

To receive reports from the Service Delivery Department and consider any actions and associated expenditure - Departmental Report

1. Christmas Period

Service Delivery Department will operate a reduced service to undertake the following duties from 22nd December to 1st January 2024:

- Public toilets to be opened, cleaned and replenished;
- All STC Building Assets and Sites to be checked, including the Pontoon, Parks and Cemeteries;
- STC Parks and Cemetery bins to be emptied, and the Sites litter picked;
- Checks to be carried out on all Christmas Lights and Trees;
- Empty black book box at the Library and transfer books to the internal crate;
- Final check and lock up all public toilets.

The Personnel Committee will review the working hours to ensure sufficient cover is in place.

[Members are asked to note the update.](#)

2. Trees / Survey

The following trees have been felled due to ash dieback disease. We have worked with SEA prior to appointing a contractor to undertake the works.

Two Ash Trees - Location on section 26 Middle Path Sections Down From Pillmere Green.

Make safe a damaged limb of a healthy Ash Tree at the rear of 11 Greenfich Crescent.

Works to remove dead Elm Tree in hedge and reduce limbs on large Ash Tree on the same site reference Pillmere Meadow.

A contractor carried out the tree survey for annual fungus present at this time of year. This is to cover anything that may be potentially missed due to the survey timing being requested in March whilst the trees were not in leaf and the appearance of annual fungus does not occur until August / September.

All works have been carried out in budget.

[Members are asked to note the update.](#)

3. Waterside toilet area

Materials purchased and door installed at rear of waterside toilets. Town Council items are stored within the space.



Members are asked to note the update.

4. Grounds work

Various ground works have continued since the last committee meeting, the department has worked extremely hard to keep up with the ever growing grass.

Bark is starting to be laid to suppress the weeds allowing the team to work on other areas of the town.

Members are asked to note the update.

5. North Cross Bus Stop

Open space behind is owned and the responsibility of National Highways. Saltash TC for many years have maintained the area but should not be on National Highways land without a formal agreement.

Members are asked to note the above update and confirm how they wish to proceed.

6. Planting

At last month's Services Committee it was agreed to:

1. Plant evergreen plants for the Autumn/Winter period, and the Spring/Summer planting to be around the evergreen areas to bring colour to the beddings and containers;

Tartendown have been in contact to confirm they were given approval some time ago to grow 1200 polyanthus for the Autumn/Winter bedding therefore the above will not take place this year.

I wasn't aware this was the case, the resolution was based around reducing the Service Delivery time and disposal of plants. There isn't anything that can now be done due to our commitment and their growing of polyanthus.

An email has been sent to Tartendown to confirm a quote must be received and considered by Saltash Town Council prior to future growing.

[Members are asked to note the update.](#)

7. Legionella

Two members of the SD Team are now legionella trained at a total cost to the Town Council of £35 plus the cost of a temperature fob. Aqua Storage is no longer required saving the Town Council a monthly charge of £175+VAT.

[Members are asked to note the update.](#)

8. Vandalism

Longstone Park toilets

Member are aware of the recent vandalism at Longstone Park toilets leaving the gents closed due to damage.

I have since been in contact with Cornwall Council to discuss the reduction of large shrubs located in front of the toilet block in the attempt to improve visibility and reduce vandalism by making the toilet block less susceptible.

Cornwall Council understand the request and asked Cormac to look at some sustainable alterations. Date for the works is yet to be confirmed.

I do not believe external CCTV will rectify the situation due to the location the CCTV would need to be at and does not allow the last person to be prosecuted.

(Approximate) Damage includes:

White Hygiene Board Damage (at least three new sheets and joining strips plus adhesives) - £350.00

New Wall Mounted Baby Changing Unit - £250

Two New Jumbo Toilet Roll Dispensers - £100

+ Service Delivery Labour To Clean And Install The Above Items. (days works)

Saltash Town Council toilet operational hours are:

Summer – 1st April to 31st October 0830 to 7pm

Winter – 1st November to 31st March 0830 to 5pm

Members are asked to note the update and consider reducing the Winter toilet operational hours for Longstone Park due to continuous vandalism without further impact to the Service Delivery Team.







9. Christmas Flags

The town Christmas flags are nearly at the end of life so we made contact with Denise of Saphira jewellers who kindly made the flags many years ago, her and her mum kindly offered to wash and repair those that require to be repaired so that the flags could be flown at Christmas.

She also advised some designs are not effective with the way they are attached on the poles which she preferred be left out completely.

Any flags that we do not use in the future, she has asked if she could have them back to stitch together and have a patchwork piece, that maybe could be hung in an STC building on a wall or in a window; rather than them be disposed of.

Members are asked to note the above update and to consider the use of the Christmas flags that won't be used.

10. Cotehele Quay Gig Club

The Tamar Challenge requested access to the outside of Saltash Town Council pontoon (hammer head only) from 1130 to 1430 (when the race leaves) on the 14th October.

Gigs will be placed on the hammerhead and also the beach. We will launch the gigs on the jubilee slipway, and the slipway under the bridge.

Also, we would like to put a Coffee Van in the carpark to provide refreshments to the rowers between the hours of 1130 and 1430.

The use of the hammerhead has been approved and pontoon users have been informed. Approval is not required from Saltash Town Council regarding the use of jubilee slipway and the coffee van.

Members are asked to note the above update.

11. Memorial Peace Garden

Installation of a Hawthorn tree and memorial plaque as previously agreed at a Services Committee meeting took place on the first week of October – see pictures below:





12. Vehicles

At the last Services Committee meeting held on 24th August it was agreed as follows:

1. Delegate to the Town Clerk to undertake a vehicle exercise reporting back at the next Services Committee meeting.

However, due to volume of work and the extend of the report, time has not allowed for this to be achieved therefore I ask that the project be considered by the newly appointed SDM at his earliest opportunity.

In the meantime, repairs to the vehicles are to take place to bring the fleet back on the road.

Members are asked to note the above update and give delegated authority to the Town Clerk to arrange for the repairs to take place within budget availability.

13. Intruder Alarm

Overview of the current Longstone Depot alarm system:

Longstone Depot intruder alarm is causing a few issues leading to callouts on a regular basis at a cost to Saltash Town Council.

The system was inherited by Cornwall Council back in 2018 when Saltash Town Council agreed to take on the Lease. I am unaware of how old the system was then or the condition of the system. I know from my own personal experience, intruder systems don't last forever and when they start to experience issues it never seems to end.

Whilst undertaking this exercise and trying to illuminate the issue working with the contractor, I am confident a new or part system is required.

A system report from the contractor has been received and they now suggest:

As explained the control unit and signalling devices are new and do not really need replacing, however the detection devices in the Garage and Cleaning store are the original units we inherited when we took over the systems, The office was new.

The work to consist of the following :

1. Remove the existing movement detectors in the Garage and install a new Dual action Dual Technology detector (looks for movement and heat before activation)
2. Remove the existing movement detectors in the cleaning store and install a new Dual action Dual Technology detector (looks for movement and heat before activation)
3. Remove the existing Roller shutter contact on the Garage Roller shutter and replace with new!
4. Check the condition of the wiring of these detectors to ensure reliable operation, any faults found will be brought to your attention for remedial action.
5. Program the above devices back into the control unit and test, and commission.

The investment required to carry out the above works as described will be £396.57 + vat.

Other quotes were sought however others wish to add a new system and cost for takeover.

Members are asked to note the above update and consider appointing ASG to upgrade the detection devices at a cost of £396.57 + VAT allocated to budget code 7104 Fire and Security Alarm.

14. Pillmere Work

At last month's Services Committee it was agreed to:

1. Delegate authority to the Town Clerk to appoint a contractor to carry out Pillmere footpath works within budget this year, and future budgeting for the works to be undertaken every two years;

A contractor has been appointed to undertake the above works working with the SDD at a cost of £2,750+VAT allocated against budget code 6506 Grounds Maintenance and Watering.

Works are to commence next week subject to the weather and will take approximately 5 days.

The Pillmere Community Association have been informed of the works.

[Members are asked to note the above update.](#)

15. Dog Fouling Update

At Services held on 8th June under minute 34/23/24 it was resolved to install additional dog fouling signs at the following locations:

1. Longstone Depot
2. Saltash Library
3. Waterside – Pontoon Gate
4. Pillmere Green
5. Pillmere Meadow
6. Pillmere – Dartmoor View
7. Ashton Way Play Park Fence
8. St Stephens Church – Subject to permissions received
9. North Road Bus Stop – Subject to permissions received

Permission has been sought and confirmed by St Stephens Church.

North Road is not owned by Cornwall Council. Therefore, permission to erect an additional sign within the area known as Brunel Bust has been sought and the Administration Department is awaiting a response from the Cornwall Council Public Space Officer.

Once all permissions are granted the signs will be procured and the Service Delivery Team instructed to install.

[Members are asked to note the above update.](#)

16. Cornwall Council Property Asset – Six Former Play Areas Latchbrook

At the last Services Committee it was agreed as follows:

It was proposed by Councillor Mortimore, seconded by Councillor Stoyel and **RESOLVED** to thank Cornwall Council for providing the Town Council the opportunity to consider all six areas during their release process, however, due to the work required to bring the sites back to an acceptable condition Saltash Town Council reject the offer on this occasion and ask Cornwall Council to consider retaining the areas as public open spaces in line with the Saltash Neighbourhood Plan, should Cornwall Council wish to sell the land on the open market a covenant be included to exclude properties being built on the land that should remain as public open spaces.

Cornwall Council were informed of the Town Council decision and responded as follows:

Thank you for confirming that Saltash Council does not wish to have the sites at Latchbrook devolved to it. We are now taking steps to move disposal of these sites forward and it is likely that you will see 'S123' notices appear in the local press shortly advertising the fact that Cornwall Council intends to dispose of these assets.

I note the request for covenants to be imposed within the transfer. We consider the future use of the site should be determined by the planning system, and note that the sites are designated as 'former public open space' within the Neighbourhood Development Plan. The inclusion of a covenant restricting use in the manner proposed will make disposal of these sites more challenging, and in all likelihood such covenants would be unenforceable if challenged. Therefore Cornwall Council does not intend to include covenants no use as requested.

The intention of Cornwall Council is to offer these sites initially to those with adjacent property and we would envisage that in the majority, if not all cases, that if adjacent landowners wish to purchase they are most likely to wish to incorporate the land into their gardens. If adjacent property owners do not wish to purchase these areas of public open space we will seek to dispose at auction, but this will happen only once the possibility to transfer to neighbours has been explored.

Kind regards

Catriona Smith MA MRICS | Chief Valuer

End of Report

Town Clerk