



EMERSONS GREEN  
TOWN COUNCIL

**Minutes of the Open Spaces Committee**

**held in the Council Chamber, Emersons Green Town Council**

**1900hrs on Tuesday 10<sup>th</sup> January 2023**

<b>Present:</b>	Councillors Patricia Morgan, David Somers (Deputy Mayor), Roberta Sunderland.
<b>Absent:</b>	None.
<b>In attendance:</b>	Committee Clerk, Richard Hull.
<b>Apologies:</b>	Councillor Simon Budd (Mayor).
<b>Public:</b>	None.
<b>Notes:</b>	The meeting began at 1900hrs. All resolutions are passed with a majority vote, by a show of hands, unless otherwise stated.

**OS\_2022.28 Welcome and introductions**

**Minutes:** Cllr David Somers (Deputy Mayor) welcomed everyone present at the meeting and explained the emergency procedures.

**OS\_2022.29 Declaration of interest – Localism Act 2011.**

**Minutes:** Cllr David Somers (Deputy Mayor) reminded members of the requirement to declare an interest.

**OS\_2022.30 To receive representations from the press and public.**

**Minutes:** No members of the press or public were present.

**OS\_2022.31 To approve the minutes of the 1<sup>st</sup> November 2022 meeting.**

**Motion:** It was moved by Cllr David Somers (Deputy Mayor), supported by Cllr Roberta Sunderland, and resolved that:

**Resolved:** The Minutes of the Open Spaces Committee meeting held on the 1<sup>st</sup> November 2022, copies having been circulated, be approved as a correct record and signed by the Chair.

**Minutes:** The minutes were signed at the meeting by Cllr David Somers (Deputy Mayor).

**OS\_2022.32 Outstanding items from the previous minutes.**

**Minutes:** At the invitation of Cllr David Somers (Deputy Mayor), the Committee Clerk delivered a summary of the work undertaken as a result of the resolutions and action points from the previous meetings as follows;

- MPRC signage; No Parking and Bye Law signs have been received. A quote will be obtained for the other signs.

**OS\_2022.33 Correspondence.**

**Minutes:** There was no correspondence.

**OS\_2022.34 HM Queen Elizabeth II Memorial**

Planting trees at Rodway common.

**LEGAL POWER OR DUTY TO ACT**

- Open Spaces Act 1906, s9-10.
- Open Spaces TOR Function of Committee 2.

**RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS**

Resolve that: "South Gloucestershire Council are instructed to supply, plant and maintain 6 small leafed lime trees at a cost of £4,800 and that authority is delegated to the Committee Clerk to arrange the planting as proposed, documents having been circulated."

**REASONS FOR RECOMMENDATION**

To meet Key Objective B7 in the draft strategic plan "Draw up a comprehensive tree planting plan."

**FINANCIAL IMPLICATIONS & RISKS**

There is a shortfall of £1,126 in the trees budget. Nevertheless, the Council currently has a substantial General Contingency, of £175,614, and other earmarked reserves, totalling £727,675.

**Motion:** It was moved by Cllr David Somers (Deputy Mayor), supported by Cllr Roberta Sunderland, and resolved that:

**Resolved:** South Gloucestershire Council are instructed to supply, plant and maintain 6 small leafed lime trees at a cost of £4,800 and that authority is delegated to the Committee Clerk to arrange the planting as proposed, documents having been circulated.

**OS\_2022.35 A plaque for HM Queen Elizabeth II memorial**

**Minutes:** The members agreed the draft wording provided by Councillor Roberta Sunderland.

**Action:** The Committee Clerk will obtain a quote for an A3 landscape engraved plaque with metal legs and send the specifications to the members.

## **OS\_2022.36 Summer maintenance contract**

Quote from Brandon Trust.

### **LEGAL POWER OR DUTY TO ACT**

- Open Spaces Act 1906, s9-10.
- Open Spaces TOR Function of Committee 1 & 3.

### **RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS**

Resolve that:

“The Open Spaces committee recommends to Full Council that the quote from Brandon Trust is accepted, documents having been circulated.

### **REASONS FOR RECOMMENDATION**

- To continue the maintenance of paths, common land and allotment site.
- As the total cost for the three-year contract is £13,687 this exceeds the Open Spaces Committee’s budgetary control limit of £5,000 and hence has to be authorised by Full Council.

