



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 **Tuesday, 28th January 2020 at 9.30am**

PRESENT: Councillor Dobson (**Chairman**), Cllrs Giles, Grainger, Pratt, Stewart, Faithfull and Lucas and the CEO

PL20/01/01

TO RECEIVE APOLOGIES

There were none received

PL20/01/02

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 Giles

(Item 8 – the Museum) Cllr Giles was a trustee of the Heritage Society and declared an interest and advised that he would leave the building at the time that the item was discussed as he needed to leave the meeting early.. It was agreed that Item 8 be left until such time as Cllr Giles needed to leave the meeting

PL20/01/03

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

There were none

PL20/01/04

TO APPROVE AND SIGN THE MINUTES OF THE PROPERTY AND LAND COMMITTEE MEETING OF 20th DECEMBER 2019

The Minutes of the Property and Land Committee Meeting of 20th December 2019 were approved and signed, subject to the alteration of the time in the heading from `PM` to `AM`

PL20/01/05

THE STATION

i. UPDATE ON VARIOUS MAINTENANCE ISSUES PROBLEMS (TO INCLUDE THE ROOF OF THE PROPERTY, TOILET CISTERN (LADIES) AND GATES) AND TO MAKE RECOMMENDATIONS (AS APPROPRIATE)

The CEO advised that Dave Hastings had not provided a quote for repair work to the roof as there were issues with his public liability insurance. The only other quote re the roof had been received from Apex. It was **RECOMMENDED** that the matter be left in abeyance in view of its non-urgency

The cistern in the ladies toilet was leaking. It was understood that Roger Chambers at the Station had instructed a plumber to replace it. The Chairman didn't know who would be liable for the costs of the repairs.

The Chairman advised that the handy person had repaired the gate post, resulting in the gate not lining up with the lock. Further work was required (including welding work) and it was understood that the handy person was in the process of obtaining a quote

The CEO advised that she was still waiting for the building survey from NPS but once this was to hand the Council could progress with the Heads of Terms which NPS would be drawing up, plus the Council could also consider any necessary repairs

ii. TO CONSIDER A LEASE RENEWAL RE THE PORTA CABIN -TO AGREE A RENTAL AMOUNT AND TO CONSIDER THE LEGAL WORK REQUIRED AND TO MAKE RECOMMENDATIONS (AS APPROPRIATE)

The tenant of one of the porta cabins wished to renew her tenancy but was concerned about a rent increase. It was **RECOMMENDED** that she be granted a further two year non-secure lease at the existing rent with provision to terminate on a month's notice (either party) basis. It was further **RECOMMENDED** that the CEO prepare the necessary legal documents

PL20/01/06

STRAWBERRY LANE

i. UPDATE ON THE PROPOSED CRICKET CLUB LEASE

Rob Johns would be in contact with the CEO shortly to progress the matter

ii. UPDATE ON THE PROPOSED MAINTENANCE WORK AND TO MAKE RECOMMENDATIONS (AS APPROPRIATE)

A delegation of councillors had visited Strawberry Lane. They noted that the tarmac surface of the drive needed to be cleared of moss and all other vegetation; the sides of the drive and the grass verges required trimming, plus the entrance gate required an application of wood preservative. It was **RECOMMENDED** that Richard Gomm deal with the gate and that a quote be obtained from Idverde by the CEO for the drive, verges etc in the first instance. The CEO and Chairman to liaise and progress

PL20/01/07

WINTER'S LANE TENNIS COURTS

UPDATE ON THE SHED AND TO MAKE ANY FURTHER RECOMMENDATIONS INCLUDING THE PROVISION OF A NEW SEAT (AS APPROPRIATE)

It was **RECOMMENDED** that the Pixie Day Committee be given more time to move their items out of the shed (preferably by the VE celebrations but the deadline date not to exceed Pixie Day). It was understood that Richard Coley had been speaking to Otter Nurseries to enquire whether they had any alternative accommodation for the Pixie Day Cttee. It was also noted that there was a metal seat outside of the shed which was in good order and it was considered unnecessary to provide a further seat as requested by tennis court users (and which the Council had previously agreed to). The moss on the tennis court surface had now been removed by Idverde

