

MINUTES of the **Estates Committee** Meeting held on Thursday 9 July 2020 at 6.30 p.m. via Zoom conference call.

PRESENT: Councillor K J Phillips, presiding, together with Councillors T M Barbery, J A Bassett, P Brown, L L Frost, D A Henderson, J P Cooper, P T Cooper, P L G Skea and K W Stubbs

IN ATTENDANCE: Mr R Davies, Estates Manager, Mr P Martin, Deputy Chief Executive (DCE), Mr C Harris (Assistant to the DCE) and Mrs B Briggs (Senior Administration Assistant).

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

The meeting commenced at 6.36 p.m. due to Councillor E M Ahearn experiencing technical difficulties.

Apologies had been received from Councillors J R Gibbs.

		Action	Date
EST/2020/001	<p>Declarations of Interest</p> <p>Councillors J P Cooper and P T Cooper declared a Non-Registerable interest in agenda item 25 (minute ref EST/2020/024(b) refers) due to a family connection.</p>		
EST/2020/002	<p>Election of Vice Chair of the Estates Committee</p> <p>It was AGREED that Councillor T M Barbery be Vice Chair of the Estates Committee for the 2020/21 civic year.</p>		
EST/2020/003	<p>Public representation session</p> <p>There were two members of the public present who did not wish to make representation.</p> <p>One of these members of the public was identified as Mr Brian Hammond from Health & Safety Associates who was currently conducting a Health & Safety audit on behalf of Bodmin Town Council.</p>		
EST/2020/004	<p>To consider and, if approved, adopt the Minutes of the Properties Committee Meeting held on 23 January 2020</p> <p>A copy of the draft minutes was circulated with the agenda.</p> <p>Matters of accuracy:</p> <p>Councillor D A Henderson noted that she had been present at the meeting but was not a member of the committee and therefore her name was listed in the wrong place. It was noted that the SAA would make this amendment in the final version.</p>	SAA	

	The Minutes of the Properties Committee Meeting held on 23 January 2020 were approved and passed for signing.		
EST/2020/005	<p>Update on the current status of key Council projects, to include:</p> <p>A report was circulated with the agenda.</p> <p>a) Skate Park, to include:</p> <p>The POSM reported that construction had commenced on 15 June. He noted that there was an estimated 10 to 14 week timescale for completion but that it would hopefully sooner, should the weather remain reasonable. Some Members noted that, in their conversations with the contractors on site, Maverick had indicated a shorter timeframe.</p> <p>The POSM was requested to upload progress photos to Dropbox.</p> <p>Councillor Brown enquired as to when he was required to attend the site to sign off the first stage, as had been agreed. The POSM commented that he had a site visit the following day and that Councillor Brown would be most welcome to attend that meeting.</p> <p>i. Multi-Use Games Area (MUGA)</p> <p>The POSM noted that, due to a necessary amendment to the skate park design and requirement to move lighting, the MUGA would be required to move 2 metres from the original proposed location. He noted that this was possible under permitted development rights and therefore was not required to go back to Planning.</p> <p>ii. Lighting</p> <p>The POSM noted that a slight change in design had made it necessary to move the lights 2 metres. He noted that this would need to go back to Planning, but that this would not hold up skate park construction as Maverick had confirmed they would be able to leave conduits to allow for retrofitting.</p> <p>Mr Brian Hammond commented that he would need to follow up with Richard regarding any potential health and safety issues relating to this item.</p> <p>The POSM commented that, in order to be ROSPA compliant, a fourth light was required and that this could potentially provide a location for an additional CCTV camera.</p> <p>iii. CCTV</p> <p>This item was covered under item EST/2020/005(a)(ii).</p> <p>b) Fair Park Toilets</p>	POSM	

