

NAILSWORTH TOWN COUNCIL
PROPERTY MANAGEMENT COMMITTEE
Minutes of a meeting held on 25 May 2010

Present	Cllr S Robinson (Chairman) Cllr Mrs DLM Binns Cllr P Carter Cllr M Robinson Cllr Mrs S Thorpe Cllr Mrs J Way
Apologies	Cllr N I Kay

REVISION OF HIRING AGREEMENT

Various aspects of the draft agreement were discussed and the Clerk confirmed a single version of the document would be provided for hirers of any of the council rooms, so only one copy of the Information Sheet would be required to cover all three premises.

Only the TH was licensed. Cllr Mrs Thorpe would revise the instructions on parking to reflect the council's policy of encouraging a reduction in car use.

It was agreed that the draft might need further revision as time had moved on, and members were asked to consider any changes prior to the next meeting of the committee, when it was hoped the document could be finalised.

TOWN ARCHIVE OFFICE

Ms Pippa Jones from Horsley had approached Mr Allan Beale about making a film using Lionel Bathe's old tapes, although more precise details of her intentions were awaited. The old cine films should preferably be edited and made into a viable compilation before deciding if Ms Jones should be allowed to use them. Mr Alan Vaughan of Eyewitness Productions would be able to put the films onto DVD, but any action would need to be costed first.

It was thought the Archive Office planned to open on one further Saturday in June before assessing whether it was worthwhile to continue.

TOWN HALL

Mrs Gem Stewart was retiring at the end of this term, and Ms Cassandra Buchanan nursery teacher would be taking over the **Town Hall Nursery**. Ms Buchanan had asked to repaint the lower room and corridor in white or a pastel colour and the Clerk had discussed the possible removal of the old piano. The Clerk explained that Ms Buchanan had expressed the wish to open the large windows over the pathway for ventilation. Currently the windows, being sealed, were not fitted with security bars as are the other ground floor windows, but if they were now to be openable, security bars or other safety device would need to be installed. The Clerk would investigate options.

Members agreed to the request to re-paint and agreed that the piano should be advertised for disposal in Nailsworth News or the Fountain in due course. Ms Buchanan had intimated that if retained, the sandpit would be re-located outside.

Mrs Stewart had taken over the running costs of the payphone which she had wanted to retain. If Miss Buchanan wanted a telephone, the Clerk would investigate transferring the line to a land line in the Nursery storeroom, which would then be the Nursery's responsibility/cost entirely. Members agreed that the payphone was no longer needed for other TH purposes.

Ms Buchanan had asked the Clerk about a lease for the lower room, but had accepted that this was not appropriate since the Nursery did not have sole use of the room, although the storeroom was for its exclusive use.

The Mayor had met with the representative from A&M Installations Swindon to discuss improvements to the **loft insulation**. His recommendation was to remove the chicken wire (installed to safeguard from falling plaster within the roof cavity) and replace this with plastic netting fixed to the joists of the A frame at a cost of £1700 (£238 to remove the old netting; £345 to supply and fit the new one). 270mm insulation material to be installed (currently 25mm), although the Clerk was concerned that the joists would then not be visible for walking on.

It was agreed to seek further opinions and Cllr M Robinson would email a couple of contacts for the Mayor to follow up. The council's electricians had been asked to quote for a **timer for the hot water system**, which could then be switched off over night, although the control would need to be readily accessible to over-ride to accommodate the different needs of TH users. A **review of the lighting system** throughout the building was planned to consider if the cost of changing bulbs would be worth any consequent energy saving.

Cllr Carter had monitored the electricity and gas consumption weekly since 28 March, and had noted some decrease in usage, possibly because of warming spring weather and longer hours of daylight. He had installed an energy monitor at home, but this would not be suitable for the TH if it has a 3 phase electricity system. Cllr Carter would continue his meter readings.

Neighbour Mr Julian Denis had written to the Clerk to say how warm it was in the TH. Mr Denis had noted that there were no thermostats on the main hall radiators and pipes were not lagged in the lower room. The Clerk had explained the problem with members of the public interfering with thermostats in the MR, and had advised Mr Denis that NTC was currently exploring several energy saving options. Mr Denis was pleased to hear the matter was in hand and had recommended the existing **windows be refitted and draught proofed** rather than replaced with double glazing. He continued to advise lagging some of the pipes in the lower ground room.

The Mayor with Cllrs Mrs Thorpe and Mrs Way would consult with the electrician about the feasibility and cost of **fitting radiator valves** initially on the first floor, reviewing the light bulbs and the practicality of **installing an energy monitor**. It was felt that the energy consumption overall at the TH was reasonable, and to start with the loft insulation improvements to see if that made any significant difference.

The Clerk reminded members that there was only £4k in the budget for this year for energy saving measures.

MORTIMER ROOM

The Clerk reported that one of the windows had been partly replaced as the double glazing unit had failed.

FOREST GREEN COMMUNITY HALL

Cllr Mrs Thorpe felt it was unnecessary to revert to the RDA about the suitability of the candidates to take on the temporary building. The Mayor had followed up with both and members agreed that the preferred giftee was Shortwood FC which was in the town and would use the building immediately, as opposed to the Door which intended to park it somewhere until it could be put to some use. Both were aware that if the £6k designated grant from the RDA was not forthcoming, they would have to cover the cost of relocating the building. Either way, there would be no cost implication to NTC.

Cllr M Robinson suggested, if the building did come free, an agreement could stipulate that it should be used for the community on so many days a year.

PROPOSE the Mayor proposed to recommend to full council that the temporary community hall be offered to Shortwood FC, and if it transpired that the Club received the building at no cost, it would be asked to agree that for a period of 10 years, the building would be available for community use on 50 days p.a.

The Clerk added that she was only taking bookings at the temporary hall to the end of July.

In response to a query from Cllr Mrs Way, Cllr Mrs Thorpe advised that the Hallmark Criteria related to good practice in the running of community halls and would need further review to suit the new building.

The Clerk advised that Mrs Marshall was to replace the Accident Book which had gone missing.

HAZELWOOD BUNGALOW

The Clerk reported that replacement of the broken shower was in hand and that the dilapidated garden gate had been replaced.

TOWN CLOCK

The electrician had suggested considering whether 3 lights could be set at the top of the tower lighting downwards, rather than 4 uplighters set in the ground below. Cllr M Robinson would contact the Faulkner Partnership to see if they would be prepared to give some "free" advice (the tower was originally designed by Peter Faulkner although the floodlights had been added later by NTC).

Mr Jim Eddyshaw, who attended to the clock workings, had reported that the door and door frame would need replacing at some point. There were currently no funds in the budget.

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Date

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Chairman