

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 13th February 2025 at 6.30 pm

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

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

APOLOGIES: M Griffiths, S Lennox-Boyd, S Martin, L Mortimore and D Yates.

101/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

102/24/25 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.

103/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

104/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 12 DECEMBER 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 Miller and **RESOLVED** to amend minute 90/24/25 point 2 - To note the surrounding trees and greening area to Pillmere Drive play park is already the responsibility of Saltash Town Council. The play park itself will be Saltash Town Council's responsibility from 1 April 2025 when Cornwall Council officially handover the area.

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED** that the minutes of the Services Committee held on 12 December 2024 were confirmed as a true and correct record.

105/24/25 TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED** to note the budget statements and to vire £500 from 6517 SE Cross (Maintenance) to 6524 SE Vehicle Maintenance and Repair Costs.

106/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

The Guildhall Building

The Town Clerk emphasised the urgent and essential works that needed to be carried out due to deterioration of the building, as outlined in the circulated reports pack.

The Town Clerk informed Members on the upcoming works to be undertaken by Aquarod, who have been appointed to investigate and repair a blocked pipe that is causing significant damp issues within the Town Clerk's Office.

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

1. To note Town Clerk's report;
2. To ratify the Town Clerk's, spend of £2,183 + VAT for the appointment of Aquarod to undertake urgent and essential work to the Guildhall Building;
3. To delegate to the Town Clerk to sign off future spend, as necessary, to resolve the fixing of the Guildhall downpipe, working within budget updating the Chairman of both the Services Committee and Property Maintenance Sub Committee;
4. To receive future update reports at either a Services Committee or Property Maintenance Sub Committee meeting.

Jubilee Pontoon

Councillor Bickford informed Members of the current condition of the Pontoon following a site visit with the Town Clerk early today.

The Town Clerk informed Members that a further report on the condition of the pontoon would be presented under Agenda Item 9. However, due to serious Health and Safety concerns, the Risk Management report outlining the urgent and essential works would be addressed first.

Emphasising the critical nature of this issue, the Town Clerk urged Members to approve the necessary works detailed in the report without delay.

The Town Clerk reported that Company B had since provided an additional cost of £1,500 to undertake NDT testing of the five piles identified as areas of concern and pressure testing the floats.

Councillor Bickford provided a detailed overview of both quotes received and the scope of work involved.

Members discussed the future of the pontoon, unanimously agreeing that no further decisions could be made until it had been removed, assessed for damage, first phase repairs complete, and insurance implications confirmed.

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

1. To note the Town Clerk's report;
2. To appoint Company B to carry out phase one works to the pontoon at a cost of £26,450 +VAT;
3. To delegate to the Town Clerk to oversee the appointment of Company B obtaining insurance certificates and RAMS and to notify Cornwall Council as the owners;
4. To **RECOMMEND** to Full Council to approve a virement of £26,450 from General Reserves to budget code 6584 EMF Pontoon Maintenance Costs;
5. Members recognise the Services Committee is a Full Standing Committee and with confidence of the Full Town Council recommendation, requested the Town Clerk to proceed immediately with the appointment of Company B considering the urgent health and safety aspect reported.

107/24/25 TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

a. Departmental Report;

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 Behaviour Report;

Nothing to report.

e. Statutory and Mandatory Building Asset Checks.

It was **RESOLVED** to note.

**108/24/25 TO RECEIVE A REPORT ON THE CONDITION OF THE PONTOON
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

Members received the detailed report on the current condition of the pontoon and an update on the insurance claim and tenancy at will.

Members discussed the proposed works, acknowledging the potential timeframes while recognising the many uncertainties of works, associated cost, insurers current position, and the Town Council's responsibility against the tenancy at will.

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

1. To note the report and that the Health and Safety element of the Pontoon, phase one work, has been actioned under agenda item 7 at this evening's meeting (minute nr. 106/24/25);
2. To delegate to the Responsible Finance Officer to liaise with the Town Council insurers providing evidence of maintenance work to the pontoon over the years;
3. To delegate to the Town Clerk to oversee phase one pontoon work reporting to the Chairman of the Services Committee, what phase two looks like, associated cost and the insurers position, reporting back to a meeting to be determined.

