

Open Spaces Action List Updated 21.10.14.

No	Meeting Date and Minute Number	Topic	Resolution / Action (To Do)	Action By	Progress / Action Taken
1	30.09.14 Minute 144	Warden's Report	Send letter to Sustrans regarding the dangers posed by the overgrown hedges along the cycle route	Town Clerk	
2	30.09.14 Minute 146	Herne Hill - Marshy Area and Accessibility	Path raised & pipe put in place	Senior Open Spaces Warden	06.10.14. Complete
3	30.09.14. Minute 147	Multi Use Games Area	Write to SSDC	Town Clerk	
4.	30.09.14 Minute 150a	Standards of Grave Digging	Contact local undertakers who use the cemetery to inform them that unless all the Town Council's criteria regarding grave digging are met they will not be able to use the cemetery	Town Clerk	
5	30.09.14 Minute 150b	Self propelled Rotary Mower	Purchase self-propelled mower for use at the cemetery	Town Clerk	Purchased and collected 15.10.14
6	26.08.14 Minute 135	Use of Open Spaces Machinery	Write to Cricket & Football Clubs to advise them of decision not to charge for next 12 months but advise any use can only be by Town Council registered volunteers	Town Clerk	Letters sent 15.10.14
7	26.08.14 Minute 136	Charges for Recreation Ground Use	Contact Organiser of fitness sessions re revised charges	Town Clerk	Email sent to Mark Hughes 07.10.14
8	26.08.14 Minute 137	Skatepark	Seek advice re fencing, surfaces and safety issues		

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9	29.07.14	Public Participation	Try to contact the group of people practising re-enactments to make them aware of local resident's concerns	Town Clerk	Possible point of contact identified
10	29.07.14	Public Participation	Investigate erecting notices to discourage feeding the ducks and to take litter home	Town Clerk	
11	29.07.14	Public Participation	Write to Angling Club regarding rats	Town Clerk	
12	29.07.14 OS 125	Cemetery Signage	Write to undertakers who use the cemetery regarding standards of grave digging	Town Clerk	
13	29.07.14 OS 125	Long grass - slope to Ridge Path	Find farmer /organisation to cut and remove long grass before autumn	Senior Open Spaces Warden	Contractor identified
14	29.07.14 OS 126	Land At Court Barton	Write to IEF informing them of the Committee's decision regarding	Town Clerk	Letter sent 13.10.14
15	22.04.14 OS Minute 94	Herne Hill Management Plan	RESOLVED that the draft Herne Hill Management Plan is agreed in principle with the inclusion of information on: a) How the 'Hill' is an area of outstanding nature beauty b) The importance of the 'Hill' to the town c) How the 'Hill' will be protected.	Deputy Town Clerk	
16	22.04.14 OS Minute 96	Cemetery Wall Maintenance	RESOLVED that all the maintenance work to the cemetery walls is completed and this work will be funded from the cemetery walls reserves 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)		1) Order raised for the work to be done 02.05.14 2) Work started and will be done gradually during 14/15 financial year

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			£807 R&P litter bins (line 51)		
17	22.04.14 OS Minute 97	Town Signs	RESOLVED (i) that the five town signs are purchased at a cost not exceeding £395.00 + vat and (ii) funding for the purchase is from the town signs reserves/ renewals and provision fund.		Town signs ordered on 23.04.14 and collected Awaiting fixing - scheduled for July / August 14 Complete
18	OS 11.03.14 & 29.07.14	Brownies Centenary Time Capsule	RESOLVED that in principle the Ilminster Brownies Group are given permission to bury a time capsule on Town Council's recreation land.		<ol style="list-style-type: none"> 1) Received dimensions for box from Brownies leader 29.04.14. Internal measurements 15inchslong 10 inches wide and 7 inches deep. The box will be made of stainless steel with a lead costing to preserve it for 100 years 2) 03.06.14 OS minute 116 agreed capsule to buried at trig point on Herne Hill 3) Contact Brownies to find out when they will be burying the time capsule 4) Date fixed for 11 October
19	11.03.14 OS	Member of the Public's question	Notify member of the public what the plans are for the area of land between the natural spring and The Incline once they are know – Name and address in folder	Town Clerk	Nothing on the Recreation review Master Plan effects this area
20	10.09.13	O.S Recs – Herne Hill	RESOLVED that the wood chippings on the bottom path at Herne Hill are removed by a digger at a cost not exceeding £450 and that the		1) Order raised on 17.09.13

