

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.

3rd December 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 9th December 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.19/62 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.19/63 Minutes:

To agree as a correct record and approve the minutes of the meeting of 14th October 2019 (*copy enclosed).

RP&P.19/64 Standing Item – Climate Emergency:

To note the Council Declaration and to embed the climate emergency declaration across all Council services, activities, plans and other relevant work, considering the environmental impact of decisions, ensuring a fully integrated approach to mitigating the impact of climate change.

RP&P.19/65 Highway Verges – Grass Cutting - 2020/21:

To consider the continuation of highway verge grass cutting for 2020/21 (*copy of draft agreement enclosed).

RP&P.19/66 South West in Bloom:

To receive and note feedback from the 2019 judging (**copy enclosed*) and **consider** entering the competition in 2020.

RP&P.19/67 Community Centre Development:

To receive and note the Contractor's Monthly Report number 01 (**copy enclosed*). **To consider** delegating power to the Town Clerk to manage leaseback arrangements when relocating the garage/workshop.

RP&P.19/68 Quantified Tree Risk Assessment (QTRA)/Ash Die Back:

To consider undertaking surveys on Council owned land. The Town Clerk to provide an update at the meeting.

RP&P.19/69 Nourish Festival 2020 – Use of Bullands Field and Mill Marsh Park:

To consider a request on behalf of the Nourish Festival to use Mill Marsh Park and Bullands Field for parking of vehicles on Saturday 29th August 2020.

RP&P.19/70 Erosion – Mill Marsh Park:

To discuss and consider appropriate action. The Town Clerk will provide further information at the meeting.

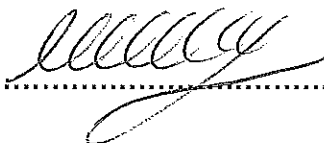
RP&P.19/71 VJ Day – 75th Anniversary:

To consider a request (**copy enclosed*) to undertake activities to recognise the 75th Anniversary.

RP&P.19/72 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



DATE03/12/19.....

M WELLS
TOWN CLERK

RECREATION, PARKS & PROPERTY COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 14TH OCTOBER 2019 AT 7PM

Present:

Cllr A Allen	Cllr D K Elphick
Cllr J Arnold	Cllr S Brooke
Cllr J Cole	Cllr S Light
Cllr K Morgan-West	

In attendance:

Cllr G J Gribble**/*
Cllr A J Kerswell*
Mr M Wells – Town Clerk
Mrs L Warren – Assistant to the Town Clerk
One member of the press

**County Cllr
*District Cllr

The meeting was chaired by Cllr Allen

Interests declared: None

RP&P.19/52 Apologies for Absence: None

****Public Participation:** None

RP&P.19/53 Minutes:

The Town Clerk provided an update re. item RP&P.19/44. Cllr Cole provided an update re. item RP&P.19/46. Ref. item RP&P.19/47 Cllr Brooke enquired if a stronger policy should be in place to ensure that events taking place on Town Council owned land/premises are environmentally sustainable. The Environment Group will discuss this and report back. The minutes of the meeting of 15th July 2019 (**copy previously circulated*) were confirmed as a true record and were approved.

RP&P.19/54 Standing Item – Climate Emergency:

Members noted the Council Declaration and will embed the climate emergency declaration across all Council services, activities, plans and other relevant work, considering the impact (emissions and biodiversity etc) of decisions, ensuring a fully integrated and systematic approach to the Council's own response to this challenge.

RP&P.19/55 Community Centre – Air Source Heat Pump (ASHP):

Members received a deferred item (FC.19/64ii) to consider the installation of an ASHP system for the Community Centre (**information previously circulated*). A discussion took place regarding the merits of an ASHP system, timescales and funding.

Resolved:

To commit to the installation of an ASHP system, subject to appropriate funding being identified and relevant permissions are in place.

RP&P.19/56 Playing Field – Little Bovey, Heathfield :

Members considered a request on behalf of the Greater Horseshoe School (**copy previously circulated*) to use the playing field on Little Bovey Lane, Heathfield. The Town Clerk advised

that DCC is responsible for the field. There is a licence agreement in place allowing restrictive use of the field and the opportunity for the Town Council to hire the area to other organisations.

Resolved:

To support the request for the use of the field, as a trial arrangement, to July 2020 for sport and wildflower planting. To contact the School to enquire on a rental fee they could offer. If the arrangement progresses, the School will need to indemnify the Town Council and undertake the grounds maintenance.

RP&P.19/57 Recreation Ground – Boundary Wall:

Members noted damage caused to the boundary wall (**copy images previously circulated*) and considered further action as appropriate. The Town Clerk provided an update.

Resolved:

To accept a quotation in the sum of £690.00 for the repair of the wall.

