

Minutes of TOTH Lake Management Committee (LMC)

4 August 2021

LMC 21.20 Chair's welcoming remarks - Cllr Lyons (Chair) opened and chaired the meeting and welcomed all those present to this first face to face meeting of the LMC. Cllr Lyons thanked Mr S Chaloner from Featherbenders and Flyfishers for his positive contribution to the work of the committee and welcomed Mr B Inglis MBE.

LMC 21.21 Public time the following issues were raised

1. It was noted on the agenda there are comments about hooks, weeds and fly-fishing. The parishioner gets the feeling that the Parish Council and parishioners think the fishing club have little interest in nature around the lake but that is not the case. The parishioner when onto say if you analyse the 3 parties interests in the area Scouts is peripheral, parishioners it's walking with children dogs and interest in nature but the fishing club is different. They need a wide variety of aquatic insects and nature to reproduce year on year. Anglers are committed to encouraging nature it is their lifeblood.
2. Cllr Bindley referred to an email sent to the Parish Council by LCC which might interest the committee. There is funding via the Local Authority Treescapes Fund to apply for free Native trees in Non-woodland settings but the application has to be in by 3 Sept 2021. Cllr Bindley agreed to coordinate the application and after a discussion it was agreed to
 - a. Support the application provided suitable locations can be found with the landowners permission for planting
 - b. Review the hedgerows each side of the main entrance to the lake with a view to filling in gaps with hedges and trees, **Action Wildlife Group**
 - c. Send out an email to Parishioners to see if any landowners are interested in being part of the application **Action Parish Clerk**

LMC 21.22 Lake Management Committee

1. Membership: Cllrs R Sheldon MBE, N Lyons (Chair), R Abrahams, M Bindley, Mr B Inglis MBE (Featherbenders and Flyfishers), Mr O Chapple (27th Lincoln Scouts), Mr T Magri, Mr N Greaves (Parishioners)

Deputies Mr S Chaloner (Featherbenders and Flyfishers), Mr F Firth (27th Lincoln Scouts), Mrs S Lyons and Mrs A Houghton (Parishioners)
2. Present: Cllrs R Sheldon MBE, N Lyons (Chair), , M Bindley, Mr B Inglis MBE (Featherbenders and Flyfishers), Mr O Chapple (27th Lincoln Scouts), Mrs S Lyons , Mr N Greaves (Parishioners), J Guest Parish Clerk, 1 member of the public
3. Apologies: Cllr R Abrahams, Mr T Magri
4. Declaration of interest and declaration of gifts and hospitality over £25: none

LMC 21.23 Minutes of the meeting of 28 April 2021 were accepted as a true record. It was noted that the agenda does not give an opportunity for comments from Scouts or Fly-fishing. It was agreed to add feedback from other lake user to future agenda's. The Chair agreed items could be brought up at the end of the meeting by Mr O Chapple **Action Parish Clerk**

LMC 21.24 Review of outstanding agreed actions from previous meeting

The following actions were discussed and agreed actions from the discussions noted in italics

Date	Actions	By whom	Appendix
Ongoing	Review extracted ROSPA report actions – <i>completion dates were added for points 1 and 18</i>	Committee	A
20 Feb 21	Rules and regulations notices and signage update. – <i>Cllr Lyons gave a verbal report £268 for 2 Rules and regulations signs which was agreed plus a cost for installation by the supplier which was also agreed.</i> <i>“Welcome to Eric East Memorial Lake” Wooden sign – it was agreed to appoint the 2nd supplier who quoted as the 1st Supplier let us down.</i>	Cllr Lyons Parish Clerk Parish Clerk	
18 Nov 20	Screening at the back of the scout hut could wait until the Autumn.	Mr T Magri Mr O Chapple	
10 Feb 21	Litter bin near railway crossing – <i>is now installed and being emptied by NKDC. Cllr Lyons to visit Railway Inn as some concerns have been received</i>	Cllr Lyons	
Ongoing	Review Lake maintenance plan and map – <i>As there has been a change of representatives it was agreed the new group who would work on a draft plan to bring to a future meeting. The issue of ragwort and limited access by pushchairs and wheel chairs was also discussed which will be addressed in the maintenance plan</i>	Cllr Sheldon Mr F Firth Mr S Chandler Mr N Greaves Cllr Lyons	
April 2021	Proposal for siting of benches around the lake – <i>was discussed and approved and the map will form part of the Memorialisation Policy. The following points were also agreed:</i> <ul style="list-style-type: none"> • <i>Mount the benches on the grass and anchor them securely to prevent theft</i> • <i>Benches will need strimming once installed</i> • <i>Benches will be offered on a first come, first served, basis</i> • <i>Under the terms of the lake, only village residents would be eligible for memorial benches</i> 	Parish Clerk	

