

MINUTES of the **Properties Committee** Meeting held on Thursday 5 April 2018 at 6.00 p.m. in the Shire House Suite, Shire House, Bodmin.

PRESENT: Chairman, L L Frost presiding; together with Councillors P Brown, J P Cooper, A M Kerridge, S H Kinsman and K W Stubbs.

IN ATTENDANCE: Mrs A Banks (Responsible Finance Officer (RFO)), Mr R Davies (Parks and Open Spaces Manager (POSM)), Mr S Facer (Town Clerk) and Mrs B Briggs (Senior Administration Assistant).

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

The Chairman announced that Angel Trails were unfortunately unable to attend due to work commitments and would attend a future meeting. It was noted that this was a future, rather than an active, project and therefore not time-critical.

Apologies were received from Councillors P Cooper, J Gammon and P L G Skea.

PP/2018/27 **Declarations of Interest – Members to declare interests in respect of any item on the agenda**

Councillor L L Frost declared a Non-Registerable Interest in item PP/2018/45 as he is a football coach with Bodmin Youth.

PP/2018/28 **Public Representation Session**

Mr M Jackson from Explore by Bike, having sent an email to Councillors P T Cooper and E M Ahearn (PP/2018/30(c) refers), outlined that he had just started a business offering mobile bike hire and was looking into the possibility of hiring bikes from locations around the town, such as Scarlett's Well (Hillside Park) or The Borough Arms at Dunmere, for those wishing to cycle the Camel Trail. The set up would involve 10-12 bikes unloaded from a van onto a stand, possibly with flags and/or a canopy, to be dismantled and removed at the end of each day. The Town Clerk confirmed the existing car park at Hillside Park was owned by Cornwall Council. Mr Jackson noted that Cornwall Council had been very supportive of his business. The Chairman noted that this matter would be discussed further under item 6 of the agenda.

A member of the public then questioned the possible refurbishment or rebuilding of Town Council owned toilets. He suggested that there are companies who can take on management of the toilets on behalf of the Council with a charge for use to cover costs. He felt that these work effectively elsewhere and he would like to know if this could be explored rather than public funds being used for a rebuild.

The Chairman confirmed that this option had been explored. The Parks & Open Spaces Manager (POSM) reported that they had spoken with companies who provide these services. One problem was that the footfall required to take on the toilets was too low at some sites for the companies to be interested. He noted that there are different ways of managing such a contract, but as an example the charge for use at Higher Bore Street could be as high as 50p which Council felt was far too expensive. Members also felt that charging for use of the facilities would be prohibitive for many people and they had previously agreed to continue to provide them free of charge.

PP/2018/29 **Minutes of the Properties Committee Meeting held on Thursday 25 January 2018**

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

Matters arising:

Page 1, PP/2018/04 (a) – Bodmin Town Football Club water runoff issues: The Town Clerk advised that a meeting had taken place with himself, the RFO, the POSM and representatives from BTFC which included Chris Batters (Chairman), Mr and Mrs Retallack and Mr Gilbert (First Team Manager) on 23 February 2018 relating to surface water and unplayable pitches leading to a loss in gate receipts. He reported that Cormac were to carry out remedial work from the Athelstan Park direction to divert water to drains in the car park rather than onto the pitch. The club were also keen to explore FA grants to improve pitch drainage, especially bearing in mind a potential ground share with Truro FC as the level of use on the first team pitch would increase if the pitch share proceeds.

The Club had enquired as to whether the Council would look favourably on match funding, as any grant would improve the Council's pitches and the Town Clerk advised that the Club would need to make a presentation to Council at the appropriate time to set out the scope of their project and any match funding support. The Club had also queried the rationale behind the market rent which they felt was high in comparison to other clubs across the county. The Town Clerk reported that he had advised the Club that the Council had obtained market rental valuations which included rental comparator information. A copy of this rental valuation has been shared with the Club. The Town Clerk advised that the Club signed the lease agreement at the time with an awareness of the proposed level of rent.

It was queried as to the work already carried out by CORMAC to mitigate the run off issues. The Town Clerk reported that CORMAC had already completed the agreed works on the other side of the pitch (Priory Road side) and further noted that the town has experienced an unusually high level of rainfall this winter and that a lot of pitches in the county are experiencing similar problems.

It was noted that a representative from Sport England would be in attendance at the Community Engagement Event on 18 April 2018 which would be a good opportunity for the Club to explore options and it was **AGREED** that the Town Clerk would email BTFC to invite them to this event.

Page 4, PP/2018/07 – May Fair visit: The Town Clerk noted that Officers are very concerned about the ground conditions at Fair Park and that he had emailed Anderton & Rowland to advise them of the prevailing conditions given concerns regarding the movements of heavy plant in, onto and off the site on completion. The organisers will make a site visit to assess the situation but a deferment to a date in June or September is an option.

PP/2018/30

Correspondence:

- a) **Letter from Liskeard Town Council regarding Gull Survey** – a copy of this letter was circulated with the agenda. It was noted that although there is a small gull population at Priory Pond and that they can be a nuisance on bin collection days, particularly if bins or gull proof sacks are not used by local residents, it was not felt that there was a problem requiring survey. The letter was therefore noted.
- b) **Letter from Walker Lines Gymnasium Trust** – a copy of this letter was circulated with the agenda and noted.

For transparency, the Chairman, Councillor L Frost, noted that he had a Non-Registerable interest in this item, but as no discussion or voting / decisions were being made, he did not leave the meeting.

The Town Clerk also noted that this letter followed a very useful round table meeting with WLGT on 13 March, and that he had since received an email of thanks from the WLGT representatives for a helpful meeting and proposal.

- c) **Any item of correspondence that the Chairman considers appropriate –**
An email had been received by Mr Jackson from Explore by Bike after circulation of the agenda. It was circulated in advance of the meeting. Further to Mr Jackson speaking during the public representation session, the Town Clerk noted that Mount Folly might be a location to consider. Following discussion, it was **AGREED** that the POSM and Mr Jackson progress discussions.

PP/2018/31

Circus Vladimir

Subject to ground conditions, payment for the booking in advance and the usual conditions and requirements, and including a recharge for the cost of Kestrel guards should it be necessary to keep Fair Park toilets open, it was **AGREED** to **RECOMMEND** proceeding with the booking for this circus, to arrive on site on Sunday 24 June and vacate on Sunday 1 July, with operational days of Wednesday 27 June to Sunday 1 July.

The Town Clerk noted that any deferment of the May fair (see PP/2018/29 above) would be subject to them vacating the site before Circus Vladimir's arrival. Further, that as Anderton & Rowland enjoy Showman's Rights, it might be appropriate to cancel this circus to enable the Fair visit.

PP/2018/32

Circus Funtasia

The Town Clerk reported that this Circus had visited in the past and would like to return. Subject to all the usual conditions as per item PP/2018/31 it was **AGREED** to **RECOMMEND** proceeding with the booking for this circus, with provisional dates being to arrive on site on Monday 20 August and vacate on Monday 27 August, with operational days of Wednesday 22 to Monday 27 August.

PP/2018/33

Cornish Wrestling – request for use of Priory Park on 7 July 2018

The Town Clerk reported that, despite the possible cancellation of Heritage Day in 2018, the Cornish Wrestling Association have requested to use Narisa Lawn for the annual wrestling tournament as they would like to proceed with this either way. They had therefore requested use of the space on the afternoon of Saturday 7 July 2018.

The Town Clerk noted that the Hire Charges Working Party was due to meet on 10 April, and any free use or hire charge could be discussed then. The Cornish Wrestling event would normally be free of charge as it formed part of Heritage Day.

Following discussion, it was **AGREED** to **RECOMMEND** use of the space by the Cornish Wrestling Association, subject to the usual health and safety requirements being satisfied and that any hire charge information would be forwarded under separate cover to the event organiser once agreed by Council.

PP/2018/34

Notes from Public Conveniences Working Party held 21 February 2018

Notes of the meeting were circulated with the agenda.

It was noted for accuracy that Councillor P Brown was not present at this meeting, and that Councillor A M Kerridge had given her apologies. These notes would be amended accordingly.

The Chairman asked the POSM for clarification on what the next step needed to be. The POSM reported that he was not able to do any further investigation without putting an expression of interest on Contracts Finder as any detailed discussions with a potential contractor would be outside the spirit of the public procurement regulations and could lead to challenge from any competitor.

Following discussion, it was **AGREED** to **RECOMMEND** that a brief expression of interest be placed on Contracts Finder, outlining the requirement for a refurbishment or rebuild of Priory Park toilets, including possible kiosk.

Councillor J P Cooper voted against this decision.

PP/2018/35

Notes from Parks Department Compound Working Party meeting held 21 February 2018

Notes of the meeting were circulated with the agenda.

The POSM reported as an update that Drew Memorials on Walker Lines Industrial Estate had just completed a brand new, fit for purpose, building. He felt that this provided a good model to base the new works compound on, as the Council's requirements would not be too dissimilar and provided another option to those considered previously. This type of structure could also have cost benefits worth pursuing. In order to progress discussions, an expression of interest needed to be uploaded onto Contracts Finder.

Following discussion, it was **AGREED** to **RECOMMEND** placing an expression of interest on Contracts Finder for a new build compound on the existing site of the Parks machinery compound as that would not involve any land acquisition and would be likely to obtain planning consent given its current use.

