

ILMINSTER TOWN COUNCIL

Council Offices
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Town Clerk: Joy Norris

25th June 2013

Dear Councillor

A meeting of the **OPEN SPACES COMMITTEE** which you are summoned to attend will be held on **Tuesday 2nd July 2013 at 19:30hrs**. The meeting will be held in the Council Chamber, Council Offices, North Street, Ilminster.

The business to be transacted at the meeting is outlined on the Agenda below. Any reports listed as "to follow" will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

Yours sincerely

A handwritten signature in cursive script that reads 'Joy Norris'.

Joy Norris
Town Clerk

OPEN SPACES AGENDA

1. **Apologies for absence.**
To receive apologies for absence from Councillors unable to attend the meeting.
2. **Declarations of Interest.**
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of interest.
3. **Minutes.**
 - a) To confirm the minutes of the meeting held on 21st May 2013 as a correct record.
 - b) To consider the action list relating to the Open Spaces committee (to follow)
4. **Election of Vice-Chair.**
To elect a Vice-Chair for the Open Spaces Committee.
5. **Wardens Report.**
To receive the report from the Senior Open Spaces Warden about recent warden activities in Ilminster. (report attached).
6. **Financial Comparison**
To receive information about the Open Spaces expenditure and commitments to date when compared with the 2013/14 budget (to follow).
7. **Open Spaces Review**
To receive an update on the Open Spaces Review.

Iminster Town Council

- 8. Winterhay Lane Project**
To receive an update on the Winterhay Lane play area project.
- 9. Muddy area of pathway at Herne Hill**
To consider suggestions to improve the muddy area of pathway at Herne Hill.
- 10. School Competitions**
 - a) To appoint judges for the Greenfylde School Competition on 10th July 2013 at 9.30pm
 - b) To appoint judges for the Swammead School competition on 19th July 2013 at 9.40am
- 11. Strawberry Bank**
To receive an oral report from the Chair of Open Spaces regarding planting arrangements along Strawberry Bank.
- 12. Churchyard railings**
To consider quotations received to paint the railings around the Churchyard (quotations to follow)
- 13. Market Town Investment Group.**
To receive an update from the Market Town Investment Group
- 14. Weed killing at the Recreation Ground.**
To consider the quotations received for weed killing to be carried out to the recreation fields (quotations to follow).
- 15. Water Supply at the Cemetery**
To consider the quotations received for the installation of a water supply at the cemetery (quotations to follow)
- 16. Cemetery Lodge – Tenants contract renewal**
To consider the request from the tenants of the Cemetery lodge to have a rolling month to month contract
- 17. Flower trough at Sea Road**
To consider moving the flower trough at Sea Road onto the area owned by Gooch and Housgo
- 18. Fixed barrier encircling the pitch – Football Club**
To note the Football Club's intention to install a fixed barrier encircling the football pitch.
- 19. Request to use Recreation Ground/ Brittens Field**
The Clerk to provide information on a request to use the recreation ground/Brittens field.
- 20. Exclusion of Press and Public**
To consider excluding the press and public from the meeting so that Councillors can receive a legal advice regarding the covenant of the cemetery wall
- 21. Legal Advice regarding the covenant of the cemetery wall.**
To receive legal advice regarding the covenant of the cemetery wall

Action List for Open Spaces meeting on 2nd July 2013

No	Meeting Date and Minute Number	Topic	Action (to do)	Action by	Action Taken	Completion date
1	11.12.12 Item 8	Safety Surfaces	Need to measure the area at the side of the skate park and obtain quotes	Marilyn/Tony	1) Waiting for measurement 2) Measurements rec'd - awaiting quotes 3) Additional areas also need measuring before order can be placed In the process of compiling list	
2	31.01.13 Item 6	MTIG Update	RESOLVED that The Chair discusses potential projects with the Town Clerk, and compiles a list, which will be sent out to councillors for their comments.(MTIG)	Cllr Goodall/Joy		
3	31.01.13 Item 10	Workshop Entrance	Town Clerk to approach Cricket Club to see if they will contribute towards the cost of replacing the surfacing outside the workshop entrances <ul style="list-style-type: none"> • Prices obtained for the work needed to be done for the area outside the Cricket Club's entrance • Need to obtain more up to date quotes for all the areas that need new matting surface • Need to obtain quotes for concrete to be laid instead of matting • Arrange for the Committee to view other local areas that use this matting • Find out the life expectancy of the matting 	Joy	On hold pending Open Spaces Review	
4	05.03.13 Item 9	Digging Cremation Plots	RESOLVED i) that the existing cemetery rules and regulations should be more robustly enforced ii) that the Town Clerk reports back to the Committee in 3 months time advising of any continuing problems	Joy	Ongoing Report back in June 2013	Due to be put on agenda in August

Circulated at meeting

Action List for Open Spaces meeting on 2nd July 2013

No	Meeting Date and Minute Number	Topic	Action (to do)	Action by	Action Taken	Completion date
5	23.04.13 Item 4	Warden's Report	Quotations for Weed Killing work – Once all quotation back, this matter will need to be discussed at Open Spaces	Joy/ Marilyn/ Michelle	To add to OS agenda planner	1) Added to agenda planner 14.05.13 2) Waiting for quotes 23.04.13 3) One quote rec'd 02.05.13 Waiting for other quotes – 01.07.13
6	23.04.13 Item 9	Planting of the area known as 'the Triangle'.	Report back to Councillors when ownership of the land has been established	Joy	1) Waiting to hear from SCC 23.04.13 2) Cllr Vjeh will chase up on our behalf – 21.05.13 3) Cllr Vjeh sent email with a plan of the site. – Joy looking at this information	
7	23.04.13 Item 12	Water Supply at the cemetery	RESOLVED that the Town Clerk obtains quotations for a new water supply for the cemetery.	Joy/ Marilyn/ Michelle	To obtain quotes	1) One quote rec'd 2) 2 nd quote will be provided after 8 th July 2013
8	23.04.13 Item 13	Cemetery lodge	RESOLVED that the Town Clerk obtains quotations for the repairs to the minor internal and exterior cracks of the cemetery lodge.	Marilyn	To obtain quotes	1) Requested quotations on 21.06.13
9	23.04.13 Item 14	Removal of cemetery wall	Inform the Committee once the work has started to remove the cemetery wall.	Joy	Work due to start on 1 st July 2013 Phoned on 01.07.13, will now start on 08.07.13	

Open Spaces - Resolutions

Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
Toilet Block Guttering OS 23.10.12	Resolved that delegated authority is given to the Town Clerk to purchase galvanised guttering for the toilet block at a cost not exceeding £600 +VAT	04.12.12	1) Guttering purchased 07.01.13 2) Additional items needed - ordered 11.06.13 3) In the process of installing guttering – 01.07.13
Winterhay Lane Recreation Ground FENCING OS 23.10.12	Resolved that subject to the ownership of the fence being confirmed in writing, as to belonging to Ilminster Town Council, the Town Clerk is given delegated authority to order the supply and erection of the fencing for a cost not exceeding £650.00 + VAT.	04.12.12	1) Quotes obtained 2) Waiting for SSDC to confirm ownership.
Rec Review Group TC 04.12.12	Resolved that 3 quotations should be sought for land drainage of the area used by the fair and laying grounds matting on the area for access by the fair, based on the herringbone design considered by the Review Group	04.12.12	1) Seeking quotations 29.01.13 2) Order raised on 08.05.13 3) Work due to start after 10.06.13
Safety Surfaces OS 11.12.12	Resolved that subject to at least three quotations being obtained the Town Clerk has delegated authority to purchase 'wetpour' surfacing for the seesaw area and mesh matting for the other areas, not exceeding a total cost of £2,000 + vat	05.02.13	1) Three quotations received 2) Order raised on 11.04.13 3) Work due to start on 17.06.13 4) Work did not start – phoned contractor on 24.06.13 5) Due to start work on week beginning 01.07.13, but they will ring on 01.07.13 to confirm date 6) Confirmed they will start on Wed 04.07.13
Use of Recreation Ground FUNFAIR OS 05.03.13	Resolved that 1) subject to a satisfactory plan being received the funfair be offered Brittens Field in June. 2) the location for the fair in October be considered again when the schedule for the work on the Rec is known	26.03.13	1) Waiting for layout plans from Marshall Herbert 2) Plans received 03.04.13 3) Layout for Fair in June approved on 07.05.13 4) Layout for October will need to be approved at a later date. Put on agenda planner for Open Spaces Committee 5) Due to go to Open Spaces Committee in August
Summer Competitions OS 05.03.13	Resolved that 1) The scarecrow competition is organised to coincide with the Ilminster Experience event	26.03.13	1) Posters and application forms for scarecrow competition done 2) Poster for scarecrow competition on notice board and

Open Spaces - Resolutions

Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
	2) That the only floral competitions will be those for Greenfyde and Swanmead Schools		website 3) Judges for the scarecrow competition picked at OS Committee meeting on 23.04.13 4) Miniature Gardens and Skateboard Competitions – Entry forms done on 21.06.13
Boot Camp Style Fitness Class OS 23.04.13	Resolved that Ms Beaumont is given permission to hold a 'Boot Camp' style fitness class on the recreation ground subject to the following conditions: i) that the fitness class uses a grassed area of land which is under the Town Council's direct control, for one hour per week. The precise area to be agreed between the Town Clerk and Ms Beaumont. ii) that any damage caused by the class will be Ms Beaumont's responsibility. iii) that two of the tennis courts can be used if available on the day, for a period of one hour iv) that the Town Council will charge a fee of £2.00 per person (attending the class), but with a maximum charge of £20.00 per hour.	07.05.13	1) Mrs Beaumont informed 2) Need to write a formal letter outlining the conditions of use
Maintenance work on the cricket pavilion OS 23.04.13	Resolved that 1) The Council give permission for the Cricket Club to remove the old scoreboard and replace it with a window 2) The Town Clerk obtains at least 3 quotations for the price of gutting and paint for the cricket club pavilion and has the delegated authority to purchase the best value materials at a cost not exceeding £300	07.05.13	1) Three quotations received 2) Order raised on 20.05.13 3) Items delivered on 4) Cheque raised on 04.06.13 5) Additional items purchased on 24.06.13
Planting of area known as 'the Triangle'	Resolved that the Town Council makes a bid to the Market Town Investment Group for planters for the area known as the Triangle, Swan Precinct and Ditton	07.05.13	

Open Spaces - Resolutions

Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
OS 23.04.13 Ilminster Angling Association's request OS 23.04.13	Street Resolved that the Council allow the Ilminster Angling Association to introduce 200 F1 Carp to the canal subject to the following conditions: i) that the Angling Association provide, install and maintain, at their cost, a grill structure to a design to be approved by the Town Clerk who will take advice from the Environment Agency ii) that the weed maintenance is carried out regularly to prevent the fish from dying and to prevent the outlet pipe from becoming blocked.	07.05.13	1) In process of speaking to the Environment Agency
Ground Work at Recreation Ground Drainage Work OS 23.04.13	Resolved that the Town Clerk has delegated authority to accept the lowest quotation for the drainage work to be carried out to the area between the football ground and The Mead on the understanding with the Contractor that 40mm stones are used instead of 20mm stones.	07.05.13	1) Order raised 09.05.13 2) Waiting for Insurance documents 3) Insurance documents received 14.05.13 4) Order sent 20.05.13 5)
Topographical Survey OS 21.05.13	Resolved that the Town Clerk has delegated authority, after consultations with the Chair of Open Spaces and the appropriate Officers at SSDC, to accept the best value quotation for the topographical survey, subject to references being obtained.	18.06.13	1) Three quotations obtained 2) Request for references for the contractor chosen to carry out the work. 3) Reference received back 20.06.13 4) Order raised on 27.06.13 for area A
Removal of metal balance beam OS 21.05.13	Resolved that i) the metal balance beam at the Children's play area is removed due to health and safety reasons. ii) the Open Spaces Wardens replace the metal balance beam with a wooden balance beam to be designed and constructed by the Wardens.	18.06.13	1) The Senior Warden is looking at different options to replace the metal beam

