

Brixham Town Council

Minutes of the Meeting of the Town Hall Sub Committee held at Brixham Town Hall on 26th April 2019.

Present: Cllrs P Addison, D Giles, J Regan and J Stock.

Attending: Linda McGuirk, Deputy Town Clerk and two members of the public.

19019. Apologies

Apologies were received from Cllr Clutterbuck.

19020. Declarations of Interest

None. The Declarations of interest register was available to sign.

19021. To accept requests for dispensation

None.

19022. Minutes of the meeting held on 01.03.19

The minutes of the meeting held on 01.03.19 were **resolved** and signed as a correct record, subject to the following minor amendment:

A member of BTCIO spoke to members advising of their concerns that BTC now offering a licence rather than a lease. They gave reasons why they cannot work with a ~~lease~~ licence such as lack of funding opportunities, motivating volunteers updating equipment such as lack of funding opportunities, motivating volunteers updating equipment such as virtual till contracts.

19023. Tenants

A. Theatre Legal Agreement

Members were advised that contact has been made with the new solicitor and we are currently waiting for a reply.

B. Pannier Market

Members discussed the resolution made at Full Council on Thursday 18th April and agreed to monitor any issues that arise during the temporary management period. The Town Clerk will report any issues to the Town Hall Sub Committee, so that appropriate action can be taken.

19024. Side access lane registration

Members were advised of a recent issue where access to the Town Hall car park and Royal Mail sorting offices was blocked by a vehicle belonging to the owner of the access lane, preventing the Pannier Market from entering the car park. It was noted that Royal Mail are entitled to a 'right of easement' and discussion took place whether the Town Council has a right of easement and how easement is enforced.

The Deputy Clerk advised that the property owner has approached the Council regarding parking on the Town Council property, this request has been declined.

19025. Maintenance

Members were updated on the following maintenance issues:

a) Bollards

Investigation into the installation of an extra bollard has taken place. Based on these investigations it is advised not to install an extra bollard as this will restrict the turning /access for larger vehicles. It was noted that the old bollards were damaged when removed and have been disposed of. It was **resolved** not to take any further action.

b) Guttering

The remainder of the guttering has been cleared from the areas that the Building facilities Officer is unable to reach. While the cherry picker was on site the opportunity was taken to remove the old Christmas rope lighting from the front of the building.

c) Asbestos

Members discussed and considered report 19-2019 and it was resolved to accept the recommendations contained in the report:

- Warning labels are to be adhered to all areas that have a risk score of very low or low potential.
- All areas that have a medium potential score are to be labelled and encapsulated to ensure no accidental damage which could cause the release of fibres. Adequate encapsulation was checked with the surveyor and as those areas are at greater risk of accidental damage it was suggested to enclose those areas rather than a paint coating.
- Buildings & Facilities officer to meet with BTCIO to show affected areas and explain remedial actions.

A copy of the Asbestos report for the Theatre has been provided to Brixham Theatre Community Interest Organisation (BTCIO). The Building & Facilities Officer will liaise with BTCIO to discuss any remedial works required and arrange a mutually convenient time to undertake the works.

The Buildings and Facilities officer has recently completed an asbestos awareness course.

d) Museum Survey

The building survey has not yet been received and an update will be provided at the next meeting.

e) Lift

The Theatre reported an issue with the lift in March. The lift contractors have been made aware and no further issues have arisen. The building and Facilities Officer routinely tests the lift on a daily basis.

19026. Fire, Health and Safety

Members were informed that the fire escape at the bottom of the long corridor has been decommissioned and the signage removed. Fire Master has inspected and is satisfied that there are sufficient alternative exits.

Cllr Addison requested the lock on the right-hand door located at the top of the long corridor is altered to an internal twist lock to allow emergency exit from both sides of the corridor. Discussion took place about clashing fire escape routes and advice should be sought from Fire Master.

19027. John Chancellor

Members heard an update on progress to display John Chancellors art work in the Function Room. A meeting has been scheduled on the 7th May with Mr Chancellors representative to discuss layout and select pictures.

Insurance still needs to be investigated and this should take place as part of the renewal on the 23.05.19. Art work will not be hung until the insurance has been agreed.

Members discussed commission from the sale of any paintings, and it was resolved to contact local artist Lynne Peets for advice on what is a fair commission?

It was **agreed** to give delegated powers to Town Clerk to make the final decision on the amount of commission to be charged from the sale of art work displayed in the Town Hall.

19028. Recommendations from the Town Hall Regeneration Working Group

It was **resolved** to lift Standing Orders to allow representatives of the Brixham Heritage Museum to take part in discussions.

The Museum representatives advised they have concerns about the Town Hall Regeneration project and did not have a clear enough understanding of the project to make a judgement at this stage. The Museum representatives have formed a working group and carried out some initial investigations into their vision for the future of the Museum. They require approx. 150 sqm and want to create a visionary modern facility. They do not think the Town Hall is the right location for the Museum. It was further advised that visitor numbers have increased from 4000 to 12000 visitors annually. The Museum estimates it would require 40,000 visitors to survive grant free. Concerns were raised about short notification of meetings and lack of Councillor attendance at their Executive meetings.

Further discussion and reassurance took place. Cllr Giles advised that BTC has no desire to disrupt the business of the tenants and will work collaboratively with all tenants.

It was **resolved** to reinstate Standing Orders.

Members agreed they did not have enough information to make decisions on the following items and it was **agreed** to make the following recommendation:

Points A to E agreed in principle.

Point F agreed the Consultation launch date as the 14th & 15th.June 2019.

- A. To separate the projects unless HLF advise that they will fund the whole project
- B. To set up brief for tendering
- C. To contact prospective architects to ask if they would be prepared to tender
- D. To commence an early tendering process for feasibility work to ensure that as soon as funding has been received, work can commence
- E. To submit outline planning for change of use
- F. To agree a consultation launch date

Members requested a Town Hall Regeneration meeting is arranged at the earliest opportunity to discuss the consultation launch. The date needs circulating as soon as possible.

Cllr Stock indicated she will remain on the Town Hall Regeneration working group after the elections.

G. Volunteers Week

Volunteers week takes place 1st to 7th June 2019. A request has been received for BTC to provide a room free of charge to hold the volunteers thank you event. Members were concerned the event clashes with D Day events taking place in the Town.

It was **agreed** to provide a room free of charge, date to be agreed following discussions with the organisers.

H. Date of next meeting

Date of next meeting to be confirmed.

I. Items for the next agenda

- Theatre Legal Agreement
- Pannier Market Update
- Side access lane registration
- Town Hall Regeneration
- John Chancellor

The meeting closed at 10:50 am

Chairperson Date.....