

# CAPEL PARISH COUNCIL

[www.capel-pc.org.uk](http://www.capel-pc.org.uk)

Falmouth Place  
Five Oak Green  
Kent. TN12 6RD  
Tel: 01892 837524

## Minutes of a meeting of the Memorial Cottages & Housing Working Group held on Thursday 19 January 2023 at 7pm in Capel Village Hall

**Present:** Cllrs. Sawyer (Chair), Rich, Young

**In attendance:** Louise Goldsmith, Clerk and 1 member of the public

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### MINUTES

- | Minute No | Agenda  |
|-----------|---|
|           | 1) <b>ADMINISTRATION</b> – Mobile Phones switched off. No intention to record received.   |
| 150       | 2) <b>APOLOGIES:</b> None.  |
| 151       | 3) <b>DECLARATIONS OF INTEREST:</b> None.   |
| 152       | 4) <b>APPROVAL OF MINUTES:</b> It was resolved that the minutes of the meeting held on the 20 October 2022 be signed as a true and accurate record.   |
| 153       | 5) <b>OPEN SESSION:</b> No issues were raised.  |
| 154       | 6) <b>CONDITION SURVEYS:</b><br>a) <u>To receive an update on the remedial works proposed for 9 Brampton Bank</u><br>Councillor Sawyer and the Clerk carried out the annual inspection surveys on both cottages on Friday 29 November 2022. The legionnaire risk assessment for both cottages have been completed. The Clerk advised that the contractor has been booked to replace the joists in the flooring of both the bedroom and lounge, install a new underfloor electric heating system and replace the carpets for the w/c 20 February 2023. The works are expected to take up to 2 weeks. The Clerk has booked the tenant into local accommodation for a total cost of £865.36 (free cancellation up to the 15 February 2023). The contractor has agreed to move the furniture as required rather than arrange for its removal and storage. The tenant is happy with these arrangements and will be on hand to move any personal items. No other issues were identified on the survey.<br>b) <u>To receive an update on any works required to 10 Brampton Bank</u><br>Cllr. Sawyer reported that following the condition survey works are required to the cupboard door in the lobby which keeps sticking and may need replacing. The front door is not closing properly, hopefully new hinges is all that is required. Birds continue to access the loft space and it was agreed some netting might help seal the entry points. The Clerk will ask the contractor to inspect these items and prepare a quote when working next door. |
| 155       | 7) <b>ANNUAL RENT INCREASE:</b><br>It was agreed to recommend to the Finance Committee/Full Council that a rent increase of 2% is applied to both cottages from the 1 June 2023. The Clerk will need to give a month notice of any rent increase.   |
| 156       | 8) <b>DATE OF THE NEXT MEETING:</b> Thursday 15 June 2023 at 7pm  |

With no further business to discuss the meeting closed at 7:34pm

Signed: .....

Dated: .....

