

**MINUTES OF THE PROPERTIES COMMITTEE MEETING HELD ON 2<sup>ND</sup> NOVEMBER 2017**

**Present:** Cllrs H Partridge (Chairman), J Bryson, L Deely, L Moores, P Moores, F Partridge

**Officers Present:** Miss D James - Town Clerk  
Mr K Cornwell – Responsible Finance Officer  
Mr M Berridge – Castle Manager

**Public present:** 1

- PR/75/17** **To receive and accept apologies for absence**  
Cllrs S Browning, P Kelly, N Tucker – (non-voting Cllr B Dixon)
- PR/76/17** **To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests**  
None
- PR/77/17** **Dispensations: to consider requests for dispensations**  
None
- PR/78/17** **Minutes - To receive and adopt the Minutes of the Properties Committee Meeting held on 7<sup>th</sup> September 2017**  
**Resolved:** That the Minutes were a true and accurate record and they were signed by the Chairman
- PR/79/17** **Maximum 15 minutes for public present to make comments concerning the business of the Properties Committee**  
No comments
- PR/80/17** **Pitch and Putt – to receive an update on the progress of the project and agree any associated actions and expenditure**  
The Town Clerk advised the Committee that:  
Contractor B was delivering the Schedule of Works (SOW) to the Council offices today. This would then be sent to PWH. The Town Clerk had arranged a meeting between PWH, the Facilities Manager and Contractor B. After the meeting a report would be produced by PWH. The content of the report would determine the next step – either award of contract or return to Committee for decision. The Town Clerk advised there was a cost of £195 +VAT for this work to be completed.
- Building Consent had to be sought, after which, dependant on any advice given, the request for a non-material amendment can be made to Planning in regard the orientation of the building and any advice/amendments highlighted by Building Control. The Town Clerk advised that decisions needed to be made in respect of; the payment for the demolition, safety fencing and appointment of PWH as Project Management/Post Contract Administration (PM/PCA) for the project.
- The RFO advised that as yet the request for permission to Opt To Tax was still awaiting a decision from HMRC.

Lengthy discussion took place. Councillors questioned the length of time taken to organise the meeting, the requirement for the SOW, the appointment of the contractor.

**Resolved:** To pay in full for the demolition of the Pitch and Putt

**Resolved:** That the Town Council pays for the security fencing until such time as the contract is awarded

**Resolved:** That PWH be appointed as the Project Managers/Post Contract Administrators for the project (*approximate cost £3000*)

**PR/81/17**      **Officers reports – to receive reports and updates from Officers**  
None

**PR/82/17**      **To discuss the specialist report of the Castle (2014) and agree any further actions and expenditure**  
Councillors asked regarding the works completed and costing of works outstanding. Cllr Bryson discussed the current state of the downstairs toilet/storeroom and advised that it was in a worse state now than when the report was completed.

**Resolved:** To give the Facilities Manager authority to obtain 3 tenders, with special attention to the downstairs storeroom/toilet damp issue to eradicate the problem once and for all, to carry out all remaining works on the Castle.

**PR/83/17**      **To consider a proposed permanent wedding gazebo at the Castle Heritage Centre as per the Heritage & Culture Committee recommendation HC/81/17**  
**Resolved:** That there is a permanent Wedding gazebo at the Heritage Centre as per the Heritage and Culture Committee recommendation HC/81/17

**PR/84/17**      **To consider the proposed plan for the decking area of Café Limelight as per Heritage & Culture Committee recommendation HC/82/17**  
**Resolved:** That the recommendation is accepted

**PR/85/17**      **To consider and discuss the future use of, and lease of Unit 3, Lower Wharf**  
**Resolved:** That Unit 3 be advertised for craft use and the office manage the tendering process

**PR/86/17**      **Preparation of Annual Estimates for 2018/19 budget**  
The RFO advised the Committee of the elements in the budget prepared.

**Resolved:** To accept the budget as presented with the addition of a Project Devolution line, the amount for which is to be confirmed

The meeting closed 11.29am

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