

**MINUTES** of the **Properties Committee** Meeting held on Thursday 28 June 2018 at 6.30 p.m. in the Shire House Suite, Shire House, Bodmin.

**PRESENT:** Chairman, L L Frost presiding; together with Councillors P Brown, J P Cooper, P T Cooper, D A Henderson, S H Kinsman, K J Phillips and K W Stubbs.

**IN ATTENDANCE:** 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 had no announcements.

Apologies had been received from Councillor A M Kerridge.

PP/2018/49      **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/2018/71 as he is a football coach with Bodmin Youth.

Councillors J P Cooper and P T Cooper declared a Non-Registerable Interest in item PP/2018/55 (d) due to a family connection on the board of Trustees.

PP/2018/50      **Election of Vice Chairman**

Councillor K J Phillips was elected as Vice Chairman of this Committee.

PP/2018/51      **Public Representation Session**

There were no members of the public present.

PP/2018/52      **Minutes of the Properties Committee Meeting held on Thursday 5 April 2018**

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

It was noted as a matter of accuracy that item PP/2018/40 should refer to Bodmin Hospital Fete and Friends of Bodmin Hospital, rather than St Lawrence Hospital Fete and Friends of St Lawrence Hospital.

**Matters arising:**

**Page 3, PP/2018/31 – Circus Vladimir:** The Town Clerk advised that this circus did not proceed and he believes them to have relocated to Bodmin Rugby Club under a different name.

**Page 3, PP/2018/33 – Cornish Wrestling:** The Town Clerk reported that he had received an email from The Cornish Wrestling Association on 25 May 2018 to advise that they would not be going ahead with an event in Bodmin this year, but hoped to be part of Heritage Day next year.

PP/2018/53      **Correspondence:**

- a) **Email from Bodmin Preschool** – The Town Clerk reported that Bodmin Preschool had previously emailed in 2017 in connection with some proposed works to the Mary Kendall Building. He advised that they hold a full repairing

These minutes were approved by Full Council on 19 July 2018

and insuring lease.

An outstanding element of this original request is to instruct a contractor to paint the external elevations of the property in a Cornish Cream colour which is an accepted colour in this part of the conservation area. They have confirmed that work would be undertaken over the summer break so there would be no children present and that an appropriate contractor, with RAMS and PLI in place, would be used.

The Town Clerk noted that the property is pebble dashed and asked Council to confirm if they were happy for these works to be carried out.

Following discussion, it was **AGREED** to **RECOMMEND** allowing these works to proceed, with the Town Clerk reiterating to the tenant that painting the property may increase the risk of vandalism (graffiti).

**b) Any other item of correspondence that the Chairman considers appropriate**

There were no further items of correspondence.

PP/2018/54

**Hutton & Rostron damp assessment and Curator Maintenance System service quote – Shire Hall**

A report was circulated with the agenda. The Town Clerk noted that the recommendations were laid out on page 2 of the report and invited any comments from Members.

It was queried as to whether Council could explore the possibility of purchasing a desktop computer separately and having Hutton & Rostron upload the software as a cost saving measure. The Town Clerk responded that, if Council could approve the quote in the report as the top figure, this possibility could be explored.

Following discussion, it was **AGREED** to **RECOMMEND** approving the recommendation set out in the report to issue a purchase order to the value of £5,850.00 plus VAT to carry out a service visit of the Curator Monitoring System and to carry out an assessment and progress report, to include the cost of a new desktop computer, Curator card and software, monitor and peripherals, plus set up, whilst additionally exploring the possibility of purchasing the desktop computer separately if appropriate.

It was further **AGREED** to **RECOMMEND** that the costs be met by the Contingency Building Fund, as recommended in the report.

PP/2018/55

**Quotes from surveyors**

- a) Maintenance Shed
- b) Fair Park Toilets
- c) Priory Park Toilets
- d) St Lawrence's Church wall

It was suggested that quotes (a) to (c) be considered separately to allow those with a Non-Registerable interest in (d) St Lawrence's Church Wall to have an input into the other quotes.

