

Minutes of the Virtual Tews Lane Management Committee Meeting held on Thursday, 25th June 2020 at 12.00pm via Zoom.

Present: Cllr I Capon (Chairman)
Cllrs I Crawford, C McCormack Hole, S Kingdom.
Also in attendance: Mrs K Graddock (Deputy Executive Officer (DEO)), A Leighton (Barnstaple Youth Football Club), M Birchmore (Barnstaple Town Football Club), C James (Barum United) and Mr M Steart (Woodward Smith Architect).

2006/35 **Apologies**
No apologies were received.

2006/36 **Declarations of Interest**
None received.

2006/37 **Public Participation Period**
None.

2006/38 **Minutes**
It was **resolved**, with no votes to the contrary that the Minutes of the meeting held on 28th February 2020 be approved and signed by the Chairman at a later date.

2006/39 **Co-opted Members**
M Birchmore and A Leighton both expressed their desire to start re-training on the pitches as soon as possible. The DEO replied that she was presently investigating this matter and had contacted the FA, who had no issues with training however, she would need to look at providing documentation and that she would need risk assessment from each party.

*** Cllr I Capon left the meeting at 12.05pm and returned at 12.06pm via Phone. *** Cllr Crawford took the Chair for the remainder of the meeting.

*** Cllr McCormack Hole entered the meeting at 12.07pm. ***

2006/40 **Budget Monitoring Statement**
Members were circulated a budget monitoring statement, as attached as Appendix 1. Members asked whether the DEO could split Tews Lane from the Parks and Playing Fields budget in order for it to be clear on the Committee's budget. The DEO replied that she would look into this and if not possible this financial year, she would ensure it is split from 2021/22. It was **resolved** with no votes to the contrary that the budget monitoring statement be noted.

2006/41 **Tews Lane Extension**
a) To receive results from the Topographical Survey and Ecology Report and consider any actions
Members were circulated the Ecology and Topographical Survey results prior to the meeting. It was noted that the majority of members did not

have time to read the information, therefore the item is to be placed on the next Agenda.

*** Cllr S Kingdom left the meeting at 12.11pm and did not return. ***

Mr Steart reported to members that following the results, there was a need to either have a 3m clear gap between the existing building and the proposed extensions or further surveys. The report suggests that the roof of the building contained many potential access points for bats, in the form of slipped slates and gaps in the gable bargeboard. No evidence of roosting bats was found within the loft of the building. However, there were many areas where crevice dwelling bats, e.g., pipistrelle bats, could potentially roost unseen, such as between the roof lining and the slates. The area around the building is free from artificial lighting, and favourable bat foraging and commuting habitats are present on site and in the immediate area. In accordance with the bat survey guidelines (Collins 2016), it is recommended to undertake two bat emergence surveys of the building in order to give confidence in a negative assessment of bat use, or accurately categorise any bat roosts present. Emergence surveys should be undertaken between May and September inclusive, with May to August being the optimal survey period. These surveys would be required to support a planning application. These surveys are used to determine presence/absence of bats, and to categorise bat roost type, number of bats and access points if bats are present. Mr Stearts recommendation was to continue with the surveys as the build cost would likely be significantly higher than the cost of surveys and therefore it was **resolved** with no votes to the contrary that the two bat emergence surveys be authorised at a cost of £1,320.00 plus VAT.

Cllr Capon raised points regarding the wider impact of ecology, however, Mr Steart replied that the area under investigation is limited.

b) receive update from Mr M Steart on the project to date and consider and approve as necessary any next stages

Mr Steart provided an update on the project to date. He has spoken to the Planning Officer who has not raised any great concerns or material considerations to date.

Cllr Capon raised a point regarding the possibility of providing an external public toilet. Members agreed this should be investigated.

