



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
*Telephone: 01752 844846*  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

25 June 2021

Dear Councillor

I write to summon you to the **meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 1st July 2021 at 7.00 pm.**

The meeting is open to members of the public and press, however, **please note** due to Covid-19 safe working practices the number of attendees has been reduced significantly, limiting the Guildhall (long room) Covid-19 capacity number of people to 27.

We ask that members of the public and press attending Council meetings **arrive no earlier than 15 minutes prior to the start of the meeting** and consider their own unique circumstances before attending. Please review and adhere to the [Guildhall Risk Assessment together with the Councils Protocol](#) and note that it is not likely to cover all scenarios.

Planning applications can be viewed by Members of the Council prior to the meeting on the Cornwall Council's website [www.cornwall.gov.uk](http://www.cornwall.gov.uk). Members of the public may view planning applications during normal working hours of 9:30 a.m. – 4:30 p.m. online at Saltash Library. Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

Yours sincerely,

PP R Lane  
Town Clerk  
To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
R Bickford (Vice-Chairman) R Bullock G Challen A Pinckney Vacancy	L Challen S Gillies S Martin J Peggs P Samuels (Chairman)	S Miller B Samuels G Taylor D Yates

## **Agenda**

1. Health and Safety Announcements
2. Prayers.
3. Apologies.
4. Declarations of Interest
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
5. Chairman's Report (Page 7)
6. Monthly Crime Figures (Pages 8 - 9)
7. Health and safety announcements
8. Report by Community Enterprises PL12
9. CNP report for noting or matters arising (Pages 10 - 16)
10. CNP Action Points for Reports
11. To receive a report on behalf of Safer Saltash
12. To receive a report from Cornwall Councillors (Page 17)
13. To receive a report from Saltash Chamber of Commerce (Page 18)
14. To consider Risk Management reports as may be received
15. Questions - A 15-minute period when members of the public may ask questions of Members of the Council  
Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.
16. To receive and approve the Minutes of the Full Town Council Meeting held on Thursday 3rd June 2021 and the Extraordinary Full Town Council meeting held on Thursday 24th June 2021 as a true and correct record (Pages 19 - 35)

17. Finance:
- a. To advise the following receipts in: (Page 36)
    - i. May 2021
  - b. To advise the following payments in: (Pages 37 - 38)
    - ii. May 2021
  - c. Urgent and essential works actioned by the Clerk under Financial Regulations.
  - d. To note that bank reconciliations up to 31st March 2021 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.
  - e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
18. To appoint members to the following Committees:
- a. Joint Burial Board  
**(Two Vacancies)**  
  
**(Membership established by separate constitution together with St Stephens PCC – composition of four STC Members).**
19. To appoint Members to the following sub committees:
- a. Property Maintenance  
**(Three Vacancies)**  
**(Composition of eight Members)**
  - b. Station Property  
**(One vacancy)**  
**(Composition of eight Members)**
  - c. Town Centre Vision  
**(One vacancy)**  
**(Composition of eight members)**
  - d. Library  
**(One vacancy)**  
**(Composition of eight Members)**
  - e. Christmas Lights and Town Events  
**(Three vacancies)**  
**(Composition of eight Members)**

20. To appoint Members to the following Working Parties:
  - a. Saltash Team for Youth  
**(Two vacancies)**  
**(Composition of four Members)**
  - b. A38 Working Group  
**(Four vacancies)**  
**(Composition of four Members)**
21. Correspondence.
  - a. 20's Plenty for Cornwall - Global Road Safety Week  
**(Pursuant to FTC held on 3.06.21 minute nr. 72/21/22f)**
  - b. Transforming Cities Fund Workplace Travel Grant Opportunity - Plymouth City Council (Pages 39 - 40)
  - c. Grant Programme Project - Cornwall Council (Pages 41 - 43)
  - d. To consider declaring an A38 Road Safety Emergency - Safe 38 (Pages 44 - 45)
  - e. Sustainable Development Fund - Tamar Valley (Pages 46 - 47)
  - f. Family Support - SMART Schools Trust (Page 48)
  - g. Next Phase - St Barnabas Hospital. (Pages 49 - 50)
  - h. To receive a letter of thanks - Private Secretary to The Queen (Page 51)
  - i. Civic Parade - Saltash Regatta (Page 52)
22. To note and receive the minutes of the following Committees and consider any recommendations:
  - a. Policy and Finance held on 27th May 2021 (Pages 53 - 62)
  - b. Extraordinary Personnel held on 14th June 2021 (Pages 63 - 64)
  - c. Planning and Licensing held on 15th June 2021 (Pages 65 - 70)
23. To consider COVID-19 updates
24. To consider the following S106 Applications:
  - a. Saltash Chamber of Commerce - Saltfest and Christmas Festivals (Pages 71 - 77)
  - b. Saltash Chamber of Commerce - Redemption of up to 2 hours parking charges to car park users by independent retailers in Fore Street (Pages 78 - 82)

25. Planning:

a. Applications for consideration:

**PA21/02939**

Mr Darren Stansbury – **169 Grassmere Way Saltash PL12 6XF**

Front and rear extensions.

**Ward: Tamar**

Date received: 09/06/21

Response date: 05/07/21

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QQ7GV RFGMKE00>

**PA21/05003**

Mr & Mrs D Welch – **4A Longmeadow Road Saltash PL12 6DW**

Householder application for front extensions to provide garage and enlarge bedroom.

**Ward: Tamar**

Date received: 23/06/21

Response date: 14/07/21

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QSY3G 7FG0JQ00>

b. Tree applications: None.

c. Tree notifications:

**PA21/06348**

James Waghorn – **Tor House Tor Hill Saltash PL12 4QG**

Removal of T1 (Hawthorn) and T2 (Hazel).

**Ward: Trematon**

Date received: 22/06/21

Response date: 02/07/21

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QUWDI HFGJ7N00>

26. Consideration of License Applications: (Pages 83 - 99)

Premises Name & Address	Trematon Castle, Castle Hill, Saltash, PL12 4QW
Applicant	Jason Micheal Foyle
Application Accepted	10.06.21.
Application Type	Grant
Licensable Activities	Sale by retail of alcohol
Reference	LI21_000793
Representations Deadline	08.07.21.
Licensing Officer	Terianne Findlay
Ward	Trematon

27. To consider reinstating Meet Your Councillor sessions  
**(Pursuant to FTC held on 3.06.21 minute nr. 80/21/22)**
28. Public Bodies (Admission to Meetings) Act 1960  
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
29. To consider any items referred from the main part of the agenda.
30. Public Bodies (Admission to Meetings) Act 1960  
To resolve that the public and press be re-admitted to the meeting.
31. To consider urgent non-financial items at the discretion of the Chairman.
32. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
33. Date of next meeting: Thursday 5th August 2021 at 7:00 p.m.
34. Common Seal:  
To Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Since the last meeting, the Mayor has attended the following:

- |                  |                                                                                                                                                                          |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sunday 6th June  | Mayor and Mayoress attended a display and presentation at the Saltash Rugby Club.                                                                                        |
| Friday 11th June | Mayor and Mayoress attended an awards ceremony held at Mary Newman's Cottage, celebrating the Cornwall Heritage Awards to Saltash Heritage and Tamar Protection Society. |
| Friday 11th June | Mayor attended the AGM of the Saltash Town Band held online.                                                                                                             |
| Wed 16th June    | Mayor attended the CNP meeting via MS Teams                                                                                                                              |
| Monday 21st June | Mayor and Mayoress attended a 100th Birthday Party for a local resident, social distancing measures were observed.                                                       |

PS/JRA  
29.06.21



## Devon & Cornwall Police

Building safer communities together

### Crimes Recorded - 01/06/2021 to 26/06/2021 - Saltash Town

Offence	Recorded Crime 01/06/2021 to 26/06/2021	Recorded Crime 01/06/2020 to 26/06/2020	Recorded Crime % Difference
Violence with Injury	8	6	33.3%
Violence without Injury	16	5	220.0%
Stalking and Harassment	9	14	-35.7%
Rape	1	0	-
Other Sexual Offences	1	4	-75.0%
Burglary Dwelling	1	1	0.0%
Burglary Non-Dwelling	2	5	-60.0%
Vehicle Offences	6	1	500.0%
Shoplifting	1	7	-85.7%
All Other Theft Offences	7	6	16.7%
Criminal Damage	5	9	-44.4%
Public Order Offences	6	3	100.0%
Possession of Weapons	1	0	-
Trafficking of Drugs	1	0	-
Possession of Drugs	0	8	-100.0%
Other Offences	3	2	50.0%
<b>Total</b>	<b>68</b>	<b>71</b>	<b>-4.2%</b>

Non Notifiable Offences	5	0	-
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**Devon & Cornwall Police**

Building safer communities together

**Incidents Recorded - 01/06/2021 to 26/06/2021 - Saltash Town**

Incident Closing Category	Incidents - 01/06/2021 to 26/06/2021	Incidents - 01/06/2020 to 26/06/2020	Incidents % Difference
Anti Social Behaviour	27	27	0.0%
Crime Not Recorded	1	3	-66.7%
Crime Recorded	38	30	26.7%
Public Safety	58	86	-32.6%
Transport	23	25	-8.0%
<b>Total</b>	<b>147</b>	<b>171</b>	<b>-14.0%</b>



## Notes

<b>Meeting:</b>	Cornwall Gateway Community Network Panel AGM <i>Virtual MS Teams Meeting</i>
<b>Date and Time:</b>	Wednesday 16 June 2021 at 6.00pm

<b>Present:</b>	<b>Title/Representing:</b>
Chair - Cornwall Councillor Hilary Frank	Saltash Essa Division
Vice-Chair - Cllr Gary Davis	Deputy Mayor, Torpoint Town Council
<b>Cornwall Councillors:</b>	
Cornwall Councillor Kate Ewert	Rame Peninsula & St Germans Division
Cornwall Councillor Hilary Frank	Saltash Essa Division
Cornwall Councillor John Tivnan BEM	Torpoint Division
Cornwall Councillor Martin Worth	Saltash Trematon & Landrake Division
<b>Town and Parish Councils:</b>	
Antony Parish Council	Cllr Peter Bulmer
Botus Fleming Parish Council	Chair, Cllr Dave Edwards
Landrake with St Erney Parish Council	Vice-Chair, Cllr Graeme Francis
Landrake with St Erney Parish Council	Cllr Penny Mathers
Maker with Rame Parish Council	Cllr Anne-Marie Sutcliffe
Millbrook Parish Council	Chair, Cllr Nicky Roberts
Saltash Town Council	Deputy Mayor, Cllr Richard Bickford
Saltash Town Council	Cllr Sarah Martin
Saltash Town Council	Cllr Steve Miller
Saltash Town Council	Mayor, Cllr Pete Samuels
Sheviocck Parish Council	Cllr Diana Lester
St Germans Parish Council	Cllr Nigel Witton
St John Parish Council	Vice-Chair, Cllr Roy Hoskin
Torpoint Town Council	Deputy Mayor, Cllr Gary Davis
<b>Officers:</b>	
William Glassup	Highways and Environment Steward, CORMAC (min no 7)
Louise Wood	Service Director for Planning & Sustainable Development / CLT Representative
Catherine Thomson	Community Link Officer, Cornwall Council
Lisa Grigg	Communities Support Assistant, Cornwall Council
<b>Apologies for absence:</b>	
Cornwall Councillor Sheila Lennox-Boyd	Saltash Tamar Division
<b>Apologies for early departure:</b>	
Cllr Graeme Francis	Vice-Chair, Landrake with St Erney Parish Council

No.	Key/Action Points	Action by:
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1.	<p>Catherine Thomson (CT), Community Link Officer welcomed all to the virtual Annual General Meeting of the network. Congratulations were extended to new and returning Councillors and the Panel were invited to introduce themselves.</p> <p>CT outlined the etiquette for using Microsoft Teams. The voting procedures were clarified in accordance with the Terms of Reference.</p>	
2.	<p><b>Election of Chair (and Vice-Chair)</b></p> <p><b>Cornwall Councillor Hilary Frank</b> was elected as Chair for the ensuing year. Proposed by Cornwall Councillor Kate Ewert. Seconded by Councillor Gary Davis.</p> <p><b>Councillor Gary Davis</b>, Torpoint Town Council, was elected as Vice-Chair. Proposed by Cornwall Councillor Hilary Frank. Seconded by Cornwall Councillor Kate Ewert.</p> <p>Councillors Frank and Davis were congratulated on their appointments. Agreed a letter of thanks on behalf of the panel would be sent to former Chair, Derek Holley.</p>	CT
3.	<p><b>Terms of Reference</b></p> <p>Following the elections, revised Terms of Reference were circulated for comments;</p> <ul style="list-style-type: none"> <li>• Paragraph numbering to be amended.</li> <li>• Number of Cornwall Councillors reduced from 8 to 5.</li> <li>• Quorate discussed. Agreed the number of Cornwall Councillors should remain as 3 but the number of Town and Parish Councils should be changed from 3 to 6.</li> <li>• Rural Cluster Meetings - Cllr Ewert updated that the Rame Rural Cluster Meetings would resume with a meeting proposed for mid-July. Due to division boundary changes, Membership will be extended to include a representative from St Germans Parish Council and the Torpoint West ward of Torpoint Town Council.</li> </ul> <p>The Terms of Reference were agreed with the inclusion of the above amendments.</p>	CT
4.	<p><b>Schedule of Meetings</b></p> <p>The proposed schedule of future meetings dates was agreed; 8 September 2021, 8 December 2021, 9 March 2022 and 8 June 2022.</p>	ALL
5.	<p><b>Notes of last Panel meeting (10 February 2021)</b></p> <p>The notes of the last meeting were agreed as an accurate record.</p> <p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• <b>Economic Impact Assessment of tolls on SE Cornwall</b> – CT to follow up with Councillor Worth (new Joint Chair of the Tamar Bridge and Torpoint Ferry Joint Committee) and Glenn Caplin (Economic Development/LEP).</li> <li>• <b>Tamar Crossing Summit</b> – A letter of support was sent to Councillors Kirk and Long as agreed.</li> <li>• <b>Fore Street, St Germans</b> – Issue with virtual footway resolved following Highways site visit.</li> <li>• <b>Mobile Speed Activation Signs</b> – Site visits have taken place. Posts installed at some locations.</li> <li>• <b>Salt Bins</b> – Will Glassup (WG) will be writing to all parishes requesting a definitive list of salt bins locations as master inventory needs updating.</li> </ul>	CT

	<ul style="list-style-type: none"> <li>• <b>Climate Change</b> – CT to write to Clerks outlining the Panel’s proposal for a Climate Change Working Group to be formed with representatives from town and parish councils and interested local groups as an opportunity to share ideas and information.</li> </ul>	<b>CT</b>
<b>6.</b>	<p><b>Devon and Cornwall Police Update</b></p> <p>Apologies were received from Inspector Rupert Engley due to standing down commitments in relation to the G7 Summit. There were no questions to be forwarded on to the Sector Inspector.</p> <p>The Chair on behalf of the Panel wished to record thanks to Rupert and his officers for their exemplary policing of the G7 event, which was an excellent showcase for Cornwall.</p>	
<b>7.</b>	<p><b>Highways Scheme Update</b></p> <p>The latest Highways Update Report was circulated. Noted that the Local Members needed amending following the election and this would be revised for the next update.</p> <p>WG updated on the following;</p> <ul style="list-style-type: none"> <li>• Work is due to start on the TROs in July with consultation expected to take place towards the later part of the year. The delay is disappointing but due to high volumes of work and staffing capacity, it has not been possible to progress sooner.</li> <li>• The new Gateway signs for Hatt have arrived and arrangements will be made for their installation.</li> <li>• Antony Road Gateway signs – Being designed by EDG Team.</li> <li>• Mobile Speed Activation Signs – Site visits made. Signs to be purchased shortly.</li> </ul> <p>The following points were raised;</p> <ul style="list-style-type: none"> <li>• Will the scheme continue in future? Awaiting confirmation. In any event it would not be until April 2022 to enable current schemes to be completed. Cllr Worth has been appointed as Deputy Portfolio Holder for Transport and assured he would make representation on the Panel’s behalf for the continuation of the scheme.</li> <li>• Update on replacing yellow lines at Tregantle particularly before the summer holidays start? Yellow permitted parking period disks also need replacing on posts as lettering has faded. WG to follow up.</li> <li>• Update on Tregantle car park signage? (not part of the Highways Scheme). Signs are ordered and will be installed as soon as received, likely to take around 6 weeks.</li> <li>• Cllr Ewert wished to record thanks to the Highways Team for their professionalism and diplomatic approach during the recent Military Road closure.</li> <li>• Update on the pedestrian sign at Portwrinkle? WG to follow up.</li> <li>• The pedestrian bridge at Landrake is in a poor state and in need of maintenance. WG to seek an update from Highways England (HE).</li> </ul>	<p><b>WG</b></p> <p><b>WG</b></p> <p><b>WG</b></p>
<b>8.</b>	<p><b>Public Participation</b></p> <p>There were no members of the public present.</p>	
<b>9.</b>	<p><b><u>Cornwall Councillor Update</u></b></p> <p><b>Casework Assist</b> – Cornwall Council has implemented a new system for dealing with casework enquiries from Cornwall Councillors and MPs which has proved extremely helpful,</p>	

	<p>particularly for new Councillors. The system will be rolled out to Town and Parish Councils in the near future.</p> <p><b>Housing</b> – Particular concerns were raised regarding Cornwall Housing’s maintenance programme. A meeting is being arranged with Cornwall Housing and Cornwall Councillors.</p>	
10.	<p><b><u>Town and Parish Council Update</u></b></p> <p><u>Antony</u></p> <ul style="list-style-type: none"> <li>Working on upgrading play areas in Antony and Wilcove.</li> <li>Exploring options to improve internet connectivity in the village particularly with the increase in home working. CT to contact Julian Cowans, Superfast Cornwall for any information which may help. Cllr Worth to provide Cllr Bulmer with details of the successful Landulph Community Fibre Partnership project.</li> </ul> <p><u>Botus Fleming</u></p> <ul style="list-style-type: none"> <li>The parish has successfully purchased the recreation field and are now trying to raise funds for a play area. CT to send grants information to Cllr Edwards and or Clerk.</li> </ul> <p><u>Landrake with St Erney</u></p> <ul style="list-style-type: none"> <li>Environmental Sustainability Working Group now established. Parish survey to be undertaken on proposals to identify green space and community uses, allotments, tree planting etc.</li> <li>‘20s plenty’ campaign looking to reduce excessive speed through Landrake and surrounding narrow lanes, particularly where there are no footpaths or pavements.</li> <li>The air safety monitoring equipment at Landrake does not appear to be working. The Parish Council has asked HE to take overall responsibility for the equipment.</li> </ul> <p><u>Landulph</u></p> <ul style="list-style-type: none"> <li>“Landulph Celebrates” festival to be held on 24 July. Various activities planned.</li> <li>Opportunity will be taken to launch the Parish Climate Action Group projects with particular emphasis on engaging with the younger generation.</li> </ul> <p><u>Millbrook</u></p> <ul style="list-style-type: none"> <li>Main ongoing concern for the parish is traffic issues. Yellow lines and pedestrian walkways have been repainted but still ongoing issues with ‘The Narrows’ and HGVs and articulated lorries coming into and exiting the village.</li> <li>Following a village walk-through with Cllr Ewert and WG, the parish are looking to develop a Feasibility Study to explore potential solutions, costings etc for a wide-ranging scheme.</li> </ul> <p><u>Maker with Rame</u></p> <ul style="list-style-type: none"> <li>9 out of 11 councillors are newly elected. Voter turnout of 67%.</li> <li>Main issue is the need for a traffic management plan for Kingsand and Cawsand.</li> <li>Parish Day to be held on 24 July.</li> </ul>	<p>CT Cllr Worth</p> <p>CT</p>



	<ul style="list-style-type: none"> <li>It was suggested holding a meeting with the Water Transport Working Group once the Outline Case is completed and membership of the Working Group to be reviewed.</li> </ul> <p>The Panel agreed to continue with the above priorities for the next 12 months plus an additional priority to focus on Climate Change and Environmental Sustainability. The priorities for the ensuing year were agreed with the following revisions shown in bold;</p> <ul style="list-style-type: none"> <li>A38</li> <li>Air Quality with specific reference to Tideford <b>and Landrake</b>.</li> <li>Water Transport/<del>Rame Transport Proposals</del> – agreed to delete Rame Transport proposals as this would be addressed by the Rame Rural Cluster Group.</li> <li><b>Climate Change and Environmental Sustainability</b></li> </ul>	
12.	<p><b>Working group/sub-group updates:</b></p> <p><u>South East Cornwall Economic sub-group</u></p> <ul style="list-style-type: none"> <li>Meeting on 17 June with Cornwall Councillors. Merged resources with Adam Birchall and the Sustainable Development Team. Visual projects overview summary and graphics being developed and next steps to be agreed.</li> </ul> <p><u>Cornwall Gateway Climate Change Working Group</u></p> <ul style="list-style-type: none"> <li>CT to write to Clerks outlining the Panel's proposal for a Climate Change Working Group with representatives from town and parish councils and interested local groups as an opportunity to share ideas and information.</li> </ul>	CT
13.	<p><b>Any Other Business</b></p> <p><u>Looe Valley Trails</u></p> <ul style="list-style-type: none"> <li>Briefing paper previously circulated with regard to the Looe Valley Trails Project. A request has been made for a representative to be nominated from the CNP to be part of the design panel.</li> <li>Agreed Cllr Ewert would be the nominated CNP representative.</li> <li>Noted that Shevioc Parish Council had put forward a representative but had not heard anything – CT to follow up with Alexis Field, Project Lead.</li> <li>It was queried if there could be wider engagement to include the Rame Rural Cluster Group. CT to follow up with AF.</li> <li>Millbrook Parish Council queried if members of the public could be nominated or how they could be involved as there was interest from at least two residents to engage? CT to follow up with AF.</li> </ul>	CT CT CT
14.	<p><b>Date of next meeting</b></p> <ul style="list-style-type: none"> <li>Wednesday 8 September 2021</li> </ul> <p>It was hoped this could be a face to face meeting with an opportunity for networking prior to the meeting.</p> <p><u>The meeting closed at 8.30pm.</u></p>	ALL
<p><b>Contact Officers:</b></p> <p>If you have any queries about the Community Network Panel, please contact:</p>		

<b>Name</b>	<b>Role</b>	<b>Telephone</b>	<b>Email</b>
<i>Catherine Thomson</i>	Community Link Officer	07769 724877	<a href="mailto:catherine.thomson@cornwall.gov.uk">catherine.thomson@cornwall.gov.uk</a>
<i>Lisa Grigg</i>	Communities Support Assistant	01726 223604	<a href="mailto:lisa.grigg@cornwall.gov.uk">lisa.grigg@cornwall.gov.uk</a>
<b>Website:</b> <a href="#">Cornwall Gateway - Cornwall Council</a>			



## CORNWALL COUNCIL REPORT

### The Tamar Bridge

I will have a response to current concerns to report at the meeting tonight which I'm awaiting updates today, particularly focusing on Fore Street.

### The current Traveller situation

I have taken up the subject with our Police and Crime Commissioner which is ongoing

### Tamar Valley AONB

One additional note is my appointment to the Tamar Valley AONB which surrounds Saltash both North, West and South in our rural areas.

I was pleased to welcome Environment Minister, Rebecca Pow MP, to the Tamar Valley on Monday 28<sup>th</sup> July for a visit looking at the outcomes of our recent Environmental Land Management Scheme Test & Trials project, and the key findings to inform future agricultural transition programmes (including the recently launched Farming in Protected Landscapes programme).

**Cornwall Councillor Martin Worth**

## **Report to STC - July 2021**

### **Tamar bridge resurfacing project**

It's fair to say that the start of the resurfacing project on the Tamar Bridge has had a massive impact on the town and its businesses. The first two weeks of the project starting in June (delayed from April due to visa issues) caused massive disruption.

Chamber has initiated contact with the General Manager of the bridge and has been regularly posting updates re. status of the project on its Facebook page. We attended the latest Joint Bridge Authority meeting on Friday 11th June asking for a public meeting to be held to allay residents and retailers concerns re. the works.

A meeting of key stakeholders is due to be held on 8 July to which the Chair of Chamber has been invited to participate.

### **Totally Locally 'Fiver Fest'**

Chamber worked alongside retailers and volunteers to deliver a Totally Locally 'Fiver Fest' in Saltash from 12-26th June. Totally Locally is a nationwide grassroots initiative to celebrate independent retailers and try to boost footfall on high streets across the country. Nationally, 108 places took part in Totally Locally's Fiver Fest initiative. Locally, over 35 retailers got on board making special £5 offers during the two weeks. The initiative, and the Totally Locally window on Fore Street with photos of retailers, has created a real buzz, and has helped drive home the message that if every adult in Saltash spent £5 a week in a local independent instead of online or at a large supermarket, it would deliver an extra £3.2million to boost our local economy. We will continue to explore further shop local campaigns under the 'Totally Locally' national banner to build on the success of the Fiver Fest.

### **SaltashCard**

The management of the SaltashCard is moving from Community Enterprises PL12 over to Chamber. The card gives shoppers a certain amount of discount in participating shops. All current cards will still be valid but all new cards and data will be held by the Chamber of Commerce. We will be issuing new cards in due course as part of the launch of the revised scheme

### **SaltFest, 31<sup>st</sup> July 2021**

The Chamber of Commerce volunteers who run the annual May Fair have been progressing with planning for Saltfest, monitoring announcements about Covid measures. Our other great challenge is fundraising for the event. STC kindly allocated funding for SaltFest, and we are hoping to sell large numbers of Raffle tickets (with cash prizes kindly donated by Chamber members). We are seeking S106 funding, and approaching businesses in the town who would like to sponsor the event in any way, big or small.

### **Chamber Meetings**

Chamber meets at 5:30 on the first Monday of every month. Over recent months, these meetings have been held online, but we are hopeful that we will soon go back to meeting in person at the China Fleet Club. All are welcome.

Sarah Martin  
 Chair of Saltash Chamber of Commerce

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of Saltash Town Council held on the Guildhall on Thursday 3rd June 2021 at 7.00 pm**

**PRESENT:** Councillors: R Bickford (Vice-Chairman), G Challen, M Fox, S Gillies, S Martin, S Miller, J Peggs, A Pinckney, B Samuels, P Samuels (Chairman), G Taylor and D Yates.

**ALSO PRESENT:** 7 Members of the Public, 2 Members of the Press, Reverend Prebendary B Anderson, H Frank (Cornwall Council), S Lennox-Boyd (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Assistant Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** R Bullock and L Challen.

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The Chairman announced that the first item of business would be agenda item 2 – Prayers.

**53/21/22     PRAYERS.**

Reverend Prebendary Brian Anderson led prayers.

**54/21/22     HEALTH AND SAFETY ANNOUNCEMENTS**

The Chairman informed those present of the actions required in the event of a fire or emergency.

**55/21/22      DECLARATIONS OF INTEREST**

Councillor G Challen informed the Chairman she would be recording the meeting.

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/ Non-Pecuniary</b>	<b>Reason</b>	<b>Left Meeting</b>
G Challen	21d	Non-Pecuniary	Member of the Committee	Yes
Fox	21d	Non-Pecuniary	Member of the Committee	Yes
Gillies	PA21/03568	Non-Pecuniary	Work Connection	Yes

- b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

**56/21/22      CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

**57/21/22      MONTHLY CRIME FIGURES**

Councillor G Challen raised her concerns regarding the number of anti-social behaviour crimes reported in the month of April and asked if more information could be sought.

It was **RESOLVED** to note.

**58/21/22      REPORT BY COMMUNITY ENTERPRISES PL12**

It was **RESOLVED** to note.

**59/21/22      CNP REPORT FOR NOTING OR MATTERS ARISING**

No Report.

**60/21/22      CNP ACTION POINTS FOR REPORTS**

No Actions.

**61/21/22      TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH**

No Report.

**62/21/22      TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS**

It was **RESOLVED** to note.

**63/21/22      TO PRESENT A CERTIFICATE OF APPRECIATION TO A MEMBER OF THE PUBLIC.**

The Chairman presented a member of the public with a certificate of appreciation for the many years of professional calligraphy provided to the Council for the Book of Oaths.

