

MINUTES of the **Properties Committee** Meeting held on Thursday 26 September 2019 at 6.00 p.m. in the Shire House Suite, Shire House, Bodmin

PRESENT: Councillor L L Frost, presiding, together with Councillors J P Cooper (arrived at 6.03 p.m. and from item PP/20109/72), P T Cooper 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 P Brown, S H Kinsman and K J Phillips.

		Action	Date
PP/2019/071	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>		
PP/2019/072	<p>Presentation from David Miller</p> <p>Councillor J P Cooper arrived at 6.03 p.m.</p> <p>Mr Miller introduced himself as a resident local to the Old Cemetery and a keen bird watcher who has been monitoring birds at the site for 10 years.</p> <p>Mr Miller explained that he has also been in contact with other groups with regards to other species at the site, including moths, invertebrates, small mammals, plants and fungi.</p> <p>Mr Miller felt that, in addition to the interest from a wildlife perspective, there was also a significant social history offering at the site in terms of the number and variety of memorials.</p> <p>In consideration of all these factors, Mr Miller felt that the site was a real asset to the community, and he would like to see it used for educational purposes. He confirmed that he had spoken with the POSM who was in support of the idea and that they had discussed some possibilities, as well as some of the current limitations on the site, such as access, as well as the need to protect sensitive areas and assess the memorials from a health and safety perspective.</p> <p>A report from the POSM was circulated in advance of the meeting and he spoke in reference to the report and to reiterate his support for the idea of developing the site for community use and to protect it into the future.</p> <p>Members discussed various possibilities for future offerings, including working with Buglife, linking with the Old Library/intoBodmin and/or Bodmin Town Museum, offering the space to schools and, longer term, the potential to renovate the chapel to offer an indoor educational space.</p>		

	<p>The issue of promoting the idea was discussed, with Mr Miller indicating he would be happy to act as a point of contact for the public but being clear that, as a Bodmin Town Council property, they had responsibility for the site and he would continue to work closely with BTC and specifically the POSM.</p> <p>It was AGREED that BTC support the project in principle and that the POSM would work with Mr Miller to establish the next steps, with updates to be brought to future Properties Committee meetings.</p>	POSM	
PP/2019/073	<p>Public representation session</p> <p>There were no members of the public present other than Mr David Miller who spoke under agenda item 3 (minute ref PP/2019/72 refers).</p>		
PP/2019/074	<p>To consider and, if approved, adopt the Minutes of the Properties Committee Meeting held on 27 June 2019</p> <p>A copy of the minutes was circulated with the agenda.</p> <p>The Minutes of the Properties Committee Meeting held on 29 June 2019 had been through Full Council on 18 July 2019 where the actions and expenditure items were approved.</p> <p>The Minutes of the Properties Committee Meeting held on 27 June 2019 were approved and passed for signing.</p> <p>Councillor J P Cooper abstained from voting on this item, having not been present at the meeting.</p>		
PP/2019/075	<p>Properties Committee Terms of Reference</p> <p>A copy was circulated with the agenda.</p> <p>There was consensus that the Terms of Reference were fit for purpose.</p> <p>This document was noted.</p>		
PP/2019/076	<p>Correspondence</p> <p>Councillor P T Cooper offered an update on the recent visit by representatives of the Shire House Complex Advisory Committee to the John Betjeman Centre in Wadebridge. It was noted that this matter would be reported at the Shire House Complex Advisory Committee meeting to be held on 3 October 2019.</p>		

