

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 8th June 2023 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, R Bullock, J Dent, S Gillies, S Martin, S Miller, L Mortimore, J Peggs, B Samuels, P Samuels and D Yates.

**ALSO PRESENT:** R Lumley (Assistant Town Clerk), S Webber (Service Delivery Manager), M Thomas (Senior Policy and Data Compliance Officer) and D Joyce (Administration Officer)

**APOLOGIES:** J Brady, J Foster, M Griffiths and B Stoyel.

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#### **23/23/24      TO ELECT A CHAIRMAN.**

It was proposed by Councillor P Samuels, seconded by Councillor Dent to nominate Councillor Peggs.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor Peggs as Chairman.

Councillor Peggs in the Chair.

#### **24/23/24      TO ELECT A VICE CHAIRMAN.**

It was proposed by Councillor Martin, seconded by Councillor Peggs to nominate Councillor P Samuels.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor P Samuels as Vice Chairman.

#### **25/23/24      HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**26/23/24      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.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
Mortimore	19	Non-Pecuniary	Chairman of Summerfields Play	Yes

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

None.

**27/23/24      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**28/23/24      TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 27TH APRIL 2023 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 P Samuels and **RESOLVED** that the minutes of the Services Committee held on 27<sup>th</sup> April 2023 were confirmed as a true and correct record.

**29/23/24      TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**30/23/24      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**31/23/24      TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**32/23/24      TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

Members asked the Service Delivery Manager (SDM) questions and for clarification on areas detailed within the circulated report.

Service Delivery Team

Members asked if further recruitment was to be undertaken in the near future.

The SDM answered that he is currently establishing how many man hours are required to complete the annual work schedules by monitoring what is required of the team and the time allocations for each task.

Once further assessments have been conducted the SDM will be able to assess the man hours required, reporting back to the Personnel Committee for further consideration.

Autumn and Winter Bedding

Members requested sustainable bedding be investigated for future planting seasons. The SDM spoke of recent conversations held with the Chairman with the possibility of shrubs to be planted in suitable areas offering sustainability and requiring less maintenance.

Grass Cutting & Grounds Maintenance Works

Members spoke of the No Mow May initiative which allowed open spaces to continue growing throughout the month of May, encouraging the natural environment and wildlife to flourish.

Members requested a review be progressed and further considered as some recreational areas became unusable and pathways inaccessible.

#### Land Management Program (Service Level Agreement)

The SDM spoke of the works undertaken in the land management program that included grass cutting and cuts to public rights of way.

Members asked if the cost provided under the Local Maintenance Program from Cornwall Council was sufficient for the time allocated to the Service Delivery Team. The SDM is continuing to collate studies such as the time taken by the team to undertake the works comparative to monies received from CC and will report back at a future Services Committee meeting.

#### Pontoon

Members are concerned some of the berths are still vacant and not all payments have been received to date.

The SDM is working with the Finance Department to ensure all payments are received and working through the waiting list to secure tenants for the available berths.

#### Town Speakers

The SDM reported that the speakers have been set to 75 decibels with a further test scheduled next week to ensure they remain at the decibel level agreed following the May Fair event.

Members queried the decibel level and sound quality with the SDM and asked that the amplifier be assessed.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to note the report and for the SDM:

1. To review and report back on sustainable bedding options for future planting programs at the next scheduled Services Committee meeting to be held on 12<sup>th</sup> October 2023;
2. To review and provide a report for Members consideration on areas to be included in the No Mow May initiative with suitable promotion and publicity plans at the next scheduled Services Committee meeting to be held on 12<sup>th</sup> October 2023;
3. To provide a report on the Town Speakers inclusive of service and maintenance costs for Members further consideration and potential impact to the 2023-24 budget at the next scheduled Services Committee meeting to be held on 12<sup>th</sup> October 2023.

**33/23/24      TO RECEIVE A REPORT ON THE TOWN COUNCIL WORKING VEHICLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The SDM spoke of a report currently being compiled, correlating a cost benefit analysis on running a diesel fleet comparative to running an EV fleet inclusive of options to install EV charging points.

It was proposed by Councillor Gillies, seconded by Councillor Mortimore and **RESOLVED** to defer to the item to the next scheduled Services Committee meeting to be held on 12<sup>th</sup> October 2023.

**34/23/24      TO RECEIVE A REPORT ON SUITABLE TOWN COUNCIL PERMITTED LOCATIONS FOR ADDITIONAL PREVENTIVE DOG FOULING SIGNS AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

Members discussed the Town Council permitted areas detailed in the circulated reports pack.

Members discussed additional signs to be installed at St Stephens Church, North Road Bus Stop and Brunel Bust.

The Assistant Town Clerk advised Members of the procurement cost for 9 additional signs at £27.50+vat each would utilise the majority of the budget 6511 SE Tourism and Signage for the year 2023-2024.

