

MINUTES of the Estates Committee Meeting held on Thursday 13 January 2022 at 18.30 in Shire House Suite.

Present: Chairman, Councillor K Philips; together with Councillors T M Barbery (Vice Chair), J Cooper, P Cooper, D Henderson, and H Blacklaw

IN ATTENDANCE: Peter Martin (Town Clerk), Andrew Banner (Estates Manager) and Shirley Gooch (Senior Administration Assistant)

Meeting commenced at 18.30

EST/2022/01 Mayor/Chairperson's announcements

The Town Clerk read a statement reminding attendees that the meeting would be audio recorded for the purposes of minute taking but that no permanent audio record is retained after production of the draft minutes.

(b) To receive and record the grounds upon which apologies for absence are tendered.

Apologies were received from Councillors P Brown. E Ahearn and R Joshi

EST/2022/02 Declarations of Interest relating to business on the agenda

There were no declarations of interest raised relating to business on the agenda.

To consider written requests from Members for dispensations. These must be submitted to the Proper Officer in advance of the meeting date

The Town Clerk reported that he had not received any written requests from members.

EST/2022/03 Public representation session:

There were no members of the public present.

EST/2022/04 Minutes of the previous meeting.

To confirm the accuracy of the Minutes of the Estates Committee meeting held on 4th November 2021.

It was **RESOLVED**

That the minutes of the meeting held on 4th November 2021 are a true and accurate record.

EST/2022/05 List of actions from the previous minutes, for update, see Appendix 1

Action spreadsheet updated accordingly at **Appendix 1**.

EST/2022/06 To consider and agree Financial Statement (Income and Expenditure) for December 2021

- 058 miscellaneous expenditure for Berry Tower £625 this was for the Chapel bat survey

- 201 Fair Park Toilets £137.53 energy costs electricity. EM to report back at next meeting as this facility is currently closed (but not officially) due initially to vandalism. The charges are recharged to hirer.
- 203 Dennison Road toilets annual cost is £1755.00 but this facility is closed as some items have been removed. The EM and Deputy Mayor to visit these toilets and report back to committee in March with a view to reopening if possible.
- 130 Work clothing and PPE. This should be a harmonised cross department for annual issue of work clothing and PPE
- 215 Flowerbeds and Floral displays – charges for Poorsfield to be removed

It was **RESOLVED**

To agree the financial statement and is noted and

To include discussion item on public toilets to the next Estate Committee agenda

EST/2022/07 To receive Risk Management updates

The risk management plan was discussed.

It was **RESOLVED**

To note the Risk Management update.

EST/2022/08 To seek approval to submit a planning application for the planned new Cemetery

Drawings have been adjusted in line with previous comments, and all councillors agree that this is an excellent proposal for the Bodmin.

BTC currently conducts approximately 20/25 burials per year. There is a combined estimate of 1100 formal and natural spaces at the new cemetery which could take up to 60 years to fill.

The environment agency has given approval to proceed with the planning application after conducting various water sampling. The next steps would be to draft the final planning application for submission, costs of which are already included in the fees.

Cornwall Council wishes to redevelop Bodmin even further and it was suggested that the EM approach them to see if BTC could reserve the woodland next to the new cemetery site which could be used for informal . if there is an agreement then the planning application for the new cemetery can be submitted together with an outline planning application for the woodland which would be stripped due to ash die back. This could then be used for informal burials.

The cost of drawing up the planning application is already included in the fees.

It was proposed to approve to draft up the final planning application for submission and for the EM to contact Cornwall Council with regards to including outline planning on an extra piece of woodland adjacent to the new cemetery site, this would future proof the scale of internments in Bodmin. Both the planning application and outline planning application being submitted at the same time.

It was **RESOLVED**

To APPROVE to draft the final planning application for submission and for The EM to contact Cornwall Council with a view to agreeing and obtaining outline planning permission for the woodland area adjacent to the site of the proposed new cemetery.

And to RECOMMEND approval to Full Council

EST/2022/09 To note the mapping of the new cemetery

It was **RESOLVED**

to note the mapping of the new cemetery

EST/2022/10 To consider and agree that the agility trail play equipment be sited at Moorview and to Confirm that the S106 monies can only be used for equipment at Hillside Park

It was **RESOLVED**

To agree that the wooden agility trail play equipment be sited at Moorview, and it was Also **RESOLVED** To confirm that the S106 monies can only be used for equipment at Hillside Park

EST/2022/11 To receive a verbal report from Cllr J Cooper in respect of BTC supplying quotes for a community noticeboard to be located at Borough View (Waine Homes)

Cllr J Cooper has been in discussions with Waine Homes regarding a community notice board at their development at Borough View. This would aid inclusivity of new Bodmin residents allowing them to be engaged with the wider community. The cost of the notice board is £1,300 with Waine Homes willing to contribute £500 towards it.

