

MINUTES of the Asset Management Committee of Melksham Without Parish Council held on Monday 11th June 2018 at Crown Chambers, Melksham 8.20 p.m.

Present: Cllrs. Richard Wood (Council Chair), Paul Carter, Alan Baines and Mary Pile.

Officers: Teresa Strange (Clerk) and Marianne Rossi (Assistant Parish Officer).

Housekeeping & Announcements: Cllr. Wood welcomed all to the meeting and explained the evacuation procedure in the event of a fire. The Assistant Parish Officer had carried out a fire check of the building prior to the meeting at 8.00pm.

079/18 **Apologies:** Cllr. John Glover (Council Vice-Chair) had sent apologies as he was on holiday; this was accepted

080/18 **Election of Chair of Asset Management Committee:** Cllr. Wood invited nominations for the Chair of the Asset Management Committee for 2018/19. The Clerk advised that Cllr. Glover was happy to re-stand as Chair of this Committee. Cllr. Baines proposed, seconded by Cllr. Pile that Cllr. John Glover was elected as Chair of the Asset Management Committee. **Resolved:** *The Council unanimously resolved that Cllr. Glover be Chair of the Asset Management Committee for 2018/19.*

081/18 **Election of Vice-Chair of Asset Management Committee:** Cllr. Wood invited nominations for the Vice-Chair of the Asset Management Committee for 2018/19. Cllr. Wood proposed, seconded by Cllr. Baines that Cllr. Paul Carter be Vice-Chair of the Asset Management Committee. **Resolved:** *The Council unanimously resolved that Cllr. Carter be Vice-Chair of the Asset Management Committee for 2018/19.*

In the absence of Cllr. Glover, Cllr. Carter took the Chair.

082/18 **Terms of Delegation:** The Terms of Delegation for the Asset Management Committee which were approved at the Annual Council meeting on 14th May, 2018 were noted.

083/18 **Declarations of Interest:** None

084/18 **Dispensation Requests for this Meeting:** None

The Council agreed to suspend Standing Orders for a period of public participation.

085/18 **Public Participation:**

The Secretary of Shaw Village Hall wished to comment on issues for discussion under agenda item 11. He queried why the Parish Council were reviewing the draft Minutes of the Shaw Hall and Playing Field AGM held on the 19th March, 2018 and asked whether the Parish Council had any concerns. The Clerk explained that Shaw Village Hall and Playing Field was one of the Parish Council's biggest assets and it had a duty to ensure that it is being run correctly and managed well, and that this was something that was an internal control measure. She stated that there was no question that the Parish Council did not feel that this was the case, rather that

reviewing the Shaw Village Hall minutes was the most effective way for the Council to ensure and record in their minutes that the hall has a committee and that the building is insured.

The Secretary stated that it was his understanding that the plans to improve the recreation facilities at the Playing Fields was a joint project between the Parish Council, the Village Hall and CAWS (Community Action: Whitley & Shaw). He referred to correspondence from the Parish Council to Shaw Hall Committee, where the Parish Council were asking what was happening with the project as they had an earmarked reserves for match funding for the project. He stated that the project had come to a stand-still as it required the three parties to organise a meeting to move it forward.

He gave an update on the Horse Chestnut stump, informing that the Chair of Shaw Hall had sought some quotes for its removal, but to date they had not received a directive that they must remove it, so it remains a feature which is being maintained and has been fenced off for safety. He stated that if the children's play area was extended towards the car park as part of the improvement project that the Horse Chestnut stump would have to be removed, and that Shaw Hall were waiting for an instruction to remove it. He requested that when the Parish Council were considering management of their assets that they consider the health & safety of a picnic bench which requires securing to a concrete base, which was awaiting the outcome of the proposal to extend the children's play area by the Joint recreation Improvement Working Party. Additionally, he stated that the entrance to the children's play area was worn and flooded on a regular basis. He had read in previous Parish Council minutes that this was something that the council were looking to address and urged them to do so.

The Chairman of CAWS echoed what the Village Hall Secretary had said and added that CAWS felt that the ball was in their court to arrange a meeting of the three interested parties to move the improvements of the recreation facilities project forward. He reported that the ex-chair of CAWS was still very interested in being involved in this project and was looking into getting some indicative costings. He felt a meeting now needed to be arranged between the three parties to identify what could be achievable in the short term and what could be considered in the long term and any impacts this might have on the current provision at the Playing Field.

