

**MINUTES** of the Estates Committee Meeting held on Thursday 24 March 2022 at 18.30 in Shire House Suite.

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

**IN ATTENDANCE:** Peter Martin (Town Clerk), Andrew Banner (Estates Manager) Sam Lebborn (Deputy Estates Manager) Andrea Liddle (Cemeteries Administrator) and Shirley Gooch (Senior Administration Assistant)

Meeting commenced at 18.30

### **EST/2022/22(a) 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.

There will be a fundraising quiz at the Westbury Hotel on 5<sup>th</sup> April 2022. Tickets are £15.00 for a team of four.

The Chair had received a letter of compliment from a local resident on the quality of the landscaping/planting at Priory Park.

### **EST/2022/22(b) To receive and record the grounds upon which apologies for absence are tendered.**

Apologies were received from Cllr's P Cooper and P Brown.

### **EST/2022/23 Declarations of Interest relating to business on the agenda**

Councillor M Barbery declared an interest in item ES/2022/40 – To receive an update from EM on the Welcome to Bodmin signs.

### **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/2022/24 Public representation session:**

There were no members of the public present.

### **EST/2022/25 Minutes of the previous meeting**

To confirm the accuracy of the Minutes of the Estates Committee meeting held on 13<sup>th</sup> January 2022.

It was **RESOLVED**

That the minutes of the meeting held on 13<sup>th</sup> January 2022 are a true and accurate record.

**EST/2022/26 List of actions from the previous minutes, for update, see Appendix 1**

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

**EST/2022/27 To note the Summary of Accounts (Income and Expenditure) for February 2022**

Members discussed the summary of accounts and points raised are as follows:

- 112/72100 Cold Harbour energy costs. BTC should not be paying for this and it was agreed that the costs would cease once the lease has been agreed and signed.
- 112/74100 Cold Harbour Maintenance of grounds. There is a deficit of circa £25k for the fencing which has not been paid to BTC which needs to be followed up. **EM**
- 81550/130 General parks. Vehicle purchases. A posting error has been made as this discrepancy refers to tree works/storm damage **EM**
- 81200/81300/130 General parks. Agreed to combine both lines . **EM**
- 81100/82700/130 Vehicle fuel and oil and machinery repairs and maintenance. Petrol and diesel come from different suppliers and fuel fobs for Cormac are coded against vehicles. The SAO would be able to provide the split against the two lines going forward. This will be agend'd quarterly for information. **DEM**
- Currently there are three lines for plants. Requires change at next budget setting meeting (June 2022) for one line for planting and one for trees. To be agreed with the SAO. **EM**

It was **RESOLVED**

To agree the financial statement and is noted.

**EST/2022/28 To note Risk Management updates**

The risk management plan was discussed.

It was **RESOLVED**

To **NOTE** the Risk Management update

**EST/2022/29 To consider the DEM report on cemetery mapping and agree the associated costs.**

An enormous amount of work has been completed to improve the accuracy of BTC record keeping and mapping and auditing of the new cemeteries. The DEM would like to thank the CA for her methodical approach in working with Pear mapping and all the research she had

done. BTC have a legal responsibility to keep its records in order and provide a map of our cemetery and to be accessible to the public. BTC's current data base is old and not flexible and is not always easy to log in to.

Pear mapping have made a drone survey which BTC then physically audited from its records.

The DEM recommends Proposal 1 whereby all burials and purchases going forward are recorded in the new Pear database and to backfill the database using the information contained in house. Although a slow and laborious process it would enable a thorough clean up of data.

Also to have a public search engine linked to the database. We would have to input a lot of data which would be to set up a web-based cemetery searcher allowing the public to trace loved ones (GDPR compliant). Both the map and data will be hosted on a website and maintained by Pear. There would be initial set up costs of £750.00 with subsequent costs of £60 per annum. There will be a link on BTC website. The DEM will confirm if this possible by contacting Aubergine. **DEM**

It was proposed to delegate authority to officers to spend what is required to complete the mapping works from the remaining ear marked budget.

It was noted that the ear marked reserves budget for cemetery mapping was moved to the Shire Hall/Suite refurbishment budget. Therefore, funding for the cemetery mapping will be budgeted from Corporate Governance, chaps, mapping software.

It was **RESOLVED** to **DELEGATE AUTHORITY** to officers to spend what is required to complete the mapping works from the original budget. Budget is available from Corporate Government, charts/mapping software.

#### **EST/2022/30 To consider and agree costs associated with the summer hanging baskets.**

Officers visited Hays nurseries with a view to using tubs rather than wire hanging baskets which tend to dry out too quick in the summer season. Tubs would need new chains at a minimal cost. The tubs would be planted with red, blue and white colours.

It was **RESOLVED** to **AGREE** to trial Hays Nurseries for 2022 planting of the hanging tubs in red, white and blue colours and to purchase the necessary stress tested chains to a limit of £1,000.

