

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 12th December 2024 at 6.30 pm

PRESENT: Councillors: R Bickford (Chairman), J Brady (Vice-Chairman), R Bullock, J Dent, S Miller, L Mortimore, J Peggs, B Samuels, P Samuels, B Stoyel and D Yates.

ALSO PRESENT: S Burrows (Town Clerk), I Bovis (Service Delivery Manager), D Joyce (Office Manager / Assistant to the Town Clerk) and J Bristow (Administration Officer)

APOLOGIES: J Foster, S Gillies, M Griffiths, S Lennox-Boyd and S Martin.

80/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman welcomed Jo Bristow – Administration Officer to the Town Council.

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

81/24/25 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

82/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

83/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 10 OCTOBER 2024 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 Bickford, seconded by Councillor Dent and **RESOLVED** that the minutes of the Services Committee held on 10 October 2024 were confirmed as a true and correct record.

84/24/25 **TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bickford, seconded by Councillor Stoye and **RESOLVED** to note the budget sheets and approve to vire £3,000 from budget code 6578 EMF Equipment and Vehicle Capital Works to budget code 6524 Vehicle Maintenance and Repair costs.

85/24/25 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

86/24/25 **TO RECEIVE AND REVIEW THE SERVICES COMMITTEE BUSINESS PLAN DELIVERABLES, FOR QUARTER THREE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk reported that the Town Vision Sub Committee had reviewed the Town Council deliverables at their previous meeting and did not request any additions or further consideration from the Services Committee at this time.

Town Vision highlighted the importance of regular quarterly reviews and implemented a deliverable workflow to ensure that all Committees and Sub Committees consistently reviewed their objectives. This process aims to identify any unmet deliverables and provide Members with an opportunity to contribute to the successful delivery of the Town Council Business Plan.

Members did not wish to add anything further at this time.

It was **RESOLVED** to note.

87/24/25

TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

a. Departmental Report

Members reviewed and discussed the report within the circulated pack.

Repair work to the railings and gates at the Borough War Memorial

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED** to refer the refurbishment of the Borough War Memorial railings and gates to the Property Maintenance Sub Committee, to sit within the five-year plan setting meeting, for the year 2026/27 precept.

Longstone Park toilet operating hours

Members considered the associated operational cost for Longstone Park toilet operational hours during the winter months, October until March, in line with the other Town Council toilet blocks.

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

1. To approve an amendment to Longstone Park toilet operational hours from 23 December 2024 to March 2025 and October 2025 to March 2026, operating between 08:30 to 17:00 to fall in line with the other Town Council toilet operating hours, subject to Minster Cleaning availability;
2. To approve estimated costs for December 2024 to March 2025 of £1,248.90, and October 2025 to March 2026 of £2,578.44; subject to Minster Cleaning confirmation of associated costs;
3. To allocate the associated cost to budget code 6531 Public Toilet Commercial Cleaning;
4. To delegate to the Town Clerk to sign the updated cleaning contract on behalf of the Town Council.

Beehive area at Churchtown allotments

The Service Delivery Manager (SDM) provided a brief verbal overview on tree maintenance works that had been carried out for safety reasons and the need to undertake maintenance works to the area.

Members considered further maintenance works and signage required.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to approve maintenance works to the beehive section at Churchtown allotments installing secure fencing, a gate and appropriate signage at a maximum cost of £500 to be allocated to budget code 6506 Grounds Maintenance and Watering.

Bowling Club water supply

The SDM briefed Members on the bowling club proposal to have a new water supply fitted allowing the separation of supplies currently shared with Longstone Depot.

A meeting between contractors, Cornwall Council and Saltash Town Council is due to take place on the 17 December 2024 to discuss the program of work.

It was **RESOLVED** to note.

Projects undertaken since the last Services Committee meeting

Members passed on their thanks to the Service Delivery Team for their ongoing dedication and hard work in delivering numerous Town Council initiatives and projects.

It was **RESOLVED** to note.

