Draft Confidential Minutes Community Services Committee Meeting

Date

05/10/2023

Time

18:00 - 19:19

Location

Shire House Suite, Mount Folly Square, Bodmin PL31 2DQ

Chair

Cllr E Ahearn

Attendees

Cllr E Ahearn, Cllr T M Barbery, Cllr J Gibbs, Cllr J Whatton and Cllr H

Blacklaw

Mr P Martin (Town Clerk), Mrs A Bright (Assistant Town Clerk/Community Services Manager), Mrs A Stallard (Office Administrator/Secretary), Mrs S

Roberts (Office Administrator/Secretary P/T)

CS.2023.79

To receive a presentation and welcome pack from Cash Access UK, the not-for-profit providers of Bodmin's Community Banking Hub

Minutes:

The Councillors received a virtual presentation from Melissa Whittaker, information pack had previously been circulated, Community Engagement Manager of Cash Access UK. Melissa explained that Cash Access UK was established in February 2023 as a not for profit organisation, funded by 10 major banks. LINK, who are an independent body, assess the situation when the last bank is planning to close in a town and decides what banking solution needs to be put in place. Bodmin has been proposed as requiring a banking hub. Melissa then went on to explain throughout the process of setting up the banking hub the community will be kept up to date of the progress.

Melissa explained that the banking hub will be run by the Post Office Counter as they have the ability to carry out banking tasks. The difference is that they will not be able to carry out Post Office tasks and that the banks will send representation one day per week for more complex banking needs. The hub is anticipated to be open from Monday to Friday, 9am to 5pm however these times are constantly reviewed and may vary over time. Following a query from Cllr H Blacklaw it was explained that it would be a different community banker each day of the week from a designated bank. Cllr E Ahearn asked for confirmation that this would be set up on separate premises, and it was confirmed that this is in addition to the existing Post Office. The Post Office will appoint staff for the banking hub. Cllr M Barbery asked if the hub would be in a container like the one in St Austell. Melissa explained that a cabin is being set up in a town where a permanent building has not yet been found.

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Melissa explained that the process of opening the hub usually takes 12 months from announcement day, subject to finding premises. Cllr H Blacklaw asked why not use the Halifax building? Melissa replied that it might be an option but it is up to the team to assess availability and suitability of property. Their criteria includes size and accessibility and the survey process is ongoing. Cllr E Ahearn asked if the hub is in a container would it have an ATM? Melissa responded that it would depend if the assessment concludes that Bodmin needs an ATM.

Melissa went on to explain that by month 3 they will know if suitable premises are available and if not they will source a temporary site until a bricks and mortar building is set up, but hopefully Bodmin will not be in that position.

Cllr E Ahearn asked whether if an ATM was set up in a container, would it be accessible 24/7 and would it be free? Melissa commented that she does not know these details yet it is assessed through the independent body, LINK.

Melissa said that it is important that the community know about the service which will be offered and will be working with Bodmin Town Council to keep updated with engagement activities. After 1 month there will be a list of favoured premises and the final location will be confirmed once leases have been signed, Launch events will take place.

Currently there are 7 hubs in permanent buildings and 3 temporary with a target of 30 by the end of the year.

Cllr M Barbery enquired as to why a bank doesn't stay open if the hubs are successful, Melissa commented that it was a business decision by the banks. The banking hub enables people to still have access to cash. Cllr J Whatton asked if there were any properties in mind, Melissa said she was waiting for the site report which would then generate a shortlist. Melissa asked for any property suggestions to be forwarded to her.

Cllr C Rowe submitted a written question about whether there was the ability to liaise with Lloyds and Halifax. Halifax have already announced that they are planning to align their closure with the opening of the banking hub. Melissa explained that if they take over the Halifax building it would take some time from when it closes to be functional as the hub and a temporary measure would need to be set up.

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Melissa was thanked for the presentation and the virtual link was terminated.

Next part of the meeting commenced at 18.30

CS.2023.80 Mayor/Chairperson's announcements

Minutes:

Cllr E Ahearn welcomed everyone to the Communities Committee Meeting and explained that the meeting would be recorded for the purpose of producing accurate minutes and the recording would be deleted once the minutes are ratified.

There were no other announcements.

CS.2023.81 To receive and record the grounds upon which apologies for absence are tendered

LGA 1972, Sch 12, para 40

Decision:

It was **RESOLVED** to record the grounds upon which apologies for absence were tendered

Minutes:

Apologies had been received from the following councillors:

Cllr P Skea - away

Cllr P Cooper - away

Cllr K Phillips - away

Cllr A Butters - ill health

It was proposed to accept the grounds for absence for Cllr P Skea, Cllr P Cooper, Cllr K Phillips and Cllr A Butters by Cllr J Whatton, seconded by Cllr E Ahearn, all in favour, Cllr M Barbery abstained and wished to record his reason as he felt that receiving an apology was good enough and the reason should not be given. The Town Clerk confirmed that the reasons are a statutory requirement which is why the apologies are given the way they are.

CS.2023.82 Declarations of Interest relating to business on the agenda

Minutes:

There were no declarations of interest.

CS.2023.83 Public representation session.

Action items:

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Provide the member of the press with information regarding the banking hub and the involvement of Bodmin Town Council

Minutes:

There were no members of the public present. Cllr E Ahearn asked the member of the press if he would like to speak. The member of the press asked for a reaction from Bodmin Town Council to the banking hub.

CS.2023.84 Correspondence received:

None received.

Minutes:

There was no correspondence received

CS.2023.85 To resolve to note upon the presentation from Cash Access UK

Decision:

It was RESOLVED to note the presentation from Cash Access UK.

Minutes:

It was proposed by Cllr E Ahearn to note the presentation, seconded by Cllr M Barbery, all in favour.

CS.2023.86 To consider and confirm the accuracy of the minutes of the Community Services meeting held 3rd August 2023

Decision:

It was **RESOLVED** to confirm the accuracy of the Community Services committee meeting held on 3rd August 2023.

Minutes:

It was proposed to confirm the accuracy of the minutes of the Community Services meeting from 3rd August 2023 by Cllr J Whatton, seconded by Cllr E Ahearn, one abstention.

CS.2023.87 List of actions from the previous minutes, for update

Minutes:

It was confirmed that all actions had been completed.

CS.2023.88 To resolve to note upon the Risk Management update, risks scoring 11+

Minutes:

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ATC/CSM explained that as there were not enough attendees at the last Risk Management meeting that the only change was to dates as the update cannot be considered. The museum is still waiting for accreditation, probably Spring or Summer 2024. Volunteers are working towards accreditation as this assists with raising funds. Cllr H Blacklaw asked if the museum had moved in to the extra space, ATC/CSM replied that they are waiting on the final Heads of Terms.

CS.2023.89 To resolve to note upon the Summary of Accounts (Income and Expenditure)

Decision:

It was **RESOLVED** to note the Summary of Accounts (Income and Expenditure)

Action items:

To enquire as to the uptake of the higher level courses held on BTC premises.

Minutes:

Cllr H Blacklaw asked what the uptake to the university course was, ATC/CSM said that BTC were not aware of the figures but could enquire.

It was proposed to note the Summary of Accounts by Cllr E Ahearn, seconded by Cllr J Whatton, all in favour with one abstention from Cllr M Barbery.

CS.2023.90 To resolve to note upon the report from the Community Services department

Minutes:

ATC/CSM gave a presentation on the recent events.

Movies in the Park - following successful screenings over the Coronation weekend suggestions were made to screens films. Following delays due to weather the event was held on a very hot day and was well attended. The total cost was less than £2,000 with some of this being offset by renting pitches. Plans for future similar events would include the involvement of more community organisations to continue the entertainment between the films, family films and more stalls. Carnival - Bodmin Town Council supported the first carnival since 2019. The entire route was lined with spectators. Cllr M Barbery said that himself, Cllr K Phillips and Cllr E Ahearn will continue to sit on the carnival committee as residents for next year.

Bikers Meet for Mike - Involved the attendance of Mike's family and

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bikers from throughout the country. Proud to have supported the event. Love Parks Week - ATC/CSM commented that this would be good to be more involved with as residents do not all understand what spaces the council have available and how they can be used.

Sports in the Park - This was arranged in response to the anti-social behaviour of youths. Some organisations have said that they will arrange outreach events for those who cannot easily access the town centre. Cornwall Pride took place

Fun on the Folly - unfortunately some of the activities were washed out and others had to be moved inside due to the weather.

Upcoming events include Armistice Day and Remembrance Sunday. The veterans meet in the warm space area every Tuesday. The Fireworks and Christmas Lights events are being organised as usual. On 6th January will be the 400th Wassail, one of the longest running in the country. ATC/CSM said that she would like to ensure this event is well publicised and will be arranging an exhibition in courtroom 2.

Market - ATC/CSM reported that the market is growing month on month, except for a bank holiday weekend, total of 17 held. The stalls are over subscribed. It is hoped to grow the market organically, capacity on the folly for 30 stalls, currently equipment for 15 which was funded through a grant. Potential of using courtroom 2 and purchasing more equipment. Also hoping to increase the performances. Cllr M Barbery commented that he had attended them all, feedback from the stall holders was very positive, although they would look to see some stalls which would attract more customers, such as fruit and veg.

Neighbourhood Plan - Not yet at a statutory level, the draft plan is still in consultation with councillors attending events to gather as much feedback as they can. Currently drawing to the end of stage 4, stage 5 will look to draw in final consultation and will then go to referendum.

Cllr J Gibbs enquired about Heritage Day, ATC/CSM commented that their committee did not have enough support for this year but it is on the BTC calendar and hoped to go ahead next year.

Engagement and reach - ATC/CSM presented engagement figures for the websites, social media and newsletter. Some events gaining high reach.

Warm space has continued to be used more throughout the summer so is expected to be busy during the winter.

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Upcoming projects - includes growth of the market, the museum is increasing it's space and working towards it's accreditation, attending community group networking events, development of a communication strategy, events calendar 2024/25, development of a cultural strategy, grant funding.

Cllr M Barbery commented that he has received amazing feedback from residents and expressed their thanks.

Cllr E Ahearn thanked ATC/CSM for her presentation

CS.2023.91 To consider and agree the following Grant Applications: a) IntoBodmin Halloween Event Nos Calan Gwaf £1,000

Decision:

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It was **RESOLVED** to agree the grant application to intoBodmin for £1,000.

Action items:

Notify and administer the approval of £1,000 grant to intoBodmin.

Minutes:

After a short discussion it was proposed to agree the grant application of £1,000 to intoBodmin by Cllr M Barbery, seconded by Cllr J Gibbs, all in favour with one abstention.

CS.2023.92 To resolve to note upon an update on Cornwall Council's Casework Assist

ATC/CSM explained that Bodmin Town Council now have access to Cornwall Council's Casework Assist facility explaining that the system allows issues to be escalated to senior managers. The system allows issues and complaints which already have a reference number to receive an official response. It was proposed to resolve to note the update by Cllr E Ahearn, seconded by Cllr M Barbery, all in favour.

Decision:

It was **RESOLVED** to note the update on Cornwall Council's Casework Assist.

CS.2023.93 CONFIDENTIAL MATTERS

It was proposed that the meeting move into the CONFIDENTIAL MATTERS section of the meeting by Cllr E Ahearn, seconded by Cllr M Barbery, all in favour.

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The member of the press left the meeting.

Decision:

It was **RESOLVED** to move into the confidential matters section of the meeting.

CS.2023.94 To consider and confirm the accuracy of the confidential minutes of Community Services Committee 3rd August 2023

It was proposed to RESOLVE to confirm the accuracy of the confidential minutes of Community Services Meeting 3rd August 2023 by Cllr J Whatton, seconded by Cllr E Ahearn, all in favour, Cllr M Barbery abstained.

Decision:

It was **RESOLVED** to confirm the confidential minutes of Community Services Committee 3rd August 2023.

CS.2023.95 👔 List of confidential actions from previous minutes, for update.

ATC/CSM reported that one pending item was waiting to go to an appropriate meetings. It was proposed to note that all confidential actions from the previous meeting had been completed by Cllr E Ahearn, seconded by Cllr J Gibbs, all in favour, Cllr M Barbery abstained.

Decision:

It was **RESOLVED** to note that all confidential actions from the confidential meeting on 3rd August 2023 had been completed.

Meeting closed at 19.19

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Minutes

Community Services Committee Meeting

Date

30/11/2023

Time

18:31 - 19:03

Location

Shire House Suite, Mount Folly Square, Bodmin PL31 2DQ

Chair

Cllr E Ahearn

Attendees

Cllr E Ahearn, Cllr A Butters, Cllr K Phillips and Cllr P Skea

Mr P Martin (Town Clerk), Mrs A Bright (Assistant Town Clerk/Community Services Manager), Mrs S Gooch (Senior Office Administrator), Mrs S

Roberts (Office Administrator/Secretary P/T)

One member of the public

CS.2023.96

Mayor/Chairperson's announcements

Minutes:

Cllr E Ahearn welcomed everyone to the meeting and explained that the meeting was being recorded for the purpose of the minutes and the recording would be destroyed once no longer required. There were no further announcements.

CS.2023.97

To receive and record the grounds upon which apologies for absence are tendered

Decision:

It was **RESOLVED** to record the grounds upon which apologies for absence were tendered

Minutes:

Apologies had been received from Cllr P Cooper due to a long standing prior engagement and Cllr J Whatton due to holiday, Cllr M Barbery had also notified that he was unable to attend.

It was proposed to accept the apologies by Cllr K Phillips, seconded Cllr E Ahearn, all in favour.

CS.2023.98

Declarations of interest relating to business on the agenda

Minutes.

There were no declarations of interest.

CS.2023.99

Public representation session

Minutes:

There was one member of the public present who only wanted to observe the meeting.

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CS.2023.100

Correspondence received

Minutes:

None received.

CS.2023.101

To consider and confirm the accuracy of the minutes of the Community Services meeting held 5th October 2023

Decision:

It was **RESOLVED** to confirm the accuracy of the minutes of the Community Services meeting 5th October 2023

Minutes:

The draft minutes from the Community Services meeting 5th October 2023 had been previously circulated via iBabs.

It was proposed to confirm the accuracy of the minutes of the Community Services meeting on 5th October 2023 by Cllr E Ahearn, seconded by Cllr K Phillips, all in favour with one abstention from Cllr P Skea who had been absent from the meeting.

CS.2023.102

List of actions from the previous minutes, for update

Minutes:

The list of action items from the meeting of 5th October 2023 had been previously circulated via iBabs.

The ATC/CSM confirmed that all actions had been completed except for one which was pending.

CS.2023.103

To resolve to note upon the Risk Management Update, risks scoring 11+

Minutes:

The ATC/CSM confirmed that there was no update to the Risk Scoring as there had yet to be a meeting and that one was scheduled for the following week.

CS.2023.104

To resolve to note upon the Summary of Accounts (Income and Expenditure)

Decision:

It was RESOLVED to note the Summary of Accounts (Income and Expenditure)

Minutes.

The Summary of Accounts (Income and Expenditure) had been previously circulated via iBabs.

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It was proposed to note the Summary of Accounts by Cllr P Skea, seconded by Cllr E Ahearn, all in favour.

CS.2023.105

To resolve to note upon the report from the Community Services Department

Decision:

It was **RESOLVED** to note the report from the Community Services Department

Minutes:

The report from the Community Services Department had been previously circulated via iBabs.

It was proposed to note the report from the Community Services Department by Cllr E Ahearn, seconded by Cllr K Phillips, all in favour.

CS.2023.106

To agree to resolve upon free parking at Priory Car Park on Saturday 2nd December in line with Cornwall Council's Small Business Saturday

Decision:

It was **RESOLVED** upon for free parking at Priory Car Park on Saturday 2nd December

Minutes:

It was proposed to agree to free parking at Priory Car Park on Saturday 2nd December by Cllr P Skea, seconded by Cllr K Phillips, all in favour.

CS.2023.107

To consider and agree the following Grant Application: Beacon Beast Marathon, The Bodmin Way, £1,000

Decision:

It was **RESOLVED** to offer a £300 grant to Beacon Beast Marathon, The Bodmin Way, to cover the costs of Cardinham Woods and Lanhydrock permits

Action items:

Notify Beacon Beast Marathon of the offer of a grant of £300 to cover the Cardinham Woods and Lanhydrock permits

Minutes:

Grant application and associated documents had been previously circulated via iBabs.

Cllr P Skea proposed to offer the requested £1,000 grant. Cllr A Butters commented that profit of £3,400 from the event the previous year had

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been donated to local charities and it was agreed by councillors that the BTC donation the previous year was intended to assist the marathon rather than a precept payers donation to charity. The ATC/CSM explained that the previous year the grant had included use of BTC facilities but these were not required this time. The councillors discussed options of reducing the donation or insisting any donation be spent against costs. The councillors discussed that they wanted the marathon to go ahead but were conscious of donating money which would be donated to charity. It was generally discussed that all other revenue for the event was from entry fees.

At 18.48 it was proposed by Cllr E Ahearn to suspend standing orders to allow the member of the public to speak, seconded by Cllr K Phillips, all in favour. The member of the public suggested that the Beacon Beast Marathon committee had all year to fundraise and could have raised £1,000.

Following further discussion regarding fundraising Cllr P Skea withdrew his proposal. Cllr K Phillips suggested offering a reduced amount and then it was suggested covering a specific cost. Cllr A Butters proposed offering a grant of £300 to cover the Cardinham Woods and Lanhydrock permit costs, seconded by Cllr K Phillips, all in favour, Cllr P Skea abstained.

CS.2023.108

To consider and resolve upon the positioning of a large noticeboard positioned in a prominent place both outside and in the foyer of the Shire Suite which clearly displays contact and emergency telephone numbers

Decision:

It was **RESOLVED** to replace the A4 laminated notices with A3 laminated notices and then replace these with a professionally produced sign once the new telephone system is in place

Action items:

Replace A4 laminated contact posters with updated A3 laminated posters until they are replaced with a professionally produced sign when the new telephone system is in place

Minutes:

Cllr K Phillips explained that the existing signage is not clear enough and would prefer a large professionally printed notice on display as there have been problems when the caretaker has not been present and hirers have not known who to contact. The ATC/CSM described the current signage and information available. Cllr E Ahearn asked if

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Kestrel Guards would know who to call out of hours. The ATC/CSM explained that Kestrel Guards are notified of who is on call out of hours and if appropriate have keys to be able to attend themselves, it would not be possible to add the caretaker's number as that changes. Cllr K Phillips asked if there is a charge associated with out of hours calls to Kestrel Guards, the ATC/CSM confirmed that there was but did not have details of the amount to hand. The ATC/CSM also explained that once the telephone system is updated call diversions could be put in place and one telephone number could be displayed.

Cllr K Phillips proposed to have a professional A3 sign produced displaying the relevant details. The ATC/CSM commented that the details would need to be changed once the new telephone system is in place. Cllr E Ahearn suggested replacing the current A4 signs with updated A3 laminated signs temporarily until the new telephone system is in operation. Cllr K Phillips updated her proposal to replace the A4 laminated notices with A3 laminated notices with relevant information and then replace these with a professionally produced sign once the new telephone system is in place, seconded by Cllr E Ahearn, all in favour.

The member of the public left the meeting at 19.02

CS.2023.109 CONFIDENTIAL MATTERS

Decision:

It was **RESOLVED** to move into the confidential matters section of the meeting.

Minutes:

It was proposed by Cllr P Skea, seconded by Cllr K Phillips, all in favour.

CS.2023.110 fi To consider and confirm the accuracy of the confidential minutes of the Community Services Committee meeting held on 5th October 2023

Minutes:

There were no confidential minutes to approve.

CS.2023.111 fi List of confidential actions from previous minutes, for update

None

Minutes:

There were no confidential actions.

The meeting closed at 19.03

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Minutes

Estates Committee Meeting

Date

02/11/2023

Time

18:30 - 21:04

Location

Shire House Suite, Mount Folly Square, Bodmin PL31 2DQ

Chair

Cllr K Phillips

Attendees

Cllr E Ahearn, Cllr T M Barbery, Cllr H Blacklaw, Cllr P Brown, Cllr P T

Cooper, Cllr K Phillips and Cllr J Whatton Cllr J Cooper (non-committee member)

Mr P Martin (Town Clerk), Mrs A Stallard (Office Administrator/Secretary),

Mrs S Roberts (Office Administrator/Secretary P/T)

EC.2023.84

Mayor/Chairperson's announcements

Minutes:

The Chair welcomed everyone to the meeting and thanked them for attending. No further announcements.

EC.2023.85

To receive and record the grounds upon which apologies for absence are tendered

Decision:

It was **RESOLVED** to record the grounds upon which apologies for absence were tendered.

Minutes:

Cllr P Cooper sent apologies that he would be arriving late. Apologies for absence had been received from Cllr J Gibbs for personal reasons and Cllr R Joshi due to extended ill health.

Cllr H Blacklaw enquired as to how long Cllr R Joshi's apologies can be accepted for. Cllr K Phillips proposed to accept the apologies relating to that evening only. Cllr E Ahearn commented that she would not be giving reasons for absence in future meetings as making public that she is away would invalidate her home insurance. Cllr K Phillips suggested that this could be discussed at Full Council. Cllr E Ahearn enquired at to what is long term. Cllr H Blacklaw suggested setting long term sickness maximum at 6 months. Cllr J Whatton asked for confirmation that attendance is recorded.

Motion seconded by Cllr E Ahearn, all in favour.