PP/2019/077	<p>Update on the current status of key Council projects, to include:</p> <p>a) Skate Park</p> <p>A report was circulated with the agenda.</p> <p>The POSM commented that the design would be shared with Councillors but noted that it was not possible for any changes, as Maverick had worked with the User Group to finalise the design.</p> <p>The POSM reported that, having spoken to Sports England, it appeared that they require a surveyor to sign off the project, and that he was seeking clarification on that point.</p> <p>The possibility of a launch event and press coverage was discussed, with the suggestion that Officers make contact with the newly relaunched Cornish Times when appropriate.</p> <p>The POSM confirmed that, as soon as the design was finalised and the JCT contract signed, Maverick would commence with their promotion of the project.</p> <p>b) Fair Park Toilets</p> <p>A report was circulated with the agenda.</p> <p>The Town Clerk noted that the tender opportunity had been advertised on BTC's website and Facebook page.</p> <p>c) Site for new cemetery</p> <p>A report was circulated with the agenda.</p> <p>The POSM noted that the surveys would take around 12 months to monitor ground water through all four seasons.</p> <p>It was AGREED to give POSM delegated authority to select a company to undertake surveys up to £5,000.00</p> <p>d) Machinery Shed – on hold pending further information</p> <p>A report was circulated with the agenda.</p> <p>It was noted that this project would be progressed when the POSM's workload allowed, which would likely be following completion of the Skate Park project.</p>	DCE	As necessary
PP/2019/078	<p>Bodmin Town Council Properties – to consider any appropriate additional measures to improve site security, to include:</p> <p>a) Fair Park – Installation of new gates</p>		

	<p>A report was circulated with the agenda.</p> <p>It was AGREED to give the POSM delegated authority to spend up to £4,000.00 to install gates at Fair Park.</p> <p>It was further AGREED that the POSM would inspect other BTC sites and bring suggestions for implementation of any necessary additional security measures to future meetings.</p>	<p>POSM</p> <p>POSM</p>	
PP/2019/079	<p>Shire Hall Cell refurbishment project – item referred from Full Council meeting held of 19 September 2019 (minute ref C/2019/248 refers) to consider and agree objectives to create a brief in order to seek costs for grant funding application process</p> <p>The RFO report outlined the requirement to draw up a brief in order to inform grant applications. She reported that this should be approximately two sides of A4 and should offer some direction as to what Council hoped to achieve. She noted that grant funders would consider the rationale and evidence any works, and that there had been sufficient community engagement.</p> <p>The Town Clerk commented that the reconfiguration of the courtroom required some thought and it would be helpful for some Members to visit the courtroom with Officers to assess the space given any potential adjustments to accommodate any Council meetings and which fixtures and fittings would require removal/retention.</p> <p>Members felt that it would be helpful to hold a future Committee meeting in the courtroom, prior to any works taking place, in order to assess the requirements for future meetings.</p> <p>It was AGREED that Officers would prepare a briefing document for the Shire Hall so that it could go forward for an options appraisal via Cornwall Council's Bloom (procurement website).</p> <p>The Town Clerk advised that this had been discussed at the Full Council meeting held on 19 September 2019 (minute ref C/2019/248 refers).</p> <p>It was further AGREED that Officers would consider the requirements/logistics of upcoming Committee meetings and select the most appropriate meeting to hold in the courtroom.</p>	<p>TC / RFO</p>	
PP/2019/080	<p>To consider community toilet scheme – Item referred from Properties Committee meeting held on 27 June 2019 (minute ref PP/2019/55 refers)</p> <p>A report was circulated with the agenda.</p> <p>The Town Clerk commented that he felt this would be a two-stage process, whereby community toilets could be introduced as a first</p>		

