

**MINUTES** of the **Estates Committee** Meeting held on Thursday 3 December 2020 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, J P Cooper, P T Cooper, and P L G Skea.

**IN ATTENDANCE:** Mr R Davies, (Estates Manager), Mr P Martin, (Town Clerk), Mr C Harris (Deputy Town Clerk/Community Services Manager), Mr S Lebborn (Deputy Estates Manager), Mr D Bidgway (Executive Assistant) and Ms L Pinnegar (Senior Administration Assistant/MS).

**CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:**

Apologies had been received from Cllrs J Bassett, L Frost, D Henderson and J Hutchens.

		Action	Date
EST/2020/071	<p><b>Declarations of Interest – Members to declare interests in respect of any item on the agenda;</b></p> <p>Cllr P Cooper declared a disclosable pecuniary interest in relation to Item 15 and 19. Councillor J Cooper was also granted a special dispensation in relation to these items.</p>		
EST/2020/072	<p><b>PUBLIC REPRESENTATION SESSION</b></p> <p>There were two members of the public present.</p> <p>One member of the public wished to ascertain whether Councillor L Frost had sent his apologies for the meeting and if Councillor J Gammon would be present in her capacity as representative for the Trustees of St Lawrence's Church.</p> <p>The Chair reiterated that Councillor Frost had passed on his apologies and advised that Councillor Gammon is not a member of this committee.</p>		
EST/2020/073	<p><b>To confirm that the minutes of the Estates Meetings held on 4 November 2020 are a true and accurate record of that meeting. (copy provided)</b></p> <p>Minutes of 4 November 2020 – Councillor P Brown advised that he was recorded as making as a request for information in relation to Stairlifts yet he was not present at the meeting. The Chair noted it as a point of accuracy.</p> <p><b>It was RESOLVED to confirm the accuracy of the minutes for 4 November 2020.</b></p>		

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	The Chair then proposed a change to the order of the agenda by bringing forward Item 15 and 14. This change to the order of business was agreed.		
EST/2020/074	<p><b>To authorise the sealing of the six month lease for St Lawrence's Church in accordance with Standing Orders item 39(a)</b></p> <p>Councillor K Phillips and M Barbery agreed that they would act as signatories for the lease.</p> <p>Councillor J Cooper abstained from this decision.</p> <p>It was <b>RESOLVED</b> to authorise the sealing of the six month lease for St Lawrence's Church in accordance with Standing Orders item 39(a).</p>	TC	
EST/2020/075	<p><b>To consider and agree budget setting and allocation of reserves to Projects</b></p> <p>The DTC/CSM gave a comprehensive explanation of the Development Plan Budget Proposals (Revenue &amp; Capitalised) 2021-22 and reported that Covid-19 had inflated some of the items on the ledger codes within the budget. He reported that there may be some movement between budgets and reserves once all matters have been considered.</p> <p>Councillor J Cooper requested a full update on further developments in relation to Coldharbour. The EM advised that the only lease he has been dealing with is the grass cutting lease, in liaison with Cornwall Legal. The Town Clerk commented that he is in discussion with the Solicitors currently regarding Coldharbour and there are a number of issues being explored. He confirmed that the lease has not yet been signed.</p> <p>Councillor J Cooper considered that as a proactive organisation it would be aspirational to try and reduce the budget each year.</p> <p>The DTC/CSM advised that there will be Sinking Funds created next year, so there will be more available at this time for any capital asset purchases.</p> <p>The following amendments were proposed:</p> <ul style="list-style-type: none"> <li>To combine Hillside and Hillside Park (Former play area) lines to simplify the sheet.</li> </ul> <p>Councillor P Brown commented that he would be happy for the DTC/CSM to continue his work on this and added it is difficult for</p>		

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	<p>Members to have any input on cost centres at this stage as there is nothing to compare these figures against.</p> <p>Councillor P Brown queried whether there were any reserves for the Beacon monument and stated that a sinking fund was suggested approximately two years ago. The DTC/CSM advised that money could be moved across from the PID to the Earmarked Reserves for the works to the monument.</p> <p><b>Summary of Accounts</b> – the DTC/CSM advised that this document will be received by Council every month to make everyone aware of what is being spent and to give control of what is happening.</p> <p><b>Indicative Financial Comparison</b> – the DTC/CSM explained that specific projects will be identified and taken into consideration at budget setting and the format of this chart will enable you to evaluate the proportion of expenditure at a quick glance.</p> <p>It was <b>RESOLVED</b> to agree budget setting and allocation of reserves to Projects as set out.</p> <p>It was also <b>RESOLVED</b> that the DTC/CSM would provide a training session for Members in the new year to answer any queries in relation to the budget setting process. A new folder would be added to Dropbox to include all budgets spreadsheets for each committee.</p>	DTC/CSM	
EST/2020/076	<p><b>To review any actions from the previous minutes (see appendix 1)</b></p> <p><b>Item 6 – To obtain quotations for electric cable installation in Priory Park for Skate Park and Priory Pond</b> – the EM advised that he had obtained a quote from SSE for the skate park which was in the region of £15,000.</p> <p>He added that a site visit has also taken place to look at the pond lighting and external sockets for the war memorial and the quote was in the region of £20,000 on top of the original quote for the Skate Park works. The Chair requested that the EM explore options for an organisation to take on the whole project including the planning applications and to include the acoustic fencing for the Skate Park.</p> <p>The EM advised that RTP had provided a quote for £70 per hour to undertake the planning application for the installation of 4 no. 8 metre poles at the Skate Park for the lights and undertake a change of condition to put on hold the installation of the acoustic fencing between the former Athelstan House site and the new Skate Park. The EM advised that he was also waiting for a quote from Situate.</p>		

