



# ***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)

30 July 2021

Dear Councillor

I write to summon you to the **meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 5th August 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 encourage members of the public and press attending Council meetings to wear a face covering, unless medically exempt, and to consider their own unique circumstances before attending.

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 M Griffiths A Pinckney Vacancy	L Challen J Dent 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.
7. Report by Community Enterprises PL12. (To Follow)
8. CNP report for noting or matters arising.
9. CNP Action Points for Reports.
10. To receive a report on behalf of Safer Saltash. (To Follow)
11. To receive a report from Saltash Chamber of Commerce. (To Follow)
12. To receive a report from the Climate Change and Environmental Working Party. (Page 8)
13. To receive a report from Cornwall Councillors.
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 Meetings held on Thursday 1st July 2021 and the Extraordinary Full Town Council Meeting held on Wednesday 14th July 2021 as a true and correct record. (Pages 9 - 28)

17. Finance:
  - a. To advise the following receipts in: (Page 29)
    - i. June 2021
  - b. To advise the following payments in: (Pages 30 - 31)
    - ii. June 2021
  - c. Urgent and essential works actioned by the Clerk under Financial Regulations.
  - d. To note that bank reconciliations up to 31st May 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 consider a festival fund application: (Pages 32 - 50)

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
FF104	Friends of Tincombe	£648.00

19. To receive and approve amendments to the Schedule of Meetings 2021-2022. (Page 51)
20. To consider the Acting Town Clerk to wear the Town Clerk's Full Civic Regalia at future Town Council Civic Events.
21. To receive a by-election update for Essa Ward.
22. Correspondence:
  - a. Mobile Speed Activation Sign Locations - Cornwall Gateway. (Pages 52 - 53)
  - b. To receive an update on the A38 Road Safety Improvements - Sheryll Murray MP. (Pages 54 - 73)
  - c. To receive a letter regarding Go-Ahead Group Climate Change Strategy - Go SouthWest. (Page 74)
  - d. Free Landmark Trees - Cornwall Council. (Pages 75 - 79)

23. To receive and note the minutes of the following Committees and consider any recommendations:
  - a. Joint Burial Board held on Tuesday 6th July 2021. (Pages 80 - 93)
  - b. Policy and Finance held on Tuesday 13th July 2021. (Pages 94 - 98)
  - c. Services held on Thursday 14th July 2021. (Pages 99 - 104)
  - d. Extraordinary Personnel held on Thursday 15th July 2021. (Pages 105 - 106)
  - e. Planning and Licensing held on Tuesday 20th July 2021. (Pages 107 - 115)
  - f. Personnel held on Tuesday 27th July 2021. (Pages 116 - 119)
24. To receive and note the minutes of the following Sub Committees and consider any recommendations:
  - a. Devolution Sub Committee held on Wednesday 21st July 2021. (Pages 120 - 123)
  - b. Station Sub Committee held on Thursday 22nd July 2021. (Pages 124 - 128)
  - c. Library Sub Committee held on Tuesday 3rd August 2021. (To Follow)
25. To appoint a Member to the Christmas Lights and Town Events Sub Committee.  
**(Two vacancies with a composition of eight Members)**
26. To consider appointing a Member and/or a representation from a local group to engage in the proposed Cornwall Gateway Climate Change Working Group.  
(Page 129)
27. Neighbourhood Plan Submission Update.
28. Planning:
  - a. Applications for consideration:

**PA21/01828**  
Re-Consultation  
Mr Alan Donovan - **1 The Moorings Babis Lane St Stephens Saltash PL12 4FG**  
To landscape the slope at the end of the level part of the garden to include a boat store/shed on the lower ground.  
**Ward: Essa**  
Date received: 26/07/21  
Response date: 13/08/21  
<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QOXEM>



## 29. Consideration of Licence Applications: (Pages 130 - 150)

Premises Name & Address	Saltash Regatta – Brunel Green, Jubilee Green, Waterside Green & Section of Old Ferry Road, Saltash, PL12.
Applicant	Saltash Regatta Committee
Application Accepted	27.07.2021
Application Type	Grant
Licensable Activities	Regulated entertainment
Ref.	LI21_003249
Representations Deadline	24.08.2021
Licensing Officer	Linda Edmunds

30. Meet your Councillors:
  - a. Arrangements for future meetings.
31. 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.
32. To consider any items referred from the main part of the agenda.
33. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
34. To consider urgent non-financial items at the discretion of the Chairman.
35. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
36. Date of next meeting: Thursday 2nd September 2021 at 7:00 p.m.
37. 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:

6 <sup>th</sup> June	Saltash Rugby Club End of Season Festival and Awards Presentation
11 <sup>th</sup> June	Saltash Town Band Annual General Meeting
30 <sup>th</sup> June	Rotary Club of Saltash Presidents Handover Event on the occasion of the new President taking office
2 <sup>nd</sup> July	Saltash Town Band rehearsals and Awards presentation
20 <sup>th</sup> July	S106 Panel meeting
2 <sup>nd</sup> August	Meet with potential new Mayor's Cadet

Please note: all visits attended adhered to our Covid Risk Assessment and were socially distanced, where applicable.

## Community Enterprises PL12

### Report to Saltash Town Council

August 2021

Firstly, the bad news. With heavy hearts, we made the difficult decision in July to withdraw from taking on 24 Fore St (old Barclays building). This was due to spiralling unforeseen costs, and a very uncertain economic future.

We are currently exploring other options to find a new home for some of our projects, in particular the community Fridge and Larder, which is getting busier every month, and sees about 60 visitors every session it's open. The food is free to anyone who uses it, although we do ask that people only take what they can use, so that there's plenty for everyone.

Dementia Voice has re-started their activities, with lunch trips, singing sessions & cafes all now taking place, the re-opening has been keenly anticipated.

We are recruiting new volunteers to help run our enterprises, and have a Volunteer Open Evening planned for Thursday 5<sup>th</sup> August 4-6pm in Saltash Social Club.

Our new 9-seater bus has joined our 16-seater to provide day trips, and every trip so far has been fully booked with people eager to get out & about once more. We are currently designing the artwork for the buses, so keep your eyes peeled over the next few weeks.

Our new website should be launched this month, after many weeks of planning. This will include a small online shop, selling our Saltash-themed items including our eye-catching "What Makes Saltash Great" tea towel.

Dig for Saltash continues, with organically-grown produce from the Community school plot (grown by volunteers) being sold through the Community shop on a pay-as-you-feel basis. We are also receiving produce donations from residents, including plums, courgettes & runner beans. All proceeds will buy new seed for next year and help support the community fridge.

Our AGM has been scheduled for Wednesday 29<sup>th</sup> September, venue TBC.

We hosted a successful "Life Skills PL12" meeting this month, bringing together groups, organisations and charities who are involved in giving PL12 residents life skills and job skills. We hope this forum will result in some new connections being made, and give people access to courses and experience to improve their chances in the job market.

## Safer Saltash Report for August 2021

The last meeting was on 20th July, and the main topic being progressed at present is still regarding Antisocial behaviour, particularly on the Waterside. Several agencies have met specifically to work together, and having formulated a Summer Action plan a meeting with STC ASDM took place on Fri 2nd, when other local stakeholders were also invited to give input.

Unfortunately the rapid deployment CCTV camera offered at that time was not viable, due to there being no suitable lamppost in the area, (because that is the single recognised method of installation due to power and mounting requirements). Although alternative mountings also proved unviable, a building mounted arrangement is currently being considered, or a substitute location.

An initial attendance on site was organised at short notice on 17th July, with Police, Fire Service and youth workers in attendance, who engaged with groups of youngsters. However, because the timing of the presence was out of sync with the tide, the most significant issues (tombstoning off the Railway pillar/Ashtorre) were not apparent.

The proposal for a more comprehensive CCTV system from the top of Fore Street to the Waterside, possibly including SaltMill is currently scheduled to be presented to the Council in September.

**END OF REPORT**

## Report to STC - August 2021

### **Tamar Bridge resurfacing project**

Work on the second phase has started now on the Tamar Bridge which means that the cantilevers have reopened and work on the main deck has begun. Chamber has been involved in key stakeholder meetings alongside Cornwall Councillors and Plymouth City Councillors and is working on a community engagement event which will be held together with the main contractor of the bridge works Volkerlaser.

### **SaltFest 2021**

The one-day SaltFest on 31 July organised under the umbrella of the Chamber of Commerce proved to be just the tonic that Saltash needed as a first event after a long and hard 18 months. Stall holders, retailers, community groups and the public alike were in full praise of the event, with some lovely comments sent thanking the team and volunteers for their efforts.

The event was busy but not packed, with plenty of space to maintain social distancing in Fore Street and on Longstone Park. The music being extended into the evening was a definite crowdpleaser, and feedback shows there is certainly an appetite for more such music events in the Saltash summer events calendar.

We would like to thank Saltash Town Council and Carlton Plastics for sponsoring the event, and Chamber members Chapple Property Management, Eclectic at Home and The Bookshelf for their generous donations of cash prizes for our Fund the Fun raffle.

Thanks to all who came for supporting the event and for buying over 1000 raffle tickets. And congratulations to the Mayor and Mayoress on winning third prize!

### **S106 Bids**

Chamber took two bids to the S106 panel last month: help with funding SaltFest 2021/Christmas Festival 2021, and a subsidised car parking initiative to be run in the Autumn to boost footfall in the town. Both bids were granted by the panel and we would like to thank all panel members for their support.

### **New Chamber website**

Chamber has a new website and a new domain name - [www.saltashchamber.co.uk](http://www.saltashchamber.co.uk). The brilliant team at Carbon Pixel have been working these last few months on a new website, more representative of the Chamber of Commerce in Saltash. We are really pleased with the results! We will continue working on the website to keep it up to date so that all Saltash businesses are up to speed with events and initiatives we are working on. Thank you to Antonia and Shane at Carbon Pixel for their continued hard work on the website.

### **August networking meeting**

There is no Chamber meeting in August as is the case every year in the summer holidays but we felt it was important now restrictions have been lifted to get together for a networking event. We will be organising one for Fore Street to take place in Studio 79, date tbc. More information will be sent out to members and distributed via our social media channels.

Sarah Martin  
Chair of Saltash Chamber of Commerce

## Climate Change Working Group – 8 July 2021

The group met with a new energised focus, following the declaration by STC recognising the climate emergency and we agreed to work towards specific plans and activities for Saltash.

1 – Engagement with the community, through social media – Facebook

2 – Back to basic – Love your town, support town litter initiatives (SEA )

Also can STC confirm that all the current service delivery team remain trained and empowered to inform and fine littering / dog waste?

3 - Focus on Transport – Establishing Saltash as a sustainable carbon friendly transport town with connectivity to Cornwall, Plymouth and beyond

Train

20's Plenty

Cycle and walking routes, well publicised and signposted.

E-Bike initiative

E – car charging points

Exploring Funding opportunities and partnerships

4 – Trees

Investigate areas for planting,

Join groups, initiatives for tree allocations – Woodland Trust, Landmark Tree (forest for Cornwall) Plant a Tree for the Jubilee.

We have submitted a declaration of interest for a Landmark Tree for 2022, giving STC time to decide where to plant and reason for the tree.

**End of Report**

## **SALTASH TOWN COUNCIL**

### **Minutes of the Extraordinary Meeting of Saltash Town Council held at the Guildhall on Wednesday 14th July 2021 at 6.00 pm**

**PRESENT:** Councillors: R Bickford (Vice-Chairman), R Bullock, J Dent, S Gillies, S Martin, S Miller, J Peggs, B Samuels, P Samuels (Chairman), G Taylor and D Yates.

**ALSO PRESENT:** S Burrows (Acting Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors G Challen, M Griffiths and A Pinckney.

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#### **130/21/22 HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **131/21/22 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.

#### **132/21/22 TO RECEIVE AND NOTE THE MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 30TH JUNE 2021 AND CONSIDER ANY RECOMMENDATIONS.**

##### **RECOMMENDATION 1**

##### **47/21/22 TO REVIEW THE STAFFING STRUCTURE.**

##### **Library:**

It was proposed by Councillor Peggs, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Council:

1. To appoint a permanent Library and Information Assistant at 20 hours per week.
2. NJC 7-9, commencing on point 7.
3. Total costs for the period of employment from 1st August 2021 to 31st March 2022 an amount of £8,594.31.
4. Allocated to General Reserves.
5. Community Hub Team Leader to work up the job description and person specification to be received at the next Personnel meeting.

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

#### **RECOMMENDATION 2:**

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

1. Reflect the duties and responsibilities of the post of Community Hub Team Leader at NJC scale 10-12 and to receive an uplift to NJC scale 18-23.
2. Commence on point 18 back dated to 1st July 2021 in recognition of work undertaken to date.
3. Vire from the Library Staffing Contingency budget to the Library Staffing budget an amount of £2,096.80 within budget.

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

#### Human Resources:

It was proposed by Councillor Taylor, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council to seek outsourcing the Human Resources back log of work on a three month fixed term contract within budget.

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

#### **133/21/22 TO CONSIDER QUOTATIONS FOR BUILDING WORKS AT ISAMBARD HOUSE (SALTASH STATION BUILDING).**

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to:



1. Appoint contractor C to undertake the refurbishment works at Isambard House (Saltash Station Building)
2. Approve a maximum spend of up to £15,000 from within the Station Budget to carry out 'fit-out' works to the extension at the station, and other station building works. The primary contractor to be contractor C, but other contractors will be appointed as necessary.
3. Further, give delegated authority to make decisions on the detail of the additional works (within the approved £15,000) to Councillor Richard Bickford and the Service Delivery Manager, but with due consultation with members of the Station Property Sub Committee reporting back to Full Council.

**134/21/22     DATE OF NEXT MEETING: THURSDAY 5TH AUGUST 2021 AT 7:00 P.M.**

Thursday 5<sup>th</sup> August 2021 at 7.00pm

**135/21/22     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.

**DATE OF NEXT MEETING**

Thursday 5 August 2021 at 7.00 pm

Rising at: 6.15 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of Saltash Town Council held at the Guildhall on Thursday 1st July 2021 at 7.00 pm**

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

**ALSO PRESENT:** 1 Member of the Public, 2 Members of the Press, Reverend T Parkman, H Frank (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Assistant Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors R Bickford (Vice-Chairman) and L Challen, S Lennox-Boyd (Cornwall Councillor), J Baskott (Chair Community Enterprises PL12)

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

**97/21/22     PRAYERS.**

Reverend Tim Parkman led prayers.

**98/21/22     HEALTH AND SAFETY ANNOUNCEMENTS**

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

The Chairman welcomed newly Co-opted Members - Councillors Dent and Griffiths.

Councillor G Challen arrived at the meeting

Councillors B Samuels and G Challen informed the Chairman they would be recording the meeting.

**99/21/22     TO VOTE A VICE CHAIR**

Following a vote, it was proposed by Councillor P Samuels, seconded by Councillor Yates and **RESOLVED** to appoint Councillor Dent for this meeting only as Vice Chairman due to the absence of the Deputy Mayor.

**100/21/22    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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left the Meeting</b>
Martin	20d	Non-Pecuniary	Member of the Committee	Yes
Martin	20i	Non-Pecuniary	Member of the Committee	Yes
G Challen	20i	Non-Pecuniary	Member of the Committee	Yes
Pinckney	20i	Non-Pecuniary	Member of the Committee	Yes
Martin	23a	Non-Pecuniary	Chairman of Committee	Yes
Martin	23b	Non-Pecuniary	Chairman of Committee	Yes
Bullock	24a	Non-Pecuniary	Acquaintance	Yes
Yates	25	Non-Pecuniary	Neighbour	Yes

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

None.

**101/21/22    CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

**102/21/22    MONTHLY CRIME FIGURES**

It was **RESOLVED** to note.

**103/21/22     REPORT BY COMMUNITY ENTERPRISES PL12**

J Baskott – Chair of Community Enterprises PL12 passed on her apologies and the Acting Town Clerk informed Members that due to the next scheduled meeting of the directors of Community Enterprises to be held on 30<sup>th</sup> June 2021 there was nothing further to report from the previous report submitted and received by Members in June.

It was **RESOLVED** to note.

**104/21/22     CNP REPORT FOR NOTING OR MATTERS ARISING**

It was **RESOLVED** to note.

**105/21/22     CNP ACTION POINTS FOR REPORTS**

The Chairman confirmed the Committees Terms of Reference were agreed at the meeting with the next scheduled Cornwall Gateway Community Network Panel meeting to be held on 8<sup>th</sup> September 2021.

Councillor P Samuels congratulated Cornwall Councillor Frank in her election as Chairman of Cornwall Gateway Community Network Panel.

It was **RESOLVED** to note.

**106/21/22     TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH**

Councillor Miller informed Members of the multi-agency initiative on tackling anti-social behaviour with an additional site meeting scheduled for Friday 2<sup>nd</sup> June 2021 to ascertain an action plan for the summer holidays, including exploring various loan and finance options that may be available.

Councillor Miller mentioned an ongoing report, for the feasibility and requirement of CCTV in Fore Street and other locations being compiled, with a presentation to be provided at the following Full Council meeting scheduled for August.

It was **RESOLVED** to note.

**107/21/22    TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS**

Cornwall Councillor Worth informed Members of the latest information received after submission of Cornwall Council's report:

1. Councillor Worth's appointment to the Tamar Valley AONB.
2. The scheduled visit of the Environment Minister, Rebecca Pow MP, to the Tamar Valley on Monday 28<sup>th</sup> July 2021.
3. The traveller community in Salt Mill and the subsequent incidents at Saltash Services which are currently being investigated.
4. Councillor Worth's appointment as Joint Chair of the Tamar Bridge and Torpoint Ferry Committee as well as the Deputy Portfolio Holder Transport for Cornwall.
5. The issues relating to the Tamar Bridge, A38, Gilston Road and Carkeel Roundabout with workshops underway involving clear representations from all user groups, Councillors and MP's on both sides of the river Tamar.
6. Lane changes which are being implemented up to 45 times a day compared to the 8 changes that took place prior to the resurfacing works being undertaken.
7. Additional signage erected to advise users to drive via Carkeel Roundabout and the Saltash Tunnel to Plymouth to avoid further congestion and delays on Fore Street.
8. Focus being placed on how best to manage the access from the Saltash Slip onto the bridge and the impending use of the cantilevers.
9. An offer which is supported by Cllr Philip Desmond, Transport Portfolio Holder from the Priority Program, Quality of Life to consider Fore St a "Living Street" and follow a Health Street concept. A trial and resulting TRO are awaiting with Saltash Town Council to consider and confirm if they wish to proceed.

Cornwall Councillor Frank updated Members on the current situation with the travellers site at Salt Mill and the legal obligations Cornwall Council have to adhere to. Councillor Frank assured Members that Cornwall Council are ready to act accordingly subject to a report being issued on Friday 2<sup>nd</sup> July.

It was **RESOLVED** to note.

**108/21/22    TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE**

It was **RESOLVED** to note.

**109/21/22    TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**110/21/22    QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL**

None.

**111/21/22    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**

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

It was proposed by Councillor P Samuels, seconded by Councillor Taylor and **RESOLVED** to amend minute 107/21/22 to include the name of the member of public awarded a certificate of appreciation subject to their approval.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to amend minute 128/21/22 to reflect the correct dates of the Fiver Fest to 12<sup>th</sup> and 26<sup>th</sup> June 2021.

It was proposed by Councillor P Samuels, seconded by Councillor Pinckney and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 3<sup>rd</sup> June 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.

It was proposed by Councillor Miller, seconded by Councillor Martin and **RESOLVED** to amend the title of the minutes to reflect that the meeting of 24<sup>th</sup> June 2021 was an Extraordinary meeting.

It was proposed by Councillor Yates, seconded by Councillor Miller and **RESOLVED** to amend minute 93/21/22 to state that the decision to appoint one Member to the Personnel Committee be ratified at a future Full Council meeting.

