

NAILSWORTH TOWN COUNCIL  
**PROPERTY MANAGEMENT COMMITTEE**  
 Minutes of a meeting held on 24 January 2012

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

**In hand for report to the next meeting**

NDS proposed light box in main hall TH  
 Stone drinking trough on A46  
 Archive policy & procedure  
 Risk assessment review  
*See minutes of last meeting for details.*

**Action**

Brian Pittaway, NDS  
 Cllrs Kay and Dart  
 Cllrs M Robinson and Mrs Reed  
 Cllrs Dart and Duckworth

**TOWN HALL**

Cotswold Casement Company had quoted £4820 + vat for the installation of **heritage style windows for the council chamber** as recommended by SDC. These could only be single glazed units which would require secondary glazing to improve insulation. The frames would be powder coated (Ral 7015 slate gray) with a 30 year life expectancy. The painted windows around the rest of the building were currently cream and black, but could be re-coloured to match next time they needed painting. Cllr M Robinson would obtain a diagram from the company and submit a revised planning application, which being within six months of refusal, would be free of charge.

Cllr Mrs Thorpe deplored the fact that SDC would not accept the installation of energy efficient windows, a view endorsed by all present.

J P Wheeler had submitted an estimate for **external decoration to the side and rear**, for £2606 + vat (of which £1230 was for hire of scaffolding) There was £2500 in the budget, and the Clerk was asked to book the job, with colours to match the north and east elevations, if possible to be done during the Easter holidays in order not to impede access for the nursery school.

The photocopier room which was to be the **new assistant's office** was in dire need of decoration and members agreed that the Clerk should ask JP Wheeler to quote for this job at the same time.

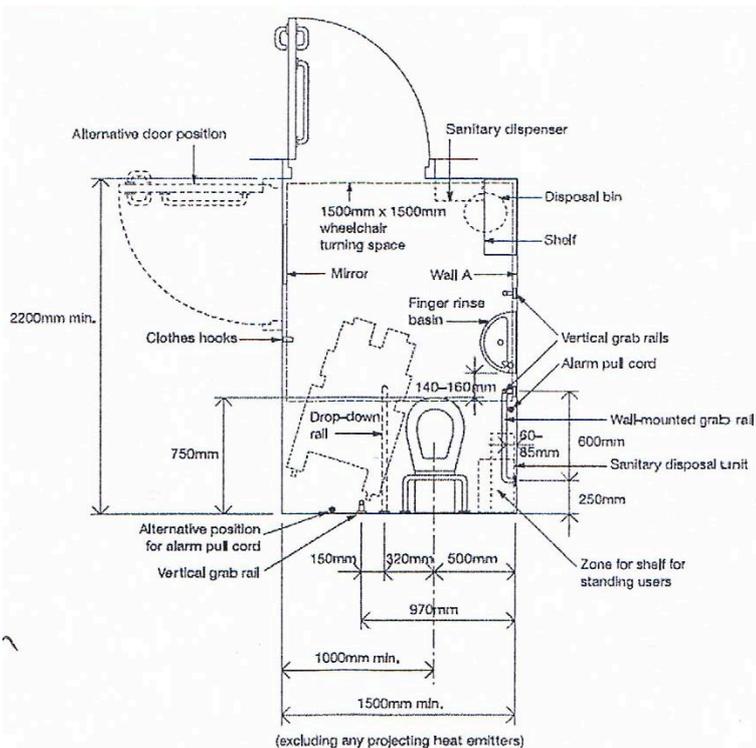
Audio Visual Services had provided quotations for **audio visual equipment in the council chamber**. There was £1000 in the budget and members agreed on a ceiling mounted projector (£495) with manual pull down screen (£120) + labour = £1425 + vat. A further £150 would provide amplifier and speakers although it was debated whether sound was required and this would in any case be available through the lap top. Cllr M Robinson would obtain a second quote before making a decision with the Mayor and Cllr Mrs Thorpe, as this purchase was now urgent for the purposes of the Planning Committee.

Cllr Carter had asked the Mayor to mention that his meter readings showed **gas consumption** had greatly increased since December. The Clerk reminded members that they were to tour the TH with an electrician to review the whole system and establish which radiators could be fitted with thermostats. She also recommended more sophisticated time clocks since the existing only allowed for two on/off periods per 24 hours. Another problem was users leaving internal doors open, and self closers for the doors behind the stage might be a good idea.

There was £1000 in the budget. The Clerk would contact the electrician to establish whether the central heating review should be done by him or a central heating engineer, and members were asked to look again at the SWEA report for its recommendations.

### MORTIMER ROOM

Cllr M Robinson had obtained a quote from Turnkey Construction for £4830 + vat to convert the washroom/toilet for disabled use. There was £5k in the budget and Cllr M Robinson would obtain two further quotes. The Clerk drew attention to the fact that the door opened straight into the meeting room so that the interior would be in full view, and wondered if double doors would be required. This was also the only toilet so that it would get greater use than the traditionally extra loo for disabled use. The diagram had been prepared by Cllr M Robinson, and he would check on building regs regarding the doors.



### HAZELWOOD BUNGALOW

The replacement bathroom and bedroom window had been satisfactorily installed.

Reduction of the front hedge had been done and Mr Mansell would now be responsible for keeping this under control. Cllr Mrs Thorpe mentioned the old skateboard grind rail in the front garden of the property which the Clerk would remind Mr Mansell to store behind the Pavilion.

### TOWN CLOCK

The Mayor thought that the pruning back of the roses had slightly improved the efficiency of the up-lighting and it was agreed that the situation was satisfactory for now.

### WAR MEMORIAL

The Clerk reported that the PCC had accepted the application for the Chandler plaque and had sent it on to the Diocese for approval, which would probably take three months.

The Mayor mentioned there was a problem in opening the gate because of the deteriorated and rusted closing mechanism and the Clerk would arrange for Ironworks Stroud (who recently made the railings for the Market Street Garden) or Reflex Engineering (who recently worked on the railings at St George's) to give a quote, as well as for repair to the Miles Marling youth shelter roof.

### CONTRACTOR POLICIES

Following Cllr M Robinson's suggestion that council contractors should be questioned about their policies, in particular regarding apprenticeships - being the buzz word of the moment, he had spoken with Kim Bedford at GAPTC who thought it an excellent idea and recommended Cllr M Robinson pass on his ideas to other parishes. She did not think there were any legal restrictions in asking pertinent questions about standards and policies. Cllr Mrs Thorpe would provide some documentation to aid Cllr M Robinson in preparing a draft questionnaire for consideration at the next meeting, although it was accepted that sole trader contractors would only be required to answer basic questions on eg. Insurance.

### NAILSWORTH POLICE STATION

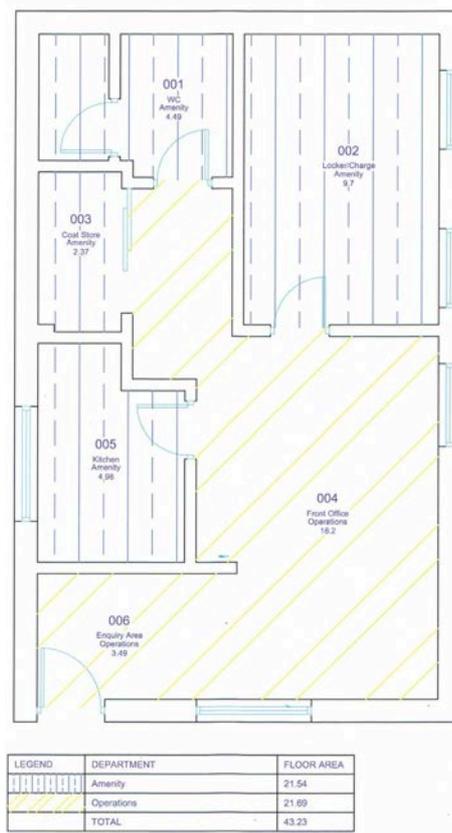
The Council's expression of interest letter of 19 January was circulated and the Clerk was asked to send a copy also to Rob Garnham, chairman of the Police Authority. Cllr Mrs Thorpe was concerned that NTC had not actually agreed to try and buy the property and that a proper business plan should be prepared before any move was made. However other members felt it important to commence negotiations now, with the option of pulling out if it was later deemed unfeasible.

The subcommittee had revisited the property and was confident it would be ideal to house the TIC and a new Heritage Centre, both of which complied with the Town Plan envisaging a civic centre on this site, with the Mortimer Room already in NTC hands and an uncertain future for the Library.

Cllr Mrs Thorpe did not feel NTC could fund and manage another big project, but others suggested this was not comparable to the building of the Arkell Centre. The Clerk reiterated the concern that the TIC and Archives had very different operating systems and would not work together in the same space, but the Mayor suggested the Heritage Centre was a new concept and not the Archive office in its current form.

The £6k saving from renting the TIC unit at the Old George could be used to service the loan that would be required to purchase the building and Cllr Mrs Thorpe urged that discussion with the Public Works Loans Board should be a priority before going any further.

Martin Davidson, appointed by GMTF to prepare the feasibility study at no direct cost to NTC, had prepared a draft letter stating the case for NTC to purchase the building, and to sanction the setting of a fair market price by the District Valuer. Some changes were suggested to the draft letter for Cllr M Robinson to pass back to Mr Davidson, and the following was agreed -



- RESOLVED** that the committee recommend to NTC that it reinforce its expression of interest in a possible purchase of the former police station, whilst the feasibility study is prepared and without making any commitment, and that
1. Cllr M Robinson seek advice from the PWLB; Cllr Mrs Thorpe to pass on contact details
  2. Martin Davidson be asked to adapt his draft letter to be sent to the chairman of the Police Authority seeking agreement/support for the District Valuer to be asked to set a fair price; the final draft to be approved by the subcommittee, to include Cllrs Dart and Mrs Thorpe.
  3. Mr Davidson undertake a complete feasibility study and appraisal of all NTC run buildings and their usage, as soon as possible
  4. Members of the subcommittee prepare a thought out business plan for presentation to the February council meeting.

For the benefit of new Cllrs, the Clerk explained that past discussions had established that creating a new civic centre on the Mortimer Room/Library site would be dependent on selling the town hall. She felt Cllrs had never fully resolved the implications of losing the unique community facilities provided by the current building, such as a dedicated council chamber, proper theatre and several spaces that were consistently used by community groups, along with parking for 25 cars. A new structure in Old Market would have to be very large to accommodate all the council's activities as well as replace accommodation for that which would be lost at the present TH, and the MR which was equally well used.

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Date

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Chairman