

MINUTES OF THE MEETING OF THE ESTATES & OPERATIONS COMMITTEE
HELD IN THE MEETING ROOM, CIVIC OFFICES ON
WEDNESDAY 4th JULY 2019 AT 7.00PM

Present: Councillor C Briggs (Chairman)

Councillors: M Rodgers, J Charters, FW Lee, N Blanchard, G Killingsworth, B Sellars, S Roe,
Mrs J Charters

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

Members of the public: 1

The resident wished to raise his concerns regarding the recent placement of a co-mingled bin in Windermere Avenue. He requested that the members considered whether an alternative position could be found.

The meeting opened at 7.04pm

1. APOLOGIES FOR ABSENCE AND ACCEPTANCE OF REASONS GIVEN

AGREED Proposed by Cllr Sellars, seconded by Cllr Killingsworth
To accept reasons for absence received from: Cllr Edwards
Unanimous

Cllr Roe arrived at 7.05pm

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 15th MAY 2019 BE APPROVED AS A TRUE RECORD OF MINUTES

AGREED Proposed by Cllr Lee, seconded by Cllr Charters
That the minutes of 15th May 2019, as presented, be accepted as a true record.
Unanimous of those present

4. CHAIRMANS' ITEMS

A request had been received to bring forward item 16 to follow item 6 on the agenda

AGREED Proposed by Cllr Sellars, seconded by Cllr Blanchard
that Item 16 be taken following item 6 o
Unanimous

5. CORRESPONDENCE AND CLERK'S ITEMS

The Clerk advised that some correspondence had been received from a resident, which had been circulated prior to the meeting, regarding the state of St Aiden's Park. He felt that it was not in a satisfactory condition. As the Members had recently visited this park as part of the tour of facilities, they had no cause for concern. It was felt that the resident should be contacted to see whether he had an updated view, as perhaps he had visited prior to the regular grass cutting that is undertaken. The Services Supervisor advised that the goals are not moved as they are too heavy, but that the goal mouth area is reseeded on a regular basis.

The Clerk advised that correspondence had been received from a resident regarding the dogs in Glebe Park. There was some discussion regarding this issue and it was felt that on the whole most dog owners are responsible and that by fencing in an area would set a precedence for the parks and the cost could not be justified, but we would continue to monitor the situation.

The Clerk advised that the stones in front of the Hub were regularly being thrown around despite the epoxy resin that had been applied by service staff to try and alleviate this issue. It was felt that the only way to resolve this problem was to concrete the area.

AGREED **Proposed by Cllr Charters, seconded by Cllr Roe**
that the service staff remove the stones and apply concrete, mixed with the gravel to the relevant areas outside the Hub, with the cost being taken from the Hub budget
Unanimous

The Deputy Clerk advised that the venetian blinds fitted in the offices at the Hub were very heavy to pull up, and due to their weight, had started to bow. It was felt that due to the size of the window, venetian blinds were not appropriate, and that vertical blinds would have been more suitable.

AGREED **Proposed by Cllr Charters, seconded by Cllr Roe**
That the Clerk investigates the cost of vertical blinds and reports to next meeting
Unanimous

The Deputy Clerk advised that it had been noted that there was no sign at the entrance to the Civic Offices, although we have signs at all of our other facilities. This can cause some confusion as it is not clear that this is the Town Council.

AGREED **Proposed by Cllr Killingsworth, seconded by Cllr Sellars**
to purchase a sign to be erected in front of the fence next to the gate.
Unanimous

16. FEN LANE UPGRADE FRONT DOOR

Cllr Charters advised that he had now received two quotes for the replacement of the whole frontage. Part of the reason for the delay had been that the wrong companies had been approached – it isn't something that window companies can do. The quotes are for a simpler version of what is already there, with two uprights and two cross pieces, no opening windows, in aluminium with a white finish. There will be a non automatic swing door, which allows for disabled access, and can be operated from inside the office for security. Cllr Charters advised that he will speak with both companies to clarify their quotes, and then take it to F&P for a decision as the funds for this are under that committee. There had been a total of £15,000 precepted for this upgrade and as the cost had come in under that budget, it was suggested that the balance be used to smarten up the outside area at the front of the building as it doesn't give a very good impression at present. Cllr Charters advised that he would draw up some plans which he would present to the next meeting.

AGREED **Proposed by Cllr Charters, seconded by Cllr Roe**
to recommend to F&P that they spend up to £9,000 on the replacement Frontage
Unanimous

6. SERVICE STAFF REPORT

The Service Supervisor had written a report which had been circulated prior to the meeting. Members were invited to comment. The Services Supervisor advised that he had been looking at the cost of a mobile elevated work platform to enable the staff to undertake tree work. The members requested that he produce a cost benefit analysis for the next meeting at which they would consider his proposal.

