

## **SALTASH TOWN COUNCIL**

### **Minutes of a Meeting of the Services Committee held on the virtual platform Zoom on Wednesday 8<sup>th</sup> July 2020 at 6:30 p.m.**

**PRESENT:** Councillors: R Bickford, G Challen, J Dent, M Fox, S Gillies, S Martin, S Miller - Vice Chairman, M Parker – Chairman, J Peggs, A Pinckney, W Phillips, B Samuels, P Samuels, D Yates.

**ALSO PRESENT:** R Lane – Town Clerk, M Orchard – Acting Service Delivery Manager, S Emmett – Finance Officer, D Joyce – Administration Officer.

**APOLOGIES:** Councillors: S Lennox-Boyd, J Rance.

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### **ANNOUNCEMENTS**

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

### **1/20/21 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

The Administration Officer notified the Chairman she would be recording the meeting for the purposes of the minutes.

### **2/20/21 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.

None.

c. To consider dispensations required:

None.

**3/20/21**      **QUESTIONS FROM THE PUBLIC**

None.

**4/20/21**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No Report.

**5/20/21**      **TO RATIFY THE FOLLOWING DURING THE COVID-19 ISOLATION PERIOD**

It was **RESOLVED** to approve the items listed on the COVID-19 Delegated Decision Register.

<b>Ref Nr.</b>	<b>Details</b>	<b>Decision Agreed</b>	<b>Committee</b>	<b>Sub Committee</b>
REF 20	Agreed to cancel all Guildhall bookings up to the end of June	APPROVED	SERVICES	N/A
REF 43	To extend Guildhall Cancellation up until the 31st July 20	APPROVED	SERVICES	N/A
REF 44	Approved to hire & insurance two vans for Service Delivery usage for Staff Welfare	APPROVED	SERVICES	N/A

The Chair wished to elaborate on the decision to approve the hire and insurance of two additional vans for the Service Delivery Team.

The Chair informed Members this was a short term measure required for the purposes of Health and Safety implications, due to Covid-19 social distancing measures, and high volumes of work the Service Delivery Team are experiencing and the urgent necessity for the team to be more mobile.

The Chair stated that the purchase of two vans is being further considered and will be brought to Council at a later date for approval. The Chair added that available funds have been confirmed to be within the Services Committee budget.

**6/20/21**      **FINANCE:**

- a. To receive the current committee budget statement.

It was **RESOLVED** to note.

7/20/21

**TO RECEIVE A REPORT FROM THE ACTING SERVICE DELIVERY MANAGER.**

Members received an updated report from the Acting Service Delivery Manager – Mark Orchard.

The ASDM briefed Members on the reopening and sanitisation of the toilets at Belle Vue and the Waterfront as well as the benches and bins along Fore Street.

The ADSM reported that there is a little bunting left to be erected but is proving difficult due to parked cars being obstructions.

The ADSM mentioned that two temporary employees had been recruited.

The ASDM stated that social distancing measures are in place along Fore Street and being monitored regularly with 6 hand sanitizing stations to be installed along Fore Street next week.

Councillor Pinckney joined the virtual meeting and confirmed she could hear the proceedings.

Members asked if there had been any issues with the cleaning regime regarding the toilets and if it was possible to open Longstone Park's Public Convenience due to the play park now being reopened.

The ASDM confirmed all was in place and working well with the strategic cleaning regimes and would welcome a further Public Convenience to be reopened. The ASDM confirmed this could be achieved and added to the cleaning schedule for early next week

Councillor Peggs asked of the refurbishments of benches for Fore Street and if there was scope for the cemetery staff to assist.

The ADSM confirmed he would arrange for this to be included in the wet weather work schedule.

Members discussed the progress of clearing the land at Dartmoor View and were informed this would be ongoing due to the SDGA team being extremely busy and having to be reactive to other areas which require to be prioritised due to the Public's Safety being paramount at this time.

Members wished their thanks to be noted for all the SDGA team and all the work they have undertaken.

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

8/20/21

**TO CONSIDER THE CURRENT USE OF LAND AT DARTMOOR VIEW PILLMERE (PURSUANT TO MINUTE NO. 68/15/16 SERVICES COMMITTEE HELD ON 11.11.15 AND MINUTE NO.93/15/16 SERVICES COMMITTEE MEETING HELD 9.3.16 AND MINUTE NO.78/16/17 SERVICES COMMITTEE MEETING HELD ON 9.11.16 AND MINUTE NO. 104/16/17 SERVICES COMMITTEE MEETING HELD ON 11.01.17 AND MINUTE NO. 119/16/17 SERVICES COMMITTEE MEETING HELD ON 8.03.17 AND MINUTE NO. 5/17/18 SERVICES COMMITTEE MEETING HELD ON 14.06.17)**

The Chair requested Councillor Phillips give an update on the current use of the land at Dartmoor View.

