OUTSIDE SERVICES COMMITTEE

16th March 2021 Virtual Meeting at 6.55pm

Minutes

(Please note that all Councillors are now members of the Outside Services Committee.)

1. **APOLOGIES**
   CLLR MORGAN, MOORE

   PRESENT: CLLRS GOLD (CHAIR), COAKLEY, TOLMAN, LONG, RAPHAEL, TAGG & WATSON

   OFFICERS: TOWN CLERK, ASSISTANT TOWN CLERK, OPERATIONS MANAGER
   F&M OFFICER FOR IT SUPPORT, TWO MEMBERS OF THE PUBLIC

2. **MINUTES**
   Resolved. It was proposed by Cllr Long seconded by Cllr Tolman and agreed unanimously to approve the minutes of the 16th February 2021.

3. **MATTERS ARISING**
   None

4. **DISCLOSURES OF INTEREST**
   Cllr Tolman, Gold and Coakley for items 15 and 16

5. **FINANCE**
   a) **Approval of payments** - none

   b) **Budget Monitoring**

   The Clerk had previously circulated information. There is a healthy balance for this committee but there will be some expenditure due. Primarily this would be for tree works, taking into consideration the issues that have arisen with trees in the past week, and replacement of strimmers that are reaching the end of their lives. The Clerk recommended that the underspend be noted but to use it for the tree inspection work and equipment replacement.

   Resolved. It was proposed by Cllr Long seconded by Cllr Tolman and unanimously agreed to note the Clerk's recommendation.

6. **FOR DECISION – To receive any updates from the Operations Manager.**

   The Operations Manager reported:

a) Town Hall staff are still covering Outside Services annual leave.
b) Maintenance works, clearing around some apple trees at Launceston Road allotments has been completed.
c) Woodchip in the Pannier Market has been replaced with gravel
d) Clearance work in the azalea bed at the entrance to Saltash Road Recreation Ground has started and is ongoing
e) All grass cutting equipment has now been serviced ready for the season.
f) Tree debris clearance will take place next week
g) Staff have started installing the new gate at the free car park and should be completed this week
h) The first grass cut of the year for Cornwall Housing is due to take place next week at Coronation Close and Newport Close
i) Following this, grass cutting work will start at the Cemetery and parks as we move into the start of April
j) The first kerb line treatment will also be scheduled for the first few weeks in April

Noted.

7. <u>Parks & Open Spaces</u>

FOR DECISION – To receive any updates on matters concerning the Parks & Open Spaces, including the request to rent land adjacent to the Free Carpark (see email dated 25th February)

a) The Clerk reported that a resident had asked if he could rent some land off of the Town Council on the grass area beside the free car park to plant some trees and build a pond for his family to enjoy.

   A discussion took place about possible alternative areas. It was suggested to listen to the representatives of the Primary School, who were due to speak later on in the meeting, as it may be that they were able to provide a solution to this resident's query. If this person wanted to plant some trees in Saltash Road Recreation Ground instead then this would be gratefully accepted.

   Cllr Watson asked if a policy could be created for this piece of land identifying its use and purpose and asked if this could be bought back to the new council.

   Resolved. It was proposed by Cllr Gold seconded by Cllr Tolman and unanimously agreed to decline the resident's request to rent a piece of this land but to ascertain if the Primary School could assist. It was also agreed to also look into introducing a policy identifying the purpose and use of this piece of land for the new council to consider.

b) A request had been received to hold regular, outside, keep fit classes in Launceston Road Recreation Ground.

Discussions took place regarding not allowing exclusive use of the ground for this gentleman as it was a public space. Risk Assessments, Method Statements and a copy of the insurance certificate would need to be seen. Limitation on the use of music was suggested. It was also suggested that the Clerk with our own insurance company to determine liability if there was an accident of health issue with someone attending these classes, check with CALC as the legalities of the request and to determine what charge, if any, should be made.

Resolved. It was proposed by Cllr Gold, seconded by Cllr Raphael and unanimously agreed that information would be obtained from the Town Council's own insurance company, CALC and the gentleman concerned and the item bought back to the next Town Hall committee meeting in April for a decision.

c) The Clerk reported that she had been contacted again by Rowlands Fun Fair requesting to bring their dates for using Saltash Road Recreation Ground forward by one week.

Resolved. It was proposed by Cllr Gold seconded by Cllr Long and unanimously agreed to allow Rowlands Funfair to bring their dates forward by one week, COVID permitting.

8. FOR DECISION – To receive any feedback on the latest tree damage and to instruct an independent tree inspection for all trees on our land.

The Operations Manager reported that a beech tree in Launceston Road Recreation Ground had received some substantial damage with a large bough falling off into the Recreation Ground. A tree surgeon visited the site the following day along with a Tree Officer from Cornwall Council who gave permission to deal with the damage and clear away the debris. A large section of the tree had to be removed due to being compromised by the damaged bough. Following on from this, he recommended that the Town Council have an independent tree survey carried out on all Town Council trees as soon as possible to assess the damage of, not only the damaged tree, but all trees on Town Council premises.

Cllr Watson questioned whether the roots of the memorial trees on Launceston Road were in danger of causing damage to the highway and drains/sewers and if this should be included in any survey. The OM responded that these trees were regularly inspected by Cornwall Council as they were on the highway but he would contact the local Tree Officer to check this.

Cllr Raphael suggested that if any trees needed to be felled as a result of any survey, and as part of the Town Council's policy of replanting, the planting of replacement trees could be costly. He suggested that some funds be ring fenced to account for this.