	<p>The POSM reported that there had been no tenders following the project's re-advertisement on Contracts Finder. He noted that he had since spoken to the auditor who clarified that it was possible to approach local contractors to make them aware of the project on Contracts Finder, should they wish to re-advertise again.</p> <p>There then followed some discussion regarding the possibility of re-evaluating the project, perhaps with a smaller footprint or different configuration to make the project more appealing to contractor. Some Members felt that the investment in the current design warranted the Council sticking with this design and going back out to tender with the ability to direct local contractors to the project.</p> <p>It was AGREED that the POSM proceed with uploading the project to Contracts Finder for the third time and make contact with local contractors to make them aware of the project.</p> <p>c) Site for new cemetery</p> <p>The POSM reported that results had been received from bedrock test and that the Environment Agency (EA) indicated that the results looked promising. He reported that they hadn't encountered any ground water as of yet, but there were of course seasonal considerations with this aspect.</p> <p>The POSM reported that he had been provided with guidelines from both the EA and DEFRA in terms of water sources and other considerations.</p> <p>d) Machinery Shed</p> <p>It was noted that this had been discussed at length at the Full Council meeting held on 2 July 2020 (minute ref C/2020/129 refers).</p> <p>The DCE reported that, as per his delegated action at Full Council he was now looking at two separate units to purchase in the region of £10,000 to £11,000. He noted that an order could be places as long as he'd approached every available provider.</p>	POSM	
EST/2020/006	<p>Cemetery matters, to include:</p> <p>A report was circulated with the agenda.</p> <p>a) Cemetery database</p> <p>The POSM reported that this project had started with section H of the cemetery as this was the most active section. He reported that this project was going to take a very long time, and stressed the importance of the data being correct on the draft before going back to Pear for GPS mapping. He reported that this was a matter of physically checking every gravestone and that he and the POSM</p>		

	<p>were currently approximately two thirds of the way through checking each grave in section H.</p> <p>Some Members queried whether time could be set aside to undertake this project or whether this work could be outsourced.</p> <p>The POSM responded to advise that the most helpful assistance that he could be provided with was the ability to recruit for the vacant admin positions on his team which had been identified as part of the staffing review.</p> <p>The POSM reported that all records now sat with him, and that he and the Parks Supervisor were now responsible for whole process. He commented that the project was reliant on their knowledge and experience with the cemetery sites and did not think it efficient to bring in an external contractor.</p> <p>b) Cemetery mapping system</p> <p>Covered under item EST/2020/006(a).</p> <p>c) Update on New Cemetery capacity</p> <p>This item was noted.</p>		
EST/2020/007	<p>Priory Park update, to include:</p> <p>A report was circulated with the agenda.</p> <p>a) Lighting and external sockets</p> <p>A report was circulated with the agenda.</p> <p>Members noted that the lighting in Priory Park was a common complaint from residents and there was consensus that this was therefore a priority. Members reviewed the options outlined and considered that the installation of pillars was not ideal.</p> <p>Following discussion, it was AGREED to RECOMMEND giving the POSM delegated authority to spend up to £5,500 on his preferred contractor and proceed with the works.</p> <p>It was AGREED to suspend Standing Orders to allow Mr B Hammond to speak.</p> <p>Mr Hammond indicated that he should meet with the POSM and DCE in order to go through the relevant documentation relating to these lights and ensure their compliancy.</p> <p>b) Vermin control</p> <p>This item was noted.</p>	POSM	

EST/2020/008	<p>Health & Safety Update:</p> <p>a) To populate a Health & Safety Working Party (as agreed by Council at meeting held on 2 July 2020, minute ref C/2020/128 refers)</p> <p>It was AGREED to RECOMMEND that the Health & Safety Working Party consist of:</p> <p>Councillor K J Phillips as Chair of the Estates Committee, Councillor T M Barbery as Vice Chair of the Estates Committee, Councillor J P Cooper as Mayor, Councillor P T Cooper as Deputy Mayor and Councillor P Brown based on his experience in the field.</p> <p>Mr C Harris was tasked with producing Terms of Reference for this Working Party as soon as possible.</p> <p>b) To receive reports from Health & Safety Associates</p> <p>A copy of the reports was circulated with the agenda.</p> <p>The Chair noted that these reports had been received and considered at the Full Council meeting held on 2 July 2020 (minute ref C/2020/128 refers)</p> <p>These reports were noted, and it was also noted that this matter would be referred to the new Health & Safety Working Party.</p>	CH	
EST/2020/009	<p>To receive an update on Shire House Suite alarm system</p> <p>A report was circulated with the agenda.</p> <p>This item was deferred to the Health & Safety Working Party</p>		
EST/2020/010	<p>Bodmin Beacon Monument</p> <p>A report was circulated with the agenda.</p> <p>The POSM first addressed the question around covering or removing the plaques given the recent actions against contentious memorials. He noted that he had consulted with Heritage Cornwall who had advised that the monument was listed and therefore could not be drilled without permission. Members considered that further advice on the appropriateness of covering / removing the plaques should be sought.</p> <p>Members considered that a possible solution would be to put up an information board on the Beacon to address the detail of the events referred to on the plaque in a neutral way, providing better historical context.</p> <p>The POSM then showed Members examples of the corrosion occurring on the metal bands and noted his advice of a physical</p>		

