

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Civic Amenities Committee held in The Guildhall on Wednesday 11<sup>th</sup> May at 7.00 pm

**PRESENT:** Councillors: C Oakes (Chair Mayor - Part), R Bickford, P Clements (Vice-Chair), G Ellison (Chair), Mrs H Frank, M Gee, A Killeya.

**ALSO PRESENT:** Councillor B Austin, one Member of the Public, Ray Lane - Town Clerk.

**APOLOGIES:** Councillors: W Phillips, C Riches, P Stephens ISM.

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**Mayor in the Chair.**

### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **20/11/12      ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

The Mayor took the Chair to receive nominations for a Chairman and Vice Chairman.

Councillor Gee nominated Councillor Ellison as Chairman.  
Councillor Mrs Frank seconded the nomination.  
Councillor Ellison was unanimously elected Chairman.

Councillor Gee nominated Councillor Mrs Frank as Vice Chairman.  
Councillor Clements seconded the nomination.  
Councillor Mrs Frank was unanimously elected Vice Chairman.

It was **RESOLVED** that Councillor Ellison be Chairman and Councillor Mrs Frank Vice Chairman.

**Councillor Ellison in the Chair.**

#### **21/11/12      DECLARATIONS OF INTEREST**

<b>Name</b>	<b>Agenda Item</b>	<b>Personal/Prejudicial</b>	<b>Reason</b>
Gee	8	Prejudicial	SWRA Treasurer
	19	Prejudicial	Livewire Treasurer
Bickford	8	Prejudicial & Personal	Regatta Committee Member & Knows Ashtorre Rock Applicant
	19	Prejudicial	SWRA Committee Member
Ellison	8	Prejudicial	SWRA Vice Chairman
	9	Prejudicial	Elwell Project Leader
Killeya	8	Prejudicial	Former Member of SEA

**22/11/12**      **QUESTIONS FROM THE PUBLIC**

A member of the public enquired what responsibility the Town Council had for enforcing the maintenance of overhanging trees and plant growth from private property onto the pavements and highways.

The Chairman replied that the Town Council had no enforcement powers, but did write to property owners to request maintenance, if requested and it was considered appropriate, and that Councillors had a watching brief to inform the County Council who possessed the enforcement powers to take action where necessary.

**23/11/12**      **CHRISTMAS EVENT 2011**

Members considered a date for the Christmas event having considered the previous year's event.

It was **RESOLVED** that:

1. The event would be held on Saturday 3<sup>rd</sup> December 2011
2. Details would be considered at a future meeting to include the idea of a later start time.

**24/11/12**      **FOOTPATHS**

**(a) Footpath Update**

Councillor Clements reported that he had produced two more walks leaflets that would be displayed on the web page.

He further reported that the Town Council now had its own Ordnance Survey Map license.

It was **RESOLVED** that the reports be noted.

The Chairman referred to producing a booklet to contain all the maps and others from out of town.

Members discussed the legal implications of including walk leaflets from out of town.

It was **RESOLVED** that the Clerk check the legality of including out of town walk leaflets with the Cornwall Association of Local Councils.

**(b) Gate at Gilston Road and Badgers Walk**

Councillor Oakes reported that consultation letters had been distributed to residents and the responses were currently being assessed.

It was **RESOLVED** that a report on the response to the consultation be made to the next meeting.

**(c) Footway/cycletrack bridges between Pillmere Housing Estate and Wain Homes Estate/Berry Park**

Councillor Clements reported that he had been informed that no further progress had been made.

It was **RESOLVED** that:

1. A meeting be arranged with Mr Distin, a Cornwall Council Officer, the Chairman and Clerk to determine the current status of the proposed scheme.
2. The Clerk contact Bonds to determine if two bridges had been constructed.
3. The Clerk contact Wain Homes to determine the progress of the bridge scheme.

**(d) Footbridge/cycletrack bridge across the A38 at Carkeel**

Councillor Clements reported that the scheme was on hold whilst Highways investigated alternative schemes and their cost options.

Councillor Killeya informed members that the alternative schemes referred to crossing methods other than a bridge.

It was **RESOLVED** that the Clerk contact Highways to seek an update on current proposals.

**25/11/12**

**FESTIVAL FUND**

1. Ashtorre Rock Ferry 50 Festival

It was **RESOLVED** that the Festival be supported in principle, subject to the Chairman seeking further information into the costs, particularly the circus skills workshop.

