

MINUTES of the **Estates Committee** Meeting held on Thursday 18 February 2021 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, D A Henderson (18.34) and P L G Skea.

IN ATTENDANCE: Mr P Martin (Town Clerk), Mr C Harris (Community Services Manager/RFO), Mr A Banner (Building Support Manager), Sam Lebborn (Deputy Estates Manager), Mr D Bidgway (Executive Officer) and Ms L Pinnegar (Senior Admin Support / MS).

Cllr A Coppin (joined at 18.44) and Cllr J Gibbs (joined at 19.21), not members of the committee so did not vote.

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

Apologies had been received from Cllr Henderson may be late, Cllrs Bassett and Coppin (will be late due to work)

		Action	Date
EST/2021/028	<p>Declarations of Interest – Members to declare interests in respect of any item on the agenda</p> <p>Cllr A Coppin declared an interest in item 24 as a Trustee of St Lawrence's Church</p> <p>Cllr P Cooper declared an interest in item 24</p> <p>Cllr J Cooper declared an interest in item 24</p>		
EST/2021/029	<p>PUBLIC REPRESENTATION SESSION</p> <p>There were three members of the public present, none wished to speak.</p>		
EST/2021/030	<p>To confirm that the minutes of the Estates Meetings held on 21 January 2021 are a true and accurate record of that meeting</p> <p>There was not a copy of the minutes available on drop box, therefore this was deferred till the next Estates Meeting.</p>	SAA	
EST/2021/031	<p>To review any actions from the previous minutes (see Appendix 1)</p> <p>The Chair when through the actions as listed in Appendix 1, many were covered under agenda items in the main body of the meeting.</p>		

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	<p>EST/2021/008 - To provide an update on contact with Barratt Homes re: taking on the management of Phase 1 but not maintaining the area included within Phase 2.</p> <p>Cllr Henderson stated that as far as she was aware the working party group had not met again.</p> <p>Cllr J Cooper agreed with the statement that it was previously agreed to take on the management of Phase 1 but not Phase 2, and felt it was now up to the Officers to take that suggestion forward to Barrett Homes.</p> <p>It was RESOLVED that the officers contact Barrett Homes to further the dialogue and report back at the next meeting</p> <p>EST/2021/009 - To receive an update on play area maintenance and upgrades for Northey Road and Priory Park</p> <p>Deputy Estates Manager (DEM) provided an update. He has just received quarterly inspection reports for the play areas and is doing job cards from those reports. All low risk, no medium or high risk items, no urgent works, general maintenance which is being liaised with maintenance man internally.</p> <p>Cllr J Cooper was interested in seeing a report of all the equipment and its lifespan so that council could anticipate replacements and review the priority list of works to be done.</p> <p>DEM agreed he could produce some form of report for the next estates meeting.</p>	BSM/ DEM	
EST/2021/032	<p>To consider and agree the Estates financial report for January 2021</p> <p>C Harris (RFO) reported this was the December document on the main drop box section, this has been considered at Full Council and now needs reviewing by the individual budget holders. RFO referred the committee to Hillside Park legal fees which to which further discussions were deferred to confidential after Cllr J Cooper referred to the Clerk, and he confirmed that a decision had already been made at Full Council. Clerk and RFO will discuss further away from meeting.</p>		
EST/2021/033	<p>To consider and agree, if appropriate, recommendations received from Cllr Skea in respect of enhanced facilities that aid disabled access into the Shire Hall.</p> <p>Cllr P Skea has been in contact with Tremorvah Industries who have taken a look at the Shire Hall steps and given him a quote of</p>		

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	<p>£650 for all associated works to make the steps as safe as possible. Also waiting for a quote from Cornwall Mobility.</p> <p>Still waiting to hear back from Heritage England, and without their go ahead we cannot do anything.</p> <p>The Chair asked to see the details of the quotes and the breakdowns when available. Andrew Banner agreed to work with Cllr Skea to assist with Listed Building consent and liaise with Natural England.</p> <p>Cllr Coppin warned the committee that sometimes listed buildings trump disabled access, and applications can be turned down.</p>		
EST/2021/034	<p>To consider and agree, if appropriate, the purchase of IT equipment required to aid the work wallet system.</p> <p>DEM briefed the committee and provided a written report. His recommendations were that they go for the Samsung tablet, however today information has changed due to EO being in contact with suppliers re mobile phone contracts. EE the current suppliers can also supply the tablets under a contract, just checking the specification, then the recommendation would be that 3 users test for a month. Carlyon systems have confirmed that work wallet would be compatible and cannot foresee any issues.</p> <p>Cllr P Cooper agreed some form of system was required but had concerns that work wallet did not provide the availability of assets or a training matrix compatibility with jobs and allocating to staff, managing hot working. Also concerned about staff time to upload information pre-trial. So, wanted to ensure we have picked the best system before committing.</p> <p>Cllr P Brown questioned the validity of such a system and could not see it was necessary.</p> <p>It was clarified that the mobile phone contract was due for renewal, and a full breakdown of costs could be provided once received.</p> <p>Town Clerk advised the committee that this subject has been debated at length and it has previously been agreed that there is a need for some form of management control system.</p>		

