



Millbrook Parish Council

Asset & Open Spaces Task group meeting

Notes from the meeting held on Wednesday 9th June 2021 at 3pm

Councillors' present: Cllrs N Roberts, S Lewis, K Hall, B Taggart, H Wood.

In attendance: Mrs K Heald, Parish Clerk

1. Election of the Chair for the Asset & Open Spaces Working Group

It was proposed by Cllr Lewis seconded by Cllr Roberts and agreed by all Councillors that Cllr Hall is elected as Chair of the Asset & Open Spaces Task Group.

2. To approve the Terms of Reference for the group.

It was proposed by Cllr Hall, seconded by Cllr Lewis and agreed by all Councillors that the Terms of Reference, as produced by the Clerk and edited by Cllr Roberts are approved.

3. To review the actions from the last meeting.

The Clerk listed the actions from the previous meeting:

230321, Item 1: Terms of Reference.

Cllr Hall to produce Terms of Reference. Now produced.

230321, Item 2: Asset Register

i. Portable Dance Floor

The Group to investigate whether a local community group can make use of the dance floor. The Clerk was actioned to forward details of the purchase. This was still outstanding. (11/06/21: Clerk forwarded details, the purchase was made in 5th March 2019 purchased from Knoxford Ltd, Portable Floormaker, totalling £1,598.92 including delivery.

ii. Council Street Furniture

Cllr Hall & Cllr Wood agreed to complete a review of the Council owned street furniture. The Council now has an online facility to use Parish online.

iii. Land & Buildings – The Lime Kiln

Cllr Taggart & Cllr Wood agreed to look at the condition of the Lime Kiln building.

The Clerk updated the group that Guy Bolt from Bailey Partnership has visited the site and will be completing a RICS valuation of the Lime Kiln.

Action: Cllr Hall & Cllr Lewis to investigate whether there are bats in the Lime Kiln.

230321, Item 3: Acquisitions & stock control

Cllr Hall & Cllr Wood to produce a list of Council acquisitions. This has now been completed by Mr Paul Stinchcombe, Torpoint Town Council's Enforcement Officer.

Action: Clerk to forward the list to the group.

230321, Item 4: Ducks around the lake

The group discussed the recent communication and feedback received from the website posting. Members of the group also noted there had recently been a posting on a local Facebook page about introducing ducks to the lake.



Actions: (a) Clerk to arrange a meeting with the Environment Agency to discuss the management of the lake. (b) Cllr Taggart to produce a statement regarding the legislation and introduction of wildfowl into the lake.

230321, Item 5: Cemetery / overgrown tree roots

Communication had been received regarding a situation where the tree roots from the closed graveyard have affected the plot on the new section.

Action: The Clerk reported the Council is limited on what action it can take.

Post meeting note: The Council has now joined the Institute of Cemetery & Crematorium Management (ICCM) so could seek advice from this organisation.

230321, Item 6: Skatepark noise

During the previous meeting the group had discussed a range of options with a view to reducing the noise from the skatepark. During the meeting held on 20th April 2020 (minute 269a), the Council resolved to commission a noise survey consultant. The Clerk reported the consultant has visited the site, left monitoring equipment nearby over the weekend but as it happened the skatepark was not particularly busy. It was noted that concrete is generally quieter.

Action: (a) Clerk to chase the report from the consultant, which should include recommendations. (b) Clerk to encourage the users of the facility to start fundraising for new facilities.

4. Does the group recommend any action relating to the creation of wildlife nesting habits in the lake and longer-term solutions to revert the lake to a freshwater ecosystem?

See above. Clerk to arrange a meeting with members of the Asset & Open Spaces Task Group and the Environment Agency.

5. Disposal of assets: Does the group recommend selling the selling (i) the Green Machine (ii) the trailer.

The Clerk updated the group that in return for being able to use the machine on their tennis courts, Torpoint Town Council have agreed to arrange to have the Green Machine serviced. Torpoint Town Council may be interested in purchasing the machine.

Action: All members of the group agreed to recommend to the Full Council that both the Green Machine and trailer are sold. This would tie in with the Council's Environment & Climate Change policy by not retaining equipment which could be utilised elsewhere.

