

**MINUTES** of the Meeting of **Bodmin Town Council** held on Thursday 21 August 2008 at 6.00 p.m. in the Shire House Suite, Shire House, Bodmin.

**PRESENT:** The Mayor, Councillor R J Micek, presiding; together with Councillors A J Coppin (arrived at 6.13 p.m.), E T Denholm, OBE DL, M E Dominey, A Duffin, M J Griffiths (left at 7:40 p.m.), F M Hancock, J H Hartill, L G J Kennedy, P Kerridge, R Solomons, L A Spear and H G Vanderwolfe. Councillor K W Stubbs joined the Meeting from item C/2008/143.

**IN ATTENDANCE:** P O'Callaghan (Town Clerk), Mr S Facer (DCE), Mr P Serpell, PCSC Project Manager and Mrs J C Perrins (Committee Clerk).

**CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES:** There were no announcements.

Apologies had been received from Councillor M Denholm and Councillor A J Coppin who would be late.

C/2008/141

**PRESENTATION BY MS DEBBIE ATWILL, NCDC STREET RANGER FOR BODMIN** - Ms Debbie Atwill gave an enthusiastic presentation in relation to her role as Street Ranger for Bodmin and building a close liaison with Bodmin Town Council.

The Street Ranger began to work for NCDC in mid-April 2008 and explained that the specific items focused upon in this role are:

- Abandoned Vehicles;
- Littering;
- Fly-tipping;
- Waste;
- Graffiti and Fly-posting; and
- Dog Fouling.

Ms Atwill was able to promote her work by projecting details of her work to a screen for Members to view. Various areas were highlighted which required or had received attention, e.g. vehicles abandoned / parked, fly-tipping, litter. (Copies of information from the slides used attached).

The Street Ranger defined the boundaries of NCDC work merging with BTC work in keeping areas clean, tidy and bins being emptied and also with the horticultural partnership between NCDC/BTC being in operation where specific NCDC grassed areas are being cared for by BTC staff.

A breakdown of the various areas of the Street Ranger role were touched upon including important sections such as:

Community Participation which expands into -

- Pride of Place – Public Relations
- PACT – Police And Communities Together
- Open Surgery
- Neighbourhood Watch
- Monument Way
- Criminal Damage Project
- DMT – where graffiti is cleaned up using power washing and it is hoped to bring in a graffiti artist once cleaned to produce a worthwhile production.

A most animated and passionate account of the varied tasks completed by the Street Ranger between issuing Fixed Penalty Notices in order to get illegally parked / abandoned vehicles removed from highways to the follow-up of waste that had been fly-tipped was given.

(Councillor A J Coppin arrived 6.13 p.m.).

A particular item mentioned by the Street Ranger, are two buildings on Hillside Park which had been heavy graffiti targets. It is hoped that the DMT will be able to help to both clean and rejuvenate these in due course.

An on-going problem suffered throughout the town is dog fouling; the Street Ranger advised that awareness raising events are taking place, e.g. dawn and dusk walks in September and October which will be heavily publicised – talks will be given and Fixed Penalty Notices issued to irresponsible dog owners.

The Street Ranger referred to Clean Cornwall Week and the fact that the Lanivet Litter Group had been formed to litter pick Lanivet area on a voluntary basis. A leaflet, Lanson Litter (Lanson's Initiative To Tackle Environmental Refuse) – Waste Awareness Day, Tuesday 23 September 2008, 10am–4pm Launceston Town Hall was available for Councillors to view. The Street Ranger suggested that with the organising of these new initiatives, voluntary litter pick campaigns within Bodmin may also be prompted; a final reference was made to people who have made contact regarding the possibility of setting up a neighbourhood watch scheme.

Councillor L A Spear declared an interest as Chairman of Community Services at NCDC.

Councillor A Duffin stated that whilst removal of the graffiti in the Hillside Park area was of good intention, other local areas in receipt of similar damage had been revitalized, but after a while they had been damaged again.

Councillor E T Denholm, OBE DL requested that the sign indicating Parkway Station be considered for rejuvenation as it had been damaged but was a loss to the community.

The Street Ranger agreed to take this back to her team.

Councillors thanked the Street Ranger for such an enthusiastic presentation.

