

MINUTES of the **Properties Committee** Meeting held on Thursday 26 June 2014 at 6.30 p.m. in the Shire House Suite, Shire House, Bodmin.

PRESENT: Chairman, Councillor L G J Kennedy presiding; together with Councillors, A J Coppin, J Gammon (arrived 6.39 p.m.), S J Horne, J M Lyne, R Solomons, S R Stephens and K W Stubbs. Councillors J R Gibbs, S H Kinsman and P L G Skea were also present but did not vote, not being Members of this Committee.

IN ATTENDANCE: Mr Paul O'Callaghan (Town Clerk), Mr Stephen Facer (Deputy Chief Executive), Mrs A Banks (Responsible Finance Officer) and Ms Hannah Stevens (Committee Clerk).

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

The Chairman announced that there would be an additional item which would be taken at the end of the meeting and itemised as PP/2014/49.

The Chairman welcomed Councillor S H Kinsman to her first Properties Committee Meeting as a new Member of Bodmin Town Council.

Apologies had been received from Councillor A M Kerridge.

PP/2014/31 Election of Vice-Chairman

Councillor S R Stephens was Elected as Vice-Chairman of this Committee.

PP/2014/32 Public Representation Session – there were no Members of the Public present.

PP/2014/33 Declarations of Interest – Members to declare interests in respect of any item on the agenda

Councillor S R Stephens declared a Non-Registerable interest in respect of item PP/2014/45 as he is known personally to the Directors of Darrock and Brown.

PP/2014/34 Minutes of the Properties Committee Meeting held on Thursday 3 April 2014. (copy enclosed)

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

Matters Arising:

Page 4 – Item PP/2014/23 – Mary Kendall House (a) Fire Risk Assessment – the DCE sought approval for the expenditure relating to improvement works at Mary Kendall House following the recommendations of the fire risk assessment.

Following discussion it was **AGREED** to **RECOMMEND** approval of the expenditure relating to works to reduce the fire risk at Mary Kendall House as specified below:

- Supply and fit ½ hour fire door with in tumescent fire and smoke seal and overhead door close mechanism and prepare and decorate reusing ironmongery from old door at a cost of £373.35 plus VAT;
- Supply and fit fire line plasterboard skim finish to achieve ½ hour fire protection, re-fit light fitting and smoke detector and prepare and decorate new ceiling at a cost of £470.27 plus VAT;

It was noted that both of these pieces of work will be carried out by Ron Bullock

Building Contractors at a total cost of £843.62 plus VAT.

- Change the door locks to turn buckles to the patio doors to achieve a quicker means of escape to be carried out by Beacon Locksmiths for the sum of £90.00 (not VAT registered).

PP/2014/35

Correspondence:

- a) **Any item of correspondence that the Chairman considers appropriate;**

A letter had been received from Mr Peter Old of the Joint Committee dated 20 May 2014 requesting that 15m or more of the fir trees situated at the tennis courts adjoining Athelstan House be removed, to facilitate a Firework and Bonfire Display.

Following discussion and a vote taken, it was **AGREED** to **RECOMMEND** that Officers respond to Mr Old advising that Bodmin Town Council would support the removal of the fir trees as proposed. This approval was subject to the Joint Committee covering all costs associated with the removal of the trees, making good the area and that works commence outside of bird nesting season. In agreeing to this work the Council would request that the Joint Firework Committee provide a broad leaf tree as a replacement in Priory Park.

It was noted that Councillor K W Stubbs voted against this proposal.

PP/2014/36

Charterwood Report – RFO to report

The RFO's report summarising the key findings of the Charterwood Report was circulated to Members during the meeting.

Upon consideration of the recommendations from Charterwood and the RFO's further recommendations, Members considered each issue in turn.

Following discussion it was **AGREED** to **RECOMMEND** the following:

- Within new tenancy agreements a service charge be charged to all tenants based on a percentage of the m2 of the total costs of the building and that a car parking space be included within the agreement;
- SWERCOTS annual rental to be set at £800.00 plus V.A.T. with a 2% service charge of the total costs of the building, to include a car parking space with additional cleaning charges negotiated where necessary;
- To speak with RTP Surveyors or another building surveyor about obtaining an estimated cost for reinstating the front lobby/entrance with cost estimates and further information being referred back to the Properties Committee for consideration ;
- Officers to research the level of interest in relation to potential tenants to rent the downstairs (ground floor) office space;
- The Offices on the top floor are refurbished prior to staff relocating and accommodating that space;
- The money within the current budget and what was earmarked during the 2013/14 year end to be spent on refurbishing the existing rooms and suite, to include modern technology which meets current user demands;
- Once rooms are updated, that the Shire House Complex be advertised so that usage is significantly increased;
- Review charges, noting that it is considered that the room hire prices are appropriate for the area, however if the service provision is enhanced as suggested, that the usage will significantly increase, in turn creating a higher return.

- To give consideration towards renting the Mayor's Lounge to external customers and to investigate measures to reduce risk associated with any losses / damage to the room. Officers will give further consideration to charging a 'premium rate' for the hire of this room and are asked to bring recommendations for charges, back to this Committee for consideration.

Following discussion it was further **AGREED** to **RECOMMEND** that the RFO would circulate a copy of the full Charterwood report to Members and attendees of this Properties Committee meeting via e-mail.

PP/2014/37

Bodmin Beacon Management Advisory Group – minutes of meeting held 23 April 2014 and Spring 2014 Newsletter– (copies enclosed)

Matters arising:

Page 4 – Item BBMAG/2014/006(b) - Cornwall Council restructuring – The DCE reported that the recent round of restructuring has seen Ms Coralie Barrow successfully appointed to the role of Countryside Officer. The DCE further advised that the impact into the future will see the rationalisation of partnership support and the role will be concentrating on asset management work including the implementation of management plans for delivery by CORMAC. There is currently an ongoing commitment by the CORMAC Ranger to support the Group as they deliver the work programme on site but without funding opportunities to deliver tangible improvements, the future of the Group seems uncertain.

As a result the DCE advised that the Group will therefore need to consider how it operates into the future. The view of Officers is that without a clear focus which the Special Projects provided, the Group has become stagnated and without a clear purpose.

Following discussion it was **AGREED** to **RECOMMEND** that once the implications of the restructuring for the BBMAG are more fully known, the issue would be brought back for discussion at a future Committee meeting in the Autumn of 2014.

Page 3 – BBMAG/2014/004 – Management update and future works - Councillor S H Kinsman raised concern over the level of litter present along Launceston Road and originating from the recently opened KFC establishment, of which she was aware of complaints from the public having being made.

Following discussion it was **AGREED** to **RECOMMEND** that the DCE would liaise with the Environmental Protection Officer concerning the matter, to establish what action is being taken and what sanctions have been put in place.

It was further **AGREED** to **RECOMMEND** that this issue would be brought back to Committee when Officers have been able to establish further information.

Anti-Social Behaviour on the Beacon

The DCE advised that there has been some ongoing problems at the Beacon with youth related anti-social behaviour. One particular recent issue of concern has related to damage and felling to trees, building of encampments and tree houses, evening and late night drinking and reports of drug use. There have also been reports of bmx / motorbike use on the Reserve in the wooded area opposite the Monument Way junction at the top of Rock Lane. The DCE reported that the Sites Ranger is assessing what works can be carried out at this boundary to restrict continuing access.

The DCE advised that a local resident and Cornwall Council have reported the issue to the Police. Furthermore, the resident had become frustrated by the service they had received from the '101' number and an apparent lack of action, which has resulted in further complaints by the resident to their MP and the local media.

Following further action taken by the Landowners (Cornwall Council), the site has been surveyed for safety and a crime reference number allocated. A PCSO has been assigned to the case and is in the process of taking appropriate action.

This information was noted by the Committee.

PP/2014/38

SW in Bloom – DCE to report

The DCE reported that the Council and Bodmin in Bloom have entered into 'South West in Bloom' for the third year running. Due to the population, Bodmin is entered into the 'Portman Cup' Category and with the 100 year anniversary of the beginning of World War 1, the focus this year has been on four new flowerbeds.

The intention for the judging day, is to have students from Bodmin College recite two poems, namely 'Flanders Field' and 'For the Fallen', which have provided the inspiration for the flower beds in this commemorative year.

The DCE reported that judging will take place on 4 July 2014 and the award ceremony this year is being held in Trowbridge on 18 September 2014.

Particular mention was given to Ms Mandy Hamilton-Winger who had produced some excellent work on the 'drumhead' flower bed.

Following discussion, it was **AGREED** to **RECOMMEND** that the Parks Team be given due recognition for their hard work in relation to the project along with the Senior Projects Officer, Carolyn May.

The DCE invited Members to join staff with the preparations on the 30 June 2014 and to assist in the form of 'weeding' in advance of the judging.

PP/2014/39

Shire House Suite Piano – DCE to report

The Town Clerk advised that following confirmation from the Facilities Administrator, the last time that a request was received to use the piano in the Suite was in 2007.

Due to the evidenced lack of demand for the piano from those hiring the Shire House Suite and due to its current location near a fire escape, the Town Clerk sought approval for disposal of the piano for the best possible price.

Following discussion, it was **AGREED** to **RECOMMEND** that Officers be granted delegated authority to progress matters relating to the sale of the Shire House Suite Piano and to sell it for the best possible price.

PP/2014/40

Shire House Roof Refurbishment – TC to report

The DCE updated Members on progress in relation to the work programme for the Shire House Roof Refurbishment and advised that the Contractors are currently in week 9 of their 20 week work programme.

The DCE reported that the Flag Pole to the front elevation of the building is in extremely poor condition and in need of replacing. Officers have therefore asked

for quotes to replace the flag pole and the cost implications will be reported to either the Full Council Meeting on 17 July 2014 or the Properties Committee Meeting on 31 July 2014, as appropriate.

In relation to requests received from some Councillors expressing an interest to go up the scaffold structure to take a closer look at the Shire House roof refurbishment work, Officers had consulted with Martin Winchester of RTP Surveyors, in this regard. Members were advised by the DCE that this could be accommodated upon receipt of an appropriate induction by the Contractor and upon consultation with the Council's insurance providers. Members were asked as an alternative, to consider utilising the photographic record which is being carried out of the works.

This information was noted by the Committee.

PP/2014/41

Cycle Racks at Shire Hall – Report from SPO – (copy enclosed)

A copy of the Senior Projects Officer's report including the recommendation had been circulated to Members for consideration prior to the meeting.

Following discussion, it was **AGREED** to **RECOMMEND** approval for the expenditure for eight 'Sheffield Stand (with bar)' style cycle racks to be sited adjacent to the Shire Hall (in front of the railings) on the Mount Folly.

It was further **AGREED** to **RECOMMEND** that the cycle racks be sourced from 'Barriers Direct' of Essex, at a cost of £68.08 + VAT each, and at a total cost of £544.64 + VAT.

PP/2014/42

Fair Park Play Equipment – DCE to update

The DCE advised that the new multi-use Quest unit and Basket Swing at Fair Park have both been installed by the Contractor and Matta are expected to arrive on site week commencing 30 June 2014 to install the impact absorbing safety surfacing.

The DCE reported that during the extraction of the old equipment, the Parks Team discovered a much larger concrete foundation than was anticipated. Given the need to be offsite to accommodate installation, and as there was only a small window of opportunity to complete works, the decision was taken to hire-in the appropriate plant and breaker to remove the concrete base and to push back the bus shelter work at Dennison Road.

The DCE commented that the Parks Team delivered this work in an extremely professional manner with special credit going to Mr Ron May and Mr Mark Hawken.

The DCE reported that the budget included a 5% contingency equating to £1,500.00 and that there is some cost saving being achieved with re-use of old Play Matta tiles. Officers therefore anticipated that the project will come in on or under budget.

Members were very pleased to note this information.

Following discussion, it was **AGREED** to **RECOMMEND** that Officers would work with the Chairman of Promotions to prepare a press release and that a photo shoot would be arranged on site.

PP/2014/43

Dennison Road Bus Shelter – DCE to update

The DCE advised that the new bus shelter was due to be delivered the week commencing 30 June 2014 and installation will occur on delivery as the shelter is arriving as a complete unit.

The site has been prepared in readiness for the shelter and the DCE commented that Mr Ron May and Mr Mark Hawken have excelled with this work. Furthermore, the work had not been without complications, namely the presence of a pipe relating to the management of surface water run-off from the newly created car park. The DCE reported that the pipe was not on any site survey plans obtained prior to work starting on site.

The DCE further advised that once the installation has been completed, Officers will progress matters relating to the legals and Land Registry

Following discussion, it was **AGREED** to **RECOMMEND** that a photo opportunity be organised to include the Mayor of the day to recognise the achievement in providing a new bus shelter at this location.

PP/2014/44

Mount Folly Access Barrier – Report from DCE – (copy enclosed)

A copy of the report from the DCE, including the recommendation had been circulated to Members for consideration prior to the meeting.

Page 1 – Item 1 - Westcountry Gates and Barriers – Bullet point 6 - As a matter of accuracy it was noted that this bullet point should be amended to read *'One cubic metre of concrete delivered to site.'*

Following discussion, it was **AGREED** to **RECOMMEND** suspension of Financial Regulations 11.1 (b) (ii) in respect of expenditure requiring three quotations and that Westcountry Gates and Barriers is contracted to supply and install the rising bollard for the total sum of £10,623.44.

It was further **AGREED** to **RECOMMEND** that the Council enters into a maintenance contract with Westcountry Gates and Barriers at a cost of £645.00 plus VAT Per annum and that the expenditure would be taken from Reserves.

It was further **AGREED** to **RECOMMEND** that Officers would make enquiries as to whether the operating devices could be used to record the user who had operated the mechanism.

PP/2014/45

Shire Hall exterior works tender – Hutton & Rostron – RFO to report

A copy of the report from the RFO, including the recommendation, had been circulated to Members for consideration prior to the meeting.

Councillor S R Stephens declared a Non-Registerable interest in respect of this item and left the room for the duration of the discussion and voting thereon.

It was **AGREED** to **RECOMMEND** that the RFO would circulate a copy of the full report from Hutton and Rostron to all Members and attendees of this Committee Meeting.

Following discussion, it was **AGREED** to **RECOMMEND** that Darrock and Brown be appointed for the Shire Hall External Works at the cost of £33,318.00 (including 20% contingency).

Following discussion, it was **AGREED** to **RECOMMEND** suspension of Financial Regulations 11.1 (b) (ii) in respect of expenditure requiring three quotations and that RTP be appointed as the CDM Co-ordinator for this project to the maximum value of £1,800.00 plus VAT.

Following discussion, it was **AGREED** to **RECOMMEND** that Hutton and Rostron be appointed to oversee and manage the contract at a cost of £5,400.00.

Following discussion, it was **AGREED** to **RECOMMEND** that of the total project costs valued at £40,518.00, £31,150.00 be allocated from Earmarked Reserves for this work with the remaining (£9,368.00) being used from the 2014/15 Revenue Buildings Contingency Fund.

The Town Clerk reported that further to the suggestion received concerning handrails on the Shire Hall steps, investigations have been made with the lead Conservation Officer in the area to further this matter.

PP/2014/46

Mary Kendall Lease – DCE to report

The DCE was pleased to report that matters relating to the Mary Kendall lease were progressing and specifically highlighted the following issues to Members.

- There has been a need to clarify the number of signatories from the Pre-School in terms of meeting their constitutional requirements. The Council's Solicitor is going to deal with this point as information from the Pre-School has been rather vague on the requirements of their constitution.
- In relation to the Schedule of Dilapidation with the Pre-School's Solicitor seeking to amend the lease to *'provide that our clients do not have to put the property in any better state of repair than it is at present and presumably any reference to greater can be removed'* the DCE was able to provide an updated position. The DCE had discussed the issue with the Council's Solicitor and Mrs Pay. It is an Officers view that if the Pre-School were to press for this point, Officers would need to refer this back to Council with a recommendation that any transition and escalator is removed and that the new lease commences at the full market rental of £5,000 per annum. Mrs Pay has advised that she simply wants to wrap-up the lease and as such will be instructing her Solicitor to withdraw this point.

The DCE advised that he hoped to be able to report to Full Council in the near future seeking authority for the new lease to be signed in line with the terms and conditions as agreed through and by this committee.

This information was noted by the Committee.

PP/2014/47

Public Rooms – Repairs to SW Elevation – DCE to update

The DCE advised that despite some early delays on site, Bromleigh Building Services have carried out excellent work to the SW elevation of which their window refurbishment work is particularly noteworthy.

The DCE further advised that Mr Rob Wickes, Surveyor at Ward Williams, has reported that the work has been extremely difficult due to the fragility of the wall. The Contractors have therefore put resin bonding stones in place to make the wall secure.

The DCE further advised that Officers have instructed the Contractors to remain within budget given the Council's short-term plans to dispose of the building.

The DCE further advised that Mr Wickes has reported that there are some areas higher up the elevation needing attention, not included in the schedule of works and which relates to lead flashing around the chimney and some loose coping stones to the ridge line.

Due to the risk of water ingress and Health and Safety concerns, Officers have sought quotes to be prepared so that these costs can be considered by the Council.

Furthermore, and in light of the continuing works at the Public Rooms, the DCE advised that Officers have extended the car park permits for staff at Livingstone's Jewellers so that Bromleigh can continue to have unrestricted access.

This information was noted by the Committee.

PP/2014/48

Gantt Chart – (copy enclosed)

ID 25 - Coldharbour – Reseed Pitches – Councillor S J Horne enquired as to whether the Coldharbour pitch site would be secured during the reseeding works.

The DCE responded that best efforts are made to secure the site and furthermore that a meeting has been arranged between Officers, the Chairman of Properties and the Chairman and Secretary of Bodmin Youth Football Club.

This meeting will provide an opportunity to discuss various issues relating to use of the Coldharbour pitch including: the site boundary to mitigate unauthorised use of the pitches, which will need to include upgrade of the vehicular access gate; and the usage of the pitches to include the disturbance caused to neighbouring properties through youths retrieving balls from gardens without permission or consent from the property owner.

This information was noted by Committee.

PP/2014/49 -
Additional Item

Higher Bore Street Toilets - Roof Space – The Town Clerk reported that following electrical works carried out at Higher Bore Street Toilets, a recommendation from the contractors had advised that Council obtain a survey to confirm the presence of woodworm. Following this advice, the Council's Pest Controllers were contacted and they reported that although they were unable to deal with the issue, they recommended a larger company be commissioned who would be able to provide an appropriate warranty for the works.

As a result, Rentokil, have surveyed the roof space and verbally advised that the extent of woodworm is to the full roof space, and the whole block will need to be closed from the public for approx 1 week with all vents sealed prior to treatment. The Town Clerk further advised that Officers were therefore currently awaiting a quotation for this work.

Following discussion, it was **AGREED** to **RECOMMEND** that Officers be granted delegated authority to proceed with commissioning the work relating to the treatment of the wood worm in the Higher Bore Street Toilets.

It was further **AGREED** to **RECOMMEND** that Officers would consult with the Chairman of the FS&PM Committee and the Chairman of the Properties Committee in relation to the quotation for the works.

It was further **AGREED** to **RECOMMEND** that Officers be mindful to arrange the works to follow Heritage Day and so as not to coincide with any significant

community event in the town.

It was further **AGREED** that an appropriate press release and signage for the temporary closure be arranged to notify the public i.e. this is a short-term closure to facilitate works.

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