PP/2018/36

Polytunnel Review

A report was circulated with the agenda.

The Town Clerk reported that one of the reasons for higher costs in previous years had been due to elaborate displays using carpet bedding plants which were expensive in comparison to current schemes where the primary focus has now moved to more colour and impact with a greater emphasis on cost awareness.

The rent figure for 2017/18 was queried and the POSM confirmed that this drop was due to the remaining section of the field being rented out for grazing.

The POSM highlighted that the running costs for 2017/18, excluding staff time as those costs are already part of the annual budget, was £2,492.35, which achieved plants for all Town Council beds for summer and winter planting.

Following discussion, it was **AGREED** to **RECOMMEND** continuing with the polytunnel facility.

PP/2018/37

New cemetery

A report was circulated with the agenda.

The POSM reported that either of the first two choices outlined in the report (coloured blue and red) would be preferable as a new site, as they were both a good size, offering good drainage due to topography, and good access with space for the creation of some parking spaces, an access road and a small shed for storing grave shoring equipment etc.

Option B (denoted in colour green) were the two fields to the southern side of Crabtree Lane which were an irregular shape and which were in private ownership.

No proposal was needed at this stage as enquiries were still taking place, and the POSM would come back to Committee with more news in due course. It was confirmed to a question that these fields were in the ownership of Cornwall Council (CC) but leased by way of agricultural tenancies and that the Countryside Officer (CO) was making enquiries.

PP/2018/38

Skate Park

A report was circulated with the agenda.

The POSM reported that the next stage was to get an expression of interest on Contracts Finder. Materials were discussed and their various pros and cons.

Following discussion, it was **AGREED** to **RECOMMEND** placing an expression of interest on Contracts Finder, detailing the location and scope of project without specifying budget at this point to draw out interest and to progress matters.

PP/2018/39

Beacon monument update

A report was circulated with the agenda.

The POSM reported that a positive to come out of the Structural Engineer's report was that there is no movement of the stone work in the structure. However, work will be required and scaffolding will be necessary to achieve any remedial / repairs. The report suggested that the work could be delayed for possibly another year, but that monitoring would be necessary.

Following discussion, and bearing in mind other projects currently being undertaken, it was **AGREED** to **RECOMMEND** that this project is delayed, but with ongoing monitoring in 12 months time by way of a further survey / engineers report.

PP/2018/40

St Lawrence's Hospital Fete

A report was circulated at the meeting regarding the annual Friend of St. Lawrence's Hospital fete which requested BTC assistance with grass cutting the site in preparation for their event on the grounds of the former hospital site.

Following discussion, it was **AGREED** to **RECOMMEND** that BTC could undertake the grass cutting, with a recharge to cover staff time and equipment fuel costs which the POSM had calculated as being in the order of £150.00 which reflected the community nature of the event. It was further **AGREED** to **RECOMMEND** that the POSM proceed with providing the fete committee with these costs.

It was noted that, due to this being Cornwall Council land, the organisers be advised that they could seek to recharge Cornwall Council for these costs.

Councillor J P Cooper voted against this decision.

PP/2018/41

Alstock Festival

The Town Clerk reported that this year's event was due to take place on Friday 13 and Saturday 14 July. Whilst the Council's current hire charge rate for this event is £150.00 per day for use of the space and as it requires closure of the Priory II car park leading to loss of income, he noted there would be work carried out by the hire charge working party which next meets on Tuesday 10 April 2018.

The Town Clerk informed that the organisers primarily set up on the Friday and have previously managed the traffic flow given the school runs extremely well. Whilst a meeting with the organisers to discuss the event planning has not yet occurred, he assumed that this is an event the Council would want retained in the community calendar, subject to the usual H&S (public liability and risk assessments) and liaison with the Police etc.

Members agreed that they were pleased to see the event going ahead and the information was noted.

PP/2018/42

Reuse of Granite slabs recovered from roadworks

The Town Clerk reported that this matter had been raised at the Annual Town Meeting.

It was suggested that a local competition could be offered for schools to submit design projects. The POSM noted that the plan from when the slabs were acquired was to engage the community so ideas would be welcomed. Councillor A M Kerridge considered that these granites could date from the medieval period and were therefore interesting from a local history perspective and reuse in the community as a key feature would be worthwhile. Councillor P Brown endorsed this stance.

Following discussion, it was **AGREED** to **RECOMMEND** that the POSM draw up a list of materials with some suggested locations and that the Callywith College and Bodmin College be asked whether this could form part of their student's coursework leading up to a winning design being selected. It was noted that at this stage the intention was to draw out interest in this concept.

PP/2018/43

Risk Management update

A report was circulated prior to the meeting. This report was noted.

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