

MINUTES of the **Properties Committee** Meeting held on Thursday 28 March 2019 at 6.30 p.m. in the Shire House Suite, Shire House, Bodmin

PRESENT: Councillor K J Phillips, presiding, together with Councillors P Brown, P T Cooper, D A Henderson 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 P Cooper, L L Frost, A M Kerridge and S H Kinsman.

		Action	Date
PP/2019/22	<p>Declarations of Interest</p> <p>Councillor P T Cooper declared a Non-Registerable interest in item PP/2019/40 due to a family connection with a Trustee at St Lawrence's Church.</p>		
PP/2019/23	<p>Public representation session</p> <p>There were no members of the public present.</p>		
PP/2019/24	<p>To consider and, if approved, adopt the Minutes of the Properties Committee Meeting held on 21 January 2019</p> <p>The Town Clerk noted that there was a matter of accuracy on page 1 of the minutes under Chairman's Announcements and Apologies in that it was stated that that Councillor J Gammon might be late for the meeting. It was noted that an amendment would be made in the final version of the minutes to state that apologies had been received from Councillor Gammon.</p> <p>The Minutes of the Properties Committee Meeting held on 21 January 2019 had been through Full Council on 21 March 2019 where the actions and expenditure items were approved.</p> <p>The Minutes of the Properties Committee Meeting held on 21 January 2019 were approved and passed for signing, subject to the minor amendment above.</p> <p>Councillor P Brown abstained from voting on this item.</p>		
PP/2019/25	<p>Correspondence:</p> <p>a) Email from South West Inflatable Theme Parks requesting use of Fair Park – proposed dates of either Saturday 29 to Sunday 30 June or Saturday 6 to Sunday 7 July 2019</p>		

	<p>A copy of the email was circulated with the agenda.</p> <p>The Town Clerk reported on the event and the proposed operating hours and noted that the Facilities Administrator would agree a suitable date with the event organiser should Council support the request and that, given the risks associated with inflatables, the Council would be requiring copy Risk Assessments, Method Statements, £10 Million public liability. Security visits by Kestrel Guards to mitigate vandalism of the public toilets would be factored in to any hire charges. The Council would also issue advice around not operating inflatables in windy or wet conditions, ensuring that numbers on a ride at any one time are restricted and that age ranges are managed and segregated to mitigate collision risk between older and younger children. The Town Clerk advised that he had also requested up-to-date inflatables advice from the Council's insurers given recent high-profile incidents on the national news.</p> <p>The Town Clerk noted the following events are currently scheduled to visit Fair Park during the 2019 summer season:</p> <ul style="list-style-type: none"> ➤ Anderton & Rowland May Fair - provisional dates Thursday 9 to Sunday 19 May 2019, with operational days of Saturday 11th to Saturday 18th May; ➤ Bodmin Carnival – Saturday 17 August; ➤ Circus – Monday 19 to Monday 26 August. <p>It was AGREED to RECOMMEND giving Officers delegated authority to arrange a suitable date for this event, subject to the hirer providing full payment in advance and with the request that all operator vehicles are parked on the hardstanding area at Fair Park and not on Corporation Road.</p> <p>b) Email from The Hugs Foundation requesting use of the Shire House Suite for a fundraising event on a Saturday or Sunday</p> <p>A copy of the email was circulated with the agenda.</p> <p>The Town Clerk noted that the request was not from the Hugs Foundation but from a member of the public wishing to raise funds to donate to them.</p> <p>The Town Clerk reported that a specific date had not been indicated and that he understood the model for the event to be that stall holders would purchase a space, with the proceeds being donated to the Hugs Foundation, with stall holders then keeping monies made from trade on the day.</p> <p>Members noted that the Shire House Working Party were currently in the process of revising the hire charges, and that they were hoping to have a new structure to propose for adoption at the Full Council meeting on 23 May, with a view to providing affordable costs for community organisations.</p>		
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Some Members also indicated their willingness to act as caretakers for this event on a rota basis in order to reduce costs should the event take place on a Saturday or Sunday outside the Caretakers core working hours.

