report.

Yours sincerely

Carol Mobbs
Acting Town Clerk

OPEN SPACES COMMITTEE MEETING
CLERKS REPORT – 10th September 2020

1. **APOLOGIES FOR ABSENCE.**
2. **DECLARATIONS OF INTEREST**
3. **TO RECEIVE ANY DECLARATIONS OF INTEREST AND TO CONSIDER REQUESTS FOR DISPENSATIONS FROM MEMBERS ON MATTERS IN WHICH THEY HAVE A DISCLOSABLE PECUNIARY INTEREST.**
4. **SUPPORTING HIGH QUALITY YOUTH PROVISIONS ACROSS THE DISTRICT.**

Harborough District Children and Young Charity (HCYC) based in Market Harborough provide a range of high-quality youth provisions across the district. They are in the final stage of applying for funding which will cover costs of two areas within the district for youth provision. They will allocate towards two funded places on a first come first served basis in receiving an agreement in principle by the end of August 2020 to allow them to include it in their bid to the Lottery Fund. They have included information which may be helpful to give ideas of what HCYC provides and may help in deciding if this is something the Town Council wish to be considered partnering in.

They have recommended a virtual meeting if it is something of interest to the Town Council. A Successful bid would get 100% of the costs covered in the first year, 50% of the costs for the second year and 25% of the costs for the third year and at present all that is required is the signed agreement in principle which can be sent over to be completed. (Page 7-8)

(I realise that this is out of date but though it might be worth looking into)

5. **COVENTRY ROAD RECREATION GROUND.**

1. Please find the attached information presented by Cllr Bob Howes in respect of the security improvements required to the Coventry Road Recreation Ground together with the costings for members agreement. (Page 9-10)

2. Incidents that have happened on the Coventry Road Recreation Ground in respect of finding holes. We have had 2 incidents of holes being found on the Coventry Recreation Ground both have been found by the same person and reported to the Town Council offices.

The first incident was on 2nd May and a second incident was on the 11th August 2020. The first incident was reported to the Town Council by a member of the public on Monday 2nd May and the Maintenance Supervisor dealt with the incident and rectified the issue. Following the Maintenance supervisor investigations and in his opinion the hole may have been made manually as

the cuts to the grass were very clean but the grass had re-grown over camouflaging the actual hole making it extremely difficult to see.

The second incident was on Tuesday 11th August and once it had been brought to the attention of the Town Council, by the same member of the public, the temporary grass maintenance team member attended the site and advised that the hole was extremely hard to find but once found it was dealt with and filled in. In the grass maintenance opinion, he felt the hole was extremely clear cut and hard to find.

The Acting Town Clerk has concerns that the same member of the public has found both holes and with the first instance is taking his claim through the Town Councils insurance. Are we to make the insurance company aware that a second hole has been found by the same guy or are we alerting to a fact that we may have a problem with the Recreation Ground?

3. Members are advised that the works to the Recreation Ground Children's Play Area has commenced and we are hopeful that the works should be completed by the end of September to include the resurfacing of the Baby Swings with bark and partial replacement of the wooden edging plus the excavation of the Climbing Frame, re-modelling of the area and the re-seeding of the area. Once the seeding has been done the climbing frame area will be closed off for up to 6 weeks depending on the weather conditions. Also, the maintenance team have confirmed that whilst themselves and DTM are on site the play area will be closed to the public and the TC Events officer will advertise this on Social Media to advise the public.
4. Members are asked to note that whilst DTM undertake the excavation/ground works within the Children's Play Area should they have a window of opportunity whilst awaiting for the soil to be delivered the Maintenance Team are going to ask them to help to excavate 5 smaller round bins with the assistance of the digger as there are a further 2/3 larger blue bins within the play area which are sufficient and the smaller bins are now outdated and there are too many bins within the play area.
5. With reference to the change of date for the Dog Feast which is on Sunday 27th September 2020 this was agreed at the Open Spaces meeting dated 21st May 2020 that the **RECOMMENDATION** was to accept the postponement of the Dog Fest and if possible, it be rescheduled for 27th September 2020 if the government have removed all restrictions to allow the safety of the public.

We have received an email from the Lutterworth Round Table requesting the use of the Recreation Ground for the 27th September 2020 plus the use of the 240V electric cabling and the car park barriers keys. They would also need to be aware that we are not able to dispose of any rubbish and they would have to agree full removal on the day, Mark is more than happy to let them borrow the green bins with bin liners as long as they agree to remove the liners and dispose of the rubbish at the end of the day. Also, when anyone has requested the use of the Recreation Ground a notice of disclaimer has been issued in respect of the height barrier that they are using it at their own risk. It appears that this has not been in place for the last 2/3 years and the Maintenance Team feel this should be re-instated due to the complications of the height barrier and any damage it can cause to inflict injury. (Page 11-14)

6. LUTTERWORTH CEMETERY.

1. SECTION 106 APPLICATION FOR RAILINGS.

Please find the form S106 Fund – confirmation of Funding in respect of the 2nd application for the Cemetery Railings in the sum of £18254.00 which needs to be completed and returned to Nada Hankin at HDC. Please be advised that the completion date has been amended to 30th June 2021 as the original date had specified completion as 31st October 2020. It has been confirmed that the quotation from Ironcraft is still within date and an estimated start date would not be until after January 2021.

Please find enclosed a copy of the Section 106 application for reference together with the forms for completion which are to be returned to NADA at HDC. (Page 15-30)

2. MAINTENANCE OF THE CEMETERY.

Members are asked to consider the maintenance of Leaders Farm Cemetery and how best to deliver this to maintain the cemetery to be a standard to which is expected. It has been suggested that the Town Council may wish to employ a separate part-time person to deal with the maintenance of the Cemetery as a whole or combine it to within the Town Councils internal Grass Maintenance duties.

7. OPEN SPACES AND SECTION 106 APPLICATIONS.

There will be a briefing on Open Spaces projects which could attract Section 106 grants from HDC.

8. MAINTENANCE SCHEDULES.

A discussion is to take place regarding the maintenance of the Open Spaces and the schedule of works which will have an impact of the Staffing Committee in relation to the Premises/Maintenance team.

9. MEMORIAL GARDENS.

1. The Lutterworth Town War Memorial needs some refurbishments and records show that the Memorial Cross has a Grade 11 listed buildings status and should be refurbished and not replaced.

The armed forces would like to work with The Town Council to mark the occasion with an event either on Saturday 22nd May 2021 or Sunday 23rd May 2021 and it recommends that the Town Council events Committee work together with the Armed Forces Community to arrange an appropriate celebration to commemorate 100 years.

(Please find attached letter received from the Royal British Legion.) (Page 21-32)

2. With reference to the email from Town Mayor, Rob Coleman, and the cyclist groups chaining their bikes to the commemorative seats even though they were asked to refrain at the time.

It has been requested that the Open Spaces Committee members investigate quotes for 2 signs saying that leaving or the securing of bicycles are forbidden against any of the seats within the Memorial Gardens. (Page 33-34)

We have a new supplier who can supply metal A3 sized signs with the artwork of our design for a cost of £62 Plus VAT. (Please see Allotments Section 2) (Page 35-44)

10. ALLOTMENTS.

1. Whilst the allotments continue to improve following the initial works of the Maintenance Team and DTM the pathways are on a regular mowing schedule and are being adhered to. Following these works it has been identified that further works are required to improve the security and water management.

Please find the report attached itemising the items required apart from item 3 this information will be forwarded to the Open Spaces Committee once received. (Pages 45-46)

2. We had an issue with commercial vehicles turning in the allotment driveway and in one incident the height barrier got knocked out of place. Luckily DTM were working on the allotments later that day and were able to help reposition the height barrier with the use of their machinery. Following this incident, we have had 2 signs made stating - Private Road No construction traffic turning beyond this point. These are now in situ as per photographs enclosed, invoice also attached. (Pages 35-44)

11. OPEN SPACES SOCIETY CHARTER.

Members are asked to note the enclosed report of the Open Spaces Charter. (Pages 47-50)

12. ROSPA PLAYGROUND INSPECTIONS.

Members are asked to note the enclosed email which has been received from Nada Hankin at HDC regarding the ROSPA annual inspections which are normally carried out each year in July but this year they have been deferred until possible September or October and they have confirmed that they are honouring the discounted rate of £90 plus VAT. Nothing needs to be done at present as we are carried forward from last year's listing. (pages 51-52)

13. DATE OF NEXT MEETING.

Thursday 19th November 2020 at 2pm.

Carol Mobbs
Acting Town Clerk

Dated.