RP&P.19/58 Tennis Club- Recreation Ground:

Members noted tree works to be undertaken in the vicinity of the Tennis Club and considered a 50% financial contribution towards these works. The Town Clerk provided an update and noted that the lease stated that the cost of maintenance work is to be shared between the Club and the Town Council.

Resolved:

To progress with the tree works at a cost of £480.00, to be shared by the Club and the Town Council.

RP&P.19/59 Use of Recreation Ground/Mill Marsh Park – Fun Run:

Members considered a request (**copy previously circulated*) on behalf of Bovey Tracey Lifesaving Club to hold a Santa Dash Fun Run on Sunday 22nd December 2019.

Resolved:

To grant permission.

RP&P.19/60 Tree Planting:

Item brought forward by Cllr Brooke to discuss the feasibility of tree planting on Council owned land (**copy of report previously circulated*). Cllr Brooke outlined the report and advised that an assessment of the Asset Register Plan would assist in determining if any Council owned land would be suitable for tree planting. She noted that the Director of Conservation for Devon Wildlife Trust and the Corporate Tree Officer for DCC have indicated they would be willing to assist and provide feedback. She also advised that Cllr Fletcher, Chair of Bovey Tracey and Heathfield Climate Action Group, is willing to lead the project.

Resolved:

To undertake a review of the Asset Plan and request expert evaluation of potential sites, prior to reporting back to the Committee.

RP&P.19/61 Matters brought forward by the Town Clerk & Councillors: (*for information*)

Cllr Allen advised that the town has been awarded gold and overall category winner in the Town/City Pennant (South) of the Britain in Bloom 2019 competition.

Cllr Elphick reported that dogs are being allowed to run free in the Recreation Ground. The Town Clerk agreed to contact TDC's Legal Team to enquire on the procedure for applying to be part of the principal authority's Public Space Protection Order.

Cllr J Arnold left the meeting at 8pm.

Cllr Light advised that the community clean-up event is taking place on Sunday 20th October and any assistance would be welcomed.

Cllr Cole provided an update on progress with the Christmas Lights Switch-on and Street Fayre.

Cllr Allen thanked Cllrs Brooke, J Arnold, U Arnold and Kerswell for progressing the Life on the Verge project.

The meeting closed at 8.12pm

Urban Highway Grass Cutting Agreement

Urban Roads

This Agreement is made the 1st April 2020

BETWEEN

(1) Devon County Council of County Hall, Topsham Road, Exeter, Devon, EX2 4QD ("the Authority")

and

(2) _____ ("the District / Town / Parish Council")

each a "Party" and together the "Parties"

BACKGROUND AND AIMS

- A) The Authority and the District / Town / Parish Council are local authorities for the purposes of the Local Government Act 1972 ("the Act")
- B) The Authority is the local highway authority for the purposes of the Highways Act 1980 and is responsible for ensuring (inter alia) the highways verges maintainable at public expense within its administrative area are cut so as to maintain clear visibility for highway users.
- C) By virtue of Section 101 of the Act, section 19 of the Local Government Act 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 a local authority may arrange for the discharge of any of its functions to any other local authority.

1. DEFINITIONS & INTERPRETATION

1.1 In these terms and conditions unless there is something inconsistent in the context or otherwise specified, the following expressions shall have the following meanings:

"Agreement" means these terms and conditions and any and all Schedules to this Agreement as the same may be amended, modified or supplemented from time to time in accordance with this Agreement.

"Annual Agreement Sum" means the payment made to the Town / Parish Council by the Authority as detailed in annual Order

"Commencement Date" means 1st April 2020

"Expiry Date" means 31st March 2021

"Schedule" means the schedules attached to this Agreement as amended by the Authority from time to time.

"Services" means the services provided by the District / Town / Parish Council as detailed in clause 2 and Schedule 1 & 2 to this Agreement.

"Term" means the period starting on the Commencement Date and ending on the Expiry Date unless terminated earlier in accordance with this Agreement.

- 1.2 The headings in this Agreement are inserted for convenience only and shall not affect its construction.
- 1.3 The singular includes the plural and vice versa and any gender includes any other gender.
- 1.4 Reference to any statute or statutory provision includes a reference to the statute or statutory provision as from time to time amended, extended or re-enacted.
- 1.5 In the case of conflict or ambiguity between any provision contained in the body of this Agreement and any provision contained in any Schedule, the provision in the Agreement shall take precedence over the provision in the Schedule.
- 1.6 The Schedules to this Agreement attached hereto form part of and shall be deemed to be incorporated in this Agreement.

