



## Open Spaces Committee Meeting Minutes for Monday, May 19, 2025.

**Present:** Andrew Cooper (Chair), Paul Willmott (Vice Chair), Alison Sercombe, Toby Newman, Anthony Shepherd, Lucy Thomas

**Officer:** Ast Clerk

**Members of the Public:**1

**The meeting opening at 19:30 and closed at 21:02**

Item	Action
<b>#1/25-26 TO ELECT A CHAIRMAN FOR THE OPEN SPACES COMMITTEE</b> Cllr Willmott, proposed, Cllr Cooper for the position, this was seconded by Cllr shepherd and approved, unanimously.	
<b>#2/25-26 TO ELECT A VICE-CHAIRMAN FOR THE OPEN SPACES COMMITTEE</b> Cllr Thomas, proposed, Cllr Sercombe for the position, this was seconded by Cllr Shepherd and approved, unanimously.	
<b>#3/25-26 APOLOGIES FOR ABSENCE-</b> None	
<b>#4/25-26 DECLARATIONS OF INTEREST</b> Cllr Sercombe- Howe Trust Cllr Willmott- Wheatley Playing Field Trust	
<b>#5/25-26 TO RECEIVE MINUTES</b> From Open Spaces Committee meeting on 17th March 2025, were approved and were duly signed by the Chairman as a true record of the meeting.	
<b>#6/25-26 TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS</b> From Open Spaces Committee meeting on 17th March 2025. <ul style="list-style-type: none"><li>i. Reconditioning and installation of bench on Village Green (High St)</li><li>ii. Wheatley Playing Field Pavilion- meeting to be arranged to discuss next steps- meeting arranged and invite sent out</li><li>iii. Boundary markers to be purchased and installed- Ast Clerk has not had time to manage this project. Cllr Newman &amp; Sercombe to support by marking out placement with canes and counting how many markers are needed. Ast Clerk can then order and GMO team can install.</li></ul>	Yes

iv.

**#7/25-26 TO RECEIVE AN UPDATE FROM OFFICERS**

- i. Leaf Blower stolen from GMO van- unable to claim on insurance
- ii. Maintenance tasks completed and planned- Approval for a Hippo bag for waste, Ast Clerk to arrange Yes
- iii. Grass cutting cycle started

**#8/25-26 TO DISCUSS TREE WORK**

- i. Outstanding tree work- Ast clerk to speak with contractor Yes
- ii. Planned tree surveys- Ast clerk to speak with contractor Yes

**#9/25-26 TO DISCUSS PLAY AREAS & RECREATION GROUNDS**

- i. Ongoing maintenance and repairs- City Spinner needs maintenance, Ast Clerk to book in the workwith ODS Yes
- ii. Cllr Sercombe requested approval to seek 3 quotes for Church Rd rec refurbishment. Approval given. Yes

**#10/25-26 TO DISCUSS MANAGEMENT OF ALLOTMENTS AND FOOTPATH**

- i. GMO has been clearing paths and cutting vegetation at Littleworth Allotments.
- ii. Ast Clerk to investigate if any plots are available Yes

**#11/25-26 UPDATE ON LITTLEWORTH APRON**

- i. Update, Agree actions and timescales.  
Cllr Ramsdale (SODC) attended the meeting to give an update on the work Cllr Bearder has been doing to identify the holders of the deeds for the area. Unregistered land to be investigated.  
Environmental Health are giving ongoing advice to residents with concerns, so Cllr Ramsdale will liaise with Environmental Health.  
Actions- seek legal advice to progress forward. Cllr Newman to contact Mills & Reeve. Yes

**#12/25-26 TO DISCUSS ISSUES, IMPROVEMENTS OR SUGGESTIONS FOR OTHER OPEN SPACES**

- i. Footpath from Beech Road to Kelham Hall Drive, uneven tarmac. Ast Clerk to include in tree survey process. Yes

- ii. Crown Rd to Ambrose Rise ditch- needs foliage clearance (cut and Yes clearance). Ast Clerk to seek quotes from MK Watts & ODS.

**#13/25-26 CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION**

- i. Spring walkabout report to be produced by Cllr Cooper with action plan- to be sent to the Howe Trust once finalised. Yes
- ii. **AGREEMENT OF TERMS OF REFERENCE FOR OPEN SPACES COMMITTEE** - Approved, no changes made.

**#14/25-26 ITEMS FOR INFORMATION**

**#15/25-26 DATE OF NEXT MEETING** 21st July 2025