

## **SALTASH TOWN COUNCIL**

### **Minutes of a Meeting of the Services Committee held in The Guildhall on Wednesday 12<sup>th</sup> June 2013 at 7.00 pm**

**PRESENT:** Councillors: J Brady, Mrs J Dent (Chairman for part of meeting), Ms G Donovan, J Ellison (for part of the meeting), Mrs H Frank, L Russell, D Yates (Chairman for part of meeting)

**ALSO PRESENT:** Councillor R Austin  
R Lane, Town Clerk  
Mrs A-J Thomas, Senior Administration Officer

**APOLOGIES:** Councillors Holley, Shepherd

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### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **01/13/14      ELECTION OF A CHAIRMAN AND VICE-CHAIRMAN OF THE COMMITTEE**

**(Councillor Yates in the Chair.)** Councillor Mrs Dent was elected Chairman of the Committee for the ensuing year.

**(Councillor Mrs Dent in the Chair.)** Councillor Brady was elected Vice-chairman of the Committee for the ensuing year.

#### **02/13/14      DECLARATIONS OF INTEREST**

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

<b>Councillor</b>	<b>Item</b>	<b>Pecuniary/Non-pecuniary</b>	<b>Reason</b>
Dent	08/13/14 a.i	Pecuniary	Member of RBL
Ellison	09/13/14	Non-pecuniary	Chairman/Leader Elwell

#### **03/13/14      HOW THE COMMITTEE WILL FUNCTION AND ITS MEETING CYCLE**

It was **RESOLVED** that meetings will be held in July and September to allow the Committee time to deal with the historic backload of work from the merged Civic Amenities and Industry, Commerce, Transportation & Tourism Committees. The frequency of meetings will then be reviewed together with the establishment of working groups to take some of the workload.

**04/13/14      QUESTIONS FROM THE PUBLIC**

None.

**05/13/14      CURRENT COMMITTEE BUDGET STATEMENT**

The Clerk explained that the Civic Amenities Committee and Industry, Commerce, Transportation & Tourism Committee budgets would be merged for the next meeting. It was noted that some budget lines will be transferred to the Policy & Resources Committee following the committee restructure. It was further noted that it may be appropriate to merge some budget lines for simplification and the Chairman will work with the Chairman of Policy & Resources Committee on this.

**06/13/14      DISPLAY TRAILER**

**a. Update on refurbishment and decoration of the trailer**

It was noted that the trailer has been refurbished but there are still some snagging issues to be **RESOLVED**. Councillor Ellison reported that he is working with Councillor Bickford to source photographs for the decoration of the outside of the trailer – the transfers will be produced by Mr Sticker.

**07/13/14      FOOTPATHS**

**a.      Footpath update**

Councillor Ellison reported that Peter Clements who had previously provided the updates and detailed information on footpaths in the town, had retired as a councillor at the last election. It was **RESOLVED** to invite Mr Clements to sit on the working party which will oversee footpath issues and report back to the committee.

It was **RESOLVED** to establish a working group comprising of Councillors Brady (to lead), Ellison, Russell and Shepherd. Councillors Austin and Yates will represent Saltash West on an ad hoc basis. The Chairman will invite Mr Clements and Councillor Mrs Hooper MBE to join the working party. The committee will be responsible for Footpaths and Environment which includes the following:

- Footpaths
- Grounds Maintenance
- Roundabouts

- Weed control
- Watering
- Reports of overhanging trees etc.

All of the following items were referred to the working party.

**b.** Wainhomes footbridge – update

The bridges are:

1. North – Pillmere – Dellohay Park
2. Middle
3. South – Pillmere- Brook Hill

Councillor Ellison reported that Steve Blatchford (Cornwall Council) had informed him that he would be putting the works out to tender again shortly.

The ransom strip at Berry Park is still stalling any work.

**c.** Possible Public Footpath from Babbis Farm Lane to Henn Point – update

Councillor Bickford had reported that the gate remains unlocked and the footpath accessible. There are plans to clear the path. he asked that the item remains on the agenda for monitoring. The report was noted.

**d.** Purchase of standard footpath signs from Cornwall Council

Mr Clements had submitted a list of required signs. The report was noted.

**e.** Yellowtor lane/Spire Hill Park right of way – update

Referred to working party.

