

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Services Committee held in The Guildhall on Wednesday 12th November 2014 at 7.05 pm

PRESENT: Councillors: M Coot, Mrs J Dent, J Ellison, Mrs S Hooper MBE, W Phillips, D Yates

ALSO PRESENT: Councillor R Austin (for part of the meeting)
W Cotton – Chamber of Commerce
Miss E Spring
Mr & Mrs Carmichael – Moorlands Autos
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.

70/14/15 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

71/14/15 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
Phillips	73/14/15 74/14/15	Non-pecuniary	Known to both speakers
Phillips	82/14/15	Non-pecuniary	Allotment tenant

72/14/15 QUESTIONS FROM THE PUBLIC

None.

It was **RESOLVED** to take agenda items 15 and 16 next.

73/14/15 MOORLANDS LANE SIGNAGE

Councillor Mrs Hooper voiced her concerns at the inadequate signage to the Moorlands Lane Industrial Estate. It was noted that although a site meeting had been held with Rebecca Dickson, Cornwall Council has not yet changed the incorrect signage.

It was **RESOLVED** that Councillors Ellison and Mrs Hooper research a new directional sign for the industrial estate but it was noted that there would be no budget available until the new financial year.

74/14/15 MOSAICS

The Chairman reminded Members of the recommendation that was made at the last meeting of the committee prior to the receipt of proposals from Miss Emma Spring.

Miss Spring was invited to outline her proposals to the committee. It was noted that the Town Council would be unable to fund a new mosaic project.

It was agreed that it was now too late in the academic year to progress the previously recommended project with Plymouth College of Art. Councillor Bickford had submitted a proposal to work with the local Camera Club and photographers to produce similar di-bond panels.

It was **RESOLVED**:

- a. to remove the damaged mosaics on the west side of the bridge over the A38 as soon as possible. (Councillor Phillips to investigate).
- b. to ask Councillor Bickford to lead and progress the project to produce di-bond panels to replace the damaged mosaics.
- c. Councillors Coot, Mrs Hooper and Miss Spring to investigate sources of funding and the feasibility for a new mosaic project. Miss Spring will approach the local schools and ask if they would like the current panels.

75/14/15 FINANCE:

- a. Current Committee budget statement

The current committee budget statement was noted.

76/14/15 BUDGET 2015/16

It was **RESOLVED** to defer setting the budget until direction was received from the Devolution Options Group.

77/14/15 ALLOTMENT RENTS 2016

It was **RECOMMENDED** that the allotment charges for 2016 are set as follows:

Grenfell Avenue	£25.00 per annum
Fairmead Road	£25.00 per annum
Churchtown	£35.00 per annum
Grenfell Avenue (new site)	£25.00 per annum
Water	£5.00 per annum

78/14/15 REPORTS FROM WORKING GROUPS:

- a. Footpaths and Environment
No report
- b. Saltash Town Centre Improvement Group
Councillor Austin presented his report. (Copy below.)

STIG Report for Services Committee – 12th Nov 2014

Finance

Waitrose £300,000 to be spent by 27th June 2018

Balance at 3/11 @ CC	£61,628.00	
EMF held @ STC	£41,896.33	(not including
Maurice Huggins £6,534.90)		
Total	£103,524.33	

Lidl £208,600 to be spent by 6th Sept 2017

Balance @ 3/11 @ Town Council **£191,600**

Current Projects

Waitrose

Phase 2	Town App	£3,729.01	ongoing.
Phase 3	Talking bench	£3,090.20	Maintenance
Phase 3	Publicity	£9,680	ongoing
Phase 3	Project Management	£60.23	ongoing
Phase 4	Saturday Parking	£13,747.05	a/w CC invoice
Phase 5	Saturday Parking	£1,399.50	Transfer?
Phase 6.1	Saturday Parking	£1,578.21	Transfer?
Phase 6.2	Flower baskets	£1,971.00	ongoing
Phase 6.3	Street entertainment	£ 260.00	ongoing
Phase 7.1	Signage	£2,263.06	ongoing
Phase 7.2	Summer Arts festival	£1,321	ongoing
Phase 7.3	Project management	£160.00	ongoing
Phase 8.1	Cinema	£2,636.57	ongoing
Phase 8.2	Car Park Nov 14-Feb 15	£5,474.00	
		@STC agreement -	
		tentative	
Phase 8.3	Saltash shopping week	£5,876.00	
		@STC agreement	

Lidl		
Redevelopment 4 Fore St	£13,739.00	ongoing
Spring 2015 flower baskets	£3,261	ongoing

Community Cinema

£3,000 was agreed by STIG, 106 and TC in September for the start-up costs.

The first performance 25/10 2.30pm in the Guildhall, the film was "Coraline" with over 80 people attending.

£138 was collected on the door & £115 raised on advertising Town businesses. popcorn and sweets were on sale.

The next performance 22/11 2.30 pm will be the film "Frozen" this performance is already sold out so a 2nd screening will be set up for 5.30 pm. Local cafes are being contacted to offer early meals at 4pm before the film starts.

The Christmas family film is on 13th December.

The first classic movie will be shown on 24th January being voted on by public in conjunction with Luscombes.

Kids films for 2015 17/1, 21/2, 21/3 & 18/4. Thanks to Danielle (Truly Scrumptious)

Hanging Baskets

STIG agreed that the winter baskets were not to be continued, instead we are going to try spring baskets £3261 from the Lidl pot. A/w quotes from Town Clerk.

Old Belle Vue toilets.

Negotiations are still going on with CC to use these as start-up business use.

Parking

STIG has agreed to not to extend the current agreement for free parking on Saturdays, which will finish at the end of November. It agreed, however, to extend the initiative until the new parking machines are installed. This will mean another 106 request (which is raised).

Once the new parking machines have been installed, STIG will be promoting a dual ticket procedure. The ticket issued from the parking machine comes in two parts, one for the car and the other can be taken to participating shops where if you spend an agreed minimum amount a refund for parking will be given (TBD). This refund will then be claimed back by the shops to the TC, which will then be reimbursed by 106 money.

STIG hopes to involve as many shopkeepers as possible and on the reverse of the ticket will be a logo and an explanation of the scheme. The same logo will then appear in the windows of the participating shops.

Street market in Wesley Road

We have now had two markets, many local businesses have taken part as well as stalls from outside the town, unfortunately due to the bad weather on 4th Oct 5 had to drop out. General feedback from the November market was good and eight stalls attended. There will be no cost to 106 funds as this project is self-sustaining,

SPLAT

No meetings yet organised but Richard Bickford will be setting one up in the near future.

Town App

We are trying to make a concerted effort now to include the industrial estates in the Town App. Bill Phillips has been around most of the estates and is getting a good response.

We soon hope to be adding to the App and including the town trail. There are 700 downloads and most are active.

Saltash Shopping Week (Love Saltash Shops)

6th – 13th December after the Christmas event.

Painting competition

Elves workshop for Christmas Craft Workshops on Sat 6th, 13th and 10th December in an empty business unit on Fore Street

Christmas Cracker competition (Some crackers containing vouchers for Saltash Shops).

60 lit Christmas trees in flag posts on Fore St and Keast mews (One year trial for £4,000)

It was **RESOLVED** to note the report and ask all Members to consider options for spending the Lidl funds within the designated time period.

- c. Saltash Publicity Local Action Team
No report.
- d. Festive Representatives of Saltash Town

Councillor Mrs Frank had submitted the following report:

Christmas Festival Saturday 6th December 2014

4:30 – 7:30	Pedestrian Haven and Christmas Market
4:45	10-minute Pantomime (Courtyard at Top of Town)
5pm	Great Pantomime Horse Race
5:30	Civic Parade leaves Victoria Gardens
5:40	Ceremony to switch on the lights
5:45	Civic Carol Service
6:30	10-minute Pantomime (Keast Mews)
7pm	Lantern Parade leaves Guildhall
7:20	Fireworks

PANTOMIME

FROST (Festive Representatives of Saltash Town) decided on a theme of Pantomime to set the Festival apart from other events. This Pantomime theme has been carried through with:

- * A Pantomime theme for the window dressing competition
- * A Pantomime theme for the larger lanterns in the Parade
- * Two performances of a 10-minute Pantomime written specially for the occasion, performed by Burraton Community Players.
- * Pantomime characters on stilts.
- * A Great Pantomime Horse Race. This will be held on Fore Street and organised by the Air Cadets with all proceeds going to the Mayor's Charity. Various shops have agreed to have donation boxes as part of the 'Panto Horse Race Sweepstakes Prize Draw'. In return for making a donation to the Mayor's Charity, punters will be able to nominate the team they predict will win and their name will be entered in to a Prize Draw for tickets to the pantomime (kindly donated by the Theatre Royal). 4 organisations have volunteered to field a team:
 - * The Tamar Trotters
 - * The China Fleet Club
 - * The Saltash Twinning Association
 - * Burraton Community Players

We have 5 costumes (2 horses, 2 cows and 1 reindeer) and we are looking for one more team... It would be excellent to have a Town Council team !

Could we have 2 volunteers, please?

And could you come up with a name for the team?

BUDGET

The funding from Saltash Town Council for this year's Christmas Festival and Lantern Parade is £5350. This is £1730 less than last year, and at a time when costs have increased (e.g. it is £350 for the paperwork etc necessary for the road closure) has been a big challenge for FROST. We have therefore been working extremely hard to cut down on the expenditure. Cost-cutting measures include:

- * Having a local school lead the Lantern Parade instead of employing a local band (saving £150).
- * Lanterns will be transported in the cars of private individuals instead of hiring the Hopper Bus (saving £70).
- * Page 2 Stage has allowed the rehearsal for the Community Chorus to take place at the same time as one of their rehearsals, representing a saving of £100 on venue hire.
- * There will be no banners publicising the event (saving £80).
- * Tamar Sounds has agreed to keep their charge for the PA System to £130, same as last year's low figure. (In previous years it has been in the region of £250 - £300).

