

Clerk to the Council
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Parish

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10th August 2026

To: Members of the Community Park Committee

You are hereby summoned to attend

**THE COMMUNITY PARK COMMITTEE MEETING
TO BE HELD AT THE VILLAGE HALL
ON MONDAY 17TH AUGUST 2026 AT 7.30 PM**

for the purpose of transacting the following business.

SL Gaeta

Clerk to the Council

A G E N D A

- 1. Apologies for Absence**
- 2. Minutes** of the Community Park Committee Meeting held on 27th July 2026 to be taken as read and signed as a correct record by the Chairman.
- 3. Declarations of Interest** (existence and nature) with regards to items on the Agenda. Councillors and Committee Members are reminded that the code of conduct that took effect from 3rd June 2024 provides that should they have a disclosable pecuniary interest in any matter under discussion, they should speak only in the public session, then withdraw from the room and not seek to influence a decision about the matter.
- 4. Public Participation session** with respect to items on the Agenda and other matters that are of mutual interest.
3 minutes per person; 15 minutes max
- 5. Finance**
To receive an update on ring-fenced funds.
- 6. Management of the Site**
 - (a) To receive a progress update on outstanding tasks.
 - (b) To discuss and determine the tasks, requirements and actions necessary for the opening of the community park, and establish a comprehensive action list and timeline.
 - (c) To review the progress of the Opening Project Plan, including relevant quotes, and agree on any resulting actions or spend for items highlighted in the Plan.
- 7. Matters for the next agenda**
To confirm the date of the next meeting and propose matters for the agenda.

Community Park Opening Project Plan

Action #	Action	Who By	Cost	Start Date	Duration	Dependencies	Update
ACCESS							
A1	Build Car Park	CG Contractors	£ 32,500	01-Oct-25			Works complete. VAT paid; net invoice paid by BDC
A2	Install Bike Rack in Car Park					A1	Will be researched, but not necessarily prior to opening - for four bikes. Quote of £1,250 + VAT for four bike racks plus installation agreed
A3	Draft map of site showing permitted pathways						MR to visit Kempco to investigate graphic design services. See sheet 2 for map (from the LEMP). Amendments made. MR to progress.
A4	Agree map of site	Committee				A3	
A5	Clear new pathway(s)					A4	Pathway cleared. Will be signposted. The new path been recut.
A6	Assess disabled access						Quote agreed to flatten the other side of the gate and in addition, to flatten out an area to facilitate a picnic area.
A7	Any actions to facilitate disabled access						The law recognises that some areas of countryside may remain inaccessible where altering them would be disproportionate or damage the environment. Provide at least some accessible infrastructure, for example: An accessible route from the entrance to key features (viewpoint, picnic area etc); Accessible parking or drop-off; Accessible seating/picnic tables Where paths aren't accessible: Clearly signpost which routes are accessible and which are not Provide maps or information boards. Potential use of one area for accessible seating/picnic area. This will be investigated after opening when feedback received.
A8	Signpost permitted pathways					A5	4' high 4x4 wooden marker post to be dug in and set in postcrete. £60 per post + VAT 15 ordered. DW plus one to mark out position of posts ready for installation. SG to order discs. Meeting increased this to 20. Work is now complete.
SITE RULES							
R1	Draft Rules (e.g. litter, dog waste, dog access, horse access, bike access, car park opening times, pedestrian opening hours, picking blackberries OK, picking flowers & digging up plants not OK?, emergency numbers)	Committee Member					Rules adopted at March meeting. S.G. to create and laminate
R2	Agree Rules	Committee				R1	Rules adopted at March meeting.
SITE MANAGEMENT							
M1	90 Day Actions from Tree Survey	Wallace Arboriculture	£ 890				Done. Specification drafted for the next tranche of works
M2	Risk Assessment including water safety/Life rings	Sarah Gaeta					RA approved. Life rings ordered.
M3	Fence off & information sign on Japanese Knotweed						18m of 4' high post and four strands of strained wire in front of knot weed area. £380 + VAT. Now agreed
M4	Any actions required by Risk Assessment						RA approved. Signage and life rings ordered. Water Safety Plan approved.
M5	Further tree survey for any new pathways not yet surveyed						Current pathway trees included in the prior tree survey.
M6	90 Day Actions from further Tree Survey						Identified - 1 year action - quote agreed.
M7	Agree waste collection (if needed)						BDC will empty dog waste bin
M8	Install CCTV (if needed)						CCTV quotes to be sourced.

1. Poplar plantation - further information on harvesting of poplars for income generation to be investigated. Potential to replace with the native Black Poplar. 2. Lanes Wood deer fencing to be investigated.

Action #	Action	Who By	Cost	Start Date	Duration	Dependencies	Update
M9	Install bins (if needed)						Dog bin ordered - metal, green, 35L, post. Now delivered
M10	Draft site caretaker role						See M11
M11	Agree site caretaker role	Committee				M10	Weekend only openings; car park will need opening and closing; current staff will be approached initially, plus potential volunteer support
M12	Contract site caretaker					M11	See M11
M13	Draft & cost site management plan 2025 & 2026						Tree works ongoing/assessed; pathways to be maintained; areas around lakes maintained in conjunction with the fishing club.
M14	Agree site management plan 2025 & 2026						Oversight of park will remain with the committee. Sub-committees can be formed for long-term planning.
FISHING CLUB							
F1	Meet with Fishing Club to discuss plans						Meeting held and committee updated.
F2	Any pre-opening actions agreed with Fishing Club						Signs for fishing club (private); caution pedestrians and vehicles - ordered, to be installed on receipt
COMMUNICATION							
C1	Progress update village voice & social media - November						
C2	Progress update village voice & social media - January						
C3	Progress update village voice & social media - March						Article in April Village Voice with update
C4	Publicise opening event					O1	Village Voice; Community Information Event; Party in the Park; noticeboards; social media; website.
C5	Information Board including map of site & rules						Quotes obtained for April meeting. Quote of £1.5k for a two bay aluminium board agreed
C6	Information page on PC website					A4, R2	TBC
OPENING							
O1	Agree opening date						TBC
O2	Plan invitees for opening event (VIPs, local groups, care homes, schools, residents, local businesses, EWT, Woodland Trust, Councillors, Cary-Anne Hornsey (foraging lady), more??)						No 'grand opening' at this stage.
O3	Plan activities for opening e.g. guided walks, treasure hunt, foraging walk/talk, refreshments, suggestions & feedback opportunities, anything else?						TBC
O4	Raise sponsorship/funding for opening event (see I1-I6)						TBC
O5	OPENING EVENT					A1, A4, A5, A7, A8, R2, M1, M2, M3, M4, M6, M8, M9, M12, M14, F2, C4, C5, C6, O1, O2, O3, O4	TBC
FUNDING - INCOME & EXPENDITURE							
POTENTIAL INCOME							
I1	Grants e.g. LNP Community Fund 2025, National Lottery Awards for All England - Environment						Section I - to be looked at after the opening event.
I2	Section 106						Funds available.
I3	Parish Council held funds for Community Park (£47K)						Remaining 25/26 budget moved to EMR at start of 26/27 year.
I4	Donations from ECC or BDC councillors						Possible BDC councillor fund for cameras.
I5	Sponsorship from local businesses						
I6	Willow Trees						
PLANNED EXPENDITURE							
E1	Calculate Planned Expenditure 2025 & 2026 & compare with potential income, adjust plans if necessary						Budget agreed by PC in January.