

NAILSWORTH TOWN COUNCIL  
**PROPERTY MANAGEMENT COMMITTEE**  
 Minutes of a meeting held on 25 September 2012

Present		Cllr JL Duckworth (Chair) Cllr N Dart Cllr MM Rahman Cllr SE Thorpe
Apologies		Cllr MJ Kelly Cllr MP Robinson Cllr NI Kay Cllr MP Robinson Cllr S Robinson

Cllr Duckworth chaired the meeting in the absence of Cllr M Robinson.

### **Matters arising**

Town Hall Risk Assessment review – Cllrs Duckworth and Dart agreed to meet with the Clerk to progress this matter. The Clerk reported that the external auditor had expressed some concern about the lack of a full risk assessment of all Council properties. She suggested that it would be appropriate for the Town Hall to be the first of the council buildings to undergo assessment as it would probably be the most complex. After some discussion, it was agreed that the Clerk would seek a quotation for a full risk assessment from an appropriate contractor.

Mortimer Room – the Clerk had been informed that proposed ‘Tea and Tell’ sessions to be run by Stroud District Older Person’s Network would not now take place.

War Memorial – Cllr Duckworth had produced a CD containing a photographic record of the War Memorial, which was passed to the Clerk for storage, with a copy for the Town Archives.

### **TOWN HALL**

The Clerk reported that she had been in contact with S P Electrical regarding the provision of new timeclocks and thermostatic valves to the central heating system. She understood that this could also involve the installation of new pipework. She confirmed that money had been set aside in the budget to cover this work.

The Clerk had received a letter from the contractor which had supplied the hearing loop systems for the Council Chamber and the Mortimer Room, offering a service contract. It was agreed that it would not be cost effective to pursue this.

### **PROPOSAL TO HOLD DROP IN SURGERIES TWICE A YEAR IN THE MORTIMER ROOM FOR TOWN, DISTRICT AND COUNTY COUNCILLORS WITH NO CHARGE RAISED FOR ANY COUNCILLOR**

Councillors agreed to refer this proposal to the next Full Council meeting as it related to a matter of general policy.

### **REPLACEMENT OF SEAT: HANOVER GARDENS**

The Clerk reported that the Council owned seat which was situated halfway up the path to Hanover Gardens was in poor condition and needed to be repaired or replaced. Cllr M Robinson had suggested that it be replaced with the seat dedicated to former Town Mayor Francis Howell, currently located under the shelter outside the Library. As the shelter was to be demolished, and NTC had proposed to purchase

and redesign the former Police Station, this would seem to be an appropriate course of action. The Clerk advised that, though in need of some refurbishment, the Francis Howell seat was in better condition than the Hanover Gardens one. She advised that the Library had not been able to trace surviving relatives of Francis Howell to confirm that the re-siting of the seat had their approval. The Library itself had agreed that the seat could be relocated and was arranging for its removal. After a short discussion, councillors agreed that the Hanover Gardens seat should be removed and stored in the KGV Hut, and the Francis Howell seat be refurbished and erected in its place. The Clerk agreed to contact a representative of the 'Men's Shed' project to enquire whether its members would like to undertake the renovation work.

### **HAZELWOOD BUNGALOW**

The Clerk reported that the defunct gas fire had been removed from the property. She agreed to discuss with the tenants whether they wished it to be replaced.

### **FORMER POLICE STATION**

Cllr M Robinson had reported that planning consent for change of use for the building had now been granted. He had produced a brief Purchase Appraisal report which had previously been circulated to the Committee. The Clerk reported that she had spoken to a GCC Libraries officer, who had agreed to try to put NTC in touch with an appropriate GCC officer to discuss issues relating to pedestrian and delivery vehicle access to the Library building once NTC had acquired the Police building and car park. Councillors were keen that this matter be resolved as soon as practicable. The Clerk felt that it may be possible to come to a simple arrangement with the Library by means of an exchange of letters. She confirmed that NTC was required to pay business rates on the building currently housing the TIC, and that this requirement would presumably continue in its new location in the former police station.

Cllr Thorpe queried whether the architect's plan for proposed alterations to the building specified levels of insulation to improve energy efficiency. The Chair suggested that this would be considered at a later stage when building regulations were being discussed, but agreed that this was something the Working Party should address. Councillors agreed that a review of all Council buildings, which had been proposed some time ago, would be desirable, but that this was not a priority at the present time.

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Date

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Chair