

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Civic Amenities Committee held in The Guildhall on Wednesday 9<sup>th</sup> November 2011 at 7.00 pm

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

**ALSO PRESENT:** Karen German – Environmental Protection Officer. Cornwall Council.  
Ray Lane - Town Clerk.

**APOLOGIES:** Councillors: A Killeya, C Oakes, C Riches.

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### HEALTH AND SAFETY ANNOUNCEMENTS

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

#### **104/11/12     DECLARATIONS OF INTEREST**

<b>Name</b>	<b>Agenda Item</b>	<b>Personal/ Prejudicial</b>	<b>Reason</b>
All Councillors present.	9	Personal	Applicants known.
Clements	9 (38)	Prejudicial	Mayfair Committee Member
Stephens. I.S.M.	13 (a)	Prejudicial	Son lives in Moorland view

#### **105/11/12     FIXED PENALTY NOTICE TRAINING – PRESENTATION FROM KAREN GERMAN ENVIRONMENTAL PROTECTION OFFICER CORNWALL COUNCIL**

The Chairman introduced and welcomed Karen German – Environmental Protection Officer. Cornwall Council to the meeting.

Karen gave a presentation for members on environmental crime that includes: dog fouling, tipping, littering, abandoned vehicles, nuisance vehicles etc and the manner in which enforcement is conducted.

She explained that Cornwall Council did not have enough staff with enforcement powers to tackle the county wide problem therefore the initiative is to recruit and train staff from local councils to extend the service whilst using councillors and members of local organisations to gather and report incidents of on any environmental crimes to fixed penalty trained staff so they may take enforcement action.

However this did not include nuisance or abandoned vehicles for which additional legal processes are required to be carried out by Cornwall Council.

The revenue collected from enforcement action is split 80% for the enforcement organisation and 20% payable to Cornwall Council.

She informed members that the next training to take place is a one day course to be held at St Austell in January 2012 at a cost of £80 per person and provided an information pack covering in detail all aspects of the fixed penalty initiative for members.

It was **RESOLVED** that the Clerk and two Caretakers undertake the training.

**106/11/12**      **CURRENT COMMITTEE BUDGET STATEMENT**

Members considered the current budget statement as at 30<sup>th</sup> September 2011.

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

**107/11/12**      **BUDGET FOR 2012/2013**

Members considered and set the budget outturn forecast for 2011/12 and the proposed budget for 2012/13 (copy on file).

It was **RESOLVED** that the budget outturn forecast for 2011/12 and the proposed budget for 2012/13 as set be put to Policy and Resources Committee for consideration.

It was **RECOMMENDED** that Civic Amenities Committee receive the income from the allotments at Church Town Cemetery.

**108/11/12**      **ARRANGEMENTS FOR THE CHRISTMAS EVENT**

**(a) Update on Christmas tree**

The Chairman reported that he had procured a tree and was organising the lighting and its installation at a considerable cost saving on last year.

Members received a letter from Mr Knight regarding the donation of a live tree and sponsorship.

It was **RESOLVED** to note the letter, defer the initiative and consider it next year.

**(b) Update on road closure**

The Chairman reported that the road closure was in place and equipment available to facilitate it on the day

**(c) Update on entertainment**

The Chairman updated and provided members with a spreadsheet of stall bookings and entertainment together with costs for information (copy on file).

**(d) Update on lantern making workshops in the community**

Councillor Frank informed members of progress to date and the need for increased community involvement.

**(e) Update on Caradon trailer**

Members considered various options for towing the trailer to and from the event and agreed to issue a contract to facilitate the movement of the trailer.

Councillor Bickford reported that Councillor A Killeya and himself were working on publicity posters.

It was **RESOLVED** that:

1. A contract be issued to tow the trailer up to a cost of £80.00.
2. The Clerk contact Councillors requesting assistance on the day to put out the barriers and help with traffic and from 8 a.m. to mark spaces and direct stall holders in Victoria Gardens.

**109/11/12 FOOTPATHS**

**(a) Footpath update (Councillor Clements)**

No report.

**(b) Wainhomes footbridge**

There was no update report for the footbridge however the Chairman reported that the footpath surface from Wain Homes through to Callington Road should be made suitable for use as detailed in the S106 agreement.

It was **RESOLVED** that the Clerk contact Cornwall Council to request they enforce the S106 agreement with Wain Homes to conduct the surface works to the footpath.

**(c) Yellowtor Lane/Spire Hill Park right of way – update**

The Chairman reported that the issue was ongoing.

Councillor Clements reported that the path was still blocked.

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

**(d) Footway from Waitrose roundabout to Carkeel – Quotation to clear**

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

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

**110/11/12**      **FESTIVAL FUND APPLICATIONS**

38 Saltash Lions Mayfair Committee.

It was **RECOMMENDED** that

1. Staging 5m x 2m to include a skirt and steps be purchased by Saltash Town Council up to the value of £1800 from the festival fund.
2. The sum of £1686.50 be awarded to Saltash Lions Mayfair Committee.

Councillor Clements was invited and returned to the meeting.

39 Saltash Environmental Action

It was **RECOMMENDED** that the sum of £900 be awarded to fund 6 concerts.

Subject to:

1. Consultation with Saltash Town Council on proposed concert dates.
2. The Saltash Town Council sponsored events banners be displayed at the concerts.
3. The appropriate licenses be arranged with Cornwall Council and Saltash Town Councils.
4. That public liability insurance is in place.

**111/11/12**      **ELWELL WOODS/ CELTIC CROSS PROJECT**

The Chairman reported that the tender for the fabrication of the cross was underway, the tender for the woodland work was imminent and that surveying work was being conducted for the installation of the cross.

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

**112/11/12**      **GROUNDS MAINTENANCE**

**(a) Phase IV and V – update**

The Chairman reported that work had commenced on phase iv works at a cost of £2085 to be followed by phase v works at a cost of £5040 which is within budget.

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

**(b) Standard of roundabout maintenance**

Members considered the standard of the town roundabouts which they considered to be well maintained but a little uninspired with regard to their presentation and design.

The Chairman reported that a meeting had been held with Cornwall Council Highways and the Highway Agency to explore opportunities for enhanced planting designs and that it had been agreed the agencies would provide guidelines for planting designs on roundabouts.

It was **RESOLVED** the Clerk progress the supply of the guidelines and information from the agencies.

**(c) Any Other Items Relating to Grounds Maintenance**

None.

**113/11/12**      **ALLOTMENTS**

**(a) Grenfell Avenue (new site) - update**

It was **RESOLVED** to remove the item from the agenda.

**(b) Report on Allotments Management Systems Training (Councillor Ellison)**

The Chairman reported on an allotment conference that he had attended which had included the subject of private allotment schemes at the Duchy College.

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

**(c) Lower Port View - Vernon Court**

No report

Prior to the next item Councillor Stephens I.S.M. declared a prejudicial interest and left the meeting.

**114/11/12**      **STREET LIGHTING**

**(a) Moorland View**

The Chairman reported that work was underway.

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

Councillor Stephens I.S.M. was invited and rejoined the meeting.

**(b) Any other issues relating to street lighting**

None.

**115/11/12**      **TOWN MESSENGER**

**(a) Articles for the next issue and date of publication (articles to be submitted to the Administration Officer)**

The Chairman requested members submit items for the December issue.

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

**(b) Quotations for contract to print Town Messenger and Annual Report**

Members considered quotes (copy on file) for the production of the Town Messenger and Annual Report.

It was **RESOLVED** to accept the lowest quote from Deltor at a cost of £1470

**116/11/12 REPORTS OF OVERHANGING TREES AND PLANT GROWTH**

No report.

**117/11/12 BLUE PLAQUE SCHEME**

No report.

**118/11/12 NOTICEBOARDS**

**(a) Update on Pillmere notice board**

The Chairman reported that the item was ongoing.

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

**119/11/12 OLYMPIC TORCH 2012 – UPDATE**

The Chairman reported on the news that the torch would be passing through Saltash.

Councillor Frank reported that a meeting was to be held on the 15<sup>th</sup> November 2012 to be attended by the Mayor, Deputy Mayor, Clerk and herself where they would be briefed on the arrangements.

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

**120/11/12 USE OF THE GUILDHALL FOR ART DISPLAYS – REPORT FROM WORKING GROUP**

The Chairman reported on the requirements to facilitate art displays which included the provision of a picture rail, display boards and adequate insurance.

It was **RESOLVED** that:

1. Any internal structural works required be included in the Guildhall internal refurbishment works specification and application to be submitted for listed building works consent.

It was **RECOMMENDED** that the sum of £3000 be precepted for the

provision of works and equipment to facilitate art displays in the Guildhall.

**121/11/12**      **QUEEN ELIZABETH II DIAMOND JUBILEE/BEATING THE BOUNDS**  
**– MONDAY 4<sup>TH</sup> JUNE 2012**

The Chairman updated members on arrangements for a boat to facilitate the event and that total costs were being worked up for the boat and bus to determine the ticket price.

Councillor Frank reported that arrangements for a picnic in the park were ongoing.

It was **RESOLVED** to progress arrangements with the CIC.

**122/11/12**      **REFURBISHMENT OF TOWN CENTRE BINS AND BOLLARDS -**  
**UPDATE**

The Chairman reported that a S106 funding application had been submitted to finance the refurbishment works.

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

**123/11/12**      **THE LEVEL OF DOG BIN PROVISION IN THE TOWN**

No report.

**124/11/12**      **COMMUNITY TOILET SCHEME**

**(a) Update on status of the scheme**

The Chairman informed members that the Cecil Arms and Railway were part of the scheme and arrangements were now in place for quarterly invoiced payments to be made.

**(b) Update on query from the Ramblers Association**

Councillor Clements queried why the Ramblers Association had been invited to send a delegate to the Cornwall Council Consultation on proposed toilet closures.

The Chairman had no information on this but did inform members that Cornwall Council had now put on hold subject to further investigation and consultation the proposed toilet closure scheme.

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

**125/11/12**      **CORNWALL IN BLOOM**

The Chairman raised the issue regarding the opportunity for an entry into Cornwall in Bloom.

Members discussed the implications and previous entries which had ceased due to the lack of community support.

It was **RESOLVED** that:

1. An article be put in the Town Messenger.
2. The Chairman liaises with Councillor Mrs S Hooper M.B.E. to determine the feasibility of a future entry.

**126/11/12**     **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.

**127/11/12**     **AS REQUIRED IF NECESSARY**

**128/11/12**     **PUBLIC BODIES (Admission to Meetings) Act 1960:** To resolve that the public and press be re-admitted to the meeting.

**129/11/12**     **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

**CCTV**

The Chairman informed members of a letter received from the Crime and Disorder Reduction Officer – Cornwall Council (copy on file) following his attendance at committee on 14<sup>th</sup> September 2011.

The letter informed the council of service contract termination details and possible opportunities for CCTV in the future.

It also identified the opportunity for a deployable camera to be made available where there is no CCTV coverage which is usually requested by the police but could be made available at cost if required.

It was **RESOLVED** to:

1. Note the report and further consider the issue as an agenda item at the next meeting.
2. Determine the current operational status of the camera's and cover up as necessary at a cost of £375

**130/11/12**     **PRESS RELEASES OR ARTICLES REQUIRED**

None.

**131/11/12**     **DATE OF NEXT MEETING**

Wednesday 11<sup>TH</sup> January 2012 at 7:00 p.m.



Rising at 9.30 pm.

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

Dated: \_\_\_\_\_  
1<sup>st</sup> December 2011