

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 16th June 2022 at 6.30 pm

**PRESENT:** Councillors: R Bullock, J Dent, S Gillies, M Griffiths, S Martin, J Peggs (Chairman), P Samuels, B Stoyel and D Yates.

**ALSO PRESENT:** 3 Members of the Public, M Thomas (Senior Policy and Data Compliance Officer), M Cotton (Assistant Service Delivery Manager) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors: R Bickford, G Challen, J Foster, S Miller and B Samuels.

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#### **20/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **21/22/23 TO ELECT A CHAIRMAN.**

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED** to elect Councillor Peggs as Chairman of the Services Committee.

#### **22/22/23 TO ELECT A VICE CHAIRMAN.**

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** to elect Councillor P Samuels as Vice Chairman of the Services Committee.

#### **23/22/23 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.

24/22/23

**QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL:**

The Chairman informed Members of questions received from a Member of the Public relating to Public Rights of Way.

The Member of the Public was invited and put his questions to the meeting.

Members discussed the questions posed to the Town Council.

The Chairman confirmed that a definitive map is held by the Town Clerk. Public Rights of Way identified as being managed and maintained by the Town Council are scheduled for works to be completed in the Service Delivery Department's schedule of works.

Members discussed the ability to report any concerns in regard to Saltash PRoW, with specific site locations and evidence, to the SD Team via the Service Delivery Request form which can be located online here:

[https://www.saltash.gov.uk/service\\_delivery\\_enquiries.php](https://www.saltash.gov.uk/service_delivery_enquiries.php)

Members agreed to further investigate areas of concern with the resident. Any PRoW issues identified requiring enforcement will be reported to Cornwall Council for further action.

25/22/23

**TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON THURSDAY 21ST APRIL 2022 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 P Samuels, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Services Committee held on Thursday 21<sup>st</sup> April 2022 were confirmed as a true and correct record.

26/22/23

**TO RECEIVE AND NOTE THE CURRENT COMMITTEE BUDGET STATEMENTS.**

It was **RESOLVED** to note.

**27/22/23**     **TO RECEIVE THE TOWN CLERK'S REPORT ON DELEGATED AUTHORITY TO SPEND.**

It was proposed by Councillor Gillies, seconded by Councillor Martin and **RESOLVED** to ratify the Town Clerk's report on delegated authority to spend.

**28/22/23**     **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**29/22/23**     **TO RECEIVE AND CONSIDER THE REVISED PRICING STRUCTURE FOR THE TRUSTED BOATER SCHEME 2022.**

The Assistant Service Delivery Manager briefed Members on the current costings for the Trusted Boater Scheme which is currently allowing users of the scheme to get two overnight stays on the pontoon at a cheaper rate during the second half of the year.

The ASDM advised Members that the proposal submitted for consideration would also simplify the pricing structure.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to approve the revised pricing structure as follows:

**Between 1st April- 31st August**

Full membership of the Trusted Boat Owners scheme  
Charge £75 - entitled to 2 free overnight stays

**Between 1st September - 31st March**

Part membership of the Trusted Boat Owners scheme  
Charge £40 - entitled to 1 free overnight stay

The revised pricing structure is to be implemented from 1<sup>st</sup> September 2022.

**30/22/23**     **CORRESPONDENCE:**

- a. To receive and note a letter of thanks from Sue Hooper Charitable Foundation.

It was **RESOLVED** to note.

**31/22/23**      **TO RECEIVE AN INITIAL STRATEGY REPORT ON HOW TO INVEST AND IMPROVE TOWN COUNCIL PLAY PARKS TOGETHER WITH AN INTERNAL PLAY PARK REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the strategy for investments with the focus aimed on quality parks rather than the creation of additional play areas.

It was **RESOLVED** to hold a meeting with Cornwall Council Officers to further discuss ownership, quality of existing equipment and service level agreements with the assistance of the Community Link Officer.

**32/22/23**      **TO RECEIVE A REPORT ON THE A38 ROUNDABOUT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman spoke of Cornwall Councillor Worth's recent report to Full Council.

It was proposed by Councillor Peggs, seconded by Councillor Griffiths and **RESOLVED** to defer until further discussions have been held by Cornwall Councillor Worth and senior figures in National Highways about the forthcoming A38 Safety Announcements.

The Chairman requested Members further publicize and encourage the community to participate in the public consultation on the A38 Trerulefoot to Carkeel Safety Package (as attached).

**33/22/23**      **TO RECEIVE A REPORT, NOTICE AND PICTURES OF PILLMERE MEADOW AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**34/22/23**      **TO RECEIVE INFORMATION ON STILES, GATES AND PUBLIC RIGHTS OF WAY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members agreed the information on stiles, gates and Public Rights of Way followed on from the public question received under agenda item 6 with Town Councillors to further investigate the condition of each wards PRoW.

It was **RESOLVED** to note.

35/22/23

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

The ASDM gave a brief overview of the service delivery request log and how it works internally. Members asked if categories could be added to the online form to assist in allocated work schedules for the SD department.

The ASDM requested consideration be given to the provisions for repairs to the electrical wiring installation for the Waterside Public Conveniences.

It was proposed by Councillor Dent, seconded by Councillor Griffiths and **RESOLVED** to note the report and:

1. Approve to rewire the Waterside toilets up to a total cost of £1,400 to be taken from budget code EMF 6580 (Public Toilets Capital Works) with an available budget of £10,000
2. Approve for the ASDM to organize the purchase of additional lighting outside the toilets and an internal timer to be taken from budget code EMF 6580 (Public Toilets Capital Works) with an available budget of £10,000, subject to the approval of the Chairman and Vice Chairman of the Services Committee.

Members thanked the ASDM for the detailed report and for stepping up during this period in which the SDM is unavailable.

Members also wished for thanks to be noted for the SD Team during this difficult period. Their continued hard work and commitment has been shown throughout the past few months, in particular for the Queen's Jubilee in which all agreed the Town looked fantastic.

36/22/23

**TO RECEIVE AND NOTE THE MINUTES OF THE ROAD SAFETY COMMITTEE.**

The Chairman gave a brief verbal update on the recent meeting held by the Road Safety Committee that covered topics including Callington Road, Brunel School's zebra crossing, and speed cameras being installed in North Road.

It was **RESOLVED** to note.

**37/22/23**      **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.

**38/22/23**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**39/22/23**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**40/22/23**      **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

The Chairman requested further thought be given to the following topics prior to the next Services Committee meeting where they will be further considered and discussed.

1. Bringing back Saltash in Bloom
2. Extended storage solutions for the Town Council

**41/22/23**      **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was **RESOLVED** to issue the following Press and Social Media releases:

1. Pillmere wildflower meadow
2. Reporting to the Service Delivery Department - Saltash Observer

**DATE OF NEXT MEETING**

Thursday 8 September 2022 at 6.30 pm

Rising at: 7.39 pm

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

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