

General Services Committee Meeting
Anne French Room
Tuesday 8th July 2014
0915

Mr I Tugby, Deputy Chairman **Mrs K A Hatcher-Gaudion, Treasurer/Interim Chief Executive**
Mr R Berry **Mrs E Maurice, Assistant Treasurer**
Mrs N Paris **Ms J Turner, States Engineer**

Apologies: **Mr C Rowley; Mr S Roberts**

In attendance: **Mr M Gaudion, Harbour Master (item 51/2014); Mr Roger Brookfield, Fire Safety Inspector (item 55.1); Mr Derek Williams, Alderney Fire Brigade, and Mr Paul Moore, Chief Fire Officer Alderney Station (item 55/2014)**

ACTION

48/2014 Minutes of the previous meeting of 10th June 2014 tabled and **approved**.

49/2014 Matters Arising

49.1 St Anne's Church Progress Update Report from Lovell Ozanne dated 2nd July 2014 tabled and noted. The States Engineer advised that the scaffold design for works on the tower has been done and is being reviewed to ensure it is adequate. Works on the roof is progressing and will be finished prior to works on the tower commencing. **Noted**

49.2 Capital Projects update Report from the States Engineer dated 2nd July 2014 tabled and noted.

Water Board Hauteville – Mr Tugby queried when works will be commencing; the States Engineer advised that a private contractor is due to start works on the collapsed wall and the Water Board is unable to commence works until this has been completed. **Noted**

Surfacing unmade roads – Mr Tugby queried which roads had been surfaced; the States Engineer advised this was the eastern entrance to the Banquage. **Noted**

49.3 The Nunnery The Treasurer/Interim Chief Executive advised that Dr Jason Monaghan wishes to present to the Committee at the next meeting however as the Nunnery has previously been considered a fortification under P&F mandate, the presentation will be made the next Policy and Finance Committee meeting in September. **Noted**

CE OFFICE/P&F

See Confidential Annexure.

49.4 Key Worker Housing The States Engineer advised that she and the Projects Team Leader had been to view the property to identify what works are required to bring this up to a suitable standard, most of which is internal decorating, minor works to the chimney, works to the bathroom and replacing of doors. Prices are being sought for the works and the Committee will be advised in due course, and this will be taken from SWD maintenance revenue budget.

It was noted that the Committee agreed at the previous meeting that following required maintenance works the property will be made available for letting on the private market. **Noted**

49.5 WWI Commemorations – For Ratification Emails from Mr Berry to Members dated 20th June 2014 tabled and noted.

The Committee ratified the decision reached by email to commission Mr Andy Black to engrave wording for a new memorial plaque commemorating the fallen soldiers from Alderney during the First World War, which will be placed on a stone in the Memorial Gardens and the cost not to exceed the amount agreed at the previous meeting of £400.

Mr Berry advised that the construction of the ammunition box planters is progressing and will be placed outside the Island Hall building shortly. **Noted**

The Committee noted that new railings have been ordered to replace the deteriorating ones at the Memorial Gardens and the 30th Signals have been requested to assist with the installation of these when they are on island in August. **Noted**

49.6 Any Other Matters Arising from the Minutes

49.6.1 Trees on Newtown Road The States Engineer advised that she has discussed the matter with Mr Bohan regarding removal of trees and advised that planning permission and the appropriate fee would be required to enable the removal of the trees causing damage to the road as it is part of the Planning Law and fees cannot be waived.

The Committee agreed to grant Mr Bohan the planning fee of £35, from SWD roads budget, for the removal of trees on Newtown Road which is causing damage to the road.

ENGINEER/BDCC

50/2014 General Works (including Agriculture)

50.1 SWD Agricultural Report - June 2014 tabled and it was noted that a full report from SWD will be on the next agenda. **Noted**

Painting of public toilets – The States Engineer was requested to enquire whether any painting work has been commissioned for public toilets as queries had been raised.

ENGINEER

The Committee noted that the Agricultural Team has now caught up with the backlog of work caused by staff absence and voluntary early severance. **Noted**

50.2 Engineering Department 2014 Business Plan update – For Information Report from the States Engineer dated 2nd July 2014 tabled and **noted**.

50.3 Overhanging Hedges Paper from Mr Berry tabled and noted.

The Chairman stated that there are still a number of areas where property owners have not sufficiently cut back overhanging hedges and verges, specifically Longis, and requested the States Engineer and SWD investigate this and take the appropriate action.

