

ILLOGAN PARISH COUNCIL

Minutes of the Devolution Committee held at The Council Office, Tolvaddon Energy Park on Monday 16th December 2013 at 7.00pm.

PRESENT: Councillors Ekinsmyth (Chairman), Bentley, Mrs Ferrett, Ford, Holmes, Mrs Loxton, Pavey, and Wilkins (not a member of this committee)

ALSO PRESENT: Ms S Willsher, Clerk, Mr P Simons, Mr R Bowman, Mr A Rowe, Mr D Rowe and one member of the public

The Chairman explained the safety procedures.

DC13/12/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Ms Cadby and Richardson.

DC13/12/2 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING THE DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY OVER £25

There were no interests declared.

DC13/12/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were applications from members for dispensations.

DC13/12/4 PUBLIC PARTICIPATION

It was agreed that public participation would be taken with the agenda items.

DC13/12/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 2ND SEPTEMBER 2013 AND THE CHAIRMAN TO SIGN THEM

It was proposed by Cllr Ekinsmyth , seconded by Cllr Mrs Ferrett and:

DC13/12/5.2 RESOLVED: to receive and approve the minutes of the meeting held on the 2nd September 2013 and that the Chairman signs them.

On a vote being taken the matter was approved unanimously.

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DC13/12/6 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 30TH SEPTEMBER 2013 AND THE CHAIRMAN TO SIGN THEM

It was proposed by Cllr Ekinsmyth, seconded by Cllr Mrs Ferrett and:

DC13/12/6.2 RESOLVED: to receive and approve the minutes of the meeting held on the 30th September 2013 and that the Chairman signs them.

On a vote being taken the matter was approved unanimously.

DC13/12/7 TO AGREE AN ACTION PLAN FOR THE DEVOLUTION OF ILLOGAN PARK

Members discussed the order of the tasks on the action plan and agreed that negotiating the freehold should be done after the surveys and that the architect should be appointed to complete the drawings before grant funding is applied for.

It was proposed by Cllr Holmes, seconded by Cllr Bentley and:

DC13/12/7.2 RESOLVED: to agree the following action plan for the devolution of Illogan Park:

	Task	Management (who will be responsible to ensure delivery)
a)	Complete Surveys	Devolution Committee and The Clerk
b)	Negotiate Freehold from Cornwall Council	The Clerk and Devolution Committee reporting to Full Council
c)	Agree works to be completed	Devolution Committee
d)	Get quotes/tenders for all agreed works	The Clerk
e)	Receive quotes/tenders and appoint a contactor	Devolution Committee
f)	Appoint an architect to complete drawings	Devolution Committee and The Clerk
g)	Apply for grant funding for capital works	The Clerk and Devolution Committee
h)	Public Consultation on drawings and plans	Devolution Committee and The Clerk
i)	Prepare and send tender	Devolution Committee and The

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	documents for maintenance	Clerk
j)	Consider tenders and appoint a contractor to maintain the park	Devolution Committee
k)	Approve the plans for the infrastructure of the park	Devolution Committee
l)	Agree start and completion dates with the appointed contractor for the capital works	Devolution Committee and The Clerk

On a vote being taken the matter was approved unanimously.

DC13/12/8 TO RECEIVE AND APPROVE THE DRAFT ASSET TRANSFER FORM FOR ILLOGAN PARK

Members discussed the draft asset transfer form in detail and:

It was proposed by Cllr Pavey, seconded by Cllr Holmes and:

DC13/12/8.2 RESOLVED: that the asset transfer form is received and approved with the amendments listed below:

1.2 What is your vision for the future of this asset? (How will you improve either the asset or the service you will offer?)

Illogan Parish Council will improve Illogan Park by:

- Improving the general upkeep of the area to a higher standard than is currently being completed
- The demolition and rebuilding of custom designed, sustainable, energy efficient changing facilities, public conveniences and council office
- Investigating the installation of a multi-use, all weather pitch with lighting
- Installing a new improved play equipment scheme
- Creating a picnic area
- Installing more bins
- Installing seating
- Improving the planting and introducing a proper maintenance programme
- Investigating the introduction of a café/snack bar
- Improving the access and parking facilities (both abled and disabled)
- Improving the signage to the Park
- Setting improved standards of safety and security of the park
- Investigating the introduction of lighting around the park
- Hosting/facilitating community events in the park

Illogan Parish Council will take a phased approach to the improvement of the park as circumstances dictate.

