



SPEEN PARISH COUNCIL MINUTES OF THE MAINTENANCE COMMITTEE MEETING HELD ON MONDAY 22nd May 2017 AT SPEEN PAVILION, SPEEN STARTING AT 6.30 P.M.		
Present	Parish Councillors	S Larkins, J Apicella, A Booth, S Taylor
	WBDC Councillor	None
	Parish resident	None
	Clerk & RFO	M Gould

Open Session: No guests or press were present.

Resolution	Item	Action
Item 1 resolved	<p>1. Election of Chair of Maintenance Committee Proposal: To elect Chair of Maintenance Committee. Cllr Apicella nominated for Chair. Proposer Cllr Larkins, seconder Cllr Taylor. All in favour. Cllr Apicella abstained.</p>	
Item 2 resolved	<p>2. Election of Vice-chair Proposal: To elect Vice Chair of Maintenance Committee. Cllr Taylor nominated for Vice Chair. Proposer Cllr Booth, seconder Cllr Larkins. All in favour. Cllr Taylor abstained.</p>	
Deferred to next meeting	<p>3. Apologies for absences: No apologies had been received. Full council has approved 6-month absence (on 15-5-17) as requested by Cllr Tull.</p> <p>4. Minutes of previous meeting Inaugural meeting so no Minutes of previous Maintenance Committee meetings to approve. Minutes of last Recreation Ground meeting held on 6-3-17 and presented to full council in draft form on 13-3-17 were not available for signing due to clerking error. These will be considered at next meeting. NB. The Recreation Ground Working Party was dissolved by council by acceptance of the Committee Terms of Reference at the Annual Meeting on 15-5-17.</p>	
	<p>5. Declarations of Interest: To declare any financial, personal and/or prejudicial interests and their nature in relation to items on the agenda. No declarations were made.</p>	
Item 6 resolved	<p>6. Acceptance of delegated powers: Proposal: To accept powers delegated from full council at the Annual Council meeting held on 15/5/17 for the 2017/18 term according to Terms of Reference adopted by Full Council at the meeting held on 13-3-17. Proposer Cllr Apicella, seconder Cllr Booth. All in favour.</p>	
Item 7 resolved	<p>7. Budget & discretionary spending limits Total sum allocated by council to Maintenance committee is £27,225. Cllr Apicella reminded committee of the discretionary spending limits based on SPC financial regulations. Budget breakdown discussed. Query over lighting maintenance. Clerk / Cllr Larkins to investigate and report. If necessary, this additional budget can be requested via F&GP. Clerk to add budget breakdown to Dropbox so detail available to councillors. Proposal: To accept budget & discretionary spending limits (as delegated to Maintenance committee by full council at the meeting held on 15-5-17). Proposer Cllr Larkins, seconder Cllr Taylor, all in favour. Cllr Apicella signed the Committee Budget Allocation record to confirm receipt of budget by committee.</p>	Clerk / Cllr Larkins
Item 8	<p>8. Diary of meetings for 2017/18 term:</p>	Clerk

