



YAXLEY PARISH COUNCIL

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To: All Members of the Property Committee

Sir/Madam

You are hereby summoned to attend a Meeting of the **Property Committee** of the Yaxley Parish Council to be held **on Tuesday 22nd September 2020 at 7.00pm by Zoom app – anyone wishing to join the meeting should email the clerk@yaxleypc.org.uk prior to the meeting for joining instructions.**

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

15th September 2020

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- PR13. APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- PR14. ELECTION OF CHAIRMAN 2020/21**
To elect a Chairman for the Committee for the remainder of the Municipal Year.
- PR15. ELECTION OF COMMITTEE VICE CHAIRMAN 2020/21**
- PR16. DECLARATIONS OF INTERESTS IN AGENDA ITEMS**
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.
- PR17. MINUTES**
To approve as a correct record the Minutes of the meeting of the Property Committee held on Tuesday 30th June 2020 - attached.
- PR18. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the Council.
- PR19. REPAIRS AND MAINTENANCE**
To note the work carried out on the buildings since the last meeting – verbal report by the Clerk
- PR20. USE OF BUILDINGS BY REGULAR HIRERS**
To note a schedule of weekly regular hirers of the Council's halls – attached.

PR21. ACTION PLAN

To consider the Committees projects included within the Action Plan and to identify any additional schemes prior to the budget setting in November—copy of the relevant pages are attached.

PR22. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 - EXCLUSION OF PRESS AND PUBLIC

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

PR23. REPLACEMENT OF STRIP LIGHTS IN THE AUSTIN HALL WITH LEDs

To receive a verbal report by the Clerk.

PR24. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 – RE-ADMITTANCE OF PRESS AND PUBLIC

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

**Minutes of the Meeting of the Property Committee
held in the Council Chamber, Yaxley Parish Council on 30th June 2020.**

Present:- Councillor M Oliver – Chairman

Councillors R Butcher, G Needham, D Paice, S Sanderson.

In attendance – H Taylor.

PR1. APOLOGIES

No apologies were received.

PR2. DECLARATION OF INTERESTS

No declarations were received.

PR3. MINUTES

Councillor S Sanderson proposed approval of the Minutes of the Committee held on 19th November 2019. This was seconded by Councillor G Needham and **RESOLVED**.

PR4. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PR5. REPAIRS AND MAINTENANCE

By way of a report by the Clerk (a copy of which is appended in the Minute Book), Members were informed of the repairs and maintenance carried out on the facilities since the last meeting, along with that planned.

In so doing, attention was drawn to an issue in the Austin Hall where water was getting in and dripping down the internal wall. The Chairman explained that the external concrete guttering was leaking at the joints and would need sealing. At the same time, it would be advisable to replace the one window in the Austin Hall which was still wooden. The work would require scaffolding and the removal of the old large shed by Stretton Pre School. With regard to the latter, the Clerk confirmed that the Pre School would be removing the shed in the next few weeks. Given the need to progress with the work to stop any further water damage to the hall, Councillor G Needham proposed that the repairs be undertaken as soon as possible, this was seconded by Councillor R Butcher and unanimously **RESOLVED**.

PR6. FEES AND CHARGES

By way a report by the Clerk (a copy of which is appended in the Minute Book) Members reviewed the hire charge for the Pavilion, Austin Hall, Owen Pooley Hall and Queens Park. Members were mindful that due to Covid 19 the halls had been closed since mid March and efforts would need to be focused on getting users back into the facilities. Whereupon, it was proposed by Councillor R Butcher that

- the room hire rates remain the same for 2021 and be reviewed in 12 months;

- that regular long term daily hall users (Monday to Friday) continue to be awarded a 20% discount on the hourly rates; and
- that the Clerk uses her discretion to award a 5% discount, on the hourly rates, for regular weekend users of the hall where she sees fit.

This was seconded by Councillor D Paice and unanimously **RESOLVED**.

PR7. RISK ASSESSMENT FOR RE-OPENING OF COMMUNITY HALLS

It was proposed by Councillor R Butcher, seconded by Councillor D Paice and unanimously **RESOLVED** that the contents of the Risk Assessment for re-opening the community halls be approved. The assessment forms part of the Parish Council's measures to re-open the halls, ensuring the safety of all staff and hall hirers and will form part of the conditions of hire.

PR8. EXCLUSION THE PRESS AND PUBLIC

That in accordance with Section 1(2) of the Public Bodies (admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and Public be excluded from the meeting.

It was proposed by Councillor R Butcher and seconded by Councillor G Needham that the meeting should be closed to the press and public at 7.19pm.

PR9. REGISTRATION FOR A FAIR RENT

By way of a verbal report by the Clerk, Members were advised of the outcome of a fair rent review on 50 Main Street, Yaxley. It was noted that the next application for a review would be made to the Valuation Office in September 2021.

PR10. STRETTON PRE SCHOOL – REVIEW

Members received and noted a report by the Clerk (a copy of which is appended in the Annex to the Minute Book), outlining the agreed arrangements between Stretton Pre School and the Council for their hire of the Owen Pooley Hall from September.

PR11. PAVILION MODERNISATION

With the assistance of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book), Members discussed fitting shutters over the windows of the pavilion which would lead to the removal of the remaining railings.

