

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.

14th February 2020

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 24th February 2020 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.20/01 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.20/02 Minutes:

To agree as a correct record and approve the minutes of the meeting of 9th December 2019 (*copy enclosed).

RP&P.20/03 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.20/04 Community Centre Development:

To receive and note the Contractor's monthly report number 04 (*copy enclosed).



RP&P.20/05 Funlands funfair, Mill Marsh Park:

To consider a request from Funlands Funfair to bring their Fair to Mill Marsh Park to coincide with Bovey Tracey Carnival from Sunday 19th July to 2nd August 2020 (operating 24th, 25th, 26th, 30th, 31st July, 1st and 2nd August. Funlands Funfair wish to stay on the park for a further one week (non-operational) following Carnival Week for a suggested fee of £200.00.

RP&P.20/06 Devon Sharks Rugby League – Bullands Field:

To consider the following requests:

i) Use of Bullands Field (**copy enclosed*) as follows:

Wednesdays 6pm-8.30pm (1.4.20 - 9.9.20) Senior training

Saturdays 9am-12noon (2.5.20 – 17.8.20) Junior training

Saturday 15th August 9am-6pm Junior tournament

ii) If approved, permission for the storage container to remain sited on Bullands Field.

RP&P.20/07 Proposed Artificial Turf Pitch, Stover School, Newton Abbot:

To consider a joint request on behalf of Teignbridge DC and Ashmoor Hockey Club to issue a letter of support for the project (**copy enclosed*).

RP&P.20/08 Bovey Tracey Primary School – Bullands Field:

To consider a request on behalf of Bovey Tracey Primary School for the use of Bullands Field on 18th March 2020 (am) as part of the school's cross country event.

RP&P.20/09 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 14/02/2020

M WELLS
TOWN CLERK

**RECREATION., PARKS & PROPERTY & PROPERTY COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 9TH DECEMBER 2019 AT 7PM**

Present:

Cllr A Allen
Cllr J Cole

Cllr D K Elphick
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
Two members of the public

**County Cllr
*District Cllr

The meeting was chaired by Cllr Allen

Interest declared: None

RP&P.19/62 Apologies for Absence:

Cllr J Arnold – Personal commitment
Cllr S Brooke – Leave
Cllr S Light – Work commitment

****Public Participation:** None

RP&P.19/63 Minutes:

The minutes of the meeting of 14th October 2019 (**copy previously circulated*) were confirmed as a correct record and were approved.

RP&P.19/64 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 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:

Members considered the continuation of highway verge grass cutting for 2020/21 (**copy of draft agreement previously circulated*). The Town Clerk provided an update.

Resolved:

To renew the Urban Highway Grass Cutting Agreement with DCC for 2020/21 and to continue with the services of the current contractor.

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

Members received and noted feedback from the 2019 judging (**copy previously circulated*) and considered entering the competition in 2020.

Resolved:

To enter the competition in 2020. To place an item on the Full Council agenda to seek a nominee to assist Mr R Taylor with the competition arrangements.

RP&P.19/67 Community Centre Development:

Members received and noted the Contractor's Monthly Report number 01 (**copy previously circulated*). The Town Clerk provided an update on progress. Members considered delegating power to the Town Clerk to manage leaseback arrangements when relocating the garage/workshop.

Resolved:

To delegate power to the Town Clerk to manage leaseback arrangements.

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

Members considered undertaking surveys on Council owned land. The Town Clerk provided an update. He noted that there is evidence that some trees are affected by ash die back and therefore it would be useful to undertake a joint survey.

Resolved:

To undertake the surveys as set out above.

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

Members considered 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. A discussion took place.

Resolved:

To grant the request in principle subject to the Festival organisers marshalling the parking arrangements and ensuring that no vehicles are parked on the rugby pitch at Bullands Field. To request that the Devon Sharks do not schedule a rugby game on the day. Arrangements subject to weather conditions.

RP&P.19/70 Erosion – Mill Marsh Park:

Members considered appropriate action. The Town Clerk provided further information on three suggested schemes. Following a discussion it was considered that Scheme A was acceptable providing this met with the requirements of the Environment Agency.

Resolved:

To refer to Finance, Resources and General Purposes Committee for financial consideration.

RP&P.19/71 VJ Day – 75th Anniversary:

Members considered a request (**copy previously circulated*) to undertake activities to recognise the 75th Anniversary. It was noted that Rev G Hamilton at PPT Church is prepared to arrange a service.

Resolved:

To request a detailed proposal of the service from Rev Hamilton and then refer the matter to Full Council for consideration.

RP&P.19/72 Matters brought forward by the Town Clerk & Councillors: (for information)

Cllr Cole advised that Bovey Tracey Primary School would like to use Bullands Field for a cross-country event on 18th March 2020. The Town Clerk recommended that the School write/email the request for consideration by the Committee.

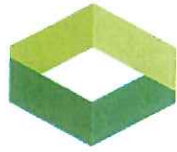
Cllr Allen:

- i) Thanked Cllr Cole for arranging the Christmas Lights Switch-on event.
- ii) Advised that an experienced representative of the Life on the Verge Group has identified various locations in the parish suitable for tree planting. A National Lottery bid for tree funding has been successfully awarded to the Devon Wildlife Trust.

The meeting closed at 7.55pm.



Bovey Tracey Town Council



Devon Contractors

Contract: -**Bovey Tracey
Community Centre**

Contractor's Monthly Report Number: **04**



Date: **Wednesday 12th of February 2020**
Week Number: **17**



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 have been no new near misses
- ◆ 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 10th of February 2020

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	Wednesday 12 th of February 2020
Start Date	Monday 21 st October 2019
Contract Completion Date	Friday 17 th October 2019
Contract Duration	39weeks
Delay to programme	Approx 2 weeks
Target Completion Target	16 th July 2020
DC Programme Rev	0001 Rev A

3.2 Weather

- ◆ On the main building we have lost approx. 5 days due to inclement weather on the blockwork since the last progress meeting

3.3 Works Since last Meeting

See site photos;

- ◆ Completion of the workshop
- ◆ All Drainage completed and connected into the mains sewer
- ◆ Gas, Water & BT infrastructure taken into the site and ready for connection
- ◆ Superstructure masonry up to first scaffold lift height
- ◆ Scaffolding up to first lift and birdcage to same height
- ◆ Wind bracing changed to the back of the hall
- ◆ BT pole removed



3.4 Work being undertaken before next meeting

- ◆ Superstructure Masonry Completed
- ◆ Scaffolding ongoing
- ◆ Lower roof works Completed
- ◆ Main Roof underway
- ◆ Stonework will be underway
- ◆ Windows/ Doors and internal door sets into production
- ◆ Internal birdcage removed and some builders work 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

- ◆ Visited site on completion on the workshop, as it is one application they would not issue a certificate at this stage but were satisfied with the works. They also inspected the cavity work/ cavity trays and were happy

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

- ◆ DC awaiting further information

8.0 Neighbour Interface

- ◆ A complaint about the height of scaffold and the building along the back boundary.

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	Lovelock & Mitchell
Mechanical	Mitie
Electrical	Mitie
Steelwork	Steel Fabrications
Beam & Block Flooring	CBS
Attenuation Tank	SDS
Sub structure	Devon Contractors Small sub-contractor
Roofing	Western Counties Roofing
Windows & Doors	Nordic
Scaffolding	Rapid scaffolding
Carpentry	Bob Barry Carpentry
Stone Mason	Riviera Stone

Next Packages to be Procured;

Screeding	



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	£56,120.35	2/12/2019	Yes
18/12/2019	£158,708.63	£158,708.63	£158,708.63	01/01/2020	Yes
18/01/2020	£228,583.46	£228,583.46	£228,583.46	03/02/2020	Yes
18/02/2020	£317,498.48			03/3/2020	

10.4 Projected Final account

Main works	£981,343.70
Reduce foundations and replace with blockwork	TBC
Change to roof joist size and layout	TBC
Work to KB2 Specification	£0.00
Change to attenuation design	£0.00
Transport of stone to BTCC site	TBC
 In ground Obstructions	 £ 2,034.45
 Current Projected Final Account	 £983,378.15



