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Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

2nd March 2017

Dear Councillor,

I write to summon you to a meeting of the **Services Committee** to be held at the Guildhall on **Wednesday 8th March 2017 at 7.00pm.**

Yours sincerely,

R Lane

Town Clerk

To: Councillors

| | |
|--------------------|---|
| D Yates - Chairman | Mrs H Frank – (Mayor, ex-officio) |
| R Austin | Mrs J Dent – Vice Chairman (Deputy Mayor, ex-officio) |
| M Coot | |
| J Ellison | |
| Mrs S Hooper MBE | |
| | |

All other Councillors for information.

AGENDA

1. Health and Safety Announcements
2. Recording of meetings – please notify the Chairman if you are intending to record this meeting
3. Apologies
4. 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
 - d. To note an ongoing dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth
5. Questions from the public
6. Finance:

To receive the current Committee budget statement
7. Reports from Working Groups:
 - a. Saltash Town Centre Improvement Group – verbal brief from Chairman
 - b. Festive Representatives of Saltash Town (FROST) – verbal brief from Chairman
8. Gritting and Snow Clearing Arrangements
No further reports until further notice
9. Allotments

10. Pillmere

- a. To report on Pillmere survey
- b. To consider and approve ground works

11. To consider redevelopment options at Saltmill and costs

12. Public toilets – to consider the cost of cleaning and operation

13. Boundary stones – maintenance

14. Waterfront – update

15. 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. Community toilet scheme
- b. Bus shelters & stops
- c. Play areas/play grounds
- d. Elwell Woods/Cornish Cross

Festive Lights – To consider quotes for Waterside/Waterfront

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.

