



Estates Committee Meeting Monday 27th November 2017

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

21st November 2017

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 should the Planning Committee meeting conclude earlier than 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 30th October 2017**
- 17/E/04 Public Question Time**
- 17/E/05 Review of income & expenditure at Marshlands and the Town Hall**
- 17/E/06 Marshlands Risk Management: a review of legal requirements in the matter of Legionnaire's Disease**

17/E/07 Management of Marshlands and the Town Hall: update on actions arising

Remove surplus equipment from and paint ground floor toilets in Marshlands: Work started week commencing 20th November. Seaton Town Council Maintenance staff aim to have this, and other painting requested on the ground floor near complete by Christmas

Provide maintenance schedule of work for Marshlands: two tasks only in hand for Marshlands currently, painting ground floor toilets and other painting requested on the ground floor.

Free distribution of inherited chairs in Marshlands: One local organisation has taken the entire stock of chairs.

Maintenance costs at the Town Hall: Our Town Clerk continues to correspondence with Simon Alchurch, Senior Building Surveyor at EDDC on this.

Purchase of additional carpet for Office 3: The Committee is advised that the room measurements are larger than the remaining stock of carpet left with previous supplier. *This being the case the Committee is asked to advise how it wishes to proceed.*

Purchase of additional function room chairs for Marshlands: Chairs arrived on Tuesday 21st November 2017.

Remedial costs of Fire Test: Fire test carried out week commencing Monday 13th November. We await the report.

Explore advertising space in EDDC knowledge publication to promote office rental at Marshlands: advised by EDDC Officers that The Knowledge is no longer produced. However, we have asked that an item goes into an e-newsletter distributed to residents and businesses periodically.

Provision of wi-fi: An IT contracting company met with our Town Clerk on 17th November which will provide approximation of price for STC to determine how to move forward.

Proposals for an Open Day at Marshlands: we await an update from Cllrs Sanham and Squire for a date in January 2018

Additional shelving in kitchen: we await sight of advice from Cllr Sanham.

Marshlands Energy Use: Officers exploring the provision of temperature control valves for individual radiators. Now also exploring options for a replacement boiler which will necessitate a new, internally sited, on / off switch

Process for taking forward PAT testing: Our Town Clerk has advised that Finance & General Purposes Committee resolved on 24th July that the PAT test should take place and that the Town Clerk should ensure best value in determining which company to use.

Marshlands Annual Fire Test: Test took place on 14th November. We await the report from the Inspection.

Lease arrangements with the Scout Association: a representative from the Scout Association will attend the January meeting of the Estates Committee as per discussions at Committee on Monday 30th October.

Town Hall Alarm System: quotes are being obtained for a replacement control panel because replacement parts are no longer available for the current one.

17/E/08 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 9 & 10 on this agenda as there is likely to be a disclosure of commercially sensitive information

17/E/09 To further review quotes for re-plastering ground floor of Marshlands

17/E/10 To review quotes for the purchase of a trolley for moving Chairs within Marshlands



D R A F T Minutes of the Estates Committee Monday 30th October 2017

Present

In the Chair: Cllr. Jack Rowland

Councillors: K Beer, M Pigott, H Sanham, D Squire

Present: Assistant to the Town Clerk

47. Apologies for absence

Apologies were noted and accepted from Cllrs Hartnell and Rye.

48. Declarations of Interest

There were no declarations of interest.

49. Minutes of the meeting held on Monday 25th September 2017

The Committee **RESOLVED** to agree the minutes subject to the following amendment:

Minute 44: Urgent maintenance at Marshlands - to read "Officers to ensure that repairs likely to endanger the safety of function room hirers, Councillors and Officers are carried out as soon as possible as they occur in the future."

(proposed by Cllr Beer, seconded by Cllr Sanham)

50. Public Question Time

There were no members of the public present.

51. To review the asset maintenance budget for the Town Hall to inform budget setting for 2018/2019

The Committee noted that under the terms of the lease, STC is entitled to claim 50% of money spent on maintenance from The Gateway per year, but that the claim is made in the year after the costs are incurred.

The Committee noted that our Town Clerk has a meeting with The Gateway week commencing 30th October and that STC awaits sight of The Gateway's accounts.

Cllr Sanham proposed reducing the amount for asset maintenance at the Town Hall from £8,000 to £5,000, with any money remaining in the 2017/2018 budget to go to ear-marked reserves.

(seconded by Cllr Rowland)

The Committee **RESOLVED** to agree the proposal)

The Committee requested Officers to obtain a list of work undertaken by EDDC in respect of our Service Level agreement with them for maintenance at the Town Hall.

