

NAILSWORTH TOWN COUNCIL
PROPERTY MANAGEMENT COMMITTEE
 Minutes of a meeting held on 22 November 2011

Present	Cllr M Robinson (Chairman) Cllr N Dart Cllr J Duckworth Cllr N I Kay Cllr S Robinson
Apologies	Cllr Mrs SE Thorpe

NDS PROPOSED LIGHTING & SOUND BOX FOR REAR OF MAIN HALL

Members descended to the main hall for Brian Pittaway NDS technician, to talk through the wish to build a permanent structure to store light & music equipment and facilitate their operation during performances. One or maximum two people would sit in the box. Currently the society had to dismantle and remove everything between rehearsals and performances which took time and risked damaging the equipment.



Members returned to the council chamber for discussion and decided they preferred the idea of a raised platform, which they felt would be less obtrusive and the chairs could still be stacked underneath.

It was agreed to ask NDS to prepare plans for a raised box on a platform level with the top of the doors. Mr Pittaway had indicated that there were an architect and carpenters amongst NDS members who could carry out the necessary works. Cllr M Robinson suggested NDS should be asked to obtain any relevant permissions, eg. Building Regs. It was agreed this unit would be only for use by the NDS; the Clerk confirmed the society was the main user of the hall, holding sessions at least twice a week and putting on several productions a year. The NTC-owned lighting control box at the side of the stage operated the spot and floodlights which were available for other users of the hall.

Stone drinking trough on A46

Cllrs Kay and Dart were investigating the possibility of obtaining a grant from the Stroud Preservation Trust to restore the trough and Cllr Kay had arranged a site visit next Tuesday with Ann Mackintosh of the Trust. It was noted that the trough was a listed monument; Cllr Kay was keen to have it moved to a more useful position, although the terms of the listing might preclude this. Either way, with no funds available from NTC, nothing could be done unless a grant could be obtained.

Future of Nailsworth Police Station

Cllr M Robinson contacted the police occasionally for an update. Nothing would happen before the TIC lease came up for renewal next May, and hopefully a new four year lease could be negotiated to include a break clause, in case a move was eventually decided upon.

TOWN ARCHIVE OFFICE – POLICY & PROCEDURES

Cllr Mrs Reed was particularly interested in the Archive Office and felt volunteers should be given a set of parameters to ensure correct handling of the town's artefacts and guide their activities. The Clerk had already pointed out that the new shelving purchased by NTC was being cluttered up with boxes of unnecessary paperwork. Cllr M Robinson would ask Cllr Mrs Reed what she had in mind. It was agreed that one annual report to council from the Archive Office was adequate.

TOWN HALL

Site visit and Risk Assessment

The Clerk had circulated the report to members by email. It was explained that the need for a Risk Assessment had been under discussion for some time and the Mayor had found a local professional to undertake the inspection. The Clerk added that some of the comments were 'observations' and did not necessarily require action. She had already made a start on arranging clearance of identified obstructions in halls and passageways.

It was agreed the report could be adapted to create a checklist for NTC to undertake its own annual inspections and adapt as time passed. The Clerk was asked to copy the report in its entirety to TH tenants, asking them to take note of the points relating to them, and she would in due course write to each of them with a list of the comments specific to each.

Cllrs Duckworth and Dart would review the report and draw up a list of recommended actions. It was agreed that those identified as level 2 'minor or unlikely' did not necessarily require action, but levels 3 and 4 should be attended to.

Council Chamber replacement windows

SDC Planning had refused the application. NTC's options were to appeal, try and repair the existing window and put in secondary glazing, or commission the heritage style steel window that SDC seemed to want - which would be at a much greater cost. NTC had been keen to improve the thermal insulation of the chamber with the new windows, which would probably not be possible with a heritage style replacement, so that secondary glazing would then be required.

The Clerk wondered if there was any point in going to appeal, as in the course of discussions with SDC Planning, all NTC's points had already been made, but Cllr M Robinson added that the appeal would go before an external inspector who might take a different view. Cllr M Robinson offered to obtain a quote for heritage style windows and would find out the cost implications of making/losing an appeal, which the Clerk confirmed had to be done within six months.

