

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Services Committee held in The Guildhall on Wednesday 14th May 2014 at 7.00 pm

PRESENT: Councillors: Mrs J Dent (Chairman), J Brady, Ms G Donovan, G Ellison, Mrs S Hooper MBE, L Russell

ALSO PRESENT: Councillor R Austin
W Cotton (Saltash Chamber of Commerce)
Mrs F de Rijke-Winter
Mrs A-J Thomas, Senior Administration Officer

APOLOGIES: Councillors: Mrs H Frank

HEALTH AND SAFETY ANNOUNCEMENTS

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

01/14/15 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			

02/14/15 QUESTIONS FROM THE PUBLIC

Mrs de Rijke Winter drew the attention of the Committee to the National Pollinator Strategy. She asked if the Council would be interested in having strips of wild flowers on its land to attract insects. The seed could be sourced through Cornwall Wildlife Trust but land would need to be prepared before sowing.

The Committee discussed possible sites including St Stephens Churchyard, Churchtown Cemetery, Elwell Woods, Tincombe, Churchtown Farm and the approaches to the A38 tunnel. It was noted that permission would have to be sought to plant on land owned by Cornwall Council and the Highways Agency. It was felt that while the Committee

were interested in the proposal it was too late in the season to plant seeds and Mrs de Rijke-Winter was asked to return to the Committee in September for the plan to be further considered for next year.

Mrs de Rijke-Winter asked if there was an Environmental Survey, particularly with regard to hedgerows, for the Broadmoor Farm planning application. Councillor Ellison confirmed that there should be one and he will contact the developers to enquire.

Councillor Austin asked if Mrs de Rijke-Winter had any concerns about the number of trees being felled at Forder.

It was **RESOLVED** that Councillors Austin and Mrs Dent will accompany her to visit Forder.

03/14/15 FINANCE:

a. Current Committee budget statement

Councillor Austin reported that Cornwall Council have recently made the decision to devolve all allotment sites to parish and town councils. This will include the Grenfell Avenue site which is currently leased. (The Town Clerk was asked to check the ownership of the Fairmead Road allotments.) This may require funds in addition to the current budget. He also commented that more may be needed for the Churchtown allotments.

Councillor Ellison reported that the Royal Albert Bridge will remain 'under cover' until the autumn. Photographs will then be taken to provide the transfers for the trailer but he felt there is sufficient budget to cover this.

It was **RESOLVED** that the budget statement be noted.

04/14/15 REPORT FROM THE CHAIRMAN

The Saltash application for Cornwall in Bloom has been sent in. As for the replacement of the mosaics over the tunnel we initially had an encouraging response from the College of Art saying they would put the proposal to the industry forum at the end of April. However, there has not been much progress and the earlier proposal to put large photographs in place of the mosaics will be revisited.

The sunflower seeds have been planted and will be transplanted at Churchtown Cemetery when they are large enough.

The fence at the edge of the flowerbed beside 4 Fore St was vandalised over the Easter weekend...set on fire! Have asked the Hine Bros to give a quote to replace the panel ASAP as that is where the banners for Saltash attractions are placed. Also it makes the gateway to Saltash look so scruffy. Brad Hine has cleared the plants away from the area as they were trampled either by the vandals or the fire fighters putting out the blaze.

The spare planters will be relocated in the Top of Town Courtyard and in Keast Mews.

Saltash Lions have kindly offered to replace the flower boat on Saltash Station platform which is in a state of disrepair.

The Council handyman is in the process of replacing the slats on the seat at Hillside Rd and re-varnishing the flower planters on Fore Street.

The roundabout company UK Roundabouts has been commissioned to start seeing if he can source advertising funding for the roundabouts and flower beds in the town. If he can find revenue then we get 60% and he has 40%. If nothing comes of this than we have lost nothing. (Councillors suggested local companies who may be interested and the details will be passed to the Town Clerk.)

It was **RESOLVED** that the report be noted.

05/14/15 REPORTS FROM WORKING GROUPS:

a. Footpaths and Environment

- i. To consider a £50 per month payment to the resident on Pillmere who cuts and tidies Pillmere Green during the grass cutting season - April to October. (To provide funding for machine repairs, maintenance and petrol.) (Councillor Brady)

The Chairman reminded the Committee that the Town Council has previously agreed that it will not pay for grass cutting on Pillmere.

Councillors Ellison and Austin stated that they would be willing to assist through their Cornwall Councillors Community Allowance although they were aware that Public Liability was a concern for the resident who was undertaking the cutting. It was suggested that the Hine Brothers might undertake the cutting of the rest of the area.

It was **RESOLVED** that Councillors Ellison and Austin will work with the Pillmere Community Association to resolve the situation.

ii. Grounds Maintenance Tender Process

The Chairman reported that the grounds maintenance contract has now gone out to tender. It will be offered to run from October this year for 3 years. This will allow for the current contract to cover the summer growing season and give plenty of time for the tender process.

It was **RESOLVED** that the report be noted.

- iii. Councillor Ellison reported that he had allocated some of his Cornwall Councillors Community Allowance for the refurbishment of four seats at Latchbook Leat. This is being organised through the Latchbrook Neighbourhood Association.

It was **RESOLVED** that the report be noted.

