

# MINSTER PARISH COUNCIL



The Parish Office  
4a Monkton Road  
Minster-in-Thanet  
Ramsgate  
Kent CT12 4EA

Tel: 01843 821339  
Fax: 01843 825869  
Email: [clerk@minsterparishcouncil.org.uk](mailto:clerk@minsterparishcouncil.org.uk)

Clerk to the Council: Kyla Lamb - MAAT

## MINSTER PARISH COUNCIL

### OPERATIONS COMMITTEE

A Meeting of the Committee will be held at 6.30 p.m. on Tuesday 18<sup>th</sup> June 2019  
at the Neighbourhood Centre 4a Monkton Road Minster.

13<sup>th</sup> June 2019

Sir or Madam,

You are hereby summoned to attend a meeting of the Operations Committee at the Library and Neighbourhood Centre, 4A Monkton Road, Minster on Tuesday 18<sup>th</sup> June 2019 at 6.30 p.m. for the purpose of considering and passing such Resolution or Resolutions as may be deemed necessary or desirable with respect to the matters mentioned in the agenda.

Clerk to the Council

NOTE: Residents and members of the public are cordially invited to attend the meeting of the Council.

## AGENDA

### 1. APOLOGIES

### 2. ELECTION OF CHAIRMAN

To elect a Chairman for the year 2019/20.

### 3. APPOINTMENT OF VICE CHAIRMAN

To appoint a Vice Chairman for the year 2019/20.

#### **4. MINUTES**

To approve the minutes of the Committee Meeting held on 19<sup>th</sup> February 2019. (**Appendix A**)

#### **5. MEMBERS INTERESTS**

To register any new interests, or de-registration by Members.

#### **6. PAVILION UPDATING**

Following previous meetings it was agreed to seek quotations for improvements to the pavilion with works to be carried out during the school summer holidays.(22<sup>nd</sup> July to 30<sup>th</sup> August 2019)

Quotations for the building works were sought from the following contractors:-

C D Bean Builders  
Neil Harrop  
Kevin Smith  
Bob Padfield

The Clerk will table the quotations received at the meeting for consideration.

Members are asked to give further consideration to the following quotations:-

C J Doors and Shutters – provide an electric aluminium 1815x1200 roller shutter door including installation £1,140.00

Clements Plumbing and Heating – remove 7 fan heaters and install standard radiators with TRV's – 10 radiators installed including labour and materials. £2920.00

Also to provide a budget of up to £1000 to source replacement blinds.

Further investigation is being considered with regard to requirements if any for improvements to emergency lighting and alarm system. This can be considered at a later date.

The decorating requirements can be carried out by staff in house as the All Weather Pitch caretakers have asked if they can carry out the decorating during the school holidays to keep their usual hours up when bookings are low.

#### **7. NURSERY REQUEST TO INSTALL GATES FOR STORAGE INSTEAD OF A SHED**

The Clerk has received a request from Kim Dolman to install gates to provide a storage area to the rear of the pavilion garage instead of a shed.

Members views are sought.

#### **8. VILLAGE ORCHARD PRUNING**

Cllr Jones has asked for consideration be given to asking John Easton (head pruning expert of the National Fruit Tree Centre at East Malling) to visit the community orchard and provide training to our staff on pruning the fruit trees. The cost would be approximately £100.

Members views are sought.

#### **9. SHEEPDIP IN BEDLAM COURT LANE**

Cllr Quittenden will update members on this item.

#### **10. PARISH NOTICEBOARD**

The Parish Noticeboard opposite Attwells requires some maintenance or possibly replacement. Members views are sought on which option the Clerk should proceed with.

**MINSTER PARISH COUNCIL****Minutes of the Meeting of the Operations Committee****held on Tuesday 19<sup>th</sup> February 2019 at 6.00pm in the Neighbourhood Centre, Minster.**

Present; Cllrs. Day (Chairman), Jones, Owen, Quittenden, (Cllr Bailey arrived later in the meeting).

Also present; Cllr. Mrs. Gimes (Ex-officio), Kyla Lamb (Clerk).

**261. APOLOGIES**

There were no apologies received.

**262. MINUTES**

**RESOLVED:** That the minutes of the Committee Meeting held on 12<sup>th</sup> December 2018 be approved and signed by the Chairman.

**263. DECLARATIONS OF INTEREST**

No declarations of interest were made.

**264. PLAYGROUP USE OF PAVILION**

Further to the agreement of a session hire increase for playgroup hire for 2019/20, terms of hire were tabled at the meeting to provide to the new playgroup for consideration.

**RESOLVED:** to **AGREE the draft terms and conditions to provide to send to the new playgroup for consideration.**

**265. ROADWAY DOWN THE SIDE OF THE BOWLS CLUB TO THE ALL WEATHER PITCH**

The Chairman of the Minster Bowls Club reported to the Clerk that the road surface is wearing and becoming dangerous. Members gave consideration to topping up the holes and :-

**RESOLVED:** that the Clerk arrange for road planings or type 1 to be delivered to both the bowls club and Pavilion car parks and the holes be topped up and rolled with the cricket roller by our staff.

**266. TOILETS AND CAR PARKS**

Cllr Quittenden reported that it is good news that Thanet District Council have finally approved the transfer of the toilets and two car parks to Minster Parish Council. However, consideration needs to be given to the fence at the rear of both car parks, maintenance of trees, toilet maintenance and improvement and maintenance/line marking of the car parks.

**267. COMMUNITY PAYBACK SCHEME**

Members are asked to consider taking part in the KCC initiative of a community payback scheme. Cllr Quittenden explained how the scheme works. The operatives have someone supervising them at all times and provide their own equipment.

**AGREED:** Cllr Quittenden will move forward with this project principle and look into arranging for them to carry out works at the cemetery initially.

## **268. PAVILION UPDATING**

Members were asked to consider further improvements to the pavilion following a deep clean and decorating in the changing rooms. A Fire Safety Inspection has identified improvements that are required to comply with current legislation.

The Chairman, Cllr's Quittenden, Day and The Clerk had met with Neil Harrop from Minster Cricket Club, who is also a builder, at the pavilion prior to the meeting. They had discussed options to improve the pavilion. These improvements included:

- Remove the bar.
- Use the storage room behind the bar and reconfigure the storage in there. Move the coolers from behind the bar to make this a small bar area and cut a hole in the wall next to the door and install a roller shutter to use this as a serving area. Tables can be put out in front of this area for larger events such as Minster Show to increase the serving area.
- Build a stud wall and install sliding doors to separate the main hall and smaller area where the bar is.
- Change the heating back to radiators.
- Redecorate main hall with a warmer colour scheme.
- Change doors and emergency exits and upgrade emergency lighting etc. in accordance with the fire risk assessment actions.

**RESOLVED:** Recommend to Full Council that quotations are sought for all of the above works for consideration by Full Council with a view to carrying out works during the summer school holidays.

## **269. CCTV UPDATE AND OLD CCTV EQUIPMENT**

The clerk will update members on the status of the installation of the three additional cameras that were approved to be installed.

Cllr Grove had asked what the position is with the old equipment that is installed in his house. If this is no longer being used could this be transferred to him as it is of little value.

Members noted the update from the Clerk on the additional CCTV equipment.

**RESOLVED:** that the old equipment in Cllr Groves house is of no value and the equipment is no longer required as two new cameras on lampposts cover Tothill Street and Foxborough Lane. Therefore, ownership of the equipment may be passed to Councillor Grove. The Clerk will confirm this to Cllr Grove.

## **270. TEMPORARY BRIDGE OVER THE RIVER STOUR**

Cllr Jones asked if it was possible to keep the temporary bridge that has been erected over the Stour by Richborough Connections while installing new pylons. The Clerk read out a response to Sir Roger Gale from Michael Hills KCC Cabinet Member for Community and Regulatory Services. His response was that sufficient funding is not available.

Members **AGREED** that there was no further action that could be taken on this matter.

## **271. DAMAGE TO VERGES**

Following the request at a recent Council meeting from a resident to put in place measures to stop cars parking fully on the verges in Molineux Road, a further complaint has been made about the entrance to the houses set back in Tothill Street. The Clerk had contacted Richard Heaps (Kent Highways) for measures that could be considered to prevent the

continued damage occurring. The Clerk reported that Richard Heaps had confirmed that he will visit both sites and reply to the Clerk with possible options.

**AGREED: Consider recommendations from Richard Heaps when received.**

**272. THANET ELMS PROJECT**

Cllr Jones explained that the cost to propagate 100 trees would be £95 each. After 5 years the Parish Council would purchase 20 trees at an expected cost of £2000. Members asked if Cllr Jones could get clarification that the company would take 100 cuttings with landowner consent and propagate them at their expense and then Minster Parish Council would purchase 20 trees if the propagation is successful in 5 years. If this is confirmed the Parish Council can then look at ring fencing funds in reserves or funding could be sought via future section 106 agreements.

**AGREED: Await clarification of requirements of payment/commitment to purchase before confirming.**

**273. SHARED SERVICES**

Members were asked to consider the suggestion to meet with Ramsgate Town Council to discuss possible shared services and on what basis. Members agreed that The Chairman and the Clerk should arrange to meet with Ramsgate Town Council to discuss this and report back to the Operations Committee at a future meeting.

**274. ALL WEATHER PITCH**

Cllr Quittenden agreed to arrange for a structural engineer to visit the pitch and get costing for remedial action to release water from the lower end of the pitch to alleviate the subsidence problems.

Signed. ....

**CHAIRMAN OPERATIONS COMMITTEE**

**Meeting closed at 8.15 p.m.**