

**CAMBORNE TOWN COUNCIL  
AMENITIES COMMITTEE 18<sup>TH</sup> FEBRUARY 2016**

MINUTES of the meeting of the Amenities Committee of Camborne Town Council held in Room GW03, Cornwall Council One Stop Shop, Dolcoath Avenue, Camborne on Thursday 18<sup>th</sup> February 2016 at 6.30 pm.

PRESENT Councillor Ms Merrick Chairman  
Councillor Ms J Robinson from point mentioned  
Councillor M Champion  
Councillor Mrs V Dalley  
Councillor W Krey  
Councillor S Odgers  
Councillor G Winter  
Councillor T Chalker (Ex Officio)  
Councillor C Godolphin (Ex Officio)  
Councillor R Webber not a member of this committee

In Attendance: Amanda Mugford, Town Clerk; Miss Melanie Negus, Administrative Assistant and Alec Webb, Amenities Projects Officer, eleven members of the public and PCSO Will Bray.

The Chairman explained the safety procedures to all those present.

**A.3630 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**A.3630.2 RESOLVED: that the apologies from Councillor Ms Fox for non-attendance of the meeting of the Amenities Committee held on the 18<sup>th</sup> February 2016 were received**

Proposed by Councillor Krey  
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**A.3631 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**

For the benefit of the members of the public Councillor Webber stated that he would not be voting on any Agenda items as he was not a member of the Amenities Committee.

Councillors Chalker, Mrs Dalley and Godolphin declared interests in Agenda item 27 as they were members of the Trevithick Day Committee.

Councillor Ms Merrick declared an interest in Agenda item 11, as she was a Trustee of the Kehelland Trust.

**A.3632 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**CAMBORNE TOWN COUNCIL  
AMENITIES COMMITTEE 18<sup>TH</sup> FEBRUARY 2016**

The Chairman moved Agenda item 5, Public Participation to later in the meeting to allow public speaking on the following Agenda items relevant to them.

**A.3633 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reminded members that the next meeting of the Amenities would be held at Tolvaddon Fire station, which would be preceded by the opportunity to tour the centre visit the CCTV operations centre.

**A.3634 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 2016 AND THE CHAIRMAN TO SIGN THEM**

**A.3634.2 RESOLVED: that the minutes of the meeting of the Amenities Committee held on the 10<sup>th</sup> December 2016 were received approved and signed by the Chairman**

Proposed by Councillor Ms Merrick  
Seconded by Councillor Chalker

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

**A.3635 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

Councillor Godolphin informed members of an error in the minutes A.3610, as he was not an officer of the Girls Brigade. The Town Clerk said it was unfortunate that this had not been highlighted before voting on approving the minutes (the previous Agenda item). As the minutes had been approved as accurate they could not be changed.

Councillor Ms Robinson arrived at 6.36pm and apologised for her late arrival.

**A.3636 TO RECEIVE THE CURRENT POSITION BY CODE FOR THE AMENITIES BUDGET 2015/2016 AND AGREE ANY ACTION REGARDING VIREMENT BETWEEN BUDGET HEADS PRIOR TO THE END OF THE 2015/2016 FISCAL YEAR**

The Town Clerk explained the overspends on cost codes 45 and 47 were due to changes in contracted hours of the Administrative Assistant; the Council applying the Living Wage; and the changing of the Assistant Handyman's contract, to full time.

Cost code 50 Square Utilities had a small overspend of £10. The Finance and General Purposes Committee had resolved that any overspend relating to staffing costs were to be taken from the staff contingency budget (FG.2886.2)

**CAMBORNE TOWN COUNCIL  
AMENITIES COMMITTEE 18<sup>TH</sup> FEBRUARY 2016**

Cost code 52 Vehicle costs was showing a balance of £1,981 but the actual balance was £1,757 due to the purchase of two new tyres for the Council's Landrover; the Town Clerk had authorised the purchase under Financial Regulation 4.5 'In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500 The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter'.

Cost code 59 Store Maintenance would have a balance of £572 after committed expenditure had been taken out.

Cost code 62 Amenities Projects would have a balance of £2,100 when the cost of the allotment lease expenditure £1,400, authorised by Full Council, had been deducted.

Cost code 66 Small Works would have a balance of £557 when the expenditure for the works on the fountain had been deducted.

Cost Code 67 Environment would have a balance of £3,643 after committed expenditure for flower beds and waste disposal had been taken out.

There were invoices still to be received from schools for the Lantern Parade, to be taken from the Christmas in Camborne budget.

Cost Code 71 Environmental Grants had £500 remaining following the use of this budget to increase the grant funding for Trevithick Day.

