

MINUTES OF THE PROPERTIES COMMITTEE MEETING HELD ON 10TH JANUARY 2019

Voting members present: Cllrs: P Moores (Chairman), J Bryson, L Deely, P La Broy, L Moores, F Partridge, H Partridge, D Towl , B Willingham

Officers Present: Mr K Cornwell - Acting Town Clerk - ATC
Mrs T Gliddon – Committee Administrator – (CA)

Voting member absent: Cllr P Kelly, P Tilzey

Meeting Start time: 10.00 a.m.

- PR/001/19** **To receive and accept apologies for absence**
Cllrs: N Tucker
- PR/002/19** **To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests**
None
- PR/003/19** **Dispensations: to consider requests for dispensations**
None
- PR/004/19** **Minutes - To receive and adopt the Minutes of the Properties Committee Meeting held on 1st November 2018**
Resolved: That the Minutes were a true and accurate record of the Meeting and they were signed by the Chairman.
- PR/005/19** **Maximum 15 minutes for public present to make comments concerning the business of the Properties Committee**
None present
- PR/006/19** **To receive the Facilities Manager (FM) report (appendix A)**
Points on the FM's report were discussed.
Resolved: to note the FM's report.
- PR/007/19** **To agree the final design of the Bandstand Railings and any associated action and expenditure**
The ATC updated the Committee as to the current status of the project. Designs and prices for metal railings that had been received were discussed. Discussion took place regarding other designs and materials which could be used.
Resolved: to obtain quotes for clear glass panels, to include a lead time.
- PR/008/19** **To consider the design for a new disabled access ramp for the Castle**
The ATC reported the problems that had occurred during the 2018 summer season at The Heritage Centre due to the lift being out of order. He informed the Committee that these problems had now abated due to a new service provider for the lift being in place. The design for a new disabled access ramp were discussed. It was pointed out that the Castle is access compliant under the existing arrangement.
Resolved: not to implement a new disabled access ramp for the Castle. To review the situation in 12 months.

PA/009/19 **To consider the next steps on the Parkhouse Centre Entrance project**
The ATC informed the Committee that two Architects firms had come back with designs for the Parkhouse Centre entrance. The price would include the design, build and project management. Discussion took place around the present usage of the centre and the possible change of size and design of the proposed entrance.
Resolved: to instruct the Bazeley Partnership to revise the plans (for Committee approval), for the replacement of the frontage (entrance porch area) of the Parkhouse Centre.

PA/010/19 **To consider the steps necessary to procure the disused public conveniences at Stratton and Poughill and bring them into serviceable use and agree any associated action and expenditure**
The ATC outlined the options for the renewed use of the public toilets in Poughill and Stratton to the Committee. Timescale, purchase of the freehold of the buildings, budget and on costs were all discussed at length.
Resolved: that the Freehold for the buildings housing the public toilets at Poughill and Stratton be acquired from Cornwall Council and that all the toilets be brought up to a serviceable standard.

PA/011/19 **To approve the replacement of the boiler in the Castle**
The ATC explained that the boiler would need complete replacement with a commercial boiler and flue. The FM had endeavoured to gain quotes. One quote had been forthcoming for £15,000.
Resolved: to approve the replacement of the boiler in the Castle with the quote received.

PA/012/19 **To recommend a Capital Programme that allocates sufficient reserves to the maintenance and enhancement of BTSC properties**
The ATC distributed a paper to the Committee. Discussion took place with the ATC taking questions. A change of name for the paper was decided – “Asset Maintenance Programme”.
Resolved: to note and approve the Asset Maintenance Programme.

PA/013/19 **Budget monitoring report Q3 2018/19**
After discussion the report was noted.

The meeting closed 11.45am

Chairman’s Signature..... Date.....

Facilities Manager's Update

Appendix A

Caretaker's House/Bathroom

New contractor appointed. Work will commence Mon 7 Jan 2019 at the cost agreed in the previous minutes.

Cricket Club building repairs

The new roller doors have been fitted. Contractor is in contact with the cricket club to establish best dates and times to finish outstanding works to window handles.

Repairs to the Parkhouse Roof

The facilities team will carry out this task once there is sufficient time in the busy schedule. It has come to the attention of the FM that the old school roof has started to deteriorate and will need replacing in the near future.

Painting of the Parkhouse Centre

Project complete.

Bandstand roof and associated actions

The Bandstand ceiling is near completion. New electric points and lighting elements are to be installed. Awaiting a decision from the council as to what design should be made for the bandstand railings.

Castle repointing

Listed building consent applications have been sent to CC for approval. Once these have been approved, the FM will contact the appointed company to establish the lead in time for works to commence.

Castle Decking

This project has not been actively pursued as yet.

Pitch and Putt Building

Complete. Certificate of compliance received and final retention ready for release. Function of the building now under Recreation Committee, where minor adjustments will be taken for consideration.

Air Conditioning Ivor Potter Hall

Installation complete and good feedback received.

Disabled access to the Castle

1 x quote received. Awaiting further quotes. Design to be considered on agenda.

Parkhouse Entrance

1 x quote received. Awaiting x 2 further quotes and designs from each company to present to the council.

Stratton/Poughill Toilets

Having visited the above-mentioned toilets, the FM and Chargehand have identified the following points/issues:

Poughill:

- New fascia boards and roof required throughout (Approx. £10,000)
- Signage required
- Electrical checks
- Internal refurbishment costing approx. £1500
- All above if, the disabled toilet is only used.

Should the other remaining toilets be opened, a further costing of approx. £3000 will be required to bring these ablutions up to standard and public use.

Stratton:

- New fascia board and windows required
- Signage required
- Disabled access required in male and female toilets
- Major decoration/refurbishment in both male and female toilets
- Minor external works required
- Sunken pavement outside male toilets
- Roof to be checked for damage (Price TBA)

It is estimated that between £15,000 and £20,000 will be required to bring these toilets to a good standard for public use.

Castle Boiler replacement

A number of heating engineers have been approached to quote for replacement boiler. This is not a straightforward job as the boiler is commercial and retro fitting into the existing flue is complex. To date one solution has been obtained.