

**THE MINUTES OF THE MEETING OF THE OPERATIONS & ESTATES COMMITTEE HELD ON WEDNESDAY, 24<sup>TH</sup> MAY 2017, AT 7.00P.M. IN THE CIVIC OFFICES, FEN LANE**

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**Present: Councillor Reynolds (Chairman)**  
**Councillors: F W Lee Mrs J Phillips E Rigby M Rodgers**  
**S Roe M Reynolds V Sahunta**

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

**1. ELECTION OF CHAIRMAN**

**AGREED** **Proposed by Councillor Rigby, seconded by Councillor Lee**  
That Councillor Reynolds be duly elected Chairman.  
**Unanimous**

**2. ACCEPTANCE OF APOLOGIES FOR ABSENCE**

**AGREED** **Proposed by Councillor Mrs Phillips, seconded by Councillor S Roe**  
To accept the apologies of Councillor Roe  
**Unanimous**

**3. DECLARATION OF MEMBERS' INTEREST IN ANY ITEM**

None at this point.

**4. ELECTION OF VICE CHAIRMAN**

**AGREED** **Proposed by Councillor Lee, seconded by Councillor Rodgers**  
That Councillor Mrs Phillips be duly elected Vice Chairman.  
**Unanimous**

**5. APPROVAL OF OPEN SPACES & RECREATION COMMITTEE MINUTES DATED 23<sup>RD</sup> MARCH 2017**

As there were insufficient Members present at this meeting to approve the Minutes of the Open Spaces & Recreation Meeting held on 23.03.17, they will be deferred to the next Committee Meeting.

**6. ANY COMMENTS AND QUESTIONS ON UPDATED GROUNDSTAFF PRIORITY LIST**

All Members had received an updated copy of the Groundstaff Priority List. The contents were duly noted. Problems with graffiti were discussed, Services Staff would attend to when time permits. The Services Supervisor had also prepared a report on the next 3 months' work schedule. The Services Supervisor was thanked for all his hard work and for preparing excellent informative reports.

**7. ALLOCATION OF AREAS FOR INSPECTION BY MEMBERS AND ANY MEMBERS REPORTS**

Witham Fields -	Councillor Lee	St Aiden's Park-	Councillor Rigby
Village Green –	Councillor P Roe	Poppyfields -	Councillor S Roe
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Chapel Lane Allot -	Councillor P Roe	Sharp Walk Allot -	Councillor Rodgers
Glebe Park –	Councillor Mrs Phillips	Mill Lane Allot -	Councillor Rodgers
Cheviot Close Park -	Councillor Rodgers	Mill Park -	Councillor S Roe
Cemetery -	Councillor Rodgers	Grange Park -	Councillor S Roe
Dorchester Way Park	Councillor Rodgers	Chapel Fields	Councillor S Roe
Memorial Play Park –	Councillor Rigby		

Councillor Lee reported that there is a large amount of litter and bottles in the Skatepark, this is an ongoing problem. The field looks good. The mounds of earth at the side of the field are the surplus soil from the cemetery which will be dealt with. Some damage to the hawthorn hedging has occurred.

Councillor Mrs Phillips advised that the dog bins on various parks have been extremely well refurbished.

Councillor Rodgers advised that several allotments at the Mill lane site are in a bad condition, he would report back to the next meeting with plot numbers.

The basket swing at Mill Park has been removed due to damage. Services Supervisor to speak to Rospa Inspector during annual inspection regarding any new recommendations regarding Basket Swings.

Councillor S Roe advised that the backboards are delaminating on dogs on leads signs at Mill Park.

#### **8. CORRESPONDENCE & CLERK'S ITEMS**

a) The Committee Clerk advised of a complaint received regarding a neglected allotment on the Sharp Walk site. Councillor Rodgers will inspect prior to next meeting.

b) It was noted that Mega May Day will take place at Witham Fields on the 27<sup>th</sup> May 2017. The field will be left as found

#### **9. REVIEW OF PARKING ARRANGEMENT AT CEMETERY FOLLOWING COMPLETION OF TRIAL PERIOD – SOUTH HYKEHAM PRIMARY SCHOOL**

Following discussion by Members it was

**AGREED**

**Proposed by Councillor S Roe, seconded by Councillor Rigby**

That the current arrangement be continued with the following provisos: -That permission be given for parking at the cemetery at school finishing time but that the children be supervised at all times within the perimeter of the cemetery and that no scooters, skate boards or cycles be ridden in the cemetery. The school to be responsible for the safety and protection of the children whilst they are in the cemetery. The school to be notified when any interments are scheduled to take place around school leaving time and no parking to then take place on that afternoon. This arrangement to be continuously monitored and that permission be rescinded at any time if any of the above terms are not adhered to.

