

WOODBURY PARISH COUNCIL
ESTATES & ASSETS MANAGEMENT COMMITTEE
20 JUNE 2016

Dear Member

15 June 2016

You are hereby required to attend a committee meeting of the above named Council to be held in the Church Rooms, Woodbury on **20 June 2016 at 7.30pm**. The business to be transacted at the Meeting is set out below. Members of the Public are welcome to attend this Meeting.



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Mrs Mandy Westlake
Clerk to the Council

**PRESENTATION TO OUTGOING TREE WARDENS FOR WOODBURY SALTERTON & WOODBURY
AND TO WELCOME MR TONY BENNETT AS HON. TREE WARDEN FOR WOODBURY VILLAGE**

A G E N D A

1. **MINUTES:** To receive and confirm as a correct record, the Minutes of the proceedings of the Estates & Assets Management Committee meeting held on 29 February 2016.
2. **APOLOGIES FOR ABSENCE:** To receive any apologies for absence
3. **DECLARATIONS OF INTEREST:** *To receive any declarations of interest in any part of these proceedings. In accordance with the Code of Conduct, members and co-opted members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests. Members and co-opted members are also reminded that any change to their Declarations of Interests lodged with the District Council must be notified to the Monitoring Officer at East Devon District Council within 28 days of the change.*
4. **MAINTENANCE AND MANAGEMENT OF SPECIFIC AREAS requiring update, discussion and decisions (as necessary):**
WOODBURY SALTERTON
 - A. **Play Area:** To discuss any outstanding works required. The funding of £7500 from EDDC under the Webbers Meadow Section 106 agreement for installation of Phase 2 of the gym equipment has yet to be finalised to complete the project.
 - B. **Oak Tree bordering Allotment site:** To consider whether works to one (or both) of these trees are necessary. Costings have been received as follows:
Dead wooding both trees, removing hazardous material £250
Crown reduction works into secondary crown £250
Report on condition of the trees circulated to all Committee members.

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- C. **Replacement Tree on the Plantation:** To decide whether a replacement tree is necessary on the Plantation or whether the open space left by the felled Turkey Oak has been welcomed by local residents. Consideration could be given to a bench or bulb planting as an option.

WOODBURY

- D. **Woodbury Village Green:** To discuss any concerns or outstanding works on the Green.
- E. **Public Conveniences:** To reconsider the maintenance contract for the hand washing units. The total annual price quoted from Wallgate is £598.00 + VAT which includes £150.00 to bring both old units up to contract standard. Quotations have been sought locally and only one electrical contractor has responded to date. His comments are attached (**App A**).
- F. **Flower Street Car Park:** To discuss whether some marked out spaces could be provided to alleviate the parking issues when an event or club takes place at the Village Hall. This has been highlighted by the PCSO and other residents have observed poor parking practices at certain times during the week. In addition, some vehicles appear to be parked on a permanent basis in the Car Park which may contravene the limited parking restrictions.
- G. **Parking on the Arch:** Concerns have been raised that vehicles are being parked outside of the designated parking areas and in the Bus Stop at all times of the day causing a hazard to traffic coming towards the Arch as the mandatory keep left sign and bollard is often obscured. To discuss whether parking restrictions should be imposed and how these would be enforced.
- H. **Grass surrounds – additions to Grass Cutting contract:** To receive a quotation from the existing Contractor for additional cuts at the new Playground area on the Recreation Field off Orchard Close/Town Lane and the grassy areas at the edge of Flower Street Car Park and surrounding the toilets (previously cut by East Devon District Council) – see **App B** for prices.
- I. **Dog bin / litter bin provision in Woodbury:** To consider whether a litter bin is required at the junction of Fulford Way/Broadway and a dog bin at the top of Couches Lane.

EXTON

- J. **Bus Shelter at Northern end (close to petrol station):** To consider 3 quotations to replace the bus shelter (**App C**). A £1000 contribution has already been received from the County Council Locality Budget and the Parish Council has agreed to provide a further £1500 towards purchase and installation.
- K. **Purchase of dog bin or litter bin (Millennium Garden):** To receive an update. **NB:** This decision was deferred from the last meeting. As the Millennium Garden is on private land it was felt that the Parish Council could not support or fund provision of a dog bin or litter bin, although they did appreciate that the Committee was a not for profit organisation.

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- L. **Play Area:** To highlight any outstanding works required, in particular the replacement equipment. There has been no update as yet regarding the outstanding Section 106 funding from the various developers which has now been chased and invoiced by the Officer at EDDC.
- M. **Cycleway Signs:** To ratify the design of the signs to be located at various points along the Cycleway at Exton (**App D**). The total cost of the signs and posts will be funded from the County Council Locality Budget.

5. GENERAL ITEMS COVERING ALL THREE WARDS requiring update, discussion and decisions, as follows:

- A. **Tree Wardens:** To discuss any areas of concern relating to trees, grass areas, verges & wild flowers.
- B. **Parish Path Wardens:** To discuss any areas of concern relating to the P3 Parish Footpaths.
- C. **Public Rights of Way:** To receive an update from Cllr Jung on Moor Lane and Rydon Lane (Green Lane). At the last meeting it was agreed to approach the local farmer to see if these lanes could be cleared.
- D. **Play Area Wardens:** To discuss any areas of concern raised by the Wardens relating to the play areas.
- E. **Parish Handyman:** To discuss whether to contribute towards a spraying course for the Handyman to enable him to control weeds within the Parish. Bicton College charge £420 for the necessary Level 2 Award in the Safe Use of Pesticides and the cost would be shared amongst the 4 parishes who have use of the Handyman Service.
NB: It is likely that the daily rate for the Handyman will be reviewed by Exmouth Town Council as this has not been altered for 3 years. The Parish Council would need to agree in principle to any increase.

DATE OF NEXT MEETING: To agree the date of Monday 17 October 2016 for the next meeting.