



## SANDGATE PARISH COUNCIL

### Minutes of a Land Assets Management Sub-Committee Meeting held on Wednesday 3<sup>rd</sup> June 2015 at 10am

**Present: Chairman**  
**Councillors**  
**Parish Clerk**

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

The meeting commenced at 10am

No members of the public attended

1. **Apologies for absence** – there was none, all members were present.
2. **Declarations of Interest** – there was none.
3. **Minutes** – The Minutes of the meeting held on 4<sup>th</sup> March 2015 were submitted; it was proposed that they be approved and signed as a correct record.  
**Proposed by:** Cllr N Bliss  
**Seconded by:** Cllr R Bliss  
**Agreed by all**
4. **Recreation Ground**
  - 4.1 **MUGA update:** the clerk updated that she would be purchasing a tennis court net, as a spare; the notice informing the public about the maretail would go up shortly; Vic Harmer (VH) had been instructed to carry out the herbicide treatment to eventually eradicate the weed. The clerk was asked to get the big signs that were put up two years ago taken down; it was noted that the football pitch was looking in need of attention, the clerk would ask VH to attend to this; the clerk also to chase up VH for the quote for works to the path, as discussed at the site meeting.  
**Actions for the clerk: (1) buy a spare tennis court net; (2) get the old signs taken down; (3) have the football pitch tidied up; (4) chase up VH for his quote re the path.**
  - 4.2 **Play equipment:** the clerk had previously circulated the report on the state of the play equipment: two of the swings needed regular oiling. Re the new equipment being purchased with funding from the Cabinet Members' Fund: Cllr Holben gave details of the change to the original submission: there would now be a scaled down version of the Captain Mannering and a Hide 'n' Seek Trail. Joanna Miller at SDC had given verbal approval to changes to the original grant fund submission.
  - 4.3 **Fitness equipment:** the members also looked at the proposal for having more fitness equipment and it was agreed that, if the clerk could get SDC's grants officer, Joanna Miller, to agree to the changes in writing, that the council would proceed to purchase the parallel bars and chin up bars.  
**Action: (1) clerk to inform Joanna Miller about the changes and to get her written approval; (2) if approved, clerk to order the two fitness units.**
  - 4.4 **Caretaker's report:** two previously circulated reports were presented; all was deemed to be in good order. The clerk informed the members that the caretaker would be going on holiday for two weeks towards the end of June but he had arranged for his daughter to stand-in for him and she had been added to his public liability insurance.
  - 4.5 **Wildlife zone:** all was looking good in the new area. The clerk was asked to ask Kirk Alexander if he had completed the works and, if so, to send in his invoice. Signage needed for the area; fencing to go up.

**Action: (1) the clerk to have a sign made informing people about the sensitivity of walking near the wildlife area; (2) clerk to ask VH when fencing would go up along that stretch; (3) clerk to liaise with K Alexander.**

- 4.6 BBQs:** the two metal bins had been delivered to VH's yard some time ago; the two BBQs were delivered this week. VH would liaise with Cllr JH as to where to site them.

**Action: JH to liaise also with Leo Griggs.**

- 4.7 Porta loo:** the caretaker had informed that the loo had not been cleaned since it was delivered two weeks ago. This had been reported to the supplier. It was suggested that users of the park may not realise that they could use the loo as it was positioned up by the basement door of the old toilet block this year. Re the Fun Day, it was agreed that an additional porta loo would not be necessary but extra cleaning of the one in situ should be arranged.

**Action: (1) the clerk to make a sign saying that it was available to users of the recreation ground; (2) the clerk to arrange extra cleaning before and after the Fun Day event.**

- 4.8 Dog run:** (1) a member of the public had reported that there was a hole in the gate of the rear entrance to the dog run; VH had had this repaired. (2) The clerk reported that when VH tried to get the graffiti cleaned off the two signs, the chemical erased some of the wording. It was agreed that new temporary signs should be made. **Action: clerk to get temporary signs made and request VH to have them fixed to the current signs.**

- 4.9 Boules pitch:** as the Boules Club had remarked that the pitch was too small and was in need of re-surfacing, the clerk would ask VH to supply a price for carrying out the works. If it exceeded £1,000, two other quotes would be required.

**Action: (1) the clerk would liaise with Leo Griggs as to what was required; (2) quotes for the work would then be sought.**

- 5. Old toilet block basement update:** the clerk updated on the broken door: she was trying to establish if the door was of the strong quality that had been requested. It was agreed that no remedial actions would be taken at the present time. It was agreed that the replacement or installation of a portable unit should be the focus of the council within the next two years. It was discussed and agreed that a project manager should be appointed who should provide a report and plan. The clerk would source three appropriate people, after the Chairman of the Council had spoken to Trevor Minter at the Roger De Haan Charitable Trust.
- 6. Creation of car park / re-location of dog run update:** the clerk had previously circulated a draft specification. Some changes were requested which the clerk would include and then would circulate the amended document to all councillors. The final approved specification would be advertised via the south east portal, the council's website, KALC's website and would be sent to SPC's approved list of contractors. As the cost was estimated to be over £10,000, the tender process would invite sealed bids only; one officer and two members to be present at the opening of the tenders.
- 7. Grounds maintenance update (recreation ground and two village greens):** all was in good order.
- 8. Benches:** the clerk reported that she had informed VH that one of the benches by the war memorial was badly damaged with sharp splintering of the wood; VH had had this collected immediately, repaired off site and then re-installed. This was excellent fast action and VH was thanked. It was mentioned that there were flowers on the bench on Wilberforce Road green; the clerk would inform SDC. Cllr TP mentioned that there was a bench in the vicinity that was more of a plank as there was no back to the seating; the clerk was asked to liaise with VH with a view to re-building it.  
**Action: (1) clerk to contact SDC re flowers on a bench; (2) clerk to liaise with VH re the re-building of the seat in Wilberforce Road.**
- 9. Shepway Sports Trust Awards** – this was an annual scheme and it was agreed that this would not be taken up this year.
- 10. LAM/AEP budgets – End of Financial Year Review 2014-15** – the accounts were presented and all was approved.

- 11. **LAM/AEP budgets for 2015-16** – it was felt that the LAM budget should remain at £9,000 as agreed by full council at the budget setting in January. The Area Enhanced Projects (AEP) budget should be the amount of underspend carried forward. This would be further discussed at the following Finance Committee meeting.
- 12. **Information** – there was no further information.
- 13. **Date of next meeting** – this would be when required

The meeting ended at 11.50am.

Signed by the Chairman, Land Assets Management Sub-Committee

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