

ILMINSTER TOWN COUNCIL

Council Offices
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ILMINSTER
Somerset
TA19 0DG

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Town Clerk: Joy Norris



17 April 2013

Dear Councillor

A meeting of the **OPEN SPACES COMMITTEE** which you are summoned to attend will be held on **Tuesday 23rd April 2013** on the rising of the Council meeting. 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

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 5th March 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. **Use of Recreation Ground**
 - a) To consider Kate Beaumont's request to use the recreation ground for a 'Boot Camp' style fitness class.
 - b) To consider the request from the British Veterinary Nursing Coordinator to hold a Fun Dog Show at the recreation ground.

Ilminster Town Council

- 6. Layout plan for the Funfair**
To approve the proposed layout for the Funfair on Brittens Field in June. (Proposed layout attached)
- 7. Maintenance work on the Cricket Pavilion.**
To consider a request from Ilminster Cricket Club for the Council to fund paint and guttering to enable refurbishment of the exterior of the Cricket Pavilion.
- 8. Market Town Investment Group**
To update on the Market Town Investment Group
- 9. Planting of the land known as 'The Triangle'.**
To consider the Town Council undertaking the maintenance of the planters on the land known as 'The Triangle'.
- 10. Ilminster Angling Club – Carp in the canal**
To consider Ilminster Angling Association's request to introduce approximately 200 small carp to the canal
- 11. Judges for the Scarecrow Competition**
To appoint judges for the scarecrow completion.
- 12. Water Supply at the Cemetery**
To consider providing an additional water tap within the Cemetery. (Drawing of the proposed water supply attached).
- 13. Cemetery Lodge Tenancy Agreement**
To consider the recommendation to renew the Cemetery Lodge agreement.
- 14. Removal of Cemetery Wall**
The Town Clerk will provide an update of discussions with the Council's Insurers regarding the Cemetery wall.
- 15. Ground works at the recreation ground**
 - a) To consider quotations received for land drainage work to the area between the football ground and The Mead.
 - b) To consider quotations for work to be carried out to the fairground entrance of the recreation ground.(Summary of quotations attached)

Action List for Open Spaces Meeting on 23rd April 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 processing of ordering 15.04.13
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 9	RESOLVED that the Town Clerk writes to Iliminster Angling Association regarding the grid for the outlet pipe	Joy	Joy sent email to Mr Welch 22.03.13	Joy will report back to committee once she has a reply. Mr Welch sent reply – 05.03.13, which needed further investigating.
				Another email sent to Mr Welch on 03.04.13	Waiting for reply 15.04.13 Reply rec'd 17.04.13 To go on agenda 23.04.13

Action List for Open Spaces Meeting on 23rd April 2013

Date	Minute no and Topic	Action (to do)	Action By	Action Taken	Completion Date
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		
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	All Quotes rec'd	Order raised on 11.04.13
31.01.13	Item 11	Quotes needed for the cost of a contractor to remove the top layer of soil at Brittens Field	Marilyn	All Quotes rec'd	Order raised on 11.04.13

Action List for Open Spaces Meeting on 23rd April 2013

Date	Minute no and Topic	Action (to do)	Action By	Action Taken	Completion Date
31.01.13	Item 11	RESOLVED to RECOMMEND that the Town Clerk has delegated authority to arrange for the gateway at Britrens 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	complete
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
05.02.13	Item 12 Full Council Football Stands	RESOLVED i) That the Town Clerk obtains at least 3 quotations for the safe dismantling of the Southern end of the football stand, the quotations to include a breakdown of staffing and equipment costs and give a timescale for the work to be undertaken. ii) That following consultation with the Chairs of the Open Spaces and Finance & Policy Committees the Town Clerk is given delegated authority to accept the quotation which provides best value for money provided that the contractor has appropriate third party liability insurance and provides the Town Clerk with a copy of the risk assessment for undertaking the work iii) That the Town Council undertakes all the administration and arrangements regarding dismantling the football stand iv) That the value of any scrap metal from the dismantled stand is offset against the grant requested by the Football club. v) Subject to (iv) above, the Town Council, in the interests of timeliness and health and safety will meet the costs of dismantling the stand.	Joy/Marilyn	Approved 05..03.13	3 quotes rec'd. Company chosen – waiting for references References rec'd 15.03.13 Quotes rec'd Order to be raised this week 15.04.13
05.03.13	Item 3a) Minutes	Amendments made to item 11 of the minutes of 11 th December 2012 – 'scalplings and 3mm to dust.....'	Joy/Michelle	Amendments made 06.03.13	Completed

Action List for Open Spaces Meeting on 23rd April 2013

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05.03.13	Item 5 Grass Seeding and Drainage of the Rec	The office staff will continue to chase up companies for quotes for drainage work etc	Marilyn/ Michelle	Quotes rec'd	Order to be raised this week 15.04.13
05.03.13	Item 6 a) Use of Rec Ground	Inform Ilminster Midsummer Experience of issues discussed at the OS Committee meeting	Joy	Emailed 08.04.13	complete
05.03.13	Item 6a) Use of Rec Ground	RESOLVED to RECOMMEND that the Council would accept the request made by Ilminster Midsummer Experience to use the recreation ground, but any use will be subject to the following: a) Any work that has been done or needs to be done regarding drainage and reseeding. b) The condition of the ground. c) The weather forecast in week preceding the event.	Joy	Take to Full Council on 26 th March 2013	26.03.13 taken to FC
05.03.13	Item 6 b) Use Of Rec Ground	RESOLVED to RESOLVED i) that subject to a satisfactory plan being received the Funfair be offered Britrens Field in June ii) That the location for October is considered again when the schedule for the work to the Rec is known	Marilyn	Waiting for the plan from Mr Marshall Take to Full Council on 26 th March 2013	Marilyn Received plan 03.04.13 26.03.13 taken to FC
05.03.13	Item 7 Wardens Report	Removal of the fallen trees and branches causing a safety hazard at Herne Hill	Cllr Taylor Tony	To get exact location Remove trees etc once location known	Complete

Action List for Open Spaces Meeting on 23rd April 2013

Date	Minute no and Topic	Action (to do)	Action By	Action Taken	Completion Date
05.03.13	Item 8 Lighting Fires on Herne Hill	RESOLVED to RECOMMEND that the Ilminster Scouts Group, under supervision, have permission to light fires at Herne Hill.	Joy	Take to Full Council on 26 th March 2013	Taken to FC on 26.03.13
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	
05.03.13	Item 10 Burma Star Garden	RESOLVED to RECOMMEND that the Town Council take over the maintenance of the Burma Star garden at Winterhay Lane	Joy	Take to Full Council on 26 th March 2013	Taken to FC 26.03.13
05.03.13	Item 12 Open Spaces Review Group	Town Clerk to obtain quotations for a topographical survey of the recreation land	Joy/Marilyn	Request for quotations sent out Due back on 10.05.13	
05.03.13	Item 14 Summer Competitions	RESOLVED to RECOMMEND i) that the scarecrow competition is organised again to coincide with the Ilminster Experience events and ii) that the only floral competitions will be those for Greenfyde and Swanmead Schools.	Joy	Take to Full Council on 26 th March 2013	Taken to FC on 26.03.13

Wardens Report for meeting on 23rd March 2013

Since the last report for the meeting on meeting 05/03/13

The Open Spaces Wardens have:

- Cut some of the pathways on the hill with the flail.
- Cleared fallen trees on the hill and the ridge path.
- Planted 'Whips' on the outer hedge of the hill (donated by the lions)
- Cut all the grass everywhere.
- Removed the bench at the top of New road. Repaired and painted/stained it and then returned it to its original position
- Taken delivery of the new bench ends and wood. In the process of staining and painting. Several have been put out already
- Cleared away a fallen tree at the cemetery.
- Mended the fence of the toddler's area that was broken one weekend.
- Re fitted the hippo in the toddler's area
- Carried out regular day to day duties.

