

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Civic Amenities Committee held in The Guildhall on Wednesday 11th August 2010 at 7.00 pm

PRESENT: Cllrs C Oakes (Chair), R Austin (late arrival), R Bickford, P Clements, J Ellison, R Phillips, C Riches, P Stephens ISM

ALSO PRESENT: Mr Peter Gunn (by invitation of members)
One member of the press
Mrs D Ashton (Temporary Town Clerk)

APOLOGIES: Cllrs A Killeya, M Killeya

77/10/11 DECLARATIONS OF INTEREST

Cllrs Bickford and Ellison declared a prejudicial interest as they are members of SWRA.

Cllr Clements declared a personal interest as he represents the Town Council on the Elwell Woods project team.

78/10/11 FOOTPATHS

(a) Since the last meeting, Cllr Clements explained to members that he had looked at al 49 Public Rights of Way in Saltash, found faults with all and written a full report on them, which he presented to Cllr Oakes. He also supplied Cllr Oakes with a summary of the report and a copy of the definitive map and statement of the Public Rights of Way in Saltash too.

Cllr Clements explained that a full report was necessary before he could move into doing regular, monthly updates.

Members expressed their thanks and appreciation to Cllr Clements for undertaking such work and requested the summary document be e-mailed to them.

(b) Cllr Riches reported to members that the bridges have now been located and one is being installed at Bond's Timber. Rebecca Dickson (Cornwall Council Highways) is aware that Saltash does need the remaining bridges. As this is an ongoing item, an update to be supplied at the next Civic Amenities meeting.

(c) Cllr Riches informed members that the gate has been unlocked and there have been no reports of any problems. Rebecca Dickson has agreed for the gate to be removed and stored should a future use become apparent.

(d) Members heard that a response is still being awaited from Linda Holloway. As this is an ongoing item, an update to be supplied at the next Civic Amenities meeting.

- (e) Cllrs Clements, Phillips and Riches spoke with the owner of this land with regard to the possibility of a linking footpath over his land from Burraton Road to Moorlands Lane. The owner explained that there may be a possibility of a planning application of which would include a road from Burraton Road and that he would be happy to incorporate a footpath across the green area as part of these proposed works.

79/10/11

BUS SHELTERS

- (a) The Clerk explained that following Full Council on 5th Aug 2010 (minute 127/10/11), Fernbank had been contacted with the amended list and that a reply was being awaited.

The Town Council would pay for and supply the bus shelters at Grenfell Avenue and Carkeel inbound including applying for planning permission as necessary.

As this is an ongoing item, an update to be supplied at the next Civic Amenities meeting.

- (b) The Clerk explained that she had discovered this item resulting from an much earlier Civic Amenities meeting (minute 41/10/11(d) 9th June 2010) hadn't been actioned yet and said that letters would now be sent out promptly to address the matter.

The Clerk also reported that she had asked for a local company to look at the loose tiles on this bus shelter and to undertake repairs to make safe. This was to happen shortly.

80/10/11

CHRISTMAS EVENT

- (a) Cllr Riches introduced Mr Peter Gunn to members as he has now agreed to MC for the Christmas event. Members thanked Mr Gunn for attending this meeting and for undertaking this role.

- (b) Cornwall Council have advised that Mrs Ashton as Temporary Town Clerk should not apply for the street collection permit as it requires an application from someone who will be there at the event. A permit has to be obtained at least 28 days before the event so it is possible for Mr Lane, the new Clerk when he starts, or a Town Cllr to apply. However, Mrs Ashton has been able to reserve Sat 27th Nov with Cornwall Council Licensing (Caradon).

- (c) Mrs Ashton explained that the road closure application was in hand and that a new application process had been introduced by Cornwall Council since last year. Last year only required a list of roads to be closed and a map. For this year, written permission from the local police, evidence of public liability insurance, a risk assessment, a traffic management plan which will also need to encompass who will be marshalling and putting out cones/signs etc.

Cllr Stephens raised the matter of police presence as he had spoken to Sgt Dunstan. He explained that the Police have apparently been instructed not to get involved in traffic management anymore.

- (d) Cllr Oakes felt that a working group was needed for organising this year's event and for creating a definitive plan for use with future events. Members agreed with this suggestion and several volunteered. Members also felt that Mr Gunn should be part of any such group due to his role in the event. Members asked Mr Gunn if he would be happy to do that. It was **AGREED** that a working group consisting of Cllr Oakes, A Killeya, Clements, Phillips, Mrs Hooper and Mr Peter Gunn, in conjunction with the Clerk, be formed and meet as necessary to organise this event.

Members noted with thanks and appreciation to Miss Audrey Miller for the information on what had taken place at previous events she had supplied beforehand.

Cllr Ellison said that he had several contacts for entertainers and is happy to pass them on to the group as it may be good for the event to introduce new acts.

Cllr Oakes spoke of two local music groups that may be able to attend – a school band and a choir. Both need to be confirmed though.

