

## IVYBRIDGE TOWN COUNCIL

### The Minutes of the Parks and Open Spaces Committee held in the Town Hall on Monday 21 June at 7pm

Present: Cllr Mrs Sara Hladkij (Town Mayor)  
Cllr Mrs T Lannin  
Cllr A Rea  
Cllr L Rea  
Cllr A Spencer  
Cllr R Wilson

In attendance: Mr J Parsons (Town Clerk)  
Mrs J Gilbert (Assistant Town Clerk)

***There was no public participation session.***

## AGENDA

*Two minute's silence was held for Ivybridge resident Reza following his recent tragic death in Longtimber Wood.*

PA21/001 **ELECTION OF CHAIRPERSON:** Cllr Alan Spencer was nominated and seconded as Chairperson for 2021-2022.

PA21/002 **ELECTION OF VICE CHAIRPERSON:** Cllr Tessa Lannin was nominated and seconded as Vice-Chairperson for 2021-2022.

PA21/003 **APOLOGIES:** No apologies were received.

PA20/004 **INTERESTS TO BE DECLARED:** Cllr Rea declared an interest in Item PA20/006 as a member of the Allotment Association, and took no part in the discussion.

PA21/005 **FILHAM PARK MASTERPLAN:** The report was considered on the proposed plan including the access track to agree to begin the phased funding and delivery as set out in the report (copy previously circulated).

The Town Clerk explained that South Hams District Council required more detail regarding the allocation of the S106 monies. The South Hams District Members of Ivybridge and Ugborough will need to be in agreement with the funding, and are keen to see the access path implemented in the north east end of the park to the back of Lucerne Fields.

Cllr Wilson commented that it was an excellent report and queried if the figures were estimated, and what extra cost would be on the Town Council.

The Town Clerk confirmed that South Hams are happy for certain projects to be purely funded by the S106, for some they will accept volunteer time as a value, and some will require funding from other sources, such as the Filham tree planting. Certain projects will not be funded if there are other sources, for example the additional bike track funding would be sought by the Bike Track Committee. It should also be noted that the bike track would be kept separate from the skate park, and South Hams will need to find a solution for the latter.

For Phase 2 the Town Council would need to commit funds, and proposed that the £70k invested for capital projects be spent on the toilets in Filham Park. Cllr Wilson was concerned that the toilets were outside of the park, and suggested a small toilet within the park. The Town Clerk responded that the idea was not to spoil the appearance of the park with buildings. The septic tanks have been removed from the Cricket Club area and the sewage connection which runs from the cricket club has been adopted by South West Water, so the infrastructure is in place. Cllr L Rea stated that from a safety perspective it made sense to have the toilets in the car park where it was lit. The Town Clerk added that it would be helpful to have the toilets in the car park for families getting in and out of cars, they would be fully accessible, of a low energy and low carbon construction and proposed that they would be non-chargeable, with fixed opening/closing and cleaning times.

Cllr Lannin queried the funding for the angling information boards. The Town Clerk confirmed that these were currently unsightly metal and it was the intention to bring these in line with the look of other noticeboards, and would be funded by S106.

He advised that South Hams will add 15% up to any bid for management of these projects and this is likely to be Park Life. There is money allocated in the budget for external consultants. This would go out to tender if projects were over £25k in value, but this amount would not be spent on Park Life, however they may be needed for larger projects in terms of contractors for the toilets.

Cllr A Rea raised concerns that Park Life were referred to as 'our consultants'. The Town Clerk responded that they have been in place for a couple of years and have been the consultants on the masterplanning. To change consultants could risk delays, plus he was not sure of anyone else offering this work, and Park Life have expert local knowledge and are the consultants for South Hams District Council. Park Life were brought in on a monthly basis when the previous Town Clerk was part-time. Mr Parsons has since taken over a full time role of Town Clerk, and therefore Park Life will now only be required for one-off projects, for example to support the tender for the grass cutting contracts.

Responding to queries, the Town Clerk advised that there would be a children's play area near Lesley's Wood, with the aim using a local

craftsperson to design and build it, utilising larch from Longtimber Wood which has a good life span.

He is currently in negotiations with the Donkey Sanctuary regarding the access track and dedicated footpath from Godwell Lane to the Filham Park gate.

The committee considered the proposals previously circulated and agreed with the outlined proposals and **RESOLVED** that the Town Clerk is delegated to work with the Parks consultants to submit an application on this Council's behalf to SHDC for S106 funding for Phase 1 as detailed and also begin work to develop Phase 2 proposals to bring to committee more detail so that it can be at a point ready to deliver Phase 2 projects from April 2022.

It was also **RESOLVED** that a Working Group is set up with the Bike Track Group, the Town Clerk, the Parks consultant and the Chair of Parks to develop the project and start to formally seek external funding and for the Town Clerk to be delegated to work with the Parks consultants to submit a separate S106 bid to SHDC for the bike track.

PA21/006 **ALLOTMENT ASSOCIATION:** The request was considered for policy guidance from the Ivybridge Allotment Association (copy previously circulated)

Cllr L Rea was concerned about excluding Lucerne Fields residents who may not be aware that they were not in Ivybridge parish.

Cllr Lannin queried if Ugborough could be requested to provide funding towards the allotments, however the Town Clerk responded that money was not the issue, the problem was space.

Cllr Wilson confirmed that it is the obligation of councils to provide allotments for their residents, and Ugborough should provide allotments for theirs.

Cllr Spencer agreed that Ivybridge residents should be supported, however the funding allocation for the allotments extension was being provided from land in Ugborough. Cllr Wilson stated that Ugborough could use income from the new dwellings to provide allotments for their residents, and Ivybridge residents be given priority for Ivybridge allotments.

The committee **RESOLVED** that more information was needed, and for the Town Clerk to contact Ugborough Parish Clerk to find out their allotment provision, with a view to deferring any decision on policy of allocating Ivybridge allotments to Ivybridge Town Council residents only or them receiving priority to the next Parks and Open Spaces meeting in August.

PA21/007 **VICTORIA PARK PATH ACCESSIBILITY:** The report was considered to remove a section of wall to create a more accessible entrance from Crescent Gardens (copy previously circulated).

Cllr L Rea welcomed this proposal, stating it would be beneficial for wheelchairs, pushchairs, and bikes being pushed.

Cllr A Rea highlighted accessibility issues into Longtimber Wood. The Town Clerk responded that this could be discussed at a future meeting.

The Town Clerk has sought free pre planning advice on the matter of the Conservation Area. On the condition this is not an issue then it was **RESOLVED** that the Parks Ranger is asked to plan a volunteer work party to widen the gap in the wall to at least 1.2m wide and to reuse the stone in situ. Some resurfacing of the area where the wall is removed will be needed. This can be done on a small scale and so up to £500 from the 9101/901 Parks Woods and Open Spaces reserve should be allocated.

PA21/008 **INTERPRETATION BOARD AT WOODLANDS CEMETERY:** A report was considered from Cllr A Rea on a proposed information board (copy previously circulated).

Cllr A Rea had volunteered through the Commonwealth War Graves Commission to erect a guide on war graves, working alongside Dr Andy Holborn, a more experienced volunteer. In the meantime a resident, Mr Tim Poate, had launched a similar idea for town information boards.

Cllr A Rea proposed that the boards have a scannable QR code which links to digital information. Dr Holborn and Cllr A Rea are prepared to do the research, and envisage a map to pin-point the graves. He advised that the cost of the board is less than £500, and he will approach the War Graves Commission for part funding, as well as the Royal British Legion and the County and District Councillors for a contribution from their locality fund.

Cllr Wilson suggested that the war graves are honoured as these men died due to conflict. As a town on Remembrance Sunday the cemetery could be visited and the graves marked annually, as is done for St John's Church.

The Town Clerk proposed that the board is located at the entrance rather than on the chapel where people may be attending a funeral. Cllr L Rea agreed, adding that it should be viewable from the road under the tree.

It was **RESOLVED** to support the design, commission and erection of an information board at the entrance to Woodlands Cemetery, and for Cllr Rea to take the lead on the project. It was also recommended that the war graves be visited annually and marked on Remembrance Sunday.

PA21/009 **WOODLANDS CEMETERY EXTENSION:** A report was considered on the progress of the extension of the cemetery (copy previously circulated).

It was therefore **RESOLVED** that this committee requests the Town Clerk sends the letter of intent to SHDC, stating that any agreement will need to be subject to suitable terms for the extension area being agreed and subject to a final resolution of Full Council, as there will be budgetary implications.

PA21/010 **UPDATE & INFORMATION:** Updates were received on the following: Rangers report, Filham Tree Planting, St Peters Way, Filham Fishing Lake, Ivybridge Bird Group, Sustrans Quietway project (copy previously circulated).

Cllr A Rea was very happy to receive updates. He congratulated the team on the parks work publicity on Facebook and had noted the residents' positive comments.

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

**IN COMMITTEE - THE FOLLOWING ITEMS WILL BE IN CONFIDENTIAL SESSION DUE TO THE NATURE OF THE BUSINESS TO BE TRANSACTED**

PA21/011 **WOODLANDS CEMETERY MAINTENANCE:** A report was considered on maintenance needed on the buildings (copy previously circulated).

The Town Clerk explained the three options proposed to deal with the crack above doors to the chapels. Members agreed that Option 3, monitoring the crack widths for a suitable period by structural engineers, was the preferred option.

