



## BENTHAM TOWN COUNCIL

### MINUTES of the Open Spaces Committee on Monday 14<sup>th</sup> September 2020 – Conducted remotely – following the Marketing meeting.

Present: Cllrs Bridgeman (Chair), Burton, Faraday and Swales. The clerk Christine Downey. And one member of the public.

- OS23 To receive apologies from members unable to attend: **Cllrs Handford and Marshall.**
- OS24 To Receive & Record any member's Disclosable Pecuniary Interest in relation to items on the agenda and to receive and decide members requests for DPI dispensations  
**None.**
- OS25 To approve minutes of 22<sup>nd</sup> June 2020 and 29<sup>th</sup> June 2020. (Papers OS2020/14 and OS2020/15)  
**RESOLVED: That the minutes of the meetings of 22<sup>nd</sup> June 2020 and 29<sup>th</sup> June 2020 are agreed and be signed.**
- OS26 To receive an update on the Open Spaces budget. (Paper OS2020/16)  
**Received.**
- OS27 To discuss matters re the cemetery and agree actions: -
- 27.1 To receive an update re removal of the shed.  
**RESOLVED: Cllr Bridgeman to check latest position with Cllr Marshall regarding arrangements for removal of the Hearse.**  
**RESOLVED: If arrangements to remove the Hearse have not been made by Cllr Marshall then Cllr Bridgeman will empty the shed, dispose of all the contents and proceed with the demolition and clearance.**
- 27.2 To discuss alignment of plots and allocation of spaces, and to agree a way forward. (Paper OS2020/17)  
**RESOLVED: Clerk to instruct Thomas Brown to install wooden markers at the top and bottom, and at each side of every row. Spaced to identify the correct width and height of a burial plot.**  
**RESOLVED: After the markers are in place the clerk to identify on the cemetery plan all spaces that have been compromised and that are no longer full sized.**  
**RESOLVED: After the plan has been amended to show which plots are no longer full sized by the Clerk, Cllr Swales will double check the cemetery plan.**  
**RESOLVED: All spaces that are no longer full sized to be reserved for the burial of ashes in future.**  
**RESOLVED: Vacant plots in the cemetery will be filled in "next in line" order in future.**  
**RESOLVED: Reserved spaces to be reserved in "next in line" order in future.**
- 27.3 To discuss the position regarding the marker stones and to agree a way forward.  
**RESOLVED: Those that are correct to remain.**  
**RESOLVED: Those that are not correct to be removed by Thomas Brown.**
- 27.4 To consider the purchase of markers for Reserved Spaces. (Paper OS2020/18)  
**RESOLVED: Not to introduce markers specifically for reserved spaces because they would impede grass cutting and maintenance of the cemetery.**
- OS28 To discuss matters and agree actions re PHPF: -
- 28.1 Update re paper templates for wording on PHPF sign.  
**RESOLVED: Final wording agreed as circulated. Clerk to request the paper templates again.**



## BENTHAM TOWN COUNCIL

- 28.2 Update regarding the missing signs and agree a way forward.  
**RESOLVED: Proceed with installation.**
- 28.3 To discuss the broken wall and agree a way forward.  
**RESOLVED: Clerk to identify from the deeds who owns the wall.**  
**RESOLVED: If the wall is the council's responsibility, clerk to obtain a quote for repair from David Faraday.**  
**RESOLVED: If the wall is the responsibility of Kinder Cottage, clerk to write to the owner asking for them to deal with the repair.**
- 28.4 To discuss the pollinator friendly planting and agree a way forward. (Paper OS2020/19)  
**RESOLVED: Delivery to Cllr Bridgman's home address in mid-October.**
- 28.5 To discuss the boggy area and agree a way forward.  
**RESOLVED: To fence in the area and install a "keep out" sign.**  
**RESOLVED: On the annual walk about, councillors to consider planting wetland plants in this area.**  
**RESOLVED: Clerk to request a quote for a new fence from Thomas Brown.**  
**RESOLVED: Type of fence to be recommended by Thomas Brown, but must prevent children from entering this area. Possibly post and rail with chain mesh.**
- 28.6 Inspection reports: -
- 28.6.1 To review the annual inspection report of Feb 2020 and agree actions required. (Paper OS2020/20)  
**Dealt with under 28.6.1**
- 28.6.2 To review the quarterly inspection report of Aug 2020 and agree actions required. (Papers OS2020/21 and OS2020/22)  
**RESOLVED: Clerk to instruct Thomas Brown to secure all loose fittings on the activity trail.**  
**RESOLVED: The latch on the pedestrian access gate to be checked for safety.**
- 28.6.3 To discuss and agree a way forward regarding the inspection of the seats on the zip wire and Titan at PHPF.  
**RESOLVED: To find a qualified contractor to perform an annual inspection of both seats.**  
**RESOLVED: Maintenance and/or repairs of all play equipment to be performed by a professional in future.**  
**RESOLVED: Cllr Burton to take advice from Cllr Marshall on who is likely to be capable of doing all necessary maintenance and repair tasks on the play equipment, with the proper ticket.**
- 28.6.4 To discuss and agree a way forward regarding the tensioning of the zip wire.  
**RESOLVED: Cable Runway to be re-tensioned by a professional.**
- 28.7 To discuss and agree a timescale within which any maintenance / repairs at PHPF are to be done.  
**RESOLVED: Maintenance and/or repairs on all play equipment to be performed by a professional in future.**
- 28.8 To discuss and agree a format to record maintenance carried out by councillors.  
**RESOLVED: On the very rare occasion that a councillor performs a repair or maintenance task on play equipment (in an emergency for example), that photographs of the work undertaken and a written report will be forwarded to clerk.**
- OS29 Street lighting renewal programme – To agree a way forward regarding Cross Lane. (Paper 2020/81)  
**RESOLVED: That LP20 should be positioned where the arrow on the photograph from Peter Ball indicates, but set as far back from the road as the existing pole.**  
**RESOLVED: Clerk to request the landowner's permission.**



## BENTHAM TOWN COUNCIL

**RESOLVED:** Re LP21, that the existing pole should be removed and replaced with a new pole in exactly the same place.

**RESOLVED:** Clerk to request the landowner's permission.

OS30 To discuss a proposal for what should be included on the Heritage Trail map, and agree a way forward.

**RESOLVED:** Clerk to ask Cllr Handford for his proposal and to circulate it by email.

**RESOLVED:** Include on next OS agenda for further consideration.

OS31 To consider pruning the trees on Springfield – left-hand side heading into town.  
(Should have read left-hand side going out of town)

**RESOLVED:** Proceed with the pruning. Clerk to instruct Thomas Brown to go ahead.

OS32 To discuss the list of Open Spaces jobs not already covered.

**RESOLVED:** No further action to be taken regarding path through field to cemetery.

**RESOLVED:** Clerk to ask Cllr Marshall to be specific about weeding that requires attention around the town.

**RESOLVED:** Clerk to email a reminder to Cllr Marshall regarding completion of the application for tree work at PHPF.

**RESOLVED:** Clerk to send the email of 13<sup>th</sup> July 2020 regarding the need for a proposal re trees from The Woodland Trust to all OS members again.

OS33 To receive and consider minor items / items for the next agenda.

**Proposal for exact contents of Heritage Trail map to be on next OS agenda.**

**Clerk to forward Cllr Bridgeman's email address to Tim Fox.**

**Cllr Bridgeman to discuss potential tree planting opportunities with Tim Fox.**

**The annual walk about (not performed in spring due to lockdown) to be conducted now, aim for the bulb planting day/evening/afternoon in mid-October.**

OS34 Date of next meeting: 14<sup>th</sup> December 2020.

There being no further business the meeting closed at 20.52.