ENGINEER

Mr Berry advised that the law stipulates that there are a number of actions that can be taken if the public is not compliant with trimming back overhanging hedges and verges such as taking property owners to court; the States Engineer stated that there is a great deal of work involved in the process. She further explained that the agricultural team does not have the available resources to carry out cutting the works on private land and there is unwillingness by some members of the public to pay for a gardening service to do the necessary works. **Noted**

The Chairman stated that the law will have to be reassessed to ensure that it can be enforced and the States Engineer advised that procedures in Guernsey can be assessed as this is very effectively carried out with hedges being cut by mid June each year.

ENGINEER

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

51/2014 Harbour and Fisheries

51.1 Monthly Report for June 2014 and Business Plan Progress Update tabled and the following matters were noted:-

- Serenissima Cruise Ship The harbour hosted the cruise ship twice during June and the ship anchored in the bay with nearly 100 passengers being brought to shore. Contrary to reports the vessel was constrained by her draft and therefore couldn't come alongside the quay on one occasion however the skipper was content with anchoring in the bay.
- Jersey Coastguard tug 'Duke of Normandy' The vessel is now operating around the island carrying out tidal monitoring work and the fisherman have all been informed of this.
- SLA with Mainbrayce The Service Level Agreement with Mainbrayce for the collection of mooring fees outside of normal Harbour Office operating hours was extended from the 31st May to the 7th July 2014 as it was necessary due to the delay in filling the position of the Seasonal Boatman. The position has now been filled.
- Sea Fisheries Update following the recent Bailiwick Fisheries Management Commission meeting regarding the Bailiwick Fishing Vessel Licensing Scheme.

51.2 Harbour Dues and Charges for small passenger vessels – For Information Paper from the Treasury department dated 2nd July 2014 tabled and **noted**.

51.3 Improvement of Landing Steps Paper from the Harbour Master dated 2nd July 2014 tabled and considered.

RESOLVED unanimously to approve that tenders be invited to carry out works to improve the landing steps with funding to be taken from the balance remaining in the capital account for pontoon and steps improvement.

51.4 Dedicated Area at Harbour for Visiting Fisherman The Chairman queried whether visiting fisherman could be given a dedicated area for mooring their vessels due to the attraction of seagulls which creates a mess on other vessels moored in the harbour. The Harbour Master stated that it would be difficult to privatise certain moorings or assigning an area however advised that he could inform visiting fisherman that any cleaning of their catch should be carried out at sea and not in the harbour area. **Noted**

HARBOUR MASTER

51.5 Any Other Business Relating to Harbour and Fisheries None

10:10 Harbour Master left the meeting

50/2014 General Works (including Agriculture) – continue

50.4 Any Other Business Relating to General Works

50.4.1 Confidential Item - Old Connaught Care Home *See Confidential Annexure.*

52/2014 Recreation, Welfare and Environment (including States Land)

52.1 Toddler Area at Swing park Paper from States Engineer dated 2nd July 2014 tabled and discussed. The Committee noted the papers included in the agenda of the first public meeting held by the Toddler Group regarding proposals for the swing park.

The Committee were supportive of the Toddler Group sourcing an architect's assessment and proposal for the park at their own cost for consideration by the Committee when available.

ENGINEER

52.2 Campsite Shop Re-roofing update Paper from States Engineer dated 2nd July 2014 tabled and **noted**.

52.3 Alderney Railway – Bray Road to Glacis Paper from Mrs N Paris and the States Engineer tabled and discussed.

The Chairman stated that the Committee had previously considered the request from Mr Le Blanc, Chairman of the Alderney Railway Society, and deemed it not feasible due to health and safety risks due to the close proximity of the retail outlets in the Cutting.

The States Engineer advised that she had written to Mr Le Blanc in November 2013 to seek clarification as to why the Railway Society wished to extend the route from Braye to the Glacis however no response has thus far been received. It was further noted that the previous Chief Executive, Mr David Jeremiah, had advised that the Licence to operate the train does not extend to carrying passengers so use of the section from Braye Road to the Glacis could only be for other purposes and including it in the lease, unless other provision was made, would **not** change this. **Noted**

Members in addition noted that historically the train would rarely run on the section of track in question and running rights was suspended due to works on the Commercial Quay 7 years ago. **Noted**

The States Engineer was requested to write to the Railway Society to advise that the Committee cannot consider their proposal to run on the track from Braye Road to the Glacis until a full response has been received to the letter sent on the 7th November 2013.