Resolved. It was proposed by Cllr Gold seconded by Cllr Tolman and unanimously agreed to arrange for a tree survey of all trees on Town Council premises and to ascertain who inspects the memorial trees on Launceston Road.

Allotments

9. **FOR DECISION** – To discuss any matters concerning the allotments (to receive report).

A query had been received from a tenant at Haye Road allotments regarding the Cornish bank at the back of his plot adjoining the field where a new development was being built. He was concerned that residents from this new estate could wander freely over the bank onto the allotments. He also requested that a mirror be put at the entrance/exit to the allotments to allow tenants exiting to see traffic on the lane.

A discussion took place. From information circulated, including photographs, it was observed that the bank had not been altered in any way by the developers and was likely that fencing would be put up on the development side when a property was built in that area. It was suggested that the Operations Manager have a look to check this. A discussion then took place about the request for a mirror to be put at the exit of the allotments. This had been discussed on a different occasion and the Council had decided against it because of the legalities around doing so.

Resolved. It was proposed by Cllr Gold seconded by Cllr Tagg and unanimously agreed to look into the likelihood that the developer will put fencing up to deter trespassers onto the site. With regard to the mirror request, it was agreed to thank the allotment tenant for his information on this occasion but to decline the request to place a mirror at the exit of the site.

10. **FOR INFORMATION** - To receive any updates on the wildlife zone projects, and any information from Cllr Raphael regarding flower species for this area.

Cllr Raphael agreed that he would send a list of flower species to all Councillors, one was for short grass flower meadows and the other for tall grass meadows.

11. **FOR DECISION** – To receive any recommendations from the Environmental Sub-Committee relevant to this Committee.

None.

12. **FOR DECISION** – To discuss road side verge cutting, with a recommendation that it is scheduled as from May to allow for wild flowers to establish.

The Operations Manager reported that the Town Council often received comments, sometimes negative, asking why the Town Council cut the verges when there are wild flowers growing. He would like to trial holding off grass cutting the verges within the town, during the early part of the year, to allow for wild flower species to grow to see how it is received and observe any feedback from the community. Cllr Long suggested contacting Cormac regarding the planting of flowers on the roadsides in the area, as happens in other areas of Cornwall. Cllr Tolman stated that there are some areas, at junctions and roundabouts for instance, were the verges should not be allowed to grow long, for visibility purposes. Cllr Tagg suggested putting an article in the newsletter to inform the community why the verges were being allowed to grow.

Resolved. It was proposed by Cllr Gold seconded by Cllr Raphael and unanimously agreed to hold off grass cutting until May to allow for wild flowers to grow, taking into considerations visibility at areas such as junctions and roundabouts. It was also agreed that conversations would be held with Cormac regarding wild flower planting on the highways and putting together an article for the newsletter informing the community why grass cutting was being held back.

13. **FOR DECISION** – To discuss an idea of planting poppies around the entrances to the town, in support of both the environment and Poppy remembrance displays. The link below, would source the seeds from a veteran's charity.

Cllr Gold stated that poppies actually flower in June to August but thought that it was a wonderful idea. She felt that perfect areas to place them would be in the 'Callington' stones on the entrances to the town.

Resolved. It was proposed by Cllr Gold seconded by Cllr Long and unanimously agreed to purchase some poppy seeds to plant on the verges at the entrances to the town.

14. **FOR DECISION** – To receive the Health & Safety recommendations, as per Consultants Audit (previously circulated) relevant to this committee and approve recommended action.

The Operations Manager reported that there was nothing major highlighted other than some few administration procedures.

Resolved. It was proposed by Cllr Gold seconded by Cllr Tolman and unanimously agreed that the actions be approved and noted.

Cemetery

15. **FOR DECISION** – Clerk to give an update on the mapping and historical records regarding the cemetery, in order to agree the way forward to alleviate any anomalies.

The Clerk updated the Committee of a recent issue at the Cemetery and the action that had been taken. She confirmed that there appears to be some discrepancies with the records held and the mapping of the Cemetery.

Resolved. It was proposed by Cllr Gold seconded by Cllr Tolman and unanimously agreed to accept and approve the actions taken by the Clerk to identify and resolve the issue.

The Clerk then went on to suggest that an audit take place of the records and the cemetery mapping to measure the task in hand and to determine what needs to be done to identify the problem areas of the Cemetery. The Assistant Town Clerk would need a couple of days a week during August, when there are no Council meetings, to go through this process. The committee would be updated at the September meeting.

Cllr Long wanted to place on record Councilors' thanks to the Town Clerk and Assistant Town Clerk and other staff involved for handling this difficult situation in a compassionate and sensitive manner to achieve an satisfactory outcome.

Resolved. It was proposed by Cllr Long seconded by Cllr Tolman and unanimously agreed to thank all members of staff involved in resolving this very sensitive issue. Their efforts were very much appreciated.

16. FOR DECISION – To agree that the road leading to the cemetery can be repaired as pot holes are appearing again; with a short term remedy and to make provisions for longer term solution.

The Operations Manager reported that the entrance lane to the Cemetery is showing significant signs of wear and tear. In the past this damage has been patched up but he suggests now that the Council look into completely resurfacing the lane sometime in the future. The

Resolved. It was proposed by Cllr Gold seconded by Cllr Tolman and unanimously agreed to give the Operations Manager authority to go ahead and carry out interim repairs but to get costings for resurfacing for the future.

17. ANY OTHER <u>URGENT</u> BUSINESS

None

It was proposed by Cllr Long seconded by Cllr Tolman and unanimously agreed to go into a Part Two session at 7.50pm