

**MINUTES OF THE MEETING OF THE ESTATES & OPERATIONS COMMITTEE
HELD IN THE MEETING ROOM, CIVIC OFFICES ON
THURSDAY 5th MARCH 2020 AT 7.00PM**

Present: Councillor C Briggs (Chairman)

Councillors: S Roe F W Lee N Blanchard

In Attendance: Clerks to the Committee: Mrs R Brown, Mrs S Green
Services Supervisor: Mr C Lewis
2 members of the public

The Members of the public attended to put forward ideas for the area that will be left once the public toilets have been demolished. Hykeham in Bloom is happy to look after this. They also suggested a town map showing where the parks are. They were also concerned about speeding in some areas of the town and Cllr Roe was able to update them on the speed monitoring device that is being ordered, together with some handguns. The members of the public left at 7.10pm

The meeting opened at 7.10pm

1. APOLOGIES FOR ABSENCE AND ACCEPTANCE OF REASONS GIVEN

AGREED Proposed by Cllr Lee, seconded by Cllr Blanchard
To accept reasons for absence received from: Cllrs Sellars, Edwards,
Charters and Mrs Charters
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 9th JANUARY 2020 BE APPROVED AS A TRUE RECORD OF MINUTES

AGREED Proposed by Cllr Roe, seconded by Cllr Blanchard
The minutes dated 9th January 2020 be approved as a true record
Unanimous by those who had attended that meeting

4. CHAIRMAN'S ITEMS

Cllr Briggs advised that the matter of the lighting on Johnsons Lane, which had come before the Committee in January, was being investigated by NKDC, ownership of the Lane having been established, and we await their outcome.

5. CORRESPONDENCE AND CLERKS ITEMS

The Clerk advised that a request had been received from Thompsons Fun Fair to come on the Village Green in April/May.

The contract for the unmetered supply is due for renewal and the office are currently obtaining quotes.

6. SERVICE STAFF REPORT

The Services Supervisor advised they have installed 2 co-mingled bins, and a new bench. They have been undertaking tree works, especially after the two storms. The new fence and gate has been installed at Fen Lane. Nearly time for grass cutting to recommence. Two staff members have undertaken PAT Testing training and undertaken the PAT testing at the Hub. The Civic Offices are going to be painted outside. He advised that the current chipper is very old and needs to be replaced at an approximate cost of £7,000 and a new generator is needed as the current one is not powerful enough. The blades and rollers need replacing on the Haytor Mower too.

AGREED **Proposed by Cllr Roe, seconded by Cllr Blanchard**
To approve up to £9,000 be used to purchase a Chipper and a Generator
Unanimous

Subsequently:

AGREED **Proposed by Cllr Roe, seconded by Cllr Blanchard**
Cllr Roe to investigate the purchase of a Tractor with appropriate attachments – including a chipper – and that the funds allocated above for a chipper be accrued whilst this matter is investigated, and then either used for a chipper or a tractor.
Unanimous

The Services Supervisor advised that they had been investigating the costs involved in appropriate training and equipment needed to enable the services to staff to undertake tree work. This is something the Council is keen to pursue.

AGREED **Proposed by Cllr Roe, seconded by Cllr Briggs**
To source and book necessary training and purchase relevant equipment.
Unanimous

7. OPEN SPACES COMMENTS

Cllr Roe advised that in Glebe Park where the dogs run around, with it being so wet, they are ripping up the grass. He asked that the staff inspect it to see whether the dogs need to be kept on leads for the moment until the grass improves. He had also noticed that there needs to be a new sign saying “no Dogs” on the entrance from

8. PARK PLAY EQUIPMENT – ITEMS TO BE PURCHASED THIS FINANCIAL YEAR

Cllr Blanchard explained about the quotes that had been received for different equipment which had been circulated to the committee. There is £20,000 in the budget and an additional amount of £2,418.73 received from the Co-op for Glebe Park.

AGREED **Proposed by Cllr Blanchard, seconded by Cllr Roe**
to purchase the multi activity trim trail for Glebe Park and the 5 armed swing for St Aidens
Unanimous

AGREED **Proposed by Cllr Blanchard, seconded by Cllr Roe**
to purchase a trampoline for Witham Fields, with a virement from Fen Lane Utilities of up to £3,500
Unanimous

9. QUOTE FOR FIXING FLOOR TRIP AT HUB

The Clerk advised that the trim between the carpet and the vinyl flooring is damaged and needs to be replaced and the seal between two pieces of flooring needs to be redone.

AGREED **Proposed by Cllr Lee, seconded by Cllr Briggs**
to accept the quote from Lincolnshire Flooring – funds taken from Hub Maintenance budget
Unanimous

10. LITTER BIN AT YOUTH SHELTER AT FEN LANE

The Clerk advised that there had been a request for a litter bin to be placed near the Youth Shelter at Fen Lane.

AGREED **Proposed by Cllr Roe, seconded by Cllr Lee**
to install a co mingled bin near the Youth Shelter at Fen Lane – funds to be taken from Street Furniture Maintenance Budget
Unanimous

11. QUOTE FOR FIRE RISK ASSESSMENT

The Clerk advised that there is a need to a fire risk assessment to be undertaken at the Civic Offices

and at the Hub. Three quotes had been received.

AGREED **Proposed by Cllr Roe, seconded by Cllr Briggs**
to accept the quote from fireriskassessments.com – to be taken from Fen Lane/Hub Maintenance budgets
Unanimous

12. QUOTE FOR REPLACEMENT OF POST TOP LANTERNS ON VILLAGE GREEN

This had been discussed at the last meeting, but due to the cost, needed to be agreed at this meeting.

