

**MINUTES** of the **Properties Committee** Meeting held on Thursday 24 January 2019 at 7.00 p.m. in the Shire House Suite, Shire House, Bodmin

**PRESENT:** Councillor L L Frost, presiding, together with Councillors J P Cooper, P T Cooper, D A Henderson, A M Kerridge, K J Phillips, K W Stubbs

Councillor E M Ahearn (arrived at 7.04 p.m. and from item PP/2019/04) and L F Sanders were present but did not vote, not being members 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:**

Apologies had been received from Councillors P Brown and S H Kinsman.

		<b>Action</b>	<b>Date</b>
PP/2019/01	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest.</p>		
PP/2019/02	<p><b>Public representation session</b></p> <p>There were two members of the public present but neither wished to speak.</p>		
PP/2019/03	<p><b>To consider and, if approved, adopt the Minutes of the Properties Committee Meeting held on 29 November 2018</b></p> <p>The Minutes of the Properties Committee Meeting held on 29 November 2018 had been through Full Council on 17 January 2019 and were acknowledged as a true record.</p>		
PP/2019/04	<p><b>Correspondence:</b></p> <p><b>a) Letter from Bodmin Youth Project regarding Fair Park football sessions</b></p> <p>Circulated with agenda.</p> <p>Members commented that they were pleased to support and encourage this initiative.</p> <p>This letter was noted.</p> <p><b>b) Letter from Bodmin Lions regarding Shire House Suite hire charges and response from Town Clerk</b></p> <p>The Town Clerk noted that his response set out the Town Council's position in terms of the level of discount already</p>		

	<p>being offered and the costs associated with servicing the bookings.</p> <p>The Town Clerk reported that he had since spoken to Mr Clarke who had not been aware of the current discount, and had appeared satisfied with the response.</p> <p>Councillor K Phillips enquired as to why the Town Council was paying Kestrel to lock the building (as referenced in the Town Clerk's letter) when a caretaker is employed.</p> <p>The Town Clerk responded to advise that the Caretaker is used to service and cover as many bookings as possible. There is however a limit in terms of the number of hours that can be worked (given contracted hours) given the spread of bookings from 8.30 a.m. to 10.00 p.m. noting that there are a number of bookings during normal business hours. He noted that the Caretaker is certainly flexible and has assisted evenings and weekends with cover which can accrue TOIL due to any additional hours worked. TOIL is then agreed with staff as booked time off / leave but can lead to some cover being needed to service daytime bookings in the core business hours when TOIL is utilised. The Town Clerk advised that staff try to achieve the best balance that they can with servicing bookings, accruing TOIL and using Kestrel Guards to mitigate the impact to users and the Council.</p> <p>The Town Clerk commented that the Council used to employ a second (evening) Caretaker for such purposes but that the decision had been taken by Council not to backfill that post as it wanted to review the use of the building. Kestrel Guards therefore provides a reasonable cost option for bookings over and above those that can be covered by the total hours available to staff from the Caretaker.</p> <p>The Town Clerk advised when questioned that the discount currently offered to the Lions Club was equivalent to that offered to another regular and long-standing community group booking. Members felt that these charges should be reviewed more generally and the Hire Charges Working Party should meet as soon as possible to review the charging structure and agree the structure to be put forward to Council for the coming financial year.</p> <p>It was <b>AGREED</b> to <b>RECOMMEND</b> that the Hire Charges Working Party convene a meeting as soon as practicable in order to agree charging structure for 2019/20 financial year.</p> <p>It was <b>AGREED</b> to <b>RECOMMEND</b> that the new scale of room hire charges for Shire House be itemised on the Full Council agenda for the meeting on 21 March 2019 for implementation from 1 April 2019.</p> <p>Councillor K W Stubbs abstained from voting on this item.</p>	<p><b>Working Party</b> to agree meeting date</p> <p>Agree 2019/20 charging structure</p>	<p>15.03.19 – FC agenda publication</p> <p>Implementation <b>01.04.19</b></p>
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	<p><b>c) Chief Executive of Cornwall Rural Community Charity invitation to the Community Buildings Conference taking place on Tuesday 12th February 2019 at the Lanivet Parish Community Centre</b></p> <p>A copy of the email was circulated with the agenda.</p> <p>The Town Clerk noted that a maximum of 3 representatives from any organisation was able to attend.</p> <p>The Chairman requested that Members email the Town Clerk should they wish to attend.</p> <p><b>d) Email from Bodmin Community Link Officer regarding planting on town roundabouts via Cormac Volunteering Scheme</b></p> <p>A copy of the email was circulated with the agenda.</p> <p>The Town Clerk reported that the planting of Cornwall Council roundabouts via the Cormac volunteering scheme seemed to be a reasonable approach to engage with volunteers and ensure they are supported with the process given health and safety issues with working adjacent to / on the highway.</p> <p>It was <b>AGREED</b> to <b>RECOMMEND</b> support of the volunteer scheme as a mechanism for the planting of the roundabouts.</p> <p>It was <b>AGREED</b> to <b>RECOMMEND</b> that in any response the Town Clerk requests that whilst any work is taking place on roundabouts, that an opportunity is taken to weed spray the white and black chevrons around the roundabouts (where they exist) to deal with unsightly weed growth, noting that this has been achieved in other towns.</p> <p><b>e) Any other item of correspondence that the Chairman considers appropriate</b></p> <p>There were no other items of correspondence.</p>	<p><b>All Members</b> – email TC if wish to attend</p> <p>TC</p> <p>TC</p>	<p>25.01.19</p> <p>25.01.19</p>
PP/2019/05	<p><b>Update on the current status of key Council projects to include:</b></p> <p>A copy of the report from the POSM was circulated with the Agenda.</p> <p><b>a) Skate Park</b></p> <p>The POSM reported that there had been a good response to the tender on Contracts Finders and that he was currently working through them. He noted that these tenders were large documents which were taking time to assess against the scoring matrix and that he would report back to</p>		

	<p>Committee in due course.</p> <p><b>b) Fair Park Toilets</b></p> <p>The POSM reported that he was waiting for RTP Surveyors to return the design, as previously discussed.</p> <p>Members enquired as to whether the possibility of including a vending booth had been discussed with RTP, feeling that this would serve to enhance the security of the building and could generate an income for the Council.</p> <p>The Town Clerk noted that this would increase the initial cost and that there was a tight budget for the project. The possibility of extending the footprint to accommodate this was certainly not feasible within budget.</p> <p>It was <b>AGREED</b> to <b>RECOMMEND</b> that the POSM enquire with RTP as to whether a plan to include a vending booth within the current footprint of the building could be produced and the cost implications that a redesign might bring.</p> <p><b>c) Site for new cemetery</b></p> <p>The POSM noted, as outlined in his report, that Officers were currently considering some additional sites and would report back on the feasibility of these at a future meeting when more information was known.</p> <p><b>d) Machinery Shed</b></p> <p>The POSM reported that he had been focussing on other projects and had not progressed this matter, noting Council's decision during the Budget meeting on 3 January to postpone this project.</p>	POSM	08.02.19
PP/2019/06	<p><b>Health and Safety project update</b></p> <p>A copy of a report from the POSM was circulated with the agenda.</p> <p>The POSM reported that this included a list of inspections the Park Team will now have to carry out. He noted that anything deemed unfit had been removed, and required works had been added to the maintenance schedule.</p> <p>The Town Clerk added that the Team were updating their health and safety procedures in light of this.</p> <p>Councillor P T Cooper wished to extend his thanks to the POSM and Parks Team for the hard work they are doing in bringing everything up to standard, commenting that this was not going unnoticed.</p>		

	<p>It was noted that Royal Mail were now doing vehicle inspections, and it was suggested to the POSM to investigate as to whether this might be more competitive than Cormac. The POSM advised that he would explore this option and report back with any information to a future meeting.</p>		
PP/2019/07	<p><b>Skate Park – To note that the pyramid funbox will be removed from the existing skate park as it is beyond economical repair</b></p> <p>The Town Clerk reported that regular inspections had been undertaken on the Skate Park equipment and that the pyramid funbox had now come to the end of its useful life and required removal.</p> <p>Members requested that the public be updated on this via the website / Facebook page, along with an update about the new Skate Park in order to ensure the public were aware that the Council was working towards a longer-term solution.</p> <p>It was <b>AGREED to RECOMMEND</b> that this piece of equipment is removed from the skate park after the February half-term and to include information on plans for a new skate park.</p>	POSM	Following 21.03.19 FC
PP/2019/08	<p><b>To consider recording of staff time in relation to vandalism (referred from FS&amp;PM Budget meeting held on 3 January 2019, minute ref FSPM/2019/004 refers)</b></p> <p>The Town Clerk reported that Officers would be able to pull figures relating to materials and where external contractors had to be brought in to carry out remedial works. The difficulty of capturing staff time spent on vandalism related issues was discussed and Members felt that a ballpark figure was appropriate, in order not to take up valuable staff time calculating exact costs retrospectively. The Town Clerk noted that the Property and Maintenance Operative would need to be more mindful of recording time spent on issues associated with vandalism going forward and the POSM would need to liaise with staff over their recording of time spent on matters relating to vandalism.</p> <p>Members felt that it was important to share an estimated overall figure with the public, in consideration of the precept rise, in order to demonstrate the money spent on this avoidable issue where it could be spent for the benefit of the community.</p> <p>It was <b>AGREED to RECOMMEND</b> that staff record more accurately matters (time and costs) relating to vandalism so that a cost figure can be provided in any annual assessment.</p>	Accounts / POSM	Ongoing
PP/2019/09	<p><b>Coldharbour, to include:</b></p> <p><b>a) Essential maintenance works to the clubhouse</b></p>		

	<p>A copy of the report was circulated with the agenda.</p> <p>The POSM reported that the Schedule of Dilapidation (circulated under item PP/2019/09(b) below) had generated discussions with the club regarding the essential items which needed addressing, pending longer term arrangements / lease to be agreed between Bodmin Youth Football Club (BYFC) and BTC, and in consideration of the availability of grant funding for BYFC.</p> <p>It was <b>AGREED</b> to <b>RECOMMEND</b> proceeding with the repairs as set out in the POSM's report up to a maximum budget of £4,500.</p> <p>It was <b>AGREED</b> to <b>RECOMMEND</b> giving the POSM delegated authority to proceed with works, at the lowest cost up to the agreed budget.</p> <p>It was <b>AGREED</b> to <b>RECOMMEND</b> that these works proceed on the basis that any equipment installed can be removed as appropriate at a later date for re-use should BYFC build alternative facilities.</p> <p><b>b) Schedule of Dilapidation</b></p> <p>A copy of the Schedule was circulated with the agenda.</p> <p>This document was noted.</p>	POSM	21.03.19
PP/2019/10	<p><b>Explore by Bike – Update on use of Priory Car Park</b></p> <p>A copy of a report by the POSM was circulated with the agenda.</p> <p>The POSM noted that there was a list of questions from the owner of Explore by Bike at the end of the report. He noted that the most feasible site would be in the proximity of the current ice cream van bay as this would allow most easily for power and water to be provided.</p> <p>The Town Clerk outlined the considerations that the Council needed to give clear instruction on, as follows:</p> <ul style="list-style-type: none"> <li>➤ Lease or Licence, noting that a licensee does not receive exclusive possession of the land, and that registration of land would need to be addressed if a lease was offered;</li> <li>➤ Costs of connection of water and electricity will be fairly high and would be the Council's responsibility to provide as part of a lease, with usage being recharged to tenant;</li> <li>➤ Planning issues will need to be explored by the business owner.</li> </ul> <p>The Town Clerk reported that, in terms of rental income, Charterwood had reviewed the potential rental for bays of 6.2 x 5 metres and their advice (from a calculation commentary dated 31 October 2018) was £2,500 per annum exclusive of electricity.</p>		

	<p>It was estimated that the shipping container and display space needed by Explore by Bike might require approximately three parking pays.</p> <p>Members were aware that this was not one of the Town Council's strategic projects and therefore there were limited resources in terms of budget and staff time that could be spent on progressing this. It was felt that the project was a positive one, fitting with the Town's aspirations to be a cycle town, and Members wanted to support the business but that the onus would be on the owner of Explore by Bike to progress the Planning consent in order to achieve a 1 April 2019 start date, with the water / electric arrangements to come later.</p> <p>Members discussed their response to each of Explore by Bike's queries as follows:</p> <ul style="list-style-type: none"> <li>➤ <b>In the new location, would the container still need to be wooden clad or will the container alone be acceptable?</b></li> </ul> <p>Members felt that, whichever location was agreed upon, cladding would be necessary given the Car Park's proximity to a conservation area</p> <ul style="list-style-type: none"> <li>➤ <b>Would BTC be willing to let Explore by Bike connect to water and electricity or is it best to apply for that later?</b></li> </ul> <p>Members felt that, given the desired timescale for commencement of operation of the beginning of April, the arrangements for water and electricity would need to be resolved at a later date.</p> <p>It was noted that upgrade work was required to the box used to provide power to the ice cream van and that this work could be done to allow an additional point for Explore by Bike, however the timescale for this might not fit with an April start date.</p> <ul style="list-style-type: none"> <li>➤ <b>Would BTC be willing to let Explore by Bike have a very minimal rent to enable the business to get established for the first year?</b></li> </ul> <p>Members felt that they would support the idea of an escalator rent to allow for the business to establish, terms to be negotiated in consideration of the number of parking spaces required.</p> <ul style="list-style-type: none"> <li>➤ <b>What rent would BTC require for the space after the first 12 months?</b></li> </ul> <p>Members felt that the negotiation regarding rental could be negotiated for up to a three year term in the first instance, excluding the automatic right to renew in order</p>		
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	<p>that the success of the arrangement be reviewed.</p> <p>➤ <b>Would BTC let Explore by Bike put signs / banners on Town Council property on main routes into town and in the centre to guide tourists into the car park?</b></p> <p>Members felt that this would be acceptable, in principle and within reason, to be reviewed and negotiated during term of agreement.</p> <p>➤ <b>Would it be possible to have everything in place for the start of April?</b></p> <p>Members were open to this start date in principle, if the owner is able to secure the appropriate Planning permissions.</p> <p>It was <b>AGREED</b> to <b>RECOMMEND</b> responding to the six questions from the owner of Explore by Bike as outlined above.</p> <p>It was <b>AGREED</b> to <b>RECOMMEND</b> that the Parks &amp; Open Spaces Manager / Town Clerk are given delegated authority to proceed with the necessary legal work to achieve a 3-year term lease excluding the provisions of the Landlord and Tenant Act 1954 with regards security of tenure.</p> <p>It was <b>AGREED</b> to <b>RECOMMEND</b> that an escalator is agreed to achieve the £2,500 per annum market rent plus VAT by year 3.</p> <p>It was <b>AGREED</b> to <b>RECOMMEND</b> that any water and electricity used by Explore by bike is recharged to them at the prevailing rate.</p>	<p>POSM</p> <p>TC / POSM</p> <p>TC / POSM</p> <p>TC / POSM</p>	<p>25.01.19</p> <p>21.03.19</p> <p>25.01.19</p> <p>25.01.19</p>
PP/2019/11	<p><b>Volunteer Dog Warden</b></p> <p>A copy of the report from the POSM was circulated with the agenda.</p> <p>The POSM noted that, during discussions with Jason Drew at Cornwall Council, he had mentioned that this type of scheme is more preventative and that local Councils do not tend to receive much income from this type of initiative as the first few fines issued tend to act as a deterrent. Members felt that this would achieve the required outcome in reducing dog fouling on Town Council property.</p> <p>There followed some discussion around the requirement for BTC to recruit a volunteer dog warden at this time given the enforcement pilot scheme with Cornwall Council and the posters purchased by the town Council which would be erected. It was considered prudent to consider any next steps after the pilot scheme.</p> <p>The POSM reported that it was necessary to conduct two weeks of data gathering before putting up the posters, whereby the</p>		



	<p>number of incidences of fouling are recorded. The same exercise should then be repeated two weeks after the posters were put up to enable comparison of data.</p> <p>The POSM asked for any volunteers to conduct this data gathering, which needed to be done daily for two weeks. Councillors E M Ahearn and D A Henderson volunteered to assist and would coordinate with the POSM.</p> <p>There was consensus among Members that, once the posters were put up, a post could be put on the BTC website and Facebook page to promote the initiative, also providing a link to the Cornwall Council website where members of the public were able to report any instances of dog fouling they witness.</p>		
PP/2019/12	<p><b>Risk Management Update</b></p> <p>A copy was circulated with the agenda.</p> <p>The Town Clerk advised that the Risk Management Working Party were due to meet in the near future.</p> <p>This report was noted.</p>		

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