

ILMINSTER TOWN COUNCIL

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Town Clerk: Joy Norris



14th May 2013

Dear Councillor

A meeting of the **OPEN SPACES COMMITTEE** which you are summoned to attend will be held on **Tuesday 21st May 2013 at 19:00hrs**. 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

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 23rd April 2013 as a correct record.
 - b) To consider the action list relating to the Open Spaces committee.(attached)
4. **Wardens Report.**
To receive the report from the Senior Open Spaces Warden about recent warden activities in Ilminster. (report attached).
5. **Topographical Surveys**
To consider the quotations received to carry out a topographical survey of Ilminster, and to make a recommendation.

Ilminster Town Council

6. Football pitches

To consider the Football Club's request to move the cricket square in Britdens Field, to allow the football pitches for the youth and the senior teams to fit in.

7. Rebuilding of Cemetery Wall

To consider what action needs to be taken to rebuild the cemetery wall once the old wall has been removed.

8. Remove metal balance beam from recreation ground

To consider the removal of the metal balance beam in the children's play area on the recreation ground, due to safety reasons

**ILMINSTER TOWN COUNCIL
OPEN SPACES COMMITTEE MINUTES**

Minutes of a meeting of the **OPEN SPACES COMMITTEE** held in the Council Chamber, Ilminster on Tuesday 23rd April 2013 at 20:05hrs

Present

Chairman: Cllr C Goodall

Councillors: Cllr S Austin, P Burton, Cllr A Lawson, Cllr D Miller, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd, Cllr J Sothern, Cllr S Storey, 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)

Members of the Public

One member of the public attended this meeting. The local press also attended

1. Apologies for absence

Apologies for absence were received from Councillor Swann

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 Lawson	23.04.13	5a	Personal	Acquaintance of Ms Beaumont who wants to run 'Boot camp'.
Cllr Pallister	23.04.13	7	Personal	Member of the Cricket Club
Cllr Shepherd	23.04.13	7	Personal	Member of the Cricket Club
Cllr Shearman	23.04.13	9	Personal	School governor
Cllr Pallister	23.04.13	15	Personal	Chairperson of Sport Club
Cllr Shepherd	23.04.13	15	Personal	Member of the Cricket Club

3. Minutes of the previous Open Spaces Committee Meeting

RESOLVED

- a) To confirm the minutes of the meeting held on 5th March 2013 as a correct record
- b) To update action list relating to the Open Spaces committee

Chair's initials

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4. Wardens Report.

Discussions regarding the Senior Open Spaces Warden's report included the following:

- Councillors commented on the excellent work that has been done by the Wardens to the new path on Herne Hill that overlooks Chard.
- The lower path at Herne Hill still has muddy patches which are due to the bark chippings absorbing and holding onto the rain water. To improve this path, the area will have to be dug out with a mini digger and have drainage channels put in. This work has already been discussed by the Herne Hill Advisory Group as part of their 'Herne Hill Plan'.
- The Committee was shown photographs of the work that has been carried out to repair and refurbish benches from the town. The 'Hippo' from the toddler's play area has also been completed. Councillors were pleased with these improvements.
- Trees have been vandalized at the recreation ground. The decision to use stalks or not is still being investigated.
- The process of spraying weed killer at the recreation ground is due to take place soon.
Brittens Field was done about two years ago. The rest is usually done every other year.
Requests for quotations for this work have already been sent out. Once three quotations have been received back, this matter will be brought to the Open Spaces Committee for consideration.
- The hoof prints on the green at West Crescent have been caused by escaped cattle from Greenway Farm. The farmer and land owner have been notified.

5. Use of Recreation Ground

a) The Committee was asked to consider Kate Beaumont's request to hold a 'Boot Camp' fitness class on the recreation ground or on the tennis court if the ground is wet.

Topics discussed during the consideration of this item were as follows:

- The fitness class would be once a week for one hour.
- The maximum people attending this class would be 25.
- If there was a demand, then the class may be increase to two or three a week.
- Ms Beaumont holds all the relevant qualifications and has all the appropriate insurances.
- Concerns were raised over the wear and tear of the ground. Ms Beaumont will need to be advised that she would be responsible for any damage caused to the ground by her class.

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- Concerns were raised over the use of the tennis courts, as these are used all year round by members of the community.

RESOLVED to RECOMMEND that Ms Beaumont is granted permission to hold a 'Boot Camp' style fitness class on the recreation ground subject to the following conditions

- i) That the grassed area on the recreation ground is used once a week for 1 hour.
- 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 Council will charge a fee of £2.00 per person (attending the class), but with a maximum charge of £20.00 per hour.

b) The Committee was asked to consider the request from the British Veterinary Nursing coordinator to hold at Fun Dog Show at the recreation ground to raise money for the charity the 'Horse Trust'.
The show would be held on a Sunday in May.

