

**MINUTES OF THE MEETING OF THE ESTATES & OPERATIONS COMMITTEE
HELD IN THE MEETING ROOM, CIVIC OFFICES ON
THURSDAY 7th NOVEMBER 2019 AT 7.00PM**

Present: Councillor C Briggs (Chairman)

Councillors: S Roe, J Charters, N Blanchard, Mrs J Charters, M Rodgers

Absent:

Councillors: G Killingsworth, B Sellars, G Edwards, FW Lee

In Attendance: Clerk to the Committee: 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 Blanchard, seconded by Cllr Charters
To accept reasons for absence received from: Cllrs G Killingsworth,
B Sellars. G Edwards & F W Lee
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 5th SEPTEMBER 2019 BE APPROVED AS A TRUE RECORD OF MINUTES

AGREED Proposed by Cllr Roe, seconded by Cllr Blanchard
The minutes dated 5th September 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 had a copy of the poster that has been designed for the Christmas Event for information. The Clerk advised that the annual testing of the emergency lighting had been undertaken at the Civic Offices and the Hub and that it appears there may be an amount of work to be completed. The Office is waiting for the report from the electrician and will circulate this once received.

6. SERVICE STAFF REPORT

The Services supervisor went through his report, advising that the grass had been cut regularly, and that they were hoping to do one more cut but this was dependent on the weather. They are continuing to review the trees and work through the findings. The RoSPA inspection had been undertaken and this had been generally positive. The Committee asked that the report be sent to the members. The Services supervisor advised that they have hired a chipper which is saving them a lot of time, and that They have a need for a new generator.

7. OPEN SPACES COMMENTS

Cllr Briggs advised that he had been to the Village Green and felt that this was looking good and Cllr Blanchard regularly visited St Aidens and felt that this was looking well kept, despite the usual issues with litter. The Services Supervisor advised that there is a bit of an issue with a fence in St Aidens next

to the pike drain as the banks have been eroded by the large amounts of water flowing along the drain, and as a result the fence is unstable. The Committee asked that the Clerk write to the UWDB, copying in the District and County Councillors to ask for clarification on who is responsible for the fence and the drain.

8. ADDITIONAL SECURITY MEASURES FOR THE CAR PARK

The Clerk advised that it had been suggested that we install additional security in the car park to protect the garage and also delineate our car park. Various ideas were suggested, such as bollards – either fixed or removable ones – or a gate. The committee asked the Clerk to obtain costings for fencing and a full height double gate in the green fencing we use at various sites for the next meeting. It was also suggested that a review be undertaken of the car park surface as this may need to be repaired or resurfaced.

Cllr Roe reminded the Services Supervisor that there is a strip of land on Manor Farm near to the school which has several trees on it which we have been given, which need to be included in his tree report.

The Services supervisor advised that he had been approached by a couple of Town Councils to undertake a tree survey.

9. QUOTES FOR FRONT DOOR MATTING AT CIVIC OFFICES

The Clerk advised that following the installation of the new front door, there were some floor tiles missing at the entrance and so three quotes had been obtained for entrance matting.

AGREED

Proposed by Cllr Charters, seconded by Cllr Roe

to accept the quote from the Dixon Street Carpet Centre to lay chocolate brown Geneva commercial entrance matting

Unanimous

10. ENTRANCE TO CIVIC OFFICES

The Clerk advised that following on from the front door refurbishment there had been a request to upgrade the outside of the Civic Offices as it is in need of improvement. As there is a need for any surface to be pervious Cllr Charters suggested a system that he is seen where matting is laid and is then filled with either stones or grass. Cllr Charters said he would take Craig to see this matting so that he can see whether he agrees that this is suitable.

11. REPLACEMENT OF CEILING LIGHTS IN COUNCIL CHAMBER TO LED

The Clerk advised that some of the ceiling lights are broken and cannot be fixed and so a quote had been received to replace them with LED lights. Cllr Charters requested that we find out whether the LED lights will be bright white or soft white.

AGREED

Proposed by Cllr Briggs, seconded by Cllr Blanchard

to accept the quote from Brook & Mayo to replace 16 ceiling lights in council Chamber, to LED roundel panels including 4 emergency units fitted as mini downlights adjacent to EM fittings

Unanimous

12. ELECTRICAL INSTALLATION CONDITION REPORT – CIVIC OFFICES – WORKS TO BE UNDERTAKEN

The report had been received and circulated, and the Assistant Clerk had reported on what items needed to be undertaken immediately and which needed to be precepted for. The committee requested that a further two quotes were obtained prior to the works being authorised.

