

**MINUTES** of the **Properties Committee** Meeting held on Thursday 29 November 2018 at 6.30 p.m. in the Shire House Suite, Shire House, Bodmin.

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

Councillor A J Coppin (arrived at 6.42 p.m. and from item PP/2018/98) was also present but did not vote, not being a member of this Committee.

**IN ATTENDANCE:** Mr S Facer (Town Clerk), Mr R Davies (Parks and Open Spaces Manager (POSM)), and Mrs B Briggs (Senior Administration Assistant).

**CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:**

The Chairman had no announcements.

Apologies had been received from Councillor P Brown.

PP/2018/97      **Declarations of Interest – Members to declare interests in respect of any item on the agenda**

Councillors J P Cooper and P T Cooper declared an interest in item PP/2018/112 due to a family connection.

PP/2018/98      **Public Representation Session**

There were four members of the public present.

The first member of the public wished to speak in respect of item PP/2018/112. He outlined that he had been asked to get involved as a new Trustee of St Lawrence's Church and had been appointed as their Chairman. He noted that there had been some issues with the organisation over the previous months but that the correct Trustees had now been declared to the Charities Commission and the latest set of accounts had been submitted as these were long overdue. He requested that the long-term occupation of the church by the current tenant and their contribution towards its upkeep be taken into consideration with regards to a new tenancy agreement/sale.

Councillor S H Kinsman commented that she and the Chairman of the Properties Committee, Councillor L L Frost, had met with the member of the public the previous week. She responded to confirm that no decisions had been made as the Town Council was waiting to hear from the St Lawrence's Church Trustees as to their desired outcome. She noted that the current lease extension had been at the Trustees' request. The Chairman was asked by a member of the public if the Council had made any decision as to what it would do with the building should an arrangement with the St Lawrence's Church Trustees not be agreed. The Chairman responded that their aim was to reach an agreement, which they were waiting to hear back from the Trustees about, and no further plans had been made at this point.

The member of the public then wished to ask for clarification as to what it meant that Councillor J Gammon was Council representative for St Lawrence's Church. The Town Clerk responded to confirm that this meant she would attend Trustee meetings, if invited and advised of the meeting times / dates, and act as representative and conduit for the Town Council at those meetings.

A second member of the public wished to raise his objection to the proposal by Cornwall Council to locate a new bus shelter outside St Lawrence's Church.

The Town Clerk responded to confirm that the Town Council had considered the matter at a recent Planning Committee meeting (minute ref P/2018/284 refers) and had responded to the consultation stating that they felt that the stop / shelter should be located further down Westheath Avenue towards the lay-by. They had felt that the location proposed by Cornwall Council would lead to traffic congestion and road safety problems due to its proximity to the Fiveways roundabout.

Councillor A J Coppin arrived at 6.42 p.m.

The same member of the public also wished to comment on item PP/2018/101 stating that he felt the proposed prices for the Town Council toilet rebuild could be less than those detailed in the paperwork with the agenda pack and offered to send the Parks and Open Spaces Manager a video to show toilets he had seen on his travels to demonstrate what could be achieved.

PP/2018/99

### **Minutes of the Properties Committee Meeting held on Thursday 27 September 2018**

These minutes had been through Full Council on 15 November 2018 and were acknowledged as a true record.

Matters arising

**Page 3-4 – PP/2018/78(b) – Bodmin Youth Project** – The Town Clerk reported that this scheme had commenced on Wednesday 31 October and they reported that *“things got off to a great start for BYP Football! We saw 19 young people, of which 16 were male and 3 female. The team were delighted (and of course, the weather was amazing)!”*

The Town Clerk noted that Members may also wish to refer to the Bodmin Youth Project Facebook page where they have added posts and photos from some of the sessions.

**Page 4-5 – PP/2018/78(c) – Commonwealth War Graves** – The Town Clerk advised that, having investigated the advice given by the Commonwealth War Graves Commission, there was no specific guidance in connection with war memorials in communities as each one will have had its own criteria that it followed when constructed and populated with local casualties. In terms of the War Graves Commission correcting their own records, he outlined that they have an amendment form / application route as follows:

*“We are willing to consider amendments where appropriate. Any application for amendment must be supported by relevant documentary evidence. This can include a service record, birth, marriage and death certificate.*

*A copy of the Casualty’s Full Birth Certificate and additional documentary evidence that MUST prove a link between the person to which it refers and to the casualty in his military capacity.*

- 1) Military Service Record
- 2) Newspaper obituary
- 3) Memorial Card
- 4) Census Records
- 5) Others – Please List

*For amendments to military particulars, i.e. rank, regiment, unit, and service number*

*you would need to submit official military supporting evidence such as:*

- 1) *Military Service Record*
- 2) *Military Pension Record*
- 3) *Correspondence from the War Office*
- 4) *Medal Card*
- 5) *Others – Please List”*

It was suggested by Members that perhaps future queries could be referred to the War Graves Commission in the first instance.

**Page 5 – PP/2018/78(d) – Welcome to Bodmin Signage** – The Town Clerk noted that he had referred this matter to the Promotions Committee on 6 December to progress, so that they could give some thought to the current location of signs and the number and locations of new signage. He noted that there would need to be various permissions sought to install any new signage, once any new locations had been identified.

**Page 7 – PP/2018/81 – Priory Park lights** – The Town Clerk noted that the lights had been repaired. The change to LED lights was still to be completed but it had been felt it was important to get the lights up and running as quickly as possible.

**Page 7-8 – PP/2018/82 – Patching works** – The Town Clerk noted that these works had been completed.

PP/2018/100

**Correspondence:**

**a) Email enquiry from Healthy Cornwall team regarding use of Shire House Kitchen and Vestibule**

A copy of the email was circulated with the agenda.

The Town Clerk outlined that the standard charges would be £11.00 plus VAT for the Vestibule and £41.00 plus VAT for the main kitchen, but noted that the kitchen would usually be hired as part of a Suite booking rather than on its own / with the vestibule so he wanted to seek Members’ opinion on the matter. It was also noted that the vestibule would be used for food preparation.

Following discussion, it was **AGREED** to **RECOMMEND** that this booking be approved given the healthy eating agenda and that the Town Clerk be given delegated authority to negotiate the charges in consideration of the hirer’s budget for the event.

Councillor P T Cooper voted against this decision.

Councillor K W Stubbs abstained from voting on this matter.

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

There were no further items of correspondence.

PP/2018/101

**Update on the current status of key Council projects**

A report provided by the POSM was circulated with the agenda.

**Skate Park:**

The POSM noted that he had listed prospective dates but that these they may change depending on contractor chosen.

It was queried as to whether match funding for the project had been investigated.

The POSM responded that the companies who had tendered for the project would work with the Town Council to attract funding. The Town Clerk added that once a clearer design and cost estimate was established it would then be possible to progress grant funding applications but that there were options to consider and enquires were being made to ascertain which grant route would be the most cost effective option.

There was a discussion about advertising the new Skate Park, to inform the public that the project was progressing. The Town Clerk confirmed that Officers could share information on the website and Facebook page that the project was going out to tender, noting that this had not yet been done as Officers were keen to avoid raising expectations if the Council decided not to proceed with this project

It was then queried as to whether there would be any eligibility for funding from developers, given the rate of development in the town. The Town Clerk responded that a letter could certainly be sent to Cornwall Council Planning Department to outline the project and seek s106 support or access to grants.

#### **Cemetery:**

The POSM outlined the difficulty in obtaining land due to the fact that most suitable land around the town has been allocated or earmarked for development. He noted that, of the fields towards Cardinham that he had previously highlighted, Cornwall Council would only be prepared to sell one, which would not provide adequate space.

There was some discussion regarding Cornwall Council's responsibility to release land for this use, and it was noted that the Town Council had commented on the omission of land for cemetery use at the time the Town Framework had been produced in 2017. It was queried as to whether Cornwall Council had any responsibility to provide a cemetery, as they do elsewhere in the county. Councillor A M Kerridge explained that this was a legacy issue dating back to the days of North Cornwall District Council and that it was unlikely they would take on this responsibility without having the obligation to do so. It was felt, however, that given the level of development happening in the town Cornwall Council had, at the very least, the responsibility to assist the Town Council with identifying appropriate land for the purpose of a new cemetery.

It was suggested that land at Lanivet might provide options, with the POSM commenting that there are fields available but that natural springs may prove problematic given the obvious concerns that would be raised with protecting water sources from any contamination risk. The Town Clerk added that Officers intended to contact Lanivet Parish Council to discuss the matter with them and to see whether they would be interested in a joint solution to both communities' burial needs, assuming Lanivet shared similar issues with cemetery space.

Councillor J P Cooper reiterated that he felt a letter should be sent to Cornwall Council on this issue, outlining their responsibility in assisting the Town Council with the provision of land for a new cemetery. The Chairman suggested that he and the POSM write a letter together in this regard.

#### **Machinery shed:**

The POSM outlined that he had provided the original surveyors costs, in addition to the new architect costs he had been tasked with providing.

The POSM noted that he had included, where they had been provided, the initial costs from each company to get a design to the planning submission stage, which would provide an idea of what the building would look like and ensure that health and safety legislation is met which would give a clearer indication of the project cost.

There was consensus that the plans should accommodate provision for a future increase in workload and that Members would like to see the initial plans kept generic in order to keep options open regarding the ultimate location of the new buildings, with a blueprint that could be used in an alternative location to the current work shed site, if necessary. The POSM noted that, whatever the agreed plan, the drainage on the current site needed to be looked into.

Following discussion, it was **AGREED** to **RECOMMEND** inviting APS Architectural design to produce an initial design to take to the point of full planning submission at a lump sum cost of £4,000.00-£6,000.00.

#### **Fair park toilets:**

A report provided by the POSM was circulated with the agenda. The POSM apologised for an error in the report, where it was stated that the cost of the Falmouth Town Council project had cost £56,0000.00 which included an extra 0, with the actual cost being £56,000.00.

The issue of vandalism of the existing toilets was discussed. The POSM commented that those exhibiting antisocial behaviour tended to gather in the communal areas within toilet blocks and a way of minimising this would be to look at individual unisex cubicles, as in the Falmouth Town Council example within his report.

It was suggested that the POSM contact Falmouth Town Council to enquire as to how their new toilets are performing.

The idea of including a kiosk in a rebuilt facility was discussed. It was noted that the shops in close proximity to the site would need to be considered in terms of the viability of a vendor, but some Members felt that this option was worth exploring with it offering the potential of being able to provide a cost neutral facility.

PP/2018/102

#### **Wallgate handwash facilities in BTC toilets**

A report provided by the POSM was circulated with the agenda.

The POSM confirmed that the handwash facilities could be fitted into the existing toilets and removed and refitted into refurbished / rebuilt toilets, with the specifications of the new units being included in any designs. It was noted that the purchase could not be put off until the refurbishment / rebuild of the Fair Park toilets as this project would not be completed by next March, when the existing handwash units would no longer be covered by a maintenance contract.

Following discussion, it was **AGREED** to **RECOMMEND** purchasing replacement Wallgate units at a total cost of £16,483.15.

PP/2018/103

#### **Dog fouling on Hillside Park – To consider purchase of preventative poster pack**

A copy of an email from Councillor J P Cooper was circulated with the agenda.

The Chairman outlined that the proposal was for the Town Council to fund the purchase of a £250.00 poster pack to support the prevention of dog fouling at Hillside Park.

Some Members felt that dog fouling was a Cornwall Council responsibility and that reimbursement of the £250.00 should be sought from them. It was also felt that, should the Town Council purchase the poster pack, posters would be placed on Town Council property only.

Councillor A M Kerridge commented that she understood it being Cornwall Council's responsibility, but that she was aware how incredibly difficult it is to stop fouling as offenders will commit the offence by not picking-up after their dogs at times when it is most difficult to catch them and that, with budget cuts, it was unlikely to be a matter Cornwall Council had additional resources for.

Some Members understood that schemes had been established in Bude and Boscastle whereby Town / Parish Council Officers and volunteers had been trained to assist in patrolling and issuing fines for littering, dog fouling and car park violations. The Town Clerk confirmed from a question from Councillor J Cooper that, of those trained at the Town Council previously, he was the only remaining member of staff to have undergone training.

It was noted that, before considering training any more staff, it was important to find out how any other scheme worked in practice in Bude and Boscastle and what was involved, with matters such as health and safety and lone working to be considered before deciding if this approach might be right for Bodmin.

There was a discussion about the possibility of pursuing this matter through the Camel Communities Alliance, and whether someone could be hired on a short term contract with responsibility for issuing fines for littering, fouling and car park violations, sharing staff hours and costs with Wadebridge and Padstow Town Councils. Again, it was agreed that more fact finding around current schemes was required before this suggestion could be looked at in any more detail.

Following discussion, it was **AGREED** to **RECOMMEND** the purchase of the dog fouling prevention poster pack at a cost of £250.00 plus VAT to be placed within Town Council property.

PP/2018/104

### **Annual tree surveys and inspections**

A report provided by the POSM was circulated with the agenda.

The POSM reported that the initial costs outlined in his report may reduce in future years as the trees are maintained more effectively. He noted that the highest quote by Tree Works would include full digital mapping of all trees and would provide an in-depth breakdown of individual trees. In consideration of cost and the expertise within the Parks Team he commented that, although this level of detail would be very informative, he felt that a lower cost report would be perfectly adequate for their requirements.

The POSM recommended meeting with both Dart Tree and Wildwood Trees on site to have a discussion with each company, before deciding which contractor was most suitable.

There was a discussion around the possibility of members of the Parks Team

receiving training to carry out these inspections in-house. The POSM confirmed that there was a course available which would allow them to do this, along with the experience already held by the POSM and Parks Supervisor, but that the time taken to conduct the survey would be prohibitive as their workload with their core duties would preclude an ability to spend significant time carrying out this work across the Council's sites.

The Town Clerk suggested that if the Town Council could engage a contractor to carry the survey this year, perhaps the possibility of in-house training could be explored for future years.

Following discussion, it was **AGREED** to give the POSM delegated authority to spend up to £5,000.00 on his preferred contractor, having carried out site visits with both Dart Tree and Wildwood Trees.

PP/2018/105

**Fair Park surface water issues during sustained and heavy rainfall**

A report provided by the POSM was circulated with the agenda.

The POSM outlined that he was disputing the ownership of the tarmac section indicated in the map on page 2 of his report. The Town Clerk added that the Town Council fenced off the park area to designate ownership and Officers are of the strong view that the area in question formed part of the footpath network in the control and ownership of Cornwall Council. The Town Clerk advised that he had worked for the Council since 2000 and the Council's Maintenance Operative since 1982 and they both agreed that the Town Council did not own or control this section of footpath. The Town Clerk advised that the hedgerow adjacent the play area was cut by Bodmin Town Council on an annual basis, but that this was on a without prejudice basis to maintain a pedestrian route from Vivian road to St. Mary's Road.

Clarification was sought on whether putting the proposed 'kickers' in would be seen by Cornwall Council as an admission of ownership. The POSM confirmed that the 'kickers' would only be installed on Town Council land and he would continue to pursue the ownership question with Cornwall Council.

PP/2018/106

**Replacement of Lewis backhoe (digger) with mini-digger**

A report provided by the POSM was circulated with the agenda.

The POSM noted that he had been unable to find anyone willing to carry out the necessary repairs on the current back hacker (hoe), which had been valued at £500.00 in 2015 and which would require additional expenditure on repairs than the value of the equipment.

The POSM confirmed when questioned that a mini-digger could be transported on the newly purchased trailer. He also noted that he had spoken with the Council's Contractor used for burials when BTC's equipment was not in service and they had advised as to the most appropriate type of mini digger and had offered to accompany the POSM to offer advice prior to any purchase.

The budget was discussed, with the POSM confirming that there was money remaining in the budget and that the only piece of equipment earmarked for replacement this year was the Piaggio truck, which had passed this year's MOT so replacement of this could be postponed. It was considered that there might be an ability to source a mini digger and replacement vehicle in budget and that this option should be pursued.

The POSM requested delegated authority to spend up to £11,500.00 due to the fact that he would need to move quickly should an appropriate second hand piece of equipment come up for sale.

Following discussion, it was **AGREED** that the POSM is granted delegated authority to spend up to £14,000.00 on a suitable second-hand mini-digger, with the purchase of a replacement for the Piaggio to be included if feasible / appropriate.

PP/2018/107

### **Explore by Bike – Update on use of Priory Car Park**

A report provided by the POSM was circulated with the agenda.

The POSM outlined that the three proposed sites all had their merits but that his feeling was, in order to give the business the best chance, a location next to Priory Park would be preferable. He noted that the owner had also indicated his preference to be close to the town centre.

The POSM also reported that the owner would ideally like to install power and water, which would necessitate a site either outside Priory Park toilets or outside the Bodmin Town Football Club (BTFC) gates. He highlighted the problem with a site outside the toilets in that it would create a bottleneck, noting that the bays next to the toilets are rented by Kelly's Ice Cream and adding the second business could cause traffic issues, especially during the daily school runs. In addition, having the business located so close to the entrance of the car park could cause risk to those hiring bikes, especially in consideration of children familiarising themselves with their hired bikes.

The site outside the BTFC gates was then discussed, with it being noted that there was the hope of Priory Car Park attracting coaches into the town from Bodmin Jail once the new attraction was operational, and that this site could potentially cause issues with the ability to offer coach parking.

The location at the top end of Priory I Car Park (adjacent to the War Memorial) was discussed, with some Members feeling that this would be the most suitable location. However the Town Clerk noted the potential issue created around events taking place on the site and also the lack of access to water and power, which the owner had indicated he would like. It was also noted that this location was further from passing trade in the town and may minimise the owners chance of success.

A fourth potential location was then discussed, being the car park area behind the Shire House Suite. It was noted that there was the possibility that the owner could access power and water from Shire House, and that this location was as close to the town centre as the other Priory I Car Park proposed locations but without presenting any issues with traffic.

The possibility was then discussed of offering use of the holding cells at the back of Shire Hall as an alternative to using a shipping container, with the owner being offered some outside space to display his bikes.

As an additional consideration, the Town Clerk noted that the Council would need to explore whether a license would be more appropriate than a lease in this situation.

Following discussion, it was **AGREED** to **RECOMMEND** offering the owner the options of the car park at the rear of the Shire House Suite and the holding cells on an in principle basis at this stage, with the Council being open to negotiating the best option for both parties.

PP/2018/108

**Narisa Hall – Update on reactive works following recent spate of vandalism**

A report provided by the Town Clerk was circulated prior to the meeting.

The Town Clerk noted that the work on constructing the rent-a-fence was due to start the following day and that these fence panels, having been purchased by the Town Council, could be used in future for other projects.

The matter of the damaged CCTV cameras was discussed, with the POSM reporting that, due to the interference by vandals of the existing system, new cameras would need to be caged in order to protect them. It was noted that Narisa Hall, and the surrounding area, would become more active in future years due to scheduled development and that this should hopefully reduce antisocial behaviour in the longer term. In the short term, it was felt that a new CCTV with low light operational capability was important.

The POSM referred to a quote he had received from Waldon Security for the supply and installation of a new system including six day / night self-illuminating cameras with cages. This quote was £2,214.18 plus VAT.

The POSM reported that he could alternatively look to purchase an off-the-shelf system similar to that used at the Parks Team machinery shed, for approximately £800.00 with installation being required from a suitably qualified electrician (up to a maximum £2,000.00) but he was still seeking quotes for that element of the work.

Following discussion, it was **AGREED** to give the POSM delegated authority to purchase the CCTV system as discussed, and arrange for installation of this system once quotes had been received with a preference for the most cost effective solution to be progressed up to a maximum total budget of £2,214.18.

PP/2018/109

**Risk Management update**

A copy of the risk management report was circulated with the agenda.

It was noted that, due to progress on some of the Council's key projects, some of the risks would be rescored at next working party.

The issue of the Shire House Suite flat roof was raised, with the Town Clerk noting that a special FS&PM Committee meeting was due to take place on 6 December 2018 to discuss all the issues related to the Shire House building.

Councillor P T Cooper commented that he had become aware of the weekly fixtures and fittings checklist completed by the Caretaker and felt that this document should be linked to the risk management report, with the date and time of each reported fault and repair recorded on the same document. He felt that there should be such a report for each of the Council's properties and that they should be reported to Properties Committee meetings alongside the risk management update. It was also noted that these documents could be shared on the new server in due course.

PP/2018/110

**Bodmin Town Museum minutes from meetings held on**

- a) 22 May 2018
- b) 17 July 2018

Copies of both sets of minutes were circulated with the agenda.

The issue of the damp within the building was raised and it was felt that a further enquiry should be made with the new owner of the building, Merlin Cinemas, in order

to rectify the issue. The Town Clerk commented that he believed Merlin had been concentrating on the internals of the building that that he would certainly follow up on this matter with them again.

The issue of redaction of names from minutes was raised, with the Town Clerk explaining that Officers err on the side of caution when it came to sharing minutes from third parties due to the fact they had not had specific consent to share them publicly and noted that these external groups generally held non-public meetings. Some Members felt that it was in the public interest to have this information and requested that they be shared in full in future.

It was noted that anyone sharing such documents with the Council would have to give their consent for them to be shared without redaction and the Town Clerk confirmed that Officers would do this from now on, wherever possible.

These minutes were noted.

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