17. As required or if necessary

18. Public Bodies (Admission to Meetings) Act 1960:

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

19. Urgent non-financial matters brought forward at the discretion of the Chair

20. To consider any press releases or articles required

21. Date of next meeting: Wednesday 14th June 2017 at 7.00pm

Date: 08.03.2017

Agenda No. 6

Saltash Town Council

Services Committee - Budget Report - February 201

| Code | Income Description | Received 2015/16 | | Budgeted Income 2016/17 | | Received YTD 2016/17 | Yet to Receive | | Comments | Proposed Estimated Y/E Income | Proposed Budgeted Income 2017/2018 | Comments | Forecast 2018/2019 | Forecast 2019/2020 |
|------|--|---------------------|-------------|-------------------------------|-------------------------------|-----------------------------|--------------------------------------|--|---|--------------------------------------|---|--|-----------------------|-----------------------|
| 4500 | Allotment Rents | 2,782 | | 2,500 | | 2,727 | - | | | 2,727 | 2,500 | FIXED INCOME | 2,550 | 2,601 |
| 4510 | Public Footpath Grant | 1,038 | | 1,000 | | 1,038 | - | | | 1,000 | 1,000 | FIXED INCOME | 1,020 | 1,040 |
| 4311 | Services Misc Income | 193 | | 350 | | 1,157 | - | | | 1,157 | 75 | FIXED INCOME - Boats £75.00 | 77 | 78 |
| 4511 | Xmas Event Income | 640 | | 500 | | 1,528 | - | | | 1,428 | - | To be deleted | - | - |
| 4521 | Waterside Income | - | | 35,000 | | - | - 35,000 | | | - | 15,000 | | 15,300 | 15,606 |
| | Total Income | 4,653 | | 39,350 | | 6,451 | - 35,000 | | | 6,312 | 18,575 | | 18,947 | 19,325 |
| Code | Expenditure Description | Spend 2015/16 | | Budget 2016/17 | From/to reserve 2016/17 | Actual Spend YTD 2016/17 | Actual Funds Available to date | Funds Available after Planned Spend | Comments | Proposed Estimated Y/E Spend | Proposed Budget 2017/2018 | Comments | Forecast 2018/2019 | Forecast 2019/2020 |
| 5313 | Environment | 403 | | 2,620 | | - | 2,620 | 536 | | 2,000 | 8,000 | £5000 (Enhanced Cutting) £3000 (Budget) | 8,160 | 8,323 |
| 5565 | Highways Weed Control | - | | 14,000 | | 6,585 | 7,415 | 4,122 | 3 applications | 12,000 | 13,500 | 3 applications | 13,770 | 14,045 |
| 5511 | Civic Christmas Event | 6,352 | | 6,150 | - 1,125 | 6,346 | - 1,321 | - 1,528 | See Income above | 6,150 | 500 | | 510 | 520 |
| 5512 | Allotments | 859 | | 1,570 | | 805 | 765 | 765 | | 1,570 | 1,605 | | 1,637 | 1,670 |
| 5513 | Street Furniture (Maintenance) | 21 | | 2,050 | | 1,319 | 731 | 731 | | 2,050 | 3,000 | | 3,060 | 3,121 |
| 5515 | Street Lighting | 458 | | 450 | | 536 | - 86 | - 86 | Livewire Outside Lighting | 536 | 550 | FIXED COST | 561 | 572 |
| 5520 | Grounds Maintenance & Watering | 17,177 | | 20,500 | | 19,475 | 1,025 | 1,025 | | 22,000 | 23,000 | FIXED COST | 23,460 | 23,929 |
| 5542 | Community Toilet Scheme | 922 | | 1,600 | | 800 | 800 | 800 | | 800 | 1,600 | FIXED COST | 1,632 | 1,665 |
| 5544 | Public Toilets (Operational Costs) | 8,546 | | 40,000 | | 17,300 | 22,700 | 19,365 | £10,000 (Belle Vue) £10,000 (Waterside) £10,000 (Alexandra) £10,000 (Longstone) | 20,000 | 30,000 | £10,000 (Belle Vue) £10,000 (Waterside) £10,000 (Longstone) | 30,600 | 31,212 |
| 5552 | Miscellaneous | - | | 110 | | 10 | 100 | 100 | | 110 | 115 | | 117 | 120 |
| 5561 | Trailer (Repair & Maintenance) | 1,006 | | 1,000 | | - | 1,000 | 875 | | 1,000 | 1,020 | | 1,040 | 1,061 |
| 5311 | Tourism and Signage | 300 | | 2,050 | | 310 | 1,740 | 1,740 | £1,050 (Budget) £1000 (Toilet Signage) | 2,050 | 2,095 | | 2,137 | 2,180 |
| 5523 | Bus Shelters (Maintenance) | 677 | | 600 | | - | 600 | 600 | £600 (Window Cleaning) | - | 600 | | 612 | 624 |
| 5360 | Twinning | 14 | | 110 | | 31 | 79 | 79 | | 31 | 110 | | 112 | 114 |
