

## Didcot Town Council

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### **Property and Facilities Committee** Wednesday 29<sup>th</sup> May 2024 at 7.30pm All Saints Room, Didcot Civic Hall.

## **Minutes**

Note: These minutes are subject to approval as a true and correct record by the next meeting of this Committee.

### **Present:**

Cllr K Morrison (Acting Chair)  
Cllr H Macdonald (Acting Vice Chair)  
Cllr D Aragão  
Cllr A Hudson  
Cllr L Hislop

### **Officers:**

Mrs J Wheeler – Town Clerk  
Mr S Mundy – Estate Manager  
Mr S Hunt – Estate Officer

#### **1. To Elect the Chair of the Committee for 2024/2025 Civic Year**

The Acting Chair opened the meeting and called for nominations. It was proposed by Cllr H Macdonald, seconded by Cllr D Aragão, and **RESOLVED** to appoint Cllr K Morrison as Chair of the Property and Facilities Committee. The vote was unanimous and there were no other nominations.

#### **2. To Elect the Vice Chair of the Committee for 2024/2025 Civic Year**

Cllr K Morrison proposed Cllr H Macdonald as Vice Chair. This was seconded by Cllr D Aragão and **RESOLVED** to appoint Cllr H Macdonald as Vice Chair of the Property and Facilities Committee. The vote was unanimous and there were no other nominations.

### **3. Apologies**

Apologies were tendered from Cllr Z Mohammed & Cllr M Khan.

### **4. Declarations of interests**

No declarations were received.

### **5. To review the Property and Facilities Committee Terms of Reference**

The Committee reviewed the Terms of Reference.

The Estate Manager proposed that the Splash Pad be added to the Terms of Reference for the Committee

It was proposed by Cllr K Morrison, seconded by Cllr H Macdonald, and **RESOLVED** to **ACCEPT** the Terms of Reference for the Property and Facilities Committee with one amendment: to add the Splash Pad under article 9. All members agreed.

### **6. To approve the Minutes of the meeting held on 27<sup>th</sup> March 2024**

The Chair paged through the minutes for any amendments or questions.

It was proposed by Cllr K Morrison, seconded by Cllr H Macdonald, and **RESOLVED** to **APPROVE** the minutes as a true and accurate record of the meeting and note them as such. All members agreed.

### **7. Questions on the minutes**

No questions were received.

### **8. To note the end of year accounts from 2023/2024 financial year**

The Committee noted the report.

### **9. To note the detailed income and expenditure for Property and Facilities Committee April 2024**

The Town Clerk updated the Committee on the cost centres being recoded for 2024/25 financial year – this will facilitate the financial visibility for the committee.

### **10. To note the properties report and consider the recommendations**

The Committee noted the report.

#### 10.1 To note the Civic Hall bar takings

The Committee noted the bar takings.

### 10.2 To note the usage figures at Didcot Civic Hall

The Committee noted the usage figures for the Didcot Civic Hall.

### 10.3 To note the Civic Hall works update

The Committee noted the Civic Hall works update which included: -

- Air Conditioning and Extraction Fan 6 monthly service has taken place
- Service of the lift has taken place
- 6month service of Fire Warning and intruder alarm has taken place
- Smoke Dampers have been serviced
- Emergency Lighting service

### 10.4 To note the Outdoor Depot servicing completed

The Committee noted the servicing completed at the Outdoor Services Depot which included: -

- Fire Warning and intruder alarm 6-month service taken place
- CCTV service completed
- Emergency lighting service completed

### 10.5 To consider the purchase and installation of a panic alarm for reception staff

The Committee considered the report.

It was proposed by Cllr K Morrison, seconded by Cllr T Hudson and RESOLVED to proceed with Company 1, **People Safe**, for a 1-year trial at £576 +vat. The Committee asked for the Estate Manager to update on several points via email.

### 10.6 – To note the legionella risk assessment requirements for DTC properties

The Committee noted the requirements

The works have been booked in and the total costs are: -

Didcot Civic Hall - £550.00  
Loyd Recreation - £311.00  
Edmonds Park Pavilion - £432.00  
Outdoor Services building - £311.00

### 10.7 – To consider the options for parking enforcement at the Civic Hall

The Committee considered the report.