The Council reconvened and agreed to bring forward agenda item 11 for discussion.

086/18 **Shaw Village Hall & Playing Field:**

- a) Minutes of Shaw Hall & Playing Field AGM, 19th March, 2018:** The Minutes of Shaw Hall AGM were noted. The Clerk reported that there was an obligation under the terms of the lease between the Parish Council and the Hall Management Committee that the Council view the Shaw Hall and Playing Field Insurance document. She confirmed that this had been sent to her by Shaw Hall Treasurer and that the Hall was insured for £523,024. **Recommended:** *After reviewing the minutes of the Shaw Hall & Playing Field AGM on 19th March, 2018, the members had no concerns and felt that the Hall was being well managed and maintained. They congratulated the members of Shaw Hall Committee on another successful year.*
- b) Plans to Improve Recreation Facilities at Playing Field:** The Clerk advised that as this agenda item had been brought forward members had not had the opportunity to review the Asset Register and the Play Area Reports where some of these queries had been detailed. She reported that when the Asset Register

was reviewed last year that the Council had concerns about the two wooden benches and approved the raising of a purchase order for their replacement and installation with concrete. In addition, the Council were going to secure a picnic bench, a recommendation of the external RoSPA Inspection and address the entrance to the play area with hard landscaping. This work was not carried out as discussions were taking place over the proposal to expand the play area towards the car park, and the Council did not want to use concrete to secure street furniture that they then had to dig up and remove. The Joint Recreational Facilities Working Party, which had been set up with the three interested parties to look at potential improvements had not met in some time and so this project has not moved forward. In the mean-time the two benches have deteriorated further.

- c) **Update on Horse Chestnut Stump:** It was noted that this tree stump was the responsibility of the Shaw Hall Management Committee and the Secretary had already given an update on this. The Clerk had written to say that the Parish Council felt that this rotten tree stump was believed to be unsafe and the nesting birds previously preventing its removal had now gone. The Parish Council had passed on some details of arboriculturalists and the Wiltshire Council approved list of tree surgeons to assist the Hall Committee.
- d) **Works to be Undertaken in Shaw Playing Field and Play Area:**
- i) **To Concrete in Picnic Bench:** It was noted that there was an approved location for the siting of the picnic bench, but it was felt that this should not be concreted in until the tree stump was removed.

The Council agreed to suspend Standing Orders for a period of public participation.

The Shaw Hall Secretary stated that if the picnic bench was concreted into place in the previously agreed location that this would not affect the removal of the tree stump, and that the Hall Committee would instruct their contractor to not fell it towards to the picnic table.

The Council reconvened.

Recommended: *The Parish Council to concrete in the picnic bench at the location previously agreed with Shaw Hall Committee and CAWS as soon as possible.*

- ii) **Replacement of Seats in the Play Area:** It was noted that both the wooden seats in the play area were now beyond repair. One of these seats was located in the south of the play area under the trees and it was felt that this should be replaced and concreted in as soon as possible as any extension to the play area would not be affected by its location. The other seat was located in the north of the play area and would need to be moved if the play area was extended. It was felt that if this seat was dangerous that it should be removed.
- Recommended:** *The seat under the tree in the south of the play area to be removed and replaced with a new one to be concreted in. The seat in the north of the play area, nearest the car park, to be removed and not replaced at the current time so that it does not compromise any future plans for the play area.*
- iii) **To Address Entrance to Play Area:** It was noted that there were currently slabs in the pedestrian gated entrance to the play area, but that this area still flooded and mud formed around the slabs.

The Council agreed to suspend Standing Orders for a period of public participation.

The Chair of CAWS said that the Play Area and Playing Field project had stalled, so this was something that he would put on the next CAWS agenda. He said that he felt a temporary resolution to the issue would be fine until such time as the direction of any improvement project was known.

The Council reconvened.

Recommended: *The Council to ask their contractor for advice on a potential solution to the flooded entrance to the play area.*

Cllr. Carter advised that the Clerk had annotated his agenda with the items which had to be considered at this evening's meeting and those which could be deferred. It was agreed that the Committee would work chronologically through the agenda dealing with those items which had to be considered.

087/18 **Minutes of Previous Meetings:**

- a) **Extract from Minutes of the Finance Committee, 12th June, 2017:** This was noted for context and actions carried out.
- b) **Minutes from Asset Committee Meetings, 5th June, 2017 and 2nd October, 2017:** These were noted for context and actions carried out.
- c) **Matters Arising from Asset Committee Meeting 5th June, 2017: From Min.061/17e)2):** It was queried whether the kissing gate for the Public Right of Way MELW42, at the boundary of the Bowerhill Sports Field had been cut back by the parish council contractors as it was overgrown. The Clerk reported that this had been actioned last year.

