

The Guildhall
Market Place
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Minutes

Meeting of : Services Committee
Date: : Tuesday 6 April 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, B Dalton, J Farquhar, F Moody, J Lindley, Dr M McClelland, M Osment, and J Walsh.

Also Present: Cllr I Tomes

Officers: David Bradley, Annie Child, Thomas Simpkins and Joanna Wood

659. Apologies

659.1. Apologies were received by Cllr C Corbin who was substituted by Cllr I Tomes.

659.2. Apologies were also received by Cllr L Sirman and Cllr A Foster.

660. Public Questions/Statement Time:

There were no questions or statements submitted by the public.

661. Councillor Questions/Statement Time:

There were no questions and statements submitted from members.

662. Minutes of Previous Meeting:

The minutes of the last meeting of the Services Committee held on 8 February 2021 were approved and signed by the Chairman.

663. Declarations of Interest:

663.1. Cllr Tomes declared an interest in Items 9 & 12 as he is a Charter Market Trader.

664. Dispensations:

No dispensations were requested.

665. Chairman's Announcements:

The Chairman made no announcements.

666. Chairman's Working Group Updates:

The Chairman invited the Chairmen of the Working Groups to provide an updates regarding the work of their group, and it was noted that:

666.1. The Chairman of the Environmental Working Group (ENWG), Cllr Farquhar provided a written report which was noted and attached to these minutes.

666.2. The Chairman of the Business Working Group (BWG), Cllr Brown OBE, provided a written report to which was noted and attached to these minutes.

666.3. Due to the Communities Working Group haven't met recently, no report was given.

667. Review of Guildhall Square and Market Place Regulations:

The Committee received a report by the Business Manager, reviewing the Guildhall Square and Market Place Regulations and giving a summary of the proposed changes. It was:

Resolved to:

667.1. Approve the revised Guildhall Square and Market Place Regulations as shown at Annex B to the report.

668. 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:

668.1. Note the progress made to date.

669. Market Rights:

The Committee received a report by the Business Manager, considering the powers the Council has to operate Markets and recommends that the Council considers passes a resolution to utilise the provisions of Part III of the Food Act 1984. It was:

Resolved to:

- 669.1. Agree that from this day forward that its Markets will be governed by the current Charter provision and supplemented as appropriate, by the provisions of Part III of the Food Act 1984.

670. 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 8 February 2021 and it was:

Resolved to:

- 670.1. Note the actions taken as set out in Para 3 of the Report, and Annexes A & B of the report.

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

- 671.1. No matters of urgency were raised.

There was 1 member of the public present and no members of the press in attendance.

The meeting closed at 19:11pm.

Environmental Working Group Report (ENWG) April 2021

This report provides an update on the Environmental Working Group activities.

1. Parks & Open Spaces Update

Grounds Team – The Grounds team have commenced grass cutting – the Crematorium’s was cut on 29th March, which was the first cut of the season.

Covid – There are currently no Covid cases with the Grounds team.

Trees – 56 trees have been planted in accordance with the planting programme.

Apprentice - Kieran Neville has joined the Parks Team as an Apprentice Grounds Operative.

Harnham Depot – Monies have been identified for the installation of a CCTV system to cover the depot and yard – a system is currently being specified for installation in April 2021.

Park Officers – Officers have been busy dealing with arrangements for external summer events, as well as organising watering plans for floral displays.

Rowbarrow – A plan has been devised to improve the green space at Rowbarrow. The plan will initially go to the 106 group for comment, then to the Rowbarrow Residents Association for their input. Once agreement has been reached on final layout, the scheme will be implemented, using 106 funds.

Network Rail – Network Rail have been given permission to cross our land at Western Way (mid-March to mid-June), in order to access works they have planned to improve Wilton Junction. Currently, we are in discussion with Network Rail to see if they would make a contribution in kind: additional trees in lieu of this access.

Catering Concessions – The catering Concessions have been evaluated and appointments have been made for the locations: Hudson’s Field, Victoria Park, Queen Elizabeth Gardens and Churchill Gardens. The concession season commences on 1st April.

Art Centre – The art centre has been given permission to have tables and chairs on the grass area adjacent to the Arts Building.

2. Facilities Update

59 Catherine Street – Building modification works have been completed for the Community Supermarket. The building has been handed over to the Communities’ Team for the final setting out of equipment prior to opening.

Market Square Toilets - The soakaways have been cleared and are now operating normally, which has stopped surface water entering the toilets during heavy rain.

Lush House Car Park – All surfacing and lighting works have now been completed.

18 College Street – Planning permission has now been granted. Currently, estimates of the value of the site are being obtained from local estate agents prior to marketing the property.

Crematorium – The heat exchanger was connected to the flue system on 13 March. Some control gear is still to be installed, which will take place in the next two weeks, which will then complete the works.

Blue Boar Row – Simpson Hilder are currently finalising the tender package for roof and external repairs. The tender will be sent to four local builders for quotes.

Turning Point – The foundations have now been laid and a date agreed (12th April) for erection of the Turning Point installation.

Bunker – Facilities officers are working with the Grounds Team to clear ground on top of the bunker to locate the leak in the roof.

Victoria Park Kiosk – The works to get the kiosk ready for use on 1st April have been completed.

3. Crematorium and Cemeteries

The Crematorium has been operating at full capacity for the last couple of months. There were 170 cremations in February and 179 in March. To manage this additional load, the team have been operating Saturday services and extra cremations in the evenings. Services in the day have been reduced from 60 minutes to 45 minutes to further increase capacity. Currently, 22 mourners can attend. The Crematorium will resume normal operating times after Easter.

The visual tribute screen has now been installed and running well.

Staff are still working in two bubbles.

The Crematorium and Cemeteries Manager is attending monthly meetings with Wiltshire Council and Cremation managers around the area. In February, Salisbury was the busiest crematorium in Wiltshire and now the numbers are getting back to normal.

Cemeteries are being used well and steady numbers continue with burials in the Avenue Cemetery. The Team is regularly checking for non-permissible items left on the graves at the Avenue Cemetery.

4. CCTV Update

Operations – CCTV/radios are operating well. Following the introduction of new risk assessments, based on some of the operators having now been vaccinated, we can, on certain shifts, have two operators in the control room together. SCC continues to receive numerous requests from the police for assistance with investigations.

Maintenance – During March, Open View undertook their annual planned maintenance of the CCTV system.

Mobile Cameras – Funding has been secured from the PCC for a mobile camera(s) to be sited at crime hot spots or in response to specific issues. An initial installation is currently being arranged in the Green Croft green space to establish the technical operation of the equipment and its integration with the fixed CCTV system.

5. Street Scene

Covid – A majority of Idverde staff have now returned to work. Currently, we have just two members of staff self-isolating, so staffing levels are close to normal pre-pandemic times.

East Hants – East Hants Enforcement Officers will be back patrolling the streets as of the 3rd May.

Blue Boar Row – Resurfacing and drainage works were completed at the beginning of March.

Grass cutting – Idverde teams have commenced grass cutting, which will continue until October.

Venture patrols – Patrols by our two officers have continued as normal.

Parish Stewards – A new team of Parish Stewards have started working for us. They have recently been working in St Thomas's Square to replace the numerous infills of

black top with York stone. They have also been working in New Canal Street, replacing grills and levelling the pavement because of root growth.

Bench Refurbishments – Refurbishment of the city centre benches has continued and most have now been completed.

Litter – Better weather and relaxation of some of the Covid restrictions have seen an increase in people using the parks and open spaces, which has resulted in an increase in littering. Additional staff have been deployed (including over the Easter holiday weekend) to keep on top of this issue.

A338 – The A338 from the College roundabout to the Exeter Street roundabout and on to the Harnham gyratory has been cleaned during March.

Fly Tipping – A large fly tip has recently been removed from Woodside Road in Bemerton Heath. It included the removal of vehicles, a caravan and assorted rubbish.

Street Scene Officer – Jacqui Neale (our new Street Scene Officer) commenced work on the 1st March. Jacqui has now completed her induction and is settling in well with the team and her new role.

Cllr J Farquhar – Chairman of the Environmental Working Group (ENWG)

Business Working Group (BWG) April 2021

This report provides an update on the Business Working Group activities.

- Joanna Wood, Business Manager and the **events** team have reviewed the planned offering for 2021 in light of the pandemic and the Governments steps
 - A **St Georges Treasure Hunt** has been organised in place of the normal event, and will run for the whole month of April
 - **Armed Forces Day 27 June**
 - The team secured a small grant from the MoD Armed Forces Day Team of £2550. This can only be used for specific expenditure that was stated in the application and is claimed after we have paid the supplier. This event will still take place, but will not be a public event and more a personal thank you to our local Armed Forces, with attendees being by invitation only.
 - Music in the Park will take place on **04 and 18 July**
 - Food and Drink Festival **05 September**
 - Jo has been working as part of a Vibrancy Pillar sub group to try and enhance the event this year and include local businesses. More details in due course
 - Charter Fair **24 -20 October**
 - Planning to go ahead with this and the team will review and make recommendations nearer the time.
 - Fayre on the Square **24 July till 31 August.**
 - This will be a mini golf activity in the Guildhall square along with a seating/relaxing area, 2 food chalets and a bar area – both opportunities currently out to tender.
 - The overall expenditure is forecasted to be £40,000 with full income opportunities TBC, thought the golf income could be up to £9,702 based on 100 players a day (40 on a Saturday).
- **Markets**
 - The market still remains a busy and social area of the city, currently still essential stalls only. Hoping that non-essential will return on 13 April if we go in to Step 2.
 - Salisbury Street Sellers' Market has had to be put back to June due to the current Government guidelines. Application forms have now been published and marketing will commence.
 - Car Boot sales will re-start for the year on 18 April and then every third week of the month until November. Again only if the roadmap allows.
- **Guildhall**

The Guildhall has remained closed, but plans have started to reopen when we move to step 2.

 - The team continues to work on the new website

- Bookings are beginning to trickle back in
 - A company has now been selected from the tender applications for the “selfie area” on the Guildhall steps but this won’t be actioned until the time feels appropriate.
- **Communications** remain strong and officers are still continuing to grow social media, figures are up every month.

Finally, I would like to record my thanks to Joanna Wood and her team for their dedication and enthusiasm during what has been a most extraordinary period in our lives. Despite the restrictions placed upon us by Corvid they have continued to provide the most suitable events and so helped lift the spirits of those visiting Salisbury.

Cllr D Brown OBE - Chairman of the Business Working Group (BWG)