

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Services Committee held in The Guildhall on Wednesday 14th September 2016 at 7.00 p.m.

PRESENT: Councillors: R Austin, Mrs J Dent, (Deputy Mayor, ex-officio), J Ellison, Mrs H Frank, (Mayor, ex-officio), D Yates (Chairman).

ALSO PRESENT: Councillor R Bickford, R Lane, Town Clerk, Mrs S Burrows, Administration Officer.

APOLOGIES: Councillors: M Coot, Mrs S Hooper MBE, L Russell.

HEALTH AND SAFETY ANNOUNCEMENTS

The Chairman informed those present of the actions required in the event of a fire or emergency.

55/16/17 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

56/16/17 DECLARATIONS OF INTEREST

- a. To receive any declarations from Members of any registerable (5A of the Interim Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. To consider dispensations required.

Councillor	Item	Pecuniary/Non-pecuniary	Reason
None			

57/16/17 QUESTIONS FROM THE PUBLIC

None.

**September 2016 report for the Services Committee
On behalf of the Churchtown Allotment Association
Submitted by Mike Nottage**

Report written 12th September 2016

Outstanding matters:

I do understand that council is busy and have a lot of projects and responsibilities. Also that allotments for obvious reasons is not at the top of any list. I have written this report with acceptance of this fact. Not as a reflection of anything else.

The issues we discussed and are also mentioned in the May report (copied below) have not yet been acted on and I think it best, as mentioned in my previous email (copied below), that at the end of this month, September 2016, we revert to the Association arranging the insurance for its members and leave all other issues relating to the Allotments to the Council.

There has been a lot of support from members to the idea of the Association taking over the running of the plots. I have been promising the members and committee movement on the issue for over a year. I have not been able to give any information to them and this has made the committee look like we are making it up as we go along. The Council approached us to take over the Allotments day to day running not the other way around. Yet no progress has been made.

The volunteers we had wanting to join and take part in this project have since disappeared as I have had nothing to tell them. I cannot put off an AGM any further. So I will be looking to arrange one for October. Which at this stage will be for me to tell the members that the idea of the Association taking on more or continuing with the unofficial duties/responsibilities will be set aside for the time being.

I am happy to look at this seriously before the cut-off date, the 1st October, but the date is a set date.

Current Matters:

- With the help of Julia we have worked hard to get uncared for plots handed back and reallocated to new tenants over the Spring/Summer.
- I cannot be sure but it looks like the grave diggers are again dumping soil on our allotment area. No one else would do this as there is no reason for a tenant to remove soil from their plots.
- Most of the rubbish along the boundaries has been removed. Yet some tenants still have stuff blocking the area between their plots and the hedge. We cannot ask any more than we have done for them to remedy this as not all of them are Association members and they do not care to do anything asked.

- The committee has not maintained the areas outside the immediate ground alongside our individual plots since late spring due to waiting for response from the May report. Tenancy agreement requires tenants to maintain their own boundaries.
- Due to home and work commitments I personally have not spent much time at the plots this summer so I apologise for any things that I may have missed.
- We did have a committee meeting early summer but have nothing to report from that meeting other than the above and that we are waiting for a response from previous report to council.
- Security is currently an issue as Council is aware. Many tenants have had crops taken this year and there is a constant flow of walkers, some with dogs, and people using the car park to access Church Town Farm Reservation.

Any issues at all please feel free to contact me on 01752 844017 or 07779063948

Mike4sax@gmail.com

Kind regards
Mike

Copy of May 2016 Report

May 2016 report for the Services Committee On behalf of the Church town Allotment Association

Submitted by Mike Nottage

After a successful and fruitful meeting with Ray Lane (Town Clerk) and David Yates (Chair of Services Committee) it was decided that I would submit a written report for the Services Committee and only on occasions that were necessary I would attend the meetings.

This report will mainly cover a brief outline of what is current at the allotments at this time.

Meeting feedback

- 1) Discussions over the Association taking over the running of the allotments have been positive with no opposition at this time.
- 2) All tenants have been given the information that was discussed at the above mentioned meeting.
- 3) Members would like to know more on the finances of this matter. For example details of the management fee. I do appreciate this is for further sit down discussions and will take some time.
- 4) Those tenants that are not members of the Association would not be forced to join but would have to be under the authority of the association in all matters other than the benefits (insurance for example) of the Association Committee.

