

IRTHLINGBOROUGH TOWN COUNCIL



MINUTES OF THE MEETING OF THE PROPERTY AND SERVICES COMMITTEE HELD ON
TUESDAY 4TH OCTOBER 2022 AT 7.40PM (FOLLOWING EVENTS) AT THE COMMUNITY CENTRE
FETTLIEDINE ROAD NN9 5XF

PRESENT: Councillors P Boyer, S Boyer, C Cross, R Powell, T Walton and J Farrar (Ex Officio)

ALSO PRESENT:

AGENDA

29. APOLOGIES

Councillor E Hopkinson – Work Commitment

RESOLVE P&S/10(22)/35 – that Councillor E Hopkinson’s apology be accepted.

30. DECLARATIONS OF INTEREST – TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST AND OTHER INTERESTS AND THE NATURE OF THOSE INTERESTS RELATING TO ITEMS ON THE AGENDA.

No declarations were made.

31. MINUTES – TO RECEIVE AND APPROVE FOR SIGNATURE THE MINUTES OF THE PROPERTY AND SERVICES COMMITTEE MEETING HELD ON 26TH JULY 2022

RESOLVE P&S/10(22)/36- that the minutes of the Property and Services Committee meeting of Tuesday 26TH July 2022 be approved and signed as a correct record of proceedings

32. MATTERS ARISING – TO NOTE ANY MATTERS ARISING FROM THE MINUTES OF THE PROPERTY AND SERVICES COMMITTEE MEETING HELD ON 26TH JULY 2022 (UNLESS COVERED BELOW)

Page 5 **RESOLVE P&S/05(22)/12** - to establish if the Ebbw Vale Road bus stop is still being used as a stop. Councillor E Hopkinson advised that the shelter was no longer in use. No buses currently go to the Ebbw Vale Road Estate. - Councillor P Boyer reported that she regularly saw people at the stop so believed buses must still go there.

33. TO RECEIVE AND NOTE ACTIONS TAKEN AGAINST THE PROPERTY AND SERVICES COMMITTEE RESOLUTIONS UP TO 27TH SEPTEMBER 2022.

Councillor T Walton raised several items.

Chairman:

Date:

Page 1 Item 64. TO CONSIDER IDEAS FOR IMPROVEMENTS TO THE MUGA ON THE RECREATION GROUND.

The Clerk informed members that some firms had been out to visit the site in August and had been asked to submit proposals/quotations. She had been advised the forecasted timescale to receive the proposals/quotations was 8 to 12 weeks, they hadn't been received to date.

Page 1 Item 79. TO CONSIDER A QUOTE TO REPAIR THE FLOOR AND WALLS OF CEMETERY HUT AND THEN ISSUE A NEW LEASE.

RESOLVE P&S/01(20)/112 – that the quotation to carry out repairs to the wooden Cemetery Hut located in the Church Street Cemetery up to a value of £1000 + VAT be accepted. The repairs to include the removal of growth from the building, replacement of the outer skin boards, doors and floor repaired/maintained and the whole building repainted.

RESOLVE P&S/05(22)/06 – that repairs as per the original specification are carried out to the cemetery hut in August 2022 – Councillor Walton asked if the work had been done.

The Clerk stated the work hadn't been done yet. Work on the playground equipment had taken priority.

Councillor T Walton requested this item be added to the next agenda for an update.

RESOLVE P&S/10(22)/37 – that repairs to the cemetery hut **RESOLVE P&S/05(22)/06** – that repairs as per the original specification are carried out to the cemetery hut in August 2022, be added to the next Property and Services Agenda for the meeting on the 15th November 2022

Page 1 18. TO RECEIVE A VERBAL REPORT FOLLOWING THE ANNUAL PROPERTY INSPECTIONS BY THE CHAIR, VICE CHAIR AND CLERK. (ARRANGE OPEN SPACE INSPECTIONS)

RESOLVE P&S/09(20)/26 – that a solution to the enable both access and exit from the gate at the rear of the Community Centre whilst still maintaining security is found.

