

1	<b>To receive apologies and record absences</b> Absences: Cllr V Kessey	
2	<b>To receive any Declarations of Interest</b> M Deegan declared an interest as an allotment tenant.	
3	<b>To receive and confirm the minutes of the meetings held on 3<sup>rd</sup> December 2018</b>  The minutes were confirmed as a true and accurate record of the meeting. Cllr Alker was thanked for taking the minutes of a particularly busy meeting.	
4	<b>To consider any matters arising not elsewhere on the agenda</b>  Because of work on other parish council projects and time constraints, some of the planned Open Spaces jobs had not been carried out in accordance with the action plan.	
5	<b>To review the action plan in particular projects requiring completion by 31<sup>st</sup> March 2019 and agree the way forward including:</b> <ul style="list-style-type: none"> <li><b>a) Play area fencing</b> <ul style="list-style-type: none"> <li>• The specification had been completed. Three quotations to be obtained for both the supply and fitting of the fencing and fit only. The fencing would be plastic as previously agreed and the job would be carried out over two financial years (2018/19 and 2019/20).</li> <li>• Cllr Greatrex and the Clerk to action.</li> <li>• M Deegan to supply the name of a possible contractor.</li> </ul> </li> <li><b>b) Replacement play equipment using approved S106 funds and Outdoor gym</b> <ul style="list-style-type: none"> <li>• The request for S106 funds totalling £43,617 from Stafford Borough Council had been approved at a Borough Council Cabinet meeting held in December 2018. The Parish Council has until 2024 to spend the money.</li> <li>• £33,000 would be used to replace three items of equipment including safety surfacing. Consideration to include equipment suitable for children with disabilities as this had been requested by a parishioner. Cllr Simkin and Cllr Innamorati to meet with play park suppliers to discuss requirements for new equipment and obtain quotations.</li> <li>• £10,000 of S106 funds would be used to purchase outdoor gym equipment. Meetings had taken place with suppliers and two quotations had been received that were reviewed (if members of the public were present this item would have been taken confidentially). It was unanimously agreed to accept the most recent quotation from Sunshine Gym for seven pieces of equipment, delivery and installation at a price of £9,972.00. Cllr Simkin and Cllr Innormarati would meet to discuss</li> </ul> </li> </ul>	<p>Cllr Greatrex Clerk M Deegan</p> <p>Cllr Simkin</p> <p>Cllr Innamorati</p> <p>Cllr Greatrex Clerk</p> <p>Cllr Simkin</p>

	<p>a slight variation to the package previously offered following which the Clerk would place an order.</p> <p><b>c) Resurfacing the play area car park</b>  This was confirmed as the most urgent of jobs.</p> <ul style="list-style-type: none"> <li>• Cllr Greatrex and the Clerk to meet with contractors to discuss requirements. A specification would be prepared.</li> <li>• Funds up to £25K had been allocated in the budget.</li> <li>• Cllr Simkin and the Clerk would then meet with representatives from the Sports Club and Mr Forrester regarding future maintenance.</li> </ul> <p>The other jobs on the action sheet were reviewed, noting jobs complete and those outstanding. The Action Sheet was updated with jobs reallocated into the next 6 months in order of their priority. The Clerk to reissue.</p>	<p>Clerk</p> <p>Clerk</p>
6	<p><b>To consider the future use of, including the sale of, The Wold</b></p> <p>The past history of The Wold (land between Greenfields and The Flashes) was briefly discussed. It was acknowledged that the land provides no benefit and is a drain on Council's resources therefore the sale of it may be advantageous. If sold there would be a clause that the land could not be developed with houses. However, it was agreed that until other projects and maintenance jobs are complete, no further action would be taken.</p>	
7	<p><b>To consider allotment renewals including any changes to allotment fees</b></p> <p>It was proposed that allotment fees would increase to £33 for a full plot and £16.50 for a half plot from April 2019. This was seconded with 7 councillors voting in favour. There was one abstention. Renewal letters to be sent out in March. Water costs would remain the same as the previous two years.</p> <p>Council to consider how allotment income would be spent and would include maintenance, strimming, arrangement of rubbish collection etc. It was agreed that meetings with GAGA should resume to enable the Council and GAGA to discuss matters of mutual interest. The next allotment inspection would be carried out on 25<sup>th</sup> March to which members of GAGA would be invited with a meeting in the parish office beforehand.</p> <p>The broken water trough in the allotment site should be fixed as soon as possible. Greg Hill, local water contractor to be asked to do this job.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk/Cllr Greatrex</p>
8	<p><b>To receive any correspondence relating to the Open Spaces Committee</b></p> <p>At the council meeting held on 14<sup>th</sup> January, Council had been informed that land to the rear of the allotment site, owned by Severn Trent Water, was for sale for possible development. Council had instructed the Clerk to respond explaining that the Parish Council own the access track (that leads to a section of the track at the far end that is owned by Severn Trent) had a Neighbourhood Plan in place with a settlement boundary that does not include Severn Trent land in question therefore there could be no development. The Clerk had carried out this instruction and had since received a letter from Severn Trent Water asking for copies of the Council's deeds confirming the ownership of the lane that Severn Trent would pass on to Eversheds solicitors. It was proposed that the Clerk instructs the Council's solicitor, Hand Morgan &amp; Owen to take up this matter for which it was acknowledged there would be a cost. This was seconded and voted in favour by all councillors present.</p>	<p>Clerk</p>

9	<b>To confirm the time and date for the next meeting</b> 15 <sup>th</sup> April 2019 unless an additional meeting is required sooner.	

