

WOODBURY PARISH COUNCIL

Dear Member

30th January 2017

You are hereby required to attend a committee meeting of the Estates & Assets Committee to be held in the Church Rooms, Woodbury on **6th February 2017 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.

Tony Le Riche
Locum 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 17 th October 2016
2	APOLOGIES FOR ABSENCE: To receive any apologies for absence
3	DECLARATIONS OF INTEREST:
4	MAINTENANCE AND MANAGEMENT OF SPECIFIC AREAS requiring update, discussion and decisions (as necessary): <u>WOODBURY SALTERTON</u> Play Area: Works by Cllr Bricknell, Regular inspections Any other areas <u>WOODBURY</u> Village Green Play Area: Regular Inspections Public Conveniences: External painting works - Review Car Park – Use by SWW MUGA <u>EXTON</u> Play Area – New equipment, Regular inspections
	GENERAL ITEMS COVERING ALL THREE WARDS
5	Parish Path Wardens: To discuss any areas of concern relating to the P3 Parish Footpaths.
6	Tree Wardens: To discuss any areas of concern raised by the Tree Warden.
7	Play Area Wardens: To discuss any areas of concern raised by the Wardens.
8	Parish Handyman
9	Any other matters of concern Land drainage – Cllr Jung to report.
10	DATE OF NEXT MEETING: To agree the date of 19th June 2017 for the next meeting.

WOODBURY PARISH COUNCIL

Minutes of a meeting of the Estates and Assets Committee held on 17th October 2016.

Present: Cllrs Mrs C McGauley, Mrs C Bennett, P Bricknell, B Jones, T Pattison & J Pyne:
Mr D Rose (Woodbury Salterton Tree Warden)

Also present: Mrs M Westlake (Clerk) and Mrs A Evens (Assistant to the Clerk)

16/EAC007 **MINUTES:** The minutes of the Estates & Assets Committee Meeting held on 20 June 2016 were received and confirmed as an accurate record.
(P/S: Bricknell/Pattison - AIF)

16/EAC008 **APOLOGIES FOR ABSENCE:** Apologies for absence were received from Cllrs R Bartlett, J Burgess, G Jung, R Mayo and G Murrin: Mr T Frampton & Mrs J Green (P3 Wardens).

16/EAC009 **DECLARATIONS OF INTEREST:** There were none recorded or declared.

16/EAC010 **MAINTENANCE AND MANAGEMENT OF SPECIFIC AREAS** requiring update, discussion and decisions (as necessary):

WOODBURY SALTERTON

A. Play Area Inspection: The Play Area report from SNC Southwest was received and accepted. Cllr Jones commented that some areas had been identified as hazardous i.e. the slide steps/handrail along with bolts and fixings on the swings.

A further inspection by SNC Southwest had taken place at the end of September when it was confirmed that the handrail post was considered safe but should be monitored. The following works would now be carried out by Cllr Bricknell to bring the equipment up to the required standard: i) repair the broken slat in the slide roof ii) remove the old bolt from the bottom of slide chute and replace with a new one iii) tighten loose fixings on the crossbar mounts and posts (swings).

WOODBURY

B. Woodbury Village Green: There were no concerns or outstanding works on the Green. **No Dog signs:** It was considered that there was not a current dog fouling issue in the Play Area so larger signs would not be necessary on the entry/exit gates.

C. Play Area Inspection: The Play Area report from SNC Southwest was received and accepted. There were no areas of concern identified from the annual inspection.

D. Public Conveniences:

i) **Wallgate Units:** A quotation from Bagwells Ltd was considered to install an RCD protection unit for electrical safety purposes along with works to adjust the timers for soap/handwashing/drying and a clean/flush of both units. The total cost was £354.00 ex VAT and this was accepted. (P/S: McGauley/Bricknell – AIF)

ii) **Maintenance of the toilet block:** Two quotations were considered for external painting and maintenance of the guttering and fascias.

1. T I Glanville £1380.00 (no VAT)
2. Not Just a Handyman £2370.00 (no VAT)

Other Contractors had been approached but no further quotations had been submitted to date. It was therefore agreed to accept quotation 1 at £1380.00 and the Contractor would be notified accordingly. (P/S: Bricknell/Pattison – AIF)

WOODBURY (Cont..)