ENGINEER

52.4 Wildlife Protection Law Paper from Mr Berry tabled and discussed.

The Committee noted that the provision of an Alderney law for the protection of Alderney wildlife is a longstanding issue however considered it not a priority as Bailiwick ordinances and regulations exist which cover many different aspects of wildlife. **Noted**

Matter to be raised at a future meeting once new Members have been elected in 2015.

FUTURE AGENDA ITEM

52.5 Any Other Business relating to Recreation, Welfare and Environment

52.5.1 Fort Grosnez Email from States Engineer dated 4th July 2014 tabled and considered.

The States Engineer advised that Jersey Telecoms (JT) now provide the telecoms for the States of Alderney and Guernsey and wishes to replace the existing rusted masts at Fort Grosnez with a free-standing mast at the same location subject to building permission.

The Treasurer stated that an appropriate lease or easement should be drawn up and an appropriate rental paid once any existing lease agreements on the relevant area had been reviewed.

ENGINEER

RESOLVED unanimously to grant permission as Landlords for JT to replace the mast at Fort Grosnez subject to planning permission applied for to the Building and Development Control Committee, and an appropriate rental.

ENGINEER/BDCC

52.1.2 Power Supply in the Memorial Garden, Victoria Street Letter from the Chamber of Commerce dated 3rd July 2014, circulated to Members by email, tabled and considered. The Chamber of Commerce wishes to site a Christmas tree in the Memorial Gardens during the festive season with the necessary power supply and has requested the States make a contribution towards the costs.

It was queried whether this Christmas tree would be in addition to the tree gifted from the 30th Signals Regiment each year and erected in the Island Hall grounds; the States Engineer advised that she believe it would be.

RESOLVED unanimously to agree, in principle, to the power supply in the Memorial Garden and to fund up to £250 from SWD budget to assist towards costs of undertaking this work, with the following conditions:-

1. That this is a one-off payment and the States will bear no responsibility for any ongoing costs or charges for the power supply or maintenance work;

2. The apparatus location needs to be agreed with the SWD Agricultural team manager who maintains the gardens, to ensure that cable locations are known and won't interfere with planting/maintenance, as well as for safety reasons for future digging in the area; and
3. The trench and apparatus needs to be concealed so as not to be visible for the 11 months of the year that it is not in use.

States Engineer to email Members the response from the Chamber of Commerce with regards to these condition, which can be ratified at the next meeting.

ENGINEER

52.1.3 Green Waste Disposal at Mannez Paper from the States Engineer dated 7th July 2014 tabled and considered. Further to discussions at the previous meeting the States Engineer identified the costs of shredding the green waste to reduce the stockpile, which will include assistance from SWD.

Members discussed options of how to deal with green waste stockpiling going forwards including monthly burning of small piles at the Impot, charging the public/gardeners for the dumping of green waste and purchasing a small hand-fed shredder.

It was noted that the current proposal is to use a small hand-fed shredder clearing the stockpile in 5 days; the States Engineer was requested to assess the effectiveness with a view to investigating the purchase of a similar shredder for future use.

ENGINEER

RESOLVED unanimously to approve the shredding of the green waste stockpile at Mannez and subsequent burn of residual waste for a cost of not greater than £14K to be taken from SWD revenue budget using manpower savings from the 2014 Voluntary Early Severance scheme.

ENGINEER

53/2014 Roads and Transport

53.1 Road Closure Request – Victoria Street (top end) Email from Ms Christine Latham, Lloyds Bank Alderney, dated 1st July 2014 tabled and considered.

RESOLVED unanimously to approve the closure of the top of Victoria Street to traffic on Wednesday 23rd July 2014 between 08:30-10:00 to allow for safe access during the celebrations of the 125th Anniversary of Lloyds Bank on the Island.

ENGINEER

53.2 HGV Licence Options Paper from the Interim Chief Executive, Mr Stephen Taylor, dated 26th June 2014 tabled and discussed. The paper sets out the current situation regarding options for States employees and Island residents to obtain an HGV licence.

RESOLVED unanimously to:

- a) Agree to pursue the preferred longer-term option of testing on Alderney;
- b) Carry out an exercise to identify a suitable vehicle on the island and obtain approval where appropriate;
- c) Where there is no suitable vehicle; to assess whether there are any modifications or flexibilities possible;
- d) Agree to use the Guernsey arrangements for HGV testing of States employees in the meantime.

