

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 16TH JANUARY 2019 AT 10.00AM

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

PL19/01/01

TO RECEIVE APOLOGIES FOR ABSENCE

The Deputy Mayor and Cllr Faithfull

PL19/01/02

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 Item 16 - the Ottery and District Skate and BMX Park

PL19/01/03

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 items 7,13,14 and 16 would be considered in Confidential Session due to their commercial sensitivity

PL19/01/04

TO CONSIDER PROGRESS OF THE SILVER BAND`S NEW LEASE OF PREMISES IN THE OLD TOWN HALL

No progress had been made with regards to the draft lease, despite reminders being sent by the Clerk to Terry Bastyan of the Silver Band. It was **RESOLVED** that the Clerk should inform Mr Bastyan that unless a draft lease was received shortly, that the Council would consider instructing its own solicitors to act in this matter and would require an undertaking that the Silver Band would pay the Council`s legal costs in the transaction

PL19/01/05

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

It was **RESOLVED** that the Chairman and Vice Chair would photograph and list all the trees situated on the Council`s properties and advise as to their locations. It would then be a matter of the Clerk contacting David Colman at EDDC to progress further

PL19/01/06

CONSIDERATION AND (IF APPLICABLE) APPROVAL OF DRAFT LETTER OF CONSENT RE USE OF THE COUNCIL`S SHED BY MEN`S SHED AT THE STATION

It was **RESOLVED** that one of the shed`s situated at the Station erected by Men`s Shed be relocated to the rear of the Station building next to the cycle rack. The Clerk to pass the request onto Men`s Shed. If Men`s Shed were willing to do this then the Letter of Consent drafted by the Clerk would then be considered

Mayor`s Initials.....

PL19/01/07

CONSIDERATION AND (IF APPLICABLE) APPROVAL OF PROPOSED BLOCK PRICE FOR FIRE RISK ASSESSMENTS

This item was discussed in Confidential Session

PL19/01/08

STRAWBERRY LANE PAVILION – APPROVAL OF REPLACEMENT LIGHTING

It was **RESOLVED** to replace the 11 lights at the Pavilion with LED lights at a cost of £9.99 (inc of Vat) plus the fitting costs. In addition it was **RESOLVED** to replace the lighting in the Council Offices with LED lighting `as and when` replacements were necessary

PL19/01/09

CONSIDERATION OF FIRE RISK ASSESSMENT FOR THE COUNCIL OFFICES AND TIMELINE FOR CARRYING OUT RECOMMENDATIONS CONTAINED THEREIN

The recommendations made by Hedley Ritchie in his report had been actioned, other than the installation of the combined strip to the edges of the hatch in the Clerk`s office (Cllr Dobson was dealing with this issue) and fire training for the Town Clerk`s assistants (the Town Clerk had already received training). It was **RESOLVED** that the Clerk arrange fire training for her assistants.

PL19/01/10

CONSIDERATION OF FIRE RISK ASSESSMENT FOR THE MUSEUM AND TIMELINE FOR CARRYING OUT RECOMMENDATIONS CONTAINED THEREIN

It was understood that all the recommendations contained in Hedley Richie`s report were in the process of being actioned by the Heritage Society

PL19/01/11

CONSIDERATION OF BUILDING RISK ASSESSMENT FOR THE STATION

The contents were noted

PL19/01/12

CONSIDERATION OF TERMS OF ENGAGEMENT OF PRYDIS LEGAL FOR ACTING ON BEHALF OF THE COUNCIL RE THE LEASE OF THE STATION PREMISES AND TO RECOMMEND THE SIGNING OF THE SAME BY THE MAYOR

It was **RESOLVED** that the terms of engagement confirming that Prydis Legal would be acting on behalf of the Council, be accepted by the Council and signed by Cllr Dobson in his capacity as Chairman.

