

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Services Committee held in The Guildhall on Wednesday 11th November 2015 at 7.00 pm

PRESENT: Councillors: M Coot, Mrs J Dent, Mrs S Hooper MBE, W Phillips, (Mayor, ex-officio), L Russell, D Yates (Chairman).

ALSO PRESENT: 2 members of the Public, Councillor B Austin, Mrs Sinead Burrows – Administration Officer

APOLOGIES: Councillors: J Ellison, Mrs H Frank (Deputy Mayor, ex-officio) – Late.

HEALTH AND SAFETY ANNOUNCEMENTS

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

62/15/16 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

63/15/16 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 | | | |

64/15/16 QUESTIONS FROM THE PUBLIC

A resident of the town and Member of the Allotment Association asked three questions:

1. The Allotment Association are interested in taking over the allotment sites, and suggest arranging a separate meeting about this, to include the Town Clerk, Chairman of Services and the Mayor. In order for the allotment sites to be managed by the Allotment Association, notification is required within the next month.

Currently there is no official maintenance agreement, but the allotment association are carrying out the work required at a cost to the Association.

It was **RESOLVED** that a meeting is arranged on return of the Town Clerk.

Councillor Mrs H Frank arrived at the meeting.

The area separating the allotments from the cemetery is currently used as a waste ground for grass and hedge cuttings, leaving the area in an untidy condition.

It was **RESOLVED** that Councillor Phillips will arrange to check the area with the Cemetery Warden.

65/15/16 FINANCE:

- a. Current Committee budget statement.

It was **RESOLVED** to note.

66/15/16 REPORTS FROM WORKING GROUPS:

- a. Saltash Town Centre Improvement Group

The new parking fees are now in place. Saltash Town Council is receiving more claims from traders since the increase in price.

It was **RESOLVED** that Councillor Phillips contacts the Cornish Times to confirm the current parking charges will apply over the Christmas period.

Councillor Dent left the meeting.

Councillor Dent returned to the meeting.

- b. Saltash Publicity Local Action Team (SPLAT)

The leaflet racks are working well at Waitrose and China Fleet.

It was **RESOLVED** to note.

- c. Festive Representatives of Saltash Town (FROST)

Councillor Mrs H Frank updated Members of this year's Christmas Festival.

The arrangements are similar from last year, but stalls will either be set up by Fore Street traders and charities or amusement rides.

Victoria Gardens will be used as a venue for the Carol Service and ceremony to switch on the Christmas lights.

The pantomime horse race is similar to last year but to avoid debates, 5 horse heads have been made in the community workshops and named by children in local schools.

The Civic Parade will leave from the Guildhall and parade up Fore Street to Victoria Gardens.

The Lantern Parade will leave from the Wesley Church and Parade down Fore Street and back up stopping just below Victoria Gardens for the Firework Display.

This year's Christmas Festival is advertised in the Love Saltash magazine and posters will be out in the shops shortly, and flyers will be issued in the book bags of the children in school.

Christmas trees will not be provided by the council this year, an email was submitted to all traders from the Chamber of Commerce informing them of this.

The Chairman announced that agenda item 10 VIII would be received as the next item of business.

d. Festive Lights

Festive lights are arranged, there will be lit garlands on the Museum and the Guildhall, installation of the town's cross-road snowflake lights and installation of a Christmas tree in Victoria gardens (including a safety fence).

Members voiced their concerns of the grass area in Victoria Gardens and to consider protection.

It was **RESOLVED** that Councillor Mrs H Frank to consider wood chippings as a form of protection.

Road closure and congestion of traffic is a concern for Glebe Avenue and residents of the area.

It was **RESOLVED** to consider permit tickets for residents of Glebe Avenue for the 5th December 2015. Councillor Phillips to write to Citybus and Stagecoach in regards to the diversion on the 5th December 2015 from Glebe Avenue to North Road.

67/15/16

GRITTING AND SNOW CLEARING ARRANGEMENTS

A resident requested a grit bin for the end of Parkesway where it joins Church Road.

It was **RESOLVED** that a grit bin would be provided for the end of Parkesway joining Church Road, and all grit bins would be checked before Cornwall Council fill the bins for the winter period.

68/15/16 ALLOTMENTS

Councillor Yates is in discussion with Clare Associates in regards to possible allotment land at Dartmoor View, in conjunction with the council possibly acquiring by free transfer land at Pillmere. Maitlands are in the process of carrying out a valuation of the land in question. Glendale propose terracing the land if considered as allotments, due to the nature of the slope. Glendale to provide a quote for the works.

The corner plot on Grenfell Avenue remains vacant and over grown. There has been no interest from the public due to the initial maintenance, security and lack of water supply.

It was **RESOLVED** that Councillors Yates and Austin will organise a site visit to Dartmoor View. Councillor Phillips to contact the owners of the allotments next to Grenfell Avenue to discuss possible use of the vacant allotment space.

69/15/16 OTHER AREAS THAT THE SERVICES 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.

I. Street furniture

Councillor Mrs J Dent updated Members about the bench on Fore Street situated by the pelican crossing. The bench is in a poor condition requiring full repair.

It was **RESOLVED** to arrange a strategy and programme of all works required in the town. The Town Clerk to arrange, as priority, for the works to be undertaken by the Payback Scheme.

Councillor Mrs J Dent updated Members about the wood back mosaic tiles on the bridge which remain and are falling further into disrepair.

It was **RESOLVED** to arrange the Payback Scheme to remove the mosaic tiles and if not claimed the tiles would be scrapped.

Councillor Bickford provided an update for Members by email to consider the following points:

1. Rail Model is available for collection.

It was **RESOLVED** to consider storing the sign at 'Millers' once the Pop Up Shop is under way and to arrange a quote from Hine Bros.

2. The car park finger sign at Alexandra Square remains bent.

It was **RESOLVED** that Councillor Yates will investigate the car park sign at Alexandra Square and update Members accordingly.

3. Weed Spraying

It was **RESOLVED** to consider the weed spraying at the Precept meeting held on 13th January 2016, taking into consideration time scale and areas required.

II. Community toilet scheme

The Railway Pub acquires a new Landlord as of the 1st December 2015, council office to provide details of the community toilet scheme.

Stickers are required for traders involved in the community toilet scheme and a map stating where the public toilets are situated.

It was **RESOLVED** that Councillor Yates provides the current map of the toilets within Saltash for the council office to arrange with Mr Sticker for updating and printing. Councillor Yates to provide community toilet scheme stickers to show the traders participating.

Alexandra public toilets

It was **RESOLVED** that Councillor Yates will track down the original drainage survey compiled by Caradon District Council for the next Service Committee held on 13th January 2015.

III. Bus shelters & stops

Councillor Austin updated Members about the bus shelter and stop.

The current bus shelter situated outside the Ploughboy Pub is recognised by CORMAC as dangerous positioning. The agreement with CORMAC in conjunction with the council is to relocate the shelter from the current position to 84 Liskeard Road.

Councillor Austin to contact CORMAC in regards to the position of the bus shelter, to avoid direct wind, seating, removal of grass to tarmac and installation on hard ground. Consultation letters to be issued to neighbouring areas and Ward Members advised accordingly.

Option of a grant is available up to £3,000 to cover further works required.

It was **RESOLVED** that:

1. Councillor Austin orders the two bay full end bus shelter at a cost of £1,999 plus VAT including installation.
2. The funds to be allocated against the Bus Shelter Installation and Maintenance budget code.
3. Councillor Austin to further investigate the grant option of £3,000.

IV. Industrial estate issues

To receive an update from Councillor Ellison on the traffic in the area of Avery Way and Parkesway.

It was **RESOLVED** to note.

Saltash Town Council to contact Cornwall Council to arrange replacement light located in the alleyway in-between The Flowery and the Railway Pub.

Removal of the graffiti at Carkeel roundabout is complete. Peter Ryland to arrange removal of the graffiti in the town area as agreed.

It was **RESOLVED** to note.

V. Play areas/play grounds

The possible transfer of the play areas at Pillmere is under consideration.

It was **RESOLVED** to note.

VI. Elwell Woods/Cornish Cross

Maintenance of Elwell Woods is now underway by the Payback Scheme and has improved the area.

It was **RESOLVED** to note.

VII. Notice Boards

Councillor Mrs S Hooper to receive a quote from the Lock Smith to change the locks on all notice boards.

It was **RESOLVED** to note.

70/15/16

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.

71/14/15 **AS REQUIRED OR IF NECESSARY**

72/14/15 **PUBLIC BODIES (Admission to Meetings) Act 1960:**
To resolve that the public and press be re-admitted to the meeting.

73/14/15 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

On-street parking enforcement

Councillor Coot informed Members of the illegal on street parking in Fore Street and the impact this has on the flow of traffic and safety of the public.

It was **RESOLVED** that Councillor Coot drafts a letter for sending to Cornwall Council to request a sterner enforcement is carried out in Fore Street to improve the flow of the traffic and safety.

Councillor Dent left the meeting.

A resident provided Councillor Yates with a drawing of a map in regards to their concern of the wall collapsing and exposed wire in the East area of Saltash.

It was **RESOLVED** that Councillor Austin contacts Councillor Holley, the Ward Member, to visit the area of concern and action as a matter of urgency, avoiding further damage or health and safety issues.

74/14/15 **PRESS RELEASES OR ARTICLES REQUIRED**

None

75/14/15 **DATE OF NEXT MEETING**

Wednesday 13th January 2016 at 7.00 p.m. (Budget and Precept).

Rising at 9:57 p.m.

Signed: _____
Chairman

Dated: _____