The three members of the public left the meeting.

088/18 **Asset Register:**

- a) **Asset Register and Insurance Register as at 31st March 2018 & 2018/19 Budget:** The members reviewed the Asset Register and the Clerk explained the variances between the asset value and the insurance value. It was noted that all items were listed in categories with explanations of any changes or disposals and that any items containing asbestos were highlighted in red, and any variances to last years insurance value were highlighted in lime green. The members also noted the budget provision for 2018/19 for street furniture and assets.
 - b) **Report on Condition of Council Assets:** The members reviewed the condition of assets. This followed an inspection by the Parish Caretaker of all assets except those in the Parish Council office which had been inspected by the Assistant Parish Officer. The following gradings were given to the assets:
 - Good - Unlikely to need attention in the next 5 years
 - Satisfactory - May need attention in the next 2 – 3 years
 - Poor - Needs attention in the next yearThe following items had been rated as Poor:
 - Outside seat in Pathfinder Way
 - Dog Fouling Sign at Shaw Play Area
 - Concrete bus shelter Shaw Hill
- i) It was considered that the seat in Pathfinder Way may be replaced by Taylor Wimpey as part of their housing development and the dog fouling signs were being ordered following a previous resolution, but had been put

- on hold until it was confirmed that the parish council could keep their existing 'phone number following their office relocation.
- ii) The Concrete bus shelter has a large crack in one wall and it was felt that a quote should be sought from the council's contractors for its repair. It was also noted that the roof to the concrete bus shelter on Bath Road, near to Shaw Church, had been rated as satisfactory and thus a quote for its repair could be sought at the same time.
 - iii) The Clerk reported that there was an old netball hoop in the long grass to the rear of Shaw Village Hall, and that the Hall Committee wanted to develop this area and have asked what the council wish to do with it. It was noted that this hoop had been there for at least 5 years and no use had been found for it, thus it should be disposed of.
 - iv) The Clerk reported that she had been experiencing problems with her PC for quite some time. It is exceptionally slow and the Council's IT contractor had already cleared it of any unnecessary programmes, which had not really improved the situation. Twice last week she had called the IT contractor in as her PC would not switch on. She had enquired about the cost of buying a new PC and the one he recommended was the Intel Core i5 processor and 8Gb of RAM, with Windows 10 Pro at a cost of £375. It was noted that replacement of the Clerk's PC had been accounted for in the budget as it is the oldest and slowest machine in the office. Members felt that it was a necessity that the Clerk had a reliable PC and that it should now be replaced.

Recommended:

1: The Parish Council seek quotes for the repair of the two concrete bus shelters in Shaw, one opposite Beltane Place and the other on the A365 near to Shaw Church (on the Bath side).

2. The Council dispose of the redundant netball hoop.

3. The Council purchase a new PC for the Clerk.

- c) Assets that may be Surplus to Requirements Due to Office Relocation:** The Clerk advised that the meeting table chairs had been acquired free from Wiltshire Council and it was not worth the cost of putting them into storage until such time as the council were able to move into their designated space within the new Health and Wellbeing Centre (Campus). She had therefore offered these and a cupboard, via the Area Board, to Wiltshire Mind who had applied for grant funding to buy furniture. She asked whether members were happy if any other furniture that would not fit into the Pavilion or that was surplus is offered free of charge to community groups if they wish to come and collect it. ***Recommended: The officers to decide which furniture should be relocated and to offer any surplus to community groups and organisations free of charge and/or negotiate to leave in situ with the landlord.***
- d) Purchase of New Assets Due to Office Relocation:** The Clerk advised that four new desks would need to be purchased as the existing desks are too large to fit into the lounge area at the Pavilion. The Office Relocation Working Party had discussed installing a notice board at the Pavilion as this would become the office, and this could either be mounted on the wall of the Pavilion or on legs at the entrance to the car park. The Clerk advised that the cost of this could come from the relocation budget rather than the street furniture budget. It was felt that a noticeboard should be mounted on the wall, somewhere near to the lounge door. Other items were more minor and a list would be drawn up for a future meeting.

Recommended: The Council purchase a notice board for the side of the Pavilion and the Clerk research and gain quotes for new desks.

- e) **Request for New Notice Board at Top Lane, Whitley:** A request had been made for a notice board outside of the Toast Office in Top Lane, Whitley now that this is a popular destination, this was supported by the three Shaw and Whitley Members. It was noted that there is a community notice board inside of the Toast Office, but this is not accessible when it is closed. It was noted that the villages of Shaw and Whitley already had 4 notice boards between them, whereas Bowerhill which is of a much bigger geographical size only has 2 notice boards, and therefore the purchase of a new notice board was not supported. It was suggested that the notice board could be moved from outside of Whitley Reading Rooms, however, some members were not in agreement with this as they felt that the Reading Rooms was a community building. **Recommended:** The Parish Council do not support the request for a new notice board outside of the Toast Office.

f) **Purchase of New Items:**

i) **New Lockable Shed for Machinery and Equipment at Briansfield**

Allotment Car Park: The Clerk explained that the Parish Council petrol lawn mower and strimmer was currently stored in the switch room at the Pavilion, which had been highlighted as a potential fire risk by Radcliffe Fire Protection. The Council were going to move this equipment into the Pavilion kit room, however, this will now be used as office storage when the officers move into the Pavilion in August. The proposal now was to purchase a large lockable metal shed to be sited in the allotment car park where all the equipment used by both the Parish Caretaker and the Allotment Warden could be stored. Officers had researched several options, and one met the local authority fire regulations, the "Yardmaster International". This was constructed from galvanised steel with lockable handles, free anchor fixings and a 10-year anti-rust guarantee. This was £194.96 (inc. VAT) with free delivery, for the 6x4ft model. Members queried whether a base surface needed to be installed. The Clerk advised that contractor J H Jones were asked their advice, explaining that when other asset were installed that these were delivered directly to their yard rather than to Crown Chambers and that this worked well.

Recommended 1: The Parish Council purchase a 6x4ft Yardmaster International metal shed at a cost of £194.96 (inc. VAT) with free delivery, to be sited in the Briansfield Allotment Car Park. **2.** The Clerk to seek advice from contractor J H Jones the best way to install and secure the shed to the ground.

- ii) **New Petrol Leaf Blower:** The Clerk explained that the leaf blower was to enable the Parish Caretaker to easily remove leaves from the safety surfacing at the Parish Council's play areas, as if left they become wet and mouldy and cause algae to grow creating a slip hazard. She advised that there was money in the budget for this. The members considered some options for price comparisons. **Recommended:** The officers to seek the advice of the users and the Parish Council's grass cutting contractor, J H Jones over the best make and model to purchase to ensure it is fit for purpose.
- iii) **New Petrol Strimmer:** The Allotment Warden had reported that there was smoke coming out of the back of the petrol strimmer, the Clerk had therefore instructed him not to use it. The members considered some options for price comparisons. **Recommended:** The officers to seek the advice of the users and the Parish Council's grass cutting contractor, J H Jones over the best make and model to purchase to ensure it is fit for purpose.

- g) Request from BRAG (Bowerhill Residents Action Group) for a New Bin at the Canal Picnic Area:** The members considered a request from BRAG for a new bin where black bags could be secured rather than the open oil drum which is currently used as a bin. The Clerk reported that much of the waste was domestic rather than picnic rubbish and thus it was presumed that this was generated by the canal boats. It was noted that the oil drum had a very large capacity and that more than one standard rubbish bin would be required to replicate the volume of rubbish collected each week. When the Parish Caretaker was on annual leave, the contractor J H Jones emptied this bin and commented that it took three men to lift the bag out. The Clerk informed that the Parish Caretaker did not lift the full bin liner out of the drum bin but transferred some of the waste with tongs into another bin liner and then used a sack truck to take the rubbish back to his car. This worked well for him and felt that a new bin where he would have to lift a full bin liner to remove the rubbish would actually be more difficult. **Recommended:** *The Parish Council do not support the request from BRAG for a new bin and continue with the drum bin at the canal picnic area, getting J H Jones to continue to empty this when the Parish Caretaker is on annual leave.*
- h) Area Board Funding for Benches:** Members noted that there was a ringfenced fund of £3,000 from the Area Board for the match funding of safe seating such as benches for all parishes in the community area. This provision was the result of the age friendly sessions, where it was identified that people needed places to sit down. It was noted that this funding was only available until December 2018, and that the Parish Council would be bidding for any funds against the other parishes in the community area. **Recommended:** *The Clerk to ask the Action Groups in the parish and members if they have any suggestions for any locations that would benefit from a bench.*

089/18 **Play Areas:**

- a) Parish Caretaker Requalified as “Operational Inspector of Play Areas”:** The members noted that the Parish Caretaker had requalified as “Operational Inspector of Play Areas” and they offered their congratulations to him.
- b) Quarterly Written Reports on Council Owned Play Areas:** The members noted these reports. The Clerk advised that bin for Beanacre play area was on order and that work to Hornchurch Road play area was starting this week.
- c) Fence Repair at Berryfield Play Area Open Space and Brook:** It was noted that the boundary fence on the play area open space parallel to the brook had been broken for some time and the Clerk had queried with Wiltshire Council’s whose responsibility it was to maintain it. The response from Wiltshire Council was that this fence had not been touched for a number of years and was something that they would tolerate and manage. They had no objection if the Parish Council wanted to undertake any repair work. A quote had been sought from J H Jones to supply and install “SureGreen” plastic coated fencing at 1.2m high to the damaged area of fence line, and this came in at £135 plus VAT. **Recommended:** *The Parish Council accept the quote to supply and install “SureGreen” 1.2m high plastic-coated fencing to the damaged areas at Berryfield Play Area open space at a cost of £135 plus VAT.*
- d) Cleaning of Safety Surfacing on Play Areas and MUGAs (Multi Use Games Area):** The Clerk advised that the cleaning of the safety surfaces prolonged their lifespan and got rid of the growth of algae which not only was a slip hazard but also blocked all the small gaps which prevented the safety surface from being porous. It had been agreed that the cleaning of the safety surfaces of the play

areas would be done in conjunction with the caretaker removing leaves with a leaf blower as a maintenance regime to increase the longevity of these surfaces. The cost of this had been accounted for in the budget. The Clerk advised that the play area contractor would carry out these works for a day rate of approximately £650 plus the cost of any chemicals, with the Parish Council providing water from the Pavilion. The contractor estimated that to clean 5 play areas would take 2 days, however, as Hornchurch Road was now in the process of being refurbished only 4 play areas would need to be cleaned. It was noted that there were also 5 MUGAs that the Council may also wish to consider cleaning. The Clerk also advised that the Council could consider purchasing their own industrial jet washing machine, at an approximate cost of £3,000, but that the chemicals required would need to be purchased, and the cost of the man hours to carry out the work would need to be factored in. It was noted that staff would additionally need to be trained to use this equipment if purchased. **Recommended:** *The Parish Council ask their play area contractor, Ministry of Play, to clean the Play Areas at Shaw, Beanacre, Berryfield and Kestrel Court in the Spring, 2019, at an approximate cost of £650 per day, plus any chemicals. An accurate quote to be sought.*

090/18 **Hornchurch Road Public Open Space & Play Area:**

- a) **Update Following Site Visit with Play Area Refurbishment Contractor:** The Clerk reported that she had met with the contractor the week before half term, and that he was happy that the ground conditions were now dry enough that he could get all of his heavy equipment across the playing field to the play area, and is starting the work tomorrow, Tuesday 12th June. She informed that the contractor had advised that the chain wear on a swing seat was inadequate and this was removed straight away. Signage had also been put in place to inform the public that the play area was closed for refurbishment. The members noted the purchase order and the equipment being installed for information as this had been previously agreed.
- b) **Correspondence with Wiltshire Council on Parish Council's Plans for Public Open Space and Play Areas:** Members noted an email that the Clerk had sent to Wiltshire Council outlining the work to be carried out at the play area and the public open space and seeking permission to access the play area across Wiltshire Council's land. This had all been approved on the proviso that the area is maintained in a safe condition by the Parish Council's contractor and that the area is returned to the same condition as it was prior to any works undertaken. The Clerk advised that some the cost of the refurbishment of the play area was being met from the S106 monies available from the East of Melksham Development and that it had been confirmed that this was £15,432.93 and it had also been confirmed that there was a commuted sum of £1,000 due to be paid by Wiltshire Council for taking on the play area. She had met with a representative of Wiltshire Council on Friday morning for a site visit, and it was confirmed that the removal of some post and rail fencing to gain access to the public open space and the location of the compound for storage of materials and equipment was acceptable. Photographs of the public open space were taken to ensure that afterwards any land and fences belonging to Wiltshire Council is made good. The Clerk had sent all of this information to the Contractor informing them of their responsibility to adhere to this agreement and to make good and damage to land or removal of fence posts on completion of the project.

The Clerk advised that Wiltshire Council had sent a copy of a standard legal agreement that they draw up for play areas and public open space. She had reviewed this with Cllr. Glover and they felt that this was fairly standard and acceptable, and she asked if the members were happy that she asked Wiltshire Council to draw up a legal document outlining the responsibilities of the Parish Council and Wiltshire Council in relation to the obligations of each council for the various elements of this area. **Recommended:** *The Parish Council agree to Wiltshire Council drawing up a legal document to outline the responsibilities of each council for the various elements, including access to the play area, the new footpath, the existing footpath and the public open space, at Hornchurch Road.*

- c) **Quotation for Additional refurbishment Items at the Play Area:** The Clerk advised following her site visit that the two red pedestrian gates at the play area and the metal bench were very faded and had asked the contractor for a quote to paint both these gates and the bench whilst they were undertaking the other refurbishment works. They had quoted £150 exc.VAT for this work. She stated that there was already a bin in the play area, but that she had ordered another bin as per a previous resolution and suggested that the existing bin remain where it was and was painted, with the other bin being placed by the pedestrian gate on the opposite side. If the bin cannot be delivered in time to be installed as part of the refurbishment works, Wiltshire Council were happy for it to be sited outside of the play area as long as the Parish Council emptied it. **Recommended:** *The Parish Council instruct the contractor to paint the two pedestrian gates, metal bench and existing bin red at a cost of £150 exc. VAT whilst they are on site carrying out the refurbishment works.*
- d) **Specification for New Footpath:** It was noted that Wiltshire Council had stated that they wished the new footpath to be constructed of tarmac with a concrete edging. The contractor had queried this stating that SBR and EPDM surfacing using a mixture of decorative natural stones, recycled rubber and a special binder was equally as hard wearing as well as being permeable, allowing for water drainage. The Clerk had requested details on this product and it was noted that it could be used with or without edging. A concern was raised that this surfacing may shrink causing a possible trip hazard. However, this footpath will be maintained by the Parish Council, not Wiltshire Council and thus they would address any ongoing maintenance issues. **Recommended:** *The Parish Council seek clarification over whether SBR or EPDM surfacing would shrink, and if not, it passes the information on this product to Wiltshire Council stating that the Parish Council would like to construct the new section of footpath from this material rather than a tarmac path with concrete edging.*
- e) **Consultation Remit for Potential Teen Shelter:** Members reviewed some pictures on the different styles of teen shelters with indicative costings from one supplier only for general information. **Recommended:** *The Parish Council carry out a public consultation about the provision of a teen shelter at Hornchurch Road Public Open Space as follows:*
- *A teen shelter to be located near to the MUGA (Multi Use Games Area).*
 - *Example photos to be given to show what a teen shelter is, encouraging people to go and have a look at the teen shelters at Berryfield Play Area and King George V Park.*
 - *The residents of The Parade and properties overlooking the Public Open Space to be written to.*
 - *The consultation to be put on the parish Council's website and social media sites.*

The Council agreed to move to agenda item 15.

091/18 **Trees:** The Clerk reported that both the Parish Caretaker and the Council's Grass Cutting Contractor had raised concerns about the trees in Kestrel Court Play Area. There were some large broken limbs on the ground and it was unclear whether these had been broken off or had fallen off. It was noted that an external tree inspection had been carried out in 2015, and that the Independent Consultant Tree Inspector had advised that all the trees on Parish Council owned or maintained land were professionally checked at the most every three years to meet the legal requirements of landowners. As the Consultant had carried out the original survey in 2015, and had this report, previous survey and plan, he had quoted £605 plus VAT to carry out a re-survey and full inspection of the trees on the seven sites in the parish.

Recommended 1: *The Parish Council accept the quote from the Consultant Tree Inspector PTI (Lantra) of Woodland & Countryside Management Ltd for £605 plus VAT and instruct him to carry out a re-survey and full inspection of all the trees on seven sites owned or maintained by the Parish Council. 2. If the trees in Kestrel Court Play Area are deemed by the Consultant Tree Inspector to require immediate action, the Clerk to have delegated powers to instruct any remedial works to be carried out.*

The Council agreed to defer those agenda items not discussed at this meeting to another meeting to be held either on 25th June or 9th July.

Meeting closed at 10.03pm

Chairman, 18th June, 2018