### **FINANCIAL IMPLICATIONS & RISKS**

The Council has budgeted £20,000 for 2023 / 24 for grass and path maintenance which is adequate to cover the costs of £13,580 for SGC and £4,428 for Brandon Trust.

**Motion:** It was moved by Cllr David Somers (Deputy Mayor), supported by Cllr Roberta Sunderland, and resolved that:

**Resolved:** The Open Spaces committee recommends to Full Council that the quote from Brandon Trust is accepted, documents having been circulated.

## **OS\_2022.37 Land to the rear of 51 Meadgate**

Arising and debris on land to the rear of 51 Meadgate.

### **LEGAL POWER OR DUTY TO ACT**

- Smallholdings & Allotments Act 1908, s.23.
- Open Spaces TOR Function of Committee 3.

### **RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS**

Resolve that: “That the Committee Clerk seeks quotes to clear the arisings and the debris on the land to the rear of 51 Meadgate as proposed, documents having been circulated.”

### **REASONS FOR RECOMMENDATION**

Maintain Town Council’s reputation as the arisings were left by a previous contractor.

### **FINANCIAL IMPLICATIONS & RISKS**

The resident of 51 Meadgate considers that the arisings are a fire risk in dry and hot weather.

There is no financial implication until the costs are known.

**Motion:** It was moved by Cllr David Somers (Deputy Mayor), supported by Cllr Patricia Morgan, and resolved that:

**Resolved:** The Committee Clerk seeks quotes to clear the arisings and the debris on the land to the rear of 51 Meadgate as proposed, documents having been circulated.

**OS\_2022.38 Bin emptying contract**

Quote from South Gloucestershire Council.

**LEGAL POWER OR DUTY TO ACT**

- Litter Act 1983, ss5,6.
- Open Spaces TOR Function of Committee 1, 4 & 5.

**RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS**

Resolve that:

“The Open Spaces committee recommends to Full Council that the quote from South Gloucestershire Council is accepted, documents having been circulated.”

**REASONS FOR RECOMMENDATION**

- To continue the to maintain the appearance of the Town.
- As the cost is £11,783 this exceeds the Open Spaces Committee’s budgetary control limit of £5,000 and hence has to be authorised by Full Council.

**FINANCIAL IMPLICATIONS & RISKS**

The Council has budgeted £14,000 for 2023 / 24 for bins which is adequate to cover the costs.

**Motion:** It was moved by Cllr David Somers (Deputy Mayor), supported by Cllr Patricia Morgan, and resolved that:

**Resolved:** The Open Spaces committee recommends to Full Council that the quote from South Gloucestershire Council is accepted, documents having been circulated.

**OS\_2022.39 Grass cutting contract**

Quote from South Gloucestershire Council.

**LEGAL POWER OR DUTY TO ACT**

- Open Spaces Act 1906, s9-10.
- Open Spaces TOR Function of Committee 1 & 5.

**RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS**

Resolve that: “The Open Spaces committee recommends to Full Council that the quote from SGC is accepted, documents having been circulated.

## REASONS FOR RECOMMENDATION

- To continue the maintenance of grass verges.
- As the total cost for the two-year contract is £25,915 this exceeds the Open Spaces Committee's budgetary control limit of £5,000 and hence has to be authorised by Full Council.

## FINANCIAL IMPLICATIONS & RISKS

The Council has budgeted £20,000 for 2023 / 24 for grass and path maintenance which is adequate to cover the costs of £13,580 for SGC and £4,428 for Brandon Trust.

**Motion:** It was moved by Cllr David Somers (Deputy Mayor), supported by Cllr Patricia Morgan, and resolved that:

**Resolved:** The Open Spaces committee recommends to Full Council that a quote from South Gloucestershire Council is accepted, documents having been circulated.

### OS\_2022.40 Blackhorse Road common

Replacing a tree at the common.

## LEGAL POWER OR DUTY TO ACT

- Open Spaces Act 1906, s9-10.
- Open Spaces TOR Function of Committee 2.

## RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

Resolve that: "South Gloucestershire Council are instructed to supply, plant and maintain a Field Maple Blackhorse Road common at a cost of £800 as proposed, documents having been circulated."

