

General Services Committee Meeting
Anne French Room
Tuesday 18th February 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 12/2014); Mr T Birmingham, Superintendent of Works (item 13/2014); Mr & Mrs Hayward, Saye Campsite Operators (item 14/2014)

10/2014 **Minutes of the previous meeting** of 21st January 2014 tabled and approved.

11/2014 **Matters Arising**

11.1 St Anne's Church Report from Lovell Ozanne dated 11th February 2014 tabled and noted. The States Engineer advised that the surveyors have been requested to produce a maintenance programme which will include regular clearance on the gutters. **Noted** Further to the report received from Lovell Ozanne, the States Engineer produced photographs showing that the coping on the gable walls facing Victoria Street, have now been leaded. New copper ridges are currently in Guernsey being shaped and formed. **Noted**

11.2 2014/15 Capital Projects Programme Report from the States Engineer dated 18th February and 2014 Capital Projects Programme circulated to Members at the meeting and discussed. The report listed an update on current capital project and the other paper the basic framework for 2014 capital projects.

It was agreed for the States Engineer to report to the Committee the progress on projects on the capital programme.

ENGINEER/AGENDA ITEM

The Treasurer advised that as part of the budgeting process, the 2015 capital prioritisation programme will shortly commence, therefore the 2014 programme and the backlog of projects carried forward from 2013, will need to be factored into the review to ensure that the slippage does not affect the timescales for future projects.

It was agreed that a special meeting of the Committee should be arranged in April/May to discuss Capital Prioritisation. Chief Executive's office to deal.

CE OFFICE

11.3 Coastal Erosion /Storm Damage update The States Engineer circulated photographs of the storm damage and erosion on the cliff faces at Corblets and Clonque and the Braye Beach slipway and Longis wall. It was noted that the damage to Braye Beach slipway is repairable and members advised that no action be taken at Longis as the sand would return in due course. **Noted**

Members considered the damage at Corblets and Clonque and major issues which need to be address with urgency.

The States Engineer advised that she had discussed the coastal erosion issues with coastal engineering consultants who can produce a coastal management plan and schemes/designs.

09:45 Mr M Gaudion, Harbour Master, joined the meeting

The States Engineer was requested to circulate the proposal and breakdown of costs by email for Members to consider.

ENGINEER

11.4 Alderney Maritime Trust It was noted that the Chairman is yet to meet with Mr Harrisson. **Noted**

11.5 Any Other Matters Arising from the Minutes None.

12/2014 **Harbour and Fisheries**

12.1 Monthly Report for January 2014 tabled and the following items noted:

- **Brecqhou Warrior** The first cargo delivery was made on the 24th January and will look at operating a once a month delivery.

- Crane The first scheduled service of the crane was carried out by Engineers from Hassells Sennebogen, manufacturers of the crane.
- Fisheries Mr Chris Morris, Guernsey Senior Sea Fisheries Officer, has been invited to attend the next meeting of the Committee. **Noted**
Members raised queries with regards to fishing in the 0-3nm limit and it was noted that the advice from the Law Officers Chambers were that works permits are not required for anyone with a Bailiwick registered vessel fishing in the 0-3nm limit but not landing their catch on the island. **Noted**
It was further noted that any restrictions cannot be imposed as the Bailiwick have to comply with international regulations and the States only have ownership of the seabed and not the waters. **Noted**
Further queries to be raised with Mr Morris at the next meeting.

Harbour Business Plan 2014 – progress update Noted progress to date and the Chief Executive stated that this is the preferred method of reporting to the Committee as it is in line with the objectives set out for the Harbour which was agreed by the Committee. He further stated that this method of reporting should apply to other departments such as States Works etc. **Noted**

Inner Harbour Walls Mr Berry queried reports of concerns being raised regarding the condition of the inner harbour walls following the recent sustained period of storm weather; the Harbour Master advised that remedial works and pointing are noticeable works that could be undertaken with the assistance of the Breakwater crew when they are unable to carry out works on the breakwater and with the agreement of the Public Services Department. It was agreed that a survey would be beneficial to determine the scope of works required.
The Treasurer advised that £25K capital funding has been allocated in the budget for 2014 in addition to £20K for resurfacing of the Inner Harbour.

The Harbour Master was requested to bring a proposal to the Committee for consideration.

HARBOUR MASTER

12.2 Impot Effect of Fisheries and Beaches Paper from Mr Berry dated 4th February 2014 regarding the comments made by local fisherman during the meeting with Dr Steven Fletcher regarding marine conservation, tabled and **noted**.

12.3 Harbour Facilities Letter from Mr C J Greenslade dated 4th February 2014 tabled and it was noted that the matter of improving facilities for smaller ferries and visiting boats was raised at a meeting late last year and is being actively investigated. **Noted**

12.4 Diving Contract 2014 Paper from the Harbour Office dated 10th February 2014 tabled and considered.

RESOLVED unanimously to approve Sarnia Skin Divers as the preferred contractor for 2014 Diving Contract, as per the agreed terms & conditions, for a sum not exceeding £25K to be charged to Harbour revenue account.

HARBOUR/TREASURY

12.5 Any Other Business Relating to Harbour and Fisheries None.

10:15 Harbour Master left the meeting

10:15 Mr T Birmingham, Superintendent of Works, joined the meeting

13/2014 General Works (including Agriculture)

13.1 Superintendent of Works Report – January 2014 tabled and the following items were noted:

Green Waste at Mannez – The Superintendent advised that control burning of the green waste during the recent adverse weather has not been possible or recommended. The States Engineer has had discussions with the Alderney Fire Brigade and they advised that it would not be a beneficial training exercise however recommended that should burning be considered, smaller piles should be isolated before burning. Trials will commence once weather conditions has improved.

Drains – It was noted that Judges Pond and Water Lane are priorities to address once the SWD has completed its Water Board works at the Trigale.

Mr Berry requested that a tree root which is dangerously affecting the road surface levels at Simon's Place is removed and the road reinstated.

ENGINEER/SWD

The Chief Executive stated that the Superintendent of Works should use the agreed Business Plan as reporting method to the Committee in order to see progress against the agreed objectives for SWD.

ENGINEER/SUPERINTENDENT OF WORKS

13.2 Maintenance Programme Paper from Mr Berry dated 4th February 2014 tabled and discussed. The report details areas identified certain areas requiring attention due to lack of regular maintenance.

The States Engineer circulated a paper detailing the current maintenance strategy as at February 2014.

It was noted that the lack of a rolling maintenance programme has been raised by Mr Berry on several occasions during his time in office and the Chief Executive advised that this has been an objective in the Business Plan since 2011 and remains outstanding.

The Superintendent of Works was requested to report on a maintenance programme at the next meeting of the Committee.

ENGINEER/SUPERINTENDENT OF WORKS

13.3 St Anne's Church 2014 Works Paper from the States Engineer dated 10th February 2014 tabled and considered.

Members queried the inclusion of the scaffolding canopy, quoted at £5.8K, as this had not been used during the first phase of the works in the winter months and was considered unnecessary. It was agreed not to include this.

10:45 Mr F Simonet joined the meeting

RESOLVED unanimously to approve:

- a) the 2014 contract for roof repair works to St Anne's Church is awarded to Vaudin Stonemasons as an extension of its current contract;
- b) Lovell Ozanne undertake surveying and project management of the 2014 contract; and
- c) the 2014 works are funded from the Capital Account to a sum not exceeding £119,000.

Item to be placed on the P&F agenda for onward approval to the full States and T&R.

ENGINEER/P&F/BILLET ITEM

13.4 Road Surfacing Contract - Prioritised Areas Paper from the States Engineer dated 10th February 2014 tabled and discussed. It was agreed that works on the "ups and downs" could be carried out by local contractors rather than be included in the resurfacing contract as a prioritised area.

RESOLVED unanimously to approve the priority list as tabled for the second tranche of the bi-annual roads maintenance contract for 2104.

13.5 Referral from Finance Committee see *Confidential Annexure*.

13.6 Drainage Surveys Paper from the States Engineer dated 11th February 2014 tabled and discussed.

The States Engineer was requested to produce a business case for consideration at the next meeting.

ENGINEER/AGENDA ITEM

10:45 Mr N Harvey joined the meeting

13.7 Land at Braye Beach - Restoration Works Paper from the States Engineer dated 10th February 2014 tabled and discussed. It was noted that the Manager from Braye Beach Hotel has requested if the States would be prepared to tidy up/restore the area of land behind the Hotel, which is currently in a poor condition, following which the Hotel will maintain the area.

The Committee agreed to visit the site prior to making a decision and consider the proposal at the next meeting.

ALL MEMBERS/AGENDA ITEM

11:15 Mr and Mrs Hayward, Campsite Operators, joined the meeting

14/2014 Recreation, Welfare and Environment (including States Land)

14.1 Campsite The Campsite Operators gave a presentation to the Committee on various matters including: campsite policy; Land Use Plan review to allow development of facilities; caravans and campervans as well as modern camping accommodation and movable structures; warden's accommodations; contractual arrangements and an annual development programme for the campsite.

The Chairman and Members thanked the operators for their presentation.

11:50 Mr and Mrs Hayward, Campsite Operators, and Mr Harvey left the meeting

It was agreed that a special meeting should be scheduled to discuss the issues raised. Chief Executive's office to deal.

CE OFFICE/SPECIAL MEETING

13/2014 General Works (including Agriculture) – continue

13.8 Asbestos Survey 2014 Paper from the States Engineer dated 5th February 2014 tabled and discussed. The States Engineer advised that the asbestos survey of the 23 main buildings owned by the States will provide an asbestos management plan/register. The Treasurer confirmed that the States Insurers have also recommended risk reviews in respect of asbestos management. **Noted**

Members discussed the advantages and disadvantages of undertaking this survey at a cost of £22K and requested the States Engineer review the proposal further, in conjunction with the Health and Safety Law, and provide a breakdown of cost and method statement for the next meeting of the Committee for further consideration.

ENGINEER/AGENDA ITEM

13.9 SWD Internal Review Paper from the States Engineer dated 10th February 2014 tabled and discussed. A list of 9 recommendations, following the audit report, which has been actioned and completed were **noted**.

The following recommendations were discussed:

SWD Working Hours – **The Committee approved the change in working hours as follows: Monday to Friday 08:00 to 16:30 with a 30 minute lunch break from 12:30 to 13:00; 10 minute breaks at 10:00 to 10:10 and 15:00 to 15:10. Friday – No change, 08:00 to 14:00 with a 20 minute break at 11:00.**

Changes to take effect from Monday 3rd March 2014.

Review of lunchtime arrangements - staff returning to the depot – It was noted that this is for section foreman to coordinate, monitor and control. **Noted**

Saturday Waste Collections – **The Committee agreed to carry on with the current practise of collections on Saturdays whilst reviewing ways to make changes to collections during the week to eliminate the need for collection on Saturdays.**

ENGINEER/SUPERINTENDENT OF WORKS

Impot Opening Hours – **The Committee agreed (Mr Roberts against) to revise the opening hours to fall in line with the agreed standard working hours of 08:00 to 16:30, to take effect from the 3rd March 2014.**

ENGINEER/SUPERINTENDENT OF WORKS

Disposal of Scrap and Recyclable items off Island – **The Committee agreed to continue the current arrangement.**

ENGINEER/SUPERINTENDENT OF WORKS

Safety Equipment regarding Pump Station entry – It was noted that the recommended unit has been identified & ordered, with and delivery anticipated in three to four weeks. **Noted**

Changes to Dirt and Sewer Money – The States Engineer was requested to consult with the unions and notify Members by email prior to making a decision on the proposed changes.

ENGINEER

Outsourcing Public Toilet Cleaning – **The Committee agreed that expressions of interest are sought for outsourcing public toilet cleaning and an appropriate advert to be place.**

ENGINEER

13.10 Any Other Business Relating to General Works None.

12:40 Mr Birmingham left the meeting

14/2014 Recreation, Welfare and Environment (including States Land) – continue

14.1 Campsite - continue Mr Berry queried when works are scheduled to commence on the new log cabin to provide laundry, dry room and storage area; the States Engineer advised there was a slight delay prior to obtaining funding approval by T&R however the goods have been ordered and the manufacturers of the log cabins will be constructing the unit. **Noted**

14.2 Crusher Site - Requested amendment to Lease *See Confidential Annexure*

14.3 5 and 5a Braye Street, Land on East Elevation Letter from Mr E J Cocheril dated 6th February 2014 tabled and the States Engineer was requested to obtain the plans of Mr Cocheril's proposal for consideration by the Committee.

ENGINEER

14.4 Skateboard Park Proposal Paper from the Planning Assistant on behalf of The Alderney Skate Fundraising Charitable Trust dated 7th February 2014 and email of support from Mr Jean, Member with responsibility for Children and Young People Services, tabled and considered. It was noted that the proposal stated that site is owned by the States and following the development, should it be approved, it will continue to be owned, insured and maintained by the States. The Treasurer advised that feedback from the States insurers on this issue is still awaited, and will be circulated to Members via email once received. **Noted**

Members raised concern that the area has in the past been subject to vandalism with broken glass being left there and that the area will need to have regular checks and clearance.

