



OUTSIDE SERVICES COMMITTEE

Date: 15th March 2022
Venue: Council Chambers
Time: **Following the Planning Meeting**
Enquiries: Town Hall - Tel: 01579 384039
Portreeve & Mayor: Cllr Mike Tagg
Councillors: BROOKS, COAKLEY, GOLD, LONG, MOORE,
MORGAN, POUND, STENTIFORD, SMITH, TAGG, TOLMAN & WATSON

AGENDA

1. **APOLOGIES**
 2. **MINUTES**
Approval of the minutes of 15th February 2022.
 3. **MATTERS ARISING**
 4. **DISCLOSURES OF INTEREST**
To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.
 5. **DISPENSATIONS** – To consider any requests for dispensations.
 6. **FOR DECISION** – To receive a report from the Operations Manager including any recommendations from the Health and Safety Audit (**addendum 1.0 below**)
Allotments
7. **FOR DECISION** – To discuss any matters concerning the allotments (**to receive report – addendum 2.0 below**).
Cemetery
FOR DISCUSSION - Any issues arising
 8. **FOR DISCUSSION** - Update on Mud Lane from Cllr Long
 9. **FOR DISCUSSION** - update on Youth Monies from Cllr Long
 10. **FOR NOTING** – to receive the SLA from Cornwall Housing for grass cutting
 11. **FOR DISCUSSION** – update on the Jubilee events.
 12. **ANY OTHER URGENT BUSINESS**
- Part II
13. **FOR NOTING** – To receive an update on staffing matters from the Staffing Committee

Jo Taylor, Town Clerk
8th March 2022

Addendum 1.0 Operations Manager

Outside Services operations update

Date of Meeting 15.3.22

Outside services duties	UPDATE	STATUS
Maintenance duties	Ongoing park maintenance and repair – working through park safety report to improve condition of equipment. Progress limited due to other priorities.	Ongoing
Bench repairs	Bench inspection and repair – starting repair to wayside seating around Callington. 4 benches have been refurbished at the cemetery during periods of adverse weather conditions.	Ongoing
Works at Haye road allotments.	Removal of waste from plots 32 & 33 Majority of bulk waste now removed from site, progress is hampered due to adverse weather condition leading to very wet ground conditions. Installation on new fence between plots 42 & 44 Works scheduled for wk. starting 14th march	Ongoing
Preparation for grass cutting season	The majority of grass cutting equipment has now been serviced ready for the coming season. Grass cutting activities will begin late March.	scheduled
Parks and open spaces		
Launceston road poplar tree damage	Tree damage Launceston road park, section of large poplar tree snapped off and was left hanging in tree. Emergency tree surgeon visit to remove this section and any other debris (approx. 20 branches broken or hanging) awaiting condition report. Contractor has now been appointed to carry out advised works. Waiting for confirmed start date.	Ongoing
Free car park improvement	We will be carrying improvement works to the free car park including – clearing of border areas – cleaning out curb lines –	Scheduled

Report compiled by George du Plessis – Operations Manager

Addendum 2.0 – Allotment Update

Outside Services Meeting Update

Date of Meeting 15th March 2022

FACILITY	UPDATE	STATUS
Allotments – Haye Road	Pest Control Awaiting update.	Ongoing
	Plot 32 & 33 vacated. Ongoing clearance. Contacted pending tenants to offer discount rent for 6 months	Ongoing
	Issue with waste items , (glass, wire, dead plants) being left on Plots 42 and 47a. Checking CCTV for any information.	Ongoing
	Request from neighbouring plot to repair fence to Plot 51 to prevent damage by rabbits.	Ongoing
	Fallen Tree from Hedge report from neighbouring property tree has fallen from hedge at edge of allotment onto summerhouse. OS team attended and need specialist to remove. No apparent damage to neighbouring property as of yet.	Ongoing
	Inspections – Diarised for March 2022	Ongoing
	CCTV damage payment. Still awaiting payment from previous tenant for replacement CCTV camera. No contact since December 2021	Ongoing
	Rental Invoices –1 x rent outstanding due. Still chasing	Ongoing
	Vacant Plots – no vacant plots all tenanted. Waiting List.	Completed
Allotments – Launceston Road	Inspections – Diarised for March 2022	Ongoing
	Rental Invoices – no arrears	Complete
	Vacant Plots – no vacant plots. Waiting List	Complete
	RFO – compiling invoice for various charges to Trustees for the Labouring Poor	Ongoing
CCTV	System Upgrade and additional cameras in process	Ongoing
Saltash Road Recreation Ground Bookings	Booking of Site for May Fest 14.05.22 11:00 – 14:00 Booking of site for Queen’s Jubilee celebrations 02.06.22-05.06.22 Booking for Lions Honey Fair Public Parking Wed 5 th Oct 2022	

Report compiled by Tina Morris Assistant Town Clerk