



SANDGATE PARISH COUNCIL

Minutes of a Land Assets Management Sub-Committee Meeting held on Tuesday 6th January 2015 at 2pm

Present: Chairman
Councillors
Parish Clerk

Cllr Jan Holben
Robert Bliss and Tim Prater
A Oates

The meeting commenced at 2pm

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 December 2014 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 by all

4. Recreation Ground

4.1 Muga update: despite several requests to Steve Way, the clerk had still not received the information requested regarding the final finance situation and when the remaining works would be carried out by WW Martin.

Action: the clerk was asked to write a formal letter to Stephen Way of Collier Stevens of Hythe, Kent expressing the council's disappointment.

4.2 Play equipment: The report from Vic Harmer had been previously circulated; there were no actions required. In addition to the scheduled checks, the caretaker kept an eye on the equipment.

4.3 Fitness equipment: all was working well; there was nothing to report.

4.4 Caretaker's report: the report had been previously circulated; it was mentioned that his reports remain very useful.

4.5 Old toilet block basement update: the action from the last meeting had not yet been carried out. This would be actioned soon.

Action: Cllr Grundy to contact the surveyor.

4.6 Modular unit – re-connection of services update: the clerk was awaiting a reply from the caretaker as to whether the basement was wet/flooded when it rained. The meeting with the electricity supplier had not yet been arranged. Cllr RG was going to check the old water and sewerage supply.

Action: (1) the clerk to arrange with the electricity supplier to meet with Cllr RG on site.; (2) RG to check the old water and sewerage supply.

4.7 Creation of car park – re-location of dog run: Cllrs JH and TP met with Vic Harmer to discuss options. VH would put proposals together after Christmas together with approximate costs.

4.8 The wildlife zone: Cllr JH had liaised with Vic Harmer to place a large holly bush (previously owned by JH) into the smaller space to act as a prickly deterrent to anyone attempting to climb the fence in that area. Kirk Alexander had been given the go-ahead to proceed with his

proposals. VH was progressing with getting the fencing into place. The clerk had sent the wording for the signage to Bruce at the printers and was awaiting the proof. **Action: when the signage was ready, the clerk would ask VH to have them put up on site.**

5. Grounds maintenance update (recreation ground and two village greens)

- 5.1 Saga had not yet been reminded that the three electrical boxes on the wall by the Saga grounds needed to be repaired.
Action: the clerk to chase this up with Saga.
- 5.2 JH had discussed the bund and ditch with VC at their meeting on the rec and that it needed regular clearing out; the clerk was asked to remind VH as to the exact location, just in front of perimeter fence at bottom end of Rec.
Action: the clerk to ask VH if he is aware of the exact location.
- 5.3 The clerk updated on the memorial tree: Roger Joyce of Sandgate Society had been informed that the tree must be one of the types recommended by Dave Sephton; when confirmation had been received, the clerk would instruct VH to purchase the tree and prepare for planting it. All costs would be met by Sandgate Society.

6. LAM/AEP budgets 2014-15

- 6.1 The LAM budget was overspent: expenditure included the contracted general maintenance (grass mowing, hedge cutting etc) and other expenditure such as removing tree stumps and a wasp nest, laying new paving slabs etc. It was felt that these were acceptable costs and that the separate budget headers in the Expenditure Breakdown spreadsheet, currently being updated by the clerk, would show these additional costs in a clearer way. The updated spreadsheet would be presented at the next LAM meeting.
- 6.2 TP pointed out that the bequest income carried forward from the previous financial year did not show the expenditure that has now been made (the three planters); the clerk would amend this.

7. LAM/AEP budgets for 2015-16

- 7.1 RB informed the committee that the council would receive the draft lease in 2 – 3 weeks' time for the Granville Road toilet block; this would include the space within the block known as 'The Kiosk'. A discussion took place as to fitting out the kiosk, whether it should be let furnished/unfurnished and when it could be up and ready for business but it was agreed that nothing could be fully discussed until the draft lease was seen and then a project plan would need to be drawn up to take to full council to consider whether to take on the lease or not. Should the council take on the lease, there may be sufficient funds in the AEP budget but, if not, one of the other projects may need to be deferred.
- 7.2 The LAM maintenance budget should be raised: £6,000 for the contracted maintenance and an additional £3,000 for other LAM maintenance works, giving a mainline budget of £9,000.
- 7.3 Any underspend in the AEP budget should be rolled over; this could be around £31,000 and £14,500 would remain in the AEP Reserve.

Proposal: (1) that the LAM budget be raised to £9,000 and (2) any AEP underspend be carried forward to 2015-16 AEP budget.

Proposed by: Cllr T Prater

Seconded by: Cllr R Bliss

Agreed by all

8. Information – there was no further information.

9. Date of next meeting – to be set to precede the next Finance Committee meeting, when that was decided.

The meeting ended at 2.55pm.

Signed by the Chairman, Land Assets Management Sub-Committee

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