## REASONS FOR RECOMMENDATION

To meet Key Objective B7 in the draft strategic plan "Draw up a comprehensive tree planting plan."

## FINANCIAL IMPLICATIONS & RISKS

There is a shortfall of £1,126 in the trees budget. Nevertheless, the Council currently has a substantial General Contingency, of £175,614, and other earmarked reserves, totalling £727,675.

**Motion:** It was moved by Cllr David Somers (Deputy Mayor), supported by Cllr Roberta Sunderland, and resolved that:

**Resolved:** South Gloucestershire Council are instructed to plant and maintain a Field Maple at Blackhorse Road common at a cost of £800 as proposed, documents having been circulated.

### OS\_2022.41 Lyde Green common

Installing a bin near the common.

## LEGAL POWER OR DUTY TO ACT

- Litter Act 1983, ss5,6.
- Open Spaces TOR Function of Committee 1, & 4.

## RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

Resolve that: "South Gloucestershire Council are instructed to install a dual-purpose bin at the Howsmoor Lane entrance to Lyde Green common at a cost of £599.55 +VAT and an annual cost of £161.54 +VAT for a once weekly empty as proposed, documents having been circulated."

## REASONS FOR RECOMMENDATION

To meet Key Objective A7 in the draft strategic plan "Consider a scheme to improve the litter picking arrangements within the Town, including additional bin provision."

## FINANCIAL IMPLICATIONS & RISKS

There is a shortfall of £4,482 in the maintenance budget. Nevertheless, the Council currently has a substantial General Contingency, of £175,614, and other earmarked reserves, totalling £727,675.

**Motion:** It was moved by Cllr David Somers (Deputy Mayor), supported by Cllr Roberta Sunderland, and resolved that:

**Resolved:** South Gloucestershire Council are instructed to install a dual-purpose bin at the Howsmoor Lane entrance to Lyde Green common at a cost of £599.55 +VAT and an annual cost of £161.54 +VAT for a once weekly empty as proposed, documents having been circulated.

### **OS\_2022.42 To consider concerns about the allotment car park**

**Minutes:** Councillor Roberta Sunderland reported concerns that some allotment tenants had raised with her about the amount of surface water that was frequently on the car park and the condition of the car park.

**Action:** The Committee Clerk will;

- Find out what options were given for refurbishing the car park by the contractors that quoted for the work.
- Obtain recommendations from SGC, who last refurbished the car park, and if appropriate arrange a site visit with the members and SGC.

### **OS\_2022.43 A toilet at the allotments**

**Minutes:** Members noted that some tenants had expressed a need for a toilet at the allotment site and that a compostable toilet had been considered in the past.

**Action:** The Committee Clerk will request a quote to have a porta-loo from Easter until September and will arrange a site visit for members to consider a site for a compostable toilet.

**OS\_2022.44 The use of herbicides and pesticides at the allotments**

**Minutes:** Members agreed with the outline proposal provided by Cllr Roberta Sunderland.

**Action:** Cllr Sunderland will draft a policy on the use of herbicides and pesticides to be put to the committee.

**OS\_2022.45 Badgers at the allotments**

**Minutes:** Cllr David Somers (Deputy Mayor) reported that there are badgers at the allotments which Cllr Roberta Sunderland confirmed.

**Action:** Members will monitor the situation.

**OS\_2022.46 Allotment rent**

**Minutes:** Members noted the recent history of the amount of the allotment rent.

**Motion:** It was moved by Cllr David Somers (Deputy Mayor), supported by Cllr Roberta Sunderland, and resolved that:

**Resolved:** The rent for a whole plot is increased from £57 to £60 from 1<sup>st</sup> April 2023 for 2023/24 as proposed, documents having been circulated.

**OS\_2022.47 Dates and timings**

**Minutes:** Cllr David Somers (Deputy Mayor) announced that the next meeting of the Open Spaces Committee was scheduled to take place:

Tuesday 7th March at 1900hrs in the Emersons Green Town Council Chamber.

Cllr David Somers (Deputy Mayor) concluded the formal business of the meeting at 2023 hrs and announced that an informal 'roundtable' discussion would take place afterward.