

**MUNICIPAL CHARITIES OF STRATFORD-UPON-AVON  
ST JOSEPH'S HOMESTEAD**

**MEETING OF PROPERTIES COMMITTEE  
TO BE HELD ON WEDNESDAY 17 APRIL 2019 – 6-05pm  
GUILD COTTAGES, CHURCH STREET, STRATFORD UPON AVON**

**A G E N D A**

1. **Apologies**
2. **Members' Interests**
3. **Minutes of Meeting of Properties Working Party held on 23 January 2019 (Doc 1 which was circulated on 20 Feb 2019)**
4. **Matters Arising**
5. **MCSonA and SJH Quinquennial Inspections 2018**
  - a. Latest values of Cyclical Maintenance (CMF) and Extraordinary repair (ERF) Funds (**Doc 2**)
  - b. Report on projects where a grant funding request was made to Baron Davenport (submission deadline was 15 March)
6. **Updates / Items to Discuss**
  - a. Status and future action re project to convert No. 1 and No. 2 Guild Cottages into a 1 bedroom flat (+ damp patch in ceiling of No. 1 GC).
  - b. Status of kitchen refit, door re-sitting and internal redecoration – Upper Flat, 4 Albany Road (new resident lined up to occupy when ready)
  - c. Update on conversions of baths to showers: (9 GC / 4 SC / 9 JRA).
  - d. Vacancies: Update on 5 SC vacancy.
  - e. Latest painting and decoration schedule (**Doc 3**)
  - f. Report on University of York and Nottingham Tree Ring Dating Laboratory visit to GC over 1 – 3 April.
  - g. Shakespeare Court Schindler Lift (Emergency lighting and on-going maintenance contract) (**Doc 4**)
  - h. Flat 18 GC, Flat 5 SC and Upper Flat 2, 4 Albany Road – Electrical Inspection Condition Reports (**EICR**) by Alderminster. I attach:
    - o **Doc 5a** – Briefing note
    - o **Doc 5b** – Major changes in 18<sup>th</sup> Edition of IET Wiring Regulations
    - o **Doc 5c + Doc 5d** – Recommendations arising from recent EICRs
  - i. Off-site secure storage facility
  - j. Testing of non-vented hot water cylinders (Shakespeare Court done. JRA and MNA being programmed in for later this year).
  - k. Stratford Historic Spine- plaques (**Doc 6**)
  - l. William Tyler Freehold Portfolio. Update on recent discussions.
7. **Any Urgent/Other Business**
  - a) Resident request for gate to be reinstated in front garden between No. 2 and No. 4 Albany Road to create more privacy.
8. **Renewal of Property Maintenance Contract** (3 years from 1 May 2019). Clerk to circulate information during meeting.
9. **Items for Next Meeting's Agenda**
10. **Date of Next Meeting:** Wednesday 21 August 2019

**Distribution:**

Mr Mick Love (Chair)

Mrs Maureen Beckett (Deputy)

Mrs Jenny Howard

Mrs Mo Lancaster

Mr Peter Rowland

Mr Jon Spencer

Mr Richard J Thompson

Mrs Jess Daly

Mr John Loscombe

Mr Doug Evans