

MINUTES of the **Estates Committee** Meeting held on Wednesday 4 November at 6.30 p.m. via Zoom conference call.

PRESENT: Councillor K J Phillips, presiding, together with Councillors E M Ahearn, T M Barbery, D A Henderson, J P Cooper (joined at 6.40 pm), P T Cooper, and P L G Skea

IN ATTENDANCE: Mr R Davies, (EM), Mr P Martin, (Acting Town Clerk), Mr C Harris (Assistant to the Acting Town Clerk), Dave Bidgway (Executive Assistant) and Ms L Pinnegar (Senior Administration Assistant/MS).

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

The meeting commenced at 6.32pm

Apologies had been received from Cllrs L Frost and P Brown

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| EST/2020/053 | Declarations of Interest – Members to declare interests in respect of any item on the agenda; Cllr J Cooper declared a non-pecuniary interest on item 16 | | |
| EST/2020/054 | PUBLIC REPRESENTATION SESSION There was one member of the public present, they did not wish to say anything. | | |
| EST/2020/055 | To confirm that the minutes of the Estates Meetings held on 9 July 2020 and 1 October 2020 are a true and accurate record of those meetings. (on drop box) Minutes of 9 July 2020 - Action points were discussed, including EM contacting Historic England on advice on Beacon Monument. EM confirmed he is trying to make contact and will continue to do so, it was suggested he copy in Cllr Phillips on emails to see if that encourages a response Item EST/2020/012 - Action point carried forward to see whether Cllr Brown has written to Cornwall Council re their grass cutting policy It was RESOLVED to confirm the accuracy of the minutes for 9 July 2020. Cllr J Cooper joined the meeting at 6.40 pm Action Points discussed – an update on netting on the MUGGA was asked for. EM confirmed he has looked into it, lots of different versions, continuing to look at, they are compliant without it, he has concerns that as soon as it is put up it will be damaged. Cllr | EM Cllr P Brown | |

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| | <p>Barbery felt it would look better without the netting. It was concluded that it may not be feasible at this point, but EM will continue to get some costs and report back to the Committee by the end of this year.</p> <p>MUGGA lighting – EM updated - lighting maps and talks with SSE about installation of power and cables and locations for the 3 replacement lighting poles and the potential extra light with CCTV attached. Trying to finish off the acoustic fence part of the planning application at present. Further discussions to be had later in meeting.</p> <p>Barratt Homes – EM updated – he has been speaking to one of their representatives and sent an email to Cllrs on the working party. EM and Clerk to liaise on who they have both been speaking to and Richard will look at arranging a meeting. Cllr Henderson offered to take some photos of the area for the meeting.</p> <p>It was RESOLVED to confirm the accuracy of the minutes dated 1 October 2020.</p> | EM | |
| EST/2020/056 | <p>To consider outstanding budget matters in respect of income and expenditure for the October 2020 period (October budget on Dropbox)</p> <p>Cllr P Brown asked about the stairlifts – Clerk updated, certificate held to say they are serviced and working, he personally has not got them working. Cllr Ahearn confirmed they do work. Cllr Cooper informed the committee that he had emailed the Clerk and FA; engineers should have a permit to work certificate when they attend, we should also have confirmation as to whether their attendance was for preventative maintenance or a statutory inspection, we should have a maintenance plan for them with a timeframe for statutory inspections. Cllr Cooper awaiting a response. He feels equipment should be isolated until we can produce the documentation. EM and Acting Town Clerk to liaise</p> <p>Cllr J Hutchens joined the meeting at 6.56 pm</p> <p>Cllr Bassett – asked about the social distancing banners printed by Phoenix Print. EM confirmed they are in play areas, and using one at Remembrance and any future events that require.</p> <p>Cllr Bassett - Poorsfield Rent, confirmed this was a late payment from BTC to BRIN and BRIN committee will be discussing further at their next meeting.</p> | EM / Clerk | |
| EST/2020/057 | Report from Parks Manager to include: (Written report on Dropbox) | | |

