

**ILMINSTER TOWN COUNCIL
OPEN SPACES COMMITTEE MINUTES**

Minutes of a meeting of the **OPEN SPACES COMMITTEE** held in the Council Chamber, Ilminster on Tuesday 11th March 2014 at 19:30hrs

Present:

Chairman: Cllr C Goodall

Councillors: Cllr S Austin, Cllr P Burton, Cllr V Keitch, Cllr D Miller, Cllr J Pallister,
Cllr A Shearman, Cllr S Storey, Cllr R Swann, Cllr L Vijeh and Cllr E Taylor.

In Attendance

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

Six members of the public attended this meeting.

Items brought to the attention of the Committee included the following:

- Cyclists are using a section of Herne Hill as a mountain bike track. The Council are aware of this problem and are trying to find out who is responsible.
- Concerns were raised over the redeveloping of the area on the recreation ground between the natural spring and The Incline which is used for sledging. Nothing has been planned for this area at present but once the Council has a better idea as to what is planned for where, The Town Clerk will personally inform this member of the public

80. Apologies for absence

Apologies for absence were received from Councillors Higgins, Lawson, Shepherd and Sothern.

81. Declarations of Interest

Name	Minute No	Agenda Item	Type of Interest	Nature of Interest
Cllr Pallister	87	8	Personal	Member of the Cricket Club
Cllr Shearman	85b	6b	Personal	Chairman of Classic Car Club that supports Ilminster Experience

82. Minutes.

RESOLVED

- a) That the minutes of the meeting held on 21st January 2014 be confirmed as a correct record.
- b) To note the action list relating to the Open Spaces committee.

Items brought to the attention of the Committee included the following:

- The Council has received confirmation from the District Council that the Ilminster Forum grant application (Portas funding) for the enhancement of Ilminster by additional and improved planting schemes has been successful. The Open Spaces team will be responsible for watering and maintenance and ideally would use a water bowser, the Town Clerk will be investigating the possibility of funding the purchase from the agreed tools and maintenance budget.
- The fencing work for Winterhay Lane can be moved forward as this will not affect the design of the play area.

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- A date has still not been given as to when work will be started to install the grill to the outlet pipe in the canal.
- The flower trough and sign at Sea Road is on land owned by Highways. It has been agreed that the flower trough and sign can be moved. Staff just need to check that the proposed position does not obscure the view to get in and out of the Gooch and Housego site.
- There have been two possible sites offered for the community resilience store.
- The work to the pathways at Herne Hill has been delayed until the ground dries out.
- An additional Full Council meeting will replace the Resources committee meeting on 25th March 2014, so that a proposal can be considered regarding the North West cemetery wall.

83. Warden's Report

The Committee received the report from the Senior Open Spaces Warden about recent open spaces activities in Iminster and planned future work
Discussions included the following:

- The grass has now been cut at the cemetery.
- The toilet block's roof has had some damage caused to it from footballs etc. The Open Spaces team have the tiles but are waiting until both members of staff have returned from annual leave before work is started.
- The infestation of the 'Chafer' beetle at the Churchyard cannot be treated until August.
- Members of the public have commented that the Battle of Sedgemoor board which has been put back up outside McColl's looks 'shabby'. A new sign will cost approximately £1000. Donations are welcome.
- Members would like to pass on their congratulations to Corry, the Open Spaces Apprentice for passing all his exams. Once the certificates have been received the Mayor will formally present them to him.

84. Financial Comparison and Virement

The Committee received information about the Open Spaces expenditure and commitments to date when compared with the 2013/14 budget

Discussions on this item included the following:

- The staff would like to thank Councillor Lawson for helping to improve the spreadsheet. The colours now indicate that red figures show less income than expected or more expenditure than expected and the green figures shows excess income or an underspend.
- The electrical testing at the toilet block will not be required again until October 2016.
- The expenditure under 561/13 is for the wood for the back boards for the town signs, which will be transferred from the renewals and provisions fund for town signs. The other expenditure under this heading is for the top soil which was purchased after the funfair caused damage to the ground. This cost will be offset against income received.
- The water charges have increase due to the water system for the urinals. A suggestion was made that dry toilets are an option for future consideration.

RESOLVED to note the report.

Chair's Initials

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85. Permission to use the recreation ground.

- a) The Committee was asked to consider if Mr Herbert could use the recreation ground in June and October 2014 for the Funfair.

