

**CARTERTON TOWN COUNCIL
MINUTES OF THE AMENITIES AND
ECONOMIC REGENERATION COMMITTEE MEETING
HELD IN THE TOWN HALL ON TUESDAY 7th FEBRUARY 2017
COMMENCING AT 8.15 PM**

Present: Cllr M Brennan - Chairman

Cllr R Brooks
Cllr R Crapper
Cllr Mrs C Delaney
Cllr N Leverton
Cllr Mrs L Little
Cllr Mrs M Mead
Cllr D Melvin
Cllr Mrs C Wilson

Officer: Ron Spurs, Town Clerk

Apologies: Cllr Mrs D Bulley and Cllr S Scott-Stovold

Absent: Cllr Mrs N Miah

23 DECLARATIONS OF INTEREST

There were no declarations of interest.

24 MINUTES

The Minutes of the Meeting held on 4th October 2016, copies of which had been previously circulated, were confirmed as a true record and signed by the Chairman.

25 ADJOURNMENT FOR PUBLIC TO RAISE MATTERS

There were no members of the public present.

26 AMENITIES ISSUES – REPORT BY THE TOWN CLERK

a) Report re Quinquennial Survey

In recent years the Town Council has increased its ownership of properties to the extent that it now owns seven buildings in the town with an asset register valuation of in excess of £2m. (The valuation for insurance purposes is about £3m.)

Most of the buildings (and in particular the Community Centre) are fairly modern and have not required anything other than routine maintenance. It is however important to recognise that over a period of time, the Council could incur significant costs which would need to be funded from the reserve. Note that in cases where our buildings are occupied by tenants, the Council retains responsibility for external repairs.

Most councils with significant property holdings have a programme of Quinquennial property surveys in place. Carterton Town Council's survey was undertaken in July 2012 by Sidleys at a cost of £3,320.

The proposed survey includes:

- Inspecting the properties for external defects that are likely to need attention within the period of the report
- Preparing a report with recommendations for repair and improvement work to be phased over a 10 year period including budget costs for the works identified
- A separate schedule for each of the first five years of the programme which is prioritised to allow some flexibility of their execution. Years 6 -10 items are not allocated to any particular year.
- Reports are provided on an excel spreadsheet to allow the updating of budget costs.

As our preferred supplier, Sidleys have submitted a quote for a new survey for £3,460.

Cllr Leverton asked if the Council should obtain three quotes. The Clerk advised that Sidleys were the preferred supplier, they had the lowest quote previously and their quote for this work is only marginally more than the 2012 quote.

Proposed by Cllr Crapper and seconded by Cllr Mrs Mead that Sidley's quote is RECOMMENDED to Council for APPROVAL.

b) Asbestos Register

The 2012 Report highlighted the need for the Council to have an Asbestos Register. Three quotes have been obtained for the Committee to consider. The best value is AC Asbestos Consultants £760.

Councillors agreed the need for an Asbestos Register. Cllr Mrs Mead raised the issue that the preferred company was in Yorkshire and asked if more local companies could be considered. Officers were therefore tasked with contacting a local company in New Yatt to obtain a quote for the Asbestos Register. They will report back to the Committee via email for a decision.

c) Fencing ARRG Pavilion

A new roof has recently been installed to the rear of the ARRG Pavilion. To protect the roof and to prevent youths congregating at the rear of the building, a quote has been received from McCrackens (our preferred contractor) to install a metal fence which is difficult to climb. Cost of fence £920, see attached quote and photo.

Councillors were of the view that the fence was not needed and was not appropriate. A discussion took place regarding the merits of defensive planting. It was pointed out that defensive planting could leave the Council open to litigation if injury was caused.

The Committee decided to defer it to the next meeting for Officers to explore further options.

d) Enclosing Access to side of Town Hall building

In addition to having a garage and shed at the rear of the Town Hall building, items are regularly stored in the open where members of the public have easy access. It is proposed to install a wooden gate fencing off the area to the side of Tremain Vets. The Council's preferred supplier McCrackens have quoted £775 for the work. The need to safeguard Council assets was identified.

It was proposed by Cllr Leverton and seconded by Cllr Mrs Mead that McCracken's quote is RECOMMENDED to Council for APPROVAL.

e) Maintenance Black Bourton Cemetery

Carterton Town Council is responsible for the maintenance of Black Bourton Cemetery. There is a contract with McCracken & Sons for 13 grass cuts per annum. The hedge on site is cut once per annum.

One area that is out of contract is leaf blowing. As the trees are maturing, the volume of leaves falling is gradually increasing which leaves the cemetery looking untidy at times. The Council's Warden visits the Cemetery weekly and sorts out rubbish and tidies generally. The purchase by the Council of a leaf blower would greatly increase the Council's ability to keep the area tidy for visitors (and residents). Cost approximately £150.

Following a lengthy discussion, Cllr Mrs Mead suggested that a more appropriate tool would be a Makita Lithium battery powered machine. Officers were tasked with obtaining a quote for this piece of equipment and to circulate the information for a decision via email.

f) Change of signage

To carry out a survey of existing signage in Monahan Way and amend legend to read 'Town Centre' instead of 'Carterton'. Cost £938.

Councillors concluded that the term 'survey' in the report was misleading and questioned if this meant installation.

Officers were tasked with obtaining more information relating to the work proposed. This will be circulated via email to the Committee to consider whether the work should be recommended to Council.

The meeting ended at 8.50 pm

Chairman