

## IVYBRIDGE TOWN COUNCIL

### The Minutes of the Parks and Open Spaces Committee held in the Town Hall on Monday 29 January 2024 at 6.45pm

Present: Cllr L Rea (Chair)  
Cllr T Lannin  
Cllr V Abbott  
Cllr L Austen  
Cllr C Cao  
Cllr S Murphy  
Cllr S Weeks

In attendance: Mrs K Elliott-Turner (Town Clerk)  
Mrs J Gilbert (Assistant Town Clerk)  
Three Members of the Public

PA23/028 **APOLOGIES:** No apologies were received.

PA23/029 **DISCLOSURE OF MEMBERS INTERESTS AND DISPENSATIONS:**  
Cllr Abbott declared an interest as a District Councillor with respect to PA23/035 and PA23/036 but these were not pecuniary interests. No other interests were declared.

PA23/030 **PUBLIC SECTION:** Nick Harris represented Skate South Devon and spoke in support of their application under item PA23/033 for a pop-up coffee and cake facility at Filham Park. They have received a response from SHDC to their pre-planning application and are now fund raising to achieve approximately £20k-30k to drive the proposal forward to a full planning application. They are seeking a licence to sell food and drink at Filham Park. He invited the Town Clerk and anyone interested to visit their site near Bantham which is a similar set up. They believe the site at Filham Park should be non-profit and sustainable.

PA23/031 **MINUTES:** The minutes from the meeting held on 29<sup>th</sup> November 2023 (copy previously circulated) were confirmed as a correct record.

It was **RESOLVED** to confirm the minutes of 29<sup>th</sup> November 2023 as a correct record.

PA23/032 **PARKS & OPEN SPACES EVENT GUIDANCE & CONDITIONS OF HIRE DOCUMENT AND BOOKINGS FORM – REVISED:** The Committee considered the revised Event Guidance and Conditions of Hire Document, and bookings form, for adoption (copy previously circulated).

The Town Clerk asked members to confirm in more detail the types of activities which will not be permitted. The Committee were opposed to fireworks due to the environmental impacts and also the effect on animals, and requested that no fireworks is specified in the conditions.

Members were requested to consider the charges for commercial traders as there is currently no clear policy. The Town Clerk suggested they could consider a scale of charges depending on the number of people attending. One method could be linked to the TEN application an event would need to obtain, which accounts for up to 499 people and goes up in scales. The Chair considered this to be too high as a first threshold.

The Town Clerk asked Members to consider the setting of a figure for a refundable damage deposit and suggested this could be linked to the Council's damage excess charge of £500, which would be returnable depending on no damage. The Committee preferred this to be proportionate and suggested a percentage of the hire fee.

It was **RESOLVED** to:

- (i) accept the Parks and Open Spaces Guidance and Conditions of Hire Document and Bookings Form, with the inclusion of 'No Fireworks' under 'Point 1. What Constitutes an Event';
- (ii) delegate to the Town Clerk the setting of the 'Charges for commercial/traders' and report these back to the Committee.
- (iii) delegate to the Town Clerk the setting of the refundable damage deposit which is to be proportionate to the hire fee, and report these back to the Committee.

*Standing Orders were suspended at 7.04pm to allow Cllr Abbott to speak on behalf of a resident.*

Cllr Abbott wished to raise an issue relating to the footpath running from Ivydene Road, alongside Torre Park, to Pound Farm Lane. This is designated Footpath 1. The resident is particularly concerned about the path alongside the hedge of Torre Park. This related to the footpath side of the hedge, not the park side. She had spoken of the debris, the clogging of drainage channels, and the covering of a manhole cover.

The Town Clerk confirmed that this footpath is covered under the P3 footpath agreement whereby the Town Council carry out maintenance work on public rights of way on behalf of Devon County Council, and the Parks Officers could undertake this work.

*Standing Orders were resumed at 7.06pm*

PA23/033

**POP UP COFFEE & CAKE FACILITY – FILHAM PARK:** Members considered a request from Skate South Devon (SSD) CIC to site a small pop up facility selling food (cakes) and drinks (coffee) at Filham, in order to raise money towards the proposed wheeled sports park

(copy of request previously circulated). As this request comes from a CIC which falls within the 'Charity/Community' bracket in our Conditions of Hire for use of parks/open spaces, no charge is applicable, however a formal license from the council would be required.

It was noted that the Council would be considering two applications at the same meeting, and three people providing refreshments altogether if including the Cricket Club. However, as the Cricket Club are seasonal it was suggested that the Council would be looking for something more sustained. The Committee queried the proposed length of the licence, and the Town Clerk advised that a normal length would be 12 months.

*Standing Orders were suspended at 7.11pm to allow the public to speak.*

A member of the committee enquired how SSD would deal with anti-social behaviour in young people. The representative advised that they are familiar with running events and as a CIC they have insurance and risk assessments, and they will engage with all sections of the community. They would ensure safety aspects are in the interest of all residents, and this would also include food safety.

The applicant from Wonky Donkey Coffee proposed operating from approximately 8am to 3pm, depending on daylight and from Tuesday through to Sunday.

Both applicants confirmed they were unaware of each other applying. Wonky Donkey Coffee envisaged locating near the tree information board on the hardstanding within the park, or tucked in alongside the brook but not taking up car parking spaces. SSD confirmed that they would be flexible and not take up car parking spaces and the gravel track could be utilised, and agreed it would be sensible to talk to the other party. They would want to operate on Fridays, Saturdays and Sundays. Their intention would be to run the café in the future as part of the skate facility and make a sustainable model.

