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Minutes

Meeting of : Services Committee
Date: : Monday 5 October 2020
Meeting held at : Via Microsoft Teams
Commencing at : 6:30pm

Present:

Chair: Cllr S Hocking

Vice Chair: Cllr A Hoque

Cllrs: S Berry, T Corbin, B Dalton, J Farquhar, J Lindley, Dr M McClelland, F Moody, J Nettle, M Osment and J Walsh.

Officers: David Bradley, Annie Child, Annie Scadden and Thomas Simpkins

621. Apologies

621.1. Apologies were received by Cllr K Daley, Cllr A Foster and Cllr L Sirman.

621.2. Cllr C Corbin gave her apologies and was substituted by Cllr T Corbin.

622. Public Questions/Statement Time:

There were no questions or statements submitted by the public.

623. Councillor Questions/Statement Time:

There were no questions and statements submitted from members.

624. Minutes of Previous Meeting:

The minutes of the last meeting of the Services Committee held on 22 June 2020 were approved and signed by the Chairman.

625. Declarations of Interest:

There were no declarations of interest.

626. Dispensations:

No dispensations were requested.

627. Chairman's Announcements:

The Chairman made no announcements

628. Working Group Updates:

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

- 628.1. The Chairman of the Business Working Group (BWG), Cllr Nettle, will provide a written report which will be attached to these minutes.
- 628.2. The Chairman of the Environmental Working Group (ENWG), Cllr Farquhar, has provided a written report which will be attached to these minutes.
- 628.3. The Chairman of the Communities Working Group (CWG), Cllr Sirman, will provide a written report which will be attached to these minutes.

629. Grounds Maintenance Post Contract Options Evaluation:

The Committee received a report concerning the Grounds Maintenance Post Contract Options; setting out the need for an options evaluation process to be undertaken, and giving details of the process that will be used to evaluate the four main options. Following some discussion, it was:

Resolved to:

- 629.1. Approve the nature and scope of the evaluation process as shown in the report.

630. Rent Reduction Scheme:

The Committee received a recommendation from the CWG concerning the Pantry Partnership's application for the rent reduction scheme, in accordance with the Council's Grants Policy. It was:

Resolved to:

- 630.1. To agree that from October 2020, the Pantry Partnership's rent will be reduced from £250 per calendar month to peppercorn and that this is to be reviewed after a period of twelve months.

631. 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:

631.1. Note the actions taken as set out in Para 3 of the report.

632. 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 2 members of the public and no members of the press present.

The meeting closed at 19:37 pm.

Events

- Street Food Sunday went well
- Charter Fair has been cancelled for 2020 due to advice from Public Health

Market

- Business as usual
- Tuesdays still quiet ½ price rent on Tuesdays continues

Communications Output

- Monthly figures on social media still continue to rise and good interaction figures
- Website had 26,352 views for August, slightly down from July

Guildhall

- Guildhall website being looked at
- Charging structure is being reviewed
- Considering what the future will look like re Office space and future bookings

Christmas in Salisbury 2020

- Christmas Tree Trail
 - 12 Locations around city
 - All will be themed
 - Can still be delivered if local/national lockdown
- Christmas Lights
 - The usual event will not happen, but they will be just turned on Saturday 21 November
 - Due to Wiltshire Council installing APNR etc. some usual sites will not be able to be used
- Santa's Grotto
 - Again due to Covid-19 this will not be delivered in the same way as last year, but team are aiming do deliver something

Strategy for Events 2021/22

- Develop Salisbury's reputation as a Market City
- Looking at Summer 6 week offering on Guildhall Square
- To make Salisbury attractive and provide activity in the Guildhall Square and Market place over the Christmas period
- Suggested event schedule and budget
- Agreed that City Clerk and Business Manager could authorise Market Square to be given out 12 times in a year for free (to support other vibrancy initiatives) subject to agreement by committee

Cllr J Nettle
Chairman BWG

ENWG Report to Services Committee - October 2020

You will have seen that Agenda Item 10 addresses the work officers are doing on the Grounds Maintenance Post Contract Options Evaluation and Item 12 addresses the Environmental Policy Action Plan, arising from the SCC's declaration of a Climate Change Emergency.