Members were reported of the need to complete a drainage strategy report. The DEO explained that she had found a number of files in Storage that needed investigating; however, a report would need to be submitted with the planning application. Members did not wish to wait for this until the next meeting, therefore it was **resolved** with no votes to the contrary, that the DEO in consultation with the Chairman of the Committee are given delegated authority to appoint a suitable contractor to carry out the drainage strategy to be submitted with the Planning Application.

c) To consider costs for Woodward Smith Ltd to design consultation boards/images to start the public consultation stage of the Tews Lane Project

The DEO reported that the Council would need to complete public consultation on the application and that Woodward Smith Ltd could design consultation boards to be displayed via website/social media. Mr Steart explained that they could be embedded on a specific area of the Woodward Smith Ltd Website which can also enable comments to be posted and collated easily. Members felt this would be beneficial and therefore it was **resolved** with no votes to the contrary that Woodward Smith Ltd be appointed to design public consultation boards of the current design at a cost of £500.00 + VAT and that they are displayed on the Woodward Smith Ltd website and relevant social media pages.

The DEO did point out that this does not include face to face public consultation, but until Government permits gatherings, this would be extremely difficult to complete.

2006/42

Exclusion of Press and Public

It was **resolved** with no votes to the contrary that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of confidential information.

2006/43

Football Pitches/Changing Rooms

Members were circulated a report from the DEO following an informal meeting with Barnstaple Football Club, Barnstaple Youth Football Club and Barum United on the proposed rental charges and liabilities for the Football Clubs and the Council. Members agreed that it is important to ensure matters are documented and therefore it was **resolved** with no votes to the contrary that

1. That the DEO in consultation with the Chairman are authorised to continue to sought legal advice to implement an agreement with each of the Clubs; Barnstaple Town Football Club, Barnstaple Youth Football Club, Barum United and Ability Club to use Tews Lane and that the following provisions are included:
 - a. Each team is responsible for ensuring that the Changing Rooms are clean for the next user
 - b. That the Barnstaple Town Football Club continue to be responsible for the maintenance of the signage and fencing around the pitches
 - c. That an independent check is carried out each week (organised by the Clubs) and their decision to play or not play is respected and followed by each Club
 - d. That the proposed programme of use as above be accepted
 - e. That no play including training is permitted on the pitches between 1st – 31st July to give the pitches chance to recover and any maintenance work to be carried out.
2. That the rents as detailed in the exempt report are accepted.

There being no further business, the meeting ended at 12.55pm.

Signed: Dated:

Appendix 1

Parks & Playing Fields		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
		0.00	3,018.00	1,137.50	10,237.50	3,412.50	4,944.50
51	DCC - Grass Cutting	0.00	0.00	0.00	1,155.00	474.99	680.01
45	Ellerslie - Grass Cutting	0.00	1.00	0.00	10.00	0.00	9.00
46	Ellerslie - Rent	0.00	0.00	0.00	0.00	0.00	0.00
148	Environmental/Climate Change	0.00	1.00	0.00	1,500.00	240.00	1,259.00
55	General/Various	0.00	0.00	0.00	567.00	210.00	357.00
47	Griggs Field - Grass Cutting	0.00	0.00	0.00	315.00	0.00	315.00
48	Griggs Field - Strimming	0.00	0.00	0.00	0.00	63.99	-63.99
139	Maple Grove Grass Cutting	0.00	0.00	0.00	1,500.00	0.00	1,500.00
52	New Equipment	0.00	0.00	0.00	4,000.00	590.33	3,409.67
53	Play Equipment Renewal/Repairs	0.00	0.00	0.00	1,850.00	356.40	1,493.60
27	Tews Lane - Business Rates	0.00	0.00	0.00	500.00	71.30	428.70
31	Tews Lane - Electricity	0.00	0.00	0.00	410.00	0.00	410.00
102	Tews Lane - Gas	0.00	0.00	0.00	2,000.00	30.00	1,970.00
32	Tews Lane - General Maintenance	0.00	0.00	0.00	12,000.00	2,149.98	9,850.02
28	Tews Lane - Pitch Maintenance	0.00	0.00	0.00	600.00	428.56	171.42
30	Tews Lane - Water & Sewage	0.00	0.00	8,000.00	5,000.00	400.00	12,600.00
149	Tews Lane Enhancements/Compl	0.00	3,000.00	0.00	0.00	0.00	-3,000.00
103	Tews Lane- Hire Charges	0.00	0.00	0.00	130.00	52.63	77.37
50	Village Green - Electricity	0.00	0.00	0.00	783.00	198.99	584.01
49	Village Green - Grass Cutting	0.00	0.00	0.00			
		£0.00	6,020.00	£9,137.50	42,557.50	£8,679.69	36,995.31