

MINUTES OF THE MEETING OF THE ESTATES & OPERATIONS COMMITTEE
HELD IN THE MEETING ROOM, CIVIC OFFICES ON
THURSDAY 5th SEPTEMBER 2019 AT 7.00PM

Present: Councillor C Briggs (Chairman)

Councillors: B Sellars, G Edwards, S Roe, J Charters, F W Lee, N Blanchard, Mrs J Charters
Mrs K Gilliland (NKDC)

Absent:

Councillors: G Killingsworth, M Rodgers

In Attendance: Clerk to the Committee: Mrs S Green, Mrs R Brown
Services Supervisor: Mr C Lewis

The meeting opened at 7.00pm

1. **APOLOGIES FOR ABSENCE AND ACCEPTANCE OF REASONS GIVEN**

AGREED Proposed by Cllr Sellars, seconded by Cllr Lee
To accept reasons for absence received from: Cllrs G Killingsworth,
M Rodgers
Unanimous

2. **RECEIPT OF ANY DECLARATION OF MEMBERS' INTERESTS UNDER THE LOCALISM ACT 2011**

None received at this point.

3. **NOTES OF THE COMMITTEE MEETING HELD ON 4th JULY 2019 BE APPROVED AS A TRUE RECORD OF MINUTES**

AGREED Proposed by Cllr Lee, seconded by Cllr Blanchard
The minutes dated 4th July 2019 be approved as a true record
Unanimous by those who had attended that meeting

4. **CHAIRMAN'S ITEMS**

There were none

5. **CORRESPONDENCE AND CLERK'S ITEMS**

The Clerk advised that a letter had been received from Mr Roger Kent regarding the co mingled bin that is opposite his house in Windermere Avenue. The Committee discussed his request for it to be moved but felt that there is an obvious need for the bin and that there isn't anywhere more suitable for it to go.

AGREED Proposed by Cllr Roe, seconded by Cllr Edwards
that the Clerk write to Mr Kent advising him that it was felt that there is an obvious need for the bin and that we have contacted NKDC who confirmed that it is emptied twice a week and that there are no other suitable places.
7 in favour and 1 against

An email had been received regarding the Skatepark, requesting confirmation that it is a legal street art location. This had always been the intention with the Skatepark.

AGREED

Proposed by Cllr Roe, seconded by Cllr Briggs

that the Clerk write to Imageskool confirming that they may graffiti the skatepark, on the side panels only, subject to the usual standards of decency.

Unanimous

6. SERVICE STAFF REPORT – GENERAL INFORMATION AND TREE REPORT AND COSTINGS

The Services supervisor went through his report, advising that there had been regular grass cutting, the football pitches had been prepared and goal sockets installed. He advised that in St Aiden's park two benches and a picnic table had been ripped up and thrown in the ditch. This matter had been reported to the police. Craig went on to explain that he is in the process of undertaking a review of all the Council trees and is documenting this information to enable planning to take place with regard to the maintenance of the trees. He had also produced a costings analysis of the tree works being undertaken by the staff, showing the training and equipment necessary.

AGREED

Proposed by Cllr Charters, seconded by Cllr Sellars

for the Service Staff to undertake the appropriate training and hire the appropriate equipment for a trial period and report back to this Committee

Unanimous

It was asked whether there could be increased communication with the local police, requesting increased policing of the parks. It was felt that this was a Community matter and should be referred to their next committee meeting.

7. MANAGEMENT ACCOUNTS

The latest Income and Expenditure report was circulated.

8. TREE WORKS FOR GLEBE PARK ENTRANCE

A request has been made to prune the trees at the entrance to Glebe Park, and as these are subject to a TPO the relevant permission had been obtained from NKDC. Two quotes had been received to undertake the work.

AGREED

Proposed by Cllr Roe, seconded by Cllr Sellars

to accept the quote from Woodpecker Tree Services to undertake the pruning in accordance with the approval received from NKDC

Unanimous

The Services Supervisor advised that there is a dead tree on the Village Green which needs to be taken down as a matter of emergency. This was agreed under emergency powers between the Clerk, the Chairman of F&P and the Chairman of E&O

9. REQUEST FOR TREE WORKS AT ST AIDENS PARK

A letter had been received requesting tree works at St Aiden's which were considered necessary. These are subject to a TPO so permission needs to be sought.

AGREED

Proposed by Cllr Roe, seconded by Cllr Charters

that the services supervisor should obtain a second quote for the works, and once permission has been received from NKDC, the works can go ahead with a maximum budget of £900

UNANIMOUS

10. PRECEPT 20/21

a) BUS SHELTER FOR MILL LANE

Some requests had been received for a bus shelter on Mill Lane, now that the temporary stop has become permanent. The Clerk was asked to look into the types of shelter available and to obtain permission from Highways at LCC and to report back to the next meeting.

b) PUBLIC CONVENIENCE DEMOLITION

By retaining the empty building the Council incurs unnecessary costs. The Clerk was asked to approach NKDC regarding the possibility of a change of use, and also to obtain 3 quotes for the demolition of the site.

c) 5 YEAR PLAN – USING ROSPA REPORT WITH VERBAL REPORT FROM CL

The RoSPA report had been undertaken, but CL had not been able to accompany the inspector as he had started work at 5.30am. There was nothing on the report that requires immediate replacement, but there are quite a few items that are coming to the end of their life and a replacement plan needs to be created covering the next 5 years.

