



BLYTH TOWN COUNCIL

Minutes of the Assets Committee held in the Council Chamber at Arms Everytne House on Tuesday 11th February 2014 at 6.30pm.

Present:

Councillors: K Ellis (Chair), B W Elliott, J R Potts and O Potts.

Non Committee Members:

Councillor R Parker

Members of the Public: 12

Also present:

Sue Noddings – Town Clerk (Corporate Services)

Sean Robinson – Assets Officer

Liam Forsyth – Committee Clerk

042/14/01: ELECTION OF CHAIRMAN (& VICE-CHAIRMAN IF NECESSARY)

The Committee **AGREED** that Councillor K Ellis is to become the Chair of the Assets Committee.

043/14/02: APOLOGIES FOR ABSENSE

Apologies were received from Councillor D Rutter, Councillor L Rickerby and Councillor A Turnbull.

043/14/03: DISCLOSURES OF INTEREST AND GRANT OF ANY DISPENSATIONS

None.

044/14/04: MINUTES OF THE HELD ON THE 10TH DECEMBER 2013

The Minutes of the Assets Committee held on the 10th December 2013 were **AGREED** by the Committee and signed by the Chair.

045/14/05: ASSETS OFFICER'S UPDATE REPORT

(Please find the report attached as an Appendix)

Regarding the proposed Play Park at Cottingwood Green, Councillor J R Potts enquired as to whether the Town Councillor has a policy regarding sand.

Councillor B W Elliott wished to enquire as to whether the assets Officer has received the Section 106 agreements for the proposed development cited across the road from Cottingwood Green. The Assets Officer, Sean Robinson is to investigate this further.

Discussion was then held regarding the decision proposed by the Assets Officer to support a play area rather than a recreational sports facilities Councillor J R Potts, wished to note that recreational sports facilities fall under the remit of Northumberland County Council.

The Assets Officer outlined that he was to seek agreement for the proposal should the developer not be able to deliver the play area as proposed. It was noted that the equipment could be purchased, stored and used at another site.

Councillor B W Elliott enquired as to why Blyth Town Council was seeking to apply for Section 106 monies. The Town Clerk (Corporate Services) commented that Section 106 monies is held by the unitary authority and that the process for application is outlined by Northumberland County Council and is in line with other district and unitary authorities across the Country.

Regarding the bus shelter, Councillor J R Potts commented that although he welcomes the outline that this shelter is to be completed, this process has taken 7 months.

Subject to ratification

Discussion was held regarding the reasons for the delay and difficulties experienced.

Councillor B W Elliott enquired as to the policies in place for seeking quotes for work. The Town Clerk (Corporate Services) provided an outline of the policies in place.

Councillor J R Potts also expressed concerns regarding the bus stops which were removed from the Bus station to the Cowley Road site.

The Town Clerk (Corporate Services) commented that hopefully the enhancement of relations and service associated with the new partnership working arrangement would address such concerns.

It was commented that the Assets Officer is to investigate all the aforementioned concerns. **Action: SR**

Councillor J R Potts commented that the adoption process of bus shelters from Northumberland County Council needs to be investigated with due consideration given to the associated costs.

The Assets Officer commented that he has been receiving suggestions for bus stop placement including recommendation from a business owner for placement in the Bebside area.

Councillor J R Potts asked whether there was an update regarding Broadway Circle. The Assets Officer commented that he had been in touch with Northumberland County Council who had commented that they are to provide money for 4 bins and 2 seats via the cycle improvements scheme.

Councillor J R Potts also wished to comment that perhaps a reminder needs to be provided that these assets become that of the Town Council once installed and thus greater co-ordination is to be expected and sought.

Councillor B W Elliott enquired as to whether there is a programme for timber treatment. The Assets Officer commenting that there was for existing benches however noted that that as attached to the last minutes, the new standard bench for the town is to be made of galvanised steel.

A note from Councillor C Bruce was also circulated to all Councillors and discussed.

046/14/06: UPDATE ON THE PROPOSED BOLLARDS ON WATERLOO ROAD

The Assets Officer commented that was seeking to address this issue as soon as possible.

Councillor O Potts also commented that it was crucial to deal with the road surfacing concerns for the area.