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	<p>The Chair commented that this matter would need to be referred to the next meeting in January as the three quotes had not yet been received.</p> <p>The EM confirmed that he would seek to obtain a firm quotation from SSE for two separate systems for Priory Park and the Skate Park cabling works and the findings would be reported at the next meeting.</p> <p><b>Item 6 – to provide a bedding planting scheme for consideration at the next Estates Meeting (red/white/blue scheme)</b> – the EM advised there were some issues relating to this matter which would be best discussed in the closed section of the meeting.</p> <p><b>Item 6 – to provide a planned maintenance schedule for buildings and other areas</b> – the DEM advised that he had prepared a draft document to incorporate annual/monthly/weekly tasks and welcomed any feedback from Members who wished to input. Members thanked the DEM for all his work on this document and felt it would help the Council to be more proactive with tackling maintenance issues into the future.</p> <p>Councillor P Brown commented that all these issues highlight a lack of professional approach when dealing with matters relating to obtaining planning permissions etc.</p> <p>The Chair enquired how the Welfare Unit was progressing. The EM advised that it had been ordered and will be delivered in January. Contactors will be on site to install sewerage and electrics. Orders will be issued by the Town Clerk.</p> <p><b>Item 6 – to provide a training matrix for all Estates and other staff</b> – the DEM advised that he is updating this list and liaising with other departments regarding their training requirements. He reported that Fire Safety training had previously been arranged but was cancelled in light of Covid-19. Costs for training will be reported at a future meeting.</p> <p><b>Item 6 – to instruct Wildish Contractors to carry out repairs to the White Clock Tower. Provide a brief and purchase order for the work in accordance with quote</b> – The EM advised that this work was booked to be carried out in January and was estimated to take approximately one week to undertake.</p> <p><b>Item 7 – to prepare a brief and initiate processes for obtaining expressions of interest from suitable qualified project management contractors on Contracts Finder</b> – The EM</p>	EM	
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	<p>referred to the Brief and suggested leaving it on Contracts Finder for longer than the 35 days due to the Christmas break.</p> <p>Councillor P Brown considered that due to the extensive nature of this project it should be referred to an architect rather than a contractor.</p> <p>Following discussion, it was <b>RESOLVED</b> to liaise with Bryan Hammond from HS Associates to arrange a one off meeting to finalise a brief and move the project forward in a timely manner.</p> <p><b>Item 9 – to get contractors out to look at the boiler in Shire Hall and House and report back to next meeting with costs and scoping</b> – the DEM advised that Brewers have suggested getting a specification drawn up to obtain like for like quotations. Cost to undertake inspection of existing boiler, evaluate its condition and expected life, prepare CAD drawings and specification - £550. A further quote was also provided to project manage this work and sign it off at completion. Extensive flue works would also be required as part of these works. Both quotes would be under £1,500.</p> <p>Councillor P Brown considered that this work should be incorporated into the main Shire House project. DEM responded that the heating improvements are required at the current time as there are currently staff working in the building without any heating.</p> <p>Councillor J Cooper suggested exploring the option of a diesel run boiler on a trailer as an interim measure this winter whilst the refurbishment works are carried out.</p> <p>It was <b>RESOLVED</b> that this option would be explored by the DEM and quotes would be obtained.</p> <p><b>Item 9 – Initiate budget setting for Estates costings, estimates for a rolling programme of maintenance and repairs to buildings, open spaces, machinery and equipment, PPE etc</b> – The EM advised that he would need to liaise with the DTC/CSM to explore this in detail.</p> <p><b>Item 11 – to outsource hanging baskets, request a cost from local suppliers</b> – The EM advised that Bodmin Nursery had provided a quote for just under £600 and that he would proceed with this order.</p> <p><b>Item 11 – obtain advice on disabled access to Shire Hall, EM and Councillor Skea to work on this matter together</b> – It was confirmed that a meeting has been arranged for Tuesday 8 December 2020 at 11.00 a.m. to discuss what is required and</p>	<p>EM</p> <p>DEM</p> <p>DTC/CSM</p> <p>EM</p> <p>EM</p>	
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	<p>Councillor Skea would then progress this work and report back to a future meeting.</p> <p><b>Item 15 – to find and purchase an integrated electronic work system which is compatible with the Accounts system</b> – The EM advised that a presentation of the Work Wallet system would be arranged in due course. There were some concerns whether it would be compatible with the Sage system.</p> <p>It was agreed that an additional meeting be arranged for a demonstration of the Work Wallet system.</p>	EM	
EST/2020/077	<p><b>To consider an update of Poorsfield matters – R Davies</b></p> <p>The EM reported that DC Shift Ltd has been engaged to remove the more problematic rubbish from the site at a cost of £1,800. The polytunnel frame and covering is still on site, Plants, plastic pots, rent a fence, trailers, rubbish etc have all been removed by BTC.</p> <p>The EM advised that there is an interested party wishing to purchase the polytunnel.</p> <p>Councillor J Cooper asked if the whips which were donated by the Rotary are still on site. The EM advised they are now established trees which cannot be moved and are best left in position as they provide a shelterbelt.</p> <p>Councillor T Barbery enquired whether the granite was still stored on site. The EM advised that it was still in situ but hoped to relocate it to the site of the former skate park for storage. He added that a specialist vehicle would be required to move it due to the excessive weight.</p> <p>It was <b>RESOLVED</b> that the polytunnel is sold to the interested party and the site be left in a tidy condition.</p>	EM	
EST/2020/078	<p><b>To receive an update on arranging a demonstration of work scheduling programme – R Davies</b></p> <p>This matter was discussed earlier in the meeting, at Item EST/2020/076.</p>		
EST/2020/079	<p><b>To receive an update on enlisting a planning consultant to deal with the works around skatepark and priory pond: – R Davies</b></p> <ul style="list-style-type: none"> <li><b>Planning permission for the Installation of 4 x 8m light poles and floodlights, galvanised columns and associated lights</b></li> </ul>		

