



ASSET & MAINTENANCE COMMITTEE MEETING
Thursday 23 January 2020
Oakgrove Office, 27 Atlas Way, Oakgrove, Milton Keynes, MK10 9SG

Councillors Present: Cllr's Tim Small (TS)-Chair, Patrick Stiles (PS), Jo Small (JS), David Monk (DM), Anton Kamm (KM)-left at 20h24, Rishi Sharda (RS)

Officers Present: Vicky Mote (Clerk/RFO)

Chair formally opened the meeting at 19h15

Ref	MINUTES
AM19/20-1	Public question time, including Ward Councillor updates: There were no public present.
AM19/20-2	Apologies: There were none, all present.
AM19/20-3	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. Cllr AK declared an interest in agenda item AM19/20-8 (3.2)
AM19/20-4	Warden Report: Council NOTED the report dated January 2020.
AM19/20-5	Asset Register: Council NOTED the updated register, there were no comments.
AM19/20-6	Risk Register: Council reviewed the updated register, dated 22/01/2020 and RESOLVED to accept all items listed and rated from AM01-AM24.
AM19/20-7	Middleton Pavilion: <ol style="list-style-type: none"> 1. Council NOTED the annual inspection report presented by the Clerk and recommendations. Council RESOLVED that Clerk look at any photos at the onset of the lease and if they show both the external window and pillars were in a bad condition then Parish Council to consider refurbishment. Council RESOLVED that Clerk review the lease in detail regarding the conditions relating to "fully repairing lease". 2. To discuss the building sign. Council RESOLVED that the Parish Council install a new external sign to state the following: Middleton Pavilion, owned by Broughton & Milton Keynes Parish Council (insert logo). Clerk to get quotes and find out if planning permission required and Cllr AM agreed to look at the design. Clerk to notify MK Pavilions to be notified 3. To discuss the landscaping. Council considered adding the landscaping to main contract with RTM Landscapes however, following further communication from MK Pavilions, council RESOLVED to allow tenant to carry out their own landscaping and Council will review at a later date. 4. To discuss the overflow car park lighting. Council discussed options and RESOLVED that Cllr AM look at the designs and get quotes for further consideration.

	Council RESOLVED to devolve the decision on final quote to Cllr TS (Chair), Cllr PS and Clerk.
AM19/20-8	<p>Project Updates and next actions (transferred from Full council agenda)</p> <ol style="list-style-type: none"> 1. <u>Phone Box Refurbishments</u> (MK Village and Broughton Village). <ol style="list-style-type: none"> 1.1 To consider request from Broughton Village resident to site a defibrillator in the phone box. Council RESOLVED that Clerk liaise with resident with regard suitability of the donated defibrillator for this location or potential for other locations in the parish. Having considered the quotes presented, Council RESOLVED to go ahead with the order of one Zoll AED 3 defibrillator, to be installed in Milton Keynes Village phone box. This will be installed and fully managed by The Community Heartbeat Trust. <p>RECOMMENDATION to Full Council on 03/02/2020. Full Council to consider additional spend of £1,500 to install a defibrillator in the Broughton Village phone box, which is in addition to the original agreed budget of £5,000 for refurbishment and supply of defibrillators.</p> <ol style="list-style-type: none"> 1.2 To agree project owner. Council RESOLVED that Clerk and Community Engagement & Operations Officer (CEO) progress this project. 2. <u>MK Village garden</u>. <ol style="list-style-type: none"> 2.1 To agree project owner. Council RESOLVED that Clerk, along with Cllr RS, go ahead and engage with residents to find out what they would like to do with the village garden. 3. <u>The Old Forge</u>. <ol style="list-style-type: none"> 3.1 To consider quotes for roof ridge and double door refurbishment. Clerk confirmed very difficult to obtain quotes for smaller jobs. Council considered quote presented and RESOLVED to go ahead with the refurbishment of roof ridge and lead flashing around the chimney at a cost of £789 (exc VAT). Council RESOLVED to not go ahead with refurbishment of the door as this point in time. 3.2 To agree next step with regard to future use. Cllr AK left the meeting at this point (20h24) to attend a prior engagement. Council RESOLVED that Clerk look at the market value for leasing a similar garage with no services. Council RESOLVED that Clerk look at the cost of installing a security bar on the inside of the double doors. 3.3 To agree project owner. Council RESOLVED that Clerk progress this project. 4. <u>VE Celebrations</u> (purchase of 7 benches agreed in precept 2020/21, at full council 06/01/2020). <ol style="list-style-type: none"> 4.1 To consider process of agreeing locations. Council RESOLVED that CEO use social media to engage with residents on options of locations. 4.2 To agree project owner. Council RESOLVED that Clerk and CEO progress this project. 5. <u>Noticeboards</u> (Broughton/Broughton Gate) <ol style="list-style-type: none"> 5.1 To agree project owner.

	Cllr RS agreed to liaise with land owner to gain permission. Clerk to provide contact details.
AM19/20-9	<p>Allotment Monthly Report</p> <ol style="list-style-type: none"> To receive monthly report; Middleton Allotment, to agree next steps. <p>Clerk confirmed all tenants have now vacated this site. There were mixed views on what should happen next.</p> <p>RECOMMENDATION to Full Council on 03/02/2020. Full Council to consider the following next steps;</p> <ol style="list-style-type: none"> Approach Parks Trust re including this land, which is adjacent to land which is theirs in existing 999 lease, ensuring the ongoing protection of the land Consult with residents across the parish on alternative uses (some ideas have already been put forward) and assess the implications/costs of these
AM19/20-10	<p>Landscaping:</p> <ol style="list-style-type: none"> Tree Survey update. Clerk presented the visual inspection report carried out by RTM Landscapes. Council RESOLVED to go ahead with the immediate recommendation due to high foot fall: T22, T32, T100, T110, T112, T113, T118, T119, T209, G3, G11. Council RESOLVED that Clerk go ahead and get a quote for RTM to carry out the annual dead wood removal. Council RESOLVED that that a full detailed tree survey should be carried out on high foot fall areas every three years.
AM19/20-11	Councillor Reports and Items for Future Agenda , none to add.

Meeting ended 20h56

Date of Next Asset & Maintenance Committee Meeting: 20 February 2020 at 19h15.