



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
*Telephone: 01752 844846*  
[www.saltash.gov.uk](http://www.saltash.gov.uk)  
7 January 2022

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 13th January 2022 at 7.00 pm.**

All persons must wear a face covering unless medically exempt when entering the Guildhall building and in communal areas. Councillors can remove face covering once seated, members of the public and press are to continue wearing a face covering. We ask everyone to respect each other's space and to consider their own unique circumstances before attending Town Council meetings. Please do not attend if you feel unwell or tested positive for Covid-19.

Prior to attending Town Council meetings please review the Guildhall Covid-19 Physical Face to Face Council Meetings Risk Assessment here: <https://modern.saltash.gov.uk/documents/s3207/Guildhall%20Covid-19%20Physical%20Face%20to%20Face%20Council%20Meetings%20Risk%20Assessment.pdf>. 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](mailto:enquiries@saltash.gov.uk)

Planning applications can be viewed by Members of the Council prior to the meeting on the Cornwall Council's website [www.cornwall.gov.uk](http://www.cornwall.gov.uk). Members of the public may view planning applications during normal working hours of 9:30 a.m. – 4:30 p.m. online at Saltash Library.

Yours sincerely,

S Burrows  
Acting Town Clerk  
To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
R Bickford (Vice-Chairman) R Bullock G Challen J Foster M Griffiths S Lennox-Boyd	L Challen J Dent S Gillies S Martin J Peggs P Samuels (Chairman)	S Miller B Samuels D Yates Vacancy

## **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 5)
6. Monthly Crime Figures (Pages 6 - 7)
7. Report by Community Enterprises PL12
8. Cornwall Gateway Community report for nothing or matters arising. (Pages 8 - 15)
9. Cornwall Gateway Community Action points for Reports. (Pages 16 - 18)
10. To receive a report on behalf of Safer Saltash (Pages 19 - 26)
11. To receive a report from Cornwall Councillors
12. To consider Risk Management reports as may be received
13. 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.
14. To receive and approve the Minutes of the Full Town Council Meeting held on Thursday 2nd December 2021 as a true and correct record (Pages 27 - 47)
15. Finance:
  - a. To advise the following receipts in: (Page 48)
    - i. November 2021.
  - b. To advise the following payments in: (Pages 49 - 50)
    - i. November 2021.

- c. Urgent and essential works actioned by the Acting Town Clerk under Financial Regulations.
  - d. To note that bank reconciliations up to 30th November 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.
16. To receive and approve a draft lease between Saltash Town Council and First Greater Western Ltd for the land beneath the former BT phone box located at Isambard House. (Pages 51 - 76)
  17. To receive and approve the final draft of the 2022/23 Precept Leaflet (Pages 77 - 78)
  18. To receive a report from the Saltash Platinum Jubilee Working Group and consider any associated expenditure. (Pages 79 - 81)
  19. To receive a report and approve the Town Council Schedule of Meetings calendar for the year 2022/23. (Pages 82 - 83)
  20. Correspondence.
  21. To receive and note the minutes of the following Committees and consider any recommendations:
    - a. Services held on Wednesday 8th December 2021 (Pages 84 - 90)
    - b. Extraordinary Personnel held on 16th December 2021 (Pages 91 - 92)
    - c. Planning and Licensing held on 21st December 2021 (Pages 93 - 101)
    - d. Extraordinary Personnel held on 6th January 2022 (Pages 102 - 117)
    - e. Policy and Finance held on 11th January 2022 (Pages 118 - 126)

22. To receive and note the minutes of the following Sub Committees and consider any recommendations:
  - a. Town Centre Vision held on 2nd December 2021. (Pages 127 - 128)
  - b. Library held on Thursday 9th December 2021 (Pages 129 - 134)
  - c. Town Vision held on 14th December 2021 (Pages 135 - 138)
23. Meet your Councillors:
  - a. The next scheduled meeting date is Saturday 15th January 2022 outside Bloom Hearing, Fore Street.
24. 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.
25. To consider any items referred from the main part of the agenda.
26. Public Bodies (Admission to Meetings) Act 1960  
To resolve that the public and press be re-admitted to the meeting.
27. To consider urgent non-financial items at the discretion of the Chairman.
28. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
29. Date of next meeting:
30. 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 13<sup>TH</sup> JANUARY 2022

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

Saturday 4 <sup>th</sup> December	2.10pm	Santa Fun Run, Fore Street Saltash
Saturday 4 <sup>th</sup> December	7.30pm	Saltash Sailing Club dinner and dance at China Fleet Club
Sunday 5 <sup>th</sup> December	TBC	Presentation by Mayor to St Nicholas and St Faith Church Saltash
Sunday 5 <sup>th</sup> December	4.30pm	Window Wanderland tour
Tuesday 7 <sup>th</sup> December	7.30pm	Saltash Floral Art Club Demo, Saltash Methodist Church
Tuesday 7 <sup>th</sup> December	6pm	Plymouth College Carol Service, Minster Church of St Andrew (Deputy Mayor attended)
Thursday 9 <sup>th</sup> December	2pm	Saltash Age Concern Lunch, Burraton Community Centre
Friday 10 <sup>th</sup> December	11.30am	Saltash 2 <sup>nd</sup> Forum, Saltash Social Club (Deputy Mayor attended)
Friday 10 <sup>th</sup> December	6.45pm	St. Petroc's Church Service, Truro Cathedral (online service)
Sunday 12 <sup>th</sup> December	4pm	High Sheriff of Cornwall Legal Service, Truro Cathedral
Tuesday 14 <sup>th</sup> December	4.30pm	St Stephens School Window Wanderland visit
Wednesday 15 <sup>th</sup> December	7pm	Saltash Rotary Christmas meal, China Fleet Club
Sunday 19 <sup>th</sup> December	10am	Christmas Service, Redeemer Church, The Core Saltash



## Devon & Cornwall Police

Building safer communities together

### Crimes Recorded - 01/11/2021 to 01/12/2021 - Saltash Town

Offence	Recorded Crime 01/11/2021 to 01/12/2021	Recorded Crime 01/11/2020 to 01/12/2020	Recorded Crime % Difference
Violence with Injury	8	9	-11.1%
Violence without Injury	8	7	14.3%
Stalking and Harassment	13	15	-13.3%
Rape	0	1	-100.0%
Other Sexual Offences	3	0	-
Robbery	1	0	-
Burglary Dwelling	0	2	-100.0%
Burglary Non-Dwelling	0	3	-100.0%
Vehicle Offences	3	6	-50.0%
Theft from the Person	0	1	-100.0%
Bicycle Theft	1	0	-
Shoplifting	11	0	-
All Other Theft Offences	3	4	-25.0%
Criminal Damage	11	12	-8.3%
Public Order Offences	4	6	-33.3%
Possession of Weapons	0	1	-100.0%
Possession of Drugs	2	2	0.0%
Other Offences	1	1	0.0%
<b>Total</b>	<b>69</b>	<b>70</b>	<b>-1.4%</b>

Non Notifiable Offences	2	4	-50.0%
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**Devon & Cornwall Police**

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**Incidents Recorded - 01/11/2021 to 01/12/2021 - Saltash Town**

Incident Closing Category	Incidents - 01/11/2021 to 01/12/2021	Incidents - 01/11/2020 to 01/12/2020	Incidents % Difference
Anti Social Behaviour	14	25	-44.0%
Crime Recorded	24	27	-11.1%
Public Safety	57	81	-29.6%
Transport	30	22	36.4%
<b>Total</b>	<b>125</b>	<b>155</b>	<b>-19.4%</b>



# Notes

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

<b>Present:</b>	<b>Title/Representing:</b>
Chair - Cornwall Councillor Hilary Frank	Saltash Essa Division
Vice-Chair - Cllr Gary Davis	Deputy Mayor, Torpoint Town Council
<b>Cornwall Councillors:</b>	
Cornwall Councillor Kate Ewert	Rame Peninsula & St Germans Division
Cornwall Councillor Hilary Frank	Saltash Essa Division
Cornwall Councillor Sheila Lennox-Boyd	Saltash Tamar Division
Cornwall Councillor John Tivnan	Torpoint Division
Cornwall Councillor Martin Worth	Saltash Trematon & Landrake Division
<b>Town and Parish Councils:</b>	
Antony Parish Council	Cllr Peter Bulmer
Botus Fleming Parish Council	Chair, Cllr Dave Edwards
Landrake with St Erney Parish Council	Vice-Chair, Cllr Graeme Francis
Maker with Rame Parish Council	Cllr Wendy Ferguson
Millbrook Parish Council	Chair, Cllr Nicky Roberts
Saltash Town Council	Cllr Sarah Martin
Saltash Town Council	Cllr Steve Miller
Sheviocck Parish Council	Cllr Diana Lester
St Germans Parish Council	Vice Chair, Cllr Alan Hodge
St Germans Parish Council	Cllr Steve Barnes
St John Parish Council	Vice-Chair, Cllr Roy Hoskin
Torpoint Town Council	Deputy Mayor, Cllr Gary Davis
<b>Guest Speakers and Cornwall Council Officers:</b>	
Sector Inspector Rupert Engley	Devon & Cornwall Police (min no 3)
Lucy Allison	Community Safety Officer – East Cornwall, Cornwall Council (min no 3)
Katherine Kemp	ASB Case Worker, Cornwall Council (min no 3)
Oliver Vigo	Tri-Service Officer, Cornwall Council (min no 3)
Sally Jones	School for Social Entrepreneurs (min no 4)
Derek Holley	SARS (Saltash Area Road Safety) (min no 7)
Will Glassup	Highways Manager, CORMAC (min no 7)
Louise Wood	Service Director for Planning & Sustainable Development, Cornwall Council / CLT Representative
Catherine Thomson	Community Link Officer, Cornwall Council
Lisa Grigg	Communities Support Assistant, Cornwall Council
<b>Apologies for absence:</b> Cllr Libby Gawith (Vice-Chair, Landulph Parish Council), Cllr Rebecca Lingard (Maker with Rame Parish Council), Cllr Peter Samuels (Mayor, Saltash Town Council), Cllr Richard Bickford (Deputy Mayor, Saltash Town Council), Cllr Nigel Witton (St Germans Parish	



Council). An apology for early departure was also received from Cornwall Councillor Sheila Lennox-Boyd.

No.	Key/Action Points	Action by:
1.	<p><b>Welcome and Declarations of Interest</b></p> <p>The Chair of the Panel, Cornwall Councillor Hilary Frank, welcomed all present and invited everyone to introduce themselves.</p> <p>There were no declarations of interest.</p>	
2.	<p><b>Public Participation</b></p> <p>There were no members of the public present.</p>	
3.	<p><b>Devon and Cornwall Police Update and Community Safety</b></p> <p><b>Update from Sector Inspector Rupert Engley</b> (who welcomed the high numbers in attendance):</p> <ul style="list-style-type: none"> <li>• Please see attached crime figures.</li> <li>• We have seen a drop in demand during the last month or so as we moved out of the tourist season.</li> <li>• However, the main challenge remains the continued impact we are all feeling due to the extra pressure on the NHS, specifically for Treliske and Derriford hospitals.</li> <li>• We still have substantial time officers are having to wait for ambulances at incidents and at hospitals when we have to take prisoners requiring treatment prior to being taken to custody.</li> <li>• We have another 4 student officers joining us between now and February.</li> </ul> <p>Following a query, it was clarified that whilst the area traffic officers are predominately focussed on the main trunk roads, they can also be tasked to target specific issues in other areas such as drink driving.</p> <p>Councillor Hilary Frank wished to record her thanks to officers for their support at the recent Christmas Festival in Saltash which was very well attended with over 4500 visitors.</p> <p><b>Update from Lucy Allison, Community Safety Officer – East Cornwall</b></p> <ul style="list-style-type: none"> <li>• Lucy was introduced to the meeting and outlined her role which involves working closely with the police and relevant groups and organisations to address complex crime issues. Lucy also chairs the monthly Safer Saltash meetings.</li> <li>• Lucy highlighted the importance of encouraging residents to report incidents so that it can be evidenced and actioned. Please see link below for reporting details; <a href="#">Anti Social Behaviour   Safer Cornwall</a></li> </ul> <p><b><u>Katherine Kemp – Anti-Social Behaviour Case Worker, Cornwall Council</u></b></p> <ul style="list-style-type: none"> <li>• Katherine was welcomed to the meeting as the new ASB Case Worker for the area.</li> <li>• Katherine is currently getting to know the communities and issues but also reiterated the importance of reporting and recording.</li> </ul>	ALL

	<p><b><u>Oliver Vigo – Tri-Service Officer, Cornwall Council</u></b></p> <ul style="list-style-type: none"> <li>• Oliver was welcomed to the meeting as the new Tri-Service Officer for the area, based in Torpoint.</li> <li>• This role combines the Police, Ambulance and Fire and Rescue Services working closely with all partner agencies to provide early intervention and prevention.</li> </ul> <p>The guests were thanked for their attendance and wished well in their new roles. Thanks were also extended to Helen Toms, the previous ASB Case Worker, for all her help and support.</p>	
4.	<p><b>The Springboard Programme - Sally Jones, School for Social Entrepreneurs</b></p> <p>Sally outlined details of a new funding opportunity for specific towns, including Saltash and Torpoint, to support individuals to develop their ideas for a community project or business.</p> <p>Please see attached for full details together with maps showing the eligible postcode areas.</p> <p>Individuals can join the programme at any time from now until December 2022 and will receive 12hrs+ of support plus 4hrs 1:1 mentoring from an active social entrepreneur. Sessions are delivered both online and face-to-face in the eligible towns.</p> <p>Eligible individuals can either be employed (but not self-employed) or unemployed or inactive/retired.</p> <p>The panel were asked to forward this information to any community groups who might be interested in sharing this offer with their members.</p>	ALL
5.	<p><b>Leisure Centre update</b></p> <p>The 6-week consultation period on the Draft Leisure Resources Strategy has now closed. Over 4700 responses were received and the results are currently being analysed and will be reported to the Council's Cabinet on the 15 December. Consultation results will be circulated as soon as they become available.</p> <p>The Cabinet will also be considering a number of recommendations including one proposal seeking authority for officers to proceed with credible expressions of interest.</p> <p>The full report and supporting papers for the Cabinet meeting can be found here;  <a href="#">Agenda for Cabinet on Wednesday, 15th December, 2021, 10.00 am - Cornwall Council</a></p>	CT
6.	<p><b>Update on priorities</b></p> <p><b>A38</b></p> <ul style="list-style-type: none"> <li>• Government has launched the RIS 3 development process. The Highways Magazine has published an article that is useful reading for general awareness of the process ahead for the RIS3 pipeline schemes; <a href="#">Highways Magazine - Government launches RIS 3 development process</a></li> <li>• The National Highways Route Strategy consultation has been extended to the end of December;  <a href="#">Route Strategies (highwaysengland.co.uk)</a></li> </ul>	

	<ul style="list-style-type: none"> <li>The plans still omit any consideration of the economic value of future schemes and the 'ideal solution' of a dual carriageway will not be put forward to the general public for consultation in 2022.</li> <li>The panel's support was welcomed to continue to make representations to National Highways.</li> </ul> <p><b>Air Quality</b></p> <ul style="list-style-type: none"> <li>Work to start on installing the indoor filtration system on the 15 December.</li> <li>Cornwall Council will cover the cost of any additional electricity generated for residents which is expected to be in the region of £80 per year per household.</li> <li>Access to the monitoring dashboard data will also be given to St Germans Parish Council as well as the Tideford residents.</li> </ul> <p><b>Water transport</b></p> <ul style="list-style-type: none"> <li>Positive Meeting held with the Cornwall Council's Cabinet Members at the end of October in Torpoint.</li> <li>Exploring how best to proceed in light of the current financial climate.</li> <li>One of the issues recognised at the meeting with the Cabinet was the weight of evidence supporting extensive partnership and stakeholder engagement.</li> <li>It was hoped to have an update in the New Year followed by a meeting of the Working Group.</li> </ul> <p><b>Climate change</b></p> <ul style="list-style-type: none"> <li>The initial meeting of the Climate Change Working Group was held in September. The action notes were circulated with the agenda. A subsequent meeting was held in early December. Both meetings were very well attended with lots of enthusiasm and positive ideas.</li> <li>The last meeting discussed Gleaning and community fridges. The next meeting will hear more about the Local Nature Recovery Strategy.</li> <li>CT suggested it is renamed as a network rather than a Working Group as its focus is about information sharing and networking. This was agreed by the panel.</li> <li>Councillor Worth highlighted that the Tamara Landscape Partnership were looking to engage on their AONB project and it was suggested they might be interested in attending the next meeting.</li> <li>Maker with Rame Parish Council have produced a Green Guide for households in the parish; <a href="https://www.cornwall.gov.uk/media/1234567/rame-peninsular-green-guide-2021.pdf">rame-peninsular-green-guide-2021.pdf (cornwall.gov.uk)</a> The parish are happy for other parishes to use it a template should they wish to do so. The parish were congratulated on producing such an excellent document. Thanks were also extended to Clare Wallerstein, Cornwall Climate Care for her help and assistance.</li> </ul>	<p><b>ALL</b></p> <p><b>CT</b></p> <p><b>CT</b></p>
7.	<p><b>Highways and Transport</b></p> <ul style="list-style-type: none"> <li>The latest update report on the Community Network Highways Schemes was circulated with the agenda.</li> <li>WG updated that there were 7 schemes currently requiring TROs. It was hoped details will be circulated to Town and Parish Councils before Christmas.</li> <li>Vollards Lane, Botus Fleming – programmed for the end of January.</li> </ul> <p><u>Future Highways Scheme</u></p>	

	<ul style="list-style-type: none"> <li>• The Highways budget for the next financial year has been approved, which equates to £57,330 for the Cornwall Gateway CNP based on 5 Cornwall Councillors.</li> <li>• The process is currently being finalised and Cornwall Councillors will be briefed at the Economic Growth &amp; Development Scrutiny Committee on the 14 December.</li> <li>• It is expected to follow a similar process as previously with Expressions of Interest being sought from the Town and Parish Councils.</li> <li>• However, it will be a particularly challenging timetable as project briefs will need to be signed off by the Portfolio Holder by the end of May.</li> <li>• Agreed the next CNP meeting on the 16 March will focus on the Highways Scheme.</li> <li>• The Chair, WG and CT to further discuss the proposed approach in light of the tight timescale.</li> </ul> <p>Cllr Edwards referred to the recent resurfacing in the parish and queried why Vollards Lane going up the hill towards Andrews Way has not been included as it is in a worse condition? WG to follow up.</p> <p><b>Update from Saltash Area Road Safety (SARS)</b></p> <ul style="list-style-type: none"> <li>• The notes of the last meeting were circulated with the agenda.</li> <li>• The Panel agreed at its last meeting that road safety was a concern across the network and welcomed engagement with SARS to collectively discuss issues. It was also agreed that SARS would be invited to future Panel meetings.</li> <li>• Derek Holley, Chair of Saltash Area Road Safety thanked the panel for inviting him to the meetings and raised the following queries which were responded to. <ul style="list-style-type: none"> <li>○ Update on the 20's Plenty Campaign? – Please forward interested areas to CT as a list is currently being collated. How it will be rolled out is not yet known.</li> <li>○ Feedback on Speed Visor and data? On track as per the agreed schedule. It is currently in Millbrook. WG to follow up the request for data.</li> <li>○ Speedwatch – Cllr Hilary Frank has completed the training and will be assessing suitable sites in Saltash with the police later this week.</li> </ul> </li> </ul> <p>Fore Street, Saltash - Thanks were extended to WG and his team for firstly postponing the full surfacing until after the Christmas period and listening to the views of the town and traders, and secondly for the quality of the work that took place and how accommodating the team on site were to ensure there was minimum disruption.</p>	<p><b>CT/HF /WG</b></p> <p><b>WG</b></p> <p><b>ALL WG</b></p>
8.	<p><b>Town and Parish Councils - An opportunity for Town and Parish Council representatives to raise issues of wider relevance to the CNA.</b></p> <p><b>Antony</b></p> <ul style="list-style-type: none"> <li>• Internet connectivity – CT to arrange a meeting with Cllr Bulmer, Cornwall Councillor Martin Worth and a representative of Landrake with St Erney Parish Council to discuss the Community Fibre Partnership project.</li> </ul> <p><b>Botus Fleming</b></p> <ul style="list-style-type: none"> <li>• The desire is to reduce the speed limit from the Hatt roundabout past the Rising Sun, which is currently National Speed Limit. Councillor Worth advised that this is being used as a Case Study with the Portfolio Holder and safety officers as to how to resolve.</li> </ul>	<p><b>CT</b></p>

	<ul style="list-style-type: none"> <li>• The parish has been busy addressing the damage in the recreation field caused by the travellers. Security gates and removeable bollards have now been installed to make the area as secure as possible.</li> <li>• The parish were commended on their excellent Remembrance display on Hatt roundabout.</li> </ul> <p><b>Landulph</b></p> <ul style="list-style-type: none"> <li>• Community Fibre Partnership Project – full fibre through Open Reach going live to properties in January. Well supported community led project.</li> <li>• Climate Change Working Group holding series of workshops – first one looking at environmentally friendly ways to heat homes.</li> </ul> <p><b>Landrake with St Erney</b></p> <ul style="list-style-type: none"> <li>• Parish survey undertaken on proposals to improve green spaces and community facilities, to seek views on the A38, and to seek volunteers to join various groups.</li> <li>• Good response and engagement; strong support for 20mph in village. Now included on 20's Plenty pilot list. Over 50 volunteers have come forward to join various community groups.</li> <li>• Broadband – Leaflet sent to all households and Facebook page set up. Further engagement to be done to encourage support as December deadline.</li> <li>• Speedwatch group now in place.</li> </ul> <p><b>Maker with Rame</b></p> <ul style="list-style-type: none"> <li>• A Green Guide has been produced for all households in the parish;  <a href="https://www.cornwall.gov.uk/media/qumoi1ss/rame-peninsular-green-guide-2021.pdf">https://www.cornwall.gov.uk/media/qumoi1ss/rame-peninsular-green-guide-2021.pdf</a></li> </ul> <p><b>Millbrook</b></p> <ul style="list-style-type: none"> <li>• Awaiting feasibility study to be undertaken to address the ongoing traffic issues with 'the narrows' at Hounster Hill.</li> <li>• The parish are trying to fend off an application for a 5G mast to be installed in the centre of the village. It is a protected area in the Rame NDP so it is hoped that weight is given to that. It was queried whether other parishes have gone through something similar? LW undertook to follow up with officers and report back.</li> </ul> <p><b>Saltash</b></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p><b>Shevioc</b></p> <ul style="list-style-type: none"> <li>• New bus stop installed at Crafhole.</li> <li>• Grant received from National Lottery Community Fund for outdoor gym equipment and it is hoped this will be installed by next Spring.</li> <li>• Emergency Traffic Management Plan being developed for Crafhole to try and alleviate issues whilst Antony Hill is closed from 13-24 December for tree maintenance works.</li> </ul>	LW
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	<p><b>St Germans</b></p> <ul style="list-style-type: none"> <li>• Were pleased that the installation of the indoor filtration system was due to commence and were keen to have access to the dashboard so they can monitor the data.</li> </ul> <p><b>St John</b></p> <ul style="list-style-type: none"> <li>• Village Hall has re-opened following major extension and refurbishment.</li> <li>• Parish has erected a Christmas tree in the village memorial gardens and have also supplied a tree for Freathy.</li> <li>• Renewed bus shelter at Freathy with grant funding from Cornwall Council.</li> </ul> <p><b>Torpoint</b></p> <ul style="list-style-type: none"> <li>• Contract awarded for the parks work which will be undertaken in the new year.</li> <li>• The Town Council has declared a climate emergency.</li> </ul>	
9.	<p><b>Cornwall Councillors and CLT Representative - An opportunity for Cornwall Councillors and CLT Representative to update the panel regarding issues relevant to the whole (or a significant part) of the CNA.</b></p> <p><b>Cornwall Councillor Kate Ewert</b></p> <ul style="list-style-type: none"> <li>• Discussions with Planning Policy team in relation to the changing nature of cliffs and looking at the tenure and design of chalets at Whitsand to develop a more cohesive planning approach.</li> <li>• Cornwall Council held its first 'Annual Conversation' where young people from across Cornwall joined cabinet, senior officers and council members at County Hall to discuss the issues which will affect their futures. Fantastic inspiring event with great engagement with young people.</li> </ul> <p><b>Cornwall Councillor John Tivnan</b></p> <ul style="list-style-type: none"> <li>• Thanks to Maker with Rame PC for the excellent Green Guide which he will share with the Torpoint Climate Change Working Group.</li> <li>• Representations made to senior members and officers regarding the water transport proposals.</li> </ul> <p><b>Louise Wood, CLT Representative</b></p> <ul style="list-style-type: none"> <li>• LW updated on the Council's difficult financial situation and the potential impact on staffing. £55 million of savings need to be made through staffing reductions, changes to contracts, property estate reduction and how the Council operates going forward.</li> <li>• In response to whether it would impact on the Localism team, LW explained that Localism is facing a potential significant 40% reduction in Community Link Officers. The panel were asked to be mindful of staffing pressures during this difficult and uncertain time and expressed their support for CT and LG.</li> </ul>	
10.	<p><b>Focus sessions and future CNP presentations</b></p> <p><b>Update from the Health and Care focus session held on 11<sup>th</sup> November</b></p> <ul style="list-style-type: none"> <li>• Positive meeting which was well attended. Notes were circulated with the agenda.</li> </ul>	

	<p><b>Consideration for there to be a presentation related to the waste agenda at the next meeting</b></p> <ul style="list-style-type: none"><li>With the rollout of the new contract, it is hoped a presentation and update will be given to the next panel meeting in March. However, any information about the new arrangements will be circulated as soon as available.</li></ul> <p><b>Suggestions for future focus sessions and presentations</b></p> <ul style="list-style-type: none"><li>Public transport – sustainable transport and how we move around/connect our communities. Invite relevant local transport groups including Saltash Rail Users Group, Rame Peninsula Public Transport Group and St Germans Rail Users Group. All agreed it would not include the A38.</li><li>Fibre Optic Broadband.</li></ul>	<p>CT</p> <p>CT</p>												
11.	<p><b>Proposed dates for 2022 meetings</b></p> <ul style="list-style-type: none"><li>Wednesday 16 March</li><li>Wednesday 15 June</li><li>Wednesday 14 September</li><li>Wednesday 7 December</li></ul> <p>The proposed dates were agreed.</p> <p>The Chair thanked everyone for attending the meeting took the opportunity to wish the Panel a safe and merry Christmas and a happy and healthy New Year.</p> <p><u>The meeting closed at 8.30pm.</u></p>	<p>ALL</p>												
<p><b>Contact Officers:</b></p> <p>If you have any queries about the Community Network Panel, please contact:</p> <table><tr><th>Name</th><th>Role</th><th>Telephone</th><th>Email</th></tr><tr><td>Catherine Thomson</td><td>Community Link Officer</td><td>07769 724877</td><td><a href="mailto:catherine.thomson@cornwall.gov.uk">catherine.thomson@cornwall.gov.uk</a></td></tr><tr><td>Lisa Grigg</td><td>Communities Support Assistant</td><td>01726 223604</td><td><a href="mailto:lisa.grigg@cornwall.gov.uk">lisa.grigg@cornwall.gov.uk</a></td></tr></table> <p><b>Website:</b> <a href="#">Cornwall Gateway - Cornwall Council</a></p>			Name	Role	Telephone	Email	Catherine Thomson	Community Link Officer	07769 724877	<a href="mailto:catherine.thomson@cornwall.gov.uk">catherine.thomson@cornwall.gov.uk</a>	Lisa Grigg	Communities Support Assistant	01726 223604	<a href="mailto:lisa.grigg@cornwall.gov.uk">lisa.grigg@cornwall.gov.uk</a>
Name	Role	Telephone	Email											
Catherine Thomson	Community Link Officer	07769 724877	<a href="mailto:catherine.thomson@cornwall.gov.uk">catherine.thomson@cornwall.gov.uk</a>											
Lisa Grigg	Communities Support Assistant	01726 223604	<a href="mailto:lisa.grigg@cornwall.gov.uk">lisa.grigg@cornwall.gov.uk</a>											

## CNP Actions:

### 3. Devon and Cornwall Police Update

- Lucy Allison, Community Safety Officer – East Cornwall, highlighted the importance of encouraging residents to report incidents so that they can be evidenced and actioned. Link for reporting details:  
<https://safercornwall.co.uk/what-we-do/anti-social-behaviour/>

### 4. The Springboard Programme – Sally Jones, School for Social Entrepreneurs.

- Saltash included in new funding opportunity to support individuals to develop ideas for a community project or business. Individuals can apply until December 2022 to receive 12hrs+ of support plus 4hrs 1:1 mentoring from a social entrepreneur. Sessions online and face-to-face. Individuals can be employed (but not self-employed) or unemployed or inactive/retired.

The panel were asked to forward this information to any community groups who might be interested in sharing this offer with their members.

School for Social Entrepreneurs UK Website: <https://www.the-sse.org/>  
Cornwall Team: [admin@ssecornwall.org](mailto:admin@ssecornwall.org)

### 5. Leisure Centre update

- The consultation results regarding the Draft Leisure Resources Strategy can be found together with supporting papers here:  
<https://democracy.cornwall.gov.uk/ieListDocuments.aspx?CId=577&MId=10079&Ver=4>

### 6. Update on priorities

#### a. A38:

- The Government has launched the RIS 3 development process. Useful article in Highways Magazine re RIS3 pipeline schemes;  
<https://www.highwaysmagazine.co.uk/Government-launches-RIS-3-development-process-/9430>
- National Highways Route Strategy consultation extended to the end of December. The panel's support was welcomed to continue to make representations to National Highways.  
<https://routestrategies.highwaysengland.co.uk/>

#### b. Climate Change:

- Maker with Rame Parish Council have produced a Green Guide for households which other parishes may use as a template if they wish.  
<https://www.cornwall.gov.uk/media/qumoi1ss/rame-peninsular-green-guide-2021.pdf>



## **7. Highways and Transport**

- Update on the 20's Plenty Campaign – please forward interested areas to Catherine Thompson as a list is currently being collated.  
[catherine.thomson@cornwall.gov.uk](mailto:catherine.thomson@cornwall.gov.uk)

## **10. Suggestions for future CNP presentations and Focus Sessions**

- Waste
- Public transport (not A38)
- Fibre Optic Broadband

## **General Update**

We have seen a drop in demand during the last month or so as we moved out of the tourist season.

The main challenge still however remains is the continued impact we are all feeling due to the extra pressure on the NHS, specifically for Treliske and Derriford hospitals. We still have substantial time that officers have had to wait for ambulances at incidents and wait at the hospitals when we have had to take prisoners who have required treatment prior to being taken to custody.

We have another 4 student officers joining us between now and February.

## **Saltash and Torpoint Crime Sep to Dec This Year V Last Year**

Offence	Recorded Crime 01/09/2021 to 30/11/2021	Recorded Crime 01/09/2020 to 30/11/2020	Recorded Crime % Difference
Violence with Injury	45	51	-11.8%
Violence without Injury	36	48	-25.0%
Stalking and Harassment	61	61	0.0%
Rape	3	12	-75.0%
Other Sexual Offences	9	7	28.6%
Robbery	1	0	-
Burglary Dwelling	3	4	-25.0%
Burglary Non-Dwelling	6	8	-25.0%
Vehicle Offences	10	11	-9.1%
Theft from the Person	0	1	-100.0%
Bicycle Theft	0	2	-100.0%
Shoplifting	23	11	109.1%
All Other Theft Offences	22	36	-38.9%
Arson	3	1	200.0%
Criminal Damage	46	55	-16.4%
Public Order Offences	19	42	-54.8%
Possession of Weapons	7	3	133.3%
Trafficking of Drugs	2	3	-33.3%
Possession of Drugs	9	12	-25.0%
Other Offences	10	11	-9.1%
<b>Total</b>	<b>315</b>	<b>379</b>	<b>-16.9%</b>

## **Saltash and Torpoint Incidents Sep to Dec This Year V Last Year**

Incident Closing Category	Incidents - 01/09/2021 to 30/11/2021	Incidents - 01/09/2020 to 30/11/2020	Incidents % Difference
Anti Social Behaviour	79	149	-47.0%
Crime Not Recorded	6	9	-33.3%
Crime Recorded	119	157	-24.2%
Public Safety	375	467	-19.7%
Transport	231	231	0.0%
<b>Total</b>	<b>810</b>	<b>1013</b>	<b>-20.0%</b>

# Report from Safer Saltash for Full Town Council

## Thursday 13<sup>th</sup> January 2022

Minutes from meeting Safer Saltash Thursday 18<sup>th</sup>  
November 2021



Meeting	Safer Saltash Meeting	
Date	Thursday, 18 November 2021	
Time	10:30 – 12:00	
Location	Microsoft Teams	
Chair	Lucy Allison	
Attendees	Claire Hunt	Cornwall Council
	Alex Arthur	Safer Cornwall
	Amanda Smith	Early Help
	Catherine Thomson	Cornwall Council -Localism
	Cllr Martin Worth	Cornwall Councillor
	Charlotte Carpenter	The Core
	Cllr Carol Mould	Cornwall Councillor
	Cllr Hilary Frank	Cornwall Councillor
	Cllr Steve Miller	Saltash Town Councillor
	Dorian Thomas	Safer Cornwall – ASB Caseworker
	Cllr Julie Peggs	Saltash Town Councillor
	Melika Clason	Groundwork South
	Robert Moule	Action for Children
	Kevin Sinfield	Devon and Cornwall Police
	Samantha Moore	CFRS
	Jayne Roycroft	Volunteer Cornwall
	Katherine Kemp	Safer Cornwall – ASB
Apologies	Celia Davis	Safer Cornwall – complex needs
	Harriet Crawford-Turner	SARC
	Jon Burley	CFRS

	Martin Mellor	CFRS
	Cllr Sarah Martin	Saltash Town Councillor
	Ian Chambers	Devon and Cornwall Police
	Christopher Barber	Groundwork South
	Cllr Sheila Lennox-Boyd	Cornwall Councillor
	Jenny Southcott	We Are With You
	Matt Oakes	Saltash Community School
	Natalie Lyndon	First Light – IDVA
	Rupert Engley	Devon and Cornwall Police
	Andy Rance	Livewire
	Julie Rance	Livewire

<b>Item</b>	<b>Minutes</b>	<b>Action</b>
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**1. Welcome and Introduction**

Lucy welcomed all and introductions were made.  
Extended meeting today to review the priorities that were set in 2019.

**2. Apologies for Absence**

The apologies were noted.

**3. Saltash Town Profile**

Alex Arthur ran through the Saltash Town Profile 2021  
Please refer to slides.  
Intention to publish Town Profile on Safer Cornwall website

**ACTION: all to feedback any comments to AA.**

**4. Review of 2019 priorities and agree 2021 priorities**

Previous Safer Saltash Priorities 2019:

- a) Drug related harm and recovery
- b) Domestic Abuse
- c) Suicide attempts off the Tamar Bridge
- d) Anti-social behaviour and public disorder on the Waterfront and Tamar Bridge
- e) Crime prevention and improved feelings of safety
- f) Communications, community engagement and building community resilience

KS suggested including violence against women and girls.

MW asked if Safer Saltash applies to Landrake. LA explained that generally the focus is on towns due to higher area of need. However, surrounding areas are considered and can be brought to this group as all the right representatives are here to raise issues with.

AS wished to see how the crime data impacts on families across the area. Interested to know the age profile of the offences. Might help with targeted prevention (e.g., through family hubs and schools).

HF mentioned that partners and groups such as the community larder have good intel about issues going on. Suggested putting community resilience as a priority on its own (working with local partners).

CM – stressed the importance of continuing the community work that was developed through Covid. Need a whole family approach. As much data that can be captured to see a whole family view.

JR – questioned if suicide attempts on Tamar should still be a priority/is this something this group can directly influence? CT suggested that work had been done with the bridge authority. As a group we cannot directly influence more of a watching brief.

SM – crime prevention and increased feelings of safety and communication to stay on as priorities. To display with equal importance.

KS suggested that street drinking and begging be included in the ASB and public disorder priority. However, consensus of the group was that this hasn't been flagged as an issue for Saltash.

LA fed back that she had consulted with Insp Engley prior to the meeting and his view is that the priorities should stay roughly the same but include violence against women and girls.

**ACTION: LA to ask AA for more detailed areas from a data perspective.**

**ACTION: LA to draft new priorities based on comments made today to bring back to December meeting.**

5.

**Discussion on provision for those with complex needs in Saltash, in particular those with substance misuse needs**

Project underway to determine what service provision there is in towns; particularly those with drug and alcohol use needs.  
Delivery plan for the county to be developed

This will include domestic abuse at a later date (i.e., looking at different areas of need) –initially looking at drugs and alcohol.

AS suggested that the service provisions should be separated into support for adults and support for young people/children.

6.

**Issues to raise/updates to provide to the group – round robin**

DT – In Penzance they ran a seminar for businesses about crime in the town and reporting this. Also, the effect of ASB on businesses. Consider

doing this for Saltash? KS – currently looking at a retail crime initiative for start in March/April.

RM–Doing work in outlying towns such as Callington and Torpoint with regards to youth services.

KS working on project with Police, Fire and Ambulance to engage youth groups with sports – project starting in the new year.

AS – reviewing family hub services for Saltash so data from this meeting has been very useful.

**ACTION: If anyone has any data/info that could be used in regard to family hub services in Saltash – please email AS (ALL)**

CC – Now back up to strength after Covid. Focus on older young people getting engaged in volunteering. Youth committee has been reinstated. Mentioned that overhears youth comments saying, 'it's easy to get what you want'. Flippancy has changed. Feel like it is more accepted now (e.g., levels have gone up)  
Need to re-build the relationship with the school since Covid. There is now a gap in sharing intel.

JR – met with Alyson Rickard from Konnect Communities. They will be concentrating on Saltash from the new year (1-2-1 mentoring for 12 months, courses on supporting people to get back into work or to build confidence, self-esteem etc).

SM – CCTV – is it possible to monitor the effect of CCTV by location?  
Youth and young people – STC have input into this.

JP – can source extra CCTV for hotspots  
Saltash team for youth being developed. Getting young reps from organisations to get involved in Saltash and gain their perception of what's needed in the town. All youth organisations will be invited to next meeting.

MW – member of church hospitalised. Raised by parish council.  
Speeding always raised as a concern.

## **7. Any other business**

There was no other business raised.

The next meeting will be set for three weeks' time before Christmas.

## Delivery plan for areas of focus for Safer Saltash



### Youth Parliament

Youth Parliament in the UK is facilitated by the British Youth Council (BYC). The BYC coordinate meetings, sittings and the Make Your Mark consultation. Kernow Connect will be working with BYC to ensure the elected Members of Youth Parliament and Young people across Cornwall can access these services. Cornwall will have an elected member of youth parliament and a deputy member for each area (mid/East/West) for a 2 year term.

The steps for supporting the elections and the elected members of youth parliament.

- Young people are invited to complete a candidate form for the Elections (open till 31<sup>st</sup> December 2021)
- 6 January – welcome meeting – all candidates invited to a candidate meeting (Holly Sykes supporting in booking room at County hall). The meeting will be to discuss the role and expectations of the Members of Youth Parliament and the election process.
- Between 8<sup>th</sup> and 15<sup>th</sup> January 2022 – Candidates will be invited to two manifesto workshops (Holly Sykes supporting in booking room at County hall). The support from Democratic services would be to creating Manifestos and provide campaign advice– All candidates will put forward topics of change they will work towards as MYP's – creating short videos

- Between 17<sup>th</sup> – 30<sup>th</sup> January 2022 Schools and Youth Organisations will be sent promotional information for the Candidates in their area – Candidates will be encouraged and supported in their own campaigns for the Elections
- 1st-28<sup>th</sup> February 2022 the election voting will be live, in conjunction with Make Your Mark
- 7<sup>th</sup> March 2022 – a candidate only meeting to announce the results of the Elections
- Start of April a combined County Hall event to announce results of Make your Mark, Youth Parliament elections and update on the Annual conversation pledges – the invites will go to Council Members, The Cornwall MPs, Candidates and 5 representatives from each school who have voted, The Annual conversation Ambassadors
- The Elected MYPS will then work with Council members, MPs and town councils to promote and impact change for the 2 campaigns launched with the Make Your Mark results, in addition to their own campaign they promoted through their Manifesto.

### Make your Mark

Make your Mark is a national consultation for young people 11 – 18.

The Youth Parliament Members present topics from a local level. They discuss the relevance and importance of those topics and are tasked with identifying the 10 topics which create the Make Your Mark consultation.

The steps for Make Your Mark:

- Action for Children Kernow Connect sign up to the British Youth Council to register young people to vote
- All schools and youth organisations are invited to sign up through Action For Children Kernow Connect – This allows Kernow Connect to ensure all those signed up receive the same support
- The vote will be through an online form in conjunction with the 2022 Youth Parliament elections
- From January 17<sup>th</sup> 2022 promotional information will be sent to all those who have signed up with Kernow Connect to vote
- 1<sup>st</sup> February – 28<sup>th</sup> February Voting will be open for all young people to vote.
- Mid March the results will be released.
- Start of April a combined County Hall event to announce results of Make your Mark, Youth Parliament elections and update on the Annual conversation pledges– the invites will go to Council Members, The Cornwall MPs, Candidates and 5 representatives from each school who have voted, The Annual conversation Ambassadors

### Consultation group

To ensure candidates and ambassadors continue to have an opportunity to engage, they will be presented with the opportunity to create a group to support the MYPs and DMYPs with their campaigns, the group will be facilitated by Kernow Connect.



The group will be young person led they will:

- Create the name of the group
- Agree when to meet and planned agendas
- Advocate the campaigns (plan and host/support events etc).
- When the Council / Kernow Connect would like feedback or consultation with young people – the group will design and promote the consultation.
- Support and promote Make Your Mark

Date	Task	Notes	Completion Date
23/11/2021	Send email for MYM sign up and Candidate expression of interest to Schools	Send follow up emails each week. L	15/01/2022
23/11/2021	Candidate expression of interest promoted		23/12/2022
30/11/2021	The MYM topics should be released	Send schools who have signed up the promotional material and guidance	Ongoing till end of Feb 2022
23/12/2021	Closing date for candidates		
24/12/2021	Candidates invited to a welcome and information session and timeline for manifesto workshops	Session will be on 6 <sup>th</sup> January - To be held online if county hall not available	
4/01/2022	Links and confirmations to candidates		
TBC	Manifesto workshops	Working with democratic services – 2 workshops between 8/01 and 15/01 awaiting confirmation on venue	
17/01/2021	Promotion of elections and MYM	All information sent to schools and to be promoted – ensure all schools have what they need	28/02/2022
01/02/2022	Voting opens	Weekly check ins with Schools	28/02/2022
25/02/2022	Housing of Commons visit	This is yet to be confirmed and will be for the current MYPs	
28/02/2022	Voting closes		
01/03/2022	Submit MYM results to BYC		
03/03/2022	Closing date to submit results to BYC		
04/03/2022	Calculate candidate votes		
07/03/2022	Notify the successful candidates	Keep with lowkey with just the candidates	
10/03/2022	MYM results released	This will be the 2022 results NOT the 2022 campaigns	
TBC	County Hall event – inviting candidate schools representatives	Potential dates 1/04/2021 or 06/04/2021 To update on Annual conversation/official welcome to MYPs	

		and deputies / the 2 Campaigns and the 2022 MYM results	
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## **SALTASH TOWN COUNCIL**

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

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

**ALSO PRESENT:** 1 Member of the Press, H Frank (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Acting Town Clerk), S Emmett (Finance Officer) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors: G Challen, L Challen and S Lennox-Boyd.

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

#### **277/21/22 PRAYERS.**

Reverend Tim Parkman led prayers.

#### **278/21/22 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

## **279/21/22     DECLARATIONS OF INTEREST**

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

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary / Non-Pecuniary</b>	<b>Reason</b>	<b>Left the Meeting</b>
Bickford	18a	Non-Pecuniary	Volunteer Director PL12	Yes

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

**To approve a dispensation to Saltash Town Council Members to allow setting of budgets and the precept for the year 2022/23. Without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.**

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** to approve a dispensation be granted to Saltash Town Council Members to allow the setting of budgets and the precept for the year 2022/23.

## **280/21/22     CHAIRMAN'S REPORT.**

It was **RESOLVED** to note.

## **281/21/22     MONTHLY CRIME FIGURES.**

Due to up to date figures provided directly from the Police and not the police.uk website, Members received the latest figures at November's Full Town Council meeting. There are no further figures to be received this month.

## **282/21/22     REPORT BY COMMUNITY ENTERPRISES PL12.**

Due to Community Enterprises PL12 Chairman's report not yet approved by their directors there was no report to be received.

Councillor Bickford offered to answer Members questions and briefed Members on the work to date.

**283/21/22     CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING.**

No report.

The next Cornwall Gateway Community meeting is to be held on 8th December 2021.

**284/21/22     CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS.**

No Actions.

**285/21/22     TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.**

Councillor Peggs OPCC Councillor Advocate for Saltash Town Council briefed Members on the recent Safer Saltash meeting. Councillor Peggs informed Members that the overall crime figures for Saltash were lower than previously experienced.

Councillor Peggs talked of key areas of concern in Saltash such as anti-social behavior and possession of illegal substances which have seen a recent increase.

Councillor Peggs informed Members of the priorities forecasted for further consideration to assist in crime prevention for the year 2022. These included drug related harm, domestic abuse, suicide attempts and anti-social behavior on the Waterside as well as violence against young women.

**286/21/22     TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.**

Councillor Peggs asked how many Fore Street retailers had agreed to take part in the subsidised car parking initiative being operated by the Chamber of Commerce.

Councillor Martin confirmed several independent retailers are currently taking part with more being approached this week. Councillor Martin informed Members that only independent retailers have been offered to participate to assist in promotions to shop locally this Christmas.

It was **RESOLVED** to note.

**287/21/22    TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING PARTY.**

Councillor Gillies informed Members of the quarterly Cornwall Gateway Climate Change meeting to be held on Friday 3<sup>rd</sup> December 2021. Members of the Climate Change Working Group are due to attend.

Councillor Gillies spoke of the workshops to be held in the New Year and invited Members to be involved.

Councillor Yates asked for further clarification to be provided to Members of the Library Sub Committee on the facilities the Working Group are hoping to have access to, as well as how the community workshops and Climate Emergency Hub would be managed.

Councillor Dent added that this would enable for further consideration and discussions on the feasibility of the workshops and Climate Emergency Hub being hosted at the Library Community Hub at the following Library Sub Committee meeting to be held on Thursday 9<sup>th</sup> December 2021.

It was **RESOLVED** to note.

**288/21/22     TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.**

Cornwall Councillor Frank gave a brief update on the report submitted and requested the Town Council encourage the community to take part in an online consultation relating to the future of the Cornwall Outdoors Service.

Councillor Worth briefed Members on various meetings due to take place in the coming weeks leading up to Christmas. Members were invited to attend an online meeting to be held on Tuesday 7<sup>th</sup> December 2021 to discuss the future of Saltash Leisure Centre and receive the responses from the recent public consultation.

Councillor Worth added that a meeting was due to be held at Plymouth City Council on Friday 3<sup>rd</sup> December 2021 with the Tamar Bridge and Torpoint Ferry Joint Committee to discuss the increase in tag prices.

Councillor Yates asked Cornwall Councillors to further assist with the timescale or structure that is to be expected for Cornwall Council's response in relation to the Neighbourhood Plan proposal submitted.

Councillor Yates informed Members that the document submitted had taken over 5 years to produce and there is huge concern that upon receipt of a response from Cornwall Council many areas of the plan may be out of date.

Councillor Yates thanked Cornwall Councillors for their reports, albeit Councillor Yates felt much of the information provided relates to areas Cornwall Council are cutting back on and asked if Cornwall Councillors could clarify the areas which are to be prioritised in the future.

It was **RESOLVED** to note.

Councillor Lennox-Boyd submitted a report received by the Adult Social Care Overview and Scrutiny Committee.

It was **RESOLVED** to note.

**289/21/22     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No Report.

**290/21/22     QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

The Chairman informed Members of a public question which was received but has since been withdrawn.

**291/21/22     TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 4TH NOVEMBER 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 Bickford, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 4<sup>th</sup> November 2021 were confirmed as a true and correct record.

**292/21/22     FINANCE:**

- a. To advise the following receipts in:
  - i. October 2021.

It was **RESOLVED** to note.

- b. To advise the following payments in:
  - ii. October 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 31st October 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.



**293/21/22    CORRESPONDENCE:**

Councillor Bickford declared an interest in the next agenda item and left the room.

- a. To consider a request for the Mayor to write a letter of support to assist with a funding application - Community Enterprises PL12.

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** to approve for the Mayor to write a letter of support from Saltash Town Council to Community Enterprises PL12 as supporting evidence to apply for funding applications and to assist in an application awaiting to be submitted to the Charities Commission to become a Charitable Incorporated Organisation (CIO).

Councillor Bickford was invited and returned to the meeting.

- b. To receive and approve for the Mayor to sign the joint Mayors of Cornwall letter voicing strong opposition to the closing of Leisure Centres.

It was proposed by Councillor P Samuels, seconded by Councillor Yates and **RESOLVED** to approve for the Mayor and Deputy Mayor to sign the joint Mayors of Cornwall letter voicing strong opposition to the closing of the four leisure centres.

**294/21/22    TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Personnel held on 28th September 2021.

**RECOMMENDATION 1:**

**79/21/22    TO RECEIVE AND CONSIDER A SERVICE DELIVERY STAFFING REPORT:**

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.

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

## **RECOMMENDATION 2:**

### 80/21/22 BUDGET STATEMENTS:

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.

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

- b. Extraordinary Personnel held on 1st November 2021.

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

Councillor B Samuels requested it be recorded that she was not present at the Personnel Committee meeting held on 1<sup>st</sup> November 2021 but had given her apologies.

- c. Extraordinary Services held on 3rd November 2021.

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

- d. Policy and Finance held on 9th November 2021.

## **RECOMMENDATION 1:**

### 94/21/22 TO RECEIVE A REPORT ON PETTY CASH

It was proposed by Councillor Yates, seconded by Councillor Miller and resolved to **RECOMMEND** approval to Full Council to be held on 2nd December 2021 to write off the £20.00 discrepancy in the petty cash reconciliation at the end of September 2021.

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

## **RECOMMENDATION 2:**

### **96/21/22 TO RECEIVE A REPORT ON INVESTMENTS AND CONSIDER THE INVESTMENT THRESHOLD LIMIT.**

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 that the investment threshold limit for the Cornwall Council Instant Access Account is increased to £1,000,000 with the investment threshold remaining at £500,000 for all other accounts.

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

## **RECOMMENDATION 3:**

### **100/21/22 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.**

#### **c. Credit Limit on Store Credit Cards**

It was proposed by Councillor Miller, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 that the credit limit on store credit cards be increased from £1,000 to £2,000.

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

#### **RECOMMENDATION 4:**

##### **106/21/22 TO RECEIVE A REPORT AND CONSIDER APPOINTING A PHOTOCOPIER SUPPLIER.**

It was proposed by Councillor Dent, seconded by Councillor Griffiths and resolved to **RECOMMEND** to Full Town Council to be held on 2nd December 2021 that Company B be appointed as the photocopier supplier at a cost of £2,409.16 per annum allocated to budget code 6303 PO Copier Maintenance on a five year contract commencing April 2022 to include:

##### **Guildhall Reception:**

Photocopier including booklet maker annum	£883.68 per
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##### **Guildhall Top Office**

Photocopier including internal multi position stapler: annum	£757.48 per
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##### **A3 Desktop Printers**

Town Clerk's Office and Longstone Depot: annum	£768.00 per
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It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to approve the above recommendation.

#### **e. Planning and Licensing held on 16th November 2021.**

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

#### **f. Personnel held on 23rd November 2021.**

Councillor Martin informed Members of recommendations in the minutes however due to information being received after the meeting the Committee are required to re-evaluate the recommendations and report back to Full Council at a later date.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to note the minutes and receive an update from the Personnel Committee at a later date.

Councillor B Samuels requested it be recorded that she was not present at the Personnel Committee meeting held on 23<sup>rd</sup> November 2021 but had given her apologies.

g. Extraordinary Policy and Finance held on 24th November 2021.

125/21/22 FINANCE:

a. To set the Policy and Finance budgets for the year 2022/2

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 the Policy and Finance budgets (as attached) for the year 2022/23.

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

b. To set the fees and charges for the year 2022/23

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 the Policy and Finance fees and charges (as attached) for the year 2022/23.

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

c. To set the level of contingency for the year 2022/23

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 a 5.5 month level of statutory contingency for the year 2022/23.

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

d. To recommend to Full Council the budgets for the year 2022/23

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 the budgets (as attached) for the year 2022/23.

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

e. To recommend to Full Council the fees and charges for the year 2022/23

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 the fees and charges (as attached) for the year 2022/23.

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

f. To recommend to Full Council the Precept for 2022/23

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 the 2022/23 Precept of £1,255,690.00

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

**295/21/22    TO APPROVE THE FEES AND CHARGES FOR THE YEAR 2022/23.**

It was proposed by Councillor Peggs, seconded by Councillor Dent and following a recorded vote of 11 for, it was **RESOLVED** to approve the fees and charges for the year 2022/23.

Bickford	For
Bullock	For
G Challen	Absent
L Challen	Absent
Dent	For
Gillies	For
Griffiths	For
Lennox-Boyd	Absent
Martin	For
Miller	For
Peggs	For
B Samuels	For
P Samuels	For
Yates	For

**296/21/22     TO APPROVE THE TOWN COUNCIL BUDGETS FOR THE YEAR 2022/23.**

It was proposed by Councillor Miller, seconded by Councillor Yates and following a recorded vote of 11 for, it was **RESOLVED** to approve the fees and charges for the year 2022/23.

Bickford	For
Bullock	For
G Challen	Absent
L Challen	Absent
Dent	For
Gillies	For
Griffiths	For
Lennox-Boyd	Absent
Martin	For
Miller	For
Peggs	For
B Samuels	For
P Samuels	For
Yates	For

**297/21/22     TO SET THE PRECEPT FOR THE YEAR 2022/23.**

**The Chairman informed any Councillor that has an outstanding Council Tax debt of more than two months is unable to participate in the Precept vote – agenda item 22.**

It was proposed by Councillor Miller, seconded by Councillor Dent and following a recorded vote of 11 for, it was **RESOLVED** to set the Precept of £1,255,690.00 for the year 2022/23.

Bickford	For
Bullock	For
G Challen	Absent
L Challen	Absent
Dent	For
Gillies	For
Griffiths	For
Lennox-Boyd	Absent
Martin	For
Miller	For
Peggs	For
B Samuels	For
P Samuels	For
Yates	For

**298/21/22     TO RECEIVE AND CONSIDER THE FIRST DRAFT TOWN COUNCIL PRECEPT INFORMATION LEAFLET FOR THE YEAR 2022/23.**

The Acting Town Clerk informed Members that the document circulated and received at this evening's meeting is in draft format only and subject to change should Members have any further comments or amendments.

Councillor Bickford confirmed he would provide a short insert for the Station Building and Councillor Martin for Devolution.

The Chairman requested Members to contact the Acting Town Clerk with any further information they wish to be included in the precept design with the final draft to be received and considered by Members at Full Council scheduled to be held on Thursday 13<sup>th</sup> January 2022.

It was **RESOLVED** to note.

**299/21/22     TO RECEIVE AND NOTE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 10TH NOVEMBER 2021 AND CONSIDER ANY RECOMMENDATIONS.**

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

**RECOMMENDATION 1:**

**14/21/22     TO RECEIVE A STATUS REPORT ON THE LIBRARY HUB REFURBISHMENT WORKS AND CONSIDER ANY ASSOCIATED EXPENDITURE RECOMMENDING TO FULL COUNCIL.**

It was proposed by Councillor Dent, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 2nd December 2021 to approve:

1. To continue with the replacement work of the curtain walling and doors.
2. To continue with the refurbishment reducing the mezzanine construction and sound proofing work/cost in the short term to stay within what is expected to be an effectively reduced budget as a result of the increase in material cost due to the pandemic.
3. To make the mezzanine floor a work station area for everyone to use including Town Council Officers (desk/IT and electric connection points) within the weight restricted guidance.



4. To replace the 'conversion to form a coffee bar' to a two vending machine station including the pipe work and electrical supply.
5. To no longer carry out extensive work to the interview room (office adjacent to the stairs to the first floor).
6. To instruct the appointed Building Surveyor on behalf of the Town Council to submit a 'heritage matters only' pre-application at a cost of £275+VAT allocated to budget 6971 EMF Property Maintenance to further clarify the conditions in the listed building consent.
7. To go back out to tender in accordance with the Town Council procurement regulations
8. To drawdown the approved borrowing amount of £200k to commence as of 1st April 2022 for the purpose of the Library project only.

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

The Acting Town Clerk informed Members that both herself and the Mayor will sign the PWLB form to complete the drawdown borrowing process.

### **300/21/22    TO APPOINT A MEMBER TO THE PERSONNEL COMMITTEE.**

<b>Composition:</b>	<b>Six Members</b>
<b>Appointed Members:</b>	<b>Cllrs Challen, Martin, Miller, Peggs, B Samuels.</b>
<b>Vacancy:</b>	<b>One</b>

**Please note; Councillors appointed to the Personnel Committee must be willing to commit to undertake employment law training as soon as they are elected to the Committee. The Town Council recognises that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.**

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to appoint Councillor Dent to the Personnel Committee.

**301/21/22 TO APPOINT MEMBERS TO THE FOLLOWING SUB COMMITTEES:**

a. Library Sub Committee.

**Composition:** Eight Members  
**Appointed Members:** Cllrs Bullock, Dent, Martin, B  
 Samuels, P Samuels & Yates  
**Vacancies:** Two

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to appoint Councillors Bickford and Peggs to the Library Sub Committee.

**b. Property Maintenance.**

**Composition:** Eight Members  
**Appointed Members:** Cllrs Bickford, Bullock, Dent, Miller, Peggs, P Samuels & Yates  
**Vacancy:** One

It was proposed by Councillor P Samuels, seconded by Councillor Bickford and **RESOLVED** to defer until after the results of the Essa Ward election.

302/21/22 TO APPOINT A MEMBER TO THE FOLLOWING WORKING  
PARTIES:

a. Saltash Team for Youth.

**Composition:** Four Members  
**Appointed Members:** Cllrs Griffiths, Martin & Peggs  
**Vacancy:** One

It was proposed by Councillor Martin, seconded by Councillor B Samuels and **RESOLVED** to appoint Councillor Bullock to the Saltash Team for Youth Working Party.

b. Waterfront Management.

**Composition:** Seven Members  
**Appointed Members:** Cllrs Bickford, Bullock, G Challen, Martin, Miller & Yates  
**Vacancy:** One

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** to defer until after Essa Ward election.

- c. Neighbourhood Plan Steering Group.  
**Composition:** Two Members  
**Appointed Member:** Cllr Yates  
**Vacancy:** One

It was proposed by Councillor B Samuels, seconded by Councillor Martin and **RESOLVED** to appoint Councillor B Samuels to the Neighbourhood Plan Steering Group.

**303/21/22     TO APPOINT A MEMBER AS A REPRESENTATIVE TO THE FOLLOWING EXTERNAL PARTNERSHIP GROUPS:**

- a. OPCC Councillor Advocate Scheme  
**Composition:** Two Representatives  
**Appointed Representative:** Cllr Peggs  
**Vacancy:** One

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** to appoint Councillor P Samuels to the OPCC Councillor Advocate Scheme.

- b. Safer Saltash  
**Composition:** Four Representatives  
**Appointed Representatives:** Cllrs Martin, Miller and Peggs  
**Vacancy:** One

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to appoint Councillor P Samuels to Safer Saltash.

**304/21/22     TOWN CENTRE VISION SUB COMMITTEE - TO RECEIVE AND CONSIDER A CHANGE OF NAME TO TOWN VISION SUB COMMITTEE AND TERMS OF REFERENCE.**

**(Pursuant to TCV held on 2.12.21 minute nr. 4/20/21)**

It was proposed by Councillor Gillies, seconded by Councillor Peggs and **RESOLVED** to approve the change of name from Town Centre Vision to Town Vision to encompass Saltash as a whole and to adopt the amended Terms of Reference.

**305/21/22     TO RECEIVE, CONSIDER AND APPROVE EVENTS TO MARK THE QUEEN'S JUBILEE CELEBRATIONS AND ANY ASSOCIATED EXPENDITURE.**

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

1. To form a Working Group consisting of Councillors Bickford, Bullock, Gillies, Peggs and B Samuels.
2. That the Working Group works together with the Town Team to process the Queen's Platinum Jubilee celebrations reporting back to Full Council for approval of the events together with any associated expenditure.
3. That the Mayor's Secretary be in attendance to assist with administrative support to further drive forward as many events across the Town as possible.

**306/21/22     SALTASH LEISURE CENTRE.**

The Chairman informed Members of the recent Saltash Leisure Centre Stakeholder Consultation Session held earlier in week with Cornwall Council, Cabinet Members, Cornwall Councillors, Cornwall Officers, Acting Town Clerk, the Mayor and Deputy Mayor.

The Chairman spoke of positive proposals having been received with a report to be provided to Cabinet to further consider on the 15<sup>th</sup> December 2021.

Members expressed frustration at the little amount of time offered to explore alternative options to assist in Saltash Leisure Centre remaining operational.

Cornwall Councillor Worth encouraged Members to watch the Scrutiny Meeting to be held on 7<sup>th</sup> December 2021 as this may provide Members with answers to many questions being posed at this evenings Full Council meeting.

**307/21/22     TO RECEIVE AND APPROVE CONFIRMATION OF STREET NAMES AT TRELEDEN DEVELOPMENT INCLUDING THE NAMING OF THE MAIN ROAD THROUGH THE DEVELOPMENT.**

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** to request a change to the suffix for the following two proposed street names to avoid confusion due to similar street names already in existence:

1. Hawkins Park
2. Long Meadow

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** to approve the proposed street name for the main road through the site as Treledan Way.

**308/21/22     PLANNING**

**PA21/11060**

Mrs Karen Brooks – **64 Warfelton Crescent Saltash PL12 4NE**

Single storey rear and side extension forming entrance and living accommodation. New first floor window and replacement first floor bedroom window.

**Ward: Essa**

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

**309/21/22     MEET YOUR COUNCILLORS:**

- a. The next scheduled meeting date Saturday 11<sup>th</sup> December 2021, 10am to 12 noon, outside Bloom Hearing, Fore Street.

It was proposed by Councillor Gillies, seconded by Councillor B Samuels and **RESOLVED** for Councillors Bickford, Gillies, Martin and Peggs to attend.

**310/21/22     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.

**311/21/22     TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**312/21/22     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**313/21/22     TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Royal British Legion (RBL)

The Chairman showed Members a limited-edition poppy artwork purchased by the Mayor for the Town Council from an artist named Scott Falkiner who is a Veteran. Purchasing the artwork helps towards members of the Royal Navy, British Army, Royal Air Force, Veterans and their families.

The artwork together with the certificate of authenticity will be displayed in the Guildhall reception area.

The Chairman spoke of his attendance at the recently held RBL meeting in which RBL wished to donate the Saltash and District Branch Centenary framed banner to the Mayor of Saltash to be displayed within the Guildhall reception area.

The Chairman sincerely thanked the RBL for their kind donation.

Station Building Awards

Councillor Bickford showed Members the recently won awards for the Station Building Project Refurbishment – Isambard House.

Saltash Station was first joint winner for the Network Rail Community Award for its restoration of the Station building from dereliction and won first prize from the National Railway Heritage Awards.

Christmas Lights

Councillor Peggs updated Members on the various issues relating to the Christmas Lights and the electricity supply. Bulbs were ordered in advance but due to recent supply issues have only just been replaced.

The recent poor weather has also had an impact on the lights due to excess water seeping into the main units. Contractors have rectified the problem but Members are asked to give further consideration to the Christmas lights electrical supply prior to Christmas 2022.

**314/21/22    TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Meet your Councillor
2. Station Building Awards
3. Queen's Platinum Jubilee Working Group
4. Precept for the year 2022/23
5. Joint Mayor's letter opposing the closure of Saltash Leisure Centre.

**315/21/22    DATE OF NEXT MEETING:**

Thursday 13<sup>th</sup> January 2022 at 7.00pm

**316/21/22    COMMON SEAL:**

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

**DATE OF NEXT MEETING**

Thursday 13 January 2022 at 7.00 pm

Rising at: 9.00 pm

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

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

Saltash Town Council  
Receipts November 2021

Description	NET	VAT	GROSS
Allotment Rental Fees	69.40	-	69.40
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - November Expenditure - 29/11/21	12,500.00	-	12,500.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - November Salaries - 23/11/21	60,000.00	-	60,000.00
Barclays Loyalty Rewards	1.12	-	1.12
Churchtown Cemetery Fees	1,335.00	-	1,335.00
Cornwall Council - CIL Funds	1,225.99	-	1,225.99
Cornwall Council - S106 Funds	2,289.00	-	2,289.00
Guildhall Bookings	183.08	6.67	189.75
HMRC VAT Refund - Qtr July to September 2021	-	12,182.23	12,182.23
Isambard House Bookings	102.50	20.50	123.00
Maurice Huggins Room Bookings	127.50	-	127.50
Public Sector Deposit Fund Interest	4.24	-	4.24
Saltash Rotary Club - Wreath Remembrance Day	16.67	3.33	20.00
Service Delivery Income - Daily Mooring Fees	20.83	4.17	25.00
Service Delivery Income - Seagull Bags	67.08	13.42	80.50
Service Delivery Income - Trusted Boat Scheme	145.83	29.17	175.00
St Stephen Parish Church - Cemetery Fees	1,308.00	-	1,308.00
Staff Training Fees Refunded - Institute of Cemetery & Crematorium Management	135.00	27.00	162.00
Unused Community Chest Grant Refunded - Coombe Woods Regeneration Project	100.00	-	100.00
Water & Sewerage Charges - Saltash Bowling Club 03/10/21 to 31/10/21	11.95	0.99	12.94
Water & Sewerage Charges - Saltash Bowling Club 20/09/21 to 02/10/21	11.53	0.95	12.48



Saltash Town Council  
Payments November 2021

Description	NET	VAT	GROSS
Abalone Graphics Ltd - Councillor Expenses - Name Badges	9.31	1.86	11.17
All Seasons Window Cleaning - Isambard House	70.00	-	70.00
Amazon - Grounds Maintenance Watering Equipment	160.83	32.17	193.00
Amazon - Maintenance Materials	65.61	13.12	78.73
Amazon - Printer Ink Library	26.66	5.33	31.99
Amazon - Printer Ink P&F	38.58	7.72	46.29
Amazon - Public Toilet Maintenance & Watering Equipment	56.33	11.27	67.60
Amazon - Signage Library	9.96	1.99	11.95
Amazon - Stationery Library	16.63	3.33	19.96
Amazon - Storage Boxes Service Delivery	27.35	5.47	32.82
Amazon - Vehicle Maintenance & Cleaning Materials	18.75	3.75	22.50
Aquastorage System Cleaning Ltd - Monthly Legionella Monitoring - October 2021	140.00	28.00	168.00
B&Q - Picket Fences for Xmas Trees	496.75	99.35	596.10
B&Q - Picket Fences for Xmas Trees	292.50	58.50	351.00
B&Q - Picket Fences for Xmas Trees Returned Wrong Size Ordered - Refund	- 106.75	- 21.35	- 128.10
Baker Cornish Bakehouse - Isambard House Opening	93.50	-	93.50
Barclays Bank Charge	12.22	-	12.22
BBB Printing - Badges Voluntary Tree Wardens	14.77	2.69	17.46
Churchtown Cemetery Fees Refunded Overpayment to Co-Op Saltash	272.00	-	272.00
CILIP - Annual Subscription - 28/09/21 to 27/09/22	160.00	-	160.00
Cornish Times - Six Months Subscription - 05/11/21 to 29/04/22	67.60	-	67.60
Cornwall Association of Local Councils - Councillor Training	90.00	18.00	108.00
Cornwall Council - Longstone Depot Monthly Rent - November 2021	375.00	-	375.00
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 - Maurice Huggins Room	53.28	-	53.28
Cornwall Council Rates - 2021/22 Monthly Instalment - Station Building	354.00	-	354.00
Cornwall Pensions Fund Payment - November 2021	10,630.19	-	10,630.19
Dainton Group Services - Portacabin Hire For Waterfront - November 2021	321.42	64.28	385.70
Denmans - Electrical Maintenance Equipment	241.35	48.27	289.62
EE - Grounds Mobile Phones & Waterfront Broadband - November 2021	275.95	55.19	331.14
Efficient Comms Ltd - Telephone Call Charges October 2021	108.05	21.61	129.66
Euro Office - Office Equipment Guildhall	54.99	11.00	65.99
Funky Punky / Cher's Funky Faces - Face Painting Library Event	45.00	-	45.00
Furniture Cloud Limited - Furniture Isambard House	1,455.00	291.00	1,746.00
Furniture@Work - Lockers Library	168.00	33.60	201.60
Furniture@Work - Lockers Pontoon Accommodation	517.00	103.40	620.40
Galleon Supplies - Cleaning Materials & Equipment	561.75	112.35	674.10
Hampshire Flag - Replacement Flag Pole	731.24	146.25	877.49
HMRC NIC Payment - November 2021	10,817.98	-	10,817.98
IRQ Systems Ltd - IT Equipment - P&F	655.00	131.00	786.00
IRQ Systems Ltd - Monthly IT Maintenance & Broadband Fee - November 2021	1,066.05	213.21	1,279.26
Laser - Guildhall Gas 31/08/21 to 30/09/21	48.72	2.44	51.16
Laser - Unmetered Electric Supply 01/09/21 to 30/09/21	7.95	0.40	8.35
Livewire Youth Music Project - Commissioning Youth Work	5,000.00	-	5,000.00
Locum Town Clerk Fees - November 2022	922.40	-	922.40
Locum Town Clerk Fees - October 2021	1,360.54	-	1,360.54
Medland Sanders and Twose - Machinery Maintenance Costs	341.44	68.29	409.73
Moorepay - Health & Safety And Employment Law Charges 09/10/21 - 08/11/21	262.83	52.57	315.40
Moorepay - HR / Employment law Consultancy - Charge 20/10/21 to 19/11/21	318.75	63.75	382.50
Moorepay - HR / Employment law Consultancy - Charge 22/10/21 to 21/11/21	70.83	14.17	85.00
Nicholls & Sainsbury, Solicitors - Professional Costs - Isambard House	250.00	50.00	300.00
Opayo (previously Sage) - Card Machine Charges October 2021	14.40	2.88	17.28
Opayo (Previously Sage) Card Machine Charges	27.48	-	27.48
People Safe - Lone Worker Device 24 Month Contract	220.00	44.00	264.00
Pertemps Recruitment - Service Delivery Temp Fees - October 2021	589.33	117.87	707.19
Phill Tennant Electrical - General Repairs & Maintenance Guildhall	165.00	-	165.00
Post Office - Postage P&F	66.00	-	66.00
Postage - Library	9.92	-	9.92
PPL PRS Ltd. - Fore Street Speaker Licence	2,861.66	572.33	3,433.99
Print Minor - Banners for Leisure Centre Public Consultation	120.00	24.00	144.00
Progreen Weed Control - Grounds Maintenance & PPE	528.84	105.77	634.61
Royal British Legion - Wreath Remembrance Day	52.50	-	52.50
Saltash & District Observer - Town Messenger	300.00	-	300.00
Saltash Youth Council Funding	4,000.00	-	4,000.00
Seagull Bags Payment Card Error	2.92	0.58	3.50
South West Hygiene - Sanitary Unit Rental Maurice Huggins Room	48.97	9.79	58.76
South West Hygiene - Sharps Disposal Fee	82.00	16.40	98.40
South West Water - Fairmead Road Allotments 22/06/21 to 27/09/21	47.34	-	47.34
South West Water - Guildhall 22/06/21 to 28/09/21	163.65	-	163.65
Spaldings - Tools & PPE	472.85	94.57	567.42
Speedy Print - Civic Occasions - Mayoral Photo Printing	4.80	-	4.80
Spot-On-Supplies - Cleaning Supplies and Covid H&S Equipment	19.40	3.88	23.28

<b>Description</b>	<b>NET</b>	<b>VAT</b>	<b>GROSS</b>
Staff Mileage Expenses - October 2021	45.00	-	45.00
Staff Salaries - November 2021	34,501.46	-	34,501.46
Sumup - Bank Charge	3.38	-	3.38
Trade UK Account - Public Toilet Repairs & Festive Lights	214.41	42.88	257.29
Trent Furniture Ltd - Isambard House Furniture	1,130.00	226.00	1,356.00
UK Fuels Ltd - Vehicle & Machinery Fuel - November 2021	384.47	76.89	461.36
Westcare Supply Zone - Stationery Isambard House	41.50	8.30	49.80
Westcare Supply Zone - Stationery Service Delivery	106.63	21.33	127.96
Westcountry Skip Hire - Green Waste Disposal	251.63	50.33	301.96
Westcountry Skip Hire - Skip Removal	270.00	54.00	324.00
WF Education Group Ltd - Furniture and Shelving Library Refurbishment	1,240.55	248.11	1,488.66
Xero Accounting Software Monthly Subscription - 09/10/21 to 08/11/21	26.00	5.20	31.20

Draft No: 1  
Date of Draft: 16.11.2021  
Ref: DJR/12013649.167

Dated 2021

UNDERLEASE

Between

(1) First Greater Western Limited

and

(2) Saltash Town Council

Relating to the premises  
located at Saltash Station  
Albert Road, Saltash, Cornwall PL12 4EB

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## LAND REGISTRY PRESCRIBED CLAUSES

LR1	Date of lease:	2021
LR2	Title number(s):	
LR2.1	Landlord's title number(s):	None
LR2.2	Other title number(s):	None
LR3	Parties to the lease:	
	Landlord:	<b>FIRST GREATER WESTERN LIMITED</b> (company number 05113733) whose registered office is at Milford House, 1 Milford Street, Swindon, Wiltshire SN1 1HL
	Tenant:	<b>SALTASH TOWN COUNCIL</b> of The Guildhall, Lower Fore Street, Saltash, Cornwall PL12 6JX
	Guarantor:	None
LR4	Property:	<b>In the case of a conflict between this clause and the remainder of this lease then for the purposes of registration this clause shall prevail</b>  The premises located at the Station on which a decommissioned Phone Box currently sits (as defined in the Particulars and <b>clause 2.1</b> )
LR5	Prescribed statements etc:	None
LR6	Term for which the Property is leased:	The term specified in the Particulars (defined as the <b>Term</b> )
LR7	Premium:	None
LR8	Prohibitions or restrictions on disposing of the lease:	This lease contains a provision that prohibits or restricts dispositions
LR9	Rights of acquisition etc:	

LR9.1	Tenant's contractual rights to renew this lease to acquire the reversion or another lease of the Property or to acquire an interest in other land:	None
LR9.2	Tenant's covenant to (or offer to) surrender this lease:	None
LR9.3	Landlord's contractual rights to acquire this lease:	None
LR10	Restrictive covenants given in the lease by the landlord in respect of land other than the Property:	None
LR11	Easements:	
LR11.1	Easements granted by this lease for the benefit of the Property:	The rights granted by <b>clause 2</b> and set out in Schedule 1
LR11.2	Easements granted or reserved by this lease over the Property for the benefit of other Property:	The rights granted or reserved by <b>clause 3</b> and set out in Schedule 2
LR12	Estate rentcharge burdening the Property:	None
LR13	Application for standard form of restriction:	None
LR14	Declaration of trust where there is more than one person comprising the Tenant:	Not applicable

**THIS LEASE** is made on the date set out in clause LR1 of the Prescribed Clauses **BETWEEN** the Landlord and the Tenant respectively named in clause LR3 of the Prescribed Clauses

**WITNESSES** as follows

## 1 PARTICULARS

<b>Landlord:</b>	<b>FIRST GREATER WESTERN LIMITED</b> (company number 05113733) whose registered office is at Milford House, 1 Milford Street, Swindon, Wiltshire SN1 1HL
<b>Tenant:</b>	<b>SALTASH TOWN COUNCIL</b> of The Guildhall, Lower Fore Street, Saltash, Cornwall PL12 6JX
<b>Guarantor:</b>	None
<b>Station:</b>	The land buildings and facilities at Saltash Station, Albert Road, Saltash, Cornwall PL12 4EB and further described in <b>clause 2.1</b>
<b>Premises:</b>	The premises located at the Station on which a former BT phone box currently sits the approximate location of which is shown edged red on the Plan and further described in <b>clause 2.1</b> and which is to extend no further than the footprint of the Phone Box
<b>Term:</b>	A term of years from and including the Term Commencement Date and expiring on 30 March 2023
<b>Term Commencement Date:</b>	[ ]
<b>Rent:</b>	A peppercorn per annum
<b>Rent Commencement Date:</b>	[ ]
<b>Payment Days:</b>	Each anniversary of the Term Commencement Date and Payment Day shall mean any one of them
<b>Permitted Use:</b>	To site a decommissioned Phone Box to be used to house a community defibrillator, or any other use that may be approved in writing by the Landlord (at the Landlord's absolute discretion) from time to time

## 2 DEFINITIONS AND INTERPRETATION

### 2.1 Definitions

In this lease where the context so admits the following words and expressions shall have the following meanings

**Common Areas:** all parts of the Station provided for the common use of more than one of the occupiers or users of the Station or members of the public but excluding all Restricted Areas

**Conduits:** all sewers drains pipes wires cables ducts gutters fibres and any other medium for the passage or transmission of soil water gas electricity air refrigerant smoke light information or other matters and includes where relevant ancillary equipment and structures which now or may hereafter be laid



**Consent:** the prior written consent of the Landlord and where the Landlord requires consent from any superior landlord or authority having jurisdiction over the matter concerned the corresponding approval given by that person in writing

**DFT Rail Group:** the statutory body appointed by the Secretary of State for the Department of Transport to hold the office of passenger rail franchising or to hold any office which is the successor either in whole or in part to the functions of that office

**Enactment:** any Act of Parliament and references (whether specific or general) to any Enactment or statute include any statutory modification or re-enactment of it for the time being in force and any order instrument plan regulation permission or direction made or issued under it or under any Enactment replaced by it or deriving validity from it

**Environmental Performance:** all or any of the following arising from the operation or use of the Premises:

- (a) Energy consumption
- (b) Water consumption and discharge
- (c) Waste generation and management
- (d) Generation and/or emission of greenhouse gases
- (e) Other adverse environmental impacts

References to **improvement in Environmental Performance** shall include all or any of the following:

- (a) Reduction in or improved efficiency of energy consumption, including selection of alternative sources of energy with a lower environmental impact
- (b) Reduction in generation and/or emission of greenhouse gases
- (c) Reduction in or improved efficiency of water consumption or discharge
- (d) Reduction in waste generation
- (e) Improvement in the rate or efficiency of waste recycling or reuse of resources
- (f) Reduction of other adverse environmental impacts

in each case taking into account any changes in the use or intensity of use of the Premises (and **improve the Environmental Performance** shall be construed in like manner)

**Environmental Performance Data:** data in respect of energy consumption water use and discharge waste production and recycling relating to the Premises and equipment and products used on the Premises

**EPC:** an Energy Performance Certificate as defined in Regulation 2(1) of the Energy Performance of Buildings (England and Wales) Regulations 2012 (SI 2012/3118)

**Interest Rate:** the rate of four percentile (4%) per annum above the base rate from time to time of The Royal Bank of Scotland plc or such other bank as the Landlord may from time to time specify both before and after any judgment

**Landlord:** includes the reversioner for the time being immediately expectant on the determination of the Term

**Landlord's Fittings:** all operating equipment and fittings serving the Premises which are not Station Operation Infrastructure or Tenant's fittings or the property of any third party

**Legal Obligations:** any obligation from time to time created by an Enactment or competent public or regulatory authority which affects or relates to the Premises or their use and includes without limitation conditions and obligations imposed upon the operation of the Station or the rail network or as a condition of any planning permission and all other consents licences permission and approvals

**Outgoings:** all rates taxes charges duties assessments impositions and outgoings of any sort (whether or not of a capital or non-recurring nature) which are at any time during or in respect of the Term payable whether by the owner or occupier of the Property and includes (but is not limited to) charges for electricity gas water sewerage telecommunications and other services rendered to or consumed by the Property including any meter installation and rental costs and charges

**Phone Box:** the decommissioned BT phone box installed on the Premises

**Plan:** the plan attached to this lease

**Premises:** the property described in the Particulars and each and every part of such property including

- (a) the structural floor slab and foundations;
- (b) all Conduits within the Premises and which serve them exclusively and
- (c) all Landlord's Fittings (if any);
- (d) all electrical and mechanical installations in the nature of the landlord's fixtures (if any) and all plant equipment and machinery of like nature in them (other than as specifically excluded below) used or intended to be used exclusively for the purposes of the Premises;
- (e) all alterations additions and improvements which may be carried out during the Term or which have been carried out by or on behalf of the Tenant prior to the Term

but excluding:

- (f) all Conduits and Station Operation Infrastructure within the Premises which do not serve them exclusively (if any)
- (g) any item of equipment which is (from time to time) used exclusively for the purposes of the railway undertaking or function (if any);
- (h) any item or equipment which from time to time form part of the railway infrastructure (as defined in The Railways and Other Guided Transport Systems (Safety) Regulations 2006 (SI No 599 2006) for which the Landlord or Superior Landlord or any train operator is responsible as part of the safety certificate or authorisation as referred to in those regulations (if any); and
- (i) all mines and minerals in or under the Premises and any right of support from mines and minerals.

**Rail Regulator:** the person from time to time appointed by the Secretary of State for the Department of Transport to hold the Office of the Rail Regulator or to hold any office which is the successor to the functions of that office either in whole or in part

**Recommendation Report:** a report as defined in Regulation 4 of the Energy Performance of Buildings (England and Wales) Regulations 2012 (SI 2012/3118)

**Restricted Areas:** all parts of the Station to which members of the public and /or persons without requisite technical or safety competence and permission are from time to time prohibited access

**Signs:** all posters advertisements and hoardings and all safety or advisory signs and notices but excluding any signs erected by the Tenant pursuant to **clause 4.20**

**Station Operation Infrastructure:** all items of plant and equipment Signs and other things now or at any time during the Term installed at the Station for its proper safe and efficient operation as a railway station

**Superior Landlord:** the person or persons from time to time entitled to the reversion immediately expectant on the determination of the term created by the Superior Lease

**Superior Lease:** the superior lease under which the Landlord holds the Station dated 29<sup>th</sup> March 2020 and made between (1) Network Rail Infrastructure Limited and (2) the Landlord and any document supplemental to it

**Term:** the contractual term hereby granted

**VAT:** value added tax payable pursuant to the Value Added Tax Act 1994 and any tax of a similar nature substituted for it or imposed in addition to it and any penalties or fines in relation to it

**Works:** the works to be carried out at the Premises by the Tenant to be agreed by the Landlord in accordance with **clause 4.10.5** which shall include (but not be limited to) the full refurbishment of the Phone Box with the installation of new high quality power supply and community defibrillator and if not already present the installation of sub-meters to the electricity in order that the Tenant is responsible for the costs of all utilities consumed TOGETHER WITH the reinstatement of such works at the end of the term of this lease (unless and to the extent otherwise agreed in writing by the Landlord at the Landlord's absolute discretion) and TOGETHER WITH the works required to make good any damage to the Premises and /or the Station in carrying out such works

**1954 Act:** Landlord and Tenant Act 1954 as amended by the as amended by the Law of Property Act 1969 and the 2003 Order

## 2.2 Interpretation

In this lease where the context so admits:

- 2.2.1 obligations undertaken by more than a single person are joint and several obligations and references to any party shall be references to each individual comprising that party separately as well as jointly
- 2.2.2 any covenant by the Tenant not to do an act or thing shall be construed as if it were a covenant not to do or permit or suffer such act or thing
- 2.2.3 the clause headings herein are for reference only and shall not be taken into account in the construction or interpretation of this lease
- 2.2.4 references to any party to this agreement shall include their successors in title
- 2.2.5 any reference to a statute shall include any statutory extension or modification or re-enactment of such statute and any order instrument plan regulation permission or direction made or issued thereunder or deriving validity therefrom

- 2.2.6 words importing the singular meaning shall include the plural meaning and vice versa and words importing the masculine feminine and neuter genders shall include the other or others of such genders
- 2.2.7 for the avoidance of any doubt expressions used in the Particulars shall have the same meanings when used elsewhere in this lease
- 2.2.8 reference to the Superior Landlord shall include its successors in title and shall include all superior landlords however remote
- 2.2.9 a reference to a guarantor includes a reference to the Guarantor and to any other guarantor of the tenant covenants of this lease including a guarantor who has entered into an authorised guarantee agreement
- 2.2.10 where any question or matter arising out of or under or relating to the Superior Lease which also affects or relates to the provisions of this lease is to be determined as provided in the Superior Lease the determination of such issue question or matters pursuant to the provisions of the Superior Lease shall be binding on the Tenant as well as the Landlord for the purposes of both the Superior Lease and this lease
- 2.2.11 a provision in this lease requiring the consent or approval of the Landlord shall be deemed to be conditional upon the consent or approval of the Superior Landlord and from any mortgagee of the Landlord or Superior Landlord being obtained so far as it may be required under the terms of the Superior Lease provided that nothing in this lease shall be construed as imposing on the Superior Landlord any obligation not unreasonably to refuse any such consent
- 2.2.12 all rights of entry exercisable by the Landlord and all other rights and powers excepted out of this demise or otherwise granted or permitted to the Landlord by the provisions of this lease shall extend to include the exercise by the Superior Landlord and the Superior Landlord's and the Landlord's respective mortgagees acting lawfully in pursuance of its or their powers contained in any such mortgage and its or their respective surveyors servants contractors agents licensees and others authorised by it or them with or without plant appliances or materials
- 2.2.13 in every case where there is provision in this lease for repayment to the Landlord by the Tenant of any expenses incurred by the Landlord then in the event of any expenses being incurred by the Superior Landlord and repayable by the Landlord pursuant to the Superior Lease there shall be deemed to be included in this lease a similar covenant by the Tenant to repay such expenses to the Landlord
- 2.2.14 any indemnities in favour of the Landlord should be deemed to incorporate indemnities in favour of the Superior Landlord

### 3 DEMISE AND RENT

The Landlord demises in so far as it has the right title and interest so to do the Premises to the Tenant together with the rights set out in Schedule 1 excepting and reserving to the Landlord the exceptions set out in Schedule 2 to hold the same for the Term from the Term Commencement Date subject to all rights easements privileges restrictions covenants stipulations and other matters of whatsoever nature affecting the Premises paying therefor throughout the Term

- 3.1 firstly the Rent (exclusive of VAT) by annual payments (if demanded) in advance on the Payment Days the first such payment being a proportionate sum in respect of the period from and including the Rent Commencement Date to and including the day preceding the Payment Day next thereafter to be paid on the date hereof

## 4 TENANTS COVENANTS

The Tenant covenants with the Landlord as follows

### 4.1 Rent and payments

To pay without any deduction or set off the Rent and all other payments set out at **clause 3** above at the times and in the manner reserved and made payable by this lease such payments to be made (if required by the Landlord) by banker's standing order or direct bank transfer

### 4.2 Outgoings and services

4.2.1 To pay all Outgoings or if they shall not be separately assessed a fair proportion (assessed by the Landlord) of any Outgoings assessed on the Premises together with other premises within the Station

4.2.2 If required by the Landlord to install (at its own expense) within the Premises a sub-meter or check meter to monitor the supply of gas, electricity or other energy or utility supplied to the Premises provided that:

4.2.2.1 the carrying out of such works shall neither impair the continuity of supply nor have any long term adverse effect on the supply of gas, electricity or other utility to the remainder of the Station;

4.2.2.2 the consent of the Landlord is first obtained in accordance with **clause 4.10**;

4.2.2.3 the carrying out of such works will not cause a breach of the terms of supply to the Station of gas, electricity or other utility as the case may be

4.2.3 To notify in writing without delay the relevant Local Authority department of the Tenant's occupation of the Premises and responsibility for relevant Outgoings

4.2.4 If, after the end of the Term, the Landlord loses rating relief (or any similar relief or exemption) because it has been allowed to the Tenant, then the Tenant shall pay the Landlord an amount equal to the relief or exemption that the Landlord has lost

### 4.3 Energy Performance

4.3.1 to promote and improve the Environmental Performance of the Premises (including but not limited to the use of low energy consumption equipment and environmentally friendly fixtures and fittings on the Premises)

4.3.2 to identify appropriate strategies for the improvement of the Environmental Performance of the Premises

4.3.3 to provide to the Landlord not less frequently than quarterly and additionally on or as soon as reasonably practicable after request the Environmental Performance Data

4.3.4 Save where they are under a statutory obligation of disclosure, the Landlord and the Tenant will keep confidential the Environmental Performance Data shared under this clause, and will only use such data for the purposes of:

4.3.4.1 monitoring and improving the Environmental Performance of the Premises and/or the Station; and/or

- 4.3.4.2 measuring the Environmental Performance of the Premises and/or the Station against any agreed targets
- 4.3.5 Where the Landlord or Tenant discloses any shared data to a third party, they will procure that that third party is placed under a similar obligation to that set out in **clause 4.3.3** to keep any shared data confidential and to use it only for the purposes listed in that clause
- 4.3.6 To co-operate with the Landlord so far as is reasonably necessary to allow the Landlord to obtain any EPC and Recommendation Report for the Premises or the Station, including providing the Landlord with copies of any plans or other information held by the Tenant that would assist in obtaining that EPC, and shall allow such access to any energy assessor appointed by the Landlord as is reasonably necessary to inspect the Premises for the purposes of preparing any EPC and/or Recommendation Report for the Premises or the Station
- 4.4 Interest**
- If any other sum payable by the Tenant to the Landlord under this lease shall not be paid by the due date to pay to the Landlord interest on such monies at the Interest Rate from the due date until actual payment provided that this **clause 4.4** shall not prejudice any other right or remedy of the Landlord in respect of any such monies
- 4.5 VAT**
- To pay and indemnify the Landlord against any VAT chargeable in respect of or levied on:
- 4.5.1 any payment due from or any supply made to the Tenant under or in connection with this lease and
- 4.5.2 any payment made by or any supply made to the Landlord where the Tenant is liable to reimburse the Landlord for such payment or in respect of such supply
- in each case in addition to such payments or supplies
- 4.6 Repair**
- To keep the Premises and the Landlord's Fittings and the Phone Box clean and tidy and to put maintain and keep the same in good and substantial repair and condition
- 4.7 Repair of damage**
- Without prejudice to **clause 4.6** to repair and make good to the entire satisfaction of the Landlord all damage to the Premises and /or the Station and /or the Phone Box caused by the Tenant or its employees servants agents licensees visitors or invitees
- 4.8 Decoration**
- To decorate the Phone Box to a high standard to the satisfaction of the Landlord and to redecorate it whenever reasonably necessary
- 4.9 Refuse**
- 4.9.1 Not to allow refuse to accumulate on or in front of or behind the Premises and to keep the Premises in a hygienic and tidy condition to the satisfaction of the Landlord and in case of default the Landlord may carry out the necessary work and recover the cost from the Tenant

- 4.9.2 Not to use the Landlord's refuse facilities at the Station without the prior written consent of the Landlord (at the Landlord's absolute discretion)
- 4.9.3 If the Tenant uses the Landlord's refuse facilities at the Station pursuant to **clause 4.9.2** to pay to the Landlord on demand all costs associated with such use

#### 4.10 Alterations

- 4.10.1 Not to erect any new building or structure on the Premises nor to cut injure maim remove or alter any of the roofs loadbearing walls columns floor timbers stanchions beams supports girders or other structural parts of the Premises nor to merge the Premises with any adjoining Premises
- 4.10.2 Not to make any alteration or addition (whether structural or non-structural) to the exterior of the Premises and /or the Phone Box or to the external appearance of the Premises and /or the Phone Box
- 4.10.3 Not to carry out any alterations to the Premises or to the plant, equipment or services within and serving the Premises which may adversely affect the Environmental Performance of and/or any EPC rating of the Premises and/or the Station
- 4.10.4 Not to make any internal non-structural alteration or addition whatsoever of in or to the Premises except:
  - 4.10.4.1 with Consent
  - 4.10.4.2 subject to such terms and conditions (including provision for reinstatement at the Tenant's cost on the expiration or sooner determination of the Term) as the Landlord may require
  - 4.10.4.3 in accordance with drawings and specifications previously submitted in triplicate to and approved in writing by or on behalf of the Landlord
  - 4.10.4.4 after having obtained and supplied to the Landlord copies of all requisite consents licences and permissions for the carrying out of such works from any local public or other authority or body or any owner or occupier of adjoining land and after the Landlord shall have notified the Tenant in writing that the same are satisfactory to it (such notification not to be unreasonably withheld or delayed) and shall carry out any works in accordance with such consents licences and permissions
  - 4.10.4.5 by using good quality materials in a good and workmanlike manner strictly in accordance with all relevant British Standards codes of practice laws requirements of any utility companies affected by such works requirements of the insurers of the Premises to the satisfaction of the Landlord and so that any rights privileges or liberties which third parties enjoy in over or under the Premises are not interfered with
  - 4.10.4.6 in accordance with method statements and risk assessments which must have been approved by the Landlord
  - 4.10.4.7 after having obtained site access permits from the Landlord for all its contractors requiring access to the site to carry out the works
- 4.10.5 Notwithstanding the terms of **clause 4.10.1** and **4.10.2** the Tenant shall carry out the Works as its own cost in accordance with the conditions set out in **clause 4.10.3** above and the remainder of this clause and shall complete the Works (save for the required reinstatement thereof) within one (1) month of the Term Commencement Date provided that

- 4.10.5.1 the carrying out of such Works shall neither impair the continuity of supply nor have any long term adverse effect on the supply of gas, electricity or other utility to the remainder of the Station
- 4.10.5.2 the carrying out of such Works will not cause a breach of the terms of supply to the Station of gas, electricity or other utility as the case may be
- 4.10.6 The Tenant shall take proper steps to ensure that any works to the Premises do not make any part of the structure of the Station unsafe and cause as little disturbance and inconvenience as possible to the Landlord and other owners and occupiers of the Station and adjacent land
- 4.10.7 The Tenant must immediately make good to the satisfaction of the Landlord any damage to any land or buildings plant or machinery caused by any works carried out by the Tenant
- 4.10.8 The Tenant shall indemnify the Landlord against any liability howsoever incurred as a consequence of any breach by the Tenant of any of the requisite consents licences and permissions and/or any damage to the Premises or the Station or any other property or the death or injury to any person arising out or incidental to the carrying out of any works to the Premises
- 4.10.9 Not to make or carry out any alteration addition or extension to any of the water gas electricity and other public utility services systems serving the Premises except with Consent and in accordance with the relevant codes of practice of the statutory undertaker concerned and to supply to the Landlord upon request an adequate drawing or drawings showing the actual position of all pipes wires cables and other services within the Premises installed amended or extended by the Tenant save that the Tenant may carry out any such alterations extensions or modifications in connection with the Works provided that it complies with the provisions of this clause
- 4.10.10 In the event of the Tenant failing to observe this covenant it shall be lawful for the Landlord and its agents or surveyors with or without workmen and others and all persons authorised by the Landlord with any necessary materials and appliances to enter upon the Premises and remove any alterations or additions and execute such works as may be necessary to restore the Premises to their former state and the cost thereof and all expenses (including surveyors' and other professional fees) together with interest thereon at the Interest Rate from the date of expenditure by the Landlord until payment by the Tenant as well after as before judgment shall be a debt due from the Tenant to the Landlord and be forthwith recoverable by action
- 4.10.11 To comply promptly with any statutory duty to produce a new EPC (whether for the Premises or the Station) arising as a result of works carried out by the Tenant and shall supply to the Landlord, promptly following receipt by the Tenant of the necessary details, of a copy of each such new EPC when entered on the EPC register
- 4.10.12 The Tenant covenants in this lease will extend to any permitted works and apply to the Premises as altered by such works
- 4.11 **Statutory obligations and planning applications**
  - 4.11.1 To comply in all respects with the provisions of and execute all such works as shall be required by any Legal Obligations (including all bye-laws regulations orders and other matters deriving from any statute) present or future affecting the use of the Premises the employment of any person at the Premises the storage use or disposal of any substance or material on at or from the Premises or the use of any machinery or equipment at the Premises and with all requirements of any competent authority in respect of the use of the Premises or any such matter and includes without



limitation conditions and obligations imposed upon the operation of the Station or the rail network or as a condition of any planning permission and all other consents licences permissions and approvals and to indemnify the Landlord against any liability whatsoever in respect of any such matter

- 4.11.2 Not to apply for any planning permission consent permit or authorisation under any Enactment without Consent

#### 4.12 **Rights of re-entry**

- 4.12.1 To permit the Landlord and all persons authorised by the Landlord to enter the Premises at all times during the Term upon reasonable prior notice (except in the case of emergency) and subject to the Landlord making good all physical damage caused as soon as possible

4.12.1.1 to ascertain that the covenants and conditions contained in this lease have been duly observed and performed

4.12.1.2 to view the state of repair decoration and condition of the Premises and/or the Landlord's Fittings

4.12.1.3 for purposes in connection with the proper and safe management operation and maintenance of the Station and the provision of the Services and

4.12.1.4 for such other purposes as the Landlord shall require (including sale and reletting)

4.12.1.5 for any purpose that is in the opinion of the Landlord necessary to enable it to comply with the covenants on the part of the lessee and the conditions contained in the Superior Lease

- 4.12.2 To permit the Superior Landlord and all persons authorised by the Superior Landlord to enter the Premises for the purposes specified and upon the terms contained in the Superior Lease or in any lease superior to it as if the provisions in these documents dealing with the lessor's access to the Premises were incorporated into this Lease

#### 4.13 **Notice to repair**

To repair the Premises and rectify any other remediable breach of covenant as required by any notice given to the Tenant or left at the Premises by the Landlord or any such authorised person in accordance with the covenants contained in this lease and if the Tenant shall not within one (1) month after service of such notice proceed diligently with the same or shall have failed to complete the same within two (2) months to permit the Landlord to enter upon the Premises with all necessary workmen and equipment to execute such work or rectify such other remediable breach of covenant and to pay to the Landlord as a debt all expenses incurred by the Landlord in connection with the same (including legal and surveyor's fees) on written demand

#### 4.14 **User**

- 4.14.1 Not to use the Premises or any part

4.14.1.1 for any purpose except the Permitted Use

4.14.1.2 in such a way as to cause any nuisance damage disturbance annoyance inconvenience or interference to the operation of the Station or to the Landlord or the owners occupiers or users of the Station or use the Premises for any purpose or activity which is illegal

immoral noisy noxious dangerous or offensive or for residential purposes

4.14.2 To use the Premises competently and properly and ensure that it's employees and all other persons using or having access to the Premises shall observe all safety precautions published by the Landlord or notified to the Tenant from time to time

4.14.3 Not to permit noise levels from any audio or visual equipment at the Premises to detract from the enjoyment of the customers of the Station as a whole nor interfere with the operation of the Station and not to play or use any such equipment so that it can be heard in adjoining premises and not to install or use in or at the Premises any machinery or apparatus which causes any undue noise or vibration which can be heard or felt outside the Premises in adjoining premises

#### 4.15 **Overloading**

Not to overload any part of the Premises or the Station or the capacity of any Conduits

#### 4.16 **Common Areas/Restricted Areas**

4.16.1 Not to obstruct any Common Areas nor allow queues to form so as to prevent the free flow of pedestrians at the Station or cause them to become dirty or untidy nor leave any rubbish on them

4.16.2 Not to enter any Restricted Areas

4.16.3 Not to place goods or free standing signs outside of the Premises

#### 4.17 **Regulations/compliance with Superior Lease**

4.17.1 To observe such further restrictions or obligations as the Landlord shall from time to time advise the Tenant in writing where in the reasonable opinion of the Landlord such restriction or obligation is necessary to enable the Landlord to comply with the Superior Lease

4.17.2 Not to omit suffer or permit in relation to the Premises any act or thing which would or might cause the Landlord to be in breach of the Superior Lease or which if done omitted or suffered or permitted by the Landlord would or might constitute a breach of the covenants on the part of the lessee and the conditions contained in the Superior Lease

#### 4.18 **Obstruction**

Not to obstruct the Landlord or its servants or agents or any competent authority in the exercise of the rights and responsibilities of the Landlord or such other competent authority of management and control of the Station or in the safe and proper operation of the rail network or the provision by a telecommunications license holder of a telephone connection on the Premises to the national network

#### 4.19 **Station Operation Infrastructure**

Not to interfere with the installation condition or proper operation of any Station Operation Infrastructure

#### 4.20 **Signs and advertisements**

Not to affix erect attach or exhibit any signs, fascia, placards, boards, posters and advertisements upon any part of the exterior of the Premises or the Phone Box or display any inside the Premises so as to be seen from the outside (save for a sign previously approved in

writing by the Landlord containing the name of the Tenant and describing the business carried on at the Premises) and not to place any free standing signs outside the Premises or anywhere at the Station

#### **4.21 Fire prevention**

- 4.21.1 To keep the Premises supplied and equipped with all fire-fighting and extinguishing appliances which are compatible with the systems installed elsewhere in the Station from time to time required by law or required by the insurers of the Premises or reasonably required by the Landlord such appliances being kept open to inspection and properly maintained
- 4.21.2 Not to obstruct or cause or permit the obstruction of fire escape routes provided by the Landlord through the Station
- 4.21.3 To comply with such further requirements connected with fire safety as the Landlord may from time to time specify

#### **4.22 Pest Control**

The Tenant shall take all appropriate steps to control pests and vermin within the Premises and will observe all reasonable requirements of the Landlord in operating pest control systems in the Station

#### **4.23 Insurance obligations**

- 4.23.1 Not to do or fail to do anything which shall or may cause any insurance policies of either the Landlord or the Superior Landlord in respect of the Station or any neighbouring property to be void or voidable either in whole or in part or which may render any increased or additional premium payable for such or cause the insurance monies to be wholly or partly irrecoverable
- 4.23.2 Not to insure or maintain insurance of the Station or the Premises save as may be required under this lease but if it becomes entitled to the benefit of any insurance proceeds in respect of the Premises (other than in respect of plate glass) pay those proceeds or cause them to be paid to the Landlord
- 4.23.3 To comply at all times with the requirements and recommendations of the insurers relating to the Premises and the use by the Tenant of the Station
- 4.23.4 To notify the Landlord of the incidence of any matter which ought reasonably to be notified to insurers
- 4.23.5 To pay on demand the whole of any excess or increase in any premium or loss arising from a breach of **clause 4.23.1** or from the Tenant's use of the Premises and indemnify the Landlord against all consequent loss
- 4.23.6 To pay the Landlord an amount equal to any insurance money that the insurers of the Station refuse to pay (in relation to the Station) by reason of any act or omission of the Tenant or any undertenant, their workers, contractors or agents or any person at the Premises or the Station with the actual or implied authority of any of them
- 4.23.7 Save where such is an obligation of the Landlord under the terms of this lease to maintain all insurances as may be prudent or as may be required by law in respect of the Premises the Tenant's equipment fittings business stock third party liability or employees or visitors and provide written evidence of such insurances to the Landlord on demand including evidence that the Landlord's interest has been noted on the policy
- 4.23.8 To maintain insurance and indemnify the Landlord for

- 4.23.8.1 any claim made under the Defective Premises Act 1972; and
  - 4.23.8.2 public and other third party liability risks for a sum of no less than five million pounds (£5,000,000.00); and
  - 4.23.8.3 damage or destruction to the Phone Box from risks against which a prudent Phone Box owner would insure in its full reinstatement value with an insurer of good repute
- 4.23.9 To pay by way of further or additional rent to the Landlord in the manner set out in **clause 3** without any deduction a sum equal to a proper proportion of the sums which the Landlord is to pay in respect of the insurance of the Station and against loss of rents

Provided that if the Tenant fails to effect and maintain any insurance required to be effected by the Tenant pursuant to this lease the Landlord may do so and the cost will be a debt due from the Tenant on demand

#### 4.24 **Security procedures**

- 4.24.1 To comply with the Landlord's proper instructions in the interests of public safety in respect of any security or emergency alerts in respect of the Station and any neighbouring property
- 4.24.2 To provide to the Landlord the name address and telephone number of the principal employee and the keyholder of the Tenant who operates the Premises
- 4.24.3 To provide proof of identity of all employees of the Tenant working at the Premises to the Landlord or the Station Manager (as directed by either the Landlord or the Station Manager) and ensure that at all times when in the Station the Tenant's employees wear identity cards in order to comply with the then current statutory regulations of the Director of Transport Security and Contingencies or such other appropriate or equivalent statutory body

#### 4.25 **Notices**

Within seven (7) days of the receipt of the same to give full details to the Landlord of any notice direction or order made given or issued to the Tenant by any local or public authority and if so required by the Landlord to produce the same to the Landlord

#### 4.26 **Alienation**

Not to assign underlet mortgage charge licence hold on trust or share or part with the possession or occupation of the whole or any part or parts of the Premises

#### 4.27 **Costs**

- 4.27.1 To pay to the Landlord on demand on a full indemnity basis all costs (including solicitor's bailiffs and surveyor's fees) incurred by the Landlord in incidental to or in reasonable contemplation of:
  - 4.27.1.1 the preparation and service of a notice or proceedings under sections 146 or 147 of the Law of Property Act 1925 notwithstanding that forfeiture is avoided otherwise than by relief granted by the court
  - 4.27.1.2 the preparation and service of a notice relating to wants of repair and condition of the Premises whether served during or after the Term

- 4.27.1.3 any application by the Tenant for Consent or approval to any matter or thing under the terms of this lease
- 4.27.1.4 obtaining rectification of any breach of covenant under this lease whether or not proved by court proceedings
- 4.27.2 To pay one hundred and twenty pounds (£120) plus VAT towards the costs and disbursements of the Landlord's surveyors incurred in the preparation and completion of a Land Registry compliant plan
- 4.27.3 If the Tenant applies for consent to change the Permitted Use from housing a community defibrillator, the Tenant will pay to the Landlord eight hundred pounds (£800) plus VAT towards the costs and disbursements of the Landlord's solicitors and surveyors incurred in the preparation and completion of this lease.

#### 4.28 **Yield up**

To yield up the Premises at the expiration or sooner determination of the Term with vacant possession and in a condition that is in accordance with the Tenant's covenants herein contained and having removed all Tenant's fittings and signs and any alterations or additions made to the Premises by or on behalf of or for the benefit of the Tenant during or prior to the Term unless otherwise directed by the Landlord) making good forthwith any damage caused by such removal to the Landlord's satisfaction provided that the Tenant shall not be required to reinstate any tenant's alterations which have been carried out lawfully during the term where such reinstatement would adversely affect the Environmental Performance of the Premises or the Building unless such reinstatement is reasonably required by the Landlord having regard to its intentions in respect of the use or re-letting of the Premises or the Station after the expiry or sooner determination of the term.

#### 4.29 **Indemnity**

To indemnify the Landlord against all liability in respect of any injury to or the death of any person damage to any property and all other liability arising directly or indirectly out of the repair or condition or use of the Premises or any breach of the covenants on the part of the Tenant contained in this lease or as a result of the Tenant not complying with the terms of the Superior Lease insofar as the same relate to the Premises or as a result of anything now or during the term attached to or projecting from the Premises or as a result of any act neglect or default by the Tenant or its servants agents licensees or invitees

#### 4.30 **Removal of registrations**

On the expiry or sooner determination of the Term promptly and at its own expense to close the registered title relating to this lease and cancel any note of it made in any other title

### 5 **LANDLORD'S COVENANTS**

The Landlord covenants with the Tenant that so long as the Tenant is not in breach of any of the Tenant's obligations under this lease:

- 5.1 the Tenant may quietly hold and enjoy the Premises during the Term

### 6 **PROVISOS**

It is hereby agreed and declared as follows

#### 6.1 **Forfeiture**

If the rents hereby reserved or any part thereof is fourteen (14) days in arrear (whether formally demanded or not) or if the Tenant fails to observe or perform any of the Tenant's covenants

herein contained or if the Tenant (being an individual) shall become the subject of a bankruptcy petition or order or is unable to pay his debts or has no reasonable prospect of being able to do so within the meaning of section 267 and section 268 of the Insolvency Act 1986 or is the subject of an application or order or appointment under section 253 or section 273 or section 286 of the Insolvency Act 1986 or (being a company) is the subject of a petition presented or an order made or a resolution passed or analogous proceedings taken for appointing an administrator or winding up such company (save for the purpose of an amalgamation or reconstruction which does not arise out of insolvency) or an encumbrancer takes possession or exercises or attempts to exercise any power of sale or a receiver is appointed of the whole or any part of the undertaking property assets or revenues of such company or stops payment or agrees to declare a moratorium or becomes or is deemed to be insolvent or unable to pay its debts within the meaning of section 123 Insolvency Act 1986 or in either case shall make any composition or arrangement with its or his creditors or suffer any distress execution sequestration or other process to be levied on its or his goods or assets at the Premises then and in any such case the Landlord may re-enter upon the Premises or any part thereof in the name of the whole and thereupon the Term shall absolutely determine but without prejudice to any claim by the Landlord for any antecedent breach of covenant by the Tenant and/or Guarantor

## **6.2 Recovery of payments**

All sums due to the Landlord under this lease shall be payable as rent and the Landlord shall have the same remedies for the recovery of such sums as the Landlord would or might have for rent in arrear

## **6.3 Compensation**

Any statutory right of the Tenant or any other occupier to claim compensation from the Landlord on vacating the Premises shall be excluded to the extent that the law allows

## **6.4 No obligation to keep open**

Nothing contained in this lease shall amount to an obligation on the part of the Landlord to keep the Station open for business or to maintain any existing or future pattern for the stopping of trains at certain platforms

## **6.5 No obligation to repair**

Nothing contained in this lease shall imply any obligation on the part of the Landlord to maintain and repair the Station area and premises or facilities generally other than to the extent and as and when the Landlord shall in their absolute discretion require for their own purposes

## **6.6 No warranty as to Permitted User**

Nothing in this lease shall imply or warrant that the Premises may lawfully be used for the Permitted Use and the Tenant acknowledges and admits that no such representation or warranty has ever been/made by or on behalf of the Landlord

## **6.7 Exclusion of security of tenure**

6.7.1 In this **clause 6.7** references to the **2003 Order** are references to the Regulatory Reform (Business Tenancies) (England and Wales) Order 2003

6.7.2 Pursuant to section 38A(1) of the 1954 Act the parties agree that the provisions of sections 24 to 28 (inclusive) of the 1954 Act shall be excluded in relation to the tenancy created by this lease

6.7.3 The parties hereby agree and declare that before the date of this Lease

- 6.7.3.1 the Landlord served on the Tenant the notice (Notice) referred to in section 38A(3)(a) of the 1954 Act in relation to the tenancy created by this Lease on [ ] [, not less than 14 days before this lease was entered into]
- 6.7.3.2 the Tenant or a person duly authorised by the Tenant made the [statutory] declaration (**Declaration**) referred to in paragraph 4 of Schedule 2 to the 2003 Order in relation to the Notice on [ ]
- 6.7.4 Where the Declaration was made by a person other than the Tenant the Tenant confirms that the declarant was duly authorised by the Tenant to make the Declaration on the Tenant's behalf
- 6.7.5 The parties further hereby agree and declare that the form of this Lease is in all respects material to the agreement to exclude security of tenure the same as that which was in their contemplation at the time of service of the Notice
- 6.8 Compensation on vacating**
- Any right of the Tenant or anyone deriving title under the Tenant to claim compensation from the Landlord on leaving the Property under the 1954 Act is excluded, except to the extent that the legislation prevents that right being excluded
- 6.9 Exclusion of rights under the Contracts (Rights of Third Parties) Act 1999**
- A person who is not party to this lease shall have no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this lease This clause does not affect any right or remedy of any person which exists or is available otherwise than pursuant to that Act
- 6.10 Exclusion of Landlord's liability**
- Except to the extent that the Landlord may be liable by law notwithstanding any agreement to the contrary the Landlord shall not be liable in any way to the Tenant or any servant agent licensee or invitee of the Tenant by reason of:
- 6.10.1 any act neglect or omission of any of the tenants or owners or occupiers of any adjoining or neighbouring premises (whether within the Station or not) or of any representative or employee of the Landlord (unless acting within the scope of the express authority of the Landlord) or
- 6.10.2 the defective working stoppage or breakage of or leakage or overflow from any Conduit or any humidity temperature control refrigeration or other plant or
- 6.10.3 the obstruction by others of any areas over which rights are given to the Tenant by this lease or
- 6.10.4 the exercise of any statutory or other duty or power by the Landlord or any competent authority in respect of the safe and proper management and operation of the Station or
- 6.10.5 the operation of the railway network or
- 6.10.6 the non-running of any rail service or the cessation of the use or operation of the Station
- 6.11 Notices**
- Section 196 of the Law of Property Act 1925 (as amended by the Recorded Delivery Service Act 1962) shall apply to all notices which may need to be served under this Lease and notices

served on the Landlord must be served on the Landlord at the address stated in the Particulars or on the person and at the address notified to the Tenant from time to time and those served on the Tenant shall be deemed effectively communicated if they are sent to the Tenant's address stated in the Particulars or notified to the Landlord from time to time

#### **6.12 Termination/variation/restriction**

- 6.12.1 The Landlord may determine this lease on not less than six (6) months' written notice to the Tenant expiring at any time
- 6.12.2 The Landlord may determine this lease (or where required restrict suspend or alter any rights of access occupation or user granted by this lease to the extent reasonably necessary) on twenty eight (28) days' notice (save in an emergency when as much notice as reasonably practicable shall be given to the Tenant (which may be none)) to
  - 6.12.2.1 safeguard the safety or security of persons or property in an emergency
  - 6.12.2.2 carry out works necessary for the safe and proper operation of or redevelopment of the Station including but not limited to the installation of Station Operation Infrastructure within the Premises
  - 6.12.2.3 comply with the Superior Lease
  - 6.12.2.4 comply with any lawful requirement of the Superior Landlord and /or the Rail Regulator and /or the DFT Rail Group and /or any other person competent to make such a requirement
- 6.12.3 The Landlord may determine this lease in the event the Superior Lease comes to an end or is otherwise terminated in relation to the whole or any part of the Station in accordance with the provisions contained therein

and if this lease is determined it shall not affect the Landlord's rights or remedies for any previous breach of covenant by the Tenant

#### **6.13 Confidentiality**

- 6.13.1 The Tenant shall not disclose communicate or otherwise make available the terms of this lease or any documents and /or negotiations leading up to it or in connection with it to any third party except to its professional advisers
- 6.13.2 Neither party shall publicise, advertise, or otherwise promote in any way via the medium of television, radio, or press the details of this Lease and the Tenant's occupancy at the Station without the prior written consent of the other party provided that the Landlord may use the Tenant's name and logo in advertising and promotion of the Station and the Landlord's business with the consent of the Tenant which consent shall not be unreasonable withheld or delayed



## **SCHEDULE 1 - TENANT'S RIGHTS**

Rights granted to the Tenant are granted so far as the Landlord can lawfully grant the same and in common with the Landlord and the Superior Landlord and their servants tenants agents and licensees and all other persons authorised by it or them or entitled thereto

- 1 the right to receive utilities through Conduits in other parts of or serving the Station
- 2 the right of support for the Premises from the immediately adjoining or adjacent property of the Landlord

## SCHEDULE 2- EXCEPTIONS

Excepting and reserving in favour of the Landlord and its tenants agents and licensees and those authorised by the Landlord and all other persons who now have or may hereafter be granted similar rights

- 1 full right and liberty at any time hereafter and from time to time to erect scaffolding execute works and erections upon the Station and to alter or rebuild any buildings erected on the Station or any adjoining or neighbouring property and to use the Station or such adjoining or neighbouring property or the buildings now or hereafter erected thereon in such manner as the Landlord shall think fit notwithstanding that the access of light and air to the Premises may thereby be interfered with
- 2 the right to enter upon the Premises with or without plant machinery equipment or materials for all purposes (and on the terms) mentioned in this lease and for all purposes or reasons otherwise arising out of or in connection with the Landlords ownership of the Premises
- 3 on giving reasonable prior notice to the Tenant the right to enter and remain on the Premises (with workmen, contractors and necessary equipment) at reasonable times for any of the following purposes:
  - 3.1 taking reasonable steps to review or measure the Tenant's energy and water use and its waste production or waste management save where up-to-date information in this respect has already been provided to the Landlord by the Tenant; and
  - 3.2 carrying out works which are agreed by the Tenant (acting reasonably) and are intended to improve the Environmental Performance of the Station (provided that such works cause as little disruption as reasonably practicable and when complete do not materially adversely affect the Tenant's beneficial use and occupation of the Premises)

The Landlord shall make good, promptly and in a good and workmanlike manner, any damage caused to the Premises by the carrying out of such works
- 4 the right to carry out works to the Station and the plant and equipment serving the Station, which are intended to improve the Environmental Performance of the Station notwithstanding any interruption in the provision of services by the Landlord provided always that the Landlord shall use reasonable endeavours to minimise any disruption to the Tenant and any interference with services it has covenanted to provide
- 5 the right to install retain and use Station Operation Infrastructure from time to time within or affecting the Premises
- 6 the right to close the Station and the access to it during such hours as the same are not being used by the public or traffic and also the right to close the Station or access temporarily at any time in case of emergency or otherwise in connection with any special occasion or requirement of their business or any connected works and to keep the Station and access closed either wholly or partly to the public or to the Tenant and its staff for so long as the Landlord may require and the Tenant shall have no claim of any description whatsoever against the Landlord in consequence of any such closing
- 7 all rights of light air support shelter and protection from the parts of the Station not included in the Premises and all such rights (if any) as shall now or hereafter belong to and be enjoyed by any land or premises adjacent to the Station
- 8 the full free and uninterrupted passage and running of water soil gas telephone electricity telecommunication and all other services and supplies of whatsoever nature from and to any other parts of the Station and any other adjoining or neighbouring property of the Landlord through such of the conduits serving the same which are or may hereafter during the Term be in on under or over the Premises and the right of entry into the Premises for the purpose of

inspecting repairing renewing relaying cleansing maintaining and connecting up to any such existing or future conduits

Any right exercisable by the Landlord or any right exercisable by the Tenant in common with the Landlord shall be construed as including (where appropriate) the exercise of such right by the Superior Landlord and all persons authorised by the Superior Landlord and in common with all other persons having a like right

**EXECUTED AS A DEED** by **FIRST GREATER** )  
**WESTERN LIMITED** acting by either two )  
directors or one director and the company  
secretary:

_____	Signature of director
_____	Name of director (PRINT)
_____	Signature of director/secretary
_____	Name of director/secretary (PRINT)

**PLEASE ADVISE AS TO THE COUNCIL'S EXECUTION BLOCK – COMMON SEAL?**

**EXECUTED AS A DEED** by [       ] **LIMITED** )  
acting by: )

_____	Signature of director
_____	Name of director (PRINT)
_____	Signature of director/secretary
_____	Name of director/secretary (PRINT)

**EXECUTED AS A DEED** by [    ] **LIMITED** )  
acting by a director in the presence of: )

	_____	Signature of director
	_____	Name of director (Print)
_____		Witness signature
_____		Witness name (PRINT)
_____		Witness address
_____		Witness occupation

# equating to £9.39 per year under 20 pence per week

The larger portion of your council tax will be set by Cornwall Council, Devon and Cornwall Police and Adult Social Care.

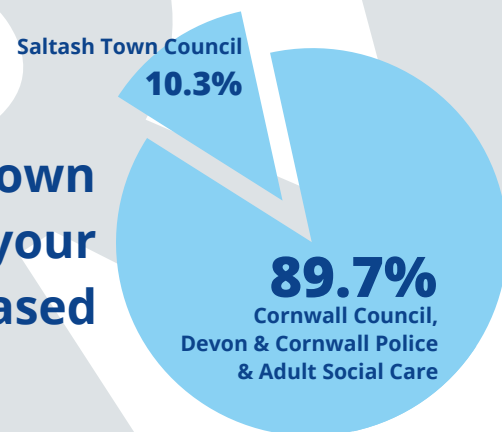
The majority of fixed costs across the different budget areas have been set using a cost-based approach and adding 2.5% increase based on the Consumer Price Index (CPI).

Overall this will see an increase on the Saltash Town Council portion of your Council Tax for a typical Band D property of 4.28%

**Just so you know....**  
To be able to continue to preserve and maintain services taken over from Cornwall Council for the community of Saltash it has been necessary to adjust the precept for 2022/2023 accordingly.



(Figures taken from the financial year 2021/2022)



## Did You Know...

For the financial year 2022-23 Saltash Town Council has limited the Town portion of your Council Tax bill to an increase of 4.28% based on a typical Band D property.

The Town Council managed to reduce the bill by 8.90% with cost and efficiency savings last year. This means that the precept for the coming year is again lower than two years ago and still showing a decrease on the 2020-21 precept of just over 5%

Your Council continues to strive to give a high level of service, whilst delivering value-for-money to residents.

## You can contact us on...

- @ enquiries@saltash.gov.uk
- 01752 844846
- www.saltash.gov.uk
- @SaltashTownCouncilOfficial
- @SaltashTC
- The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX

**...we'd like to hear your  
views.**

## SALTASH TOWN COUNCIL PRECEPT LEAFLET



2022/2023

# Saltash Town Council - Working for the People of Saltash

We are continuing to build on previous years to deliver improvements for the town. Here are some of the areas we are aiming to improve in our town and outdoor spaces:

## You asked, We listened.....

Page 78

Residents asked Saltash Town Council to consider the provision of CCTV in Fore Street. Working in partnership with Safer Saltash the Town Council are pleased to be investing in CCTV with match funding being sought to assist with the initial capital costs.

The Town Vision Sub Committee have been working in partnership with the Town Team on the successful bid from the Cornwall Council Town Vitality Fund to bring a Community Space to Saltash. This will see consultation over the coming months with residents, business owners and stakeholders to identify a site in the heart of Saltash to become a green community event space, bringing future opportunities for retail, entertainment and urban green space.



**Have  
Your  
Say.....**



Saltash Town Council want to know your views on what you want for your town. Look out for our 'Have your say' surveys which are advertised on our social media channels, noticeboards and website requesting your feedback on various subjects. It is important at Saltash Town Council to hear our residents views and experiences in order to make informed decisions and offer the best possible services based on the wants and needs of the community.

## Investing in our Town.....

Our Service Delivery Department have been working hard all year. The team have been planting, watering and preparing the ground for spring whilst also maintaining other duties such as regular cleaning of the public toilets, managing the pontoon and assisting with the Christmas lights installation and switch on event.

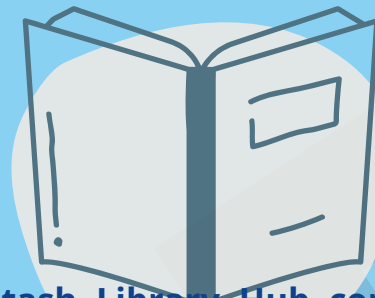
The multiskilled maintenance team carry out pre-planned maintenance within all the Town Council properties and grounds within our schedule of works. Our easy to use Service Delivery page on the Town Council's website provides you with the latest jobs the team have undertaken and also allows the community to report any concerns identified in the town. You can find it here: [https://www.saltash.gov.uk/service\\_delivery.php](https://www.saltash.gov.uk/service_delivery.php)



Fantastic news! Our new Town Team group formed from Town Councillors, County Councillors, Chamber of Commerce and CICPL12 have been successful in obtaining funding for a permanent speaker system in Fore Street. This will be able to be used by local organisations who are arranging events in the town without them having to bear the cost hiring of amplification equipment. There is a limit to the timing for use so as to not disrupt our residents and the volume has been programmed to be kept at a reasonable level. It is due to start working shortly, subject to weather conditions.



## Caring for our Community.....



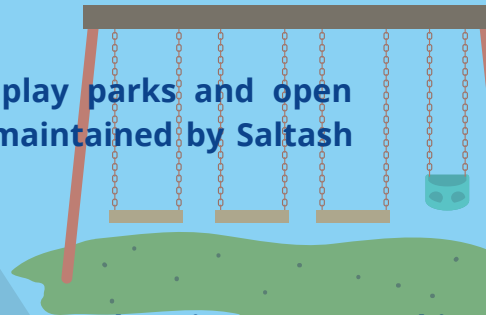
We are planning to invest in play parks and open spaces that are managed and maintained by Saltash Town Council

Saltash Library Hub continues to work with Cornwall Council to provide a library service second to none, alongside an ever-expanding community hub with a vast range of activities for our community.

To find out what's happening at your local library check out our Facebook page: Saltash Library Hub <https://www.facebook.com/saltashlibraryhub> or Saltash Town Council's website <https://www.saltash.gov.uk/library.php>

The Climate Change and Environment Working Group have established a community tree planting initiative with SEA, the Saltash Tree Wardens and Forest for Cornwall to increase the tree coverage throughout the town. The project seeks to create green corridors and enhance the urban landscape with the planting of native trees, hedgerows and wildflowers where suitable.

The group are looking for areas within the town to plant the trees and welcome residents' input and requests for locations around Saltash. Contact us at [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)



## Investing in our future.....

Saltash Team For Youth is a Town Council working group to ensure the views and participation of young people is better represented in the work of Saltash Town Council. We are pleased to have successfully increased the budget for the tendering of professional youth work in the 2022 / 23 financial year by 25% to £50,000. Our plans for next year also include expanding the membership of the group to increase our understanding of the issues young people face to inform the actions we take. We will also be working with the Services Team to carry out a mapping of existing play provision to identify where improvements need to be made.

Devolution for Saltash Town Council means the ambition to take on community assets from Cornwall Council and to work in partnership with them to deliver what is best for the town. By taking those assets, like the iconic library building, and transforming them into facilities that match the future needs of our residents. Those needs can be best defined locally, and delivered with a real focus on local expectations.

Devolution also means the Town Council start taking over open spaces in the town and transforming them into the kind of living spaces our families deserve. We have already begun to explore, in partnership with Councillors and officers of Cornwall Council, the potential of reinvigorating the Waterside area of Saltash by invoking bye-laws to tidy up our beaches, and properly manage those areas. By coordinating our efforts with local partners we can help unlock potential opportunities making the most of what our great town has to offer.

**Saltash Town Council  
Platinum Jubilee Working Group  
Report for FTC - January 2021**

**Working Group members: Councillors Bullock, Peggs, B Samuels, Gillies and Bickford.**

As agreed at the December FTC the Platinum Jubilee Working Group met with members of the Town Team. We have collectively agreed to form a new group, called the Saltash Platinum Jubilee Team, and is formed of a similar membership to the Town Team itself.

We are very pleased to have officer support from the Mayors Secretary. This support will mainly be restricted to supporting STC events, primarily those of Thursday 2nd of June.

The team discussed various events that could take place over the extended Bank Holiday period in June, and individual members of that team will be bringing forward proposals in the near future. We also expect other groups throughout the town may come forward with complimentary events.

We agreed that the Town Council, via the Working Group will focus on delivering the main Civic events on Thursday 2<sup>nd</sup> June. Other possible events include a festival similar to Mayfair in Fore Street and Longstone Park, and a 'Big Lunch' in Fore Street alongside other similar Nationwide lunches. The Team discussed the possibility of a carnival of some sort, more work is required to determine possible costs and implications.

## **STC events**

Focusing on Thursday 2<sup>nd</sup> June, the Working Group are proposing that the majority of the events will take place on the Waterside where a beacon will be lit in a coordinated manner with beacons across the country. There is a strict structure of events that go hand in hand with the beacon lighting, and include a piper, a town crier, and choirs singing a specific Jubilee song.

To ensure the event is successful the Town Council will need to look carefully at what is involved around event management, including health and safety issues and crowd control. We need to carefully consider whether we purchase a new beacon or reuse the one we have already.

Any budget could cover the costs to stage the event and that this could be taken from General Reserves. The Jubilee Working Group would be given delegated authority to spend this.

We are also looking at working with the wider Jubilee Team to host some community engagement workshops and an exhibition of relevant memories that the public might want to share, wither being related to the Queen and her visits to Saltash or significant events of the last 70 years. It is likely that we will use Isambard House for such an exhibition.



## **Fireworks Option.**

The Working Group would also like to suggest that a firework display to finish the event might also be funded by STC with an additional budget being required. No costings have yet been sought, but based on recent knowledge of costs, a good display would be in the region of £1,500.

There is a possibility that we can find external funding for some or all of the above, but a budget must be set for the Working Group to plan with.

## **Platinum Jubilee Trail**

<https://highstreetsafari.com/jubilee>

The Working Group with support of the wider Platinum Team would request the Town Council support the creation of a temporary Jubilee Town Trail that would operate for a number of weeks around the main events. The trail will be virtual by way of a smartphone App, with QR code stickers at interesting points. The nationally set cost is £500, and would require some officer time to ensure the content is submitted in a correct and timely manner.

If agreed the Working Group will, in consultation with the wider Jubilee Team, agree the content of the trail and how best to promote the trail to the community.

## **Small scale grants scheme to support the community**

The Working Group would like to investigate further a small fund to support the community in celebrating the events. This could be to have a community 'Jubilee lunch in their street', or any other innovative proposal. We anticipate awards of around £50-£75 each. If supported the Working Group will work up a simple applications process, ensuring appropriate processes are put in place that meet town council regulations. The Working Group, or Jubilee Team could be delegated authority to approve these applications to reduce any staffing impact at the town council.



## Other requests

- Planting for 2022 consider the use of Red, White and Blue flowers.
- Flags and bunting in Red, White and Blue to be used where possible.
- STC resources to be available to support both STC and third party events taking place as part of the Platinum jubilee celebrations (toilet hours extended, additional cleans etc). In consultation with the Service Delivery Manager.
- A Platinum Jubilee page is setup and maintained on the Town Council website, and appropriate social media is used to advertise events relevant to the celebrations.
- Some of the funding may be used to support events promotion, budget and sign off from approved funds delegated to the Working Group.
- The Working Group request that the events of Thursday 2nd June are classified as a Civic event.
- The Working Group is delegated authority to write letters of support for third party funding bids in relation to public events that will form part of the overall celebrations.
- The Working Group are delegated to investigate Town Crier options to support the celebrations.
- The Working Group would like to flag that the June Full Council meeting will fall on 2nd June, and would therefore clash with the events on that evening. A possible alternative date could be Thursday 9th June.

## Budget

These are some suggested figures, and are all listed as 'up to'. The Working Group would endeavour to spend money wisely and where possible seek alternative funding sources, although there appears to be limited support from government bodies.

STC events over the celebration period	£2,500
Fireworks on the 2nd June	£1,500
Jubilee Trail	£500
Jubilee community fund	£1,500
<b>Total budget</b>	<b>£5,500</b>

To be allocated from General Reserves.

## **Saltash Town Council Schedule of Meetings Calendar 2022-2023**

### **Information:**

The schedule of meetings has been drafted using the formula as used in previous years:

- Full Council: first Thursday of each month
- Planning and Licensing: third Tuesday of each month
- Personnel: last Wednesday of the month, bi-monthly
- Policy and Finance: second Tuesday of the month, bi-monthly
- Services: second Wednesday of the month, bi-monthly
- Burial Board: second Tuesday of the month, quarterly
- Burial Authority: As and when required.

**Please note:** Only Full Council meet in the month of August.

Due to bank holidays and the way meetings have fallen for the year 2022-2023 there are many meetings throughout the fiscal year that are back-to-back therefore the Council are asked to consider Saltash Town Council Schedule of Meetings and confirm if they wish to hold meetings on alternative dates.

Historically Saltash Town Council have not held any meetings in the month of August (summer holidays) apart from Full Council, however, the Council may wish to consider holding a Planning and Licensing meeting due to Cornwall Council Officers are now not able to provide sufficient extensions.

Alternatively, consideration in how the planning application responses are processed and submitted for the month of August only may be more suitable such as Survey Polls.

**End of Report.**

	APRIL				MAY				JUNE				JULY				AUGUST				SEPTEMBER				
Monday																1						Monday			
Tuesday																2						Tuesday			
Wednesday									1							3						Wednesday			
Thursday									2							4			1			Thursday			
Friday	1								3				1			5			2			Friday			
Saturday	2								4				2			6			3			Saturday			
Sunday	3				1				5				3			7			4			Sunday			
Monday	4			2					6				4			8			5			Monday			
Tuesday	5			3					7				5			9			6			Tuesday			
Wednesday	6			4					8				6			10			7			Wednesday			
Thursday	7			5	Annual FTC Meeting				9				7			11			8			Thursday			
Friday	8			6					10				8			12			9			Friday			
Saturday	9			7					11				9			13			10			Saturday			
Sunday	10			8					12				10			14			11			Sunday			
Monday	11			9					13				11			15			12			Monday			
Tuesday	12			10					14				12			16			13			Tuesday			
Wednesday	13			11					15				13			17			14			Wednesday			
Thursday	14			12					16				14			18			15			Thursday			
Friday	15			13					17				15			19			16			Friday			
Saturday	16			14					18				16			20			17			Saturday			
Sunday	17			15					19				17			21			18			Sunday			
Monday	18			16					20				18			22			19			Monday			
Tuesday	19			17					21				19			23			20			Tuesday			
Wednesday	20			18					22				20			24			21			Wednesday			
Thursday	21			19					23				21			25			22			Thursday			
Friday	22			20					24				22			26			23			Friday			
Saturday	23			21					25				23			27			24			Saturday			
Sunday	24			22					26				24			28			25			Sunday			
Monday	25			23					27				25			29			26			Monday			
Tuesday	26			24					28				26			30			27			Tuesday			
Wednesday	27			25					29				27			31			28			Wednesday			
Thursday	28			26					30				28						29			Thursday			
Friday	29			27									29						30			Friday			
Saturday	30			28									30									Saturday			
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Monday				30																		Monday			
Tuesday				31																					
Annual FTC																									
Town Council																									
Planning and Licensing																									
Policy & Finance																									
Services																									
Personnel																									
Burial Authority																									
Burial Board																									
Bank Holiday																									

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Services Committee held at the Guildhall on Wednesday 8th December 2021 at 6.30 pm**

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

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

**APOLOGIES:** Councillors: R Bullock, G Challen, L Challen, M Griffiths, S Martin, B Samuels and P Samuels.

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#### **64/21/22      HEALTH AND SAFETY ANNOUNCEMENTS**

The Chairman welcomed newly elected Councillor Jonathan Foster for Essa Ward.

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

#### **65/21/22      TO ELECT A VICE CHAIRMAN.**

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to appoint Councillor Bickford as Vice Chairman of the Services Committee.

#### **66/21/22      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.

**67/21/22      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL**

None.

**68/21/22      TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 14TH OCTOBER 2021 AND THE EXTRAORDINARY SERVICES COMMITTEE HELD ON 3RD NOVEMBER 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 Peggs, seconded by Councillor Gillies and **RESOLVED** that the minutes of the Services Committee held on 14<sup>th</sup> October 2021 were confirmed as a true and correct record.

It was proposed by Councillor Gillies, seconded by Councillor Dent and **RESOLVED** that the minutes of the Extraordinary Services Committee held on 3<sup>rd</sup> November 2021 were confirmed as a true and correct record.

**69/21/22      FINANCE:**

a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

**70/21/22      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

No report.

**71/21/22      CORRESPONDENCE.**

None.

**TO RECEIVE AND CONSIDER CCTV PROVISIONS FOR AN ADDITIONAL CAMERA AND ANY ASSOCIATED EXPENDITURE.**

The Acting Town Clerk reminded Members of the commercially sensitive information contained within the CCTV report and asked Members to be mindful when discussing the agenda item.

Members discussed the proposal and the inclusion of an eighth camera to be situated at Alexandra car park.

Members talked of various funding streams available for the shortfall of capital costs.

Members agreed an application to the s106 panel would be made but would exclude costs for the two cameras not located in the high street (funding stipulation).

Members agreed further investigations and applications to be made to alternative funding sources to cover the capital costs of the Waterside and Leisure Centre.

It was proposed by Councillor Peggs, seconded by Councillor Bickford and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> January 2022:

1. To approve an additional camera to be situated at Alexandra car park at an additional capital cost for the supply and installation.
2. To approve maintenance option A for the annual maintenance costs, inclusive of all labour and replacement of parts for all eight cameras, subject to further clarification of warranty parameters.
3. To give delegated authority to the Chairman and Vice Chairman liaising with the Acting Town Clerk to further progress a s106 application for funding towards the six cameras at the locations specified within the Town Centre:

Camera 1 - on the existing Christmas lights pole, Top of Fore Street

Camera 2 - on streetlight R013, Fore Street

Camera 3 - on streetlight R006, Top of Lower Fore Street

Camera 4 - next to streetlight C050, Lower Fore Street

Camera 5 - on streetlight B051, Old Ferry Road

Camera 6 – Alexandra car park.

4. To give delegated authority to the Chairman and Vice Chairman liaising with the Acting Town Clerk to further progress alternative means of funding identified such as the Police and Crime Commissioners Office, Safer Streets and National Lottery Community Funding for the remaining cameras not situated in the Town Centre:

Camera 7 - adj. to streetlight A108, outside The Union Inn

Camera 8 – by the Leisure Centre.

73/21/22

**TO RECEIVE AND NOTE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ASSOCIATED EXPENDITURE.**

The Service Delivery Manager informed Members of further developments relating to the content outlined in the report provided.

**Christmas Lights**

It was **RESOLVED** to note and to add the Christmas lights and switch on period for further discussion to the 9<sup>th</sup> February 2022 Services agenda.

**Wild Flower Meadows**

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to approve:

1. The purchase of yellow rattle seed at a cost of £72.00 to be allocated to budget 6506 Grounds Maintenance and Watering
2. The wild flower meadows at the suggested locations by the Celtic Cross and Primrose Walk, Pillmere.

**Hedge Row – Homer Park**

It was proposed by Councillor Peggs, seconded by Councillor Lennox-Boyd and **RESOLVED** that the Service Delivery Department undertake the works to reduce the height of the hedge working within the Health and Safety guidelines.

**Sharps Incidents**

The SDM requested Members consideration to approve the offer from 'We Are With You' to provide a free needle exchange facility that can be operated on a Tuesday and Wednesday from the Maurice Huggins Room.

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

1. Accept the offer of a needle exchange through the organisation 'We Are With You' posters to be displayed to inform the community of this facility.
2. Further investigate alternative preventative options that may be available to assist in the disposing of needles with a report to be received at a future Services Committee meeting.

**74/21/22      TO RECEIVE AND NOTE A REPORT ON THE LAND MARK TREE IN CELEBRATION OF THE QUEEN GREEN CANOPY.**

The Acting Town Clerk informed Members that a response from Cormac had not yet been received relating to the planting location at Jubilee Green.

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

1. Delegate authority to the SDM together with Cornwall Council's Project Officer to agree a location reporting back to the Services Committee by email.
2. Delegate authority to the Mayor's Secretary to continue with the planting arrangements inviting the Mayor of Saltash together with local groups and schools reporting back to the Services Committee by email.

**75/21/22      TO RECEIVE AND CONSIDER THE RESULTS OF A DOG FOULING SURVEY MONKEY POLL AND ANY ASSOCIATED EXPENDITURE.**

Members received the survey monkey poll results and considered locations identified as problematic areas.

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

1. To revisit the possibility of a Service Level Agreement between Cornwall Council and the Town Council at a future Services Committee meeting upon receipt of further information being provided from Cornwall Council's Community Protection Team.
2. The Service Delivery Department to progress the free installation of Enforcement Signs provided by Cornwall Council at Chapel Field and Sports Pitches subject to the signs being received and the necessary consents for installation being granted.
3. The Service Delivery Department to progress with educational stencil on school routes and cinder paths identified as problematic areas subject to permissions being granted from Cornwall Council.
4. The Administration Department to assist in publishing free educational material to the community through social media channels, noticeboards and promotion of Cornwall Council's reporting system and the 'pooper Snooper' mobile phone application.



5. The Administration Department to approach local schools to run a competition assisting in raising awareness of the importance and necessity of collecting and disposing of dog waste appropriately to form in-house signs to be located in other problematic areas.
6. The Administration Department to approach the local school for permission to promote the dog fouling video through social media and the Town Council website.

**76/21/22      TO RECEIVE AND CONSIDER A WEEDING REPORT AND ANY ASSOCIATED EXPENDITURE**

Members discussed in length the various weeding options. Members agreed herbicides would not be used to tackle any weeding issues.

It was proposed by Councillor Dent, seconded by Councillor Bickford and **RESOLVED** that:

1. Any issues relating to Health and Safety are to be reported to Cornwall Council Highways Department for further action to be taken.
2. Saltash Town Council will not carry out weed control within Saltash, but where significant Town Council issues are reported, the Service Delivery Department may use mechanical methods to remove the weeds, subject to the departments availability.

**77/21/22      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.

**78/21/22      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**79/21/22      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

80/21/22 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

81/21/22 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Gillies, seconded by Councillor Dent and **RESOLVED** to issue the following press and social media releases:

1. Educational promotion – Dog fouling
2. Queen Green Canopy landmark tree – upon approval of location
3. Weeding methods
4. Wildflowers Meadows.

**DATE OF NEXT MEETING**

Wednesday 9 February 2022 at 6.30 pm

Rising at: 8.07 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Thursday 16th December 2021 at 6.00 pm**

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

**ALSO PRESENT:** S Burrows (Acting Town Clerk)

**APOLOGIES:** G Challen (late arrival)

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#### **107/21/22 HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **108/21/22 TO ELECT A CHAIRMAN**

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to appoint Councillor Martin as Chairman of the Personnel Committee.

Councillor Miller proposed to suspend Standing Order 10.C to allow the election of a Vice Chairman to provide support and cover (should it be required) for the newly elected Chairman.

The Chairman asked the Acting Town Clerk for guidance.

The Acting Town Clerk asked Members to think about the justification when suspending Standing Orders. The Town Council is closed over the Christmas period and the Personnel Committee are to consider meeting the first week in January when the election of a Vice Chairman can take place.

The proposal did not carry.

**DATE OF NEXT MEETING**

Thursday 6 January 2022 at 6.30 pm

Rising at: 6.10 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 21st December 2021 at 6.30 pm**

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

**ALSO PRESENT:** 3 Members of the Public, C Cook (Locum Town Clerk) and F Morris (Planning and General Administrator)

**APOLOGIES:** R Bickford, L Challen, J Foster, S Gillies and S Lennox-Boyd.

### **113/21/22 HEALTH AND SAFETY ANNOUNCEMENTS**

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

### **114/21/22 DECLARATIONS OF INTEREST:**

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

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left Meeting</b>
Peggs	PA21/10915	Non-Pecuniary	Neighbour	Yes
Bullock	PA21/10915	Non-Pecuniary	Friend	Yes
Martin	PA21/11188	Non-Pecuniary	Friend	Yes
Yates	PA21/11188	Non-Pecuniary	Friend	Yes
Bullock	LI21_005875	Non-Pecuniary	Friend	Yes
Dent	LI21_005875	Non-Pecuniary	Friend of the current lease holder	Yes

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

None.

**115/21/22     QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

The Chairman informed Members of statements received from three members of the public in relation to Agenda Item No. 7c – Applications for consideration:

PA21/10692 in support of Land at Pillmere Drive, Saltash, Cornwall.

PA21/10930 in objection to 18 Ashburgh Parc, Latchbrook, Saltash.

PA21/10930 in objection to Ashburgh Parc, Latchbrook, Saltash.

After discussions with the members of the public who had provided statements, the Chairman announced that these statements would be taken under Agenda Item No. 7c at the time of each Planning Application.

**116/21/22     TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 16TH NOVEMBER 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 B Samuels, seconded by Councillor Dent and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 16<sup>th</sup> November 2021 were confirmed as a true and correct record.

**117/21/22     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**118/21/22     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:

**PA21/09580**

Mr Brian Venables – **Roodscroft Bungalow Hatt Saltash PL12 6PJ**  
Demolition of existing bungalow and construction of 2/3 storey dwelling with partial basement on similar footprint of existing bungalow. New vehicular access to property.

**Ward: Trematon**

Date received: 22/11/21

Response date: 23/12/21

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

**PA21/10473**

Mr & Mrs J Stephens – **Spar Stores 376 New Road Saltash PL12 6HW**

Change of use of A1 retail shop with owners accommodation to lock up A1 retail shop and 3 x 2 bedroom apartments.

**Ward: Tamar**

Date received: 15/11/21

Response date: 23/12/21

It was proposed by Councillor Peggs, seconded by Councillor Martin and resolved to **RECOMMEND REFUSAL** on the grounds of insufficient parking facilities and overdevelopment of the site.

Councillor Peggs left the meeting.

**PA21/10692**

Mr F W Rogers – **Land At Pillmere Drive Saltash Cornwall**

Construction of 2 no. industrial units resubmission of withdrawn application PA21/08019.

**Ward: Tamar**

Date received: 12/11/21

Response date: 23/12/21

A member of the public read a statement in support of Planning Application PA21/10692 – Land at Pillmere Drive, Saltash, Cornwall.

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

Councillor Peggs returned to the meeting.

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

**PA21/10915**

Mr Martyn Tambling – **50 Callington Road Saltash PL12 6DY**

Demolition of single garage, formation of single storey side extension.

**Ward: Tamar**

Date received: 02/12/21

Response date: 23/12/21

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

Councillor Bullock and Councillor Peggs were invited and returned to the meeting.

**PA21/10930**

Mr T Swabey -**18 Ashburgh Parc Latchbrook Saltash PL12 4XZ**

Raise the roof of the existing garage to form a second storey work room (home office and exercise room).

**Ward: Trematon**

Date received: 12/11/21

Response date: 23/12/21

Two members of the public each read individual statements in objection to PA21/10930 – 18 Ashburgh Parc, Latchbrook, Saltash, PL12 4XZ.

It was proposed by Councillor Miller, seconded by Councillor Martin and resolved to **RECOMMEND REFUSAL** on the following grounds:

1. Overdevelopment of the site.
2. Overlooking.
3. Out of keeping with the local area.

**PA21/10967**

Ms Liz Gay - **8 & 10 Hillside Road Saltash PL12 6EX**

Loft conversions and internal alterations.

**Ward: Tamar**

Date received: 17/11/21

Response date: 23/12/21

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



**PA21/11072**

Mr & Mrs Rizaro – **53 Old Ferry Road Saltash PL12 6BJ**

Twin dormer extension to the front of the property and single dormer to the rear.

**Ward: Tamar**

Date received: 15/11/21

Response date: 23/12/21

It was proposed by Councillor P Samuels, seconded by Councillor Martin and resolved to **RECOMMEND REFUSAL** on the grounds that the proposed development is totally out of character with the local area.

**PA21/11087**

Mr Chris Dinham – **Annexe At Tinkhams Farm House Carkeel Saltash PL12 6PH**

Change of use and redevelopment of existing barn to include a side extension into a dwelling.

**Ward: Trematon**

Date received: 15/12/21

Response date: 05/01/22

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

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

**PA21/11188**

Mr & Mrs Lindeyer – **4 Higher Port View Saltash PL12 4BU**

Rear and side extensions.

**Ward: Essa**

Date received: 23/11/21

Response date: 23/12/21

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

Councillor Martin and Councillor Yates were invited and returned to the meeting.

**PA21/11286**

Mr William Trinick Antony Estate – **Erth Barton Farmhouse Elmgate Saltash PL12 4QY**

Change of use from a single dwelling to a guesthouse including minor changes to the interior of the house.

**Ward: Trematon**

Date received: 14/12/21

Response date: 04/01/22

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

**PA21/11287**

Mr William Trinick Antony Estate – **Erth Barton Farmhouse Elmgate Saltash PL12 4QY**

Listed Building Consent for change of use from a single dwelling to a guesthouse including minor changes to the interior of the house.

**Ward: Trematon**

Date received: 14/12/21

Response date: 04/01/22

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

**PA21/11401**

Mr Leonard Screech – **Two Hoots A388 Between Dirty Lane And Junction South Of The Cardinals Hatt Carkeel PL12 6PH**

Change of use of workshop (general industrial class B2) to dwelling (dwelling house class C3).

**Ward: Trematon**

Date received: 07/12/21

Response date: 28/12/21

It was proposed by Councillor Dent, seconded by Councillor Challen and resolved to **RECOMMEND REFUSAL** on the grounds of:

1. An unacceptable increase in the amount of vehicular traffic accessing and egressing to and from the site.
2. Substandard access point due to limited visibility for vehicular traffic exiting the junction with the A388 leading to potential collisions and therefore a reduction in highway safety for occupants and members of the public.
3. The absence of a safe footway and crossing facility for pedestrians.
4. Taking into account the above, the application fails to provide safe and suitable access and is contrary to Policy 27 of the Cornwall Local Plan Strategic Policies 2010-2030 and paragraphs 108-110 of the National Planning Policy Framework 2019

**PA21/11850**

Mr & Mrs Steve & Ann Jameson – **Land To The West of 6 Churchtown Drive St Stephens PL12 4FB**

Proposed two dormer bungalows with integral garages, access, parking and external works to replace the large single dwelling approved under PA19/06318.

**Ward: Essa**

Date received: 13/12/21

Response date: 03/01/22

It was proposed by Councillor Miller, seconded by Councillor Challen and resolved to **RECOMMEND REFUSAL** on the grounds of:

1. Overdevelopment of the site.
2. The absence of a Wildlife Report with particular reference to the applicant's negative response to the Wildlife and Geology Trigger Table, Part A – Triggers for a Wildlife Report, 1a. ii involves works to a roof, roof space, weather boarding or hanging tiles, e.g., loft conversion, roof raising, extensions.

**PA21/12003**

Mrs Lisa Richardson – **South Broadmoor Elmgate Saltash PL12 4QX**

Proposed removal of existing lean-to and replacement and an extension to form new entrance, utility and WC. Replacement of UPVC windows with new timber sash windows. Slate hanging to first floor, to rear and to side elevations.

**Ward: Trematon**

Date received: 15/12/21

Response date: 05/01/22

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

**PA21/12004**

Mrs Lisa Richardson – **South Broadmoor Road From Junction West Of South Broadmoor House To Longlands Lane Elmgate Saltash**

Listed building consent for the proposed removal and replacement of existing lean-to and an extension to form new entrance, utility and WC. Replacement of UPVC windows with new timber sash windows. Slate hanging to first floor, to rear and to side elevations.

**Ward: Trematon**

Date received: 15/12/21

Response date: 05/01/22

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

d. Tree notifications: None.

e. Tree applications: None.

**119/21/22      CONSIDERATION OF LICENCE APPLICATIONS:**

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

<b>Premises Name &amp; Address</b>	Foreign Muck, 1 The Courtyard, Fore Street, Saltash, PL12 6JR.
<b>Applicant</b>	Foreign Muck Limited
<b>Application Accepted</b>	02/12/2021
<b>Application Type</b>	Grant
<b>Licensable Activities</b>	Sale by retail of alcohol
<b>Reference</b>	LI21_005875
<b>Representations Deadline</b>	30/12/2021
<b>Licensing Officer</b>	Terianne Findlay

It was proposed by Councillor Challen, seconded by Councillor Griffiths and resolved to **RECOMMEND REFUSAL** due to the premises being in a residential area with a residential property immediately above the premises.

Councillor Bullock and Councillor Dent were invited and returned to the meeting.

**120/21/22      CORRESPONDENCE.**

None.

**121/21/22      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.

**122/21/22      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**123/21/22     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**124/21/22     TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

The Mayor, Councillor Pete Samuels presented a gift and offered thanks on behalf of himself, The Mayoress, Councillor Brenda Samuels and members to the Locum Town Clerk Mr Christopher Cook for his valued contribution to the work of Saltash Town Council.

The Locum Town Clerk, Mr Christopher Cook, responded stating that he had enjoyed his work with the Council. Mr Cook thanked the Mayor, Mayoress and all members for the gift and their kind words.

**125/21/22     TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 18 January 2022 at 6.30 pm

Rising at: 7.55 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Thursday 6th January 2022 at 6.30 pm**

**PRESENT:** Councillors: G Challen, J Dent, S Martin (Chairman), S Miller and J Peggs (Vice-Chairman)

**ALSO PRESENT:** S Burrows (Acting Town Clerk)

**APOLOGIES:** None

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#### **109/21/22    HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **110/21/22    TO ELECT A VICE CHAIRMAN**

It was proposed by Councillor Miller, seconded by Councillor Martin and **RESOLVED** to appoint Councillor Peggs as Vice Chairman of the Personnel Committee.

#### **111/21/22    TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 23RD NOVEMBER 2021 AND THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON THURSDAY 16TH DECEMBER 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 Peggs and **RESOLVED** that the minutes of the Personnel Committee held on Tuesday 23<sup>rd</sup> November 2021 were confirmed as a true and correct record.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** that the minutes of the Extraordinary Personnel Committee held on Thursday 16<sup>th</sup> December 2021 were confirmed as a true and correct record.

**112/21/22     TO RECEIVE DOCUMENTS AND CONSIDER THE RECRUITMENT OF A TOWN CLERK / RFO AND ANY ASSOCIATED EXPENDITURE**

The Acting Town Clerk advised Members that they may wish to appoint CALC or SLCC to carry out a benchmarking exercise to review the salary of the Town Clerk (Proper Officer) / Responsible Finance Officer (RFO) to establish a range for the post when recruiting.

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to not undertake a benchmarking exercise due to the internal research taken place by the Personnel Committee to establish the range and to review as a whole the salary scales at a future Personnel meeting.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council held on the 13<sup>th</sup> January 2022 to approve:

1. The advertisement notice for the position of a Town Clerk (Proper Officer) / Responsible Finance Officer (RFO) (as attached)
2. The post to be advertised with SLCC for Local Council Professionals Gold Advert Package to include coverage on SLCC website, social media channels (reaching 73,050) and listed on the bi-weekly news bulletin for a period of one month commencing 14<sup>th</sup> January 2022 at a cost of £347 + VAT allocated to budget 6657 Staff Recruitment Advertising.
3. The post to be advertised with CALC (free of charge), Town Council website and social media channels, all noticeboards and Plymouth City Councils recruitment website (free of charge) for a period of one month commencing 14<sup>th</sup> January 2022.
4. Saltash Town Council Line Management Organisational Chart (as attached)
5. The job description for the post of Town Clerk (Proper Officer) / Responsible Finance Officer (RFO) (as attached)
6. The person specification for the post of Town Clerk (Proper Officer) / Responsible Finance Officer (RFO) (as attached)
7. The Personnel Committee to shortlist, undertake interviews, and appoint a successful candidate reporting back to Full Council at a future date.

**113/21/22     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to exclude the public and press due to the nature of the business to be transacted.

The Chairman reminded Members that items discussed are of the strictest confidence and must not be discussed or shared with others.

Members are to refrain from taking notes in part two confidential session and to refer to the private and confidential reports provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

**114/21/22     STAFFING MATTERS**

The Chairman informed Members that the meeting is heading to exceed 2 ½ hours as per Standing Orders.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to suspend Standing Order Section Two Item 2x and to continue with the remaining items of business to be conducted.

The Acting Town Clerk informed Members of recent staffing matters.

It was **RESOLVED** to note.

The Acting Town Clerk informed Members that a Service Delivery General Assistant (SDGA) submitted his notice of retirement with his last working day being 14<sup>th</sup> April 2022.

It was **RESOLVED** to note.

The Personnel Committee took the opportunity to thank the SDGA for his service and contributions made to Saltash Town Council during his course of employment and wished him well in his retirement.

The Personnel Committee instructed the Acting Town Clerk to seek HR quotes to enable the Committee to review the possibility of outsourcing HR work.

It was **RESOLVED** to note and that the Acting Town Clerk is to report back at a future meeting.



Councillor Challen left the meeting.

**115/21/22    PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to re-admit the public and press to the meeting.

**DATE OF NEXT MEETING**

Tuesday 25 January 2022 at 6.30 pm

Rising at: 9.30 pm

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

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

## **Recruitment Advert**

### **Town Clerk (Proper Officer) / Responsible Finance Officer (RFO)**

Saltash is a vibrant town in south east Cornwall. Saltash faces the city of Plymouth over the River Tamar, is popularly known as “the Gateway to Cornwall” and has a population of circa 15,620.

Saltash landmarks include the Tamar Bridge which connects Plymouth to Cornwall by road, the Royal Albert Bridge designed by Isambard Kingdom Brunel and the grade II listed cottage of Mary Newman, the mistress of Sir Frances Drake, plus many more.

The town expanded in the 1990’s with the addition of the large estate of Latchbrook, and again with the more recent building on another housing area, Pillmere. In the summer of 2009, the Saltash postcode area was judged as the more desirable place to live in Great Britain.

The Town Council of 16 councillors covers Essa, Tamar and Trematon Wards. councillors are elected every 4 years and carry out their duties on a voluntary basis.

More information on the councillors and the services provided by the Town Council can be found here: <https://www.saltash.gov.uk/>

An exciting opportunity has arisen to join Saltash Town Council as Town Clerk and Responsible Finance Officer, to work alongside the Town Council and other stakeholders to deliver a range of Council services.

The successful candidate will have a proven track record of success within the Town Council sector, including both team management and human resources practices and issues, a good understanding of the role and functions of a progressive Town Council, and above all a proactive attitude to getting things done with excellent communication skills to administer the work of the Town Council.

This is a particularly exciting time for the Town Council, and we are therefore looking for an excellent team builder to enthuse and motivate the existing and expanding team.

Hours 37 per week variable but generally 9am to 5pm Monday to Friday (subject to attendance at evening meetings and weekend Civic Events as required).

NJC – 42 - 45, £45,859 - £49,213 (pending national pay scale review), local government pension scheme, 24 days holiday plus bank holidays.

Would you like to know more? Information pack with full details of the role and application form available:

- Online <https://www.saltash.gov.uk/jobvacancies.php>
- By Telephone: 01752 844846
- By email to the Acting Town Clerk [sinead.burrows@saltash.gov.uk](mailto:sinead.burrows@saltash.gov.uk)

**Please note; CV's will not be considered.**

Please return your completed application form to the Acting Town Clerk [sinead.burrows@saltash.gov.uk](mailto:sinead.burrows@saltash.gov.uk)

Due to Covid-19 interviews may be held via the virtual Zoom platform. If you require assistance in accessing Zoom please contact the Acting Town Clerk [sinead.burrows@saltash.gov.uk](mailto:sinead.burrows@saltash.gov.uk)

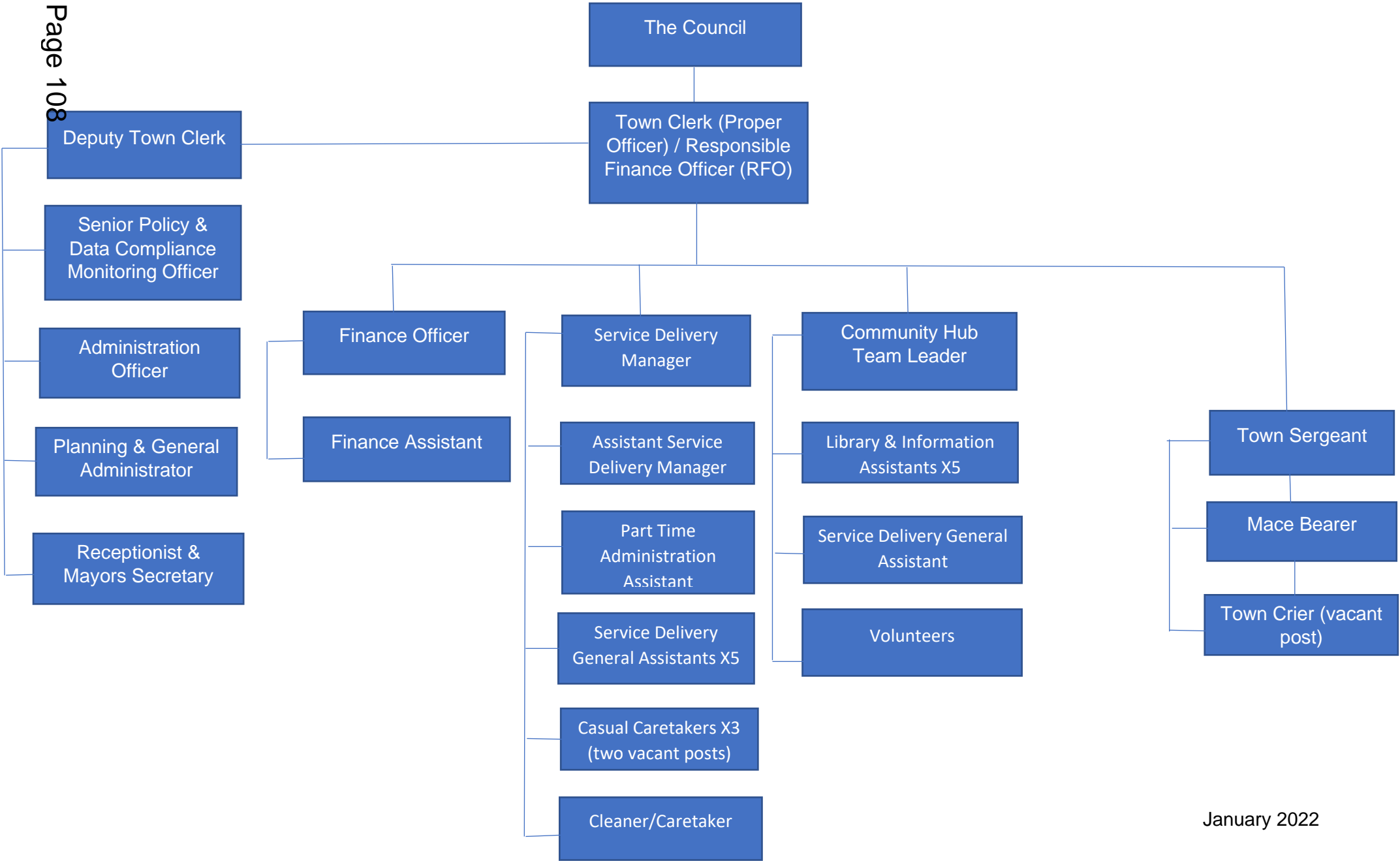
If you have not received a response within a week of the closing date, then your application on this occasion has not been successful.

**Closing date:** Sunday 13<sup>th</sup> February 2022 at midnight.

**Anticipated interview date:** Friday 25<sup>th</sup> February and Monday 28<sup>th</sup> February 2022.



Saltash Town Council Line Management Staff Structure



## Job Description

<b>Position Title</b>	Town Clerk (Proper Officer) / Responsible Finance Officer (RFO)
<b>Location</b>	Saltash Town Council
<b>Reporting to</b>	The Council
<b>Hours</b>	37 per week
<b>NJC Grade</b>	42 - 45

### Job Purpose including main duties and responsibilities:

#### Job Purpose:

The Town Clerk to the Town Council is the Proper Officer of the Town Council and Responsible Finance Officer and as such is under a statutory duty to carry out all the functions and in particular to serve or issue all notifications required by law of a local authority's Proper Officer. The Town Clerk oversees the operational governance of the Town Council, managing staff and taking the lead on matters relating to the commercial and community initiatives ensuring that business is conducted efficiently and that Town Council decisions are fully implemented.

The Town Clerk is expected to advise the Town Council on, and assist in the formation of, overall policies to be followed in respect of the authority's activities and in particular to produce all the information required to enable the Town Council to make informed, effective decisions and to implement constructively all decisions.

The Town Clerk is accountable to the Town Council for the effective management of all its resources and will report to the Town Council as and when required. The Town Clerk will be the Responsible Finance Officer and responsible for all financial records of the Town Council and the careful administration of its finances.

## **Key Responsibilities:**

The Town Clerk is responsible directly to the Town Council as a corporate body as Proper Officer.

The role has the following responsibilities:

### Strategic Leadership and Management

- To maintain a full awareness of all issues affecting the Town Council and to keep abreast of emerging developments nationally and locally which could impact on or offer opportunities for the Town Council.
- Ensure that the Town Council makes the best possible use of resources through effective planning, considering all financial and other resource implications.
- Negotiate, manage and monitor contracts, tenders and agreements ensuring “best value” at all times.
- Liaise with external contractors, Town Council building surveyor, consultants, stakeholders and professional advisors (e.g. solicitors).
- Responsibility for changes to policies, including Standing Orders and Financial Regulations, and procedures to ensure that legal requirements are adequately discharged and that the administration of the Town Council is efficient and effective.
- To advise and provide input on strategic decisions and the implementation of those decisions, including directing resources where needed.
- To maintain a full awareness and provide input and support on the Town Council's Neighbourhood Development Plan, Climate Change, Town Vision, Planning and Devolution.
- To act as a representative of the Town Council as required.

The Responsible Finance Officer is appointed in accordance with the provision of the Local Government Act 1972, section 151.

### Finance and Purchasing

The Town Clerk is the Responsible Finance Officer for all financial matters of the Town Council. This includes but is not limited to:

- Responsible for overseeing the preparation of estimates and budgets.
- Providing information to the Town Council on investment of funds.
- Monitoring compliance with the Town Council's Financial Regulations.
- Oversight of End of Year Accounts and submission for annual audit.
- In conjunction with the Finance Officer, use financial information in relation to all services, to undertake full financial management including setting and monitoring budgets while ensuring most efficient use of resources.
- Work alongside the Finance Officer to maximise income generation within the ethos of the Town Council.
- Responsible for purchasing in conjunction with the Management Team, ensuring best value for the Town Council.
- Liaising with the Town Councils Building Surveyor to produce tender documents for contract work, invitation of tenders, acceptance and subsequent issue of contract documents and management of contract disputes.
- Research relevant grant and section 106 and CIL opportunities in order to fund elements of Town Council work, and submitting/managing applications.

### Human Resources and Health and Safety

- To advise the Town Council Personnel Committee on staffing matters and levels.
- Act as the Senior Manager in respect of the Town Council's workforce, line management of the Deputy Town Clerk, overseeing members of staff via the organisation structure of the Town Council, undertaking all necessary activities in connection with the management of salaries, conditions of employment and work of other staff, and compliance with Health and Safety Regulations.
- All line managers' report direct to the Town Clerk on a regular basis in line with the fortnightly management meetings.
- To carry out the initial induction of newly appointed members of staff (contracts) and make sure appropriate training for Councillors is undertaken.
- Management of grievance and disciplinary matters, in accordance with the Council's grievance and disciplinary rules.
- Co-ordinate the development and maintenance of the Employee Handbook and ensure compliance. Liaising with external HR service provider when required.
- Ensure that Health and Safety plans are in place, working with the Deputy Town Clerk who leads on this responsibility.
- Training and information for Councillors and ensuring that the Town Council's systems for decision making are robust and ethically sound.



### Marketing and Communication

- Ensure the work of the Town Council is promoted via newsletters, annual reports, social media, noticeboards and the Town Council website in accordance with relevant policies.
- To be responsible in liaison with the Mayor, to manage the reputation of the Town Council by way of press releases, social media, website etc promoting the Town and decisions of the Town Council to stakeholders and the public and actively seizing opportunities to boost the Town Council reputation.
- Actively promote the work of the Town Council to members of staff via a staff newsletter linked to the Town Council intranet.
- To develop, through effective public relations and communication the promotion of the Town and Town Council, and to liaise with other public bodies as necessary to foster good external relationships.
- Explore and evaluate the use of advertising, publicity and attendance at events, if necessary in conjunction with the Community Hub Team Leader to promote the Town Council facilities.

### Administrative Responsibilities

Responsibility for all Town Council services and functions, including:

- Attendance at Town Council, Committees, Sub-Committee, the Annual Town and Parishioners meetings.
- To be responsible for signing off the summons, agendas and reports, and the keeping of minutes and records for meetings of the Town Council and its Committees and Sub Committees.
- Execution of agreements, contracts, proceedings and other documents that do not require to be under signature of the Mayor, Chairman or Members of the Town Council.
- Provision of advice and support to the Mayor, Chairman of Committees and Members of the Town Council.
- The efficient running of the Town Council offices, reviewing, developing and monitoring systems, processes and procedures, to ensure the smooth running of all administrative and financial functions.

### Other Duties

- Develop constructive working relationships with key stakeholders who live and work in Saltash and serve the community.
- Liaison and co-operation with other Local Authorities, Local Councils, Local Council organisations, and Government Departments to ensure the effective implementation of strategic policies.
- To attend Town Council Civic Events as the Town Clerk for the Town Council.
- To attend training courses on the work and role of the Town Clerk as required.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Town Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.

**Person Specification: Town Clerk (Proper Officer) / Responsible Finance Officer (RFO)**

<b>Attribute</b>	<b>Essential</b>	<b>Desirable</b>
Management of people	Line management experience	
Experience	<p>Local government experience at a senior level</p> <p>Financial management experience including budget management</p> <p>Experience managing contracts, tenders and agreements</p>	<p>Experience being responsible for Human Resources and staff training</p> <p>Purchasing experience</p> <p>Professional experience managing projects</p> <p>Experience managing grants and other funding</p>
Practical Skills	<p>Ability to form constructive relationships with a diverse set of people including colleagues, business representatives, members of the community and Town Council.</p> <p>Ability to understand the legal framework in which the Town Council operates</p> <p>Ability to manage self and meet targets and deadlines</p> <p>Ability to understand budgets</p>	
Communication	<p>Ability to communicate effectively, orally, in writing and electronically</p> <p>Ability to present to diverse audiences</p> <p>Ability to be articulate and sensitive in potentially controversial situations</p> <p>Ability to develop effective relationships with external and internal stakeholder, the general public and statutory bodies</p>	<p>Ability to liaise with the press and/or other media bodies in accordance with Town Council policies</p>

Personal Qualities	<p>To maintain confidentiality</p> <p>Ability to work under pressure</p> <p>Ability to be diplomatic and tactful</p> <p>Ability to work co-operatively and effectively as part of a team</p> <p>To be approachable and to have good listening skills</p> <p>To maintain the reputation of the Town Council</p>	
Strategic Thinking	Ability to think and plan and work strategically and methodically	
Technology / IT Skills	<p>Excellent understanding of IT in order to perform office functions and other requirements of the job</p> <p>Professional knowledge of Office packages including Word, Excel and Outlook</p> <p>Previous experience using finance and administration Systems</p>	
Education and Training	<p>A relevant professional qualification, or experience at a senior level in local government</p> <p>Certificate in Local Council Administration (CiLCA) or to be prepared to obtain CiLCA within 12 months</p>	<p>Management or supervisory skills training</p> <p>Appropriate finance qualification</p> <p>Educated to degree level recognised business, finance, legal or administrative qualification</p>
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	

Physical	Able to carry out the duties of the post with reasonable adjustments where necessary	
Other relevant factors	<p>Ability to attend Committee meetings which would require working out of normal office hours (evenings) and to attend Town Council functions as required</p> <p>To attend Town Council Civic Events wearing the Town Council Civic Regalia as the Town Clerk on behalf of the Town Council</p> <p>Driving licence and vehicle</p>	

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 11th January 2022 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, R Bullock, G Challen, J Foster, S Gillies, M Griffiths, S Lennox-Boyd, S Miller (Chairman), B Samuels, P Samuels and D Yates (Vice-Chairman).

**ALSO PRESENT:** 2 Members of the Public, S Burrows (Acting Town Clerk), S Emmett (Finance Officer), F Morris (Planning and General Administrator).

**APOLOGIES:** L Challen, S Martin and J Peggs.

#### **126/21/22 HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **127/21/22 DECLARATIONS OF INTEREST:**

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

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left Meeting</b>
Yates	16a CC254	Non-Pecuniary	User of Forder Village Hall	Yes

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

None.

#### **128/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**129/21/22    TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON TUESDAY 9TH NOVEMBER 2021 AND THE EXTRAORDINARY POLICY AND FINANCE COMMITTEE HELD ON WEDNESDAY 24TH NOVEMBER 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 Yates and **RESOLVED** that the minutes of the Policy and Finance Committee held on Tuesday 9<sup>th</sup> November 2021 and the Extraordinary Policy and Finance Committee held on Wednesday 24<sup>th</sup> November 2021 were confirmed as a true and correct record.

Councillor Challen queried whether a dispensation should have been sought in connection with the £5,000 awarded to The Saltash Heritage Museum.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to delegate the investigation of this query to The Acting Town Clerk, reporting back to The Chairman, Vice-Chairman, Councillor Challen and The Policy and Finance Committee.

**130/21/22    ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 30TH NOVEMBER 2021.**

It was **RESOLVED** to note.

**131/21/22    PETTY CASH RECONCILED UP TO 30TH NOVEMBER 2021.**

It was **RESOLVED** to note.

**132/21/22    TO RECEIVE A REPORT ON VAT.**

It was **RESOLVED** to note.

**133/21/22    TO RECEIVE A REPORT ON INVESTMENTS.**

It was **RESOLVED** to note.

**134/21/22    TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. IT WAS NOTED THAT THERE ARE NO DISCREPANCIES TO REPORT.**

It was **RESOLVED** to note.

**135/21/22    TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.**

It was **RESOLVED** to note.

**136/21/22    TO RECEIVE A REPORT FROM THE FINANCE OFFICER.**

a. Website Maintenance.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to vire £500 from Budget Code 6274 EMF Website to Budget Code 6211 Website Maintenance due to increased usage by the Library and updates to web pages for certain civic events..

b. Covid 19 H&S Budget

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to vire £1,000 from Budget Code EMF 6279 Restart Business Support Grant to Budget Code 6219 Covid 19 H & S Budget for the purchase of safety screens for staff desks.

c. Staff Welfare

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> January 2022 to vire £500 from General Reserves to Budget Code 6654 for the purchase of essential vaccinations for new staff members of the Service Delivery Department.

**137/21/22    TO RECEIVE A REPORT TO RATIFY THE CYBER AND PONTOON INSURANCE.**

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to ratify the decision to renew the Cyber Insurance at a cost of £299.99 and Pontoon Insurance at a cost of £2,108 for the period from 14<sup>th</sup> December 2022-2023.



**138/21/22    ACTING TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.**

No report.

**139/21/22    TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**140/21/22    TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:**

a. Community Chest.

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
CC253	Sue Hooper Charitable Foundation	£400-700

Councillor Challen queried the costs of previous works carried out to tune the piano. The Finance Officer to email Councillor Challen with this information.

It was proposed by Councillor Miller, seconded by Councillor Challen and **RESOLVED** to award up to £700 to Sue Hooper Charitable Foundation.

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

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
CC254	Forder Conservation & Community Association	£1,000

It was proposed by Councillor Miller, seconded by Councillor Challen and **RESOLVED** to award £1,000 to Forder Conservation and Community Association.

Councillor Yates was invited and returned to the meeting.

Councillor Foster left the meeting during the discussion of the next agenda item.

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
CC255	Saltash Amateur Boxing Club	£1,000

It was proposed by Councillor Challen, seconded by Councillor P Samuels and **RESOLVED** to award £1,000 to Saltash Amateur Boxing Club, subject to receiving an updated version of their Safeguarding Policy.

Councillor Foster returned to the meeting during the discussion of the above agenda item.

b. Festival Funds

None.

**141/21/22 TO RECEIVE AND CONSIDER RECOMMENDING EMERGENCY COVID-19 AMENDMENTS TO THE SCHEME OF DELEGATION.**

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> January 2022 to approve that the Acting Town Clerk should have the delegated authority to take any actions necessary with associated expenditure up to £5,000 to protect the interest of the community and ensure council business continuity during the period of the coronavirus pandemic where it is deemed inappropriate to meet.

**142/21/22 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL THE APPOINTMENT OF A BUILDING SURVEYOR TO CARRY OUT AN INSURANCE VALUATION OF THE COUNCIL'S ASSET PORTFOLIO.**

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> January 2022 to appoint Company A at a cost of £4,800 plus VAT to carry out the revaluation works and to request the sum of £2,800 to be vired from General Reserves to make up the shortfall.

**143/21/22    TO APPROVE THE RECOMMENDATION TO APPOINT AN IT CONSULTANT TO ACT ON BEHALF OF THE TOWN COUNCIL.**

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on Thursday 13<sup>th</sup> January 2022 to approve the following:

1. The appointment of Company D at a cost of £240 per month for the provision of IT Services only and a monthly cost of £782.75 for the support and operational services to be allocated to Budget Code 6306 IT Maintenance.
2. To delegate authority to the Acting Town Clerk up to an expenditure limit of £1,000 to further progress additional IT projects, including the use of Sharepoint which will require additional training for staff and Councillors as required.

Councillor Bickford requested that the meeting thanked the Administration Officer for her hard work and detailed presentation of the IT Project.

**144/21/22    TO RECEIVE A REPORT AND CONSIDER RECOMMENDING TO FULL COUNCIL A REDUCTION TO THE QUORUM LEVEL FOR ALL TOWN COUNCIL SUB COMMITTEES.**

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> January 2022 to reduce the quorum level to four for all Town Council Sub Committees.

**145/21/22    TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL THE AWARDING THE FREEDOM OF SALTASH POLICY.**

It was proposed by Councillor P Samuels, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> January 2022 to adopt the Awarding the Freedom of Saltash Policy subject to the following amendment to the survey poll requirements:

1. Nomination Procedures – Points 7 & 8, page 4, to be amended to read ‘two thirds of respondents’, rather than ‘two thirds of Members’.

**146/21/22 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL THE GUILDHALL COVID-19 PHYSICAL FACE TO FACE TOWN COUNCIL MEETINGS RISK ASSESSMENT.**

It was proposed by Councillor Miller, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> January 2022 to adopt the Guildhall Covid-19 Physical Face to Face Town Council Meetings Risk Assessment.

**147/21/22 TO CONSIDER EXTENDING THE MAYORS USAGE OF THE GUILDHALL TO ALL TOWN COUNCIL PREMISES FOR FUNDRAISING EVENTS.**

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> January 2022 to adopt the proposal to extend the Mayor's usage of the Guildhall to all Town Council premises for fundraising events only and to amend the Civic Handbook.

**148/21/22 TO RECEIVE AND CONSIDER THE PRECEPT LEAFLET REPORT AND ANY ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to appoint Company B to print the Precept Leaflet 2022-23 at a cost of £770.00 plus VAT and to appoint Company 3 to distribute the Precept Leaflet 2022-23 at a cost of £746.63 plus VAT to be allocated to Budget Code 6301 Stationery/Postage/Printing.

**149/21/22 TO CONSIDER REINSTATING THE TOWN COUNCIL ANNUAL REPORT.**

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13<sup>th</sup> January 2022 to approve:

1. To reinstate the Town Council Annual Report.
2. The Mayor, Committee and Sub Committee Chairs and Vice-Chairs to work up their contributions.
3. To review the design in the lead up to the Annual Meeting in May 2022.

Councillor Challen left the meeting.

**150/21/22    TO RECEIVE AND NOTE A REPORT ON FREEDOM OF INFORMATION REQUESTS.**

It was **RESOLVED** to note.

**151/21/22    TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group

Councillor Yates gave a verbal report and informed the meeting that no further progress has been made in connection with the requirement for Cornwall Council to hold a referendum.

It was **RESOLVED** to note.

b. Saltash Team for Youth

The Chairman thanked Councillor Griffiths for his work with Saltash Team for Youth.

It was **RESOLVED** to note.

c. Section 106 Panel

No report due to the panel having not met.

**152/21/22    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.

**153/21/22    TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**154/21/22    PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

155/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

156/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Gilles, seconded by Councillor Foster and **RESOLVED** to issue the following press and social media release:

1. To promote the Community Chest Awards.

**DATE OF NEXT MEETING**

Tuesday 22 February 2022 at 6.30 pm

Rising at: 8.07 pm

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

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

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Town Centre Vision Sub Committee held at the Guildhall on Thursday 2nd December 2021 at 6.30 pm

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

**ALSO PRESENT:** Councillors B Samuels and P Samuels, S Burrows (Acting Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** Councillor S Martin.

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

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

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

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to appoint Councillor Gillies as Chairman of the Town Centre Vision Sub Committee.

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

It was proposed by Councillor Gillies, seconded by Councillor Yates and **RESOLVED** to appoint Councillor Peggs as Vice Chairman of the Town Centre Vision Sub Committee.

Councillor Bickford arrived and joined the meeting.

4/20/21

**TO RECEIVE AND APPROVE THE TOWN CENTRE VISION SUB COMMITTEE TERMS OF REFERENCE.**

It was proposed by Councillor Gillies, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on 2<sup>nd</sup> December 2021 to approve and adopt:

1. The Sub Committee change of name from Town Centre Vision to Town Vision to encompass Saltash as a whole and not just the Town Centre.
2. A reduction to the quorum number from 6 to 5
3. The amendments to the Sub Committee Terms of Reference vision, objectives, scope and deliverables.

**DATE OF NEXT MEETING**

Tuesday 14 December 2021 at 6.30 pm

Rising at: 6.37 pm

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

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



## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Library Sub Committee held at the Guildhall on Thursday 9th December 2021 at 6.30 pm**

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

**ALSO PRESENT:** Councillor S Miller and G Peggs (Surveyor), D Orton (Community Hub Team Leader), S Burrows (Acting Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors: R Bullock, S Martin and B Samuels.

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

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

#### **23/21/22 DECLARATIONS OF INTEREST:**

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

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary / Non-Pecuniary</b>	<b>Left the Meeting</b>	<b>Remained in the room but did not vote</b>
Bickford	Item 9	Non-Pecuniary	No	Yes

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

None.

#### **24/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**25/21/22      TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON WEDNESDAY 10TH NOVEMBER 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 Dent, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Library Sub Committee held on Wednesday 10<sup>th</sup> November 2021 were confirmed as a true and correct record.

**26/21/22      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**27/21/22      FINANCE AND BUDGET.**

It was **RESOLVED** to note the current Committee budget statement.

The Acting Town Clerk informed Members of the Public Work Loans Board (PWLB) application having been submitted following approval from Full Town Council held on Thursday 2<sup>nd</sup> December 2021 minute nr. 229/21/22.

The PWLB has carried out checks and all has been cleared. The Acting Town Clerk informed Members that another form is required to be submitted prior to drawing down the agreed borrowing amount. This form has been completed and is ready for submission on 25<sup>th</sup> March 2022 in order to receive the payment on the 1<sup>st</sup> April 2022 as requested by the Town Council.

The Finance Officer will submit the form in March and in the absence of the Finance Officer the Acting Town Clerk will proceed.

**28/21/22      TO RECEIVE A REPORT AND CONSIDER A VIREMENT BETWEEN LIBRARY BUDGETS.**

Members considered a request to vire £252.00 from the Budget 6913 Library Refreshments Costs to Budget 6922 Library Activities.

The Community Hub Team Leader informed Members that the refreshment budget is not required for the foreseeable future due to Covid-19 restrictions and therefore could be utilised for various library activities in the New Year to the end of the current financial year 2021-2022.

It was proposed by Councillor Dent, seconded by Councillor Bickford and **RESOLVED** to vire £252.00 from Budget 6913 Library Refreshments Costs to Budget 6922 Library Activities.

**29/21/22      TO RECEIVE A FURTHER QUOTE TO APPOINT A BUILDING SURVEYOR TO ACT ON BEHALF OF SALTASH TOWN COUNCIL TO CARRY OUT THE LIBRARY REFURBISHMENT WORKS AND CONSIDER ANY ASSOCIATED EXPENDITURE RECOMMENDING TO FULL COUNCIL.**

Cllr Bickford declared an interest in the next item, remained in the room to avoid the meeting being inquorate, but did not vote.

The Chairman informed Members of an additional quote received from Company D.

Members discussed the Building Condition Survey and whether these works are required due to Cornwall Council providing a Building Condition Survey to the Town Council prior to the library being devolved in late 2018 early 2019.

It was proposed by Councillor Dent, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to appoint Company D to:

1. Undertake a Building Condition Survey at a cost of £2,900.00 + VAT subject to Company D advising this is necessary due to a recent Condition Survey having been completed in late 2018 early 2019.
2. Project manage and undertake the CDM regulations based on a percentage fee of 11.5% against an estimated budget of £200k.

The above costs (1&2) include reasonable expenses and disbursements but exclusive of VAT to be allocated to budget code - professional fees.

3. Instruct the appointed Building Surveyor (if required) on behalf of the Town Council to submit a 'heritage matters only' pre-application to Cornwall Council at a cost of £275 + VAT allocated to budget 6971 EMF Property Maintenance to further clarify the conditions in the listed building consent.

It was proposed by Councillor Dent, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to approve:

- a. Delegated authority to the Chairman, Vice Chairman and the Acting Town Clerk to progress the tender specification and issue of the tender with the Building Surveyor in accordance with the Town Council's procurement regulations reporting back to a future Library Sub Committee meeting or as required by email.

30/21/22

**TO REVISIT THE LIBRARY FLOOR PLAN AND CONSIDER THE USE OF THE LIBRARY BUILDING TO ACCOMMODATE THE YOUTH OF SALTASH.**

Members discussed the current interior floor plan and the proposed use of the areas with the view to offering a suitable space to accommodate the youth of Saltash.

The Chairman reminded Members that the floor plan remains in draft stages and all furniture is moveable.

The Community Hub Team Leader informed Members of a questionnaire issued to the Duke of Edinburgh Library Volunteers referring to what their age group would want from a Library.

Members put questions to the former Building Surveyor relating to the proposed refurbishment plans.

It was **RESOLVED** to note and revisit the interior floor plan and layout upon completion of the structural refurbishment works.

Members thanked the former Building Surveyor for attending this evening's meeting.

**31/21/22      TO INVESTIGATE THE PRACTICABILITY OF ESTABLISHING A CLIMATE EMERGENCY HUB IN THE LIBRARY BUILDING.**

Councillor Yates asked about the possibility of a physical centre for a Climate Emergency Hub and the idea of a permanent Hub was feasible to be hosted at the Library and what constraints would be placed on the use.

The Community Hub Team Leader spoke of the programmed events for 2022 and of the hope to include an environmental thread throughout the events and the seasons.

Members agreed the Climate Change and Environment Working Party are at the early stages of establishing requirements for a permanent Hub. Therefore, until further information is provided it would be difficult to approve any area within the library for the working party's use.

Members asked the Community Hub Team Leader to liaise with the Climate Change and Environment Working Party to further progress ideas and suggestions of a Climate Emergency Hub to be situated within the Library Building and to report back to a future Library Sub Committee meeting upon further requirements being established.

It was **RESOLVED** to note.

**32/21/22      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**33/21/22      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**34/21/22      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**35/21/22      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

36/21/22 **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: 7.57 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Town Vision Sub Committee held at the Guildhall on Tuesday 14th December 2021 at 6.30 pm**

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

**ALSO PRESENT:** C Cook (Locum Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** Councillor M Griffiths.

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#### **5/21/22      HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **6/21/22      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. Locum Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

#### **7/21/22      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL**

None.

#### **8/21/22      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**9/21/22      BUDGETS AND FINANCE**

It was **RESOLVED** to note.

**10/21/22      TO RECEIVE AND APPROVE THE MINUTES OF THE TOWN CENTRE VISION SUB COMMITTEE HELD ON THURSDAY 25TH FEBRUARY 2021 AND THURSDAY 2ND DECEMBER 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 Peggs and **RESOLVED** that the minutes of the Town Centre Vision Sub Committee held on Thursday 25<sup>th</sup> February 2021 were confirmed as a true and correct record.

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Town Centre Vision Sub Committee held on Thursday 2<sup>nd</sup> December 2021 were confirmed as a true and correct record.

**11/21/22      TO RECEIVE THE NOTES OF THE TOWN TEAM MEETINGS HELD ON THURSDAY 18TH MARCH 2021, MONDAY 11TH OCTOBER 2021, MONDAY 25TH OCTOBER 2021 AND THURSDAY 25TH NOVEMBER 2021**

Members received the notes from various meetings of the Town Team.

Councillor Bickford requested an amendment to the Town Team notes held on Monday 11<sup>th</sup> October 2021 as he was not in attendance at this meeting.

Cllr Bickford requested the Chairman discuss at a future Town Team meeting the Town Council's position and future procurement of CCTV.

Councillor Bickford asked if the Town Team would offer their support of the procurement and provisions of CCTV within the Town Centre to assist with alternative funding applications.

It was **RESOLVED** to note.

**12/21/22      TO RECEIVE AND NOTE THE TOWN TEAM TERMS OF REFERENCE**

It was **RESOLVED** to note.



**13/21/22      20'S PLENTY FOR CORNWALL GLOBAL ROAD SAFETY WEEK**

Members discussed areas in Saltash that may benefit by adopting the 20's plenty campaign.

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

1. To further progress the discussions concerning the adoption of a 20mph limit on residential streets in Saltash with Cabinet Member P Desmonde and Cornwall Councillor M Worth.
2. To hold a Survey Poll for Saltash Residents participation to establish the level of support for the 20's plenty campaign proposal.
3. To promote participation in the 'Have Your Say' Survey Poll within the Saltash School Community with a report to be received at a future committee meeting.

**14/21/22      TO RE-ESTABLISH AND SET SALTASH TOWN COUNCIL PRIORITY SETTING PROCESSES**

Members discussed the priority setting process and previous list of priorities which all Members agreed is out of date and requiring further reflection.

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED:**

1. Members to inform Councillor Gillies of their top ten priorities within the existing Priority Setting document.
2. Councillor Gillies to report back to a future Committee meeting to further categorize priorities and recommend allocation to relevant Committees and Working Parties for their input and action.

**15/21/22      TO CONSIDER COMMUNITY CONSULTATION FOR THE TOWN VISION**

Members to further consider and discuss Community Consultation for the Town Vision upon further information being ascertained in relation to the Town priorities.

It was proposed by the Chairman and agreed by Members to defer the agenda item to a future Committee meeting.

**16/21/22      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

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

None.

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

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

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

None.

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

It was proposed by Councillor Gillies, seconded by Councillor Peggs and **RESOLVED** to issue the following press and social media releases:

1. 'Have Your Say' - Survey Poll

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 7.44 pm

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

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