



BOVEY TRACEY TOWN COUNCIL

TOWN HALL • BOVEY TRACEY • NEWTON ABBOT • DEVON TQ13 9EG
Tel: 01626 834217 • E-mail: info@boveytracey.gov.uk • www.boveytracey.gov.uk
Office hours: 10.30am - 12.30pm Mon. Wed. 28th May 2019

To Members of the Recreation, Parks & Property Committee

Cllrs Brooke (Ex Officio), Allen, J. Arnold, Cole, Elphick, Light & Morgan-West.

Cc All other members of the Council for information.

Dear Councillor,

You are hereby summoned to attend a meeting of the **Recreation, Parks & Property (RP&P) Committee** which will be held in the Council Chamber, Town Hall, Bovey Tracey on **Monday 3rd June 2019 at 7pm** for the purpose of transacting the business as set out below.

AGENDA

Interest to be declared: *In accordance with the Code of Conduct, Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests, they may have in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Teignbridge District Council within 28 days of the change.*

RP&P.19/30 Election of Chairman of the Recreation, Parks & Property Committee for 2019/20:

RP&P.19/31 Election of Vice-Chairman of the Recreation, Parks & Property Committee for 2019/20:

RP&P.19/32 Apologies for Absence:

****Public Participation:**

The Committee, at the Chairman's discretion, sets aside a short period of time at the commencement of the meeting when the public can ask questions or make statements regarding agenda items.

RP&P.19/33 Minutes:

To agree as a correct record and approve the minutes of the meeting of 1st April 2019 (**copy enclosed*).

RP&P.19/34 Public Toilets – Recreation Ground:

To review and consider the current cleaning contract for the Recreation Ground public toilets. The Town Clerk will provide an update at the meeting.

RP&P.19/35 Britain in Bloom South West – Mill Marsh Park – Parks Award:

To receive feedback (**copy enclosed*) and **consider** any further action as appropriate.

RP&P.19/36 Christmas Lights - Bovey Tracey - 2019:

To consider:

- i) Forming a Christmas Lights Working Party.
- ii) Approving the draft Terms of Reference (**copy enclosed*).

RP&P.19/37 Bovey Tracey Paradiso Arts:

To consider a request for a letter of support. The Town Clerk will provide further information at the meeting.

RP&P.19/38 Recreation Ground – Bovey Tracey:

To note that the planning application for the rebound mesh fence and goal mouth (located adjacent to the Swimming Pool) has been submitted.

RP&P.19/39 Matters brought forward by the Town Clerk & Councillors: (for information)

**Copies of correspondence circulated to Councillors with this agenda, which will be considered at the meeting.*

SIGNED



DATE

28/05/19

M WELLS
TOWN CLERK

RECREATION, PARKS & PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 1ST APRIL 2019 AT 7.06PM.

Present:

The Town Mayor, Cllr Ms J H Blair

Cllr A Allen

Cllr E Kelly

Cllr R A Bray

Cllr C W Robillard

In attendance:

Cllr R J Ashby

Cllr G J Gribble**/*

Cllr S P Leigh

Mr M Wells - Town Clerk

One member of the press

One member of the public

**County Cllr

*District Cllr

The meeting was chaired by Cllr Kelly.

Interest declared: Cllr Kelly, having predisposed his position, declared an interest in RP&P.19/21 (Town Hall Garage - request to vacate).

RP&P.19/16 Apologies for Absence:

Cllr D K Elphick - Personal commitment

**Public Participation: None

RP&P.19/17 Minutes:

The minutes of the meeting of 18th February 2019 (**copy previously circulated*) were confirmed as a correct record and were approved.

RP&P.19/18 Britain in Bloom - South West:

i) Members noted that Mill Marsh Park received a four star award in the "Best Park" category for 2018. Cllr Bray extended thanks to the groundsmen for their efforts.

ii) Members considered entering Mill Marsh Park in the 2019 awards.

Resolved:

To enter Mill Marsh Park in the 2019 awards.
Cllr Allen suggested a future item to consider feedback from the previous judging.

