

The Guildhall
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Minutes

Meeting of : Services Committee
Date: : Monday 8 February 2021
Meeting held at : Via Microsoft Teams
Commencing at : 6:30pm

Present:

Chair: Cllr S Hocking

Vice Chair: Cllr A Hoque

Cllrs: S Berry, K Daley, J Farquhar, J Lindley, Dr M McClelland, M Osment, L Sirman and J Walsh.

Also Present: Cllr T Corbin

Officers: David Bradley, Annie Child, Neil Lucas and Thomas Simpkins

646. Apologies

646.1. Apologies were received by Cllr C Corbin who was substituted by Cllr T Corbin.

646.2. Apologies were also received by Cllr B Dalton and Cllr A Foster.

646.3. Due to technical difficulties, Cllr F Moody was absent from the meeting.

647. Public Questions/Statement Time:

There were no questions or statements submitted by the public.

648. Councillor Questions/Statement Time:

There were no questions and statements submitted from members.

649. Minutes of Previous Meeting:

The minutes of the last meeting of the Services Committee held on 7 December 2020 were approved and signed by the Chairman.

650. Declarations of Interest:

There were no declarations of interest.

651. Dispensations:

No dispensations were requested.

652. Chairman's Announcements:

The Chairman made no announcements.

653. Chairman's Working Group Updates:

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

- 653.1. David Bradley the Environmental Services Manager, on behalf of the Chairman of the Environmental Working Group (ENWG), provided a verbal report which was noted and attached to these minutes.
- 653.2. The Chairman of the Services Committee, on behalf of the Chairman of the Business Working Group (BWG), provided a verbal report which was noted and attached to these minutes.
- 653.3. The Chairman of the Communities Working Group (CWG), Cllr Sirman, noted that the Community Lottery tickets go on sale on the 16 Feb 2021. Currently there are 23 Local charities, groups and community interest companies signed up to the Lottery scheme with 4 applications pending. Cllr Sirman noted that the CWG will be next meeting on the 17 Feb 2020. She will provide a thorough update to the committee at the next Services Committee meeting.

654. Grounds Maintenance Post Contract Options Evaluation:

The Committee received a report by the Environmental Services Manager on the Grounds Maintenance Post Contract Options Evaluation, and it was:

Resolved to:

- 654.1. Note the progress made to date.

655. Environmental Policy Action Plan (EPAP):

The Committee received an update on the Environmental Policy Action Plan (EPAP) and the actions completed since the last Services Committee meeting on the 7 Dec 2020 and it was:

Resolved to:

- 655.1. Note the actions taken as set out in Para 3 of the Report and Annex A & B of the Report.

656. Salisbury Community/Social Supermarket Update:

The Committee received a report by the City Clerk which gave an update on the Community/Social Supermarket project at 59 Catherine Street, for Salisbury. It was:

Resolved to:

656.1. Note the Report.

657. Crematorium Annual Update:

The Committee receive the Crematorium's annual update report from the Crematorium and Cemeteries Manager, which gives details of the Crematorium's operation, usage and cold storage arrangements and it was:

Resolved to:

657.1. Note the Report.

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

No matters of urgency were raised.

There were 3 members of the public and no members of the press present.

The meeting closed at 19:47pm.

Environmental Working Group Report (ENWG) February 2021

This report provides a general update as to Environmental Services Activities:

1. Parks

- In-house team and contracted services operating almost normally – grounds team now tasked with winter maintenance activities.
- Parks Concessions – returns are currently being evaluated.
- Ford Hybrid Van Electric van – all paper work to lease the vehicle was completed prior to Christmas. We were offered a delivery in late January – have now been informed that the vehicle will not be delivered until May.
- New Boat Play Unit installed in Churchill Gardens.
- Preparations are being finalised regarding the forthcoming tree planting season.
- Water tank installed at the Harnham Depot to harvest grey water.
- Entrance signage installed at the Avenue Cemetery.
- Allotments continue to be taken up and only a few are now unallocated.
- Depot yard broken into resulting in the theft of the caged sides of one of our Transit vans.

