



Port Isaac • Trelights • Port Gaverne

MINUTES OF THE AMENITIES COMMITTEE MEETING HELD IN PORT ISAAC SCHOOL ON WEDNESDAY, 22nd JUNE 2016 following the F&CP Committee Meeting

Present:	Cllr. Raynor (Chairman) Cllr. Penny (CC/PC)	Cllr. Cleave Cllr. Williams	Cllr. Coles Mrs Thompson (Clerk)
Minute	AGENDA ITEMS		Action
	<u>Chairman's Welcome and Public Forum</u> – the Chairman opened the meeting and welcomed those present.		
AC20/16	<u>Apologies</u> – Cllrs. Brogan, Collings and Dawe.		
AC21/16	<u>Members' Declarations</u> – a. <i>Registerable Declarations of Interests</i> – none. b. <i>Non-registerable interest</i> – none. c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds.		
AC22/16	<u>New Road WC</u> – a. <i>Building Works</i> – Cllr. Coles reported that SWBM were behind with the contract. After discussing it with Ms Emily Hayden, it had been decided not to invoke the penalty clause. Work is expected to be finished mid-August. He said that there is no need for the steel beam. Once the work is nearing completion, advice will be sought as to how much rent could be charged for the retail unit. Cllr. Raynor is dealing with the issue of the separate electricity supply. b. <i>Pay As You Enter (PAYE) Doors</i> – Cllr. Coles reported Healthmatic are currently fitting the doors. The 'official handover' will be on Friday and Cllrs. Coles and Raynor will attend. The MOXI unit will be fitted when it is available. Cllr. Coles reported he had spoken to Mr Kevin McManus of AS Parking Ltd, who had mentioned previously that he would be willing to empty the PAYE coin machines (5 in total) and bank the cash. Mr McManus had indicated that he would carry out this service FOC. Confirmation from AS Parking is awaited. Cormac are not able to offer this service. Cllr. Raynor will try to establish who is emptying the coin machines at Roscarrock. c. <i>Cleaning</i> – a service level agreement with Cormac had been signed. d. <i>WC Compliance Testing</i> – deferred until all building work is completed.		Cllr. Raynor Cllrs. Coles / Raynor Cllr. Raynor
AC23/16	<u>Playing Field</u> – a. <i>Toilets / Kiosk / Changing Rooms</i> – Minute 113a[iii]/2016 refers. In the absence of Cllr. Collings a draft plan of the proposal was not available.		

	<p>b. <i>Play Equipment</i> – Minute AC16b/2016 refers. It was RESOLVED that Cllr. Cleave will liaise with CRCC i.r.o. an application to ‘Awards for All’.</p> <p>Noted there is a legal obligation to abide by UK Public Contract Regulation 2015, which means we must publish contract opportunities over £25,000 on Contracts Finder.</p> <p>c. <i>H&S Inspections</i> – Members considered the operational inspection records for the play equipment (May and June). It was RESOLVED to recommend to Full Council that the matters raised in the reports should be actioned by Mr Burnard. The Clerk to contact Earth Wrights Ltd. regarding wear on the D-shackle on the birds’ net swing.</p>	<p>Cllr. Cleave</p> <p>Clerk Clerk</p>
AC24/16	<p><u>Public Rights of Way (PROW)</u> –</p> <p>a. <i>Allocation of PROWs</i> – Minute AC08a/2016 refers. A1 Tree Surgery had been asked to list on their invoice when a path had been cut. Members to allocate PROWs to Members for checking upon receipt. The Clerk reported that as yet, the PROWs had not been cut.</p> <p>Members reviewed the LMP PROW map, to clarify which paths is the responsibility of the PC under the LMP agreement and which are being cut as ‘extra’. The method of numbering the PROWs was clarified. Cllr. Cleave said she thought PROW 537/3/1 stopped in the middle of the field.</p> <p>b. <i>Ramblers Association</i> – Minute AC08b/2016 refers. It was RESOLVED to appoint Cllr. Cleave to liaise with Mrs Blacklaw of the Ramblers Association. The Clerk to provide her with a copy of the PROW cutting schedule. Cllr. Raynor will provide an A0 copy of the PROW map.</p> <p>c. <i>Coastal Communities</i> – Ms Anna Druce, CC in conversation with Cllr. Williams confirmed that it may be possible to make an application to the Coastal Revival Fund for a consultant to conduct a feasibility study reference the opportunities for coach parking in our Parish.</p>	<p>Clerk Cllr. Raynor</p> <p>Cllr. Williams</p>
AC25/16	<p><u>General Assistant</u> – Minute 114b/2016 refers. It was felt that a list of tasks needed to be drawn up and suggestions included:</p> <p>a. <i>Putting up Notices</i>.</p> <p>b. <i>New Road WCs</i> – monitor takings, contact details for electrician, cleaners, etc.</p> <p>c. <i>Play Equipment H&S inspections</i> – training would be required.</p> <p>d. <i>Dog Faeces / Emptying Bins</i> – new bins.</p> <p>e. <i>Small Maintenance Tasks</i> –</p> <p>For further consideration at the next meeting.</p> <p>The Clerk to contact Ms Stephanie Crocker regarding ensuring the SW Coastal Path between the Car Park and Fore Street had been moved to a higher priority area.</p>	<p>Clerk</p>
AC26/16	<p><u>Information Only/Future Agenda Items</u> –</p> <p>a. None.</p>	
AC27/16	<p><u>Date of Next Meeting</u> – 20th July 2016.</p>	
AC28/16	<p><u>Meeting Closed</u> – 19.54pm.</p>	

Signature: (Cllr. Raynor)
Chairman

Date: 11th July 2016