

Didcot Town Council

Property and Facilities Committee Wednesday 27th July 2022 at 7.30pm All Saints Room, Didcot Civic Hall.



Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this Committee.

Present:

Cllr J Moody (Chair)
Cllr A Hudson
Cllr M Khan
Cllr B Service
Cllr V Havel
Cllr D Macdonald (sub)
Cllr M Mallows

Officers:

Mrs J Wheeler – Town Clerk
Mr N White – Property and Facilities Manager (P&F)
Mr S Mundy – Projects and Services Officer (P&S)

12. Apologies

Apologies were tendered by Cllr A Macdonald.
Cllr D Macdonald substituted.

13. Declarations of interests

No declarations were received.

14. To approve the Minutes of the meeting held on 25th May 2022

The Committee considered the draft minutes and noted that the sentence at minute 10 was incomplete. The P&S Officer would amend this.

It was proposed by Cllr J Moody, seconded by Cllr B Service, and **RESOLVED** to **APPROVE** the minutes as a true and accurate record of the meeting and note them as such, subject to the amendment.

15. To note the financial summary for June 2022

The Committee noted the financial summary for June 2022.

16. Questions on the minutes or accounts

Cllr J Moody asked if DTC had received the information on the asset life. The P&F Manager explained he would contact GS Mechanical for this information.

Cllr J Moody asked for confirmation that the sustainability information has been added to the website. The P&S Officer confirmed this had been added.

Cllr J Moody enquired about the moving of the Didcot United Service bench to the Memorial Garden. The P&F Manager explained that the bench was currently being utilised by parents and children visiting the sand pit. Once the sessions had been completed the bench would be moved to the Memorial Garden.

Cllr J Moody enquired about an update on the Civic Hall car park and when the planters would be moved. The P&F Manager confirmed they would be moved in due course. The P&F Manager then went on to explain that DTC would need to investigate ANPR (Automatic Number Plate Recognition) systems due to the new development at the previous Shell garage site. With the limited number of car parking on the plans, users will look to park in the Civic Hall car park to visit the development, but in the meantime, DTC would need to reposition the planters. Two out of the three bollards outside the Civic Hall had been damaged and Officers were working on obtaining quotes for them to be replaced.

Cllr M Khan asked that the car park be added as an agenda item to the next Property and Facilities Committee agenda in September.

Cllr A Hudson asked if DTC had investigated lighting for the disabled car parking bays due to the night's drawing in and the difficulty seeing the kerbs. The P&S Officer explained that the trees which had been blocking the lights, had been cut back so more lighting was available.

It was **AGREED** to investigate either painting the kerbs or providing adequate lighting to the area.

Cllr J Moody asked for the progress on purchasing a water cooler for Willowbrook. The P&S Officer explained that Officers were still obtaining quotes. This was added to the progress report.

Cllr J Moody asked whether the fire alarm change had been completed at Fleet Meadow Community Hall. The P&F Manager explained that the work had not been completed but would contact Executive Alarms for a commencement date.

Financial Summary questions

Cllr J Moody asked about the water charges as they were over budget. The P&F Manager explained that this was an estimate reading as Officers could not find the water meter. The P&F Manager had been chasing Thames Water and Castle Water to install a new meter for a considerable amount of time. The P&F Manager stated that once the meter was installed, DTC would receive either a credit note for the amount of water used, or the bill could be larger.

Cllr V Havel asked whether once the meter was installed, would regular meter readings take place to ensure future bills were not estimated.

The P&F Manager explained that all meters were on smart meters, apart from the water at Willowbrook and the meter for the old pavilion.

17. To consider the Properties Report

The Committee considered the report.

Takings and Usage

The Committee noted the takings and usage figures from the P&F Manager.

