

## OUTSIDE SERVICES COMMITTEE

16<sup>th</sup> January 2018 at 6.40pm

### Minutes

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

#### 1. APOLOGIES

**CLLRS DOWDALL, FOX, D SMITH, M SMITH AND WATSON**

**PRESENT: CLLRS BURROWS, COAKLEY, GOLD (CHAIR), LONG, TAGG AND TOLMAN**

**MEMBERS OF THE PUBLIC: 2**

**OFFICERS: HELEN DOWDALL (CLERK)**

**GEORGE DU PLESSIS (OPERATIONS MANAGER)**

#### 2. MINUTES

**RESOLVED.** It was proposed by Cllr Tagg seconded by Cllr Tolman and agreed unanimously to accept the minutes of the 5<sup>th</sup> December 2017.

#### 3. MATTERS ARISING

Nothing.

#### 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.

**None.**

#### 5. FINANCE

##### a) Approval of payments

**Resolved.** It was proposed by Cllr Tagg seconded by Cllr Coakley to approve the payments as listed:

### Payments for approval 16th January 2018

|     |       |         |               |        |       |        |
|-----|-------|---------|---------------|--------|-------|--------|
| TH  | DD    | Corona  | Town Hall Gas | 355.50 | 71.10 | 426.60 |
| FGP | 10680 | CBS Ltd | Calendars     | 16.44  | 3.29  | 19.73  |

|     |       |                   |   |                 |               |                 |
|-----|-------|-------------------|---|-----------------|---------------|-----------------|
| TH  | 10681 | R Shovell         | Work in unit 7  | 1,900.00        |               | 1,900.00        |
| OS  | 10682 | G duPlessis       | Lens Repair Tape  | 5.85            | 1.17          | 7.02            |
| FGP | 10683 | ICO               | Data Protection   | 35.00           |               | 35.00           |
| FGP | 10684 | Daniel Thorpe     | Wipe hard drive on laptop<br>Install Windows 7<br>All drivers, updates and<br>software, including Remote<br>Server Administration Tools<br>Labour |                 |               |                 |
|     |       |                   | Monthly Server check  | 195.00          |               | 195.00          |
| FGP | 10685 | Rachael's Flowers | 90th Bouquet  | 30.00           |               | 30.00           |
| FGP | 10686 | Hygiene 2 Health  | Fire Risk Assessment of<br>workshop, site visit &<br>assessment, Health & Safety<br>audit and Fire Risk<br>Assessment                             | 700.00          | 140.00        | 840.00          |
| TH  | 10687 | Simply Kitchens   | 2100 x 500mm Larder Unit<br>600mm Full Height Sink Unit<br>300mm Single Drawer Base<br>2400 x 750mm Tall Blender Panel                            |                 |               |                 |
|     |       |                   | 2600 mm Continuous Plinth   | 719.55          | 143.91        | 863.46          |
| FGP | 10688 | SeaDog IT         | Monthly hosting and<br>maintenance  | 24.50           |               | 24.50           |
|     |       |                   |   | <b>3,981.84</b> | <b>359.47</b> | <b>4,341.31</b> |

### b) Nine month budget monitoring (31<sup>st</sup> December)

The Clerk took the committee through the current spend and the anticipated outturn as at quarter three.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Coakley and agreed unanimously to;

- Note the current underspend and any overall committee balance is allocated to fund safety maintenance works in the parks, in line with the inspection report.
- Agree the appropriations to and from reserves; to put aside monies that we haven't spent or committed to build up in earmarked reserves, specifically for this committee.
- Proceed with the replacement tractor purchase.

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

The OM explained what works have progressed since Christmas, with the focus primarily on wayside seat maintenance and working through the park safety report. **Noted.**

**7. FOR DECISION – To receive any updates concerning the review of Risk Assessments and Health & Safety, including a review of the Park Inspection and progress to date.**

The OM took the committee through the Park Inspection Report in detail and this would also be circulated to all members. **Noted.**

**Parks & Open Spaces**

**8. 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 – two benches may need replacing this year but overall the site is in good condition.
- c) Saltash Road – the Clerk had circulated prior to the meeting concerns regarding anti-social behavior in the Free Carpark, and information regarding a Public Space Protection Order (PSPO) as a possible method to resolve the issues.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Tolman and agreed unanimously that the Clerk be given power to act in consulting with press and public, in order to gauge the public's view on this matter and to research the viability of a PSPO.

The Chair presented the committee with details of a proposed toddler play area, having been instigated by local community involvement. It had been recognized that there is a need for children aged between 18 months and 4 years. The area proposed is the Amphitheatre, which is not used for anything and does need work done on it.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Long and agreed unanimously to proceed with the project as presented (costing in the region of £32K). The project will be overseen by the OM, in consultation with the Chair, Vice Chair and Portreeve.

**The project would be funded as follows:**

|  |                          |
|--|--------------------------|
| <b>Anonymous Community Donation</b>  | <b>Approx. £12K</b>      |
| <b>Awards for All Grant</b>  | <b>Applied* for £10K</b> |
| <b>Balance from OS Equipment Reserves which currently stands at £19,992.</b> |                          |

\*Work would commence once the position with the grant application has been confirmed. **Noted.**

- d) Lamorna Park – nothing to report.
- e) Peggy's Patch – nothing to report.
- f) St Mary's Square - staff would be asked to repair a slab on the steps. A discussion then followed on whether the Square should be gritted or not. This matter would be raised at the LCAS seminar next week by the Chair of F&GP.

**Allotments**

- 9. FOR DECISION – To discuss any matters concerning the allotments (to receive report) and a boundary hedge.**

The report had been circulated prior to the meeting with suggestions from tenants regarding enhancements to security.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Coakley and agreed unanimously that the suggestions be noted and the position would be monitored, tenants would also be reminded to keep any valuable equipment at home.

A site meeting would be held on Monday 22<sup>nd</sup> January at 10am, Hays Road to assess the state of the boundary hedge. **Noted.**

- 10. Public Rights of Way – To discuss the definitive map and the protection of our rights of way.**

Details on the definitive map had been circulated prior to the meeting and the need to protect of our rights of way was outlined by the Clerk.

The 1<sup>st</sup> January 2026 is the cut-off date for adding historic paths to what is known as the definitive map, the official record of the public's right of way in a an area. When a path is on this map, it not only means we have a right to walk on it, but it is much easier to protect and maintain. However, any path which came into existence before 1949 and that has not been requested to be on the map by 2026 will be lost forever.

Useful links on the subject:

<https://www.gov.uk/government/news/new-plans-to-simplify-recording-rights-of-way>

<http://www.ramblers.org.uk/get-involved/campaign-with-us/dont-lose-your-way.aspx>

<http://www.cornwall.gov.uk/environment-and-planning/countryside/public-rights-of-way/definitive-map-and-statement/viewing-cornwalls-definitive-map-online/>

<http://www.ramblers.org.uk/advice/improve-the-path-network/how-to-claim-an-unrecorded-right-of-way.aspx>

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Coakley and agreed unanimously that Cllr Burrows write an article about this, which is circulated via the next Newsletter (each month for six months), on the Foyer TV and social media to make the public aware of what is happening so they can report any paths which are currently not on the definitive map. The article would also be shared with local walking and cyclist groups.

#### **11. ANY OTHER URGENT BUSINESS – None.**

There being no further business the meeting was declared closed at 7.22 pm.