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1.4 Tasks (milestones) and management arrangements to deliver the aim:

	Task (milestones for delivery)	Management (who will be responsible to ensure delivery)
a)	Complete Surveys	Devolution Committee and The Clerk
b)	Negotiate Freehold from Cornwall Council	The Clerk and Devolution Committee reporting to Full Council
c)	Agree works to be completed	Devolution Committee
d)	Get quotes/tenders for all agreed works	The Clerk
e)	Receive quotes/tenders and appoint a contactor	Devolution Committee
f)	Appoint a architect to complete drawings	Devolution Committee and The Clerk
g)	Apply for grant funding for capital works	The Clerk and Devolution Committee
h)	Public Consultation on drawings and plans	Devolution Committee and The Clerk
i)	Prepare and send tender documents for maintenance	Devolution Committee and The Clerk
j)	Consider tenders and appoint a contractor to maintain the park	Devolution Committee
k)	Approve the plans for the infrastructure of the park	Devolution Committee
l)	Agree start and completion dates with the appointed contractor for the capital works	Devolution Committee and The Clerk

3.1 Contribute to the aims and priorities of Cornwall Council i.e. (Affordable Housing - Income, Skills & Poverty - Healthy Lifestyles, Health & Well-being – Resilience)

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The devolvement of Illogan Park to Illogan Parish Council will enable the local community to be stronger and more inclusive. It will ensure that everyone has the opportunity to enjoy a good quality of life with access to open space, play and sports facilities. Illogan Parish Council will secure the park for the community to ensure good health and wellbeing for everyone through leisure, play and good quality amenity space. The environment will be improved through increased maintenance and capital investment in the park. Illogan Parish Council will encourage the community to be involved in all aspects of the park and its management in a controlled and monitored way enabling the community to become more self-sufficient and resilient. Illogan Parish Council will enable the community to have more influence and control over the public service provision of Illogan Park and all facilities and assets contained within it. Illogan Parish Council will not only maintain the quality of the environment at Illogan Park but would positively improve the whole area and facilities.

In the Cornwall Councils business plan it states that Cornwall Council are looking at putting local buildings, services and car parks in town and parish control.

3.2 Facilitate improved efficiency and effectiveness in service delivery when viewed from the perspective of all involved councils

Cornwall Council is completing less and less maintenance in the park. The changing facilities are in an appalling condition and as a result are not useable as there is no gas, no water pressure and no hot water; they give teams coming to play at Illogan Park an awful impression of the area. The public conveniences have been condemned. The park is looking unmaintained and as a result is suffering increasing levels of vandalism.

Illogan Parish Council has a suitable and sufficient budget allocation for the devolvement and ongoing revenue and capital expenditure needed to run Illogan Park. The park and all of the facilities including the changing rooms, public conveniences, play equipment and amenity areas would be vastly improved and managed to a much higher standard. Illogan Parish Council are closer to the local community than Cornwall Council and will hear and respond to complaints faster than Cornwall Council and with less administrative levels to contend with during the process. By investing in the park and improving the facilities Illogan Parish Council will enable the sports clubs to increase their membership and they will be able to use the facilities more effectively. The improved play equipment and amenity space will encourage people to use the park more. This project fully accords with the adopted Parish Plan which was supported by a large proportion of the electorate and is well supported by the community when they were consulted on the devolvement of the park to Illogan Parish Council.

4. Costs and Financial Rationale

An outline of the likely delivery costs and any special requirements that may apply should be obtained from the relevant Cornwall Council service prior to completing this business case.

