

MINUTES of the **Properties Committee** Meeting held on Thursday 28 November 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 and K W Stubbs.

Councillor T M Barbery was also in attendance but did not vote, not being a member of this committee.

IN ATTENDANCE: Mr S Facer (Town Clerk), Mr R Davies (Parks and Open Spaces Manager (POSM)) and Mrs B Briggs (Senior Administration Assistant).

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

Apologies had been received from Councillors J A Bassett, J P Cooper, L L Frost and S H Kinsman.

		Action	Date
PP/2019/100	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>		
PP/2019/101	<p>Public representation session</p> <p>There was one member of the public present, Mr P Gale, who was a representative of Bodmin Town Museum and indicated that he was in attendance in relation to agenda item 6(a) (minute ref PP/2019/104(a) Consideration of future Bodmin Town Museum works refers) but did not wish to make further comment at this time.</p>		
PP/2019/102	<p>To consider and, if approved, adopt the Minutes of the Properties Committee Meeting held on 26 September 2019</p> <p>A copy of the minutes was circulated with the agenda.</p> <p>The Minutes of the Properties Committee Meeting held on 26 September 2019 had been through Full Council on 21 November 2019 where the actions and expenditure items were approved.</p> <p>The Chairman requested an update on all actions points as follows:</p> <ul style="list-style-type: none"> - PP/2019/072 – Old Cemetery development – Carrying forward due to POSM current workload; - PP/2019/077(a) – Skate Park press coverage – carry forward and action at an appropriate time; - PP/2019/077(c) – New Cemetery site – being actioned following ratification at Full Council (21 November); - PP/2019/078 – Fair Park gates – being actioned following ratification at Full Council (21 November); - PP/2019/079 – Shire Hall Cells – the briefing document has been produced and the matter is progressing; - PP/2019/080 – Community Toilet Scheme – progressing as part of budget setting process; 		

	<ul style="list-style-type: none"> - PP/2019/080 – Dennison Road Toilets – being actioned following ratification at Full Council (21 November); - PP/2019/082 - Guardian24 App – complete - PP/2019/083 – Bikelights signage – complete; - PP/2019/084 – Beacon Monument – itemised for discussion under item 8 on the agenda (minute ref PP/2019/ PP/2019/106 refers) - PP/2019/085 – Bug Hunt – complete - PP/2019/086 – Priory Pond silt – Cllr Frost carrying forward; - PP/2019/087 – Piaggio truck – sold at auction; - PP/2019/088 – Lions Senior Citizen Party – complete; - PP/2019/089 – War memorial work is in progress; - PP/2019/091 – Risk Register updated accordingly; <p>The Minutes of the Properties Committee Meeting held on 26 September 2019 were approved and passed for signing.</p> <p>Councillor P Brown abstained, not having attended the meeting</p>		
PP/2019/103	<p>Update on the current status of key Council projects, to include:</p> <p>a) Skate Park, to include:</p> <p>The POSM reported that the Planning Application had been submitted earlier that day.</p> <p>i. Skate Park User Group logo design</p> <p>A report was circulated with the agenda.</p> <p>The POSM outlined that he was seeking authority to spend up to £300 to support the project.</p> <p>There was consensus amongst Members that that this would be an excellent use of proceeds of crime initiative monies which could enhance youth ownership of the site to reduce anti-social behaviour.</p> <p>There was some discussion regarding the sum required for this project with some Members considering that additional funding should not be required for a Bodmin College project and that that requested sum was too high.</p> <p>The POSM confirmed that detailed costings had not been drawn up and that the requested £300 was an estimate based on the requirement for design work, printing, the purchase of production of merchandise such as bags/clothing and any travel costs. It was noted that £300 would be the maximum that would be spent.</p> <p>Following discussion it was AGREED to RECOMMEND that Maylah Chapman be engaged to produce a design for the new Skate Park logo.</p>	POSM	

	<p>It was further AGREED to RECOMMEND that this project should be funded using money from the proceeds of crime initiative but that £300 should be budgeted for this project should funding not be forthcoming.</p> <p>Councillor P Brown abstained from voting on this item.</p> <p>b) Fair Park Toilets – to be considered under agenda item 14</p> <p>It was noted that this item was to be considered under item 14 on the agenda (minute ref PP/2019/112 refers).</p> <p>c) Site for new cemetery</p> <p>It was noted that, now that the previous set of minutes had been through Full Council and ratified (minute ref PP/2019/077(c) refers) a contractor would now be engaged to establish the suitability of the land, working alongside Cornwall Council and the current tenant to minimise disruption during the testing phase.</p> <p>d) Machinery Shed – on hold given existing project workload (minute ref PP/2019/077(d) refers)</p> <p>It was noted that this project was on hold, as previously reported, and would be revisited following completion of the new Skate Park as staff capacity allowed.</p>		
PP/2019/104	<p>Three-year budget plan – to consider requirements from Properties Committees prior to 2020/21 budget setting process (copy to follow), to include:</p> <p>a) Consideration of future Bodmin Town Museum works (minute ref FSPM/2019/086(c) refers)</p> <p>The Town Clerk reported that this item had been referred from the FS&PM Committee meeting held on 17 October 2019 for consideration of the costs related to both extension works and possible legal costs for Bodmin Town Museum.</p> <p>It was AGREED to suspend Standing Orders in order to allow Mr P Gale from Bodmin Town Museum to provide Members with information which needed to be taken into account.</p> <p>Mr Gale noted that the new area the Museum hoped to extend into was currently inaccessible as it was behind the St Petroc display, and that a doorway into the new section would result in losing that display. He advised Members that the museum display cases that are fitted in the Museum are costly to build and replace due to the nature of the artefacts they are designed to protect and as they are bespoke to that space.</p> <p>There then followed a discussion regarding the damp issues in the storage space. Mr Gale advised that there were ongoing problems related to the fact that the room was below ground level and there</p>		

	<p>was a drainpipe in close vicinity which tended to overflow during heavy rainfall and which in his opinion led to water ingress. He advised that the documents affected by the recent water leak incident were due to be returned from Harwell Document Restoration Services shortly and he did not feel that the storage space was currently suitable for these documents.</p> <p>Councillor P Brown indicated that he would be willing to conduct a site visit and offer advice on the best course of action for addressing these issues in the storage space.</p> <p>Members also commented that the availability of grants / funding should be explored in order to assist with the associated costs.</p> <p>Mr Gale indicated that he would welcome a meeting with the Town Clerk and RFO to discuss these matters further.</p> <p>The Town Clerk commented that, in terms of budget allocation, it would be pertinent to come up with a figure as match funding to explore grant opportunities. Members considered that Merlin may be able to advise in this regard, having previously considered costings when investigating shared use of the space which they ultimately decided against.</p> <p>The possibility of relocating the museum was posed, with Mr Gale responding that this had been considered previously and the cost of moving the specialist display cabinets was prohibitive.</p> <p>It was AGREED to reinstate Standing Orders and other budget priorities were discussed to include a recommendation to the budget meeting to consider and agree provision for: Works to Shire Hall; potential renovation works to Beacon Monument; Priory Park toilets; Car Park resurfacing works.</p>		
PP/2019/105	<p>Shire Hall roof woodworm infestation – to consider and, if appropriate, agree treatment works</p> <p>A report was circulated with the agenda.</p> <p>The Town Clerk noted that, following the circulation of this report, Officers had sought the view of Hutton & Rostron who had considered that the visible damage was historical and they would recommend carrying out a survey before proceeding with any treatment works.</p> <p>The Town Clerk reported that Hutton & Rostron were due to conduct a routine survey and that they could incorporate a survey of the Shire Hall roof at the same time. The recommendation was that Members authorise a visit from Hutton & Rostron at a cost of £3,850.00 plus VAT.</p> <p>The POSM noted that Hutton & Rostron did not recommend the use of chemical treatments at this time and did not feel that this course of action would be required. He also commented that there</p>		

