

MINUTES of the **Properties Committee** Meeting held on Thursday 23 January 2020 at 6.30 p.m. in Court 2, Shire Hall, Bodmin

PRESENT: Councillor K J Phillips, presiding, together with Councillors E M Ahearn, J P Cooper, P T Cooper, S H Kinsman and K W Stubbs.

Councillors T M Barbery and D H Henderson were also in attendance but did not vote, not being members of this committee.

IN ATTENDANCE: Mr S Facer (Town Clerk), Mr P Martin (Deputy Chief Executive (DCE)) and Mrs B Briggs (Senior Administration Assistant).

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

Apologies had been received from Councillors J A Bassett, P Brown and L L Frost.

The Chairman noted that the Parks and Open Spaces Manager (POSM) was unable to attend the meeting due to sickness.

		Action	Date
PP/2020/001	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>		
PP/2020/002	<p>Public representation session</p> <p>There were no members of the public present.</p>		
PP/2020/003	<p>To consider and, if approved, adopt the Minutes of the Properties Committee Meeting held on 28 November 2019</p> <p>A copy of the minutes was circulated with the agenda.</p> <p>The Minutes of the Properties Committee Meeting held on 28 November 2019 had been through Full Council on 16 January 2020 where the actions and expenditure items were approved.</p> <p>The Chairman requested an update on all actions points as follows:</p> <p>PP/2019/105, Shire Hall roof woodworm infestation – it was noted that an update on this matter would be covered under item 7 on the agenda (minute ref PP/2020/125 refers).</p> <p>PP/2019/107, Bodmin Town Council owned bus shelters – The Town Clerk updated Members that he had emailed Cornwall Council and was awaiting a response from the transport team with more detail on arrangement with Fernbank in terms of their Terms & Conditions etc. It was noted that this would be itemised on a future agenda in due course once further information had been received.</p>		

	<p>PP/2019/108, Lower Midway Road Play Area – The Town Clerk noted that he had actioned this item in line with the Committee recommendation the day following the meeting, and had received no response to date.</p> <p>PP/2019/109, Risk management update – Councillor P T Cooper noted that he had said queens counsel or other advisor. The Town Clerk noted that the matter had been taken to Full Council on 16 January 2020 but that this had been one of the items deferred from that meeting to the Special Council meeting to be held on 29 January 2020 and this would therefore be discussed in more detail at that meeting,</p> <p>The Minutes of the Properties Committee Meeting held on 28 November 2019 were approved and passed for signing.</p>		
PP/2020/004	<p>Update on the current status of key Council projects, to include:</p> <p>a) Skate Park:</p> <p>The Town Clerk noted that he had emailed Councillors the previous day providing some clarity on the issue.</p> <p>The Town Clerk noted that the belief had been, based on the knowledge of other skate park builds in the county, that the build could proceed under permitted development rights.</p> <p>However, the Town Clerk reported that a response to the ‘Do I need Planning/Building Control’ form was received from Cornwall Council on 9 October 2019 and, on 22 October 2019, further detail was received which provided information that:</p> <ul style="list-style-type: none"> ➤ The Multi-Use Games Area (MUGA) would require full planning; ➤ The sensory garden would not require planning permission provided none of the structures (pergola, canopy, fencing etc.) exceeds a height of 4m and no boundary walls, fences, gates exceed 2m in height. ➤ Skate park – an application for planning is required as this would fall outside of the provisions of Part 12, Class A. <p>The above information was all provided under planning reference PA19/02677/PREAPP.</p> <p>The Town Clerk reported that, following further dialogue, a letter dated 5 December 2019 was received from the Planning team by Maverick. This letter provided a revised planning application number of PA19/10371 and the proposed description of “Construction of new free form spray concrete skate park – Land South East of Athelstan House, Priory Road, Bodmin”.</p> <p>This letter highlighted the need for a minor amendment to the site plan but more importantly an acoustic assessment and full drainage scheme with calculations.</p>		

	<p>The Town Clerk advised that the Planning Case Officer for this project was Mark Evans, Principal Development Officer.</p> <p>An acoustic survey (£1,600 plus VAT) was commissioned and carried out from 12 to 16 December 2019. As previously reported, this report identified a need for an acoustic fence at 2.5m high to run along the boundary of the former Athelstan House site where it abuts Priory Park adjacent the tennis court area.</p> <p>With regards the drainage survey, and given the intervening Christmas break, a quotation had been received on 20 January 2020 to progress this element and the Town Clerk had issued an order on 21 January 2020 for Terra Firma to carry out that work at a cost of £1,600 plus VAT. This survey work required trial pitting and was due to commence on 27/28 January, with a report generated a day or two after that work has been completed which could then be submitted to the planning team.</p> <p>The Town Clerk reported that Mark Evans would be liaising with his colleague in the coming week in respect of validating the planning application once an amended site plan is provided. Once validated, the planning reference of PA19/10371 would become live and appear on the Cornwall Council planning register.</p> <p>Members expressed their disappointment on the revised timescale and the anticipated completion date of June/July, feeling that an update should be provided to the public.</p> <p>Councillor D A Henderson wished to revisit the consideration of hiring a temporary skate park, should the new skate park not be open in time for the school summer holidays. The Chairman noted that this item was to receive an update and that this proposal should be added to the agenda of the next Properties Committee meeting.</p> <p>b) Fair Park Toilets</p> <p>The Town Clerk noted that this project was live on Contracts Finder with a closing date of 27 February 2020.</p> <p>c) Site for new cemetery</p> <p>The Town Clerk noted that Bodmin Town Council is in dialogue with regards to a proposed site and this item was due to be discussed at the Special Council meeting to be held on 29 January 2020.</p> <p>d) Machinery Shed</p> <p>The Town Clerk noted that, as previously reported, this project was currently on hold due to delivery of other projects and sequencing of work.</p> <p>It was noted, however, that the purchase of a temporary welfare unit and dryers had been agreed at the Full Council meeting held on 16 January 2020 (minute ref C/2020/016(b) refers).</p>	SAA	
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PP/2020/005	<p>Cemetery database – POSM to update</p> <p>The Town Clerk reported that Pear Technologies had been authorised to proceed with the preparation of the first draft of the cemetery layout in mid-January using drone imagery to compile that piece of work. A first draft of that plan was expected to be provided in February. He noted that the cost element for that piece of work was £1,250.00 plus VAT.</p> <p>The Town Clerk reported that, following this initial assessment, a site visit would then be arranged with Pear Technologies to fill in any gaps in data. He noted that there would be additional costs with the site visit and gap assessment work and that the POSM would report on that at the appropriate time.</p> <p>The Town Clerk noted that, once a complete record of the cemetery layout was completed, the next stage would be to check correlation with the paper/database records. Additional costs relating to record gap-filling work would be brought back to Council in due course.</p>		
PP/2020/006	<p>Shire Hall roof woodworm infestation – POSM to update</p> <p>The Town Clerk reported that Hutton and Rostron visited Shire Hall on 14 January and whilst Officers are awaiting their report, the verbal information received was that they have installed test sheets in key areas to monitor signs of activity. However, any activity detected was likely to be in the spring was that would be when woodworm, if present, would be active following hatching.</p> <p>Hutton and Rostron considered that the test paper and UV traps would identify any problem and commented that, if the timbers are sufficiently dry, woodworm cannot exist as it is not the optimum environmental conditions for them. However, during a recent routine inspection, the POSM felt he may have identified some potential damp in the roof space, which might correlate with some water penetration in the building a few years ago.</p>		
PP/2020/007	<p>Clock tower repair works – POSM to update</p> <p>The Town Clerk reported that he did not have any information to report. His belief was that the POSM was awaiting a report from RTP in relation to the turret clock. He noted that the POSM would bring this item back to Committee in due course.</p>		
PP/2020/008	<p>Priory Park Pond lights – update on repair works and to consider and, if appropriate, approve any necessary expenditure</p>		

