

## OUTSIDE SERVICES COMMITTEE

25<sup>th</sup> August 2015 at 7.40pm

### Minutes

**1. APOLOGIES**

Cllrs Long, Lumley and Smith

**PRESENT**

Cllr Dowdall (Chair), Cllr Denley, Cllr Mrs Coakley, Cllr Gist, Cllr Mrs Gold, Cllr Mrs Tolman, Cllr Tagg, Cllr Williams & Cllr Harriman

**MEMBERS OF THE PRESS: 1**

**MEMBERS OF THE PUBLIC: 0**

**OFFICERS:** Helen Dowdall (Clerk)

**2. MINUTES**

The minutes of the meeting of 23<sup>rd</sup> June 2015 were approved as a correct record of the proceedings and duly signed.

**3. MATTERS ARISING**

**NONE**

**4. DISCLOSURES OF INTEREST**

**CLLRS DENLEY & HARRIMAN FOR ITEM 13 BEING AN ALLOTMENT HOLDER**

### PARKS & OPEN SPACES

**5. FOR DECISION –**

**To receive any updates on matters concerning the Parks & Open Spaces, and agree action required for**

- a) Tamar Close – Nothing to report.
- b) Launceston Road – Cllr Mrs Gold asked for an update on the gate posts. The Clerk would look into this and report back accordingly.
- c) Saltash Road – There had been complaints from two nearby residents regarding the noise from the zip wire. In both cases, the residents have been advised to contact Environmental Health in order to start the correct proceedings.

The Hockey Club have asked to use the park for a recruitment event in September and the Clerk reminded everyone about the use of the field by the Lions for Honey Fair parking.

**Resolved.** It was proposed by Cllr Gist seconded by Cllr Denley and agreed that for such evens the gates are kept shut when possible to deter any potential problems from unwelcomed visitors. The Clerk would arrange for the electricity supply to be checked.

d) Lamorna Park – Nothing to report.

e) Peggy's Patch – Nothing to report.

## **CEMETERY, CHAPEL & WORKSHOP**

### **6. FOR DECISION – To receive an update on the cemetery and workshop.**

There is still no progress with the Planning Application regarding the workshop. The Clerk would follow this up with Cllr Long.

The Committee had met for a site visit at the cemetery last month and there was a recap on the observations and comments made then.

The Clerk has also received some concerns regarding the bushes encroaching on to the headstones by the hedges and the state of the laurels at the entrance.

**Resolved.** It was proposed by Cllr Dowdall seconded by Cllr Mrs Gold and agreed to proceed with the following works:

- a) To get some costings to extend the kerbing, by approximately 20 foot.
- b) Staff to arrange turf as soon as possible by the new kerbs.
- c) Over the winter period to arrange for the staff to cut back all the vegetation on the hedges to expose the Cornish hedges.
- d) To also arrange for the staff to remove the laurel bushes at the entrance to the cemetery, over the winter period.

A discussion then followed on the current level of space available in the cemetery and the need to plan for the future.

**Resolved.** It was proposed by Cllr Gist seconded by Cllr Mrs Gold and agreed to look at the current fees in comparisons with neighbouring town and parishes and bring back to the committee in two months.

Cllr Mrs Coakley has been approached about a headstone for a child but she has advised the family to come into the hall for guidance.

### **7. FOR DECISION – To receive any updates on the Heritage Centre**

Having recruited some new volunteers there is more optimism about the future of the Centre.

**Resolved.** It was proposed by Cllr Dowdall seconded by Cllr Mrs Gold and agreed to re-approach them about the lease.

## **CCTV & ENFORCEMENT MATTERS**

### **8. FOR DECISION – To discuss any current matters and reports from staff**

Staff (JT) had circulated a report. **Noted.**

## **MAINTENANCE & WORK PRIORTIES**

### **9. FOR DECISION –.**

#### **a) Staff to give an update on any current issues**

- All grass cutting is on schedule and up to date. Parks, footpaths, wayside seats and allotments are scheduled for next week.
- Weed spraying using the new project has brought about better than expected results. A 'one-off' spraying job for St Dominick will be done this week, weather permitting.
- Flower bed in Launceston Road has now been planted and has vastly improved the look of the park.
- New height barriers for free car park are being ordered this week, but it will likely be another 4-6 weeks before installation.

