

**NEWQUAY TOWN COUNCIL**

<b>MINUTE REF:</b>	Minutes of the <b>EDGP Committee</b> meeting that was held on <b>Thursday 18 January 2018</b> at 7pm in the Council Chamber, Municipal Offices, Newquay, Cornwall, TR7 1AF	<b>ACTIONS:</b>
	<p>Present: Cllrs D Cheney (Chair), K Towill (Vice-Chair), Z Dixon, O Monk, L Gardner, G Jones, A Hannan</p> <p>Also in Attendance:</p> <p>Mr A Curtis (Town Clerk), Miss L Sykes (PA to Town Clerk), Miss C Ternouth (CCTV Manager) &amp; Mr T Wright (Facilities Manager), Cllr M North</p> <p><b>Apologies</b></p>	
<b>E001/18</b>	<p>No apologies received from Cllr S Hick</p> <p><b>Declaration of Interests and Dispensations</b></p>	
<b>E002/18</b>	<p>None</p> <p><b>Minutes &amp; Action Notes</b></p>	
<b>E003/18</b>	<p>i. 16 November 2017</p>	
<b>E003/18 (i)</b>	<p>It was proposed by Cllr K Towill, seconded by Cllr G Jones and</p> <p><b>RESOLVED to accept the minutes of the meeting held on November 2017 as read and accurate.</b></p> <p>Cllr L Gardner abstained from the vote</p> <p><b>Matters Arising</b></p> <p><u>Minute Ref: E035/17(a)(ii) – Update on Tolvaddon Visit</u></p>	
<b>E004/18</b>	<p>The Town Clerk provided an update on the proposal that was received by Tolvaddon. It was not as cost effective as the Council anticipated. The cost to provide the same level of cover the Town Council currently has would be significantly more with the Tolvaddon scheme. Discussions had taken place with St Austell Town Council, who are partners in the Town Council CCTV scheme. St Austell Town Council agreed not to proceed. The Town Clerk gave stated the CCTV manager was investigating options to recruit other Town Councils onto the Newquay's CCTV System.</p> <p><b>Public Question Time</b></p>	
<b>E004/18 (i)</b>	<p>No members of the public present</p> <p><b>Correspondence</b></p> <p>Correspondance was received asking for the Christmas decorative lighting to</p>	
<b>E005/18</b>		



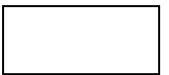
<p><b>E006/18</b></p>	<p>be extended further up Cliff Road to Rocklands, members discussed this under agenda item - <b>All Aspects of Lighting (including any Banner requests) iv.</b></p> <p><b>Terms of Reference and Risk Assessment Update</b></p>	
<p><b>E007/18</b></p>	<p>Members reviewed the Strategic Risk Assessment, which is to be maintained by the committee for its projects. Managers will be required to update with lower level potential risks, and how to keep on top of it.</p> <p>It was proposed by Cllr G Jones, seconded by Cllr Z Dixon and</p> <p style="text-align: center;"><b>RESOLVED unanimously to adopt the Strategic Risk Assessment Document.</b></p> <p><b>Reports from Members with Specific Responsibilities</b></p>	
<p><b>E008/18</b></p>	<p><b>a. CCTV</b></p> <p>i. <u>Update on the Upgrades and current / new cameras</u></p>	
<p><b>E008/18</b> <b>(a)</b></p>	<p>The CCTV Manager explained that the Door Step Green quotation had been received, for standalone system which includes 3 fixed cameras it would cost £7907. For a tilt and zoom camera this would cost in excess of £10,000. Members discussed at length the positives and negatives of the camera purchase for Door Step Green. Members decided to defer this at this time whilst working alongside the Police to discuss other locations which are known to the Police as black spots and may require camera installation as a priority.</p> <p>The Town Council have been contacted by the Police and asked to install a new camera along Tower Road, Gannel Link Road and Mount Wise which would cover all these areas. A site visit has been conducted. The ideal location for a camera would be on the roundabout, here it would get the best viewing platform and could be powered by the road bollards. The CCTV Manager does not have a quote yet for the cost of this camera. Members discussed.</p> <p>It was proposed by Cllr A Hannan, seconded by Cllr G Jones and</p> <p style="text-align: center;"><b>RESOLVED unanimously to give delegated authority to Cllrs Towill, Hannan, Jones and the Town Clerk to spend up to £10,000 on the camera installation along Tower Road and to RECOMMEND to Full Council a Release of £10,000 from the CCTV EMR to fund this.</b></p>	
<p><b>E008/18</b> <b>(i)(1)</b></p>	<p>£25,000 was released to update the Red Vision Camera. The Town Council was still awaiting to trial a new camera, but it has not yet been released and there is no indication as to when this would be. Members were agreeable to pursue the camera change without waiting for the trial; due to the issues</p>	<p style="text-align: center;"><b>Cllrs Towill, Hannan, Jones &amp; Town Clerk &amp; RECOMMENDATION to FULL COUNCIL</b></p>



<p><b>E008/18(a)(i)(2)</b></p> <p><b>E008/18(a)(ii)</b></p> <p><b>E008/18(a)(iii)</b></p> <p><b>E008/18(a)(iv)</b></p> <p><b>E008/18(a)(v)</b></p> <p><b>E008/18(b)</b></p> <p><b>E008/18(b)(i)</b></p>	<p>with the old cameras.</p> <p>The CCTV Manager had asked if a UPS (Uninterrupted Power Supply) unit could be purchased and installed. Power cuts are becoming a greater issue; one recent example was New Year’s Eve. Linking in with the electrical supply at the police station is also being investigated.</p> <p>It was proposed by Cllr K Towill, seconded by Cllr G Jones and</p> <p><b>RESOLVED unanimously to purchase the UPS Units, subject to a release of £3000 from the CCTV EMR and to RECOMMEND to Full Council a release of £3000 from the CCTV EMR for the purchase of UPS Equipment.</b></p> <p>ii. <u>Update on Tolvaddon Visit</u></p> <p>Members confirmed the decision made not to proceed with the Tolvaddon Proposal and agreed to continue to fully support the locally controlled model.</p> <p>iii. <u>Update on the CCTV Maintenance Agreement</u></p> <p>The CCTV Maintenance Agreement expires in summer 2019, the CCTV Manager will start to investigate at the end of this year with the Town Clerk in order to commission a new maintenance agreement in time for the expiration of the existing agreement.</p> <p>iv. <u>Wayleave Agreements</u></p> <p>The Wayleave Agreement for Berry Road has been passed to the freeholder’s solicitor for reviewing, this is currently being completed. The CCTV Manager cannot progress any others as the freeholders cannot be contacted.</p> <p>v. <u>Update and Decisions on any other CCTV matters</u></p> <p>There were some issues with BOSCH cameras. An engineer has been down and taken away some footage to review to get the issues resolved.</p> <p><i>The CCTV Manager left the meeting</i></p> <p><b>b. Toilets and Temporary Toilets provision</b></p> <p>A report was given by the Facilities Manager.</p> <p>i. <u>Update and Decisions on individual facilities</u></p> <p>‘Not every disability can be seen’ signs are being installed into a large number of toilets currently. This helps destigmatize people’s perception of who can use an accessible toilet. The Facilities Manager would like to implement these into Town Council toilets. Members agreed this was a good idea. The Facilities Manager will investigate cost of purchase and installation.</p>	<p><b>RECOMMENDATION to FULL COUNCIL</b></p>
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<p><b>E008/18 (b)(ii)</b></p>	<p>The Facilities Manager updated members that Little Fistral, Pentire Headland and Narrowcliff toilets have been closed for Health &amp; Safety reasons during the high winds.</p> <p>ii. <u>Update and Decisions regarding Little Fistral facilities</u></p> <p>Members discussed the idea of installing a pay for use shower/changing facility once the transfer is complete.</p> <p>It was proposed by Cllr Z Dixon, seconded by Cllr L Gardner and</p> <p><b>RESOLVED unanimously to make it an EDGP Policy that the Committee retain control of the Little Fistral Toilets and look to work with business's in the future regarding possible hire.</b></p>	
<p><b>E008/18 (b)(iii)</b></p>	<p>iii. <u>Update and Decisions regarding whether Changing Places facilities should be implemented at this time</u></p> <p>Correspondence has been received regarding the Bus Station upgrades. Cornwall Council will fund the installation of a Changing Places Toilet however cannot commit to cleaning and maintaining the facility. Cornwall Council have asked if the Town Council would take on this responsibility. The Facilities Manager was agreeable with the cleaning aspect however has concerns over the maintenance of the equipment. Members discussed.</p>	
<p><b>E008/18 (b)(iv)</b></p>	<p>iv. <u>Update and Decisions on seeking financial support from Boardmasters</u></p> <p>No update</p>	
<p><b>E008/18 (a)(v)</b></p>	<p>v. <u>To discuss and decide on any other toilet matters</u></p> <p>The Treloggan Store lease was due to finish in March. The Facilities Manager had asked APS to quote for purchasing storage containers to be placed at Mount Wise to house the equipment from the store. Members discussed.</p> <p>Members discussed the option of hiring over purchase to use them as a temporary fix instead of permanent.</p> <p>It was proposed by Cllr K Towill, seconded by Cllr L Gardner and</p>	
<p><b>E008/18 (a)(v)(1)</b></p>	<p><b>RESOLVED unanimously to delegate authority to the Chair, Vice-Chair and Town Clerk to investigate and report back to the Committee.</b></p> <p>The Facilities Vans are due to be returned on the 29<sup>th</sup> March. The Facilities Manager has a number of options; he has been looking at electric, diesel and petrol vans. The Facilities Manager has arranged to test out an electric van next week and wished for a steer from members as to whether they would support the hire of an electric vehicle. Members agreed they thought this was a good idea.</p>	<p><b>Chair, Vice-Chair &amp; Town Clerk</b></p>



