

**Minutes of the Open Spaces Committee**

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

**19:00hrs on Tuesday 30th of July 2024.**

**Present:** Councillors Bobbie Sunderland (Chair), Graham Hutter and Kelly Allen.

**Absent:** None.

**In attendance:** Committee Clerk, Paul Kearsley and Councillor Rosemary Shakespeare.

**Apologies:** Councillor Simon Budd.

**Public:** None.

**Notes:** The meeting began at 19:00hrs. All resolutions are passed with a majority vote, by a show of hands, unless otherwise stated.

**OS\_2024.020 Welcome and Introductions.**

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

**OS\_2024.021 Declaration of Interest – Localism Act 2011.**

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

**OS\_2024.022 Public Participation.**

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

**OS\_2024.023 Minutes.**

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

**Resolved:** The *Minutes of the Open Spaces Committee meeting on 4th of June 2024*, 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\_2024.024 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.

**OS\_2024.025 Correspondence.**

To note official correspondence to the Committee.

**Minutes:** Correspondence and responses were noted by the Committee.

**OS\_2024.026 HM Queen Elizabeth II Memorial Plaque.**

**Minutes:** A brief discussion was had regarding the approval email from the cabinet office and the design and materials for the plaque. It was also discussed that an opening ceremony would be appropriate.

**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 obtain quotes for the approved design and specifications of the Memorial Plaque.

**OS\_2024.027 Dibden Lane Allotments – Water Trough Cleaning.**

**Minutes:** A brief discussion was had regarding the Legionella Risk Assessment documentation.

**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 the cleaning of the water troughs, example documents having been circulated.

**OS\_2024.028 Land Near Green Lane.**

**Minutes:** A brief discussion was had regarding the strip of land to the west of Green Lane.

**Action:** The Committee Clerk to research the current ownership of the land and if adverse possession is a possibility.

**OS\_2024.029 Rodway Common bike tracks.**

**Minutes:** A brief discussion was had regarding the email from the South Gloucestershire Council, Commons Officer.

**Action:** The Committee Clerk to look into an arboriculture survey to ascertain if the current ramps are causing damage to the local flora. The Committee Clerk to engage in conversation with other local, official BMX tracks.

**OS\_2024.030 Tree at Rodway Common.**

**Minutes:** A brief discussion was had regarding the tree survey report, pertaining to the Sycamore tree at Rodway Common and the quote for the work needed. It was agreed that unfortunately the tree needed felling and that a sign should be placed explaining why this had to be done.

**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 the felling of the diseased tree, example documents having been circulated.

**OS\_2024.031 Allotment Rent.**

**Minutes:** A brief discussion was had regarding the current cost of an allotment plot.

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

**Resolved:** That the rent for a whole plot is increased by increments of £3 each year over the next three years.

**OS\_2024.032 The National Allotment Association.**

**Minutes:** A brief discussion was had regarding the cost and benefits of joining the scheme.

**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 join the Town Council to the National Allotment Society, example documents having been circulated.

**OS\_2024.033 Community Initiative – Bulb Planting**

**Minutes:** A brief discussion was had regarding the bulb planting initiative brought to the Committee by South Gloucestershire Council .

**Action:** The Open Spaces Committee liked the idea of the initiative and would await further information when available.

**OS\_2024.034 Springfield Park**

**Minutes:** A discussion was had regarding the Landscape improvement works and how the Committee could possibly be involved.

**Action:** The Open Spaces Committee agreed that removal of the bitumen surface would be the best long term approach to the park and liked the idea of the Trim Trail. The Committee thought further questions would need to be asked regarding the level of public consultation that would be required. The Open Spaces Committee would be happy to look at assisting with raising funds and possibly taking over the maintenance of the park once work is completed.

**OS\_2024.035 Sainsbury`s Trolleys.**

**Minutes:** A brief discussion was had regarding the response received from Sainsbury`s regarding the problem of abandoned trolleys throughout the community .

**Action:** The Committee Clerk to draft a letter response requesting further information about why the automatic trolley-locking system has not been implemented.

**OS\_2024.36 Emersons Green Common – Tree Roots**

**Minutes:** A brief discussion was had regarding the exposed tree roots along the path at the common.

**Action:** The Committee agreed that no action was necessary at this time.

### **OS\_2024.037 Crocus Road Dog Bin.**

**Minutes:** A brief discussion was had regarding the necessity of a dog bin at this location and the recently installed signage.

**Action:** The Committee agreed that the litter situation would be monitored and that if necessary the item could be brought to a subsequent meeting.

### **OS\_2024.038 Water troughs at the allotment.**

**Minutes:** A brief discussion was had regarding the altered quote, the new quote received, and the work involved.

**Action:** The Committee agreed that the costs involved outweighed the benefit that would be gained and so a new water trough would no longer be installed at the allotment site, at this time.

### **OS\_2024.039 Dates and timings.**

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

**Tuesday the 10th of September 2024 at 19:00hrs in the Emersons Green Town Council Chamber.**

### **OS\_2024.040 Allotment Management Policy.**

**Minutes:** A brief discussion was had regarding the current management difficulties of the Allotments.

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

**Resolved:** The Open Spaces Committee delegates authority to the Committee Clerk and the Town Clerk to create an Allotment Management Policy, including a Vulnerable Tenant section, documents having been circulated.

Finally, Cllr Bobbie Sunderland concluded the formal business of the meeting at 21:13hrs, and announced that an informal 'roundtable' discussion would take place afterward.