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| | <ul style="list-style-type: none"> • To provide an update on all health & safety matters pertaining to staff training and buildings <p>Cllr P Cooper – asked about training and if it was up to date. EM talked through his report, he has provided a full list of training requirements for the next year and beyond. Cllr P Cooper referred to Bryan Hammonds report with a schedule of training requirements and dates to be completed etc. EM confirmed that none of his team will use equipment they are not trained for.</p> <p>Cllr J Cooper queried the Cemetery work, and prioritisation of the list of requirements. He would have taken Cemetery work off, contracted that out and focussed on quick wins and what needs to be done with the current resources. More important to focus on compliance of the paperwork which is a liability and reputational risk to the council. EM confirmed he was using contractors for the Cemetery work.</p> <p>EM confirmed his list was a “wish list” for when he has a full team in place, he will look at restructuring how he targets training to the staff he has presently got.</p> <p>Cllr J Cooper asked for an update of the recruitment process. This referred to the Clerk. He has delegated to Exec Assistant who is working on getting all positions advertised internally and externally.</p> <p>Cllr J Cooper – if EM needs support with admin side e.g. working on a training schedule he could outsource via a PID</p> <p>Cllr J Bassett left meeting at 7 pm</p> <p>EM updated the meeting. No further updates since H&S audit with Mr Hammond. Not a lot in place for maintenance of the buildings as it stands. Roof is checked, Hutton and Rostrom been out today. Lightening conductors are checked on the Beacon and St Lawrence’s Church. Things in place, but he has not come across a maintenance schedule and not yet drawn up a new one. Item 15 on Agenda refers. EM explained he has only recently been involved with the maintenance of Shire Hall and Shire House, there doesn’t in the past appear to have been a structure in place to manage all of the buildings.</p> <p>The Chair felt the development of a maintenance schedule should be of a high priority and Cllr Henderson concurred.</p> <p>EM confirmed he has started taking on the undertakings of the EM. He has had all of the buildings Fire Risk assessed, and documentation is on the way for that bringing the Shire Hall and Shire House fire compliant. He will be submitting costs to the</p> | | |
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| | <p>Committee for that in the near future. Narissa Hall and Town Museum have been inspected and Works Yard. Has the information of what needs to be done to make all those buildings compliant. He felt this was priority.</p> <p>Cllr J Cooper reiterated he wanted to support EM in these tasks, offered advice on online check lists and suggested maybe Cllr Hutchens would be able to offer further advice due to his relevant experience.</p> <p>Action point for EM to work with DEM to start a maintenance schedule and to come to the next Estates meeting with some auditable points from the schedule that the committee can look at.</p> <ul style="list-style-type: none"> To establish a property maintenance schedule of works and to agree a process and a timeline to implement Welfare units for works yard <p>Authority was given in July to do this. A timeline was requested to get this in place. EM was asked to order immediately, and he will update the committee by email as to expected delivery dates</p> <ul style="list-style-type: none"> To receive an update in respect of electrical work re Priory Pond lights <p>EM updated – all ordered and in place. Lights work apart from one which is under investigation by the installation company (old main cabling around pond getting to end of life). Three external sockets on back of Mary Kendall House, 2 x 32 amp and 1 x 16 amp. Hoping to look at getting the cabling replaced if there is money left over after skate park and MUGGA work, or alternatively will need to budget for it and submit a PID going forward. EM will talk to SSE regarding most cost effective ways of completing this work and to give committee an idea of potential future costs. This was requested as an action point.</p> <ul style="list-style-type: none"> To receive an update on progressing lighting to support safe practices on the skate park or as per contractual arrangement requirements <p>EM – SSE more than happy to come out and install the cabling around the skate part so that potential site for other light and CCTV is all ready to go, they advise that if we don't terminate it into posts it is susceptible to theft. This work is not part of the original plan was to use the old posts that were there, but they have been condemned and due to changes in the skate park design we had to move the location of the lighting for both the park and the MUGGA, and MUGGA itself. If we wanted 4 metre posts there would be no problem, we could do under permitted development,</p> | EM/DEM | |
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| | <p>because we want 8 metre lighting posts, we need to apply for planning permission.</p> <p>It was RESOLVED we enlist the services of a planning consultant for the applications of the acoustic fence and the cabling to include around priory park as well as the skate park, start with the cabling around the pond whilst waiting for the planning permission for the other projects. A PID to be put in for the cost of the project.</p> <p>If under £1500 officer has delegated authority to commission. Action point for EM to confirm this has been done at next Estates Meeting.</p> <ul style="list-style-type: none"> • Mr Miller Project - To receive an update from the Deputy Estates Manager in respect of progress on this matter <p>Detailed report provided by DEM. Cllrs mindful of the need for COVID safety at this time. Not discussed in detail.</p> <ul style="list-style-type: none"> • To receive a planting scheme for agreement in respect of colours and design that complements the Tour of Britain event due to happen in 2021 (Emma) <p>EM – working with Emma, who is off sick at present. Will come back to committee with costs once plans done. Red, White and Blue was a wish. The Clerk offered to help with a planting scheme. To be actioned by next meeting.</p> <p>Cllr J Cooper asked about diversification of staff duties during winter months.</p> <p>Turf Street Planters – responsibility was discussed, JC confirmed last TC agreed to look after them. Offer is out for businesses to adopt them, could encourage Blue Tits to put bulbs in, but ultimately, we need to look after them. Ownership of beds at entrance to town were also discussed, EM confirmed they were CC but have looked after them in the past.</p> | EM | |
| EST/2020/058 | <p>To consider the outcome of Full Council meeting held on 29 October 2020 regarding safety audit recommendations</p> <p>Expenditure agreed at full council for project design management of the 5 priorities as recommended by the H&S committee:</p> <ul style="list-style-type: none"> • The Shire House and Suite upgrade • The new Parks depot • Narissa Hall upgrade • Turret Clock structure • White Clock structure | TC/EM | |

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| | <p>It was RESOLVED that the Estates Manager in conjunction with other Officers, get these expressions of interest out, on whatever medium is required, so that we can start interviewing before the new year. Local builders could be alerted to this via social media.</p> | EM | |
| EST/2020/059 | <p>To consider and agree repairs to the two Town Clock towers in respect of water ingress problems. Also, to agree expenditure for repairing the turret clock bell.</p> <p>On the high priority list. EM talked through quotes provided, Waiting for a quote to come back from RTP to do the whole work for Turret Clock, incl road closure application, cherry picker, inspection of lead work and to come back with prices to repair of lead work.</p> <p>It was RESOLVED to accept the quote from Wildish for the White Clock. £4449+VAT.</p> <p>EM to come back with quotes for Turret Clock</p> | EM | |
| EST/2020/060 | <p>To consider works required to repair the existing boiler in the Shire Hall. In addition, to consider the replacement as part of the high priority works under Health and Safety recommendations</p> <p>Very old, keeps needing repairs, EM recommended we look at sourcing a replacement.</p> <p>It RESOLVED to replace the Shire Hall boiler and get expressions of interest from commercial heating companies to quotes for the project to do the whole installation from planning permission, dealing with listed buildings installation and removal of old materials.</p> | EM | |
| EST/2020/061 | <p>To consider proposals and agree them for 2021-22 budget setting and to prioritise projects against allocated reserves (document on dropbox)</p> <p>Development Plan – Budget Proposals 202-22 document provided – Capital / Allocated Reserve. C Harris working on new reporting.</p> <p>Items on list were discussed, EM offered to go through the list and identify relevant and current items, further discussions needed at next Estate meeting. Deputy EM to attend as well if possible</p> <p>It was RESOLVED that EM to go through the list and there should be a smaller agenda at the next Estates meeting to spend time on setting Estates Budget so that up and running for Budget setting meeting 14.1.2021</p> | EM / C Harris/ Chair | |

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| | C Harris and EM will work together on this. | | |
| EST/2020/062 | <p>To consider and agree proposal from Cllr Barbery, seconded by Cllr Phillips – To outsource hanging baskets on Mount Folly</p> <p>EM has gained a quote from SW Hanging Baskets to replace all baskets on the Folly £648, not got hold of local supplier as yet. Discussions were had about types of baskets and troughs. The location of previous wire baskets were discussed, EM been unable to locate. Window boxes were discussed, but there were concerns as being seen to be extravagant, and possible damage to wooden window. Budgets seemed favourable for the hanging basket work and it was felt that staffing levels by next year would be able to accommodate basket watering. Clerk was asked to investigate the situation of the missing baskets.</p> <p>It was RESOLVED that EM should seek quote from local provider Bodmin Nursery as well then have delegated authority to choose the best provider of hanging baskets with a budget of up to £700.</p> | Clerk EM | |
| EST/2020/063 | <p>To consider instillation of handrails on the steps outside of Shire hall from front gates to accommodate safe access and egress to the building. (document on dropbox)</p> <p>Request from member of public, who felt that health and safety should be considered over it being a listed building. This was discussed as it was agreed that this needed addressing as an additional facility to the disabled access at the back of the building.</p> <p>Cllr Skea works with Disability Cornwall and can recommend a mobility supplier.</p> <p>It was RESOLVED that Cllr Skea works on this project along with liaising with the EM and comes back to Committee with his findings.</p> | Cllr Skea | |
| EST/2020/064 | <p>It was RESOLVED to change the running order the bring item 15 into the open session, as item 13.</p> <p>To consider and agree the implementation of electronic work schedule / programme in respect of supporting the management of Estates.</p> <p>C Harris – looking at an electronic system which will have all the risk assessments, monitoring forms etc and work on site with phone or tablet. Also want to look into migrating into finance system and link into Sage for requisitions and purchase orders. Work Wallet</p> | | |

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| | <p>brochure was provided for the meeting. EM confirmed from his point of view it would work well for him and his team, and is very impressed with it. He cannot speak as to its compatibility with the accounts systems.</p> <p>It was suggested that contact was made with other organisations to ascertain what systems they use.</p> <p>It was RESOLVED to give delegated authority to the Officers to source Workwallet or a similar fully integrated operating system and related equipment, up to £13,200 (lone working risk management line on budget). To be suitable for all lone working staff including caretaker and BIC staff.</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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