

Minutes of the Open Spaces Committee

held in the Council Chamber, Emersons Green Town Council,

1900hrs on Tuesday 6th of February 2024.

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

Absent: None.

In attendance: Committee Clerk, Paul Kearsley, and Clerk's Assistant, Richard Hull.

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_2023.056 Welcome and Introductions.

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

OS_2023.057 Declaration of Interest – Localism Act 2011.

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

OS_2023.058 Public Participation.

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

OS_2023.059 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 7th of November 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_2023.060 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*.

Cllr Bobbie Sunderland suggested following the update from Sainsbury`s closely.

Action: Cllr Simon Budd asked the Committee Clerk to chase again a response regarding the tarmac area at Springfield Park.

OS_2023.061 Correspondence.

To note official correspondence to the Committee.

Minutes: Correspondence and responses were shared with the Committee.

OS_2023.062 Land near Hicks Avenue Pond.

Minutes: 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 wildlife sign, example documents having been circulated.

OS_2023.063 Litter Bin emptying contract (Localism).

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

Resolved: 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.

Minutes: Cllr Francesca Moore suggested an inclusion for applicants to state the size of the plot required at the application stage. Cllr Kelly Allen suggested an inclusion for discretions to be made in the event of disability access issues.

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

Resolved: The Open Spaces Committee formally adopts the *Allotment Waiting List Policy* with the included suggestions added.

OS_2023.065 Local amenities.

Minutes: A discussion took place regarding the complaint; it was agreed that the concern the Committee could assist with was regarding the lack of bins.

Action: The Committee Clerk to investigate options for a bin near Lyde Green Lake and report back to the Committee.

OS_2023.066 Tree Services

Minutes: A brief discussion was had regarding the three quotes received.

Motion: It was moved by Cllr Bobbie Sunderland, supported by Cllr Kelly Allen, and resolved that;

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

OS_2023.067 Summer Maintenance.

Minutes: A discussion was had regarding all the various aspects of the work carried out as part of the Summer Maintenance.

Action: The Committee Clerk to seek three, itemised quotes for all aspects of the work and bring this back to a future meeting.

OS_2023.068 Grass Cutting (Localism).

Minutes: A discussion was had regarding the pros and cons of reducing the number of cuts throughout the year.

Motion: It was moved by Cllr Bobbie Sunderland, supported by Cllr Simon Budd, (one Cllr decided to abstain) and resolved that;

Resolved: The Open Spaces Committee delegates authority to the Committee Clerk to request a quote from South Glos Council for an extra three cuts a year instead of eight.

OS_2023.069 Allotment rent.

Minutes: A brief discussion was had regarding the previous year's costs.

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

Resolved: The rent for a whole plot is increased from £60 to £63, beginning 1st April 2024, for 2024/25, documents having been circulated.

OS_2023.070 Water troughs at the allotment.

Minutes: A brief discussion was had regarding the site visit and the current positioning of water troughs.

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

Resolved: 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

Minutes: A discussion was had regarding the different options available for resurfacing and drainage of the car park.

Action: The Committee Clerk to seek further information regarding the option to resurface with stone, a French drain and a soakaway so that a proposal can be put to a subsequent Open Spaces Committee meeting.

OS_2023.072 Allotment Amenities.

Minutes: A brief discussion was had regarding the benefits of hiring a portable toilet.

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

Resolved: 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.

Minutes: A brief discussion was had regarding the situation.

Motion: It was moved by Cllr Bobbie Sunderland, supported by Cllr Kelly Allen, and resolved that;

Resolved: 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.

Minutes: A discussion was had regarding the position and locations of notice boards within the community.

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 obtain costs and permissions to install a notice board at Lyde Green Community Centre.

OS_2023.075 Litter Picking

Minutes: A discussion was had regarding the litter in the community.

Action: The Committee Clerk to seek further information from South Glos Council regarding having litter champions throughout the community.

OS_2023.076 Emersons Green Lane – wildlife corridor.

Minutes: A discussion was had regarding the protection of wildlife corridors within the community.

Motion: It was moved by Cllr Bobbie Sunderland, supported by Cllr Francesca Moore, and resolved that;

Resolved: 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.**

Minutes: A discussion was had about adding an extra meeting due to the current number of agenda items:

Action: The Committee Clerk to arrange the next meeting on;

Monday the 4th of March 2024 at 1830hrs in the Emersons Green Town Council Chamber.

Finally, Cllr Bobbie Sunderland concluded the formal business of the meeting at 2113hrs, and announced that an informal 'roundtable' discussion would take place afterward.