**A.3636.2 RESOLVED: that the current net position by Code for the Amenities Budget 2015/2016; was received**

Proposed by Councillor Godolphin  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**A.3637 TO MAKE RECOMMENDATIONS TO THE FINANCE AND GENERAL PURPOSES COMMITTEE REGARDING THE ALLOCATION OF ANY SURPLUS FUNDS TO EARMARKED RESERVES AT THE END OF THE 2015/2016 FISCAL YEAR**

The Town Clerk reported that very few budgets would have funds remaining at the end of the financial year.

**A.3637.2 RESOLVED: to recommend to the Finance and General Purposes Committee that any surplus funds remaining in Cost codes 52 Vehicle Costs and 60 Street Furniture Purchase and Maintenance at the end of**

**CAMBORNE TOWN COUNCIL  
AMENITIES COMMITTEE 18<sup>TH</sup> FEBRUARY 2016  
the 2015/2016 financial year be vired to  
the Amenities Earmarked Reserves**

Proposed by Councillor Ms Merrick  
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

**A.3638 PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 90 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)**

A Trustee of the Kehelland Trust spoke in support of their grant application (A.3639) he informed members that the Trust provided training for people with learning and physical disabilities. The 16 acre site had been inherited from Cornwall Council and required a tractor for a lot of the works. Their tractor needed replacing and the replacement cost would be approximately £16,000. The Trust had applied for other grants and had also fund raised on site, raising £686.

Three members of the public spoke on Pendarves Common (A.3640); their concerns were that part of the common was being rented once a month on a Sunday to Elite Airsoft, a war games company. The guns used in the mock war games shot hard plastic pellets that were harmful to wildlife if ingested, and could cause serious injury to people and animals. An area of the common was being sectioned off for the activity, limiting public use of the public's right to use the land. It was questioned whether the Company had suitable public liability insurance. Furthermore, the noise of the guns impeached on the enjoyment of those using the common. People were avoiding using the common on these days because of these issues. They asked PCSO Will Bray if the activity was in breach of any legislations or laws, he informed them that he would look into it and liaise with the armed response team for information.

Having declared an interest in Agenda item 11 Councillor Ms Merrick left the room and Councillor Ms Robinson took the Chair.

**A.3639 GRANT APPLICATIONS**

**i) KEHELLAND TRUST (LOCALISM ACT 2011, S.1)**

**A.3639.2 RESOLVED AS A SUBSTANTIVE MOTION: to grant £1,000 to Kehelland Trust; £500 to be taken from cost code 71 Environmental Grants and £500 to be taken from cost code 92 Amenities Earmarked Reserves; under legal power of the Localism Act 2011 s.1**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Robinson

**CAMBORNE TOWN COUNCIL  
AMENITIES COMMITTEE 18<sup>TH</sup> FEBRUARY 2016**

On a vote being taken the matter was approved by five votes FOR and three AGAINST. A motion from Councillor Chalker to grant £500 was not seconded.

Councillor Ms Merrick re-entered the meeting and resumed the Chair.

**A.3640 TO CONSIDER THE USE OF PENDARVES COMMON IN RELATION TO ORGANISED ACTIVITIES RECENTLY HELD THERE AND AGREE APPROPRIATE ACTION**

There was a debate on the issues raised by the public in relation to the use of Pendarves Common, and the right of the public to have unrestricted access to common land. Councillors considered the effect on the environment, public safety and the requirement for public liability insurance.

- A.3640.2 RESOLVED:** **that the Town Council send letters regarding the use of Pendarves Common for organised activities such as war games to the Chief Executive Officer of Cornwall Council, the Health and Safety Executive, MP George Eustice, and the Police regarding the issues raised by the public. On receiving replies, a recommendation be put to the Finance and General Purposes Committee to authorise expenditure for legal advice from Tozers if necessary**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

Eleven members of the public, Councillors Webber and Odgers, and PCSO Will Bray left the meeting.

**A.3641 TO RECEIVE A PROGRESS REPORT FROM THE AMENITIES AND PROJECTS OFFICER REGARDING WORKS ON THE FOUNTAIN, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Amenities and Projects Officer reported that, following works on the fountain on the 9<sup>th</sup> February, Legionella testing etc, the pump on the fountain had stopped working. Repairs were unlikely to be feasible as the pump was fifteen years old; this would probably not be cost effective. Quotations for two different types of replacement pump had been obtained as well as quotations for installation.

Councillor Odgers re-entered the meeting at 7.37pm.

- A.3641.2 RESOLVED:** **that the report from the Amenities and Projects Officer regarding works on the**

**CAMBORNE TOWN COUNCIL  
AMENITIES COMMITTEE 18<sup>TH</sup> FEBRUARY 2016**

**Fountain was received; and that a pump from PFS be purchased at a cost of £675, to be installed by Cormac at a cost of £168.75. The total cost of £843.75 was authorised; £550 to be taken from cost code 66 Small Works and the balance to be taken from cost code 92 Amenities Earmarked Reserves**

Proposed by Councillor Godolphin  
Seconded by Councillor Winter

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

Councillor Webber re-entered the meeting.