Under this item the Committee also discussed the following budget items in respect of Marshlands:

Retainer for Caretaker for functions at Marshlands:

Cllr Sanham proposed a budget of £400.00 in 2018/2019 for an evening Caretaker, to be increased to £500.00 in financial years 2019/2020 and 2020/2021, then to £600 for the financial year 2021/2022. However, these amounts are to be kept under review going forward.

(seconded by Cllr Squire)

The Committee **RESOLVED** to agree the proposal

Replacement Doors for the Function Room in Marshlands

Cllr Sanham proposed a budget of £5,000 be agreed to replace the existing doors in the Function Room with new doors which will also be sound proof.

(seconded by Cllr Pigott)

The Committee **RESOLVED** to agree the proposal

52. Update on lease arrangements with the Scout Association (SA)

The Committee considered a report provided by the Town Clerk setting out current lease arrangements and the wishes of the SA going forward.

Cllr Rowland proposed that the lease with the SA be extended to 30 years with a break clause.

(seconded by Cllr Pigott)

The Committee **RESOLVED** to agree the proposal

Use of the Scout Hut by Groups other than the SA

Cllr Rowland proposed that the wording in Section 3.3 of the current lease enables other groups to use the Scout Hut with the approval of STC and that this remains broadly sufficient. However, STC would welcome a meeting with Mr Johns to learn more about the SA 3-year development plan including discussion on a list of organisations which the SA thinks may want to, or may be encouraged to use the Scout Hut in the future and on the SA proposal that the Scout Hut could be used to provide youth facilities for Seaton.

(seconded by Cllr Beer)

The Committee **RESOLVED** to agree the proposal

Ownership of the Scout Hut

Cllr Rowland proposed that the current lease lodged with the Land Registry makes it clear that Seaton Town Council owns the Scout Hut and there is no need to seek specialist legal advice in this respect.

(seconded by Cllr Sanham)

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

53. To agree a plan of work in order to be able to use and market the downstairs, front part of Marshlands

Cllr Squire proposed that this item be considered under item 8 on the agenda "Management of Marshlands and The Town Hall: update on action points".

(seconded by Cllr Rowland)

The Committee **RESOLVED** to agree the proposal

54. Management of Marshlands and the Town Hall: update on action points

Provision of carpet for Office 3 in Marshlands

Cllr Rowland proposed the purchase of carpet remaining with original supplier dependent on the size of carpet available being large enough to fit Office 3.

The purchase is to include fitting costs.

(seconded by Cllr Sanham)

The Committee **RESOLVED** to agree the proposal

Purchase of additional chairs for Marshlands

Cllr Sanham proposed the purchase of 30 chairs which will be silver framed and upholstered in the same blue material as per our current stock but noted that this will be a plain blue material rather than a patterned one, as now. In addition, Officers are requested to obtain quotes for purchasing equipment to transport the chairs from one part of Marshlands to another.

(seconded by Cllr Rowland)

The Committee **RESOLVED** to agree the proposal

Improved Marketing of Marshlands

Cllr Sanham proposed that officers contact EDDC to see if we can promote Marshlands via their Knowledge website page.

(seconded by Cllr Rowland)

The Committee **RESOLVED** to agree the proposal

Energy Bills at Marshlands

The Committee expressed concern at the high cost of energy during the summer months. Cllr Rowland explained that he and the Town Clerk are reviewing energy issues in the round including investigating the energy usage of an extractor fan.

Cllr Beer proposed seeking quotes to install an on / off switch for the heating which will be sited inside Marshlands and can over-ride the external heating controls and seeking quotes for installing individual thermostats on radiators throughout Marshlands.

(seconded by Cllr Pigott)

The Committee **RESOLVED** to agree the proposal

PAT Testing in Marshlands

The Committee requested information from officers on the quotes received to carry out the recent PAT test in Marshlands and requested confirmation that the equipment used by our tenants is also PAT tested. The Committee noted that PAT Testing is a requirement concerning equipment brought into Marshlands by external groups and agreed that a PAT testing day be put into the diary each year for this purpose. Councillors can use the day to have their own PCs and other equipment PAT tested.

Officers were requested to check if Christmas decorations in Marshlands have been PAT tested.

Annual Fire Risk Assessment

The Committee noted that a contractor is due to complete the Annual Fire Risk Assessment on the 9th November. The Committee noted that our Town Clerk will attend a Fire Warden training session along with other colleagues and that the Council needs to schedule in regular fire tests and evacuation exercises.

Doors for disabled toilets in Marshlands

The Committee noted that the doors are now fitted.