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

1. Parks

- Winter Bedding – will be put out again this winter in the Market & Guildhall Squares following the success of last year's display.
- In-house team and contracted services back to normal – all grass cutting and grounds maintenance activities are being undertaken.
- Sports Pitches – The Grounds Team have been remarking the sports pitches and reinstalling the rugby and goal posts. There has also been a lot of work around the signage/sanitising of the Pavilions to make them safe to use. Risk assessments have been completed in preparation of the upcoming football season.
- Hedges – The hedge cutting season has just commenced, the grounds team will be focusing on this over the next couple of months.
- Allotments continue to be taken up and only a few are now unallocated.
- All new entrance signage has been installed
- Electric van – a demonstration of a Ford Hybrid Van has been arranged from the 21st – 25th September.
- Bishopdown Skate Ramp – A new ramp has been installed. It is designed to blend into the landscape, it was officially opened on the 1 September and has received good use so far.

2. Facilities

- Lush House Toilets – following some initial issues with blocked drainage, a broken flush and a card access point – the toilets are now fully operational. One final piece of work required - the lining of the main drain – this will take place shortly.
- 18 College Street – As a result of one of the planning application conditions it has been discovered that bats are living in the building. This has been confirmed by ecologists who have undertaken two surveys. The Common Pipistrelle has been spotted.
- 44 Blue Boar Row – Tenants are now in, however we have had leaks within the building and dry rot has been found. A dry rot surveyor has attended site and will shortly present a report re the extent of the dry rot within the building.
- Pavilions – Facilities has been working closely with Parks to organise the deep cleans within the Pavilions in readiness for the new football season.

3. Crematorium

- Services – all services are running for 35 mins as normal. At present a capacity of 22 mourners per service is in operation. The chapel, office and the reception areas are sanitised after every service.
- Team are working in two *bubbles* at different times to enable social distancing to be achieved and to ensure continuity of service provision.
- Capacity – Currently burial numbers are the same as compared to the same time last year. Wiltshire Council in regular liaison re cremation numbers and burial capacity.
- Webcasts –Webcasts have been extremely popular and have received positive responses from the funeral directors.
- A Building Contractor has been appointed to undertake works (drainage) to the front entrance of the Crematorium and also to apply window film to the plant room.

4. CCTV

- System currently performing well.
- Re-positioning of Two CCTV Cameras - Work will commence on the 24 – 29 September to move two cameras from College Street and School Lane to cover Barnard Street and the Market Square.
- Coverage – currently providing extensive operator coverage, as 26 volunteers are now available, with 6 currently undergoing training. Monday to Friday 9 -5 coverage is between 70% - 90%. With outside hours being covered around 30% - 40%. More outside hours will be covered when the NTE picks up.
- Long term warranty maintenance agreement has been agreed and is now in place.
- Currently investigating and costing the operation of a mobile camera

5. Street Scene

- Street Scene Services are now operating normally – grass cutting, road sweeping and barrow operatives are now all back on their normal operating schedules.
- Environmental Enforcement officers have now returned to their duties and are attending the city two days per week.
- Venture security are undertaking their duties as per normal.
- Water bottle fill Stations – Wessex Water will be undertaking their final checks in September prior to retuning the units to service.

Cllr J Farquhar
Chairman BWG

The working group met on Tuesday 8th September 2020.

The 2 sports coaches Tom Gailey (TG) and Sean Saunders (SS) gave their presentations on their role in the community. Part of their role is to encourage residents to keep active, which has been very difficult with the current restrictions.

Tom Gailey has recently started cricket sessions at Harnham Cricket Ground for primary school children. Currently there are 12-15 children participating. A decision was made not to advertise due to limited numbers being able to attend. There are no fees being charged at the present time but this will be reviewed in the near future.

TG has secured a grant of £1.200 to develop the club & to start a women's cricket group.

SCC is also supporting the adult cricket team by providing nets etc. This is the only activity that this group participates in so it is vital that the group continues.

Sean Saunders has been providing support to the older generation. No activities could take place because of the pandemic but Sean worked with the Wiltshire and Swindon Sport Partnership (WASP) to provide an activity pack for the elderly. The pack contained a DVD, pedometer, walking maps & resistance bands. The majority of the money required to set up this scheme came from WASP.

SS is hoping to start a disability football group. Currently there are 7 children aged between 12-16 in the group. It is hoped to set up a football team for a younger age group.

Both TG and SS were involved with City on the Move project but this has not taken place & it is hoped it will in 2021.

Both the coaches have helped with the food deliveries every week.

All the Cllrs thanked to 2 coaches for their presentation and for all the hard work during this very difficult time.

Customer Service Team

The Information Centre is open except on Sundays

The Shop Mobility Centre is open & taking pre-bookings. Market days are the busiest & it has been noticed that there has been an increase in bookings over the past few weeks.

The Community Team

The teams are continuing to deliver food parcels every week---approximately 44 families are receiving these food parcels. It is hoped that this support will be

transferred into a social supermarket. In the short term families will be asked to collect the food parcels & also pay a small fee of £3.00-£3.50. This fee will cover the outgoings such as bags and labels. This will be a membership scheme & the fees will be collected weekly. The families will receive up to 4 food parcels. If the family is unable to pay the fee the team will continue to give the family the food.

Social Supermarkets

Social Supermarkets have been set up both in this country and abroad. The Community Team is still working on the details which will be explained in more detail at the next meeting. It is hoped that the scheme will be organised and run by volunteers. It is anticipated that group will work along side the Trussell Trust & Pantry Partnership. Surplus food will be used and the team are in contact with groups in the north of England who have set up similar schemes.

Compassionate Community Scheme

The volunteer co-ordinator who had organised all the new volunteers who delivered food and prescriptions to local residents has now returned to her job in the Playhouse. The compassionate community scheme will finish at the end of September. It is thought that a few of the volunteers will carry on helping but outside of the scheme. The volunteers have received a letter from Wessex Community Action to explain that they will not be covered by public liability insurance.

57 local residents are still being supported by 27 volunteers but it is felt that it is now time to step back and encourage people to find alternative support.

Community Lottery

The Community Working Group will oversee the lottery scheme. Gatherwell will be undertaking most of the work. SCC will be responsible for encouraging local charities to participate. SCC will receive a percentage of the tickets sold. The money raised will be the responsibility of the CWG.

Community Murals

40 drawings were received from local residents. The chosen ideas will be made into murals and these will be installed in Churchill Gardens and Victoria Park. The Community Team will be informed of the date for the installation of the murals

Nature Discovery Trail

The Community Team are waiting for the design for the plaques and then for the delivery of the posts. A leaflet is being designed which hopefully will be delivered within the next few weeks

Consideration of the Annual Reports and Rent Reduction Scheme

The Carers Support Wiltshire have requested a grant for £3.000 for one year. It was agreed that SCC would support this application

Able Hands requested a grant of £3.000 for one year. It was noted by the committee that the scheme is not based in Salisbury but the project is going to be delivered for residents of Salisbury. If you are interested in this project please look at the Able Hands website.

Wessex Community Action requested a final payment of £3.000. This grant is to support the Salisbury Child Contact Centre. The centre had to be closed during the lockdown period but it is planned to re-open the centre as soon as possible as so many children are missing seeing their dad/mum. Liz Sirman declared an interest as she had managed the scheme up to March 2020. The committee agree to support the project and awarded the grant.

Stephen Berry thanked the Community Team which was supported by the other members of the committee

Cllr L Sirman
Chairman CWG