	<p>step, with their success and efficiency reviewed in relation to evaluating BTC's current toilet provision.</p> <p>There was consensus that the first step would be agree and set a budget in order to incentivise local businesses/organisations to take part. Following that, there would be a need to invite expressions of interest from local businesses/organisations.</p> <p>Members felt that the Dennison Road area of the town lent itself to provision of community toilets and commented that the opinion of the previous council had been that the disused toilet Dennison Road toilet building would be the ideal location for a kiosk style business as well as a toilet facility and proposed that this building be offered for lease.</p> <p>The Town Clerk commented that the Dennison Road building had been subject to a covenant but that this had now expired, making the building available to offer to the market. Members considered that Cornwall Council should be kept informed of this decision which would test the market and which might give some income to the Town Council as an interim whilst the longer-term redevelopment plans for the Dennison Road area were being worked-up by Cornwall Council. It was felt that any development of the Dennison Road toilet building would complement any Cornwall Council scheme in terms of revitalising the area and could be taken into consideration of any future plans. Any lease would likely be short-term initially which might dove-tail with the Cornwall Council redevelopment process.</p> <p>It was AGREED that a budget for a community toilet scheme be considered during the 2020-21 budget setting process in January 2020.</p> <p>It was further AGREED that the Dennison Road toilet building be advertised as a rental opportunity.</p>	<p>RFO</p> <p>RFO</p>	<p>31.12.19</p>
<p>PP/2019/081</p>	<p>Town Council property portfolio and future use – to consider and agree a shortlist of future uses of Shire Hall so that an options appraisal can be developed (minute ref PP/2019/62 refers)</p> <p>It was noted that this item had been covered under agenda item 10 (minute ref PP/2019/79 refers) and that Officers would prepare a briefing document.</p>		
<p>PP/2019/082</p>	<p>Cost-Benefit Analysis of Guardian 24 Lone Working App</p> <p>A report was circulated with the agenda.</p> <p>Members considered that the current app was effective and fit for purpose and that, in order to achieve best value for money, the service should be renewed for a three-year term.</p>		

	Members wished to pass their thanks on to the Parks Department as it was felt Priory Park was looking very impressive.		
PP/2019/086	<p>Improvement of Biodiversity in Priory Park – POSM to report</p> <p>A report was circulated prior to the meeting.</p> <p>The POSM reported that the trees provided by the Environment Agency would be planted at the top of the meadow to assist with drainage and water run-off.</p> <p>In addition, the POSM noted that 20 Cornish fruit trees had been ordered with would be placed in appropriate locations around the BTC sites.</p> <p>The volume of silt being deposited in Priory Pond was discussed. Members considered that the reconfiguration of Priory Road during the Growth Deal works had not been effective and there was a case for raising this again with Cornwall Council.</p> <p>Councillor L L Frost commented that he would follow up on the ongoing issues with Cornwall Council.</p>	Cllr Frost	
PP/2019/087	<p>Parks Team vehicles – to consider retention of Piaggio truck (minute ref C/2019/218 refers)</p> <p>A report was circulated with the agenda.</p> <p>It was AGREED to authorise the POSM to dispose of the Piaggio truck at auction.</p>	POSM	
PP/2019/088	<p>To consider annual Shire House Suite booking for Bodmin Lions Senior Citizen Party to be held on Sunday 1 December</p> <p>It was AGREED to continue to honour this booking as in previous years, including Members to volunteer to undertake caretaker duties, to be arranged with eh Facilities Administrator in due course.</p>	FA / Members	
PP/2019/089	<p>War Memorial, Priory Park – POSM/Town Clerk to report</p> <p>The Town Clerk reported that there was a defective slate requiring replacement.</p> <p>It was AGREED to replace the defective slate on the Priory Park War Memorial.</p>	TC / POSM	
PP/2019/090	Bodmin Town Museum – to note minutes of meetings held on:		

	<p>a) 11 September 2018; b) 2 October 2018 (AGM); c) 13 November 2018; d) 5 February 2019; e) 21 May 2019;</p> <p>These documents were noted.</p>		
PP/2019/091	<p>Risk Management Update</p> <p>Councillor L L Frost required a comfort break and Councillor J P Cooper took the chair at 8.38 p.m.</p> <p>It was noted that risk ID 180, relating to Bodmin Beacon Monument would be updated in light of the conversation earlier in the meeting (minute ref PP/2019/84 refers) and that the location be updated from 'Beacon' to 'Beacon Monument'.</p> <p>It was noted that the Parks Team Maintenance Shed should be added to Risk Register.</p>	<p>SAA</p> <p>SAA</p>	

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