

ILLOGAN PARISH COUNCIL

Minutes of the Illogan Park Maintenance and Management Task and Finish Group held at The Council Office, Tolvaddon Energy Park on Tuesday 6th November 2018 at 10.00am.

PRESENT: Cllr Crabtree, Ekinsmyth, Pavey and Cllr Mrs Roberts.

ALSO PRESENT: Ms S Willsher, Clerk; Mr Moore, DJM Gardening and Groundworks Solutions

The Chairman explained the safety procedures.

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

IPTFG18/11/1.2 RESOLVED that the minutes of the meeting of the Illogan Park Maintenance and Management Task and Finish Group held on the 10th October 2018 are received and approved and signed by Cllr Crabtree.

On a vote being taken the matter was approved unanimously.

Members highlighted that there was a difference between planned and emergency works and maintenance.

It was agreed that the Council needed to have delegated powers to authorise day to day maintenance in Illogan Park to get actions completed in a timely manner.

Members declared that an emergency covers:

- Anything that affects safety
- The ability to deliver the Council's contracts i.e. it makes the changing facilities unusable

It was agreed that the Clerk would circulate the terms and conditions of the contracts the Council has for the next meeting.

It was agreed that the Clerk would confirm whether the Council could delegate budgets to the Clerk annually and whether doing this would cause any issues.

It was agreed to recommend to Full Council that there should be delegated powers to complete emergency repairs and maintenance to be agreed by any two out of the Clerk and 2 Councillors and that the maximum expenditure on emergency repairs would be £2,000 and the expenditure must be within the relevant budget.

It was noted that the Council's contractor considered short term and long-term maintenance requirements when they were completing inspections in the Park.

It was noted that the Council needed to look at replacing football goal posts as they were in a poor condition.

It was agreed to recommend to Full Council that quotes were sought for removable football goal posts and that the Council considers applying for community chest funding for 50% of the cost of the posts. It was also agreed to recommend that the goal posts are removed at

the end of the football season to rest the goal mouths and that a mini pitch or another goal post was set up for the community to use whilst the goal mouths were resting.

It was agreed that the Council needed to consider short term and long terms plans for the maintenance and management of Illogan Park.

Members considered the draft Project Manager Tender specification.

It was proposed by Cllr Crabtree, seconded by Cllr Ekinsmyth and

IPTFG18/11/1.3

RESOLVED

to recommend to Full Council that the following amendments and actions are taken:

- **Page 2 – Project Manager Illogan Park – 1st paragraph – last sentence – amend to read ‘The Council are aiming to have a suitable facility that contains, as a minimum:’;**
- **Page 2 – Description – 4th bullet – amend to read ‘Assess the current changing ...’;**
- **That the tenders are sent out, applications received, all tenderers are interviewed by the Illogan Park Maintenance and Management Task and Finish Group and that after the interviews a recommendation on which contractor to appoint is sent to Full Council;**
- **That the closing date for tenders to be received in the Council Office is Friday 14th December 2018;**
- **That interviews of the tenderers will be completed week commencing the 17th December 2018;**
- **That the project manager is appointed at the January 2019 Full Council meeting;**
- **That the tender is advertised in the West Briton;**
- **That tender packs are sent to Cornwall Council, R G Kellow and architects;**
- **That the Clerk contacts Ms Caldwell, Cornwall Council to ask if they know of any project managers being used by other Councils; and**
- **That the Clerk contacts LiveWest to ask if they know of any project managers that we could send tender packs to.**

On a vote being taken the matter was approved unanimously.

It was noted that there was S106 money allocated to Illogan Park. The Council needed to access the funding otherwise it could be allocated elsewhere.

There being no further business the meeting closed at 10.49 am.

Signed

Date