It was proposed by Councillor P Samuels, seconded by Councillor Taylor and **RESOLVED** that the minutes of the Extraordinary Full Town Council Meeting held on Thursday 24<sup>th</sup> June 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.

**112/21/22    FINANCE:**

- a. To advise the following receipts in: (Page 36)
  - i. May 2021

It was **RESOLVED** to note.

- b. To advise the following payments in:
  - ii. May 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 31<sup>st</sup> March 2021 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

To note that the last bank reconciliations up to the 31<sup>st</sup> March 2021 were reviewed correct by the Chairman of Policy and Finance and the Town Clerk further recommendations are pending due to the appointment of a new chair.

It was **RESOLVED** to note that reconciliations are pending due to the newly elected Chairman of Policy and Finance.

- 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.

It was **RESOLVED** to note that reconciliations are pending due to the newly elected Chairman of Policy and Finance.



**113/21/22    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).**

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** to appoint Councillor Dent to the Joint Burial Board Committee.

It was proposed by Councillor P Samuels, seconded by Councillor Taylor and **RESOLVED** to appoint Councillor Pinckney to the Joint Burial Board Committee.

**114/21/22    TO APPOINT MEMBERS TO THE FOLLOWING SUB COMMITTEES:**

- a. Property Maintenance  
**(Three Vacancies)**  
**(Composition of eight Members)**

It was proposed by Councillor P Samuels, seconded by Councillor G Challen and **RESOLVED** to appoint Councillors Bullock, Dent and Yates to the Property Maintenance Sub Committee.

- b. Station Property  
**(One vacancy)**  
**(Composition of eight Members)**

It was proposed by Councillor P Samuels, seconded by Councillor Yates and **RESOLVED** to appoint Councillor Dent to the Station Property Sub Committee.

- c. Town Centre Vision  
**(One vacancy)**  
**(Composition of eight members)**

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** to appoint Councillor Griffiths to the Town Centre Vision Sub Committee.

- d. Library  
(One vacancy)  
(Composition of eight Members)

Councillors Dent and Miller showed interest in the Membership of the Library Sub Committee.

Following a vote it was **RESOLVED** that Councillor Dent be appointed to the library Sub Committee.

- e. Christmas Lights and Town Events  
(Three vacancies)  
(Composition of eight Members)

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to appoint Councillor Pinckney to the Christmas Lights and Town Events Sub Committee with two vacancies still outstanding.

**115/21/22    TO APPOINT MEMBERS TO THE FOLLOWING WORKING PARTIES:**

- a. Saltash Team for Youth  
(Two vacancies)  
(Composition of four Members)

It was proposed by Councillor G Challen, seconded by Councillor Peggs and **RESOLVED** to appoint Councillor Griffiths and Taylor to the Saltash Team for Youth Working Party.

- b. A38 Working Group  
(Four vacancies)  
(Composition of four Members)

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** to appoint Councillors Gillies, Martin, Miller and Yates to the A38 Working Group.

**116/21/22    CORRESPONDENCE.**

- a. 20's Plenty for Cornwall - Global Road Safety Week  
(Pursuant to FTC held on 3.06.21 minute nr. 72/21/22f)

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to defer the item to the Town Centre Vision Sub Committee to review and further explore areas that are a priority and to ascertain public opinion of any areas that would benefit from the initiative reporting back to Full Council.

- b. Transforming Cities Fund Workplace Travel Grant Opportunity - Plymouth City Council

It was **RESOLVED** to note.

- c. Grant Programme Project - Cornwall Council

It was **RESOLVED** to note.

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

- d. To consider declaring an A38 Road Safety Emergency - Safe 38

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** to declare an A38 road safety emergency, with a letter of support of the campaign to be sent to Sheryl Murray local MP.

Councillor Martin was invited and returned to the meeting.

- e. Sustainable Development Fund - Tamar Valley

It was **RESOLVED** to note.

- f. Family Support - SMART Schools Trust

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and **RESOLVED** that Councillor Martin attends the meeting on behalf of STC.

- g. Next Phase - St Barnabas Hospital.

Cornwall Councillor Frank gave a brief verbal update on the series of workshops held prior to the pandemic.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to note and that Cornwall Councillor Frank is to send a letter on behalf of the STC to the league of friends to inform them of STC support and previous individuals commitment to continued involvement and support.

- h. To receive a letter of thanks - Private Secretary to The Queen

It was **RESOLVED** to note.

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

i. Civic Parade - Saltash Regatta

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** to approve a Civic Parade to be held on 4<sup>th</sup> September 2021 for this year's Saltash Regatta.

**117/21/22    TO NOTE AND RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a.      Policy and Finance held on 27th May 2021

**RECOMMENDATION 1:**

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

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.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to approve the above recommendations.

**RECOMMENDATION 2:**

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'.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to approve the above recommendations.

### **RECOMMENDATION 3:**

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

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.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to approve the above recommendation.

### **RECOMMENDATION 4:**

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.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to approve the above recommendations.

**RECOMMENDATION 5:**

**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.

It was proposed by Councillor Miller, seconded by Councillor B Samuels and **RESOLVED** to approve the above recommendations.

- b. Extraordinary Personnel held on 14th June 2021

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

- c. Planning and Licensing held on 15th June 2021

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

**118/21/22 TO CONSIDER COVID-19 UPDATES**

No further updates.

**119/21/22 TO CONSIDER THE FOLLOWING S106 APPLICATIONS:**

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

- a. Saltash Chamber of Commerce - Saltfest and Christmas Festivals

It was proposed by Councillor B Samuels, seconded by Councillor Miller and **RESOLVED** to support the Saltash Chamber of Commerce application to the S106 Committee for consideration in granting the requested funds of £13,490.00.

b. Saltash Chamber of Commerce - Redemption of up to 2 hours parking charges to car park users by independent retailers in Fore Street

It was proposed by Councillor B Samuels, seconded by Councillor Miller and **RESOLVED** to support the Saltash Chamber of Commerce application to the S106 Committee for consideration in granting the requested funds of £3,400.00.

Councillor Martin was invited and returned to the meeting.

## **120/21/22    PLANNING:**

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

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=QQ7GVRFGMKE00>

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

Councillor Bullock was invited and returned to the meeting.

### **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

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

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

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

## **121/21/22     CONSIDERATION OF LICENSE APPLICATIONS:**

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

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

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

Councillor Yates was invited and returned to the meeting.

## **122/21/22     TO CONSIDER REINSTATING MEET YOUR COUNCILLOR SESSIONS**

It was proposed by Councillor Miller, seconded by Councillor B Samuels and **RESOLVED** to defer the item until Government restrictions relating to the pandemic become clearer.

## **123/21/22     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.



**124/21/22     TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**125/21/22     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**126/21/22     TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Mayor Making

The Chairman informed Members of the newly proposed date for the Mayor Making Ceremony of the 9<sup>th</sup> September 2021.

**127/21/22     TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Further publicise the Transforming Cities Fund Workplace Travel Grant Opportunity - Plymouth City Council
2. Further publicise the Grant Programme Project - Cornwall Council
3. Further publicise the Sustainable Development Fund - Tamar Valley
4. Support for the campaign declaring the A38 a safety emergency.

**128/21/22     DATE OF NEXT MEETING: THURSDAY 5TH AUGUST 2021 AT 7:00 P.M.**

Thursday 5<sup>th</sup> August 2021 at 7.00pm

**129/21/22     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 June 2021

Description	NET	VAT	GROSS
Allotment Income	200.00	-	200.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - June Expenditure 04/06/21	19,000.00	-	19,000.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - June Expenditure 14/06/21	17,000.00	-	17,000.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - June Expenditure 18/06/21	7,000.00	-	7,000.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - June Expenditure 21/06/21	2,000.00	-	2,000.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - June Expenditure 30/06/21	44,000.00	-	44,000.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - June Salaries 23/06/25	54,500.00	-	54,500.00
Barclays Loyalty Rewards	7.88	-	7.88
Churchtown Cemetery Fees	1,224.00	-	1,224.00
Cornwall Council Domestic Rates Refund - Alexandra Square Public Toilets 01/04/20 to 31/03/22	564.42	-	564.42
Cornwall Council Domestic Rates Refund - Belle Vue Public Toilets 01/04/20 to 31/03/22	1,360.80	-	1,360.80
Cornwall Council Domestic Rates Refund - Waterside Public Toilets 01/04/20 to 31/03/22	972.00	-	972.00
Guildhall Bookings	264.00	-	264.00
Institute of Cemetery & Crematorium Management - Staff Training Costs Part Refund	270.00	54.00	324.00
Library Income - Book Sales	33.02	-	33.02
Public Sector Deposit Fund Interest	4.32	-	4.32
Service Delivery Income - Annual Mooring Fees	708.33	141.67	850.00
Service Delivery Income - Daily Mooring Fees	62.50	12.50	75.00
Service Delivery Income - Seagull Bags	204.17	40.83	245.00
Western Power Distribution (South West) plc - Annual Wayleave Payment	14.32	-	14.32

Saltash Town Council  
Payments June 2021

Description	NET	VAT	GROSS
1st Office Equipment - Photocopier Maintenance - 20/04/21 to 19/07/21	133.66	26.73	160.39
Amazon - Covid 19 H&S Materials & Equipment	31.62	6.30	37.92
Amazon - Covid 19 H&S Materials & Equipment	38.12	7.62	45.74
Amazon - Covid 19 H&S Materials & Equipment	95.30	19.05	114.35
Amazon - Guildhall General Repairs & Maintenance	5.80	1.16	6.96
Amazon - Public Toilets Repairs & Maintenance	24.36	4.89	29.25
Amazon - Public Toilets Repairs & Maintenance	15.04	3.00	18.04
Amazon - Tools, Equipment & Materials	110.15	22.03	132.18
Aquastorage System Cleaning Ltd - Legionella Monitoring - April 2021	175.00	35.00	210.00
Aquastorage System Cleaning Ltd - Legionella Monitoring - May 2021	175.00	35.00	210.00
ASG Security - Guildhall Fire & Security Alarm Maintenance	55.00	11.00	66.00
ASG Security - Longstone Depot Fire & Security Alarm Maintenance	79.00	15.80	94.80
ATS Euromaster Ltd. - Vehicle Maintenance	164.85	32.97	197.82
B&Q - Civic Occasions	5.79	1.16	6.95
Barclays Bank Charge - 13/04/21 to 12/05/21	32.75	-	32.75
Co-op - Stationery	3.50	0.70	4.20
Cormac Contracting Limited - Station Building Refurbishment	33,988.83	6,797.77	40,786.60
Cornwall Association of Local Councils - Annual Membership	2,884.60	386.70	3,271.30
Cornwall Association of Local Councils - Staff Training	30.00	6.00	36.00
Cornwall Council - Longstone Depot Monthly Rent - June 2021	375.00	-	375.00
Cornwall Council - Staffing Costs	51.00	2.20	53.20
Cornwall Council Rates - 2021/22 Monthly Instalment - Alexander Square Public Toilets (Included in Refund	56.00	-	56.00
Cornwall Council Rates - 2021/22 Monthly Instalment - Belle Vue Public Toilets (Included in Refund)	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 (Included in Refund)	75.00	-	75.00
Cornwall Pensions Fund Payment - June 2021	10,158.74	-	10,158.74
Corserve Limited - Service Delivery Staff Training	1,650.00	330.00	1,980.00
Credit Card Fee	32.00	-	32.00
Dainton Group Services - Portacabin Hire For Waterfront - June 2021	128.58	25.72	154.30
DB Autos Ltd - Vehicle Maintenance	161.90	32.38	194.28
Denmans - Maintenance Electrical Parts & Supplies	333.75	66.75	400.50
Duchy Cemetery's Ltd - Churchtown Cemetery Memorial Garden	135.00	-	135.00
EE - Grounds Mobile Phones & Waterfront Broadband - June 2021	267.70	53.54	321.24
Efficient Comms Ltd - Annual Support Fee 01/05/21 to 30/04/22	392.25	78.45	470.70
Efficient Comms Ltd - Call Charges - June 2021	117.77	23.55	141.32
Efficient Comms Ltd - Telephone Equipment	210.50	42.10	252.60
Efficient Comms Ltd - Telephone Maintenance	325.00	65.00	390.00
Enduramaxx Ltd - Watering Equipment	1,007.40	201.48	1,208.88
Ergo Desk - Office Furniture	795.00	159.00	954.00
Flag 4 Sale - Flags	52.50	-	52.50
Fuels Ltd - Vehicle & Machinery Fuel - June	478.46	95.69	574.15
Good Direction - Town Clock Maintenance	290.00	58.00	348.00
Greenham - Grounds Maintenance Health & Safety Equipment	232.68	46.54	279.21
HMRC NIC Payment - June 2021	10,030.50	-	10,030.50
Hudson Accounting Ltd - 2020/21 Year-End Internal Audit Fee	400.00	-	400.00
ICO - Annual Data Protection Fee	55.00	-	55.00
IRQ Systems Ltd - IT Equipment P&F	700.00	140.00	840.00
IRQ Systems Ltd - Monthly IT Maintenance & Broadband Fee - June 2021	1,038.35	207.67	1,246.02
Laser - Guildhall Gas - 30/04/21 to 31/05/21	135.68	27.14	162.82
Laser - Guildhall Gas - 31/03/21 to 30/04/21	176.31	35.26	211.57
Laser - Library Electric - 02/03/21 to 01/06/21	435.65	21.78	457.43
Laser - Library Gas - 30/04/21 to 31/05/21	135.17	27.03	162.20
Laser - Library Gas - 31/03/21 to 30/04/21	96.64	4.83	101.47
Laser - Longstone Park Depo - 01/03/21 to 31/05/21	86.19	4.31	90.50
Laser - The Maurice Huggins Room - 01/03/21 to 31/05/21	184.18	9.21	193.39
Laser - Unmetered Supply - 01/04/21 to 30/04/21	8.32	0.42	8.74
Laser - Unmetered Supply - 01/05/21 to 31/05/21	8.60	0.43	9.03
Laser- Belle Vue Toilets - 03/02/21 to 31/05/21	62.49	3.12	65.61
Laser- Haldo Pillar Park Light - 01/03/21 to 31/05/21	44.01	2.20	46.21
Linda Sherrard - Book Of Oaths	30.00	-	30.00
Medland Sanders and Twose - Service Delivery Equipment	1,246.00	249.20	1,495.20
Miscellaneous Account - FRAUD ALERT 18/06/21 - Under Investigation	2.90	-	2.90
MJ Drains - Public Toilet Maintenance	404.17	80.83	485.00
Moorepay - Payroll & HR Software Services - 01/04/21 to 30/04/21	191.55	38.31	229.86
Moorepay Health & Safety / Employment Law - 09/05/21 to 08/06/21	255.43	51.09	306.52
Moorepay HR / Employment Law Consultancy - 22/05/21 to 21/06/21	70.83	14.17	85.00
Opayo (Previously Sage) - Card Machine Charges - May 2021	17.80	3.56	21.36
Oxfam - Library Activities	63.75	-	63.75
Party Pieces - Library Equipment & Furniture	57.45	11.49	68.94
Party Rama - Library Activities	29.90	5.98	35.88
Pertemps Recruitment - P&F Temp Fees - April 2021	640.21	128.04	768.25

Pertemps Recruitment - P&F Temp Fees - May 2021	1,561.06	312.21	1,873.27
Pertemps Recruitment - Service Delivery Temp Fees - April 2021	877.38	175.48	1,052.86
Pertemps Recruitment - Service Delivery Temp Fees - June 2021	2,838.65	567.73	3,406.38
Pertemps Recruitment - Service Delivery Temp Fees - May 2021	3,900.07	780.01	4,680.08
Poster Lounge - Library Activities	44.08	8.82	52.90
Roadware Salt Bins	263.85	52.77	316.62
Royal British Legion - Civic Occasions Wreath	25.00	-	25.00
Royal Mail Group Ltd - Response Plus Licence - Neighbourhood Plan	99.50	19.90	119.40
Royal Mail Group- Postage Costs	15.00	-	15.00
Sage (UK) Ltd - Bank Charge	25.56	-	25.56
Saltash & District Observer - Town Messenger - May 2021	300.00	-	300.00
Saltash Rotary Club - Community Chest Grant	1,000.00	-	1,000.00
Saltash Window Cleaning - Guildhall	90.00	-	90.00
Seymore Signs - Reopening Of The High Street	526.18	105.24	631.41
Seymore Signs - Reopening Of The Library	719.86	143.97	863.83
South West Assessment & Training - Staff Training	250.00	50.00	300.00
Sovereign Fire and Security Ltd - Fire & Security Alarm Installation & Annual Charge - Station	1,102.92	220.58	1,323.50
Spot-On-Supplies - Cleaning Supplies & PPE	123.98	24.80	148.77
Staff Expenses - June 2021	29.25	-	29.25
Staff Salaries - June 2021	30,938.68	-	30,938.68
Survey Monkey - Annual Subscription - Neighbourhood Plan	320.00	64.00	384.00
Survitec - Health & Safety Equipment Pontoon	404.13	80.83	484.96
The Stencil Warehouse - Reopening Of The High Street	61.00	12.20	73.20
Thirsty Work - Bottled Water & Water Dispensers Hire For 6 Sites - June 2021	233.35	46.67	280.02
Trade UK Account - General Site Maintenance Materials & Tools	932.45	186.49	1,118.94
Travis Perkins Trading Company Ltd - General Repairs & Maintenance Materials	49.37	9.87	59.24
Two For Two - Stationery	73.00	-	73.00
Westcare Supply Zone - Library Stationery	204.20	40.84	245.04
Westcountry Skip Hire - 2x Skip Removal	540.00	108.00	648.00
Westcountry Skip Hire - Green Waste Disposal	101.83	20.37	122.20
WesternWeb Ltd - Website Maintenance	105.00	21.00	126.00
WF Education Group Ltd - Library Equipment & Furniture	12,221.25	2,444.25	14,665.50
Wolseley - Guildhall General Repairs & Maintenance	103.68	20.74	124.42
Xero - Accounts Software - Monthly Subscription - June 2021	22.80	4.56	27.36
Xero - STC Demo Accounts Software - Monthly Subscription Ended 03/06/21	7.97	1.59	9.56
XL Display - Covid 19 H&S Materials & Equipment	316.00	63.20	379.20



# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**  
(Tick one box)

Community Chest Grant ☐

Festival Fund Grant ☒

**DATE APPLICATION SUBMITTED:**

21<sup>st</sup> June 2021

<b>Contact Name:</b>	
<b>Position:</b>	Chair
<b>Organisation:</b>	Friends of Tincombe
<b>Contact Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail:</b>	
<b>Status of Organization:</b>	Constituted Community Group
<b>Charity/Company number (if applicable)</b>	<b>Charity No:</b> <b>Company No:</b>
<b>What geographical area does your organization cover?</b>	Tincombe Green and surrounding area of Saltash

<b>How long has your organization been in existence?</b>	Since November 2020.
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Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

### 1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<b>Have you applied for a grant from Saltash Town Council within the last 5 Years?</b>  (Please list – continue on a separate sheet if necessary)	N/A			
<b>Please list the aims and objectives of your organization</b>	<p>To help ensure Tincombe Park Open Community Space is a well-maintained natural space and a safe public site, enhancing the quality of life for nature and local people.</p> <p>Working in collaboration with Cornwall Council, CORMAC and the Cornwall Wildlife Trust, the Friends of Tincombe aims to enhance the diverse natural environments and bringing people together as a community.</p>			

<b>What are the main activities of your organization?</b>	<ul style="list-style-type: none"> <li>• To identify, support, enhance and monitor habitats and the wildlife using them</li> <li>• To improve public access throughout the site</li> <li>• To identify and provide facilities and resources to increase safe public use and amenity</li> <li>• To identify needs for educational activities at all levels from casual visitor to primary school child, and provide opportunities and facilities for meeting those needs</li> <li>• To identify opportunities for social events, including fund-raising</li> </ul>
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	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

## 2. Your project

<b>Project</b>	<b>Start Date</b>	22 <sup>nd</sup> August 2021
	<b>Finish Date</b>	22 <sup>nd</sup> August 2021
	<b>Total Cost</b>	£ 1397
	<b>Grant Applied For</b>	£ 648

<b>Project title:</b>	Tincombe Tea Party
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<b>Description of project</b> (please continue on a separate sheet if necessary):	<p>The Tincombe Tea Party will be a celebration of community and the natural habitat, giving residents the opportunity to enjoy picnics and time together on Tincombe Green. Entry will be free.</p> <p>A swing-band will provide live music, and there will be various activities for children, including an 'Ugly Bug Ball' fancy dress parade and nature trail.</p> <p>The tea and refreshment tent will be run in collaboration with 2<sup>nd</sup> Saltash Scouts, helping to embed a sense of community in the younger generation.</p> <p>We will offer local crafters and businesses the opportunity to set up stalls to promote and sell their wares and services. We have asked a local historical actor to attend the event as Thomas Tincombe, to encourage awareness of the history of the site.</p>
<b>Where will the project/activity take place?</b>	Tincombe Green adjacent to Tincombe Road.

<b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)	<ul style="list-style-type: none"> <li>• The Tea Party will raise funds for the Friends of Tincombe to support community use of the area</li> <li>• It will offer the users of Tincombe the chance to meet the Friends of Tincombe committee and allow consultation about future direction and projects.</li> <li>• The Tea Party will connect and celebrate the community after the challenges of Covid.</li> <li>• Any money raised from the event will be used to improve the environment and natural habitat at Tincombe, including play and leisure facilities. This will benefit all the users of Tincombe.</li> <li>• Increased numbers of people spent time in Tincombe over the Covid months. This Tea Party will allow the Friends of Tincombe to provide information on wildlife and the natural habitat, delivering benefits for health and wellbeing.</li> <li>• The 2<sup>nd</sup> Saltash Scouts will be receiving £150 in respect of their support for the event, providing them with income to support their activities.</li> </ul>
<b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)	<p>There has been an exponential growth in the number of people following our Friends of Tincombe Facebook page, which now has over 550 followers, and we have seen increased numbers of people using Tincombe over the Covid months.</p> <p>There is increasing need from local youth groups for outdoor facilities. This project will help the Friends of Tincombe meet that need.</p>

<p><b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)</p>	<p>We have used our Facebook page, flyers and word of mouth to consult with the community, and have received an overwhelmingly positive response, with plenty of offers to help.</p> <p>The 2<sup>nd</sup> Saltash Scouts will be supporting with marquees, and logistical help on the day.</p> <p>The Co-op has offered logistical support.</p> <p>Cornwall Council is providing administrative support in preparing the risk assessment and event management plan.</p>
<p><b>How will the project be managed and how will you measure its success?</b></p>	<p>A volunteer committee has been set up to manage the project. It includes members with excellent experience of organising community events.</p> <p>Each stage of the planning is being checked with Cornwall Council's Events team and the relevant authorities.</p> <p>After the event, we will measure the success through an online poll, as well as through an online survey for the natural playscape.</p>
<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	<p>The event will take place between 2pm and 6pm on 22<sup>nd</sup> August.</p> <p>We have already submitted an application to Cornwall Council, including an application for a road closure. A volunteer has undertaken the appropriate road closure training at Notter Bridge.</p> <p>The risk assessment has been completed and final checks will be made on the day.</p> <p>We are currently devising an event management plan.</p> <p>Insurance has been paid for and will start from 1<sup>st</sup> July 2021.</p>
<p><b>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)</b></p>	<p>This is a family event, and we do not envisage that any child or vulnerable person will be left alone at any time.</p> <p>We have designated a committee member to act as a Child Safety Officer on the day. The Child Safety Officer has a DBS check for children, and will be wearing a different colour hi viz jacket to ensure that she can be easily identified.</p>

### 3. How you will pay for your project.

<p><b>What will the money be spent on?</b> (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p>The list shows the overall budget, with the items we are asking for from Saltash Town Council highlighted in yellow:</p> <table border="1"> <tr> <td>Live Music</td><td>£100</td></tr> <tr> <td>Toilet Hire</td><td>£245</td></tr> <tr> <td>Blast from the Past</td><td>£ 40</td></tr> <tr> <td>Road closure</td><td>£48</td></tr> </table>	Live Music	£100	Toilet Hire	£245	Blast from the Past	£ 40	Road closure	£48
Live Music	£100								
Toilet Hire	£245								
Blast from the Past	£ 40								
Road closure	£48								

	Trailer stage & electricity	£75
	Covid precautions (hand sanitisers etc)	£25
	Prizes	£70
	Fire trolley	£45
	Public Liability Insurance	£ 84
	Bunting	£50
	Cake	£85
	Tea, coffee, sugar etc	£30
	Marquee setup, provision of chairs, water urns etc. and logistical support (2 <sup>nd</sup> Saltash Scouts)	£500
	<b>GRAND TOTAL</b>	<b>£1397</b>
<b>TOTAL BEING APPLIED FOR FROM STC</b>		<b>£648</b>
How will you promote STC once application and project are complete?	Saltash Town Council will be promoted and thanked on social media, as well as in any editorial.	

**Saltash Town Council considers Match Funding is extremely important. Please list any applications you have made for funding from other organisations in the table below:**

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
2 <sup>nd</sup> Saltash Scouts	350 (Discount on marquee hire and logistical support)	✓	✓
Income from stall bookings	50	✓	
Fundraising on the day	100		
Kimberley Dawn Cushions	150 (Sponsorship)	✓	✓
Blast from the Past	40 (Discount on fee)	✓	✓
Private Individual	50 (Donation of bunting)	✓	✓
Private Individual	85 (Donation of cake)	✓	✓
Private Individual	30 (Donation of tea, coffee and sugar)	✓	✓

<b>Please confirm the bank account your project is using is in the project's name/organization name</b>	
---	--

#### 4. Further information enclosed Checklist.

	<b>Enclosed</b> (please tick)
<b>A copy of your organization's most recent bank statements</b> (mandatory)	✓
<b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (mandatory)	To Follow
<b>A letter head showing the organization's address and contact details</b>	✓
<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organization's status)	✓
<b>A copy of your organization's latest set of accounting statements</b> (if any exist)	N/A
<b>Copies of any letters of support for your project</b>	N/A
<b>If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council</b>	N/A
<b>Other</b> (please list)	Quote from Blast to the Past and Insurance certificate to follow.

If any of the above documents have not been enclosed, please give reasons why in the box below:

## 5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
- (ii) that any grant offered will be used only for the purposes set out in this application;
- (iii) that we will provide reports on progress at the request of the Town Council;
- (iv) the support of the Town Council will be publicised;
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

<b>Signed:</b>			
<b>Print Name(s):</b>			
<b>Position(s):</b>	Chair		

<b>Date:</b>	<b>21<sup>st</sup> June 2021</b>
--------------	----------------------------------

# Your account statement

Issue date: 30 April 2021

FRIENDS OF TINCOMBE

## TREASURERS ACCOUNT

FRIENDS OF TINCOMBE

### Account summary

<b>Balance On 01 Apr 2021</b>	<b>£214.80</b>
Total Paid In	£150.00
Total Paid Out	£0.00
<b>Balance On 21 Apr 2021</b>	<b>£364.80</b>

### Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
<b>01 Apr 21</b>		<b>STATEMENT OPENING BALANCE</b>			<b>214.80</b>
21 Apr 21	FPI	DONATION 21APR21	150.00		364.80
<b>21 Apr 21</b>		<b>STATEMENT CLOSING BALANCE</b>	<b>150.00</b>	<b>0.00</b>	<b>364.80</b>

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

#### Payment types:

FPI - Faster Payment

PJE10GFP3100000

M31B510BENN D31B510B885

Page 1 of 4 / 0047162 / 0227551

\*\*\*\*\*



## CERTIFICATE OF PUBLIC LIABILITY AND EVENT COVER INSURANCE

**Policy Number:**

**Name of Policyholder:**

Friends of Tintombe

**Description of Activities:**

Charity/not-for-profit organisation - Woodland Trust / Wildlife Area

**Date of commencement of insurance policy:**

22/08/2021

**Date of expiry of insurance policy:**

21/08/2022 expiring at Midnight

**Limit of Indemnity:**

£5,000,000

Signed on behalf of Hiscox Insurance Company Ltd

Managing Director, Hiscox UK and Ireland

**Notes:**

- a. This insurance is subject to policy terms and conditions and any special terms notified to the insured.
- b. The certificate above shows that you are insured with an authorised insurer.
- c. The certificate (or any copy) must only be displayed whilst the policy remains active and within the policy period above.

**About the insurer:**

**Insurer**

Hiscox Insurance Company Ltd

**Company registration**

Registered in England number 70234

**Registered address**

1 Great St Helen's, London EC3A 6HX

**Status**

Hiscox Insurance Company Ltd is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority



# FRIENDS OF TINCOMBE - Constitution

**1. Our Aims** To help ensure Tincombe Park Open Community Space is a well-maintained natural space and a safe public site, which will enhance the quality of life for nature and local people. We focus on enhancing the diverse local natural environments and bringing people together as a community. We work in collaboration with Cornwall Council, CORMAC and Cornwall Wildlife Trust.

We will work to:

- i) find out the views of local people and site users
- ii) involve site users and local people in planning, decision-making and aspects of management affecting Tincombe Park Open Community Space or specific facilities within the site
- iii) improve funding to maintain and increase the facilities in the site
- iv) develop relevant and beneficial partnerships with the Council and other bodies
- v) encourage more people, from all sections of the community, to use the site and to enjoy its full potential, and promote an atmosphere of mutual appreciation and respect
- vi) encourage users, including ourselves, to organise social activities at the site
- vii) seek good working relations with other user groups based at the site
- viii) link with others to help protect and improve green open spaces generally

**2. Membership** will be open to anybody with an interest in using the park, regardless of class, colour, nationality, culture, gender, age, religion or sexual orientation, as long as:

- i) they broadly agree with the aims of the group
- ii) either they are a member of the Facebook group 'Friends of Tincombe'
- ii a) or they have given their name and a form of contact to be put onto the membership list.

Members will receive information on how to become active in the Friends' activities and join any working groups.

The group supports equality and inclusivity, and is opposed to racism, sexism, homophobia and other forms of discrimination as listed at 2. Expressions of such prejudice will be challenged at meetings or other activities of the Association.

**3. Annual General Meeting** Every year there will be an Annual General Meeting. At this meeting the members will:

- Hear and discuss a report from officers and reps on the activities of the Friends for the previous year
- Hear and discuss a report on the group's finances, prepared by the Treasurer.
- Decide whether to introduce a membership subscription for the forthcoming year
- Identify and discuss matters of particular importance for the forthcoming year.
- Make rules on the way the Friends group will operate eg by amending the Constitution.
- Elect 3 members to be Chair, Secretary and Treasurer
- Amend bank signatories where necessary
- Conduct any other relevant business the meeting so decides

Everybody on the membership list will receive at least two weeks' notice of the Annual General Meeting using the contact details on the membership list and by putting up notices around the site.

**4. Other General Meetings** At least 3 other General Meetings for members and other park users will be organised and minuted during the year. These meetings will be publicised in good time to members and users. At these meetings officers and members of working groups will:

- Keep members up to date with, and discuss, plans and decisions affecting the site
- Collect the views of members and other park users

In addition to the above, members (10 or more) have the right to compel the officers to call an Extraordinary General Meeting on a specific subject.

**5. Procedure at All General Meetings** The General Meetings shall be the decision-making body of the group. The meeting may if it wishes choose a chair and minute-taker from any of the members present.

All members will have a right to attend and to vote. Decisions shall be by consensus where possible, or by a simple majority vote where necessary – except for amendments to the Constitution which require a two-thirds majority at the AGM. A quorum shall be 4 members except at the AGM where it will be 6. If there isn't a quorum, any decisions made regarding policy must be ratified at the following meeting. General Meetings may decide to set up working groups, or to delegate any relevant tasks to individual members.

**6. The work of the Friends** Members will be encouraged to get actively involved in the work of the Friends. Anyone acting on behalf of the Friends will be expected to act in an appropriate manner, and to follow the general policies and decisions agreed by the members at the General Meetings. Working groups and officers can meet in between the general meetings in order to manage the affairs of the Friends including:

- planning general meetings of the group and other activities
- working on funding bids
- managing Friends' projects
- passing on the views of members to people responsible for the site such as employees and reps of the Council
- meeting with other community groups
- managing the finances and publicity of the group

Officers and working groups are accountable to members through the General Meetings.

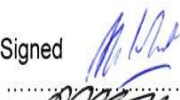


**7. Finances** A bank account will be set up in the name of the Friends of Tincombe. All money received in the form of donations, grants, subscriptions or any other contributions will be put into the bank account and will only be used to further the aims of the group. The Treasurer and Secretary and 1 other member will be signatories, and the Treasurer and one other of the signatories will be required to sign for all transactions. The annual accounts shall be independently verified, and the books shall be made available for inspection on request at the AGM.

**8. Powers** The Friends of Tincombe has the power to raise funds, to employ or hire such staff or advisors as are necessary, and to enter into any transactions necessary to further its aims. It has the power to manage, licence, lease or buy property and to maintain and equip it for use. It has the power to appoint trustees, and to take out trustee liability insurance cover.

**9. Dissolution** If a General Meeting, or 10 members, wish at any time to dissolve the Friends of Tincombe, they should give to all members at least 14 days notice of a Special General Meeting to discuss this exclusive matter. If such a decision is agreed at that meeting by a simple majority of those members present and voting, the assets will be disposed of to another voluntary organisation with compatible aims and principles, this group being agreed at the same meeting.

This Constitution was agreed at the Friends of Tincombe founding meeting / AGM on ..... [Date].

Signed

 (Secretary) - ADRIAN WHITE  
 (Treasurer) - JENENE WILLIAMS  
 (Chair) - JAMES JENKINS

## Friends of Tincombe

11 Wentworth Way

Saltash

Cornwall

PL12 4DG

*01752 846168*

LW  
Page 47

[i](#) Follow up. Start by 15 June 2021. Due by 15 June 2021.  
You replied to this message on 16/06/2021 12:42.

Hi

We can certainly provide a quote no problem, I do just need to advise that there is a minimum of a 1 weeks hire of the toilets and they will not delivery on a Saturday if applicable, The delivery will be the Friday before.

The cost for 2 toilets with VAT and delivery and collection would be £244.12

Kind Regards,

Digital and Cash Team  
National Customer Service Centre



Unit 8 Warren Road  
Trafford Park  
Manchester  
M17 1QR



# Blast from the Past Invoice

To Cornwall County Council

Date:22/08/21

Appearance as Thomas Tingcombe

Please pay Blast From the Past the sum of £ 40.00

Many thanks

Company: Blast From the Past

UTR :

Bank

Sort Code

Account Number

Invoice Number 361

Not VAT Registered

**Blast From the Past**

**SUNSET SWING BAND**

**Dance & Concert Band from the Swing Era**

INVOICE:

To: Friends of Tintcombe

Event: Tintcombe Tea Party 22<sup>nd</sup> August 2021 at Tintcombe Green, Saltash

Play 2x 45 minute sets between 2 and 4 pm, consisting of swing and dance music plus Ugly Bug Ball specially commissioned

We understand that town trailer, marquee with chairs, and mains electricity will be provided

The sum of £100 payable on completion

Treasurer

19<sup>th</sup> June 2021



## **Grant Application Checklist**

### **PLEASE CHECK THAT THE APPLICATION DOES NOT CONFLICT WITH THE FOLLOWING:**

- Statutory services.
- Expeditions or trips.
- Replacement for statutory funding.
- Bursaries or scholarships.
- Projects outside of Saltash.
- Individuals.
- Hospitality.
- National Charities.
- Salaries or routine administration costs.
- “Upward funders”- local groups who send fundraising to central headquarters for redistribution.
- Private organisations operating as a business to generate a profit or surplus.
- Projects with party political links.
- Organisations intending to support or oppose any particular political party or to discriminate on any grounds.
- Projects which discriminate on any grounds.
- Projects which do not benefit the Saltash community at large.
- “Branches” that could be funded by the main organisation.
- Buildings that are uninsured.
- A project that competes or conflicts with any service, project or event being supported, organised or funded by the Town Council.
- Applications from organisations with substantial and allocated resources will not be considered a priority for funding and will usually be unsuccessful.
- Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

Name of Organisation/ Applicant:	Friends of Tinchcombe
Is application fully completed:	<input type="checkbox"/>
Have the organisation, or a sub group of the same organization, applied for funding in the same financial year:	No
When is the event or project to commence:	22/08/21
Does the application directly benefit the residents of Saltash and clearly demonstrate this:	Yes
Is the application submitted 20 working days prior to the next P&F Meeting:	Yes
Has the application shown intent to clearly acknowledge the support of the Town Council on publicity material:	Yes
Amount of funding applied for:	£648.00
If Community Chest application has the grant applied for exceeded £1000:	N/A
If Festival Fund application has the amount exceeded £1500 per day: <i>(please note maximum of 2 days per event)</i>	No
How much does the organisation have as substantial and allocated resources?	£364.80

#### Mandatory requirements:

All of the following requirements must normally be met by applicants. Where they are not met a clear reason should be given in writing with the application. Please ensure all relevant documents are received:

Copies of the most recent bank statements must be provided.	Yes
Public Liability Insurance Certificates are required for any events or projects.	Yes
If staff will be involved Employee Liability Insurance Certificates are required.	N/A
Buildings Insurance will be required if an application relates to funding towards this purpose.	N/A
Full contact details for the applicant as well as any registered address for the organisation should be supplied.	Yes
A copy of the constitution for the organisation should be included.	Yes
Match funding is extremely important and the applicant needs to demonstrate that this is in the process of being sought or is already committed.	Yes

What Key Priority Area does the application fall under:

**(Please tick all that apply)**

The promotion of tourism and leisure for both residents and visitors to the area with a community focus.	<input checked="" type="checkbox"/>
Supporting local safety campaigns.	<input checked="" type="checkbox"/>
Benefit health and wellbeing.	<input checked="" type="checkbox"/>
Promote pride in the community.	<input checked="" type="checkbox"/>
Highlight important local issues/history/culture to local residents and students.	<input checked="" type="checkbox"/>
Promote a sports -related initiative or event.	<input type="checkbox"/>
Increases visitors to Saltash and improves the local economy.	<input checked="" type="checkbox"/>
Promotes environmental issues which improve the local area.	<input checked="" type="checkbox"/>
Takes into account locals when organising events.	<input checked="" type="checkbox"/>
Takes the environment and waste management into consideration.	<input checked="" type="checkbox"/>

Date application sent for review by the Chair and Vice Chair of P&F:	12/07/21
Date approved by Chair and Vice Chair of P&F: <b>If application is refused please follow appeal procedures.</b>	Click or tap to enter a date.
Date to be received by P&F Committee:	Click or tap to enter a date.

Checklist after Committee Consideration:

Date letter sent to inform applicant of the decision:	Click or tap to enter a date.
Date for supporting documents and receipts to be received:	Click or tap to enter a date.
Date for report to be received by P&F Committee after the event:	Click or tap to enter a date.

