

**MINUTES OF THE OPEN SPACES COMMITTEE MEETING
HELD AT BANSONS ON 5 FEBRUARY 2015**

PRESENT: Cllrs A. Wingfield (chair) A. Kaye (vice chair) P. Gode
S. Jackman J. Rushton B. Surtees

Officer: J. Cook (Deputy Clerk)

Public: One member of the public present.

92/14 Apologies for absence

Apologies for absence were received from Cllr D. Roberts.

93/14 Declaration of Disclosable Pecuniary Interest

There were no declarations of interest.

94/14 Public participation

It was agreed to bring forward the Open Forum to allow the member of the public to address the committee. Concern was expressed at the committee's choice of colour for the flowers in the High Street planters. Councillors thanked the Ongar Gardening and Allotment Society for their help with the High Street planters. It was agreed to add this item to the next committee agenda.

95/14 To agree the minutes of the Open Spaces committee meeting held on 8 January 2015

The minutes of 8 January 2015 were reviewed and agreed as a true record and signed by the Chairman.

96/14 Matters arising from previous committee meeting

There were no matters arising.

**97/14 Clerk's Report
Cemetery**

Staff have been instructed to start laying out new rows for cremated remains graves.

Cerizay Garden

The bench bought jointly with the Ongar and District Twinning Association has been placed in the garden.

Cerizay play area

Council staff have had to clean the playhouse (inside and underneath) after it was used as a toilet during the weekend 24th and 25th January 2015.

Dog waste bins

Two dog waste bins have been refurbished and one placed at each entrance to the cemetery.

Greensted Rd play area lease

The Council's solicitor is currently completing the appropriate land searches to facilitate the new lease.

Open Spaces Society

A donation of £25 has been made to the Society.

Open Spaces staff

Letters of thanks have been sent to all outside staff.

Play in the Park

The Council has agreed to support 6 sessions in 2015. The Finance committee agreed that the Youth budget will be moved to General Admin and removed from the Open Spaces remit.

Sky lanterns

Notices have been placed at the Nature Reserve informing residents that sky lanterns are prohibited. A press release has also been sent to local publications and websites.

Tree works budget

The finance committee has agreed that the tree works budget for 2015/16 be reduced to £6,000.

98/14 Allotments

The Council has received the final version of the lease proposed by the Castle Farm Trustees with a plan of the land to be included in the lease. It has been confirmed that this would not include the ditch running between the allotments and the neighbouring properties and that the ditch will remain the responsibility of the land owner and not the Town Council.

RECOMMEND

- To Finance committee to proceed with the lease using the proposed map

99/14 Cemetery

At the Open Spaces committee meeting on 8th January 2015 it was agreed to open the main gates between 10 am and 4 pm. Hours of work for outside staff are between 7 am and 2 pm the locking of the gates every afternoon has been carried out by the office staff.

Cllr B. Surtees proposed that the gates are not locked and to review this procedure again at the next committee meeting. This was seconded by Cllr A Kaye and unanimously agreed.

AGREED

- Not to lock the cemetery gates
- To add this item to the next committee meeting agenda

100/14 Trees

- i) Revised tree survey for Cemetery

The tree survey for the Cemetery has been updated and included new recommendations. Cllr B. Surtees offered to contact the Church of England to ascertain whether it was necessary to obtain any permission before starting this work.

AGREED

- Cllr B. Surtees to ascertain whether any permission needs to be sought from the Church of England for the proposed work
- This item to be added to the next committee agenda

ii) New tree surveys for Castle St and Moreton Rd allotments

Tree surveys had been carried out for each allotment site which included a list of recommended work. Cllr B. Surtees proposed that the work at Castle St allotments be carried out providing that it did not cost more than £750. This was seconded by Cllr S. Jackman and unanimously agreed.

AGREED

- To complete the work at Castle St allotments
- That the work at Castle St allotments should not exceed £750
- That all the work recommended for Morton Rd allotments be carried out

iii) Removal of a tree in the sports club car park

The Council was advised that a tree in the car park is dying and needs to be removed (number 15 on the tree survey). Cllr B. Surtees proposed that the work be carried out providing that it did not cost more than £500. This was seconded by Cllr P Gode and unanimously agreed.

AGREED

- To remove tree number 15 in the sports club car park providing the cost did not exceed £500

101/14 Women's Institute (WI) Centenary

The Council received a request from Ongar WI to plant spring bulbs on the bank outside the cemetery facing the High Street. The committee expressed their support for the WI but were concerned that this additional planting may interfere with existing planting regime to commemorate WW1.

AGREED

- Not to give WI permission to plant bulbs in that location

102/14 Open Spaces committee budget 2014/15

Councillors noted the committee budget.

The meeting closed at 9.05 pm

Signed

Chair

Date