



Minutes of the Estates Committee held at 7.00pm at the Arts & Heritage Centre on 4 July 2023

Present: Cllr J. Wright, Cllr S. Davey (Chair), Cllr P. Richardson, Cllr S. Hodson, Cllr A. Somerscales,
In Attendance: Michelle Moss, Kim Hodson - Estates Operative,
Members of public present: 1

1. To receive apologies and note reasons for absence - Ref: 2083

It was noted that Cllr Galligan was not present and had not sent apologies.

2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 2084

None

3. Public participation - 10 minutes - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 2085

Cllr Milner was present at the meeting and is also an allotment holder. She requested that the allotment T&C's either make provision for the continued use of hose pipes or that additional water points are installed to reduce the distance plot holders have to carry heavy containers of water across uneven ground. The comments were noted. Cllr Milner left the meeting.

4. To approve the draft minutes from the Estates committee meeting on 31st May 2023 - Ref: 2086

RESOLVED that the draft minutes of the estates committee meeting held on 31st May 2023 be approved as a true record of the meeting and signed by the Chair.

Proposed: Cllr S. Davey Seconder: Cllr P. Richardson All in favour

5. To receive an update on the town hall roof, leaks and guttering and agree next steps - Ref: 2087

It was noted that 3 roofing contractors had been contacted to quote for the roof repairs and leaks. One had declined to quote; one had not been able to complete a site visit yet; and one quote had been received. It was agreed that given the potential extent and cost of the work required at least one other quote would be required before a recommendation is put to full council on how to proceed.

6. To receive an update on the play areas inspection and agree any next steps - Ref: 2088

It was noted that Cllr Hodson had put in a considerable amount of time and work on the play areas, and he was thanked for his efforts.

A report had been circulated prior to the meeting summarising the repairs considered necessary to the play park equipment. A working budget of £2000 had been agreed by Councillors via email and would be ratified at the next full council meeting. Work undertaken to date included: replacement of 2 cradle swing seats; replacement of worn shackles and damaged rope on South St park bridge; repair of the rope net; replacement of some worn bushes; removal of some equipment until repairs can be completed. The following items had been sourced and costed: see saw seat; wood to replace slide steps; swing chains; grad handle; primer for the wetpour; replacement slide. The total cost for these items had been estimated at approx £1100. RESOLVED to purchase the replacement parts and Cllrs Hodson and Davey would undertake the repairs.

Proposed: Cllr J. Wright Seconder: Cllr P. Richardson All in favour

7. To receive an update on the allotments and agree any next steps - Ref: 2089

It was noted that: an inspection had been completed by Cllrs Richardson and Hodson, and the Clerk on 22nd June and the report circulated to councillors prior to the meeting; tenants of plots 11 and 14 had been evicted due to lack of cultivation and neglect; plot 14 had been re-let and the new plot holder had asked for some support to help clear the plot of weeds and debris; there had been some improvement in the cultivation of plot 6 but the tenant had been asked to meet on site to discuss any help/support/options to bring the plot back into a state of cultivation; plot 12 had erected a heavy duty fruit cage and planters without seeking CTC permission which is contrary to the current allotment terms and conditions; due to the site location it is difficult for plot holders to clear debris and dead plant material from their plots.

Signature:



RESOLVED:

1 - Plot 11 will be left un-let and will be used for composting of dead plant material - Cllr Richardson will organise clearing of this plot in early Autumn and containers for composting.

2 - Plot 12 tenant to be advised they will not be asked to remove the structures unless they are not being used for growing crops, but must remove the structures in the event of the plot being surrendered or eviction notice served.

3. Estates operative will trim the allotment paths/walkways monthly during growing season, and will trim the hedges annually during the winter.

Proposed: Cllr S. Davey Seconder: Cllr P. Richardson All in favour

8. To review and approve the revised allotment T&C's, application form and agreement form and agree to transfer existing holders to the revised T&C's - Ref: 2090

RESOLVED to accept and implement the new terms and conditions with the following amendments:

1 - remove the section banning hosepipes

2 - CTC will be responsible for trimming the hedges annually and the walkways monthly during growing season.

Proposed: Cllr S. Davey Seconder: Cllr P. Richardson All in favour

9. To receive an update about the complaints regarding church trees and water from the spring on Fountain St and agree any further action - Ref: 2091

It was noted that Cllr Galligan and the Clerk met with the resident of Fountain St to assess the issue with the trees and water. It was agreed that the water is not the responsibility of the town council and the resident should contact LCC for a way forward. The trees are large and overhanging the properties adjacent, some have dead branches which are large enough to damage the properties if they fall. A tree survey completed in March 2022 included discretionary recommendations to remove deadwood greater than 50mm in diameter overhanging the footpaths. The churchyard is a closed churchyard for which the town council has responsibility, but there are rules on when the church must be consulted and give permission to undertake work on the trees. RESOLVED to get quotes from several tree surgeons to undertake work on the trees to remove the dead wood and trim/crown the trees as deemed necessary to prevent damage to the properties, and present the quotes to the Estates committee at the next meeting for consideration.

Proposed: Cllr S. Hodson Seconder: Cllr J. Wright All in favour

10. To review and approve the equipment service schedule (Kim Hodson) - Ref: 2092

The proposed schedule was circulated prior to the meeting. It was agreed the schedule was appropriate with a few minor tweaks. RESOLVED that KH will amend the document and start using.

Proposed: Cllr S. Hodson Seconder: Cllr P. Richardson All in favour

11. To receive an update on the asset register and agree any next steps - Ref: 2093

It was noted that: the asset register now included an accurate record of CTC assets; KH hasd started to map out the bins, dog bins, benches etc for inclusion on the register.

12. Date for next meeting - 22nd August 2023 - Ref: 2094

Noted.

Meeting closed at 8:39pm

Signature: