

MINUTES of the **Estates Committee** Meeting held on Thursday 29th April 2021 at 6.30 p.m. via Zoom conference call.

PRESENT: Councillor K Phillips, presiding, together with Councillors E Ahearn (arrived 18.43), M Barbery, P Brown, J Cooper, P Cooper (19.09), D Henderson and J Gibbs.

IN ATTENDANCE: Mr P Martin (Town Clerk), Mr A Banner (EM), Mr D Bidgway (Executive Officer) and Mrs N Davis (Senior Admin Support).

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

There were no announcements.

Apologies had been received from Cllr E Ahearn (late), P Cooper (late), P Skea and L Frost

The meeting commenced at 18:32

		Action	Date
Item 2	Declarations of Interest – Members to declare interests in respect of any item on the agenda		
EST/2021/072	Cllrs J Cooper and P Cooper declared and interest in item 28.		
Item 3	PUBLIC REPRESENTATION SESSION		
EST/2021/073	There were two members of the public present, neither wished to speak.		
Item 4	Correspondence Received:		
EST/2021/074	None		
EST/2021/075	To confirm that the minutes of the Estates Meetings held on 25 th March 2021 are a true and accurate record of that meeting (as circulated in advance) LGA 1972, Sch 12, para 41(3), LG (Miscellaneous Provisions) 1976 s 41 It was RESOLVED to AGREE the minutes from the meeting on 25th March 2021.		
EST/2021/076	To review any actions from the previous minutes		

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	EST/2021/103	The accuracy of the minutes of the meeting held on 29 th April 2021 (as circulated) was confirmed.	

EST/2021/054	<p>Football Club traffic/parking issue. It was RESOLVED to AGREE to delegate authority to the TC to write to the community network, or complete the form, to make the request for a traffic order. To write to the football club to request that, as tenants of BTC, they manage the parking of their members and visitors more effectively to reduce the hazards on match/training days. BTC parks dept could loan some parking cones to assist this. To write to the police inspector to request that he pays a visit and advise those causing an obstruction or hazard.</p> <p>No update – deferred to next meeting</p>	TC	next meeting
EST/2021/055	<p>Tiny Forests - It was RESOLVED to AGREE to contact Fin Irwin to offer to collaborate on consultation that will give an indication of what the local community's preference for this space would be.</p> <p>No update – deferred to next meeting but it was noted the existing trees on the site should be preserved.</p>	DEM	next meeting
EST/2021/058	<p>Full report of all play / parks equipment is not yet complete as inducting the EM into his role has taken priority. Weekly testing continues and he is compiling a report as to what work needs doing, but nothing significant so far. Full report will be received at the next meeting.</p> <p>Update – Request from EM to include a review of the inspection hierarchy including who maintains equipment.</p>		
EST/2021/077	<p>It was RESOLVED to AGREE to delegate authority to the EM to widen the scope of the report to include the review of the inspection process and hierarchy.</p>	EM/DEM	next meeting
EST/2021/059	<p>Audit of Estates Team vehicles - EM has slowed this down as with expansion of the team, more information is required about what vehicles are needed. Some leasing figures have been obtained but there are no comparisons yet. A vehicle audit will be included in the report that identifies the requirements of the team and will be submitted for consideration at the next meeting.</p>		
EST/2021/078	<p>Update – It was RESOLVED to AGREE to widen the scope of the report to include the costs associated with each of the current vehicles and the inclusion of electric vehicles in the cost comparison. Cllr J Cooper offered to liaise with EM as he has experience in the motor trade.</p>	EM	next meeting

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	EST/2021/103	The accuracy of the minutes of the meeting held on 29 th April 2021 (as circulated) was confirmed.	

EST/2021/060	<p>Tenders for cleaning of public toilets. This work has been placed on Contract Finder and responses, with figures, will be submitted to the next meeting. It was RESOLVED to AGREE to delegate authority to the Estates Team that, if the existing contractors can continue to clean the toilets at no additional cost to BTC, the toilets should re-open as soon as possible.</p> <p>Update – Tender bids have been received from 2 contractors, Brothers and Passmore, however the schedule of works did not include the toilets at Higher Bore Street.</p> <p>Higher Bore Street cannot be closed and replaced with community toilets without consultation with the community.</p>		
EST/2021/079	<p>It was RESOLVED to AGREE to delegate authority to EM to reopen Higher Bore Street toilets as soon as possible. Priory and Fair Park toilets to remain open and cleaning to roll on with the current contract with Cormac. And approach to the current new bidders to extend their bid to include Higher Bore Street toilets.</p>	EM	next meeting
EST/2021/061	<p>Lighting situation in the area of the skate park - Update required – EM</p> <p>No update – Waiting for update on planning application from Situ8. To remain a priority as the park is well used so defer to next meeting</p>	EM	next meeting
EST/2021/061	<p>BTC to write to CC to enquire about adopting the land at the old Athelstan House site which may preclude the need for additional fencing, but also provide access to Narisa Hall.</p> <p>Update – Cllr J Cooper to continue with his enquiries to Cornwall Housing.</p>	Cllr J Cooper	next meeting
EST/2021/062	<p>Polytunnel - It was RESOLVED to AGREE to delegate authority to TC to write to the waste disposal contractor and ask them to complete the task.</p> <p>Update – a buyer has paid £250 for the polytunnel and will remove it.</p>		complete
EST/2021/064	<p>Grandstand Insurance - A request for TC to check the status of the insurance and to ensure that the grandstand is adequately insured.</p> <p>Update – Separate insurance certificates are required for the club and BTC. EM/TC are meeting Helen Furneaux on 12/5/21 to sort out lease arrangements and deciding on insurance issues needs to happen after this.</p>	TC	next meeting

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EST/2021/064	<p>Local Authorities were invited to apply for rebates on public conveniences. Have BTC applied? It was RESOLVED to AGREE to delegate authority to the TC to investigate this opportunity further.</p> <p>Update – there was no confirmation that public toilets were included in this rebate. TC has enquired to CC and awaits a reply.</p>	TC	next meeting
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<p>Item 7</p> <p>EST/2021/080</p>	<p>To consider and agree the proposal that BTC upgrade/improve the entrance signs to the town and add floral displays.</p> <p>Agreed gateways to the town are:</p> <ul style="list-style-type: none"> • Callywith • Priory Road • Carminnow Cross • Dunmere • Lostwithiel Road <p>The signs should be traditional and reflect the historical importance of Bodmin. The signs should include the town crest, the Cornwall crest and the flag of St. Piran.</p> <p>Any proposal to sponsor or facilitate the welcome signs from developers or other organisation should take the form of a contribution to the BTC lead effort to install these.</p> <p>Cllr Barbery to liaise with an experienced designer to draft a design for the signs for consideration at next Full Council meeting.</p> <p>It was RESOLVED to AGREE that these be completed by 15th August 2021 in time for the Tour of Britain. It was further RESOLVED to AGREE to delegate authority to EM to order plants so there is time for them to become established within the deadline.</p>	<p>Cllr Barbery</p> <p>EM</p>	<p>Next meeting of Full Council 27.5.21</p>
<p>Item 8</p>	<p>To consider a query that has been received regarding payments made to landowners from the electricity board for lamp posts.</p> <p>It was noted that BTC received £10 per post from Western Power.</p>		
<p>Item 9</p> <p>EST/2021/081</p>	<p>To consider and agree an enquiry from St. Tudy Parish Council relating to Satellite Cemeteries.</p> <p>BTC have spent money to buy equipment for the purpose of excavation and the service could be offered to satellite parishes with cemeteries.</p> <p>It was RESOLVED to AGREE to delegate authority to EM/DEM to have a discussion with St Tudy Parish Council and scope out the opportunity.</p>	EM/DEM	Next meeting