Meeting closed at 8.45pm

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**Open Spaces Committee – agreed list of jobs from February 2019 to Summer 2019 (as at 28<sup>th</sup> January 2018)**

MONTH	LOCATION	JOB	COST	BY WHOM	notes
February 2019	Outdoor Gym	<ul style="list-style-type: none"> <li>Contractor agreed. Further meeting to be arranged.</li> </ul>	£10K	Tracey and Tony	
	Park	<ul style="list-style-type: none"> <li>Contractors to be met. New equipment (including equipment for children with disabilities) to be agreed</li> </ul>	£37K	Tracey and Tony	
		<ul style="list-style-type: none"> <li>Car park priority is to make surface safe ASAP – spec finished. Roger and Jayne to meet contractors for price</li> </ul>	£25K	Roger and Jayne	
		<ul style="list-style-type: none"> <li>Meeting with John Forrester and Sports Club about future maintenance of the play area car park. Consider a way leave. Once agreed there will be a need for legal documentation</li> </ul>		Jayne and Tracey	
		<ul style="list-style-type: none"> <li>General maintenance - Jobs identified by ROSPA (swing chains and links in particular) Zip Wire surfacing to be monitored as started to lift</li> </ul>		Paul	
	Allotments	<ul style="list-style-type: none"> <li>Send GPC and GAGA data retention policy to allotment tenants with allotment renewal</li> <li>Rubbish removal</li> <li>Water trough to be fitted</li> </ul>	£300 ish	Jayne  Jayne and Paul  Contractor (Greg Hill) – Roger to organise	
	Acres	<ul style="list-style-type: none"> <li>Ensure water supply is fitted as agreed 2018</li> </ul>		Roger to contact contractor	
	Village Green	<ul style="list-style-type: none"> <li>10 bollards to be purchased</li> <li>Posts holding waste bins are loose. SBC to be informed</li> <li>Right of Way across village green needs weeding and stile repaired – both SCC RoW Dept. jobs. Jayne to inform SCC</li> <li>Concrete block abandoned beneath bushes to be removed</li> </ul>	Possible cost £20-£25 each	Roger   Doug and Jordan to check if jobs complete	

	Picnic Site	<ul style="list-style-type: none"> <li>Gates need realigning</li> </ul>		Paul	
	Steps from allotment track to Chippy Jumps	<ul style="list-style-type: none"> <li>Steps need repairing as some are rotting - SCC to be informed (steps owned by SCC)</li> </ul>		Doug and Jordan need to monitor if action is taken	
<b>March</b>	Village Green	<ul style="list-style-type: none"> <li>Call landowner ref access to adjoining field and discuss access and then respond to solicitor accordingly</li> </ul>		Jayne and Roger	
	Boardwalk	<ul style="list-style-type: none"> <li>Old section of Boardwalk needs repair – meeting with contractor to be organised</li> </ul>		Mike	
	Allotment road	<ul style="list-style-type: none"> <li>Steps to railway to be reviewed as are too high to climb easily</li> </ul>		John Hall	
<b>April</b>	MUGA	<ul style="list-style-type: none"> <li>Professional contractors to clean once water supply in place</li> <li>Relining by Professional contractors</li> </ul>		Jayne	
	Football posts and basketball area	<ul style="list-style-type: none"> <li>Need repainting by appointed contractor</li> </ul>		Jayne	
	Notice boards	<ul style="list-style-type: none"> <li>Knightley, Bromstead and Moreton boards to be varnished</li> <li>Moreton board lock to be fixed</li> <li>Play area notice board needs minor repairs</li> <li>Village Green notice board lock is faulty</li> <li>High Street board, minor repairs</li> </ul>		Paul	
<b>May – August 2019</b>	Allotment	<ul style="list-style-type: none"> <li>New gate to be fitted</li> </ul>	££	Paul and Roger	
	Phone boxes Knightley and Bromstead	<ul style="list-style-type: none"> <li>Use for defibrillators</li> <li>Need to fund raise and get community backing</li> </ul>			
	Tennis court	<ul style="list-style-type: none"> <li>Surface cleaning</li> <li>Small notice board to be purchased</li> </ul>	Approx £450		
<b>Beyond 2019</b>	Notice boards	<ul style="list-style-type: none"> <li>Budget for some new boards in 2020/21</li> </ul>			