

**MINUTES** of the **Properties Committee** Meeting held on Thursday 25 January 2018 at 6.30 p.m. in the Shire House Suite, Shire House, Bodmin.

**PRESENT:** Chairman, L L Frost presiding; together with Councillors P T Cooper, J Gammon, A M Kerridge, S H Kinsman, 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:** 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:** There were no announcements and apologies were received from Councillors P Brown and J P Cooper.

PP/2018/01      **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/2018/11 as he is a football coach with Bodmin Youth.

PP/2018/02      **Public Representation Session**

There were no Members of the Public in attendance.

PP/2018/03      **Minutes of the Properties Committee Meeting held on Thursday 30 November 2017**

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

PP/2018/04      **Correspondence:**

- a) **Email from Chair of Bodmin Town Football Club regarding Priory Park football pitches water runoff issues** – this email was circulated with the Agenda. The Town Clerk reported that a site meeting was held on Friday 19 January 2018 with representatives of Bodmin Town FC, CORMAC, Cornwall Council and the Environment Agency (EA) to consider the issues identified in the email. It was confirmed at this meeting that surface water is cascading from the new footpaths from Priory Road and the Priory Meadow areas leading to increased water on priory pitch 2.

In response to these issues and to mitigate further surface water problems, a scheme of minor works has been proposed by CORMAC which includes:

- Priory Road side of park – to install an appropriate intercept channel to divert water into chamber for outfall into Pen Dowr Meadow. A section of the ground will be re-profiled to divert water into Pen Dowr Meadow rather than the second football pitch. This work will fall under the previously consented works that the EA have approved.
- Priory Meadow side – to install a soak away to permeate water rather than giving it a direct runoff towards the second pitch. Water in this area has been generated by the additional surface area of footpath, where as previous there was more ability for natural soak away. Water may also be coming off the adjacent school play ground area but this soak away should mitigate future volume of surface water running off towards the pitch.

The EA were of course keen to protect the top of the dam but these works do not affect that area.

Given surface water issues, the Town Clerk advised that this would be something to bear in mind for any new skate park location.

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

PP/2018/05

### **Update on Bodmin Beacon Monument**

A report by the POSM was circulated with the agenda. The POSM reported that, during the week commencing 4 December 2017 he had a meeting on site with representatives from C F Piper and Son and Heritage Cornwall where the issues facing the beacon, both historically and in its current state of repair, were discussed.

The outcomes of this meeting were detailed in the circulated report.

The POSM then reported that earlier on the day of the current meeting, 25 January 2018, a drone had been up around the monument and produced some high res images, including all 4 sides and close ups of affected areas. The company also recorded a film, which the structural engineer can use, but that they have also indicated the Council can use free of charge and upload to its website.

Once the structural engineer has reviewed all the images a report will be produced and emailed, but from initial comments based on his experience with this type of structure, he indicated there could potentially be a number of issues including ones not previously highlighted as they cannot be seen from the ground.

The POSM reported that he would have more detail by the next Properties meeting, when he would report again.

PP/2018/06

### **Cemeteries:**

- a) **Land for new site:** The Town Clerk reported that as this had recently been discussed as a high priority, it is recommended that the Council make contact with local estate agents to see what land is on the market in the locality and further that the Parks Manager starts to consider land in and around Bodmin where size of plot, access and topography are appropriate so that enquiries can then be progressed.

The POSM commented that he is spending some time looking at availability of sites in Bodmin and the surrounding area. He is currently speaking with a farmer as one line of enquiry, as his land is reasonably flat and he may be prepared to dispose of part of it.

A consideration of composition of the required ground was queried. The POSM commented that granite will be a problem whichever sites are considered especially for double depth graves and it might be necessary to carry out some test digs.

It was suggested that it may be worth consulting land registry and possibly making approaches to land owners in areas where the ground looks most viable.

Also queried was the potential to investigate land along Boundary Road, although it was pointed out that the land down as far as the railway was

indicated for housing, and landowners would be unlikely to sell for cemetery land rather than to property developers.