Cllr Sanham proposed that STC maintenance staff be requested to remove remaining, surplus equipment in both toilets and to repaint the walls. Officers are also asked to provide a schedule of maintenance work going forward
(seconded by Cllr Squire)

The Committee **RESOLVED** to agree the proposal

The Committee noted that Cllr Rowland has asked the Town Clerk to agree a schedule of painting tasks to be discussed at the next meeting of the Estates Committee which will include painting the blue door surrounds in the function room and the Marshlands, sea facing wall.

Proposals for an Open Day for Voluntary Groups at Marshlands

The Committee noted that Cllrs Sanham and Squire will liaise on a date for the Open Day to be held in January 2018.

Additional shelving for Marshlands Kitchen

The Committee noted that this is still ongoing.

Service Level Agreement with EDDC on maintenance at the Town Hall

Cllr Sanham proposed that Officers obtain a breakdown of costs applied in respect of maintenance work at the Town Hall from EDDC
(seconded by Cllr Beer)

The Committee **RESOLVED** to agree the proposal

The Committee discussed ongoing contact with EDDC officers on the scope of the SLA in the future.

Legionella Testing

Cllr Sanham proposed that Officers be requested to provide expert opinion on Legionella Testing for Marshlands and what is needed in terms of our water supply system.
(seconded by Cllr Beer)

The Committee **RESOLVED** to agree the proposal

To agree a plan of work in order to be able to use and market the downstairs, front part of Marshlands

Cllr Sanham proposed that the wardens in residential and supported living homes in Seaton be contacted and advised that chairs which might be suitable for their residents and tenants can be made available to them free of charge from Marshlands. The proposal included a target date of January for surplus equipment to be moved out of this part of Marshlands. STC maintenance staff are requested to re-organise the room concerned so that the chairs in question can be more easily accessed and viewed. If this initiative is not successful then the Council will explore other ways of disposing of the chairs and remaining, surplus equipment.

(seconded by Cllr Squire)

The Committee **RESOLVED** to agree the proposal
Councillor Rowland advised the Committee that windows in Marshlands will be replaced once remedial plastering work has taken place.

Purchase of a second, external storage shed at Marshlands

The Committee agreed that this will be an item at the December meeting of the Estates Committee

55 CONFIDENTIAL ITEM

The Chair moved that in accordance with the Council's Standing Order 1(c) press and public will be excluded from the meeting during the discussion of item 10 on the agenda as there was likely to be a disclosure of commercially sensitive information

56. To review quotes for re-plastering ground floor of Marshlands

Cllr Rowland updated the Committee on quotes received to date and issues arising. Several companies had been invited to quote but only two quotes had materialised.

Cllr Squire volunteered to circulate to members and Officers historical information including quotes obtained when STC first took ownership of Marshlands in the hope that this will extend the number of companies which we can approach for further quotes for plastering.

The Committee requested that Officers provide a summary of the scope of the plastering work on which we have sought quotes so far.

The meeting ended at 21.30

Chairman:

Date:

**Marshlands Risk Management:
a review of legal requirements in the matter of Legionnaire's Disease**

1. Background

1.1 The Estates Committee asked for an update on what the Council is required to do legally to prevent the outbreak of Legionnaire's Disease and particularly as regards the management of our water system at its meeting on Monday 30th October

1.2 Officers have researched the legal requirements summarised below. Councillors are also advised that the Town Hall and Museum were risk assessed for the prevention of Legionnaire's Disease.

2. Legal Duty

2.1 As an organisation responsible for water systems we have certain duties under Health & Safety law as follows:

- Health and Safety at Work Act 1974 (HSWA)
- Control of Substances Hazardous to Health Regulations 1999 (COSHH)
- Management of Health and Safety at Work Regulations 1999 (MHSWR)

2.2 All the above cite the Health and Safety Executive's (HSE) Approved Code of Practice L8 as the recommended guidelines for the management of risk of exposure to Legionella.

2.3 Approved Code of Practice L8 stipulates the following five principles:

- Identify and assess sources of risk
- Prepare a written scheme for controlling the risk
- Implement, manage and monitor precautions
- Keep records of precautions
- Appoint a person to be managerially responsible
- Legionnaire's Disease is nationally notifiable

2.4 Since the L8 Approved Code of Practice (3rd edition) (ACOP) was published in 2001, there has been a requirement for landlords of both domestic and business premises to assess the risks from exposure to Legionella to their tenants.

3. Recommendation

The Committee is asked to determine how it would like to move forward on reviewing arrangements to ensure that the Council is carrying out its legal duty in the matter of minimising the risk of an outbreak of Legionella in Marshlands.