**Unanimous**

#### **10. VEHICLE LEASING UPDATE**

3 up to date comparable quotations had been received for a replacement Vauxhall Vivaro due to lease term end on current vehicle. The lowest quotation of 266.98 per month had been received from Vanarama who are also offering the next model up with a bigger back for 249.74 due to surplus stock.

**AGREED**

**Proposed by Councillor S Roe, seconded by Councillor Rigby**

To lease a Silver Vauxhall Vivaro L2 2900 1.6CDTI Van for a lease period of 36 months at a monthly rental of 249.74, which includes the optional maintenance element from Vanarama. Delivery date to be negotiated with the company.

**Unanimous**

**11. FENCING AROUND CHAPEL FIELDS AND AREA AT ST ADIEN’S PARK**

Due to the removal of perimeter hedging by a neighbouring resident to St Aiden’s Park boundary fencing is being considered. Refreshed quotations to be sought for this section of fencing.

Previously quotations had been sought for 1.8m of perimeter L shaped fencing for Chapel Fields including 2 pedestrian entrance gates. This project was put forward in view of the need to protect the ground in order that it can be used for its function as sports pitches. Members discussed whether erection of perimeter fencing is appropriate as this is a public open space and some Members felt that as the area cannot now be seeded until September this matter be reviewed in 6 months. Concern was also raised regarding Health & Safety considerations and Members felt that the police should be consulted for their current recommendations. Members agreed to visit the area before a final decision is taken. Refreshed quotations to be sought.

**12. PROVISION OF COMPOUND/WASH STATION AT CIVIC OFFICES**

Funding for this project had been included in the precept and the Services Supervisor was asked to obtain refreshed quotations for the fencing off of the compound/wash station area for the next Committee meeting. The provision of a channel from the garage to the cess pit to assist in the installation of a wash station in the building is currently being investigated by the Services Supervisor. As the driveway is in a poor condition it was agreed to discuss the entrance to the Offices on the next agenda.

**13. BUILDINGS MAINTENANCE SUB COMMITTEE UPDATE**

All Members had received a copy of the notes from the last Buildings Maintenance Sub Committee and a copy of the buildings maintenance spreadsheet detailing tasks completed and under investigation.

3 comparable quotations had been received to remove and disposed of existing wall tiles from 2 shower rooms within the football changing rooms and supply and fit new white tiles. Site to be left clean and all debris removed.

**Proposed by Councillor Mrs Phillips, seconded by Councillor Lee**

**AGREED**

That the quotation of £2750 from Ceramic Tiling Services for the above tiling work be accepted as the lowest quotation received.

**Unanimous**

Due to poor water pressure in the changing room showers the tank system in the loft had been investigated. It was found to be a very old system that would benefit from updating. It has also been recommended that a full Legionnaire Risk Assessment report be produced to give a full log system for accurate measurement and maintenance record purposes. and would meet modern requirements regarding Legionnaires checks. Risk Assessments for Legionnaires are carried out by the staff. Services Supervisor to obtain 3 quotations for the above work.

The Heating Engineer has now been contacted and a service agreement will be considered at the next meeting

The installation of the new LED lighting in the Village Green Public Conveniences has been completed. A suggestion had been put forward to consider that the lighting be converted to time sensors.

**14. ITEMS FOR INCLUSION ON NEXT AGENDA**

Open Spaces and Buildings Annual Committee Inspection. Approval of previous minutes. Vehicle Leasing update. Update on Fencing of areas. Discussion on new chairs for Council Chamber. Entrance to Civic Offices. Acceptance of Heating Service and Maintenance Contract.

The meeting closed at 20.40