

## St Cleer Parish Council Motion Template

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| Date of document   | 6 Mar 23 |
| Committee / Sub Committee<br>The motion is intended for: | Mar PC   |
| Proposer:  |          |
| Seconder:  |          |

**Situation:** Due diligence and good practice asset management requires that professional asset survey (pavilion + WC) be conducted by a certified Quantity Surveyor (QS) leading to the production of a work schedule which may be used as the basis for an Invitation to Tender to enable routine maintenance, repairs and necessary upgrades to meet statutory building regulations to PC assets.

**Background:** Estates committee tasking has not been undertaken since collapse of PC committees.

Extract from Sep 22 PC meeting motion recorded as minute 187/9:

*“...The Estates committee is defunct and has a similarly abysmal track record reaching back as far as 14 Oct 20 where the meeting was abandoned. By the time of the out of sequence 18 Nov 20 committee meeting the chair of the PC had resigned and so the chair of the estates committee also became chair of the PC to the detriment of his focus on Estates business. The 20 Jan 21 committee meeting saw items deferred although a vice chair to the committee was appointed. The 10 Mar 21 meeting was cancelled, at the 16 Jun 21 the chair of the PC who was also chair of the Estates committee sought a volunteer to take on the chair of the Estates committee - no volunteers were forthcoming. The 7 Jul and 10 Nov meetings have agenda but no minutes so it is not known if these meetings took place or not. There was no meaningful output from the 12 Jan 22 meeting which lasted less than an hour and finally the 9 Mar 22 meeting descended into a shambles of an orchestrated ambush of the vice chair of that committee which led to the chair of the PC storming out of the room and ultimately the resignation of the chair of the Estates committee. No further committee meetings have been convened since that date.  
All in all, it can be seen, and is well recognised by anyone that was involved or observed, that very little, if any constructive output was achieved from either committee as far back as late 2020 early 2021...”*

**Assessment:** This motion sets in place the process by which PC assets may be assessed and repairs / upgrades identified may be considered for approval by PC.

**Proposed Motion: Resolve to Engage QS services as detailed below:**

ST CLEER SPORTS PAVILLION (& PUBLIC TOILETS), HOCKINGS HOUSE, ST CLEER, LISKEARD PL14 6EE

**Service**

Condition Survey & Schedule: A visual non-intrusive in-depth inspection of the premises to identify significant defects in the building fabric and areas of potential improvement to bring the premises up to modern standards; the survey includes an inspection of the roof void, manholes (where reasonably practical), and areas accessible via a 1-storey ladder; a report schedule of the survey findings and recommended remedial action including an at-a-glance traffic-light colour coding system reflecting both the urgency and magnitude of any action required; identification photographs of any defects encountered.

**Fee**

extra over cost for including the site grounds

Redacted - commercially sensitive

Redacted - commercially sensitive

The survey is based upon a visual inspection of the main property, together with any accessible outbuildings and the grounds. External high-level elements such as roofs & chimneys are inspected from ground level with the aid of binoculars and occasionally from convenient windows, balconies, terraces, accessible flat roofs, and the like. The roof structure is inspected where visible within an accessible roof void. We do not survey areas where access is unsafe. We do not move or lift furniture, large loose objects, cupboard contents, floor finishes, insulation, vegetation, and the like, and we do not remove any fixtures & fittings, fixed finishes, floorboards, electrical fittings & faceplates, and the like. We cannot inspect the inside of flues, ducts, pipes, drains, and the like, where not accessible. We may inspect manholes if the covers are easily removable by one person. We visually inspect services such as electrics, gas, oil, hot & cold water, drainage, heating, resource harvesting, and the like where visible. We do not test or certify any service installations or drainage pipework and therefore cannot verify their safety or function.

We have a good but limited knowledge of regulations/best practice for mechanical & electrical services installations. However, like most building surveyors, we are not qualified in this respect. Our advice is intended as guidance only and to provide you with an overall feel of the existing condition. We therefore always recommend that you employ a qualified plumber or GasSafe/OFTEC/HETAS engineer or qualified electrician to carry out a full test of the existing installations.

Should you wish to proceed, we shall require your confirmation of the following...

- Your full name (for invoicing purposes). [St Cleer Parish Council](#)
- Your current full address (again, for invoicing purposes). [Hockings House, St Cleer, Liskeard PL14 6EE](#)
- Arrangements for accessing the property (eg. obtain key from estate agent, coded key box on site, by appointment with current occupants, etc.).
- Your choice of service from the options quoted above.
- Any defects/areas of the building that are of particular concern to you.
- Any notable requirements regarding the proposed occupants (eg. for young children, the elderly, physically disabled, mentally handicapped, etc.).

If acceptable, we shall forward our invoice by return for 50% of our total fee. Payment details will be at the foot of the invoice. Once payment is received, we shall carry out the survey and produce the report. We shall then forward our invoice for the remaining 50% balancing payment and, when payment is received, email you the report in the form of a PDF file.

Once the full extent of the remedial works is agreed with the successful tenderer, we shall be in a position to quote for the post-contract work. Alternatively, all work can be charged at our hourly rate of £45.24 plus any expenses.

**Date received:**

**Action taken or motion rejected:**

**Signature of clerk:**

**Disposal:**

Parish meeting

Date of meeting: