

BROMYARD & WINSLOW TOWN COUNCIL



PROPERTIES COMMITTEE

**Minutes of a meeting held on
Monday 11th July 2022 at 7pm**
in the Council Chamber, Council Offices,
Rowberry Street, Bromyard.
Minutes

PR22/01-PR22/12

Members Present: Law (Chairman), Quantrill (VC), Dunne-Thomas, Churchill

Officers Present: Deborah Berry (Properties Officer)

In attendance: Cllr Davies

- PR22/01 Apologies** *Local Government Act 1972 S85 (1)*
Apologies were received from Cllr Franklin and Cllr Lester
- PR22/02 Declarations of Interest and written requests for dispensation**
Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159
Non-pecuniary interest – the contractor in PR22/07 is known to Cllr Law
- PR22/03 Minutes** *Local Government Act 1972 Sch 12 para 41(1)*
Members received and noted the Minutes of the Finance & Properties Committee meeting held on Monday 9th May 2022. These have been signed by the Finance Committee.
- PR22/04 Exclusion of members of the Public and Press**
No items identified that required exclusion or public or press
- PR22/05 Properties & Maintenance Report**
It was noted that whilst the entry keypad system had been serviced, the entry keypad numbers are still sticking.
It was confirmed that the emergency lighting testing is carried out by the Properties Officer and any faults arising are checked by the electrician.
It was RESOLVED to receive the Properties & Maintenance Report
- PR22/06 Tree Survey Report**
Members received the Health & Condition Inspection of Trees carried out by Adrian Hope on 3rd May 2022, copies having been circulated.
The report included an Arboricultural Assessment for each area of Bromyard & Winslow Town Council Property.
1. Category 2 Tree Works – Riverside Walk – Ash situated on roadside boundary, sever the Ivy to aid future inspections. Remove low growth trunk

encroaching onto highway. Fell two small Ash saplings to prevent encroachment on highway. At a cost of £365

2. Category 3 Tree Works – Closed Churchyard at St Peters – Holly adjacent to car park entrance, fell to as near ground level as possible. Yew tree situated in car park, reduce to a short trunk to encourage re-growth at a cost of £695
3. Category 3 Tree Works – Cemetery – Works to Walnut Tree in North-West corner. Removed large side stem back to the main trunk. Remove two further low branches at a cost of £585

4. Cypress Trees – Churchyard

Members received a report from Adrian Hope on two Cypress trees adjacent to the north-west corner of St Peter's Churchyard. These are within 5 metres of a supporting buttress at the gable end of the Church. It is recommended that these be removed for the long-term management of the site.

It was RESOLVED to receive the Health & Condition report and recommend that Council accept the above quotations for items 1-4 in the total sum of £2,770 plus VAT.

PR22/07 CCTV

At the previous meeting of the Finance & Properties committee, members requested an additional quotation for the camera overlooking the car park entrance. A further quotation was received, and members discussed the quotation.

It was RESOLVED to request an additional element to the quotation. Instead of one camera, it was requested to quote for two cameras on the side of the Old Vicarage, one pointing at the entrance as quoted and a further camera to the rear of the car park.

PR22/08 Building Condition Report

Members were advised that it is recommended that building reports be carried out on a quinquennial basis. The last building survey was carried out in 2017 and the maintenance schedule and costing were in need of review.

It was RESOLVED that Full Council be recommended to commission a new Schedule of Condition (Building Condition) report for Town Council Properties.

PR22/09 Office Decoration

Members considered quotations for decoration of Office 3 in the Old Vicarage building.

It was RESOLVED to accept the quotations from Contractor B for the painting of the walls, ceiling, and woodwork of Office 3 at The Old Vicarage.

PR22/10 Refurbishment works at The Old Vicarage

The Properties Officer is currently obtaining quotations for the refurbishment of the 3 toilets and 1st floor kitchen at The Old Vicarage. These quotations will be brought to the next meeting.

Members discussed the refurbishment requirements of the building, namely the Committee Room and the business use of the building.

It was RESOLVED to receive quotations for refurbishment works at the next meeting.

PR22/11 Correspondence

Members received a letter from Chris Baltrop on behalf of The People's Project outlining projects that they would like to undertake around the town. Members would like further details of exact locations of the projects along with a long-term plan for maintenance.

It was RESOLVED to refer this to Full Council for consideration.

PR22/12 Health & Safety

Cllr Law gave a verbal report on Health & Safety matters. Cllr Law, the Clerk and Properties officer had a very successful visit with the Health & Safety consultant from Ellis Whittam (EW). Members were advised that the consultant had confirmed that office tenants were responsible for all matters relating to health and safety within their own offices.

CHAIRMAN DATE