



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

1 October 2021

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 7th October 2021 at 7.00 pm.**

We encourage members of the public and press attending Council meetings to wear a face covering, unless medically exempt, to be mindful and respect others space and to consider their own unique circumstances before attending.

The meeting is open to members of the public and press. 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

Yours sincerely,

S Burrows
Acting Town Clerk

To:

Essa	Tamar	Trematon
R Bickford (Vice-Chairman) R Bullock G Challen M Griffiths S Lennox-Boyd 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. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
5. Chairman's Report. (Page 6)
6. To receive a verbal report on the Living Street Proposal - Councillor Philip Desmonde.
7. Monthly Crime Figures. (Page 7)
8. Report by Community Enterprises PL12. (Pages 8 - 11)
9. CNP report for noting or matters arising. (Pages 12 - 20)
10. CNP Action Points for Reports. (Page 21)
11. To receive a report on behalf of Safer Saltash.
12. To receive a report from Saltash Chamber of Commerce. (Page 22)
13. To receive a report from the Climate Change and Environmental Working Party. (Page 23)
14. To receive a report from Cornwall Councillors. (Pages 24 - 27)
15. To receive a report on Fountain Head House School - Margaret Butfield Campus Manager. (Pages 28 - 29)
16. To consider Risk Management reports as may be received.
17. 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.

18. To receive and approve the Minutes of the Full Town Council Meeting held on Thursday 2nd September 2021 as a true and correct record. (Pages 30 - 41)
19. Finance:
 - a. To advise the following receipts in: (Page 42)
 - i. August 2021
 - b. To advise the following payments in: (Pages 43 - 44)
 - ii. August 2021
 - c. Urgent and essential works actioned by the Acting Town Clerk under Financial Regulations.
 - d. To note that bank reconciliations up to 31st August 2021 were reviewed as correct by the Chairman of Policy & Finance Committee and the Acting 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.
20. To receive the Concluded Annual Governance and Accountability Return for the year ended 31st March 2021. (Pages 45 - 50)
21. Correspondence:
 - a. To consider a request for the Mayor to write a letter of support to assist with funding applications - Livewire.
 - b. To receive a letter of thanks - Drawn to the Valley. (Page 51)
 - c. To receive and consider supporting the Climate & Ecological Emergency Bill - CEE Bill Alliance. (Pages 52 - 54)
 - d. To receive and consider responding to the Housing Strategy Survey for Cornwall - Cornwall Council. (Page 55)
 - e. To receive the National Highways consultation on future road investment - Cornwall Council. (Pages 56 - 57)
 - f. To receive a statement in relation to 20's Plenty - Cornwall Council. (Page 58)
22. To receive and consider a report from Sustrans in relation to constructing a safe walk/cycle way between Hatt and Carkeel and to include a reference to the project in the Saltash Neighbourhood Development Plan. (Pages 59 - 144)

23. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Policy and Finance held on 7th September 2021. (Pages 145 - 151)
 - b. Services held on 15th September 2021. (Pages 152 - 158)
 - c. Planning and Licensing held on 21st September 2021. (Pages 159 - 166)
 - d. Personnel held on Tuesday 28th September 2021. (Pages 167 - 173)
 - e. Extraordinary Planning and Licensing held on 5th October 2021.
24. To receive and note the minutes of the Devolution Sub Committee held on 29th September 2021 and consider any recommendations. (Pages 174 - 180)
25. Saltash Leisure Centre.
26. To review and consider the necessity to continue with the Town Council Christmas Lights and Town Events Sub Committee. (Page 181)
Composition: Eight Memebrs
Appointed Members: Cllrs Bullock, L Challen, Gillies, Miller, Peggs & P Samuels.
Vacancies: Two
27. To appoint a Member to the Joint Burial Board Committee.
(Composition of 4 currently 3 Members appointed – Cllrs Dent, B Samuels & Yates)
28. Meet your Councillors:
 - a. Arrangements for future meetings.
29. 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.
30. To consider any items referred from the main part of the agenda.
31. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
32. To consider urgent non-financial items at the discretion of the Chairman.
33. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
34. Date of next meeting: Thursday 4th November 2021 at 7:00 p.m.

35. 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.

MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 7TH OCTOBER 2021

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

Saturday 4 th September	Saltash Regatta
Thursday 9 th September	Saltash Mayor Making
Sunday 26 th September	Pillmere Rangers litter pick
Friday 1 st October	Age UK Step into Wellness Programme
Saturday 2 nd October	Saltash Model Club Exhibition

Monthly Crime Figures July 2021

Explore crimes

Click on a hotspot to see more details. Alternatively, [view as A-Z list](#).



Edit crime type and time period

All Crimes (101)

July 2021

101 crimes were reported here in July 2021

Violence and sexual offences	41
Anti-social behaviour	25
Public order	10
All other crime	25

[View crime definitions](#)

[Download area crime data](#)

Top reported crimes

Most commonly reported crimes during Jul 2021

Violence and sexual offences	41
Anti-social behaviour	25
Public order	10
Vehicle crime	7

[Get crime prevention advice](#)

Crime levels overview

Crime for last year



[View as a list](#)

[View as a list](#)

Month	Total	Percentage
Aug 2020	113	10.6%
Sep 2020	78	7.3%
Oct 2020	102	9.6%
Nov 2020	86	8.1%
Dec 2020	85	8%
Jan 2021	75	7%
Feb 2021	60	5.6%
Mar 2021	92	8.6%
Apr 2021	88	8.2%
May 2021	82	7.7%
Jun 2021	106	9.9%
Jul 2021	101	9.5%

Saltash Gateway CIC, trading as Community Enterprises PL12

AGM 2021, 29/09/2021

Chair's Report

Governance

During the year, David Landers and Julia Peggs have stood down as Director, Julia will continue to support us as a volunteer. John Penney has joined us as Transport Director. Carol Emmett, Rose Edwards are both standing down as Directors at the AGM, but will continue their fantastic work with the Dementia Voice groups. I would like to take this opportunity to thank them all for their hard work and selflessness during the past year.

We have a strong team of Directors, who have worked hard on updating administration & policies.

Covid-19

As with other businesses, the Covid pandemic hit us hard. Our income has been seriously affected during the previous and current financial years. We have been fortunate to receive grant funding from a number of sources, and are continuing to source further funds to enable us to continue with our community- led projects.

Our volunteers have been amazing, and have provided help and support wherever they can. We have a number of new volunteers on board, and have a Thank You evening for volunteers on 2nd October.

Financial

Our income is much lower than previous years, and we are currently operating at a net loss; however we do have capital reserves, and are actively seeking funding for projects.

Considering the circumstances of the past 12 months, the situation is not as onerous as it could be. We are confident that income will increase as we all return to some normality.

Our Financial Director can provide further details.

Enterprises Transport; Sue Ellingham has stood down as lead Director. John Penney has now taken her place; he has a wealth of knowledge and experience in the transport sector, as well as being an ambulance driver and volunteer driver for Plymouth Argyll. Day trips have now resumed, although the current driver shortage means that we're not organising as many as we have in the past. We have sold our older Hopper bus, and replaced it with a 9 seater, which can be used as the Mobile Larder, and to collect Community Fridge donations.

Community Hub. The Community shop has re-opened, & now has goods from 25 local crafters. Produce markets continue. The Hub is now a collection point for donated produce for the Community Fridge, jigsaw swaps, plant sales, recycling schemes and face masks. Our volunteers have made over 1,000 face masks. The Hub is also a temporary home for the Community Fridge, until we find a permanent home for it.

Dementia Voice. All activities have now resumed. Several users are no longer able to attend. The Walking Group has ceased. Activities take place in a number of venues around Saltash; we are looking for our own premises we can use for the various groups.

18 Belle Vue Road. This currently has 2 empty offices, although we are currently using these ourselves for storage. Tenants will be sought as soon as the stored items are in use.

Belle Vue Project; Toilet Block, Belle Vue Road. During the Covid crisis, this was used as a store for the jigsaws and books we were distributing. It is now used as additional storage space for the Foodbank and the Community Fridge.

Digital Inclusion. We are currently seeking suitable premises. We have received funding from Waitrose & Partners and the Co-op.

Foodshare. In November 2020, we reacted to a community need and opened the Community Fridge from 4 Fore St. It now shares the space with the community Shop and Hub, so space is very tight! During holidays, we have also run a Mobile Larder, helping residents who are unable to come in to Fore St. We also ran a communitykitchen during lockdowns, providing soup & nutritious meals. Our volunteers collect surplus food from various sources, including supermarkets, bakeries, farmers & growers, and re-distribute it, thus preventing perfectly good food from being wasted. We have served over 8,000 people, and re-distributed over 15 tonnes of surplus food. We are now part of the Cornwall Gleaning Network. We have plans to expand on the services that Foodshare can provide.

Future projects. During this year, it has become evident that we have outgrown our existing premises, and we have been actively seeking additional premises to expand into. We hoped to move into the Barclays building at 24 Fore St, but sadly this wasn't to be. We are now in negotiations to take on a lease on another empty Fore St property, which will become the Foodshare hub, and somewhere to use as a base for Dementia Voice and Digital Inclusion. We hope that negotiations will be finalised before the end of this week.

Partners

During the past 12 months, we have strengthened links with numerous other groups and organisations, to provide help & support wherever needed. We are members of the Saltash Food allinace, and instigated the PL12 LifeSkills Alliance, bringing together organisations to work together to provide job skills, job seeking skills and life skills to the community. The Community Fridge works closely with Saltash Foodbank, Callington Foodbank, Citizens Advice and debt managenent organisations.

Recognition. In recognition of the community support provided by CEPL12 volunteers, As Chair I was invited to a Big Lunch at the G7 summit, one of just 20 people chosen to represent the community sector in Cornwall. Here, I had the honour and privelege of meeting Her Majesty the Queen, the Duchess of Cornwall, and the Duchess of Cambridge. It was a day I will never forget.

Conversion to CIO

The CIO application is almost complete, we are just waiting for accounts to May 2021 to accompany the application. We anticipate submitting our application in October 2021.

Other news

The website has now been handed over & is ready to go live once hosting has been finalised.

We have had a presence at both Saltfest and the Saltash Regatta, with volunteers on hand to promote our activities.

We are holding a volunteer Thank You evening on Saturday, 2nd October, to thank all our volunteers for their community support during what has been a very difficult time. Our organisation is run almost entirely by volunteers, and that is a massive achievement. Without you all, we wouldn't be able to do what we do.



Notes

Meeting:	Cornwall Gateway Community Network Panel Meeting <i>Virtual MS Teams Meeting</i>
Date and Time:	Wednesday 8 September 2021 at 6.00pm

Present:	Title/Representing:
Chair - Cornwall Councillor Hilary Frank	Saltash Essa Division
Vice-Chair - Cllr Gary Davis	Deputy Mayor, Torpoint Town Council
Cornwall Councillors:	
Cornwall Councillor Kate Ewert	Rame Peninsula & St Germans Division
Cornwall Councillor Hilary Frank	Saltash Essa Division
Cornwall Councillor Sheila Lennox-Boyd	Saltash Tamar Division
Cornwall Councillor Martin Worth	Saltash Trematon & Landrake Division
Town and Parish Councils:	
Antony Parish Council	Cllr Peter Bulmer
Landrake with St Erney Parish Council	Vice-Chair, Cllr Graeme Francis
Landulph Parish Council	Vice Chair, Cllr Libby Gawith
Millbrook Parish Council	Chair, Cllr Nicky Roberts
Saltash Town Council	Deputy Mayor, Cllr Richard Bickford
Saltash Town Council	Cllr Steve Miller
Shevioc Parish Council	Cllr Diana Lester
St Germans Parish Council	Cllr Nigel Witton
St Germans Parish Council	Vice Chair, Cllr Alan Hodge
St John Parish Council	Vice-Chair, Cllr Roy Hoskin
Torpoint Town Council	Deputy Mayor, Cllr Gary Davis
Guest Speakers and Cornwall Council Officers:	
Sector Inspector Rupert Engley	Devon & Cornwall Police (min no 3)
James Millidge	Chairman, Safe38 (min no 4)
Will Glassup	Highways Manager, CORMAC (min no 6)
Louise Wood	Service Director for Planning & Sustainable Development / CLT Representative
Catherine Thomson	Community Link Officer, Cornwall Council
Lisa Grigg	Communities Support Assistant, Cornwall Council
Apologies for absence: Cornwall Councillor John Tivnan (Torpoint Division), Cllr Pete Samuels (Mayor, Saltash Town Council), and Cornwall Councillor Kate Ewert (Rame Peninsula & St Germans Division) for early departure.	

No.	Key/Action Points	Action by:
1.	Welcome and Declarations of Interest The Chair of the Panel, Cornwall Councillor Hilary Frank welcomed all present and invited everyone to introduce themselves.	

	There were no declarations of interest.	
2.	<p>Notes of last Panel meeting (16 June 2021)</p> <p>The notes of the last meeting were agreed as an accurate record.</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • Letter of thanks sent to former Panel Chair, Derek Holley. • Terms of Reference amended as agreed. • Economic Impact Assessment of tolls on SE Cornwall – ongoing. • Climate Change – discussed under min no 4. • Highways actions – discussed under min no 6. • Antony internet connectivity – discussed under min no 7. • Grants information sent to Botus Fleming Parish Council. • Devolution meeting held with Saltash Town Council. • Climate Change – CT contacted Clerks outlining the proposal for a Working Group. • Looe Valley Trails Project – Meeting arranged for 24 September with CT, Cllr Ewert and the Project Director to which interested parishes have been invited. 	CT
3.	<p>Devon and Cornwall Police Update</p> <p>Update provided by Sector Inspector Rupert Engley;</p> <ul style="list-style-type: none"> • Please see attached crime figures. • A very busy time across the sector during the last 3 months. • The main challenge, other than a general increase in demand, is the impact of the extra pressure on the NHS, specifically for Treliske and Derriford hospitals. • This has resulted in substantial increases in the time officers are waiting for ambulances at incidents and at hospitals when taking prisoners who require treatment prior to being taken into custody. • There is also an increase in both the incidents of people who are undergoing mental health crises and the time officers are having to spend at such calls. • These are nationwide issues, however, the influx of tourists has placed a disproportionate burden on Cornwall's public services and has inevitably impacted the force's ability to be as visible as we would like. • However, the proactive approach we have taken across our partnership working has resulted in demonstrable benefits with visible reductions at previously problematic ASB hotspots through this busy period. • The ability for the public to be able to contact all the emergency services quickly and effectively remains one of the major challenges we all face, I would ask you all to promote awareness of the live waiting times and contact options which can be found here; https://www.devon-cornwall.police.uk/contact <p>For context - Total contacts for Devon & Cornwall across the whole of 2020;</p> <ul style="list-style-type: none"> ○ 999 calls - 255,087 ○ 101 calls - 652,878 ○ Web chats - 13,046 ○ 101 online reports - 106,068 <p>The contacts for 2021 are on course to be above this.</p>	ALL

	<p>Questions and Answers</p> <p>Q. How is recruitment going and what is the timeframe?</p> <p>A. It has been ongoing for the last year and has been very positive for the sector with the introduction of 12 new officers. However, it will take 2-3 years for the officers to be fully trained.</p> <p>Q. Are the majority of stalking and harassment incidents in person or through social media?</p> <p>A. It is usually through social media. The increase in reports can partly be attributed to changes in how incidents are now recorded.</p> <p>Q. Is there any update on progress to reinstate Community Speedwatch?</p> <p>A. Covid restrictions have impacted on our ability to recruit volunteers. However, we are keen to resurrect the teams and the excellent work they do and are working to address this.</p> <p>Q. How do you feel about the Councillor Advocate Scheme? There are some concerns at the potential duplication with our Safer Town Partnership which is working really well?</p> <p>A. It will be an additional communication resource to the excellent partnership working we already have, and will be of particular benefit to those areas that do not have Safer Town Partnerships.</p> <p>Thanks were extended to Inspector Engley and his team for their continued support and for their visible presence at the recent Saltash Regatta.</p>	
4.	<p>Update on priorities</p> <p>A38 – presentation from Safe38</p> <p>James Millidge, Chair of Safe38 updated on their ongoing campaign to improve road safety along the A38 and the positive progress made to date.</p> <ul style="list-style-type: none"> • A number of short-term deliverable interventions continue to be made including most recently the road safety treatment works west of Landrake. • The announcement that the Menheniot Junction intervention proposals will be revisited is also welcomed. • However, with regard to the Trerulefoot to Carkeel Safety Package, the group are dismayed that the dual carriageway bypass cannot be put forward as an option for public consultation, as the Department for Transport have defined the project in such a way that prohibits this. • The group is disappointed that this classification limits the scope of projects that could be delivered and does not take account of the economic benefits. • The panel's support was welcomed to collectively make further representations via the current National Highways consultation on future road investment; National Highways wants your views on future road investment - GOV.UK (www.gov.uk) or • The National Highways ECHO (Every Customer Has an Opinion) tool; ECHO link • CT updated that a further meeting was also being arranged with the Cornwall Councillors and Nigel Blacker, Cornwall Council's Service Director for Infrastructure to further discuss the Case for Action. • Please contact James if you would like further information or are interested in attending future meetings of Safe38. Contact email address is info@safe38.org 	<p>ALL</p> <p>ALL</p>

	<p>The Chair thanked James for his attendance and helpful update.</p> <p>Air quality</p> <ul style="list-style-type: none"> • Positive meeting held with Cornwall Councillor Ewert, St Germans Parish Council, Ed Halford - National Highways, James Peck - Cornwall Council's Environmental Protection Officer and CT. • Funding has been secured to revisit the indoor filtration trial that was proposed in 2019. Resident engagement is taking place and, so far, 12 out of the 19 identified properties in Tideford have signed up to the proposals. • Cllr Witton queried why the east end of Landrake was not included in the current Aecom study? CT to follow up and report back to Cllr Witton. • Cllr Ewert updated that concept work will start next year for a push button pedestrian crossing for Tideford. Whilst it was recognised it could cause some congestion, National Highways have assured that it will not exacerbate the poor quality of air. <p>Water transport</p> <ul style="list-style-type: none"> • The Torpoint Town Team Project Board have agreed the inclusion of the landing stage jetty within the Strategic Outline Case being developed to run in parallel with the Lower Fore Street development. • The Town Team are exploring connectivity with the wider area and linking Torpoint with the villages around the Rame Peninsula. • The aim is to present the Strategic Outline Case to the Cabinet in the Autumn. • Cllr Bickford advised that Saltash Town Council are exploring a potential leisure route between Saltash and Plymouth. CT has provided contact details for the ferry operators. The current landing stage is also being reviewed as to whether it is fit for purpose. <p>Climate change</p> <ul style="list-style-type: none"> • Representatives for the Working Group have been submitted to CT. • The first meeting will be held on 16 September at 10am. CT to keep the CNP appraised. 	CT
5.	<p>Focus Sessions</p> <ul style="list-style-type: none"> • The Chair proposed holding one-off focus sessions for single topic network-wide issues the panel wished to hear more about. It could also provide relevant partners an opportunity to engage with the panel. <p>The panel agreed this was a good approach. Suggestions for initial sessions included; Health & Social Care and Housing.</p> <ul style="list-style-type: none"> • CT reported that the Saltash Area Road Safety (SARS) group had expressed an interest in having an opportunity to feed into the Panel. <p>The Panel agreed that road safety was a concern across the network and welcomed engagement with SARS to collectively discuss issues. Agreed SARS will be invited to future Panel meetings and the Highways agenda item will be amended to include 'Highways and Transport'.</p>	CT
6.	<p>Highways – Highways Scheme Update/Update from Highways Manager</p> <p>Update on actions from the last meeting;</p>	

	<ul style="list-style-type: none"> Replacing yellow lines at Tregantle – the lines were taken out due to surface redressing but were replaced. It was clarified that the yellow lines at Freathy is a separate issue. Pedestrian sign at Portwrinkle – the sign has been ordered and awaiting delivery. Pedestrian bridge at Landrake – awaiting update from National Highways. <p>Highways schemes</p> <ul style="list-style-type: none"> No major updates. Apologies for the delay in progressing schemes due to sheer volume of the number of schemes, officer workloads and available resources. Cormac have commissioned Aecom to lead on the TRO schemes and are tasked to have them consulted on and constructed by April 2022. Hatt - 20 mph limit – Soon to be programmed. Awaiting response from Design Team as some elements may need slight adjustment. Old Ferry Road – 20mph limit – 3-month lead-in time needed as road closure required – Dates to be notified as soon as confirmed. Concerns were raised at the detrimental impact the Saltash Fore Street works, scheduled for November, would have on business already struggling as a result of Covid-19 and the Tamar Bridge works. Following representations from businesses, Cllrs Frank and Lennox-Boyd requested that the scheme be delayed until January. WG to inform the Infrastructure Team. It was queried how the current underspend of £11k will be utilised? CT advised that as some projects were still to be completed, it would be prudent not to allocate the remaining funds in the event that any unforeseen contingency may be needed. A decision is still awaited on future Highways budgets for the networks. 	<p>WG</p> <p>WG</p> <p>WG</p> <p>WG</p> <p>WG</p> <p>WG</p>
7.	<p>Town and Parish Councils</p> <p>Antony</p> <ul style="list-style-type: none"> The parish is installing new equipment in the play areas at Wilcove and Antony. Further improvements are planned for next year. Internet connectivity – CT to follow up with Julian Cowans (Superfast Cornwall) and Cllr Worth regarding the Landulph Community Fibre Partnership project. It was suggested this could be a topic for a future focus session if other parishes are also interested. CT to email parishes. <p>Landrake with St Erney</p> <ul style="list-style-type: none"> Environmental Sustainability Working Group now established. Parish survey to be undertaken on proposals to improve green spaces and community facilities, to seek views on the A38, and to seek volunteers to join various groups. The parish has joined the '20s plenty' campaign to reduce excessive speed through Landrake and surrounding narrow lanes, particularly where there are no footpaths or pavements. A local Speedwatch group has also been formed. The Parish Council has asked National Highways to take overall responsibility for the air monitoring equipment and has suggested that it is installed on the bridge. <p>Landulph</p> <ul style="list-style-type: none"> Road safety remains an ongoing concern with particular challenges for 'the narrows'. Hope to revisit through the Community Network Highways Scheme should the budget continue. 	<p>CT</p>

	<p>Millbrook</p> <ul style="list-style-type: none"> Major ongoing traffic issues with 'the narrows' at Hounster Hill. Awaiting cost for a feasibility study. The parish has seen an increase in ASB and is trying to encourage residents to report incidents. Following a recent demonstration, the parish is keen to explore potential for joint working with neighbouring parishes regarding a new hot foam weed treatment. It was suggested this is raised at the next Rame Cluster Group. <p>Saltash</p> <ul style="list-style-type: none"> Impact on residents and businesses in relation to the ongoing works to the Tamar Bridge. Following the excellent refurbishment of the station building, it was suggested it would be a good venue for the next Panel Meeting. The next project for the station is to address platform lengths and heights – there is a need to get this back on the radar and any support the Panel can give is welcomed. <p>Shevioc</p> <ul style="list-style-type: none"> Due to problems arising from overnight parking of campervans, which was heightened over the summer period, the toilets at Portwrinkle are now closing at 6pm. Overnight parking is not permitted and signs are clearly displayed but are ignored. CT to follow up with Parking Enforcement to see if anything can be done. <p>St Germans</p> <ul style="list-style-type: none"> The Panel's support is welcomed in trying to find a solution to improve road safety along the A374. There are inconsistent road markings and speed measures and signage for motorbikes needs to be updated. CT suggested this is raised at the next Rame Cluster Group Meeting and that she would also follow up with the Police and Cornwall Council's Transport officers. <p>St John</p> <ul style="list-style-type: none"> Overnight and obstructive parking continue to cause issues along Military Road. CT to find out if there is a contact to log reports of overnight camping issues and will circulate. <p>Torpoint</p> <ul style="list-style-type: none"> Further information requested on how to register interest in the '20's Plenty' campaign. CT to circulate information to the Panel. (Information circulated to the Panel 09.09.21). 	<p>CT</p> <p>CT/KE</p> <p>CT</p> <p>CT</p>
8.	<p>Cornwall Councillors</p> <p>There were no major issues to report.</p>	
9.	<p>Future CNP presentations and Focus Sessions</p> <ul style="list-style-type: none"> Adult social care Housing Internet connectivity Licensing and Gambling Act Waste and new contract. 	

	Any other ideas please let CT know.	ALL												
10.	<p>Date of next meeting</p> <ul style="list-style-type: none">Wednesday 8 December 2021 <p>It was hoped this could be a face to face meeting, possibly at the Saltash Station Building.</p> <p><u>The meeting closed at 8.15pm.</u></p>	ALL												
<p>Contact Officers:</p> <p>If you have any queries about the Community Network Panel, please contact:</p> <table><thead><tr><th>Name</th><th>Role</th><th>Telephone</th><th>Email</th></tr></thead><tbody><tr><td>Catherine Thomson</td><td>Community Link Officer</td><td>07769 724877</td><td>catherine.thomson@cornwall.gov.uk</td></tr><tr><td>Lisa Grigg</td><td>Communities Support Assistant</td><td>01726 223604</td><td>lisa.grigg@cornwall.gov.uk</td></tr></tbody></table> <p>Website: Cornwall Gateway - Cornwall Council</p>			Name	Role	Telephone	Email	Catherine Thomson	Community Link Officer	07769 724877	catherine.thomson@cornwall.gov.uk	Lisa Grigg	Communities Support Assistant	01726 223604	lisa.grigg@cornwall.gov.uk
Name	Role	Telephone	Email											
Catherine Thomson	Community Link Officer	07769 724877	catherine.thomson@cornwall.gov.uk											
Lisa Grigg	Communities Support Assistant	01726 223604	lisa.grigg@cornwall.gov.uk											

Crime Figures between June and August for Saltash and Torpoint only

Offence	Recorded Crime 01/06/2021 to 31/08/2021	Recorded Crime 01/06/2020 to 31/08/2020	Recorded Crime % Difference
Violence with Injury	61	55	10.9%
Violence without Injury	67	51	31.4%
Stalking and Harassment	64	38	68.4%
Rape	8	5	60.0%
Other Sexual Offences	11	13	-15.4%
Robbery	0	6	-100.0%
Burglary Dwelling	5	6	-16.7%
Burglary Non-Dwelling	5	12	-58.3%
Vehicle Offences	20	11	81.8%
Theft from the Person	0	1	-100.0%
Bicycle Theft	0	1	-100.0%
Shoplifting	9	17	-47.1%
All Other Theft Offences	44	28	57.1%
Arson	4	1	300.0%
Criminal Damage	62	74	-16.2%
Public Order Offences	52	28	85.7%
Possession of Weapons	2	4	-50.0%
Trafficking of Drugs	7	2	250.0%
Possession of Drugs	3	17	-82.4%
Other Offences	8	7	14.3%
Total	432	377	14.6%

Other Incidents between June and August for Saltash and Torpoint only

Incident Closing Category	Incidents - 01/06/2021 to 31/08/2021	Incidents - 01/06/2020 to 31/08/2020	Incidents % Difference
Anti Social Behaviour	142	228	-37.7%
Crime Not Recorded	14	12	16.7%
Crime Recorded	182	163	11.7%
Public Safety	476	511	-6.8%
Transport	280	251	11.6%
Total	1094	1165	-6.1%

Total Incidents Year to date 2021 v 2020 for Liskeard ,Looe, Saltash and Torpoint

		<u>2021</u>	<u>2020</u>	
Liskeard Sector	Administration	1804	1045	72.6%
	Anti Social Behaviour	1337	1391	-3.9%
	Crime Not Recorded	97	58	67.2%
	Crime Recorded	1463	1269	15.3%
	Public Safety	4088	4153	-1.6%
	Transport	1963	1948	0.8%
	Total	10752	9864	9.0%

CNP Actions:

3. Devon and Cornwall Police Update

The ability for the public to be able to contact all the emergency services quickly and effectively remains one of the major challenges we all face, I would ask you all to promote awareness of the live waiting times and contact options which can be found here; <https://www.devon-cornwall.police.uk/contact>

4. Update on priorities

A38 – presentation from Safe38

The panel's support was welcomed to collectively make further representations via the current National Highways consultation on future road investment;

National Highways wants your views on future road investment - GOV.UK (www.gov.uk) or

- The National Highways ECHO (Every Customer Has an Opinion) tool;

[ECHO link](#)

- CT updated that a further meeting was also being arranged with the Cornwall Councillors and Nigel Blacker, Cornwall Council's Service Director for Infrastructure to further discuss the Case for Action.

- Please contact James if you would like further information or are interested in attending future meetings of Safe38. Contact email address is info@safe38.org

9. Future CNP presentations and Focus Sessions

- Adult social care
- Housing
- Internet connectivity
- Licensing and Gambling Act
- Waste and new contract.

Any other ideas please let CT know

September 2021

Tamar Bridge resurfacing project

The bus lane off the Plymouth-bound cantilever at the toll booth plaza is now complete with a new red surface, and work is almost finished on the main deck. Works are still expected to be completed by the end of October, with VolkerLaser finishing on site on 15th October. The roadworks have continued to impact on traffic through the town again in the early mornings meaning many children stuck waiting for buses to arrive for school - with many getting to school late.

Fore Street resurfacing

The works to Fore Street have been in the pipeline for a long while now, and were scheduled to start after at the end of the Tamar Bridge project. After appealing to our Cornwall Councillors and them taking their concerns to Cormac, the works scheduled for November have now been put off until Spring next year. Work to remove the humps from the bus bays which were installed to add space on the pavements after lockdowns will go ahead, however without the need for a road closure except the Fore Street end of Belle Vue that needs resurfacing urgently. Any disruption will be kept to a minimum.

Totally Locally is back!

After the success of our first ever Totally Locally event in June, the FiverFest is set to return for a second time in Saltash in October as we get start to move our focus to Christmas! The next celebration of our brilliant independent businesses will be the 9th-23rd October 2021.

There will be thousands of £5 special offers across the town from our wonderful independent shops, cafes, bars, businesses and more. If you want to help organise this in the town, or you're a business wanting to take part, head to the following link to find out how you get involved then please contact us on info@saltashchamber.co.uk or check out our Totally Locally Saltash Facebook page.

Community Stage now available for hire!

Chamber took over this community asset from the town council earlier this year, and is now available for hire for any community events. The trailer offers the perfect little stage venue for any type of event, most recently being used at Tincombe for the Tea Party and the Saltash Regatta on Waterside Green. It can be hooked up to electric and will be delivered and set up ready for your event. We hire it out for a nominal fee per day to cover insurance and maintenance.

BBC Radio Cornwall focus on Saltash

Listen out for a week of coverage for Saltash by BBC Radio Cornwall as they take an in-depth look at the town and its businesses and community. Their roving reporter will be in Saltash the week before half term, as well as covering the Leisure Centre public consultation from the centre on the morning of Friday 8th October. They are interested to hear from any members of the public who would be keen to give their views on air.

Saltash Town Council Climate Change Working Group – 30 September 2021

Councillor Gillies attended the first Cornwall Gateway Climate Change Working Group on 16 September as representative for Saltash and gave an overview to the group of what is happening in Saltash. Copy of the notes from this meeting are available.

Community Tree Planting initiative – A meeting is planned to be held with Catherine Thomson, our Cornwall Councillors, the Saltash Tree Wardens and Cornwall Council Forestry Team to progress ideas and plans for this project.

Considering conducting a community survey to obtain ideas, opinions from the Residents of Saltash.

The group had discussion around street lighting and it was agreed to find out some more information from Cornwall Council with regard to their stance on street lighting and ensuring the current lighting is the most efficient.

Also discussed the possibility of including a permanent living Christmas Tree as part of Saltash Town Council Christmas decorations in the future.

Councillor S Gillies

Report from Cornwall Council for Saltash Town Council

7th October 2021

1) Climate Change Policy To Be Submitted To the Government After a vote at full council on 28th September 2021

Cornwall Council has backed plans to make sure new buildings contribute to ambitions to be net-carbon neutral by 2030.

The Council has been working on the Climate Emergency Development Plan Document (DPD) for two years and now members of the full council have confirmed its progression to the Government.

One of the key actions in Cornwall's Climate Change Action Plan, it covers policies to support green energy, enhance the environment, provide more efficient housing, greener travel and resilience to issues such as coastal change and flooding.

The Climate Emergency DPD will sit alongside the Cornwall Local Plan and other policies and will be used as part of making decisions on all development proposals.

Cornwall Council declared a climate emergency in 2019 and set out its aims to be net-carbon neutral by 2030.

Olly Monk, the Council's portfolio holder for planning and housing, said: "The Council recognises that its planning policies have a major impact on the quality of development that is built, which is critical to helping to protect and shape the Cornwall of the future.

"Cornwall has a Local Plan outlining where development will happen and the Climate Emergency DPD has been developed to strengthen it and help address climate change."

Martyn Alvey, portfolio holder for environment and climate change, said: "The aim is to make sure that future development is sustainable and helps to address climate change in every aspect of its design and construction, contributing to the Council's aim to be net carbon-neutral by 2030.

"It will contribute to our green recovery and support the environmental, agricultural, clean energy and active travel sectors."

The submission to the Secretary of State for Housing, Communities and Local Government is the culmination of two years of work, which has included several consultations with the public and stakeholders.

Now, the Government department will appoint an examiner and the document will undergo examination in public.

The document can be viewed on the Climate Emergency DPD website.

Once the full statutory process is concluded, the Climate Emergency DPD will become an adopted planning document, meaning that proposed future development will be assessed against stronger policies that protect the environment.

2) Council Wins National MJ Award For Climate Emergency Programme

Cornwall Council has been named the nation's leading local authority in tackling the climate crisis in a prestigious awards ceremony held today (September 17).

The unitary authority has won the Leadership in Responding to the Climate Emergency category in the MJ Local Government Achievement Awards .

The awards highlight local authorities' delivery of services over the last 12 months and allows them to share expertise with peers across the nation.

In a ceremony hosted by former politician Ed Balls and held at London Hilton Hotel, judges praised Cornwall Council for being clear in its role in tackling climate change and the work it has done to date to engage with communities.

They said the Council's excellent use of evidence provided a compelling narrative and highlighted its significant actions in work on environmental mitigation, adaptation and nature-based solutions.

Martyn Alvey, Cornwall's cabinet member for environment and climate change, said: "This national award is testament to our leading work in tackling the climate emergency, helping Cornwall work towards net zero emissions and protecting and adapting our environment to benefit our residents.

"It is a shining example of how we are gaining national recognition amongst local authorities across the country for our pioneering work in lowering carbon emissions and engaging our residents and partners in the fight against global warming. I want to congratulate our brilliant climate change team for achieving this accolade and everyone who has joined us in taking climate action so far."

Cornwall Council was one of the country's first local authorities to produce a detailed and ambitious plan to tackle the climate emergency while developing a blueprint for regional leadership.

The plan to help Cornwall strive towards becoming carbon neutral by 2030 includes the Forest for Cornwall, a homes retrofit programme and new electric vehicle infrastructure. It has attracted the attention of scientists and the government and is a key reason the region was chosen to host G7.

The MJ Awards have been held every year since 2004 recognising officers, managers, teams and councils, and is one of the major events in the public sector calendar.

3) Extra jab clinics, street teams and 'Vaxi Taxis' among new measures to help tackle Covid in Cornwall

Street teams, 'Vaxi Taxis' and extra vaccination clinics are just some of the measures being introduced across Cornwall to help bring Covid cases down and keep residents safe.

They are part of the extra support available after Cornwall and the Isles of Scilly were designated an Enhanced Response Area (ERA) on August 27.

Almost three weeks on and case rates have dropped in line with the South West and national average - although the number of people with Covid-19 in hospital continues to put pressure on the NHS.

Rachel Wigglesworth, Director of Public Health for Cornwall and the Isles of Scilly, said: "Thank you to everyone - whether you are a resident or a visitor - who has done their bit to help bring our cases down.

"It's great to have extra support in our battle with the virus but we still need everyone to play their part and remember our key message: 'get jabbed and be cautious!' Only by staying vigilant can we stay on top of Covid, keep each other safe and protect our health services."

This week, as part of the additional ERA measures, teams will hit the streets to engage with residents in areas of lower vaccine uptake about the importance of getting vaccinated.

They will work with Volunteer Cornwall to have door-to-door conversations and hand out vaccine clinic leaflets. Team members will be carrying ID and wearing blue high-vis tabards, so our residents know that they are legitimate.

Other measures introduced under the ERA include:

- 'Vaxi Taxi', a free transport scheme supported by Volunteer Cornwall, to encourage carers to get fully jabbed before September 16. Any carer or person working in a care setting will need to be fully vaccinated from November 11. This means they will need their first dose by September 16 to meet the deadline for the second vaccination.
- COVID marshals have been re-introduced in town centres. For the next two weeks they will be primarily covering St Ives, Falmouth, Newquay and Looe between 11am-7pm.
- Face coverings are being used in school 'pinch points', such as corridors, and on public transport. Assisted testing is also taking place to help reduce the spread of cases as younger people often display very mild symptoms.
- Vaccine clinics have been taking place in Helston, Newquay, Roche, Saltash and St Ives with plans for Falmouth town centre, the Falmouth and Exeter university campuses, Bodmin, Penzance and Truro this week.
- Additional vaccine pop up clinics will be held in Falmouth and Truro this week. The pop up clinics do not need to be booked and are open to anyone aged 16+.
- In addition to new radio advertising and local digital road sign information digital ad vans will be circulating in towns with vaccine clinics to support messaging to get jabbed and take part in free testing. The vans will be in Bodmin, Camborne, Falmouth, Helston, Penzance, Redruth and Truro this week.

Rachel added: "We are doing everything we can to bring down Covid case numbers in Cornwall and we still need everyone to do their bit to help. As we learn to live with this virus the advice hasn't changed and we need people to keep doing the things we know work. So remember 'hands, face, space and fresh air', test regularly, self-isolate when required and above all, get both of your jabs. You can't avoid Covid, we need to respect it and learn how to work around it."

Cllr Andy Virr, Portfolio Holder for Adults and Public Health, said: "It's great that we've managed to bring case numbers down in Cornwall but we still need everyone to step and do their bit to help protect each other. The recent spike in cases is also taking its toll on the NHS so it's crucial that people take precautions, follow the guidance and get their vaccinations as soon as possible."

