

LISKEARD TOWN COUNCIL

AT A MEETING of the **PROPERTY COMMITTEE** held in the Council Chamber on Tuesday 10 November 2015 at 7.30 pm there were present:

The Deputy Mayor Councillor Jane Pascoe, Ex-Officio

Councillor Ian Goldsworthy - in the Chair

Councillors - Adam Hodgkins, Hella Tovar and Christina Whitty

Town Clerk - Mr Steve Vinson

Minute Clerk - Stuart Houghton

Member of the Public – A. Vine

The Chairman advised those present of Housekeeping matters.

438/15 APOLOGIES

Apologies were received from the Mayor, Councillor Phil Seeva and Councillors Sally Hawken, Tony Powell and Sue Pike

439/15 DECLARATIONS OF INTEREST

The Chair declared non registerable in interest in item 11 of the agenda.

440/15 MINUTES OF MEETING HELD ON 13 OCTOBER 2015

It was agreed that the post meeting note in the minutes would be removed and recorded as a matter arising in this meeting.

Councillor Hodgkins proposed, Councillor Tover seconded and the Committee **APPROVED** the Minutes of the meeting held on the 13 October 2015.

441/15 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.

442/15 PUBLIC PARTICIPATION

Mr Vine addressed the meeting, he said that he had a copy of the minutes of the Local Amenities and Plotolders Meeting dated 3 April 2012 when it was agreed that four bonfires could be held on the allotments each year. The moratorium agreed at the Plotolders meeting held on 13 October 2015 had expired; the plotolders wished to retain the option of 4 bonfires each year and

understood the need for each plot holder to be informed of when the bonfires would be needed. Communication would be the key to this.

The Chair said that the Allotment Bonfires was the next item on the agenda and suggested that the Committee moved to this item and invited Mr Vine to stay and answer any questions.

443/15 ALLOTMENT BONFIRES

The Town Clerk's report contained information for this item; Mr Vine said that he had not received the e-mail with the information.

Councillor Hodgkins proposed, Councillor Whitty seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council adopts the proposals that:

1. That the Town Council and the Pengover Allotments Association agree that the ban on bonfires for individual plot holders is retained.
2. That there shall be four communal bonfires per year. These communal bonfires to be held in the period from 1 October to 31 March. The dates would be determined by the Pengover Allotments Association, subject to its operational requirements, and would take into account the season and current weather conditions.
3. That the Pengover Allotments Association informs all allotment holders of the dates of the communal bonfires. This would enable the best use of the facility and let those people who did not wish to be there on the day of a communal bonfire not to attend. Notification of the intention to hold a communal bonfire to be via notices on site, facebook, telephone and e-mail.
4. That the Town Council write to all Allotment Holders to inform them of the new arrangements.

444/15 BUDGET REPORT TO 31 OCTOBER 2015

The budget report to 31 October 2015 had been circulated, members questioned entries for;

- a. Guildhall Utilities – Cornwall Council rates – to what element of the building does this relate – is it the Clock Tower?
- b. Guildhall water entry shows a negative figure, how is this?
- c. The Guildhall electric figure should be checked, did we receive income before payments were made?
- d. Lake Lane Allotments, payment was made to Cornwall council each year,

could this be included in the devolution negotiations, or could these allotments be given up if additional ones were provided on the Persimmons development.

445/15 BUDGET SETTING TO RECEIVE THE DRAFT THREE YEAR WORK PROGRAMME

The draft work programme had been circulated; the Town Clerk stated that CALC had recommended that the Council set a minimum of a three year work programme and that this was also a requirement of the upper tiers of the Local Council Award Scheme. The draft work programme was discussed and sums of money allocated as shown on the attached work programme;

Aim 1

An Earmarked Reserve should be set up for these items and potential costs should be monitored to cover slippage and price increases. Indicative costs for ground maintenance had been received. Grants might be available for new work and it was recommended that monies were built up for match funding grant applications.

Aim 2

A grant would not be available for repairs and maintenance but might be for conversion of the existing layout, to attract additional businesses. This work would require a specialist architect as it involved a listed building.

Aim7

There have been a few minor roof leaking problems on the Guildhall, an inspection has shown that although the roof to the front of the building had received maintenance the roof on the rear would soon need attention. Also the building had not been decorated for about 10 years. Any work to the Guildhall would come under the Listed Building rules and require specialist advice.

