

Burwash Parish Council

Minutes of the Car Park Transfer Meeting

Held on the 29th June 2020. This meeting was held remotely via Zoom

Present

Chair – Cllr. R. Franklin, Mr. Steve Moore, Mrs. Emma Neil – Clerk & RFO, Mr. Joe Powell and Ms. Lynsey Goodwill

Apologies for Absence

Mr. Ben Hook, Mr. Graham Burgess.

Mr. Moore started the meeting and outlined the background that had led to this meeting noting that it was Rother's request that the issue of devolving the car park from Rother to Burwash Parish Council (BPC) be split into 2 areas. This meeting was to discuss the revenue and capital costs attached to the transfer of the car park to BPC.

Mr. Moore outlined that the premise moving forward was to discuss BPC taking on the car park and conveniences within the car park pertinent to the example lease provided by Rother. Specifically the clauses that outlined that Rother would take on all cost for the first year, reducing by 10% on a sliding scale over a 10-year period. This would mean that BPC would start the transfer on a cost neutral basis, slowly increasing the precept to include the costs over that period of time.

Mr. Powell noted that there was a misunderstanding surrounding what was included in the Council's term 'maintenance' in the documentation given to BPC by Rother. Rother's definition of 'maintenance' didn't include items under the term, cleaning, lighting, heating, etc.

Mr. Moore expressed BPC's surprise and indicated documents from Rother where cleaning, for example, were included in the BPC's costings and that if this was to change, it could potentially mean that BPC couldn't conduct the transfer.

Ms. Goodwill noted that there was a directive from Rother that the sliding scale couldn't now be used in transfers and that the preferred method was to offer a one-off grant at the beginning to cover costs. Ms. Goodwill indicated that in a similar transfer a one-off payment of £8k was agreed.

Mr. Powell reported that this is part of a wider cost saving initiative by the Council. No resources were available to continue non-essential services and this transfer forms part of that initiative. No intention of being misleading but both Mr. Powell and Ms. Goodwill were picking up this transfer part of the way through. Any discussion about cleaning and additional items to be included would need further investigation as to how BPC came to be told they were included.

Action: Mr. Powell to discuss with Mr. Burgess and Mr. Hook and feedback to Cllr. Franklin & Mr. Moore.

Cllr. Franklin noted that any increase to the precept would need to be part of a wider consultation of residents living in the area to determine how important they believe the conveniences to be. It was suspected that the real users of them would be visitors to Burwash high street and that the appetite to take them on may not be there if directly linked to an increase in precept.

Mr. Moore noted that the current poor state of the conveniences needs to be considered in any discussion surrounding costs.

Action: Mr. Moore to send Mr. Powell recent pictures of the internal and external view of the conveniences.

Mr. Moore read out the capital cost items for discussion and clarification as to whether they would be included in any grant by Rother to BPC on transfer:

- 1). Car Park Business Rates: Cost £1,078 pa: Rother confirmed NO, this would not be included.
- 2). Ground Maintenance to include weeding, tree pruning, removal of moss on car park surface, fencing, patch repairs: Cost £180 pa: Rother confirmed YES, this will be included.
- 3). Electricity: Cost £313.80 pa: Rother confirmed NO, this would not be included.
- 4). Sewage: Cost £311.00 pa: Rother confirmed NO, this would not be included.
- 5). Cleaning: Cost £3,400 pa: Rother noted that this would be clarified as Mr. Powell agrees with BPC regarding the upkeep of the conveniences moving forward in line with the term 'maintenance'.
Action: Mr. Powell to feedback to BPC regarding decision.

- 6). Building Insurance: Cost £60.00 pa: Rother confirmed NO, this would not be included.

Mr. Moore noted that out of the 6 items, only one has been confirmed with one pending. Currently this would not be something that BPC could consider taking on.

Mr. Moore then ran through the confirmation of items Rother has agreed to in previous discussions.

- 1). Re lining of the Car Park: Mr. Moore noted that Rother had offered to re line the car park spaces in relation to the survey carried out. Ms. Goodwill agreed that Rother would re line in the way BPC wanted. No statutory requirement for the amount of Disabled bays but guideline of 1 per 20 spaces.

- 2). Survey from Coppard Giles in May 2019 revealed a list of repairs mainly to the toilets. Including, displacement of tiles on one of the huts and problems with the underside of the roof. Surveyors gave an estimate of £8k + VAT.

General condition of the toilet building repairs costing £2,999 + VAT.

Re lining of pipe to stop damp on the floor. Didn't include lifting of manhole covers or drain testing. Cost of £495 to re line the pipe. This is only if the waste is sink waste and not toilet waste. Needs clarification.

Ms. Goodwill confirmed that either BPC could request that Rother carry out the repairs identified or could employ their own contractors to deliver the work. Would be BPC decision.

MEETING ENDS