

MINUTES of the **Properties Committee** Meeting held on Thursday 27 June 2019 at 6.00 p.m. in the Shire House Suite, Shire House, Bodmin

PRESENT: Councillor K J Phillips (arrived at 6.20 p.m. and from item PP/2019/49), presiding, together with Councillors P Brown, P T Cooper, A J Coppin (arrived at 6.29 p.m. and from item PP/2019/50), L L Frost, S H Kinsman and K W Stubbs.

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 J A Bassett and J P Cooper.

The Town Clerk noted that Councillor K J Phillips (Chairman) would be arriving late to the meeting due to work commitments and as such the meeting would need to appoint a Chairman. It was AGREED that Councillor L Frost assume the Chair.

Councillor L L Frost advised that he needed to leave the meeting at 8.00 p.m. due to family commitments

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| PP/2019/47 | <p>Declarations of Interest</p> <p>There were no declarations of interest.</p> | | |
| PP/2019/48 | <p>Election of Vice Chairman of the Properties Committee</p> <p>Councillor L L Frost was unanimously elected as Vice-Chair of the Properties Committee.</p> | | |
| PP/2019/49 | <p>Presentation from Bodmin Youth FC</p> <p>Proposed plans of the new clubhouse were circulated with the agenda.</p> <p>Mr Darren Vickers, Vice Chairperson at Bodmin Youth FC (BYFC) attended the meeting and gave an update on the current position of BYFC at Coldharbour.</p> <p>Mr Vickers reported that, since the previous presentation by the club 12 months previously, a lot of work had been done to progress plans to this stage. He thanked the Council for the progress on the lease which was in hand, and had been required to progress bids with the Football Foundation (FF) and the Cornwall Football Association (CFA).</p> <p>Mr Vickers reported that BYFC had engaged with Football Foundation and Cornwall FA and had worked to collate a wealth of information required by them in order to process a bid request.</p> <p>Mr Vickers noted that both the FF and CFA had visited the Coldharbour site. Plans had not yet been submitted for planning approval as it was important to check that they would be compliant with funding criteria. The plans that had been shared with members</p> | | |

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| | <p>were a reflection of a funding compliant layout. He commented that, once planning approval had been gained, they would be confident of the plans submitted with funding applications would be compliant.</p> <p>Mr Vickers noted that the rebuild of the clubhouse facilities was the first phase of the development and the second phase, should funding allow, would involve the creation of meeting facilities.</p> <p>Mr Vickers noted that BYFC would be audited on all expenditure and the quotes would go to a funding panel for review, before expenditure was approved.</p> <p>The Town Clerk enquired as to the indicative funding amount. Mr Vickers responded that they were looking at rough costs in the region of £300,000.</p> <p>Councillor K J Phillips arrived at 6.20 p.m.</p> <p>The Chairman thanked Mr Vickers for his presentation and noted that BTC looked forward to receiving further updates.</p> <p>Mr Vickers noted his thanks to BTC for the recent work to the toilets and that they had been very upset when these had experienced vandalism after just two days.</p> <p>Mr Vickers left the meeting at 6.22 p.m.</p> <p>Councillor K J Phillips assumed the Chair.</p> | | |
| PP/2019/50 | <p>Public representation session</p> <p>There were two members of the public present.</p> <p>Mrs Christine Howard wished to request that BTC consider retaining 1-2 tennis courts when considering redevelopment of the Tennis Court site.</p> <p>The POSM commented that BTC had only just started considering stage 2 (stage 1 being the creation of the new skate park) and that all suggestions from residents were welcome. He commented that the aspiration was to facilitate additional use of the park, with designated areas for specific types of sports.</p> <p>Councillor A J Coppin arrived at 6.29 p.m.</p> | | |
| PP/2019/51 | <p>To consider and, if approved, adopt the Minutes of the Properties Committee Meeting held on 28 March 2019</p> <p>The Minutes of the Properties Committee Meeting held on 28 March 2019 had been through Full Council on 23 May 2019 where the actions and expenditure items were approved.</p> | | |

