

MINUTES of the **Estates Committee** Meeting held on Thursday 21 January 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 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) and Miss L Hancock (Executive Assistant).

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

Apologies had been received from Cllrs J Bassett and P T Cooper.

		Action	Date
EST/2021/001	<p>Declarations of Interest – Members to declare interests in respect of any item on the agenda</p> <p>Cllr J Cooper declared a disclosable pecuniary interest in relation to Item 25.</p>		
EST/2021/002	<p>PUBLIC REPRESENTATION SESSION</p> <p>There were two members of the public present, neither wished to speak.</p> <p>Mr Andrew Banner was also present and the Chair reported that he will soon be working for the Council.</p>		
EST/2021/003	<p>To confirm that the minutes of the Estates Meetings held on 3 December 2020 are a true and accurate record of that meeting (copy provided)</p> <p>It was RESOLVED to confirm the accuracy of the minutes for 3 December 2020.</p>		
EST/2021/004	<p>To review any actions from the previous minutes (see Appendix 1)</p> <p>Action Point 5 – To obtain two quotes from SSE for two separate systems for Priory Park and the Skate Park cabling works and report on the findings – The EM advised that he had received three quotes for the cabling works and extra sockets in Priory Park, however SSE had been unable to send a representative out to site to carry out an inspection so their quote was currently not confirmed.</p> <p>The EM advised that SSE's quote of £16,200 included the pond lights but did not include the additional sockets. Councillor E Ahearn asked how long the EM would anticipate waiting for the full</p>		

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Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

	<p>quote to be provided from SSE. The EM advised that he was in contact with a representative from SSE who was aware of the time constraints associated with this project.</p> <p>Councillor J Cooper enquired whether the required CDM's and risk assessments had been completed and supplied to the contractors. The EM advised that he had not yet carried out these tasks and would need to identify which budget the money would be coming from for these works. He added that all three companies have been provided with a Brief for the works.</p> <p>Councillor J Cooper questioned how the EM could be confident that the works would be carried out to the required standards without the requisite paperwork being completed in advance. The EM advised that the Skate Park light is a separate issue which had been agreed previously. The EM added that he had the full tenders and quotes from the contractors.</p> <p>Councillor J Cooper expressed his dissatisfaction at the information which had been provided and considered it was limited and incomplete. He commented that he did not feel that the projects were progressing and felt unable to explain the rationale behind these delays if questioned by members of the public.</p> <p>The EM offered to provide the full quotes and any other additional information at the next meeting. He advised he would also need to submit his PID. He explained that money has not previously been allocated for this project. The Section 106 monies were allocated to the lighting at the Skate Park. He clarified that the re-cabling works have only come about as the result of investigative works for the repairs to the pond lighting.</p> <p>Councillor J Cooper enquired what stage the lighting project for the MUGA had reached. The EM advised that planning permission still needed to be obtained and no one had been appointed to carry out this work to date.</p> <p>Councillor J Cooper referred to the Estates Minutes of 4 November 2020 and asked why the PID had not been submitted as set out in those minutes.</p> <p>The EM advised that as the Skate Park works are not yet complete, it is not appropriate to submit the PID. He added that the pond lighting works have been carried out and it was during those works that the cabling was found to be defective, which then resulted in the need to obtain quotes for the replacement of the cables. The EM commented that the current pandemic had also made it difficult to arrange inspections.</p>		
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Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

	<p>Councillor J Cooper expressed his frustrations and considered that the EM was not following due process and the instruction of the Council, he then questioned the competence of the staff involved.</p> <p>The DTC reported that the Capital Reserves included £11k in allocated reserves for the MUGA, however a PID is required.</p> <p>Councillor J Cooper referred once again to the minutes of the 4 November 2020 meeting, which stated that a Planning Consultant be enlisted to submit a planning application for the installation of the acoustic fencing and cabling works in Priory Park and the Skate Park. The minutes also stated that a PID would be submitted. He asked once again why the officers had not followed the instruction of the Council.</p> <p>The EM confirmed that he would refer to the previous set of minutes and would work to submit a PID as soon as possible and look to appoint a consultant to move forward with the planning permission.</p> <p>Following discussion, it was RESOLVED that the Officers produce a rationale as to why the required information has not been obtained and carried out in a satisfactory way in a timely manner.</p> <p>Councillor K Phillips abstained from this vote.</p> <p>Action Point 5 – To issue an Order for the purchase of the Welfare Unit – The Town Clerk confirmed that a Purchase Order had been raised and the Welfare Unit has been ordered and the associated electrical and plumbing works were confirmed. The EM confirmed the delivery date for 26 January 2021.</p> <p>Councillor P Brown enquired whether all preparatory works would be undertaken in advance of delivery of the unit on site. The EM advised that the units can be positioned and connected, then any other groundworks could be carried out afterwards. He added that the unit would be connected to the main sewer.</p> <p>Councillor E Ahearn queried whether the electrical contractor and the plumbing contractor had been booked in to carry out these works. The EM advised that he needed to ensure that CDM was being followed and then he would be able to get them booked to carry out the required works, it was anticipated that this would take place in early February.</p> <p>Action Point 5 - To prepare a Training Matrix and report to Committee with associated costs – Councillor K Phillips queried whether First Aid Training had been included on the list, the EM confirmed it was listed as EFAW (Emergency First Aid at Work).</p>	EM	
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	<p>The information was noted.</p> <p>Action Point 5 - To provide a brief and Purchase Order to Wildish Contractors to carry out repairs on the White Clock – The EM advised that Wildish Contractors are ready to commence works, however he must ensure CDM compliance before works begin. Councillor K Phillips enquired how this is ascertained and the EM advised that a new member of staff will be assisting him with this work.</p> <p>Councillor M Barbery recalled that previously the Committee had been advised that scaffolding would be in situ by January and this has not yet happened. He requested that this work is actioned as soon as possible.</p> <p>Councillor J Cooper referred to the Estates minutes of 4 November 2020 which identified the works to the White Clock as a high priority task and enquired whether RTP have been commissioned to oversee this work.</p> <p>The EM advised that he has not yet instructed RTP Surveyors to carry out this work as during another, more recent meeting, he was instructed to incorporate the Turret Clock into these works.</p> <p>Councillor J Cooper then referred to Item EST/2020/059 and expressed his frustration that this instruction had not been actioned. He questioned the commitment of BTC officers in carrying out agreed policies and demanded a rationale for why these works have not been progressed.</p> <p>The EM commented that the CDM issue had been identified by a consultant and once the issue had been resolved, the works would be able to progress. He highlighted that he is not qualified in the specialist area of CDM and would therefore need to obtain specialist advice regarding this matter.</p> <p>Councillor P Brown considered that the Council must recognise that CDM is a specialist area and the requisite knowledge is not available within the existing team. The EM reported that he had identified CDM training within the Training Matrix and until this training has been facilitated he will require help and advice from an appropriately qualified person.</p> <p>Following discussion, it was RESOLVED that the EM would liaise with Andrew Banner, who can manage the CDM element of the projects and a report on progress is brought to the next meeting.</p>	EM/AB	
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	<p>Action Point 5 - To liaise with Bryan Hammond, HS Associates to finalise a brief for works to the Shire House – A brief had been provided and the EM advised that with Council’s agreement he would upload the brief, covering letter and other associated documentation to Contracts Finder.</p> <p>Councillor K Phillips agreed the proposal but suggested it may be advisable if Andrew Banner could look through the documentation. Andrew confirmed that he would be happy to assist with this work.</p> <p>Councillor J Cooper queried the process and enquired whether the information is shared with other publications i.e. the trade press.</p> <p>The EM advised that Contracts Finder attracts interest from large national companies of architects, project management companies etc and he would also inform smaller, local companies that the project is available for tender. Once a shortlist of contractors is made, they would be invited to make a presentation to Council before one is appointed to design a brief and manage the project thereafter.</p> <p>Following discussion, it was RESOLVED that delegated authority be granted to the EM and Andrew to submit the required documentation to Contracts Finder at the earliest opportunity, and to ensure that where possible, local contractors are employed.</p> <p>Action Point 5 - To obtain quotes for a diesel run boiler on a trailer as a temporary measure for heating within the Shire Hall – The Chair advised that this option had been investigated, but had proved not to be cost effective. She added that the heating system has now been repaired, so no further discussions were required.</p> <p>Action Point 5 - To initiate budget setting for Estates costings, estimates for a rolling programme of maintenance and repairs to buildings, open spaces, machinery and equipment – This action had already been dealt with during the Budget Setting process and therefore no further discussions were required.</p> <p>Action Point 5 - To contact Bodmin Nursery to agree the purchase of hanging baskets at a cost of just under £600 – The EM confirmed that this has been actioned. The Chair enquired whether the hanging baskets could be retained for use over the winter. The EM confirmed that the Parks Team always seek to reuse plants and hanging baskets where possible.</p> <p>Action Point 5 - To liaise with Cllr P Skea regarding requirements for DDA at Shire Hall – Councillor P Skea reported that he has liaised with Tremorvah Industries and they have agreed to visit site to provide a quote on 3 February 2021 at approximately</p>	EM/AB	
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Date			
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	<p>per day. They also carried out repairs, covered sickness and carried out cleaning in the Shire House and Shire Hall.</p> <p>Following discussion, it was RESOLVED that notice to terminate the contract be provided to Cormac and during the notification period, expressions of interest be sought from other cleaning companies to tender for this work. He suggested that interviews be held with the interested parties to ensure that the required standard of contract could be serviced.</p> <p>It was also RESOLVED that financial information regarding the additional cleaning of the public conveniences be published on the Council's website to make the public aware of these additional measures.</p> <p>Action Point 12 – To investigate costs associated with skip hire and whether there are any preferable contractors available locally – The EM advised that as instructed, he had compiled a list of comparable options and currently Tinten were still the closest and most cost effective for the disposal of green waste.</p> <p>Following discussion, it was RESOLVED that BTC continues its contract with Tinten on a short term basis.</p> <p>A matter concerning the disposal of the VW Caddy and Citroen Berlingo the purchase of an Isuzu Gafter was raised but it was agreed to refer this matter to the next Estates Meeting as an agenda item. In addition, a PID would also need to be prepared in advance. An efficiency analysis will need to be provided to explain the rationale behind this change of vehicles.</p> <p>Action Point 14 – To provide a training session for Members in relation to the budget setting process and add a new folder to Dropbox to include all budget spreadsheets for all Committees – The DTC advised that all Committees have had their Capital Projects and Revenues but proposed that in advance of next year's Budget Setting it would be recommended that at least two training sessions be arranged for all Members to attend. He encouraged Members to look ahead at the Strategic Development Plans and to submit PID's where appropriate to assist with the budget process.</p> <p>Action Point 19 - To finalise the sealing of the six month lease for St Lawrence's Church in accordance with Standing Orders Item 39(a) – The Town Clerk confirmed that this matter had been dealt with and would be discussed in greater detail under Item 25.</p>	<p>EM</p> <p>DTC</p> <p>EM</p> <p>EM/DEM</p>	
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Matters of accuracy	Minute ref	Comment	Chairman signature

EST/2021/005	<p>To consider an update of Poorsfield matters – Estates Manager</p> <p>The EM reported that all of the rubbish has been removed from the site and the only items remaining on site at Poorsfield is some rubber matting which will shortly be removed from site, along with the granite which need to be relocated. He added that some tree planting and landscaping would also be carried out on the site.</p> <p>Councillor J Cooper suggested that the granite remains on site for the time being, until a suitable project for its use comes forward. He added that the BRIN Trustees would be unlikely to raise any objections to this.</p>		
EST/2021/006	<p>To receive a report regarding Priory Pond – Councillor M Barbery</p> <p>Councillor M Barbery reported that he had been liaising with the Environment Agency regarding concerns relating to the water quality of Priory Pond, particularly following periods of inclement weather. He and Councillor J Cooper had emailed the EA with specific concerns and had obtained some results of water analysis which included some alarming figures regarding acceptable standards. Councillor Barbery added that he hoped that the EA would carry out some works to rectify the problems at Priory Pond.</p> <p>Some discussion then ensued regarding the rat population around the pond and the Estates Manager advised that there is difficulty in controlling their numbers, particularly as some members of the public continue to feed the ducks excessively which is adding to the problem. Councillor M Barbery offered to liaise with members of the public to try and emphasise the issues associated with overfeeding.</p> <p>Following discussion, it was RESOLVED to delegate authority to the Estates Manager to adopt a more robust approach to dealing with the rat population in the vicinity of the Priory Pond.</p> <p>Councillor D Henderson voted against this decision.</p>	EM	
EST/2021/007	<p>To consider the purchase of a trial of work scheduling programme (Work Wallet) – Estates Manager</p> <p>The EM considered that the demonstration of the Work Wallet system had been very successful and he had prepared some costings for consideration by Council. He suggested a trial period with three units initially, and during this time he would explore other systems available.</p>		

