

**Minutes of the Open Spaces Committee**

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

**1900hrs on Tuesday 7<sup>th</sup> of November 2023.**

**Present:** Councillors Bobbie Sunderland (Chair), Simon Budd (Deputy Chair), and Graham Hutter.

**Absent:** Councillor Alka Mehta-Graham.

**In attendance:** Committee Clerk, Richard Hull and Environment Manager, Paul Kearsley.

**Apologies:** None.

**Public:** None.

**Notes:** The meeting began at 1900hrs. All resolutions are passed with a majority vote, by a show of hands, unless otherwise stated.

**OS\_2023.039 Welcome and Introductions.**

**Minutes:** Cllr Bobbie Sunderland welcomed everyone present at the meeting and explained the emergency procedures.

**OS\_2023.040 Declaration of Interest – Localism Act 2011.**

**Minutes:** Cllr Bobbie Sunderland reminded members of the requirement to declare an interest.

**OS\_2023.041 Public Participation.**

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

**OS\_2023.042 Minutes.**

**Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Graham Hutter, and resolved that:

**Resolved:** The *Minutes of the Open Spaces Committee meeting 5<sup>th</sup> of September 2023*, copies having been circulated, be approved as a correct record and signed by the Chairman.

**Minutes:** The minutes were signed at the meeting by Cllr Bobbie Sunderland.

**OS\_2023.043 Outstanding items.**

**Minutes:** At the invitation of the Chair, the Committee Clerk circulated a summary of the work undertaken as a result of the resolutions and action points from the previous meetings, in the *Clerk's Report*.

Next, Cllr Bobbie Sunderland raised a concern about the use of ticketing for future events. Cllr Simon Budd suggested investigating other venues for the Allotments evening.

**Action:** Cllr Bobbie Sunderland will provide written feedback on the Allotments Evening.

**OS\_2023.044 Correspondence.**

To note official correspondence to the Committee.

**Minutes:** There was no correspondence. Cllr Bobbie Sunderland explained that routine correspondence should normally be dealt with by an Officer of the Town Council whereas any matters that needed to be decided by the Open Spaces Committee would be brought to a committee meeting.

**OS\_2023.045 Water troughs at the allotments.**

To receive an update from Cllr Bobbie Sunderland.

**Minutes:** Cllr Bobbie Sunderland provided an update on the item that was considered by the Committee on the 5<sup>th</sup> of September 2023, to investigate the costs of installing three additional water troughs at Diben Lane Allotments.

**Action:** The Committee Clerk to arrange a site visit for members.

**OS\_2023.046 Allotment Tenancy Agreement.**

**Minutes:** Cllr Bobbie Sunderland explained that the tenants have been sent the draft tenancy agreement. Cllr Bobbie Sunderland had received and replied to two questions about the changes to the agreement. Furthermore, there did not seem to be any antipathy towards the new agreement.

**Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Graham Hutter, and resolved that:

**Resolved:** The Open Spaces Committee formally adopts the updated *Tenancy Agreement For Allotment Holders 1st April 2024* and *Allotment Cultivation Advisory Note 1st April 2024*, copies having been circulated.

**OS\_2023.047 To review the tarmac area at Springfield Park.<sup>1</sup>**

**Minutes:** Cllr Simon Budd suggested writing to South Gloucestershire Council (SGC). A brief discussion took place about alternative uses.

**Action:** The Committee Clerk to write a letter to SGC to investigate.

**OS\_2023.048 Bin near Cynder Way.**

**Minutes:** At the invitation of the Chair, the Committee Clerk directed attention to circulated documents and explained the background of the existing open bin, which does not belong to the Town Council. The costs to install and empty a dual-purpose bin were circulated. Then,

**Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Simon Budd, and resolved that;

**Resolved:** The Open Spaces Committee delegates authority to the Committee Clerk to commission the installation of a dual-purpose bin, documents having been circulated.

**OS\_2023.049 Sainsbury's trollies.**

To receive a report from the Committee Clerk.

**Minutes:** The Committee received a report from the Committee Clerk. A brief discussion took place about the abandoned trollies. Then it was resolved that,

**Resolved:** The Committee Clerk to send an invitation to Sainsbury's to attend Full Council.

**OS\_2023.050 To review the safety of exit and access arrangements at Dibden Lane allotments.<sup>2</sup>**

**Minutes:** The Committee reviewed the safety of the exit and access arrangements at the allotments. A brief discussion took place about possible options.

**Action:** The Committee Clerk to investigate South Gloucestershire Council installing a convex traffic mirror in Dibden Lane.

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<sup>1</sup> Cllr Simon Budd requested this agenda item on the 4<sup>th</sup> of July 2023, and it was discussed at the Open Spaces Committee meeting on the 5<sup>th</sup> of September 2023.

<sup>2</sup> Cllr Bobbie Sunderland requested this agenda item on the 23<sup>rd</sup> of October 2023.

**OS\_2023.051 Rodway Common vandalism.<sup>3</sup>**

To receive a report from the Committee Clerk.

**Minutes:** At the invitation of the Chair, the Committee Clerk directed attention to the circulated report about two sections of chain link fence that had been vandalised.

**Action:** The Committee Clerk to investigate options for replacing the damaged fence with wood, stone, or metal.

**OS\_2023.052 Land near Hicks Avenue Pond.<sup>4</sup>**

To consider a strategy for dealing with litter.

**Minutes:** Cllr Bobbie Sunderland reported that there was a litter problem on the land near Hicks Avenue Pond and that large amounts of rotting food in plastic trays and rubbish were frequently being left in the area. There was a brief debate about how to tackle the problem.

**Action:** The Committee Clerk and Cllr Bobbie Sunderland to create a detailed motion for consideration at a future Open Spaces meeting.

**OS\_2023.053 Notice Boards.<sup>5</sup>**

To review the position and provision of notice boards.

**Minutes:** Cllr Bobbie Sunderland reported that an inspection took place of the Town Council's five notice boards and that the content was inconsistent. The Councillors debated what the notice boards should be used for.

**Action:** The Committee Clerk, Cllrs Bobbie Sunderland, Simon Budd, and Graham Hutter to form a Working Group to create a detailed motion for consideration at a future Open Spaces Committee meeting. The Working Group will meet at 1000hrs on the 15<sup>th</sup> of November 2023 in the Council Chamber.

**OS\_2023.054 Schedule.**

- To schedule a date for a site visit to Vinney Green Common.
- To schedule a date for a site visit to Dibden Lane allotments.

**Action:** The Committee Clerk to schedule a date for a site visit to Vinney Green Common once the Town Council's contractor has provided further information about underground utilities and installing bollards at the Common.

**Action:** A site visit for the Committee Clerk and Committee members will take place at 1000hrs on the 22<sup>nd</sup> of November 2023.

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<sup>3</sup> Cllr Bobbie Sunderland requested this agenda item on the 11<sup>th</sup> of October 2023.

<sup>4</sup> Cllr Bobbie Sunderland requested this agenda item on the 19<sup>th</sup> of October 2023.

<sup>5</sup> Full Council requested this agenda item on the 29<sup>th</sup> of June 2023.

**OS\_2023.055 Dates and timings.**

**Minutes:** Cllr Bobbie Sunderland announced that the next meeting of the Open Spaces Committee was scheduled to take place:

**Tuesday the 2<sup>nd</sup> of January 2024 at 1900hrs in the Emersons Green Town Council Chamber.**

Finally, Cllr Bobbie Sunderland concluded the formal business of the meeting at 2035hrs, and announced that an informal 'roundtable' discussion would take place afterward.