

**MINUTES** of the **Properties Committee** Meeting held on Thursday 28 September 2017 at 6.30 p.m. in the Shire House Suite, Shire House, Bodmin.

**PRESENT:** Vice-Chairman, L Frost presiding; together with Councillors, J P Cooper, P T Cooper, P L G Skea and K W Stubbs. Councillors A J Coppin and K J Phillips were also in attendance but did not vote, not being Members of this Committee.

**IN ATTENDANCE:** Richard Davies (Parks and Open Spaces Manager (POSM)), Sam Lebborn (Parks and Open Spaces Supervisor), Laura Hancock (Executive Assistant) and David Kinnair (Executive Support Officer (ESO)).

**CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:** Councillor Frost, once elected as Chairman, gave a vote of thanks to the outgoing Chair, Councillor K W Stubbs, who had worked tirelessly as Chairman of this Committee and Councillor Frost would be sorry to see the end of his stewardship.

Apologies were received from Councillors P Brown, J Gammon, A M Kerridge and S H Kinsman.

PP/2017/52      **Election of a Chairman**

Following the resignation of Councillor K W Stubbs as Chairman of this Committee, Councillor L Frost was elected as Chairman for the remainder of the Mayoral year.

PP/2017/53      **Election of Vice-Chairman**

Councillor P T Cooper was elected as Vice-Chairman of this Committee.

PP/2017/54      **Declarations of Interest – Members to declare interests in respect of any item on the agenda**

Councillor L Frost declared a Non-Registerable Interest in Item PP/2017/64 as he is a football coach with Bodmin Youth.

Councillor J P Cooper declared a Non-Registerable Interest in Item PP/2017/72 as his mother is a Trustee at St Lawrence's Church.

Councillor P T Cooper declared a Non-Registerable Interest in Item PP/2017/72 as he has a family connection with St Lawrence's Church.

Councillor A J Coppin declared a Non-Registerable Interest in Item PP/2017/72 as he is a Trustee of St Lawrence's Church.

PP/2017/55      **Public Representation Session**

Councillor J P Cooper reiterated his Non-Registerable Interest in item P/2017/72 but exercised his right to speak in the appropriate section of the Meeting utilising Section 3.5a of the Code of Conduct 2012 and would thereafter leave the Meeting for the discussion and voting thereon.

There were four Members of the Public in attendance:- Mr Colin Bell, Mrs Nikki Cooper, Ms Sarah Horne and Mrs Natalie Morris.

Ms Sarah Horne thanked the Council for their assistance with the collection and disposal of the weeds which had been recently cleared by the Bodmin Tidy It Team from various sites throughout the town.

Ms Horne also enquired whether the Council had given any further consideration to a new composting facility and whether the community could assist with this.

The Parks & Open Spaces Manager (POSM) advised that BTC were currently investigating a number of options for a new composting facility and early indications had revealed that three bays would be required as the Parks Team is currently composting between 60 and 80 tonnes of waste per year and that is likely to increase into the future.

The POSM advised that compostable waste is currently transported to Tinten Manor at a cost of approximately £30 per tonne. He added that not only is it costly but it also requires three members of staff to unload the vehicle as BTC does not currently possess a vehicle with a tipper facility.

The POSM reported that even if BTC were to implement their own composting facility it would be unlikely that compostable waste from other sites would be accepted as the amount of seeds arising from weeds would need to be kept to a minimum as this composted material would eventually be used in the town flowerbeds.

Mr Colin Bell addressed the committee with his disappointment and frustration regarding the number of items on the agenda which did not have reports produced and made available to Councillors and members of the public in advance of the meeting. He considered that this was creating a barrier to democracy and that the Council should endeavour to have all reports circulated before the meeting so that any questions can be raised in advance.

The ESO responded and advised that on this particular agenda there were several items which were work in progress or where Members input was required, therefore the preparation of formal reports was not appropriate as the work had been agreed previously. The ESO added that reports are circulated where possible and whenever Mr Bell had previously emailed the Council with queries or questions, these have been responded to in a timely manner.

Councillor A J Coppin advised Mr Bell that the administration team was currently still one member down due to the Committee Administration Assistant vacancy, which was currently being advertised and therefore there were additional pressures on Officers to fulfil all duties within the time constraint.

The ESO concurred with Councillor Coppin's comments but added that even when fully staffed, there would still be a need to make verbal reports on the progress of projects.

Councillor P T Cooper commented that he shared the frustrations of Mr Bell and that as well as the public, Councillors also needed time to evaluate information in order to make informed decisions prior to the scheduled meetings.

Mrs Nikki Cooper addressed the Council regarding the structure of Council Meetings. She expressed her frustration that the Public Representation Session appears at the top of the agenda and considered that it afforded no other opportunity for members of the public to speak during the course of the meeting regarding the various items on the agenda. She commented that it was unacceptable that members of the public had to sit in silence following the Public Representation Session.

The ESO responded and advised that the format of BTC meetings is a standard process alongside most other Councils. He added that at recent meetings, the Mayor has been open to extending the Public Representation Session to allow everyone to speak who wished to do so.

The ESO commented that the Council is currently reviewing its Aims & Objectives and as part of this exercise the Council may wish to explore ways to promote greater public engagement. The ESO did point out however that Council Meetings were not the only opportunity to contact or speak to a Councillor as their contact details are available on the website and suggested that the Public may want to revisit Councillor Surgeries with their local Councillor as well as other avenues promoting further engagement.

Councillor J P Cooper advised that he had been speaking to an acquaintance who attends meetings where a temporary member of staff is employed at a cost of £10 per hour to type the minutes of the meeting and that draft minutes are published at the close of the meeting.

The ESO reiterated that BTC had previously explored the possibility of employing a temporary member of staff to carry out the function of the Committee Clerk but regrettably there were no suitable candidates available at that time. Further, the ESO would be concerned that draft Minutes being uploaded to the Council's website immediately after the Council Meeting would need to be checked for accuracy, which would then require Officers to stay longer than the Meeting duration and beyond the cut-off time for Meetings to finish on a regular basis, thereby adding to the increasing TOIL figures for Senior Officers.

The Chairman thanked the Members of the Public for their attendance and representations and invited them to stay and listen to the remainder of the Meeting.

PP/2017/56

#### **Minutes of the Properties Committee Meeting held on Thursday 1 June 2017**

These minutes had been through Council and were acknowledged as a true record.

##### **Matters Arising:-**

**Page 2 – PP/2017/31 – Terms of Reference** - The Vice-Chairman, Councillor P T Cooper repeated his request that had been made at the previous Meeting for the Planned Maintenance Schedule to be circulated to the Members. The ESO responded to advise that this would be arranged.

**Page 3 – PP/2017/32 – Correspondence – Bodmin Junior Park Run on Hillside Park** – Councillor J P Cooper wished that a vote of thanks be recorded to Mr Colin Bell and Ms Sarah Horne, for being the main instigators and organisers of the first Junior Park Run in Cornwall, which Councillor J P Cooper believed was a considerable and very worthwhile achievement. Following discussion, a vote of thanks was **AGREED** to be recorded in the Minutes.

**Page 9 – PP/2017/40 – Cemetery Works Training Costs** – the ESO reported that the training for grave digging and shoring will be undertaken by six members of the Council's Parks team on 18 and 19 October 2017. The equipment required to complete this training will be borrowed from Cormac whilst the Council is in the process of purchasing its new grave shoring equipment from Teleshore UK Ltd.

**Page 11 – PP/2017/42 – Re-use of Town Leat Granite Lintels** – the POSM responded to a query from the Members present regarding the costs of transporting the granite lintels and confirmed that this was paid for by Cornwall Council.

The POSM further confirmed that a tour of the Council's land and buildings would be arranged for any Councillors that wish to take part in the near future.

**Page 13-16 – PP/2017/44 – Parks Machinery – Replacement Tractor** – Councillor J P Cooper expressed concern that the agreement to purchase the new tractor for

the Parks Department had been 'pushed through' prior to the agreement of the Council's Aims & Objectives.

The ESO responded and advised that the purchase was not yet complete as it was currently on Contracts Finder but emphasised that it was a very necessary purchase given the amount of repairs which had been carried out on the old tractor, which was effectively no longer fit for purpose and that the purchase had been agreed by Full Council at its meeting on 21 September 2017.

Councillor K J Phillips commented that if Minutes were prepared with clear action points and associated timescales it would be much easier for Members to note this information.

The ESO responded to advise that a Committee Actions List was currently being finalised, which would give the Members a thorough overview of actions arising, responsibilities and progress.

PP/2017/57

**Correspondence:**

- a) **Letter from Elaine Nwajei and subsequent reply regarding Hillside Park** – this letter was circulated with the Agenda and was noted.
- b) **Email from Russell Ferris regarding hot food trading** - this email was circulated with the Agenda.

Councillor K W Stubbs expressed concern that by allowing another trader use of Council land, there may be a detrimental impact on the existing traders within the town centre who are already paying business rates for their premises.

Councillor K J Phillips disagreed with this view and considered that there is a very limited choice of food outlets in the town and the Council should support this request in order to offer more choice to local residents.

Councillor J P Cooper proposed that the ESO contact Mr Ferris to progress discussions regarding potential sites and associated costs and following discussion, it was **AGREED** to **RECOMMEND** this course of action.

Councillor K W Stubbs requested that his vote against this decision be recorded.

- c) **Email from A B Crocker regarding Bosom Buddies** – this email was circulated with the Agenda.

Following discussion, it was **AGREED** to **RECOMMEND** that as there are already a number of similar clothing recycling facilities across the town, one of which being the new facility at Bodmin College, as well as supermarkets such as Morrisons and Sainsbury's and also kerbside collections carried out by various charities and Cornwall Council, a response should be sent to A B Crocker advising that BTC is unable to assist with siting a Clothing Bank on its land at the current time.

- d) **Letter from Cornwall Fire and Rescue Service regarding the changing of their response to automatic fire alarms** – this letter was tabled at the Meeting and was noted. The ESO advised that the BTC Caretaker had been made aware of this information as had the volunteers at Bodmin Museum.

- e) **Any item of correspondence that the Chairman considers appropriate;** - there were no further items of correspondence for consideration.

PP/2017/58 **Bodmin Town Museum Minutes – 23 May 2017**– a copy of these Minutes had been circulated with the Agenda and were noted.

The ESO advised that the Bodmin Town Museum Archivist, Curator and Chairman were being kept informed of all progress relating to the sale of the Public Rooms.

PP/2017/59 **Shire House and Suite Boilers** – the ESO reported that Shire House has two boilers, both of considerable age requiring attention. The Baxi boiler provides hot water and heating to Shire House Suite, the Clyde boiler provides heating for Shire House. This report is intended to inform of the work currently needed to make both boilers safe and usable.

#### **Baxi Boiler**

Two weeks ago the pump attached to the boiler was leaking water. A plumber was called out (Simon Tonkin, Pro-flame Servicing), recommended by JM Brewer as they did not have anyone available at the time. He fixed the problem, but advised that it needed a small piece of pipe. This was fitted Monday 25<sup>th</sup> September.

On Monday 18 September, the Caretaker noticed the heating was not on, he checked the boiler and found a warning light for a fan/flue fault. Simon Tonkin came out again on Tuesday, he then emailed Wednesday to say that the current boiler needs a new printed circuit board at a cost of £269.54 including fitting. As it is an older boiler Mr Tonkin recommends that the best course of action would be to replace the boiler with a new unit which would come with at least a 5 year warranty.

As we currently do not have heating or hot water in the Suite, the Facilities Administrator has asked for Mr Tonkin to fit the new printed circuit board to repair the fault, at the above cost. This work is due to be completed by 29 September 2017.

#### **Clyde Boiler**

Following this boilers annual service carried out by J M Brewer in May 2017, it is currently turned off with a Warning/Advice notice to say that it is 'At Risk'. J M Brewer advises that the boiler needs a support fitted to the flue, and that the flues bend is fitted too close to the boiler to comply with current regulations. It also has a defective heat thermostat.

We currently have two quotes, one from J M Brewer and another from Nigel Ball, Senior Mechanical Engineer at Cormac Solutions Ltd.

JM Brewer has quoted £581.54 – £629.54. This cost is based on an approximate length of labour and parts given. The lesser cost being achieved if the work was carried out on the minimum number of hours quoted.

Nigel Ball, who has carried out our boiler services in the past, has quoted £315.00 plus VAT, by telephone on 19 September 2017. The Facilities Administrator has telephoned and emailed Mr Ball for a formal quote with a breakdown of costs, but as yet has not received anything. The ESO believed Mr Ball has quoted to fit the support needed and replace the defective heat thermostat.

Mr Ball's quote seems far less than J M Brewers as at the time when he came out to inspect the boiler, he stated that we did not need to comply with the current regulations as our boilers were fitted prior to those regulations being put in place. He said it wouldn't be achievable to make alterations to a boiler each time regulations

are changed.

As the two quotes given were very different, the Facilities Administrator asked Simon Tonkin, who is working on the Baxi Boiler, to gain his advice and opinion on whether the Clyde needs to meet with current regulations.

Mr Tonkin advised that as the Clyde was fitted prior to the change in regulations that it does not need to meet the current regulations as long as the boiler is fully functioning and working efficiently with no flue spills. He recommended that fixing the defective heat thermostat should be a priority.

With this in mind, the ESO considered that it would be sensible to fit a support bracket to the flue to make it safe and have the over-heat thermostat repaired. If the Council are looking to change the current boiler in the near future, the ESO thought that we do not need to have the flue bend moved at this time, providing after the work is completed, the boiler is retested and working efficiently.

Councillor J P Cooper queried the age of boiler, to which the ESO confirmed it was approximately 15 years old. Councillor J P Cooper considered the Council was throwing good money after bad by paying for further repairs and that the provision of a new boiler might represent better value for money.

Councillor K J Phillips considered that it is extremely difficult to make decisions relating to the heating system until the fate of the building has been decided as part of the Council's Aims & Objectives setting and potential Property Review.

Following discussion, it was **AGREED** that the repairs as detailed are carried out to the boilers as part of the Council's duty of care to both the Council staff and hirers of the building, some of which are elderly and vulnerable as there is currently no heating or hot water in the Shire House complex.

The ESO agreed to organise this work as an emergency and would report on the works undertaken at the Full Council Meeting scheduled for 16 November 2017, when these Minutes are ratified.

PP/2017/60

### **Bodmin Beacon Obelisk**

The POSM circulated some photographs to the Committee Members which demonstrated the current condition of the Beacon Monument. He explained that there are some considerable issues relating to the steel banding which keeps the granite blocks in position and there is visible cracking in the mortar between the granite blocks.

The POSM added that he had contacted Dawson's Steeplejacks who had previously inspected the monument and they advised that the main problems with the monument are related to the size of the blocks used in its construction and that if smaller blocks had been utilised there would have been more lime mortar joints which would have allowed for movement. Dawson's suggestion to manage the problem was to have the monument examined every ten years and to repoint any new holes.

The POSM advised that he was currently obtaining quotes from specialist companies to carry out a full inspection, the rendering of the lime mortar joints, painting of the steel bands and cleaning of the lettering. He advised that Dawson's had provisionally quoted a figure of £3,000 for the inspection and a further £11,000 for the painting of the steel bands.

Another quote had been received which included the rendering of the lime mortar and cleaning of the lettering at a cost of £3,500. This contractor confirmed that they would carry out the works using ropes and ladders only i.e. no scaffolding would be erected.

The POSM commented that this is very specialist work and he wished to obtain further advice regarding best practice to ensure the preservation of the monument.

Councillor J P Cooper suggested that Councillor P Brown has a great deal of knowledge on this topic and proposed that the POSM liaise with him prior to referring this matter to any other external contractors.

The POSM confirmed that he would liaise with Councillor P Brown as discussed and he would collate all information and quotes and bring them to a future Properties Committee Meeting for consideration.

PP/2017/61

**Northey Road Play Area** – the ESO reported that the transfer for this play area has now been completed, with BTC play area signs installed and the grounds maintenance now being undertaken by our Parks team. This area has also been included on our inspection schedule and is under BTC's insurance cover. The transfer monies of £10,000 minus £1 as a transfer fee have been received and this has been placed into the Parks Department Play area and equipment budget.

This information was noted by the Committee

PP/2017/62

**Lower Midway Road Play Area** – the ESO reported that the land transfer documentation for this play area will be completed within the next few weeks. The ESO further reported that as part of this land transfer Cornwall Council carried out a tree survey of the area and have completed high priority remedial work on trees that have been identified requiring work.

This information was noted by the Committee.

PP/2017/63

### **Parks Department Compound**

The POSM had prepared a report to advise the Committee of the current shortcomings in the Parks Department Compound. He explained that the main issues were the lack of a wash-pit facility for the cleaning of machinery without the risk of fuel and other contaminants reaching run-off drains and possibly Priory Pond. The POSM emphasised that this is a potentially serious breach of environmental regulations which could result in a custodial sentence or a considerable fine.

He added that the other major concern was the 2,000 litre diesel tank located in the yard which has no secondary containment (bundling). In the event of damage to the tank, there could be a catastrophic pollution incident in the locality.

The POSM advised that he had investigated a short-term measure in relation to the washpit issue and BTC staff could use the Cormac facility at Castle Canyke for a fee of approximately £60 per month, however this would be as and when the facility was not in use by Cormac vehicles and would incur more staff time being spent on driving to and from the facility.

The POSM added that he was currently exploring the possibility of BTC sourcing their fuel directly from Cormac and that he had arranged a meeting with a Cormac representative in October 2017 to ascertain costs and further details regarding this matter.

The POSM advised that the installation of a suitable wash-pit to include an interceptor would cost somewhere in the region of £25,000. Further quotes would be obtained and circulated to the Properties Committee at a future Meeting.

Councillor J P Cooper reported that he had recently spent some time with the POSM visiting the Parks Department premises and considered it was extremely outdated and, in his opinion, a review of the overall structure was required to ensure that the correct provision can be made and legislation can be adhered to.

The POSM considered that the issues raised represented 25-30 years of problems in the making and there were some considerable issues to be addressed to not only make the area operationally effective and safe but to ensure compliance with environmental legislation. The ESO confirmed that the existing compound was installed 30 years ago and there had been few improvements made to it along with changes to legislation over that time.

Councillor K J Phillips enquired whether there had been any reviews relating to the Parks Department Compound during the last ten years.

Councillor P T Cooper endorsed the interim measures proposed by the POSM but agreed with Councillor Phillips that the Properties Committee should be overseeing and reviewing a planned maintenance schedule of the Council's land and buildings.

Councillor J P Cooper considered that with regards to the risk of fuel contamination it would be advisable not to refill the current diesel tank and instead to obtain fuel from Morrison's garage. He also supported the proposal to use the wash-pit at the Cormac premises on Castle Canyke Road but wished to see the review of the Parks Compound become a high priority and be addressed as soon as possible.

Following discussion, it was **AGREED to RECOMMEND** that a Working Party be formed to explore a range of issues including equipment, storage and cleaning within the Parks Department. The Working Party was populated as follows:

- Councillor J P Cooper
- Councillor P T Cooper
- Councillor A J Coppin
- Councillor L L Frost
- Councillor P L G Skea

The ESO agreed to arrange an inaugural Meeting of this Working Party as soon as practicable with the information supplied from Cormac Solutions Ltd.

PP/2017/64

### **Coldharbour Football Pitches and Lease**

Councillor L Frost reiterated his Non-registerable interest in this Item and left the Meeting during the discussion and voting thereon.

The Vice-Chairman, Councillor P T Cooper assumed the Chair for the discussion and voting on this item.

The ESO reported that the Town Clerk had met with representatives of Bodmin Youth FC and that they had queried the possible S.106 contribution being provided to the club, so that they could pursue grant funding opportunities with Sports England etc and that they also queried whether the Council would be open to providing the club with a formal lease for Coldharbour.

The ESO advised that the club had been informed that: -

The **S.106 contributions** would only be triggered should Bodmin Town Council agree to dispose of the open space land. In this case a lease is currently the intended route. However, the Town Council has not formally resolved this as it is still going through due process. Cornwall Council would require the developer to passport any S.106 monies as and when it requires for the developer to comply with the planning obligations;

**Lease for Coldharbour** - Officers do not have an off the shelf lease to provide the Club with, as the Council and the Club have not discussed any heads of terms. We have also not had the site market rental valued. A way to proceed would be to find out the length of lease any funder would require in place and for the Town Council to agree to a lease on an in principle basis whilst the detail is worked-up. This has been a way forward in the past and it has not been a barrier to accessing grants.

However, the Council has been moving across to market rents on a full insuring and repairing basis, with the tenant being responsible for the grounds maintenance and any ongoing repair liability to buildings plus insurance (buildings and contents). The lease the Council has with Bodmin Town FC is that they are responsible for grounds maintenance within the leased area (grass cutting and arisings disposal) plus the maintenance and repairs of the grandstand (internal and external) plus fence and buildings and contents insurance

Officers are aware that the Town Council currently carries out the grass cutting and hedge cutting at Coldharbour so there would be an issue for the Club as it currently does not have any machinery. The ESO wondered whether a reciprocal arrangement could be reached with BTFC. There would be the option for the Club to pay BTC for grounds maintenance but this might be more costly long-term than the Club buying a machine and a club rep taking on the role or for BTFC and BYFC working together to share equipment and costs.

Another option is for the lease rental to reflect the work carried out by the Council if the Club required them to continue with the grounds maintenance.

Councillor P T Cooper suggested that these discussions should form part of the discussions of the Charging Policy Working Party, to be explored in greater detail.

Councillor J P Cooper considered that Coldharbour is more restrictive in terms of access and that sole usage by BYFC would reduce access to this green space.

Councillor A J Coppin commented that the BYFC is very popular and open to anyone to join the club and currently has over 280 children using the facilities from all over Bodmin.

Councillor J P Cooper responded and considered that BTC has an obligation to provide free open space for local people to utilise at their convenience. He added that any monies gained through the lease or sale of BTC land should be used to purchase more areas of open space where possible.

Councillor K J Phillips commented that when all the new houses allocated to Bodmin are built under the Cornwall Council Site Allocations Plan, there will be an under-provision of green spaces in the town.

Councillor P L G Skea proposed that a market valuation be sought for Coldharbour in order for discussions to be progressed with BYFC. There was no seconder for this

proposal.

PP/2017/65

**Shire House Suite Flat Roof Patching Works** – the ESO reported that over the past few months the area of flat roof connecting Shire House Suite and Shire House has been leaking. The Caretaker has been monitoring this and it has grown from a couple of patches up to five patches needing attention.

The main areas you can see internally can be found in the corner of the Suite self-catering Kitchen, the entrance to the Caretaker's office, the inside of the gents toilets and also water bubbles forming in the paint coming down the wall in the foyer.

The Caretaker advised towards the start of August that it would need to be repaired and we currently have two quotations to complete these repairs.

The first quote supplied by Cornwall Flat Roofing UK Co. They are based in Truro and have quoted £588.00 including VAT. This covers the foyer area, the main kitchen vent and the Caretaker's office.

The second quote is from Sowden & Sons Roofing. They are based in Lostwithiel and have quoted £463.20 including VAT. This quote states to repair five sections.

Both quotes include repairing with one layer of torch on mineral felt. The Caretaker, after meeting with both companies, felt that Sowdens would achieve a better finish.

They suggested that they could carry out any additional small repairs needed if found, when completing the work. The Facilities Administrator is currently trying to contact Sowdens to book in the repairs. They are a more local company with over 35 year experience and quoted a more competitive price.

The ESO further reported that each time we experience a downpour of heavy rain, more damage is noticed internally. Without the work completed we are unable to organise the start of repairs to the internal damp problems the leaks have caused. This includes a much needed redecoration of the Suite foyer which is now showing signs of damp in the walls.

The Members present felt that this was emergency repairs and **AGREED** to **RECOMMEND** that we utilise Sowden & Sons Roofing at a cost of £463.20 including VAT to carry out the repair work to the five sections. It was further **AGREED** to **RECOMMEND** that quotes should be obtained for the entire flat roof to be repaired and brought to the next Properties Committee Meeting scheduled for 30 November 2017, to be discussed in conjunction with the Council's Property Review as part of the Strategic Aims and Objectives project.

