



Millbrook Parish Council

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Asset & Open Spaces Task group meeting

Notes from the meeting held on Wednesday 13th July 2022 at 10:30am in Millbrook Village Hall

Attendees: Cllrs N Roberts, S Lewis, K Hall and B Taggart

Apologies received from Cllr Wood and Cllr Polák

1. Chair of the Asset & Open Spaces Task Group.

It was proposed by Cllr Lewis, seconded by Cllr Taggart and unanimously agreed that Cllr Hall is elected as Chair for the Asset & Open Spaces Task Group.

2. Review the Asset & Open Spaces Terms of Reference.

It was proposed by Cllr Roberts, seconded by Cllr Lewis and agreed by all Councillors to recommend the Asset & Open Spaces Terms of Reference are approved without any amendments.

3. To review the quotations which address measures identified in the tree survey completed in June 2021.

The group members reviewed the quotations. It was proposed by Cllr Taggart, seconded by Cllr Hall and agreed by all Councillors to recommend the quotation from Tom Cox Tree Surgery is approved by the Council.

4. To consider recommendation to purchase a The Queen's Canopy Platinum Jubilee plaque for the commemorative garden.

Cllr Lewis provided an update on the Village Enhancement Team's plans for a commemorative Queen's Platinum Jubilee Garden by the Royal Oak, near Millbrook's doctors surgery. During the Full Council meeting held on 15th February 2022 a budget of £500 was agreed to create the garden. Cllr Roberts suggested an alternative, environmentally friendly matting / weed barrier is investigated. Action: Cllr Lewis to investigate options.

Cllr Lewis recommended the Council purchases a Queen's Canopy Platinum Jubilee plaque <https://rbli.shop/products/queens-green-canopy-plaque> - cost = £118.99 plus postage for an A5 plaque or £129.99 for an A4 plaque. Plus £25.00 for stakes. It was proposed by Cllr Hall that the group support's Cllr Lewis's recommendation and purchases a plaque for the commemorative garden.

5. To review the quotation for disabled parking bays and resurfacing the red walkway.

The Clerk presented the Council with a quotation received for resurfacing and providing disabled parking bays in the Village Hall car park. For several years the Council has supported the idea of providing disabled parking bays. This has been discussed in previous meetings but, due to Covid and availability of the contractors, the former Clerk had difficulty in obtaining prices. It was agreed the Clerk should ask for a price from the firm subcontracting in the West Street car park for EV bays.

6. West Street car park: (i) To consider the communication regarding the provision of year-round recreation use of motorcaravans via CAMpRA UK. (ii) To arrange a meeting with Tim MacKnelly, FindParkPay.

i. Motorcaravan parking:

The Clerk updated the Councillors on communication received from a parishioner. Following discussion, it was agreed to recommend to the full Council that the West Street car park is not a

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suitable location but to contact the Football Club as there could be potential to generate income for the club.

ii. FindParkPay

It was agreed due to possible issues with signals not to pursue this facility. In the near future the Council's car park machine will need replacing, at this point the Council could look into the provision of the machine accepting card payments.

7. Request to plant an apple tree in memory of former Councillor Bob Vincent, by the lakeside, opposite the bottom of Molesworth Terrace.

Concern was raised about traffic pollution affecting an apple tree and the apples falling onto the nearby path.

The following suggestions were made:

Option 1: Plant an ornamental apple tree, (such as a crab apple tree), a silver birch or a rowan tree in the requested location.

Option 2: Plant an apple tree in the apple orchard.

Action: Clerk to feedback the above.

8. Memorial tree and bench policy

Following discussion of concerns raised by Cllr Taggart, it was agreed that para. 4.16, page 4 of the Memorial Tree and Bench policy is amended from "*The donor will be responsible for ensuring the item is maintained and cared for and kept in a good usable condition.*" to "*The donor is expected to ensure the item is maintained and cared for and kept in good usable condition using environmentally friendly methods.*"

9. Request for a memorial plaque on the bench by the lake, near Higher Anderton Road.

The Clerk showed the Councillors an image of a bench by Lower Anderton Road. The Task Group supported the request for the parishioners to install a memorial plaque on the bench subject to it being of appropriate dimensions and materials.

10. Update on actions outstanding and consideration of future projects:

	Item	Notes	Noted / agreed actions during the meeting
a	Investigate whether there are bats in the Lime Kiln	Deferred until the spring but agreed inspection to take place before February 2022.	2 nd August 2022 – meet by the Lime Kiln. Cllr Hall to contact Nick Butcher, ranger at Mount Edgcumbe
b.	Donation of portable dance floor to a community group	Communication with Coppola Dance School and Town Crier, on behalf of the Black Prince Committee.	Kelly Brown, proprietor of Coppella Dance School is interested in using the dance floor. She would make it available for Torpoint Town Partnership and, if required, Millbrook Parish Council could use it. The Clerk has approached The Black Prince Committee who have confirmed they would be happy to take over ownership of the dance floor provided Kelly Brown can store it.
c.	War memorial	Tamar Cleaning have agreed to clean the war memorial free of charge. Consider fencing options.	War memorial to be cleaned in October by the company cleaning the play park equipment. The Council's caretaker is looking into options for fencing by the war memorial. Suitable decorative fencing, chain link fencing or barriers would stop vehicles parking on the kerb



			but would allow access to the war memorial when required.
d.	Review of the council street furniture	Admin Support office waiting subscription of Parish online to produce a map.	Once access codes have been provided the council officers will need some Parish Online training. Once completed a map will be available detailing the Council's assets and amenities.
e	Memorial Garden	Cllr Taggart agreed to take photographs of the wall by the entrance of the new cemetery.	Clerk to arrange a site meeting with Megan Edgcumbe to discuss options for land near the cemetery.
f	Insect hotel	If supported, to agree size and location	(i) Cllr Roberts to approach Robbie Ryder, Family Foraging Kitchen. (ii) The Clerk to contact local schools
g	Tractor Park	(i) Supply and installation of the swing frames (ii) Consultation regarding the roundabout and toddler play area (iii) Creating an entrance along Southdown Road.	The Clerk said, due to having Covid and a back log of work, the appointed contractor is not able to complete the work to install swing frames during the summer holidays. Outdoor Play People, Play Park suppliers, have had a cancellation and are now able to install the swing frames during the summer holidays. Items g(ii) and g(iii) not discussed due to time constraints.
h	The Bier	Update from Cllr Wood	Cllr Lewis said the Council's Street Cleaner, who has been working on the Bier, has now resigned from the Council. Work has commenced.
i	Goal posts	Installation and barrier board	The goal posts have been ordered. Kevin Adams, The Fencing and Decking Company is providing a quotation for a bespoke barrier, to also be used for graffiti / creative artwork.

Other items discussed.

j	West Street	Village maintenance	Cllr Taggart raised concern about the state of the West Street – such as overgrown weeds by the road sign near the pub. The Clerk said the caretaker has been working on the tennis courts but will ask him to concentrate on this area. The staffing committee will be recommending additional hours for village maintenance cover.
k	Kerbside weed control	Foamstream	Clerk to contact Foamstream to see if they will provide a quotation for two visits to Millbrook.