<p><b>E008/18 (a)(v)(2)</b></p>	<p>There is a local training provider who offers a Conflict Management Course for Facilities Staff. Members were asked whether they would refer this matter to the Staffing Committee for approval.</p> <p>It was proposed by Cllr A Hannan, seconded by Cllr K Towill and</p> <p><b>RESOLVED unanimously to authorise the investigation of Conflict Management Training &amp; refer to the Staffing Committee for agreement.</b></p>	<p><b>Staffing Committee</b></p>
<p><b>E008/18 (a)(v)(3)</b></p>	<p>The Facilities Manager went through the Facilities upgrades on each toilet.</p> <p>It was proposed by Cllr K Towill, seconded by Cllr D Cheney and</p> <p><b>RESOLVED unanimously to RECOMMEND to Full Council the release of £31,727 from the Public Conveniences EMR for the Facility upgrades works.</b></p>	<p><b>RECOMMENDATION to FULL COUNCIL</b></p>
<p><b>E008/18 (a)(v)(4)</b></p>	<p>The Town Clerk wished to update members on the cost of the body worn cameras for the Facilities Team they will cost £2,949.</p> <p>It was proposed by Cllr K Towill, seconded by Cllr G Jones and</p> <p><b>RESOLVED unanimously to authorise the purchase of the body worn cameras a a cost of £2,949.</b></p>	
<p><b>E008/18 (a)(v)(5)</b></p>	<p>Members discussed installing the ADI system during the refurbishment at the Trenance Toilets.</p> <p>It was proposed by Cllr D Cheney, seconded by Cllr K Towill and</p> <p><b>RESOLVED unanimously to install the ADI system into the Trenance Toilets using the funding raised by Newquay Lions.</b></p> <p>Members discussed the possible new opening times for the toilets. Members were asked to review and email the Town Clerk with their feedback.</p>	
<p><b>E008/18 (a)(v)(6)</b></p>	<p>It was proposed by Cllr L Gardner, seconded by Cllr G Jones and</p> <p><b>RESOLVED unanimously to agree that members review the opening times and feedback to the Town Clerk via email.</b></p> <p><i>The Facilities Manager left the meeting</i></p>	<p><b>Town Clerk</b></p>
<p><b>E008/18 (a)(v)(7)</b></p>	<p>It was proposed by Cllr D Cheney, seconded by Cllr K Towill and</p> <p><b>RESOLVED unanimously to extend the meeting by 10 minutes</b></p>	



