

Open Spaces Action List Updated 18.11.2016

No	Meeting Date and Minute Number	Topic	Resolution / Action (To Do)	Action By	Progress / Action Taken
1	25.10.16 OS40	Developing A Dog Policy	Decide consultation Methods and undertake consultation	Deputy Town Clerk	
2	25.10.16 OS49	Appointment of Consultant re Wharf Lane Toilets	Interview 3 potential consultants	Toilet Working Group and Town Clerk	Interviews held, recommendation made to Town Clerk
3	24.05.2016 OS91	Dogs on Open Spaces	RESOLVED to consult with SSDC about how the new Public Spaces Protection Orders legislation will affect Town Councils	Cllr Keitch/Town Clerk	Information collected by Town Clerk to be emailed to Councillors. Item to be put on October OS agenda regarding collecting public views
4	24.05.2016 OS93	Removal of Stone and Soil from Cemetery	RESOLVED TO RECOMMEND (i) £1500 is taken from unearmarked reserves to move stone and soil from cemetery (ii) The contractor is asked to estimate how many loads will be required to move the stone and soil	Town Clerk	01.06.2016 Phone call Contractor estimates 6-8 loads using 6-ton dumper Council 21.06.16 agreed recommendations. 19.08.16 May need to find alternative contractor due to unforeseen circumstances. Price obtained from alternative contractor and agenda item added for 25.10.16 Work Scheduled to take place 24/25 November 2016
5	29.03.2016 OS77	Sign Posts and Information Boards for Herne Hill	RESOLVED to proactively work with the Herne Hill Advisory Group to draft a scheme for information boards and way	Herne Hill Advisory Group/Deputy Clerk	19.08.16 Temporary Open Spaces Warden has started work on drafting sign-posting scheme.

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			markers; bring back to council for approval to enable prices to be sought.		Potential sources of funding being explored
6	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	
7	26/01/2016 OS59	Advertising on Town Council Property	RESOLVED to defer a decision to enable a policy to be drafted for consideration at a future meeting	Town Clerk	
8	29.03.2016 OS77	Sign Posts and Information Boards for Herne Hill	RESOLVED 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	19.08.16 Temporary Open Spaces Warden has started work on drafting sign-posting scheme. Potential sources of funding being explored
9	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	
10	26/01/2016 OS59	Advertising on Town Council Property	RESOLVED to defer a decision to enable a policy to be drafted for consideration at a future meeting	Town Clerk	
11	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

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					<p>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.</p> <p>25/02/2016 OS Chair, Senior OS Warden, Deputy Clerk and Jim Sainsbury met with Gridforce representatives.</p> <p>03/03/2016 Quotation received. Quotation requests sent – closing date 06/05/2016 at 12 noon</p> <p>11/05/2016 One quotation received</p> <p>24.05.2016 OS95 RESOLVED to obtain 3 quotations</p> <ul style="list-style-type: none"> (i) to investigate land drains and rectify as necessary (ii) to install a new door to the gable end of the wardens' workshop and associated work (iii) 27.06.16 CCTV footage will be taken of manholes, and pipes leading from them. <p>19.08.16 Town Council approved expenditure to repair broken drain (16.08.16); contractor informed 18.08.16 – now awaiting date for work to be undertaken.</p>

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					23.09.16 work to repair broken drain alongside workshop complete. Further investigation undertaken regarding perforated pipe, pipe re-sited and hole temporarily filled. Oral report and quotation for wash-down area to be given to OS cttee on 27.08.16
12	26.05.15 Minute 7	Natural / Wildlife Encouragement Areas	<p>RESOLVED</p> <p>(i) To regularly cut or strim the grass parallel with the Canal so that it is kept tidy</p> <p>(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</p> <p>(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</p> <p>(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</p>	Senior Open Spaces Warden	Area of slope is approx. 3 ¼ acres. Advice sought from ITC Plant supplier: Would need to clear any area for planting of existing growth and then rotovate before planting. Plugs and seeds are available, supplier suggested seed would be the best option and best to implement over a period of 2-4 years.

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13	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) £807 R&P litter bins (line 51)	Deputy Town Clerk/Senior Open Spaces Warden	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 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. 19.08.16 Contractor situation and work required to be reviewed.
14	Town Council 30.07.13	Market Town Investment Group	RESOLVED 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.		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 Strawberry Bank to be planted by SSDC in 2015/2016 4) Sponsorship Policy agreed

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			ii) that the Town Council develops a sponsorship policy. 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.		5) Belfast Sinks still to be refurbished by SSDC 19.08.16 Flower troughs now retrieved from SSDC; Belfast Sinks will be collected from Strawberry Bank by ITC Open Spaces in order to assess condition. MTIG Rep requested to ascertain current situation regarding landscaping of roundabouts, the Triangle and the top of North Street.