AGREED **Proposed by Cllr Roe, seconded by Cllr Blanchard**
to accept the quote for replacement of the lanterns with a virement of £2,232 from street lighting maintenance budget
Unanimous

13. S106 MONIES RE 18/0220 CLYDRA, 48 THORPE LANE, SOUTH HYKEHAM – REFERRAL FROM HP 19.19, MIN 7 FOR CONSIDERATION OF SOUTH HYKEHAM SITING PLAY EQUIPMENT ON POPPYFIELDS

Cllr Roe explained that South Hykeham have an amount of S106 monies which they would like to use On play equipment for Poppyfields. They would like to choose the equipment and for the maintenance to be undertaken by North Hykeham.

AGREED **Proposed by Cllr Roe, seconded by Cllr Blanchard**
That North Hykeham will need to own this equipment for insurance purposes and that North Hykeham will need to sign off on the proposed equipment once it has been sourced by South Hykeham with reference to Cllr Blanchard.
Unanimous

14. INTERIM RESULTS OF BORE HOLES INSTALLED AT CEMETERY

The Clerk advised that the initial results show that the cemetery is susceptible to water in all areas, and that double depth burials are unlikely to be possible during wetter periods. The levels will be monitored again once the weather dries up.

15. QUOTES FOR TREWORKS TO BE UNDERTAKEN ON ENTRANCE TO GLEBE PARK ON RIGHT HAND SIDE

The Clerk advised that two quotes had been received for this work

AGREED **Proposed by Cllr Roe, seconded by Cllr Blanchard**
to accept the quote from B&B and proceed once permission had been received from NKDC, with cost taken from S106 monies (Mendip)
Unanimous

16. OPTIONS FOR REPLACEMENT TO VAUXHALL VIVARO WHEN LEASE EXPIRES

The Clerk advised that the Vauxhall Vivaro lease expires in June 2020. The office had looked at the possibility of leasing an electric van, but had been unable to find a company which would do this. The Committee discussed whether the one van should be replaced with two small vans, and whether a tractor would be a more practical and cost effective idea with attachments that could, for example, replace the need for a chipper. The Committee requested that Cllr Roe look into the idea of a tractor, and the Services Supervisor considered the benefits of having a tractor and what attachments would be useful. The Clerk was asked to obtain prices for a small van with additional seating and also to check the pulling weight of the van to ensure it could tow the chipper if required.

17. ENTRANCE TO CIVIC OFFICES

This matter is still under investigation

18. ELECTRICAL INSTALLATION CONDITION REPORT AND OTHER ELECTRICAL WORK – CIVIC OFFICES – WORKS TO BE UNDERTAKEN – 3 QUOTES RECEIVED

The Clerk advised the quotes that had been received for the works that need to be undertaken.

AGREED

Proposed by Cllr Briggs, seconded by Cllr Roe

To accept the quote received from SELMEC for the Remedial Work C2 and the Emergency Lighting and for them to assess what further works need to be undertaken.

Unanimous

19. MANAGEMENT ACCOUNTS

The current I&E report was noted

20. PUBLIC CONVENIENCE DEMOLITION

The committee requested that a quote is obtained for sorting out the electrics at the Toilets, along with one from a plumber and to check that the quote received from the demolition company still stands.

It was noted that Hykeham in Bloom are happy to look after a seating area if it is installed on the cleared site, and to discuss further ideas to enhance the area.

21. 5 YEAR PLAN

Cllr Blanchard advised that he had concentrated on the researching play equipment for this year's budget spend, and that now this had been agreed, the working party would be looking to plan for the next 5 years.

22. COMMUNITY HUB – HEATING ISSUE UPDATE

Cllr Briggs advised that a Heating consultant has been appointed and he has examined the installation and is recording temperatures. A full report should hopefully be available for the next meeting.

23. ACTION ON ISSUES AT COMMUNITY HUB – UPDATE

The Town Clerk advised that she had started a claim through the small claims court for the first incident, and the parents had advised that they were unable to pay, and so it was up to the council to decide whether to pursue the matter in court, or try mediation.

AGREED

Proposed by Cllr Lee, seconded by Cllr Briggs

That the Clerk should pursue this matter through the small claims court and initiate proceedings in respect of the second offence as well.

Unanimous

24. CONTAINER UPDATE

Tigers are planning on installing the container in May when the ground will hopefully be drier and firmer.

The meeting close at 8.45pm

Action	By whom	By when	Completed
Monitor grass at Glebe Park	Services Supervisor		
Research Tractors	Cllr Roe / Services Supervisor	Next meeting	
Order Generator	Office	ASAP	
Book climbing training	Office	ASAP	
Order new play equipment	Office	ASAP	
Accept quote for floor trim at Hub	Office	ASAP	
Order co mingled bin	Office	ASAP	
Accept quote for fire risk assessment	Office	ASAP	
Accept quote for lanterns at Village Green	Office	ASAP	
Write to SHPC re new	Clerk	ASAP	

play equipment			
Obtain permission for treeworks and accept quote	Office	ASAP	
Obtain quotes for new van	Office	Next meeting	
Accept quote for electrical works	Office	ASAP	
Obtain quotes for electrics and plumbing at public toilets	Office	Next meeting	
Pursue Court action re incidents at Hub	Clerk		
Calculate virements required for referral to F&P	Clerk and Chairman	ASAP	