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	<p>Cllr J Cooper felt that there was a need for a system to provide information for management and staff compliance and health and safety, and should be looked at as an investment, Cllr Ahearn agreed.</p> <p>It was RESOLVED to source the appropriate phone contracts and hardware whilst renewing the phones contract (phones & tablets) then trial the work wallet software for suitability.</p> <p>Cllr Brown voted against</p>		
EST/2021/035	<p>To receive a report from the Building Support Manager in respect of electric cabling and acoustic fence for the skate park, also agree if required, costs associated with the recommendations given in the report.</p> <p>BSM briefed the committee. He has recently taken the position and is still trying to gather all the information. He can confirm that Situate have been engaged to carry out the planning requirements. He was hoping to have receive some information from them, but this is still being prepared. He has still to locate the SSE quote mentioned in previous minutes, so is in contact with them for this information. Hopes to give a fuller brief at next meeting.</p> <p>Cllr J Cooper mentioned a power point by the war memorial which BSM confirmed was already noted and included.</p>	BSM	
EST/2021/036	<p>To receive a report in respect of the sale of the polytunnel and agree, if necessary, on the receipt of submissions from those providing bids for this purpose.</p> <p>DEM confirmed he has not been involved in this, and hasn't got the authority to place a sale advert.</p> <p>Town Clerk confirmed that sealed bids would be required and to be opened in the present of committee members.</p> <p>It was suggested if it does not sell it be donated to a charity organisation, and approaches can be made to local organisations at that time.</p>		

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	<p>It was RESOLVED to put an advert on notice board, Website and Facebook for 6 weeks, requesting sealed bids “Polytunnel for sale, to be dug up, dismantled and taken away by purchaser”.</p>		
EST/2021/037	<p>To receive a report from the Deputy Estates Manager in respect of proposed vehicle changes involving the VW Caddy and Citroen Berlingo. To agree, if appropriate, officer recommendations.</p> <p>DEM talked through the written report provided. Looking at working going forward in 2 teams of 3 so current vehicles not suitable as follows: Our current vans include.</p> <ul style="list-style-type: none"> • Peugeot Boxer crew cab with tipper body • VW caddy • Fiat Doblo • Citroen Berlingo (5 seats) <p>To let the two teams, operate independently of each other and be able to transport tools, machinery fuel and waste safely across the sites they manage. The council could dispose of the VW Caddy and the Citroen Berlingo and replace it with a more utilitarian vehicle.</p> <p>With new vehicle.</p> <ul style="list-style-type: none"> • Peugeot Boxer crew cab with tipper body (1 charge hand and 2 operatives) • Izuzu Grafter Utilitruck (1 charge hand and 2 operatives) • Fiat Doblo (maintenance man) <p>There would also be an option to replace the Fiat Doblo with an electric van going forward as it does limit milage and would meet the objectives of the council in respect of climate change before this would-be possible charging points and the works yard would need to be considered.</p> <p>Cllr J Cooper recommended look at cost of leasing, so DEM agreed he could liaise with RFO as to how to go about this process.</p> <p>Cllr P Cooper raised the point that if the two small vehicles were sold there would be no transport for EM and DEM, and also suggested DEM investigate other councils arrangements.</p> <p>It was RESOLVED that the DEM would provide a report on the profile and condition of the present vehicles, and a profile of required vehicles going forward, retaining the Belingo as a pool vehicle for the use of EM/DEM, and a price comparison of leasing against buying.</p>	DEM	

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EST/2021/038	<p>To receive a report from the Deputy Estates Manager in respect of rat problems in Priory park and agree, if appropriate, Officer recommendations for methods of control.</p> <p>DEM briefed the committee. He has done some research, looked at previous actions, liaised with Cllr Barbery and other team members. Also contacted the control officer at South West Wildlife Services and will get him on site, to discuss the options bearing in mind the sensitive nature of the area.</p> <p>DEM will bring an update to the next meeting.</p> <p>Noted by the committee</p>	DEM	
EST/2021/039	<p>To consider and agree, if appropriate, health and safety quotation received from I-Hasco for recommended training requirements.</p> <p>DEM provided written report on I-Hasco a large company who provide online training for compliance issues. They work with many councils. Will be able to cover training such as manual handling, cosh, fire safety. Policy documents can also be uploaded to the system to read and acknowledge. Costs were provided for various options to purchase training credits. It was confirmed this could be used for all the staff and linked to the training matrix and had a comprehensive list of courses.</p> <p>It was discussed that locally the company was known to have a good reputation, certificates were free and could be downloaded and to take the best value cost option as it was felt that this would be used well.</p> <p>It was RESOLVED to purchase the 12 months access to any 10 courses of our choice, being a pot of 200 training credits at a cost of £1,600 +VAT (£8.00 per person per course)</p>		
EST/2021/040	<p>To receive a report in respect of Fair Park toilet proposals provided by RTP and agree, if appropriate, on Officer recommendations.</p> <p>BSM briefed the committee. He has not had the chance to look at the details of the proposals by RTP. Has had a discussion with the TC and he would like to get together with TC and Estates Chair to look at the paperwork provided, and the specification before making further recommendations.</p> <p>It was RESOLVED to defer this item to the next Estates Meeting.</p>	BSM	

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EST/2021/041	<p>To receive a report in respect of the Estates welfare unit from the Buildings Support Manager and agree, if appropriate on Officer recommendations.</p> <p>BSM briefed the committee. BSM and DEM meeting Pipeworks and Davey Electrical on-site next Tuesday. Will talk through the details and put all the paperwork in place. Pipeworks July 2020 quote still stands. BSM happy to take up the CDM duties.</p> <p>It was RESOLVED to delegate authority to the Officers to get this piece of work completed.</p>		
EST/2021/042	<p>To receive a report in respect of the white clock tower refurbishment and agree, if appropriate, on Officers recommendations.</p> <p>BSM briefed the committee. Feels the CDM paperwork is a bit lacking. BSM and DEM met GA Wildish on-site last week. Cleared up most of the issues. It has been agreed with the contractors that once the scaffolding goes up BTC will arrange for an asbestos survey to be completed. After reference to the TC he has been in touch with CC who own the land to advise them of the work. Wadebridge sign was discussed, it is already damaged, so CC have been notified. 15 Mar is anticipated start date for Wildish.</p> <p>Cllr J Cooper requested that Wadebridge sign be moved to one side if being repaired / replaced as it is a war memorial and is not best placed at present.</p> <p>DEM confirmed that the clock has recently been serviced (before Christmas).</p> <p>Cllr P Cooper requested that Christmas lights facilities be factored into any current work.</p> <p>It was RESOLVED to delegate authority to Officers to get this piece of work completed.</p>		
EST/2021/043	<p>To consider a report in respect of the new Cemetery planning processes and agree, if appropriate, the Officer's recommendations.</p> <p>BSM reported to committee. He has spoken to CC Link Officer, consultants at Wheal Jane and Situate for background info and updates.</p> <p>The consensus seemed to be there was not much benefit in going for outlining planning permission as the land has been designated for cemetery use subject to its suitability of the ground water tests. BSM recommended he work further with Situate to form a timetable to include a full application later in the year. Not got</p>		

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	<p>costs yet but intends to present all this information at the next meeting.</p> <p>It was RESOLVED to delegate this project to the Officers to take forward.</p>	BSM	
EST/2021/044	<p>To consider and agree, if appropriate, the Officers report regarding all BTC building refurbishment and applications received, if any, from suitably qualified project management consultants.</p> <p>BSM gave a verbal update. He explained his background includes writing briefs to bring in consultants to work on historic buildings. He has gained information from DEM and H&S consultant and is re-writing the basic briefs with added information such as T&Cs. Working with the TC to get too a standard where can be signed off and advertised.</p> <p>Cllr J Cooper wanted to stress that the Councillors would want to talk to potential consultants once they have been shortlisted and BSM agreed that a working party to include councillors and himself to take projects forward would be the best option.</p> <p>It was RESOLVED that delegated authority be given to the BSM and TC produce the briefs to source Consultants to take these projects forward.</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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