

**MINUTES** of the **Properties Committee** Meeting held on Thursday 31 July 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 S J Horne, A M Kerridge, J M Lyne, R Solomons, S R Stephens and K W Stubbs. Councillors J R Gibbs and S H Kinsman were also present but did not vote, not being Members of this Committee.

**IN ATTENDANCE:** Mr Stephen Facer (Deputy Chief Executive) and Ms Hannah Stevens (Committee Clerk).

**CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:**

The Chairman announced that the item concerning Robartes Toilets would be considered in committee and itemised as PP/2014/67.

PP/2014/52      **Public Representation Session** – there were no Members of the Public present.

PP/2014/53      **Declarations of Interest – Members to declare interests in respect of any item on the agenda**

Councillor J Gammon declared a Disclosable Pecuniary interest in respect of item PP/2014/61 - Berryfields play equipment as she is a Trustee / Director of the Berryfields and District Community Centre.

PP/2014/54      **Minutes of the Properties Committee Meeting held on Thursday 26 June 2014. (copy enclosed)**

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

Matter arising:

**Page 3 – Item PP/2014/36 – Charterwood Report** – Councillor A M Kerridge advised that she had not received a copy of the full Charterwood report although it was confirmed during the discussion that other Members of the Committee were in receipt of the report.

Following discussion, it was **AGREED** that the DCE would arrange for circulation of the Full Charterwood report to Councillor A M Kerridge as required.

**Page 2 – Item PP/2014/35 – Correspondence** – The DCE reported that a letter had been sent to Mr Old dated 24 July 2014 setting out the Council's position and suggesting a site meeting to discuss the scope of works in more detail and how any arising tree stumps would be dealt with.

**Page 3 – Item - PP/2014/37 – Page 3 – BBMAG/2014/004 – Management Update and Future Works** - The DCE reported that further to discussions held with Mr Jason Drew, Environmental Protection Officer, he had been advised that KFC are keen to assist and will be taking additional measures to try to reduce the level of litter arising from their premises. This will include writing down the vehicle registration details on 'drive through' order packaging for vehicles considered more likely to litter with the view that with combined efforts with the Police and Cory, Environmental Fixed Penalty Notices can be pursued with the registered keeper of the vehicle. This was less than straightforward however as 60% of the KFC business related to 'drive through' sales.

The DCE further reported that Mr Drew had advised that there were no conditions attached to the premises upon the grant of the planning application in relation to litter.

**Page 7 – PP/2014/47 – Public Rooms – Repairs to SW Elevation** – The DCE reported that further to a meeting held with Ward Williams Associates and Bromleigh Building Services, he was able to report that the chimney and lead flashing work had been completed.

The DCE further reported that he had been advised that there are a number of loose coping stones and a section of wall which required urgent repair. The DCE further advised that a quote for this repair was being prepared by Bromleigh and that it was hoped to proceed under permitted Emergency Expenditure (Financial Regulation 3.4) in consultation with the Chairmen of FS&PM and Properties Committees.

Following discussion, it was **AGREED** to **RECOMMEND** authorisation of the required repair work (in consultation with the Chairmen of FS&PM and Properties Committee) and in accordance with Financial Regulations 3.4, to use Emergency Expenditure Authorised by the Town Clerk at a cost up to £3,000.00 given the health and safety implications.

PP/2014/55

**Correspondence:**

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

A copy of a letter received from Mr Old, Chairman of the BCA dated 28 July 2014 was circulated to members during the meeting.

It was noted that this letter had been sent to all Council Members and to the Cornish Guardian newspaper.

Following discussion, it was **AGREED** to **RECOMMEND** responding to Mr Old, acknowledging that the delay in matters relating to the sale of the Public Rooms rested with the Council and specifically the initial registration and the drafting of the contract. Furthermore, Officers were of the view that whilst the process should be more streamlined, it is likely to take a further 6 months to mutually agree to the final version of the necessary legal documentation and to be in a position to be able to exchange contracts to include an appropriate overage mechanism.

PP/2014/56

**Beacon LNR – Green Flag update – DCE to report**

The DCE was pleased to report that the Beacon had been successful in being awarded the Green Flag Award for the 7th consecutive year.

The results of this year's awards were embargoed until 28 July 2014 and Officers were liaising with Coralie Barrow, Countryside Officer regarding a media release and photo opportunity.

The DCE further advised that the Judges' reports are usually received between August and September 2014 and always assist with critical feedback regarding the site management.

This information was noted by the Committee.

PP/2014/57

**Coldharbour – DCE to report**

Councillor S R Stephens declared a Non-Registerable interest in this item as his

sister is the Secretary of Bodmin Youth FC and therefore left the room during any discussion and voting thereon.

The DCE reported that a very constructive meeting had been held with Mr Lee Morford, Chairman of the Bodmin Youth FC on 11 July 2014 where it was confirmed that Bodmin Youth FC will be looking at various issues to ensure that a balanced approach to ongoing use at Coldharbour is maintained. Measures under consideration will include:

- a review of the orientation of the top pitches to mitigate balls from entering neighbouring gardens;
- an increase in the amount of U14 and U15 matches taking place on the Priory Park pitches;
- the accommodation of more matches on the bottom pitch for 11 aside and 9 aside matches;
- team managers and visiting clubs will be reminded to refrain from using antisocial language; and
- the Club will more regularly run the showers in the changing rooms to reduce any Legionella risk.

