Chard Town Council
The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor: Cllr Jason Baker Locum Clerk: Paul Russell

PROPERTY & SERVICES COMMITTEE

Minutes of the Property & Services Committee meeting held on Tuesday 25th May 2021 commencing at 19:00 hours in the Town Hall, The Guildhall, Fore Street, Chard TA20 1PP.

PRESENT: Cllr Baker (Chair), Cllr Mrs Bates, Cllr Williams and Cllr Mrs Wootton.

ALSO PRESENT: Paul Russell, Locum Town Clerk, Neil Richards, Amenities Supervisor and Gary Huish, Caretaker.

Public Participation Time
There were no members of the public present. No matters were raised.

2020/47 APOLOGIES FOR ABSENCE
Apologies were received and accepted from Cllr Bulmer (prior engagement), Cllr Kenton (holiday), Cllr Mrs Kenton (holiday), Cllr Mrs O'Brien (holiday) and Cllr Morrison (personal).

2020/48 DECLARATIONS OF INTEREST
The following Declaration of Interest was made:

- Cllr Wootton: Pecuniary interest – Mant Leisure (family member)

2020/49 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC
Proposed: Cllr Mrs Wootton Seconded: Cllr Mrs Bates
Unanimous

RESOLVED that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed under agenda item 2020/55, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

2020/50 COMMITTEE MEETING MINUTES
Proposed: Cllr Williams Seconded: Cllr Mrs Bates
Unanimous

RESOLVED to confirm and sign the minutes of the Property & Services Committee meeting held on Tuesday 30th March 2021.

2020/51 SUPERVISOR'S REPORT

Committee **NOTED** the update reports from Guildhall presented by Mr Huish. The following issues were noted and would be actioned where appropriate:

- A meeting with NHS England would be held on Thursday 27th May 2021 following the dismantling of the Covid Testing Station to identify any repairs and maintenance required in the Auditorium;
- Hirers were beginning to return to the Guildhall. The Caretaker indicated that he would require additional support soon to manage the growing workload;
- Committee wished to formally record its thanks to Mr Huish, Caretaker, for his commitment, flexibility and time during the past year in managing and maintaining the Guildhall.

Committee **NOTED** the update reports from the Amenities Team presented by Mr Richards. The following issues were noted and would be actioned where appropriate:

- Issues with broken/smashed glass at various play areas had been reported and dealt with;
- Evidence of drug use had been found at Jocelyn Park. This would be reported to the Police;
- The dog bin installed in Forton Road was being well used;
- Committee noted that the number of additional bins provided had increased the workload of the Team especially on bin emptying days (Monday, Thursday and Friday). It was agreed to look at reviewing the allocation of the workforce in a more effective way;
- The Amenities Team would support the Caretaker and the Guildhall and provide cover in the short term if required;
- The number of fly tipping was beginning to decrease;
- It was agreed to review of the Council vehicles would be undertaken as one of the Transits was coming to the end of its useful life;
- It was agreed to review the type of pesticide used to restrict weed growth. Council would liaise with SSDC to find out additional information on the pesticide they used;
- It was agreed to investigate whether SSDC was still paying the Town Council to empty its dog bins;
- The Mayor had recently hosted SSDC to look at the areas in Chard and the comments had been very positive.

Committee wished to formally record its thanks to the Amenities Team for the standard of work being achieved.

2020/52 TOWN CLERK'S REPORT

Committee noted the following report:

(a) **Holyrood Academy Proposed Expansion Project –** Following consideration Committee agreed to send an amended proposal to the contractors for consideration.

(b) **Football Pitches, Jocelyn Park –** Committee noted that a meeting had taken place with the SSDC contractor to discuss pitch renovation. A quotation would be provided. The matter had been discussed previously with the FA, SSDC and the Town Council. It was agreed to investigate why this had not been actioned.

(c) **New Changing Facilities, Jocelyn Park –** Committee noted that an initial site meeting to consider this matter would be held on Wednesday 26th May 2021.

(d) **Tender Evaluation –** Committee noted that the Locum Clerk had been requested to take part in the tender evaluation of the new Jarman Way play area.

2020/53 PROPERTY MATTERS

(a) **Play Area Investment Report –** Committee considered the report from the recent Task & Finish Group meeting.

Proposed: Cllr Mrs Bates Seconded: Cllr Williams
Unanimous

RESOLVED to allocate a sum of £24,300 to fund the upgrading works required at Jocelyn Park. This work to be undertaken in 2021

Proposed: Cllr Williams Seconded: Cllr Mrs Bates
Unanimous

RESOLVED to allocate a sum of £18,700 to fund the upgrading works required at Ashcroft Park. This work to be undertaken in 2021

Proposed: Cllr Baker Seconded: Cllr Mrs Bates
Unanimous

RESOLVED to develop an Awards for All application for Ashcroft Park Play Area for additional DDA equipment.

Proposed: Cllr Baker Seconded: Cllr Mrs Wootton
Unanimous

RESOLVED to allocate a sum of £10,000 to upgrade Higher Henson Park to match fund the £10,000 from SSDC.

Proposed: Cllr Baker Seconded: Cllr Mrs Wootton
Unanimous

RESOLVED to allocate a sum of up to £10,000 towards providing a BMX track at Halcombe Park, subject to land issues and possible other grant funding available.

It was agreed that the above works would form part of the Play Area Strategy being developed.

Once quotations for the works had been received these would be reviewed by the Task & Finish Group and a recommendation regrading the most appropriate contractor would be made to the new Amenities and Events Committee for consideration.

(b) **Bus Shelter, The Laurels –** Committee noted that this had now been installed. Thanks were extended to the Amenities Team for overseeing the project.

(c) **Watts Store –** Committee noted the report presented following the structural survey undertaken on 22nd March 2021. It was agreed to develop a tender for the outdoor works and indoor works separately so that committee could consider priority works required. It was noted that there was no existing budget to undertake this work. Once quotations had bene received a Task & Finish Group would be set up to review the quotations received and recommend a contractor to the new Amenities and Events Committee for consideration.

(d) **Guildhall Frontage Cleaning –** Committee noted that the additional works had been authorized under the Clerk's delegated authority and would be reported to Full Council. The other works had almost been completed.

(e) **Adopted Telephone Kiosk –** Committee noted that a verbal quote had bene received amounting to £1,300. It was agreed to defer this item until a written quotation had been received. The Amenities & Events Committee would review the quotation and also consider a future use for the telephone box.

2020/54 DATE OF NEXT MEETING

Committee noted that no further meetings of this Committee were expected to be held.

2020/55 CONFIDENTIAL MATTERS

As certain items to be discussed included the consideration of exempt information it was **RESOLVED** under Item 2020/49 that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they would involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

(a) **Cemetery Quotation –** Committee considered the quotation provided alongside the report from the Town Clerk.

Proposed: Cllr Baker Seconded: Cllr Mrs Bates
Unanimous

RESOLVED:

- To note the report;
- To commence the short term priority works as outlined in Section 3 of the report;
- To commence the investigation into the provision of a new works depot (section 4 of the report);
- To commission a structural survey of the Chapels as outlined in Section 6 of the report.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 9:19pm.

_____ _____

CHAIR: **DATE:**