

**Minutes of the Asset Management Committee held on Thursday 23
July 2022 at 5pm**

Present: Cllr Campbell, Cllr Irven, Cllr Johnson, Cllr Terrett, Cllr Westcott (Chair), and Cllr Whetlor

In attendance: Jo Grellier, Deputy Clerk

As the first meeting of the Asset Management Committee the meeting was opened by Olivia Campbell as Chair of Council.

- 22/01D **To elect a Chair of Committee**
Cllr Campbell proposed that '*Cllr Irven is elected as Chair of the Committee*'. Seconded by Cllr Westcott. Cllr Terrett proposed that '*Cllr Whetlor is elected as Chair of the Committee*'. With no seconder, the motion fell. Cllr Campbell's proposal carried.
- 22/02D **To receive Apologies for Absence** (LGA 1972, section 85 (1))
Cllr Irven proposed that '*Apologies given by Cllr Murphy are accepted*'. Seconded by Cllr Terrett. Carried.
- 22/03D **To receive any Declaration of Interests** under Watchet Town Council's Code of Conduct (adopted on 9 July 2012) issued in accordance with the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 Si No: 146

| Cllr/s | Item/reason | Personal or Personal & Prejudicial | Action |
|--------------------------|---|------------------------------------|---|
| Cllr Johnson | 22/04(iv) – Artist is spouse | Personal & Prejudicial | Cllr left the meeting and did not take part in the discussion or voting |
| Cllrs Campbell & Johnson | 22/06 (i), (ii), (iii) – Car park tenants | Personal | Cllrs remained in the meeting and took part in the discussion or voting |
| Cllr Westcott | 22/04 (i) & (ii) – Son is senior Youth worker | Personal | Cllr remained in the meeting and took part in the discussion or voting |
| Cllr Whetlor | General – SW&T Councillor | Personal | Cllr remained in the meeting and took part in the discussion or voting |

- 22/04D **Watchet Community Centre:**
- (i) **Pitched roof project progress update** – update from Committee clerk (paperwork issued prior to meeting via **Appendix 1**) – The committee Clerk gave the following verbal update:
- Planning has been approved, building regs applied for, second instalment of fees have been paid, work scheduled to commence w/c 1st August but still awaiting the building regulation approval before materials can be ordered which may have an impact on the date, lead times will be updated once Building regulations have been approved.
- Members noted.**
- (ii) **Youth Provision Quarterly Service Level Agreement** – Update and meeting minutes to note, (paperwork issued prior to the meeting via **Appendix 2**).
Members noted.
- (iii) **Appoint a Youth Provision Council representative:**
Cllr Westcott proposed that '*Cllr Whetlor continues as the Youth Provision Council representative*'. Seconded by Cllr Terrett. Carried.
- Cllr Johnson left the meeting at 5.11pm
- (iv) **Mural update** – update from the committee Clerk, initial design from artist and recommendation (paperwork issued prior to the meeting via **Appendix 3**).
Cllr Terrett proposed that '*members approve the Committee clerk recommendation to pay the artist £150.00 for labour and material costs*'. Seconded by Cllr Whetlor. Carried.

Cllr Johnson returned to the meeting at 5.13pm



22/05D

MUGA:

- (v) **Vandalism update** – update report, quotation, and recommendation for replacement clamp bars due to vandalism (*paperwork issued prior to the meeting via Appendix 4*).
The Committee Clerk reported the following:
- Significant, repeat vandalism to the MUGA has been reported since 13 April 2022. This has been reported to PSCO Sue Thompson, who has logged the information under Crime Reference: 5222118498.
 - On two separate occasions, corner upright clamp bars to the recess goals have been bent and snapped off, causing an incomplete structure. Contact has been made with the original company supplier of the new MUGA structure, and the cost to replace each bar is £175.00 + VAT supply only.
 - The WTC EH&S officer conducted a safety check on the structure on 19/05/2022 following the second incident of vandalism to ensure the MUGA was safe to remain open to users. The facility does remain safe and will remain open.
 - A request was made to the suppliers to provide a quotation to supply and fit the clamp bars in person, tightening all screws and replacing those missing, and to shorten 4 x bars which could prevent further vandalism
- Cllr Johnson proposed that **'the Committee recommend to Full Council at the July meeting to earmark a reserve of £5,000 to cover any future replacement parts. And members approve the Committee clerk recommendation to order the supply and fit quotation to the value of £800.00, and request that a report is provided following the suppliers attendance to explain how and why the bolts continue to loosen and validation is give regarding any remedial works'**. Seconded by Cllr Whetlor. Carried.
- (i) **Noise concerns** – correspondence from a resident regarding noise concerns (*paperwork issued prior to the meeting via Appendix 5*)
The Committee Clerk gave a brief update that it is believed that with the remedial works completed to the MUGA noted in the previous item, this will prevent the boundary fence creating such a loud noise for the neighbouring residential areas.
Cllr Irven proposed that **'delegation is given to office staff to respond to the concerning resident to inform them of the measures being taken to prevent the noise issues'**. Seconded by Cllr Johnson. Carried.
- (ii) **CCTV** – CCTV recommendation (*paperwork issued prior to the meeting via Appendix 6*)
Cllr Johnson proposed that **'the recommendation to install the CCTV at the MUGA are approved'**. Seconded by Cllr Whetlor. Carried.

