



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. & Fri.

29th May 2018

To Members of the Recreation, Parks & Property Committee

Cllrs Ms Blair (Ex Officio), Allen, Arnold, Bray, Elphick, Kelly & Robillard.

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 4th June 2018 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.18/27 Election of Chairman of the Recreation, Parks & Property Committee for 2018/19:

RP&P.18/28 Election of Vice-Chairman of the Recreation, Parks & Property Committee for 2018/19:

RP&P.18/29 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.18/30 Minutes:

To agree as a correct record and approve the minutes of the meeting of 9th April 2018 (*copy enclosed).

RP&P.18/31 Community Centre Building:

To note previous minutes (draft) of the Community Centre Steering Group meeting of 23rd May 2018 (*copy enclosed).

RP&P.18/32 Mill Marsh Park - Mobile Refreshment Concession:

To consider a request for the creation of a mobile catering concession at Mill Marsh Park (*copy enclosed).

RP&P.18/33 Bovey Tracey Cricket Club (BTCC) Advertising Boards at the Recreation Ground:

To consider a retrospective request (*copy enclosed) on behalf of BTCC to display advertising boards at the Recreation Ground.

RP&P.18/34 Nourish Festival - Parking - Saturday 1st September 2018:

To consider a request on behalf of the Nourish Festival to use Mill Marsh park for the parking of vehicles on Saturday 1st September 2018.

RP&P.18/35 Public Toilets - Recreation Ground:

To consider extending the current cleaning contract for a further 12 month period. The Town Clerk will provide an update at the meeting.

RP&P.18/36 Grounds Maintenance Contract:

i) To note an urgent decision undertaken by the Town Mayor and Committee Chairmen to temporarily remove the grass cutting of the Cemetery from the current grounds maintenance contract for the remainder of this season. The Chairman will provide details of alternative arrangements at the meeting.

ii) To request the approval of the Finance, Resources & General Purposes Committee for the additional budget (£2,450).

RP&P.18/37 Bovey Tracey Plastic Free Community Project:

To consider recommendations to Full Council in response to requests submitted on behalf of Bovey Tracey Plastic Free Community Project (*copy enclosed).

RP&P.18/38 Water Trough - Fore Street:

To note damage caused to the supporting piers of the water trough. The Town Clerk is seeking quotations for its repair.

RP&P.18/39 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

4 WELLS
TOWN CLERK

DATE

29/05/18

RECREATION, PARKS & PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 9TH APRIL 2018 AT 7PM

Present:

The Town Mayor, Cllr Mrs A J Kerswell*

Cllr A Allen
Cllr U Arnold
Cllr R A Bray

Cllr D K Elphick
Cllr E Kelly

In attendance:

Cllr R J Ashby
Cllr G J Gribble**/*
Cllr S P Leigh
Cllr Ms C O Richardson
Mr M Wells - Town Clerk
One member of the press

**County Cllr
*District Cllr

The meeting was chaired by Cllr Kelly

RP&P.18/17 Apologies for Absence:

Cllr C W Robillard - Car broken down

**Public Participation: None

RP&P.18/18 Minutes:

The minutes of the meeting of 19th February 2018 (**copy previously circulated*) were confirmed as a correct record and were approved.

RP&P.18/19 Devon Air Ambulance - Night Time Landing Site:

Members received and considered feedback from site surveys (**copy previously circulated*) as to the most appropriate site that will serve the community best. The Town Clerk provided a summary following feedback from the Devon Air Ambulance Community Land Development Officer. Unfortunately, a suitable site could not be identified for Heathfield. The Recreation Ground is proposed for the parish as it presents a good central location with good access from both sides of the ground. Following discussion it was

Resolved:

To recommend the Recreation Ground as a future night landing site, subject to obtaining relevant permissions for a lighting column and funding. It was further resolved that the issue of funding is referred to the FR&GP Committee to consider an application to the Rural Aid Committee.