13. MANAGEMENT ACCOUNTS

The latest Income & Expenditure report was circulated. It was noted that there is a budgeted amount for new play equipment which has not been spent, along with some funds that had been raised for Glebe Park.

AGREED

Proposed by Cllr Charters, seconded by Cllr Briggs

Cllr Blanchard leads a working group, including the Deputy Clerk, the

Services Supervisor and any interested Councillors to look at the equipment in the play areas and formulate a 5 year plan of renewal and replacement
Unanimous

14. STREET LIGHTING – REPLACEMENT OF CONCRETE COLUMNS

The Clerk advised that there are 4 concrete columns which have defects which still need replacing, and that there is sufficient budget remaining to undertake this work.

AGREED

Proposed by Cllr Roe, seconded by Cllr Charters
to replace all 4 concrete light columns
Unanimous

15. PRECEPT 20/21

a) BUS SHELTER FOR MILL LANE

The Clerk advised that she had some quotes for bus shelters, and had contacted LCC about obtaining permission. They had advised that the Road Safety department felt it was not a safe place to have a bus stop as it is opposite a junction, but as this is already established as a bus stop, Highways are going to investigate further and get back to us.

b) PUBLIC CONVENIENCE DEMOLITION

3 quotes had been obtained for the demolition of the toilet block. They were vastly different from each other. The cheapest quote was just for demolition and the Clerk was asked to clarify with this firm how they would make the site safe and report back to the committee.

c) 5 YEAR PLAN

The working group set up under minute 13 would be looking at a 5year plan for play equipment. Cllr Roe suggested that it would be appropriate for the Council to buy a tractor for the service staff.

AGREED

Proposed by Cllr Charters, seconded by Cllr Blanchard
that Cllr Roe investigate the cost of tractors, either a second hand one or leasing a brand new one and report back as soon as possible.
Unanimous

The Clerk advised that a number of dog bins need to be replaced and that initially this is 8 bins, and that the cost of replacing these with co mingled bins would be £2,027.36.

Cllr Sampson asked whether this included the bins at the Millenium Lakes and was advised that they are not our bins, even though we empty them. The Clerk was asked to write to NKDC requesting that they replace these bins as they are falling apart.

Cllr Charters advised that he was suggesting an amount of £20,000 be precepted for updating the front of the Civic Offices.

One of the vehicles is coming towards the end of its lease period and it was suggested that the council look at replacing it with an electric vehicle, with a charge point installed at the garage.

16. COMMUNITY HUB

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

This matter is ongoing

AGREED

Proposed by Cllr Roe, seconded by Cllr Briggs
that Cllrs Charters and Briggs meet with Gelders and David Titterton
Unanimous

17. ACTION ON ISSUES AT COMMUNITY HUB - UPDATE

The Clerk advised that a letter had been hand delivered to the parents of the child who broke the first window but we had received no response.

AGREED

Proposed by Cllr Blanchard, seconded by Cllr Roe
that the Clerk should commence legal action through the small claims court.
Unanimous

18. CONTAINER UPDATE

The Clerk advised that planning permission had been applied for.

The meeting closed at 8.30pm

| Action | By Whom | By When | Completed |
|--|--------------------|--------------|-----------|
| Forward RoSPA report to Cllrs | Clerk | ASAP | 8/11/19 |
| Obtain cost of fence & gate for Fen Lane Car park | Clerk | Next meeting | |
| Review surface of car park | Service Supervisor | Next meeting | |
| Order flooring front entrance | Clerk | ASAP | 8/11/19 |
| Order replacement lights for chamber | Clerks | ASAP | |
| Obtain 2 further quotes for the electrical work | Clerk | Next meeting | |
| Obtain clarification from one of the demolition companies | Clerk | Next meeting | |
| Information re tractors | Cllr Roe | ASAP | |
| Write to NKDC to replace dog bins at Millenium Lakes | Clerk | ASAP | 8/11/19 |
| Apply to Small claims court | Clerk | ASAP | |
| Write to UWDB for clarification of ownership of pike drain banks and fence | Clerk | ASAP | 8/11/19 |