Members recalled that this had been raised following the inspection as a fire risk. The emergency fire exit led to the area outside which was secured by a gate that couldn't be opened from the inside.

Councillor T Walton requested this item be added to the next agenda for further discussion.

RESOLVE P&S/10(22)/38 – that **RESOLVE P&S/09(20)/26** – that a solution to the enable both access and exit from the gate at the rear of the Community Centre whilst still maintaining security is found, be added to the next Property and Services Agenda for the meeting on the 15th November 2022

Page 4 12. TO AGREE A QUOTE TO CHANGE TO THE ALARM SYSTEM TO DUALSIM TO NEGATE THE REQUIREMENT FOR AN ADDITIONAL PHONE LINE

RESOLVE P&S/05(22)/08 – To accept the quote for a DualSim system at a cost of £450 per year, with an additional £300 set up fees in the first year.

Councillor T Walton requested this item be added to the next agenda for an update.

Chairman:

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RESOLVE P&S/10(22)/39 – that **RESOLVE P&S/05(22)/08** – To accept the quote for a DualSim system at a cost of £450 per year, with an additional £300 set up fees in the first year, be added to the next Property and Services Agenda for the meeting on the 15th November 2022

Page 6 COMMUNITY CENTRE i) TO CONSIDER COMMUNITY CENTRE IMPROVEMENTS AND AGREE A SPECIFICATION FOR THE WORK

RESOLVE P&S/07(22)/27 - that quotations are sought for a professional clean of the paved area of the Community Centre Courtyard.

Councillor T Walton asked for an update.

The Clerk indicated this was ongoing.

i) TO CONSIDER COMMUNITY CENTRE IMPROVEMENTS AND AGREE A SPECIFICATION FOR THE WORK

RESOLVE P&S/07(22)/29 – that quotations are sought for a DDA assessment of the Community Centre to obtain advice on making it more suitable for less able bodied users.

Councillor T Walton requested this item be added to the next agenda for an update.

RESOLVE P&S/10(22)/40 – that **RESOLVE P&S/07(22)/29** – that quotations are sought for a DDA assessment of the Community Centre to obtain advice on making it more suitable for less able bodied users, be added to the next Property and Services Agenda for the meeting on the 15th November 2022

Page 6 COMMUNITY CENTRE ii) TO CONSIDER REFURBISHING THE COMMUNITY CENTRE KITCHEN AND IF REQUIRED TO AGREE A SPECIFICATION TO ALLOW QUOTES TO BE SOUGHT

RESOLVE P&S/07(22)/30 – that quotations be sought for the provision and installation of a dishwasher for the Community Centre kitchen.

Councillor T Walton requested an update regarding the dishwasher quotations. The Deputy Clerk had looked at companies but had found that a domestic dishwasher would take too long to run a cycle and therefore would not be practical for hirers to use. Commercial dishwashers are upwards of £1000 and are larger. Following discussions the Committee decided that it would be impractical to install a dishwasher at the Community Centre at this present time.

RESOLVE P&S/10(22)/41 – that it is agreed that at the present time quotations would not be pursued for a dishwasher.

RESOLVE P&S/10(22)/42 - that the actions taken against the Property and Services Committee resolution list up to the 27th September 2022 are received and noted.

34. COMMUNITY CENTRE

i). TO REVIEW THE MARKETING OF THE COMMUNITY CENTRE AS PER **RESOLVE P&S/07(22)/33**

The Community Centre is advertised on the Council website and Halls for Hire website.

Members looked at the current promotional leaflet - they felt that the leaflet provided good images and some information but looked a bit outdated and dull.

Chairman:

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It was suggested that a new leaflet with a more modern design, a different stronger colour palette and updated information would be better.

The Clerk informed members that the photographs used in the existing leaflet didn't belong to the Council so if they wished to use them again permission would need to be sought from Welcome Photography.

Councillor S Boyer and P Boyer offered the services of Marsh industries to organise a new design and to get the leaflet printed once approved by Council.