PL19/01/13

CONSIDERATION AND APPROVAL OF THE COST OF NEW CARPETING FOR THE COUNCIL OFFICES, MEETING ROOM AND CHAMBER AND FOR ANY OTHER ADDITIONAL RELATED EXPENSES

The item was discussed in Confidential Session

PL19/01/14

CONSIDERATION OF PROPOSED RENTAL INCREASE IN RESPECT OF POLICE`S OCCUPANCY OF PART OF THE COUNCIL OFFICES AND RELATED PROPERTY MATTERS

The item was discussed in Confidential Session

PL19/01/15

OTTERY AND DISTRICT SKATE AND BMX TRUST– UPDATE

Cllr Pang had advised that those trustees who had resigned from the Skate and BMX Trust, had now also been removed as directors from the Companies House register. She also advised that advertising for new trustees had not generated any substantive interest. Cllr Dobson indicated that another organisation in Ottery may be interested in taking over the skate park and it was understood that Cllr Pang would be provided with further information shortly.

PL19/01/16

CYCLE RACK - UPDATE AND CONSIDERATION OF ANY QUOTES RECEIVED

The item was discussed in Confidential Session

Mayor`s Initials.....

PL19/01/17

UPDATE ON ANY OTHER MISCELLANEOUS PROPERTY AND LAND ISSUES

The quotes provided by Cllr Faithfull for the footbridge were noted. It was agreed that any matters relating to the footbridge should be referred to Full Council for discussion

The Heads of Terms for the lease in respect of the Station Building which the Council had previously agreed, had been considered and returned by the Station with three minor alterations. It was **RESOLVED** that all the alterations be accepted

PL19/01/18

TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO PROPERTY AND LAND

i.Cllr Edwards mentioned about a possible land issue at Gerway Lane but was advised that this could only be considered at a planning committee meeting `if and when` a planning application was received

ii. It was noted that the green door at the Old Town Hall (which was not the responsibility of the Heritage Society) had been vandalised as part of a spate of vandalism carried out in the town. The door had now been secured

PL19/01/19

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

A date to be fixed at the end of February

The Meeting Closed at 10.52am

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

Confidential Matters

PL19/01/20

CONSIDERATION AND (IF APPLICABLE) APPROVAL OF PROPOSED BLOCK PRICE FOR FIRE RISK ASSESSMENTS

After some discussion it was **RESOLVED** that the Council continue to pay for the Fire Risk Assessments `as and when` required as there did not appear to be a saving if it opted to go for a block price

PL19/01/21

CONSIDERATION AND APPROVAL OF THE COST OF NEW CARPETING FOR THE COUNCIL OFFICES, MEETING ROOM AND CHAMBER AND FOR ANY OTHER ADDITIONAL RELATED EXPENSES

Two quotes had been received. A third quote was attempted from a supplier in Exeter but the supplier advised that it did not supply carpets for commercial premises
It was **RECOMMENDED** that the Council accept the Carpets Collect quote

PL19/01/22

CONSIDERATION OF PROPOSED RENTAL INCREASE IN RESPECT OF POLICE'S OCCUPANCY OF PART OF THE COUNCIL OFFICES AND RELATED PROPERTY MATTERS

It was understood that the Police may be prepared to pay a revised rental sum in the figure discussed, from 1st April 2019 for their office accommodation. In addition, the Council was keen to secure the small office currently forming part of the Police`s demise. If the Police were willing to surrender it, then it was **RESOLVED** that the revised rental be accepted, but in the event of the Police being unwilling to surrender the small office, that the rental payable should be increased by a further £1000

The Clerk had advised that the Sure Start Building at the rear of the Council Offices would be marketed shortly and the Council would be e-mailed sales particulars as soon as they were available

Mayor`s Initials.....

PL19/01/23

CYCLE RACK - UPDATE AND CONSIDERATION OF ANY QUOTES RECEIVED

At the Extra Ordinary Council Meeting on 29th November 2018 it had been resolved that the Council would pay for the installation of a cycle rack at a cost not exceeding £750. However the Council had now obtained two quotes which were far in excess of £750. It was **RECOMMENDED** that Mr Strawbridge`s quote be accepted and the original costs as agreed at the November 2018 meeting be increased by a further £650. In addition the Council to incur the cost of the cycle rack which it was understood should not exceed £70.

Mayor`s Initials.....