



EMERSONS GREEN  
TOWN COUNCIL

198 Westerleigh Road, Emersons Green, Bristol, South Gloucestershire, BS16 7AN  
**Deputy Clerk:** Jane Wray    **Email:** [clerk@emersonsgreen-tc.gov.uk](mailto:clerk@emersonsgreen-tc.gov.uk)    **Tel:** 0117 3026989

31st January 2024

To Councillors: Bobbie Sunderland (Chair), Simon Budd (Deputy Chair), Graham Hutter, Francesca Moore and Kelly Allen

Dear Councillors,

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 6th of February 2024 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 Sincerely,

*Jane Wray*

**Jane Wray**  
Deputy 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>** **6th of February 2024**

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\_2023.056 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\_2023.057 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\_2023.058 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.

### **OS\_2023.059 Minutes.**

**Mover:** Cllr Bobbie Sunderland

**Seconder:** TBC

**Motion:** The *Minutes of the Open Spaces Committee held on 7<sup>th</sup> of November 2023*, copies having been circulated, be approved as a correct record, and signed by the Chair.

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

**OS\_2023.060 Outstanding items.**

To receive an update from the Committee Clerk.

**OS\_2023.061 Correspondence.**

To note official correspondence to the Committee, copies having been circulated.

**OS\_2023.062 Land near Hicks Avenue Pond.**

**Mover:** Cllr Bobbie Sunderland

**Seconder:** TBC

**Motion:** The Open Spaces Committee delegates authority to the Committee Clerk to commission the installation of a wildlife sign, example documents having been circulated.

**OS\_2023.063 Litter Bin emptying contract (Localism).**

**Mover:** Cllr Bobbie Sunderland

**Seconder:** TBC

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

**OS\_2023.064 Dibden Lane allotments.<sup>2</sup>**

**Mover:** Cllr Bobbie Sunderland

**Seconder:** TBC

**Motion:** The Open Spaces Committee formally adopts the Allotment Waiting List Policy, copies having been circulated.

**OS\_2023.065 Local amenities.<sup>3</sup>**

To consider the response to a complaint, copies having been circulated.

**OS\_2023.066 Tree Services.<sup>4</sup>**

**Mover:** Cllr Bobbie Sunderland

**Seconder:** TBC

**Motion:** The Open Spaces Committee delegates authority to the Committee Clerk to commission tree services, example documents having been circulated.

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<sup>2</sup> Cllr Bobbie Sunderland requested this agenda item on 06<sup>th</sup> of December 2023.

<sup>3</sup> Deferred from Full Council on 26<sup>th</sup> of October 2023.

<sup>4</sup> Cllr Bobbie Sunderland requested this agenda item on 06<sup>th</sup> of December 2023.

**OS\_2023.067 Summer Maintenance.**

To review the work previously completed as part of the Summer Maintenance.

**OS\_2023.068 Grass Cutting (Localism).**

**Mover:** Cllr Bobbie Sunderland

**Seconder:** TBC

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

**OS\_2023.069 Allotment rent.**

**Mover:** Cllr Bobbie Sunderland

**Seconder:** TBC

**Motion:** That the rent for a whole plot is increased from £60 to £63, beginning 1st April 2024, for 2024/25 as proposed, documents having been circulated.

**OS\_2023.070 Water troughs at the allotment.**

**Mover:** Cllr Bobbie Sunderland

**Seconder:** TBC

**Motion:** The Open Spaces Committee delegates authority to the Committee Clerk to commission a new water trough, example documents having been circulated.

**OS\_2023.071 Allotment Car park.**

To consider options for the car park work, example documents having been circulated.

**OS\_2023.072 Allotment Amenities.**

**Mover:** Cllr Bobbie Sunderland

**Seconder:** TBC

**Motion:** The Open Spaces Committee delegates authority to the Committee Clerk to hire the portable toilet, example documents having been circulated.

**OS\_2023.073 Allotment Title Deeds.**

**Mover:** Cllr Bobbie Sunderland

**Seconder:** TBC

**Motion:** The Open Spaces Committee delegates authority to the Committee Clerk to seek quotes from a conveyancer/solicitor to make the application to HM Land Registry for the registration of the Town Council's ownership of the allotments.

**OS\_2023.074 Notice board provision.**

**Mover:** Cllr Bobbie Sunderland

**Seconder:** TBC

**Motion:** The Open Spaces Committee delegates authority to the Committee Clerk to seek quotes/permissions to change the position of the notice board at Blackhorse Primary School, and also install a notice board at Lyde Green Community Centre.

**OS\_2023.075 Litter Picking**

To review the litter picking contract, previously contracted to Brandon.

**OS\_2023.076 Emersons Green Lane – wildlife corridor.**

**Mover:** Cllr Bobbie Sunderland

**Seconder:** TBC

**Motion:** The Open Spaces Committee delegates authority to the Committee Clerk to request South Gloucestershire Council intervene, to protect the wildlife corridor.

**OS\_2023.077 Dates and timings.**

**Mover:** Cllr Bobbie Sunderland

**Seconder:** TBC

**Motion:** The Open Spaces Committee holds an additional meeting on Tuesday 5<sup>th</sup> March 2024.

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.