**64/21/22      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**65/21/22      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL**

None.

**66/21/22      TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 20TH MAY 2021 AS A TRUE AND CORRECT RECORD**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor P Samuels, seconded by Councillor Bickford and **RESOLVED** that the minutes of the Annual Town Council Meeting held on Thursday 20<sup>th</sup> May 2021 were confirmed as a true and correct record subject to the following amendments:

1. Minute number 35/21/22 Recommendation 2a Co-option Policy to reflect that Councillor Miller was the proposer not Councillor Martin.
2. Minute number 39/21/22a to reflect Saltfest is to be held on 31<sup>st</sup> July 2021 and to remove the words - Mayfair event name change.

**67/21/22      FINANCE:**

a. To advise the following receipts in:

- i. March 2021
- ii. April 2021

It was **RESOLVED** to note.

b. To advise the following payments in:

- i. March 2021
- ii. April 2021

It was **RESOLVED** to note.

c. Urgent and essential works actioned by the Clerk under Financial Regulations.

None.

d. To note that bank reconciliations up to 28<sup>th</sup> February 2021 and 31<sup>st</sup> March 2021 were reviewed as correct by the Chairman of Policy and Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy and Finance in line with the Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

**68/21/22      TO RECEIVE THE INTERNAL AUDITORS YEAR END REPORT 31ST MARCH 2021.**

It was **RESOLVED** to note.

**69/21/22      ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN STATEMENTS 2020/21:**

a. To approve and sign section 1 of the Annual Governance Statement 2020/21.

It was proposed by Councillor Fox, seconded by Councillor B Samuels and **RESOLVED** to approve.

The Chairman signed the document.

**70/21/22      ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN STATEMENTS 2020/21:**

- a. To approve and sign section 2 of the Annual Governance Statement 2020/21.

It was proposed by Councillor Fox, seconded by Councillor B Samuels and **RESOLVED** to approve.

The Chairman signed the document.

**71/21/22      TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER:**

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
STC95	To approve Finance Officer 's Recommended Library PWLB Loan Repayment Method - EIP	APPROVED	FULL COUNCIL	LIBRARY
STC100	To approve the appointment of Sovereign Fire and Security - Intruder and Fire Alarm, Monitoring Centre Works at Station Building	APPROVED	FULL COUNCIL	N/A

It was proposed by Councillor Bickford, seconded by Councillor Taylor and **RESOLVED** to ratify the COVID-19 Delegated Decision Register.

**72/21/22      CORRESPONDENCE:**

- a. To receive a letter of appreciation from a resident of Saltash - 2021 Elections.

It was **RESOLVED** to note.

- b. To consider a request from a resident of Saltash to install CCTV in Fore Street.

The Assistant Town Clerk confirmed that Safer Saltash are to provide a report for Members to receive at Full Council scheduled to be held on Thursday 1<sup>st</sup> July 2021.

Councillors G Challen and Yates confirmed their attendance to a meeting scheduled for the following week commencing the 7<sup>th</sup> June 2021 to further explore the options of CCTV in the town centre and various funding available.

It was **RESOLVED** to note the request and respond to the resident's letter to advise that the procurement and technicalities of CCTV are currently being explored.

- c. To consider a request from a resident of Saltash to register the land known as Trematon Pound as a Heritage site with Heritage England.

It was proposed by Councillor P Samuels, seconded by Councillor Bickford and **RESOLVED** to defer the agenda item to Policy and Finance for further consideration.

Councillors G Challen and Fox declared an interest in the next agenda item and left the meeting.

- d. To receive notice of cancellation of the Civic Event to commemorate the 1941 Blitz - Saltash 1941 Blitz Committee.

It was **RESOLVED** to note and that the Council look forward to the event going ahead subject to the lockdown restrictions.

Councillors G Challen and Fox were invited and returned to the meeting.

- e. To consider a letter from a resident referring to Saltash Boat Park and Slip and Saltash Station Building.

It was proposed by Councillor Yates, seconded by Councillor Miller and **RESOLVED** to note and respond thanking the resident for their suggestions and comments, however, many of the suggestions are already being addressed and considered in other areas of the Council and community which, upon lockdown restrictions being lifted, further developments will continue to be made.

- f. 20's Plenty for Cornwall - Global Road Safety Week.

It was proposed by Councillor G Challen, seconded by Councillor Pinckney and **RESOLVED** to defer the agenda item to Full Council scheduled to be held on 1<sup>st</sup> July 2021 following further information being received from the meeting of the Cornwall Council's Community Network Panel.

- g. The Big Lunch 2021 - UK's annual celebration to give thanks and get to know our neighbours and communities.



It was proposed by Councillor Peggs seconded by Councillor Miller and **RESOLVED** to promote the event on the Council's website and social media outlets.

- h. Cornwall Council - Renewal of 2-VRM Parking Permits for Alexandra Square car park.

It was proposed by Councillor Yates, seconded by Councillor Taylor and **RESOLVED** to approve the renewal of the 2-VRM Parking Permits up to 31<sup>st</sup> May 2022.

**73/21/22     TO NOTE AND RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Personnel held on 25th May 2021

**RECOMMENDATION 1:**

**30/21/22 TO RECEIVE THE UPDATED STC SERVICES AND OPERATIONAL RECOVERY REPORT.**

Members considered STC Services and Operational Recovery Report in line with the Government Roadmap.

It was resolved to **RECOMMEND** to Full Council:

**Guildhall:**

1. Guildhall reception to remain closed to members of the public until sufficient staff are appointed.
2. No Guildhall bookings until relocation of staff and easing of social distancing.
3. To continue to work towards re-opening the Guildhall room bookings in line with the Government Roadmap as of 21st June 2021.
4. To relocate the Finance Department on a temporary basis to the Station Building (extension) subject to completion of building works, at the earliest opportunity and to continue to review.
5. In the absence of the Town Clerk, the Assistant Town Clerk to continue with the day to day line management and operations of the Council liaising with each department as we move through the roadmap, reporting back to the Personnel Committee.

Library:

1. To continue working towards re-opening the Library building as of 21st June 2021 in line with the Government Roadmap.
2. To work towards re-introducing events and activities to Saltash Library Hub over a phased period to be managed by the Community Hub Team Leader.
3. To stop quarantining books, newspapers and magazines in line with Public Health England advice on book quarantining.
4. Members of staff to return to their place of work from home working.

Service Delivery:

1. Full service and operations to continue under the safe covid-19 working practices and risk assessments.
2. Staff to continue operating in bubbles of two for inside work only. Staff to continue wearing PPE and maintain social distancing where possible.
3. Staff are no longer required to operate in bubbles of two when working outside. Staff to continue wearing PPE and maintain social distancing where possible.
4. Staff to return to sharing work vehicles whilst wearing PPE and ensuring good ventilation.
5. Public toilet cleaning schedule to be reduced to twice daily between the hours of 0800 and 0930 and 1130 and 1230 and fogged when closed at 1700.
6. Town centre and Waterfront sanitising cleaning schedule to be reduced to twice daily (subject to weather conditions) between the hours of 0800 and 0930 and 1130 and 1230.

It was proposed by Councillor Fox, seconded by Councillor Taylor and **RESOLVED** to approve.

## **RECOMMENDATION 2:**

### **31/21/22 TO CONSIDER RAPID LATERAL FLOW TESTS.**

It was proposed by Councillor Fox, seconded by Councillor Taylor and resolved to **RECOMMEND** to:

1. Adopt a daily employee Covid-19 Safety Checklist for all STC staff to complete.
2. Offer home testing kits to members of staff to be taken twice weekly at home and results produced to their line manager for recording.

It was proposed by Councillor Fox, seconded by Councillor Taylor and **RESOLVED** to approve.

## **RECOMMENDATION 3:**

### **34/21/22 TO REVIEW THE STAFFING STRUCTURE.**

Members reviewed and discussed part of the current staffing structure.

It was proposed by Councillor Fox, seconded by Councillor Taylor and resolved to **RECOMMEND**:

1. A part time Administration Assistant be appointed at 20hrs per week, Monday to Friday, hours to be determined by the line manager, liaising with successful candidate.
2. The part time Administration Assistant Post forms part of the Council's existing staffing structure.
3. Within budget a salary costs at £11,111 (including pension and NI) from 1st July 2021 to 31st March 2022 allocated to the Service Delivery Staffing Cost Budget.
4. NJC scale 7 – 9

It was proposed by Councillor Fox, seconded by Councillor Taylor and **RESOLVED** to approve.

#### **b. Planning and Licensing held on 26th May 2021**

It was **RESOLVED** to note. There were no recommendations.

**74/21/22      TO    READOPT    THE    FOLLOWING    TOWN    COUNCIL**  
**POLICIES/PROTOCOLS:**

- a. Standing Orders
- b. Civic Awards
- c. Model Publication Scheme
- d. Remote Meetings Protocol and Procedures
- e. Remote Meetings Procedure and Roles
- f. Annual Business Continuity Plan.
- g. Annual Statement of Internal Control
- h. Annual Internal Audit Business Risk Assessment
- i. Annual Treasury Management Strategy
- j. Annual Reserves Policy
- k. Anti Bribery Policy Statement and Anti Fraud and Anti Corruption Strategy
- l. Finance Schedule and Precept Plan
- m. Financial Regulations
- n. Risk Management Plan Statement
- o. Risk Management Strategy
- p. Receiving Public Questions at Meetings
- q. Scheme of Delegation
- r. Local Government Pension Scheme

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** to approve re-adoption of all policies and protocols under agenda item 23 collectively.

**75/21/22      TO RECEIVE, APPROVE AND SIGN THE HEALTH AND SAFETY POLICY STATEMENT**

It was **RESOLVED** to approve.

The Chairman signed the document.

**76/21/22      TO CONSIDER COVID-19 GOVERNMENT UPDATES.**

No further updates.

**77/21/22      TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENT WORKING PARTY**

**(Pursuant to FTC held on 4.03.21 minute nr 348/20/21)**

Councillor Miller briefed Members on the detailed and comprehensive response given from Cornwall Council in which Council representatives supported.

Councillor Martin informed Members of her attendance to a scheduled meeting in July in which she will ascertain if the new administration of Cornwall Council will be adopting the Climate Emergency DPD Consultation.

It was **RESOLVED** to note.

**78/21/22      PLANNING:**

a. Applications for consideration:

**PA21/01600**

Mr Robert Carter, Carter Properties – **Land Adjacent To Unit 1F Long Acre Saltash PL12 6LZ**

Development of two industrial units including parking facilities and loading bay areas.

**Ward: Tamar**

It was proposed by Councillor P Samuels, seconded by Councillor Gillies and resolved to **RECOMMEND APPROVAL**.

Councillor Gilles declared an interest in the next agenda item and left the meeting.

**PA21/03568**

Mr V Welch Welkin Development SW Ltd - **127 Old Ferry Road Saltash PL12 6BL**

Outline application for the construction of up to six dwellings and associated works with all matters reserved except access.

Demolition of the building under Part 11 of the Town and Country Planning (General Permitted Development) (England) Order 2015.

**Ward: Tamar**

The Chairman of Planning and Licensing Councillor B Samuels updated Members on the status of the demolition application and advice provided from Cornwall Council's Planning Department.

It was **RESOLVED** to note. Members expressed thanks to a resident of Old Ferry Road for their help and knowledge relating to the land and property in question.

Councillor Gillies was invited and returned to the meeting.

b. Tree applications/notifications: None.

**79/21/22      CONSIDERATION OF LICENSE APPLICATIONS: NONE.**

None.

**80/21/22      TO CONSIDER REINSTATING MEET YOUR COUNCILLOR SESSIONS.**

It was proposed by Councillor P Samuels, seconded by Councillor Bickford and **RESOLVED** to defer this item to 1<sup>st</sup> July 2021 Full Council Meeting upon which the proposed route out of lockdown restrictions will be clearer.

**81/21/22      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

**82/21/22      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**83/21/22      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that the public and press be re-admitted to the meeting.

**84/21/22      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Totally Locally

Cornwall Councillor Hilary Frank was invited to speak by the Chairman on the nationwide campaign – Totally Locally. Councillor Frank briefed Members of the existing campaign to spend £5 in your local community between 12<sup>th</sup> and 16<sup>th</sup> June 2021 with the aim to further support the local economy. Saltash businesses are already involved in the promotion of the campaign via social media and it is proving to be received well by the community.

The Assistant Town Clerk advised the Chairman it is unlawful to make a resolution under agenda item 33. The Chairman advised Members the item will be taken under Press and Social Media Releases.

Mayor Making

Dependent on the Government's Roadmap out of lockdown the Chairman informed Members of the provisional date of the evening of Thursday 22<sup>nd</sup> July 2021 for the Mayor's Making Ceremony. The Chairman advised Members that invitations are to follow at such time when the event can be confirmed.

**85/21/22      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to issue the following Press and Social Media releases:

Totally Locally – To promote on social media channels and website including notices in all Town Council noticeboards.

**86/21/22      DATE OF NEXT MEETING: EXTRAORDINARY FULL COUNCIL MEETING - THURSDAY 10TH JUNE AT 6:30 P.M.**

Extraordinary Full Council Meeting – Thursday 10<sup>th</sup> June 2021 at 6:30p.m.

**87/21/22      COMMON SEAL:**

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at: 8:37p.m.

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of Saltash Town Council held on the Guildhall on Thursday 24th June 2021 at 6.30 pm**

**PRESENT:** Councillors: R Bickford (Vice-Chairman), R Bullock, G Challen, L Challen, M Fox, S Martin, S Miller, J Peggs, A Pinckney, B Samuels, P Samuels (Chairman), G Taylor and D Yates.

**ALSO PRESENT:** C Cook (Locum Town Clerk) 1 Member of the Press, M Thomas (Senior Policy and Data Compliance Officer)

**APOLOGIES:** S Gillies

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#### **88/21/22     HEALTH AND SAFETY ANNOUNCEMENTS**

The Chairman informed those present of the actions required in the event of a fire or emergency.

#### **89/21/22     DECLARATIONS OF INTEREST**

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

#### **90/21/22     QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL**

None.



