

**MINUTES OF THE OPEN SPACES COMMITTEE MEETING
HELD AT BANSONS ON 4 SEPTEMBER 2014**

PRESENT: Cllrs A. Wingfield (chair) A. Kaye (vice chair)
S. Adcock F. Knights P. Gode
S. Jackman D. Roberts J. Rushton
B. Surtees

Officer: J. Cook (Deputy Clerk)

Press: One member of the press

Public: No members of the public were present

Action

42/14 Apologies for absence

There were no apologies for absence.

Clerk

43/14 Declaration of Disclosable Pecuniary Interest

There were no declarations of interest.

44/14 Public participation

There were no members of the public present.

45/14 To agree the minutes of the Open Spaces committee meeting held on

The minutes of 7 August 2014 were reviewed and agreed as a true record and signed by the Chairman. Cllr Wingfield

46/14 Matters arising from previous committee meeting

It was reported that Council staff were working with volunteers to clear the vegetation from the hedge at QEII Jubilee Recreation Field. Clerk

The Council had received an offer of assistance from Epping Forest District Council Animal Welfare officer regarding dog fouling in the cemetery.

47/14 Clerk's Report

Allotments

It was reported that the Council's solicitor was working with Castle Farm Trustees to finalise the lease.

The No Parking sign on the gate at Castle St had been destroyed and a new sign had been ordered.

Cemetery

Cllr B. Surtees was interviewed on the radio about the problems with dog fouling in the cemetery. A copy of the interview was sent to all committee members by email.

The agreed wording for the Cemetery leaflet had been passed to the Public Relations Clerk for printing with the other Council leaflets.

Dog waste bin

A new dog waste bin had been ordered and Council staff would refurbish an existing spare bin, both for use near the cemetery.

Greensted Rd play area

It was reported that the Council's solicitor was liaising with ECC regarding a new lease for this site.

Council staff were working with Community Payback Team to replace the surrounding fence.

Open Spaces committee minutes 04.09.14

Nature Reserve

The notice board in the reserve had been damaged and a replacement Perspex had been ordered.

Ongar Community Orchard (OCO)

The Council and OCO members met on 1st September for photographs to accompany the press release agreed at the last Open Spaces committee meeting.

River Meadow

The Council had requested that River Meadow be cut more than three times per year. EFDC Grounds Maintenance manager advised that this area was cut with the same frequency as other EFDC Housing land.

Vandalism

It was reported that the Clerk was compiling a data base of all instances of vandalism at Council owned or managed land. Cllr F. Knights reported that produce had been stolen from a farm in Moreton Rd.

48/14 Allotments

To receive the notes of the meeting with OAGS on 15 August 2014

Cllr A. Kaye and the Deputy Clerk met with representatives of OAGS and notes of the meeting were provided for Councillors information.

AGREED

Clerk

- To provide a lock on the gate at Moreton Rd allotments
- To provide a notice on the gate with contact details for the Council
- To provide a skip at Castle St allotments to assist with the removal of unwanted items e.g. glass
- The Clerk to contact tenants who were not working their plots
- To inform Shelley Residents Association of the recent damage

49/14 Centenary of World War I

To consider planting a tree to commemorate the centenary of World War I

It was suggested that the Council considers planting a tree to commemorate the centenary of World War I, the location is yet to be decided.

Cllr B. Surtees proposed that this project be postponed until 2018 when a tree could be planted to commemorate the end of World War I. This was seconded by Cllr D. Roberts.

AGREED

- To postpone this project until 2018

Clerk

50/14 Cerizay Garden

To note the response from EFDC regarding the placement of an additional bench in Cerizay Garden

It was reported that the Council is still waiting for permission from EFDC to place a new bench on the site.

Clerk

51/14 Cemetery

- i) To consider the draft Disposal of Foetal Remains Policy and make a recommendation to Human Resources committee

At the last Open Spaces committee meeting amendments were suggested. An amended draft Policy was provided for Councillors consideration.

It was confirmed that the Council would comply with current legislation at all times. Councillors requested further amendments to the draft policy and considered the need for a separate policy.

RECOMMEND to Human Resources committee

Clerk

- To add the amended policy wording on interment of foetal remains to the Cemetery Rules and Regulations
- To recommend the changes to Human Resources committee

- ii) To consider the proposed fee structure for the interment of Foetal remains and make a recommendation to Finance committee

Cllr B. Surtees proposed that the same fee be charged for foetal remains as for that of a child under 16 years. This was seconded by Cllr D. Roberts and unanimously agreed.

RECOMMEND to Finance committee

Clerk

- To charge the same fee for the interment of foetal remains as that of a child under 16 years

- iii) To note the time allocated to managing the cemetery by Council staff

It was reported that Council staff spend an average of 21.5 hours per week on the cemetery including administration and maintenance.

Councillors noted this information.

- iv) To consider an increase in fees from April 2015 and make a recommendation to Finance committee

A copy of the current Fees and the proposed increase was provided for Councillors consideration.

Cllr B. Surtees proposed that the cemetery fees be increased slowly over a number of years to bring the Council in line with other local authorities. This was seconded by Cllr A. Kaye and unanimously agreed

RECOMMEND to Finance Committee

Clerk

- That the cemetery fees be increased
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52/14 John Holness Garden

To consider the reduction or removal of sycamore tree to rear of the garden

A resident of Love Lane whose property was adjacent to the John Holness Garden had complained that the sycamore tree was damaging his boundary fence. The Outside Spaces Supervisor and the Council's tree surgeon recommend the removal of the tree.

AGREED

Clerk

- To remove the sycamore tree as soon as possible.

Open Spaces committee minutes 04.09.14

53/14 Shelley footpath

To receive feedback from the site meeting with Town Councillors and EFDC Housing officer

Cllrs D. Roberts, A. Kaye and B. Surtees attended a site meeting on 18th August with Ms McCauley, EFDC Housing officer. Councillors proposed that the fence be removed, trees removed and thinned out and the footpath repaired. It was reported that EFDC officers were working on a scheme to improve the area.

54/14 Open Spaces committee budget 2014/15

Councillors noted the budget information.

55/14 Unlisted items

Cllr B. Surtees asked if it was possible to have alternative seats on the zip wire that Clerk could not be damaged.

Cllr S. Jackman suggested that an alternative contractor be sourced to complete the Clerk necessary repairs to the perimeter wall at St Martin's church.

The meeting closed at 8.55 pm

Signed

Chair

Date