

ILLOGAN PARISH COUNCIL

Minutes of the Devolution Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 10th July 2013 at 7.00pm.

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

ALSO PRESENT: Ms S Willsher, Clerk; Ms C Chadwick, Cornwall Council; Mr S Sharples, Cornwall Council and one member of the public

Cllr Ford opened the meeting and explained the safety procedures.

DC13/07/1 TO ELECT A CHAIRMAN FOR 2013/2014

It was proposed by Cllr Pavey, seconded by Cllr Wilkins and

DC13/07/1.2 RESOLVED: that Cllr Ekinsmyth is elected Chairman of the Devolution Committee for 2013/2014.

On a vote being taken on the matter there were 5 votes FOR and 0 votes AGAINST.

DC13/07/2 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Miss Bowden.

DC13/07/3 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.

DC13/07/4 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were applications from members for dispensations.

DC13/07/5 PUBLIC PARTICIPATION

There were no comments from the public.

DC13/07/6 TO APPOINT A VICE CHAIRMAN FOR 2013/2014

It was proposed by Cllr Bentley, seconded by Cllr Wilkins and

DC13/07/6.2 RESOLVED: that Cllr Pavey is elected Vice Chairman of the Devolution Committee for 2013/2014.

On a vote being taken the matter was approved unanimously.

DC13/07/7 TO DISCUSS WITH CORNWALL COUNCIL OFFICERS THE POSSIBLE DEVOLUTION OF ILLOGAN PARK TO THIS COUNCIL, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Ms Chadwick introduced Mr Sharples and herself and explained their roles within Cornwall Council.

Ms Chadwick had met with Mrs Luckwell (Cornwall Council), Cllr Wilkins and Cllr Pavey to discuss possible options for the devolution of Illogan Park and possible sources of funding.

Cornwall Council were willing to consider transferring the freehold of Illogan Park to this Council. They needed to have evidence that this Council was in favour of taking over the Park. A draft business plan would need to be completed and Illogan Parish Council would need to prove that they had the capacity to take on the maintenance and management. In response to a question Mr Sharples said that the business plan must prove that the Council had the capacity to maintain and manage the Park to ensure that they do not open themselves up to risk and liability and to support the Clerk who would have responsibility for the day to day management of the Park.

Mr Sharples said that Illogan Parish Council needed to start by asking themselves why they wanted to take over Illogan Park; what would they change i.e. inject funding, alter the maintenance regime, and the long term aspirations for the site.

Cllr Ekinsmyth explained the history of the discussions regarding Illogan Park. The changing facilities were in an appalling condition; there were some rugby and football teams who refused to use them. He felt that the play area was not very imaginatively designed and the swings had been removed for health and safety reasons by Cornwall Council. He referred to the Parish Plan and felt that Illogan Parish Council could create a facility that Illogan could be proud of.

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Cllr Pavey said that the rugby and football clubs had access to sources of funding provided the facilities in the Park could justify the grants.

Ms Chadwick said that there were sources of funding available. The grant application forms asked for evidence of community demand; a robust public consultation would support applications made for funding and would also highlight community need and involvement. Both Ms Chadwick and Mrs Luckwell had experience completing applications for grants and were willing to help and support Illogan Parish Council with grant applications.

Cllr Ford asked whether the boundaries of the Park had been clearly defined. He felt that the Council should start by considering what Cornwall Council were willing to devolve and the current condition of the Park and the facilities and whether there would be any maintenance works completed before Cornwall Council handed them over to this Council. He also felt that this Council should ask whether there would be any funding devolved with the Park for its future maintenance.

Mr Sharples showed a map of the Park. Cllr Holmes believed that the access road was an adopted highway. He explained the history of the Park and its transfer between various Councils.

Mr Sharples explained the procedure for devolving services from Cornwall Council. There were options available to this Council; they could take over the maintenance of the Park on freehold, leasehold, phased transfer or a management agreement basis. He urged members to keep an open mind and consider all of the options.

Cllr Wilkins said that some grant funders would require the Council to have the freehold of the Park for them to consider giving a grant and others would be satisfied with a long term lease.

Cllr Ferrett asked Cornwall Council to provide a copy of the current business plan for the Park; the current maintenance regime; the annual cost of managing and maintaining the Park and for confirmation whether there would be any contribution towards the ongoing maintenance of the Park. Mr Sharples explained that the Environment Department were working on a breakdown of their maintenance works throughout Cornwall; currently they did not separate out their costings to that extent. If Illogan Parish Council took over the freehold of the Park there would be no contribution from Cornwall Council towards ongoing maintenance; there were some capital monies available for

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maintenance to be completed prior to handover. Ms Chadwick suggested that the Council looked into the future costs of maintaining the Park to the standard that Illogan Parish Council would want.

Cllr Ford asked Cornwall Council to confirm the parameters to which the Park and facilities are currently maintained. He also asked for confirmation of any formal or non-formal agreements and arrangements that Cornwall Council had with the football, rugby and any other clubs and whether there were any standards that the pitches had to be maintained to.

Public consultations and the possible formats they could take were discussed. It was agreed that public consultations would be discussed further at the next meeting.

The length of the process and timescales were discussed.

It was agreed that the Clerk would email Ms Chadwick and Mr Sharples with the Council's questions (appendices to these minutes); a site visit would be held during the next meeting; photographs would be taken during the site visit and the matter would be discussed further.

DC13/07/8 TO DISCUSS ASSETS IN THE PARISH THAT THE COUNCIL MAY BE INTERESTED IN BEING DEVOLVED FROM CORNWALL COUNCIL AND AGREE FUTURE ACTIONS

It was agreed that the following would be added to the list of assets previously compiled by the Planning and Environment Committee:

- Old Tramroad
- Merrowes Wood, Cot Road
- 3 fields owned by the County Farms Estate (for allotments)

It was agreed that the Clerk would forward the list of sites to Ms Chadwick and Mr Sharples so that they can confirm whether Cornwall Council own the land and whether it would be available on a freehold or leasehold basis.

DC13/07/9 TO CONSIDER A STRATEGIC PLAN FOR FUTURE ASSET TRANSFER AND DEVOLVED SERVICES

It was agreed to defer this item until a future meeting.

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DC13/07/10 DATE AND TIME OF NEXT MEETING

There would be a site visit to Illogan Park held on Wednesday 24th July 2013 at 7pm followed by a Committee meeting in the Council Office.

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

Signed: Chairman

Date:

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Hi Charlotte and Scott

Thank you for attending the Devolution Committee meeting of Illogan Parish Council last night.

Please could you provide:

- 1) Details of the maintenance regime/s currently completed by Cornwall Council at Illogan Park, both short term and long term, for all areas of the park.
- 2) Details of the parameters to which the park is currently maintained.
- 3) A breakdown of the costs of managing Illogan Park – i.e. grass cutting, play inspections, tree inspections, building maintenance etc.
- 4) A copy of the draft agreements for both a long term lease and transfer of the freehold.
- 5) A copy of Cornwall Council's long term management plan for the park.
- 6) An electronic copy of the 'Asset Transfer Proposal Form'.
- 7) Details of the help and support available to Illogan Parish Council in the transfer process and with applications for grant funding towards improvements to the park (including public consultations and potential applications for planning permission).
- 8) Details of any agreements and formal arrangements between the Rugby Club and Football Club and Cornwall Council for use of the grounds and facilities and any obligations/formal arrangements/agreements that would pass to Illogan Parish Council if they take over the park.
- 9) Details of any requirements from the Rugby Club and Football Club for maintenance of the grounds.
- 10) Confirmation of the options available to Illogan Parish Council, i.e. long term lease, freehold transfer, phased transfer, and the process that would need to be completed for each option and the information that Cornwall Council would require.
- 11) A copy of the draft heads of terms.
- 12) Whether there would be an opportunity for Illogan Parish Council Officers to join Cornwall Council Officers/Staff on training courses.
- 13) The on-going support available to Illogan Parish Council if they take on the park.
- 14) A detailed list of what would be included in either a long term lease or freehold transfer.

As agreed please could you answer, as fully as possible, the questions listed below:

- 1) What are the site boundaries?
- 2) Will there be any funding devolved with the park?
- 3) Will there be any maintenance/improvement works completed prior to handover? If so, what works will be completed?
- 4) Will there be any restrictions imposed on Illogan Parish Council from Cornwall Council with either a long term lease or the transfer of the freehold?

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- 5) How long will it take to organise and approve a long term lease?
- 6) How long will it take to transfer the freehold?
- 7) What will the costs be to Illogan Parish Council for either a long term lease or transfer of the freehold? (If you are unable to provide an exact cost please could you provide estimates of best case and worse case costs)
- 8) Do Cornwall Council have any plans to improve the public conveniences and changing room facilities at the Park?
- 9) Will Cornwall Council provide a full assessment/audit on the current condition of the Park and the facilities and equipment included in it? If not, will there be any funding/help to Illogan Parish Council to complete an assessment/audit?
- 10) Is the access road an adopted highway?
- 11) Would Illogan Parish Council have to use Cormac to complete the maintenance works? i.e. would we have to honour any outstanding contract/agreement Cornwall Council has with Cormac or could we appoint our own contractor or employ a member of staff to maintain the area.

I look forward to your response.

Kind Regards

Sarah

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