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EC.2023.86 Declarations of interest relating to business on the agenda

Minutes:

There were no declarations of interest.

EC.2023.87 Public representation session

Minutes:

There were three members of the public present who were asked if they wanted to speak, all confirmed that they only wished to observe. Cllr K Phillips thanked them for their attendance. One member of the public left the meeting at 19.40, the other two at 20.28.

EC.2023.88 Correspondence received

Email received from a member of the public to carry out metal detecting on Fairpark land. Agenda item 106.

Action items:

Contact Mr Reeves to give permission to metal detect on Fairpark land prior to reseeding

Minutes:

Cllr K Phillips reported on a telephone request from a resident to metal detect at Fair Park. Cllr K Phillips moved to item 106.

EC.2023.89 To consider and confirm the accuracy of the minutes of the Estates Committee meeting held 7 September 2023

Decision:

It was **RESOLVED** to confirm the accuracy of the minutes of the Estates Committee meeting held on 7th September 2023.

Minutes:

The minutes from the meeting held on 7th September 2023 had been previously circulated on iBabs.

Cllr H Blacklaw asked whether no longer having a vice chairman could be an issue. The TC confirmed that it is not a legal requirement and under the terms of reference for the committee that it is not an issue as electing the vice chairman is an annual event. It was proposed by Cllr H Blacklaw to confirm the accuracy of the minutes of the Estates Committee meeting held on 7th September 2023, all in favour with two abstentions not wishing to be recorded.

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EC.2023.90 List of actions from the previous minutes, for update

Minutes:

The list of actions from the meeting on 7th September had been previously circulated on iBabs.

Cllr K Phillips commented that she had hoped that item EC.2023.80, 429 on the list of actions, would have been on the agenda. Cllr H Blacklaw commented that action item 427 relating to EC.2023.79 had in her opinion not been completed and should be reverted back to pending. Cllr P Cooper arrived at 18.40 and offered his apologies for his late arrival.

EC.2023.91 To resolve to note upon the Risk Management Update, risks scoring 11+

Decision:

It was **RESOLVED** to note the Risk Management Update, scoring 11+.

Minutes

The latest risk management update, risks scoring 11+ had been previously circulated via iBabs.

Cllr H Blacklaw asked how items are added to the report. Cllr K Phillips confirmed that it is through the risk management meetings or councillors can notify anything they think should be added. Cllr E Ahearn and Cllr H Blacklaw both queried why the high radon levels had not been added to the report. Cllr P Cooper confirmed that there had been no risk management meetings since the radon issue had become apparent. Cllr H Blacklaw asked how often the meetings are held and commented that she felt that radon could have been added as a potential risk at the time having the readings taken was recommended last year and it was no surprise as we live in Cornwall.

Cllr E Ahearn proposed to note the risk management update, risk scoring 11+, Cllr K Phillips seconded, all in favour.

EC.2023.92 To resolve to note upon the Summary of Accounts (Income and Expenditure)

Decision:

It was **RESOLVED** to note the Summary of Accounts (Income and Expenditure)

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Minutes:

The Summary of Accounts had previously been circulated via iBabs.

Cllr E Ahearn commented that a lot had been spent on plants. The TC confirmed that the amount spent was agreed by council. Cllr H Blacklaw commented that it was within approved budget and had not all been spent. The TC commented that the spending per year does vary. Cllr P Brown commented that he had calculated the cost per bulb and felt that 50p each was a ridiculous amount of money. Cllr K Phillips suggested asking for a breakdown of the expenditure on plants for the next meeting. The TC commented that the Estates Manager had already submitted a report when he received three quotes for plants. Cllr E Ahearn asked if hanging baskets were included. The TC replied that it should unless the figures have been presented separately in the report.

Cllr J Cooper asked when Fair Park toilets closed as there was an amount showing in the report for maintenance of them. Cllr K Phillips responded that the toilets closed a long time ago. Cllr J Cooper queried the spending for repairs and maintenance of the toilets being over budget by 2%. Cllr P Cooper commented that some preparation work had to be carried for the new building to repair broken drainage, confirmed by the TC. Cllr K Phillips suggested that an explanation of the anomaly would have been useful.

Cllr K Phillips queried £900 per month for servicing contracts of the security and fire alarms but after a short discussion it was agreed it was a misread. The TC confirmed that the servicing contracts in place had been approved by the councillors.

It was proposed to note the summary of accounts (income and expenditure) by Cllr E Ahearn, seconded by Cllr M Barbery, all in favour.

EC.2023.93 To resolve to note upon the report from the Estates Manager

Decision

It was **RESOLVED** to note the report from the Estates Manager.

Minutes:

A written report from the Estates Manager had previously been circulated via iBabs. Cllr K Phillips commented that it was a shame that the EM could not attend the meeting.

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Cllr H Blacklaw enquired if the leaning chimney in the Shire House was being fixed. The TC replied that this information had come from an initial survey of a chimney on the south side of the building and now scaffolding needs to be erected to determine the condition of the chimney including if the lining contains asbestos. Cllr J Whatton agreed that scaffolding would be required to assess the condition of the chimney lining. Clir P Brown commented that the scaffolding would not enable the lining condition to be determined and a ground survey should suffice, the scaffolding is a huge amount of money just for a surveyor to look at it. Cllr P Brown said that he thought it would be an item on the agenda, it was confirmed that the refurbishment working party is on the agenda. Cllr P Brown said that item 100 is not what he had asked to have put on the agenda, he had wanted an update on progress to date as the meeting was back in April. Cllr K Phillips asked the TC why the agenda item was different to the one originally requested. The TC confirmed that he had been emailing Cllr P Brown who had asked for advice on appropriate wording for the motion and had agreed to the final wording of whether the refurbishment working party would continue. After some discussion Cllr K Phillips commented that it was a misunderstanding and can be discussed during the working party item and to now move on to the EM report. Cllr P Brown commented that the EM report relates to work which has been done but he asked why the refurbishment is not going anywhere when there are potential hirers which will produce revenue for the council. Cllr P Cooper asked about the refurbishment meeting and that he could not recall direction or instruction being given at that meeting to be acted upon. Cllr P Brown commented that the council is looking for money, not aware of anything having taken place since April, makes us look silly. Cllr K Phillips suggested looking at the refurbishment working party meeting again, Cllr P Brown stated that he wished to be removed from the refurbishment working party. The TC commented that there is a letter in the pack from Ward Williams and that they were brought in to give the councillors advice as to where to start.

Cllr J Cooper asked about vandalism and the impact of this when the new toilets are installed. He commented that toilets around the county which are pay to use seem to be in better condition and it prevents vandalism. Cllr K Phillips agreed that this was a good point and may be added to the next agenda for a decision. Cllr H Blacklaw asked if the Fair Park toilets would be chargeable. Cllr P Cooper commented that charging to use toilets could just move the vandalism to items which are available including the payment mechanism. Cllr K Phillips stated that during a P&R meeting it was agreed to produce a policy on how to deal

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with anti-social behaviour and vandalism which will help to guide staff if they feel threatened.

Cllr E Ahearn asked for the address of the unit available on Normandy Way and what the premises previously were. The TC confirmed it refers to unit 27. Cllr K Phillips commented that this is coming up for Full Council.

It was proposed to note the report from the Estates Manager by Clir E Ahearn, seconded by Clir K Phillips, all in favour.

EC.2023.94 To resolve to note report of breaches that infringe on rules set out in workplace legislation Health and Safety at Work Act 1974

Decision:

It was **RESOLVED** not to note the Health and Safety breaches report.

Minutes.

The health and safety breaches report had been previously circulated on iBabs.

Cllr E Ahearn said that the reports included one on 24.10.23 of an individual moving furniture whilst wearing inappropriate footwear and asked if that referred to a member of the public or a member of the council. The TC stated that he knew but did not want to embarrass anybody by saying who it was. Cllr E Ahearn said that it was not a health and safety breach if it relates to a member of the public who has not been told and are not aware of the policy. Cllr E Ahearn announced that it was Cllr M Barbery who was acting as a member of the public and that if he was required to wear suitable footwear he should have been supplied with PPE, otherwise he should have been asked to sign a disclaimer. If the council want particular items to be worn then it should be provided and you cannot tell people what they should be wearing. Cllr K Phillips said that it is only a breach if it is a member of staff and that the item in the report should not be in the report, it should be reported as a near miss rather than a breach. Cllr E Ahearn stated that as a member of the public she does not have the policy. Cllr M Barbery said that he sets the room up for Age Concern and what he wears is his own business and nothing to do with the council. The TC remarked that under owner occupier's liabilities it is the council's business and the risk assessment is displayed on the wall along with in the hire terms and conditions and in that it makes clear that public, councillors and staff are responsible for their own health and safety and that of others and therefore should

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supply their own PPE in those circumstances. Cllr K Phillips asked if members of the public are included in that and the TC confirmed that they are. Cllr E Ahearn said that if someone is breaching they need to be told under a duty of care. Cllr P Brown commented that this is nonsense and showing where the council is going. Cllr K Phillips said that discussion should be around important issues of the town. Cllr P Cooper commented that if we have liability and it is in the hire conditions then we need to deal with this to remove ourselves from the liability. Cllr M Barbery confirmed that he had been wearing flip flops for 18 months and it had never been mentioned before and Cllr E Ahearn questioned why it had not been brought up again.

Cllr P Brown proposed to not note the health and safety breaches report, seconded by Cllr E Ahearn. 5 voted in favour of the proposal, Cllr P Cooper voted against, Cllr H Blacklaw abstained. The TC wanted to clarify for the minutes that the committee are voting not to support health and safety in the environment. Cllr K Phillips said the committee were voting just to not support the reporting of this particular breach. Cllr P Brown commented that it is up to the officers to deal with the gazebo issue and the flip flop report was not worthy of our time as councillors. Cllr K Phillips then proposed to vote on the gazebo issue separate to the flip flops. The TC confirmed that the motion had already been voted on.

EC.2023.95

Resolve to acknowledge advice provided by the Town Clerk in respect of compliance with a Duty of Care under statutory obligations. To resolve to remedy, if necessary, any breaches of torts of Law relating to contracts and duty of care obligations considered to be in the public interest

Decision

It was **RESOLVED** to not acknowledge the advice provided by the Town Clerk in respect of compliance with a Duty of Care under statutory obligations.

Minutes:

Information regarding duties of care, property litigation and responsibilities for controllers of premises had been previously circulated via iBabs.

Cllr E Ahearn commented that she did not understand the need for more advice as we already work with the 1974 and 1977 Health and Safety guidelines and have policies in place and doesn't see the need for more clarification and therefore does not support this and will

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propose to not accept the advice. Cllr K Phillips stated that she was happy to second that proposal. The TC commented that he had only requested acknowledgement rather than approval. Cllr E Ahearn confirmed that she still felt it was unnecessary as we have the advice through policies and procedures which have been approved. 3 in favour of not acknowledging the advice, Cllr P Cooper voted against, 3 abstentions from Cllr J Whatton, Cllr H Blacklaw and Cllr P Brown.

EC.2023.96 To resolve to note upon the Fuel Summary

Decision:

It was **RESOLVED** to note the fuel summary.

Action items:

Provide clarification over the entry on 22.3.2022 for the Citreon Berlingo to explain the higher litres per mile figure and why there are not always details of the users.

Minutes:

The fuel summary had been previously circulated via iBabs.

Cllr H Blacklaw asked for clarification as to who DEM refers. The TC confirmed that this is the Deputy Estates Manager. Cllr E Ahearn asked why in the final column there are lots of 'data unavailable' entries. The OA/S explained that it is the way that the spreadsheet calculates and as the final column was added later the information is not always there for the data to be generated on old entries. Cllr H Blacklaw asked why the miles per litre on the Citreon Berlingo in March 2022 was higher than the entries around. Cllr K Phillips asked if the councillors had seen these figures before. It was confirmed by the OA/S that the same report is presented at every Estates Committee meeting just with recent additions.

Cllr J Cooper stated that if log books are not being accurately kept this is a supervisory issue. If you have an organisation where members of staff use vehicles the organisation has to know who is driving in case there are any infringements and it would be remiss of the council not to have a functioning process to identify who is using the vehicle at any given time. Having spent lots of money on equipment to protect individuals who are lone working it throws caution to the wind to not have log books filled in and managers should ensure they are. The TC asked for clarification as to where it said that log books weren't being completed and it was agreed that there was not. Cllr J Cooper withdrew his comment and reiterated that there does need to be a robust system

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and the organisation should not have unidentified users on the vehicle fuel logs. Cllr K Phillips asked for clarification as to why there is missing data, appreciating that the query is from over a year ago. Cllr P Brown asked if the information on the fuel summaries is being analysed, and if not, what is the point of going to the trouble of completing it and a waste of officer time.

Cllr P Cooper commented that this had previously been presented and it is a lesson to the councillors to take note. Cllr J Cooper stated that going through the logs should be delegated to the managers. Cllr P Brown would like details at a future meeting of how the data is analysed.

It was proposed to resolve to note the fuel report by Cllr K Phillips, seconded by Cllr M Barbery, all in favour.

EC.2023.97 To resolve to note the tree reports and proposed tree works

Decision:

It was RESOLVED to note the tree reports and proposed tree works.

Minutes:

The tree condition reports had been previously circulated via iBabs.

Cllr K Phillips confirmed that she had previously looked at the reports and noticed that there was a felling recommendation in Fair Park and hoped that would be replaced.

Cllr K Phillips proposed to note the tree reports and proposed tree works. Cllr P Brown seconded, all in favour.

EC.2023.98 To consider and resolve upon a water refill station for Priory Park based on further information received

Decision:

It was **RESOLVED** to not proceed with the water station now but to revisit it as part of the refurbishment of Priory toilets or the Shire House, in the meantime make Cornwall Council aware of Bodmin's visitor numbers.

Minutes:

The water refill station report had been previously circulated via iBabs.

Cllr K Phillips reported that she had previously been contacted as

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funding was available to provide the facility however this had since been withdrawn by Cornwall Council. Cllr H Blacklaw stated that this had come up in committee before but it had never been mentioned how much it would cost. Cllr K Phillips asked whether this was something needed. Cllr H Blacklaw stated that the one in Bude was not being used on a hot summer's day and we would be better off using the funds to provide better broadband as that would benefit everybody, the water bottles could be refilled at home. Cllr P Cooper commented that an enquiry should be made as to why Bodmin is no longer priority and perhaps readdress this item during the refurbishment. Cllr K Phillips proposed to park the item and revisit it when appropriate works are being carried out either on the refurbishment of the Priory toilets or Shire House. Cllr P Cooper suggested that in the meantime visitor numbers through the town could be passed on to Cornwall Council for their information.

Cllr P Cooper proposed to revisit the water refill station as part of the refurbishment of Priory toilets or the Shire House but in the meantime make Cornwall Council aware of our visitor numbers as Bodmin has a good case for it. Seconded by Cllr M Barbery, all in favour.

EC.2023.99 To consider and agree to the suitability and availability of cleaning equipment to be kept in the Shire House Suite for hirers use

Decision:

It was **RESOLVED** to make available to hirers a dustpan and brush, Henry vacuum cleaner and Shark vacuum cleaner which is checked and if required emptied and cleaned on a daily basis.

Action items:

Make available a dustpan and brush, Shark vacuum (with a daily cleaning and emptying regime) and Henry vacuum cleaner to hirers of the Shire House Suite.

Minutes:

Information regarding hiring including risk assessment and conditions of letting had been previously circulated via iBabs.

Cllr K Phillips explained that this item follows on from the issues over the Shark vacuum where various emails went to and fro as there had not been any decisions at a meeting. Some equipment is needed including a dustpan and brush and a standalone vacuum cleaner, Cllr K Phillips proposed providing a dustpan and brush and the Shark. The Shark has no cords and is lightweight but needs to be accessible,

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charged and cleaned on a daily basis. Cllr M Barbery clarified that the proposal is for the Shark to be reinstated in the Shire Suite with a cleaning programme that it is kept empty and clean. Cllr J Cooper explained concern that on conditions of hire, considering the conversation over item 94, are we providing PPE and training to use the equipment. Cllr K Phillips commented that the PPE needs to be looked into as most places document that items are used at hirer's own risk and this needs to be looked at to ensure the correct paperwork is in place. Cllr P Cooper suggested that as a Henry vacuum has been purchased couldn't that also be made available for those who choose to. Cllr M Barbery seconded, all in favour.

EC.2023,100

To consider and resolve upon the date of the next working party meeting to discuss building priority options formulated by Ward Williams

Decision:

It was **RESOLVED** to hold an Extraordinary Estates Committee Meeting to agree priorities with Ward Williams attending at the start to explain options.

Action items:

To agree time and date of an Extraordinary Estates Committee Meeting along with an agenda with the Town Clerk.

Minutes:

Information regarding the refurbishment working party, feasibility report and refurbishment appraisal had been previously circulated via iBabs.

Cllr K Phillips asked if the refurbishment working party should be repopulated, however with Cllr R Joshi unwell it would leave only 2 members and there were no volunteers from other members to join. From the last meeting there was no agreement at to where to start, and suggested the refurbishment being looked at during every Estates meeting. Cllr P Brown asked why Ward Williams' suggestion in May of a workshop to scope priorities had not taken place and had never been discussed. Cllr J Cooper suggested arranging a subcommittee, advertising the meetings for whichever members could attend. Cllr P Brown expressed concerns over the time it is taking and amount it has cost for surveys. Cllr K Phillips said that councillors have the power but are not giving direction to the officers to progress things. There is a report due from Ward Williams, which should inform us on the urgent items, such as integrity of the building which need to be addressed. Cllr P Brown asked the TC why the workshop had never

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been run, the TC replied that there had never been a report back from Ward Williams. The brief is from the architects who had suggested several ideas around a basic refurbishment just to bring the building up to standard or more profiled architect ideas, Ward Williams have been trying to offer solutions to make the building serviceable without breaking the bank. The budget for the work is currently under £2M so how this is spent needs to be considered, the councillors need to get together to decide what they want to do. Cllr P Brown commented that nobody had briefed Ward Williams as to what is wanted and currently there are just a lot of ideas and we have not worked anything up for tender and Ward Williams are having to guess what we want. Cllr P Cooper expressed that opinions had kept changing but ultimately the public want the building preserved, structurally sound, accessible and back in use. With limited budget this is all which can be achieved unless there is additional funding. We need to maximise the amount we are spending. Cllr J Cooper said that there are good examples of town councils bringing buildings back in to use, including Liskeard and Falmouth. If we form a subcommittee it will need a summons and agenda issued and you would require the councillors to attend, then those who attend will be able to make decisions on behalf of the committee and will be able to move forward. Cllr H Blacklaw enquired as to whether the university are using the building, Cllr P Cooper commented that they are working with the university but currently the courses are running from the college, with the hope to use the rooms from 2024. Cllr P Brown urged the councillors to read the letter from Ward Williams as they need confirmation of how to proceed. Cllr K Phillips asked if the letter had been to the committee before, the TC was not sure but confirmed that all the reports had been presented. Cllr K Phillips suggested looking back at meeting minutes to determine why the meeting with Ward Williams had not been progressed. Cllr P Cooper suggested contacting Ward Williams with some urgency to arrange a meeting. Cllr K Phillips suggested the Estates Committee meeting with Ward Williams but Cllr P Brown suggested an Estates Meeting prior to this to agree what they are asking for. Cllr K Phillips suggested an Extraordinary Estates Committee Meeting, the TC suggested that a meeting of a small group is more likely to agree priorities. Cllr K Phillips proposed to arrange an Extraordinary Estates Committee Meeting. Cllr J Cooper suggested arranging for Ward Williams to attend at the start of the meeting. Seconded by Cllr P Brown, all in favour.

EC.2023.101 To discuss and agree changes and improvements required to current Priory Car Park Parking signage

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Decision:

It was **RESOLVED** to approach PPS to express the issues regarding the minimum charge of £5 for card payments, the additional charges for using the app and it not being clear there no disabled exemptions.

Action items:

Contact PPS to express concerns with the signage.

Minutes:

Contract and proposal from PPS along with relevant meeting minutes had been previously circulated via iBabs.

Cllr K Phillips reported that complaints have been received including the additional charges to pay on the app and also the minimum card charge of £5. Cllr M Barbery commented that a resident had complained about the charges and that Cornwall Council car parks are cheaper, also that a disabled person had been fined £100 for not paying even though they have registered with Cornwall Council as their V5 shows them as being disabled. The TC confirmed that BTC are under contract with PPS and disabled drivers are not exempt from the charges which was what was agreed. Cllr M Barbery commented that he understood being registered makes you exempt from paying in all car parks. Cllr P Cooper explained that the Cornwall Council system cannot be extended to private car parks due to data sharing. Cllr P Brown explained that being registered as disabled on a V5 gives exemption to vehicle tax, not parking charges. Cllr E Ahearn asked if prior to this contract the disabled drivers were exempt, the TC confirmed that they had never been exempt but can apply for a free permit. Cllr K Phillips reiterated that the point of the item was to discuss that the signage is not clear and could additional signage be put up. The TC confirmed that they could try to renegotiate the contract but there would be no guaranties. Cllr M Barbery reported that drivers were not happy being charged an extra 55p to use the app and that having just the 2 machines to pay causes queues and suggested requesting an extra payment machine. The TC stated that new signage was being produced to make it clearer that residents with a disability can apply for a free permit. Cllr K Phillips proposed to approach PPS to express the issues regarding making it clearer the minimum charge of £5 for card payments, the additional charges for using the app and it not being clear there are no disabled exemptions. Cllr J Cooper suggested changing the charging structure in order to enforce a contract renegotiation. Proposal seconded by Cllr P Cooper, all in favour except Cllr M Barbery who had left the room prior to the vote (20.19).

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EC.2023.102

BTC parks are not displaying the correct contact details on their signs. It is requested that Council discuss the appropriate information to be included on BTC signs in parks

Decision.

It was **RESOLVED** to scope the replacement signage to include the required information and What3Words if permitted.

Action items:

Scope replacement signage to include What3Words if permitted.

Minutes:

Cllr E Ahearn confirmed that the signage is no longer a problem. Cllr M Barbery returned to the meeting (20.21). Cllr E Ahearn confirmed that the signs had been temporarily corrected by adding sticky tape over the incorrect contact number and that it only came to light as a resident had tried to report an incident using the displayed number and to ensure any new signage has an appropriate number. Cllr K Phillips asked if there is a budget to get the signs replaced with some larger ones. Cllr E Ahearn suggested it should be left to Estates to include the information they feel fit. Cllr H Blacklaw suggested that the signs look tatty. Cllr P Cooper suggested that any vandalism should also be reported to 101 so could this be displayed on the signage as well as there are a lot of unreported incidents in the town. Cllr K Phillips suggested adding What3Words for the location to the signs. The TC confirmed that the EM was already contacting the company to gain permission to use their system. Cllr P Brown proposed to scope the replacement signage to include the required information and What3Words if permitted, seconded by Cllr E Ahearn, all in favour. Cllr P Cooper suggested adding this to November budget setting to ensure there are funds available.

EC.2023.103 Resolve to note an update on the proposed Cemetery development at Crabtree Lane, Bodmin

Decision:

It was **RESOLVED** to contact Cornwall Council to devolve responsibility for burial of the dead from 1st April 2024 via an open letter and to also pursue the issue through the Local Government Ombudsman

Action items:

Write an open letter to devolve responsibility for burials from April 2024 to be sent to Cornwall Council, Scott Mann MP and Kate Kennally,

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Contact the Local Government Ombudsman with a view to issuing a complaint of maladministration against Cornwall Council.

Minutes:

Relevant emails and correspondence had been previously circulated on iBabs.

Two members of the public left the meeting (20.28).

The TC confirmed that actions had been completed as agreed by committee to go back to Cornwall Council as they should have explained that there was a water main running through the site and under the circumstances it would be reasonable for Cornwall Council to either pay to divert the pipe or reimburse the costs incurred so far. Sarah Simms did not respond directly but sent an email to someone else within Cornwall Council stating that BTC did not want the six acres of land for £1. The TC explained he had not been made aware of being offered 6 acres for £1 as that is different to a devolution deal and it had always been recorded as a devolution deal. Cllr J Cooper said that he had attended Chy Trevail in 2019 where it was discussed as part of a devolution deal and Sarah Simms was present, it had been progressed as part of a devolution package. Cllr J Cooper also asked if there had been any response from the letter to Scott Mann. The TC replied and expressed frustration that there had not been a reply, he did not feel this was in the spirit of localism and had also taken the opportunity to speak to Scott Mann and Kate Kennally who agreed that they would look in to it but had not heard back from them either. Cllr J Cooper confirmed that the cemetery was an appendix to a devolution deal looking to make the deal financially neutral, Nigel Blackler as Cornwall Council's Community Network Liaison Officer made a commitment to BTC that there would be a piece of land to use as a new cemetery at Crabtree Lane. Cllr P Cooper commented that a FOI had shown that cemeteries are being provided by Cornwall Council in the west of the county. The TC commented that this was a maladministration practice and a complaint should be raised with the local government ombudsman. Cllr K Phillips commented that there is already a lot on the go and not wanting to start another fight. Cllr J Cooper commented that the responsibility to bury the dead is with the principle authority, Cornwall Council, so could they be legally notified that the cemetery provision by BTC is at completion and from a set date responsibility for burials will be handed over to Cornwall Council. Cllr P Brown agreed and proposed that it is worth pursuing. Cllr P Cooper also agreed but reminded the councillors that Cornwall Council had already been warned that the cemetery was

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reaching capacity. Cllr E Ahearn expressed concern that this would mean that burials could take place elsewhere. Cllr J Whatton commented that he felt this was part of plans to discourage burials.

Cllr P Brown proposed to contact Cornwall Council to devolve responsibility for burial of the dead from 1st April 2024 via an open letter and to also pursue the issue through the Local Government Ombudsman. Seconded by Cllr K Phillips, all in favour.

EC.2023.104

Resolve to acknowledge the serious impact on health and wellbeing of the high levels of radon recorded in the Shire Hall. That the committee resolve upon a solution to this problem in accordance with the corporate bodies duty of care to staff

Decision:

It was **RESOLVED** to seek three independent quotes to recommend and complete works including the company recommended by Kernow Radon.

Action items:

Obtain quotes for radon remedial works from three providers.

Minutes

Radon reports had been previously circulated on iBabs.

Cllr J Whatton explained that in new build properties a radon barrier covers all the ground floor areas with a sump and pipework underneath to exhaust gases away from the building. Working with a building with the nature of Shire Hall is going to be a massive undertaking to create a barrier but with the systems they do use there is no guarantee, but they should create air flow in areas where there is a build up of Radon. There is a duty of care to the staff in the building and this can reduce the levels. Monitors and alarm systems can also be put in place following the remedial works. Cllr P Brown thought that it had already been agreed to put the remedial works out to an independent expert. The TC confirmed that although it had been discussed, it was not an agenda item so there had been no resolve. Cllr K Phillips expressed that it needs to be resolved quickly but was concerned about the cost. Cllr P Brown expressed concern that Cornwall Radon are not independent as they are trying to sell remedial works and suggested going out to an independent expert for a second opinion. Cllr P Cooper suggested contacting Tavistock Council as they had recently completed works on a similar building and may have some advice. Cllr H Blacklaw commented that Kernow Radon in their report had recommended

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inviting in an alternative company who are used to installing larger systems. Cllr P Brown said that he recalls that when radon was first known to be an issue in the 1990's readings in a building where work was carried out went through the roof. Cornwall and Derbyshire were subject to control measures but now it is the majority of the country. Cllr H Blacklaw said that she had received a recommendation of a company to approach. Cllr E Ahearn asked if any staff had reacted to the radon. The TC said that we do not know but some staff have had a persistent cough but you may not know of the implications for 20 years. Cllr P Brown commented that he had lost a friend who worked in the granite industry and that the levels of radon you need to be subjected are way higher than those recommended. Cllr K Phillips responded that we still need to take action. Cllr H Blacklaw proposed asking Kernow Radon to bring in their recommended company to give advice and a quote. Cllr P Brown suggested getting an unbiased appraisal of the building and if there are health implications it needs to be addressed by a suitably qualified organisation. Cllr H Blacklaw suggested that is what UK Radon were providing as recommended by HSE. The councillors discussed whether to seek further independent advice or to act on the reports received so far and seek recommendations and costings for a solution.

Cllr E Ahearn proposed to use the existing report to seek three independent quotes to recommend and complete works including the company recommended by Kernow Radon. Seconded by Cllr J Whatton, all in favour.

EC.2023.105

To consider the quotation received from The Cumbria Clock Company and if appropriate agree expenditure to repair the Turret Clock workings.

Decision:

It was **RESOLVED** to accept the quote from Cumbria Clock Company but to also scope work required to the building and bell whilst the clock is under repair

Action items:

Contact Cumbria Clock Company to proceed with repairs. Scope works required to turret clock building and bell.

Minutes:

Cumbria Clock Company report and quote and EM report had been previously circulated via iBabs.

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Cllr K Phillips commented that the cost is not cheap but it is a heritage asset so needs to be completely fixed and sorted out. Cllr M Barbery asked if it would sound like a bell again rather than a clock. Cllr J Cooper commented that some time ago it had been reported that the actual building which houses the clock needs some work. Clir E Ahearn left the room (20.56). Cllr J Cooper continued to suggest that it is an opportunity to deal with the building as the clock will be removed. The TC confirmed that the dull sound is caused by a crack in the bell and should a quote be sought to repair that as well. Cllr J Cooper suggested that repairing the clock and building are priority but the sound of the bell is what residents are used to. Cllr K Phillips proposed to accept the quote of £9,750 from Cumbria Clock Company. Cllr P Brown proposed scoping repair of the bell and the building and is happy to look at the building himself. Cllr E Ahearn returned to the room (20.58). Cllr H Blacklaw asked how quickly the clock could be repaired. The TC confirmed that Cumbria Clock Company were available to remove the clock once given the go ahead. Cllr H Blacklaw asked if the development of the building next door in to flats would have any impact, the TC confirmed that the bell does not sound during the night so there should be no changes and that the clock was built in 1902 in Bodmin. Cllr K Phillips updated her proposal to accept the quote from Cumbria Clock Company but to also scope work required to the building and bell whilst the clock is under repair. Cllr E Ahearn seconded the proposal, all in favour.

EC.2023.106

To consider a request from a member of the public to carry out metal detecting on Fairpark land. To resolve upon whether or not to permit this activity

Decision:

It was **RESOLVED** to permit Mr Reeves to metal detect at Fair Park prior to reseeding of the land.

Minutes:

This was discussed earlier on in the agenda with item EC.2023.88. It was proposed by Cllr K Phillips to permit Mr Reeves to metal detect prior to reseeding at Fair Park, seconded by Cllr H Blacklaw, all in favour.

EC.2023.107 CONFIDENTIAL MATTERS

Decision:

It was **RESOLVED** to move in to the confidential section of the meeting.

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Minutes:

Proposed by Cllr M Barbery, seconded by Cllr H Blacklaw, all in favour

EC.2023.108 To consider and confirm the accuracy of the confidential minutes of the Estates Committee meeting held on 7 September 2023

Decision:

It was **RESOLVED** to confirm the accuracy of the confidential minutes of the Estates Committee meeting held on 7th September 2023.

Minutes:

Proposed by Cllr E Ahearn, seconded by Cllr H Blacklaw, all in favour except abstentions from Cllr M Barbery and Cllr P Brown.

EC.2023.109 List of confidential actions from previous minutes, for update No confidential actions were created at the Estates Committee Meeting held 7 September 2023.

Minutes:

There were none.

Meeting closed at 21.04

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Minutes

Policy & Resources Committee Meeting

Date 19/10/2023 **Time** 18:30 - 20:09

Location Shire House Suite, Mount Folly Square, Bodmin PL31 2DQ

Chair Cllr P L G Skea

Attendees Cllr E Ahearn, Cllr P Brown, Cllr P T Cooper, Cllr A Coppin (arrived 18.35),

Cllr C Rowe, Cllr P Skea and Cllr J Whatton

Cllr M Barbery (non-committee member), Cllr J Cooper (non-committee member), Cllr H Blacklaw (non-committee member, arrived 18.46)

Mr P Martin (Town Clerk), Mrs A Bright (Assistant Town Clerk/Community Services Manager), Mrs C Aldridge (Senior Accounts Officer), Mrs S Gooch (Senior Admin Assistant), Mrs S Roberts (Office Administrator/Secretary)

PR.2023.141 Mayor/Chairperson's announcements

Minutes

There were no announcements.

PR.2023.142 To receive and record the grounds upon which apologies for absence are tendered.

Decision:

It was **RESOLVED** to receive and record the grounds upon which apologies for absence had been tendered.

Minutes:

Apologies were received from Cllr R Joshi due to ill health and Cllr K Phillips due to being away. Motion was proposed by Cllr P Skea, seconded by Cllr C Rowe, all in favour.

PR.2023.143 To receive declarations of interest relating to business on the agenda including reference to the extract from Code of Conduct

Minutes:

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There were no declarations of interest or requests for dispensations made.

PR.2023.144 Public representation session

Minutes:

There were no members of the public present.

PR.2023.145 Correspondence received

Minutes:

There was no correspondence received.

PR.2023.146 To consider and confirm the accuracy of the minutes of the Policy & Resources meeting held 21 September 2023

Decision:

It was **RESOLVED** to confirm the accuracy of the minutes from the Policy and Resources Committee Meeting 21st September 2023 (first part only).

Minutes:

The Town Clerk stated that due to the adjournment of the Confidential Section of the committee meeting on 21st September 2023 it was only the minutes of the first part of the meeting which were to be considered for approval.

Cllr P Skea proposed to confirm the accuracy of the minutes, seconded by Cllr J Whatton, all in favour.

PR.2023.147 List of actions from the previous minutes, for update.

Minutes:

Cllr P Skea confirmed that all items pending on the list of actions had been completed since the list had been generated and no items remain outstanding.

PR.2023.148 To receive outside body updates including copy of the constitution, minutes of meetings and terms of reference.

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Minutes:

Cllr J Cooper gave an update on the Neighbourhood Plan Steering Group, the community feedback sessions have gone well. A slight hiccup with the one at Bodmin Community College which needs to be rescheduled. The consultants have met with consultants from the town team's project and had a successful exchange of information. Everything going well, progressing to plan.

Cllr P Cooper reported that the Christmas Light Committee were meeting that week with the event proceeding as normal, lights switch on would be 24th November. Cllr P Cooper asked members to inform the committee if they would be attending and if so could they take a steward role. Cllr P Cooper also reported that Bodmin Lions had been in contact as with Bodmin expanding they would appreciate some help with santa's sleigh, which is currently over three dates.

The ATC/CSM updated the committee regarding Bodmin CCTV provision. There had been a lack of member attendance at the last meeting but in the meantime the scoping work is continuing and she has had talks with Newquay Town Council, Falmouth Town Council, waiting to hear from Wadebridge Town Council and the police and will be going to Plymouth City Centre next week to look at their provision.

PR.2023.149 To resolve to note the Summary of Accounts (Income and Expenditure) April-September 2023

Decision:

It was **RESOLVED** to note the summary of accounts (income and expenditure) April - September 2023.

Minutes:

There were no questions.

It was proposed by Cllr P Skea to resolve to note the summary of accounts, seconded by Cllr C Rowe, all in favour.

PR.2023.150 To resolve to note the Summary of Accounts (Staffing) April-September 2023

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Decision:

It was **RESOLVED** to note the summary of accounts (staffing) April - September 2023.

Minutes:

Cllr P Skea proposed to resolve to note the summary of accounts (staffing), Cllr C Rowe seconded, all in favour.

To consider and resolve upon the Schedule of Payments October 2023

Decision:

PR.2023.151

It was **RESOLVED** to support the schedule of payments October 2023.

Minutes:

Cllr C Rowe enquired with the SAO if there was anything to flag, to which there was not. Cllr P Skea proposed to support the schedule of payments, Cllr C Rowe seconded, all in favour.

PR.2023.152 To resolve to note the Risk Management update, risks scoring 11+

Minutes:

Cllr P Skea commented that there were no updates tonight as they had tried to set up a risk management meeting twice now, to no avail as yet. Cllr P Skea commented that this is a legal requirement which Bodmin Town Council has to do along with assertion reviews and asked to get a risk management meeting completed as quickly as possible. Cllr P Skea asked the SAO to resend out an email and for members to give their availability as this vital piece of work needs completing very quickly. Cllr C Rowe asked if it is only for committee chairs and vice chairs, Cllr P Skea said that under the circumstances we need to extend it to all members to help us complete this piece of work, it is very important.

Cllr E Ahearn – asked if the meeting is during the day, Cllr P Skea asked the SAO if it could be flexible, SAO said it could be at any time. Cllr C Rowe said it is easier in the evenings and Cllr E Ahearn said she can attend during the day around her work meetings. The SAO said the next one is scheduled for December but we need to reschedule the last one. Cllr P Skea said that the email will ask for

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suggestions so it fits around the members and asked for all members to respond. Cllr P Skea also requested that any members who have not done so to book themself on to an assertion review.

PR.2023.153 To consider and resolve upon the Reserves as at September 2023 and virement of unspent provision within earmarked reserves.

Decision:

It was **RESOLVED** not to support the reserves as at September 2023 and virement of unspent provision within the earmarked reserves.

Minutes:

The SAO reported that at the last meeting it was requested to vire the funds allocated to the internal decoration of Higher Bore Street toilets as they are shut. Therefore SAO suggests moving £1,000 to Fair Park toilets. Also £4,641.03 left in the Welcome to Bodmin signs project fund, so we are suggesting to move £1,734.22 to the Green Spaces Management Plan to clear the deficit there, £532.76 to cover the deficit in Coldharbour Legal Fees account. The remaining £2,374.05 moving in to a newly named pot to join another £2,000 for a new fence at Moorview which the railway have now done, renaming the pot Northey Road surfacing for the play area. The Estates Manager has recommended flooring for the play area at Northey Road to reduce grass maintenance, therefore if the committee agree the virements the funding will be there to proceed.

The TC commented that he wanted to update the committee as he had just received a quotation to repair the turret clock of £10,000, which may need to be funded out of reserves for refurbishment works, so this needs to be taken in to consideration going forward. The clock has been condemned and will not be working for remembrance day due to it being unsafe. The clock has to be taken away for repair.

Cllr J Cooper asked for confirmation regarding Higher Bore Street toilets that they are shut and never to open again. The TC said if possible one side could have been reopened as a unisex toilet, but has now been vandalised, so a decision needs to be made by estates committee. Cllr J Cooper said he does not think the toilet should shut and a good case would need to be made to the community to do so, so feels moving the

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redecoration money away is short sighted as the money may be needed for repairs if it is decided to reopen them.

Cllr E Ahearn asked if there was any time scale on repairs to the clock. The TC stated that he did not know as the clock has to be taken away.

Cllr P Cooper commented regarding the toilets that there had been a survey during a community engagement event at The Old Library where other than two people who had used them the mass majority thought that the toilets were closed. The Old Library has their toilets available as a community facility including one which is accessible for the disabled. A survey of businesses showed they were happy for toilets to be closed as it brings people in to town to use facilities and raises awareness of events happening at The Old Library.

Cllr C Rowe asked about a recent email regarding high radon level exposure in the Shire Hall and whether provisions need to be made to deal with that. The TC reported that we are waiting on a report, radon levels were exceptionally high except for the reception and kitchen area, everywhere else well in excess of habitable use. Not sure what we can do or where we can go. Shire House is also being tested as may be able to use whilst waiting for work. There has been a suggestion to put in an extraction system but this may not work. Trying to take as much guidance and advice as possible but it is one of the situations where there is no obvious answer.

Cllr A Coppin commented that there are radon membranes put in new builds, but a problem could be where would they put them. Cllr P Brown said that it would not work as it is a solid walled building and advises caution as we can throw a ridiculous amount of money at this and not achieve anything.

The TC said that advice received so far may not work as the gases rise from the ground up in to the offices where the readings are high. Cllr P Brown said that doesn't make sense as the radon would be travelling through a well ventilated area and knows that some of the worst buildings are those which have received remedial treatment and radon counts were lower before they made the upgrades. The TC commented that the council has a duty of care to staff health and wellbeing. The

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ATC/CSM stated that she had correspondence from a radon team suggesting fitting a couple of radon systems which are larger than they would normally fit, therefore they would want to consult with another company. These can reduce the levels but there is no guarantee due to it being a listed building so may not be able to do full underfloor work to all rooms, the process could take months to years. Cllr P Brown asked if the advice had come from a company wanting to sell remedial work. ATC/CSM commented it was from a radon specialist. Cllr P Brown said we need an independent company who do not want to sell anything. The ATC/CSM said we had been corresponding with HSE and followed their advice. Cllr P Brown said that we need advice from someone without a vested interest. The TC said the person who came out was recommended. Cllr J Cooper asked for it to be noted that Cornwall is a radon hot spot and the average reading would be higher than anywhere else in the country and new domestic builds have a radon sump. Cllr J Cooper added that he is sceptical about the information being provided, how big is the risk against the benefit. The TC said that the tests were over 3 months and sent away for analysis, the highest level is in courtroom 2, estates office next highest and the other offices also high. The ATC/CSM commented that another company were coming out on 7 November. Cllr H Blacklaw asked why the architects and surveyors hadn't mentioned it, the TC said they suggested getting the building tested but did not test themselves. It is the duty of care which is concerning, trying to protect the staff. If we have all the windows open, that undermines the heating, hoping for some recommendations to bring back to committee for consideration.

Cllr J Cooper said we were meant to be talking about the reserves.

Cllr P Skea suggested waiting for the recommendations for the next appropriate meeting.

Cllr P Skea proposed to approve the recommendations from the SAO regarding the reserves, Cllr P Cooper seconded, 3 votes in favour, 4 against.

The TC clarified if the opposition was to the virement recommendations as the conversation had become confused with the radon discussions.

Cllr P Brown said it is just the toilets his objection was to, Cllr E Ahearn

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said the same as she is concerned about closing the toilets and the funding not being available to reopen them.

Cllr J Cooper said it would be prudent to look at this again at a future meeting with more information and rationale behind it, giving a different option to vote on.

Cllr M Barbery said he wanted to make the same point as Cllr J Cooper.

PR.2023.154

To consider and resolve upon the Christmas Shut down period a. Closed Saturday 23 December 2023 – Monday 1 January 2024 b. To close public conveniences on Christmas Day, Boxing Day and New Year's Day

Decision:

It was **RESOLVED** to support the Christmas shut down period.

