



## COMMITTEE MEETING

7.30pm Wednesday 23 October 2019

The Bungalow, Saxby Road, Owmbly by Spital

## MINUTES

### Action

1. **Apologies received from:** Danny Mellor, Denise Leah, Jamie Marshall

**Meeting attended by:** Jeff Summers (Chairman), Isabelle Brooke, Sara Carter, Barbara Moulson, John Moulson

2. **Minutes of the previous meeting**

The minutes of the meeting held on 20 August 2019 were approved and signed by Sara Carter (Vice Chair)

3. **Matters Arising**

- 3.1 Play Equipment safety check – John Moulson has volunteered to carry out monthly check of the play equipment, following a checklist which will be posted on the Park notice board and signed each month. An annual check by a ROSPA approved contractor will need to be arranged.

JM

- 3.2 There is a health & safety disclaimer notice on the notice board but an additional, permanent notice is needed in the vicinity of the play equipment, possibly a perspex, engraved plaque.

BM

- 3.3 Noted that there have been requests for swings. Suitable swings to be investigated with the suggestion that NOCT could be approached to assist with purchase.

JS

- 3.4 The safety of the goal posts was discussed, noted that these are sold for domestic use and therefore not designed for heavy use. It is proposed to look for a more robust, multi-purpose unit to replace the current goal.

JS/IB

Suggested that there should be a fence to define the children's play area, both for safety and to ensure dogs do not foul the area. Design and price for suitable fencing to be researched.

JS/IB

4. **The structure of the committee, sub-committees and individuals' responsibilities**

- 4.1 It was noted that Denise Leah had tendered her resignation as Treasurer although she wishes to remain a member of the Committee. The Chairman accepted the resignation and, on behalf of the Committee, thanked Denise for her work, under difficult circumstances, given the complexity of the CPC finances. Isabelle Brooke volunteered to take on the role of Treasurer, in addition to that of Secretary, and this was agreed upon by all present.

4.2	It was proposed that the Chairman should write to Normanby Parish Council to invite the nomination of a Parish Councillor to join the Committee as it was felt that this would give NPC more direct inclusion in the Park project.	JS
4.3	In addition to the Events Working Party, it was proposed to set up a Maintenance Sub Committee and a Grants Sub Committee. These Sub Committees would be responsible for coordinating work and reporting back full Committee meetings. It is hoped that this would streamline the working of the CPC. Full proposal for this to be tabled at the next meeting.	IB
<b>5.0</b>	<b><u>Frequency of committee meetings</u></b>	
5.1	It was agreed that meetings should be monthly and that a schedule of future meetings should be drafted. It is hoped that these meetings may be held at the Bottle and Glass.	IB
<b>6.0</b>	<b><u>Communication strategy</u></b>	
6.1	Current communication channels: <ul style="list-style-type: none"> <li>• Minutes to Parish Councils</li> <li>• Signpost</li> <li>• Park Notice Board</li> <li>• Letterbox communication</li> <li>• Banners</li> <li>• What'sApp group (Committee members)</li> </ul>	
6.2	It was agreed that the minutes could be placed on Facebook or maybe a link to Owmby Parish Council's web site, where the minutes are displayed.	IB
6.3	There was a suggestion that an Annual Meeting could be held, possibly in February to be 6 months after the Summer Fete, as a means of reporting to residents and looking for volunteers for the next year's programme of events etc.	Events
<b>7.0</b>	<b><u>Grant applications and charity fund position</u></b>	
7.1	Magic Little Grants – suggested by Mrs Marshal. BM has researched and found that applications need to be accompanied by an organisation's constitution, accounts and bank statement. It was agreed that an application should be delayed until OPC has a separate bank account for the use of the Park, at which time it would be possible to supply the required information.	BM
7.2	The Chairman suggested that he investigate collaborative working with NOCT.	JS
7.3	The Chairman to contact Normanby Parish Council to request the previous Chairman's records so that a review may be carried out of previous applications before any more be made.	JS
7.4	Lottery Community Fund Follow up with Graham Crompton-Howe	IB

## **8.0 Play equipment – inspection regime and maintenance contract**

Discussed under Matters Arising

## **9.0 Other maintenance issues**

### **9.1 Grass Cutting contract**

Four possible contractors invited to quote (by the end of October), two quotes received so far. It was proposed that a recommendation should be put forward by the CPC to the Parish Councils. Discussion would need to be via Email/WhatsApp as there would not be a CPC meeting before the two Parish Councils have their respective budget meetings in November.

**IB**

### **9.2 It was agreed that any hedge cutting should be delayed until late January/early February so that wildlife could take advantage of the many berries on the hedges. Thereafter, the hedge in front of the play equipment to be lowered to give visibility from the road.**

### **9.3 Provision of litter bins required in the park; J Summers to make enquiries of WLDC The Chairman expressed the thanks of the Committee to Ruth Elliot for her loan of a bin and her diligence in emptying it.**

**JS**

## **10.0 Secure storage on park**

### **10.1 It was agreed that a container to provide secure storage on the Park would be a benefit. IB has heard of a possible offer of a container from Sea Cadets in Lincoln. This to be followed up.**

**IB/SC**

### **10.2 It was further suggested that other infrastructure for the Park could be provided by the acquisition of a second hand site office, canteen, toilets. A Big Lottery grant might fund such items. It would need to include for services being brought on to site. Further research needed.**

**IB**

## **11. Next steps in development**

### **11.1 The next projects for development, subject to further research and following the completion of the play area could be a wildlife area and a community garden. Both these projects to be researched with proposals.**

**IB/BM**

## **12. Events**

### **12.1 Race Night**

- Advertised in the Signpost and with A4 posters.
- Banner to be made to go on Park Gate.
- Tickets available from D Mellor and J Moulson.
- J Moulson to ascertain how many helpers will be needed for the evening and then check availability of Committee members and other volunteers.
- Letterbox leaflet drop to be organised.

**IB  
JM/DM**

**JM  
BM/IB**

### **12.2 Quiz Nights**

A regular monthly Quiz Night to be scheduled at the Bottle & Glass on a Tuesday night. Details to be worked out by Events Working Party.

**RE/IB  
Events**

- 12.3 **Raffle**  
Following the offer of a Christmas hamper by our resident Pastry Chef, John Tuohy, it was discussed that a suitable event needed to be arranged for the sale of tickets and the draw. A Quiz night in December might be the ideal event, with tickets also being sold at the Race Night. **TF/IB Events**
- 12.4 **Summer Fete 2002**  
Set for Sunday 13 September 2020 and advertised as that date in November Signpost **Events**
13. **Signage for park**
- 13.1 A 'Children Playing' warning sign has been requested from WLDC. BM to follow up. **BM**
- 13.2 It was agreed that a sign, using the silhouette logo, at the front of the park, would be a nice addition. IB to investigate cost. **IB**
14. **Date of next meeting**
- The date of the next meeting to be announced following enquiries to the Bottle & Glass, but hoped to be either 11 or 19 November. **IB**

**Signed by Chairperson**

..... Date .....