

NORTHLEACH WITH EASTINGTON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PROPERTY AND PREMISES MAINTENANCE COMMITTEE HELD ON Tuesday 21st May 2019 at 7.00 pm

PRESENT: Cllr Vicki Hewer (Chairman), Cllr Morley-Blackwell, Mr Rayner, Mr White, Mr Barter, Cllr Andrew Wellman and Mrs C Crompton (Clerk)

	Minutes
1. Resolution Resolution	Cllr Hewer was unanimously elected as Chair of the PPMC Committee at the May Annual Meeting to hold office until the Annual General Meeting in May 2020 Cllr Andrew Wellman proposed, Cllr Hewer seconded and it was unanimously RESOLVED to elect Cllr Brian Hulcup as Vice Chair of PPMC to hold office until the Annual General Meeting in May 2020
2.	Mr White, Mr Barter and Mr Rayner were Co-opt as non-elected members to support the committee with its work
3.	Cllr Hulcup was unavailable and sent apologies
4.	Mr Rayner declared an interest in the Allotments
5.	There were no public questions
	MATTERS FOR DECISION
6. Resolution Action	Cllr Hewer proposed, Cllr Andrew Wellman seconded and it was unanimously RESOLVED to confirm the minutes of the PPMC meeting on 11 th February 2019 as a true reflection of the meeting. These will be signed after the following amendment: <ul style="list-style-type: none"> Clerk to amend Minute 7.7
7.	Reports
7.1	<ul style="list-style-type: none"> The Committee received the Action Point Update from 11th February 2019. A number of actions have been completed and those in progress will be reported on in July.
7.2	<ul style="list-style-type: none"> Committee received the Town and Cemetery Inspection (TCI) from April 2019 and considered next steps and any actions noted.
8.	Cemetery and Churchyard
8.1 Action	<ul style="list-style-type: none"> The Committee were informed that we now have access to the Cemetery compost bay Clerk to inform McCrackens about how to get access
8.2 Resolution	<ul style="list-style-type: none"> The Committee considered the actions arising from Assets Inspection Cllr Hewer proposed, Cllr Morley-Blackwell seconded and it was unanimously RESOLVED to ask Central Trees to tidy up the damaged branches in the Cemetery
Action Action	<ul style="list-style-type: none"> Clerk to contact Central Trees Clerk to check ownership of the fallen wall and ask Luke to price up the damaged wall in the Churchyard in the meantime
9.	Town
9.1	<ul style="list-style-type: none"> Cllr Hewer gave an update on the Market Place beds. Recently 75 geraniums were planted along with other flowers and a resident is allowing us to use their water. The Committee thanked those who were involved especially Mr White
9.2	<ul style="list-style-type: none"> The Committee considered the details provided on bike racks to be placed in the Market Place. Highways have given us the go ahead to site them on the raised area and several options were discussed.
9.3 Action	<ul style="list-style-type: none"> Cllr Hulcup has done research on suitable racks. The committee had some additional questions. Mr Barter offered to work with Cllr Hulcup to measure the site, look at installation and feedback to the Committee.
Action 9.4	<ul style="list-style-type: none"> Clerk to include bike racks on the July agenda Councillors discussed whether to hold a 2019 floral display competition. Last year only a small number of residents entered the competition. Although the standard was very high, the Committee felt that sadly there was not enough interest to run it again.
9.5 Resolution Action	<ul style="list-style-type: none"> Cllr Andrew Wellman proposed, Cllr Hewer seconded and it was unanimously RESOLVED to confirm the quote to refurbish both Town Council noticeboards at a cost of £170
9.6	<ul style="list-style-type: none"> Mary to confirm to Mr Campbell to do the work
9.7 Resolution	<ul style="list-style-type: none"> Committee considered the quote to replace the two bus stop cork boards at £29 each Cllr Morley-Blackwell proposed, Cllr Andrew Wellman seconded and it was unanimously

