



Port Isaac • Trelights • Port Gaverne

**MINUTES OF THE AMENITIES COMMITTEE MEETING  
HELD IN PORT ISAAC SCHOOL  
ON WEDNESDAY, 25<sup>th</sup> JANUARY 2017 @ 6.30pm**

Present:	Cllr. Raynor (Chairman) Cllr. Penny (CC/PC)	Cllr. Dawe Cllr. Williams	Cllr. McCormick Mrs Thompson (Clerk)
Minute	AGENDA ITEMS		Action
	<u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present and advised them of exits, local hazards, location of WCs, etc.		
AC01/17	<u>Apologies</u> – Cllr. Coles (leave), Cllrs. Cleave and Collings (both with personal commitments).		
AC02/17	<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.		
AC03/17	<u>New Road WC / Shop</u> – a. <i>Building Works</i> – Cllr. Raynor reported there had been a further partial blockage of the drains. The problem had been identified. It was <b>RESOLVED</b> to authorise Dial A Rod to replace the existing drain with a 'sweeping bend'. Mr Phil Burnard had fixed the door closures. The toilet roll holders are under further consideration. The official handover will take place once the ramp is finished. The handrails are currently being powder coated. b. <i>Shop</i> – update. See also AC09/2017 below. Cllr. Raynor is meeting with the VOA Officer and will enquire about the permitted use of the buildings, e.g. C1. Cllr. Williams said that the PC had already decided the use should be shop only. An improved seal for the doors is being investigated. c. <i>Bin Storage</i> – Minute AC50b/2016 refers. Cllr. Raynor reported he and Cllr. Penny had met on site with Mr Ken Polmounter, CC's Parking Operations Manager and other representatives of CC and Biffa to discuss relocating the bin store. It was <b>RESOLVED</b> to recommend to Full Council that the grass bank adjacent to the WC, and owned by the PC, should be levelled and a compound to contain up to 8 wheelie bins, with room to manoeuvre, and facility to collect be erected. Cllr. Raynor to investigate costs associated to these works and report to the PC, as works would need to be at the cost of the Parish Council. A parking space for the shop could also be accommodated within this area, but not to obstruct the safe operation of the waste collection. Mr Julian Harris had quoted approximately £1,500, including fencing, but he doubted if there would be room for a parking space. The recommendation to include a clause that the agreement with CC should be reviewed every five years. d. <i>WC Compliance Testing</i> – deferred until all building work had been completed.		Clerk

AC04/17	<p>Cllr. McCormick arrived at this point.</p> <p><u>Playing Field</u> –</p> <p>a. <i>Toilets / Kiosk / Shelter</i> – Minute AC65a/2016 refers. The provision of a ‘sketch plan’ was deferred for four months.</p> <p>b. <i>New Play Equipment</i> – Minute AC51b/2016 refers. In the absence of Cllr. Cleave there was no update.</p> <p>c. <i>H&amp;S Inspections</i> – Minute AC51c/2016 refers. Members considered the operational inspection records for the play equipment from Cormac. The Clerk to send a copy of the report to Mr Burnard each month.</p>	<p>Clerk</p> <p>Clerk</p>
AC05/17	<p><u>Public Rights of Way (PROW)</u> –</p> <p>a. No issues were raised.</p>	
AC06/17	<p><u>Roscarrock WCs</u> – Mr Jon James, CC reported the reason the toilets were closed over Christmas and the New Year was because the two cleaners for this area were off sick over this period, and the Operation Lead was on annual leave until the 3<sup>rd</sup> January.</p>	
AC07/17	<p><u>Cemetery</u> – Members were unclear if they have the authority to grant permission for a path across the cemetery. The Clerk reported she had sought advice from Ms Alison Blake, Savills, who had dealt with the sale of the land to the PC, but as yet had not received a response. Minute 205d/2016 refers. Noted the legal documents had previously been circulated via email.</p>	
AC08/17	<p><u>Bench, The Old School Hotel</u> – Minute 10e/2017 refers. Members considered the further correspondence i.r.o. adding a plaque to the bench. The Clerk to advise the applicant that if she is prepared to pay for the maintenance in accordance with the Bench Policy, then permission is granted to add a name to the plaque on the bench.</p> <p>The Archie Thomas bench that had ‘floated away’ in the high tide had been recovered, but its whereabouts was not known.</p>	<p>Clerk</p>
AC09/17	<p><u>Information Only/Future Agenda Items</u> –</p> <p>a. <i>Response Car</i> – Cllr. Raynor reported he had received an email regarding the removal of the first responder car. He will circulate details to all Members.</p>	<p>Cllr. Raynor</p>
AC10/17	<p><u>Date of Next Meeting</u> – 22<sup>nd</sup> February 2017.</p>	
AC11/17	<p><u>Closed Session</u> – in view of the confidential nature of the business about to be transacted, namely quotations, it was <b>RESOLVED</b> that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.</p>	
AC12/17	<p><u>Retail Unit</u> – the deadline for applications for the lease date is 10<sup>th</sup> February 2017.</p>	
AC13/17	<p><u>Cleaning Contract</u> –</p> <p>a. Cllr. McCormick will draft an advertisement for the <i>Cornish Guardian</i> and the <i>Cornish Advertiser</i>, seeking tenders from cleaning agencies.</p> <p>b. Draft contract – Members <b>APPROVED</b> the draft contract previously circulated via email.</p>	<p>Cllr. McCormick</p>
AC14/17	<p><u>Meeting Closed</u> – 19.17pm.</p>	

Signature: ..... (Cllr. Raynor)  
Chairman

Date: 13<sup>th</sup> February 2017