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		Advisory Group	expenditure for this work will be allocated to budget heading 561/8.		2) Work started but had to be delayed until the spring due to the slippery pathways. 3) Clearance work completed spring 2014, paths now need levelling, and seeding
21	Town Council 30.07.13	Market Town Investment	<p>RESOLVED that:</p> <p>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.</p> <p>ii) that the Town Council develops a sponsorship policy.</p> <p>iii) that the Town Council actively seeks sponsorship from businesses in the town.</p> <p>that the Town Council recognises the proposal will require on-going resources to be provided e.g. labour and finance.</p>		<p>1) Flower Troughs on Canal Way put in place mid June 2014.</p> <p>2) Flower Troughs on Strawberry Bank put in place beginning July 2014</p> <p>Belfast Sinks still to be refurbished by SSDC</p>
22	OS 21.05.13 (approved at full council 18.06.13)	Removal of metal balance beam	<p>Resolved that</p> <p>i) the metal balance beam at the Children's play area is removed due to health and safety reasons.</p> <p>ii) the Open Spaces Wardens replace the metal balance beam with a wooden balance beam to be designed and constructed by the Wardens.</p>		<p>1) The Senior Warden is looking at different options to replace the metal beam</p> <p>On hold until the Rec Review is completed.</p>
23	OS 23.04.13	Ilminster Angling Association's request	Resolved that the Council allow the Ilminster Angling Association to introduce 200 F1 Carp to the canal subject to the following conditions:		<p>1) In process of speaking to the Environment Agency</p> <p>2) Town Clerk has spoken to EA.</p>

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	(approved by Council 07.05.13)		<p>i) that the Angling Association provide, install and maintain, at their cost, a grill structure to a design to be approved by the Town Clerk who will take advice from the Environment Agency</p> <p>ii) that the weed maintenance is carried out regularly to prevent the fish from dying and to prevent the outlet pipe from becoming blocked.</p>		<p>3) Maximum 1” spacing between bars to stop the fish from escaping.</p> <p>4) Before licence is given out the EA will need to inspect and approve the grill.</p> <p>5) EA will give us suggestions as to the design and contractors who may be able to offer advice. Emailing us back w/c 02.09.13</p> <p>6) Chased again on 17.09.13 – should hear back next week 23.09.13.</p> <p>7) Phone conversation with EA on 24.09.13. They are sending information about the screening suitable and appropriate for Ilminster canal. It is likely that they will require a site meeting where stock and screening requirements can be discussed in context.</p> <p>8) Site meeting on 11.10.13 with EA and Angling Association</p> <p>9) Site meeting held with Environment Agency 11.10.13</p> <p>10) Grill design agreed, Angling Club to organise installation</p>

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					and EA will check installation before approving fish transfer 11) Following Councillors Walkabout on 15 July Deputy Clerk contacted Angling Club to flag concerns about the work undertaken to date. 12) 13.10.14 Angling emailed to say that the work which has been done does not reflect the agreed drawing
24	OS 31.01.13 30.09.14 Minute 149	Workshop Entrance 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 <ul style="list-style-type: none"> • Prices obtained for the work needed to be done for the area outside the Cricket Club's entrance • Need to obtain more up to date quotes for all the areas that need new matting surface • Need to obtain quotes for concrete to be laid instead of matting • Arrange for the Committee to view other local areas that use this matting • Find out the life expectancy of the matting 	Town Clerk	03.06.14 meeting Resolved to get estimates for grasscrete to widen the path to the Warden's Workshop, entrance to Warden's Workshop and Cricket Store Specification being prepared On OS Agenda 30.09.14 Councillor Working Group to draft specification and present it to Cttee for approval. On agenda for 28.10.14.
25	O.S 11.12.12	Safety Surfaces	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.

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					4) Waiting for sizes of all areas from Tony 5) Sizes received – Working out how much to order and which will work out as the cheapest (as at 02.08.13) On hold until we have received the Open Spaces Review masterplan
26	OS 23.10.12 (approved by Council 04.12.12)	Winterhay Lane Recreation Ground FENCING	Resolved that subject to the ownership of the fence being confirmed in writing, as to belonging to Ilminster Town Council, the Town Clerk is given delegated authority to order the supply and erection of the fencing for a cost not exceeding £650.00 + VAT.	Town Clerk	1) Quotes obtained 2) Waiting for SSDC to confirm ownership and whether the 106 money Capital & Maintenance funding has been agreed. 3) Youth Council are doing a consultation and will include in their report what type and what height the fence should be. The report will be taken to the Council meeting in December 4) The Youth Council gave a presentation via DVD 5) They will now be working with SSDC to design a new play-area 6) Youth Council were due to meet on 18.01.14 with the Play Officer at SSDC, but had

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					<p>to be cancelled due to heavy showers</p> <p>7) Four members of the Youth Council have stood down as they have moved schools</p> <p>8) Start to proceed with fencing as this will not affect the final design of the play area.</p> <p>9) Updated price requested by email and chased 27.05.14</p> <p>10) 03.06.14 Minute 117 Committee agreed updated estimate</p> <p>11) Order raised 08.07.14 work provisionally scheduled for October 2014</p> <p>Complete 14.10.14</p>