22/06D

West Street Carpark:

- (i) **Additional car parking spaces** - Update report (*paperwork issued prior to the meeting via Appendix 7*).
The Committee Clerk reported the following:
The works to the surface of the car park have now been completed, the bank was removed, and the new spaces have been created. The ground staff were able to make 9 more spaces, meaning 79 spaces in total consisting of 69 permanent car spaces, 3 short stay car spaces and 7 spaces for the current caravan/campervan tenants. The policy has been amended to reflect the additional spaces.
Members noted the report
- (ii) **Barrier maintenance renewal** – Quotation for approval (*paperwork issued prior to the meeting via Appendix 8*)
Cllr Johnson proposed that **'Approval is given to pay the barrier annual maintenance fee of £463.47 plus VAT'**. Seconded by Cllr Terrett. Carried.
- (iii) **Purchase of additional Barrier key fobs** – Quotation for approval (*paperwork issued at the meeting*)
A brief update was given by the Committee Clerk and a discussion between members ensued. Cllr Whetlor proposed that **'the committee approve the recommendation of the Committee Clerk to purchase 20 new key fobs as requested to the value of £1325 plus VAT and delegation is given to the Asset Co-ordinator to amend the policy and booking forms to increase the key fob deposit to £50 and replacement key fob charged at £65.00, and a letter is sent to the current car park tenants to inform them of the new price increase, in the event their key fob is lost/damaged, but that their deposit amount, as already paid, will not be increased.'**
Seconded by Cllr Terrett. Carried.

22/07D

Cemetery:

- (i) **Replacement tree to commemorate Head groundsman's 20 years of service** – Report and recommendation (*paperwork issued prior to the meeting via Appendix 9*)
Members discussed. **'Cllr Whetlor proposed that Watchet Town Council pay for the replacement tree and a new plaque, with the proposed wording and WTC logo to commemorate the Head Groundsman's 20 years' service for the Council'**. Seconded by Cllr Campbell. Carried.

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- (ii) **Cemetery fee amendments** – Recommendations from Committee Clerk (*paperwork issued prior to the meeting via Appendix 10*)
Cllr Johnson proposed that **'the recommended amendment to the single ashes interment is approved'**. Seconded by Cllr Whetlor. Carried.

22/08D

Harbour Road Toilets:

- (i) **Discharge of waste from campervans** – resident concern regarding the disposal of motorhome waste – *Report and paperwork to be issued at the meeting*
Cllr Irven gave the following report:
Resident concerns - A camper left the RV spaces next to the Phoenix parking, pulled up around the back of the toilets the waste cassette was removed, some minutes later, replaced, presumably empty.
Background information - It is not normally permitted to discharge chemical toilet waste into the normal sewerage and drainage system. At campervan sites, for example, they provide a chemical disposal point where the discharge is stored and removed by tanker - similar to how septic tanks are emptied. Camper vans/motorhomes should not be discharging into harbour Road toilets or Wessex Water sewerage systems.
As SW&T provide the camper van parking spaces, and they have an environmental enforcement role they should be able to provide guidance on this matter.
At present, there are two large spaces for campervans/motorhomes to park and reside for a maximum of two nights, providing the vehicle is displaying a valid parking ticket.
There is currently no signage stating that toilet waste must not be discharged into sewerage systems as a condition of using the parking place.

A long discussion ensued, Cllr Irven proposed that **'the Clerk/Deputy Clerk, with support from the EH&S officer write to SW&T to seek advice, including implementing any signage deemed necessary also at WTC's toilets'** Seconded by Cllr Terrett. Carried.

22/09D

Watchet War Memorial:

- (i) **Memorial Restrictions** – Resident letter received (*paperwork issued prior to the meeting via Appendix 11*)
Members held a discussion regarding the letter received. Cllr Irven proposed that **'as WTC do not have any enforcement rights to imply penalties, delegation is given to the Clerk/Deputy Clerk to write to SW&T to seek advice regarding enforcement if additional signs were to be displayed'**. Seconded by Cllr Whetlor. Carried.

22/10D

Matters to report for the next meeting: – *no decisions made*

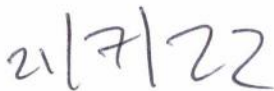
- Library booking documentation
- Liaise with Clerk

Cllr Irven, as Chair thanked the Deputy Clerk for her hard work in collating all the reports for the extensive first Asset management meeting.

Meeting closed at 5.49pm



Signed.....



Date.....