

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Services Committee held at the Guildhall on Wednesday 8th December 2021 at 6.30 pm

**PRESENT:** Councillors: R Bickford (Vice-Chairman), J Dent, J Foster, S Gillies, S Lennox-Boyd, S Miller, J Peggs (Chairman) and D Yates.

**ALSO PRESENT:** S Burrows (Acting Town Clerk), R Enticknap (Service Delivery Manager), M Cotton (Assistant Service Delivery Manager) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors: R Bullock, G Challen, L Challen, M Griffiths, S Martin, B Samuels and P Samuels.

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#### **64/21/22 HEALTH AND SAFETY ANNOUNCEMENTS**

The Chairman welcomed newly elected Councillor Jonathan Foster for Essa Ward.

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

#### **65/21/22 TO ELECT A VICE CHAIRMAN.**

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to appoint Councillor Bickford as Vice Chairman of the Services Committee.

#### **66/21/22 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.

None.

b. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

**67/21/22**      **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL**

None.

**68/21/22**      **TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 14TH OCTOBER 2021 AND THE EXTRAORDINARY SERVICES COMMITTEE HELD ON 3RD NOVEMBER 2021 AS A TRUE AND CORRECT RECORD**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** that the minutes of the Services Committee held on 14<sup>th</sup> October 2021 were confirmed as a true and correct record.

It was proposed by Councillor Gillies, seconded by Councillor Dent and **RESOLVED** that the minutes of the Extraordinary Services Committee held on 3<sup>rd</sup> November 2021 were confirmed as a true and correct record.

**69/21/22**      **FINANCE:**

a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

**70/21/22**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

No report.

**71/21/22**      **CORRESPONDENCE.**

None.

72/21/22

**TO RECEIVE AND CONSIDER CCTV PROVISIONS FOR AN ADDITIONAL CAMERA AND ANY ASSOCIATED EXPENDITURE.**

The Acting Town Clerk reminded Members of the commercially sensitive information contained within the CCTV report and asked Members to be mindful when discussing the agenda item.

Members discussed the proposal and the inclusion of an eighth camera to be situated at Alexandra car park.

Members talked of various funding streams available for the shortfall of capital costs.

Members agreed an application to the s106 panel would be made but would exclude costs for the two cameras not located in the high street (funding stipulation).

Members agreed further investigations and applications to be made to alternative funding sources to cover the capital costs of the Waterside and Leisure Centre.

It was proposed by Councillor Peggs, seconded by Councillor Bickford and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> January 2022:

1. To approve an additional camera to be situated at Alexandra car park at an additional capital cost for the supply and installation.
2. To approve maintenance option A for the annual maintenance costs, inclusive of all labour and replacement of parts for all eight cameras, subject to further clarification of warranty parameters.
3. To give delegated authority to the Chairman and Vice Chairman liaising with the Acting Town Clerk to further progress a s106 application for funding towards the six cameras at the locations specified within the Town Centre:

- Camera 1 - on the existing Christmas lights pole, Top of Fore Street
- Camera 2 - on streetlight R013, Fore Street
- Camera 3 - on streetlight R006, Top of Lower Fore Street
- Camera 4 - next to streetlight C050, Lower Fore Street
- Camera 5 - on streetlight B051, Old Ferry Road
- Camera 6 – Alexandra car park.

4. To give delegated authority to the Chairman and Vice Chairman liaising with the Acting Town Clerk to further progress alternative means of funding identified such as the Police and Crime Commissioners Office, Safer Streets and National Lottery Community Funding for the remaining cameras not situated in the Town Centre:

- Camera 7 - adj. to streetlight A108, outside The Union Inn
- Camera 8 – by the Leisure Centre.

73/21/22

**TO RECEIVE AND NOTE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ASSOCIATED EXPENDITURE.**

The Service Delivery Manager informed Members of further developments relating to the content outlined in the report provided.

Christmas Lights

It was **RESOLVED** to note and to add the Christmas lights and switch on period for further discussion to the 9<sup>th</sup> February 2022 Services agenda.

Wild Flower Meadows

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to approve:

1. The purchase of yellow rattle seed at a cost of £72.00 to be allocated to budget 6506 Grounds Maintenance and Watering
2. The wild flower meadows at the suggested locations by the Celtic Cross and Primrose Walk, Pillmere.

Hedge Row – Homer Park

It was proposed by Councillor Peggs, seconded by Councillor Lennox-Boyd and **RESOLVED** that the Service Delivery Department undertake the works to reduce the height of the hedge working within the Health and Safety guidelines.

Sharps Incidents

The SDM requested Members consideration to approve the offer from 'We Are With You' to provide a free needle exchange facility that can be operated on a Tuesday and Wednesday from the Maurice Huggins Room.

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** to:

1. Accept the offer of a needle exchange through the organisation 'We Are With You' posters to be displayed to inform the community of this facility.
2. Further investigate alternative preventative options that may be available to assist in the disposing of needles with a report to be received at a future Services Committee meeting.

74/21/22

**TO RECEIVE AND NOTE A REPORT ON THE LAND MARK TREE IN CELEBRATION OF THE QUEEN GREEN CANOPY.**

The Acting Town Clerk informed Members that a response from Cormac had not yet been received relating to the planting location at Jubilee Green.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to:

1. Delegate authority to the SDM together with Cornwall Council's Project Officer to agree a location reporting back to the Services Committee by email.
2. Delegate authority to the Mayor's Secretary to continue with the planting arrangements inviting the Mayor of Saltash together with local groups and schools reporting back to the Services Committee by email.

75/21/22

**TO RECEIVE AND CONSIDER THE RESULTS OF A DOG FOULING SURVEY MONKEY POLL AND ANY ASSOCIATED EXPENDITURE.**

Members received the survey monkey poll results and considered locations identified as problematic areas.

It was proposed by Councillor Peggs, seconded by Councillor Yates and **RESOLVED**:

1. To revisit the possibility of a Service Level Agreement between Cornwall Council and the Town Council at a future Services Committee meeting upon receipt of further information being provided from Cornwall Council's Community Protection Team.
2. The Service Delivery Department to progress the free installation of Enforcement Signs provided by Cornwall Council at Chapel Field and Sports Pitches subject to the signs being received and the necessary consents for installation being granted.
3. The Service Delivery Department to progress with educational stencil on school routes and cinder paths identified as problematic areas subject to permissions being granted from Cornwall Council.
4. The Administration Department to assist in publishing free educational material to the community through social media channels, noticeboards and promotion of Cornwall Council's reporting system and the 'pooper Snooper' mobile phone application.

5. The Administration Department to approach local schools to run a competition assisting in raising awareness of the importance and necessity of collecting and disposing of dog waste appropriately to form in-house signs to be located in other problematic areas.
6. The Administration Department to approach the local school for permission to promote the dog fouling video through social media and the Town Council website.

**76/21/22**      **TO RECEIVE AND CONSIDER A WEEDING REPORT AND ANY ASSOCIATED EXPENDITURE**

Members discussed in length the various weeding options. Members agreed herbicides would not be used to tackle any weeding issues.

It was proposed by Councillor Dent, seconded by Councillor Bickford and **RESOLVED** that:

1. Any issues relating to Health and Safety are to be reported to Cornwall Council Highways Department for further action to be taken.
2. Saltash Town Council will not carry out weed control within Saltash, but where significant Town Council issues are reported, the Service Delivery Department may use mechanical methods to remove the weeds, subject to the departments availability.

**77/21/22**      **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.

**78/21/22**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**79/21/22**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

80/21/22 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

81/21/22 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Gillies, seconded by Councillor Dent and **RESOLVED** to issue the following press and social media releases:

1. Educational promotion – Dog fouling
2. Queen Green Canopy landmark tree – upon approval of location
3. Weeding methods
4. Wildflowers Meadows.

**DATE OF NEXT MEETING**

Wednesday 9 February 2022 at 6.30 pm

Rising at: 8.07 pm

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

Dated: \_\_\_\_\_