Cllr L Rea enquired about the buildings' use. The Town Clerk advised that one was used as a chapel for occasional funerals, one as the rangers' store and the mortuary was empty other than a few artefacts. Cllr Wilson added that the mortuary had been considered for use by Ivybridge Bloomers as a nursery and potting shed but there had been concerns about access.

Cllr L Rea felt that the buildings should be utilised more and queried if they could be offered up for further use. She was concerned that it was not a good use of money and queried if they are not being used more why they would need to be repaired. Cllr Spencer responded that the Council has to be respectful of the area.

Cllr Wilson stated that the biggest expenditure on the chapel maintenance was maintaining the woodwork, and that the Council does not own the buildings and it is a SHDC requirement to maintain these as part of the lease.

The Town Clerk advised that there is no toilet or plumbing and the buildings are for cemetery use, however he would check the lease regarding any stipulations on their use.

Cllr A Rea proposed that further use of the cemetery buildings be moved to a future meeting.

It was **RESOLVED** that this Committee engages John Grimes Partnership to carry out the monitoring service at the price quoted (£630+VAT in total) from 4205/401 Cemetery Maintenance to see if there is current movement in the structure and then review the situation if further works are then required.

It was **RESOLVED** that this Committee delegates the Town Clerk to get full competitive quotes to paint all the wood and window frames on the chapel buildings, and authorise expenditure up to £4000 + VAT from the 9201/902 Cemetery Repair Fund reserve.

It was **RESOLVED** that this Committee delegates the Town Clerk to get full competitive quotes to repair the slipped and missing tiles and barge board to the front elevation of the old mortuary building, authorising expenditure up to £800 + VAT from the 9201/902 Cemetery Repair Fund reserve.

It was **RESOLVED** that the Town Clerk checks the lease regarding any stipulations on use of the cemetery buildings, and that discussion on further use of the buildings be moved to a future meeting.

PA21/012 **FILHAM PARK KIOSK:** A report was considered on a proposed refreshments kiosk at Filham Park (copy previously circulated).

Cllr A Rea raised concerns that the Council had been approached by the provider rather than the Council driving this, particularly as the Council had previously had enquiries from two pop up refreshment providers. Cllr L Rea was also concerned about transparency.

The Town Clerk advised that this provider would be subject to minimum set hours and days, and would not be permitted to operate on an ad-hoc basis. Having had to wait for the results of the masterplanning survey, café provision has now featured as a requirement. This proposal would be a fixed structure, low risk to the Council, using Cricket Club facilities and the provider would cover set-up costs therefore potentially the only cost to the Council could be legal fees should the lease not be finalised. The Council would generate an income from the kiosk to dispose of public waste.

Cllr Lannin highlighted her concerns of a three-way agreement should relationships fail between the provider and the Cricket Club.

The Town Clerk explained that this proposal on the table seemed a good solution without taking up a large amount of valuable officer time. It provided an opportunity to achieve one of the main masterplanning

requirements, and with the ability to control it through the lease as the Council could stipulate plastic free, plant based and healthy options. To put this out to tender could prove costly. The Cricket Club could be given responsibility, with a monthly payment towards waste, however the Council would then have no control over the kiosk.

Members suggested that more information be obtained from the Cricket Club.

Cllr L Rea proposed a shorter lease term, which upon renewal could then go out to tender.

The Town Clerk advised that the structure could be removed at the end of the lease, but negotiations could be made to take it over.

Cllr A Rea confirmed although not ideal, he was convinced by the reasoning put forward, and recognised it was a high on the list of requirements for the park.

It was **RESOLVED** that this Committee delegates the Town Clerk to commence detailed negotiations with the provider with the view to agreeing terms of a lease on the plot detailed with the terms as set out above. The final lease will be brought to this Committee for approval.

PA21/013 **FILHAM PARK ACCESS TRACK:** A report was considered on the improvement project (copy previously circulated).

The Town Clerk advised that he is still in negotiations with the other party regarding the shared track contribution.

He informed Members that the height barrier has been damaged and a new one is needed as soon as possible.

Cllr Hladkij highlighted issues over the height barrier lock following a discussion with an acquaintance in emergency services regarding their recent access into Longtimber Wood. The Town Clerk confirmed that the types of lock would be given consideration.

It was **RESOLVED** that quotes are sought for a replacement height barrier and the Town Clerk delegated to instruct the work to go ahead as soon as possible. We have been verbally assured by SHDC this can be covered by the S106 funding earmarked for these improvements. It is an essential item so will need to go ahead regardless.

It was **RESOLVED** that once the contribution from the other party is agreed, work on the shared access road and other vehicle and pedestrian improvements to the park are put out to tender and delivery of the project should commence as soon as possible.

Meeting ended at 8.35pm

Signed.....

Date: 9 August 2021