



SANDGATE PARISH COUNCIL

**Minutes of a Land Assets Management Sub-Committee Meeting held on
Wednesday 23rd April 2014 at 10.30am**

**Present: Chairman
Councillors**

**Cllr Jan Holben (JH)
Robert Bliss (RB), Richard Grundy (RG)
and Tim Prater (TP)
A Oates**

Parish Clerk

The meeting commenced at 10.30am

No members of the public attended

1. **Apologies for absence** – there was none.
2. **Declarations of Interest** – there was none.
3. **Minutes** – The Minutes of the meeting held on 5th March 2014 were submitted; it was proposed that they be approved and signed as a correct record.
Proposed by: Cllr Han Holben
Seconded by: Cllr Robert Bliss
Agreed unanimously
4. **MUGA update**
 - 4.1 JH was awaiting the update from Steve Way (SW). The clerk had reminded SW to provide an update on the finances and works outstanding but had not yet received this.
 - 4.2 It was agreed that, in view of a lack of response from SW, the clerk would go direct to the contractor for the update. The clerk would draft the update request (listing outstanding works etc) and would send this to JH for approval before sending to the contractor.
 - 4.3 The clerk was asked to send an email to SW informing him that the committee members were very dissatisfied by his lack of contact.
5. **Grounds Maintenance update**

The new season was under way and all was in order. The clerk was asked to check that maintenance of the new football pitch had been included in the contract.
6. **Playground equipment**
 - 6.1 JH and RG had carried out an inspection of the equipment and raised their concerns as to the safety of the equipment due to defects, peeling paint and rust and they had taken various photographs.
 - 6.2 The clerk confirmed that Vic Harmer, a certificated inspector, carried out regular checks and sent his reports through to the office; these had highlighted various issues. The clerk apologised that she had not circulated the reports to the committee and that these would be circulated in future.
 - 6.3 The clerk was asked to send an email to Mr Harmer, further to her earlier telephone conversation with him, requesting an update on what urgent repairs should be carried out, what needs replacing and how much would these works would cost.
7. **Grounds Caretaker**

The committee had been sent a table of the four submissions: three individuals and one company. It had been agreed that the three individuals would be invited to attend a short informal interview to be conducted by RB and the clerk. These would take place as soon as possible so that a decision could be made for the appointment to take effect from 1st May 2014. It was agreed that there should be an

inclusion in the contract that the caretaker would also deal with matters arising on the two village greens, on as and when needed flexible basis.

8. Adult fitness equipment

- 8.1 JH and RG had met with Andrew Kirby (AK) from Park Leisure earlier in the morning re the footings being started.
- 8.2 The clerk was asked to contact AK to ascertain the date when the equipment would be installed and then to inform Vic Harmer so that the matting could be laid.
- 8.3 JH reminded the clerk that some of the funding was being held by Sandgate Community Trust.

9. Toilet block on Military Road

- 9.1 JH and the parish clerk met on site with a representative of the company Portakabin, and several quotes had subsequently been received, according to a choice of unit sizes. Planning permission would be required for such a unit so it was agreed that this should be deferred until discussions had taken place about the possibility of having a car part (*to be discussed under item 10*).
- 9.2 JH had met with three of the four companies. The fourth company, despite reminders from the clerk, had not contacted JH to arrange a site visit so it was agreed that the fourth company should be dropped from being considered.
- 9.3 The clerk was asked to contact the three companies to request updated quotations for the inclusion of the provision of a manhole to allow access to services and the provision of fencing on a monthly basis; the request should include a deadline for the revised quotes to be submitted.
- 9.4 The clerk was asked to liaise with SDC as to whether the parish council could 'latch on' to SDC's toilet cleaning services and whether this could also include the opening/closing of the toilet provisions.
- 9.5 The clerk should chase SDC to get its permission to demolish the toilet block in writing and to get confirmation that the electricity and water supplies has been cut off.

It was proposed that the clerk should make the final decision as to which company to select for the demolition of the toilet block, on the basis that the lowest revised quote be accepted subject to the works being carried out in the very near future.

Proposed by: Cllr Tim Prater

Seconded by: Cllr Robert Bliss

For: 3; abstentions: 1. Motion carried

10. Modular unit / toilets / car park

- 10.1 Car park: JH had had an informal discussion with someone at Kent Highways a few years ago. This should now be followed up with an up-to-date meeting; TP offered to meet with Tony Jenson of Kent Highways and Hod Birkby; the clerk would set this up.
- 10.2 The possible re-location of the dog run should be explored.
- 10.3 Notices should be displayed at the rec informing residents of the proposed plans to have a car park and the re-location of the dog run.
- 10.4 Provision of temporary portable chemical toilets was discussed. Prices had already been obtained for hiring them for the summer months.
- 10.5 The clerk was asked to contact the company that supplies permanent modular units (as researched by TP and previously circulated) to arrange a site visit.

It was proposed that the clerk should obtain a second quote for the provision of temporary portable chemical toilets; the period to be from towards the end of May to towards the end of September and then the clerk to select the most competitive company and make the booking. This should include servicing and cleaning the toilets. The cost would be set against the Community Events budget.

Proposed by: Cllr Tim Prater

Seconded by: Cllr Jan Holben

Agreed unanimously

11. Update on events at the Rec in 2014-15

JH had no update to report.

12. War Memorial renovation update

- 12.1 The works to the Memorial were looking very good.
- 12.2 The concrete where the benches were has mostly been removed; it was expected that the new concrete would be laid very soon.
- 12.3 The clerk updated on the renovations to the benches and bollards; these would be carried out by Harmer & Sons. She was asked to get confirmation that the litter bin would also be renovated.

13. LAM/AEP budgets 2013-14

These would be looked reviewed at the Finance Committee meeting.

14. LAM/AEP budgets 2014-15

There was nothing to report.

15. Information

- 15.1 JH reported that the new dog bin was in situ at the rec; this was the one supplied by SDC.
- 15.2 The clerk reported that an email had been received from Cllr Leo Griggs re the petanque pitch: he stated that it was in need of being re-laid as it was incorrect. It was agreed that this should go on the next agenda.

16. Date of next meeting – To be held before next Finance meeting, whenever that was decided.

The meeting ended at 11.33am

Signed by the Chairman, Land Assets Management Sub-Committee

.....

Date.....