11. COMMUNITY HUB

a) HALF PAYMENT OF BUILD RETENTION FEES & b) HEATING ISSUE UPDATE

There had been a request that we pay Gelders half of the remaining fees following the completion of the block work. However it was felt that because of the heating issues still outstanding that they did not wish to pay any further instalments at this time. The proposed solution to the heating issue was the installation of 2 wall mounted air conditioning units at a total cost of approximately £14,000 which the Council would have to pay. Viridis will contribute an air curtain.

AGREED

Proposed by Cllr Roe, seconded by Cllr Briggs

that the Architects should be instructed to get this matter sorted because they are responsible for ensuring suitable heating is in place for the design of the building. If this is not done, that the Council will appoint their own heating engineer to undertake a survey to ascertain what is needed to meet the original specifications and that no payments are made to Gelders at this time

Unanimous

c) HAND SINK IN KITCHEN

As this is a health and safety matter,

AGREED

Proposed by Cllr Roe, seconded by Cllr Briggs

that the Clerk organise for a sink to be installed in the Hub kitchen with a maximum budget of £500

Unanimous

d) QUOTES RECEIVED FOR BLINDS

The Clerk advised that three companies had been approached and two quotes had been received for the windows in the office at the Hub.

AGREED

Proposed by Cllr Sellars, seconded by Cllr Roe

to accept the quote from VBC Blinds

Unanimous

12. BORDERING FENCE WITH PROPERTY ADJACENT TO CHAPEL FIELDS

Cllr Roe advised that members of the public were still going through the resident's garden despite fence panels being installed. It was felt that with the addition of a further two panels this problem should be alleviated.

AGREED

Proposed by Cllr Roe, seconded by Cllr Edwards

to order two further panels and posts and install for the resident, as a final fix, up to a maximum of £250

Unanimous

13. ACTION ON ISSUES AT COMMUNITY HUB

As a result of vandalism 2 windows have been broken with a replacement costing £500 each time. Both incidents had been recorded on CCTV and this information had been passed to the police. The first individual was asked to write a letter of apology to the council, but this has yet to be received. We are awaiting an update on the second incident.

AGREED

Proposed by Cllr Blanchard, seconded by Cllr Roe

for the Clerk to look into the possibility of taking civil action, having obtained the details from the Police.

Unanimous

14. CONTAINER UPDATE

The Clerk advised that this in process

15. ASDA ROUNDABOUT – COUNCILLOR LEE

Cllr Lee was disappointed with the lack of maintenance of the Asda Roundabout and felt that it reflected badly on the town. The roundabout had previously been maintained by the Council, with sponsorship from local companies. Unfortunately the sponsorships had dried up over time and a decision had been made to hand responsibility for the roundabout back to LCC. Cllr Roe said that he would speak with the County Council about the matter.

16. FRONT DOOR UPDATE

The Clerk advised that the local supplier had been to the offices for a final measure and that it was hoped that the door would be fitted in mid October. Cllr Charters requested that the Committee think about plans for improving the frontage at the Civic Offices now that the doors are being replaced. There is a need to this area to be tidied up and reworked.

Items for the next agenda

1. Open spaces comments
2. Additional security measures for the car park
3. Police update

17. TO RESOLVE WHETHER THE COUNCIL WILL MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 AS AMENDED BY SECTION 100 OF THE LOCAL GOVERNMENT ACT 1972

There were no items to discuss at this time.

The meeting closed at 8.30pm

Action	By Whom	By When	Completed
Letter to Mr Kent	Clerk	ASAP	11/9/19
Organise Training for Service Staff	Clerk	ASAP	
Accept quote from Woodpecker	Clerk	ASAP	11/9/19
Organise works on Tree at Village Green	Clerk	ASAP	11/9/19
TPO request for St Aidens	Clerks		16/9/19
Look into Bus Shelters available	Clerk	Next meeting	
Obtain 3 quotes for demolition of public conveniences	Clerk	Next meeting	
5yr plan for replacements of play equipment	Clerk/Services Supervisor	Next meeting	
Contact Architects re heating at the hub	Clerk	Next meeting	Contacted by Cllr Rigby
Install Sink at Hub	Clerk	Next meeting	
Order blinds for Hub	Clerk	Next meeting	PO Sent 11/9/19
Order panels for garden at Chapel Fields	Clerk	ASAP	PO sent 13/9/19