Checklist after Event / Project Completed:

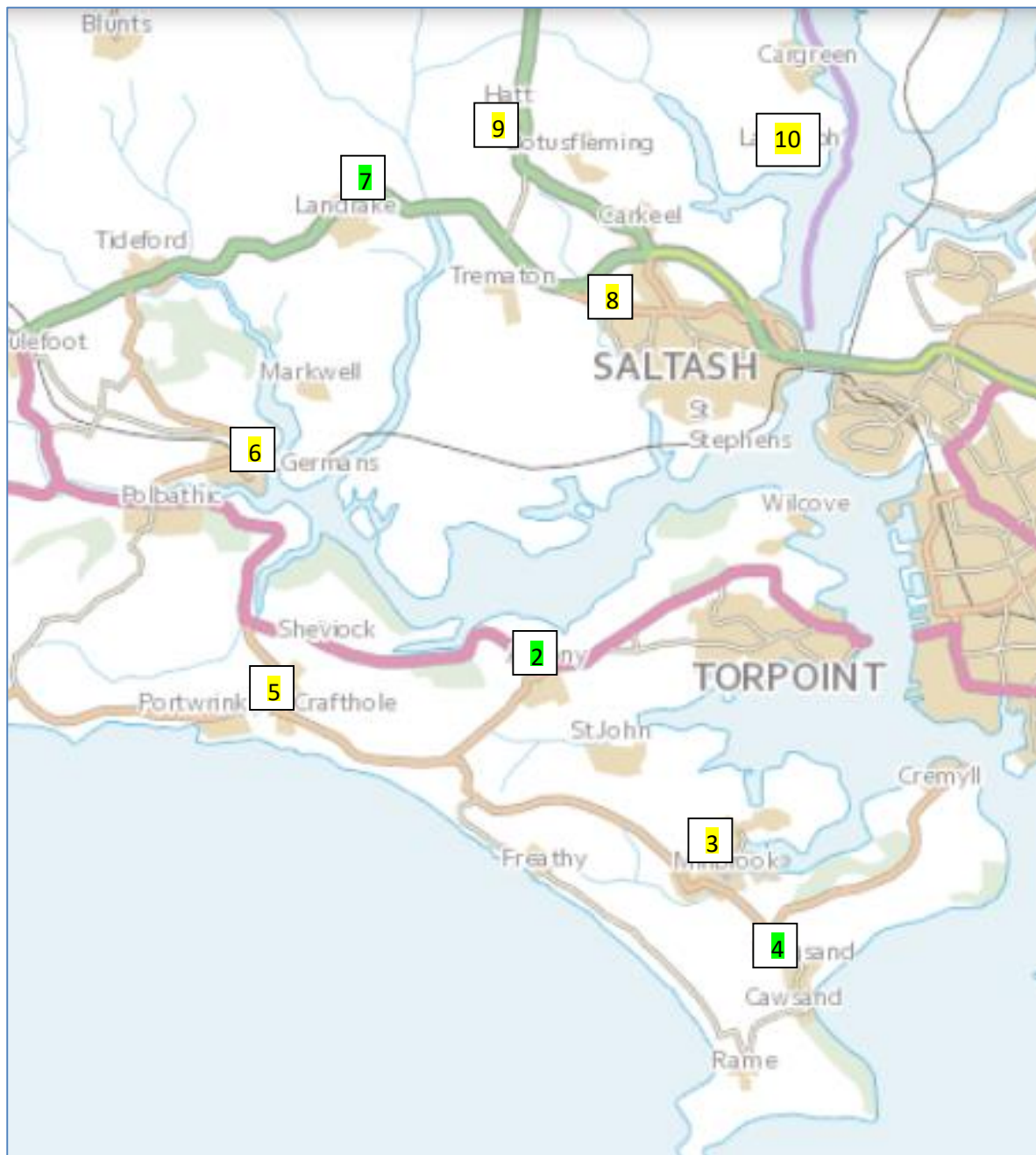
Receipts sent to Finance:	Choose an item.
Did all the funding awarded be utilized:	Choose an item.
If not how much was unspent:	£0.00
Date Finance has been informed of funding used:	Click or tap to enter a date.
Date report received by P&F:	Click or tap to enter a date.

Date Admin Completed:	Click or tap to enter a date.	Signed:	
Date Finance Completed:	Click or tap to enter a date.	Signed:	



Amendment requested: Policy and Finance to be moved to the second Wednesday of every other month.

## Cornwall Gateway CNP- Mobile Speed Activation Sign locations



New posts required at locations 2,4 and 7 only.

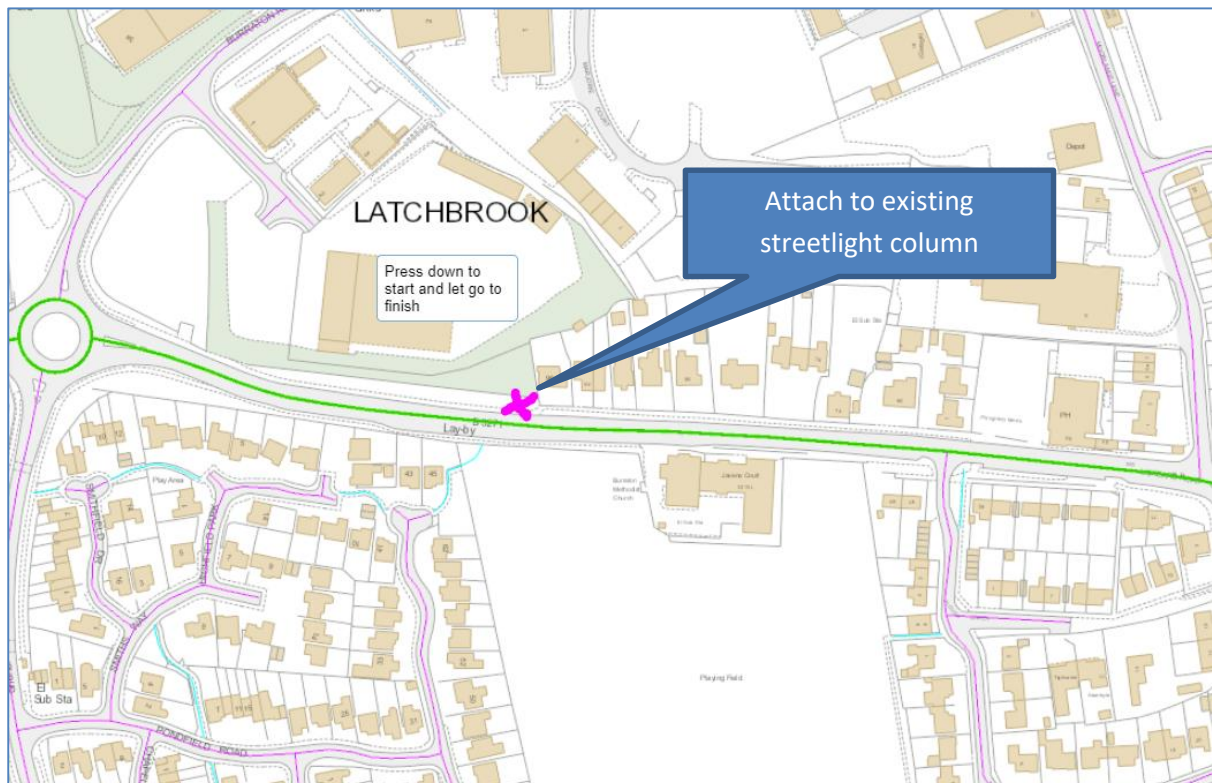
All others on existing posts or streetlight columns.

Please find attached information in relation to the route and locations of the Cornwall Gateway Mobile Speed Activation Signs (MSAS) project, that has been funded by the highways scheme.

The intent is for the programme to follow the order 1 – 10 as shown on the map in the document, as its easier to keep track of.

As a further update, the Operations Manager has advised that the scheme commenced on 7th July and will rotate every 8 weeks, based on the route shown 1 – 10 on the map in the document.

## **8. Saltash – Latchbrook - Liskeard Road**







Sheryll Murray MP

Mr Ray Lane – Town Clerk  
Saltash Town Council  
The Guildhall  
Lower Fore Street  
Saltash  
Cornwall  
PL12 6JX

16 July 2021

Our Ref: ZA59412

*Dear Ray*

**Re: A38 Road Safety Improvements.**

I am writing to you as a result of the Saltash Town Council Press Release regarding the A38.

As I am sure that you are aware, I held a number of meetings which included many stakeholders in order to put together a document making the case for improvements to the A38. The meetings included the local Cornwall Councillors where County Council Divisions bordered the A38, Highways England, Cornwall Council and Plymouth City Council local Highway Departments, business representatives and a representative from the Safe 38 Group.

The final document, which was presented to the former Transport Secretary, Chris Grayling MP and the present Transport Secretary, Grant Shapps MP is enclosed for your information. As you can see the document is supported by a number of South West Primary Local Authorities and also cross party South West MPs and covers the A38 from Exeter to Bodmin.

I also enclose the most recent update I have from Highways England following my last regular MP Surgery with the senior management from the Agency, which gives an outline of progress. Highways England have also now published the document Vision for Route Strategies – Planning for the future of our roads. I enclose a copy of their letter to me and also a copy of the document for your information.

I will be attending the round table discussions with Baroness Vere the Roads Minister, later this year and will keep the Parish Council informed of any progress.

Kind regards

Sheryll Murray MP  
Your Local Member of Parliament

Encls

cc Cornwall Councillor Sheila Lennox-Boyd  
Cornwall Councillor Martin Worth



## Support for a programme of improvements to the A38

Page 58

Cornwall Council has long campaigned for strategic improvements to the trunk road network in Cornwall. Improvements to the A38 will allow South East Cornwall to achieve its economic growth potential and improve productivity. I welcome this 'Case for Action' and look forward to improvements to the A38 between Bodmin and Plymouth."

**Adam Paynter, Leader of Cornwall Council**

"The A38 is an important life-line for Plymouth and in its current state, it just can't cope with the increased demand. The ask of Government to invest in improving Plymouth's road links commands support from all sides of the Council and we are therefore committing to working with Government, our neighbouring authorities and Highways England to ensure Plymouth gets the roads it deserves. I am looking forward to the next steps in the campaign and making the case to improve Plymouth's connectivity."

**Councillor Tudor Evans OBE, Leader, Plymouth City Council**

"The A38 is a key transport corridor for Devon, linking the county to Cornwall, Plymouth, several market towns and the rest of the country via the wider strategic road network. This corridor will continue to be vital to the connectivity of businesses and people in Devon, with large amounts of growth planned along the route. I agree, the current corridor is in need of safety, reliability and resilience improvements to ensure the continued prosperity of the SW Peninsula."

**Councillor John Hart, Leader, Devon County Council**

**"An expressway standard road will result in many lives being saved. We wholeheartedly support the need for this long overdue investment in the South West infrastructure."**

**James Millidge, Chair SAFE38**

"The A38 is key to our connection to the M5, as well as south to Plymouth and beyond. We will continue to support strategic network enhancements outside of Torbay that better enable businesses, visitors, and residents to get to and from Torbay easily and conveniently, on resilient and reliable routes."

**Gordon Oliver, Elected Mayor of Torbay**

"Strategic connectivity is crucially important for improving the productivity of the economy in the Heart of the South West. Business depends upon routes like the A38 offering consistent journey times, and high levels of safety, to avoid unexpected delay or disruption."

**Steve Hindley, Chair, Heart of the South West LEP**

"In order to develop the recently refreshed Strategic Economic Plan we have consulted with a large number of businesses and other interested parties and it is very clear that strategic routes are essential for Cornwall's development. We welcome any improvement to the A38 between Bodmin and Plymouth."

**Mark Buddridge, Chair, Cornwall and Isles of Scilly LEP**

"Cornwall Chamber of Commerce has long campaigned for improvements to the A38 in South East Cornwall. The lack of reliability of journey time on the existing road is a serious block to businesses setting up in the area or to flourishing if they are there already. The inability to determine journey times is a serious hindrance to prosperity in the area as people cannot get to work, goods cannot be delivered promptly and contracts are not awarded or are lost because of perceived unreliability. A thriving economy needs connectivity, certainty and consistency"

**Kim Conchie, Chief Executive, Cornwall Chamber of Commerce**

# A38 Case for Action

**The A38 between Bodmin and Exeter is a key strategic route** within the Peninsula connecting Cornwall, Plymouth, Torbay and Devon with the rest of the UK.

## The problem

The current A38 is of varying standard with a number of safety, reliability, severance and air quality issues. Several sections are prone to congestion and a lack of network resilience means that our towns and cities become cut off in the event of an incident. The region needs an A38 that can accommodate our growth ambitions.

## The story so far

Councils, Local Enterprise Partnerships, road safety campaigners, and MPs in Cornwall and Devon are providing a collective voice to improve the A38 through the Government's Road Investment Programme.

## The benefits:

The A38 Wider Economic Case shows that nearly £900m of productivity growth and investment would be gained by improving the A38 between Bodmin and Exeter.

## A38 Case for Action

The wider economic case for investment in the A38 from Bodmin to Exeter

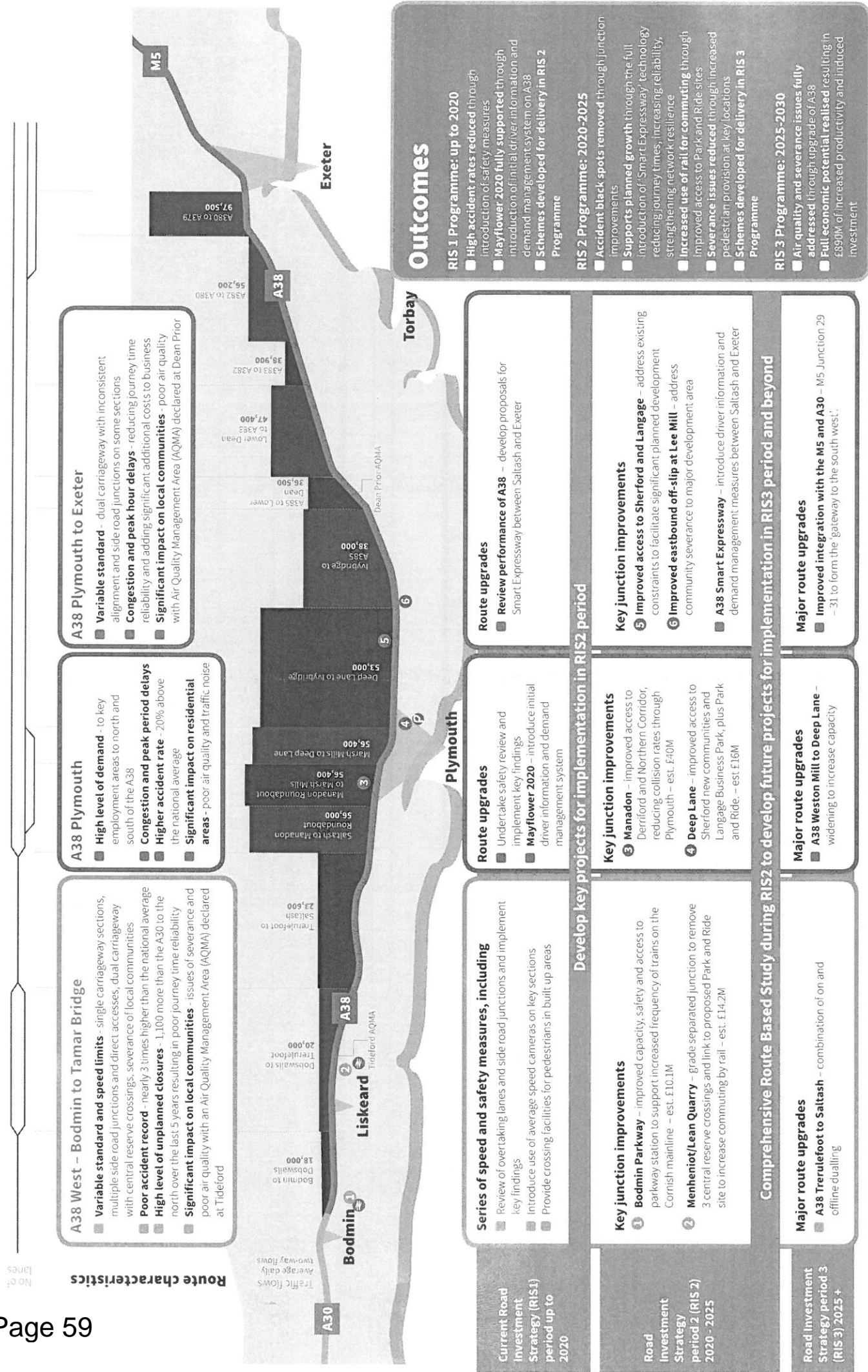


Secretary of State for Transport the Rt Hon Chris Grayling MP with local MP's and representatives reviewing proposals for the A38 at recent Westminster Briefing





# Proposed programme of improvements to the A38 between Bodmin and Exeter



Mrs Sheryll Murray MP  
House of Commons  
London  
SW1A 0AA

Elliot Shaw  
Executive Director  
Strategy and Planning  
Highways England  
Bridge House  
1 Walnut Tree Close  
Guildford  
GU1 4LZ

10 June 2021

Dear Mrs Sheryll Murray MP

### **Route Strategies: Planning for the Future of our Strategic Roads in England**

Highways England is the government-owned company responsible for operating, maintaining and improving England's motorways and major A-roads, known as the Strategic Road Network<sup>1</sup>.

We are writing to inform you that today we are publishing our *'Vision for Route Strategies – Planning for the future of our roads'*. This starts our work to build the evidence base that will support government's decisions on future Strategic Road Network investment priorities for the next funding period, due to commence in 2025. These decisions will be taken through the third Road Investment Strategy (RIS3). Alongside the Department for Transport, we are planning to engage with you through round table sessions to discuss RIS3 and the development of the route strategies over the summer and beyond and note your keen interest regarding parts of the Strategic Road Network.

### **The Strategic Road Network**

The Strategic Road Network is a critical part of our national infrastructure, not only connecting England and its regions but linking the whole UK and providing important access to our international gateways.

The Strategic Road Network:

- Is one of the **safest high-speed road networks in the world**;
- Is used by **more people** than any other transport network in the country;
- Carries over **four million journeys every day** and 95 billion miles of travel every year;
- Represents only 3% of England's road network, but carries **34% of all road traffic and 68% of all freight journeys** by distance;
- Protects and creates jobs, with four sectors reliant on the Strategic Road Network **employing 7.4 million people and contributing £314 billion to the UK economy**;

<sup>1</sup> <https://www.gov.uk/government/publications/roads-managed-by-highways-england>



- Has played a key role in keeping **essential goods and supplies** moving during COVID-19 and will be essential in our recovery.

### **Operating, maintaining and improving the Strategic Road Network**

Investment in the Strategic Road Network is planned in five-year cycles through the development and delivery of a Road Investment Strategy (RIS), which is published by government. We are one year into the delivery of RIS2 (2020 – 2025), which will see Highways England deliver £27.4bn of investment into the operation, maintenance and improvement of the Strategic Road Network. As we make good progress on RIS2, we are also preparing for future investment cycles by developing strategies for 17 key routes on the network. In each route strategy, we will analyse the performance along the route and use this to support evidence-based recommendations to government on future investment priorities.

As well as analysing the performance of the network along these routes, we will use the development of route strategies to consider some of the strategic challenges facing the Strategic Road Network in the future. These include climate change and decarbonisation, changes to personal and commercial mobility and how people want to travel, digital technology and greater automation of vehicles.

Hearing what stakeholders across the country say about their priorities and how they relate to the Strategic Road Network, now and in the future, is vital to this work. We will seek to engage a range of stakeholders in your region, including sub-national transport bodies, elected mayors, environmental groups, road-users and business and community groups from summer 2021.

In partnership with the Department for Transport, we will be engaging with you on the development of RIS3, including the development of route strategies and future Strategic Road Network investment plans. Later this year, the Baroness Vere of Norbiton, Minister for Roads at the Department for Transport will invite you to round table sessions. This will ensure that you remain informed on the progress we are making and, importantly, that you have the opportunity to share your views on future priorities as the process moves forward.

We look forward to continuing to work with you, as we undertake this important work to prepare the Strategic Road Network for the future.

