

Draft MINUTES of the **Estates Committee** Meeting held on Thursday 8th July 2021 at 6.30 p.m. in the Shire House Suite.

PRESENT: *Councillor K Phillips, presiding, together with Councillors E Ahearn, M Barbery, P Brown,, D Henderson, J Gibbs and A Coppin.*

IN ATTENDANCE: *Mr P Martin (Town Clerk), Mr A Harrod (Deputy Town Clerk), Mr A Banner (EM), Mr S Lebborn (DEM), Amanda Bright (Community Services Officer) (Mrs N Davis (Senior Administration Assistant) and Mrs S Gooch (Senior Administration Assistant).*

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

There were no announcements.

Apologies had been received from Cllr J P Cooper and Cllr P Cooper

The meeting commenced at 18:30

		Action	Date
Item 2	Declarations of Interest – Members to declare interests in respect of any item on the agenda		
EST/2021/099	There were no declarations of interest.		
Item 3	Election of Vice Chair		
EST/2021/100	Councillor M Barbery was nominated and duly elected as vice chair.		
Item 4	PUBLIC REPRESENTATION SESSION		
EST/2021/101	There were three members of the public present, who declined the opportunity to speak.		
Item 5	Correspondence Received		
EST/2021/102	None		
Item 6	To confirm that the minutes of the Estates Meetings held on 29 th April 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		
EST/2021/103	The accuracy of the minutes of the meeting held on 29 th April 2021 (as circulated) was confirmed.		
Item 30	To consider and agree to commission a feasibility study for the relocation of the town museum to Shire House		
	The Chair requested item 30 from the agenda be moved up so the item could be discussed whilst the members of the public were present.		

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EST/2021/104	<p>The proposal was to commission a feasibility study to relocate the town museum to Shire House.</p> <p>It was RESOLVED: To agree in principle to commission a feasibility study and a small working party will be formed to take this item forward.</p> <p>Budget for the feasibility study will be considered at full Council meeting on the 22nd July 2021.</p>		22 July 2021		
Item 7 EST/2021/105	To review any actions from the previous minutes				
EST/2021/080	<p>To consider and agree the proposal that BTC upgrade/improve the entrance signs to the town and add floral displays. 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 That these be completed by 15th August 2021 in time for the Tour of Britain.</p> <p>It was further RESOLVED To delegate authority to EM to order plants so there is time for them to become established within the deadline.</p> <p>Update – progress has been made. But further work is required on the BTC logo and designs.</p>	Cllr Barbery EM	ongoing	09/09/21	Working
EST/2021/081	<p>To consider and agree an enquiry from St. Tudy Parish Council relating to Satellite Cemeteries.</p> <p>It was RESOLVED To delegate authority to EM/DEM to have a discussion with St Tudy Parish Council and scope out the opportunity.</p> <p>Update – EM team are waiting to hear back from St Tudy Parish Council and will report back after that time.</p>	EM/DEM	ongoing	09/09/21	
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>It was RESOLVED To delegate authority to the EM to spend up to £3000 to engage the consultant and gather evidence to progress this issue.</p> <p>Update – work is ongoing but need two weeks of dry conditions for sampling to commence. Further work will be carried out during August/September.</p>	EM	ongoing	09/9/21	

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EST/2021/083	To consider and agree the fee for design and planning works from consultants Mei Loci for the proposed New Cemetery. It was RESOLVED : To delegate authority to the EM to spend up to £8500 (inc. VAT and contingency) for consultation, drawings and submission of planning application. Update - completed	EM	Complete	Complete
EST/2021/085	To consider and agree work scheduling arrangements and progress. It was RESOLVED : 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. Update – agenda item 21	TC	complete	complete
EST/2021/086	To consider and agree Priory car parks contract arrangements. It was RESOLVED : To delegate authority to EM to obtain quotes for resurfacing and other work in this area. Update – work in progress, EM are obtaining quotes.	EM	Ongoing	09/09/21
EST/2021/087	To consider the investigation of lease agreement in respect of Football clubs and agree a course of action. It was RESOLVED : To delegate authority to the EM and TC to progress the negotiations with the football clubs and provide an update at the next meeting. Update – the TC is due to meet with the Bodmin Town football club next week.	TC	ongoing	09/09/21
EST/2021/088	To consider and agree tree works on Priory pond island. It was RESOLVED : To delegate authority to EM/DEM to scope costed options for the area. Update - to be provided 09/09/2021.	EM/DEM/CLL R Barbery	ongoing	09/09/21
EST/2021/089	To consider and agree the removal of the centre reservation traffic calmer at Priory car park. It was RESOLVED : That the island is removed and incorporated in the scope of work detailed at minute number EST/2021/086. Update – works included under minute reference 086.	EM/TC	ongoing	09/09/21