RP&P.19/19 Community Centre:

Members received and noted the previous draft minutes of the Community Centre Steering Group meeting on 7th February 2019 (**copy previously circulated*).

RP&P.19/20 Community Centre Development - Phase 1 - Workshop/Garage Facility:

Following receipt of delegated authority from Full Council to award the works Members considered the following:

- i) Approval of the workshop specification (**copy previously circulated*).
- ii) Approval of the provisional sum estimate (**copy previously circulated*).
- iii) Consideration of a recommendation from the Council's architects to appoint the Council's preferred contractors (currently engaged under a pre-construction agreement) to undertake the works.

- iv) Authorising the Town Clerk in conjunction with the Committee Chairman to sign contract documentation.
- v) Noting the proposed project timescales (**copy previously circulated*).
- vi) Reporting back to Full Council on the award of the works and final contract sum.

Resolved:

- i) To approve the specification.
- ii) To approve the provisional sum estimate.
- iii) To appoint Devon Contractors to undertake the work.
- iv) To authorise the Town Clerk together with the Committee Chair to sign contract documentation.
- v) Proposed project timescales were noted.
- vi) To place an item on the next Full Council meeting agenda to notify Members on the award of the works and the final contract sum.

RP&P.19/21 Town Hall Garage - Request to Vacate:

Members considered a request on behalf of Dartmoor Whisky Distillery (**copies previously circulated*) for early vacation by the Town Council of the Town Hall garage bay. Following discussion it was

Resolved:

To respond to the request indicating that the vacation of the garage bay will be dictated by the occupation of the new facility. Furthermore, to note that it is anticipated that the groundsmen will be in a position to move out the second week of June.

RP&P.19/22 Regeneration Committee:

Members received and noted the previous draft minutes of the Regeneration Committee meeting of 27th February 2019 (**copy previously circulated*).

RP&P.19/23 Hedge (Bordering St John's Lane Car Park & Mill Marsh Park):

Members considered a request on behalf of Funlands Funfair (**copy previously circulated*) to improve access on to the park for large vehicles.

Resolved:

To approve the removal of a section of hedge and replace, as proposed, with a removable structure.

RP&P.19/24 Bovey Tracey Heritage Trust (BTHT):

Members considered an "in principle" request (**copy previously circulated*) from the Treasurer on behalf of BTHT. Following discussion it was

Resolved:

To support the proposal in principle at this stage.

RP&P.19/25 Asset Register - Annual Review:

Members considered an annual review of the inventory of land and assets including buildings and office equipment (**copy previously circulated*). Following clarification it was

Resolved:

To approve the register.

RP&P.19/26 Voluntary First Registration of Recreation Ground:

Members noted that Land Registry has now completed the registration (**copy previously circulated*). The Town Clerk highlighted an area with a separate title number that DCC own (re. bridge widening)

RP&P.19/27 Matters brought forward by the Town Clerk & Councillors: (*for information*)

Cllr Kelly reported:

- i) A road sign at the Bradley Road/Le Molay-Littry Way junction has slipped.
- ii) The zipwire at Mill Marsh Park needs repairing.
- iii) The new gate at Bullands Field entrance requires a spring closure.

RP&P.19/28 Exclusion of the Public including the Press:

The following was resolved:

That under Section 100(A) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description as set out on the agenda, is likely to be disclosed and on the balance of the public interest is in discussing this item in private session (part II) for the following confidential/exempt items which the Town Clerk recommends should be dealt with in this way.

Item RP&P.19/29 Brimley Field, Bovey Tracey

RP&P.19/29 Brimley Field:

Following item RP&P.19/15, Members received the revised "Heads of Terms" (**copy previously circulated*) and valuation report (**copy previously circulated*). The Town Clerk provided an update. Following discussion and consideration it was

Resolved:

To recommend to Full Council that the Option Agreement revised Draft Heads of Terms are accepted.

The meeting closed at 8.02pm.



