



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 22nd March 2022 at 7.00pm in Queens Park Hall, Daimler Avenue, Yaxley, PE7 3LX followed by a meeting of the Personnel Committee.**

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

15th March 2022

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- PR25. APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- PR26. 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.
- PR27. MINUTES**
To approve as a correct record the Minutes of the meeting of the Property Committee held on 16th November 2021 - attached.
- PR28. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the Council.
- PR29. REPAIRS AND MAINTENANCE**
To note the work carried out on the buildings since the last meeting – attached.
- PR30. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 - EXCLUSION OF PRESS AND PUBLIC**
To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.
- PR31. SECONDARY GLAZING OWEN POOLEY HALL**
To receive an update by the Clerk.

**PR32. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 – RE-
ADMITTANCE OF PRESS AND PUBLIC**

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

Cut off time for the meeting is 7.30pm

**Minutes of the Meeting of the Property Committee held in Queens Park Hall,
Daimler Avenue, Yaxley on 16th November 2021 at 7.00pm .**

Present:- Councillor M Oliver – Chairman;

Councillors R Butcher, D Chapman, B Doncaster, K Gulson, D Hitchcock, G Needham, D Porteous and S Wayland.

In attendance – H Taylor.

PR19. APOLOGIES

An apology for absence from the meeting was received and accepted on behalf of Councillor S Sanderson (personal).

PR20. DECLARATION OF INTERESTS

No declarations were received.

PR21. MINUTES

Councillor R Butcher proposed approval of the Minutes of the Committee held on 21st September 2021. This was seconded by Councillor D Hitchcock and **RESOLVED** unanimously.

PR22. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PR23. 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.

Particular attention was drawn to a problem of damp in the Owen Pooley Hall, the Clerk reported that she would now be seeking specialist advice on the issue. Mention also was made of the heat loss from the windows in the hall and the Clerk suggested that some form of secondary glazing was required to improve the room's energy efficiency rating. In that respect, Members requested the Clerk to investigate secondary or internal double glazing for the room and to start with an approach for advice from the Conservation team at the District Council.

In response to a question regarding the old boxing equipment, the Clerk confirmed that the shed and brackets in the Owen Pooley room had yet to be removed. Councillor K Gulson offered to pursue the matter with the District Council.

The Clerk reported that two out of three quotes had been received to repair a 4m section of St Peter's Church wall which over looked the adjacent field. Rather than delay the approval of the work until the next Property meeting and having been advised of the costs quoted so far, Councillor D Porteous proposed that the Clerk, after consultation with the Chairman and Vice Chairman of the Committee, award the work to repair the church wall

with the cost being met from the maintenance earmarked reserves. This was seconded by Councillor S Wayland and unanimously **RESOLVED**.

PR24. BUDGET 2021/22

Members were presented with a budget report as at 30th September 2021 (a copy of which has been appended in the Minute Book). In discussing the various budget headings, actual spend against predicted and the proposed figures for 2022/23, Members were advised that forecasting for next year is challenging particularly given the ongoing unprecedented increases in energy costs. The Clerk would be discussing the projected electricity costs with the Finance Officer prior to the budget's final submission to Full Council. Mention was also made of income from 50 Main Street and Members agreed that the rent review should be left until the new year. Whereupon, it was proposed by Councillor R Butcher that the budget be recommended to Full Council for approval. This was seconded by Councillor D Chapman and unanimously **RESOLVED**.

Meeting closed at 7.35pm

Signed

Chairman.

YAXLEY PARISH COUNCIL PROPERTY COMMITTEE

DATE: 22nd MARCH 2022

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

Since the last meeting an area of ceiling in the corridor of the Owen Pooley Hall next to the kitchen was discovered to have two water stains. Access to this area through the existing loft hatch was impossible, due to previous work carried out to the roof, so a new loft hatch was created which revealed the cause of the water stains. Further work was then carried out to replace a number of tiles on the corridor roof. The corridor ceiling in the Owen Pooley is old fashioned "lath and plaster" and none of the area has been insulated. Members should consider whether to have this area insulated but should bear in mind that the area stretches the whole length of the Owen Pooley corridor from the hall doorway to the toilets and access to the ceiling area is limited.

A broken side friction hinge has been replaced on the kitchen window in the Owen Pooley and a double glazed unit that had blown has been replaced in the Austin Hall Kitchen.

Two leaks were discovered in both female toilets in the Amenity Centre, parts were replaced and the problem appeared to improve. However, investigations outside found that the over flow pipe for the immersion heater in the sluice room was constantly dripping which could be adding to the damp patches in the toilets. A plumber was called and the expansion vessel, immersion heater element and combination valve were all replaced. It is hoped that this work will bring an end to the water patches on the adjacent walls. However, quotes are still awaited to move the overflow pipe which is too close to the ground outside.

Work has been completed on rebuilding two areas of wall at St Peter's Church which over look the field. A bank of earth has been made along the wall but further problems are likely with this wall given the difference in height of the churchyard and the field and therefore regular monitoring will be undertaken.

Three companies were contacted regarding secondary glazing for the Owen Pooley. A report on this matter is elsewhere on the agenda.

PLANNED WORK

The annual fire alarm/emergency lighting testing revealed a number of areas requiring addressing. These mostly related to failed battery units and emergency lighting strips which would not be evident in the monthly flash tests. The tester did raise a concern that there is no emergency lighting in the toilets off the Austin Hall. Technically, Regulations BS 5266-1 doesn't require emergency lighting unless certain requirements are met such as the size of the area being greater than 8 square metres, given the size of the toilets the need for emergency lighting has never been flagged before. However, given that there is no borrowed light in the toilet and a toilet lobby prior to the exit, it has been suggested that the better approach would be to install lighting into either the toilet area or the lobby. In view of the moral and legal expectations all businesses are facing, it has been decided to err on the side of caution and arrangements are in place to have the emergency lighting fitted in the toilets.

Prior to any installation of secondary glazed units the windows in the Owen Pooley Hall will require decorating and this work has gone out to decorators for quote with a view of undertaking the work during the school holidays. Some thought needs to be given to the problem of condensation which often comes with secondary glazed units.

RECOMMENDATION

- That the report be received and the contents noted.

Helen Taylor Clerk to Yaxley Parish Council