Civic Hall Plant Room Works required

The P&F Manager explained that several items had been raised from the recent boiler service at the Didcot Civic Hall, which included the following: -

- Boiler 2 PRV (Pressure Release Valve)
- Secondary PRV and Pipe Mods
- 400L Expansion vessel
- 3x Boiler front cover
- 3x Boiler Condense traps
- Flue bracketry
- A/d air vent
- Water heater PRV

It was proposed by Cllr J Moody, seconded by Cllr B Service, and **RESOLVED** to accept the quote from **GS Mechanical** for **£3350.96**, using budget code 4043 Repairs and Maintenance.

Main Hall sand and reseal change of company

The P&S Officer explained that the original company chosen by the Property and Facilities Committee on 25th May, to undertake the flooring works, could no longer complete the work within the required week.

The Committee noted the change in the company completing the flooring works in the main hall.

It was confirmed that the company would change from Sport and Play to **KSI Technical Management** for the quoted amount of **£5764** and would be completed the week commencing 15th August 2022.

To consider options on cleaning the Didcot Office Roof Maintenance

The P&F Manager explained that the roof at the Council office required cleaning as it was covered in moss and plant growth and looked very unsightly. This did not give a good impression to customers attending the Civic Hall. The P&F Manager had approached two companies for quotes to carry out the works to thoroughly clean the roof.

It was proposed by Cllr J Moody, seconded by Cllr B Service, and **RESOLVED** to accept the quote from **Company B, Alfresco** for **£1523.01** using budget code 4044 maintenance contracts.

To consider changing the toilet taps within the male and female toilets

The P&F Manager explained the need to change the male and female toilets as DTC were wasting a lot of water due to taps being left on or stuck in place. Complaints had also been received by customers regarding the hot temperatures coming from the taps. Changing the taps to a 7 second time flow would not only reduce the water bill, but also reduce the risk of burns to hands due to the mixer valve being added.

It was proposed by Cllr J Moody, seconded by Cllr B Service, and **RESOLVED** to accept the quote from **Didcot Plumbing Suppliers** for **£1771.65** using budget code 4043 repairs and maintenance.

The Committee **RESOLVED** to delegate the responsibility of choosing the company to fit the taps to the Officers.

The South & Vale Food Safety Visit

The Committee noted the visit.

The P&F Manager explained that the Didcot Civic Hall had recently had a food safety visit and had we received a 5-star food rating. There had been several issues raised which had not yet been completed. These amounted to **£1150**.

The Civic Hall works update

The Committee noted the works carried out within the Civic Hall. The work included the following: -

- Fixed Electrical Test (FET) – DTC were waiting on the report and the remedials from this work

- Executive Alarms completed the fire alarm service and remedials had been booked in for the 5th August 2022, at a cost of **£128.50+VAT**

To consider allowing Bernadine Soul School of Dance to have a trophy cabinet at the Civic Hall

The Committee discussed the request from Bernadine Soul School of Dance, to install a trophy cabinet within the Civic Hall.

It was proposed by Cllr J Moody, seconded by Cllr B Service, and **RESOLVED** to decline the request from Bernadine Soul School of Dance for a trophy cabinet at the Civic Hall.

The Committee asked the P&S Officer to write to Bernadine Soul School of Dance to explain the decision.

The Committee requested that Officers investigate purchasing a new presentation board to celebrate Didcot success and look to have this changed quarterly. The Committee also requested a Didcot Mayors board be investigated, which could be updated with the Mayors activities.

To consider upgrading the rest of the lights in the office to LED lighting

The Committee considered the report from the Officers. The change in lights would ensure all lights in the Didcot Town Council offices would be LED lighting. The Officers explained that this would save the Council money, not only on maintenance fees factored into each light, but also 6.83KwH per hour in electricity.

It was proposed by Cllr J Moody, seconded by Cllr B Service, and **RESOLVED** to accept the quote from **Scoop Electrical Services** for **£497.36 +VAT** using budget code 1173 Green Projects.

To note 10-year Building Plan

The P&F Manager presented options to the Committee for a 10-year plan of works for the improvement to the Civic Hall, Willowbrook Leisure Centre, and Fleet Meadow Community Centre. The P&F Manager explained that the plan would support the budget process moving forward so DTC could plan ahead.

