

NEWQUAY TOWN COUNCIL

MINUTE REF:	Minutes of the Community & Tourism (C&T) Committee Meeting held on 08 June 2021 at 7:00pm, in the Council Chamber, Marcus Hill, Newquay.	ACTIONS:
CT01/21	<p><u>Present</u></p> <p>Cllrs M North, M Johns, A Goudge, K Towill, L Gardner, D Cheney, J Bell</p> <p><u>Also attending</u></p> <p>Mr J Piwecki (Deputy Town Clerk), Mrs L Hughes (PA to Town Clerk), Mr S Richards (Administration Apprentice), Mrs S Deakin (TIC Manager) and Mr M Kemp Temporary Events & Projectors Co-ordinator.</p> <p>There was one member of the public in attendance.</p> <p><u>Election of Chairman for the Civic Year 2021-22</u></p> <p>Cllr M North wished to nominate Cllr D Cheney as Chair of C&T for the Civic Year 21-22.</p> <p>Cllr K Towill wished to nominate Cllr M Johns as Chair of C&T for the Civic Year 21-22.</p> <p>Members discussed and chose to vote on an whether to hold open or closed ballot.</p> <p>It was proposed by Cllr M North, seconded by Cllr D Cheney and</p> <p>RESOLVED unanimously to hold a secret ballot for the nomination of Chair of the Community & Tourism Committee for the Civic Year 21-22.</p> <p>Cllr M Johns: 4 votes Cllr D Cheney: 3 votes</p> <p>Cllr M Johns was elected as Committee Chairman for the Civic Year 2021-22</p>	
CT02/21	<p><u>Election of Vice-Chairman for the Civic Year 2021-22</u></p> <p>Cllr M Johns wished to nominate Cllr D Cheney as Vice-Chairman.</p> <p>It was proposed by Cllr K Towill, seconded by Cllr L Gardner and</p> <p>RESOLVED unanimously to elect Cllr D Cheney as the Vice-Chairman of the Community & Tourism Committee for the Civic Year 2021-22.</p>	
CT03/21	<p><u>Apologies</u></p> <p>Apologies were received from J Carter (LIS Manager & S Slack (Communications Officer)</p>	

<p>CT04/21</p>	<p><u>Declarations of Interest and Dispensations</u></p> <p>None.</p>	
<p>CT05/21</p>	<p><u>Open Session for Electors of Newquay – Public Question time</u></p>	
<p>CT05/21 (A)</p>	<p><u>Written Question 1 – Mrs Z Dixon</u></p> <p>Q1 – Trailer Condition – Concern was raised about the condition of the trailer and a suggestion made that maintaining the trailer should be the responsibility of a different service within the Council. What action has been taken to address this issue, and what condition is the trailer in now?</p> <p>A1 – The Trailer was given a full service and maintenance by an ex-member of the Facilities Team before he departed. Prior to his departure he suggested an annual service regime to be implemented to keep on top of it moving forward. The trailer also has a waterproof cover to protect from winter months. It has been suggested the on-going maintenance is delegated to the Facilities Service to either undertake in house or outsource.</p> <p>Q2 – Welcome to Newquay Signage – What progress has been made on working with the Duchy of Cornwall to design the Welcome to Newquay signage?</p> <p>A2 – The Duchy of Cornwall are discussing this internally regarding the shape and size of the sign. The designer’s concept for the three entrance signs are;</p> <ul style="list-style-type: none"> • Boat and Beach • Agriculture type picture with the sea • Buildings <p>The designer is hoping to come to Newquay in July/August to assess all 3 locations.</p> <p>Q3 – Plastic Free signage – At a previous T&L committee, The Deputy Town Clerk informed the committee that the design was close to being finalised and that the location of the signs needed to be agreed, what progress has been made on this?</p> <p>A3 – This is currently underway, and designs and locations have been finalised. Elections and new administration pushed this back however we are working with the approved company now on finalising and putting together a timeline for installation.</p> <p>Q4 – Town Council Notice Boards – A review of these including the condition and location of notice boards was concluded mid-March. This information was then plotted on a map and decisions were to be made on how many boards were needed, the siting of notice boards and companies contacted to quote for these to allow the poor state of the current notice boards to be addressed and a clear process for the office to keep the boards updated with relevant and timely information for the community. Can I politely request what the current status is on this?</p> <p>A4 – Unfortunately, the Working Party was disbanded prior to elections. Therefore, this action will be picked up by the new WP/Committee.</p> <p>Q5 – Water fountain Has this now been installed on the Killacourt?</p>	

	<p>A5 – This has been approved by the previous administration. We are currently waiting for the entrance to the Killacourt where the connection to the SWW main system to be finalised and metered off before it can be installed.</p> <p>Q6 – Decoration of empty shop windows – At a previous T&L meeting the committee resolved unanimously to delegate authority to the Corporate Service to contact local schools and artists for support in the shop window initiative. Whilst there are many shops now being occupied there are large expanses of empty shops with large windows in key areas that would benefit from this initiative e.g., the old Nat west building in Bank Street, or the large double shop frontage previously occupied by an estate agents by the station. Has progress been made to implement artwork in empty shop fronts?</p> <p>A6 – The Office has approached Estate Agents and Schools within Newquay. The only artwork received was from Treviglas, although impressive artwork it was not Newquay centric. The Estate Agents that were contacted were supportive of our idea, however they would require that the vinyls/notice boards would be removed for each viewing for prospective tenants which is resource intensive and not practical with the current lack of staff resource.</p> <p>Q7 – CCTV doorstep Green – It was agreed that CCTV would be installed on the doorstep green prior to completion of the project (the doorstep green revised programme was due to be completed on 2/6). Can the committee advise if the CCTV has been installed or if not when this is scheduled?</p> <p>A7 – SSE are progressing the works and are looking to start trenching in 3 weeks. Other parts of the installation will take place in the interim including planting the feeder pillar in Treloggan Road and the install the new 8 metre column in Treloggan Ind Estate which means by the time trenching is done the camera will be ready to be added to the system.</p> <p>Members wished to discuss the question from Cllr Fitter under the CCTV Item.</p>	
CT06/21	<p><u>Communication Officers Report (Engagement)</u></p> <p>Members reviewed the report.</p> <p>Discussion was held around the promotional leaflet for the Killacourt.</p> <p>It was proposed by Cllr K Towill, seconded by Cllr M North and</p>	
CT06/21 (1)	<p>RESOLVED unanimously to allow 7 days for further amendments and then proceed with finalising the design.</p> <p>Members discussed the Facebook Blocking Policy.</p> <p>It was proposed by Cllr L Gardener, seconded by Cllr K Towill and</p>	Communications Officer
CT06/21 (2)	<p>RESOLVED unanimously to keep the current wording on our Social Media Page and reaffirm the current procedure we have in place.</p>	Communications Officer

<p>CT06/21 (3)</p>	<p>Members discussed the recommendation from the Communications Officer regarding advertising with Radio Newquay.</p> <p>It was proposed by Cllr M North, seconded by Cllr L Gardner and</p> <p>RESOLVED unanimously to give delegated authority to the Town Clerk & Deputy Town Clerk to review and agree if budget is available for an Radio Newquay Advertising for 1 year.</p>	<p>Town Clerk & Deputy Town Clerk</p>
<p>CT07/21</p>	<p><u>Newquay BID Report</u></p> <p>Members noted the verbal report provided by the Deputy Town Clerk.</p> <p>It was proposed by Cllr D Cheney, seconded by Cllr M North and</p> <p>RESOLVED unanimously to elect Cllr A Goudge to sit on the BID Board as a Newquay Town Council representative.</p>	
<p>CT08/21</p>	<p><u>Communications Officer Report (Information Improvement)</u></p> <p>Members noted this was included in the report above.</p>	
<p>CT09/21</p>	<p><u>Library & Information Service Managers Report</u></p> <p>Members reviewed and noted the report.</p> <p>Members discussed the idea of a friendship bench at the Killacourt.</p> <p>It was proposed by Cllr L Gardner, seconded by Cllr A Goudge and</p> <p>RESOLVED unanimously to ask the Library & Information Service Manager to look further into to scheme to see what is required and report back.</p>	<p>Library & Information Service Manager</p>
<p>CT10/21</p>	<p><u>Visit Newquay TIC Managers Report</u></p> <p>The Visit Newquay manager was present, and a report was given which Members noted.</p> <p>Members discussed the TIC Trailer especially around its usage and possible winter storage solutions.</p> <p>It was proposed by Cllr L Gardner, seconded by Cllr A Goudge and</p> <p>RESOLVED unanimously to RECOMMEND to the Human Resources Committee to amend the Terms of Reference to include that the Facilities Service will be primarily responsible for the maintenance of the Exhibition Trailer and the Visit Newquay Tourist Information Centre responsible for Staffing the Trailer.</p>	<p>RECCOMENDATION to the HR Committee</p>

CT11/21	<p><u>Event Co-ordinator Report</u></p> <p>The temporary Events & Projects Co-ordinator was present, and a report was given which Members noted.</p> <p>Members wished to thank the Events Co-ordinator for the recent well managed event.</p> <p>It was proposed by Cllr L Gardner, seconded by Cllr K Towill and</p> <p>RESOLVED unanimously to seek clarification from the Town Clerk why there were no Councillors invited to attend the recent Events & Projects Co-ordinator interviews.</p>	Town Clerk
CT12/21	<p><u>Town Crier's Report</u></p> <p>Members reviewed and noted the report.</p>	
CT13/21	<p><u>Events Working Party Report (Internal)</u></p> <p>Members discussed.</p> <p>Cllr L Gardner provided an update for members on what the WP does and what is required.</p> <p>It was proposed by Cllr L Gardner, seconded by Cllr M North and</p> <p>RESOLVED unanimously to appoint Cllrs M North, A Goudge, D Cheney and L Gardner on the Working Party.</p> <p>Cllrs M North, L Gardner, D Cheney & A Goudge wished to be part of the Events Working Party.</p>	
CT14/21	<p><u>Event Working Party Report (External)</u></p> <p>Members of the Events Working Party agreed to meet with Pride regarding their event on the Killacourt.</p> <p>Members asked the Office to review the Terms of Reference for clarity over where & how bookings for the Killacourt should be dealt with.</p> <p>It was proposed by Cllr M Johns, seconded by Cllr D Cheney and</p> <p>RESOLVED unanimously to extend the meeting by 40 minutes.</p>	
CT15/21	<p><u>Corporate Service Manager Report</u></p> <p>No update required at this time.</p>	

