



OUTSIDE SERVICES COMMITTEE

Date: 19th July 2022
Venue: Council Chambers
Time: **to follow the Planning Committee 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 21st June 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 **(to receive report – Addendum 1 below)**

Allotments
7. **FOR DECISION** – To discuss any matters concerning the allotments **(to receive report – Addendum 2 below)**

Cemetery
8. **FOR DISCUSSION** - To consider any matters concerning the cemetery
9. **FOR DECISION** – to approve and adopt the Committee Terms of Reference
10. **FOR DECISION** – to discuss and approve funding opportunities
11. **ANY OTHER URGENT BUSINESS – for information only**

PART TWO

12. Update on allotment issues

Jo Taylor, Town Clerk
12th July 2022

Addendum 1

Outside Services operations update

Date of Meeting 19.7.22

Outside services duties	UPDATE	STATUS
Maintenance duties	Ongoing park maintenance and repair – working through park safety report to improve condition of equipment.	Ongoing
Bench repairs	Bench inspection and repair – repair to wayside seating around Callington. Small repair carried out to bench on Well Street.	Ongoing
Grass cutting	Grass cutting duties.	Ongoing
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. Awaiting contractor to fix start date.	Ongoing
New road notice board	The notice board has now been refurbished and replaced to its original position.	completed

Report compiled by George du Plessis – Operations Manager

Addendum 2

Outside Services Meeting Update

Date of Meeting 19th July 2022

FACILITY	UPDATE	STATUS
Allotments – Haye Road	Pest Control Received report from February 2020 No sightings of rats and no issues to report at that time. Request clarification on frequency of visits.	Ongoing
	Inspections – Interim inspections completed on some plots as necessary	Ongoing
	CCTV damage payment. 5 x payment of £10 made up to 14th April 2022 no further payments received chasing	Ongoing
	Water supplies to Plots 32, 33, 34, 35 & 36. Quotes being sought	Ongoing
	Vacant Plots – Plot 33 returned and re let Plot 52 will be returned in September	Completed
	Update rules and regulations – Currently in process to include anti-social behaviour/bullying, water use, chickens and fencing.	Ongoing
Allotments – Launceston Road	Inspections – – Interim inspections completed on some plots as necessary	Complete
	Rental Invoices – no arrears	Complete
	Vacant Plots –none	Ongoing
	RFO – compiling invoice for various charges to Trustees for the Labouring Poor	Ongoing
CCTV	System Upgrade, additional cameras and training in process. Additional CCTV at Haye road Allotments and Sim Cards update	Ongoing
Saltash Road Recreation Ground Bookings	Booking for Lions Honey Fair Public Parking Wed 5 th Oct 2022	

Report compiled by Tina Clahane Assistant Town Clerk