

General Services Committee Meeting
Anne French Room
Tuesday 21st January 2014
0915

Mr C Rowley, Chairman
Mr R Berry
Mr S Roberts
Mr I Tugby

Mr R Burke, Chief Executive
Mrs K A Hatcher-Gaudion, Treasurer
Ms J Turner, States Engineer
Mrs E O'Toole, Minute Secretary

In attendance: Mr M Gaudion, Harbour Master (item 05/2014)

The Chairman and Committee wished to convey their condolences to the family of Mr Paul Arditti, States Member, who suddenly and unexpectedly passed away yesterday, 20th January 2014.

01/2014 Minutes of the previous meeting of 10th December 2013 tabled and **approved.**

02/2014 Administration

2.1 Annual Appointments the following appointments were approved:

Deputy Chairman – Mr Tugby

Member of the Council of the Alderney Maritime Trust – Mr Rowley

The following areas of responsibility were allocated:

Traffic Matters	Mr Berry
Water and Sewerage	Mr Roberts
Waste Disposal, Dumps and Derelicts	Mr Tugby
Civil Emergency Working Party	Mr Rowley
Fire Brigade and Cliff Rescue	Mr Tugby
Police Liaison (Local)	Mr Rowley
Transport – Roads and Railway	Mr Berry
Agriculture (and open areas) Environment Wildlife, Burhou etc.	Mr Roberts
Harbour and Fisheries	Mr Rowley & Mr Tugby
Recreation, Campsite and Island Hall (functions)	Mr Berry
States Properties	Mr Berry

2.2 Committee Name The Committee agreed to revert back to be known as the General Services Committee.

03/2014 Matters Arising

3.1 Maintenance Programmes Mr Berry noted the maintenance schedule for the Harbour Office and reiterated the requirement of maintenance programmes for all States buildings including the Museum. **Noted**

3.2 St Anne's Church Report from Lovell Ozanne dated 15th January 2014 and letter from Reverend Stephen Masters dated 9th January 2014 tabled and discussed. The States Engineer distributed a further report from Lovell Ozanne dated 20th January 2014 which addresses the matters raised regarding water ingress. **Noted**

3.3 HGV Licences The Chief Executive advised that no further progress has been made on this matter following discussion with the Commerce and Employment Department in Guernsey. It was noted that a shunting licence may be option and an answer is awaited. **Noted**
The Chairman requested the Chief Executive identify a process to allow the States to issue its own HGV Licences which will only be valid for use on Alderney.

3.4 Any Other Matters Arising from the Minutes None.

CE

04/2014 General Works (including Agriculture)

4.1 2014 Capital Programme The States Engineer distributed a report of capital projects programmed for 2014. It was noted that project slippage of £400K-£500K has occurred in 2013.
Noted

The Chief Executive stated that the Committee had considered/debated all the projects listed at the special meeting in June 2013 therefore should certain projects not be considered feasible or necessary at this stage, it should be removed from the capital programme or outsourced to private contractors. He further stated that project planning remains an issue. **Noted**

Matter to be discussed later when Mr McDowall, Finance Committee Chairman, is in attendance.

09:45 Mr Lance Vaudin, Owner Vaudin Stonemasons, joined the meeting

3.2 St Anne's Church (continued) Mr Vaudin gave a brief update on the progress on the works at St Anne's Church and the issues with water ingress. It was noted that the lower works will be completed in 8 weeks and works on the tower will commence in March. Members were invited to attend the weekly site visit at the church on Thursday 23rd January.

The Chairman thanked Mr Vaudin for taking time to meet with the Committee.

10:00 Mr Vaudin left the meeting

10:00 Mr M Gaudion, Harbour Master, joined the meeting

05/2014 Harbour and Fisheries

5.1 Monthly Report for December 2013 tabled and the following items noted:

- Harbour Office – The Harbour Master advised that the new office is now complete and himself and the office staff have now relocated from their temporary office on the commercial quay. A date will be identified for a public open day.
- Crane – The Harbour Master advised that regular maintenance is being carried out on the new crane and during inclement weather the crane is move from the quay to other areas such as the Glacis. The crane manufacturers, Sennebogen, will visit the island at the end of January to assess maintenance on the crane.
- Brecqhou Warrior – The first cargo delivery is due Friday 24th January following a cancellation caused by weather.

Diving Contract (Mooring Maintenance) The Harbour Master advised that one tender was received however it was very costly. Prices have been sought from companies in the south of England however mobilisation costs does not make this a viable option. **Noted**

The Harbour Master and Treasury to progress options of utilising local divers.

HARBOUR MASTER/TREASURY

Fishing within the 0-3nm limit It was noted that many reports have been made regarding Guernsey fishermen fishing in Alderney 0-3nm limit. The Harbour Master advised that a Guernsey registered vessel can operate within the 0-3nm limit providing they do not land their catch here otherwise they would require a work permit.

Members noted that this is an issue which need to be addressed with Guernsey Fisheries.

