

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Services Committee held in The Guildhall on Wednesday 11th January 2017 at 7.00 p.m.

PRESENT: Councillors: R Austin, M Coot, Mrs J Dent, (Deputy Mayor, ex-officio), Mrs H Frank, (Mayor, ex-officio), Mrs S Hooper MBE, D Yates (Chairman).

ALSO PRESENT: 1 Member of the Public, Councillor Bickford, R Lane - Town Clerk, Mrs S Burrows - Administration Officer, Mr J Virgo - Grounds & Premises Warden.

APOLOGIES: Councillor J Ellison.

The Chairman opened the meeting by paying tribute to Chris Tandy who had been instrumental in many council civic events and activities, who sadly passed away early this year, are thoughts are with the family and friends at this very sad time.

HEALTH AND SAFETY ANNOUNCEMENTS

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

95/16/17 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

96/16/17 **DECLARATIONS OF INTEREST**

- a. To receive any declarations from Members of any registerable (5A of the 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			

97/16/17 **QUESTIONS FROM THE PUBLIC**

A member of the public raised concern about the standard of maintenance of Saltash footpaths.

This item was discussed under agenda item 9 a and b.

The Chairman announced that agenda item 9 a and b would be received as the next item of business.

Councillor Austin joined the meeting.

98/16/17

FOOTPATHS

a. Report on any issues.

A member of the public informed Members that the Town Council website requires updating as it currently states that "Saltash Town Council maintains all footpaths" and that there are 49 footpaths in Saltash some of which are bridleways and that the majority are not maintained to a satisfactory standard.

The Chairman replied that the footpaths and bridleways are maintained to the level stipulated by the Local Management Partnership Saltash Town Council is contracted to by Cornwall Council.

It was **RESOLVED** that:

1. A nominal budget line for footpaths and bridleways be introduced.
 2. Footpaths and bridleways be put out to tender separately from that of the Grounds and Maintenance tender when issued in 2017.
 3. The precept meeting consider increasing the budget for footpath and bridleway maintenance to uplift the level of maintenance from that required and paid for by Cornwall Council under the LMP.
 4. Councillor Austin contact Cornwall Council to establish a list of existing footpath signs to identify the location of those requiring refurbishment.
 5. STC website be amended to accurately detail the numbers of and level of maintenance to footpaths and bridleways conducted under the LMP Saltash Town Council is conducted to by Cornwall Council.
- b. Cornwall Council LMP.

Dear Parish Clerk,

I am writing to you today in reference to the Local Maintenance Partnership (LMP) and specifically in relation to the addition or removal of any Footpaths or Structures for next year's Parish Schedules – 2017/18. We anticipate beginning collating your parishes LMP Packs for 2017 around early December.

To allow for this to be completed in a timely manner we are now writing to all LMP Parish Clerks with the aim of determining the following; ***if there are any Public Rights of Way footpaths or Structures (such as Gates or Stiles) which you would like to add or remove to/ from your Parishes LMP schedule in time for 2017, please communicate this to us by email at the address below, no later than Monday 14th November 2016***

mmontano1@cormacltd.co.uk

I am very aware that many if not all of you will be required to consult with your Parish Members regarding this, and that this is a process that may take considerable time as I am further aware that many Parishes meet only once per month to discuss issues such as this. To this end, I am hopeful that the November 14th deadline will allow and permit sufficient time for consideration by the wider parish members of any PROW Footpath removals or additions.

Please do contact me on the telephone number or email address above if you have any questions relating to this matter – I will be happy to answer any queries you may have regarding the LMP Scheme and the addition or removal of any PROW Footpaths or Structures as part of your Parishes Schedule.

Sincerely,

Matt Montano

Mr Matt Montano
Countryside Information Officer (East)

Environment
CORMAC Solutions Ltd.
Tel: 0300 1234 202
countryside@cormacltd.co.uk
CORMAC, Higher Trenant Road, Wadebridge, Cornwall, PL27 6TW
www.cormac.ltd.co.uk

It was **RESOLVED** that the Chairman will review the LMP schedule but at this stage it is considered there is no reason to make changes.

99/16/17 FINANCE

a. Current Committee budget statement.

It was **RESOLVED** to note.

b. Current Committee budget statement proposals for spending changes.