Cllr J Cruse has also agreed a contribution from her community chest for a sum yet to be determined but will be less than £500. Cllr J Cooper is asking if BTC could make up any shortfall and for the notice board to be erected by Estates Team.

Councillors for St Lawrence ward will visit the proposed site and talk to residents about the proposed notice board and whether they would like it sited on the green.

The noticeboard would need updating information and maintenance which would fall under the facilities team/community services.

It was proposed to adopt the verbal report and once final costs have been ascertained then BTC could provide the shortfall in funds from ear marked reserves to purchase the notice board and for estates team to erect the notice board.

It was **RESOLVED**

To ADOPT the verbal report from Councillor J Cooper and

To RECOMMEND to Full Council that BTC to make up the short fall in costs from ear marked reserves and for estates team to erect the notice board

EST/2022/12 To recommend approval of the revised terms of reference for the Estates Committee

The TC advised the committee of a proposed amendment to all committee terms of reference which include that spending powers within designated budgets are required to enable committees meet their obligations,

These terms of reference are updated and agreed at the annual town meeting in May but can at any time be amended if required during the year.

On the terms of reference document should read that the Chairman is elected annually at the Annual Meeting of the Council, and Vice chairs are elected at the first meeting of that committee.

The amendments will be inserted under General Discussions of ToFR

It was **RESOLVED**

To **APPROVE** the revised terms of reference and to **APPROVE** the Chairman is elected annually at the Annual Meeting of the Council, and Vice Chairs are elected at the first meeting of that committee.

EST/2022/13 To note the refurbishment of Shire Hall and Suite update

The formal appointment of Burrell Foley Fisher (BFF) will be complete once satisfactory references have been received.

Cllr J Cooper reported that he tripped on the Folly last week and given that the slabs and stones are slipping suggested that the survey should be carried out as soon as possible as this potential health and safety issue.

BFF have sourced three specialist survey companies who have the necessary skills and expertise to produce plans for listed buildings. The company who provided best value is Quadrant for a combined instruction of £28,309.50 plus VAT

The total cost for all buildings covered within the project to be surveyed exceeds the £25K allowable figure under financial regulations and therefore should be added to Contracts Finder for transparency.

As Estates Committee are not able to approve Quadrant due to financial regulation the TC advised the most prudent approach would be to defer this item to Full Council on 20 January 2022 to suspend financial regulations under transparency, safety and best value.

It was **RESOLVED**

To defer this item to Full Council on 20 January 2022 to suspend financial regulations

EST/2022/14 To consider and agree the disposal of Estates assets

It was noted that BTC are unable to use EBay to sell the items listed in the report but in line with financial regulations the items could be disposed of at auction.

It was **RESOLVED**

To agree the disposal of the items listed in the report via a local auctioneer

EST/2022/15 To consider and agree Berryfields consultation

It was RESOLVED

To agree for Community Services to carry out a consultation with residents to cover:

- If they would be happy for more planting to take place
- The type of play equipment needed

EST/2022/16 To note the summer planting scheme and to suspend financial regulations to continue using Hays Nurseries

This summer's planting scheme will be red, white, and blue to celebrate the Queen's platinum jubilee. Last year's standard and quality of bedding plants was excellent and it was suggested that Hays may wish to quote for BTC's hanging baskets for this summer too and will be discussed at Estates Committee in March 2022.

It was RESOLVED

To suspend financial regulations to £2,000 to continue using Hays Nurseries to supply the summer planting scheme. And to add hanging baskets from Hays to March agenda

EST/2022/17 To consider Mr Quinnell's request for two memorial benches at Kay's Crescent

Mr Quinnell had approached BTC to donate two benches for Kays Crescent in memory of his late wife. Officers had met with Mr Quinnell and attended a site visit. Trial excavations have been carried out for ground suitability and Estates team have provided Mr Quinnell costs for the benches. There will be no cost afforded by BTC.

It was RESOLVED

To inform local residents that the trial excavations were prepared for the two benches that have been donated.

EST/2022/18 To consider the proposal for the Co Bikes Station and to AGREE the budget for arranging the electric supply

There is a proposal for an electric bike station in Bodmin next to Explore by Bike at Priory Car Park.

There needs to have an electrical supply taken underground from the toilet block in Priory Car Park with costs of approximately £1,000. The committee felt that this cost was high and the EM should investigate whether Inter Bike have already received funding for electrical supply via CIL.

Committee also felt that BTC should see if there is any grant funding available to install two electric car charging points at Priory Car Park

It was RESOLVED

To AGREE to the proposal for the Co Bikes Station at Priory Park and

To REQUEST further information/evidence from Interbikes regarding their funding by either award agreement or minutes.

NOT to AGREE budget for the electrical supply until the committee receives further information regarding their funding agreement.

To **AGREE** to seek grant funding to install two electric charging points at Priory Car Park

EST/2022/19 ITEMS CONTAINING EXEMPT INFORMATION

To consider passing the following Resolution in respect of the items listed below:

“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”.

It was **RESOLVED**

To move into confidential section.