LMC 21.25 Review of notes from an informal visit to Lake 30 June 2021. The following actions were agreed or noted

1. Risk Assessment (RA) and ROSPA related issues

- a. In the course of walking around the lake no new risks or hazards were identified to be added to the Inspection Report – noted
- b. Residents from an adjoining property on Station Road have created their own back-garden entrance to the lake, which is screened by the strip of woodland on the eastern boundary. It was agreed the fence should be repaired and residents informed that this is not acceptable.

Action Parish Clerk

- c. The fixing of back casting signs was discussed and it was broadly agreed that these would be mounted at the entrances, as too many signs would be required if there were sited at each fishing location, and they themselves could present a hazard.

Action: Parish Clerk

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2. Vegetation and overgrowing branches.
 - a. Overhanging branches will be locally cut back using a telescopic saw. Mr Fran Firth will undertake this work supported by Mr O Chapple. A Risk Assessment will be provided before the work commences **Action Mr Fran Firth Mr O Chapple**
 - b. An oak tree on the norther perimeter will not be cut back for the time being at least
 - c. The self-seeded saplings at the entrance to the lake will be locally removed to improve access to the Scout Hut and Northern part of the lake. An RA will be required before work commences. **Action: Scouts and Cllr Sheldon**

3. Accident report

In light of the accident reported by a member of the fishing club, without prejudice all the small wildflower signs will, and have already, been removed.

4. Strimming & Topping

- a. The recent topping (4 to 6 weeks ago) was felt by some to be unsatisfactory because the dock plants were simply flattened and sprung up again quickly. Feedback should be provided to the contractor to see if improvements can be made in the future, even if this increases the cost. **Action Cllr Sheldon**

Work is underway to treat the docks by the Wildlife group **Action Wildlife Group**

- b. Different views prevail on the lake appearance, with many residents voicing their approval for a more rustic looking lake with wilder areas to support wildlife. The lake has been “strimmed” by the fishermen, but once again some residents have expressed opposition to removal of weeds and growth close to the lake shore. In the future, it would be good to have more discussion to try and strike a balance between the needs of fishermen and residents. These comments have been noted by the committee

5. Scouts

The Scouts desire to have some form of fires when they camp was discussed. The group was broadly supportive of allowing temporary “fire bowls” above the ground (like split oil drums) which would not encourage others to have fires and would not scorch the turf. A formal proposal and RA should be presented to the LMC

Action: Mr O Chapple

LMC 21.26 Financial matters

- a. Expenditure authorised – £19 land registry search
- b. Income to note – None
- c. Financial report was accepted

Budget	Spend
£1140 Maintenance	£90 Topping
£660 Signage	£19 Land registry search
£200 Bulbs	

LMC 21.27 Correspondence received

- a. Request from Fly-fishing Club regarding permission for a club fishing competition at the lake on Saturday 11th September 2021 without a BBQ to follow was agreed in principle subject to

- a risk assessment being received by the LMC at least 2 weeks prior to the event which would be agreed by the LMC **Action Mr B Inglis**
- 20 fishers maximum taking part
- Parking to be managed and anglers encouraged to pair up to reduce the number of cars

It was agreed to provide the Parish Clerk with details of the event which will be forwarded to Parishioner via email and notices to be placed on the gates to warn of the event,

Action Fly-fishing club and Parish Clerk

- b. Letter received from Fishing Club regarding an accident to a member – covered in min no. 21.25.3
- c. Email received from parishioner regarding BBQ litter and picnic by group of young people – this was noted and thanks to those who cleared up after the group. Mr B Inglis also informed the committee that he had cleared up bottles that had been thrown in the lake.

LMC 21.28 Wildlife Group report provided an update to include dealing with the docks plants, bird boxes, wild flowers, finding a fishing hook lodged in tree etc. suggestions were made about spot spraying in 2022. Bird boxes had some success and looking at clearing them out for 2022. Wild seeded areas need cutting in the autumn and left for seeds to drop. Listing those plants which have been successful. Discussion around finding a fishing hook in the tree with line attached. Mr B Inglis informed the committee that he often walks around the lake looking for hooks and removes them. If he is contacted he will come out to collect the hook which was reassuring

LMC 21.29 Health and Safety – it was agreed to put on the agenda for the next meeting the lake inspections asking if other committee members would be able to carry out the monthly lake inspections.

