

FILEY TOWN COUNCIL

PROPERTY COMMITTEE MEETING HELD ON THURSDAY 16 JANUARY 2014 AT 10.57AM

Present: Cllr E Holden (Chairman), Cllr J Casey, Cllr J Shackleton, Cllr R Walker, Cllr T Willis
Also Present: Cllr J Meek
Mr K Leathley, Health & Safety Risk Advisor
Clerk – Mrs G Robinson

The Chairman welcomed everyone to the meeting.

NOTICE OF THE MEETING

RESOLVED: That Public Notice of the meeting had been given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972. 054/014

APOLOGIES

Cllr D Glanvill had sent her apologies to the meeting due to a training work commitment. It was:

RESOLVED: That Cllr D Glanvill's apologies be accepted. 055/014

DECLARATIONS OF INTEREST

The Chairman reminded members of the need to consider whether they needed to declare a disclosable pecuniary interest (DPI) or personal interest as detailed in Appendix A and Appendix B of the Town Council's Code of Conduct and reminded Members that they could make a declaration of interest at any point in the meeting. It was

RESOLVED: That no declarations of interest were declared. 056/014

QUEEN STREET GARDEN

The Clerk had previously circulated a copy of the contractor's emergency investigation findings together with photographic images. The contractor's report stated that *'on inspection it would appear that water leakage & tap seepage had created some land movement on the top garden terrace which will definitely require some form of stabilizing method e.g. shoring/piling or gabion baskets. The cracks that have formed in the existing retaining walls on the top and second terrace appear to have no foundation which is adding to the unsteadiness and movement of the walls'*. The contractor recommended that the opinion of a structural engineer should be sought as soon as possible. Cllr R Walker requested that NYCC Highways investigate the gullies in Queen Street to ascertain if there were any cracked pipes. The Clerk informed members that Yorkshire Water had tested the water from the outfall pipe which after being analyzed had been not been identified as being from any of their water sources. Members acknowledged that it was important that the source of the water be found prior to any remedial works being carried out and that they would need to consider professional advice prior to taking any action. After much discussion it was

RESOLVED: That the Clerk obtain quotations as a priority from suitable structural engineers to give a professional opinion on the work required to shore up the garden. 057/014

RESOLVED: That all entrances to Queen Street Garden be closed until further notice and appropriate signage be applied. 058/014

RESOLVED: That NYCC Highways be requested to investigate the gullies at the garden end of Queen Street as soon as possible. 059/014

THE LAWNS CEMETERY

Cemetery Overspill Land

The Clerk informed members that she had obtained quotations for grounds maintenance of the cemetery overspill land which had been sent to Scarborough Borough Council for consideration and she would report to members once a response had been received. The Clerk had been in contact with the site manager of the Coast & Country site, firstly to request that litter be removed from behind the cemetery fence and secondly to determine when the boundary fence would be installed and had been informed that the Town Council would be consulted prior to any installation. The litter had been removed the following day. Members agreed that prior to taking over the land from the Borough Council the cemetery overspill land would need to be reinstated by the developer. It was

RESOLVED: That the above information be noted. 060/014

Continued overleaf

THE LAWNS CEMETERY continued

Health & Safety Equipment

Mr K Leathley advised members that the Council should consider replacing its existing grave shoring with hydraulic grave shoring equipment to ensure that the excavation of graves met health and safety guidelines. He went on to state that the Town Council had undertaken 17 interments this year to date and this was expected to increase if St Oswald's churchyard became closed. Members agreed that estimates for hydraulic shoring should be obtained as soon as possible but in the interim period agreed that hydraulic shoring could be hired if necessary. Mr Leathley also recommended that the cost of cemetery ground protection mats be sought. The Clerk informed members that the cost of the above equipment could possibly be utilised from the Cemetery Model Agreement funds, however proposals to tarmac the cemetery paths may have to be placed on hold as there would be insufficient funds to do both projects this financial year. Members agreed that the hydraulic shoring equipment must take higher priority. It was

RESOLVED: That the above information be noted and the quotations be obtained as soon as possible for further consideration by the Property Committee. 061/014

COUNCIL OFFICES

Health & Safety

Mr K Leathley, Health & Safety Risk Advisor had previously circulated a Health & Safety Inspection report with his significant findings. He stated that he had flagged up the lack of storage space in the council offices many times and it was time for the Council to consider reconfigure the overall layout of the building to address this with investigating the possibility of an electronic sliding door at the reception entrance. In his report Mr Leathley also recommended that a safe refuge area be created near to the Council Chamber once the fire escape had been installed. Members noted the significant findings and also discussed options for the council offices premises. It was

RESOLVED: That Mr Leathley be thanked for his input and the contents of his report be noted. 062/014

Fire Escape

The Clerk informed members that she had arranged for the shed in the car park to be relocated adjacent to the wall in order that the base for the fire escape could be accommodated. The plans had now been approved by North Yorkshire Building Control and the appointed company had been to take final measurements and hoped to fit the fire escape in early February. Members visited the Council Chamber and looked at the location of where the fire escape would be on the top landing and also where a safe refuge area could be accommodated. Members agreed that a safe refuge place could be created on the top landing if fire doors were installed at the top of the stairs and following inspection this would not affect access from the disabled lift. After discussion the Clerk was asked to obtain estimates for a new fire door and frame on the top landing for access on to the new fire escape and also for new fire doors at the top of the stairs and the Council Chamber. It was

RESOLVED: That the above information be noted and the quotations be sought as soon as possible. 063/014

MAYORAL CHAIN

Members were asked to consider options for the Mayoral Chain as there were only two remaining name plates left before the Mayoral chain becomes fully engraved. The Town Mayor modelled the Mayoral chain for members to view in detail and after close inspection it was acknowledged that the front chains depicted past Mayors serving the Urban District Council and could now be removed and archived.

Members also considered the weight of the Mayoral chain and suggested a neck chain could assist with this problem. It was also suggested that if a Town Mayor serves a number of consecutive years only one plate be engraved to show the dates of their whole term of office. After much discussion it was

RESOLVED: That a quotation be obtained for refurbishment of the Mayoral Chain to include the removal of the front chains and replace with new chains; a new support neck chain; the wording of Town Mayor on the jewel to be re-enameled; shoulder pins to be removed and replaced with shoulder hooks; all plates on the chain to be re-engraved as some are unreadable and the whole chain to be cleaned. 064/014

RESOLVED: That a recommendation be made to the Finance & General Purposes Committee to consider the inclusion of the cost of refurbishing the Mayoral Chain as detailed above in the 2014/2015 budget. 065/014

Property Committee Meeting held on Thursday 16 January 2014 continued

MAYORAL CHAIN continued

RESOLVED: That a recommendation be made to full council that should a Town Mayor serve a number of consecutive years, then only one plate be engraved to show the dates of their whole term of office.

066/014

PROPERTY UPDATE

The Clerk informed members that she had attended a site visit at the Filey Allotments to inspect the northern boundary where some fencing had been removed and had since clarified this was outside the allotment boundary and she had informed the Secretary of the Allotment Association. The Clerk also informed members that Mr Burnett sincerely apologised to the Council that the community payback team was unable to undertake the refurbishment of the sea front commemorative seats this year due to the amount of work involved with the seats but he had offered to undertake alternative work for the council. Members agreed that these seats should now be refurbished by the council's seat contractor as soon as possible. Members discussed whether a site visit was necessary to Parish Wood and the Chairman of the Property Committee agreed to visit the site and report back at the next meeting. It was

RESOLVED: That the above information be noted and actions carried out as detailed above.

067/014

The meeting closed at 12.40pm

Councillor E Holden
Chairman
Property Committee