External decoration

£2000 had been spent on the painting of the east & north sides of the TH, leaving £1.5k in the budget. Cllr M Robinson would obtain a quote for painting the south side, but this would require the additional cost of scaffolding. Cllr Dart suggested the work could wait until the erection of scaffolding for the window replacement, but as it would have to be taken down and re-erected on another side of the building, Cllr M Robinson did not believe there would be much of a saving. The Clerk added that the guttering also needed attention.

Ladies ground floor loos

Cllr M Robinson had prepared a specification which awaited pricing.

Disabled loo macerator

The repair was in hand but there was a delay in obtaining a part.

MORTIMER ROOM

Cllr M Robinson had obtained a quote for £4800 (excluding tiling and extraction fan) to redesign the toilet cubicle for disabled use by widening the entrance, removing the partition and re-equipping

with appropriate sanitary ware. Other quotes would need to be obtained but it was accepted that NTC was obliged to convert the toilet cubicle for disabled use. The Clerk added that she had meanwhile replaced the broken toilet seat.

The Clerk reported a problem with the rear doors which were very difficult to open. She was arranging for TradePlas to investigate and repair.

HAZELWOOD BUNGALOW

The appointment made by Cllr M Robinson to install the replacement windows had been postponed to 29 November.

The cutting down of the overgrown hedge had been authorised and awaited a date for execution. The current situation was beyond Mr Mansell's expertise, but once brought down to a manageable size, he would be expected to maintain the hedge himself, and this could be checked on during the annual inspection of the property.

TOWN CLOCK

Cllr Kay felt the lighting of this important town monument was inadequate, and it was agreed to ask Mr Mansell to prune the roses around the lamps harder in the first instance and see if this improved the efficiency of the lighting. Members were asked to have a look and see what they thought.

WAR MEMORIAL

The Clerk had heard back from the RBL with details of the suggested plaque to be erected in memory of Mark Chandler, but this appeared to be very small: **10cm x 5cm**. It would be in cast bronze to match the existing plaques and cost £340. It had been made clear to the RBL that they would have to replace this plaque in the unfortunate event that another name had later to be added (which had been NTC's reason for wanting to wait until the end of the conflict before erecting any plaque). The plaque design was approved and the Clerk would speak to John Davis of the PCC about making an application for a Faculty. This application would include the eventuality of having to replace the plaque, so that a new permission would not be required at a later date.



Town Crier Tony Evans had commented that the paving inside the memorial was uneven, and asked if it could be concreted over. Members were asked to have a look and revert with suggestions.

PROJECTION EQUIPMENT FOR COUNCIL CHAMBER

Cllr M Robinson had obtained a quote from Audio Visual for a ceiling mounted projector, manual screen on the wall adjacent to the Clerk's office, with a sound system for £1575 (or £2125 for an electrically operated screen). The Clerk suggested that a sound system was not required and felt this was rather expensive. In addition to its use for Planning Committee, Cllr M Robinson thought it would be useful for this committee to display photos of problem areas. Cllr Duckworth suggested a cheaper option was to have a free standing projector costing approx £500 + the 5' manual screen at £120.

The Clerk had consulted Bruce Burn who had come up with a projector at £220. Cllr M Robinson suggested the larger figure be put in the budget wish list, as he favoured the idea of a ceiling mounted projector.

BUDGET ITEMS FOR NEXT YEAR

	designated	revenue	comments
projector & screen		1500	could accept £650
external decorating TH	2500		to include cost of scaffolding
MR disabled toilet		5000	
TH ladies toilet GF		5000	
council chamber windows	5000		£9000 in hand
Hazelwood Bungalow boiler	1000		£2000 in hand
energy efficiency measures	1000		

CONTRACTOR POLICIES

Cllr M Robinson asked the committee to consider making a point of asking contractors about their policy with regards to apprenticeships. Cllr Kay commented that there were all sorts of policies contractors could be asked about. The matter would be discussed further at the next meeting.

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Date

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Chairman