

**AMENITIES MEETING MINUTES WEDNESDAY 12th MAY 2021 AT THE MILLENNIUM CENTRE, IPPLEPEN**

Attendees.

Cllr R Carnell

Cllr D Palethorpe (Chairman)

Cllr A Armitage

Cllr J Ranjit

The meeting opened at 7pm

1. The Chairman will open the meeting and receive apologies: **all invitees in attendance**
2. To declare interests arising at this meeting and to consider any dispensation requests relating to this meeting. **None**
3. The Council will adjourn for the following items: **Public Question Time**: A period of 10 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Council or other items that affect Ipplepen**:**

**No members of the public present on this occasion.**

 4. The Council will convene to conduct the following business:

4a) **Elect Chair and Minute taker**

**All attendees agreed that** Cllr Palethorpe should continue as chair for the coming year & Cllr Armitage should continue as minute taker.

4b) **Procurement/Tender**

There is always a great deal going on where amenities is concerned from a major project like the skatepark through to continuous large and small maintenance jobs. The meeting discussed some background changes that might help with general management of these tasks.

**All attendees agreed** that each tender will have a lead committee member.

**All attendees agreed** that (a) our priority will be to use local contractors wherever possible and (b) that it would be useful to maintain an updated register of contacts for the firms that we have used.

**Action:** Cllr Palethorpe and Parish Clerk to compile register of contractors.

4c) **Recreation Ground Toilet Block External Decoration**

A number of the external boards are coming away from their battens due to shrinkage in the wood which needs securing and the whole of toilet block externally needs to be protected - quotes needed.

**Action:** Cllr Armitage to arrange quote.

4d) **Millenium centre**

Water supply update.

Cllr Carnell advised that this issue was still ongoing.

4e) **Skatepark Update (Standing Agenda Item)**

Our standing orders allows for the setting up of an advisory group, whose role would be to advise the council on specific issues/projects.

The meeting discussed the benefits of setting up this group and agreed that it should be progressed.

**Action:** Cllr Palethorpe to provide a terms of reference for a skatepark advisory group.

4f) **Allotment bank fence** –

 The stock fencing along the top of the allotment bank that runs parallel to the tennis court needs replacing due to post having rotted away.

**Action:** Cllr Ranjit to arrange quotes for a replacement fence.

4g) **Toddler play area fence (Recreation Ground)**

The fencing around the toddler play area has been an issue for some time and is always mentioned in the annual inspection report. Cllr Palethorpe provided some information to meeting attendees with photos of metal hooped fencing which could provide a good replacement option. The fence replacement would also require two gates, one to allow vehicle access and the other for pedestrians/users which will have to conform to safety standards for play areas.

**Action:** Cllr Ranjit to arrange quotes for a replacement fence, including gates.

4h) **Tremlett Grove Play Area tall swing**

The 2.2m swing, towards the back of the play area, is the same age as the one that council recently agreed to replace and is likely to need to be changed in the near future. Options were discussed at the meeting as to benefits of being proactive and getting replacement costs for the 2.2m swing now.

**Action:** Cllr Palethorpe to progress this.

4i) **Free standing bench replacement**

There are currently a number of benches in the recreation ground, including new picnic benches in the toddlers’ play area. The meeting discussed if we need an ongoing program of replacing existing freestanding benches – as they deteriorate - with similar ones or sourcing more galvanised supports and replace them with fixed benches.

However, **all attendees agreed** that there are a sufficient amount of benches available and for the time being, as and when a bench becomes unstable and not fit for purpose, it will be removed and not replaced

4j) **Biltor Road Bench**

Cllr Palethorpe advised that we have the end supports for this bench now so we just need the seat and back which could be either composite or wood.

**Action:** Cllr Palethorpe to get a quote.

4k) **Toilet Cleaning Contract**

Cllr Palethorpe proposed that the committee considered bringing all service contracts (Ground Maintenance/Toilet Cleaning) into line with each, with each one based on a 3 year contract. This provides transparency and a level playing field. For the cleaning contract we could go to tender at the end of the year with a start date of April next year.

**Action:** Cllr Palethorpe to propose this to full council.

4l)Millennium Centre solar panels

The committee began to look at this some time ago at the start of lockdown. At that time, some firms were unable to commit or provide a quote as their staff were furloughed. The committee discussed if the time was right for us to have another look at feasibility and costs. General consensus at the meeting was that as climate crisis and sustainability are now priorities on the Devon Council agenda, it might be prudent to wait to see if there are any forthcoming Devon-wide sustainability initiatives that might support us with this plan.

**All attendees agreed** to keep this item on the agenda.

4m) **Temporary/removable shade awning**

This item was to discuss options for materials to construct a temporary shade in the toddlers’ area in the event of one being required. No options were identified at the meeting.

**Action:** On hold.

4n) AOB

**- Memorial bench.**

**Action**: Parish Clerk to forward a picture of the bench preferred by the Committee and Bench Policy.

**- Village Noticeboards**

**Action:** Cllr Armitage to get a quote for refurbishing the noticeboard

5. To note the date of the next meeting: **Tuesday 8th June 2021**

6. There being no further business the meeting closed at 20.15pm