6. Does the group recommend the purchase of a strimmer?

The group decided to defer making a recommendation on this item.

7. Update on from the Clerk on outstanding actions and to review recently reported maintenance matters.

a. Works on the tennis courts – works still in progress.

b. Revamp of the tractor in the tractor park – works due to commence shortly, delayed due to the weather.

c. Quantified tree survey – the Clerk has contacted Evolve Trees. Date to be arranged.

d. Skate Park: (i) jump box repair and revamp. (ii) Noise assessment (iii) Team Rubicon event.

(i) Jumpbox repair delayed due a number of reasons which include supply and delivery of the steel, weather conditions and health issues of the contractor.

(ii) Noise assessment: Awaiting the feedback from the consultant.

(iii) Team Rubicon event: Scheduled to take place 18th September in Torpoint & 19th September in Millbrook.

e. Graveyard path



Due to conditions set by the Council the parishioners preferred contractors are no longer available for the work.

Action: The Council had already agreed to revisit the installation of a path in the Autumn. The Clerk highlighted income has been received from burial fees. The group will recommend the Council produces a speak and contractors will be invited to tender for the work in the Autumn

- f. Picnic bench for the skate park
Agreed 17th November 2020, Minute 196c. Purchase delayed due to Covid restrictions. Order has now been placed. Scheduled for delivery 23rd July 2021.
Action: Clerk to chase quotations for installation, including new contractors.
- g. Picnic bench for the Tanyard.
Order has been placed. Waiting delivery timescales.
- h. Millbrook War Memorial
The group agreed quotations should be sourced for maintenance work. The Clerk advised Jed Gibson has been asked to clear the vegetation.
- i. Broken door and missing instructions on life saving equipment
The group to recommend two x rescue equipment / lifebuoy housing units are purchased from Glasdon UK.
<https://uk.glasdon.com/water-safety-rescue-equipment/guardian-tm-lifebuoy-housing>.
Post meeting note: The cost including delivery is £191.26 including V.A.T.
- j. Memorial bench and cherry tree by Millbrook Lakeside.
Deferred: The Clerk has yet to received specifications of the required bespoke bench.
- k. Flowerboat in Blindwell Hill.
The Clerk updated the group on communication received regarding a donation of a flowerboat. The group discussed the request in detail. It was felt whilst the suggestion of Blindwell Hill was a good location and could help solve parking issues, as the land is not registered the Council does not have the authority to agree the installation. It was also highlighted several years ago the Council agreed there were enough flowerboats in the village. Concerns were also raised regarding maintenance issues.

8. Does the group agree to recommend the request to install a memorial bench in the Tanyard?

Two requests have been received for memorial benches have been received.

- i. **The installation of a bespoke bench in the Tanyard in memory of Mr Jeff Powdrill.**
A design had been received with planters at each end. The Councillors were concerned about the maintenance of the planters.
- ii. **The installation of either a picnic bench or a bench in memory of a friend of Mr Kevin Adams.**
The group felt a picnic bench was purchased by the Council and as they are not fixed in place they are not appropriate as memorial benches.
Cllr Wood suggested replacing the bench by the located near the bin, on the Devon and Cornwall side of the Tanyard.

Recommendation: The Council felt any new furniture would need to fit in with the current furniture, which has cast iron arm rests.

Post meeting note: The Clerk has meet with Mr Adams, whilst he would be agreement to go with the Councils wishes, being a skilled woodworker, he does prefer timber. He highlighted one of benches with the cast arm rests are not in great condition and being made of composite material, if they do need to be repaired, you can only recycle them once.



9. Does the group recommend fencing of the area in Radford Lane, near Torstore, planting some shrubs, maintaining the area and installing some seating?

Update from Cllr Taggart: The triangle of land on the boundary of Millbrook used to have a bench on it, which is listed on the Council's asset register.

Action: Cllr Lewis to investigate the Council's right of ownership, due to having the bench previously installed on site.

10. Update regarding West Street Play Park and to consider recommendations to the full Council.

The group recommends the Council is still mindful of taking this forward. The Clerk highlighted at this present time the Council does not have the capacity to take on another asset.

The meeting closed at 4:45.

A request for was made that the next meeting takes place in an evening.

Next meeting due to take place in September 2021.