Minutes:

Cllr P Brown said he was concerned about closing toilets on New Years Day as it is a popular day in the town. Cllr J Cooper said there is only one convenience now so the motion should state public convenience not conveniences. The SAO said that previously the closure has been for those three days due to the arrangements with Corserv. Cllr P Cooper stated that as it has always been that way and never had any complaints, the expense of getting someone to come in cannot be justified.

The Christmas Shut down period approval was proposed by Cllr P Cooper, seconded by Cllr P Skea, all in favour.

PR.2023.155

To consider a report from the Senior Accounts Officer on grant expenditure in accordance with the committee's terms of reference bullet point 9 (1st April 2023 to date)

Decision:

It was **RESOLVED** to note the report on grant expenditure from April 2023.

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The TC said that the policies on grants, donations and donations in kind were to be reviewed in accordance with fraud detection policy.

The SAO gave a verbal report on grant expenditure since April 2023. There had been two grants, £982 for Bodmin Beast plus room hire totals £1,000. £200 to Cornwall Air Ambulance for furniture for their new office.

The TC confirmed that grants in kind for using rooms and facilities was not included.

Cllr P Skea proposed to note the report, all in favour

PR.2023.156

To resolve to note that the Town Clerk and the Senior Accounts Officer will review service specification and any associated impact on delivery costs including resources.

Decision:

It was **RESOLVED** to note the service specification review.

Minutes:

The TC informed the committee that a review of service specifications will be taking place very shortly and brought back to full council.

Cllr J Cooper asked for clarification and if it was service contracts, etc. The TC confirmed that it was. Cllr J Cooper suggested urging caution as officers are working at full capacity and we need to consider affect on the staff. The staffing review some time ago never recorded the amount officers give in time and effort, consider the workload they already have, can they be supported by bringing in specialist services to complete this work?

The TC commented that staff are at breaking point, huge amounts of work, large tasks of a commercial size including the refurbishments. Yes, staff are up against it considering the amount of work, amount of hours and amount of staff available.

Cllr J Cooper said he noted the clerks comments, it is getting to the point the council needs to do a time and motion study to put hours to tasks to show the community that money is spent prudently. Any work

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beyond staff skill set or capacity should go out to specialist services.

The TC said that should include being pay related, some officers not reaching national pay grade, needs to be reviewed and in the November budget.

Cllr J Cooper suggested it should be parked until after budgeting review.

Cllr P Cooper asked what does the TC think can be parked? We are lean and mean, we have duty of care, hard working staff, staff not taking accrued TOIL.

The TC says the council needs to recognise the sacrifices staff make, council has had problems with understaffing. We don't want to be over staffed but are grossly understaffed compared to other councils. Some analysis has also been completed.

Cllr P Cooper commented that it is the first time we have been fully staffed in admin. We have some excellent staff in position.

Cllr C Rowe suggested that as there are no timescales, is it any extra workload.

The TC said that it is part of his job description so will continue to manage the process.

Cllr P Skea proposed to note but keep item under review, park it until after budget setting and really look at bringing this back and discussing it in greater detail at a future meeting.

Cllr P Cooper says we need to know funds for budget setting.

The TC said already got recommendations for budget setting, something for council to consider going forward.

Seconded by Cllr E Ahearn, all in favour to note.

PR.2023.157 To consider and resolve upon an internal auditor to provide internal audit services for the period 2023/24, 2024/25 and 2025/26.

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Decision:

It was **RESOLVED** to appoint Hudson as internal auditor for three years, 2023/24, 2024/25, 2025/26.

Minutes:

The SAO stated that the current contract ended at end of financial year 2022/23, she has gone out to anyone who covers the South West region, the current providers are the only ones who have given a quote, Hudson, £2,500 per annum for interim audit and additional checks for end of year as per AGAR guidance. Cllr P Cooper asked if SAO is happy with the service. The SAO said there have been no problems with the Hudson service and they always respond and provide advice quickly.

It was proposed to continue with Hudson for a further 3 years by Cllr E Ahearn, seconded by Cllr P Skea, all in favour.

PR.2023.158

To consider and resolve upon whether or not the committee wishes a) To extend the existing insurance policy with Zurich which is due to end on 30th September 2024 for a further two years as per the proposal dated 8th September 2021. b)To procure an alternative insurance contract provider.

Decision.

It was **RESOLVED** to extend the existing insurance contract with Zurich for a further two years as per the proposal dated 8 September 2021.

Minutes:

The TC said that he has been seeing on town clerk forums the quotes are coming in £30 - 40,000 more per annum from other suppliers. Cllr E Ahearn asked if there was a common denominator of another supplier, the TC stated they were going to alternative insurance brokers.

Cllr C Rowe asked if we could go out to market but retain Zurich. The SAO confirmed that when we signed three years ago the option was to stay at the same rate, going out to tender would generate a new quote.

Cllr A Coppin stated that he thought we need to shop around.

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Cllr P Brown asked SAO why asking 11 months ahead. The SAO explained it has to be at least 6 months, there needs to be time to go out to tender as it is such a big project. Zurich will hold price, £25,500 this year, indexed, but it will be around that figure. If tendering it needs to be early next year to enable us to do it properly. Cllr P Brown suggested going with Zurich as don't want to lose advantage. Cllr P Cooper says we have had good service, if we go to tender we are going to end up paying a lot more. No one will have lowered their prices. Cllr C Rowe asked for clarification that if we stay with Zurich we will not fall foul of any regs, the SAO confirmed that as it is within the same contract which went out to tender we would not.

Cllr P Brown proposed to extend the existing contract with Zurich.

Cllr H Blacklaw asked if the insurance companies charge to give a quote, the SAO confirmed not. The TC said that it is a big job to put everything together.

Cllr C Rowe seconded the proposal, 6 in favour, Cllr A Coppin voted against.

PR.2023.159 To resolve to adopt Version (VPA3) of the Health and Safety Policy including additional appendix 4.

Decision:

It was **RESOLVED** to adopt version VPA3 of the Health and Safety Policy including additional appendix 4 with amendments as an appendix.

Action items:

Add an appendix to the Health and Safety Policy VPA3.

Minutes:

Cllr J Cooper commented that the policy says responsibility is with the corporate body, so as such the councillors, and he suggested caution as it states at the beginning about having an ability to perform. Time constraints can affect an ability to perform especially whilst talking about stress and mental health. Point 2.3 states that the council ensures

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suitable training, duty of care in absence of the TC is with the Estates Manager, and queried why it is not the ATC. The TC confirmed that is correct as health and safety is the responsibility of estates services.

Cllr E Ahearn asked for clarification that all reports of incidents go to TC or Estates Manager. The TC confirmed that he has overall responsibility, managed day to day by estates services.

Cllr J Cooper stated that he felt it was an error and should be the ATC not the Estates Manager. If there is an issue it comes back to the members. Trust is in the Assistant Town Clerk, who is appointed as the deputy.

Cllr E Ahearn commented whether following violence at work, is it appropriate for there to be a decision as to whether to call the police, shouldn't the police be called automatically? The TC said it is a criminal offence to make a threat, from a health and safety perspective internally we have to investigate internally as well as calling the police. Cllr E Ahearn asked if a log could be added to the policy.

Cllr P Skea asked if that could be added to the policy, the TC said yes as an appendices.

Cllr J Cooper commented that the policy has been brought forward for approval and any changes need to be tracked and brought forward as a subsequent draft.

Cllr P Skea commented that every incident should be logged with the police or appropriate body.

Cllr P Skea proposed to adopt the Health and Safety policy with the amendments discussed to be added as an appendix, seconded Cllr J Whatton, all in favour except one abstention from Cllr C Rowe.

PR.2023.160 CONFIDENTIAL MATTERS

Decision:

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Proposed by Cllr P Skea, seconded by Cllr A Coppin, all in favour.

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Minutes

Policy & Resources Committee Meeting

Date

14th December 2023

Time

18:30 - 19:50

Location

Shire House Suite, Mount Folly Square, Bodmin PL31 2DQ

Chair

Cllr P Skea - Vice Chair

Attendees

Cllr E Ahearn, Cllr H Blacklaw, Cllr P Brown, Cllr A Coppin, Cllr P Skea and

Cllr J Whatton

Mr P Martin (Town Clerk), Mrs A Bright (Community Services

Manager/Assistant Town Clerk), Mrs C Aldridge (Senior Accounts Officer), Mrs S Gooch (Senior Administration Assistant), Mrs A Stallard (Office

Administrator/Secretary)

PR.2023.164

Mayor/Chairperson's announcements

Minutes:

Cllr P Skea advised that the Chair of this evening's meeting Cllr R Joshi was unable to attend and as Vice Chair he would take the meeting.

The Vice Chair reminded members that the meeting is being recorded for the purposes of minute taking and will be deleted once the minutes have been ratified.

There were no further announcements.

PR.2023.165

To receive and record the grounds upon which apologies for absence are tendered

Decision:

It was **RESOLVED** to receive and record the grounds upon which apologies for absence had been tendered.

Minutes:

Apologies were received from Cllr R Joshi due to ill health, Cllr P Cooper, personal commitments, Cllr K Phillips personal commitments, and Cllr C Rowe family commitments. Motion was proposed by Cllr P Skea, seconded by Cllr P Brown, all in favour.

PR.2023.166

To receive declarations of Interest relating to business on the agenda including reference to the extract from Code of Conduct

Minutes:

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There were no declarations of interest or requests for dispensations made.

PR.2023.167 Public representation session

Minutes

There were no members of the public present.

PR.2023.168 Correspondence received

Decision:

It was **RESOLVED** to note the correspondence received from Cornwall Council, 2024 Off Street Parking Order.

Minutes:

The TC advised there had been one item of correspondence received, from Cornwall Council in relation to 2024 Off-street Parking Order, which applies to Cornwall Council parking facilities and not Bodmin Council. The Order may have an impact on Cornwall Council parking facilities.

PR.2023.169 To consider and confirm the accuracy of the minutes of the Policy & Resources meeting held 19th October 2023

Decision:

It was **RESOLVED** to confirm the accuracy of the minutes from the Policy and Resources Committee Meeting 19th October 2023.

Minutes:

Cllr P Skea proposed to confirm the accuracy of the minutes, seconded by Cllr P Brown. Majority carried with one abstain.

PR.2023.170 List of actions from the previous minutes, for update.

Decision:

It was **RESOLVED** to note the actions from the previous minutes.

Minutes:

Cllr P Skea confirmed that all items pending on the list of actions had been completed since the list had been generated and no items remain outstanding.

Cllr P Skea proposed to note the actions, seconded by Cllr P Brown, all in favour.

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PR.2023.171 TO RECEIVE OUTSIDE BODY UPDATES including copies of minutes of meetings and terms of reference

Minutes:

The Chair asked for verbal updates from Bodmin Town Council outside body representation.

Cllr E Ahearn advised she gave an update at the Full Council meeting held on 12th December 2023 in relation to Bodmin Carnival, the committee of which will be meeting after Christmas, and they have been approached by another company within the town who would like to join in with the carnival.

PR.2023.172 To resolve to note upon the Summary of Accounts (Income and Expenditure) (April - November 2023)

Decision:

It was **RESOLVED** to note the Summary of Accounts (Income and Expenditure) (April-November 2023).

Minutes:

The Chair asked members for comments or questions. There were no questions received.

Proposed by Cllr P Skea to note the Summary of Accounts, seconded by Cllr P Brown. Majority carried with one abstain.

PR.2023.173 To resolve to note upon the Summary of Accounts (Staffing) (April - November 2023)

Decision.

It was **RESOLVED** to note the Summary of Accounts (Staffing) (April-November 2023).

Minutes:

The Chair asked members for comments or questions. There were no questions received.

Proposed by Cllr P Skea to note the Summary of Accounts, seconded by Cllr P Brown, all in favour.

PR.2023.174 To consider and resolve upon to agree upon the Schedule of Payments (December 2023)

Decision:

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It was **RESOLVED** to approve the Schedule of Payments December 2023.

Minutes:

The Chair asked for comments or questions on the Schedule of Payments December 2023. There were no questions received.

Cllr P Skea proposed to approve the Schedule of Payments December 2023, seconded by Cllr E Ahearn, all in favour.

PR.2023.175

To resolve to note upon the Risk Management update, risks scoring 11+ (December 2023)

Decision:

It was **RESOLVED** to note the Risk Management update, risks scoring 11+.

Minutes:

The Chair advised there has now been a Risk Management meeting held 6th December 2023 attended by Cllr P Skea and Cllr P Cooper. There were no items raised in the meeting to cause concern.

Cllr H Blacklaw enquired how items were placed onto to the risk management report. The SAO advised for any new risk highlighted, the line managers complete a form with the details and a risk score is assigned. For any risk which scores higher than 11 are recorded on the risk management register. If the level of any risk alters, a new form is completed and the register updated accordingly. The SAO advised councillors can email managers with any risks they feel should be investigated and included.

Cllr P Skea extended an open invitation to any council to attend a Risk Management meeting and observe the process. The dates for the meetings are listed on the Council calendar which is available on the Council website. The SAO advised the Risk Management Policy and Strategy will be brought to the Policy and Resources Committee meeting scheduled in January, and will open up those who can attend Risk Management working party.

Cllr E Ahearn raised the risk management form 219, Disrepute Obstruction of Due Process, stating an issue that was highlighted in which she was involved, she had provided a letter to the Mayor advising of her absence from meetings in order to be transparent, and this was

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not passed to officers as it was not recorded in the minutes for meetings not attended. The CSM/ATC advised the form does not cover any specific incident, but the overall risk to the Council for temporary or long term risks, and the aim of highlighting the risk is to avoid disrepute of the Council. Cllr E Ahearn stated that she didn't think this risk item will resolve the issue for which she felt it was raised. The TC advised Cllr E Ahearn's comments can be recorded on the Risk Management register. Both parties agreed on a desire to move forward from recent events.

Cllr P Skea proposed to note the Risk Management update, seconded by Cllr E Ahearn, all in favour.

18.50hrs - Arrival of Cllr A Coppin.

PR.2023.176

To consider and resolve upon viring £2,000 funds from general reserves for the purpose of taking out an annual cyber insurance policy

Decision:

It was **RESOLVED** to vire £2,000 funds from general reserves for the purpose of taking out an annual cyber insurance policy.

Minutes:

The TC explained Zurich Insurance, the Council current insurer, won't provide cover for cyber security. There have been two emails received by Bodmin Town Council today which required investigation from the IT support company, Carlyon Systems. The SAO advised due to the potential risks increasing, the request is for funds to be vired from the general reserves in order to obtain this insurance, rather than waiting until the new financial year when the costs have been budgeted. The money will be vired back from the budget line into the general reserves in April 2024.

Cllr P Brown enquired what measures were currently in place, antivirus software, etc, to capture these emails, as £2,000 is a lot of money, and would there be unnecessary doubling up on insurances. The TC advised the IT/Office Administration and Projects Manager would be best placed to respond to the query, however, Carlyon Systems control the Council systems and caught these emails before they could be an issue. The insurance would be there to cover the financial costs should the Council be victim of a cyber-attack. The CSM/ATC highlighted this was deemed a high risk at the Risk Management meeting, and a

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detailed report was provided within the supporting documents for agenda item 175.

It was highlighted that the costs were agreed at the Extra-ordinary meeting of Full Council for budget setting, and the agenda item was agreement to vire the funds in order to have the insurance in place sooner than the new financial year.

Cllr E Ahearn proposed to vire £2,000 funds from general reserves, seconded by Cllr J Whatton, all in favour.

PR.2023.177

To note the Interim Audit Report 2023/24 and to resolve to implement the report recommendations

Decision:

It was **RESOLVED** to note the Interim Audit Report 2023/24 and allow the SAO the authority to take necessary action to implement the report recommendations.

Minutes:

The Chair asked for comments or questions on the Interim Audit report 2023/24. The SAO advised she would be progressing the best way to fulfil the report recommendations.

Cllr P Skea proposed to note the Interim Audit Report 2023/24 and allow the SAO the authority to take necessary action to implement the report recommendations, seconded by Cllr E Ahearn, all in favour.

PR.2023.178

To consider and resolve upon agreeing to alter the National Cycle Network (NCN) through Bodmin.

Decision.

It was **RESOLVED** to note the alterations to the National Cycle Network (NCN) through Bodmin.

Minutes:

Cllr E Ahearn raised the proposal is the same as the proposal put forward by Bodmin Town Council previously, of not having the cycle network through the centre of the town.

Cllr P Brown proposed to note the alterations to the National Cycle Network (NCN) through Bodmin, seconded by Cllr E Ahearn, all in favour.

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PR.2023.179

To consider and resolve upon approval for the implementation of the following reviewed or new Bodmin Town Council policies: The following are new policies created for Bodmin Town Council a), b) and c) with policies due to be reviewed – d), e), f), g) and h)

Decision:

It was **RESOLVED** to approve the implementation of the reviewed or new Bodmin Town Council policies as listed:

- a) Accessible Web Site Policy BTC 14.12.23 VFA
- b) Freedom of Information Act (2000) Policy BTC 14.12.23 VFA
- c) Subject Access Request Policy BTC 14.12.23 VFA
- d) Civility and Respect Pledge BTC 14.12.23 VFA
- e) Data Protection Policy BTC 14.12.23 VFA 2
- f) Email & Internet Policy BTC 14.12.23 VFA 2
- g) Operation Menai Bridge Policy BTC 14.12.23 VFA
- h) Use of BTC Mobile Phones and Tablets Policy BTC 14.12.23 VFA 2

Minutes:

The Chair asked for comments or questions on the policies.

Cllr H Blacklaw raised the Civility and Respect Pledge, and queried whether this was from another organisations website and whether Bodmin Town Council were already signed up to the pledge. It was confirmed by the TC it is from NALC and the Council are signed up. Cllr H Blacklaw raised that some employees use the civility logo, but not all, and Bodmin Town Council were not showing on the NALC website. The TC advised the Council were registered with NALC and will investigate the issue further, adding whilst not mandatory, the civility logo should be on letterheads and email footers and these will be reviewed to ensure standardisation.

Cllr H Blacklaw raised the statement in the Civility and Respect Pledge of 'our council has put in place a training programme for councillors and staff', and advised she was not aware of a training programme for councillors. The TC advised these are the training programmes arranged by the IT/Office Administration and Projects Manager requesting councillor attendance. Cllr H Blacklaw raised in two and a half years she has received only three requests for training which cannot be classed as a 'programme'. Cllr P Skea referred to an email circulated by the CSM/ATC approximately 10 days ago, offering different training Councillors could enrol on in the New Year. Cllr H

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Blacklaw acknowledged receipt of the email, stating the training was inappropriate for her due to it being for members who are Chairs of meetings, and the other relating to data protection. The CSM/ATC advised links to websites offering additional training were also included within the email sent. The CSM/ATC and TC advised officers were reliant on NALC or CALC to hold appropriate training courses onto which the members can enrol, to which Cllr H Blacklaw responded if e are reliant on other organisations to supply the training, there is not a training programme in place. The TC raised that some training held by NALC and CALC are in the form of conferences which might not suit members to have to travel to attend, and a complaint has already been raised due to these conferences not being easily accessible for those living in Cornwall. Training in house has been arranged, ie with ACAS, but these are not regular sessions.

Cllr E Ahearn enquired whether there were e-learning courses, or toolbox talks available, with potentially the tool-box talks produced inhouse by BTC. The TC advised the NALC and CALC courses come with CDP (career development points) which provide a certain level of scoring for attending which is kept on records, this would not be the case with inhouse training. The TC acknowledged that tool-box training was a good idea and can be investigated further. The CSM/ATC advised SLCC, NALC, CALC offer councillor specific training, some courses are useful and individuals might argue some are not. Internally BTC use elearning, ie ihasco, which covers a broad range of topics, for example cyber security, health and safety, and are part of the employee training programmes. Cllr H Blacklaw enquired why she would need to complete a cyber security course. The CSM/ATC advised anyone that uses a laptop and has their email details in the public domain are at risk of a cyber attack and would benefit from this training. This is a new course recently available, and can be circulated to councillors as well as employees.

The TC explained the Civility and Respect pledge is a model format with no cost attached to obtaining it, and most councils have signed up to it.

Cllr P Skea highlighted the importance of all councillors completing the Code of Conduct training as soon as possible. The TC advised this training is provided by the monitoring officer at Cornwall Council, or can be provided by NALC or CALC. The TC advised Admin keep a record of who has completed this training which can be provided to councillors.

Cllr P Brown enquired whether it would be worth BTC considering to run their own CPD scoring matrix based training, and that may be a more

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training focus needs to be adopted. The TC was in agreement as it would assist councillors to be aware of the consequences of actions that might not have followed processes, and of the expectations of a councillor. The TC advised he has previously held meetings with councillors to explain the Good Councillor Guide and Code of Conduct, and this is potentially where the Council should be. Cllr P Brown stated that are recent events have possibly highlighted there are areas in which the councillors are lacking knowledge. The TC agreed training session to explain the roles and responsibilities of councillors and officers, public expectations of town councils, would be beneficial.

Cllr P Skea brought the discussion of this item to a close by clarifying training is something that is required and can be reviewed in the New Year at a Policy and Resource meeting in January.

Cllr J Whatton wanted to add that as a newer member of the council, which he has enjoyed for nearly a year, at the start he did feel the same as the now resigned Cllr J Renals, of little guidance. To combat this he attended as many meetings as possible before being elected to sit on a committee to get a better understanding of how the process worked and stated he would embrace the opportunity to attend inhouse training to help him move forward as a councillor. The TC raised the importance of all councillors reading the Good Councillor Guide as this document provides a baseline of the expectations of councillors, and how the councillor role and responsibility differs from that of officers. It was highlighted when new councillors start we have to be mindful of providing too much information that they no longer want to continue in role, and training needs to be a phased approach.

The TC advised there is a pack provided to new councillors which includes the Good Councillor Guide, Standing Orders, as well as policies to be read. As some councillors advised they did not recall receiving the pack, it was agreed for the documents to be recirculated to all councillors.

Cllr J Whatton advised he was awaiting a name badge. The SAO advised she would contact all councillors to establish who required a name badge.

Cllr P Brown proposed to approve the implementation of the reviewed or new Bodmin Town Council policies as listed, seconded by Cllr P Skea, all in favour.

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PR.2023.180

To consider and agree that land at Hillside Park (Camel Trail) referred to in clause 9.2 of the attached deed is not affected by the deed of restriction.

Minutes:

The TC advised this item was agreed at the Full Council meeting held 12th December 2023 (reconvened from 16th November 2023), and it was included in this agenda due to urgent action required should it not have been discussed at Full Council.

No vote or resolve required.

PR.2023.181 CONFIDENTIAL MATTERS

Decision:

It was **RESOLVED** to move into the confidential section of the meeting.

Minutes

It was proposed by Cllr P Skea to move into the confidential section of the meeting, seconded by Cllr J Whatton, all in favour.

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CONFIDENTIAL MATTERS PR.2023.181

It was **RESOLVED** to move into the confidential section of the meeting.

Minutes:

It was proposed by Cllr P Skea to move into the confidential section of the meeting, seconded by Cllr J Whatton, all in favour.

PR.2023.182

To consider and confirm the accuracy of the confidential minutes of Policy & Resources meeting held 19th October 2023

Decision:

It was RESOLVED that the confidential minutes of the meeting held on 19th October 2023 are a true and accurate record of the meeting.

Minutes:

Members have previously had sight of the minutes from 19th October 2023.

Cllr P Skea proposed to accept the minutes as a true and accurate record, seconded by Clir J Whatton. All in favour.

PR.2023.183

To consider and confirm the accuracy of the confidential minutes of Policy & Resources reconvened meeting 1st November 2023 of the adjourned meeting of the 21st September 2023

It was RESOLVED that the confidential minutes of the meeting held on 1st November 2023 (reconvened from 21st September 2023) are a true and accurate record of the meeting.

Minutes:

Members have previously had sight of the minutes from 1st November 2023 (reconvened from 21st September 2023).

Cllr P Skea proposed to accept the minutes as a true and accurate record, seconded by Cllr J Whatton. Majority in favour, one abstain.

PR.2023.184



List of confidential actions from previous minutes, for update.

Minutes:

The Chair advised, as far as he was aware the majority of the actions have been completed. The TC added action points 445, 471, 470, 467 have been completed and iBABS required updating to reflect this. Items 396 and 392 are pending.

PR.2023.185



To note the Aged Debtors update as at 7th December 2023

Decision:

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It was **RESOLVED** for any debt over £50.00 net to be passed to an external debt collector on a no win no fee basis. Those debts under £50.00 are not to be pursued and moved to a debtors list.

Minutes.

The SAO advised there are two options of debt collecting agencies available:

- No win no fee basis, where an application will be submitted to the small claims court, a fee to the court would need to be paid, currently £35.00. The agency would only take a fee if they are successful. This course of action could be completed in house.
- 2. To pay a £50.00 administration fee and the agency will take a fee is successful.

The SAO advised of those listed on the Aged Debtor report, three have been highlighted due to the letters sent by officers not having been received, therefore presuming the individuals are no longer at that address which could hamper any future court action pursued.

Members agreed that the debts should be pursued, as there might be some individuals in the community who feel the council would not pursue the debt and they could avoid having to make the payment, and that it was a matter of principle for payment to be recouped. It was also agreed for a list to debtors to be retained for those costs written off, and individuals with these debts are unable to hire Council spaces unless the amount is cleared. Current hire policy requires payment ahead of the date of hire to prevent future debts occurring.

Cllr P Brown proposed any debt over £50.00 net to be passed to an external debt collector on a no win no fee basis. Those debts under £50.00 are not to be pursued and moved to a debtors list. Seconded by Cllr P Skea. All in favour.

Cllr P Skea closed the meeting at 19.50hrs, wishing all members and officers a merry Christmas and a happy New Year.

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Minutes

Planning Committee Meeting

Date

03/01/2024

Time

18:30 - 18.53

Location

Shire House Suite, Mount Folly Square, Bodmin PL31 2DQ

Chair

Cllr P L G Skea

Attendees

Cllr H Blacklaw, Cllr P Brown, Cllr C Rowe and Cllr P Skea

Mrs A Bight (Assistant Town Clerk/Community Services Manager), Mrs S

Gooch (Senior Office Administrator), Mrs S Roberts (Office

Administrator/Secretary P/T)

P.2024.001

Mayor/Chairperson's Announcements

Minutes:

Cllr P Skea welcomed everyone to the meeting and explained that the meeting was being recorded for the purpose of the minutes and the recording would be destroyed once no longer required. There were no further announcements.

P.2024.002

To receive and record the grounds upon which apologies for absence are tendered

Decision:

It was **RESOLVED** to record the grounds upon which apologies for absence were tendered

Minutes:

Apologies had been received from Cllr E Ahearn due to personal family commitments and Cllr P Cooper due to a personal family reason.

It was proposed to accept the apologies by Cllr P Skea, seconded by Cllr C Rowe, all in favour.

P.2024.003

Declarations of interest relating to business on the agenda

Minutes:

Cllr H Blacklaw declared an interest in item P.2024.010 due to the applicant being a known neighbour.

P.2024.004

Correspondence sent and received

Decision:

It was RESOLVED to note the correspondence

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Minutes:

- a) This was dealt with under item P.2024.009
- b) Cllr P Skea expressed concern that more decisions would have to be made through 5-day protocols which is not a good thing. It was proposed to note the correspondence by Cllr P Skea, seconded by Cllr H Blacklaw, all in favour.
- c) There were no comments. It was proposed to note the correspondence by Cllr P Skea, seconded by Cllr H Blacklaw, all in favour.

P.2024.005

Public representation session

Minutes:

There were no members of the public present.

P.2024.006

To consider and confirm the accuracy of the minutes of the Planning Committee meeting held on 6th December 2023

Decision:

It was **RESOLVED** to confirm the accuracy of the minutes of the Planning Committee meeting on 6th December 2023

Minutes:

It was proposed to confirm the accuracy of the minutes from the Planning Committee meeting on 6th December 2023 by Cllr P Skea, seconded by Cllr C Rowe, all in favour.

P.2024.007

List of actions from the previous minutes, for update

There were none.

Minutes:

There were no outstanding actions from the previous meeting.

P.2024.008

To resolve to note the Risk Management Update, risks scoring 11+

Decision:

It was **AGREED** to add to the next Risk Management Meeting the potential risk of Bodmin Town Council consultee comments not being visible on the Cornwall Council planning portal

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Decision:

It was **RESOLVED** to note the Risk Management Update

Action items:

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It was agreed to add to the next Risk Management Meeting the potential risk of Bodmin Town Council consultee comments not being visible on the Cornwall Council planning portal

Minutes:

Cllr P Skea commented that a risk management meeting had taken place on 6th December but there were no relevant updates for this meeting. It was proposed to note the Risk Management Update by Cllr P Skea, seconded by Cllr C Rowe, all in favour.

Cllr H Blacklaw asked if Bodmin Town Council comments not being visible on the Cornwall Council website is a risk. Cllr P Skea confirmed that all decisions made at Planning Committee meetings were updated on the planning portal afterwards. The CSM/ATC said that it would be investigated to see if there is an issue. The SOA confirmed that one response had been submitted via email and this was not showing on the portal but hadn't had an opportunity to check the other one raised by Cllr H Blacklaw just prior to the meeting. Cllr P Skea proposed raising this at the next risk management meeting, seconded by Cllr H Blacklaw, all in favour.

P.2024.009

To resolve to note the correspondence: 5-day protocol PA23/07781 | Listed Building Consent for Internal and external refurbishment works including removal of cement render to North elevation - refinished with lime based render. Support for failing brick lintel to North elevation. New floor joists alongside existing to first floor landing area. Replacement of single glazed units with similar style units. Replacement of existing external pool | Kirland Manor Bodmin Cornwall PL30 5AA | Ms Caitlin Dean

Response due to Cornwall Council by 27th December 2023. 5 responses from 5-day protocol email received. Response submitted to Cornwall Council Planning Portal on 15th December 2023 to support the application.

Decision:

It was RESOLVED to note the correspondence

Minutes.

It was proposed to note the correspondence by Clir P Skea, seconded by Clir H Blacklaw, all in favour.

P.2024.010

PA23/05170 | Outline Planning Permission with all matters reserved for the erection of a detached dwelling | Land Adjacent

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To 18 Westheath Road Bodmin Cornwall PL31 1QG. Mr And Mrs M Stoddern

Response due to Cornwall Council by 5th January 2024.

Decision:

It was **RESOLVED** to support this application

Action items:

Cornwall Council planning portal to be updated

Minutes:

It was proposed to support the application by Cllr P Skea, seconded by Cllr C Rowe, all in favour with one abstention from Cllr H Blacklaw due to the declaration of interest.

P.2024.011

PA23/10165 | Works to trees in a conservation area (CA), works include T271 - Common Lime - Pollard to 9 meters as done in the past T272 - Common Lime - Pollard to 11 meters as done in the past T273 - Norway Maple - Pollard to 9 meters as done in the past | Bodmin Town Council Shire Hall Mount Folly Bodmin Cornwall | Mr Scott Martin Bodmin Town Council

Minutes:

This item was only noted due to the application being from Bodmin Town Council.

P.2024.012 To reso

To resolve to note road closure intention notice: Normandy Way, Bodmin

Location: Normandy Way, Bodmin

Timing: 6th April 2024 to 8th April 2024 (24 hours)

Contact: South West Water

Decision:

It was RESOLVED to note the road closure intention notice

Minutes:

It was proposed to note the road closure intention notice by Cllr P Skea, seconded by Cllr H Blacklaw, all in favour.

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P.2024.013

To resolve to note road closure notice: Old Callywith Road, Bodmin

Location: Old Callywith Road, Bodmin

Timing 2nd January 2024 to 12th January 2024 (24 hours)

Contact: South West Water

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Decision:

It was RESOLVED to note the road closure notice

Minutes:

It was proposed to note the road closure notice by Cllr P Skea, seconded by Cllr C Rowe, all in favour.

P.2024.014 To resolve to note road closure intention notice: Crinnicks Hill, Bodmin

Location: Crinnicks Hill, Bodmin

Timing: 29th February 2024 (09:30 to 15:30 hours) Contact: Sunbelt Rentals Ltd - Tel: 03700 500792

Decision:

It was RESOLVED to note the road closure intention notice

Minutes:

It was proposed to note the road closure intention notice by Cllr P Skea, seconded by Cllr C Rowe, all in favour.

P.2024.015 To resolve to note road closure intention notice: Cooksland Road, Bodmin

Location: Cooksland Road, Bodmin

Timing: 25th March 2024 to 27th March 2024 (19:00 to 06:00 hours

daily)

Contact: Cormac Solutions Ltd - Tel: 0300 1234222

Decision:

It was RESOLVED to note the road closure intention notice

Minutes:

It was proposed to note the road closure intention notice by Cllr P Skea, seconded by Cllr C Rowe, all in favour.

P.2024.016 To resolve to note road closure intention notice: Love Lane, Bodmin

Location: Love Lane, Bodmin

Timing: 8th April 2024 to 30th April 2024 (24 hours)

Contact: Wildanet - Tel: 0800 0699906

Decision:

It was RESOLVED to note the road closure intention notice

Minutes:

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It was proposed to note the road closure intention notice by Cllr P Skea, seconded by Cllr C Rowe, all in favour.

P.2024.017

To resolve to note road closure intention notice: Pound Lane, Bodmin

Location: Pound Lane, Bodmin

Timing: 1st May 2024 to 10th May 2024 (24 hours)

Contact: Wildanet - Tel: 0800 0699906

Decision:

It was RESOLVED to note the road closure intention notice

Minutes:

It was proposed to note the road closure intention notice by Clir P Skea, seconded by Clir C Rowe, all in favour.

P.2024.018

To resolve to note road closure intention notice: St Mawgan Close, Bodmin

Location: St Mawgan Close, Bodmin

Timing: 8th April 2024 to 18th April 2024 (24 hours)

Contact: Wildanet - Tel: 0800 0699906

Decision:

It was RESOLVED to note the road closure intention notice

Minutes:

It was proposed to note the road closure intention notice by Cllr P Skea, seconded by Cllr C Rowe, all in favour.

P.2024.019

To resolve to note road closure intention notice: Castle Street, Bodmin

Location: Castle Street, Bodmin

Timing: 18th March 2024 to 8th April 2024 (24 hours)

Contact: Wildanet - Tel: 0800 0699906

Decision:

It was RESOLVED to note the road closure intention notice

Minutes.

It was proposed to note the road closure intention notice by Clir P Skea, seconded by Clir C Rowe, all in favour.

P.2024.020

To consider and resolve upon reconvening the adjourned planning committee of 15 November 2023 to 10 January 2024

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Bodmin Town Council – Planning Committee Meeting 3rd January 2024

Decision:

It was **RESOLVED** to reconvene the adjourned planning committee meeting of 15th November to 17th January

Minutes:

Due to 10th January coinciding with a planning training course an alternative of 17th January 2024 was proposed by Cllr P Skea, seconded by Cllr C Rowe and Cllr H Blacklaw, all in favour.

The meeting closed at 18.53

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Minutes

Planning Committee Meeting

Subtitle

Reconvened from the adjourned meeting 15 November 2023

Date

17/01/2024

Time

18:30 - 19:06

Location

Shire Hall, Court Room 2

Chair

Clir P L G Skea

Attendees

Clir P Skea, Clir E Ahearn, Clir H Blacklaw, and Clir C Rowe.

Mrs A Bright (CSM/ATC), Mrs S Roberts (OA/S) and Mrs S Gooch (SAA)

One member of the public.

P.2023.270

Mayor/Chairperson's Announcements

Minutes:

The Chair welcomed members to the reconvened meeting of the adjourned meeting 15 November 2023. The meeting will be recorded for the purposes of minute taking. Once the minutes have been ratified the recording will be deleted and has no further announcements.

P.2023.271

To receive and record the grounds upon which apologies for absence are tendered.

Decision:

It was **RESOLVED** to record the grounds upon which apologies for absence was tendered.

Minutes:

Apologies have been received from Cllr J Burden - family commitments.

Cllr P Skea proposed to accept the apologies from Cllr Burden and the grounds upon which the apology was tendered. seconded by Cllr C Rowe, all in favour.

P.2023.272

Declarations of interest relating to business on the agenda

Minutes:

The Chair asked members if anyone had any declarations of interest to record relating to business on the agenda.

It had previously been acknowledged that applications made by members or BTC would be noted therefore P.2023.281 PA23/06932

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Redevelopment of former skatepark to form bicycle pump track | Land East Of Bodmin Afc Bodmin Cornwall PL31 2AE would be noted and an interest declared by members.

Cllr H Blacklaw made members aware that she has an interest in P.2023.290 Westheath Avenue.

P.2023.273 Correspondence sent and received.

Minutes:

There were three items of correspondence as listed have been available on iBABS for review and will be noted later on the agenda.

- A) 5-day protocol St Annes Grove
- B) Nutrient neutrality
- C) Green Valley Road

P.2023.274 PUBLIC REPRESENTATION SESSION

Minutes:

The Chair opened the public representation session and asked the member of the public if he wished to speak regarding any item on tonight's agenda.

The member of the public was interested in the last item on the agenda P.2023.291 To consider and resolve BTC officers' scope how it can facilitate public engagement with developers on major development schemes and was keen to understand the visibility of customer engagement and the developers legal responsibilities around engagement by developers.

The Chair thanked the member of the member and it was noted that his comments would be taken on board when we reached that point in the agenda and closed the public representation session.

P.2023.275

To consider and confirm the accuracy of the minutes of the Planning Committee meeting held on 25 October 2023

Decision:

It was **RESOLVED** to confirm the accuracy of the minutes of the Planning Committee meeting on 25 October 2023

Minutes:

Cllr P Skea proposed to confirm the accuracy of the minutes of the Planning Committee held on 25 October 2023, seconded by Cllr C

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Rowe, majority carried, Cllr H Blacklaw abstained from the vote as she had not read the minutes.

P.2023.276

List of actions from the previous minutes, for update

Decision:

it was **RESOLVED** to note the action items from previous meetings.

Minutes:

The list of actions from previous minutes was discussed.

Action 475 that the TC write an open letter to Cornwall Council planning team in relation to the lack of communication regarding road closures - Cllr E Ahearn raised concerns that yet again Cornwall Council have not taken into account the effect of the two road closures at Crinnicks Hill and Harley Road which are the two main roads for detour around the town.

Cllr H Blacklaw raised the point that not all BTC planning comments are visible on Cornwall Council's planning portal - The Chair responded by saying that the meeting is to discuss the agenda from 15 November 2023 only, but Cllr Blacklaw's comments would added to a future agenda for discussion.

Cllr P Skea proposed to note the action items, seconded by Cllr C Rowe, all in favour.

P.2023.277

To resolve to note the Risk Management Update, risks scoring 11+

Decision:

It was RESOLVED to note the Risk Management update.

Minutes:

The Chair reported that as of 15 November 2023 there was no update regarding Risk Management, and as always, promised to inform members as and when of any updates.

P.2023.278

PA23/07874 | non-material amendment to decision PA22/07787 dated 04.10.2022 for landscape amendments to relocate trees shown within the original application. | Bodmin Community College Lostwithiel Road Bodmin Cornwall PL31 1DD

Decision:

It was RESOLVED to note the outcome of the 5-day protocol.

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Minutes:

The Chair reported that this item was supported with under a five-day protocol as the meeting of 15 November was not quorate and committee needed to fulfil its duties to discuss planning applications in a timely fashion. Cllr E Ahearn proposed to note the 5 day protocol, seconded by Cllr C Rowe, all in favour.

P.2023.279

PA23/06936 | Remove and relocate existing unit and installation of new factory unit | Buttermilk Confections Ltd 5A Cooksland Industrial Estate Bodmin Cornwall PL31 2QB. Response to Cornwall Council planning by 14 November 2023

Decision:

It was **RESOLVED** to note the outcome of the 5 day protocol.

Minutes:

The Chair reported that this item was supported with under a five day protocol as the meeting of 15 November was not quorate and committee needed to fulfil its duties to discuss planning applications in a timely fashion. Cllr E Ahearn proposed to note the 5 day protocol, seconded by Cllr P Skea, all in favour.

P.2023.280

PA23/07605 | Construction of two storey extension onto existing single storey commercial unit to form 3 storey offices with roof terrace. Associated internal & external refurbishment works to existing single storey commercial units. | 1B Paardeberg Road Bodmin Cornwall PL31 1EY. Response to Cornwall Council planning by 23 November 2023

Decision:

It was RESOLVED to note the outcome of the 5 day protocol

Minutes:

The Chair reported that this item was supported with under a five day protocol as the meeting of 15 November was not quorate and committee needed to fulfil its duties to discuss planning applications in a timely fashion. Cllr P Skea proposed to note the 5 day protocol, seconded by Cllr C Rowe, all in favour.

P.2023.281

PA23/06932 | Redevelopment of former skatepark to form bicycle pump track | Land East Of Bodmin Afc Bodmin Cornwall PL31 2AE. Response to Cornwall Council planning by 28 November 2023

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Decision:

It was **RESOLVED** to note the outcome of the 5 day protocol

Minutes:

The Chair reported that this item was supported with under a five day protocol as the meeting of 15 November was not quorate and committee needed to fulfil its duties to discuss planning applications in a timely fashion. Cllr P Skea proposed to note the 5 day protocol, seconded by Cllr C Rowe, all in favour.

P.2023.282 To resolve to note the correspondence: 5-day protocol St Annes Grove PA20/05442

Decision:

It was RESOLVED to note the correspondence of the 5 day protocol

Minutes:

Cllr P Skea proposed to note the correspondence - 5 day protocol, seconded by Cllr C Rowe, all in favour.

P.2023.283 To consider and resolve upon if appropriate, to issue a response relating to correspondence Green Valley Road PA12/07839.

Action items:

It was **RESOLVED** for BTC to write to Cornwall Council in support of the resident's letter regarding Green Valley Road. Asking on the resident's behalf, if the road has been adopted and if not when it will be adopted and for Cornwall Council to update the concerned resident.

Minutes:

BTC has not been copied into any form of correspondence since receiving a copy of the correspondence sent to Cornwall Council from a concerned resident.

Cllr E Ahern proposed that BTC write a letter to Cornwall Council in support of the resident's letter, asking on behalf of the resident, if the road has been adopted and if not when it will be adopted and for Cornwall Council to update the concerned resident accordingly. Seconded by Cllr C Rowe, all in favour.

P.2023.284 To consider and resolve upon, if appropriate, to issue a response relating to correspondence nutrient neutrality.

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It was **RESOLVED** to note the correspondence.

Minutes:

Cllr C Rowe proposed to note the correspondence, seconded by Cllr E Ahearn, all in favour.