RP&P.18/20 Covenanted Land South of Le Molay-Littry Way:

Item brought forward by Cllr Allen. Cllr Allen updated Members on recent meetings with the Primary School and Bovey Futures representatives where discussions took place around the potential for a new primary school/community hall facility. He advised that a further meeting will take place on 12th April which he will attend. It was noted that the Neighbourhood Development Plan process should be the key driver for progressing this.

RP&P.18/21 Britain in Bloom - South West:

i) Members noted that Mill Marsh Park received a five star award in the "Best Park" category for 2017.

ii) Members considered entering Mill Marsh Park in the 2018 awards.

Resolved:

To enter Mill Marsh Park in the 2018 awards.

RP&P.18/22 Cycle Crossing - Newton Road:

Item brought forward by Cllr Elphick. Cllr Elphick reported that in his opinion the current system is unsatisfactory. He considers that reversing the priority would provide better visibility. DCC Cllr Gribble advised that DCC Highways Engineers confirm that the current arrangements meet with the safety audit. Following discussion, it was agreed that a meeting is arranged with the DCC Highways Manager to visit to further discuss options with Committee Members.

RP&P.18/23 Community Centre Building:

Members received and noted the previous minutes of the Community Centre Steering Group meeting on 28th February 2018 (**copy previously circulated*).

RP&P.18/24 Matters brought forward by the Town Clerk & Councillors: (*for information*)

Cllr Arnold referred to the traffic proposals for Fore Street. The Town Clerk provided an update.

Cllr Allen advised that a recent Residents' Association meeting had been postponed as there were no pressing items for discussion.

RP&P.18/25 Exclusion of the Public, including the Press:

It 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 set out on the agenda, is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part II) for the following confidential/exempt item, which the Town Clerk recommends should be dealt with in this way:

Item RP&P.18/26: Community Centre - Tenders for the Selection of the Main Building Contractor.

A member of the press left the meeting.

RP&P.18/26 Community Centre - Tenders for the Selection of the Main Building Contractor:

Members receive a tender report (**copy previously circulated*) and considered the recommendations within the report.

The Town Clerk provided a verbal update on the process to date and advised Members to consider the following key points when considering the recommendations in the report:

- This tender is only the 1st stage of a 2 stage tender process. The final fixed tender sum will not be presented until July/August.
- The current leaseback arrangement at the Town Hall reaches its three year anniversary at the end of January 2019. Following this, an extension can be made for up to a further two years, however market rent on the offices will be due at approximately £430 per month.
- To proceed to Stage 2, the Town Council will be committed to any pre-construction fees as highlighted in page 9 of the report.

Cllrs Ashby and Bray reported on the interview process. It was noted that full copies of the Tender Submission and draft Project Plans are available from the Town Clerk.

Following questions from Committee Members and subsequent responses it was proposed by Cllr Kelly:

- i) Acceptance to exercising an extension for a short term as required for the current leaseback arrangement at the Town Hall.
- ii) To recommend to Full Council proceeding to Stage 2 with the preferred Contractor (Contractor A).

Resolved:

- i) Acceptance to exercising an extension as set out above.
- ii) To recommend to Full Council proceeding to Stage 2 with preferred Contractor (Contractor A)

The meeting closed at 7.46pm.

**BOVEY TRACEY COMMUNITY CENTRE STEERING GROUP MEETING
HELD IN THE COUNCIL CHAMBER ON WEDNESDAY 23RD MAY 2018 AT 3.00PM**

Present:

Cllr Ms Jan Blair (Town Mayor)
Cllr Tony Allen
Cllr Robert Ashby
Cllr Rob Bray
Mrs Jackie Paxman – Bovey Tracey Library
Miss Erica Steer – Bovey Tracey Information Centre Trust
Mr Mark Wells – Town Clerk
Mr Peter Hall
Mr Paul Cooper – Peregrine Mears Architects
Mr Adam Kent – Peregrine Mears Architects

Mark Wells chaired the meeting.