- 5) All tenants are now aware that the authority over the allotments within the council is the Services Committee and their point of contact is Councillor Yates. This is different to what we had originally believed.
- 6) We are prepared at this time to put forward the Association taking over the day to day running and happy to discuss other matters like rents and fees at a later time.
- 7) We will hold an AGM and at that time will update you further.

Matters needing attention

- 1) Plot number 6 Mr Nick Samuels. Was subletting his plot and has been asked to vacate the plot and make it available to someone on the waiting list. The plot is currently a mess and the person he tried to sublet to is also another tenant at Churchtown Allotments. He has been aware that he needs to vacate and has agreed in writing to do so. I have not been getting any response from him lately so I ask you to inform him of a date that we will take the plot back. Please copy me in to this.
- 2) I asked all tenants to ensure they removed any trees that they have planted in the ground as this violates terms in our contracts. Most have complied but we still have one left to do this. This is plot 26 Mrs Clatworthy. I will keep you updated.

Requests

- 1) It was discussed early last year, and at the previously mentioned meeting, that the groundsman has a cutter that has never been used and could be used by the Association. It would be good if we could have an update on this.
- 2) As per the tenants contract we are responsible for keeping our plots in good order and as individuals responsible for the immediate adjoining pathways. As an association we have been always been told that the land beyond the Bund at the bottom of the cemetery is not the responsibility of the groundsman. In good faith we have been looking after this area. But at a cost. We pay for insurance to cover one person and 6 volunteers to do this type of work and also pay for fuel, upkeep and cutting line to do this. We do not have an income so these costs come out of our pockets. I respectfully ask for help with this as this maintenance is not part of the tenancy agreement.

It would be useful to me if I could have some response on these issues so that I could take your replies to the Association.

Thank you
Mike Nottage

It was **RESOLVED** to note and that the Chairman and Town Clerk will meet with the Chairman of the Allotment Society to progress outstanding issues.

59/16/17 BEACON

- a. To consider a quote from the Consultant Building Surveyor to remove the beacon.

No quote had been received at the time of the meeting.

It was **RESOLVED** that pending further consideration that the beacon be left in situ.

- b. To consider replacement of the beacon.

Councillor Mrs H Frank and Bickford informed members of alternative options to replacing the fixed beacon with portable beacons.

It was **RESOLVED** to:

1. Purchase a portable gas beacon up to a maximum value of £500.
2. Use the portable gas beacon for Civic Events.
3. Refurbish the fixed beacon sign up to the maximum value of £300.
4. Carry out health and safety checks to the fixed beacon.
5. Allocate funds from EMF Public Art and Maintenance to cover all costs.

60/16/17 BUS SHELTERS – VERBAL REPORT FROM COUNCILLOR AUSTIN

Councillor Austin updated members on the progress with Cornwall Council for the procurement and installation of a shelter on Liskeard Road.

It was **RESOLVED** to:

1. Approve delegated authority to the Chairman to proceed with financial budget assistance as required up to a maximum value of £5,000 for any shortfall in budget Cornwall Council may have with their part funding for the provision of the bus shelter
2. Allocate funds from EMF Bus Shelter Installation.

61/16/17 FINANCE

- a. Current Committee budget statement

It was **RESOLVED** to note.

- a. Current Committee budget statement proposals for spending changes

None.

62/16/17 GRIT BINS- MEMBERS TO CONSIDER IF REPLACEMENT OR ADDITIONAL BINS ARE NEEDED IN THEIR WARDS

Saltash Grit Bin Checklist 2016

According to my records there are 51 Saltash Town Council owned Salt/Grit bins in Saltash.

There are also a number of Cornwall Council or privately owned bins. I do not check them but they are included so that they are not reported as "new Saltash Bins".

The first priority is to replace existing damaged bins.

Last year an additional bin (S11) was put at the junction between Church Road and Parkesway.

Given the enthusiasm for removing bins or moving them around it is possible some of the locations are incorrect.

So far suggested new locations for consideration:

North:

Berry Park
Extra Bin in Pilmere
Long View Road
Rogers Drive

South:

Alamein Road

East:

None yet suggested (has largest number of bins per Zone)

West:

Trematon
Tincombe (to replace W11)

If anyone has better information please let me know.

Regards
David Yates

It was **RESOLVED** to note and that ward members are to inform the Chairman should extra grit bins be required or existing ones refilled.

63/16/17

GROUNDS MAINTENANCE

- a. To consider options for public open spaces including grass cutting and wild flower seeding.

It was **RESOLVED** that:

1. Councillors provide locations to the Town Clerk for any public areas and highways they consider will benefit from additional grass and hedge cutting or other minor landscaping works.
2. The Town Clerk requests a grass cutting schedule for the Saltash area from Cormac.
3. The Town Clerk requests Cormac provide a daily rate for additional cuts for grass and hedges as identified by councillors.
4. The wild flower seeding being conducted by Highways is sufficient at this time.
5. The Local Maintenance Partnership contract renewal with Cormac for footpath maintenance will be considered at the budget meeting.
6. The Chairman be delegated authority to consider two additional and any further LMP foot path maintenance requests received from Cormac for this council to take on.
7. To approve a third weed spray if required to take place Mid-March 2017 subject to budget availability.

- b. To consider a quote to repair the fence around the Brunel statue

It was **NOTED** that the item is being dealt with by the Property Maintenance Working Party.

64/16/17

PILLMERE

- a. Disused adventure play land.

It was **RESOLVED** to note that Councillor Ellison is organising a survey of all residents on the Pillmere estate to determine their views regarding the future use of the adventure play land, open spaces and proposed allotments.

- b. Other maintenance items.

It was **RESOLVED** to note that Councillor Ellison and the Grounds and Premises Warden are progressing maintenance works.

PUBLIC TOILETS

a. Operational toilets:

i. Alexandra Square

Councillor Mrs J Dent updated members.

It was **RESOLVED** to note the Property and Services Working Party is seeking quotes for the conversion of the block into a unisex toilet and storage area and the alternative option of a self-cleaning toilet.

ii. Belle Vue

Councillor Mrs J Dent informed members of an emergency failsafe button requirement for the toilet block.

It was **RESOLVED** to ensure an emergency failsafe button is provided.

iii. Longstone Park

Councillor Mrs H Frank informed members of the possibility to upgrade Longstone Park toilet.

It was **RESOLVED** that Mrs H Frank seeks quotes for Longstone Park toilet to be child friendly reporting back to the Property and Services Working Party.

iv. Waterside

No report.

b. Disused Toilets:

i. Belle Vue (upper)

It was **RESOLVED** the council have no further interest in the disused toilet block.

ii. Callington Road

It was **RESOLVED** to note awaiting progress by Cornwall Council Legal Department for the devolution transfer.

iii. St Stephens

It was **RESOLVED** to note this is a DOG item who are awaiting progress by Cornwall Council for the devolution transfer and that they are currently being used by St Stephen's Church for storage.

- c. To consider signs directing to toilets in the town.

Councillor Mrs J Dent informed members that the direction signs are in progress.

It was **RESOLVED** to note.

- d. International Toilet Day.

Councillor Mrs H Frank informed members of International Toilet Day and requested STC to participate.

It was **RESOLVED** to:

1. Participate in International Toilet Day twinning Longstone Park toilet.
2. Approve funding up to a maximum value of £100.
3. Allocate funds from EMF Public Toilets.

66/16/17 REPORTS FROM WORKING GROUPS

- a. Festive Representatives of Saltash Town (FROST) – (Councillor Mrs H Frank).

Councillor Mrs H Frank informed members of this year's Christmas Festival.

The arrangements are similar from last year, but with the assistance of outside companies.

It was **RESOLVED** to note.

- b. Christmas lights.

Festive Lights 2016

The background

At the July Services meeting, it was agreed to continue for one year with the same package of festive lights as last year:

- The installation and removal of lit garlands on the Museum, Elliotts and the Guildhall.
- The installation, removal and storage of the town's cross-road Christmas lights.
- The installation, decoration and removal of a fresh tree (minimum 20ft) in Victoria Gardens together with a safety fence.
- Maintenance of the strings of bulbs that hang across Fore Street

It was agreed that this should cost no more than last year, which was £2,750.

The Christmas Decorators have subsequently given a quote of £2400.

Collapse of catenary wire

At Services Committee in July, it was further agreed that if we were to enter in to a 3-year contract there should be some discount. In August, however, a section of the catenary wire holding the cross-street lights on Fore Street came down. The Christmas Decorators have inspected the wire and have told us that there are sections that will need repair and replacement. They are therefore unable to offer a fixed price 3-year agreement.

