

## Open Spaces Action List Updated 17.10.2016

No	Meeting Date and Minute Number	Topic	Resolution / Action (To Do)	Action By	Progress / Action Taken
1	27.09.16 OS30	Request to use Brittens Field for Halloween open air Cinema	Advise organiser of event that the request to close access to Brittens Field for showing of an 18 film is not approved	Town Clerk	Email sent 17.10.16
2	27.09.16 OS32	Number of Ashes Interments in a full grave plot	Put on Council agenda to approve changes	Town Clerk	(i) Council approved change in policy 11.10.16 (ii) Rules and regulations amended
3	27.09.16 OS31	Permission to plant a tree in Minster Grounds	Write to confirm request approved	Town Clerk	Letter sent 17.10.16
4	23.08.16 OS19	Fair Trade signs on Flower Troughs	Check if planning or any other type of permission is required	Mayor	Planning permission is not needed
5	23.08.16 OS23	Recreation Ground Grandstand – Demolition; asbestos survey	Obtain quotation(s) for survey	Town Clerk / Chair of Open spaces	2 quotations obtained, both less than £500 (excl VAT), Clerk to discuss with Mayor, Ch & V Ch of OS Cttee 2 quotations obtained and discussed, decision made and order raised

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6	2.08.2016 OS14	Disposal of Surplus Sub-Soil from Constructing the New Football and Community Facility	<p>RESOLVED</p> <p>(i) To the Town Clerk, following consultation with the Mayor and Chair if the Open Spaces Committee, writes a letter to the football club that expresses the following:</p> <ul style="list-style-type: none"> <li>○ That the Town Council wish to help but are not willing to bear any costs for moving the soil</li> <li>○ Requests the weight of the soil which needs to be disposed</li> <li>○ The amount it is suggested is spread over the slope site and the spreading ratio</li> <li>○ When the grandstand is demolished there will be a need for soil as part of the ground reinstatement</li> <li>○ When the railings and posts are removed from around the former main football pitch there will be a need for soil to fill the holes</li> <li>○ Asking for other options</li> </ul>	Town Clerk	<p>(i) Letter sent to Contract administrator, Ilminster Football Club &amp; Ilminster Sports Club Ltd on 23.08.16</p> <p>(ii) 20.08.16 Council agreed to order and initially pay for soil removal in order to progress the work</p> <p>(iii) <b>Soil moved 8/9 october</b></p>
7	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

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8	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. <b>Price obtained from alternative contractor and agenda item added for 25.10.16</b>
9	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. <b>Potential sources of funding being explored</b>
10	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	
11	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	
12	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.</p> <p>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</p> <p>RESOLVED to obtain 3 quotations</p> <p>(i) to investigate land drains and rectify as necessary</p> <p>(ii) to install a new door to the gable end of the wardens' workshop and associated work</p> <p>(iii) 27.06.16 CCTV footage will be taken of manholes, and pipes leading from them.</p> <p>19.08.16 Town Council approved expenditure to repair broken drain (16.08.16); contractor</p>
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					<p>informed 18.08.16 – now awaiting date for work to be undertaken.</p> <p>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</p>
13	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	<p>Area of slope is approx. 3 ¼ acres.</p> <p>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.</p>
14	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	Deputy Town Clerk/Senior	1) Order raised for the work to be done 02.05.14

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			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)	Open Spaces Warden	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.
15	Town Council 30.07.13	Market Town Investment Group	i) RESOLVED that: 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.  ii) that the Town Council develops a sponsorship policy.		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

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			<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>planted by SSDC in 2015/2016</p> <p>4) Sponsorship Policy agreed</p> <p>5) Belfast Sinks still to be refurbished by SSDC</p> <p>19.08.16 Flower troughs now retrieved from SSDC; Belfast Sinks will be collected from Strawberry Bank by ITC</p> <p>Open Spaces in order to assess condition.</p> <p>MTIG Rep requested to ascertain current situation regarding landscaping of roundabouts, the Triangle and the top of North Street.</p>
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