

HESSLE TOWN COUNCIL
Asset Management Committee
Wednesday, 2nd September 2009 at 7.30pm
Small Front Room, Town Hall, South Lane, Hessle

M I N U T E S

Present: Councillors Jefferies, Kersey, Masson (Vice-Chairman), Prattley (Chairman) and Smith.

Also in attendance: Cllr.Kitchen – Chairman of the Council.

Apologies: Cllrs.Morrow and B.E.Tress. Mr K.Fisher.

13451 DECLARATION OF INTEREST:

None were given.

13452 MINUTES OF PREVIOUS MEETING:

(Jefferies/Smith)

RESOLVED to confirm as a correct record the minutes of the meeting held on 9th June 2009, and authorise the Chairman to sign.

13453 CHAIRMAN'S COMMUNICATIONS:

None were received.

13454 TOWN HALL – RECENTLY COMPLETED PROJECTS:

- a) Boiler Room – Installation of 2 x Emergency lights, 1 x fluorescent light and a sump pump and pump piped up to drain.

(Chair/Jefferies)

RESOLVED noted with thanks to Cllr.Kitchen for moving this on.

- b) Ladies Cloakroom – Installation of 1 x upvc window with trickle vent and patterned glass to replace rotten wooden frame.
(Chair/Jefferies)
RESOLVED noted.
- c) Flagstaff and New Coat of Arms Flag: Cllr.Kitchen has successfully installed the metal ring he made, to ease hoisting of flags to the Town Hall flagstaff. Lowering of the flagstaff has thus been avoided and a saving of £275.00 made.
(Jefferies/Chair)
RESOLVED noted with thanks to Cllr.Kitchen.
- d) Car-park signage: The caretaker has installed the 2 new pole mounted signs for town hall visitors, users and staff.
(Jefferies/Kitchen)
RESOLVED noted.
- e) Removal of 'Live' gas pipe in Caretaker's Lobby: For health & safety reasons and in consultation with the Chairman of this Committee, the Town Clerk has arranged with Northern Gas Networks the removal of this live pipe. This will be capped off underground and disconnected from the meter at a net cost of £310.00, and carried out on 7th September 2009.
(Chair/Smith)
RESOLVED noted.

13455

SKATE PARK - LIVINGSTONE ROAD:

- a) Repairs to skate ramp: The two holes have now been repaired and 17 steel bolts replaced by the fibre-glass contractor.
(Jefferies/Smith)
RESOLVED noted.

b) Damage to metal side panels of skate ramp and railings:

Whilst carrying out repairs the contractor informed the Town Clerk that this sheeting was beginning to come away and was dangerous. Cllrs. Jefferies and Kitchen have visited the site and note that the sheet has been totally removed. Railings have also been damaged and removed from the smaller ramp.

(Chair/Kitchen)

RESOLVED noted the report and that the Town Clerk will contact our appointed steel fabricator to carry out the necessary repairs (to include the fitting of coach bolts) as soon as possible in the interests of safety.

c) Lighting to the Skate Park:

The Town Clerk informed members that ERYC officer Lea Anne Wright had taken away the original specifications and costings from (now retired) Ray Tenant, ERYC Street Lighting for an update. She will also make enquiries about the relevant planning permission required. ERYC has agreed to 'top up' the £3000.00 funding given to us in 2006 to enable these floodlights to be installed as a matter of urgency.

13456

TOWN HALL STRUCTURAL SURVEY:

It was hoped that the structural survey with relevant costings; carried out some time ago in association with our architect; would have been available for consideration at this meeting.

(Smith/Kitchen)

RESOLVED noted that the relevant report is now received by our architect and the Town Clerk will duly arrange a Special meeting of this Committee to consider the recommendations contained therein. Mr Farrow (architect) will also be invited to attend to speak to the structural survey.

13457 TOWN HALL DISABLED ACCESS SURVEY – WORK CARRIED OUT AND QUOTATIONS FOR CONSIDERATION : All as recommended by the Council’s architect, Mr Rob Farrow.

a) Works carried out by the Caretaker under instruction from the Town Clerk:

- Handrail height raised to rear stage room steps.
- All nosings to steps on and in the stage area have been painted yellow.
- Disabled logo placed on temporary disabled toilet door (ladies).
- Steel plates installed to form a level and smooth slope to the ladies cloakroom entrance.
- Mind your head signage placed on landing areas of staircase to upper floor (south side).
- *A few minor jobs are still to be carried out such as rising butt hinges on temporary disabled toilet door, new handles on same, lowering of coat/bag hook on same.*

(Chair/Kitchen)

RESOLVED noted the work carried out.

b) Quotations sought as per architect’s recommendations and are now received and to be considered:

- Toughened glazing to entrance door to ladies

cloakroom.

- Lower position of door bell push to north side entrance door, lower position of door lock access switch and to lower position of 2 light switches in ladies toilet and cloakroom areas.

(Jefferies/Smith)

RESOLVED to accept both quotations for the above and that the Town Clerk arranges for the work to be carried out accordingly.

- Steps to Main Entrance:

Stone steps to the front of the building are not uniform. Risers and goings vary in size but are seen to be acceptable. Remedial work is required as these steps are now becoming a hazard to users. An indicative costing from a Civil Engineer is given for your consideration. (Chair/Kersey)

RESOLVED to thank the Town Clerk and ask that she obtains 2 further quotations, and that the Chairman and the Town Clerk be delegated to accept and approve one quotation and that the work then be carried out as a matter of urgency.

c) Quotations awaited as per architect's recommendations:

- Plumbing work to temporary disabled toilet to include washbasin, fitting complete disabled toilet unit after removing one of the wc's. Emergency pull light with ring tone/flashing light. Small basin to be installed with drying facility. All to provide for unisex.

(Masson/Kitchen)

RESOLVED noted that the costings are still awaited and if received in time, will be considered at the Urgency meeting as previously mentioned.

13458 TOWN HALL MATTERS & FUTURE PROJECTS:

a. Quotations sought and to consider further action:

Bar/Lounge area - to replace all existing doors and windows with upvc (to include internal swing doors and push-bar fire doors).

To be considered at a later date.

- b. Security of the Town Hall - Does the Committee still wish to go ahead with the fitting of an audible alarm to the main glass doors (when doors left open) now that we have the relief caretaker on the door on (the previously problematic) Wednesday evenings.

(Masson/Jefferies)

RESOLVED that we now go ahead with this work.

- c. Large Front Room – To consider replacing all doors with a style much more in keeping with the period of the Town Hall.

(Chair/Kitchen)

RESOLVED that the Town Clerk obtains quotations for suitable doors with advice from our architect regarding period style and fire regulations.

- d. Motorcycle Bay – To consider painting a bay to the front of the access ramp to the north side of the Town Hall.

(Jefferies/Smith)

RESOLVED that the Town Clerk duly instructs the caretaker to carry out the appropriate yellow lining for this bay.

- e. Excess Waste Collection Charge – To consider charging users for excess waste collection in the future. To add to the Hirer's Booking Form a charge for any additions to say the first bag of rubbish following parties, weddings, etc.

(Masson/Smith)

RESOLVED to give users the option to take any large amounts of rubbish home or pay half the cost of excess waste collection.

Cllr. Jefferies will take up with ERYC the matter of collecting recyclable materials from parish halls, etc.

(Jefferies/Masson)

RESOLVED that the Town Clerk will speak to the owners of 2 South Lane to ask if they would be willing to ask for another blue bin, which would be stored at the Town Hall and filled with paper and plastics then wheeled round to No.2 on the collection day.

(Masson/Jefferies)

RESOLVED after noting that ERYC would charge for collecting recyclable materials from the Town Hall, that that matter of collections and recycling in general be discussed at the next Full Council meeting.

- f. Stiletto Heel Marks – Main Hall & Large Front Room Floors: Cllr.Prattley spoke to this item.
(Chair/Jefferies)

RESOLVED to note the report and that the Town Clerk enquires about floor coverings to lay over the existing whilst groups are dancing and to seek stiletto heel covers for user group use.

- g. Sash Windows to Upper Floor (former Caretaker's Flat) – Following a repair to one of these windows that are now beginning to deteriorate badly, our architect sought indicative costings to replace same. Now to consider any further action at this time.
(Chair/Jefferies)

RESOLVED to obtain 2 further quotes for both softwood and hardwood sash windows, and to obtain 3 quotations for upvc windows, then bring back to Full Council to seek its opinion.

- h. Upper floor Lintel, Plasterwork and Supporting Masonry – Following earlier comments from our architect, now to consider the remedial work further.
(Chair/Kersey)

RESOLVED that this item will be reviewed when the structural engineer's report is looked at.

- i. User Group Request: Correspondence is given for your consideration.
(Jefferies/Masson)

RESOLVED to respond to say that we cannot set a precedent by reducing hire charges, and suggest

they apply for a grant to assist them which might have a favourable outcome.

13459 TOWN HALL INCOME AND EXPENDITURE TO 31ST JULY

2009: Details are given for your perusal.

(Kitchen/Jefferies)

RESOLVED noted.

13460 BUS SHELTER DAMAGE:

As you are already aware, 3 polycarbonate panels in the north side bus shelter had been kicked in by youths (no visuals on CCTV). The Town Clerk met with Transolutions Ltd (shelter manufacturers) to view the damage. A costing to repair/replace same is given for your consideration.

(Chair/Smith)

RESOLVED that the Town Clerk obtains 2 further comparative prices and bring back to this Committee, after first speaking to D.Boden, ERYC for recommended manufacturers.

13461 COLLAPSED DRAIN - NORTH SIDE OF TOWN HALL:

The Town Clerk informed members that quotations have been sought by the Town Clerk to carry out the repairs, and it is hoped that a claim, now in hand with our insurers will be successful.

(Jefferies/Smith)

RESOLVED noted.

