

## BROMYARD & WINSLOW TOWN COUNCIL



### PROPERTIES COMMITTEE

**Minutes of a meeting held on  
Monday 17<sup>th</sup> October 2022 at 7pm**  
in the Council Chamber, Council Offices,  
Rowberry Street, Bromyard.  
Minutes

PR22/13-PR22/26

Members Present: Law (Chairman), Quantrill (VC), Dunne-Thomas, Churchill, Robinson, Franklin  
Officers Present: Deborah Berry (Properties Officer)  
In attendance: Cllr C Davies  
Cllr N Shaw – Ward member for Bromyard Bringsty  
1 member of the Public

- PR22/13 Apologies** *Local Government Act 1972 S85 (1)*  
No apologies received
- PR22/14 Declarations of Interest and written requests for dispensation**  
*Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159*  
Cllr L Law declared interests in the following agenda items:  
PR22/23 - Non registrable interest – the contractor in is known to her.  
PR22/24 - Other Registrable interest as a tenant of the Old Vicarage.  
PR22/26 & PR22/27 - Disclosable Pecuniary interest as a tenant of the Old Vicarage  
Cllr Churchill declared interests in the following agenda items:  
PR22/27 - Registrable Interest – as director of Bromyard Art CIC.  
PR22/19 – ‘Other’ interest – as Trustee of Kempson Players Association
- PR22/15 Minutes** *Local Government Act 1972 Sch 12 para 41(1)*  
The Minutes of the Properties Committee meeting held on Monday 11<sup>th</sup> July 2022 were confirmed as a correct record.
- PR22/16 Exclusion of members of the Public and Press** *LGA 1972 ss 101, 102*  
The committee identified the following items requiring exclusion of public or press due to being commercial sensitive. PR22/24, PR22/25, PR22/26, PR22/27
- The Properties Officer spoke about the background to item PR22/26 Electric Vehicle Charging. The current chargers are BP Pulse 7kw chargers and are very slow. Usage of these chargers has increased significantly over the past few months and residents and visitors are requesting more suitable charging. Herefordshire Council are in the process of installing rapid chargers in their car parks in other market towns and so Bromyard Town Council may wish to do the same. Talks with EV charging companies have been ongoing, and two proposals are to be considered in item PR22/26, as they are commercially sensitive these proposals to be considered in private session.

**PR22/17 Properties & Maintenance Report**

Members received the Properties & Maintenance Report, copies having been circulated. It was noted that there is still an issue with the keypad sticking on the front door.

**IT WAS RESOLVED** to receive and note the Properties & Maintenance Report.

**PR22/18 Car Park Cash Machines**

The Bromyard branch of Lloyds Bank is due to close on 24<sup>th</sup> October. Members discussed alternative arrangements for paying in the cash generated from the parking machines. Officers informed members that the parking management company offers a service whereby the cash is collected and banked for a fee. Alternatively, banking can be carried out at another branch of Lloyds in Leominster or there are banking services at the Post Office, but it isn't clear how much coin can be paid in at the Post Office counter.

**IT WAS RESOLVED** to make further enquiries of the post office counter service before looking to clarify the charges for the service provided by the Parking management company.

**PR22/19 Bromyard Tree Planting**

Herefordshire Council is currently running a project to increase biodiversity across the county in line with its declared ecological emergency and the aspirations of the county plan. As part of this broader project the Council is running a series of individual projects; one of which is to initiate tree planting within the urban areas of the county.

Following site visits with members of the Town Council, the Herefordshire Council tree officer had prepared a report containing proposals for tree planting opportunities in Bromyard at the following locations:

- The Recreation Ground (Kempson Players)
- The Tenbury Road car park
- Junction to the Industrial estate off Tenbury Road
- Entrance to Bromyard Cemetery
- Nunwell Park
- Town Green

**IT WAS RESOLVED** to receive and note the report and to look at this again in the future.

**PR22/20 Bromyard Christmas Lights – Parking**

Members considered a request from Bromyard Christmas Lights Association for the Council to allow free parking on Switch-on day.

**IT WAS RESOLVED** to authorise free parking all day on 19<sup>th</sup> November 2022 in the Rowberry Street and Tenbury Road car parks for the Bromyard Christmas Lights switch on event.

**PR22/21 Health & Safety**

Cllr Law and the Properties Officer gave a verbal report on Health & Safety matters. Nothing to report apart from a manhole cover in the car park being replaced.

**IT WAS RESOLVED** to note the verbal Health & Safety report.

**PR22/22 Correspondence**

None received

**PR22/23 CCTV**

Members further considered quotations for additional cameras covering the Town Council complex. PR22/07 refers.

**IT WAS RESOLVED** to accept the quotation for the original camera on The Old Vicarage including the works to install the rack cabinet and the additional amount for the 2<sup>nd</sup> camera of £361.34 plus VAT. Total amount approved of £1,549.12 plus VAT.

*IT WAS RESOLVED at item PR22/16 that due to the confidential nature of the business to be transacted the public and the press leave the meeting during consideration of the following items: PR22/24, PR22/25, PR22/26, PR22/27*

**PR22/24 Building Condition Report**

Members considered quotations to carry out the 5yr building condition survey.

**IT WAS RESOLVED** that the Council be recommended to accept the quotation from Chris Sheppard in the sum of £5,150 plus VAT

**PR22/25 Electric Vehicle Charging**

Members considered two proposals from Electric vehicle charging companies.

**IT WAS RESOLVED** to progress further with the proposal from Company B, and to formally request a meeting with Company B to progress the proposal to a more formal stage.

**PR22/26 Refurbishment works at Old Vicarage**

Members considered 3 quotations from contractors to carry out refurbishments to 3 x toilets and 1 x kitchen in The Old Vicarage building.

**IT WAS RESOLVED** that the Council be recommended to accept the quotation from CJ Bayliss in the sum of £18,028.05 plus VAT, but to confirm the accessible additions to the ground floor bathroom.

*Cllr Law and Cllr Churchill left the chamber at this point in the meeting.*

**IT WAS RESOLVED** to suspend Standing Order 3w to allow the meeting to continue past 2 hours.

**PR22/27 Office Rent Review**

Members considered a recent rental valuation carried out on The Old Vicarage and the Heritage Centre.

**IT WAS RESOLVED** that in light of the valuation the Town Council be recommended to review the rent charged for the Heritage Centre.

The meeting closed at 9.15pm

CHAIRMAN ..... DATE .....