

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Services Committee held in The Guildhall on Wednesday 11th May 2016 at 7.00 p.m.

PRESENT: Councillors: Mrs J Dent, (Deputy Mayor, ex-officio), J Ellison, Mrs S Hooper MBE, B Austin, D Yates (Chairman).

ALSO PRESENT: Ray Lane – Town Clerk, Mrs Sinead Burrows – Administration Officer, Councillor R Bickford.

APOLOGIES: M Coot, Mrs H Frank, (Mayor, ex-officio), L Russell, J Shepherd.

Councillor Mrs J Dent in the Chair.

HEALTH AND SAFETY ANNOUNCEMENTS

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

1/16/17 TO APPOINT A CHAIRMAN

It was **RESOLVED** that Councillor D Yates be appointed Chairman.

Councillor Yates in the Chair.

2/16/17 TO APPOINT A VICE-CHAIRMAN

It was **RESOLVED** that Councillor Mrs J Dent be appointed Vice Chairman.

3/16/17 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

4/16/17 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			

5/16/17 QUESTIONS FROM THE PUBLIC

None.

6/16/17 FINANCE:

- a. Current Committee budget statement.

It was **RESOLVED** to note.

- b. Current Committee budget statement proposals for spending changes.

It was **RESOLVED** to refer to a future meeting if necessary.

7/16/17 OUTSTANDING ITEMS FROM MEET YOUR COUNCILLORS

Councillor Yates informed members of the items raised at the 7th May 2016 meet your Councillors.

It was **RESOLVED** to note.

8/16/17 PUBLIC TOILETS

- a. Operational toilets:

i. Alexandra Square.

ii. Belle Vue.

iii. Longstone Park.

It was **RESOLVED** that the transfer of toilets from Cornwall Council to Saltash Town Council remains ongoing.

iv. Waterside.

It was **RESOLVED** to arrange for the Community Payback Team to paint the toilet block prior to the Regatta.

- b. Disused Toilets:

i. Belle Vue (upper).

It was **RESOLVED** to note awaiting progress report from Cornwall Council.

ii. Callington Road.

It was **RESOLVED** to contact the Rugby Club to arrange handover of the toilet block.

iii. St Stephens.

It was **RESOLVED** to note that an ongoing contract exists between Cornwall Council and St Stephens Church enabling the Church to use the toilets for storage on an ongoing basis.

9/16/17

REPORTS FROM WORKING GROUPS:

a. Saltash Town Centre Improvement Group (STIG).

No Report.

b. Saltash Publicity Local Action Team (SPLAT).

It was **RESOLVED** that a Saltash leaflet design is created for distribution and the possibility of professional marketing to be discussed at SPLAT liaising with the Services committee.

c. Festive Representatives of Saltash Town (FROST).

No Report.

d. Festive Lights and Lights for the Queen's Birthday.

It was **RESOLVED** to:

1. Approve the install of a permanent string of lights along one section of the Waterside.
2. Approve funding up to a maximum value of £1,200.
3. Allocate funding from - Waterside (Maintenance).

e. DOG

Councillor Mrs J Dent informed members of the Devolution report received from Cornwall Council.

It was **RESOLVED** to note.

f. Memorial Peace Garden – Mrs Sue Hooper MBE.

Councillor Mrs S Hooper MBE informed members of the stage 2 works at the Memorial Peace Garden.

It was **RESOLVED** to note.

g. Others.

It was **RESOLVED** that this item be removed from all future agendas.

The Chairman announced that agenda item 19 would be received as the next item of business.

10/16/17 NOTICE BOARDS: TO CONSIDER FUNDING FOR A NOTICE BOARD TO BE DISPLAYED BY THE FIREMEN'S GRAVES IN ST STEPHENS CHURCHYARD – COUNCILLOR MRS J DENT.
Pursuant to Minute Nr. 96/15/16 BB 16.03.16.

It was **RESOLVED** that the item be deferred to the next Services Committee Meeting on 13th July 2016.

Councillor Mrs J Dent left the meeting.

11/16/17 CCTV – VERBAL REPORT FROM THE CURRENT CHAIRMAN

The Chairman informed members of discussions held with the police and other interested parties that have taken place to date.

It was **RESOLVED** to note.

12/16/17 CHURCHTOWN ALLOTMENTS – WRITTEN REPORT FROM ALLOTMENT SOCIETY CHAIRMAN

May 2016 report for the Services Committee
On behalf of the Church town Allotment Association

After a successful and fruitful meeting with Ray Lane (Town Clerk) and David Yates (Chair of Services Committee) it was decided that I would submit a written report for the Services Committee and only on occasions that were necessary I would attend the meetings.

This report will mainly cover a brief outline of what is current at the allotments at this time.

Meeting feedback

- 1) Discussions over the Association taking over the running of the allotments have been positive with no opposition at this time.
- 2) All tenants have been given the information that was discussed at the above mentioned meeting.
- 3) Members would like to know more on the finances of this matter. For example details of the management fee. I do appreciate this is for further sit down discussions and will take some time.
- 4) Those tenants that are not members of the Association would not be forced to join but would have to be under the authority of the association in all matters other than the benefits (insurance for example) of the Association Committee.

- 5) All tenants are now aware that the authority over the allotments within the council is the Services Committee and their point of contact is Councillor Yates. This is different to what we had originally believed.
- 6) We are prepared at this time to put forward the Association taking over the day to day running and happy to discuss other matters like rents and fees at a later time.
- 7) We will hold an AGM and at that time will update you further.

Matters needing attention

- 8) Plot number 6 Mr Nick Samuels. Was subletting his plot and has been asked to vacate the plot and make it available to someone on the waiting list. The plot is currently a mess and the person he tried to sublet to is also another tenant at Churchtown Allotments. He has been aware that he needs to vacate and has agreed in writing to do so. I have not been getting any response from him lately so I ask you to inform him of a date that we will take the plot back. Please copy me in to this.
- 9) I asked all tenants to ensure they removed any trees that they have planted in the ground as this violates terms in our contracts. Most have complied but we still have one left to do this. This is plot 26 Mrs Clatworthy. I will keep you updated.

Requests

- 10) It was discussed early last year, and at the previously mentioned meeting, that the groundsman has a cutter that has never been used and could be used by the Association. It would be good if we could have an update on this.
- 11) As per the tenants contract we are responsible for keeping our plots in good order and as individuals responsible for the immediate adjoining pathways. As an association we have always been told that the land beyond the Bund at the bottom of the cemetery is not the responsibility of the groundsman. In good faith we have been looking after this area. But at a cost. We pay for insurance to cover one person and 6 volunteers to do this type of work and also pay for fuel, upkeep and cutting line to do this. We do not have an income so these costs come out of our pockets. I respectfully ask for help with this as this maintenance is not part of the tenancy agreement.

It would be useful to me if I could have some response on these issues so that I could take your replies to the Association.

Thank you

Mike Nottage - 9th May 2016
01752 844017 - Mike4sax@gmail.com

It was **RESOLVED** that all future queries by Churchtown allotment holders be directed to the Churchtown Allotment Society.

13/16/17 STREET WEEDING – VERBAL REPORT FROM THE CURRENT CHAIRMAN

It was **RESOLVED** to conduct two applications of weeding the first application immediately and the second within 3 months to include the Waterside area.

14/16/17 BUS SHELTERS – VERBAL REPORT FROM COUNCILLOR B AUSTIN

The Chairman updated members on contract negotiations.

It was **RESOLVED** that if the contract is not in place by June 2016 Saltash Town Council will purchase and install a bus shelter in Liskeard Road.

15/16/17 THE WATERFRONT – TO RECEIVE A REPORT:

- a. Cleaning and maintenance – Councillor Brady (Pursuant to Minute Nr. 8/16/17 FTC 07.04.2016).

Saltash Waterside

This report is in answer to a Residents perspective of how a visitor might see the Waterside I therefore started from the Guildhall.

From the start point down to Silver Street weeds are clearly visible at the kerbside and on the footpath. The Grass verges are currently in need of attention and cutting. The 'hidden' garden is in poor condition, and the archway looks unsafe with a wooden wedge inserted to keep the structure together. The bench and picnic bench need repairing, the borders and planting areas need a good deal of attention as does the pathway, which needs new sleepers and chippings laid. The surrounding foliage needs cutting back and grass needs cutting'.

Once on the waterside clearly visible in piles is a lot of driftwood and litter washed up by recent storms and is particularly noticeable around the entrance to Ashtorre and the long car bays.

The car park at Jubilee green looks as though it has not been cleaned for months with broken glass and litter very noticeable. The electrical box covers by the entrance to the pontoon are rusted and locks broken presenting a real Health and Safety risk. Though the grass had recently been cut on the Green, no effort has been made to dig/weed/maintain the shrub borders around the green. The footpath around the green needs sweeping and weeds are creeping through. There is clear evidence of maintenance on boats and cars being carried out in the car park and on the day I visited there had been quite an oil spillage, though sand had been put down.

The boat park between Jubilee and Brunel greens, for the most part fairly tidy is spoilt by 3 barnacled pontoons and a boat hulk parked near the entrance. The boat sheds look as though no maintenance has been carried out in years and are in need of a good paint. The slipway was covered with driftwood and litter.

The path around Brunel green was covered in driftwood, as was some of the green. The railings around the greens are in need of painting and some repairs are needed particularly at the end of Brunel green by the beach. The Orange boat and a number of other boats at that end look abandoned. There are also a number of large weeds growing out of the pathway at the beach end.

Lower Ferry road has weeds growing out of kerbs and looks in need of a good sweep both-sides.

The low wall running along the boat park between Jubilee and Brunel green is damaged and repairs are needed.

The Toilets on the waterside were in an indescribably filthy and smelly condition and it was apparent they had not been cleaned for some time.

The area between the Boatman and the Wheatsheaf is looking extremely shabby with overflowing bins, litter and driftwood. The little green needs attention as does the Benches.

I have already made mention of the condition of the Wheatsheaf.

I made my way up Station road to the Guildhall. Again weeds are shooting up on the footpath and kerbs.

