

NAILSWORTH TOWN COUNCIL
PROPERTY MANAGEMENT COMMITTEE
 Minutes of a meeting held on 22 May 2012

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| Present | Cllr MP Robinson (Chair) Cllr N Dart Cllr MM Rahman Cllr S Robinson Cllr SE Thorpe |
| Apologies | Cllr NI Kay Cllr MJ Kelly |
| In attendance | Mrs C de Lacroix (TIC Manager) |
| Non attendance | Cllr JL Duckworth |

Cllr M Robinson thanked members for re-electing him as chair for the coming year, and welcomed Cllr M Rahman, who had newly joined the Committee.

Matters arising

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

Archive policy and procedure – Discussion of this was deferred to the next meeting.

Town Hall Risk Assessment review – two quotations had been identified and a third was awaited.

Contractors' Policy – there was some discussion on the most appropriate way to implement this. In response to a question from Cllr M Robinson, the Clerk confirmed that it was Council policy to invite sealed bids from tenderers when the value of the works involved amounted to £10,000 or more. For works valued at less than this amount, the policy was simply to obtain quotes from suitable contractors. Councillors were concerned that the conditions of engagement should be objectively applied to all potential contractors, regardless of the value of the works involved. Cllr M Robinson would prepare a draft questionnaire to issue to all potential contractors and discuss this with the Clerk.

Stone fountain water supply – SDC had confirmed that the problems which had been experienced with the water spout were due to a design fault rather than vandalism, as was previously assumed. A more effective type of faucet was to be fitted. Cllr Dart noted that work was apparently being carried out on the Fountain as the meeting was in progress.

TOWN HALL

Council Chamber windows – planning permission for the work had now been granted, but details of the proposed start date and the charge to be made for scaffolding were still awaited.

External decoration – this had almost been completed. During the works it had become apparent that the sills were rotten and would have to be replaced, so there would be an extra cost of £560.94 on top of the original estimate.

Audio visual system in council chamber – this had now been installed. Cllr Duckworth had kindly offered to provide an extension cable for the sum of £5, which was accepted.

MORTIMER ROOM

Cllr S Robinson had inspected the **resurfacing undertaken by Brutons** which had resulted in a

significant step down from the path leading to Hanover Gardens. This was considered a potential trip hazard. It was unclear whether the land/path from Hanover belonged to SDC or NTC and the Clerk was asked to establish which authority should undertake remedial work.

WAR MEMORIAL

The Clerk confirmed that the faculty had been issued and she had passed a copy to the RBL with the request that they have the plaque made and revert to the Council with proposals for a suitable ceremony, after consulting with the Chandler family.

NAILSWORTH POLICE STATION

Cllr M Robinson reported on the progress of this initiative. An application to the Department of Communities and Local Government had been made via GAPTC. WPS Solicitors had received the draft contract. Cllr Thorpe wondered whether the sum being applied for would be sufficient to allow for flexibility in the Council’s future plans for this building, noting that it did not make provision for any work on the garage. Cllr M Robinson felt that it was advisable to concentrate on the Police Station itself at the present time. Councillors agreed that it was important to prioritise the relocation of the TIC to this building in the light of the imminent rent increase for the building it currently occupied. Mrs de Lacroix suggested that councillors who had not already done so should visit both the TIC and the Police Station so they could gain a realistic picture of how its activities might best be accommodated in the new location. She had also queried the necessity to provide an enabled toilet, since there appeared to be no legal duty on the Council to provide such a facility, given that the office would be staffed by volunteers, not employees. However, Cllr M Robinson reported that he had been informed by the architect that an enabled toilet must be provided. Cllr M Robinson proposed that **a Working Party be established** to discuss the details of the Police Station project reporting to the Property Management Committee. It was agreed that the Working Party should consist of the following councillors:

- Cllr Carter*
- Cllr Duckworth*
- Cllr Rahman*
- Cllr Reed*
- Cllr M Robinson*
- Cllr S Robinson*

The first meeting of this Working Party would be a **site visit to the TIC and Police Station**, hopefully in the following week. Cllr M Robinson undertook to organise this and inform the Clerk of the time and date. It was agreed that the architect should make the relevant planning application to SDC as soon as loan approval was granted.

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Date

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Chair