109/24/25 TO RECEIVE A FINANCE REPORT ON THE PONTOON MOORING FEES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members considered the detailed report circulated in the reports pack, discussing the administration charges outlined in the Town Council's Pontoon Mooring Agreement that applies to Licensee's when processing refunds.

It was proposed by Councillor Miller to approve:

1. Reimbursement of the berthing fee pro rata for the unexpired part of the Licence period, not applying the 20% administrative fee;
2. The pro rata period is to be applied from the date the Licensee vacated the pontoon to 31 March 2025.

The motion did not receive support and therefore did not move.

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

1. Reimbursement of the berthing fee pro rata for the unexpired part of the Licence period, subject to a 20% administrative fee;
2. The pro rata period is to be applied from the date the Licencee vacated the pontoon to 31 March 2025.

110/24/25 TO RECEIVE AN UPDATED REPORT ON PILLMERE DRIVE PLAY PARK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

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

1. To instruct Cornwall Council at their cost, to remove all play equipment prior to 1 April 2025 leaving the play area closed. Service Delivery to undertake checks and maintain the area;
2. To instruct Cornwall Council at their cost, to remove the litter bin prior to 1 April 2025;
3. Members to consider the future of the site at the July Services Committee meeting.

111/24/25 **TO RECEIVE AN UPDATE ON THE COMMUNITY INFRASTRUCTURE LEVY FOURTH ROUND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

The Town Clerk outlined the reasons for the delay in signing the formal funding agreement on behalf of the Town Council, primarily due to the absence of a management agreement or license from Cornwall Council. This document is necessary to allow Saltash Town Council to undertake the work (play park and sensory garden) on Cornwall Council land.

Additionally, the delay is impacted by upcoming sea defence works planned by Cornwall Council.

The Town Clerk is awaiting further information to clarify how the project will proceed and has scheduled a meeting with Cornwall Council / Cormac early next week.

The Community Infrastructure Fund has been informed and is aware of the delay.

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

1. To note the updated report;
2. To delegate to the Town Clerk to work with the relevant responsible Cornwall Council and Cormac Offices to bring the project to fruition reporting back at a future Services meeting;
3. To delegate to the Town Clerk to negotiate the right deal with Cornwall Council to formalise a management agreement or licence with the Town Council's ambitions being a Lease;
4. To note this area may form part of the devolution package that is currently under review.

112/24/25 **TO RECEIVE A DRAFT CORRECTIONS AND ADDITIONS TO SALTASH WAR MEMORIALS POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the policy for Corrections and Additions to Town Council War memorials.

It was brought to the attention by Councillor B Samuels that the proposed name was already present on the new war memorial.

Members proposed amendments to the policy.

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

1. To **RECOMMEND** to Full Council to be held on 6 March 2025 to approve the Corrections and Additions to the Saltash War Memorial policy, subject to amendments as attached;
2. To note the request to add a name is not required at this time because the name is already listed;
3. To update the Commonwealth War Graves Commission with the names on the new 'Lest We Forget' war memorial benches.

Members expressed their gratitude to local historian Peter Clements for his independent research and support to the Administration Department.

113/24/25 TO RECEIVE A REPORT ON CCTV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the report and considered suitable locations from the proposed sites identified in the report as areas that would benefit from CCTV coverage.

Members also discussed the associated cost of procuring the cameras and the potential for using S106 funding to cover the cost of the Town Centre cameras.