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

1. To procure and install preventative dog fouling signs at the 7 proposed permitted Town Council locations detailed within the report;
2. Subject to permissions being received, procure and install 2 additional signs for St Stephens Church and North Road Bus Stop;
3. To allocate the total cost of £247.50+vat for 9 additional signs to budget code 6511 SE Tourism and Signage.

**35/23/24      TO RECEIVE A REPORT ON GRIT BINS LOCATED WITHIN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**36/23/24      TO RECEIVE A REPORT ON TOWN COUNCIL CHRISTMAS LIGHTS DESIGNS AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

The SDM provided a brief verbal update on the one quote received to date with the anticipation of two further quotes being received by the end of June.

Members are concerned of timescales for procuring and installation and requested a report detailing the quotes be presented at the earliest opportunity.

It was proposed by Councillor P Samuels, seconded by Councillor Mortimore and **RESOLVED** to defer to a future Services Committee meeting.

**37/23/24      TO RECEIVE A CONSULTATION ON SIX FORMER PLAY AREAS IN THE LATCHBROOK AREA AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members considered and discussed in length the offer received from Cornwall Council.

Members discussed retaining the areas as public open spaces and the cost impact to the Town Council should they wish to procure the land.

It was proposed by Councillor B Samuels, seconded by Councillor Martin and **RESOLVED** to delegate the Assistant Town Clerk:

1. To respond to the correspondence in the circulated reports pack detailing the Town Council show an interest in acquiring the property at Latchbrook;
2. To state the likely use of asset would be to meet the detail within the Town Council Neighbourhood Plan LE114:

*Dilapidated Play Spaces - Any children's play area where equipment has been removed due to safety or economic reasons should be preserved for future reinstatement or retained as Public Open Space. In the event of the decision being taken to abandon the use, tree planting and landscaping would be the required alternative use.*

38/23/24

**TO RECEIVE A REPORT ON PENTREATH MENTAL HEALTH CHARITY QR PLAQUES FOR PUBLIC PLACES AND CONSIDER AND ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Martin left the meeting.

The Chairman gave a brief overview of the proposal to obtain free plaques from Pentreath, a mental health charity with the aim of the plaques to signpost users to Pentreath mental health and wellbeing services.

Councillor Martin returned to the meeting.

Members discussed the plaques and the lack of recognisable factors of the signs proposed.

It was proposed by Councillor B Samuels, seconded by Councillor Miller and **RESOLVED:**

1. To thank Pentreath for contacting Saltash Town Council providing vital information;
2. The Assistant Town Clerk further reviews alternative options for mental health organisations to provide signage reporting at the next scheduled Services Committee meeting to be held on 12<sup>th</sup> October 2023

39/23/24

**TO RECEIVE THE PLAY PARKS EXPRESSION OF INTEREST FORM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor B Samuels gave a brief overview of the works undertaken by the Play Park Working Group in completing the Community Infrastructure Levy (CIL) fund application.

Members discussed the contribution level being offered as a Town Council.

It was proposed by Councillor B Samuels, seconded by Councillor Miller and **RESOLVED:**

1. For the Town Clerk to submit the expression of interest on behalf of the Town Council, inclusive of the proposed £20,000 contribution allocated to budget code 6571 SE EMF Saltash Recreation Area available budget £59,054.
2. To provide delegated authority to the Town Clerk working with the Play Park Working Group to further progress the next phase of application subject to a response being received from the expression of interest, at the next scheduled Services Committee meeting to be held on 12<sup>th</sup> October 2023 or earlier if required.



**40/23/24      TO CONSIDER PLAY PARK MATCH FUNDING APPLICATIONS:**

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
PPMF001	Summerfields Play	£10,000

Councillor Mortimore declared an interest in the agenda item.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** for Councillor Mortimore to remain in the room to answer questions on the application only.

Members asked questions and discussed the application received and circulated within the reports pack.

Councillor Mortimore left the meeting.

Members further discussed the application and the funding that had been raised to date.

It was proposed by Councillor B Samuels, seconded by Councillor Miller and resolved to **RECOMMEND** to the Policy and Finance Committee to be held on 11<sup>th</sup> July 2023 to award match funding up to £10,000 subject to Summerfields Play Park confirming funds raised and available five days prior to the above Policy and Finance Committee meeting taking place.

Councillor Mortimore was invited and returned to the meeting.

**41/23/24      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.

**42/23/24      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**43/23/24      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**44/23/24      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**45/23/24      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Peggs, seconded by Councillor Martin and **RESOLVED** to issue the following Press and Social Media Releases:

1. Hanging Baskets, Planters and Borders;
2. Grass Cutting Schedules following No Mow May;
3. Additional Dog Fouling preventative signage;
4. Rare Orchid Growth in Pillmere (SEA);
5. Submission of the CIL Expression of Interest.

**DATE OF NEXT MEETING**

Thursday 12 October 2023 at 6.30 pm

Rising at: 8:38p.m.

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

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