

ILLOGAN PARISH COUNCIL

Minutes of the Illogan Park Maintenance and Management Task and Finish Group held at The Council Office, Tolvaddon Energy Park on Wednesday 10th October 2018 at 10.00am.

PRESENT: Cllr Crabtree, Ekinsmyth, Pavey and Cllr Mrs Roberts.

ALSO PRESENT: Ms S Willsher, Clerk.

The Chairman explained the safety procedures.

IPTFG18/10/1 TO ELECT A CHAIRMAN OF THE ILLOGAN PARK MAINTENANCE AND MANAGEMENT TASK AND FINISH GROUP FOR THE MUNICIPAL YEAR 2018/19

It was agreed not to elect a Chairman.

IPTFG18/10/2 TO APPOINT A VICE CHAIRMAN OF THE ILLOGAN PARK MAINTENANCE AND MANAGEMENT TASK AND FINISH GROUP FOR THE MUNICIPAL YEAR 2018/19

It was agreed not to appoint a Vice Chairman.

IPTFG18/10/3 TO RECEIVE APOLOGIES FOR ABSENCE

No apologies were received.

IPTFG18/10/4 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.

IPTFG18/10/5 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

IPTFG18/10/6 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.

IPTFG18/10/7 TO AGREE TERMS OF REFERENCE FOR THE ILLOGAN PARK MAINTENANCE AND MANAGEMENT TASK AND FINISH GROUP AND MAKE RECOMMENDATIONS TO FULL COUNCIL

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

IPTFG18/10/7.2 RESOLVED

to recommend to Full Council the following Terms of Reference for the Illogan Park Maintenance and Management Task and Finish Group:

Aim – to create a community facility and a method for handling day to day use and issues that arise in a timelier manner for both the whole of Illogan Park in general and the changing facilities.

Objective – by the 31st January 2019 the Illogan Park Maintenance and Management Task and Finish Group will have recommendations for the Full Council on a way forward to manage the daily operation of Illogan Park and to address any issues/problems arising speedily.

Time line – the Illogan Park Maintenance and Management Task and Finish Group would prepare a plan and final report by the 31st January 2019; the final plan and report would be considered at the February 2019 Full Council meeting; and the Clubs will be contacted prior to the start of the 2019/2020 season to be advised on how things will be handled by the Council going forward.

The Illogan Park Maintenance and Management Task and Finish Group will:

- **Meet regularly about once a month. Meetings of The Illogan Park Maintenance and Management Task and Finish Group will not be formally called with a set agenda to allow them to be reactive and to be called quickly;**
- **Report on their discussions to the monthly Full Council meetings;**
- **Look for organisations that can support Illogan Park in terms of funding and resources;**
- **Contact other Parish and Town Councils to ask what processes they have in place for the day to day running, maintenance and management of their Parks and facilities;**

- **Seek advice from outside organisations as necessary;**
- **Bring contractors, representatives from the Clubs etc. into the Office to chat through maintenance etc. at Illogan Park;**
- **Consider how to improve communications between the Council, the public and the Clubs;**
- **Complete regular inspections of Illogan Park with the Clerk and the Council's contractor to be proactive in the management and maintenance of Illogan Park;**
- **Consider the standards for Illogan Park and the associated maintenance regimes.**
- **Draft delegated powers for the day to day maintenance and management of Illogan Park in a timely manner for consideration by Full Council; and**
- **Draft quote and tender documents for ad hoc maintenance issues at Illogan Park including details of who contractors take instructions from etc.**

On a vote being taken the matter was approved unanimously.

IPTFG18/10/8 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS

DJM Gardening and Groundworks Solutions would be invited to the next meeting to discuss Illogan Park.

The Clerk would investigate potential funding streams available for Illogan Park.

Cllr Ekinsmyth would talk to other Councillors at Cornwall Council in the members area to ask how their Councils run community facilities i.e. how day to day management and maintenance, delegated powers, committees etc. involved etc.

The Clerk would contact Falmouth Town Council, Hayle Town Council, Redruth Town Council and Truro City to ask how their Councils run community facilities i.e. how day to day management and maintenance, delegated powers, committees etc. involved etc.

Cllr Pavey would try to ask North Hampton Town Council how they run community facilities i.e. how day to day management and maintenance, delegated powers, committees etc. involved etc.

IPTFG18/10/9 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Tuesday 6th November 2018 at 10.00am in the Council Office.

There being no further business the meeting closed at 11.08am.

Signed

Date