It should be noted that these 'savings' represent less money going in to our local economy and organisations.

Letters have been written to over 20 local businesses asking for financial support. To date, businesses that have come forward include:

- * Blackwell Bate (£100)
- * Quickstore (£100)
- * China Fleet (£50)

These financial pressures have created a lot of extra work for FROST volunteers, who already give a lot of their time and expertise for free. Despite all our best efforts, however, there was still a shortfall of £600 at the meeting last week, so it was decided not to have the snow cannon this year, a saving of £350. Since then, many shopkeepers have come forward saying they feel strongly that we should have the snow cannon, and have started fundraising... (e.g. Petit Pain has set up a 'Count the number of sweets in the jar' competition and the Hearing Room has agreed to match any money made by the Petit Pain competition).

CHRISTMAS MARKET

We were informed last week that under provisions in the Local Government Act 1982, Caradon District Council passed regulations prohibiting setting up stalls on Fore Street and Lower Fore Street. This came as a big blow because having stalls on Fore Street:

- * adds greatly to the atmosphere
- * gives local traders a platform to promote their wares
- * brings in income to help cover the costs

These regulations are due to be reviewed in January/February next year, but for now the only entities allowed to set up stalls are shopkeepers with a town centre presence and charities. We have therefore spent the last week talking with shopkeepers to increase the number of stalls they put out. We have also managed to secure the use of an empty business unit on Fore Street so that craft stall holders can be offered the opportunity to trade indoors.

LANTERN PARADE

Lantern workshops will be held in all the primary schools.

The community workshop at the Guildhall is fully subscribed.

Large lanterns will be made in St. Anne's (with help from the Guildes), China Fleet Club and the Shell Club.

Local artist Jill Hudson and a group of volunteers have agreed to take on the school workshops for the Lantern Parade next year so will be participating in this year's workshops to learn the skills needed. It is anticipated that this will lead to a reduction of £750 in next year's expenditure.

'ROLL OF HONOUR' of GROUPS THAT ARE PARTICIPATING

Page2Stage
Air Cadets
St. Anne's
Residential Home

Saltash Town Band
Guides

Police

Satash Rotary	Twinnings' Association	Burraton
Community Players		
Saltash Baptist Church	Church of St. Nicholas	Wesley Church
Saltash Rugby Club	Saltash Sailing Club	
	Saltash.net	
Bishop Cornish School	Brunel School	Burraton School
St. Stephen's School	Blood Bikes	Saltash Heritage Museum
CIC	SEA	Tamar Protection Society
Chamber of Commerce		

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

79/14/15 TREE PLANTING AT SCANELL CLOSE, FORDER

Councillor Austin reported that Cornwall Council has approved plans for a Community Orchard subject to the support of the Town Council.

It was **RESOLVED** to send a letter in support of the project to Forder Community and Conservation Association. (Councillor Austin to supply contact details.)

80/14/15 GRITTING AND SNOW CLEARING ARRANGEMENTS

The Chairman asked Members to report any broken bins. Councillor Russell has requested that two bins are moved and one is added to locations in Pillmere. It was noted that the bins will shortly be cleared of refuse and refilled with grit.

Councillor Austin left the meeting.

81/14/15 FESTIVE LIGHTS

It was noted that this had been discussed at the Town Council meeting held prior to the Committee meeting.

82/14/15 ALLOTMENTS

Councillor Phillips reported that the new Grenfell Avenue allotment site was being cleared and he would then mark them out. They will then be allocated.

83/14/15 ROUNDABOUTS

The Mayor reported that it was no longer possible to continue with the planned roundabout sponsorship scheme due to the conditions imposed by Cornwall Council.

84/14/15 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
- Footpaths and environment
- Play areas/playgrounds
- Elwell Woods/Cornish Cross
- Notice boards

85/14/15 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.

86/14/15 AS REQUIRED OR IF NECESSARY

None.

**87/14/15 PUBLIC BODIES (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.**

88/14/15 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR

- a. The Mayor reported that a new temporary post (until 31st March 2015) for a Caretaker/Handyperson is currently being advertised. It was hoped that the post holder would be doing outside work including maintenance of street furniture.
- b. Councillor Ellison had received a request for an additional litter bin at Burraton Cross. He will progress this with Cornwall Council.
- c. Councillor Ellison reported that the play area currently closed in Pillmere will not be adopted by Cornwall Council until the owners have been identified. There is currently no evidence of ownership and this is being investigated.

89/14/15 PRESS RELEASES OR ARTICLES REQUIRED

None.

90/14/15

DATE OF NEXT MEETING

Wednesday 14th January 2015

It was noted that an additional meeting may be called to set the budget for 2015/16.

Rising at 9.00pm

Signed: _____
Chairman

Dated: _____