

**NEWQUAY TOWN COUNCIL**

**MINUTE REF:** Minutes of the EDGP Committee Meeting held on Thursday 10 November 2016 at 7pm in the Council Chamber, Municipal Offices, Marcus Hill, Newquay. **ACTION**

**Present**

Cllrs A Hannan, Mrs Z Dixon, D Cheney, Mrs J Bowden, C Leadbetter

**Also attending**

Mr J Piwecki (Deputy Town Clerk) and Miss L Sykes (Support Officer), Mr C Rowley (Admin Assistant to the Town Clerk), Miss C Ternouth (CCTV & Enforcement Manager), Mr T Wright (Facilities Manager), Cllr Mrs R Craze

**E039/16 Apologies for Absence**

Cllrs O Monk, K Towill gave their apologies.

**E040/16 To receive Declarations of Interest and Dispensations**

None.

**E041/16 To Approve the Minutes of the Meetings held on 15 September 2016**

It was Proposed by Cllr Cheney seconded by Cllr Leadbetter and

**RESOLVED unanimously that the minutes of the meeting held on 15 September 2016 were correctly recorded and they were adopted and signed by the Chairman.**

**E042/16 Matters Arising**

**Minute Ref: E38/016** – Cllrs Cheney and Mrs Bowden asked for assistance from the Office to arrange the Streetsafe debrief meeting. **Office**

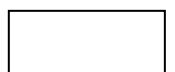
**Minute Ref: E040/16** – The Deputy Town Clerk gave a quick debrief on the current situation of the PADS (Public Access Defibrillators). An annual contribution was required totalling £295 + VAT; Fleet would cover the cost of installation. Although Fleet confirmed that the Town Council can have ownership of the PADS members are still concerned over the legality of the transfer of the asset. **Deputy Town Clerk**

**E043/16 Public Question Time**

There were no members of the public in attendance

**E044/16 Correspondence**

None



**E045/16** To receive, consider and amend Risk Assessments, Terms of Reference, Aims & Objectives to include recommendations from Full Council as appropriate

There are no current updates or amendments.

It was Proposed by Cllr Hannan seconded by Cllr Mrs Dixon and

**RESOLVED to move Agenda Item 9F Youth Initiative to be the next item discussed.**

**E047/16** Youth Initiative  
**(F) (i)**

Cllr Mrs Craze explained the decline in interest of the Youth Council by its members. The willingness showed had severely dropped as well as attendance at the meetings. The current lack of commitment had brought Cllr Mrs Craze to ask for a steer from the Committee whether the Youth Council should continue.

Members discussed at length.

It was Proposed by Cllr Hannan seconded by Cllr Mrs Dixon and

**RESOLVED unanimously to create a press release to look for a Youth Champion to work with the Youth Council and liaise again with Schools regarding their involvement and the Youth initiative.**

**Cllr Craze & Office**

*At this time Cllr Mrs Craze and Mr C Rowley left the meeting (7:30pm)*

It was Proposed by Cllr A Hannan seconded by Cllr D Cheney and

**RESOLVED unanimously to move Agenda Item 9 Reports from Members with Specific Responsibilities to be discussed next.**

**E047/16** Reports from Members with specific responsibilities for (to include any action and changes in responsible members as required)

**E047/16**  
**(A)(i)** a) **CCTV**

- i. Update on the Upgrades and current/new cameras

The CCTV retention period remains significantly reduced with footage in Newquay being stored up to approximately 15 days (previously 21, which was still less than ideal). The CCTV Manager raised this again with SSE and explained that it was not acceptable and it was getting to the point that the Police were concerned. To resolve this Bosch and SSE recommend installing a Bosch DIP5000 recording unit with four, 4Tb hard drives. Installing the additional unit in line with the existing ones would provide the additional storage required and would not affect the existing data. The existing



system has 12Tb of storage which holds approximately 15 days of recording. Installing the additional 16Tb of storage would provide a total storage capacity in excess of 30 days. This will cost £2,275.34 (exclusive of VAT) and includes installation of the unit and configuration.

It was Proposed by Cllr Leadbetter seconded by Cllr Mrs Dixon and

**RESOLVED unanimously purchase the additional storage required to improve the retention period total cost of £2275.34**

Additional CCTV signage was installed last week for the areas lacking in sufficient signage and for those locations where Council cameras have been upgraded/installed. The CCTV Manager had requested the old CDA signage at Trenance was removed.

The Council was currently waiting on the installation of "The Ark" camera however the Deputy Town Clerk and CCTV Manager have hit numerous obstacles with the leaseholders of the building (Prezzo). They have been working with Prezzo, the developers and solicitors to form a wayleave agreement. The main issue is SSE have visited the site and found that the wiring for the camera could not be pulled through to connect the camera. They Deputy Town Clerk has chased this matter with the developers and they intend to visit the site to undertake investigations in to the problem.

