

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Sue Gilbertson: Town Clerk
Town Clerk's Office
Telephone: 017683 51177
Email: clerk@applebytown.org.uk



www.applebytown.org

Town Clerk's Office
Moot Hall, Boroughgate
Appleby-in-Westmorland
Cumbria
CA16 6YB

Property Committee Minutes

For the meeting held in the Moot Hall

Monday 15th May 2023 at 8.01pm

Present:

Cllr Rooke (Chair)
Cllr Connell
Cllr Curley

Cllr Davidson
Cllr Pape

Also in attendance:

Cllr Heap
Cllr Kemp
Town Clerk, Clerk's Assistant and one MoP

PR1/05/23 Apologies for Absence

Apologies received from Cllr Anderton.

PR2/05/23 Declarations of Interest

Cllr Connell declared an interest in relation to any item on the agenda that relates to Westmorland and Furness Council.

PR3/05/23 Actions from the Previous Minutes

• Low Wiend Signage

The pre-planning advice received from Westmorland & Furness Council was to not go ahead with the signage proposed for the end of West Cloisters to advertise Low Wiend shops. It was agreed to keep the temporary signage in place for the time being and it would be looked at again once the new fingerposts are installed.

• Butts Lighting

Although some fixes have been made to the Butts lighting columns, one lamp is still not working, and one is still facing the wrong direction. The Clerk is currently trying to source a copy of the SLA from W&F Council to determine the terms of the service contract.

• High Wiend Lighting

The lack of street lighting in the middle part of High Wiend has been reported.

• Public Hall running costs

The Clerk reported that because of other commitments this month, the report had not been produced and this will be carried over to June's committee meeting.

PR4/05/23 Chairman's Report

There was no Chair's report in respect of this meeting.

PR5/05/23 Moot Hall Snagging List

The Clerk met with the Customer Care Manager from Aura, and Paul Crosby the Architect, earlier in the month to discuss the snagging list for the Moot Hall building project. Prior to this, Cllr Potts had also attended site with the Clerk to make recommendations. The architect has subsequently sent

through his proposals for rectifying the snagging items. Once the Clerk has gone through this list to make sure everything is correct, this will be distributed to Committee members, along with the maintenance plan.

PR6/05/23 Public Hall Update

- **Building Condition Survey:**

The Clerk attended a funding event in Keswick run by ACT, however in order to apply for any significant grants, we will need to have a Buildings Condition Survey carried out for the Public Hall. The committee agreed the Clerk should proceed with getting a survey done.

- **Saturday Coffee Mornings:**

Currently it has been difficult to fill the weekly slot for coffee mornings, due to many groups struggling for volunteers or to make a profit. Unfortunately, the £30 charged for use of the Supper Room doesn't cover the utility or staffing costs, so a reduced charge is not an option. If Councillors know of any groups who might benefit from holding a coffee morning, please ask them to contact Alison at the TIC.

PR7/05/23 Units 1&2 Market Arcade

The lease for Pets Pantry has now been transferred and signed by the new tenant. It is on the same terms as the current tenant, however the new tenant has been told that this will be reviewed and the rent increased in line with the RPI on the lease renewal in May 2024. The new tenant is planning on being open longer hours than the current tenant.

PR8/05/23 Legionella and Water Testing

Legionella testing has previously been carried out through EDC, who are no longer offering this service. Following a meeting with a water treatment specialist, a quote has been provided for the testing for legionella and microbiological samples amounting to £500. It was also recommended the Council obtain a water thermometer to carry out their own temperature testing, which Pauline the Public Hall caretaker has agreed to do.

It was **RECOMMENDED** to Full Council that £500 be spent on water testing, and £50 be spent on a water temperature thermometer.

PR9/05/23 Fair Hill and Horse Fair

- **Fair Hill water taps & gates:**

The water has now been switched on and a meter reading taken. Four of the six taps on the standpipes have been stolen, so new ones have been purchased and fitted today. To avoid this happening again, the taps will be removed after Fair Week and stored until they are needed again. The top outer gate to Fair Hill has been locked ahead of Horse Fair, so anyone wishing to access the field can do so via the pedestrian gates at the bottom of the hill. The 4/5 small access gates along the roadside will also be removed and put into storage by Richard Anderton the week before Horse Fair.

- **Jubilee Roadblocks:**

The Clerk has asked F Potts & Son to install the boulders at the entrance to Jubilee Bridge car park, as was done last year.

- **Additional:**

The Clerk is due to attend a MASCG meeting on Monday, so any final updates can be given to the Full Council meeting. A risk assessment will be conducted with the licensee prior to the start of the licence period.

PR10/05/23 Fingerposts and Noticeboards

The fingerposts and noticeboards are currently being stored in Penrith and are due to be installed in July. The Council made the commitment to match fund the £4,000 given by Westmorland & Furness Council, who have confirmed that if the costs go over the estimated cost of £8,000, they will cover the additional cost.

PR11/05/23 Black and White Bollards and Butts Shelters

There are approximately 400 bollards in Appleby. W&F Estates Officer has done an audit of the bollards recently and has reported that 22 need full replacement, with many others in need of fixing or painting. He has agreed to source quotes for replacing the 22 and has recommended replacing them with composite ones, rather than wood. The bollards are on Appleby Smarter's maintenance schedule, who carry out minor repairs and re-painting when their schedule allows. The Clerk has also reported to W&F that the Butts shelters are also in a bad state of disrepair, as well as mentioning that in Cllr Potts' opinion some of the materials used are not fit for purpose.

PR12/05/23 Councillors' reports and items for future agendas

- **Update on Dowpitts Wood plans.**

PR13/05/23 Next Meeting

To note that the next meeting of the Property Committee will be on **Monday 12th June 2023** at **7.45pm** in the Moot Hall.

There being no further business, the meeting closed at 8.39pm.

At the Council Meeting held on **Monday 22nd May 2023**, the Chairman of this meeting was authorised by the Committee to sign these minutes, to confirm they are a true and accurate record:

Cllr Rooke