Britain in Bloom South West - Parks and Open Spaces - Marking Sheet

NAME OF ENTRY: LOCATION: **Mill Marsh Park, Bovey Tracey**

ASSESSOR: **James Cordingley** DATE: **29/08/18**

WEATHER CONDITIONS: Cloudy with sunny spells

SIZE/TYPE -

AWARD - **4 star**

AREAS OF ACHIEVEMENT

1. Peter and Rodger from the Town Council must be praised for their careful maintenance of Mill Marsh Park.
2. The park provides the local community and those further away with variety of activities including a well-used skate park, football pitch, petanque pitch and a walking/cycling/ heritage trail which travels beyond the park to neighboring National trust parkland at Parke.
3. The park hosts a good variety of tree stock. The ongoing tree programme and maintenance of crown lifting of all trees is of benefit and lightens areas allowing for the grass to recover. The grass maintenance regime works well.
4. A wide variety of free events provided by the Town Council throughout the summer months attract many visitors to the park. There is a large playground and exercise trim trail which no doubt are well used.
5. There was no evidence of litter throughout the park.

AREAS FOR DEVELOPMENT

1. Consider updating the notice board information and interpretation within the park. Interpretation could include the wildlife seen along the river.
2. Consider various ways in tackling dog fouling. Evidence of dog fouling was seen on the day of judging.
3. Continue with the tree programme and crown lifting of trees throughout the park. Consider swathes of wildflowers where appropriate with surroundings to encourage biodiversity.
4. Graffiti was present on the Scout hut wall. Consider repainting wall or maybe add floral art.
5. Areas of grass surrounding the exercise trim trial and along the riverside are well worn consider repairing or adding path to the equipment.



Christmas Lights Sub-Committee	
Area of work:	The objective of the Christmas Lights Sub-Committee is to oversee the organisation of the Christmas Lights Display and annual 'Bovey Tracey Christmas Lights' switch-on event for the benefit of the traders and towns people.
Membership:	?? Councillors appointed by the Council at the May Council meeting and replaced at other times as required (plus the Mayor or Deputy Mayor as ex-officio).
Quorum:	No less than ??.
Chair & Vice Chair:	Elected by the Committee at their first meeting following the May Council meeting and at other times as required.
Frequency of Meetings:	On an ad-hoc basis as required.
Minute Taking:	<p>Normally by the Town Clerk, or if the Town Clerk is unavailable, a member of the Council staff or by a Committee member.</p> <p>Any decisions taken or recommendations to Full Council agreed by this group or recommendations should be set out in writing and forwarded by the Group Chair to the Clerk as soon as possible after each meeting.</p>
Conditions:	<ul style="list-style-type: none">i) The Council's Standing Orders will apply to all meetings of the Committeeii) Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a sub-committee or to Officers of the Council.iii) Meetings shall be open to the public unless the Committee resolves to exclude the Press and Public for specific items.iv) All members of the Committee will receive an agenda and supporting papers. All Members of the Council will receive an agenda only.v) Notice of meetings will be posted in accordance with all meetings of the Council.
Restrictions:	<ul style="list-style-type: none">i) Only Members of the Committee may vote on agenda items.



	<p>ii) Non-Members of the Committee may attend Committee meetings and will only be allowed to speak on an agenda item with the agreement of the Chairman.</p> <p>iii) Non-Members of the Committee are subject to the same rules as Committee members regarding confidentiality and the requirements of the Code of Conduct.</p> <p>iv) Non-Members of the Committee have no more rights at Committee meetings than members of the public.</p>
--	--

Responsibilities/Powers:

- i) To review the previous arrangements
- ii) To liaise with a minimum of 3 companies for quotes for the lights/decorations and then present these quotes to the appropriate meeting
- iii) To liaise with building owners etc in order to obtain the necessary permissions.
- iv) Book the relevant buildings and activities for the switch-on
- v) Order Christmas trees in line with Council stipulations and budgets.
- vi) Prepare and produce marketing materials for the event.
- vii) Seek contributions from businesses.
- viii) After the event and in the new year ensure all lights and decorations are removed in a timely manner.
- ix) Work in partnership and co-operation with other interested groups/individuals