2. OBLIGATIONS OF THE DISTRICT / TOWN / PARISH COUNCIL

- 2.1 The District / Town / Parish Council will discharge on behalf of the Authority the following Services in relation to the highway throughout the Term:
 - 2.1.1 cutting of grass verges (visibility areas) on urban roads and such other areas as may from time to time be agreed in writing by the Parties as directed and / or according to the policies from time to time produced by the Authority;
 - 2.1.2 the areas to be maintained relating to grass cutting shall be cut and trimmed at regular intervals and on at least four occasions between 1st April and 31st October in any calendar year, as indicated in Schedule 2;
 - 2.1.3 Mowing operations shall avoid spillage of debris such as stones onto carriageways or footways. Grass clippings and arisings lying on roads, footpaths, car parks, drains and other hard surfaces shall be immediately swept up and removed off site. Grass clippings and arisings on all other areas shall be dispersed evenly over the sward.
- 2.2 The District / Town / Parish Council will use all reasonable endeavours to conform to the Schedules when carrying out the Services including the use of common forms and documentation.
- 2.3 The District / Town / Parish Council shall carry out the said Services in accordance with the requirements of the Highways Act 1980 and all other relevant statutory provisions.
- 2.4 The District / Town / Parish Council will ensure that all persons involved in the exercise of the Services shall hold recognised national

qualifications, namely appropriate SWQR or Highway Sector Scheme units. Alternatively, demonstration of suitable experience and training as approved by the Authority on traffic safety and management, and the tools and machinery employed.

3. OBLIGATIONS OF THE AUTHORITY

- 3.1 The Authority will not introduce any changes to the administrative procedures without prior consultation with the District / Town / Parish Council.
- 3.2 Any required variation to the Services brought about by changes to the Authority's policy shall be communicated to the District / Town / Parish Council.
- 3.3 The Authority shall provide the District / Town / Parish Council with any advice on receipt of a reasonable written request in respect of the requirements of the Highways Act 1980 and all other relevant statutory provisions.
- 3.4 The Authority shall if reasonably requested by the District / Town / Parish Council provide advice in order to assist the District / Town / Parish Council in performing its Services under this Agreement.

4. FINANCIAL PROVISIONS

- 4.1 All invoices will be submitted within 2 months of completion of the Services to the Authority by the District / Town / Parish Council after the work has been carried out but within the same financial year.
- 4.2 The District / Town / Parish Council shall keep an account of all expenditure and paperwork incurred in the exercise of the Services and to provide such information to the Authority on demand.
- 4.4 For the avoidance of doubt the Annual Agreement Sum shall be inclusive of all administrative costs incurred by the District / Town / Parish Council and the Authority in exercising the Services.
- 4.5 The Authority will pay all valid and correct invoices submitted in the appropriate form within 30 days of receipt.
- 4.6 The Authority shall not pay any invoices submitted by the District / Town / Parish Council where the sum or sums invoiced shall exceed the Annual Agreement Sum.

5. SAFETY

- 5.1 The District / Town / Parish Council shall ensure that Services are undertaken in accordance with any law or regulation at all times.
- 5.2 The District / Town / Parish Council will not undertake any work in the performance of the Services or adjacent to the highway without adequate traffic signing measures first being in place. All traffic management measures shall comply with Chapter 8 of the Traffic Signs Manual.

- 5.3 For the avoidance of doubt it is hereby agreed and declared that this Agreement does not impose on the District / Town / Parish Council any duty of routine inspection of the highway for safety checks. This duty will continue to be the responsibility of the Authority.

6. INDEMNITY

- 6.1 The District / Town / Parish Council will be liable for all Services undertaken pursuant to this Agreement and shall indemnify the Authority and keep the Authority fully indemnified against any demands, claims, liabilities, losses, costs and expenses whatsoever including all legal costs and damages or compensation paid by the Authority on the advice of its legal advisers to compromise or settle any claim that may be incurred by Authority as a result of any breach of this Agreement by the Town / Parish Council including but not limited to:
- 6.1.1 any act of neglect or default of the employees District / Town / Parish Council or its agents; and / or
- 6.1.2 any breaches in respect of any matter arising from the supply of the Services resulting in any successful claim by any third party.

7. INSURANCE

- 7.1 The District / Town / Parish Council shall insure against liability under clause 8 of this Agreement with a reputable insurance company in a sum of not less than £5,000,000 in respect of any one claim and shall produce the certificate for the current premium to the Authority on request.
- 7.2 The District / Town / Parish Council shall not sub-contract any or all of its obligations under this Agreement to a sub-contractor unless the sub-contractor has first produced to the District / Town / Parish Council proof of him having employer's liability insurance and public liability insurance from a reputable insurance company covering a minimum of £5,000,000 in respect of any one claim and the Town / Parish Council shall produce the certificate for the sub-contractor's current premium to the Authority on request.

