

## REDBOURN PARISH COUNCIL

### Minutes of Commons & Open Spaces Committee Meeting held on Thursday 6<sup>th</sup> JULY 2017 at 7.30pm in the Conference Room, Redbourn Parish Centre

**PRESENT:** Cllrs C O'Donovan (Chair), T Finnigan (Vice Chair), D Mitchell, I Caldwell and D Bigham

**IN ATTENDANCE:** N Khanna (Clerk) and 2 x Residents

#### 1. APOLOGIES FOR ABSENCE

Cllrs M Maynard (Health) and V Mead (Prior Engagement)

#### 2. DECLARATION OF INTEREST

Cllr Caldwell – Nickey Line, U3A

Cllr Bigham – Care Group and Village Hall

Cllr Maynard – Redbourn in Bloom and the Museum

Cllr Mead – The Museum, Redbourn in Bloom

Cllr Finnigan – RPC representative for Classics on the Common

#### 3. PUBLIC PARTICIPATION

*It was agreed that Item 8.5 be brought forward on the agenda.*

##### 8.5 To consider amendments to the Redbourn Classics Use of Common request

A representative from Classics on the Common addressed Cllrs with an update on plans for the event. Maps were distributed to Cllrs showing the areas of the Common to be used for the show cars, parking, toilets and stalls. Approximately 30 stalls have confirmed their attendance. The layout will leave the 'avenue' clear for other users of the Common, however, some of the grass paths will have cars parked on them.

The organisers are currently running a recruitment campaign for volunteer marshalls. Each show car is being a generous space to prevent damage from neighbouring vehicles and entrants are being told that there will be strictly no entrance on to the Common until midday. Any vehicles leaving the event early will be escorted off the Common by a marshall. Public Liability insurance for the event has been raised to £5m by the organisers, as requested.

The representative referred to one of the maps showing that, whilst RPC had approved up to 100 show cars, the area could sustain 205 cars. The representative requested Cllrs consider allowing up to 205 cars on the Common, as current demand suggested they could be filled. The representative also requested if each show car plot could be marked with chalk spray and also if setting up could commence on the previous evening, Friday 15<sup>th</sup> September 2017.

Cllrs discussed this and were impressed with the level of organisation and planning going into the event.

It was proposed by the Chair and resolved that:

***The limit of show cars be raised from 100 to 205 for the Classics on the Common event being held on 16<sup>th</sup> September 2017.***

It was proposed by the Chair and resolved that:

***Each plot for the show vehicles entering the Classics on the Common event being held on 16<sup>th</sup> September 2017 could be marked with chalk spray.***

It was proposed by the Chair and resolved that:

***That organisers of the Classics on the Common event being held on 16<sup>th</sup> September 2017 could begin setting up on the evening of Friday 15<sup>th</sup> September 2017.***

#### **4. MATTERS FOR REPORT**

4.1 Parking on the Common

#### **5. MINUTES OF PREVIOUS MEETING**

5.1 Cllr Mitchell reported that the figure at 8.4 should be £1,000 and not £10,000.

It was proposed by the Chair and resolved that:

***The minutes of the meeting held on 1<sup>st</sup> June 2017 are adopted as a true record of the meeting, subject to the figure at 8.4 being amended to £1,000.***

#### **6. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA**

14.3 Cllr Finnigan reported that she had been in contact with SADC and was awaiting an update.

#### **7. FINANCE**

7.1 The Clerk summarised the Commons income and expenditure and balance sheet reports dated 6<sup>th</sup> July 2017 for Cllrs. The Clerk reported that the accounts are reconciled to the end of April 2016.

It was proposed by the Chair and resolved that:

***The Commons Committee Income and Expenditure and Balance Sheet reports dated 6<sup>th</sup> July 2017 be received.***

The Clerk informed Cllrs that he intended to move the following 2016-17 underspends into the corresponding Ear Marked Reserves (EMR):

- 4560 Conservation - £760 to EMR 369 Commons
- 4565 Main Common - £768 to EMR 369 Commons
- 4570 Verges, sightlines & edges - £450 to EMR 369 Commons
- 4575 The Avenue - £497 to EMR 369 Commons
- 4755 Footpath Maintenance - £538 to EMR 369 Commons
- 4795 Play Area Repairs and Maint. - £10,863 to EMR 330 Play Area Repairs
- 4806 Car Park Repairs - £4,100 to EMR 373 Car Park Repairs

#### **8. REDBOURN COMMON**

##### **8.1 Terms of Reference**

Cllrs reviewed and discussed the Terms of Reference.

Cllrs suggested the following amendments:

- 'Open Spaces' – Remove Nickey Line and Lamb Lane and correct spelling of 'Millennium'
- 'Open Spaces' – Add remaining Nickey Line grant money caveat
- 'Dog bins' – Remove Nickey Line
- 'Obligations and Responsibilities' – Add licence for the Cricketer's PH use of the Common and the collection of the annual fee

It was proposed by the Chair and resolved that:

***The Commons Committee Terms of Reference be adopted, subject to the above changes being made.***

**8.2 To receive an update on Common repairs**

None.

**8.3 Common Car Park Working Party Update**

Cllr Finnigan talked Cllrs through the report she had prepared following the Working Party meeting held on 27<sup>th</sup> June 2017 – see Appendix 1. The key recommendation is to increase the Lybury Lane car park on the Common back to its previous size, which would make it approximately twice the size it is currently. The additional spaces will be provided to the left of the entrance – see Appendix 2. Cllrs suggested that the car park have signage stipulating a maximum vehicle weight of 3.5 ton.

**8.4 To receive a proposal to extend the Common / Lybury Lane car park**

Cllrs received the proposal to extend the Common / Lybury Lane car park as recommended by the Car Park Working Party in 8.2. The cost to do this would be £10,840 and the Clerk reported this could be funded as follows:

- Earmarked Reserve 373 (car park repairs) - £7067
- Current 2017-18 4806 budget for car park repairs - £5,000

The work to do this involves a new entrance strip, with edging to both sides and extending the existing car park with 'grasscrete' blocks filled with topsoil, at a cost of £10,840 +VAT.

It was proposed by the Chair and resolved that:

***It is recommended to Full Council that the Common / Lybury Lane car park is increased to approximately twice its current size at a cost of £10,840 +VAT.***

**8.5 To consider amendments to the Redbourn Classics Use of Common request**

See Public Participation at 3. above.

**8.6 To consider the Council's position regarding advertising signs on the Common**

The Clerk reported that the only information he could find regarding the Council's position regarding advertising signs on the Common was item 5. of the Redbourn Common Byelaws which state 'A person shall not, without the authority of the Council, post or paint any bill, placard, advertisement, or notice on any tree or fence or noticeboard on the Common'.

Cllrs discussed this and felt that this was sufficient. Cllrs provided the following additional guidance and clarity:

- No commercial advertising is allowed
- Any local, non-commercial advertising should seek approval through the Commons Committee
- The Clerk was asked to arrange the removal of commercial signs, if not removed on request within 24hours, as soon as possible

**8.7 To receive a request from Redbourn Museum regarding an advertising sign**

The Clerk reported that Redbourn Museum had asked for permission to use a 'sail' sign to advertise the museum was open, on the days it opened to the public. The request stated that the 'sail' sign will be placed into a hole drilled into one of the logs lining the driveway to the museum and will only be displayed during open times.

It was proposed by the Chair and resolved that:

***Redbourn Museum could display a 'sail' sign stating 'MUSEUM OPEN' on one of the logs lining the museum driveway, during museum opening times.***

**8.8 To receive an update to a previous easement request across the Common**

The Clerk reported that our solicitors had sent through an easement document for a property on the Common, but he was not aware of the easement request. The Clerk said he had hoped to have had more information by the meeting, but he was still awaiting additional details from the Council's solicitors.

The Clerk to provide more information at the next meeting.

**Action: Clerk**

**8.9 To review how the River Red is managed**

The Clerk reported that a resident had raised concerns over the maintenance of the River Red chalk stream at the Moor. The Clerk said that he had found a 2006 document on managing the River Red that had been compiled by CMS, the Environment Agency and RPC.

The Clerk was asked to see if the Ver Valley Society (VVS) could provide some assistance and advice.

**Action: Clerk**

The Clerk was asked to see if the Ver Valley Society (VVS) would consider reviewing the 2006 CMS document to see if it needed to be brought up to date.

**Action: Clerk**

The Clerk was asked to invite representatives of the VVS to attend the next Commons Committee.

**Action: Clerk**

**9. NICKEY LINE**

9.1 The Clerk explained that we were still awaiting road planings from HCC's contractor. Cllrs discussed this and asked the Clerk to add this to the September 2017 agenda if they had not arrived by then, so that Cllrs consider purchasing the road planings.

**Action: Clerk**

**10. CUMBERLAND GARDEN**

The Clerk reported that the Facilities Officer was still in the process of getting quotes for the footpath repairs at both entrances to Cumberland Garden. The Clerk reported it has proved difficult to get contractors to quote.

It was proposed by the Chair and resolved that:

***Under the Delegation of Powers during the summer recess, the Chair and Vice Chair of Commons Committee, the Chair of the Council and the Clerk be allowed to select a contractor once the quotes were received, to ensure the Cumberland Garden path repairs were carried out as soon as possible.***

**11. PLAY AREAS**

**11.1 East Common Play Area**

None

**11.2 Long Cutt Play Area**

The Clerk reported that a new bench within the play area had been defaced with obscene language recently, just a few weeks after being installed. Our grounds maintenance contractor has been instructed to rectify the damage.

**11.3 Flamsteadbury Lane Play Area**

**11.3.1 To receive the final play area refurbishment design**

Cllrs received a report from the Community Officer. The Clerk reported that the Community Officer had worked with several contractors to refurbish this play area and now had a design proposal that was ready to release to residents for feedback. The Clerk talked Cllrs through the display boards prepared by the Community Officer that will be used as part of the community engagement phase.

The refurbishment is being funded by an s106 grant from St Albans District Council (SADC) and Redbourn Parish Council's (RPC) reserves.

It was proposed by the Chair and resolved that:

***The Flamsteadbury Lane play area refurbishment proposal be accepted and approved to proceed to the community engagement phase.***

**11.3.2 To consider using part of the grassed area outside the play area to house a fully grant funded outdoor gym**

Cllrs received a report from the Community Officer. The Clerk reported that the Community Officer had been made aware of and successfully applied for an Awards For All grant that would fully fund an outdoor gym, adjacent to the Flamsteadbury Lane play area. As this land is leased from SADC, the Community Officer is working with them to ensure they have no objections and can keep their records up to date.

Cllrs were pleased to hear that the outdoor gym would be fully funded by a grant and were supportive of the suggested location.

It was proposed by the Chair and resolved that:

***The grant funded outdoor gym could be installed on the grassed area at the Flamsteadbury Lane play area, between the fenced in play equipment and the proposed location for the new goal posts.***

**11.4 Silk Mill**

None

**12. TREES**

12.1 The Clerk reported that advice/quotes were being sought for the trees behind the Methodist Church at North Common at Greyhound Meadow.

It was proposed by the Chair and resolved that:

***Under the Delegation of Powers during the summer recess, the Chair and Vice Chair of Commons Committee and the Clerk be allowed to select a contractor once the quotes were received, to ensure the trees behind the Methodist Church at North Common be dealt with as soon as possible.***

**13. COMMONS OUTSTANDING ACTIONS**

None

**14. MATTERS FOR REPORT**

**14.1 Parking on the Common.**

Cllr Bigham raised a concern that there appeared to be an increasing number of vehicles parking on the Common for long periods, either directly on the Common or in breach of easement agreements. Cllrs discussed this and shared similar concerns, noting that the Common Byelaws forbade vehicles on the Common.

The Clerk was asked to contact HAPTC and our solicitors to understand RPC's options with regard to enforcing the Byelaws.

**Action: Clerk**

**15. DATE AND TIME OF NEXT MEETING**

Thursday 7<sup>th</sup> September 2017, 7.30pm, Parish Centre.

The meeting closed at 9.30pm.

*Chair*..... *Date* .....

## APPENDIX 1.

### Car Park Working Party – North Common Carpark

Meeting: 27<sup>th</sup> June 2017

Colin O'Donovan, Dennis Bigham and Teresa Finnigan

#### Discussion Points

- The current budget for the Common's EMR car park repairs stands at £2,967 and Code 4806 car park repairs stands at £4,100 as of the 15<sup>th</sup> May 2017.
- Quotes ranged from £10,500 to £21,500.
- Looked at the quotes in more detail - conclusion - Asbury Construction was more competitive in terms of the prices, which were the following:  

To concrete new entrance strip, with edging both sides	- £1,640
To extend existing car park with grasscrete blocks filled with topsoil	- £9,200

(Excludes VAT)
- Colin to get Ashbury's to change the date of the quote as its dated February 2017.
- This car park will have the same look as the current Cricket Club car park, which is more in keeping with the Common and in the long term will be easier to maintain than the present mud and shingle pot holes.
- The current car park has eroded over time so this will also be reinstated to its original size.
- Breaking down the costings for the above quotes:
  - Recommend the £1,640 comes out of the EMR car park repairs which stands at £2,967.
  - Recommend the £9,200 comes out of Code 4806 car park repairs which stands at £4,100 and the remainder comes from either the general reserves or diverted from the EMR Cumberland Gardens which is currently at £5,274 as of the 15<sup>th</sup> May 2017.
- We would need to replenish what is used above – either or both the EMR car park repairs and the EMR Cumberland Gardens budget in the next budget later this year.
- If the Commons Committee agree to the above proposal. Propose that this is presented at the next Full Council meeting for approval, as there are no meetings in August. If this agreed, the project to be completed before this winter.

#### Car Park Signs for both Car Parks on the Common:

- The Cricket Club car park currently has a P sign and the North Common car park has no sign.
- New signs could be introduced and potentially have more detail on them including:  
Terms and conditions  
No commercials  
Parish Council accept no liability  
Park at your own risk  
Or just have a P sign at the North Common car park as is the case at the Cricket Club car park at present.

#### General Car Parking issues raised for discussion:

- There is a now a need for a long term solution to get more cars parking off the High Street and for this to happen we need more car parks in the right place.
- Teresa has already approached Gary Payne at SADC with regards to two potential sites that are currently owned by SADC these are the Millennium/Lamb Lane sites. (Liaise with the Property and Asset Management team to find out more information on land ownership. There may also be some planning issues).
- We are currently seeing more cars using both sides of the road at the bottom end of the High Street, the surrounding roads including, Crown Street, Lamb Lane, Fish Street, The Park, Monks Close and The Common, drivers trying to get as near to the High Street as they can. At the weekends these roads appear quieter, unless there is a party or an event taking place.
- We are already in the process of requesting SADC to reinstate the 2 hour no return at the Village Hall and Hawkes Drive car parks, which currently have no restrictions on them.
- Teresa enquired with SADC on the piece of land that backs onto The Park, between the residential properties in South Common. This piece of land is doing nothing, could potentially provide parking for residents. The land is owned by St Albans District Council and a local resident has a Licence to cultivate this land. Teresa will enquire with SADC again to see if there is a possibility for this to be converted into a car park in the future, potentially 2-3 spaces for the residents in South Common.

#### **Future Considerations:**

- Continue to monitor the car park at South Common, it may need a tidy up at some point in the future, but it's not a high priority at present.
- Dunstable Road, where the cut in section is opposite the cottages and near to the Fire Station, does anyone owns and maintain it, can this be improved for cars to park.
- Have previously mentioned the Millennium Site as a future car park, could the NP provide this as part of any future deal.



**APPENDIX 2.**