**E047/16  
(A)(ii)**

- ii. To consider and decide on the Invitations to Quote for the CCTV Maintenance Contract

No updates

**E045/16  
(A)(iii)**

- iii. Wayleave Agreements

The Police Station camera wayleave was signed on 28/10/16. Follow up letters have been sent again to all remaining freeholders of the buildings with cameras are attached to them. So far we have had contact from the Animal Shop at Central Square and the Surfers Hotel in Edgcumbe Avenue.

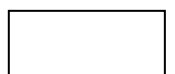
**E045/16  
(A)(iv)**

- iv. Update and Decisions on any other CCTV matters

The CCTV Manager had recently attended a Stopwatch meeting with BID on 25 October. Unfortunately only 3 retailers attended. The Police, Gould electronics, BID and the CCTV Manager have all contacted local business's to inform them of the change to digital radios. The CCTV Manager had been informed that the old radios would no longer work once the new system was implemented which was different to what she has been told originally. Members suggested sending out a positive press release and extend the date of the roll out to digital until February. Members discussed at length.

It was Proposed by Cllr Leadbetter seconded by Cllr Mrs Dixon and

**RESOLVED unanimously to create a positive press release for the digital radio switch over and extend the installation date to 01**



**February 2017.**

The last remaining BT line was for the old analogue Walkabout CCTV line. The Council is tied into a contract for this line until 2020 even though it is redundant. Currently the Council pays approximately £35.00 per quarter; however it can be cancelled for a one off fee of £560.00.

It was Proposed by Cllr Hannan seconded by Cllr Mrs Bowden and

**CCTV Manager &  
OFFICE**

**RESOLVED unanimously for the Office to contact BT and try to reduce the fee, also to discuss with Walkabout if they wish to take the line over. If none of the above come to fruition then pay the fee to end the contract**

**E047/16  
(B)(i)**

*At this time the CCTV Manager left the meeting (7:55pm)*

b) Toilets and Temporary Toilets Provision

i. Update and decisions on individual facilities

Pentire Headland, Narrowcliff, Porth and Trenance now all have locks that are fitted to secure them overnight to stop anyone gaining entry. This was due to rough sleepers being found in the toilet after forcing the doors open. There have been issues with the drainage at Killacourt but this had now been rectified.

Narrowcliff Ladies had been suffering problems with the coin boxes; this had resulted in them being closed for a period. A new motherboard within the coin box had now been purchased and fitted.

A report of drug problems in Porth toilets had been received. The Facilities Manager had contacted Inspector Meredith. He had confirmed that Porth had now been added to their patrol route. Members had concerns over this issue and wish the office to make contact with Inspector Meredith.

The gentleman currently occupying the ladies toilets at Little Fistril was still in situ. The Facilities Manager had contacted Cornwall Council for an update, they have explained that their Litigation Officer was now looking into the matter. Members asked the Office to contact Cornwall Council as a matter of urgency.

**OFFICE**

**E047/16  
(B)(ii)**

The Office was also asked to contact St Petrocs to inform them of this gentleman in case they can assist.

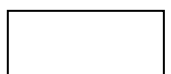
ii. Railway Station Update and Decisions

Members discussed in depth possible options to move forward with the Railway Station toilets. Members felt that further discussions with National Rail are required.

**OFFICE**

**OFFICE**

It was Proposed by Cllr Mrs Dixon seconded by Cllr Leadbetter and



**RESOLVED unanimously to add an additional 4<sup>th</sup> Option to the Railway Business Plan which would be to discuss the sale of the site.**

**E047/16  
(B)(iii)**

iii. Heron Centre Update and Decisions

The Facilities Manager provided members with a quote for the installation of a permanent toilet at the Heron Centre. Members discussed at length and agreed for that cost with current budget pressures it is not a viable option at this time.

**E047/16  
(B)(iiv)**

iv. Glutton Machine Update and Decisions

**E047/16  
(B) (v)**

No update

v. To discuss and decide on any other Toilet matters

The Facilities Manager presented the Committee with a list of Priority works required.

Watergate Ladies & Gents – Installation 2x new Wallgates , remove & install new toilet pans, new flushing systems that require re-plumbing and to install anti climbing structures around the paddle gates. Total Cost £3,698 + VAT

Watergate Accessible Toilet– Complete retiling, removal of the sink install & installation of wallgate, new toilet pan. Total Cost £15,653.81 + VAT

Fore Street – Ladies & Gents - Remove existing toilet pans & re-plumb, supply and install 3 new wallgates. Total Cost £13,712.82

Fore Street Accessible Toilet - Remove existing sanitary ware units , replace fixtures & fittings. Demolish outside wall & install a new metal coin operated door & frame to provide a new entrance. Retiling of the floor & new toilet pans. Total Cost £ 10,265 +VAT

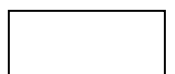
It was Proposed by Cllr Leadbetter, Seconded by Cllr Hannan and

**Recommendation  
to Full Council**

**RESOLVED unanimously to RECOMMEND to Full Council the release of £43,329.63 from the Public Conveniences EMR to complete the above priority works.**

Narrowcliff – Members are to arrange a visit to the Narrowcliff Toilets to view the current issues in regard to make a plan going forward to possible redevelop.

The Facilities Manager provided members with Maintenance Quotes for all coin boxes. Currently there is only ad-hoc maintenance, no scheduled routine. This is required as the majority are exposed to harsh weather conditions.



Members agreed to start the coin box maintenance contract with the recommended contractor as of April 2017.

It was Proposed by Cllr Hannan, Seconded by Cllr Leadbetter and

**RESOLVED unanimously enter into a Maintenance Contract for the Coinboxes as of April 2017.**

It was Proposed by Cllr Hannan, Seconded by Cllr Mrs Dixon and

**RESOLVED unanimously to extend the meeting by 30 minutes**

*At this time the Facilities Manager left the meeting (9:09pm)*

**E047/16  
(C) (i)**

c) All aspects of Lighting (including Banner requests)

i. Update on infrastructure and displays

**E047/16  
(C) (ii)**

All the Christmas lighting is ready and will be installed tomorrow evening.

ii. Update and decisions on the Treloggan Unit

**E047/16  
(C) (iii)**

The contract for the store at Treloggan runs out in March 2017. Members may wish to consider how they wish to proceed with this ready for coming meetings.

iii. Decisions regarding Christmas 2016

There will be another Festive Festival Meeting finalising arrangements next week. The hire of the crowd barriers and PA system will be £610.

It was Proposed by Cllr Hannan, Seconded by Cllr Dixon and

**RESOLVED unanimously to spend £610 on the hire of crowd barriers and PA systems for the Christmas Lights switch on.**

**E047/16  
(C) (iv)**

iv. Decisions on any Banner applications

No update

**E047/16  
(C) (v)**

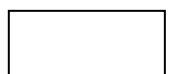
v. Update and Decisions on Bunting

This item to be removed from the agenda.

**E047/16  
(C) (vi)**

vi. Update and Decisions on any other Lighting matters

Cllr Cheney had spoken to the builders on Cliff Road who currently have the string of lights out. They have confirmed they will be finished by Christmas



and the white lights can be turned back on.

**E047/16  
(D) (i)**

d) Streetsafe project

i. Update and Decisions on any other Streetsafe Project matters

**OFFICE**

Cllr Cheney and Mrs Bowden are to arrange a debrief meeting with members of Streetsafe and Police. They have asked for the Office to assist in facilitating this.

**E047/16  
(E) (i)**

e) Post Office forecourt and Fountain

i. Update and Decisions on any other Fountain and Forecourt matters

**OFFICE**

The Office had chased the contractor again to get the fountain working. An engineer was due to visit imminently. Members asked the Deputy Town Clerk to gain a quote from a plumbing contractor to look at the fountain.

**E047/16  
(G) (i)**

f) Homelessness

i. Update and any Decisions on homeless matters

**OFFICE**

Three quotes for a portacabin have been received ranging from between £80,000-£100,000. An additional meeting was suggested to look at a practical solution moving forward to include, Police, Churches, Addaction and St Petrocs. Cllr D Cheney will arrange this with the assistance of the Office.

It was Proposed by Cllr Hannan, Seconded by Cllr Cheney and

**RESOLVED unanimously to extend the meeting by 15 minutes**

**E046/16**

**Budget Process 2017-18**

The Deputy Town Clerk talked through the minor amendments made to specific budget lines with the EDGP Members.

It was Proposed by Cllr A Hannan, Seconded by Cllr D Cheney and

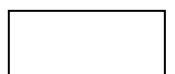
**F&P**

**RESOLVED unanimously to RECOMMEND to F&P the proposed budget and associated EMR movements for the 2017-18 Financial Year and RECOMMEND the on-going maintenance of 2 defibrillators at a cost of £590 a year subject to clarification on legal ownership.**

**E048/16**

**Town Emergency Plan Update and Decisions**

Another meeting had taken place and the plan was now near completion.



**E049/16**     **Items for discussion and any other business of an urgent nature (information only)**

None

**E050/16**     **Date & Time of next meeting**

The next meeting will be held on Wednesday 12 January 2017 in the **Committee Room 11**, Municipal Offices, Marcus Hill, Newquay at 7pm.

The Chair thanks everyone for attending and closes the meeting at 21.50pm

**Signed:** .....     **Date:** .....

