

**MINUTES OF A MEETING OF THE SERVICES AND MAINTENANCE COMMITTEE
HELD ON 8TH JUNE 2005**

PRESENT

Mr. Wren presided over Mesdames Harrison and Reddick, Messrs. Mackin, Dear and Fletcher.

1. TO ELECT A CHAIRMAN

Proposed Mrs Harrison, seconded Mr. Fletcher and agreed unanimously that Mr. Wren be elected Chairman.

2. TO ELECT A VICE CHAIRMAN

Mr. Coward was elected as Vice Chairman in his absence. This election was agreed unanimously and confirmation is to be sought from Mr. Coward that he is prepared to accept the position of Vice Chair.

3. APOLOGIES

Mrs. Warwick and Mr. Coward.

4. DECLARATIONS OF INTEREST

None.

5. PLAYGROUND INSPECTION REPORTS

The committee has received a further month's playground inspection reports. It was noted that in some instances minor works were required but no remedial action had been taken. The contractor is to be contacted to investigate the possibility that they could attend to minor remedial works of say £20-£30 without referral to the Committee i.e. levelling out the play bark surface, replacing of non-structural retaining clips. A representative of the playground management company is to be asked to attend the next Services & Maintenance Committee meeting with a view to establishing what remedial works are covered within the contract.

Mr. Wren said he would attend to the missing fence adjacent to the gauging station upstream of the weir.

6. PLAYGROUND RISK ASSESSMENTS

The committee has received Risk Assessment Reports in respect of the four play areas for which they have a responsibility. Also included was a report on the two play areas which the Council may adopt from the District Council, namely, Churchill Way and Kingfisher Way. A Risk Assessment Report on the STMA has also been received. With regard to the Kingfisher Way Play Area it was noted that the steel bow top fencing does not conform to BSEN1176. The District Council is to be contacted to ascertain if they are aware of this fact.

7. QUALITY OF WORK IN THE HIGH STREET AND CLIFTON ROAD

Numerous reports have been received regarding the poor quality of the workmanship in the above areas. More information is to be sought as to how much longer the work is likely to continue and a definitive explanation as to why the work is required in the first place. Once the full information has been received, a letter of complaint is to be sent to the appropriate authority registering the Committee's discontent at the deplorable quality of work being carried out.

8. GRAFFITI SURVEY

An invitation to attend a meeting to discuss the problems caused by graffiti has been received from the Contract Services Manager at the District Council. The meeting is to take place on 22nd June at 2.00 p.m. at Biggleswade Council Offices. Regrettably the committee was unable find a representative to attend.

9. NOTICE BOARD – SCOUT HALL

A letter has been received from the Clerk to the Trustees of the Charity of Robert Lucas For The Poor and Public Purposes informing the committee that the Scout Association is agreeable to the erection of a new Public Notice Board outside their premises in the High Street. Pricing information received from manufacturer's indicates that cast iron notice boards are extremely expensive. Enquiries are to be made to see if there are any manufacturer's that can supply notice boards of alternative materials. If this is not possible then consideration will be given to making provision in the 2006/7 precept. The Planning Department of the District Council is to be contacted to see if planning permission is required to erect a free-standing notice board. The Robert Lucas Trust is to be updated with this information accordingly.

10. FENCING – MILLENIUM GREEN/ BELLCOTE MEADOW PLAY AREA

Three contractors have now responded to the committee's invitation to quote for the erection only of a heavy duty, recycled plastic fence for the above. It is RECOMMENDED that the sum of £945 should be paid towards the erection of said fence.

11. LITTER BIN

It has been noted from the weekly inspection reports that a large amount of litter is accumulating in several areas at The Meads. It is thought that in part this is due to the fact that there is no litter bin in place. It is RECOMMENDED to full Council that the sum of £345 should be paid for the purchase and installation of an appropriately sited bin.

12. ANY OTHER BUSINESS

Re port of a large 'dip' in the road surface in Ivel Road close to Oakwood Road. The Highways Department of the County Council to be notified accordingly.

The Environment Department of the District Council is to be further requested to provide a 'dog litter bin' at Waterside.

Report of a tree branch in the river adjacent to the weir. Mr. Wren volunteered to retrieve it.

It was thought that the various signs in the area surrounding The Meads need a 'face-lift' in order to highlight their existence. Mr. Wren volunteered to remove any vegetation that detracts from their visibility. It is intended to arrange for a sign to be erected near the gauging station informing the public of 'Deep Water'.

The grass-cutting contractor is to be contacted in order to arrange the cutting of an area from the Millenium bridge to the footbridge on the other side.

The Christmas Illuminations Committee is to be contacted to ascertain exactly what insurance cover they require and also to enquire as to whether or not any of their volunteers are qualified to carry out electrical work etc.

Mr. Mackin showed the committee six photographs of the initial building works currently being carried out at the new Mid Beds District Council offices in Chicksands.

The meeting closed at 9.55 p.m.
