

IVYBRIDGE TOWN COUNCIL

The Minutes of the Assets Committee held in the Town Hall on Monday 2 September 2024 at 6.30pm

Present: Cllr T Lannin (Chair)
Cllr A Khong
Cllr A Spencer
Cllr J Brown

In attendance: Mrs K Elliott-Turner (Town Clerk)
Mrs J Gilbert (Assistant Clerk)
Mrs L Firth (Parks Officer)
Mrs M Lord (Watermark Manager)

AS24/001 **APOLOGIES:** Apologies were received and reasons accepted from Cllr P Dredge, Cllr L Rea, Cllr A Rea and Cllr S Weeks. Cllr L Austen gave two reasons for apologies, both were accepted.

AS4/002 **DISCLOSURE OF MEMBERS INTERESTS AND DISPENSATIONS:** There were no declarations of interests, and no written requests for dispensations from members.

AS24/003 **PUBLIC SECTION:** No members of the public were present.

AS24/004 **OFFICER REPORT:** The Officer Report, appended, was received and noted. The Assistant Town Clerk provided an update on the MacAndrews Field play area advising that outstanding issues were still being discussed with Kompan.

The Watermark Manager advised that the new treasure trails which cover local areas are selling well.

It was **RESOLVED** to receive and note the report.

AS24/005 **BIOFLUORESCENT WALKS – LONGTIMBER WOODS:** Members considered a report regarding booking Reveal Nature to hold Biofluorescent Walks in Longtimber Woods (report previously circulated).

The Town Clerk advised that Reveal Nature have requested to hold biofluorescent walks in Longtimber Woods next April and October. This would consist of two separate events, with two walks per event held back to back lasting 30 minutes per session and scheduled after sunset. There would be 15 people maximum, minimum age 8 and children would be accompanied by an adult. The cost to the Town Council would be £175 per walk, therefore two walks would be £350. The tickets could be sold by the Town Council but not through the

Watermark Box Office where a charge would have to be applied, and suggested ticket prices vary between £12.50 to £20. They could be priced at the cheaper rate providing they meet the minimum cost to the Town Council. Any profit would be put back into Longtimber Woods EMR for future improvement works. The committee would however need to commit to the funding even if insufficient places are booked. These would be one-off events rather than annual, however If this proves to be a success there is a possibility that further events could be provided in the future and subsidised by the Town Council.

The committee were keen on the proposal due to its educational appeal and felt that these events could attract local interest.

It was **RESOLVED** to book Reveal Nature to hold a Biofluorescent Night Walk in Longtimber Woods in April and October 2025. These would be priced at £12.50 for children 8-18 and £15 per adult. Any profit from ticket sales income to be put back into Longtimber Woods improvement works.

AS24/006 **DRONE POLICY:** The committee considered whether drone/model plane flying/launching should be permitted in our public open spaces (report previously circulated).

The committee were inclined not to place a blanket ban on recreational drone/model planes as they did not wish to stifle the enjoyment of those wanting to operate these. They were however conscious of the health and safety implications, and therefore agreed to promote the CAA Drone Code for launching from /landing on and flying over Town Council land for all drones and model aircraft, including those weighing below 250g and not having cameras.

Professional/commercial organisations wishing to fly Unmanned Aerial Vehicles (UAVs) for commercial purposes over Town Council land would need to request permission in writing from the Town Council, and the Town Clerk would draft up the application requirements as recommended in the report.

It was **RESOLVED** to:

- (i) promote following the CAA Drone Code for all recreational drones/model aircraft weighing below 250g and not having cameras wishing to launch from/land on and fly over Town Council land;
- (ii) permit professional/commercial organisations wishing to fly Unmanned Aerial Vehicles (UAVs) for commercial purposes over Town Council land subject to them requesting permission in writing from the Town Council and receiving approval. The Town Clerk to draft up the application requirements as recommended in the report.

AS24/007 **VICTORIA PARK – BIN REPLACEMENT & EMPTYING:** Members considered a report following action taken by the Town Clerk to authorise replacement of litter bins in Victoria Park, on health and safety grounds, and the proposals that the Town Council will empty the bins going forward (report previously circulated).

Members approved the purchase of the four new litter bins on health and safety grounds and the removal, disposal and installation of the new bins by the Town Council's parks officers.

With respect to the emptying going forward, the Town Clerk advised of the benefits of the bins being emptied in-house rather than relying on a schedule by South Hams District Council. Members queried the wheelie bin capacity if waste from three additional park bins are being deposited into it.

It was suggested that either an additional wheelie bin could be added to the contract waste agreement, or alternatively an extra waste collection is added to the contract for the one wheelie bin to be emptied twice weekly. The most cost-effective option would be explored by the Assistant Town Clerk and put in place.

It was **RESOLVED** to:

- (i) ratify the executive action taken to purchase four litter bins in Victoria Park on health and safety grounds;
- (ii) approve the removal, disposal of the three existing bins and installation of the four new bins by the Town Council's parks officers;
- (iii) approve the emptying of all the new bins in Victoria Park going forward by the Town Council's parks officers;
- (iv) enquire about cost effective waste options with South Hams District Council Contract Waste Services in order to cope with the increased demand on wheelie bin capacity, and for the Assistant Clerk to arrange for this to be put in place.