Conclusion:

The Waterside is definitely looking tired and in need of an immediate structured maintenance programme, which will be labour intensive, with some financial and community support. I believe we will not have time to attempt anything prior to the May bank holiday, but will be able to have got our act together for half-term and beyond. Currently there is very little colour on the waterside but this could be enhanced immediately with something like red.white.blue bunting as in Fore street, being hung along the lamp posts around the greens.

I also believe an immediate crackdown should be in place to combat those who are running car and boat maintenance repairs in the car and boat parks.

Happy to discuss further.

Cllr John Brady

Saltash Waterside Report 2 (Update 11.05.16.) – Action Points

Jim Virgo and his team have spent a number of hours since I made my report, working to clean up the area.

To date:

All pathways have been swept and slipways cleared of all driftwood. Car parks have been swept and cleared of litter and broken glass. Jim has liaised with Cormac in regard to the toilets and is providing a more watchful eye on the cleaning processes reporting back to the Town Clerk so immediate action can be taken. He also has paint etc., to give the toilets a spruce up prior to the Regatta. He may need funding of approximately £50 for a better quality paint than he has, would like Committee approval for this.

With regard to the garden in Silver Street I reported the pathway to the garden needs a lot of attention. I asked Jim to get two quotes for materials which are attached. Please note one is a telephone quote. I ask the Committee to approve the purchase of the sleepers and gravel so as to get the area looking presentable and the pathway to be easily maintained. I would like to point out the quote from Saltash DIY includes sleepers that are free from chemicals. Old railway sleepers used previously on the roundabouts etc., are known to contain poisons such as cyanide. Jim Virgo will repair the benches in the garden from materials already held.

I have still to hear from Councillor Ellison/Town Clerk about progress on the electrical box covers?

Bunting: I do feel this to be essential in brightening up the Waterside in the summer months and ask Committee to approve.

Wheatsheaf: You will have seen e-mails about this and I confirm I have asked Councillor Ellison to action a 215 on the owners. It is imperative this eyesore is tidied up and confirmed safe as soon as possible, preferably with a wooden hoarding around the property.

Weedkill: Please do not forget to get this approved on areas indicated.

Cllr. John Brady

It was **RESOLVED** that:

1. The purchase and install of New Sleepers and Gravel for the Waterside area be approved.
2. The quote of £304.65 be approved.
3. The funds are allocated from - Waterside (Maintenance).

b. Proposal for Waterside bunting.

It was **RESOLVED** to:

1. Approve the install of summer bunting from Jubilee Green via Brunel Green to the Union Pub.
2. Approve funding up to a maximum value of £1,200.
3. Allocate funds from - Waterside (Maintenance).

16/16/17 TO CONSIDER THE USE AND MANAGEMENT OF LAND ADJACENT TO 47 CULVER ROAD

It was **RESOLVED** that the area is maintained as a Natural Area and a map of the land is provided.

Councillor Bickford left the meeting.

17/16/17 CARKEEL ROUNDABOUT DESIGN – COUNCILLOR AUSTIN.
Pursuant to Minute Nr. 422/15/16 FTC 04.02.16.

It was **RESOLVED** that the item is deferred until a meeting has taken place with Highways England.

18/16/17 PILLMERE:

a. Play Parks.

No Report.

b. Allotments.

Councillor Ellison updated members of the area alongside Dartmoor View.

It was **RESOLVED** that:

1. Councillors Ellison and Phillips arrange a leaflet drop to all residents in the Pillmere area, display in notice boards and social media to engage with the community and determine their requirements.
2. Councillor Yates to arrange with Pillmere Ward members for a Coordinator to work with the Pillmere Resident Association and act as a point of contact for Pillmere and Saltash Town Council Administration.

c. Trees

The Town Clerk informed members of the ongoing health and safety tree works being carried out at Pillmere.

It was **RESOLVED** to note.

d. Access Vehicle

The Town Clerk requested an ATV be purchased for the Grounds Maintenance and Premises Warden to access Pillmere and other areas of Saltash to enable cost effective inspections and repairs.

It was **RESOLVED** to cost the purchase of an ATV reporting back to the Services Committee for consideration.

19/16/17 DEFIBRILLATOR – SUPPORT FOR ANNUAL RUNNING COST OF £290

It was **RESOLVED** to:

1. Support the annual running costs of a defibrillator.
2. Approve funding up to a value of £290.
3. Allocate funds from – Street Furniture (Maintenance).

20/16/17 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.

21/16/17 AS REQUIRED OR IF NECESSARY

22/16/17 PUBLIC BODIES (Admission to Meetings) Act 1960:

To resolve that the public and press be re-admitted to the meeting.

23/16/17 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR

Car Parking Scheme

Councillor Austin informed members that Cornwall Council is running low of parking tickets. Further tickets can be purchased at a cost of £400 covering a 6 month period.

Councillor Austin requested a financial history report to be available prior to the next STIG meeting and to liaise with the Services Committee.

24/16/17 PRESS RELEASES OR ARTICLES REQUIRED

None

25/16/17 DATE OF NEXT MEETING

Wednesday 13th July 2016 at 7.00 p.m.

Rising at 21:15

Signed: _____
Chairman

Dated: _____