91/21/22

**TO RECEIVE APPLICATIONS FOR THE OFFICE OF TOWN COUNCILLOR TO FILL THE EXISTING VACANCY IN ESSA WARD AND TAMAR WARDS.**

Following interviews with candidates a recorded vote took place.

a. Essa Ward

Bickford	Jean Dent
Bullock	Jean Dent
Challen G	Jacquie Dymond
Challen L	Jacquie Dymond
Martin	Matt Griffiths
Miller	Matt Griffiths
Peggs	Matt Griffiths
Pinckney	Matt Griffiths
Samuels B	Jean Dent
Samuels P	Jean Dent
Taylor	Matt Griffiths
Yates	Jean Dent

The lowest scoring candidate was eliminated and a further round of voting took place.

Bickford	Jean Dent
Bullock	Jean Dent
Challen G	Matt Griffiths
Challen L	Matt Griffiths
Martin	Matt Griffiths
Miller	Matt Griffiths
Peggs	Matt Griffiths
Pinckney	Matt Griffiths
Samuels B	Jean Dent
Samuels P	Jean Dent
Taylor	Matt Griffiths
Yates	Jean Dent

The Chairman announced that Matt Griffiths was co-opted as a Councillor for the Essa Ward vacant seat on the council.

b. Tamar Ward

Bickford	Jean Dent
Bullock	Jean Dent
Challen G	Jacquie Dymond
Challen L	Jacquie Dymond
Martin	Jean Dent
Miller	Andrew Wills
Peggs	Jean Dent
Pinckney	Jacquie Dymond
Samuels B	Jean Dent
Samuels P	Jean Dent
Taylor	Alexandro Basso
Yates	Jean Dent

The Chairman announced that Jean Dent was co-opted as a Councillor for the Tamar Ward vacant seat on the council.

The co-opted candidates signed the Declaration of Acceptance of Office.

**92/21/22      TO CONSIDER QUOTATIONS FOR BUILDING WORKS AT ISAMBARD HOUSE (SALTASH STATION BUILDING).**

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to **DEFER** this item.

The Chairman informed Members that he would now take an urgent item that was not advertised on the agenda but was recommended by CALC.

**93/21/22      TO APPOINT ONE MEMBER TO THE PERSONNEL COMMITTEE (COMPOSITION OF SIX MEMBERS. ALL MEMBERS OF THIS COMMITTEE MUST UNDERTAKE EMPLOYMENT LAW TRAINING WITHIN 6 MONTHS OF TAKING OFFICE SUBJECT TO COURSE AVAILABILITY.)**

The Chairman advised Members that acting on the specific advise of CALC it was felt necessary to urgently appoint another Member to the Personnel Committee.

Following a vote, it was proposed by Councillor B Samuels, seconded by Councillor Miller and **RESOLVED** to appoint Councillor Martin to the Personnel Committee.

A full complement of the Personnel Committee was noted.

**94/21/22     TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was **RESOLVED** to issue the following Press and Social Media releases:

Co-option – the successful candidates and to thank all other candidates for their applications.

**95/21/22     DATE OF NEXT MEETING: THURSDAY 1ST JULY AT 7:00 P.M.**

Thursday 1<sup>st</sup> July 2021 at 7.00pm

**96/21/22     COMMON SEAL:**

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at: 9.02 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

Saltash Town Council  
Receipts May 2021

Description	NET	VAT	GROSS
Allotment Income	400.00	-	400.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - May Expenditure	9,000.00	-	9,000.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - May Salaries	55,000.00	-	55,000.00
Barclays Loyalty Rewards	0.90	-	0.90
Churchtown Cemetery Fees	1,443.00	-	1,443.00
Cornwall Council LMP 2021/22 Allowance	1,110.93		1,110.93
HMRC - VAT Refund Qtr Jan to Mar 2021	-	20,442.59	20,442.59
Library Income - Book Sales	38.20	-	38.20
Public Sector Deposit Fund Interest	5.36	-	5.36
Service Delivery Income - Annual Mooring Fees	2,173.62	434.72	2,608.34
Service Delivery Income - Daily Mooring Fees	57.29	11.46	68.75
Service Delivery Income - Seagull Bags	140.00	28.00	168.00

Saltash Town Council  
Payments May 2021

Description	NET	VAT	GROSS
Amazon - Civic Occasions Stationery P&F	51.32	10.26	61.58
Amazon - Cleaning Materials & Equipment - Station	144.93	28.98	173.91
Amazon - General Repairs & Maintenance - Station	125.26	25.05	150.31
Amazon - General Repairs & Maintenance - Various Sites	62.30	12.46	74.76
Amazon - Library Activities	30.30	4.67	34.97
Amazon - Library Equipment & Furniture	12.47	2.50	14.97
Amazon - Pontoon Maintenance Costs	31.27	6.25	37.52
Amazon - Public Toilets Repairs & Maintenance Costs	11.66	2.33	13.99
Amazon - Stationery P&F	24.90	5.00	29.90
Bank Transfer from Barclays Business Current Account to Barclays Active Saver - VAT Refund	-	18,000.00	18,000.00
Barclays - Bank Charges	9.50	-	9.50
BBB Printing - Staff Clothing	17.28	3.20	20.48
Bond Timber - Grounds & Street Furniture Maintenance	147.25	29.45	176.70
Cornwall Council - Longstone Depot Monthly Rent - May 2021	375.00	-	375.00
Cornwall Council Rates - 2021/22 Monthly Instalment - Alexander Square Public Toilets	56.00	-	56.00
Cornwall Council Rates - 2021/22 Monthly Instalment - Belle Vue Public Toilets	105.00	-	105.00
Cornwall Council Rates - 2021/22 Monthly Instalment - Guildhall	861.00	-	861.00
Cornwall Council Rates - 2021/22 Monthly Instalment - Library	1,347.00	-	1,347.00
Cornwall Council Rates - 2021/22 Monthly Instalment - Station Building	354.00	-	354.00
Cornwall Council Rates - 2021/22 Monthly Instalment - Waterside Public Toilets	75.00	-	75.00
Cornwall Pensions Fund Payment - May 2021	10,457.49	-	10,457.49
Currys - Stationery P&F	8.33	1.67	9.99
Dainton Group Services - Portacabin Hire For Waterfront - May 2021	132.87	26.57	159.44
Denmans - Maintenance Electrical Parts & Supplies	147.50	29.50	177.00
Desenio - Library Activities	39.57	7.91	47.48
EE - Grounds Mobile Phones & Waterfront Broadband - May 2021	271.91	54.38	326.29
Efficient Comms Ltd - Call Charges - May 2021	104.73	20.95	125.68
Euro Posters - Library Activities	25.96	-	25.96
Get Composting - Compost Bins	33.33	6.66	39.99
HMRC NIC Payment - May 2021	10,466.85	-	10,466.85
HP Ink - Stationery Library	21.66	4.33	25.99
ICS Industrial Component Supplies - Tools & Equipment & Covid 19 H&S Equipment	318.75	63.75	382.50
IRQ Systems Ltd - Monthly IT Maintenance & Broadband Fee - May 2021	1,038.35	207.67	1,246.02
John Grimes Partnership Ltd - Waterfront Revitalisation Study	2,000.00	400.00	2,400.00
Light In The Box - Library Equipment & Furniture	15.84	-	15.84
Livewire Youth Music Project - Commissioning Youth Work	5,000.00	-	5,000.00
Martin & Sons - Burial Authority General Site Maintenance	40.00	8.00	48.00
Moorepay - H&S & Employment Law Charge - 09/04/21 To 08/05/21	255.43	51.09	306.52
Moorepay - HR / Employment Law Consultancy - 22/04/21 To 21/05/21	70.83	14.17	85.00
Moorepay - Year End Payroll Charge 2020/21	73.00	14.60	87.60
Nicholls & Sainsbury, Solicitors - Professional Costs Land Registry Fee	25.00	2.00	27.00
Nisbets - 11x Hand Sanitiser Dispenser's - Open High Street	516.89	103.37	620.26
Opayo (Previously Sage) - Card Machine Charges April 2021	15.20	3.04	18.24
Otis Ltd - Guildhall Lift Service & Maintenance - 01/06/21 To 31/08/21	577.19	115.43	692.62
Pertemps Recruitment - P&F Temp Fees - April 2021	263.10	52.62	315.72
Pertemps Recruitment - Service Delivery Temp Fees - April 2021	1,368.48	273.70	1,642.18
Post Office - Postage	33.68	-	33.68
Sage (UK) Ltd - Bank Charge	61.90	-	61.90
Saltash & District Observer - Town Messenger - April 2021	300.00	-	300.00
Saltash Trophies - Civic Occasions	5.00	-	5.00
Saltash Window Cleaning - Guildhall	45.00	-	45.00
Seymore Signs - Reopening High Street - Signage	347.69	69.54	417.23
Shaw & Sons Ltd - Civic Occasions Stationery	120.00	24.00	144.00
Spaldings - Tools & Equipment	41.70	8.34	50.04
Spot-On-Supplies - Cleaning Supplies & PPE	310.79	62.16	372.95
Staff Expenses - May 2021	99.10	-	99.10
Staff Salaries - May 2021	31,230.38	-	31,230.38
Tamar Valley Tourism Association - Annual Subscription 01/01/21 To 31/12/21	250.00	-	250.00
The Bookshelf - Library Activities	60.00	-	60.00
Thirsty Work - Bottled Water & Water Dispensers Hire For 6 Sites - May 2021	52.50	10.50	63.00
UK Fuels Ltd - Vehicle & Machinery Fuel - May 2021	428.49	85.70	514.19
Viking - Stationery Library	32.99	6.60	39.59
Vincent Tractors Ltd - Machinery Repairs	602.70	120.54	723.24
West Country Embroidery - Staff Uniforms	999.65	199.93	1,199.58
Westcountry Skip Hire - Green Waste Disposal	70.25	14.05	84.30
Westcountry Skip Hire - Skip Removal	270.00	54.00	324.00
WF Education - Shelving & Furniture For Library	1,160.00	232.00	1,392.00
Wilf Dawes Tyres & Batteries - Vehicle Repairs	27.00	5.40	32.40
WPS Insurance Brokers & Risk Services - Fleet Rated Commercial Motor Insurance	442.85	-	442.85
Xero - Accounts Software - Monthly Subscription - April 2021	22.80	4.56	27.36

Xero - STC Demo Accounts Software - Monthly Subscription - April 2021	9.50	1.90	11.40
XL Displays - Covid 19 H&S Materials & Equipment Guildhall	767.00	153.40	920.40
Zoom Subscription - 2021-22	359.70	71.94	431.64

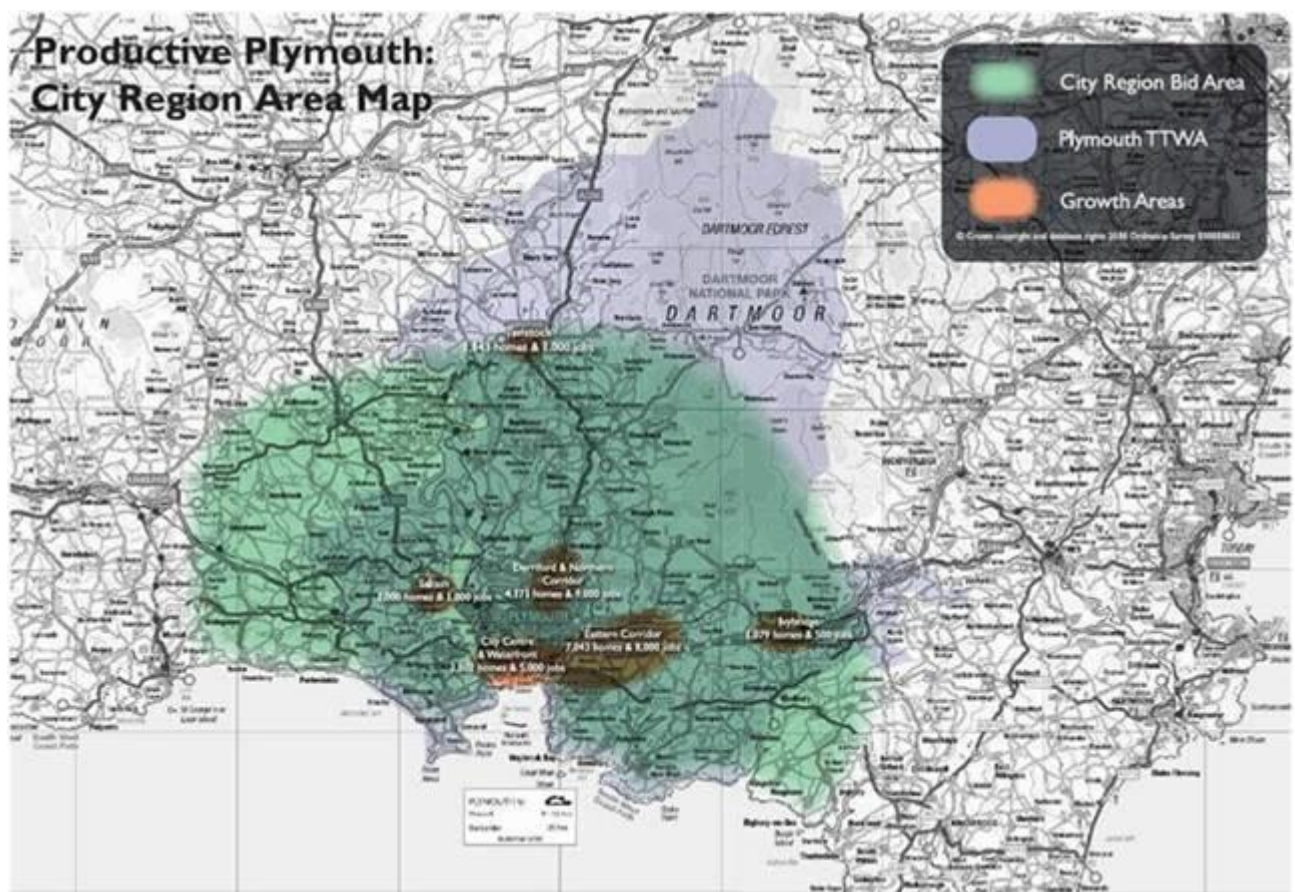
Good afternoon.

