



Ilminster Town Council

Dear Councillor

A meeting of the **OPEN SPACES COMMITTEE** which you are summoned to attend will be held on **Tuesday 5th March 2013**. The meeting will be held in the Council Chamber, Council Offices, North Street, Ilminster starting at 19:30hrs.

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

Joy Norris

27.2.13

Joy Norris
Town Clerk

Date

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 31st January 2013 as a correct record.
 - b) To consider the action list relating to the Open Spaces committee (attached).
4. **Ilminster Midsummer Experience Presentation.**
5. **Grass Seeding and Drainage of the Recreation Ground.**
Update from the Town Clerk.
6. **Use of Recreation Ground.**
 - a) To consider Ilminster Midsummer Experience's request to use the recreation ground.
 - b) To consider Marshalls Funfairs' request to use the recreation ground in June and October.



Ilminster Town Council

- 7. Wardens Report.**
To receive the report from the Senior Open Spaces Warden about recent warden activities in Ilminster.
- 8. Lighting Fires on Herne Hill.**
To consider Ilminster Scouts group's request for permission to light fires on Herne Hill.
- 9. Digging of Cremation Plots and Pricing.**
To consider if the Town Council should provide a service of digging cremation plots and if so, set up an appropriate pricing structure. (Report to follow)
- 10. Burma Star Garden**
To consider The Royal British Legion's request for the Town Council to take over the maintenance of the Burma Star garden on the corner of Winterhay Lane.
- 11. Financial Monitoring**
To receive information about the Open Spaces expenditure and commitments to date when compared with the 2012/13 budget. (Report to follow).
- 12. Open Spaces Review Group.**
Update from the Chair of the Open Spaces committee.
- 13. Herne Hill Advisory Group.**
To report on the date and the meeting arrangements for the Herne Hill Advisory Group.
- 14. Summer Competitions.**
To discuss ideas for competitions that can be held by the Town Council this summer.

ILMINSTER TOWN COUNCIL OPEN SPACES COMMITTEE MINUTES

Minutes of a meeting of the **OPEN SPACES COMMITTEE** held in the Council Chamber, Ilminster on Thursday 31st January 2013 at 19:30hrs.

(This meeting was originally scheduled for the 22nd January 2013, but due to weather conditions had to be postponed until 31st January 2013.)

Present

Chairman: Cllr C Goodall

Councillors: Cllr S Austin, Cllr D Miller, Cllr J Pallister, Cllr A Shearman, Cllr J Sothern, Cllr R Swann, Cllr E J Taylor, and Cllr P Whaites.

In Attendance

Officers: Mrs M Clayton (Senior Administrator), Mr A Jones (Senior Warden), Miss J Norris (Town Clerk), Mrs M Shelley (Deputy Town Clerk)

1. Apologies for absence

Apologies for absence were received from Councillors Burton and Vijeh.

2. Declarations of Interest

The declarations of Interest given in the table below were made.

Name	Minute No	Agenda Item	Type of Interest	Nature of Interest
Cllr Goodall	31.01.13	6	Personal	Member of the Market Town Investment Group & the Ilminster Forum
Cllr Pallister	31.01.13	10	Personal	Volunteer at Cricket Club. Cricket Club uses other end of workshop
Cllr Pallister	31.01.13	12	Personal	Member of the Christmas lighting committee
Cllr Taylor	31.01.13	6	Personal	Member of the Market Town Investment Group & the Ilminster Forum

3. Minutes of the previous Open Spaces Committee Meeting

RESOLVED

- (a) to confirm the minutes of the meeting held on 11th December 2012 as a correct record.
- (b) to update action list relating to the Open Spaces committee.

4. Wardens Report

Councillors did not have any comments on the report. All work completed by the Wardens since the 15th January 2013 will be reported at the next Open Spaces Committee meeting.

5. Budgets

Due to the cancellation of the Open Spaces meeting on 22nd January 2013, this matter was discussed at the Finance and Policy meeting on 29th January 2013.

