

WOODBURY PARISH COUNCIL
ESTATES & ASSETS MANAGEMENT COMMITTEE
1 February 2016

Dear Member

27 January 2016

You are hereby required to attend a meeting of the above named Council to be held in the Church Rooms, Woodbury on **1 February 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

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 21 September 2015.
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. *Members and co-opted Members are reminded of their obligation to declare the existence and nature of any disclosable pecuniary interests they may have in any items to be considered at this meeting (under the Localism Act 2011 this means the interests of their spouse, civil partner or a person with whom they are living as husband and wife or a person with whom they are living as if they are civil partners) and to withdraw before any discussion takes place. Personal interests must also be disclosed. The nature of disclosable pecuniary interests must be stated and included in the minutes*
4. **MAINTENANCE AND MANAGEMENT OF SPECIFIC AREAS requiring update, discussion and decisions (as necessary):**
WOODBURY SALTERTON
 - A. **Play Area:** Cllrs Bricknell & Jung to report on the progress of this area. To discuss any areas of concern or outstanding works still to be completed. The second phase of gym equipment installation using S106 funding from Webbers Meadow is currently awaiting EDDC agreement.
 - B. **Tree works at the Plantation:** To consider 3 tenders for vital works as recommended and following Tomograph investigations.
 - C. **Memorial Tree (Play Area):** Any update following discussions between Cllr Bricknell and Mrs Southard. As previously discussed the plot is too small to accommodate the tree but removal elsewhere is not possible as it is too large for most sites in the village.
 - D. **Flooding issues (For Information only and to note):** A possible link has been identified between crop production and degradation of the soil leading to flooding. In addition heavy machinery continues to damage verges, banks and ditches of narrow lanes. See email from Sally Elliott, Tree Warden WS (**App A**).

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E. Woodbury Village Green: To discuss any concerns or outstanding works on the Green.

F. Flower Street Car Park:

- i. **Parking Enforcement:** To discuss the ongoing issue of legitimate use of the car park for the benefit of residents and Village Hall users.
- ii. **Boundary Change:** To consider provision of a long term lease for improved access to the Village Hall using a strip of land adjacent to the Hall building and wide enough to accommodate a wheelchair and in turn provide better disabled access directly to the Du Buisson room.

G. Public Conveniences:

- i. Update on automatic locking and lighting and change to internal and external signage.
- ii. Maintenance contract for hand dryers (Wallgate) and sanitary bins (PHS).

H. Rent for land leased to the Cricket Club: The Landowner, Clinton Devon Estates, has increased the rent from £375.00 half yearly to £395.00 half yearly, effective from 25 December 2015. The rent is due for review every four years. Recommend an increase to £790.00 per annum for the next four years. Payments from the Cricket Club to the PC are made on 24 June and 25 December annually.

I. Rent for the Old Fire Station: The rent has not been reviewed for some considerable time. The current rate is £125 paid quarterly. To consider whether this should be increased and to what amount.

EXTON

J. Bus Shelter at Northern end (close to petrol station):

This bus shelter has previously been identified as no longer fit for purpose. If possible, a replacement wooden shelter has been requested (costings currently being investigated) £1,000 has already been received from the County Council Locality Grant and a further contribution may be available from the Village Events Committee.

K. Purchase of dog bin or litter bin: To discuss the viability of purchasing and installing a new dog bin or litter bin in Exton to be located within the Millennium Garden, Exton Lane. The purchase cost of a dog bin is £200 and a litter bin £400 with a £200 annual emptying charge for both. Permission would need to be sought from the Millennium Garden Committee to site the bin and their preferred option would be a litter bin in view of the ongoing issue with both littering and dog waste in that area.

L. Play Area: To discuss any outstanding works required.

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, including the increasing concern regarding the resulting damage to lane verges, banks and hedges by large vehicles in the Woodbury Salterton area.

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Dog Lane continues to suffer damage by HGV's, Stuart Baker Aboricultural Officer at EDDC has advised that the new EDDC Rangers cannot assist as they only cover management, education events and working with volunteer groups on EDDC's nature reserves and public open spaces.

- B. Parish Path Wardens:** To discuss any areas of concern relating to the P3 Parish Footpaths.
- C. Public Right of Way:** The County Council are stretched financially to maintain any public R.O.W including Moor Lane in Woodbury Parish. Cllr Channon has advised that some parishes have undertaken to reinstate one or two green lanes themselves.
- D. Play Area Wardens:** To discuss any areas of concern raised by the Wardens relating to the play areas.
- E. Flood Prevention and Resilience equipment:** The Devon Emergency Community Flood Resilience Fund, supported by the County Council, has made funds available of up to an initial £2,000 to communities in Devon. To consider whether to apply for the funding within the 3 villages to purchase equipment such as signs, cones and personal protective clothing.
- F. Grass areas cutting contract:** Tenders have been submitted for a new Specification including additional areas identified last season and two cuts on the uncultivated area at Woodbury Salterton Allotments. The deadline for submissions is 29 February 2016 and will be considered at the main PC Meeting at the beginning of March.

DATE OF NEXT MEETING: To agree the date of Monday 20 June 2016 for the next meeting.