A discussion took place with Cllr V Havel enquired whether the work on the toilets at Willowbrook could be moved forward. Waiting until 2025/2026 could mean that they would be in a poor state of repair.

The P&F Manager noted this and would amend.

A discussion also took place regarding the boiler systems in place at Willowbrook and the best way forward to reduce the gas costs. The P&F Manager explained that DTC could investigate either electric boilers, or air source heating pumps and would look to advise the Committee as per 10-year plan.

It was **RESOLVED to RECOMMEND** the 10-year building plan to the next Finance and General Purposes Committee.

To note the progress Climate Action Plan

The P&S Officer explained that work on the Climate Action Plan was on-going and would work inline with the 10-year building plan. Work was still at an early stage but would be presented at the next Committee meeting in September.

Officers had been obtaining quotes to upgrade the lighting in key areas of the Civic Hall building and to improve the insulation to the bar, Northbourne room and above the storage room.

To consider the quote for replacing the Civic Hall tables

The P&S Officer explained to the Committee that the oblong tables DTC have in place at the Civic Hall were getting old and extremely worn. Officers had received lots of comments regarding how much the tables move. Two quotes were obtained to replace the tables (There were 26 tables and Officer were looking to order 30 as some of the older tables had had to be disposed of, due to being beyond repair).

It was proposed by Cllr J Moody, seconded by Cllr B Service, and **RESOLVED** to accept the quote from **Company A, Aston and James** for **£10,290 +VAT** for 30 tables, using budget code 4042 Equipment.

The Committee delegated responsibility to the officers to choose the table finish.

Willowbrook Leisure Centre update

The P&S Officer gave a summary of the usage at Willowbrook Leisure Centre and explained the centre was opening 12-9pm Monday to Friday.

The P&S Officer explained that Officers had been approached by the Didcot Midwives for a space to hire as they were losing their space within the Didcot hospital and the health centres within the town.

The Committee **AGREED** for the P&S Officer to keep them updated on the progress of possible hire, via email.

To note information regarding Willowbrook Utilities

The Committee noted the information regarding the utilities at Willowbrook, specifically the gas bill which was high.

The P&F Manager explained that the building was on a variable contract and the rate cost had doubled. Due to the current tender process, DTC could not commit to a contract. Staff were doing everything possible to bring the cost down. Gas was being turned off and timers were being set. He also explained that the water heaters were too large for the usage the centre offers. This would need further investigating.

To consider the request from Cleal's Wheels

The P+S Officer explained to the Committee that the owner of Cleal's Wheels would like to offer cold drinks and light snacks to users of his sessions.

It was proposed by Cllr V Havel, seconded by Cllr A Hudson, and **RESOLVED** to allow Cleal's Wheels to sell cold drinks and light snacks for his sessions, provided that he provided proof of food establishment and that the items were consumed in the viewing gallery or the reception area, only. Any mess would have to be cleared by the end of every session.

To note the Works at Willowbrook Leisure Centre

The Committee noted the works completed at Willowbrook since the last Committee meeting. These included: -

- The LED lighting work - completed. Some of the ceilings would require 'touching up' with paint, due to the change of lighting. Prices would be presented at the next meeting
- The Fire alarm service - completed and the remedials was booked in for the 5th August at a cost of **£576+VAT**
- The radiant heaters were serviced at a cost of **£818+VAT**

To consider the Willowbrook Plant Room Works required

The P&S Officer explained that during the most recent service several items had been raised that required attention. These included: -

- Boiler Pump no.2 replacement
- CT (Constant Temperature) pump no.1 replacement
- Plant room 2, seal replacement

A discussion took place and the Committee **AGREED** that, due to the tender process, the centre should be in a full working order before another company could take it over.

It was proposed by Cllr J Moody, seconded by Cllr B Service, and **RESOLVED** to accept the quote from **GS Mechanical** for **£5788.80** using budget code 1767 Willowbrook site maintenance.

