

BISHOPSTEIGNTON PARISH COUNCIL

FIRST DRAFT MINUTES

FOR THE MEETING OF THE ASSET MANAGEMENT COMMITTEE

HELD AT 7PM ON MONDAY 29TH MARCH 2021

AM2103.01 COMMITTEE MEETING GOVERNANCE:

- .01 **PRESENT:** Cllrs. Gateshill (Chair), Benham, Grimble, Merritt, Lambert, Shaw, & Tucker.
Clerk: K. Ford & 3 members of the public.
- APOLOGIES:** None
- .02 **DOI:** None
- .03 **Order of Business:** No change to order in agenda.
- .04 **Ratification of Minute:** Not required as approved at the last full council meeting, in future minutes of the AMC will be approved by the AMC.

AM2103.02 MATTERS ARISING: Updates from previous meeting

- .01 MUGA: Tennis nets: It was agreed that these should be order now. Clerk to arrange. Delivery to Cllr. Gateshill is acceptable if required.
- .02 MUGA: Floodlights – KL/RG – To be considered under agenda item 2103.08.
- .03 MUGA: Court Surface – Wally has treated again. Need to monitor for results and check regularly for when reapplication might be required.
- .04 MUGA: Toilets: Previously proposed to investigate closing off the sheltered section, to remove the ‘hang-out’ location and to create decent storage for sports, cleaning, and maintenance equipment. Cllr. Lambert has spoken to several contractors for quotes however this project will depend on the outcome of a future full council agenda item, to consider the permission to build a scout hut at the Lawns. It was agreed a working party from AMC members be formed to begin necessary conversations with representative of 1st Bishopsteignton Scout Troop and further research for the full council considerations. It was proposed and seconded, agreed unanimously and therefore resolved that the working group members are Cllr. Gateshill, Lambert and Shaw.
- .05 VILLAGE GREEN: Water – Clerk has liaised with Bishopsteignton School arranging payment. Cllr. Lambert liaison with Ms. K. Yeo regarding volunteer’s requirement for hose with trolley, to be purchased.
- .06 VILLAGE GREEN: Bollards –awaiting and installation by BGS Ltd – project slightly delayed due to a work backlog, D. Gallimore, BGS, to liaise with Cllr. Lambert when installation is imminent.
- .07 COCKHAVEN CLOSE PLAYGROUND: Crow’s Nest Swing – Repaired and put back into action. Will need to be checked regularly incase tape needs replacing.
- .08 COCKHAVEN CLOSE PLAYGROUND: Drainage Concerns – to be considered as agenda item AM2103.06.01 .
- .09 CEMETERY: Garden of Rest Rose Garden – Obelisk being made, awaiting advice on expected completion/installation.
- .10 CEMETERY: Gate refurbishment – Welding/repairs completed and paid for. Awaiting quote from P. Walton for redecoration.
- .11 CEMETERY: Replacement Noticeboard – Clerk to order & arrange fitting.
- .12 BUS SHELTERS: Possible delay to June/July. BGS as demolition contractor and Fernbank, new shelter provider, are in communication to ensure smooth hand over of the job.
- .13 COCKHAVEN ROAD JUNCTION ENHANCEMENTS: Work in progress, Cllr. Gateshill is liaising further with Ms. K. Yeo & Mr. J. Parkes about possible designs and planting schemes to enhance the area as well as direct pedestrians to cross the road in the correct location. When sufficient information has been gathered it will be presented to the AMC.
- .14 MEMORIAL ASSETS POLICY: Policy to be drawn-up which will provide control of the style and quality and funding options for memorial assets such as trees and benches and their plaques. Clerk to produce and present to AMC for consideration. Work in progress for a future meeting.
- .15 UTILITIES AT BPC ASSETS: TDC have advise the contract can be transferred at any time and this can be organised by BPC. Clerk to contact energy suppliers with sustainability credentials who use renewable energy source rather than simply offsetting its carbon footprint, in accordance with BPC Responsible Purchasing & Procurement Policy.

CHAIRMAN:

DATED:

