

**Open Spaces Action List for 27 March 2018 Open Spaces Committee Meeting
Updated 6 March 2018**

No	Meeting Date and Minute Number	Topic	Resolution / Action (To Do)	Action By	Progress / Action Taken
1	OS137 30.01.18	Headstone	Write to applicant to confirm approval	Town Clerk	Applicant has been advised by telephone formal approval to follow
6	OS136 28.11.17	Rec Users Group	<p>RESOLVED</p> <p>(i) To recommend to Council that the sketch plan of the play area be approved as a working plan.</p> <p>(ii) That an “advert” is published for members of the public to sit on the Rec Users Group.</p> <p>(iii) That the Users Group is asked to consider and make recommendations about the phasing of the paths and play area.</p>	Town Clerk	<p>(i) Town Council approved the sketch plan as a working plan</p> <p>(ii) Update on convening the Users Group on Jan OS agenda</p> <p>(iii) Posters have been put up in TC and Rec noticeboard and at various locations around the Rec and Britten’s Field. A poster has been put onto the facebook page and it has been put onto the website. Letters have been sent to all of the organisations who were listed on the TORs.</p>
7	OS121 28.11.17	Herne Hill	<p>RESOLVED</p> <p>(i) that the Herne Hill Management Plan is amended to meet the requirements of Natural England for designation of a Local Nature Reserve.</p> <p>(ii) That an application for designation of Herne Hill as a Local Nature Reserve is made.</p>	Town Clerk	<p>i) Town Council have endorsed the plan to apply for Herne Hill to be designated as a Local Nature reserve</p> <p>ii) Work is in progress to amend the Herne Hil Management Plan</p>

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			(iii) That the Town Council is requested to endorse the Committee's actions and decision to secure the designation of Herne Hill as a Local Nature Reserve.		
8	24.10.17 OS127	Tesco Bags of Help – West Crescent Playground	Undertake consultation with local residents	Town Clerk	Homes identified to send letter to around the surrounding area.
9	26.09.17 OS109	Wharf Lane Rec Toilets – Cleaning arrangements	(i) Seek quotations for toilet cleaning (ii) Cost an in-house cleaning arrangement	Town Clerk	Plans in hand to advertise contract January 2018. Initial expressions of interest sought week commencing 19.02.18, quotations forms to be returned mid April
10	26.09.17 OS113	Lost Property Policy	Draft Lost Property Policy	Town Clerk	Approved at Town Council 20.03.18
11	23.05.17 OS89	Dog Survey	i) An L shaped fence around the existing toddlers and children's play area ii) Town council to provide 3 extra dog bins iii) Request 2 dog bins from SSDC	Town Clerk	Dog bins have been ordered; "pooh fairy" posters have been put up Dog bins have been installed. 20.02.18 SSDC will not fund two extra bins, the Town Council would have to purchase the bins and install them, would need to check SSDC capacity to empty

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			iv) Purchase "Pooh Fairy" Posters		bins before proceeding. Recommended to buy dual purpose bins.
12	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 Wood for waymarkers has been obtained via free of charge reclamation Waymakers have been purchased The Open Spaces Team have started erecting the waymark posts Waymarkers installed, noticeboards on agenda for August meeting. ITC contribution of £750 approved 22 August 2017. Grant form obtained from SSDC 19.02.18 Grant approved by SSDC, work in progress to design boards
13	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	

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14	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.
15	Town Council 30.07.13	Market Town Investment Group	<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</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>3) Summer and Winter planting of flower troughs on Strawberry Bank to be planted by SSDC in 2015/2016</p> <p>4) Sponsorship Policy agreed</p>

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			contributions can be work in kind. 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.