

Didcot Town Council

Property and Facilities Committee Wednesday 30th March 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 (Vice Chair)
Cllr A Hudson
Cllr M Walsh
Cllr B Service
Cllr E Hards (sub for Cllr P Siggers)

Officers:

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

70. Apologies

Apologies received from Cllr P Siggers (Chair), Cllr E Hards acted as a substitute and Cllr D Rouane. Cllr M Mallows was absent.

Cllr J Moody acted as Chair for this meeting.

71. Declarations of interests

There was no declaration received.

72. To approve the Minutes of the meeting held on 26th January 2022

The Chair paged through the minutes for any amendments or questions.

Cllr E Hards stated on Page 1 that the title of the Committee should change from Property and Facilities Management Committee to Property and Facilities Committee. This has been noted.

It was proposed by Cllr J Moody, seconded by Cllr B Service, and **RESOLVED** to approve the minutes of the meeting held on 26th January 2022.

73. To note the financial reports for February 2022

The Chair paged through the financial report for any amendments and questions.

The financial report was noted by the Committee.

74. Questions on the minutes or accounts

No questions received.

75. To consider the P&F Manager's Properties Report

The Committee considered the report.

Fire Alarm Tender update

The P&F Manager and the P&S Officer summarised the fire alarm tender quotes. At present we have 2 separate companies servicing the 3 sites the Council currently operates (Didcot Civic Hall, Willowbrook Leisure Centre, and the Outdoor Depot). The quotes provided include servicing the Fire Alarm, Intruder Alarm systems, Emergency lighting burns test at all 3 of the current Council run sites. 5 different companies provided quotes for these works for either 1, 3 or 5 years.

It was proposed by Cllr J Moody, seconded by Cllr B Service, and **RESOLVED** to accept the quote from **Company F Executive Alarm** for a 3-year service contract at **£2956.00** per year. This subject to a break clause being written into the contract that if the Council are not happy with the services provided after the first year it can be terminated.

Boiler Tender update

The P&F Manager and the P&S Officer summarised the boiler tender quotes. 3 companies quoted for the works for all 3 sites to service the boilers and hot water systems for a 1, 3 or 5-year service agreement. All companies also quoted for a major and minor service which will support the life of our systems and reduce the risk of breakdown and loss of income.

It was proposed by Cllr J Moody, seconded by Cllr E Hards, and **RESOLVED TO RECOMMEND** accepting the quote from **Company C GS Mechanical** for a 3-year Major and Minor service contract for **£5921.58** per year.

The Town Clerk asked about the life of the boilers we have in place and should we be looking to replace. The P&F Manager explained we should be creating a reserve

of funding in case of this. The new company will be asked to inspect and provide a report on our current assets in place.

Sustainability and Carbon Reduction Update

The P&S Officer summarised the work being completed within the current sites to reduce our impact on the environment. These included: -

- Council approving installation of Solar Panel at Didcot Civic Hall, Willowbrook Leisure Centre and the Outdoor Depot which will reduce CO2 at 25kg an hour at maximum production.
- The foyer lights and some of the office lighting at Didcot Civic Hall have been upgraded to LED reducing wattage from 56w per unit to 18w. A 68% reduction per hour.
- Control Co have attended site and improved the operation efficiency of the heating control system. This has shown a reduction in gas usage of 26% or £8.47 a day.
- LED Upgrade in the Sports Hall at Willowbrook Leisure Centre.
- Approved S106 Funding for the Didcot Civic Hall car park lighting.

Cllr J Moody asked if this can be added to the website to show the work the Town Council has been working through to reduce our impact on the environment.

Didcot United Services

A resident has approached the P&F Manager about donating an order flag and bench to the Didcot Civic Hall. Didcot United Services are part of the history of Didcot and would like to be remembered within the Main Hall at the Didcot Civic Hall.

It was **RESOLVED** to accept the flag of Didcot United Services and accept the donation of the bench that will be installed in the Didcot Civic Hall gardens.

Willowbrook Leisure Centre Update

The P&S Officer gave an update on current bookings at Willowbrook Leisure Centre. Willowbrook is currently operating at 20% occupancy and Wednesday and Thursdays are now become busy, but we are still struggling to recruit for an additional Team Leader. We are now considering whether any existing staff can step up to support the site that are 18 years or older.

A discussion took place regarding why we are struggling for recruitment for the Team Leader.

The following works have been completed at Willowbrook

- FET Remedials have been completed
- Painting of the Outdoor Changing rooms have been completed
- Sports Hall remedials works have been booked in for April 2022

Pavilion Project Update

It was **AGREED** at the Finance and General Purposes Committee on Monday 28th March to go through tender exercise and add to the contract's finder website. This is due to the amount exceeding £25,000. Through gaining quotes from contract finder, we will ensure we have same company to complete the whole project through stages 1 – 3. Go through contracts finder will ensure we comply with an auditing procedure and follow our financial regulations this will ensure its fair to make an appointment. This will also ensure we have expert advice and stop any extra funds being spent. We can then deal with the one company with a professional manner.

It was **AGREED** at the Finance and General Purposes Committee on Monday 28th March 2022 to appoint an independent BREEAM consultant who will work with the contractor on the new pavilion project. The Council have **AGREED** to aspire to the BREEAM excellent standard, if possible.

It was **RESOLVED TO RECOMMEND** to appoint Blewburton Ltd for **£13,665** as our BREEAM consultant.

76. To consider the P&F Manager's Civic Hall Car Park Report

The Committee considered the report.

The report summarised ways we can make the car park safer for all users including pedestrian and car users and modernising the car park at Didcot Civic Hall. We have experienced near misses within the car park and damage to bollards and planters in the recent months. The P&F Manager explained how that we will look to have the yellow lines repainted; the disabled bays need changing colour to stand out; new one way added to the floor to ensure all traffic follows the car park and a give way symbol and lines added. We will also look to add signage to the car park to ensure no overnight parking and Civic Hall and Town Council customer parking only.

It was proposed by Cllr J Moody, seconded by Cllr B Service, and **RESOLVED** to remark the car park (double yellow lines, hashing and white lines and disabled bays in correct colour), install direction arrows for one-way traffic for the bowling club side for **£1348 + vat**.

The report also considered blocking the car parking spaces closest to the Civic Hall building by adding planters to block this area off for Town Council staff, event VIP and deliveries. This will stop cars getting close to pedestrians on the paths to stop near misses occurring.

It was proposed by Cllr J Moody, seconded by Cllr B Service, and **RESOLVED** to implement **option A** to make the car park near the main entrance a staff parking area, event VIP and delivery only. Please see below Option A requirements. It was **RESOLVED** to purchase additional planters for **£400**, Soil for **£100** and cost of plants/trees for **£100**.

Option A

Close of the car park area near the entrance. Make this a staff parking, event VIP parking and deliveries only.

Most cost effective, approach, easy to modify and undo. Slightly less level of protection but also maintains the sense of space around the paths.



Cost of additional Planters £400

Cost of Soil £100

Cost of Plant/ trees/ £100

The P&F Manager left the meeting at 20.28

77. To note the Minutes of the Pavilion and Splash Park working group

The Committee noted the minutes.

78. To agree the Terms and Conditions of the S106 grant funding for the LED lighting upgrade to Willowbrook

It was **AGREED** to accept the Terms and Conditions of the S106 grant funding for the Willowbrook LED lighting upgrade for **£15,299.00**

79. To agree the Terms and Conditions of the S106 grant funding for the car park lighting upgrade at Didcot Civic Hall

It was **AGREED** to accept the Terms and Conditions of the S106 grant funding for the Civic Hall car park lighting upgrade for **£2069.00**

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

The Committee noted the progress report.

Meeting closed at 20.36

Signed _____ Chairman Date _____