



SPEEN PARISH COUNCIL MINUTES OF THE MAINTENANCE COMMITTEE MEETING HELD ON MONDAY 17th July 2017 AT SPEEN PAVILION, SPEEN STARTING AT 6.30 P.M.		
Present	Parish Councillors	S Larkins, S Harris, A Booth
	WBDC Councillor	None
	Parish resident	None
	Clerk & RFO	L Blake

Open Session: No guests or press were present.

Resolution	Item	Action
Item 1 resolved	1. Election of Chair of Maintenance Committee Proposal: To elect Chair of Maintenance Committee. Cllr Harris nominated for Chair. Proposer Cllr Booth, seconder Cllr Larkins. All in favour. Cllr Harris abstained.	
Item 2 resolved	2. Election of Vice-chair Proposal: To elect Vice Chair of Maintenance Committee. Cllr Larkins nominated for Vice Chair. Proposer Cllr Harris, seconder Cllr Booth. All in favour. Cllr Larkins abstained.	
Item 4 resolved	3. Apologies for absences: Rebecca Scorey was unable to attend 4. Minutes of previous meeting Minutes of last Recreation Ground meeting held on 6-3-17 Approved. Proposer Cllr Larkins, seconder Cllr Harris. All in favour. Cllr Booth abstained. Minutes of last Maintenance meeting held on the 19-6-17 Approved. Proposer Cllr Harris, seconder Cllr Larkins. All in favour. Cllr Booth abstained. Minutes of last Maintenance meeting held on the 22-5-17 Signed	
	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.	
	6. Budget & actual spend No issues raised	
	7. Health & Safety: (items not covered elsewhere on agenda) No issues raised	
	8. Renewal of Maintenance contracts 8.1. Two month Contract – agreed that Triangle will carry out two month contract. Contract previously agreed. 8.2. Three year Maintenance contract – Clerk to contact contractors for quotes. Quotes to be received by 07/08/2017 to be considered at next Full Council meeting	Clerk
	9. Review of general state of parish & Speen Parish Council assets: 9.1. War Memorial: WBDC have been contacted to remove overgrowing trees from footpath 9.2. Ladywell: no comments were made. 9.3. The Pound: S Pearce has been asked to clear this area. A deduction to his invoice was discussed if the work is not carried out. 9.4. Noticeboards : No comments were made 9.5. Bus shelter: MG has obtained a name of company to renovate the bus shelter, Clerk to investigate	Clerk

Page approved by (initials) & date:



	<p>9.6. Red phone box: Alan Booth offered to take notices out of the phone booth. Action for Communications committee to investigate uses for the phone box.</p>	<p>Clerk Cllr Booth</p>
	<p>10. ROSPA reports & on-going remedial items</p> <p>10.1. Marsh Benham - Identified as Low risk</p> <p>10.2. Speen Recreation ground – Identified as Medium risk, due to the nature of the playground materials, specifically, playground floor materials.</p> <p>10.2.1. Advise Development Committee to minimise risk in the future. 10.2.2. Agreed that Cllr Harris would check rotting timber as described on page</p> <p>10.3. Stockcross Recreation ground: Identified as Medium risk, due to the nature of the playground materials, specifically, playground floor materials.</p> <p>10.3.1. Advise Development Committee to minimise risk in the future. 10.3.2. Fence was identified as a risk – this will be part of the Car park Extension project. 10.3.3. Rota Web – Loose bolt identified in report. Clerk to check if equipment has been previously maintained and can the bolt be tightened or replaced with a shake proof washer</p> <p>10.4. Clerk was asked to provide copies of ROSPA reports for Cllr Booth</p>	<p>Clerk Clerk Clerk</p>
	<p>11. Recreation grounds (general for Speen, Stockcross and Marsh Benham)</p> <p>11.1. Height restrictions at both Speen and Stockcross entrances: Cllr Larkins to check the height bar. Cllr Winn has carried out a medium fix to height bar at Speen Recreation ground</p>	<p>Cllr Larkins</p>
	<p>12. Speen Recreation Ground:</p> <p>12.1. Cleaning Contract – Currently no written contract. Scope of works needs to be written by the Clerk so the work can be put out to tender</p> <p>12.2. Purchase of Hygiene Consumables – Cllr Larkins to continue. Currently there isn't a bin in the pavilion Cllr Larkins to investigate</p> <p>12.3. Vandalism & arson damage to wooden climbing frames. Further damage to the playground equipment. Clerk has contacted playground maintenance company</p> <p>12.4. Basketball Blackboard – awaiting invoice for work carried out</p> <p>12.5. Contact details stickers on playground boards- not discussed</p> <p>12.6. Light in Disabled toilet – reported as faulty. Cllr Booth to check the light</p> <p>12.7. Replacement of posts at Speen pavilion – Cllr Larkins suggested Total Build. Details to be added to list of possible contractors for tender process</p>	<p>Clerk Cllr Larkins Cllr Booth</p>
	<p>13. Stockcross Recreation Ground:</p> <p>13.1. Bird droppings on play equipment – was assigned to Cllr Apicella but Cllr Harris will check the play equipment</p> <p>13.2. Treatment of wooden posts on zip wire (re strimming damage). Clerk awaiting response from Sundog</p> <p>13.3. Stockcross playground bench: To be added to the Development Committee agenda</p> <p>13.4. Fields in Trust - Agreement has been extended for 12 months Free of charge</p> <p>13.5. Car Park Extension – Cllr Larkins to liaise with WBDC re start date of car park extension</p>	<p>Clerk Clerk Cllr Larkins</p>



	<p>13.6. Removal of spoil – Cllr Larkins to notify Cllr Winn of start date of carpark extension</p>	
	<p>13.7. Wobbly Bin and Broken Window: identified at Stockcross Recreation Ground – Cllr Larkins to check Bin. Clerk to obtain quote to fix window</p>	<p>Clerk/Cllr Larkins</p>
	<p>13.8. Waste behind Stockcross Pavilion: Triangle instructed to remove waste but some waste is still left. Clerk to contact Triangle</p>	<p>Clerk</p>
	<p>14. Other items:</p> <p>14.1. Playground checks – Playground checklist forms to be circulated to councillors. Cllr Scorey to check Speen Recreation ground playground. Cllr Harris to check Marsh Benham playground and Cllr Booth to check Stockcross Recreation Ground play area.</p>	<p>Clerk</p>

Next meeting Tuesday 21st August SPEEN RECREATION GROUND STARTING AT 6:30pm

<p>Signed:</p>	<p>Name (print):</p> <p>Position:</p>	<p>Date:</p>
-----------------------	--	---------------------

Page approved by (initials) & date: