

**Minutes of the Assets & Facilities Committee Meeting
held on Thursday 29th January 2026 at 11am at The Beechfield Centre,
Beechfield Road, Fremington**

Present: Cllrs J Bridgeman, D Dixon, O Kelly, S Kingdom, N Tamlin, H Walker

Mrs J Wood, Administration and Projects Manager

2601/24 Election of Chairman

It was **resolved**, with no votes to the contrary, to appoint Cllr Walker as Chairman.

2601/25 Election of Vice Chairman

Cllr Walker nominated Cllr Cann in her absence, and it was noted that Cllr Cann had accepted the nomination and, it was **resolved**, with no votes to the contrary, to appoint Cllr Cann as Vice Chairman.

2601/26 Apologies for Absence

Cllr Cann.

2601/27 Declarations of Interest

Cllr Walker declared a non-registerable interest in item no. 2601/32 as a member of North Devon Council Planning Committee.

2601/28 Public Participation Period

None.

2601/29 Minutes

It was **resolved**, with no votes to the contrary, that the Minutes of the Parks and Open Spaces Committee meeting held on the 1st September 2025, the Minutes of the Fremington Quay Management Committee held on the 30th October 2025, and the Minutes of the Tews Lane Management Committee meeting held on the 27th November 2025 be approved and signed as correct records.

2601/30 Tomlin Hall

Members were informed that the Tomlin Hall Management Committee had investigated options for refurbishment and/or demolition and rebuild of the Tomlin Hall. It had been discovered that refurbishment works would exceed £400,000 due to structural defects rendering refurbishment uneconomical compared with rebuild. Due to the scale of the project the current trustees do not feel in a position to move this forward. The trustees wish to implement the “trustee of last resort” clause in the Tomlin Hall deed, whereby the Parish Council may assume ownership and management without appointing new trustees, the Parish Council would then lead on the redevelopment project. It was noted that there is sufficient funding available through Section 106 to construct a new, slightly smaller hall opposite the existing building. Future Section 106 funding would enable demolition of the old hall and completion of an L-shaped development providing two halls with kitchen facilities. At

present, funding is insufficient to cover both construction and demolition costs.

Cllr Walker suggested that a Working Party for Tomlin Hall be set up to allow the current hall and the current management committee to carry on with the day-to-day running of the hall. It was suggested that it should be set up with Cllr Walker representing the Parish Council, and the two remaining Trustees.

After a lengthy discussion, it was **resolved**, with no votes to the contrary:

- For the Parish Council to accept the management of the hall once the trustees had implemented the “trustee of last resort” clause, and to take on the management of the extension and demolition of the hall project.
- For the Parish Council to instruct the Architect to move forward with a planning application for the above works and as per the quotation presented by the Trustees.
- For a Working Party to be implemented for the Tomlin Hall with the membership as suggested above.

2601/31

Strategic Plan

A copy of the draft Strategic Plan was circulated to prior to the meeting.

Cllr Kingdom noted that Fremington Parish Councillors do not receive allowances and queried whether this would be reviewed should additional responsibilities arise from devolution. Cllr Walker reminded Members that Parish Councillors are permitted to claim expenses. It was noted that the Finance and Personnel Committee had agreed to investigate this matter further.

Cllr Walker advised that the Ministry of Housing, Communities and Local Government devolution paper does not propose any changes to the statutory duties of Parish and Town Councils. It was noted that Parish Councils have the opportunity to submit an expression of interest to North Devon Council for the transfer of assets within the Parish. The Parish Council will submit expressions of interest for the Queen Elizabeth II Playing Field and Sports Facility, Babbages Allotments and Play Area, and Fremington Quay, which are currently leased and/or maintained by the Parish Council.

Cllr Walker advised that the Parish Council should make budgetary provision for new play equipment, noting that Section 106 funding may only be used for enhancements and not for general replacement.

Cllr Bridgeman suggested that budgets should be phased over a four-year period, commencing from year two, in order to avoid placing undue pressure on the remaining years.

Cllr Walker advised that Section 106 funding arising from future developments is expected to be available for drainage works at Tews

Lane and should be sufficient to cover the costs of replacing the drainage.

It was **resolved**, with not votes to contrary, for the Parish Council to use what is in the existing budget for year 1 and for the item to be added to the next Agenda along with the Strategic review of the play area so the further four years can be discussed.

It was **resolved** 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 item as it involves the likely disclosure of confidential information.

Part B

2601/32 **Update on Extension to Sports Facility at Queen Elizabeth II Playing Field**

An update was provided on the current position regarding drainage at Tews Lane. It was noted that the building had recently been signed off by Building Control and is fit for use, marking the completion of a long-standing element of the site. Attention was then drawn to the existing drainage arrangement, whereby surface water from hardstanding areas and the pitch discharges to a manhole at the northern boundary before passing beneath the adjacent concrete access road and into an existing ditch beyond the site boundary.

Cllr Walker left the meeting.

This ditch runs for a limited distance before terminating, resulting in surface water dispersing onto neighbouring land. It was also noted that there is no formal legal agreement in place permitting drainage infrastructure to cross third-party land. While parts of the existing drainage system are functioning, concerns were raised about its construction quality and long-term suitability. Discussions have taken place with neighbouring land interests to review these issues, focusing on the need to establish a suitable long-term drainage solution and to regularise the route of drainage beyond the site boundary. A potential approach has been outlined in principle, involving the collection of surface water within the site, its re-direction to a new manhole in the north-west corner, and onward conveyance to a new attenuation feature before controlled discharge through existing watercourses.

It was **resolved**, with no votes to the contrary to agree that this approach is considered a practical in principle, subject to further technical design, legal arrangements, and necessary approvals. No decision was taken at the meeting, and further review and assessment will be undertaken before any recommendations are brought forward.

Cllr Walker returned to the meeting.

2601/33

Beechfield Changing Rooms

Members were updated on the cleanliness of the changing rooms; to date there have been no issues with the cleanliness and removing of items after matches.

Members were made aware of an email from the Football Club in relation to the use of the hall during their league games. It was reported that the hall is unavailable on three of the four proposed home match dates due to prior bookings. The Football Club had highlighted that by not providing access to public toilets the club is not meeting league requirements and therefore could be sanctioned. The football club also raised concerns regarding safeguarding where children's events and men's football fixtures take place concurrently on the same site. It was noted that the existing bookings were placed prior to the club requesting these dates.

The football club proposed the following two options:

The potential for hall bookings to finish by 2.30pm; or
Those that had already been booked in on matchdays be rearranged.

It was noted that the club advised further fixtures would be shared once confirmed to help avoid future clashes. The club also requested access to the keypad lock on the metal gate to the Parish Hall for the club to collect footballs after matches.

Members noted the concerns raised, after discussion it was **resolved**, with no votes to the contrary, that the Parish Council will not change bookings that have been confirmed. The Beechfield Centre is a community facility, and the Parish Council will continue to accept all valid bookings on a first come first served basis, it would not be financially viable to refuse bookings in anticipation of possible future use by any hirer. It was further agreed that the Parish Council would be happy to consider future block bookings, subject to availability and payment.

The club would be informed that any enquiries relating to the keypad lock on the Parish Hall gate must be referred to the Parish Hall Committee.

2601/34

Tarka Ridge Allotments

Members were advised that a site meeting had been held before Christmas with the developer's representative and solicitor, the Parish Council's solicitor, and officers. All outstanding items were resolved on site, and the Parish Council is now awaiting the structural survey and transfer documentation, which are expected within the next few weeks.

It was **resolved**, to note the update.

Meetings ended at 12.20pm

Signed: Dated: