

LISKEARD TOWN COUNCIL

AT A MEETING of the **PROPERTY and PLOTHOLDERS COMMITTEE** held in the Council Chamber on Tuesday 10 May 2016 at 7.30 pm there were present:

The Deputy Mayor Councillor Jane Pascoe, Ex-Officio

Councillor Ian Goldsworthy - in the Chair

Councillors - Sally Hawken, Martin Menear, Sue Pike, Tony Powell and Christina Whitty

Town Clerk - Steve Vinson

Minute Clerk - Stuart Houghton

Members of the Public – None

Facilities Manager - Tony Misson

Plotholders - Adrian Vine, Hillary Vine, Tess Andrew and Jenny Gunter

The Chairman advised those present of Housekeeping matters

Before the start of the proceedings all persons present introduced themselves

1007/15 APOLOGIES

Apologies were received from the Mayor, Councillor Phil Seeva and Councillor Adam Hodgkins

Apologies were also received from Plotholders Messer's Turner, Cummings, Robinson and Gander and also from Patricia Mole.

1008/15 DECLARATIONS OF INTEREST

None

1009/15 PLOTHOLDER'S PARTICIPATION

Mr Vine introduced the new officials of the Plotholder's Association. Tess Andrew was the new Chair and Jenny Gunter the new Secretary.

In response to a question the Chair replied that the Allotments had recently been inspected; two plots, A2B and G2 had been reported as requiring attention but at the time of the inspection work had started on these plots, preparations were being made to plant potatoes and to erect a greenhouse on plot A2B.

Mr Vine asked for the Councils impressions of these plots and emphasised the need to keep plotholders aware that they were responsible to ensure the plots were correctly maintained.

The Chair agreed with this and asked Mr Vine to inform the office of any problems that he became aware of.

Councillor Whitty asked Mr Vine if he would continue with their monthly meetings. Mr Vine agreed and received confirmation that there would not be any objection to the Chair and Secretary joining the meetings. He added that if any items were found requiring attention they would be dealt with as soon as possible after the meetings.

In response to a question about a meeting of Council Officers at the allotments, the Town Clerk replied that this was himself, the Facilities Manager and the consultant assessing the Councils role. The Town Clerk then informed the meeting of the proposal for additional allotments at the Addington development and that progress on the proposed land at Maudlin Farm had stalled.

The Chair asked the Plotholders if they would present a list of their aspirations to the Council, for addition to its forward plans, and asked if they would be willing to offer advice on the preparation of new allotments. Mr Vine agreed to offer this advice.

Councillor Pike raised the fact that there was a new group in the Town that were looking for space to plant "Incredible Vegetables". The purpose was to utilise spare/unused areas in the Town to grow vegetables. Again the plotholders were asked if they would be willing to offer advice if needed.

There being no other comments, the Chair thanked the Plotholders for attending and asked if they wished to stay for the rest of the meeting.

1010/15 MINUTES OF MEETING HELD ON 12 APRIL 2016

The Deputy Mayor proposed, Councillor Whitty seconded and the Committee **APPROVED** the Minutes of the meeting held on the 12 April 2016.

1011/15 TO RECEIVE AN UPDATE ON ITEMS FROM THE LAST MEETING, TOWN CLERK'S REPORT

The Town Clerk's report, attached, had been circulated and was noted.

The Town Clerk reported that three draft layouts for the Refreshment Room kitchen had been received and would be circulated; an asbestos refurbishment survey would be made to allow the Structural Engineer to inspect the building and to take samples.

1012/15 PUBLIC PARTICIPATION

No members of the public were present at this time.

1013/15 BUDGET REPORT TO 30 APRIL 2016

The budget report to 30 April 2016 had not been prepared; it would be circulated before the next meeting.

1014/15 RAPSONS MULTIUSE GAMES AREA

Details of the damage to the boundary fence were given in the Town Clerks report that had been circulated. The fencing was now more than 10 years old and was getting difficult to make a lasting repair due to the general deterioration of the structure.

A current estimate to replace the fence was around £8k and £2.7k to repair it. The Committee budgets £1.5k per year for dilapidations; would the Committee consider replacing the fence. Comments included;

- i. The lease from Cornwall Council for the MUGA had expired, we would be maintaining something that the Council did not own
- ii. The Devolution Working Group was considering taking on the grass area and carparks adjacent to the MUGA
- iii. The Council should ask for the freehold of the land if we are to maintain it
- iv. If the lease was to be renewed it would need to be very much longer than the 7 years that had previously been agreed
- v. The Devolution Working Group should be asked to progress the renewal of the lease and the associated areas
- vi. A different type of fence might be viable, it did not have to be wooden
- vii. It was a planning condition that a noise barrier be provided at the MUGA
- viii. The principle for the repair could be made now and actioned at a later date

Councillor Goldsworthy proposed, Councillor Menear seconded and the Committee **RESOLVED** to obtain costings for the replacement of the fence, but not to progress work until the lease or takeover of the land had been completed.

Councillor Pike proposed, Councillor Menear seconded and the Committee **RESOLVED** to refer the renewal of the lease and the taking over of the grass area and car park to the Devolution Working Group.

