

MINUTES of the **Estates Committee** Meeting held on Thursday 1 October at 6.30 p.m. via Zoom conference call.

PRESENT: Councillor K J Phillips, presiding, together with Councillors E M Ahearn, T M Barbery, P Brown, D A Henderson, J P Cooper, P T Cooper, and P L G Skea (joined late due to IT issues)

IN ATTENDANCE: Mr R Davies, (POSM), Sam Lebborn (POSS) Mr P Martin, (Acting Town Clerk/RFO/DCE), Mr C Harris (Assistant to the DCE) and Ms L Pinnegar (Senior Administration Assistant/MS).

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

The meeting commenced at 6.40 pm

Apologies had been received from Leigh Frost

		Action	Date
EST/2020/028	<p>Public representation session</p> <p>Nikki Cooper spoke in her capacity of Mayoress, she has been approached by a number of members of the public, it has been observed that there are a number of councillors who do not attend council meetings, council seems to be working on half capacity. On behalf of these residence she asked the question as to why they do not attend these meetings. The general public are not getting the representation required from these councillors. This was noted and concurred by the councillor's present. It was mentioned that the forthcoming elections would be a good place to address this.</p> <p>The Mayoress - She has received many comments from residents who have been disappointed with the floral displays in the town. The Parks manager was asked to comment, he confirmed he would take the feedback on board. He explained there were issues with planting and getting stock in. He has also received many favourable comments about the flat beds in the parks. He advised that they have added 3 extra flower beds in priory park this year, the soil is being improved in those beds so next year there is a mixture of planting which is beneficial to insects/ birds etc and also try and get in seasonal bedding so that you have the more traditional display. He has been trying to work to balance the needs of nature with human preferences and climate change guidelines.</p> <p>Cllr Phillips suggested discussing the planting scheme for next year at a future Estates meeting.</p> <p>Cllr Henderson praised the new flower beds, and Richard talked through his plans for them going forward with a view to not using just single use plants.</p>		

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	<p>Cllr Ahearn asked that more priority be given to displays on Mount Folly.</p> <p>Cllr Bassett praised displays in Priory Park.</p>		
EST/2020/030	<p>To consider and agree the Hutton and Rostron roof inspection and associated costs</p> <p>POSM - inspection and maintenance of the Shire Hall damp sensors back in January were at a cost of £3850. Hutton & Rostrom also started a woodwork survey as there were concerns there was wood worm in the oak beams of the roof. They are now hoping to come back down in the next few weeks to finish the woodworm survey and conduct a further maintenance survey at the same time, combing to save travelling and accommodation costs, at a charge of £2700 which is a reduction on last year and the year before. The costs vary due to the work involved. He recommends we finish the woodworm survey and get the system serviced and whilst they are down here they can teach a few members of staff to operate the curator computer system that is involved with these sensors. They could also do some gutter clearance and maintenance whilst here. We can then continue with looking into a potential different system that will hopefully save some costs in the future. That work was started back in January, but he believes due to staffing levels and officer sickness that particular project has been put to one side.</p> <p>Cllr Phillips queried the minutes of November 2019 authorising work and POSM confirmed this was the work carried out in Jan 2020.</p> <p>Discussions took place regarding the partial survey, and the merits of the current provider who have maintained the building for many years and have a good reputation in the industry. It was mentioned that there are a lot of unqualified operators out there and care would be need in seeking alternative providers. Mr Hammond was asked his opinion and he recommended that we engage the present supplies to do the routine maintenance, then seek to tender future work as part of the Health and Safety working party.</p> <p>It was RESOLVED To engage Hutton and Rostrom to do the routine maintenance and investigation as quoted £2700</p>		
EST/2020/031	<p>To consider the latest update regarding the management proposals in respect of the Burgess plots</p> <p>POSM – letter sent to CC by The Clerk to confirm BTC interest in managing the land, team of councillors have been nominated to</p>		

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	<p>represent the town. He had a meeting with Dr Helen Fernleigh, Fin Irwin & Daniel Murray from Cormac to discuss options for the site and how to move forward. Safety work surveys were agreed to decide what areas could be cleared of trees. They should take place in October. Further meeting required outside this meeting on Devolution. POSM to arrange.</p> <p>Cllr J Cooper asked that there be a distinction between the community group and the BTC group due to the restraints placed upon BTC as the local authority</p> <p>Cllr Phillips confirmed they will sort that out in a working party meeting.</p> <p>Cllr P Cooper suggested opening out to the wider community for their engagement into the project and Cllr Henderson agreed to take this on to the Community Services Committee. Cllr J Cooper advised the Charrette process may not fit in with our timelines as Cornwall Council don't intend to re-start it until at least April of next year.</p> <p>POSM offered be part of both groups.</p>	POSM	
EST/2020/032	<p>To consider and agree matters in respect of the new Skate Park and MUGGA – lighting and a request for extra bins</p> <p>POSM – skate park all finished and being well used, Maverick will be visiting shortly to see how everything is fairing. The Mugga is finished. Confirmed that Skateboard England's COVID guidelines have been posted around the site, and COVID banner has just been made, will be put up tomorrow advising of maintaining social distancing. Cannot police the park, but signs will be reposted as they get removed.</p> <p>Cllr J Cooper gave feedback from residents - users not social distancing and balls from the MUGGA are coming into the skate bowl, so asked for some form of net barrier behind the basketball goals.</p> <p>POSM agreed he would put some netting up</p> <p>Cllr J Cooper commented how successful the park was proving to be, but reiterated that we should not hesitate to take action should it be abused. He also suggested another park at the West end of town, maybe apply for 106 funding, and look to employing an Outreach Officer to engage with the younger people.</p> <p>POSS – advised park is RoSPA inspected as well as our own weekly inspections we are within all the regulations.</p>	POSM	