Councillor Phillips spoke of conversations held with local residents over many years as to what the what public wished to do with the land at Dartmoor View

Councillor Phillips stated that a decision to make the land allotments was not agreed and the land has since been neglected and is now overgrown.

Councillor Phillips informed Members that there are currently 4 parcels of land owned by Saltash Town Council which he would like to propose be registered as Public Open Spaces.

The Town Clerk informed Members it would require further investigation into its registered designation of a Public Open Space as a caveat may already be in place.

Councillor Yates requested Members include the details of the land within the Saltash Neighbourhood Plan as these would then be recorded as requested Public Open Spaces in the submission report and if a referendum was to take place would clearly show evidence of this request and prevent anyone from building onto the land.

Councillor Gillies asked if there was a possibility of marking the land in Pillmere maintained by Saltash Town Council to clearly show residents the areas the Council are responsible for.

The Town Clerk responded that the proposal to mark all land maintained by the Council is to be implemented in the near future once further devolution and maintenance contracts have been completed.

It was **RESOLVED**:

1. To hand the piece of land over to the resident's association to maintain the area as an amenity area after the land has been cleared.
2. Councillor Phillips to draw up a brief service level agreement between STC and the Pillmere resident's association.
3. Service Delivery Manager to regularly inspect land at Dartmoor View.
4. Councillor Phillips, Yates, Town Clerk and the Administration Officer establish the parcels of land in Pillmere and ensure inclusion in the SNP Submission Report.

9/20/21

**TO RECEIVE AN UPDATE ON THE MEADOWS BANKS PROJECT ON ST STEPHENS ROAD – COUNCILLOR FOX**

Councillor Fox briefed Members on a visit to Rashleigh Avenue at the end of February, in which himself and Councillor Pinckney spoke with local residents to establish their views on the Cornwall Council proposal of the Meadow Banks project.

Residents who were available to comment didn't object to the land being converted but expressed support for an area to be left for the local children to continue to be able to play.

Members discussed the advantages and disadvantages of Meadow Banks.

It was **RESOLVED** to support Cornwall Council's Meadow Bank Project on St Stephens Road subject to:

1. The area in which it is most sloped to be a Meadow Bank.
2. The other half of the area to be left and accessible for the local resident's children to play.

**10/20/21**      **TO REVIEW THE COMMITTEE TERMS OF REFERENCE (PURSUANT TO P&F HELD ON 25.02.20 MINUTE NO. 157/19/20)**

Members discussed the Terms of Reference and it was confirmed the Terms of Reference to be approved were solely relating to the Services Committee.

Members raised concerns that amendments may have been missed due to the COVID-19 pandemic and were assured the review was an annual arrangement with one additional change being made in regards to virtual meetings.

It was **RESOLVED** to approve subject to a check by administration with any further amendments to be highlighted and brought back to the Services committee.

**11/20/21**      **TO RECEIVE AND NOTE THE SALTASH AREA ROAD SAFETY MINUTES FROM THE 13<sup>TH</sup> JANUARY 2020**

Members discussed the necessity of the local forum Committee and the developments and implementations of any of the issues raised at this Committee.

Councillor Miller assured Members that local issues impacting Saltash get escalated to the highways scheme and implemented. However due to COVID-19 many concerns previously raised have been delayed.

Councillor Miller added that an annual report is produced each year but due to suspended operations this may have been missed.

It was **RESOLVED** to note.

**12/20/21**      **CORRESPONDENCE.**

None.

**13/20/21**      **OTHER AREAS THAT THE SERVICES COMMITTEE IS RESPONSIBLE FOR:**

a. Allotments:

The Chair mentioned that the gate on the entrance to Churchtown allotments remains removed and the parking issues seem to have improved with allotment holders parking in the designated areas.

Councillor Peggs enquired about allotment waiting lists as it has been reported to be difficult to obtain an allotment plot in Saltash.

Members discussed the length of the waiting list which is believed to be affected by desired locations not becoming available for residents currently enlisted.

Members raised concerns over plots not being maintained by the allotment holders and all agreed to remove a plot holder if the land is not in use.

It was **RESOLVED** to:

1. Information of the waiting list to be distributed to Members.
2. The Chair to revisit any allotments that are not being maintained.

**14/20/21**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was **RESOLVED** 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.

**15/20/21**      **TO CONSIDER ANY ITEMS FROM THE MAIN PART OF THE AGENDA**

None.

**16/20/21**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was **RESOLVED** that the public and press be re-admitted to the meeting.

**17/20/21**      **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None.

**18/20/21**      **PRESS AND SOCIAL MEDIA RELEASES**

1. Community work to commence with the Residents Association of Pillmere.
2. To inform the public of current social distancing measures in place along Fore Street and the work currently being undertaken by the Service Delivery Team including the reopening and cleaning regime of local amenities.

**19/20/21**      **DATE OF NEXT MEETING**

Wednesday 14<sup>th</sup> October 2020 at 6:30 p.m.

Rising at 7:44p.m.

Signed: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_