



**Minutes of Crediton Town Council's Property & Allotments Committee Meeting,
held on Tuesday, 12th September 2017, at 6.00 pm, at the Council Chamber, Market Street, Crediton**

Present: Cllrs Miss J Harris (Committee Chairman), Mr M Szabo and Mr J Ross

In Attendance: Mrs Clare Dalley, Town Clerk
Ms Penni Tearle, Chair of Boniface Allotments Association

19. To receive and accept apologies

No apologies were received.

20. Declarations of Interest

Cllr Ross declared a personal interest in agenda item 8 e) 'To receive an update on the installation of new number posts on the allotment sites' as Tuckers, who had provided a quotation, were his landlord.

21. Public Question Time

There were no members of the public present.

22. Order of Business

There were no changes to the order of business.

23. Chairman's and Clerk's Announcements

None.

24. Property & Allotments Committee Minutes – To approve and sign as a correct record the minutes of the Property & Allotments Committee Meeting held on 11th July 2017. Copies had been circulated with the agenda. It was **resolved** to approve, and sign, the minutes of the Property & Allotments Committee Meeting held on 11th July 2017, as a correct record. (Proposed by Cllr Szabo)

25. Matters Arising

No matters arising.

26. Allotments [CTC Allotments](#)

a) To consider the following issues and agree a course of action:

➤ **Vacant plots, Non-cultivation Notices and Notices To Quit**

The Clerk advised there is one vacant plot at Barnfield and two vacant plots at Exhibition Road, all of which will be available to let from 1st October 2017. Ms Tearle advised there is a waiting list and she will be contacting prospective tenants within the next two weeks. The Clerk also advised that there are currently no outstanding non-cultivation notices or notices to quit.

➤ **Annual allotment rent increase**

It was **resolved** to increase the allotment rents by one pence to 21 pence per square metre from 1st October 2017. (Proposed by Cllr Harris)

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➤ **Rent discounts**

The Clerk requested that Ms Tearle receive a 100% discount on her allotment rent, as recognition for the amount of time she has invested in monthly allotment inspections, liaising with existing and new tenants, which included showing every new tenant the plots available and offering help and support. This has resulted in significant savings to the Council. It was **resolved** that Ms Tearle receive a 100% discount on her allotment rent, which is due on 1st October 2017. (Proposed by Cllr Harris)

- b) **To consider matters raised by the Boniface Allotments Association and agree a course of action.** There were no matters raised.
- c) **To consider matters and issues raised by allotment tenants and agree a course of action.** Ms Tearle advised that a tenant had requested to keep chickens on their allotment. It was **resolved** that the request be refused. (Proposed by Cllr Harris) The allotment rules clearly state 'No animals or livestock can be kept on the allotment.' It was noted that the Town Council had made a clear decision that this should be the case many years ago.
- d) **To discuss altering the current water provision at the Barnfield allotment site.** Further documentation had been issued with the agenda. It was **resolved** to instruct E J Yeandle to replace the 'turn on' tap at Barnfield allotment site with a 'push down' tap at a total cost of £60 + VAT. (Proposed by Cllr Harris) It was also **resolved** for the Clerk to carry out further investigation regarding the purchase and installation of a water trough at the Barnfield Allotment site due to the difficulty many plot holders were experiencing when trying to fill their watering cans from the tap. (Proposed by Cllr Harris)
- e) **To receive an update on the installation of new number posts on the allotment sites.** Further documentation had been issued with the agenda. It was **resolved** to purchase 20 half round stakes 5ft 6inches in length and 4-5 inches in diameter from Tuckers at a cost of £1.88 + VAT per stake. Ms Tearle volunteered to paint the numbers on the stakes. (Proposed by Cllr Harris)
- f) **To receive and approve the Pond Risk Assessment template for allotment plots.** A copy of the risk assessment had been issued with the agenda. It was **resolved** to approve the pond risk assessment template for allotment plots. (Proposed by Cllr Szabo)
27. **To receive an update on the Exhibition Road Allotment Access Path Project and agree any actions.** The Clerk advised that work had commenced on the path inside of the Exhibition Road allotment site. The necessary consent and approval for a drop kerb at Willow Walk was still outstanding from Devon County Council.
28. **To consider the following property inspection reports and agree a course of action:**
A copy of the inspection reports had been issued with the agenda.
- **Upper Deck (following a further update)**
The Clerk advised that free advice had been obtained from a Structural and Civil Engineer regarding the crack in the wall at Upper Deck. She read the advice received to Councillors. In brief, immediately adjacent to the crack there is a sycamore tree and there is a strong possibility that the roots and base of the trunk of this tree are

causing some disturbance to the foundation of the wall and could be causing the cracking. The current recommendation is for the tree to be removed and any future movement be monitored. Mid Devon District Council's (MDDC) Tree Officer had been consulted and the tree is located outside the conservation area. Three quotations had been received for the removal of the sycamore tree and were considered by Councillors. It was **resolved** to instruct Rural and Urban Tree Services Ltd to remove the sycamore tree at a total cost of £100 plus VAT. It was further **resolved** to have the tree stump treated to prevent any regrowth and the Clerk was instructed to ask Rural and Urban Tree Services Ltd to carry out this work. (Proposed by Cllr Szabo)