PL20/01/08

THE COUNCIL OFFICES

I. REQUEST BY FENITON PARK'S SOLICITOR IN RELATION TO A LAND ISSUE

Every's the solicitors acting for Feniton Park had requested that the Council certify a document relating to a Legal Charge. All the documentation has been e-mailed to councillors for consideration. There was much discussion about this request and the CEO confirmed that Feniton Park had still not agreed to the remarking off the parking bays, even though the cost of the same had been paid by the previous landowner. It was **RECOMMENDED** that once Feniton Park had agreed to the marking out of the bays that the Council would be willing to certify the document

ii. CONSIDERATION OF THE FIRE RISK ASSESSMENT

The Fire Risk Assessment had been e-mailed to all councillors containing the recommendations. It was **RECOMMENDED** that the handy person deal with the issue of making the door on Office 3 self closing, and for him to carry out the testing of the emergency lighting. It was also **RECOMMENDED** that office staff have fire evacuation training

PL20/01/09

THE LIBRARY

RE EXPOSED PLUG SOCKETS ON EXTERIOR WALL

It was understood that in view of the plug sockets on the exterior wall being exposed (the safety cover had been removed) that due to health and safety issues the Handy Person had been instructed to make a secure cabinet (with lock and key) to cover the sockets as a matter of urgency. The work had now been completed.

PL20/01/10

UPDATE ON CAR PARKING SPACES (AT THE FORMER FACTORY SITE) TRANSACTION AND TO MAKE ANY FURTHER RECOMMENDATIONS (AS APPROPRIATE)

A draft transfer has been sent to the Council's solicitor for consideration. The Transferor's solicitors had stated that they were not prepared to provide replies to Enquiries before Contract as the land had no value. The CEO had already gone back to the Council's solicitor with her concerns. Councillors present were of the view that Enquiries should be raised and it was **RECOMMENDED** that the CEO reinforce this view with the Council's solicitor. In addition the CEO had asked the solicitor as to what searches she considered were necessary to be carried out and the approx. cost

PL20/01/11

UPDATE ON NPS PROPERTY SURVEYS

The CEO advised that the surveys should have been with her last week. To date they had not materialized. She would chase up NPS. She also advised that she had spoken to `Jamie` the NPS surveyor who was of the view that all the buildings surveyed, despite their age, were in reasonable condition.

PL20/01/12

UPDATE ON SKATE PARK TRANSACTION

Roger Chambers had advised that DCC was now in communication with the Council's solicitor so it was hoped that matters re the lease may now be moving in the right direction. It was understood that a number of trustees had stood down from the Ottery and District Skate and BMX Trust and new trustees had been appointed*

**Companies House states the current trustees to be:- Sandra Chapman, Roger Chambers, John Campion and Ellie Pang*

PL20/01/13

CONSIDERATION OF REQUEST FOR PLANTING AT THE LIBRARY

A Volunteer from FOOL had requested permission to carry out a child's gardening project at the library. However Keith Spittlehouse had advised that Ottery in Bloom's planting be considered, as they would not wish it to be compromised, particularly since the library area was intended to be included in the judges tour of inspection for the towns 2020 entry in South West in Bloom. It was **RECOMMENDED** that Mr Spittlehouse and the Volunteer liaise with one another about the planting. In addition the CEO to ascertain which side of the library was proposed for the child's gardening project.

PL20/01/14

GROUNDS MAINTENANCE REVIEW

The CEO questioned whether all the areas that Idverde cut had been checked to see whether the work was up to standard. The Chairman advised that Idverde had previously agreed to provide a grass cutting schedule so he could check the areas following completion of the work but this had not materialized. The CEO would chase Idverde up,

PL20/01/15

CONSIDERATION OF THE COUNCIL'S CARBON AND ENERGY POLICY

The Policy has been e-mailed to all Ctte Members as there were matters that required attention by the Ctte. It was **RECOMMENDED** that the Policy be considered at the March Full Council meeting when Greener Ottery gave a presentation