Cllr Virr, who also works as a consultant in the Emergency Department at the Royal Cornwall Hospital, added: "It's a source of ongoing frustration and heartbreak for me that the majority of people with Covid that I see in hospital aren't fully vaccinated. I can't stress enough that vaccines are our way out of the pandemic and I would urge everyone to get their jabs as soon as possible."

Report for the meeting of Saltash Town Council. Thursday 7th October 2021

The Fountain Head House School

Uniqueness of the campus

The Saltash campus is a multi building site that offers a variety of different environments enabling the school to individualise and personalise the needs of each learner. The multitude of different size rooms/classrooms also enable us to particularly focus on therapeutic environments e.g. light, tactile and audible sensory as a means of promoting calmness and safety.

Our vision

To be the highest performing provider for children with Education and Health Care Plans nationally.

We are an Autism friendly school and keep up to date with current thinking and development in autism. Our teachers and support staff work closely with our therapists to assess and design programmes to enable our students to achieve and develop to their best ability.

Our specialist programs and dedication to child development will set us apart.

Provision/future provision

- **Primary – 16 co ed SEND school** – based on a blend of traditional and contemporary strategic strategies that have been personalised to each individual learner. Each learners' social and educational history is taken into account, along with their own personal/family values. Individual confidence building and academic and social progress is at the heart of every learner's plan and is reviewed on a daily basis.
- **FE/post 16 SEND offer** – research into our community needs is in progress. Based on regional industry needs and realistic progression routes. We take the transition from compulsory education into the world of industry and work very seriously and setting an inspirational vocational pathway that is based on social inclusion as well as the soft skills required to sustain employment in all sectors including the third sector.
- **Vocational internships** – as part of our research into further education and training we will develop a Job Coaching pathway that will support our SEND learners to approach and develop experience within a variety of industries. This soft approach into work experience and then internships is vital in developing learner's confidence as well as 'educating' employers in the learners' limitations and, of course, their strengths. Research so far suggests that this is an approach that benefits all stakeholders; employers, as they gain confidence in 'giving back' into the community the benefit of their knowledge and skills, learners, as they gain valuable experience of following instruction from a variety

of independent people, as well as building their skill knowledge and application in a Real Working Environment (RWE). Progression, in some cases, could lead to an apprenticeship.

- **Children's and Adolescents Mental Health Service;** CAHMS – to support our learners at specific times of need. This support also helps our learners to develop the use of strategies to cope with any anxieties or feelings that they may have that can hold them back from thriving and flourishing.

The start of term

The start of term has been an exciting, busy and of course, very exhausting! But it has been great seeing a new team of dedicated and professional staff developing some great relationships with some of our most vulnerable learners. On the same note, it has been emotional watching the incredible progression that has already been seen with all our learners (examples will be discussed).

Safeguarding of our learners

A vast number of changes have already been made to the building to ensure that our most vulnerable learners not only feel safe but are safe. We have a high ratio of staff to learners as this is vital in making sure each learner is supported at every step of their school day. Unfortunately, we have been forced to erect temporary fencing whilst we wait in line, with many others! for delivery of permanent fencing. We have chosen fencing that will be as discrete as possible yet is effective in the unlikely event that a learner wanders off campus as well as stopping anyone wondering onto the site.

Integration into the community

As well as our linking with employers, hopefully in the near future we would like to develop working relationships with community groups. This integration into the community will be beneficial to our learners and the breath of experience they can access.

Positive and sustainable outcomes for those with special needs

Our philosophy is that there is no ceiling to progression. But with that in mind, it is important that each learner has achievable targets based on their individual needs and what will be a positive step in their development and future achievement.

SALTASH TOWN COUNCIL

Minutes of the Meeting of Saltash Town Council held at the Guildhall on Thursday 2nd September 2021 at 7.00 pm

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

ALSO PRESENT: 1 Member of the Public, Lucy Allison (Chair of Safer Saltash), Jon Burley (Cornwall Fire and Rescue Critical Control), Michael Harrison (Community Engagement Worker for the Office of the Police and Crime Commissioner), Reverend T Parkman, H Frank (Cornwall Council), S Lennox-Boyd (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Acting Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: G Challen, L Challen, S Martin and A Pinckney.

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

172/21/22 PRAYERS.

Reverend Tim Parkman led prayers followed by a minutes silence as a mark of respect for those that tragically lost their lives in the Plymouth shooting incident.

173/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

174/21/22 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 the Meeting
Peggs	25	Pecuniary	Husband is the Building Surveyor	Yes

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

None.

175/21/22 CHAIRMAN'S REPORT

It was **RESOLVED** to note.

176/21/22 MONTHLY CRIME FIGURES

No Report.

177/21/22 REPORT BY COMMUNITY ENTERPRISES PL12

It was **RESOLVED** to note.

178/21/22 CNP REPORT FOR NOTING OR MATTERS ARISING

No Report.

179/21/22 CNP ACTION POINTS FOR REPORTS

No Actions.

180/21/22 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH

No Report.

181/21/22 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE

No Report.

182/21/22 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING PARTY

The Working Party requested suggestions from Members of areas of land that could be set aside for tree planting in the town and for the Council to consider allocating a budget of £2,000 a year for the next five years for allocation solely for community tree planting initiatives.

It was proposed by Councillor P Samuels, seconded by Councillor Gillies and **RESOLVED** to note and that:

1. Members direct their suggestions for areas of land that could be set aside for tree planting in the town to Councillor Gillies.
2. Services Committee consider committing £2,000 to the budget for the year 2022-23 for the next five years to be allocated to community tree planting initiatives.

183/21/22 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS

The Chairman requested to meet with Cornwall Councillors regarding Gilston Road and will liaise via email to further progress reporting back to FTC.

Cornwall Councillor Martin Worth gave a summary of a meeting attended on the current Covid cases in Cornwall with the key message that the virus is still in circulation with everyone to be encouraged to regularly wash their hands, wear face coverings - especially indoors and socially distance.

It was **RESOLVED** to note.

184/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED

None.

185/21/22 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL**

A Member of the public attended the meeting and asked the following questions:

1. What the total cost of renting the container on the Jubilee car park was over the last few years and how much the new one is now costing.
2. The pontoon gate has not been operational for the last two years with kids being allowed to jump onto the boats who are all paying substantial fees for the privilege. What and when will the council be sorting it out?
3. What and when is the new station building going to be put to good use?

The Chairman informed the resident that a response to their questions would be given in writing in due course.

The Chairman advised Members of a further question that had been received from a member of the public:

Dear Saltash Town Council,

With regarding the Council meeting on the 2nd September 2021 I would like to submit the following question to the Council please.

Jubilee Green Slipway

Launching boats from trailers using the Jubilee Green slipway is very difficult at times and virtually impossible and greatly disadvantaged when launching vessels single handed.

The problem arises when the vessel has been launched.

You then have to park the car/trailer while leaving the vessel in a position where it does not cause harm or hindrance to other people and other vessels.

There is nowhere to temporally tie off or secure the vessel whilst parking the car/trailer.

Leaving it floating or grounded is not an option as this would cause damage not only to the vessel but could harm other slipway users.

Even if launching with two people it would be safer to temporally tie off or secure the vessel whilst parking the car/trailer especially when the tide is running and there is a cross wind

I've tried using the pontoon as a place to tie up but its insecure so leaving an open boat tied up with valuables on board and not being in sight at all times, the insurance wouldn't pay up for stolen items left unattended and leaving a vehicle and trailer on a slipway could be disastrous.

So my question is:

Can the provide a facility to allow boats to be temporarily tied up alongside the Jubilee Green slipway at various states of the tide in order to allow and aid safe launching and retrieval of boats and to allow the movement of the car and trailer?

This would enhance the slipway and boost confidence to the ever growing number of people who are attracted to water activity's.

The Chairman informed Council a written response to the questions received would be given in writing in due course.

186/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 5TH AUGUST 2021 AS A TRUE AND CORRECT RECORD

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

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 5th August 2021 were confirmed as a true and correct record.

187/21/22 FINANCE:

a. To advise the following receipts in:

i. July 2021

It was **RESOLVED** to note.

b. To advise the following payments in:

ii. July 2021

It was **RESOLVED** to note.

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

None.

- d. To note that bank reconciliations up to 30th June 2021 were reviewed as correct by the Chairman of Policy & Finance Committee and the Acting Town Clerk.

It was **RESOLVED** to note.

- 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.

188/21/22 OFFICE OF THE POLICE AND CRIME COMMISSIONER - COUNCILLOR ADVOCATE SCHEME

Michael Harrison Community Engagement Worker for the Office of the Police and Crime Commissioner gave a brief verbal report informing Members of the scheme and the benefits of this invaluable communication tool between Councillors, the Police, and the community.

It was proposed by Councillor P Samuels, seconded by Councillor Griffiths and **RESOLVED** to appoint Councillor Peggs and Taylor as Saltash Town Council Councillor Advocates.

189/21/22 TO RECEIVE AND CONSIDER A REPORT FROM SAFER SALTASH RELATING TO THE REQUIREMENT AND INSTALLATION OF CCTV IN SALTASH.

Due to the confidential nature of the business to be transacted the Chairman informed Members this item is to be received under agenda item 29 – Public Bodies (Admission to Meetings) Act 1960 – To consider any items referred from the main part of the agenda.

190/21/22 TO CONSIDER CARRYING OUT A 'SALTASH TOWN COUNCIL PRIORITY SETTING PROCESS' - COUNCILLOR BICKFORD

It was proposed by Councillor Peggs, seconded by Councillor B Samuels and **RESOLVED** to support the principle but defer the Saltash Town Council Priority Setting process to Policy and Finance to re-establish an updated set of key priorities and outcomes and to include key activities to assist in meeting these set priorities that is processed and managed in a simple and easy format.

191/21/22 CORRESPONDENCE.

a. Saltash Foodbank - Annual Report 2021

It was **RESOLVED** to note.

b. Changing Places Toilets: Invitation for Proposals - Cornwall Council

Members fully support Changing Places Toilet Scheme but agreed not to submit an application at this stage as further information and consideration is required.

It was proposed by Councillor P Samuels, seconded by Councillor Taylor and **RESOLVED** to defer to Services for consideration of additional accessible toilets and suitable areas in Saltash to support disabled people.

c. Bude Stratton Town Council - Housing Resolutions.

It was **RESOLVED** to note.

192/21/22 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Extraordinary Planning and Licensing held on Tuesday 24th August 2021

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

- b. Personnel held on Thursday 26th August 2021

RECOMMENDATION:

71/21/22 STAFFING MATTERS.

1. The Chairman informed Members regarding the forthcoming retirement of a member of staff on the 10th March 2022.

It was proposed by Councillor Taylor, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council that the employee be offered early release from 1st January 2022 on the terms and conditions agreed by the Personnel Committee.

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

8. The Vice Chairman informed Members of the need for a qualified Town Clerk to be contacted with immediate effect to assist the Acting Town Clerk and for the Acting Town Clerk to direct the qualified Town Clerk in the day to day running of the Council.

It was proposed by Councillor Challen, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Council that Councillors G Challen and Miller together with the Acting Town Clerk work up an advert, job description and person specification for a qualified Town Clerk on a six month fixed term contract for 30 hours per week, NJC 37 – 41, commencing on point 37, to assist the Acting Town Clerk in ensuring the Town Council is correctly run according to Local Government regulations and legislation.

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

193/21/22 TO RECEIVE AND NOTE THE MINUTES OF THE STATION SUB COMMITTEE HELD ON THURSDAY 5TH AUGUST 2021 AND CONSIDER ANY RECOMMENDATIONS.

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

194/21/22 TO RECEIVE AND CONSIDER THE CHRISTMAS LIGHTS 2021-22 REPORT

Councillor Peggs briefed Members on the report received regarding Christmas Lights and decorations for the year 2021 and advised Members that the quotes are based on installing and provisions identical to the year 2020 with the addition of fortnightly maintenance visits.

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

1. To appoint Company A to carry out the Christmas decoration works for the year 2021 within budget at a cost of £5,700, plus any additional hours and parts/bulbs required to be allocated to budget EMF Festive Lights.

Christmas Tree for Victoria Gardens

Councillor Peggs briefed Members on the options to purchase a Christmas tree, lights and fencing. Councillor Peggs assured Members the Service Delivery Department had the capacity to fulfil the works in-house.

It was proposed by Councillor Peggs, seconded by Councillor B Samuels and **RESOLVED** that the Service Delivery Department supply, install and display a 20 foot Nordmann Fir Christmas Tree with lights and fencing within budget at a cost of £614.73 + VAT to be allocated to budget Festive Lights.

Waterside Christmas Tree

Councillor Peggs informed Members that the cost to supply, install and display a Christmas tree at the Waterside is the same cost as Victoria Gardens.

It was proposed by Councillor Peggs, seconded by Councillor B Samuels and **RESOLVED** to give delegated authority to the Service Delivery Manager to purchase, install and display a Christmas tree and lights in-house at the Waterside.

Christmas Trees – Fore Street Shops

It was proposed by Councillor Peggs, seconded by Councillor Taylor and **RESOLVED** to defer to the Services committee to further establish exact costs relating to Christmas Trees to be supplied, installed and displayed above shop outlets along Fore Street.

Guildhall Wash Lights

Cllr Peggs informed Members that the planning application for the installation of the Guildhall Wash Lights has now been approved with conditions.

Cross Street Motif Decorations

It was proposed by Councillor Peggs, seconded by Councillor B Samuels and **RESOLVED** to dispose of the three cross street motif dressings that are no longer fit for purpose and that a disposal form be completed and signed off by the Mayor.

195/21/22 PLANNING:

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

a. Applications for consideration:

PA21/07551

Benjamin Lennox-Boyd - **Greeps Farm Road From Elmgate Crossways To Greeps Elmgate Saltash**

Listed Building Consent for enlarge internal openings and convert window

opening to door opening

Ward: Trematon

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

Councillor Peggs was invited and returned to the meeting.

b. Tree applications/notifications: None.

196/21/22 CONSIDERATION OF LICENSE APPLICATIONS: NONE.

None.

197/21/22 MEET YOUR COUNCILLORS:

- a. The next scheduled meeting date Saturday 11th September 2021 outside Bloom Hearing, Fore Street.

Councillors Bullock, Dent, Peggs and Miller to attend.

Members wished for feedback from Meet Your Councillors to be circulated after attendance.

198/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

199/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

To receive and consider a report from Safer Saltash relating to the requirement and installation of CCTV in Saltash.

Jon Burley Project Manager for Cornwall Fire, Rescue and Community Safety Services gave a presentation to Members.

It was proposed by Councillor P Samuels, seconded by Councillor Taylor to defer to the Services Committee to further explore the financial impact on future Council budgets as well as exploring other funding sources that may be available for the procurement of CCTV in Saltash.

The proposal did not carry.

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to support the scheme in principle subject to deferring to the Services Committee to further explore the financial impact on future Council budgets and explore alternative funding sources available for the procurement of CCTV in Saltash.

200/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor P Samuels, seconded by Councillor Griffiths and **RESOLVED** that the public and press be re-admitted to the meeting.

201/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

Mayor's Charity

Saltash Rotary raised £209.00 plus for the Mayor's Charity by selling tea, coffee and biscuits at the newly refurbished Saltash Station building.

202/21/22 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 Griffiths and **RESOLVED** to issue the following Press and Social Media releases:

1. Meet Your Councillor – Saturday 11th September
2. Christmas Lights and Decorations for the year 2021.

203/21/22 DATE OF NEXT MEETING:

Thursday 7th October 2021 at 7.00pm

204/21/22 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: 9.05 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 19a

Saltash Town Council
Receipts August 2021

Description	NET	VAT	GROSS
Allotment Income	162.92	-	162.92
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - August Salaries 24/08/2021	50,000.00	-	50,000.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - August Expenditure 03/08/2021	18,500.00	-	18,500.00
Barclays Loyalty Rewards	0.94	-	0.94
Churchtown Cemetery Fees	3,351.00	-	3,351.00
HMRC VAT Refund - Qtr April to June 2021	-	20,814.63	20,814.63
Library Income - Book Sales	25.98	-	25.98
Co-Op Saltash - Churchtown Cemetery Fees - Overpayment Error & Requesting Refund	272.00	-	272.00
PPL PRS Ltd. - Refund 2020/21 Fees - Guildhall & Library	588.06	117.61	705.67
Public Sector Deposit Fund Interest	3.95	-	3.95
Service Delivery Income - Daily Mooring Fees	262.50	52.50	315.00
Service Delivery Income - Seagull Bags	183.75	36.75	220.50
St Stephen Parish Church - Cemetery Fees	746.00	-	746.00
WPS Insurance Brokers & Risk Services - Insurance Claim Refund - Third Party Van Damage	187.70	37.54	225.24

Saltash Town Council
Payments August 2021

Description	NET	VAT	GROSS
Allotment Deposit Refund	49.90	-	49.90
Allotment Rent Refund	38.86	-	38.86
Amazon - Cleaning and Maintenance Equipment - Service Delivery	133.51	26.70	160.21
Amazon - Grounds Maintenance & Watering Equipment	8.71	1.74	10.45
Amazon - Library Office Equipment	11.66	2.33	13.99
Amazon - Pontoon Accommodation Equipment	74.90	14.98	89.88
Amazon - Recycling Bags	12.49	2.50	14.99
Amazon - Replacement Cleaning Equipment	115.83	23.17	139.00
Amazon - Stationery - Library	28.25	5.65	33.90
Annual Mooring Fee - Refund	401.72	80.34	482.06
Aquastorage System Cleaning Ltd - Monthly Legionella Monitoring 6x STC Sites	210.00	42.00	252.00
Barclays Bank Charge	9.62	-	9.62
BBB Printing - Staff ID Badges	20.38	4.08	24.46
Botus Fleming Parish Council - Temp Fees Locum Town Clerk	41.16	-	41.16
Brandon Hire - Equipment Hire Library	46.00	9.20	55.20
Coombe Woods Regeneration Project - Community Chest Fund Grant	700.00	-	700.00
CO-OP - Stationery & Postage - P&F	11.42	0.70	12.12
CO-OP - Postage - P&F	18.12	-	18.12
Cornwall Association of Local Councils - Councillor Training	1,050.00	210.00	1,260.00
Cornwall Council - Longstone Depot Monthly Rent - July 2021	375.00	-	375.00
Cornwall Council - Seagull Bags	594.00	-	594.00
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 Pensions Fund Payment - August 2021	10,483.26	-	10,483.26
Dainton Group Services - Portacabin Hire For Waterfront - August 2021	332.13	66.43	398.56
EE - Grounds Mobile Phones & Waterfront Broadband - August 2021	267.91	53.58	321.49
Efficient Comms Ltd - Call Charges - August 2021	112.72	22.54	135.26
Efficient Comms Ltd - IT Equipment	175.00	35.00	210.00
Friends of Tintombe - Festival Fund Grant	648.00	-	648.00
Furniture@Work - Office Furniture - P&F	148.00	29.60	177.60
Furniture@Work - Office Furniture - Service Delivery	154.00	30.80	184.80
Greenbarnes Ltd - Lettering for Mayoral Board	41.98	8.40	50.37
Hays Specialist Recruitment Ltd - Staff Recruitment Fee	3,198.30	639.66	3,837.96
HMRC NIC Payment - August 2021	10,032.31	-	10,032.31
IRQ Systems Ltd - IT Equipment - P&F	600.00	120.00	720.00
IRQ Systems Ltd - IT Equipment - P&F	139.00	27.80	166.80
IRQ Systems Ltd - IT Equipment - Service Delivery	739.00	147.80	886.80
IRQ Systems Ltd - Monthly IT Maintenance & Broadband Fee - August 2021	1,049.75	209.95	1,259.70
Labels And Tags - PAT Testing & Electrical Warning Labels	56.65	11.33	67.98
Laser - Christmas Light Supply Point 1 - 20/02/2021 to 31/05/2021	38.57	1.93	40.50
Laser - Christmas Light Supply Point 2 - 20/02/2021 to 31/05/2021	38.57	1.93	40.50
Laser - Christmas Light supply Point 3 - 20/02/2021 to 31/05/2021	38.57	1.93	40.50
Laser - Christmas Light supply Point 4 - 20/02/2021 to 31/05/2021	38.57	1.93	40.50
Laser - Guildhall Gas - 31/05/2021 to 30/06/2021	87.01	4.35	91.36
Laser - Library Gas - 31/05/2021 to 30/06/2021	60.61	3.03	63.64
Laser - Unmetered Supply - 01/06/2021 to 30/06/2021	8.32	0.42	8.74
Moorepay - Health & Safety And Employment Law Charge - 09/07/2021 - 08/08/2021	132.83	26.57	159.40
Moorepay - HR / Employment Law Consultancy - 22/07/2021 - 21/08/2021	70.83	14.17	85.00
Mr Sticker - Signage Waterside Office	60.00	12.00	72.00
Opayo (Previously Sage) - Card Machine Charges - August 2021	7.20	-	7.20
Opayo (Previously Sage) - Card Machine Charges - August 2022	14.95	2.99	17.94
Opayo (previously Sage) - Card Machine Charges July 2021	22.80	4.56	27.36
Parkinson Partnership - Annual VAT Advice Service Up To 31 Mar 2022 & Review Partial Exemption Calculation	600.00	-	600.00
Pertemps Recruitment - Service Delivery Temp Fees - July 2021	2,962.97	592.59	3,555.56
Pertemps Recruitment - Service Delivery Temp Fees - June 2021	24.23	4.85	29.08
Phill Tennant Electrical - Supply And Install New Electrical Supply To New Waterfront Cabin	694.35	-	694.35
Post Office - Postage	5.10	-	5.10
Royal British Legion - Festival Fund	700.00	-	700.00
Saltash & District Observer - Town Messenger - June 2021	300.00	-	300.00
Saltash May Fair Committee - Salt Fest 31/07/2021 - Festival Fund	1,477.75	-	1,477.75
Saltash Regatta - Festival Fund Grant	2,929.43	-	2,929.43
Saltash United Juniors Football Club - Relaunch Project - Community Chest Fund Grant	970.00	-	970.00
South West Hygiene - Sharps Disposal	37.00	7.40	44.40
South West Water - Guildhall - 14/03/2021 to 21/06/2021	75.37	-	75.37
Spot-On-Supplies - Cleaning Supplies and Covid H&S Equipment	849.71	12.56	862.27
Staff Expenses - August 2021	101.25	-	101.25
Staff Salaries - August 2021	32,122.40	-	32,122.40
Tartendown Nursery - Hanging Baskets	1,680.00	336.00	2,016.00
The Core - Commissioning Youth Work 2020/21 Final Payment	5,000.00	-	5,000.00
The Cotton Bunting Company - Bunting	1,086.67	833.33	1,920.00
Thirsty Work - Bottled Water & Water Dispensers Hire For 6 Sites - July 2021	52.50	10.50	63.00
Thirsty Work - Bottled Water & Water Dispensers Hire For 6 Sites - June 2021	52.50	10.50	63.00
Trade UK Account - Tools & Equipment	331.33	66.27	397.60
Travis Perkins Trading Company Ltd - Materials & Equipment	251.22	50.24	301.46

Description	NET	VAT	GROSS
UK Fuels Ltd - Vehicle & Machinery Fuel - August 2021	472.13	94.43	566.56
West Country Embroidery - Staff Uniforms - Service Delivery	149.85	29.97	179.82
Westcountry Skip Hire - Green Waste Disposal	39.73	7.95	47.67
Westcountry Skip Hire - Skip Removal	270.00	54.00	324.00
WF Education Group Ltd - Furniture and Shelving Library Refurbishment	530.00	106.00	636.00
Wicks - Library Redecoration	106.67	21.33	128.00
Wicks - Library Redecoration - Refund Damaged Items	- 53.33	- 10.67	- 64.00
Wilf Dawes Tyres & Batteries - Vehicle Repair Costs	12.00	2.40	14.40
Wolseley - Materials - Pontoon Maintenance	22.11	4.42	26.53
Xero Accounting Software Monthly Subscription - August	24.00	4.80	28.80

Saltash Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Saltash Town Council for the year ended 31 March 2021 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Saltash Town Council on application to:</p> <p>(a) <u>SINEAD BURROWS - ACTING TOWN CLERK</u> <u>THE GUILDHALL, 12 LOWER FORE STREET</u> <u>SALTASH, CORNWALL, PL12 6JX</u></p> <p>(b) <u>MONDAY TO FRIDAY - 9AM TO</u> <u>5PM</u></p> <p>3. Copies will be provided to any person on payment of £1-40(c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) <u>SINEAD BURROWS - ACTING TOWN CLERK</u></p> <p>Date of announcement: (e) <u>13th SEPTEMBER 2021</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Saltash Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		Yes means that this authority.
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

03/06/21

and recorded as minute reference:

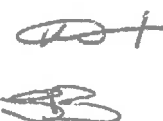
69/21/22

saltash.gov.uk/financeandprecept

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk



Section 2 – Accounting Statements 2020/21 for

Saltash Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	636,179	878,258	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,156,981	1,304,083	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	604,720	288,064	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	486,525	556,104	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	21,385	21,385	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,011,712	647,053	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	878,258	1,245,863	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	971,960	1,285,851	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,562,681	2,614,160	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	106,514	88,579	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

28/05/21

I confirm that these Accounting Statements were approved by this authority on this date:

03/06/21

as recorded in minute reference:

70/21/22

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2020/21

In respect of

SALTASH PARISH COUNCIL – CO0211

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- A credit card balance of £651.48 has been incorrectly included in the bank reconciliation when it should have been included as a creditor and formed part of the Box 7 to Box 8 reconciliation. The figure in Section 2, Box 8 for the current year should read £1,286,502.

Other matters not affecting our opinion which we draw to the attention of the authority:

- None

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

12/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

9th September 2021

Dear Mr Mayor,

On behalf of Melody James, Jean Mintoft, Tina Tian, Simon Young and myself, I would like to thank you and Saltash Town Council for the opportunity to hold our Open Studios week in Isambard House. It was a real privilege to be the first group to use the building and hopefully you feel we did it justice. The venue truly lends itself to displaying art with its large windows and skylights providing glorious natural light.

The sympathetic refurbishment of this historic building has created a beautiful contemporary space whilst maintaining many of the original features and nods to its past. It is our hope that Open Studios was the perfect event to promote the building. Our feedback shows the complimentary comments from the many visitors who came to see the wonderful work that Saltash Town Council has achieved.

Through a combination of interest in the rescued and refurbished building and our own promotional activities, we achieved 737 visitors during the week, vastly more than any other Open Studios venue this year. We also did much better than expected with our sales of artwork and we are delighted to be making a payment in excess of £1000 to Saltash Town Council for the use of the building.

We would also like to extend our thanks to the staff who supported us throughout the week and indeed to yourself and your wife for providing refreshments to visitors during the first weekend.

The free event received huge praise from its visitors and as such we would love to return next year with new pieces to share.

Kind regards

Joanna Shepherd

Saltash Rep for Drawn to the Valley, a collective of 178 artists living and working in the beautiful Tamar Valley

Correspondence Agenda Item X

The CEE Bill Alliance recognises that Parish and Town Councils are incredibly influential with local authorities and elected politicians, and as 'local' organisations they are on the front line when it comes to protecting the places and communities we love and cherish.

We are writing to ask your council to join many others across the UK to support the [Climate and Ecological Emergency \(CEE\) Bill](#) and add your voice to those organisations calling for join-up action that responds to the emergency of our natural world, our parks, villages and towns, our landscapes and wildlife.

We have a draft [motion](#) which you may find useful to use, alongside a [briefing](#) document. If your council is supportive we are asking that after the motion is passed Council writes and requests your principal authorities and MP to also publicly support the Bill, if they have not already done so.

The Climate and Ecological Emergency Bill, if made law would ensure that:

1. the **ecological emergency is tackled shoulder to shoulder with the climate crisis** in a joined-up approach
2. the Paris Agreement is enshrined into law to ensure that UK does its real fair share to limit global temperature rise to the most stringent end of the Paris agreement - **1.5°C**
3. the Leaders Pledge for Nature is enshrined into law to ensure that the **UK's ecosystems are protected and restored** with a focus on biodiversity, soils and natural carbon sinks.
4. the UK takes **full responsibility for our entire greenhouse gas footprint** (ie. consumption emissions plus passenger shipping, flights and land-based transport) by accounting for all of the emissions that take place overseas to manufacture, transport and dispose of the goods and services we import and consume.
5. the UK takes **full responsibility for our ecological footprint** so that we protect health and resilience of ecosystems along both domestic and our global supply chains
6. an **emergency strategy** is drawn up via a temporary Climate and Nature Assembly representative of the UK population working directly with Government and Parliament to find a way forward.

A member of Zero Hour, the campaign for the CEE Bill would be happy to (virtually) attend a pre-Council meeting and answer questions about the proposed legislation, if that would be helpful. More information about the CEE Bill and supporting organisations can be found at www.CEEBill.uk , this [2 min video](#) or a [15 min presentation](#) may also prove useful. If you have any questions or require further information about the CEE Bill, please do get in touch.

On behalf of the CEE Bill Alliance

Motion to [NAME] Council to [*Declare an Ecological Emergency and*] Support the Climate and Ecological Emergency Bill

Preamble

Humans have already caused irreversible climate change, the impacts of which are being felt in the UK and around the world. Global temperatures have increased by 1.2°C from pre-industrial levels and the natural world has reached crisis point, with [28% of plants and animals](#) currently threatened with extinction.

Unless we drastically change course, the world is set to exceed the Paris Agreement's safe 1.5°C limit. Pledges like the Paris Agreement and updated emissions targets are not legally binding. The gap between pledges and policies leaves the world on course for catastrophic warming of [near 3%](#). As the [2018 report](#) by the Intergovernmental Panel on Climate Change (IPCC) made clear, every half a degree makes a world of difference: severe climate impacts with 1.5°C of warming, such as extreme weather patterns causing flooding and heat waves, get *significantly* worse with 2°C. According to the IPCC, limiting heating to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society, the private sector and local communities.

The UK is [one of the most nature-depleted countries in the world](#) and more than one in seven of our plants and animals face extinction and more than 40% are in decline. We have lost [95% of our hedgehogs](#). The UK needs a legally-enforceable nature target so that by 2030 nature is visibly and measurably on the path of recovery, in line with the [Global Goal for Nature](#) and the [Leaders' Pledge for Nature](#).

Council notes that:

- I. Many local authorities are playing an important role in the UK taking action to achieve net zero carbon emissions, and to protect and revitalise local wildlife and natural habitats.
- II. Parliament in May 2019 declared an Environment and Climate Emergency [and this Council has already declared a Climate [and Ecological] Emergency].
- III. There is a Bill before Parliament—the [Climate and Ecological Emergency Bill](#) (published as the "Climate and Ecology Bill"), which, if it became law, would require the government to develop a strategy to address the emergency that would ensure:
 - A. the **ecological emergency is tackled shoulder to shoulder with the climate crisis** in a joined-up approach;
 - B. the **Paris Agreement** is enshrined into law to ensure that UK does its real fair share to limit global temperature rise to the most stringent end of the Paris agreement -1.5°C.

- C. the **Leaders Pledge for Nature** is enshrined into law to ensure that the **UK's ecosystems are protected and restored** with a focus on biodiversity, soils and natural carbon sinks;
- D. the UK takes **full responsibility for our entire greenhouse gas footprint** (ie consumption emissions plus shipping, flights and land-based transport) by accounting for all of the emissions that take place overseas to manufacture, transport and dispose of the goods and services we import and consume;
- E. the UK takes **full responsibility for our ecological footprint** so that we protect health and resilience of ecosystems along both domestic and our global supply chains;
- F. an **independent, temporary Climate and Nature Assembly** is set-up, representative of the UK's population, to engage with the UK Parliament and UK Government to help develop the **emergency strategy**.

Council therefore resolves to:

- I. **[Declare** an ecological emergency;]
- II. **Support** the Climate and Ecological Emergency Bill;
- III. **Inform the local media** of this decision;
- IV. **Write an open letter to NAME[s] MP[s]** (shared with our residents through local and social media) urging them to sign up to support the Bill, or thanking them for doing so; and
- V. Write to the [CEE Bill Alliance](#), the organisers of the campaign for the Bill, expressing its support (joinus@ceebill.uk).

From: Isabelle Risner
On Behalf Of CornwallALC Enquiries
Sent: 22 September 2021 11:56
To: CornwallALC Enquiries
Cc: Sarah Mason

Subject: Let's Talk Homes - Housing Strategy Survey for Cornwall

Dear All

Please see details below of a **survey to help inform the shape of the next Housing Strategy for Cornwall.**

The CALC is a member of the Cornwall Executive Group which will be contributing to consultation on the future housing strategy for Cornwall. We have been asked to share the survey with others who might wish to contribute and your council may wish to respond.

Let's Talk Homes

The homes we live in affects every aspect of our lives.

We are starting to review the current Housing Strategy* for Cornwall and have some further questions we want to ask of residents, stakeholders, organisations and anyone interested in housing. The answers to these will help us prepare a draft strategy that we will be more formally consulting on this winter.

Please visit 'Let's Talk Homes' and the survey 'What Challenges do we face? What should our Priorities and Objectives be?' by 5pm Monday 8th November 2021.

The draft Housing Strategy will be formally consulted on towards the end of the year with a view that this be approved at Council in April 2022.

*The Housing Strategy is a strategic partnership document and describes what our priorities will be for homes over the next five years and beyond.

For more information contact Sarah – sarah.thorneycroft@cornwall.gov.uk

Kind regards,

Sarah Mason
County Executive Officer
Cornwall Association of Local Councils

From: Lisa Grigg
Date: 09.09.21.

Subject: National Highways Consultation and 20's Plenty

TO: Cornwall Gateway Community Network Panel

Dear all

As discussed at last night's meeting in relation to the A38, please see below the link to the National Highways current consultation on future road investment – the consultation closes on the 30 November.

https://www.gov.uk/government/news/national-highways-wants-your-views-on-future-road-investment?utm_medium=email&utm_campaign=govuk-notifications&utm_source=dc7b68a0-7978-42f0-aa13-9eb4cea81eb6&utm_content=daily

Please also see below a statement in relation to 20's Plenty also discussed.

Cornwall Council are developing an approach to rolling out 20mph to align it with national guidance & best practice principles demonstrated in similar rural counties. Representatives from Devon & Cornwall Police, Public Health, Air Quality, Strategy and Design teams fed into early workshops to help shape this work. One of the outputs will be an assessment tool setting the criteria for both urban and rural applications in order to provide an effective and coordinated approach to 20mph limits. This will help to regulate how we review sites consistently and define future delivery programmes based on available funding resource.

While our approach isn't based on setting 20mph as a default speed limit for residential and urban streets (keeping 30mph only by exception) it focuses on delivering the same objectives to create safer streets for non-motorised users. We want our streets to be greener, safer, healthier and more accessible to our communities, especially where we expect to see vulnerable road users.

We are aware of rising calls from many Cornish communities towards setting area wide/default 20mph with many passing motions of support for this to happen. There is also growing support globally, there was a UN Global Road Safety Week in May 2021 called 'Streetsforlife' that was calling on policy-makers to limit speeds to 20 mph where people live, work and play. The focus was trying to garner policy commitments at national and local levels to deliver 20mph. The default approach is advocated by 20s Plenty, but is not currently a national policy position.

The intention is for Cornwall Council's Economic Growth and Development Overview and Scrutiny Committee (EGD OSC) to scrutinise our proposed approach at their meeting on 5 October.

In the interim we will continue working on 20mph schemes that already have funding secured and any new requests will be logged. We appreciate that this is as important for our communities as it is for Cornwall Council and we ask for your patience whilst we go through the necessary stages of development.

Further information will be available once we are in a position to start assessing sites.

Kind regards
Lisa

Lisa Grigg
Communities Support Assistant
Localism

Communities & Public Protection
Cornwall Council

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Kind regards
Lisa

Lisa Grigg
Communities Support Assistant
Localism

Communities & Public Protection
Cornwall Council

Hatt A388 Route Study

Botus Fleming Parish Council



About Sustrans

Sustrans is the charity making it easier for people to walk and cycle. We are engineers and educators, experts and advocates. We connect people and places, create liveable neighbourhoods, transform the school run and deliver a happier, healthier commute. Sustrans works in partnership, bringing people together to find the right solutions. We make the case for walking and cycling by using robust evidence and showing what can be done. We are grounded in communities and believe that grassroots support combined with political leadership drives real change, fast. Join us on our journey. www.sustrans.org.uk

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VAT Registration No. 416740656

Revision	Description	Check	Date
0.1	For checking	SM	30/9/21
0.2	Checked internally	IMS	30/9/21
0.3	Internal check	IMS	1/10/21
1.0	For client review	IMS	1/10/21

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1 Introduction

Introduction

Purpose of this study

The aim of this study is to provide a safe route that enables and promotes walking and cycling by providing physical separation from traffic, for both utility and leisure journeys between Hatt and the A38 in Cornwall.

Currently there are no continuous facilities for walking and cycling between the settlements of Hatt, Botus Fleming and Carkeel except for some short fragmented sections of narrow footway.

This study considers other route options, outlining the benefits and constraints for each. Most of the potential routes identified will require landowner consent to achieve a high quality facility that enables real change in the way people travel in this area.

The proposed route has the potential to encourage a modal shift from going by car, to going by bike and or walking. Residents of Hatt and Botus Fleming would benefit by having a traffic free path to the railway station is Saltash. Residents of Saltash would benefit by having improved access to the countryside.

The new path also has the potential to affect trips to and from the new mixed use development at Treladen by foot and cycle for commuting and recreation.

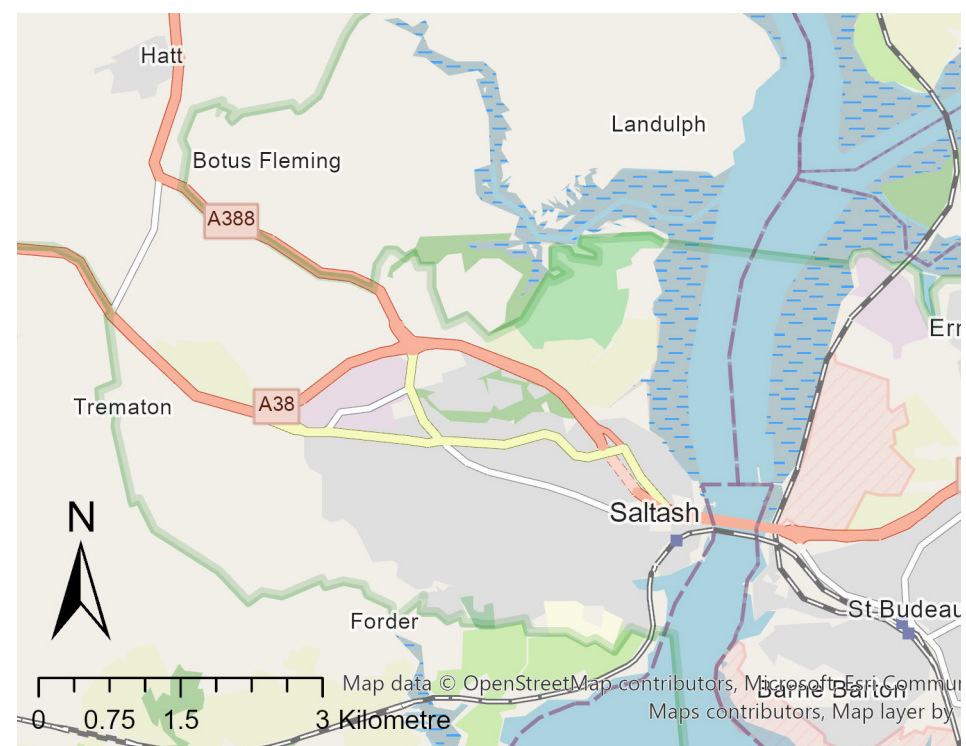


Figure 1.1 Location

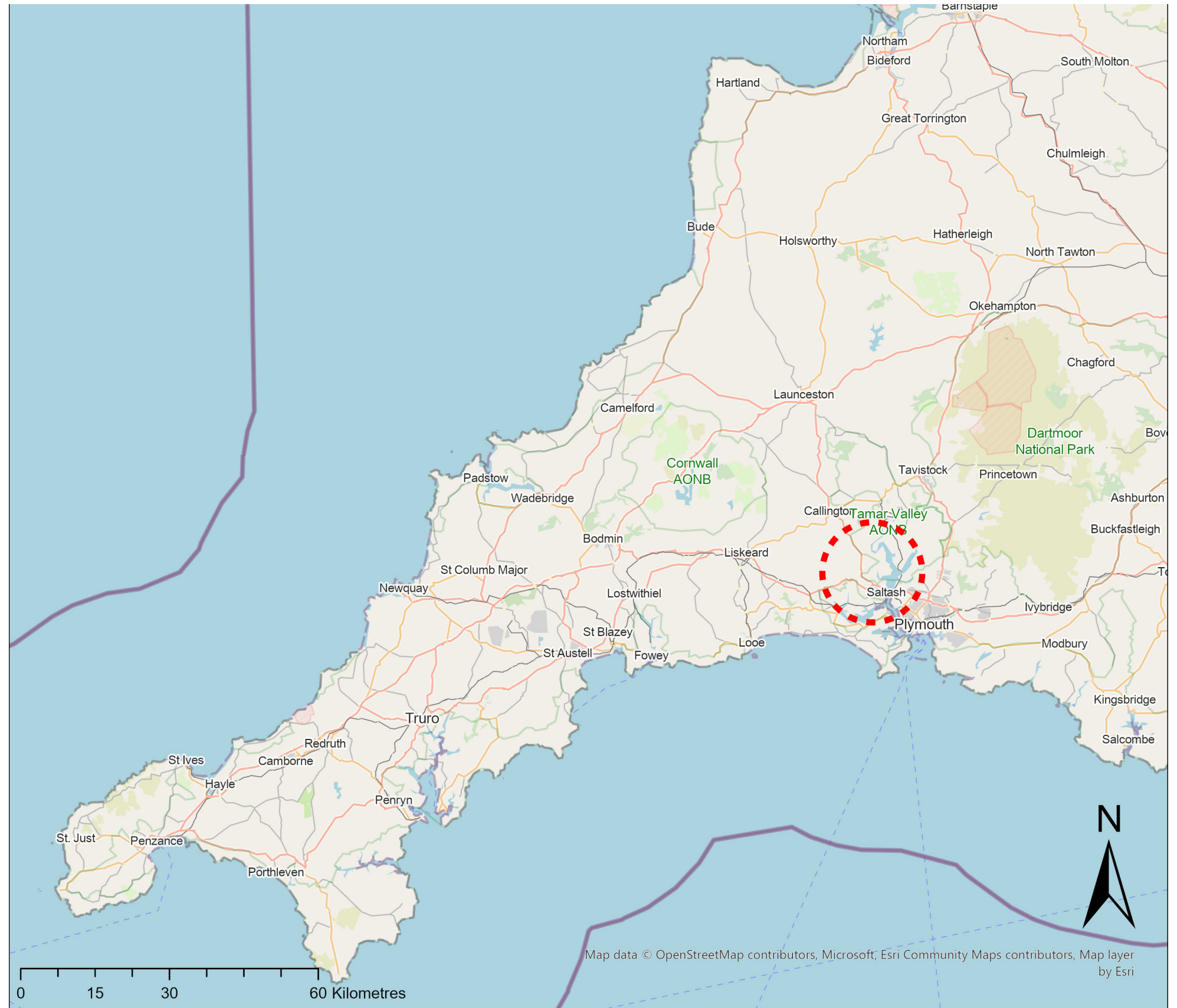


Figure 1.2 Location

Background and context

The Botus Fleming and Hatt Emergency Response Group (BOTHER) were awarded Climate Change Funding by Cornwall Council, via Botus Fleming Parish Council for a Route Study of the options for a walking and cycling route between Hatt and the A38 at Carkeel.

The settlements of Hatt and Botus Fleming lie due north of Saltash in the South East of Cornwall. Saltash and Plymouth, which is immediately to the east across the Tamar River, are major commuting destinations for residents in this part of Cornwall and the community wants to be able to walk and cycle more for commuting and utility trips using high quality provision within 2km's walking distance and 5km's cycling distance from home.

The Strategic case

Cornwall Council Transport Strategy

Connecting Cornwall: 2030 is the third Local Transport Plan for Cornwall. The strategy covers the period up to 2030 and will be supported by a series of Implementation Plans. The publication of a Local Transport Plan is a statutory duty for local highway authorities under the Local Transport Act 2008.

Connecting Cornwall is the key strategic policy tool through which Cornwall Council exercises its responsibilities for planning, management and development of transport in Cornwall, for the movement of both people and goods.

Connecting Cornwall: 2030 sets out the vision, goals, objectives and policies for transport. It shows the approach to be taken to create an excellent transport system in Cornwall over the next 10 years.

A review of local spatial planning documents as guided by the Council, Connecting Cornwall 2030, Local Transport Plan, Cornwall Climate Change Action Plan, Cornwall & Isles of Scilly Health and Wellbeing Strategy 2020-2030, Cornwall Local Plan, Cornwall Council's Local Transport Plan remaining within the Saltash hinterland.

Other relevant strategies and plan's supporting the development and delivery of well connected local and strategic walking and cycling infrastructure is the Cornwall Climate Change Action Plan, and Cornwall & Isles of Scilly Health and Wellbeing Strategy 2020-2030.

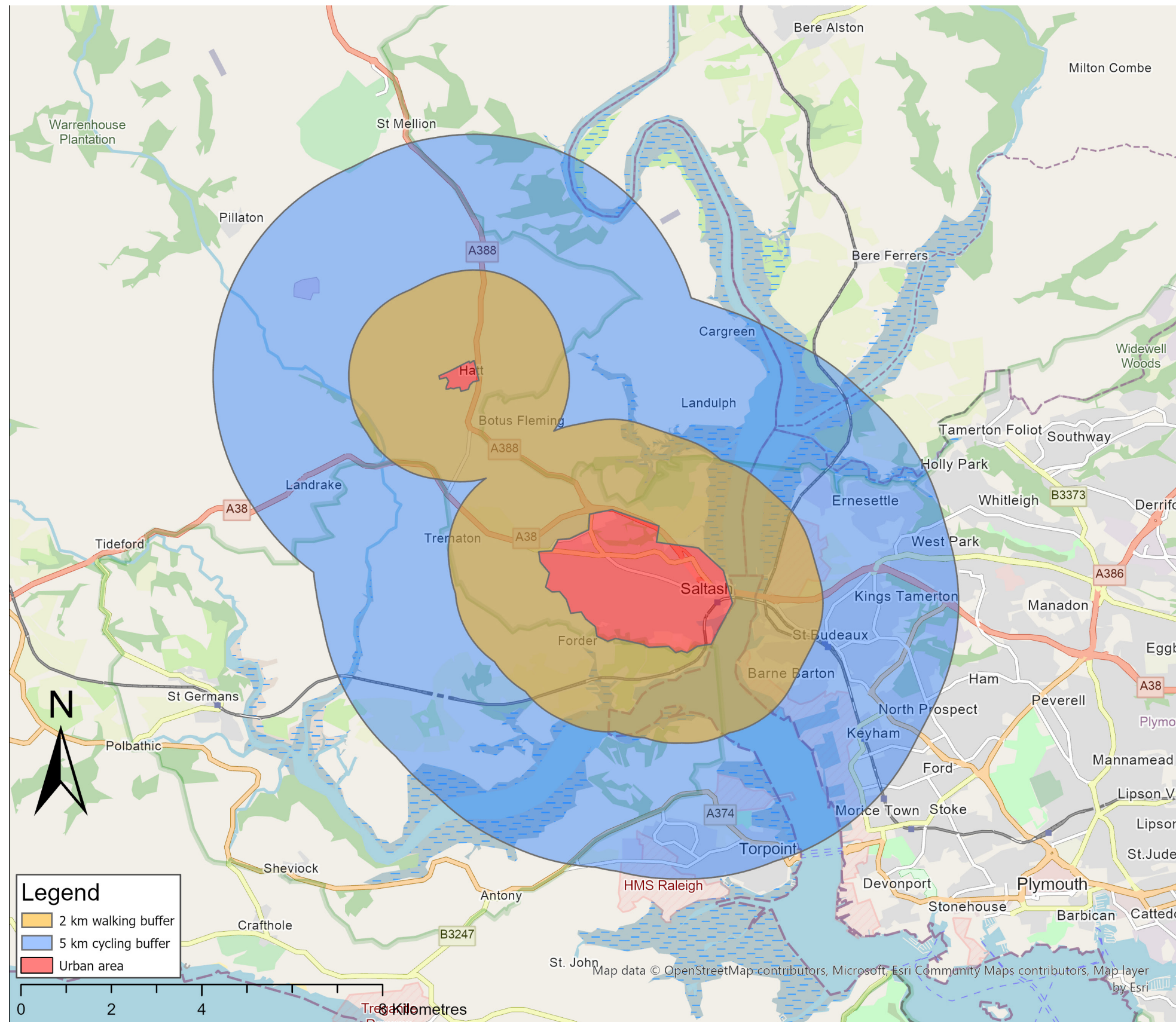


Figure 1.3 Cycling and walking buffer

Saltash Transport Strategy

A review of 2011 Census data has identified the existing travel to work mode share for residents within the most relevant ward. The modal split is indicated in Figure 1.1 with the distance travelled to work is indicated in Figure 1.2 , in the St Stephens ward.

Based on the 2011 data, the most dominant mode of travel is by car, resulting in 68.8% of all trips within the St Stephens ward. Travel by foot is the second most dominant mode of travel.

The 2001 Census data also provides an indication of the distance travelled to work. This indicates that 6.7% of working people work from home, whereas in 2011 the equivalent figure was 4.6%, suggesting a trend of less people working from home. 31.6% of the work force travel less than 5km, with the remaining within the Saltash hinterland.

Saltash Mode Share – travelling to work

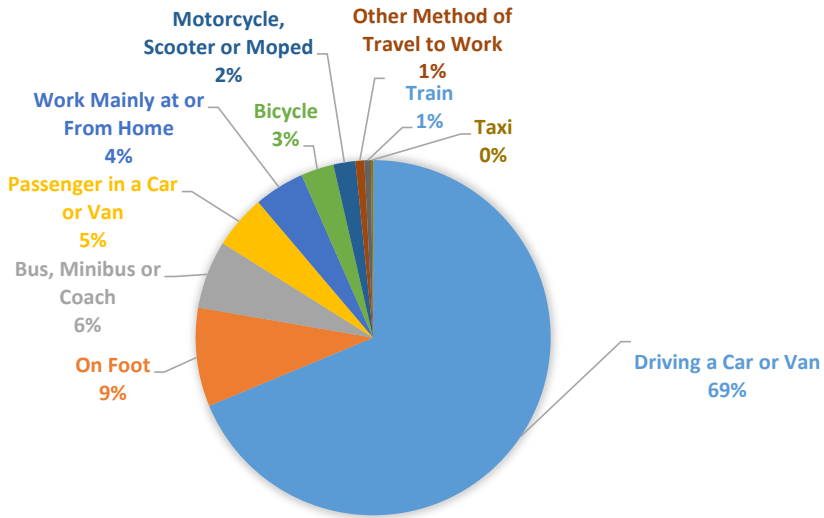


Figure 1.4 Saltash Mode share, travelling to work (Census 2011)

Saltash Distance travelled to work

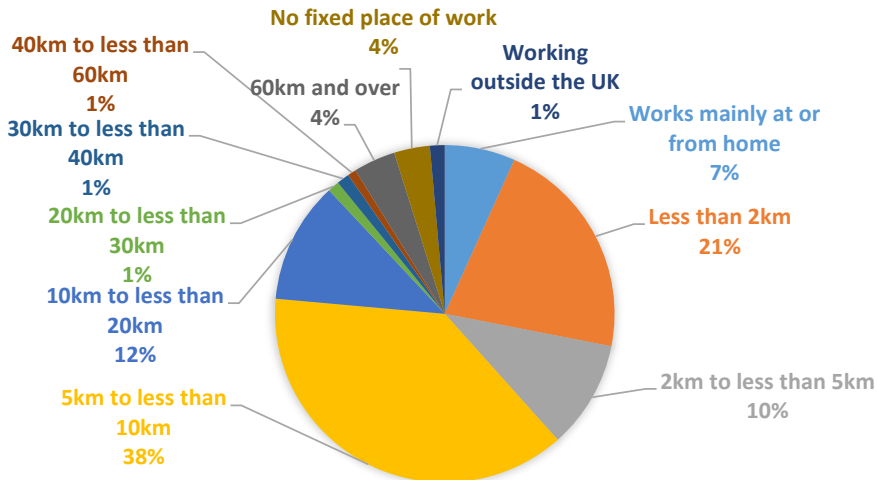


Figure 1.5 Saltash Distance travelled to work (Census 2001)

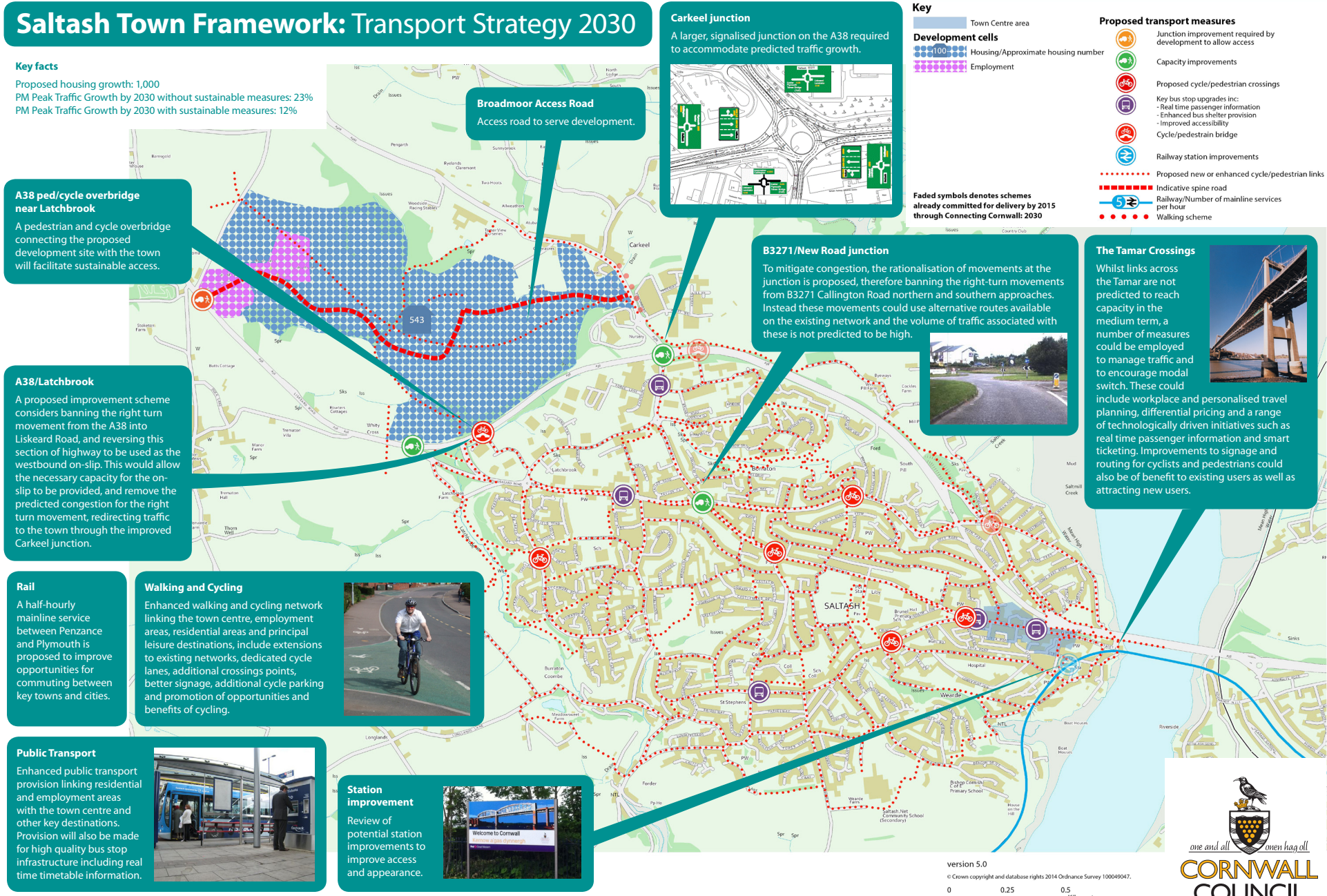


Figure 1.6 Saltash Transport Strategy 2030 (Corwall Council)

Gear Change: A bold vision for cycling and walking (2020)

The vision released by the Department of Transport recognises the need to provide a step change in active travel and that this vision is the start in achieving this change, especially given the higher levels of active travel during the earlier stages of the Covid- 19 pandemic.

The documents notes the benefits of active travel across a range of metrics (health, wellbeing, congestion, local business, environment and economy). The vision is “...for a transformation in our transport system, that will benefit us all”. This vision will be achieved through four themes that require action at all levels of Government:

- Better streets for cycling and people.
- Cycling at the heart of decision-making
- Empowering and encouraging Local Authorities
- Enabling people to cycle and protecting them when they do.

There is also a comprehensive summary of principles of cycle infrastructure design that includes making it accessible to all, segregation where possible on high traffic volume roads, design for significant volumes of cyclists, cycle infrastructure must be well connected, route maintenance, and any departures from the principles.

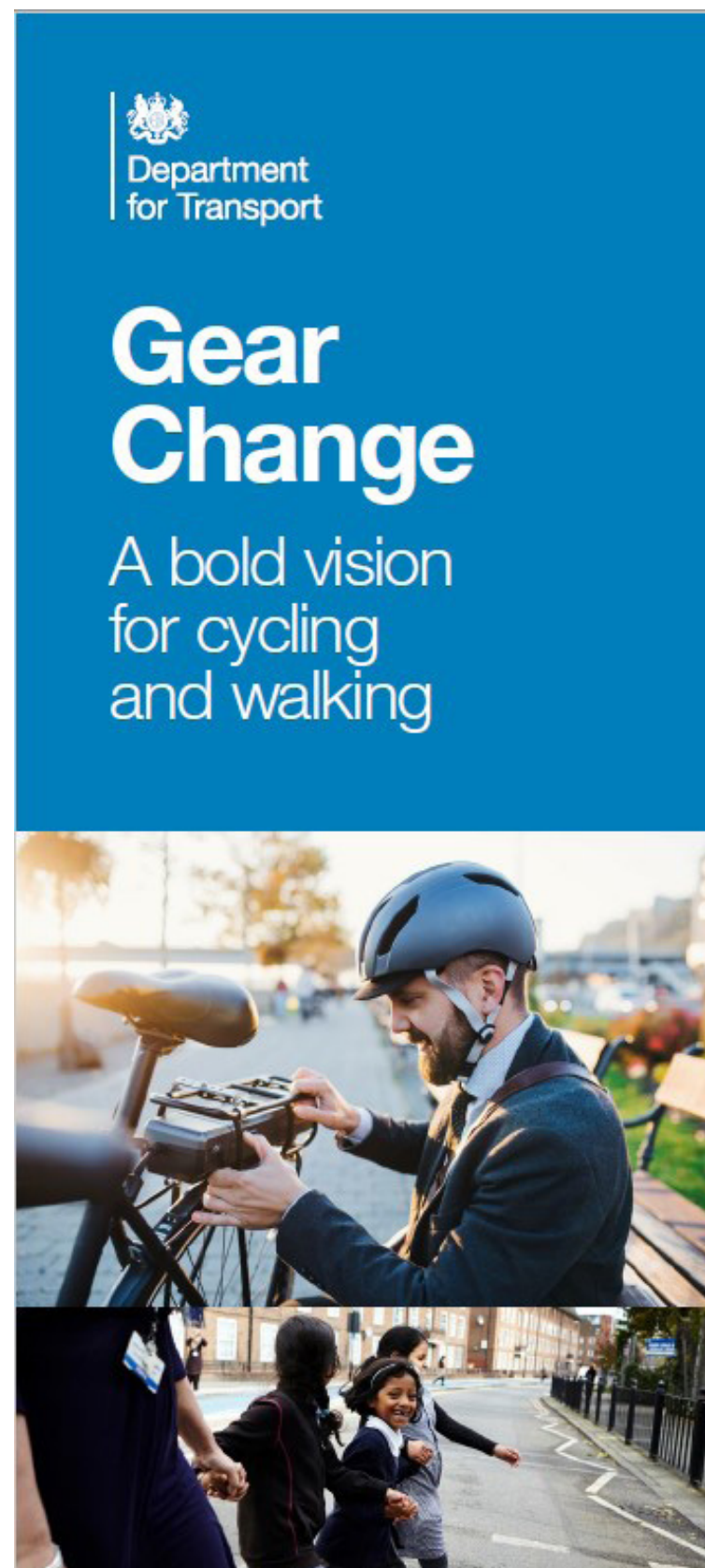


Figure 1.7 Gear Change (DfT)

A bold future vision for a new era

We have a clear picture of a future we want to see, a vision for a transformation in our transport system, that will benefit us all.

England will be a great walking and cycling nation

Places will be truly walkable. A travel revolution in our streets, towns and communities will have made cycling a mass form of transit. Cycling and walking will be the natural first choice for many journeys with half of all journeys in towns and cities being cycled or walked by 2030.

A bold future vision of cycling and walking in England:



Healthier, happier and greener communities

Peoples' health and quality of life is improved by more people walking and cycling; the number of short journeys made by car is vastly reduced, meaning people from all parts of our communities around the country can enjoy the benefits of cleaner, healthier, safer and quieter streets.

Safer streets

Nobody is afraid to cycle; every child is confident and safe walking or cycling to school; all road users treat each other with mutual respect.



Convenient and accessible travel

Cycling and walking are recognised as the most convenient, desirable and affordable way to travel in our local areas; more women and disadvantaged groups enjoy walking and cycling as part of their daily journeys; everybody has opportunities to take up walking and cycling.

At the heart of transport decision-making

Better cycling and walking infrastructure has allowed more efficient use of road space, to the benefit of all road users; cycling and walking routes are well connected with wider public transport services; cycling and walking measures are no longer seen as an afterthought but have moved to the very heart of considerations for all transport policy and planning, at all levels of leadership.

Existing Transport Conditions

The A388 is the main road between Callington (in the north) and Saltash (in the south). It passes through the villages of Carkeel and Hatt, forming part extents of this study. The A388 has one lane in each direction.

Traffic Flows

Existing traffic flow data are shown in figure 1.5 and 1.6.

The Average Annual Daily Traffic (AADT) data held on Cornwall Council's GIS system indicates flows vary greatly within the overall study area, ranging from very low, 0-1000 AADT on the side road network up to over 15,000 AADT as recorded by the automatic traffic counters in St Mellion.

Heavy Commercial vehicles make up approximately 4% of the traffic on the A388 which significantly decreases the safety and comfort of cyclists on this road.

Traffic Speeds

Almost the entire length of the A388 from Callington to Rood's Corner is national speed limit (60 mph). There are 3 exceptions to this.

One is the village of Hatt, including the roundabout on the A388, which has a 30 mph limit.

The other is the village of St Mellion where there is a 30 mph limit on the A388, enforced by speed cameras.

Lastly, the A388 at Carkeel Village has a 30 mph limit in the village itself and there is a 40mph speed limit between the southern village limit and A38 Carkeel Roundabout.

The rural lane network is national speed limit except for a 30mph limit where the Vollards Lane arrives into Hatt.

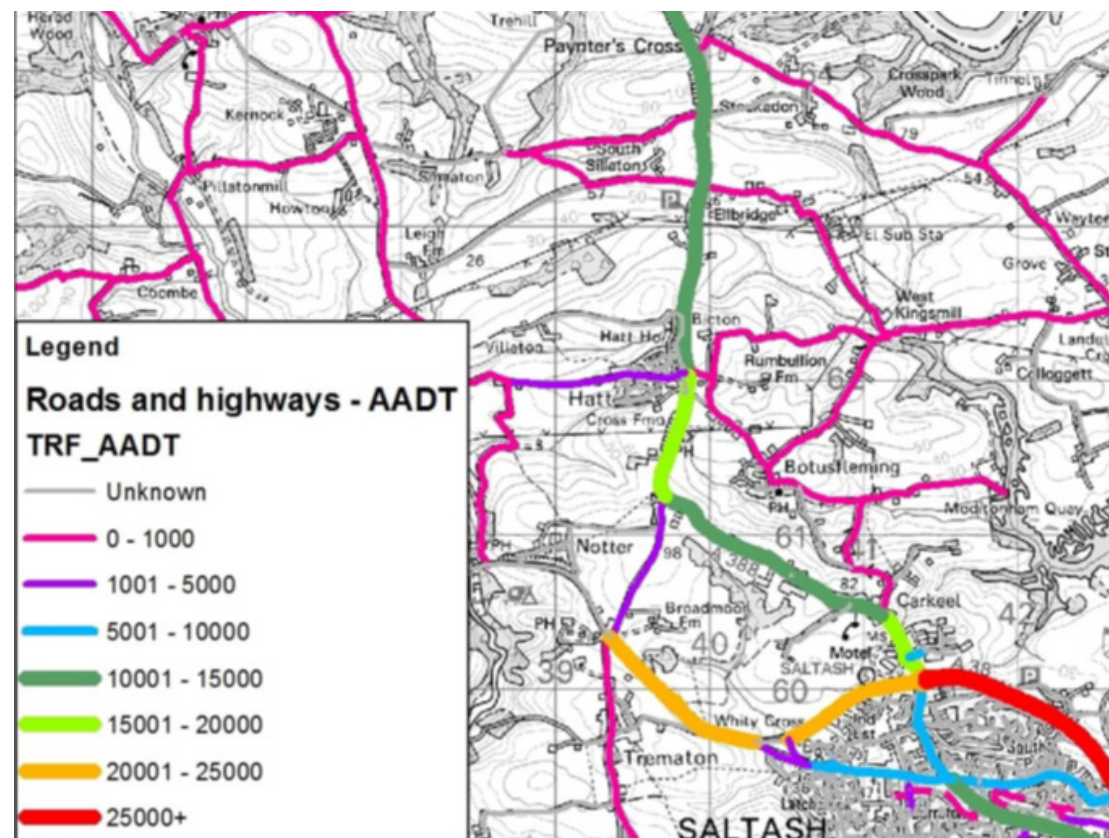


Figure 1.8 Annual Average Daily Traffic Flows (2 way)

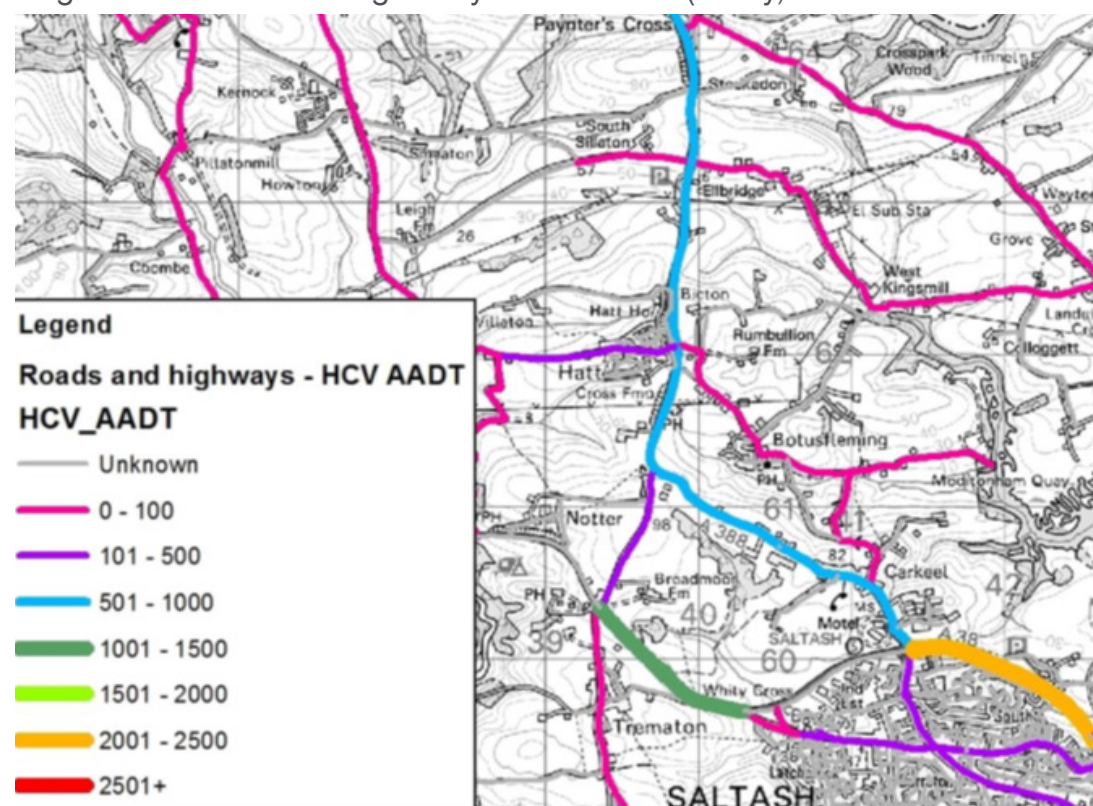


Figure 1.9 Heavy Commercial Vehicles Annual Average Daily Traffic Flows (2 way)

Collisions

The recorded collisions from within the study area have been obtained from Crashmap for the previous 5 years (2016-2021). These consisted of:

- 2 Fatal
- 19 Serious
- 103 Slight
- 41 Damage only

Of the 165 collisions only one involved a bicycle and resulted in damage to the bicycle and slight injury to the cyclist.

The collision occurred at the roundabout on the south side of Callington at the junction of the A390 (Southern Road) with the A388.

It was caused by a car turning left at the roundabout cutting across the path of a cyclist who was coming up on the near side.

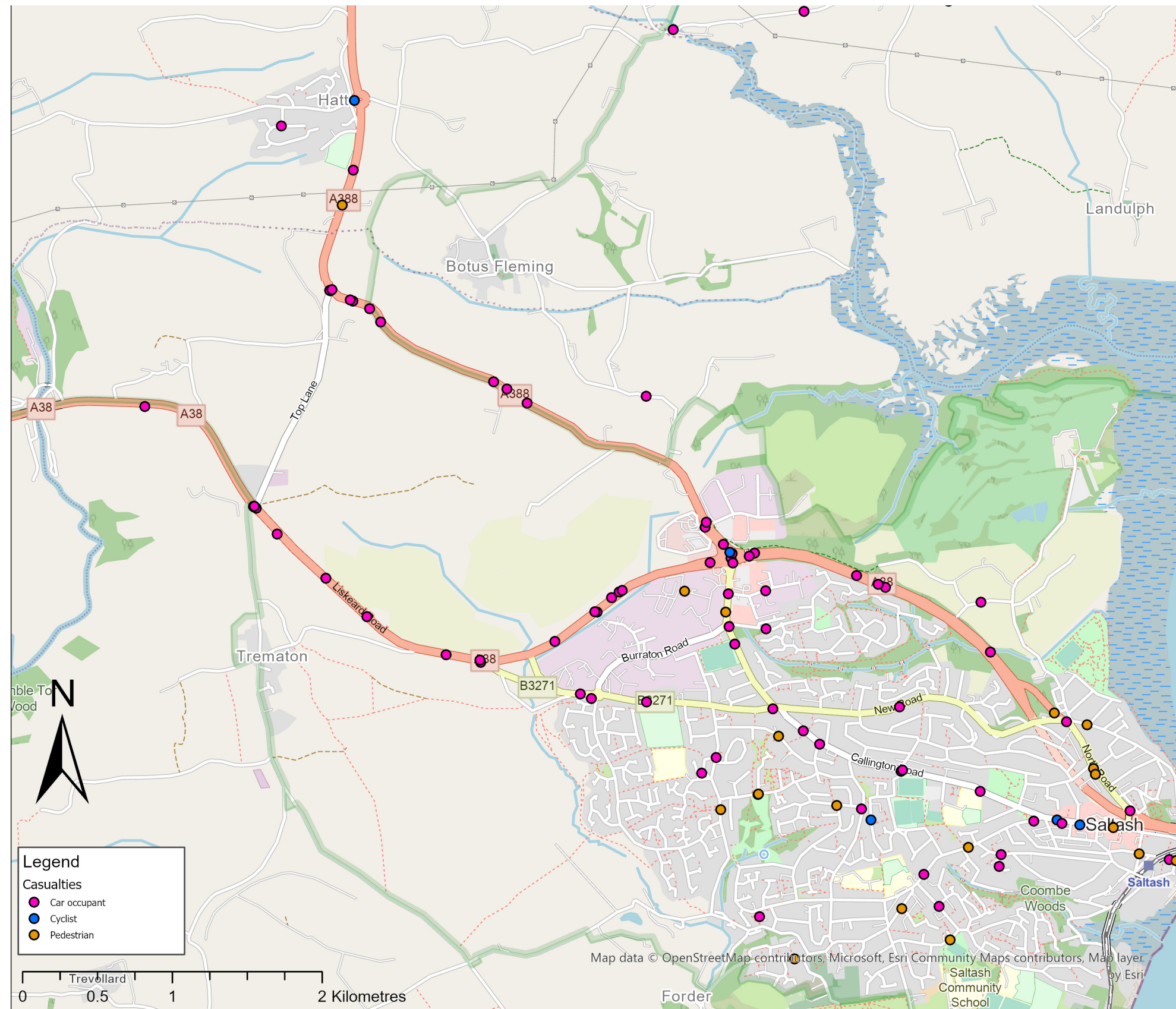


Figure 1.10 Traffic collisions (bikedata.cyclestreets)

The English Indices of Deprivation 2019 (IoD2019)

The Map opposite illustrates the geographical spread of deprivation in the Saltash area based on ranking all 32,844 Lower Super Output Areas (LSOAs), or neighbourhoods, nationally and dividing them in to 10 equal groups (or deciles) according to their deprivation rank. Areas shaded dark orange are in the most deprived 10 per cent (or decile) of neighbourhoods in England while areas shaded pale yellow are in the least deprived 10 per cent.

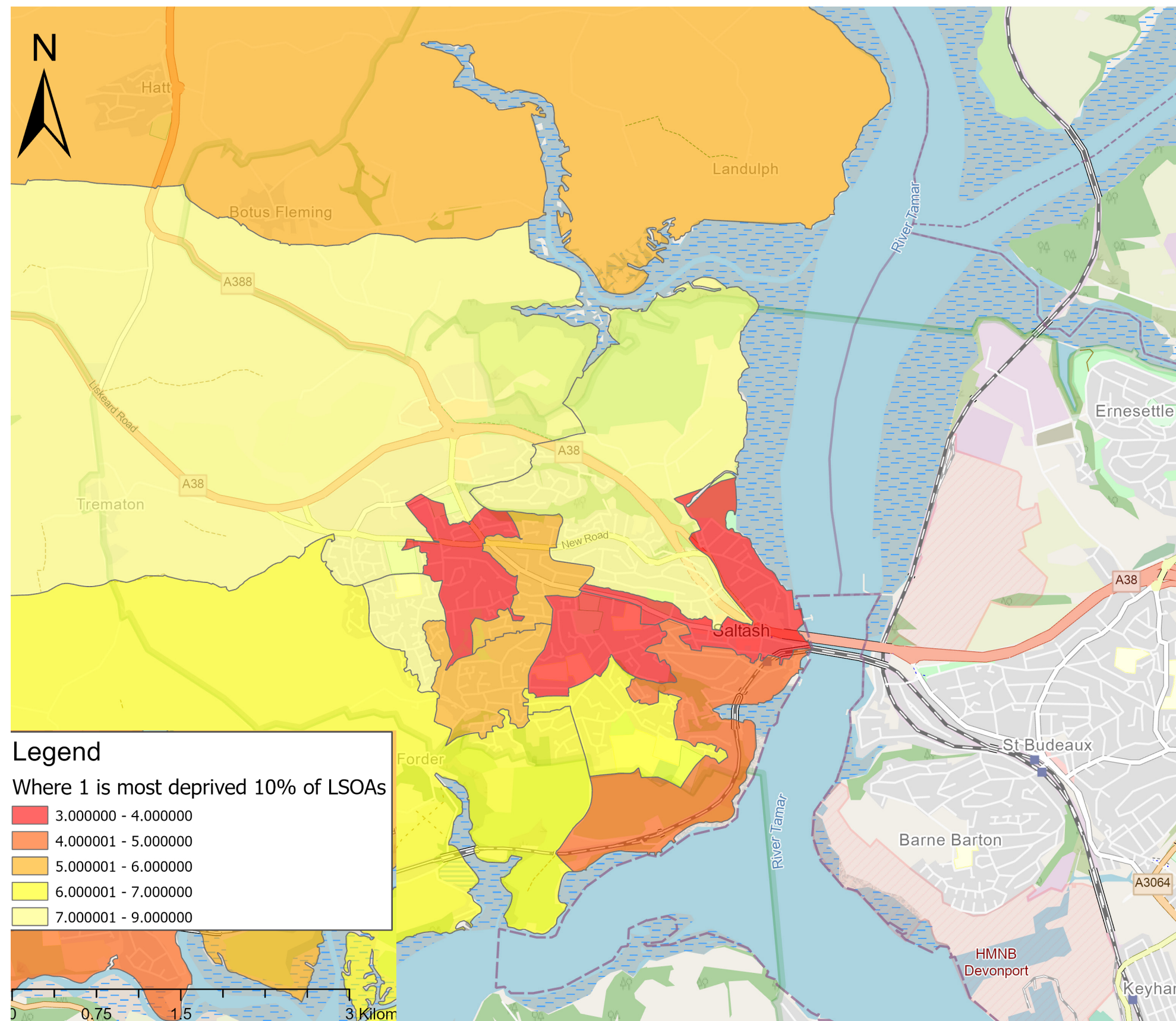


Figure 1.11 Indices of Deprivation 2019 (Cornwall Council)

Saltash Draft Neighbourhood Development Plan (2020)

The draft plan makes some important references towards supporting the approach for more active travel opportunities and improved connectivity in the Saltash area. The relevant sections of the draft report are as follows:

‘IMPROVED AND SUSTAINABLE CONNECTIVITY’, Chapter 15’

Paragraph 15.1 Improving the connectivity of Saltash’s neighbourhoods is fundamental to the vision for the Neighbourhood Plan, and requires steps which will bring environmental, social, and economic benefits.

Paragraph 15.3 Key issues for consideration in the Cornwall Local Plan Site Allocations DPD, the Saltash NDP, and in planning applications include:

- Capacity improvements that are required to the Bridge and associated road network particularly at Carkeel, which also serves the nearby retail and employments areas and the planned new neighbourhood at Broadmoor, and at Burraton Cross.
- The severance of the new neighbourhood from the existing town by the A38 and physical distance, which is likely to encourage reliance on trips by car, and encourage people to access general shopping/ services at locations other than the town centre

Paragraph 15.6 JUSTIFICATION: The A38 trunk road and physical distance effectively sever the new neighbourhood at Broadmoor from the main body of the town and the town centre. Many of the routes to the town centre are unattractive and difficult to use. It is considered that these factors are is likely to encourage reliance on journeys by car, and encourage people to access general shopping/services at locations other than the town centre. The Vision for Saltash relies, in spatial terms, on the efficient use of the routes that link the community together.

Paragraph 15.7 INTENTION: The route from Carkeel via Callington Road to Fore Street is the main link which connects the ‘top’ of Saltash, all the way to the Waterfront area. It also connects with all the other parts of the town. Enhancing this route with quality urban design, substantial tree planting and landscaping, improved surface treatments and rationalised signage to create a ‘backbone street’, forming one clear and cohesive route will help draw the community together, create a clear hierarchy between town and neighbourhood centres and interlink the outlying parts of the town more firmly. It supports a clear inter-relationship of local neighbourhoods, and ensures that Broadmoor and Carkeel look to the town (and vice

versa) rather than being suburbs of Plymouth. This can also serve multiple forms of transport, allow for connections between them making sustainable travel easier, and potentially ‘capture’ passing traffic to improve town centre vitality and viability.

POLICY CON 9: PROTECTION OF FOOTPATHS, BRIDLEWAYS AND CYCLE PATHS.

Paragraph 15.24 JUSTIFICATION: In view of the important contribution that footpaths, bridleways and cycle paths can make to sustainable connectivity, the reduction in greenhouse gas emissions, and to healthy activity and leisure, it is essential that they are retained and not made less convenient or comfortable for users. Such routes are only useful if they are perceived to be safe, reasonably pleasant and take a reasonably direct route from where people start from (usually their home) to where people want to be. Such routes may also be wildlife corridors through fields and built up areas.

Paragraph 15.26 INTENTION: To ensure that development proposals do not impinge unacceptably on effectiveness of existing routes.

Area of Great Landscape Value

The study area falls within two key national and local designations, Area of Great Landscape Value and Area of Outstanding Natural Beauty.

Area of Great Landscape Value (AGLV): An AGLV is an area of land in England which is considered to have a particular scenic value, and is therefore afforded a degree of protection by local authorities. The designation was established under the Town and Country Planning Act 1947. If an area is designated as an AGLV, this restricts development in the area, especially if it will affect the distinctive character or quality of the landscape. The Lynher Valley AGLV lies within the study area.

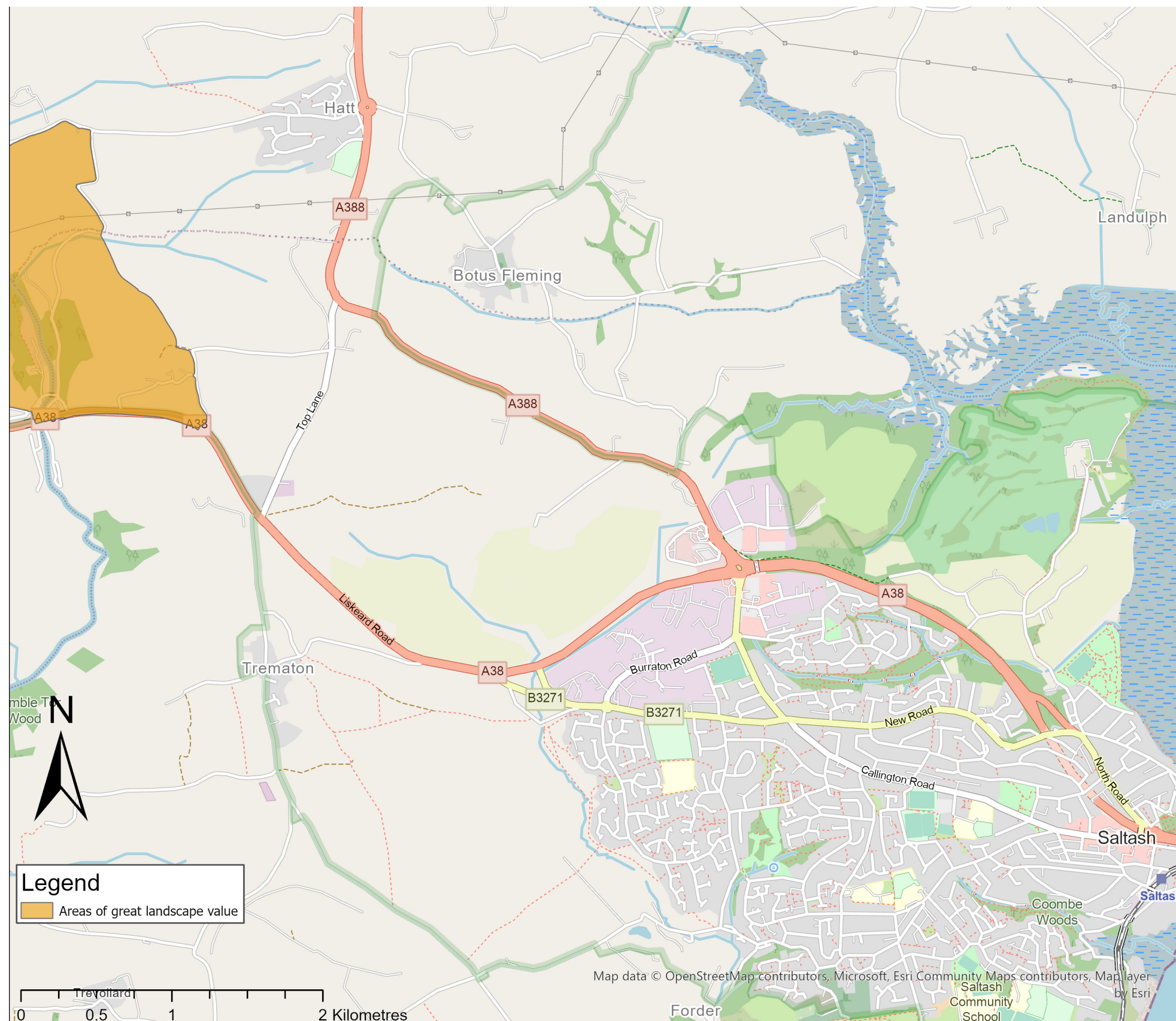


Figure 1.12 Area of Great Landscape Value (Cornwall Council)

Area of Outstanding Natural Beauty (AONB)

An AONB is an area of countryside which has been designated for conservation due to its significant landscape value.

Areas are designated in recognition of their national importance by Natural England.

The primary purpose of the AONB designation is to conserve and enhance the natural beauty of the landscape, with two secondary aims: meeting the need for quiet enjoyment of the countryside and having regard for the interests of those who live and work there.

To achieve these aims, AONBs rely on planning controls and practical countryside management.

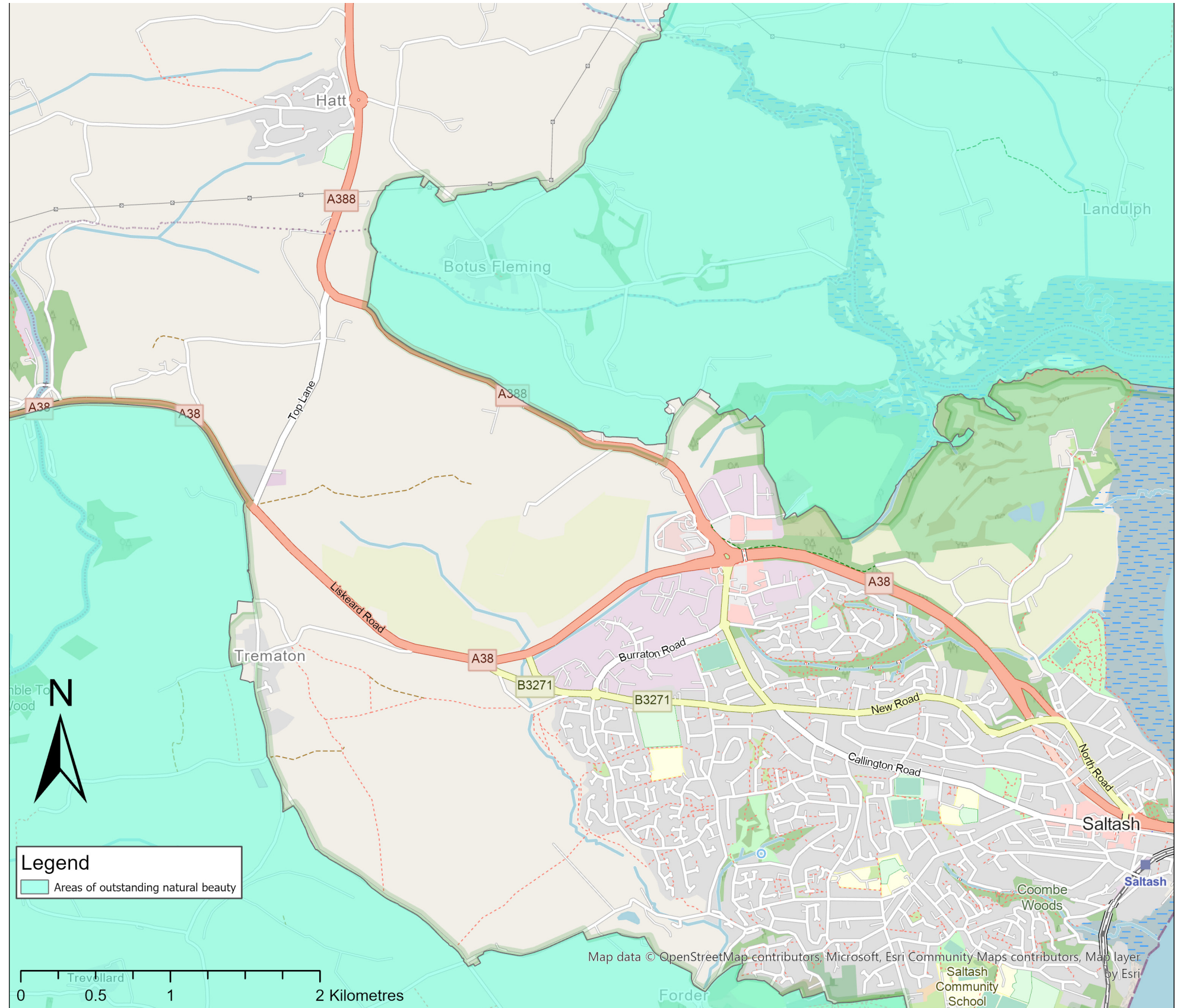


Figure 1.13 Area of Outstanding Natural Beauty (Cornwall Council)

Proposed Developments

A large scale residential development at Broadmoor Farm (PA14/02447) is in the master planning stages to the west of the A388 between Roods Corner and Carkeel.

The proposals include pedestrian/cycle links across the development site and a pedestrian / cycle bridge over the A38.

The relevant highway improvements associated with the Study include:

- A cycle/footbridge has already been completed to enable pedestrians and cyclists to cross the A38 south of Carkeel without having to access the busy roundabout. This links up with the proposed Saltash cycle network.
- Stoketon Cross – currently a staggered crossroads – as part of the access strategy for the Broadmoor Farm development this junction is to be converted to a four arm roundabout. As well as providing access to the new development this roundabout will also be the signposted route for vehicles travelling south on the A388 wishing to turn west on the A38. This will reduce traffic flows on the section of the A388 from Roods Corner to Carkeel roundabout (reducing the vehicle flows through Carkeel village).
- Carkeel Village traffic calming – a variety of measures are proposed to reduce the traffic flows through Carkeel village. These include signage strategies to highlight alternative routes. Measures such as improved gateways, narrowings, refuges and pedestrian crossings.
- Roods Corner – This junction is to be the southern extent of the safe passageway. Currently this is a T junction. It is proposed to convert this junction to a three arm roundabout in order to provide improved route choices and a more even distribution of traffic across the local network.

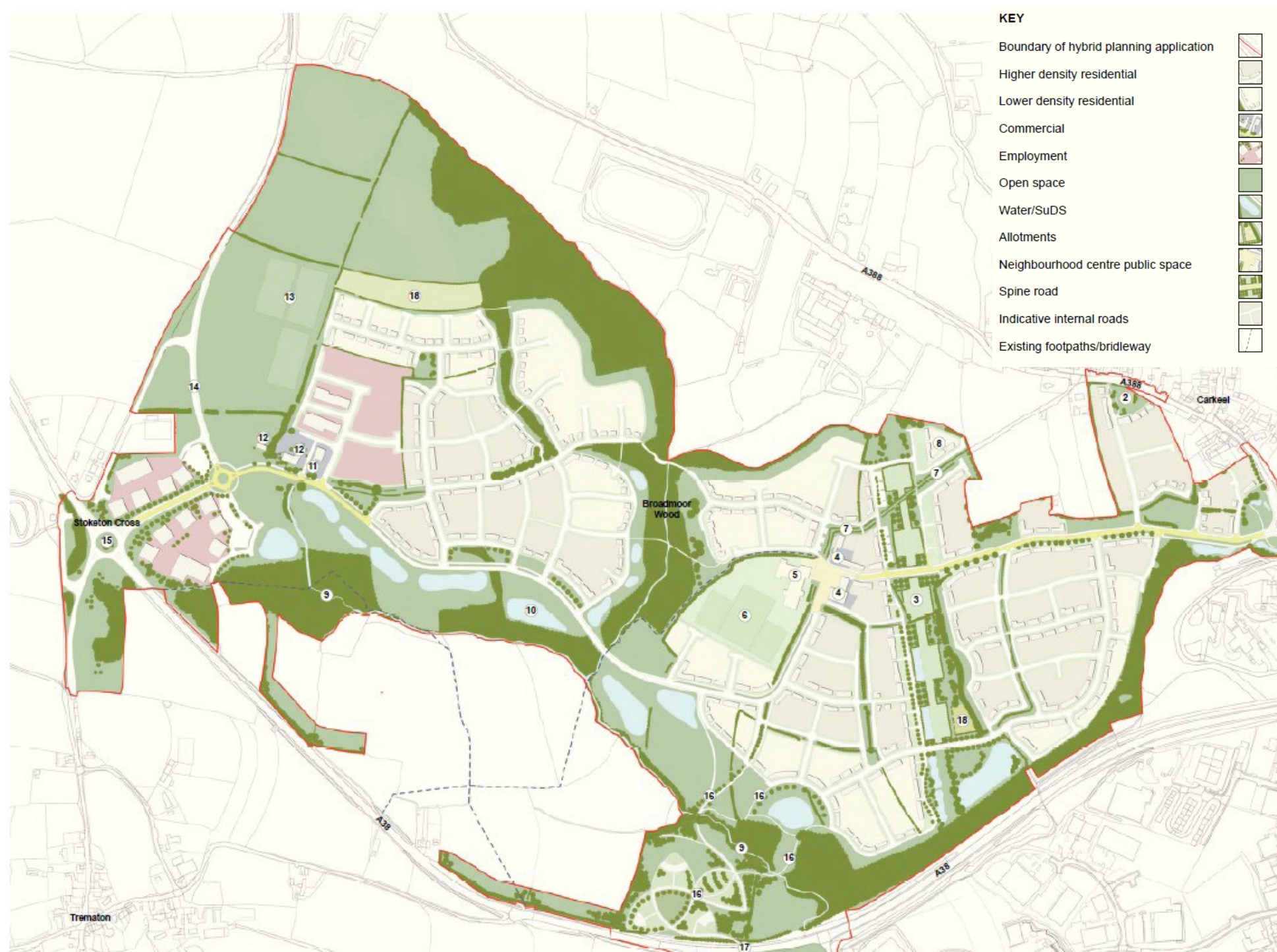


Figure 1.14 Proposed development sites (Corwall Council)

Public Rights of Way Network

Public Rights of Way (PRoW) are classified as highways and as such are protected routes. There are four types of PRoW as described below:

- Public Footpath: A PRoW on foot only.
- Public Bridleway: A PRoW on foot, bicycle or horse back.
- Restricted Byway: A PRoW on foot, bicycle, horse back and horse drawn carriage.
- Byway open to all traffic: A PRoW for vehicles and all other kinds of user, but because of its nature is used mainly as a footpath or bridleway.

The PROW network in the immediate study area is very limited.

Within the Broadmoor Development there are two public rights of way that bisect the site, this includes a footpath (Footpath 7) and a bridleway (Bridleway 8).

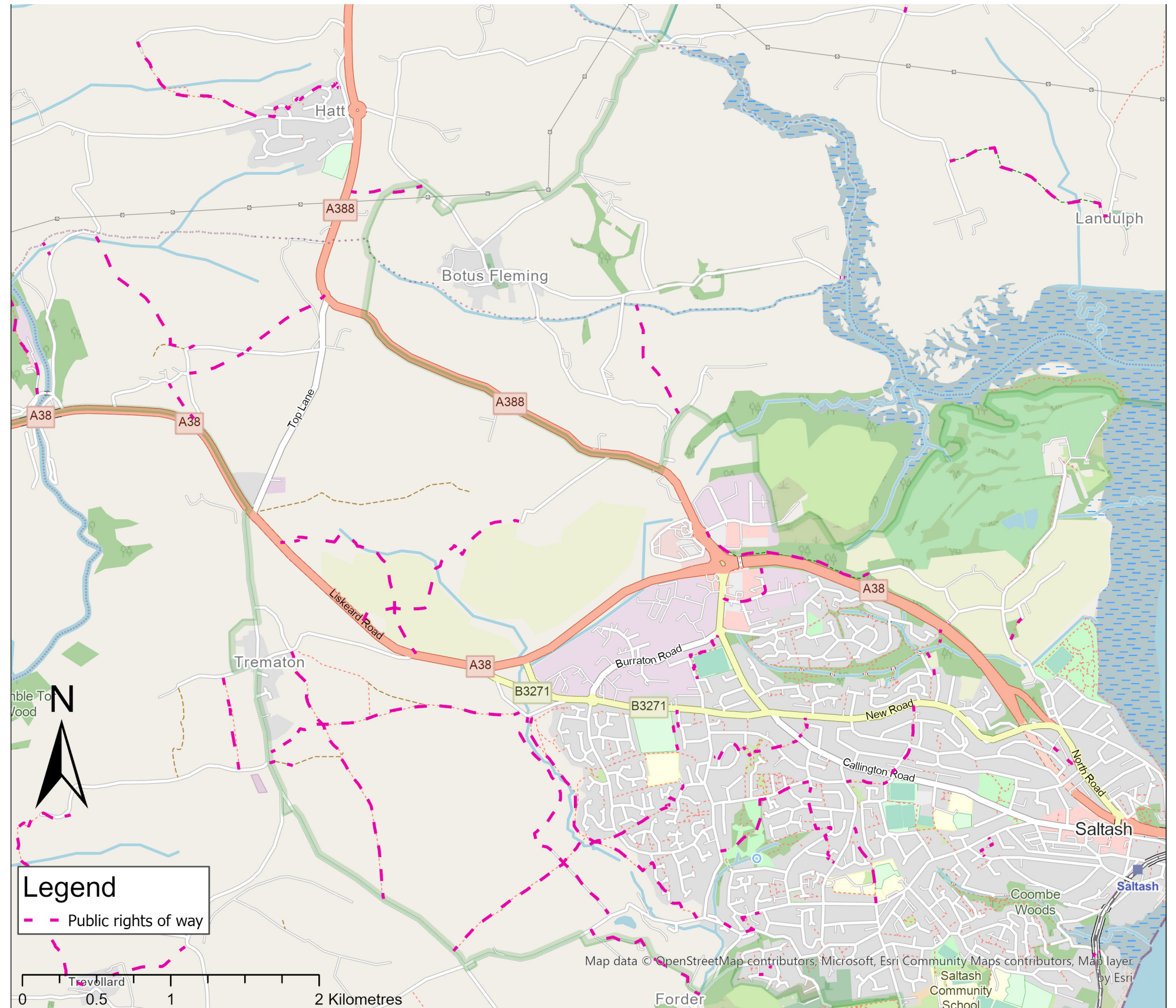


Figure 1.15 PRoW (Corwall Council)

The Ramblers 'Don't lose your way' project to find and record lost paths has identified a potentially relevant network of paths to the south and west of Hatt, shown below.

Avoiding the Recreation Ground to the south of the village the 'lost path' has the potential to provide a completely new traffic free route to Roods Corner and the western most fringe of the village.



Figure 1.16 Don't lose your way (The Ramblers)

2 Cycle Traffic Design Guidance

Design Guidance

This study have been based on the standards presented in the Department for Transport Cycle Infrastructure Design guidance document Local Transport Note (LTN) 1/20 and Manual for Streets.

This guidance provides useful requirements and advice for the design of infrastructure for cycle traffic both on and off the carriageway and is intended for use by highway design professionals to facilitate convenient and safe movement of cycle traffic.

Some of the most relevant criteria considered for cycle corridors and specific junctions are presented as follows:

Summary Principles

1. Cycle infrastructure should be accessible to everyone from 8 to 80 and beyond: it should be planned and designed for everyone. The opportunity to cycle in our towns and cities should be universal.
2. Cycles must be treated as vehicles and not as pedestrians. On urban streets, cyclists must be physically separated from pedestrians and should not share space with pedestrians. Where cycle routes cross pavements, a physically segregated track should always be provided. At crossings and junctions, cyclists should not share the space used by pedestrians but should be provided with a separate parallel route.
3. Cyclists must be physically separated and protected from high volume motor traffic, both at junctions and on the stretches of road between them.
4. Side street routes, if closed to through traffic to avoid rat-running, can be an alternative to segregated facilities or closures on main roads – but only if they are truly direct.
5. Cycle infrastructure should be designed for significant numbers of cyclists, and for non-standard cycles. Our aim is that thousands of cyclists a day will use many of these schemes.
6. Consideration of the opportunities to improve provision for cycling will be an expectation of any future local highway schemes funded by Government.

7. Largely cosmetic interventions which bring few or no benefits for cycling or walking will not be funded from any cycling or walking budget.
8. Cycle infrastructure must join together, or join other facilities together by taking a holistic, connected network approach which recognises the importance of nodes, links and areas that are good for cycling.
9. Cycle parking must be included in substantial schemes, particularly in city centres, trip generators and (securely) in areas with flats where people cannot store their bikes at home. Parking should be provided in sufficient amounts at the places where people actually want to go.
10. Schemes must be legible and understandable.
11. Schemes must be clearly and comprehensively signposted and labelled.
12. Major ‘iconic’ items, such as overbridges must form part of wider, properly thought-through schemes.
13. As important as building a route itself is maintaining it properly afterwards.
14. Surfaces must be hard, smooth, level, durable, permeable and safe in all weathers.
15. Trials can help achieve change and ensure a permanent scheme is right first time. This will avoid spending time, money and effort modifying a scheme that does not perform as anticipated.
16. Access control measures, such as chicane barriers and dismount signs, should not be used.
17. The simplest, cheapest interventions can be the most effective.
18. Cycle routes must flow, feeling direct and logical
19. Schemes must be easy and comfortable to ride.
20. All designers of cycle schemes must experience the roads as a cyclist.
21. Schemes must be consistent.
22. When to break these principles - the process for departures from standard.

Local Transport Note 1/20

This national guidance provides a recommended basis for those standards based on five Core design principles and 22 summary principles, as follows:

Core design principles

The five core design principles represent the essential requirements to achieve more people travelling by cycle, based on best practice both internationally and across the UK.

Accessibility for all				
Coherent	Direct	Safe	Comfortable	Attractive
				
DO Cycle networks should be planned and designed to allow people to reach their day to day destinations easily, along routes that connect, are simple to navigate and are of a consistently high quality.	DO Cycle routes should be at least as direct – and preferably more direct – than those available for private motor vehicles.	DO Not only must cycle infrastructure be safe, it should also be perceived to be safe so that more people feel able to cycle.	DO Comfortable conditions for cycling require routes with good quality, well-maintained smooth surfaces, adequate width for the volume of users, minimal stopping and starting and avoiding steep gradients.	DO Cycle infrastructure should help to deliver public spaces that are well designed and finished in attractive materials and be places that people want to spend time using.
				
DON'T Neither cyclists or pedestrians benefit from unintuitive arrangements that put cyclists in unexpected places away from the carriageway.	DON'T This track requires cyclists to give way at each side road. Routes involving extra distance or lots of stopping and starting will result in some cyclists choosing to ride on the main carriageway instead because it is faster and more direct, even if less safe.	DON'T Space for cycling is important but a narrow advisory cycle lane next to a narrow general traffic lane and guard rail at a busy junction is not an acceptable offer for cyclists.	DON'T Uncomfortable transitions between on-and off carriageway facilities are best avoided, particularly at locations where conflict with other road users is more likely.	DON'T Sometimes well-intentioned signs and markings for cycling are not only difficult and uncomfortable to use, but are also unattractive additions to the street scape.

Figure 4.1: Appropriate protection from motor traffic on highways

Speed Limit ¹	Motor Traffic Flow (pcu/24 hour) ²	Protected Space for Cycling			Cycle Lane (mandatory/ advisory)	Mixed Traffic
		Fully Kerbed Cycle Track	Stepped Cycle Track	Light Segregation		
20 mph ³	0					
	2000					
	4000					
	6000+					
30 mph	0					
	2000					
	4000					
	6000+					
40 mph	Any					
50+ mph	Any					

Provision suitable for most people

Provision not suitable for all people and will exclude some potential users and/or have safety concerns

Provision suitable for few people and will exclude most potential users and/or have safety concerns

Notes:

1. If the 85th percentile speed is more than 10% above the speed limit the next highest speed limit should be applied
2. The recommended provision assumes that the peak hour motor traffic flow is no more than 10% of the 24 hour flow
3. In rural areas achieving speeds of 20mph may be difficult, and so shared routes with speeds of up to 30mph will be generally acceptable with motor vehicle flows of up to 1,000 pcu per day

Table 6-1: Minimum recommended horizontal separation between carriageway and cycle tracks*

Speed limit (mph)	Desirable minimum horizontal separation (m)	Absolute minimum horizontal separation (m)
30	0.5	0
40	1.0	0.5
50	2.0	1.5
60	2.5	2.0
70	3.5	3.0

*Separation strip should be at least 0.5m alongside kerbside parking and 1.5m where wheelchair access is required.

Table 5-2: Cycle lane and track widths

Cycle Route Type	Direction	Peak hour cycle flow (either one way or two-way depending on cycle route type)	Desirable minimum width* (m)	Absolute minimum at constraints (m)
Protected space for cycling (including light segregation, stepped cycle track, kerbed cycle track)	1 way	<200	2.0	1.5
		200-800	2.2	2.0
		>800	2.5	2.0
	2 way	<300	3.0	2.0
		>300-1000	3.0	2.5
		>1000	4.0	3.0
Cycle lane	1 way	All – cyclists able to use carriageway to overtake	2.0	1.5

*based on a saturation flow of 1 cyclist per second per metre of space. For user comfort a lower density is generally desirable.

Table 6-3: Recommended minimum widths for shared use routes carrying up to 300 pedestrians per hour

Cycle flows	Minimum width
Up to 300 cyclists per hour	3.0m
Over 300 cyclists per hour	4.5m

Table 7-2: Minimum acceptable lane widths*

Feature	Desirable minimum	Absolute minimum	Notes
Traffic lane (cars only, speed limit 20/30mph)	3.0m	2.75m	2.5m only at offside queuing lanes where there is an adjacent flared lane
Traffic lane (bus route or >8% HGVs, or speed limit 40mph)	3.2m	3.0m	Lane widths of between 3.2m and 3.9m are not acceptable for cycling in mixed traffic.
2-way traffic lane (no centre line) between advisory cycle lanes	5.5m	4.0m	4.0m width only where AADT flow <4000 vehicles** and/or peak hour <500 vehicles with minimal HGV/Bus traffic.

* these lane widths assume traffic is free to cross the centre line, see 7.2.9 for details on critical widths at pinch points
** While centre line removal is still feasible with higher flows, the frequency at which oncoming vehicles must enter the cycle lane to pass one another can make the facility uncomfortable for cycling.

Table 10-2: Crossing design suitability

Speed Limit	Total traffic flow to be crossed (pcu)	Maximum number of lanes to be crossed in one movement	Uncontrolled	Cycle Priority	Parallel	Signal	Grade separated
≥ 60mph	Any	Any					
40 mph and 50 mph	> 10000	Any					
	6000 to 10000	2 or more					
	0-6000	2					
	0-10000	1					
≤ 30mph	> 8000	> 2					
	> 8000	2					
	4000-8000	2					
	0-4000	2					
	0-4000	1					

	Provision suitable for most people
	Provision not suitable for all people and will exclude some potential users and/or have safety concerns
	Provision suitable for few people and will exclude most potential users and/or have safety concerns

Notes:

1. If the actual 85th percentile speed is more than 10% above the speed limit the next highest speed limit should be applied
2. The recommended provision assumes that the peak hour motor traffic flow is no more than 10% of the 24 hour flow

Figure 10.37: Roundabout with one way cycle tracks and parallel crossings



Figure 10.39: Carriageway-level cycle track used with 'hold the left' traffic staging

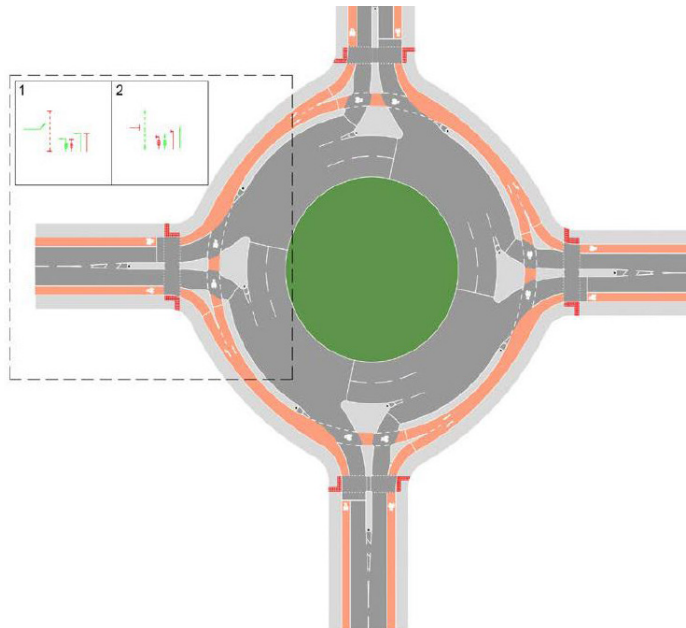


Table 11-1: Suggested minimum cycle parking capacity for different types of land use

Land use type	Sub-category	Short stay requirement (obvious, easily accessed and close to destination)	Long stay requirement (secure and ideally covered)
All	Parking for adapted cycles for disabled people	5% of total capacity co-located with disabled car parking.	5% of total capacity co-located with disabled car parking.
Retail	Small (<200m ²)	1 per 100m ²	1 per 100m ²
	Medium (200-1,000m ²)	1 per 200m ²	1 per 200m ²
	>1,000m ²	1 per 250m ²	1 per 500m ²
Employment	Office/Finance (A2/B1)	1 per 1000m ²	1 per 200m ²
	Industrial/Warehousing (B2/B8)	1 per 1,000m ²	1 per 500m ²
Leisure and Institutions	Leisure centres, assembly halls, hospitals and healthcare	Greatest of: 1 per 50m ² or 1 per 30 seats/capacity	1 per 5 employees
	Educational Institutions	–	Separate provision for staff and students. Based on Travel Plan mode share targets, minimum: Staff: 1 per 20 staff Students: 1 per 10 students
Residential	All except sheltered/elderly housing or nursing homes	–	1 per bedroom
	Sheltered/elderly housing/nursing homes	0.05 per residential unit	0.05 per bedroom
Public Transport Interchange	Standard stop	Upon own merit	–
	Major interchange	1 per 200 daily users	–

NCN Design Principles

The National Cycle Network design principles set out key elements that make the Network distinctive and need to be considered during design of new and improved routes forming part of the Network. Where the Network is not traffic-free it should either be on a quiet-way section of road or be fully separated from the carriageway. For a National Cycle Network route on a quiet-way section of road traffic speed and flows should be sufficiently low with good visibility to comply with design guidance for comfortable sharing of the carriageway. Signs and markings should highlight the Network.



National Cycle Network routes shall:

- be designed in accordance with current best practice design guidance;
- be designed in collaboration with the local community;
- provide convenient links to key destinations, connecting cities, towns and countryside;
- meet the following nine design principles:



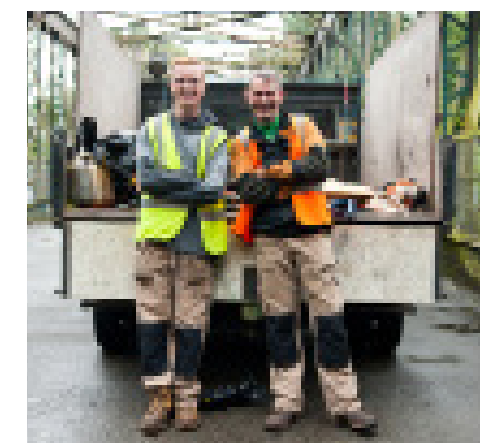
Principle 1: Traffic-free or quiet-way

- Where the Network is not traffic-free it should either be on a quiet-way section of road or be fully separated from the adjacent carriageway.
- For a National Cycle Network route on a quiet-way section of road the traffic speed and flows should be sufficiently low with good visibility to comply with design guidance for comfortable sharing of the carriageway. Signs and markings should highlight the Network.



Principle 2: Sufficient width to accommodate all users

- Width of a route should be based on the level of anticipated usage, allowing for growth.
- Physical separation between users should be considered where there is sufficient width and a higher potential for conflict between different users.



Principle 3: Designed to minimise maintenance

- A maintenance plan should be put in place in the development process.
- Construction quality should be maximised to minimise maintenance.
- New planting should be kept well clear of the path.
- Sufficient tree work should be undertaken as part of construction to minimise future issues.
- Routes should be managed in a way that enhances biodiversity.



Principle 4: Signed clearly and consistently

- Signage should be a mix of signs, surface markings and wayfinding measures.
- Every junction or decision point should be signed.
- Signage should be part of a network-wide signing strategy directing users to and from the Network to trip generators such as places of interest, hospitals, universities, colleges.
- Signage should be used to increase route legibility and branding of routes.
- Signage reinforces responsible behaviour by all users.



Principle 5: Smooth surface that is well drained

- Path surfaces should be suitable for all users.
- Path surfaces should be maintained in a condition that is free of undulations, rutting and potholes.
- Path surfaces should be free draining and verges finished to avoid water ponding at the edges of the path.
- In, or close to, built-up areas a Network route should have a sealed surface to maximise the accessibility.



Principle 6: Fully accessible to all legitimate users

- All routes should accommodate a cycle design vehicle 2.8 metres long x 1.2 metres wide.
- Any barriers should have a clear width of 1.5 metres.
- Gradients should be minimised and as gentle as possible.
- The surface should be maintained in a condition that makes it passable by all users.



Principle 7: Feel like a safe place to be

- Route alignments should avoid creating places that are enclosed or not overlooked.
- Consideration should be given as to whether lighting should be provided.



Principle 8: Enable all users to cross roads safely

- Road crossings should be in accordance with current best practice guidance.
- Approaches to road crossings should be designed to facilitate slow approach speeds to a crossing.
- All grade separated crossings should provide step-free access.



Principle 9: Be attractive and interesting

- Network routes should be attractive places to be in and pass along.
- Landscaping, planting artwork and interpretation boards should be used to create interest.
- Seating should be provided at regular intervals along a route.
- Opportunities should be taken to enhance ecological features.

3 Route Options Appraisal

Route Options Appraisal

Four options were identified in the study proposal for a new route between Hatt and Carkeel for further investigation:

1. A path in the verge adjacent to the existing highway (A388)
2. A path built on agricultural land behind the hedge, away from the carriageway
3. A route to the south of the A388 via the proposed Broadmoor Farm development
4. A route via Botusfleming on minor roads

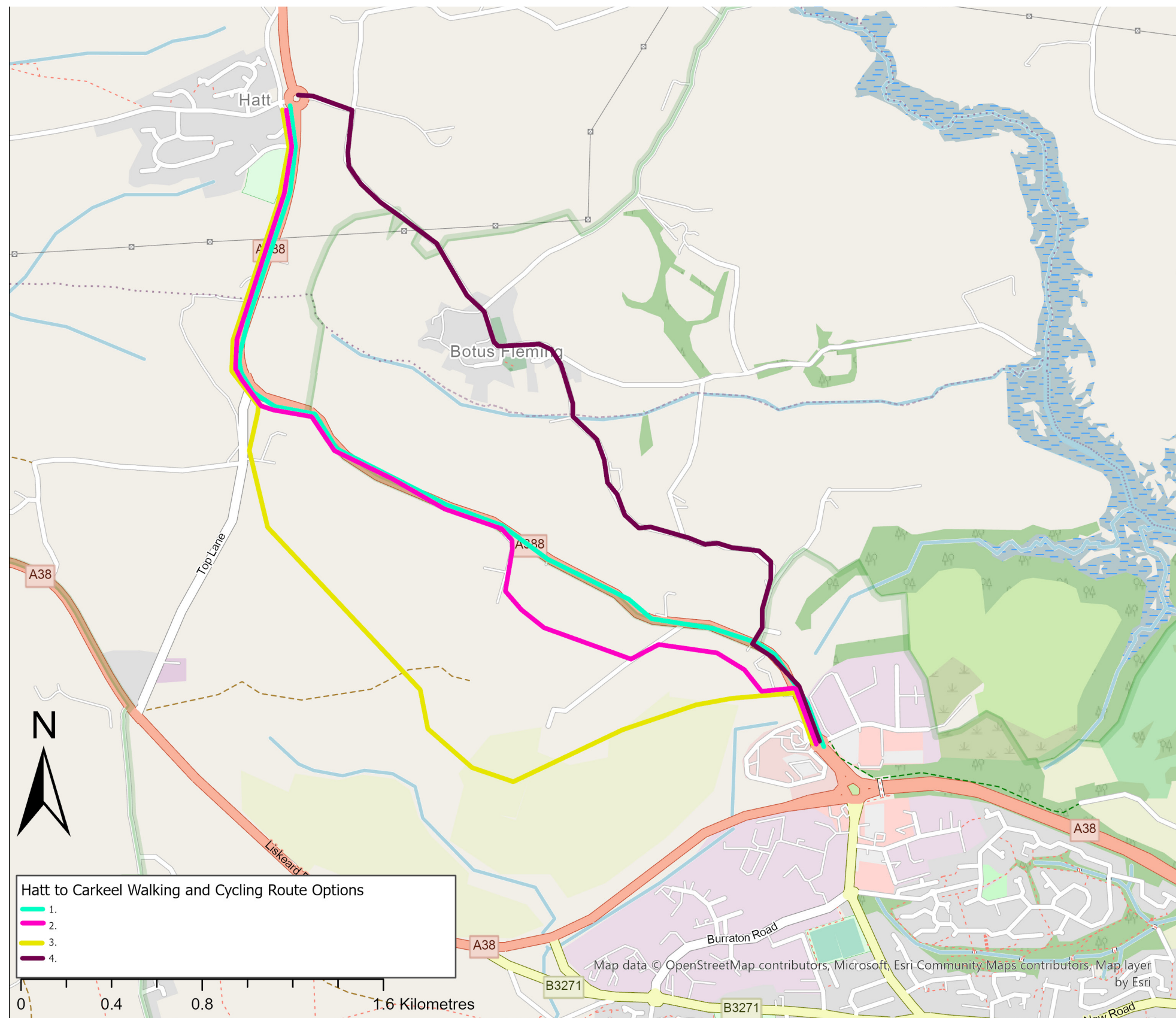


Figure 3.1 Route options appraisal

Option 1

A path in the verge adjacent to the existing highway (A388). Distance 1.7 miles

Route Proposal

Starting at Hatt A388 Roundabout in the north and situated in the western carriageway verge, this concept is for a segregated footway and two-way cycle lane until Roods Corner junction.

At Hatt, the route follows the A388 in the western carriageway verge until Roods Corner, separated from traffic by a soft margin.

At a proposed new A388 configured junction the new pedestrian and cycling facility crosses the Stoketon Cross Road into the boundary of the Broadmoor Development.

The 3m wide traffic free route then travels south serving the new development but also Carkeel and Hatt communities in the Botus Fleming Parish.

The route rejoins the planned new development road network as it approaches the A388 south of Carkeel village and a new shared footway facility towards the A38 Carkeel Roundabout and pedestrian and cycle overbridge.

Background

This rural parish has no dedicated cycle facilities, and footways and public footpaths are limited, narrow and disjointed.

The Parish population will swell with a new one thousand homes mixed residential development at Broadmoor Farm bordered by the A388 and A38 on two sides.

Saltash town centre and Carkeel Services are within close walking and cycling distance. Some new walking and cycling facilities have been delivered by Cornwall Council for some journeys towards Saltash Town Centre and Train Station.

Cornwall Council's Local Transport Plan supports more active travel trips and journeys by public transport.

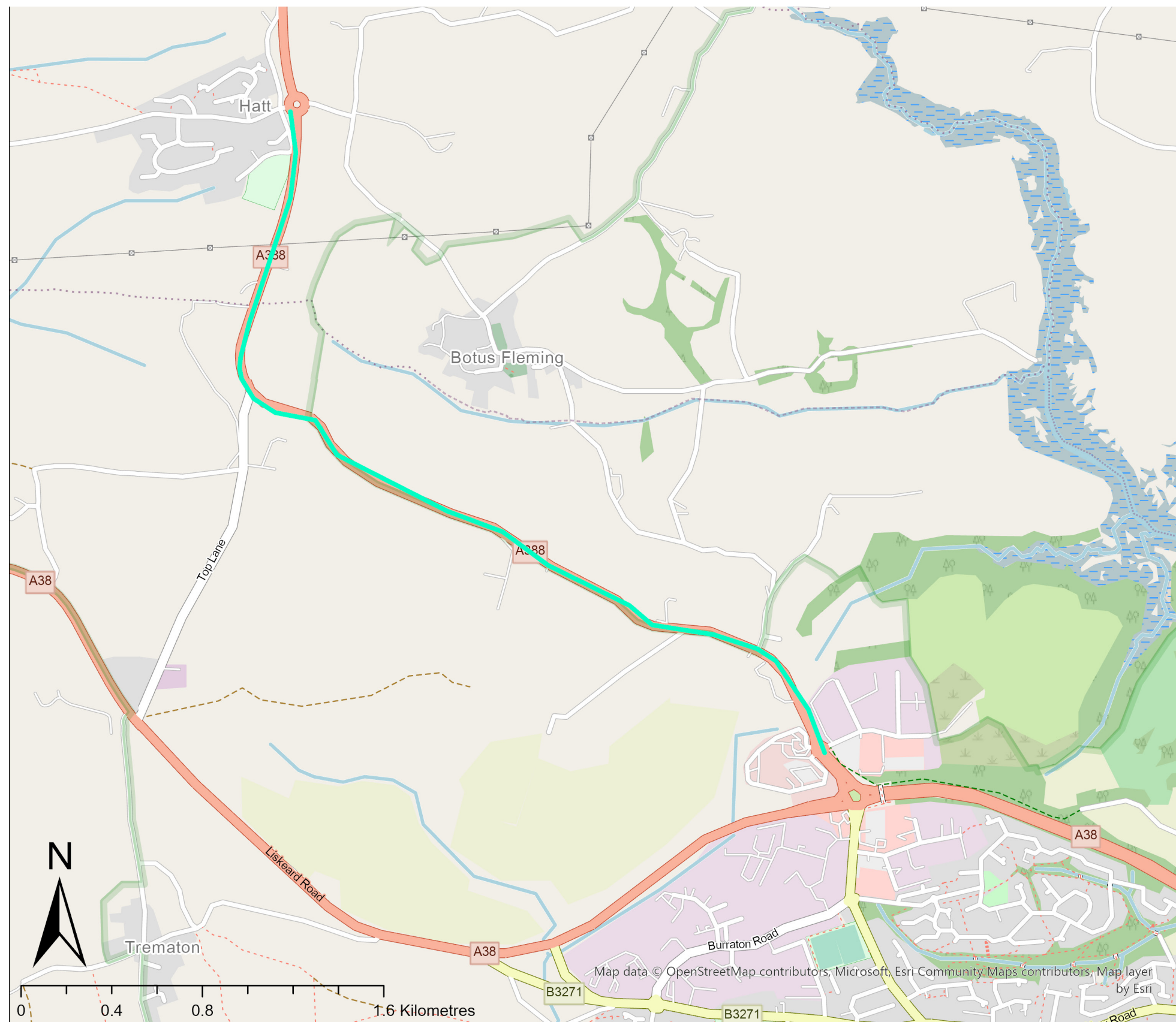


Figure 3.2 Route option 1

Opportunities

- High quality route that is direct and comfortable, largely free from traffic;
- Changes to the traffic priorities on the A388 delivered by the off-site highway improvements conditioned on the Treladen Development
- New and formalised public access connections to Carkeel Village.
- Extend the new walking and cycling facilities around the A388 Hatt Roundabout and towards the Stopped- Up lane on the eastern side of the A388 to serve the community at Botus Fleming.

Constraints

- Mature hedges and trees bordering both sides of the A388 at Stoketon Cross Road Junction.
- The topography either side of the A388 changes levels.
- The carriageway widths narrow with no road edge margins.
- Private and Commercial property frontages on the A388 through Carkeel Village
- High traffic volumes and large vehicle types
- Restricted or no available verge limits opportunities for comfortable separation from traffic.
- Few rights of way currently exist on or near the route option
- No pedestrian crossing facilities except for Hatt A388 Roundabout.

Conclusion

In consideration of the ecological constraints encountered with this option, particularly south of Roods Corner (A388) to the northern boundary of Carkeel Village, the absence of available highway verge and numbers of private and commercial properties bordering the A388 it is not considered to be feasible to construct a new walking and cycling facility on this proposed alignment and therefore this option is not considered any further in this study.

Route elevation

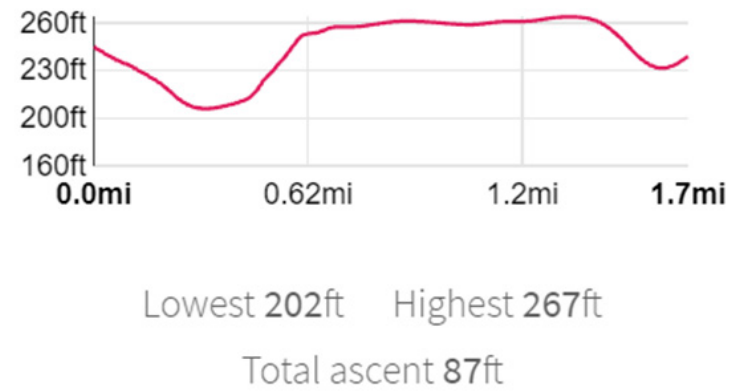


Figure 3.3 Route 1 elevation (OS maps)



1.Hatt A388 view south



2. Roods Corner A388, view north



3. Carkeel Village view north



4. Carkeel village, junction with Botus Fleming unclassified road



5. A388 towards Carkeel village, view north, unclassified road

Option 2

A path built on agricultural land behind the hedge, away from the carriageway.

Distance: 1.8 miles

Route Proposal

Between Hatt A388 Roundabout and Roods Corner this option follows the same alignment as Option 1, within the western carriageway verge as it avoids impacting on private land.

The complex land ownership circumstances and existing land practices (landfill site, riding stables and garden centre) on the western side of the A388 towards Carkeel Village are also considered to be at odds with forming a new pedestrian and cycle facility combined with the topography either side of the A388 would result in significant engineering works and cost.

Commercial and private property frontages on the A388 in and approaching Carkeel Village also restrict the options for a continuous segregated facility away from traffic without routing to the rear of private properties.

Background

The background to this Route Option has already been articulated similar to Option 1. The community in Botus Fleming and Hatt want to be able to walk and cycle more for local trips and recreation towards Saltash and other local services within easy distance of home.

The new mixed use Treladen Development will have the effect of increasing traffic movements on the local highway network but also make the development a destination which the neighbouring communities can access.

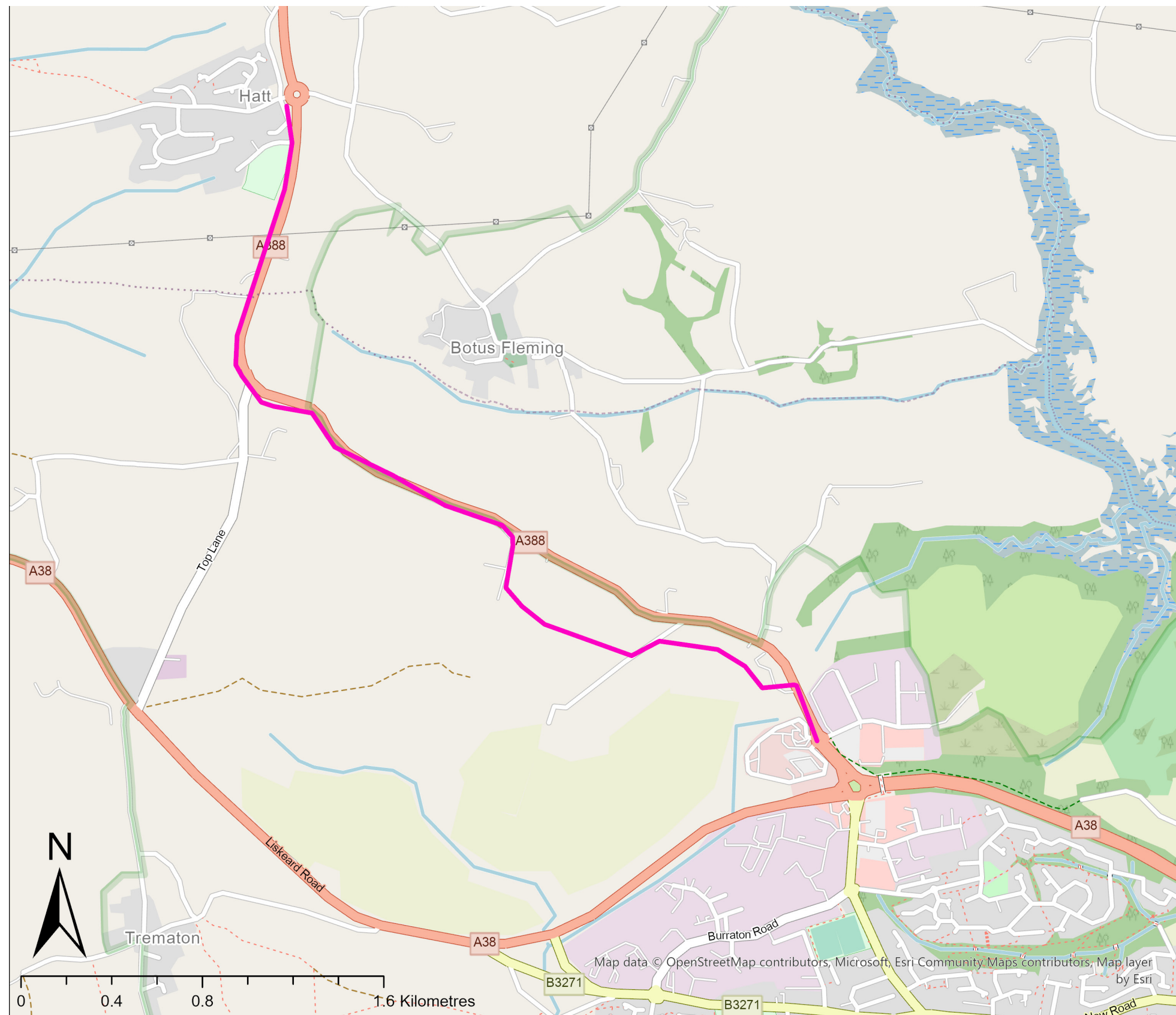
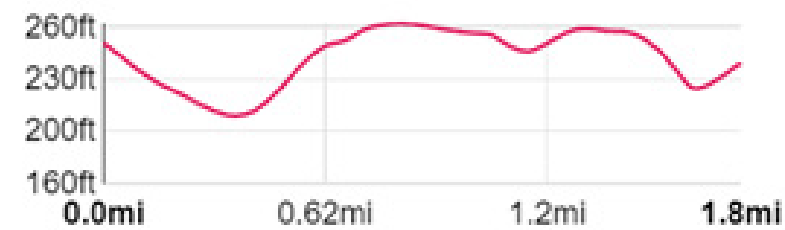


Figure 3.4 Route option 2

Opportunities

- Between Roods Corner and the Hatt A388 Roundabout the existing highway verge could accommodate a segregated pedestrian and cycle facility.
- Off site facilities for walking and cycling north of the new Treladen Development applying LTN 120 design standards.
- Merit in above being a standalone scheme including Hatt A388 Roundabout and Stopped-up lane.

Route elevation



Lowest 202ft Highest 265ft

Total ascent 102ft

Figure 3.5 Route 2 elevation (OS maps)



1. Hatt Recreation Field view south

Constraints

- Multiple landownership adjacent to the A388 especially south of Roods Corner and Stoketon Cross Road
- Ecology and topography especially south of Roods Corner (A388) requiring earth works and potential to impact mature hedges.
- Commercial and private property frontages especially at Carkeel village resulting in an alternative alignment to the rear of premises.
- Lack of coherence and convenience for path users making it less attractive.



2. A388 Roods Corner view south



3. A388 Carkeel village northern extents

Conclusion

The multiple landownerships, topography and ecology involved on this route alignment as well as property footprints would affect both the deliverability and attractiveness and coherence of this route as well as how it best serves the existing and new communities it travels through. This option is not considered any further as part of this study.



4. A388 Carkeel Garden Centre view south



5. A388 view north approaching Carkeel village

Option 3

A route to the south of the A388 via the proposed Broadmoor Farm development.
Distance 2 miles.

Route Proposal

The route description is as Option 1, between Hatt A388 Roundabout and Roods Corner and then via the Treladen (Broadmoor Farm) development.

Background

This route option is identical to Options 1 & 2 between Hatt A388 Roundabout and Roods Corner (A388). For the reasons explained in Option 1 it then crosses the road to Stoketon Cross on the junction with the A388.

As part of the planning condition on the Treladen mixed use development, some off-site highway network changes are planned for Roods Corner to improve distribution of traffic across the local area.

As part of these highway changes to Roods Corner a new two stage crossing facility for pedestrian and cycles would cater for trips to and from Hatt and Botus Fleming towards Carkeel and the new residential and employment site.

Continuing on the proposed alignment outlined in Option 1, hugging the development boundary adjacent to Broadmoor Woods and utilising the new development roads including the walking and cycling provision, this route continues towards the new junction onto the A388 south of Carkeel Village.

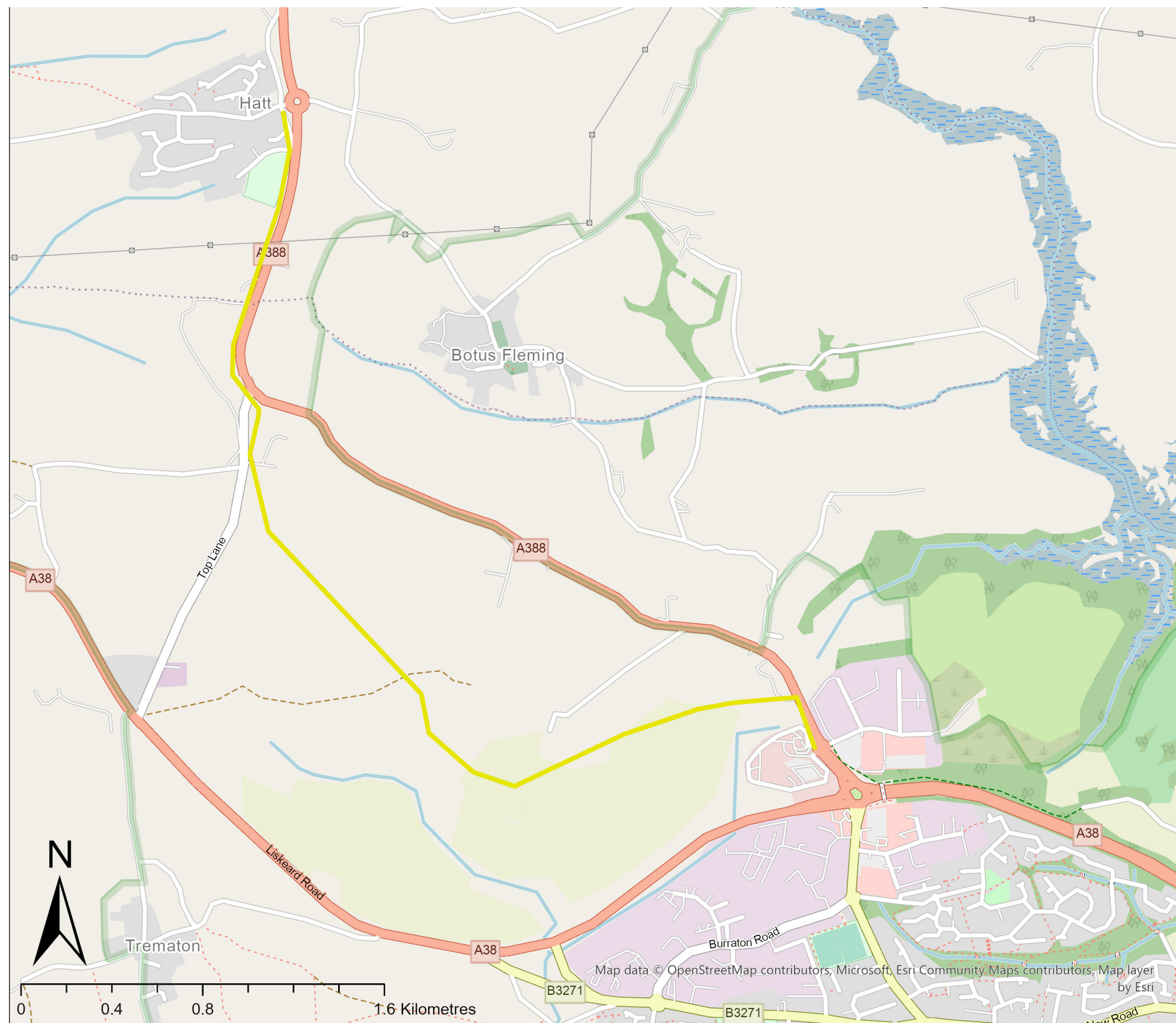


Figure 3.6 Route option 3

Opportunities

- Fewer private landowners potentially impacted
- Existing A388 highway verge potentially available
- A new uncontrolled pedestrian and cycle crossing could be incorporated into the junction changes at Roods Corner further facilitating pedestrian and cycle trips
- Safe, segregated walking and cycling facilities connected to the settlements are Hatt, Botus Fleming, Carkeel and Treladan.
- New opportunities for Saltash residents to walk, cycle and exercise from home
- Extend the route proposal to include the public bridleway at Carkeel pedestrian and cycle bridge (A38) towards the AONB, Tamar Estuary and Saltash Station and Tamar A38 Bridge.

Constraints

- Existing high levels of traffic and large vehicle types on the A388
- Permitted Planning Conditions agreed on Treladen Development
- Ecological and planning requirements and permissions
- Land Owner agreements

Conclusion

Route Option 3, for a route alignment south of the A388 via Broadmoor (now Treladen) development, is considered to be the most direct, coherent and attractive route option. It is also considered to be the most deliverable, with fewer landowners and risk to delivery, and achieve the best cost to benefit ratio owing to directness but also traffic free.

Route elevation

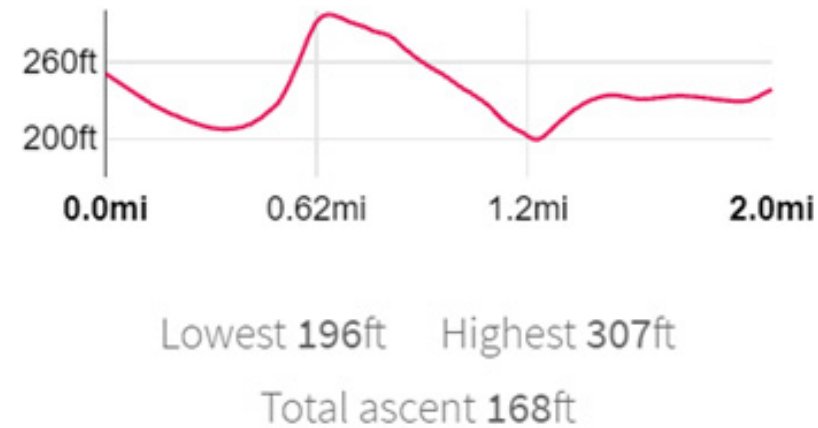


Figure 3.7 Route 3 elevation (OS map)



1. Public Right of Way to Carkeel Village



2. View north towards Carkeel village and entrance to Treladen Development



3. A388 Carkeel Roundabout, view from pedestrian cycle overbridge

Option 4

A route via Botus Fleming on minor roads. Distance 1.6 miles

Route Proposal

The A388 Hatt roundabout separates the villages of Hatt and Botus Fleming. The configuration of the roundabout means that traffic speeds through the junction and on the approaches and exits are fast. There are footways either side of the roundabout and islands for pedestrians to cross.

At the entry to Hatt a Petrol Station and associated shop are busy with local and passing traffic using the services.

This route option would continue along the unclassified road to Botus Fleming village. Lanes in the village centre are narrow and constrained in places and sometimes steep. The route continues on-road along the lanes to the east of Carkeel Village and emerges onto the A388 at a T Junction towards the south of the village. The route continues south along the A388 towards the A38 at Carkeel Roundabout where it picks up the existing shared footway provision. At the A38 Carkeel pedestrian and cycle bridge the option exists to continue across the bridge towards Burraton Road junction or on the public bridleway towards Pill Lane.

Background

The A388 separates Hatt from Botus Fleming. The large roundabout at Hatt serving traffic movements to both communities is currently a barrier to walking and cycling owing to the volume, speed and types of traffic travelling through the junction. There are no dedicated cycling facilities on the roundabout.

There are pedestrian refuges on each of the arms of the roundabout. There are continuous footways leading from the roundabout into Hatt. The narrow two way lanes leading to Botus Fleming to the east of the A388 have no pedestrian provision, except for a short section on a sharp bend leading to the A388. National speed limits apply. The road widths in Botus Fleming are restricted to single traffic in places and between high hedges and walls.

The gradients leading into and out of the village are also steep. At the junction of the A388 and the unclassified road to Botus Fleming in Carkeel village, narrow footways on both sides of the A Road start but quickly end owing to property frontages and the A road widths.

There are no dedicated pedestrian crossing facilities for the A388 in Carkeel Village. Traffic volumes and types are a barrier for active travel modes towards the services at the Carkeel A38/A388 Junction. A new vehicular entrance to the Broadmoor Farm development on the western side of the A388 is currently under construction.

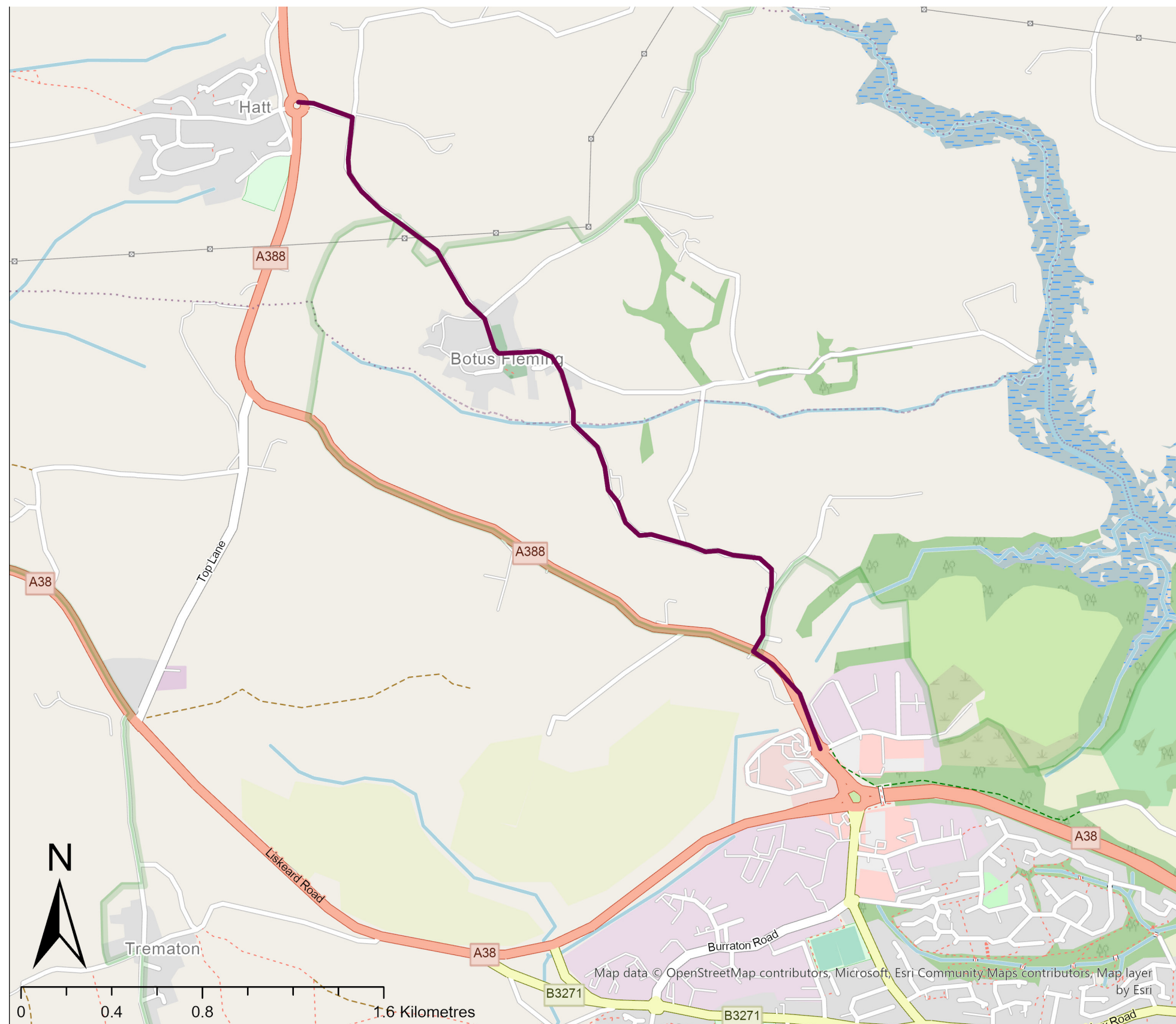


Figure 3.8 Route option 4

Opportunities

- Majority of the route avoids the busy A388
- Connects the communities of Hatt, Botus Fleming and Carkeel
- 20mph village speed restrictions and Quiet Lane treatments
- The former stopped up lane east of the A388, for pedestrians, could be extended for pedestrians in the highway verge of the A388.
- Public right of way network at Carkeel A38 pedestrian and cycle bridge to be able to extend the provision towards Saltash.

Route elevation



Figure 3.9 Route 4 elevation (OS map)



1. Hatt A388 Roundabout, view west

Constraints

- The majority of the route option is within the AONB Boundary
- Existing steep gradients and rural lane widths
- Current traffic conditions on the A388, and in Carkeel village, and only uncontrolled crossing facilities
- Existing property frontages and sub-standard and fragmented footways on A388 at Carkeel Village
- Limited Public Rights of Way options exist along the alignment



2. Stopped up road between A388 and Unclassified Road to Botus Fleming



3. Botus Fleming village

Conclusion

A combination of the restricted road widths and gradients into and out of Botus Fleming village and limited opportunities to provide dedicated and continuous provision for pedestrians and cyclists severely diminishes the opportunities for a high quality walking and cycling facility serving the area without also crossing the A388 at Carkeel Village. For these reasons this option is not considered any further in this study.



4. Rural lanes, south of Botus Fleming



5. A388 junction at Carkeel village towards Botus Fleming

4 Ecological Desk Review

Ecological Desk Review

Introduction

This appraisal has involved the initial collation and review of contextual information such as designated sites occurring within the potential zone of influence of the proposed route, and a review of aerial photography. Due to the early stage of the project, no on-site habitat or species surveys have been undertaken to inform this assessment, nor have data searches for species records been conducted.

The full Ecological Desk Study Report (Sustrans, September 2021) can be viewed at Appendix A.

Results

Designated Sites

The proposed route is located within 5km of two National Site Network sites, Plymouth Sound and Estuaries Special Area of conservation (SAC) and Tamar Estuaries Complex Special protection Area (SPA)/Marine Conservation Zone (MCZ), and within 1km of one statutory designated site Tamar-Tavy Estuary Special Scientific Interest (SSSI). However given the limited scope and scale of the proposed works it is not anticipated that any designated sites will be impacted by the proposals, and the proposed works will not disrupt any functional links across the landscape.

However, the proposed route falls within the Impact Risk Zone of Tamar-Tavy Estuary SSSI and all infrastructure projects trigger this risk, therefore the Local Planning Authority (LPA) should consult Natural England (NE) on likely risks of this scheme and seek their agreement when assessing the planning application.

There is a single non-statutory designated site, Broadmoor and Ball Woods Country Wildlife Site (CWS), which the proposed route passes through and then adjacent to for approximately 480m. This has been designated as such for being well-structured mainly mixed broadleaved woodland with associated ground flora and water logged areas. Although not listed as ancient, these woodlands have been present since at least 1800. It is likely this non-statutory site will be directly impacted by the proposals through habitat loss, and therefore when passing through this CWS sensitive scheme

design should be employed to limit disturbance, e.g. reducing the width of the path to limit habitat loss.

Habitats

A full assessment of the habitats present along the route has not been conducted at this stage of the project due to the early stage of proposals. However a desktop review of the Priority Habitats Inventory available through Magic Maps and a review of aerial photography indicates the proposed route passes through and adjacent in several places to broadleaved woodland, a priority habitat. In addition hedgerow, dense and scattered scrub, grassland (modified and likely other neutral), tall ruderal, scattered trees, hedgerow, arable field edge and existing track all occur along the proposed route.

These habitats can offer high value to biodiversity and their loss or degradation, especially over the length of the route, will require extensive mitigation. The removal or damage of high quality habitats such as a broad leaved woodland will create difficulties in achieving Biodiversity Net Gain (BNG) for the scheme. Constraints and opportunities associated with these habitats are presented in the table below.

Habitats of high ecological value and shown in red, moderate ecological value in orange and low ecological value in green.

Species

Certain species receive legal protection in the United Kingdom and are commonly known as ‘protected species’. In reality, the level of protection for different species varies considerably, from protection solely against ‘killing and injury’ to full protection of the species and their places of refuge.

Due to the length of route and early stage of the project, data search for species records has not been undertaken, nor have any on-site surveys been conducted.

The habitats which will be impacted by the proposals have potential to support a range of protected species. At this stage it can be assumed that some of the following species may form a constraint to the proposals and may require further survey and suitable mitigation: Badgers, bats, hazel dormice, invasive plants, invertebrates, nesting birds, otter, reptiles and water vole.

Once a full assessment it undertaken it may recommend be that additional species to the ones listed above will require consideration and further survey. Until a Habitat survey is undertaken it is not

possible to predict ecological constraints in full.

Review of Planning Application PA14/02447

The majority of the route which is south of the A388 is within the boundary of Planning Application PA14/02447, which is a large hybrid application comprising outline permission for a mixed use residential-led development.

Extensive ecology survey work was undertaken of the development site in 2013 to inform the planning application. Moderate levels of nature conservation interest were identified on the site. This primarily refers to habitat features such as species-rich ecologically ‘important’ hedgerows, and broadleaved woodland comprising mixed ashwood, wet woodland, and oakwood habitats.

The site was found to supports a diverse range of bat species and it is considered likely that bat roosts are present within woodland trees. The site also supports a range of bird species commonly found in habitats present within the site, although no bird species linked with the nearby SPA and SSSI were found to be using the site. Otter were identified as using the site. Two main badger setts were found within woodland across the site.

A Landscape and Ecological Management Plan (LEMP) for Phases 0A and 1 was submitted to support the reserved matters application for these Phases. This included detailed ecological mitigation measures to ensure that the important ecological features within the site are protected and enhanced as part of the proposals. The new habitats will provide additional biodiversity to the site by providing a number of opportunities for wildlife that do not currently exist in the intensely farmed landscape. All habitats will be subjected to ongoing long-term management and a monitoring programme to ensure that the habitats can reach their optimal condition over the lifetime of the development.

5 Land Ownership Map

Land Ownership Map

A list of registered landowners potentially affected by the preferred route option 3 is provided opposite. This includes the names and address of the title holder as given by the Land Registry Database.

On the northern extents of the preferred route alongside of the A388 the land within the highways boundary is owned by Cornwall Council. There are some sections in private ownership included in the table opposite.

The land owners associated with an example intervention at Roods Corner and the potential new route to the south of the A388, described in the next Chapter ‘Preferred Route Alignment’, are shown in bold in the table and details of these land parcels from the Land Registry Database are shown below.

Engagement with these land owners is a priority and is covered in section 7 - Summary and Next Steps.

Land Title affected	Owners	Notes
CL60064	BOND HOLDINGS LIMITED Trerule Farm, Trerulefoot, Saltash, Cornwall PL12 5BL	Priority engagement
CL71039	BOND HOLDINGS LIMITED Trerule Farm, Trerulefoot, Saltash, Cornwall PL12 5BL	Priority engagement
CL245472	Susan Mary Congdon Peters Park Barn, St. Mellion, Saltash PL12 6PY	Priority engagement
CL325796	David John Venables Roodscroft Bungalow, Hatt, Saltash PL12 6PJ	Priority engagement
CL230146	Simon Timothy Congdon Peters Park Barn, St. Mellion, Saltash PL12 6PY	Priority engagement
CL102115	Cornwall Council County Hall, Truro TR1 3AY	
CL116840	Cornwall Council County Hall, Truro TR1 3AY	
CL103522	Cornwall Council County Hall, Truro TR1 3AY	
CL104951	Cornwall Council County Hall, Truro TR1 3AY	
CL95762	Cornwall Council County Hall, Truro TR1 3AY	
CL355517	Ronald Anthony Scicluna 1 Orchard Villas, Hatt, Saltash PL12 6PL	
CL350702	Bdw Trading Limited Barratt House, Cartwright Way, Forest Business Park, Bardon Hill, Coalville LE67 1UF	

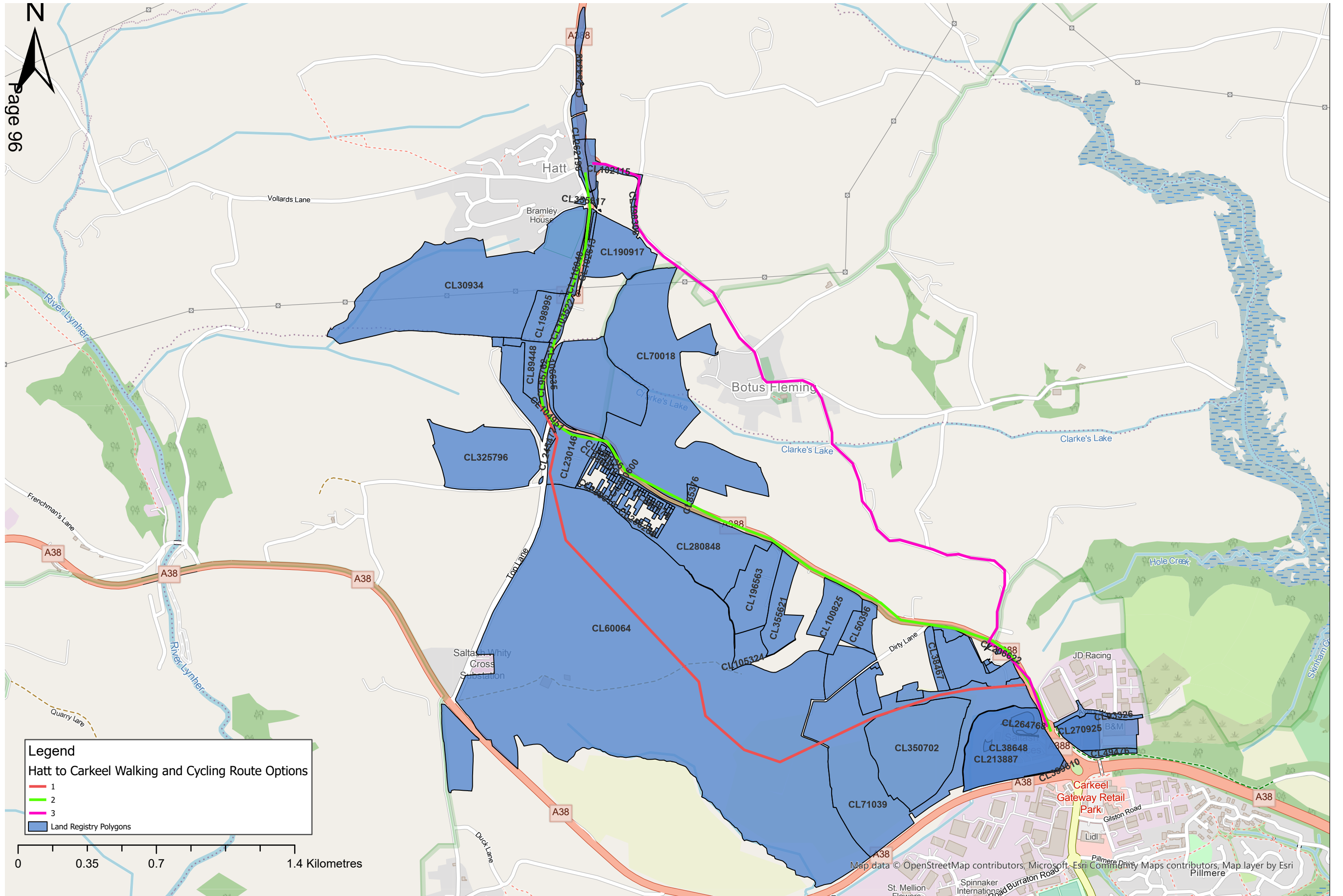


Figure 5.1 Land ownership

6 Preferred Route Alignment

Preferred Route Alignment

Option 3 is considered by Sustrans as being the most desirable and deliverable route alignment. As the most direct route, it maximises the use of traffic free sections, keeping users away from main roads for most of its length, whilst providing good links between the existing settlements in the area and new developments.

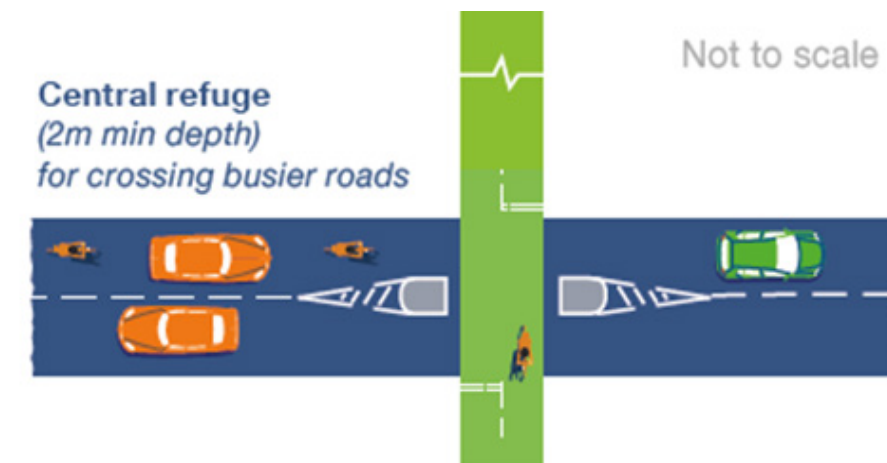
This option gives the best balance between practical delivery of a route whilst managing impacts on habitats, residents and landowners. Given the rural character of this alignment further discussions will be required to ensure all the different user needs are taken into account.

Recommendations

1. A 3m wide, hard top, bound surface throughout the route to provide a high quality, smooth walking and cycling surface, with good drainage properties, long-term durability, requiring low maintenance.
2. Pedestrian and cycle refuge incorporated into the new junction arrangement at Roods Corner (A388).
3. Segregated walking and cycling facilities parallel to the A388
4. Fully waymarked and branded route including times and distances of main destinations.
5. Resting points on the steeper uphill section to break up strenuous ascents.

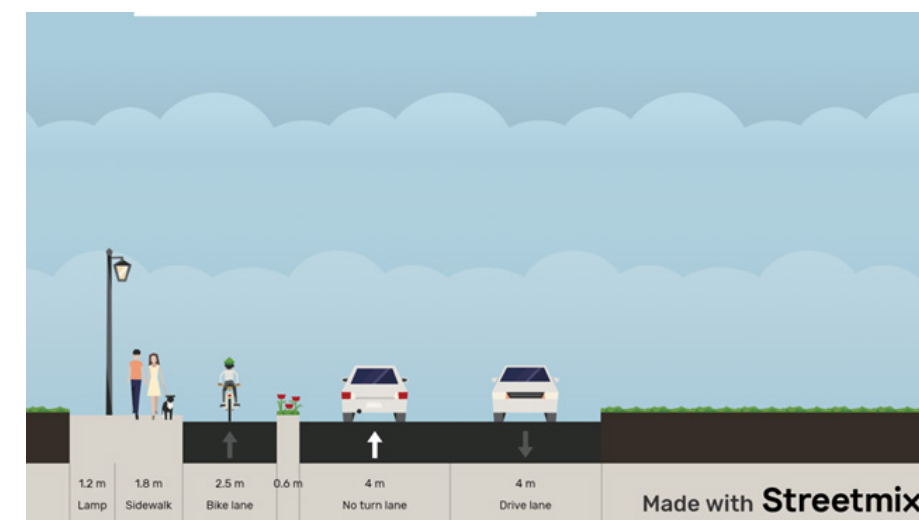
Intervention 1

Roods Corner junction with A388. A crossing of the Stoketon Cross Road is required to facilitate new pedestrian and cycle movements and could be incorporated as part of the s278 works as part of the Treladen development. An example of the type of crossing for a road of this nature in a rural location is for pedestrians and cyclists to give way to road traffic plus a central stage refuge.



Intervention 2

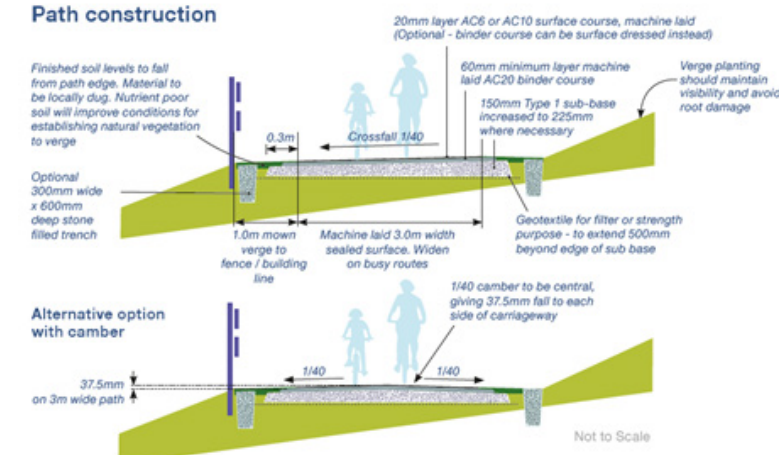
A388 Roods Corner to Hatt Roundabout This example of an intervention at the A388 uses the available grass verge to the west of the A Road and can achieve a 4.9 metre wide fully segregated facility for pedestrians and cyclists. The intervention will take cyclists off a busy and fast section of the A road, and enable a new footway for pedestrians without the requirement and significant expense of narrowing the carriageway. The Street Mix cross section illustrates how this is achieved.



Intervention 3

This path cross section example would apply to the traffic free sections of proposed route, south of Roods Corner and the steeper section leading across the Treladen development before the meeting the network of roads serving the development.

Traffic free routes 2 Path construction



7 Summary and Next Steps

Summary and next steps

Summary

This feasibility study has assessed four different options for new walking and cycling facilities between Hatt and Carkeel (A38), near Saltash, in Cornwall.

The optioneering exercise concluded that the preferred alignment adjacent to the A388 before diverting into the Treladen Development at Roods Corner (Option 3) offers the most deliverable option.

The largely traffic free option, avoiding the busy A388, has the best potential to switch some local trips by private car towards walking and cycling for utility and recreational journeys. The A388 is a barrier to walking and cycling and an attractive and coherent new facility serving the existing communities of Hatt and Botus Fleming and journeys from the Callington direction as well as potentially serving the new residential development at Treladen for onwards journeys to Saltash and Plymouth.

A Survey, organised by the Parish Council, in January 2021 registered 638 responses about a ‘walk/ cycle way between Hatt Roundabout and Carkeel’, (98% in favour) and with over 50% of respondents indicating they’d use it regularly for walking (82% of respondents) and cycling (64% of reponses).

The northern most end of the proposed route is in the control of County Highways (having previously been earmarked for road widening).

A dialogue has started with the Council’s Development Team about approaches to the developer at Treladen. This development brings an opportunity to make it easier for people to walk and cycle in the local area.

A phased approach to implementing the interventions outlined in this report would have a lot of merit by bringing the local walking and cycling improvements forward simultaneously so that the new development is better connected and has the potential to influence the travel behaviour of new occupants as well as the existing communities to access new services and the countryside.

Next steps

General

- Identify funding source for next phase of development work.
- Develop a prioritised plan of delivery of interventions, i.e. which interventions will be delivered first, if funding limited.
- Engage with Cornwall Council as the local highway and planning authority
- Begin discussions with key land owners and community stakeholders.
- Identify and carry out necessary surveys to enable next phase of development, i.e. topographical survey, ecology surveys identified.
- Move to detailed design on the interventions to be taken forward.

Ecology

Consultation with Developer of Land at Broadmoor Farm

Before progressing this scheme landowner and developer agreement will be essential. The new development at Broadmoor Farm will have had extensive ecology survey and mitigation measures incorporated into the design. Each Phase of development will be supported by a LEMP outlining detailed ecological mitigation measures to ensure that the important ecological features within the site are protected and enhanced as part of the proposals. The development will have a legal obligation to deliver these once Reserved Matters planning approval is received, so if the route design will impact upon these mitigation features it is unlikely to be approved without a replacement mitigation strategy.

It is advisable for the proposed route to utilise on road quietways through the new development wherever possible rather than seek to impact upon semi-natural habitat or habitat which is being managed as ecological mitigation habitat.

This will require careful consultation with the landowner and developer to reach a design solution which is acceptable to all parties.

Preliminary Ecological Appraisal

A Preliminary Ecological Appraisal (PEA) should be produced in the first instance to understand the ecology of the site and environs, and to gather information about the baseline ecology of the site. This would comprise a Habitat survey, whereby the habitats present within the application site would be mapped and the actual or potential presence of protected/notable species identified. In accordance with industry guidance, the Devon Biodiversity Record Centre (DBRC) should be contacted to provide records of protected/notable species and non-statutory designated sites within proximity to the application site.

It is recommended that any further assessment specified within the PEA is undertaken. Further assessment (e.g. dormouse surveys, hedgerow assessments etc.) is best undertaken in accordance with the latest published best practice guidance and by suitably qualified, and where necessary licenced ecologist.

The findings of the PEA and further surveys (where required) should be combined, along with the finalised designs for the scheme in to an Ecological Impact Assessment (EclA) report. An EclA is suitable for submission as part of any future planning application to the Local Planning Authority (LPA). In accordance with industry

Guidance, this report will evaluate potential effects of the proposals on ecological features. The report will also incorporate detail of measures to avoid, reduce and compensate for ecological impacts.

Sensitive construction methodologies to prevent damage to retained habitats or killing/injuring of protected species will be required and outlined in a Construction and Environmental Management Plan (CEMP), the findings of the EclA should be incorporated into this. It will also include details of any Wildlife Licences issued by the relevant statutory authority or ecological supervision to be undertaken.

Trees

To safeguard the habitats adjacent to site, adherence to an Arboricultural Method Statement (AMS) and Tree Protection Plan (TPP) will be required, to prevent damage to boundary features and retained trees.

Biodiversity Net Gain

The requirement for Biodiversity Net Gain (BNG) is already embedded in the National Planning Policy Framework (NPPF, Para 170(d) and Para 175(d)), however a numerical value is not specified for the gain requirement. The latest update to the forthcoming Environment Bill specifies a mandatory 10 % biodiversity net gain to be maintained for a period of at least 30 years.

Cornwall Council is producing a Climate Emergency Development Plan Document, not yet formally adopted, however it is likely to have been adopted by the time this scheme comes forward. Policy G2 relates to delivering BNG.

Scope for habitat enhancement, restoration and creation to achieve this net gain should be considered at an early stage within the proposed scheme design. Impacts to high biodiversity habitats such as woodland or good quality grassland should be avoided as it will be difficult and costly to achieve BNG when losing high quality habitat. As the scheme is brought forward a BNG calculation should be determined to ensure that the scheme is achieving this gain. This will bring the scheme forward in line with current National Planning Policy which must be met if this scheme requires planning permission.

Appropriate compensation will need to be identified for the biodiversity units lost due to the proposals, such as planting new hedgerow or woodland, or changing management of grassland for the benefit of wildflowers.

Given the scale of the scheme, the range of habitats that may be lost and the likely requirement on the project to see compensatory habitats maintained to maturity (min 30 years), achieving BNG presents a potentially considerable constraint to the scheme. Where there is not space to implement biodiversity enhancements on site then biodiversity offsetting may be purchased, however this is expensive. Cornwall County Council ecologists have created an averaged Habitat Creation Cost for all habitats of £28,679 per unit. This is an average cost calculated from research costs across the spectrum of habitat creation (woodland, grassland, heathland, wetland). This cost includes land procurement / rental for the 30 year period. For example assuming the 3.2km route will amount to a 3m width of permanent loss of habitat (totaling 0.96ha), then if it is assumed the proposed route is passing through poor quality modified grassland for its entire length (as a simplified example, in reality various habitat types will be impacted by the proposed route) this would equate to a loss of 1.92 habitat units. This would require >£60K to deliver 10% BNG if purchasing biodiversity offsetting to be maintained for a minimum of 30 years.

Early consultation with Cornwall Council's ecologist is recommended to agree if the scheme would be required to achieve BNG and if it would be classed as a major or minor scheme. This would then determine which BNG calculator would need to be used to calculate the schemes loss and gains and the percentage of gain required.

The design process should look for opportunities to minimise loss of habitat, especially priority habitat, to reduce this constraint, and should seek to identify as many opportunities for enhancement as possible.



8 Appendix

Appendix

Appendix A: Ecological Desk Study

Appendix B: Land Ownership Map

Ecological Desk Study

Hatt to the Carkeel

10 September 2021

Commissioned by Botusfleming Parish Council

Reference: Rev 1

To find out more, please contact: Pippa Cope
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Sustrans is the charity making it easier for people to walk and cycle.

We connect people and places, create liveable neighbourhoods, transform the school run and deliver a happier, healthier commute.

Join us on our journey.

www.sustrans.org.uk

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Quality Assurance

Version	Prepared by	Checked by	Approved by	Issued
Rev 1	PC/ACIEEM 10/09/21			

**D denotes a Draft version*

The information which we have prepared and provided is true, and has been prepared and provided in accordance with the Chartered Institute of Ecology and Environmental Management's Code of Professional Conduct. We confirm that the opinions expressed are our true and professional bona fide opinions.

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Useful links

Link 1: www.sustrans.org.uk

1 Introduction

1.1 Background

Sustrans have been commissioned to produce a feasibility study for the creation of an 'off-road' traffic-free walking and cycling route between Hatt and Carkeel.

This Ecological Desk Study has been produced to review the preferred option. It provides a summary of ecological constraints present along the route.

1.2 Site Location and Description

The proposals consists of an approx. 3.2km route between Hatt, in the north, and Carkeel roundabout, in the south.

Reference to OS mapping and site and aerial photography indicates woodland and woodland edge, dense and scattered scrub, grassland (amenity and likely semi-improved), tall ruderal, scattered trees, hedgerow, arable field edge and existing track occur along the proposed route.

1.3 Proposals

The following design parameters have been used to assess the anticipated ecological impacts of the scheme:

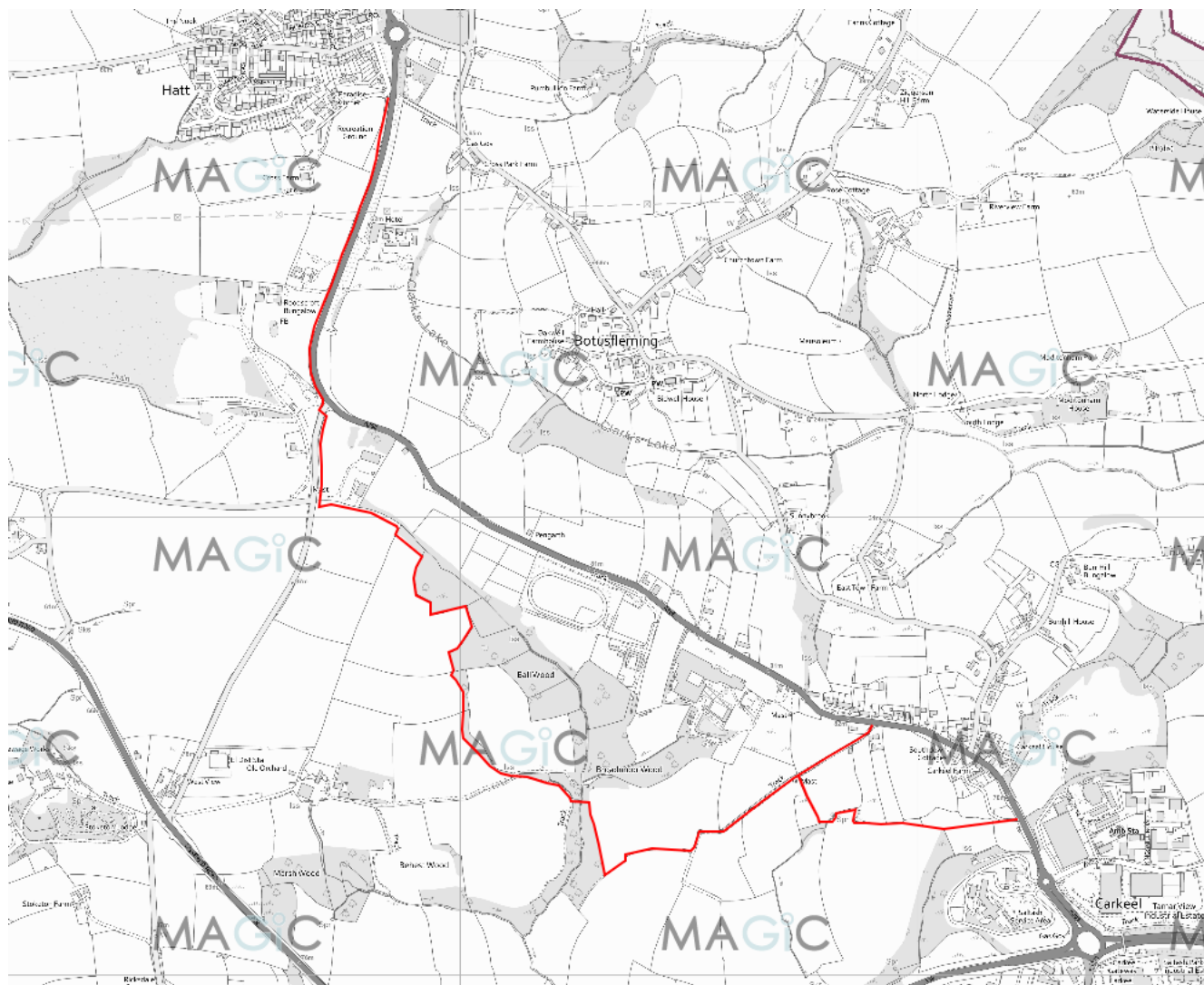
- Path to be of a minimum of 3m width, with 1m verge on either side, with preferably a sealed tarmac surface, or equivalent suitable surface dressing;

A copy of the alignment under consideration is presented on the following page.

1.4 Scope of Assessment

This report sets out the findings of standard desk based ecological assessments undertaken by Sustrans during 2021. The report considers the potential for ecological impacts to occur in the context of relevant legislation and planning policy.

The aims of this report are to identify important ecological constraints that are of relevance to the proposals.



Preferred alignment Hatt to Carkeel walking and cycling route (www.Magic.defra.gov.uk)

2 Methodology

The method for carrying out this assessment is based upon standard guidance published by the Chartered Institute of Ecology and Environmental Management (CIEEM, 2017).

2.1 Establishing the Likely Zone of Influence

The 'zone of influence' for a project is the area over which ecological features may be subject to significant effects as a result of the project and associated activities. The project's zone of influence varies across different ecological features, which have different vulnerabilities and sensitivities.

For the purposes of this assessment, the following zones were considered:

- International statutory nature conservation designations up to 5km from the Site
- National and local statutory nature conservation designations up to 1km from the Site

These arbitrary distances are considered sufficient for identifying the nature conservation designations which could be subject to significant effects. However, it is acknowledged that in certain circumstances effects beyond these distances are possible and should be considered as far as is reasonably practicable to do so.

For other ecological features, such as habitats and species, the appropriate zone of influence is described and justified as appropriate within the report, depending on their respective sensitivity to an environmental change.

2.2 Desk study

This appraisal has involved the initial collation and review of contextual information such as designated sites occurring within the potential zone of influence of the application site.

Natural England (MAGIC website) was contacted in September 2021 and the following information requested;

- Designated sites of international importance within a 5km radius of the route;
- Other statutory designated sites within a 1km radius of the route; and
- Priority habitats and landscape classifications present at the site and the surrounding environs (1km).

2.3 Legal and Planning Context

Legal Context

A range of habitats and species that may actually or potentially be relevant to the application site are afforded legal protection under national and international legislation (**Appendix 1** refers).

Planning Context

National and Local Planning policy have also been considered within the assessment (**Appendix 1** refers).

3 Results and Discussion

3.1 Statutory Designated Sites: International and National Importance

Statutory designations often represent the most important ecological features, being of recognised importance at an international and/or national level.

Special Protection Areas (SPAs), Special Areas of Conservation (SACs) and Ramsar sites are now incorporated into a National Site Network within the UK territory following Brexit. National designations include Sites of Special Scientific Interest (SSSIs) and National Nature Reserves (NNRs).

The proposed route is located within 5km of two National Site Network sites, and within 1km of once statutory designated sites (the designations all overlap), as summarised below.

Table 1: Statutory Designated Sites within the preferred alignment's potential Zone of Influence.

Name of Site and Designation	Location relative to the site	Reasons for designation
Plymouth Sound and Estuaries SAC	565m east, 1.3km west	Annex I habitats that are a primary reason for selection of this site include sandbanks which are slightly covered by sea water all the time, estuaries, large shallow inlets and bays, reef and Atlantic salt meadows. Mudflats and sandflats not covered by seawater at low tide are present as a qualifying

		<p>feature, but not a primary reason for selection of this site.</p> <p>Shore dock <i>Rumex rupestris</i> is an Annex II species which is a primary reason for selection of this site. This site is one of the chief rocky-shore strongholds for shore dock on the UK mainland, in 1999 comprising 15 colonies and 42 plants. The site also holds a sizeable area of additional suitable habitat. Allis shad <i>Alosa alosa</i> is present as a qualifying feature, but not a primary reason for selection of this site.</p>
Tamar Estuaries Complex SPA/MCZ	665m east, 1.3km west	<p>This SPA is composed of extensive intertidal mudflat communities, areas of mixed muddy sediment communities and saltmarsh communities.</p> <p>These habitats provide important feeding and roosting areas for over wintering avocet <i>Recurvirostra avosetta</i> and little egret <i>Egretta garzetta</i>. The mudflats support high densities and variety of invertebrates, a vital food source for birds.</p> <p>In addition to the designated features the SPA is of importance within Britain and the EU for a range of wildfowl and wader species with peak mean numbers at designation of more than 11,000 overwintering waterfowl. The site is of particular importance for shelduck <i>Tadorna tadorna</i>, whimbrel <i>Numenius phaeopus</i>, greenshank <i>Tringa nebularia</i> and Mediterranean gull <i>Ichthyaetus melanocephalus</i>. Other notable species supported by the site include dunlin <i>Calidris alpina</i>, curlew <i>Numenius arquata</i>, black-tailed godwit <i>Limosa limosa</i> and redshank <i>Tringa totanus</i>.</p>
Tamar-Tavy Estuary SSSI	565m east	<p>The site is part of the Tamar Estuary system. The site supports a nationally important wintering population of the uncommon Avocet and encompasses a section of</p>

the River Tamar that is considered to be of national significance for its marine biological interest. The site includes estuarine habitats, with uncommon species, that are notable in their extent.

For several decades the mudflats and marshes between Clifton and the Tamar Bridge have attracted an increasing number of Avocet and now regularly support more than 20% of the British wintering population. Other passage or wintering wading birds for which the Tamar complex as a whole is nationally important also rely at times on feeding and roosting sites within the Tamar-Tavy Estuary SSSI.

Otter *Lutra lutra* and Kingfisher *Alcedo atthis* are among the many animals dependent on the undisturbed stretches of river.

Given the limited scope and scale of the proposed works it is not anticipated that any designated sites will be impacted by the proposals and the proposed works will not disrupt any functional links across the landscape. However the proposed route falls within the Impact Risk Zone of Tamar-Tavy Estuary SSSI and all infrastructure projects trigger this risk, therefore the Local Planning Authority (LPA) should consult Natural England (NE) on likely risks of this scheme and seek their agreement when assessing the planning application.

3.2 Non-Statutory Designated Sites: County and Local Importance

Non-statutory designations are 'local sites' which are commonly of at least County level importance and which receive planning policy protection only. There is a single non-statutory designated site, Broadmoor and Ball Woods Country Wildlife Site (CWS), which the proposed route passes through and the adjacent to for approximately 480m. This has been designated as such for being well-structured mainly mixed broadleaved woodland with associated ground flora and water logged areas. Although not listed as ancient, these woodlands have been present since at least 1800. It is likely this non-statutory site will be directly impacted by the proposals through habitat loss, and therefore when passing through this CWS sensitive scheme design should be employed to limit disturbance, e.g. reducing the width of the path to limit habitat loss.

Additional designated sites which should be considered at this level include ASNW and Plantation on Ancient Woodland Soils (PAWS) where these are not covered by other designations. There is no ASNW within 500m of the proposed route.

3.3 Habitats

A full assessment of the habitats present along the route has not been conducted at this stage of the project due to the early stage of proposals. However, a review of the Priority Habitats Inventory available through Magic Maps indicates the proposed route passes through and adjacent in several places to broadleaved woodland, a priority habitat. There is also a small orchard approximately 50m to the north of the route, but on the other side of the A388.

Reference to OS mapping and site and aerial photography also indicates, hedgerow, dense and scattered scrub, grassland (modified and likely other neutral), tall ruderal, scattered trees, hedgerow, arable field edge and existing track occurring along the proposed alignment.

These habitats can offer high value to biodiversity and their loss or degradation, especially over the length of the route, will require extensive mitigation. The removal or damage of high quality habitats such a broad leaved woodland will create difficulties in achieving Biodiversity Net Gain (BNG) for the scheme. Constraints and opportunities associated with these habitats are presented in the table below.

Habitats of high ecological value and shown in red, moderate ecological value in orange and low ecological value in green.

Habitat	Constraints	Opportunities
On existing track	Potential to impact upon verge habitats such as a hedgerow and trees which may be higher value and support protected species (bats/nesting birds).	Retain higher quality features such as trees and hedgerow through sensitive scheme design.
Amenity grassland	This is a low quality habitat which is unlikely to support protected species.	It should be reinstated and improved by sowing and management of a strip of native species rich grassland either side of the path.
Arable field edge	Field edge habitat is an important feature in a low quality habitat such as an arable context. It provides a foraging resource for a range of species such as invertebrates, bats, birds and reptiles.	Where arable field edge habitat is temporarily lost through construction it should be reinstated by sowing and management of a strip of native species rich grassland either side of the path.
Dense and scattered scrub	<p>Scrub offers an important foraging and sheltering resource for a range of species such as invertebrates, small mammals and birds.</p> <p>Protected species associated with scrub e.g. nesting birds will require construction to be sensitively timed.</p>	<p>Mitigation planting of native mixed species scrub to replace that lost to the development.</p> <p>Enhanced management of adjacent areas of dense scrub could include scalloping edges to create a mosaic of habitats.</p>
Woodland edge	<p>Tree protection measures for trees adjacent to path construction will be required.</p> <p>Design route to be outside the root protection zones of adjacent woodland.</p>	Create soft woodland edges to benefit plants, insects and birds by planting additional mixed scrub or coppicing existing vegetation.

Habitat	Constraints	Opportunities
Grassland (other neutral or higher quality)	<p>Further survey will be required to identify if there are any areas of higher quality grassland, these should be retained through scheme design where possible.</p> <p>Protected species associated with grassland e.g. reptiles may require further survey and mitigation.</p>	<p>Reinstate grassland disturbed during construction by sowing and managing of a strip of native wildlife flowers either side of the path to create a new area of meadow.</p> <p>Consider improving grassland management in areas connecting to the path. This could include changing the mowing regime to encourage enhanced grassland structure, removing arisings when cutting to decrease nitrification or rotational mowing to leave uncut areas.</p>
Hedgerow	<p>Hedgerows are an important linier feature across the landscape. Creating gaps could lead to habitat fragmentation for a variety of species and form a barrier to dispersal.</p> <p>Hedgerow removal/creating gaps may require licencing from Natural England e.g. if hazel dormice which is a protected species is found to be present.</p> <p>Utilise existing hedgerow gaps when designing route to avoid damage to existing hedgerows, consider root protection zones of hedgerows when designing.</p>	<p>Retain and enhance existing hedgerows wherever possible by infill planting to increase species diversity.</p> <p>Opportunities for new native, species rich hedgerow planting alongside new path.</p> <p>Bring adjacent hedgerows into more favorable management e.g. rotational cutting.</p>
Woodland	<p>High quality habitat where any removal will make it difficult for the scheme to achieve Biodiversity Net Gain, extensive mitigation and replanting may be required.</p> <p>Tree protection measures on retained trees will be required.</p>	<p>Potential enhancements of woodland by improving management, e.g. removal of invasive species, retention of deadwood, coppicing, infill planting to increase species diversity etc.</p>

Habitat	Constraints	Opportunities
	<p>Woodland offers opportunities to numerous protected species e.g. badger, dormice, bats etc, so it is likely there will be constraints posed by protected species when working in or near to woodland.</p> <p>Minimize tree removal by utilizing existing paths and reducing path width in sensitive locations.</p>	
Trees	<p>Tree removal will need to be mitigated by tree replacement planting¹, difficult to deliver with linier projects where space is limited.</p> <p>Trees offer habitat for roosting bats, nesting birds and dormice, removal will need to be supported by survey work to determine if licensing is required.</p> <p>Retain trees wherever possible especially higher quality trees. Limit tree removal to locations when it is required for safety reasons. Consider reducing path width in constrained locations.</p> <p>Tree Preservation Orders – see Figure 1 for protected trees, likely none to be impacted by proposals but TPO trees present in the wider landscape</p>	<p>Provide roosting and nesting opportunities by installing bat and bird boxes on retained trees.</p> <p>Look for tree planting opportunities to deliver with the scheme.</p>
Ditches	<p>Watercourses are very sensitive to pollution events therefore no storage of materials or site compounds during the construction phase will be permitted within 5m of the ditches or brooks.</p> <p>Ditches may offer potential for otter or water vole, both of which are protected species and if present will require further survey and licensing/mitigation.</p> <p>Designs should avoid construction within 5m of the toe of the bank of all ditches and watercourses along the route.</p>	<p>Consider including ditch improvements as an enhancement measure. This could include reprofiling the banks to benefit wildlife or removing sections of dense vegetation to open the ditch up.</p>

¹ Cornwall Council's Climate Emergency Development Plan Document has not yet formally been adopted and is at the public consultation stage. However it is policy likely to have been adopted by Cornwall Council by the time this scheme comes forward. Policy G3 – Canopy relates to tree loss, Appendix 1 refers.

3.4 Species and Species Groups

Certain species receive legal protection in the United Kingdom and are commonly known as 'protected species'. In reality, the level of protection for different species varies considerably, from protection solely against 'killing and injury' to full protection of the species and their places of refuge. Where pertinent, details of legal protection afforded to species/species-groups are provided below.

Prior to Brexit certain species were safeguarded through European legislation and designated as European Protected Species (EPS). This legislation has been superseded by the Conservation of Habitats and Species (Amendment) (EU Exit) Regulations 2019. For England, amendments to the Habitats Regulations will be largely limited to 'operability changes' that will ensure the regulations can continue to have the same working effect. These species therefore still receive the same level of protection under these adopted regulations.

Due to the length of route and early stage of the project, data search for species records has not been conducted, nor have any on-site surveys been conducted.

Species groups that could or are known be present from readily available information are considered below.

Amphibians

The proposals fall outside the known range of any protected amphibians species (<https://www.naturespot.org.uk/species/great-crested-newt-1>) so amphibians will not pose a constraint to proposals.

Badgers

Badgers *Meles meles* are protected from harm under the Protection of Badgers Act 1992, including damaging or destroying a sett or obstructing access routes.

Badgers are known to use woodland and farmland habitat which are present along the route, and so badgers can be reasonably expected to be present with potential to form a constraint to development.

Badgers can be affected by work within 30m of a sett and will require further consideration and survey to establish if the proposals will impact upon a sett.

Where the route will lead to unavoidable impacts on badgers, a license for the work must be obtained from natural England and suitable mitigation provided.

Bats

Bats are a rare and declining group of species, and as such all species are protected under national and international law by the Wildlife and Countryside Act 1981 (as amended) and the Conservation of Habitats and Species (Amendment) (EU Exit) Regulations 2019. Bats are protected from intentional and reckless disturbance. In addition, bats' breeding, resting, and sheltering places are protected from damage and disturbance, even while not in use.

Bats are widespread in Cornwall, hosting twelve of the UK's eighteen species of bat, including some particularly rare species such as greater and lesser horseshoe bats *Rhinolophus ferrumequinum* and *R. hipposideros*. Bats should be considered likely to be present within the wider landscape and may present a constraint to the proposals.

The proposed route intersects with a range of habitats important for bats including broadleaved woodland, hedgerows and grassland.

The MAGIC search included review of extant and expired European Protected Species Mitigation Licenses (EPSML). The closest granted EPSML for bats is located 200m north in Broadmoor Wood and is active from 2015 – 2025, allowing for the damage of a breeding and resting site for greater and lesser horseshoe, brown long eared *Plecotus auritus* and common pipistrelle *Pipistrellus pipistrellus*. Based on the desk search, the proposed route is not located within the boundary of any historic, or active bat EPSML.

Bats can be impacted by destruction and disturbance of roosts (e.g. tree removal or intervention to structures), loss and degradation of foraging, sheltering and connecting habitat, loss of habitat connectivity (e.g. creating gaps in hedgerow), and changes to lighting. If lighting is proposed then extensive further survey work in respect to bat activity will be required.

Individual trees subject to works as part of the proposals will need to be assessed for bat roost potential and possibly subject to nocturnal survey. If works are required to a bat roost, an EPSML will be required from Natural England (NE).

Birds

The proposed alignment will potentially impact upon broadleaved woodland, hedgerow, grassland and scrub habitats that are likely to support a range of birds

All wild birds (including both eggs and nests) are protected by law and nesting birds will form a constraint to development. Some species are afforded additional protection from disturbance during nesting and others are afforded additional consideration due to their rarity.

Birds can be affected by loss of habitat such as hedgerow removal or removing ground nesting habitat with activities like soil stripping, and increased disturbance caused by recreation.

Where possible important habitat for birds should be retained. Works should be planned to fall outside of the breeding bird season (March to August inclusive). Loss of nesting habitat should be compensated by creating new habitat by planting native trees, shrubs or plants, improving links to habitats, or installing artificial nesting sites e.g. through installing nest boxes.

Hazel dormice

Hazel dormice *Muscardinus avellanarius* are a declining species of mammal associated with woodland and hedgerows. The hazel dormouse and its breeding sites and resting places are fully protected under the Conservation of Habitats and Species (Amendment) (EU Exit) Regulations 2019, with addition protection under the Wildlife and Countryside Act 1981 (as amended).

The MAGIC search included review of extant and expired EPSML. The closest granted EPSML for dormice is located 1.3km north east of the proposed route and was active from 2015 – 2019, allowing for the destruction of a breeding and resting site. Based on the desk search, the proposed route is not located within the boundary of any historic, or active bat EPSML.

As there is suitable habitat for this species present along the route (woodland, hedgerows and scrub) that could be impacted by the proposals, hazel dormice should be considered as part of the scheme and could present a constraint to development.

Hazel dormice can be impacted by disturbance, e.g. noise and works to woodland/hedgerow, loss of habitat, habitat fragmentation and isolation.

If the proposals are likely to impact on woodland, scrub or hedgerows in areas dormice may be present, further survey work will be required. Loss or deterioration of this habitat should be avoided and a closed canopy retained where possible.

A European Protected Species Mitigation Licence (EPSML) may be required if dormice are to be impacted by works, which will involve mitigation and compensation, for example by supplementary planting of hedgerow or woodland.

Invertebrates

Certain invertebrate species are either legally protected, identified as a priority species for conservation action and/or are rare and endangered. These are material considerations in a planning decision. There are 400 priority' species of conservation importance listed under Natural Environment and Rural Communities Act (Section 41).

Notable invertebrate species may be associated with the broadleaved woodland, hedgerows, ditches and any area of higher quality grassland.

Otter

The proposed route crosses a ditch and then is adjacent to it for another 85m in Broadmoor Wood. Otters are found on all of Devon's major rivers.

Otters are highly mobile with large home ranges which make use of undisturbed habitat around rivers for movement, resting and breeding. Otters and their breeding and resting places are protected from damage and disturbance under national and international law by the Wildlife and Countryside Act 1981 (as amended) and the Conservation of Habitats and Species (Amendment) (EU Exit) Regulations 2019.

Otters can be negatively affected by habitat loss or degradation in or near water bodies, holts and resting places being removed, pollution impacting their food sources disturbance to resting and feeding places, habitat fragmentation and disturbance to their usual routes, e.g. construction works forcing otters to use routes that might mean they are more likely that otters will be killed or injured on the road.

Plant species

Certain rare and declining plant species are protected under Schedule 8 of the Wildlife and Countryside Act. In addition, other scarce and localised plant species, such as those listed as threatened on the Red Data List (Stroh et al, 2014) may be given additional protection when considered through the planning system.

The scheme design should avoid impacting on habitat supporting protected and notable plants. Where this is not possible, mitigation will be required in the form of improving habitats, creating new areas of habitat, or translocating plants to a new location, but only as a last resort.

It is possible there are invasive plant species listed on Schedule 9 of the Wildlife and Countryside Act which could pose a constraint to construction. Should any Schedule 9

species be identified they will require remediation prior to any construction activity to prevent spreading them further.

Reptiles

The route lies within ranges of the four common reptile species; grass snake *Natrix helvetica*, common lizard *Zootoca vivipara*, slow worm *Anguis fragilis* and adder *Vipera berus*. All these species are protected under Schedule 5 of The Wildlife and Countryside Act (1981).

The more common reptile species will be associated with habitat indicated along the route including grassland, field margins, and woodland edge.

Reptiles therefore form a constraint to the proposals and will require further consideration as part of the design process.

If the project requires the removal of habitat supporting these species, sensitive methods of work or in some cases reptile translocation prior to works commencing may be required. Mitigation in the form of supplementary habitat may also be required. This could include acquiring additional land along the route to manage for the benefit of these species.

Water vole

Water vole *Arvicola amphibius* are a declining species of mammal associated with riparian habitats. They create burrows in the banks and feed primarily on in-stream and bankside aquatic vegetation.

Water voles and their breeding and resting places are protected from damage and disturbance under national and international law by the Wildlife and Countryside Act 1981 (as amended) and the Conservation of Habitats and Species (Amendment) (EU Exit) Regulations 2019.

Water vole can be impacted by destroying or disturbing their habitat, destroying or disturbing places used for shelter or protection and deterioration in water quality.

To avoid impacts on water vole, where possible the path and construction footprint should be sited at least 5m away from the toe of banks of watercourses with the potential to support this species. Where this is not possible, a Licence from Natural England may be required.

Other Species

Once a Habitat survey is undertaken it may identify additional species to the ones listed above which will require consideration and further survey. Until a Habitat survey is undertaken it is not possible to predict ecological constraints in full.

3.5 Review of Planning Application PA14/02447

The majority of the route which is south of the A388 is within the boundary of Planning Application PA14/02447, which is a large hybrid application comprising outline permission for a mixed use residential-led development.

Extensive ecology survey work was undertaken of the development site in 2013 to inform the planning application. Moderate levels of nature conservation interest were identified on the site. This primarily refers to habitat features such as species-rich ecologically 'important' hedgerows, and broadleaved woodland comprising mixed ashwood, wet woodland, and oakwood habitats.

The site was found to support a diverse range of bat species and it is considered likely that bat roosts are present within woodland trees. The site also supports a range of bird species commonly found in habitats present within the site, although no bird species linked with the nearby SPA and SSSI were found to be using the site. Otter were identified as using the site. Two main badger setts were found within woodland across the site.

Surveys for dormice and reptiles were also carried out in 2013, both with negative results. A habitat assessment of ponds to the north confirmed that they are unlikely to support breeding great crested newts.

For the subsequent Reserved Matters application for Phase 0A and Phase 1 of the development, which relate to the most easterly section of the proposed route, the ecology surveys were updated in 2019. Survey results found no significant changes from the results carried out in 2012 and 2013.

A Landscape and Ecological Management Plan (LEMP) for Phases 0A and 1 was submitted to support the reserved matters application for these Phases. This included detailed ecological mitigation measures to ensure that the important ecological features within the site are protected and enhanced as part of the proposals. The new habitats will provide additional biodiversity to the site by providing a number of opportunities for wildlife that do not currently exist in the intensely farmed landscape. All habitats will be subjected to ongoing long-term management and a monitoring programme to ensure that the habitats can reach their optimal condition over the lifetime of the development.

The ecology work supporting the scheme concluded that the proposals will provide a variety of open space that will give opportunities for several species' groups compared to the existing farmland, together with safeguarding hedgerow and woodland buffers. Therefore, the development will leave nature better off than which currently exists. The development therefore complies with planning policy.

This will be a phased development and at time of writing construction works have started on Phase 0A.

4 Biodiversity Net Gain

The requirement for Biodiversity Net Gain is already embedded in the National Planning Policy Framework (NPPF, Para 170(d) and Para 175(d)), however a numerical value is not specified for the gain requirement. The latest update to the forthcoming Environment Bill specifies a mandatory 10 % BNG to be maintained for a period of at least 30 years.

Cornwall Council is producing a Climate Emergency Development Plan Document, not yet formally adopted, however it is likely to have been adopted by the time this scheme comes forward. Policy G2 relates to delivering BNG, **Appendix 1** refers.

Scope for habitat enhancement, restoration and creation to achieve this net gain should be considered at an early stage within the proposed scheme design. Impacts to high biodiversity habitats such as woodland or good quality grassland should be avoided as it will be difficult and costly to achieve BNG when losing high quality habitat. As the scheme is brought forward a BNG calculation should be determined to ensure that the scheme is achieving this gain. This will bring the scheme forward in line with current National Planning Policy which must be met if this scheme requires planning permission.

Appropriate compensation will need to be identified for the biodiversity units lost due to the proposals, such as planting new hedgerow or woodland, or changing management of grassland for the benefit of wildflowers.

Given the scale of the scheme, the range of habitats that may be lost and the likely requirement on the project to see compensatory habitats maintained to maturity (min 30 years), achieving BNG presents a potentially considerable constraint to the scheme. Where there is not space to implement biodiversity enhancements on site then biodiversity offsetting may be purchased, however this is expensive. Cornwall County Council ecologists have created an averaged Habitat Creation Cost for all habitats of £28,679 per unit. This is an

average cost calculated from research costs across the spectrum of habitat creation (woodland, grassland, heathland, wetland). This cost includes land procurement / rental for the 30 year period. For example assuming the 3.2km route will amount to a 3m width of permanent loss of habitat (totaling 0.96ha), then if it is assumed the proposed route is passing through poor quality modified grassland for its entire length (as a simplified example, in reality various habitat types will be impacted by the proposed route) this would equate to a loss of 1.92 habitat units. This would require >£60K to deliver 10% BNG if purchasing biodiversity offsetting to be maintained for a minimum of 30 years.

Early consultation with Cornwall Council's ecologist is recommended to agree if the scheme would be required to achieve BNG and if it would be classed as a major or minor scheme. This would then determine which BNG calculator would need to be used to calculate the schemes loss and gains and the percentage of gain required.

The design process should look for opportunities to minimise loss of habitat, especially priority habitat, to reduce this constraint, and should seek to identify as many opportunities for enhancement as possible.

5 Recommendations

Consultation with Developer of Land at Broadmoor Farm

Before progressing this scheme, landowner and developer agreement will be essential. The new development at Broadmoor Farm will have had extensive ecology survey and mitigation measures incorporated into the design. Each Phase of development will be supported by a LEMP outlining detailed ecological mitigation measures to ensure that the important ecological features within the site are protected and enhanced as part of the proposals. The development will have a legal obligation to deliver these once Reserved Matters planning approval is received. So if the route design will impact upon these mitigation features it is unlikely to be approved without a replacement mitigation strategy.

It is advisable for the proposed route to utilise on road quietways through the new development wherever possible rather than seek to impact upon semi-natural habitat or habitat which is being managed as ecological mitigation habitat.

This will require careful consultation with the landowner and developer to reach a design solution which is acceptable to all parties.

Consultation with Cornwall Council's Ecologist

An early discussion about the requirement for achieving Biodiversity Net Gain with Cornwall Council's ecologist is recommended, so the financial implication of incorporating mitigation and enhancement measures into route delivery can be determined at an early stage.

Preliminary Ecological Appraisal

It is recommended that a PEA which encompasses all the proposed works (including access and storage areas) should be prepared at an early stage. This will further refine ecological constraints and opportunities that may be present, and outline the further ecology survey work that will be required to support the scheme. This should include a Habitat survey accompanied by a detailed desk study including purchasing ecology data from the The Environmental Records Centre for Cornwall and the Isles of Scilly (ERCCIS) and an assessment of the possibility of the scheme to impact upon any non-statutory designated sites.

The PEA will identify if further species surveys required to inform the scheme.

Further Assessment

It is recommended that any further assessment specified within the PEA is undertaken. Further assessment (e.g. dormouse surveys, hedgerow assessments, bat survey, otter survey, water vole survey, flora survey) is best undertaken in accordance with the latest published best practice guidance and by suitably qualified, and where necessary licenced ecologists.

The findings of the PEA and further surveys should feed into the scheme design. For example higher value habitats will be identified or any locations where alterations to the design proposals would significantly reduce potential adverse ecological impacts.

The findings of the PEA and further surveys (where required) should be combined, along with the finalised designs for the scheme in to an Ecological Impact Assessment (EclA) report. An EclA is suitable for submission as part of any future planning application to the Local Planning Authority (LPA). In accordance with industry guidance, this report will evaluate potential effects of the proposals on ecological features. The report will also incorporate detail of measures to avoid, reduce and compensate for ecological impacts.

It is recommended that a Construction Environmental Management Plan (CEMP) is prepared prior to construction (including vegetation clearance) commencing. Typically, a CEMP would incorporate the findings of all ecology survey work completed to date and demonstrate how all legal requirements with respect to ecology will be met, including details of any Wildlife

Licences issued by the relevant statutory authority or ecological supervision during construction to be undertaken.

Biodiversity Net Gain

The requirement for developments to achieve a Net Biodiversity Gain should be considered throughout the design process. Following the PEA, a Biodiversity Net Gain Assessment should be conducted using detailed designs.

Additional land or maintenance agreements to deliver Biodiversity Net Gain off site are very likely to be required and should be considered during land negotiations.

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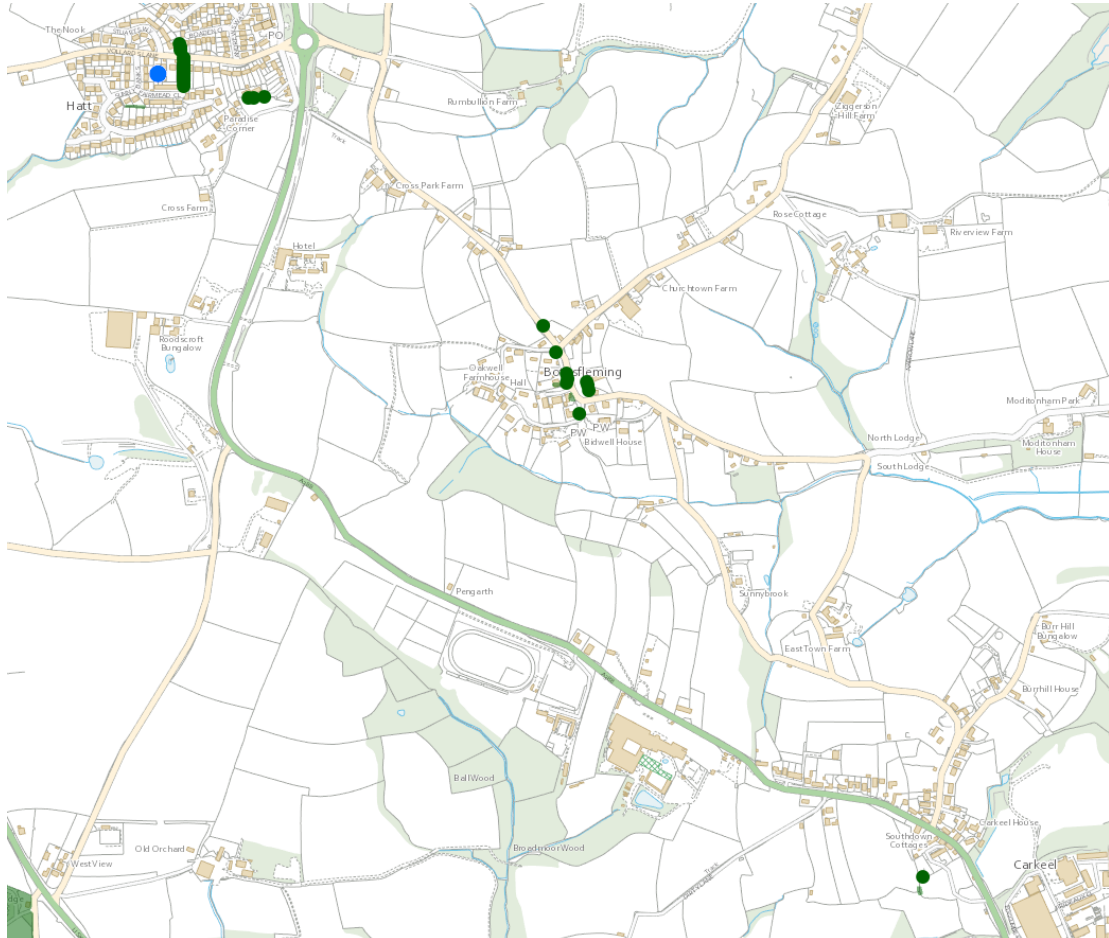
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Natural Environment and Rural Communities Act 2006. Priority species include those of Principal Importance listed in Section 41.

Figure 1 – Tree Preservation Orders



Cornwall Interactive Map:

<https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=7&xcoord=240146&ycoord=61173&wsName=ccmap&layerName=Tree%20preservation%20order%20points:Tree%20preservation%20order%20areas>

Appendix 1 – Relevant Wildlife Legislation and Policy

Legislation

Principal pieces of legislation protecting wild species are Part 1 of the Wildlife and Countryside Act 1981 (as amended) (WCA) and the Conservation of Habitats and Species Regulations 2017. Some species, for example badgers, also have their own protective legislation (Protection of Badger Act 1992). The impact that this legislation has on the Planning system is outlined in ODPM 06/2005 Government Circular: Biodiversity and Geological Conservation – Statutory Obligations and their Impact within the Planning System.

This guidance states that as the presence of protected species is a material consideration in any planning decision and it is therefore essential that the presence or otherwise of protected species, and the extent to which they are affected by proposals, is established prior to planning permission being granted. Furthermore, where protected species are present and proposals may result in harm to the species or its habitat, steps should be taken to ensure the long-term protection of the species, such as through attaching appropriate planning conditions for example.

In addition to protected species, there are those that are otherwise of conservation merit, such as those listed as species of principal importance for the purpose of conserving biodiversity under the Natural Environment and Rural Communities (NERC) Act 2006.

The Hedgerow Regulations 1997 (HMSO, 1997) were introduced to protect ‘important’ hedgerows in the countryside by controlling their removal through a system of notification. The Regulations apply to lengths of hedgerow greater than 20m in length, not adjoining residential curtilages. ‘Important’ hedgerows are defined within the Regulations on a variety of historical and/or ecological criteria.

Tree Preservation Orders (TPOs) are made under the Town and Country Planning (Tree Preservation) (England) Regulations 2012. They are made by local planning authorities to protect selected trees and woodlands if their removal would have a significant impact on the local environment and its enjoyment by the public. The criteria do not incorporate any specific considerations of ecological value. TPOs, however, provide legal protection to trees prohibiting the cutting down, uprooting, topping, lopping, willful damage or willful destruction.

Species

Prior to Brexit certain species were safeguarded through European legislation and designated as European Protected Species (EPS). This legislation has been superseded by the Conservation of Habitats and Species (Amendment) (EU Exit) Regulations 2019. For England, amendments to the Habitats Regulations will be largely limited to 'operability changes' that will ensure the regulations can continue to have the same working effect. These species therefore still receive the same level of protection under these adopted regulations.

Badgers

Badgers are protected under the Protection of Badgers Act 1992. The act is based on the need to protect badgers from baiting and deliberate harm or injury and makes it an offence to; wilfully kill, injure, take possess or cruelly ill-treat a badger, or attempt to do so, and to intentionally or recklessly interfere with a sett. Sett interference includes disturbing badgers whilst they are occupying a sett, as well as damaging or destroying a sett or obstructing access routes.

A sett is defined as "Any structure or place which displays signs indicating current use by a badger"

Works that disturb badgers whilst occupying a sett is illegal without a licence; badgers may be disturbed by works near a sett even if there is no direct interference or damage to the sett. Generally the types of activity which may result in disturbance and require a licence include:

- Using heavy machinery (i.e. tracked vehicles) within 30m of any entrance to an active sett;
- Using lighter machinery (i.e. wheeled vehicles), particularly for any digging operations; within 20m;
- Light works such as scrub clearance, felling of trees or hand digging within 10m.

Previous guidance issued from Natural England indicates that the potential for disturbance may not be as great as previously assumed due to their relatively high tolerance levels and when determining if disturbance will be caused, factors such as sett characteristics, current usage and the extent of works should be taken in consideration when assessing the need for a licence.

Bats

All species of British bat receive full protection under the Conservation of Habitats and Species (Amendment) (EU Exit) Regulations 2019. This affords bats and their roosts strict protection under the Regulations. Additional protection for bats is also afforded under the Wildlife and Countryside Act 1981 (as amended) and a subset of the British bat assemblage are listed as 'Species of Principal Importance' within Section 41 of the Natural Environment and Rural Communities (NERC) Act 2006.

Birds

The Wildlife and Countryside Act 1981 (as amended) is the principal legislation affording protection to UK wild birds. Under this legislation all birds, their nests and eggs are protected bylaw and it is an offence, with certain exceptions to recklessly or intentionally:

- Kill, injure or take any wild bird;
- Take, damage or destroy the nest of any wild bird while in use or being built;
- Take or destroy the egg of any wild bird.

Species listed on Schedule 1 of the Wildlife and Countryside Act 1981 (as amended) are specially protected at all times.

In addition, certain conservation concern species are listed as priority species within Section 41 of the Natural Environment and Rural Communities (NERC) Act 2006.

Great crested newts

Great crested newts are afforded full legal protection under the Conservation of Habitats and Species Regulations (Amendment) (EU Exit) Regulations 2019 and the Wildlife and Countryside Act 1981 (as amended). In summary these pieces of legislation combined make it an offence to disturb, capture, injure and kill a great crested newt or damage and destroy its habitat.

Reptiles

All common reptile species, including grass snake, common lizard, slow worm and adder are partially protected under Schedule 5 of The Wildlife and Countryside Act 1981 (as amended), under part of Section 9(1) and all of Section 9(5). As such it is an offence to; intentionally kill or injure an individual of these species, transport for sale or exchange, or offer for sale or exchange live or dead an individual or any part of an individual of these species.

All native reptile species are listed as Species of Principal Importance on S41 of the NERC Act 2006

Otter and Water vole

Otter and water vole are fully protected under Schedule 5 of the Wildlife & Countryside Act 1981 (as amended). This makes it an offence to intentionally or recklessly kill, injure or take these species; possess or control live or dead species or derivatives; intentionally or recklessly damage, destroy or obstruct access to any structure or place used for shelter or protection; intentionally or recklessly disturb these species whilst occupying a structure or place used for that purpose.

Otter are also protected by the Habitats and Species Regulations (Amendment) (EU Exit) 2019. This legal protection makes it an offence to deliberately kill, take or injure an otter; damage or destroy a place of shelter of an otter; and disturb an otter whilst using such a place.

Hazel dormouse

Hazel dormice are legally protected under Schedule 5 of the Wildlife and Countryside Act 1981 (as amended), they are also protected by the Habitat and Species Regulations (Amendment) (EU Exit) Regulations 2019. This makes it an offence to intentionally or recklessly kill, injure or take these species; possess or control live or dead species or derivatives; intentionally or recklessly damage, destroy or obstruct access to any structure or place used for shelter or protection; intentionally or recklessly disturb these species whilst occupying a structure or place used for that purpose. Dormice are also listed under Section 41 of the NERC Act, 2006.

Protected Sites

Special Areas of Conservation (SACs)

SACs are designated nature conservation sites of international importance. SACs are designated under The Conservation of Habitats and Species Regulations (Amendment) (EU Exit) Regulations 2019 which implements The European Community Directive on the Conservation of Natural Habitats and of Wild Fauna and Flora 92/43/EEC (the 'Habitats Directive', EEC, 1992). Lists of candidate SACs (cSACs) have been submitted to the European Commission for approval. Both possible SACs (pSACs) and cSACs are treated by the planning system as if fully designated.

Special Protection Areas (SPAs)

SPAs are designated nature conservation sites of international importance. SPAs are classified in accordance with the European Community Directive on the Conservation of Wild Birds (79/409/EEC) (the 'Birds Directive', EEC, 1979). Under this Directive, SPAs protect rare and vulnerable birds (as listed on Annex I of the Birds Directive), and regularly occurring migratory species. The provisions of the Birds Directive are implemented in England through the Wildlife and Countryside Act 1981 (as amended) and the Habitats Regulations (Amendment) (EU Exit) Regulations 2019.

Ramsar Sites

Ramsar sites are designated nature conservation sites of international importance. The Ramsar Convention (UNESCO, 1987) requires signatory states to protect wetlands that are of international importance, particularly as waterfowl habitats.

Special Protection Areas (SPAs), Special Areas of Conservation (SACs) and Ramsar sites are now incorporated into a National Site Network within the UK territory following Brexit.

Natura 2000 sites

Natura 2000 is a network of sites selected to ensure the long-term survival of Europe's most valuable and threatened species and habitats. Under the Habitats Directive, Member States designate Special Areas of Conservation (SACs) to ensure the favourable conservation status of each habitat type and species throughout their range in the EU. Under the Birds Directive, the network must include Special Protection Areas (SPAs) designated for 194 particularly threatened species and all migratory bird species.

Sites of Special Scientific Interest (SSSIs)

SSSIs are designated nature conservation sites of national importance. The Wildlife and Countryside Act 1981 (as amended 1991 and varied 1998) (HMSO, 1981, 1991, 1998) requires Natural England, the Government body with authority for nature conservation in England, to designate areas which make a significant contribution to a national network of sites of nature conservation value as SSSIs.

The Countryside and Rights of Way Act 2000 (HMSO, 2000) came into force in full on 30 January 2001. The Act is in five parts. Part III relates to Nature Conservation and amends existing legislation (i.e. the Wildlife and Countryside Act 1981) through improved protection and management of SSSIs, improved legal protection for threatened species and the provision of a statutory basis for biodiversity conservation.

National Nature Reserves (NNR)

NNR are designated nature conservation sites of national importance. NNRs were established to protect some of our most important habitats, species and geology. Natural England manages about two thirds of England's NNRs. The remaining reserves are managed by organisations approved by Natural England, for example, the National Trust, Forestry Commission, RSPB, Wildlife Trusts and local authorities.

Local Nature Reserves

LNRs are designated nature conservation sites of local importance. Local Nature Reserves are designated under Section 21 of The National Parks and Access to the Countryside Act 1949 (HMSO, 1949) by principal local authorities. The declaring local authority must have a legal interest in the land concerned. Local Nature reserves are designated for people and wildlife. They are places with wildlife or geological features of special interest locally and that give people special opportunities to study and learn about them or simply enjoy them and have contact with nature.

Local Wildlife Sites; County Wildlife Sites; Sites of Nature Conservation Interest

The majority of Local Authorities have a system of 'second tier' sites which do not wholly fulfil SSSI designation criteria, but which are, nonetheless, of local or regional value. The policies, encouraged by Government advice, recognise that protection should be extended beyond the statutory sites to include the best examples of wildlife habitats, populations of rare species and geological features remaining in the area and are particularly valuable in supplementing and supporting the national framework for SSSIs.

Habitats

Habitats of Principal Importance

The UK countries are obliged by their individual laws to maintain lists of species and habitats of principal importance for biodiversity conservation. Public bodies, including local authorities now have a legal duty to have regard to conserving biodiversity in the exercise of their normal functions. In England, this obligation derives from the Natural Environment and Rural Communities (NERC) Act 2006, and Habitats of Principal Importance are listed on Section 41 of this Act. They mainly derive from lists originally drawn up for the UK Biodiversity Action Plan (UK BAP).

Irreplaceable Habitats

Irreplaceable habitat is habitat that, once lost, cannot be recreated elsewhere, within a reasonable timeframe.

The Revised NPPF lists the following habitats as irreplaceable:

- Ancient woodland
- Ancient and veteran trees
- Blanket bog
- Limestone pavement
- Sand dunes
- Lowland fen

Under the Revised NPPF, a planning application which would lead to the loss or damage to any irreplaceable habitat should be refused (Section 175 c).

Planning

National Planning Policy Framework (NPPF)

The NPPF (MHCLG, 2019) emphasises that planning decisions should contribute to and enhance the natural and local environment by protecting and enhancing sites of biodiversity value (in a manner commensurate with their statutory status or identified quality in the development plan) and "minimising impacts on and providing net gains for biodiversity, including by establishing coherent ecological networks that are more resilient to current and future pressures" (paragraph 170 refers).

The NPPF advises that when determining planning applications, local planning authorities should aim to protect and enhance biodiversity by applying the following principles (paragraph 175 refers):

"a) if significant harm to biodiversity resulting from a development cannot be avoided (through locating on an alternative site with less harmful impacts), adequately mitigated, or, as a last resort, compensated for, then planning permission should be refused;

b) development on land within or outside a Site of Special Scientific Interest, and which is likely to have an adverse effect on it (either individually or in combination with other developments), should not normally be permitted. The only exception is where the benefits of the development in the location proposed clearly outweigh both its likely impact on the features of the site that make it of special scientific interest, and any broader impacts on the national network of Sites of Special Scientific Interest;

c) development resulting in the loss or deterioration of irreplaceable habitats (such as ancient woodland and ancient or veteran trees) should be refused, unless there are wholly exceptional reasons 58 and a suitable compensation strategy exists; and

d) development whose primary objective is to conserve or enhance biodiversity should be supported; while opportunities to incorporate biodiversity improvements in and around developments should be encouraged, especially where this can secure measurable net gains for biodiversity."

National Planning Policy Guidance (NPPG)

The NPPG (DCLG, 2014) will be updated in due course, where necessary, to reflect the 2019 NPPF. Current NPPG advises that information on biodiversity impacts and opportunities should inform all stages of development, from site selection and design, to include any pre-application consultation as well as the application itself. The guidance notes that:

"An ecological survey will be necessary in advance of a planning application if the type and location of development are such that the impact on biodiversity may be significant and existing information is lacking or inadequate. Pre-application discussion can help scope whether this is the case and, if so, the survey work required."

The guidance also notes that:

"Local planning authorities should only require ecological surveys where clearly justified, for example if they consider there is a reasonable likelihood of a protected species being present and affected by development. Assessments should be proportionate to the nature and scale of development proposed and the likely impact on biodiversity."

Local Planning Policy

Cornwall Local Plan Strategic Policies 2010 – 2030

Policy 23: Natural environment

3. Biodiversity and Geodiversity Development should conserve, protect and where possible enhance biodiversity and geodiversity interests and soils commensurate with their status and giving appropriate weight to their importance.

All development must ensure that the importance of habitats and designated sites are taken into account and consider opportunities for the creation of a local and county-wide biodiversity network of wildlife corridors which link County Wildlife Sites and other areas of

biodiversity importance, helping to deliver the actions set out in the Cornwall Biodiversity Action Plan.

3 (c). Local Sites Development likely to adversely affect locally designated sites, their features or their function as part of the ecological network, including County Wildlife Sites, Local Geological Sites and sites supporting Biodiversity Action Plan habitats and species, will only be permitted where the need and benefits of the development clearly outweigh the loss and the coherence of the local ecological network is maintained.

3(d). Priority species and habitats Adverse impacts on European and UK protected species and Biodiversity Action Plan habitats and species must be avoided wherever possible (i) subject to the legal tests afforded to them, where applicable (ii) otherwise, unless the need for and benefits clearly outweigh the loss.

4. Avoidance, mitigation and compensation for landscape, biodiversity and geodiversity impacts Development should avoid adverse impact on existing features as a first principle and enable net gains by designing in landscape and biodiversity features and enhancements, and opportunities for geological conservation alongside new development. Where adverse impacts are unavoidable they must be adequately and proportionately mitigated. If full mitigation cannot be provided, compensation will be required as a last resort.

Climate Emergency Development Plan Document

The Climate Emergency DPD is an important part of the Council's plan to address Climate Change. Consultation (under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 closed in April. The next stage is to submit the DPD to the Secretary of State for Examination in Public. Cornwall Council are likely to adopt this document by the time the proposed scheme comes forward.

Policy G2 – Biodiversity Net Gain

1) All major development types must achieve a minimum of 10% Biodiversity Net Gain (or any higher percentage mandated by national policy/legislation) over the pre-development site score as measured by the latest version of the DEFRA Biodiversity Metric or any subsequent Biodiversity Metric on the application site within a 30 year period from the commencement of the development.

2) Where a major proposal adequately demonstrates in the Biodiversity Gain plan that the mitigation hierarchy has been followed and the required net gain cannot be achieved onsite

within the site boundary, it must provide for the Biodiversity Offsetting of any habitat types to be lost alongside the percentage gain required either through:

- a) the purchase of biodiversity offsetting units to enable provision to be made by an approved biodiversity offset provider; or
- b) direct provision of the habitat types in a suitable location by the applicant provided the in-perpetuity management and monitoring of the offset site can be assured; or
- c) A Biodiversity Offset Contribution to the Cornwall Council Habitat Bank.

The receptor site for any biodiversity offsetting must be in a suitable location where local climactic conditions suit the type of offset habitat and should avoid the best and versatile land most of the time.

- 1) Minor development (with the exception of householder development and Change of Use (not creating new dwellings)) shall demonstrate biodiversity net gains in accordance with a Cornwall Council approved Small Site Biodiversity Metric.

Policy G3 – Canopy

- 2) All major development should provide, through the retention of existing and or / the establishment of new, canopy coverage equal to at least 15% of the site area (excluding priority habitat types) in accordance with a Cornwall Council approved metric.
- 3) Any proposal to remove trees on the site should be justified with reference to the mitigation hierarchy which should demonstrate that the proposal has explored all options to avoid or reduce harm to canopy before any removal, replacement or compensation is proposed.
- 4) Where a pre-development site already contains canopy that exceeds the 15% requirement, the development must not result in any net loss of that existing Canopy Cover, as evidenced by the canopy calculator.
- 5) Where there are significant ecological, historical or landscape reasons to justify a canopy requirement of less than 15% on site and this can be fully evidenced, the proposal should ensure no net loss and use the existing canopy coverage as the percentage to be maintained.

6) Minor development sites (with the exception of householder development and Change of Use (not creating new dwellings) must demonstrate where necessary that it has explored all options to avoid or reduce harm to onsite trees.

Biodiversity Net Gain (BNG)

The requirement for Biodiversity Net Gain is already embedded in the National Planning Policy Framework (NPPF, Para 170(d) and Para 175(d)), however a numerical value is not specified for the gain requirement. The latest update to the forthcoming Environment Bill specifies a mandatory 10 % biodiversity net gain to be maintained for a period of at least 30 years.

Making Space for Nature

The UK Government published a White Paper 'Making Space for Nature: securing the value of nature' in June 2011 (Lawton, 2011). This document sets out a series of commitments relating, in particular, to the protection and improvement of the natural environment, the development of a green economy and strengthening the connection between people and nature. Many of the commitments and principles identified in the White Paper are of particular relevance to this proposed development:

The establishment of coherent ecological networks;

The creation/use of urban green infrastructure to complete the links in the ecological networks, with green spaces managed to provide a diverse range of functions, benefitting people and wildlife, by delivering ecosystem services; and

Re-connecting people to nature through education, by providing neighbourhood access to nature and the countryside, and encouraging voluntary participation in nature conservation activities.

Appendix 2 – Ecological Assessment Criteria

Ecological features are evaluated and assessed with due consideration for the Chartered Institute of Ecology and Environmental Management (CIEEM) 2018 Guidelines for Ecological Impact Assessment (EclA). For clarity, the evaluation and assessment process adopted within this EclA is set out below:

Classifying potentially Important Ecological Features (IEF)

Ecological features are assessed where they are considered to be important, and where they may be impacted by a proposed development. A feature may be considered important for a variety of reasons, such as quality, extent, rarity and/or statutory protection. Table E.1 below sets out a non-exhaustive list of ecological features that are typically considered, along with key examples:

Table 3.1 Potentially important ecological features (adapted from CIEEM 2018)

Potentially Important Ecological Features	Typical examples
Statutory designated sites under international conventions, or European Legislation	Ramsar sites (wetland habitat of international importance), Special Areas of Conservation (SAC), Special Protection Areas (SPA), including land which is functionally linked to these designations. Also includes candidate SAC and proposed SPA, SAC and Ramsar sites.
Statutory designated sites under national legislation	Sites of Species Scientific Interest (SSSI), National Nature Reserve (NNR), Local Nature Reserves (LNR), Marine Conservation Zones (MCZ)
Non-statutory, locally designated sites	Local Wildlife Sites (LWS), County Wildlife Sites (CWS), Sites of Importance for Nature Conservation (SINCS)

Country biodiversity lists	Habitats or Species of Principle Importance for the Conservation of Biodiversity (Section 41, NERC Act 2006), Ancient woodland inventories
Local biodiversity lists	Local Biodiversity Action Plan (BAP) priority species or habitats
Red Listed / Rare Species	Species of conservation concern, Red Data Book (RDB) species, Birds of Conservation Concern, Nationally Rare and Nationally Scarce Species
Legally Protected Species	E.g. species listed under Sch.5 of the W&C Act 1981, or Sch.2 of the Hag. Regs. 2010
Legally Controlled Species	Legally Controlled Species

It should also be noted that the social, community, economic or multifunctional importance attributed to ecological features are not assessed as they fall outside the scope of this assessment

Geographic Context

The importance of ecological features, as well as the significance of any likely impacts and their effects, are considered here within a defined geographic context:

- International and European
- National
- Regional (e.g. East Anglia)
- County
- Local (this can be sub-divided in to district and borough where appropriate)
- Site

The size, conservation status and the quality of features are all relevant in determining their importance and assigning this to the geographic scale.

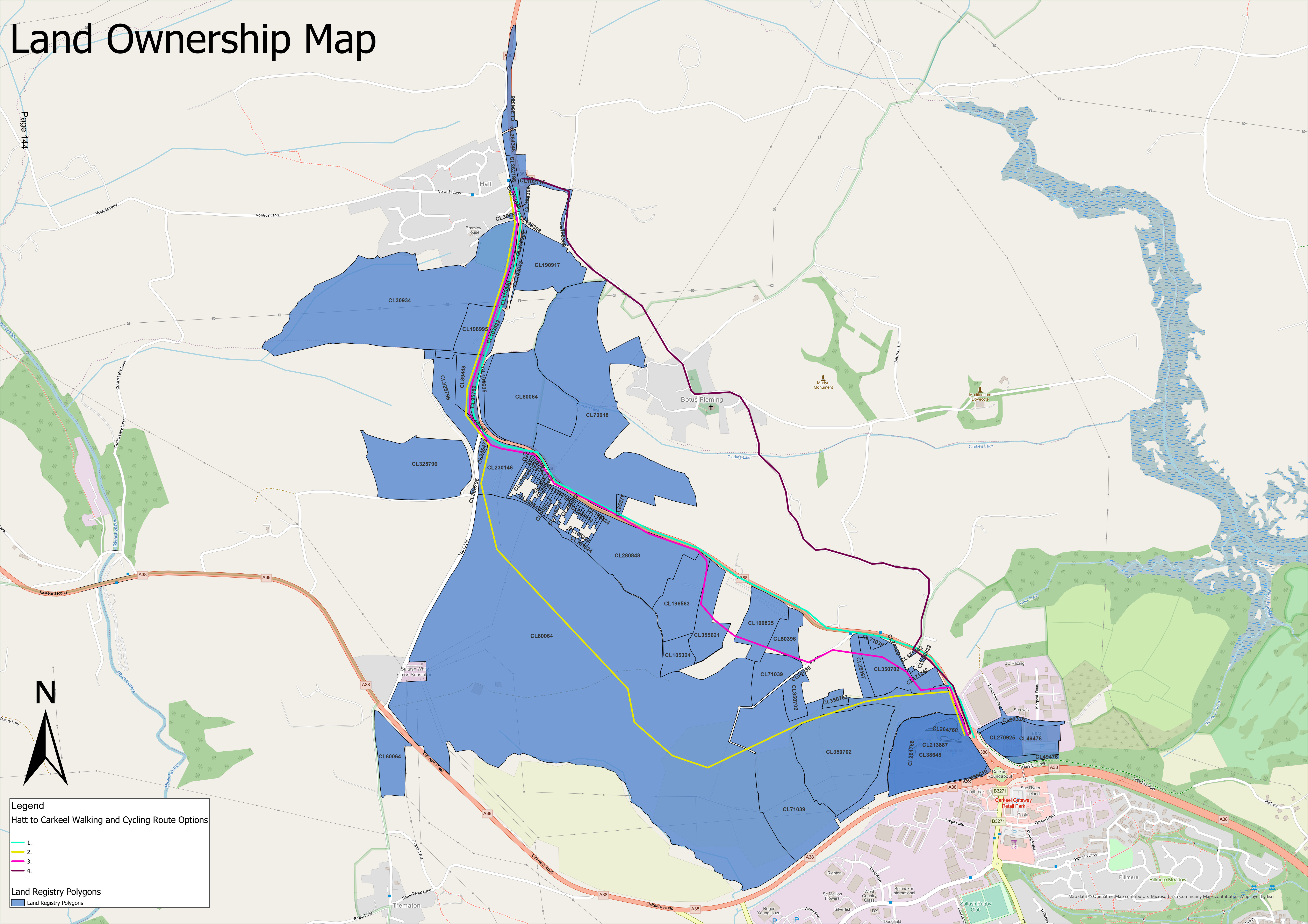
Characterising Ecological Impacts and their Effects

Where likely ecological impacts are identified in connection with the proposed project, these are considered and described with reference to the following characteristics (where this is helpful in accurately portraying the ecological effect and determining the significance):

- Positive or negative (i.e. does the anticipated change accord with nature conservation policies and objectives?)
- Extent (i.e. the spatial area over which the impact or effect may occur)
- Magnitude (i.e. the quantified size, amount, intensity or volume)
- Duration (i.e. the timeframe over which the impact or effect may occur, in both human and ecological terms)
- Frequency and timing (i.e. the number of times an activity occurs, where this is likely to influence the effect)
- Reversibility (i.e. is spontaneous recovery possible or may the effect be counteracted by mitigation?)

An effect is considered to be *significant* where this either supports or undermines biodiversity conservation objectives for an important ecological feature.

Land Ownership Map



Legend

Hatt to Carkeel Walking and Cycling Route Options

- 1.
- 2.
- 3.
- 4.

Land Registry Polygons

- Land Registry Polygons

SALTASH TOWN COUNCIL

Minutes of the Meeting of Policy and Finance Committee held at the Guildhall on Tuesday 7th September 2021 at 6.30 pm

PRESENT: Councillors: R Bickford, G Challen, L Challen, J Dent, M Griffiths, S Miller (Chairman), B Samuels, P Samuels, G Taylor and D Yates (Vice-Chairman).

ALSO PRESENT: C Cook (Locum Town Clerk), M Thomas (Senior Policy and Data Compliance Officer) and S Emmett (Finance Officer)

APOLOGIES: Councillors: R Bullock, S Gillies, S Martin, J Peggs and A Pinckney.

62/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

63/21/22 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.

64/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

65/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON TUESDAY 13TH 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 Miller, seconded by Councillor Dent and **RESOLVED** that the minutes of the Policy and Finance Committee held on Tuesday 13th July 2021 were confirmed as a true and correct record.

66/21/22 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 30TH JUNE 2021

It was **RESOLVED** to note.

67/21/22 PETTY CASH RECONCILED UP TO 31ST JULY 2021 - NO TRANSACTIONS SINCE 31ST MARCH 2021.

It was **RESOLVED** to note.

68/21/22 TO RECEIVE A REPORT ON VAT.

It was **RESOLVED** to note.

69/21/22 TO RECEIVE A REPORT ON INVESTMENTS.

It was **RESOLVED** to note and request that the Finance Officer review Financial Regulations and the Investment Strategy relating to investment limits.

70/21/22 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.

71/21/22 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.

It was **RESOLVED** to note.

72/21/22 TO RECEIVE AND CONSIDER MEMORIAL BENCH FEES AND CHARGES 2021-22.

It was proposed by Councillor Miller, seconded by Councillor G Challen and **RESOLVED** to defer this item and refer to the Joint Burial Board and Burial Authority to review the provision and maintenance of Memorial Benches, reporting back to the Policy and Finance Committee.

73/21/22 TO RECEIVE AN UPDATED INSURANCE CLAIMS REPORT.

It was **RESOLVED** to note.

74/21/22 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

The Finance Officer reported:

- a. The Guildhall is available for hire as of 31st August 2021.

It was **RESOLVED** to note.

- b. Approval requested to amend the payment method for Longstone Depot rent to Cornwall Council from BACS to direct debit.

It was **RESOLVED** to approve.

- c. To ratify the recommencement of library fees and charges as of 1st September 2021.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to ratify the recommencement of library fees and charges as of 1st September 2021.

75/21/22 CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.

No report.

76/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

77/21/22 TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:

- a. Community Chest Fund: None
- b. Festival Fund: None

78/21/22 TO RECEIVE AND NOTE A REPORT ON FUNDING AWARDED:

- a. Application CC249 – Saltash United Junior FC - £970 awarded – SUJFC Relaunch Project

It was **RESOLVED** to note.

- b. Application FF102 – Cornwall Pride CIC - £500 awarded – Cornwall Pride Tour

It was **RESOLVED** to note.

- c. Application FF103 – SaltFest - £1,477.75 awarded – SaltFest event

It was **RESOLVED** to note.

79/21/22 TO REVIEW AND APPROVE AMENDMENTS TO THE FOLLOWING POLICIES:

- a. Grants Policy

It was proposed by Councillor Miller, seconded by Councillor G Challen and **RESOLVED** to defer to the next meeting with a working group comprising Councillors Miller, Yates and Griffiths to review the policy with the Senior Policy and Data Compliance Monitoring Officer.

- b. Civic Handbook

It was proposed by Councillor Taylor, seconded by Councillor Yates and **RESOLVED** to **RECOMMEND APPROVAL**.

- c. Standing Orders

It was proposed by Councillor Miller, seconded by Councillor L Challen and **RESOLVED** to defer to the next meeting with a working group comprising Councillors Miller, Yates, Dent and B Samuels to review the Standing Orders relating to public questions at meetings, particularly at meetings of the Planning and Licensing Committee with the Senior Policy and Data Compliance Monitoring Officer.

d. Terms of Reference Committees and Sub-Committees

It was proposed by Councillor Miller, seconded by Councillor Griffiths and **RESOLVED** to **RECOMMEND**:

1. To defer the amendment relating to public questions to the next meeting;
2. To **APPROVE** the amendment relating to ratification of decisions;
3. That the Terms of Reference – Committees and Terms of Reference – Sub Committees are merged into one document.

e. Recruitment Policy

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

f. Photography and Filming Policy Statement

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

80/21/22 TO RECEIVE A REPORT AND RECOMMENDATION FOR PROFESSIONAL YOUTH WORK TENDERS 2021/22.

The report from Saltash Team for Youth recommended three bids that had been submitted, were complete and could be considered for funding by STC.

The total bids exceeded the £40,000 available in the budget but, considering the huge need for youth work in the town due to the Covid-19 pandemic it was requested that the additional £3,000 be vired from General Reserves.

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to **RECOMMEND**:

- a. that £3,000.00 is vired from General Reserves to budget line 6222;
- b. that the Commissioning Youth Work funding for 2021-22 be awarded to:
 1. Livewire £15,000
 2. The Core £15,000
 3. Junkyard Skatepark £13,000

81/21/22 TO RECEIVE AND CONSIDER QUOTES FOR THE ADVERTISING OF THE TOWN MESSENGER

Three quotes for publishing the Town Messenger were considered.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED** to **RECOMMEND** quote B at a cost of £300 per tabloid page with a half page rate of £2.52 per column centimetre.

82/21/22 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

Councillor Yates gave a verbal report. Progress is being made slowly with editorial meetings due to be held this week.

It was **RESOLVED** to note.

b. Saltash Team for Youth

Councillor Griffiths gave a verbal report. The Saltash Team for Youth will meet on 27th September to discuss recommending changes to the tender process, the purpose of the Saltash Team for Youth and to consider involving young people.

It was **RESOLVED** to note.

c. Section 106 Panel

Councillor Bickford gave a verbal report. The S106 committee have recently approved applications for Saltfest, the Christmas event and from Saltash Chamber of Commerce for discounted parking in December.

It was **RESOLVED** to note.

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

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

84/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

85/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

86/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

87/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was **RESOLVED** to issue the following press and social media release:

1. The receipt of reports from groups who have received grants from the Town Council.

DATE OF NEXT MEETING

Tuesday 9 November 2021 at 6.30 pm

Rising at: 7.57 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of Services Committee held at the Guildhall on Wednesday 15th September 2021 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, S Gillies, S Lennox-Boyd, S Martin (Vice-Chairman), S Miller, J Peggs (Chairman), A Pinckney and D Yates.

ALSO PRESENT: 2 Members of the Public, H Frank (Cornwall Council), C Cook (Locum Town Clerk), R Enticknap (Service Delivery Manager) and D Joyce (Administration Officer)

APOLOGIES: Councillors: G Challen, L Challen, J Dent, M Griffiths, S Miller (Late arrival), B Samuels, P Samuels and G Taylor.

21/21/22 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 elected Essa Ward Councillor - Councillor Lennox-Boyd.

22/21/22 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.

23/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL

The Chairman informed Members that a public question had been received and would be further discussed under agenda item 15 To receive and consider a report to plant a tree in the Memorial Peace Garden in remembrance of the Late Brad Hine.

24/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON WEDNESDAY 14TH 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 Gillies, seconded by Councillor Yates and **RESOLVED** that the minutes of the Services Committee held on Wednesday 14th July 2021 were confirmed as a correct record.

25/21/22 FINANCE:

a. To receive the current Committee budget statement

It was **RESOLVED** to note.

26/21/22 ACTING TOWN CLERK TO REPORT ON DELEGATED AUTHORITY TO SPEND - REGATTA EVENT

Councillor Miller arrived at the meeting.

It was **RESOLVED** to note.

27/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED

No report.

28/21/22 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT

The Chair congratulated the SD team for all their hard work through a difficult period and under trying circumstances. Members spoke of magnificent comments received regarding the bedding plants and hanging baskets situated throughout the town.

It was **RESOLVED** to note.

29/21/22

TO RECEIVE AND CONSIDER A REPORT ON A PREMISES LICENCE FOR THE STATION BUILDING

Members discussed the requirement for a Premises Licence for the Station Building and considered an amendment to the Guildhall Premises Licence to include the sale of alcohol.

The Administration Officer updated Members that she had already undertaken BIIAB Training and would not require to re-sit the exam as the certificate is still valid.

The report outlined three recommendations Members considered.

Premises Licence to hold entertainment events – Station Building

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to apply for a premises licence for the Station Building to hold entertainment events. This is subject to no additional costs being accrued by the Town Council.

Guildhall – Amendment to Premises Licence

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED**

1. To amend the existing premises licence to include the sale of alcohol for Council events only at a cost of £23.00.
2. The Administration Officer to be the nominated Designated Premises Supervisor for Council events at the Guildhall subject to a personal licence being reissued.

Staff Training – Personal Licence for the Sale of Alcohol

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to defer the training of additional staff to obtain a personal licence for the sale of alcohol unless demand for the Guildhall and Station bookings indicates otherwise

30/21/22

TO RATIFY THE LIBRARY OPERATIONAL HOURS

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to ratify the extension of the library operational hours subject to the hours in keeping with the current budget.

31/21/22 TO CONSIDER THE OPENING HOURS OF LONGSTONE PARK TOILETS - COUNCILLOR PEGGS

The Chairman briefed Members on requests from residents for a change to the opening hours during the winter period who utilise Longstone Park toilets throughout the year.

The SDM informed Members that the decision to close Longstone toilets early was due to vandalism however confirmed that a few minor maintenance issues could be resolved and the opening hours rescheduled if required.

It was proposed by Councillor Peggs, seconded by Councillor Martin and **RESOLVED** to reopen Longstone Park toilets throughout the winter period between 8:30am and 4:30pm with all public conveniences managed by the Town Council to amend the opening hours until after the October half term to coincide with seasonal day light savings.

32/21/22 TO CONSIDER ADDITIONAL ACCESSIBLE TOILETS AND SUITABLE AREAS IN SALTASH

Members discussed the suitability of various locations for a Changing Places Toilet which requires a larger installation space to standard accessible toilets.

Members all agreed the aspiration to have a CPT in Saltash had been established however due to size requirements of a CPT this item would require additional and careful consideration prior to a proposal being made or any associated funding being applied for.

It was proposed by Councillor Peggs, seconded by Councillor Miller and **RESOLVED** to defer this item until further information is received on public demand and requirements as well as established locations and associated costs for a CPT are ascertained by Members.

33/21/22 CORRESPONDENCE.

The Chairman read out a letter received from a resident objecting to the request for a tree to be planted with a Memorial plaque in the Memorial Peace Garden due to the original intent of the Peace Garden to remember members of the Saltash Community who died in war and conflict. The resident expressed concern due to the proposal being inappropriate and not in accordance with the original principles. Further concern was raised that if the Town Council approved the proposal of a memorial tree it could set a precedent.

It was **RESOLVED** to note.

34/21/22 TO RECEIVE AND CONSIDER A REPORT TO PLANT A TREE IN THE MEMORIAL PEACE GARDEN IN REMEMBRANCE OF THE LATE BRAD HINE.

A resident spoke in support of the proposal to plant a tree and plaque in memory of the landscaper of the Memorial Peace Garden who sadly passed away.

The resident informed Members of a pink Hawthorne tree which has been offered as a donation to the Council with the planting and cost of a memorial plaque to be funded at no additional cost to the residents of Saltash.

The resident added that a tree was planted previously in 2016 but due to vandalism had to be removed and therefore would the Council consider the donated tree as replacement which the Council had promised many years ago.

It was proposed by Councillor Peggs, seconded by Councillor Pinckney and **RESOLVED** to approve planting a donated Hawthorne tree in the vicinity of the Memorial Peace Garden subject to the SDM meeting the resident to establish a suitable space. A memorial plaque to be installed in a separate location within the Peace Garden.

35/21/22 TO RECEIVE A REPORT RELATING TO THE A38 ROUNDABOUT DISPLAY AND CONSIDER WRITING TO HIGHWAYS ENGLAND.

Members were informed that Highways England have recently changed their name and is operating as National Highways.

Councillor Lennox-Boyd spoke of recent meetings with Cornwall Council and National Highways and the requests received to improve the horticultural appearance at the A38 roundabout in Saltash. Councillor Lennox-Boyd added that these requests have been refused by National Highways due to visibility issues.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to form a working group consisting of Councillors Lennox-Boyd, Martin and Miller to corroborate an acceptable proposal for the horticultural appearance of the A38 roundabout and report back at the following Services Committee meeting.

36/21/22 TO RECEIVE AND CONSIDER A REPORT RELATING TO THE WATER SKI RACING SOUTH WEST.

It was **RESOLVED** to note.

**37/21/22 TO FURTHER CONSIDER THE FINANCIAL IMPACT AND
ALTERNATIVE FUNDING SOURCES AVAILABLE FOR CCTV IN
SALTASH**

Members considered the financial impact and discussed various funding sources currently available for the provision of CCTV.

Members confirmed the comprehensive proposal received included a specialised quote and did not require to adhere to the Council's Financial Regulations (12.1.b) due to the provider being the sole supplier in Cornwall with direct connections to the Police and Fire Commissioners.

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

1. An amendment to the proposal to include an additional camera to be situated within Alexandra Car Park
2. To approve submission of an application to the S106 Panel for the shortfall of money relating to any cameras within the Town Centre.
3. Further grant applications to alternative funding sources be made to assist with the shortfall.
4. Subsequent to any applications and monies awarded any further shortfall to be taken from the General Reserves to proceed with the proposal as soon as possible.

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

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

**39/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF
THE AGENDA**

None.

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

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

41/21/22 **TO CONSIDER ANY ITEMS FOR INFORMATION PURPOSES ONLY
AT THE DISCRETION OF THE CHAIRMAN.**

None.

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

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

1. Change of Public Toilets opening hours
2. Library Extended Opening Hours.
3. Water Ski Competition Event this Saturday with the Council supporting the infrastructure – Social Media Only

DATE OF NEXT MEETING

Wednesday 13 October 2021 at 6.30 pm

Rising at: 8.23 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of The Planning and Licensing Committee held at the Guildhall on Tuesday 21st September 2021 at 6.30 pm

PRESENT: Councillors: R Bullock, G Challen, J Dent (Vice-Chairman), S Martin, S Miller, A Pinckney, B Samuels (Chairman), P Samuels and D Yates.

ALSO PRESENT: C Cook (Locum Town Clerk), F Morris (Planning and General Administrator).

APOLOGIES: R Bickford, L Challen, S Gillies, M Griffiths, S Lennox-Boyd, J Peggs and G Taylor.

73/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

74/21/22 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
G Challen	PA21/07785	Non-Pecuniary	Acquaintance	Yes

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

75/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

76/21/22 TO RECEIVE AND APPROVE THE MINUTES FROM THE EXTRAORDINARY PLANNING AND LICENSING COMMITTEE HELD ON 24TH AUGUST 2021 AS A TRUE AND CORRECT RECORD.

The approval of the Minutes of The Extraordinary Planning and Licensing Committee held on 24th August 2021 was deferred due to Agenda Item Number 5 having omitted to refer to the meeting as being Extraordinary.

These Minutes will be submitted for approval at the next meeting of The Planning and Licensing Committee.

77/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

78/21/22 PLANNING:

- a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
- b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.
- c. Applications for consideration:

PA21/06036

Mr Michael Hocking Brandstone – **37 Church View St Stephens PL12 4FA**

Loft conversion with dormer to rear of property.

Ward: Essa

Date received: 24/08/21

Response date: 24/09/21

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

PA21/07100

Sara Harvey – **18 Pondfield Road Latchbrook PL12 4UA**

Side extension to semi-detached dwelling.

Ward: Trematon

Date received: 31/08/21

Response date: 24/09/21

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

PA21/07122

Mrs Val Sambles – **34 Briansway St Stephens Saltash PL12 4AZ**

To remove an existing 45+ year old Leylandii hedge and replace it with a 2 metre high wooden fence.

Ward: Essa

Date received: 23/08/21

Response date: 24/09/21

The Chairman informed Members of Saltash Town Council's Tree Wardens' Report.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND APPROVAL** subject to the height of the new fencing being no more than 1.5 metres above the pavement level.

PA21/07314

Mr Paul Phelps – **18 Hillside Road Saltash PL12 6EX**

Creation of gravel off-street parking (for 2 vehicles) with retaining wall.

Ward: Tamar

Date received: 26/08/21

Response date: 24/09/21

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

PA21/07578

Mr N & Mrs Tripp – **16 Dartmoor View Saltash PL12 6WF**

Front porch.

Ward: Tamar

Date received: 31/08/21

Response date: 24/09/21

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

PA21/07691

Mrs Louise Pasterfield – **29 Culver Road Saltash PL12 4DR**

Demolition of existing ancillary outbuildings, removal of asbestos wall linings and replacement construction of new dining room, utility room and home office extension.

Ward: Essa

Date received: 07/09/21

Response date: 28/09/21

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

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

PA21/07785

Mr Darren Bennetts – **Trematon Cottage Broad Lane Trematon PL12 4RT**

Extension to cottage and erection of single storey garage.

Ward: Trematon

Date received: 23/08/21

Response date: 24/09/21

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

Councillor Challen was invited and returned to the meeting.

PA21/07798

Mr W Douie – **5 Coombe Road St Stephens PL12 4ER**

Proposed rear lower ground extension with replacement terrace over and proposed endless pool. Front kitchen extension and new porch.

Ward: Essa

Date received: 31/08/21

Response date: 24/09/21

The Chairman informed Members of an objection received from the owner of a neighbouring property.

It was proposed by Councillor Challen, seconded by Councillor P Samuels and resolved to **RECOMMEND REFUSAL** on the grounds of:

1. Overlooking, particularly in relation to the removal of the hedge.
2. Overbearing.
3. Noise.
4. Overdevelopment of the site.

PA21/07959

Mr William Ben – **12 Essa Road, Saltash, PL12 4ED**

Conversion of original villa into two dwellings.

Ward: Essa

Date received: 07/09/21

Response date: 28/09/21

It was proposed by Councillor Challen, seconded by Councillor Pinckney and resolved to **RECOMMEND REFUSAL** in relation to:

1. Policy H5 of the Draft Neighbourhood Plan dated December 2020 with concerns regarding parking.
2. Not in keeping with the street scene.
3. Overdevelopment.

PA21/08019

Mr F W Rogers – **Land At Pilmere Drive Saltash**

Construction of 2 No. industrial units.

Ward: Tamar

Date received: 14/09/21

Response date: 05/10/21

It was proposed by Councillor P Samuels, seconded by Councillor Martin and resolved to **RECOMMEND REFUSAL** on the basis of overdevelopment of the site, particularly relating to parking, noise and disturbance.

PA21/08021

Mr & Mrs C Sharp – **40 Homer Park Saltash PL12 6HJ**

Replacement of balcony/deck.

Ward: Tamar

Date received: 27/08/21

Response date: 24/09/21

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

PA21/08389

Suzanne Hedger – **9 Frith Road Saltash PL12 6EL**

Extension and refurbishment of 1930s bungalow.

Ward: Tamar

Date received: 02/09/21

Response date: 24/09/21

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

PA21/08441

Mrs M Gregory – **7 Deer Park Saltash PL12 6HE**

Roof dormers to residential bungalow.

Ward: Tamar

Date received: 06/09/21

Response date: 27/09/21

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

d. Tree applications:

None.

e. Tree notifications:

PA21/08631

Mrs Brigitte Dixon, Tamar Protection Society – **Mary Newmans Cottage 48 Culver Road Saltash PL12 4DT**

Works to trees within a conservation area: 1 – White Maple to reduce height from 9m to 7m, reduce side spread of crown by 1m. 2 – Beech 1, reduce height from 11m to 9m, reduce side spread of crown by 3m. 3 – Hornbeam reduce height from 11.5m to 9m, reduce side spread of crown by 3m. 4 – Beech 2, reduce height from 11.5m to 9m.

Ward: Essa

Date received: 25/08/21

Response date: 24/09/21

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

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

79/21/22 CONSIDERATION OF LICENCE APPLICATIONS:

Premises Name and Address	MK Callington Store, 133 Callington Road, Saltash, PL12 6EB.
Applicant	M K Callington Store Ltd.
Application Accepted	02.09.2021
Application Type	Grant
Licensable Activities	Sale by retail of alcohol
Ref.	LI21_003998
Representations Deadline	30.09.2021
Licensing Officer	Linda Edmunds

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

80/21/22 CORRESPONDENCE.

None.

81/21/22 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.

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

None.

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

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

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

None.

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

None.

DATE OF NEXT MEETING

Tuesday 5 October 2021 at 6.30 pm

Rising at: 7.30 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of The Personnel Committee held at the Guildhall on Tuesday 28th September 2021 at 6.30 pm

PRESENT: Councillors: G Challen, S Martin (Vice-Chairman), S Miller, B Samuels and G Taylor (Chairman).

ALSO PRESENT: S Burrows (Acting Town Clerk), S Emmett (Finance Officer) and R Enticknap (Service Delivery Manager).

APOLOGIES: J Peggs.

72/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

The Acting Town Clerk advised the Chairman and Vice Chairman and informed Members that this evening's Personnel Committee meeting is to form Part Two following agenda item 8 due to the nature of business to be transacted this evening.

73/21/22 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. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

74/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 27TH JULY 2021 AND THE EXTRAORDINARY PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 26TH AUGUST 2021 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Personnel Meeting held on Tuesday 27th July 2021 were confirmed as a true and correct record.

It was proposed by Councillor Miller, seconded by Councillor Taylor and **RESOLVED** to amend minute 71/21/22 point 8 to include the following sentence:

Members recognised a longer timeframe is required to appoint a permanent Town Clerk/RFO, to consider dividing the roles and determine a suitable job description and person specification.

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on Thursday 26th August 2021 were confirmed as a true and correct record.

75/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

76/21/22 TO RECEIVE, CONSIDER AND RECOMMEND AMENDMENTS TO THE COMMITTEES TERMS OF REFERENCE TO THE NEXT POLICY AND FINANCE MEETING

It was proposed by Councillor Miller, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Council the amendments to the Personnel Committee Terms of Reference.

77/21/22 TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED.

The Acting Town Clerk informed Members there are no new training requests.

It was **RESOLVED** to note.

The Acting Town Clerk reported on authorised staff training by line managers under delegated authority and within budget.

It was **RESOLVED** to note.

78/21/22 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.

The Chairman reminded Members that items discussed are of the strictest confidence and must not be discussed or shared with others.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

The Acting Town Clerk informed Officers attending the meeting that the same rules apply to them.

79/21/22 TO RECEIVE AND CONSIDER A SERVICE DELIVERY STAFFING REPORT.

It was proposed by Councillor G Challen, seconded by Councillor B Samuels and **RESOLVED**:

1. To appoint a permanent Service Delivery General Assistant for the year 2021-22 at 30 hours per week, NJC scale 7–9, commencing on point 7 within the existing budget.
2. To appoint two Casual Caretakers on a zero hour contract, NJC scale 5-6, commencing on point 5 within the existing budget 2021-22 to cover daytime and evening Caretaking duties across all Council premises as and when required.

It was proposed by Councillor Martin, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021:

3. To appoint two Service Delivery General Assistants on annualised hour contracts at 37 hours per week, NJC scale 7–9, commencing on point 7 within budget for the year 2022-23, to cover the heavier workload during the months of March to October with the option to reduce the hours during the months of November to February.

The Service Delivery Manager left the meeting.

80/21/22 BUDGET STATEMENTS:

- a. To receive the current Committee budget statements:

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Committee Meeting to be held on 24th November 2021:

1. To withdraw the Administration / HR Assistant budget line for the year 2021-22.

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Committee Meeting to be held on 24th November 2021:

2. To vire surplus from the Administration / HR Assistant budget 2021-22 of £27,886.46 to budgets P&F Staffing Contingency, salary uplift to the temporary Acting Town Clerk post and the interim Town Clerk post.

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and resolved to **RECOMMEND** to the next Full Council Meeting:

3. A salary uplift to the post Service Delivery Manager from scale 18-23 to 24-28, commencing on point 25 from 1st October 2021 to reflect the duties and responsibilities of the post.

b. To set the Personnel budget for the year 2022/23:

It was proposed by Councillor Taylor, seconded by Councillor Martin and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Committee Meeting to be held on 24th November 2021:

1. To vire surplus from the P&F Staffing budget 2021-22 of £12,895 to the P&F Staff Contingency budget for the year 2022-23 (allocated as per minute number 80/21/22a point 2 above).
2. To vire surplus from the Service Delivery Staffing budget 2021-22 of £24,643 to the Service Delivery Staff Contingency budget for the year 2022-23.

To note; points one and two above will avoid an increase in the Precept for the year 2022-23.

3. To increase the Library Staffing Contingency budget to £15,000 for the year 2022-23.
4. To withdraw the Casual Library Information Assistant budget line for the year 2022-23, there are no available funds to vire from this budget.
5. To increase the Personnel Committee EMF Legal Fees from £6,000 to £8,000 for the year 2022-23.
6. To increase the Personnel Committee Operating Expenditure by 2.5% CPI.
7. To set the Personnel Committee budget (as attached) for the year 2022-23.

It was proposed by Councillor Taylor, seconded by Councillor G Challen and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021:

1. That the Assistant Town Clerk title be designated Deputy Town Clerk and to set the salary scale at 33-36 commencing on point 34 within budget for the year 2022-23 linked with the recruitment of a Town Clerk/RFO post and salary to reflect the role and responsibilities of the post.

The Finance Officer left the meeting.

81/21/22 TO RECEIVE AND CONSIDER THE FULL ACCA ACCOUNTANCY TRAINING SYLLABUS FOR MODULE THREE.

(Pursuant to Personnel held on 27.07.21 minute nr. 58/20/21)

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** to refuse a request to fund and support the next stages of the ACCA Accountancy Training due to the modules not entirely tailored to Local Government Working Practices.

82/21/22 TO APPOINT THREE MEMBERS TOGETHER WITH THE ACTING TOWN CLERK TO A RECRUITMENT SUB GROUP.

It was proposed by Councillor G Challen, seconded by Councillor Taylor and **RESOLVED** to hold an Extraordinary Personnel Committee Meeting to consider the job description and person specification for a permanent Town Clerk/RFO post.

83/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

84/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 23 November 2021 at 6.30 pm

Rising at: 8:50pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of The Devolution Sub Committee held at the Guildhall on Wednesday 29th September 2021 at 6.30 pm

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

ALSO PRESENT: Councillor S Miller and H Frank (Cornwall Council), S Burrows (Acting Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: Councillors: J Peggs and B Samuels.

15/21/22 HEALTH AND SAFETY ANNOUNCEMENTS.

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

16/21/22 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. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

17/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

18/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE DEVOLUTION SUB COMMITTEE HELD ON WEDNESDAY 21ST 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 Martin, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Devolution Sub Committee held on Wednesday 21st July 2021 were confirmed as a true and correct record.

19/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

20/21/22 TO RECEIVE THE DEVOLUTION SUB COMMITTEE TERMS OF REFERENCE.

It was proposed by Councillor Martin, seconded by Councillor P Samuels and **RESOLVED** to approve the Terms of Reference subject to the following amendments:

1. The quorum be reduced to five.
2. Under point one the wording be changed to investigate and potentially progress devolution of assets from Cornwall Council to Saltash Town Council working with the Community Link Officer.

21/21/22 SALTASH LEISURE CENTRE.

The Chairman briefed Members on the recent announcement of a public consultation, currently running and open for responses, due to Saltash Leisure Centre operators – Greenwich Leisure Limited (GLL) requesting Cornwall Council to allow them to cease operations in Saltash.

Members discussed in great length various concerns with the information currently available from Cornwall Council and the operators GLL.

Members further considered how this may fit in with current devolution plans and the potential impact on the Town Council and Saltash community if the Leisure Centre were to be devolved by the Town Council.

Members discussed the current situation and considered how the Town Council could become involved in any further development business plans / proposals of the future of the leisure centre.

Members further expressed concern due to insufficient data being unavailable and therefore an informed decision on a possible solution for the future of the leisure centre is difficult to ascertain.

Cornwall Councillor Frank informed the Sub Committee that Cornwall Council have now established an Engagement Team to further engage with the Town Council and residents during the consultation.

Members further discussed many reasons for the potential closure of the leisure centre to be opposed to, some of which include the clear necessity for better Health and Well-Being during the recent pandemic, the continued use of the leisure centre facilities for local schools and neighbouring towns, the need for tackling obesity, improving health and regular exercise which have all been included in the advice for defeating symptoms and long-term effects of COVID.

The Chairman briefed Members on various funding streams being further explored with the Acting Town Clerk and Cornwall Council's Community Link Officer, however, stressed that without confirmed data of the issues Saltash Leisure Centre and GLL operators are facing it is difficult to further progress at this time.

It was proposed by Councillor Martin, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council to be held on Thursday 7th October 2021:

1. To hold an Extraordinary Full Town Council meeting to include attendees from GLL, Cornwall Councillors and Cornwall Council Officer Julie Zessimedes with any questions forwarded in advance to the Acting Town Clerk with sufficient data and figures to be requested from Cornwall Council for Members to further consider viable options.
2. To issue a public statement on Saltash Town Councils current position and opposition of the closure of Saltash Leisure Centre including expressions of concern over the public consultation.
3. The Acting Town Clerk to register all Members to attend the virtual information public event to be held on 13th October 2021 at 7pm.

22/21/22 TO RECEIVE AN UPDATE ON DEVOLUTION.

Waterside & Pontoon

The Chairman briefed Members of a recent meeting held with Cornwall Council's Maritime Manager, Cornwall Councillors, Cornwall Council Community Link Officer, Town Council Members, Service Delivery Manager and Assistant Service Delivery Manager.

The Chairman informed Members of the Cornwall Council's Maritime Managers aim to revitalise Cornwall's maritime portfolio.

The Chairman further spoke of the conversations held which expressed some of the concerns such as the cost for sufficient lighting, waste management and issues relating to the sea wall should the Town Council wish to further pursue to devolve the waterside.

Cornwall Council Maritime Manager discussed the harbour area and informed the Chairman that all moorings currently belong to Plymouth City Council, with old by laws in place that are to be further investigated.

The Chairman advised Members that after careful consideration and reflection it is not believed to be sustainable for the Town Council to manage, maintain, be responsible for and operate the Waterside area.

Victoria Gardens

The Chairman discussed Victoria Gardens and the previous expression to prioritise the devolution of this asset. After further investigation the Chairman spoke of an alternative proposal ascertained which would allow the Town Council more freedom to manage and maintain without having to devolve from Cornwall Council and incur extensive costs to repair the railings, walls, maintenance to the trees.

The Chairman spoke of the current Tenancy at Will in place and the restrictions on the agreement in relation to the use of the Maurice Huggins Room and maintenance works that can be carried out within Victoria Gardens.

The Chairman requested consideration of a Five-Year Lease agreement with Cornwall Council which would allow the Town Council to further progress with the community use of the MHR and the freedom to further develop the grounds within Victoria Gardens without a substantial increased cost.

The Chairman went on to advise Members that if consideration to further lease Victoria Gardens rather than devolve from Cornwall Council it would prevent the Town Council from accessing the Capital Devolution Fund.

23/21/22

TO IDENTIFY AND PRIORITISE DEVOLUTION ASSETS AND LAND PROGRAMME.

Waterside and Pontoon

After considering the update Members discussed the Transfer of Ownership and the possibility of alternative options to form a Waterside Partnership with a detailed management agreement to be negotiated with Cornwall Council.

Members agreed this would allow time for expertise to be gained as well as a service level agreement to assist with revenue costs without having to adopt the Waterside asset with no financial forecast.

It was proposed by Councillor Martin, seconded by Councillor Bickford and resolved to **RECOMMEND** to Full Council to be held on Thursday 7th October 2021 to:

1. Form a Saltash Waterside Partnership with Cornwall Council and other organisation's such as Cornwall Council Maritime Team and Saltash Coastal Communities Team.
2. Form monthly meetings to progress the Partnership.
3. Further progress a management agreement with Cornwall Council for a period of five-years.
4. Work up a set of Terms of Reference.

Victoria Gardens

Members agreed that a five-year Lease Agreement with Cornwall Council appeared to be a preferable option but expressed the necessity for Cornwall Council to agree to maintain ownership and address the high priority areas, such as, the railings/gates, walls, trees etc and continue maintenance during the lease period, the Town Council to be responsible for the maintenance of the low priority areas and management of the property and land.

Members stated that another option is a threshold limit be clearly set in the lease agreement should any maintenance works be above the amount stipulated then the responsibility would fall on the owners Cornwall Council.

Members stated that a break clause or review date be considered in the five-year lease should the Town Council wish to opt out as devolution progresses.

It was proposed by Councillor Martin, seconded by Councillor Bickford and resolved to **RECOMMEND** to Full Town Council on Thursday 7th October 2021 to further progress a five-year lease agreement with Cornwall Council's Community Link Officer for Maurice Huggins Room and Victoria Gardens.

Longstone Depot Garage and Store

It was proposed by Councillor Martin, seconded by Councillor Bullock and **RESOLVED** to give delegated authority to the Acting Town Clerk to liaise with Cornwall Council's Community Link Officer:

1. To ascertain if existing lease terms can be further renegotiated in relation to Longstone Depot Garage and Store.
2. To obtain an update on Longstone Park works to the wall, railings, tennis courts, bins, benches and play equipment.
3. To further explore the possibility of the Town Council improving certain areas within Longstone Park.
4. The Acting Town to report back at the next Devolution meeting.

24/21/22 FINANCE AND BUDGET:

- a. To review, consider and recommend the Town Council Five Year Plan devolution assets and land costs to the Property Maintenance Sub Committee.

It was proposed by Councillor Martin, seconded by Councillor Gillies and **RESOLVED** that the current Services budget 6588 EMF Victoria Gardens available funds of £10,000 allocated for repair and maintenance works to Victoria Gardens remains sufficient for the year 2022-23.

It was proposed by Councillor Martin, seconded by Councillor Gillies and resolved to **RECOMMEND** to the Precept Services Committee meeting to be held on 14th October 2021 to revisit budget 6571 EMF Saltash Recreation Areas for the year 2022-23 and to further invest in Town Council playparks / open space areas.

25/21/22 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.

26/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

27/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

28/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

29/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 8.19 pm

Signed: _____
Chairman

Dated: _____

Christmas Lights and Town Events Sub Committee

Composition: Eight members

Chairmanship: Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.

Quorum: Five

Meetings: As required

Timing: 6:30 p.m.

Venue: Guildhall or by a virtual platform under Covid 19 legislation

Reports to: Services Committee

Remit:

Terms of Reference & Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget

1. To work as an active Sub Committee of Saltash Town Council with the purpose of encouraging more events into Saltash so visitors can visit places of historic interest and also to enjoy the services of the hostelrys and eateries.
2. Increase the footfall for the Town.
3. To co-ordinate and implement the activities of events for Saltash.
4. Establish a long term events calendar for Saltash.
5. Organize smaller projects alongside yearly larger events.
6. To seek funding and sponsorship where possible.
7. To organize Christmas lights, themes and stalls for Saltash.
8. To give time or resources towards projects.
9. To agree to try something different or to do something differently.
10. To ensure an entertainment licence has been sourced.