



SANDGATE PARISH COUNCIL
Minutes of a Land Assets Management Sub-Committee Meeting held on
Thursday 7th November 2013 at 2.15pm

Present: Chairman
Councillors
Parish Clerk

Cllr Jan Holben
Robert Bliss and Tim Prater
A Oates

The meeting commenced at 2.26pm

No members of the public attended

1. **Apologies for absence** – Cllr R Grundy
2. **Declarations of Interest** – there was none.
3. **Minutes** – The Minutes of the meeting held on 3rd October 2013 were submitted; it was proposed that they be approved and signed as a correct record.
Proposed by: Cllr T Prater
Seconded by: Cllr R Bliss
Agreed unanimously
4. **MUGA update**
 - 4.1 Cllr Holben had met with Steve Way of Collier Stevens. The bubbled tarmac problem had been raised with the contractor and he was awaiting their remedial proposals. There were no more main works to be carried out - however some minor 'snag's were also noted (tennis court gage bolt and bolt holes, football nets to be removed, goal reinforcement to be put down, temp fencing to be returned). The works to the football pitch would follow once the grass seeding had stabilised.
 - 4.2 There was a discussion about the finances. Steve Way had sent a finance update which was not easy to interpret; the clerk was asked to obtain clarification.
 - 4.3 The three litter bins and two dog bins were in place. One other dog bin needs replacing with a litter bin. The clerk would contact SDC as the lease for the recreation ground specifies that bin repairs and replacements would be undertaken by SDC.
5. **Grounds Maintenance update**
 - 5.1 The clerk confirmed that the grounds maintenance contractor would clean out the ditch and side entry manholes.
 - 5.2 It was agreed that the tennis court net and handle would be left in place so that the court could be used over the winter.
 - 5.3 The area was looking smart and tidy.
 - 5.4 The suggestion to have a memorial tree was being looked at by the Environment Committee.
 - 5.5 The clerk updated that the works to the playground equipment would be carried out when the weather was dry.

6. Military Road Toilet Block update

- 6.1 The clerk had been in touch with a structural surveyor regarding obtaining a survey, drawing and options for the toilet block. She would report further at the next meeting.
- 6.2 The clerk had obtained prices for hiring portable toilets for the summer months next year. Members agreed that this was something to consider and this should be looked at by the Finance Committee.

7. Recreation ground 2014-15

- 7.1 The clerk had produced a draft list of possible tasks for a grounds caretaker, which was read out.
- 7.2 The clerk would factor in these works when drafting the specification for the grounds maintenance contract for next year. The draft would be sent to members early in the New Year. When sending out the specification, it should go to the grounds maintenance contractors invited to tender as well as any individuals who may be interested in taking on the caretaker role.

8. Events at the Rec in 2014-15

Cllr Mrs Holben confirmed that she would like to have three events and she would be working on the details.

9 LAM/AEP budgets 2013-14

- 9.1 Clerk to ensure that playground inspection fees are costed to the LAM Maintenance Health & Safety Inspections budget.
- 9.2 Clerk to check with Zurich Insurance as to the cost of the annual inspection.
- 9.3 Clerk to check where the cost of the gate signs was costed to – it should be ‘New Signage’.
- 9.4 The handyman costs were reviewed and noted.

10. LAM/AEP budgets 2014-15

- 10.1 LAM budget: Cllr Prater (TP) produced a suggested draft budget proposing: of the £8,750 income from SDC for the second years’ grounds maintenance contribution, that £5,000 becomes the LAM budget and £3,750 is put into LAM maintenance reserve.
- 10.2 AEP budget: Cllr TP proposed that the budget be £25k; comprising of £10k for the renovations to the war memorial and £15k for projects, for example: renovating the toilet block or creating a car park.

Proposed by: Cllr TP

Seconded by: Cllr JH

All agreed

11 Information

There was no further information.

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

The meeting ended at 3.28pm

Signed by the Chairman, Land Assets Management Sub-Committee

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Date.....