

## Open Spaces Action List Updated 03.05.2016

No	Meeting Date and Minute Number	Topic	Resolution / Action (To Do)	Action By	Progress / Action Taken
1	29.03.2016 OS76	Purchase of a Pressure Washer	<b>RESOLVED</b> to purchase the pressure washer	Town Clerk	<b>Purchase Order 13422 raised 31.03.2106</b>
2	29.03.2016 OS77	Sign Posts and Information Boards for Herne Hill	<b>RESOLVED</b> to proactively work with the Herne Hill Advisory Group to draft a scheme for information boards and way markers; bring back to council for approval to enable prices to be sought.	Herne Hill Advisory Group/Deputy Clerk	
3	29.03.2016 OS78	Giant Water Slide in Britten's Field	<b>RESOLVED</b> to agree to the request to run a giant water slide, subject to Ilminster Town Football Club paying a £500 deposit in advance of the event and agreeing to bear all reinstatement costs in the event of any damage.	Town Clerk	
4	26.02.2016 OS66	West Crescent Play Equipment	The Chair requested that this item is included on a future agenda.	Chair of OS and Deputy Town Clerk	
5	26.02.2016 OS69	Removal of Surplus Materials stored at the Cemetery	<b>RESOLVED</b> (i) Cllrs Shearman, Burton, Drayton and Swann in consultation with the Senior Open Spaces Warden and Town Clerk remove and dispose of the wood, ride-on-mower, metal girders and sheeting on a voluntary basis. (ii) Cllrs Shearman, Burton, Drayton and Swann in consultation with the Senior Open Spaces	Cllrs Shearman, Drayton, Burton and Swann	02/03/2016 Permission given by Dillington Estate Office for vehicular access to Cemetery Work scheduled for 21.03.16 to start moving "scrap" items <b>04.04.2016 Scrap items have been removed.</b>

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			Warden and Town Clerk move the building stone and rubble to the location of the proposed Look Out Point on a voluntary basis.		<b>Soil, rubble and railings remain on site</b>
6	26/01/2016 OS59	Advertising on Town Council Property	<b>RESOLVED</b> to defer a decision to enable a policy to be drafted for consideration at a future meeting	Town Clerk	
7	26/01/2016 OS61	Cemetery	<p><b>RESOLVED</b></p> <p>(i) To form a cemetery sub group with a broad remit to investigate the availability and suitability of land for cemetery use, including land already owned by the Town Council.</p> <p>(ii) The cemetery sub group is to comprise of the Chair and Vice-Chair of Open Spaces, Cllrs Drayton, Shearman (if available), Storey and Swann.</p> <p>(iii) To obtain quotations</p> <ul style="list-style-type: none"> <li>• to produce an integrated cemetery plan to comply with the Local Authorities Cemeteries Order 1977 and</li> <li>• to establish how much burial land remains available and its suitability for use for burials and / or cremation plots.</li> </ul> <p><b>RESOLVED TO RECOMMEND TO COUNCIL</b> to stop selling burial and cremation plots in advance</p>	Deputy Clerk          Town Clerk	<p>23.02.2016 Town Council resolved to stop selling burial and cremation plots in advance</p> <p>04.03.2016 Cemetery Development Services Ltd contacted for quotation</p> <p><b>Cemetery sub-group meeting 06.04.2016 and 13.04.2016</b></p>

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			<p><b>RESOLVED</b></p> <p>(i) to use the unsold plots in existing Sections C2 and B2 for both cremation plots and burial plots provided that for the latter it can be established the ground composition and topography is suitable for burials</p> <p>(ii) to use burial plots in the area most recently designated as S (previously parts of areas designated B &amp; C) from a centre line taken from the store shed working outwards, each occasion to be risk assessed.</p>	Town Clerk	
8	24/11/2015 OS53	Ilminster Football Club Annual Bonfire Event	<p><b>RESOLVED</b></p> <p>(i) to support the principle of an annual event in Britten's field, organised by Ilminster Town Football Club, subject to an annual review (taking place within 1 month of the annual event being staged) and the submission of the relevant documents such as lay out plans and risk assessments</p> <p>(ii) permission is given to Ilminster Town Football Club to hold a firework and bonfire event in 2016 on the nearest Sunday to November 5<sup>th</sup>, subject to (i) above and the ground conditions being suitable</p> <p>(iii) A £500.00 deposit to be lodged with the Town Council each year before the event which will be refunded provided that there is no ground damage or any other reason for which</p>	Town Clerk	

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			the Town Council needs to make expenditure as a result of the event		
9	29.09.15 OS27	Surface Matting outside Wardens' Workshop	Investigate and cost options for matting and report at a future meeting.	Deputy Clerk and Senior Open Spaces Warden	27.10.15 Minute OS43 RESOLVED to obtain 3 quotations to improve the surface outside the Wardens' Workshop and Garage rented to the Cricket Club Meeting arranged with Gridforce representative on 25/02/2016 at 9.00am. OS Chair, rep from Cricket Club, Senior OS Warden and Deputy Clerk to attend. 25/02/2016 OS Chair, Senior OS Warden, Deputy Clerk and Jim Sainsbury met with Gridforce representatives. 03/03/2016 Quotation received. <b>Quotation requests sent – closing date 06/05/2016 at 12 noon</b>
10	26.05.15 Minute 7	Natural / Wildlife Encouragement Areas	RESOLVED (i) To regularly cut or strim the grass parallel with the Canal so that it is kept tidy	Senior Open Spaces Warden	