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Item 10 EST/2021/082	<p>To consider an update relating to Priory Park Pond Water Quality, following the meeting with Councillors and Consultant on 1.4.21</p> <p>Cllr Barbery, Phillips and Ahearn accompanied officer AB on a site visit and met with consultant Andy Case. He suggested identifying sampling points at the pond and back along the leat where pipes come in and set up sampling after 2 or 3 storm events to build up an accurate record of what is happening. He would support the council to present the data to the Environment Agency.</p> <p>Depending on findings CC may have a responsibility to act to prevent pollution of local tributaries and rivers.</p> <p>It was RESOLVED to AGREE to delegate authority to the EM to spend up to £3000 to engage the consultant and gather evidence to progress this issue.</p>	EM	Next meeting
Item 11 EST/2021/083	<p>To consider and agree the fee for design and planning works from consultants Mei Loci for the proposed New Cemetery.</p> <p>Mei Loci were the only local contractor specialising in this work. The next nearest identified was in Bedford.</p> <p>There may be potential for a discount if St Tudy were introduced as a potential customer.</p> <p>It was RESOLVED to AGREE to delegate authority to the EM to spend up to £8500 (inc. VAT and contingency) for consultation, drawings and submission of planning application.</p>	EM	
Item 12 EST/2021/084	<p>To consider and agree to continue the use of Work Wallet, following the trial.</p> <p>The trial has been successful and is particularly useful for identifying the need for and informing risk assessments and incident reporting, tracking and resolving.</p> <p>It has been successfully trialled for asset inspections.</p> <p>DEM is developing a policy so that staff know how it will be used and their responsibilities are clear.</p> <p>It RESOLVED to AGREE to continue using Work Wallet until further notice.</p>	EM/DEM	complete
Item 13	<p>To consider and agree an update on the expression of interest in works relating to Shire House, Shire Hall and Turret Clock.</p> <p>EM has received approximately 25 expressions of interests received. Some local, some based in London and 1 in Manchester.</p>		

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	<p>EM has issued a list of questions to the potential contractors and are due to be returned 12/5/21.</p> <p>An interview and short-listing process needs to be agreed. The award criteria should reflect the value to the local economy of awarding the contract to a local contractor.</p> <p>There will be public interested in the upgrade of these buildings and it was suggested that BTC host a blog.</p> <p>The report was noted.</p>		
Item 14 EST/2021/085	<p>To consider and agree work scheduling arrangements and progress.</p> <p>Consideration to be given to a rota for an Estates team member to be available to work on weekends to facilitate safe operation of the weekend markets.</p> <p>Work wallet can facilitate members logging on to understand progress on projects originating from their committees.</p> <p>It was RESOLVED to AGREE to delegate authority to the officers to explore the expansion of use of Work Wallet to include other departments in BTC and to review the rota system within BTC. A report of how use of Work Wallet can be extended beyond the Estates department and costs should be submitted to the next meeting.</p>	TC	Next meeting
Item 15	<p>To consider and agree car park contract arrangements.</p> <p>The contract is being reviewed by CC legal services team but looks ok. The contractor is Lawnroc Car Park services. This committee will need to have an input to maintenance requirements of the carpark.</p> <p>TC is requesting some additional wording to signage in relation to risks.</p> <p>The contract will go live on 10th May 2021 and will need to be widely advertised on BTC website, Facebook page and local press so that residents are forewarned that they will incur a penalty if no ticket is purchased and displayed appropriately.</p> <p>Line marking needs refreshing so improper parking can be penalised if necessary. Mr May in BTC maintenance can be equipped to do this.</p> <p>Moving disabled spaces to outside the Shire House Suite was previously discussed. This area needs resurfacing initially and</p>		

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EST/2021/086	<p>consideration given to removal of the island and installing a speed bump on the access road, and measures to improve access to the back of Shire House Suite for safe use by patrons of the lunch club run by Age Concern, who previously used the facility.</p> <p>The date of the new arrangement was noted. And the TC was thanked for this work.</p> <p>It was RESOLVED to AGREE to delegate authority to EM to obtain quotes for resurfacing and other work in this area.</p>	EM	Next meeting
Item 16 EST/2021/087	<p>To consider the investigation of lease agreement in respect of Football clubs and agree a course of action.</p> <p>The aim of the discussions with CC legal team on 12/5/21 is to make sure that the leases are appropriate. The aspiration is to make BTC owned outdoor assets accessible to as many residents as possible and this should be reflected within the lease conditions.</p> <p>It was RESOLVED to AGREE to delegate authority to the EM and TC to progress the negotiations with the football clubs and provide an update at the next meeting.</p>	TC/EM	Next meeting
Item 17 EST/2021/088	<p>To consider and agree tree works on Priory pond island.</p> <p>The proposal is to enhance this area by re-landscaping and to ensure part of it can be made a space with potential for featuring displays at various times of the year.</p> <p>It will be worth contacting the Blue Tits and the Christmas Lights committee to have their input about clearing and future use of the area. The Logistics Corps may be interested in assisting.</p> <p>It was RESOLVED to AGREE to delegate authority to EM/DEM to scope costed options for the area.</p>	EM/DEM /Cllr Barbery	Next meeting
Item 18 EST/2021/089	<p>To consider and agree the removal of the centre reservation traffic calmer at Priory car park.</p> <p>Discussed previously but no formal agreement of action.</p> <p>It was RESOLVED to AGREE that the island is removed and incorporated in the scope of work detailed at item 15.</p>	EM/TC	Next meeting
Item 19	<p>To consider and agree gritting the car park during winter months and policy going forward.</p> <p>Gritting has implications for insurance. A policy needs to clearly state the actions of the council in respect of gritting. The preference would be to not grit as materials would contaminate the pond and affect wildlife. Gritting could be on a reactive review basis, gritting when</p>		
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EST/2021/090	necessary and have signs up that state this, and that parking is at the own risk. It was RESOLVED to AGREE to delegate authority to the EM to develop a policy that reflects this approach.	EM	Next meeting
Item 20 EST/2021/091	To consider and agree changes to fuel allocation / collection and the development of a new policy in this respect. Work Wallet has the capacity to record the operative collecting fuel against a numbered asset and the policy will incorporate this. It was RESOLVED to AGREE to delegate authority to the EM to develop this policy and submit for consideration.	EM	Next meeting
Item 21 EST/2021/092 EST/2021/093	To consider and agree additional costs associated with the White Clock tower. A report was provided. The way the White Clock is constructed means that slates are resting on a wooden tongue and groove boarding which is rotten. A date on it of 1958 suggests it has not had attention since then. Looking at it from below it is very difficult to see so it's understandable that it was not picked up in previous surveys. It was RESOLVED to AGREE to authorise the additional cost for this work. It was further RESOLVED to AGREE to delegate authority to the EM to investigate the potential for registering the White Clock as a listed building and a war memorial. Cllr Barbery was thanked for his work on this.	EM	Next meeting
Item 22	To consider and agree Financial Comparison (Income and Expenditure) for April 2021 Skatepark replacement sign £175 – the original sign was vandalised Travel expenses at line 61500 park and open spaces – £300 budget – more info required The Financial Comparison was noted.	EM	Next meeting
Item 23	To receive Health and Safety updates. Gritting policy has been agreed at item 19		

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<p>Item 24</p> <p>EST/2021/094</p>	<p>To receive Risk Management updates</p> <p>The combined Health and Safety and Risk management meetings should be included in the schedule of meetings. Actions from commissioned reports will be considered and progressed at these meetings. The committee chairs will be part of the membership and report back to their respective committees. It will also ensure that there is continuity in decision-making.</p> <p>It was RESOLVED to AGREE to delegate authority to TC to incorporate the H&S/RM into the schedule of meetings.</p>		
	<p>The Mayor Cllr J Cooper made a statement about St Lawrence's Church as there had been conversations on social media.</p> <p>There have been accusations that Cllr J Cooper has been involved in the sale of St. Lawrence's Church. That he has instigated the sale of an asset for less than it's worth. And instigated the sale of an asset that was given to the town.</p> <p>He wished to clarify that the church was not given to the town, it was purchased by BTC for £1 in 1997. Cllr J Cooper has a video of the celebration of acquisition by BTC and will donate it to the museum for anybody to view.</p> <p>Previously, there was a threat that the church would be pulled down if a buyer was not forthcoming.</p> <p>The current valuation was given by an independent body under the former Town Clerk.</p> <p>Both Cllrs J Cooper and P Cooper have never been involved in BTC discussions about the church and have always declared an interest in items relating to the sale of the church and removed themselves from the meeting at this point.</p>		
<p>Item 25</p> <p>EST/2021/095</p>	<p>ITEMS CONTAINING EXEMPT INFORMATION</p> <p>To consider passing the following Resolution in respect of the items listed below:</p> <p>"That the press and public be excluded from the Meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, for the following items of business on the grounds that they involve the likely disclosure of confidential and exempt information".</p>		

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Due to the confidential nature of the next business it was RESOLVED to go into a Confidential session of this Committee. Please see separate page.

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