Several questions were raised, and a discussion took place. The Committee felt that they did not have enough information to make a decision on this item at this meeting.

It was agreed by the Committee that some type of parking enforcement is needed at the Civic Hall. It was proposed by Cllr K Morrison, seconded by Cllr D Aragão, and resolved to defer the item until further details are provided.

10.8 – To consider allowing Didcot Health Centre eight car parking spaces within the Didcot Civic Hall car park

The Committee considered the request. In line with item 10.7 the Committee required further information.

It was proposed by Cllr L Hislop and seconded by Cllr H Macdonald to defer this item along with item 10.7. All members agreed.

10.9 – To note the lift remedial quotes required

The Committee noted the lift remedial requirements. The order has been placed with **Gartec** for the cost of **£577.51+VAT**.

**11. To note the Willowbrook report including the financial summary and consider recommendations.**

The Committee considered the report.

11.1 – To note Willowbrook usage figures

The Committee noted the Willowbrook usage figures.

11.2 – To note works completed at Willowbrook

The Committee noted the works that had been completed since the last Committee meeting which included: -

- Fire door inspection service completed, and report received
- Air conditioning and extraction fan 6month service taken place
- 6month fire warning system and intruder alarm serviced
- Emergency lighting serviced completed
- Minor Plant room service taken place

11.3 – To consider TM44 Air conditioning system inspection at Willowbrook

The Committee considered the report. The Estate manager clarified points raised.

It was proposed by Cllr K Morrison and seconded by Cllr T Hudson to **proceed** with **1st Call Surveys Ltd at £495+VAT**, using budget code 'Willowbrook contracts' - 411/4044. All members agreed.

11.4 – To note the Anti-Social behaviour at Willowbrook Leisure Centre

The Committee noted the anti-social behaviour at Willowbrook Leisure Centre.

## **12. To note the Edmonds Park Pavilion and Splash Pad report and consider the recommendations**

### 12.1 – To note the Edmonds Park Pavilion booking summary

The Committee noted the summary and asked several questions. The Estate manager confirmed discount as per other DTC sites.

### 12.2 – To note defects report sent to Life build

The Committee noted the defects which the Estate Manager as reported these included: -

- Fire doors within the building failing to close – fixed by life aftercare team
- Air source heat pump fault within plant room three - ongoing
- Several painting items
- Fire exits showing light through - fixed
- Cold booster pump tank in fault – fixed
- Wobbly bollard outside the building

### 12.3 – To note works to be completed for the Pavilion

The Committee noted the summary

### 12.4 – To consider quotes for additional camera for Edmonds Park Pavilion

The Committee reviewed and considered the quotes.

It was proposed by Cllr L Hislop and seconded by Cllr D Aragão to proceed with Company B **Oxfordshire CCTV** for **£1335+VAT**. All members agreed.

### 12.5 – To note the progress of the Splash Pad construction

The Committee noted the progress.

The Estate Manager explained to the Committee several issues the officers have been dealing with regarding the water flow to the Splash pad and how this could potentially affect the smooth running of the Splash Pad. The Officers are working hard with the Pavilion builders and 'Splash' to resolve the issues of concern.

### 12.6 – To note the staffing qualifications required for the running of the Splash Pad

The Committee noted the report and the additional costs of staff training to run the Splash Pad.

### 12.7 – To consider the operational needs of the Splash Pad

The Committee noted the report. For the 2024 'season' it was agreed:

- Operating hours Monday to Saturday 10am – 5pm Sundays 11am – 4pm
- Selling simple items such as hot/cold drinks, ice creams, crisps/snacks and continue to work on ‘Slush’ options that would likely sell well.
- To review ‘Health’ snack options.

**13. To consider the Civic Hall kitchen oven and hobs upgrade report**

The committee considered the report and noted the further work involved in compiling.

It was proposed by Cllr L Hislop, seconded by Cllr D Aragão and RESOLVED to purchase two Induction hubs and ovens from **Cater-Kwik** at a cost of **£3880.99+VAT** each

**14. To note the progress report on items not on this agenda**

The Committee noted the progress report.

Meeting closed at 21:00

Signed \_\_\_\_\_ Chair      Date \_\_\_\_\_