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| | <p>Matters arising</p> <p>PP/2019/32 – Shire House Suite flooring – It was noted that the RFO was investigating options for new flooring, having established that the current floor underneath the carpet was concrete and not wooden.</p> <p>PP/2019/35 – Risk Management Update – Bodmin Jail – the Town Clerk noted that this action had been superseded by the letter sent by the Mayor regarding parking around the Bodmin Jail site as agreed at the Special Council meeting on 20 June 2019 (minute ref C/2019/167 refers).</p> <p>The Minutes of the Properties Committee Meeting held on 28 March 2019 were approved and passed for signing.</p> | | |
| PP/2019/52 | <p>Correspondence</p> <p>a) Email from local resident regarding allotment provision in Bodmin</p> <p>The Town Clerk provided a brief overview of relevant legislation in respect of allotments - Small Holdings and Allotments Act 1908 s23(1), 23(2) and 25(1) and Allotments Act 1950 s9.</p> <p>Members felt that the provision of additional allotments in the town did not form part of their key objectives and therefore could not be undertaken at this time, noting the administrative burden which would be substantial, in addition to sourcing appropriate land. It was noted that the area of land suggested by the resident would not be appropriate. However, Members considered that this provision could be borne in mind during development of the Neighbourhood Plan.</p> <p>It was AGREED to RECOMMEND that the Town Clerk respond to the individual thanking him for taking the time to write and noting that the Neighbourhood Plan Steering Committee would be keen to consider this point and that he would be welcome to come along to future NP meetings.</p> <p>b) Any other item of correspondence that the Chairman considers appropriate</p> <p>The Chairman reported that she had received email correspondence from Bodmin Netball Club regarding provision of facilities on the site of the tennis courts. She noted that she had not yet met with them to establish more detailed information.</p> | TC | None agreed |
| PP/2019/53 | <p>Update on the current status of key Council projects, to include:</p> <p>a) Skate Park</p> | | |

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| | <p>A report was circulated with the agenda.</p> <p>The POSM reported that he had held the first user group engagement meeting the previous day which had been very productive and that they had built a group of eight users with a good age range and mix of wheeled sports.</p> <p>The POSM noted that a further update would be provided following the next user group meeting which would be focusing on the design of the new park.</p> <p>b) Fair Park Toilets</p> <p>It was noted that this item would be considered under agenda item 10 (minute ref PP/2019/55 refers).</p> <p>c) Site for new cemetery</p> <p>A report was circulated with the agenda. This information was noted.</p> <p>d) Machinery Shed – on hold pending further information</p> <p>The POSM noted that a new sink had been installed and that there were no further developments at this time.</p> | | |
| PP/2019/54 | <p>Update on additional projects being undertaken, to include:</p> <p>a) Priory Pond pest control</p> <p>A report was circulated with the agenda.</p> <p>Alternative methods of pest control were discussed. Members considered that the only way to prevent the overfeeding of the ducks, which was exacerbating the pest problem and therefore the damage to the environment that they can bring, would be to consider measures which were not proportionate to the issue and which would take detract from the publics enjoyment of the park.</p> <p>Members noted feedback from parents in the town that they had started taking alternative routes on the school run, to prevent going through the park in order to avoid the rats. It was agreed that this was detrimental to residents and the problem needed to be addressed.</p> <p>It was AGREED to RECOMMEND giving the POSM delegated authority to proceed with investigating contractors to provide pest control and to engage a contractor as appropriate and to include liaison with the Police given the issues encountered with bating close to public areas and watercourses. It was AGREED that such work would need to be managed sensitively with some areas of the park needing to be closed for short durations to restrict public access to accommodate pest control work.</p> | POSM | Following Full Council 18.07.19 |

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| | <p>b) Works to Coldharbour football pitch</p> <p>A report was circulated with the agenda.</p> <p>The POSM was commended on the Parks Teams' work.</p> | | |
| PP/2019/55 | <p>Fair Park toilets, to include:</p> <p>a) To receive report from Parks & Open Spaces Manager (POSM)</p> <p>The report was circulated with the agenda.</p> <p>b) RTP Schedule of Works</p> <p>The Schedule of Works was circulated with the agenda. The POSM noted that an additional document had also been circulated earlier that day.</p> <p>The POSM noted that the project could be uploaded to Contracts Finder once Council had agreed to proceed as per the Schedule provided by RTP.</p> <p>It was noted that the toilets had been vandalised repeatedly, including the cubicle in the Men's toilet, which had already been locked from the inside due to previous vandalism. This has now been boarded up due to the damage. The accessible toilet had also been damaged repeatedly. It appeared that the vandals have acquired a radar key and were using this to access the toilet and cause damage.</p> <p>Councillor A J Coppin raised the following matters relating to the RTP Specification.</p> <p>Firstly, Councillor Coppin noted that the specification included the removal of tiles to put up the proposed cladding. He enquired as to whether the cladding could be put up on top of the tiles to save on labour costs. The Town Clerk noted that some tiles were missing which may pose a problem for smooth continuous fixing.</p> <p>The POSM commented that the contractor may be required to upgrade pipework, in which case sections of the tiled wall may need to be removed in order to lay new pipework.</p> <p>Councillor Coppin also suggested the use of cladding on the ceilings, again in order to save costs.</p> <p>The POSM noted the two areas of clarification required from his report. The first was for Council to agree whether or not the installation of extractor fans was required. The second was the installation of a floor drain in each unisex cubicle.</p> <p>Councillor P Brown considered that rendering would be the favourable choice for the external walls, as cladding was more likely</p> | | |

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| | <p>to be subject to vandalism and would not provide the same longevity.</p> <p>Councillor P T Cooper noted that two additional handwash facilities would be required as part of the refurbishment. He raised the issue of the potential of working with IntoBodmin and the Old Library in order to provide community toilets as an alternative to the public toilets at Higher Bore Street (minute ref PP/2019/26 refers). He considered that, should this idea be progressed and Higher Bore Street toilets be closed, the recently installed facilities could be installed in the Fair Park toilets, thus saving the cost of purchasing new hand wash units.</p> <p>Members discussed this matter and considered that, before any decision was made, a feasibility study would need to be conducted and the community toilets would need to be evaluated to ensure that residents were happy with the provision. It was also noted that, in the interest of fairness to other businesses at that end of town, they should be offered the same opportunity to consider provision of community toilets on their premises. Members felt there were many aspects to consider including disabled access and hours / days of operation.</p> <p>It was felt that the costs of Higher Bore Street toilets were budgeted for the current year and there was consensus among Members that, as the creation of community toilets was not one of the Council's key objectives there was not currently the capacity to progress the works required to assess and evaluate the project and that the matter could be considered in more detail as part of the 2020/21 budget setting process as community toilets were funded by way of a grants type system by the local council</p> <p>It was AGREED to RECOMMEND that the matter be deferred to the next Properties meeting on 26 September, where Members could further consider the idea of inviting expressions of interest from the Old Library and any other businesses who may be interested in the provision of a Community Toilet.</p> <p>Councillor K W Stubbs abstained from voting on this item.</p> <p>Councillor P Cooper commented that he would advise IntoBodmin of this decision.</p> <p>c) In light of a) and b) above, to consider and, if appropriate, authorise refurbishment project be progressed through Contracts Finder</p> <p>It was AGREED to RECOMMEND progressing with the refurbishment of Fair Park toilets as set out in the RTP Schedule of Works, subject to the POSM discussing with RTP the potential costs saving measures of retaining the existing tiles underneath the new cladding, and the use of cladding on the ceilings, and subject to the use of render rather than cladding on the external walls.</p> | <p>SAA</p> <p>POSM</p> | <p>20.09.19</p> <p>Following Full Council 18.07.19</p> |
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| | <p>It was AGREED to RECOMMEND that extractor fans were not required.</p> <p>It was AGREED to RECOMMEND the installation of a floor drain in each unisex cubicle.</p> | | |
| PP/2019/56 | <p>Proposed use of Narisa Lawn for summer tennis programme – POSM to report</p> <p>A report was circulated with the agenda.</p> <p>The POSM noted that, in addition to the report he had received information that they would like to host the events during August and September and that the programme had the support of Judy Murray (mother of tennis player Andy Murray).</p> <p>Following discussion, it was AGREED to RECOMMEND allowing this programme of events to proceed on Narisa Lawn.</p> <p>Councillor A J Coppin voted against this decision, feeling it was not the most appropriate location for the event to take place.</p> | POSM | Following Full Council 18.07.19 |
| PP/2019/57 | <p>Tennis Court redevelopment, to include:</p> <p>a) To receive update on Sports England grant for multi-use ball court facility – POSM to report</p> <p>A report was circulated with the agenda.</p> <p>Councillor P Brown, having attended a meeting of the Cornwall Planning Partnership, noted that it might also be worth pursuing CIL (Community Infrastructure Levy) monies.</p> <p>b) Landscape design work – POSM to report</p> <p>A report was circulated with the agenda.</p> <p>The Town Clerk commented that the redevelopment of the new skate park offered the opportunity to design and create a better open space in terms of its relationship within the park as a whole, with an opportunity to achieve an improved flow to encourage use as a community space between the children's play area, formal lawns and the informal habitat areas at Pen Dowr and Priory Meadow.</p> <p>The POSM hoped that opening up the space and encouraging wider use would also encourage self-policing of the area to reduce antisocial behaviour.</p> | | |
| PP/2019/58 | <p>Buglife conservation initiative – to include:</p> | | |

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| | <p>Following discussion, it was AGREED to RECOMMEND conducting another survey in 12 months' time.</p> <p>It was further AGREED to RECOMMEND allocating money to the budget as part of the budget setting process in January (2020/21 budget).</p> | <p>POSM</p> <p>RFO</p> | |
| PP/2019/61 | <p>Request for replacement vehicle and additional vehicle for Parks Team – POSM to report</p> <p>The POSM reported that the Piaggio Porter used by the Gardener / Horticulturalist required replacement. In addition, he reported that the Parks Team would benefit from an extra van to allow team to be more flexible, allowing team members to attend sites separately and as part of reactive works, and enabling more tasks and jobs to be achieved within the teams' operational requirements.</p> <p>The Town Clerk commented that the POSM and Parks Supervisor were currently relying on using their own vehicles at their own expense. Should this arrangement continue, the Town Clerk informed that the Council would need to consider casual or essential car user allowances. He also noted that the cost of the purchase a van such as those already identified by the POSM would be his recommendation.</p> <p>The POSM provided two examples of suitable vehicles currently available to give Members an idea of costs:</p> <ul style="list-style-type: none"> ➤ 2014 Ford Fiesta Van, 44,000 miles - £3,995 ➤ 2014 Peugeot Van, 60,000 - £5,995 <p>The POSM reported that he would be able to source both the replacement for vehicle and additional vehicle for a total of £11,000. He confirmed that there were sufficient monies in reserves allocated to replacement vehicles and machinery.</p> <p>The possibility of purchasing a car rather than a van was discussed due to the lower road tax. For reasons of practicality and health and safety of transporting equipment, Officers advised against this option and Members agreed that this was not appropriate. Councillor P Brown queried whether a small pick-up type vehicle would add flexibility to the team's range of tasks</p> <p>Following discussion, it was AGREED to RECOMMEND giving the POSM delegated authority to purchase a suitable second-hand vehicle to replace the Piaggio Porter and an additional suitable second-hand vehicle, up to a maximum value of £11,000 for both vehicles. It was AGREED that the POSM would update Council if this vehicle budget was sufficient.</p> | <p>POSM</p> | <p>Following Full Council 18.07.19</p> |
| PP/2019/62 | <p>Town Council property portfolio and future use – item referred from FS&PM Committee Meeting held on 18 April 2019 (minute ref FSPM/2019/046 refers)</p> | | |

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| | <p>It was noted that this item had been raised due to the concern surrounding the occupation of Narisa Hall and Members' wish to discuss BTC properties more widely.</p> <p>The Town Clerk reported that Officers were currently negotiating a potential three-year lease for Narisa Hall. He reported that there was also potential interest in Shire House and that the Shire House Complex Advisory Committee were exploring options for separating the House from the Shire House Suite, and future uses / hiring options for the Suite.</p> <p>Regarding Shire Hall, he reported that Officers were in discussion with staff around potential reconfiguration through the 2019 winter period and future uses were currently being explored through the Properties Committee and Promotions Committee.</p> <p>Councillor L L Frost left the meeting at 8.07 p.m.</p> <p>It was noted that further updates on all properties would be taken to future Committee and Council meetings as appropriate.</p> | | |
| PP/2019/63 | <p>Sports Pitch provision in Bodmin – item referred from Properties Committee meeting held on 24 January 2019 (minute ref PP/2019/016 refers)</p> <p>Members felt that it was important to look at provision due to expansion of the town and the demand of grass pitches within the town. Crowles Field was raised as a potential site for such provision.</p> <p>Members felt that the provision of free-to-access grass pitches was very important and that sports pitch provision could form part of the Neighbourhood Development Plan.</p> <p>There was consensus among members regarding the importance of planning for strategic green space and that BTC should urge Cornwall Council to include this in the town's plan for growth. It was noted that there was an algorithm for calculating provision of educational services but no such algorithm for green space / sports provision meaning there was a reliance on bidding and that more weight should be given to such provision.</p> <p>Following discussion, it was AGREED to RECOMMEND that the Town Clerk write to Cornwall Council regarding provision of grass pitches.</p> | TC | Following Full Council meeting 18.07.19 |
| PP/2019/64 | <p>Skate Park update</p> <p>It was noted that this item had already been discussed under item PP/2019/53(a).</p> | | |

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| PP/2019/65 | <p>Risk Management Update</p> <p>A copy of the Risk Management Update was circulated with the agenda.</p> <p>It was noted that Bodmin Beacon Monument should be added to the risk register.</p> <p>There was some discussion regarding the acquisition of land for a new cemetery site. The Town Clerk noted that discussions with Cornwall Council were progressing in this regard.</p> | | |
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Due to the confidential nature of the next business it was **RESOLVED** to go into Committee.
Please see separate page.