



Saltash Town Council

Konsel An Dre Essa



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

28 January 2022

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 3rd February 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

Planning applications can be viewed by Members of the Council prior to the meeting on the Cornwall Council's website 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:

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

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. Assessment Decision Notice CCN0007/21/22 - Cllr B Samuels:
 - a. To receive a statement by the Chairman of the Personnel Committee.
 - b. To consider recommendations relating to the governance of the Personnel Committee.
6. Chairman's Report - No Report
7. Monthly Crime Figures - Full Council received the latest figures last month.
8. Report by Community Enterprises PL12 (Pages 6 - 7)
9. Cornwall Gateway Community report for noting or matters arising - No Report.
10. Cornwall Gateway Community Action Points for Reports - No Actions.
11. To receive a report on behalf of Safer Saltash
12. To receive a report from Saltash Chamber of Commerce (Page 8)
13. To receive a report from the Climate Change and Environmental Working Party (Page 9)
14. To receive a report from Cornwall Councillors (Pages 10 - 15)
15. To consider Risk Management reports as may be received
16. 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.

17. To receive and approve the Minutes of the Full Town Council Meeting held on Thursday 13th January 2022 as a true and correct record (Pages 16 - 33)
18. Finance:
 - a. To advise the following receipts in: (Page 34)
 - i. December 2021
 - b. To advise the following payments in: (Pages 35 - 36)
 - ii. December 2021
 - c. Urgent and essential works actioned by the Acting Town Clerk under Financial Regulations.
 - d. To note that bank reconciliations up to 31st December 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.
19. Correspondence:
 - a. To receive a letter from the Rotary Club of Saltash. (Page 37)
20. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Planning and Licensing held on Tuesday 18th January 2022. (Pages 38 - 44)
 - b. Personnel Committee held on Tuesday 25th January 2022 (Pages 45 - 49)
21. To receive and consider supporting Saltash Town Council's s106 application. (Pages 50 - 57)
22. To consider the Senior Policy and Data Compliance Monitoring Officer attending the Town Council Civic Event in the absence of the Acting Town Clerk.
23. To receive, approve and adopt Saltash Town Council Schedule of Meetings calendar for the year 2022/2023. (Pages 58 - 62)
24. Cornwall Council - Community Network Highways Scheme relaunch expressions of interest. (Pages 63 - 71)
25. Cornwall Transport Plan - To receive a verbal update from the Working Party.

26. Cornwall Council - Public Consultation on Community Governance Review deferred proposals.

To review the details please click on the below link:

<https://mailchi.mp/a6efd0591ba8/start-of-public-consultation-on-community-governance-review-deferred-proposals?e=aa1ff95c79>

27. To receive a report and consider the actions of the established Working Groups. (Pages 72 - 73)

28. To receive an update from the Platinum Jubilee Working Group.

29. To receive a report and consider supporting the Firefighters Graves at St Stephens Church. (Pages 74 - 75)

30. 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. Consideration of License Applications:

Premises Name and Address	GHP Hospitality Ltd., Unit 24 Prideaux Close, Tamar View Industrial Estate, Saltash, PL12 6LD.
Applicant	GHP Hospitality Ltd.
Application Accepted	17.01.2022
Application Type	Grant
Licensable Activities	Sale by retail of alcohol
Reference	LI22_000147
Representations Deadline	14.02.2022
Licensing Officer	Terianne Findlay

31. Meet your Councillors: The next scheduled meeting date is Saturday 12th February 2022 outside Bloom Hearing, Fore Street.

32. 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.

33. To consider any items referred from the main part of the agenda.
34. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
35. To consider urgent non-financial items at the discretion of the Chairman.
36. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
37. Date of next meeting: Extraordinary Full Town Council meeting to be held on Thursday 10th February 2022 at 6:30 p.m.
38. 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.

Community Enterprises PL12

Report to Saltash Town Council

January 2022

It's been a busy couple of months!

We are all looking forward to a busy and exciting 2022, especially now that life will return to some normality after the Covid pandemic. This is a summary of the main activities taking place within CEPL12.