1. **Apologies for absence:**

Cllr Eoghan Kelly

2. **Minutes of Previous Meeting**

Mark circulated copies of the meeting minutes of 28th February 2018. The group agreed they were an accurate record of discussion.

3. **Actions from Previous Meeting (28th February 2018)**

Capital Contribution from TDC towards the Public Toilets – Mark to follow this up with District Councillors and report back any progress at the next meeting.

Application to Almshouse Trust – Mark has written to the Almshouse Trust Secretary seeking support for a grant and is currently awaiting a response.

Contractor Parking – Mark has spoken with the Car Parks team who confirmed that the standard price for parking bays for contractors is £50 per bay, per week, however as the District Council will benefit from the development, this fee is negotiable. Peter confirmed that the contractor will have made an allowance for this and its for them to arrange.

4. **Planning Permission Update**

Paul confirmed that Conditional Planning Permission has now been granted. At the Planning Committee, members voted 16-0 in favour. There are 15 conditions attached to the approval and 7 are 'prior to commencement conditions'. These are being addressed with the main building contractors. A planning condition tracker has been prepared with responsibilities highlighted. It is hoped that a submission will be made to Teignbridge by 9th July to address these conditions, which gives 12 weeks before the anticipated start date.

Paul explained that one of these conditions relates to a 'Flood Warning and Evacuation Procedure Plan' to be undertaken by the client. It was agreed that **ES/JP & MW meet to discuss this.**

Mark highlighted the late requirement to change materials for the building elevations. Paul explained that Randall Simmonds has provided a cost estimate for the change as an additional £100 psm. Depending on the type of stone accepted, the Contractors are experiencing a lead in time of up to 28 weeks currently. A discussion took place as to how the stone would be used. Peter agreed that it should be built as a backing wall as suggested.

Mark thanked Perry and Paul for getting us to this point and for reacting promptly to late changes and requirements in order to get planning determined.

Jackie thanked Mark for his efforts in getting the project this far.

5. Garage/Workshop Brief

Paul confirmed that the floor area has now been defined, lockable storage is required, likely to be built from single block and render and consideration given to the height of the structure. Planning permission included this part of the scheme as a condition, however the size of the structure may encroach beyond the development area. **Paul to prepare a quick drawing and obtain costs from Randall Simmonds before further discussions at the next meeting.**

6. Questions from Design Team Meetings

Paul listed questions raised at recent Design Team Meetings for consideration by the Steering Group:

- i) Occupancy rate/Ventilation system – It was suggested that any ventilation system should be based on a capacity of 64 in the hall when opened up (e.g. 32 & 32). Following discussion this approach was agreed in principle, however M&E contractors to provide further details of how the system can be enhanced/boosted for less frequent, larger capacity uses. Costings for options required.
- ii) Party Wall – Who owns this? As the OTI pub predates residential properties, it is likely that the Town Council does. **Mark to investigate and confirm.** Contractors highlighted cracks in wall, render finish lost in places and foundations are shallow. There are pros & cons for demolition and rebuild. Paul confirmed that they were going through a design exercise to ascertain most cost effective solution. Party Wall Surveyor determined the type of notice to be issued. Subsequently, the ground engineer has exposed foundations and reached a change of view. More information is needed before a decision can be taken.
- iii) Storage room behind library/information service area to be jointly owned and therefore partition can be removed.
- iv) Coffee/vending machine – only power source required.
- v) CCTV – agreed in principle that key entrance/exit areas should be covered by CCTV, that said suitable cabling to only be provided and for this to be installed at a later date.
- vi) Counter facility – agreed only to provide on main internal doors. **Scott Fry (Libraries Unlimited) to provide spec for Paul.**

vii) Projector/AV Facilities – Mark to give further thought to requirements. Likely that a fixed high-level projector is installed, so suitable high level power source and cabling required.

viii) External fully accessible toilet cubicle – heated or not? Agreed that it should only receive frost protection.

ix) Is anyone aware of a basement on the site as a concrete lid over a 1m deep hole has been uncovered. The SG were unsure, therefore further investigations were required.

x) Requirement for black-out blinds? Agreed, not at this stage.