RESOLVED to RECOMMEND that the Council will grant permission for the British Veterinary Nursing Association to hold at Fun Dog Show at West Crescent on a Sunday in May 2013, to raise money for their charity of the year, the 'Horse Trust'

6. **Layout Plan for the funfair**

The Committee was asked to consider and approve the proposed layout for the funfair on Brittens Field in June.

Topics discussed during the consideration of this item included the following:

- It has been confirmed that the funfair will be in Ilminster from 16th to 22nd June 2013
- Concerns were raised over the safety of member of the public, as a cricket match is scheduled to be played on Saturday 22nd June 2013. It was agreed that if the small layout plan was used, the rides and cricket match would not interfere with each other.
- The new access to the medical centre should be completed by the time the funfair arrives so the side entrance near Brittens Field will not be in use by traffic to the surgery.
- Deposit and fees for the use of the recreation ground were discussed and a proposal was made.

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RESOLVED to RECOMMEND that

- i) the Council accept the small layout plan for the funfair in June
- ii) the refundable deposit paid by Herberts to use the recreation ground for the funfair remains at £400
- iii) The fee for use of the recreation ground will be increased to £375.

7. Maintenance work on the cricket pavilion

The Committee was asked to consider a request from Ilminster Cricket Club for the Town Council to fund the purchase of paint and guttering for the refurbishment of the exterior of the cricket pavilion

Topics discussed during the consideration of this item were as follows:

- As per the licence, The Town Council is responsible for the maintenance of the cricket pavilion and therefore will need to obtain 3 quotations for the cost of the paint and guttering.
- Health and safety of the volunteers will be covered by the Cricket Club's insurance.
- The window that will be installed where the scoreboard is now will have Perspex instead of glass.

RESOLVED to RECOMMEND that

- i) the Council give permission for the Cricket Club to remove the old scoreboard and replace it with a window.
- ii) the Town Clerk obtains at least 3 quotations for the price of guttering and paint for the cricket pavilion and has delegated authority to purchase the best value materials at a cost not exceeding £300.

8. Market Town Investment Group

The Chair of Open Spaces updated the Committee on matters discussed at the Market Town Investment Group

- The group is looking at the theme 'Facelift'
- Improvements need to be made to the entrance to the town from the Tesco's car park. The group has made contact with the developers of the derelict site and is discussing how to adapt the fencing and make improvements.
- To enhance the area further, planters could be installed in this location, along with some in Ditton Street and at 'The Triangle'.

9. Planting of the land known as 'The Triangle'.

The Committee was asked to consider the Council taking over the maintenance of the planters on the land known as 'The Triangle'.

Discussions regarding this matter included the following:

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- The Town Council has been approached by a local business regarding sponsorship planting.
- MTIG have money available which the Council could bid for to purchase new planters.
- The Town Clerk is currently checking with Somerset County Council to see if this area is owned by them and will report back to Councillors when a reply has been received.
- Improvements are needed for the site, and local business sponsorship is a good idea.
- The two schools in Ilminster could also be involved in planting this area and the Swan precinct.

RESOLVED to RECOMMEND that the Town Council makes a bid to the Market Town Investment Group for planters for the area known as 'The Triangle'.

10. Ilminster Angling Club – Carp in the canal

The Committee was asked to consider Ilminster Angling Association's request to introduce approximately 200 small carp to the canal.

Discussions included the following:

- The Carp are F1 Carp and will grow to a maximum of 9 inches in size.
- The Town Clerk has been informed by a F1 Carp fishery that this type of Carp needs to be introduced to enclosed still water that has the weeds under control.
- The Angling Club was not given a written document from The Environment Agency only approval over the telephone.
- The Angling Club will continue to rake the weed to keep it manageable for the Carp to eat and will maintain the outlet pipe grill. It is in their best interest to carry out routine weed maintenance to keep the fish alive.

RESOLVED to RECOMMEND that the Council allow the Ilminster Angling Association to introduce 200 F1 Carp to the canal under the following conditions:

- i) that the weed maintenance is carried out regularly to prevent the fish from dying and to prevent the outlet pipe from becoming blocked.
- ii) that the outlet pipe grill is maintained by the Angling Association.

11. Judges for the Scarecrow Competition

The Committee was asked to appoint judges for the scarecrow competition. The judging will take place between midday on 6th June to midday on 9th June 2013

Councillor Swann had informed the office prior to the meeting that he would like to volunteer as a judge.