Further to my email in October last year regarding Plymouth City Council's Workplace Travel Grants, I am writing to advise that the Council are now accepting applications for the 2021/22 Grants.

Last year 15 companies benefitted from the grants, with more than £135,000 being invested in schemes that encourage more trips to be made by sustainable transport, and we're looking forward to working with even more businesses in 2021/22.

As per the 2020/21 grants the 2021/22 Workplace Travel Grants are a match funded grant opportunity that Plymouth City Council is able to offer to businesses in the Plymouth city region (Figure One), through the Transforming Cities Fund, to help employees travel sustainably to, from and whilst at work.

**Figure One: Plymouth City Region Area Map**



Through the TCF Workplace Travel Grants scheme, funded by the Department for Transport, Plymouth City Council are offering match-funded, capital, grants of up to £25,000, per business. The Council's contribution is a maximum of 75% of the non-VAT scheme cost.

Projects which could be funded through the grants include secure cycle parking, pool bikes, workplace shower facilities or electric vehicle charging points. However, bids

aren't limited to these ideas and we're keen to hear innovative proposals to tackle issues specific to a company.

Following feedback from local businesses the following changes have been made to the 2021/22 grants which we wanted to bring to your attention:-

- Businesses can make an unlimited number of applications to the scheme. However, the maximum grant award remains a total of £25,000
- A provisional award, subject to planning permission being secured, can be made with the funds being 'reserved' for a company for a period of up to three months to allow planning permission to be sought.

Full details of the opportunity are available at [www.plymouth.gov.uk/workplacetravelgrants](http://www.plymouth.gov.uk/workplacetravelgrants).

2021/22 grant applications can be made until Tuesday 30 November 2021. All schemes funded must be delivered by mid-March 2022.

I would be very grateful if you could promote this opportunity to businesses within Saltash and the surrounding area. Thank you.

Please do not hesitate to contact me if you have any questions about the Workplace Travel Grants.

**END OF REPORT**



Dear All,

## **Advance notice of small grant programme for up to £5,000 per project to improve community spaces and deliver sustainable activities for communities across the UK**

You are receiving this email as we have identified you as someone who will be able to share information with organisations and groups who may not have applied for funding from The National Lottery Community Fund before, and may be less familiar with our application process.

We recognise some groups would like to apply for funding but are not as experienced as others. We are contacting networks and organisations to explain our eligibility criteria and support those who may not have applied to us. We believe this will help some groups to reach the same starting point as those who are already familiar with how to apply for our National Lottery funds.

On 30 June, we will open a new funding programme called Places Called Home which is a partnership between The National Lottery Community and the world's largest home furnishing retailer.

Places Called Home will offer **eligible groups** funding awards of between £1,000 and £5,000 for activities and equipment that meet at **least two** of the following criteria:

- Build on the relationships created during the COVID-19 pandemic to increase community activity and the number of people taking part.
- Encourage people to work together, creating opportunities for communities to live in a sustainable and healthy way.
- Raise awareness amongst the public of the importance of connected households, neighbourhoods and resilient communities.
- Develop a new idea, activity or way to come together that has emerged in response to the pandemic.
- Revive or redesign community and common spaces to encourage shared community activities.

Places Called Home opens for applications on 30 June 2021, and will close to applications when we have received 1,500 applications or on 14 July 2021, whichever comes first.

You can apply online from 30 June, following this link <https://www.tnlcommunityfund.org.uk/funding> or you can email [placescalledhome@tnlcommunityfund.org.uk](mailto:placescalledhome@tnlcommunityfund.org.uk) to request a pdf form to complete offline if you'd prefer.

If you've not applied for funding from The National Lottery Community Fund before, you'll need to ensure that your group or organisation is eligible to apply to us. If your group or organisation is NOT eligible, even if we love your idea we cannot award a funding.

## **What is an eligible organisation?**

You must be one of the following to submit an application:

- voluntary and community organisation
- constituted group or club
- registered charity
- charitable incorporated organisation (CIO)
- not-for-profit company
- community interest company (CIC)
- school (as long as your project benefits and involves the communities around the school)
- statutory body (including local authorities, town, parish and community council)
- community benefit society.

## **We cannot accept applications from:**

- individuals
- sole traders
- organisations that are aimed at generating profits primarily for private distribution
- organisations based outside the UK
- one individual or organisation applying on behalf of another
- people under the age of 18

## **In addition:**

- You must have a UK bank account or building society account for your group or organisation. It needs to be in the legal name of your organisation, with at least two unconnected people who are able to manage the account.
- It must be with a UK based bank or Building Society which is covered and authorised by the Prudential Regulation Authority, and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. They must also be covered by the Financial Services Compensation Scheme.
- The account must require at least **two** unconnected and unrelated signatories to authorise **all** withdrawals and transactions.
- You will need to submit a bank statement that is less than 3 months old with your online application.
- Your organisation should have at least two unconnected people on the board or committee. By unconnected, we mean not a relation by blood, marriage, in a long-term relationship, or people living together at the same address.
- You will need to give the details of a main contact (usually the person completing the application form) and a senior contact (usually someone on your Board or equivalent) – their full names, date of birth and their home addresses (not the address of the organisation)
- You will also need to consider how your project will keep people safe and confirm that you have an up to date safeguarding policy in place. For more info on safeguarding please take a look at [our website](#).

- You will also need to make sure your project is addressing any potential barriers for people to take part, including communities experiencing ethnic or racial inequity, discrimination or inequality, disabled people, Travellers, LGBTQ+ people, and people who are seeking asylum or who are refugees.

**We can only contact those who we already know about and this is not an exhaustive list. In order to reach as many organisations as possible who may not have applied to the Fund before, please share this email with other groups and organisations who you think might benefit from this advanced notice. However, we ask that you do not share this on public forums (such as social media, websites etc) before 30 June 2021.**

For more information about the Fund's commitment to equality of opportunity please see our website <https://www.tnlcommunityfund.org.uk/about/customer-service/equalities>

**When circulating this message please remind anyone interested to contact the team directly by emailing [placescalledhome@tnlcommunityfund.org.uk](mailto:placescalledhome@tnlcommunityfund.org.uk) and not to me 😊**

**Thank you on behalf of the Places called Home team**



Safe38 Campaign Group  
Upover  
Main Road  
Downderry  
Torpoint  
Cornwall  
PL11 3LD

## ***Safer A38 and Future Expressway***

2<sup>nd</sup> June 2021

Dear Town and Parish Councillors

Safe38 is declaring an *A38 Road Safety Emergency*.

Following stakeholder engagement with Highways England we have learnt that the current scope of the plans for improvements to the Carkeel roundabout to Trerulefoot in SE Cornwall fall wildly short of the mark for what is needed to save lives and secure livelihoods for generations to come.

We are writing to you today because we need your help to ensure that the residents of Cornwall and its visitors get the infrastructure investment that is required and not a cheaper *less than ideal solution*. I will outline briefly below what the emergency is and what you can do to help avert a disaster:

A road that has a killed and seriously injured rate over 3 times the national average for a road of its type, which operates over capacity leading to chronic congestion, cutting villages in half, impassable to the tallest vehicles, liable to heavy flooding, steep inclines and extreme bends and regular unplanned closures. One would be hard pressed to find another section of the Strategic Road Network that is in such desperate need of investment due to the myriad of deficiencies with it.

It is not fit for purpose and the current plans to address the problem fall well short of what is needed. Highways England themselves have said that a dual carriageway bypass as planned in the 1990s would be the ideal solution however they are not able to put that forward as an option to the public to be consulted on in 2022 as the Department for Transport have defined the project in such a way that prohibits this.

As part of early stakeholder engagement with Highways England we have learnt that the most Cornwall can hope for is some form of single carriageway bypass in either small sections or at very best mostly offline. We believe this to be woefully inadequate. From day one of opening such a road would do little to combat the current congestion leading to continued rat running on local roads.

The section of the A38 between Saltash and Trerulefoot makes a compelling case for investment which is why after a hard-fought battle by a multitude of stakeholders it has

been identified as a section of the Strategic Road Network that is in the pipeline for improvements between 2025-2030.

A new dual carriageway bypass would boost the local and regional economy to the tune of £900m in induced economic growth securing livelihoods and will slash the collision rate saving the most amount of lives. A plan to dual this section of road was ready to go to tender in the mid-1990s but was sadly cancelled due to budget cuts.

A modern offline dual carriageway similar to the one planned in the 1990s would enable the current single carriageway section to be used as a local access road fit for buses, cyclists, pedestrians and local traffic giving South East Cornwall an integrated transport network fit for generations to come.

Furthermore, it would free Tideford and Landrake of heavy traffic, eliminate the toxic air quality in Tideford (a Cornwall Council designated Air Quality Management Area since 2011), remove congestion and unplanned closures along the route and eliminate the need for high vehicles to divert along narrow country lanes to avoid a low bridge.

Even the Dobwalls bypass that opened in 2008 which had lower daily flows than the Carkeel to Trerulefoot section was deemed to need to be built to a dual carriageway standard in order to ensure congestion was removed.

Safe38 believes the residents of Cornwall and its visitors deserve better than the current scope of proposals. It does not represent a *levelling up* and does not appear to be *building back better*. Now more than ever Cornwall needs the right investment in our infrastructure in order to ensure a safe, prosperous and healthy future for generations to come.

### **Our Call to Action!**

- We ask you to join us in *Declaring a Road Safety Emergency on the A38*.
- We invite you to write to your MP, the Secretary of State for Transport and your County Councillor to ask them to redefine this project in such a way that enables the option of a dual carriageway to be added to the options to be consulted on next year.
- Will you also consider supporting the Safe38 campaign as a priority for your Council.

We believe that if Cornwall can speak with one voice on this matter we will be able to secure the investment that is needed which it has been shown can be achieved elsewhere in Cornwall such as the dualling of the A30. Only the appropriate investment will ensure that lives are saved and livelihoods are secured for this and many generations to come. We know it will take many years to develop plans to get a dual carriageway delivered but we must push for the best solution and we must push for that now.

Most respectfully,

Chair of Safe38

## **PRESS RELEASE**

### **Sustainable Development Fund open for Tamar Valley projects**

As Tamar Valley communities begin to ease out of lockdown, we're pleased to confirm that this year's Sustainable Development Fund is open once again for 2021. Applications are welcome for small grants to support projects that help to conserve, enhance or celebrate the Tamar Valley Area of Outstanding Natural Beauty. There is £5,000 in total available for grant requests of between £500-£1,000 for projects that will benefit the area.

The Fund continues to encourage individuals, community groups and businesses to work together to develop practical and sustainable solutions to the management of their activities across the AONB.

The range of projects previously supported in the Tamar Valley includes the enhancement of village halls, wildlife conservation projects, small-scale renewable energy schemes, water-based recreation, advice for rural businesses and a number of exciting education-based projects.

Dan Cooke, AONB Manager, says; "After the strains of lockdown and COVID-19, it's great to offer a little something positive for local communities in the Tamar Valley. Though modest in scale, the Sustainable Development Fund could help kick-start some of those project ideas and initiatives that have been thought about over the past year. If you've got a good idea, please contact us, or apply to fund it."

Due to its success in 2019, Tamar TLC will offer a small community grants scheme alongside the SDF, for community groups and individuals to access smaller sums of money to help their projects. Four grants of £250 each are available to bid for.

If you have an idea for a project, where £250-£1,000 would help to conserve or enhance the area, or get people involved with the work of the Tamar Valley AONB, please get in touch.

- Closing date for applications – 12 noon, Friday 16 July 2021.
- Applicants to be notified w/c 26 July 2021.
- Successful projects must be completed by 31 January 2022 (1 March 2022 for Tamar TLC small community grant).

Please visit <https://www.tamarvalley.org.uk/tvaonb-caring/> (and scroll down to Sustainable Development Fund) for guidance notes/application forms. Applicants are strongly advised to discuss project ideas with AONB staff before submitting a completed application to ensure eligibility. Please email [enquiries@tamarvalley.org.uk](mailto:enquiries@tamarvalley.org.uk) in the first instance.

**ENDS**



## Notes to Editor

- The main aim of the Tamar Valley Area of Outstanding Natural Beauty (AONB) team is to protect and enhance the landscape of this special area.
- It is a partnership of Cornwall and Devon County Councils, South Hams District Council, West Devon Borough Council, Plymouth City Council and Natural England.
- The AONB team supports the work of the Tamar Valley Partnership – a forum of government and non-government bodies working for the Tamar Valley Area of Outstanding Natural Beauty.
- Natural England helps protect our finest landscapes – Areas of Outstanding Natural Beauty, Heritage Coasts and National Parks – through legislation.
- We must all work together to protect our finest countryside
- For further details please contact Charlotte Dancer (Information & Communications Officer) by emailing [cdancer@tamarvalley.org.uk](mailto:cdancer@tamarvalley.org.uk).
- Did you know you can hire the Tamar Valley Centre, just 5-minutes' walk from Gunnislake Train Station, for your meeting or event? Please get in touch for details.



Good afternoon

Over a year ago at the Caradon Local Family Partnership meeting sponsored by the Local Authority, we realised there was a real need to link together all of the services experienced by local families with children so that we could all give much greater access to support and services and come together to offer more than the sum of our parts. We started by looking at venues (this was before the days of everyone on Teams and Zoom!) and decided the Secondary Schools in each community were well placed to provide a useful hub and venue to bring people together. Saltash, Looe and Liskeard Secondary Heads all agreed to host these meetings and so the Team Around the School or TAS project was started.

We have now held our first two meetings and have begun identifying all of the many services that support families in each town so we can invite a representative from each. We have sent you this invitation because we believe the project may interest you in your work within South East Cornwall. Our next topic for discussion is:

How we can support families with targeted guidance e.g.

- a. Young families and impact on networks due to Covid – How we help families to build support networks together by providing affordable/accessible opportunities
- b. Impact of Covid on employment opportunities including parental awareness of employment routes and training opportunities
- c. Highlighting financial support

Our meeting dates are as follows (virtually via Teams):

Liskeard – Thursday, 15th July 10.00-11.00

Looe – Thursday, 15th July 12.30-1:30

Saltash – Tuesday, 13th July 10.00-11.00

Please can you advise me on the procedure of extending this invite to the Town Councillors? They may wish to send one representative to the meeting. I can also circulate a copy of our previous meeting notes if that would be helpful to you.