	<p>was the option of purchasing and installing some UV flying insect traps which would assist in indicating whether there were live insects currently in the roof.</p> <p>It was AGREED to RECOMMEND giving delegated authority to Senior Officers to proceed with a visit from Hutton & Rostron at a cost of £3,850.00 plus VAT to conduct a routine survey of Shire Hall, to include an inspection of the roof interior.</p> <p>It was further AGREED to RECOMMEND giving delegated authority to the POSM to proceed with the investigation into the purchase of appropriate UV flying insect traps and to proceed with purchasing the most effective option.</p>	<p>POSM</p> <p>POSM</p>	
PP/2019/106	<p>Bodmin Beacon Monument</p> <p>The POSM reported that he was still awaiting recommendations and costs of recommended works from Knevitts and would be able to report back with further information in due course.</p>		
PP/2019/107	<p>Bodmin Town Council owned bus shelters – to consider possibility of discharging responsibility (item referred from the Finance, Staffing and Performance Management Committee meeting held on 15 October 2019; minute ref FSPM/2019/086(a) refers)</p> <p>The Town Clerk outlined that this recommendation followed a meeting with the Cornwall Council One Public Transport Team which had the aim of making public transport in Cornwall easier and more accessible with seamless ticketing. Part of the discussion had been for town and parish councils to take part in the Cornwall Council initiative which, due to economies of scale had the option of attracting advertisers to display on bus stops and would involve Cornwall Council adopting the ongoing responsibility for cleaning and maintenance of shelters through this arrangement. The Town Clerk advised that the detail would be needed for Town Council to consider this approach.</p> <p>It was AGREED to RECOMMEND that the Town Clerk investigate further and seek clarification from Cornwall Council as to whether there was still potential of discharging responsibility of bus stops to Cornwall Council.</p>	Town Clerk	
PP/2019/108	<p>Lower Midway Road Play Area – to consider and, if appropriate, agree granting of access to Cornwall Council for the purpose of carrying out a Site Investigation Survey on their adjacent land – Town Clerk to report</p> <p>A map was circulated to Members.</p>		

	<p>The Town Clerk reported that he had received a request from the Assistant Project Manager in the Cornwall Council Capital Projects that Cornwall Council be authorised access into and across the recreational land at Lower Midway Road in order to gain access to the Cornwall Council owned land marked as HRA on the plan to carry out a Site Investigation Survey.</p> <p>The HRA land was submitted for planning permission to build on the land in 2014 but the project did not progress at that time, and Cornwall Council now is interested in resurrecting a scheme at that location. Due to access limitations on the other boundaries of the land, the option proposed by the surveying sub-contractor is to access the site is through the play area which will involve using a small excavator/drilling rig to gain access through the pedestrian gate with use of boarding/matting to protect the grassed areas. A section of fencing will be cut for access and reinstated once the survey works have been completed. The Cornwall Council Officer confirms that they would supervise health and safety and the entrance would be restored.</p> <p>The Town Clerk reported that Officers did not foresee any insurmountable issues and that there would be the usual health and safety and public liability considerations, and that reinstatement of ground and equipment be adhered to. He noted that, if Council was minded to support this request, Officers would request that works take place during term-time to ensure that works do not impact upon the community use of the play area and that the usual requests be incorporated in terms of keys not being left in ignitions, tools and equipment not being in easy reach of or accessible to children etc.</p> <p>Members felt that members of the public had been clear in their desire not to see further development in Bodmin and that they did not wish for the Town Council to be seen as complicit in any such development, particularly around sites of windfall and infill. They also considered that if the only access point was via the play area, what would that mean for longer term access of the site. Members considered that Cornwall Council should seek to access the site from an alternative route. The Town Clerk responded that this would be a consideration for Cornwall Council as part of their site development.</p> <p>Following discussion, it was AGREED to RECOMMEND denying access to Cornwall Council.</p> <p>The voting pattern was two votes for, with one against.</p> <p>Councillor K W Stubbs voted against this decision on the grounds that he did not see a problem with allowing access for site testing work and did not think it appropriate to object on the grounds of the adjacent site being a development opportunity. He also felt that, despite being quorate, he felt that this was a small number of Members to make a fair decision.</p>	Town Clerk	

PP/2019/109	<p>Risk Management Update</p> <p>The Town Clerk noted that information had just been received from Bodmin Jail and would be taken to the next available Full Council meeting.</p> <p>Some Members felt that it would be pertinent to explore the cost of engaging Queens Counsel legal advice in relation to ownership of the leat, being of the opinion that the leat is a sewer/drain and that BTC should not have liability for it.</p> <p>It was AGREED to RECOMMEND that the Town Clerk make enquires as to the cost of engaging Queens Counsel legal advice.</p>	Town Clerk	
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Due to the confidential nature of the next business it was **RESOLVED** to go into Committee.
Please see separate page.