



SANDGATE PARISH COUNCIL
Minutes of a Land Assets Management Sub-Committee Meeting held on
Wednesday 5th March 2014 at 11am

Present: Chairman	Cllr Jan Holben
Councillors	Robert Bliss and Tim Prater
Parish Clerk	A Oates

The meeting commenced at 11am

No members of the public attended

1. **Apologies for absence** – Cllr Richard Grundy
2. **Declarations of Interest** – there was none.
3. **Minutes** – The Minutes of the meeting held on 10th January 2014 were submitted; it was proposed that they be approved and signed as a correct record.
Proposed by: Cllr Robert Bliss
Seconded by: Cllr Jan Holben
Agreed unanimously
4. **MUGA update**
 - 4.1 A copy of a letter from Stephen Way to WW Martin had been received. It stated that the parish council considered the damage to the tarmac on the tennis court represented a defect for rectification within the 12 month defect liability period and that a response was requested. SPC had not received any further correspondence on this; however, it was acknowledged that repair works had commenced. The area affected by mares tail weed had been cleared of all traces of the weed and the whole area would be dug up to ensure that no remnants of the weed would remain and then new tarmac would be laid.
 - 4.2 The clerk was asked to obtain timescales for the tarmac repair works, together with timescales for when the five-a-side grass pitch would ready for use, when the new goal ends would be put in and when the path works would be completed.
 - 4.3 When grass pitch was completed, mowing of this would have to be factored in to the grounds maintenance. It would also need to be rolled.
5. **Grounds Maintenance update for 2013-4**

All was in order; there was nothing significant to update on. Members were pleased with this year's grounds maintenance service.
6. **Grounds maintenance, handyman and grounds caretaker for 2014-15**
 - 6.1 The three specifications had previously been circulated and were approved. The clerk would invite four companies to quote for the grounds maintenance and handyman contracts. They could also quote for the caretaker position; however, this would be sent out to contacts on the council's e-mailing database and all three specifications would be put on the website.
 - 6.2 Due to the shortness of time regarding the grounds maintenance provision, it was agreed that the deadline for submissions would be 12 noon on Tuesday 11th March so that the decision could be made that evening at the full council meeting. The same deadline would be applied to
 - 6.3 The handyman provision although this was not as urgent; the current contractor could be extended for a month if necessary.
 - 6.4 It was agreed that all three specification should state that the period of the contracts would be two years, subject to break clauses.

6.5 The clerk would present the quotations for discussion at the next full council meeting, keeping the contractors anonymous. She would include comments on the three key criteria: quality, capacity and price. It was hoped that the council would make a decision straightaway on which company to offer the grounds maintenance contract to. If a decision could not be reached, it should be requested that this would go to Finance Committee with delegated responsibility to make the final decision.

7. Adult fitness equipment

7.1 Two companies had been asked to provide quotations for outdoor adult fitness equipment; these had been received.

7.2 Cllr Jan Holben followed these up with site meetings with representatives from the two companies. She and Cllr Richard Grundy then visited three sites around east Kent to see examples; both quality and safety were assessed:

Site 1 the equipment was of very poor quality – this company had not been invited to submit a quote but it was helpful to see the comparison;

Site 2 this equipment showed some wear and tear and, although adequate, the quality was not high;

Site 3 this equipment was sturdier, of higher quality and had greater safety aspects.

7.3 Both invited companies had been asked to provide new quotations for a change in some of the gym stations to give greater appeal to users of varying ages. Only one of the two companies had provided this (the one that provided the equipment at Site 3).

7.4 Both quotes would be within budget, without the inclusion of safety matting. A separate price had been received from Harmer & Sons which was significantly lower than the prices given by the two companies. The clerk was asked to contact Harmers to find out about the quality of the matting.

7.5 Cllr Holben informed the committee that she and Cllr Grundy recommended the third company (Site 3).

7.6 As the revised specification given by the third company was for four pieces of equipment (giving five stations) and the cost of the matting would take the total amount above the previously agreed budget, it was agreed that this should go back to full council for approval. This would go on the agenda for the meeting being held on 11th March.

8. Update on events at the Rec in 2014-15

Cllr Holben updated that there would be two events – one on 29th June and the other on 27th July. There was nothing more to report at this time.

9. LAM/AEP budgets 2013-14

9.1 It was agreed that the MUGA finances would be deferred to the Finance Committee meeting.

9.2 Re the toilet block; the clerk would expedite obtaining three quotes for the works, as discussed at the last LAM meeting, to include method statements. Cllr Holben said that she would meet with the prospective companies on site, should this be requested.

10. Information

10.1 It was reported that the door on the toilet block at the recreation ground was broken. The clerk confirmed that three companies would shortly be invited to quote for doing the works, according to the discussion held at the last meeting, and discussed at item 9.2 above.

10.2 The clerk had been in discussions with SDC regarding replacement litter bins and was informed that the parish council should submit a ‘wish list’ of bins that SPC would like to have replaced.

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

The meeting ended at 1pm

Signed by the Chairman, Land Assets Management Sub-Committee

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Date.....