

**MINUTES OF THE OPEN SPACES COMMITTEE MEETING  
HELD AT BANSONS ON 3 MARCH 2016**

PRESENT: Cllrs A. Wingfield (chair) N. Fletcher (vice chair)  
J. Devonald\* B. Freeman  
P. Gode A. Kaye\*  
D. Roberts J. Rushton

\*Non committee members

Officers: J. Farr (Deputy Clerk)

Public: One member of the public.

Press: One member of the press.

**87/15 Apologies for absence**

Apologies were received from Cllrs J. Browning (work commitments) and Cllr Bolden (annual leave), J. Reynolds (illness).

**88/15 Declaration of Disclosable Pecuniary Interest**

There were no declarations of interest.

**89/15 Public participation**

No member of the public wished to address the committee.

**90/15 To agree the minutes of the Open Spaces committee meeting held on 4 February 2016**

The minutes were reviewed and with one amendment were agreed and would be signed by the chair.

**91/15 Clerk's Report  
Cemetery**

At the last Open Spaces committee meeting Cllr Freeman informed the Council that there were concrete slabs in amongst the tree stumps in the area recently cleared of trees. Outside staff have checked this area and the concrete is parts of memorials that have broken off that were placed in that corner of the cemetery some time ago. If the original grave could be found the Council could contact relatives to see if they were able to arrange for repairs. If the original graves cannot be identified the pieces could be discarded or stored in the Chapel.

**Litter**

At the last Open Spaces committee meeting Councillors agreed to purchase 10 additional litter pickers. These had been ordered and received.

**Ongar in Bloom**

OIB had launched a website –

<http://ongarinbloom.com/launch/>

OIB had received a grant from Stansted Airport Passenger Community Fund.

### **Outside spaces equipment**

Council staff had serviced all the equipment, replaced parts and sharpened blades.

### **Play areas**

Residents had made complaints to the outside spaces staff regarding dogs being taken into the toddler area at Shelley Park. The dog owner challenged by the resident became verbally abusive. The play area was covered by CCTV but as the site was not on broadband images it could not be viewed from the Council offices.

The contractor had carried out the necessary repairs to play area equipment.

The annual independent inspection had been booked for June 2016.

### **Nature Reserve**

It was reported that Essex County Council had posted an advertisement in the local newspaper that the part of the nature reserve that houses the derelict buildings had been put up for sale.

### **St Martin's church yard**

The Council had received a letter from the neighbour confirming that he would pay a donation towards this work when it was completed to his satisfaction.

Permission had been received from the Arch Deacon that this work could proceed.

### **92/15 Allotments**

i) To receive the notes of the liaison meeting with OAGS  
Cllr Wingfield and the Deputy Clerk met with representatives of OAGS on 18 Feb 2016. Notes of the meeting were provided for Councillors information.

Councillors noted this report.

ii) To consider a rise in fees from 1<sup>st</sup> November 2017  
Council tenants required at least 12 months' notice for allotment fees. Councillors were asked to consider an increase in fees with effect from 1<sup>st</sup> November 2017. Suggested fees were provided for Councillors consideration.

Cllr Fletcher proposed that the fees be increased by 5 % for all sites and this was seconded by Cllr Gode.

Vote – Unanimous

### **AGREED**

- To increase the fees by 5% from 1<sup>st</sup> November 2017

### **93/15 Cemetery**

To consider the draft Interment of Foetal Remains Policy and make a recommendation to Full Council.

A draft policy on the Interment of Foetal Remains was considered by Councillors.

Cllr Roberts proposed that the draft document be recommended to Full Council and this was seconded by Cllr Wingfield.

Vote – Unanimous

**AGREED**

- To recommend the draft Interment of Foetal Remains to Full Council.

**94/15 Litter**

To note the arrangements for the Clean for the Queen litter pick on Saturday 5 March 2016.

Volunteers were asked to meet at Jubilee Park at 9.30 am for a 10 am start. Maps for each team had been prepared to assist the event. Councillors were asked to confirm their attendance at this event. No staff would be present.

Councillors noted this information.

**95/15 Nature Reserve**

To consider the draft development plan, make any amendments necessary and adopt the plan

The committee had studied the document and made a recommendation to Finance committee regarding the lawn (item 15 on the attached map). However, no proposal to adopt the plan had been made to date.

Councillors asked the Deputy Clerk to add the creation of a “beach” area and the provision of a fishing platform to the committee’s four year plan.

Cllr Wingfield proposed that the Council adopted the development plan and this was seconded by Cllr Rushton.

Vote – Unanimous

**AGREED**

- To adopt the Nature Reserve development plan

**96/15 Play areas**

To receive a request to film at Love Lane outdoor gym

The Council had received a request from a university student to film at the outdoor gym for a graduation project and the committee was asked to consider giving permission for this project.

Councillors were concerned that there would be children and families on site during filming and felt that filming on a weekday would be more appropriate.

Cllr Freeman proposed that permission be given to film between Mondays to Fridays. This was seconded by Cllr Wingfield.

Vote – Unanimous

**AGREED**

- To give permission for filming between Monday to Friday.

**97/15 St Martin’s church yard**

To consider the draft risk assessment for St Martin’s church yard

The draft risk assessment was considered by the Council’s appointed working group and approved by St Martin’s PCC’s health and safety representative.

Cllr Gode proposed that the Council adopted the risk assessment and this was seconded by Cllr Roberts.

Vote – Unanimous

**AGREED**

- To adopt the St Martin's church yard risk assessment.

**98/15 Trees**

To consider planting trees donated by Ongar Rotary Club at Jubilee Nature Reserve  
At the last Open Spaces committee meeting it was agreed to work with Ongar Rotary Club to plant trees in Ongar. The Nature Reserve was a suggested location. The Council was notified by the Environment Agency that to plant any trees within 8 metres of the river bank the Council would need to apply for flood defence consent from the Environment Agency.

Cllr Fletcher proposed that the Council ask the Environment Agency for advice on what type of trees would be acceptable in the nature reserve and to bring this information back to the committee. This was seconded by Cllr Roberts.

Vote – Unanimous

**AGREED**

- The Council to ask the Environment Agency for advice on what type of trees would be acceptable in the nature reserve and to bring this information back to the committee.

**99/15 Committee 4 year plan**

To receive an update on the committee 4 year plan  
Councillors noted the progress to date for this year.

**100/15 Open Spaces committee budget 2015/16**

To receive information on the committee budget between 1 April 2015 and 31 January 2016  
This report was noted by Councillors.

The meeting closed at 9.05 pm

Signed

Chair

Date