

You are hereby summoned to attend a Meeting of the **Direct Responsibilities and General Purposes Committee** to be held on **Monday 20th March 2017**, in the Old Fire Station Community Room, 37 High Street, Brackley immediately following the meeting of the Planning & General Works Committee.

Dated: 15th March 2017



Town Clerk

MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND
AGENDA

482/16 APOLOGIES FOR ABSENCE

483/16 DECLARATION OF INTEREST

Members are asked to declare any disclosable pecuniary interests in items on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011, and Brackley Town Council's Code of Conduct.

484/16 PUBLIC PARTICIPATION

This section of the meeting gives members of the public who are present an opportunity to speak. You may speak on any item which appears on the agenda for this evening's meeting.

Please state your name and address before asking your question.

485/16 APPROVAL OF MINUTES

Members are asked to receive and approve the minutes of the previous meeting of the Direct Responsibilities and General Purposes Committee held on Monday 20th February 2017.

486/16 MEMBERS REPORTS

487/16 COMMEMORATIVE PLAQUE – OLD FIRE STATION

Councillors asked for information regarding commemorative plaque for the Old Fire Station. Suggested wording and design are attached.

488/16 ONGOING MAINTENANCE CONTRACTS OLD FIRE STATION

Quotations have been received for maintenance contracts for the fire alarm (£275.00 p.a.) and heating and ventilation systems (£556.00 p.a.) and for an additional CCTV camera for the rear of the building (£359.00). The quotations are attached for Members' consideration.

489/16 RADSTONE FIELDS COMMUNITY CENTRE

The Town Clerk is involved in regular meetings with the developers to finalise the specification for the Community Centre. Owing to the technical nature of some of the discussions, we were vised to enrol the services of a surveyor sooner rather than later (cost to be met by developer under the s106 agreement). As there is an independent surveyor involved with the Town Hall Project who was willing and available to be involved in this project, it was felt appropriate to

engage his services. He has already begun to question some of the assumptions made by the developers in relation to the building

490/16 MATTERS FOR DISCUSSION OR INFORMATION

Northamptonshire Local Access Forum is looking to recruit new members.

The main remit of the group is to advise the county council, as well as district and borough councils, on the management of the county's public rights of way. The advice of the group is to ensure the continued improvement and protection of public rights of way in Northamptonshire for the purposes of open air recreation and the enjoyment of the countryside.

The link to the NCC website, where you can find out more about the roles NLAF plays within the county, including an application form, is listed below

<http://www3.northamptonshire.gov.uk/councilservices/northamptonshire-highways/rights-of-way/Pages/northamptonshire-local-access-forum.aspx>

DIRECT RESPONSIBILITIES AND GENERAL PURPOSES COMMITTEE

Minute of the **Direct Responsibilities and General Purposes Committee** held on **Monday 20 February 2017**, in the Old Fire Station Community Room, 37 High Street, Brackley.

Present: Chairman E Wiltshire
Cllrs Bagot-Webb, Baker, Barrie, Cartmell, Sharps, and Thompson

Also Present: Cllrs Morrell, Tiller and P Wiltshire

Officers: Town Clerk (L Carter), Communications Support Officer (S Campbell)

433/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Broomfield, Stimpson and Waldron.

434/16 DECLARATION OF INTEREST

None

435/16 PUBLIC PARTICIPATION

None

436/16 APPROVAL OF MINUTES

On the proposition of Cllr Barrie was **RESOLVED** to:

Approve the minutes of the previous meeting of the Direct Responsibilities and General Purposes Committee held on Monday 23rd January 2017.

437/16 MEMBERS REPORTS

None

438/16 REPORT ON PROVISION OF STREET WARDENS

Members considered the Clerk's report, which was circulated prior to the meeting. On the proposition of Cllr Cartmell, it was **RESOLVED** to **RECOMMEND** to Council:

1. that a Street Warden be employed on a part-time basis for one year, during which time the work would be evaluated.
2. That the Staffing Sub-Committee be delegated to approve a job description etc. for advertising, with a view to filling the post early in the new financial year.

439/16 FLAGPOLES FOR THE PIAZZA

Following the recent decision to consider the installation of flagpoles on the Piazza, the Town Clerk had sought further information to enable Councillors to make an informed decision.

Under Section 144 of the Highways Act 1980, the Town Council has the power to install and maintain flagpoles, with the consent of the Highways Authority, but planning consent would also be required if the flagpoles were in excess of 4m tall.

The Highways Authority had indicated that they would not consider an application until Planning Consent had been granted and Members were advised that the indicative cost for supply and installation of 2 No 6m flagpoles would be in the region of £1,800.00.

On the proposition of Cllr Cartmell, it was **RESOLVED** to:

Seek planning consent for the installation of 2 No 6m flagpoles to be sited either side of the war memorial before seeking consent from the Highways Authority.

440/16 YOUTH PROVISION

Northamptonshire YMCA had withdrawn its support for The Hub, and while the project was not viable in the long term, there was a need to try and maintain some provision until the summer. Councillors were asked to consider limited financial support; including reallocating the current years agreed grant funding to rent payment rather than equipment. In addition, a grant application for financial year 2017/2018 would be submitted.

On the proposition of Cllr Baker, it was **RESOLVED** to:

Agree the reallocation of the current years agreed grant funding to rent payment rather than equipment, and to consider continued support to the summer.

441/16 TOWN HALL UPDATE

The Clerk reported that the scaffolding of the building was nearing completion and that, once completed, both the clock face and bells and weather vane would be removed for refurbishment. Work will then commence on the roof, in sections, with the contractors re-using as many roof-tiles as possible.

Internal demolition of the kitchen, mezzanine, bar and office has taken place, and the staircase would be removed this week. Flooring in the Upper Hall has been removed back to original timbers and the Lower Hall flooring has been removed to expose paving slabs.

The scaffolding will be in place until the autumn, when roof works are completed. The current road closure would be in place until the end of the project.

442/17 DRONES AT ST. JAMES LAKE

At the last meeting, the Clerk reported that she had received a request from a local resident asking if they could operate a camera drone over St. James' Lake. After discussion, Members suggested that this should not be agreed due to the proximity of local schools and trunk roads and asked that a formal proposition be added to the agenda of this meeting.

Councillors were asked to confirm the Council's wishes on this matter.

On the proposition of Cllr Cartmell, it was **RESOLVED** to:

Confirm the wish of Council that camera drones are not to be operated over St. James' Lake.

Cllr Thompson, voted against this decision.

443/17 MATTERS FOR DISCUSSION OR INFORMATION

Cllr Bagot-Webb asked if the 'kissing gate' was to be replaced at the entrance of St. James' Lake. The Clerk responded that a solution is currently being sought to resolve the conflicting priority of pedestrians and users with disabilities.

Cllr Cartmell suggested an agenda item for the next meeting regarding the possibility of a plaque within the foyer of the Old Fire Station identifying the Brackley Town Council as owners and commemorating the official opening.

Meeting ended at 20.37

Chairman

Date



THE OLD FIRE STATION, BRACKLEY

This building was opened in June 2016 by

The Worshipful, The Town Mayor,

Councillor Fiona Baker,

and the

Chairman of South Northamptonshire Council,

Councillor Caryl Billingham

(The refurbishment was grant aided by South Northamptonshire Council
under the New Homes Bonus Scheme)



A4 on a wooden base as shown would be approximately £150

Linda Carter
Brackley Town Council
9 Market Place
Brackley
Northamptonshire
NN13 7AB

Date: 04/01/2017
Quote Ref: 6916AL 17-18

Dear Linda,

**ROUTINE MAINTENANCE
Brackley Old Fire Station**

As requested, I have pleasure in submitting our quotation for routine maintenance of the fire alarm.

The document details our proposed agreement and we look forward to receiving your purchase order or electronic instruction to go ahead.

We are also obliged to advise you that under Article 17 of the Regulatory Reform Order (Fire Safety) 2005, it is a legal requirement your system is maintained in an efficient state. As a Loss Prevention Council Board certified company to LPS1014 and LPS1204 Clymac are more than adequately qualified to fulfil your statutory obligations.

Should you have any queries or require any further information please do not hesitate to contact me on: 07715 056844 or adam.leech@clymac.co.uk or my colleague Fay Mapplethorpe on: 01509 635523 or faym@clymac.co.uk

Yours Sincerely



Adam Leech
Business Development Manager



This document is your contract. Giving the go ahead is consensus to all the details in the quotation.

Quotation

Our costs are based on a standard agreement and for one engineer to visit site during normal working hours (09:00 to 16:30 excluding weekends and national holidays).

Our one year price will be re-quoted at the end of each period and will be subject to variable increases.

	Visits Per Annum	1 Year Cost
Fire Alarm	2	£275.00
TOTAL:		£275.00

Call Out

Response Times for Maintenance Customers

- 8 hours - Fire Alarm

Call Out Rates

- Clymac operate a 24 hour call out system on a national basis.
- All call out charges quoted include for unlimited travelling plus half hour on site, after which you are charged in thirty minute increments.
- If faults require an electrician there will be additional costs to the following.

	<u>Call Out Charge</u>	<u>Rate Per Half Hour</u>
Monday – Friday 08:00 – 17:00	£ 159.60	£ 44.10
Monday – Friday 17:00 – 08:00	£ 225.75	£ 84.00
Weekends/Bank Holidays	£ 257.25	£ 112.86

Call outs and remedial works that require a subcontractor will be quoted before attendance

Additional visits to site for fault works may be quoted at a half day rate of £320.78 or a full day rate of £496.13. This will depend on the amount of time we estimate the visit to take.

Call Out Phone Numbers

Fire systems

- During working hours (08:00 – 17:00):- 01509 232651
- Out of working hours (17:00 – 08:00):- 08448 791102

Fire Alarm System Maintenance Includes

- Compliance with BS5839 part 1 2013.
- Functionally check the control panel for fire and fault conditions.
- Check batteries, load test with mains disconnected.
- Functionally test detection devices (i.e. apply simulated smoke or heat to detectors and activate break glass units).
- Check fire alarm sounders and interface/relay operation.
- Test link to monitoring station (if applicable).
- Visually check the building for changes and highlight any areas of non-compliance.
- Check signal from fire alarm to pager and clarity of text (if applicable).



24/01/2017

Brackley Fire Station-Mechanical Servicing package



Avon Services
Plumbing & Heating Ltd
Unit 6 Whitehill
Alscot Estate
Stratford upon Avon
CV37 8BW

Ref- FAO-Linda Carter-Brackley fire station service and Maintenance,

Dear Sirs, after your recent request to submit a price for the mechanical service and maintenance to the Old Brackley fire station we are pleased to offer the following quotation for the proposed contract.

OLD BRACKLEY FIRE STATION M&S □ SUMMARY OF PRICES – FIXED PRICE TENDER (all costs exclusive of VAT)

1. Annual service of Gas boiler- £70
2. Landlords certification for gas appliances (boiler and gas cooker.)- £80
3. System integration checks including controls recommission and test ,underfloor heating control and manifold service, gas solenoid test.- £136
4. Ventilation services to the PIR controlled units and filter clean- £130
5. MVHR Unit clean and service for mechanical extract to café- £ 140. (Note the ductwork will need a deep clean and filters cleaned around the 5th year service. Price to be confirmed.)