As a guide, a replacement of all catenary wires and lighting with the same product as at the Waterside would be in the region of £10,000. The Christmas Decorators do not think this is necessary for this season, but it will become necessary over the next few years.

An additional proposal for a tree on the Waterside

The lights and bunting on the Waterside have been very well received. Bearing in mind, too, that the Town Council is in talks about devolution of the Waterside area, it was suggested that Town Council might fund the installation of a large tree on the Waterside, similar to the tree in Victoria Gardens. SWRA has been very receptive of the idea, and local groups are keen to organise a Carol Service around the tree. The Christmas Decorators have given a quote of £750 to procure, install, decorate and remove a fresh tree (minimum of 20 ft) at the Waterside.

I therefore propose that Services agrees take on the work. to spend £3150 on Christmas Lights for this festive season to include a tree on the Waterside, with quotes to be received from 3 companies before the decision is taken as to which company will be given the work.

For reference:

* The EMF for Festive Lights Replace has £22,563.

* The EMF for Festive Lights Hire has £9,250.

Councillor Mrs H Frank

It was **RESOLVED** to spend £3150 on Christmas Lights for this festive season to include a tree on the Waterside subject to 3 quotes.

67/16/17 STREET FURNITURE

- a. Repair and improvement options and progress.

It was **RESOLVED** that the Chairman and the Grounds and Premises Warden improve the quality of the town benches and paint one blue.

- b. Donation of a memorial bench (Councillor Shepherd).

It was **RESOLVED** that the donated memorial bench be located in Victoria Gardens and that the Chairman determine its location and the Grounds and Premises Warden arrange installation.

68/16/17 TRAILER

- a. To consider income and expenditure.

It was **RESOLVED** to note.

- b. To consider a report and options.

Town Council Exhibition Trailer

The trailer was acquired from Caradon District Council on its dissolution several years ago at a cost of £2,500. It was initially refurbished by Cormac, including running gear refurbishment, internal refurbishment and external painting (white gloss) at a cost of £3,900 in October 2013.

The trailer is stored at the Subsequent repairs have cost a further £1,005. The original intention was to utilise the exhibition trailer for town events such as Regatta, Mayfair and the Christmas Lights event, and this has been done regularly. However it was also intended to hire the trailer out, mainly to neighbouring local authorities in SE Cornwall, and to external organisations such as Lions and Rotary. The total income generated since 2013 has been just over £500 but no planned marketing of this nature has ever taken place.

In order to make the trailer more attractive at events, and to promote Saltash as the “Gateway to Cornwall”, it was intended to decorate the plain white trailer with large photos and promotional graphics as a “vehicle wrap”. Indicative costs have been obtained from Mr Sticker who specialise in this work. The cost of one long side (c.4m x 2m view of the bridges from the Guildhall) one short side (c.2m x2m the Cross head view) and suitable text (availability for hire) would be approximately £2,200, including photography of appropriate resolution.

It is considered that the trailer is a useful resource and fairly essential for the main regular town events. The future options for the Town Council are:

1. To attempt to dispose of the trailer, though it is difficult to foresee an easy sale.
2. To invest no further funds in decorate the trailer, but retain it for town events.
3. To undertake the promotional refurbishment at a cost of £2,200.
4. To actively market the trailer to all neighbouring towns and parish councils for use at fetes and fairs etc, and to suitable community organisations, and to review recommended conditions and hire charges.

It was **RESOLVED** that:

1. Councillor Ellison provides a list of potential organisations and councils that maybe interested in hiring the trailer for targeted promotion.
2. The trailer be cleaned in-house.

69/16/17

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

70/16/17

AS REQUIRED OR IF NECESSARY

71/16/17

PUBLIC BODIES (Admission to Meetings) Act 1960

To resolve that the public and press be re-admitted to the meeting.

Councillor Ellison left the meeting.

72/16/17

URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR

Maurice Huggins Room

Councillor Austin enquired as to progress with the Local Devolution Fund refurbishment works at the Maurice Huggins Room.

It was **RESOLVED** to note that it is a devolution issue and that Councillor Mrs J Dent is in contact with Cornwall Council regarding progress.

73/16/17

PRESS RELEASES OR ARTICLES REQUIRED

None.

74/16/17 DATE OF NEXT MEETING

Wednesday 9th November 2016 at 7.00 p.m.

Rising at: 21:25

Signed: _____
Chairman

Dated: _____