

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Services Committee held in The Guildhall on Wednesday 11th September 2013 at 7.00 pm

PRESENT: Councillors: Mrs J Dent (Chairman), J Brady, J Ellison, Mrs H Frank, L Russell, D Yates

ALSO PRESENT: Councillors: R Austin (for part of meeting), R Bickford (for part of meeting)
Mr W Cotton, Mr P Dickerson – Saltash Chamber of Commerce
Ms L Austin – Saltash Environmental Action
Mrs A-J Thomas, Senior Administration Officer

APOLOGIES: Councillor Mrs S Hooper MBE, J Shepherd

HEALTH AND SAFETY ANNOUNCEMENTS

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

59/13/14 DECLARATIONS OF INTEREST

1. 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			

60/13/14 QUESTIONS FROM THE PUBLIC

The Chairman introduced Ms Louise Austin from the Saltash Environmental Action group. She presented a proposal for changes to the approach to the planting scheme in the town. (Copy on file.)

It was **RESOLVED** to consider the suggestions in consultation with the contractors and plant suppliers. SEA will be happy to attend any meeting.

The Chairman thanked Ms Austin for attending.

61/13/14 CURRENT COMMITTEE BUDGET STATEMENT

Members considered the budget statement. Councillor Ellison queried the amount spent on the Christmas event last year. Councillor Mrs Frank will check the figures.

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

62/13/14 REPORTS FROM WORKING GROUPS:

a. Footpaths and Environment

Councillor Brady gave a report (copy on file.)

Footpaths are in good repair. The obstructed footways in Carkeel have now been cleared.

Councillor Bickford reported that the gate to Henn Point footpath remains unlocked and the footpath accessible. He will monitor and report to the working party in future.

The grounds maintenance tender is being reviewed. Councillor Ellison advised that it is likely that costs in coming years will drop as most major projects have now been completed.

It was **RESOLVED** that Councillor Brady will work on a new tender document for Grounds Maintenance with the Mayor and Town Clerk. The proposals from SEA will be included.

It was further **RESOLVED** that the Mayor will look at the tendering process and if a change of policy is required to take this to the Policy & Resources Committee.

(Councillor Austin arrived.)

b. Saltash Town Centre Improvement Group (STIG)

The Chairman read out a report from Councillor Killeya (copy on file).

Councillor Ellison reported that contractors are scheduled to start the work on the planting scheme alongside the slip road next week.

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

c. Saltash Publicity Local Action Team (SPLAT)

Councillor Bickford reported that a revised version of the Visit Saltash leaflet is being worked on and should be available next year.

SPLAT will offer support to the Christmas event.

Councillor Bickford reminded Members that they are welcome to attend meetings.

d. Festive Representatives of Saltash Town (FROST)

Councillor Mrs Frank gave a report (copy on file).

Following discussion on the format of the event it was **RESOLVED** that:

- The stage (trailer) is placed across the top of Belle Vue Road. Councillors will stand at the back of the arena.
- Mr Dickerson will email all traders encouraging them to participate in the event and attend the next FROST meeting.
- It is hoped to involve Lower Fore Street more including possibly extending the festive lights down the street. This will be passed to the Festive Lights Committee.
- More people need to be trained in traffic management. The Clerk will be asked to write to Cornwall Council asking for a course to be run.

e. Guildhall Property/Maintenance & Marketing

Councillor Yates reported that it was planned to purchase screens up to the value of £2000.00 for use in the Guildhall.

It was **RESOLVED** to delegate authority to purchase the screens from the Guildhall Maintenance budget to the Mayor and Clerk.

63/13/14 DISPLAY TRAILER

a. Update on refurbishment and decoration of the trailer

Councillor Ellison reported that he is still trying to source a suitable high quality photograph to be used for decoration.

64/13/14 ELWELL WOODS/CORNISH CROSS

a. Update

Councillor Ellison reported that the project is in the final stages of spending with projects involving Saltash Heritage, saltash.net and Saltash College planned.

Cornwall Wildlife Trust will be continuing to work in the woods until next September. They will also be working with the Air Cadets.

Councillor Yates asked if the bench next to the Cross that overlooks traffic might be relocated. Councillor Ellison will investigate.

b. Signage

Councillor Ellison reported that there has been little progress with signage. He is still awaiting permission to erect signs and is investigating brown tourist signs.

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

65/13/14 **STREET FURNITURE**

a. Seats

i. Latchbrook

Councillor Austin reported that there was no further update on the seats which are owned by Cornwall Council.