PL20/01/16

THE MUSEUM

(Cllr Giles was not present for this and the remaining items)

i. SILVER BAND ROOM UPDATE AND TO MAKE ANY FURTHER RECOMMENDATIONS (AS APPROPRIATE)

There was much discussion regarding the comments of the Silver Band and the Heritage Society in respect of the proposed door to be inserted between the two premises. The Council concluded, that if there was no fire risk, (by not having a door), then it was **RECOMMENDED** not to progress the installation further and to advise both parties accordingly. Further, that the two parties would need to make arrangements between themselves to read the meters. However it was **RECOMMENDED** that vent(s) be put in situ which Damp Proof & Timber Preservation Ltd should be able to advise upon (as to where they should be sited) and the handy person to carry out the vent(s) installation works

ii. UPDATE ON VARIOUS MATTERS (INCLUDING ROOFING CONTRACTORS/TRAP DOOR/FIRE RISK RECOMMENDATIONS/ FIRE EXTINGUISHERS AND TO MAKE ANY FURTHER RECOMMENDATIONS (AS APPROPRIATE)

a. The Fire Risk Assessor had revisited the museum on Monday 20th January to examine any changes to needs, and help site the new illuminated escape signs and other related issues. A full report on this visit

would be made available to the Council as soon as it has been discussed in committee by the Heritage Trustees

b. The Trustees had advised that the wood panelling (where there was historic dry rot) would be replaced during the period of the current work being carried out and before opening the building to the public

c. The fire extinguishers had had their annual inspection

d. It was **RECOMMENDED** that a roofer/builder assess the condition of the roof and the chimneys (they may require re-pointing) (Apex and R W Dack & Son and one other, were suggested). It was queried why NPS, had not carried this out in their survey and it was **RECOMMENDED** that contact be made with them to request a roof survey. The CEO to advise all contractors as to the awkwardness of the access to the roof, and that they would require long ladders. It was also **RECOMMENDED** that a new trap door be installed in the roof which it was agreed was a job for the handy person.

iii.FURTHER CONSIDERATION OF THE PROPOSED LAND HOLDING

It was **RECOMMENDED** that a `round the table` discussion with the Trustees be progressed once an inspection of the roof had been carried out and all other issues with the building were known

PL20/01/17

UPDATE ON ANY OTHER MISCELLANEOUS PROPERTY AND LAND ISSUES (INCLUDING PUBLIC LIABILITY INSURANCE AMOUNT)

i. The CEO is currently seeking a deal on renewable energy for the Council`s properties (initially the Pavillion and the Council Offices).

ii. The CEO reminded the Cttee as to the Council`s obligations regarding it`s Property Portfolio whereby all public bodies including local councils, were expected to show a greater degree of responsibility towards persons in their premises than private landowners and private occupiers. She advised that before awarding a contract to any contractor a council should check that the contractor was qualified and competent to undertake the proposed works. After the works had been completed they should be checked to ensure they had been carried out properly. She advised about public liability insurance requirements and that all contractors working on council properties should have a minimum of £5 million cover

PL20/01/18

TO RECEIVE COUNCILLORS` QUESTIONS RELATING TO PROPERTY AND LAND

i. Cllr Pratt provided an update on the planning application 8 Mill Street, advising that the alterations requested by neighbours had been accepted and that the planning application had now been approved by EDDC. He also advised that the appeal for four flats was ongoing

ii. Cllr Stewart advised of a number of S106 projects which were intended to be progressed shortly

iii. Cllr Grainger advised about the proposals for a play area at Alfington (a site meeting had been attended by Cllrs Grainger and Johns and the CEO together with the owners of the site) which site it was hoped may be funded from S106 monies. The CEO had advised that it would be sensible for a land survey to be carried out in the first instance to check the proposed site`s suitability. The CEO advised that if, at the S106 Working Group meeting last week, there had been a recommendation for a land survey to be carried out, then the recommendation would be presented to the February Full Council for consideration, otherwise the item would need to be referred to a future committee meeting

The meeting concluded at 10.45am

SIGNATURE OF CHAIRMAN	
DATE OF SIGNATURE	

