

BISHOPSTEIGNTON PARISH COUNCIL

MINUTES

OF THE VIRTUAL MEETING OF THE ASSET MANAGEMENT COMMITTEE

HELD 7PM TUESDAY 1ST SEPTEMBER 2020 VIA ZOOM

2009.01 ATTENDANCE:

.01 **Present:** Cllrs. K. Benham R. Gateshill, J. Grimble, K. Lambert & H. Merritt (5/5), clerk: Mrs. K. Ford.

Apologies: None

.02 **DOI:** None

2009.02 CONTRACTS

The committee reviewed draft contracts including schedule of works and other documents relating to the tender process due to take place this autumn, to seek quotes for letting Green Spaces Management Contract, Cleaning Contract and General Maintenance Contract for financial year 2021/22 and beyond.

.01 It was proposed by Cllr. Benham and seconded by Cllr. Grimble, that subject to minor amendments as discussed, the paper be presented to the full council at its meeting to be held 07.09.20 and the AMC recommend that Bishopsteignton Parish Council resolve to:

- Approve the outline projected costs identified in the paper
- Approve to proceed to issue at least three invitations to tender on each of the contracts
- Approve to delegate authority to complete the tendering and letting process to the Asset Management Committee

This was agreed unanimously therefore **RESOLVED** to make the recommendation.

.02 The three individual contracts were reviewed, and several minor amendments agreed. It was noted by Cllr. Merritt that future contracts are for a 3-year period, rather than 5-years.

In addition, a paper about the contract letting process was reviewed. This gives guidance to be followed by the council when selecting future contractors. It was proposed by Cllr. Merritt, seconded by Cllr. Grimble, that these draft contracts and the guidance paper be presented to the full council to support the recommendation above. Agreed unanimously therefore **RESOLVED**.

2009.03 THE LAWNS: Proposal from Crew Coffee Company

Members discussed the proposal from the coffee company and the site meeting held last week to meet the owner. They wish to sell freshly brewed coffee and other refreshments, from a converted horsebox, which they will park at the top left-hand corner of the recreation ground car park (closest to Bishopsteignton House, the picnic tables and playground). They intend to be on site to serve customers between 10am and 2pm, 5/6 days a week. The Climate Emergency declaration of BPC was indicated, and they also intend to work to the same ethics. They do not require a water connection and will run from a generator. It will be late September or early October before they are ready to trade. The opportunity could be granted for either a peppercorn rent, minimal rent or charitable donation based on sales. The clerk suggested approval from TDC be sought, if required, due to the covenants on the land and possible requirement to advertise the opportunity for other businesses.

The prospect was agreeable to members therefore it was proposed by Cllr. Lambert, seconded by Cllr. Grimble, to recommend that BPC grant permission for the use outlined above on a 2-month trial period, subject to the approval of TDC.

This was agreed unanimously therefore **RESOLVED** to make this recommendation to the full council at its meeting to be held 07.09.20.

2009.04 CEMETERY

Garden of Rest Enhancement – Rose Garden Project: the clerk gave a brief update: work was underway with the boards installed. Awaiting contractor to complete hardcore for pathways and planting to begin. Awaiting news of the central obelisk. The project is being managed by Kate Yeo of KateEco Gardening and Mr. J. Parkes who keep in regular contact with the BPC Clerk.

2009.05 REPLACEMENT BUS SHELTER

The clerk reported the very poor condition of the bus shelter closest to Michaels Field, Newton Abbot bound. A local builder, appointed by Cllr. Merritt to assess its condition had made the same observation.

APPROVED BY BPC & SIGNED BY THE CHAIR: 07.09.20

With the help of Cllr. Lambert this has been cordoned off from public use using chapter 8 barriers. The clerk made an enquiry with Paul from Fernbank for an update as to the delivery of the green-roofed replacement shelters and discussed if it would be worth installing an alternative style replacement. Paul recommended the council wait for the desired shelter; a prototype is expected in November, this will be tested for durability in strong winds on sites in Launceston and Brixham. Once approved the shelter may be available for Bishopsteignton in December/January. Options were considered by the committee.

It was proposed by Cllr. Gateshill, seconded by Cllr. Lambert that the damaged roof be removed, and all risk eliminated, that the shelter be left in this condition, open-air, until the green-rooted replacement is available. If this is not provided by 31.01.21 the committee will review the type of shelter to be installed in this location. This was agreed unanimously therefore **RESOLVED**.

Clerk to organise safe removal of damaged roof and all arising waste and to inform public of the plans using a poster.

2009.06 VILLAGE GREEN

A reminder of the previously agreed enhancements was discussed briefly.

Cllr. Lambert reported the wooden posts along the Cockhaven Close edge are not fit for purpose and beginning to rot. Following investigation into alternatives he suggested using recycled plastic bollards which are fully weather-proof. These are approximately £34 each and can be replace one by one as required or ordered for installation at the same time as other works at the green. The clerk advised this would be an ideal use for S106 or CIL funds. Members agreed it will be sensible to use this money while it is still available. Cllr. Lambert to investigate these bollards. Currently this change to the plan will not affect the budget as previously approved by full council.

Cllr. Benham questioned the hold-up on relocating the four benches from the bus shelters. There was no reason this could not be carried out, as it was part of the prior approved budget and plan. Clerk to liaise with BGS to ensure spec of the quote and arrange a site visit with Cllr. Lambert to agree locations of the bases for the benches. Mindful of the whip planting Cllr. Benham suggested inviting Kate and John, this was agreed.

2009.07 MUGA

- .01 **Flood Lights** - The clerk reported an enquiry from a local netball team looking for somewhere to practice, this hire would require working floodlights. The options were discussed, including sourcing quotes from electrical contractors and sports court lighting specialists to replace the existing lights for LEDs. With the greener aspect there could potentially be funding sources for this kind of improvement. It was agreed that more information was required before a recommendation could be made to the full council. Cllrs. Lambert and Gateshill would work together to investigate lighting and contractors and seek quotes. Cllrs. Merritt and Benham would feed this into the priorities working party and investigate funding opportunities. To answer the enquiry, it was agreed for the Chairman to attend site to assess the lights in their current condition, access code to be provided by the clerk.
- .02 **Hire for Wedding Marquee** – The clerk introduced another enquiry; to erect a marquee on the MUGA for use as a wedding breakfast venue. This was discussed. The clerk had already informed the enquirer that further information is required for the council to consider the proposal, such as details of the marquee erection company including their insurance, and the dates and details of the proposed event. The clerk suggested the proposal did not sound suitable due to potential noise disturbance to residents of Lawns End, light pollution to bats, and time restrictions for lighting. No further action; await further information before considering fully.
- .03 **Lights in Public Toilets** - Cllr. Grimble reported the doors of the public toilets are constantly being left open and often the lights are left on. It was agreed this should be addressed and to investigate lights on a timer motion sensor and the installation of self-closing door hinges. Clerk to investigate.

The Chairman closed the meeting at 9.10pm