



EMERSONS GREEN  
TOWN COUNCIL

198 Westerleigh Road, Emersons Green, Bristol, South Gloucestershire, BS16 7AN  
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30<sup>th</sup> August 2023

To Councillors: Bobbie Sunderland (Deputy Chairman), Simon Budd, Graham Hutter, and Alka Mehta-Graham.

Dear Councillor,

You are hereby summoned to a meeting of the **Open Spaces Committee** of Emersons Green Town Council to be held in **The Council Chamber of Emersons Green Town Council** on **Tuesday 5<sup>th</sup> of September 2023 commencing at 1900hrs** for the transaction of the business on the **agenda attached**.

For your convenience, I have attached some useful guidance notes should any of your constituents wish to attend the meeting.

After the meeting, there will be the usual opportunity to share parish notices and other useful information with colleagues.

Of course, if you cannot attend for any reason then please send me your apologies by letter or email.

Yours faithfully,

*Richard Hull*

**Richard Hull**  
Open Spaces Committee Clerk

# Emersons Green Town Council Meetings

## Guidance Notes

### Recording of Council Meetings

To comply with The Openness of Local Government Bodies Regulations 2014, all our Council meetings are open to the public and may be recorded.

For clarity, all types of recording, and use of social media, *are* permitted at our Council meetings, which are always open to the public.

However, out of courtesy, and for practical reasons, we request that visitors who wish to record our meetings provide us with as much notice as possible. For example, our Council Chamber has limited space. Nevertheless, we will do our best to accommodate the media requirements of visitors, on a first-come-first-served basis.

### Distractions

In all cases, please *do not* cause a distraction, or you may be asked to leave by the Chair. For clarity, the definition of a distraction is entirely at the Chair's discretion.

As a minimum, please avoid using flash photography or any equipment that creates a loud noise, without prior approval.

### Public Participation

During the meeting, public participation will take place *only* during this item. For practical reasons, this will be limited to a maximum of 30 minutes. During this item, the public are welcome to make representations, ask questions, and give evidence, regarding the business on the agenda.

To aid the meeting process, Emersons Green Town Council request that all members of the press and public email their questions in advance to [clerk@emersonsgreen-tc.gov.uk](mailto:clerk@emersonsgreen-tc.gov.uk), no later than 1200hrs on the day before the meeting. In this email, the public are asked to confirm whether they will be in physical attendance or require an officer to read out the question on their behalf.

Furthermore, the priority of physical attendance at a Council meeting will be given to the press and those who have sent their public questions in advance, particularly if they are willing to read them out themselves. After that, the remaining seats will be allocated on a first-come-first-served basis.

At the Chair's discretion, all individual representations will be limited to no more than 5 minutes. During the meeting, the Chair will call for representations from visitors who have indicated that they wish to speak. Similarly, it is also possible for written representations to be received at this point.

### Standing Orders

For your convenience, a copy of our Council's standing orders, and all other policy documents, that govern the conduct of our meetings can be found on our website at:

<https://www.emersonsgreen-tc.gov.uk/town-council/council-policies/>

Emergency evacuation procedure: Leave via the Emergency Exit within the Council Chamber or out of the Main Entrance and convene in the Town Council Parking Spaces within the Car Park

## **A G E N D A<sup>1</sup>** **5<sup>th</sup> of September 2023**

Members are reminded that this Council has a legal *duty* to consider the following legislation in the exercise of all its functions: The Freedom of Information Act 2000, The Data Protection Act 1998 & The Equality Act 2010. In addition, the Council has a *duty* to comply with the Local Government Transparency Code (2015). Furthermore, in carrying out the Council's functions, this Council *must* consider the impact of all decisions on reducing crime and disorder in the area and have regard to the protection of biodiversity. Finally, a Code of Conduct has been adopted by this Council for members to follow.

### **OS\_2023.021 Welcome and Introductions.**

To welcome members of the public, introduce all Councillors and guest speakers, describe the emergency procedures, and make any necessary safety announcements.

### **OS\_2023.022 Election.**

To receive and consider nominations for the position of Chairman.

