

THORBURY TOWN COUNCIL

REPORT of the Meeting of the Property Management and Compliance Sub-Committee at
Council Chamber, Town Hall, at 8:30pm

Present: Cllr Jayne Stansfield (Chairman)
Cllr Maggie Tyrrell
Cllr Chris Davies

Louise Powell (Town Clerk)
Hannah Cornford (Minutes)

1. TO CONSIDER ANY APOLOGIES FOR ABSENCE

An apology was accepted from Cllr Holloway.

2. TO RECEIVE ANY MEMBERS' DECLARATIONS OF INTEREST

There were none.

3. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

There were none present.

4. TO APPROVE THE REPORT OF THE MEETING HELD ON 31.08.21 AND CONSIDER ANY MATTERS ARISING THAT ARE NOT CONSIDERED ELSEWHERE ON THE AGENDA

There was a typing error to amend, but with this amendment, the report was approved.

5. TO RECEIVE AN UPDATE ON PROGRESS FOR THIS YEAR'S WORKS FROM THE CONDITION SURVEY

The Clerk reported that the first phase of works were complete, including the Bakery Annex roof. A number of other quotes had been requested for various buildings.

6. TO CONSIDER A REQUEST FOR SIGNAGE FROM A TENANT AT THE TOWN HALL

The tenant had requested a sign for the side of the building and had spoken to the Listed Building Officer at South Glos Council already to check the regulations. Councillors requested to see a copy of this correspondence and a drawing of the proposed sign with dimensions and wording shown.

7. TO REVIEW THE LEGIONELLA WRITTEN SCHEME OF MANAGEMENT

Councillors reviewed the document and agreed to accept it without amendment.

8. **TO RESOLVE UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, THAT THE PUBLIC AND PRESS BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF THIS ITEM OF BUSINESS AS PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED**

Resolved.

9. **TO RECEIVE FEEDBACK FROM THE WORKING GROUP LOOKING AT THE FUTURE OF COUNCIL PROPERTY AND AGREE NEXT STEPS ON:**

a) Bakery Annex

A possible future step was discussed, which the Committee would recommend to the Finance & Policy Committee.

b) 67 High Street

It was agreed that Committee did not have enough information about this building at present to make a plan for it. Members would organise a site visit for the building and then consider various options.

d) Boundary Walls (taken out of order)

It was agreed that this item should sit under the Open Spaces Committee and would be referred back to it.

c) Feasibility at Chantry Road Playing Field

It had been agreed at full Council to do a feasibility study and put money for it in the budget. It was suggested to put in an expression of interest for S106 money.

10. **TO RECEIVE AN UPDATE ON PROGRESS WITH:**

a) Legionella risk assessment and outstanding works and quotes associated

Good progress had been made with a bit still to do. One quote was remaining to get this done.

b) Fire risk assessment and outstanding works and any quotes associated

The action sheet was largely green, with some important work still to do at 67A High Street.

c) General risk assessment and outstanding works and any quotes associated

Lots of progress had been made on this item, which was pleasing.

d) Asbestos reinspection reports and associated works and quotes associated

Staff had completed an asbestos management plan, which was now in place.

e) Condition survey works contract and any further costs

This work was still ongoing but had been progressing well. Further quotes had been sought to do additional works within the permitted amount.

11. TO CONSIDER QUOTES FOR:

a) Lift Maintenance

Three quotes had been sought and two companies had returned. It was agreed to go with the slightly more expensive one, as they were a known, reliable company with a good record of quality.

b) Flag pole inspection

Committee asked questions regarding legislation and ease of use. It was agreed to ask whether new poles would be easier to use before making a decision between reinspection and replacement.