

MINUTES of the **Community Services Committee** Meeting held on Wednesday 14 October 2020 at 6.30 pm via Zoom Conference call.

PRESENT: Chairman, Councillor D A Henderson; together with Councillors E M Ahearn, T M Barbery, J A Bassett, J P Cooper, J R Gibbs, K J Phillips and P L G Skea.

Councillor P T Cooper was also present but did not vote, not being a Member of this Committee.

IN ATTENDANCE: Mr C Harris (Clerk), David Bidgway (Executive Assistant), Louise Pinnegar (Senior Admin Assistant/MS), Marie Tonkin-Couch (Information Assistant)

CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES:

Meeting commenced at 18.00

The Chairman welcomed everyone to the meeting and explained that being a new Committee the Terms of Reference would normally be on the agenda to agree, but this is not required as already agreed by Full Council. She reminded the Committee members to familiarise themselves with the TORs.

There were no apologies.

		Action	Date
CS/2020/001	<p>To consider and elect a Vice Chairman of the Community Services Committee</p> <p>It was RESOLVED to appoint Cllr Karen Phillips Vice Chairman</p>		
CS/2020/002	<p>Declarations of Interest</p> <p>Cllr J A Bassett declared an interest in item 5, proposal re Bodmin's Window Wanderland.</p>		
CS/2020/003	<p>Public Representation Session</p> <p>There were 6 members of the public present.</p> <p>It was RESOLVED to suspend standing orders to allow participants to speak longer than 5 minutes should they require to do so.</p> <p>Presentation by Greenhouse Skatepark Sarah Preece introduced herself along with her co-directors of the project Richard and Frances due Pille. Interested in setting up a community focused company supported by a steering group / committee advisory group who will support the directors through the process. Propose to bring to mid or east Cornwall. Seeking support for a funding application to the Community Infrastructure Levy Fund. They have a strong proposal which will address the needs of the local area both in terms of the Cornwall Local Plan and Neighbourhood Plans and how physical activity can influence the wellbeing of young people. Very interested in making it an eco-friendly environmentally focused project.</p>		

	<p>Richard due Pille talked about his experience as a parent of two very enthusiastic skaters, living locally in Lostwithiel. He has an issue that the two nearest indoor skate parks to himself are 45–60 minutes away demonstrating the lack of indoor space where people can get physical activity in the area. Skating now recognised as an Olympic sport, perfect time to drive this project. Greenhouse skate park has been registered.</p> <p>Frances due Pille – potential sites they are considering very much driven by the deadline for the SIL and options open to them. They have viewed some industrial buildings under private landlords, favoured option would be to re-purpose a building no longer in use, or third option would be a brown field site where they would look to build something new much like Mount Hawke and using that sort of business plan to go for a full capital project.</p> <p>They have a deadline for Monday for SIL application, positive responses from Cllrs from BTC along with other regions. Bodmin is one of their preferred locations. Very much want to focus on the needs of young people and envisage at least 29,000 young people coming through their doors a year, trying to make a very affordable price point, plus offers of discounts and subsidized places. In a consultation process with the community and leaders. Looking for champions to get them to the next stage, working with BTC and their wards and to see how together they can make it work for the people who would use it.</p> <p>Councillors expressed a strong interest in the project and supported their aspirations, fits in with the NP aspiration and felt Bodmin was well placed for such a project. Geographically ideal with excellent transport links for neighbouring towns and villages. Sustainability was questioned and clarification received. It was confirmed that an extensive business plan and a fair amount of work on capital infrastructure and delivery has been completed. There was an offer of a further meeting to discuss the topic in more detail and provide further support as appropriate, and advice of contacting Cornwall Council regarding their property portfolio and Bodmin Chamber of Commerce for their input.</p> <p>Cllr Henderson asked how could BTC support them.</p> <p>It was advised they would like to put on their application form that they consulted and presented to BTC, and quote from some of the comments received at this meeting. Further down the line come back and talk about how this facility would work best, sites available, draw on experience of dealing with the authorities, helping them to navigate these processes. An email from BTC regarding the SIL would be very helpful to say that BTC are in support of the idea and that the project would be welcome in the local area. This could then be used as an appendix to their application.</p> <p>It was suggested that the project team submit as much information to BTC, such as business plans, cash flow forecasts etc so that the council can give the matter more consideration, as the next stage from a verbal presentation, to be discussed at a future meeting.</p>		
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	<p>They were happy to share those documents. Full Council could then provide supporting letters should a relationship be formed between the two organisations.</p> <p>Cllr Henderson thanked them for presenting to the council and suggested they forward any documents to herself to present to the full council. Wished them well on what seems to be a fantastic project.</p> <p>Sarah Horne – asked to borrow The Folly following an email already sent to Councillors support the “Grow more Trees” campaign. It would be one day over half term. It’s to encourage people to forage for tree seeds and they would like to put on an event on the Folly probably am Friday 30th, to encourage the public to bring in their seeds and plant them. They will then look after them with a view to planting in time. Just be 2 or 3 tables, supply of pots and compost and seeds, gazebo if weather is poor.</p> <p>Cllr Henderson mentioned COVID guidelines and Sarah confirmed she can follow regulations and keep records / QR code. Cllr J Cooper asked that they provide a risk assessment.</p> <p>Cllr J Bassett suggested approaching solicitors to sponsor due to amount of paper used.</p> <p>Sarah confirmed as CORMAC volunteers they have the necessary risk assessments to provide.</p> <p>It was RESOLVED to AGREE in principle to allow the use of the Folly subject to the necessary risk assessments to give officers delegated authority to complete the paperwork.</p> <p>Standing orders re-instated 19.21</p>		
CS/2020/004	<p>To consider and agree Proposal by Fin Irwin re IntoBodmin / Bodmin Christmas Lights Committee / Bodmin Town Council proposal for Bodmin’s Window Wanderland 27th Nov – 29th Nov 2020 (report to follow)</p> <p>Cllr J Bassett left the meeting 19.22</p> <p>Cllr Phillips – Xmas Lights committee starting to work on this already, so need to either work together or one or the other.</p> <p>Councillors in support of the idea in principle but questioned the £350 cost for the Window Wanderland Toolkit and other costs mentioned in the proposal, and whether this was a profit or non-profit making venture. There was further concern about conflicting with Xmas lights committee works, so a joined-up approach required.</p> <p>It was suggested that the proposer be re-invited to a committee meeting for further explanations.</p> <p>It was RESOLVED to DEFER this to the next Community Services meeting and seek further clarification from the proposer.</p>	Cllr Henderson	

