

NAILSWORTH TOWN COUNCIL  
**PROPERTY MANAGEMENT COMMITTEE**  
 Minutes of a meeting held on 27 March 2012

Present	Cllr MP Robinson (Chair) Cllr N Dart Cllr S Robinson
Apologies	Cllr JL Duckworth Cllr S E Thorpe
non attendance	Cllr N I Kay

**Matters arising**

NDS light box in TH main hall - Cllr M Robinson spoke with members of the NDS on Sunday who wished to talk through some rather more elaborate ideas with the Mayor and chair.

Stone drinking trough on A46 - Cllrs Kay and Dart had yet to progress this.

Archive policy & procedure - Cllrs M Robinson and Reed had prepared a short policy statement which was circulated so that members could review it for discussion at the next meeting.

TH Risk assessment review - Cllrs Dart and Duckworth felt that the first big issue was to have an asbestos survey, which the chair suggested would cost £6-700; with two contractors already identified, a third was awaited so that tenders could be invited.

Cllr Dart had researched the dangers of storing or disposing of cellulose nitrate film (pre 1940) and the Clerk would ask Allan Vaughan to look at the collection of Lionel Bathe films, currently stored in a metal trunk in the council chamber, so that a decision could be taken on what to do with them.

Cllr Dart wondered if it might be appropriate to obtain a standard risk assessment programme which would provide guidance on documentation and record keeping, and the Clerk advised that she had this already.

Contractors' policy – Cllr M Robinson had prepared a short list of questions to be put to any future NTC contractors.

**PROPOSED to recommend to council that the following document be presented to future NTC contractors:**

**NAILSWORTH TOWN COUNCIL - CONDITIONS OF ENGAGEMENT**

- All contractors working for the council are required to produce evidence of current Public Liability Cover.
- Contractors undertaking certain work may be required to produce a Method Statement.
- Contractors tendering to undertake work for the council should be aware that Nailsworth Town Council will consider the following in awarding contracts:
  - Price
  - Quality of Workmanship
  - Reliability
  - Locality of the Business and Employees
  - Apprenticeship Policy

### **Stone fountain water supply**

The Mayor reported that the water spout was still not working. The Clerk would pass this on to SDC again, but advised that the spout had been replaced several times but was repeatedly vandalised.

### **TOWN HALL**

**Council chamber windows** – Cllr M Robinson advised that the planning application had been resubmitted. The extra information requested by the SDC planning officer had been provided by the manufacturer.

**External decoration** – the Clerk had placed the order and awaited a start date for this and painting of the new Assistant's office. Cllr M Robinson would seek to fix a date with the contractor.

Electrical work in the new office was due to be done on Monday.

Following the apparent disappearance of Baker Electrical, whose estimate had been accepted for supplying and installing the **audio visual system in the council chamber**, SP Electrical had been asked if they could do the job at the same price.

Cllr Carter had circulated his **gas consumption** review to Cllrs by email; the loft insulation did not appear to have led to the expected reduction in energy usage. The Clerk reminded the meeting that modern time clocks for the central heating would enable a more efficient use of the system which ideally needed to be turned on and off at least three times a day. SP Electrical had visited the TH with their plumber and submitted a quote for £625.80 + vat to fit 12 thermostatic valves on the radiators and TRVs on the pipework. There was £1000 left in the budget and the Clerk was asked to go ahead with both operations, to be undertaken once the heating had been turned off for the summer.

The **radiator in the Archive Office** continued to be a problem despite several contractors having attempted to fix it. The Clerk would ask SP to look at it again. Cllr M Robinson would thank Cllr Carter for his diligent monitoring and ask him to carry on with monthly checks for a further year.

SP had also looked at the **lighting in the main hall**, where the uplighters could be replaced with LEDs. SP had designed and installed a prototype fitting to one of the uplighters which members inspected. All agreed that the specimen was satisfactory and approved the conversion of the remaining five uplighters. A staggering diminution in wattage from 150 to 15-20 per light was anticipated.

The **Archive** staff had the impression that they would imminently be moving down to the Old Police Station. It was emphasised that no such decision had been taken and any re-location would in any case form phase 2 of the police station project. Phase 1 was to relocate the TIC, given that the funding for the purchase of the building would come from saving on rent of the unit at the Old George.

