



Minutes of Credition Town Council's Environment Committee Meeting held on Tuesday, 12th November 2019, at 6.00 pm, at The Old Lanscore School, Greenway, Credition

Present: Cllrs Miss J Harris, Mr J Ross, Mr M Szabo and Mrs L Martin

In Attendance: Mrs Emma Anderson, Assistant Clerk
Mrs Lisa Blake, Special Projects and Services Officer
Ms Penni Tearle, Chair of Boniface Allotments Association
Mrs Denise Ross, Sustainable Credition
Mr Bert Jewell

Absent: Cllrs Mrs H Zorlu, Mr P Vincent & Mr J Cairney

44 To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllr F Letch (Proposed by Cllr Harris)

45 Declarations of Interest

None declared

46 Public Question Time

Mr Jewell advised members that with the help of volunteers and Simon Brooks, of R J Brooks & Son, the recent damage to the planting on the Tesco Roundabout has been repaired. Mr Jewell asked members if they would consider installing a Welcome to Credition sign near the roundabout, as the judges commented that this would be a nice addition. It was agreed that this would be included on the next agenda.

47 Order of Business

There were no changes to the order of business.

48 Chairman's and Clerk's Announcements

The Special Projects Officer advised that an email had been received from Jordan Hewitt, who had watered the plants for Floral Credition for 2019 expressing his thanks for the opportunity and for the assistance he was given throughout the project, praising the communication from the Town Council. He hoped to work with the Town Council on future projects, along with being considered again for Floral Credition in the future.

49 Committee Meeting Minutes - To approve and sign as a correct record the minutes of the Environment Committee meeting held on 10th September 2019. It was **resolved** to approve the minutes of the Environment Committee meeting held on 10th September 2019, as a correct record and they were duly signed by Cllr Harris (Proposed by Cllr Ross).

50 Matters Arising

There were no matters arising.

51 Allotments

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

- **Vacant plots, Non-cultivation Notices and Notices To Quit.** The Special Projects Officer advised that 2 current plots had given notice, but these were due to be reallocated imminently. There had not been any Notices to Quit issued.
- **The reduction of paperwork printed and distributed for Annual Allotment Tenancy Agreements and other associated paperwork and review the alternative options.** The Assistant Clerk advised members that Cllr Letch had expressed concerns regarding the quantity of paperwork sent to allotment tenants when the annual paperwork is due. Members discussed how paperwork could be sent electronically in the future. The following was **resolved**:
 - Future allotment correspondence will include a tick box section to confirm how each allotment holder would like to be contacted.
 - The annual paperwork for 2020 will include a return slip in order to compile a contact preference list for each allotment holder to use from October 2020 onwards.
 - Prospective allotment tenants will be given a contact preference slip to complete during their initial visit to the allotment site with Penni Tearle.

(Proposed by Cllr Harris)

- **To consider the letter received from an allotment tenant and consider a suitable response** A copy of the letter had been issued with the agenda. Ms Tearle confirmed that this allotment holder's plot is cultivated at present, as well as the neighbouring plot mentioned within the letter. As the tenant is not willing to sign the new tenancy agreement, the Assistant Clerk confirmed that 12 months' notice can be given on the tenant's existing agreement if the Committee wish to serve notice.

It was **resolved** to write to the allotment tenant acknowledging the letter received as well as noting that the tenant's plot is currently cultivated. The letter will also advise the tenant that if the new tenancy agreement is not signed within 28 days of the date of the letter, the Council will unfortunately be left with no choice but to terminate the tenant's existing agreement with 12 months' notice being given. (Proposed by Cllr Harris)

b) To consider matters raised by the Boniface Allotments Association and allotment tenants and agree any actions.

The Assistant Clerk confirmed that an issue has been raised by a resident at Spinning Path Gardens regarding rats. The Clerk and Assistant Clerk inspected the Barnfield allotment site and identified a large number of apples on the allotment plot directly behind the resident's property. A letter will be sent to the allotment tenant immediately to ask for these to be removed.

