



Ottery St Mary Town Council

Minutes of the **PROPERTY AND LAND COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** held in the in the Council Offices, the Old Convent, 8 Broad Street, Ottery St Mary on **THURSDAY, 18TH AUGUST 2022 at 10.08am**

PRESENT: The Chairman (Cllr Grainger), Cllrs Green and Johns, Christine McIntyre (CEO) and Kerry Kennell (Deputy CEO)

PL22/08/01

TO RECEIVE APOLOGIES

Cllrs Stewart and Lucas

PL22/08/02

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 Johns declared a personal interest, in advance (should any references to her husband Rob Johns arise during the course of the meeting in connection with any property matters)

PL22/08/03

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

PL22/08/04

TO APPROVE AND SIGN THE MINUTES OF THE PROPERTY AND LAND COMMITTEE MEETING OF 29TH JULY 2022

The Minutes of the Property and Land Committee Meeting of 29th July 2022 were approved and signed by the Chairman

PL22/08/05

TO CONSIDER ANY PROPERTY MATTERS (INCLUDING THE STRATEGIC BUILDING REVIEW; THE PROPOSED HEADS OF TERMS FOR THE MUSEUM; QUOTES FOR IMPROVING THE EXTERIOR OF THE STATION) AND TO MAKE ANY PERTINENT RECOMMENDATIONS ACCORDINGLY

PL22/08/06

Chair`s Initials.....

THE HELP SCHEME – UPDATE ON THEIR TERMINATION DATE TO VACATE THE STATION OFFICES

The Help Scheme was vacating Office 1 on 17th November as their termination notice had now been received by the CEO

The Help Scheme had advised that they will be terminating Office 3 at a mutually convenient time on or after 10th September. The Council could serve notice on the Help Scheme if necessary

It was agreed that the CEO should check with the Help Scheme to ascertain that any furniture/equipment that belonged to them would be removed prior to the termination date and that they also signed a declaration (on the date of termination) confirming that any remaining items on the premises did not belong to them, which would mean the Council could deal with the items as they wished, following their vacation of the premises. On the termination date, representatives from the Council to meet representatives of the Help Scheme at the premises to check the premises were in a satisfactory condition; read meters and hand over keys etc.

PL22/08/07

BOWLING CLUB – UPDATE BY THE CHAIR AS TO LAND PROPOSALS

The Chair would arrange a meeting with representatives of the Bowling Club to consider further the Club relinquishing some of its land to the Council. He would arrange an on-site meeting at a mutually suitable time/date with all parties, at which he would require the presence of Cllr Stewart

PL22/08/08

UPDATE ON STRAWBERRY LANE ACCESSWAY (WESTERN POWER)

Western Power had agreed to grant a right of way to the Council over its land which adjoins the Council's accessway to their Strawberry Lane site. The Deed of Grant was being progressed by the Council's solicitor. The Muga was briefly discussed. The Deputy CEO advised that the Council's Consultant (appointed to advise on all aspects of the project) should be responsible for submitting a planning application at the relevant time.

PL22/08/09

UPDATE FROM CHAIR RE CELLAR DAMP SITUATION FOLLOWING HIS CHECK OF THE DISABLED TOILETS PIPES

Rob John's had advised that in his view a) condensation or even a minor leak would not cause that level of damp in the cellar and b) the main area of damp was a considerable distance away from the pipes in the toilet. It was **RECOMMENDED** that the CEO check if there were any damp issues in the police cellar side of the building (it was possible that Heritage (the contractor) may have already inspected the police side) The CEO would check the Police's lease* re their responsibilities regarding the cellar and maintenance in general

**The Police lease states that the Council (as Landlord) will keep those parts of the building that afford support and protection for the police premises, the structural and exterior parts of the building and the service media, in a proper state of repair. The police have to keep the police premises in good repair. The cellar underneath the police premises is not included in the lease and the police simply have a right to access their boiler in the cellar for maintenance purposes only*

Chair's Initials.....

PL22/08/10

APPROVING THE HOTS RE THE MUSEUM AND THE CONSIDERATION OF ANY ADDITIONAL INFORMATION

The recommendations for the Heads of Terms (`HOTS`) in respect of the Museum lease to be granted to the Heritage Society (`HS`) had been incorporated into the latest HOTS drafted by the CEO dated 16th August. The revised HOTS had been sent to all members of the Property and Land Cttee for consideration. The expenditure incurred by the Council over the past couple of years, which had been extensive, had also been considered. It was understood that repointing works were required to the building plus repairs to windows and a possible replacement window required. It was **RECOMMENDED** that a meeting be called with representatives of the HS (to include Peter Shrubbsall) to consider the latest version of the HOTS and in particular the responsibility for the outstanding repairs. Cllr Green had mentioned the availability of grants which the HS should be able to tap into for the works. It was also **RECOMMENDED** that if the HS's Constitution did not provide for the building to be returned to the Council in the event of the Charity winding up during the lease term, that their Constitution should be amended to reflect this and this would also need to be discussed at the meeting. It was **AGREED** that if the HS required the cleaner's cupboard to be incorporated into their lease, that this could be progressed. EDDC had confirmed that it had no objections to relinquishing the cleaner's cupboard/room (they stored cleaning equipment in the cupboard) for which they had an annual licence. Notice of 1 month would need to be served by the Council on EDDC to deliver up the cupboard. It was **AGREED** that EDDC could have the use of the cellar at the Council Offices for their equipment, if necessary

The CEO was seeking clarification re the HS's finances, as the 20/21 accounts on the Charity Commission's website appeared to have an error.

