

**WOODBURY PARISH COUNCIL**  
**MINUTES OF THE ESTATES & ASSETS COMMITTEE MEETING HELD IN THE**  
**CHURCH ROOMS, WOODBURY on Monday 20 June 2016 at 7.30pm**

**Present:** Cllrs Mrs C McGauley, Mrs C Bennett, P Bricknell, R Bartlett, J Burgess, B Jones, G Jung, R Mayo, T Pattison & J Pyne: Mrs S Elliott & Mr J Treasaden (outgoing Tree Wardens) and Mr D Rose & Mr T Bennett (Woodbury Salterton & Woodbury Tree Wardens respectively)

**Also present:** Mrs M Westlake (Clerk), Mrs A Evens (Assistant to the Clerk) and 1 member of the public

**16/EAC001** **MINUTES:** The minutes of the Estates & Assets Committee Meeting held on 29 February 2016 were received and confirmed as an accurate record (P/S: Bricknell/Jung - AIF)

**16/EAC002** **APOLOGIES FOR ABSENCE:** Apologies for absence were received from Cllr G Murrin: Mr T Frampton & Mrs J Green (P3 Wardens)

**16/EAC003** **DECLARATIONS OF INTEREST:** There were none recorded or declared.

**16/EAC004** **MAINTENANCE AND MANAGEMENT OF SPECIFIC AREAS** requiring update, discussion and decisions (as necessary):

**WOODBURY SALTERTON**

**A. Play Area:** Cllr Bricknell reported that laying of the safety surfacing was in hand and had been re-scheduled for 30<sup>th</sup> June when the Parish Handyman would be available to assist. There was no update from EDDC regarding release of Section 106 funding to complete the installation of Phase 2 of the gym equipment project. Cllr Jung offered to speak to the Officer at EDDC when he was next at The Knowle to ascertain the current position and establish reasons for the unacceptable delay.

**B. Oak Tree bordering Allotment site:** A report from Ace Arboriculture was considered and it was agreed to accept the following quotation for remedial work to the two Oak Trees on safety grounds:

Dead wooding both trees, removing hazardous material £250

(P/S: Bricknell/Burgess – AIF) The Contractor would be notified accordingly.

**C. Replacement Tree on the Plantation:** It was reported that residents in Woodbury Salterton have welcomed the open space. A discussion took place and it was agreed to purchase and plant wild daffodil bulbs in that area. David Rose offered to organise and would provide a receipt to the Clerk for reimbursement.

(P/S: Bricknell/Mrs S Elliott – AIF)

**WOODBURY**

**D. Woodbury Village Green:** An increase in dog fouling had been highlighted by the Grass Cutting contractor and a local resident. A request was made by Cllr McGauley to clear the weeds on the path running towards the church. This would be added to the Parish Handyman's job list.

**E. Public Conveniences:** Cllr Bartlett reported that he had been in contact with Wallgate and the existing handwashing units have parts available and the timer for soap, water and air can be adjusted manually. The only requirement remaining was for an annual electrical safety check on each unit. It was agreed that the Clerk would obtain the key for the Wallgate units and contact a local electrician to carry

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out the necessary safety inspection. Maintenance of the toilet block was discussed and members stated that a quotation was done within the last 12-18 months. A quote would be sought for external painting and maintenance of the guttering and fascias.

- F. Flower Street Car Park:** A lengthy discussion took place in respect of the ongoing poor parking practices in the car park and whether some marked out spaces could be provided. It was agreed to contact SW Highways for advice and to investigate lined spaces as an option. Consideration should also be given to designated disabled spaces and the contingency fund increased towards resurfacing of the Car Park in the future. (P/S: Mayo/Bartlett – AIF)
- G. Parking on the Arch:** Photographs had been provided showing vehicles parked outside of the designated parking areas and in the Bus Stop at all times of the day. Parking restrictions of up to 2 hours already apply in the marked area outside of the shops but not around the Arch itself. It was agreed to approach Cllr Stuart Hughes, Cabinet member for Highway Management DCC to arrange a meeting on site and ask what options were available. (P/S: McGauley/Burgess – AIF)
- H. Grass surrounds – additions to Grass Cutting contract:** The quotation received from the existing Contractor for additional cuts was accepted as follows:  
Woodbury Play Area (Recreation Ground) £22.50 per cut  
Flower Street Car Park £30 first cut, £15 per cut thereafter  
(P/S : Burgess/Pyne – AIF)
- I. Dog bin/litter bin provision in Woodbury:** Cllr Pyne reported that the litter problem had improved at the junction of Fulford Way/Broadway but there was no apparent reason why. It was agreed that provision was still needed at the top of Couches Lane and the Clerk was asked to contact EDDC to ascertain the most cost effective solution and update the Parish Council.