Chair's initials

**ILMINSTER TOWN COUNCIL
OPEN SPACES COMMITTEE MINUTES**

6. Market Town Investment Group

The Chair informed the committee that the project had 3 themes; Markets, Meanwhile Use, and Community Facelift.

- (a) Markets** – This option is no longer viable
- (b) Meanwhile Use** – This option foundered
- (c) Community Facelift** – This option has a number of opportunities which include the following:
 - i) Lighting for the town centre as per regulations.
 - ii) Creating a Town Trail. This would involve small information boards dotted around the town with numbered maps.
 - iii) Reinstalling the railings around the Market House. Photographs from the past show the Market House with railings and gates.
 - iv) Improving the appearance of the Swan Precinct by erecting hoarding around the site, setting up an artist project, engaging with the land owner regarding new paving and turning the derelict site into a garden.

The Chair has attended the Action for Market Towns meeting where there were lots of other ideas.

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.

7. Work Wear for Open Spaces Wardens

The Town Clerk informed the committee that at present the Council does not have a work wear policy but provides protective clothing and overalls as required.

Discussions included the following:

- The office staff will administer a record of each individual's purchases of overalls, etc
- Individuals can purchase the item themselves and be reimbursed for the cost, or the Town Council will order and pay for the goods. This means individuals can purchase items from preferred supplier and can choose a preferred style of clothing.
- Individuals must take care of their clothing and buy items that are of a quality that will last.
- Individuals can buy overalls, etc exceeding the £50.00 but will have to pay the difference.
- Protective clothing and boots will be purchased, as it is now, from the protective clothing budget.
- By Law, an employer must provide protective clothing for an employee to carry out their duties safely.
- The Logo is the same price whether it is iron on or sewn on but concerns were raised as to whether logos are required at the moment due to the current financial situation.
- The logo colours should be a blue background and white writing.

RESOLVED to RECOMMEND

- (a)** That Personal Protective Equipment is provided by the Town Council to all employees to assist with protecting them against risks to their health and safety whilst at work

**ILMINSTER TOWN COUNCIL
OPEN SPACES COMMITTEE MINUTES**

- (b) That Personal Protective Equipment is replaced by the Town Council as and when required (replacements being issued due to deterioration of existing provision to the extent that they do not provide an adequate level of protection)
- (c) That an allowance of £50.00, administered by the Town Clerk, is available for each Open Spaces Warden (3 people at the time of the report being considered) to spend on work clothing during a financial year e.g.1 April to 31 March; the clothing style to be the choice of the individual warden and, the colour of the clothing to be a dark blue. All purchases to be agreed in advance by the Town Clerk and paid for by the Town Council
- (d) That blue cloth badges with the text "Ilminster Town Council" embroidered in white be obtained from Golden Finishes.
- (e) That the badges purchased in (d) above are affixed to the clothing (purchased by the Town Council for the Open Spaces Wardens.) on the wearer's left hand side where a breast pocket would be situated.

8. Field In Trust Membership

The membership for 'Field in Trust' has come up for renewal at a cost of £25 for the year. One of the Council's recreation fields at Winterhay Lane is protected under this scheme. This means the area is protected for the future to remain as recreational use only.

The other benefits of renewing the membership are as follows:

- a) 15% off Hags Play Equipment
- b) 10% Stadia Sporting Equipment
- c) 20% All Field in Trust publications.

RESOLVED to RECOMMEND that the Membership for the 'Field in Trust' is renewed subject to the Town Clerk clarifying that the 15 % discount at HAGS can be used on purchases for any of our recreation fields, not just Winterhay Lane.

9. Ilminster Angling Association

The Town Clerk reported that the Ilminster Angling Association would like to introduce approximately 200 small carps into the canal but would need to install a grid over the outlet pipe to stop the fish escaping.

Discussions included the following:

- The committee would need to know how small the carp are and how large they will grow.
- If the grid has very small openings this will cause the debris such as sticks and leaves to clog it up and stop the canal flowing. This would mean the grid would have to be cleared on a daily basis, by the Wardens, to prevent this from happening.
- An alternative was proposed for a grid/grill to be fitted around and over, but not close to the outlet pipe. This would stop debris blocking the pipe but still allow the water to flow into the pipe.
- There would need to be clear agreement as to who will be responsible for the grid and for its maintenance.
- The Committee would like to see the report which the Environment Agency gave the Angling Association, which gives recommendations for the outlet pipe.

**ILMINSTER TOWN COUNCIL
OPEN SPACES COMMITTEE MINUTES**

RESOLVED that the Town Clerk writes to the Angling Association with the following concerns/questions:

- (a) What is the size of the Carp and how big do they get?
- (b) How long do they live?
- (c) Will they take oxygen out of the canal?
- (d) Can the Committee have a detailed drawing with dimensions of the proposed grid?
- (e) Will the fish eat the weed?
- (f) Who will be responsible for the grid?
- (g) Can the Committee have a copy of the Environmental Agency's report?

10. Workshop entrance

The Town Clerk reported that the entrance to the Warden's workshop is in an appalling state. The area needs to be replaced to stop the vehicles churning up the ground.

The Deputy Town Clerk informed the committee of the following:

- A quotation of £443.20 ,for grass matting, for the area outside the Warden's workshop has been obtained
- The Wardens would be installing the matting and filling and seeding it themselves.
- An additional cost of the work would be to hire a digger to scarp a layer off the surface to prepare the ground.

The committee had concerns with the drainage of the site, how much weight the matting withstands, and whether the whole area in front of the workshop should be replaced.

The Deputy Town Clerk informed the members that an area the whole length of the workshop and 6 metres out from the workshop would cost approximately £1,300.

The matting takes up to 140 tonnes in weight.

The Senior Open Spaces Warden informed the committee that they have already got some land drainage pipes which will be laid when the matting is put down.

The whole area, including the hire of a digger, could be done for an amount not exceeding £2,000.

The Councillors would like the Town Clerk to approach the Cricket Club to see if they would be willing to contribute towards the costs.

The Deputy Town Clerk will price up separately the area outside the Cricket Club's entrance to establish the costs involved.

RESOLVED that the Town Clerk investigates further the available options and reports back to the Committee; in particular the following points should be addressed:

- (a) obtain more detailed quotations to include the area outside the Wardens Workshop, the area outside the store leased to the Cricket Club and to widen the access path

ILMINSTER TOWN COUNCIL OPEN SPACES COMMITTEE MINUTES

between The Mead and the Warden's workshop to include the area where the Mule is parked.

- (b) obtain quotation for concrete to be used instead of matting.
- (c) view another area locally that is using the matting.
- (d) the expected life span of this type of matting

11. Brittens Field Gateway

The Town Clerk informed the Committee that there have been several complaints from members of the public regarding the state of the Brittens Field gateway.

Chippings have been put down, but this has not solved the problem and there is now a health and safety issue.

The Wardens will be installing a handrail near the dog bin and will eventually be digging out steps to help with the slope.

The Deputy Town Clerk has received a quote to replace the area with 3mm dust to scalping. The cost is £810, plus the cost for a contractor to scrap off the top layer of the soil and plus the cost to hire a vibrator.

RESOLVED to RECOMMEND that the Town Clerk has delegated authority to arrange for the gateway at Brittens Field to be replaced with 3mm dust to scalping, (including the hire of a contractor to remove the top layer of the soil and the hire of a vibrator) at a cost not exceeding £1,500.

12. Market House

The Town Clerk reported that the Victorian Evening committee have asked for permission to put up additional Christmas lights on the Market House. There will be no costs to the Town Council and the Christmas Lights Committee will come back at a later date with their plans.

13. Budget Monitoring

The Town Clerk explained that the documents are to keep members informed of the budget situation and to show what the Town Council has spent and will expect to spend this year on Open Spaces.

Discussions included the following:

- Improvements are being made as to how this budget information is presented to the committee.
- Explanations will be made as to why budgets look like they are under spent or overspent.
- A covering report will be sent out with budget monitoring figures in the future.
- Money from the 'Reserves' that is for a certain expense, should be shown next to that expense otherwise the figures look misleading and of concern.

The meeting closed at 21:05hrs

Chair's signature and Date.