It was clarified that these quotes were estimated / indicative at this point, but that they set out Surveyors fees for Committee to consider. Project costs would be

determined once uploaded onto Contracts Finder and a Contractor selected. However, these indicative Surveyors costs would include costs to project manage the entirety of each project from start to finish. The only additional cost which would potentially need to be factored in would be for a representative to attend Working Party meetings, for which they may charge an hourly rate, depending on the company engaged and the amount of time that any working party might take to progress matters.

The POSM noted that, for (a) Geoff Peggs was the cheapest option, and for (b) Machinery Shed and (c) Fair Park Toilets, RTP were the cheapest.

It was then discussed as to whether any new tenant in Narisa Hall could offer their toilets as community toilets, negating the need to refurbish or rebuild Priory Park Toilets. However, it was felt that the capacity of toilets within Narisa Hall would be unlikely to cater for the requirements of the volume of public using Priory Park. It was also noted that they were further away from the car park and there was the question of what would happen on occasions where Priory Park Toilets were specially opened for events taking place later in the evening. In addition, it was felt that this may not be an attractive prospect to potential tenants of Narisa Hall and dependent upon the intended use by any tenant, there may well be safeguarding issues to consider..

The prices quoted in the report were queried with some Members feeling they were high. The Town Clerk clarified that the prices in the report were simply indicative, calculated on a potential cost per square metre, in order to give Members an idea of what the proportionate surveyor fees might be and that, once the POSM was able to proceed with going out to tender on these projects, more accurate costs could be provided to Council. This piece of work was to enable Council to appoint a Surveyor to progress work to the next stage.

The POSM clarified that this was the beginning of the process and that he was keen to move forward but at this stage there were no designs and that the projects, once approved by Council, would need to go onto Contracts Finder in order to attract quotes and get a more realistic idea of cost.

It was also noted that the new maintenance shed was intended to future proof the Parks Team and provide them with an all-encompassing facility with room to expand. The POSM reiterated that all costs were estimated as no designs had yet been drawn up.

It was proposed that the POSM go back to RTP to discuss a quote for projects (a), (b) and (c) and then progress with projects (a) and (b) whilst considering deferment of item (c) to discuss further how best to progress with this project.

With regards item (a) – Machinery Shed - it was then queried as to whether it would be prudent to engage the services of an architect rather than a Surveyor as it was considered that Surveyors were appropriate for maintenance of existing buildings, whereas an architect would be better placed to design a new build. The Chairman noted that this would require the need to defer the item and that Officers would be required to get three quotes from architects before the item could be progressed.

Following discussion, it was **AGREED** to **RECOMMEND** that projects (a) and (b) be progressed whilst project (c) Priory Park Toilets is deferred for further consideration.

It was further **AGREED** to **RECOMMEND** that the POSM seek three quotes from architects for the design and project management of project (a) whilst RTP be engaged to progress project (b).

Councillor L L Frost voted against this decision.

Councillors J P Cooper and P T Cooper then reiterated their Non-Registerable interest in St. Lawrence's Church (item (d)) and left the room at 6.55 p.m.

The POSM reported that the wall in question was a wall to the curtilage of a Grade II Listed Building and within the Conservation Area. This wall was in need of some works, which would include stabilisation work in the near future.

The Town Clerk noted that the tenant has a full repairing and insuring lease. He clarified when questioned that this information had not yet been shared with the St Lawrence's Church Trustees as he had first wanted to get a steer from Council as to whether Council wanted to use this information as part of any schedule of dilapidation works for discussion with the tenant and any new lease.

Following discussion, it was **AGREED** to **RECOMMEND** that the Council do not proceed with the works at their expense and that this information and estimated costs is discussed with the Trustees and as part of future lease discussions.

The discussion having been concluded, Councillors J P Cooper and P T Cooper returned to the meeting at 6.58 p.m.

PP/2018/56

#### **Shire House Complex Refurbishment Work**

A report was circulated with the agenda.

Regarding the flat roof, the Town Clerk noted that the works would likely need to be revisited as he did not believe the specification within the previous quotes would be sufficient and there was additional extraction / ventilation work to be taken into account.

Regarding the heating works, the Town Clerk reported that this would be progressed once the necessary documentation had been received from Aston Reef.

He noted that the replacement of the toilets and kitchen would make rental of the basement area more viable as tenants would have access to their own facilities.

The Town Clerk responded when questioned that the works would result in a zoned heating system where each tenant could control the temperature of their occupied space and be billed for its use. Users of the Shire House Suite would also have the ability to adjust the heating of this space.

There was some concern amongst Members about the timeline for these works and disruption to bookings in the Shire House Suite. The Town Clerk commented that they would need to come back and address the timeline at a later date, once tenders had been received and any contractor's timeline for works known. Committee considered it prudent to try to manage this as best as possible to minimise the impact to hirers.

PP/2018/57

#### **Removal of spoil and overburden from New Cemetery**

A report was circulated with the agenda.

The POSM reported that, in order to dispose of the spoil, an analysis of the soil was required. Only once contractors were aware of the composition of the spoil would they be prepared to dispose of it.

It was queried as to whether Cormac might have an in-house testing team and it was suggested that they be approached for a quote.

Following discussion, it was **AGREED to RECOMMEND** contacting Cormac to see if they offered this service and if so, to obtain a quotation.

It was further **AGREED to RECOMMEND** that if Cormac did not offer this service and could not provide a quotation, the POSM be given delegated authority to proceed with engaging Your Environment at a total cost of £1,315.00 plus VAT to carry out this testing work.

PP/2018/58

### **Hillside Park surface drainage percolation tests**

An email and associated documentation were circulated with the agenda.

It was understood by Members that this work was required, but there was some concern around it being carried out during the current spell of good weather, and in the lead up to the school holidays. The Town Clerk noted that they expected the works to take a maximum of two weeks, so should be completed in plenty of time before the schools break up for summer. It was discussed that ideally the works be completed during school hours due to the park being a thoroughfare for children walking to and from school, not always accompanied by adults.

Another concern was that there should be no negative impact on Junior Parkrun.

It was also noted that Council wished to see a copy of the resulting report.

Following discussion, it was **AGREED to RECOMMEND** approving commencement of these works, with the response to Bodmin Jail to include a request to conduct the works during school hours where possible, for works to be completed before the school summer holiday, to be mindful of the Junior Parkrun route and of course to adhere to all the usual health and safety measures.

PP/2018/59

### **Fair Park Funfair**

The Town Clerk reported that a request had been received for a 'savers' fair in Fair Park whereby Rowland's Fair would like to occupy a small part of the site to offer a fair whereby people buy a wristband for a set price and can then ride all rides for free in their allocated time slot.

The Town Clerk noted that this was an additional request, separate to the main Anderton & Rowland fair which traditionally visits the town in May and September each year.

Their proposal is to arrive on Monday 9 July, set up on Tuesday 10 July, be operational from Wednesday 11 to Sunday 15 July and depart on Sunday 15 or Monday 16 July.

The Town Clerk noted that the fair would be subject to the usual hours of operation which are weekday 6.00 p.m. until no later than 9.30 p.m., Saturdays 2.00 p.m. until no later than 9.30 p.m. and Sundays 2.00 p.m. until no later than 6.00 p.m. Further, that the usual H&S requirements would be followed with relevant copy documentation requested. BTC staff would also liaise with the Police and Environmental Protection Team at Cornwall Council regarding proposed Fair dates.

Before making a decision, the Town Clerk noted that a complaint had been received regarding the duration of the May Fair, which covered two weekends. The

complainant believed this to be unacceptable and felt the noise levels to be intrusive. It was noted that this was the only complaint received about the previous fair, and it was also noted that the current request was for less than a week, only covering one weekend. It was further clarified that the complainant was not objecting to the Fair, just the length of time with a view that one weekend was sufficient.

Members felt that a small fair would be a good addition to the summer events in Bodmin and that events providing activities for the local children were positive. It was also noted that the Fair Park is the traditional location for travelling forms of entertainment, and that the name of the site was indicative of that historic use.

The issue of parking was raised, and it was commented that parking around the site was a perennial problem. However, the lack of double yellow lines in some places was a contributory factor and the highways authority and / or Police had not raised any issue to date.

Following discussion, it was **AGREED** to **RECOMMEND** approving this Fair visit but the Council would require payment in full upfront, to include any costs for patrol work by Kestrel Guards to mitigate vandalism to public toilets which are opened later to accommodate the times of the fair. Further, that the fair operator limits parking on the roads around the site, with a preference that Fair machinery, vehicles etc are parked onsite.

PP/2018/60 **New trailer for Parks Team**

A report was circulated with the agenda.

The POSM noted that the purchase of a new trailer was in the machinery replacement (rolling) budget and had originally been planned for around six months time. However, the condition of the current trailer required bringing the purchase forward as it is no longer fit for purpose.

Following discussion, it was **AGREED** to **RECOMMEND** the purchase of the Ifor Williams TT3621 trailer (as outlined in the report) from Vincent Tractors for the price of £4,060.00 to £4,410.00 with the view that the lower cost would be more acceptable.

PP/2018/61 **Alstock**

A report was circulated with the agenda.

The Town Clerk was thanked for his work on this event.

PP/2018/62 **Fencing of Midway Road Play Area**

A report was circulated with the agenda.

The POSM was asked whether alternatives to wood had been considered for the new fencing and he responded to confirm that they had. He discussed the possibility of using Zaun fencing, but when weighing up the expense of replacement should the Zaun be compromised compared to a wooden fence which could be maintained by the Parks Team, wood seemed to be the most cost effective option.

Following discussion, it was **AGREED** to **RECOMMEND** engaging the services of Team Maintenance Services Ltd. at a cost of £6,895.00 plus VAT.

PP/2018/63 **St Petroc's Church step repairs**

A report from RTP Surveyors (dated 5 April) and the POSM was circulated with the agenda.

The POSM reported that this is historic movement and does not appear to be getting worse, but the main issue is the trip hazard on the top step as this could cause harm if a trip was to occur. The most cost effective way of addressing the immediate problem would be to re-mortar the stones, but this would not be a long term solution. His recommendation was to engage CF Piper and Son to lift the top level of slabs, level them and re-mortar.

The Town Clerk advised that the Council's obligations in terms maintenance of a of this closed churchyard were set out in some detail in s215 of the LGA 1972, which was to 'maintain it by keeping it in decent order and its walls and fences in good repair.' It was considered by Committee that this repair could be seen as being part of the maintenance of the footpath, and would be undertaken on a without prejudice basis, but that the Church should be asked for a contribution.

Following discussion, it was **AGREED** to **RECOMMEND** proceeding with the works as set out in the report for a cost of £3,655.00 plus VAT and that St. Petroc's Church be asked to consider making a contribution towards this cost.

PP/2018/64 **St Thomas Becket Chapel**

A report from English Heritage was circulated with the agenda.

The POSM noted that this report was shared with Members for interest, to show the works the Parks Team have been doing to support the clearance of this piece of local history. He also noted that English Heritage had visited the site and thanked the Parks Team for their efforts.

The Town Clerk advised that this work did not form part of the maintenance of the churchyard but demonstrated a without prejudice approach to partnership work to improve the area in and around the remnant chapel.

PP/2018/65 **Ongoing Monitoring of Bodmin Beacon**

A brief report from the POSM was circulated with the agenda.

The POSM noted that the works to Beacon had still been deferred for 12 months as previously agreed, but that the English Heritage had offered to look at the monument as a goodwill gesture and in light of the support given with the St. Thomas a'Becket Chapel.

He noted that another drone survey would be undertaken in September/October to provide a comparison to the previous drone survey undertaken in January 2018.

The POSM was thanked by Committee for the initiative taken in obtaining this information.

PP/2018/66 **Location for new cemetery**

A report and map from the POSM was circulated at the meeting.

The POSM outlined that he had been in conversation with Cornwall Council about the potential acquisition of some land near the crematorium which he felt would be highly suitable (marked I and J on the map). The other sites he had been

investigating had not proved fruitful thus far as they involved existing agricultural tenancies which would be complicated from a legal perspective.

Following discussion, it was **AGREED** to **RECOMMEND** that the POSM continue conversations regarding the land marked I and J to establish potential cost, whilst also continuing to investigate other possibilities.

PP/2018/67

**Risk Management update**

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

PP/2018/68

**Bodmin Town Museum Minutes**

It was noted that the minutes from 19 September 2017 meeting had not yet been received and would be brought to a future meeting. All other sets of minutes were noted.

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