The Deputy Mayor proposed, Councillor Tovar seconded and the Committee **RESOLVED** to **ADOPT** the three year working programme as a live working document.

The Chair asked members to consider the financial requirements of the draft programme and to report at the next meeting. This would also need to include a devolution figure.

446/15 PROVISION OF A BUS SHELTER

Details of the five prices received had been circulated and the merits of each were discussed.

The Deputy Mayor proposed, Councillor Hodgkins seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council consider the

provision a bus shelter, on Charter Way opposite Peppers Park, to a maximum cost of £6.5k and subject to receipt of a grant from Cornwall Council.

The Deputy Mayor suggested that Plymouth City Bus be asked to contribute towards the cost of the shelter.

447/15 WESTBOURNE GARDENS

Details of the three quotations received to produce working information for the proposed new entrance had been circulated. Only one company had provided the breakdown of prices as requested, the others had just given a lump sum. The staged work was requested so that Cornwall Council could be consulted at each stage.

The Deputy Mayor proposed, Councillor Tovar seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council consider the award of a contract, up to £4k, to develop the design for a new vehicular access into Westbourne Gardens.

The local company that had not provided prices as requested should be asked to re submit a breakdown.

448/15 PUBLIC ACCESS DEFIBRILLATOR

Councillor Goldsworthy left the meeting at 2045 whilst this item was discussed.

The proposed location for the Public Access Defibrillator had been circulated with the information in the Town Clerks report.

The proposed location, method of connection and use of the defibrillator was discussed, together with the surveillance charge. The use and condition of the defibrillator would be monitored by AED Locator, via the broadband, their annual charge would be £295 + VAT which included any necessary maintenance.

The Deputy Mayor proposed, Councillor Tovar seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council allow the Public Access Defibrillator to be installed in the rear entrance to the Public Hall, in Barras Street.

The Deputy Mayor proposed, Councillor Tovar seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council **ACCEPT** the annual surveillance charge of £295 + VAT for the defibrillator.

Councillor Goldsworthy was asked to return to the meeting at 2100.

449/15 DATE OF NEXT MEETING

It was agreed that the next meeting would be held on Tuesday 8 December 2015.

4. To receive an update on items from the 13th October 2015 meeting of the Property Committee and the Town Clerk's Report – For Information

Update

Refreshment Room, Public Hall – The architect has been contacted regarding the commission. A further meeting is being organised between the architect and persons familiar with the use of the Refreshment Room as a venue for handling catering. The ground floor kitchen and associated cloakroom is being included in the design considerations as catering for larger functions is often serviced from that location. Subject to costs, there is the potential for other modifications to be made within the Public Hall to improve the range of facilities. This item is included in the budgets and draft work plan.

Well Lane Councillor Hawken has discussed with Cornwall Council the operation of a local Responsible Landlords Scheme. The date for launch locally is 8th December 2015. The aim is to get the Landlords involved by signing up to the scheme which involves a code of practice regarding how they meet their responsibilities on a range of fronts, including rubbish.

Emergency Measures to Assess and Repair the Void at the back of the Guildhall stairwell. The emergency works are finished. They did not turn out to be as extensive as was first thought. The expenditure was £1,750. The opportunity was taken to assess the potential for future building works and an item has been included in the draft work programme.

Water Leak Allotments. The contractor Stenlakes has identified the location of the leak. It has been located outside of the allotments in the public footpath that runs along Pengover Road. The proposed works will be to open the pavement alongside the water meter and cap off the existing (leaking) pipe run to the tap inside the allotments and then to install a new run following the edge of the inside path and back to the existing standpipe.

Stenlakes intend to do this work by hand digging and use of a 'mole' and they have asked to keep the Facilities Manager informed of any potential disruption to the plot holders.

The works require a street licence. We are hoping for a start date as soon as possible and will keep you updated accordingly.

Fountain The scaffolding has been erected. Works should have commenced on the repairs to the lamp at the top of the Fountain by the date of the Committee.

Sungirt Toilets Tiling These toilets are often subjected to vandalism of various sorts including graffiti. Once the works on the Fountain have been completed the Handyman will be used to tile the toilets to make it more difficult to write graffiti and easier for the graffiti to be removed.

