

**Minutes of the meeting of the  
PARKS, OPEN SPACES, CONSERVATION & FOOTPATHS COMMITTEE  
held on Monday, 19<sup>th</sup> January 2009  
at the Freight House, Bradley Way, Rochford, Essex**

**Councillors present:** Chairman K Holmes, Mrs J Barney, Mrs E Chippette, Mrs M Dorrell, Mrs J Fern, Mrs A Heath, A James, R Patient, D Weir and Mrs M Weir.

**Also Present:** Cllr Mrs H Glynn (in part).

**1) Apologies for non-attendance at the meeting:**

Mrs C Cunningham (none), Cllr J Dickson (other appointment) and V Leach, (holiday). Members noted and accepted the apologies tendered.

**2) Declarations of Interest:**

There were no declarations of interest.

**3) Approval of the Minutes of the meeting held on 10<sup>th</sup> November 2008 and to approve the destruction of the manuscript notes in respect of that meeting:**

Members approved the minutes of 10<sup>th</sup> November 2008 as a true record and agreed to the destruction of the manuscript notes.

**4) Parks – Action List Update:**

The Clerk went through the action list.

- **Ponds:** Ongoing.
- **Footpath Signs:** The Clerk asked Members to make a decision on final content of signage. Members agreed to identify signage with ‘Hawkwell Parish Council’ with the possibility of adding the shield logo the maps etc at a later date.
- **Allotments:** Ongoing.
- **ROSPA:** The Clerk reported some repairs had been carried out for the ROSPA programme, the recommendations were basic observations and none were highest priority. An attempt would be made to remove the algae on the plat surfaces in the next few days and new swing seats and fixing gear had been ordered for the playground. See Agenda item 6.
- **P3:** Footpath improved.
- **Open Space, Rectory Road:** Expecting letter in next few days from RDC.
- **Memorial Plaques:** It was felt that requests for plaques were more frequent after being advertised in the Newsletter. Members felt that ceasing to advertise memorial plaques in the Newsletter may reduce future requests, easing the issue of lack of suitable trees available and remembrance items being placed on the ground. The Chairman asked Members if they were all in agreement, they were.
- **Tree Thinning in Spencers Park:** Ongoing.
- **Spencers Bridle path:** Keep on action list for review.
- **Find out from contractor which days the litter/dog bins are collected:** See Agenda item 8.
- **Glencroft Woodland:** See Agenda item 9.

- Cllr James asked when the Adult Play Area would be on the Agenda and a discussion took place on potential funding from PCT and sourcing of equipment. The Clerk said funding was allocated for the next financial year and he would bring the item forward on the Agenda to February/March time. The Chairman asked Members to move on until the subject came onto the Agenda.

**5) Financial Report:**

The Clerk went through the Financial Report. There were no questions and Members accepted the Financial Report.

**6) Playground repairs in Elizabeth Close (ROSPA report):**

The Chairman explained the issue of the ground sinking around the roundabout leaving a large gap under the roundabout and asked Members if they wished to research costs for renovation and resurfacing, if it was found to be unaffordable the roundabout could be lifted off. Members agreed to put item on Action Update List whilst the Clerk researched costs for ground renovation and resurfacing with soft fill matting.

**7) Correspondence from residents (2 items):**

The Clerk read out the letters and identified the problem highlighted as the ditch alongside footpath 14 at Spencers. He went on to say that Hawkwell Parish Council did not own the ditch, it was not on HPC property and therefore not the responsibility of the Council. A lengthy discussion took place with a view to finding out who was responsible for the ditch, if the Environment Agency had any concern in it and the response to the letters. Cllr Mrs Heath proposed the Clerk reply to the letters stating the ditch was not the responsibility of Hawkwell Parish Council but it could make enquiries as to where the responsibility lay. Cllr Mrs Chippette seconded.

The Chairman asked Members if in their view the Clerk should reply to all the points raised in the letters and Members disagreed, the Clerk was instructed to respond to the major issue re the ditch only.

**8) Litter/Dog bin emptying – (Schedule enclosed):**

The Chairman advised Members RDC were not keeping to the schedule of emptying twice a week despite photographs being taken and the Clerk notifying them of the failure to collect. He went on to say HPC could hold back a proportion of payment and what action did Members want to take. Cllr James proposed a Member be responsible for each park to monitor the bins the day after they were scheduled to be emptied and take photographs. He volunteered to monitor Glencroft. Cllr Mrs Weir seconded and volunteered to cover Spencers. Cllr Mrs Fern agreed to monitor Magnolia once she has transport. The Chairman asked Members to trial for one month and report back to the Clerk after February. Members agreed.

**9) Glencroft Woodland – Proposal to start negotiations to take over this woodland:**

A lengthy discussion took place regarding cost, benefit to the Parish and potential risk. Cllr James proposed that Hawkwell Parish Council start negotiations to take over the woodland as part of Council's responsibility. Cllr Weir seconded. The Chairman asked Members to vote and Members voted 5 for and 5 against. The Clerk reminded the Chairman that he should exercise his casting vote, he voted

against and the proposal fell. The Chairman announced the Committee would not be recommending to Full Council to take over the woodland.

**10) Summary of actions agreed:**

- **Footpath Signs:** Members agreed to identify signage with ‘Hawkwell Parish Council’ with the possibility of adding the logo at a later date.
- **Memorial Plaques:** Members agreed to cease to advertise memorial plaques in the Newsletter.
- **Adult Play Area:** The Clerk to put Adult Play Area on the Agenda February/March time.
- **Playground repairs in Elizabeth Close (ROSPA report) – Roundabout:** Item to be put on Action Update List whilst the Clerk researched costs for ground renovation and resurfacing with soft fill matting.
- **Correspondence from residents (2 items) – Ditch alongside footpath 14:** The Clerk to reply to the letters stating the ditch was not the responsibility of Hawkwell Parish Council but it could make enquiries as to where the responsibility lay.
- **Litter/Dog bin emptying:** Members agreed to be responsible for each park to monitor the bins the day after they were scheduled to be emptied and take photographs if necessary. Cllr James to monitor Glencroft, Cllr Mrs Weir to cover Spencers and Cllr Mrs Fern to monitor Magnolia. Members to trial for one month and report back to the Clerk after February.
- **Glencroft Woodland – Proposal to start negotiations to take over woodland:** The Committee would not be recommending to Full Council to take over the woodland.

Chairman