Councillors Vijeh and Lawson also volunteered.

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12. Water Supply at the Cemetery

The Committee was asked to consider providing an additional water tap at the cemetery.

Topics discussed during the consideration included the following:

- The water supply is needed for the far end of the cemetery as the shelter which had the water butts has fallen down
- The trench for this supply will hopefully be dug out at the same time the cemetery wall is being removed.

RESOLVED that the Town Clerk obtains quotations for a new water supply for the cemetery.

13. Cemetery Lodge Tenancy Agreement

The Committee was asked to consider recommending the renewal of the cemetery lodge tenancy agreement with the current tenants.

Discussion regarding this topic included the following:

- The agreement has to be signed each year.
- The Town Council is required to give 2 months notice to end the tenancy.
- The Council is content with the current tenants
- There has not been any movement with the cracks on the outer wall of the lodge. The cracks were probably due to settlement and therefore the minor internal cracks can now be filled.

RESOLVED that the Town Clerk obtains quotations for the repairs to the minor internal cracks of the cemetery lodge.

RESOLVED to RECOMMEND that the Town Council renews the cemetery lodge tenancy agreement with its current tenants.

14. Removal of Cemetery Wall

The Town Clerk provided an update on matters discussed with the Council's Insurers.

An order has been raised to dismantle the cemetery wall and the Town Clerk is awaiting a date when these works will start.

The chosen contractor gave the best value quotation, which was discussed with the Chairpersons of both the Open Spaces and Finance & Policy Committees.

He has also been given excellent references.

The Town Clerk will update the Committee once the work commences.

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15. Ground works at the recreation ground.

a) The Committee was asked to consider the quotations received for the land drainage work to the area between the football ground and The Mead.

Discussions included the following:

- The quotations are for a herringbone design drainage system.
- The Committee was satisfied with the lowest quote on the understanding that 40mm stones are used instead of 20mm stone to assist with drainage.
- The area outside the Warden's workshop cannot be done at the same time as this work because it is on hold until the recreation review has been agreed.

RESOLVED to RECOMMEND 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.

b) The Committee was asked to consider the quotations received for work to the entrance of the area between the football ground and The Mead.

The contactors have all suggested that if the drainage works in point a) were carried out, there may not be a need to do anything with the entrance, as the ground will dry out.

The Committee therefore decided to postpone this project until the drainage work has been done.

The meeting closed at 22:00hrs

Chair's signature and date

Action List for Open Spaces Meeting on 21st May 2013

Date	Minute No and topic	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 measurement. Measurements rec'd – awaiting quotes	In the process of ordering (as at 17.04.13)
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)	Cllr Goodall/ Joy	In the process of compiling list	
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	On hold pending Open Spaces Review	
31.01.13	Item 10	Prices obtained for the work needed to be done for the area outside the Cricket Club's entrance	Marilyn	On hold pending Open Spaces Review	
31.01.13	Item 10	Need to obtain more up to date quotes for all the areas that need new matting surface	Marilyn	On hold pending Open Spaces Review	
31.01.13	Item 10	Need to obtain quotes for concrete to be laid instead of matting	Marilyn	On hold pending Open Spaces Review	

Action List for Open Spaces Meeting on 21st May 2013

Date	Minute No and topic	Action (to Do)	Action By	Action Taken	Completion Date
31.01.13	Item 10	Arrange for the Committee to view other local areas that use this matting	Joy	On hold pending Open Spaces Review	
31.01.13	Item 10	Find out the life expectancy of the matting	Marilyn	On hold pending Open Spaces Review	
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	Report back in June 2013	
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	Added to agenda planner 14.05.13 Waiting for quotes 23.04.13
23.04.13	Item 5a Use of the Rec	RESOLVED to RECOMMEND that Ms Beaumont is granted permission to hold a 'Boot Camp' style fitness class on the recreation ground subject to the following conditions i) That the grassed area on the recreation ground is used once a week for 1 hour. 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 Council will charge a fee of £2.00 per person (attending the class), but with a maximum charge of £20.00 per hour.	Joy	To be taken to Full Council on 07.05.13	Taken to FC on 07.05.13 Approved 07.05.13