8. FREEDOM OF INFORMATION

- 8.1 Notwithstanding anything to the contrary contained or implied in any documents or negotiations leading to the formation of this Agreement:
- 8.1.1 the Authority shall be entitled to publish and / or release any and all terms or conditions of this Agreement, the contents of any documents and/or information relating to the formation of this Agreement under the provisions of the Freedom of Information Act 2000 and / or Data Protection Act 1998.

8.1.2 nothing contained in this Agreement shall prevent the Authority from disclosing and / or publishing under the provisions of the Data Protection Act 1998 and/or Freedom of Information Act 2000 any term or condition or information contained in or relating to the formation of this Agreement.

8.2 The District / Town / Parish Council shall:

8.2.1 co-operate with the Authority and supply to it all necessary information and documentation required in connection with any request received by the Authority under the Data Protection Act 1998 and / or Freedom of Information Act 2000.

8.2.2 supply all such information and documentation at no cost to the Authority and within seven days of receipt of any request.

8.3 The District / Town / Parish Council shall not publish or otherwise disclose any information contained in this Agreement or in any negotiations leading to it without the Authority's previous written consent unless the District / Town / Parish Council is bound to publish and/or disclose such information under the Data Protection Act 1998 and / or Freedom of Information Act 2000 and such information is not exempt from such disclosure and / or publication under the provisions of the Data Protection Act 1998 and/or Freedom of Information Act 2000.

9. TERMINATION

9.1 Either Party may terminate this Agreement for whatever reason at any time prior to the Expiry Date by giving not less than 3 months written notice to the other Party to include details of the reasons for the termination.

9.2 In the event of any breach by the District / Town / Parish Council the Authority shall serve written notice upon the Council giving details of the breach along with the remedy required. Failure by the District / Town / Parish Council to remedy the breach within 14 days will result in the Authority terminating this Agreement.

10. DISPUTE RESOLUTION

10.1 In the event of any dispute between the Parties arising in connection with this Agreement, the Parties shall use all reasonable endeavours to resolve the matter on an amicable basis. If the Authority or the District / Town / Parish Council serves formal written notice on the other that a material dispute of such a description has arisen and the Parties are unable to resolve the dispute within a period of 30 days from the service of such notice, then the dispute shall be referred to a mediator for alternative dispute resolution and Parties shall seek in good faith to resolve the dispute by alternative dispute resolution.

10.2 The cost of the appointment of a mediator and the fees and expenses relating to the alternative dispute resolution are to be paid in equal shares by both Parties.

11. AMENDMENTS

11.1 Any amendments to this Agreement shall be made in writing and signed by a duly authorised representative of the Parties.

12. NOTICE

12.1 Any notice given under this Agreement shall be in writing and shall be sent to the address of the other Party as set out at the Head of this Agreement or such other address as that Party may from time to time notify to the other Party.

13. PARTNERSHIP AND ASSIGNMENT

13.1 Nothing in this Agreement shall be construed as establishing or implying any partnership, joint venture, agency fiduciary relationship or other relationship between the Parties other than a contractual relationship expressly provided for by this Agreement. Neither Party shall have nor represent that it has any authority to make any commitments on the other Party's behalf.

13.2 This Agreement shall not be assigned, transferred nor the performance of any or all obligations hereunder sub-contracted by the District / Town / Parish Council without the prior written consent of the Authority, such consent to be at the absolute discretion of the authority.

14. THE CONTRACT (RIGHTS OF THIRD PARTIES) ACT 1999

14.1 For the purposes of the Contracts (Rights of Third Parties) Act 1999 this Agreement is not intended to and does not give any person who is not a Party to it any right to enforce any of its provisions.

15. ENTIRE AGREEMENT

15.1 This Agreement sets out the whole agreement of the Parties in respect of the Services and supersedes and replaces any prior written or oral agreements, representations or understandings between them. The Parties confirm that they have not entered into this Agreement on the basis of any representation that is not expressly incorporated into this Agreement. Nothing in this Agreement excludes liability for fraud.

16. FORCE MAJEURE

16.1 No party shall be considered in breach of its obligations under this Agreement or responsible for any delay in carrying out such obligations, if the performance thereof is prevented or delayed wholly or in part as a consequence whether direct or indirect of war (whether war be declared or not) emergency, strike, industrial dispute, accident, fire, earthquake, flood, storm, tempest or any other unforeseen occurrence. The Party affected by such circumstances shall promptly notify the other Party in writing when such circumstances cause a delay or failure in performance and when they cease to do so. If such circumstances continue for a continuous

period of more than six months either Party may terminate this Agreement by written notice to the other Party.

17. LAW AND JURISDICTION

17.1 This Agreement shall be governed by English law and the courts of England shall have exclusive jurisdiction to settle any dispute arising out of or in connection with this Agreement.