Open Spaces - Resolutions

Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
<p>North West Cemetery Wall OS 23.10.12</p>	<p>Resolved that subject to legal advice suggesting an alternative course of action</p> <ul style="list-style-type: none"> i) The existing railings are removed (and stored for possible future use) ii) That the existing wall is removed where appropriate and made safe iii) that the Town Clerk obtains 3 prices for undertaking the work to remove the existing railings and wall and making safe and erecting a temporary fence and marking the boundary of the Ilminster Town Council land. iv) that the Town Clerk, following consultation with Chairs of the Open Spaces and the Finance and Policy Committees, is given delegated authority to accept the lowest quotation for the work and to authorise the work to commence v) that during the course of the work outlined in (vi) above a pictorial record is kept and expert opinion is sought as to the causes of the wall disintegration- with the neighbouring land owner or their representative present if they so desire (the cost of which must be met by the neighbouring landowner). vi) that a record is kept by the Town Council of all costs incurred for undertaking the work detailed in (i) above so that any appropriate recharges can be made 	<p>04.12.12</p>	<ul style="list-style-type: none"> 1) Three quotes received 2) Order raised 18.04.13 order no. 13/14-107 3) Approved at F C on 18.05.13 – the Town Council will no longer ask for a contribution from the neighbours. 4) Removal of cemetery wall due to start on 01.07.13 5) Start date moved to 8th July 2013

Financial Monitoring for Open Spaces Committee Meeting on 02.07.13

Head-ing No	Heading	Budget 2013/2014	Actual 20.5.13	Balance	Committed	Balance including Committed	Comments
	Open Spaces Income						
412	Grants	£1,660.00	£0.00	£1,660.00		£1,660.00	
421	Donations	£0.00	£678.00	-£678.00		-£678.00	
430	Rents	£5,520.00	£809.38	£4,710.62	£4,395.78	£9,106.40	Invoices sent on 24.05.13
431	Claims	£0.00	£0.00	£0.00		£0.00	
432	Miscellaneous	£0.00	£0.00	£0.00		£0.00	
		£7,180.00	£1,487.38	£5,692.62	£4,395.78	£10,088.40	
	Open Spaces Expenditure						
550	Employees	£52,605.00	£12,243.48	£40,361.52		£40,361.52	
551	Training	£1,000.00	£66.25	£933.75		£933.75	
552	Health & Safety	£640.00	£164.82	£475.18	£183.97	£659.15	
554	Insurance	£3,700.00	£0.00	£3,700.00		£3,700.00	
555	Vehicle Insurance	£395.00	£0.00	£395.00		£395.00	
556	Play Equipment Inspection	£395.00	£0.00	£395.00		£395.00	
558	Services/Rents	£4,600.00	£291.23	£4,308.77		£4,308.77	
559	Fuel	£2,100.00	£193.68	£1,906.32	£106.94	£2,013.26	
560	Purchases	£6,950.00	£1,067.35	£5,882.65	£40.96	£5,923.61	
561	Maintenance	£4,775.00	£374.06	£4,400.94	£125.00	£4,525.94	
563	Toilets	£3,730.00	£584.80	£3,145.20		£3,145.20	
574	Miscellaneous	£0.00	£0.00	£0.00	£111.84	£111.84	
580	Reserves	£32,194.00	£0.00	£32,194.00		£32,194.00	
585	Contingency/Unallocated	£15,000.00	£0.00	£15,000.00		£15,000.00	
590	Skatepark	£0.00	£0.00	£0.00	£7,704.00	£7,704.00	
591	Gateway (Brittens)	£0.00	£1,100.00	-£1,100.00		-£1,100.00	
	Seesaw surfacing				£775.00	£775.00	
	Removal of Football Stands				£2,068.00	£2,068.00	
	Drainage work - Rec				£4,300.00	£4,300.00	
	Topographical Survey				£2,760.00	£2,760.00	
	Total	£128,084.00	£16,085.67	£111,998.33	£18,175.71	£130,174.04	

