



## Millbrook Parish Council

### Asset & Open Spaces Task group meeting

Notes from meeting held on Wednesday 1<sup>st</sup> November 2022 @ 7pm by Zoom

**Councillors present:** Cllr K Hall (Chair of the Group), Cllr S Lewis, Cllr B Taggart

**In attendance:** Mrs K Heald, Parish Clerk

Cllr Hall, who was appointed as Chair of the group during the meeting held on 13<sup>th</sup> July 2022, opened the meeting at 7:00pm. appoint a Chair of the Asset & Open Spaces Task Group.

#### 1. Bat survey – update / recommendations

Cllr Hall has sent two emails and will chase a response.

#### 2. Trees

##### (i) To consider obtaining a quotation for a Quantified tree survey

Cllr Taggart recommended a tree survey is completed every three years and that having completed the Lantra tree inspection, the Council's caretaker reviews the last tree survey and assesses what needs doing.

##### (ii) Discuss tree planting.

The Clerk advised the Council's caretaker has raised concerns that for every tree that has had to be felled the Council should be looking to plant more trees. Cllr Taggart recommended a budget of £400 for this financial year and a budget of £400 for next financial year to cover the costs of tree planting. Cllr Taggart suggested small trees are planted (an equal amount of shoots to roots) and that the following trees were suggested – Silver birch, crab apple, mountain ash, hazel an willow.

**Recommendation to full council:** £400 allocated for the remainder of 2021-22 for tree planting and £400 for 2022-23 for tree planting.

##### (iii) Update on works on emergency works in Millbrook Tractor Park

The Clerk advised the Council's contractor, Hill from Enhanscapes, has completed some emergency works on The Willow in the play park. The park has been closed and the Clerk is waiting for quotations.

#### 3. Interpretation boards

##### (i) To consider additional interpretation boards for Wasps / Bees / hornets

The Councillors reviewed the quotations from Shelley Signs for interpretation boards and it was agreed, once the insect hotels had been installed, to investigate this further.

Suggestions from Cllr Taggart:

- An image of the insect hotels
- Why the insect hotels are in place and what they have are designed to do.
- Information on solitary bees, hornets and wasps.
- Give Sadie Barrow Illustrations a brief and ask for a quotation
- The Clerk to ask Shelley Signs for a quotation for an A3 sign.

##### (ii) To consider a map of the area and 'Welcome to Millbrook' in Millbrook Tanyard

Investigate the options of a heritage trail on an aluminium board. The information would provide historic / features of interests.

#### 4. Seating in the Tanyard

The Councillors discussed the Clerk's recommendation for additional seating in the Tanyard and no proceed with this at this time.

#### 5. Seating in the dog walking field

A quotation has been received from a member of public for a seat in the dog walking field. The



Clerk showed the Councillors a photograph of the suggested area, the cost of a recycled material bench from Glasdon and the installation costs, to include a concrete base from Dale Blackler. All Councillor Councillors were in support of this.

**Recommendation to the full council:** To agree a budget for the purchase of a bench and the installation costs.

**6. Village maintenance**

- Review quotation for works on Millbrook War memorial
- Repair of the Tanyard Wall
- Repair of the stones around the tree in The Parade

It was agreed to recommend the to the full council the quotation from Dale Blackler to repair the war memorial and the Tanyard wall.

The quotation for the repair of the base around the tree in The Parade excluded the stones. It was agreed to ask the contractor to source the materials and include these within his quotation.

**7. Millbrook Tanyard – quotation for a survey of the Tanyard roof structure**

**(i) Quotation for survey of the roof structure in the Tanyard.**

Various projects have been suggested for a roof on the Tanyard, including a 'Green roof'.

The Clerk said a local architect has suggested, before exploring options.

**(ii) Quotation for disabled access in the Tanyard**

A tree root has caused damage to the paving in the Tanyard. The Clerk has asked the Council's ground work contractor to submit a quotation for disabled access.

**8. Southdown Bus shelter – update**

Currently waiting for costings from Gareth Tutt, Out of Town. Quotations circulated, for information, to paint spray the shelter.

**9. Tractor park roundabout**

**A quotation of** £149 plus VAT has been received from Sovereign Play to cover the costs of inspecting the roundabout. The cost of the visit is redeemable against an order for repairs over £500. It was agreed, as the roundabout is so old, and if it is to be repaired it may need repairing in a few years time, the Council should consider replacing the roundabout and the costs used from CIL funding.

**Recommendation action:** A report with costs and recommendations to be submitted to the full Council.

**10. Defibrillator –**

Following the defibrillator training, Councillor Beadnell recommended a defibrillator is purchased and installed in West Street car park. A representative from South West Ambulance Foundation Trust will be visiting the parish on Tuesday 8<sup>th</sup> November 2022.

**11. Cemetery regulations and procedures**

It was agreed once the Clerk had completed the cemetery management course, Cllr Hall and the Clerk would work on some cemetery regulations. The Clerk said the regulations would need to be on a sign post in the cemetery, as well as on the Council's website.

The meeting finished 19:00 hrs