SIGNATURES

IN WITNESS whereof the Parties have entered into this Agreement by signature of their respective duly authorised representatives, the day and year first above written.

Signed by a duly authorised officer
for and on behalf of Devon County Council:



Joe Deasy – Asset management Group manager

Signed by and on behalf of the above:

named [.....]

_____ District / Town / Parish Council

Schedule 1
Devon County Council AMG Policy and Procedure Combined
[Version 3 – February 2015]

Schedule 2
Urban Grass Cutting Timetable
[Version – April 2010]

Schedule 3
New Roads and Street Works Act 1991
[September 2009]

Schedule 4
National Highway Sector Schemes for Quality Management in Highway Works
12D
For installing, maintaining and removing temporary traffic management on rural and
urban roads
[April 2014]



Standard Marking Sheet

Name of Entry
Bovey Tracey

Judges
Paul Collier and Martyn Davis

Date of Assessment
16 July 2019

Category: Village / Large Village / Small Town / Town / Large Town / Small City / City / Small Coastal / Large Coastal (Indicate appropriate category)

MAXIMUM OF 10 POINTS PER SUB SECTION

	Total marks awarded in sections A, B & C				Medal level awarded in sections A, B & C
	A1	A2	A3	A4	
A Horticulture 40%	9	9	9	9	GOLD
B Environment 30%	9	B2	B3	9	GOLD
C Community 30%	C1	8	C2	8	SILVER GILT

Total Score out of 100:

Overall Medal Awarded: GOLD

Medal Guide: Gold, Excellent 85-100 Points; Silver Gilt, Very Good 75-84 Points; Silver, Good 60-74 Points; Bronze, Satisfactory 50-59 Points. 49 Points and below – certificate of participation.

Introduction and Overall Impression: (Please expand space as required to fit judging comments).

We were given a very friendly welcome on arrival by the Mayor and representatives of the Town Council and various community groups. This welcome was reflected throughout the tour – the town presents a very bright and friendly image for the visitor. Its appearance is greatly enhanced by very well planted and maintained hanging baskets and containers, using a consistent colour scheme which helps give a sense of continuity and grouping them together where appropriate to maximise their impact.

We were greatly impressed by the number of activities available for residents and visitors in a town of this size and by the strength of the support given by volunteers. In addition to the established facilities staffed by volunteers such as the Heritage Centre, the Visitors' Information Centre etc, there are many other groups who work together to support the In Bloom initiative.

Judges Feedback Section A – Horticulture: *(Please expand space as required to fit judging comments and include areas of achievement & areas for development).*

The quality of life in the Town is greatly enhanced by horticulture which is consistently of a very high standard. The 150 hanging baskets and 60 containers are well planted and maintained, creating an atmosphere which encourages individuals and businesses to add some form of planting on their own properties. We saw excellent examples of hotels, pubs etc which have improved their frontages with baskets and boxes. We had a very refreshing (!) visit to a lovely pub garden which is completely hidden away but must be very much appreciated by customers.

The WI groups are clearly very active helping with weeding and litter picking and have adopted beds to manage themselves. The Brimley WI gardening group is establishing a bed near the Co-op and is thinking sensibly about working towards introducing more perennial plants to reduce maintenance requirements. The Parke WI is similarly giving careful thought to the choice of plants in the very dry and shady bed they are developing outside the Methodist Church.

The Bovey Tracey Garden Club maintains a very neat and tidy garden area at St Mary's Well. They also organise an annual flower show which appears to be well supported.

The primary school gardening club is an enthusiastic group of ten children who are doing very well in the allocated half-hour per week to maintain some planted areas within the school grounds. They are currently working towards the RHS Gardening for Schools Level 3 with their earlier Level 1 and 2 projects still well maintained and labelled as small containers available to help others' learning. Their current work has a strong focus on wildlife and they have made many very attractive bees and ladybirds out of tin cans to make habitats for insects.

We saw some beautiful private gardens, one of which provided a very pleasant location for our lunch!

Judges Feedback Section B – Environment: *(Please expand space as required to fit judging comments and include areas of achievement & areas for development).*

There is clear evidence of a strong sense of local identity. The very attractive and informative Heritage Centre is staffed by volunteers, as is the Tourist Information Centre, and both groups are clearly enthusiastic in welcoming visitors to the town. The flag project provides an attractive decoration throughout the town celebrating the local significance of the individual properties and businesses; the flags are all made by local volunteers.

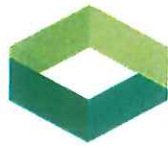
The whole town was spotlessly clean with no evidence of litter or graffiti. The area around the recycling bank was remarkably clean and tidy. The town's street cleaner was clearly well-motivated in his work. We saw evidence of generally good awareness of environmental issues. There are regular "community clean" events which are well supported and a litter picking kit is made available for groups to organise their own clean up events. There is a group which campaigns within the town to reduce the use of plastic. The Town Council is considering what action it might take in relation to the potential effects of climate change.