5. Public Participation Adrian Vine – Secretary of the Pengover Allotments Association.

6. Allotments – Holding of Communal Bonfires

At the 13th October 2015 Property and Plotolders Committee meeting, an issue relating to the lighting of bonfires was raised. It was agreed that the situation would be researched and a report be brought to the next Property Committee meeting. The following points are relevant:

1. It is confirmed that the commencement of tenancy letter to individual allotment holders indicates that individual Plotolders are not permitted to light bonfires.
2. In a previous meeting of Property and Plotolders dating to 2011 – there was reference to discussions around having 2 communal bonfires per year.
3. The cost of hiring of a skip and having the green waste taken to Bonds Composting plant would be £162.50 + vat for a 4 cubic yard midi skip for the allotment green waste. This could be delivered and left on site for up to one month if required.
4. Cornwall Council has confirmed that the green waste collection service from households is not available to allotments.

Proposal “That the Town Council and the Pengover Allotments Association agree that the ban on bonfires for individual plots holders is retained.”

“That there shall be two communal bonfires per year. The dates to be determined by the Pengover Allotments Association and be subject to their operational requirements and taking into account the seasonal and weather situation.”

“That the Pengover Allotments Association inform all allotment holders of the dates to the communal bonfires. This is to enable best use of the facility and also to let those people who do not wish to be there on the day of the communal bonfire not to attend. Communications to be via notices on site, facebook, phone and e-mail.”

“That the Town Council write to all Allotment Holders to inform them of the new arrangements.”

The views of the Pengover Allotments Association are being sought on this proposal. Adrian Vine, the Secretary of the Association has been invited to the Committee meeting to report the views of the Association.

RECOMMENDATION: That the Committee consider and if acceptable adopt the above proposal.

7. Budget Report to 31 October 2015 (see attached)

8. Budget Setting – Three Year Work Programme - to receive and consider a draft 3 year work programme (see attached)

Background The latest advice from the Cornwall Association of Local Councils and the Local Council Award Scheme is that Town Councils should adopt three year financial plans. This is beneficial for work planning and particularly the planning of works to buildings and other property related items and issues.

Devolution The latest advice from the Cornwall Association of Local Councils (C.A.L.C) is that Town and Parish Councils should include provision in their budgets for progressing items under Devolution. This should contain accurate costings for specific projects and services intended for Devolution. C.A.L.C. recommends that If at the end of a Financial Year there has been slippage in Devolution projects and services the money left should be placed into a designated Devolution Reserve and carried forward to help with other Devolution projects in later years.

Proposal The Town Council has installed the PV Panels on the Public Hall. The budget provision of £30,000 in future years could form the basis of the Devolution budget. In the current financial year there is also a £10,000 Projects budget for the Public Hall. This has been subject to some slippage and it is recommended that any underspend in this budget head also be placed into the Devolution reserve.

Devolution Projects and the Three Year Work Programme At its last meeting the Committee indicated that it was keen to explore further progress on such projects and activities as: Westbourne Park Improvements, Castle Park joint management, weedspraying, grass cutting, Rapsons Multi Use Games Area and Rapsons Park and Maudlin Farm. These are currently the Devolution projects coming forward to Council. A draft three year work programme is attached for Committee to consider.

RECOMMENDATIONS: That the Committee is asked to consider and adopt the three year work programme.

That the Committee recommends to Council that the “PV Panels” budget line in all future years be regarded as the baseline Devolution budget.

That the Committee recommends to Council that any underspend at the end of the current financial years of the “Public Hall – Projects” budget line be placed into a “Devolution Reserve” in accordance with C.A.L.C. advice.

9. Bus Shelter Provision – to receive further information and consider provision. (report following)

10. Westbourne Gardens – to receive costings for the design of an improved access. (report following)

11. Public Access Defibrillator – to receive a proposal to allow the installation of a public access defibrillator at the Public Hall.

Background The Lions Club of Liskeard has raised sufficient funds to install up to 5 Public Access Defibrillators in various locations in Liskeard. They have approached the Town Council and asked if one of the Public Access Defibrillators can be placed on the Public Hall. They need to be placed for easy 24 hour a day access to the public.