P.2023.285

PA23/08682 | Works to trees under a tree preservation order (TPO) namely: 2 x Lime Trees: T1 - Pollard to 40ft. T2 - Pollard to 40ft. | 11 Foulston Way Bodmin Cornwall PL31 2QH - Response to Cornwall Council planning 28 November 2023

Decision:

It was RESOLVED to note the outcome of the 5 day protocol

Minutes:

The Chair reported that this item was supported with under a five day protocol as the meeting of 15 November was not quorate and committee needed to fulfil its duties to discuss planning applications in a timely fashion. Cllr P Skea proposed to note the 5 day protocol, seconded by Cllr H Blacklaw, all in favour.

P.2023.286

To resolve to note the road closure notice: Location: Lane, Castle Street, Bodmin

Church

Timing:

20 November 2023 to 22 November 2023 (24 hrs)

Contact:

Cormac Solutions Ltd

Decision:

It was RESOLVED to note the road closure notice.

Minutes:

This road closure notice had expired.

Cllr P Skea proposed to note the road closure notice, Cllr H Blacklaw seconded, all in favour.

P.2023.287

To resolve to note the road closure intention notice:

Location:

Blowinghouse Lane, Bodmin

Timing:

29 January 2024 to 12 February 2024 (24 hrs)

Contact:

Wildanet

Decision:

It was **RESOLVED** to note the road closure.

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Cllr P Skea proposed to note the road closure intention notice, seconded by Cllr C Rowe, all in favour.

P.2023.288

To resolve to note the road closure intention notice:

Location:

Berrycoombe Road, Bodmin

Timing:

12 February 2024 to 14 February 2024 (24 hrs)

Contact:

Southwest Water

Decision:

It was **RESOLVED** to note the road closure intention notice.

Minutes:

Cllr P Skea proposed to note the road closure intention notice, seconded by Cllr H Blacklaw, all in favour.

P.2023.289

To resolve to note the road closure intention notice: Location: Canyke Road, Bodmin

Timing:

22 February 2024 to 23 February 2024 (24 hrs)

Contact:

National Grid

Decision:

it was RESOLVED to note the road closure intention notice.

Minutes:

Cllr P Skea proposed to note the road closure intention notice, seconded by Cllr H Blacklaw, all in favour.

P.2023.290

To consider and resolve upon to request an urgent site meeting to discuss the development at Westheath Avenue to include County Councillor P Rogerson; planning officer and developers Minute Reference P.2023.150

Action items:

it was **RESOLVED** that Cllr H Blacklaw attends the site meetings at Westheath Avenue development on behalf of the BTC Planning Committee and reports back to committee on 24 January 2024

Minutes:

Cllr H Blacklaw updated members that she regularly attends the site meetings at the Westheath Avenue development and County Cllr P Ravenscroft often took some more detailed notes. The last meeting was attended by developers, site managers and a member from Cornwall Council's planning team. The complaints residents have made were not relevant to the member of the planning team. The

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issue with the hedge is ongoing unfortunately, There is a meeting on Friday 19 January and Cllr H Blacklaw agreed to make more copious notes to be shared with the committee, and will also enquire when the Welcome to Bodmin sign will be reinstated as it was removed by the developers.

Clir P Skea proposed that Clir H Blacklaw attends the site meeting at Westheath Avenue development on behalf of the BTC Planning Committee and reports back to the committee at its next meeting of 24 January 2024, seconded by Clir H Blacklaw, all in favour.

P.2023.291

To consider and resolve BTC officers' scope how it can facilitate public engagement with developers on major development schemes.

Action items:

It was **RESOLVED** to instruct BTC officers to prepare a scope to facilitate public engagement with developers on major development schemes for 25 and over new homes, based on tonight's discussions.

Minutes:

The Chair felt it is an excellent idea that the local community is consulted with on major development schemes. The Chair asked for members views on how best to scope public engagement with developers on major development schemes.

Cllr E Ahearn suggested that BTC should facilitate consultation with all developers. All development plans should be laid out in the Shire Hall for public to access and comment on directly with Cornwall Council. Cllr P Skea agreed with Cllr Ahearn's comments including the engagement process should also be widely publicised on all BTC social media platforms.

The CSM/ATC brought members back to the agenda item in question to scope how it can facilitate, Comments from this evenings meeting can be pulled together for the meeting on the 24 January 2024 and BTC need to understand Cornwall Council's thresholds too, like what instigates a public consultation and what is the remit on consultation, so as a Council we can understand at what point does this meet our threshold for the developers to come and engage with the Council.

Cllr H Blacklaw mentioned that timing will be the problem as BTC are not always made aware of outline planning applications together with

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the shortened time of the consultation process on the whole. BTC need to agree a threshold for any major consultation.

Cllr C Rowe informed members that there is currently no legal duty for developers to consult with local communities just good practice, however, there is a commitment for Cornwall Council to consult on the application, so we could capture engagement in three ways.

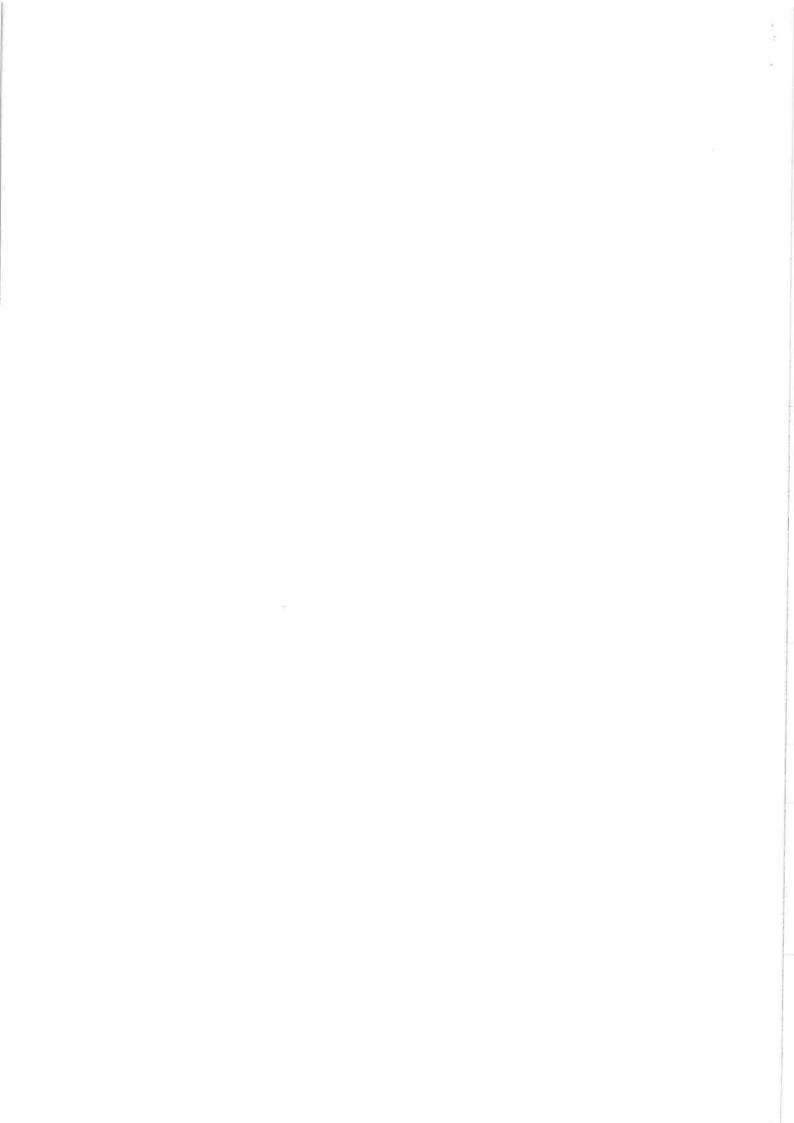
- If the developer has a pre application, and it is public then BTC could write to the developers and advise them that before the application is made BTC would like its protocol for public engagement guidelines followed.
- 2. If the developer comes and visits BTC prior to its application being submitted, we can advise them of the same protocol for public engagement guidelines.
- if the application is made and the developer has not consulted then we then request they go through a consultation exercise offering our facilities

Threshold of 25> new homes.

Cllr C Rowe proposed to instruct BTC officers to prepare a scope to facilitate public engagement with developers on major development schemes for 25 and over new homes, based on the discussions tonight, seconded by Cllr P Skea and agreed by all.

Meeting closed at 19.06.

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Minutes

Planning Committee Meeting

Subtitle

Extraordinary Planning Committee Meeting

Date

07/02/2024

Time

18:30 - 20:10

Location

Shire House Suite, Mount Folly Square, Bodmin PL31 2DQ

Chair

Cllr E Ahearn,

Attendees

Clir E Ahearn, Clir H Blacklaw, Clir P T Cooper and Clir C Rowe

Non committee members: Cllr J Cooper, Cllr M Barbery and Cllr A Coppin

Mr P Martin (Town Clerk); Mrs A Bright (CSM/ATC), Mrs S Roberts

(OA/Secretary) and Mrs S Gooch (SAA)

P.2024.048

Chairmans announcements

Minutes:

Cllr E Ahearn as Vice Chair of the Planning Committee introduced herself and welcomed everyone to the meeting and she will be chairing this evening's meeting.

The Chair will allow everyone to speak regarding PA20/10618 Land at Halgavor Moor, if they wished to, but asked members of the public not to speak over someone else who has the floor, The Chair also asked that members of the public not to make repetitive comments when speaking.

The Chair reminded members that the meeting will be recorded for the purposes of minute taking but will be deleted once the minutes have been agreed.

An invitation was sent to representatives of Wainhomes who were offered a number of dates and the 7th February was agreed, however, they later declined the invitation, as they do not want to meet in public session. Bodmin Town Council operates under legislative transparent process, its meetings are open to the public, press and media. The Town Council is a statutory consultee body holding the right to be informed and comment on planning applications, Town Council powers do not extend beyond this role. BTC will not as a Council meet any developer behind closed doors.

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All three of Bodmin's County Councillors are in attendance this evening and they will be given the opportunity to speak if so wished. Residents who wished to speak were asked, if they were happy to, provide their names for the minutes and any follow up actions if necessary.

P.2024.049

To receive and record the grounds upon which apologies for absence are tendered.

Decision:

It was **RESOLVED** to record the grounds upon which apologies for absence was tendered from Cllr J Burden and Cllr P Skea.

Minutes:

Apologies have been received from Cllr J Burden (family commitments) and Cllr P Skea. Apologies have not been received from Cllr J Gibbs or Cllr A Butters.

Cllr P Cooper proposed to accept the apologies from Cllr Burden and Cllr Skea and the grounds upon which the apology was tendered, seconded by Cllr H Blacklaw, all in favour.

P.2024.050

Declarations of interest relating to business on the agenda

Minutes:

The Town Clerk asked members if anyone had any declarations of interest or dispensations to record relating to business on the agenda. Clir P Skea has sent his apologies for this evening's meeting declaring an interest in an item on tonight's agenda. No dispensations have been received.

P.2024.051

Public representation session

Minutes:

Over 100 members of the public were in attendance and the Chair asked them to refrain from raising their voices. The Chair made the decision to extend the public representation session to last longer than the agreed 15 minutes.

The session was opened up to Christine Howard who has knowledge and background information that would be useful to everyone.

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Bodmin Strategic Plan 2017

Ten years ago, Cornwall Council had a desktop study to locate areas of land for Allocation for Urban Developments. Halgavor was one of these and was brought forward as one site, East and West of the Lostwithiel Road Bd-Ue2. Wainhomes already had the Option on all the land on the West Side, Cornwall Council owns the land on the East side.

The Cornwall Council submission for the Allocation: The Inspector agreed, in order to speed up the development, to split the site into two - 540 and 230 dwellings. The Policy was to build 70 houses per annum on each side, to complete 770 dwellings by 2030. The Inspectorate's report was based on evidence supplied by Cornwall Council, with certain criterions: One being: 'a continued highway from Carminow Road over the railway line into the East side and continue into the Halgavor Moor Allocation' known as the Halgavor Junction and Halgavor Respryn Package (a new bridge is required). The Report of April 2019 (including Fiveways) states 'this Transport Infrastructure is scheduled to commence immediately and should be forthcoming within a reasonable timescale. The developer is to subscribe to this infrastructure'. However, on the 3 Nov 2020 James Grant of Wainhomes wrote to BTC stating 'to ensure their obligations to the landowner, their Engineers have decided to go against Cornwall Council's advice and access the site from further down Lostwithiel Road'.

They confirmed 'the clearly strong objection to the removal of parking, and the impact in general, on the Leisure Centre'. They confirmed: 'This is against Cornwall Council's wishes and is aware that BTC are against the scheme'. This new access is to be through Non-Allocated Meadowland, and within Lanhydrock Parish. If Cornwall Council Approves this Planning Application, they will have blown a hole in their own Strategic Plan for Transport Infrastructure – this being one of the main caveats included in the Inspectorates' report of April 2019. There are many inaccuracies within the Wainhomes ESA report.

Another Caveat from the Inspector was - that a Full Environmental Assessment, and full Hydrological Assessment should be conducted on both East and West developments, including the old Landfill Site – as they all affect each other.

Mr Loughrey-Robinson of Wainhomes, at a BTC Planning meeting on 6th March 2019 stated 'Wainhomes' view was that Cornwall Council's

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DPD figures were highly optimistic given the site's topography and hydrology challenges.'

Jack Stevenson spoke next, boarders the land in question. Because Wainhomes are going against what the inspectorate reported and what councillor's made their decision on at the time when all the evidence that Cornwall Council gave to Wainhomes is now being changed to what Wainhomes want so he feels that this is a planning decision and BTC and CC can object to this because all the work prior to the inspectorates report now needs to be revisited, and highways are still waiting for an interim report from Wainhomes on how the new entrance will affect the town, until they have all the outstanding information from Wainhomes no decision can be made.

Emily spoke next. Making the point that the development at Halgavor will have a massive impact on what could happen to the field next to Beacon Road above Valley View. She is very concerned for several reasons including the lack of infrastructure, wildlife and the entrance to Valley View is unsuitable., The field at the top is part of the Beacon nature reserve and is used by walkers every single day, and the loss of this would impact on people's mental health. There is currently an abundance of hedgehogs in and around the field including many other wildlife creatures and it is hugely important that the wildlife should be protected. Many years ago the estate of Lanhydrock said they would never have that field built on as you can see it from all around Bodmin. She feels very strong against any development happening there or Halgavor.

Tim Wright spoke next. lives at the top end of the town. He loves living in Bodmin and people really care about the community. However the infrastructure is appalling and realises it won't be improved for a number of years. including the health care facility in Cornwall. The road system around Bodmin is difficult to understand and asked what the road system would be like if there were a further 2,000 cars on the road from developments like Halgavor and Priory Road. This is an opportunity for the community to come together and keep the momentum moving. A representative from Wainhomes could not find the time to attend this evening's meeting typifies house builders attitudes to local residents and the community. As a community, as individuals, families etc need to take responsibilities over what is going on our town. He urged people to attend council meetings like this and to get organised with our responses.

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Cllr E Ahearn reiterated that tonights date was chosen by Wainhomes but they declined BTC's invitation as they didn't realise the meeting would be open to the public.

Roger Hancock spoke next. Has been looking at Cornwall Council's website and the email exchange regarding the transport assessment for the scheme is yet to be completed. Therefore the whole thing is premature. Is the decision being rushed through perhaps before a change of government, as on the portal is not recorded as a valid site. No decision should be made until the transport assessment for the scheme is completed.

Debbie Murrell spoke next. A report/survey was prepared at least 10 years ago on where to build, on the whole of Bodmin and surrounding areas prior to the recent developments in the town. The report included a traffic light system, green, yellow or red. Halgavor was shown as red - 'do not build here under any conditions'. The survey was paid for by the people of Bodmin so why are the planners not looking at the results now.

Eric Bibney spoke next. Obviously, Wainhomes didn't expect so many residents to be here tonight, they chose the date but couldn't be bothered to turn up so why should we be bothered to let them build in Bodmin. Wainhomes site plan shows a red line, and within the red line there is an area where the overspill car park for the leisure centre is which appears to have an asset to the community on, so why is it still within the red area? Even though it is not earmarked to be built on it is still within the red line, therefore some time in the future he expects it to be built on. Everyone needs to listen out for information and share with the community and try to get all the community to object to it. In the past Bodmin people have objected and stopped things progressing. We can stop this development and we should stop it. Has not been able to spend time on the NDP lately but asked if anyone would be interested to assist to contact the committee. The NDP will be there to help stop unnecessary developments in the future, unfortunately we may be too late to stop this development. Bodmin is restricted by the road network currently in place. He is appalled by Wainhomes not turning up this and urged people to keep objecting if you do not agree.

County Councillor Jenny Cruse (ward member for Halgavor) spoke next. Cornwall Council has declared a climate and ecology emergency, the bill is currently going through parliament. The Climate

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and Emergency DPD now stands as a material consideration in planning matters. 60% of Cornwall's precious wildlife has been lost today and Halgavor is a valuable piece of unimproved land in Bodmin for wildlife.

If the development is approved there will be at least 1,400 extra cars on our roads will inevitably be on the already congested roads of Bodmin. with all the runoff and pollution ending up in the River Camel. This application falls foul of the ecology and climate aspirations. The development of open market houses will do nothing to help the existing housing crisis.

At a recent meeting with Wainhomes it was disclosed that less than 40% of local residents purchased from them in Bodmin. She has little faith in the phostate mitigation figure with calculations based on the likelihood that the majority of these properties will be second homes and is unacceptable. Currently 90% of the River Camel SAC is classified unfavourable therefore planning department are unable to grant planning permissions for new developments within the catchment area of the River Camel SAC unless it can be clearly demonstrated that the development will not increase nutrient loading to the protected areas.

The EA presented by Wainhomes concludes there significant negative impact on wildlife etc during and after construction, and construction mitigation measures has been proposed, but has no confidence that this will happen. One part of the site is flood level 3 and substantial drainage is required without any consideration to the increase in flooding which will incur further down steam. There is no up to date flood risk assessment. She is not supportive of this development for environmental and ecological reasons and urged residents to stay strong and to note the material considerations that make this application flawed.

Geoff Leather spoke next. Lives at Ponderossa and is involved with the application by Wainhomes at Ponderossa as well. He believes Halgavor will crucify parts of Bodmin. It is a disgrace that Wainhomes are not here tonight. Why is William Aynescroff the Managing Director of Wainhomes South West ltd or his father the director of Wainhomes Itd not here tonight. Objects to the development on the grounds of infrastructure, roads can't cope with the level of traffic currently, the new doctors is not in place, he understood that that there was going to be a new medical centre at St Lawrence hospital but there is no sign of it being built, however 100's of houses have been built in the meantime. Schools, promised a primary school by Ponderossa but who will pay for it. affordable housing, most of Wainhomes properties

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will be open market and local people can not afford them they will be purchased for second homes or buy to let. Homes need to be affordable for local people. and feels that Stephen Kirby from Cornwall Council planning should have been here to listen to the voices of the public.

Sarah Cooke spoke next. Six years ago there was a public meeting at Bodmin College concerning this development with at least 200 people in attendance supported by Bodmin Town Councillors and would like to raise three points: BTC said investigations have shown that the site contains springs, sinks and cullets and furthermore the nature of vegetation and the presence of number of flowing ditches indicates that the site will have a high water table;, although trail pits/bore holes will be required to determine the nature of the subsurface conditions for the development of the site to be deemed acceptable. it would never be demonstrated that these issues can be overcome. A quote from Scott Mann the moorlands and wetlands within the area are home to wildlife and ecosystems. And although i support the aim of providing more homes in Cornwall for its growing population growing deep care and consideration should be given to natural habitat. There are more suitable sites allocated within the DPD for homes in Bodmin and these should be given priority for development. CPRE (Councils Protection for Rural England) quoted wildlife habitat - Halgavor is an unspoilt and ancient moor comprising of marshland with springs and sinks along with prime quality arable land and quite extensive oak woodland. This diversity and richness clearly represents significant wildlife habitat. The developers claimed that there would be no loss of habitat. An Environmental Impact Assessment is needed as soon as possible.

Another site at Westheath Road that wasn't allocated was pushed through within the week.

Alan Brown spoke next. Infrastructure has already been discussed. there are not enough school places and what will happen when the college is rebuilt, but if this application is approved then the leisure centre will close because they will need land to support the renewal energy otherwise costs will be prohibitive for them to keep going. This development does not show any of this. This is not the right place to build as Curland Road will surely flood.

Alan Frost spoke next. mentioned that he knows of someone outside of Cornwall who purchased two houses on new developments to rent out and said that this is not affordable housing.

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Bev spoke next. Does not want this development to go ahead and urged everyone to lobby Cornwall Council, Truro, we do not want this development and if we are not careful we will be swamped with new developments.

Geoff Kirk spoke next. He has posted a video of his house at Halgavor which shows heavy rain two months ago. The 'river' comes from college green development was in place before he moved but could imagine fields previously, Rain would have naturally soaked away previously but doesn't now as it is all hard standing. The water comes down through his house down Halgavor Lane and to the soak away which is the field where the 540 new homes could be built. We should all stick together and support BTC.

The Chair informed residents that committee will not be making a decision on this application tonight, as the pubic have not all been able to add their comments to the planning portal. The Planning Committee will vote on this application on 14 February in the public session which allows everyone to digest the information provided. And now gives councillors the opportunity to speak.

Cllr J Cooper spoke. Advised residents that BTC are only a consultee in this process with decisions made at County Hall, Truro where your county councillors will have the ability to debate it, If you wish to get together and make an impact on this proposal then residents should keep a watchful eye on Cornwall Council's website for their strategic planning committee meetings where large developments are considered. He urged BTC's planning committee to call the proposal into strategic planning, and this will give BTC the opportunity to nominate some representatives to attend and speak at the committee meeting.

No councillor who sits here tonight were involved in the adoption of the DPD that was prepared by Cornwall Council in 2013 and consulted on at the time and these areas were proposed for future developments up to 2030. To be fair to previous councils no one ever envisaged that Halgavor would be built on potentially it was 3,000 properties over the whole urban extensions which in 2013 no one ever thought that that would be the case. When Cornwall Council deemed to allocate this piece of land as part of the DPD document that was submitted to the Government inspectorate there were certain

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conditions set out to make valid case for the development proposals to come forward.

These conditions that Cornwall Council constructed themselves and included in the Development plan and submitted to the Government inspectorate who then questioned and agreed those conditions.

We need to remember that Cornwall Council stated there were conditions on Infrastructure and other parts of master planning and planning that need to go into the project to make it comply with the submission they made to the government.

We need to remember, as CH outlined earlier that the Halgavor development is in two parts which BDUE-2A and BDUE-2B. BDUE-2B is the section that covers Halgavor Moor that Wainhomes seeks to develop. What you haven't heard about yet is BDUE-2A which is owned by Cornwall Council and is Little Halgavor Farm and this farm was sold to Cornwall Council just before the DPD allocation came through and is now a viable development site, adjoined to the Wainhomes site. This application only looks at BDUE -2B. BDUE-2A carries the highest restrictive conditions that Cornwall Council have set which the developers have to comply with before site B can be delivered.

The restrictions detail the requirement for a masterplan for the overall delivery of the whole development and the masterplan has to be delivered by the developers and primarily Cornwall Council. Cornwall Council can deny the need for a masterplan or make a case that the master plan is not required in this instance but we should not accept that because they have already set a president when the town council took issue with Cornwall Council over the St Lawrence Urban extension of which Mr Brown has made comments regarding a requirement for the school on that site provided by the developers. Cornwall Council allowed that development to start without a masterplan in place, BTC challenged Cornwall Council and ultimately a masterplan was produced. Therefore, Cornwall Council have set a president where a masterplan can be produced for these developments in Bodmin.

- A requirement from Cornwall Council is that a Masterplan is produced before any development commences on Halgavor 2A and 2B.
- The second requirement is that, planning permission for the development, on any part of the site, should not be granted unless it is in accordance with the masterplan, therefore the

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outline planning application should not be submitted until the masterplan is in place.

 Also,a new link road from Carminow Cross to Lostwithiel Road has to be in place before any development commences. This is an infrastructure requirement significant investment from Cornwall Council and for the developers to pay their share of costs prior to the development starting as the road needs to be delivered.

it is also hoped that Cornwall Council would consider BTC's representation regarding contaminated land as part of Halgavor Moor was historically used as a refuse site. It the old refuse site is on the contaminated register, there is a legal requirement for Cornwall Council to do a contaminated land risk assessment before developers have access to the site, as risks to waterways and ecology of the site need to be stated. An ecological risk assessment cannot be found in the documents provided on Cornwall Council's planning portal, and secondly the masterplan needs to be completed if Cornwall Council's recommendations are to be adhered to. Article 4 states that councils can refuse or restrict nationally permitted development rights. If there is such a groundswell of opinion, why our MP and Cornwall Council have not got together and used Article 4 to restrict the development rights on this piece of land. Article 4 can be used if the site is environmentally sensitive or a valuable site within the community.

Cllr J Cooper would ask committee to consider the following questions and see if reasonable responses can be obtained from Cornwall Council prior to any decision being made.

- BTC to confirm that a masterplan/concept plan has been completed for the entire site detailed in the Cornwall site allocations development plan document BDUE-2A and BDUE-2B with the submission provided and details required made accessible to the community of Bodmin.
- As committee to consider asking Cornwall Council to confirm that a contaminated land risk assessment has been completed as required under Part 2A of the Environmental Protection Act 1990. together with details where the risk assessment can be viewed.

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- Can Cornwall Council please provide evidence that the new road required as part of the prerequisite for the development has viability. Under the National Planning Policy Framework Section 74 The supply of large numbers of new homes can often be best achieved through planning for larger scale development, such as new settlements or significant extensions to existing villages and towns, provided they are well located and designed, and supported by the necessary infrastructure and facilities Working with the support of their communities, and with other authorities if appropriate, strategic policy-making authorities should identify suitable locations for such development where this can help to meet identified needs in a sustainable way.
 - Doesn't feel that Cornwall Council has adhered to that recommendation in the NPPF
 - o Cornwall Council hasn't abided by their own Cornwall Local Plan Policy 28 Infrastructure Developer contributions will be sought to ensure that the necessary physical, social, economic and green infrastructure is in place to deliver development. Contributions will be used to provide or enhance local infrastructure that is adversely affected by the development of a site but which will not be delivered on that site. Development will be permitted where it would: 1. Be supported by appropriate infrastructure provided in a timely manner; and 2. Provide on-site mitigation measures or make financial contributions for site specific infrastructure provision not in the Regulation 123 list, including maintenance and management contributions, to be negotiated on a site-by-site basis. 3. Where it can be demonstrated that it is not feasible to do this, the Council will seek to ensure all 'allowable solutions' or 'biodiversity of setting' payments are invested in projects within Cornwall with priority given to projects which achieve multiple benefits

Cllr A Coppin's statement was read out. Material planning considerations.

Transport: The proposed development cites 540 dwellings, and the design statement cites 1.5 parking spaces per dwelling meaning there could be an additional 810 vehicles using the already congested roads in and around Bodmin. The congestion is exacerbated during school opening and closing times in particular at the nearby Bodmin College.

The submitted plans within the design and access statement

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document shows a vehicular access to Halgavor Road. However, this is later contradicted on page 54 as emergency only? These needs clarifying.

I must strongly object against any permanent vehicular access or egress onto Halgavor Road, for at this point it is almost a back road, having no pavements, street lighting or road markings.

Furthermore, if traffic is allowed to egress the new housing development to Bodmin via Halgavor Road, it will meet the already dangerous junction with Crabtree Lane, which suffers poor visibility splays. Then onto the junction with Beacon Road, again a dangerous junction onto a far busier road, including a bus route with a similar poor visibility. These junctions have little scope to be upgraded due to the buildings and private land around them. At school times Beacon Road is almost gridlocked and I do not believe can take any further traffic. The developer will argue that the main access for the development will be via Lostwithiel Road, but people will invariably use the shortest and most direct route.

Having a vehicle access to Halgavor Road also risks the whole estate becoming a rat run with motorists trying to avoid queuing traffic on Lostwithiel Road.

Moving onto Lostwithiel Road, if Cornwall Council are minded to approve this application in its current form I would hope that it would be conditioned that no construction begins until the completion of the new access roundabout and link Road to Carminnow Road as without this the road networks will struggle to cope. I would not like to see more vehicles going past the college, polluting our children's lungs, when an alternate route could be available.

Appearance and design / scale and dominance/ over development; The Design and Access statement deems the proposal will be "high quality" and "distinctive". Given the density and evidence of previous wain Homes housing in Bodmin I would question the high quality? also, doesn't distinctive mean different? I would prefer to see something in-keeping with Cornish architecture rather than being different?

Sadly, the developer has gone for the maximum density of 540 dwellings even though the original DPD framework states "up to 540" The have also chosen to only provide the minimum 25% affordable when this could have been more. Bodmin is crying out for low-cost housing, and it is a shame that the developer has chosen to ignore this.

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I also feel that this site is not living up to the "meeting local requirements - suitable mix of uses, housing types" as well as not providing enough affordable units.

I do not see specific mention of bungalows for our older residents, which would free up larger in town houses. nor 1 bed units or bungalows for disabled owners?

2 to 2 and a half storey buildings do not sit well on an edge of town development and more 1 storey would be more appropriate in this setting.

Education: the design and access statement say that there is a primary school within 1.2km of the site but fails to mention that this school along with the others in Bodmin are already oversubscribed. Perhaps this application should be refused until education facilities are available via the new primary school allocated for Bodmin? Drainage and flood risk; The land in question is very wet and boggy and I believe will require a lot of civil engineering to prevent it flooding. Should this development go ahead, the authors of the flood risk assessment, the developers, Cornwall council and voting members should all be shamed"?

The Chair let members of the public know that the planning committee members can't voice their opinions until the agenda moves to the next item which allows members to vote whether to support or not support this application. Members of the public were asked not to direct questions to committee members. Cllrs J Cooper, M Barbery and A Coppin are not members of the committee.

Cllr Barbery although not a planning committee member but will support the people of Bodmin on this planning application as it is up to the people of Bodmin to decide what they want. He cannot understand why developers still want to go ahead with this application given the state of the ground.

The Chair reminded members of the public to add their comments to Cornwall Council planning portal or to forward comments to Cllrs L Frost, J Cruse and P Rogerson who will take to Cornwall Council.

Cllr C Rowe spoke next raising a couple of points for residents' awareness. Power lies at the Strategic Planning Committee, and that is where decisions are made on applications. Cornwall Council had decided that all the planning allocations in Bodmin and indeed across Cornwall had no Community Infrastructure Levy included (CIL) in the planning application. This is a purse where meterage weight is attributed to every gross internal floor area of every new house

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developed. What is missing from all allocations across Cornwall is tens of millions of pounds of funding going to the treasury and not Cornwall, and requests as a council could we write to other councils that have development plan allocations across Cornwall if CIL could be included in applications when they are looking at their next round of allocations. This is one of the major issues facing Bodmin as we have heard repeatedly tonight discussions on infrastructure, schools and health care — this missing link here is CIL funding.

Cllr J Cooper responded regarding CIL – Cornwall Council had zero rated CIL under urban development so nothing comes back to the local community. We need to get our NDP through to referendum and adopted for Bodmin. If Bodmin adopts the neighbourhood plan we could receive the 25% CIL allocation rather than the 15%. Will help Bodmin to bring forward projects it sees fit.

Local resident Daryl is building a small place at the moment and had a difficult time to secure planning permission because of the phosphate issue and doesn't understand how large-scale developers can get away with it, they should build on brown field sites for development. Nanstallion could not cope 10 years ago and echoes everything said about the environment and wildlife earlier tonight.

Cllr L Frost Cornwall Council representative for St Petrocs. This site is sadly allocated but it is important to remember that Cornwall Council will only take on board material planning objections, so you have to fight it on hydrology, make certain that representations are made that they can prove that they aren't going to damage curland with flood water, the transport infrastructure is important so is the wildlife together with the need for the master plan to be in place prior to any development. We have to fight this planning application on the right things. He believes that this site will go to Strategic Planning as Cllr C Rowe suggested and Wainhomes will be there. It is really disappointing that Wainhomes are not here tonight to explain themselves.

Cllr J Cooper reiterated the main points to object on:

- · No masterplan has been completed as per requirement of their DPP allocation.
- · Not submitted any plans for the new link road from Carminnow Cross to Halgavor, again a requirement of their DPP submission.

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· Breached Cornwall's Local Plan Policy 28 Item 1. Be supported by appropriate infrastructure provided in a timely manner

· National Planning Policy Section 74 should also be cited.

The Town Council in comments and actions have to be cautious as they do not want to be seen as being predetermined and their submission as a consultee could be disregarded.

The Chair thanked members of the public for their comments this evening. The application will be discussed and voted on by planning committee members on 14 February 2024.

The Mayor thanked everyone for attending tonight and said he'd called this extraordinary meeting of the Planning Committee for residents to be able to talk to the developers who had originally chosen the 7th February. It is as disappointing for us councillors too that Wainhomes could not be present this evening.



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Minutes Planning Committee Meeting

Date

25/10/2023

Time

18:00 - 20:28

Location

Shire House Suite, Mount Folly Square, Bodmin PL31 2DQ

Chair

Cllr P L G Skea

Attendees

Clir P L G Skea; Clir E Ahearn (from 18.15), Clir H Blacklaw, Clir P Brown,

Cllr J P Cooper, Cllr C Rowe

Mr P Martin (Town Clerk); Mrs A Bright (CSM/ATC); Mrs S Gooch (SAA)

Approximately 25 members of the public and one member of the press.

P.2023.245 Presentation from Persimmon Homes - Priory Road South development PA22/09472

Minutes:

The Chair welcomed Mark Allsop and Eve Somerville from Persimmon to the meeting allowing approximately 20 minutes for the presentation and 10 minutes for questions, there are two main questions to be answered by them:

- 1. whether all original consultees have been contacted with the amended plans and It is the local planning authority's responsibility to consult with consultees, however Persimmon are in regular contact with consultees both emails and meetings and also with Mark Evans from Cornwall Council Planning. Persimmon have had a positive meeting with the environment agency to discuss the scheme. As part of the consultation process three design review panel meetings have been held with stakeholders and on the back of that there were a series of internal meetings to discuss issues raised, changes to the layout, roads, footpaths, house type materials, community centre location and parking, and also public open space. There are no current planning objections to this site and are still talking to the environment agency who appear satisfied with progress to date; the lead local flood authority have also responded, requesting some minor tweaks with wording in relation to the layout with regards to the consultation responses.
- 2. Whether water neutrality has been considered for the development.

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Persimmon take the issue of water neutrality very seriously and have been in discussion with Cornwall Council and the Environment Agency and have made representations to Natural England. Stantec have been engaged as environmental consultants and have developed a shadow HRA to the local authority and appropriate assessment which included all of the calculations provided by Cornwall Council budget calculator. have been in discussions with the drainage officer, using SUDs helps neutrality immensely. South West Water hope that by 31.03.2025 it can clean up to the total available limit (TAL) rather than 2030. This will clean the phosphates of the homes already built in Bodmin, therefore the actual water neutrality load would be reduced.

The representatives relayed their points to the members of public who couldn't quite hear them speak and added that out line planning permission is already in place and granted.

A member of the public did not believe that the measures proposed to be put in place would work across all of Bodmin and said that Bodmin does not want all of these development sites, and was quite derogatory of members of the planning committee.

The Chair called order and asked members of the public if they wish to speak then they should raise their hands and would not accept inappropriate language.

The Mayor reiterated to members of the public that they should respect the speakers and members of the planning committee.

As everyone is aware there is a housing crisis in the country including the provision of 132 affordable housing on the site. Mark Allsop assured members of the public that public consultations and liaison meetings with the EA and Cornwall Council etc have taken place and it has taken four years to reach this point in time where we have a workable scheme.

A member of the public said the fields behind Gilbert Road floods regularly and with the added number of houses on the Persimmon Site will affect the Leat. Mark Allsop remarked that they are more than aware of the issues with Bodmin Leat and have engaged RSK Drainage consultants who will be installing underground holding tanks, soak aways, SUDS etc. A whole month has been taken drilling 50 peculation testing holes, some surfaces will be permeable and assured that Persimmon take drainage very seriously.

Cllr Blacklaw attended one of the design review panel meetings, found it

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a useful process and good to see that residential refuse bin collection area is now no longer on the main road, and the bin store area is round the back, and asked how site traffic will be managed. Mark Allsopp said the computerised traffic signal on the junction with the police stations has been designed and approved with safety in mind.

Cllr P Brown raised the issue of lack of privacy for the Scout group and was reassured by Mark Allsopp that this has been addressed with suitable boundaries etc in consultation with the police liaison officer. it was also noted that the Environment Agency objected to an earlier scheme and now have no objection to the scheme which will be reflected on the planning portal soon.

The Chair reminded everyone that the time for the presentation is up but would continue the discussion in the public representation session but would need the agreement of committee members to suspend standing orders.

P.2023.246 Mayor/Chairperson's Announcements

Minutes.

The Chair reminded members that the meeting is being recorded for the purposes of minute taking and that the recording will be deleted once the minutes are completed.

Due to the number of members of the public present and representatives from Persimmon, Cllr P Skea proposed to suspend standing orders to change the order of the agenda for item 254 to follow the Item 250 (public representation session. seconded by Cllr E Ahearn and agreed by all.

P.2023.247 To receive and record the grounds upon which apologies for absence are tendered and resolve upon accordingly.

Decision.

It was **RESOLVED** to accept and record the apologies received from Cllr A Butters,

Minutes:

Apologies have been received from CIIr Alex Butters.

Cllr P Skea proposed to accept and record the apologies received from Cllr A Butters, seconded by Cllr C Rowe and all in favour.

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P.2023.248 Declarations of Interest relating to business on the agenda

Minutes

There were no declarations of interest received from members.

P.2023.249 Correspondence sent and received.

Action items:

That the Town Clerk write an open letter to Cornwall Council planning team in relation to the lack of communication regarding road closures.

Minutes:

Item 249/01 The committee has received clarification on the Nonmaterial amendments regarding PA21/00418 Callywith Road
Item 249/02 Road closures in Bodmin where BTC asked if the old Boundary Road could be reopened. The TC kindly offered to write an open letter to Cornwall Council planning in relation to the lack of communication regarding road closures which can be shared by the press.

Item 249/03 PA23/0699 clarification on NMA land west of Cooksland item 249/04 land sw of Westheath Road and Nutrient Neutrality.

P.2023.250 PUBLIC REPRESENTATION SESSION

Minutes:

Under Chairman's description it was proposed to suspend standing orders to allow the public to speak once more, seconded by Cllr E Ahearn, all in favour.

The CSM/ATC read out the 4th item of correspondence (P.2023.249 04) as requested by a member of the public concerning Nutrient neutrality. BTC received the response from Cornwall Council this evening but can't discuss the contents until the next planning committee meeting.

A member of the public spoke regarding the item of correspondence mentioned above and he development at Westheath Avenue. Residents were informed that before any works begun that roads and boundaries would be in situ before development began. Unfortunately this has not happened and are unsure of boundaries to the new development and feel they are overlooked and cannot get in or out of their home because of traffic lights, noise etc, this is unacceptable, utilities are due to go in shortly and not sure who can help on this matter with the exception of Cllr P Rogerson who is trying to support in communicating with the

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developers.

Cllr P Cooper suggested that BTC write to Cornwall Council, and Bodmin's County Councillor Cllr P Rogerson, planning and the developers requesting an urgent site meeting to discuss. BTC have recently written to Cornwall Council urging them to take an holistic approach to road closures in Bodmin and in particular the possibility of reopening Boundary Road which was dismissed. The member of the press confirmed that BTC has written to Cornwall Council on this matter and urged committee members to share with him construction traffic issues as the topic will be a lead item next week.

Cllr Rowe suggested setting up a community liaison group with developers and representatives of the affected developer having agreed terms of reference which in the past has been known to work well. Cllr C Rowe confirmed that unfortunately, in this country it is always the case that housing comes before the infrastructure and the awarding of Cil and S106 monies are paid afterwards and suggested that Cornwall Council planning team is short staffed.

Mark Allsop, in response to a question from the floor regarding the Persimmon development at Priory Road South said that road works at the junction under S278 agreement will be done first, including the traffic light system, the drainage infrastructure will be installed phase by phase before the houses, and it is in Persimmons' interest to get this right first time and wants a good relationship with current homeowners. Eve Somerville stated that Persimmon have worked closely with Cornwall Council's registered housing provider to ascertain the correct mix of affordable housing based on data that the registered provider holds and affordable homes will be for local people.

A management plan will be in place between Cornwall Council and Persimmon to maintain the SUDS on the site using a private company. Contingency plans will be in place should issues with excess water run off on the first place, however Persimmon do not believe there will be any issues. works cannot start on site until reserved matters have been approved but currently everything looks positive.

Cllr E Ahearn reported that the water run off from the completed Persimmon site caused the duck pond to fill with silt and the Environment Agency will not agree to clear the silt at their cost and that the third football pitch is now unusable as it now flooded. Mark Allsop said Persimmon would support the principle of silt removal from the pond,

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At 19.29 the Chair brought the public representation session to a close and proposed to return to the proper running order of the agenda., seconded by Cllr C Rowe, all in favour.

The Chair thanked both Eve and Mark and members of the public for attending this evenings meeting and reminded everyone that Bodmin Town Council planning committee are only consultees in the planning process.

P.2023.251 To consider and confirm the accuracy of the minutes of the Planning Committee meeting held on 4 October 2023

Decision:

It was **RESOLVED** to CONFIRM the accuracy of the minutes of 4 October 2023 Planning Committee meeting.

Minutes:

Cllr Ahearn proposed to accept the minutes from 4 October 2023 were a true and accurate record, seconded by Cllr H Blacklaw. Majority in favour, with two abstentions from Cllr P Brown and Cllr P Cooper as they were not at the last meeting.

P.2023.252 List of actions from the previous minutes, for update

Minutes.

The Chair confirmed that the list of actions are all completed.

P.2023.253 To resolve to note the Risk Management update, risks scoring 11+

Minutes:

The item could not be discussed due to the Risk Management Meeting not taking place. The Chair reported that officers are endeavouring to to confirm a new date for the risk management meeting.

P.2023.254 To consider and resolve upon any actions, if required from the presentation from Persimmon Homes PA22/09472

Decision:

It was **RESOLVED** to maintain the objection made in August 2023; to request the outstanding information requested in August and also to facilitate a public consultation event with Persimmon Homes, Bodmin County Councillors and Cornwall Council's planning officer.