#### **EST2022/31 To consider the EM report on the condition of Dennison Road public toilets and if appropriate agree associated costs.**

It was agreed that the Estate team's aims and objectives for the year have already been set and agreed and it is important not to overload the team any further. Members of the public are used to these toilets being closed. BTC should retain the building for potential future use.

It was **RESOLVED** to **NOT** to agree to opening Dennison Road toilets.

**EST/2022/32 To consider and agree to tender for the demolition of the Fairpark toilets and the redevelopment with modular systems**

Members agreed to the EM proposal to demolish the Fairpark toilet building and tender on Contracts Finder for one modular toilet which would be suitable for male and female, baby changing and disabled following the guidelines in the Healthmatic specification. The design should future proof adding an additional unit should it become very popular and well used. The Plymouth design option was favourable. **EM**

It was **RESOLVED** to

**AGREE** to demolish the Fairpark toilet block and to tender on Contracts Finder for one modular toilet unit replacement (similar to the Plymouth design with a sedum roof) and future proofing the design to incorporate a further unit should it be necessary.

**EST/2022/33 To consider and, if appropriate, agree to open tenders for the Moorview play area and resolve upon awarding a contract received for this purpose.**

Feedback from a recent public consultation with residents at Moorview resulted in the need for a play area with a focus on older children. BTC have already purchased a timber agility trail which can be utilised in this area.

It was **RESOLVED** to

**AGREE** to put Moorview on Contracts Finder by the middle of April once final budgets have been approved. **DEM**

**EST/2022/34 To consider and agree the update on Shire Hall/House refurbishment project.**

Satisfactory references for the Burrell Foley Fischer architects have been received and members confirmed they should be formally appointed as architects for the project.

It was also agreed that the EM works with BFF to provide tenders from at least three Quantity Surveyors and Structural Engineers for appointment.

It was **RESOLVED** to **AGREE** to the appointment of Burrell Foley Fischer architects for the Shire Hall, Shire House/Suite and turret clock refurbishment. And to

**AGREE** that the EM works with BFF to provide tenders from at least three Quantity Surveyors and Structural Engineers for appointment.

**EST/2022/35 To note the update on Priory Grandstand**

It was **RESOLVED** to

**MOVE** this item into confidential session.

**EST/2022/36 To note a report on the instant reporting function on Work Wallet**

This report referred to the broken toilet door bolt. Work wallet is a useful in-house reporting tool and not used like a call centre reporting tool. The EM reported that jobs do get

completed and sometimes they need repairing again unfortunately, and not all jobs are logged on work wallet

Committee members were asked to either inform the Chair of the Committee of DEM if they are aware of areas/items that need attention.

It was **RESOLVED** to  
**NOTE** the instant reporting function on Work Wallet.

### **EST/2022/37 To note an update on electrical works on the skate park, pond and electric vehicles at priory Park**

The planning permission is now resolved for the skate park lighting and details should be received 25<sup>th</sup> March 2022. There will be a ten-week lead into for the works to commence.

The S106 funding position is now £28,788 exc VAT for the Priory Park Sub main. There will be a 14-week lead into for the works to commence once the paperwork has been completed.

As there is no accessible supply on the War Memorial side of the car park extra sockets will be considered as part of the EV charging project. The new PA system does not need electrical supply.

It was agreed to continue with the Priory Pond lighting scheme.

There are a number of options available for EV charging and it was agreed to contact Cornwall Council for advice and suggestions. It should also be noted that some of BTC permit holders may change to EV's at some point in the future so this will have be factored into discussions and the EM will bring report to a future committee meeting. **EM**

It was **RESOLVED** to  
**NOTE** the report and recommendations.

### **EST/2022/38 To note the pond and island successful clearance and proposed new planting scheme in Priory Park**

The pond island has been cleared and some low level, low maintenance plants will be planted. The DEM has received several compliments from members of the public and the water bailiff.

It was **RESOLVED** to  
**NOTE** the report.

### **EST/2022/39 To receive a report from Cllr H Blacklaw on the lack of public toilet signage on Mount Folly**

There is currently no signage to the public toilets from Mount Folly but this will be addressed within the refurbishment process. **EM**

The EM is to approach Cornwall Council for the public toilets to be signposted from the finger post by Barclay's bank. **EM**

It was **RESOLVED** to  
**NOTE** the report and for the EM to contact Cornwall Council regarding signposting the public toilets on the finger post by Barclay's bank and to  
**NOTE** that the signage on the Folly will be reviewed under the refurbishment project.

**EST/2022/40 To receive an update from EM on the Welcome to Bodmin signs**

Cllr M Barbery declared an interest in this item and will therefore not take part in discussions.

The EM has not yet received a response from Cornwall Council's highways team. It was agreed that the EM write to Rachael Tatlow and CC Leigh Frost, Jenny Cruse and Pat Rogerson to arrange a meeting to discuss and resolve the lack of communication.

It was **RESOLVED** to **WRITE** to Rachael Tatlow and CC Leigh Frost, Jenny Cruse and Pat Rogerson to arrange a meeting to discuss and resolve the lack of communication and instructions.

**EST/2022/41 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.