East Peckham Parish Council

EPPC Asset Minutes.

Minutes of a meeting of the Asset Committee held at 6.30pm on Wednesday 4th November 2026 in the Jubilee Hall Meeting room, Pippin Road, East Peckham, TN12 5BT.

09.11.26, J. Perretta, Assistant Clerk of the Council.

1. **Attendees, Apologies for absence;**

   Attendees; Councillor T. Eastwood, M. Joannes, D. Seal & Assistant Parish Clerk J. Perretta.

   Apologies; H. Wright (unwell). The committee accepted the reason for the absence.

2. **Signing of Minutes of previous meeting;** 11th March 2026.

3. **Declarations of interest or lobbying in accordance with Council's Code of Conduct;** None.

4. **Suspend Standing Orders to enable members of the public to address the meeting.** (15 minutes will be available for this item, every speaker is limited to 3 minutes).

   4.1 To receive correspondence from residents. A Parish owned street light has been reported as not working in Westwood Road, our electrical contractors have investigated and found there is no power going to the light. This has been reported to N – Power.

   4.2 To listen to issues from residents.
   (Councillors will not have a discussion or debate on the resident's issues, however they will decide if the issue is be placed on the agenda for the next full council meeting or if the Clerk could reply to the resident). No residents present.

   Standing orders to reconvene.

5. **Asset Management and Maintenance**

   5.1 To receive an update on asset works completed since the previous meeting.

   - Removal of rotten tree - actioned
   - Pitch seeding - actioned
   - Annual car park hedge cut - actioned
   - Path edge cutting - actioned
   - Jubilee Hall facia works - actioned
   - Annual Pat testing - passed
   - Annual EICR test - passed
   - The playground repair works raised by July 2026 Operational Report
   - Annual smoke alarm service

- Gas boiler annual service – passed
- Legionella risk assessment – ongoing

5.2 To receive an update on maintenance contractor role vacancy & to consider hourly rate requirements. The previous maintenance contractor will no longer be providing his services. We are trialling another contractor at £45.00 per hour (no VAT). The committee agreed for this to go ahead.
Proposed by; T. Eastwood, Seconded by M. Joannes, agreed with a show of hands.

5.3 To receive reports and findings from the annual asset inspections, including;

- **Fire Alarm Inspection** – Passed/no concerns
- **Building survey;** New windows required. It was agreed D. Seal would contact relevant companies to facilitate the PC office in receiving quotations.
- **Fire Risk Assessment;**
  1. Fire strip to be put onto kitchen hatch doors. Actioned.
  2. Fire marshal training to be undertaken by office staff. The AC confirmed this training will be carried out.
  3. Emergency lights to be placed in ladies and men's Jubilee Hall toilets, plus repair two emergency lights which failed the test. Actioned.
  4. To adopt a lone working policy. Actioned at Full Council on 21st October 2026.
  5. Employee with additional needs to undergo PEEP training and for training to be documented. The Assistant Clerk carried out the training and has recorded this on the staff members personnel file.
- **Emergency Lighting Inspection;** The inspection showed 2 broken lights and the requirement for a further two. This has been actioned (point3)
- **Street Lighting Survey;** the committee will recommend this and ask FC to consider this quotation.
  Proposed by; M. Joannes, Seconded by; D. Seal, agreed with a show of hands.
- **Playground Repairs and Maintenance**; Repairs from July 26 Operational Report findings have been actioned.
- **Playground Operational Inspection**; awaiting Octobers Operational Report.
- **Playground Risk Assessment App update**; the app is working well and JP is using this for weekly playground inspections and for adding all assets.
- **Annual Tree survey and recommended works**; Tree survey was received and recommended crown lift works has been actioned.

6. **Facilities and Infrastructure**

6.1 To consider the removal of the Scope recycling bin and agree any actions required. It was agreed to arrange for the scope bin to be removed from Parish Council land.
Proposed by; T. Eastwood, Seconded by; D. Seal, agreed with a show of hands.

6.2 To consider CCTV to cover the bins. It was agreed the AC would proceed.
Proposed by; D. Seal, Seconded by; M. Joannes, agreed with a show of hands.

6.3 To update the committee on the proposed Perimeter path quotations and next step. The office needs to investigate the tender process and report back to the committee.

6.4 To consider air conditioning and ventilation options for the Jubilee Hall and agree any action required. The committee does not wish to consider air conditioning for the Jubilee Hall.
Proposed by; M. Joannes, Seconded by D. Seal, agreed with a show of hands.

6.5 To consider ceiling fan replacements for the main hall. It was agreed the office would get quotations and to report back to the committee to consider.
Proposed by; M. Joannes, Seconded by; D. Seal, agreed with a show of hands.

6.6 To receive an update regarding the solar energy export figures. The solar export figure between 26.05.26 – 10.08.26 is £229.80.

6.7 To Consider and agree quotation for additional signage. It was agreed to proceed with selected signage for under the £1,000 spend.
Proposed by; T. Eastwood, Seconded by; D. Seal, agreed with a show of hands.

6.8 To receive an update on water tank replacement works. T. Eastwood has confirmed he has spoken to the contractor and has confirmed the quote provided is correct, therefore we can proceed with the removal of the current water tanks and replace with cylinders. Full Council agreed to the quote of £11096.88 including VAT.
Proposed by; D. Seal, Seconded by; M. Joannes, agreed with a show of hands.

7. **To discuss and consider any budget requirements for 2027- 2028.** The committee will discuss budget requirements at the budget setting meeting in November, however asset works consist of;
    - Ceiling fan replacement.
    - Replacement of Jubilee Hall windows and mesh
    - Refurb of bike track
    - Refurb of children's play areas or equipment replacement.

8. **To consider and approve quotations relating to Asset Committee Projects and maintenance works within the Committee's delegated authority and to make recommendations to Full Council where expenditure exceeds delegated authority.**
    1. To supply and apply tree number identification tags = £250.00 excluding VAT
    2. Emergency plan consumables = £81.92 excluding VAT

    Quotations were agreed.

Proposed by; T. Eastwood, Seconded by; D. Seal, agreed with a show of hands.

3. Quoted works recommended from the street light bracket survey is to be referred to Full Council for consideration.

9. **To consider and agree recommend five year EICR inspection quotation for Parish Council owned street lights.** EICR quote to be considered by Full Council.
10. **Matters to consider at the next meeting.** Update on all of the above.

Meeting closed at; 7.40pm