Members were reminded that quotes had been received last year to do the work and that the companies had been approached again. As there was no designated budget and insufficient building maintenance funds, the project, if approved, would need to be funded from the General Reserves. In agreeing that the building would look better without the railings, it was proposed by G Needham that Armour Shutter be approached to do the work and Full Council requested to fund the overall cost of approx. £7,000 from the General Reserves. This was seconded by Councillor S Sanderson and unanimously **RESOLVED**.

PR12. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC.

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business being concluded, the Press and Public be re-admitted to the meeting.

It was proposed by Councillor D Paice and seconded by Councillor G Needham that the press and public should be readmitted to the meeting.

Meeting closed at 7.45pm

Signed

Chairman.

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YAXLEY PARISH COUNCIL PROPERTY COMMITTEE

DATE: 22nd SEPTEMBER 2020

SUBJECT: REPAIRS AND MAINTENANCE

PURPOSE OF REPORT

To inform Members of the repairs and maintenance carried out on the facilities since last reported and that planned.

MAINTENANCE AND REPAIRS CARRIED OUT

- Queens Park Hall internal walls have been painted;
- The Pavilion Changing Rooms have been painted; and
- The non slip grips have been replaced between the Austin Hall and the Owen Pooley Corridor;

PLANNED WORK

- Repairs to the Austin Hall Guttering;
- New double glazed unit to the stage area of the Austin Hall to replace the single wooden framed window;
- Replacement of strip lighting in the Austin Hall with LEDs;
- Installation of shutters over the door and windows on the Pavilion at the end of September; and
- Review of the Fire Risk Assessments for the buildings.

RECOMMENDATION

- That the report be received and noted.

Helen Taylor

Clerk to Yaxley Parish Council

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Regular Hall Hirers

PROPERTY COMMITTEE PR20 22nd SEPTEMBER 2020

	Queens Park	Austin Hall	Owen Pooley
Monday	<p>Slimming World with Clair 4pm - 9pm</p>	<p>Jazzercise 6.30pm - 8.30pm</p>	<p>Stretton Preschool 7.30am - 3.30pm</p> <p>WW (Weight Watchers) 4.30pm - 8.30pm Expected return date 14/09/20</p>
Tuesday	<p>Yaxley Health Visitors 12.30pm - 3pm</p>	<p>Age Well</p> <p>Welcome Club</p> <p>Taoist Tai Chi</p>	<p>Stretton Preschool 7.30am - 3.30pm</p> <p>HDC Street Sports</p> <p>Stage Door Reviewing return date</p>
Wednesday	<p>Slimming World with Yasmin</p>	<p>Zumba 7.15pm - 8.45pm</p>	<p>Stretton Preschool 7.30am - 3.30pm</p>
Thursday	<p>Yaxley Parent and Toddlers</p> <p>Everyone Health</p>	<p>Glow Fitness Expected return in November</p>	<p>Stretton Preschool 7.30am - 3.30pm</p>

	Queens Park	Austin Hall	Owen Pooley
Friday	Jo Jingles 9.15am - 12.15pm	Jazzercise	Stretton Preschool 7.30am - 3.30pm
Saturday		Dogs Trust 8.30am - 3.30pm	
Sunday		Train Tots (Bimonthly Booking)	

	Regular hall hirers that have already returned or have advised they are returning in September 2020.
	Regular hall hirers that have been in contact and have not yet confirmed a return date.
	Regular hall hirers that have not made contact or replied to our enquiries.

Property					
Objective	Responsibility	Actions	Response	Timescale	Owner
1. – Workshop external walls repair/window replacement and entrance to compound	Property Yaxley Parish Council	Gather quotations	Work required on the wooden window sill at the rear of the Austin Hall (stage external wall)	Ongoing	Property Committee
2. – pointing up of the chapel	Property Yaxley Parish Council	Gather quotations	Not urgent - work to be arranged.	Work not urgent and can wait	Property Committee
3. 50 Main Street, Yaxley	Property Yaxley Parish Council	Organise work	Fixed wire testing required under new landlord regulations – arrangements being made to have this done	ongoing	Property Committee
4. Fire Risk Assessments – Amenity Centre, Queens Park and the Pavilion	Property Yaxley Parish Council	Organise work	To be undertaken late October by our Fire and Security Supplier.	ongoing	Property Committee
5. Improvements to Pavilion building	Property Yaxley Parish Council	Investigate ways of making pavilion more user friendly and any	Shutters over the doors to be installed over the windows in late September then at some point depending on ASB	Ongoing	Property Committee

		possible funding sources to undertake the work	the fencing is be removed.		
6. Energy Efficiency measures Queens Park	Property Yaxley Parish Council	Investigate energy saving measures for the heating and water system at Queens Park.	The hall lights are LED the changing rooms are not, the cost of changing these to LEDS is being investigated.	Ongoing	Property Committee
7. Improvements to the Austin Hall	Property Yaxley Parish Council	Organise Work	The strip lights in the hall have started to fail and some can not be fixed. Their replacement with LED lights are becoming urgent and quotes are being sourced.		
7. Repairs to Austin Hall Guttering	Property Yaxley Parish Council	Organise Work	Solutions to the issue with the guttering leaking at the joints are being investigated with a view to getting the work completed asap.	Ongoing	Property Committee