The DCE further advised that Bodmin Town Council will be addressing various issues including:

- installation of new fencing along sections of the leylandii hedgerow to mitigate balls entering gardens and to deter any ongoing unauthorised access to gardens;
- obtain quotes to replace the existing five-bar vehicular access gate on the Castle Canyke Road side of the grounds with a closer boarded and higher gate to deter unauthorised access; and
- planting of any gaps in the boundary hedgerow with blackthorn / quick thorn mix;

The Town Council workload drivers would be incorporated into the Gantt Chart.

The DCE advised that an e-mail had been received from Mrs Trina Greenough dated 28 July 2014 requesting the fertilisation of Priory Pitch 2 to make that pitch more useable given aspirations around increasing use for their 11 aside teams. Further, the Club are investing in new goals, re-surfacing of goal mouths and seeding areas. The Youth Club were therefore looking to see if the Council could contribute towards the cost of the fertilisation of the pitch.

The DCE advised that as a comparator, Coldharbour had been recently fertilised (12 bags of fertiliser) at a cost of £187.20 inclusive of VAT and that this work had taken around 2 hours work for the Council's Tractor Operative.

Following discussion, it was **AGREED** to **RECOMMEND** that as a gesture of good will, and on a without prejudice basis, Bodmin Town Council would authorise the works and approve the expenditure associated with fertilising Priory Pitch 2, to include purchase of 12 bags of Yara fertiliser and use of Council equipment and staff resource as required.

PP/2014/58

### **St Lawrence's Churchyard Survey – DCE to report**

The DCE recommended that Nationwide Surveys be contracted for the sum of £815.00 excluding VAT to carry out a topographical survey to include a fully comprehensive identification of all interred remains, markings and tablets and an updated list to plot names with tablet positions. This will update the 2008 survey (map and tablet numbering key) carried out by Nationwide Surveys so that the

Council can plan space for new interments and number accordingly. This will also provide the council with a definitive list as and when the Churchyard is closed to interments.

Following discussion, it was **AGREED** to **RECOMMEND** commissioning Nationwide Surveys to undertake an update of the St Lawrence's Churchyard Survey to include: topographical survey of all of the area; with a fully comprehensive identification of all interred remains; markings and tablets; and an updated list to plot the names with tablet positions, at a cost of £815.00 excluding VAT.

PP/2014/59

#### **Athelstan House – Disposal of Small Land Parcel – DCE to report**

The DCE reported that he had received an e-mail from Mr Richard Smith (Regional Land Director, SW Region – McCarthy & Stone) in connection with the Town Council's land parcel to the North East corner of the existing site. Mr Smith has advised that McCarthy & Stone either need to amend their plans to exclude the Council land parcel or look to acquiring the land from BTC.

The DCE informed that at the Special Council meeting of 19 June 2014 (item C/2014/112 refers) the Council agreed to itemise the sale of this small land parcel on a future Committee agenda so that it could formally resolve to dispose of this asset.

Following discussion it was **AGREED** to **RECOMMEND** that Bodmin Town Council resolves to sell the small parcel of land, (as shown on the copy site plan circulated with this agenda and to the North East of the McCarthy & Stone site), to McCarthy & Stone, and subject to contract.

It was further **AGREED** to **RECOMMEND** that McCarthy & Stone be asked to cover the Council's legal costs associated with the sale of the land.

The DCE further advised that an enquiry had been received from Mr Smith, concerning the possibility of McCarthy & Stone establishing a private pedestrian link from the proposed site into the adjoining park. The DCE advised that McCarthy & Stone are prepared to pay the Town Council to establish a link which would allow their residents a direct route into the town centre without walking via Priory Road. The DCE informed that this type of request had been resisted and refused in the past on the grounds of establishing precedent and therefore sought Committees view.

Following discussion, it was **AGREED** to **RECOMMEND** that Officers respond to McCarthy & Stone, requesting that they provide further detail in relation to this request i.e. the proposed route for the link into the park and if they envisage putting in place any arrangements to control this access, so that this information can be put before Council for further consideration.

PP/2014/60

#### **Fair Park Play Equipment – DCE to update**

The DCE was able to report that the new play equipment at Fair Park was being well utilised although Officers had been made aware of some concerns from parents that the equipment is too advanced for young children. The DCE advised that the play equipment had been replaced on a 'like for like' basis according to age range. The Chairman of Properties had responded to the Press to advise of the age range for the new equipment and to also inform that the Council will consider the inclusion of toddler equipment as part of its budget setting process for 2015/16.

This information was noted by the Committee.

PP/2014/61

### **Berryfield's Play Equipment – DCE to report**

Councillor J Gammon declared a Disclosable Pecuniary interest in respect of this item and therefore left the room during any discussion and voting thereon.