RESOLVE P&S/09(22)/43 – that permission to use the promotional photographs taken by Welcome Photography in a new Community Centre leaflet be sought.

RESOLVE P&S/09(22)/44 – that once permission has been granted to use the photographs, copies of the photographs together with up to date information about the centre's facilities, and how to book be submitted to Cllrs S and P Boyer for them to arrange for a new leaflet to be designed and brought to a future meeting for approval.

Promoting the Community Centre in local magazines was considered.

It is free to advertise in the St Peters magazine "Outlook".

Current prices were not known for "In your Vicinity", "Live local" and "Saints Alive" magazines.

RESOLVE P&S/09(22)/45 – that the cost of advertising the Community Centre in "In your Vicinity", "Live Local" and "Saints Alive" be investigated.

II). RESOLVE P&S/07(22)/31 – THAT COUNCILLORS BRING SUGGESTIONS FOR QUESTIONS TO COMPILE A USER SURVEY

III). RESOLVE P&S/07(22)/32 – THAT COUNCILLORS BRING SUGGESTIONS FOR QUESTIONS TO COMPILE A LOCAL RESIDENTS SURVEY

It was proposed to just raise just one survey to be issued to both Community Centre Hirers and local residents.

It was proposed that the survey be limited to five questions.

After discussions the following six questions were selected.

1. Are you aware of the existence of the Community Centre Fettleline Road Irthlingborough NN9 5FX
2. Do you use the Community Centre? YES/NO
3. If not is there any reason why not?
4. What would you like to see the Community Centre used for?
5. If you are a current user what improvements would you like to see if any?

RESOLVE P&S/09(22)/46 - that the Clerk draws up a survey using the following questions: -

1. Are you aware of the existence of the Community Centre Fettleline Road Irthlingborough NN9 5FX
2. Do you use the Community Centre? YES/NO
3. If not is there any reason why not?

Chairman:

Date:

4. What would you like to see the Community Centre used for?
5. If you are a current user what improvements would you like to see if any?
to be put on the Council website, survey monkey and printed for distribution throughout the town and issued to Community Centre hirers with booking forms.

Different methods of distribution of the printed survey were considered.

One option would be for Councillors to hand deliver the survey throughout the town.

The names of three contacts who are known to distribute leaflets in the town were put forward.

RESOLVE P&S/09(22)/47 - that prices are sought for distribution of the Community Centre Survey from the three contacts put forward at the meeting.

35. TO CONSIDER QUOTES FOR REPAIRS TO THE CHURCHYARD PATHS AND RECOMMEND A CONTRACTOR TO FULL COUNCIL

Three quotations received

A) £58,700 + VAT

B) £52,875 + VAT

C) £61,138.95 + VAT

All firms had been sent the same specification but the m2 areas quoted for seemed to vary.

It was asked if any grants towards the cost were available.

The Clerk indicated that grants would not be available as the Churchyard was an asset.

Members considered the quotations were too high. It was acknowledged that the paths were in an unacceptable state of repair and that it was the Council's responsibility to maintain them.

However, at this time they felt the quotations for re tarmacking the paths should not be accepted and other alternative surfaces should be investigated.

Councillor J Farrar proposed that one of the paths at the top of the cemetery be removed and grassed over as it was not used.

Councillor S Boyer proposed different surfaces including plastic reinforced matting which the grass grows up through should be investigated.

Members highlighted that any alternative surface would have to be suitable for all users and meet health and safety regulations.

RESOLVE P&S/09(22)/48 – that none of the quotations to excavate and relay the tarmac paths in the churchyard should be accepted at this time.

RESOLVE P&S/09(22)/49 – that further quotations for alternative repairs to the churchyard paths should be sought including plastic reinforced matting.

RESOLVE P&S/09(22)/50 – that quotes be sought for the removal of the section of path that forks off to the right just after you enter the churchyard from St Peters and winds past the rear of Farrar Court to rejoin the main footpath on the bend near section E.

