

Meeting Minutes



The Passmore Edwards Building, The Cross, Cross Street, Camborne TR14 8HA Tel: 01209 612406 enquiries@camborne-tc.gov.uk

Minutes of the meeting of the Amenities Committee of Camborne Town Council held remotely via Zoom on Thursday 19th November 2020 at 6.30 pm.

PRESENT:

Councillor M Champion	Chairman
Councillor D Wilkins	Vice Chairman
Councillor J P Collins	
Councillor T Dalley	
Councillor Mrs V Dalley	
Councillor R Goodman	
Councillor J Morgan	
Councillor Ms M Pearce	
Councillor S Weedon	

IN ATTENDANCE:

Samantha Hughes, Acting Town Clerk; Janet Ritchie, Committee Support Officer; David Garwood, Amenities & Projects Officer.

The Chairman explained the meeting procedures to all present.

A.4209 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

There were no apologies as all members were present.

A.4210 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

A.4211 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING THE DETAILS THEREOF) IN RESPECT OF ALL ITEMS ON THIS AGENDA INCLUDING ANY GIFTS OR HOSPITALITY EXCEEDING £25

There were no declarations of interest.

A.4212 TO APPROVE WRITTEN REQUESTS FOR DISPENSATIONS

There were no dispensation requests.

A.4213 **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON 17TH SEPTEMBER 2020 FOR THE CHAIRMAN TO SIGN AT A LATER DATE**

A.4213.2 **RESOLVED: that the minutes of the meeting of the Amenities Committee held on 17th September 2020 were received and approved for signing**

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

A.4214 **MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

There were no matters arising.

A.4215 **PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 3E MEMBERS OF THE PUBLIC ARE PERMITTED TO MAKE REPRESENTATIONS, ANSWER QUESTIONS AND GIVE EVIDENCE IN RESPECT OF ANY ITEM OF BUSINESS INCLUDED IN THE AGENDA, UP TO A MAXIMUM OF FIFTEEN MINUTES)**

There were no public present.

A.4216 **TO RECEIVE THE CURRENT NET POSITION BY CODE FOR THE AMENITIES REVENUE BUDGET TO END OF SEPTEMBER 2020 AND AGREE ACTION**

The Acting Town Clerk informed members that the budget showed significant underspends for the first six months of the year, as the Covid-19 situation had not enabled the Town Council to put on its summer floral displays or plan a full programme of Christmas activities. The Acting Town Clerk suggested that the underspends could be used to further enhance the Town Council's green spaces.

One member enquired whether additional funds would need be spent on the community toilet scheme and was informed that there was a contingency in the budget for this purpose.

A.4216.2 **RESOLVED: that the current net position by code for the Amenities Revenue Budget to end of September 2020 was received and approved**

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

A.4217 **TO RECEIVE A WRITTEN REPORT FROM THE ACTING TOWN CLERK REGARDING THE AMENITIES COMMITTEE DRAFT REVENUE BUDGET 2021/2022 AND THREE-YEAR FINANCIAL PLAN AND DRAFT BUDGET; AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Acting Town Clerk informed members that outlay had decreased in some areas in line with previous years and that new budget codes had been added for new projects.

Overall there was a decrease in the Amenities budget, with provision in Earmarked Reserves to fulfil commitments. There were no recommendations from the Strategic Budget Working Party that would affect the Amenities budget.

A.4217.2 **RESOLVED: that a written report from the Acting Town Clerk regarding the Amenities Committee Draft Revenue Budget 2021/2022 and three-year financial plan and Amenities draft budget were received and approved**

Proposed by Councillor Champion
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

A.4218 **TO RECEIVE A TIMETABLE FOR SETTING THE 2021/2022 BUDGET**

The budget would be presented to each of the programme committees in turn, with final approval given by Full Council in January 2021.

A.4218.2 **RESOLVED: that a timetable for setting the 2021/2022 budget was received and approved**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

A.4219 **TO RECEIVE A VERBAL UPDATE FROM THE AMENITIES AND PROJECTS OFFICER ON PROGRESS OF CAMBORNE RECREATION GROUND IMPROVEMENTS, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Amenities and Projects Officer informed members that the improvement project at Camborne Recreation Ground was on schedule and would be delivered within budget. The quality of work was excellent, and the supplier had worked well with the Town Council to achieve the best outcome. Bad weather was hampering the final surfacing and painting, but it was anticipated that the project would be ready for final inspection by the end of November. It was planned to replace the Multi-Use Games Area in the next round of green spaces improvements.

It was noted that members of the public were commenting favourably on the project.

The Chairman thanked the Amenities and Projects Officer for his report and commented that the Town Council could be proud of this achievement.

A.4219.2 RESOLVED: that a verbal update from the Amenities and Projects Officer on progress of Camborne Recreation Ground improvements was received

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

A.4220 TO RECEIVE AND NOTE A QUOTATION FOR RECTIFYING TREE ISSUES AT CAMBORNE RECREATION GROUND, APPROVED UNDER DELEGATED POWERS OF THE CHAIRMAN AND ACTING TOWN CLERK

A self-seeding sycamore in the wall at the entrance to Camborne Recreation Ground and an unsafe elm had been removed as they were causing safety issues. The Amenities team had planted two smaller elms as replacements.

A.4220.2 RESOLVED: that a quotation for rectifying tree issues at Camborne Recreation Ground, approved under delegated powers of the Chairman and Acting Town Clerk, was received and noted

Proposed by Councillor Morgan
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

A.4221 TO RECEIVE AND NOTE A QUOTATION FOR A BLOCKWORK AND CONCRETE PLINTH FOR PERMANENT SITING OF THE

COVID SNAKE PEBBLES AT CAMBORNE RECREATION GROUND, APPROVED UNDER DELEGATED POWERS OF THE CHAIRMAN AND ACTING TOWN CLERK

The Amenities and Projects Officer gave members a progress report on the Covid snake. The plinth was in place and ready to receive the pebbles, which would be bonded in when weather permitted. A special pebble thanking the instigator of the Covid snake would also be included.

Councillor Collins lost connection at 7.44pm.

A.4221.2 **RESOLVED: that a quotation for a blockwork and concrete plinth for permanent siting of the Covid snake pebbles at Camborne Recreation Ground, approved under delegated powers of the Chairman and Acting Town Clerk, was received and noted**

Proposed by Councillor Wilkins
Seconded by Councillor Weedon

On a vote being taken the matter was approved unanimously.

Councillor Collins regained connection at 7.45pm.

A.4222 **TO RECEIVE AND NOTE A QUOTATION FOR THE TOILET REPAIRS AT CAMBORNE RECREATION GROUND, APPROVED UNDER DELEGATED POWERS OF THE CHAIRMAN AND ACTING TOWN CLERK**

The Amenities and Projects Officer informed members that although the repairs had been carried out, the radar lock allowed only the holders of a radar key to access the toilet. He suggested converting the adjacent storage area into toilets with separate open access, for consideration at a future meeting.

A.4222.2 **RESOLVED: that a quotation for the toilet repairs at Camborne Recreation Ground, approved under delegated powers of the Chairman and Acting Town Clerk, was received and noted**

Proposed by Councillor Champion
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

A.4223 **TO RECEIVE AND NOTE A QUOTATION FOR REMOVAL OF TWO DYING ASH TREES AT BEACON RECREATION GROUND**

AND RATIFY ACTION AND EXPENDITURE APPROVED UNDER DELEGATED POWERS OF THE CHAIRMAN AND ACTING TOWN CLERK

The Amenities and Projects Officer informed members that the ash trees were removed as a necessity because they had ash dieback and if not felled, would degrade quickly, causing safety issues.

- A.4223.2** **RESOLVED: that a quotation for removal of two dying ash trees at Beacon Recreation Ground was received and noted and that action and expenditure approved under delegated powers of the Chairman and Acting Town Clerk was ratified**

Proposed by Councillor Morgan
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

- A.4224** **THAT THE COUNCIL RESOLVES UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED**

- A.4224.2** **RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public were excluded**

Proposed by Councillor Champion
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

- A.4225** **TO RECEIVE A WRITTEN REPORT FROM THE AMENITIES AND PROJECTS OFFICER REGARDING BEACON RECREATION GROUND GATEWAY AND PATH IMPROVEMENTS, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Amenities and Projects Officer presented a report exploring options for the installation of a self-closing gate at the entrance to Beacon Recreation Ground, to prevent children from wandering into the road unsupervised. There was also an option to reduce the gradient of the path, which would improve accessibility for community members with mobility issues and parents with pushchairs.

The Amenities and Projects Officer recommended Option 3; to install a self-closing gate and reduce the gradient of the path.

Members considered the proposal and the importance of addressing safety and accessibility issues at the park.

A.4225.2

RESOLVED: that a written report from the Amenities and Projects Officer regarding Beacon Recreation Ground gateway and path improvements was received and that option 3, to install a self-closing gate and reduce the gradient of the path, was approved and that the Chairman, Vice Chairman and Acting Town Clerk were given delegated authority to appoint a suitable contractor from the quotations received, using funds from the Gates, Paths, Bins and Fencing budget

Proposed by Councillor Morgan
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

A.4226

TO RECEIVE A WRITTEN REPORT FROM THE AMENITIES AND PROJECTS OFFICER REGARDING BEACON RECREATION GROUND SIGNAGE AND PLANTING, AGREE ACTION AND AUTHORISE EXPENDITURE

The Amenities and Projects Officer presented a proposal to define, physically, the separation of the children's play area at Beacon Recreation Ground from the access route within the field which dog walkers were allowed to use to reach the permitted dog exercise area. Lack of information and signage regarding the permitted access was causing conflict between dog owners and users of the play area. The additional use of planting to define the dog route would enhance the park aesthetic and could be sourced at no cost impact to the Council.

The Amenities and Projects Officer recommended Option 3; using a combination of signage and planting to direct dog walkers away from the children's play area and ensure that all park users had the correct information regarding permitted access through the park by dog walkers.

Members considered the proposal and the need for securing a permanent, long-term solution. Monitoring would be required to ensure compliance, with a review if necessary.

A.4226.2

RESOLVED: that a written report from the Amenities and Projects Officer regarding Beacon Recreation Ground

signage and planting was received and that option 3, to install signage and planting to define the permitted dog-walking route through the park, separate from the children's play area, was approved, using funds from the Gates, Paths, Bins and Fencing budget

Proposed by Councillor Morgan
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

A.4227

TO RECEIVE A WRITTEN REPORT FROM THE AMENITIES AND PROJECTS OFFICER REGARDING TROON RECREATION GROUND SIGNAGE AND PLANTING, AGREE ACTION AND AUTHORISE EXPENDITURE

The Amenities and Projects Officer presented a proposal for creating a defined barrier to separate dog walkers from the children's play area at Treslothan Road Park, Troon, using the same principle applied at Beacon Recreation Ground. This would mitigate the potential for dispute between dog owners and users of the play area and ensure safe play for children at the park.

Options were suggested, which included installation of signage and use of low-level planting to create a defined area for dog walkers and reinforce the separate play area. The Amenities and Projects Officer recommended Option 3; using a combination of signage and planting to give maximum separation and clarity between the different park users.

Members considered the proposal, which mirrored the arrangements already agreed for Beacon Recreation Ground. Monitoring would be required, to ensure compliance, with a review if necessary.

A.4227.2

RESOLVED: that a written report from the Amenities and Projects Officer regarding Troon Recreation Ground signage and planting was received and that option 3, to install signage and planting to define the permitted dog walking route, separate from the children's play area, was approved, using funds from the Gates, Paths, Bins and Fencing budget

Proposed by Councillor Wilkins
Seconded by Councillor Goodman

On a vote being taken the matter was approved unanimously.

A.4228

TO RECEIVE A WRITTEN REPORT FROM THE AMENITIES AND PROJECTS OFFICER REGARDING CARPENTRY TOOLS FOR THE AMENITIES TEAM, AGREE ACTION AND AUTHORISE EXPENDITURE

The Amenities and Projects Officer presented a written report seeking approval and funding to allow the Amenities team to purchase its own set of professional carpentry tools.

With the growth of the Town Council's activities during the past year there has been a greater requirement for the Amenities team to undertake a wide range of woodworking tasks, with one team member bringing in their own professional tools so that the work could be done. The Amenities team have a broad range of skills, which are constantly called upon, and the Amenities and Projects Officer recommended that it was appropriate for the Town Council to purchase the correct tools to allow them to continue their work. This would allow the widest range of task delivery in-house, saving on the expense of tool hire and enabling the team to react instantly when issues arise. This would be a moderate, one-off expenditure, the tools would be maintained and insured by the Town Council and there would not be reliance on an individual's goodwill.

Members considered the proposal and it was agreed that this Council should provide the Amenities team with the tools necessary for carrying out its work.

A.4228.2

RESOLVED: that a written report from the Amenities and Projects Officer regarding carpentry tools for the Amenities team was received and that option 2, to purchase professional woodworking tools for use by the Amenities team in the day to day execution of duties was approved, using funds from the Machinery and Tools Replacement budget, and that the Chairman and Acting Town Clerk were given delegated authority to action the purchases, and that Mr Jonny Guyett was thanked for allowing his own tools to be used over the past year

Proposed by Councillor T Dalley
Seconded by Councillor Weedon

On a vote being taken the matter was approved unanimously.

A.4229

TO RECEIVE A WRITTEN REPORT FROM THE AMENITIES AND PROJECTS OFFICER ON AMENITIES CHRISTMAS LIGHTS AND PLANTING, AGREE ACTION AND AUTHORISE EXPENDITURE

The Amenities and Projects Officer presented a report offering suggestions for Christmas in Camborne 2020.

Because the Lantern Parade had been cancelled, the Town Council was working to optimise decoration and Christmas activities in the town and the Passmore Edwards building. Suggestions included:

- Christmas-themed decoration of planters and seasonal planting;
- An "elf trail" in and around the town;
- Illumination of the town fountain and clock tower;
- Illuminations in the windows of the Passmore Edwards building;
- Santa hat on the Trevithick statue;
- "Secret Santa" gifts by Library staff, to replace Santa's Grotto.

Discussion took place and members considered the proposed enhancements. Further suggestions were made:

Tidying of the flowerbeds in the town square: the Amenities and Projects Officer advised that the Town Council was liaising with Cornwall Council to this effect.

Investigation into running a power supply to the hanging basket posts in the town square, to display illuminations.

A.4229.2

RESOLVED: that a written report from the Amenities and Projects Officer on Amenities Christmas Lights and Planting was received and expenditure approved, using funds from the Christmas in Camborne budget

Proposed by Councillor Wilkins
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 7.12pm.

SIGNED BY THE CHAIRMAN.....

DATE