

**Minutes of the Meeting of the Property Committee  
held by Zoom on 23<sup>rd</sup> March 2021.**

Present:- Councillor M Oliver – Chairman  
Councillors R Butcher, B Doncaster, K Gulson, D Hitchcock, G Needham, M Oliver, S Sanderson and S Wayland.

In attendance – H Taylor.

**PR31. APOLOGIES**

An apology for absence was received from Councillor A Knight (personal).

**PR32. DECLARATION OF INTERESTS**

No declarations were received.

**PR33. MINUTES**

Councillor R Butcher proposed approval of the Minutes of the Committee held on 17<sup>th</sup> November 2020. This was seconded by Councillor K Gulson and **RESOLVED** unanimously.

**PR34. PUBLIC PARTICIPATION**

No Member of the Public wished to speak.

**PR35. REPAIRS AND MAINTENANCE**

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

All the actions relating to PAT testing, fire door hinges and seals, fire signage and emergency lighting outlined in the Fire Risk Assessments had been completed and the two outstanding issues relating to sounder unit and radio signalling would be covered in PR36 below.

**PR36. FIRE RISK ASSESSMENTS**

In receiving the Fire Risk Assessments for the Amenity Centre, Pavilion and Queens Park Hall (copies of which are appended in the Minute Book), Members' attention was drawn to the following recommendations that:

- an interlinked smoke detector- sounder unit be installed within the electrical switch room in the end changing rooms of the Pavilion to be linked to a unit in the main hall at a cost of £465; and
- a dual com signalling device be installed at Queens Park to monitor the fire and intruder alarms at a cost of £685 with ongoing monitoring costs of £490 per year.

Having been advised that all other recommendations had been acted upon, it was proposed by R Butcher, seconded by Councillor K Gulson and unanimously **RESOLVED**

that the installation of an interlinked smoke detector sounder unit and a dual com signalling device be approved.

**PR37. REPAIRS TO ST PETERS CHURCHYARD WALL**

By way of a report by the Clerk (a copy of which is appended in the Minute Book), Members were advised of the findings of a quinquennial inspection report carried out on behalf of St Peter's Church in respect of the churchyard boundary walls which fall under the responsibility of the Parish Council.

Members were advised that the closed churchyard was transferred to the Parish Council in 1894 and the Council must maintain the area in decent order and keep the walls in good repair.

In discussing the contents of the report, Members were advised that the majority of the work would be the removal of ivy from the walls which could be done inhouse. Other work identified included repointing and rebuilding of an area of stone wall which would need to be completed by a builder using the appropriate mortar. The cost of which was expected to be no more than £2,000 and would be met from maintenance reserves. Whereupon, it was proposed by R Butcher that the work outlined above be approved and the cost met from the maintenance reserves. This was seconded by Councillor S Wayland and unanimously **RESOLVED**.

**PR38. FUTURE PROJECT FOR THE ACTION PLAN**

Consideration was given to a proposal by the Clerk to include on the Action Plan a project to build a small extension to Queens Park Hall to provide additional storage space. Members were advised that the proposal would include replacing the existing tables and chairs with ones that were more stackable and thereby release some floor space in the main hall. Once added to the action plan the Clerk would be able to develop the plans and bring more information to a future meeting. At the same time, Councillor K Gulson mentioned installing some air conditioning into the Pavilion hall which was currently housing the Community Fridge and Councillor S Wayland suggested that the Pavilion hall could be made more homely with the installation of some roller blinds. Councillor G Needham proposed that the extension to Queens Park be added to the Action Plan and the air conditioning and roller blinds for the Pavilion be investigated. This was seconded by Councillor R Butcher and unanimously **RESOLVED**.

Meeting closed at 7.40pm

Signed .....

Chairman.

DRAFT