

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

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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

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- (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.

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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 scrap 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

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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 scalpings and 3mm to dust. 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 scalpings and 3mm to dust, (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.