Noted

5.2 Confidential Item See Confidential Annexure.

5.3 Commercial Quay Office Space The Chief Executive advised that he received an enquiry from Mr Bruno Kay-Mouat regarding re-siting the Alderney Shipping operations to available office space on the commercial quay.

The Committee requested the Chief Executive invite Mr Kay-Mouat to submit a proposal for further consideration.

CE

5.4 Harbour Equipment and Miscellaneous Charges Paper from the Harbour Office dated 14th January 2014 tabled and discussed.

10:15 Mr McDowall joined the meeting

Mr Tugby queried the out of office attendance charges by the crane driver, and asked whether, if the crane was being hired within normal operating hours, the driver cost would form part of the hourly crane hire charge, which was confirmed. The Committee therefore agreed to reduce the out of hours attendance charge by one hour, per hour of hire, in respect of the crane driver, pending the charges being reviewed as part of the Internal Audit process.

RESOLVED unanimously to:-

- a) **Note the amendment to the Crane, Plant and Miscellaneous charges (not included under the Fees Ordinance) as previously agreed relating to 2012, (effective 1st January 2014), with the exception of the out of hours attendance charge relating to the crane driver, which should be reduced by one hour at flat rate, per hour of hire;**
- b) **Agree to the annual increase of staff attendance charges in line with the PSE and Established staff pay agreements (when known), without further Committee approval; and**
- c) **Defer making a decision on 2014 Harbour Hire Charges increases pending the outcome of the Internal Harbour Review.**

Treasury/Harbour to deal.

TREASURY/HARBOUR

5.5 Any Other Business Relating to Harbour and Fisheries None.

10:25 Harbour Master left the meeting

04/2014 General Works (including Agriculture) – continue

4.1 2014 Capital Programme Members requested clarification of the report from the States Engineer; the States Engineer advised that the report divides the 2014 Capital Programme between projects currently underway and urgent, straightforward projects which should proceed in 2014 and works unlikely to be agreed or completed in 2014.

The Chairman allowed Mr McDowall to comment.

Mr McDowall stated that a significant amount of funding associated with projects have been carried forward from 2013 as these were not complete however budgeted. He further stated that greater capital investment results in savings on maintenance costs later on and advised the Committee to maintain a sense of perspective with the Capital Programme. **Noted**

The Treasurer advised that capital projects from the Harbour should also be added to the Engineering Capital Programme report.

ENGINEER

The Committee requested the States Engineer identify the 2014 and 2015 capital projects which will be within the capabilities/programme of the States to design and produce and which projects can be put out to tender by private contractor. A report to be brought to the next meeting of the Committee for consideration.

ENGINEER/AGENDA ITEM

10:50 Mr McDowall left the meeting

4.2 Superintendent of Works Report – December 2013 tabled and **noted**.

Green Waste at Mannez – The Committee requested the States Engineer arrange with the Fire Brigade a controlled burn of the green waste, as was requested at the December meeting and as subsequently discussed with Environmental Health.

ENGINEER

4.3 New Parsonage House Paper from the Treasurer and Trustees (Chief Executive, States Treasurer and the Churchwardens) dated 13th January 2014 tabled and considered. The Chief Executive requested that this is added in to the SWD programme of works.

ENGINEER

RESOLVED unanimously to approve the lease relating to the New Parsonage House.

TREASURER

4.4 Water Lane Surface Water Discharge into Newtown Paper from the Superintendent of Work dated 14th January 2014 tabled and considered.

RESOLVED unanimously to agree to:-

- a) **undertake a series of works to the lower end of Water Lane to improve the discharge of surface water and reduce the wash down of material from the track above at a cost up to £3,5K subject to the volume of concrete encountered and required to be reinstated; and**
- b) **apply for BDCC permission to remove a tree.**

ENGINEER/BDCC

4.5 Road Surfacing Contract – Ronez Paper from the Superintendent of Work dated 13th January 2014 tabled and considered.

RESOLVED unanimously to agree to approve the Capital budget of £250K for the second part of the bi-annual contract (2012 to 2016) for road resurfacing works by Ronez. Item to be referred to the Policy and Finance Committee and the full States for further approval.

ENGINEER/P&F

4.6 Sale of Stone at Mannez Paper from the States Engineer dated 14th January 2014 tabled and discussed. The Committee were minded to retain the stone for future works on coastal defences and a marina project.

RESOLVED unanimously not to sell stone stored at Mannez Quarry. States Engineer to inform interested parties.

ENGINEER

4.7 Storm damage & staff cover – Christmas period 2013 – For information report from the States Engineer tabled and **noted**.

Judges Pond – The States Engineer advised that this continues to flood during periods of heavy rain and it is considered that the placing of a culvert adjacent to the drain would allow water to flow away. **Noted**

4.8 Old Fire Station Roof – AEL Substation Paper from the States Engineer, circulated by email and at the meeting, tabled and considered. It was noted that the roof of the old Fire Station is in need of repair prior to AEL placing the equipment required for the substation in it and works will be carried out by SWD. **Noted**

RESOLVED unanimously to approve £26,7K from capital funding for the reroofing of the northern part of the old Fire Station in St Martin's. Item to be referred to the Policy and Finance Committee for further approval.