It was **RESOLVED** that:

1. Budget nominal code 5511 be re titled "Civic Christmas Event".
2. Budget nominal code 5520 to be retitled "Grounds Maintenance and Watering"
3. A budget nominal code be introduced titled "Footpath and Bridleway Maintenance".
4. Budget nominal code 5537 to be retitled "Highways Training and Equipment".
5. Footpath and Bridleway, Pillmere Estate (Capital Works) EMF and Waterfront (Capital Works) EMF budgets be reconsidered at the precept meeting.

100/16/17 ALLOTMENTS

a. Report on any issues on existing allotments.

No report.

101/16/17 BUS SHELTERS

a. Update on shelter on Liskeard Road.

Councillor Austin informed members that there were no objections following the 21 day residents' consultation and that on completion of Councillor Austin's final visit to the neighbouring area a shelter will be installed.

It was **RESOLVED** to note.

102/16/17 GRIT BINS

a. To consider any requests for additional grit bins.

The Chairman informed members of the requirement for an additional grit bin to be located at the Waterfront.

It was **RESOLVED** to note.

103/16/17 GROUNDS MAINTENANCE

- a. To consider quotations for landscaping the area at rear of Co-op car park.

It was **RESOLVED** to:

- 1. Approve the quote from Hine Brothers for £1,990.00 from the Environment budget.

- b. To consider quotations for replacement fencing behind the Brunel Statue.

It was **RESOLVED** to:

- 1. Approve the quote from Devon & Cornwall Maintenance Solution for £2,040.00 from the Public Art and Maintenance EMF budget.
- 2. Approve additional funding under the Chairman's delegated budget authority to allow for the fixing of banners to the fence.

104/16/17 PILLMERE

- a. To report on the progress of the survey on proposals for allotments at Dartmoor View.

The Chairman informed members that there has been no feedback on the survey.

It was **RESOLVED** to note.

105/16/17 PUBLIC TOILETS

- a. Operational toilets:

- i. Alexandra Square

No report.

- ii. Belle Vue

No report.

- iii. Longstone Park

No report.

iv. Waterside

The Town Clerk informed members that water management systems are being investigated as higher water bills than that of other toilets are being received despite a pressure test revealing no leaks.

It was **RESOLVED** that:

1. The Town Clerk contact Network Rail to seek an agreement for Saltash Town Council to redesign the toilet block.
2. The precept meeting consider budget costs for the redesign of the toilet block.
3. The Grounds and Premises Warden to liaise with Cormac regarding opening and closing times.

b. Disused Toilets:

i. Belle Vue (upper)

No report.

ii. Callington Road

It was **RESOLVED** to note awaiting progress by Cornwall Council Legal department for the devolution transfer.

iii. St Stephens

It was **RESOLVED** to note awaiting progress by Cornwall Council Legal department for the devolution transfer and that they are currently being used by St Stephen's Church for storage.

106/16/17 REPORTS FROM WORKING GROUPS

a. Saltash Town Centre Improvement Group - (Councillor Austin).

No report.

b. Festive Representatives of Saltash Town (FROST). Report on December 2016 event – (Councillor Mrs H Frank).

FROST REPORT TO SERVICES COMMITTEE

**Christmas Festival and Lantern Parade
Saturday 3rd December 2016**

This report will start with a tribute to Chris Tandy, who passed away suddenly in the first week of January 2017 at the age of 23. It was actually Chris who came up with the name of FROST (**F**estive **R**epresentatives of **S**altash **T**own) at its very first meeting, in the summer of 2012. Chris volunteered his time and energies every year since then, passionate about

ensuring that the Festival was delivered safely. It is no exaggeration to say that there would have been no Christmas Festival in 2016 without him. Always calm, he was wise beyond his years, and brought great energy and vision to FROST and the Christmas Festival. We will struggle to get over his loss, but his memory will be treasured by many in this town, and he will not be forgotten.

More than 4,000 people came along to the Festival on 3rd December, and the Festival's FB page was inundated with complimentary comments. There were no incidents regarding traffic management or crowd control (thank you, Chris). The survey (attached to this report) indicates that the most popular elements were the Lantern Parade, Fireworks and snow cannons.

Co-ordination between FROST and the team that organised the Santas on Bikes meant that over 100 Santas parked their motorbikes on Fore Street between 1:45 and 2:15, taking a break on their way to the Children's Hospice just outside St. Austell. This added a new element of fun to the Festival and led to some fabulous photos.