CE OFFICE

53.3 Disabled Bay – Les Rocquettes Paper from the Engineering Assistant dated 27th June 2014 tabled and discussed.

RESOLVED unanimously to approve the changing of the old 'Doctors Only' parking space in Les Rocquettes to a two hour disabled parking space.

ENGINEER/SWD

53.4 Yellow Line – Banquage Eastern Access Paper from the Engineering Assistant dated 27th June 2014 tabled and discussed.

RESOLVED unanimously to approve the installation of a six meter yellow line on each side of the approach to the new eastern access road of the Banquage.

ENGINEER/SWD

53.5 Traffic Mirror – Clos de Mer Paper from the Engineering Assistant dated 27th June 2014 tabled and discussed. It was noted that the traffic mirror has already been erected and the States Engineer advised that one had been ordered previously however had not had approval from the Committee.

RESOLVED unanimously to ratify the decision to install a traffic mirror at the junction of Clos de Mer and Newtown Road by SWD.

ENGINEER/SWD

53.6 Traffic Management Paper from Mr Berry tabled and discussed. Following a recent People's Meeting, Mr Berry raised the following issues:-

- Cars – the number of cars on the island has raised concern among members of the public
- Size of Vehicles being imported for private use – It was noted that a review of fees are underway by the Finance Committee.
- Parking permits
- Speeding – The Committee agreed to have a sign erected at the airport to advise of the island wide speed limits, unless stated otherwise.

ENGINEER/SWD

The Committee noted that some of these issues have been of concern/under discussion for a number of years and the majority were minded that it is a task for the new Committee Members to address in the new year.

FUTURE AGENDA ITEM

53.7 Digimap Road Naming Mr Berry advised that this matter is not urgent to progress and that there is a considerable amount of administration involved with naming and renaming of roads. **Noted**

53.8 Any Other Business relating to Roads and Transport

53.8.1 Road resurfacing update The States Engineer advised that the major works have now been carried out and trench reinstatements and other minor works are currently being done. Ronez anticipate to be finished with resurfacing works by the 18th July 2014. **Noted**

11:15 – It was noted that the Fire Brigade members due to attend the meeting had received a call out and therefore the meeting was adjourned to convene as the Water Board.

11:25 – Meeting reconvened

54/2014 Any Other Business

54.1 Bicycle Stand at Airport Paper from the Engineering Assistant dated 7th July 2014, circulated to Members by email, tabled and considered.

RESOLVED unanimously to give permission as landlords for a bicycle stand to be erected at the airport, at an agreed location to be determined by the Chairman and the Airport Fire Brigade.

CHAIRMAN

11:30 Mr Roger Brookfield, Fire Safety Inspector, joined the meeting

55/2014 Fire Services

55.1 Fire Services Update – Mr Brookfield in attendance It was noted that Mr Derek Williams, Alderney Fire Brigade, was due to attend the meeting however the Fire Brigade received a call out. **Noted**

Mr Brookfield advised that he last met with the Committee in October 2013 and gave a brief update of the vast improvements some of the registered buildings have undergone since he

became involved in fire safety inspections in 2012. It remains an ongoing issue and 119 properties were inspected during 2013 and 105 properties thus far this year by himself and Mr Williams.

11:35 Mr Derek Williams, Alderney Fire Brigade, and Mr Paul Moore, Chief Fire Officer Alderney Station, joined the meeting

See Confidential Annexure.

Mr Roger Brookfield, Fire Safety Inspector, left the meeting

55.2 Alderney Fire Brigade Paper from the States Engineer regarding the workload and commitments of the Fire Services as discharged by the General Maintenance Hand, Mr Derek Williams, dated 2nd July 2014 tabled and **noted**.

The Chairman queried the 30 hour working week hours by Mr Williams stating that efforts are being made across the board to save money and the Fire Brigade now has very modern vehicles and equipment which requires minimum maintenance; Mr Moore stated that regular maintenance is essential for the equipment to ensure that when it is needed, it is in working order and to comply with Health and Safety.

Mr Williams advised that the 30 hours a week are not guaranteed and the maintenance of the equipment and vehicles are a small part of the job he does at the Fire Brigade. **Noted**

It was noted that a job evaluation review has been requested for Mr Williams' position. **Noted**

The Chairman thanked Mr Williams and Mr Moore for their attendance.

12:00 Mr Derek Williams and Mr Paul Moore left the meeting

Meeting closed: 12:15pm

DATE OF NEXT MEETING: 9th September 2014

Signed: Mr C Rowley

Date: 9th September 2014