

## **SALTASH TOWN COUNCIL**

### **Minutes of a Meeting of the Services Committee held in The Guildhall on Wednesday 13<sup>th</sup> November 2013 at 7.00 pm**

**PRESENT:** Councillors: Mrs J Dent (Chairman), J Brady, Ms G Donovan, Mrs S Hooper MBE (for part of meeting), D Yates

**ALSO PRESENT:** Councillors: R Austin, R Bickford (for part of meeting)  
W Cotton (Chamber of Commerce)  
Mrs A-J Thomas, Senior Administration Officer

**APOLOGIES:** Councillors G Ellison, Mrs H Frank, L Russell, J Shepherd  
P Dickerson (Chamber of Commerce)

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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.

#### **82/13/14      COMMITTEE MEMBERSHIP**

The Chairman reported the Councillor Shepherd had resigned from the Committee. It was **RESOLVED** that the Chairman will attempt to recruit a Member to replace him on the Committee.

#### **83/13/14      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

<b>Councillor</b>	<b>Item</b>	<b>Pecuniary/Non-pecuniary</b>	<b>Reason</b>
None			

#### **84/13/14      QUESTIONS FROM THE PUBLIC**

None

85/13/14

**FINANCE:**

- a. Current Committee budget statement

Councillor Brady noted that the watering budget was overspent and suggested it might be worth considering purchasing a water bowser in the future rather than continue to hire.

It was **RESOLVED** to note the current committee budget statement.

- b. Allotment Fees for 2015/16

It was **RESOLVED** to submit to the P and R Precept Meeting that:

- i. there shall be an increase to the allotment fees for 2015/16 by £1.00 per plot with the charge for water to remain the same.
- ii. the fees for the new Grenfell Avenue allotments at the same level as the current Grenfell Avenue plots.

- c. Budget for 2014/15

Members considered the budget for 2014/15.

It was **RESOLVED** to submit the budget for 2014/2015 (copy attached) to the P & R Precept meeting.

86/13/14

**REPORTS FROM WORKING GROUPS:**

- a. Footpaths and Environment  
No report

- b. Saltash Town Centre Improvement Group (STIG)

Councillor Killeya had submitted the following report:

STIG's main foci this month have been firstly Saltash Shopping Week (including free parking) and secondly STIG finances from Phases I-IV. We submitted a report to council and to the S106 steering group, including requests for retention of funds to complete some projects. Our next stage of work will be largely affected by the decision on funding a 'Vibrant Saltash Manager/Officer/Assistant'.

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

- c. Saltash Publicity Local Action Team (SPLAT)

Councillor Bickford reported that Councillor Mrs Frank will be joining the committee. SPLAT are currently looking at the proposed new tourist sign for the Tamar Bridge and hope to be

able to include other attractions in the town as well as the Cornish Cross.

d. Festive Representatives of Saltash Town (FROST)

Councillor Mrs Frank had submitted the following update on the Christmas event:

Saltash Christmas Festival  
Saturday 7<sup>th</sup> December 2013

Timetable

10 – 8pm	Christmas Tree Festival, Church of St. Nicholas & St. Faith
10:45	Convoy of Santas on motorbikes rides up Fore Street
2 – 7:30	Elliotts and Saltash Heritage Museums open
4:30 – 7:30	Christmas Market & Pedestrian Haven on Fore Street
4:30 – 7:30	Blood Bikes & Fire Engine on Fore Street
4:30 – 6:30	Christmas Craft Table run by SEA in Brunel Inn
5:30	Civic Parade leaves Guildhall & processes up Fore Street led by Saltash Town Band and Rotary Father Christmas
5:40	Ceremony to switch on Christmas lights
5:45	Civic Carol Service
6 – 7:30	Santa's Grotto in For Saltash
7pm	Lantern Parade leaves Guildhall & processes up Fore Street led by the Rubber Band
7:20	Firework Display over Fore Street

Community Christmas Chorus

Rehearsal on Friday 29<sup>th</sup> November from 7:30 in the Guildhall

Lantern Workshops for public in Guildhall

3pm on Sat 30<sup>th</sup> Nov (Spaces available)  
evening of Mon 2<sup>nd</sup> Dec (Fully booked)

Pirate FM will be publicising the event and a Pirate FM presenter will help with the countdown for the switching on of the lights

Saltash Celebrates Christmas FB page has just under 300 likes.

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

e. Guildhall Property/Maintenance & Marketing

No report.

## 87/13/14 ELWELL WOODS/CORNISH CROSS

### a. Report from Councillor Ellison on signage

Nearly all the Town Council's special signs have been put in place last week, as somewhat reluctantly agreed by Paul Allen of Cormac Highways (directing parking to Alexandra Square, with return walking signs). Cormac have also quoted £650 to redesign and remake the scruffy brown tourist sign by the traffic lights, and an application has gone to the S106 committee to provide funding.

### b. Report from Councillor Ellison on Elwell Woods

All claims to Groundwork have been submitted without problem, so the project is officially closed. Two things remain - Saltash Heritage are working with pupils from Saltash.net to research the history of the site and Saltash College will design and build an entrance arch for the lower entrance to the Woods in the next two months or so.

