



**Minutes of the Estates Committee  
Tuesday 31<sup>st</sup> July 2017**

**Present**

**In the Chair:** Cllr. Kenneth Beer

**Councillors:** M Hartnell, M. Pigott, H Sanham, D Squire

**Present:** Town Clerk  
Committee Secretary

**19. Apologies for absence**

Apologies were noted and accepted from Cllrs J Rowland and K Rye.

**20. Declarations of Interest**

Cllr M Hartnell declared a personal interest as a member of East Devon District Council (EDDC).

**21. Minutes of the meeting held on Tuesday 30<sup>th</sup> May 2017 and minutes of the deferred meeting scheduled for Monday 3<sup>rd</sup> July 2017**

***Minutes of the meeting held on Tuesday 30<sup>th</sup> May***

The Committee noted that the Town Clerk will meet with Steve Parker and contractors to discuss the installation of windows at the Town Hall. The Committee discussed responsibilities for the maintenance of the windows going forward.

Cllr H Sanham proposed acceptance of the minutes of the meeting held on Tuesday 30<sup>th</sup> May, seconded by Cllr M Pigott.

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

**Minutes of the deferred meeting of the Estates Committee on Monday 3<sup>rd</sup> July 2017**

Cllr H Sanham proposed acceptance of the minutes of the deferred meeting on Monday 3<sup>rd</sup> July, seconded by Cllr M Hartnell.

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

**22. Public Question Time**

There were no members of the public present.

**23. Management of Marshlands and the Town Hall: Update on Action Points**

The Committee considered the format in which action points are currently provided and circulated and if an alternative format could prove more efficacious.

**Re-siting of Notice Boards:** The Committee reconsidered the original proposal to site a notice board on the Toilet Block at Thury-Harcourt. The Town Clerk advised that discussions are in hand with EDDC on the distribution of costs for this option.

The Committee discussed alternative locations: Cllr H Sanham proposed that the Council investigates the possibility of siting the notice board currently stored at Marshlands, in the Square outside Milkbere subject to confirmation of the ownership of the land, seconded by Cllr M Hartnell.

The Committee **RESOLVED** to agree the proposal

Cllr H Sanham proposed re-siting one of the Notice Boards currently displayed at the Town Hall to the Harbour Road Wall of Marshlands, subject to refurbishment and it being of a suitable size, and that this issue should be brought back to the Committee if it is not possible to re-furbish one of the the notice boards or if neither fit and a new notice board may need to be purchased, seconded by Cllr D Squire.

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

**Car Parking spaces for the Museum and the Gateway:** the Committee noted that nine posts have been purchased to ensure that all available space is accessed only via the lockable posts. The Committee asked to be advised when the posts have been installed and agreed that the tenants need to be advised of their responsibilities in the management and maintenance of the posts, including replacing lost keys. In addition, it was agreed that a set of keys for the posts be retained by the Council.

**Toilet Facilities in Marshlands for disabled use:** Cllr M Hartnell proposed that the Council investigates if modular panels can be purchased to slot into the existing infrastructure, seconded by Cllr H Sanham.

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

The Committee requested sight of original quotes for work to adapt the toilets if they can be located.

**Painting the front wall at Marshlands;** the Committee agreed that this work would be completed by STC maintenance staff by the end of August and that a letter of thanks be sent to the volunteer hitherto undertaking the work.

**Painting the sea-front facing wall at Marshlands:** the Committee noted that this work is nearly complete.

**Surplus NHS Equipment:** the Committee noted that an agreement is now in place with Millbrook Healthcare for the periodic collection of equipment donated by members of the public. Cllr D Squire advised the Committee that another health organisation in Seaton also has a similar project in hand and will seek further information on their arrangements. The Committee noted forthcoming publicity on the project in hand with the Town Clerk.

**Wi fi provision at Marshlands:** the Committee noted that this is under review to support the marketing of Marshlands.

**Provision of Control of Substances Hazardous to Health (COSHH) certificates:** Officers were requested to provide confirmation on whether STC's cleaning contractors provide cleaning materials or the Council.

**Lease agreements:** the Committee agreed that the Town Clerk will continue to have discussions with the Scout Association.

**Marshlands Security System:** the Committee noted arrangements for call outs and repairs under the current contract and how the alarm system is linked to the fire alarm. Cllr H Sanham proposed updating the contractor with a list of Council keyholders, seconded by Cllr M Hartnell. The Committee **RESOLVED** to agree the proposal.