Action List for Open Spaces Meeting on 5th March 2013

Date	Minute	Action (to do)	Action By	Action Taken	Completion Date
11.12.12	Item 5	Continue carrying out risk assessments	Joy	Continuing	
11.12.12	Item 8	Need to measure the area at the side of the skate park and obtain quotes	Marilyn/Tony	Waiting for measurements Measurements rec'd – awaiting quotes	
31.01.13	Item 6	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)	Clr Goodall/ Joy	In the process of compiling list	
31.01.13	Item 8	RESOLVED to RECOMMEND that the Membership for the 'Field in Trust' is renewed subject to the Town Clerk clarifying that the 15 % discount at HAGS can be used on purchases for any of our recreation fields, not just Winterhay Lane.	Joy/Marilyn	Take to Full Council on 19.02.13	Phoned FIT 21.02.13 All sites have discount.
31.01.13	Item 9	RESOLVED that the Town Clerk writes to Ilminster Angling Association regarding the grid for the outlet pipe	Joy	Joy sent email to Mr Welch	Email sent 22.02.13 Once Mr Welch has replied Joy will report back to committee
31.01.13	Item 10	Town Clerk to approach Cricket Club to see if they will contribute towards the cost of replacing the surfacing outside the workshop entrances	Joy		
31.01.13	Item 10	Prices obtained for the work needed to be done for the area outside the Cricket Club's entrance	Marilyn		

Action List for Open Spaces Meeting on 5th March 2013

Date	Minute	Action (to do)	Action By	Action Taken	Completion Date
31.01.13	Item 10	Need to obtain more up to date quotes for all the areas that need new matting surface	Marilyn		
31.01.13	Item 10	Need to obtain quotes for concrete to be laid instead of matting	Marilyn		
31.01.13	Item 10	Arrange for the Committee to view other local areas that use this matting	Joy		
31.01.13	Item 10	Find out the life expectancy of the matting	Marilyn		
31.01.13	Item 11	Warden to install handrail and dig out step at the Brittens Field gateway near dog bin	Tony		
31.01.13	Item 11	Quotes needed for the price to hire a compactor for work at Brittens Field gateway	Marilyn		
31.01.13	Item 11	Quotes needed for the cost of a contractor to remove the top layer of soil at Brittens Field	Marilyn		
31.01.13	Item 11	RESOLVED to RECOMMEND that the Town Clerk has delegated authority to arrange for the gateway at Brittens Field to be replaced with 3mm dust to scalping, (including the hire of a contractor to remove the top layer of the soil and the hire of a vibrator) at a cost not exceeding £1,500.	Joy/Marilyn	Take to Full Council on 19.02.13	Approved at F.C. 19.02.13 (see action list for Full Council)
31.01.13	Item 13	Improvements to be made to the presentation of the budget information for Open Spaces.	Marilyn/Michelle	Looking into new ways to present information	New presentation to start from April 2013

Wardens Report

Since the last report for the meeting on 31/01/2013

The Open Spaces Wardens have:

- Cut the grass at the cemetery, Winterhay Lane, the Minster and the recreation ground's play area and banks.
- Planted donated trees – a total of 15
- Cleared the fallen trees and branches on the hill, the ridge path and the cemetery.
- Replaced rotten fascia board on one end of the toilet block and stained it. The gutter and downpipe can now be refitted.
- Replaced the broken disability swing seat with a cradle seat.
- Rubbed down and stained one of the benches at the cemetery which has now been replaced and started to refurbish another bench .
- Replaced broken wooden slats on the bench at the top of North Street.
- Fitted two homemade benches in the toddler's area, made from recycled wood and the grind rails from the old skate park.
- Repositioned three refurbished dog bins.
- Levelled and made good several graves at the cemetery.
- Regular day to day duties.

Wardens have also reported that the gangs have been serviced and returned and they are now waiting for the ground to dry up so that they can be used.

Electricians have fitted the outside dusk till dawn lights to the shed, as suggested by the Town Council's insurers. There have been several complaints from local residents about the starkness of the lights and the Town Clerk is talking to residents of The Mead and will review the lighting requirements.