**Resolved.** It was proposed by Cllr Gist seconded by Cllr Mrs Gold to proceed as with the new height barriers installation, with a budget of £500. This can be done by the contractor at the same time as the Tamar Close concrete and clearing up at Launceston Road.

- Clarification on the amphitheater job was sought.

**Resolved.** It was proposed by Cllr Mrs Gold seconded by Cllr Denley and agreed to get the infrastructure completed during the winter.

- Turf for cemetery job will be ordered next week.
- Strimmers will need replacing at the end of the season.

**Resolved.** It was proposed by Cllr Dowdall seconded by Cllr Mrs Gold to get quotes for suitable replacements and bring back to the next meeting for consideration.

#### **b) Seat at Frogwell**

The seat has been removed due to its poor state and the staff have asked whether it should be replaced.

**Resolved.** It was proposed by Cllr Gist seconded by Cllr Denley and agreed for it to be replaced.

#### **c) Signage**

Cllr Mrs Gold led a discussion about the increasing number of signs and fly posters around the Town.

**Resolved.** It was proposed by Cllr Dowdall seconded by Cllr Mrs Gold and agreed that staff should remove and dispose of any signs that appear, which haven't been given permission. An article would be put in the Newsletter to notify the public about this decision, in an effort to discourage such behaviour.

d) Notice board

The idea of a new notice board at Saltash Road roundabout had been discussed some time ago and clarification was obtained about the planning position.

**Resolved.** It was proposed by Cllr Mrs Gold seconded by Cllr Dowdall and agreed to get costings for a replacement and bring back to the next meeting for consideration.

e) Cycle Rack

Spar has still to supply and/or finance a cycle rack at the entrance to the Pannier Market. The Clerk would chase this up and also mention about the insurance risks with their skips located so close to our property.

**10. FOR DECISION – To receive any updates concerning the review of Risk Assessments and Health & Safety.**

Following the recent LCAS seminar there are enhancements that can be made to our existing policies and procedures. Such recommendations will be brought back to Committee in due course.

**ALLOTMENTS & FLOWER BEDS**

**11. FOR DECISION – To discuss any matters concerning the allotments, receive report from staff (JT).**

Staff (JT) had prepared a report which was circulated.

**Resolved.** It was proposed by Cllr Dowdall seconded by Cllr Mrs Gold and agreed to note the updates and to take the following action:

- To arrange for Pete Maunder to dispose of the carpet when he does his next collection of waste.
- To ask Staff to draft additional clauses, as discussed at the LCAS Risk Guide and other Council's agreements, and bring back to the next meeting for consideration.

The meeting then adjourned whilst the Labouring Poor considered the updates on the Launceston Road allotments.

The Trustees were in agreement to the following:

- That plot 30 revert back to being a parking area.
- To permit the delivery for a bulk order of horse manure
- To ask Staff to draft additional clauses, as discussed at the LCAS Risk Guide and other Council's agreements, and bring back to the next meeting for consideration.

**The meeting was reconvened.**

## **BUS SHELTER**

12. **FOR DECISION – To discuss any matters concerning the bus shelters.**

Nothing to report.

## **LOCALISM AND DEVOLVED SERVICES**

13. **FOR DECISION – To receive any current matters, namely the opportunity to discuss a ‘package’ from Cornwall Council.**

Cornwall Council have asked if we are now happy to proceed with St Mary’s Close. Cllr Gist reported that there are still outstanding concerns regarding the electricity which need resolving in the first instance.

14. **ANY OTHER BUSINESS – At the discretion of the Chairman**

Cllr Gist asked that the Venning Fountain be cleaned up over the winter season and another trough be purchased.

**Resolved** It was proposed by Cllr Denley seconded by Cllr Gist and agreed for a concrete trough to be made on site.

There being no further business the meeting was declared closed at 20.22.