

MINUTES OF A MEETING OF LYDD TOWN COUNCIL BUILDINGS AND AMENITIES COMMITTEE

Held on Monday 19th February 2024 at 6.30 pm in the Guild Hall Chamber

Present: Councillors Clive Goddard (Chairman), Mrs Jean Jones, R.S. Jones. Alan Martin and Martin Sweeney

Angela Alexander – Town Clerk

46. APOLOGIES FOR ABSENCE

There were no apologies for absence. The Clerk advised that Cllr Mrs Ann Duncan had replied that she would be attending.

The Chairman gave a few minutes for her to arrive whilst the caretaker was still present

47. ABSENT

Cllrs. Mrs Ann Duncan and Paul Rye

48. DECLARATIONS OF INTEREST

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Council's Code of Conduct and by the Localism Act 2011.

49. MINUTES

RESOLVED: The minutes of the meeting held on 2nd October 2023 were approved and signed by the Chairman as a correct record.

For: 4

Abstention: 1 Cllr Alan Martin who was not present at the last meeting

50. RYPE PLAY AREA PHASE 2 (Appendix A page 75 to 114)

a) The post installation report for the new equipment and fencing for the under 5s play area on the Rype was considered by Councillors. It was discussed that there had been some snagging work to do and that this work had now been carried out and the cheque for payment for the project released.

RESOLVED: Councillors considered and noted the RoSPA Playsafety post installation inspection report for the new under 5s equipment and associated fencing.

b) Details of various bins for the play area had been circulated for Councillor consideration. The Town Clerk asked Councillors to note that these would be installed by our ground's contractor rather than the caretaker and there would be an additional cost for the labour. Cllr Mrs Jean Jones said that the Billy Bin was definitely right for the play area. It was discussed that the yellow bin be installed close to the under 5s area on the outside of the fencing as this would work well with the yellow gate and the blue one close to the under 11s play area. The Town Clerk advised that there was also a green version of the bin and enquired if a green one should be purchased to install close to the shelter. It was agreed that the shelter would be an agenda item to be discussed in private session at the next Buildings and Amenities meeting.



RESOLVED: That the preferred choice is for the Glasdon Billy Bin with the bin it face sticker at £410.77 each to be installed by Gibbs & Son with the yellow bin to the outside of the under 5s area and the blue one close to the under 11s area.

RESOLVED: That the shelter on the Rype be an agenda item for discussion in press and public excluded at the next Buildings and Amenities meeting.

Proposed by Cllr Mrs Jean Jones and seconded by Cllr Martin Sweeney

51. INSTALLATION OF DONATED DEFIBRILLATOR AT THE BANKS

The Town Clerk provided information to the Committee as follows:

To note that following the decision to accept the donated defibrillator and install at The Banks that there was a site meeting with the Town Clerk and Hopkins who are the company who service our defibrillators regarding the positioning and available electricity supply. The defibrillator itself takes no electricity from any supply as it is battery operated and portable. The cabinet is Class 2 and uses 50Watt when the temperature drops below freezing. Taking the internal cabinet temperature to plus 15 degrees. The new cabinets are double wall insulated to help with heat insulation. The cost is between £0.50 and £0.80 pence per day during very cold periods. Most of the year the cabinet draws no power at all. The installation is due to take place in the position as shown in the photograph which is facing the gate as you enter the car park. It will be installed on the morning of 28th February 2024 Councillors considered if they wish any security measures to be considered and agreed that a CCTV in operation sign would be helpful both at the Banks in close proximity to the defibrillator and also at the Manor Road Pavilion along with the Anti-Climb paint signs



RESOLVED: That the report be received and noted and that the Town Clerk order 2 x CCTV signs – one for the Banks and one for Manor Road Pavilion. Councillors to note that the Defibrillator will be installed by the electricians appointed by Hopkins and will be at a wheelchair accessible height.

52. REVIEW OF CHARGES FOR USE OF THE GUILD HALL CHAMBER AND PARLOUR (Appendix B page 115 to 120)

Councillors had received draft booking forms with suggested hire charges for the Chamber and Parlour with separate forms and scale of charges for commercial and charity/voluntary organisations.

Cllr Mrs Jean Jones said that a fee of £50 could be charged for weddings and that she had spoken to the George about this – it was noted that the Town Council could not enter into a venture promoting a commercial business but that a model such as Rye Town Council where they are licenced for a registrar to perform ceremonies had been previously

suggested. The Chairman explained that would need to be a separate agenda item as the information was not provided for consideration at this meeting but that the Committee could come back to this at another meeting.

Cllr Alan Martin asked if the Manor Road Pavilion was included in this exercise and the Chairman explained that it was previously used for football but had not been for a number of years and that at the present time is in not usable and apart from making the building watertight no major works would be carried out as there was currently no means of income for this building.

The Town Clerk advised that the charges for consideration were not excessive but structured to cover the costs of the caretaker's time in opening the building.

Cllr Goddard said that the Town Clerk should have discretion for the waiving of fees for in house use and it was discussed that FOC use would continue to the Municipal Chairties and the Romney Marsh Forum.

a) **RESOLVED: That the scale of charges for rental of the Guild Hall Chamber and Parlour in line with associated costs be adopted and implemented.**

b) **RESOLVED: That delegated authority be given to the Town Clerk in scheduling room rental at the agreed charges and to grant Free of Charge use where appropriate.**

**Proposed by Cllr Bob Jones and seconded by Cllr Mrs Jean Jones
Unanimous**

53. PRESS AND PUBLIC EXCLUDED

RESOLVED: That the press and public be excluded from the meeting for the following item of business, on the grounds that the item involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act being commercially sensitive information.