Mill Marsh Park is very well maintained and is clearly well used; it provides facilities for a wide range of leisure activities. It is inspected daily by Council staff for any litter or damage; it was very clean when we visited. An area of grass alongside the river is left un-mowed and there are piles of logs to

<p>provide wildlife habitats. There are plans to ensure that all of the trees are named and a tree trail is to be designed and publicised; the labelling of the trees will involve children.</p> <p>The Brimley WI gardening group has plans for a low maintenance, wildlife friendly garden area on a Devon County Council owned site in Bradley Road. Although we didn't meet them we understand that the primary school has a wildlife group.</p> <p>We visited a property in Newton Road where great care has been taken in renovating an area of hedgerow to provide wildlife habitats whilst improving the general appearance of the site. This work has all been done since last Autumn. The hedgerow plants have become well established, Spring bulbs and plants did well in the early part of the year and a wildflower meadow mix sown along the verge has made a stunning colourful impact on this approach to the town. We also saw an area of wildflower meadow which a housing association is establishing in front of its property</p>	<p>Judges Feedback Section C – Community: <i>(Please expand space as required to fit judging comments and include areas of achievement & areas for development).</i></p> <p>The In Bloom entry appears to function not by having a rigid organisational structure but by integrating the efforts of a wide range of groups and organisations throughout the town. This arrangement gives confidence that the In Bloom initiative will continue to thrive as each group continues to develop its own plans and objectives. There are many examples of good initiatives which benefit the community such as the Community Kitchen, the King of Prussia pub project and defibrillators located throughout the town, one in a disused phone box.</p> <p>Good use is made of the local press and social media to publicise Bloom activities. There are well maintained community notice boards at two locations in the town and good public information displays.</p> <p>The proposed community hub project which will provide facilities for the Town Council and various other local public services has been warmly welcomed by all concerned and work on this is due to start towards the end of this year.</p> <p>The strong volunteer base which supports various activities in the town and manages a wide range of sporting facilities at the Recreation Ground gives confidence that there will be continued support for the In Bloom initiative in Bovey Tracey in the future.</p>			
<p>A1</p> <p>Overall Impression</p> <p>Are the overall design and materials used within the entry appropriate to the location and do they generate a positive image?</p>	<p>Gold 10-9</p> <p>High impact with excellent attention to detail delivering the desired results in an appropriate and consistent manner.</p>	<p>Silver Gilt 8</p> <p>Most areas are high impact with very good attention to detail although a few areas are inconsistent. The entry is generally very good.</p>	<p>Silver 7-6</p> <p>Good overall impact although not always balanced. Some areas make an impact but others need to be more vibrant with better design.</p>	<p>Bronze 5-0</p> <p>Although generally satisfactory, more attention to detail is required in order to increase impact and improve consistency of design.</p>



Bovey Tracey Town Council



Devon Contractors

Contract: -Bovey Tracey
Community Centre

Contractor's Monthly Report Number: 01







Date: Thursday 21st November 2019

Week Number: 05



Contents

-  Health & Safety
-  Progress and Programme Review
-  Quality and Performance Issues
-  Environmental Issues
-  Statutory Authorities
-  Neighbour Interface
-  Commercial Matters
-  CVI/RFI
-  Information Required / Received

Appendix

-  SSG Report + Actioned Report
-  Dropline Programme
-  Progress Photographs
-  RFI Schedule



1.0 Health and Safety

- ◆ There has been 1 near miss where an operative struck an unmarked live gas main which has since been repaired
- ◆ Construction H&S plan is being regularly reviewed as works progress/updated weekly
- ◆ Method Statements & Risk Assessments are being reviewed on regular basis prior to sub-contractors starting on site
- ◆ SSG visit 5th November 2019

2.0 Staff

The Following Devon Contractors Staff are working on the Project:

Toby Shaddick	Site Manager	Site based Manager
Matt Pike	Quantity Surveyor	Visiting Site as required
Stuart O'Higgins	Contracts Manager	Visiting Site twice weekly

3.0 Programme Report

3.1 Contract Overview

Report Date	Thursday 21 st of November 2019
Start Date	Monday 21 st October 2019
Contract Completion Date	Friday 17 th October 2019
Contract Duration	39weeks
Delay to programme	TBC
Target Completion Target	TBC
DC Programme Rev	C

3.2 Weather

- ◆ We have lost approximately 3 weeks in poor weather on the workshop. We have also been delayed approximately 3 days on the foundations due to the weather creating poor ground conditions and works progressing much slower

3.3 Works Since last Meeting

See site photos;