**f.** Definitive Map Modification Order Application – Waterside to Coombe Road

Referred to working party.

**g.** Possible third Pillmere footbridge at Dartmoor View/Brooks Hill

Councillor Ellison suggested that a culvert might provide a solution.

**h.** Any other footpath issues

Mr Clements had reported that Cornwall Council's Definitive Map of Public Rights of Way Modification Order Panel was

decommissioned on 08/05/2013. He asked who will now fulfil that panel's function.

Councillor Ellison will visit the DMMO office and report to the working party.

**08/13/14      FESTIVAL FUND (FOLLOWING THE COMMITTEE RESTRUCTURE ALL FUTURE APPLICATIONS WILL BE CONSIDERED BY THE POLICY & RESOURCES COMMITTEE)**

- a. i. 49 – Saltash & District Royal British Legion

**(Councillor Mrs Dent left the room for this item. Councillor Brady in the Chair.)**

It was **RECOMMENDED** that £375.00 is awarded.

- ii. 50 – Saltash Environmental Action

**(Councillor Mrs Dent in the Chair.)**

It was **RECOMMENDED** that £1000.00 is awarded with the following conditions: receipts and invoices required; unspent funds returned; the money is not for purchasing prizes.

It was noted that the application had subsequently been withdrawn.

- b. Any other items relating to the Festival Fund

It was noted that all future applications will be dealt with by the Policy and Resources Committee.

**09/13/14      ELWELL WOODS/CORNISH CROSS**

Councillor Ellison reported that there is still some Lottery Grant funding remaining which has to be spent by 31<sup>st</sup> August 2013. The team are working Saltash Heritage, saltash.net and Saltash College on projects which will use this money.

Cornwall Wildlife Trust continue to work on the site.

It was **RESOLVED** to note the report.

**10/13/14      GROUND MAINTENANCE**

- a. Phases VII and VIII – update

Councillor Ellison reported that Phase VII is now complete. Phase VIII is due to be started shortly.

- b. Any other items relating to grounds maintenance

None.

## 11/13/14 STREET FURNITURE

- a. Seats

- i. Longstone Park

It was noted that these benches have been repaired.

- ii. Latchbrook – update

Councillor Austin will ask Cornwall Council to take remedial action. If they are unable to do to this he will ask for permission for the Town Council to undertake the work.

- iii. Consider a quotation for refurbishment of seats in Fore Street

It was noted that this work has been done.

- b. Any other issues relating to street furniture

It was **RESOLVED** to obtain a quotation for the refurbishment of the planters in Fore Street which is to be considered by the working party.

## 12/13/14 WEED SPRAYING

It was noted that weed control will be considered by the working party. Councillors were asked to report any overgrown areas that are being missed by Cornwall Council.

Councillor Frank expressed concern that weed spraying had been undertaken in windy conditions next to an area where children were playing. She will report this to Cornwall Council.

## 13/13/14 ALLOTMENTS

- a. Update on consideration of condition that anyone being allocated an allotment joins the allotment society

It was noted that this cannot be a retrospective requirement.

- b. Allotment Insurance

A number of allotment tenants have not yet provided copies of their insurance as required by their tenancy agreements. It was **RESOLVED** to send a further letter reminding them that they are in breach of their contract by not having the appropriate insurance in place.

c. Phase 2 allotments at Cemetery

It was **RESOLVED** to obtain quotations for the installation of rabbit proof fencing.

d. Any other items relating to allotment

The Clerk reported that the lease was in the process of being finalised and signed for the new area at Grenfell Avenue. A quotation had been received for clearing the site. It was **RESOLVED** to obtain further quotations for clearing the site which should be done in the autumn to include hedge cutting, clearing brambles and grass and weed spraying but not rotavating the site.

**14/13/14      STREET LIGHTING**

It was **RESOLVED** to remove this item from the agenda.

**15/13/14      PLAY AREAS/PLAYGROUNDS - UPDATE**

Following inspections of play areas in the town by the previous committee it was noted that many are in a poor state. All swings have been removed by Cornwall Council who do not have sufficient funds to maintain all the play areas in the county.

The committee discussed the possibility that Residents Associations take on the responsibility for some play areas as they would be able to apply for grants and funding that is not available to the Town Council. It was **RESOLVED** that at the July meeting the committee arrange a date for a meeting between the Community Network Manager, Esther Richmond, and the Residents Associations to make them aware of grants available.

**16/13/14      TOWN MESSENGER (COMMITTEE TO BE CONFIRMED)**

This is now the responsibility of the Policy and Resources Committee and will be removed from the agenda.

**17/13/14      REPORTS OF OVERHANGING TREES AND PLANT GROWTH**

This item is referred to the working party.

**18/13/14      COMMUNITY TOILET SCHEME**

Councillor Russell asked if the Leisure Centre could become part of the scheme (for no charge) and be included on signage.

Councillor Yates informed the committee that STIG is looking at providing maps of the location of Community Toilets to enable the public to locate them easily.

It was **RESOLVED** that the Town Council will provide a sign for the leisure centre and the Committee look at approaching other establishments in the town in the future.

**19/13/14      CORNWALL IN BLOOM**

Councillor Bickford had reported that he will be entering the town into the competition.

**20/13/14      SEAGULL PROOF SACKS – UPDATE**

Councillor Austin reported that the sacks are now available. The Senior Administration Officer was asked to follow up the earlier enquiry regarding the Town Council stocking the sacks.

**(Councillor Ellison left the meeting.)**

**21/13/14      BUS SHELTERS AND STOPS**

Councillor Yates reported that he still awaiting a reply from Fernbank regarding a shelter on Liskeard Road.

Councillor Austin reported that the digital information systems are due to be installed shortly into the new bus shelters in Fore Street.

**22/13/14      INDUSTRIAL ESTATES**

**a. Moorland Lane Industrial Estate - to consider quotation to replace directional signage (Cllr Mrs Hooper MBE)**

It was **RESOLVED** to ask Cornwall Council to change the incorrect signage at their expense.

**b. Update on empty industrial units**

Councillor Austin reported that there are very few empty units at present.

Councillor Yates informed the committee that the Neighbourhood Plan will include looking at this area.

**c. Any other industrial estate issues/updates**

A new directory sign for Gilston Road will be considered as part of the priority setting process.

There are issues with parking in Gilston Road once again which have been reported.

Reports of noise from Gilston Road should be reported to Cornwall Council Environmental Health.

The access at the bottom of Gilston Road from Pillmere is being blocked.

**23/13/14      NOTICE BOARDS**

The Clerk will arrange for caretakers to install the new maps in the information boards.

It was noted that some notice boards have recently been refurbished.

**24/13/14      GRITTING AND SNOW CLEARING ARRANGEMENTS**

Councillor Yates asked the committee to continue to inspect grit bins and report any damage as well as any areas they consider might require a bin.

**25/13/14      FESTIVE LIGHTS**

No report.

**26/13/14      MULLET FISHING**

Councillor Yates briefly described the background to this item. No further report.

**27/13/14      REPORTS FROM WORKING GROUPS**

**a. Saltash Town Centre Improvement Group (STIG)**

Councillor Killea had reported that "STIG will be meeting shortly having had a break due to the election. However Free Parking continues to work well, the new hanging baskets are now up, and work on the talking bench is well underway. The town app is currently delayed but we are hoping to get it moving again soon."

**b. Saltash Publicity Local Action Team (SPLAT)**

No report.

**c. Festive Representatives of Saltash Town (FROST)**

Councillor Mrs Frank reported that the group will next meet in July. She would like the status of the group clarified at a future meeting.

**d. Guildhall Property/Maintenance & Marketing**

No report. It was noted that Policy & Resources Committee will be considering the hiring policy and procedures following an incident last weekend.

**28/13/14      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.**

No items



29/13/14 **PUBLIC BODIES (Admission to Meetings) Act 1960:** To resolve that the public and press be re-admitted to the meeting.

30/13/14 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None

31/13/14 **PRESS RELEASES OR ARTICLES REQUIRED**

None

32/13/14 **DATE OF NEXT MEETING**

Footpaths and Environment Working Party – Monday 1<sup>st</sup> July 2013 at 6.30pm

Committee - Wednesday 10<sup>th</sup> July 2013 at 7.00pm

Rising at 9.50pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_ 4<sup>th</sup> July 2013