Minor Works Workshop	£31,004.06
WAC Testing	£ 2,030.04
Asbestos disposal	£ 162.00
Drainage; Aco to personal door	£ 630.12
Electrical Prov sum uplift	£ 450.00
Drainage; connection to main line	£ TBC
Projected Final Account	£34,276.22

10.5 Progress with Payments / Valuations

Main Works

- Valuation 1 agreed
- Valuation 2 agreed
- Valuation 3 agreed
- Valuation 4 submitted 11th February 2020

Workshop

- Valuation 1 agreed
- Valuation 2 agreed
- Valuation 3 agreed
- Valuation 4 submitted 11th February 2020

10.6 Instructions Received

Ref.	Main Contract
CAI 1.01	KB2 Specification
CAI 1.02	Change in foundations
CAI 1.03	Flat roof timber changes
CAI 1.04	Instructed attenuation drainage change
CAI 1.05	Transportation of stone
CAI	
CAI	

Ref.	Minor Work Workshop
CAI 1.01	WAC testing
CAI 1.02	Disposal of asbestos
CAI 1.03	Confirmation of drainage



CAI 1.04	Omit Electrical Prov sum
CAI 1.05	Add in Mitie electrical works
CAI	
CAI	

Please see below for contract CVIs

11.0 Drawings For Approval etc.

Please see the following reports;

- At the time of writing this report we are waiting for approval/ comment on the internal door sets schedule to ensure it is inline with the design

11.3 Samples

- Slate has now been agreed

11.3 RFI's

- See RFI Tracker

11.4 CVI's

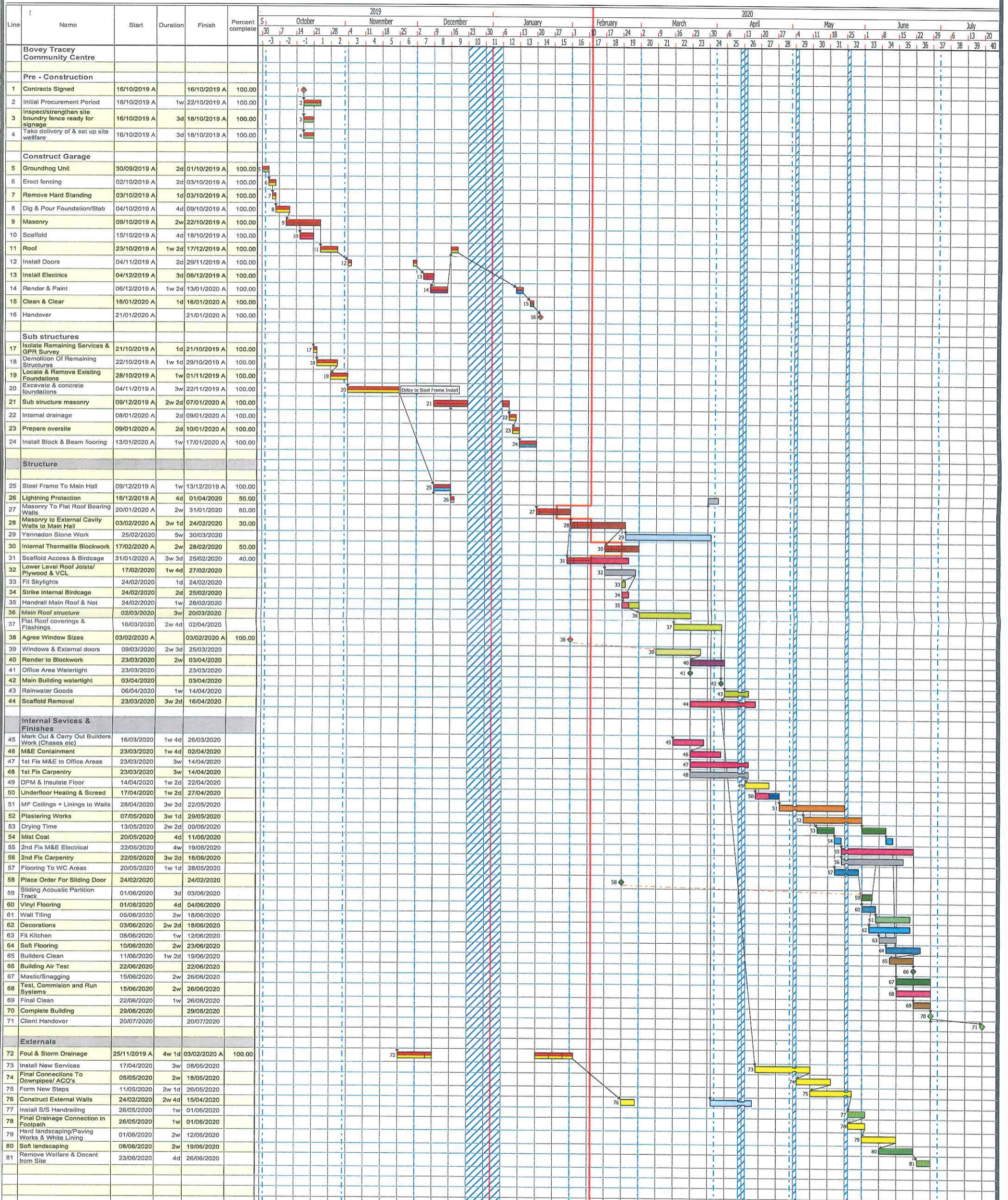
- CVI1 – instruction on concrete day joints
- CVI2 – Wall plate addition to workshop roof
- CVI3 – Instruction to move walling stone
- CVI4 – change of height to the brick plinth



