



Ottery St Mary Town Council

Minutes of the **PROPERTY AND LAND COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** on **THURSDAY, 30TH JULY 2020** at **10.05am**

The meeting was conducted virtually in accordance with Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

PRESENT: Councillor Grainger (**Chairman**), Cllrs Stewart, Johns, *Dobson and **Lucas, and Quentin Beddall – Chairman and Michael Patrick member of the Ottery Heritage Society ('the Society') and the CEO

*Cllr Dobson left the meeting at 11.00am and **Cllr Lucas arrived at the meeting at 11.00am

PL20/07/08

TO RECEIVE APOLOGIES

There were none received

PL20/07/09

TO RECEIVE DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA AND RECEIPT OF REQUESTS FOR NEW DISCLOSABLE PECUNIARY INTERESTS (DPIS) DISPENSATIONS FOR ITEMS ON THE AGENDA

There were none

PL20/07/10

IN CONSIDERATION OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 (PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED): TO AGREE ANY ITEMS TO BE DEALT WITH AFTER THE PUBLIC AND PRESS HAVE BEEN EXCLUDED

There were no items to be discussed in Confidential Session

PL20/07/11

TO APPROVE AND SIGN THE MINUTES OF THE PROPERTY AND LAND COMMITTEE MEETING OF 27th JULY 2020

The Minutes of the Property and Land Committee Meeting of 27th July 2020 were approved and would be signed at a later date

PL20/07/12

TO CONSIDER MATTERS APPERTAINING TO THE MUSEUM (TO INCLUDE PROPOSED LAND HOLDING AND ASSOCIATED LEGAL WORK, MAINTENANCE/REPAIR MATTERS AND FINANCIAL RESPONSIBILITIES) AND TO MAKE RECOMMENDATIONS ACCORDINGLY

It was considered that the NPS Building Survey cost estimates were over estimated and could be reduced substantially.. It was understood that some of the matters listed by NPS had already been addressed so this would affect/reduce the cost estimates. The Society had prepared a list of works required to the building, split into payment responsibilities. .

The proposed opening date of the Museum was now delayed to 2021 and there were a number of works which would need to be completed before the opening date. Michael explained in detail the provisions of the 10 Year Financial Plan together with the Covid19

Chairman`s Initials.....

update. It was intended that the Society should be able to obtain grants to assist with the building costs subject to the Society being granted a long term lease. Their sole source of income to pay the running costs of the Museum, came from endowment interest from the invested legacy. The Society had no other source of income. Michael advised that grants obtained, would usually be attached to projects and would not cover maintenance/repair costs. There was much debate about the Council's contribution towards the proposed maintenance costs required by the Society. Cllr Dobson was unhappy as to the amount the Society was seeking and was of the view that the costs should be shared equally. Michael replied that the Society had already spent £50,000 on improvements/repairs in the building and free labour had been given, otherwise the costs would be substantially higher.

It was **RECOMMENDED** that an agreement for lease be entered into which would encompass the relevant agreed provisions between the parties eg works to be carried out and funding responsibilities. It was also **RECOMMENDED** that although the Society would like the Council to fund building works over a five year period in the total sum of £42,500; that the Council would give financial support for the remaining three year term of the current Council up to the sum of £10,000 per annum which would then be subject to review at the expiry of the three year term (as to whether the new Council should continue to fund the remaining two years for lesser amounts (£7,500 and £5,000 respectively) . It was noted that if the Council provided a grant, in order for the Society to deal with the payment of the invoices themselves, then they would have to pay the VAT element. If the works were under the control of the Council, then there would be no VAT element to pay. Therefore it was **RECOMMENDED** that the invoices be in the name of the Council and paid on an `ad hoc basis.

Michael advised at the expiry of the five year period it was hoped that the Society would then be in a position to either pay a reasonable rent on the long term lease of a minimum period of 25 years,(in order to tap into grants), or consider a freehold transfer of the property. He confirmed that in the interim the Society should pay a peppercorn rent.

Michael advised that the roof inspection had been carried out and that the main roof and Gaffney roof should be satisfactory for at least 10 years. The upper Gaffney ceiling had water ingress issues and under boarding works required to be carried out. The source of the water ingress had not yet been rectified and needed to be addressed asap

The CEO then raised the issue of Hedley Ritchie's fire risk assessments relating to the Silver Band Room dated 11th February 2020 and the remainder of the building dated 26th November 2019 and Hedley's recommendations. Michael thought much of the work had already been carried out. The Society would need some advice regarding the heaters. It was **RECOMMENDED** that the provision in the fire risk assessment (to line the underside of the staircase (located at the rear of the band room where the staircase is exposed) with a material that will afford a minimum of 30 minutes fire resistance to completely separate off the band room from the museum) be actioned as soon as practicable,

The asbestos works did not require to be carried out yet, but it was accepted that they would be the Council's responsibility to fund.

Other works required, involved the relocation of the water meter; consideration of what steps to take re the emergency cut out box for the electrics (it was sited in the EDDC Cleaner's cupboard which the Society did not have access to); Pat testing required if any pieces of equipment were out of date; a door was rotting and required replacing etc. Michael advised that the urgent jobs to undertake included the electrical works, for which the Society had drawn up a draft specification for a contract.. He also mentioned that another stairway was required.

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The Society enquired about the Silver Band`s insurance cover and whether they had smoke detectors in their room etc. The Ctte was unable to provide this information. It was suggested that a meeting should take place towards the end of August with members of the Ctte and representatives of the Silver Band (to include Brian Baker) to ensure that their use of the leased room was legally compliant and met all health and safety requirements. In addition, to ensure that all required building works in respect of the Museum dove tailed in with any outstanding building/safety works that the Silver Band may require, to try and ensure they were dealt with as one job lot.

The Society agreed that the two leases in respect of the former male and female toilets, be surrendered at the relevant time and incorporated into the new main lease. This would provide for the entire building (with the exception of the Silver Band premises) to be incorporated into one lease. It was agreed that the Heads of Terms for the lease would need to be considered at a future date, as amendments would be required.

A question was raised about using part of the museum building in connection with the Tar Barrels event. However it was believed that as the Council Offices were intended to be used for this purpose and that there would be no need to use the Museum building

It was recommended that the Chairman and CEO would oversee the finances of the project. However the Chairman and Cllr Stewart would be happy to check on all building work and sign it off before any payments were made by the CEO

Michael advised that the Society was seeking a number of `Permissions` from the Council to carry out specific works in the building which works had either been discussed at this meeting, or the Council had received notice of previously. The `Permissions` would be attached to these Minutes. The Ctte **RECOMMENDED** that the `Permissions` be agreed at a Full Council meeting.

PL20/07/13

TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO PROPERTY AND LAND

There were none

The meeting concluded at 12 noon

SIGNATURE OF CHAIRMAN	
DATE OF SIGNATURE	

Chairman`s Initials.....