- b. Grounds Maintenance Works;

It was **RESOLVED** to note.

- c. Work Request Log;

It was **RESOLVED** to note.

- d. Vandalism and Anti-Social Behavior Report;

It was **RESOLVED** to note.

- e. Statutory and Mandatory Building Asset Checks;

It was **RESOLVED** to note.

88/24/25

TO RECEIVE THE TOWN COUNCIL TREE SURVEY REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE

The SDM provided a brief verbal overview on the report received and contained within the circulated reports pack.

The Town Clerk emphasised that the Town Council's responsibility is to ensure that tree felling is carried out as necessary and in accordance with the recommendations of the tree survey report for safety reasons.

To streamline this process, the Town Clerk requested that Members delegate authority to the SDM to implement the annual tree survey works, with updates provided at future committee meetings. The Town Clerk confirmed a suitable budget had been agreed and allocated to address these works for this year and next, as necessary.

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

1. To approve the tree works recommended from the tree survey report at a cost of approximately £2,000, allocated to budget code 6500 Tree Survey and Tree Maintenance;
2. To delegate to the Finance Officer to add appropriate cost to the 2026/27 budgets for consideration;
3. To delegate future tree works to the SDM, to work within the available budget, reporting back at future Services Committee meetings.

89/24/25

TO RECEIVE A REPORT ON GROUNDS MAINTENANCE EQUIPMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members considered the proposal to part-exchange the Town Council's woodchipper for a larger model with enhanced wood chipping capabilities.

After discussion, Members concluded that there is currently insufficient evidence to justify the purchase. Members agreed that the most cost-effective approach would be to hire equipment as needed, while monitoring hire expenses.

This approach will be revisited during the budget-setting process for 2026/27.

It was proposed by Councillor Brady, seconded by Councillor Mortimore and **RESOLVED:**

1. To retain the existing wood chipper and hire the correct size wood chipper when necessary, on a weekly basis for best value, working within the available budget;
2. To allocate the associated cost to budget code 6578 EMF Equipment and Vehicles Capital Works;
3. Review the process during budget-setting for 2026/27 to ensure the Town Council is achieving best value / efficiencies.

90/24/25

TO RECEIVE A REPORT ON PILLMERE DRIVE PLAY PARK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman highlighted the report, noting that Cornwall Council will continue to maintain the area until 31 March 2025.

Members discussed in length potential uses for the land, considering various options.

Members agreed that further investigation into associated cost, as well as the community's needs, would be required for a more detailed discussion at a future meeting.

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

1. To thank Cornwall Council for working in partnership with Saltash Town Council during the transition period;
2. To note the surrounding trees and greening area to Pillmere Drive Play Park are already the responsibility of Saltash Town Council. Pillmere Drive Play Park will be Saltash Town Council's responsibility from 1 April 2025 when Cornwall Council officially hand over the area;
3. To approve Cornwall Council to not reinstate the play park surfacing and confirm the park is to remain closed;
4. To approve the site will no longer be a play park area;
5. To request Cornwall Council to relocate the usable equipment within Saltash;
6. To review the future of the site at the next Services Committee meeting.

91/24/25

TO RECEIVE A REPORT ON TOWN COUNCIL LAND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the report received and contained within the circulated reports pack.

Members debated at length the requests received to purchase land, including instances where encroachments had occurred prior to seeking permission to purchase.

Members acknowledged that action was necessary to address these matters appropriately, ensuring the correct procedures are followed.

During discussions, Councillor Stoyel gave his apologies and left the meeting.

Members considered the complexities involved in selling Town Council owned land, including any potential covenant on the land, character of the estate etc.

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

1. To appoint Coodes solicitors to manage, in principle, the sale of land at properties 9 Oak Apple Close, 57 Dartmoor View and 157 Grassmere, including the market valuation, working within the Acquisition or Sale of Land and Property on behalf of the Town Council;
2. To delegate to the Town Clerk to work with Coodes solicitors to manage the associated cost working within budget code 6224 Professional Fees;
3. To **RECOMMEND** to the Policy and Finance Committee to approve associated legal costs be allocated to 6224 Professional Fees, managed by the Town Clerk to remain within budget.

92/24/25

TO RECEIVE AN UPDATE ON THE COMMUNITY INFRASTRUCTURE LEVY PROJECTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Third Round of Funding - Pillmere Play Park Provisions;

The Town Clerk highlighted the proposals outlined in the report, which include options for monitoring the overall usage of and gathering feedback on the play parks.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to note the report and approve option 1 – QR Code / Survey and option 3 – Pillmere Community Association, to monitor the usage and feedback of the play parks.

The data will be reported back at a future Services meeting.

b. Fourth Round of Funding – Saltash Waterside Improvement Project;

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

1. To give delegated authority to the Town Clerk to sign the formal funding agreement against the submitted application on behalf of Saltash Town Council;
2. To approve the Town Council to bank roll the project, submitting a claim at the end of the project;
3. For the Finance Officer to create a new budget code titled, Saltash Waterside Improvement Project, to offer clear transparency of income and expenditure transactions;
4. To note, project updates to be received at future Services Committee meetings.

93/24/25

TO RECEIVE A REPORT ON THE CHRISTMAS LIGHTS SWITCH ON EVENT 2024, AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report contained within the circulated reports pack and considered the proposals for the Christmas Lights switch on for 2025.

The Town Clerk advised that Victoria Gardens is not a suitable location for hosting such an event. If the Town Council wish to organise its own event in the years to come, careful planning and consideration would be required to ensure compliance with health and safety regulations.

Members raised their concerns that the first weekend in December is too late for the festive light switch on. Members requested consulting with local traders before finalising a decision on the event date.

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** to note the report and for Councillors Peggs and Brady to meet with the Chamber of Commerce to discuss next year's Christmas lights switch on, reporting back at a future meeting.

94/24/25

TO RECEIVE THE BOROUGH WAR MEMORIAL WORKING GROUP NOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the Borough War Memorial Working Group notes and recommendations.

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

1. To note the notes.
2. To approve the names on the "Lest We Forget" benches be integrated alphabetically into the roll of honour for all future Remembrance Services;
3. To approve the working group be disbanded with immediate effect due to the completion of the project;
4. To note future maintenance falls within the remit of the Services Committee.

95/24/25 **TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members acknowledged the request from Saltash Environmental Action (SEA) to relocate the bird bath currently situated at Victoria Gardens and supported the proposed new location at Elwell Woods.

The Town Clerk will liaise with SEA to confirm that discussions regarding the wildflower areas at St Stephen's Church will need to take place with P.C.C. as the landowner.

It was **RESOLVED** to note.

96/24/25 **TO RECEIVE A DRAFT CHURCHTOWN ALLOTMENT COLONIES AGREEMENT AND REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the draft agreement produced by the Town Clerk and contained within the circulated reports pack.

Members discussed the proposal received from the beekeepers at Churchtown Allotment to waive the rental charges at a cost of £50 per beekeeper per annum in exchange for Bee Awareness Sessions to the public.

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

1. To waive rental charges in exchange for free Bee Awareness Sessions to the public, in line with Town Council Business Plan Strategic Priorities – Climate Emergency, Health and Wellbeing, Recreation and Leisure;
2. To approve the formal agreement produced by the Town Clerk, subject to amendment of section 1 to waive an annual rental and replacement of section 2.1 with 'The beekeeper hereby agrees to provide annual Bee Awareness Sessions to the public, free of charge. The Clerk is to liaise with the beekeepers to arrange a reasonable number of sessions per annum'.

97/24/25 **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.

98/24/25 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

99/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

100/24/25 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to issue a Press and Social Media Release on the award of the Fourth Round of the Community Infrastructure Levy Funding in conjunction with Cornwall Council.

DATE OF NEXT MEETING

Thursday 13 February 2025 at 6.30 pm

Rising at: 8.42 pm

Signed: _____
Chairman

Dated: _____