<p><b>E008/18 (c)</b></p>	<p><b>c. Homelessness</b></p> <p>i. Update and decisions on any homelessness matters</p> <p>The Business Plan Grant was awarded to St Petrocs this is currently being undertaken. Ideally the forum will meet again end of February/early March. A discussion was held around the large amount of homeless sleeping in doorways of closed shops.</p>	
<p><b>E008/18 (c)(i)</b></p>	<p>It was proposed by Cllr A Hannan, seconded by Cllr D Cheney and</p> <p><b>RESOLVED unanimously to RECOMMEND to the FBOS Committee pursuing installing planters in doorways, subject to confirming and agreeing any liability issues.</b></p>	<p><b>RECOMMENDATION to FBOS</b></p>
<p><b>E008/18 (d)</b></p>	<p><b>d. All Aspects of Lighting (including any Banner requests)</b></p> <p>i. Update and Decisions on infrastructure and displays</p>	
<p><b>E008/18 (d)(i)</b></p>	<p>The Deputy Town Clerk is completing a whole review of the lights investigating repair and replacement costs.</p>	
<p><b>E008/18 (d)(ii)</b></p>	<p>ii. Update and Decision on the Treloggan Unit</p> <p>This item was not discussed.</p>	
<p><b>E008/18 (d)(iii)</b></p>	<p>iii. Decisions on any Banner Applications</p> <p>No update</p>	
<p><b>E008/18 (d)(iv)</b></p>	<p>iv. Update and Decisions on any other lighting matters</p> <p>Members discussed the correspondence recieved in regard to extending the decorative lights down Cliff Road and agreed that they wished the office to gain quotes to undertake this work. The Office is to respond to the business to confirm that any such improvement should be borne following funding from the businesses who will directly benefit from the improvement in that area.</p>	
<p><b>E008/18 (e)</b></p>	<p><b>e. Streetsafe Project</b></p> <p>i. <u>Update and Decisions on any other Streetsafe matters</u></p>	
<p><b>E008/18 (e)(i)</b></p>	<p>A Streetsafe debrief has been arranged for next Tuesday 23<sup>rd</sup> Jan for the last season.</p> <p>It was proposed by Cllr L Gardner, seconded by Cllr A Hannan and</p> <p><b>RESOLVED unanimously to extend the meeting by 5 minutes</b></p>	



<p><b>E008/18</b> <b>(f)</b> <b>E008/18</b> <b>(f)(i)</b></p>	<p><b>f. Post Office forecourt Fountain</b></p> <p>i. <u>Update and Decisions on any other Fountain and Forecourt matters</u></p> <p>A quote of £895 has been provided for uplighters at the Post Office.</p> <p>It was proposed by Cllr A Hannan, seconded by Cllr G Jones and</p> <p><b>RESOLVED unanimously to give delegated authority to the Chair and Town Clerk to pursue installation of uplighters.</b></p> <p>The Chair will consider this with the Deputy Town Clerk.</p>	<p><b>Chair &amp; Town Clerk</b></p>
<p><b>E008/18</b> <b>(g)</b> <b>E008/18</b> <b>(g)(i)</b></p>	<p><b>g. Youth Initiative</b></p> <p>i. Update and decision on the Youth Council</p> <p>A funding application is being prepared for Children in Need. A 3-year Business Plan is also being completed at this time. The Youth Centre is still publishing it's activities encouraging attendance.</p> <p>Members suggested an Agenda name change from Youth Initiative to Youth Matters.</p>	
<p><b>E009/18</b></p>	<p><b>Town Emergency Plan Update and Decisions</b></p> <p>This was still ongoing and there are still meetings that are required.</p>	
<p><b>E010/18</b></p>	<p><b>Items for information and discussion only</b></p> <p>Cllr Z Dixon informed all members that the Community Awards are to be relaunched very soon, and asked that Councillors please think of people/groups to nominate.</p>	
<p><b>E011/18</b></p>	<p><b>Date of the next meeting</b></p> <p>The next Economic Development &amp; General Purposes Committee meeting is to be held on Thursday 15 March 2018 and will take place at 7pm in the Council Chamber, Municipal Offices, Marcus Hill, Newquay TR7 1AF.</p> <p>The chairman thanked all members for attending and closed the meeting at 9:16pm</p> <p>Signed _____ Cllr Mr D Cheney</p> <p>Dated _____</p>	