Action Parish Clerk

LMC 21.30 Courteous behaviour - Cllr Lyons reminded the meeting of the importance of behaving correctly and being polite to other people whilst on the lake site. It was also noted there is a 5mph speed limit on the lake access track and it should be kept to.

LMC 21.31 Review of lake policy which now includes the Rules and Regulations – it was agreed this be put on the next agenda for a review

Action Parish Clerk

LMC 21.32 Scouts – Yesterday a wasp's nest was discovered at the lake near the scout hut and 2 people had been stung. It was agreed to engage someone to remove it at a cost of £45

Action Mr O Chapple and Parish Clerk

LMC 21.33 Closed session

- a. Site boundaries Update from Cllr Lyons and discussion around Duty of Care issues arising out of the update. See min. no. LMC 21.25.1.b
- b. Complaint received regarding an incident at the lake site was discussed and it was agreed to send both parties a letter. It was agreed to redact correspondence for future meeting if necessary to allow non council members to take part in the discussion

Action Cllr Lyons and Parish Clerk

FUTURE MEETING DATES – 17 November 2021

Action Parish Clerk

Appendix A – Extracts from ROSPA

Recommendations from ROPSA report dated 3rd July 2020

ROSPA commented - If our recommendations are implemented the risk of someone drowning or being injured is likely to be at an acceptably low level, in relation to other water sites across the country.

No.	Area	Recommendation	Priority	LMC agreed actions	Action by	Comp date
1	Anglers	Angling club to provide arrangements for all anglers to be made aware to check for passers-by before casting to avoid line or hook injuries. Provide nag signs 'Beware of pedestrians', 'Beware of casting'.	High	a. When image for signage is agreed there will be a sign placed at both lake entrances b. Article to go in View from the Hill c. Email sent to all members of the Flyfishing club	Parish Clerk Cllr Lyons Mr Chaloner	May 2021 Feb 2021
2	Anglers	Whilst driving on site ensure priority is given to pedestrians, through signage.	High	a. Email sent to all members of the Flyfishing club	Mr Chaloner	Feb 2021
3	Anglers	Groups to provide evidence that arrangements are in place so that any reversing on site should be away from the lake slopes to prevent accessing the water.	High	a. Email sent to all members of the Flyfishing club	Mr Chaloner	Feb 2021
4	Residents, visitors and families	Maintain long grass/vegetation on the lakeside slopes to slow young children from reaching the water and catch balls from any informal play.	Med	a. Long grass and vegetation recommendation will be reviewed at a later date b. Use of ball games prohibited to be added to risk assessment and Rules and Regulation signage	Committee Parish Clerk	Feb 2021
5	Residents, visitors and families	Ensure visitors are aware that the water can be very deep via signage	High	Signage in place and checked monthly on inspection report		Nov 2020
6	Residents, visitors and families	Encourage water safety education at the local primary schools as pupils are likely to visit the lake with friends or family.	High	Discuss with the School water safety talks in general and not specifically with regard to this lake. Not all pupils at the school are in the parish and therefore not eligible to visit the lake.		