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EST/2021/090	<p>To consider and agree gritting the car park during winter months and policy going forward. 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 necessary and have signs up that state this, and that parking is at the own risk.</p> <p>It was RESOLVED: To delegate authority to the EM to develop a policy that reflects this approach.</p> <p>Update – the gritting policy will be agend'd for 09/09/2021</p>	EM	ongoing	09/09/21
EST/2021/090	<p>Matters in relation to the White Clock – It was further RESOLVED: 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.</p> <p>Update – complete. The EM is to ensure it is properly referenced with Cornwall Council</p>	EM	Complete	Complete
EST/2021/091	<p>It was RESOLVED to AGREE to delegate authority to TC to incorporate the H&S/RM into the schedule of meetings</p> <p>Update – This is now complete.</p>	TC	Complete	Complete

Item 8 EST/2021/106	<p>To receive reports, updates, and information from Cornwall Council Bodmin representatives</p> <p>There were none received.</p>			
Item 9 EST/2021/107	<p>To consider and agree Financial Statement (Income and Expenditure) for May and June 2021</p> <p>The committee welcomed this new format and agreed that with some minor tweaking of some of the wording it would be a very useful monitoring document.</p> <p>It was RESOLVED: To approve the Financial Statement for May and June 2021.</p>			
Item 10 EST/2021/108	<p>To receive risk management updates</p> <p>The risk management update was discussed in detail at the last Policy and Resources Committee.</p> <p>The risk register was NOTED.</p>			

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<p>Item 15 EST/2021/113</p>	<p>To consider and agree the staff training costs</p> <p>The estate team's training costs are well within budget and are mandatory refresher courses for current employees and training courses for new employees.</p> <p>Currently BTC contract out its grave digging duties. This may be reviewed once a full complement staff are in place. It was noted however, that a new employee is experienced in this field.</p> <p>It was RESOLVED: To agree the staff training costs.</p>		
<p>Item 16 EST/2021/114</p>	<p>To receive a note on health and safety matters</p> <p>The remedial works following the recommendations from the recent fire risk assessment had been carried out. The fire safety report was NOTED.</p> <p>It was RESOLVED: To agree the recommendations for further legionella testing as detailed in the report.</p>		
<p>Item 17 EST/2021/115</p>	<p>To note the update on play areas</p> <p>The update and schedule was discussed with the Committee. Noting that the inspection regime of routine, operational and annual. Routine inspections are now included in Work Wallet.</p> <p>The replacement schedule will be shared with the public via BTC website.</p> <p>The Committee NOTED the update.</p>	EM	09/09/21
<p>Item 18 EST/2021/116</p>	<p>To consider and agree the Horticulture update</p> <p>Councillors have received many positive comments from residents on the standard of the parks. The Committee would like to pass on their thanks to the estate team.</p> <p>It was RESOLVED: To agree the horticulture update</p>		
<p>Item 19 EST/2021/117</p>	<p>To consider and agree the Ash Dieback contingency fund</p> <p>It was RESOLVED: That the Committee approved the Ash dieback contingency fund of £10,000 which could also be used for emergency storm damage.</p>		

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Item 20 EST/2021/118	<p>To consider and agree the proposals for Work Wallet</p> <p>The EM proposed Work Wallet be rolled out to the Facilities Administrator and Caretaker. it was suggested that the Town Clerk and IT/Office Administration and Projects Officer also trial Work Wallet for a period of one month to ascertain its merits for being introduced to the administration team on a permanent basis. This tool could assist with performance monitoring.</p> <p>It was RESOLVED: That the Committee approved the roll out of Work Wallet to the Facilities Administrator and Caretaker together with a month trial for the Town Clerk and IT/Office Administration and Projects Officer. Additional monthly cost would be £80.00.</p> <p>The trial is to be reviewed at Estates Committee's next meeting with a more in depth update in 12 months' time.</p>	DEM	09/09/21
Item 21 EST/2021/119	<p>To consider and agree the proposal for Christmas Trees</p> <p>The report was discussed.</p> <p>It was RESOLVED: That the Committee agreed to delegate authority for the DEM and Cllr M Barbery to visit Stacey's Christmas Tree farm to ascertain the quality of their trees. Visit to take place w/c 12/07/2021.</p>	Cllr Barbery/ DEM	09/09/21
Item 22 EST/2021/120	<p>To note and agree the site security update and costs</p> <p>It was RESOLVED: That the Committee approved the costs to standardise the 40 padlocks with combination locks across all sites.</p>	DEM	09/09/21
Item 23 EST/2021/121	<p>To consider and agree the cost of rat bin and bait box</p> <p>It was RESOLVED: That the Committee approved the cost of the rat waste bin and bait box to be installed by the rats nest.</p>	DEM	09/09/21
Item 24 EST/2021/122	<p>To consider and agree the proposal for the Parks Attendant Role</p> <p>With two vacant estate operative roles it was proposed that one role be more focused towards a park attendant role. This role would still fulfil many of the usual estate operative tasks such as grass cutting but would also have a more dedicated focus on Priory Park and Mount Folley.</p> <p>It was RESOLVED: That the Committee approved the proposal for the Parks Attendant role, with a view to an amendment of the job title to Parks Operative.</p>	DEM	09/09/21