CT16/21	<p><u>CCTV Manager Report</u></p> <p>Members reviewed and noted the report.</p>
CT16/21 (A)	<p>A. <u>CCTV Requests</u></p> <p>Members discussed the request from Cllr Fitter regarding CCTV in St Columb Minor & Nansledan Residents Association. It was agreed that the Council was unable to agree CCTV in these areas without sufficient support from the Police about there being an issue with antisocial behaviour. Also there would need to be significant work done around privacy impact assessments due to it being a residential area.</p> <p>It was proposed by Cllr K Towill, seconded by Cllr M North and</p> <p>RESOLVED unanimously to arrange a visit for Members to view the CCTV suite.</p>
CT17/21	<p><u>Public Safety Working Party Report</u></p> <p>It was proposed by Cllr M Johns, seconded by Cllr D Cheney and</p> <p>RESOLVED unanimously to widen out Working Party membership to Non-Committee members.</p> <p>Cllrs M Johns & K Towill wished to sit on this Working Party.</p>
CT18/21	<p><u>CCTV Managers Report (Radios)</u></p> <p>The report was reviewed and noted by Members.</p>
CT19/21	<p><u>CCTV Manager/Town Clerk & Chief Executive Report</u></p>
CT19/21 (A)	<p>A. <u>Police Airwaves Report</u></p> <p>Members reviewed and noted the report.</p>
CT20/21	<p><u>Economic Development Working Party Report</u></p> <p>Members discussed in detail the request from the Town Team for assistance & funding.</p> <p>It was proposed by Cllr M Johns, seconded by Cllr K Towill and</p> <p>RESOLVED unanimously to extend the meeting by 20 minutes.</p> <p>Members agreed that funding of £132 which had previously been agreed was allocated to procurement costs & not appropriate for this event. Cllr L Gardner will contact Mrs Dixon as to other funding streams that can be used for this event. Members agreed there was no staff resource for this event.</p>

CT21/21	<p><u>Citizen Award Scheme Report</u></p> <p>No update at this time. The Projects & Events Co-ordinator will review this in January 2022.</p>	
CT22/21	<p><u>Volunteer Scheme Working Party Report</u></p> <p>Members wished to review this at the next committee meeting.</p>	Defer to next meeting.
CT23/21	<p><u>Homelessness Working Party</u></p> <p>Members wished to remove this item from the agenda moving forward as it is not required at this time.</p>	
CT24/21	<p><u>Parking Working Party (External)</u></p> <p>Members felt that this working party would be better suited to the E&F Committee.</p>	
CT25/21	<p><u>Youth Initiative Working Party</u></p> <p>Cllrs L Gardner & K Towill wished to sit on this working party.</p> <p>It was proposed by Cllr L Gardner, seconded by Cllr K Towill</p> <p>RESOLVED unanimously to widen out Working Party membership to Non-Committee members.</p>	
CT26/21	<p><u>Twinning Working Party</u></p> <p>Cllr M Johns & K Towill wished to sit on this working party.</p> <p>It was proposed by Cllr M North, seconded by Cllr D Cheney and</p> <p>RESOLVED unanimously to widen out Working Party membership to Non-Committee members.</p>	
CT27/21	<p><u>Correspondence</u></p>	
CT/21/21 (A)	<p>A. Cycle Jumps</p> <p>Members wished to defer this item to the next meeting.</p>	Defer to next meeting
CT28/21	<p><u>Governance & Accountability</u></p> <p>A. Review Terms of Reference</p> <p>Members reviewed the suggested changes to the Terms of Reference regarding an amendment to include the Town Team.</p> <p>It was proposed by Cllr A Goudge, seconded by Cllr M North and</p>	

	RESOLVED to RECOMMEND to Full Council to approve the Terms of Reference as amended	RECOMMENDATION to Full Council
CT29/21	<p><u>Review of the Risk Assessment</u></p> <p>No updates or reviews required at this time.</p>	
CT30/21	<p><u>Financial Statement</u></p> <p>It was proposed by Cllr L Gardner, seconded by Cllr D Cheney and</p> <p>RESOLVED unanimously to authorise the payments for the Community & Tourism Committee.</p>	
CT31/21	<p><u>Any other Business</u></p> <p>Members felt there needed to be some clarification on the running & daily management of the Killacourt as there seems to be a cross over with Environment & Facilities Committee. Cllrs M North, L Gardner & D Cheney wish to sit on the Killacourt Working Party.</p>	
CT32/21	<p><u>Date, venue and time for the next meeting</u></p> <p>The next Community & Tourism Meeting will be held on 13 July 2020 at 7pm in the Council Chamber, Marcus Hill.</p> <p>The Chair thanked all members for their attendance and closed the meeting at 9.57pm.</p> <p>Signed..... Chairman</p> <p>Cllr M Johns</p> <p>Date.....</p>	