Appendix | Progress Photographs



Bovey Tracey Community Centre



Procurement Stages, DC Trades									
Bricklaying	Scaffold	Roof	Windows & Doors	Render	Decoration	Miscellaneous	Block & Beam	Stonework	Carpentry
Screed	Flooring	Tiling	Cleaner	Groundworks	Lightning Protection	Steel frame	Drylining/Plastering	Mechanical & Electrical	Landscape

Milestone Appearances: Start Milestone (diamond symbol)

Drawn by: Planner - Chart Properties Dwg No. 00001 Revision No. A Notes: Comment - Chart Properties

Dear Councillors,

In light to the email I previously sent earlier this month, it appears the Football Club are in discussions with their committee members on the 28th February to discuss whether or not the Sharks can use their changing rooms on match days. As you can imagine this frustrates us hugely but does not over complicate things too much in the work we continue to do in the Bovey Tracey Community.

To make things easier to understand. This email has two proposals:

1. If the football club accept the use of their changing rooms. We will continue to train our seniors, juniors and the school project work we do, as well as continue to host our match days. Our governing body the Rugby Football League have cleared us to play at Bullands, and we have continued to watch our match day crowds grow. The Sharks are starting to have a real buzz around it. We are now offering Tier 4 Rugby League, a first for a Rugby League Club in the South West. This brings bigger support for the away teams, and gives more competitive, faster rugby league in the area. We ask for Bullands use from **Monday 23rd March 2020 until Sunday 13th September 2020**. (We have blocked the Craft Festival Weekend as Unavailable).
2. If the football club refuse. This does not stop us continuing to be a Bovey Tracey Community Sports Club and we will continue with the work with do at the local schools, the juniors and the seniors. With all training to be held at Bullands. Unfortunately, however, we would not be able to host games at Bullands, due to the requirement of changing rooms. This is a real shame, as we have made Bovey the Home of Devon Sharks RL. With the power we have now of being a Tier 4 Club, we could have really grown the support on match days. The Sharks on match days will go "on the road" to promote their first year as a conference team. We still need a full marked rugby pitch through training. This would be for Senior Match Days only! So we still ask for the use of Bullands from **Monday 23rd March until Sunday 13th September 2020**.

It has been suggested that the Football Club want the full use of Bullands for their U11s side. When we first moved to Bullands, it clearly needed work on it, as it was not being used. We/I have spent a lot of time and money in getting Bullands to look how it does in the Summer. We constantly get praise for how it looks, and this will continue under the months of our care. We do not wish to be forced off the pitch because it now suits them to play on it. There is no reason for the Football club to cause any issues as it is believed their season for their juniors is in September until early March.