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<p>Item 25 EST/2021/123</p>	<p>To consider and agree the recommendations for machinery replacement</p> <p>It was noted that the cemetery equipment is not included on the schedule. The DEM will take a long term view on this and return to Committee at a later date.</p> <p>It was RESOLVED: That the Committee approved the recommendations for machinery replacement and agreed a month's trial of rechargeable Makita machinery.</p>	DEM	09/09/21
<p>Item 26 EST/2021/124</p>	<p>To consider and agree the grass cutting policy</p> <p>The policy was discussed, and it was noted that a GIS plan would be produced for each site. The cutting standards can be adjusted to suit. The policy will be published on BTC website which will inform our residents of the excellent work of our estate operatives.</p> <p>It was RESOLVED: That the grass cutting policy, with some minor amendments, was agreed in principle by the Committee</p>	DEM	09/09/21
<p>Item 27 EST/2021/125</p>	<p>To consider and agree the grant application from Cardinham gardening club</p> <p>The EM briefed the Committee on a proposal to help supply the gardening club with bulbs to be planted on the roundabout at Morrisons. It was suggested that Morrisons should be asked to contribute too.</p> <p>The Blue Tits are also looking to plant up Callywith roundabout and the Committee felt that both organisations should benefit.</p> <p>It was RESOLVED: That the Committee agreed that:</p> <ol style="list-style-type: none"> i. The EM should contact Morrisons with a view to them gifting some bulbs for the roundabout. ii. Both the Blue Tits and Cardinham gardening club complete a grant application form iii. Bodmin Town Council to supply two bags of bulbs per gardening group 	EM	09/09/21
<p>Item 28 EST/2021/126</p>	<p>To consider the proposal to install a height barrier in Priory car park</p> <p>The issue of larger high sided vehicles parking overnight was discussed. Height barriers would not work so a suggestion of signage was welcomed.</p> <p>It was RESOLVED: To delegate authority to EM to scope appropriate signage to deter the over nigh carparking of high sided vehicles.</p>	EM	09/09/21

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Item 29 EST/2021/127	<p>To consider and agree issues emerging from the Welcome Back fund bid and development process</p> <p>The Welcome Back Fund Expression of Interest has now been submitted to Cornwall Council. It is essential that both the Estates Committee and Community Services Committee work together on this process.</p> <p>The bid requires information on the storage and maintenance of the equipment purchased with the grant funding. There were two options discussed:</p> <ul style="list-style-type: none"> i. Purchase of trailer ii. Storage in one of the cells at Shire House <p>It was RESOLVED: To agree in principle for the short term to store the equipment in one of the cells at Shire House, and to purchase a dehumidifier to assist in the drying out process. A longer term option can be agreed later.</p>	All	09/09/21
Item 30 EST/2021/128	<p>To consider and agree a report on uniform expenditure</p> <p>The EM briefed the Committee on the need for three sets of PPE clothing per operative and the necessity for substantial 'fit for purpose' safety boots. These items of PPE issue are always signed for. Value for money and buying local is paramount and as such quotes were received from four organisations. PPE was purchased from Jog Safety</p> <p>The uniform expenditure report was NOTED.</p>		
Item 31 EST/2021/129	<p>To consider and agree an update on the opening of Higher Bore Street toilets</p> <p>An update to the Committee was provided by the EM. The Higher Bore Streets have now been cleaned and will be fully open by 10 July 2021</p> <p>The Committee NOTED the update.</p>		
Item 32 EST/2021/130	<p>To consider the draft Bodmin Market regulations</p> <p>It was RESOLVED: That the draft Bodmin Market Regulations and appendices, were agreed in principle and delegated authority to the DTC and CSO to agree which appendix to use.</p>	DTC/ CSO	09/09/21
Item 33 EST/2021/131	<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</p>		

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	Meetings) Act 1960, for the following items of business on the grounds that they involve the likely disclosure of confidential and exempt information”.		
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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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