It was **AGREED** to **RECOMMEND** advising the hirer that a new charging structure was under review and that clarity on future charges was an item for discussion at the Adjourned Council meeting on 23 May. It was further **AGREED** to **RECOMMEND** advising that Councillors had offered their support for caretaking the event on a rota basis.

c) Any other item of correspondence that the Chairman considers appropriate

The Chairman outlined an email she had received earlier that day from a local resident wishing to hire Narisa Hall on Sunday 9 June for a 'Big Lunch' on behalf of Connections Through Food. The organisers had secured some Lottery funding for the event and wanted to know whether Council would agree to free use of Narisa Hall and Lawn.

Members enquired as to the charges levied for the May Fair the previous year. The Town Clerk responded to confirm that the organisers paid for the hire of the Lawn and were allowed use of Narisa Hall at no extra charge. He noted that a recharge for water had also been agreed but that usage was modest and no recharge made.

The requirement to have a Council representative on site for insurance purposes was discussed, with some Members indicating their willingness to provide caretaking on a rota basis.

The POSM noted that the building was currently surrounded by security fencing due to previous vandalism. He commented that it would be possible to open the fencing for the event but taking it all down would not be possible as it was bolted to the floor. He confirmed it would be possible to provide access for water and toilet facilities.

The Town Clerk commented that a list of activities from the event organiser would be required for risk assessment purposes.

Councillor K J Phillips queried providing the event hirer with a key as she was aware that they had public liability in place for their event. The Town Clerk advised that public liability would relate to their event and any associated activities that their insurers were covering. The Town Clerk advised that the Council's insurers were of the view that keys should only be given to hirers where a long standing relationship existed, that the number of keys issued should be limited but that if the building is not secured, some elements of the insurance policy

	<p>would be at risk. In the longer-term, it was the Council's aim to have Narisa occupied by a lease arrangement and not via frequent bookings. Councillor Phillips enquired as to how other venue owners manage this insurance consideration when providing hirers with a key to their building. The Town Clerk considered that this matter related more to the Shire House Suite and responded to confirm that the ESO was currently investigating this and that insurance information would be taken to the next Shire House Working Party meeting.</p> <p>It was AGREED to RECOMMEND offering the hire of Narisa Hall and Lawn on the same terms as for the 2018 May Fayre, on the condition that Councillors were available on a rota basis to act as caretakers for the event.</p> <p>There were no further items of correspondence.</p>		
PP/2019/26	<p>Update on the current status of key Council projects to include:</p> <p>A report was circulated with the Agenda.</p> <p>a) Skate Park</p> <p>It was noted that this matter was listed separately on the agenda (minute ref PP/2019/38) and would be discussed in more detail at that point in the meeting.</p> <p>b) Fair Park Toilets</p> <p>A report was circulated with the agenda.</p> <p>The POSM noted that he had received the schedule of works just before commencement of the meeting.</p> <p>The POSM commented that his preferred option was the unisex design as set out in his report. He noted that this puts access to the parent/baby facilities within the park with a buggy access ramp. He also noted that a design with multiple unisex cubicles would allow for the closure of one toilet whilst keeping the rest of the building operational compared to the current situation whereby the entire section of the Ladies or Gents toilets can require closure for repair / remedial works.</p> <p>The POSM commented that the next stage would be to put the project onto Contracts Finder in order to move forward with the project.</p> <p>The Issue of vandalism was then discussed. The POSM reported that the outside of the building would be clad and that the windows would be made from a vandal resistant material. He noted that all internal walls would be clad with Whiterock,</p>		

all electrics would be hidden, and all fixtures/fittings would be as vandal resistant as the budget would allow. He also noted that CCTV covers the Fair Park to assist with recording of any community safety issues.

Members queried whether it would be possible to adjust the design in order that the 'store doors' and door to the toilet on the same wall (north west of the drawing) could be moved to the sides of the building so that all doors were on elevations where there would be improved CCTV coverage, as it might mitigate any antisocial behaviour occurring at the far end of the building.

Councillor P Brown commented that he felt the cladding would be vulnerable to vandalism within 10 years and considered that render would be a cheaper option although acknowledging that it would require maintenance and could still be damaged. He also felt that more vandal proof fittings should be costed.

It was noted that the Disabled toilets will have radar key access, as per current facilities, which mitigates vandalism.

The Town Clerk commented that, if Members were to agree on the layout for the new facilities, the POSM would then be able to speak with RTP in more detail about materials.

Councillor Phillips enquired as to whether there was a date in mind for completion of the project. The POSM responded that, once Members had agreed on a design, as well any fixtures and fittings, the project would then be required to go onto Contracts Finder for a month.

It was **AGREED** to **RECOMMEND** proceeding with the unisex design P180406-01 as recommended by the POSM, with further design exploration around the possibility of the two end doors being moved to the side elevations of the building and to investigate different options i.e. rendering versus cladding.

On a separate matter relating to BTC public toilets, Councillor P T Cooper wished to raise the issue of the possibility of community toilets at the Old Library, as an alternative to the Higher Bore Street toilets, which he had been discussing with IntoBodmin and local residents. He queried whether the refurbishment and installation of new hand wash units at Higher Bore Street toilets could have been postponed until a consensus and decision had been reached on the provision of community toilets in the Old Library, as this would assist and underpin that venue as a community building and reduced the Council's operating costs with Higher Bore Street.

The Town Clerk commented that the decision had been made by Council to replace these handwash facilities some time ago and the works had therefore been carried out due to the fact that the

	<p>previous models were now obsolete, given their age which in some cases was in excess of 30 years, and any breakdown of these units would have resulted in the toilets being closed given the inability for repairs to be carried out by Wallgate resulting in no hand wash facilities.</p> <p>There then followed some discussion regarding community toilets with some Members thinking it was a positive step worth exploring, whilst others felt that the Council should not be considering the closure of another public toilet even if it was to offer an alternative within a third-party building.</p> <p>The Chairman commented that there was no decision to be made at the present meeting and that the matter should be brought back to a future meeting for further discussion.</p> <p>c) Site for new cemetery</p> <p>A report was circulated with the agenda.</p> <p>The POSM noted that local landowners had been contacted the previous week in order to enquire as to their interest in selling land to BTC for the purpose of creating a new cemetery and that, so far, no responses had been received. A public notice had also been put in a local newspaper in order for council to follow an open process.</p> <p>There was some discussion around the ways in which BTC could pursue acquisition of land, with Members querying any assistance given by Cornwall Council. Councillor P Cooper commented that a Freedom of Information request had been submitted to Cornwall Council to establish expenditure on cemetery facilities owned by them, but that the information received from this request had not provided the detail of information requested. He noted that a meeting had been requested with the incoming portfolio holder to discuss this further.</p> <p>d) Machinery Shed</p> <p>It was noted that this project had been put on hold pending further information.</p>		
PP/2019/27	<p>Cornwall Council Local Maintenance Partnership (LMP) 2019/20 – to consider partnership with Cornwall Council for maintenance of Public Rights of Way</p> <p>A copy of the documentation provided by Cornwall Council was circulated with the agenda.</p> <p>Having considered the documentation and the related costs and staff time involved in taking part in any such scheme, it was AGREED to RECOMMEND not pursuing this matter.</p>		

<p>PP/2019/28</p>	<p>Explore by Bike – Update on use of Priory Car Park</p> <p>The POSM reported that the business owner was progressing well with the necessary applications and he was currently going through the planning process and that he was hoping for a start date of 22 April.</p> <p>The Town Clerk noted that Council on 21 March had already approved legal fee expenditure to progress with work on a lease. He also commented that, in order to expedite the process, Council could consider a licence to occupy whilst a full lease was being prepared.</p> <p>The matter of access to electricity and water was queried. The POSM commented that the main circuit board in Priory Park toilets required upgrade and Explore by Bike would be able to connect to that source, which BTC would recharge them for. He reported that water provision would be a bit more complex and this would involve digging for pipework. However, he also noted that the owner has indicated that he is happy to work around these issues and his aim is to be self-sufficient.</p> <p>Councillor P Brown queried whether there would be a problem with drainage on the site. The Town Clerk responded to confirm that this matter, and the specific siting of the business would be looked at in more detail as matters progressed.</p> <p>It was also noted that Age Concern had previously enquired as to the possibility of relocating some of the Disabled parking bays to the area of car park outside the Shire House Suite and that this work could be considered in relation to any adjustment in parking bays to accommodate Explore by Bike.</p>		
<p>PP/2019/29</p>	<p>Coldharbour Sports Pitches – To update on works to Pavilion</p> <p>A report was circulated with the agenda.</p> <p>The POSM reported that, as set out in his report, CAMS had provided by far the most preferential quote, based on a wish to support this community asset.</p> <p>Councillor P Brown commented that this quote should be queried as he was concerned at the variation with the other two quotations, which in his opinion was cause for concern. The POSM responded to comment that he felt it was a reflection of community spirit and a local company appreciating the works are required and wanting to provide their services at cost. The POSM confirmed that quotes were comparable.</p> <p>The Chair indicated her concern about the significant difference between the quotes.</p>		

	<p>Following discussion, it was AGREED to RECOMMEND engaging CAMS to carry out the works to Coldharbour Pavilion at a cost of £3,860.00 plus VAT.</p> <p>Councillor P Brown voted against this decision.</p>		
PP/2019/30	<p>To consider enquiry relating to interim refilling of Rhind Street salt bins</p> <p>A copy of an email from Cornwall Council Highway & Environment Manager was circulated with the agenda.</p> <p>The Town Clerk reported that this request followed the snow incident in February this year and these sorts of request do get generated after this sort of inclement weather. He reported that the history behind this request goes back a few years when Cornwall Council opted to cut costs by only topping up bins once a year at the start of each winter. It was agreed by CC that any additional refills should be funded by the Town and Parish council sector and that members of the public are now referred by Cornwall Council on to each Parish / Town Council.</p> <p>The Town Clerk commented that the Town Council's previous position had been a view that salt bins can be fairly ineffective given the topography of some of the estate roads and, as the spreading is done by hand, an even distribution / spread across the road is not achieved and that there have been previous reports that members of the public access these bins to grit their own driveways rather than public highways. He noted that they had also, rather unfortunately, been used on occasion as urinals, rendering the contents in some town centre locations an unpleasant resource.</p> <p>Members considered that, as these are located on adopted highways, the responsibility should sit with Cornwall Council. Members did not feel that BTC should accept liability for these bins and that it was a concern that, by agreeing to fund the refilling of one salt bin, a precedent would be set. Members felt the usefulness of these bins as a resource appeared limited.</p> <p>It was AGREED to RECOMMEND that BTC refuse this request from Cornwall Council.</p>		
PP/2019/31	<p>Beacon Monument survey report</p> <p>A report was circulated with the agenda.</p> <p>The POSM reported that the annual inspection of the monument had been carried out, and that a higher resolution drone had been used on this occasion. He noted that this report has been referred to Knevitts Consulting and results were expected by the end of the week.</p>		

	The POSM would update Members with further information in due course.		
PP/2019/32	<p>Shire House Working Party, to include:</p> <p>a) Notes from interim meeting held on 6 March 2019</p> <p>b) Notes from meeting held on 12 March 2019</p> <p>Copies of the notes were circulated with the agenda.</p> <p>The Chairman updated Members that the meetings had gone well and the community engagement, as set out in the notes from the 12 March meeting, had been helpful in understanding that members of the community would like the building to be more accessible. She noted that the Working Party were considering issues around separating the alarms for the Suite and the House and also around insurance. It was noted that Councillor J P Cooper had been looking into the possibility of a keypad on the doors.</p> <p>The Working Party also understood there to be a wooden floor underneath the carpet in the Suite which they would like to reinstate if possible. The Town Clerk was unsure as to the nature of the floor but noted that the Facilities Administrator could enquire with Bodmin Flooring, who had laid the carpet and had revisited to address some issues (minor re-gluing).</p> <p>The Chair noted that the Working Party hoped to bring more information back to the next Full Council meeting.</p> <p>It was noted that the ESO attended the meeting on 6 March and would be in attendance to provide an update at the next Working Party meeting.</p> <p>The Town Clerk noted that, for accuracy, the ESO was listed with the Members and, to differentiate him as an Officer, it would be appropriate to list him separately under the heading 'in attendance'.</p>	FA	Next WP meeting
PP/2019/33	<p>Western Power Distribution (WPD) – to consider approval of wayleave agreement for proposed underground cable installation on land adjacent to Bodmin Jail</p> <p>Copies of the letter, notice and agreement from WPD were circulated with the agenda.</p> <p>Members considered that this work needed to be carried out and it would not be reasonable to withhold access.</p> <p>It was AGREED to RECOMMEND allowing WPD access to BTC land to carry out these works.</p>		

PP/2019/34	<p>Update on installation of Wallgate Handwash Facilities</p> <p>A report was circulated with the agenda.</p> <p>It was noted that this had been discussed under item PP/2019/26(b).</p> <p>The POSM highlighted the benefits outlined on page 2 of the report indicating that the savings experienced by BTC in the first two years of insulation would pay back the cost of installing the new units.</p>		
PP/2019/35	<p>Risk Management Update</p> <p>A copy was circulated with the agenda.</p> <p>The Town Clerk acknowledged that he was aware of Councillor Brown's ongoing concerns relating to Hillside Park and the specification for works to the leat. He commented that Officers were awaiting receipt of the spec and would then be able to review it in order to reassess the risk. It was noted that Mallino Developments would be required to follow BTC's procurement process and that Officers had also provided information to a firm BTC have used previously, and they would review the tender pack once it had been received.</p> <p>Councillor Brown queried whether it might be possible to discuss with the jail the possibility of providing a temporary parking solution to mitigate the parking issues in the area.</p> <p>The Town Clerk noted that any such solution would have to take into account the structural integrity of the leat before repair works have taken place and whether any interim solution met with planning consent. The Town Clerk advised that parking vehicles in an area with a well-documented underground leat with structural defects significantly raised the risks and associated liability.</p> <p>Councillor Brown enquired as to whether BTC could contact Cornwall Council regarding parking enforcement in the area. The Town Clerk responded that there were currently no TROs in the area, so there was unfortunately a limited approach for a Civil Enforcement Officers.</p> <p>It was AGREED to RECOMMEND that the Town Clerk should send an email to Bodmin Jail requesting that they provide the tender documents as soon as possible and also to enquire as to whether they have considered the provision of any temporary parking arrangements. It was further AGREED to RECOMMEND that Cornwall Council and all Members be copied into this email.</p> <p>On a separate matter, Councillor P Cooper considered that the BTC owned buildings which are currently unoccupied should be included on the risk register. He felt that the fact these buildings</p>	TC	30.03.19

	<p>were not generating an income was a risk to be considered. He also felt that, should Narisa Hall be occupied, further vandalism would be prevented.</p> <p>It was noted that both commercial and community bids would be considered for occupation of this property and there was a two-tier rental structure to reflect the different potential uses of the building and that rental escalators could be offered to encourage community ventures.</p> <p>It was AGREED to RECOMMEND that BTC property occupation would be added to the risk register.</p> <p>Councillor P Brown requested that the matter also be added to the Properties Committee meeting agenda.</p>	<p>TC / RFO</p> <p>SAA</p>	<p>Next RM WP meeting</p> <p>27.06.19</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.