

<p align="center">Newquay Town Council Economic Development and General Purposes</p>	<p align="center">Action</p>
<p>Minutes of the meeting held at 7pm on Thursday 10th September 2015, Council Chamber, Municipal Offices, Marcus Hill, Newquay.</p> <p>Present: Cllrs K Towill, Mrs R Craze, Mrs J Bowden, A Hannan, C Leadbetter, J Rainbow, L Harrison</p> <p>Also Attending: Mr A Curtis (Town Clerk & RFO), Miss L Sykes (Support Officer), Mr I Findler (Community Protection & Enforcement Manager), Mr T Wright (Facilities Manager)</p> <p>E046/15 - Apologies: Cllr S Slade</p> <p>E047/15 - Declarations of Interest: As & when</p> <p>E048/15 – To approve the Minutes of the meeting held on 11th June 2015</p> <p>It was proposed by Cllr C Leadbetter, Seconded by Cllr J Rainbow and RESOLVED unanimously to approve the minutes from the meeting held on 9th July 2015.</p> <p>E049/15 – Matter Arising: None</p> <p>E050/15 – Matters Referred: None</p> <p>E051/15 - Public Question Time: (10 minutes allocated) None</p> <p>E052/15 – Correspondence: None</p> <p>E053/15 – Updating the Risk Assessments, Terms of Reference, Aims & Objectives: The Town Clerk is currently updating the Risk Assessments once they have been completed he will bring them back to the committee.</p> <p>E054/15 – Reports from members with specific responsibilities for (to include any action required) The Town Clerk with the Facilities Manager has created a list of improvements in the public toilets. They are going to discuss this with APS to get a proposal of costing to bring back to the committee. Cllr C Leadbetter asked if the committee could have the proposal before the next EDGP meeting as we will need to evaluate our underspend as November’s meeting will be the start of budget setting for next year. The Town Clerk gave a brief description of some of the proposed improvements required. Cllr C Leadbetter suggested the possibility of giving delegated authority to the Chair, Vice-Chair and Town Clerk to save having to</p>	<p align="center">Town Clerk & Facilities Manager</p>

wait until the next meeting.

It was proposed by Cllr C Leadbetter, Seconded by Cllr L Harrison and **RESOLVED unanimously to delegate authority to the Chair, Vice-Chair and Town Clerk up to spend the renewal budget per toilet on improvements.**

a. Toilets and Temporary Toilets Provision

- (i) *Update and decisions on individual facilities*
 The facilities Manager reported that another lock has been snapped off the disabled toilet at Narrowcliff. This is the third time this has happened in 3 months.
 The Railway Station Portaloos have also suffered some vandalism, the Facilities Manager reported that this had been fixed today.
 Cllr A Hannan believes that the Railway Station temporary toilets were only in place until the end of September. He asked members whether they feel this should be extended, and to ask the office to source a quotation of how much they would cost on a month by month basis.
 Members discussed.

It was proposed by Cllr L Harrison, Seconded by Cllr J Rainbow and **RESOLVED unanimously to ask the office to investigate the costs of keeping the temporary toilets at the Railway Station. To also give delegated authority to the Chair, Vice-Chair and Town Clerk to authorise the spend if they feel the quotation is a reasonable amount.**

The Town Clerk is trying to work out with the accountant the costs of increasing the opening times of the toilets for next year. Cllr C Leadbetter feels this is a good move.

- (ii) *Update and decisions on Little Fistral Toilets*
 Cllr C Leadbetter explained that Cllr G Brown wanted to express his gratitude to Newquay Town Council for opening the Little Fistral Toilets. The Facilities Manager explained that they have faced a few issues with people dumping caravan waste but signs have now been created to try to stop this. Cllr A Hannan explained that the toilets are due to be closed at the end of September and wanted to gauge members opinions on this. Cllr C Leadbetter informed members that Little Fistral Toilets are included on the Localism's Working Party long term plan. He did have concerns that it may weaken our case if we

Office

keep them open. Cllr Mrs R Craze asked the logistics behind opening the toilets again for October half term. The Facilities Manger said this was possible although a Legionella test would be required prior to opening.

