

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Civic Amenities Committee held in The Guildhall on Wednesday 13th July at 7.00 pm

PRESENT: Councillors: G Ellison (Chair), R Bickford, P Clements, Mrs H Frank, M Gee, C Riches, P Stephens ISM.

ALSO PRESENT: Mr P Gunn (part), Ray Lane - Town Clerk.

APOLOGIES: Councillors: A Killeya, C Oakes.

HEALTH AND SAFETY ANNOUNCEMENTS

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

62/11/12 DECLARATIONS OF INTEREST

Name	Agenda Item	Personal/ Prejudicial	Reason
Ellison	8	Prejudicial	Chairman
Gee	8	Personal	Member of Committee
Clements	8	Personal	Member of Committee
Stephens	11(a)	Personal & Prejudicial	Son lives in property and would benefit from the proposed lighting.

63/11/12 CURRENT COMMITTEE BUDGET STATEMENT

The Chairman presented the current Committee budget statement to June 2011 to Members.

Councillor Gee asked if the return of unused Festival Funds would be put into reserves or back into the budget.

The Chairman confirmed the returned funds would be put back into the Festival Fund budget.

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

64/11/12 CHRISTMAS EVENT 2011

The Chairman welcomed Peter Gunn to the meeting who announced that, due to other commitments he would be unable to MC this year's Christmas event. The Chairman extended the Committee's thanks to Peter for his past support and work on the Christmas event.

Members considered a replacement for Peter and it was suggested Mr Dave Orton be approached.

It was **RESOLVED** that the Chairman request Mr Dave Orton to MC this year's event.

(a) Christmas Tree

The Chairman informed Members of the cost for the supply, erection, installation and safety inspection of the lights for last year's tree.

It was **RESOLVED** that:

1. A cost be obtained for sinking a tree socket in Victoria Gardens if needed.
2. The Chairman will source a tree.
3. A cost be obtained for an electrician to fit the lights.
4. Arrangements be made to have the park locked at night for the duration the tree is on site.

(b) Update on Road Closure

The Chairman informed Members that the application for the road closure had been submitted and was awaiting approval.

He also reported that the Council now had its own road closure signs, barriers and qualified people, including himself, that would allow in-house management of the closure thereby reducing costs.

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

(c) Update on Mayor's Charity Collection

The Chairman reported that the licence had now been received.

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

(d) Entertainment

Members considered and recommended a variety of acts to appear, based on the reduced hours of this year's event, and proposed to book the following, subject to cost and availability:

1. Western Approach.
2. Elaine Davis (Councillor Riches to contact).
3. Saltash Town Band for the marching and carols.
4. Hilary and Jack Roissetter.
5. A jazz band to be sourced.
6. Shoot the Crow.
7. Mayor's Chaplain for prayers.
8. Tom Daley and Ann Widdecombe be invited to switch the lights on.

Members also agreed:

1. That the marquee be booked in the event of foul weather.
2. Liaison with the shops be established and that they be offered free stalls.
3. The set up and layout be the same as last year.
4. The effectiveness and weather proofing of the public address system be investigated.

It was **RESOLVED** that the Chairman, Vice Chairman and Clerk meet in August to progress bookings and arrangements.

65/11/12 **FOOTPATHS**

(a) Footpath Update

Councillor Clements reported that he had submitted 17 further maintenance issues to Cornwall Council that included such problems as paths being ploughed, overgrown and missing sign posts.

The Chairman enquired if there were any major problems.

Councillor Clements informed members that the boardwalk over the swamp at Lakes Farm was overgrown and posed a significant hazard to users.

It was **RESOLVED** that:

1. The Clerk report and seek a response as to the actions Cornwall Council will undertake to address the safety issue at Lakes Farm swamp boardwalk.
2. Linda Holloway – Senior Enforcement Officer, be invited to give an update report to the September meeting of the committee.

(b) Footway/cycle track bridge at Pillmere Housing Estate.

Councillor Riches confirmed that there is no bridge on site and that he will pursue the issue of the reported tree obstruction with Wain Homes through Cornwall Council.

Councillor Riches also reported that he would source a report on the tree obstruction issue from the Tree Officer, as Councillor Clements considered the tree's position would not impede the installation of the bridge.

Members also considered the issue of the intended bridge being redeployed and installed at Sungirt Park, Liskeard and what measures and budget had been put in place by Cornwall Council to replace the bridge.

It was **RESOLVED** that the Clerk contact Cornwall Council to determine Cornwall Council's commitment and arrangements for replacing the bridge.

Wain Homes Estate/Berry Park Footway/cycle track bridge.

The Chairman reported that he and Councillor Mrs Sue Hooper MBE had been unable to progress a meeting with the ransom strip property owner, due to his personal circumstances.

It was **RESOLVED** that, due to the personal circumstances of the ransom strip property owner, the issue not be pursued at this time.

(c) Footbridge/cycle track bridge across the A38 at Carkeel

The Chairman reported that the issue was ongoing and that the query with the S106 funding allocation had now been resolved.

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

66/11/12 FESTIVAL FUND

(a) Festival Fund applications

Councillor Mrs Frank reported that Saltfest had enquired what action they should take with unused Festival Funds.

The Chairman stated that the funds should be returned to the Council.

It was **RESOLVED** that Councillor Mrs Frank arrange for the Saltfest representative to meet with the Clerk to arrange the return of the funds.