- **Fulda Crescent Play Area**

The property inspection was considered and noted. The Clerk advised that quotations had been obtained for the following work at Fulda Crescent:

- Remove to near ground level all self-seeded plants, treat the stumps with 10% Glyphogan to prevent any re-growth.
- Trim all climbing plants back to the boundary line
- All cut material is to be removed from site.

Urban and Rural Tree Services had been instructed to carry out the works at a total cost of £200.00 plus VAT as the funds were already allocated within the budget. The work will commence on 14th September 2017. Members agreed with this course of action.

- **Spinning Path Gardens Play Area**

The property inspection was considered and noted. The Clerk advised that quotations had been obtained to purchase a bin for Spinning Path Gardens. It was **resolved** to purchase a bin from the Bin Shop for £89.99 + delivery of £9.99 + VAT. (Cllr Harris)

- **Greenway Play Area**

The property inspection was considered and noted. Cllr Ross requested that the area is kept clear of rubbish and that the bin is regularly emptied. The Clerk confirmed these works should be covered under existing contracts but she would double check.

New signage for the three new play areas was considered by members and it was **resolved** as follows:

- To approve the design
- To instruct Touchwood signs to make the signs as per their quotation at a cost of £18 per sign
- To instruct Touchwood signs to fix the signs at the play area at a cost of £10 per sign on wood and £15 per sign on masonry.

(Proposed by Cllr Szabo)

A copy of the full report had been issued with agenda.

29. To consider quotations received for the various pressure washing required throughout the town, following the annual property inspection, and agree a course of action. Copies of the

quotations had been issued with the agenda. It was **resolved** to instruct The Window Cleaners to carry out the following works:

- **St Boniface Statue, Newcombes Meadow**
Spray using biocide, statue & plinth - £70.00 + VAT
Power wash floor and steps - £80.00 + VAT
- **Bandstand, Newcombes Meadow**
Cleaning of graffiti and internal slabs
Undercover slabs - £85.00 + VAT
Cleaning stairs and ramp and uncovered slabs but excluding red brick - £150.00 + VAT
- **Peoples Park Scout Memorial Garden**
Cleaning the moss on both the tarmac area and winding path - £220.00 + VAT
- **Millennium Cross, St Lawrence Green**
Cleaning of Millennium Cross - £60.00 + VAT
- **Upper Deck**
Charlie Haydon Plaque, Graffiti on Central Seat, History of Upper Deck Notice - £45.00 + VAT

(Proposed by Cllr Szabo)

The Clerk confirmed she would be trying a new solution for cleaning sticky residue from the town's bus shelters. If successful she suggested using Community Payback to clean the sticky residue from all bus shelters prior to power washing. Members thought this was a good idea.

30. To consider quotations received for the various paintwork required throughout the town, following the annual property inspection, and agree a course of action. Copies of the quotations had been issued with the agenda. It was **resolved** to instruct AR Davey to carry out the following works:

- **Peoples Park Wildlife Area - £155.00 + VAT**
Bird feeder – two coats of Sadolin Classic wood stain.
Picnic bench – clean and paint two coats of Sadolin Classic wood stain.
Transport, Materials and Labour
- **Peoples Park Scout Memorial Garden - £45 + VAT**
Wooden notice boards x 2 – paint two coats of Sadolin Classic.
Transport, Materials and Labour
- **Spinning Path Gardens Play Area - £75 + VAT**
Bench – paint metal work two coats of Rustoleum metal paint.
Clean plastic bench seat.
Transport, Materials and Labour
- **Greenway Play Area - £75 + VAT**
Play area bench – paint metal work two coats of Rustoleum metal paint.

Clean plastic bench seat.
 Transport, Materials and Labour
 (Proposed by Cllr Harris)

31. **To consider quotations received for the various structural/building works required throughout the town, following the annual property inspection, and agree a course of action.** Copies of the quotations had been issued with the agenda. It was **resolved** to instruct AR Davey to carry out the following works:

- **Bandstand - £100 + VAT**
 External ramp – remove screw.
 Repair loose gutter joints.
 Stop in missing mortar joints to capping

(Proposed by Cllr Szabo)

It was **resolved** to instruct R J Brooks & Sons Ltd to carry out the following works:

- **Upper Deck**
 Repoint the walls - £220.00 + VAT
- **Fulda Crescent Play Area**
 Replace fencing panels and renew rails - £175.00 + VAT
- **Spinning Path Gardens Play Area**
 Fill in holes in play area, replace section of wire and rails - £180.00 + VAT
- **Peoples Park Scout Memorial Garden**
 Filling slab joint on wall - £22.50 + VAT

(Proposed by Cllr Szabo)

It was **resolved** to instruct FJ Stevens to carry out the following works:

- **St Boniface Statue**
 Fix to the side of the steps a new slippery when wet sign £20.00 + VAT
 Mix up a mixture of Portland Stone dust and cement to fill the holes which have appeared in the floor slabs £70.00 + VAT
- **Millennium Cross**
 To clean out the cracked joint and refill with a mixture of granite dust and cement
 £35.00 + VAT

(Proposed by Cllr Szabo)

32. **To consider a quotation received to replace the existing bird netting on the War Memorial next year.** A copy of the quotation had been issued the agenda. It was **resolved** to defer this item until the next meeting to allow the Clerk to investigate how the new netting will enable access to the lighting for repairs and replacement. (Proposed by Cllr Harris)

33. **To consider quotations received to restore the inscription on the St Boniface Statue and agree a course of action.** Copies of the quotations had been issued the agenda. There was a discussion as to whether it would be best to repair the statue or fit a plaque/information board nearby

detailing the inscription. It was **resolved** to obtain quotations for a tasteful plaque that could be situated near the statue. (Proposed by Cllr Harris)

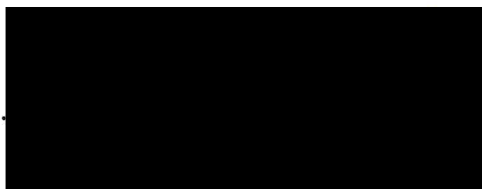
34. **To consider quotations received to erect stock proof fencing at Stonypark and agree a course of action.** Copies of the quotations had been issued the agenda. It was **resolved** to instruct R J Brooks & Sons Ltd to erect the stock proof fencing for a total cost of £1,067.50 + VAT. (Proposed by Cllr Szabo)
35. **To consider quotations received for the 2017/18 grass verge cutting.** Copies of the quotations had been issued with the agenda. It was **resolved** to defer this item so more quotations could be obtained. (Proposed by Cllr Harris)
36. **To receive an update on the Lime Tree that was removed at Peoples Park and agree any further actions.** The Clerk advised the Lime Tree, which was hollow and dead, had been removed. Mid Devon District Council's Tree Officer had stated that another tree should be planted in its place. Hooper Services had recommended planting a Quercus Rubor (Common Oak/English Oak). It was **resolved** to plant one Quercus Rubor. (Proposed by Cllr Harris) The Clerk confirmed she would obtain quotations to grind out the old stump and plant and stake the new tree.
37. **To receive an update on the metal bench located at Landscore following the Council's decision to adopt and maintain it and agree any further actions.** The Clerk advised that South West Galvanisers had agreed to galvanise the bench for free, however, before this could be done the bench required repairing and shot blasting. Quotations had been obtained to repair the bench and it was **resolved** to instruct Paul Gilbert to repair the bench at a cost of £285.00. (Proposed by Cllr Szabo) The Clerk advised that after the repair CS Engineering have agreed to shot blast the bench free of charge. It was **resolved** to have the bench shot blasted and galvanised after it had been repaired. (Proposed by Cllr Harris) The Committee agreed it would then decide whether to have the bench painted.
38. **To consider the Town Street Furniture Inventory and agree any actions required.** A copy of the inventory had been issued with the agenda. Councillors complimented the Assistant Clerk on the extremely thorough and impressive job she had done. Cllr Szabo pointed out that there were 6 bollards in Area 6 numbered 19-23 and 26, which are in a very poor condition. It appears that no-one is looking after them and he asked if the Town Council could assume responsibility for them and have them repainted. Members felt this would be worth investigating.
39. **To receive a report on the current condition of Newcombes Meadow toilets, following the Council's decision to purchase the building at the cost of £1 from Mid Devon District Council and agree any further actions.** A copy of the report had been circulated with the agenda. The Clerk drew Councillors' attention to the poor state of repair the toilets were in. She advised that the purchase of the building had not progressed as yet, but that Councillors would need to consider if they were willing to take over the ownership of the toilets in their present state.
40. **Business brought forward**
Cllr Szabo advised:
- The old toilet building at St Lawrence Green had graffiti on it. The Clerk said she would report this to Mid Devon District Council.

- He had received a request for a bus shelter with bench on East Street at the bus stop outside East Town Café. Members thought this would be a good idea and the Clerk agreed to investigate the possibility

41. Close

Meeting closed at 7.30 pm

Signed ..



Dated.....

14 / 11 / 17