54. WORK TO GUILDHALL (Appendix C page 121 to 125)

CONFIDENTIAL REPORT 24/C0004

Following the survey of the Lydd Town Council buildings carried out on 25th July 2023 it was identified that the high priority works to carry out maintenance on the Guild Hall would be actioned in accordance with Councillors discussions and agreements. The Clerk advised that the specification matrix of red and amber classified works and invitation to tender had been advertised and that there had been 4 interested companies. The work quoted for was the red and amber categories and that it was considered that the work to the chimneys had now moved to the red category. In order to spread the cost due to budget restraints the work would be broken down into phases.

The Chairman referred to some of the items being a Provisional Sum and the Town Clerk explained that this was due to lack of visibility without scaffold and that Cllr Sweeney had volunteered to photograph by drone but the weather was not suitable.

It was agreed that the high priority red works would be carried out as soon as possible and also the amber classified work to the chimneys. The remainder of the amber work quoted for in the tender would follow.

RESOLVED: That the work to the Guild Hall be awarded to contractor A being W Tollet and the work be broken down into phases. Phase 1 agreed for the following items.

Scaffolding

1.01 Chimneys

1.02 Roof coverings

1.03 Rainwater goods

1.08 Roof structure

1.09 Ceilings

1.10 Internal walls

**Proposed by Cllr Alan Martin and seconded by Cllr Bob Jones
Unanimous**

55. MAINTENANCE WORK TO MANOR ROAD PAVILION

Councillors received and noted that the work to repairs on the Manor Road Pavilion and associated works under the Terms of Reference would start at the first available dry day and that as well as replacement of roof tiles, anti-climb paint and warning signs would be installed. Councillors discussed that CCTV signage should also be installed.

RESOLVED: Received and noted

56. BANKS PAVILION AND TENNIS COURTS

The following issues had been flagged by the BSSC requiring attention by Lydd Town Council and the following information was provided to Councillors to receive and note.

- a) There was a missing door handle on the side door which has been ordered by Lydd Town Council at a cost of £166.76 and installation will be arranged by us.



- b) The collapsing floor behind the bar



The surveyor advised that this was caused by spills of liquids from the bar.



Please see before photograph. When the mat and boards were removed dry rot was exposed.



The wood has now been replaced and the supports treated and a sealant has been put on the wood. The materials and labour supplied by Lydd Town Council. The advice of the surveyor is that this area is regularly dried up after spills by those using the bar and the BSSC has been advised of this.

- c) The exterior painting of the Pavilion

Historically the paint has been provided by Lydd Town Council and the painting carried out by volunteers from The Banks and they have asked for the assistance of our caretaker to replace the wood slats and assist with painting. Councillors to agree purchase of the paint end March to first week April and some wood will be required to be replaced. Cuprinol 5yr Ducksback Forest Green 5LT tin £13.91 plus VAT. Each 5LT covers approx. 30 M2 per coat. For the area of the BSSC pavilion we would need 6 x 5L tins per coat. 2 Coats will be 12 tins at £200.28 inc VAT

- d) The potholes on the side road, especially when the 1/2 marathon is run, but dangerous generally in the opinion of BSSC.

Historically Bretts supply the Town Council with bags of shingle to fill the holes – this work has recently been done but there was insufficient to complete the work and additional shingle has been requested. If not available then we would need to purchase this prior to the Marathon.

e) The use of toilets when the school is using the Tennis Courts.

As discussed with BSSC previously we are looking at ways to reconfigure the toilet and changing room area to provide access from outside with a code and until that work has been carried out there will be a member of Lydd Town Council staff present to provide access to the toilet facilities for the school. A builder has provided a drawing and estimate for the works. Councillor Martin Sweeney said that he had spoken to Mitie and that they have a couple of workers who use the tennis courts and it was suggested that the Station Director be approached to see if they could assist with the project. Cllr Sweeney said it would be good if the Town Clerk could meet with the Manager from Mitie to discuss this.

A drawing showing an idea of change of layout was provided to the Committee and the Town Clerk explained the works that would be needed and how access to outside users would be gained. It was agreed that the work needs to be done to update the access to toilet facilities and that this was something that the LTA were encouraging and that it would mean that the courts could be used more easily by the school groups and other users once there was access to toilet facilities. The Town Clerk explained the latest phase of developments with the LTA and that we were almost on board with the coaching facilities and the official LTA launch with the fun day for the schools. The Mayor said that we used to fund an adventure day at the Army Camp from the Municipal Charities money and some of the funding could go towards this event.

- a) **RESOLVED: Councillors received and noted the repairs carried out to date and in progress at the Banks Pavilion**
- b) **RESOLVED: Councillors considered the proposed changes to layout of toilet facilities to the Banks Pavilion in line with the discussions with the LTA and agreed that the Town Clerk should progress this project under delegated authority**
Proposed by Cllr Martin Sweeney and seconded by Cllr Mrs Jean Jones

The meeting closed at 7.49 pm

Chairmans Signature _____

Date _____