

PARISH OF ST BRELADE

PARISH ASSEMBLY

Minutes of an Assembly of Principals and Electors of the Parish of St Brélade held in the Main Hall at the Parish Hall, St Aubin, St Brélade on Tuesday 27 June 2023 commencing at 19:00 hours.

President of Assembly:	Connétable, Mr Michael Jackson, presided.
Convening Notice:	The Convening Notice was read by the Parish Secretary.
1. Minutes of Previous Assembly:	It was proposed Mr M Videgrain that the previously circulated minutes of 23 rd May 2023 be taken as read. This was seconded by Deputy Moz Scott.
2. Elect one Officer du Connétable for the Vingtaine de la Moye:	<p>The Connétable invited nominations for the position of Officier du Connétable for the Vingtaine de la Moye. The Chef de Police, Michel Bougeard, addressed the Meeting saying that he hadn't intended to make the nomination but as Centenier Raoul Gear was involved in attending a serious road traffic incident he would like to propose Mr Hugo Miguel Rodrigues da Silva. Mr Silva is thirty-five year old married family man who is also the Parish Caretaker. Mr Silva's five years' service in the Portuguese army would possibly stand him in good stead in the Honorary Police duties and that he would make a fine Officer.</p> <p>Mr Videgrain seconded the nomination.</p> <p>The Connétable invited further nominations for the position, and as no others were forthcoming, he declared Mr Silva duly elected and advised him that he is to appear before the Royal Court of Jersey on the 7 July at 10.00 a.m. to take his Oath of Office.</p>
3. Elect one Officer du Connétable for the Vingtaine des Quennevais:	The Connétable invited nominations for the position of Officier du Connétable for the Vingtaine des Quennevais. The Chief de Police, Michel Bougeard, again addressed the Meeting on behalf of Centenier Raoul Gear and proposed Mrs Leena Varkey. Mrs Varkey has always been an outstanding Officer and joined the Honorary Police during the covid period. Mrs Varkey was always the

	<p>first Officer to take on extra duties and is a credit to the force.</p> <p>Mr Videgrain seconded the nomination adding that the judgment of the Chef de Police was testament to Mrs Varkey being an outstanding Honorary Police Officer.</p> <p>The Connétable invited further nominations from the floor and with no others being declared, congratulated Mrs Varkey on her election and advised her to attend at the Royal Court on Friday, 7 July 2023 at 10.00 a.m. to take her Oath of Office.</p> <p>Those assembled welcomed both Officers to their roles.</p>
<p>4. To vote a sum not to exceed £10,000 from the Motor Vehicle Reserve Fund in order to purchase a second hand van for the Parish:</p>	<p>The Connétable addressed the Meeting advising that a further vehicle was required to enable various of the workforce to undertake works in various parts of the Parish. Currently, a callout to another site would mean three having to leave where they were working which, is not ideal. A further vehicle would also enable the Municipal Services Manager (“MSM”) more leeway to attend meetings. The sum of £10,000 was for the purchase of a second-hand van. There was no need for a new vehicle for the use which it was intended for.</p> <p>Mr Philp Chevalier, the Municipal Services Manager advised the Meeting that the Connétable was correct in that extra transport would be very useful. The Parish had an aging fleet of vehicles some of which were proving difficult to repair due to age and not being able to find the relevant parts.</p> <p>Deputy Jonathan Renouf asked if this was an additional vehicle or replacing vehicles that were nearing the end of their working days. The MSM advised that it was an additional vehicle which was needed for the extra work that the Parish have and would be taking on. Deputy Scott asked what works. The MSM advised that the contract for Cemetery extension was coming to an end the workforce would be taking this on. Another vehicle would enable one member of staff to carry out some of this work without having to take a crew from another job to drive there. Deputy Scott asked if this was short or long term and she was advised long term. The other works being considered are at Maison St Brélade. Deputy Scott asked Deputy</p>

Renouf as Minister for the Environment should an electric vehicle be considered. The Connétable advised that at a previous Parish Assembly a sum of money was voted for in relation to a new van for the Parking Control Officer ("PCO"). We had ordered one over a year ago, had reached the top of the list but due to the manufacturers not being able to get the components needed as everyone wanted an electric vehicle the Parish was still waiting. Deputy Renouf agreed that there were supply chain issues and availability was not there.

The Connétable advised that new vehicles were now costing £35,000 and upwards but that we had the opportunity of securing the vehicle for the PCO at half that price. Deputy Scott agreed that the costs of electrical vehicles were high.

The MSM said that electric fleet vehicles would be looked at for the coming years.

Mr Videgrain asked was it proposed to buy this vehicle for £10,000. The Connétable confirmed it was saying it was very difficult to get hold of small vans, they were very popular with the contractors and much sought after.

Mr Arthur Morley (Procureur du Bien Public) advised that having an electric car himself took a while to get used to and that if many of the workforce were using it may find it difficult changing from petrol to electric. Therefore, this van would be the better option for the workforce.

Mr Geoffrey Winchester advised that as cars depreciate very quickly would it be an idea to buy all second-hand vehicles for the fleet. The Connétable advised that might be considered. Not all the vehicles needed replacing at the same time and each would be replaced on merit. The Parish purchased a new vehicle for the Cemetery workers to use two years ago and the MSM is drafting a vehicle log of when they need to be replaced. For instance, the Honorary Police VW van needs to be replaced. The Chief de Police advised it was usually every five years that replacement is made but the current one is eight years old. Due to the van's age more money will be spent on servicing and parts.

Deputy Renouf advised that as more are moving to the electrical vehicles, the Government would be running a

	<p>scheme to allow more interested parties to purchase them.</p> <p>Deputy Scott said it was understood that it was difficult, but could the Parish think about more electric vehicles in the future.</p> <p>The Connétable asked if there was a proposer for this proposal and Mr Morley proposed with Mr Winchester seconding the proposal. The Connétable asked for a show of hands in favour of this sum of money being granted and there nine votes in favour. There were no votes against and the proposition was carried.</p>										
<p>5. To consider a sum of money from the Property Reserve Fund for detailed drawings to be produced for Bye Law Applications and to develop a tender pack for works to the Parish Hall Roof:</p>	<p>The Connétable advised the Meeting that this request for funds covered the next stage to further the plans to replace the roof at the Parish Hall and also create a flat in the roof space. The funds are made up as follows:</p> <table data-bbox="639 969 1133 1160"> <tr> <td>Bye-Laws</td> <td>£6,400</td> </tr> <tr> <td>Tender Packs</td> <td>£7,500</td> </tr> <tr> <td>Administration</td> <td>£10,000</td> </tr> <tr> <td>Structural Works</td> <td>£7,000</td> </tr> <tr> <td>Total</td> <td>£30,900</td> </tr> </table> <p>The Connétable advised if there were any technical questions as Mr Rupert Myers from HLG Associates Limited (the Project Manager) would be able to assist.</p> <p>The overall cost of this project is £618,206. The Connétable asked Mr Myers if that included putting a canopy over the scaffolding and Mr Myers advised it was not as contractors had advised that the roof could be done in sections. Scaffolding is very expensive and if costs can be saved, they will be.</p> <p>The Connétable advised that the roof was old – circa 1870, had been patched many times, water ingress was big problem and that it was not insulated. We recently had an issue at the beginning of the year. The roof has to be replaced and during this discussion the idea arose about constructing a unit of accommodation in the space above the current flats. This would bring in an income stream for the Parish. When the building was previously the Station Hotel, this roof space was staff accommodation. In time this access was blocked off. The original access is still</p>	Bye-Laws	£6,400	Tender Packs	£7,500	Administration	£10,000	Structural Works	£7,000	Total	£30,900
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there but Planning would like the staircase for the potential flat to be moved from the current position.

Mr Winchester asked how long the project would take. Mr Myers thought that the build would take six months.

Mr Morley asked about the costs of this build being over £600,000 and what was the approximation for the Elephant Park as the Rate Payer would be asked to pay towards these costs. The Connétable asked Mr Myers for the costs but this project was coming up next. That project was £309,531. Mr Morley continued that we are looking for nearly a million pounds for these projects in around 18/24 months how was the Parish financing the projects.

The Connétable advised that initial meetings had been held with the Treasury Minister but that other avenues might be explored. We have funds in the Property Reserves but not that much. Deputy Scott asked how much. Currently £100,000.

The Connétable added that the costs for the Bye-Laws and other items would be coming from the Property Reserves.

The Chef de Police asked for the exact cost for the proposed flat. Mt Myers said that would be £257,000. It was projected that the income scheme would cover those costs in 20 years.

Deputy Scott was under the impression that was to be a staff flat and the Connétable advised it wasn't and would be advertised on the open market. The only staff flat is that of the Caretaker and the other flat was rented out via the open market.

Deputy Scott asked for the footage of the proposed flat and Mr Myers advised he did not have that to hand.

