



IVYBRIDGE TOWN COUNCIL

Town Clerk
Kate Elliott-Turner

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Dear Councillor,

You are summoned to attend a meeting of the **PARKS & OPEN SPACES COMMITTEE**, to be held in **The Town Hall**, Ivybridge on **Monday 29th January 2024 at 6.45pm**. The business to be transacted at this meeting is set out below. If you are unable to attend, or will be late in arriving, please inform the Town Hall before the meeting.

Signed: K Elliott-Turner
Town Clerk

Dated: 24th January 2024

Members of the public are invited to observe the meeting, and may participate in the 'Public Section', according to council's Standing Orders. If members of the public wish to speak, they are requested to contact the Town Clerk in advance of the meeting if possible.

A G E N D A

PA23/028 **APOLOGIES:** To receive and accept apologies for absence.

PA23/029 **DISCLOSURE OF MEMBERS INTERESTS AND DISPENSATIONS:** In accordance with the Code of Conduct and Standing Orders:

- a) Members to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests, in respect of any item on the agenda
- b) Proper Officer to consider written requests from members for dispensations.

Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point, and that any change to their Register of Interests must be notified to the Town Clerk within 28 days of the change.

PA23/030 **PUBLIC SECTION:** To consider any points raised in a public participation session within a time limit of 15 minutes (max 3 minutes per speaker), according to Council's Standing Orders, and which may be extended at the discretion of the Chairperson.

PA23/031 **MINUTES:** To confirm that the minutes from the meeting held on 13th November 2023 (copy attached) are a correct record.

Committee Members: Councillors L Rea (Chair), Lannin (Vice-Chair), Abbott, Austen, Cao, Murphy & S Weeks

- PA23/032 **PARKS & OPEN SPACES EVENT GUIDANCE & CONDITIONS OF HIRE DOCUMENT AND BOOKINGS FORM – REVISED:** To consider the revised Event Guidance and Conditions of Hire Document, and bookings form, for adoption (copy attached).
- PA23/033 **POP UP COFFEE & CAKE FACILITY – FILHAM PARK:** To consider a request from Skate South Devon 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 attached). 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.
- PA23/034 **COFFEE VAN – FILHAM PARK:** To consider a request for a coffee van to be sited in the car park at Filham Park (copy of request attached). 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 – to consider appropriate charge to be made. A formal license from the council would be required.
- PA23/035 **GRASS CUTTING & GROUNDS MAINTENANCE CONTRACT 2024/2025:**
- i) To consider the draft Grass Cutting & Grounds Maintenance Contract specification of works, and contract conditions (copies attached). Note, specification for grass cutting of verges element of the contract has already been approved (Nov 2023). This is for specification for parks and open spaces maintenance – with the addition of hedge cutting around Filham Fishing Lake.
 - ii) To give delegated authority to the Town Clerk/and Chair of this committee to determine 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:** To consider 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).
- PA23/037 **WORK PLAN UPDATE:** To receive an update on the committee work plan for 2023/24 (copy attached).
- PA23/038 **UPDATES AND INFORMATION:** To receive a report from the Town Clerk with updates and information.

CLOSED