



Ottery St Mary Town Council

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 Friday, **20th December 2019** at **10.45AM**

PRESENT: Councillor Dobson (**Chairman**), Cllrs Giles, Grainger, Pratt, Stewart and Lucas together with two members of the public – Michael Patrick and Robert Neal of the Heritage Society plus the CEO

PL19/12/01

TO RECEIVE APOLOGIES

There were none received

PL19/12/02

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 Giles	(Item 10 – the Museum) Cllr Giles was a trustee of the Heritage Society and declared an interest and advised that he would leave the room whilst the item was being discussed
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PL19/12/03

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

There were none, however later in the meeting it was agreed that Item 7i be discussed in Confidential Session in view of commercial sensitivity

PL19/12/04

TO APPROVE AND SIGN THE MINUTES OF THE PROPERTY AND LAND COMMITTEE MEETING OF 31ST OCTOBER 2019

The Minutes of the Property and Land Committee Meeting of 31st October 2019 were approved. (The Minutes had been circulated to all councillors but were not available at the meeting. They were subsequently signed by Cllr Dobson as Chair, after the meeting)

PL19/12/05

THE STATION

UPDATE ON PROBLEMS WITH THE ROOF OF THE PROPERTY

It was understood that works had been carried out to one area of the roof which had addressed leakage issues. However part of the corrugated roof (over the old platform) was causing serious issues and was likely to require a large amount of money to be spent on it to rectify the situation. Two quotes from Apex Roofing were considered. It was **RECOMMENDED** that another quote from Dave Hastings be obtained and then the matter could be considered further

PL19/12/06

UPDATE ON PAT TESTING

TO MAKE RECOMMENDATIONS FOLLOWING THE RESPONSE FROM THE COUNCIL'S INSURERS

The Council's insurers had advised that it was not a legal requirement for the Council to have this work carried out. There was some discussion and it was **RECOMMENDED** that despite the advice of the Council's insurers that PAT testing should be carried out at the Council Offices (to include the upstairs kitchen) and the Strawberry Lane Pavillion to minimise risk to the Council. Cllr Lucas advised that he could provide the CEO with the name of a reputable electrician

PL19/12/07

STRAWBERRY LANE

I. CONSIDERATION OF RENT PROPOSALS RE THE PETANQUE CLUB

This was discussed in Confidential Session

ii. CONSIDERATION OF REQUEST BY THE BOWLING CLUB TO USE CAR PARKING SPACES ADJOINING THE PAVILION FOR AN EVENT

The Bowling Club wished to hold a car boot and plant sale on Sunday, 24th May 2020. It was **RECOMMENDED** that the Council agree to the Bowling Club using some of the car parking spaces adjoining the pavilion as an overspill car park on the day of the event. However the Committee suggested that the Bowling Club liaise with the Petanque Club to ensure that the Bowling Club's requirements fitted in with the Petanque Club's match fixtures and requirements for the car park

PL19/12/08

WINTER'S LANE TENNIS COURTS

CONSIDERATION OF REQUEST FOR SHELTER/SEATING AND ALSO THE CURRENT STRIMMING ARRANGEMENTS

Requests from two parishioners had been received for the current shed to be made available for tennis court users to be able to use it as a shelter/for seating purposes. It was understood that the Pixie Club were using the shed for storage purposes and not for the purpose it was designed for. It was **RECOMMENDED** in the first instance that the CEO write to the Pixie Club asking them to remove their items from the shed (and to advise them that they were storing items at their own risk). Once a response had been received then the Committee to consider the matter further. It was **RECOMMENDED** that the Council also consider the provision of a seat at this location. The CEO to thank the parishioner who had been spraying the weed growth but to advise him that in the future the Council would attend to this with its contracted grounds maintenance team.

PL19/12/09

LIBRARY AND INFORMATION CENTRE

i. CONSIDERATION OF A REQUEST FROM BT FOR THE COUNCIL TO ENTER INTO A WAYLEAVE AGREEMENT

It was **RECOMMENDED** that the Council enter into a Wayleave Agreement with BT

ii. CONCERN ABOUT LACK OF HEATING IN THE PUBLIC TOILETS RAISED BY A MEMBER OF THE PUBLIC

The Council after some discussion **RECOMMENDED** that there was no necessity to instal heating in the public toilets. It was understood that most public toilets did not have the provision of heating

