

**WOODBURY PARISH COUNCIL**  
**ESTATES & ASSETS MANAGEMENT COMMITTEE**  
**17 October 2016**

Dear Member

12 October 2016

You are hereby required to attend a committee meeting of the above named Council to be held in the Church Rooms, Woodbury on **17 October 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 20 June 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 Inspection:** To receive the Play Area Inspection report from SNC Southwest and to discuss any areas of concern arising from the annual inspection.  
*Copies will be circulated by e-mail, a hard copy of the full report is available in the office for inspection if required.*  
**WOODBURY**
  - B. **Woodbury Village Green:** To discuss any concerns or outstanding works on the Green.  
**No Dog signs:** To consider whether a larger sign is needed on both entry/exit gates to the Play Area.
  - C. **Play Area Inspection:** To receive the Play Area Inspection report from SNC Southwest and to discuss any areas of concern arising from the annual inspection.  
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**D. Public Conveniences:**

i) **Wallgate Units:** To consider a quotation received from Bagwells to install an RCD protection unit for electrical safety purposes and to authorise works to adjust the timers for soap/handwashing/drying. The total cost would be £354.00 (£320 / £34 ex VAT) or £75 (ex VAT) if timers adjusted and a clean/flush carried out in isolation, as a separate visit.

ii) **Maintenance of the toilet block:** To consider two quotations for external painting and maintenance of the guttering and fascias. Other contractors have been approached but no other comparable figures have been received to date.

E. **Flower Street Car Park:** To consider tenders for marked spaces and resurfacing in the Car Park.

F. **Dog bin / litter bin provision in Woodbury:** Martin McGuire, Technical Officer: EDDC has reported that there was no longer a litter problem in the area at the top of Couches Lane, nor with excessive dog waste. To consider whether provision is still required in that area.

G. **Pick up after your Dog Stencils:** To consider purchasing our own stencils and spray either from EDDC or sourced locally. The stencils only last around 6 weeks and EDDC Environmental Health do not have the Officer capacity to refresh on a regular basis.

H. **Signs on the Arch and in Flower Street:** To consider whether signs could be erected on the Arch directing members of the public to the free car Park in Flower Street. In addition, the sign at the junction of Greenway/Flower Street is very indistinct so would a larger sign also help in this area.

I. **Woodbury Community Playing Fields (MUGA) Project:** To receive an update from the WCPF regarding the planning application and funding for the proposed Multi Use Games Area (**App A**).

**EXTON**

J. **Play Area:** Various alternative funding streams were being investigated for the long overdue upgrade/replacement of the play equipment. The outstanding Section 106 funding from various developers has now been paid and confirmation is awaited from Officers at EDDC.

K. **Play Area Inspection:** To receive the Play Area Inspection report from SNC Southwest and to discuss any areas of concern arising from the annual inspection

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**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.

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- C. **Play Area Wardens:** To discuss any areas of concern raised by the Wardens relating to the play areas.
- D. **Parish Handyman:** To discuss the Handyman's working hours and whether it would be viable to employ a contractor on an "ad hoc" basis as and when works were required.
- E. **Grass Cutting Contract:** To discuss the first year of the new grass cutting contract and whether Councillors are satisfied with the Contractor. To decide whether any additional cuts are to be added to the Specification i.e. Woodbury Salterton Allotments (**App B**).

**DATE OF NEXT MEETING:** To agree the date of 6 February 2017 for the next meeting.