



**Asset & Open Spaces Task Group meeting
Tuesday 20th September 2022 at 7:0pm
Remote meeting held by Zoom**

Councillors Present: K Hall (Chair of AOS Task Group), N Roberts, S Lewis, B Taggart.,
In Attendance: Mrs K Heald (Clerk / RFO)

Cllr Hall opened the meeting at 19:00hrs

Topics discussed

1. Installation of the goal posts and provision for increased grass cutting.

The Clerk advised the goal posts have been installed. The project has evolved from simply providing goal posts for a 'kick about'. The appointed contractor, Kevin Adams, The Fencing and Decking Company has spent additional time, at no cost to the Council marking out the pitch to ensure it is the required size and communicating with interested parties (coaches, Millbrook Football Club). The Clerk provided the Councillors with estimated costs to chalk out the pitch and for additional grass cutting:

Initial set up and lining £100 and subsequent re-lining £35.00

The Councillor's grass cutting contractor covers April to September 2022. Hill has provided an informal estimate to cut the playing field grass on an ad hoc basis of between £30 to £50.

Agreed action: Clerk to obtain information how often the grass would need to be cut.

Potential costs to be included on the October agenda.

Users of the facility could consider charging subs which would cover the costs of additional grass cutting requirements.

2. To discuss the proposal from Robbie Ryder for 2 x bug hotels and agree locations.

Having seen insect hotels in Brittany, Cllr Roberts led the discussion. The Councillors recommended the quotation of £300 (approximately) for materials for two bug hotels is accepted. This would be a community project involving local children.

Recommended locations: (i) Millbrook graveyard – new section (ii) By the lakeside, south facing on the north side, near the South West Water building.

3. To consider options for relocation of the Hounster Hill container.

A quotation has been submitted by Newman Haulage of £300.00. The contractor is due to visit the site to check access. The Councillors agreed the relocation of container in Hounster Hill to between the playing field and the tennis courts would be beneficial for community group activities, such football equipment.

Recommended actions: (i) Subject to no other alternatives being presented the Councillors agreed to recommend the quotation of £300 to relocate the container to a suitable site where there is flat surfacing. (ii) If agreed the sand will need to be moved to graveyard and Tanyard corner. (iii) the dance floor will need to be moved.

4. Update and consider recommendations on the graveyard procedures

The Clerk updated the Council on recent issues relating to cemetery management. An email had been forwarded from the Council's internal auditor. The Parish Council needs to adopt cemetery regulations.

Recommended actions: (i) An item to be include on the agenda updated the Council on recent issues where a local funeral director buried a parishioner, without obtaining approval from the Parish Council. (ii) Cllr Hall to review cemetery regulations from other Parish Councils and put forward for approval at the October Council meeting.

5. Update and to consider recommendations for South Down Bus Shelter
Deferred, due to cancellation of a meeting regarding the bus shelter review.

6. Review of Foamstream quotation.

Recommended action: Cllr Roberts recommended the council does not progress with any treatment this year but budgets for two treatments in 2022-23 and reviews the work undertaken by the groundwork staff in the spring. Agreed by all councillors.

7. Review of the quotation for a replacement of the roundabout

Awaiting information from some contractors. Deferred pending further information. To be considered in October.

8. To review works required in the tractor park and skatepark, to include maintenance and repair works, and additional staffing hours (update from the Clerk)

The Clerk provided the Councillors with costings for overtime labour costs for maintenance work in the tractor park, to include treatment of the timber and safety surfacing, the costs of materials and the costs of a contractor to complete works on the roof of the multi-play unit.

Recommendation: Budget Council's groundwork employees - £850.00 labour, materials £600, labour and materials for contractor £300.

9. Review quotations for drain clearance in Greenland car park

The Clerk has been seeking quotations for a blocked drain, where a tree root is coming through the gully. The Councillors were in support of the Clerk purchasing a heavy-duty post hole digger (£68.98 from Toolstation), under delegated authority. The caretakers will review the situation.

10. Review quotations for tennis court repair works

Deferred. Meeting with a representative from the Lawn Tennis Association was postponed.

11. To review the communication from Millbrook Skatepark Project

Communication from the treasurer of Millbrook Skatepark Project group was reviewed.

Millbrook Parish Council own the land and will be the fund holders.

Recommendation: If the Council approves the request for £20,000 towards the crowdfunding of Millbrook Skatepark, a clause should be included in the proposal ensuring the Council's funds are protected should the project collapse.

12. Fencing by the memorial

Recommendation: Black metal chain-link fencing and posts are installed in front of the war memorial. A 6m box can be purchased for £47.94.