

Clerk to the Council
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Parish Council

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21st September 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 28TH SEPTEMBER 2026 AT 7.30 PM**

for the purpose of transacting the following business.

SL Gaeta

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A G E N D A

- 1. Apologies for Absence**
- 2. Minutes** of the Community Park Committee Meeting held on 17th August 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 review and adopt the Fire Safety Action Plan.
 - (b) To review quotes received for CCTV cameras, appoint a supplier and agree any other additional expenses, for example, poles and installation.
 - (c) To discuss and agree whether to grass seed the picnic area.
 - (d) To review progress on the Community Park Opening Action Tracker.

7. Matters for the next agenda

To confirm the date of the next meeting and propose matters for the agenda.

Community Park Fire Safety Action Plan

Purpose

Protect visitors, volunteers, contractors, wildlife and park assets; minimise fire risk; and ensure a coordinated response to any fire incident.

Principal Fire Risks

Dry grass and vegetation, discarded smoking materials, litter and glass, deliberate fire-setting, fireworks, open fires, barbecues, maintenance activities and hot weather conditions.

Preventative Measures

Maintain grass and vegetation, remove excessive dead vegetation, keep access routes clear, empty bins regularly, remove fly tipping promptly, and inspect for litter accumulation.

Public Controls

Barbecues, open fires, fire pits, Chinese lanterns and fireworks are prohibited unless specifically authorised by the Parish Council. Appropriate signage should be displayed at park entrances.

Smoking

Display responsible disposal messages where appropriate and monitor areas where cigarette litter may accumulate.

Seasonal Wildfire Measures

During periods of prolonged hot, dry weather, increase inspections, check bins more frequently, display temporary wildfire warning signs and communicate risks through Parish Council channels.

Emergency Access

Maintain emergency vehicle access routes free from obstruction. Maintain a site map, grid reference, What3Words location and keyholder contact details.

Fire Detection and Reporting

Any person discovering a fire should immediately call 999, provide the location and What3Words reference if known, warn others nearby and move to a safe location. Members of the public, staff and volunteers should not attempt to fight fires.

Evacuation Procedure

Call 999, direct visitors away from danger, prevent access to affected areas where safe to do so, meet emergency services at the agreed access point, and record the incident afterwards.

Training and Awareness

Those involved in managing the park should receive periodic awareness training covering wildfire risks, prevention measures and emergency reporting procedures.

Incident Review

Following any fire incident, complete an incident report, review lessons learned and update the plan where necessary.

Action ID	Phase	Action / Task	Lead Person
1	Prior to Opening	Confirm opening date and public opening arrangements	Committee
2	Prior to Opening	Complete site safety inspection and address outstanding issues	Committee and Clerk
3	Prior to Opening	Install / check signage, notices and wayfinding	Contractor
4	Prior to Opening	Arrange cleaning, waste and ongoing maintenance arrangements	Clerk
5	Prior to Opening	Confirm emergency procedures, contacts and incident reporting process	Clerk
6	Prior to Opening	Brief staff, volunteers, contractors and relevant partners	Committee
7	Prior to Opening	Prepare communications and public opening information	Communications Officer
8	Prior to Opening	Plan opening-day staffing, access, security and visitor arrangements	Committee and Clerk
9	After Opening	Carry out opening-day / first-week inspection and record issues	Committee and Clerk
10	After Opening	Review public feedback and log follow-up actions	Committee and Clerk
11	After Opening	Check maintenance, cleaning and waste arrangements are working	Clerk
12	After Opening	Review safety / incident reports and implement corrective actions	Clerk
13	After Opening	Complete post-opening review and agree ongoing action plan	Committee

Support / Team	Target Completion Date	Status	Progress / Update	Priority
Clerk		Not Started		High
Contractor		Not Started		High
Committee and Clerk		In Progress	Signage received; waymarkers in place.	High
		Not Started		High
		In Progress	Noticeboard to be populated during staff visit on 1st October. Fire Safety Action Plan draft presented to Committee on 28th September.	High
Clerk		Not Started		Medium
Committee and Clerk		Not Started		Medium
		Not Started		High
		Not Started		High
		Not Started		Medium
		Not Started		Medium
		Not Started		High
Clerk		Not Started		Medium

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Community Park Opening – Action Summary

Metric	Count
Total actions	13
Prior to opening	8
After opening	5
Not started	11
In progress	2
On hold	0
Complete	0
High priority	8
Overdue	0