E. Flower Street Car Park: The following tenders were considered for resurfacing and line marking:

1. Kennford Tarmacadam Ltd £13,800.00 + £565.00 for line marking
2. South West Highways £12,834.34 (includes line marking)
3. Bovey Macadam Ltd £18,581.00 + £750.00 for line marking

After discussion, it was agreed to accept tender 1 from Kennford Tarmacadam as this incorporated a higher grade thickness of asphalt. The works would need to be carried out in the next financial year and after South West Water had completed essential sewer works which were scheduled to commence in Woodbury at the end of January 2017. A parking suspension would apply to Flower Street from

6 March 2017 to 20 March 2017 and SWW would require exclusive use of the Car Park for that period. (P/S: McGauley/Pyne – AIF)

F. Dog bin/litter bin provision in Woodbury: A short discussion took place and it was agreed that there was no longer a litter problem at the top of Couches Lane and dog waste bags were no longer being hung from trees in that area. The litter issue had also improved considerably at the junction of Broadway/Town Lane. No action required, but continue to monitor and revisit as necessary.

G. Pick up after your Dog Stencils: The Parish Council has the opportunity to purchase their own stencils and temporary spray paint. A quotation was awaited from EDDC Environmental Health but was agreed in principle by members present. Cllr Bennett highlighted Pathfields in Woodbury as a possible target area.

H. Signs on the Arch and in Flower Street: A request had been made to consider signs on the Arch directing members of the public to the free car Park in Flower Street and a larger sign at the junction of Greenway/Flower Street. It was agreed that signage provision was heavily regulated and the responsibility of EDDC in conjunction with DCC Highways. As parking around the Arch had much improved over the last few months it was decided that no action was required at this time.

(P/S: McGauley/Bricknell - AIF)

I. Woodbury Community Playing Fields (MUGA) Project: The update from WCPF was received and noted. It was reported that a completed application had been received for the Solar Farm Community Fund to bridge the funding gap for the estimated total cost of the proposed Multi Use Games Area.

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J. Play Area: Enquiries were still being made with the Officers at EDDC regarding payment of Section 106 money to part fund the upgrade/replacement of the play equipment.

K. Play Area Inspection: The Play Area report from SNC Southwest was received and accepted. Cllr Pattison had identified two urgent areas of concern: i) timber somersault bar support posts on the Multi Play item required removal and replacement and ii) the welds securing the slide chute on the same item required repair. SNC Southwest would be approached to provide a quotation for the replacement/repair. Cllr Pattison and Cllr Murrin would carry

out a site inspection of the swings and cordon off for the winter if thought unsafe. The Zip Wire fixings also required inspection.

16/EAC011 GENERAL ITEMS COVERING ALL THREE WARDS requiring update, discussion and decisions, as follows:

- A. Tree Wardens:** Dave Rose was present and he raised two matters –
 - i)** A natural wood table had been made from a tree, which he requested be sited in the New Plantation (wild area) in Woodbury Salterton next to the bench. This was agreed.
 - ii)** Update from the last meeting. Weedkiller had again been sprayed in the hedge along Stony Lane bordering the Allotment site. Having sought advice from the Tree Officer at EDDC it was agreed that there was little point purchasing suitable tree whips to replant in that area. It was suggested a soil sample be taken and wait for regrowth. The area would be monitored in the meantime.
- B. Parish Path Wardens:** There were no Parish Path Wardens present. Correspondence had been received from the Footpath Warden regarding FP3 – Couches Lane to Broadway. This route was now walkable as a result of the maize crop being harvested. The Chairman agreed to speak with the Landowner to ensure the path is reinstated when the field is replanted. Cllr Bennett pointed out that the hedge leading to the exit on Couches Lane was overgrown and it was agreed that the Parish Handyman could attend to this on his next visit.
- C. Play Area Wardens:** There were no Play Area Wardens present. The Play Area Inspections for all 3 villages had already been considered and discussed earlier in the meeting.
- 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.
NB: This item was deferred to the next Staffing, Strategy and Policy Committee which would be held on 7 November 2016.
- E. Grass Cutting Contract:** It was agreed that the first season of the new contract had gone extremely well and Councillors were perfectly satisfied with the standard of works. Additional cuts to the play area at Woodbury Recreation field and the surrounds of Flower Street car park and toilets had been incorporated mid-term.
It was decided to reduce the cuts at the wild area on the New Plantation in Woodbury Salterton from 2 to 1 and specify a timeframe between 1st – 30th September. The regular cuts at the Allotments (protected area) should be increased from 2 to 4 annually. (P/S: McGauley/Bricknell - AIF)

16/EAC012 DATE OF NEXT MEETING: The date of the next meeting was agreed as Monday 6 February 2017 at 7.30pm.

There being no further business the meeting closed at 8.50pm

Signed
Presiding Chairman

Date:

