

**MINUTES** of the Meeting Estates Committee held on 4<sup>th</sup> November at 18.30pm in the Shire House Suite.

**PRESENT:** Cllr M Barbery (Vice Chair); presiding together with Councillors J P Cooper, G Frost, E Ahearn, P Brown, H Blacklaw, R Joshi

**IN ATTENDANCE:** Mr P Martin (Town Clerk), Mr A Banner (Estates Manager), Mr Sam Lebborn, (Deputy Estates Manager), Mrs Shirley Gooch (Senior Administration Assistant)

**MEMBERS OF THE PUBLIC**

There were no members of the public present.

Meeting commenced at 18.30

Agenda Item & Minute no.		Action	Date
EC/2021/160	<p><b>Chairman's announcements and apologies:</b></p> <p>The Town Clerk read a statement reminding attendees that the meeting would be audio recorded for the purpose of minute taking but that no permanent audio record is retained after production of the draft minutes.</p> <p><b>To receive and record the grounds upon which apologies for absence are tendered.</b></p> <p>Apologies were received from Councillors K Philips, D Henderson and P Cooper.</p>		
EC/2021/161	<p><b>Declarations of Interest relating to business on the agenda</b></p> <ul style="list-style-type: none"> <li>• Members to declare interests in respect of any item on the agenda <ul style="list-style-type: none"> <li>○ Cllr M Barbery declared an interest in items 170 Bodmin entrance signs and 171 the new vector sign.</li> </ul> </li> <li>• To consider written requests from Members for dispensations. These must be submitted to the Proper Officer in advance of the meeting date. <ul style="list-style-type: none"> <li>○ The TC reported that he had not received any written requests from members.</li> </ul> </li> </ul>		
EC/2021/162	<p><b>Public representation session:</b></p> <p>There were no members of the public present</p>		
E/2021/163	<b>Correspondence received</b>		

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

	The Vice Chair reminded everyone of the forthcoming Johnny Cowling Gospel night on Thursday 9 <sup>th</sup> December at St Petrocs Church. Tickets are on sale at £10.00 per person at BTC reception.		
EC/2021/164	<p><b>Minutes of the previous meeting.</b> To confirm the accuracy of the Minutes of the meetings held meeting held on 9<sup>th</sup> September 2021 (as circulated). LGA 1972, Sch 12, para 41(3), LG (Miscellaneous Provisions)1976, s41</p> <p>It was <b>RESOLVED</b> That the minutes of the meeting held on 9<sup>th</sup> September 2021 are a true and accurate record.</p>		
EC/2021/165	<b>List of actions from previous minutes, for update</b>		
EST/2021/126	<p><b>Proposal to install a height barrier in Priory car park.</b> <b>It was RESOLVED:</b> To delegate authority to EM to scope appropriate signage to deter the overnight carparking of high sided vehicles. <b>09/09/2021 update – Lawnroc have agreed to put up signage. EM to chase Lawnroc Parking Management with regards to signage</b></p> <p><b>04/11/21update</b> there is still inconsistency in timings for charges across the signage in the car park including when using the telephone payment line. The budget currently set for income is £60k which is felt to be unachievable, with income currently at £23k. It is suggested that £60k is reduced to a more achievable level of £40k during the budget setting process.</p> <p>It was <b>RESOLVED</b> to recommend to the Community Services Committee to review the car parking charging structure including the rates and timings.</p>	CSC	Next meeting
	<p><b>2021/141</b>To consider and agree Financial Statement (income and expenditure) for July 2021 • Energy costs [131] at Priory Park are twice as high as budget. Costs should not be this high at this time of the year or is someone plugging into our supply. <b>04/11/21/update</b> – these are re-charged back to Cornwall Council; however the committee need more clarity on the budget line.</p>	EM	13/1/22
	<p><b>2021/141</b>To consider and agree Financial Statement (income and expenditure) for July 2021 • Water rates for Horse Field [71300] why are we still paying these rates? EM to reclaim from BRIN <b>04/11/21/update-</b> EM to check if they have been reclaimed</p>	EM	13/1/22
	<b>EST/2021/142</b> The risk register was <b>NOTED</b> , and it was <b>RESOLVED</b> That Cllr Barberry and EM to visit the site at Walker Lines which was currently on the open market, to ascertain whether it would make a		

Chairman initials		Date	
Matters of accuracy	Minute ref	Comment	Chairman signature
	EST/2022/04	It was RESOLVED that the minutes of the meeting held on 4 <sup>th</sup> November 2021 are a true and accurate record	

	<p>suitable site for new parks compound. the site has been visited but is sold subject to contract</p> <p><b>04/11/21 update</b> - EM has now registered with local estate agents who will advise when suitable parks accommodation becomes available.</p> <p>It was <b>RESOLVED</b> To delegate authority to the EM and TC to pursue the availability of a new works depot for the estates department, and for two members of the council to assist with negotiations and a £15k be allocated for the purpose of a deposit if required.</p>	TC/EM	13/1/22
	<p><b>EST/2021/153</b> It was <b>RESOLVED</b> To obtain a copy of Bodmin Town's tree survey from Cornwall Council's whereby BTC can use this data to see which trees we need to look to protect.</p> <p><b>04/11/2021 update</b> A FOI request has been submitted to Cornwall Council by BTC Planning. It was <b>RESOLVED</b> to delete this action and refer it to BTC Planning Committee.</p>	LP	13/1/21
EC/2021/166	<p>To receive reports, up-dates and information from Cornwall Council Bodmin representatives if any</p> <p>None were received.</p>		
EC/2021/167	<p>To consider and agree Financial Statement (Income and Expenditure) for September 2021. – together with a corresponding note on variances.</p> <ul style="list-style-type: none"> <li>• 231 Town clocks – the town clock is not lighting up at night, the EM is aware of this and believes it is a timer issue which will be resolved.</li> <li>• 82100 – replacement water bowser purchased. Cornwall Council have said they would not be putting up any more hanging baskets.</li> <li>• Car parking income will be moved over to Estates to show both income and expenditure.</li> </ul> <p>It was <b>RESOLVED</b> To agree the financial statement and is noted.</p>		
EC/2021/168	<p>To receive Risk Management updates</p> <p>The TC invited comments on the risk management register.</p> <p>Risk 196 - Works to grandstand. A decision is already in place by P&amp;R committee to commission a survey report to ascertain whether all works to the grandstand have been completed to a satisfactory level.</p> <p>If not then it is resolved to delegate authority to commission a condition survey on the grandstand TC to check mins/action points by 5/11/21</p>	EM	5/11/21

Chairman initials		Date	
Matters of accuracy	Minute ref	Comment	Chairman signature
	EST/2022/04	It was RESOLVED that the minutes of the meeting held on 4 <sup>th</sup> November 2021 are a true and accurate record	

	<ul style="list-style-type: none"> <li>To consider and agree the use of an area within Shire House for museum office space.</li> </ul> <p>It was reported that the air quality in the museum office space is not great, and the office space is smaller than it should be. The museum staff are looking for temporary office space elsewhere, subject to a service level agreement or memorandum of understanding in place. The EM is in the process of arranging an air quality survey.</p> <p>It was <b>RESOLVED</b> To delegate authority to the TC/EM to work with the museum staff to find temporary, suitable office space for the museum staff within the Shire House complex. This would be for a three month period initially, with a monthly review. and to Investigate using data loggers to check the air quality of the current office at the museum</p> <p>It was <b>RESOLVED</b> To note the Risk Management update.</p>	EM/TC	13/1/22
EC/2021/169	<p>Cemetery update</p> <p>The EM reported that he had hoped to bring a full report and presentation to this evening's meeting, unfortunately there are some areas that require clarification.</p> <p>Final plans and a draft planning application will be presented to committee in January 2022 for approval.</p> <p>It was <b>RESOLVED</b> To note the cemetery update.</p>	EM	13/1/22
EC/2021/170	<p>To consider and agree the revised Welcome to Bodmin entrance signs design subject to Cornwall Council approval and to note the comments received from highways regarding the siting of the signs</p> <p>Revised signs in white and gold were circulated for discussion. The committee felt the gold sign was more in keeping with Bodmin but would like the 15 balls (bezants) be displayed as in a shield. The gold lettering should also be reflective.</p> <p>Cornwall Council highways team have been contacted and will provide the necessary sign off when needed.</p> <p>It was <b>RESOLVED</b> To agree the choice of the gold lettering version of the Welcome to Bodmin entrance signs and to have the 15 balls (bezants) displayed as in a shield as one and all and for it to be reflective.</p>	EM	13/1/22
EC/2021/171	<p>To consider and agree the revised Vector designs</p> <p>The revised vector sign can be enlarged without any pixelization.</p>		

Chairman initials		Date	
Matters of accuracy	Minute ref	Comment	Chairman signature
	EST/2022/04	It was RESOLVED that the minutes of the meeting held on 4 <sup>th</sup> November 2021 are a true and accurate record	

	<p>It was <b>RESOLVED</b> To agree the revised Vector designs and a note of thanks to be relayed to Cornwall Creative.</p>		
EC/2021/172	<p>To note the Work Wallet update</p> <p>The DEM reported how well the estates team had embraced using work wallet which is on licence to us. It has greatly increased communication within the team and helped reduce paper use too.</p> <p>The team currently use Work Wallet for vehicle/machinery inspections, play inspections, job monitoring and incident reporting. The reporting/inspecting functions can be added to, modified and improved over time and it is a useful tool to identify issues and invaluable in alerting staff should a major incident be reported. Unfortunately, it cannot track vehicles, but can be used when lone working.</p> <p>It was <b>RESOLVED</b> To note the work wallet update.</p>		
EC/2021/173	<p>To note the update on the purchasing/siting of the rat waste bin and bait box in Priory Park</p> <p>The EM reported that the concrete for the base has now been poured and the bin will be in place next week</p> <p>It was <b>RESOLVED</b> To note the update on the rat waste bin and bait box in Priory Park.</p>		
EC/2021/174	<p>To agree the mid-January 2022 date for works to commence on the pond island clearing and associated tree works.</p> <p>The EM reported that water monitoring will continue until Spring 2022 and regular liaison with the environment agent is ongoing.</p> <p>It was <b>RESOLVED</b> To agree the mid-January 2022 date for works to commence on the pond island clearing and associated tree works. Also to publicise the environment agency telephone number on BTC website and Facebook page for residents to report issues if they are concerned over the water discolouration.</p>	EM	13/1/22
EC/2021/175	<p>To consider and agree the cost benefit analysis for cemetery interments; whether to continue to outsource the service or bring the service in house</p> <p>The DEM briefed committee on the current process of Interments which is outsourced together with the wish to bring this sensitive process in house. Admittedly there is the financial cost of training to be balanced with staff turnover, but as with all 'paid for training' if staff leave within a short period i.e. a two year period after gaining their qualification, they are required to pay back BTC a certain</p>		

Chairman initials		Date	
Matters of accuracy	Minute ref	Comment	Chairman signature
	EST/2022/04	It was RESOLVED that the minutes of the meeting held on 4 <sup>th</sup> November 2021 are a true and accurate record	

	<p>percentage of the costs. This is included in 5.6 of BTC Training and Development Policy. Grave digging tasks are currently included in the parks operative's job description, but it could not be confirmed whether it is by hand digging or machine.</p> <p>The current contractor used is skilled and empathetic. There are no guarantees a building contractor would be as proficient and provide the same level of compassion.</p> <p>A stepped approach to this decision seemed to be the most prudent. Whereby it was proposed to obtain costs for the ICCM City and Guilds H&amp;S burial process and for the telescopic shoring elements of the qualification. Costs for the training to come back to the next meeting.</p> <p>It was <b>RESOLVED</b> To agree a phased approach to the decision and obtain training costs for the first two elements of the ICCM City &amp; Guilds i.e. the Health and Safety burial process and telescopic shoring. This will show the team BTC's commitment to their development. Until the current contractor retires, or demand increases thereafter the second phase of the training will commence. Training costs to come back to the next committee meeting.</p>	DEM	13/1/22
EC/2021/176	<p>To note the completion of the asset register</p> <p>The EM reported the completion of the asset register and the continuing work to QR code all the assets together with the IT/Office Administration and Projects Officer.</p> <p>It was <b>RESOLVED</b> To note the completion of the asset register</p>		
EC/2021/177	<p>To agree and recommend the appointment of lead consultant for Shire House and Shire Hall refurbishment</p> <p>The working group shortlisted seven consultants for interview with six being interviewed. The selection process followed strict criteria and experience.</p> <p>The EM and the working group recommend that Burrell Foley Fischer be appointed as lead consultants for the project. BFF have delivered several projects in Cornwall including the Hall for Cornwall and have clear empathy with BTC buildings, the history and the town itself. Copies of the notes of the working party meeting and Terms of reference can be access via the links above.</p> <p>The EM also commented that as they had received a good response to the brief that he would like to use, if possible, some of the unsuccessful contractors for other smaller refurbishments projects for BTC, i.e. the refurbishment of public toilets. Cllr J Cooper said that the EM should have delegated authority to speak to some of these consultants to push forward other projects.</p>		

Chairman initials		Date	
Matters of accuracy	Minute ref	Comment	Chairman signature
	EST/2022/04	It was RESOLVED that the minutes of the meeting held on 4 <sup>th</sup> November 2021 are a true and accurate record	

	<p>The EM advised that BFF are a consultant firm who could work almost autonomously on the project.</p> <p>Cllr Joshi knows of BFF's work, has a well-established working relationship and reputation with English Heritage and would highly recommend them for this project. Cllr Joshi felt that the EM should work with BFF to ensure their overheads and travel be capped in some way to attempt to curtail their fees.</p> <p>The TC commented that the work he had seen in Kidderminster appeared to be excellent.</p> <p>The EM said that BFF are Dorset based and have acknowledged that they would keep their overheads and travel to a minimum.</p> <p>The project brief needs to be developed in the first instance then the EM can investigate possible funding streams.</p> <p>Cllr J Cooper proposed to agree with the recommendation of the EM to appoint Burrell Foley Fischer as lead consultant for the project and that the TC and EM work to build in caps and constraints on other expenditure.</p> <p>Cllr J Cooper made note that BTC need substantial financial help for the project to proceed</p> <p>It was <b>RESOLVED</b> To agree with the EM recommendation of appointing Burrell Foley Fischer to act as lead consultants for the project and to invite them to assist with the development of project brief, structure a timetable and programme of deliverables. The TC and EM are to work to build in caps and constraints on other expenditure.</p> <p>It was also <b>RESOLVED</b> To delegate authority to the EM to enter into discussions with some of the other consultants in regard to progressing smaller refurbishments i.e. public toilets.</p>	EM	12/3/22
EC/2021/178	<p>To inform the Council of the amendment in the winter working hours for the estates park team</p> <p>The DEM informed Council of the proposed amendment to the working hours of the estates park team during the winter hours.</p> <p>The parks team currently have different working patterns over the summer and winter months. It is proposed to keep the number of hours worked the same but for them to start 15 minutes earlier during the winter.</p> <p>It was <b>RESOLVED</b> To note the amendment in the winter working hours for the parks team and to bring back a cost benefit analysis on the operational working hours for summer and winter.</p>	DEM	24/3/22

Chairman initials		Date	
Matters of accuracy	Minute ref	Comment	Chairman signature
	EST/2022/04	It was RESOLVED that the minutes of the meeting held on 4 <sup>th</sup> November 2021 are a true and accurate record	

EC/2021/179	<p>To note Bodmin Town Council's approach to memorial inspections</p> <p>The DEM has met with Memsafe who an established memorial safety management company are. They can inspect BTC's memorials and advise on the appropriate method to make safe or to inspect and repair. Before any further discussions are entered into BTC's Memorial policy needs to be approved.</p> <p>Once BTC's policy is approved then Memsafe or another memorial safety management company will prepare a fixed proposal which will be shared with Estates Committee for discussion/approval.</p> <p>Memsafe can inspect and/or inspect and repair unsafe memorials for us. BTC have circ 5,000 memorials across our cemeteries. As this is a sensitive subject BTC must ensure the publicity on this matter is correct on all our social media accounts and possibly a press release.</p> <p>The programme could commence with the old cemetery site as there will be less exclusive rights on this site and will give the public the chance to see the practices that are being adopted.</p> <p>Memsafe will also run a work shop for the public.</p> <p>Memsafe are a Wales based company who will bring their own experienced team down when they will be in a position to update their databases. There was concern over the travel and other costs that need to be contained within the contract should it be awarded.</p> <p>Cllr J Cooper said BTC have a legal responsibility to ensure the memorials are safe. There is also a requirement from the exclusive right holders to comply with BTC policy.</p> <p>It was <b>RESOLVED</b> To note the BTC's approach to memorial inspections.</p>	DEM	24/3/22
EC/2021/180	<p>Beacon II Football pitch – to consider and agree the recommendations in the DEM report.</p> <p>The DEM's proposal was discussed in detail, together with the need to source funding from Community Infrastructure Levy funds and Section 106 contributions for such projects.</p> <p>The TC reported that he has been speaking to someone who could work for BTC on a consultancy basis two days per week for six months which would equate to circa £13,000. This would be to write and secure CIL and S106 funding for strategic projects including the Beacon II project. There is a potential for this fixed term post becoming self-funded.</p> <p>It was <b>RESOLVED</b></p>		

Chairman initials		Date	
Matters of accuracy	Minute ref	Comment	Chairman signature
	EST/2022/04	It was RESOLVED that the minutes of the meeting held on 4 <sup>th</sup> November 2021 are a true and accurate record	



	<p>To agree the recommendations made in the DEM report to keep Beacon two field as a recreational football field and to monitor the usage and if appropriate allocate funds at budget setting to purchase some five a side goals.</p> <p>It was also <b>RESOLVED</b> To agree to employ a consultant Mr Cornelius for six months subject to a monthly review of successes in terms of being self-funding. His costs of £250 per day including tax, insurance and expenses if appropriate were agreed.</p> <p>Mr Cornelius would work for BTC on a consultancy basis two days per week for six months, which would equate to approximately £13,000 for a fixed term of six months, £250 per day for 16 hours per week. This would be to write and secure CIL and S106 funding for strategic projects including the Beacon II project. This fixed term arrangement must evidence within a month that the appointed consultant is a self-funding and viable. This will be managed by the EM</p>	TC	13/1/22
EC/2021/181	<p>To consider and agree the benefits of lighting around the Skate Park at Priory Park – (planning reference No PA21/07252)</p> <p>The EM reported that there had been a delay from Cornwall Council in validating the planning application for lighting at the Skate Park. It states that the skate park at Priory Park should be lit from 7 a.m. until 10.p.m.</p> <p>Cllr Frost lives in the vicinity of the skate park and admits it has been a great success, but success will not come without associated issues i.e. anti-social behaviour and vandalism. The skate park is a valuable asset to BTC and it should be looked after for the benefit of the youths of Bodmin and wondered what surveillance could be put in place to protect the skate park.</p> <p>The EM said that CCTV could be added once the lighting has been completed and look at installing an acoustic fence.</p> <p>The Committee all felt that one of the ways to help protect the skate park and to engage with the uses is to speak to Robert Luke who used to run the local youth user group so a dialogue with the youth could be maintained.</p> <p>Once the lighting has been fitted, to comply with the planning application, the committee will agree the scope of lit hours for the skate park at a later meeting.</p> <p>It was <b>RESOLVED</b> To delegate authority to the EM to work with Situ8 to finalise the lighting with Cornwall Council and agree the times of when the skate park will be lit at a future estate committee meeting and To <b>agree</b> to speak with Robert Luke regarding youth engagement at the skate park and war memorial area.</p>		

Chairman initials		Date	
Matters of accuracy	Minute ref	Comment	Chairman signature
	EST/2022/04	It was RESOLVED that the minutes of the meeting held on 4 <sup>th</sup> November 2021 are a true and accurate record	

		EM	13/1/22
EC/2021/182	<p>To consider the impact of disabling the vehicle tracking system (Teletrac Navman) on estate vehicles</p> <p>At a recent Policy and Resources Committee meeting the Committee agreed to disable the vehicle tracking system as it was considered that Work Wallet could be used to track the vehicles. The vehicle tracking system was at a cost of £4,243 per annum. This decision has to remain in place for six months or nine councillors to rescind the decision.</p> <p>Unfortunately Work Wallet does not have the facility to be used as a vehicle tracker. Work Wallet will track the individual. The Teletrac Navan tracker was useful to the EM for fuel usage, speed and accidents.</p> <p>ClIr J Cooper felt that the cost of £4k per annum was not value for money against the low value of the vehicles or mowers/tractors that BTC owns and for the low mileage the vehicles do.</p> <p>It was <b>RESOLVED</b> To monitor the impact of disabling the vehicle tracking system on estate vehicles for six months. To agree to seek other quotations and options for vehicle tracking Council vehicles.</p> <p>ClIr G Frost left the meeting at 21.16</p>	EM	May 2022
	<b>ITEMS CONTAINING EXEMPT INFORMATION</b>		
EC/2021/183	<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> <p><b>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.</b></p>		

Date of next meeting 13 January 2022

Chairman initials		Date	
Matters of accuracy	Minute ref	Comment	Chairman signature
	EST/2022/04	It was RESOLVED that the minutes of the meeting held on 4 <sup>th</sup> November 2021 are a true and accurate record	