

MINUTES OF THE PROPERTIES COMMITTEE MEETING HELD ON 11TH JANUARY 2018

Voting Members present: Cllrs: H Partridge (Chairman), L Moores, P Moores, F Partridge, D Towl

Non-voting Members present: Cllrs: P Tilzey, T Philp

Officers Present: Keith Cornwell – Acting Proper Officer, Steve Hayes - Facilities Manager, Pete Martin - Committee Clerk

Public present: One

- PR/87/17** **To receive and accept apologies for absence**
Cllrs: S Browning, J Bryson, L Deely, B Dixon, P Kelly, N Tucker, B Willingham
- PR/88/17** **To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests**
None.
- PR/89/17** **Dispensations: to consider requests for dispensations.**
None.
- PR/90/17** **Minutes - To receive and adopt the Minutes of the Properties Committee Meeting held on 2nd November 2017**
Resolved: That the Minutes of the above meeting were a true and accurate record and were signed by the Chairman.
- PR/91/17** **Maximum 15 minutes for public present to make comments concerning the business of the Properties Committee**
No questions received from the public present.
Comment received: Pleased that Bude-Stratton Town Council looked after its property and it does a good job.
- PR/92/17** **Pitch and Putt – to receive an update on the progress of the project and agree any associated actions and expenditure**
The contract with PWH is signed and sealed, the full contract sum is £138,588.40, including provisional sum £19,500, contingency £10,000 and £ 2,330 day works. The RFO reported that current expenditure on the project is very close to exceeding £154,978.40. The completion date is set for the 4th June 2018; however, this date is subject to weather conditions.

The Facilities Manger reported and asked the Committee to consider which tiles it preferred for use on the building, it was confirmed that natural slate tiles would last longer than manmade tiles and are the same price.

Resolved: To use natural slate instead of manmade composite tiles.

The Acting Proper Officer presented a question in relation to the doors and windows required in the Pitch and Putt building. The South facing wall is blank and may benefit from some windows, the North side could benefit from bigger floor to ceiling windows to enhance the views from the building.

Resolved: To delegate to the Acting Proper Officer authority to hold discussions regarding the window changes with PHW.

PR/93/17

Officers reports – to receive reports and updates from the Facilities Manager on the work of the Facilities team

The Facilities Manager provided a comprehensive report and Committee members thanked him for the update. A copy of the report is attached to the minutes as appendix A.

The Facilities Manager reported a problem with the toilet roof lights. Cllr P Moores stated that a separate account of what needs doing should be kept, the Council is okay for the first two years, and the levy money could be used for other things if repairs are required.

Cllr P Moores requested that the Strand bus shelter light be replaced or repaired; it has not been working for some time.

PR/94/17

To discuss the need for a structural survey of the Castle and agree any associated actions and expenditure

The Facilities Manager reported that he could not find a structural survey for the Castle. The building is considered a health and Safety concern. In addition, the building needs to be confirmed that it is structurally sound before anything else is done.

The Facilities Manager reported that there are large cracks in the walls of the Castle that need investigation. Two quotes had been received for a structural survey. Quote 1 - £1450 plus VAT and expenses. Quote 2- £1250 plus VAT and expenses. This quotation is not as in-depth as the higher cost in quote 1.

Cllr Tilzey left the meeting room at 10.40am.

Resolved: To accept quotation 1 £1450 plus VAT plus expenses and to proceed with the survey.

PR/95/17

To consider quotes received for the installation and monitoring of a fire alarm at the Works Unit and agree any associated actions and expenditure

The Facilities Manager reported that two quotation have been received:

1. L1 category, £4714.37 plus £250 maintenance fee and access to equipment fee of £500.
2. LD3 category, £2474.91 plus VAT, £130 for annual maintenance.

Resolved: To accept quotation £2474.37 plus £130 for annual maintenance.

PR/96/17

To receive an update on the re-pointing of the Castle and agree any associated actions and expenditure

The Facilities Manager reported that one quotation for repointing the Castle had been received.

Some of the pointing has been done, but the majority remains to be done. Contractors Darrock and Brown of Bodmin were mentioned as possibly suitable to quote for the pointing work. The Facilities Manager should get like for like quotations.

The quotation provided appears reasonable considering the amount of specialist work and scaffolding involved, however, it is best to see what the structural survey recommends before accepting a quotation for the pointing work.

Resolved: To seek further quotations from other companies after the structural survey has been completed.

PR/97/17

To consider quotes and advice received for bathroom repairs in the Caretakers house and agree associated costs and actions

The Acting Proper Officer reported that it was a struggle to get contractors to quote for the bathroom renovation work. Only one quotation had been received so far which included an electric shower and removal of the bath in favour of a shower unit.

The current bath and shower are leaking causing water damage. It was considered that a bath is necessary for future tenants who might want a bath facility.

Resolved: To defer for further investigation by the Facilities Manager.

PR/98/17

To receive an update on the installation of air conditioning in the Ivor Potter Hall

The Acting Proper Officer reported that to date no quotations have been received for the air conditioning.

The meeting closed- 10.55 am

Chairman's Signature..... Date.....