Councillor J R Potts, also wished to raise the issue of lack of enforcement in this area.

The Assets Officer commented that Councillors are seeking to use their small schemes to address this situation.

Councillor K Ellis wished to reiterate his belief that this was an urgent issue that needs to be addressed.

Councillor J R Potts commented that whilst he agreed on the urgency that these issues were the responsibility of Northumberland County Council, and that Blyth Town Council should thus not be seen to be picking up the associated bills. It was therefore noted that a response should be sought from Northumberland County Council regarding this proposed development.

Councillor B W Elliott wished to support Councillor J R Potts in seeking a response from Northumberland County Council.

047/14/07: UPDATE ON THE PROPOSED JOINT WORKING PARTNESHIP WITH NORTHUMBERLAND COUNTY COUNCIL

An update was provided by the Town Clerk (Corporate Services). It was commented that the Town Clerk (Democratic Services) had been chairing the steering group for the Partnership.

It was further noted that the partnership is to include a published schedule for standards. This schedule is to be publicised on the display boards within the Council Chamber.

A further outline was provided of the partnership and it was commented that this joint venture would allow for the Town Council greater input and to provide direction for services within the Town. It was commented that key to this partnership would be interaction with the people of Blyth in co-operation with the management board.

Subject to ratification

In order to assist this process, it was also outlined that the Council would seek to promote the partnership via visual examples of the service provided.

A structure of the team was also provided and it was noted that the investment in a Haiko multi use cleaner was continuing to be investigated.

It was further commented that this partnership will allow for further investment in our Assets as well as a standardisation across the services provided by the Town Council.

It was also finally commented that there is potential for other organisations to become involved with the partnership.

The Chair then invited questions from the floor.

Mr P Henderson requested clarification as to the numbers which were to be provided by Northumberland County Council. The Town Clerk (Corporate Services) commented that Northumberland County Council would be providing an extra 5 staff, with the possibility to provide an extra being explored. It was discussed that this extra person may be required as a driver for the Haiko Machine.

Ms N Longman enquired as to how Blyth Town Council would ensure that a fair share of maintenance was conducted. Sean Robinson reiterated that the schedule is to be publicised and this is to consist of jointly planned maintenance.

Discussion was then held regarding the corporate branding of the project and it was outlined that a branding workshop is to be conducted in order to achieve the best design to represent the partnership.

048/14/08: ANY OTHER BUSINESS AND ITEMS FOR URGENT ATTENTION

Discussion was held regarding the correspondence received from the residents association on the Solingen Estate.

It was **AGREED** that the Assets Officer is to reply to the letter outlining that grit bins are not the responsibility of Blyth Town Council and that this should be dealt with through Northumberland County Council.

Related expenditure (£6,000) and the transfer of costs were **AGREED** for Northumbria in Bloom by the Committee.

Subject to ratification

049/14/09: DATE OF THE NEXT MEETING

It was **AGREED** that the next meeting of the Assets Committee is to be held on Tuesday 8th April 2014 at 6.30pm in the Council Chamber at Arms Everytne House.

MEETING CLOSED AT 8.00 pm.

MEMBERS OF THE ASSETS COMMITTEE:

Councillor K Ellis (Chair)
Councillor B W Elliott
Councillor J R Potts
Councillor O Potts
Councillor J Reid
Councillor L Rickerby
Councillor D Rutter
Councillor A Turnbull

BLYTH TOWN COUNCIL
Assets Committee
11 February 2014

Report of the Assets Officer

Litter Bins

The replacement litter bin programme is continuing in accordance with the agreed proposals set out from the Chair & Vice Chair of the Assets Committee. We have now taken delivery of 30 Ground mounted plastic bins and 45 Galvanised Steel post mounted bins which were ordered in December 2013 which will supplement the 90 litter bins (30 x GMPB, 30 x PMPB, 30 x GSPMB) that were initially ordered in August 2013. As of COP 31 Jan 14 we have in store 40 GMPB; 10 PMPB; 60 GSPMB; NCC has enough space to store all the litter bins at Cowley Road.