- iv. Councillor Austin reported that the owner of the Bakers Coffee Shop in Fore Street had requested that the seat outside their shop be relocated as it is a hazard. They also expressed concerns about the tree in the same area which has tarmac around the base creating a trip hazard.

It was **RESOLVED**:

- i. to obtain a quote for relocating the bench
 - ii. write to Cornwall Council advising them of the safety concerns regarding the tree.
- b. Saltash Town Centre Improvement Group (STIG)

Councillor Killeya had submitted the following report:

Town Council approval has been given for Phase VII (directional signage and summer arts festival) and we hope that S106 approval will be forthcoming shortly. Cornwall Council has agreed that free parking can continue through to the end of November, and the Hanging Baskets are now in progress. As of 1st May the Chairmanship of STIG has been handed over to Councillor Austin, and a handover meeting with the Clerk and Finance Officer has taken place.

- c. Festive Representatives of Saltash Town (FROST)

Councillor Mrs Frank had submitted the following report:

FROST haven't met since the last Services Committee. The only thing to report is that Councillor Mrs Frank and Chris Tandy have been on a traffic management course and are now qualified to set up road closures.

- d. Guildhall Property/Maintenance & Marketing
 - i. Air conditioner installation

The Chairman reported that the air conditioner has now been installed in the top office.

It was **RESOLVED** that the reports be noted.

06/14/15 FOOTPATH ISSUES

It was **RESOLVED** that Councillor Brady will meet with Mr Clements to establish a comprehensive list of his concerns and will then report back to the Committee.

07/14/15 ALLOTMENTS

Councillor Austin reported that recent issues at the Churchtown Cemetery allotment site had now been settled. Three additional plots have been created. The water trough will be installed shortly and the bees have been moved.

The Chairman reported that the new Grenfell Avenue site is due for the second weed kill after which the ground will be rotivated.

(A resident who is due to be allocated one of the plots has offered to do this and will receive the plot rent free for a year in return.) It is hoped the plots will be ready for planting later this year.

It was noted that there are currently two vacant plots at the Fairmead Road site which are being offered to residents on the waiting list.

It was **RESOLVED** that the report be noted.

08/14/15 NOTICE BOARDS

- a. Provision and installation of a Town Council notice board on or near Pillmere Green (Councillor Brady)

Councillor Mrs Hooper reported that there was a Town Council notice board on Pillmere but it had to be removed. There is a community Association notice board at the top of Pillmere Drive but it was felt that the location is not ideal and it was agreed that there is a need for a Town Council notice board.

Councillor Russell will look at the proposed site next to the post box on Pillmere Green and assess the appropriate size of a notice board. He will report back to the Chairman who may be able to progress the order under delegated authority.

It was **RESOLVED** that the report be noted.

- b. Councillor Mrs Hooper reminded the Committee that there is a Town Council noticeboard at the service station at Carkeel that has remained unused for many years.

It was **RESOLVED** that the Chairman will inspect the board and assess whether it is feasible to return it to use or relocate it.

09/14/15 FESTIVE LIGHTS

The Chairman reminded the Committee that is now responsible for the entire operation of the Festive Lights in the town. Following the decision of the Saltash Festive Lights Committee to fold, a donation to the Town Council is awaited which will be used for the purchase of new cross sections.

It was **RESOLVED** that the selection of the new cross sections be made by FROST and that they oversee the running of the Festive Lights.

10/14/15 ROUNDAABOUT SPONSORSHIP

This was discussed under minute number 04/14/15

11/14/15 FREE REMEMBRANCE TREES FOR COMMUNITIES AND SCHOOLS

The Chairman reported that The Woodland Trust is offering free trees to schools, community groups and youth groups for planting as part of the Centenary Commemorations of the First World War. It was suggested that the local churches might be interested in the scheme, particularly St Stephens and SSNF who have war memorials.

It was **RESOLVED** that the Chairman will discuss this with the Tree Warden and that the scheme is publicised via social media.

12/14/15 OTHER AREAS THAT THE SERVICE COMMITTEE IS RESPONSIBLE FOR

The following items will be taken upon notification by members to the Chairman prior to the 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
- Gritting & snow clearing arrangements

13/14/15 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.

14/14/15 AS REQUIRED OR IF NECESSARY

None.

15/14/15 **PUBLIC BODIES (Admission to Meetings) Act 1960:** To resolve that the public and press be re-admitted to the meeting.

16/14/15 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

Councillor Austin asked that the Council give urgent consideration to the provision and maintenance of play areas in the town. Cornwall Council will no longer provide these. Councillor Ellison commented that all new large developments have to include a management plan for play areas within the development.

Councillor Russell will review the previous assessment of play areas in the town and Councillors are asked to let him and the office know of any significant changes.

It was **RESOLVED** to refer to full Town Council on 5th June to arrange a working party on Play Parks.

17/14/15 **PRESS RELEASES OR ARTICLES REQUIRED**

It was **RESOLVED** to issue a press release on the increased provision of allotments in the town. Councillor Austin will draft this.

18/14/15 **DATE OF NEXT MEETING**

Wednesday 9th July 2014

Rising at 8.20pm

Signed: _____
Chairman

Dated: _____ 5th June 2014