

# BISHOPSTEIGNTON PARISH COUNCIL

## MINUTES

### OF THE MEETING OF THE ASSET MANAGEMENT COMMITTEE

2.00PM ON TUESDAY 11<sup>TH</sup> FEBRUARY 2020 AT BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL

#### 2002.01 ATTENDANCE:

.01 **Present:** Cllrs J. Parkes (Chairman), J. Grimble K. Lambert & H. Merritt (4/7). Cllr. A. Jebson.

**Apologies:** Cllr. T. Davey, K. Benham & R. Moore.

.02 **DOI:** None

#### 2002.02 BISHOPS AVENUE CAR PARK:

TASK

.01 **Railings:** No further discussion required.

.02 **Signage:** The clerk explained that a sign was required this should state how is responsible for the CP, who provided funds for the enhancements, direct public to a policy on the website. The policy was the main priority. Clerk to create a draft version for committee consideration/full council adoption at a future meeting.

KF

.03 **Planting & ongoing maintenance/weed control:** Members discussed the introduction of some planting to improve the visual impact at the car park, most likely across the rear boundary sloped wall with planters built in/introduced. Both this and the sign could be handled by the current working group (Cllrs. Merritt, Parkes and Lambert) as part of the capital investment enhancements.

Following weed clearing by hand carried out recently by the contractor future weed control still required further consideration. This task could be part of the Asset Maintenance Schedule including confirmation of the method to be used and who would carry out the work.

#### 2002.03 CEMETERY:

.01 **Boundary Hedge** – The Chairman gave an update – the majority of the free whips from the woodlands Trust would be planted along the top of the bank which abuts the road; to reform the Devon bank which has been damaged by mismanagement over the years. These whips were ordered by James Day and due to be delivered mid-March. A team of approximately 10 volunteers has been arranged for the planting.

The clerk confirmed they are covered by BPC insurance as long as a risk assessment is prepared and supplied prior to the event. The clerk reminded no operatives should work on the highway, only from inside the cemetery grounds. The chairman would advise the team and arrange for a risk assessment to be produced.

JP

.02 **Cemetery Driveway & Gates** – The chairman explained concerns brought to his attention that unauthorised vehicles may be using the driveway. The clerk explained who might require access which included memorial stone masons, gravediggers and funeral directors.

It was proposed by Cllr. Merritt, seconded by Cllr. Lambert, that a combination lock be used to inhibit unauthorised access. The access code can be supplied by the clerk when required. This was agreed unanimously therefore **RESOLVED**.

The clerk added that the gates were in need of attention with some minor mechanical repairs and cosmetic work. This could be funded from the cemetery account. Two quotes had been provided, when a third was available these should be presented to the full council at the next scheduled meeting and a contractor appointed to complete all works required, supply back chain and combination lock (as resolved above).

KF  
(seek  
quote)

.03 **Garden of Rest** – Members considered the drawing provided by the Chairman.

It was proposed by Cllr. Lambert, seconded by Cllr, Merritt, to continue with the creation of a memorial rose garden but in a circular formation (see diagram below), that wooden gravel boards be used to create the internal path edges but a galvanized metal edging which can be bent into shape is used on the outside border. The central path will line up with the steps down to the Garden of Rest. This was agreed unanimously therefore **RESOLVED**.

*NB. This work is being carried out by volunteers, if required additional labour can be funded from the cemetery account by full council approval following committee recommendation.*

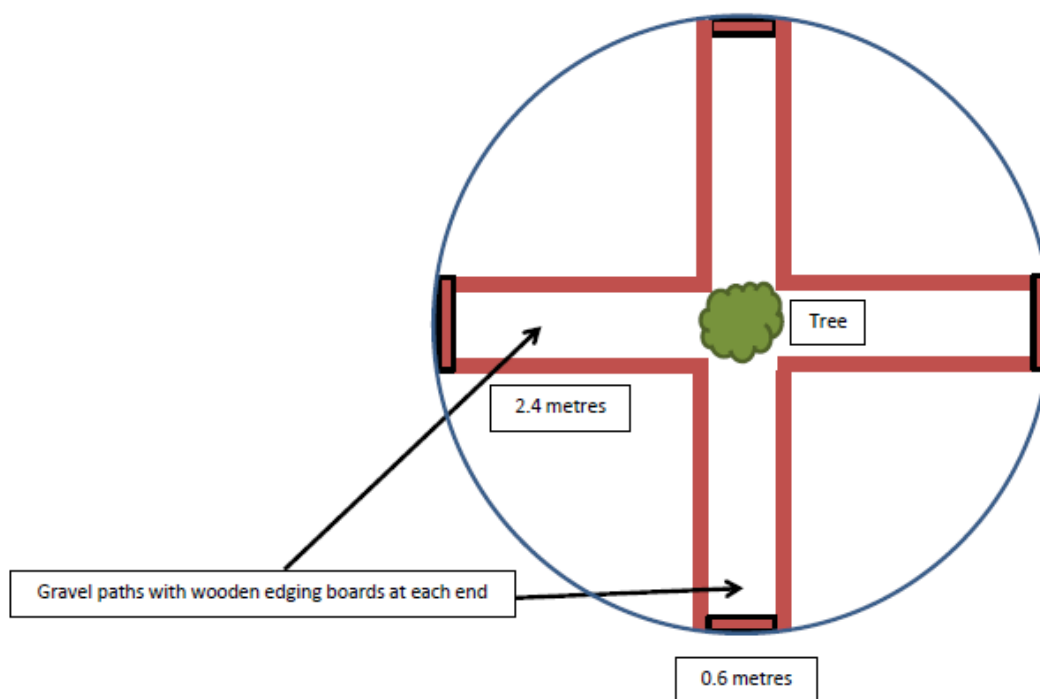
**APPROVED BY BPC & SIGNED BY THE CHAIRMAN: 02.03.20**

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Diagram of garden of rest rose bed



### 2002.04 PARISH NOTICEBOARDS:

Members consider the resolutions made by full council on 07.10.19 (minute ref. 2346.01) regarding noticeboard, detailed in the table below.

PRIORITY	AGREED LOCATION
1st	Fore Street (attached to Clamage House)
2nd	Village Green
3rd	Community Centre
4th	Phone-box, Luton
5th (when required)	Cemetery
Not to be replaced/remove	Lawns Recreation Ground

.01 The first board had been completed, was in position and considered a success. The budget for additional boards was also considered. It was agreed to continue as planned; to have a second board built using funds from this year's maintenance budget as previously set out by the Finance & Personnel Committee. In accordance with the table above this should be located on the village green but members were unsure this is the most suitable option; Flow Lane and the end of Cockhaven Close were suggested. The clerk advised that the full council decision should not be revoked or revised within a 6 month period (in accordance with BPC Standing Order 7. Previous Resolutions).

It was proposed by Cllr. Parkes, seconded by Cllr. Grimble, to defer these consideration until the next AMC meeting where members can agreed a suitable recommendation for a future full council meeting (April being the earliest possible to revisit the decision).

KF

.02 The board listed as the third priority was dependent of other users of Bishopsteigton Community Centre and part of ongoing discussions. No further discussion required, clerk will report any activity back to this committee.

.03 The board listed as the fourth priority, within the phone box in Luton, was discussed. The clerk explained the box could do with redecoration and signs could be purchased to replace 'phone box' with 'information'. It was agreed this small project needed a volunteer/s. Clerk to create a

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poster for FB, the village, Luton and speak to Nick at the Elizabethan for suggestions. This work could be carried out simultaneously with the other boards.

KF

### 2002.05 BPC ASSET LIST & ASSET MAINTENANCE SCHEDULE:

The chairman explained the work on the asset list so far and the principles of what could be achieved; also how this could be incorporated into the website with an interactive map of assets and up to date status for each bench, NB, bin, playground equipment, bus shelters, etc. It was agreed the asset list needed more work and volunteers to carry this out, to populate with every asset to be listed and a photograph added before members can start assess the condition of each.

This could simply be by members walking the parish in groups and updating as they go. Depending on weather this could start soon with contact being made via the councillors WhatsApp group.

ALL

### 2002.06 WEBSITE CONTENT:

Included in the discussion above was how the information in both the asset list and the asset maintenance schedule could be incorporated into the website with an interactive map of assets and up to date status for each bench, NB, bin, playground equipment, bus shelters, etc. Members of the public could be encouraged to 'report online' any queries or concerns relating to an individual asset.

Cllr. Lambert suggested the comments/report should not immediately appear on the map but be approved first to ensure it's been logged and the content is vetted.

The chairman reported the web site was being transferred to a new manager on a new server and that this feeds off a project being carried out on the Bishopsteignton Heritage website where a similar interactive map is being developed. All work in progress and an update report can be provided in due course.

### 2002.07 PROGRAMME OF ASSESSMENT & MAINTENANCE: See minute 2002.05

### 2002.08 PUBLIC RIGHTS OF WAY

.01 The clerk updated members about the conditions of the following PROWs:

**FP19** (between Bishopsteignton School and Cockhaven Close playground) – Water crossing the pathway surface causing puddling and excessive mud, difficult to pass, especially for young and elderly pedestrians. PROW Coordinator has assess this and managed to redirect the water, being piped to the surface from the Huntly direction. Checked by Cllr. Parkes, surface much improved.

**FP13** (beside Bishopsteignton preschool) – Tarmac cracking due to weed incursion. PROW co-ordinator is assessing the damage and possibly providing repair works or part funding for us to complete necessary improvements.

.02 **Strimming** - The clerk reported the brush cutting/trimmer course available through Devon County Council P3 Scheme (Parish Pathway Partnership). A volunteer or councillor could attend, BPC would provide the equipment and PPE and the operative would cut paths, other areas as and when required. This would be preferable to using a contractor – sometimes unreliable and expensive. It was agreed this was worth pursuing; further information and volunteers required.

### 2002.09 MEMORIAL TREE REQUEST

Already resolved, no further discussion required.

However, the clerk explained how the existing memorial bench policy should possibly mention options for people to plant memorial trees and the terms for this. It was agreed the policy should be reviewed; to be brought to this committee at a future meeting.

### 2002.10 VILLAGE GREEN

Possible improvements to the Village green were discussed. These included a water supply for a

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drinks refill station and a tap (in a lockable cabinet), backless benches, little library, trees to be planted, dropped kerb with removable bollard, notice board(?). It was agreed for the chairman to present these ideas in an overall proposal for the full council's consideration and in principle agreement at the next possible meeting.

**JP**

Cllr. Lambert provided some details relating to recommended contractors for the dropped kerb installation. The clerk will follow this up for a quote before applying for Community Enhancement Funding from DCC Highways.

**KF**

**The Chairman closed the meeting at 3.25pm**