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

	<p>Councillor J Cooper wished to clarify that the Work Wallet system would be compatible with the Council's existing IT system with Carlyon and asked that a PID be prepared in advance of the purchase.</p> <p>The EM confirmed that he would liaise with Carlyon to ensure Work Wallet could be integrated with the existing system and would prepare costings to include the purchase of Toughbooks.</p> <p>Councillor P Brown referred to the email from Bryan Hammond which suggested that he may be able to advise on other available systems. The Town Clerk agreed it would be advisable to consult with Bryan prior to moving forward with the purchase of Work Wallet.</p> <p>Following discussion, it was RESOLVED that a report would be brought to the next Estates Meeting to include full costings, clarification of compatibility with the existing IT system and to ensure this action is in accordance with Financial Regulations.</p>	EM	
EST/2021/008	<p>To provide an update on Land at Barratt Homes Working Party – Estates Manager</p> <p>The EM advised that he had attended a meeting with Barratt Homes earlier in the week, which had been very positive. He referred to Phase 1 and stated it would be the easiest area for BTC to take on and is in the best condition. He added that the area included within Phase 2 has several issues which would need to be considered carefully including the lack of tree reports, maintenance of hedges, attenuation ponds and land drains, therefore the EM did not recommend taking on Phase 2.</p> <p>The EM reported that Barratt Homes had advised that prior to BTC taking on the maintenance, the area within Phase 1 would be brought up to a higher standard and the play equipment would be repaired.</p> <p>Councillor D Henderson considered that Phase 1 would be a good asset for BTC to take on. She commented that the play area is more suitable for younger children but there is also a good area of green space surrounded by young trees. She added that she would not support the concept of taking on Phase 2 due to the complications of managing the attenuation ponds.</p> <p>Councillor J Cooper considered that the offer of £30k for BTC to adopt and maintain the two sites would not be a sufficient offer.</p> <p>Councillor P Brown enquired whether there are any management fees applied to the properties and considered that those charges</p>		

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

	<p>should be covering these costs. Councillor Henderson confirmed that residents do pay management fees to Barratt Homes.</p> <p>Following discussion, it was RESOLVED to contact Barratt Homes and advise that BTC would be happy to take on the management of Phase 1 for £30k per year but would not be interested in maintaining the area included within Phase 2 due to the difficulties in managing the attenuation ponds.</p>	EM/TC	
EST/2021/009	<p>To receive a report on play area maintenance and upgrades for Northey Road and Priory Park – Deputy Estates Manager</p> <p>The EM advised that the DEM had prepared a report which included a range of essential works, along with some improvement works at a range of BTC play area sites.</p> <p>The EM proposed that the proposals be placed on Contracts Finder in order to obtain more exact costings and design concepts from companies such as Kompan and sometimes a better deal can be achieved when submitting a larger project, rather than individual sites.</p> <p>Councillor J Cooper enquired whether a PID had been prepared for this work. The DTC confirmed that a PID had been submitted for the Northey Road site but the other sites included would need separate PIDs prepared.</p> <p>The EM emphasised that the costings were only estimates and considered that placing the information onto Contracts Finder would assist in obtaining specialist advice from play providers regarding design and DDA compliance.</p> <p>Councillor J Cooper expressed concerns that by tasking the EM with these additional jobs, it may divert him away from other high priority projects identified earlier in the meeting.</p> <p>Following discussion, it was RESOLVED to defer this item to the next meeting of the Health & Safety Working Party for prioritisation in due course, once some of the outstanding higher priority tasks are actioned.</p> <p>Councillors E Ahearn, P Brown & K Phillips abstained from the vote.</p>	CC	
EST/2021/010	<p>To consider and agree costs to carry out Electrical Condition Reports and PID - Estates Manager</p> <p>The EM advised that this report had been prepared by the Facilities Administrator. It highlighted that the Electrical Condition Reports for</p>		

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Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

	<p>the Shire Hall, Shire House Complex and the BTFC Grandstand have expired and need to be carried out every five years.</p> <p>Following discussion, it was RESOLVED that Davey Electrical are appointed to carry out this work as soon as possible.</p>	EM	
EST/2021/011	<p>To consider and agree costs to carry out Legionnaires testing for the Shire House, Shire House Suite and Shire Hall – Estates Manager</p> <p>The EM reported that there is a duty of care to carry out this work and although there are some members of staff who could undertake training, at the current time he would recommend outsourcing this work to a specialist contractor.</p> <p>Following discussion, it was RESOLVED that Allium are appointed to carry out this work as soon as possible.</p>	EM	
EST/2021/012	<p>To consider and authorise the refurbishment of the Fair Park Toilets – Estates Manager</p> <p>The EM advised that following the information being published on Contracts Finder, he had received two quotes from local contractors to carry out this refurbishment work. The budget identified for this project was £75k and RTP Surveyors have been paid £3k to manage the project to date.</p> <p>Councillor J Cooper considered that the costs quoted seemed very excessive and questioned whether the brief prepared by RTP Surveyors may be incorrect.</p> <p>Councillor P Brown concurred with Councillor Cooper's view and referred to a previous Health & Safety Working Party meeting where concerns had been raised regarding the brief and Bryan Hammond had suggested it should be reviewed.</p> <p>Following discussion, it was RESOLVED that the Town Clerk contact RTP Surveyors to challenge them on what they have provided to BTC in relation to this project and to obtain some rationale as to why it is not acceptable in terms of health and safety.</p> <p>Councillor P Brown voted against this decision. He considered it unfair to be approaching them after the event, when there had been opportunity to have those discussions beforehand.</p>	TC	
EST/2021/013	<p>To consider and agree on the bedding scheme for 2021, resolve to instruct ordering the plants – Estates Manager</p>		

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

	<p>The EM recommended Hay Nurseries and advised that Truro City Council had provided some very positive feedback about them.</p> <p>Following discussion, it was RESOLVED to order the plants from Hay Nurseries so that the Parks Team can get the bedding scheme in place at the appropriate time and to make improvements to the town.</p>	EM	
EST/2021/014	<p>To consider and agree costs to carry out essential Tree Works – Estates Manager</p> <p>The EM advised that these tree works have arisen following independent tree reports and need to be carried out as soon as possible. He endorsed the work of Eaver Beaver, who have carried out many tree works on behalf of BTC in the past.</p> <p>In relation to the area at Hillside, it was agreed that clarification would be sought regarding the situation of land ownership before any works are carried out in this area.</p> <p>Following discussion, it was RESOLVED to instruct Eager Beaver to carry out these works, with the exception of the hedge trimming at Hillside. Delegated authority was granted to the EM to action these works to a total cost of £10,600.</p>	EM	
EST/2021/015	<p>To consider fuel costs in respect of Estates operations – Deputy Town Clerk</p> <p>The Town Clerk reported that there were some concerns regarding the amount of fuel being consumed by the Parks Team and he would be investigating this matter. He would like to see a full cost analysis of fuel usage and how it is managed.</p> <p>The EM advised that the system utilised by Cormac is very thorough and requires the use of an individual fob and passcode as well as the inputting of specific details i.e. mileage or hours of the vehicle before fuel can be drawn. This data is then made available to the Accounts Team.</p> <p>Following discussion, it was RESOLVED that this matter be deferred to the Policy & Resources Committee Meeting on 28 January 2021. In the meantime, the DTC was tasked with investigating the details of fuel consumption per vehicle and to carry out spot checks on the monthly accounts.</p>	DTC/TC	
EST/2021/016	<p>To provide an update on the Welfare Units – Estates Manager</p> <p>This matter was discussed in detail during Item EST/2021/004.</p>		

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Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

EST/2021/017	<p>To provide an update regarding new bins for the Skate Park – Estates Manager</p> <p>The EM advised that the new bins for the Skate Park had been purchased and were delivered the previous day, he advised that he would require a purchase order from the Town Clerk to obtain the cement needed for the installation.</p> <p>This information was noted.</p>		
EST/2021/018	<p>To consider an update on progress relating to the new Cemetery land, and also progress with mapping in relation to the Old and New Cemetery – Estates Manager</p> <p>The EM advised that he has not been able to progress any of the mapping of the Old Cemetery due to dealing with other high priority projects.</p> <p>The EM advised that in relation to the New Cemetery, the borehole tests have indicated that the site is viable for use as a Cemetery. He reported that the planning application has been prepared and the fee was calculated to be somewhere in the region of £11,000.</p> <p>A full planning application would need to be submitted and the EM is currently awaiting further advice from the planning department.</p> <p>Councillor J Cooper recognised that this is a high priority item and must be progressed as soon as possible. He recommended that as this a specialist area it would be advisable to employ the services of Situ8 to work on a number of projects including the lighting at the Skate Park, the acoustic fencing and the New Cemetery.</p> <p>The Town Clerk confirmed that Financial Regulations can be suspended, as Point 11.1.2 refers and therefore Council could resolve to appoint a Planning Consultant without obtaining three quotes.</p> <p>The EM suggested exploring the option of specialist planning consultants who only deal with cemeteries as there could be a number of specialist constraints associated with this site.</p> <p>Following discussion, it was RESOLVED to suspend Financial Regulations and to appoint Situ8 to work on the lighting at the Skate Park, the acoustic fencing and the New Cemetery to progress these works. It was requested that a report on progress be brought to the next Estates Meeting.</p> <p>Councillor P Brown abstained from this vote.</p>	TC/EM	

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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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