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 26th January 2021 commencing at 19:00 hours via the Zoom.

PRESENT: Cllr Mrs Kenton (Chair), Cllr Baker, Cllr Kenton, Cllr Mrs Morrison, Cllr Mrs O'Brien, Cllr Williams and Cllr Mrs Wootton.

ALSO PRESENT: Paul Russell, Locum Town Clerk, Tracy Lamb, Deputy Clerk/RFO, Neil Richards, Amenities Supervisor and Gary Huish, Caretaker.

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

2020/25 APOLOGIES FOR ABSENCE
Apologies were received and accepted from Cllr Bulmer (prior engagement) and Cllr Bates (work).

2020/26 DECLARATIONS OF INTEREST
The following Declaration of Interest was made:
- Cllr Mrs Wootton: Quotation to be considered under item 2020/31 (personal interest)

2020/27 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC
As there were no confidential matters to consider this was withdrawn.

2020/28 COMMITTEE MEETING MINUTES
Proposed: Cllr Mrs Morrison Seconded: Cllr O'Brien
Unanimous

RESOLVED to confirm and sign the minutes of the Property & Services Committee meeting held on Tuesday 24th November 2020.

2020/29 SUPERVISOR'S REPORT
Committee **NOTED** the update reports from the Amenities Team and Guildhall presented by Mr Richards and Mr Huish. The following issues were identified and appropriate action would be taken:
- Dog fouling issues in the town centre;
- Additional supplies of salt and any additional snow clearing equipment required would be purchased under delegated authority alongside any further equipment required;
- Tree reports would be requested from SSDC;

- Identified issues in the Parks were currently being dealt with and a quotation was being sought;
- Quotations to fit a beacon and reverse buzzer on the electric van would be obtained;
- Quotations would be obtained to replace the rear doors of the Guildhall.

2020/30 TOWN CLERK'S REPORT

Council noted that the Locum Clerk had no matters outstanding that were not on the agenda to report.

2020/31 HENSON PARK

Committee considered the quotations received to remove the Teen shelter, carry out repairs to the Skate Park and carry out repairs to the MUGA.

Proposed: Cllr Mrs Morrison Seconded: Cllr Baker

For: Cllr Mrs Kenton, Cllr Baker, Cllr Kenton, Cllr Mrs Morrison, Cllr Mrs O'Brien and Cllr Mrs Wootton.

Against: Cllr Williams.

RESOLVED that the Teen shelter would not be removed until a suitable alternative had been agreed to replace it in due course.

Committee took a named vote on whether to consider the quotation received to carry out repairs to the MUGA that had arrived after the publication of the agenda.

Proposed: Cllr Mrs Wootton Seconded: Cllr Mrs O'Brien

For: Cllr Kenton, Cllr Mrs Morrison, Cllr Mrs O'Brien, Cllr Williams and Cllr Mrs Wootton.

Abstentions: Cllr Mrs Kenton and Cllr Baker.

RESOLVED to consider the quotation received to carry out repairs that had been identified in the Annual Play Inspection report.

Proposed: Cllr Mrs Morrison Seconded: Cllr Baker

For: Cllr Mrs Kenton and Cllr Baker, Cllr Kenton, Cllr Mrs Morrison, Cllr Mrs O'Brien and Cllr Williams.

Did not vote: Cllr Mrs Wootton

RESOLVED to accept the quotations received from Mant Leisure for the repairs to both the Skate Park (£6,375 + VAT) and the MUGA (£3,570 + VAT) subject to:

- The identification of any S106 funding that may be available to be used for this project at Henson Park prior to the acceptance of the quotations; and
- That a negotiation to reduce the labour and welfare costs be undertaken as both contracts would be undertaken at the same time.

2020/32 PROPERTY MATTERS

(a) **Bus Shelter, The Laurels –** Committee received the report outlining the two quotations received for the preferred bus shelter designs.

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Wootton
Unanimous

RESOLVED to accept the quotation from ACE Bus Shelters as follows:
- 3 bay, 3.06m x 1.3m barrel roof bus shelter: £4,500 + VAT
- Perch Seating: £240 + VAT
- Solid Lower Panels: £210 + VAT
- Standard timetable casing: £120 + VAT
- Total cost of shelter: £5,070 + VAT
- Quotations to be sought for the concrete base once the specifications have been received.

(b) **Watts Store –** Committee discussed the report outlining proposals to refurbish this building.

Proposed: Cllr Mrs O'Brien Seconded: Cllr Mrs Wootton
Unanimous

RESOLVED to obtain a quotation to carry out a structural survey of the Watts Store. It was further agreed to identify who owned the property currently occupied by Peacocks and clarify whether the Watts Store was listed.

(c) **Guildhall Cleaning –** Committee noted that the cleaning and minor remedial works to be undertaken at the front of the Guildhall had bene further delayed due to the current Covid-19 lockdown restrictions. Assurances had been received that the work would now be undertaken in March 2021.

(d) **Glass Frontage, Guildhall –** Committee noted that a decision to appoint a suitable contractor to replace the glass frontage of the Guildhall would be considered by Full Council at its meeting on 22nd February 2021 following receipt of tenders.

(e) **Adopted Telephone Kiosk –** Committee considered obtaining a quotation to redecorate and refurbish the adopted telephone kiosk at the junction of Crowshute Link/High St Chard.

Proposed: Cllr Mrs O'Brien Seconded: Cllr Baker

For: Cllr Mrs Kenton, Cllr Baker, Cllr Kenton, Cllr Mrs O'Brien, Cllr Williams and Cllr Mrs Wootton.

Against: Cllr Mrs Morrison.

RESOLVED to obtain a quotation and renovate the telephone kiosk that Chard Town Council had adopted.

2020/33 SERVICE MATTERS

(a) **Electric Van –** Committee considered the draft proposals for signwriting the new electric van.

Proposed: Cllr Mrs Kenton Seconded: Cllr Mrs Morrison

For: Cllr Mrs Kenton, Cllr Kenton, Cllr Mrs O'Brien, Cllr Mrs Morrison, Cllr Williams and Cllr Mrs Wootton.

Against: Cllr Baker.

RESOLVED:

- Accept the quotation from the Graphics Factory Chard Ltd for the 7 year PVC vinyl, printed, laminated and fitted at a cost of £256.05 + VAT
- Request that the logo be replaced with a high resolution version of the Chard Town Council crest;
- If a high resolution version of the crest is unavailable then delete the logo completely.

(b) **Severe Weather Policy –** Committee considered the draft policy to deal with severe weather conditions

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Wootton
Unanimous

RESOLVED to adopt the Policy but defer its implementation until the Transition Review had been completed and the Staff Handbook had been updated.

(c) **Amenity Team Uniforms –** Committee noted that the order had been placed for new uniforms and that the order was close to completion.

(d) **Additional Cemetery Land –** Committee noted the Tier 1 report that had been carried out on the three areas within the cemetery, tow of which were in the process of being purchased from South Somerset District Council.

Proposed: Cllr Baker Seconded: Cllr Mrs Kenton
Unanimous

RESOLVED:

- To delay the completion of the land sale until advice had been received from the Environment Agency regarding the suitability of areas 1 and 3 within the report for burials;

- To contact the Environment Agency to establish what next steps they would require Council to undertake to assess the land for suitability.

2020/34 CONFIDENTIAL MATTERS

Committee noted that there were no confidential matters to consider.

2020/35 DATE OF NEXT MEETING

Committee noted that the next meeting of the Property & Services Committee would be held on Tuesday 30th March 2021 commencing at 7pm.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 8:56pm.

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CHAIR: **DATE:**