Additional litter bins are to be placed in between Morrisons and Wilkinsons. It is proposed to place 2 x 90L GMPB at either end of the walkway (opposite Checkers Sandwich Shop and adjacent to the rear of Morrisons) and 1 x GSPMB opposite Harvey's Pet Shop. 1 x GMPB is to be installed at Isabella Play Park. 2 x GMPB to be installed at Skate Park at Blyth Sports Centre. 1 X GSPMB to be installed at Blagon Drive.

There is also a requirement to install litter bins at 2 new housing developments at South Newsham (opposite Cottingwood Green) and at Tynedale Park. A meeting is to be arranged with Homes for Northumberland (HfN) and NCC to assess how many litter bins are required, update to follow.

Play Areas

The weekly inspections are been carried out in accordance with the maintenance contract between Blyth Town Council (BTC) and Northumberland County Council (NCC). There has been no reported damage to the play areas since the last report. Paul Long (NCC Play Area Inspector) and I are due to conduct a whole life survey on all play areas before the end of the financial year in order to prepare and implement a rolling programme of improvements. As part of the budget setting for year 2014/15 it is proposed to identify 1 or 2 play areas that will undergo a major refurbishment and use the remainder of the budget for running repairs on all other play areas.

The play area at Cottingwood Green in Newsham was identified as a priority for refurbishment this financial year and I met with Proludic and Inclusive Play in December 2013 to investigate the cost for this project.

The financial cost for this project is as follows:

Quotation for Supply Only for Cottingwood Green, Newsham

Proludic Play	£1,235
Proludic Primo	£14,400

Subject to ratification

Partnership Play Equipment	£995
Delivery Charge	£832
Discount	£2,462
Total Quote Amount	<u>£14,999</u>

Quotation for Supply and Installation for Cottingwood Green, Newsham

Proludic Primo	£10,915
Partnership Play Equipment	£4,470
Furniture and Fencing	£1,928
Safer Surfacing	£8,240
Groundwork and Landscaping	£10,252
Delivery Charge	£713
Discount	£948
Total Quote Amount	<u>£35,570</u>

I propose that we use money for the first quote from this financial year 2013/14 and then complete the project with money from financial year 2014/15. We can order the equipment it will be stored at no cost at Proludic HQ and the work can commence post April 14.

I am aware that this is a substantial sum of money and will take a large chunk of the budget for one project but to reduce costs we can exclude the safety surface and get the original sand scraped back and levelled which will be of no cost saving £8,240. Also I am investigating section 106 money that could be available and I am submitting a bid for Awards for All to value of £10,000 to further reduce the cost.

I have also had meetings with Paul Taylor (KOMPAN) and Homes for Northumberland (HfN) with regards to further refurbishment work on the play areas in Blyth. The new housing developments at Newsham and Tynedale Park have development money available for new play areas and refurbishment of existing play areas in their respective wards. The contracted builders Galliford Try have a Design and Development Officer and planning to build a Multi Use Games Area (MUGA) adjacent to the Cottingwood Green play area. A meeting has been arranged to ascertain the design/plan and to investigate the possibility of improving further play areas. An update will follow once more information is gathered.

Bus Shelters

The second clean of the bus shelters is due to commence in February/March in accordance with the contract with NCC. The maintenance plan will be finalised shortly in order to commence the repainting of the shelters in the BTC corporate colours. The following below is a list of bus shelters that require minor maintenance and the associated costs:

Black Diamond: (2 Shelters) 4 steel panels and 1 perspex (£485 + VAT)
Repaint shelters (£150 each + VAT)
Install seats (£150 each + VAT)

Park Farm Villas: 1 perspex panel (£65 + VAT)
2 cracked panels to be replaced (£165 + VAT)

Broadway: (2 Shelters) 1 perspex panel and bolts (£85 + VAT)
Repaint (£260+ VAT)
Fabricate and install seats (£150 + VAT) each

Briardale Road: (Adjacent to football field)
6 x steel sheets and 4 perspex (£960 +VAT)
Repaint (£150 + VAT)
Fabricate and install seat (£150 + VAT)

Briardale Road:(Community Centre)
5 x steel sheets (£460 + VAT)
Repaint (£150 + VAT)
Fabricate and install seat (£150 + VAT)

Briardale Road: (Shops)
2 x perspex (£190 + VAT)

Briardale Road: (adjacent to junction of Tynedale Drive)
1 steel panel (£92 + VAT)

Plessey Road: (Bottom of 25th Avenue)
1 perspex panel and 2 steel panels (£282 + VAT)

A full survey of all bus shelters will be carried out in order to plan a rolling programme of refurbishment and replacing older shelters. This will be incorporated into the new partnership agreement for next financial year.

The 2 shelters at Cowley Road earmarked for West Court and Ogle Drive are still in the process of been refurbished and will be sited at the respective sites in due course.

The brick bus shelter at West Court (damaged July 2013); received quote from Rapier Construction to repair damage to the shelter. The cost to cut back damaged brickwork and rebuild using matching materials is £2,695.68

Subject to ratification

This has been approved by the Vice Chair and work is to commence as soon as the materials arrive. For information the bricks will take 6 weeks to deliver. Northumbria police contacted me the same day as the work was approved and they have given me an update on how the shelter was damaged. A man is due to appear in court with drink driving and driving with no insurance. I have completed a compensation form, which the prosecution will use to recover any damages from the accused.

Seating

The second clean of all seats is due to commence in February and March. A maintenance plan for the repainting of the seats will be finalised in conjunction with the Bus Shelter maintenance.

Work is due to commence at Broadway Circle where 2 seats will be provided from NCC to replace the older seats. Also they are providing funds to purchase 4 ground mounted litter bins. This is part of the Cycle Route Improvement Scheme.

I am due to order 2 seats for Cllr G Knox as part of his Councillor's fund. One is to be placed adjacent to the bus shelter at Plessey Road (bottom of 25th Avenue)

War Memorials

Investigations are still ongoing with regards to the transfer of land surrounding the Town's War Memorials.

Commemorative Wall: A subcommittee (Cllr R Parker, Cllr K Ellis, Cllr J Potts and Cllr J Reid) has been set up to discuss the feasibility of building a Commemorative Wall at Ridley Park adjacent to the War memorial. Also I have had interest from Major Fairbairn who would also like to be involved. A date needs to be set to move this project forward.

Cowpen War Memorial: I have received email from War Memorial Trust with an offer to fund the replacement of the rifle and also the improvement of the lettering. I have submitted the application form for work to be carried out and I am awaiting further information.

Newham & New Delaval War Memorial: I have inspected the memorial and submitted the photographs as requested for funding the repair work. I am awaiting further instructions from the War Memorial Trust. As per the Cowpen Memorial once approved I will complete the application form and submit it and await approval.

Toilets

The toilet block at Cowpen Road will be demolished (date to be confirmed). NCC will liaise with St Cuthbert's Church with regards to the wall behind the toilet block.

I have conducted a site inspection/survey of Broadway Toilets in order to carry out improvements with the remaining budget from this financial year. On inspection the roof is in need of urgent repair (missing tiles), guttering is

Subject to ratification

unstable, all windows need replacing and whole block will need to be repainted internally and externally. Information from NCC who carried out daily inspections and routine maintenance state that the toilet has not been updated for approximately 10-15 years. I have received the following quote for all the repair work to be carried out:

Windows: Renew 2 broken panes of glass with Georgian wired obscure,
Renew broken bead to front window in preparation for paintwork

Roof works: Repair and replace rosemary roof tiles as required, pointing as required.
Clean out gutters, price includes scaffold to front and rear elevation.

Painting: Paint exterior of Toilet Block in existing colours black/white
with two coats of masonry paint.
Paint internal with two coats of magnolia masonry paint
Paint all other woodwork doors as required, magnolia/black.

Total for all works	£2606.00
Vat at 20%	£560.00
Total	£3384.00

I have had approval from the Vice Chair of the Assets Committee to carry out the repairs and the work is to commence as soon as possible. The windows have already been secured so that the toilet block remains open. An update will follow when I get further information.

AOB:

Commemorative Plaques:

We have now had the plaques delivered and I am arranging for them to be fitted to the planters.

Sean Robinson
Assets Officer

11 Feb 14

Subject to ratification