Paul highlighted separate concerns raised on behalf of the Quantity Surveyor, which potentially have a cost impact on the budget:

- Stone in place of red brick for elevations
- Boundary Wall
- Appropriate Drainage System to cope with surface water
- Foundations – To find solid ground (1.4m – 1.8m below ground level) might require different foundations?
- Main hall ceiling – Contractors suggested simplifying roof. More information/costing needed before the SG can consider options.
- Start date – Proposed date to start on site is 24th September. Tender prices should be received by w/c 3rd September and therefore consideration by Council of fixed price required w/c 3rd September by Full Council. Mark to confirm meeting dates.

Paul confirmed that the Information Centre would need to vacate by 24th September 2018.

7. Budget Planner

Mark provided an update around the budget following the announcement of a conditional offer from GDLEAF.

8. AOB

It was agreed that the Centre naming should be deferred to a future meeting.

Meeting closed at 4.45pm.

Bovey Tracey Town Council

From: ben digby [REDACTED]
Sent: 26 April 2018 07:35
To: info@boveytracey.gov.uk
Cc: [REDACTED]
Subject: Mill Marsh Park Pitch

Dear Mark,

Following on from our conversation on the phone, I wanted to put as much information to you in writing to take to the appropriate persons on committee.

My current business consists is a mobile bar and I am based in Bovey Tracey. My bar operates out of a fully converted Piaggio Ape "tuk tuk".

For many years residents and visitors to Mill Marsh Park have commented that it's a shame that you have to leave the park to get coffee, cold drinks or ice creams. Our research shows that these provisions are usually only bought at the end of a visit to the wonderful grounds and Park. Park goers mostly choose to go home at this point. These same people have stated that access within the park to these provisions would prolong their stay and enhance the experience.

Likewise, parents of children visiting the skate park have said they would feel happier and safer if their children didn't have to leave the park in order to get water, soft drinks or other snacks.

Finally, many people using the park are doing so as it's an inexpensive way to provide their child with an exciting day out.

My proposal wouldn't be providing expensive products. I want to provide reasonable prices across all products, providing excellent value. I want to be a talking point! Our van stands out and will draw people in and keep them longer.

The van would need power so unless I was granted access to an electric source (i.e scout hut), I would need to run a small generator.

My proposal would be to serve a variety of hot drinks initially though a small machine as I only want to do this from the park and I imagine there would need to be a trial period. A larger and more cost effective machine would be my preference long term.

My freezer could supply small ready packaged ice creams.

Canned drinks and bottled water will also be provided. I also plan to sell luscombe type drinks too as my market research suggests this is what park goers (parents) would prefer.

Finally, I would propose a small tuck shop for the children.

Most parents sent their child out with £2 for their trip to the skate park. So my prices would have to ensure good value for these young adults.

I am very excited that I have the capability to do something for my community, and something that people have wanted for many many years.

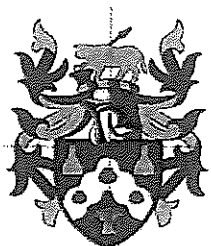
As the warm weather approaches it would be the perfect time to start a trial. Members of the football club have even asked for a service on Sunday mornings as there's nothing there any more!

I'd welcome any comments, questions or feedback [REDACTED]

Many thanks [REDACTED]

Ben Digby [REDACTED]
[REDACTED]
[REDACTED]

Sent from my iPhone



BOVEY TRACEY C.C.



LOTTERY FUNDED



Bovey Tracey Cricket Club

Formed 1850

www.boveytraceycc.co.uk

President: Rob Phillips Ground Telephone: [REDACTED]

Chairman: Nigel Mountford, [REDACTED]

Hon. Secretary: Colin Shute, [REDACTED]

Hon. Treasurer: David Woods, [REDACTED]

1st May 2018

To: Bovey Tracey Town Council

Advertising Boards at the Recreation Ground

At the beginning of every cricket season we erect Advertising boards around the Recreation Ground. Normally, they are attached to the posts which support the rope which runs along the entrance road to the Recreation Ground Car Park.