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	<p>POSM – Ordered more bins, they should arrive shortly, they will be placed on top of the bank, along with some benches. There will then be 5 bins on the site.</p> <p>Cllr P Cooper – mentioned the old skate park and possible dangerous equipment. POSS advised that this has been dealt with today, removed hazard and fenced off with signs. Cllr Henderson mentioned that parents with younger children were going there. The Parks team have some ideas for the area such as painting games on the floor, some seating and planting.</p> <p>POSM – lighting at skate park, need planning permission. His plan is to get SSE to come in and do all the groundwork to connect the mains power, conduits are already in, paths can then be tarmac'd then apply for planning permission. The lighting was in the original plan but they are not high enough to light the skate park as we would like and to satisfy safety concerns. £3-4 K cost approx.</p> <p>POSM to apply for planning permission for the lighting and Chairman to follow up for update</p>	POSM/ Cllr Phillips	
EST/2020/033	<p>To consider and agree Priory Pond - Lighting and external sockets, vermin control and associated costs</p> <p>POSM – pest controller back in action, he was isolating, doing his regular visits and currently have vermin control around football club, priory park, and Mary Kendal Nursery. There appears to be a reduced number of rats in the park, it will be ongoing that we limit the numbers rather than eradicate them.</p> <p>Lighting, final price back from preferred contractor to install external sockets, upgrade everything, test, £5625.77 just over the amount previously agreed.</p> <p>Cllr J Cooper asked about 106 monies and POSM confirmed we have those funds approx. £24K and can be used around Priory Park for light improving so could get the work done then refund from the 106 fund.</p> <p>It was RESOLVED To authorise the expenditure of £5625.77 + VAT to the preferred supplier to get the lighting work in Prior Park done.</p>		
EST/2020/034	<p>To consider and agree matters relating to Fair Park toilets</p> <p>It was agreed to put this forward to the working party, and Brian Hammond was invited by the Chair to comment and he agreed this was best course of action</p>		

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EST/2020/035	<p>To consider and agree roof safety training and any special requirements or needs to satisfy compliance with safety regulations</p> <p>POSM – the safety of the roof access equipment has to be checked every year, to include staff training and inspection of their PPE. Recently been approached by a new company who are offering an all in one package and to train 5 people for £648 + VAT. Saving on last year. This company can come on 9th of this month to do this work.</p> <p>It was RESOLVED To authorise expenditure of £648 plus vat for this purpose</p>		
EST/2020/036	<p>To consider and agree Cemetery data base and mapping arrangements</p> <p>POSM confirmed they are no further on with this. Not been able to go up to Cemetery to do any updates on the mapping system. He has been updating the database since he took over the task in February, the system is as good as the data that has been inputted and there appears to be incorrect data input in the past. He is cross checking data as he can to correct information. He needs his staff in position to undertake this project.</p> <p>Mr Hammond expressed that the scope of work to be undertaken is massive.</p> <p>Cllr J Cooper stressed this is a high priority action, from the audit cemetery records received a reprimand.</p>		
EST/2020/037	<p>To receive an update on the clearing and reinstatement of the Poors Field site</p> <p>POSM – asked for 3 quotes, had two back, chasing a third. To clear the site, poly tunnel, wood, waste. Plant stock being planted, anything left over can be offered out to community groups.</p> <p>Cllr Phillips asked about heavy duty metal hanging baskets, POSM will track them down for keeping.</p> <p>Cllr Bassett and Cllr Henderson asked about the rent that BTC paid for Poors Field, they were advised to refer to Accounts Dept. Recommended that this is added to the P&R agenda</p> <p>It was RESOLVED To authorise expenditure up to £1800 to clear this site.</p>	SAA/ Clerk	