Action List for Open Spaces Meeting on 21st May 2013

Date	Minute No and topic	Action (to Do)	Action By	Action Taken	Completion Date
23.04.13	Item 5b Use of the Rec	RESOLVED to RECOMMEND that the Council will grant permission for the British Veterinary Nursing Association to hold at Fun Dog Show at West Crescent on a Sunday in May 2013, to raise money for their charity of the year, the 'Horse Trust'	Joy	To be taken to Full Council on 07.05.13	Approved 07.05.13
23.04.13	Item 6 Layout Plan for the funfair	RESOLVED to RECOMMEND that i) the Council accept the small layout plan for the funfair in June ii) the refundable deposit paid by Herberts to use the recreation ground for the funfair remains at £400 iii) The fee for use of the recreation ground will be increased to £375.	Joy	To be taken to Full Council on 07.05.13	Taken to FC on 07.05.13 Approved 07.05.13
23.04.13	Item 7 Maintenance work on the cricket pavilion	RESOLVED to RECOMMEND that i) the Council give permission for the Cricket Club to remove the old scoreboard and replace it with a window. ii) the Town Clerk obtains at least 3 quotations for the price of guttering and paint for the cricket pavilion and has delegated authority to purchase the best value materials at a cost not exceeding £300	Joy	To be taken to Full Council on 07.05.13	Taken to FC on 07.05.13 Approved 07.05.13
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	Waiting to hear from SCC 23.04.13	
23.04.13	Item 9 Planting of the area known as 'the Triangle'.	RESOLVED to RECOMMEND that the Town Council makes a bid to the Market Town Investment Group for planters for the area known as 'The Triangle'.	Joy	To be taken to Full Council on 07.05.13	Taken to FC 07.05.13 Approved 07.05.13

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Action List for Open Spaces Meeting on 21st May 2013

Date	Minute No and topic	Action (to Do)	Action By	Action Taken	Completion Date
23.04.13	Item 10 Angling Association's request - Carp in the Canal	RESOLVED to RECOMMEND that the Council allow the Ilminster Angling Association to introduce 200 F1 Carp to the canal under the following conditions: i) that the weed maintenance is carried out regularly to prevent the fish from dying and to prevent the outlet pipe from becoming blocked. ii) that the outlet pipe grill is maintained by the Angling Association	Joy	To be taken to Full Council on 07.05.13	Taken to FC 07.05.13 Reworded and approved 07.05.13
23.04.13	Item 11 Judges for scarecrow competition	Councillors Lawson, Swann, and Vjeh to be informed nearer the time with details of the judging procedures	Joy/Marilyn/Nikki	Inform Judges wk/beginning 27 th May 2013	
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	
23.04.13	Item 13 Cemetery lodge	RESOLVED that the Town Clerk obtains quotations for the repairs to the minor internal cracks of the cemetery lodge.	Marilyn	To obtain quotes	
23.04.13	Item 13 Cemetery lodge	RESOLVED to RECOMMEND that the Town Council renews the cemetery lodge tenancy agreement with its current tenants	Joy	To be taken to Full Council on 07.05.13	To be taken to FC 07.05.13 Approved 07.05.13
23.04.13	Item 14 Removal of cemetery wall	Inform the Committee once the work has started to remove the cemetery wall.	Joy		

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Action List for Open Spaces Meeting on 21st May 2013

Date	Minute No and topic	Action (to Do)	Action By	Action Taken	Completion Date
23.04.13	Item 14 Removal of cemetery wall	Email Councillors with the 3 quotations received	Joy		
23.04.13	Item 15 Ground work at the Rec	Phone contractor and find out if the price differs if they use 40mm stones instead of 20mm stones.	Marilyn	Phone contractor	Complete
23.04.13	Item 15a Ground work at the Rec	RESOLVED to RECOMMEND 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.	Joy	To be taken to Full Council on 07.05.13	Approved 07.05.13
23.04.13	Item 15b Ground work at the Rec	Work to the entrance of the area between the football ground and The Mead – project postponed until the drainage work has been done	Michelle	To be added to future OS agenda - to look at after drainage work has been completed	Added to agenda planner 14.05.13 Complete

Wardens Report for meeting on 21st May 2013

Since the last report for the meeting on meeting 23/04/13

The Open Spaces Wardens have:

- Continued to cut the grass in all areas and keep it tidy
- Made new steps and a handrail up to Brittens Field, at the same time as the contractor was resurfacing the gateway into Brittens Field.
- Continued to paint the metal ends for the benches and stain the wood. Two benches are ready to be repositioned shortly.
- Cleared two fallen Blackthorn branches, from the top of Brittens Field and the ridge path, which broke during the high winds.
- Taken down the football posts and stored them.
- Removed the fence from around the Toddlers play area, which was damaged by vandals over the bank holiday weekend. It has been removed up to the red gate and made safe.
- Accompanied a group of 60 children and their teachers from Swam Mead School around West Crescent to look at the young copse, that they helped plant last year, helped identify species of trees on Herne Hill and answered questions on wildlife and the history of the hill.