The Clerk advised that the **rental agreements for the TH offices** were coming up for renewal. Andrew Watton had reviewed the rents and suggested a 5% increase would be appropriate. However he had produced new figures without taking into account the previously agreed discounts, which would mean an increase for the tenants of 21% and 14% respectively. The Clerk had redone the calculations on the 2009 rates +5% which gave new figures of £4200 and £2573 respectively, fixed for the duration of a new three year lease. These were approved, and it was noted that the leases were 'outside the act'.

### **MORTIMER ROOM**

Cllr M Robinson's standard plan for a **disabled toilet** might not work, with the space opening

straight out into the public room, and he wished to ask architect Keith Angus for professional advice, which was approved.

Dr Meredith had asked to **borrow two tables** from the Mortimer Room on 4 June for a residents' Jubilee party at Maple Tree Court. This was approved on the understanding it was a private party, and the Mayor would contact Dr Meredith to check he was aware of other town plans.

The **yard by Brutons** had been resurfaced, resulting in a new step down from the Hanover path which could cause a trip hazard. Mr Bruton had suggested railings were installed so that pedestrians were directed along the pavement, rather than walk across the new yard. Cllr M Robinson offered to take a look at the problem and come up with some suggestions. It was thought the path and land around had been registered to SDC.

#### **HAZELWOOD BUNGALOW**

There was nothing to report.

#### **TOWN CLOCK**

There was nothing to report

#### **WAR MEMORIAL**

The **Chandler plaque** design was with the Diocese for approval.

Following Cllr M Robinson's onsite meeting with Ironcrafts, a quote had been submitted for £944 + vat to **restore the iron gates** which had rotted in their settings. It was assessed that they were some 90 years old. It would not be clear until the old posts were lifted whether some of the stone work would require repair. The Clerk advised that there was £700 in this year's budget which could be carried over to add to next year's budget of £710 to cover the cost. The work was approved.

#### **NAILSWORTH POLICE STATION**

Cllr M Robinson awaited the results of the **valuation** he had commissioned on behalf of NTC from Downing Bentley who had quoted £825 for the job, although Cllr M Robinson hoped this would be reduced.

The mean of this and two other valuations would set the fair price for the property so that NTC could decide whether it wished to proceed. Cllr M Robinson's valuer had established that the Library had a **right of way** for vehicular and pedestrian access across the parking area, but no contractual right to park. The police had allowed them informally to occupy two spaces. Planning permission was likely to be given for ordinary A1 retail or B1 office.

A brief appraisal and guidance on expenditure would be required for the application to the Public Works Loan Board. The savings from rental of the Old George unit would service the loan and the initial building work required to make the main office fit for purpose.

**REVIEW OF HIRE CHARGES**

It was agreed to recommend to council that the hire charges were raised by 3%, as in the last few years.

	2009/10 + 3%	2010/11 + 3%	2011/12 + 3%	<b>2012/13 + 3%</b>
<b>Mortimer Room</b>				
½ day session	15.50	16.00	16.50	<b>17.00</b>
Day rate	29.00	30.00	31.00	<b>32.00</b>
Weekly rate	132.00	136.00	140.00	<b>144.00</b>
<b>Town Hall, main hall – casual users</b>				
Dances, receptions	77.00	80.00	82.00	<b>84.00</b>
Meetings, fairs, bazaars, rummage sales	31.00	32.00	33.00	<b>34.00</b>
Additional sessions	18.50	19.00	19.50	<b>20.00</b>
<b>Lower room</b>	18.50	19.00	19.50	<b>20.00</b>
<b>Special rate for regular users</b>				
– Main Hall: adult groups eg Dog Club, Flower Arrangers, Ruskin Mill	21.00	22.00	23.00	<b>24.00</b>
Guides & Brownies – LR	5.15	5.30	5.50	<b>5.70</b>
Nursery school – day rate – LR	15.50	16.00	16.50	<b>17.00</b>
Dancing classes – MH	21.00	22.00	23.00	<b>24.00</b>
NDS play week (evenings only) MH	77.00	80.00	82.00	<b>84.00</b>
NDS Set building weekend MH	26.00	27.00	28.00	<b>29.00</b>
NDS lower room	15.50	16.00	16.50	<b>17.00</b>

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Date

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Chairman