



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 19th September 2023 at 7.00pm in the Council Chambers, The Amenity Centre, 48 Main Street, Yaxley, PE7 3LU followed by a meeting of the Personnel Committee.**

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

12th September 2023

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 4th July 2023 - 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 – report by the Clerk – attached.
- PR16. USE OF QUEENS PARK CAR PARK BY STRETTON PRE SCHOOL AND FOURFIELDS SCHOOL STAFF**
To receive a report by the Clerk – attached.
- PR17. ACTION PLAN**
To consider the Committee's projects included within the Action Plan and to identify any additional schemes prior to the budget setting in November– a copy of the relevant pages are attached.

- FC18. ELECTRIC AND GAS COSTINGS**
To receive an updated report by the Clerk
- FC19. 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.
- FC20. EARLY YEARS PROVISION**
To be advised of a meeting with the Education Place Planning Team from Cambridgeshire County Council.
- FC21. 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 8.00pm

**Minutes of the Meeting of the Property Committee held in the Council Chambers,
the Amenity Centre, Main Street, Yaxley on 4th July 2023 at 7.00pm.**

Present:- Councillors R Butcher, D Chapman, K Gulson, S McMullon, M Oliver and A Wood.

In attendance – Mrs H Taylor – Clerk.

PR1. ELECTION OF CHAIRMAN

On the proposition of Councillor K Gulson, seconded by Councillor R Butcher, 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

Apologies for absence were received and accepted from Councillors R Doncaster and A Minns.

PR3. APPOINTMENT OF VICE CHAIRMAN

On the proposition of Councillor R Butcher, seconded by Councillor A Wood, it was **RESOLVED** that Councillor D Chapman 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 28th March 2023. This was seconded by Councillor A Wood 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. Special mention was made of the water temperature controls and testing undertaken at Queens Park to manage the risks of legionnaires which requires the water to be at a certain temperature. Members were advised that the cost of heating the water daily was expensive due to the electric water heating system in place and that the building was also subject to an agreed supply capacity charge. Members agreed that alternative hot water systems needed to be investigated along with other possible energy saving measures such as solar panels. The Clerk was requested to investigate this and the legality of the agreed supply capacity charge further and report back to a future meeting.

Attention was then drawn to the spates of vandalism at the public toilets in the pavilion which was becoming a problem during school holidays. The meeting reiterated that these acts of anti social behaviour puts a question mark over the future of the facility and that

the situation should be monitored over the summer. At the same time, the Clerk was requested to publicise the risk of the toilets closing should the vandalism continue via social media and notices at the pavilion.

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 were impressed by the increase in regular hirers using the Austin Hall during the weekday.

PR9. ELECTRICITY AND GAS RATES

The Clerk reported that she was in discussions with the Council's energy suppliers over renewing the contracts. With prices for wholesale electricity and gas being very volatile at the moment, the energy costs would be rising with the likelihood that current prices would double.

PR10. FEES AND CHARGES

By way of 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, along with the discount awarded to Stretton Pre School and other charitable groups.

In doing so, Members were advised that of the 72 weekend parties held in the halls over the past 12 months, 49 were booked by non-residents. With increases in energy prices and staffing costs it was recommended that all the hourly rates be increased and non-resident rates be introduced for one off bookings.

Whereupon it was proposed by Councillor R Butcher that

- the proposed hire rates as outlined in the report, including a non-resident rate, be introduced from the dates suggested and a review be undertaken again in 12 months;
- the discount awarded to Stretton Pre School remain at 5% from 1st January 2024;
- the bank holiday hall hire be charged as a weekend rate; and
- the Clerk uses her discretion to award a 5% discount for regular weekend users of the hall where she sees fit.

This was seconded by Councillor A Wood and unanimously **RESOLVED**.

Meeting closed at 7.55pm

Signed

Chairman.

YAXLEY PARISH COUNCIL PROPERTY COMMITTEE

DATE: 19th SEPTEMBER 2023

SUBJECT: REPAIRS AND MAINTENANCE

1. PURPOSE OF REPORT

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

2. MAINTENANCE AND REPAIRS CARRIED OUT

Over the summer the Grounds Team have been busy painting the Owen Pooley hall, kitchen and corridor and the entrance hall at Queens Park.

The filter in the urinal in the Gents toilet at Queens Park has been replaced.

The biannual fire alarm, intruder alarm and emergency lights testing has been completed for all the facilities. The report flagged up that there is insufficient emergency lighting in the Austin Hall, and this is being looked at. The report also referred to the lack of emergency lighting in the workshop building, in response to which a risk assessment has been undertaken and given that the Grounds Team keep the main shutter door open when working in the work shop it is felt that the risk is low.

Two sensors in the workshop have been replaced after they kept failing in the night, causing the intruder alarm to go off.

The office has had a new telephone line installation in preparation for the digital telephone system that we are moving across to.

