



# COGGESHALL PARISH COUNCIL

Village Hall, 25 Stoneham Street, Coggeshall, Essex, CO6 1UH  
01376 562346  
clerk@coggeshall-pc.gov.uk

To Councillors Phillips, Horne, Astley, Appleton-Claydon, Unsworth, Culemann, Keig and Barnes

**YOU ARE SUMMONED TO ATTEND A MEETING OF THE OPEN SPACES**  
on **Monday 5<sup>th</sup> August 2019** at **7.30 pm** in the Village Hall, Stoneham Street.

THE PRESS AND PUBLIC ARE WELCOME TO ATTEND

## A G E N D A

Agenda /Minute Number	Agenda Item	Appendix Number
OS19/66.	<b>Those present and apologies for absence</b>	
OS19/67.	<b>Councillors Declarations</b>	
OS19/68.	<b>Minutes of previous meetings.</b> To approve the minutes of the Open Spaces meeting of Monday 3 <sup>rd</sup> June 2019.	App 1
OS19/69.	<b>Public Participation session with respect to Agenda items and other matters of mutual interest.</b> The maximum time allowed for this item is 15 minutes. At the close of this item, members of the public will no longer be permitted to address the Council unless invited by the Chairman.	
OS19/70.	<b>Clerk's Report</b>	App 2
OS19/71.	<b>Correspondence received</b> To note emails from an allotment tenant responding to the Council's letter regarding non-cultivation and to agree the response.	App 3
OS19/72.	<b>To receive a report from the Big Park Project Working Party and to consider the tender submission, scoring and to agree, if appropriate the recommendation from the working party to propose a contractor for consideration to the Coggeshall Full Council (Cllr Appleton-Claydon)</b>	App 4
OS19/73.	<b>To note the email from Braintree District Council with regard to the Section 106 agreement for the Dutch Nursery and to agree suitable projects for recommendation to the Full Council.</b>	App 5
OS19/74.	<b>To receive an update on the cemetery extension and to consider and agree the overall memorial design to enable a design plan to be produced by the appointed specialist.</b>	App 6
OS19/75.	<b>To review and agree any changes to Burial Fees</b>	App 7
OS19/76.	<b>To consider a request for the placement of artificial turf on a grave spaces and kerbs</b>	App 8

<b>OS19/77.</b>	<b>To consider the following budget request items for submission to the Finance Committee</b> A. Landscaping works to the cemetery for the extension - £15,000-£35,000 B. Big Park Project – Ear-marked reserves £10,000 C. Little Park – Additional equipment - £3,750 D. Replacement of Benches – Church Green - £6,000	App 9
<b>OS19/78.</b>	<b>To consider and approve the application by Barnardo's and Virgin Care to use the Recreation Ground for a Summer Stay and Play event</b>	App 10
<b>OS19/79.</b>	<b>To consider the quotations for the tourist leaflet and to agree if appropriate to appoint a company to produce the design</b>	App 11
<b>OS19/80.</b>	<b>To note the quotation for the removal of two diseased trees at the Hamlet allotment and to agree the works.</b>	App 12
<b>OS19/81.</b>	<b>To consider the installation of picnic benches at the Owen Martin Nature reserve</b>	App 13
<b>OS19/82.</b>	<b>To appoint a Chairman to the Allotment Sub-Committee</b>	
<b>OS19/83.</b>	<b>Items for the next agenda</b>	
<b>OS19/84.</b>	<b>To note the date and time of the next meeting</b> Monday 7 <sup>th</sup> October 2019 – 7.30 pm	

Debbie Morgan  
Clerk to Coggeshall Parish Council

Wednesday 31<sup>st</sup> July 2019