AS24/008 **QUANTIFIED TREE RISK ASSESSMENT FOR IVYBRIDGE TOWN COUNCIL'S PARKS AND OPEN SPACES:**

Members considered the report regarding the Quantified Tree Risk Assessment (QTRA) for Ivybridge Town Council's parks and open spaces including trees off-site which could pose a risk on Town Council land.

Devon Tree Services were invited to quote for all works recommended in the QTRA, and provided a separate quotation 14830 at £7,805 for immediate urgent works. For expediency, Members were invited to approve quotation 14830 and for Devon Tree Services to be instructed

to undertake these works without the Assistant Town Clerk seeking further quotes on the grounds of health and safety and urgency requirement.

However, quotations for the outstanding recommended tree works in the QTRA will be brought back to the next Assets Committee meeting in October to be considered along with quotations from other tree contractors due to the costs involved.

It was **RESOLVED** to:

- (i) receive and note the the Town Council's Quantified Tree Risk Assessment (QTRA) for Ivybridge Town Council's parks and open spaces including trees off-site which could pose a risk on Town Council land;
- (ii) approve quotation 14830 from Devon Tree Services for £7,805 and to instruct the works without the requirement to obtain two further quotes due to the urgent nature of the works;
- (iii) bring quotations for the outstanding recommended tree works in the QTRA to the next Assets Committee meeting.

AS24/009

POLICY – TOWN COUNCIL TREES AND NEIGHBOURING PRIVATE LAND: Members considered the introduction of a policy regarding works to Town Council trees by neighbouring private landowners (report previously circulated).

The Town Clerk advised that occasionally residents approach the Town Council requesting that the council carries out tree works on council owned trees overhanging their properties.

The Town Council has all trees inspected as part of the Quantified Tree Risk Assessment (QTRA) and any recommended works are carried out by the Town Council's appointed tree contractors.

There is no legal duty for a landowner to prune trees growing over into a neighbouring property. If branches encroach onto neighbouring land or property and are regarded as a nuisance, the neighbouring landowner has the legal right to cut the encroaching branches.

If however, the tree works are significant and require use of a contractor, and involve coming onto Town Council property to carry out the works, these should be by instruction and cost to the property owner, and they would need the consent of the Town Council to carry out these works. South Hams District Council (SHDC) Tree Officer advises that SHDC permits residents to undertake works with contractors who are Arb Approved in order to ensure quality of work and liability insurance is in place. They also require the scope of works to be submitted prior to commencement of any works.

The Town Council's tree consultants who performed the QTRA have offered to visit and liaise with any neighbours who perceive trees on Town Council land being a nuisance to their property.

The committee agreed that it would be helpful to have a policy in place based on the recommendations provided in the report.

It was **RESOLVED** to agree to a policy being drawn up by the Town Clerk regarding works to Town Council trees by neighbouring private landowners, and to include the recommendations included in the Town Clerk's report.

AS24/010

FIRE RISK ASSESSMENT – TOWN HALL & WATERMARK:

Members considered a report regarding a recently completed Fire Risk Assessment of the Town Hall and The Watermark, and also copies of the Risk Assessments.

The Town Clerk, Assistant Town Clerk and Watermark Manager are working through the Risk Assessment actions and identifying recommended works. Some tasks can be done in-house, however other recommendations will incur further expert external consultancy works and further works as a result.

It was requested that the Town Clerk be granted delegated authority to instruct any works to undertake required actions which exceed emergency expenditure. The expenditure would be reported back to the committee on completion.

The committee was in agreement that the necessary actions required should be undertaken.

It was **RESOLVED** to:

- (i) receive and note the Fire Risk Assessment reports for the Town Hall and Watermark;
- (ii) delegate the Town Clerk to instruct works to the Council's preferred contractors following actions required in the Fire Risk Assessment Action Plans for the Town Hall and The Watermark

AS24/011

WATERMARK OUTSIDE SEATING: Members considered the correspondence from a resident regarding antisocial behaviour (ASB) and the presence of outside seating at The Watermark.

Members did not consider that removing the seating would resolve the problem, and late-night activities such as football and motorbike racing are separate issues to the seating. It was also acknowledged that the seating is enjoyed by Watermark customers.

Discussions with the police have also reached the conclusion that removing the seating will not solve the problems, and the Police Inspector has stressed that members of the public who are victims of ASB should report it to the police. The number of such reports has

reduced. If reports of ASB are received then the police can investigate, and will request to view any CCTV footage taken from The Watermark. The local police constable has also suggested the reinstatement of ASB meetings.

It was **RESOLVED** that the Town Clerk writes to the Costly Street resident advising that both the Members and the police have indicated that the removal of the seating will not resolve the issue of ASB, and that the police have stressed that any instances of ASB should be reported to them. Therefore the outside Watermark seating will remain in place.

AS24/012 **FREE LET REQUESTS:** Requests were considered for free lets of rooms within the Town Hall from:

- (i) Devon Mind
- (ii) Ivybridge Community Transport Association (Reports previously circulated).

It was **RESOLVED** to grant approval for the free lets of rooms within the Town Hall for:

- (i) Devon Mind for their support sessions in the Committee Room if available or other rooms in the Town Hall, frequency estimated as monthly but in accordance with need. However, provision of a projector and hot water flasks and crockery would be chargeable in accordance with the Town Council's hire charges due to wear and tear of equipment and staff time for setting up/clearing away;
- (ii) Ivybridge Community Transport Association for x5 bookings of the St Pierre Sur Dives Room, 1hr 30mins per booking.

Meeting ended at 7.41pm

Signed.....

Date: 7 October 2024