

NEWQUAY TOWN COUNCIL

MINUTE REF:	Minutes of the Environment & Facilities (E&F) Committee Meeting held on 17 March 2021 at 7:00pm, in the Council Chamber, Marcus Hill, Newquay.	ACTIONS:
	<p><u>Present</u></p> <p>Cllrs A Hannan (Chair), D Creek, D Terry, A Goudge, M Formosa</p> <p><u>Also attending</u></p> <p>Mrs L Hughes (Corporate Service Manager), Mrs L Spark (PA to Chief Executive & Management Support), Mr J Ashton (Environmental Service Manager), Cllr M North and 1 member of the public.</p>	
EF113/22	<p><u>Apologies</u></p> <p>Cllr O Monk, Mr J Piwecki (Deputy Town Clerk), Miss J Baxter (Facilities Manager), Mr M Hinton (Enforcement Officer)</p>	
EF114/22	<p><u>Declarations of Interest and Dispensations</u></p> <p>None.</p>	
EF115/22	<p><u>Minutes</u></p>	
EF115/22 (A)	<p>A. 27 January 2022</p> <p>Cllr D Creek made members aware of spelling mistakes on the set of minutes.</p> <p>It was proposed by Cllr A Hannan, seconded by Cllr D Creek and</p> <p>RESOLVED unanimously to confirm the accuracy of the minutes of the meeting held on 27 January 2022.</p>	Office
EF116/22	<p><u>Matters Arising</u></p> <p>None.</p>	
EF117/22	<p><u>Open Session for Electors of Newquay - Public Question time</u></p> <p>No written questions were submitted</p> <p>Member of the public 1 - Susie Tooley (Chair of Newquay Youth Club)</p> <p>Q1. I am the Chair of Newquay Youth Club and I have come today as I am aware that the covenant is coming up on the building and am aware that the building is going to be sold off, if it hasn't already been bought and plans are to put houses on it. Louis has advised that there will be access for all of the local community groups to go into the adult learning centre. I have been in there and it is obviously tiny, and I have seen the building behind and that</p>	

is the building that I feel the youth club need to get access too. Hopefully you can help me, I have emailed Louis, Kevin Towill and Olly Monk to discuss this matter, I have had a response from Kevin to say call him, I have phoned him twice, We are in the process of applying for a £50,000 lottery grant to open the place up for 3 or 4 days and are currently working with the Police and £5,000 to open up for a Saturday for a couple of afternoons. This group is building, we had 40 kids last Thursday aged 8-12 in the younger group, I have been out on the street with a youth worker to try and get teenagers talking more. I want to be ready for the harder times in the Winter, so all of this money I am applying for at the moment is to open up the facility there. But the vision I have is that we get that building, whoever owns it, I am trying to find out because I have been researching building companies who would give us grants, builders who would come on board, lottery grants that would help out the money into that building and open it up for 3,4,5 nights a week. It is the perfect place, Chester Road, size wise is perfect but if I can get access and actually make that building a youth project and join up the dots of all the other things that are going on around the community and bring everyone to that building it would make Newquay a better place for the teenagers during the Winter. So, I am open to meeting with anybody to get this rolling and have an action plan for 3 years' time to get that building under the youth club umbrella

A1. Cllr A Hannan asked for clarification on which building the youth club are trying to get into.

Q2. The building behind the Adult Learning Centre

A2. Cllr A Hannan informed the member of the public that the Disabled Centre building is due to be demolished as it has been condemned, the Lions and disabled club have been evicted by Cornwall Council. This would be the Committee that would support youth and we can get behind you and the Council do have a Grant procedure where people like yourself can put grant requests in, and we have supported youth in the past.

Q3. We need to buy that land or something, is there is no way of gaining that land?

A3. It is a Cornwall Council issue and all we can do as Town Council is put you in touch with the Cornwall Councillors or contact them on your behalf.

Q4. Do they own the adult learning centre?