The request is for it to be installed in the entrance to the Public Hall in Barras Street, in the area at the top of the steps as shown on the attached sketch. The area is behind the metal gates.

The installation will require a permanent power supply to be installed to the machine and a broadband connection.

The machine is self monitoring and is controlled by Ambulance Control via the broadband. If a person suffers a suspected heart attack and phones 999 the unit would be unlocked by Ambulance Control, if required.

The unit is automatic, when opened it gives instructions as to where to place the pads on the patient, it then assess what is required and will automatically operate. It contains various instructions/messages that it will announce to the person operating the machine.

The provision of this service could be the difference of surviving a heart attack, for every minute that passes, after a heart attack, the victim loses 10% of the chance of survival.

Annual Support Charge The Lions Club of Liskeard has also been asked to provide an annual operating support charge of £300 per defibrillator. This they are not able to do. Consequently, the Town Council will also need to take on the payment of the £300 for the defibrillator at the Public Hall.

RECOMMENDATIONS: That the Committee consider whether to accept the kind offer of a Public Access Defibrillator from the Lions Club of Liskeard.

That should the Committee's decision be to accept the installation of a Public Access Defibrillator in the Public Hall that an annual provision of £300 be made to fund the support charge. The first year would be the current financial year.

BUS SHELTER PRICES

Standard prices have been received from 5 companies; only 1 has included their normal anticipated delivery and installation costs.

Firm installation prices cannot yet be obtained as a water main and electric cable exists in the vicinity of the proposed location. Details of the foundation requirement will have to be provided to the Water and Electricity companies to find out if the services have to be diverted. Sustainable Bus Shelters have the largest foundation requirement which would require the electric cable to be diverted. I think that the other 4 companies have a foundation detail that would allow the shelter to be positioned without having to divert the cable.

	Basic price	Toughened glass and ss seat unit	Prepare foundation	Installation assembly, and post fixing	Delivery
Autocross Euroshell Ltd	£3995	£495	£595	£795	£495
Bus Shelters Ltd	£3093	na	tba	inc	tba
Shelters4 less	£2280	tba	tba	tba	tba
B&C Shelter Solutions	£1995	na	tba	inc	tba
Sustainable Bus Shelters	£8750	na	tba	tba	tba

Looe Council have installed a shelter from Autocross Euroshell

Bus Shelter Ltd are Cormac's preferred supplier

Sustainable Bus Shelters are listed by Cornwall Council as the preferred supplier

The B&C Shelters only has a 10 year warranty

Shelters4less has a similar construction as the B&C Shelters which are powder coated steel

There is a Dilapidations Budget of £82k of which approximately 8.5% is allocated for Street Furniture.

Recommendation

The Committee resolves that the Autocross Euroshell shelter is purchased, Looe Council has given a good report on the installation of their shelter and guide prices for the complete installation have been received, totalling £6400.

My second choice would be Bus Shelters Ltd

Motions required are;

1. to install a bus shelter
2. the type of shelter to install

WESTBOURNE GARDENS DESIGN QUOTES

Three companies were asked to quote to prepare details for

1. an outline design for the new entrance
2. the detailed design and production of working drawings and contract documents
- c. to supervise the construction

Responses are;

	Outline Design	Detailed Design	Construction Supervision	Total price Ex VAT
Cormac	inclusive	inclusive	inclusive	£3k to £3.75k
Jenkins Potter	£765	£1500	£1325	£3890
James Lockyer	inclusive	inclusive	inclusive	£4k

Jenkins Potter's response was the only one that gave prices for each stage, which were included in case the project was delayed due to funding or planning issues, after the initial design was produced.

They were the only company that referred to the CDM requirements and provided the HSE's guide to Clients Duties, as required by the regulations.

I would recommend that the Jenkins Potter quotation be accepted but the possible sequence of work should be discussed with them before making the final decision.

Although Cornwall Council have given approval in principle for this they wish to view the proposals as they are developed and before work starts.

The Property Committee has a budget for Westbourne Gardens of £3k, however, there is a significant underspend on the Public Hall projects budget.

Recommendation

The Committee resolves to commission Jenkins Potter to prepare the design, details and construction supervision for the new vehicular access to Westbourne Gardens.