

THE MINUTES OF THE MEETING OF THE OPERATIONS & ESTATES COMMITTEE HELD ON WEDNESDAY, 19 JULY 2017, AT 7.03P.M. IN THE CIVIC OFFICES, FEN LANE, NORTH HYKEHAM

Present: Councillor C Briggs (Chairman)
Councillors: F W Lee, Mrs J Phillips, E Rigby, M Rodgers, P Roe, S Roe

Mrs S E Green & Mrs D Locker – Committee Clerks
C Lowis – Services Supervisor

1. ELECTION OF CHAIRMAN

Councillor Briggs advised that he had undertaken training in Chairmanship

Proposed by Councillor Mrs Phillips and Seconded by Councillor Rigby

AGREED Councillor Briggs elected as Chairman to the Estates and Operations Committee
6 for and 1 abstention received from Councillor Briggs

2. ACCEPTANCE OF APOLOGIES FOR ABSENCE

Proposed by Councillor Mrs Phillips and Seconded by Councillor Lee

AGREED To accept apologies from Councillor Sahunta (personal)
Unanimous

3. DECLARATION OF MEMBERS' INTEREST IN ANY ITEM - None at this point.

4. APPROVAL OF OPEN SPACES & RECREATION COMMITTEE MINUTES DATED 23 MARCH 2017 & ESTATES & OPERATIONS COMMITTEE MINUTES DATED 24 MAY 2017

Proposed by Councillor S Roe and Seconded by Councillor Mrs Phillips

AGREED The minutes of 23 March 2017, as presented, be accepted as a true record.
Unanimous of those present on 23 March 2017

Proposed by Councillor Mrs Phillips and seconded by Councillor Briggs

AGREED The minutes of 24 May 2017, as presented, be accepted as a true record.
Unanimous of those present on 24 May 2017

5. ANY COMMENTS AND QUESTIONS ON UPDATED GROUND STAFF PRIORITY LIST

All Members received a verbal update from, Mr Lowis, about current grounds works related issues and items detailed on the updated copy of the Ground staff Priority List. The contents were duly noted.

6. MEMBERS REPORTS ON AREAS OF RESPONSIBILITY

Cheviot and Dorchester: Councillor Rogers confirmed both areas have been inspected recently and suggested consideration of installation of a new bin, in the locality for general and dog waste.

Sharpe Walk and Mill Lane Allotments: Councillor Rogers reported that, following inspection, some allotments appear overgrown. The Deputy Clerk will write to these allotment holders, in line with council procedures.

Memorial Field Play Park: Councillor Rodgers reported. All looks fine.

St Aidens Park: Councillor Rigby reported no issues.

Poppyfields: Councillor S Roe reported no issues.

Signed.....

Councillor Rigby left the room at 20:00

Mill Park: Councillor S Roe advised that the basket swing has been damaged and in response to initial costings received, alternative replacement options may need to be considered. This issue will be added to a future Estates and Operations meeting agenda, following the forthcoming ROSPA inspection.

Witham Fields: Councillor Lee reported grass and shrubbery have been cut, skate park free of litter and staff to fence off earth mounds, when time permits.

Glebe Park: Councillor Mrs Phillips reported that the park looks satisfactory for the time of year.

Village Green: Councillor P Roe reported that the toilets require a spring clean, swing chains showing no evidence of wear, the mechanism to the play park gate closer needs attention. The grass needs a cut and moles hills evident on the mound. Mr Lewis confirmed alternative signage options are being considered due to regular vandalism and associated cost of replacement.

Chapel Lane Allotments: Councillor P Roe has inspected the site and two allotments appear neglected.

7. OPEN SPACES AND BUILDINGS ANNUAL COMMITTEE INSPECTION

Item not taken at this meeting.

8. HYKEHAM COMMUNITY HUB LANDSCAPING PROPOSAL

Mr Lewis suggested four landscaping options for the hub area: - seeding/soil, bark/mulch, plants into soil, membrane & gravel. Members discussed the merits and pitfalls for each option. The Deputy Clerk will check the associated budget and raise a works order subject to approval by Planning Committee.

9. RATIFICATION OF PURCHASE OF ANNUAL ROSPA INSPECTION

The Deputy Clerk confirmed receipt of a quotation, from ROSP, to undertake the annual inspection for 12 play areas, which was in excess of their delegated spending allowance.

Proposed by Councillor S Roe and Seconded by Councillor P Roe

AGREED To ratify acceptance of the quotation received from ROSPA for completion of play area inspections.

Unanimous

10. VEHICLE LEASING UPDATE

The Deputy Clerk confirmed that the new Vauxhall Vivaro has been received and the associated livery had been dealt with. Councillor S Roe requested confirmation of the date of expiry of the lease for the council's tipper vehicle and the Deputy Clerk advised the date as October 2017.

Proposed by Councillor S Roe and Seconded by Councillor Mrs Phillips

AGREED Service Supervisor to seek quotations for lease of a replacement 'tipper' vehicle in readiness of expiry of existing lease.

Unanimous

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

A resident adjoining the St Aiden's Park has removed their conifer boundary hedging and replaced with their own fencing. Mr Lewis confirmed 3 quotations have been received for supply and fit of 273m of 1.8m high powder coated boundary security fencing and provision of two pedestrian gates at 1.2m wide, to replace the existing wood fencing and posts, at Chapel Fields. Councillor S Roe reminded members that this expenditure had been included in the annual precept budget proposals.

Proposed by Councillor S Roe and Seconded by Councillor P Roe

AGREED To accept the lowest quotation to the sum of £9,480 plus VAT.

Unanimous

Signed.....

12. PROVISION OF COMPOUND/WASH STATION AT CIVIC OFFICES

Following enquiries made, feedback is that the waste water from washing service vehicles cannot be drained into the cesspit system and the cost of providing alternative drainage works would be considerable. Further costs would also arise for provision of fencing and a gate to form an open compound, with gate.

Proposed by Councillor S Roe and Seconded by Councillor Lee

AGREED To refer this item to the next Estates and Operations meeting to allow for further enquiries and consideration.

Unanimous

13. ACCEPTANCE OF HEATING SERVICE AND MAINTENANCE CONTRACT TO FOLLOW

The Deputy Clerk advised that the office heating system had broken down on several occasions, last winter, and to try to reduce ongoing repair costs had investigated annual service and emergency cover package options.

Proposed by Councillor S Roe and Seconded by Councillor Lee

AGREED For the Deputy Clerk to arrange the annual heating and maintenance contract, as discussed.

Unanimous

14. ENTRANCE TO CIVIC OFFICES

Members discussed that whilst quotations had already been received for alternative office entrance door closing options, consideration should now be given to replacement of the whole door frame, as significant rot is now evident. Deputy Clerk to develop a civic building maintenance and upgrade priority list, with support from Councillors: Briggs and Rigby and bring to a future E & O meeting, for consideration.

Councillor P Roe left the room at 08:55 and returned to the meeting at 08:58

15. DISCUSSION ON NEW CHAIRS FOR COUNCIL CHAMBER

Following discussion about chair styles and the merits of chairs with or without arms it was

Proposed by Councillor S Roe and Seconded by Councillor Mrs Phillips

AGREED To purchase 20 new chairs, with arms, for the Council Chamber

16. ITEMS FOR INCLUSION ON NEXT AGENDA

- i) Grasscutting

Meeting Closed at 21:02