A4. It is all owned by Cornwall Council, and it is all part of a large redevelopment that Cornwall Council are doing County wide. You need to talk to the Cornwall Councillors as there is nothing that we can do here other than talk to them on your behalf. In this moment in time all we can do in this Committee is consider a grant request.

Q5. Do you have any buildings in Newquay?

A5. Just the Mount Wise Centre.

	<p>Q6. It just isn't big enough, as we need the outside space to allow 25 kids running around.</p> <p><i>Member of the public exited the meeting at 19.13</i></p>	
EF118/22	<p><u>Consider and where appropriate approve grant applications (within budgetary restraints) received from local groups and external organisations that seek to enhance the appearance of Newquay</u></p> <p>Members discussed the grant request from Newquay in Bloom.</p> <p>It was proposed by Cllr A Goudge, seconded by Cllr D Terry and</p> <p>RESOLVED unanimously to release the amount of £429.50 in support of the grant request submitted by Newquay in Bloom.</p>	NOTE to RFO
EF119/22	<p><u>Improve the Appearance of Newquay</u></p> <p><i>The Corporate Service Manager entered the meeting at 19.20</i></p> <p><u>A. Environmental Service Managers Report</u></p> <p>The Environment Service Manager provided members with an overview of his report and updated Members as to the work that the team have carried out. Councillors read and noted the report.</p> <p>Members discussed.</p> <p>It was proposed by Cllr A Hannan, seconded by Cllr D Terry and</p>	
EF119/22 (A)(1)	<p>RESOLVED unanimously for the old marquee to be donated to the Friends of Newquay Hospital.</p> <p>It was proposed by Cllr D Creek, seconded by Cllr D Terry and</p>	ES Manager
EF119/22 (A)(2)	<p>RESOLVED unanimously to authorise the spend of £262.40 on synthetic hemp rope, and £57.07 on wildflower seeds and £500 on the Wildflower Sowing the Eden Project event day.</p> <p>Cllr A Hannan asked for the Skatepark Working Party to engage with the user group regarding Benches with designs to see which is most suitable and then report back to the committee with a decision.</p> <p>Cllr A Goudge asked for the Environment Service Manager to look at the old metal posts opposite the Red Lion as they are very sharp at the bottom. Cllr A Hannan asked Cllr A Goudge to bring this up with Cllr L Gardner as it falls into his division.</p> <p><u>Manage, maintain and enhance town council owned and devolved open and green spaces, parks, play parks and car parks</u></p> <p><u>A. Concrete Waves Working Party</u></p>	<p>ES Manager</p> <p>Skatepark WP</p> <p>Cllr A Goudge / Cllr L Gardner</p>

<p>EF119/22 (B)</p>	<p>Cllr A Hannan provided members with an update.</p> <p>B. <u>Newquay in Bloom Report</u></p>	
<p>EF119/22 (C)</p>	<p>Cllr A Hannan provided a report on behalf of Newquay in Bloom.</p> <p>C. <u>Other devolved open green spaces, parks, play areas and car parks.</u></p>	
	<p>Cllr A Hannan informed members that he had delegated authority along with Cllr D Creek to speak to the tenants on the Killacourt reading enhancing signage for the Killacourt. Cllr A Hannan circulated an email to committee members with an example that they have put together.</p> <p>It was proposed by Cllr A Hannan, seconded by Cllr D Terry and</p> <p>RESOLVED unanimously to give delegate authority to Chair and Cllr D Creek to peruse this with access to the budget to facilitate the sign up to a maximum spend of £300 with the proviso that the final design comes to Committee to sign off.</p>	<p>Chair / Cllr D Creek</p> <p>Chair</p>
<p>EF119/22 (C)(1)</p>	<p>Cllr A Hannan informed members that he had a request from the Chair of Cornwall Council to house a clothes recycling unit in Atlantic Road Car Park. Members were happy for Cllr A Hannan to investigate.</p> <p>i. <u>Surf Statue Consultation – Full Council</u></p>	
	<p>Members discussed and Cllrs A Hannan, A Goudge and D Creek volunteered to work with the IT Service Manager to move this project forward.</p>	
<p>EF119/22 (D)</p>	<p>D. <u>Newquay Clean Representative – Full Council</u></p>	
	<p>Cllr D Creek volunteered to be the Newquay Clean Representative.</p>	
<p>EF120/22</p>	<p><u>Ensure the effective management and control of various allotment sites and waiting lists including those managed in-house and those managed by allotment associations</u></p>	
	<p>Cllr A Hannan provided members with an update.</p>	
<p>EF121/22</p>	<p><u>Develop a programme of education and where necessary Enforcement to minimise anti social issues and report actions required to partner organisations</u></p>	
<p>EF121/22 (A)</p>	<p>A. <u>Enforcement Officers Report</u></p>	
	<p>The Enforcement Officers were not present, members were provided with a written report. Councillors read and noted the report.</p>	
<p>EF122/22</p>	<p><u>Develop ideas for new environmental and green projects</u></p>	
	<p>Cllr D Creek provided members with an update.</p>	

