



**EMERSONS GREEN**  
TOWN COUNCIL

**Minutes of the Open Spaces Committee**

**2 November in the Council Chamber, Emersons Green Town Council**

**Present:** Councillors S Budd, P Morgan, D Somers (Chairman) and R Sunderland

**Absent:** Councillors S Bassett, S Hill, R Nichols, M Palmer and C Wilkins

**In attendance:** Richard Hull (Committee Clerk); Katherine MacConnachie (Clerk); SP and KT (South Gloucestershire Council); JH, SD and another person (members of the public)

Councillor Somers welcomed all to the meeting and advised of the evacuation procedure.

**2021.55 Apologies for absence**

Apologies for absence were received from Councillor Hill.

**2021.56 Declarations of Interest under the Localism Act 2011**

Councillor Sunderland declared an interest in item 72 'Review of the allotment rent 2022 / 23.'

**2021.57 Public participation (not to exceed 5 minutes)**

SD said that he and his neighbour had attended because of their interest in item 66 on the agenda.

JH explained that the Friends of Siston Common are arranging walks on the commons.

JH left the meeting.

**2021.58 Minutes of the Open Spaces meeting held on 14 September 2021**

It was **Resolved** that the minutes of the meeting held on 14 September were a true and accurate record of the meeting and these were signed by the Chairman.

**2021.59 Outstanding Items from these minutes**

The Committee Clerk apologised that a list of these items was not available for the meeting. It was agreed that the Committee Clerk would send a list with the minutes.

**2021.65 A briefing paper on trees and hedges**

With the agreement of the chairman this item was brought forward.

SP and KT stated they are agreeable to commenting on a tree policy if the Town Council wants to formulate one.

It was **Resolved** that;

- A working group will be set up to draft a comprehensive Tree Policy, setting out what action the Town Council will/will not take, and set parameters. The policy will be put

to the Open Spaces committee for consideration.

**Action:** Councillors Morgan and Sunderland

- The working group will consider whether non-evergreen hedges should be included in any policy.
- In relation to the specific issue raised by a resident in relation to a protected oak tree and native deciduous hedge at the allotments a decision will be deferred pending policy agreement.

SD and KT left the meeting.

#### **2021.60 A request from the Bristol Orienteering Club to hold an event on 4 December partly using Rodway Common**

It was **Resolved** that the event can take place.

**Action:** Committee Clerk

#### **2021.61 Family entertainment at Rodway Common at Easter 2022**

It was **Resolved** to wait for providers to contact the Town Council.

#### **2021.62 Quotes to repair the parking area at Rodway Common**

Three quotes were obtained. It was **Resolved** not to take any action at present.

#### **2021.63 A briefing paper on Open Spaces maintenance procurement**

It was **Resolved** to;

1. Instruct the Clerk to procure a 3-year single supplier call-off contract for ad-hoc maintenance work.  
**Action:** Clerk
2. Instruct the Clerk to procure a 3-year single supplier call-off contract for tree works services.  
**Action:** Clerk
3. Instruct the Clerk to procure a 3-year contract for litter picking.  
**Action:** Clerk
4. Nominate two councillors to work with the Clerk in drafting the specifications and scoring criteria for the above contracts, to be brought back to the Open Spaces Committee for final sign-off.  
**Action:** Councillors Somers and Sunderland
5. Approve the extension of the existing Brandon Trust regular maintenance contract to include the Town Council Office maintenance currently provided, by way of issue of purchase order.  
**Action:** Clerk

#### **2021.64 A briefing paper on Open Spaces budget monitoring and 2022 / 23 budget requirements**

It was **Resolved** to email the Open Spaces committee members and ask them to provide their thoughts on expected cost pressures for the 2022 / 23 budget prior to the November Finance Committee meeting.

**Action:** Committee Clerk

#### **2021.66 Quotes for works on hedges at the allotments**

Two quotes had been circulated to councillors. It was **Resolved** to accept the quote of £1,520 + VAT from Bristol Tree Services and to let two residents of Meadgate know when the work will be done.

SD and the other member of the public left the meeting.

**Action:** Committee Clerk

#### **2021.67 A quote for an information panel at Emersons Green common**

It was **Resolved** to proceed with 5 re-used illustrations for £200 and option 2 for an extended A1 aluminium panel. As Ed Drewitt had stated that some of the prices for some of the products may have changes authority was delegated to the Committee Clerk to accept a quote of up to £3,100 for option 2. The location of the panel will be considered at the next meeting.

**Action:** Committee Clerk

#### **2021.68 Signs for the Town Council's common land like the ones on Siston Common**

It was **Resolved** to request quotes for four signs, with the Town Council's logo, for the main commons and to delegate authority to the Committee Clerk to accept the cheapest quote.

**Action:** Committee Clerk

#### **2021.69 An email from the chairman of the Lyde Green Open Space group about information signs for Lyde Green Common**

It was **Resolved** to invite the group to submit a grant application.

**Action:** Committee Clerk

#### **2021.70 A plan for where to plant 10 lime trees at Rodway Common**

It was **Resolved** that the trees will be opposite each other alongside the footpath across the common and that it will be left to the expertise of the contractor to decide how far from the existing trees to plant the first tree and how far apart from each other to plant them.

**Action:** Committee Clerk

#### **2021.71 A quote to fell dead elm trees in Green Lane**

It was **Resolved** to accept the quote of £430.

**Action:** Committee Clerk

#### **2021.72 Review of the allotment rent for 2022 / 23**

It was agreed that the Committee Clerk will send Councillor Sunderland information about the Town Council's previous investigations about having a composting area.

Councillor Sunderland declared an interest and left the room.

It was **Resolved** to keep the allotment rent at the same level as 2021 / 22.

Councillor Sunderland re-joined the meeting.

**Action:** Committee Clerk

#### **2021.73 A request from an allotment tenant to put compost bins behind the water trough next to their plot**

It was **Resolved** to agree to the request.

**Action:** Committee Clerk

**2021.74 A report from a resident about a plant on Emersons Green common that could be invasive**

It was **Resolved** to request advice and quotes from experts on the plant and the saplings growing under a tree next to the plant.

**Action:** Committee Clerk

**2021.75 Replacing signs that refer to Mangotsfield Rural Parish Council**

It was **Resolved** that two councillors would form a working party to review the signs and to bring proposals back to the Open Spaces committee. Councillor Budd volunteered to be a member of the working party. The Committee Clerk will request another volunteer from the committee members who were not present.

**Action:** Councillor Budd and another councillor

**Action:** Committee Clerk

**2021.76 An email from Cllr R Hunt about bins in Lyde Green**

It was **Resolved** that if requests were received for bins to be installed, they would be referred to South Gloucestershire Council.

**Action:** Committee Clerk

**2021.77 Correspondence**

The following correspondence was received;

A letter from South Glos Drone Club asking about land to rent;

It was **Resolved** to inform the club that the Town Council does not have and is not aware of any suitable land to rent.

**Action:** Committee Clerk

**2021.78 Items from Members to report**

- Cllr Budd asked when the replacement “No Parking” signs will be installed at Vinney Green Common. The Committee Clerk will endeavour to do so this week.
- Cllr Budd asked what was happening about having an information panel at Vinney Green Common; the Committee Clerk explained that it had been agreed that this would be considered again following the installation of the information panel at Emersons Green Common.

**2021.79 Next Meeting; 4 January 2022 at 19.00**

The chairman closed the meeting at 21.21