The ownership of the land behind Bodmin Beacon was queried. The Town Clerk advised that most of this land is held in agricultural tenancies and as such would not be a quick route to explore. The Beacon LNR was also covered by a higher Level Stewardship Agreement which would need to be considered. The POSM pointed out that there might also be issues relating to the protected nature of the Beacon as a local nature reserve.

- b) **Future plot reservations:** The Town Clerk suggested that whilst a site for a new cemetery is being explored, Council may want to consider whether it is able to continue granting new reservations of grave spaces, in order not to restrict the more immediate burials that will need to be accommodated, as there will be a timing issue with acquiring a new site and the associated works to provide a cemetery.

He explained that the issue facing the Council is that a reservation of a grave space through the purchase of an exclusive right of burial reduces the amount of useable space remaining in the cemetery. A reserved grave space can remain unoccupied for a number of years and in some cases there could well be reserved plots where the exclusive right holder has moved away from the town and no longer requires their space. These scenarios potentially affect existing reserved spaces across the cemetery and it is a difficult area as not all exclusive right holders notify the Council of a change of address so contacting owners of grave spaces can be extremely difficult. Exclusive rights have also previously been issued on an 'in perpetuity' basis, whereas they are now issued for a period of 50 years.

The Town Clerk informed that it the potential risk would need to be borne in mind that any decision not to accommodate reservations of grave spaces will not be welcome news to people looking to organise their funeral arrangements to mitigate the burden to their families at a time of sensitivity. However, Members need to weigh up the priority of being able to accommodate burials that arise on a day-to-day basis until new land is found.

To assist with this, the Parks Manager and Supervisor will be carrying out work to ascertain how many grave spaces are left on an unreserved basis and this can inform any decision making process. There is an average of around 20 to 23 interments in the new cemetery per year so the total number of available grave spaces will give the Council a clearer steer on the necessary timeframe for the Council to acquire a new site, and any decision around future grave reservations.

It was suggested that, having worked out the minimum number of available spaces required, a critical number could then be worked out and, once triggered, no further reservations should be taken until the new cemetery site is available. With regards to a 50 year reserve policy, it was suggested that there could be something in place within the terms and conditions whereby reservation is dependent on regular confirmation from the plot owner (for example each year or every 5 years) that the plot is still required and that contact details remain the same. Although this may not completely eliminate losing touch with plot owners, it was suggested that it would make it less likely.

The Town Clerk advised that this would be extremely difficult to include as once an Exclusive Right is issued it is a legal right to a specified grave space.

The POSM reported that, at the current time, people can opt to reserve a plot close to relatives plots etc. This results in the inability to maximise the available space, as gaps have to be estimated which leads to an inefficient use of land. Some cemeteries simply allocate the next available plot in line, rather than reserving a specific space. Members agreed this would be a prudent change and it was suggested that this should be a rule that is carried over to the new cemetery once it is created.

The number of currently reserved plots was queried and the Town Clerk stated that an accurate count could not be provided until the work had been carried out by the POSM but that officers could do a count in the cemetery books to give an estimate of the reserved spaces.

Following discussion it was **AGREED to RECOMMEND** that, once an accurate number of available spaces had been calculated, a critical number should be agreed after which reservations should no longer be taken in the current cemetery.

It was further **AGREED to RECOMMEND** that the T&Cs of plot reservations be revised to include a) regular contact from the plot owner, and b) allocation of the next available space.

PP/2018/07

#### **Fairpark May Fair - Anderton & Rowland**

The Town Clerk asked the Committee to confirm if they are happy with the proposed Fair visit, as per the dates set out in the agenda, of Wednesday 9 May to Monday 21 May 2018 (with operating dates of Friday 11 May to Sunday 20 May), subject to the usual work to notify local residents of these proposed dates and to consult with the local police. He confirmed that, in terms of community safety measures, the Council asks that the Fair provides SIA registered staff to mitigate any anti-social issues. He noted that these measures have resulted in there being no police concerns with the last few Fair visits.

The Town Clerk stated that, in previous years, the Council has only granted consent following payment of the invoice in advance of the event and asked for confirmation that this would again be the preferred option to secure payment.

The effect of the Fair on the arrangement with the regular Golden Fry fish and chip van was queried. The Town Clerk confirmed that the owners were made aware on agreement of the pitch that it would not be available to them during such events and that they would need to vacate the site during any Fair visits and other events.

It was also queried as to whether such events lead to any additional expenditure such as increased use of the toilets. The Town Clerk confirmed that such costs were negligible other than previous vandalism, and it had been difficult to prove whether this was related to the Fair's presence. He suggested that Kestrel Guards could be instructed to make visits in addition to the SIA approved patrols supplied by the Fair as additional supervision to mitigate any anti-social use. The RFO confirmed that the cost of a Kestrel guard visit has previously been £6 per patrol which was excellent value and if Committee was minded this cost could be passed on to the Fair Operator as the toilets would need to be kept open longer to facilitate visitors to the Fair.

Following discussion it was **AGREED to RECOMMEND** that the RFO would confirm the current cost of a Kestrel Guard visit and that this daily cost be added to the price charged to Anderton & Rowland.

It was further **AGREED to RECOMMEND** that the proposed visit by Anderton & Rowland be approved, with confirmation following payment of the invoice.

PP/2018/08

#### **BMX/Bike trail**

The Chairman reported that there had been recent discussion on a community Facebook page regarding the provision of the new skate park, which had in turn led to discussions regarding provision of a bmx bike trail. The Chairman felt this would be a good project for the town. He had visited a trail similar to the one being suggested by local residents at Polgooth, which is proving very popular.

Clarification was sought as to whether this would be instead of the skate park, and the Chairman confirmed this would be an additional project to the skate park.

It was noted that, some time ago, there had been discussion around the possibility of a trail up near Bodmin Beacon. The Town Clerk commented that this was considered as an option but it was not without issues given young people needing to cross the busy Beacon Road if a trail was created on the former pitch area opposite Bosvenna View. This was a conceptual idea at that time. The thoughts at the time were to use a field owned by BTC and a field in Cornwall council ownership to create an undulating course through the landscape. The idea would need to be revisited with Cornwall Council.

It was felt that this was a very good idea but that the Council should look to progress this when they have the capacity, concentrating for the moment on progressing the skate park and staggering this project as resources allow, and that it would be a good idea to have a run in time to start considering locations. Clarification was requested on what had been meant by 'capacity' and it was confirmed that this meant staff time, as there are currently a lot of priorities to be achieved.

The Chairman agreed that there will be staff time involved and this needs to be considered, but that there would be merit in having the company who designed Polgooth bike track (Angel Trails) in to do a presentation in order to give the Council a better feel for the logistics of such a project.

Following discussion, it was **AGREED to RECOMMEND** that Angel Trails be invited to give a short overview/presentation at the next Properties Committee meeting which takes place on 5 April 2018.

PP/2018/09

#### **Parks Department Polytunnel Review (referred from FS&PM Budget meeting 4 January 2018)**

The Town Clerk reported that this matter was raised during the budget meeting on 4 January as the Council wished to assess the benefit of this facility compared to its ongoing costs. There had not yet been opportunity since that meeting to carry out the review but the POSM updated that the polytunnel gives the Parks Department a place to store plants that they buy in, allows them to take cuttings and grow them on, which they are doing to try and build up a stock of plants with the aim of getting to the position that they would have their own stock plants which would cut down on seasonal bedding costs. They aren't able to do any of this unless they have somewhere to store the cuttings/stock plants so the costs of the polytunnel need to be weighed up against the cost of buying all plants in.

It was raised that other councils buy in plugs and queried whether this was more cost effective, or whether this was done because those councils did not have the polytunnel facility. The POSM gave an example that summer bedding could currently be bought in from 6p up to 48p per plant. On top of this, staff time and materials

such as compost have to be considered (although he added that they are also working on reducing compost costs by producing their own). Another benefit in having stock plants was that replacements due to vandalism could be more easily replaced when a flowerbed was established, rather than having to purchase a fully grown plants to replace a damaged one and the reliance that a local garden centre or nursery will hold the variety that the Council requires. Further, the polytunnel allows the team to stagger deliveries and store plants until they are ready to use them.

The POSM felt that the polytunnel had a good chance of breaking even compared to costs of purchasing all plants. He estimated that currently two thirds of the plants stored have been grown on by the team, and the small trees currently being grown on can start to be used in parks as they become established enough. He said he would be able to provide a better idea when he had been able to work out all the figures.

The Chairman suggested that this item be moved to the next Properties meeting when the POSM would provide figures (cost benefit).

PP/2018/10

**Public toilet refurbishment considerations (referred from FS&PM Budget meeting 4 January 2018)**

The POSM reported that he had made some initial enquiries to find out what options might be available regarding the refurbishment or rebuilding of the Council owned toilet blocks. The general consensus from these companies was that if new toilets were to be provided, there would be a charge for using them. He said there were many different options available in terms of initial outlay versus share of revenue. He gave an example that one company had quoted approximately £200,000.00 to knock down and rebuild Priory Park toilets but that some of this cost would be recovered through a share of the revenue of charging for use. The feasibility and charges would depend on footfall at each facility with the price required at smaller facilities being prohibitive.

The consensus between Members was that charging for use of public toilets did not sit comfortably and they would not be happy to ask members of the public to pay for use. Councillor J Gammon felt this was particularly important at Fair Park as the facilities are next to a children's play area and this would cause children and parents significant problems. The Town Clerk advised that another issue would be the cost of replacing vandalised coin units which could potentially outweigh the income received. There was also the cash collection issue which would need to be factored in as part of the considerations.

It was queried as to whether it would be possible to engage a local builder to rebuild the toilets. The POSM confirmed that this was another option, and that this could be investigated.

The option was suggested of creating community toilets whereby supermarkets offer toilets which are signposted throughout the town. This could help solve maintenance and vandalism issues and provide a way of extending what is available to the public, if there were shops prepared to sign up to this. The Town Clerk advised that this facility was usually underpinned by grants from local councils to assist with the costs as increased use led to more consumables being needed and cleaning frequencies being adjusted.

It was queried as to whether there was a possibility, if rebuilding Priory Park toilets, of looking to relocating the building slightly to open up the entrance to the park as this would improve the view of and from the park. Consensus was that the options

could be discussed with local building firms.

The Town Clerk suggested that a working party would be needed to look at all the options being discussed in order to review and make decisions on which option(s) should be further considered and progressed, whether it was looking at refurbishing, rebuilding and/or having a company to manage and charge for toilets.

The Chairman agreed this was the best way to move forward, although summarised that general consensus appeared to be moving forward with the idea of engaging a local builder to refurbish/rebuild the toilets, and continuing to provide free-of-charge use.

Following discussion it was **AGREED to RECOMMEND** that a working party is formed to meet with the POSM to progress the options for refurbishment of the toilet blocks. Councillors A M Kerridge, P L G Skea, K J Phillips, A J Coppin and P T Cooper were populated to this working party. Due to his expertise, it was also suggested that Councillor P Brown (not present) be invited to join. Times and dates for a meeting within two weeks would be circulated and a meeting time agreed.

PP/2018/11

### **Coldharbour football ground**

Councillor L L Frost reiterated his Non-Registerable interest in this item and left the meeting, handing the Chair to Councillor P T Cooper, Vice Chairman.

- a) **Rental Valuation:** The Town Clerk reported that Charterwood Surveyors had been instructed to provide a rental valuation for the Coldharbour facilities on the basis of a 25 year term lease between the Council and Bodmin Youth FC (the report is dated 18 December 2017).

The Town Clerk noted that Bodmin Youth FC is entirely volunteer run and engages over 300 local children in organised football matches. He then reported that there is a very good rental valuation commentary for lettings on other sports facilities and recreation grounds in the county and those include:

- Barbican fields, Barbican Road in Looe: £660.00 per annum;
- Penlee Park in Penzance: £956.00 per annum;
- St. Day Playing Field: £368.00 per annum.

Further, there is also a comparison to be made with Rugby Football Clubs with teams performing at a much higher level, such as:

- Camborne Recreation Ground, home to Camborne RFC who play in the South West Premier League: £5,000.00 per annum;
- Falmouth Recreation Ground, home to Falmouth RFC who play in the Tribute Western Counties West, South West Division: £5,000 per annum;
- Mannaye Fields, home to Penzance Pirates RFC who play in the Greene King IPA Championship: £5,000.00.

The Town Clerk explained that, in Charterwood's rental valuation, a discount of 80% had been applied to the rent on the buildings to reflect the community nature of the facility. Having applied this discount, a rental is generated of £300.00 per annum for the buildings and a rental of £250.00 per annum for the playing fields.

In reaching a grounds maintenance liability figure, assuming the Council retains this responsibility, the following assumptions were used:

- One full day (7 hours) per week of grass cutting during the summer;
- Four full days of grass cutting during the winter;
- Three full days of hedge cutting each year.

Assuming a summer season of 26 weeks, it was estimated that 231 hours of maintenance would be required per annum. If this was subcontracted out at a rate of £25.00 per hour it would give an overall maintenance cost of £5,775.00 per annum.

Therefore, the market rental opinion on full repairing and insuring terms is:

- £550.00 per annum on the assumption that the tenant will be responsible for grounds maintenance;
- £6,325.00 per annum assuming that BTC, as landlord, retain responsibility for grounds maintenance.

The Town Clerk reported that he has advised the Club of these figures so that they can consider their options and hold discussions with the FA around potential grant opportunities to facilitate their aspirations to provide new changing facilities.

An option they would like to pursue is a lease for a 25 year term with a separate, shorter, agreement for the grounds maintenance. This would enable them as a volunteer club to consider their options which might include contracting the Council for maintenance whilst they move towards a more sustainable and longer-term approach such as an alternative contractor, buying their own equipment and training up volunteers to use it, or working with Bodmin Town FC on a shared maintenance arrangement.

To that end, the Town Clerk suggested that it would seem appropriate to appoint Councillors to enter discussions with the Club to progress this matter and noted that Members may need to consider any transitional support given the increase in grounds maintenance costs.

The Town Clerk advised that Bodmin youth FC use Coldharbour by way of informal agreement and pay the Council £804.47 per annum from 1 April 2018.

It was felt that it would be prudent to include Councillor L L Frost on any working party due to his knowledge of this item, and it was queried as to whether there would be a conflict of interest issue. The Town Clerk confirmed that so long as Councillor Frost declared his interest and left the meeting for any Properties Committee discussions or voting on this matter, there was no reason to exclude him from the working party (WP), as that WP would only make recommendations to the Properties Committee.

Following discussion, it was **AGREED to RECOMMEND** that Councillors P T Cooper, L L Frost, J Gammon, K W Stubbs, and P L G Skea would form a working party to progress discussions with the Club, and that the POSM would also attend.

- b) **Nets to rear of goal posts:** The POSM reported that this is not going ahead at the present time as they do not currently have funds. They will inform the Council in due course should they wish to progress in future.

PP/2018/12      **Lower Midway Road land transfer**

The Town Clerk reported that the transfer of the play area at Lower Midway Road from Cornwall Council to Bodmin Town Council completed on 19 January 2018. The Land Registry documents for this land parcel had not yet been received, as these can take some time to come through from HM Land Registry.

The Parks team had carried out a range of tree safety work at this site in the last week and the Town Clerk advised Members that, should they get approached about the works they could advise that this is good tree management work in line with the tree survey undertaken.

PP/2018/13      **Play area inspection reports:**

- a) **Fairpark:** The report was circulated with the agenda. The Town Clerk reported that there was just one minor repair to note regarding a missing damper on the park gate.
- b) **Priory Park:** The report was circulated with the agenda. Again, there were minor points to note regarding slight erosion within the skate park. This led to discussion regarding the need for the new skate park to be urgently addressed and it was noted that this would be discussed during item PP/2018/20 on the agenda.

PP/2018/14      **Northey Road play area land transfer**

As reported to the Properties Committee on 28 September 2017 (minute ref PP/2017/61) transfer of this play area has completed. The update is that the official copy plan land registry documents were issued on 20 December and received in the Council's office on 22 December 2017 – Title Number CL333247 refers.

PP/2018/15      **Narisa Hall**

The RFO reported on the Council's request to investigate the advertising of Narisa Hall to potential tenants. A copy of the report was circulated with the agenda.

The RFO reported that all companies approached had recommended a change of use but that they would advertise the property straight away, to allow prospective tenants to view the property and to consider their options for use. They suggested that, should the Council consider including outside space with the tenancy it might be appealing.

Following discussion, it was **AGREED to RECOMMEND** that the RFO engage Charterwood to advertise the property.

PP/2018/16      **Town flowerbeds**

A report was circulated with the agenda.

Councillor K J Phillips commented that she had been in discussion with Sarah Sims with regards to community groups taking over a designated bed and suggested that if a schedule could be planned with all the beds the Council would be managing, perhaps local groups could then be invited to get involved. Councillor Phillips also commented that she would like to raise the possibility of Bodmin taking part in Britain in Bloom again and that, in consideration of this, more floral displays in some of the more prominent beds would be preferable to add more colour. The POSM commented that the planting done by Cormac was suitable in terms of the plants used, but that the beds generally just need some maintenance.

The Town Clerk reminded the Members about the discussion around flowerbeds at the FS&PM (Budget) meeting on 4 January 2018, i.e. that the Parks Team would assist volunteer groups on a without prejudice basis.

The current contract, and the possibility of acquiring this from Cormac, was queried.

Councillors J Gammon and LL Frost declared a Disclosable Pecuniary Interest as members of Cornwall Council and left the meeting. Councillor P T Cooper assumed the Chair as Vice Chairman of this Committee.

The Town Clerk advised that the Town Council used to carry out flowerbed maintenance work as it formed part of the Agency Agreement with Cornwall Council which included roadside verges at 4 cuts per year, which Bodmin Town Council subsidised by carrying out around 14 cuts per Bodmin Town Council was paid around £12,000 per annum for the Agency Agreement. The suggestion from Cornwall Council was that local companies could be invited to sponsor a flowerbed. This option hasn't been investigated further as a business would be unlikely to sponsor an area in need of improvement. A first step could be to work with volunteer groups.

The POSM advised that the beds should be seen through the full set of seasons, making sure they are cut at the right time, given the right treatment, and wait to see how they look in a year's time, possibly filling in the gaps with appropriate bulbs for example, perhaps then looking to use stock plants from the polytunnel, and providing these to volunteers. This would be a low cost solution, without entering into any formal arrangement .

It was generally agreed that a good way to make an impact and to support the volunteers was for BTC to work with any groups on a flowerbeds on a without prejudice basis.

PP/2018/17

#### **Machinery replacement schedule**

A schedule of required maintenance was circulated with the agenda. The POSM updated that the truck and tractor had now been actioned through Council, and that the next priority for replacement would be one of the trailers. There are some vehicles where the cost of maintenance may outweigh the cost of replacement within the next few years.

The RFO confirmed that ongoing costs had been captured in the budget, and that it would be prudent to move forward with the accommodation for the machinery as correct storage would prolong the life of the equipment.

PP/2018/18

#### **Parks Department machinery compound working party meeting**

The Town Clerk confirmed that this working party had already been formed and consisted of Councillors P T Cooper, J P Cooper, LL Frost and P L G Skea. He requested that a day time meeting would be preferable. Councillor Frost indicated that a Thursday would be best.

The POSM commented that he had already started looking into the possibilities so there were already items to discuss at this meeting.

It was **AGREED** that the POSM would coordinate a date with the working party and that this meeting should take place within the next two weeks.

PP/2018/19 **Tree replacement schedule**

A report was circulated with the agenda.

The issue of a tree in St Lawrence's churchyard obscuring the view of the CCTV camera was raised, and the POSM confirmed that they were currently working to source a tree surgeon to take on all the tasks required on this site. Councillor P T Cooper offered to assist with providing the POSM with a still from the CCTV camera to highlight the problem.

PP/2018/20 **Skate Park**

The POSM outlined some examples as to the layout and materials that could be used to produce a new skate park.

The RFO advised that the starting point would be to put the project onto Contracts Finder due to the cost of the project being over £10,000.00. It has previously been agreed at the FS&PM (budget) meeting on 4 January 2018 that the proceeds from the sale of the Public Rooms would be allocated for this community project.

There was a discussion around the need, now the location is agreed as the land adjacent to the Council owned tennis courts, to establish the cost of the project . It was also considered prudent that the Council explores grants to subsidise the cost of the project, especially if it were to include other facilities, for example freerunners/parkour.

The POSM felt that, regarding materials, concrete would be his personal choice as although not the cheapest option, it would be the quietest and is reasonably resistant to damage and vandalism. Composite would be easier to repair and rearrange and damage to concrete would likely involve replacing a larger section, but it would also likely last longer before repairs were required. The Town Clerk commented that concrete would also be best suited to scooters.

The risk of vandalism was discussed, and although it was seen to be a potential issue, there was hope that engaging with the youth of the town about the kind of facilities they would like to see would help to minimise this risk. The Town Clerk advised that the enhanced CCTV system covered a much larger area of Priory Park, including the tennis court area.

The importance of public consultation was raised and it was queried whether this should be done before going out to tender. The RFO explained that the project could be put on Contract Finder as an expression of interest. There was discussion around the best order in which to proceed, and it was felt that the appropriate course of action would be to post an expression of interest on Contract Finder in order to begin engagement with interested suppliers, and work with them to engage with the community and produce designs and quotes based on feedback from the community.

Councillor L L Frost offered to engage with local school children and Councillors K J Phillips and P T Cooper offered to engage with the Scouts and Cadets, who have previously indicated they would like to be involved in the planning of this project.

Following discussion it was **AGREED to RECOMMEND** that an expression of interest is uploaded on Contracts Finder immediately, whilst also beginning the process of engaging with local children and youths to get a better understanding of needs in order to feed this back to interested suppliers.

It was noted that there would be an update on the progress of this project at the next properties meeting on 5 April 2018.

PP/2018/21

### **To consider feasibility of relocation of admin staff to Shire Hall**

Further to discussion at the FS&PM (budget) meeting of 4 January 2018, the Town Clerk reported that in order to progress this piece of work there would need to be consideration of the number of Officers who could relocate to the Shire Hall and the availability of space. There would also be a need to work up the costs associated with a move which would include:

- A new server;
- Phone lines and any associated implications;
- Office furniture to facilitate open plan type working;
- Whether a change of use is needed for office use (at a cost of £25.00);
- Fire risk assessment impact.

He noted that it would also be necessary as a first step to make staff aware of the work to be carried out and that it would be prudent to do this before any physical work is progressed (and at soon as practicable following this meeting).

It was noted that lighting was an additional consideration. It was also noted that Members would also be happy to, speak to staff in order to mitigate any concerns over job security.

PP/2018/022

### **Shire Hall – Hutton & Rostron Report**

The report was circulated with the agenda.

The Town Clerk noted that it had been previously agreed that the report would stand pending, awaiting the return to work of the Information Officer on 2 February 2018, with the works required between 0-12 months in Section 3.3 of the report (Summary of Recommendations) being prioritised.

It was suggested that if the Council had a comprehensive property management schedule it would capture requirements and assist with budget setting accordingly. The RFO clarified that this report is carried out every 3 years and provides a schedule of works, and confirmed that she would ensure these works are reflected in future budgets. She also noted that some of the recommendations for future years may have to be brought forward in consideration of the potential relocation of staff from Shire House to Shire Hall.

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