	<u>Develop and Implement Environmental & Climate Change Operational Procedures</u>	
EF122/22 (A)	<p><u>A. Environmental And Climate Working Party Report</u></p> <p>Cllr D Creek provided members with an update.</p> <p>Cllr A Hannan asked for members to look through the Terms of Reference and give suggestions and feedback to Cllr D Creek ahead of the next meeting to enable Cllr D Creek to bring a final version to the next meeting.</p>	E&F Committee
EF123/22	<p><u>Manage, maintain, and enhance the appearance of the town centre</u></p> <p>The Corporate Service Manager provided members with an update on the bunting.</p> <p>It was proposed by Cllr A Hannan, seconded by Cllr D Terry and</p> <p>RESOLVED unanimously to approve the bunting quote from Hampshire Flags at £918.00 and give delegated authority to Chair, Cllr A Goudge and Deputy Town Clerk to appoint a company to install and take down.</p> <p>Cllr A Goudge would like to see the bunting up by Easter.</p>	Chair / Cllr A Goudge / Deputy TC
EF123/22 (A)	<p><u>A. CIL Money for Concrete Balls in Town Centre – Full Council</u></p> <p>Members discussed.</p>	
EF123/22 (B)	<p><u>B. Public access to water in Town – Full Council</u></p> <p>Members discussed.</p>	
EF124/22	<u>Manage, maintain and enhance the public toilet facilities and services provided across Newquay</u>	
EF124/22 (A)	<p><u>A. Facilities Manger Toilets Report</u></p> <p>This item will be discussed under Exempt business</p>	
EF125/22	<u>Manage, maintain, and enhance town council owned facilities and buildings</u>	
EF125/22 (A)	<p><u>A. Facilities Manager Building Report</u></p> <p>This item will be discussed under Exempt business</p>	
EF126/22	<u>Manage Council parking assets and transport including enforcement and implementation of Town Council Parking Orders</u>	
EF126/22 (A)	<p><u>A. South Fistral Parking Order Consultation</u></p> <p>Members discussed.</p> <p>It was proposed by Cllr A Hannan, seconded by Cllr M Formosa and</p>	TC&CE / CHAIR

	<p>RESOLVED unanimously to give delegated authority to the Town Clerk and E&F chair to review all responses to the proposed Newquay (Off-Street Parking Places) Order 2022 and to implement the order should there be no material matters requiring further consideration in their view. Any immediate concerns are referred to the Governance and Resources Committee on 28 March 2022 who are authorised by this committee to assist if needed in providing clarity and a decision on implementing and making of the proposed order. To include within the delegated authority procurement and installation of any new signage required as a result of implementing the new Parking Order.</p>	
EF126/22 (B)	<p>B. <u>Bus Timetables – Full Council</u></p> <p>Members discussed.</p>	ES Manager
EF127/22	<p><u>Financial Statement</u></p> <p>Members discussed the amount of green waste skips and Cllr M North would like to see fly tipping being reported and put in the Newquay Voice.</p> <p>It was proposed by Cllr A Hannan, Seconded by Cllr D Creek and</p> <p>RESOLVED unanimously to authorise the payments list totalling £22,809.73</p>	NOTE to RFO
EF128/22	<p><u>Correspondence</u></p> <p>None.</p>	NOTE to RFO
EF129/22	<p><u>Budget 2022/23</u></p> <p>It was proposed by Cllr A Hannan, seconded by Cllr A Goudge and</p> <p>RESOLVED to recommend to G&R all underspent budget placed in the Open Spaces EMR</p>	
EF130/22	<p><u>Any items referred to this committee from full council or another committee</u></p>	
EF130/22 (A)	<p>A. Governance & Resources - Recommendation (1) - Review of Working Parties</p> <p>All committees to review their working parties to ensure they are relevant, including outlining in their Terms of Reference specific reporting requirements (i.e. notifying chairs of a committee when they meet if required).</p> <p>Members discussed.</p> <p>It was proposed by Cllr A Hannan, seconded by Cllr D Creek and</p>	<p>Deputy TC</p> <p>Deputy TC</p>

<p>EF130/22 (A)(1)</p>	<p>RESOLVED unanimously to disband the Killacourt Management Working Party.</p>	
	<p>It was proposed by Cllr A Hannan, seconded by Cllr D Terry and</p>	
<p>EF130/22 (A)(2)</p>	<p>RESOLVED unanimously to keep the Skatepark Working Party and Environmental & Climate change Working Party and also keep the Toilets and Lighting Working Parties but call them Council members with responsibility to feed back to the E&F Committee.</p>	
<p>EF130/22 (B)</p>	<p>B. Governance & Resources - Recommendation (2) - Review lead member/officer's on projects</p> <p>To work towards having a named responsible officer/member for each project.</p> <p>It was proposed by Cllr A Hannan, seconded by Cllr A Goudge and</p> <p>RESOLVED unanimously to review and keep them as a rolling item and put on the agenda when they need to be discussed.</p>	<p>E&F Committee</p>
<p>EF130/22 (C)</p>	<p>C. Governance & Resources - Recommendation (3) - Review any appropriate training for Committee members</p> <p>Each committee to identify what training would be beneficial for its committee in order to establish a training program and setting expectations that members who wish to serve on a particular committee to give an undertaking to complete identified training.</p> <p>Cllr A Hannan asked members to think about any training that will be beneficial to the Committee.</p>	<p>E&F Committee</p>
<p>EF130/22 (D)</p>	<p>D. Governance & Resources - Recommendation (4) - Review Agenda format</p> <p>To work with the Town Clerk to review agendas and make them more focused</p> <p>Cllr A Hannan asked members to take on board and come back with suggestions.</p>	
<p>EF131/22</p>	<p><u>Exempt Business</u></p> <p>It was proposed by Cllr A Hannan, seconded by Cllr M Formosa and</p> <p>RESOLVED unanimously that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.</p>	<p>Deputy TC</p>
<p>EF131/22 (A)</p>	<p>A. <u>Weed Control Contract 2022/23</u></p>	

<p>EF131/22 (B)</p>	<p>Please see confidential addendum ref: 17.03.22/001</p> <p>It was proposed by Cllr A Hannan, seconded by Cllr D Terry and</p> <p>RESOLVED to award the Weed Control Contract to Complete Weed Control South West at a cost of £6,964.00</p> <p><i>1 member abstained</i></p> <p>B. <u>Manage, maintain and enhance town council owned facilities and buildings & Objective 3.4 - Manage, maintain and enhance the public toilet facilities and services provided across Newquay (if needed)</u></p>	<p>FS Manager / Public Convenience WP</p>
<p>EF131/22 (B)(1)</p>	<p>Please see confidential addendum ref: 17.03.22/002</p> <p>It was proposed by Cllr A Hannan, seconded by Cllr D Terry and</p> <p>RESOLVED unanimously to give delegated authority to the Facilities Manager and Public Conveniences Working Party to review which sites should prioritise going to contactless and proceeding with installation works, subject to budget, and most appropriate option (contactless machine added to coinpay unit or solely contactless)contactless and proceeding with installation works, subject to budget, and most appropriate option.</p>	<p>Office / FS Manager</p>
<p>EF131/22 (B)(2)</p>	<p>It was proposed by Cllr A Hannan, seconded by Cllr D Terry and</p> <p>RESOLVED unanimously to accept the quote from the Local Toilet Hire Company of £55+VAT per week for two portaloos and for the Office to write to the Heron Centre to say this is the last year we will supply portaloos for the Summer months; July, August and September until the schools go back, as we are aware that it is now included In the lease.</p>	<p>FS Manager</p>
<p>EF131/22 (B)(3)</p>	<p>It was proposed by Cllr A Hannan, seconded by Cllr D Creek and</p> <p>RESOLVED unanimously to extend the meeting by 30 mins.</p>	<p>FS Manager</p>
<p>EF131/22 (B)(4)</p>	<p>It was proposed by Cllr A Hannan, seconded by Cllr A Goudge and</p> <p>RESOLVED unanimously to accept the quote from South Coast Building Maintenance at a cost of £359+VAT.</p>	<p>FS Manager / Chair / Cllr D Terry</p>
<p>EF131/22 (B)(5)</p>	<p>It was proposed by Cllr A Hannan, seconded by Cllr D Creek and</p> <p>RESOLVED unanimously to accept the quote from South Coast Building Maintenance at a cost of £450.00+VAT</p>	

<p>EF131/22 (B)(6)</p>	<p>Members discussed electrical vehicle charging points at Marcus Hill.</p> <p>It was proposed by Cllr A Goudge, seconded by Cllr D Terry and</p> <p>RESOLVED unanimously to accept the quote from Sun Gift Solar at a cost of £6371.64+VAT for 2 charging stations.</p>	<p>Cllr D Terry / ES Manager</p>
<p>EF131/22 (B)(7)</p>	<p>It was proposed by Cllr A Hannan, seconded by Cllr D Terry and</p> <p>RESOLVED unanimously to give delegated authority to Chair, Cllr D Terry and the Facilities Manager to agree a quote once more information has been circulated around the Committee.</p>	<p>ES Manager</p>
<p>EF131/22 (C)</p>	<p>C. <u>Manage, maintain and enhance town council owned and devolved open and green spaces, parks, play parks and car parks (if needed)</u></p>	<p>ES Manager</p>
<p>EF131/22 (C)(1)</p>	<p>Please see confidential addendum ref: 17.03.22/003</p> <p>It was proposed by Cllr A Hannan, seconded by Cllr D Creek and</p> <p>RESOLVED unanimously to give delegated authority for Cllr D Terry to work with the Environment Service Manager on the Atlantic Road Play Park and report back to Committee.</p>	
<p>EF131/22 (C)(2)</p>	<p>It was proposed by Cllr A Hannan, seconded by Cllr D Creek and</p> <p>RESOLVED unanimously to accept the quote by James Thomas Tarmac Adam Contractors at a cost of £2940.00</p>	
<p>EF131/22 (C)(3)</p>	<p>It was proposed by Cllr A Hannan, seconded by Cllr D Creek and</p> <p>RESOLVED unanimously to accept the quote from Oltco at a cost of £720.00</p>	
<p>EF132/22</p>	<p><u>Any other Business</u></p> <p>None</p>	
<p>EF133/22</p>	<p><u>Date, venue and time for the next meeting</u></p> <p>The next Environment & Facilities Meeting will be held on Thursday 21 April 2022 at 9.30pm in the Council Chamber, Marcus Hill.</p> <p>The Chair thanked all members for their attendance and closed the meeting at 9.30pm.</p> <p>Signed..... Chairman</p> <p>Cllr A Hannan</p> <p>Date.....</p>	