PL19/12/10

THE MUSEUM

Cllr Giles left the room whilst this item was being discussed

TO CONSIDER:-

I. THE CURRENT LAND HOLDING BY THE COUNCIL OF THE MUSEUM AND TO MAKE ANY RECOMMENDATIONS IN RESPECT THEREOF

The CEO provided information about the legal title and the claw back provisions in favour of EDDC, if planning permission was granted for change of use. The building was not listed but was in the Conservation Area. There was much debate and Robert Neal and Michael Patrick of the Heritage Society ('the Society') contributed to the discussion. Cllr Pratt said the condition of the building was a worry. The major concerns centred around the repairs required to the roof and the dry rot issue which had been picked up at an inspection. In addition some of the windows required attention which was likely to be an expensive job as the windows were leaded. It was understood that Norfolk Property Services had recently surveyed the property and had looked at the dry rot but weren't able to access the roof space. The CEO was currently waiting the survey report. Cllr Stewart mentioned that at a recent site inspection there was a strong smell of damp and evidence of damp spores. Cllr

Dobson advised that damp proof work had previously been completed. Concern was expressed by some members of the Council as to the potential costs of dealing with the issues in the building. Suggestions ranged from selling the property with the defects, to the Heritage Society at a reduced sum and for there to be provision for the Council to have first refusal on any subsequent sale. It was agreed that it would be unfair to expect the Council to offer the Society a peppercorn rent on the building and for the Society to expect the Council to incur all the maintenance costs, particularly as the Society was the beneficiary to a generous legacy and also if the Council was to bear the maintenance costs, this would have implications on the Council's finances. If a commercial rent was charged to the Society then it would be usual for the Council (as landlord) to carry out the maintenance responsibilities. There was further discussion and the following **RECOMMENDATIONS** were made:-

- i. To arrange for a roof inspection by a specialist Company to be carried out to ascertain what the specific issues were with the roof - Timber and Damp Preservation was recommended
- ii. To identify the root cause of the dry rot problem and the potential costs to address
- iii. That the Society to consider contributing towards the costs of the repairs on condition that the building may then be gifted to the Society by the Council, should the Society wish to progress this
- iv. The Society to provide the CEO with their latest accounts
- v. That a Tenancy at Will be entered into by the Council and the Society prior to the current lease expiring as a temporary arrangement until either a new lease was granted or the freehold transferred over

It was **RECOMMENDED** that a viable plan be needed which would work for both the Council and the Society. All present agreed that the building should house a museum. Once the aforementioned recommendations had been effected (surveys carried out etc) then it would be a matter of regrouping and the Committee/Society deciding on how to progress the transaction

II. ANY OTHER MATTERS PERTAINING TO THE MUSEUM (INCLUDING THE RECENT FIRE RISK REPORT, THE HEADS OF TERMS ('HOTS') IN RESPECT OF THE PROPOSED LEASE ETC A RECENT REPORT OF DRY ROT, THE CARRYING OUT OF WORKS WITHOUT CONSENT AND BT'S REQUEST FOR A WAYLEAVE AGREEMENT TO BE ENTERED INTO)

- i. It was **RECOMMENDED** that the Council enter into a Wayleave Agreement with BT
- ii. It was **RECOMMENDED** that the Heritage Society provide a report in respect of the Fire Risk Assessor's recommendations, for the Council's consideration
- iii. It was **RECOMMENDED** that the blocked up access way between the Silver Band's room and the Museum be unblocked and a new lockable door inserted. It was **RECOMMENDED** that this be a job for the Council's handy person to carry out. The CEO to advise the Silver Band and the Museum of the proposed work
- iv. The Council **RECOMMENDED** consent to the Society's proposed cabling works, details of which the Society had provided
- v. The HOTS could not be considered at this time until surveys and further discussions had taken place between the Council and the Society
- vi. The CEO to contact Torbay Lighting regarding the issues with the Christmas lights attached to the Museum which currently were not working

PL19/12/11

UPDATE ON ANY OTHER MISCELLANEOUS PROPERTY AND LAND ISSUES

- i. Cllr Lucas indicated he would be happy to contact Rob Johns to chase up the lease of land to the Cricket Club. It was understood that the Council was currently awaiting land measurements from Rob
- ii. It looked hopeful that land may be made available for a play area at Alfington

PL19/12/12

TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO PROPERTY AND LAND

There were none

PL19/12/13

CONFIDENTIAL SESSION

It was **RECOMMENDED** to increase the Petanque Club's rental to double their current amount wef 1st January 2020 for a period of three years

The meeting concluded at 12.20pm

<i>SIGNATURE OF CHAIRMAN</i>	
<i>DATE OF SIGNATURE</i>	