	<p>The Town Clerk reported that the POSM was leading on this piece of work. He was aware that the POSM had held discussions with Essential Maintenance and other electrical contractors for quotations. He was aware that some electrical pipe had been found on the pond island, and that this was currently being investigated.</p> <p>The Chairman reported that she had received an email from the POSM outlining the works for which he was seeking costings, which she shared with the Committee as follows:</p> <ul style="list-style-type: none"> - Finding the fault; - Providing a schematic for the electrical circuit, to make any future works easier and to address any discrepancies with historic work; - Replace the old switch gear that is currently in the store shed on the side of Mary Kendal House (Bodmin Preschool); - Replace the junction boxes at the bottom of each light (some changed already but issues arising with those not changed); - Install a new timer for the lights; - With an option to remove the old control gear within the lights themselves and install LED replacement lamps, this will provide an energy saving of 50% on what we currently have, in line with the Council's Environment Policy and the Climate Emergency declaration; - Installation of 3 x external 32 amp "Commando" sockets to the back of Mary Kendal House in order to provide external power for events on Narisa lawn; - Estimated costs for all this work £7500 <p>The Chairman noted that there had been an issue previously with the large difference in prices but the POSM had indicated that the above sum would be adequate.</p> <p>Members felt that it would be prudent to provide the POSM with delegated authority to progress this piece of work once a suitable contractor had been identified.</p> <p>It was AGREED to RECOMMEND giving the POSM delegated authority to commence this work up to a maximum expenditure of £7,500.00, to include schematic drawings, and delivery of whole scheme including external power source.</p> <p>It was noted that the availability of Section 106 monies was being investigated for this project.</p>		
PP/2020/009	<p>Canyke Meadows – to consider proposal from Barratt Homes to acquire green space</p> <p>The Town Clerk reported that the Barratt Homes adoptions engineer had been liaising with the POSM to explore options around the ongoing management of the public open space at Canyke Meadows, as the adoption of those areas has not been</p>		

	<p>picked up by Cornwall Council, with Barratt Homes querying whether the public open spaces at Canyke Fields/Meadows (Phases 1 and 2) would be of interest to the BTC.</p> <p>The Town Clerk noted that, in the absence of the POSM, he had been unable to assemble all of the necessary information.</p> <p>It was AGREED to RECOMMEND deferring this item to the next Properties Committee meeting.</p>	SAA	
PP/2020/010	<p>Proposed habitat work at Priory Park</p> <p>A report from Buglife was circulated with the agenda.</p> <p>The Town Clerk referred Members to the proposal on the last page of the report. He noted that more information would be available from the POSM on his return to work, but that the POSM had indicated that he was very supportive of this project.</p> <p>Councillor D A Henderson commented that she had investigated mud snails and had some concerns about their introduction into Priory Meadow. It was her view that the snails could pose a threat to dogs in terms of bacterial/parasitic infections and, at worst, fatality. Her understanding was that they were effective for the control of algae in a fishpond, but she could not see any other benefits and would be reluctant to introducing them into Priory Meadow. Her investigation had suggested to her that they could reproduce very quickly and were capable of damaging ecosystems. This prompted concern from other Members who considered that the water runoff from the meadow into Priory Pond could lead to issues in Priory Park.</p> <p>Members considered that, due to the perceived risks associated with the project, they were reluctant to proceed at this time.</p> <p>It was AGREED to RECOMMEND responding to Buglife advising that the Council does not support the additional work at this time and that, having considered the pros and cons there was a concern about the introduction of these Mud Snails within a public amenity.</p> <p>Councillor K J Phillips abstained from voting on this item.</p>	POSS / POSM	
PP/2020/011	<p>Shire Hall roof safety training – item referred from FS&PM Committee meeting (Budgets) held on 2 January 2020 (minute ref FSPM/2020/004 refers)</p> <p>The Town Clerk noted that he had no further information on this item, and recommended it be deferred.</p> <p>It was AGREED to RECOMMEND deferring this item to the next Properties Committee meeting.</p>	SAA	

PP/2020/012	<p>Following approval of the recommendation from the Shire House Complex Advisory Committee (minute ref SHA2/2019/063 refers) at the Full Council meeting held on 16 January 2020, to note that Shire Hall alteration works will be absorbed into the Committee remit</p> <p>This item was noted.</p>		
PP/2020/013	<p>Risk Management Update</p> <p>The Chairman commented that she felt some of the risks highlighted on the risk register were not, in fact, risks. She referred to items 138, 141, 148(b), 171, 172, 183, 184 and there was consensus among Members that the wording of these risks required review to ensure the nature of the risks were accurately captured.</p> <p>The Town Clerk noted that these could all be referred for review at the next meeting of the Risk Management Working Party. Councillor P T Cooper felt it would be helpful for the Chairman to attend this meeting to relay her concerns over wording.</p> <p>It was AGREED to RECOMMEND that Councillor K J Phillips be invited to attend the next meeting of the Risk Management Working Party.</p>	SAA / AT	

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