To note the funding request for a new Table Tennis Table and two hire rackets at Willowbrook

The Committee noted the request from the P&S Officer to apply for funding for a new table tennis table and two hire rackets at Willowbrook Leisure Centre. This had been communicated via email to the Committee as the funding had been due to run out at the end of August.

It was **RESOLVED** for the P&S Officer to proceed with applying for the funding for **£404.65**.

To note the Willowbrook Procurement Process

The P&S Officer outlined the key dates for the Committee to note regarding the Willowbrook Leisure Centre procurement process. These included the following: -

- 6th July 2022 – Invitation to tender (ITT)
- From 8th July 2022 – Data Room accessible
- 5th September 2022 – ITT Submission date
- 28th September – Bidders to be brought to the Property and Facilities Committee for recommendation to go to Full Council
- 7th November 2022 – Full Council meeting to make decision
- 8th November 2022 – Contract Award
- 1st April 2023 – Contract starts

The P&F Manager explained that seven companies had expressed interest. Two companies had pulled out due to other business opportunities.

Cllr V Havel asked whether all the companies who had expressed an interest whilst Willowbrook was closed, had been contacted. The P&F Manager explained that the Leisure Consultants had been advised to contact all viable companies that would be able to fully open the centre for the community use 7 days a week.

The Committee asked for the information on who to contact regarding the tender process be added to the DTC Website.
It was **AGREED** for this to be added.

To note Edmonds Park Cabins installation

The P&F Manager confirmed to the Committee that the cabin units had been installed and there had been an attempted break in with 48hrs of the units being installed. The units needed some work to the plumbing but investigations were needed to find the waste pipe on the concrete slab for the toilets.

Cllr A Hudson raised his concerns regarding vandalism, but also expressed how pleased he was that the units were in situ.

The P&F Manager explained that DTC would need to improve the security around the electricity boxes and investigate fencing panels around the cabins to ensure security and safety.

The Policy had been missed from the report sent to the Committee.

It was **AGREED** for the P&S Officer to send the Loyd Pavilion and Edmonds Cabin units usage policy to the members of the Committee for consideration.

Cllr J Moody wanted to ensure that DTC had a strict set of conditions for users to abide by, such as cleaning requirements and no items being left behind.

18. To consider the Projects and Services Officer Civic Hall fire risk assessment report

The P&S Officer explained that DTC require an up-to-date fire risk assessment for the Didcot Civic Hall. The current assessment was last completed by Ellis Whittam and was reviewed yearly up until 2019. As DTC had a new team it was felt it was best to ensure compliancy with the reformed (fire safety) order 2005 and get a different set of eyes to review the building.

It was proposed by Cllr J Moody, seconded by Cllr B Service, and **RESOLVED** to accept the quote from **Company A, Prevention 1st for £500**

19. To consider the proposal from Didcot Farmers' Market

The Committee considered the proposal.

A discussion took place regarding the proposal and several questions were asked regarding the space required and if it would impact users of the Civic Hall.

It was proposed by Cllr A Hudson, seconded by Cllr D Macdonald, and **RESOLVED** to accept the proposal from the Didcot Farmers' Market for a 3month trial period and charge £200, for the use of the Office Staff car park. This would amount to £20 per stall. An additional £20 would be charged for each additional stall, over 10 stalls. They would also need to ensure that all litter is cleared away and DTC would need to make sure the Farmers' Market didn't impact on events at the Civic Hall, such as Remembrance Sunday and the Food Festival. DTC would need to arrange a schedule for them.

20. To note the progress report on items not on this agenda

The Committee noted the progress report.

Cllr J Moody asked a question regarding hiring of staff and if DTC were fully staffed. The P&F Manager explained that DTC have now employed two new members of staff to support the bar at future events.

21. To accept the terms and conditions for a new table tennis table and two rackets

The Committee **AGREED** to accept the Terms and Conditions of the S106 grant funding for the Willowbrook Leisure Centre new table tennis and two badminton rackets for **£404.65**

Meeting closed at 21.30

Signed _____ Chairman Date _____