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			(ii) That the grass on the slope from Britten's Field towards the Ridge Path and Herne Hill should be left to grow during the summer (iii) That research is undertaken to find the most appropriate type of plants suitable for the area from Britten's Field towards the Ridge Path and Herne Hill to encourage butterflies (iv) That research is undertaken to find the most appropriate type of plants suitable for the area from Britten's Field towards the Ridge Path and Herne Hill which could be bought as plugs and planted to encourage further wildflower growth		
11	26.08.14 Minute 137	Skatepark	Seek advice re fencing, surfaces and safety issues	Play and Paths Working Group	The charity Streetscape have secured a grant of £650 towards improvements. Play and Paths working group to liaise with Mr Doeller 12.01.16 Chair of Play & Paths met Skatepark provider rep and discussed surfaces. SSDC Play Officer compiling plan to reduce potential conflicts of wheeled sports users and individuals running across skatepark area 23/02/2016 Town Council agreed the skate park module of the Rec Masterplan

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					<b>29.03.2016 Minute OS75 RESOLVED to leave skate park as it is unless it becomes a health and safety issue.</b>
12	22.04.14 OS Minute 94	Herne Hill Management Plan	<b>RESOLVED</b> that the draft Herne Hill Management Plan is agreed in principle with the inclusion of information on: <b>a)</b> How the 'Hill' is an area of outstanding nature beauty <b>b)</b> The importance of the 'Hill' to the town How the 'Hill' will be protected.	Deputy Town Clerk	15.01.16 Temporary Warden updating plan keeping existing principles 12.02.2016 Herne Hill Advisory Group Meeting 26.02.2016 Minute OS67 <b>RESOLVED TO RECOMMEND</b> that Ilminster Town Council adopt the revised Herne Hill Management Plan for 2016 – 2026 and the Woodland Management Plan <b>22.03.2016 Minute No 222 Town Council resolved to adopt the Herne Hill Management Plan 2016 - 2026</b>
13	22.04.14 OS Minute 96	Cemetery Wall Maintenance	<b>RESOLVED</b> that all the maintenance work to the cemetery walls is completed and this work will be funded from the cemetery walls reserves	Deputy Town Clerk/Senior	1) Order raised for the work to be done 02.05.14

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			fund and the seat and bins reserves fund at a cost not exceeding £3613. Funded from : £2000 from R&P Cemetery walls (line 127) £806 R&P Seats (line 46) £807 R&P litter bins (line 51)	Open Spaces Warden	2) Work started and will be done gradually during 14/15 financial year Deputy Town Clerk establishing timeframe for work to be undertaken Work should commence 01/09/2015 on SW wall (next to Lodge) and will be completed within 3 weeks. Work will then start on NW wall (bottom wall) and is expected to take a further 3 weeks. Work started 07.09.15 Work completed on SW wall. Contractor wishes to delay work on NW wall until 2016. OS Team will need to clear vegetation.
14	Town Council 30.07.13	<b>Market Town Investment Group</b>	<b>RESOLVED</b> that: i) that the Council makes a contribution to the Portas Project Proposal (based on the themes of Town Image and Community Facelift) and recognises that such contributions can be work in kind. ii) that the Town Council develops a sponsorship policy.		1) Flower Troughs on Canal Way put in place mid June 2014. 2) Flower Troughs on Strawberry Bank put in place beginning July 2014 3) Summer and Winter planting of flower troughs on

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			iii) that the Town Council actively seeks sponsorship from businesses in the town. that the Town Council recognises the proposal will require on-going resources to be provided e.g. labour and finance.		Strawberry Bank to be planted by SSDC in 2015/2016 4) Sponsorship Policy agreed 5) Belfast Sinks still to be refurbished by SSDC
15	OS 21.05.13 (approved at full council 18.06.13)	<b>Removal of metal balance beam</b>	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.		1) The Senior Warden is looking at different options to replace the metal beam <b>On hold until the Rec Review is completed.</b> <b>29.03.2016 OS72</b> <b>Minutes/Action List</b> <b>Clarification that the metal balance beam will not be removed unless it is replaced by another piece of equipment as the health and safety risk of the existing beam is considered minimal</b>
16	O.S 11.12.12	<b>Safety Surfaces</b>	Need to measure the area at the side of the skate park and obtain quotes	Deputy Town Clerk / Senior Open Spaces Warden	1) Waiting for measurement. 2) Measurements rec'd – awaiting quotes 3) Rec'd prices but now need to include other smaller areas. 4) Waiting for sizes of all areas from Tony



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					5) Sizes received – Working out how much to order and which will work out as the cheapest (as at 02.08.13) <b>On hold until we have received the Open Spaces Review masterplan</b> <b>29.03.2016 Minute OS75 RESOLVED to leave skate park as it is unless it becomes a health and safety issue.</b>