The Assistant Clerk also confirmed a large amount of rubbish and earth has been reported at the bottom of one of the allotments at Barnfield. The Clerk and Assistant Clerk also inspected this and will be instructing a contractor to remove the rubbish. Once the rubbish has been removed, this area will be inspected again to see if further work is required.

Ms Tearle left the meeting at 6.24 pm

- 52 To discuss and consider the outline Management Recommendation Points B, C and D listed in the Crediton Parks QTRA.** A copy of the management recommendation points had been circulated with the agenda. This item had been requested by Cllr Szabo. Members agreed it was important to consider the advice given and agreed the first step would be to ascertain the costs involved in order to prioritise these recommendations alongside the Committee's active projects. It was **resolved** to obtain quotations for the suggested works in Points B, C and D listed in the QTRA. (Proposed by Cllr Szabo)

Mrs Ross queried whether a more interesting tree could be planted in Peoples Park rather than the Lime trees suggested by the tree specialist. The Assistant Clerk confirmed she would obtain advice regarding other suitable species.

- 53 To consider the possibility of taking on all the benches within Crediton and discuss how this is going to be managed and organised.** It was **resolved** for the Town Council to take on all benches within Crediton, excluding any benches on Mid Devon District Council (MDDC) owned land. (Proposed by Cllr Harris)

It was agreed that the existing bench inventory produced by the Assistant Clerk needed to be reviewed and updated if necessary and a report compiled on the condition of each bench. Following this, both MDDC and Devon County Council need to be contacted to advise them that the Town Council wishes to take on benches that it believes to be in their ownership and request that they express any objection to this within 28 days.

Following the inspection of all benches, a management plan can be devised addressing any immediate priorities.

- 54 To discuss and consider the installation of a bench at the top of Barnfield steps from the High street.** This item has been requested by Cllr Zorlu and was discussed at the Parish Paths Sub-Committee meeting held on 29th October 2019 and the sub-committee agreed the only feasible option would be a galvanised bench to prevent any further vandalism. Committee members agreed for quotations to be obtained. Cllr Harris also requested for an invoice/letter to be sent to Devon County Council asking for a contribution towards the replacement bench.
- 55 To consider the Town entering the Green Flag Competition.** This item had been requested by Cllr Letch. The Special Projects Officer explained the work involved in this competition. It was agreed that the Committee does not have the capacity at present to commit to this.
- 56 To discuss and consider the installation of netting within the bandstand roof.** The Assistant Clerk advised that for information purposes the netting previously installed at the War Memorial cost £549.19. It was **resolved** for quotations to be obtained for the installation of netting within the bandstand roof. (Proposed by Cllr Harris)

It was agreed that advice needed to be sought regarding the best time of year to do this to prevent any disruption to nesting birds.

- 57 **To discuss and agree on the location for the replantation of the Walnut Sapling from Newcombes.** This item had been requested by a member of the public. It was agreed for the Assistant Clerk to speak to the contractors that completed the QTRA to ascertain whether it would be suitable for the sapling to be planted within the avenue of trees at the top of Peoples Park.

- 58 **To review and consider the instruction for the maintenance works for the Scout Memorial Garden for 2020, commencing 1st January.** The Assistant Clerk confirmed that the current arrangement will continue until 31st March 2020. Members agreed the existing contractor does a wonderful job and the instruction does not need amending. It was **resolved** to continue with the current arrangement and review the quotation for 2020-21 at January’s meeting. (Proposed by Cllr Harris)

- 59 **To consider and amend /agree the specification for the Grounds Maintenance Contract for 2020 – 2023 and agree any actions.** A copy of the existing contract had been issued with the agenda. It was **resolved** to agree the existing specification for the Grounds Maintenance Contract for 2020 - 2023 with the following addition for Upper Deck: To prune/cut all shrubs annually at the appropriate time of year.” (Proposed by Cllr Szabo)

Cllr Martin, Cllr Ross and Mrs D Ross left the meeting at 6 56 pm.

60 **Clerk’s Report.** Nothing to report.

61 **Close**
The meeting closed at 6 57 pm

Signed
Chairman

Dated.....