ASSET MANAGEMENT COMMITTEE held 29.03.21

- AM2103.03 BASKETBALL HOOPS:** Members considered addition budget of £300 to the original £400. This will allow the provision of a second hoop to be installed at 8ft for junior players.
It was proposed by Cllr. Merritt, seconded by Cllr. Lambert to recommend the budget increase to full council at their meeting to be held 06.04.21. Agreed unanimously therefore **RESOLVED**.
If approved by full council the chosen contractor will be instructed.
- AM2103.04 CEMETERY:** Upgrade of the central pathway (PROW 11) as previously discussed. The upgrade now requires additional budget due to the extra work at the field end due to the gradient and particularly narrow path. Original budget set by full council is £2,250. All costs to be met using the cemetery account.
It was proposed by Cllr. Merritt, seconded by Cllr. Lambert to recommend a budget increase of £1,350 to full council at their meeting to be held 06.04.21. Agreed unanimously therefore **RESOLVED**.
If approved by full council the chosen contractor will be instructed.
- AM2103.05 PLAYGROUNDS:** As previously discussed, improvements to ground conditions at all playground gateway entrances and underneath the crows nest swing at the Lawns. The quotes were considered and the need for any additional increase to the budget.
It was proposed by Cllr. Merritt, seconded by Cllr. Grimble that the quotation from BGS be accepted and they are instructed to complete the work originally requested, with no modifications to the specification of budget. FOR: 6, AGAINST: 1, therefore **RESOLVED**.
- AM2103.06 COCKHAVEN CLOSE PLAYGROUND:**
- .01 **DRAINAGE:** This problem does not seem to be improving despite better weather recently. No response yet received from TDC regarding its list of disposable assets. The lease agreement between TDC and BPC clearly indicates issue such as these shall be resolved by the lessee. As the swings are still cordoned off from use it was agreed this matter should be resolved as soon as possible. The clerk advised 3 quotes should be sought and the AMC preference recommended to the full council. This can be funded with either S106 or CIL, on full council resolution.
 - .02 **NEW PLAY EQUIPMENT:** It was agreed drainage issues will need to be resolved before any new play equipment should be considered. Members appreciated the offer from the school and liked the idea of repurposing old rather than buying new but agreed the equipment should be inspected before a decision is made.
- AM2103.07 BENCHES AT THE LAWNS:**
- .01 Cllr. Grimble expressed disappointment that the memorial bench for her late husband, situated against the ha-ha at the Lawns was being used by children to climb the wall and was often left muddy. It was proposed, seconded, and unanimously agreed that this be relocated by moving it forward to the edge of the pathway. **RESOLVED**. Clerk to arrange relocation with BGS.
 - .02 Members considered the provision of additional benches at the Lawns including a wheelchair-friendly picnic table which may require groundworks to ensure accessibility. New benches can be purchased using S106 or another funding source if available.
It was proposed by Cllr. Grimble, seconded by Cllr. Lambert, that a recommendation be made to the full council at the meeting to be held 06.04.21, that BPC purchase 2 new bench seats and one wheelchair-friendly picnic table using S106 or an appropriate funding source, this will include any required ground works to ensure the picnic table is accessible. Agreed unanimously, therefore **RESOLVED**.
 - .03 Cllr. Merritt reported the bench on The Drive, on approach to the Lawns is extremely overgrown. The clerk confirmed benches were under the remit of BPC although the verge and path in this location is an asset of TDC. It was proposed, seconded and unanimously that this bench be cleared of weeds/overgrowth. Clerk to arrange with a contractor.

- AM2103.08 FLOODLIGHTS AT THE MUGA:** Members discussed the responses received to the recent public consultation regarding upgrade of existing floodlights at the MUGA. Overwhelmingly there were in support of LED replacements to allow use in the evenings, particularly across the darker winter months.
It was proposed by Cllr. Merritt, seconded by Cllr. Shaw, that before a recommendation is made to full council three comparable quotes to be sought as well as further investigation into potential funding sources and/or consideration of how the costs may be met. FOR: 6, AGAINST: 1. Therefore **RESOLVED**.
- AM2103.09 VANDALISM TO WHIPS AT THE LAWNS:** Following reports of members assessment of the damages caused members considered any further actions including the option to fence off the area to allow uninterrupted rewilding and for the new trees to grow.
It was proposed by Cllr. Merritt, seconded by Cllr. Lambert for 3 comparable quotes for new fencing to be sought. Agreed unanimously therefore **RESOLVED**.
- AM2103.10 BISHOPS AVENUE CAR PARK RAILING:** Members considered the railing quality and if any further support or reconstruction were required. Cllr. Gateshill reported that an onsite discussion with the original contractor led to the recommendation that additional strengthening be provided with welding. This was unanimously agreed, Cllr. Gateshill to liaise again with the contractor for this work to be completed.
- AM2103.11 WAR MEMORIAL CONDITION ASSESSMENT:** Response from the Stonemason just received however the funding opportunity has passed. It was agreed for the committee to consider the report and quote of recommended work to maintain the War Memorial in a good condition at a future AMC meeting.
- AM2103.12 FUNDING OPPORTUNITY**
The clerk reported that the parish is eligible for grants from Viridor. This news was noted by members. For more information see the website. <https://www.viridor-credits.co.uk/>

THE CHAIRMAN CLOSED THE MEETING AT 8.55PM