- ◆ Devon Contractors start onsite clearing all vegetation, old stone walls above ground level and hoarding of a poor quality
- ◆ We have poured 90% of the foundations
- ◆ Masonry on the workshop complete
- ◆ Timber roof installed to the workshop
- ◆ Single ply membrane installed to the workshop awaiting trims



3.4 Work being undertaken before next meeting

- ◆ Foundations completed
- ◆ Drainage in as far as possible
- ◆ Attenuation tank installed
- ◆ Steel frame erected
- ◆ Sub-structure masonry underway

3.5 Progress

- ◆ See drop line programme

4.0 Quality & Handover

- ◆ WAC tests carried out
- ◆ Inspection & Test Plans are in place for the works being undertaken

5.0 Building Control

- ◆ Several site visits from building control for foundations no issues noted

6.0 Environmental Issues

- ◆ Spill kits deployed on site
- ◆ Waste removal from site is via Coastal Recycling
- ◆ Spoil removal is via BT Jenkins
- ◆ No Environmental incidents to report

7.0 Statutory Authorities

- ◆ Smith's consultants and Peregrine Mears currently undertaking the required re-pricing. DC to provided dates for services where required

8.0 Neighbour Interface

- ◆ Previous complaint directed through Mark in regards to scaffolding noted and remedial actions where undertaken
- ◆ On a positive note many members of the community have been very positive towards our presence onsite

9.0 Client Liaison

- ◆ Ongoing



10.0 Commercial

10.1 Contract Documentation

Letter of intent issued 16th October for the full contract value.
Contract documents currently being prepared for issue to Devon Contractor for signing.

10.2 Sub-Contractors Procurement

Procurement to Date;

Trade	Sub-Contractor
Groundworks	Devon Contractors
Site Accommodation	Pickering Plant
Soil Testing	ACS Testing
Brickwork	TBC
Mechanical	Mitie
Electrical	Mitie
Steelwork	Steel Fabrications
Beam & Block Flooring	TBC
Attenuation Tank	SDS

Next Packages to be Procured;

Roofing Works & Tata Deck	Windows & Doors
Screeding	Carpentry
Stone Mason	



10.3 Summary Valuation Sheet

Valuation Date.	DC	Employer	DC	Date	
	Gross. Application	Gross Cum. Certified	Gross Cum. Received	(Red when Overdue)	
	£	-	-	Employer Payment Due	DC Payment Rec'd
18/11/2019	£56,120.35	£56,120.35		4/12/2019	
18/12/2019					

10.4 Projected Final account

Contract Sum		£981,343.70
CAI 01	Soil sample	TBC
Projected Final Account		£981,343.70

10.5 Progress with Payments / Valuations

Main Works

Valuation 1 reviewed on site and certification issued 20th November 2019

Workshop

Valuation 1 reviewed on site and certification issued 20th November 2019



10.6 Instructions Received

Ref.	Description
CAI 1.01	Instruction to cover soil sampling
CAI 2.01	
CAI 3.01	
CAI 3.02	
CAI 4.01	
CAI 5.01	
CAI 6.01	

Please see below for contract CVIs

11.0 Drawings For Approval etc.

Please see the following reports;

- Steel Fabrications drawings approved
- Alternative attenuation drawing considered – KB2 to amend drawing

