

**Minutes of the Community Hall / Recreation Committee  
Held on Wednesday 20<sup>th</sup> November 2024 at 7pm  
The Community Hall, Rydon Road, Kingsteignton**

**Present:**

Chair: Cllr J Scagell (Deputy Mayor)  
Deputy Chair: Cllr M Field  
Councillors: Cllrs D Ripping, A Tillson-Hawke, J Gordon, M Eggar and B Thorne  
Ex-Officio: Cllr R Peart (Mayor)  
Asst to the Clerk/Events Officer: Miss B Hooper

**Apologies:** Cllr K Jones

**CHR35/2024                      Accept apologies received by the Clerk**  
To receive, note and where requested approve and accept any apologies for absence received by the Clerk.

**Resolved:** Apologies were received and accepted from:  
Cllr Jones (Personal Reasons)

**CHR36/2024                      Declarations of Interest**

There were no declarations of interest.

**CHR37/2024                      Draft Minutes**  
To receive and approve the minutes of the meeting held on 18<sup>th</sup> September 2024

**Resolved:** The minutes of the meeting held on 18<sup>th</sup> September 2024 were unanimously approved and signed by Cllr Scagell.

**Proposed:** Cllr Peart

**Seconded:** Cllr Eggar

**CHR38/2024                      Feedback on Kingsteignton Act of Remembrance 2024**  
Opportunity to review the recent event and record any learning for future Remembrance events.

Miss Hooper provided members with a run down of the experiences of the staff present on the day and councillors then spoke on their experiences too.

Key factors to consider within the planning for 2025 included:

- i. Two vehicles to be accompany the parade (one at the front in addition to the current one at the rear);
- ii. More marshals to direct traffic being sourced to ensure every possible outlet where parked traffic could move from should be covered, this included Arch Cottages, the car park and the garage;
- iii. PA System to be located in the churchyard rather than Sandpath Road ensuring the reverence of the event and the churchyard are not detracted from. Health and safety considerations re siting on stable ground and being suitably audible to be checked with church personnel in advance of 2025's service;
- iv. Sandpath Road closure to operate for the full duration of the Parade and Service;
- v. Provision of availability of chairs for veterans to be investigated;
- vi. First Aider Kit to be present on the Parade and at the church;
- vii. Provision of equipment to protect potential casualties against elements;
- viii. Relevant parking suspensions to be investigated;
- ix. KTC Event Organiser to be equipped with a radio to be able to link into event communications;
- x. Marching order protocol to be defined and made available to those within the Parade;
- xi. Outline of outdoor service to be made available; and
- xii. Earlier meetings (September minimum) with key personnel to be held.

**CHR39/2024**

**Fallen Tree in Community Hall Grounds**

To receive a verbal update from Miss Hooper regarding the current situation

Officers wanted to ensure Councillors were fully aware the restricted access marked off with orange tape in the Community Hall grounds was solely relating to a tree which had fallen in grounds adjacent to the Council's and until officers were satisfied all trees in that vicinity had been appropriately checked, this area of the grounds would remain fenced off. Councillors noted the update.

**CHR40/2024**

**Play Equipment Repairs at Clifford Park**

To discuss the quote received from Proludic for repairs to play equipment ay Clifford Park and agree future action.

Councillors discussed the quote and potential options in detail.

**Resolved:** All councillors were in favour of approving the works detailed on the quote with the additional tiles required but to seek to determine if management by council staff could be achieved in the future.

**Proposed:** Cllr Thorne

**Seconded:** Cllr Peart

**CHR41/2024****Gym Equipment at Clifford Park**

To discuss the potential removal of all gym equipment at Clifford Park and agree future action.

Members noted comments from Cllr Scagell and debated the provision of the gym equipment. All were in favour of removal.

**Resolved:**

To remove all gym equipment from Clifford Park.

**Proposed:**

Cllr Eggar

**Seconded:**

Cllr Peart

**CHR42/2024****Carols Around the Tree Event**

To receive a verbal update from Miss Hooper regarding plans to date.

Miss Hooper outlined progress made to date with the Carols Around the Tree event set for 14<sup>th</sup> December 2024. Key points/comments included:

- i. Anticipated numbers of volunteers required to help in various roles and the likelihood of needing to source additional volunteers from the public;
- ii. The timings of each of the elements of the event;
- iii. There having been one requested change to a more well-known carol;
- iv. The expected flow of residents attending the event, participating in the differing elements and locations within the building to aid a safe flow of people as well as how this would be managed on the day;
- v. The progress of the building of Santa's Grotto;
- vi. Tickets for Santa's Grotto and access for families;
- vii. The need for parents/guardians to ensure their children are within their care at all times;
- viii. Lighting provision expected and delivery dates for both the Fountain and Community Hall;
- ix. Lack of availability of additional bauble decorations for outdoor tree at the Community Hall this year;
- x. Possibility for additional ambient lighting to aid reading carol sheets;

**CHR43/2024****Correspondence**

There was no correspondence.

The meeting closed at 7:58pm

**The next meeting will be held on Wednesday 22<sup>nd</sup> January 2025 at 7pm.**

Signed: .....

Dated: .....