

Agenda Buildings & Land working group 17th Dec 2021

**Council chambers after personnel committee meeting (which starts 10am
expected to be around 45-60 mins)**

1. Apologies

Cllr A Snell

2. Declarations if any

None

3. A Jubilee tree? Still waiting replies from all B&L members about location, type of tree etc. Other trees. To be planted 15ft from the Heron Ridge boundary fences along the fence line. Tree planting event – trees to be purchased a couple of oaks and other smaller ornamental ones. (Phil at Sacred earth was happy to advise). Also, can have tree planting event in the spring involving both groups once the sensitive clearance of the nature land and survey has occurred.

Maria MP tree- B&L would like to accept the tree and plant it as a small Jubilee event.

Line/avenue of trees - Phil advice list (happy to help), will finalise list and plan for planting and present to B&L. Some may be free.

Community orchard tree list – Phil had given a list. The group were happy with these. Once again draft where these might be planted as part of a tree planting event.

Council requested to agree as per recommendations/motions below

4. Update on Notice boards – one to be installed Aberdale road as per FC 29/11/21. Awaiting licences ESCC.
5. Update on new shelter – getting it removed and then quote for shrub removal to allow vehicles through top end. Now removed and ordered with long lead in time. Contactors will be available to install and clear shrubs once delivery date known.
6. Update on bench repairs – CM now under way some may be cheaper to buy, awaiting quotes for those. Will report back as batches of benches are completed.

7. Bins Oakleaf and Black path – bins here awaiting final licence and installation. Contractor issues as licence obtained and liaised with contractor they are assessing and will install. Bin delivered to National highways for free install. Benches and planters done, but bin missed. Being chased.
8. Update on allotments
 - a. Update on allotment numbering – will be done. Report back once the majority done except plots being split.
 - b. Allotment issues from Personnel Staff review
 - i. Allotment society
 - ii. Gosford allotment

Will be discussed once more details known. Report to be produced once legal side known.

9. Street lighting issues from Personnel staff review – delegated to Town clerk in liaison with DM and DW – referral of the issue to B&L, will explain current situation (NB Jo, email from Ken B)
10. Final decision on feasibility study (to pay final invoice and to start works for refurb inside and window already delegated to Town Clerk) (air con units item 14) -0 Have also spoken to the people who originally quoted for the window in the clerks office. We will need an architect to draw up plans for the gutting and refurb inside to accommodate the office and the chambers. NB one contractors stated its often cheaper to build a temporary structure at around £30,000 rather than get in portakabins at around £50,000. Worth noting.
11. Country bike update estimated costs for works to allow this to take place £7000 on FC already.
12. Planning permission update – have two agents have made contact.
13. Fencing update and picnic benches – 3 quotes 10k, 13.5k and awaiting third (oval and square benches emails sent to all to select for quotes. All keen on Heblad.
14. Air conditioning units – EPC and £7000 not the £600 x 2 expected. Looking at new quotes. We will need to budget higher and include this in any major works we do on the building. Will now need to look at the whole building for the damp work and refurbishment and re rendering painting etc. will look at architects etc and costs to ring back to full council.

15. Clearance of trees to allow access over 7.5 bridge as per email under £400. All arranged as delegated.

Recommendation to full council to accept the donation of the tree from the local MP and to use this for the Jubilee event in June 2022. Location to be determined by B&L.

Recommendation to council to plant a line of trees (and shrub trees) 15 ft from the boundary line species to be advised by P Greenwood of Sacred earth. Plus community orchard trees. Trees may be planted by volunteers at tree planting event(s). To obtain trees through free and paid means costs to come from maintenance budget and other funding as required or general reserves if necessary. Details to be delegated to the clerk in liaison with B&L.

**UNADOPTED
POLEGATE TOWN COUNCIL**

PERSONNEL COMMITTEE

Minutes of the meeting held on 4th February 2022 10am

Present: Cllrs Ms A Snell, D Dunbar, Mrs M Piper, D Murray Mrs C Berry, M Falkner (6)

Not Present: Cllrs D Shing (1)

No Members of the public

Minute No.	Subject/Resolution
12965	Opportunity for Public Comment None
12966	Apologies for absence Cllrs D Shing
12967	Declarations of interest in any matters on the agenda None
12968	Minutes of the meeting 3rd December 2021 <u>It was resolved to adopt the personnel minutes of 3rd December 2021 as an accurate recording of the meeting and these were signed by the chair. VOTE All in favour Ms A Snell, D Dunbar, Mrs M Piper, D Murray Mrs C Berry, M Falkner</u>
12969	Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Staff & Legal matters/staff review) <u>It was resolved to enter confidential session VOTE All in favour Ms A Snell, D Dunbar, Mrs M Piper, D Murray Mrs C Berry, M Falkner</u>
12970	Staff / Legal matters/Staff Review <u>It was resolved not to change from the NEST pension scheme VOTE All in favour Ms A Snell, D Dunbar, Mrs M Piper, D Murray Mrs C Berry, M Falkner</u> <u>It was resolved to accept the job evaluations for the new roles VOTE All in favour Ms A Snell, D Dunbar, Mrs M Piper, D Murray Mrs C Berry, M Falkner</u> <u>It was resolved to accept the contract with Council HR and Governance Support for 3 years VOTE 4 for Ms A Snell, D Dunbar, Mrs C Berry, M Falkner 2 abstentions Mrs M Piper, D Murray</u>

The meeting closed at 11.42am

Signed Chair of Personnel _____ Date _____