As I am standing down from the Council at the end of this term, I would like to use this opportunity to thank all the groups, organisations and individuals who have helped out over the years in building up the Festival to the treasured community event that it has become. I would particularly like to thank the Air Cadets, who have been exemplary and faithful in their support. Grateful thanks, too, to Rotary for ensuring that Father Christmas always attends. And a special mention for the 4 Saltash primary schools for embracing the lantern workshops at a very busy time in their school calendar.

Here are the individuals who, at one time or another over the last 5 years have attended FROST meetings and played a pivotal role in the Festival or Lantern Parade:

Bob Austin	Marianne Beale	Neil Bailey	Chloë Birnie
Steph Carter	Jean Dent	Mark Fox	Danielle Frith
Marilyn Grose	Stu Hannaford	Alison Hill	Natalie Hodges
Vicki Hooper	Jill Hudson	Debbie Keast	Jacqueline Kevern
Jenny Lightley	Lee Maher	Sue Malcolm	Jill Male
Aaron Monk	Mike Nottage	Liz Payne	Adam Riglar
Daniel Rogers	Peter Ryland	Lee Russell	Matt Coot
David & Sally Sené	Doreen Taylor	Sue & Geoff (Petit Pain)	Chris Tandy
David Wilde			

A huge thanks to you all. (And apologies if I have inadvertently left anyone out!)

As the preliminary budget figures (also attached) show, the Festival and Lantern Parade were delivered £1,000 under budget. This is thanks to careful management of money and also increased income from the Market.

*** I would like to ask Service Committee members what they think should be done with this 'surplus'.**

Options include (in no particular order):

- * Return to General Reserves of the Town Council
- * Donate to Mayor's Charities
- * Set up an EMF to be used by the organisers of the 2017 Christmas Festival
- * Purchase something like a Christmas illumination that can be a permanent reminder of Chris Tandy.

Councillor Mrs Hilary Frank
January 2017

It was **RESOLVED** that the surplus funds be put in an EMF to be established and titled "Christmas Festival Support Fund" and made available to the organisers of the 2017 event.

107/16/17 STREET FURNITURE

- a. To receive quotations for the replacement of street furniture.

BENCH QUOTE FOR SALTASH TOWN COUNCIL

Fore Street - Option 1

Ten benches required - Not including installation costs

Bench	Cost (excl.VAT)	Fixing	
Stanford	921.73	28.53	Below ground anchor
Cosmopolitan Classico	922.92	28.53	Below ground anchor
Phoenix Jubilee	744.80	28.53	Below ground anchor

Fore Street - Option 2

Cormac refurbish all benches in situ – includes replacement of all slats with recycled materials (maintenance free), repainting of frame work to any colour required - Cost: £450 – 600 per bench.

Cormac are currently working on a similar project with Newquay Town Council.

It was **RESOLVED** to:

1. Approve option 2 and that the Grounds and Premises Warden liaises with Cormac to complete the works.
2. Approve that the bench crests are refurbished.
3. Allocate funds from EMF Street Furniture (new and replace).

Huntley Gardens – Options 1

Replacement of bench, picnic bench, litter bin

Type	Make	Cost	Fixing
Bench	Eco 1.3	199.99	62.50
Picnic Table	Glasdon	505.10	57.46
Picnic Table	Garden Furniture Centre	399.99	Tbc
Litter bin	ESE Direct	64.24	Tbc

Huntley Gardens – Options 2

Saltash Town Council Ground Staff and CPS carry out repairs using materials held at Churchtown Cemetery - Time to carry out estimated at 4 – 6 hours.

It was **RESOLVED** that the Grounds and Premises Warden progress the replacement and repair of benches and litter bin as required and within Chairman's delegated budget authority.

108/16/17

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.

- a. Industrial estate issues.

No report.

- b. Play areas/play grounds (including Pillmere and Saltmill).

Councillor Mrs H Frank informed members of possible redevelopment options at Saltmill.

It was **RESOLVED** that Councillor Mrs H Frank obtains the quotes to present at the next Services meeting.

c. Elwell Woods/Cornish Cross.

It was **RESOLVED** to note that the footpath maintenance in the woods is now included in the Grounds Maintenance contract.

d. Festive Lights.

FESTIVE LIGHTS – REPORT FOR SERVICES COMMITTEE

Merry Christmas Sign

The report to the July 2016 meeting of the Services committee read as follows:

The Merry Christmas sign that is positioned on top of 4 Fore Street looking down the slip road has been an excellent welcome to the town over many years. It is, however, looking a little weary these days.

