

MINUTES OF THE PROPERTY AND LAND COMMITTEE MEETING OF OTTERY ST MARY TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD STREET, OTTERY ST MARY ON WEDNESDAY 14TH NOVEMBER 2018 AT 12.30PM

PRESENT	Chairman	Councillor Dobson
	Vice Chairman	Councillor Holmes
	Committee Members	Cllrs Bartlett, Faithfull, Pang and Gori
	Other Persons	the Town Clerk

PL18/11/01
TO RECEIVE APOLOGIES FOR ABSENCE

PL18/11/02
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

Cllr Pang advised that she was declaring an interest in advance, should the subject of the Ottery and District Skate and BMX Park arise

PL18/11/03
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

It was agreed that Item 4 (referring to solicitors legal fees re the Station lease) and Item 8 (the property at the rear of the Council Offices) would be considered in Confidential Session due to commercial sensitivity

PL18/11/04
TO CONSIDER AND TO MAKE RECOMMENDATIONS REGARDING THE PROPOSED HEADS OF TERMS FOR A LEASE AT THE STATION (INCLUDING TO AGREE A RENTAL)

The Clerk had e-mailed all councillors the draft Heads of Terms ('HOTS') for consideration and approval prior to them being sent to the Station (the Tenant). The Tenant had requested a 25 year lease. The HOTS were considered in depth by the Committee which **RECOMMENDED** various amendments to them, including the term of lease not exceeding 21 years and the rental to be set at £100 per annum, with the tenant being responsible for internal decoration and the services. In addition the Clerk had prepared a revised plan of the demise which was also **RECOMMENDED** for approval

PL18/11/05
TO CONSIDER PROGRESS RE THE SILVER BAND'S NEW LEASE OF PREMISES IN THE OLD TOWN HALL

The Clerk advised that she had received a reply from Terry Bastyan on 12th November advising that his colleague was carrying out the drafting of the lease as a favour, although her fee earning work had to take priority. To make things as straightforward as possible, he confirmed that the Law Society's standard lease would be used in the transaction. He hoped to be in a position to forward a draft lease for consideration by the Council shortly

Mayor's Initials.....

PL18/11/06

UPDATE ON TREE MANAGEMENT PLAN AS REQUIRED BY THE COUNCIL`S INSURERS FOLLOWING CONSULTATION WITH EDDC

The Clerk was still waiting to hear from David Colman at EDDC regarding this matter

PL18/11/07

UPDATE ON RIO`S CAR PARKING LICENCE

The Clerk had sent a licence for Rio to sign and was waiting return of the same

PL18/11/08

UPDATE ON ANY OTHER MISCELLANEOUS PROPERTY AND LAND ISSUES

Community Assets

The Clerk had started the process of obtaining Office Copy Entries from the Land Registry for the properties which the Council resolved in September should be the subject to applications for listing as community assets at EDDC, which included McColls, the Football Ground, the Land of Canaan Recreational Ground, the former Old Boys School, Yonder Street, the Sure Start Centre at the rear of the Council Offices, the Tipton St John Village Store and the Golden Lion Public House.

However on obtaining Office Copies for the OSM Leisure Centre and the Kings School Playing Fields, the Clerk had discovered that they were classed as exempt charities with both sites subject to 125 year leases granted to the Academy Trust. In addition Alfington and Escot Village Halls were both charity properties. Nick Wright at EDDC had advised that charity property was not exempt from listing but as it has a strict criteria that had to be applied if it was sold, then it was not worth listing as a community asset. It was **RECOMMENDED** that the village halls, leisure centre and playing fields be re-considered for listing (or not) at the Full Council Meeting in March 2019. In addition it was suggested that consideration be given, to applying to EDDC for the transfer of the Land of Canaan car park into the ownership of the Council

Sure Start Property (at the rear of the Council Offices)

This was discussed in Confidential Session

Interpretation Board

Robert Neal has been forwarded the Word template by Cllr Gori to enable amendments to be made to the wording on the Interpretation Board, which could then be considered by the Council. The Clerk understood that Mr Neal, in turn had forwarded the template to the parishioner who had complained about the wording, for her input. It was hoped to have an update on the matter shortly

Proposed Cycle Rack

The Chair and Vice-Chair advised that they had located a site outside the Heritage Centre for a cycle rack. The seat in the vicinity would be repainted/replaced and the concrete pot moved slightly. It was understood the cost of the cycle rack together with associated works should not exceed £750. It was considered that all the work involved could be carried out by the Council`s handy person but in addition the Clerk was asked to obtain a quote from a local tradesman for comparison. It was **RECOMMENDED** that the cost of the cycle rack and associated works be carried out at a cost not exceeding £750 either by the Council`s handyperson or a local tradesman

Green Flag Award

Richard Taylor from the Green Flag Award had agreed to carry out a mock judging of the Council`s Cemetery on Thursday 22nd November at 10.00am. The Clerk and Assistant Clerk, the Chairman and Vice-Chairman would be present

Tattoo Parlour

The Clerk had asked the owners of the Tattoo Parlour to place the bin store in situ but to date this had not been carried out. It was understood that the Chairman and Vice Chairman would contact

Mayor`s Initials.....

the owner when they were of the opinion that the bin store should be placed in situ as they had an agreement with him

Library

Scott Fry, the Premises Manager at Libraries Unlimited had advised that LU wished to change the locks on both exterior doors of the Library for which they were seeking permission for the works. They had received a quote for £460 from a DCC approved contractor to complete the works and would manage this works themselves. They would incur all the costs and also provide the Council with spare keys/key codes etc.This arrangement was to ensure that LU was fully able to secure the site, moreover being able to allow other community groups access to the site whilst ensuring this could be managed effectively by local library staff. It was **AGREED** that the work should proceed

Police Lease

A rent review was due on the premises on 1st April 2019. It was **RECOMMENDED** that the Clerk set up a meeting with Graham Hughes, the Police Estate Management & Development Surveyor to determine as to what action the Police wished to take in this matter and to ascertain whether they wished to continue to occupy the whole premises in the future. The Clerk, together with the Chairman and Vice-Chairman would be present

PL18/11/09

TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO PROPERTY AND LAND

At the request of Cllr Pang it was agreed that a meeting should be set up in the New Year to consider the future of the Skate and BMX Park. Cllr Pang would liaise with the Clerk about dates.

PL18/11/10

TO CONFIRM THE DATE OF THE NEXT PROPERTY AND LAND COMMITTEE MEETING
TBC

Meeting Closed at 1.27pm

Mayor's signature: Date:.....

Mayor`s Initials.....

Confidential Matters

PL18/11/11

Legal Fees for the drafting of the Station Lease

Four quotes had been obtained by the Clerk. It was **RECOMMENDED** that Prydis Legal carry out the work as they provided the cheapest quote. However, the Clerk warned that their fee would only be applicable if `the matter proceeds smoothly`. If the Tenant was not intending to instruct lawyers (which it was understood there was a possibility) then this may complicate the transaction and the fees payable by the Council could be higher than the fee quoted. It was **RECOMMENDED** that if there were delays or other problems created by the Tenant`s actions (resulting in the Council`s legal costs exceeding the amount quoted), then these should be paid by the Tenant

PL18/11/12

Sure Start Property (at the rear of the Council Offices)

It was understood that this would be marketed next year and the Council would be advised by NPS Property Services as to the marketing date.

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