On inspection of the posts this season, it was noticed that posts are not that stable and many have rotted. The decision was made to re locate them to the wall on the Ashburton Road side of the Recreation Ground.

We now understand that a request should have been made to the Council to request permission to re-locate the advertising boards. At the end of every cricket season the boards are removed and stored for the winter. My apologies in that this is being done in retrospect.

The advertising boards do bring in extra income which is important for our Club to function. Cricket like most sports is now an expensive sport. Most Clubs in the Devon Cricket League have advertising boards around the ground.

Although, Devon didn't play their match against Gloucestershire 2nd XI on Sunday 29th April as it was considered too wet, both teams arrived, many complimented our Club on how well the Recreation Ground looked considering the above average rainfall in the past couple of months. Many commented on how much better the advertising boards looked on the wall rather than on the posts.

Yours Sincerely

Nigel Mountford
Chairman





ST ANDREWS
HOUSE
Residential Care Home
01364 653053 www.standrewshouse.co.uk

Bovey Tracey Town Council

From: PlasticFree Bovey <plasticfreebovey@gmail.com>
Sent: 18 May 2018 11:23
To: Bovey Tracey Town Council
Subject: Plastic Free Motion to propose

Hi Mark

Following our meeting last month, I'd like to put forward a motion to be considered at the next Council meeting. The request is to ask the Council to:

1. Support the Bovey Tracey Plastic Free Community project working to reduce the use of single-use plastics in the community through actions taken by individuals, businesses, groups and events.
2. Commit to reducing the use of single-use plastic within Council premises and events e.g. through avoiding use of plastic cups, plastic cutlery, drinking straws, condiment sachets etc., and encourage the Councils facilities users, local businesses and other local public agencies to do the same by championing alternatives.
3. Nominate a Council rep who can act as a 'plastic free champion' to represent the campaign and who will become part of a future 'Plastic Free Steering Group' which will meet at least once per year to agree and set direction for embedding 'plastic free' within the community after 'Plastic Free Status' has been achieved.

Please can you confirm which Council meetings (and dates) you proposed this being raised at? I had noted 4th June for Rec. Parks and Property and Full Council on 2nd July.

Kind regards
Nicola Wilson
07855 026813

PLASTIC FREE

BOVEY TRACEY • HEATHFIELD

SURFERS AGAINST SEWAGE

Working across Bovey Tracey, Brimley and Heathfield communities



OUR AIMS

Plastic pollution in our oceans is the 'new sewage'. Blighting our beaches and strangling our seashores it reaches every part of our oceans. It is one of the biggest global environmental threats of our age and fighting it together is our priority issue.

We've joined forces with the Surfers Against Sewage Plastic Free Devon Campaign to become a Plastic Free Community and reduce the amount of single-use plastics entering our environment at source.

Plastic Free Coastlines is a movement to engage and connect individuals, communities and businesses in the collective effort to reduce the flow of single-use plastics into the marine environment.



Objective 1
Local Governance

We will work with our local councils to lead change within our local area and gain commitment to this local plastic free initiative.



Objective 2
**Resistance Hubs:
Local Businesses**

We will work with local businesses to find sustainable alternatives to single-use plastics and reduce the amount of throw-away plastic in our society. We will provide supporting businesses with the Plastic Free Coastlines 'Stamp of Approval'



Objective 3
Plastic Free Allies

We will work within the community to raise awareness and increase education of this issue to gain widespread community support.



Objective 4
**On The Ground Action:
Plastic Free Rallies**

We will arrange and make open for all to attend, local community events to improve our local environment.



Objective 5
**Local Resistance
Strategic Group**

We will establish a local group of stakeholders to locally own the initiative and provide the strategic steer to ensure Plastic Free Bovey Tracey truly becomes a whole community action.

Get involved and contact us at: PlasticfreeBovey@gmail.com

 @plasticfreebove