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

1. To delegate to the Administration Officer to purchase five CCTV cameras to cover locations - Top and bottom of Fore Street, Ashtorpe Rock area, Old Ferry Road and Burraton Cross Traffic lights;
2. To delegate to the Administration Officer to submit an S106 application for associated capital cost for the cameras located in the Town Centre and **RECOMMEND** to Policy and Finance Committee for the remaining cost to be allocated to budget 6270 PF EMF Crime Reduction;
3. To delegate to the Administration Officer to appoint Plymouth City Council for the monitoring of, reporting and information sharing (Service Level Agreement) at a cost of £3,000 per annum allocated to budget 6229 SE CCTV Annual Maintenance;
4. To note there is likely to be additional cost relating to suitability of columns, electricity, permissions, additional improvements etc. the costs are to be allocated to budget 6229 SE CCTV Annual Maintenance working within budget;
5. To comply with all CCTV regulations;
6. To delegate to the Town Clerk on behalf of Saltash Town Council to sign the Service Level Agreement between Saltash Town Council and Plymouth City Council;
7. To delegate to the Town Clerk to sign the application to join the Airwave Sharers List and complete a TEA2 sub-licence to be submitted by 1 September 2025 at no cost to the Town Council.

**114/24/25 TO RECEIVE A REPORT ON FORE STREET FESTOON LIGHTING
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

Members received the report to turn the river of lights on to brighten up Fore Street, contained within the circulated reports pack.

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

1. To delegate to the Service Delivery Manager (SDM) to arrange for the river of lights on Fore street to be utilised between dusk and 11.30pm at the earliest opportunity;
2. To delegate to the SDM to purchase additional timers, only if required, associated cost to be allocated to budget code 6515 SE Festive Lights Maintenance and Electricity Cost;
3. An updated report on the river of lights switch on to be received at a future Services Committee meeting.

115/24/25 TO RECEIVE AN UPDATED REPORT ON THE CHRISTMAS LIGHTS SWITCH ON EVENT 2025 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

Members were informed that the dates for 2024 had already been set, making it necessary to postpone a joint event with the Saltash Chamber of Commerce until 2025.

Members also discussed the associated cost and the potential format of the event, agreeing that further information is required to be gathered and reported back to the Services Committee for consideration.

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

1. To note the report;
2. To create a working group comprising of Councillors Peggs and Bullock and representatives of the Chamber of Commerce to create a separate joint light switch on event with the potential date of 14 November 2025 at 6pm;
3. To receive an updated report from the working group at the April Services Committee meeting inclusive of what the event will look like together with timings, associated cost, promotion of the event and the financial contribution being sought from Saltash Town Council and the Chamber of Commerce.

116/24/25 TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

The Town Clerk advised Members that work agreed with Saltash Environmental Action (SEA) would become the Town Council's responsibility if SEA were to disband in the future.

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

1. Request SEA to reconsider chemical treatment to treat the heliotrope in Elwell Woods with a report to be received at the April Services Committee meeting;
2. Approve seed with meadow grass and wildflowers in the proposed site Orchard D, once the heliotrope has been removed and subject to the Town Clerk reviewing the Lease Agreement with Cornwall Council;
3. Approve SEA to plant a native hedge behind the wall on Tamar Street at Elwell Woods, maintained at a manageable height, subject to the Town Clerk reviewing the Lease Agreement with Cornwall Council;
4. Approve the purchase of six 1.8m cundy stakes to support protective caging for three silver birch trees, associated cost allocated to budget code 6589 Community Planting Initiative, subject to SEA providing evidence of Cornwall Council's permission to plant;
5. Approve the purchase of three 100 litre bags of bark, for routine maintenance of the tree planting in previous years, associated cost allocated to budget code 6589 Community Planting Initiative;
6. Delegate purchasing of all items to the Service Delivery Department following all internal financial processes.

Members requested thanks be passed to SEA for their continued support.

117/24/25 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.

118/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

119/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

120/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Jubilee Pontoon – storm damage work and delay with the ferry timetable;
2. Fore Street River of Lights;
3. CCTV;
4. Pillmere Drive Play Park partnership with Cornwall Council.

DATE OF NEXT MEETING

Thursday 10 April 2025 at 6.30 pm

Rising at: 8.35 pm

Signed: _____
Chairman

Dated: _____

Corrections and Additions to Saltash War Memorials

RESPONSIBLE COMMITTEE: SERVICES

This is a policy/procedure document of Saltash Town Council to be followed by both Council Members and Employees.

Current Document Status			
Version	1	Approved by	Services Committee
Date		Date	13.02.25
Responsible Officer	Mayor's Secretary/ Receptionist	Minute no.	112/24/25
Next review date	One year		

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
13.02.25	1	Mayor's Secretary/ Receptionist	Services Committee	112/24/25	

Document Retention Period
Until superseded

Corrections and Additions to Saltash War Memorials

Introduction

This policy sets out the process for a request for a correction or an addition to Saltash Town Council maintained war memorials.

Under the War Memorials (Local Authorities') Powers Act 1923 local authorities have the power, though not a duty, to correct errors in war memorial's inscription and to add new names to make a war memorial serve for wars or conflicts after that for which it was erected.

When war memorials were originally erected, there were many reasons why a name was not included.

The criteria for inclusion varied between parishes. An example being because a family was of a different faith to that of the church where the war memorial was installed, or that the names were not submitted when required, due to lack of family members residing in the parish.

Saltash Town Council maintains war memorials in the town that commemorate fallen soldiers from all recognised conflicts around the world.

Initial request

Any request for an addition or correction must be made in writing to the Town Council.

The request must include

- Name of person
- Date of birth
- Place of birth
- Date of death
- Place of death
- Location of burial (if known)
- Requestor's relationship to person proposed to be added or corrected

Criteria for request to add names to Saltash war memorials

To be considered for inclusion on a war memorial maintained by the Town Council an individual must have been;

- A member of the UK Armed Forces or UK emergency services and be killed during active service in a recognised conflict

OR

killed as a civilian because of a recognised conflict (for example because of bombing or direct fire)

- Born or resided within the boundary of Saltash prior to the date of death

- Not already recorded on a war memorial elsewhere in the borough, within neighbouring parishes or the parish the person was born in if they were not born in Saltash. (Please refer to confirming eligibility section)

Where the criteria to add an additional name is met, the following must be considered;

- Confirmation of the family's permission
- Sufficient space on the proposed war memorial
- Addition of a name must not adversely affect the character nor cause damage to the war memorial (advice of the stone mason will be requested and followed)

Criteria for requesting correction to an existing name

Where a request for a correction to a war memorial is made

- The request must be made by the family
- Proof of error – sufficient evidence must be provided (e.g. birth, death or marriage certificate)
- The correction must not adversely affect the character of the war memorial nor cause damage (advice of the stone mason will be requested and followed)

When considering the request to add or correct a name the decision of Saltash Town Council is final.

Confirming eligibility for addition or correction to war memorial

Any request for the addition or correction of names on a Saltash war memorial must be verified for eligibility before being submitted to the Services Committee for consideration.

All requests must be verified in the following ways:

- The administration department are to check all memorials to ensure the requested name is not already listed on a memorial.
- Accessing the UK census information to verify person was born within the Saltash boundary or lived within the Saltash Boundary prior to the date of death;
- If death occurred during WWI or WWII contact Commonwealth War Graves Commission or contact Armed Forces Memorial Roll of Honour for casualties of all other recognised conflicts;

- Search for name on the war memorial register (www.iwm.org.uk) to ensure person is not already listed on a war memorial;

Adding or correcting the name

- The proposed addition or correction must be advertised for a period of six weeks via Town Council social media channels, by press release and in Town Council noticeboards, this allows opportunity to receive any representations.

If representations are received these will be reported to the following Services Committee meeting for review and consideration.

If no representations are received the additional name or correction will be actioned.

- Town Council to appoint a memorial mason to undertake the inscription
- In the case of a new name being added the family will be offered a blessing undertaken by the Mayor's Chaplain with the Mayor of Saltash, members, family of the person and community invited to attend.
- Once the name has been added or corrected it must be recorded on the war memorial register (www.iwm.org.uk)

Contact and Further Information

Enquiries about adding or correcting a name on a Town Council war memorial should be made to the Guildhall or by email to enquiries@saltash.gov.uk