

Lostwithiel Town Council – Land & Parks Committee Meeting

Tuesday 15 July 2014

A Meeting of the Town Council's Land & Parks Committee was held in the Guildhall on Tuesday 15 July 2014 at 7pm.

Councillors present

Committee Chairman Councillor Watkins,
Committee Vice Chairman Councillor Gillett,
Mayor Mrs Jarrett, Deputy Mayor May,
& Councillor Mrs Parsons.

In attendance

Town clerk Mrs Harris

Two members of the public were in attendance

LP225/14 PUBLIC PARTICIPATION

None

LP226/14 APOLOGIES

Apologies were received and accepted from Councillor Brewer and Honoured Burgess Peareth.

LP227/14 DECLARATIONS OF INTEREST

None

LP228/14 MINUTES

The minutes of the Land & Parks Committee Meeting of 17 June 2014 had to be amended under minute reference LP160/14 as the clerk had incorrectly recorded 'Committee Chairman Councillor Gillett' when the minutes should have read 'Committee Vice Chairman Councillor Gillett'. The minutes were amended in ink by Committee Chairman Councillor Watkins.

The minutes of the Land & Parks Committee Meeting of 17 June were then approved and signed by Committee Chairman Councillor Watkins.

Proposed Councillor Mrs Parsons seconded Councillor Gillett. This proposal received the support of the Committee.

LP229/14 PLAY AREA INSPECTIONS

The Committee considered the Cormac inspections sheets dated 10 June 2014 and 24 June 2014.

It was proposed by Councillor Gillett and seconded by Deputy Mayor May that the clerk is instructed to ask Cormac to replace the wearing parts on the swings at Pendour and to ask for a price to supply and fit a new toddler seat in the Toddler play area. This proposal received the support of the Committee.

The Council decided that it did not wish to proceed with the replacement of the gate latch.

LP230/14 COULSON PARK – to consider Lost in Play’s comments on the shortlisted tenders

It was proposed by Deputy Mayor May and seconded by Councillor Gillett that the Council meeting is suspended to allow comments from Lost in Play on the four shortlisted designs. The representatives from Lost in Play commented on all four designs. Following receipt of this feedback it was proposed by Deputy Mayor May and seconded by Councillor Mrs Parsons that the Council meeting is reconvened.

LP231/14 WORLD WAR ONE COMMEMORATIONS

Members of the working party confirmed that a further meeting will be held tomorrow night. It is anticipated that the Commemoration event will start at 7pm and finish between 8 & 8.30pm. It is hoped that approximately 150-200 people will attend and 3 First Aiders will be available throughout the event. The clerk was instructed to complete the Cornwall Council Event Notification form and complete the necessary risk assessments and forward them to Cornwall Council.

LP232/14 POLICY ON THE USE OF TOWN COUNCIL LAND

It was proposed by Deputy Mayor May and seconded by Mayor Mrs Jarrett that the policy is approved as follows:-

Lostwithiel Town Council

Use of Council owned land

1. Lostwithiel Town Council allows individuals and organisations to use Council owned land for public events for both commercial and charitable purposes. Private events are not permitted.
2. Applications to use Council land must be made by completing the questions set out in Appendix 1 and any fees required must be paid in full before any equipment or vehicles are brought onto Council land.
3. Use of the Council’s land is also subject to the prior agreement in writing from the Council about the layout and position of each event.
4. Only one application will be accepted for each area at the same time. No event should last for more than one week (seven days) and clearance and restoration of any damage must be completed within 24 hours of the close of the event.
5. No admission charge can be made, though charges may be made to participate in activities included within any event. Collections for charitable purposes are allowed.
6. Three areas of Council controlled land can be used for outside events, these are:-
King George V Playing Field
Coulson Park
The area of The Parade between the Co-op and the war memorial
7. When setting fees, the Council distinguishes between events primarily for a commercial purpose and those organised for or on behalf of a charity.
8. **For Commercial activities the fees per 24 hour period for 2014/15 are:-**

Area	Less than 2500 m ²	More than 2500 m ²
King George V Playing Field	£200	£400
Coulson Park	£200	£400

The Parade	£100	N/A
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Events of 5 days or more will qualify for a 10% discount.

9. For charitable activities the fees per 24 hour period for 2014/15 are:-

Area	Less than 2500 m ²	More than 2500 m ²
King George V Playing Field	£100	£200
Coulson Park	£100	£200
The Parade	£50	N/A

Events of 5 days or more will qualify for a 20% discount.

For charities that are based and operate in Lostwithiel, the Council may, at its discretion, waive all or part of the above fees for events that it considers of benefit to the town.

10. Council owned land may also be used for sports events, notably football. In this case where the matches are for adults and part of a formally constituted sports body a charge of £20.00 will be made for a single match on the King George V football pitch. Junior teams based in Lostwithiel may be offered a discount as set out in para 9 above.

Appendix 1 The questions for applicants already approved by the Council

1. The name, address and contact details of the event organiser.
2. The date, start and finish times, the purpose and place of the event or events.
3. The exact area of land that is subject to the application.
4. An outline description of any temporary structures or vehicles that will be on the site.
5. How the organisers plan to protect and respect any special features in or adjacent to the event(s) e.g. The Peace Memorial at Bridgend or the War Memorial on The Parade.
6. Sight of a copy of the organiser's public liability insurance cover.
7. Details of how and when rubbish, litter and other debris will be gathered up and removed from the site and an undertaking that any refuse associated costs will be covered by the event organisers.
8. An explanation of how the organisers intend to ensure the smooth flow of normal traffic in the area of the event and written confirmation of any Traffic Orders obtained by the event organisers.
9. Details of how the organisers plan to protect any trees, flora and fauna in and around the site.
10. Details of how the organisers intend to ensure public safety for the duration of the event and who will be responsible for any health and safety risk assessments.
11. The event organisers to note that the use of sound amplification systems is not permitted without the prior written consent of the Council.
12. When applicable how often the organisers expect to repeat the event.
13. Provide evidence of the views of other organisations and individuals towards the proposed event.
14. Details of how any temporary posters and direction signs will be removed at the end of the event

This proposal received the support of the Committee. The Committee discussed the email received from the Council's insurers regarding levels of Public Liability to be held by groups/persons organising events on Town Council land. The clerk was instructed to ensure that all organisations/groups/individuals hold a minimum public liability cover of £10,000,000. Councillor Gillett was thanked by Committee Chairman Councillor Watkins for all his hard work in preparing this document.

LP233/14 LOSTWITHIEL FOOTBALL CLUB – COMMITTEE REPRESENTATIVE

It was proposed by Councillor Watkins and seconded by Councillor Mrs Parsons that Councillor Royle is appointed as the Town Council representative on the Football Club Committee. This proposal received the support of the Committee.

LP234/14 PILL WALK/SHIRE HALL MOOR – REPORT

Mayor Mrs Jarrett reported on the meeting held on 10 July please see Appendix 1. It was proposed by Councillor Watkins and seconded by Councillor Mrs Parsons that a working party is formed consisting of Mayor Mrs Jarrett, Deputy Mayor May and Councillor Gillett and this group checks land ownership and leases in relation to these parcels of land and report back to the Committee in August.

LP235/14 SHIRE HALL MOOR

The Committee considered the papers previously circulated by the clerk. It was decided that the clerk is instructed to reply to Lostwithiel Forum's Environmental Group confirming that the Committee will be very pleased to consider the submitted proposal once public access to Shire Hall Moor has been re-established.

LP236/14 LOSTWITHIEL CEMETERY

i) To consider marking out the remainder of the current row of graves & the next row of graves

It was proposed by Councillor Mrs Parsons and seconded by Deputy Mayor May that the Council purchases a pack of yellow pegs at a cost of £125 for grave marking.

ii) To consider the replacement of damaged crosses

Councillor Gillett and Councillor Mrs Parsons offered to check the cross and report back to the Committee.

iii) To consider the purchase of a lockable steel cabinet for the cemetery records

It was proposed by Mayor Mrs Jarrett and seconded by Councillor Gillett that the Finance, Staffing and General Purposes Committee is asked to supply the clerk's office with a lockable steel cabinet for the storage of all Land & Parks records.

iv) To consider the replacement of the existing cemetery entrance board

Deputy Mayor May and Councillor Gillett offered to obtain prices for a new Cemetery entrance notice board for the August meeting.

The Committee also advised that they would wish to consider prices for the re fixing of one of the coping stones and repainting of the gates at the August meeting.

LP237/14 COULSON PARK WORKING PARTY

The clerk was instructed to defer this agenda item to the August meeting.

LP238/14 ALLOTMENTS – CASTLE HILL

The clerk was instructed to defer this agenda item until a request is received from the Chairman of the Land & Parks Committee to put it back on the agenda.

LP239/14 CORNWALL COUNCIL GRASS VERGE CUTTING

Mayor Mrs Jarrett advised the Committee that she has arranged a meeting with Cornwall Council Highways for 1 August to discuss the grass verge cutting.

LP240/14 TOWN COUNCIL GRASS CUTTING – HAZARD DISPOSAL

The clerk was instructed to defer this agenda item to next month's meeting as a price had not been received from the contractor.

LP241/14 ITEMS FOR NEXT AGENDA

Cemetery review

The meeting closed at 9.30pm

Chairman

Date