Cllr Oakes explained to members that he had drawn up a rough programme of entertainment and suggested that a more detailed draft programme should be brought back to the next committee meeting for further discussion. Members **AGREED** that this should happen.

Members discussed the Caradon trailer which has been used in the past for staging and how it could be obtained. It was suggested to contact Cornwall Council though Cllr Riches though it may now be with the Police.

81/10/11

FESTIVAL FUNDING

The Clerk had tabled a detailed application from Caradon Swimming Club for members to consider. Members discussed the application and financial information at length which led to a general agreement that some funding should be given but not the full amount. It was unanimously **RECOMMENDED** that Caradon Swimming Club be granted £700.

Cllr Oakes briefed members on a recent communication from Mrs Judy Bradley with regard to the funding granted for SaltFest. Mrs Bradley wished to inform the Town Council that as the planning and organisation of this event has developed, it has transpired that some areas of spend have been under-budgeted and others over-budgeted but the total spend would be as the original application and no more. Mrs Bradley wished to seek the Town Council's approval to adjust the budgets accordingly. Members **AGREED** for the Clerk and Cllr Oakes to seek further clarification on this.

ELWELL WOODS INCLUDING ANY FINANCIAL MATTERS

Cllr Ellison said there was very little progress to report at the moment. He briefed members that a time lapse camera is due to be installed so that people will be able to watch the progression of the project online.

The planning application is still being held up due to ecological surveys that must be taken as part of the planning application submission.

The project team is now concentrating on obtaining structural planning permission for the actual erection site within Elwell Woods of the 'Celtic Cross'. The project team will also be working on a woodland management plan so that the rest of the site can be dealt with separately. The cost of the ecological surveys and the time involved had not been budgeted for.

No funds can be drawn down from the Lottery Community Spaces grant until such time that planning permission has been obtained and a sub-lease between the Town Council and SWRA is in place.

Cllr Ellison went on to report that Mr Simon Thomas (designer/artist) has created the final design of the 'Celtic Cross'. He is investigating the secure anchoring of the structure and lightning rods too.

Cllr Ellison informed members that there were three recent invoices for their consideration for works done. Cllr Ellison also explained that for this structure, the project team had commissioned further necessary works and two quotes have now been obtained by the project team. Members felt that any further discussion on these matters would require the press and public to be excluded.

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the press/public be excluded from the meeting.

Cllrs Ellison and Bickford also left the room during consideration of these invoices.

It was unanimously **RECOMMENDED** to approve payment of the following invoices:

1. Simon Thomas (designer/artist)	£2591.18
2. Optima Projects (consultant project engineer)	£1175.00
3. David Wilson Partnership (project manager)	£1175.00

Cllrs Ellison and Bickford were invited back to the meeting and Cllr Ellison apprised members of the quotes received for works which were due to be undertaken in the next month or so. Cllr Ellison explained that Cllr Gee has received copies of these quotes.

One of the quotes is for a geotechnical survey on the area where the stone base of the structure is to be installed. The quote has been obtained from a specialist and experienced company based in the South West and is for approx. £4000.

The second quote is for the trialling of finishes by Simon Thomas, the designer/artist, for the structure to ensure a quality and long lasting authentic verdigris finish and is for approx. £400.

Cllrs Ellison and Bickford left the room whilst members discussed these quotes at length.

Members noted that quotes had been received but felt that they were unable to pass prior approval of payment now for works carried out under these quotes. Cllr Stephens asked if invoices will be seen by Full Council.

Cllrs Ellison and Bickford returned to the meeting.

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that the public and press be re-admitted to the meeting.

83/10/11

GROUNDS MAINTENANCE

(a) Cllr Clements informed members that the Trematon Pound gate and wall had been repaired and was now safe. Members saw a photo that Cllr Clements had taken of the finished work. The Clerk said that she had authorised for works to be carried out under the Clerk's delegated authority to spend in an emergency as it was a hazard to members of the public and so did not require approval by Council.

Cllr Ellison thought that the pound area could perhaps be made more interesting somehow. He thought that there was still monies available from Lottery funding obtained some time ago now for the renovation of the area and could it be used.

Members discussed the various 'Art Cows' they had seen and wondered if something similar could be done for this space. Cllrs Riches and Bickford said they would pass on details to Cllr Ellison who volunteered to investigate and report back at the next committee meeting.

84/10/11

ALLOTMENTS

(a) **Grenfell Avenue**

Cllr Oakes reported that Cllr a Killeya is liasing with Cornwall Council to try and increase the lease length to 10 years. The Clerk reported that the second quote for prep works is being awaited.

(b) **Hatt**

This is still an ongoing matter and has now gone to planning permission. Members were unsure whether a decision has been made yet by Cornwall Council.

Cllr Riches spoke of a recent Community Network Area (CNA) meeting where Botus Flemming Parish Council expressed concern at Saltash allotments being located so close to the Hatt boundary. They felt they

should have been consulted as there is potential for traffic to increase in the area. Members asked the Clerk to write a letter to Botus Flemming Parish Council to explain who is seeking to put allotments there and that planning permission is being sought.