We asked for a quote on the price of commissioning a new, bespoke sign, and have been told that the maximum would be £1,000. The cost for installation, removal and storage would be a maximum of £300.

- The EMF for Festive Lights Replace has £22,563.
- The EMF for Festive Lights Hire has £9,250.
- Quotes will be sought from 3 companies if funding is approved.

The Services Committee resolved to agree to a spend of £1,000. Subsequent design suggestions showed that £1000 was enough only for a basic sign, and that there was not enough time to get a bespoke sign manufactured in time for December 2016.

Hire of Festive Lights 2017

The report to the July 2016 meeting of the Services committee read as follows:

Last year, the Town Council paid £2750 for the following:

The installation and removal of lit garlands on the Museum, Elliotts and the Guildhall.

The installation, removal and storage of the town's cross-road Christmas lights.

The installation, decoration and removal of a fresh tree (minimum 20ft) in Victoria Gardens together with a safety fence.

Maintenance of the strings of bulbs that hang across Fore Street.

We have been given an indicative quote of the same price (£2750) for the above. The proposal is that this year we supplement the above with the following:

Illuminated lights on the railings of Victoria Gardens (design to be determined) LED lights in the trees in front of Coral.



This would cost an extra £1750 (including installation, takedown and subsequent storage) making a total of £4,500.

The Services Committee resolved to agree to the same package as the previous year, and not have the lights extended to the Victoria Garden railings or trees in front of Coral. At the September meeting of the Services Committee, it was resolved to fund a Christmas tree at the Waterside in addition to the package agreed to in July, bringing the spend up to a maximum £3150 (final figure dependent on the cost of the extra tree at the Waterside).

We need to be aware that years of wear and tear have caused damage to a number of the bulb sockets on the Fore Street bulb strings. Excerpt from the report to Services Committee in Sept 2017:

Collapse of catenary wire

At Services Committee in July, it was agreed that if we were to enter in to a 3-year contract (regarding the hire of lights) there should be some discount. In August, however, a section of the catenary wire holding the cross-street lights on Fore Street came down. The Christmas Decorators have inspected the wire and have told us that there are sections that will need repair and replacement. They are therefore unable to offer a fixed price 3-year agreement.

As a guide, a replacement of all catenary wires and lighting with the same product as at the Waterside would be in the region of £10,000. The Christmas Decorators do not think this is necessary for this season, but it will become necessary over the next few years.

Would the Services Committee like to have quotes brought to the next Services Committee meeting for:

- a) a new 'Merry Christmas' sign**
- b) the hire of lights for Christmas 2017, including options for additions to the basic package**
- c) replacement of catenary wires and bulbs on Fore Street**

Lights along the Waterside

The lights that were installed along the lamp posts in front of the statue of Brunel at the Waterside have been extremely well received by the general public. As a result, a report was brought to the Services committee meeting in July 2016 proposing that the lights be extended across the front of Livewire (Phase 2). Indicative figures based on the amount spent on Phase 1 suggested that £2,000 would be sufficient, and the Committee resolved to agree a spend of up to £2,000. Subsequent negotiations with

Cornwall Council, however, have shown that the lamp posts in front of Livewire need to be more sturdy and buried deeper in the ground to take the weight of the catenary wires. We are in the process of getting estimates for the work, and hope to get these figures in time for the January meeting of the Services Committee.

Councillor Mrs Hilary Frank
January 2017

It was **RESOLVED** to:

1. Arrange quotes for all options to include health and safety, maintenance checks and the annual highway license renewal to comply with Cornwall Council's regulations to hang seasonal lighting over the highway.
2. Consider an increase in the EMF Festive Lights (hire/repair/replace) budget at the precept meeting.

109/16/17 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.

110/16/17 AS REQUIRED OR IF NECESSARY

111/16/17 PUBLIC BODIES (Admission to Meetings) Act 1960

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

112/16/17 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR

None

113/16/17 PRESS RELEASES OR ARTICLES REQUIRED

It was **RESOLVED** to issue the following press release:

1. Saltash footpath maintenance standards and signage.

114/16/17 DATE OF NEXT MEETING

Wednesday 8th March 2017 at 7.00 p.m.

Rising at: 21:05

Signed: _____

Chairman

Dated: _____