21/6/13 for OS

LARGE

16-22/6/13 provisionally

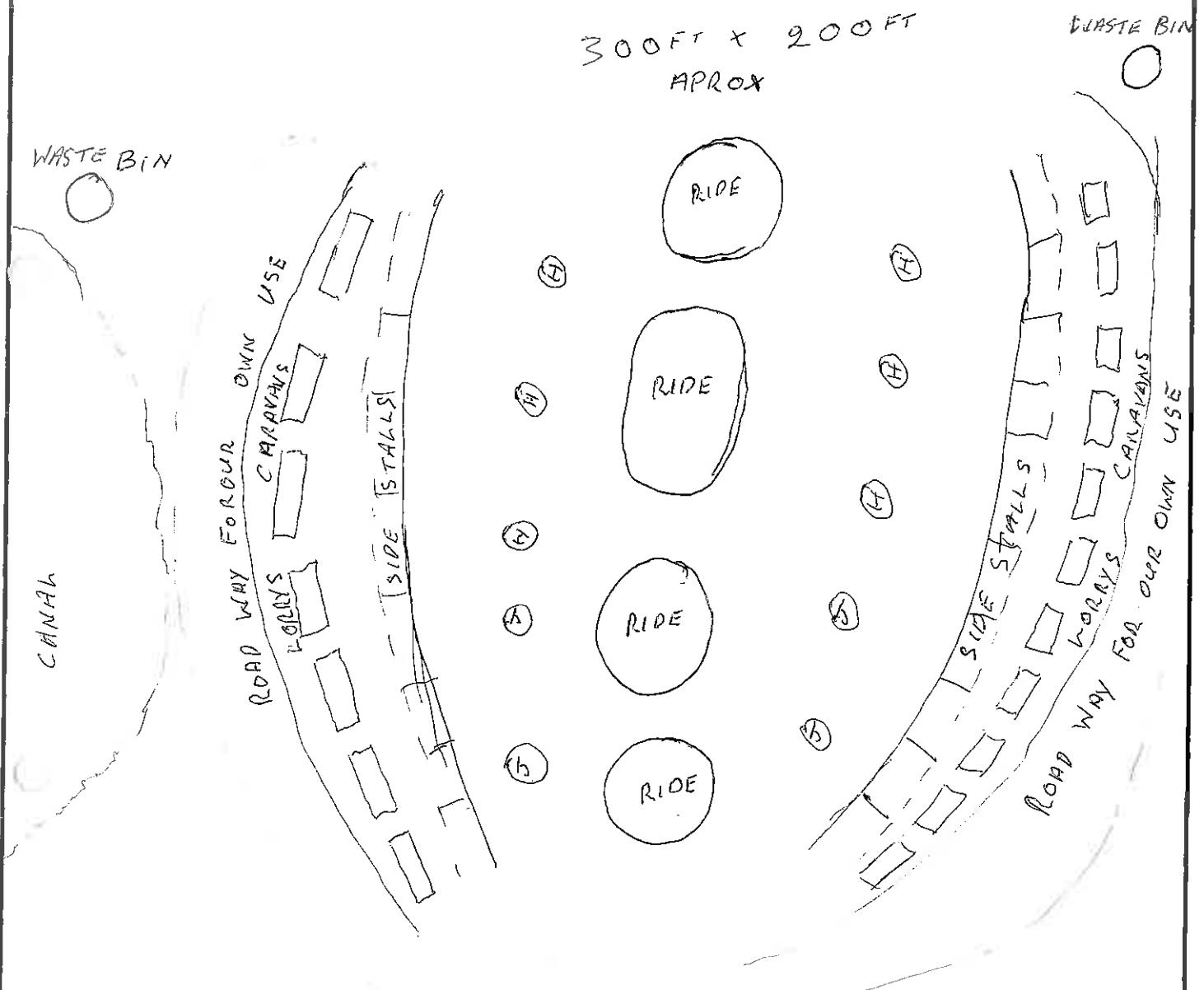
AGENDA NO
6

Marshall Herbert's Funfairs

Established over a Century
Member of the Showmen's Guild

JUNE 2013

300 FT X 200 FT
APROX

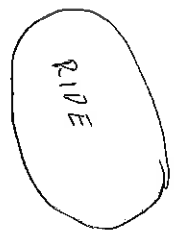
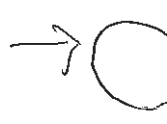


13 Putton Lane, Chickerell, Weymouth, Dorset, DT3 4AE
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Fax: (01305) 783365

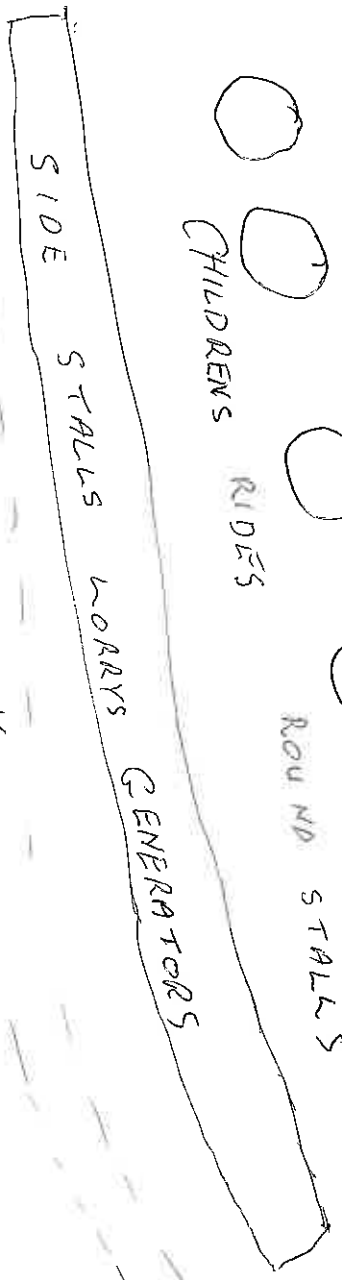


SMALL

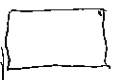
WASTE BIN



BOUNDARY



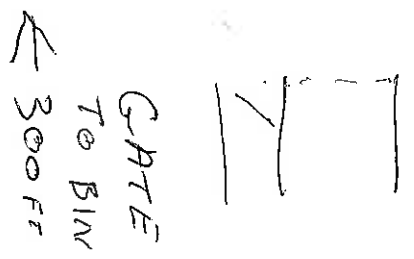
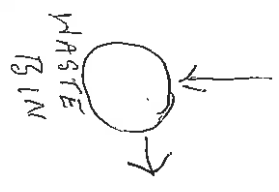
ROAD WAY

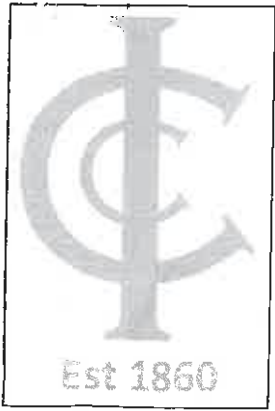


CARRIVANS



CANAL

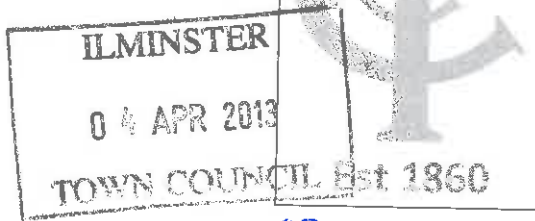
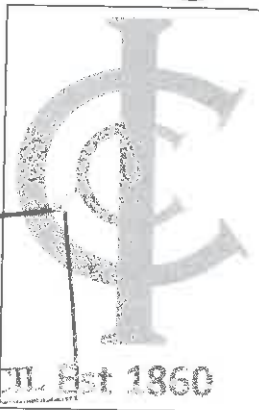




ILMINSTER CRICKET CLUB

PLAYING THE GAME

FOR 150 YEARS



03.04.13

Ilminster Town Council

We wish to inform you and seek permission for the following:

1. We are using a 2 ton Roller, which will be at the Ground from the 5th April until the 15th April, when it will be collected. The Roller will be used on all football pitches and Cricket squares - both Clubs are sharing the cost of this.
2. We would like permission to bring a large van onto the ICF ground, so that we can remove the rubbish. We would like to use the bottom gate by the Tennis Courts, as this is the drier end of the ICF ground.
3. We are painting the inside of the Cricket Pavilion Changing Rooms and removing all unnecessary junk.
4. We are replacing the old cricket scoreboard with a new window which will match the existing windows in the Pavilion and this will be at no cost to the Council.
5. We would like to paint the front of the Cricket Pavilion, but as the licence states the Council are obliged to do this and any repairs of the outside of the Pavilion - would it be possible for the Council to supply the paint and to renew the guttering? Would the Council like us to do the painting?
6. We attach the quote from Bradfords for the paint and guttering. This is the retail price, but I understand the Council can get 20% off for the guttering, but not the paint.

on behalf of ICC *[Signature]*



NEW ROAD.