Deputy Renouf advised that we have the Planning permission, if the sums are right and the money is to hand does all this represent good value for money to get to the next stage. He asked for the figures again:

Bye-Laws	£6,400
Tender Packs	£7,500
Administration	£10,000

	<p>Structural Works £7,000</p> <p>The question that followed asked what the structural fees covered. Mr Myers advised the fees covered the work by the structural engineer. There was a fire in 1936(?) and there is evidence of some of that damage still. Structural works will be required.</p> <p>Deputy Renouf asked what the £10,000 admin fee covered. Mr Myers advised for their professional fees and putting the tender pack together. The architect's fees had already been paid.</p> <p>Deputy Renouf then asked about the Bye-Laws' costs. Mr Myers advised the costs covered all the co-ordinating, liaising with the architects and engineers.</p> <p>Mr Videgrain likened the scenario to a double-edged sword. The roof needs to be done no question. The flat is an add-on. We need to go to the next stage. Could the costs of each part of the project be shown separately. Mr Myers advised that it could be shown in that way in the tender pack.</p> <p>Deputy Scott said the costs of the administration fees needs to be understood. They covered drawings, quotes, co-ordinating seems a lot, what about the other companies. The Connétable explained that HLG Associates were the Project Managers. Costs are driven by Planning and the regulations that we have to abide by. Deputy Scott asked if that covered health and safety. Mr Myers confirmed that was so. Putting the packs together takes time and all due diligence needs to be carried out. Mr Videgrain asked about bats and the Connétable advised the ecology study carried out by Piers Sangan revealed we do not have bats.</p> <p>Mr Videgrain proposed that for contingency plans, that instead of the £30,900 requested, that a sum up to £35,000 be allocated for this next stage. The Connétable asked for a seconder of this proposition and the Chief de Police seconded the proposition. Having asked for the show of hands in favour the proposition was carried unanimously.</p>

6. To consider a sum of money from the Property Reserve Fund for detailed drawings to be produced for Bye Law Applications and to develop a tender pack for works for the Children's Playpark toilet block:

The Connétable advised the Assembly that the Project Managers had the following sums:

Bye-Laws	£5,500
Tender Packs	£7,250
Administration	£5,000
Structural Works	£4,000
Total	£21,750

The total cost of this project was £309,531.

Mr Christopher Cooke asked if the costs were to take the project to its next stage. The Connétable confirmed it was and after those processes were completed and the Tenders has been received, the project would be brought back to a Parish Assembly for acceptance.

Mr Cooke asked about the financing and which was the preferred route and the Connétable advises that a preliminary meeting with the Treasury had taken place. Other avenues for loans were to be investigated. /many years ago a Bank loan was taken out by Maison St Brélade. At that time 7% was considered high now it's not too bad.

At the July Parish Assembly to tax the Rate, funds needed for the projects might have an implication on how this is set and needs to be understood clearly.

Mr Myers advised that the toilet block will incorporate new facilities for the disabled and also a changing room where the current covered area is. To compensate this loss a large canopy will be erected for cover. The Connétable advised that all the drains which are currently pitch fibre would also be replaced. We have had many blockages in the with the toilet block drains and we were regularly asking the drainage contractor to unblock at least once or twice a week. Deputy Miles asked if those drains were shared and the Connétable confirmed they were with the establishment on the Railway Walk but that should change once they add their own disabled toilet and utilise the main drain in the road.

Mr Videgrain asked for clarification on the plans, was it just the refurbishment of toilet block or were we incorporating a new kiosk. Mr Myers advised just the toilet block as previously mentioned as well as improving the

	<p>access to the play area and toilet block to make it more accessible for all users.</p> <p>The Connétable advised that the former Children's Commissioner had advised that there should be separate facilities including disabled toilets and the plans incorporated those.</p> <p>Mr Cooke asked what the build time would be and when was it envisaged to start. Mr Myers thought towards the end of the year with better weather. The time scale would be three to four months. The Connétable thought the winter months would be preferred.</p> <p>Deputy Renouf proposed that the costs of £21,750 be approved. Mr Eddie Baker counter proposed for a contingency amount of £25,000 to be approved. This was seconded by Deputy Renouf. By way of a show of hands, the proposition was unanimously carried.</p>
	<p>There being no further business, the Connétable thanked all for attending the Parish Assembly and then declared the Meeting closed at 20.02 hours.</p> <p>Signed: _____ Dated: _____</p> <p>M K Jackson Connétable</p>