Wonky Donkey Coffee confirmed that they would be happy to plug the gap for however long the skate facility took to develop, and would then be interested to move to another site if the Council permitted this.

*Standing Orders were resumed at 7.23pm*

It was **RESOLVED** to approve the request from Skate South Devon CIC to site a small pop up facility selling food (cakes) and drinks (coffee) at Filham Park, in order to raise money towards the proposed wheeled sports park and a licence be granted for a period of 12 months.

PA23/034 **COFFEE VAN – FILHAM PARK:** A request for a coffee van to be sited in the car park at Filham Park was considered (copy of request

previously circulated). As this request comes from a business which falls within the 'Commercial/Trading' bracket of our Conditions of Hire for use of parks/open spaces, a charge is to be applied. A formal licence from the council would be required.

It was **RESOLVED** to:

- (i) approve the request from Wonky Donkey for a coffee van to be sited at Filham Park, and a formal licence be granted for a period of 12 months. This would consist of three months free of charge with a break clause followed by nine months' rent;
- (ii) delegate authority to the Town Clerk to negotiate the rent charges and the space allocated.

*The public left the meeting at the conclusion of this item.*

PA23/035

### **GRASS CUTTING & GROUNDS MAINTENANCE CONTRACT 2024/2025:**

The Town Clerk advised that she had been redrafting the grass cutting and grounds maintenance contract specification of works and contract conditions for the parks and open spaces. She had included the hedge around the fishing lake which has previously been done on an ad-hoc basis. Other elements had been removed where the Parks Officers have been doing the works and are happy to continue with this. The Donkey Sanctuary flail the hedge on the access road so this will still be included but amended to when required. Woodlands Cemetery is a separate contract which has rolled over but going forward everything would be included in a central contract which provides economies of scale.

The committee enquired if wildflower areas would be included. The Town Clerk responded that it has been very difficult to pin point these areas on a plan. ParkLife have advised that they are working on a proposal to put in some wildflower pockets on Woolcombe Lane near the roundabout end, to be considered by committee in due course. The St Peters Way existing wildflower area will remain as such. Members would like annual cuts included in wildflower areas and the grass collected in order to enable the wildflowers to grow. Maintenance of current wildflower areas is to be included in the contract specification, together with creation of any new pockets identified.

It was **RESOLVED** to:

- (i) approve the revised grass cutting and grounds maintenance contract specification of works and contract conditions for the parks and open spaces, and to include maintenance and creation of wildflower areas;
- (ii) give delegated authority to the Town Clerk, in consultation with the Chair of this committee, to determine a contractor for

2024/2025, after suitable advertising, and in view of the short time before start of contract period. Chosen contractor will be reported back to the committee.

PA23/036 **CONTRIBUTION TOWARDS TREE WORKS ON THE RIVER ERME:**  
A request from South Hams District Council for a contribution from this council towards tree works on a section of the Erme River, of £2,000 (from EMR Tree Surgery) was considered (copy of correspondence previously circulated).

A discussion took place on riparian rights and it was suggested that Devon County Council are likely to be responsible in some sections, as owners of the land abutting the river bank to the middle of the river.

A committee member had distributed an old sepia image showing a clear view to the Ivy Bridge and showing the leat and the tree to the north end which are of particular interest. The Committee agreed that the leat is part of the historical fabric of the town and were keen that part of the funds are used to clear it. They would also like attention given to the tree at the northern end adjacent to the Ivy Bridge and the bamboo on the east side to be removed.

It was **RESOLVED** to provide £2,000 of funds towards the tree works on the River Erme, and the priorities for the works are:

- Clearing the leat;
- Attention given to the tree at the northern end adjacent to the Ivy Bridge;
- Getting rid of the bamboo on the east side;
- Any remaining funds to be used towards trimming of trees to give a clear view of the Ivy Bridge from the New Bridge.

PA23/037 **WORK PLAN UPDATE:** An update was received on the committee work plan for 2023/24 (copy previously circulated).

The Chair requested for the investigation into the sale of Holman Way and Orchid Avenue being picked up again following the departure of the previous Town Clerk.

There was discussion about moving the BBQ out of the swimming pool as it spends a lot of time submerged when the pool floods with rainwater. It was suggested that it could be placed on the side of the pool.

The wildflower planting around the memorial bench in Longtimber Woods was queried. The Town Clerk advised that the bluebells hadn't taken. She proposed that there is a conversation in the future with the family about these being planted in a more suitable location which could become the memorial area. A volunteering event was also suggested to remove the non-native plants in the woods. It was

expected that these issues could be covered under the Woodland Management Plan.

It was **RESOLVED** to:

- (i) investigate the sale of Holman Way and Orchid Avenue.
- (ii) explore the relocation of the BBQ currently in the swimming pool area to the side.

PA23/038     **UPDATES AND INFORMATION:** A report from the Town Clerk with updates and information was received.

The Town Clerk advised that she had met with Tim Russell from DNPA regarding the Miles without Stiles project. There are plans to improve the accessibility near the beach area by relocating and lowering the noticeboard, moving the bin and making the picnic table wheelchair friendly. There are plans to make a natural bench from the fallen tree and place this in a sunny area on the opposite side of the track.

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

Meeting ended at 8.19pm

Signed.....

Date: 25 March 2024