I look forward to hearing from you.

Kind regards

PA to the Chief Executive

SMART Schools Trust



To the Mayor and Saltash Councillors

Congratulations on being elected to Saltash Town Council. I realise you have many demands upon your time. I am the Secretary of the League of Friends of St Barnabas Hospital and I write to remind you of the uncertain future of our community hospital.

As many of you know, St Barnabas Community Hospital is owned by NHS Property Services and leased to Cornwall Partnership NHS Foundation Trust (CFT), which provides adult community services in Cornwall and the Isles of Scilly. The hospital's minor injury unit (MIU) closed in December 2016 to focus staff onto the inpatient wards. In February 2017 the inpatient beds were temporarily closed to support safe staffing levels at Liskeard Hospital. In the previous 12 months, 209 people were admitted to an inpatient bed at St Barnabas.

In 2019 a number of community teams including health visitors, school nurses and speech and language therapists moved into St Barnabas. There are now more than 70 staff members from across children's and adult's community teams who are working in the community from St Barnabas Hospital. Regular clinics continue to be run at St Barnabas, both community clinics such as physiotherapy and respiratory, as well as consultant-led clinics from University Hospital Plymouth.

The NHS had been meeting regularly with a group of local people which included Cornwall Council and Saltash Town councillors, patient representatives, GPs, the League of Friends and other NHS organisations. Together they were discussing the needs of the community and how services could respond to those needs. These meetings were suspended during Covid lockdown. I assume they will resume soon.

The last workshop meeting was online in September 2020, two proposals were chosen to be put forward for consideration in the next phase.

- The first was to consider the potential for St Barnabas community hospital to be re-purposed as a community health and wellbeing hub should there be a clearly identified need for those activities
- The second was to consider a longer term view around a new build/enhanced healthcare facility on an alternative site (inpatient/extra care, care home/enhanced delivery at primary care. This proposal would mean that the Port view site would be deemed to be no longer necessary and would be sold.

Since that meeting we have heard that The Edward Hain Memorial Hospital in St Ives has been closed. Their Consultation process was further along than ours. There are similarities between the two buildings especially safety and fire concerns and we fear that St Barnabas will be next. Although we are not currently fund raising we have been spending. We have been supporting the District Nurses and the Acute Care at Home team of nurses.

Please will you help us to keep a hospital in our expanding town. I attach some comments from our committee members.

Thank you, with best wishes, Hon. Sec. LOF St. Barnabas Hospital

## Thoughts by St. B. committee members June 2021

- It is so important to many Saltash residents that our community hospital is still used as much as possible for their benefit
- Saint Barnabas Hospital has always held a very high place in the minds of Saltash people. While Derriford [Plymouth] is just across the water the means of reaching it for disabled and elderly persons causes considerable difficulties in view of the poor transport links and is costly. This is particularly true for patients having to use the hospital on a daily basis and also, for families visiting residential patients
- It is an important part of Saltash and people felt looked after and cared for whilst there. It was a very nice place to go and it also means a lot to the community. It would have come in very handy for the Covid Injections, instead of having to travel miles to receive them
- Whilst I appreciate that St. Barnabas is not really feasible as a hospital for in patients, there is no reason why it cannot offer other medical services. For example, I would like to see St. Barnabas hold clinics that are currently done by the local GP. As a diabetic it would be very useful to have to attend one clinic for my annual eye, feet, weight and diet appointment. Instead, I have to attend three separate clinics. This would free up my GP practice which is currently very short of doctors and, therefore, has limited consultation time
- It would also be useful to have an X-ray department like the one in Liskeard and also, if possible, a Phlebotomy department to take blood samples. Again, you either have to get an appointment from your overworked GP's or go to an overworked Derriford department
- I would like to see more out-patient clinics at St Barnabas. Patients often have appointment consultations at Derriford, for pre- operative tests or post-operative checks, neither of which usually requires the equipment of an acute hospital. I believe a Consultant could see 10 or 12 people in an afternoon clinic saving all that travel time and cost. It can take up to an hour each way if you don't or can't drive yourself



## WINDSOR CASTLE

2nd June, 2021.

*Dear Councillor Samuels,*

Thank you for your letter of 13th May, addressed to Sir Edward Young, informing The Queen that Saltash Town Council have closed their Book of Condolence with thirty-seven loose-leaf signings.

Her Majesty was most touched by this thoughtful gesture and much appreciated you taking the time to write as you did.

This message comes to you, and all the people of Saltash, with The Queen's warmest good wishes.

*Yours sincerely,*

Assistant Private Secretary to The Queen

The Worshipful the Mayor of Saltash.

Ahoy Hoy Saltash Town Council,

Please may we ask, on behalf of Saltash Regatta, for a civic parade on Saturday 4th September, meeting at Victoria Gardens from 10.00 am, in preparation for the parade which will leave at 10.30 am. We intend to travel down Fore Street, past the Guildhall and finish at the Waterfront, where we will request that the Mayor hands out an award to the best-dressed organisation please, giving a small speech to open the Regatta.

We will invite other organisations and issue a plan to ensure the order of the parade is in keeping with the requirements.

Please may we ask that this is brought to the attention of the council at the next meeting.

Chair, Saltash Regatta

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of Policy and Finance Committee held on the Guildhall on Thursday 27th May 2021 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, G Challen, L Challen, M Fox (Vice-Chair, in the Chair), S Gillies, S Martin, S Miller (Chairman), J Peggs, A Pinckney, B Samuels, P Samuels, G Taylor and D Yates.

**ALSO PRESENT:** 4 Members of the Public, S Burrows (Assistant Town Clerk), M Thomas (Senior Policy and Data Compliance Officer) and S Emmett (Finance Officer)

**APOLOGIES:** R Bullock.

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#### **1/21/22      HEALTH AND SAFETY ANNOUNCEMENTS**

Councillor Fox in the Chair.

The Chairman informed those present of the actions required in the event of a fire or emergency.

Councillor G Challen informed the Chairman she would be recording the meeting.

#### **2/21/22      TO APPOINT A CHAIRMAN.**

It was proposed by Councillor Bickford, seconded by Councillor Taylor and unanimously **RESOLVED** to appoint Councillor Miller as Chairman.

Councillor Miller asked Members if Councillor Fox could remain in the Chair for this meeting only because he had not had time to prepare.

It was proposed by Councillor Miller, seconded by Councillor Taylor and **RESOLVED** that Councillor Fox remains in the Chair for this meeting only.

#### **3/21/22      TO APPOINT A VICE CHAIRMAN.**

It was proposed by Councillor Miller, seconded by Councillor Taylor and unanimously **RESOLVED** to appoint Councillor Fox as Vice Chairman.

4/21/22

**DECLARATIONS OF INTEREST:**

- a. To receive any declarations from Members of any registrable (5A of the Code of Conduct) and/or non-registrable (5B) interests in matters to be considered at this meeting.
- b. To receive any written requests for dispensations.

None.

<b>Cllr.</b>	<b>Agenda item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left the meeting</b>	<b>Remained at the meeting and did not vote.</b>
Bickford	21b FF101	Non-pecuniary	Member of Saltash Regatta	Yes	n/a
Challen G	21a CC250	Non-pecuniary	Member of Saltash Lions	Yes	n/a
Challen G	21b FF101	Non-pecuniary	Member of Saltash Regatta	Yes	n/a
Fox	21a CC250	Non-pecuniary	Member of Saltash Lions	Yes	n/a
Martin	21b FF101	Non-pecuniary	Cttee. Member Saltash Regatta	Yes	n/a
Martin	21b FF103	Non-pecuniary	Cttee. Member SaltFest	Yes	n/a
Pinckney	21a CC250	Non-pecuniary	Member of Saltash Lions	Yes	n/a
Pinckney	21b FF101	Non-pecuniary	Member of Saltash Regatta	Yes	n/a

**5/21/22      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**6/21/22      TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 9TH MARCH 2021 AS A TRUE AND CORRECT RECORD.**

It was proposed by Councillor Fox, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Policy and Finance Committee held on 9<sup>th</sup> March 2021 were confirmed as a true and correct record subject to amendment to minute nr 173/20/21a be changed to reflect Councillor Miller was the proposer and not Councillor Martin.

**7/21/22      ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST MARCH 2021.**

It was **RESOLVED** to note.

**8/21/22      PETTY CASH RECONCILED UP TO 31ST MARCH 2021.**

It was **RESOLVED** to note.

**9/21/22      TO RECEIVE A REPORT FROM THE FINANCE OFFICER.**

It was **RESOLVED** to note.

Health and Safety Audit Contract

It was proposed by Councillor B Samuels, seconded by Councillor Fox and resolved to **RECOMMEND** to Full Council to approve:

Option 2 to buy 6 days to cover for the year 2021-2022 at a cost of £4,335.00.

A virement of £1,900 from General Reserves to budget code 6214 health and safety to cover the cost of this year's audit.

**10/21/22      TO RECEIVE A REPORT ON VAT.**

It was **RESOLVED** to note.

**11/21/22      TO RECEIVE A REPORT ON INVESTMENTS.**

It was **RESOLVED** to note.

**12/21/22**     **TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. IT WAS NOTED THAT THERE ARE NO DISCREPANCIES TO REPORT.**

It was **RESOLVED** to note.

**13/21/22**     **TO RECEIVE THE END OF YEAR BUDGET STATEMENTS**

It was **RESOLVED** to note.

**14/21/22**     **TO RECEIVE THE END OF YEAR FINANCE REPORT**

Options for Utilisation of Overall 'Free Reserves'

It was proposed by Councillor B Samuels, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council to approve:

Option 1 to increase the contingency reserve to Six months of operating expenditure equating to £584,870

To vire £102,929 from budget code 3199 'Free Reserves' to budget code 3130 'Contingency'.

Option for Contingency Investment

It was proposed by Councillor G Challen, seconded by Councillor Miller and **RESOLVED** that the Finance Officer further investigates investment in the Local Authorities Property Fund with the CCL reporting back to a future P&F meeting.

**15/21/22**     **TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.**

It was **RESOLVED** to note.

**16/21/22**     **TO RECEIVE A REPORT ON SALTASH TOWN MAYORS COMMUNITY ACCOUNT.**

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** to approve the Mayor's Charity A/c be set up as a Community A/c in the name of Saltash Town Community and to be unlinked to the main Town Council account to avoid monthly charges.

**17/21/22**     **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.



**18/21/22 CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.**

None.

**19/21/22 TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER.**

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
STC91	Approve Transfer of £350,000 to Active Saver Precept Funds which takes it above the Risk Threshold of £500,000 for a month	APPROVED	P&F	N/A
STC92	Transfer £240,000 Precept Funds to Cornwall Council	APPROVED	P&F	N/A
STC94	Reopening of the Guildhall reception only as of 17th May 2021 under step 3 of the roadmap out of lockdown	APPROVED	P&F	N/A
STC96	Procurement of an ergonomic desk for the Reception of the Guildhall	APPROVED	P&F	N/A
STC97	Renewal of the three annual Zoom Licences	APPROVED	P&F	N/A
STC98	Increase of SIP Channels to 14 – Guildhall Telephone system	APPROVED	P&F	N/A
STC99	Approved VAT consultancy quote for 2021/22 with Parkinson Partnership	APPROVED	P&F	N/A

It was proposed by Councillor B Samuels, seconded by Councillor Miller and **RESOLVED** to ratify the Covid-19 Delegated Decision Register.

20/21/22

**TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:**

a. Community Chest

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
CC249	Saltash United Juniors FC	£970.00

It was proposed by Councillor Yates, seconded by Councillor B Samuels and **RESOLVED** to award £970.00 to Saltash United Juniors FC.

Councillors G Challen, Fox and Pinckney declared an interest in the next item and left the meeting.

Councillor Miller in the Chair.

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
CC250	Coombe Woods Regeneration Project	£700.00

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to award £700.00 to Coombe Woods Regeneration Project.

Councillors G Challen, Fox and Pinckney were invited and returned to the meeting.

Councillor Fox in the Chair.

b. Festival Fund:

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
FF100	Royal British Legion - Saltash	£700.00

It was proposed by Councillor Bickford, seconded by Councillor Fox and **RESOLVED** to award £700 to the Royal British Legion – Saltash.

Councillors Bickford, G Challen, Martin and Pinckney declared an interest in the next item and left the meeting.

Application Number	Organisation	Amount Requested
FF101	Saltash Regatta	£2,929.43

It was proposed by Councillor B Samuels, seconded by Councillor Miller and **RESOLVED** to award £2,929.43 to Saltash Regatta.

Councillors Bickford, G Challen, Martin and Pinckney were invited and returned to the meeting.

Application Number	Organisation	Amount Requested
FF102	Cornwall Pride	£500.00

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to award £500 to Cornwall Pride.

Councillor Martin declared an interest in the next item and left the meeting.

Application Number	Organisation	Amount Requested
FF103	SaltFest	£1,477.75

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** to award £1,477.75 to SaltFest.

Councillor Martin was invited and returned to the meeting.

The Chairman announced a five minute break.

**21/21/22      TO RECEIVE AND NOTE A REPORT ON FUNDING AWARDED:**

- a. Application CC239 – Saltash Football Club- £1,000 awarded for the replacement of existing boilers and showers in home and away changing rooms.

It was **RESOLVED** to note.

**22/21/22      TO REVIEW THE ADVERTISING OF THE TOWN MESSENGER**

It was proposed by Councillor Fox, seconded by Councillor L Challen and **RESOLVED** that options for publication of the Town Messenger together with quotes are obtained reporting back to a future P&F meeting.

**23/21/22      TO RECEIVE THE FINAL REPORTS FROM THE PROFESSIONAL YOUTH WORK TEAM:**

a. Junkyard Skatepark

It was **RESOLVED** to note

b. Livewire

It was **RESOLVED** to note

c. The Core

It was **RESOLVED** to note

**24/21/22      TO APPROVE THE PROFESSIONAL YOUTH WORK TO GO OUT TO TENDER FOR THE YEAR 2021-2022**

It was proposed by Councillor Fox, seconded by Councillor G Challen and **RESOLVED** to put the Professional Youth Work 2021-22 out to tender.

**25/21/22      TO RECEIVE A REPORT ON FREEDOM OF INFORMATION REQUESTS**

It was **RESOLVED** to note.

**26/21/22      TO RECEIVE A REPORT ON UK GDPR AND DATA PROTECTION**

It was **RESOLVED** to note.

**27/21/22      TO CONSIDER INCREASING THE COMPOSITION OF THE PERSONNEL COMMITTEE FROM SIX TO EIGHT MEMBERS.**

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels to increase the Membership of the Personnel Committee from six to eight Members.

The motion was defeated.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to approve for the Mayor to attend parts one and two of the Personnel Committee meetings as an observer in the public gallery with no voting rights.

Councillor Bickford left the meeting.

**28/21/22      TO REVIEW AND APPROVE THE FOLLOWING POLICIES:**

- a. Standing Orders
- b. Civic Awards Policy
- c. Model Publication Scheme
- d. Scheme of Delegation
- e. Remote Meetings Protocol and Procedure Rules.

It was proposed by Councillor B Samuels, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Council to approve all the policies listed under agenda item 29 collectively.

**29/21/22      TO ADOPT THE FOLLOWING POLICIES/PROTOCOLS:**

- a. Training and Development Policy
- b. Guildhall Covid-19 Physical Face to Face Council Meetings Protocol
- c. Guildhall Covid-19 Physical Face to Face Council Meetings Risk Assessment 10.05.2021

It was proposed by Councillor Fox, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to approve all the policies and protocols listed under agenda item 30 collectively.

**30/21/22      TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

- a. Neighbourhood Plan Steering Group

Councillor Yates reported that the Neighbourhood Plan Steering Group have been responding to questions from the examiner and the process remains ongoing.

- b. Saltash Team for Youth

No report.

- c. Section S106 Steering Group

No report.

**31/21/22      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

**32/21/22      TO CONSIDER CORNWALL COUNCIL ACTING ON BEHALF OF SALTASH TOWN COUNCIL FOR ANY COMPLAINTS RECEIVED FROM PERSISTENT COMPLAINANT NUMBER PC001 UNDER THE CODE.**

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** that Cornwall Council continue to act on behalf of Saltash Town Council for any complaints received by identified persistent complainants.

**33/21/22      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was **RESOLVED** that the public and press be re-admitted to the meeting.

**34/21/22      TO RECEIVE ANY ITEMS FOR INFORMATION PURPOSES ONLY AT THE DISCRETION OF THE CHAIRMAN.**

None.

**35/21/22      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Miller, seconded by Councillor B Samuels and **RESOLVED** to issue the following press and social media releases:

1. Community Chest and Festival Fund grant awards.
2. Professional Youth Work Tender Applications.

**DATE OF NEXT MEETING**

Tuesday 13 July 2021 at 6.30 pm

Rising at: 8.35 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of Personnel Committee held on the Guildhall on Monday 14th June 2021 at 6.30 pm**

**PRESENT:** Councillors: G Challen, M Fox (Chairman), S Miller, J Peggs, B Samuels and G Taylor (Vice-Chairman).

**ALSO PRESENT:** D Joyce (Administration Officer)

**APOLOGIES:** None.

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#### **36/21/22     HEALTH AND SAFETY ANNOUNCEMENTS**

The Chairman informed those present of the actions required in the event of a fire or emergency.

#### **37/21/22     DECLARATIONS OF INTEREST:**

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

#### **38/21/22     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

**39/21/22     STAFFING MATTERS.**

Members received the notes of the informal Personnel meeting held on Monday 7<sup>th</sup> June 2021.

The Chairman updated members on staffing matters.

Due to the nature of the business to be transacted and in accordance with GDPR regulations the Personnel Committee considered minute number 39/21/22 a confidential matter of the Personnel Committee and to remain confidential.

**DATE OF NEXT MEETING**

Tuesday 27 July 2021 at 6.30 pm

Rising at: 7.15 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_



## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of Planning and Licensing Committee held on the Guildhall on Tuesday 15th June 2021 at 6.30 pm**

**PRESENT:** Councillors: R Bullock, G Challen, M Fox (Vice-Chairman), S Martin, S Miller, J Peggs, B Samuels (Chairman), P Samuels and D Yates.

**ALSO PRESENT:** D Joyce (Administration Officer) and F Morris (Planning and General Administrator)

**APOLOGIES:** R Bickford, L Challen, S Gillies, A Pinckney and G Taylor.

### **30/21/22 HEALTH AND SAFETY ANNOUNCEMENTS**

The Chairman informed those present of the actions required in the event of a fire or emergency.

### **31/21/22 DECLARATIONS OF INTEREST:**

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason	Left Meeting
J Peggs	PA21/04427	Non-pecuniary	Member of the House Committee.	Yes
P Samuels	PA21/04427	Non-pecuniary	One Trustee is an acquaintance.	Yes
R Bullock	PA21/04722	Non-pecuniary	Acquaintance.	Yes
G Challen	PA21/04898	Non-pecuniary	Daughter works at the school.	Yes
S Martin	PA21/04898	Non-pecuniary	Children attend the school.	Yes
J Peggs	PA21/04898	Pecuniary	Husband is the surveyor.	Yes

- b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

**32/21/22      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**33/21/22      TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON WEDNESDAY 26TH MAY 2021 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website.

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Wednesday 26<sup>th</sup> May 2021 were confirmed as a true and correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.

**34/21/22      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**35/21/22      PLANNING:**

a. Applications for consideration:

**PA21/03745**

Mr & Mrs William & Stacie Simpson – **Land South of Old Churchtown Farm Farm Lane St Stephens PL12 4AR**

Construction of new residential home to replace demolished blockwork barn.

**Ward: Essa**

Date received: 26/05/21

Response date: 18/06/21

It was proposed by Councillor G Challen, seconded by Councillor Bullock and resolved to **RECOMMEND APPROVAL.**

Councillor Peggs and Councillor P Samuels declared an interest in the next agenda item and left the meeting.

**PA21/04427**

Eric Distin Abbeyfield – **40-42 The Abbeyfield Saltash Society Callington Road Saltash PL12 6DY**

Two storey side extension and small front porch extension (infill).

**Ward: Tamar**

Date received: 21/05/21

Response date: 18/06/21

It was proposed by Councillor Martin, seconded by Councillor Bullock and resolved to **RECOMMEND APPROVAL.**

Councillor Peggs and Councillor P Samuels were invited and returned to the meeting.

**PA21/04437**

Mr & Mrs K Hodge – **Land East Of Longlands St Stephens Saltash PL12 4QQ**

Retrospective planning for pedestrian access to field opposite Longlands Bungalow

**Ward: Trematon**

Date received: 26/05/21

Response date: 18/06/21

It was proposed by Councillor Yates, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL.**

**PA21/04483**

Mr & Mrs K Hodge – **Land South Of Longlands Bungalow Longlands Lane Burraton Coombe Saltash PL12 4QQ**

Retrospective permission for construction of stables

**Ward: Trematon**

Date received: 27/05/21

Response date: 18/06/21

It was proposed by Councillor Yates, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL.**

**PA21/04716**

Cornwall Council – **Flats 1-18 Tamar Street Saltash PL12 4EJ**

Replacement of roof coverings, repairs to chimneys, replacement of gutters, fascias and soffits. Replacement of bird netting.

**Ward: Essa**

Date received: 03/06/21

Response date: 24/06/21

It was proposed by Councillor Fox, seconded by Councillor G Challen and resolved to **RECOMMEND APPROVAL.**

Councillor Bullock declared an interest in the next agenda item and left the meeting.

**PA21/04722**

Mr D Honey – **31 Wood Close Latchbrook Saltash PL12 4TS**

Proposed front porch and alterations to conservatory.

**Ward: Trematon**

Date received: 02/06/21

Response date: 23/06/21

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND APPROVAL**.

Councillor Bullock was invited and returned to the meeting.

Councillors G Challen, S Martin and J Peggs declared an interest in the next agenda item and left the room.

**PA21/04898**

Head Teacher St Stephens Community Primary School – **St Stephens Primary School Long Park Road St Stephens Saltash PL12 4AQ**

Conversion of existing building into additional class rooms.

**Ward: Essa**

Date received: 27/05/21

Response date: 17/06/21

It was **RESOLVED** to defer the application because of the meeting becoming inquorate due to members' declarations of interest and the remaining members being reduced to below the quorate level necessary to consider the application. An agreed extension date to be sought from Cornwall Council's Planning Officer.

Councillors G Challen, S Martin and J Peggs were invited and returned to the meeting.

**PA21/04976**

Mr Shaw – **96 Liskeard Road Saltash PL12 4RH**

Three storey rear extension, two storey side extension, first floor extension, internal remodelling.

**Ward: Tamar**

Date received: 03/06/21

Response date: 24/06/21

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and resolved to **RECOMMEND APPROVAL** subject to:

1. The conditions as stipulated in the previous application to be imposed upon this application.
2. The grass verge to be the subject of an additional condition specifying that it is must be restored to its original state.

**PA21/05064**

Mr D Lidstone Design Development Ltd – **2 Heritage Close Lower Burraton PL12 4SX**

Rear single storey extension measuring 6.3m wide and projecting 4.8m from the existing rear elevation.

**Ward: Tamar**

Date received: 04/06/21

Response date: 25/06/21

It was proposed by Councillor P Samuels, seconded by Councillor Martin and resolved to **RECOMMEND APPROVAL**.

a. Tree applications: None.

b. Tree notifications: None.

**36/21/22**

**CONSIDERATION OF LICENCE APPLICATIONS:**

Application No	LI21_002148
Name and Address	Moto Hospitality Limited – Moto Saltash Carkeel Roundabout Saltash PL12 6LF
Application Type	Premises Licence Application
Licensable Activities	Amend hours for sale by retail of alcohol
Application Accepted	02.06.21.
Representations Deadline	30.06.21.
Case Officer	Claire Green
Ward	Trematon

It was proposed by Councillor Yates, seconded by Councillor Peggs and resolved to **RECOMMEND REFUSAL** to the change in times due to 24/7 being too many hours of opening as this promotes continuous drinking adjacent to a main road and housing development.

**37/21/22**

**CORRESPONDENCE.**

None.

**38/21/22**

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

**39/21/22**

**TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**40/21/22      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that the public and press be re-admitted to the meeting

**41/21/22      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**42/21/22      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 20 July 2021 at 6.30 pm

Rising at: 7.12 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

Agenda Item 24a

**SALTASH SECTION 106 FUNDING DEPLOYMENT PANEL**  
**APPLICATION FORM**

**A. Overview**

1. Name & Address of Organisation: SALTASH CHAMBER OF COMMERCE
2. Title of Project: SALTFEST AND CHRISTMAS FESTIVALS
3. Brief description of project: Subject to the easing of the present lockdown restrictions, to have two events in Fore Street/Longstone Park to encourage the community to visit Fore Street and have a fun day out. The Saltfest to be held on the 30<sup>th</sup> July and the Christmas Festival to be held on the 4<sup>th</sup> December.
4. Total Funding requested: £13,490
5. Dates/instalments that funding is required: First instalment of 50% to be as soon as possible the second instalment of 50% to be in September. In both cases to enable booking of street entertainers etc.
6. Please tick to indicate that the following documents have been enclosed:-

Copy of accounts (except for public bodies)	<input type="checkbox"/>
Copy of Standing Orders (except for public bodies)	<input type="checkbox"/>
Copy of Insurance for this project (if applicable)	<input type="checkbox"/>

**B. Declaration:-**

I confirm that all of the details on this form, including any attachments, are correct to the best of my knowledge, and understand that false or inaccurate information on the form may result in funding being refused or withdrawn

Project Contact : SARAH MARTIN

Date:

## **C. About the applicant organisation:-**

1. Brief description of aims of organisation: SALTASH CHAMBER OF COMMERCE
2. Status of organisation:-  
  
Charity ☐ Public Body ☐ Community Organisation ☐  
  
CIC ☐ Other ☒
3. Date founded: 1950
4. Project contact name: SARAH MARTIN  
  
Position: CHAIRMAN  
  
Contact tel.: 07717 442879  
  
E-mail: chair@saltashchamber.co.uk
5. Senior contact name: HILARY FRANK  
  
Position: CHAMBER MEMBER  
  
Contact tel.: 07964 270145  
  
E-mail: hilary.frank@btinternet.com
6. Please give a brief description of other projects delivered by the organisation: Christmas festivals since 2017 and Mayfair and Window Wanderland 2020.
7. In the event that your organisation ceased to exist, what would happen to its resources and assets? They would be taken over by Saltash Heritage.

## **D1. About the Project/Project Element**

1. Title of Project/Project Element: SALTFEST AND CHRISTMAS FESTIVALS
  1. The festivals are aimed at creating the community/social environment in and around Fore Street which prevailed prior to Covid by having entertainment and other activities to encourage the PL12 into Fore Street within social distancing rules that apply at the time.



2. Both festivals will provide a fun day to the whole of Saltash and beyond offering live music, family entertainment and a large Street Market. In the case of the Christmas Festival this will also include the Lantern Parade and fireworks.
3.
  - i)
    - a. Promoting footfall in the town centre.
    - b. Provide a platform to showcase town centre businesses.
    - c. Promote the image of a vibrant town centre.
  - ii)
  - iii)
    - a. Enables charities/community groups to set up stalls to promote their activities and raise funds.
    - b. Fosters a sense of community cohesion.
    - c. In particular the events attract younger families into the town, which is a profile of the community which, in many cases, do not or rarely come into Fore Street.
    - d. Secures social media/press coverage which helps to promote Fore Street businesses indirectly.
4. Many hours of preparation and planning by a small team including liaising with schools (re. Lantern Parade) retailers, charities and community groups. On the day, in excess of 75 hours of volunteer time including the Chamber members, local cadets, primary school teachers etc.
5. We already have had confirmed £1500 from STC festival fund re. SaltFest and will be making a similar application for the Christmas Festival. The Lantern Parade within the Christmas Festival has been fully sponsored as have the prizes for the fundraising raffle which we expect to raise £2000. The commercial stalls should provide an income of £1000 per festival.
6. We are looking at all opportunities for post Covid funding and will make applications accordingly which will either enable us to enhance the festivals or return some of the monies received through S.106.

## 7. SALTFEST EXPENDITURE

Description	Cost £	Type
Storage	350	Storage
Artwork	150	Advertising
Event Management	1,625.05	Hire and Services
Medical	1,300	Hire and Services
Traditional Marketing	75.25	Advertising
Security	500	Insurance & Licences
Staffing and Volunteers	200	Hire and Services
Waste Management	225	Hire and Services
Traffic Management	1,500	Hire and Services
Saltash Town Band (Parade & Perform)	150	Entertainment
SCC Stage	100	Entertainment
Fore Street Stage Sound	480	Entertainment
Live Music LSP	1,800	Entertainment
Longstone Stage & Sound	1,668	Entertainment
Event Licence	21	Insurance & Licences
COVID measures	150	Expenses
Toilets	111	Hire and Services
Raffle 3 <sup>rd</sup> Prize	50	Entertainment
Raffle 2 <sup>nd</sup> Prize	100	Entertainment
Raffle 1 <sup>st</sup> Prize	150	To be employed
Raffle ticket printing	70	Entertainment
Insurance	500	Insurance & Licences
Advertising	177.75	Saltash Observer
TOTAL	11,553.05	

## CHRISTMAS FESTIVAL EXPENDITURE

Description	Cost £	Type
Artwork	150	Advertising
Event Management	1,625.05	Hire and Services
Medical	1,300	Hire and Services
Traditional Marketing	75.25	Advertising
Security	500	Insurance & Licences
Staffing and Volunteers	200	Hire and Services
Waste Management	225	Hire and Services
Traffic Management	1,500	Hire and Services
Saltash Town Band (Parade & Perform)	150	Entertainment
SCC Stage	100	Entertainment
Fore Street Stage Sound	480	Entertainment
Live Music FS	100	Entertainment
Live Music LSP	1,800	Entertainment
Event Licence	21	Insurance & Licences
COVID measures	150	Expenses
Toilets	111	Hire and Services
Insurances	500	Insurance & Licences
Advertising	177.75	Saltash Observer
<b>TOTAL</b>	<b>9,235.05</b>	

### 8. Total costs requested from Section 106 Funding:

Total cost	£20,788.10	£20,788.10
Less Sponsorship (to date)	£2,300	

Less Festival Fund (granted)	£1,499
Less Festival Fund (to be applied for)	£1,499
Less stall income	£2,000

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£7,298

£7,298

---

£13,490.10

9. If approved, when would the project begin? ASAP – remainder by 1/11/21

10. When would the project be complete? 4<sup>th</sup> December 2021

11. What ongoing maintenance would be required, and how would this be funded (including if it is part of the bid)? N/A

12. Do you require insurance for this project? Yes ☒ No ☐

If yes, please give details: To purchase once event is set to go ahead.

13. Does the project require work valued at £2,500 or above from any individual supplier? Yes ☐ No ☒

**If yes, please note that submitting this form commits you to obtain three quotations for any such piece of work.**

14. Does the project require work valued at £25,000 or above from any individual supplier? Yes ☐ No ☒

**If yes, please note that submitting this form commits you to carry out a full tender process for any such piece of work.**

15. Do you require any further permission(s) for this work, including planning permission? If so, please indicate the permissions required and current stage: No

16. Please provide a brief summary of any project risks and how they will be mitigated:

A. Maintaining social distancing – existing signage and regular messaging through speaker system.

B. Public Liability issues – covered in insurance policy

## **E. Project Management**

1. Project Managers name: SARAH MARTIN

Position: CHAIRMAN

Contact tel.: 07717 442879

E-mail: chair@saltashchamber.co.uk

2. Breakdown of Project Management Costs : NIL

Item	Cost	Source of cost (inc. estimate).	Included in Section D estimates?
Total			

**F. Total Costs requested from Section 106 Funding -£13,490 ex VAT**

**G. Treatment of Value Added Tax –**

Please note that the grants under this scheme are provided net of VAT.

Agenda Item 24b

**SALTASH SECTION 106 FUNDING DEPLOYMENT PANEL**  
**APPLICATION FORM**

**A. Overview**

1. Name & Address of Organisation: SALTASH CHAMBER OF COMMERCE
2. Title of Project: Redemption of up to 2 hours parking charges to car park users by independent retailers in Fore Street
3. Brief description of project: Parking meters will be adjusted to issue a double ticket thereby allowing car park users to take one portion with them when shopping in Fore Street where local traders will sign up to a scheme to reduce the cost of purchases by the cost of the car parking fee up to a maximum of 2 hours i.e. £1.60 providing the purchase in any single shop is more than £10. The scheme to run for 6 months from 1<sup>st</sup> September. The retailers can then reclaim the redemption via the Chamber Treasurer.
4. Total Funding requested: £3,400
5. Dates/instalments that funding is required: Prior to 1<sup>st</sup> September 2021
6. Please tick to indicate that the following documents have been enclosed:-

Copy of accounts (except for public bodies) ☒

Copy of Standing Orders (except for public bodies) ☐

Copy of Insurance for this project (if applicable) ☐

**B. Declaration:-**

I confirm that all of the details on this form, including any attachments, are correct to the best of my knowledge, and understand that false or inaccurate information on the form may result in funding being refused or withdrawn

Project Contact : SARAH MARTIN

Date:

## C. About the applicant organisation:-

1. Brief description of aims of organisation: SALTASH CHAMBER OF COMMERCE – to promote and represent the business community.
2. Status of organisation:-  
  
Charity ☐ Public Body ☐ Community Organisation ☐  
  
CIC ☐ Other ☒
3. Date founded: 1950
4. Project contact name: SARAH MARTIN  
  
Position: CHAIRMAN  
  
Contact tel.: 07717 442879  
  
E-mail: chair@saltashchamber.co.uk
5. Senior contact name: DOUGLAS BOND  
  
Position: TREASURER  
  
Contact tel.: 07739 212045  
  
E-mail: douglas@douglasbond.co.uk
6. Please give a brief description of other projects delivered by the organisation: Two previous car parking schemes namely a similar one to that now proposed and the scheme which allowed two hours parking for the cost of one hour.
7. In the event that your organisation ceased to exist, what would happen to its resources and assets? They would be taken over by Saltash Heritage.

## D1. About the Project/Project Element

1. Title of Project/Project Element: Redemption of up to 2 hours of parking charges to car park users by independent retailers in Fore Street.

The proposal is for the amendment of the car park meters so that a double ticket is issued, one for window display the other to be the redemption ticket which can then be taken into retailers participating in the scheme to reclaim the cost of up to 2 hours parking against purchase of £10 or more. The retailer retains the ticket and can claim the cost back from the Chamber.

The proposal thereby acknowledges that cars are used to go shopping but gives encouragement to shop in Saltash where, effectively, a 2-hour shop will then be at no cost to the car park user.

2. The scheme was used effectively previously but this time only our local traders will be asked to participate and there will be better promotion of the scheme on social media and local press. Retailers participating in the scheme will have a window sticker to show they are participating and unlike the previous scheme, which was administered initially by the Town Council, the retailers will be able to get redemption of the ticket money 3 working days after submitting a valid claim.
3.
  - i. As has been shown by many surveys, nationally and locally, the cost of car parking is a deterrent to town centre shoppers who will then shop out of town where parking is free. This scheme gives up to 2 hours free parking and therefore not only equates the town centre to out of town but enables shoppers to linger as both the one hour and two hour stay can be free.
  - ii. It is hoped that by increasing customer flow retailers will need more employees.
  - iii. Although Fore Street appears to be popular (as exhibited by the relative lack of empty units) there are many businesses which are having difficulty in recovering from COVID LOCKDOWN and need more customers spending more. This scheme will generate more of the community to come to the town centre and maybe spend more due to saving on car parking, and stay longer as up to 2 hours can thereby be free – thereby encouraging the dwell factor.

The scheme comes at a time when consumers are reluctant to travel into Plymouth and are starting to realise the benefits of staying local.

4. Volunteer time will be spent on persuading traders and the community of the benefit of the scheme and comes as an add on to other initiatives including festivals and Fiver Fest/shop local.
5. The Chamber will contribute £1000 from its own resources.
6. NONE.



7. Ticket redemption @ £600 per week	£3,600	various traders
Promotion in press	£500	Saltash Observer and Saltash Voice
Window stickers	£100	local supplier
Information leaflets	£200	
<hr/>		
TOTAL	£4,400	

8. TOTAL COST	£4,400
LESS CHAMBER CONTRIBUTIONS	£1,000
<hr/>	
	£3,400

9. If approved, when would the project begin? 1<sup>st</sup> September 2021

10. When would the project be complete? 28<sup>th</sup> February 2022

11. What ongoing maintenance would be required, and how would this be funded (including if it is part of the bid)? NIL

12. Do you require insurance for this project? Yes ☐ No ☒

If yes, please give details:

13. Does the project require work valued at £2,500 or above from any individual supplier? Yes ☐ No ☒

**If yes, please note that submitting this form commits you to obtain three quotations for any such piece of work.**

14. Does the project require work valued at £25,000 or above from any individual supplier? Yes ☐ No ☒

**If yes, please note that submitting this form commits you to carry out a full tender process for any such piece of work.**

15. Do you require any further permission(s) for this work, including planning permission? If so, please indicate the permissions required and current stage: No

16. Please provide a brief summary of any project risks and how they will be mitigated: NIL

## **E. Project Management**

1. Project Managers name: SARAH MARTIN

Position: CHAIRMAN

Contact tel.: 07717 442879

E-mail: chair@saltashchamber.co.uk

2. Breakdown of Project Management Costs : NIL

Item	Cost	Source of cost (inc. estimate).	Included in Section D estimates?
Total			

**F. Total Costs requested from Section 106 Funding -£3,400 ex VAT**

**G. Treatment of Value Added Tax – N/A**

Please note that the grants under this scheme are provided net of VAT.

Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We .....  
(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
Trematon Castle Castle Hill			
Post town	Saltash	Postcode	PL12 4QW
Telephone number at premises (if any)			
Non-domestic rateable value of premises		£ nil	

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD		MM		YYYY			
2	4	0	6	2	0	2	1

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD		MM		YYYY			

Please give a general description of the premises (please read guidance note 1)

B&amp;B and Pop-up hotel

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

--

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A) ☐
- b) films (if ticking yes, fill in box B) ☐
- c) indoor sporting events (if ticking yes, fill in box C) ☐
- d) boxing or wrestling entertainment (if ticking yes, fill in box D) ☐
- e) live music (if ticking yes, fill in box E) ☐
- f) recorded music (if ticking yes, fill in box F) ☐
- g) performances of dance (if ticking yes, fill in box G) ☐
- h) anything of a similar description to that falling within (e), (f) or (g)  
(if ticking yes, fill in box H) ☐

**Provision of late night refreshment** (if ticking yes, fill in box I) ☐

**Supply of alcohol** (if ticking yes, fill in box J) X

**In all cases complete boxes K, L and M**

## A

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)		
Thur					
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sun					

**B**

<b>Films</b> Standard days and timings (please read guidance note 7)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)			
Mon						
Tue						
Wed			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)			
Thur						
Fri						
Sat			<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)			
Sun						

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon	-----	-----	
Tue	-----	-----	<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Wed	-----	-----	
Thur	-----	-----	<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)
Fri	-----	-----	
Sat	-----	-----	
Sun	-----	-----	



**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon	-----	-----			
Tue	-----	-----	<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Wed	-----	-----			
Thur	-----	-----	<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri	-----	-----			
Sat	-----	-----			
Sun	-----	-----			

**E**

<b>Live music</b> Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon	-----	-----			
Tue	-----	-----			
Wed	-----	-----	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Thur	-----	-----			
Fri	-----	-----	<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	-----	-----			
Sun	-----	-----			

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon	-----	-----			
Tue	-----	-----	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Wed	-----	-----			
Thur	-----	-----	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri	-----	-----			
Sat	-----	-----			
Sun	-----	-----			

## G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

## H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon	-----	-----		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	-----	-----	<u>Please give further details here</u> (please read guidance note 4)		
Wed	-----	-----			
Thur	-----	-----	<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri	-----	-----			
Sat	-----	-----	<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun	-----	-----			

## I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)</b>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

## J

Supply of alcohol Standard days and timings (please read guidance note 7)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 8)	On the premises	x <input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon	11am	23pm	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 5)		
Tue	11am	23pm			
Wed	11am	23pm			
Thur	11am	23pm			
			<u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri	11am	23pm			
Sat	11am	23pm			
Sun	11am	23pm			

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

**K**

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9). NON

**L**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b><u>State any seasonal variations</u></b> (please read guidance note 5)  The paying guest that our staying over on site have access to the premises 24hr per day for the duration of there stay.  Not open to general public to walk in, they will needed to pre-book accommodation to be come a guest to have access to the premises.
Day	Start	Finish	<b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6)
Mon	00.00	24.00	
Tue	00.00	24.00	
Wed	00.00	24.00	
Thur	00.00	24.00	
Fri	00.00	24.00	
Sat	00.00	24.00	
Sun	00.00	24.00	



## M

Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

The Licensee, , shall ensure that all times when the premises are for any licensable activity, there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder. The Licensee shall ensure that all staff will undertake training in their responsibilities in relation to the sale of alcohol, particularly with regard to drunkenness and underage persons. Records will be kept of training and refresher training.

**b) The prevention of crime and disorder**

We will have Installed CCTV - Nest Camera through out the property.  
This is a pre-recorded online system that the police can download any footage  
Have signage explaining that CCTV is in operation for the customer protection

**c) Public safety**

Fire safety procedures are in place including fire extinguishers (foam, H2O and CO2), fire blanket, internally illuminated fire exit signs, numerous smoke detectors and emergency lighting (see enclosed plan for details of locations). All appliances are inspected annually.  
All emergency exits shall be kept free from obstruction at all times.

**e) The protection of children from harm**

The licensee and staff will ask persons who appear to be under the age of 25 for photographic ID such as proof of age cards, the Connexions Card and Citizen Card, photographic driving licence or passport, an official identity card issued by HM Forces or by an EU country, bearing the photograph and date of birth of bearer.  
All staff will be trained for UNDERAGE SALES PREVENTION regularly.  
A register of refused sales shall be kept and maintained on the premises.



