



Estates Committee Meeting Monday 29th January 2018

Chairman: J. Rowland
Councillors: K. Beer, M. Hartnell, M Pigott,
K Rye, H. Sanham, D. Squire

23rd January 2018

Dear Councillor,

You are hereby summoned to attend the above meeting **to be held at the Marshlands Centre, Harbour Road, Seaton EX12 2LT at 7.30pm** or immediately following the Planning Committee Meeting, whichever is sooner, at Marshlands, Harbour Road, Seaton. If the Planning Committee finishes before 7.30pm the Estates Committee meeting will start before 7.30pm.

Amy Tregellas

Town Clerk

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

AGENDA

- 17/E/01 Apologies for absence**
- 17/E/02 Declarations of Interest**
- 17/E/03 Minutes of the meeting held on Monday 18th December 2017**
- 17/E/04 Public Question Time**
- 17/E/05 Review of income & expenditure at Marshlands and the Town Hall**
- 17/E/06 Town Hall Parking Arrangements (verbal report)**

- 17/E/07** **To discuss proposals for an open day for voluntary groups at Marshlands (verbal report).**
- 17/E/08** **Management of Marshlands and the Town Hall: update on actions arising**
- 17/E/09** **CONFIDENTIAL ITEMS**
The Chairman will move that in accordance with the Council's Standing Order 1(c) press and public will be excluded from the meeting during the discussions of items 10 to 15 on this agenda as there is likely to be a disclosure of confidential information
- 17/E/10** **To meet with Mr Paul Johns of the Scout Association to discuss a business plan for the Scout Hut and enhanced youth facilities**
- 17/E/11** **Prospective tenancy at Marshlands: update from Full Council discussion on 2nd January 2018**
- 17/E/12** **To review quotes for the installation of a new boiler and temperature control valves on radiators**
- 17/E/13** **To review quotes for window replacement at Marshlands**
- 17/E/14** **To consider the quote for racking for the storage unit**
- 17/E/15** **To consider the Fire Risk Assessment and quotes for remedial works**



**D R A F T Minutes of the Estates Committee
Monday 18th December 2017**

Present

In the Chair: Cllr J Rowland

Councillors: K Beer, M Pigott, K Rye, D Squire

Present: Assistant to the Town Clerk

67. Apologies for absence

Apologies were noted and accepted from Cllr Sanham.
Cllr Hartnell was absent.

68. Declarations of Interest

There were no declarations of interest.

69. Minutes of the meeting held on Monday 27th November 2017

The Committee **RESOLVED** to agree the minutes of the meeting on 27th November
(proposed Cllr Rye, seconded Cllr Pigott)

70. Public Question Time

There were no members of the public present.

71. Review of income & Expenditure at Marshlands and the Town Hall

The Committee **RESOLVED** to offset the £150.00 of expenditure estimated under code 2130 'Alarm System Maintenance' to code 2149 'Alarm Annual Contract'
(proposed Cllr Rowland, seconded Cllr Beer)

72. Review of installation of parking posts at the Town Hall

The Committee were advised that one of the posts installed at the Town Hall had been vandalised. The Committee discussed approaching the tenants at the Town Hall to ask if they could consider producing parking permits. The Committee agreed that the Town Clerk would be asked to seek a refund on posts purchased which have not been installed and that the Estates Committee will discuss the possibility of installing no parking signs at the Town Hall at its meeting on Monday 29th January 2018.

73. Appointment of evening caretaker for Marshlands

The Committee discussed progress to date and noted that this is an item for discussion at the Personnel Committee on Tuesday 20th December. The Committee discussed further means of advertising the role namely the Job Centre website and other contacts.

74. Management of Marshlands & the Town Hall: update on actions points

Painting the ground floor of Marshlands and the removal of surplus equipment from the toilets: the Committee set a revised target date of mid-January 2018 for the completion of this work

Maintenance costs at the Town Hall: Officers were requested to advise the Committee on Seaton Town Council responsibilities in the matter of handling asbestos if necessary. The Committee noted the costs supplied.

Additional carpet for Rooms 3 and 7 in Marshlands: The Committee **RESOLVED** to defer the installation of carpet in these offices pending further discussion concerning a prospective tenancy.

(proposed Cllr Rowland, seconded Cllr Pigott)

Advertising Marketing space to rent in Marshlands

The Committee agreed to defer this pending further discussion concerning a prospective tenancy

Proposals for an Open Day for Voluntary Groups at Marshlands

Cllr Squire volunteered to bring proposals to the January meeting of the Estates Committee

Annual Fire Test: the Committee noted that report from the Fire Test is still awaited. The Town Clerk is pursuing this.

Old Christmas lights and decorations: the Committee confirmed arrangements for the disposal of these items.

Under this item the Committee requested Officers to set up a list of approved suppliers and a list of non-approved suppliers.

75. Confidential items

The Chairman moved that in accordance with the Council's Standing Order 1(c) press and public would be excluded from the meeting during the discussion of items 1, 11, 12, 13 & 14 on the agenda as there was likely to be a disclosure of confidential information

(seconded by Cllr Pigott)

The Committee **RESOLVED** to agree the motion

76. The Gateway: update

The Committee noted arrangements in hand in respect of registering the lease agreement between The Gateway and Seaton Town Council. The Gateway have promised to action this in January with the Land Registry. The Committee noted a requirement for The Gateway audited accounts to be sent to Seaton Town Council as soon as they are available.

77. Prospective tenancy at Marshlands

Cllr Rowland had issued a proposal from a prospective tenant following a meeting he had with the company and the agent. Cllr Pigott proposed that Full Council on 2nd January be asked to agree Phase 1 in the report provided to the Estates Committee under a Part B item.

(seconded by Cllr Squire)

Cllr Rowland proposed an amendment asking Full Council to agree a timescale to review arrangements under Phase 1 which will support discussions on how to move forward thereafter and the cost of a replacement lift. The Committee recommends to Full Council that the arrangement under Phase 1 does not include the provision of two parking spaces. Cllr Pigott accepted the amendment

The Committee **RESOLVED** to agree the amended proposal.

78. Additional agent appointment to market Marshlands

The Committee agreed to continue with current arrangements as another agent that had been approached has now withdrawn from the commercial lettings market.

79. To agree the purchase of an additional storage shed at Marshlands

The Committee **RESOLVED** to agree the purchase of an additional shed up to a cost of £400.00 plus VAT)

(proposed Cllr Beer, seconded Cllr Pigott)

The Committee asked the Town Clerk to apportion the expenditure to the appropriate budget.

80. To reconsider quotes to date for re-plastering and arrangements for the repair and / or the replacement of windows at Marshlands plus discuss the timing of the work

The Committee discussed quotes already in hand and long-standing efforts on the part of Officer to secure further quotes for the re-plastering, two of which were still awaited.

Cllr Pigott proposed awarding the work to Sweetland Construction.

(seconded Cllr Beer)

The Chairman took a vote on the proposal. Cllr Squire abstained.

The proposal was carried.

The Committee **RESOLVED** to obtain advice from double glazing window repair specialist(s) on which windows can be repaired and which may need to be replaced.

(seconded by Cllr Squire)

The meeting ended at 20.15

Chairman:

Date: _____