

PARISH OF ST BRELADE

PARISH ASSEMBLY

	Minutes of an Assembly of Principals and Electors of the Parish of St Brelade held at St Brelade's Parish Hall on Tuesday 29 September 2026 commencing at 19:00 hours.
President of Assembly:	Connétable Steve Pallett, presided.
Convening Notice:	The Convening Notice was read by the Parish Secretary.
1. Minutes of Previous Assembly:	The Minutes of the previous Assembly of Principals and Electors of the Parish of St Brelade held on 21 July 2026, were adopted as read and signed, following a proposition by Senator Helen Miles and seconded by Peter Durham-Waite, with all in favour.
2. To consider the withdrawal of £96,000 from the property reserve fund for the repairs to Clarendon House and Gervais Le Gros:	The Connétable presented the proposed works and cost breakdown circulated to the assembly, which forms part of these minutes. He explained that the works to the parish properties had been agreed with the Procureurs and that maintenance at both properties was urgently required. The Connétable invited questions from the Assembly. Julian Bernstein (Procureur du Bien Public) confirmed that he was satisfied with the quotations and hoped the works could be completed within budget. Margaret Holland-Prior enquired about the condition of the roof. It was confirmed that the roof was in good condition and that the loft had been found to be dry on inspection. The only concerns were that the chimneys might require repointing and that the gutters need cleaning. Tim Scott Warren (Procureur du Bien Public) asked whether the snooker club, which occupies the middle floor, would be asked to redecorate the interior. The Connétable advised that the club had previously undertaken some decorating. Once the external works were complete, enquiries would be made about its plans for further redecoration. Michael Videgrain sought reassurance that regular property checks would continue once the works were complete and the properties had been brought up to a good standard. The Connétable confirmed that all properties would be inspected at regular intervals and that these inspections would be

	included in the proposed property plan, which would be made available to all parishioners by July 2027. Margaret Holland-Prior asked where the tenants would be accommodated while work was carried out in the flats. The Connétable advised that most of the work could be undertaken while the tenants remained in their homes. However, the occupants of the ground-floor flat might need temporary accommodation for seven days, and the Parish was exploring suitable arrangements.
	There being no further questions and following a proposal from Senator Helen Miles and seconded by Tim Scott Warren a vote was taken with all in favour. The Connétable thanked the 11 people for attending and declared the meeting closed at 1925 hours. Signed: _____ Dated: _____ Steve Pallett Connétable

1. Brief resume of the sums required for maintenance at both Clarendon House and the Gervaise Le Gros Centre. I cannot stress enough how desperately needed the maintenance I intend to outline is and the first item I will deal with required emergency attention. All works carried out on Parish Property is agreed between myself and the Procureurs whether it be emerging maintenance, ongoing maintenance or larger projects such as the Elephant Park toilets.
2. Turning to Clarendon House.
3. To those that are not aware, Clarendon House is a 3 storey town house that is adjacent to the St Aubin wine Bar. The ground floor makes up part of the suite of offices that cover the Ground Floor of the Gervaise Le Gros Centre, which I will speak about shortly.
4. The first and second floors make up two tenanted flats. Both tenants are excellent and have been resident for many years. Clearly there is regulation around the minimum standard of accommodation that the Parish is responsible for such as under the Rental Dwellings Law. I was aware prior to being elected and made even more aware after that the accommodation being provided was not up to the necessary standard. I have listed a number of improvements that are required and will go through them briefly individually.
5. The balcony to the rear of Clarendon House required emergency repair. It was at risk of collapse which meant that the second floor resident couldn't use the balcony. The balcony was being kept up with a crow supports and pieces of the balcony and substructure was falling off meaning the first floor resident couldn't safely use her balcony. After securing the necessary planning consent including some minor changes agreed with planning this work went to tender and a sum of £21,689.04 was agreed with a local contractor (Eleven Eleven Ltd). The lowest of 3 quotes. The work, including some extras, has been completed to a high standard, as I am sure my Procureurs will agree, and paid for from the General Account. What we are requesting is that this sum is replaced from the Property Reserve.
6. The scaffold is a fixed quote we have received to cover the front of Clarendon House to access the dormer windows at road level and carry out the repairs and redecoration of the dormer windows, windows to the flats and the exterior wall.
7. Item 3 covers the cost of maintenance to the kitchen on the second floor such as new worktops and flooring.

8. Item 4 covers the replacement of the bathroom in the first floor flat. Again this has needed upgrading for some time and the sum includes a quote from a local plumber for the majority of the work plus a figure for replacement flooring.
9. Item 5 is for the repair and painting of the 3 dormer windows, 2 to the front and one to the rear. We know the sides of the dormers, which are glazed, are not only loose but require attention as soon as possible. The rear dormer will be accessed via a temporary scaffold from the balcony.
10. Item 6 and 7 is for the decoration of the windows to the flats on the front elevation and repairing of walls. The estimate for the repair and painting of the 4 windows of the flats is based on the work involved in painting and repairing the windows on the ground floor as part of the maintenance required to lease out the ground floor offices at Gervaise Le Gros.

11. Turning to Gervaise Le Gros

12. It might be useful to update the Assembly on the lease for the Gervaise Le Gros offices. Once the Procureurs and myself decided to progress with the preferred option, we had to ascertain whether the building was fit for occupation. After being informed the offices had been professionally updated and decorated, I inspected the building myself. I found lights not working and in fact lights that did not meet standards. Also the electrical system had not been inspected. I am pleased to say these issues were dealt with expeditely along with some necessary improvements to flooring. Unfortunately, rather than finding the decorating in good order, the large 'board' room had water staining along both main walls. On inspection the long fibreglass gutters were not only leaking but were in places rotten. Again this necessary repair work both inside and out has been carried out but I have to question how decorating costs were incurred prior to ensuring the building was watertight. This work apparently was professionally project managed. To conclude the building is now under lease to an excellent tenant.

13. Turning to the quotes and estimates.

14. Anyone passing Gervaise Le Gros Centre and taking a good look will realise work is desperately required on the exterior of the building. We have had a close look at what is required in regards to repairing the window and have recent experience of dealing with similar windows on Clarendon House. Clearly the appropriate access is required.

15. We have received a fixed quote for scaffold to access both the front of the building and the roof including the chimneys. Item a is the fixed quote.
16. Item b involves an estimate to carry out any necessary repairs to the 18 no windows on the first and second floors to the front façade of Gervaise Le Gros. It is clear some windows require more attention than others but this estimate we believe will cover the overall cost of repair.
17. Once the windows are repaired to the necessary standard, item c covers the cost of repainting the windows again based on the cost of painting the windows on the ground floor of Clarendon House.
18. Item d is an estimate to both clean and carry out any necessary repairs such as pointing on the one full chimney on the roof of Gervaise Le Gros and the half chimneys shared with the adjacent building.
19. Item e is a quote for the hire of a hoist for 4 days to access the rear elevation of the main roof, the rear of chimneys and gutter.
20. Item f is an estimate to both clean and carry out any necessary repairs to the main roof gutters.
21. The overall cost for Clarendon House is £53,689.04 and for Gervaise Le Gros is £42,500.00 making a total of £96,189.00. I know contingency may be a concern for Assembly members but we believe there is a degree of contingency within all these estimates to allow work to be delivered on budget.
22. I am happy to take questions from the floor on this request.

Quotes and PC Sums for Clarendon House and Gervaise Le Gros

Clarendon House

1. Balcony as per quote	21,689.04
2. Scaffold quote	3,000.00
3. Replace kitchen/worktops (Flat 2)	5,000.00
4. Replace bathroom (Flat 1)	9,500.00
5. Repair and paint 3 x dormer windows	7,500.00
6. Repair and paint 4 x windows to front	4,000.00
7. Repair and paint wall /fascia to front	3,000.00

Gervaise Le Gros

a. Scaffold quote	5,100.00
b. Repair to 18 x windows	18,000.00
c. Painting windows (primer,undercoat,2 coats gloss)	10,000.00
d. Chimney cleaning and repairs	5,000.00
e. Hire of hoist	2,400.00
f. Repairs and cleaning gutters	2,000.00

Total	95,689.04
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