2. Facilities

- The Bunker at Harnham is now under the management of SCC following the demise of the Life Rocks CIC. Some maintenance works are required to stop water ingress and to return the fire safety systems to full working order.
- Lush House carpark surfacing works have been completed. Note this has included the removal of several dwarf walls and the filling in with tarmac to provide a flush surface finish.
- Works to the Community Supermarket (Catherine Street) are continuing.
- A new heat pump has been installed in one of the Hudson Field campsite shower blocks in replacement for an old inefficient gas boiler.
- Work to replace the fire door closers at the Guildhall have been completed and the relevant safety certification issued.

3. Crematorium

- Services are currently running as normal at 60 minute intervals. As of the 1st March this interval will be reduced to 45 minutes to increase overall capacity.
- As of Saturday the 13th of February the Crematorium will operate each Saturday morning until such time as the current requirement for additional capacity is no longer required.
- Team are continuing to work in two *bubbles* at different times to enable social distancing to be achieved and to ensure continuity of service.
- Webcasts – the internet connection to the crematorium has been upgraded this has solved the issue of the video service *freeze framing* whilst streaming.
- A Tribute Screen was installed on Saturday the 6th February on the wall of the Crematorium chapel, this will enable pictures re the deceased to be shown whilst the service is taking place.

4. CCTV

- System currently performing well.
- Strategic plan for the CCTV system currently being finalised.
- Have reinstated one person operator in the CCTV control room due to current Covid restrictions.
- Long term warranty maintenance agreement has been agreed and is now in place. Technicians are now attending site to undertake prescribed maintenance operations.
- Currently investigating and costing a mobile camera. Note currently exploring the option of having a mobile camera on loan to establish how it would function/integrate with the overall system.

5. Street Scene

- Street Scene Services have been affected by staff shortages due to Covid related issues. Staff have been relocated within the schedules to *back fill* for these absences. Staff are now returning to work with operations beginning to return to normal also.
- Environmental Enforcement officers (East Hants) have been furloughed and will not return to enforcement duties until current restrictions are lifted.
- A new scrubber/sweeper has been leased as a direct replacement of the original scrubber/sweeper that had come to the end of its useful life.
- The vacant street scene officer position has been appointed to with a start date of the 1st March agreed.
- Venture security are undertaking their duties as per normal.

D Bradley – Environmental Services Manager

Business Working Group (BWG) February 2021

- Brief overview of **Christmas activity**:
 - Christmas Tree Trail proved very popular, with city residents, local business and the sponsors. There was nearly 1000 entries to the competition.
 - Street Performers and musicians every weekend in December then from Friday 18 everyday till Christmas Day. Some days there would be 3 acts in the city for a couple of hours.
 - Salisbury Christmas Corner was well received.
 - With careful planning the Festive Markets was delivered safely with a good footfall but not concerning numbers.
 - Christmas lights all now down for 2020, but wrapped trees will stay until March.

- Joanna and the **events** team have reviewed the planned offering for 2021 in light of the pandemic and it has been decided that St Georges and Car Fest are cancelled but everyone is hopeful that the remainder of the years activity can go ahead:
 - Armed Forces Day **27 June**
 - Music in the Park **in July and August**
 - Food and Drink Festival **05 September**
 - Charter Fair **24 -20 October**
 - 6 week summer project in the GH square is currently being planned
 - No decision has been made yet with regard to Christmas offering in order to assess pandemic impact.

- **Markets**
 - Market experienced a very busy December with high footfall but as you will be aware is now operating essential stalls as per government guidelines.
 - New Salisbury Street Seller's Market hopefully to be launched in May.

- **Guildhall** remains closed with only minimal staff in the building.
 - The team are working on a redesign of website for the Guildhall and other activity so that once re-opening is in sight the building will be in a position to be marketed strongly.
 - Work is being undertaken to consider occasional installations on the GH steps as a selfie area.

- **Communications** remain strong and officers are still continuing to grow social media, figures are up every month and visits to the website are stable – in the last few months there has been just under 29,000 visits to the website.

Cllr D Brown - Chairman of BWG