| 5319 | Town Leaflets/Reprinting | - | | 1,050 | | 20 | 1,030 | 1,030 | | 20 | 1,075 | | 1,097 | 1,118 |
| 5322 | Garage (Regatta Store) | 160 | | 160 | | - | 160 | 160 | | - | - | To be deleted | - | - |
| 5318 | Festive Lights Maintenance and Electricity | 395 | | 1,530 | | 273 | 1,257 | 1,257 | | 1,000 | 1,565 | £500 (Electricity - FIXED COST) | 1,596 | 1,628 |
| 5330 | Road Safety Grant | - | | 200 | | 200 | - | - | | 200 | 200 | FIXED COST | 204 | 208 |
| 5331 | Cross & Elwell Woods (Maintenance) | 723 | | 1,570 | | 291 | 1,279 | 1,129 | | 1,570 | 1,570 | £250 (Electricity - FIXED COST) | 1,601 | 1,633 |
| 5537 | Highways Training & Equipment | - | | 2,000 | | - | 2,000 | 2,000 | | - | 2,000 | | 2,040 | 2,081 |
| 5538 | Flags and Bunting | 420 | | 1,500 | | 1,186 | 314 | 314 | | 1,500 | 1,530 | | 1,561 | 1,592 |
| 5539 | Community Payback Scheme | 2,240 | | 5,000 | | 2,987 | 2,013 | 2,013 | | 4,480 | 5,000 | FIXED COST | 5,100 | 5,202 |
| 5566 | Pillmere Estate (Maintenance) | 480 | | 2,000 | | - | 2,000 | 1,620 | £1500 (Maintenance) | - | 6,000 | | 6,120 | 6,242 |
| 5567 | Waterfront (Maintenance Costs) | - | | 35,000 | - 32,350 | 2,650 | - | - | £32350 underspend transferred to EMF Waterside - Capital Works (5570) | 2,650 | 5,000 | Check Business Report | 5,100 | 5,202 |
| | Public Footpaths & Bridleways | - | | - | | 61,124 | - 61,124 | - 61,124 | | - | 2,000 | | 2,040 | 2,081 |
| | Total Expenditure | 41,153 | | 142,820 | - 33,475 | 122,249 | - 12,904 | - 22,478 | | 81,717 | 111,635 | | 113,868 | 116,145 |
| Code | Earmarked Reserve (EMF) | Spend 2015/2016 | Balance B/F | Budget 2016/17 | From/to reserve 2016/17 | Spend YTD 2016/17 | Actual Funds Available to date | Funds Available after Planned Spend | Comments | Proposed Estimated Y/E Balance | Proposed Budget 2017/2018 | Comments | Forecast 2018/2019 | Forecast 2019/2020 |
| 5514 | EMF Notice Boards (Repair & Replace) | 80 | 2,930 | 1,500 | 722 | 822 | 4,330 | 4,330 | £722 (Income from Insurance Payment) | 4,330 | - | | - | - |
| 5317 | EMF Saltash Recreation Areas | 3,260 | 26,740 | - | - | - | 26,740 | 26,740 | | 26,740 | - | | - | - |
| 5324 | EMF Festive Lights | - | 27,813 | 4,000 | 566 | 2,507 | 29,872 | 29,872 | | 29,872 | 6,000 | £6566 (Waterside Lights) £29166 (Town Lights) | - | - |
| 5327 | EMF Public Art and Maintenance | - | 7,675 | 2,325 | - | 1,768 | 8,232 | 6,192 | | 6,192 | 5,000 | £5000 (Saltmill etc.) £5000 (Carkeel) | - | - |
| 5335 | EMF Salt Bins | 165 | 19,422 | - | - | - | 19,422 | 19,422 | | 19,422 | - | | - | - |
| 5535 | EMF Street Furniture (New and Replace) | - | 5,000 | 2,000 | - | - | 7,000 | 7,000 | | 7,000 | 3,000 | | - | - |
| 5563 | EMF Disused Toilets Repair/H&S | - | 5,000 | - | - | - | 5,000 | 5,000 | | 5,000 | - | | - | - |
| 5568 | EMF Pillmere Estate (Capital Works) | - | - | 13,000 | - | 5,950 | 7,050 | 7,050 | £6000 (Works and Ground Maintenance) £7000 was for Allotment Works - Committee to consider Allotment Works for 2017/18 Precept | 7,050 | 8,000 | £12000 (Allotment & Capital Works) | - | - |
| 5570 | EMF Waterfront (Capital Works) | - | - | 5,000 | 32,800 | - | 37,800 | 37,800 | | 37,800 | 12,650 | £32350 underspend transferred from Waterside Maintenance (5570) | - | - |
| 5571 | EMF Bus Shelter Installation | - | - | 10,000 | - | - | 10,000 | 10,000 | £10,000 (1 new bus shelter) | 10,000 | - | | - | - |
| 5572 | EMF Public Toilets | - | - 160 | 37,000 | - | - | 36,840 | 19,262 | £5500 (5 year Repair Programme Figures - Waterside) £30000 (Alexandra Square Toilets) £1500 (Longstone Park - Child Friendly) | 19,262 | - | £5500 (5 year Repair Programme Figures - Waterside) £30000 (Alexandra Square Toilets) | - | - |
| 5573 | EMF Memorial Peace Garden | - | 2,101 | 5,000 | 786 | 7,261 | 626 | - | £786 (Income from Donations) | - | - | To be a revenue budget | - | - |

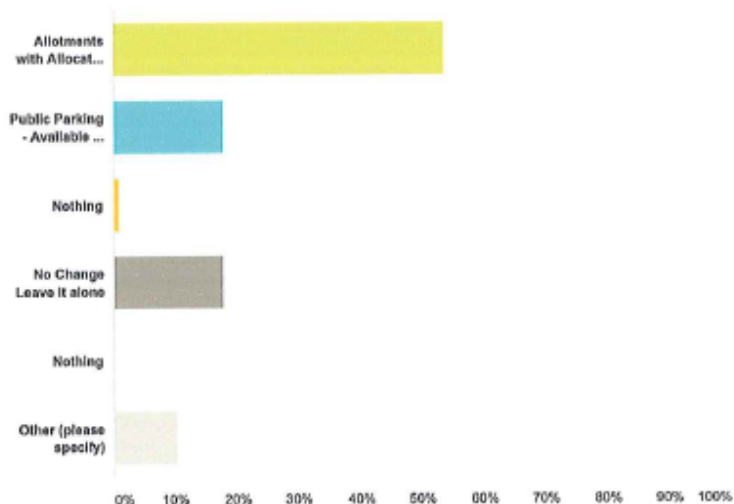
Agenda no. 10a

Pollmer Survey

SurveyMonkey

Q1 Saltash Town Council has a duty to provide allotments, and would like to provide 10-12 on the spare/waste ground in Dartmoor View. These allotments will have allocated compulsory parking within the plot for each allotment with secure access.

Answered: 118 Skipped: 1



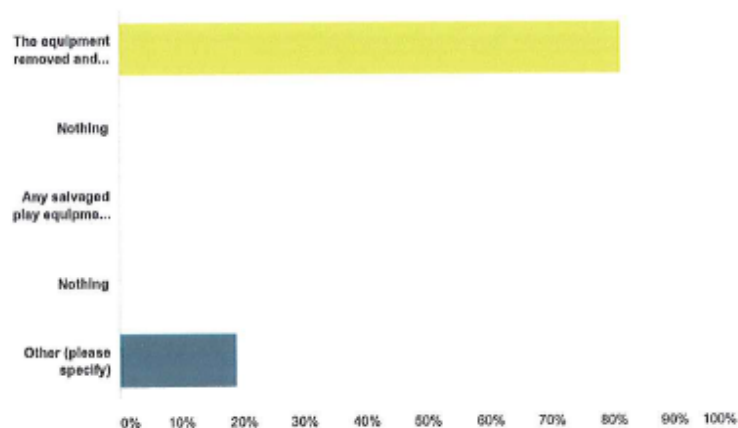
| Answer Choices | Responses |
|--|------------|
| Allotments with Allocated Parking | 53.39% 63 |
| Public Parking - Available to all on a first come first served basis | 17.80% 21 |
| Nothing | 0.85% 1 |
| No Change Leave it alone | 17.80% 21 |
| Nothing | 0.00% 0 |
| Other (please specify) | 10.17% 12 |
| Total | 118 |

Pillmere Survey

SurveyMonkey

Q2 Saltash Town Council would also like to address the problem of the derelict central adventure play area rear of Greenfinch Crescent. There is no funding to bring it back into use. What would you prefer?

Answered: 117 Skipped: 2



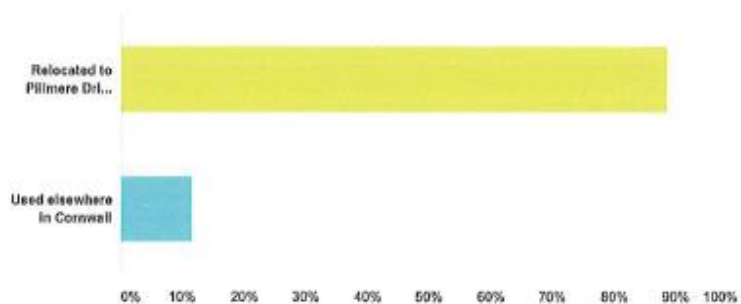
| Answer Choices | Responses | |
|--|-----------|------------|
| The equipment removed and re-landscaped | 81.20% | 95 |
| Nothing | 0.00% | 0 |
| Any salvaged play equipment relocated to Pillmore Drive Play Park? | 0.00% | 0 |
| Nothing | 0.00% | 0 |
| Other (please specify) | 18.80% | 22 |
| Total | | 117 |

Pillmere Survey

SurveyMonkey

Q3 If there is any salvageable play equipment from the park, what would you like to happen to it?

Answered: 114 Skipped: 5



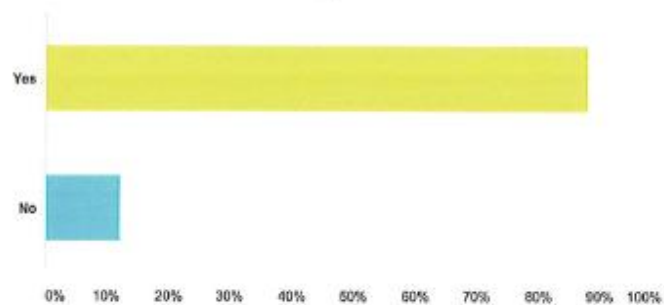
| Answer Choices | Responses | |
|---------------------------------------|-----------|------------|
| Relocated to Pillmere Drive Play Park | 88.60% | 101 |
| Used elsewhere in Cornwall | 11.40% | 13 |
| Total | | 114 |

Pillmere Survey

SurveyMonkey

Q4 Saltash Town Council have suggested that the spare/waste ground on Grassmere Way (opposite Greenfinch Crescent) is made into a wild meadow edged with boulders. Do you agree with this suggestion?

Answered: 116 Skipped: 3



| Answer Choices | Responses | |
|----------------|-----------|-----|
| Yes | 87.93% | 102 |
| No | 12.07% | 14 |
| Total | | 116 |

Agenda no. 10b

Pillmere Works:

1. Area 1 flail cut once - £660.00
2. Plus boulders - £2,392.14
3. Area 3 cut once - £960.00

Total - £4,012.14

Cllr Phillips

Agenda no.11

The BMX track in Saltmill Park is in a sad state of neglect and has not been usable for many years.

Martyn Tambing, of Junkyard Skatepark, has brought forward a quote to bring the BMX track in to use as a pump track. Examples of a pump track are shown below, but it is a circuit of banked turns and features designed to be ridden completely by riders "pumping" - creating momentum via up and down body moments.



The quote is for £2,650 plus VAT, and includes moving onsite earth to tidy up and reshape the track, and rolling over the earth to harden ready for re-use.

Agenda no. 13

Saturday, 14 January 2017

Saltash Town Council
c/o Saltash Town Clerk
The Guildhall
Lower Fore Street
Saltash
PL12 6JX

Dear Saltash Town Councillors and Clerk

Condition of the Borough of Saltash (Saltash Town) Boundary Stones.

The following map and the photographs (all taken during a walk today) show the position and current condition of Saltash Town Council's Six Boundary Stones.



The positions of the six Boundary Stones are indicated by small red flags



On the unclassified road bridge over Clark's Lake (a stream that's Saltash Town Boundary) to the North of East Town Farm, Carkeel.



At 'Smallacombe' on Clark's Lake (the stream that is Saltash Town Boundary)



Just off the A388, East of 'Roodscroft', South of 'New Park' (the Cardinals Hatt)



On the unclassified road bridge over Cock's Lake (another stream that's Saltash Town Boundary)
West of Roodscroft and North of Notter.



In the wall of the old bridge across the River Lynher at Notter Bridge
(the Western boundary of Saltash Town)



This Saltash Borough Boundary Stone is on the verge of the A38 at the rear of a safety barrier. The Borough Boundary Stone is 200 feet East of the Saltash Town Boundary: the Lynher River.

In 1991 an Act of Parliament altered Saltash Boundary and made Cock's Lake (*a stream*) and the River Lynher the Saltash Town Council's North Western and West Boundary.

The St. Germans or Lynher River is Saltash Town's Southern Boundary and the Tamar the East Boundary. Kingsmill Lake, Clark's Lake and Cock's Lake the Northern Boundary. Saltash Town is almost surrounded by water

All six Boundary Stones are in need of some tender loving care and are worth preservation. Please can some remedial and conservation action be taken?

Thank you

Peter Clements.

Agenda no. 14Waterfront Report

As I have reported to Town Council the devolution of the Waterfront from Cornwall Council is progressing. The work on a map showing the parcels of land that we are either taking on or managing on behalf of Cornwall Council has been finalised.

A Waterfront and Town Warden has been appointed. Mr Jeff Diamond will be starting on 1st March.

A hired mobile portacabin base for the warden has been agreed and work is on-going as to where to put it. Advice on the necessity for planning permission and agreement from Parking at Cornwall Council is awaited

The refurbishment of the pontoon is progressing and the Duchy money for the fundus has been obtained from the LDF and will be available when the pontoon has returned.

Network Rail has offered a lease hold on the buildings owned by them around the bridges including the waterfront toilets. This offer is being investigated at present.