

TUTBURY PARISH COUNCIL

Open Spaces Committee meeting minutes.

Charity House, Duke Street, Tutbury on Monday 3rd November 2025 at 7.30pm.

Present – Francis Crossley- chair, Lydia Crossley, Gill Hough, Mary Upton.

11/25/OS/01- Apologies – Pete Steadman, Dave Morris.

11/25/OS/02 - Declarations of Interest & Dispensation Requests – a) Register of Interests: Councillors are reminded of the need to keep their register entry up to date. b) To declare any Disclosable Pecuniary Interests (DPI), any Other Registerable Interests (ORI) and/or any Non Registerable Interests (NRI) in items on the agenda and their nature. Councillors who have declared a DPI, or an ORI must, where relevant, leave the room for the specified item.

- Cllr Mary Upton declared an interest on Item 6 of the agenda. It was agreed that she can remain in the room but not participate.

11/25/OS/03 - Public Participation. - None.

11/25/OS/04 – To receive the Chairs report – The chair reported that the padlock has been renewed to the main gate at Cornmill Lane by Tutbury Tigers with additional keys supplied for our access. The tree survey will be carried out on 6th November.

11/25/OS/05 – To consider and approve proposed actions for the changing rooms refurbishment grant application.- The chair informed the committee that the working party had met to discuss the refurbishments of the changing rooms based on a recent survey. There are grants available that we can apply for and we will need to obtain quotes. There have also been recent changes to the procurement regulations. As the projected expenditure is expected to exceed £30,000 the tender will need to be advertised on the Governments Contracts Finder website. Cllr Upton offered to obtain a quote and specification for the installation of a heat pump boiler. Actions agreed by the working party are as follows,

- Clerk to seek clarification on procurement and tender requirements.
- Clerk to contact the surveyor regarding next steps and request a works specification based on the existing survey.
- To obtain a quote and specification for a heat pump boiler.

The Parish Council would be expected to contribute around 35% of the costs with grants making up the difference. Our contribution will need to be included in the committee's budget requirements for the coming year. The chair informed the committee that the Clerk

may need help with the grant process due to the fact that there are other calls on her hours of work.

11/25/OS/06 – To consider and approve action to repair the concrete ramp and install a post on its corner at Cornmill Lane.- The chair informed the committee that he had met a local contractor on site to discuss the repairs. The works required are, to dig out the front corner of the ramp and fit a concrete post and infill around the edge of the ramp on two sides. The quote total for the works is £580, proposed FC, seconded GH agreed by all.

11/25/OS/07 – To consider and approve the siting of a container purchased by Tutbury Tigers FC on Charities land playing field.- After discussing the additional container it was decided that we do not have enough evidence that an additional container is required. We have no information to tell us what will be stored in the container or whether the original container is being fully used. The landowners are Tutbury Parish Charities who will need to be approached for approval. Our conclusion is that we must refer back to Tutbury Tigers before we can agree and speak to the landowners.

11/25/OS/08- To consider and approve completing and purchasing planning permission for a container purchased by Tutbury Tigers FC.- The committee read through the planning application information. If the Parish Council apply they will have to pay half of the usual fee of £298, which will be £149. There is however information required when completing the form that only Tutbury Tigers can supply. These include :-

- Location Plan.
- Site Plan/Block Plan.
- Elevation Drawings.
- Specification/materials.
- Design and access statement.
- Justification/usage statement.
- Drainage/ground works proposal.
- Environmental impact.
- Ownership certificate.

The existing container supplied and owned by the Parish Council is on a concrete base and it was felt that an additional container will need the same base. The committee concluded that the Clerk should be instructed to send the application form to Tutbury Tigers FC for them to supply all of the information on that form. We will then apply as the Parish Council if approval is granted by the landowners.

11/25/OS/09 – To consider action in relation to signs erected on Public Right of way Tutbury 2.- The chair informed the committee that permissive path signs have been erected on the footpath near the weir. The signs suggest that this footpath could be closed to the public. The committee concluded that this is a designated footpath and that the signs are

misleading. It was felt that we should instruct the clerk to inform the landowners and tenant farmer that these signs should be removed.

11/25/OS/10 – To consider and approve action to repair a stile on Park Lane footpath.-

The chair informed the committee that the posts to the stile have been repaired by the Civic Society but the step up through the stile still needs repair which had been missed on the original quote. It was agreed to approach a local contractor for an additional repair quote and to be forwarded to the Civic Society.

11/25/OS/11 – To agree on Budget requirements for the committee for 2026-2027

financial year.- The committee read through the receipts and payments forecast for the current year. The gross total for this year is forecast to be £24,897.67p. This include £12,600 for the tarmac access road at Cornmill Lane, an additional £1,000 for the changing room survey. It was proposed by FC and seconded by LC that we leave the budget at the same level as this year because our grant application costs next year, will be similar to that of the tarmac road this year. All were in favour.

11/25/OS/12 – Items for the next Agenda.- Changing rooms refurbishment, The container at Cornmill Lane, The Tree Survey report.

11/25/OS/13 – Date of next meeting –

1st December 7.30pm.