7. MANAGEMENT ACCOUNTS

The I&E report as at 31.5.19 was circulated to members and it was noted that they were currently slightly ahead of budget.

8. PERIODIC TEST REPORT REVIEW

This report had been circulated to Members prior to the meeting. There were reservations expressed about the extent of works detailed. We need the electrics to be safe and fit for purpose, but not up to modern standards. The emergency lighting issues are ongoing.

AGREED Proposed by Cllr Charters, seconded by Cllr Blanchard
The Clerk to review the report together with Cllr Charters
Unanimous

9. REVIEW AND ACTIONS FROM TOUR OF THE OPEN SPACES AND FACILITIES

There had not been many actions following the tour, but these were in hand in the office.

10. VILLAGE GREEN REPLACEMENT BRIDGE – UPDATE

The new bridge had been installed in one day and was now open for use. Several positive comments had been received.

Cllr Charters and Cllr Mrs Charters left the meeting at 8pm

11. SKATE PARK – SURFACE AND REFURBISHMENT UPDATE

The Services Supervisor advised that Rampchild's are visiting the site on 5th July to finalise details and agree when the works will be undertaken. It was hoped that this would be completed prior to the school holidays.

12. CHAPEL FIELDS – TOURNAMENT PRICING AND UPDAE ON FULL SIZE PITCH SITING

The pricing is being looked at in Business Sub committee next week. The Services Supervisor confirmed that he had met with the gentleman who was querying whether a full size pitch was possible at Chapel Fields and they had agreed that it is not, due to the site of the man hole covers.

13. WITHAM FIELDS – CONTAINER FOR HYKEHAM TIGERS – COST AND INSURANCE IMPLICATIONS/PLANNING PERMISSION

The Clerk advised that Hykeham Tigers had agreed to the location that had been suggested and also to the size of container that had been proposed. There is a requirement to obtain planning permission, but if we apply on behalf of Tigers then the cost for this would be halved. The container would be insured by Tigers. The Business Sub Committee will consider the rental charge for this container.

14. COMMUNITY HUB UPDATE – BLOCKWORK AND HEATING AND MOTION SENSORS

The Clerk advised that the blockwork in the alcove is to be completed as soon as possible. An update regarding the heating has been received with a proposal by Gelders. It was felt that the Bond Bryan should continue to deal with the matter

AGREED Proposed by Cllr Roe, seconded by Cllr Sellars
that a holding letter be sent to Gelders
Unanimous

The motion sensors had been approved at a previous meeting and this would be looked at soon.

15. REVIEW OF POSSIBLE SITINGS OF BINS IN NORTH HYKEHAM

It was suggested that a co-mingled bin should be placed at the Hub as there is an issue with litter here, and this would be emptied by the services staff. It was also suggested that the litter picker be asked which areas he considers are in need of a co-mingled bin. The request to review the siting of the bin

Windermere was also considered but there is not another position that this could be moved to where it isn't in front of a property and this position had been agreed with a representative from Lincolnshire County Council.

AGREED **Proposed by Cllr Blanchard, seconded by Cllr Sellars**
to purchase and install a bin at the Community Hub
Unanimous

17. CHAPEL FIELDS FENCING

The fencing for the resident's garden had been ordered, and will be chased up by the office. Cllr Roe advised that there had been a request for the car park to be fenced in to stop balls going into the car park, which the children were then looking for under cars. This was considered, but it was felt that the fence would have to be quite high if it was to stop balls from going in the car park and that this was an unreasonable expense for limited benefit.

18. ITEMS FOR INCLUSION ON NEXT AGENDA

Cost benefit analysis from Services Supervisor.

19. DEMOLITION OF TOILET BLOCK – QUOTES RECEIVED

A quote had been received to give the Committee an indication of the cost of demolition, and it was considered prohibitive.

20. TEMPORARY FENCING AT THE HUB

Nothing had been received from the Playgroup regarding this.

21. 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 8.35pm

Action	By whom	By when	Completed
Contact resident to see if he has updated view on St Aidens			
Remove stones & concrete area at Hub	Services Staff	ASAP	THIS WEEK
Investigate cost of venetian blinds for the hub	Clerk	Next meeting	29/8/19.
Purchase Sign for Fen Lane	Clerk	ASAP	Ordered – delivered 21/8/19
Review the Periodic Test report with Cllr Charters	Clerk	ASAP	
Business sub committee to consider rental charge for container`	Clerk		
Send holding letter to Gelders	Clerk	Next Meeting	Sent