

**Minutes of the Operations Committee Meeting**  
**held (electronically) on Thursday 18<sup>th</sup> March 2021**

Present: Cllr B Jones (Chair), M Chegwen,  
Cllr S Maitland-Thomas, Cllr J Pratt, C Westgate

In Attendance Cllr T Hill  
Cllr J Manley  
Guy Smith, BCBC

**1. Apologies for absence**

Cllr R Lee

**2. Declarations of interest**

Cllr S Maitland-Thomas, Item 5a, personal

**3. Committee Action Log**

The Town Clerk introduced the committee Action Log and informed members that the log would be an item on the agenda going forward. The purpose of the Committee Action Log, is to provide committee members with a snapshot in to the progress of recommendations which require actions to be taken on. Members agreed that the Committee Action Log will be useful going forward.

**4. To consider item – John Street Toilets/Griffin Park Toilets/Cleaning – Cllr B Jones**

Cllr B Jones introduced the item and explained that John Street Toilets are currently cleaned by a temporary part time member of staff. Griffin Park Toilets are expected to complete on time and again there are no arrangements currently for the cleaning of the toilets.

Members discussed the current situation with regards to the temporary member of staff and how the Council operates if the staff member is on holiday. Members also discussed gaining three quotes with regards to the fogging of both toilets.

**Resolved: - For three quotes to be obtained for the fogging service of both public conveniences.**

**Resolved:- For Staffing Committee to discuss the options regarding to the change of employment contract from temporary to permanent and the potential recruitment for an additional member of staff.**

## **5.a Town Clerk Report – Griffin Park Community Asset Transfer**

The Town Clerk introduced the report and informed members that the purpose of the report is to update members of the progress made on the CAT and for committee to consider the proposal from BCBC to take the CAT on a Tenancy at Will basis while the freehold transfer is processed in the back ground. The Town Clerk informed committee that Guy Smith from BCBC was present at the meeting to answer any questions that members may have.

Members discussed the report and noted that part of the land has been earmarked for future development (road access).

Members queried the difference between a freehold and tenancy at will and what are the implications between the two?

Guy Smith explained that freehold means the PTC would have full ownership of the park without any recourse to BCBC. A tenancy at will means that PTC would have to abide by rules and regulations set by BCBC as they would in affect be landlords of the land until the freehold has been completed. Funding is available under the CAT fund and the Town & Community Fund.

Members queried that if PTC took the tenancy at will option and wanted to start work on improvements, what would BCBC's outlook on that be?

Guy Smith advised that he could anticipate any problems with external ground works, however there could be a bureaucratic issue with regards to repairs to the pavilion and a license would need to be applied before any work can be completed.

Members queried if they proceed forward with the tenancy at will, what date would this be applicable from?

Guy advised that the Council would need to ensure that they have appropriate means i.e ground maintenance service in place etc.

The Town Clerk queried the remedial works valued at £19,874.00 for the pavilion could not be undertaken during the tenancy at will. Basic repairs would not be a problem.

PTC would need to assess work that would need to be conducted and would then apply to BCBC for the funding under the CAT fund.

**Resolved to recommend:- That the Town Clerk progress the CAT transfer to stage 2 of the process.**

**Resolved to recommend:- That Council agree to the 'Tenancy at Will' and for a realist date to be set for the commencement of the Tenancy at Will.**

## 5. Town Clerk Report – Newton Nottage Road Safety Project

The Town Clerk introduced the report to members and informed them of the proposal to progress the project forward and the next stages of the project.

The next stages of the project are

- Detailed Design/Technical Approval from BCBC
- Invitation to Tender
- Review Tenders received
- Appoint successful Tender
- Work to undertaken & project completed

Proposal for Richard from Mile White Transport to be retained on a consultancy basis to ensure that the Town Clerk has the relevant advice, guidance and support to progress the project forward.

Cllr B Jones informed committee that 47,000 vehicles use the road on a weekly basis, 22 vehicles per hour.

**Resolved to recommend:- To retain the services of Miles White Transport with the agreed fee ceiling of £1,500.00 and approval from Council required to exceed this amount.**

### To consider Item – Brodgen Family Grave

The Town Clerk informed members that correspondence had been received with regards to the condition of the Brodgen Family Graves which the Council are responsible for. Pictures were shared on screen.

Cllr S Maitland-Thomas volunteered to attend the graves at the weekend and tidy them up.

**Resolved: For Cllr S Maitland-Thomas to attend the Brodgen Family Graves and tidy them up.**

Meeting ended 7.40pm