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## Minutes

**Meeting of** : Services Committee  
**Date:** : Monday 22 June 2020  
**Meeting held at** : Via Microsoft Teams  
**Commencing at** : 6:30pm

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Present:

Chair: Cllr S Hocking

Vice Chair: Cllr A Hoque

Cllrs: S Berry, C Corbin, K Daley, B Dalton, J Farquhar, J Nettle, J Lindley, M McClelland, M Osment, L Sirman and J Walsh.

Officers: Annie Child, C Williams, David Bradley, Joanna Wood, Harlan Hughes and Yaroslav Pustarnakov.

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### **606. Election of the Chairman of the Services Committee for 2020/2021:**

Cllr Hoque proposed that Cllr Hocking be elected as the Chairman of the Services Committee for the ensuing municipal year 2020/21.  
This was seconded by Cllr Farquhar. In the absence of any other nominations, it was

#### **Resolved that:**

606.1. Cllr Hocking be elected as the Chairman of the Services Committee for 2020/21.

### **607. Election of the Vice-Chairman of the Services Committee for 2020/21:**

Cllr Hocking proposed that Cllr Hoque be elected as the Vice-Chairman of the Services Committee for the ensuing municipal year 2020/21.  
This was seconded by Cllr Berry. In the absence of any other nominations, it was

#### **Resolved that:**

607.1. Cllr Hoque be elected as the Vice-Chairman of the Services Committee for 2020/21.

**608. Apologies**

608.1. Cllr Foster give her apologies.

608.2. Cllr Moody gave his apologies and was substituted by Cllr Nettle.

**609. Public Questions/Statement Time:**

There were no questions or statements submitted by the public.

**610. Councillor Questions/Statement Time:**

There were no questions and statements submitted from members.

**611. Minutes of Previous Meeting:**

The minutes of the last meeting of the Services Committee held on 10 February 2020 were approved and signed by the Chairman.

**612. Declarations of Interest:**

There were no declarations of interest.

**613. Dispensations:**

No dispensations were requested.

**614. Chairman's Announcements:**

The Chairman made no announcements.

**615. Working Group Updates:**

The Chairman welcomed Chairman from different Working Groups to provide the Services Committee with updates regarding their work, and it was:

615.1. The Chairman of the Business Working Group (BWG), Cllr Daley, informed the Committee that SCC had to suspend most of its business due to Covid-19 restrictions. The lockdown had an adverse effect on most of the events and activities that are hosted by the Council. However, Cllr Daley was pleased to report that Charter Market has successfully resumed business as usual with social distancing measures in place.

615.2. The Chairman of the Environmental Working Group (ENWG), Cllr Farquhar, provided a written report which is attached at the end of this minutes.

615.3. The Chairman of the Communities Working Group (CWG), Cllr Sirman, provided a written report which is attached at the end of this minutes.

**616. Environmental Policy Update and Actions:**

The Committee discussed the Environmental Policy Action Plan (EPAP) update and actions included in the report, and it was:

**Resolved to:**

- 616.1. Note the actions taken as set out in Para 3 of the report.
- 616.2. Request City Clerk to compile a draft budget for the EPAP for 2021/2022.

**617. Grounds Maintenance Post Contract Options Evaluation:**

The Committee received a report regarding programme overview for the Grounds Maintenance Post Contract Options evaluation project, and it was:

**Resolved to:**

- 617.1. Approve Grounds Maintenance Post Contract Options evaluation project programme overview as described in this report.
- 617.2. Approve Cllr Berry to be the Project Sponsor as described in the report.
- 617.3. Instruct the Project Manager as shown in the report to commence this project without delay.
- 617.4. Request the Project Sponsor and Project Manager provide a report at every Services Committee meeting concerning the progress of the project.

**618. Market Regulations:**

The Committee received a report regarding amended Salisbury City Council's Market Regulations, and it was:

**Resolved to:**

- 618.1. Approve the revised Charter Market Regulations.

**619. Pet Cemetery and Crematorium:**

The Committee received a report regarding potential provision of pet cemetery and/or pet cremation unit for Salisbury, and it was:

**Resolved to:**

- 619.1. Instruct officers to consider in detail the viability and feasibility of a pet cemetery and /or pet cremation service for Salisbury for the consideration of this committee.

**620. Matters, if any, which by reason of special circumstances the Chairman, decides should be considered as a matter of urgency:**

No matters were raised

There were 1 members of the public and no member of the press present.

The meeting closed at 7:15 pm.

## **Report from ENWG to SCC Services Committee 15 Jun 20**

You will have seen that Agenda Item 11 addresses the work officers have done on the Environmental Policy Action Plan to implement ENWG policies arising from SCC's declaration of a Climate Change Emergency.

This report covers the other aspects of the ENWG's work:

### **1. Parks**

- In house team and contracted services very nearly back to normal – all grass cutting and grounds maintenance activities are being undertaken.
- All risk assessments (Corvid related) have been completed in relation to our principal parks.
- The litter issue re the parks as improved markedly – a combination of additional resource and the deterioration of the weather.
- In house team have recently taken over responsibility for the grounds maintenance of the Avenue Cemetery following the cessation of the contractor's responsibility.
- Allotments continue to be very busy.
- New city Entrance signage is currently being installed.

### **2. Facilities**

- Replacement of the heating boiler in the Tennis pavilion in Victoria Park
- The completion of the rebuild of a section of wall to the London Road Cemetery off Glenmore Road
- The Refurbishments works of Lush House toilets have recommenced (following a break due to corvid) works are progressing well with a completion date scheduled for mid-July.
- Public toilets are being re-opened across the city following comprehensive risk assessment being undertaken.
- Main circulation pump has been replaced in the Guildhall.

### **3. Crematorium**

- Continues to be busy but not excessively so.
- Team working at different times to enable social distancing to be achieved.
- Web streaming service has been introduced to enable persons to access services via the internet.
- Tenders have gone out to undertake drainage works to the front entrance of the crematorium – prices will be in next week
- Investigating the erection of fencing on the boundary of the cemetery and the crematorium to stop persons taking a short cut across the grounds.

### **4. CCTV**

- System operating well from a technical perspective.
- Have been able to provide extensive operator coverage due to volunteers being more readily available due to Corvid crisis.
- Investigation long tem warranty extension as existing warranty expires as of September 2020.
- Investigating/costing the operation of a mobile CCTV camera

## **5. Street scene**

1. Street Scene service returning at near normal operation.
2. Have been working with the BID re the installation of pavement stickers to offer advice to shoppers re social distancing.
3. Have almost completed a deep clean ( pressure Washer) of the city centre
4. Have been working on the A36 ring road re the removal of general detritus/ litter etc. Have been utilising road closures due to the Highways England Scheduled works.
5. A new *Glutton* has been delivered and is now in service.

## **Community Working Group Report June 2020**

The Community Team of 8 are all working from home & are supporting families both on Bemerton Heath & the Friary

At the time of writing the team are fit and well

At the present time there are no plans to re-open the Community Office on Bemerton Heath but this might change if the directives are changed by the Government.

Annie Scadden is in the process of conducting a risk assessment at the Information Centre and Shop mobility. She is hoping to re-open both sites when it is safe.

65 vulnerable families and the elderly receive food boxes though this is not necessarily weekly. The Community team deliver the boxes. The families live on the Friary or on Bemerton Heath (except for 2)

Funding has been secured from The Wiltshire Community Foundation to cover the petrol costs for the delivery drivers who include volunteers and staff. There are sufficient funds to pay for food from Fareshare for the next 3 months

The sports coaches are continuing to support the new Sports Forum and have carried out a recent survey of local clubs to assess the needs of the venues across the City. A report will follow soon.

The Compassionate Community Connectors scheme has been successful. Five to six new residents are contacting the team weekly. The volunteer numbers are stable but with the easing of restrictions being planned it is thought that the residents needs will diminish.

The Customer Service Team are still operating a telephone and Email service.

The whole Team have been working extremely hard throughout this difficult period for the benefit of our community.