



SANDGATE PARISH COUNCIL

**Minutes of a Land Assets Management Sub-Committee Meeting held on
Wednesday 4th March 2015 at 11am**

**Present: Chairman
Councillors
Parish Clerk**

**Cllr Jan Holben
Nina Bliss, Robert Bliss and Tim Prater
A Oates**

The meeting commenced at 2pm

No members of the public attended

It was proposed that Cllr Nina Bliss be co-opted onto the LAM committee.

Proposed by: Cllr Jan Holben

Seconded by: Cllr Robert Bliss

Agreed by all

1. Apologies for absence – Cllr R Grundy

2. Declarations of Interest – there was none.

3. Minutes – The Minutes of the meeting held on 6th January 2015 were submitted; it was proposed that they be approved and signed as a correct record.

Proposed by: Cllr Jan Holben

Seconded by: Cllr R Bliss

Agreed by all

4. Recreation Ground

4.1 Muga update: the clerk gave an update on correspondence received from Steve Way. He had confirmed that all outstanding works had been completed and he had signed the Certificate for payment for the final payment to the contractor.

Action: (1) the clerk was asked to get in writing that this would be the final payment to the contractor and to then raise the payment; (2) the clerk would set up a meeting with Cllrs Holben and Prater to meet with Vic Harmer to discuss other works at the MUGA; (3) the clerk would take forward the previously agreed plan to start to eradicate the marestail weed; (4) the clerk would produce a sign to place at the site warning people about the uneven court and the plans to deal with the weed.

4.2 Play equipment & petanque pitch: (1) the children's playground inspection report had been previously circulated; there was nothing further to report; (2) the clerk informed members that a bid had been submitted to SDC Cabinet Members' fund for the provision of a new piece of play equipment and was awaiting SDC's decision; (3) the clerk had obtained a price for the extension of the petanque pitch, as previously requested. Members agreed that they would be in favour of an extension but not at this time; funding was required for the creation of the car park first.

4.3 Fitness equipment: there was nothing to report; in the future the council may look to increasing the number of units.

4.4 Caretaker's report: the report for January had been previously circulated; it was a good report.

4.5 Old toilet block basement update: the problem of water ingress under the door should be discussed with Vic Harmer to see if he could offer a short-term solution.

Action: the clerk to set up a site meeting with Cllrs Holben and Prater and Vic Harmer.

Modular unit – re-connection of services update: the members discussed the matter of re-connecting the electricity supply and sewerage.

Action: the clerk to set up a site meeting with Cllrs Holben and Prater and Vic Harmer.

- 4.7 Creation of car park – re-location of dog run:** A meeting had been held with Vic Harmer and he had supplied initial costings. It was found that the car park could not accommodate more than ten cars as there were two trees and a drainhole cover obstructing the creation of a bigger car park. **It was proposed that it should be put to the Finance Committee that the council should proceed with obtaining quotes for carrying out the work and applying for the necessary permissions.**

Proposed by: Cllr T Prater

Seconded by: Cllr N Bliss

Agreed by all

Action: the clerk would (1) produce a draft specification for approval by LAM and Finance which would then go out to tender – three quotes would be required; (2) inform Kent Highways; (3) inform Property Services at SDC; (4) liaise with SDC planning department.

- 4.8 The wildlife zone:** the clerk informed the committee that she had received a reply to her requests for an update from Kirk Alexander: he had ordered the trees and planned to plant them soon. **Action:** The clerk to inform KA that the fence would not be in place until after the trees were planted.

- 4.9 BBQs –** the clerk requested the committee to advise her as to when to proceed with the previously agreed purchase of the two BBQs and two bins; it was agreed that this should be in the new financial year.

Action: (1) the clerk to inform Laura Pinkham that we would like to order the items; (2) the clerk to inform Vic Harmer about installation; (3) the clerk to produce a notice to put up near the equipment for users' safe usage; (4) Cllr JH would discuss the location with Vic Harmer.

5. Grounds maintenance update (recreation ground and two village greens)

The clerk informed the committee that she had received a reminder from Harmer & Sons that the costs for the second year of the grounds maintenance contract would increase slightly, as per their letter of 7th March 2014. **Action:** The clerk would proceed in raising the required purchase order.

6. LAM/AEP budgets 2014-15

It was agreed that all expenditure would be assessed at the Finance meeting, which would take place after the LAM meeting.

7. LAM/AEP budgets for 2015-16

The clerk informed the committee that she would be meeting the internal auditor the following week and the previously agreed changes to the budget headers would be done with his guidance. Members asked that new budget headers be created to reflect the potential creation of the car park and the taking on of the Granville Road toilet block and 'kiosk'.

8. Information – there was no further information.

9. Date of next meeting – to be set to precede the next Finance Committee meeting, when that was decided.

The meeting ended at 12.20pm.

Signed by the Chairman, Land Assets Management Sub-Committee

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Date.....