Head-ing No	Heading	Budget 2013/2014	Actual 20.5.13	Balance	Committed	Balance including Committed	Comments
	From Reserves					£1,100.00	
	Balance - General Fund					£131,274.04	
	Cemetery Income						
626	Burial Fees	£5,900.00	£1,340.00	£4,560.00		£4,560.00	
630	Lodge Rents	£6,000.00	£1,500.00	£4,500.00		£4,500.00	
	Total	£11,900.00	£2,840.00	£9,060.00	£0.00	£9,060.00	
	Cemetery Expenditure						
754	Insurance	£1,440.00	£0.00	£1,440.00		£1,440.00	
758	Services/Rents	£570.00	£341.99	£228.01		£228.01	
760	Purchases	£600.00	£0.00	£600.00		£600.00	
761	Cemetery Maintenance	£500.00	£0.00	£500.00		£500.00	
762	Cemetery Lodge	£1,200.00	£120.00	£1,080.00		£1,080.00	
774	Miscellaneous	£0.00	£0.00	£0.00		£0.00	
780	Renewals & Reserves	£4,472.00	£0.00	£4,472.00		£4,472.00	
	Dismantle cemetery wall				£2,661.45	£2,661.45	
	Total	£8,782.00	£461.99	£8,320.01	£2,661.45	£10,981.46	
	Market House Income						
732	Miscellaneous	£160.00	£0.00	£160.00		£160.00	
	Total	£160.00	£0.00	£160.00	£0.00	£160.00	
	Market House Expenditure						
954	Insurance	£1,170.00	£0.00	£1,170.00		£1,170.00	
958	Services/Rents	£230.00	£127.42	£102.58		£102.58	
962	General Maintenance	£350.00	£0.00	£350.00		£350.00	
963	Miscellaneous	£0.00	£0.00	£0.00		£0.00	
980	Renewals & Reserves	£970.00	£0.00	£970.00		£970.00	

Head-ing No	Heading	Budget 2013/2014	Actual 20.5.13	Balance	Committed	Balance including Committed	Comments
	Total	£2,720.00	£127.42	£2,592.58	£0.00	£2,592.58	
	OS RENEWALS & RESERVES						
	Opening Balance = -£35318 + £32194 (from this year's budget)					-£3,124.00	
	For Britrens Field gateway					-£1,100.00	
	Balance as at 27.06.13					-£4,224.00	
	OS CONTINGENCY/UNALLOCATED						
	Opening Balance = £21888 + £15000 (from this year's budget)					£36,888.00	
	Balance as at 27.06.13					£36,888.00	

Wardens Report for meeting on 2nd July 2013

Since the last report for the meeting on meeting 21/05/13

The Open Spaces Wardens have:

- Cut grass (parks, cricket pitches, minster, cemetery, and flailing pathways on the hill) since the last meeting.
- Planted all the tubs etc with the summer plants
- Hung the hanging baskets at the market square
- Helped with the removal of the football stand
- Replaced the frog spring rider with another new home made hippo, at Winterhay Park
- Replaced a litter bin in Britten's field
- Completed our online health and safety training, along with manual handling and fire safety
- Removed the broken bench outside the art centre and have a new one ready to replace it (should have been done by this meeting)

Open spaces walkabout on 11th June 2013

- Everyone met at the minster to see the new flower bed that had been designed and planted mainly by Corry, (the apprentice for Open Spaces) as part of his course work.
- Then down to the recreation ground to see the broken fence, (toddlers play area), the balance beam, the toilet block and skate park.
- Next to look at the liquid amber trees that have been planted along The Mead, the football pitch guard rails, the football stand, and the Warden's workshop.
- Next to see the repairs/painting work that has been carried out on the cricket pavilion by the Cricket Club.
- Then to see the work completed on the gateway into Britten's Field and the new steps.
- Next up to West Crescent, to look at the play area, the new copse, and to show that it is here that the Wardens are having problems with the dumping of garden waste from the gardens that back on to the field.
- Then up the hill, the Wardens pointed out the view point they would like to create, the pathways around the edge of the hill, and the refurbished picnic table.
- Then down to the bluebells, and along the muddy bottom track.
- Next it was across Britten's field to the hammer head and the bottom of the canal
- Then a brisk walk to the Burma Star rose garden, at the top of Winterhay Lane, (another project for Corry), then down to the park to see the fence and the play equipment.

This was an informative evening looking at the work carried out by the Open Spaces workforce, and the main areas covered by them (not including the cemetery)