**The Chairman declared a prejudicial interest in the next item and took no part in the decision making or discussion, other than being available to answer Members' questions.**

2. Saltash Regatta

Members considered that the application for road closure equipment would be better served by the Town Council purchasing the equipment for the benefit of all town events and use by town organisations.

It was **RECOMMENDED** that Full Council consider the purchase of road closure equipment to the value of £1500.00

**Councillor Gee declared a prejudicial interest in the next item and left the meeting.**

3. Saltash Livewire Youth Music Festival and 65<sup>th</sup> Anniversary

It was **RESOLVED** that the Chairman would seek further clarification on costs.

**Councillor Gee was invited and rejoined the meeting.**

**Councillor Killeya declared a prejudicial interest in the next item and left the meeting.**

4. Saltash Environmental Action & Saltash in iTransition Making Saltash Greener Festival

The Chairman informed Members of a request by SEA & SiT, which had surplus funding remaining from the event, and wanted the Council to consider allowing the organisation to retain all or part of the money to fund projects arising and continuing from the festival itself.

Members considered the request and determined that funds were awarded to specific events and this did not fit the criteria. However, if they wanted to re-apply for further funding, any application would be considered sympathetically.

It was **RESOLVED** that the Clerk would inform the organisation.

**Councillor Killeya was invited and rejoined the meeting.**

5. Application Process

Members considered the process for the closure and auditing of Festival Fund grant accounts.

It was **RESOLVED** that:

1. The Chairman and Festival Fund Officer audit recent accounts.
2. Accounts be closed within a three month period.

**26/11/12**

**ELWELL WOODS/ CELTIC CROSS**

The Chairman reported that a successful meeting had been held with Cornwall Council Procurement Board and a team had been assembled with a Project Manager and that a specification had subsequently been drawn up for tenders of three works packages to go out soon.

It was **RESOLVED** that the report be noted.

**27/11/12**

**GROUNDS MAINTENANCE**

(a) **Phase IV and V**

Members considered options for progressing the works.

It was **RESOLVED** that:

1. Following the production of a specification, quotes for the work be sought for consideration by Full Council from:

- i. Courtyard Landscapes
- ii. Anthony Landscapes
- iii. Hine Brothers

2. Full Council consider the schemes be funded from :

- i. Phase 5 - Highways Grant £16500
- ii. Phase 4 – Environmental Improvements EMF £7750

(b) **Update on display boats**

Members considered quotes for the relocation of the boat at the rear of the Co-op to the Waterside and the disposal of the Waterside boat.

It was **RESOLVED** under the committee's delegated procurement power that the quote from Hine Brothers be accepted for the work, to the value of £615.00, to be funded from the Street Furniture budget.

Councillor Oakes reported that payment in settlement for previous year's sponsorship had been received from the Rotary Club of Saltash and that the Lions Club would like to sponsor a boat.

It was **RESOLVED** that the Chairman would progress the sponsorship of the Alexandra Square boat with the Lions Club.

(c) **Update on land ownership**

It was **RESOLVED** that the item be deleted from the agenda.

28/11/12

**ALLOTMENTS**

(a) **Grenfell Avenue – new site**

Councillor Killeya reported that progress was still awaited with Cornwall Council.

It was **RESOLVED** that the report be noted.

(b) **Allotment Development - Update**

Councillor Austin reported that the two vacant allotments at Grenfell Avenue had now been allocated and that there were 65 applicants on the waiting list.

He further reported that the water was now on at Churchtown and that a health and safety issue had arisen for the Groundsman with the cutting of grass around the allotment bund, in relation to access and equipment.

It was **RESOLVED** that:

1. Councillor Austin liaise with the Allotment Society to determine if they will take on the cutting of the grass and apply to the Community Chest for the necessary equipment.

Councillor Austin proposed that the spare land adjacent to the existing allotments be used to provide a further 10-15 allotments.

It was **RESOLVED** that the proposition would be considered at a future meeting and that, if approved, funding be made available from the remaining funds in the cemetery extension budget.

Councillor Austin reported that he had received a request from an allotment holder to shoot rabbits on the allotment site.

It was **RESOLVED** that the request be refused.

**29/11/12**      **STREET LIGHTING**

(a)      **Moorland View**

It was **RESOLVED** that the item be deleted from the agenda.

(b)      **Tincombe and Saltmill**

It was **RESOLVED** that the item be deleted from the agenda.

**30/11/12**      **TOWN MESSENGER**

Members considered articles for the next issue.

It was **RESOLVED** that Members would submit articles as agreed to the Administrative Officer.

**31/11/12**      **REPORTS OF OVERHANGING TREES AND PLANT GROWTH**

No business.

**32/11/12**      **BLUE PLAQUE SCHEME**

Councillor Killeya reported that he had contacted the Heritage Lottery Fund with regard to a pre application and was progressing this on an educational theme, as required for up to 10 – 12 plaques.

It was **RESOLVED** that the report be noted and that he continue progressing options as previously agreed.

**33/11/12**      **BENCHES**

(a)      **Repairs to Fore Street benches**

The Chairman reported that repairs were nearly completed.

It was **RESOLVED** that the report be noted.

**34/11/12**      **REPORT ON “BRING AND SHARE” PICNIC IN LONGSTONE PARK TO CELEBRATE THE ROYAL WEDDING**

Councillor Mrs Frank reported that it had been a successful community event, attracting an estimated 600 people and requested consideration be given to holding a Queen Elizabeth Diamond Jubilee Celebration event on 2<sup>nd</sup> June 2012.

It was **RESOLVED** that:

1. It be agreed, in principle, to hold the event and that a budget be considered in next year's precept.
2. The event be further considered at the meeting in September.

**35/11/12**      **BANNERS**

(a)    **Victoria Gardens site**

Councillor Austin reported that Cornwall Council were now retaining the management of banner space allocation in house.

It was **RESOLVED** that:

1. The report be noted.
2. The Clerk progress the removal of non-Cornwall Council banners.

**Prior to the next item Councillor Gee declared a prejudicial interest and left the meeting.**

**36/11/12**      **REQUEST FOR FUNDING TO REPAIR PLAY EQUIPMENT ON THE WATERFRONT**

The Chairman reported that the equipment required major repairs and refurbishment and the Saltash Waterfront Residents Association sought the Council's direction as to funding sources.

It was **RESOLVED** that SWRA should submit an application for funding to the Community Chest.

**Councillor Gee was invited and returned to the meeting.**

**37/11/12**      **CCTV**

The Chairman reported on a document received from Cornwall Council with regard to the current status of CCTV in East Cornwall that included the Saltash system, that was to be considered at a meeting to be held on 25<sup>th</sup> May 2011.

Councillor Austin reported on a meeting he had attended where it was determined that, although the Town Council had ceased its funding and participation in the area system, it was still responsible for fibre optic contract costs.

It was **RESOLVED** that:

1. The reports be noted.
2. The CCTV budget be maintained and carried forward to cover any retained liable costs.

**38/11/12**      **QUEEN ELIZABETH II DIAMOND JUBILEE/BEATING SALTASH'S BOUNDS**

Councillor Clements presented a report on the possibility of a 'Beating the Bounds' as part of the Queen Elizabeth's Diamond Jubilee Celebrations.

It was **RECOMMENDED** that:

1. To hold the event on Monday 4<sup>th</sup> June 2012
2. A working group be established to arrange all Queen Elizabeth's Diamond Jubilee Celebration events.

**39/11/12**      **2010/11 DRAFT BUDGET OUTTURN**

Members considered the 2010/11 draft budget outturn.

It was **RESOLVED** that:

1. To determine why the Grounds Maintenance costs had increased over budget.
2. To determine a cost breakdown of the Grounds Maintenance contractors charges.
3. To maintain and carry forward the CCTV budget.

**40/11/12**      **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

Councillor Oakes referred to the need for refurbishment works to the public toilets in Belle Vue.

It was **RESOLVED** that the Clerk contact Cornwall Council to notify them of the need for refurbishment works.

Councillor Killeya requested delegated power for the proposed Queen Elizabeth's Diamond Jubilee Celebration events working group to issue press releases.

It was **RESOLVED** that approval be given for the proposed Queen Elizabeth's Diamond Jubilee Celebration events working group to issue press releases.

Councillor Austin reported that Pengellys were to sponsor the flower beds at the entrance to Churchtown Cemetery.

It was **RESOLVED** that the report be noted.

**41/11/12**      **PRESS RELEASES OR ARTICLES REQUIRED**

None.



**42/11/12**      **DATE OF NEXT MEETING**

Wednesday 8<sup>th</sup> June 2011

Rising at 9.50 pm.

Signed: \_\_\_\_\_  
  Chairman

Dated:            2<sup>nd</sup> June 2011