What we ask for the Council to agree to is for us to take over the rugby pitch on Bullands from the dates above, regardless of the decision of the Football Club and their changing rooms. We will continue to care for the pitch and keep it tidy. At the end of the season (13th September) We will take the posts down (they are in sleeves) and cap them, for the football club to convert into a football pitch.

Thank You for your time and I hope you can continue with your support for what is now the biggest Rugby League Club in the whole of the South West. We are very proud of this and hope we make the community proud too.

Regards

██████████ - Director of Rugby for Devon Sharks RL

From: Nikki Taylor
Sent: 03 December 2019 08:59
To: Bovey Tracey Town Council <info@boveytracey.gov.uk>
Subject: Request for a Letter/Email of support

Dear Mark,

Re: Letter of support request

I am writing to you to see if you would be able to write an email or letter of support for a new Hockey Artificial Turf Pitch to be developed in Newton Abbot, at Stover School.

The project is being developed with the support of local clubs, schools and individuals to submit a planning application on 20th December and then apply for funding from various sources in 2020.

If successful, the pitch would cater for local schools, clubs and community use. There will be events, fixtures and tournaments taking place for all year groups both during the school day and in the community use times.

In order to gain as much momentum as possible we are contacting schools, clubs, and organisations across Teignbridge to see if they would kindly write a letter or email of support for the planning and funding bid purposes.

Your help and support would be greatly appreciated.

If you have any questions regarding this project please do not hesitate to contact me.

Nikki Taylor
Active Leisure Development Officer

Environment & Leisure
Teignbridge District Council
Forde Road Offices
Forde Road
Newton Abbot
Devon
TQ12 4AD

Hi Mark

I hope you are well. I think I might have mentioned this item to you before, in my role as Chairperson for Ashmoor Hockey Club?

Ashmoor HC is delighted to have the opportunity to work with Stover School on its plans to provide a new astro pitch at the school that will be suitable for hockey and other sports. Stover are keen to provide a new astro not only for the benefit of the school but also to make the facility available out of school hours to the community. The project is being supported by Nikki Taylor at Teignbridge DC and Barbara Reynolds of England Hockey.

Whilst I appreciate that Stover is outside the administrative area for Bovey Tracey Town Council, the Club was hoping that the Town Council would be able to write a letter of support addressed to Mr Notman at Stover in respect of the scheme, as the Club draws a large part of its 300 membership from the Bovey Tracey area. (If possible could you forward a letter of support to me and I will forward to Nikki who is collating the letters of support.)

Although, we used to play and train on the 3G astro (rubber crumb) at Ashburton, a rubber crumb surface is unsuitable for playing hockey. In fact, we have been working with England Hockey for some time to secure a suitable pitch, as England Hockey encourage Clubs to avoid playing on a rubber crumb pitch altogether. We have for many years played either at Exeter or Totnes and we currently play and train using the rebuilt sand dressed astro at KEVICS, Totnes.

It has however been a long held ambition for the Club to secure a new astro within our catchment area of Newton Abbot/Bovey Tracey/Ashburton/Chudleigh which is our 'home' location. The astro at Dawlish, is currently the only other pitch in Teignbridge which is suitable for hockey. However, the Dawlish astro is not available for use for hockey during the summer months and it does not meet the current standards (run off area). It means that the hockey facilities in Teignbridge are poor in comparison with other Districts.

The Club has 4 men's teams and two ladies team and one of the largest junior sections in Devon. Our men's first team currently play in the National League. Only two Exeter Clubs (ISCA & Exeter University) play at such a high standard in Devon and Cornwall.

The location of a new pitch at Stover with its easy access off Drumbridges therefore offers an enormous opportunity to develop and promote hockey and other sports within our immediate area.

We hope that the Town Council will be able to share our enthusiasm for the project and support the provision of a new astro in Teignbridge in such a convenient location and will be able to write of a letter of support for the project that will benefit the Bovey Tracey area with the provision of a high quality sports facility within our area.

Please let me know if you require any further information.

Kind regards,
Stuart