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7	Scouts	Contact the scout group, provide the water depth information and request a copy of the safety arrangements for the activity. The aim should be to make sure that Scout Group leaders are aware of the deep water and have considered the risks appropriately so that and that permission to use the water is based on a competent person(s) supervising the activity.	High	A copy of the depth report has been shared with leaders and is available from the Parish Council. A risk assessment is carried out by Scout leader each time scouts use the water`	Mr Chapple	Nov 2020
8	Scouts	The life ring should have emergency instructions for use, location and contact details as provided on the other Parish Council's life rings housings. Consider replacing with a throw line. Implement a regular monitoring plan to make sure the equipment is in place.	High	<p>a. Contact details etc. as referred to will be checked and all rings will carry the same notice</p> <p>b. Police informed members of the Committee that throw lines are being stolen in other lakes and therefore are not in favour of replacing rings with lines. However usage of the rings will be monitored.</p> <p>c. Scout instructors carry throw lines when scouts are on the water</p>	<p>Mr Lyons Parish Clerk</p> <p>Inspection report</p> <p>Mr Chapple</p>	<p>Nov 2020</p> <p>Nov 2020</p>
9	Maintenance	Ensure RAMS are in place for maintenance operative safety carrying out ground maintenance on vegetation near slopes	High	Current Parish Council procedures require sight of Risk Assessment Method Statement (RAMS) before any work commences.	Parish Clerk	Nov 2020
10	Maintenance	Ensure long grass and hostile vegetation is maintained round the log pile/wildlife habitat area to deter visitor access.	High	Noted in maintenance report	Parish Clerk	Nov 2020
11	Maintenance	Provide gates at entrances to allow buggies and wheelchairs but where possible exclude motorbikes.	High	<p>a. Pedestrian gates are at both entrances and allow buggies and wheelchair access</p> <p>b. Monitor and report the occurrences with motorbikes accessing the site and add to inspection report.</p>	<p>Parish Clerk</p> <p>Parish Clerk</p>	<p>Nov 2020</p> <p>Nov 2020</p>
12	Maintenance	Formal, easy to read code of conduct and safety information boards should	High	Being developed see minutes of meetings. Rules and regulations agreed at meeting 10 Feb 21 are being		

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		be provided at the entrance gateways and where the Eagle Road access opens onto the lake side.		sourced		
13	Maintenance	All life rings should be checked and inspected regularly. Keep a record of this. Consider throwlines as alternatives as these are easier to throw longer distances.	High	a. Life rings are inspected monthly and checked on a rotational basis to ensure they are fit for purpose b. Police informed members of the Committee that throw lines are being stolen in other lakes and therefore are not in favour of replacing rings with lines. However usage of the rings will be monitored.	Inspection report	Nov 2020
14	Maintenance	Repair perimeter fencing where damaged and if necessary consider additional hostile planting in to deter access at the site perimeter.	High	a. Fencing is checked as part of the monthly inspection report and repaired as necessary b. Hostile planting will be reviewed at a future meeting	Parish Clerk Committee	Nov 2020
15	All users/Other issues	Communicate with those accessing the lake and lake side with improved and clear to read code of conduct and water safety messages at the two main entrances. This should acknowledge other activities on site.	High	Rules and regulations agreed at meeting 10 Feb 2021 and are being sourced		
16	All users/Other issues	Ensure annual monitoring and evaluation of the risk assessment and controls. Particularly consider the use of the lake during out of school times and bank holidays.	High	Risk assessment will be on the agenda to be reviewed at every meeting of LMC	Parish Clerk	Ongoing
17	All users/Other issues	Ensure all users are aware of the dangers of ice and that the water can be very deep.	High	Since the Parish Council owned the lake there has been no evidence of ice on the lake. This will be monitored via the monthly inspection reports but currently the deep water signs meet this requirement	Parish Clerk	Nov 2020
18	All users/Other issues	Take legal advice on private access to site to avoid this becoming a permitted access in the future.	High	Informal investigations to be conducted prior to any decisions being taken	Parish Clerk	July 2021

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Other comments made in the report to be actioned / noted

- a. Entry signage needs to be compliant with BS ISO 20712-1:2008 and BS ISO 3864-1:2011 – see link <https://www.rospa.com/rospaweb/docs/advice-services/leisure-safety/national-watersafety-signs.pdf> and it needs to be more permanent and posted in a more visible location upon entry and where the main access opens onto the lakeside – Noted and agreed **Action Parish Clerk**
- b. Ensure authorised user groups have provided risk assessments for their activities – Noted and agreed **Action Parish Clerk**
- c. There is a list of hazards on page 8 of the report (extracted below) which need cross checking with the Lake risk assessment to make sure all have been identified and/or checked against the anglers and scouts risk assessments – Noted and agreed **Action by specific groups as specified below**

Anglers – deep water drowning, Car accessing water, sudden drops in water, lone fishing, personal security if alone, hook injuries

Scouts - deep cold water drowning, Camping sleepwalking, underwater snags, caught by fishing hook, inadequate supervision (training or number of supervisors), maintenance of boats, hit by car within site

Residents and families, walkers, dogs - hit by car within site, caught by fishing hook, adult non intended access into lake eg dog rescue, altercation between users and user groups, water quality/leptospirosis etc

Unregulated users - competency of non-allowed boaters, swimmers, intoxicated visitors – drowning, fire from BBQ, private gate access to site from neighbouring property, hit by car within site