Total- £556 + VAT

SIGNATURE: Jonathan Duncan

COMPANY: Avon Services Plumbing and Heating Ltd

DATE:24/01/17

BEE TEE ALARMS LTD



ALARMS • CCTV • ACCESS CONTROL

Please reply to: BEE TEE ALARMS LTD

- BANBURY** 50 THE GREEN, SOUTH BAR, BANBURY, OXON OX16 9AB
Telephone (01295) 265809 Fax (01804) 230392
- BIRMINGHAM** 900 KINGSBURY ROAD, ERDINGTON, BIRMINGHAM B24 9PY
Telephone (0121) 384 5806 Fax (0121) 384 3129
- COVENTRY** 3 THE QUADRANT, COVENTRY CV1 2DY
Telephone (024) 7655 0171 Fax (0121) 384 3129
- NORTHAMPTON (HEAD OFFICE)** 43 ROSEHOLME ROAD, ABINGTON, NORTHAMPTON NN1 4TQ
Telephone (01604) 637910 Fax (01604) 230392
- MILTON KEYNES** REGUS HOUSE, FAIRBOURNE DRIVE
ATTERBURY LAKES, MILTON KEYNES MK10 9RG
Telephone (01908) 565873 Fax (01604) 230392

Our Ref: 45585/MC/ALJ/EW

29/09/16

Linda Carter
Brackley Town Hall
9 Market Place
Brackley
Northants
NN13 7AB

Dear Linda,

RE: Old Fire Station

C.C.T.V.

Please find enclosed the costs for the following:

1 off new fixed 1.3 megapixel network dome camera with a 2.8mm fixed lens, I.R. and back box.

To be located on the rear of the building at high level above toilet windows.

To view the area to the rear of the building and towards the park.

The above to be cabled back and connected to the existing NVR recording unit in the service cupboard.

Installation Cost: £359.00 + VAT

Note

Connection of an additional camera may reduce the length of time the existing NVR recording unit can record for.

Yours Sincerely

Mark Collins

PLEASE NOTE: This quotation is based on the understanding that the work can be continuously carried out during normal working hours i.e. 8.30am to 5.30pm Monday to Friday. Should there be any variance in the working hours, the company reserves the right to make additional charges

Containment:

The contractor is to supply and install all containment, i.e. cable trays and conduit drops, and the cost of containment is not included in this quotation.

Access: Please be aware this quotation assumes the contractor will supply access equipment and it does not include the cost of supplying specialist access equipment such as alloy towers and or mobile platforms. An additional cost will be incurred should Bee Tee Alarms Ltd be required to supply this equipment.



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Email: sales@beeteearmsltd.co.uk • Website: www.beeteearmsltd.co.uk • Registered in England No. 2951000 • VAT No 623 8315 49





ALARMS - CCTV - ACCESS CONTROL

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(HEAD OFFICE) Telephone (01604) 637910 Fax (01604) 230392
- MILTON KEYNES REGUS HOUSE, FAIRBOURNE DRIVE
ATTERBURY LAKES, MILTON KEYNES MK10 9RG
Telephone (01908) 565673 Fax (01604) 230392

Quotation No: 45585/MC/AL/EW

Contract No:

This agreement made on the 29th September 2016 between Bee Tee Alarms Limited ("The Company") and

Brackley Town Hall ("The Subscriber")

Where under the Company will supply, install and maintain a Bee Tee Alarms Limited CCTV system in the Subscriber's premises as detailed below, in accordance with the Terms and Conditions below and overleaf:

Old Fire Station, High Street, Brackley, Northants, NN13 7DW ("The Premises")

- A) Installation Cost for the CCTV System £359.00 + VAT
- B) Annual Service Maintenance cost in accordance with current standards: N/A
- C) Number of Inspections per Year: N/A
- D) Annual Central Station Monitoring Charge: N/A

Note: The terminal block, connection and line rental are not included in the above charges.

Signed for and on behalf of Bee Tee Alarms Ltd:
Mark Collins

ACCEPTANCE

The company and subscriber agree the terms and conditions as detailed above and overleaf which are all included in this agreement.

SIGNED for the Subscriber:

Subscribers printed Name:

Date:

Job Title / Role:

Please return the signed white copy with your 50% deposit, with the advance payment for signalling, if applicable, Thank you.

On satisfactory completion the handover document should be signed on behalf of the client to ensure the system is left operational.

