



## Minutes of the Estates and Properties Committee Meeting – 26<sup>th</sup> May 2023

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### 1. To note Councillors present

Cllr Shaw opened the meeting at 10am with 4 other Councillor present: Cllrs Burgis, Elford, Hewlett, Rotchell  
MGM and Clerk. EP/23/056

### 2. To receive Apologies for absence with reasons

None EP/23/057

### 3. To receive Declarations of Interest & Approve Dispensations

MGM agenda item 10 Allotment appeal to leave the room EP/23/058

### 4. Public question time (15 minutes allowed for this)

Helena Wallace spoke regarding appeal against notice of eviction on allotments EP/23/059

MGM spoke regarding the incident at allotments

\*\*MGM and Ms Wallace left the room\*\*

Cllr Shaw moved item 10 forward

### 10. Public Bodies (Admission to Meetings) Act 1960.

It was resolved that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussions for the following items: Appeal against notice of eviction – allotment.

**Proposed: Cllr Elford Seconded: Cllr Rotchell unan EP/23/060**

A thorough discussion of options took place. Committee noted that it has a duty of care towards CTC employees. Abuse of staff is not acceptable.

It was **resolved** that Ms Wallace's family member is not allowed to visit the allotments under any circumstances. Ms Wallace will be allowed to continue cultivation of her plots.

**4 for - 1 against declared carried EP/23/061**

\*\*MGM and Ms Wallace returned\*\*

Ms Wallace was informed of decision.

### 5. To receive and approve the Minutes of:

It was **resolved** to approve the Meeting minutes of 21<sup>st</sup> April 2023

**Proposed: Cllr Rotchell Seconded: Cllr Hewlett unan EP/23/062**

### 6. To receive Clerk's report

Bollard at Town Hall – tarmac has been finished. OCM café due to open next week. Please CP EV chargers and parking complaints – Clerk noted difficulties with non-EVs using the spaces and general lack of spaces available. Clerk noted not able to use the Pop-in on Wednesdays for community groups. Have secured use of the Family hub for Monday evenings for youth and community outreach. Churchfield car park ticket machine has been in situ for 5 years – could probably do with a service £224 – recommend to FC. EP/23/063

### 7. To receive Grounds Manager's report

ROSPA report – some minor issues including wet pour shrinking and the gap will be filled in. Main issue is the fence surrounding the play area – needs replacing. Clerk noted that it could be removed if dangerous, some monies in the EMR for fencing; but the play area was due to be expanded with phase 3 of the park refurbishment. CTC yet to apply for funding but schemes have been looked at. MGM noted that the roof of the tower came loose on one side and he has removed it. He needs a cherry picker in order to reinstall due to the weight of the item. Clerk to liaise with Yetiserve as working at height equipment required to fix the play area camera that was knocked off by the scaffolders. Tractor working well but not mulching – difficult at the

beginning of the season. Have done the bracken clearing at the cemetery. Allotment gate – MGM feels is not an issue; Cllr Shaw noted that all of the fence is failing. Clerk queried animal stock fencing requirement as no animals are kept there - whether replacement was necessary. Clerk to check lease agreement. EP/23/064

## 8. To receive portfolio holder reports

**Play Areas/OCM.** Already discussed – no further updates EP/23/065

**Enfield Park.** Cllr Shaw noted nettles around new trees – to be cut back after nesting season – September. EP/23/066

**Car Parks** – Already discussed – no further updates EP/23/067

**Cemetery & Orchard.** Cllr Shaw noted that it looks great. MGM to collect 35 planks and screws to protect Darly Oak. EP/23/068

**Allotments & Footpaths** – Clerk noted that all allotments are now let and are in reasonable order EP/23/069

**Town Hall** – Front door in need of attention. Clerk noted have trouble opening/closing because of sun. Cllr Shaw will get an update from TT. EP/23/070

## 9. Agenda items

a. A tracker system/immobiliser for the tractor was **discussed**. Cllr Shaw noted locked gate, and double locked container – doesn't feel either is necessary; steering wheel lock may be sufficient. MGM noted that with an immobiliser it can still be put on a flatbed. Immobiliser is around £475. Tracker is £8pcm. It was **resolved** to install a tracker for 2 years

**Proposed: Cllr Hewlett                      Seconded: Cllr Rotchell                      unan                      EP/23/071**

b. Volunteer gardener request regarding Fore Street beds, were **discussed**. Committee assessed the area outside the library.

It was **resolved** to concrete over the Fore Street area where the old bike rack was.

**Proposed: Cllr Shaw                      Seconded: Cllr Rotchell                      unan                      EP/23/072**

c. Requests for 1 x memorial shrub and 1 x Oak at Enfield Park were **discussed**.

It was **resolved** that an Azelia could replace the Daisy in the raised bed and to plant an Oak behind the 'happy to chat' bench.

**Proposed: Cllr Shaw                      Seconded: Cllr Rotchell                      unan                      EP/23/073**

Clerk to liaise.

d. D-Clerk outlined the proposed application for 'gold' level Community Hub funding – in partnership with the Leisure Centre. £20k, with £8k of that to CTC for staff/extra opening hours/coffee machine. Providing 5 days of opening and contact hours between us. For wellbeing and helping prevent hospitalisations. Some required training to be undertaken by staff and to provide venue for training and interventions. This would be covered in the Wednesday and Saturday morning sessions at the library. Clerk then outlined potential remodelling of stairwell and changing layout of library floor to gain extra space for community events and meetings.

It was **resolved** to apply for the community hub funding

**Proposed: Cllr Hewlett                      Seconded: Cllr Elford                      unan                      EP/23/074**

Clerk to research costs for remodelling for next agendas (FC and committee).

e. Parking at Cleave CP and enforcement was discussed. Cllr Shaw noted that it has become difficult to park. Cllr Hewlett noted that CTC were due to review management since ownership has been through a calendar year – next agenda. Cllrs Hewlett, Elford, Rotchell, Burgis wish to bring enforcement/SLA with CC back to Full Council. EP/23/075

f. To **resolve** on timing for the replacement fence at OCM. Next agenda EP/23/076

## 11. Date & Items for next meeting.

7<sup>th</sup> July 2023

Timing for the replacement fence at OCM

Community Hub.

Play area fence/Enfield Park phase 3.

Allotment fence/gate post replacement