

MINUTES OF THE PROPERTIES COMMITTEE

MEETING HELD ON THURSDAY 26 MARCH 2015

Present: Cllr H Partridge – Chairman
Cllrs: J Bryson, L Moores, F Partridge
A Morgan – Promotions Marketing and Events Officer
A Weare-Gifford - RFO

Present: Cllrs A Biggs, P Moores, P Tilzey

PR/22/15 **To receive and accept apologies for absence**

Cllr N Tucker

PR/23/15 **To receive registered and non-registered disclosable pecuniary interests and non-registrable interests**

None

PR/24/15 **Dispensations: to consider requests for dispensations (for which a 'Dispensation Request' form must have been completed and submitted to the Proper Officer at least 3 working days prior to the meeting)**

None

PR/25/15 **Maximum 15 minutes for electors present to put questions or make observations concerning the business of the Finance, Staffing & General Purposes Committee – questions must be directed through the chairman**

None

PR/26/15 **Minutes: To consider and approve the minutes of the Properties Committee meeting held on 25 February 2015**

Resolved: That the minutes are a true and accurate record and that they should be signed by the Chairman

PR/27/15 **To consider selecting a contractor to lay separate water pipes to Cricket Club/Pitch and Putt**

Details were given regarding the quotations received for laying new water pipes to the Cricket Pavilion (due to a suspected leak) and the Pitch and Putt Pavilion to allow for separate billing. Three companies were approached however only two submitted quotations. Councillors noted the large difference between the two quotes and the differing specification on the pipework.

Resolved: That officers will seek advice from a professional to form a specification for works and then request quotes on that basis.

A discussion also took place regarding the current water bills as the cricket club have not been paying based on the potential water leak.

Resolved: That the committee including Cllr P Moores and meet with the Cricket Club to discuss the water bills.

PR/28/15 **To consider advice from BSTC solicitor regarding the Cricket Pavilion lease**

The RFO updated the committee with advice from our solicitor regarding the Cricket Pavilion lease including rent reviews and maintenance of equipment. A comprehensive discussion took place regarding the rent and rent review options with information provided on the basis for the initial rental of £2,000 p/a.

Resolved: That committee members will meet with representatives from the cricket club to review the accounts so as to agree a baseline rent and rent reviews reporting back to the Properties Committee for approval.

10:50 - Cllrs A Biggs and P Tilzey left the meeting

PR/29/15

Update regarding outstanding works at the Cricket Pavilion

The architect has been chased regarding the outstanding works. Cllr P Moores had discussed solutions regarding the sightline issues with the PM&EO. The PM&EO recommended meeting with the cricket club to discuss the options of BSTC appointing a contractor to resolve the issues taking the cost out of the retention figure.

Resolved: That committee members meet with the cricket club and discuss options to resolve the sightline issue then report back to the architect with a deadline to resolve the problem. If the deadline is not met then BSTC would seek to cover the cost of remedial works from the retention monies.

PR/30/15

The Castle Tea Rooms: update

Documentation has been received from Underwood Wright in relation to marketing the property. This will be reviewed and advertised ASAP. A contractor will be appointed to resolve a damp ingress issue in the back wall and drain surveys have been carried out with a view to have the issue resolved before the lease is offered.

PR/31/15

Pitch and Putt: Update

Only one tender was received in relation to the Pitch and Putt. The bid letter was read out and the committee were happy with both the offer of £600 and that the applicant had the capability to run the facility.

Resolved: That the bid from Mr and Mrs Curtis be accepted in relation to the running of the Pitch and Putt course from 30 March to 28 September 2015.

PR/32/15

Conservatory: Update

The PM&EO updated the committee on the item deferred from the last meeting (Café Kitchen) and that this would be on the agenda after the business case has been received. The conservatory is progressing well however an update completion was not available at this time. Planning permission has been submitted for the decking extension and first fix electrics are being installed. The committee were updated regarding a potential problem regarding the café flooring in that the level may be raised due to the thickness of the wood flooring. The level change would be DDA compliant however feedback from a disabled customer revealed that this could still be a problem. The PM&EO will organise a site meeting with interested parties and have flooring samples available.

PR/33/15

The Parkhouse Centre Extensions: update

No progress has been made with regards to the Parkhouse Centre extensions.

- Planning permission has been received for the office extension however there is not an urgent requirement for the extra space and so the project has not been progressed.
- The Parkhouse entrance designs have not been approved by the committee and so planning permission has not been submitted for this project. The PM&EO will bring the latest plans to a future meeting for comment/final sign off.
- The PM&EO reminded the committee of the need to look at the Ivor Potter Hall entrance due to the condition of the window timbers and the heat loss through the single glazed windows. Options will be explored and suggestions brought back to this committee.