ENGINEER/P&F

4.9 Any Other Business Relating to General Works None

06/2014 **Recreation, Welfare and Environment (including States Land)**

6.1 Alderney Maritime Trust Email from Mr Mike Harrison, Alderney Maritime Trust, dated 8th December 2013 tabled and discussed. It was noted that this matter was brought to the attention of the Committee at the December 2013 meeting and was deferred for further discussion.

The Chairman stated that he would meet with Mr Harrison and report back to the Committee.

CHAIRMAN

6.2 Removal of Trees on Braye Hill Paper from the States Engineer dated 14th January 2014 tabled and considered.

RESOLVED unanimously to approve the removal of two trees on Braye Hill and instruct the States Engineer to apply for BDCC permission to remove them.

ENGINEER/BDCC

6.3 Referrals From/To BDCC (Landlord's Approval)

a) Alterations to 'Building B' Crusher Site Paper from the Planning Office dated 15th January 2014 tabled and considered.

RESOLVED unanimously to give landlord's permission for the tenant of Crusher Site Building B to make the alterations to the building.

BDCC

6.4 Airport Hangar – Aggregate & Topsoil from site Paper from the States Engineer dated 14th January 2014 tabled and discussed.

RESOLVED unanimously to retain ownership of the topsoil only removed at the airport during the construction of the new Airport Hangar and pay for its removal to Sharps Farm but not to retain ownership of the material beneath the topsoil.

ENGINEER

6.5 Any Other Business relating to Recreation, Welfare and Environment

Skate Park – The Chairman advised that he had been approached by a local resident about a potential skate park at the swing park. The States Engineer advised that she met with a representative of the Toddler Group and the skate park promoter regarding proposed changes in the swing park and a firm proposal will be presented to the Committee at the next meeting. **Noted**

ENGINEER/AGENDA ITEM

07/2014 **Roads and Transport**

7.1 Public Services Vehicles Paper from the Chief Executive's Office dated 15th January 2014 and accompanying letters from Taxi Operators tabled and discussed.

RESOLVED unanimously to agree:

- a) An increase of fares by 1 year RPI, subject to approval from the full States;

- b) To review the ordinance with regards to annual vehicle testing being in January and not the date of purchase; and
- c) To retain the current parking spaces allocated to Public Services Vehicles and put up signage which states 'Vehicles cannot be left unattended for more than 20 minutes'.

CE OFFICE/BILLET ITEM

a) Confidential Item See Confidential Annexure.

7.2 Clonque Road & Coastal Erosion Paper from the States Engineer dated 14th January 2014 tabled and discussed. The States Engineer gave a brief overview of the current situation with regards to coastal erosion at Clonque and the extent of works carried out to date. Members discussed the various options of how to proceed with the coastal erosion issue at Clonque.

The States Engineer was requested to seek designs & budget costings for different options from a coastal engineer to be considered by the Committee.

ENGINEER

7.3 Roads Report from Mr Berry tabled and noted.

7.4 Any Other Business relating to Roads and Transport

Road Lines and Parking Bays – It was noted that the yellow line on Longis Road and the parking bays in Connaught Square which was approved by the Committee last year, have yet to be carried out the works cannot be done in cold weather. **Noted**

08/2014 Fire Services

8.1 Replacement Water Tanker Paper from the Alderney Fire Brigade dated 16th December 2013 tabled and considered.

RESOLVED unanimously to approve the purchase of a replacement for the existing 1990 build water tanker (AY2779) with the next GFRS Water Tanker from the 2014 capital programme at a cost of no more than £25.5K.

Item to be referred to the Policy and Finance Committee for further approval.

ENGINEER/P&F

8.2 Fire Services Update The Chairman advised that Mr Brookfield and Mr Williams advised they no longer needed to meet with the Committee. **Noted**

8.3 Any Other Business Relating to Fire Services

Old Fire Tender – It was noted that extensive repair works have been carried out on the old Fire Tender and Members were invited to view it at the SWD premises. The States Engineer was requested to bring a report to the next meeting of the Committee.

ENGINEER

09/2014 Any Other Business

9.1 Corblets beach – damage The States Engineer updated the Committee of the damage sustained at Corblets beach following the recent storms and advised that, as a temporary measure, gabion baskets will be placed prior to a long term solution being designed for the failing wall. **Noted**

The Chief Executive advised that coastal erosion in general, should be a matter that is addressed urgently. It was noted that the States of Guernsey has coastal erosion at the top of their Risk Register. **Noted**

9.2 Date of next meeting The Chairman requested that the next meeting is deferred by a week to the 18th February due to himself and Mr Roberts unable to attend the scheduled meeting date due to medical reasons.

Meeting closed 12:10pm

DATE OF NEXT MEETING: 18th February 2014

Signed: Mr C Rowley

Date: 18th February 2014