

# BISHOPSTEIGNTON PARISH COUNCIL

## MINUTES

### OF THE VIRTUAL MEETING OF THE ASSET MANAGEMENT COMMITTEE

HELD 10AM FRIDAY 12<sup>TH</sup> JUNE 2020 VIA ZOOM

#### 2006.01 ATTENDANCE:

.01 **Present:** Cllrs J. Parkes (Chairman), R. Gateshill, J. Grimble, A Jebson, K. Lambert & H. Merritt (6/7), clerk: Mrs. K. Ford.

**Apologies:** Cllr. K. Benham.

.02 **DOI:** None

#### 2006.02 COMMITTEE VICE CHAIRMAN

To take the position of Vice Chairman for the Asset Management Committee Cllr. Gateshill was nominated by Cllr. Merritt. The nomination was seconded by Cllr. Jebson, agreed unanimously therefore **RESOLVED**.

#### 2006.03 ENHANCEMENT WORKS UPDATES:

##### .01 VILLAGE GREEN

The chairman shared spreadsheets which showed members a planned layout of trees and bollards along the edge of the green at Horns Park, as this may be subject to change it was agreed in principle. Alterations to this plan may come from additional structures such as the new noticeboard and possibly cycle racks. It gave the basis for the second spreadsheet which showed an overall budget for all the previously discussed and agreed enhancement works at the Village Green; except for the water fountain/tap.

Members briefly discussed the need for the dropped kerb for which Cllr. Lambert was sourcing quotes.

The budget was amended slightly and incorporated into the following proposal:

It was proposed by Cllr. Parkes and seconded by Cllr. Grimble that the following recommendation be made to the full council at their meeting to be held 06.07.20:

It is recommended that BPC agreed the following budget (subject to minor alterations) for the previously agreed enhancements at the Village Green.

Item	Cost	Notes
Bollards	£985.00	Estimate based on number required which could change with the introduction of other items eg. Additional memorial benches, notice board.
Benches (fitting)	£450.00	Labour for relocation from existing bus shelters and installation at VG
Trees (for approx 25)	£1,250.00	Includes labour for planting
Dropped kerb	£2,200.00	
	<b>£4,885.00</b>	*

*\*These expenses can be met by using either S106 which is currently being held by TDC, to be claimed for the improvement of open spaces, or CIL.*

The proposal was agreed unanimously therefore it was **RESOLVED** for this recommendation to be made.

##### .02 GARDEN OF REST, CEMETERY

A brief update from the Chairman. Work is ongoing and enhancements taking shape. Using the approved budget, timber was on order for delivery and hire of machinery was being organised, weather dependent.

##### .03 BUS SHELTERS

Members discussed the replacement of the four main bus shelters on the A381 with a modern glass shelter complete with a wildlife-friendly green roof. These shelters can be provided and installed for free, but BPC would need to pay for the removal of the existing block-built shelters. It was agreed further research into the cost of demolition and safe removal of all arising waste was required as well as quotes for the remedial work of the existing shelters as an option. The clerk suggested CIL funds can be used for replacement with new shelters but not for repair to existing shelter but would seek confirmation from TDC.

#### 2006.04 VILLAGE HANDYMAN & CONTRACTS

Members reviewed a paper from The Chairman which had been circulated prior to the meeting; Cllr. Jebson was thanked for his work towards this paper. The proposed terms of a call-off contract were discussed and how this would need consideration particularly regarding alterations to the existing

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## **ASSET MANAGEMENT COMMITTEE**

### **12.06.2020 MINUTES CONT'D**

contracts of maintenance, grass cutting and cleaning toilets and caretaking at the MUGA. An assessment of the hours required under each contract needed to be carried out. Also, to be developed is a system of selecting the successful contractor to be awarded each contract ensuring they have the relevant skills, insurance and are selected on best value, not necessarily best price.

It was agreed that Cllrs. Parkes, Jebson & Gateshill will work together to develop these procedures; to be reported back to the committee.

#### **2006.05 LONG TERM PLAN FOR THE MUGA**

Members considered and discussed a paper which had been produced by the Chairman and circulated prior to the meeting. It was agreed the MUGA was currently a facility draining funds but in need of maintenance, enhancement, and promotion. Cllr. Gateshill felt discussions needed to go back to basics by addressing the use, target audience and how this can be managed, possible alternative uses, will there be cost to users and how would this be collected.

It was proposed, seconded and agreed unanimously that a subcommittee be formed to address these issues, develop a strategy and direction involving consultation with the public. The subcommittee will be Cllrs. Merritt, Jebson, Gateshill and Lambert; they will report back to this committee.

#### **2006.06 LUTON PHONEBOX**

The chairman reported one contractor has declined the job of improving the phone box in Luton, another was due to have a look and respond.

Members considered the work required and it was suggested a poster be displayed in Luton and on BPC FB to see if anyone wished to take on the work. It was also suggested for the clerk to contact Nick at the Elizabethan to see if he could recommend anyone.

#### **2006.07 LUTON DEFIBRILLATOR**

The clerk provided an update. The defibrillator in the replacement cabinet could not be erected and commissioned until the building work at the Elizabethan was complete. Clerk to get an update from Nick.

#### **2006.08 PROMOTION OF CURRENT ENHANCEMENTS**

The chairman reported a recent exchange with a resident from which it was apparent no one was aware of the work behind the scenes and what the Parish Council are planning and doing to enhance, maintain and improve parish assets and facilities.

Members agreed this activity should be promoted using social media, the Chronicles, BPC & village websites and noticeboards. Each member would prepare ideas of how this could be promoted positively for the clerk to combine, edit and publish something suitable.

#### **2006.09 REOPENING OF PUBLIC TOILETS**

The clerk updated members about the struggle to get a cleaning company to carry out the deep clean as included in a previous resolution and that it appeared no other public facility were being treated this way by its managing Town or Parish Council.

It was agreed that a deep clean was not required and to speak to the appointed contractor about an initial thorough clean using viricidal products. The Risk Assessment should be amended to reflect this change to re-opening plans.

#### **2006.10 BOUNDARY HEDGE AT THE LAWNS CAR PARK**

The clerk reported a complaint received from a resident of Lawns End which suggested excessive cutting back of a hedge which borders their property. Both the clerk and a councillor have independently assessed the work carried out and, although this was not instructed by the parish council, it appears the treatment is not excessive, not damaging to wildlife and in fact may benefit the area which has been left looking tidy whilst has not caused expense from parish precept. The work carried out by a neighbouring resident was justified as the growth was blocking light from their property. Members agreed for the clerk to respond accordingly.

**The Chairman closed the meeting at 11.15am**