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<p>Action 9.8</p> <p>Resolution</p> <p>Action 9.9</p> <p>Resolution</p> <p>Action 9.10</p> <p>9.11 Resolution</p> <p>Action Action Action 9.12</p> <p>9.13</p> <p>Action 9.14</p> <p>Action 9.15</p> <p>Action</p>	<p>RESOLVED to go ahead and purchase one for each bus stop</p> <ul style="list-style-type: none"> • Mary / Clerk to purchase these • The Town Sign has been moved for refurbishment and it was recommended to paint the frame whilst it was out. Cllr Andrew Wellman proposed, Cllr Morley-Blackwell seconded and it was unanimously RESOLVED to accept the quote to repaint the Town Sign frame at a cost of £110 • Clerk to engage Mr Campbell to paint the frame • Committee considered an appropriate thank you to the resident who has refurbished the Town Sign at no cost to the Council. Cllr Hewer proposed, Cllr Andrew Wellman seconded and it was unanimously RESOLVED to order some flowers in appreciation of the restoration work undertaken • Clerk to order the flowers • The Committee considered the placement of the Remembrance Tommy. Cllr Morley-Blackwell proposed, Cllr Hewer seconded and it was unanimously RESOLVED to site the Tommy on the War Memorial. The other Tommy once refurbished could go in the Cemetery • Mary to gather information on support plinths to site the Tommy on • Cllr Morley-Blackwell will investigate alternative anchoring attachments • Clerk to add a decision on the fixing and plinth to the July agenda • Mr Barter has offered to refurbish the rusty Tommy that was received • The Committee received information on memorial benches being considered in Town • The path on Antelope Field needs strimming. Although this is not our responsibility the landowner is happy for us to attend to this to keep the path clear • Clerk to check on prices with McCracken and ask for this to be added to the schedule • The Committee were updated on the Highways walkabout. Many of the issues have been taken away by Highways to resolve or price up. There is an issue with gully channels across Town. Highways have said this is the responsibility of homeowners but the Committee thinks this could lead to a series of issues arising from inconsistent repairs • Clerk to progress this with Highways and feedback in July • There are ongoing issues with parking on the junction at Mill End despite contact with the Police and the Parking Team • Clerk advised people to call 101 when it was considered dangerous parking and that Highways are redoing the lines
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>Resolution</p> <p>Action</p> <p>10.4</p> <p>10.5</p> <p>Action</p> <p>10.6</p> <p>Action</p> <p>10.7</p> <p>Action</p>	<p>Meadows and Play Areas</p> <ul style="list-style-type: none"> • The Play Area path has been given the go ahead and work should start soon • The Committee received an update on the zip wire re-tensioning. This work has now been done. The manufacturer explained that it is very common to need to re-tension shortly after installation. The Committee considered the non-slip surface and received surrounding balcony information from Playquest and ROSPA. Barriers can be installed but there are a series of measures that need to be taken into account which include height, size and the potential that users could climb higher than the platform itself. Addition of either of these features could invalidate the warranty if not approved by the manufacturer. The signage states one user at a time and issues have occurred when more than one person is on the platform. • Cllr Andrew Wellman proposed, Cllr Hewer seconded and it was unanimously RESOLVED to seek further advice. • Cllr Hulcup to go back to Playquest and ask what they would allow us to add in order to protect users from slipping on the ramp and falling off the platform. • The Committee considered ROSPA's report on the two play areas, zip wire and Games Wall and discussed any actions necessary • The Ward Road ROSPA report identified that the tiles under the swings need filling • Clerk to get a price for filling these holes • The KGV ROSPA report identified that the surface under the Games Wall needs replacing • Clerk to ask McCrackens to look at this and advise • Clerk to chase easement strip cutting and strimming under play area fencing • Cllr Hewer gave an update on the fruit trees. These have started to arrive and will be planted soon • Cllr Hewer to confirm the cost of the planting work and circulate to the Committee

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<p>10.8</p> <p>Action</p> <p>10.9</p> <p>Action</p> <p>10.10</p> <p>Resolution</p> <p>Action</p> <p>10.11</p> <p>Resolution</p> <p>Action</p>	<ul style="list-style-type: none"> The Committee considered whether to repair or replace the bridge gate. There has been a temporary repair which is holding at the moment but it will need replacing in the near future. Several members offered to keep an eye on the gate and fix it when necessary. The Water Meadow Management policy needs progressing Mr Barter will meet with Mary and Cat to consider the resident feedback on the Water Meadow in order to start considering the future management policy The Committee considered additional bins for Playing Fields from £170 each. There is a lot of rubbish being seen at the zip wire and residents are requesting a new bin. Various models and locations were discussed. Cllr Morley-Blackwell proposed, Mr Rayner seconded and it was unanimously RESOLVED to order the bin chosen from Glasdon at a cost of £170 plus vat Clerk to order the bin and inform the Handyman so he can add it to the bin emptying list Due to increased usage at the Play Area, an additional picnic bench at the Play Area has been requested by residents. The Committee looked at a range of options and materials Cllr Morley-Blackwell proposed, Cllr Hewer seconded and it was unanimously RESOLVED to place an order with Benchmark at a cost of £360 plus vat Clerk to process the order 																																			
<p>11.</p> <p>11.1</p> <p>Action</p>	<p>Allotments</p> <ul style="list-style-type: none"> Allotment update – the allotments look tidy and are all fully let at the moment. Mr Rayner will check on the situation with the shed and access to it 																																			
<p>12.</p> <p>12.1</p> <p>12.2</p> <p>Resolution</p> <p>Action</p>	<p>Finance</p> <ul style="list-style-type: none"> The Committee noted emergency repairs to Churchyard lights when necessary Cllr Andrew Wellman proposed, Cllr Hewer seconded and it was unanimously RESOLVED to pay all the bills presented Clerk to process all the payments <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Supplier</th> <th style="width: 20%;">Service</th> <th style="width: 20%;">Invoice</th> <th style="width: 15%;">Amount</th> <th style="width: 25%;">Authority</th> </tr> </thead> <tbody> <tr> <td>Vicki Hewer</td> <td>Bedding plants</td> <td>Tesco</td> <td>£15.00</td> <td>LGA 1972 s.137</td> </tr> <tr> <td>Vicki Hewer</td> <td>Market Place bed</td> <td>Fosseway</td> <td>£29.94</td> <td>LGA 1972 s.137</td> </tr> <tr> <td>Kingsdown</td> <td>Fruit Trees</td> <td>Pro forma</td> <td>£209.39</td> <td>LGA 1972 s.137</td> </tr> <tr> <td>Shurdington</td> <td>Fruit Trees</td> <td>1894</td> <td>£107.00</td> <td>LGA 1972 s.137</td> </tr> <tr> <td>Mail Order Trees</td> <td>Fruit trees</td> <td>1305</td> <td>£42.94</td> <td>LGA 1972 s.137</td> </tr> <tr> <td>Rospa Ltd</td> <td>Play Area inspections</td> <td>41512</td> <td>£172.50</td> <td>LG (MP)A 1976 s.19</td> </tr> </tbody> </table>	Supplier	Service	Invoice	Amount	Authority	Vicki Hewer	Bedding plants	Tesco	£15.00	LGA 1972 s.137	Vicki Hewer	Market Place bed	Fosseway	£29.94	LGA 1972 s.137	Kingsdown	Fruit Trees	Pro forma	£209.39	LGA 1972 s.137	Shurdington	Fruit Trees	1894	£107.00	LGA 1972 s.137	Mail Order Trees	Fruit trees	1305	£42.94	LGA 1972 s.137	Rospa Ltd	Play Area inspections	41512	£172.50	LG (MP)A 1976 s.19
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<p>13.</p> <p>Action</p>	<p>Items for Future Meetings</p> <ul style="list-style-type: none"> Clerk to add Water Meadow management policy, tree inspection and recycling <p>Date and time of next Meeting – Monday 1st July 2019 at 7pm</p>																																			

There being no other business the meeting closed at 21.50 pm