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EST/2020/038	To consider and agree repairs to the clock tower, Bodmin		
	<p>POSM – two options either pass over to the project team or authorise the team get on with the inspection, making sure the building is secure and watertight for the winter, therefore day to day maintenance.</p> <p>It was RESOLVED to discuss further at project team meeting next week.</p> <p>C Harris – advised committee that PIDs must come in from the working party back to this committee in the form of PIDs and must follow financial regulations, and that any working party must have terms of reference</p> <p>Cllr Phillips clarified the Shire House Suite Working Party has expanded, looking at putting all the properties that need upgrading into one project and looking at getting a project management team with the expertise in to manage it. That is what will be discussed at the meeting next week.</p> <p>Cllr J Cooper – paying homage to the fact that we want action pointed plans he thinks this committee should set the policies that we want the officers to complete on our behalf and also set the priority of the projects, working with the officers we create a PID which is submitted to the RFO and get that piece of work done.</p> <p>The Chairman asked the committee how they wanted to take this forward, do they want to decide as a committee to create the PIDs or have working parties.</p> <p>C Harris – advised that in TORs committee's have the powers to set up committees and working parties but you cannot operate them without terms of reference and protocols, working parties have no powers, they need to refer back to the committees</p> <p>The Clerk confirmed that the current terms of reference for the Health and Safety working party give the opportunity to put forward recommendations to this committee.</p> <p>Cllr Brown – discussed at the health and safety meeting the urgent need to bring in a project management team, local contracts, professionals in place to manage this accordingly.</p> <p>Town Clerk – confirmed the above was agreed, taken to full council but ran out of time to consider so it will need to go on the next full council agenda or P&R agenda for consideration</p>	Chairs/ Clerk	

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	<p>It was RESOLVED To ask the Estates Manager to appoint a local builder in the scope of what can be achieved to do remedial works to make the building as safe and water secure, and taking their advice we can look at taking it forward once that is done</p> <p>Estate manager confirmed it would be a re slate of the roof rather than a few missing tiles.</p>		
EST/2020/039	<p>To discuss the meeting held with Barrett Homes with reference to Amenity Land</p> <p>POSM cancelled meeting, Cllr Ahearn agreed to take Cllr Stubbs place on the relevant committee, EST2020/014 refers. POSM agreed to re-arrange the meeting and copy Cllr Henderson in.</p>	POSM	
EST/2020/040	<p>To consider and agree the refurbishment of the Shire House, Shire Hall and Works Yard project</p> <p>After much discussion with no resolutions this was differed to later in the meeting.</p> <p>When we came back to this item Brian Hammond clarified what he had sent to Bodmin Town Council :</p> <p>As a result of the last Health & Safety Meeting Brian Hammond put forward costs to the Clerk to deliver a briefing for scoping out the consultants to carry out the project management team work dated 15 September, with an itemized menu of project advisor services, broken down under 9 different headings, the cost would range between £3-3.5K. To assist the Estates team through the procurement process of getting a project team, documentation to tenderers, attending interviews, drawing up reports as and when.</p> <p>Clerk reminded the committee that all discussions should then take place within the Health & Safety working party so that no one was missed out, and minutes are recorded.</p> <p>Cllr Phillips summarised the point being discussed. There is a massive task of Health and Safety requirements and refurbishment the buildings that need to be put to a project management team, experts, we tell them what we want done, they will manage the lot, at a cost. This part of the expenditure is to get us to a level where we can get that team in place.</p> <p>Brian Hammond left meeting 9.19 pm and further lengthy discussions took place.</p> <p>It was RESOLVED To suspend Standing Orders allowing Mr Hammond to speak</p>		

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	<p>It was RESOLVED To authorise expenditure for instructing Health and Safety Associates to assist with the preparation of a briefing for the purpose of obtaining expressions of interest from project management teams to manage and prepare safety audit recommendations works.</p>		
EST/2020/041	<p>To consider a proposal from Cllr Barbery in respect of quotations for work</p> <p>Cllr Barbery withdrew this item</p>		
EST/2020/042	<p>To consider a proposal from Mr Miller in respect of Old Berry Tower Cemetery</p> <p>His proposal was examined, and the project was supported in principle on 26 September 2019 asking for some more details.</p> <p>It was RESOLVED that the Assistant Estates Manager meet up with Mr Miller to discuss his proposal and how they can work together on the project.</p>		
EST/2020/043	<p>To consider and agree, if appropriate, a temporary vehicle access request Moor View, Bodmin</p> <p>It was RESOLVED To refer this matter to the next Full Council Meeting for consideration</p>		
EST/2020/044	<p>To consider updates on the following matters</p> <p>Updates were given by the Parks Manager and deputy Parks manager</p> <p>Gates for Fair Park Work starting on the 5th so all the accesses to Fair Park will have barriers in place with new gates,</p> <p>Memorial tree planting Been approached by a lady wanting to put a memorial tree in priory park, reservations about setting a precedent, damage to the tree etc. It was noted that the Parks team would offer her to get involved in tree planting work as an option.</p> <p>Priory Park War Memorial 21st September, back to Drew memorials, it will take a couple of weeks to correct the names and return in time to be re-installed for Remembrance Day,</p>		

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	<p>New Cemetery and associated matters Next stage of survey was supposed to be done on 18/9/2020 after negotiations with the farmer and Cornwall Council. This was postponed so farmer could take a crop from field, re-arranged for 12/10/2020 weather dependent. Ground water tests will take a year, they will put bore holes in and monitor periodically. The Estates Manager could not commit that the land is suitable for a Cemetery until the tests are complete. First stage surveys are positive.</p> <p>It was suggested BCT approach Cornwall Council to do the transfer regardless of the results of the survey. Cllr J Cooper will progress.</p>		
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Due to the confidential nature of the next business it was **RESOLVED** to go into Committee.
Please see separate page.

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