

THE MINUTES OF THE MEETING OF THE OPERATIONS & ESTATES COMMITTEE HELD ON THURSDAY, 7TH SEPTEMBER 2017, AT 7.00P.M. IN THE CIVIC OFFICES, FEN LANE

Present: Councillor S Roe
Councillors: F W Lee M Rodgers P Roe

Mrs S E Green – Committee Clerk
C Lowis – Services Supervisor

Due to the absence of the Chairman and Vice Chairman it was

AGREED **Proposed by Councillor Lee, seconded by Councillor Roe**
That Councillor S Roe chair the meeting.
Unanimous

1. ACCEPTANCE OF APOLOGIES FOR ABSENCE

Councillor Briggs(personal), Councillor Mrs Phillips(personal), Councillor Rigby(personal), Councillor Sahunta(personal).

AGREED **Proposed by Councillor S Roe, seconded by Councillor Lee**
To accept the apologies of those Councillors absent as listed and the reasons given.
Unanimous

2. DECLARATION OF MEMBERS' INTEREST IN ANY ITEM

None at this point.

3. APPROVAL OF ESTATES & OPERATIONS COMMITTEE MINUTES DATED 19TH JULY 2017

AGREED **Proposed by Councillor S Roe, seconded by Councillor Lee**
That the minutes of 19th July 2017, as presented, be accepted as a true record.
3 for: 1 abstention of those present on 19.07.17

4. ANY COMMENTS AND QUESTIONS ON UPDATED SERVICE STAFF PRIORITY LIST

All Members had received a copy of the Services Supervisor Report, no priority list is available for this meeting as it is currently being updated following receipt of the Rospa Report 2017. Current work completed includes removal of Ravine Bridge and safety surfacing on the Village Green and restoration of the area which remains fenced off to allow the grass seeded area chance to grow. Further red diesel has been ordered to refill tank for mowers. The wooden equipment on Dorchester Park is past repair and will be removed as necessary. Item for next agenda to include all actions to be taken following Rospa Report. The Services Supervisor advised that the Rospa Inspector had been accompanied on his inspection by E Rix, who had carried out an excellent job. Following recruitment process the Services Staff are now up to full capacity and this has enabled the staff to catch up on outstanding issues.

5. MEMBERS REPORTS ON AREAS OF RESPONSIBILITY

Witham Fields: Councillor Lee reported. Issues include mole hills in top corner of the field, a request from a neighbouring resident for nettle removal, damage to tree stump down side of field near building, restoration of 2 metal seats on skatepark, TV aerial cable is loose on side of building and installer will be contacted.

Memorial Field Play Park: Councillor Rodgers reported. All satisfactory.

Cemetery: Councillor Rodgers reported. All previous issues reported have been addressed and the cemetery is looking very well cared for.

Sharp Walk Allotments & Mill Lane Allotments: Councillor Rodgers reported. Of the 12 plots previously identified as being uncultivated 4 have been relinquished, 4 have indicated that they wish to continue and will attend to their plots and

AGREED **Proposed by Councillor S Roe, seconded by Councillor Lee**
That the 4 remaining plots be sent a second stage letter.
Unanimous

Members were advised of a request to site a polytunnel on an allotment plot on Sharp Walk.

AGREED **Proposed by Councillor Rodgers, seconded by Councillor S Roe**
That the request to site a polytunnel to the dimensions given on a plot on Sharp Walk be granted.
Unanimous

Chapel Fields: Councillor S Roe reported. Grass is overgrown. Fencing ordered – Committee Clerk to chase installation date and to contact developer regarding timetable for levelling, top soiling and re-seeding of the field.

6. UPDATE ON CURRENT STATE OF ALLOTMENTS

Dealt with under Item 5.

7. PROVISION OF COMPOUND/WASH STATION AT CIVIC OFFICES

Item for next agenda.

8. VEHICLE LEASING UPDATE

Following discussion and consideration of the quotations received to replace the current truck and van whose leases end in October it was

AGREED **Proposed by Councillor S Roe, seconded by Councillor Rodgers**
That the quotation for a 36 month lease for a Vauxhall Movano Crew Cab Dropside at a monthly cost of £350.87 + 10.47 for maintenance, total 360.47 be accepted. That the quotations for a replacement van not be considered at this point but be reconsidered if it is found that a third vehicle is required to carry out the work necessary.
Unanimous

9. GRASSCUTTING

Councillor S Roe advised of the current situation of the maintenance of public footpaths and bridleways in North Hykeham and South Hykeham. The authority responsible for all the public rights of way in the county, Lincolnshire County Council, have reduced their maintenance programme and consequently many areas are overgrown as outside of their scheduled cuts they will be placed on a waiting list for cutting.

10. ENTRANCE TO CIVIC OFFICES

Will be dealt with by Councillors Briggs and Rigby and the Committee Clerk when time permits.

11. UPDATE ON NEW CHAIRS FOR COUNCIL CHAMBER

To be dealt with at the next meeting when the quiet office organisation has been decided.

12. HYKEHAM COMMUNITY HUB – BUILDINGS MAINTENANCE

Not taken at this meeting.

13. HYKEHAM COMMUNITY HUB – BUILDING AND SITE SERVICES PROVISIONS – TO INCLUDE SIGNAGE FOR FIELD/HUB

The Committee Clerk had requested costs for up to date signage which had not been received to date. Costs to be brought to next meeting for one Hykeham Community Hub and 2 Chapel Fields signs.

14. ITEMS FOR INCLUSION ON NEXT AGENDA

Wash Station area. New Chairs for Council Chamber. New signage.

The meeting closed at 20.15