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	<ul style="list-style-type: none"> <li><b>Skate park planning application PA19/10371 – to submit application to place on hold the construction of acoustic fence, can be done 3 different ways; Non-Material Amendment, S73 application to vary the condition, or full application.</b></li> </ul> <p>This matter was discussed in detail within the Actions section of the meeting under Item EST/2020/076.</p>		
EST/2020/080	<p><b>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 – R Davies</b></p> <p>As agreed by the Chair, this item was deferred to the confidential section of the meeting.</p>		
EST/2020/081	<p><b>To consider and agree RTP to manage and conclude inspection for Turret Clock Work – R Davies</b></p> <p>The EM reported that the quote from RTP Surveyors to complete the inspection and to manage the entire second section including submitting the working on the highway application and for the hiring of the cherry picker, would be £1,050. Further quotes can be obtained if required.</p> <p>Councillor P Brown suggested that this item be deferred until such time that there is a full Estates Team in place to manage this work.</p> <p>It was <b>RESOLVED</b> to defer this matter as agreed until such time that the Architectural Project Management Group can manage this work, resolving issues starting with the most important projects first.</p>		
EST/2020/082	<p><b>To consider and agree the cleaning contracts for public toilets, and to receive a breakdown of costs and detailed specification during the COVID period – R Davies</b></p> <p>The Chair enquired what sort of contract BTC has with Cormac when they are charging 50% for cleaning toilets which they are not cleaning.</p> <p>The EM advised that during the lockdown period Cormac continued to charge BTC for its contract at a rate of 50% due to having to retain its staff.</p> <p>The Chair considered this was unacceptable and requested that the EM look closely at the specification of the contract and take action as appropriate.</p>		

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	It was <b>RESOLVED</b> that the EM would contact the toilet cleaning contractor and request a copy of the contract for presentation at the next Estates Meeting or attend the meeting to answer any questions from Members.	EM	
EST/2020/083	<p><b>To receive an update on skip hire and costs incurred – R Davies</b></p> <p>Councillor P Brown enquired how these costs are incurred.</p> <p>The EM responded and advised that these costs are incurred from the emptying of waste bins, dog bins, duty of care and general waste removal. One additional skip was used for the removal of waste from the works yard area which had built up over time and another was used for the removal of waste from the Shire Hall Cells.</p> <p>The Chair enquired how much of the waste is green matter and the EM advised that none of this is green waste. All green waste is taken to TinTen Manor for composting. He added that BTC has explored installing its own composting facility in the past but it was not considered to be economically viable.</p> <p>It was <b>RESOLVED</b> that the EM would look into these ongoing costs and explore alternative contractors.</p>	EM	
EST/2020/084	<p><b>To consider and agree actions in respect of Risk Management Report December 2020 - ID numbers 133, 169, 178, 184, 191, 148b, 146, 159, 171, 190, 148c, 138, 169, 172, 180, 183, 143, 186</b></p> <p>Defer to the next Estates Meeting in January 2021 and in the meantime the Risk Management Matrix be shared to the Dropbox for information.</p>		

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

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