Fixed wire testing has been completed at the Amenity Centre and Queens Park. The condition report for Queens Park listed 10 observations which were classed as C3, these are improvement recommendations which reflect that the electrical safety is not impaired, but they are not up to current regulations. C3 are acceptable and do not result in a failure of the test. The observations related in the main to items showing signs of aging (electrical heaters etc) which will be addressed as part of ongoing maintenance. The Amenity Centre report hasn't been received yet but the Clerk has been advised that consideration should be given to replacing the fuse board in the Austin Hall corridor as the wiring added at the time of the solar panel installation does not meeting current electrical installation standards. An update on this will be made at the meeting.

3. PLANNED WORK

The cost of heating the water at Queens Park for the showers has been previously discussed. The Clerk has spoken with the electrician, and he has advised that the installation of individual electric showers would be a nonstarter due to the current layout and wiring of the Queens Park, it would also be extremely expensive as a new fuse board would be required. There is no room to install an electric boiler (and any electrical boiler would have to be on longer than the current immersions) but it would be possible to link solar panels to the current immersion tanks, although the initial cost of installation would be high the long-term savings in electricity costs would be considerable. The cost of solar panels is being priced up. In the short term it is suggested that the immersions be changed from copper to titanium that heat up quicker and are more durable. Unfortunately, the hall does not benefit from a gas supply and previous enquiries into having a supply installed were ruled out due to the high cost.

The tall narrow arch window in the Owen Pooley which overlooks the Amenity Centre Car park needs attention, the exterior wooden beading is coming away and the window frame may have to be replaced. Attempts to contact the joiner who replaced the windows at 50 Main Street have proved unsuccessful and alternative joiners are trying to be sourced. Any help on this would be appreciated.

The gas boilers and air conditioning unit at the Amenity Centre and 50 Main Street will be serviced over the coming months.

4. RECOMMENDATION

- That the report be received, and its contents discussed.

Helen Taylor Clerk to Yaxley Parish Council

YAXLEY PARISH COUNCIL PROPERTY COMMITTEE

DATE: 19th SEPTEMBER 2023

SUBJECT: USE OF QUEENS PARK CAR PARK BY THE STAFF OF FOURFIELDS SCHOOL AND STRETTON PRE SCHOOL

PURPOSE OF REPORT

To inform Members of an approach from Fourfields School and Stretton Pre School to use Queens Park car park for staff parking due to the week.

BACKGROUND

The co-op has introduced a maximum allowed parking stay of 90 minutes which will impact those who work at Fourfields but park in the co-op car park. As a result a request has been made by Stretton Pre School to park 9 cars in Queens Park Car park during the school day this was followed by a similar request from Fourfields School for 6 car park spaces.

AGREEMENT

The Clerk has agreed that the cars can park in Queens Park during school term time subject to:

- the cars being left at the owners risk;
- the area to the left hand side of the building being used to leave sufficient spaces for hirers of the hall;
- the cars being locked within the grounds when Queens Park is not in use;
- the car park, when the hall is not in use, will only be opened at the beginning and end of the school day, as is currently the case; and
- the arrangement being on a trial basis to be reviewed at the end of every school term.

RECOMMENDATION

- That the report be received and the contents noted.

Helen Taylor Clerk to Yaxley Parish Council

Property

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	Nothing to report	completed	Property Committee
4. Fire Risk Assessments – Amenity Centre, Queens Park, and the Pavilion	Property Yaxley Parish Council	Organise work	Bi - annual fire alarm and fire fighting equipment testing completed in August.	Ongoing	Property Committee
5. Improvements to Pavilion building	Property Yaxley Parish Council	Investigate ways of making pavilion more user friendly and any funding sources to undertake the work	Continuing to monitor the public toilets especially during the school holidays when they tend to attract anti social behaviour.	Ongoing	Property Committee

6. Energy Efficiency measures Queens Park	Property Yaxley Parish Council	Investigate energy saving measures for the heating and water system at Queens Park	Being monitored given the increase in energy costs. Looking into alternative hot water heating systems for the showers at Queens Park.	Ongoing	Property Committee
7. General maintenance of the Closed Churchyard at St Peters Church including the church wall	Property Yaxley Parish Council	Consider what is required	Six out of seven benches around the church yard and Pound Lane were repaired and resealed over the summer. The wall adjacent to the field has been rebuilt, the wall required more work than first expected and a number of buttress with steel enforcement have been built to future proof the wall.	Ongoing	Property Committee
8. Council facilities – long term maintenance	Property Yaxley Parish Council	Ongoing maintenance	9 sound reducing panels were installed at Queens Park, these have greatly improved the level of noise and plans are in place to install a further 9.	Ongoing	Property Committee

			Heaters at QP are showing signs of ageing and these will start to be replaced.		
9. To make full use of all the Council's facilities	Property Yaxley Parish Council	Promote the use of all the halls and consider any changes to make them more usable	Week day hall hire is at its highest level across the venues.	Ongoing	Property Committee