PP/2017/66

**Shire House Suite Carpet**- the ESO reported that the carpet currently has lifted/raised areas running throughout the Suite. For the past few months, since late June the Caretaker has been monitoring this.

The Facilities Manager contacted Bodmin Flooring Centre. They came out to assess the carpet on Friday 28 July 2017, to see if the creases could be repaired, as they had in previous years. They confirmed that as they had fitted the carpet over 12 years ago, there probably would not be anything that they could do. They suggested syringing adhesive into a test patch of carpet that had lifted.

Bodmin Flooring Centre revisited the Suite on Thursday 17 August to do the test patch. They tested the most raised area as you enter the Suite, to minimise the trip hazard until we are able to complete the work. The cost for this was £45.00 plus VAT for a one hour callout, including adhesive.

They have since quoted £260.00 plus VAT to send someone to repair the existing carpet, cut bubbles and re-adhere to sub-floor.

The Facilities Administrator has arranged for Bodmin Flooring Centre to carry this work out on Monday 23 October 2017 as Officers felt that this will be the best course of action to take at this time, as new flooring would be costly with so many other areas of Shire House also needing attention.

The Members present endorsed the actions of the Facilities Administrator.

PP/2017/67

**Fields in Trust** – the ESO reported that Fields in Trust has been in the business of providing legal protection for playing fields, play space, recreation grounds, nature reserves and other open spaces since its formation as the National Playing Fields Association in 1925. They currently protect over 2,500 public recreational spaces through legally binding agreements for the long term.

The minimum criteria to register is:-

- The Landowner of the site must complete the application form
- Evidence of ownership, and where relevant freehold interest must be produced
- The principal use should be outdoor sport, play or recreation. This can include buildings or facilities if the use is ancillary to the outdoor space
- Sites must have public access
- Sites should be accessible in terms of location and affordability for the local community
- Sites should have local managers who are responsible for the quality of the facilities, maintenance and development, improving participation and financial and operational sustainability
- Sports clubs with open membership or registered as a Community Amateur Sports Club (CASC) are eligible

A variety of means is available for protection but the organisations preferred method is for the ownership and management to remain in local hands and for Fields in Trust's role to be custodial and advisory. All this is reflected by way of a legal agreement called a Deed of Dedication. This must:-

- Be charitable or non-charitable;
- Apply to freehold property or leasehold property of a term of at least 99 years remaining;
- Cover any form of outdoor sport, recreation or play and indoor facilities as required; and,
- Allow for recreational purposes and include as appropriate other community uses, such as education, culture and heritage.

The ESO added that the process to protect a site under a Deed of Dedication is quite straightforward, once the basic criteria are met and, in the simplest of cases, can be completed in a matter of a few weeks.

Councillor J P Cooper commented that he had asked the Council to register Hillside

Park under the Fields of Trust designation in November last year and that Mr Bell had offered to assist with this work during the last Full Council Meeting held on 21 September 2017.

Councillor J P Cooper further added that in his opinion, this was a matter of urgency and the Council needed to act to protect the green spaces in the town.

Mr Bell requested to speak and the Chairman permitted him to do so. He suggested that all green spaces and play areas in the town should be afforded protection and that it would be advisable to start with the sites which are already registered as BTC land with the Land Registry and work down the list.

Following discussion, it was **AGREED** that the ESO would circulate a list of BTC land and property to all Members and further it was **AGREED to RECOMMEND** that a Working Party should be established at the next Properties Committee Meeting scheduled for 30 November 2017, to include Mr Colin Bell in an advisory role, in order to discuss this issue.

PP/2017/68

### **Risk Management Update**

A Risk Management update was tabled at the Meeting.

Following discussion, it was **AGREED to RECOMMEND** that the issues regarding the Parks Team Compound should be added to the Risk Register as a high priority for scoring and discussion at the next Risk Management Working Party Meeting scheduled for 2 November 2017.

Due to the confidential nature of the next business, it was **RESOLVED** to go into Committee. Please see separate page