**24. Budget: to consider the budget areas that fall under the remit of the Estates Committee**

Cllr M Hartnell proposed moving the budget agreed for the Work Hub project to ear-marked reserves for Marshlands repairs and improvements, seconded by Cllr H Sanham.

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

**Energy Bills:** The Committee noted that the Town Clerk is still in the process of reconciling historic bills.

**Electrical Portable Appliance (PAT) Test:** The Committee noted that the Finance & General Purposes Committee had resolved that this test be carried out.

**Annual Fire Risk Assessment;** The Committee noted that the Town Clerk is reviewing the Fire Risk Assessment provided in 2017 and agreed that a new test will take place, and that regular fire tests will be implemented.

**Signage Display Point:** Cllr M Hartnell proposed that this budget heading be changed to Signage and Notice Boards, seconded by Cllr H Sanham. The Committee **RESOLVED** to agree the proposal.

**25. Marshlands; to consider a number of areas in respect of Marshlands Business Plan:**

The Committee discussed a report from the Town Clerk on the content of the Business Plan.

Cllr M Hartnell proposed that the Town Clerk meet with a working party of Estates Committee members available on a date to be confirmed to begin designing the Business Plan, seconded by Cllr D Squire.

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

**Planned Maintenance Programme:** the Town Clerk advised that a long-term programme is needed and as a means of maintaining the value of Marshlands. The Committee agreed that the Town Clerk would seek advice from EDDC on the options for the management of maintenance requirements, which could include an option to outsource a maintenance contract. The Town Clerk will report back to this Committee with timescales.

**Room Rentals:** the Committee noted that the Council has confirmed an increasing number of room bookings at Marshlands with more likely in the near future. The Committee considered the benefits of retaining some office space to be hired on an ad hoc basis. Cllr M Hartnell proposed that Office 3, and the former Town Clerk's Office and other vacant office space, as appropriate, be retained for hire on an ad hoc basis to support income generation, seconded by Cllr M Pigott.

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

The Committee discussed the possibility of converting the space next to Office 4 to provide additional office or kitchen space.

*Cllr M Hartnell left the meeting at 21.00.*

**Evening Meetings:** the Committee discussed caretaker arrangements for an increasing number of evening meetings given that Officers currently support these events but this is not a sustainable arrangement going forward if evening bookings increase further. Cllr H Sanham proposed that STC canvasses residents in accommodation near to Marshlands with an advert seeking a caretaker based on a monthly retainer, seconded by Cllr D Squire. The Committee **RESOLVED** to agree the proposal.

**Risk Assessments:** Cllr D Squire proposed that the Estates Committee Working Party considering the Marshlands Business Plan will include Risk Assessments in its considerations, seconded by Cllr K Beer. The Committee **RESOLVED** to agree the proposal.

**26. Careers advice in Seaton: to consider whether the Council wishes to be involved in a careers' advice project in Seaton**

Cllr D Squire advised the Committee that Lyme Regis Development Trust (LRDT) is looking to expand its activities on providing career advice to include a location in Seaton and whether space could be afforded LRDT in Marshlands. Cllr H Sanham proposed that Cllr D Squire makes known to the LRDT that STC supports this prospect in principle subject to receiving more detailed information on LRDT proposals, seconded by Cllr M Pigott. The Committee **RESOLVED** to agree the proposal.

**27. Sandbags: to consider arrangements for storing sandbags**

Cllr H Sanham advised the Committee that sand bags currently used for stabilizing gazebos at events and currently stored under tarmac at Marshlands are no longer all fit for purpose because of wet weather damage, causing some sandbags to rot. Cllr Sanham asked the Committee to consider future storage and the replacement of damaged sandbags.

The Committee discussed forms of stabilizers for gazebos other than sand bags. Cllr H Sanham proposed that the Council obtains quotes for replacement stabilizers for gazebos, seconded by Cllr M Pigott.

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

Cllr M Pigott volunteered to seek quotes for the replacement stabilizers.

The Committee noted that STC has a policy of not loaning STC owned gazebos.

**28. Business Rates: to consider how changes to business rates are affecting Town Councils**

Cllr K Beer updated the Committee on prospective, new business rate obligations to be aware of as Town and Parish Councils take over services and assets from upper tier authorities. This has been discussed at a recent meeting of the Devon Association of Local Councils (DALC) who will be responding to the issue via the National Association of Local Councils (NALC).

**Chairman:**

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**Date:**

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