FINANCIAL MONITORING

circulated at meeting M1

Heading No	Heading	Budget 2012/2013	Actual 31.01.13	Balance	Forecast/Committed	From/To Reserves
	Open Spaces Income					
412	Grants					
430	Rents	£160.00	£10,000.00	£9,840.00		
431	Claims	£5,456.00	£5,166.55	-£289.45		
432	Miscellaneous	£0.00	£25.00	£25.00		
		£0.00	£1,693.23	£1,693.23		
	Open Spaces Expenditure	£5,616.00	£16,884.78	£11,268.78	£0	£10,000
550	Employees					
551	Training	£45,949.00	£37,806.98	-£29,128.98		
552	Health & Safety	£750.00	£350.00	£400.00		
554	Insurance	£629.00	£728.16	-£108.16		
555	Vehicle Insurance	£3,475.00	£3,319.50	£155.50		
556	Play Equipment Inspect	£375.00	£0.00	£375.00		
558	Services/Rents	£395.00	£375.00	£20.00		
559	Fuel	£4,060.00	£4,742.25	-£682.25		
560	Purchases	£2,100.00	£2,308.81	-£208.81		
561	Maintenance	£1,900.00	£73,295.71	-£71,395.71		
563	Toilets	£4,875.00	£7,182.56	-£2,307.56		
574	Miscellaneous	£3,534.00	£3,103.87	£430.13		
580	Reserves	£0.00	£307.14	-£307.14		
585	Contingency/Unallocated	£23,657.00	£0.00	£23,657.00		
	Total	£21,888.00	£0.00	£21,888.00		
	Cemetery Income	£113,578.00	£133,519.98	-£57,212.98	£37,176	£71,144
626	Burial Fees					
630	Lodge Rents	£5,900.00	£5,517.00	-£383.00		
	Total	£6,000.00	£5,000.00	-£1,000.00		
	Cemetery Expenditure	£11,900.00	£10,517.00	-£1,383.00	£1,000	£5,000
754	Insurance					
758	Services/Rents	£1,350.00	£1,308.35	£41.65		
760	Purchases	£561.00	£314.61	£246.39		
761	Cemetery Maintenance	£600.00	£0.00	£600.00		
762	Cemetery Lodge	£0.00	£542.00	-£542.00		
774	Miscellaneous	£1,503.00	£897.50	£605.50		
780	Renewals & Reserves	£0.00	£0.00	£0.00		
	Total	£4,279.00	£0.00	£4,279.00		
	Market House Income	£8,293.00	£3,062.46	£5,230.54	£80	£938
82	Miscellaneous					
	Total	£154.00	£151.00	-£3.00		
	Market House Expenditure	£154.00	£0.00	-£3.00	£0	
4	Insurance					
3	Services/Rents	£1,095.00	£1,063.84	£31.16		
	General Maintenance	£253.00	£187.25	£65.75		
	Miscellaneous	£350.00	£50.00	£300.00		
	Renewals & Reserves	£0.00	£0.00	£0.00		
	Total	£970.00	£0.00	£970.00		
		£2,668.00	£1,301.09	£1,366.91	£740	

ILMINSTER TOWN COUNCIL
FORECAST INCOME and EXPENDITURE (01.02.13 to 31.03.13)

Description	Amount	Comment
<u>O/S Income</u>		
	£0.00	
<u>O/S Expenditure</u>		
Various	£19,032	Committed expenditure for Feb to March (see attached)
Salaries (incl Tax & NI)	£6,840	Feb-Mar
Mobile phones	£105	Feb-Mar
Toilet Cleaning	£480	Feb-Mar
Fuel	£150	Feb-Mar
Electricity - shed	£160	
Electricity - Toilets	£50	
Water - Rec	£1,320	
Water - Toilets	£284	
Somerset Pump	£260	Toilet pump service
Expenses - staff	£100	Estimate
Somerset Landscapes	£240	Hedge cutting
Tree Climber	£450	Herne Hill & Rec trees
Skatepark	£7,705	Held back for snagging
	£37,176	
<u>Cemetery Income</u>		
Burials	£0	Unknown
Lodge Rent	£1,000	Feb-Mar
	£1,000	
<u>Cemetery Expenditure</u>		
Lodge Letting fees	£80	Feb-Mar
	£80	
<u>Market House Expenditure</u>		
Electricity - MH	£60	
Committed Expenditure	£680	Market House Survey -Estimate
	£740	

ILMINSTER TOWN COUNCIL
COMMITTED, NECESSARY POSSIBLE EXPENDITURE 01.02.13 to 31.03.13

Company	Description	Amount	
Committed/Necessary Expenditure			
Open Spaces			
Thornhayes	Trees	£299.00	
Cider Apple Trees	Mayors Tree plus 2 others	£145.35	
Wallgate	Toilet washers servicing	£366.00	
Ilminster Warehouse	Paint etc	£85.57	
Mike Grinter Plant	Stump (5) removal	£300.00	
GB Sport & Leisure	Swing seats and chains etc	£187.50	
Nigel Gillard	Workshop Security Lighting	£520.00	
GB Sport & Leisure	D handles	£53.00	
Bradfords	Ballast & Cement	£51.93	
Bradfords	Marine Ply, Drill Bit, Elbow etc	£74.90	
Bradfords	Grit Roll, Bolts	£22.82	
Bradfords	Pressure Washer	£143.75	
Chubb	Yearly visit	£142.40	
Robert Acton	Bag Holders	£30.00	
SSDC	Dog Waste Bags	£171.66	
Jalee	First Aid Course	£150.00	
Cerdic	Benches	£2,956.80	
A & C Joinery	Benches	£805.00	
Blackdown Surveyors	Asbestos Survey	£600.00	
Bradfords	Perspex Sheets	£63.00	
Bradfords	Boxes of Screws, Rawl fixings	£20.00	Estimate
Screwfix	Ladder, Drill & Batteries	£208.30	
Ilminster Warehouse	Wood Filler	£5.00	
A & C Joinery	Facia Boards	£130.00	
Wentin Fastners	Bolts, Nuts and Washers	£50.00	
	Safety Surfacing	£2,000.00	Estimate
	Protective Clothing	£300.00	Estimate (Corry & replacements)
	Football Stands	£2,500.00	Estimate
	Land Drainage (Fair area)	£4,300.00	Estimate
	Winterhay Fence Repair	£650.00	Estimate
	Brittens Field entrance	£1,500.00	Estimate
	Sander	£100.00	Estimate
	Grease Pump	£100.00	Estimate
	TOTAL Open Spaces	<u>£19,031.98</u>	
Market House			
	Market House Survey	£680.00	Estimate
	TOTAL Market House	<u>£680.00</u>	

Report of Floral Competition Entries for the years 2010/12

2010 Entries	20 - Individual Properties	8 - Commercial Properties
2011 Entries	11 - Individual Properties	3 - Commercial Properties
2012 Entries	10 - Individual Properties	3 - Commercial Properties
(Put forward by Councillors)		
	83 - Individual Properties	3 - Commercial Properties

In 2012 the competition was to be slightly different, the town council would nominate a garden, and then ask the resident if they would like to enter.

This was in hope of a acquiring a larger group of entries.

The Councillors reported their chosen nominations to the office some areas were missed and some were visited twice.

The competition Judge Sidney Painter met with two of the towns Councillors to go around the town and decide on a shortlist of the best gardens.

Once the shortlist of addresses was received by the Judge, I had to use the electoral register and phonebook to search for the contacts name, so I would be able contact them. This was very time consuming.

I produced letters with slips at the bottom and sent them in the post for the residents I was unable to contact via telephone, telling the occupier of the address their garden had been highlighted as a possible winner and asking if they would like to enter and to return the slip attached.

I managed to contact a couple of residents via telephone, but the responses received were not positive, I found that many residents did not wish to take part.

The change in procedures for the Floral Competition did not achieve the results hoped for.

The old procedure of residents entering of their own free will, worked better, as the office staff would not have to spend time researching contact addresses and sending out letters only for most of them to be rejected, and Councillors wouldn't be wasting their time.