The DCE reported that in May 2013, Officers had contacted Park Leisure with concerns over the cross trainer/ski equipment that they had supplied to Berryfields, as some of the metal work was getting weak and had started to fail at the weld point. As a consequence Officers requested that Park Leisure reset the loose bases on several pieces of this fitness equipment, which was agreed with a date set for collection as this work could not be carried out onsite. The Council's Parks team removed the faulty equipment and as far as Senior Officers were concerned this had been collected by Park Leisure for assessment and repair. This work was overseen and arranged by the then Foreman.

The DCE advised that following the Council's restructuring and the return to work of the Senior Projects Officer, it has now been established that one of the pieces of equipment has been deemed missing, as neither Park Leisure, nor the Council have any records to prove collection of the equipment occurred. As the Foreman is no longer employed by the Council it has not been possible to ascertain the detail of the collection arrangements.

The DCE therefore advised that a quotation for the replacement of one side of the unit along with a quotation for a complete unit on a like for like basis had been sought.

Following discussion, it was **AGREED** to **RECOMMEND** that Officers would advise Park Leisure that following investigations, it appears that the equipment is missing and suspected stolen and to advise that the Council would therefore be reporting the incident to the Police for investigation. Furthermore Bodmin Town Council will assume that Park Leisure will assist with any lines of enquiry made by the Police to include the provision of any required documentation to assist with the investigation.

It was further **AGREED** to **RECOMMEND** that following receipt of the awaited quotation, Officers would further liaise with the Berryfields Community Centre to establish their intentions in relation to new equipment, with a view to establishing what funds can be made available to support the Community Centre's bid for new play equipment to grant funders such as Sanctuary Housing. This latter option might be the preferred route rather than replacing this piece of gym equipment.

PP/2014/62

### **Shire House Roof Refurbishment – progress update and quotation to replace ceiling (top floor) - DCE to report**

The DCE reported to Committee the progress in relation to the Shire House Roof Refurbishment and advised that the expected completion date is 12 September 2014.

The DCE further advised Committee of an incident which had occurred on 2 July 2014 at around 02.00 a.m. where an alarm had been triggered in the Shire House. It was later established that access had been gained to the building via the external scaffold by someone either falling or breaking through the ceiling on the top floor of the Shire House. The DCE advised that the incident had been reported to the Police however investigations have so far been inconclusive.

The DCE sought approval of the expenditure in relation to the betterment of the ceiling following the unlawful entry, noting that the cost of the works had been notified to the Police.

Following discussion it was **AGREED** to **RECOMMEND** Ron Bullock Building Contractors carry out the repair work for the total sum of £1,288.00 plus VAT.

PP/2014/63

#### **Mount Folly Access Barrier – DCE to update**

The DCE reported that an order had been issued to procure the rising bollard and that the commencement date was dependent upon the Shire Hall external work.

The DCE further advised that following a request from a Member, investigations had been made concerning the key fobs ability to record the last user operating the access barrier mechanism. Following advice sought from RTP Surveyors and the cost implications to fit software to perform this function (likely to be an expensive option running into a few thousand pounds), the DCE recommended that this enhancement not be pursued at this time. The DCE advised that the likely scenario was the Council issuing 1 x key fob to a third party therefore making it easy to monitor. The alternative option was a CCTV system but this would cost a minimum £1,000.00 and be subject to data access requests.

Following discussion, it was **AGREED** to **RECOMMEND** that the software upgrade and / or CCTV option not be pursued and that the Council monitors the rising bollard for any misuse or abuse of the system by any third party.

PP/2014/64

#### **Gantt Chart – (copy enclosed)**

- a) **ID 19 – Honey Street – Paint Street Furniture** - Following discussion, it was **AGREED** to **RECOMMEND** that this item be removed from the Gantt Chart as it had been included as a result of an oversight and related to land not controlled by BTC.
- b) Councillor J Gammon raised concern over the ongoing costs associated with the repair work required to the wall in front of the Berryfields Community Centre and raised a safety issue in terms of stones which were being thrown into the nearby road.

The Chairman advised that this item would be further discussed under item PP/2014/68.

- c) Following discussion, it was **AGREED** to **RECOMMEND** inclusion within the Gantt chart of painting of the railings at St Lawrence's Church and furthermore that this work would be carried out in Spring 2015, subject to weather.
- d) Councillor S H Kinsman advised that she had received numerous requests from friends and relatives of patients of Bodmin Hospital for Bus Shelters to be placed on either side of Westheath Avenue.

Following discussion, it was **AGREED** to **RECOMMEND** that Officers would make investigations in relation to situating bus shelters on Westheath Avenue and furthermore that the 'Friends of Bodmin Hospital' be approached to ascertain if they would contribute any funding.

- e) Following a concern raised by Councillor J M Lyne in relation to waste remaining in the park bins following the 'Alstock' event, and an enquiry as to when this was scheduled to be collected, the DCE reported that bins are

emptied via schedule arrangement with any full bins emptied as and when noticed by staff. However, the DCE advised that he would raise this issue with the SPO so that this could be reinforced to the parks team.

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