Yours sincerely

Elliot Shaw  
**Executive Director, Strategy and Planning**

# Vision for route strategies

**Planning for the future of our roads**







# Introduction

The roads managed by Highways England play a critical role in enabling businesses to transport products and services, providing access to jobs and suppliers, and facilitating trade and investment across the country. In combination with local roads they also support leisure journeys connecting people and places. The strategic road network of motorways and trunk 'A' roads has evolved over time, shaped by the need to provide safe, high-speed connections to move people and goods to where they need to go.

Looking to the future, Highways England will embrace the potential for change by taking a long-term view of our network, including influences that could revolutionise transport, road travel, and personal and commercial mobility. We will consider factors including adapting to climate change and supporting low carbon transport, increasing automation and digital technologies, and changing travel preferences that are captured in the government's 10-point Green Industrial Revolution plan.

Route strategies will be at the centre of this dynamic future planning of the road network. We will work with our interested parties and road users and build on the learning from previous route strategies. As a Highways England Licence requirement, route strategies are one of the key steps of research required by the Department for Transport in developing future Road Investment Strategies (RIS).

Highways England has produced route strategies since 2015 and these have guided the vision, performance expectations and investment plans for the network. These strategies informed the Department for Transport's Road Investment Strategy 1 (RIS1) covering the period 2015 to 2020. RIS1 was the first roads programme based upon the assessment of the whole of England's strategic road network, its evidence base providing a comprehensive description and review of the performance of our roads. RIS2, covering the period 2020 to 2025, was built upon an evidence base embedded in route strategies published in 2017. These strategies have guided the vision, performance expectations and investment plans for the network to improve the service for road users and to support the economy.

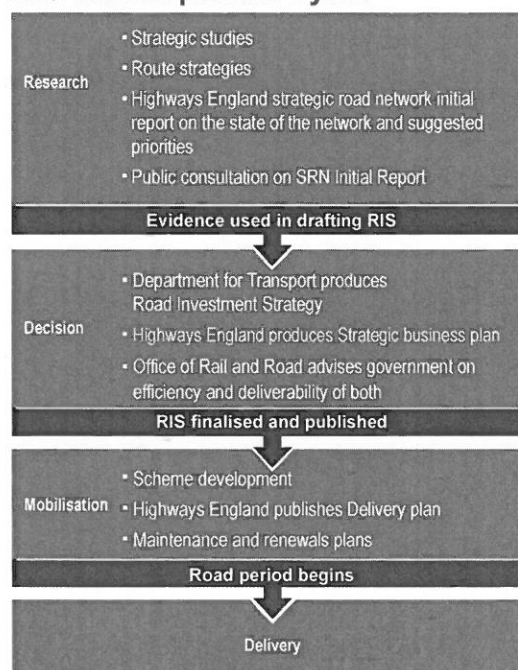
Our aspiration for our next round of route strategies is to build upon the work we have done previously, to set out:

- A planned set of future requirements for the network that is responsive to environmental needs; that accounts for the performance of today as well as the challenges and opportunities of the future;
- Actions and investment that improve the performance of our roads for future road periods that are grounded in evidence and informed by interested parties and road user input;
- Opportunities for investment and integrated interventions that benefit the performance of our roads and meet wider connectivity needs of communities and economies.

The evidence identified through this process will be vital to inform the development of future RIS periods and allow informed decisions to be made on recommendations about future investment priorities, including an overview of maintenance and enhancement choices. Ministers will use this to identify where problems are most severe, where significant new opportunities can be enabled and where the need for action is greatest.

This document sets out our desired ambition for route strategies and is dependent on collaboration with interested parties and road users to prioritise interventions and make a case to DfT to inform future decision making, recognising that not all aspirations can be funded or delivered.

## RIS development cycle



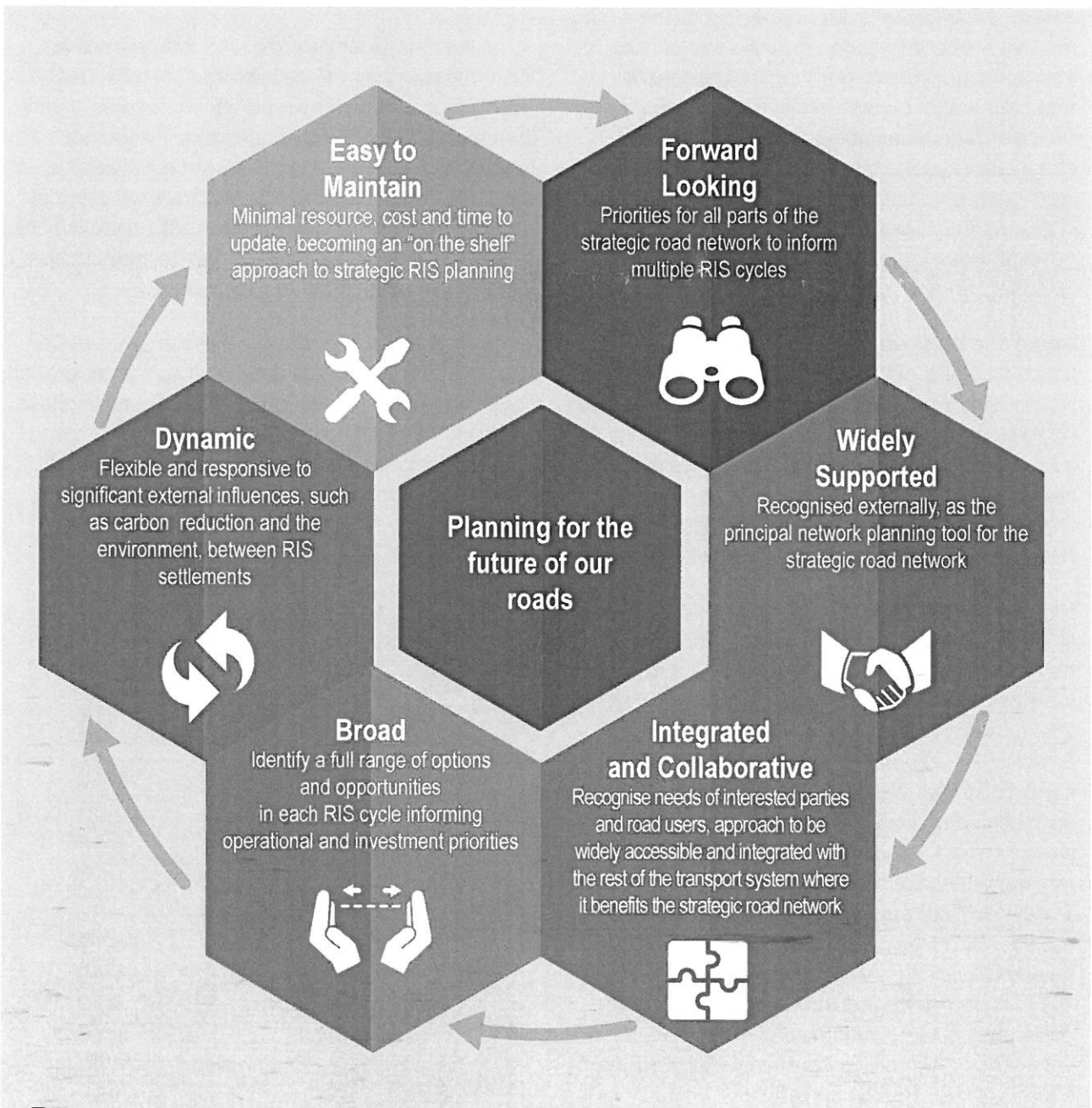
# What will be different

The approach for the next cycle of route strategies will be able to respond to significant changes in the needs of those using or living by the strategic road network. This approach has been informed by the views of interested parties and road users and the desire to improve the evidence provided for future Road Investment Strategies.

The benefits of our enhanced approach will ensure that route strategies are:

- Forward looking
- Widely supported
- Integrated and collaborative
- Broad
- Dynamic
- Easy to maintain

This will ensure that interested parties and road users feel they will have a greater influence in defining the forward looking priorities for all parts of the strategic road network for multiple RIS cycles.



# Scope of route strategies

Our route strategies will clearly set out the strategic purpose and role of the strategic road network across the country. They will cover strategic routes, providing an overview of the centres of population and industry. They will show international gateways served by the route, the type of road and its pattern of use. The current performance, constraints and future anticipated performance of the route will be described. We will also identify the requirements for its future use based on local and strategic needs. We will align work for maintaining, operating and enhancing our roads. The measures considered will include rapidly changing technology and carbon and air quality commitments. Where appropriate our approach should influence driver behaviour, or look further at other modes of travel.

The route strategies will be delivered through three phases:

- **Phase 1 – Complete:** Baseline review of all interventions identified through previous route strategies and subsequent network changes consolidating into an easily accessible format.
- **Phase 2 – 2021/2022:** Engaging with interested parties and road users on their future aspirations and data collection to understand and create our future requirements for the network.
- **Phase 3 – 2021/2023:** In parallel, undertake a gap analysis between the current state and future requirements for the network. Using the analysis to identify a prioritised list of interventions to inform RIS pipelines, wider investment plans and strategies, building on the baseline review and operational priorities.

- **Route based strategy:** Bringing all the phases together, outlining the current performance, function, constraints and opportunities for each route, driving the strategic planning of the strategic road network, to be utilised for future road periods and operational priorities.



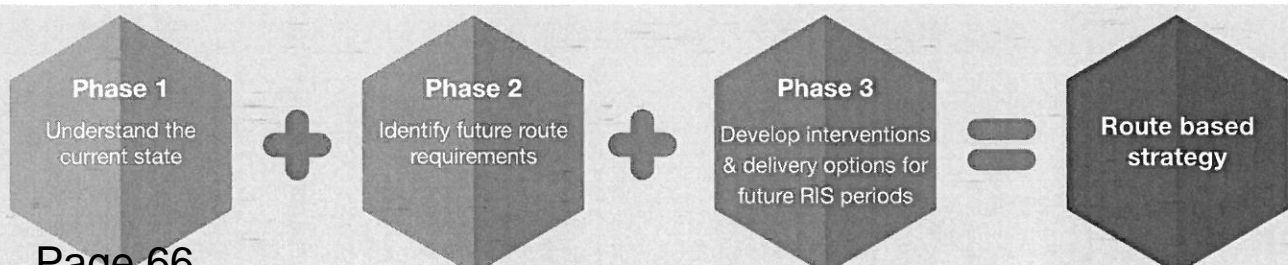
## Forward looking

To ensure route strategies are building on previous work, Phases 1 and 2 of our approach will bring together priorities previously identified. We will build on data we hold on our network with supplementary data collection by engaging with interested parties and road users.

For Phase 1, we have reflected on our current priorities and undertaken a review of our potential schemes, comparing with the conclusions and priorities from previous route strategies, strategic studies and aspirations of Sub-National Transport Bodies. This will form our baseline for this round of route strategies.

For Phase 2, we will identify future requirements for each route through collaboration with our interested parties and road users, balancing the strategic need of our roads with the local needs of those using or living alongside them through:

- relevant local plans and priorities concerning local roads and other transport networks, wider socio-economic developments, and government policy;
- the need for effective integration with the rest of the transport system, including carrying out joint studies with other organisations where it benefits the strategic road network;
- the needs of each place contributing to connecting communities and supporting their growth aspirations;
- the views of relevant national and local interested parties and road users, including the views of Transport Focus, the Office of Rail and Road and elected representatives.





Widely supported by interested parties and road users representing the needs of local communities, construction partners and environmental groups

Engagement with interested parties and road users is vital to developing route strategies, recognising the need for effective integration of our network with the rest of the transport system and wider communities where it benefits the strategic road network.

We have already gathered a wealth of evidence from the previous rounds of route strategies and through our ongoing monitoring of the condition and performance of our roads.

We will strengthen our existing relationships with interested parties developed through the engagement undertaken during the first road period. We will ensure their priorities are reflected and taken into consideration in the development of the requirements for the network and potential interventions, all of which will inform our priorities for future Road Investment Strategies.

We will engage with and take account of the views of relevant national and local interested parties and road users. Sub-National Transport Bodies (STBs) will be key to the consultation and engagement process, along with Network Rail, environmental bodies, and other key interested parties. Transport Focus, the Office of Rail and Road and elected representatives will also be important interested parties when considering the needs of all network users.

A collaborative approach will enable common goals to be identified and considered throughout. We will ensure that we collaborate with local interested parties and road users representing local communities, and environmental groups, building on the knowledge within Highways England.

We will continue to engage with interested parties and road users throughout the route strategy process ensuring:

- their priorities are reflected in the review of our current route priorities
- consideration is given to their needs for our roads at a local and strategic level when developing the requirements for each route
- their data and intelligence is incorporated into our evidence base supporting the development of the requirements and a programme of potential interventions
- opportunities are identified for collaboration on interventions and investment strategies to deliver the route requirements, progressing joint studies where this benefits the strategic road network.

The engagement process will be developed with our interested parties to find the most efficient and productive approach to delivering route strategies. A range of approaches will be employed including workshops and one-to-one sessions to ensure all interested parties are engaged comprehensively. Road users will also be able to provide their views through a digital platform.

The evidence we gather, that will consider the needs of our road users and interested parties, will help determine the locations which are priorities for further intervention and potential action. We want all our recommendations to be based on the evidence that informs the development of the RIS and operational priorities.





## Integrated, collaborative and broad

For Phase 3, we will develop a programme of potential investment and other priorities. This programme will be built on our knowledge of current priorities for our roads and informed by the requirements for each route. We will consider, as per our Licence, opportunities for integrated and collaborative solutions such as jointly promoted schemes, where this can be shown to improve the performance of the network and deliver value for money. The benefit of this approach is that the strategic routes reflect the interaction across the network and with other interested parties' networks, including the Major Road Network and local roads, particularly at interfaces and "last mile" connections.

We will assess a broad range of proposals for investment on a consistent basis. This will ensure ideas coming forward from our interested parties and road users, representing motorists, local communities, construction partners, environmental groups and from our own regional teams on the ground are properly understood before decisions are made about potential investment priorities. This will ensure interested parties feedback on important issues are taken into consideration in developing the priorities.

Preliminary assessments of deliverability and value for money will be significant factors in any decision making.



## Dynamic and easy to maintain

Central to this approach will be the dynamic use of data and intelligence collected in relation to our roads and the wider transport network. The ability to adapt and update the route strategies when significant changes occur through horizon scanning and intelligence gathering will mean they are more dynamic rather than fixed at a particular point in time. It will support a more flexible approach, responding to external factors when necessary.

This will be achieved through the establishment of digital platforms that will be capable of visually representing future opportunities and incorporating timely updates to the data that supports them.

The map overleaf shows the proposed routes covering the strategic road network (17 routes). It is an evolution of the 18 routes that were used in the previous rounds of route strategies to reflect the role of the overall route and the requirements of interested parties and road users. They balance strategic and more localised needs including a wider consideration of multiple connections between sub-national geographies as well as a focus on the single strategic corridor. The routes now reflect the strategic needs of the country such as east-west connections and union connectivity, for example London to Scotland.





# Route Strategies

The division of routes for the programme of route strategies on the strategic road network.

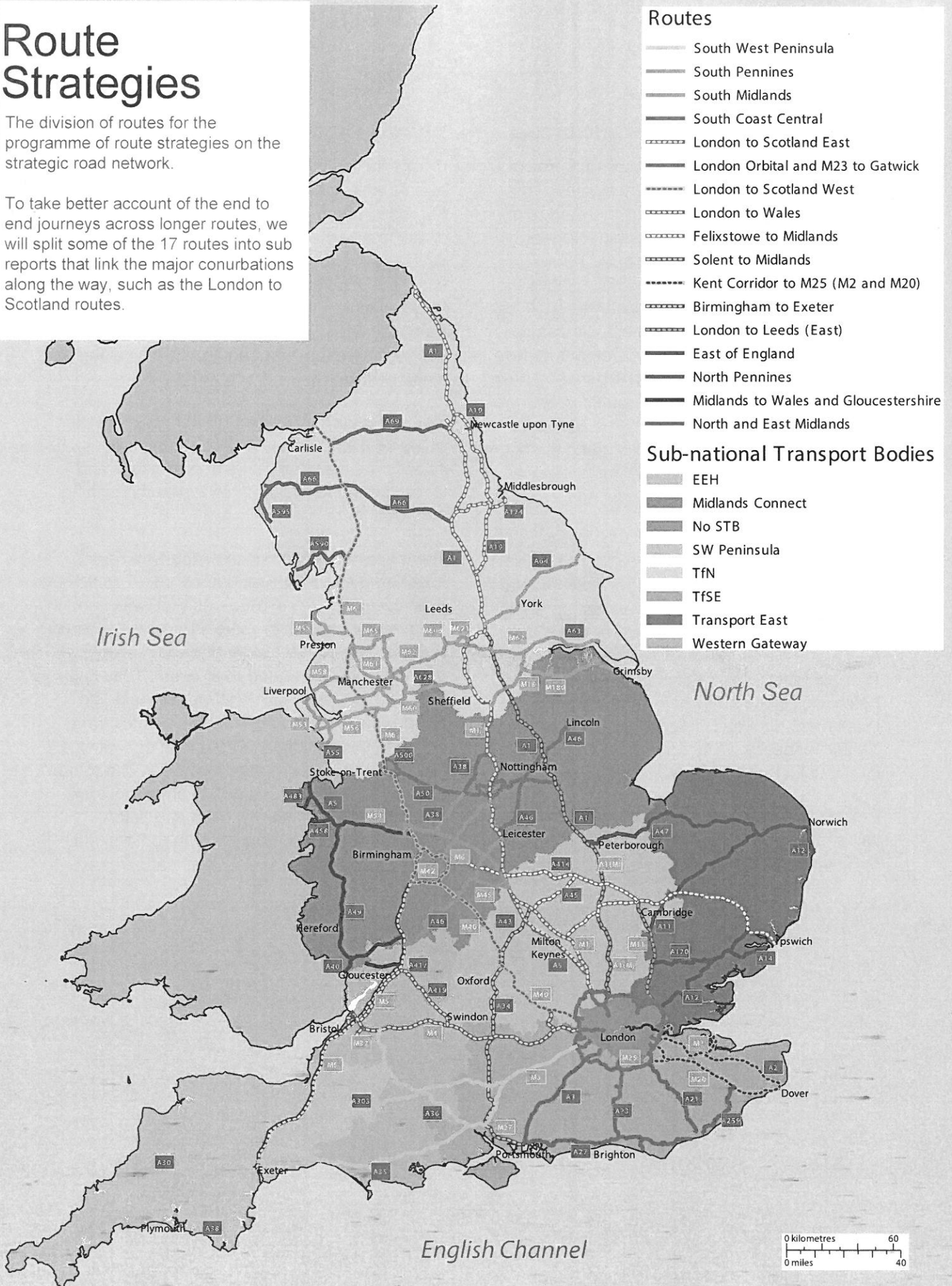
To take better account of the end to end journeys across longer routes, we will split some of the 17 routes into sub reports that link the major conurbations along the way, such as the London to Scotland routes.

## Routes

- South West Peninsula
- South Pennines
- South Midlands
- South Coast Central
- London to Scotland East
- London Orbital and M23 to Gatwick
- London to Scotland West
- London to Wales
- Felixstowe to Midlands
- Solent to Midlands
- Kent Corridor to M25 (M2 and M20)
- Birmingham to Exeter
- London to Leeds (East)
- East of England
- North Pennines
- Midlands to Wales and Gloucestershire
- North and East Midlands

## Sub-national Transport Bodies

- EEH
- Midlands Connect
- No STB
- SW Peninsula
- TfN
- TfSE
- Transport East
- Western Gateway







## Utilising route strategies

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Route strategies and the evidence supporting them will be central to the department's development of future Road Investment Strategies, specifically RIS3 for 2025-2030, but also looking beyond.

The RIS3 investment programme will use the route strategies as its foundation.

In preparing RIS2, the Department for Transport looked both to consider specific network needs as well as to make longer-term plans to tackle longstanding issues or to create new economic opportunities.