	Cllr J Bassett rejoined the meeting at 19.30		
CS/2020/005	<p>To consider and agree Community volunteer awards – update by the Chair</p> <p>Cllr Henderson – confirmed awards already chosen, but due to COVID presentation day was cancelled. She proposes that when the Mayor and Mayoress present their cheques to Charities, could the volunteer awards piggyback onto that day and be presented with their framed certificates. Event will consist of Mayor & Mayoress, Photographer and recipient.</p> <p>Cllr J Cooper is disappointed that we have not been able to mark the day at St Petroc's as planned, and the fundraising efforts in excess of £8000 and in particular the work done by the Mayoress. The Mayoress was asked by the Chairman to explain the plans, and she advised that the Mayors Lounge would be used. The recipients will be invited half hour time slots, 3 main charity recipients. Little Harbour, Chestnut Appeal and Sowena will get an equal amount of £2.5K each, plus fuel donation to Bodmin Bikers, and donation to Bodmin Camera Club, and donation to St Petroc's for their Community Hub.</p> <p>Cllr Henderson will arrange the photographer, some big cheques have been arranged, and some publicity for the Council and the Charities regarding the presentations.</p> <p>It was RESOLVED to AGREE the use of the Mayors Lounge and Judges Dining Room on the 19th of November 2020 for the purpose of presenting the Charity Cheques and Community Volunteer Awards.</p>	Louise to book	
CS/2020/006	<p>To consider and agree Hire of Priory Car park for mobile Covid testing unit</p> <p>Cllr Phillips briefed the committee, Council were approached via CC looking for suitable place for drive in COVID testing, top tier of priory carpark to be considered and what charges we would make.</p> <p>Cllrs discussed and felt it something we should support and would encourage. Central funding should be taken if offered to cover costs.</p> <p>It was RESOLVED to allow the Top Tier of Priory Car Park to be used for a COVID testing site, and delegate the contractual details to officers to negotiate a fair price for hire, and agree timescales.</p>		
CS/2020/007	<p>To consider fuel usage</p> <p>Cllr Henderson explained this is relating to Parks team machinery, mowers etc, and wanted to emphasise this is not due to any mistrust of the Parks team. It is purely to monitor and decide the most efficient way of fuelling vehicles.</p>		

	<p>Cllr J Cooper – reiterated that point and mentioned climate change and as a Council we have the responsibility to reduce our carbon footprint, so need to know what we are using to be able to do this. He has emailed the accounts department for more detail, they can provide vehicle specific details on the number of litres drawn, we could then ask for a cost per litre to enable further calculations to be made.</p> <p>It was confirmed following a point from Cllr P Cooper & Cllr Ahearn that the vehicles do have log books, checks and mileage records. The reason for this agenda point is to that at present the Fuel costs are reported as one item, and not broken down into individual vehicles.</p> <p>It was RESOLVED that accounts be asked when they provide the statement of account each month, they provide the fuel usage per road going vehicle, in addition to the fuel draw that comes in cans for the horticultural machinery as a separate item total.</p> <p>It was also RESOLVED that an audit of the log book’s be carried out and the process is reviewed and refreshed with Council staff.</p>	<p>C Harris</p> <p>R Davies</p>	
CS/2020/008	<p>Bodmin Information Centre update – Officers’ report on Franking Machine, Town Map & Court Room Experience. (report to follow)</p> <p>Marie Tonkin-Couch was welcomed to the meeting by Cllr Henderson. Marie briefed the committee on the following:</p> <p>Franking Machine Going to P&R meeting</p> <p>Town Map Marie has provided a report with all the details. Summary, Bodmin needs a new town map for 2021. We didn’t get one for 2020, so really need to get this off the ground. In Marie’s report she has approached 4 suppliers, Phoenix Print, they did the last map. Also Cornish Print and Sign Company, Rocket Pixels and Oracle Design. All come with great ideas, and similar quotes. The highest was Oracle but got a more detailed quote from them. She has her preferences from the information she has gained and is now looking to the committee to guide her as to what they require next from her. Marie showed the committee the existing map and explained its flaws and what was needed to be included.</p> <p>Cllr Henderson mentioned a previous agreement by the committee to use a free facility that relied on advertising to fund the production. Marie explained that after the meeting she talked through the proposal to use “we design maps” with the Town Clerk and Deputy and they went through the terms and conditions, which resulted in concerns being raised and the matter was put on hold, and Marie was advised they did not wish to use this company. Marie has re-raised this with her managers and been advised to investigate other providers.</p>		