Discussions on this topic included the following:

- Members of the public and the funfair organisers prefer the fair in the recreation ground.
- The land on the recreation ground will need to be inspected at the beginning of June to establish whether or not the ground has recovered sufficiently from the drainage work to take the weight of very heavy vehicles and rides.
- The Council will need to decide at a future meeting what fees to charge the Funfair.

- b) The Committee was asked to consider if the Iminster Experience could use the recreation ground on 8th June 2014.

Mr Fry Foley addressed the Council and the information he provided is shown on the booklet attached to the minutes as Appendix 1.

Discussions on this topic included the following:

- The Council will need to decide if they will be having a scarecrow competition this year to coincide with the Iminster Experience.
- More information is required regarding the proposed Gravity Go carts event on Britten's Field.
- The Cricket Club will need to confirm if a cricket match is booked on Britten's Field for 8th June 2014.
- The Town Council will need to approach the IEF to ask for permission to use their land for the overflow car park.

RESOLVED

- (i) That the Town Clerk following consultation with the Chair and Vice Chair of the Open Spaces Committee, will decide whether or not the Recreation Ground is fit to be used for the funfair in June 2014 and
- (ii) If the ground is not suitable the Funfair is given permission to be sited in Britten's Field.
- (iii) The Iminster Midsummer Experience is given permission to use the Recreation Ground, Britten's Field and IEF land on 8th June 2014 subject to the following conditions:
 - A) The Town Clerk has delegated authority following consultation with the Chair and Vice Chair of the Open Spaces Committee to make a decision as to whether or not the condition of the ground is suitable for the event to take place.
 - B) The IEF give approval for their land to be used as an overflow car park.
 - C) More information is received about the Gravity Go-cart event proposed for Britten's Field.
 - D) The Cricket Club confirms that a cricket match is not booked for the 8th June 2014.

86 Drains and Road Gullies

The Committee was due to receive an update on drain and road gully clearance from Councillor Vjeh but she is still awaiting a reply from the County Council.

Chair's Initials

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87. Hiring of equipment to the Cricket and Football Clubs

The Members were asked to consider the conditions which should apply when the Cricket and Football clubs borrow equipment from the Council or request the Open Spaces team to undertake work. The Council has not previously developed a policy or discussed such situations so the Committee needs to consider what action should be taken regarding future requests.

Discussions included the following:

- At present the Wardens let the clubs borrow the equipment if they do not need to use it themselves.
- Volunteers who are carrying out council work are covered by the Town Council's insurance
- Costs for maintenance and repairs need to be taken into account
- The Town Council would need to find out if they are allowed to hire out equipment. The staff will speak to the internal auditors regarding this matter.
- There may be health and safety training requirements for volunteers using the equipment.
- The Council needs to be clear who is given volunteer status.
- A list needs to be drawn up of the equipment that is borrowed by clubs and volunteers.
- It was suggested that the Town Clerk speaks to other local Councils to find out if they hire out equipment.
- If a decision to have a hiring contract was made it would have to stipulate what the requirements are for health & safety, insurance, and who is liable for repairs.

RESOLVED

- (i) that the Town Council develops a volunteer policy
- (ii) that with immediate effect the Town Council no longer allows equipment to be used by clubs and / or volunteers
- (iii) that (ii) above will be reviewed when a volunteer policy is approved

88. Brownies Centenary Time Capsule

The Committee was asked to consider a request from the Iminster Brownies group to bury a time capsule on the recreation ground during 2014 to celebrate the Brownies Centenary.

Discussions included the following:

- The capsule would be buried sometime during 2014.
- It was suggested that the capsule could be buried near the location of the Mayor's tree (once this has been decided) so that a record of its position can be kept for the future, when it may be dug up.
- The capsule would be ready about May 2014. The Brownie Group will advise the Town Council staff before then of the size of the capsule.
- If an area near the canal was an option for the tree and the capsule, permission would need to be granted by the IEF.

RESOLVED that in principle the Iminster Brownies Group are given permission to bury a time capsule on Town Council's recreation land.

Iminster Town Council

89. Town Signs

The Committee was asked to consider replacing the town signs as the present signs are damaged and past repair.

Discussions included the following:

- The back boards on the town signs have rotted so the wood has been purchased to replace them.
- The signs themselves are approximately 10-14 years old and have suffered some damage over the years so the staff are in the process of obtaining quotations for 5 new signs.
- The funds are available in the renewals and provisions fund for this work.

RESOLVED that the consideration of purchasing new town signs is taken to the next Open Spaces meeting once more information and quotations have been received.

Meeting closed at 21:15hrs

Chair's signature and date