

Millbrook Parish Council Asset & Open Spaces Task group meeting

**Notes from the meeting held on
Wednesday, 10th November 2021 @ 7:15pm
In Millbrook Village Hall – main room**

Cllrs present: Cllrs N Roberts, S Lewis, B Taggart
In attendance: Mrs K J Heald, Parish Clerk

Cllr Taggart was proposed by Cllr Lewis & seconded by Cllr Roberts as chair of this meeting. Apologies received from Cllr Hall & Cllr Wood.

- 1. Review actions & recommendations from previous meetings**
 - a) Donation of the portable dance floor to the community group**

Cllr Lewis agreed to contact the Lions Club.
Photograph to be taken of the equipment in storage.
The Clerk said Millbrook Preschool were interested but didn't think they had enough storage.
 - b) Review of the council street furniture**

A google map to be produced.
Details of all street furniture to be included on a map once new council staff are employed.
 - c) Meeting a meeting with the Environment Agency.**

A meeting was arranged for Friday 12th November at 2pm. This date is not convenient for the majority of the working group members.
Action: (i) Cllr Taggart to supply the Clerk with his availability. (ii) The Clerk to contact David Shorten, Assets Manager from the Environment Agency to arrange another meeting.
 - d) Investigate whether there are bats in the Lime Kiln**

Agreed action: Defer until the Spring. Arrange an inspection between now and February 2022.
 - e) Millbrook War memorial –**

The war memorial has been cleaned by Tim Brooks using Foamstream.
Emergency work has been completed on the paving.
Action: The Clerk to contact the War Memorial Trust for restoration work advice and potentially apply for grant funding.
Cllr Roberts highlighted cars had parked on the pavement by the war memorial.
Action: Clerk to research prices for chain link fencing which would deter cars parking in this area.
 - f) Cutting back the trees along Southdown Road**

Communication had been received from a parishioner concerned about the method used for cutting back the trees in Southdown Road. Cllr Taggart said he had a suggested a cutter which would do a neater cut than flailing.
Action: (i) Clerk to forward photographs to the contractor to ask if they can sort out where the branches are hanging down. (ii) If the contractor is not willing to sort out the

issue, then the clerk should contact Pigshill Woods CIC. It was agreed the matter should be prioritised as a safety issue.

g) Cleaning of the play equipment in the Tractor Park

The Clerk has advertised the work on the website and Facebook page. Contractors has been contacted and chased.

Action: Recommend the previous quotation submitted by Tim Brooks using Foamstream for £400

h) Radford Lane: It was agreed to recommend no further action regarding the area of land (which is in St John Parish) by Torstore

i) Tarmac path by the Dam: Action: KH to email the Environment Agency to see if they would provide a tarmac path.

2. To review the grass cutting / groundwork maintenance specification to include in the tender pack and consider recommendations to the Full Council.

The group went through last year's tender document. The Clerk will submit a document to the full council with alterations shown in red. The main alterations were to remove the number of cuts required replacing with a maximum length the grass should be left before it is cut. Recommendation: Deadline for tender application 31st January 2021.

Action: Clerk to obtain date for flailing the lake from Enhanscapes.

3. To review a draft licence agreement for use of Council land for commercial and community use.

Action: Cllr Lewis & Cllr Hall to work through the document ensuring it states for use of all Council owned land and covers events. Agreement to be submitted to the full council for the January meeting.

4. To review quotations for the path in Millbrook cemetery.

The group reviewed the quotations from two suppliers. Action: Clerk to contact Enhanscapes to see if his quotation includes the removal of soil from the site.

5. To review quotation(s) for the patching in Greenland Doctors surgery car park.

Action: Recommend to the full council that the quotation from AFE Surfacing is accepted.

The Chair closed the meeting at 21:32hrs