

## ILLOGAN PARISH COUNCIL

Minutes of the Community Liaison Committee held at The Council Office, Tolvaddon Energy Park on Monday 7<sup>th</sup> August 2017 at 6.30 pm.

PRESENT: Cllr Crabtree (Chairman), Cllr Mrs Roberts (Vice Chairman), Cllr Ms Cadby, Cllr Pavey and Mr Dolling.

ALSO PRESENT: Ms S Willsher, Clerk.

The Chairman explained the safety procedures.

### **CL17/08/1 TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies received.

There were no members absent.

### **CL17/08/2 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY OVER £25**

There were no interests declared.

### **CL17/08/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

### **CL17/08/4 PUBLIC PARTICIPATION (MAXIMUM OF 15 MINUTES – EVERY SPEAKER A LIMIT OF 3 MINUTES UNDER COUNCIL STANDING ORDERS)**

There were no members of the public present.

### **CL17/08/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 3<sup>RD</sup> JULY 2017 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Mrs Roberts, seconded by Cllr Pavey and

### **CL17/08/5.2 RESOLVED that the minutes of the meeting of the Community Liaison Group Committee held on the 3<sup>rd</sup> July 2017 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

### **CL17/08/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

Mr Dolling reported that he had made enquiries with Paynters Lane End Methodist Church and they did not want the Christmas tree to be placed on the forecourt.

**CL17/08/7**

**TO CONFIRM THE PLACEMENT OF THE CHRISTMAS TREE IN ILLOGAN AND AGREE ANY FUTURE ACTIONS**

Cllr Crabtree reported that the area that a tree could be situated in outside of the old post office was 12ft by 15ft. The manager of McColl's was interested in having the tree outside of the shop; he was awaiting comment from the regional manager. He also suggested that another possible location for the tree could be outside of Harris Memorial Surgery.

Mr Dolling reported that in another area they placed the Christmas tree in a tub, put it on a trailer, had their switch on event in the village square and then placed the tree in a different location for the festive period. Whilst the tree was on the trailer battery operated lights were used.

It was proposed by Cllr Crabtree, seconded by Cllr Pavey and

**CL17/08/7.2**

**RESOLVED**

**that the Christmas tree in Illogan would be placed somewhere along Robertes Terrace, possibly in a tub with battery operated lights. The Clerk would seek advice on the size of tree that would fit in the space available from the suppliers of the trees.**

On a vote being taken the matter was approved unanimously.

**CL17/08/8**

**TO CONSIDER THE ARRANGEMENTS FOR THE 2017 ILLOGAN CHRISTMAS LIGHTS SWITCH ON EVENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was agreed that the Clerk would contact Reverend Steve Robinson and ask if he would be able to do the blessing and whether the Council could use the church for the switch on event if the weather was bad.

The Clerk reported that the risk assessment had been completed and reviewed by the Governance Review Committee although it could need to be altered depending on the final placement of the Christmas tree.

The Clerk would obtain quotes for marshals; contact the Illogan School and Curnow School regarding the Christmas card competition; and speak to McColl's and ask if they would be willing to provide mulled wine and mince pies.

**CL17/08/9**

**TO RECEIVE AND APPROVE THE TRAFFIC MANAGEMENT PLAN, EVENT MANAGEMENT PLAN, CORNWALL COUNCIL EVENT NOTIFICATION FORM THE CHRISTMAS LIGHTS SWITCH ON EVENT, AGREE TO SUBMIT THE DOCUMENTATION AND APPLICATION FOR A ROAD CLOSURE AT ILLOGAN, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Crabtree, seconded by Cllr Pavey and

**CL17/08/9.2**

**RESOLVED**

**that the Traffic Management Plan, Event**

**Management Plan and Cornwall Council Event Notification Form for the Illogan Christmas Lights Switch On Event would be submitted with the location of the event and the tree being outside of McColl's and that the associated expenditure is approved.**

On a vote being taken the matter was approved unanimously.

**CL17/08/10 TO CONSIDER THE ARRANGEMENTS FOR THE 2017 PARK BOTTOM CHRISTMAS LIGHTS SWITCH ON EVENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

The Clerk reported that the risk assessment had been completed and reviewed by the Governance Review Committee.

The Clerk and one Councillor would marshal the road closure.

The Clerk would contact Churches Together to arrange for a minister to give a blessing.

Cllr Crabtree reported that the New Inn and Premier Stores were aware of the date of the event. It was agreed that the Clerk would write to the New Inn and Premier Stores enquiring about refreshments for this years event.

**CL17/08/11 TO RECEIVE AND APPROVE THE TRAFFIC MANAGEMENT PLAN, EVENT MANAGEMENT PLAN, CORNWALL COUNCIL EVENT NOTIFICATION FORM THE CHRISTMAS LIGHTS SWITCH ON EVENT, AGREE TO SUBMIT THE DOCUMENTATION AND APPLICATION FOR A ROAD CLOSURE AT ILLOGAN, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Pavey, seconded by Cllr Crabtree and

**CL17/08/11.2 RESOLVED that the Traffic Management Plan, Event Management Plan and the Cornwall Council Event Notification Form for the Park Bottom Christmas Lights Switch On Event were received and approved, that the paperwork be submitted and that the associated expenditure is approved.**

On a vote being taken the matter was approved unanimously.

**CL17/08/12 TO CONSIDER THE ARRANGEMENTS FOR THE 2017 TOLVADDON CHRISTMAS LIGHTS SWITCH ON EVENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was agreed that the Clerk would invite a representative from Tolvaddon Fire Station to the next meeting; if they were unable to attend the Clerk would ask whether the meeting could be held in the Community room and if a representative could attend part of the meeting.

The Clerk would contact the Salvation Army to ask if there was anyone available to give a blessing during the event.

The Clerk would complete a risk assessment for the event for consideration at the next meeting.

**CL17/08/13 TO CONSIDER HOLDING AN EVENT IN ILLOGAN PARK, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was agreed that there would be a symbolic ribbon cutting on Saturday 9<sup>th</sup> September at 11am. The Clerk would advertise the ribbon cutting on the Council's Facebook page, website and notice boards, she would let Mr Turner and the Schools know about the event. There would be small bags of Haribo handed to children. The Council would also invite the pole vaulter who lives in Illogan and recently won a national silver medal.

**CL17/08/14 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS**

There were no items raised,

**CL17/08/15 DATE AND TIME OF NEXT MEETING**

The next meeting would be held on 4<sup>th</sup> September at 6.30 pm in the Council Office.

There being no further business the meeting closed at 7.09pm.

Signed .....

Date .....