**EXTON**

- J. Bus Shelter at Northern end (close to petrol station):** The 3 submitted quotations were received for replacement of the Bus Shelter:
- |                               |  |
|-------------------------------|--|
| 1. Sheds Direct               | £1952.92 + £247.50 for metal corrugated roof |
| 2. Brownstone Structures      | £1885.00                                     |
| 3. Harris Timber Products Ltd | £3200.00 all prices excl VAT                 |
- It was agreed to accept quotation 2 at £1885.00 and the Contractor would be notified accordingly. Arrangements would be made for the old shelter to be removed. (P/S: Pattison/Bricknell – AIF)
- K. Purchase of dog bin or litter bin (Millennium Garden):** There was no update and no further action required.
- L. Play Area:** Cllr Pattison reported that the replacement of the play equipment using available Section 106 funds had not yet been carried out due to more delays with release of part of the funding from EDDC. Cllr Jung offered to speak to the Officer concerned at EDDC when he was next at The Knowle to ascertain the current position and establish reasons for the unacceptable delay.
- M. Cycleway Signs:** The design of all three signs was accepted with the total cost of £110 funded from the County Council Locality Budget. (P/S: Pattison/Jung – AIF)

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16/EAC005 **GENERAL ITEMS COVERING ALL THREE WARDS requiring update, discussion and decisions, as follows:**

**A. Tree Wardens:** Sally Elliott expressed her dismay at the coppicing of the Lime Trees along Byways in the rear gardens of Oakhayes Road. She commented that the work would be best carried out in the Autumn. She also reported that property owners along Dog Lane had been cutting verges resulting in the loss of some wildflowers in the hedgerows. The Clerk agreed to contact DCC Highways to ask for advice on who was permitted to cut those areas.

Cllr Bricknell reported that weedkiller had been sprayed in the hedge along Stony Lane bordering the Allotment site. It was agreed that Dave Rose would purchase some suitable tree whips to plant in that area and place a report/photograph in the Woodbury News once planted up.

**\*\* A presentation was made to the outgoing Tree Wardens, Sally Elliott (Woodbury Salterton) and John Treasaden (Woodbury) and they were both thanked personally by the Chairman for their services to the Parish Council.**

**B. Parish Path Wardens:** There were no Parish Path Wardens present.

**C. Public Rights of Way:** Cllr Jung reported that the section of footpath near Pilehayes Farm in Woodbury Salterton was overgrown and needed attention to open up the circular walk. Moor Lane appeared to have been cut by the local farmer so was accessible, although some surfaces were poor at gate entry points caused by movement of tractors.

**D. Play Area Wardens:** There were no Play Area Wardens present. Cllr Bricknell reported that the fixings on the gates in Woodbury Salterton had been changed as the springs were positioned the wrong way around. Cllr McGauley mentioned the Woodbury Community Playing Field and following completion of the Play Area what was their next project and did they need assistance from the Parish Council. It was suggested that a representative of the PC attend their forthcoming AGM.

**E. Parish Handyman:** It was agreed that it would be beneficial for the Handyman to hold the necessary spraying qualification to enable him to control weeds within the Parish and members were happy to contribute towards the cost of the course (no more than £100). It was also noted that the daily rate was likely to be reviewed later in the year by Exmouth Town Council and this could be discussed nearer the time, if needed.

(P/S: Burgess/Bartlett – AIF)

16/EAC006 **DATE OF NEXT MEETING:** The date of the next meeting was agreed as Monday 17 October 2016 at 7.30pm.

There being no further business the meeting closed at 9.20pm

Signed .....  
Presiding Chairman

Date: .....