The Town Clerk expressed his thanks to Debbie Atwill for making her presentation to Council and suggested that it would be useful if BTC / NCDC were to share website information regarding Street Ranger/greener issue details in order to give the public another site from which to gain information.

The Mayor, whilst acknowledging that Members and Officers had covered all he intended to say, expressed the gratitude of Bodmin Town Council to Debbie Atwill for attending the meeting to make her presentation and being so enthusiastic towards her role.

C/2008/142

**BODMIN TOWN COUNCIL – To consider the applications to fill the 2 Council Vacancies in St Mary’s Ward by Co-option:**

The Town Clerk advised that four applications had been received for the two vacant Council seats from: Mr C R Bell, Mr L Difford, Mr K W Stubbs and Mr C Wilkes.

Following voting, it was **RESOLVED** that Mr C R Bell and Mr K W Stubbs be co-opted as Councillors for St Mary’s Ward.

The Town Clerk was instructed to take the Declarations of Acceptance of Office.

The Town Clerk informed the meeting that Mr C R Bell had offered apologies for his absence this evening, and the Town Clerk advised that he will contact Mr Bell to inform him of this evening’s decision and make arrangements for him to attend the office to make a Declaration of Acceptance of Office.

Following the signing of the Declaration of Acceptance of Office, Councillor K W Stubbs joined the meeting.

C/2008/143

**PUBLIC REPRESENTATION SESSION –**

**Police Report** – Copies of statistics produced by the Police had been circulated to Members.

PC A Barbery was in attendance. PC Barbery welcomed the excellent work being undertaken by the Street Ranger/s; he also congratulated Councillor K W Stubbs on his new position on behalf of Bodmin Police.

PC A Barbery gave a verbal Police report to Members and reviewed the figures circulated to the meeting.

PC Barbery informed that whilst general crime in the area is low, Police are looking to reduce all crime to a minimal level. The highest crime figures shown are vehicle crime and sexual offences. The detected rate of Domestic Abuse for Bodmin this year is lower than last year, and the overall detected crime figure is 32.3%.

PC Barbery advised that spiralling offences over the last few years are alcohol related assaults on young girls; alcohol is a major problem and two-thirds of assaults are alcohol related. The meeting were informed that CCTV is consistently used within the town and statistics for criminal damage are down but drunkenness had been proven as the main cause of crime.

The Police report referred to specific areas of Bodmin where boy-racers have caused major problems recently. Where problems had been observed, vehicle registration numbers had been noted and vehicle owners written to and warned to stop meeting at inappropriate times/places and been made aware of various issues that can be raised against them if they should continue, eg Section 59 Notice may be made against them; if they are caught driving carelessly or receive a court summons or order for bad driving anywhere in the country, the Police may seize their vehicle. This action appears to have been effective with these individuals.

PC Barbery reported that there are Special Constables operating in Bodmin on Friday and Saturday evenings, to help Police the area. However, whilst the Police have stopped youngsters from drinking on the streets there are still difficulties being experienced with young people who have been allowed to drink in-house.

PC Barbery advised that the Police have contacted the local Magistrates to ask that they consider imposing a curfew on offenders who are being influenced by alcohol, as imposing restrictions appears to be a sensible way to curb the problem.

Councillor L A Spear expressed concerns regarding alcohol consumption and suggested that perhaps BTC should write to the Government relaying those concerns. Councillor Spear continued to state that a recent Daily Newspaper (Daily Mail – Saturday 16 August 2008) had cited that there were a large number of repossessions being made in Bodmin; it was felt that financial difficulties are a major cause of domestic abuse and could be why Bodmin is so high on the domestic violence detection list. A further concern raised by Councillor Spear was in relation to the recent action/theft from the Beacon Campsite as this sort of crime is considered despicable.

PC A Barbery responded from a Police perspective - where the numbers of offenders are rising as people become unemployed - the concerns expressed by Council would be echoed. In cases of domestic/sexual offences alcohol appears to be a key contributor to the offence.

Councillor L G J Kennedy referred to the statistics regarding commercial burglary and asked if this is a summer trend or an isolated incident to Bodmin area. Councillor Kennedy also asked whether the S.59 boy-racer Notice remains with the vehicle or person or if it is transferable.

PC Barbery responded that the commercial burglary statistics are not isolated and are a summer trend. This is a burglary where the perpetrator moves back and forth to avoid detection. With regard to the S.59 Notice they are issued on the vehicle and driver and last for twelve months, however should the driver change their vehicle the S.59 Notice will be updated on Police records against any replacement vehicle.

The Mayor thanked PC Barbery for attending and answering questions.

Mr Balu Madhvani arrived at 6.35 p.m.

**Mr Balu Madhvani – Bodmin Boxing Club** - Mr Madhvani thanked Bodmin Town Council for their letter in relation to Walker Lines Gymnasium and advised Members that the Boxing Club are now meeting four nights per week as opposed to two nights and that Councillors are welcome to visit them to view their activities.

Mr Madhvani stated that the Boxing Club would like to make some improvements to the building. Windows had been broken and the weather had not been kind; autumn/winter will soon be approaching and the Boxing Club does not feel able to put funds into a building they may not be able to retain. Mr Madhvani queried how long it would be before the building could be turned over to them, in order that the Boxing Club may set some targets.

The Town Clerk informed Mr Madhvani that, as stated in his previous letter, the Council had resolved to sell the Walker Lines Gymnasium to the Walker Lines Sports and Gymnasium Association, but that because of the major projects sorting the legalities would take some time. It was also noted that a Schedule of Condition was required prior to disposal. The Town Clerk assured Mr Madhvani that BTC will look into these legalities as soon as practicably possible, but in the meantime the Club could approach prospective funders safe in the knowledge of security of tenure. Mr Madhvani noted these comments but informed that the price was important to the Club as they needed to be sure that they could afford to purchase the property and carry out the necessary repairs.

C/2008/144

#### **Minutes of the Council Meeting held on 19 June 2008**

**Page 1 – C/2008/113 SWERDA Update:** it was noted that as a matter of accuracy the Second paragraph should read “Councillor Micek advised that he is due to attend a meeting concerning Foster Hall and Beacon Technology Park on 25 July 2008 at which time, if required, he will raise any issues that involve BTC.”

Subject to the above minor amendment, the Minutes of the Council Meeting held on 19 June 2008 were approved and passed for signing.

**Matters Arising - Page 7 – C/2008/117d) PACT Meeting 8 July 2008:** Councillor P Kerridge reported that he had attended this meeting but had nothing specific to report on this occasion.

C/2008/145

**Standing Orders - Item deferred from previous Full Council Meeting had been proposed and seconded without debate; in accordance with existing Standing Order 69 (new 70), namely changes to the Council's Standing Orders as recommended by the Policy Committee (item POL/2008/006d refers)**

The recommended changes to Standing Orders include:

- Amendment to Standing Orders 40 and 42 in respect of the revised Standing Committee Structure;
- Amendment to Standing Order 49 to allow for voting by ballot or roll call at Committees (bringing them into line with Full Council);
- Amendment of Standing Order 53 to allow for the provision of new Standing Order 63;
- Insertion of new Standing Orders 63 (a) and (b) to take account of the Adoption of paragraph 12(2) of the Revised Code of Conduct; and
- Re-numbering of Standing Orders from 63 onwards.

Copies of the Standing Orders had been circulated.

The revised Standing Orders were considered by Members.

Following discussion, it was **RESOLVED** to adopt the revised Standing Orders.

C/2008/146

## **Minutes of the Extra-Ordinary Council Meeting held on 5 August 2008**

The Minutes of the Extra-Ordinary Council Meeting held on 5 August 2008 were approved and passed for signing.

**Matters Arising:** The Town Clerk referred to a visit to the Offices by a previous Town Councillor, Mrs May Rowe, who had asked that her congratulations be relayed to the Council for the success with the work progressing here with the Priory Community Support Centre. These kind comments were noted.

C/2008/147

### **Priory Community Support Centre – Report by PCSC Project Manager on the procurement process and to consider and formally appoint the Main Contractor for the Construction of the Community Building**

Copies of the Tender Report by Davis Langdon LLP had been circulated.

The PCSC Project Manager gave a brief précis of the Priory Community Support Centre Building for the benefit of Councillor K W Stubbs who had been newly appointed.

The PCSC Project Manager advised that following the decisions made at the Extra-Ordinary Council Meeting held on 5 August 2008 it is hoped to begin building in November/December 2008 to enable the building to be operational by December 2009.

The PCSC Project Manager referred Members to the Davis Langdon LLP Tender Report. Contractors were interviewed in June 2008 and tenders for Stage 1 of the Preliminaries, Overheads and Profit for the construction of the works known as Priory Community Support Centre and Football Clubhouse at Priory Park, Bodmin had been received from three contractors.

The PCSC Project Manager informed Members that the submitted tenders had been detailed at Section 3.0 – Summary and Analysis of the Tender Report. Within this section two contractors were quite closely matched in price but only one was ahead with experience, price and timescales – the same contractor had fully complied with the financial regulations (section 3.2 – Cowlin Construction Limited have returned a comprehensive document detailing their tender breakdown, including Preliminaries, an anticipated Programme and Phasing and Timescale Proposals).

The PCSC Project Manager advised that the recommendation of the Tender Panel and Quantity Surveyors and detailed in Section 4.3 of the Conclusion of the Davis Langdon LLP Tender Report, is that Cowlin Construction Limited be appointed as the main contractor.

Councillors queried precisely what happens at the next stage, e.g. if they do not complete within the set timescale will they have penalties set against them.

The PCSC Project Manager explained that the Design Team will meet to work through value engineering (a sort of modified 'design and build' process) and at this stage build time and price will be firmed up.

Councillor A Duffin queried the figures priced at Section 3.3. It was explained that these vary due to the different ways companies detail various sections of the work, with some combining various elements, it was the headline figures that

were important.

Following discussion, it was **RESOLVED** to appoint Cowlin Construction Limited as the main contractor to build the Priory Community Support Centre.

The PCSC Project Manager advised that he will leave the project on 22 August 2008 but wished to assure everyone that the financial regulations had been followed to ensure that everything is in good order.

The Mayor thanked the PCSC Project Manager for the exemplary work he has done for the town on this project and wish him well for the future and the Members congratulated Mr Serpell on a job well done.

The PCSC Project Manager left the meeting at 7.40 p.m.

Councillor M J Griffiths left the meeting at 7.40 p.m.

C/2008/148

**Minutes of the Planning Meetings held on Wednesday 2 July 2008, 16 July 2008, 6 August 2008 and 20 August 2008**

The Minutes of the Planning Meeting held on 2 July 2008 were approved and passed for signing.

**Declarations of Interest:**

**Page 1 – item P/2008/175-2008/01182: Conversion of existing commercial building into one studio apartment and one bedroom apartment – Berry Towers, Roseland Road, Bodmin – Mr D Barnett** – Noted that Councillor R Solomons reiterated his personal interest in this item as the applicant is a friend.

**Page 1 – item P/2008/176-2008/01193: Conversion of building from Hospital to Training Centre to healthcare staff – Westheath House, Westheath Avenue, Bodmin** – Cornwall Partnership NHS Trust – Noted that the Mayor, Councillor R J Micek, declared a personal interest in this item as he is employed by the Trust.

The Minutes of the Planning Meeting held on 16 July 2008 were approved and passed for signing.

The Minutes of the Planning Meeting held on 6 August 2008 were approved and passed for signing.

**Declarations of Interest:**

**Page 5 – P/2008/202-2008/01359: Erection of extension to form a utility room double garage and one bedroom granny annexe over – Sheeps All Inn, Respryn Road, Bodmin – Mr B Matthews** - Noted that Councillor A Duffin reiterated her personal interest in this item as her husband is employed by the applicant.

**Page 5 – P/2008/206-2008/01399: Modification of condition 2 on Decision Notice 2003/0561 namely to change from family/guest restriction to general use for holiday/residential letting use – 47B St Nicholas Street, Bodmin – Mr E Chapman** - Noted that Councillor E T Denholm, OBE DL reiterated a personal and prejudicial interest in this item as the applicant is a neighbour and a close friend.

**Page 8 – P/2008/214: Letter and drawings from Mouchel – Local Member Scheme – Bodmin Various Roads – Proposed ‘No Waiting At Any Time’ restrictions: Athelstan Park, Harleigh Road, Omaha Road and College Lane, Bodmin** – Noted that Councillors M E Dominey and L G J Kennedy reiterated a personal interest in this item as they are both residents of Athelstan Park.

***Matters Arising:***

**Page 1 – Item P/2008/196 Public Representation Session – Planning Application P/2008/197 – Erection of 12 no two bed houses – Pencaran, St Nicholas Street, Bodmin – Stonham, West Region:** Copies of email / attachments from Mr S Cranmer, Affordable Housing Enabling Officer NCDC had been circulated having been forwarded via Councillor E T Denholm.

Councillor L A Spear declared a personal interest as Chairman of Community Services NCDC. Councillor L G J Kennedy declared a personal interest as a resident of Athelstan Park and having advised the local residents concerned.

Councillor L A Spear referred to the recent article on the front page of the Daily Mail reporting the high number of repossessions in Bodmin and commented on the desperate need for affordable housing in the Town.

The meeting considered and discussed the information available, and whilst it was thought that NCDC may find it difficult to reach an agreement it was considered that a site meeting would help to review the situation. The Town Clerk queried how/if Members would like him to respond.

Members raised concerns regarding the continuing traffic problems in Castle Canyke Road which was being exacerbated by vehicles associated with the development. It was noted that CCC Highways were a statutory consultee and would be consulted on this matter.

**Page 8 – Item P/2008/214 Proposed ‘No Waiting At Any Time’ restrictions on Various Bodmin Roads** – Copies of letter received from A T & D A Fox of Harleigh Road were circulated.

Following discussion, it was **AGREED** that the item be referred to the Planning Committee on 3 September 2008.

The Minutes of the Planning Meeting held on 20 August 2008 were approved and passed for signing.

C/2008/149

**Correspondence:**

**a) Normandy Veterans Association:** Letter from Normandy Veterans Association had been circulated.

Councillor H G Vanderwolfe declared a personal interest as a member of the Normandy Veterans Association.

This letter thanking the Mayor and Council for their help in the arrangements for the D Day Commemoration Service was noted.

**b) Cornwall County Fire Brigade's IRMP Service Plan:** Copy letter circulated.

Councillor L G J Kennedy recommended this CCC document to Members.

Councillor P Kerridge declared a personal interest as an employee of CCC.

The meeting noted this item.

**c) 1<sup>st</sup> Castle Canyke (4<sup>th</sup> Bodmin) Scout Group Bodmin District request for financial grant:** Copy letter circulated.

Councillor L A Spear declared a personal interest in this item as she is a Member of the Local Community Chest Panel.

The meeting considered awarding £50.00 from the Youth Fund to enable the local Scout Group to develop their outside storage container. Councillor A Coppin advised the meeting that his employer may be able to assist the Scout Group with this development and offered his work contact number.

Following discussion, it was **RESOLVED** to donate £50.00 the 1<sup>st</sup> Castle Canyke (4<sup>th</sup> Bodmin) Scout Group from the Youth Fund.

Noted that Councillor L A Spear did not vote on this item.

**d) Clean Cornwall Week – 20<sup>th</sup>-28<sup>th</sup> September 2008:** Copy letter circulated.

The meeting noted this item which was linked to the efforts of the Street Rangers as previously discussed by Debbie Atwill from NCDC.

**e) Bodmin Riding & Heritage Day:** Copy letter circulated.

This letter thanking the Council for its help on Heritage Day was noted.

**f) Waste Awareness Day 23 September 2008 at Launceston Town Hall:** Copy leaflet circulated.

The Waste Awareness Day being held at Launceston Town Hall on 23 September 2008 had been raised by the Street Ranger. This item was noted.

C/2008/150

**Minutes of the Promotions Meeting held on 10 July 2008**

The Minutes of this meeting were approved and passed for signing, subject to the minor amendment noted below.

The Town Clerk announced that Mrs Wendy Wright the VIC Tourism Officer gave birth to a baby daughter on the morning of Wednesday 20 August 2008. The baby, named Summer Louise, weighed 7lb 2oz and mother and baby are well.

**Matters Arising: Page 4 – Item PR/2008/019 – Bodmin Riding and Heritage:** The Town Clerk informed the meeting that he had received an email advising that the Heritage AGM will take place on 9 September 2008 at 7.30 p.m. in the BCA Rooms.

The Town Clerk queried whether there are any points, other than those detailed in the Minutes, that Council would like made; the Town Clerk also asked if an Officer's attendance is required at this meeting.

Councillors R J Micek and J H Hartill both stated their intention to attend the Heritage AGM; therefore no Officers will be required on this occasion.

**Page 7 – Item PR/2008/024 – Vanderwolfe Twins Cup:** The Town Clerk advised that, as a matter of accuracy, line 2 requires the additional word 'been' inserted between 'had' and 'Mayor' and the final line of that paragraph and page 8, lines 5 and 11 the word 'aware' should read 'award'.

The meeting was informed that Councillors L A Spear and M J Griffiths had not been able to meet with Councillor H G Vanderwolfe to discuss this item yet.

Councillor H G Vanderwolfe declared a personal interest in this item.

C/2008/151 **Minutes of the Finance, Staffing and Performance Management Meeting held on 17 July 2008**

The Minutes of this meeting were approved and passed for signing.

C/2008/152 **Minutes of the Properties Meeting held on 7 August 2008**

The Minutes of this meeting were approved and passed for signing.

**Matters Arising: Page 1 – PP/08/040 – Priory Car Park: Re-surfacing Top Tier** – The DCE reported that a useful Site Meeting had been held with Mr Robin Fisher, CORMAC Commercial Manager, Mr R English, CORMAC and Mr Jamie Gerry, Estimator CORMAC in connection with the Priory Car Park Re-surfacing Works on the afternoon of 21 August 2008.

The DCE informed Members that the CORMAC assessment of the re-surfacing work can be completed, as quoted, for the agreed sum of £21,704.37. However, CORMAC were open and honest within the Site Meeting and advised that were they to carry out the work, similar problems currently experienced in the car park would undoubtedly return within 2 to 3 years.

The DCE explained that whilst a surface coat can be put on top of the existing car park surface, the sub-base is not adequate, so much so that CORMAC described it as being almost hollow. An analogous situation is a thick crust on a sponge pudding. Over a short period of time, vehicular weight and movements will see areas of subsidence and stress cracks forming. This sub-base relates to the car park's former use as tennis courts and reflects the need to carry out works that will more than merely paper-over cracks.

Within the Site Meeting, Mr Richard English had advised that in order to improve the drainage on the top tier the quantities of regulating binder would need to be increased in order to achieve the necessary gradient. Mr English had some useful thoughts about the drainage methods and was happy to discuss this matter in more detail with the Foreman.

The DCE informed the meeting that with the move to a new unitary in 2009, Mr Robin Fisher, CORMAC Commercial Manager, offered to complete the works at cost and using an open book approach that would cover all of BTC's

requirements. However, the work would cost in the region of £37,000. In view of the forward planning that is required with CORMAC's existing commitments, a proposed work start date would be 22 or 23 October 2008.

The DCE suggested three possible options for Council to consider:

1. Continue with the re-surfacing work as planned. However, following the Site Meeting this is not a recommended option as similar defects with cracking tarmac and depression patches would return within 2 to 3 years;
2. Defer this matter to the FSPM meeting on 18 September 2008 to enable to RFO to comment on any additional funding being met from Reserves, bearing in mind the PCSC Project commitments; or
3. Defer this work until next year – phase 2 would need to be delayed to enable phase 1 of the re-surfacing works to commence.

The DCE advised Members that £29,000 has been made available within the Budget for this project leaving a shortfall of £8,000.

The DCE advised that with the move to a unitary council for Cornwall in 2009, this was a 'one-time' deal as CCC / CORMAC might not be able to offer this work at cost in the future.

Following discussion, this additional expenditure was **AGREED in PRINCIPLE** subject to consideration of the virement of funds from the Hillside park Budget at the next FS&PM Meeting.

**Page 3 – PP/08/042 – Rolling Programme of Play Area Improvements/Fencing – Victoria Square:** Councillor L G J Kennedy informed that he had been approached by John Pearn regarding the possibility of creating a memorial to Al Hodge within the town and proposed that the new children's play area be called the 'Al Hodge Play Area'.

Following discussion, Members voted **AGAINST** this proposal (*5 votes in favour with 6 votes against*). However, the meeting considered that a memorial of more appropriate nature could be found and that this item should remain on the table until such time as one comes to the fore.

Councillor H G Vanderwolfe expressed concern at the use of the phrase 'at this moment in time' in these Minutes. The Town Clerk apologised for this tautology and advised that staff will do their best to avoid such grammatical inaccuracies in future.

C/2008/153

#### **Minutes of the One Cornwall Liaison Working Group held on 31 July 2008**

The Minutes of this meeting were approved and passed for signing.

**Matters Arising: Page 2 – OCW/08/013: Sustainable Survey Papers –** The Town Clerk advised Members that he has more Questionnaires available if anyone requires one to complete.

C/2008/154

#### **ONE CORNWALL – One Stop Shop / Community Hub for Bodmin**

The Town Clerk / DCE reported on the meeting with James Wakeham (Property Lead) and Martin Eddy (Town and Parish Lead) One Cornwall Programme.

The Town Clerk informed Members that a most productive dialogue has been entered into between the One Stop Shop/Community Hub, bringing forward partnership working, joint branding and joint training of frontline staff including access to the same information. Plans for changes to the current reception office are under consideration with checks being made regarding requirement for Listed Building Consent.

The Town Clerk also informed that Gill Steward had been unable to attend the recent meeting as she had been called away due to a family illness.

It was noted that James Wakeham would gather together drawings / plans for the proposed changes needed for the Reception Area and draft Heads of Terms, then forward these to BTC for consideration at a future meeting.

C/2008/155

**Department for Culture, Media and Sport – Licensing Act 2003: Consultation**

Copies of this information had been circulated.

The Town Clerk informed Members that a response to the second stage amendments of the Licensing Act 2003 is required by 1 September 2008.

The Members considered the proposed amendments regarding variations to Premises Licences and Club Premises Certificates, being mindful that minor variations to Licences can have a major impact on the quality of life of nearby residents should be observed.

Following discussion, it was **RESOLVED** that the Town Clerk write to the Department of Culture, Media and Sport highlighting the following points:

- As a number of Shire Counties throughout the Country are to move to Unitary Principal Councils it is felt important that Town and Parish Councils are consulted where Licensing Authorities are considering variations to Premises Licences and/or Club Premises Certificates. Where District Councils are disappearing, the Town and Parish Councils will have vital local knowledge regarding the effects Amendments or Licence Variations may have on local communities or residents of neighbouring properties; and
- Bodmin Town Council would ask that Town and Parish Councils are included as Statutory Consultees for Licensing matters due to their vital local knowledge, this being considered particularly important in those areas moving to a unitary system of principal Council.

C/2008/156

**NALC initial observations/highlights of the Empowerment White Paper – Communities in Control: Real People, Real Power**

An overview of this document had previously been circulated.

It was **AGREED** that Council note this document and that a full report of the detailed implications of this White Paper be brought to a future meeting.

C/2008/157

**Schedule of Accounts for July and August 2008**

The Schedule of Accounts for July 2008 (previously considered at the FS&PM Meeting) was approved and passed for signing from cheque no.116155 to cheque no.116234 in the sum of £99,009.58; and August 2008 was approved

and passed for signing from cheque no.116235 to cheque no.116342 in the sum of £95,883.17.

The Town Clerk informed the meeting that prior to the adoption of the amended Standing Orders (Item C/2008/145) no contingencies had been in place to approve these schedules through other committees. Following the resolution to accept the amendments within Item C/2008/145 it will be possible to approve the Schedule of Monthly Accounts at FS&PM Meetings in months when there is not a Full Council Meeting.

This item was noted.

C/2008/158

#### **Questions to the Mayor**

**Q.** Councillor R Solomons queried whether the Mayor would be writing to the Olympic Silver Medallist - Cyclist, Wendy Houvenaghel; and whether she will be invited to switch on the Christmas Lights and attend a reception at the Shire Hall afterwards.

It was also queried whether the Mayor will write to congratulate Cornish Olympic Medallist, Cassie Patten, who began her swimming career with Bodmin Swimming Club.

**A.** The Mayor answered in the affirmative.

**Q.** It was queried whether there will be Standards Training organised for the new Councillors.

**A.** The Mayor answered in the affirmative – the DCE was instructed to make the necessary arrangements.

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