



**Minutes of the Parish Office Committee Meeting
held on Monday 22 January 2018 at 7.30 pm
2 Knowle Park Lane, Fair Oak**

Present: Mr H McGuinness (Chairman), Mr J Goss, Mr James Noel, Mr J Sorley & Mr P Spearey

Apologies: Mr C Bird & Mr R Rushton

In attendance: Ms C Gosling, Parish Clerk,

PUBLIC SESSION

None present

29 DECLARATIONS OF INTEREST

Dispensation for all Members approved at Full Council on 18 July 2016.

30 MINUTES

Members noted the minutes dated 20 November 2017 (previously approved at Full Council on 18 December 2017).

31 MATTERS ARISING

26 Car Park Barrier: Works have commenced on site. Estimated completion in 2 weeks.

28 Development Matters: The Ranger confirmed that the bars were installed on the windows.

The Clerk confirmed that the Parish Council had received the valuation of the Parish Office at £30,500. There was a zero charge for this financial year.

32 CORRESPONDENCE

Rund Partnership – Practical Completion Certificate and snag list. Noted.

Rund Partnership – Payment notice no.4. Noted.

Rund Partnership – Snagging schedule 4 January 2018. Noted.

David Ebert – Land exchange – outstanding fees payable (Bargate) if defaults Parish Council will be liable. Payment for Stamp duty will have to be met by the Parish Council. Noted.

33 THANK YOU TO BARGATE HOMES AND RUND PARTNERSHIP

Members discussed the note of thanks to be sent to Bargate Homes and Rund Partnership for their contribution to the Parish Office. It was debated whether this was the correct time to send the letter due to outstanding issues. Mr Spearey proposed that we send a letter of appreciation noting that we hope that the outstanding issues will be resolved soon. Mr Goss seconded. 3 voted in favour. 2 against. RESOLVED.

34 FIXTURE AND FITTINGS

The Clerk reported that the main issue outstanding with the Parish Office was the internal doors. The recent fire safety report had deemed them unsatisfactory. This has been reported to Rund to take up with Bargate. Members noted that a 2.5% fee had been retained for a 12-month period.

Other items to be completed:

- Fire exit signs
- Blinds for windows
- Smartscreen (with camera)
- Internal and External Signage.

35 PROJECT BUDGET

Members reviewed the project budget set at £305,000. The Clerk reported even with the outstanding items, it would come under budget. Members were very pleased and thanked the Clerk.

36 FENCING

Members reviewed the fencing quote:

Knee rail fencing around the perimeter of the car park - £1702.81 + VAT
Bollards in the verge - £2256.46 + VAT.

Mr Goss proposed to go ahead with the knee rail fencing. Mr Noel seconded, and all voted in favour.

37 OTHER DEVELOPMENT MATTERS

The Ranger explained that there were several landscaping issues outstanding. He did consider that the weather may have attributed to the delays.

Mr Noel stated that he still had the weather station at home and will endeavour to look at it soon.

The Clerk reported that the Council had some historic pictures that could be put up in the meeting room as a picture gallery. Mr Noel suggested a picture competition via the newsletter.

Mr Noel suggested painting a direction footpath across the car park as a note to drivers that pedestrians will be using the car park.

Mr Noel suggested purchasing additional chairs for the meeting room rather than obtaining them from the Pavilion. The Clerk to obtain a quotation.

Mr Noel proposed to retain the Parish Office Committee and suggested a date for reconvening in 6 months' time. Mr Sorley seconded, and all voted in favour.

This was all the business and the meeting closed at 8.25 pm.

SignedChairman