

Minutes of the Okehampton Town Council Property Committee held on Monday 23 February 2015 in the Council Chamber, Town Hall, Okehampton at 7.00 pm

Committee Members Present: Councillor Mrs J Goffey (Chairman)
 Councillor Mrs J Yelland
 Councillor Rev M Davies
 Councillor C Letchford
 Councillor D Weekes
 Councillor P Vachon (Town Mayor)
 Councillor T Leech (Chairman, Planning)
 Councillor Mrs M McDonald (Chairman, P & R)
 Councillor Mrs C Marsh (Chairman, Parks)

Other Members Present: Councillor R Tolley

In Attendance: P R Snell (Town Clerk)

	Action
524 <u>Apologies for Absence</u> - None.	
525 <u>Deferment of Business</u> - Not required.	
526 <u>Members' Questions</u> - None.	
527 <u>Minutes</u> - The minutes of the Property Committee meetings held on 1 December 2014 and 5 January 2015 were approved and signed by the Chairman on the proposition of Councillor Letchford, seconded by Councillor Yelland and agreed.	
528 <u>Matters Arising</u> - None	
529 <u>Council Chamber Furniture</u> - The Clerk reported on the funding provisions for new furniture, noting the provision of £2,000 made in the current year (2014-15) and the further budget provision of £3,000 agreed for 2015-16. The Committee considered the latest suite of quotations presented and after discussion expressed a majority preference for oak with cross-banded walnut over pippy oak with cross-banded oak. It was agreed to request confirmed quotations, to include the modesty panel option for oak with cross-banded walnut and that this recommendation be taken forward to a meeting of the Council for resolution.	Clerk
530 <u>Town Centre Wi-Fi Proposal</u> - The Council had received a request to permit the location of wi-fi aerial and equipment attached to and within the Town Hall fabric. The request had been made on behalf of the Okehampton and District Chamber of Trade, working in conjunction with Camping Connect. The proposal was agreed in principle on the proposition of Councillor	

McDonald, seconded by Councillor Weekes, subject to discussion with the Conservation Officer and agreement on the detail of equipment location.	Action Clerk
531 <u>Condition Report and Energy Saving Review</u> -	
531.1 Buildings Condition Report - It was confirmed that the last full Buildings Condition report had been commissioned in 2002, although some limited project-related reviews had been carried out since.	
531.2 Energy Savings Report - The Chairman noted that, having constituted a working party to review the recommendations from the 2012 DARE report, the working party should meet to study the report and work through the recommendations methodically, noting the state of implementation in each case. It was agreed that the party, comprising the Chairman and Councillors Leech, Yelland and Weekes would meet at 9.30 am on 16 March.	Cllrs Goffey, Leech, Weekes & Yelland
531.3 Display Energy Certification - The Clerk reported on the changes concerning Display Energy Certificates and Energy Performance Certificates - for which there was a public consultation running - and advised that certification would be required during the current year.	
531.4 Energy Feasibility Study - With reference to the application for funding for the Renewable Energy Feasibility Study currently being worked on jointly with Okehampton Hamlets Parish Council and on the proposition of Councillor McDonald, seconded by Councillor Weekes, it was agreed that the Council Buildings, including those in Simmons Park, should also be included for consideration in the study.	Clerk
532 <u>Installation of Washbasin</u> - The Clerk reported that a quote had been obtained for the installation of a washbasin for the specific use of caretaking and maintenance staff. This could be achieved without any alterations to existing structures. The Chairman noted that alternative locations had been considered but all alternatives would involve a greater degree of structural addition. The Committee noted the work undertaken so far and concluded that an additional washbasin was essential. It was also agreed to consider the installation of an additional washbasin in an existing toilet.	
533 <u>Property Repairs:</u>	
533.1 Downpipe replacement - nothing further to report. Forms and applications to be completed.	Clerk
533.2 Council Chamber Windows - The Clerk reported that the contractor was available to carry out further repairs to the west window and south side No.2 window. It was agreed to proceed with the minor works on the proposition of Councillor McDonald, seconded Councillor Davies and agreed.	Clerk

- 533.3 Valance damage** - The Clerk reported that a letter confirming the agreed course of action had been sent and that the matter was now closed.
- 533.4 Repainting of corridors and stairways** - The Clerk reported that the first floor corridor and main stairway repainting project was in progress with in-house resources.
- 534 Hall Bookings** - The Committee noted the Bookings scheduled for February and March 2015.
- 535 Members' Reports and Requests for Agenda Items** -
- (i) Battle of the Bands - Councillor Yelland reported on the new steering group's progress and consideration of seeking charitable status. Councillor Leech added that WDBC had given advice on licensing of events.
 - (ii) Museum of Dartmoor Life - Councillor Goffey reported that the Museum and Tourist Information Point would open on 28 March, after a successful winter repairs programme. The Museum had been open during the half-term.
 - (iii) Town Twinning Association - Councillor Goffey reported that the Association had decided not to visit France this year but that a hosting of the French association was still provisionally planned for 2016.

The meeting was closed at 8.10 pm.

Councillor Mrs J Goffey
Chairman