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Minutes:

It was previously resolved not to support this application on 23 August 2023 (P.2023.190) at the current time, and for the developers to be invited to a future planning meeting to discuss issues raised. The Chair asked members if they feel they have now received sufficient information from today's presentation to support the proposal and if not then we need to provide detailed information as to why. If the resolve is to be changed then we would need to dissolve the previous resolution.

Cllr C Rowe felt that members have not had a straight enough answer as to whether all consultees have actually responded especially the planning officer and the response from Natural England.

Cllr P Cooper raised the point that during the design team meetings where members of the planning committee were able to attend, the planning department raised some interesting points including the materials to be used, windows, access for cyclists linking to the town centre and that the road through the estate narrows. It is also good to note the priorities for local residents/connection with the town but has not yet seen the affordable housing element advertised. There was also a discussion at the meeting about the introduction of a lime avenue.

it was suggested that Bodmin County Councillors should be invited to have discussions with Persimmon via a community engagement event and for the county councillors to feed back to Cornwall Council.

Cllr C Rowe proposed to maintain the objection made in August 2023 and to request further information from the planning officer that is still outstanding, and to facilitate a public consultation session with Persimmon Homes, Bodmin County Councillors and the planning officer concerned with the case.

And also to scope for the next planning agenda item how BTC can facilitate public engagement with developers on major planning applications seconded by Cllr P Skea and all were in favour.

Also to scope for the next planning agenda item how BTC can facilitate public engagement with developers on major development scheme

To resolve to note responses received from members Infra22-172 P.2023.255 **Bodmin TRO 2023**

Decision:

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It was **RESOLVED** to note the responses received from members regarding Infra22-172 Bodmin TRO 2023

Minutes:

Cllr P Skea proposed to note the responses received from members regarding Infra22-172 Bodmin TRO 2023, seconded by Clir P Brown, all in favour.

P.2023.256 To resolve to note the correspondence received:

Minutes:

Members noted the items of correspondence.

P.2023.257 PA23/07867 | Works to a tree subject to a Tree Preservation Order and in a Conservation Area for Beech (B1) - reduce spread by 2-3 metres as tree is encroaching on property (nearly touching house itself) and other neighbouring buildings. Also reduce height by 2-3 metres to retain tree shape and give balance. No cuts over 100mm to be made. | Parkhill House 6 Pound Lane Bodmin Cornwall PL31 2BT. Response to Cornwall Council 23 October 2023

Decision:

It was RESOLVED to support the application.

Minutes:

Members discussed the application and agreed with the tree officer to support the application.

Cllr P Skea proposed to support the application, Cllr P Brown seconded and all were in favour.

P.2023.258

PA20/05442 | Conversion of dwelling house and erection of a single storey rear extension and conversion of 4no. outbuildings to provide for 9 no. supported-living units with associated staff accommodation and office. | St Annes Grove Dunmere Road Bodmin Cornwall PL31 2RD. Response to Cornwall Council. Response to Cornwall Council 25 October 2023.

Decision:

It was RESOLVED NOT to support this application on highways and traffic issues, including concerns over vehicular access to the local pub and camel trail entrance.

Minutes:

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Members discussed this application including the additional information provided by the planning officer.

Cllr H Blacklaw doesn't support this application because of the chaos on the road currently and objects under highway issues.

Cllr P Cooper understands the need for this development and job opportunities and will inevitably put extra burden on doctors surgeries and hospital. Highways have not satisfactorily addressed their concerns. Currently no planning permission for the shepherd huts etc. He had concerns over road and vehicular access which is in close proximity to the entrance to the local pub and camel trail would potentially be an accident in the waiting.

Cllr H Blacklaw proposed to object this application on highways and traffic concerns, including concerns over vehicular access to the local pub and camel trail entrances, Cllr P Skea seconded. Three members agreed with the proposal, two members were against and one member abstained from the vote. The proposal not to support the application was carried.

P.2023.259

PA23/07902 | Retrospective permission for the creation of secure storage compound to the north of the Bodmin Telephone exchange site. The compound will include 2Nr 3m storage containers that will house equipment and materials in support of the local telecoms infrastructure network | British Telecom Crinnicks Hill Bodmin Cornwall PL31 1AL.. Response to Cornwall Council by 25 October 2023

Decision:

It was **RESOLVED** to support the application.

Minutes

Members noted that the application was retrospective, did not have any adverse comments.

Cllr C Rowe proposed to support the application, seconded by Cllr P Skea and all were in favour.

P.2023.260

PA23/07943 | Conversion of existing loft space through use of flat roof rear dormer & associated internal works. | 17 Holmes Way Bodmin Cornwall PL31 2TZ. Response to Cornwall Council by 26 October 2023.

Decision:

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It was RESOLVED to support this application.

Minutes:

No issues were raised with this planning application. Cllr P Skea proposed to support this application, supported by Cllr H Blacklaw and all were in favour.

P.2023.261 To consider and resolve upon street names for the development at West Heath Bodmin

Decision:

It was RESOLVED to agree the following suggestions: Laninval View; Laveddon Way;

Boundary Close; St Lawrence Halt; Blowinghouse View and Treningle Walk. And to seek suggestions from all councillors.

Action items:

To email all councillors to provide their suggestions for street names on the development.

Minutes:

The following suggestions were received from members:

Laninval View
Laveddon Way
Boundary Close
St Lawrence Halt
Blowinghouse View
Treningle Walk.

Cllr E Ahearn proposed to agree to the proposals as listed and an email to all councillors should be sent asking for their views.

P.2023.262

PA23/08025 | Works to Tree subject to Tree Preservation Order namely minor reduce and reshape one oak | 1 Crabtree Lane Bodmin Cornwall PL31 1BL. Response to Cornwall Council by 26 October 2023

Decision:

It was RESOLVED to support the application.

Minutes:

Given the works are supported by Cornwall Council's tree officer members supported the application.

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Cllr P Skea proposed to support the application, Cllr H Blacklaw seconded and all were in favour.

P.2023.263 PA23/07968 | Proposed extensions and alterations to the front and rear of the existing dwelling. | 29 Berrycoombe Vale Bodmin Cornwall PL31 2PH. Response to Cornwall Council by 25 October

2023.

Decision:

It was RESOLVED to support the application

Minutes:

Members discussed the application and no concerns were raised.

Cllr C Rowe proposed to support the application, seconded by Cllr P Brown and all were in favour.

P.2023.264 To resolve to note road closure intention notice:

Old Callywith Road, Bodmin Timing:

2nd January 2024 to 12th

January 2024 (24 hours) Contact:

South West Water

Decision:

It was **RESOLVED** to note the road closure intention notice at Old Callywith Road

Minutes:

Cllr P Skea proposed to note the road closure intention notice at Old Callywith Road, Cllr P Brown seconded and all members were in favour.

P.2023.265 To resolve to note road closure Event Order:

Bodmin Remembrance Parade Date:

12th November 2023

Times:

08:45 to 11:00 hours

Decision:

It was **RESOLVED** to note the road closure for the remembrance parade.

Minutes:

Cllr P Skea proposed to Note the closure event order for the Bodmin Remembrance Parade. All in favour.

P.2023.266 To resolve to note road closure intention notice: Bodiniel Road, Bodmin

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Timing:

8th January 2024 to 9th January 2024 (08:00 to 18:00

hours daily)

Contact:

Kelly Communications

Decision:

It was RESOLVED to note the road closure at Bodiniel Road

Minutes:

Cllr P Skea proposed to note the road closure at Bodiniel Road, seconded by Cllr H Blacklaw. All in favour.

P.2023.267

To resolve to note road closure intention:

Crinnicks Hill, Bodmin

Timing:

16th January 2024 to 22nd January 2024 (24 hours)

Contact:

South West Water

Decision:

It was **RESOLVED** to note the road closure intention notice at Crinnicks Hill,

Minutes:

Cllr P Skea proposed to note the road closure intention notice at Crinnicks Hill, seconded by Cllr P Brown. All in favour.

P.2023.268

To resolve to note road closure notice:

Stony Lane, Bodmin

Timing:

9th January 2024 to 10th January 2024 (20:00 to 05:00

hours)

Contact:

South West Water

Decision:

it was RESOLVED to note the road closure at Stoney Lane.

Action items:

To write to streetworks to raise concerns that BTC would like confirmation that other road closers in the vicinity of Stoney Lane are opened before this one is closed.

Minutes:

Cllr E Ahearn raised concerns with this road closure and would like confirmation that other roads in the vicinity are opened before this one is closed. The TC kindly offered to write a letter to streetworks for clarification.

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P.2023.269

To resolve to note road closure order.

Priors Barn, Bodmin

Timing:

30th October 2023 to 30th October 2023 (24 hours)

Contact:

South West Water

Decision:

It was RESOLVED to note the road closure notice at Priors Barn

Minutes:

Cllr P Skea proposed to note the road closure intention notice at Priors Barn, Bodmin, seconded by Cllr H Blacklaw. all in favour.

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Planning Committee Meeting

Date

06/12/2023

Time

18:30 - 19:10

Location

Shire House Suite, Mount Folly Square, Bodmin PL31 2DQ

Chair

Cllr P L G Skea

Attendees

Clir P Skea Clir E Ahearn, Clir H Blacklaw, Clir P Brown, Clir P T Cooper,

Cllr C Rowe.

Mr P Marting (Town Clerk), Ms A Bright (CSM/ATC), Mrs S Roberts (OA/S PT); and Mrs S Gooch (SAA).

P.2023.292 Mayor/0

Mayor/Chairperson's Announcements

Minutes:

The Chair opened the meeting and welcomed committee members and the one member of the public to the planning committee meeting. Members were reminded that the meeting will be recorded for the purposes of minutes taking and will be deleted area the minutes have

the purposes of minute taking and will be deleted once the minutes have

been agreed. There were no further announcements.

P.2023.293

To receive and record the grounds upon which apologies for absence are tendered.

Decision:

it was **RESOLVED** to accept and record the apologies received from Cllr J Burden.

Minutes:

Apologies have been received from Cllr J Burden - family commitments.

Cllr P Skea proposed to accept and record the apologies received from Cllr J Burden, seconded by Cllr P Cooper and agreed by all.

P.2023.294

Declarations of Interest – Members to declare interests in respect of any items on the agenda.

Minutes:

The Chair asked members if anyone had any declarations of interest in respect of any items on the agenda. There were none received.

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P.2023.295 Correspondence sent and received.

Minutes.

There were two items of correspondence, the first was Cornwall Council's response to an email from BTC regarding nutrient neutrality and the second was a residents note in response to the first letter.

An excerpt from the residents' letter is as follows: "Natural England do not consider that Nanstallon WWTW upgrade works can be considered as a mitigation measure which is capable of avoiding an adverse effect on the integrity of the River Camel SAC occurring as a result of new development in the Bodmin area." members felt that this statement could be useful to substantiate BTC planning committee's stance on other new developments.

Cllr P Skea proposed to Note the correspondence, seconded by Cllr H Blacklaw and agreed by all.

P.2023.296 PUBLIC REPRESENTATION SESSION

Minutes

The Chair opened the public representation session.

The member of the public was asked if they wish to speak in relation to any item on tonight's agenda. Unfortunately, the topic to scope engagement with developers could not be discussed as it did not feature on tonight's agenda. The Chair said that the two previous planning committee meetings, that contained the motion for developer engagement could not take place as they were not quorate but will reconvened at a later date.

A statement from Cllr J Cruse, who could not attend this evenings meeting, regarding P/2023/302 PA23/07573 Land East of Pandarosa Farm, St Lawrence was read out by the CSM/ATC.

I would like the following noted. I have concerns regarding

- 1. The missing stretch of footpath which is not shown along Boundary Road
- The increase in number of houses from the suggested 41 on the St Lawrence Master Plan. Additionally areas that were shown on the masterplan to be left as green space are now shown as delivering housing.

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- 3. The removal of two large established Oak Trees
- 4. Concerns with the Phosphate calculation being based on 1.9 persons per household
- 5. The majority of houses being 3 or 4 bed when the Bodmin Homechoice register show the greatest need is for one bed accommodation
- 6. Narrow road around the development.
- 7. Primary and Secondary schools shown to be at capacity.

The public representation session was closed.

P.2023.297 To consider and confirm the accuracy of the minutes of the latest Planning Committee meeting. Not available due to meetings 15 November and 22 November 2023 not being quorate.

Minutes:

There are no minutes to consider.

P.2023.298 List of actions from the previous minutes, for update. Not available due to meetings 15 November and 22 November 2023 not being quorate.

Minutes:

There are no actions from previous minutes to consider.

P.2023.299 To resolve to note the Risk Management Update, risks scoring 11+

Minutes:

The Chair reported that the Risk Management meeting was held earlier today and there is no update for planning matters. The Chair will bring back any updates as and when they become available.

P.2023.300 To resolve to note PA23/09081 | Works to trees in a Conservation Area, Sir John Moore House Victoria Square Castle Canyke Road. To be decided under delegated authority.

Decision:

it was **RESOLVED** to note the application.

Minutes:

The planning application for works to trees in a Conservation Area is to be decided under delegated authority.

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P.2023.301

PA23/08629 | Change of use from office (Use Class E) to educational facility (Use Class F1) | 9 Mount Folly Bodmin Cornwall PL31 2DG. Response to Cornwall Council planning 05.12.2023

Decision:

It was **RESOLVED** to support the application.

Minutes:

Members were pleased to see the change of use from office to educational facility and fully supported the application. It was proposed by Cllr H Blacklaw to support the application and seconded by Cllr P Skea, all in favour.

P.2023.302

PA23/07573 | Proposed erection of 58 residential dwellings (Use Class C3) together with associated infrastructure, drainage, open space and landscaping. | Land East Of Pandarosa Farm St Lawrence Road St Lawrence Bodmin Cornwall PL31 2QU. Response to Cornwall Council by 11 December 2023.

Minutes:

Members discussed this application and Cllr C Rowe confirmed that this application is part of the St Lawrence farm allocation DPD. A copy of the St Lawrence, Bodmin concept masterplan summary document published by JTP in April 2022 was shown to members for their information, it is noted that the application is not in accordance with the principles of the masterplan DPD allocation. This development should be brought forward as a major site and not piece meal to enable the creation of better infrastructure and delivered in a more sensible sequential manner. Therefore, there are concerns of it being developed in isolation of the remaining developable areas. Again, we find no engagement/consultation with developer Wain Homes, so perhaps they should be invited to attend a planning committee meeting to talk us through their proposals.

Cllr P Brown raised concerns over education levels whereby data from 2021 show that levels must now be exceeded capacity of their own numbers and feels the committee cannot support this application on grounds of education and infrastructure.

Cllr P Cooper sited the argument made earlier in the correspondence section "Natural England do not consider that the Nanstallon WWTW upgrade works can be considered as a mitigation measure which is capable of avoiding an adverse effect on the integrity of the River Camel SAC occurring as a result of new development in the Bodmin area" He

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agreed with all comments made this evening, the town pushed for the area to be master planning and school provision must be a priority, and now feels disappointed to learn that developers are trying to move away from the master plan ethos and add more units to the site to the detriment of other important facilities. From feedback received Cllr P Cooper feels there is a need for more 3-4 bedroom homes in the area. Cycle routes and payment layouts are just indicative at this stage and not confirmed in the plan that they will ever be built. Cllr E Ahearn had previously challenged developers at St Lawrences when an island and crossing was installed making it necessary that children walking to school had to walk in the road as there are no pavements. Pavements need to be in place for the safety of pedestrians.

Cllr C Rowe reiterated that this application conflicts with Cornwall Council Allocation DPD (Adopted November 2019) Policy Bd-UE3 St Lawrence's Urban extension paragraph J. Planning permission for the development of only part of the site will not be granted, unless it is in accordance with a masterplan/concept plan for the entire site. This should be informed by a historic landscape assessment. This contravenes the actual allocations in the DPD allocation plan.

Cllr H Blacklaw does not support this development on access grounds and the poor state of the roads. Cllr E Ahearn commented that the entrance to the hospital is often blocked by delivery vehicles to the fruit and vegetable shop near by and the road is not fit for purpose to park on the road.

Cllr P Brown proposed to object to the application on all of the aforementioned grounds and quality of build on roads as experienced earlier this year. Cllr C Rowe proposed some amendments which Cllr P Brown accepted and withdrew his proposal so all members comments could be included.

Cllr C Rowe taking into considerations Cllr P Brown's withdrawn proposal proposed that BTC objects to the planning application as it conflicts with Cornwall Council Allocation DPD (Adopted November 2019) Policy Bd-UE3 St Lawrence's Urban Extension paragraph J. Planning permission for the development of only part of the site will not be granted, unless it is in accordance with a masterplan/concept plan for the entire site. This should be informed by a historic landscape assessment. In that the St Lawrence, Bodmin Concept Masterplan was adopted 3rd May 2023 by Cornwall Council and shows this area as a 2 form Entry Primary School and Sports Hub located. Members have concerns over the lack of deliverable infrastructure, highways, education, the impact on nutrient

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neutrality namely Natural England do not consider that the Nanstallon WWTW upgrade works can be considered as a mitigation measure which is capable of avoiding an adverse effect on the integrity of the River Camel SAC occurring as a result of new development in the Bodmin area, Camel Valley SAC. Cllr P Brown seconded this proposal and was supported by all members.

P.2023.303

To resolve to note the following application PA23/09214 | Works to trees in a conservation area (CA), works include G3 Ash, Sycamore Cornwall Council recommended to remove? T301 Platanus x hispanica reduction, reduce extended branches to remove possible risk of split out. T312 Sycamore (Acer pseudoplatanus) raise crown over nursery 7m. Works incomplete. T337 Sessile oak pollard to 9-10m T370 Sessile oak Standing dead - Fell T381 Leyland Cypress remove branch G14 Ash Dieback Fell ash stock from group of trees T437 Elm - Standing dead over path remove G26 Common Ash Pollard to 6m 14a Common Ash Pollard to 6m | Priory Park Priory Road Bodmin Cornwall. To be decided under delegated authority

Decision:

It was **RESOLVED** to note the tree works in a Conservation Area.

Minutes

The planning application for works to trees in a Conservation Area is to be decided under delegated authority.

P.2023,304

PA23/09408 | Non material amendment in relation to decision notice PA22/00657 dated 08/06/2022 namely additional glazing to southern elevation | Home Bargains Dunmere Road Bodmin Cornwall PL31 2QN. Response to Cornwall Council by 6 December 2023

Decision:

It was RESOLVED to support the application.

Minutes:

Members did not have any concerns over nonmaterial amendments. Cllr P Brown proposed to support the application, seconded by Cllr P Skea and agreed by all.

P.2023.305

To resolve to note the responses to the 5 day protocol requests as listed from Planning meetings 15 November and 22 November that were adjourned due to meetings not being quorate

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It was **RESOLVED** to note the responses to the 5day protocols

Minutes:

The responses to the 5 day protocols was noted.

The Chair reminded members to respond to 5 day protocols within the timescales provided.

P.2023.306

To resolve to note the road closure intention notice
Location: Crabtree Lane, Bodmin Timing: 26th Feb 2024
to 27th Feb 2024 (07:30 to 17:00 hours daily) Contact: Cormac
Solutions Ltd

Decision:

It was **RESOLVED** to note the road closure intention notice.

Minutes.

Cllr P Skea proposed to note the road closure intention notice, seconded by Cllr P Brown and agreed by all.

P.2023.307

PA23/09457 | Application for Non-Material Amendment to PA20/03228 for Redevelopment of the Bodmin Materials Recycling Facility, namely 1) Allow construction activities to take place on Saturdays between 0800 and 1700 hours until the 31st March 2024. | East Cornwall Recycling Centre Bodmin Business Park Bodmin PL31 2RQ. To respond to Cornwall Council Planning by 12 December 2023

Decision.

It was **RESOLVED** to support the application for non-material amendment.

Minutes:

Members discussed the length of time taken to redevelop this commercial site but had no adverse comments to make.

Cllr P Skea proposed to support the application for non-material amendment to PA20/03228, supported by Cllr P Brown and agreed by all.

P.2023.308

PA23/09342 | To develop a two storey extension to side and a single storey extension to the rear. Additionally, a porch will be added to the front | 20 Kernow Close Bodmin Cornwall PL31 2BX. Response to Cornwall Council 20 December 2023

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Decision:

it was **RESOLVED** to support this application.

Minutes:

Members had no adverse comments to make regarding this two storey extension, Clir P Skea proposed to support this application, seconded by Clir E Ahearn and agreed by all.

P.2023.309 To resolve to note the Updated Protocol for Local Councils

Decision:

It was **RESOLVED** to NOTE the updated protocol for local councils.

Minutes:

The CSM/ATC confirmed the changes to the 5day protocol as follows:

- Amended Informal Site Visits' box: Previously this read: "If appropriate, the case officer will arrange an informal site visit to try to resolve the issues." Now it reads: "If considered appropriate by the case officer, an informal site visit could be arranged."
- Amended the first paragraph of the 'Criteria' box: Previously this said: "The application cannot go to planning committee if at least one of the following is met." Now it says: "In all cases the Head of Service (or his/her nominated officer) will determine whether the application goes to Planning Committee however, the application cannot go if it meets at least one of the following criteria."
- Additional note added: "There is a separate protocol for Divisional Members."

Cllr P Cooper felt that changes reflect a move away from democracy. Cllr P Skea proposed to Note the updated protocol for local councils and for offices to feed back to Cornwall Council, Cllr P Cooper seconded and all were in favour.

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