Agenda No 12
CONTRACT ACCESS

Michelles, Copy!

NOTES

PIPE TO FOLLOW

1. WALL 3' FEET AWAY
2. RAILINGS 6' FEET AWAY
3. FOUR FOOT W' DEEP.

CEMETERY

4. DISTANCE 130 YARDS
390 FEET

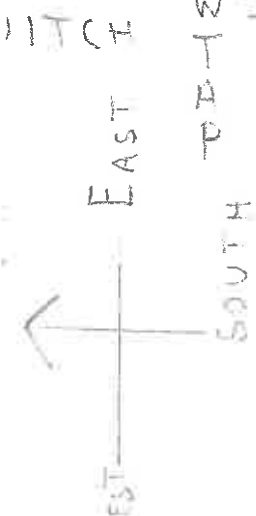


12 FOOT
ACCESS GATE

TAP
WATER
CHOSET

12' WIDE

NEW TAP
MARKED WITH
CLAY PIPE UPRIGHT



NOT TO SCALE
Water turn off.
O WALL
II RAILINGS
→ ACCESS

ANH 17 JULY 2013.

ANU 17 JULY 2013



Cunningham Lindsey

Subsidence Scanning Centre, Ground Floor, Fountain Court, 12 Bruncliffe Way, Morley, LS27 0JG
Telephone 01924 428891 Facsimile 0845 4251865

Ilminster Town Council
Council Offices
North Street
Ilminster
Somerset
TA19 0DG



Fao Ms Joy Norris

21 March 2013

Our Ref: LBHPA/PJH/7265786

Dear Sirs

Insurance Claim – Collapsing Rear Boundary Retaining Wall at New Road Cemetery

I refer to my recent visit and confirm that we have been appointed in respect of your claim by your buildings insurer, Aviva.

As I explained at the time of my visit, it is my opinion that the damage has been caused by gradual deterioration with age rather than any insured contingency. The situation may have been exacerbated by the close proximity of the neighbouring conifer hedge. However this has now been removed and should therefore not give further problems.

Your buildings insurance policy provides cover for damage to your buildings but excludes damage caused by gradual deterioration or frost damage. The subsidence extension to your cover would exclude damage to walls in the absence of damage to the associated building.

Accordingly, I have to advise you that your buildings insurer is unable to offer any further assistance on this occasion.

With regard to any claim you may have against the neighbouring tree owner, this issue can be quite complex. However, in simple terms, your neighbour, as a lay person, would be able to defend any action on the basis that he was ignorant of possible damage due to tree root action. Now that he is aware he has taken reasonable steps to mitigate this nuisance by felling trees alongside the wall.

If you have any questions or concerns, please do not hesitate to contact us within the next few days.

Yours faithfully
For Cunningham Lindsey

pp

Richard G Thomas - BSc CEng MICE MStructE MCIHT ACILA
Chartered Engineer – North / West Region
Customer Support – Paula Higgins
Direct Dial: 01924 428709
Email: PMSLeeds@cl-uk.com

Cc Broker (by email to Amy Newton): amy.n@wpsinsurance.co.uk



**DRAINAGE AND
FAIRGROUND ENTRANCE QUOTES**

Description	Mike Grinter	Paul Hadderton	Turners Groundworks	Affordable Drainage
Drainage of area between football ground and The Mead	£4,300.00	£7,384.50	£6,265.00	£6,850.00
Take muck away		£740.00		
Muck left on site		£405.00	-£750.00	
Fairground entrance - rec				
* Tarmac		£13,642.88		
* Plastic ground stabilising plates				£17,000.00
Muck away		£2,900.00		
Muck left on site		£1,260.00		
Fairground entrance - dropped kerbs		£5,334.85		£1,550.00
Fairground entrance including dropped kerbs				
* Truckpave			£21,710.00	
* Exposed aggregate concrete			£19,529.00	
* Brush finished concrete			£18,129.00	
Muck left on site			-£2,500.00	
Note: Mike Grinter suggested that the dropped kerb might not be needed as there had been no problem with the fair and the pavement in the past.				

