



Tiverton Town Council

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Minutes of the Amenities Committee held on Monday 8th February 2020 at 2pm via Zoom Meeting.

Present: Cllr's W Burke, S Bush, S Griggs, C Harrower I Hill and D Knowles

In attendance: Mr John Vanderwolfe (Town Clerk) and Mrs J Hubbard (Assistant to the Town Clerk.
Mr I Johnson Tiverton Allotment Association, Mr K Churchill Tiverton Allotment King Street site Rep, Ms R Sliwka (Devon Communities Together).

01	Election of Chairman and Vice Chairman Cllr C Harrower nominated Cllr W Burke as Chairman, this was seconded by Cllr I Hill. All agreed to accept. Cllr W Burke nominated Cllr D Knowles as Vice Chairman, this was seconded by Cllr C Harrower. All agreed to accept.
02	Apologies Apologies received from Cllr N Davey (Work) All agreed to accept apologies.
03	Terms of Reference for Committee The Town Clerk had previously circulated the Terms of Reference for the Committee. All resolved to accept these.
04	Democratic Period Ms Rachel Sliwka introduced herself as the community builder for Devon Communities Together. She informed the members of the Wilcombe Community Gardening project and the Action for Insects campaign. They had looked at what was happening with Transition Wellington, who were providing a free food map and free wildlife map, with a view that this could be done in Tiverton. Rachel said that she had contacted Mrs J Hubbard and had sent her some information and hoped that the projects could be linked to Tiverton in Bloom with the Pride in Parks and In Your Neighbourhood categories. Rachel said that she had contacted Mid Devon District Council regarding various plots around the town and along the town leat with a view to creating some wildflower sites but had not progressed very far due to insurance complications. The Town Clerk said he felt that Tiverton Town Council could work alongside Rachel and her team to help to create wildflower areas. He said that South West in Bloom were very keen on the community aspects of each entry and in particular projects that helped improve bio-diversity and promoted wildlife. Cllr W Burke requested more details of what Rachel wanted to do and locations and said that she would be very welcome to join the new Amenities Committee as a volunteer member. Rachel said that it would either be herself or another volunteer team member, but that she would be willing to act as a link in the interim. Cllr W Burke advised Rachel to send an email to the Town Clerk. Mr I Johnson suggested that Rachel might like to try and contact Sustainable Tiverton.

	<p>Mr I Johnson as Chair of the Tiverton Allotment Association read out the following allotment report.</p> <p>He would like to thank the committee for improving the security at Beech Road allotment site, however he said that there was still a minor issue with young people getting in and seeking shelter for suspected drug use. A plot holder with a poly-tunnel at the far end of the site was having problems with this and numerous attempts to secure the poly-tunnel had not succeeded.</p> <p>Mr Johnson said that the main access path at Pinnex allotment site was continuing to cause health and safety issues as it became very slippery in wet conditions. The site rep and the allotment committee asked if there was a possibility of having the path resurfaced with concrete to improve the surface and make it safe.</p> <p>He said that he had been surprised at the poor quality of the hedge work recently carried out at Pinnex and asked if a proper hedge layer could be contracted for any further works.</p> <p>Mr Johnson said It would help all the allotment holders, if there was a list available, informing which members were representatives of each site and how to contact them.</p> <p>Mr Johnson asked if he could open up the two compost toilets sited at Beech Road and Tomswell again. These had been closed due to Covid-19.</p> <p>Cllr W Burke said that he thought it would be a good idea to open them again in readiness for the growing season.</p> <p>Cllr Harrower asked if the toilets would be open all night, Mr Johnson said yes they would be, but said there had never been any problems in them being left open.</p> <p>It was agreed to re-open the toilets.</p> <p>Mr Johnson ended his report by saying that he and his fellow allotment users were very happy overall and thanked the town council for the provisions provided.</p> <p>Cllr Burke said he would discuss the concreting of the path at Pinnex with the Town Clerk. The Town Clerk asked if Mr K Churchill wished to speak.</p> <p>He replied to say he did not.</p>
<p>06</p>	<p>Allotment Report</p> <p>The allotment report had been previously circulated to the members.</p> <p>Cllr I Hill said that she did not receive the report. The Town Clerk apologised for this and said he would send one to her.</p> <p>Cllr C Harrower said she had liaised with Mid Devon District Council with the issue of the broken fencing at Harrowby allotment site and asked whether any fencing had been installed.</p> <p>Mr I Johnson said that he had been to the site and it had not been carried out as far as he was aware.</p> <p>The allotment report was accepted.</p>
<p>07</p>	<p>Large Gate at Beech Road Allotment Site</p> <p>The new gate that had been installed at Beech Road was currently locked for the winter period.</p> <p>Mr Johnson asked if this would now be unlocked for the Spring/Summer/Autumn period. Some of the members expressed concern about unlocking the gate due to there being on-going problems with anti-social behaviour. At the same time appreciating that some allotment holders would want to begin using this access point again.</p>

	<p>The committee asked for the view of Mr Johnson. He said that there was a particular problem with one plot holder who was unhappy with the gate being locked. His thoughts were to have a padlock welded onto a chain and to provide a key for any allotment holders who wished to have one. There would be a need for a deposit for the provision of keys.</p> <p>Cllr S Griggs asked if a combination lock could be used instead.</p> <p>Cllr W Burke explained that this had been tried before without success as the combination lock had been either broken or removed.</p> <p>Cllr S Griggs asked if a key safe could be used.</p> <p>Cllr C Harrower said she felt that this would be vandalised.</p> <p>Cllr S Bush agreed that key safes would not work.</p> <p>Cllr I Hill asked how much the council would charge for the provision of a key.</p> <p>The Town Clerk said it would have to be a reasonable amount to ensure that it covered all costs involved, including any losses.</p> <p>Mr I Johnson suggested a sum of £20.00 per key.</p> <p>Cllr W Burke agreed.</p> <p>Cllr C Harrower suggested having a spare key to remain in the office along with the provision of keys for allotment holders.</p> <p>It was agreed to charge the amount of £20.00 per key, which would be returned when the tenant surrendered the plot.</p>
<p>08</p>	<p>CCTV on Allotment Sites</p> <p>The Town Clerk said there would be a need for caution in regards to CCTV cameras on allotment sites as there were issues with data protection data and concerns on how this would operate.</p> <p>Cllr W Burke asked how any CCTV would be powered.</p> <p>The Town Clerk suggested that there may be solar powered options.</p> <p>Mr Johnson expressed concern with personal CCTV cameras on their plots and suggested that a clause relating to this be added to the tenancy agreement.</p> <p>The Town Clerk said there would be a possibility of perhaps a central CCTV camera which would be managed by the council.</p> <p>Cllr D Knowles said that there was strict legislation in place for the use of CCTV cameras and their operation.</p> <p>Cllr C Harrower asked if a CCTV camera could be sited to help prevent and discourage criminal activity.</p> <p>Cllr W Burke said that the local police officers had been investigating two suspects who had been trespassing on Beech Road allotment site. He suggested that the council could contact the police again to inform them of the ongoing issues in the poly-tunnel.</p> <p>It was agreed that it would not be permitted to install personal CCTV cameras for individual use.</p> <p>It was agreed to investigate the possibility of installing a central CCTV camera to cover the site.</p>
<p>09</p>	<p>Allotment Repairs and Renewals</p> <p>The Assistant to the Town Clerk Mrs J Hubbard updated the members on the repairs and works that had been carried out throughout the year at each of the six sites.</p> <p>She asked the site rep Mr K Churchill if there were any works needed at King Street and in particular the boundary hedge.</p> <p>He said that the hedge needed regular maintenance to keep it in good repair and that there was an on-going issue with some vegetation growing through the chain link fencing from the properties bordering the allotment site.</p> <p>Cllr W Burke said he would meet with Mr Churchill to view the site. He believed that Mid Devon District Council would be the body responsible for the maintenance of the fence.</p>

<p>10</p>	<p>Grass Cutting 2021</p> <p>The Town Clerk gave a brief history for the grass cutting of the town and who currently provided these services. He said that the council gave a contribution which covered a percentage towards the grass cutting costs each year.</p> <p>This year, the invoice received from the contractor Mid Devon District Council, exceeded the amount allowed in the annual budget.</p> <p>The Town Clerk said that Mid Devon District Council when queried over the unexpected rise in costs, replied that they had informed the town council via an email in the autumn period of 2020.</p> <p>The Town Clerk said that he and his assistant had been unable to locate this email to confirm this.</p> <p>Following a meeting with Mid Devon District Council's Mr D Beer, it had been agreed to look at a revised schedule reducing the number of cuts from 6 to 5 per season. This would in effect keep the costs to the budget allowed and adjust the invoice accordingly with a credit note.</p> <p>The Town Clerk also informed the members that he was seeking a second quotation for the grass cutting works from a North Devon contractor as was best practice for the next financial year.</p> <p>The quotation will then come back to the committee to review.</p> <p>The Town Clerk said that he had had a meeting with MDDC and they were willing to cut the grass to the town council's budget.</p> <p>Copies of the maps of the areas currently cut were sent to Cllrs, W Burke and D Knowles but it was discovered that 7 of the areas were omitted. The Town Clerk had requested these to be sent to him.</p> <p>Cllr W Burke asked for clarification on the areas of grass for cutting.</p> <p>Cllr S Griggs asked if all the councillors would receive the maps.</p> <p>The Town Clerk said he could send to all councillors.</p> <p>Cllr S Griggs asked if the committee would be looking at planting more wildlife areas.</p> <p>Town Clerk said that the project could be part of the conversation re: grass cutting areas.</p> <p>Cllr I Hill said it would be good to look at re-wilding projects around the town.</p> <p>Cllr S Bush agreed with re-wilding projects and said this could help to prevent flooding issues.</p> <p>Cllr D Knowles said that there were health and safety matters to be considered with some of the grass areas and how these would be managed.</p>
<p>11</p>	<p>Flower Beds 2021</p> <p>The Town Clerk explained to the committee that the supplier for the flowers for 2021 had been pushing for the town council's order. So an order had been placed on behalf of the committee.</p> <p>The Town Clerk asked who would be carrying out the planting of the flower beds.</p> <p>Cllr W Burke said he was keen to avoid incurring extra costs and suggested that volunteers could be utilised.</p> <p>Cllr S Griggs suggested the creation of a Friends of Tiverton in Bloom group.</p> <p>The Assistant to the Town Clerk asked where the plants would be stored.</p> <p>The Town Clerk suggested perhaps the schools could be involved, as Mr C Olive from Blundell's school had worked with the Tiverton in Bloom previously.</p> <p>Cllr S Griggs said that it would be good to generate interest in helping to plant the beds sooner rather than later, and that perhaps other councillors might like to assist too.</p> <p>Cllr W Burke informed the members that he has a number of geraniums which he dug out from the flower beds last year which can now be used for this year's planting.</p> <p>Another suggestion was to involve local colleges and in particular those who were</p>

	studying horticulture.
12	<p>Hanging Baskets in Town 2021</p> <p>The Town Clerk informed the members that the South West in Bloom Spring Seminar is still scheduled to take place at the Mariner's Arms in Beer this year. The Town Council had purchased 4 tickets in 2020 for the event which had been postponed due to Covid-19.</p> <p>Cllr W Burke expressed an interest in attending.</p> <p>Cllr I Hill also expressed an interest in attending.</p> <p>Councillors were informed to notify the office if they wished to attend.</p> <p>The Town Clerk said that there were a number of traders who had already paid for hanging baskets for 2020 so these had been ordered.</p> <p>The Assistant to the Town Clerk said that she had placed an order for 95 hanging baskets which included the 40 already ordered by traders. This would allow baskets for a central Fore Street display. She informed the members that more baskets could be made up at a later date should the need arise.</p>
13	<p>Flood and Snow Warden Report</p> <p>Cllr S Bush informed the members that the weather conditions had been reasonable to date and whilst he had been delivering some bags of salt, due to icy patches, Tiverton had escaped the worst of the weather in terms of snow and flooding. He said that stocks of salt were still plentiful.</p> <p>Cllr Bush asked if he could have a direct contact with Devon County Council Highways. The Town Clerk said he could provide a contact.</p> <p>Cllr S Griggs made a request for salt for the footbridge located at the bottom of St Andrew Street as it was prone to being slippery when icy and was causing a health and safety issue.</p> <p>She asked if a grit bin could be provided for this area.</p> <p>The Town Clerk said that he could purchase a smaller grit bin from Glasdon for this purchase as there was money in the budget for adverse weather conditions.</p> <p>It was agreed to place an order for a bin.</p>
14	<p>Date of Next Meeting</p> <p>Monday 15th March 2021 at 2pm</p>