RESOLVED unanimously to approve landlord consent in principle, for the area to be developed as a Skate Park, subject of confirmation to insurance aspects, review of the plans and costings.

ENGINEER/TREASURER

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

a) Old Fire Station, St Martin's - Installation of new doors Paper from Planning Office dated 11th February 2014 tabled and considered.

RESOLVED unanimously to give landlords consent for Alderney Electricity Ltd, the tenant of Old Fire Station, to make the alterations to the building by installing a doorway in place of an existing window subject to planning permission being granted.

BDCC

14.6 Weather Station - Relocation and Record Keeping Duties Paper from the States Engineer dated 10th February 2014 tabled and considered.

The States Engineer advised that Harbour Master has agreed that the instruments can be installed at the harbour office on the new radar tower however his office do not have the time or resources to collate the information and report monthly.

The Committee requested the States Engineer place an advert to determine if anyone wishes to take over the record keeping and distribution of weather data, free of charge, prior to making a decision to relocate the weather station equipment.

ENGINEER/AGENDA ITEM

14.7 Airport Hangar Rent Paper from the Chief Executive's Office dated 12th February 2014 tabled and discussed. It was noted that an invoice for ground rent for the land at the airport has been queried and the party involved has stated that it was the understanding that the rental period would only commence when the building was completed.

The Committee agreed that the nominal ground rent is payable 2013 until the end of 2016, following which a 10 year commercial lease effective 1st January 2017 would be entered into as per the resolution reached on the 14th May 2013.

CE

Mr Roberts raised concern regarding reports that an alternate access route will be used/created to access the site at the airport where the hangar will be constructed; Members of BDCC present advised that planning permission was not granted for the use of an alternate access road. **Noted**

14.8 Any Other Business relating to Recreation, Welfare and Environment None.

15/2014 Roads and Transport

15.1 Alderney Road Naming Email to Mr Berry from Mr David Wakeford, GDS Systems Manager Treasury and Resources Department, tabled and **noted**. Mr Berry advised that he has arranged a meeting with local individuals to define and confirm road names and property addresses to assist Mr Wakeford. **Noted**

15.2 Alderney Performing Art Festival - Road Closure Request Paper from the Chief Executive dated 7th February 2014 tabled and considered.

RESOLVED unanimously to approve the closure of Victoria Street to traffic on Saturday 24th May 2014 between 09:00-14:00 to allow for safe access during the Alderney Performing Arts Festival.

CE

15.3 Community Swimming Pool - Site Entrance Paper from the Engineering Assistant dated 12th February 2014 tabled and considered.

RESOLVED unanimously to give landlords consent for a temporary site access onto Braye Road for the duration of the community swimming pool construction subject to planning permission being granted.

BDCC

15.4 Eastern entrance to Le Banquage – Resurfacing Paper from the States Engineer dated 10th February 2014 tabled and considered.

Mr Berry queried the specifications for the concrete, i.e. thickness, width and will it be reinforced; the States Engineer advised that she can provide this information by email.

RESOLVED unanimously to approve concrete resurfacing of the eastern access to Le Banquage at a cost of £15K from capital funding.

ENGINEER/TREASURER

15.5 Braye Lane - Parking and Lease Paper from the States Engineer dated 10th February 2014 tabled and discussed.

The Committee, having considered the concerns and representations by the neighbours, agreed that the lease should proceed as previously agreed.

ENGINEER

15.6 Hill Climb and Speed Trials 2014 Paper from the Chief Executive's office tabled and the dates of the 2014 Annual Sprint and Hillclimb event were **noted**.

15.7 Island Road and Street Cleaning Report from Mr Berry tabled and **noted**.

15.8 Any Other Business relating to Roads and Transport None.

16/2014 Any Other Business

16.1 Tree Planting – Memorial Gardens The Chairman advised that a requested had been received from the British Legion for permission to plant a tree in the Memorial Gardens to commemorate the anniversary of the First World War.

The Committee unanimously agreed.

CE OFFICE

Meeting closed 13:25pm

DATE OF NEXT MEETING: 11th March 2014

Signed: Mr I Tugby, Deputy Chairman

Date: 11th March 2014