### **OS\_2023.023 Election.**

If necessary to receive and consider nominations for the position of Deputy Chairman.

### **OS\_2023.024 Declaration of Interest - Localism Act 2011.**

Members are reminded of the legal requirements concerning the declaration of interests. Forms held with South Glos should be regularly updated. A Member must declare a disclosable pecuniary interest which he/she has in any item on the agenda. A Member with a disclosable pecuniary interest in any item may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

### **OS\_2023.025 Public Participation.**

Members of the press and public will be given the opportunity to ask questions of the committee for a maximum of five minutes per person in accordance with the guidance notes.

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<sup>1</sup> All items listed are routine business at the discretion of the Chair, unless otherwise stated.

**OS\_2023.026 Minutes.**

**Mover:** Cllr Bobbie Sunderland

**Seconder:** TBC

**Motion:** That the Minutes of the Open Spaces meeting held on 4<sup>th</sup> of July 2023, copies having been circulated, be approved as a correct record, and signed by the Chairman.

**OS\_2023.027 Outstanding items.**

To receive an update from the Committee Clerk.

**OS\_2023.028 Correspondence.**

- To note official correspondence to the Committee.
- To consider responses copies having been circulated.

**OS\_2023.029 Gates in Green Lane.**

**Mover:** Cllr Bobbie Sunderland

**Seconder:** TBC

**Motion:** That the Open Spaces Committee accepts the proposal from the Friends of Emersons Green Park to install two lockable gates in Green Lane, documents having been circulated.

**OS\_2023.030 Clearance of Vinney Green Pond.**

**Mover:** Cllr Bobbie Sunderland

**Seconder:** TBC

**Motion:** That the Open Spaces Committee delegates authority to the Committee Clerk to commission the annual clearance of Vinney Green pond, example documents having been circulated.

**OS\_2023.031 Water troughs at the allotments.**

**Mover:** Cllr Bobbie Sunderland

**Seconder:** TBC

**Motion:** That the Open Spaces Committee nominates a working group to investigate the costs of installing three additional water troughs at Dibden Lane Allotments, documents having been circulated.

**OS\_2023.032 Allotment Car Park.**

- To note two quotes for renewing the car park.
- To delegate authority to the Committee Clerk to investigate options for drainage for the car park and to report back to the Committee.

### **OS\_2023.033 Allotment Tenancy Agreement.<sup>2</sup>**

To review the following documents;

- *Draft Allotment Tenancy Agreement v 2 September 2023*
- *Draft Allotment Advice and Guidance September 2023r*

### **OS\_2023.034 Bench at Emersons Green Common.**

**Mover:** Cllr Bobbie Sunderland

**Seconder:** TBC

**Motion:** That the Open Spaces Committee Clerk delegates authority to the Committee Clerk to relocate the bench on Emersons Green Common, documents having been circulated.

### **OS\_2023.035 Notice Boards.**

- To review the position and provision of notice boards.
- To consider delegating authority to the Committee Clerk to commission the installation of two notice boards, documents having been circulated.

### **OS\_2023.036 Emerson Way Planters.**

**Mover:** Cllr Bobbie Sunderland

**Seconder:** TBC

**Motion:** That the Open Spaces Committee commissions the Friends of Emersons Green Park to improve the planters on Emerson Way with a budget of £200, documents having been circulated.

### **OS\_2023.037 To consider improving the tarmac area at Springfield Park.<sup>3</sup>**

### **OS\_2023.038 Dates and timings.**

- To note the next meeting of the Open Spaces Committee will be on:  
**Tuesday 7<sup>th</sup> of November 2023 at 1900hrs in the Emersons Green Town Council Chamber.**
- To note the time that the business of this meeting was closed.

At the discretion of the chair, Councillors may be invited to make Parish announcements, and take part in a general discussion after the meeting.

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<sup>2</sup> Cllr Bobbie Sunderland requested this item on 22<sup>nd</sup> of August 2023.

<sup>3</sup> Cllr Simon Budd requested this agenda item on 4<sup>th</sup> of July 2023.