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

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

## 88/13/14 ALLOTMENTS

### a. Report from Councillor Austin on Phase 2 at Churchtown Allotments

1. Round up 1st dose is done and has to be left for 6 weeks - carried out 1st week of Oct.
2. The farmer Paul Maunder has then to cut the dead heads and pile in corner of field for compost - mid November.
3. Brad Hine has to then apply round up again to kill off plants left from first application.
4. By end of December the field will be ready to plough.
5. In January we can mark out the plots it looks like we will get more than originally quoted. It is estimated that there will be 19 plots.
6. In February we can send out letters to plot applicants
7. Accept new allotments ready for March 2014.

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

### b. Report from the Chairman on Grenfell Avenue Allotments and approve works

The Chairman reported that as the Committee are already aware the new allotment site has been taken over by the Town Council and works have been ordered as previously discussed.

**89/13/14      REPORTS OF OVERHANGING TREES AND PLANT GROWTH**

There were no reports or overhanging trees or plant growth.

It was **RESOLVED** to remove the item from the agenda. All reports should be made to the office in future for action.

**(Councillor Mrs Hooper left the meeting.)**

**90/13/14      APPROVAL PROVIDING MRS FLOK DE WINTER WITH OFFICIAL IDENTIFICATION AS A VOLUNTEER TREE WARDEN**

It was **RESOLVED** to issue Mrs De Winter with an official identification card as requested.

**91/13/14      CORNWALL IN BLOOM**

The Chairman reported that the Town Council won two awards in the Cornwall in Bloom competition. The Full Bloom and Town Centre awards were presented to the Mayor on Monday 11<sup>th</sup> November along with the £250 prize money.

**92/13/14      NOTICE BOARDS**

- a. The Chairman reported that due to a change in staffing the new notice board for the Waterside was not yet in place. The Senior Administration Officer will follow this up.
- b. Following a comment from a member of the scheme it was **RESOLVED** to contact all participants in the Community Toilet Scheme to ask if they would be willing to have a Town Council information board on their premises publicising the town.
- c. The Chairman requested that a notice is put in the Waterside toilets stating that the toilets are owned by the Town Council and to contact the Town Council if there are any problems with the facilities.

**93/13/14      SIGNAGE**

- a. Moorlands Lane – report from the Chairman

The Chairman reported that the new directory sign is now in place.

**94/13/14      GRITTING AND SNOW CLEARING ARRANGEMENTS**

- a. Report from Councillor Yates.

We now have 6 new grit bins.

The first priority is to replace existing damaged bins at the following locations:

Cutlers Corner

Hillside Road/Hillside Avenue

Trelawney Road

Warraton Green (This has been tipped over and although the salt has been recovered the body of the bin has been damaged so will have to be replaced when the bin is empty).

Albert Road (The bin has filled with water and is distorted, possibly made worse because it is on a slope) if the bin can be straightened out it will be re used at a flat location.

Suggested Move:

One of the two bins at Pollards Way to be removed (when it is next empty) and relocated.

Using this bin with the remaining new bin there a number of possible new locations

So far suggested new locations for consideration ):

Alamein

Lower Port View

Trematon (suggest using ex Albert Road if it can be straightened)

Suggested move:

One grit bin on Fairway in the parking bay below Back Hill to be moved to the junction between Fairway and Back Hill to improve coverage.

Remainder of bins will need to be checked, cleaned out and contents loosened and refilled if needed.

I have enclosed an example of the checklist we used originally when setting up the scheme (which needs confirming/updating).

It was suggested that a grit bin is placed at the junction with Beatrice Avenue and St Stephens Road. Councillor Yates invited Members to make suggestions for other locations.

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

**95/13/14**

## **FESTIVE LIGHTS**

### **a. Report from the Chairman**

The Chairman reported that it was hoped to add new lights to the display next year. The Festive Lights Committee will work with the Town Council on this. It was noted that an amount was added to the EMF annually to provide funds when the current lights reach the end of their life and require replacement.

### **b. Establish a Christmas Lights Working Party**

It was **RESOLVED** to ask FROST to take this as part of their working party.

**96/13/14      LATCHBROOK COMMUNITY CENTRE**

a. Report from Councillor Phillips

Councillor Phillips has great concerns about the situation at the Latchbrook Community Centre. He believes the site to be an eyesore and unsafe. He also believes that at least 1 footpath has been closed.

Councillor Austin reported that he has written to the Scouts in his capacity as a Cornwall Councillor asking for these issues to be addressed.

It was **RESOLVED** to send a letter from the Town Council asking for the site to be tidied and made safe and for any obstructed footpaths to be cleared.

**97/13/14      OTHER AREAS THAT THE SERVICES COMMITTEE IS RESPONSIBLE FOR:**

The Chairman reminded Members that in addition to the items discussed at the meeting the following items will be taken upon notification by members prior to a meeting with a short written report summary.

- Street furniture
- Community Toilet Scheme
- Community clean up projects/other environmental issues
- Additional litter bins in outer areas
- Increased toilet cleaning
- Bus shelters & stops
- Industrial estate issues
- Play areas/play grounds

**98/13/14      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.**

**99/13/14      AS REQUIRED OR IF NECESSARY**

None.

**100/13/14      URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

The Chairman reported that Mr Bruce Reid has asked if the Air Cadets could undertake the collection for the Festive Lights Committee at the

Christmas Event. It was **RESOLVED** to ask the Air Cadets to do this subject to the appropriate licence being in place.

**101/13/14    PRESS RELEASES OR ARTICLES REQUIRED**

None.

**102/13/14    DATE OF NEXT MEETING**

Wednesday 8<sup>th</sup> January 2014

Rising at 9.00pm

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

Dated: 5<sup>th</sup> December 2013