

**ILMINSTER TOWN COUNCIL
OPEN SPACES COMMITTEE MINUTES**

Minutes of a meeting of the **OPEN SPACES COMMITTEE** held in the Council Chamber, Ilminster on Tuesday 24th September 2013 at 19:30hrs

Present:

Chairman: Cllr C Goodall

Councillors: Cllr P Burton, Cllr V Higgins, Cllr V Keitch, Cllr D Miller, Cllr A Shearman, Cllr S Shepherd, Cllr J Sothern, Cllr S Storey, Cllr E Taylor and Cllr L Vjeh

In Attendance

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

A member from the local press and 2 members of the public attended this meeting.

48. Apologies for absence

Apologies for absence were received from Councillor Austin, Councillor Lawson, Councillor Swann, Councillor Pallister

49. Declarations of Interest

There were no declarations of interest made.

50. Minutes.

RESOLVED

- a) that the minutes of the meetings held on 13th August 2013 are a correct record.
- b) to update the action list relating to the Open Spaces committee.

Issues brought to the attention of the Committee included:

- The landscape design Company 'Redbay' will be starting work on Thursday 26th September 2013.
- South Somerset District Council has awarded the Town Council a grant of £7,000 for the Landscape Designer.
- A grant from Somerset County Council for flooding protection work has been awarded to the project put forward jointly by the Town Council and the West Ilminster Flood Mitigation Group.
- Police are aware of the problems with vandalism at the recreation ground and are dealing with this matter.

51. Wardens Report.

The Committee received the report from the Wardens about recent warden activities in Ilminster.

Discussions included the following:

- The Britten's Trust entrance referred to in the Warden's report is the footpath from the hammerhead entrance to the canal. There is an area of this path that is worn away.
- There has been positive feedback from members of the public regarding the work to Herne Hill.
- Councillors and staff are still in the process of finding out who is responsible for cutting the hedge along Canal Way.
- Members of the public have commented on the new benches that have been put in Britten's Field and have said it has transformed the area.

Iminster Town Council

52. Financial Comparison

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

Minor amendments to the financial comparison sheet are to include the following:

- The potential income for burials should be shown as the difference between the actual and the budget figure, because there will be burial fees between now and the end of the financial year.

The report was noted.

53. Presentation.

A presentation was made by Zoe Harris from South Somerset District Council concerning the Thursday Market.

The District Council would like to know if the Town Council is interested in entering into discussions about taking over the management of the Thursday market.

Discussions on this item included the following:

- The District Council would be able to advise how the Town Council could run the market on a day to day basis
- The Town Council once had a sub- committee for the market, which may be able to re-form.
- The costs to run the market, at present, are approximately £7,000
- The income received from the stalls, for a year, is £4,500
- There will not be any funding from the District Council to take over the running of the market.
- Other Councils which have recently taken over the management of their markets, have amalgamated the market duties with the office staff's regular day to day duties.
- The Market Supervisor's job description includes putting out cones around the bays, putting out signs, checking Health and Hygiene certificates are in place, making sure that the stalls are set up to the required Health & Safety standards, collecting money from stallholders, carrying out some admin work and banking money at the end of the day.
- The market should close at 1.00pm but some stall holders are occasionally on site until 5.00pm.
- Volunteers may help to set up the market each week and stallholders could come to the office to pay their rent.
- A business case would need to be drawn up taking into account and considering all the above before a decision whether the Town Council is willing to take over the market can be made.
- The present Market Supervisor will be leaving the position at the end of October and relief staff have been booked in until the end of November.
- The District Council will need a decision by the end of October if possible.

RESOLVED that a Sub- Committee for the market is set up immediately and a business plan is compiled.

54. Iminster Armed Forces Day

The Committee was asked to consider the use of the recreation ground on 19th 20th and 21st June 2015 for an Armed Forces Day.

After some discussion it was agreed that the Committee would need additional information from the fundraising Organiser, detailing what types of events would be held on the recreation ground.

Councillor Higgins will approach the applicant for further information.

Iminster Town Council

55. Cemetery Lodge Repairs

The Committee was asked to consider appointing a contractor to carry out the internal and external repairs to the Cemetery Lodge

Topics discussed during the consideration of this item included the following:

- More than three contractors have been contacted for a quotation, but only one has responded.
- The internal repairs will cost £375 (exc.vat)
- The external repairs will cost £850 (exc.vat)
- The cost to carry out these repairs will be paid from budget heading 762 but will be offset by the rental income (budget heading 630)

RESOLVED that the contractor is appointed to carry out the internal and external repairs to the cemetery lodge as per their quotations dated 31st July 2013 and 29th August 2013, at a total cost not exceeding £1225 (exc.vat).

56. Churchyard Railings

The Committee was asked to consider appointing a contractor to paint the churchyard railings

Issues discussed during the consideration of this item included the following:

- The Minster's churchyard is a closed churchyard and therefore the Town Council has responsibility for its maintenance.
- A Memorandum of Understanding between the Church and the Town Council clearly states that the railings and gates must be maintained by the Council.
- The quotations that have been received, are to paint the railings in one go.
- The budget for 2013/14 to the churchyard railings does not cover the costs involved, and therefore would mean that only part of the railings could be painted.
- If the Committee wants the railings painted in one go, the work could be delayed until the Spring when there would be a new budget for 2014/15 which could included this work as a specific project and where a provision could be made for the cost of future work to be done.
- From a budgetary point of view, it would be better for the work to be postponed until April 2014

RESOLVED

- i. that the work to paint the churchyard railings is postponed until April 2014.
- ii. that all the churchyard railings should be painted at the same time
- iii. that provision is made in the 2014/15 budget for railings to be painted.

The Meeting closed at 20:50hrs

Chair's signature and date

5 Nov 2013