

**Minutes of the meeting of the Amenities Committee of Camborne Town Council held in The Council Chamber, Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA on Thursday 17<sup>th</sup> November 2022 at 6.30 pm.**

PRESENT:

<b>Councillor D Wilkins</b>	<b>Chairman</b>
<b>Councillor J Cosgrove</b>	<b>Vice-Chairman</b>
<b>Councillor V Dalley</b>	
<b>Councillor Z Fox</b>	<b>(ex officio)</b>
<b>Councillor N Miles</b>	
<b>Councillor P Mills</b>	<b>From point mentioned</b>
<b>Councillor J Morgan</b>	

IN ATTENDANCE:

**Samantha Hughes, Town Clerk; Alec Webb, Responsible Finance Officer; Rose Hitchens-Todd, Engagement Officer; David Garwood, Amenities & Projects Officer; Nick George, Amenities Manager; Sally Williams, Committee Support Officer and one member of the public, representing Making Space for Nature.**

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**A.4362 SAFETY PROCEDURES**

The Chairman explained the safety procedures to all present.

**A.4363 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

There were no apologies received from Councillor Tal-E-Bot.

**A.4363.2 RESOLVED: that the apologies from Councillor J Ball for non-attendance of the meeting of the Amenities Committee on the 17<sup>th</sup> November 2022 were received**

Proposed by Councillor D Wilkins  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**A.4364 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING THE DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THIS AGENDA INCLUDING ANY GIFTS OR HOSPITALITY EXCEEDING £25**

Councillor V Dalley declared an interest in Agenda Item 14 as she was a Church Warden at St Martin & St Meriadoc Church. She declared that she would not vote on that Agenda Item.

**A.4365 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no requests for dispensations.

**A.4366 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**A.4367 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE AMENITIES COMMITTEE HELD ON 24<sup>TH</sup> MAY 2022 AND THE CHAIRMAN TO SIGN THEM**

**A.4367.2 RESOLVED: that the minutes of the meeting of the Amenities Committee held on 24<sup>th</sup> May 2022 were received, approved, and signed by the Chairman**

Proposed by Councillor D Wilkins  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**A.4368 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

There were no matters arising.

**A.4369 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)**

The member of the public present was there to speak on Agenda item 10.

**A.4370 TO RECEIVE THE CURRENT NET POSITION BY CODE FOR THE AMENITIES REVENUE BUDGET TO END OF OCTOBER 2022 AND AGREE ACTION**

The Responsible Finance Officer explained that most budgets were in line for the time of the year. However, the professional fees for the Green Spaces have been put through EMR 324 but this will be offset by the Town Deal Funds when they are received. In addition, the Public Convenience costs have risen due to antisocial behaviour and damage.

One Councillor queried the budget for the Unit 5 maintenance. It was explained that as the Amenities Team take on more work there is a subsequent need for more skip hire. Nick Ferris Skip

Hire also no longer allows skips to stand indefinitely so they are emptied more regularly which has increased the money spent.

**A.4370.2**

**RESOLVED: that the report of the current net position by code for the Amenities Revenue budget to the end of October 2022 was received and approved**

Proposed by Councillor D Wilkins  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**A.4371**

**TO RECEIVE A PRESENTATION FROM MAKING SPACE FOR NATURE REGARDING A PROPOSED NEW SPACE AT MOUNT PLEASANT CLOSE AND AGREE ACTION**

A representative of Cornwall Council spoke as the Project Officer for Making Space for Nature. He gave a presentation to explain what the project has achieved to date and what they hope to achieve in the small green space at Mount Pleasant Close. If it went ahead then this would be the 60<sup>th</sup> site for Making Space for Nature.

The Project receives most (80%) of its funding from the European Regional Development Fund with 20% coming from Cornwall Council and Exeter University. They have 24 sites that are currently in Phase 2 and the projects cover 34 hectares across Cornwall. They have won awards for their projects including their mindful approach to wildlife. Examples of many of the projects that had been completed were shown in the presentation slides. Making Space for Nature also run volunteer sessions including working with schools and other groups to run bug hunts and make bug hotels, scything workshops and community orchards as well as planting flowers workshops.

Councillor P Mills entered the meeting at 6.50pm.

The Mount Pleasant Close green space is currently just grass and it was explained that the project would wish to include wildflower meadows, 2 benches and 3 crab apple trees with ornamental trees nearer the road and a Mountain Ash at the top of the space. It was also explained that the project will be maintained and that there would be a maintenance plan in place for the next fifteen years.

Whilst there was only a modest budget for this project it was felt that it would really enhance the space for the people that use it.

**A.4371.2**

**RESOLVED: that a presentation from Making Space for Nature regarding proposed improvements to the green space at Mount Pleasant Close was received and that an email of support for the Making Space for Nature scheme be sent to Cornwall Council was approved**

Proposed by Councillor Z Fox  
Seconded by Councillor N Miles

On a vote being taken the matter was approved unanimously.

**A.4372**

**TO RECEIVE A VERBAL UPDATE REPORT FROM THE AMENITIES AND PROJECTS OFFICER AND AMENITIES MANAGER ON CURRENT WORK AND PROJECTS, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Amenities Manager gave an overview of the Amenities Team's current work and projects:

- The new operatives had come through their probation.
- Bin collections had been more onerous than had been expected.
- Cutting back of footpaths was nearly complete.
- Green Spaces were still being cut due to the mild weather.
- The street weeding had been focusing on wider areas, not just the Town Centre.
- Quotes were being sought for electric vehicles or energy efficient vehicles to reduce the team's carbon footprint.
- The team had also been supporting Events.
- The Team had stopped watering the Town Centre floral displays on 23<sup>rd</sup> August as it had been felt that the Council should be seen to be leading by example.

**A.4372.2**

**RESOLVED: that a verbal update report from the Amenities and Projects Officer and Amenities Manager on current work and projects was received and approved**

Proposed by Councillor D Wilkins  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**A.4373**

**TO RECEIVE A WRITTEN REPORT FROM THE RESPONSIBLE FINANCE OFFICER REGARDING THE AMENITIES COMMITTEE DRAFT REVENUE BUDGET FOR 2023/2024 AND THREE-YEAR FINANCIAL PLAN AND DRAFT BUDGET, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Responsible Finance Officer explained that all cost centres and cost codes had been looked at, and annual budgets had decreased overall. All budgets were being strictly monitored and kept low to ensure that the money is spent well and that the precept doesn't have to rise. However, due to the current economic fluctuations, it had been virtually impossible to predict what future costs would be. The Town Council would be saving wherever possible but if exceptional costs arose then Earmarked Reserves would be utilised. This would not be a long-term solution but in order not to increase the precept in this financial year these were the steps that the Council were having to take.

**A.4373.2**

**RESOLVED: that a written report from the Responsible Finance Officer regarding the Amenities Committee Draft Revenue Budget for 2023/2024 and three-year financial plan and draft budget, was received**

Proposed by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**A.4373.3**

**RESOLVED: That the Amenities Draft Revenue Budget for 2023/2024 and 3-year financial plan be received and approved**

Proposed by Councillor D Wilkins

Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**A.4374**

**TO RECEIVE A WRITTEN REPORT FROM THE AMENITIES MANAGER ON REPLACEMENT BINS, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Amenities Manager explained that many of the town's bins were past their useful life, were beyond economical repair and there was also an urgent need for more dog bins. He also reported that all the bins in the Recreation Ground had been burnt and the plan would be to use the town bins to replace them. If the town bins were then replaced they would look uniform and fresh and new. More bins would also save the Amenities team extra journeys to empty them.

Councillors queried the use of plastic bins as they felt that they were not very nice to look at and they had no recycling section. Another suggestion was that the Amenities Team could try making recycling bins for the Town. One Councillor wished to know the lifespan of bins and it was explained that the lifespan was considerable whilst also involving no maintenance for the Amenities team.

The Amenities Manager recommended a like for like replacement at the current time. This was Option 4, available via Glasdon bins. This company had also been the one that was recommended by the waste contractor Biffa. The bins were made of recycled plastic, they were competitively priced, there was a quick lead time and the Amenities team were keen to get the bins replaced as soon as possible in order to minimise the risks to the public, and operatives when emptying them.

**A.4374.2**

**RESOLVED: that a written report on the purchase of town litter bins and dog waste bins for the green spaces from the Amenities Manager was received**

Proposed by Councillor Z Fox

Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**A.4374.3**

**RESOLVED: that the Amenities Manager proceed with Option 4 'to replace the town bins and the dog waste bins using Glasdon bins' was approved and that the expenditure of £5,889.40 be taken from the Green Spaces**

**budget code Play Equipment, seats and bins (340/4633) was authorised**

Proposed by Councillor Z Fox  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**A.4375 TO REVIEW THE ANNUAL CONTRIBUTION AMOUNT FOR THE CHRISTMAS LIGHTS WITH THE PARISH CHURCH OF ST MARTIN & ST MERIADOC, AGREE ACTION AND AUTHORISE EXPENDITURE**

Councillor V Dalley did not vote on this agenda item.

**A.4375.2 RESOLVED: the annual contribution towards the upkeep of the Parish Church of St Martin & St Meriadoc's Christmas lights was reviewed, approved and the expenditure of £250, to be taken from the Amenities, Street Furniture Maintenance Cost Code (320 / 5130), was authorised**

Proposed by Councillor D Wilkins  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously of all those entitled to vote.

**A.4376 TO RECEIVE A WRITTEN REPORT FROM THE ENGAGEMENT OFFICER REGARDING THE TREES FOR BACK GARDENS SCHEME, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Engagement Officer explained that the Forest for Cornwall and the Woodland Trust had combined with the CPIR Climate Action Group to distribute approximately 2,000 trees. They had asked the Town Council to support this initiative and each household would be allowed up to three whips. The Town Council would also be hosting the give-away event. The Library would be open all day on that date and would be hosting Father Christmas and Christmas workshops so footfall was expected to be high.

As the give-away date was so close the Engagement Officer was keen to begin the marketing.

**A.4376.2 RESOLVED: that a written report from the Engagement Officer regarding the Trees for Back Gardens Scheme was received**

Proposed by Councillor Z Fox  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**A.4376.3 RESOLVED: that support be given to the tree giveaway as proposed in the report was approved**

Proposed by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**A.4376.4**

**RESOLVED: that expenditure of up to £500 for the Tree Giveaway event, to be taken from the Environment Budget (320 / 5200), was authorised**

Proposed by Councillor Z Fox  
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**A.4377**

**TO RECEIVE A LETTER FROM A MEMBER OF THE PUBLIC REGARDING TROON VILLAGE' FUTURE GREEN SPACE IMPROVEMENTS AND AGREE ACTION**

One Councillor had already spoken with the author of the letter and he gave some further insight into what he had discovered. The Troon Village Association had raised five thousand pounds and were keen to know when Camborne Town Council would be working with them to make green space improvements in Troon Park.

A formal response had been drafted to explain how these priorities had evolved and approval was being sought from the Councillors for said letter to be sent.

**A.4377.2**

**RESOLVED: that a letter from a member of the public regarding Troon Village' future green space improvements was received and the formal response was approved**

Proposed by Councillor D Wilkins  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**A.4378**

**TO RECEIVE A VERBAL REVIEW OF THE FLORAL DISPLAY FOR 2022 AND CONSIDERATIONS FOR THE 2023 DISPLAY AND AGREE ACTION**

The Amenities & Projects Officer explained that the watering of the floral displays had been stopped early due to climactic conditions. It had been a very dry summer and so the Amenities Team were now looking ahead to next year. Despite the hosepipe ban and some very heavy rain Stithians Reservoir remained at only 17% full. Potentially therefore there could be a hosepipe ban even earlier next year. By February / March 2023, if the water supplies remained low the supply of hanging baskets to businesses might need to be reviewed. Large planters were likely to remain as they were more suited to retaining water.

A Councillor asked whether businesses might be able to water their hanging baskets themselves. The Amenities & Projects Officer responded that this was being flagged up now as this would be important to the planning of the summer planting.

Consideration could be given to more perennial planting or mixing and altering the types of plants that are used.

The Engagements Officer suggested that the floral displays were about bringing colour to the High Street. It might be possible to consider more creative ideas such as bunting, umbrella displays, carved flowers and other alternatives.

**A.4378.2 RESOLVED: that a verbal review of the Floral Display for 2022 and considerations for the 2023 Display were received**

Proposed by Councillor D Wilkins  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**A.4379 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.4379.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the Press and Public were excluded from the meeting due to the confidential nature of the business to be discussed**

Proposed by Councillor D Wilkins  
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**A.4380 TO RECEIVE A VERBAL REPORT FROM THE AMENITIES AND PROJECTS OFFICER ON MAINTENANCE ISSUES WITH THE BASSET CENTRE, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Amenities & Projects Officer explained that since taking on the lease of the Basset Centre the Town Council was now responsible for the maintenance of the building. He had noted that above the door to the main office the window frames were cracking and there were glass shards falling to the ground.

The glass in the windows did not need to be replaced due to the projected Basset Community Hub works but they did need to be made safe. To this end three quotes were being sought to have the windows boarded up. The Amenities & Projects Officer felt that if the third quote did not arrive by the following Monday they would have to appoint one of the other two companies as the work was urgent from a health and safety perspective. Hence he was seeking authority to appoint as soon as possible.

**A.4380.2 RESOLVED: that a verbal report from the Amenities and Projects Officer on maintenance issues with the Basset Centre was received, the appointment of a contractor was approved and a budget for the work of up to £1,200, to be taken from the Basset Community Hub , Building and**



**Grounds Maintenance (125 / 4750), funded from the Council Expansion EMR, was authorised**

Proposed by Councillor V Dalley  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**A.4381**

**TO RECEIVE QUOTATIONS FOR A CARBON AUDIT FOR CAMBORNE TOWN COUNCIL, AGREE ACTION AND AUTHORISE EXPENDITURE**

Two quotes for the Carbon Audit for Camborne Town Council had been sourced by the Clerk. She explained that it had been very difficult to find companies that could complete the Carbon Audit which had been requested at the Climate Action Group meeting. There was discussion about the need for more quotes, preferably from local companies, so that direct comparisons could be made. One Councillor questioned whether there was a form of kitemark for such reports so that the Council could be confident that they were purchasing a report that could be measured against a standardised format.

Some Councillors felt that it was not ideal to defer in order for more quotes to be sought as the Carbon Audit should commence as soon as possible. However, other Councillors felt, due to the expense of the audit process, that it was important to investigate this further.

**A.4381.2**

**RESOLVED: that quotations for a Carbon Audit for Camborne Town Council were received but due to the need for more information, training from Cornwall Council for Councillors and to research standards for the whole process, a deferral was approved**

Proposed by Councillor Z Fox  
Seconded by Councillor P Mills

On a vote being taken the matter was approved by a majority.

There being no further business the Chairman closed the meeting at 7:58pm.

SIGNED BY THE CHAIRMAN.....

DATE .....