

LISKEARD TOWN COUNCIL

AT A MEETING of the **PROPERTY COMMITTEE** held in the Council Chamber on Tuesday 12 January 2016 at 7.30 pm there were present:

The Deputy Mayor Councillor Jane Pascoe, Ex-Officio

Councillor Ian Goldsworthy - in the Chair

Councillors - Adam Hodgkins, Sally Hawken, Sue Pike, Tony Powell, Hella Tovar and Christina Whitty

Town Clerk - Steve Vinson

Minute Clerk - Stuart Houghton

Members of the Public – None

The Chairman advised those present of Housekeeping matters.

606/15 APOLOGIES

An apology was received from the Mayor, Councillor Phil Seeva

607/15 DECLARATIONS OF INTEREST

None

608/15 MINUTES OF MEETING HELD ON 8 DECEMBER 2015

Councillor Pike proposed, Councillor Hodgkins seconded and the Committee **APPROVED** the Minutes of the meeting held on the 8 December 2015.

609/15 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 he had designed an application form for use by potential tenants of the Councils shops. A copy of the form was tabled.

The Town Clerk said that the form would provide more information about the applicant and proposed use of the premises together with trade and bank references when considering the application. He asked Members to send any comments to him. In answer to questions he replied;

- i. Three enquiries had been received about No 3 The Guildhall, so far one application had been received
- ii. The closing date for applications has been set so that this Committee could consider them at the February meeting

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341/15

- iii Members would need to decide how to weight start up business and job creation in the applications
- iv It was one of the Town Council's priorities to support business start up

610/15 PUBLIC PARTICIPATION

No members of the public were present

611/15 BUDGET REPORT TO 31 DECEMBER 2015

The budget report to 31 December 2015 as circulated, was noted

The Chair commented that the Public Hall receipts had already exceeded those received last year on a year to date basis.

The Town Clerk replied that this had been checked and was because of extra usage; if improvement works are carried out to the Refreshment Room next year the receipts could be reduced during the construction phase.

612/15 WEED SPRAYING CONTRACT 2016

The Chair said that following the Councils resolution to take on this item, Cormac had been used this year.

Councillors made various comments about the efficiency of this work.

To ensure best value for money an additional quotation had been obtained from Callington Town Council to do this work, this was lower than the Cormac quotation.

The Chair proposed, Councillor Hodgkins seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council accept the annual weed spraying quotation received from Callington Town Council.

613/15 WESTBOURNE GARDENS - NEW ENTRANCE

The Chair gave a resume of this item, the Town Council agreed to the work in principle, but the preferred contractor could not meet the criteria set. Members reviewed the quotations and discussed the options.

Councillor Powell proposed, Councillor Tovar seconded and the Committee **RESOLVED** to **RECOMMEND** to the Council that Option B for the design of the new entrance into Westbourne Gardens be accepted.

614/15 DATE OF NEXT MEETING

It was agreed that the next meeting would be held on Tuesday 9 February 2016.

4 Clerk's Report. To receive an update on items from the 8th December 2015 Property Committee. – For Information

Update
<u>Refreshment Room, Public Hall</u> – A second site meeting was held on 8 th December 2015. Several elements of the project were discussed including layout and equipment. The Deputy Mayor and Councillor Purdon gave advice from a prospective users point of view. On the advice of the Council's architect the Floor Plan and Levels Survey work was placed with Cornish Engineering Surveys Ltd (a Liskeard based company) at a cost of.
<u>Water Leak Allotments.</u> The relevant license was issued by Cornwall Council. The contractor has completed the works.
<u>Public Access Defibrillator</u> The PAD was installed on Wednesday 2 nd December. A photo opportunity is being organised involving the Town Council and the Liskeard Lions. The PAD was provided by a donor who wishes to remain anonymous.
<u>Unit 3 The Arcade Shops – Guildhall</u> The keys were handed back on 4 th January 2016. The Facilities Manager has conducted an inspection of the property. The unit has been left in very good order. Three expressions of interest have been received from prospective tenants. Application forms have been supplied to them with a return date of 5 th February.

6. Budget Report to 31 December 2015 (to follow)

7. Weed spraying Contract 2016 – to receive and consider the weed spraying tenders. To accept, the best value tender and place a contract.

We have been contacted to say that as a result of ongoing budget pressures Cornwall Council will not be paying for weed spraying on the pedestrian footways.

Cormac Solutions Ltd have tendered to undertake the weed spraying. They have kept the price at the same as last year. This is

Callington Town Council have tendered to undertake the weed spraying based upon exactly the same specification as that provided by Cormac Solutions Ltd. Callington Town Council has quoted a price of.

RECOMMENDATION: That the contract to provide weed spraying in 2016 is placed with Callington Town Council.

8. Westbourne Gardens - New Entrance The Property Committee had received three quotes in relation to the design work for the project to provide a new entrance to Westbourne Gardens.

Unfortunately, two of the quotes did not follow request to breakdown the costs into sections. The first one of which was an outline design stage which might actual determine that the remainder of the work is not necessary.

	Outline Design	Detailed Design	Construction Supervision	Total price Ex VAT
Contractor A	inclusive	inclusive	inclusive	
Contractor B	£765	£1500	£1325	
Contractor C	inclusive	inclusive	inclusive	

The total prices offered by each contractor are broadly similar. The Council decided to offer the work to contractor C which is a business based in Liskeard. This was conditional upon Contractor C being able to confirm that they would be able to undertake the Outline Design phase to a limit not exceeding £800.

However, Contractor C has indicated that their cost for undertaking the Outline Design phase would be £1,200.

The Committee might either.

A. Offer the work to Contractor B who does come within the limit set by the Council for the Outline Design phase.

Or

B. Recommend to Council that it raises the financial limit set for the Outline Design phase to £1,200 to allow Contractor C to be retained.

RECOMMENDATION: That the Committee considers the proposals and adopts one.