

BROMYARD & WINSLOW TOWN COUNCIL



PROPERTIES COMMITTEE

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

PR23/50 - PR23/61

Members Present: Law (Chairman), Brookes, Page, Holman, Churchill
Officers Present: Deborah Berry (Properties Officer)
In attendance: Cllr C Davies (Ward Councillor)

- PR23/50 Apologies** *Local Government Act 1972 S85 (1)*
Apologies were received from Cllr Franklin and Cllr Robinson.
- PR23/51 Declarations of Interest and written requests for dispensation** *Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159*
PR23/61 – Cllr Page declared an ‘other’ interest as a user of the car parks.
Members considered that as all councillors are users of the car park, written dispensation may be required for further discussions.
- PR23/52 Minutes** *Local Government Act 1972 Sch 12 para 41(1)*
The Minutes of the Properties Committee meeting held on Monday 11th September 2023 were confirmed as a correct record and signed by the Chairman.
- PR23/53 Exclusion of members of the Public and Press**
There were no members of the public or press present.
- PR23/54 Report from the Properties Officer**
Members noted the report from the Properties Officer, copies having been circulated.
The public toilets on the Tenbury Rd. had been closed and portable toilets are in place. An additional portable toilet has been arranged for the eastern end of town for the Christmas Light switch-on, Saturday 18th November.
- PR23/55 Terms of Reference**
Members reviewed the Terms of Reference for the Properties committee.
It was RESOLVED to accept the Terms of Reference without amendments.
- PR23/56 Budget 2024/2025**
Members considered the budget requirements for 2024/25 for the Properties Committee. It was noted that the income from the car parking machines was lower in the current year due to issues with the car parking machines, however once this is resolved the income for 2024/25 should be much improved.
Members recognised the necessity of allocating funds for property repairs and replacing the public toilets. However, it was acknowledged that these high

expenditure items could be covered by reserves rather than through the precept.

It was RESOLVED that the budget requirements for the Properties Committee be recommended to the Finance Committee for inclusion in the draft budget.

PR23/57 Floral Decorations 2024

Members considered a quote for the supply, maintenance and watering of the floral decorations for summer and autumn 2024.

It was RESOLVED to recommend to Full Council that the quotation from R Wilks for floral decorations (including installation watering and removal) for 2024 be approved in the sum of £7907.25 plus VAT.

PR23/58 Door entry system – additional requirements

Members considered the request for additional costs involved to complete the door entry system at The Old Vicarage.

It was RESOLVED to approve the spend of £280 + VAT for the additional works required.

PR23/59 Use of Council Property for Events

Members considered a draft policy for the use of council property for events.

Members expressed satisfaction with the draft policy but requested that clarification be obtained from the Council's insurance agents regarding the conditions for using bouncy castles when the event organiser has their own insurance. The Properties Officer will contact the Council's insurance agents in writing to seek clarification on this issue and provide a report at the next meeting.

PR23/60 Public Toilets

1. Members received a report from the working group which had been set up to look at larger projects in detail (Minute PR23/49 refers) setting out the issues and recommended actions to address significant issues with the public toilets. The toilets are closed at present due to issues with drainage under the toilets.

Following discussion, **it was RESOLVED** that Full Council be recommended to approve the complete replacement of the public toilets on Tenbury Road car park.

The Properties Officer will seek initial quotations from architects for the initial design and seek assurances from Welsh Water that the secondary issue of the blockage in the drains further under the leisure centre is rectified.

2. Members deliberated on whether the toilets should remain free of charge or if a fee should be imposed for each use.

It was RESOLVED that the toilets should remain free of charge.

PR23/61 Car Parking

1. Members reviewed and evaluated the alternative proposal for car parking management presented by an experienced parking solutions company (copies having been circulated). There would be no charge to the council involved in this parking management solution, all equipment is provided by the parking company. The council would be required to enter a contract.

It was RESOLVED to recommend to Full Council to accept the proposals submitted by Bransby Wilson for the management of the Council's car parks for a contract period of 3 years, subject to receiving satisfactory references from existing customers.

- 2. Members considered crediting the unreserved permit holders in Rowberry Street car park for the period the parking machine has been out of service.

It was RESOLVED to credit the unreserved permit holders in Rowberry Street car park for a 3 month period.

CHAIRMAN DATE