Despite Illogan Parish Council requesting from Cornwall Council the likely delivery costs and any special requirements for Illogan Park; Cornwall Council has declined to provide the information. They claim that they do not have a site by site breakdown and cite commercial sensitivity. Therefore Illogan Parish Council, have as suggested by Cornwall Council, sought its own quotes based on provisional specifications. As far as Illogan Parish Council are aware, there will be no Cornwall Council employees affected by the transfer and therefor TUPE will not apply.

5 Risks and Risk Management (please see notes for examples)

Illogan Parish Council employ professional, trained staff and have suitable and sufficient policies and procedures including appropriate Health and Safety documentation. A full Health and Safety Risk Assessment will be completed once the freehold of the park has been transferred. Please see attached general risk assessment

6.1 Monitoring & Evaluation

Please state how your organisation proposes to monitor the asset to ensure that you are meeting with the proposed outcomes stated in 2.1 and 2.2 of this proposal:

Illogan Parish Council will regularly check the area and will check progress against their project plan. They will also regularly consult members of the public for their views. There will also be regular action meetings with the football club, rugby club and users of the park regarding the facilities, pitches, park and how things are going and if there is anything that could be done better. The Council will collate all comments from all parties and critically review their practices, processes and related budgets as to whether there is a better or more effective way of managing the park.

6.2 Please state how you will evaluate the success of the asset transfer in the future stated in 3.1. and 3.2 of this proposal:

As in 6.1.

Illogan Parish Council will monitor the condition of the park and the assets within it, the numbers of people using the park, the levels of vandalism, the healthy development and growth of the rugby club and football club and comments from the public.

7 Supporting Statement (this is your opportunity to enhance your application and should be no more than 300 words)

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Illogan Parish Council has the full support of the community through consultation and the adopted Parish Plan. The Council has the budget and staffing resources to manage Illogan Park effectively and efficiently to a much higher standard than is currently being delivered. The project will further the aims and achievements of the Green Ripple Project which recently won the Cornwall Sustainability Awards 2013 Best Community and Renewable Energy Scheme. The Council and local community are enthusiastic and keen to have a park and facilities in the park to be proud of and that can be fully utilised for play, leisure and sport. This is an extremely important asset to the Parish and by devolving the service to Illogan Parish Council the facility will be maintained for future generations to utilise and enjoy.

On a vote being taken the matter was approved unanimously.

DC13/12/9 TO RECEIVE CORRESPONDENCE FROM THE COUNCIL'S SOLICITOR REGARDING SURVEYS AND SEARCHES AND AGREE FUTURE ACTION

The Clerk reported that the solicitor had advised that Illogan Parish Council needed to commission a survey to identify what the likely expenditure would be to bring the facilities at Illogan Park up to an acceptable standard or the maintenance costs over the foreseeable future. The solicitor would make all necessary searches but would need to know if there were any special factors that needed investigating i.e. flooding, subsidence etc. Illogan Parish Council should budget about £1,000, which would include the solicitor's fees, cost of searches and other payments.

Members discussed whether a mining search needed to be completed; it was expected that the solicitor would complete a mining search as part of the process.

DC13/12/10 THAT UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, TO EXCLUDE THE PRESS AND PUBLIC FROM THE REMAINDER OF THE MEETING DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED

It was proposed by Cllr Holmes, seconded by Cllr Wilkins and:

DC13/12/10.2 RESOLVED: that the press and public remain in the meeting.

On a vote being taken the matter was approved unanimously.

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DC13/12/11 TO RECEIVE AND APPROVE THE QUOTES FOR A SURVEY TO BE COMPLETED ON THE BUILDINGS AT ILLOGAN PARK, AGREE FUTURE ACTIONS AND ASSOCIATED EXPENDITURE

It was proposed by Cllr Holmes, seconded by Cllr Mrs Ferrett and:

DC13/12/11.2 RESOLVED: that the quotes are received and that Chris Gunn is appointed to complete a survey on the buildings at Illogan Park at a cost of £400.00.

On a vote being taken the matter was approved unanimously.

DC13/12/12 DATE AND TIME OF NEXT MEETING

The next meeting of this committee would be held on a Monday once a response has been received from Cornwall Council.

There being no further business the Chairman closed the meeting at 8.30pm.

Signed: Chairman

Date: