

Whitchurch Town Council

Civic Centre
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CIVIC CENTRE COMMITTEE

MINUTES OF THE COMMITTEE MEETING HELD ON THURSDAY 6th SEPTEMBER 2018

Present:

Cllrs: A Chesters, J Sinnott, T Neville, A Hall, T O'Neill

In attendance:

Nicola Young – Town Clerk

Cllr J Martin

Peter Allen – PSG Team Leader, Shropshire Council

Nathan Davies – PSG Electrical Surveyor, Shropshire Council

1. Election of Chairman

After a proposal from Cllr Hall seconded by Cllr Chesters, it was **CC/01/1819**

RESOLVED that Cllr Sinnott be elected as Chairman of the Civic Centre Committee.

[3 for & 2 against]

At this point the Town Clerk made a statement that the meeting would be unofficially recorded, and each Councillor was requested to put their microphone on and state their name prior to speaking. Official recordings will take place once full Council have agreed the Protocols for recording meetings.

2. Election of Vice Chairman

After a proposal from Cllr Neville, seconded by Cllr Chesters, it was **CC/02/1819**

RESOLVED that Cllr O'Neill be elected as Vice Chairman of the Civic Centre Committee.

3. Apologies

None

4. Declarations of interest

None – Agenda amended to read Civic Centre Committee.

5. Minutes

After a proposal by Cllr O'Neill, seconded by Cllr Hall it was **CC/03/1819 RESOLVED** that the minutes of the Parks, Public Realm & Civic Centre Committee meeting held on **7th June 2018** be signed as an accurate record of that meeting.

6. Outstanding Matters

- a. Garage roof – the Committee had previously requested that Town Council staff remove the debris from the garage roof. The Town Clerk advised that Facility Team members should not step onto the garage roof using crawler boards due to H&S concerns. The Committee then requested that the Town Clerk speak to the

Signed:1

Facilities Manager to ask if the Facilities Team members could remove the debris from the room. The Town Clerk reported to Committee that the Facilities Team manager agreed with the Town Clerk and that no Whitchurch Town Council staff will climb onto the garage roof using crawler boards due to H&S concerns. The Clerk was then requested to ask Shropshire Council to remove the debris from the garage roof.

7. Public Participation

There were no public present.

8. Sports Hall Lighting Design

Members of Shropshire Council Property Services Group (PSG) introduced themselves:

- Peter Allen: PSG Team Leader
- Nathan Davies: PSG Electrical Surveyor

Nathan Davies had prepared three options for the lighting design and explained the different lux levels for each option and the different ways that lux levels could be achieved through the lighting designs. He had borne in mind that the hall is called a Sports Hall and sports hall lux levels = 300.

An explanation was also received about the need to introduce further emergency lighting, as the current emergency lighting levels do not meet current standards for the area of the hall. The proposed emergency lighting had a 3-year battery and warranty, but a 3 monthly 'flick test' needs to take place

Switching arrangements had only been prepared for Option 1, but the plan was to provide the ability to switch on alternate rows and each of the 9 lights in the central area and 4 separate side lights would switch on individually.

PSG explained that before any electrical work is undertaken an asbestos survey will need to be completed to safeguard everyone.

PSG asked if Whitchurch Town Council require sensors in the room, so that the lights automatically switch off if no-one is in the room. The Committee said that these were not required.

Q. Cllr Sinnott: What are the costs, there are none on the options?

A. No more than £20,000, the materials cost approximately £12,000.

Q. Cllr Chesters: Is each scheme using the same number of lights?

A. No, each scheme is detailed in each lighting design.

Q. Cllr Hall: What is the cost of each of the lights?

A. CAPO XL Pendant £162.00 each / White bezels for each for LED fitting £5 each / IP44 LED cover £5 each
Downlight £80 each
Cornice £113.00 each
Downlight individual light £61 – non-maintained
Dextra lighting used – good light fitting with good warranty
Local contractors used, not Barlow's as they are not on Shropshire Council approved contractor list

Q. Cllr O'Neill: Is the emergency lighting out of date & not fit for purpose?

- A. Yes, not enough lux output, known because no emergency test is done at night.
- Q. Cllr Sinnott: Do you have the figures for different costs for each option?
- A. No figures completed yet for each option, but the cost will be slightly higher for lumen output.
- Q. Cllr Hall: Will there be an additional cost for the asbestos survey?
- A. Yes, there will be an additional cost for asbestos refurbishment survey – either removal or encapsulation. PSG would also go out to tender for this.
- Q. Cllr Chesters: In what way do the options differ, appreciate there is a lot of information in the reports but in summary?
- A. Option 1 = 300 LUX, lower output – straight linear fittings, replace 25 lamps in centre with 9 pendant lamps
 Option 2 = 300 LUX, broken linear lighting
 Option 3 = lower LUX, cheaper LED floodlights – harsher light
- Q. Cllr Neville: If the hall is changed into a Sports hall, would this be easy enough?
- A. Yes, the lighting is robust and been designed for BS regs for Sports Halls.
- Q. Cllr Sinnott: Can the LUX levels be altered by changing the bulbs or a complete change of fitting?
- A. Complete change of fitting, ie 500 LUX

Cllr Chesters stated that Whitchurch Town Council should consider the use of the hall now and progress down that line. Whitchurch Town Council needs to go through the Financial procedure first.

After a proposal from Cllr Sinnott, seconded by Cllr Neville, it was **CC/04/1819 RESOLVED** to accept Option 2 Lighting Design as presented by PSG.

After a proposal from Cllr Sinnott, seconded by Cllr Chesters, it was **CC/05/1819 RESOLVED** that PSG will provide a price for the September full Council meeting prior to starting the procurement process.

9. Accounts Update

Civic Centre Accounts – Funds available = £79,411.

Cllr Sinnott noted that the property maintenance cost code 201/4036 was at 89.1%.

After a proposal by Cllr Sinnott, seconded by Cllr Chesters, it was **CC/06/1819 RESOLVED** to accept and initial the Civic Centre accounts as presented noting the total of £79,511 funds available.

10. Council Approved Work Schedule

Civic Centre Work Schedule:

Cllr Neville asked if the lighting desk had been purchased, agreed at P&CC/72/1718 – the Town Clerk confirmed that the desk had been purchased.

Cllr Sinnott requested an update on the replacement doors for the Edward German Room. The Town Clerk explained that we have been unsuccessful getting hold of Astral Carpentry.

Cllr Hall stated he had a harness for use by Facility Team members when climbing the ladder and is willing to donate this.

After a proposal from Cllr Neville, seconded by Cllr O'Neill, it was **CC/07/1819 RESOLVED** to accept the Council Approved Work Schedule for the Civic Centre as presented.

11. Civic Centre

After a proposal from Cllr Sinnott, seconded by Cllr Chesters, it was **CC/08/1819 RESOLVED** to defer the discussion regarding potential Civic Centre projects for the financial year 2019/2020 to the next Committee meeting.

12. Friday Market Café

The Town Clerk was informed that it was not the Committee's responsibility to select who should run a market stall, and Cllr Chesters would like to see the applicants present their proposal should the Committee need to decide. Therefore Committee were unable to make the decision. After a proposal from Cllr Sinnott, seconded by Cllr Chesters it was **CC/09/1819 RESOLVED** to delegate to the Town Centre Manager to make the decision.

13. Confidential Business

There was no Confidential business.

There being no further business the meeting closed at 8.16pm.

Chairman:

Date: