

Minutes of an Extraordinary Meeting held on 17th August 2020.

Present: Cllr. Corden (in the chair), Cllrs. Chapman, Conlon, Hakeney, Johnston, McDonald, McKee, Shanks, Stewart.

Apologies: Cllrs. Beaumont, Kay.

The meeting was called by the Chairman in order to discuss various matters relating to the opening of Jubilee Wood.

1. Gates

Cllr. McKee had previously circulated a draft sketch of a possible design for a wheelchair accessible layout to replace the existing gate. Suggested amendments:

- ◆ the outer gates could be offset so that the left hand gate is wider and the right hand gate can be fully opened and fastened back. Perhaps post and rail design, 4 or 5 bars.
- ◆ Fencing inside this gate to prevent children running into the road but will allow wheelchair access. Chain and padlock for fastening.
- ◆ Post or bollard in centre of opening to prevent vehicle access, but removable for grass cutter.
- ◆ Concrete fixing in the ground for bolts.

Cllrs. Hakeney and McKee will meet Mr. Cook and Mr. Kemp to discuss these details and ask for quotes to be submitted before Monday 24th August, when a further short Zoom meeting will be held to discuss and approve.

2. Opening of Wood

- **Resolved** that the wood is opened informally as soon as the new access gates have been installed, the risk assessments are complete and signage is in place.

It was suggested that some councillors should be available for the first few days after opening. A formal opening event could be held next year.

3. Health & Safety Matters

- ◆ **Risk Assessment:** Cllr. Conlon has prepared a risk assessment, checked by Cllr. Shanks.
- **Resolved** that this is approved. Suggested that matters relating to Coronavirus could be in a separate document.
- ◆ **Signage:** Three or four warning signs of water and steep bank to be erected along the stream bank.
- ◆ **Notice board:** to be placed at the entrance with details of rules for using the site and expected behaviour, including:
 - ◆ Covid distancing requirements, no barbeques, no dogs, no ball games, no camping or fires; children must be supervised.

Consultation can take place later on the need for information in other languages. Agreed that restrictions imposed now can be eased later as necessary. Cllr. Johnston offered to fix the signs.

- **Resolved** that up to £100 can be spent on signs

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4. Boundary Fence

Agreed that the fence is adequate, but that an additional access could be created in the future.

5. Tables, benches

The picnic table in the wood has rotted and will be removed. Agreed that the commemorative plaque will be removed for safe keeping and replaced on another item.

6. Management and maintenance

Management of the wood will be discussed by the Jubilee Wood committee.

Agreed that three quotes will be obtained for maintenance of trees. Suggested that contracts are awarded for three years but with a review after one year.

- ◆ **Additional tree planting:** two packs of free trees have been ordered from Woodland Trust
- ◆ **Waste bin:** agreed that a bin should be placed inside the main gate.
- **Resolved** that the Clerk will ask ERYC if they can supply and fit a standard bin.

7. Date of Next Meeting

Monday 24th August 2020 at 7.00 pm by Zoom.