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resolved	<p>Proposal: Maintenance Committee to meet monthly on the Monday following the full council meetings (i.e. 3rd Monday of month) at 6:30pm. These may be cancelled if no business to conduct. Proposer Cllr Apicella, seconder Cllr Larkins, all in favour. Clerk to prepare calendar of dates.</p>	
	<p>9. Health & Safety: (items not covered elsewhere on agenda)</p> <p>9.1 General items: no comments</p> <p>9.2 Risk assessment: Speen Pavilion risk assessment has been updated. Clerk considers that others require a review and update. Clerk to prepare list for next meeting.</p> <p>9.3 Timetable for annual equipment testing e.g. electrical & fire safety, Legionella etc. Clerk had prepared list for councillor attention. Minor errors to be corrected.</p>	<p>Clerk</p> <p>Clerk</p>
	<p>10. Review of general state of parish & Speen Parish Council assets:</p> <p>10.1 Contractor reports for previous month (Environmental & Recreation Grounds). Committee reviewed reports from previous month. Little of note in terms of dangerous items such as drug waste, glass, fly-tipping etc.</p> <p>10.2 Council assets (except recreation grounds):</p> <ul style="list-style-type: none"> • War Memorial: three bollards have been damaged in three separate incidents. Repair would be a maintenance issue, not part of the potential War Memorial footpath project which is for the Development Committee. Bollards are part of the Grade II listing of the monument so cannot be changed in appearance, but could be strengthened. Quote to repair stronger corner bollard and replace weaker, broken two to be obtained. Clerk and Cllr Booth to liaise. • Ladywell – after contractor works on behalf of resident, the site is just adequately made good according to Cllr Winn. Council leases Ladywell from Sutton Estates. Cllr Booth commented that church warden remembered woodland area originally was part of Ladywell. Cllr Winn is looking into the lease document held in Sutton Estates archives. • The Pound: Looking a bit untidy with overhanging branches. Clerk to ask maintenance contractor to trim these. • Noticeboards: these are in reasonable condition, though Clerk suggested the wooden ones could do with wood treatment at some point – perhaps before winter. • Bus shelter: no comments were made • Red phone box: this is unlocked. Committee considered potential uses. A book-exchange / library discussed though this would require shelving. Cllr Booth suggested a noticeboard but there is already one beside the post-office. Cllr Apicella will look at condition and consider uses. 	<p>Clerk / Cllr Booth</p> <p>Cllr Winn</p> <p>Clerk</p> <p>Cllr Apicella</p>
<p>Item 11.1 resolved</p> <p>Item 11.2 resolved</p>	<p>11. Renewal of maintenance contracts:</p> <p>Environmental maintenance contract (expires 31/7/16) and Recreation Ground & general maintenance contract (expires 29/7/16) are due for renewal at the same time. Grass cutting contract (expires 1/4/18) has another year to run. Committee discussed the advantages / disadvantages of combining the Environmental & Recreation Ground contracts at length, including potential for confusion / overlap of work, potential costs savings etc. Timescale to re-write & review contract to combine all aspects of work is tight. Better to extend existing contracts to allow due deliberation. Clerk to put all contracts on Dropbox for Committee to access.</p> <p>11.1 Proposal: to recommend to full council at meeting on 12-6-17 that both contractors are offered a 2 month extension period whilst review of Maintenance Contracts carried out by Committee. Proposer Cllr Larkins, seconder Cllr Booth. All in favour. Clerk to write to current contractors to advise them.</p> <p>11.2 Proposal: to amalgamate the Environmental maintenance contract and Recreation</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

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	<p>Ground / general maintenance contract into one contract covering maintenance of all areas in parish. This will then go to full tendering exercise. Proposer Cllr Apicella, Secunder Cllr Booth. All in favour. Clerk to review and amalgamate contracts in preparation for next Committee meeting. Clerk suggested Committee consider making this a 3-year contract. Cllr Larkins agreed that companies would likely welcome a 3-year confirmed contract of services. To be considered as part of deliberations.</p>	
	<p>12. Recreation grounds (general for Speen, Stockcross and Marsh Benham)</p> <p>Recreation Ground Working Party has previously resolved to monitor only items reported as low risk. Clerk to seek supplier interested in tendering for small playground repairs on a regular basis.</p> <p>12.1 ROSPA reports & on-going remedial items: Clerk has engaged a contractor to correct items identified in previous Recreation Ground meeting. No confirmation from contractor that this work has been completed despite Clerk following-up. No invoice received to date. Clerk to follow-up again to check work has been completed.</p> <p>12.2. Stockcross playground bench: this is in poor state of repair and requires cleaning. Clerk to look at cost for similar carried out at Stockcross Green bench</p> <p>12.3 Basketball backboard is broken and needs to be replaced. Clerk to seek quote from an alternative playground supplier.</p> <p>12.4 Wooden treads on zip wire ladder broken. ROSPA has not reported this so not considered a risk at this stage. Monitor meantime and review if ROSPA identifies risk.</p> <p>12.5 Contact details stickers on playground boards. Clerk to arrange purchase.</p> <p>12.6 Height restrictions at both Speen and Stockcross entrances: Cllr Larkins has these already. To give to Clerk. Clerk to ask maintenance contractor to fit them.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Larkins / Clerk</p>
Item 13.4 resolved	<p>13. Speen Recreation Ground:</p> <p>13.1 Grove Road entrance - maintenance update. Top rail has been fixed free of charge by contractor. Householder next to Grove Road entrance is replacing fencing. No further action required.</p> <p>13.2 Garage door lock at Speen – this had been unlockable for a while but has self-resolved. Monitor. No further action at this stage.</p> <p>13.3 External posts at Speen pavilion – review updated specification. Clerk has re-written to extent of expertise. Clerk to re-write with two options:</p> <ul style="list-style-type: none"> • Option 1 – remove and replace whole post • Option 2 – remove damaged areas of posts only and splice with existing posts all at same height. <p>Cllr Larkins will consider options for reducing water ingress into base of posts, which has caused the damp rot currently in the posts e.g. pad or plinth. Engineering bricks to be used as stronger than house bricks.</p> <p>13.4 Main door lock: proposed changes & locksmith quote:</p> <p>Proposal: agree proposed changes by locksmith and accept quote of £192+VAT. Proposer Cllr Apicella, secunder Cllr Larkins, all in favour. Clerk to advise locksmith.</p> <p>13.5 Vandalism & arson damage to wooden climbing frames.</p> <p>This has been reported to police and a neighbourhood alert has gone out. Clerk to</p>	<p>-</p> <p>-</p> <p>Clerk</p> <p>Cllr Larkins</p> <p>Clerk</p> <p>Clerk</p>

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	<p>seek quotes to repair both damaged sections.</p> <p>13.6 Basketball backboard repair: discussed above. Clerk to seek quotes</p> <p>13.7 Damage to wetpor beside wooden climbing frame – agree action. It was agreed that this is a fissure and not a trip hazard. ROSPA has not identified it as a safety issue. Monitor. No further action at present.</p>	Clerk
	<p>14. Stockcross Recreation Ground:</p> <p>14.1 Car park extension</p> <ul style="list-style-type: none"> • Selection of type of gravel to be used: Golden Flint selected based on contractors recommendation and also nearest in appearance to existing areas i.e path to houses. Clerk to advise contractor in writing. • Start date. Contractor has advised availability in June / July. Request that not done during school half-term. Clerk to advise contractor. • Warranty – Clerk has received a warranty in writing from the contractor. This has been printed and filed with tender document for future reference. • Impact of works & advising users: Clerk to write to AFC Stockcross once start date has been confirmed by contractor. Clerk to ask Cllr Mathers to advertise on Facebook. <p>14.2 Treatment of wooden posts on zip wire (re strimming damage). Clerk to ask maintenance contractor to treat with wood treatment.</p>	Clerk Clerk - Clerk Clerk
	<p>15. Other items:</p> <p>15.1 Committee recognises there will be some overlap between Maintenance & Development Committee and the two committees will need to liaise. Minutes will be presented at full council meetings to inform all councillors at monthly intervals.</p> <p>15.2 Waste behind Stockcross Pavilion: Clerk to ask Environmental Maintenance contractor to quote for removal.</p> <p>15.3 Speen Pavilion Insulation: Cllr Scorey has been looking into this. Agenda for next meeting.</p> <p>15.4 Fly-tipping in Moor Lane. A broken porcelain sink has been left. Cllr Larkins has kindly removed this.</p>	Clerk Clerk

There being no further business to conduct, the meeting ended at 8:25pm

Signed:	Name (print):	Date:
	Position:	

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