11.3 Samples

- None

11.3 RFI's

- See RFI Tracker

11.4 CVI's

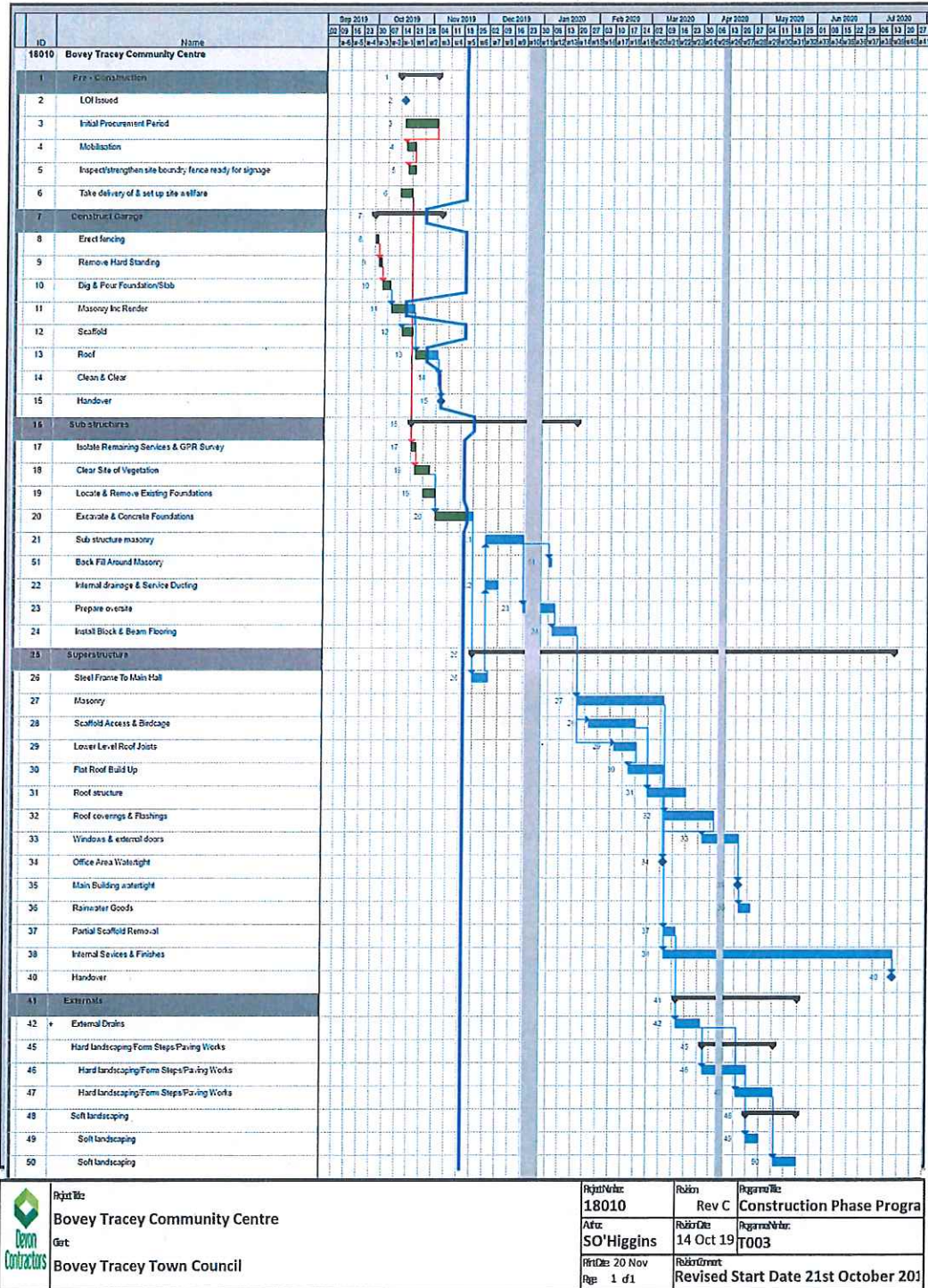
- CVI1 – instruction on concrete day joints
- CVI2 – Wall plate addition to workshop roof
- CVI3 – Instruction to move walling stone



Appendix | SSG Report + Actioned Report



Appendix | Dropline Programme



	Project No:	18010	Revision:	Rev C	Programme No.:	Construction Phase Progra
	Client:	Bovey Tracey Community Centre	Author:	SO'Higgins	Programme No.:	T003
	Date:	Bovey Tracey Town Council	Issue Date:	14 Oct 19		
			Printed:	20 Nov	Revision:	
		Page:	1 of 1	Revised Start Date:	21st October 201	



Appendix | Progress Photographs



Bovey Tracey Town Council

From:
Sent: 02 December 2019 12:53
To: Bovey Tracey Town Council
Subject: Re: VJ Day

Dear Mark,

Thanks very much for this.

At a recent full Council Meeting it was mentioned that a local organization was proposing to undertake activities to recognize the 75th anniversary of VE Day and the Council was, quite rightly in my view, proposing to support them. I continue to fully support the Council in their participation in the VE Day event but would ask that they consider discussing with the organization concerned the possibility of a similar event to recognize the 75th anniversary of the end of the war with Japan (VJ Day). Sadly the war in the Far East, during which there was immense suffering by members of the armed forces together with civilian internees and the population of the occupied territories, is often overlooked in the UK. In the late 1950's and early 1960's I lived in colonial Singapore and Hong Kong and met many people who been directly involved in the conflict as members of armed forces or civilians and am aware of how it impacted upon them and feel it would be appreciated by the survivors and their families if the end of the war in the Far East was accorded a similar recognition to the conflict in Europe.

If you feel I could provide any additional information please do not hesitate to let me know and once again I do not in anyway wish to detract from the proposed support by the Council for the recognition of VE Day.

Best wishes,

Jim

From: Bovey Tracey Town Council <info@boveytracey.gov.uk>
Sent: 02 December 2019 12:30
To:
Subject: Re: VJ Day

Dear Jim,

I hope this finds you well. Following our chat on Remembrance Day, please email me with your request and I will ensure its tabled for consideration.

Kind regards

Mark

Mark Wells
Town Clerk