	<p>Cllr J Cooper agreed we should have a map that wasn't commercial and promoted the cultural side of Bodmin. Suggested involving other local organisations such as Bodmin Tidy Team and Bodmin Way, and broaden the appeal of the map.</p> <p>Cllr P Cooper suggested encompassing tour of Britain route for next year.</p> <p>Cllr J Bassett asked how often they need re-doing and Marie explained it depended on the information and its accuracy, Cllr Basset also asked if it could be produced digitally.</p> <p>It was RESOLVED that in principle they would like to see the town map refreshed and provide delegated authority for the officers to seek out more detailed quotes and designs for the Council to sign off in due course.</p> <p>Marie asked for advice as to the way forward, and it was suggested she talk to C Harris to set the budget requirements in place. She also asked Councillors for their preferences and feedback for the information already provided.</p> <p>Court Room Experience</p> <p>Marie explained there was some electrical work to be done which led to her being asked to write a report on the plans for the Court Room Experience. She explained that they get many visitors in the TIC looking for things to do and see, and asking about the Court Room. Feedback from visitors indicated that they would be interested in seeing it in its current format not necessarily with the special effects, as it is still a unique attraction, especially with the holding cells as well, and it would attract people into the town and the building, and be nice not to have to turn people away. TIC could put the relevant risk assessments and procedures in place for safety.</p> <p>Cllrs explained its not been high on the list of priorities but agreed it is an asset and of historical importance, but the overall cost of running it did not make it viable at the time. It was mentioned that the main costs were maintaining the electronics and court usher.</p> <p>C Harris advised that a PID could be put together to look at all aspects of this, costs, and what we would expect to get back.</p> <p>Other matters – Marie was asked if she had any other matters, she needed clarification on. Marie asked about the staff review that took place regarding the TIC opening hours.</p> <p>Cllrs suggested that this was answered under the confidential section, but as Marie was unable to stay for that it was suggested she email the questions to Cllr Henderson who would get her the answers.</p> <p>It was RESOLVED that the council support the BIC team to take ownership of the project and bring a PID forward and the council would be delighted to consider in due course.</p>		
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	Marie left the meeting 8.23 pm		
CS/2020/009	<p>To consider and agree the Marathon-The Bodmin Way for next year</p> <p>D Bidgway – did a marathon with a group of four runners, all five of the churches had people on route supporting the runners. The runners enjoyed the route due to the variety, and this route provided interest in the churches, elevations, and circles the Beacon, so he feels it may well be of interest to other runners in the future.</p> <p>B Brittain – loved the suggested name “Bodmin Way Beacon Beast”. The route between the 5 churches would give 20 miles, possibly the park run at Landhydrock would give you 3 miles and the historical and cultural walking route that Barbara users is 3 miles, and incorporates the Beacon Monument, that could be made into a 26 mile map, and could be good for the town. Revenue could be negotiated with groups registering and be of benefit to The Bodmin Way and Bodmin Town Council.</p> <p>It was mentioned that Llanhydrock and any other entities out of the jurisdiction of BTC would have to be contacted for their permission.</p> <p>Cllrs expressed their support of the idea.</p> <p>D Bidgway – suggested a committee from Bodmin Roadrunners and Bodmin Woman’s Running Club, the Roadrunners organise the Bodmin half marathon so have the experience of health and safety and risk assessments. Also, they are experienced at running marathons so will have ideas about timings etc.</p> <p>It was RESOLVED that BTC support the officer and other members of the initiative, provided there is capacity in his role, to drive the map and marathon effort as one project, and to regularly report progress to committee and to put forward any requests for expenditure.</p>		
CS/2020/010	<p>To Consider and agree whether the back cabinets located in Court Room 2 (not the two side wall mounted displays) can be removed and given to the museum to make use of (minutes of Shire Hall Complex Meeting 16.3.2020 refers – to follow)</p> <p>It was mentioned that the Wassail bowl must be stored in a cabinet still, so leave a cabinet for that.</p> <p>It was RESOLVED to let the Museum have the cabinets</p>		

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