Banners

Councillor Bickford suggested that two banners should be procured for the Council to be used by Festival Fund recipients at their events, to promote and recognise the Council's support.

It was **RESOLVED** to procure two banners to read 'SUPPORTED BY SALTASH TOWN COUNCIL', with the seals either side, from Motive Graphics, up to a cost of £150.

67/11/12 ELWELL WOODS/ CELTIC CROSS

The Chairman reported that Cornwall Council were now progressing the project and the next meeting of the management team was on 21st July 2011 to commence the tender process.

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

68/11/12 GROUNDS MAINTENANCE

(a) Phase IV and V

The Chairman reported that the sites had been identified and he would be meeting with the Clerk to progress the works specification.

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

(b) Update on display boats

The Chairman reported that the work had now been successfully completed.

Councillor Bickford reported that he wished to submit an application for the Railway Station in the Cornwall in Bloom competition and sought the Committee's support.

The Chairman reported that there was further maintenance work required in the area and Members considered this, together with funding opportunities.

It was **RESOLVED** that:

1. Councillor Bickford will consider options to progress an application.
2. The item now be removed from the agenda.

(c) Grounds Maintenance Contract annual fee

Member considered an application from the grounds maintenance contractor for an increase to the annual contract price for 2011/12, due to the increase in fuel and associated costs.

It was **RESOLVED** that:

1. Due to the value for money and level of service the contractor provides, an increase be approved from August 2011.
2. The Clerk negotiate and agree an increase, in line with inflation and operational costs, with the contractor.

69/11/12

ALLOTMENTS

(a) Grenfell Avenue – new site

The Chairman reported a response was still awaited from Cornwall Council.

It was **RESOLVED** that the Clerk progress the matter.

(b) Allotment Development – Update

Members considered a suggestion from a resident for the establishment of allotments in a field adjacent to the Methodist church.

Members considered the suggestion with regard to work being undertaken by Cornwall Council in relation to the reconfiguration of playing field provision.

It was **RESOLVED** that it was not feasible at this stage to progress the suggestion and that the Clerk notify the resident.

(c) Request for a greenhouse at Grenfell Avenue allotments

Members considered a request for the installation of a greenhouse from an allotment holder.

It was **RESOLVED** that, subject to the provisions of the tenancy agreement, the request be approved.

Prior the next item, Councillor Stephens declared a Prejudicial and Personal interest and remained in the meeting, taking no part in any discussion or decision making, to respond to Members' questions.

70/11/12 **STREET LIGHTING**

(a) Moorland View

The Chairman asked what progress had been made on site to date.

The Clerk reported he had not received any further update, despite a recent request for one, and Councillor Stephens ISM reported that no progress had been made on site.

It was **RESOLVED** to note the reports and the Clerk seek a further update from Cornwall Council.

(b) Any other issues relating to street lighting

The Chairman reported that the light at Livewire was still out, despite the Council appointed electrician inspecting the light and reporting the fault was inside the building to the building staff.

It was **RESOLVED** that the electrician be booked to liaise with the building staff and repair the light.

71/11/12 **TOWN MESSENGER**

Members considered articles for the next edition and a publication schedule.

It was **RECOMMENDED** to Full Council that consideration be given to a fixed schedule for the publication and distribution of the Messenger.

72/11/12 **REPORTS OF OVERHANGING TREES AND PLANT GROWTH**

No report.

73/11/12 **BLUE PLAQUE SCHEME**

No report.

74/11/12 **NOTICEBOARDS**

(a) Update on repairs to notice board in Callington Road

The Clerk reported that the notice board was in generally good condition and consideration should be given to its replacement as part of any overall replacement programme.

Councillor Stephens ISM reported that the notice board outside ‘Speedy Print’ needed repair to the front display window.

It was **RESOLVED** to repair the notice board outside ‘Speedy Print’.

(b) Update on Pillmere notice board

Councillor Riches reported the notice board was in use and that he would provide details of the person managing it, in order the Clerk may seek its use for the display of Council agendas and minutes.

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

75/11/12 **CCTV**

The Chairman informed Members of a letter received from the Community Safety and Public Protection Officer regarding issues relating to the Council’s decision to withdraw funding from the scheme.

It was **RESOLVED** to invite the Community Safety and Public Protection Officer to the next meeting of the Committee in September, to progress the matter.

76/11/12 **QUEEN ELIZABETH II DIAMOND JUBILEE/BEATING SALTASH’S BOUNDS**

Members considered various options and opportunities for organising and managing the event.

It was **RESOLVED** that the Chairman would arrange a meeting of the working party.

It was **RECOMMENDED** that Full Council ask the CIC to manage the event.

77/11/12 **SALTASH COMMUNITY INVOLVEMENT LANTERN PARADE**

Members considered a report presented by Councillor Mrs Frank, with regard to a proposal to hold lantern-making workshops in the community and the use of the lanterns in the parade during the Saltash Christmas Event.

It was **RECOMMENDED** that Full Council consider supporting the initiative and fund it to the value of £2,600 from the Festival Fund budget.

It was **RESOLVED** that Councillor Mrs Frank's report be distributed to all Members with the agenda.

78/11/12 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None.

79/11/12 **PRESS RELEASES OR ARTICLES REQUIRED**

None.

80/11/12 **DATE OF NEXT MEETING**

Wednesday 14th September 2011.

Rising at 8.40 pm.

Signed: _____
Chairman

Dated: _____
4th August 2011