It was **RESOLVED** that Councillor Austin will investigate if it is possible to use Cornwall Council Members Allowance to get the benches repaired through the Latchbrook Neighbourhood Association. If not he will ask Cornwall Council if they will repair the benches with Saltash Town Council contributing half of the cost. The final option (only if the other options are ruled out) is that the Town Council offer to turn the faulty seats into benches in which case a quote should be obtained for the work.

b. Any other issues relating to street furniture

It was reported that seats at Hillside Road and St Stephens Road (where the road divides by the school) are in need of repair.

66/13/14 **ALLOTMENTS**

a. Allotment insurance

It was reported that the majority of allotment holders now have insurance and most on Churchtown belong to the Allotment Society.

b. Phase 2 allotments at Cemetery

It was **RESOLVED** to obtain quotes to prepare the ground for the allotments including weedkilling and marking out. The Mayor will ask the Clerk if it would be possible for the Groundsman to undertake the work.

(Councillor Austin reported that the bee hives will be moved to ensure they don't disrupt the work.)

c. Any other items relating to allotments

Councillor Austin asked if a cattle trough to provide water to the new allotments could be placed at no cost to the council. This will not happen until the spring.

67/13/14 PLAY AREAS/PLAYGROUNDS

Councillor Austin reported that negotiations are continuing regarding the pocket parks. He is also awaiting feedback from the neighbourhood associations.

Councillor Ellison is concerned that swings are still missing and the tender from the train on the Waterside has still not been returned.

It was **RESOLVED** that Councillor Ellison will take the lead and investigate these issues.

68/13/14 REPORTS OF OVERHANGING TREES AND PLANT GROWTH

Councillor Brady reported that there are overhanging trees and bushes on properties in Grasmere Way.

It was **RESOLVED** to write to Coftons (the land owners) asking them to clear the growth and add as an agenda item for the next meeting.

Councillor Russell reported that the pathway at the back of 23 Pillmere Drive is overgrown.

Councillor Austin will contact Dougal MacLachlan at Cornwall Council asking for the overgrowth at the Toc H building to be cut back.

69/13/14 COMMUNITY TOILET SCHEME

Councillor Yates will produce a map showing the location of the Community Toilet Scheme properties. Mr Dickerson will ask traders if they will join the scheme. Councillor Bickford will investigate the possibility of No4 Fore Street participating.

It was **RESOLVED** to order the sign for the Leisure Centre.

70/13/14 CORNWALL IN BLOOM

The Chairman reported that she had accompanied the judge around the town. The award ceremony will be held at the Eden Project on October 17th. Councillors Austin and Mrs Frank will attend. The Mayor will check his diary.

71/13/14 SEAGULL PROOF SACKS

It was **NOTED** that sacks are now available from Cornwall Council and a supply will be ordered shortly for sale in the Guildhall. The sacks are currently available to purchase from the One Stop Shop.

72/13/14 BUS SHELTERS AND STOPS

Councillor Yates reported that he is still awaiting a reply about the shelter on Liskeard Road. He will investigate if it could be funded from the S106 Sustainable Transport budget.

Councillor Austin reported that due to budget constraints installation of the RTI system in bus shelters countywide is on hold.

73/13/14 INDUSTRIAL ESTATES

a. Moorland Lane signage

- i. The Senior Administration Officer was asked to follow up the progress of the directory signage.
- ii. Councillor Austin reported that Cornwall Council will correct the wording on the incorrect signs.

b. Update on empty industrial units

It was NOTED that there are a number of empty units. There are reports of a possible tenant for the old Focus store.

c. Any other industrial estate issues/updates

None.

74/13/14 NOTICE BOARDS

a. To consider quotations

It was **RECOMMENDED** to accept the quote from Parc Signs for two signs to the value of £1224.01 from Notice Boards Repair Budget.

A supply of magnets will be purchased.

b. Any other issues relating to notice boards

None.

75/13/14 GRITTING AND SNOW CLEARING ARRANGEMENTS

Councillor Yates reminded the Committee that all reports regarding grit bins should be sent to him.

76/13/14 FESTIVE LIGHTS

Councillor Mrs Frank will feed back the request for festive lights on Lower Fore Street to the Festive Lights Committee.

77/13/14 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.

None

78/13/14 **PUBLIC BODIES (Admission to Meetings) Act 1960:** To resolve that the public and press be re-admitted to the meeting.

79/13/14 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None

80/13/14 **PRESS RELEASES OR ARTICLES REQUIRED**

None

81/13/14 **DATE OF NEXT MEETING**

Wednesday 13th November 2013

Rising at 8.55pm

Signed: _____
Chairman

Dated: _____ 3rd October 2013