**A.3642 TO RECEIVE A REPORT FROM THE AMENITIES AND PROJECTS OFFICER ON THE INSTALLATION OF THE WWII COMMEMORATIVE BENCH, AGREE ACTION AND AUTHORISE EXPENDITURE FROM THE STREET FURNITURE PURCHASE AND MAINTENANCE BUDGET**

The Amenities and Projects Officer informed members that he had spoken to members of the Royal British Legion and Camborne Church regarding the installation of the WWII commemorative bench donated by the Town Council. The Legion and the Church were to have a meeting to discuss the paving of the area where the bench would be sited; and that a further on-site meeting would be needed to progress further.

**A.3642.2 RESOLVED: that the report from the Amenities and Projects officer on the installation of the WWII Commemorative Bench, was received**

Proposed by Councillor Winter  
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

**A.3643 TO RECEIVE A REPORT FROM THE AMENITIES AND PROJECTS OFFICER ON REPAIRS TO THE HEATING AT UNIT 5 CARN BREA BUSINESS PARK, AGREE ACTION AND AUTHORISE EXPENDITURE, IF APPROPRIATE**

The Amenities and Projects Officer informed members that in December 2015 the heating unit at Unit 5 had broken. He detailed the steps that had been taken to repair the heater and the associated costs, including scaffolding. Appropriate authority for the expenditure had been given by the Chairman and Vice Chairman of the Amenities Committee. The total cost was £590.

**A.3643.2 RESOLVED: that the report from the Amenities and Projects officer on the repairs to the**

**CAMBORNE TOWN COUNCIL**  
**AMENITIES COMMITTEE 18<sup>TH</sup> FEBRUARY 2016**  
**heating at Unit 5 Carn Brea Business**  
**Park, was received**

Proposed by Councillor Godolphin  
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

**A.3644 TO EXCLUDE THE PRESS AND PUBLIC IN ACCORDANCE WITH STANDING ORDER 90 'THAT IN VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PUBLIC AND PRESS BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW'**

**A.3644.2 RESOLVED: that the press and public be excluded in accordance with Standing Order 90 'That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw'**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

**A.3645 TO RECEIVE QUOTATIONS FOR THE MAINTENANCE CONTRACT FOR THE HEATING AT UNIT 5 CARN BREA BUSINESS PARK, APPROVE ACTION AND AUTHORISE EXPENDITURE FROM THE STORE MAINTENANCE BUDGET**

**A.3645.2 RESOLVED: that quotations for the maintenance contract for the heating at Unit 5 Carn Brea Park were received and the contract was awarded to R J Kellow. The associated expenditure was authorised to be taken from cost code 59 Store Maintenance budget**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

**A.3646 TO RECEIVE QUOTATIONS FOR THE PLANTERS LOCATED AT TREVITHICK SURGERY AND AT THE FOUNTAIN, APPROVE ACTION AND AUTHORISE EXPENDITURE FROM THE ENVIRONMENT BUDGET**





**CAMBORNE TOWN COUNCIL  
AMENITIES COMMITTEE 18<sup>TH</sup> FEBRUARY 2016**

It was noted that Cornwall Council could be contacted as the highway authority should the problem not be satisfactorily resolved.

**A.3649 TO RE-ADMIT THE PRESS AND PUBLIC**

**A.3649.2 RESOLVED: that the press and public were re-admitted**

Proposed by Councillor Champion  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**A.3650 TO REVIEW THE 2015 CHRISTMAS LANTERN PARADE AND AGREE ANY APPROPRIATE ACTION FOR THE PLANNING OF THE 2016 PARADE**

Members discussed the success of the Lantern Parade and thanked the Amenities and Projects Officer for his hard work in making it a success. A report detailing the Strengths, Weaknesses, Opportunities, and Threats was considered to assist with the arrangements for 2016 parade.

The biggest issues raised were problems getting stewards and volunteers to marshall the roads, and the stage arriving late in the day causing a problem with the sound systems for the entertainment. Better communication was needed to marshalls in side streets at the end of the parade while it was also felt that the event could be improved by a more definite finale. The difficulties created by the size of the square in relation to the number of participants were acknowledged.

**A.3650.2 RESOLVED: that a report from the Amenities and Projects Officer on the Town Council's 2015 Christmas Lantern Parade was received and that; the Threats and Weaknesses highlighted in the report be addressed**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**A.3651 TO APPROVE THE PRICES CHARGED FOR PLANTERS AND FLORAL UNITS FOR THE 2016 TOWN FLORAL DISPLAY**

**A.3651.2 RESOLVED: that the prices for the planters and floral display units for 2016 remain the same as in 2015**

Proposed by Councillor Godolphin

**CAMBORNE TOWN COUNCIL  
AMENITIES COMMITTEE 18<sup>TH</sup> FEBRUARY 2016**

Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**A.3652 TO APPROVE A CAMBORNE SUMMER FLORAL DISPLAY QUESTIONNAIRE**

**A.3652.2 RESOLVED: that a questionnaire for the Camborne summer floral display was approved**

Proposed by Councillor Ms Merrick  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**A.3653 TO AGREE APPROPRIATE ACTIONS FOR FAIRTRADE WEEK 2016**

Councillor Mrs Dalley informed members that Fairtrade week started on 29<sup>th</sup> February and some businesses, including the Town Council, had won Fair Trade Awards. She felt it would be a good opportunity to promote the Town Council by having a photo shoot of the raising of the Fair Trade Flag.

**A.3653.2 RESOLVED: that quotes be obtained for a photo shoot of the raising of the Fair Trade Flag; the expenditure to be authorised by the Chairman and Vice Chairman of the Committee under delegated authority**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Merrick

On a vote being taken the matter was approved unanimously.

**A.3654 TO RECEIVE A MONITORING REPORT ON THE REST ROOM COMMUNITY TOILET SCHEME, AND RELATED CORRESPONDENCE FROM THE CHAIRMAN OF BID CAMBORNE, AND AGREE ANY ACTION**

Members discussed the success of the Town Council's Community Toilet Scheme and that all the businesses involved were giving very positive feedback. The Amenities and Projects Officer reported that there were two other businesses interested in joining the scheme, and suggested postponing the erection of more direction signs for the scheme until they had made their decision.

It was mentioned that the disabled access at Costa Coffee remained an issue.

**A.3654.2 RESOLVED: that a monitoring report on the Rest Room Community Toilet Scheme, and related correspondence from the Chairman of BID Camborne, were received; and the Town Council send a**

**CAMBORNE TOWN COUNCIL  
AMENITIES COMMITTEE 18<sup>TH</sup> FEBRUARY 2016**

**letter to BID Camborne informing them that the Town Council would not support the keeping open of the Rosewarne Car Park toilets, as the Town Council had made suitable provision for public conveniences, using the Community Rest Room Scheme; and advise them to send any future correspondence relating to toilets at specific businesses, be addressed to them directly, (and, or) Cornwall Council**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**A.3654.3 RESOLVED: to extend the meeting by fifteen minutes**

Proposed by Councillor Godolphin  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

Having declared interests in Agenda item 27 Councillors Chalker, Godolphin, and Mrs Dalley left the room (A.3655).

**A.3655 TO CONSIDER A REQUEST FROM THE TREVITHICK DAY COMMITTEE TO BORROW ROAD SIGNS AND BOLLARDS FOR TREVITHICK DAY AND AGREE ANY ACTION**

**A.3655.2 RESOLVED: that the request from the Trevithick Day Committee to borrow road signs and bollards for Trevithick Day was approved: on the proviso that an amenable time for collection and return could be agreed, and that on return any missing items be replaced by the Trevithick Day Committee**

Proposed by Councillor Champion  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

Councillors Chalker, Godolphin, and Mrs Dalley re-entered the meeting.

**A.3656 TO CONSIDER A REQUEST TO TAKE RESPONSIBILITY FOR THE CLEANING AND MAINTENANCE OF FOUR TOWN TRAIL MOUNTED MAPS**

**CAMBORNE TOWN COUNCIL  
AMENITIES COMMITTEE 18<sup>TH</sup> FEBRUARY 2016**

The Town Clerk informed members that the maps were not Town Council owned and two of the maps were on private land. The THI Manager of Cornwall Council was working with St Austell Town Council on a pilot scheme to develop an app with interactive maps; and if successful could be extended to other towns that had Discovery maps as had been the original intention.

**A.3656.2 RESOLVED: that the request to clean the mounted Town Trail maps was approved but that the Town Council would not maintain them**

Proposed by Councillor Godolphin  
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**A.3657 TO APPROVE THE PURCHASE OF A REPLACEMENT CORDLESS COMBI DRILL AND ASSOCIATED EXPENDITURE, FROM THE MACHINERY PURCHASES BUDGET**

**A.3657.2 RESOLVED: that the purchase of a replacement Cordless Combi Drill and the associated expenditure, from cost code 58 Machinery Purchases budget was approved**

Proposed by Councillor Ms Merrick  
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 8.39pm.

SIGNED BY THE CHAIRMAN.....

DATE .....