

BROMYARD & WINSLOW TOWN COUNCIL



PROPERTIES COMMITTEE

**Minutes of a meeting held on
Monday 13th March 2023 at 7pm**
in the Council Chamber, Council Offices,
Rowberry Street, Bromyard.

PR23/11 - PR23/23

Members Present: Law (Chairman), Churchill, Franklin, Quantrill
Officers Present: Deborah Berry (Properties Officer)
In attendance: 3 Members of the public

- PR23/11 Apologies** *Local Government Act 1972 S85 (1)*
Apologies received from Cllr Dee Dunne-Thomas, Cllr Robinson, Cllr Lester
- PR23/12 Declarations of Interest and written requests for dispensation** *Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159*
No declarations of interest
- PR23/13 Minutes** *Local Government Act 1972 Sch 12 para 41(1)*
The Minutes of the Properties Committee meeting held on Monday 23rd January 2023 were confirmed as a correct record and signed by the Chairman.
IT WAS RESOLVED to move items PR23/21, PR23/22, and PR23/23 forward in the agenda for the benefit of members of the public present.
- PR23/21 Tree Planting**
Members considered a revised offer of free native trees to be planted in the town by Herefordshire Council. A plan showing the proposed locations and species of the trees was circulated to members with the agenda.
IT WAS RESOLVED:
Site 1 – Tenbury Rd - to accept the planting of all 3 trees proposed for site 1.
Site 2 – Broadbridge - to request the opinion of the Burial Committee regarding the proposed planting of 5 trees at site 2.
Site 3 – Nunwell Park – to accept the first 4 trees on the list but to request a replacement for the 5th tree (Parrotia) as members felt this was not a suitable species.
Site 4 – Town Green – to accept the planting of all 4 trees proposed for the Town Green.
- PR23/22 Community Garden**
Members considered the future maintenance of the community garden located in the Old Vicarage complex beside the Heritage Centre.
IT WAS RESOLVED to refer this item to Full Council but in the meantime the Committee Clerk will approach The Scouts to gauge interest in the project.

- PR23/23 Correspondence**
St Peter's Churchyard - Members considered a proposal to create enhanced green spaces for the benefit of visitors to the Churchyard.
A co-ordinator of the proposed project spoke to the item informing the committee of the process for approval by the Archdeacon. There is no cost involved in gaining approval.
IT WAS RESOLVED to support the proposal put forward for the closed Churchyard.
- PR23/14 Exclusion of members of the Public and Press** *LGA 1972 ss 101, 102*
Members resolved to move items PR23/17, PR23/18, PR23/19, PR23/20 into private session.
- PR23/15 Properties & Maintenance Report**
The Committee Clerk had circulated a report giving details of the planned works and repairs which had taken place since the last meeting.
IT WAS RESOLVED to receive and note the Properties & Maintenance Report, copies having been circulated.
- PR23/16 Health & Safety Report**
Cllr Law and the Properties Officer gave a verbal update. Additional safety measures were put in place whilst renovation works were taking place at the Old Vicarage.

PR23/14 it was resolved to move the following items into private session.
- PR23/17 Schedule of Conditions Report**
Members received the schedule of conditions report dated 17th February 2023 and noted the urgent items to be rectified. Urgent work needs to be carried out to the second-floor kitchen ceiling of The Old Vicarage. Investigative works also need to be carried out to establish the structural integrity of the basement.
IT WAS RESOLVED to approve urgent work to be carried out on the second-floor kitchen ceiling at The Old Vicarage and to obtain an assessment of the structural integrity of the basement.
IT WAS RESOLVED to refer costs of the structural repairs and fire risk assessment once obtained to the Finance Committee for consideration.
- PR23/18 Repairs to Bus Stop Lower Westfields/A44**
Members considered the quotation to repair a panel at the bus stop, this will be replaced with a polycarbonate panel.
IT WAS RESOLVED to accept the quotation from G W Shelter Solutions to repair the panel on the bus shelter for £238.27 + VAT.
- PR23/19 Repairs to Glass panel in door at Old Vicarage**
Members consider the quotation from to replace the glass panel in the door at The Community Transport entrance.
IT WAS RESOLVED to accept the quotation from Darren Lynch to repair the glass panel £219.54 + VAT

PR23/20 Repairs to Fence panels of Old Vicarage Car Park

Members considered two quotations to repair the fence panels and cut back the overgrown bushes in The Old Vicarage car park.

IT WAS RESOLVED to accept Quote 1 from K N J in the sum of £576 + VAT

CHAIRMAN DATE