

BRAUNTON PARISH COUNCIL



Minutes of the Meeting of the Parks and Gardens Committee held in the Council Chamber at 2.00 pm on Monday 8 November 2021

Present Cllrs: D Spear in the Chair, E Spear, M Shapland, R Shapland

Also in Attendance Tracey Lovell (Parish Clerk), Angela Corner (Senior Council Officer)

- PG/1/2021/22 **Elect Chair** There was one nomination, Cllr D Spear
- RESOLVED: That Cllr D Spear be elected Chair of the Parks and Gardens Committee for the Municipal Year 2021/22.
- (NC)
- PG/2/2021/22 **Apologies** Received and accepted from Cllrs E Wood, D Relfh
- PG/3/2021/22 **Declarations of Interest** None received
- PG/4/2021/22 **Minutes** The committee noted that the Minutes of the Parks and Gardens Committee meeting held on 4 August 2020 had previously been approved and ratified by Full Council. The Minutes were approved as a correct record and signed by the Chair.
- (NC)
- PG/5/2021/22 **Tree Planting** The Senior Council Officer reported that the Council has to replace a tree which was removed earlier this year (following the tree survey) in the memorial gardens as it is in a conservation area.
- RESOLVED: It was proposed by Cllr M Shapland and seconded by Cllr R Shapland to recommend to Full Council for the Clerk, under delegated powers, to:
- i) Liaise with Andrew Jones and Andrew Moulton regarding availability of suitable trees
 - ii) Liaise with North Devon Councillors

- iii) regarding funding
Erect a plaque to dedicate the tree to the
Queens Jubilee
(NC)

PG/6/2021/22 **Committee**
Four-Year
Development
Plan

The committee considered year three of the Development Plan and agreed to add:

Investigate funding and expertise available to assess areas suitable for planting wildflowers and trees in public open spaces including Batts Meadow, The Beacon, Pill Gardens etc. and prepare a plan for planting.

RESOLVED: To recommend to Full Council to approve year 3 of the Four-Year Development Plan (revised copy attached as Appendix A)
(NC)

PG/7/2021/22 **Committee**
Budget
2022/23

The Committee reviewed the proposed draft Parks and Gardens Committee budget for 2022/23. It was suggested that a loan could be considered from the Public Loans Board to replace parish vehicles with electric rather than looking at leasing vehicles. It was also suggested that the amount for Improvements to play parks be increased to £2000.

RESOLVED: To recommend to Full Council that the draft committee budget totalling £110550 (revised copy attached as appendix B) is incorporated in the overall 2022/23 budget.
(NC)

The meeting closed at 3.04 pm

..... The Chairman

Appendix A

PARKS AND GARDENS COMMITTEE

Areas of Responsibility:-

- The upkeep and grounds maintenance of open spaces in the village including:
 - 3 play areas (Chaloners Rd, Mowstead and Knowle)
 - the Recreational Ground
 - the Memorial Gardens
 - the Anchor Area to Georgeham Cross
 - Caen car park including all green areas adjacent and surrounding
 - Parish Council car park
 - The Beacon
 - Velator Quay
 - the river bank and all hedge rows
 - flower beds within its ownership
 - and other green spaces in the village
- The provision and maintenance of two allotment sites at South View and Limetree.
- The provision of summer planting within the village

Objectives:-

1. To manage the upkeep and maintenance of the above open spaces within the village.
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To achieve this objective, the Committee will:-

- 1.1. comply with all statutory requirements and Health and Safety regulations to provide an appropriate and safe environment.
- 1.2. To ensure that Risk Assessments of all open spaces are carried out and up to date.
- 1.3. provide suitable equipment and clothing for Parish Council staff.
- 1.4. provide regular and suitable training for Parish Council staff.
- 1.5. prepare a plan of maintenance to be approved by Council
- 1.6. monitor delivery of the plan and report back to Council quarterly.

2. To provide, maintain and improve allotment facilities at South View and Limetree sites.
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To achieve this objective, the Committee will:-

- 2.1. provide maintenance and improvements at each allotment site.
- 2.2. recommend to Council that sufficient funding is in place to ensure that the allotment sites are secure and comply with Health and Safety regulations.
- 2.3. work with other authorities and allotment holders to prioritise and continuously improve each site.
- 2.4. regularly review the terms and conditions of agreements to ensure a fair and just contract between the Parish Council and allotment holders.
- 2.5. review the present usage of amenity land and investigate opportunities to maximise the future use of this land for community benefit.

PRELIMINARY ACTION PLAN
Parks and Gardens Committee

Year 1 (2019/20)

ACTION	ESTIMATED COMPLETION TIME	YR	RESPONSIBLE PERSON(S)	COMPLETED
Maintenance schedule for Council owned open spaces and planting beds.	Ongoing	1	Clerk/Committee	N/A
Monitor the needs of staff - ensure that suitable training and equipment is provided.	Ongoing	1	Clerk/Committee	N/A
Work with community to identify additional facilities required and improve open spaces in the village.	Ongoing	1	Clerk/Committee	N/A
Maintenance of Urban Grassed Areas	Ongoing	1	Clerk/Committee	N/A
Investigate acquisition of open space: to include land between River Caen and Tarka Trail.	2019/20	1	Clerk/Committee	
Tree audit and identify areas for tree planting.	End 2019	1	Clerk/Committee	
Improve grassed area in front of Station House.	End 2019	1	Clerk/Committee	Completed
Improvements and upgrades to play equipment.	Ongoing	1	Clerk/Committee	

Year 2 (2020/21)

ACTION	ESTIMATED COMPLETION TIME	YR	RESPONSIBLE PERSON(S)	COMPLETED
Maintenance schedule for Council owned open spaces and planting beds.	Ongoing	2	Clerk/Committee	N/A
Monitor the needs of staff - ensure that suitable training and equipment is provided.	Ongoing	2	Clerk/Committee	N/A
Maintenance of Urban Grassed Areas	Ongoing	2	Clerk/Committee	N/A
Investigate acquisition of open space: to include land between River Caen and Tarka Trail.	2019/20	2	Clerk/Committee	

Tree audit and identify areas for tree planting.	End 2019	2	Clerk/Committee	Tree audit completed
Improvements and upgrades to play equipment.	Ongoing	2	Clerk/Committee	

Year 3 (2021/22)

ACTION	ESTIMATED COMPLETION TIME	YR	RESPONSIBLE PERSON(S)	COMPLETED
Maintenance schedule for Council owned open spaces and planting beds.	Ongoing	3	Clerk/Committee	N/A
Monitor the needs of staff - ensure that suitable training and equipment is provided.	Ongoing	3	Clerk/Committee	N/A
Maintenance of Urban Grassed Areas	Ongoing	3	Clerk/Committee	N/A
Investigate acquisition of open space: to include land between River Caen and Tarka Trail.	2021/22	3	Clerk/Committee	
Investigate funding and expertise available to assess areas suitable for planting wildflowers and trees in public open spaces including Batts Meadow, The Beacon, Pill Gardens etc. and prepare a plan for planting.	2021/22	3	Clerk/Committee	
Improvements and upgrades to play equipment.	Ongoing	3	Clerk/Committee	New play equipment for Chaloners Road play park on order

Year 4 (2022/23)