The Department's preparations for RIS3 and subsequent RISs will follow a similar path. They will comprise a combination of prioritised scheme development, strategic studies that address network wide issues, and route strategies analysing the performance, future pressures and opportunities facing key routes.

## Getting started

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Engagement has already started and we will be contacting road users and a wide range of interested parties to collate the evidence base.

If you would like to know more about our progress or be involved in route strategies please refer to our website at [www.highwaysengland.co.uk](http://www.highwaysengland.co.uk) or you can email us directly with any questions at: [routestrategies@highwaysengland.co.uk](mailto:routestrategies@highwaysengland.co.uk)



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Highways England Company Limited registered in England and Wales  
number 09346363



Dear Sheryll,

## **Highways England – update on local A38 activities**

As agreed previously, I'm writing to update you on our progress on the development work we are carrying out in your constituency.

### **A38 Trerulefoot to Carkeel safety package (RIS3 Pipeline)**

First of all, I'd like to acknowledge the fatality on the A38 near Landrake this week. Our thoughts are with those who have been affected by this tragic accident.

Every road death is a tragedy, and we are determined to reduce the number of fatal incidents, and injuries, on our roads. This fatality only emphasises the need for safety improvements. We are working with the police to understand the cause of the accident. We had already arranged for a meeting with Landrake Town Council for Tuesday 27 April so will be keen to hear their views then. As previously indicated, we are also working to identify safety improvements that can be implemented relatively quickly (an update on those is provided further down this email), as well as major improvements, which will take longer to progress and are subject to the Department for Transport (DfT)'s approval.

In terms of an update, since Julie Crawford and I last spoke to you, we have been engaging with key stakeholders about this project. We've met with Cornwall councillors and officers, have held meetings with local town and parish councillors, and have had two meetings with the Safe 38 group. Meetings are also being arranged with statutory bodies such as the Forestry Commission and Environment Agency as well as with emergency services, so they can share their knowledge of the project area too.

The information we've gathered thanks to these meetings has been very useful. It's being used, alongside the data we already have, to identify the main areas of concern and highlight any local constraints.

In this vein, I'd like to thank you for sending us the completed questionnaires from the survey you carried out. It's taking us some time to go through the raw data you provided but, from what we have processed so far, views appear to back what we have learnt through discussions during the above meetings. We would be happy to share our initial analysis of the data if it would be useful.

As we move forward, the people who have taken part in your survey, as well as the wider public and stakeholders, will have the opportunity to have their say on our proposals at an options consultation. We currently anticipate holding this in spring 2022, after which we will write up our findings and refer the scheme back to DfT for decision-making.

Our next steps on this scheme will be to process the information we've gathered thanks to the conversations we've had. We will also look to brief any relevant newly elected councillors following the May elections, to make sure that they're aware of what we are doing and why.

For more information about the RIS3 Pipeline, you can now visit [www.highwaysengland.co.uk/ris3pipeline](http://www.highwaysengland.co.uk/ris3pipeline). If your constituents have any queries or feedback to share with the team, they can be contacted directly via [A38TCSafetyPackage@highwaysengland.co.uk](mailto:A38TCSafetyPackage@highwaysengland.co.uk).

#### **A38 Trerulefoot to Liskeard junctions study (preliminary study)**

Following DfT's instruction in February 2021, the preliminary study looking at the Lean Quarry Menheniot junctions started in March. We are at the very early stages of the study still, but have started our evidence gathering work to understand the key issues and constraints along the route, and identify the study objectives. Our intention is to complete the preliminary study as quickly as possible to allow the Department for Transport to make an informed decision on possible further development stages alongside the other pipeline projects.

#### **A38 Trerulefoot to Liskeard Menheniot interim measures**

Highways England's Operations team is reviewing potential proposals and their possible impact on road users. We are working closely with our colleagues in major projects to share resources and ensure the measures are right in the context of the major scheme proposals. We have also begun discussions with Cornwall Council and key stakeholders to gain their views.

#### **A38 Bodmin to Saltash**

We continue to keep all safety aspects of the network under review. Shorter term interventions for the whole length of the A38 has been split into two phases with the aim of starting selected engineering works (improved lining) this financial year.

#### **A38 Saltash Tunnel refurbishment**

This scheme is progressing well, final specification being completed including the average speed camera scheme.

I would like to reassure you that the various teams doing the work in and around the A38 are working collaboratively and sharing information. This is allowing projects to progress quickly and efficiently.

I trust this information is helpful. As agreed, I will continue to provide updates around every eight weeks, so you're sighted on our progress and have the opportunity to provide feedback or ask questions.

Yours sincerely,

Andrew Page Dove



1 Milehouse Road  
Milehouse  
Plymouth  
PL3 4AA

Saltash Town Council  
12 Lower Fore St  
Saltash  
PL12 6JX

14 June 2021

Dear Saltash Town Council,

Today our parent company the Go-Ahead Group launches its Climate Change Strategy. This strategy provides us with a clear roadmap for developing our own local climate change strategy that we will publish later this year.

The United Nations body (IPCC) responsible for assessing the science related to climate change warned in 2018 that we had just 11 years to curb emissions and limit temperature rises to 1.5°. As a responsible business, we must play our part in responding to that challenge by reducing our emissions and adapting to the impacts of a changing climate. Public transport is itself part of the solution to climate change – the more journeys made by bus (alongside trains, walking and cycling) the greater our contribution to reducing emissions.

The Go-Ahead Group climate change targets are:

- 75% emissions reduction by 2035
- To become a net zero business by 2045

The Strategy <https://www.go-ahead.com/sustainability/climate-change> sets out how as a group we will contribute to tackling climate change through our science-based target for Decarbonisation, and targets & action plans for Air Quality, Water and Waste - along with an Adaptation plan.

For that reason, it is vital that we work together with you, to develop our local plans and targets to make these much-needed changes that will in turn benefit the communities we serve.

Today marks the first step on that journey. We will update you shortly on what we are planning locally, and we welcome your ideas and suggestions to support our strategy.

Yours sincerely,



Richard Stevens DL  
**Managing Director**  
**Go South West**



Dear all

I just wanted to flag up with you an opportunity, that was outlined in the latest T&PC newsletter, for every community to apply for a Landmark tree – the relevant extract is below.

## Free Landmark Trees

The [Forest for Cornwall](#), with support from the [Woodland Trust Emergency Tree Fund](#), is offering every community (via their parish or town council) a celebratory Landmark Tree to plant this winter or next to celebrate a person, place or event in their community and to share that story and why a tree is appropriate.

Town and parish councils, or their nominated contact, can [apply via Let's Talk Cornwall](#), which has more information. **Please apply by 2 August (to allow time for trees to be ordered) or register an interest for next year if you need more time to plan.**

Town and parish councils will be contacted about their application at the end of September to confirm tree availability and timings.

Forest for Cornwall's guidance suggests a short list of tree species they can source, but they can consider others if there is a particular tree that suits your needs or space.

Trees can be planted as part of the [Queen's Green Canopy](#), the [Plant for Our Planet](#) or [Countryfile's Plant Britain](#) initiatives or the community's own plans.

Many communities are already planting trees or may like to do more. You can find guidance and links to more [free community trees](#) on Cornwall Council's website.

# Woodland Trust £2.9 million to fund trees and green spaces for local communities



Andy Bond  
Senior PR officer

The Woodland Trust has delivered a major green boost for communities across the UK by providing much needed funding for cash strapped local authorities to plant trees and create green spaces.

The money is being delivered from the charity's new Emergency Tree Fund which aims to make up for a current lack of investment to help local authorities break through barriers to get more trees and woods in the ground. It will give more local communities the green spaces on their doorsteps that are desperately needed, and which have shown to be so important for people during the current pandemic.

The Trust is working with 11 authorities across the UK in the first phase of the project and aims to expand the scheme further in 2022.

It is a key part of the charity's recently announced ambitious aim to establish 50 million more trees by 2025 to help tackle both the nature and climate crises.

In June 2019 the UK Parliament made a commitment to achieving net zero greenhouse gas emissions by 2050. Many local authorities across the UK have also declared climate and nature emergencies and set out ambitious tree planting targets. Unfortunately, as with so many areas of life, finances are tight and due to Covid 19, progress has been significantly impacted.

John Tucker, the Woodland Trust's director of woodland outreach said:

"The Woodland Trust has launched an Emergency Tree Fund to provide vital funding to help make these green projects a reality.

"The Trust's Emergency Tree Fund has the power to inspire tree planting and woodland creation and galvanise the need to treasure trees and green spaces in neighbourhoods across the UK. What the country's fight against Covid has shown is how communities have come together in a time of crisis. As the pandemic hopefully abates, getting outside and planting, maintaining and enjoying trees will be a way for this spirit to be harnessed once again in a different but very important way - to tackle the climate and nature crises which also affect us all."

Among the aims of the Emergency Tree Fund, which has come from Trust supporters, including businesses, is boosting green spaces to help with people's health and wellbeing and to work with communities to plant trees and create woodland soaking up harmful carbon, combating pollution and create detailed tree strategies to meet carbon zero targets.

Glasgow City Region, which will host the COP26 international climate change conference later this year, is one of those receiving funding (£400,000), following a rigorous application process. Here eight councils are coming together to boost urban tree cover.

Sheffield City Council is another to be receiving funding (£183,319). Its aim to plant and protect trees in the city is a far cry from three years ago when the Trust joined local residents in a battle to stop it felling street trees. Now it has transformed its policies and is looking to use the fund to involve its many diverse communities in planting new trees and protecting others for the future.

Meanwhile Wolverhampton Council is looking to plant pockets of trees in a range of locations across the city, again benefiting people and wildlife by improving air quality and increasing green spaces.

Mr Tucker added:

"Our overall goal is to be the architect of inspiring local authorities across the UK to help their residents become tree champions - and make trees a key part of their policies. We want to stimulate green activity and help them to become exemplars of green innovation and inspiration that can be applied in other local authority areas. And we would love to hear from any other local authority who want to be involved in future Emergency Tree Fund allocations."

# Funding allocation

Here is a full list of councils receiving the funding (an initial £2.86 million) so far:

Edinburgh Council: £298, 055. Edinburgh Council is looking for the city to become a “one million tree” city by 2030.

- Glasgow City Region: £400,003. Eight Councils have come together to create the Clyde Climate Forest which will see urban tree cover increase from 16% to 20%.
- Sheffield City Council: £183,319. Sheffield’s 'Treevitalise' project will look to engage communities in protecting and restoring woodland, increasing capacity in the community forestry team, and protecting trees outside woods.
- Belfast City Council: £289,585. Belfast has a very ambitious aim to plant one million trees over the next 15 years.
- Wokingham Council: £300,000. Wokingham Borough Council is looking to plant more than 250,000 trees across the borough.
- Cornwall Council: £293,965. Cornwall Council has already launched its Forest of Cornwall and the fund will help with its aim to create 8,000 hectares of woodland over the coming years.
- Devon County Council: £297,349. Devon Council is looking to create a 'Devon net zero' by, among other things, planting trees on their land, creating a tree strategy for the county and tackling tree disease.
- Cardiff Council: £228,862. Cardiff Council is looking to plant over 800 hectares of tree cover over the next decade.
- Bolsover District Council: £269,160. The council is looking to plant over 27,000 trees and create and inspire a series of community woodlands.
- Wolverhampton Council: £129,500. A real urban tree planting initiative, Wolverhampton is looking to plant pockets of woodland on a range of open spaces in the city.
- Black Country Consortium: £175,000. In the Black Country the money will go towards a comprehensive assessment of the area’s tree stock.

To achieve its 50 million tree aim the Trust is aiming to create new woods as well as work with the likes of landowners, the Government, businesses and the public. Its Emergency Tree Fund may be expanded should this prove a success.

Read more on the Trust's [50 million tree plan](#).

**-Ends-**

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of Joint Burial Board Committee held at St Stephens Church followed by a site visit on Tuesday 6th July 2021 at 6.00 pm**

**PRESENT:** Councillors: B Samuels (Co-Chair), J Dent, A Pinckney, B Jones (Co-Chair) and S McKee.

**ALSO PRESENT:** 1 Member of the Public, A White (Chairman of SEA), M Thomas (Senior Policy and Data Compliance Officer), D Joyce (Administration Officer) and R Enticknap (Service Delivery Manager)

**APOLOGIES:** M Wills

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#### **1/20/21 HEALTH AND SAFETY ANNOUNCEMENTS**

Co-Chairman Councillor B Samuels in the Chair.

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

#### **2/20/21 STC MEMBERS TO ELECT A CO-CHAIRMAN.**

It was proposed by Councillor Dent, seconded by Councillor Pinckney and following a vote of STC board Members **RESOLVED** to elect Councillor B Samuels as the STC Co-Chairman of the Joint Burial Board Committee.

Co-Chairman Councillor B Samuels remained in the Chair.

#### **3/20/21 ST STEPHENS MEMBERS TO ELECT A CO-CHAIRMAN.**

In the absence of an incumbent Vicar it was proposed by Mrs S McKee, seconded by Mr B Jones and **RESOLVED** to elect Mr B Jones, Church Warden as St Stephens Co-Chairman of the Joint Burial Board Committee.

**4/20/21      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.

**5/20/21      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**6/20/21      TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 9TH FEBRUARY 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 Dent and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 9<sup>th</sup> February 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.

**7/20/21      FINANCE:**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

**8/20/21      HEALTH & SAFETY**

No report.

**9/20/21      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**10/20/21      CORRESPONDENCE.**

At the request of Councillor B Samuels, the Chairman of Saltash Environmental Action read a letter of correspondence received by Members to request consideration be given to an allocated space within the Churchyard for the encouragement of Wildflowers.

Councillor B Samuels thanked the Chairman of SEA and stated that the consideration of a Wildflower meadow and a reduced mowing regime was to be further discussed under agenda item 13.

It was **RESOLVED** to note.

**11/20/21      TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT.**

The Service Delivery Manager briefed Members on the report submitted.

Councillor B Samuels requested the recommendation to appoint an Arboriculture contractor be taken under agenda item 13.

It was **RESOLVED** to note.

**12/20/21      TO RECEIVE AN UPDATE FROM THE P.C.C REGARDING WILDFLOWER AND GRASS CUTTING SCHEDULES.**

**(Pursuant to JBB held on 13.10.20 minute nr. 11/20/21 C and E)  
(Pursuant to JBB held on 9.02.21 minute nr. 33/20/21 / 36/20/21)**

- a. The Committee considered the recommendation detailed in the Service Delivery Manager's report relating to the pursuant minute from the Joint Burial Board meeting held on 13<sup>th</sup> October 2020, minute number 11/20/21D, to appoint an Arboriculture contractor to remove tree branches protruding the cemetery boundary.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to appoint Contractor B at a cost of £225.00 +VAT to reduce over extended oak limbs projecting over the cemetery by 2-3 metres.

- b. PCC Co-Chairman Mr B Jones briefed Members on the agreement met with both PCC and STC to leave parts of the boundary edge of the Churchyard uncut to encourage the growth of Wildflowers with a review after 2 years.

Please see attached map showing the agreed areas which will not be included in the scheduled mowing regime.



**13/20/21      TO RECEIVE AN UPDATE FROM THE P.C.C REGARDING THE REGISTRATION OF THE CHURCHYARD AS CLOSED.**

**(Pursuant to JBB held on 9.02.21 minute nr. 35/20/21)**

PCC Co-Chairman Mr B Jones informed the Committee that due to having no incumbent Vicar the Church is unable to progress with the registration of the Churchyard as closed at present.

It was **RESOLVED** to defer to a future Joint Burial Board meeting, subject to an incumbent Vicar being appointed.

**14/20/21      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. (As required or if necessary).

**15/20/21      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**16/20/21      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**17/20/21      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**18/20/21      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:

1. Mowing regime around the periphery of the Churchyard to cease to allow Wildflowers to grow, maintenance and upkeep to be undertaken by STC and in collaboration with SEA.

**DATE OF NEXT MEETING**

Tuesday 12 October 2021 at 6.00 pm

Rising at: 6.32 pm

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

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

**Map of Proposed Wildflower Area's at St Stephens Church**



Key:

——— Allocated area for the growth of Wildflowers

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of Policy and Finance Committee held on the Guildhall on Tuesday 13th July 2021 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, R Bullock, J Dent, S Gillies, S Martin, S Miller (Chairman), J Peggs and D Yates (Vice-Chairman).

**ALSO PRESENT:** S Burrows (Acting Town Clerk), M Thomas (Senior Policy and Data Compliance Officer) and S Emmett (Finance Officer)

**APOLOGIES:** G Challen, L Challen, M Griffiths, A Pinckney, B Samuels, P Samuels and G Taylor.

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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     TO ELECT A VICE CHAIR.**

It was proposed by Councillor Martin, seconded by Councillor Dent and following a vote it was **RESOLVED** to appoint Councillor Yates as Vice Chairman.

#### **38/21/22     TO RECEIVE A REPORT ON INVESTMENTS.**

It was **RESOLVED** to note.

#### **39/21/22     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.

**40/21/22      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**41/21/22      TO RECEIVE AND NOTE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON THURSDAY 27TH MAY 2021 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** that the minutes of the Policy and Finance Committee meeting held on Thursday 27<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.

**42/21/22      ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST MAY 2021.**

It was **RESOLVED** to note.

**43/21/22      PETTY CASH RECONCILED UP TO 31ST MAY 2021 - NO TRANSACTION SINCE 31ST MARCH 2021**

It was **RESOLVED** to note.

**44/21/22      TO RECEIVE A REPORT ON VAT.**

It was **RESOLVED** to note.

**45/21/22      TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS. IT WAS NOTED THAT THERE ARE NO DISCREPANCIES TO REPORT.**

It was **RESOLVED** to note.

**46/21/22      TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.**

It was **RESOLVED** to note.

**47/21/22      TO RECEIVE A REPORT FROM THE FINANCE OFFICER.**

It was **RESOLVED** to note the report and the following comments:  
Councillor Bickford commented on the low interest rate of one of the accounts. The Finance Officer reported that it is difficult to find financial organisations willing to accept money on deposit from public authorities. Funds are spread according to the Investment Policy which stipulates a limit of £500,000 per account.

**48/21/22      TO RECEIVE A REPORT ON INSURANCE CLAIMS**

It was **RESOLVED** to note the report and the following comments:

- the Finance Officer will continue to chase outstanding claims;
- the Chairman queried whether it would be more cost effective for the Council to settle the claim for the damaged wing mirror direct with the third party. The Finance Officer will investigate and report back to the Chairman and Vice Chairman.

**49/21/22      CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.**

None.

**50/21/22      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**51/21/22      TO RECEIVE AN UPDATE ON THE LAND KNOWN AS TREMATON POUND AS A HERITAGE SITE WITH HERITAGE ENGLAND.**

It was **RESOLVED** to note and that Members with bibliographic references were requested to send them to the member of the public making the application and Saltash Heritage.

**52/21/22      TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:**

a. Community Chest

None.

b. Festival Funds

None.

**53/21/22      TO CONSIDER AMENDMENTS TO STANDING ORDERS.**

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** the amendment to Full Council.

**54/21/22      TO REVIEW THE TENDER SPECIFICATION FOR SALTASH TEAM FOR YOUTH.**

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to defer and delegate to the Saltash Team for Youth Working Party to review the tender specification reporting back to a future meeting.

**55/21/22      TO CONSIDER A SUGGESTION TO FORM A COMMUNICATIONS AND ENGAGEMENT WORKING PARTY - COUNCILLOR MARTIN**

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to form a Working Party comprising of Councillors Bickford, Bullock, Griffiths, Martin and Yates reporting to the Policy and Finance Committee.

**56/21/22      TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group

Councillor Yates reported that the examiner has now submitted their draft report to Cornwall Council and the Neighbourhood Plan Steering Group have received a confidential copy.

The Neighbourhood Plan Steering Group are considering the examiner's comments and an editorial group will be formed to make the required changes. Any Members wishing to be involved should contact Councillor Yates direct.

It was **RESOLVED** to note.

b. Saltash Team for Youth

The Chairman informed Members that the tender for the year 2021-22 is currently being advertised, closing date 16<sup>th</sup> August 2021, tender opening is to take place on 17<sup>th</sup> August 2021, reporting back at September's P&F meeting.

c. Section S106 Steering Group

No report.

It was proposed by Councillor Miller, seconded by Councillor Bickford and **RESOLVED** to replace the standing agenda item 'To receive a report from the Section 106 Steering Group' with 'To receive a report from the Section 106 Panel' and one of the STC representatives reporting back to future meetings.

**57/21/22      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.

**58/21/22      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**59/21/22      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**60/21/22      URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN.**

None.

**61/21/22      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 Dent and **RESOLVED** to issue the following Press and Social Media releases:

- a. A call for documentation regarding the listing of Trematon Pound.
- b. A reminder of the closing date for tenders to be received for Saltash Youth Work.

**DATE OF NEXT MEETING**

Tuesday 7 September 2021 at 6.30 pm

Rising at: 7.15 pm

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

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



## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of The Services Committee held on the Guildhall on Wednesday 14th July 2021 at 6.30 pm**

**PRESENT:** Councillors: R Bickford (Chairman), R Bullock, J Dent, S Gillies, S Martin (Vice-Chairman), S Miller, J Peggs, B Samuels, P Samuels, G Taylor and D Yates.

**ALSO PRESENT:** 5 Members of the Public, S Burrows (Acting Town Clerk), D Joyce (Administration Officer) and R Enticknap (Service Delivery Manager).

**APOLOGIES:** R Bullock (Early departure), G Challen, M Griffiths and A Pinckney.

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

Councillor Bickford in the Chair.

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

#### **2/21/22 TO ELECT A CHAIRMAN**

It was proposed by Councillor Dent, seconded by Councillor Martin and following a vote **RESOLVED** to elect Councillor Peggs as Chairman.

Councillor Peggs asked Members if Councillor Bickford could remain in the Chair for this meeting only.

Councillor Bickford remained in the Chair for this meeting only.

#### **3/21/22 TO ELECT A VICE CHAIRMAN**

It was proposed by Councillor Peggs, seconded by Councillor Dent and following a vote **RESOLVED** to elect Councillor Martin as Vice Chairman.

Councillor Bickford asked Councillor Martin if she wished to Chair the meeting, it was agreed that Councillor Bickford would remain the Chair.

**4/21/22      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.

**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 SERVICES COMMITTEE HELD ON 10TH FEBRUARY 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 Miller and **RESOLVED** that the minutes of the Services Committee held on Wednesday 10<sup>th</sup> February 2021 were confirmed as a correct record.

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

**7/21/22      FINANCE:**

- a. To receive the current Committee budget statements.

It was **RESOLVED** to note.

**8/21/22**      **TO RATIFY THE FOLLOWING DURING THE COVID-19 ISOLATION PERIOD:**

Ref Nr	Details	Decision Agreed	Committee
STC 93	Approved to cancel all Guildhall bookings up to the 31 <sup>st</sup> May 2021 except polling station booking	APPROVED	SERVICES
STC101	Approved to cancel all Guildhall bookings up the 31 <sup>st</sup> July 2021	APPROVED	SERVICES

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

**9/21/22**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

No report.

**10/21/22**      **CORRESPONDENCE.**

- a. To ratify the Town Councils response to host an International Festival of Rowing - The Cornish Pilot Gig Association and Perfect Moments.

It was proposed by Councillor Yates, seconded by Councillor Gillies and **RESOLVED** to ratify the Town Councils response to host an International Festival of Rowing.

- b. To consider a request for STC to adopt various memorials in the town - Saltash 1941 Blitz Committee.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to adopt the memorials subject to receiving permissions to install and maintain, and to receive a comprehensive inventory list of items including names and contact details of those who carried out the works to the various memorials in the town.

- c. To consider a request for STC to adopt various memorials in the town - Saltash Great War 1914-1918 Committee

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to adopt the memorials subject to receiving permissions to install and maintain, and to receive a comprehensive inventory list of items including names and contact details of those who carried out the works to the various memorials in the town.

**11/21/22      TO RECEIVE A REPORT, RATIFY ITEMS AND CONSIDER ANY RECOMMENDATIONS FROM THE SERVICE DELIVERY DEPARTMENT**

Members discussed the report with the Service Delivery Manager and requested the Waterside Toilets external walls be redecorated prior to future town events scheduled at the Waterside this summer.

Members requested the Service Delivery Manager ascertains Cornwall Council's weeding regimes and follows up with a schedule for the Service Delivery Department to undertake going forward. Service Delivery Manager to inform Members of the areas in which STC cover.

Councillor Bullock left the meeting.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to note and approve the Service Delivery Manager's recommendations detailed in the report.

Members agreed a weekly emailed report from the SDM is to be resumed.

**12/21/22      TO RECEIVE A REPORT AND RATIFY ITEMS ON THE PONTOON AND CONSIDER OPTIONS AND ASSOCIATED COSTS.**

It was **RESOLVED** to note.

**13/21/22      TO RECEIVE A REPORT ON BUNTING AND CONSIDER THE OPTIONS AND ASSOCIATED COSTS.**

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to give delegated authority to the Chairman and Vice Chairman of Services together with the Service Delivery Manager to re-measure and obtain accurate costings for eco-friendly bunting up to a maximum budget of £2,000 to be displayed in Fore Street and Lower Fore Street where possible.

Existing community bunting to be displayed at the Waterside as soon as practicable.

**14/21/22      TO CONSIDER FORMING A WATER TRANSPORT WORKING GROUP TO FURTHER EXPLORE THE POSSIBILITY OF SALTASH BEING AN ACCESS POINT.**

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to form a Water Transport Working Party comprising of Councillors Bickford, Bullock, Gillies, Martin, Miller and Yates, reporting back to future Services meetings.

**15/21/22      OTHER AREAS THAT THE SERVICES COMMITTEE IS RESPONSIBLE FOR:**

a. Allotments

No report.

**16/21/22      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.

**17/21/22      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**18/21/22      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

19/21/22 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

20/21/22 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

- a. To advertise STC current cutting and maintenance schedules as outlined in the Service Delivery Report. – Service Delivery Manager.

**DATE OF NEXT MEETING**

Wednesday 15 September 2021 at 6.30 pm

Rising at: 7.52 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of The Personnel Committee held on the Guildhall on Thursday 15th July 2021 at 6.30 pm**

**PRESENT:** Councillors: G Challen, S Martin, S Miller, J Peggs, B Samuels and G Taylor (Chairman).

**ALSO PRESENT:** Cllr P Samuels (Mayor 2021-22), S Burrows (Acting Town Clerk)

**APOLOGIES:**

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#### **48/21/22     HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **49/21/22     TO ELECT A VICE CHAIRMAN**

It was proposed by Councillor G Challen, seconded by Councillor Peggs and following a vote it was **RESOLVED** to appoint Councillor Martin as Vice Chairman.

#### **50/21/22     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.

51/21/22 **TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON MONDAY 14TH JUNE 2021 AND WEDNESDAY 30TH JUNE 2021 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Personnel Meeting held on 14<sup>th</sup> June 2021 were confirmed as a true and correct record.

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Personnel Meeting held on 30<sup>th</sup> June 2021 were confirmed as a true and correct record subject to amendment to those present to be changed to reflect Councillor Martin's attendance.

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

52/21/22 **RECRUITMENT - SERVICE DELIVERY DEPARTMENT.**

The Chairman and Acting Town Clerk updated Members on the current staffing levels for the Service Delivery Department.

The resignation of the Senior Service Delivery General Assistant was **NOTED.**

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** that the post of Senior Service Delivery General Assistant not be replaced and at the earliest opportunity recruit a Service Delivery General Assistant.

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** that the Chairman liaises with the Service Delivery Manager to work up a Service Delivery Staffing Structure Review to be reported at the next Personnel meeting to be held on 27<sup>th</sup> July 2021.

**DATE OF NEXT MEETING**

Tuesday 27 July 2021 at 6.30 pm

Rising at: 8:55 p.m.

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

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



## SALTASH TOWN COUNCIL

### Minutes of the Meeting of The Planning and Licensing Committee held at the Guildhall on Tuesday 20th July 2021 at 6.30 pm

**PRESENT:** Councillors: R Bickford, R Bullock, J Dent (Vice-Chairman), J Peggs, B Samuels (Chairman), P Samuels and D Yates.

**ALSO PRESENT:** 4 Members of the Public, S Burrows (Acting Town Clerk) and F Morris (Planning and General Administrator)

**APOLOGIES:** G Challen, L Challen, S Gillies, M Griffiths, S Martin, S Miller, A Pinckney and G Taylor.

#### **43/21/22 HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **44/21/22 TO APPOINT A VICE CHAIRMAN.**

It was proposed by Councillor B Samuels, seconded by Councillor P Samuels and **RESOLVED** that Councillor Dent be appointed Vice Chairman.

#### **45/21/22 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
Bickford	PA21/05721	Non-pecuniary	Friend	No
Bickford	PA21/05723	Non-pecuniary	Friend	No

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

None.

**46/21/22      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

The Chairman informed Members of a statement received in relation to Agenda Item No. 8a – Applications for consideration: PA21/04120 - Land Adj. Trematon Hall, Trematon, Saltash, Cornwall. The Chairman announced that this statement would be taken at the time of the Planning Application.

**47/21/22      TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 15TH JUNE 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 Peggs and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 15<sup>th</sup> June 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.

**48/21/22      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**49/21/22      PLANNING:**

a. Applications for consideration:

**PA21/03391**

Timothy Atkinson – **Eales Barn A388 Between A38 Roundabout And Dirty Lane Carkeel PL12 6NR**

Proposal to extend the garden area of existing curtilage to the boundary line of that for neighbouring property (Eales Lodge).

**Ward: Trematon**

Date received: 18/06/21

Response date: 23/07/21

It was proposed by Councillor Dent, seconded by Councillor Peggs and resolved to **RECOMMEND APPROVAL** subject to the condition that no boundary walls are removed and that this area cannot be used for future development. No development whatsoever is to be built on this land.

**PA21/04120**

Mr & Mrs Pennycook – **Land Adj. Trematon Hall Trematon Saltash Cornwall**

Use of land for siting of 3 bell tents for holiday purposes for 6 months each year (1st April – 30th September) and use of existing toilet facilities.

**Ward: Trematon**

Date received: 16/06/21

Response date: 23/07/21

A member of the public read a statement in support of Planning Application PA21/04120 – Land Adj. Trematon Hall Trematon Saltash Cornwall.

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

**PA21/04776**

Mr D Clegg – **Barn Croft Broad Lane Trematon Saltash PL12 4RU**

Extension of building to form annexe.

**Ward: Trematon**

Date received: 28/06/21

Response date: 23/07/21

It was proposed by Councillor Dent, seconded by Councillor Yates and resolved to **RECOMMEND APPROVAL** subject to the condition that the annexe remains within the family and is not therefore occupied by a separate household.

**PA21/05003**

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

Householder application for front and rear extensions to provide garage, enlarged bedroom and dining area.

**Ward: Tamar**

Date received 28/07/21

Response date: 02/08/21

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

**PA21/05207**

Mr Ben Shearn – **Broadmoor Farmhouse Road From Junction West Of South Broadmoor House To Longlands Lane Elmgate Saltash PL12 4QX**

Conversion of detached outbuilding into living annexe for family member.

**Ward: Trematon**

Date received: 24/06/21

Response date: 23/07/21

It was proposed by Councillor Yates, seconded by Councillor Dent and resolved to **RECOMMEND APPROVAL** subject to the condition that the annexe remains within the family and is not therefore occupied by a separate household.

**PA21/05314**

Mr Lucas Writer – **118 North Road Saltash PL12 6BQ**

Two New Build Dwellings.

**Ward: Tamar**

Date received: 22/06/21

Response date:

It was proposed by Councillor P Samuels, seconded by Councillor Dent and resolved to **RECOMMEND REFUSAL** due to:

1. The building line is too far forward. The proposal is therefore not in keeping with the street scene and the whole dwelling should move further back so that it fits in with the line of existing housing.
2. Difficulty with the access point due to Old Ferry Road already being very congested.

**PA21/05336**

Mr Will Simpson – **Land West Of The Stables Farm Lane St Stephens Saltash PL12 4AR**

Erection of single storey detached dwelling and detached garage.

**Ward: Essa**

Date received: 22/06/21

Response date: 23/07/21

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

**PA21/05643**

Mr N Wreford – **2 Linnet Court Latchbrook Saltash**

Two storey side extension.

**Ward: Trematon**

Date received: 29/06/21

Response date: 23/07/21

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

**PA21/05845**

Mrs Marie Ryder - **11 Broom Hill St Stephens PL12 4DZ**

Extension to rear and removal of existing garage.

**Ward: Essa**

Date received: 13/07/21

Response date: 03/08/21

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

b. Tree applications:

**PA21/05669**

Mrs Jane Paramore – **11 The Brook Saltash PL12 6UL**

Works to trees subject to a Tree Preservation Order, namely fell Ash tree (G5).

**Ward: Tamar**

Date received: 23/06/21

Response date: 23/07/21

The Chairman informed Members of Saltash Town Council's and Cornwall Council's Tree Wardens' reports.

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

It was proposed by Councillor B Samuels, seconded by Councillor P Samuels and **RESOLVED** that Councillor Bickford be awarded a dispensation for PA21/05721 and PA21/05723 to remain in the room, to not participate in any discussion of that business with no voting rights, in order that the meeting remains quorate.

**PA21/05721**

Mr Charles Wilson – **5 Coombe Road St Stephens PL12 4ER**

Works to trees name:- Cedar – Remove – subject to a Tree Preservation Order (TPO).

**Ward: Essa**

Date received: 23/06/21

Response date: 23/07/21

The Chairman informed Members of Saltash Town Council's and Cornwall Council's Tree Wardens' reports.

It was proposed by Councillor Peggs, seconded by Councillor Bullock and resolved to **RECOMMEND APPROVAL** in line with the recommendations of the Cornwall Council Tree Officer's report.

**PA21/05723**

Mr Charles Wilson – 7 Coombe Road St Stephens Saltash Cornwall

Works to trees subject to a Tree Preservation Order, namely remove ash trees (T8 and T9).

**Ward: Essa**

Date received: 25/06/21

Response date: 23/07/21

The Chairman informed Members of Saltash Town Council's and Cornwall Council's Tree Wardens' reports.

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

Members asked that the Saltash Town Council Tree Wardens be thanked for their continued comprehensive reports.

c. Tree notifications:

None.

**50/21/22      CONSIDERATION OF LICENCE APPLICATIONS: NONE.**

None.

**51/21/22      NEIGHBOURHOOD PLAN PROGRESS REPORT - COUNCILLOR DAVID YATES.**

Councillor Yates informed Members that the only change since the Meeting of the Policy and Finance Committee held on the 13<sup>th</sup> July 2021, is that the Neighbourhood Plan Editorial Group are to have an online meeting to be held on Friday 23<sup>rd</sup> July 2021.

Please contact Cllr Yates for further details.

It was **RESOLVED** to note.

**52/21/22      CORRESPONDENCE.**

None.

**53/21/22      TO CONSIDER COVID-19 UPDATES.**

Members received STC Services and Operational Recovery Plan – Phase 6 as at 19<sup>th</sup> July 2021. Members considered the following options:

- Council to consider Officers returning to their workplace as soon as practicable, stagger start time if necessary, protective desk screens to remain in situ, promote good hygiene – washing hands and sanitise regularly, temperature check on arrival and respect each other's space to reduce the risk of spreading the virus.
- Council to consider encouraging Councillors, all Officers, contractors/visitors and members of the public to continue wearing a face covering (unless medically exempt) inside Council premises to reduce the spread of the virus.
- Council to consider to encourage Service Delivery staff to continue wearing a face covering when working in close proximity whether it be inside or outside to reduce the risk of spreading the virus.
- Council to consider encouraging Councillors, Officers and members of the public to continue to scan the QR Code on arrival at Council premises.
- Council to consider to continue to encourage hands, face, space.
- Council to consider the Service Delivery Department to continue with staff stagger start times and bubbles of two to reduce the risk of spreading the virus.
- Council to consider opening the Guildhall to members of the public as at **Monday 2<sup>nd</sup> August 2021**. No Guildhall bookings due to shortage of space.
- Council to consider holding physical Council meetings not socially distanced or to remain status quo – 2 meters social distancing, good ventilation, hand sanitising on arrival and temperature checks to reduce the spread of the virus.
- Council to consider encouraging staff to take part in the home testing kit twice a week reporting results to their line manager. The testing system is on a voluntary basis and cannot be enforced.

- Council to consider the Acting Town Clerk to report back to the Chairman and Vice Chairman of the relevant Committee / Sub Committee, Mayor and Deputy Mayor for agreement for any change of service across the council reporting back at a future Town Council meeting.

It was proposed by Councillor B Samuels, seconded by Councillor Bickford and **RESOLVED** to note the report and approve and adopt the above options.

- Any other areas not covered in the report to be considered.

It was proposed by Councillor B Samuels, seconded by Councillor P Samuels and **RESOLVED** that the Guildhall Long Room setup be modified to attempt to assist with the acoustic issues.

It was proposed by Councillor B Samuels, seconded by Councillor Bickford and **RESOLVED** to continue to hold physical socially distanced Council Committee / Sub Committee meetings including good ventilation, hand sanitising on arrival and temperature checks to reduce the spread of the virus.

It was proposed by Councillor B Samuels, seconded by Councillor Bickford and **RESOLVED** that Councillor Yates works with the Service Delivery Manager to source options and costs with regard to a sound system which can be used in both the Council Chamber and Guildhall Long Room now and in the future reporting back to Full Council at the earliest opportunity.

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** that the Service Delivery Department reduce the Covid-19 street furniture cleaning to once a day and the cleaning of public toilets to remain twice a day.

#### **54/21/22      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.

#### **55/21/22      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.



**56/21/22      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**57/21/22      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**58/21/22      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 21 September 2021 at 6.30 pm

Rising at: 7.50 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of Personnel Committee held at the Guildhall on Tuesday 27th July 2021 at 6.30 pm**

**PRESENT:** Councillors: G Challen, S Martin, S Miller, J Peggs, B Samuels and G Taylor (Chairman).

**ALSO PRESENT:** The Mayor Cllr P Samuels, S Burrows (Acting Town Clerk)

**APOLOGIES:** None.

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#### **53/21/22     HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **54/21/22     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.

#### **55/21/22     TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON THURSDAY 15TH JULY 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 Taylor, seconded by Councillor Miller and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on Thursday 15<sup>th</sup> July 2021 were confirmed as a true and correct record.

**56/21/22     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**57/21/22     BUDGET STATEMENTS:**

a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

**58/21/22     TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED.**

It was **RESOLVED** to note training attended.

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** to approve the Finance Officers ACCA Audit and Assurance Module cost of £200.00 allocated to budget P&F Staff Training.

It was proposed by Councillor Taylor, seconded by Councillor Miller and **RESOLVED** to obtain the full ACCA accountancy training syllabus for Model three reporting back at the next Personnel Committee meeting.

**59/21/22     TO CONSIDER AMENDMENTS TO THE TERMS OF REFERENCE.**

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** to approve the amendments to the Personnel Terms of Reference.

**60/21/22     TO CONSIDER THE INVESTORS IN PEOPLE SCHEME.**

It was proposed by Councillor G Challen, seconded by Councillor B Samuels and **RESOLVED** to defer the Investors in People Scheme for 12 months and that Councillor Peggs investigates the Local Council Award Scheme for STC.

**61/21/22     TO RATIFY THE RECRUITMENT COSTS FOR THE POSITION OF RECEPTIONIST / MAYORS SECRETARY.**

It was proposed by Councillor Taylor, seconded by Councillor Miller and **RESOLVED** to ratify the transfer fee for the position of Receptionist / Mayor's Secretary post at a cost of £3,198.30 allocated to budget code Staff Recruitment.

**62/21/22      TO RATIFY THE LIBRARY PHASED OPENING OPERATIONAL HOURS.**

It was proposed by Councillor Taylor, seconded by Councillor G Challen and **RESOLVED** to ratify the library phased opening operational hours to be reviewed at the end of August 2021.

**63/21/22      TO CONSIDER PROVISION FOR FLU JABS FOR ALL OFFICERS.**

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** to approve provision for flu jabs for all officers allocated to budget code Staff Welfare.

**64/21/22      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.

**65/21/22      STAFFING:**

- a. To consider appointing a SDGA on a temporary basis to cover the departure of the Senior SDGA until the permanent position is filled.

It was proposed by Councillor Peggs, seconded by Councillor Miller and **RESOLVED:**

1. To appoint a temporary SDGA to cover the shortfall of the departure of the Senior SDGA up until the permanent position is filled.
2. To appoint a qualified temporary SDGA for the works required for that period.
3. To commence on salary point 7.
4. To allocate to budget code Services Staff Contingency.

- b. To review the National Joint Council scales together with the Job Descriptions.

It was proposed by Councillor Taylor, seconded by Councillor Miller and **RESOLVED** to note the National Joint Council scales together with the Job Descriptions and to further review at a future Personnel Meeting.

It was proposed by Councillor Taylor, seconded by Councillor Miller and **RESOLVED** to review STC appraisal system at the next Personnel Meeting.

**66/21/22     TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

The Chairman updated Members on staffing matters.

**67/21/22     TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 28 September 2021 at 6.30 pm

Rising at: 20:05

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of Devolution Sub Committee held on the Guildhall on Wednesday 21st July 2021 at 6.00 pm**

**PRESENT:** Councillors: R Bickford, R Bullock (Vice-Chairman), S Gillies, S Martin (Chairman), B Samuels, P Samuels and D Yates.

**ALSO PRESENT:** H Frank (Cornwall Council), S Burrows (Acting Town Clerk), R Enticknap (Service Delivery Manager) and D Joyce (Administration Officer)

**APOLOGIES:** Councillor J Peggs

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#### **1/20/21      HEALTH AND SAFETY ANNOUNCEMENTS**

Councillor Bickford in the Chair.

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

#### **2/20/21      TO ELECT A CHAIRMAN**

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and following a vote **RESOLVED** to elect Councillor Martin as Chairman.

Councillor Martin requested Councillor Bickford remain in the Chair for this meeting only.

#### **3/20/21      TO ELECT A VICE CHAIRMAN**

It was proposed by Councillor B Samuels, seconded by Councillor Martin and following a vote **RESOLVED** to elect Councillor Bullock as Vice Chairman.

**4/20/21      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.

**5/20/21      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL**

None.

**6/20/21      TO RECEIVE AND APPROVE THE MINUTES OF THE DEVOLUTION SUB COMMITTEE HELD ON WEDNESDAY 18TH NOVEMBER 2020 AS A TRUE AND CORRECT RECORD**

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

It was proposed by Councillor Bickford, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Devolution Sub Committee held on Wednesday 18<sup>th</sup> November 2020 were confirmed as a true and correct record.

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

**7/20/21      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

No report.

**8/20/21      TO RECEIVE THE DEVOLUTION SUB COMMITTEE TERMS OF REFERENCE**

It was proposed by Councillor Bickford, seconded by Councillor Yates and **RESOLVED** to delegate authority to the Chair, Vice Chair and the Senior Policy and Data Compliance Monitoring Officer to work up and submit to Members for their input and approval at a future Devolution Sub Committee meeting.

**9/20/21      TO REVIEW DEVOLUTION PHASES AND PRIORITIES**

Councillor Gillies arrived and joined the meeting.

**Victoria Gardens and Maurice Huggins Room:**

Members agreed that Victoria Gardens and the Maurice Huggins Room remain the number one priority in the devolution process.

The Service Delivery Manager briefed Members on various essential works required at Victoria Gardens and associated costs outlined in the updated Building Survey Report and STC Tree Officers survey.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to give delegated authority to the Chair, Vice Chair and Service Delivery Manager to further establish and negotiate costs relating to Victoria Gardens and Maurice Huggins Room working with Cornwall Council Community Link Officer reporting back at the next Devolution Sub Committee Meeting.

**Waterside and Pontoon:**

Members discussed the Waterside and Pontoon areas.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to give delegated authority to the Chair, Vice Chair and Service Delivery Manager to further explore a partnership with Cornwall Council and other associated organisations to manage and maintain the Waterside and Pontoon reporting back at the next Devolution Sub Committee Meeting.

**10/20/21      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.

**11/20/21      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**12/20/21      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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



13/20/21 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN

None.

14/20/21 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING

None.

**DATE OF NEXT MEETING**

Date Not Specified at Time Not Specified

Rising at: 7.02 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of Station Property Sub Committee held on the Guildhall on Thursday 22nd July 2021 at 6.00 pm**

**PRESENT:** Councillors: R Bickford (Chairman), R Bullock, S Miller, J Peggs and D Yates.

**ALSO PRESENT:** S Burrows (Acting Town Clerk), D Joyce (Administration Officer) and R Enticknap (Service Delivery Manager)

**APOLOGIES:** Councillors: J Dent, P Samuels and G Taylor.

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#### **1/20/21 HEALTH AND SAFETY ANNOUNCEMENTS**

Councillor Bickford in the Chair.

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

#### **2/20/21 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.

#### **3/20/21 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL**

None.

**4/20/21**      **TO RECEIVE AND APPROVE THE MINUTES OF THE STATION  
PROPERTY SUB COMMITTEE MEETING HELD ON TUESDAY 3RD  
NOVEMBER 2020 AS A TRUE AND CORRECT RECORD**

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

It was proposed by Councillor Bickford and seconded by Councillor Yates and **RESOLVED** that the minutes of the Station Property Sub Committee held on Tuesday 3<sup>rd</sup> November 2020 were confirmed as a true and correct record.

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

**5/20/21**      **FINANCE:**

a. To receive the current Committee budget statement.

The Chairman informed Members there is £17,875 in fees outstanding for construction works and £2,000 outstanding for Architectural works under Phase 1.

It was **RESOLVED** to note.

**6/20/21**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE  
RECEIVED**

None.

**7/20/21**      **TO RECEIVE THE STATION SUB COMMITTEE TERMS OF  
REFERENCE**

It was proposed by Councillor Bickford, seconded by Councillor Yates and **RESOLVED** to delegate authority to Councillor Bickford and the Senior Policy and Data Compliance Monitoring Officer to work up and submit to Members for their input and approval at a future Station Sub Committee meeting.

**8/20/21      TO CONSIDER AND APPROVE INITIAL RENTAL CHARGES**

The Chairman informed Members of the proposed rates for hire charges of Isambard House which are listed below:

Weekday rates

Between 9 a.m. - 5 p.m. (Community Rate) £10.00 (per hour)

Between 9 a.m. – 5 p.m. (Commercial Rate) £15.00 (per hour)

Evening and weekend rates

Weekends & evenings (Community Rate) £15.00 (per hour)

Weekends & evenings (Commercial Rate) £30.00 (per hour)

Hourly rates all plus VAT

It was proposed by Councillor Bickford, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Council to approve and adopt the initial rental charges to commence as soon as feasible to form STC official fees and charges list.

**9/20/21      TO CONSIDER A PROGRAMME OF EVENTS**

It was proposed by Councillor Bickford, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council:

1. To give delegated authority to Councillors Bickford, Bullock and Yates to establish a programme of events.
2. To approve some free events throughout the initial marketing stage of the Station Building.
3. To report back at future Station Property Sub Committee Meetings.

**10/20/21      TO RECEIVE AN UPDATE ON THE EXTENSION AND FENCE WORKS**

The Chairman updated Members on the extension and fence works currently being undertaken.

The Service Delivery Manager confirmed that a Contractor had been appointed to complete the extension fit out with a firm start date awaiting confirmation.

It was **RESOLVED** to note.

**11/20/21      TO RECEIVE AN UPDATE ON THE SNAGGING AND 12 MONTH RECTIFICATION PERIOD**

The Chairman updated Members on the snagging list with the biggest issues being the discoloured chimneys due to chemicals used and the slates which require cleaning.

Councillor Miller agreed to visit the station building together with Councillor Bickford to review the building works reporting back at a future Station Property Sub Committee Meeting should further snagging issues be identified.

It was **RESOLVED** to note.

**12/20/21      TO CONSIDER MANAGING AND OPENING THE WAITING ROOM AND REFRESHMENT FACILITIES**

It was proposed by Councillor Bickford, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council:

1. To give delegated authority to Councillors Bickford and Miller to review previous applications received from interested operators wishing to manage and open the waiting room and refreshment facilities.
2. To further negotiate with potential operators the use of the waiting room and refreshment facilities on a temporary rent free basis with a minimal cost of business rates and utility costs, to be reviewed within six months, to assist a startup business in Saltash.
3. Waiting room and refreshment facilities to include the cleaning of the waiting room to minimise impact on the Council and its Officers.

**13/20/21      TO CONSIDER FURNITURE OPTIONS**

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to give delegated authority within budget to Councillors Bickford, Bullock, Peggs and the Acting Town Clerk up to £10,000 for the procurement of suitable multiuse furniture, accessories and a TV, allocated to budget EMF Station Building for the purpose of the main Station Building area for future hire.

**14/20/21      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.

**15/20/21      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**16/20/21      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**17/20/21      TO CONSIDER ANY ITEMS FOR INFORMATION PURPOSES ONLY AT THE DISCRETION OF THE CHAIRMAN**

Competition

The Chairman informed Members that the Station Building has been shortlisted for the Conservation and Regeneration Category of this year's Construction Excellence Awards, with an awards ceremony to be held in Bristol in September 2021.

Exhibition

The Chairman informed Members of the scheduled art exhibition - Drawn to the Valley with an opening ceremony to be held for Members to attend on Friday 27<sup>th</sup> August 2021. Further details to be circulated.

BT Phone Box

The Acting Town Clerk informed Members that the adoption of the BT Phone Box situated by the Station Building is currently being addressed with further information to follow upon a meeting with the Council's Solicitor to understand the legalities prior to the Council adopting the BT Phone Box.

**DATE OF NEXT MEETING**

Thursday 5 August 2021 at 6.30 pm

Rising at: 7.52 pm

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

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

As part of its priority setting, the Cornwall Gateway Community Network Panel has highlighted “climate change and environmental sustainability” as a key issue and following this an action was agreed to establish a working group.

I am therefore writing to seek a representative from your town/parish council and/or a representation from a local group who would be keen to engage in the proposed Cornwall Gateway Climate Change Working Group.

The intent is for this to be an informal group at this stage which I hope will provide an opportunity to share ideas, information and create a platform for networking. The first meeting (and maybe subsequent meetings) will be held virtually – ideally by the end of August. The frequency of future meetings will be considered when the group meets, but I would not envisage anything more than quarterly at this stage.

Can you advise who you would wish to suggest from your area to attend this group – either a parish/town councillor and/or a local group - and provide me with the relevant email addresses? I will then write to all with details of the first meeting.

END OF REPORT

## **Agenda Item 27 - Neighbourhood Plan Report to August FTC**

The Examiner's comments have now been reviewed.

The next stage is for Cornwall Council to produce the Neighbourhood Development Plan text for the referendum.

The NP Steering Group will assist in this process.

It is hoped that the draft text for the referendum version of the plan will be available by the next Planning and Licensing meeting.

It is worth noting that although the Steering Group is able to provide public information on the content of the plan neither the Steering Group nor STC is allowed to campaign for a yes vote.

**END OF REPORT**





**Cornwall**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[licensing@cornwall.gov.uk](mailto:licensing@cornwall.gov.uk)  
 Telephone: 0300 1234 212

\* required information

## Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

\* First name

\* Family name

\* E-mail

Main telephone number

include country code.

Other telephone number

☒ Indicate here if you would prefer not to be contacted by telephone

Are you:

☒ Applying as a business or organisation, including as a sole trader

☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

### Applicant Business

Is your business registered in the UK with Companies House?

☐ Yes

☒ No

Note: completing the Applicant Business section is optional in this form.

Is your business registered outside the UK?

☐ Yes

☒ No

Business name

Saltash Regatta Committee

If your business is registered, use its registered name.

VAT number

none

Put "none" if you are not registered for VAT.

Legal status

Charity or Association

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Business Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

**Section 2 of 21**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

☐ Address ☐ OS map reference ☒ Description

**Address Description**

Please see the Event Management Plan that will follow this license application.

- Brunel Green
- Jubilee Green
- Waterside Green
- A section of Old Ferry Road

The venue does not have a telephone number.

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

### Section 3 of 21

#### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☐ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☒ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

#### Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

### Section 4 of 21

#### NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

#### Non Individual Applicant's Name

Name

#### Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

*Continued from previous page...*

The Saltash Regatta Committee is a constituted group that aims to organise and stage the annual Saltash Regatta.

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

\* Date of birth

dd mm yyyy

\* Nationality

Documents that demonstrate entitlement to work in the UK

Add another applicant

**Section 5 of 21**

**OPERATING SCHEDULE**

When do you want the premises licence to start?

/  /

dd mm yyyy

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

/  /

dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

The site includes three public greens, and a section of road. We don't plan on having alcohol covered on the premises license, alcohol vendors will apply for their own Temporary Events Notice.

- Brunel Green
- Jubilee Green

*Continued from previous page...*

- Waterside Green  
- A section of Old Ferry Road

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

#### Section 6 of 21

##### PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

☐ Yes ☒ No

#### Section 7 of 21

##### PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

☐ Yes ☒ No

#### Section 8 of 21

##### PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

☐ Yes ☒ No

#### Section 9 of 21

##### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

#### Section 10 of 21

##### PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

☒ Yes ☐ No

##### Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

Continued from previous page...

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

☐ Indoors

☒ Outdoors

☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Live amplified music, recorded amplified music, live (non-adult) dance, non-amplified live music

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

No variation on the times, or days. The license should be time limited to the dates/times above.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

Continued from previous page...

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

No variation on the times, or days. The license should be time limited to the dates/times above.

## Section 11 of 21

### PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

☒ Yes

☐ No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

Start

End

Start

End

##### THURSDAY

Start

End

Start

End

##### FRIDAY

Start

End

Start

End

##### SATURDAY

Start

End

Start

End

##### SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

☐ Indoors

☒ Outdoors

☐ Both

Where taking place in a building or other  
structure tick as appropriate. Indoors may  
include a tent.

**Continued from previous page...**

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Live amplified music, recorded amplified music, live (non-adult) dance, non-amplified live music

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

No variation on the times, or days. The license should be time limited to the dates/times above.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

No variation on the times, or days. The license should be time limited to the dates/times above.

**Section 12 of 21**

**PROVISION OF PERFORMANCES OF DANCE**

See guidance on regulated entertainment

Will you be providing performances of dance?

☒ Yes

☐ No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End



Continued from previous page...

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of dance take place indoors or outdoors or both?

☐ Indoors

☒ Outdoors

☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Live amplified music, recorded amplified music, live (non-adult) dance, non-amplified live music

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

No variation on the times, or days. The license should be time limited to the dates/times above.

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

No variation on the times, or days. The license should be time limited to the dates/times above.

Section 13 of 21

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

See guidance on regulated entertainment

Continued from previous page...

Will you be providing anything similar to live music, recorded music or performances of dance?

☒ Yes ☐ No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Give a description of the type of entertainment that will be provided

Live amplified music, recorded amplified music, live (non-adult) dance, non-amplified live music

Will this entertainment take place indoors or outdoors or both?

☐ Indoors ☒ Outdoors ☐ Both

Where taking place in a building or other  
structure tick as appropriate. Indoors may  
include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Live amplified music, recorded amplified music, live (non-adult) dance, non-amplified live music

Continued from previous page...

State any seasonal variations for entertainment

For example (but not exclusively) where the activity will occur on additional days during the summer months.

No variation on the times, or days. The license should be time limited to the dates/times above.

Non-standard timings. Where the premises will be used for entertainment at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

No variation on the times, or days. The license should be time limited to the dates/times above.

#### Section 14 of 21

##### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

#### Section 15 of 21

##### SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☐ Yes ☒ No

##### PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☐ Electronically, by the proposed designated premises supervisor
- ☐ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

#### Section 16 of 21

##### ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

No adult entertainment

Continued from previous page...

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

No variation on the times, or days. The license should be time limited to the dates/times shown previously.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

*Continued from previous page...*

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

No variation on the times, or days. The license should be time limited to the dates/times shown previously

## Section 18 of 21

### LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

We will effectively train all staff so they are aware of the premises license requirements. We will pay particular attention to any:

- drunk and disorderly behaviour on the premises area
- any violent or anti-social behaviour
- any harm to children
- drinking outside of predetermined areas where there are TEN's in place

As the pubs are working in close collaboration with us, we will be working closely to prevent any disorderly behaviour.

We will also ensure that an operating schedule is provided with the hours of operating and the licensable activities during those hours.

As a licensed premises we know it is necessary to carry out functions with the purpose of promoting these objective. We will support these objectives through steward training, event management planning, and strategic partnerships with other agencies and businesses, specifically the licenced premises in the event area.

b) The prevention of crime and disorder

- Clear signage across the premises indicating the terms of the premises licence
- No alcohol consumption outside of TEN areas
- Training of stewards in how to address members of the public who are not using the premises in accordance with the license
- An appropriate number of SIA personnel patrolling the site and stationed at areas of potential heightened crime and disorder, working alongside and in regular full cooperation with the licenced premises on the Waterside.

c) Public safety

- An appropriate number of SIA personnel patrolling the site and stationed at areas of potential heightened crime and disorder
- A record of the site surveys, ensuring that the premises is fit for purpose, with no health and safety concerns (trailing wires, damaged ground, correct signage, etc)
- SIA Personnel available for securing the boundaries of the event, should evicted members attempt to re-enter, and to provide a visual security deterrent, and to address potential security risks (such as unauthorised vehicles entering)

d) The prevention of public nuisance

- Monitoring of sound levels from the entertainment areas
- No alcohol consumption outside of TENs areas
- Provision of adequate waste receptacles for use by customers
- Sociable running hours

e) The protection of children from harm

- Trained stewards and SIA personnel to address any underage drinking

*Continued from previous page...*

- A suitable lost and found child policy (See the event management plan)

## Section 19 of 21

### NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

#### **Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

#### **Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.



*Continued from previous page...*

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

**Continued from previous page...**

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

#### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

#### **Section 20 of 21**

#### **NOTES ON REGULATED ENTERTAINMENT**



*Continued from previous page...*

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

**Continued from previous page...**

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

**Section 21 of 21**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee.

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college. There is no exemption for schools and sixth form colleges in relation to the sale of alcohol and the rateable value fee will apply in this instance.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time.

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

100.00

**ATTACHMENTS**

Continued from previous page...

## AUTHORITY POSTAL ADDRESS

### Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

## DECLARATION

- \* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application.
  - \* I/we understand the information provided on this form will be held by Cornwall Council; the information given may be retained on computer or in records.
  - I/we understand that the information will be used by the Council for the specific purposes for which it was collected and
  - \* any other relevant Council purposes including Government anti-fraud data-matching, especially Benefits, Council Tax, NNDR, Housing/Rents, Salaries, Employment, Pensions and Members Allowances.
  - \* I/we understand the information will not be exchanged or sold to any third party. Anonymised information may be used for statistical purposes. Any queries should be raised with the Data Protection Officer who is the Council's Data Controller.
- ☐ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
  2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/cornwall/apply-1> to upload this file and continue with your application.
- Don't forget to make sure you have all your supporting documentation to hand.

*Continued from previous page...*

**IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED**

