

FILEY TOWN COUNCIL

PROPERTY COMMITTEE MEETING HELD ON THURSDAY 29 JANUARY 2015 AT 10.00AM

Present: Cllr J Casey, Cllr J Meek, Cllr J Shackleton, Cllr R Walker (Vice Chair)
Mr K Leathley – Health & Safety Risk Advisor
Clerk – Mrs G Robinson

Cllr R Walker, Vice 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. **089/015**

APOLOGIES

Cllr D Glanvill (work commitment) and Cllr E Holden (ill-health) had sent their apologies to the meeting. It was:

RESOLVED: That Cllr D Glanvill and Cllr E Holden apologies be accepted. **090/015**

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.

Cllr J Shackleton declared a personal interest in agenda item 4 as he is a member of the Filey Allotment & Garden Association and is also the President of the Allotment Association in his role as Town Mayor.

It was

RESOLVED: That Cllr J Shackleton's personal declaration of interest be noted. **091/015**

FILEY ALLOTMENT SITE

Further to Minute No 756/014 the Clerk updated members with information to date from the Council's Solicitor and stated that any further information received would be reported at the next meeting. It was

RESOLVED: That the above information be noted. **092/015**

LAWNS CEMETERY

Overspill Land

The Clerk informed members that she and the Deputy Clerk had met with Mr A Skelton, SBC Director of Service Delivery at the Cemetery for a site visit to discuss the cemetery overspill land and the number of available plots in the existing cemetery. The Clerk informed members of the suggestions made by Borough Officers regarding the use of existing burial plots. After discussion it was

RESOLVED: That Borough Officers Mr A Skelton and Mr N Edwards be invited to a meeting with Property Members to further discuss the Lawns Cemetery Overspill Land. **093/015**

QUEEN STREET GARDEN

Ground Investigation Works

The Clerk informed members that the report for the Ground Investigation works was not yet available but an email had been received stating that it was imminent and that high groundwater levels had been identified. Members awaited the outcome of the report in due course and once received the Clerk was requested to arrange a meeting of the Property Committee for this one item with the consultant being requested to attend. It was

RESOLVED: That the above information be noted. **094/015**

ROSE GARDEN SHELTER

Members were circulated with two quotations for painting the shelter (Fascia's and Soffits, Seat and Centre Post and Ceiling and inside of Lintel) at Rose Garden, Filey. The Clerk informed members that funding was available from the Model Agreement Shelter Budget. Members requested that the Lintel be painted blue instead of white and after due consideration it was

RESOLVED: That J Haxby Joiners be awarded the contract for repainting the Rose Garden Shelter at a cost of £529.00 plus VAT being funded from the Model Agreement Shelter Budget with the Lintel being painted blue instead of white. **095/015**

COMMEMORATIVE SEATS

Request from Filey in Bloom Group

Cllr J Casey stated that as the Council's representative on the Filey in Bloom Group he requested that the Town Council give consideration to repairs and maintenance of commemorative seats in Crescent Gardens being undertaken prior to the Yorkshire in bloom judges visit during July, as he felt that the group may have lost some points because of routine maintenance being carried out at the time of judging. The Clerk stated that all commemorative seats are maintained on a three year rolling programme and therefore could not be done every year although if a seat needed a repair this would be carried out as soon as possible. After discussion it was

RESOLVED: That the Filey in Bloom Group supplies the Town Council with the date of judging once known in order that maintenance contractors be informed. **096/015**

RESOLVED: That an inspection of all commemorative seats in both Crescent Gardens and Northcliffe Gardens be undertaken as soon as possible by council staff with the Health & Safety Risk Advisor to identify any repairs required. **097/015**

Additional Commemorative Seating

As per minute No F062/015 members of the Finance & General Purposes Committee had requested that the Property Committee identify specific areas for any additional commemorative seats in order that these are kept to a minimum as the Town Council is already responsible for over 500 commemorative seats in the town. Members suggested Filey Country Park and Glen Gardens could be possible areas for additional commemorative seats. After discussion it was

RESOLVED: That Members of the Property Committee undertake a site walkabout on Thursday 12 February 2015 at 10.00am from the Council Offices with council staff and the Health & Safety Risk Advisor to identify specific areas for any additional Commemorative Seats in the town.

098/015

COUNCIL OFFICES

Proposed Disabled Access

The Clerk informed members that the defunct disabled lift had now been removed and the walls had been re-plastered and that there had been a delay on the installation date for the new lift and this would now be installed on 9 February 2015. It was agreed that training be given to both Members and staff following installation of the lift and the Clerk was requested to arrange this. It was

RESOLVED: That the above information be noted.

099/015

Fire Evacuation Procedure

Mr Leathley showed examples of new fire action notices which complied with current fire regulations and requested these be updated as soon as possible. He went on to advise that it was the Fire Warden's responsibility to make the decision at the time of which emergency exist to use in the event of a fire but advised if accessible this would most likely be the new fire escape at the rear of the building. Mr Leathley requested some grit or icing salt be purchased to de-ice the steps on the fire escape in winter months if icy. Members agreed that the evacuation point would remain the same being at the corner of Queen Street and Reynolds Street, Filey. The Clerk was requested to obtain some Fire Warden Refresher training for council staff and Fire Warden Training for Councillor J Casey and Councillor J Meek. Members expressed concern regarding the signing in forms and requested a signing in book be purchased and that it be brought up to the Council Chamber once the meeting had commenced with the Chairman asking everyone present if they had signed in to comply with fire safety regulations. It was

RESOLVED: That all the above actions be carried out as soon as possible.

100/015

RESOLVED: That fire warden training be arranged as soon as possible.

101/015

Health & Safety Inspection Report

Mr Leathley had previously circulated a copy of a Health & Safety Building Inspection Report for the Council Offices and went through the following items individually with members undertaking site inspections to view the significant findings:

Reception entrance – on site inspection entrance is wide enough for wheelchair access but the main black door provides better access – signage and wireless doorbell to be installed.

Disabled Toilet – a plumber to be contacted to improve water flow and temperature in hand basin, a pull cord and alarm bell to be installed.

COUNCIL OFFICES continued

Health & Safety Inspection Report continued

Excessive Combustible material in downstairs rooms – the Clerk to draw up a Document Retention Policy and if agreed additional space could be made in the Council Storeroom to alleviate some excessive combustible material in ground floor offices.

External Storage and/or new shed – Cllr J Shackleton agreed to investigate possibilities for external storage

Metal Strip where carpet edge finishes in front of new fire escape – a wide metal or rubber carpet strip to be installed.

Filey in Bloom Certificates – to be moved to bottom of stairs to allow fire signage to be clearly visible.

Members acknowledged Mr Leathley's concerns and his final comment that the council offices were not fit for purpose. After some discussion it was

RESOLVED: That all the above significant findings be addressed as soon as is possible.

102/015

RESOLVED: That members accept Mr Leathley's report and final comment and continue to explore suitable properties for the relocation of the Town Council Offices.

103/015

PROPERTY UPDATE

The Clerk informed members that she was still negotiating with the notice board company regarding a replacement door for the notice board on Belle Vue Street. Members were asked to consider possible sites for the Murray Street Noticeboard and two commemorative seats to be possibly relocated once work commenced on the former Police Station Site and Cllr J Casey agreed to look at possible alternatives for members to view on their forthcoming site walkabout. Members noted that the pest control action which had been taken to address the problem with pigeons on the Council Offices roof and fascia's had been successful. It was

RESOLVED: That the above information be noted.

104/015

The meeting closed at 12.24pm

Councillor R Walker
Vice Chairman
Property Committee