

MINUTES OF THE PROPERTIES COMMITTEE MEETING HELD ON 12TH JULY 2018

Present: Cllrs: H Partridge (Chairman), J Bryson, L Deely, P Moores, F Partridge, D Towl, N Tucker, B Willingham

Non-voting Members present: 0

Officers Present: Mrs T Gliddon – Office Administrator (OA)
Mr S Hayes – Facilities Manager (FM)

- PR/124/18** **To receive and accept apologies for absence**
Cllrs L Moores
- PR/125/18** **To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests**
None
- PR/126/18** **Dispensations: to consider requests for dispensations**
None
- PR/127/18** **Minutes - To receive and adopt the Minutes of the Properties Committee Meeting held on 11th January 2018 and 17th May 2018**
Resolved: That the Minutes of the 11th January 2018 were a true and accurate record of the Meeting and they were signed by the Chairman
Cllrs J Bryson and B Willingham abstained from voting

Resolved: That the Minutes of the 17th May 2018 were a true and accurate record of the Meeting and they were signed by the Chairman
Cllr J Bryson abstained from voting
- PR/128/18** **Maximum 15 minutes for public present to make comments concerning the business of the Properties Committee**
None present
- PR/129/18** **To receive the Facilities Manager (FM) report (appendix A)**
The FM took questions from the floor regarding the Cricket Club and anti-skate board options. Issues surrounding anti-social behaviour that had been recently occurring at the Parkhouse/Castle areas were discussed. Some ideas to help tackle this were discussed including the possibility of more CCTV cameras in the area, any actions would be dealt with by the appropriate committees.
- PR/130/18** **To consider roof repairs to the Parkhouse Centre and Caretakers House (flat roof) – to agree any actions and expenditure**
The FM reported that he was awaiting quotes for the work to the roof at the Parkhouse, but that the work could be done in-house by the Facilities Team.
Resolved: That the FM and Facilities Team carry out any appropriate works to repair the roof/flat roof at the Parkhouse Centre.

PR/131/18 **To consider repairs to the Cricket Club Pavilion, to agree any actions and expenditure**

The FM reported the problems that have occurred with the door furniture and fixtures and fittings at the Cricket Club Pavilion. He informed the committee that he had gained a quote to repair/replace all faulty fixtures and fittings. Discussion took place.

Resolved: To accept the quote for £4500 to facilitate the repairs at the Cricket Club Pavilion and the FM to ensure routine maintenance is carried out.

PR/132/18 **Pitch & Putt – to receive an update (Appendix B)**

The FM expanded on the update and took questions from the floor with regard to the Building Regulations.

The scheduled timing for the opening of the facility and the appointment of staff were discussed.

Resolved: That the Chairman and Deputy Chairman of the Properties Committee and an Officer be appointed to interview prospective staff.

The Committee agreed that prior to and during the next item the meeting would resume at the Parkhouse Centre entrance to better facilitate the discussion.

PR/133/18 **Parkhouse Entrance – to ascertain the current requirements and agree to instruct the production of a business case**

Cllrs discussed ideas for a new entrance to the Centre end of the building. The committee agreed that it would not be necessary to produce a business case.

Resolved: that the FM instruct an architect to draw up plans as per discussions to be brought to a future Committee meeting.

The meeting closed 10.45am

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

To consider tenders/offers received for the caretaker's house/Bathroom

Awaiting appointed contractor to liaise with Parkhouse caretaker to arrange an appropriate time and date for works to commence.

Cricket Club building repairs

The FM has visited the cricket club to assess the damage to the fixtures and fittings to the windows, doors and the roller shutter where all the cricket club stores and mowers are held. It would appear that due to the sea conditions, the metal window and door fitting have rusted and seized and can no longer be opened. The store roller shutter has also eroded meaning the security of the store is at risk. The company who installed the windows and doors have been contacted and stated that due to the time scale, the windows and doors are no longer under warranty. The FM has received x 1 quote to date and hopes to receive two more in the near future.

Repairs to the Parkhouse roof

The FM and Charge-hand recently inspected the Parkhouse roof where it has been established that there is damage to parts of the flat roof near to the caretaker's house and damage to parts of the lead flashing. A local roofing firm has attended the Parkhouse and has stated that a quote would be forthcoming. A number of other builders/roofers have been asked to attend to provide quotes. The FM requests that this activity be carried out ASAP for the following reasons:

- Any delay and a turn of weather could cause further damage
- Waiting for other quotes will cause more delay
- Availability of roofers (if BSTC wait too long, the accepted quote may receive other works pushing BSTC further down the priority of works)

There may be scope for the Facilities Team to carry out this task (time permitting)

Painting of the Parkhouse Centre

The FM is currently obtaining quotes for the above works.

Bandstand roof and associated actions

The FM is finding this task more difficult than others due to it being bespoke and the lack of "Bandstand" companies in the area. The FM has contacted numerous firms who have shown little or no interest in taking on this project. The FM will pursue other alternatives and report back to the council once he has more information and ideas. The facilities team will carry out the works for the ceiling of the bandstand in due course.

Anti-skateboarding action

Please find attached some ideas for anti-skateboarders and scooters around the castle grounds.

Works on the Castle

Only x1 quote has been received so far for this project. The FM is still awaiting other firms to get back to him with availability of a site visit before presenting any quotes.

Decking

No works or quotes carried out at this point

Context

This briefing note is written in the context of the building project for the Properties Committee. The Recreation Committee is now dealing with the operational matters of providing services from the new Pavilion.

Timing

Start date 18/12/17, 24 wk duration, completion due 4/6/18. Work was substantially completed that week and Building Control inspection took place 8/6/18 – see below. The Facilities Manager is now in possession of the building keys.

Financials

Full contract sum £138,588.40, included £31,830 in provisional sums and contingencies. A number of variations were requested – Windows by the Committee and other Building Regulations and minor operational amendments made during the build. The draft final account values these at £32,670.17 making the provisional contract sum £139,428.57. This is £840.17 over original budget (0.6%). The Council did make extra provision in reserves of £10,000 to complete the build and cover the operational set-up costs.

Building Regulations

PWH project managed the build process. Building regulations were applied for in December 2017 and fees paid. Regular on site inspections took place during the build process and certain adjustments were made to meet requirements of the inspector.

Upon the “final” inspection (8th June) our contractor was handed a document that stated that “Plans Rejected” as the status of the Building Plan application, a decision that was apparently made on 12th February 2018. No-one at the Council had been informed of this, our contractor and PWH were also unaware. To date there has been no explanation as to how this situation arose, though effort at this stage has been focused on resolving the Building Regs Status.

The fail contained 18 items, the majority of which were requests for further information for checking such as design calculations. Some elements might require further works, such as lowering a counter and a weather canopy over the door. PWH are confident that all the outstanding matters can be resolved, however, we have yet to receive definitive answers and timescales. It has been necessary to commission a structural engineer to produce the required calculations.

Further information will be disseminated as it becomes available.

The Course

The course is now taking shape and the Pitch and Putt element will be ready to be played by 15th July.