Whilst on the theme of growing vegetables, Cllr Oakes informed members of a thank you letter received from SEA on allowing vegetables to be planted amongst the Fore Street planters and paying tribute to Hine Bros who undertook the work for their good work – **NOTED**. Cllr Austin said that this planting had caused a very positive effect in town with retailers looking out for the ones outside their shops and there had been no vandalism to them either.

85/10/11 **STREET LIGHTING**

- (a) Cllr Riches said that lots of lamp stands are being replaced in areas but wasn't sure if it was part of a larger programme of works. He wasn't sure if works have taken place on the footpath between Longmeadow Road and Hillside Road but will have a walk along there to check.

86/10/11 **SEATS**

- (a) A response from Trevor Jones is still being awaited. Cllr Ellison thought that Fore Street benches may be the responsibility of the Town Council.
- (b) The Town Council's Groundsman had repaired a bench around a tree in the cemetery. Cllr Austin agreed to report back on the state of the other benches at the next committee meeting.
- (c) With regard to the repainting the Huntley Garden benches, the caretaking staff are waiting for good weather. Members asked if the Alexandra Square bench could be looked at too.

87/10/11 **PARKS AT PILLMERE**

Cllr Riches reported that this was still an ongoing item. He has now obtained a copy of the conditions of the s106 agreement with regard to the provision of open spaces which indicates that a large sum of money was allocated for this. In principle, Caradon had accepted to adopt play parks. Cllr Riches said that he would be using this approach with Cornwall Council now he has the evidence.

88/10/11 **HIGHWAYS AGENCY**

The Clerk reported that a further meeting has been arranged with Mr Malcolm Roberts (Area Performance Manager) on 17th Aug 10am at the Guildhall to try and seek some resolution. Members wished for their thanks and appreciation to those involved to be noted.

89/10/11 **UPDATE ON NOTICEBOARDS**

The Waterside noticeboard has now been repaired. To put back in place is a 2-person job so will be done when staff availability allows.

Although a recommendation was made to purchase a new noticeboard for Yellow Tor Road if budget allowed, the caretaking staff felt it could be repaired for minimal cost (new hinges and padlock). It is now fully repaired and back in use.

Caretaking staff are in the process of trying to fix the Callington Road noticeboard lock.

Caretaking staff have removed the worst of the recently sprayed graffiti from the Fairmead Road noticeboard – a further attempt to remove all traces will be done shortly.

All other noticeboards are in good order.

Members asked for their thanks and appreciation to be noted and passed on to the caretaking staff.

Cllr Stephens spoke of the Wesley Road noticeboard that is used by the Saltash Youth Council. He reminded members that it is still a Town Council noticeboard and needs to be added to the maintenance list.

Cllr Ellison spoke of the Pillmere Drive noticeboard and suggested that the town Council take responsibility for it. Cllr Oakes said he would inspect it and report back at the next committee meeting.

90/10/11

CCTV FUNDING

Cllr Oakes explained that an e-mail had been received by the Clerk from another nearby Town Clerk saying that Cornwall Council was proposing to remove all funding for CCTV – **NOTED**.

Cllr Austin said that no final decisions have been made about funding issues yet and that the only plans he is aware of is for there to be one CCTV monitoring central office in Bodmin. He said he would find out further information and keep members updated. He suggested that a Mr Simon Swale at Cornwall Council be contacted.

91/10/11

OVERHANGING PLANT GROWTH

Cllr Austin reported several complaints have been received from members of the public who have mobility problems regarding plants from private gardens overhanging pavements in St Stephens Road and making passage difficult.

Letters were sent to the householders concerned and some of them have taken Action but not all. It was **AGREED** that the Clerk write a further letter to the householders concerned.

Cllr Oakes said he had written an article for the recent edition of the Messenger. Members felt that it should remain an agenda item and that Cornwall Council is able to take enforcement action.

Hillside Avenue was another area that was highlighted. Cllr Oakes said he would inspect the situation there.

Cllr Ellison suggested that a template letter be drawn up for use in these situations.

It was **AGREED** that the Clerk to write such letters and for a template letter to be drawn up.

92/10/11 **SWRA BOARD WALK**

Cllr Ellison said that there was no progress to report. Only a rough estimate for works had been obtained so far and that further quotes will be sought.

Cllr Bickford said he supported the concept but he had concerns over how it would be done. He thought that simpler and cheaper works such as a pavement would be just as effective.

93/10/11 **ONGOING REPORTS FOR NOTING**

- (a) Blue Collar Worker - there was nothing further to report.
- (b) Offer of seat - the member of the public requesting a memorial seat on Brunel Green had been in contact again. The Clerk had contacted Trevor Jones just to clarify that this was possible.
- (c) Grounds Maintenance Phase V - there was nothing further to report.
- (d) Dog fouling - there was nothing further to report.
- (e) Blue Plaque Scheme – an application for lottery funding had now been submitted.

94/10/11 **PRESS RELEASES**

None

95/10/11 **DATE OF NEXT MEETING**

8th September 2010

Rising at 8.35pm