	<p>survey being carried out by Dawson's Steeplejacks to get a more complete picture.</p> <p>Councillor Brown reiterated his previous view that the Beacon was not at immediate risk and that the steel bands were the issue. He suggested that professional advice was required, and Council should be wary of a kneejerk reaction. He was of the opinion that Dawson's were not the most appropriate company to engage and that Historic England should be consulted in the first instance.</p> <p>The POSM reported that Dawson's had been maintaining the monument since the 1930s and it was his opinion that they were well placed to carry out this work.</p> <p>Following discussion, it was AGREED to RECOMMEND consulting Historic England for advice on the Beacon Monument.</p> <p>Councillors L L Frost and D A Henderson voted against this decision.</p>	POSM	
EST/2020/011	<p>Parks Team Polytunnel condition report</p> <p>A report was circulated with the agenda.</p> <p>Members queried the statement in the report that very little money had been spent on the polytunnel, recalling that materials had been purchased for previous repairs. There was some dispute as to the sum of these materials.</p> <p>There was some discussion as to a proposal to set up a working group to conduct a forensic analysis into the cost-benefit of Poorsfield. The POSM commented that this exercise was conducted around 12 months ago. Councillor Brown indicated that he would prefer to look into this himself.</p> <p>Councillor J P Cooper commented that he did not believe the polytunnel to be fit for purpose and proposed that the site be cleared and that contractors should be brought in to remove all waste. Following the clearing of the site, an appraisal could be conducted to decide on the best way forward.</p> <p>It was AGREED to RECOMMEND that contractors be engaged and the Poorsfield site be cleared with Bodmin Town Council no longer operating a polytunnel facility.</p> <p>Councillor L L Frost voted against this decision.</p> <p>It was noted that the land belonged to Bodmin Relief in Need (BRIN) and that consultation with them would be required.</p>	DCE / POSM	
EST/2020/012	<p>Town clocks to include:</p> <p>A report was circulated with the agenda.</p>		

	<p>a) Turret Clock</p> <p>Mr B Hammond commented that HSA were yet to audit the clocks and recommended that this matter be taken to the H&S Working Party.</p> <p>The POSM reported that he had spoken to the owners of the adjacent building who had confirmed they were not aware of any damp issues resulting from water ingress from the clock tower.</p> <p>The DCE commented that there were numerous tasks to be undertaken across BTC buildings as identified in the HSA reports. His recommendation was for the H&S Working Party to consider these and look to engage a suitable contractor to address many of these concerns within one tender.</p> <p>It was AGREED to RECOMMEND referring this matter to the H&S Working Party.</p> <p>b) St Lawrence's Clock (White Clock)</p> <p>This matter was adequately addressed under item EST/2020/012(a).</p> <p>c) Grass cutting at St Lawrence's Clock – Councillor T M Barbery to report;</p> <p>Councillor T M Barbery proposed that, if Cornwall Council aren't maintaining the area in a manner that BTC deems acceptable, BTC should look to adopt and maintain the site and include it in future budgets.</p> <p>Councillor Frost indicated that he had not been aware Councillor Barbery was intending to make a proposal and that he should therefore, as a Cornwall Councillor, declare a Non-Registerable interest and leave the meeting.</p> <p>In reference to the POSM's report, Councillor Barbery requested information on what Cornwall Council do to assist BTC. The POSM detailed the reciprocal arrangement on the Beacon, which has historically been a site under shared stewardship.</p> <p>The Chair indicated that the issue of insurance should be investigated further. The POSM noted his concern to be the proximity of works on that site to passing vehicles.</p> <p>It was noted that Cornwall Council had identified 106 monies to redevelop that area so it may be worth awaiting the result of any proposed plans relating to that development.</p> <p>The POSM noted that he had spoken with Cornwall Council when Councillor Barbery had raised his initial concern and that they had arranged for cutting to take place to address visibility concerns. He responded when questioned to advise that his opinion is that every</p>	DCE	
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	<p>plant, even weeds, has something that is dependant on it and that he is therefore supportive of allowing growth. He did agree, however, that entrances to the town were important in terms of the town's image.</p> <p>It was AGREED to RECOMMEND that Councillor P Brown write to Cornwall Council informing them that BTC is not happy with the current grass cutting policy.</p> <p>It was noted that, in terms of Councillor Barbery's initial proposal, under the new Committee ToRs, Councillor Barbery would be required to fill in a project initiation document and present it to the Estates Committee at a future meeting.</p> <p>Councillor E M Ahearn wished it to be recorded that she had been approached by residents of Tredanek Close voicing their displeasure regarding the length of the grass at the entrance to the Camel Trail. She was of the opinion that Cornwall Council should not allow the grass to reach the length it had.</p> <p>The Chair commented that she was of the opinion that the town required more floral displays and that she had not been impressed with the hanging baskets this year.</p>	Cllr P Brown	
EST/2020/013	<p>To consider and, if appropriate, agree availability of BTC properties to hire going forward, and to instruct the Facilities Administrator as to whether bookings can recommence. To include:</p> <p>A report was circulated with the agenda.</p> <p>Members were of the opinion that, in light of HSA report, the reopening of buildings was not possible at the current time and the matter should be referred to the H&S Working Party to advise in due course when further works had been scheduled / undertaken.</p> <p>a) Shire House Suite:</p> <p>As above, it was noted that this matter would be deferred to the H&S Working Party.</p> <p>i. Implementation of new charging structure</p> <p>This item was not considered.</p> <p>ii. Future bookings</p> <p>This item was not considered.</p> <p>b) Fair Park (copy email enclosed)</p> <p>Members considered that, should the operator deem it safe to conduct an event on Fair Park, they should be provided the opportunity to do so given that travelling entertainment is generally</p>	DCE	

	<p>well received in the town and offers residents a different form of entertainment in the summer months.</p> <p>It was noted that, due to the current situation with Fair Park toilets being closed and potential health and safety issues being identified, all operators should be instructed that they would need to provide their own portable toilets.</p> <p>The gap between bookings was considered, with Members considering that this should be negotiated between the operator and the Facilities Administrator. It was noted that there was a provisional booking in early September and that any operator booking in over the summer holidays should be aware of this and that the potential impact on the earnings of the later booking given affordability to residents should the events happen too close together.</p> <p>It was AGREED to RECOMMEND that both the Circus and the Fair be offered a booking on a first come first serve basis and given considerations of a reasonable gap between the bookings.</p> <p>It was further AGREED to RECOMMEND that operators be instructed to provide their own portable toilet facilities.</p> <p>New Life Church – it was AGREED to RECOMMEND that they be permitted to use Fair Park as per the arrangements last year and that they would not be able to conduct sessions when the Fair or Circus was in situ. Members considered the Church may like to contact Bodmin Youth Football Club to discuss the possibility of use of Coldharbour.</p> <p>c) Courtroom 2</p> <p>This item was referred to the H&S Working Party.</p>	<p>FA</p> <p>FA</p> <p>FA</p> <p>DCE</p>	
EST/2020/014	<p>To consider proposal from Barratt Homes to acquire green space at Canyke Meadows and Gilbert Road</p> <p>A report and plans were circulated with the agenda.</p> <p>Members considered that the green space at Gilbert Road seemed appropriate and straightforward to maintain, as did the larger middle area at Canyke Field. The POSM indicated that these areas should not be allowed to get overgrown and felt it BTC should be looking to take on areas such as these. He noted that a contractor may be required to cut the hedges every other year and also noted that there were Ash trees which could cause an issue due to the prevalent disease in Ashes.</p> <p>There was, however, some concern about the ponds at Canyke Field. Members were aware that flytipping was an issue in these ponds and there were concerns that they would be problematic to maintain.</p>		

	<p>Members considered the risk of taking on responsibility of land turned down by Cornwall Council. However the POSM advised that this was a general policy of Cornwall Council not to take on open spaces and was not specific to these sites.</p> <p>It was AGREED to RECOMMEND that BTC form a negotiating panel to progress this matter.</p> <p>It was further AGREED to RECOMMEND that this negotiating team consist of Councillors J P Cooper, P T Cooper, D A Henderson and K W Stubbs.</p> <p>It was further AGREED to RECOMMEND that the DCE contact Cornwall Council and Barrett Homes and request a meeting between them, the negotiating panel, and an Officer, to discuss a devolution package in perpetuity.</p> <p>Members noted that it would be important for the members of the team to ensure they were equipped with all the facts about the site prior to the meeting.</p>	DCE	
EST/2020/015	<p>To note the creation and membership of a panel to progress the management of the Burgage plots, Bodmin as agreed by Council at the meeting held on 2 July 2020 (minute ref C/2020/132 refers)</p> <p>It was AGREED to RECOMMEND that the POSM should also be a member of this panel.</p> <p>This item was noted.</p>		
EST/2020/016	<p>BTC bus shelter seating</p> <p>A report was circulated with the agenda.</p> <p>Councillor E M Ahearn confirmed that she had requested this item be added to the agenda following a query from a resident regarding seating in a particular shelter. She noted that the POSM had since advised her that the bus shelter in question was under the ownership of Cornwall Council.</p> <p>A wider discussion then ensued regarding the possibility of discharging responsibility of bus shelters to Cornwall Council, as per a previous offer made by them.</p> <p>It was noted that this matter had been discussed by Council in the past and that there had been concerns regarding the upkeep of the shelters. It was also noted that the shelters were funded by advertising and BTC would have no control over the content of the advertising. However, many Members felt that discharging the liability of bus shelter maintenance would be a positive step in allowing the Council and the Parks Team to focus on other important issues.</p>		

	<p>Following discussion, it was AGREED to RECOMMEND that Councillor E M Ahearn contact the portfolio holder at Cornwall Council to enquire about seating in the bus shelter in question, and also use the opportunity to explore the scope of them adopting BTC shelters as per their previous offer.</p> <p>Councillor D A Henderson voted against this decision.</p> <p>Councillor L L Frost abstained from voting on this item.</p> <p>On a separate matter, it was noted that the image, within the report, of the bus shelter on Westheath Avenue, showed a patch of uneven concrete and Members requested that the POSM send a member of staff to investigate.</p>		
EST/2020/017	<p>PPE and uniform – to consider a summer / winter uniform policy – Councillor E M Ahearn to report</p> <p>Councillor E M Ahearn wished the POSM to confirm whether the Parks Team have a separate summer uniform and winter uniform. The POSM confirmed that this is not the case.</p> <p>Councillor E M Ahearn then wished the POSM to confirm whether the Parks Team are informed not to wear personal clothes. The POSM confirmed that they are.</p> <p>Councillor E M Ahearn then enquired as to how many sets of uniform were issued to each member of staff. The POSM indicated that 2 pairs of trousers, 1 pair of knee-length shorts and a pair of boots are issued and have to be signed for.</p> <p>It then became apparent that Councillor E M Ahearn's query may relate to a particular member of staff. At this point, it was noted that the item would be discussed in the confidential section under item EST/2020/027.</p>		
EST/2020/018	<p>To consider a request from Explore by Bike</p> <p>A report was circulated with the agenda.</p> <p>Members considered that BTC was not in a position to negotiate at present due to the ongoing works on Hillside Park but would be open to considering a proposal from Explore by Bike in future should he wish to propose a change in arrangements.</p> <p>This item was noted.</p>		
EST/2020/019	<p>An update on activities / positive developments in Parks and Open Spaces</p>		

	<p>A report was circulated with the agenda.</p> <p>This report was noted.</p>		
EST/2020/020	<p>To note Cornwall Council Trees for Cornish Towns initiative update</p> <p>Members queried whether the fruit trees planted in Priory Meadow had been registered with Forest for Cornwall as the aim of this initiative was to keep a tally for all trees planted across Cornwall. The POSM commented that he would follow up on this.</p> <p>It was AGREED to RECOMMEND that BTC are in favour of accepting any trees Cornwall Council are prepared to plant, as long as they maintain them appropriately.</p>		
EST/2020/021	<p>Risk Management Update</p> <p>A report was circulated with the agenda.</p> <p>It was noted that, in light of the HSA audit, this register was now out of date and required updating by the Risk Management Working Party.</p> <p>Members considered that the health and safety related risks should sit with the Health & Safety Working Party but that it was not appropriate for the entire risk register to be within its remit.</p> <p>Members then considered that there was now a Chairs Committee consisting of the Chairs of all standing committees, and the Mayor, the risk register should fall under their remit.</p> <p>It was AGREED to RECOMMEND that the risk register be referred to the Chairs Committee, with the health and safety related items to be considered by the Health & Safety Working Party.</p>	DCE	

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