Cllr K Towill reminded members that at Full Council a resolution was made that we would pay to open any toilets that we did not own. Cllr C Leadbetter asked the Town Clerk if it was possible to get a letter of 'comfort' from Cornwall Council regarding us taking over ownership of the toilets in the future. The Town Clerk feels the letter is a good idea but he has asked previously for something similar in respect of the Marcus Hill Building and was turned down. Cllr K Towill feels strongly that by closing the toilets as originally planned at the end of September will put more pressure on Cornwall Council to do something about the situation, as it will not be well received by the public. We also have to remember that Cornwall Council will not be giving us money to assist with any refurbishments required. Member s discussed this topic in depth.

A suggestion was made to write a letter to Cllr G Brown stating that we will be closing the toilets on the 30th September and would he assist us with pushing Cornwall Council to allow us to take over the lease and keep them open for our local community.

It was proposed by Cllr C Leadbetter, Seconded by Cllr A Hannan and **RESOLVED unanimously for the Town Clerk to write a letter to Cllr G Brown informing him that we will be shutting Little Fistral Toilets on the 30th September. Newquay Town Council would be prepared to take over the lease without any caveats if we could be provided with confirmation from Cornwall Council that this will happen in the very near future, we would consider keeping them open until the completed transfer.**

Members felt a press release should be created out to inform the public of our current situation.

The Facilities Manager informed members that roughly 18 Wallgates are in need of being replaced. On a visit to Perranporth he noticed that they have now introduced a hand sanitizer dispenser in their toilets. The Facilities Manager wanted to gain members thoughts on this, as it would be much cheaper to provide these than brand new Wallgates. Cllr C Leadbetter felt to just have hand sanitizer and

nothing else would be insufficient, but if some toilets have two Wallgates they could drop to one and replace this with a dispenser so the public have the option of either. Cllr A Hannan feels that we need to find out the cost of the dispensers first but it might be good to trial them & see how well received they are.

The Town Clerk has had a request from the Facilities Manager for a larger van. This is due to collecting the cash and the large quantity of products they carry. The thought was that they could use the Enforcement Officer's van. This will need to be discussed with the FBOS Committee as they presently pay extra for the larger van therefore a cost may be required from EDGP to cover this.

Cllr C Leadbetter would really like members to consider advertising in the toilets as a revenue stream. Very similar to what you may find when stopping at a motorway service station posters internally & externally fixed. The Town Clerk has already spoken to BID and the TIC about investigating what kind of demand there may be for this and to feedback.

The only thing the Town Clerk has raised was the potential to increase the risk of fly posting.

The Facilities Manager does not feel this is a beneficial idea due to increased risk of fly posting.

Cllr A Hannan would also like to look into the cost of installing a vending machine in the toilets.

Cllr K Towill read a letter in the paper regarding the Killacourt toilets producing a bad smell. The Facilities Manager was not aware of this they did have a leak near the service entrance but this was fixed and he has not noticed a smell or been informed by any members of the public using the toilets.

(iii) Railway Station Update and Decisions

The Town Clerk passed around a plan to all members. These quotes have come from an agent we have not yet shown them to a builder. Ideally the Town Clerk & Cllr A Hannan would like to discuss these plans with our preferred contractor APS to see what they quotes they can provide. Cllr A Hannan still feels that the total redevelopment plan is the best solution. Cllr L Harrison wondered if members would be happy to meet at the Railway Station site at 6.15pm before our next EDGP meeting in November. It was felt that members should be given a month to review all the plans and email any

Town Clerk

comments into the Town Clerk.

It was proposed by Cllr A Hannan, Seconded by Cllr C Leadbetter and **RESOLVED unanimously that the Railway Toilets Development proposals become expert business.**

Until the committee have had time to consider the plans and make a decision, it should not be put to the Planning Committee.

The Town Clerk has confirmed that the grant Cornwall Council will be giving for the works is based on how many toilets we currently have if this is reduced they will pro rata this down.

(iv) *Bin Store Update and Decisions*

Bodhi's have been into the office today with a signed agreement & paid the year's supplement of £120. The Deputy Town Clerk will get the work started with APS.

(v) *To discuss and decide on any other Toilet matters*

Cllr J Rainbow wanted to know when the committee would be able to view the actual costs and income from our toilets. Cllr A Hannan feels he may need to meet with the accountant beforehand to go through in detail. The Facilities Manager has met with some Parish Councils who see Newquay Town Council as a leader in what they have done with the public toilets and want to follow us.

Cllr C Leadbetter has met with the owners of the Heron Centre who are still struggling with the toilet situation at Trenance Valley. Cllr C Leadbetter now feels there is a desperate requirement to have toilet provision there. The Town Clerk suggested writing to Cornwall Council copying the Community Link Officer asking if the Section 106 monies can provide a one off capital purchase to have a permanent toilet solution.

It was proposed by Cllr A Hannan, Seconded by Cllr C Leadbetter and **RESOLVED unanimously to ask the Town Clerk to write the above letter to Cornwall Council copying the Community Link Officer to ask if the 106 monies can provide a capital purchase for a permanent toilet at the Heron Centre.**

b. CCTV

(i) *Update on the Upgrades*

The Community Protection & Enforcement Manager provided members with a full report. The Network

switches are a vital part of the upgrade and at present they are being effected by the stability/instability of the system being wireless. New switches were installed on Monday but no difference has been made and this has been flagged again as they currently do not warrant the cost.

There have been continuing issues around our 6 red vision cameras the quality of them is greatly reduced as they are not digital, a BOSH decoder has been installed to transform the signal but this is proving pointless.

SSE are going to fund putting one IP Camera in to replace a red vision camera to see what difference this makes.

Camera 15 is now going to be relocated onto a lighting column 100 yards away from its original position.

The Community Protection & Enforcement Manager has been asked by the Project Manager if we could provide any funds to accommodate the moving of this camera the cost is £500. A discussion was had we may be able assist them with 50% to keep our positive working relationship with SSE as they have been very good to Newquay Town Council. The Community Protection & Enforcement Manager has sourced revenue to cover this cost he rented the CCTV Suite for some training at a cost of £250.

It was proposed by Cllr Mrs R Craze, Seconded by Cllr K Towill and **RESOLVED unanimously to give Mr I Findler authority to use the £250 hire cost towards moving the camera. The committee also give delegated authority to the Chair, Vice-Chair and Town Clerk to go up to the £500 if required.**

The Town Clerk is conscious that the Trenance Valley cameras are starting to be installed and feels we should be mindful that we may incur extra charges and need to arrange where these funds would come from.

The two new staff casual staff within the CCTV team have passed their training and we are required to buy them there SIA Licences to enable them to be able to monitor. These licences cost £220 each, the options we have are to we wait until next year to purchase these as we are coming into winter it is likely we may not require them to work. Alternatively, we can purchase them now just in case. The Community Protection & Enforcement Manager would recommend that we purchase them now from an operational point of view.

Members discussed.

It was proposed by Cllr A Hannan, Seconded by Cllr K Towill and **RESOLVED unanimously to purchase the two SIA licenses now at a cost of £220 each.**

Cllr A Hannan informed members that the Community Protection & Enforcement Manager is working on project to even out the CCTV coverage hours throughout the year to try to increase monitoring hours in the winter. He will come back to the committee on this.

The Community Protection & Enforcement Managers team were praised by the Town Clerk of St Austell David Pooley as well as the Police Station Inspector for their assistance in getting CCTV footage of a nasty attack in St Austell Town Centre over the weekend.

(ii) *Wayleave Agreements*

Cllr J Rainbow asked when we would be upgrading the Wayleave Agreements, as they are all very varied. It was explained that the Wayleave Agreements are to be re-evaluated completely once CCTV works are completed.

(iii) *Update and Decisions on any other CCTV matters*
None

c. Street Safe Project

(i) *To discuss and make any decisions appertaining to the Cash back from Crime Initiative*

Cllr A Hannan can bring this up at the debrief meeting. Cllr L Harrison suggested putting in a FOI request as we have been waiting for this for some time. a suggestion was made to ask the Town Clerk to write a letter to Sean Sawyers who promised us the information when he visited last year. if we then don't receive a response we can put in a FOI request. Also to copy in the Police Crime Commissioner.

It was proposed by Cllr A Hannan, Seconded by Cllr L Harrison and **RESOLVED unanimously for the Town Clerk to write a letter to Sean Sawyers asking for the statistics of crime in areas with no CCTV as promised when he visited.**

(ii) *Update and Decisions on any other Streetsafe Project matters*

A debrief event is required to see how the summer went this can then be feedback to the committee at the next meeting. At this meeting we will also be able to

gather the costs for next year. The reports that Cllr A Hannan has had are very positive about the project.

d. Post Office Forecourt and Fountain

- (i) *Maintenance Update and Decisions*
Cllr A Hannan has contacted the Fountain contractor to find out what is happening. They explained that it was fixed in July but only worked for one day before it stopped again. They are struggling to get the spare parts required to fix the pumps. Cllr A Hannan asked them to quote to replace the interior system as a whole if this is reasonable this may be a better option than to keep waiting for a specific part. Cllr A Hannan will chase this again tomorrow as he has been waiting a week for the quotation.
- (ii) *Future of the Fountain*
As above
- (iii) *Update and Decisions on any other Fountain and Forecourt matters*
As above

e. All aspects of Lighting (including Banner requests)

- (i) *Update on infrastructure and displays*
Cllr A Hannan explained we are in the process of having the entire lighting infrastructure updated; this should be completed by the end of September. The Town Clerk informed members that they need to agree on a contractor for the erecting and dismantling of the Christmas lights throughout the town. The Deputy Town Clerk has compiled an in depth report for possible contractors & their schemes of work. Members took the time to read the report and quotations.
Cllr A Hannan is minded to go with our contractor from last year APS who are also currently completing the infrastructure works. They are fully aware of how our systems work and completed a very thorough job last year. Cllr Mrs R Craze felt that there was quite a substantial difference in cost between the companies. Cllr C Leadbetter felt that choosing on APS is not only financially beneficial but he agrees with Cllr Hannan that they have completed our infrastructure so fully aware of the system. Members did ask the quote to be amended so that the cost did not reflect removing the bunting.

It was proposed by Cllr A Hannan, Seconded by Cllr J Rainbow and **RESOLVED unanimously to choose APS as the preferred contractor for the Christmas Lights choosing Option B which included replacing**

the White Decorative Lights & to take out the quotation for the removal of the bunting.

It was proposed by Cllr A Hannan, Seconded by Cllr K Towill and **RESOLVED unanimously to delegate authority to the Chair, Cllr L Harrison & Town Clerk to purchase new lights if required and we have the budget to do so.**

- (i) *Condition update –Unit 5B*
None
- (ii) *Planning for Christmas 2015*
- (iii) *Decisions on any Banner Applications*
None
- (iv) *Update and Decisions on Bunting*
Members felt they would like the bunting to stay in place for Christmas. They would like to extend the bunting to go across the street similar to Truro have done but this needs to be looked into further as to whether its even feasible. Cllr Mrs R Craze also felt the committee need to consider in time the ownership of the bunting if BID 2 does not go through.
- (v) *Update and Decisions on any other Lighting matters*
Members discussed whether they would be able to assist St Columb Minor with a Christmas tree & lights for 2015. Cllr C Leadbetter feels that we should assist with this to include them in our Christmas festivities. The Town Clerk did inform members that the office gets incredibly busy leading up to Christmas with our own Christmas preparations such as the lights, parade etc. He feels that they may not be able to take this on also. Cllr A Hannan feels that the ward members can assist with this.

It was proposed by Cllr A Hannan, Seconded by Cllr C Leadbetter and **RESOLVED unanimously to release £1,000 from the budget to provide St Columb Minor with a Christmas Tree & Lights. Also to delegate authority to Cllrs A Hannan, C Leadbetter and Ms J Bunt to arrange the above.**

f. Youth Initiative

- (i) *Update and decisions on the Youth Council Project*
Cllr S Slade gave a report on the Youth Council at Full Council. The first meeting is set for 24th September.

g. Angling Club

- (i) *Update and decisions on the funds collected and any other Angling Club matters*

Cllr A Hannan provided the Council with a cheque for £200 for the sale of the Angling equipment. He also believes there may be some more money in the bank account. He nowt locating all the signatories and will look to closing the account and withdrawing the final balance.

E055/15 - Budget Process for 2016-19

The Town Clerk is organising the budget process. F&P will be given the draft report from the Clerk on current budgets. This will then be filtered to each committee to view the forecast from the Clerk & Accountant. Then each committee will review it own budget as usual. Cllr A Hannan has suggested himself and Vice-Chair Cllr K Towill meet beforehand to go over the budget in depth.

E056/15 – Items for discussion and any other business

None

E057/15 – Date, Time and venue of the next meeting

The next meeting will be held on Thursday 12th November 2015, 7pm in the Council Chamber, Municipal Offices, Marcus Hill, Newquay.

The meeting closed at 21.14 pm.

Signed: _____
Cllr A Hannan, Chairman

Date: _____