The exterior of the building was currently being re-painted. Concern had been expressed that the contractor was not using the Dulux Weathershield* system as per the Council's spec. However the contractor had confirmed verbally and in writing that he was using the Weathershield* system

**Following the P & L Cttee meeting and checking the Dulux website, the paint has a 10 year guarantee and if there is an issue with the product, Dulux would return the value of a replacement product*

The fire alarm had now been installed

It was noted that Rob Johns had now resigned as Project Manager as the work to the museum was now practically completed. Thanks were expressed for all his hard work

PL22/08/11

UPDATE ON SKATEPARK

Chair's Initials.....

The 14 day period for the expiry of the forfeiture notice would expire on 26th August. The CEO would then check with the Council's solicitor (on 26th) if he considered it in order for the Council to legally reclaim the site and carry out necessary works. The Council's solicitor had contacted the Trust's bank to ensure that none of the assets (money in the bank) could be used by the Trust in the interim, (in the hope that if there were any monies left in the account that they could be used to off-set the costs the Council would now incur for repairs)

EDDC was willing to add the skatepark to its regular monthly safety checks. The CEO would be advised shortly as to the costs. The CEO to enquire as to whether the skatepark could be added to EDDC's annual inspection list and to request details of the costs.

The Dep CEO was liaising with S J Surfacing Solutions and Cllr Stewart was liaising with Maverick, re the works required in the skatepark and quotes were in the process of being obtained. A specialist may need to be consulted to assess whether the equipment meets current H&S standards and/or risk assessments

The CEO was liaising with the Council's insurers re the insurance being effected immediately the skateboard was legally back in the possession of the Council. The insurers had advised that the approx increase in the Council's premium would be £250. The insurers were currently considering the safety report

It was **AGREED** that once the Council could legally take possession of the skate park that the Council should provide a factual report for the community as to the Council's plans etc.

It was **AGREED** that there should be engagement with Kings School to see if the hours of opening of the skatepark could be extended. In addition, to engage with pupils to ascertain what they would like to see in the skate park; whether the current hours of opening were restrictive; whether the current site was financially viable; whether in the long term a new site should be considered etc. It was also suggested that the football facilities at Winters Lane could be considered as a replacement site but this would require conversations with relevant bodies

PL22/08/12

THE STATION

Quotes were required for work to improve the exterior of the building. It was **RECOMMENDED** that a specification for works to make the building weatherproof for the winter was required, plus the Station Hub Ctte to draw up a wish list of their requirements for the building that could be considered at the next Property and Land Ctte meeting (including the type of preferred heating). The question of insulation for the building also needed to be considered

A quote had been received for a heating pump. It was understood that there were two pumps. As one pump now didn't work, the remaining pump was taking all the strain. It was **RECOMMENDED** that the matter be left in abeyance for the moment. If the existing pump then ceased to work, it would be necessary to pay for a replacement pump. The Chair would investigate whether he could source a cheaper pump. However the Station Hub would be considering alternative heating sources in the interim which may negate the need for a new heat pump

Chair's Initials.....

PL22/08/13

TENNIS COURTS

BT had requested to instal a broadband connection for a resident that would require BT to use the tennis court land. It was **RECOMMENDED** that approval be given subject to clarification on the following points:-

- I. That the excavated land would be returned to the same condition prior to the works being carried out
- II. Why was BT not entering into a Wayleave agreement when the cabling would (presumably) be in situ permanently on the Council's land. If there was a wayleave then the Council could claim a fee
- III. Would any further excavations be necessary in the future, if more customers in the vicinity required BT broadband

PL22/08/14

THE LIBRARY

The work to upgrade the safety stripes on edge of steps at the front of the building and to cut back the tree/bushes at the side of the library, had now been carried out by the Council's handy person

PL22/08/15

STRATEGIC BUILDINGS REVIEW

It was **AGREED** that this be the subject of a separate meeting to be arranged within the next six weeks. The input of all councillors on the Property and Land Cttee was required

PL22/08/16

ALBERT CLOSE PARKING SPACES

The Chairman agreed to source 12 x fold down bollards for the Albert Close parking spaces at a cost not to exceed £100 plus vat (each). The CEO had received a draft licence from the Council's solicitor to consider prior to it being sent out to Victoria Terrace residents. It was understood that one of the Albert Close residents was using one of the Council's parking spaces on which to park a vehicle. The CEO would write to him about the issue as effectively he was committing a trespass

PL22/08/17

TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO PROPERTY AND LAND

There were none

The meeting concluded at 12 noon

SIGNATURE OF CHAIRMAN	
DATE OF SIGNATURE	
DATE AND TIME OF NEXT MEETING	Thursday 29 th September at 4.00pm - Council Offices

Chair's Initials.....

DRAFT

Chair`s Initials.....