Chairman:

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Councillor R Powell said he would look at what Council funding was available.

RESOLVE P&S/09(22)/51 – that Councillor R Powell brings a report covering options and possible budget resources to the next Property and Services meeting on the 15th November 2022.

RESOLVE P&S/09(22)/52 – that advice on what action the Council should take in relation to the paths in the Churchyard in the meantime should be sought from the insurance provider.

36. TO RECEIVE THE ANNUAL PLAY INSPECTION REPORTS

Members discussed the reports received covering the three play areas. The Clerk advised that she had been to all three recreation areas with play equipment providers in August to look at the current equipment to obtain quotations for some replacement play equipment for those areas needing attention. The companies approached to provide quotations had advised that current lead times on design works was approximately 3 months.

Many of the recommendations referred to wetpour shrinkage, the extreme heat of the summer had affected the wetpour in all parks and was expensive to resolve.

Councillor S Boyers thoughts were that the Council should spend some of the Earmarked Reserves budget to update the play areas and ensure all repairs were carried out.

The Clerk advised that she was expecting the quotations to be back prior to the next meeting, these would be presented to Councillors.

RESOLVE P&S/10(22)/53 - that the Annual Playground inspection reports for the Crow Hill Play Area, Central Recreation Ground Play Area and the Les O'Dell Ground Play Area are received.

RESOLVE P&S/10(22)/54 – that a report is requested from the ad-hoc maintenance contractor detailing the current state of repair works.

RESOLVE P&S/10(22)/55 – that quotations for replacement play equipment are bought back to the November meeting.

37. TO RECEIVE A REQUEST FROM IRTHLINGBOROUGH SCOUTS TO STORE THEIR EX-POLICE INCIDENT TENT IN THE CEMETERY CHAPEL OR CEMETERY HUT.

The Clerk indicated there was no room to store the tent in the Cemetery Chapel and the Cemetery Hut was currently being leased to the Carnival Committee.

It was proposed the request is declined and a suggestion made that they contact iGrow to see if they have any capacity to store it with their sleigh.

RESOLVE P&S/10(22)/56 - that the Clerk writes to the Irthlingborough Scouts to say unfortunately due to lack of space the Council is unable to offer storage for their ex-police incident tent in either the Cemetery Chapel or the Cemetery Hut. However, they may wish to contact iGrow to see if they could offer storage space where they store their sleigh.

38. TO CONSIDER SPONSORING THE HIGH STREET HANGING BASKETS FOR A SECOND YEAR

Chairman:

Date:

RESOLVE P&S/10(22)/57 - that the Council sponsor the High Street Hanging Baskets for a second year.

RESOLVE P&S/10(22)/58 - that a budget of £500 plus watering costs is agreed to sponsor the High Street Hanging Baskets for a second year.

RESOLVE P&S/10(22)/59 - that the Council approach the Horticultural Society, Spencer Wainwright and The Irthlingborough Flower Shop to fill the baskets on the Councils behalf. The number of baskets to be divided equally between those interested in filling them along with a budget of £25 a year for each one.

RESOLVE P&S/10(22)/60 - that the hanging baskets are taken down and stored ready for distribution/replanting.

RESOLVE P&S/10(22)/61 - that the watering programme is increased in the second year.

39. TO AGREE TO PAINT THE BENCHES ON PARSONS GREEN

RESOLVE P&S/10(22)/62 - that the Council seek quotations for the repainting of the benches on Parsons' Green.

40. TO CONSIDER PURCHASING A CONCRETE TABLE TENNIS TABLE FOR THE CENTRAL REC

Members felt that the priority at this time needed to be the replacement of end of life and limited life playground equipment.

RESOLVE P&S/10(22)/63- that the Council does not consider purchasing a concrete table tennis table for installation at the Central Recreation Ground.

Date of next meeting: 15th November 2022 at the Community centre Fettleline Road NN9 5XF

There being no further business the meeting closed at 9.20pm.

Chairman:

Date: