



YAXLEY PARISH COUNCIL

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To: All Members of the Property Committee

Sir/Madam

You are hereby summoned to attend a Meeting of the **Property Committee** of the Yaxley Parish Council to be held **on Tuesday 21st September 2021 at 7.00pm in the Austin Hall, The Amenity Centre, 48 Main Street, Yaxley** followed by a meeting of the **Personnel Committee**.

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

14th September 2021

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- PR11. APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- PR12. DECLARATIONS OF INTERESTS IN AGENDA ITEMS**
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.
- PR13. MINUTES**
To approve as a correct record the Minutes of the meeting of the Property Committee held on 27th July 2021 - attached.
- PR14. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the Council.
- PR15. REPAIRS AND MAINTENANCE**
To note the work carried out on the buildings since the last meeting – attached.
- PR16. HIRERS CLEANING FEE**
To receive a verbal report.
- PR17. ACTION PLAN**
To consider the Committees projects included within the Action Plan and to identify any additional schemes prior to the budget setting in November – copy of the relevant pages are attached.
- PR18. STORAGE ROOM QUEENS PARK – UPDATE**
Plan attached.

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**Minutes of the Meeting of the Property Committee held in the Austin Hall,
the Amenity Centre, Main Street, Yaxley on 27th July 2021 at 7.00pm .**

Present:- Councillors R Butcher, D Chapman, B Doncaster, K Gulson, G Needham, M Oliver, S Sanderson and S Wayland.

In attendance – H Taylor.

PR1. ELECTION OF CHAIRMAN

On the proposition of Councillor R Butcher, seconded by Councillor K Gulson, it was **RESOLVED** that Councillor M Oliver be elected Chairman of the Committee for the ensuing Municipal Year.

Councillor M Oliver – Chairman in the Chair.

PR2. APOLOGIES

An apology for absence was received from Councillor D Hitchcock (personal).

PR3. APPOINTMENT OF VICE CHAIRMAN

On the proposition of Councillor M Oliver, seconded by Councillor K Gulson, it was **RESOLVED** that Councillor G Needham be elected Vice Chairman of the Committee for the ensuing year.

PR4. DECLARATION OF INTERESTS

No declarations were received.

PR5. MINUTES

Councillor R Butcher proposed approval of the Minutes of the Committee held on 23rd March 2021. This was seconded by Councillor R Doncaster and **RESOLVED** unanimously.

PR6. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PR7. REPAIRS AND MAINTENANCE

By way of a report by the Clerk (a copy of which is appended in the Minute Book), Members noted the repairs and maintenance carried out on the facilities since the last meeting, along with that planned.

PR8. USE OF BUILDINGS BY REGULAR HIRERS

In receiving a list of regular hirers for the Council's halls (a copy of which is appended in the Minute Book), Members thanked all those involved in hiring out the facilities particularly given the measures put in place by the team to be covid secure.

PR9. FEES AND CHARGES

By way a report by the Clerk (a copy of which is appended in the Minute Book) Members reviewed the hire charge for the Pavilion, Austin Hall, Owen Pooley Hall and Queens Park. Whereupon, it was proposed by Councillor R Butcher that

- the proposed hire rates, as outlined in the report, be approved to take effect from 1st February 2022 and reviewed again in 12 months;
- regular long term daily hall users (Monday to Friday) be awarded a 20% discount;
- the Clerk uses her discretion to award a 5% discount for regular weekend users of the hall where she sees fit; and
- the £6.00 cleaning fee per booking remain to cover the additional arrangements required as a result of covid and discussions be held with Stretton Pre School on this.

This was seconded by Councillor G Needham and unanimously **RESOLVED**.

PR10. REQUEST TO USE THE OWEN POOLEY HALL FOR FREE

By way of a report by the Clerk (a copy of which is appended in the Minute Book), Members considered a request to use the Owen Pooley Hall for free to run a clothing bank once a month on a Saturday morning. Having been advised that the hire would coincide with another booking in the Austin Hall resulting in no additional caretaking costs, it was proposed by Councillor R Butcher, seconded by Councillor K Gulson and unanimously **RESOLVED** that the request be approved.

Meeting closed at 7.25pm

Signed

Chairman.

YAXLEY PARISH COUNCIL PROPERTY COMMITTEE

DATE: 21st SEPTEMBER 2021

SUBJECT: REPAIRS AND MAINTENANCE

PURPOSE OF REPORT

To inform Members of the repairs and maintenance carried out on the facilities since last reported and that planned.

MAINTENANCE AND REPAIRS CARRIED OUT

The toilets and corridor area leading to the Owen Pooley toilets have been painted in time for the return of Stretton Pre School.

Prior to the start of the football season, the changing rooms and showers at Queens Park have been deep cleaning. The velux windows in the changing rooms were replaced last year and the previous water leaks can be seen around the window edge. This needs to be painted and will be contracted out given the height of the ceilings.

The chairs in the Queens Park hall have been replaced with stackable ones which has increased the floor space for users. Unfortunately, the old chairs were badly stained, and they are now in the container next to the hall until either someone can be found to take them or they are skipped.

With regard to the Austin Hall, the wireless dual com for the intruder and fire alarms has been fitted and a fire exit bar ordered. It should be noted that it is becoming more difficult to source parts with items being scarce. The replacement grounds team toilet door and courtyard door are on order with a 20 week wait for the items.

Finally the servicing of the boilers for the Amenity Centre and 50 Main Street have been booked in.

RECOMMENDATION

- That the report be received and its content noted.

Helen Taylor Clerk to Yaxley Parish Council

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Property Action Plan

PR17

Objective	Responsibility	Actions	Response	Timescale	Owner
1. – Workshop external walls repair	Property Yaxley Parish Council	Gather quotations	an area was previously repointed, a general inspection of the workshop external walls needs to be done to identify any additional work – not urgent.	Ongoing	Property Committee
2. – pointing up of the chapel	Property Yaxley Parish Council	Gather quotations	Not urgent - work to be arranged.	Not urgent can wait	Property Committee
3. 50 Main Street, Yaxley – repairs and maintenance	Property Yaxley Parish Council	Organise work	All outstanding work has been completed.	completed	Property Committee
4. Fire Risk Assessments – Amenity Centre, Queens Park and the Pavilion	Property Yaxley Parish Council	Organise work	A radio dualcom has been installed in the Austin Hall for the monitoring of the fire and intruder alarms which was previously on a telephone line which kept dropping out. A new fire bar is to be fitted on the Austin Hall fire exit.	Ongoing	Property Committee
5. Improvements to Pavilion building	Property Yaxley Parish Council	Investigate ways of making pavilion more user friendly and any possible	A new smoke alarm has been fitted in the pavilion and efforts are being	Ongoing	Property Committee

		funding sources to undertake the work	made to make the room more presentable for hirers.		
6. Energy Efficiency measures Queens Park	Property Yaxley Parish Council	Investigate energy saving measures for the heating and water system at Queens Park.	The hall lights are LED the changing rooms are not, the cost of changing these to LEDS is being investigated.	Ongoing	Property Committee
8. General maintenance of the Closed Churchyard at St Peters Church including the church wall	Property Yaxley Parish Council	Consider what is required	Report went to March 2021 meeting of Property Committee, work to remove the ivy has been completed, leaving the repair to the wall and point up to be completed.	Ongoing	Property Committee
9. CCTV Amenity Centre	Property Yaxley Parish Council	Improvements to existing system	new system was installed in May 2021	completed	Property Committee
10. Storage facility at Queens Park	Property Yaxley Parish Council	Investigate building a storage room off the Main hall	Plans are being drawn up and investigations into planning/building regs required.	Ongoing	Property Committee

