**PUBLIC NOTICE AND SUMMONS TO A MEETING OF**

**THE ASSET AND MAINTENANCE COMMITTEE**

**Thursday 17 December 2020 at 19h15**

**This was a “VIRTUAL” meeting using Video Conferencing**

(In accordance with the \*Coronavirus Act 2020)

Councillors Present: Cllr’s Tim Small (TS)-chair, David Monk (DM), Anton Kamm (AK); Ryan Gillies (RG); Patrick Stiles (PS)-arrived 19h26

Officers Present: Vicky Mote (Clerk); Lynn Maddocks (CEOO); Rodi Lee (Community Officer)

Virtual meeting started at 19h15

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| **Ref** | **MINUTES** |
| AM20/21-45 | **Public question time, including Ward Councillor updates:** In accordance with Standing Order 3.4 & 3.5 members of the public may ask questions on any matters dealt with by Full Council included on this agenda. *(please note that this item will generally be restricted to a maximum of 15 minutes, subject to Chair’s discretion).*No members of public present. |
| AM20/21-46 | **Apologies**: To receive, note and agree apologies for absence.Committee RESOLVED to accept Rishi Sharda apologies. |
| AM20/21-47 | **Declaration of Interest:** Members to declare any disclosable pecuniary interests, or personal interests (including other pecuniary interests), they may have in the business to be transacted and in any contract to be considered.None to declare. |
| AM20/21-48 | **Minutes:** Committee RESOLVED to approve, as an accurate record, the minutes of the Asset & Maintenance Committee meeting held on 19 November 2020; duly signed by Cllr TS (Chair). |
| AM20/21-49 | **Community Officer Report:** To receive a monthly update and discuss/agree any recommendations. Report NOTED, Clerk recommended that monthly report circulated to full council and only items for decision or discussion are added to AMC agenda.Committee RESOLVED to accept the recommendation. |
| AM20/21-50 | **Risk Register**1. To note and comment on any updates.

Clerk confirmed no new items at risk, invoice for Middleton Pavilion landscaping to be presented to tenant.1. Allotment Risk Assessment results/actions.

Community Officer circulated full risk assessment report prior to meeting.Committee RESOLVED to accept the following recommendations:1. Broughton Rd Allotment Site:
* Carry out the most cost effective and professional solution of removing potential asbestos items.
1. Kemsley Allotment Site:
* Multi exposed pipe holes near and around water troughs that require lids or filling due to trip hazard(s).
1. General Assets Risk Assessment results/actions.

Community Officer circulated full risk assessment report prior to meeting.Committee RESOLVED to accept the following recommendations:1. Replace The Old Forge doors-refer to agenda item AM20/21-53.2.
2. Clerk to get clarity on who is responsible for managing Cricket Club items stored outside the leased garages.
3. RTM to fix perimeter bollard(s) that have been pulled out but still in good condition.
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| AM20/21-51 | **Middleton Pavilion:** To note and agree any actions required. Clerk confirmed no actions required outside of Community Officer monthly report. |
| AM20/21-52 | **Worrelle Avenue Development,** Clerk to give committee an update.1. Additional parking.

Nothing to update, Clerk continues to keep the pressure on Milton Keynes Council to action. |
| AM20/21-53 | **Project Updates and next actions**1. MK Village garden; Cllr RG confirmed he has some residents who would like to volunteer on this project, to update at next meeting.
2. The Old Forge: review and agree next steps on replacement doors.

Committee RESOLVED to replace the double doors with a hard wood, painted in black to match existing design, at an estimated cost of £3400 (ex VAT). 1. Middleton Allotment (VE Celebration): Note update(s).

Clerk confirmed receipt of letter from The Secretary of State dated 17/12/20 asking for further information regarding the change of use of the allotment site. Committee RESOLVED that Clerk respond as well as write to the National Allotment Society and notify them of proposed change of use. |
| AM20/21-54 | **General Landscaping:** To note updates and agree actions.1. 3-year Landscaping contract ends Apr 2021, to consider a further year with existing landscaping contractor or go out to tender.

Clerk recommended that the Committee consider invoking clause 2.2.3 under Appendix 1; “…extend the Term for a period of up to one (1) year by giving written notice…..”Committee RESOLVED to agree to the one (1) year extension.Committee RESOLVED to devolve the decision to Clerk and Cllr PS to discuss and agree if there are any variations within the existing contract that should be excluded. Any variations that require adding at an additional cost are to be brought back to the January meeting for decision.1. To consider and agree next steps regarding a tree replacement policy.

Committee RESOLVED to the principle of a tree replacement policy, Clerk to draw one up for consideration. This topic was discussed in conjunction with agenda item AMC20/21-56. |
| AM20/21-55 | **Land Access-Middleton:** Update and agree residents virtual update meeting.Cllr TS (Chair) thanked all involved in putting together the communication as well as printing and distribution. Clerk confirmed that leaflets had been distributed as agreed and will also be shared on social media.Committee RESOLVED that the operational team look at organising a residents virtual Q&A meeting week commencing 11/01/21 or week commencing 18/01/20. |
| AM20/21-56 | **Kemsley Allotment Site:** To agree request from Community MK Trees to store trees.Committee RESOLVED to agree the following:1. Community MK Trees to store trees on allotment site within “flood” area, which will not impact on any rentable allotment plots to residents.
2. Devolved decision to Clerk and Cllrs DM, PS to draw up a suitable timebound agreement; ensuring that there is flexibility.
3. Community MK Trees is not required to pay rent for space.
4. Community MK Trees to supply the Parish Council with trees and or hedging stock at not charge and within agreed tree replacement policy.
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| AM20/21-57 | **Broughton Road Allotment (MKV):** To discuss and agree final historic rubbish clearance.Committee RESOLVED to agree to the recommendation of Option 2: RTM Landscapes to carry out the final clearance of historic items at £1,740 (ex VAT). |
| AM20/21-58 | **S106 Funding:** To note any updates and actions. Clerk confirmed that due to provide Cllr AK with a consolidated list of funding in readiness to drive forward in the New Year. |
| AM20/21-59 | **Update Report and Items for Future Agenda**Playing Fields and Village Green land access security. |
| AM20/21-60 | **Date of next Meeting:** 20 January 2021 at 19h15. Committee NOTED. |

Meeting ended 20h06.