1015/15 FORESTERS HALL LIFT

The Town Clerk's report contained details of the two estimates received for the statutory Ten Year Maintenance of the lift; both companies had previously worked for the Council and had provided a list of satisfied clients. Contractor B had provided the lowest cost.

The Chair proposed, Councillor Hawken seconded and the Committee **RESOLVED** to appoint Contractor B to do the statutory 10 year maintenance of the lift.

1016/15 CORRESPONDENCE

None.

1017/15 DATE OF NEXT MEETING

It was agreed that the next meeting would be held on Tuesday 14 June 2016 when the Chair and Deputy Chair of the Committee would be appointed.

5. Clerk's Report – to receive an update on the progress of items from the 12 April 2016 Committee – For Information

Item	Update
Thorn Park – Play Equipment	The works have been completed.
Westbourne Gardens Agreement	Cornwall Council have given the agreement to their legal team to progress.
Bench Outside Police Station	The works are complete.
RoSPA	A RoSPA inspector has visited our sites and recommended works which are being carried out. In the case of Thorn Park the item to be purchased and installed is a minor item of £170 cost. This has been authorised and is being progressed. The gates at the Rapson's Multi Use Games Area are being planned to eliminate a potential finger trap.
Public Hall – Refurbishment Project	A site visit was organised with a company which specialises in the design, equipping and fitting out of kitchens. The Deputy Mayor, Chair of Property and Councillor Purdon were in attendance along with the Facilities Manager. The Facilities Manager and Town Clerk attended Cornwall Council and CALC organised training on Procurement. It included advice on the latest round of Government Regulations released in April 2016. The Government website for advertising contracts is calling Contract Finder and a key requirement is for contracts of over £25,000 to be advertised on the Contract Finder system. The Town Council is now registered on that system.

8. Rapson's Multi Use Games Area – to consider whether to repair or replace the boundary fence damaged by vandals.

The timber fencing surrounding the Rapson's Multi Use Games Area is subject to periodic vandalism. At the end of April the level of damage increased. (see attached photos)

Initially it was planned to replace 21 boards on the rear fence. However, it is now necessary to replace a further 8-10 on the front fence, facing the car park. The Council has just enough material in stock, but in damaging the fence the vandals have also weakened some of the supporting posts and rails. It should be noted that some of the posts are rotting and hence there is an issue of trying to secure replacement new boards onto old fence posts.

The Facilities Manager has received an initial estimate from a local contractor to fully replace the front section of fence (only) at a price of £2,650. It is estimated that to replace all the timber fencing around the full park would be in the region of £8,000.

In addition, the RoSPA report has highlighted an issue with the gates, which is being corrected but again this has shown that the timbers are in places rotting and a medium term solution would probably be to replace the gates altogether.

Items to Consider

- For some years the Council has been setting aside £1,500 per annum into a dilapidations reserve to enable more significant level of works to be undertaken at Rapson's when necessary. From a funding perspective there is the budget to undertake complete replacement if Council wishes.
- As reported to the Committee previously the current Town Council lease to the Rapson's Multi Use Games Area site from Cornwall Council has expired. The Committee had previously indicated that it would be keen to have a new lease but for a longer period on time to enable the Council to make application for grant should there be a need for a significant project in the future. Discussion of this then became tied in with the Devolution agenda as a suggestion came from Cornwall Council about possible addition of the grassed area that is a small park and it retains ownership of at Rapson's. Our Devolution Working Group did at one point then suggest a possible package with the Rapson's Car Park, Rapson's Park and Rapson's Multi Use Games Area.

RECOMMENDATIONS: That the Committee considers whether to proceed with a repair or full replacement of the boundary fencing at Rapson's Multi Use Game Area.

That the Committee considers referring the lease or freehold transfer of the site to the Devolution Working Group.

9. Foresters Hall Lift – to consider the estimates received for the 10 year maintenance of the lift

Committee may recall when considering the budget setting that the passenger lift in the Foresters Hall has some outstanding maintenance jobs and will be due its 10 year inspection and test in August this year.

Attached is an xls spreadsheet that the Facilities Manager has produced from the analysing the jobs and the prices quoted by Contractor A and Contractor B. The Facilities Manager has spoken with Contractor A and they have reduced their price slightly as a package to be carried out with the 10 year inspection, Contractor B had already included the overweight device as part of the inspection and not charged for that item.

It is estimated that the lift will be out of action for two days during this work. The Contractor B is clearly the lower price but there are pros and cons with both suppliers:

Contractor A

Have been servicing the lift for many years and presumably knows the equipment well

We have a long term relationship with them

Response times can be slow and communications often poor

The Facilities Manager does not had issue with their quality of work

Contractor B

We use them for the Public Hall stair lifts and find them very efficient, albeit on less sophisticated equipment

They have quoted without having the opportunity to know the lifts history or making an inspection but have confirmed that the items of work are standard issues and are happy with the price quoted

Their communications are very good and so far response times are good

They are still a little unknown with regards to the passenger lift

Items to Consider

- As the lift has not had such a major 10 year service for some time it proved necessary to estimate what the lift refurbishment might cost in budget setting last October 2015. A sum of £5,000 was included in the budget for this. Even the higher of the quotes is well within the Committee's budget.

RECOMMENDATION: That the Committee select a Contractor to carry out the works.