Return of the Mobile Larder

We're really pleased that our Mobile Larder is resuming from 17th January, following alternate routes around Saltash every Monday. (See our advert for times & details). Our volunteers will be announcing the arrival at each stop with a little bell and will be at each stop for 15 – 20 minutes. We hope this service will help people who find it difficult to access our regular Community Fridge based at 4 Fore Street.

Seed Swap & Share

We're holding a Seed Swap & Share at our Community Hub, 4 Fore St, on Saturday 12th February, 1 – 3pm. Gardeners can bring along any surplus veg or flower seeds they have – whole or part packets – and swap with other gardeners. We also have over 400 packets of veg seeds which have been donated by seed producers; these are FREE to anyone who will grow them, all we ask is that some of the produce grown is donated back to the Community Fridge.

Last year, we distributed over 700 packets of vegetable seeds free to the PL12 community, (paid for through the sale of produce grown at the community school) to enable people to grow healthy, nutritious veg at home. This year we hope to be holding another Plant Swap & Sale during May Fair this year, and will be accepting plant donations from residents. All the proceeds support our Gardening Group, which grows produce at the Community School, & donates it to the Community Fridge.

Jubilee Wildflower Seedshare

Grow your own patriotic wildflowers! As part of the Platinum Jubilee celebrations, our Gardening Group has packets of red, white & blue wildflower seeds to give away; these will be available at the Seed Swap on 12th February, or from our Community Hub at 4 Fore St during February.

We also have packets of "wild bird" wildflower seeds, which will produce seeds in the autumn to feed the wild birds. These will also be available at the Seed Swap on 12th February, or from our Community Hub at 4 Fore St during February. This is just one of the activities organised by the Jubilee committee.

Community Kitchen

Building works are now underway on the refurbishment of The Kitchen; Do pop your head in to see how the workmen are progressing (as long as H & S allows) We are most grateful to Weatherhead Shopfitting for their support & sponsorship.

This will be a long-term relationship with Weatherhead, as their aim is for their staff to volunteer with us in the future.

Most work should be completed by the end of January, & activities/ groups are starting at the beginning of March. We have a number of groups signed up, including Man Down (men's peer support group), My Voice Cornwall (ladies' peer support group), Link into Learning, Wellbeing café with social prescribers, Battling On wellbeing arts group. We are in discussions with other community groups.

Platinum Jubilee

A working party has been pit together for the Jubilee celebrations in June, & I am working with Cllr Hilary Frank on organising a Steet Party in Fore St on the Sunday.

Website

Our new website is now fully operational, save online bookings system, which is ongoing & should be in place in February.

CIO Application

The Charities Commission have confirmed that our application has been received, and is being considered.

Transport

Our popular day trips are now being resumed.

Community Fridge

This is getting busier as more families struggle. We are currently operating 4 times a week, with our Mobile Larder resuming service on Mondays, following 2 alternating routes around Saltash. We are looking forward to the Community Fridge having a permanent base at * fore St, which will be the Community Kitchen.

Jo Baskott

Chair

End of Report

STC Chamber of Commerce Update - January 2022

Bridge Consultation

Due to Covid-19 and the loss of earnings during the first lockdown, and the fact that traffic volumes across the bridge haven't returned to pre-Covid levels, the Joint Bridge and Ferry Committee is proposing to increase tolls for all users by 30% as soon as there is authorisation to do so. The joint councils Cornwall and Plymouth City Council are able to modify discount tolls without government authorisation, and the Tamar Tag tolls are set to rise prior to the cash tolls to avoid a deficit.

As Chair of Chamber it always baffles me that local residents using the bridge day in, day out, have to pick up the tab to have a bridge which creates such a vital link between the two counties. The previous joint committee were looking for alternative funding opportunities and that work continues now as well as looking to National Highways to pay to have a road run across it. Relying on the locals like our commuters and local businesses to fund it just because they don't have any choice but to use it daily is an argument that is wearing very thin. The bridge provides a vital road link that is part of the Strategic Road Network, and that needs to be acknowledged on a national level starting with our MP.

Treledan Housing Development

The new homes at Carkeel at the Treledan development are now being marketed in Fore Street and online on Rightmove. The prices however of the new development leave a lot to be desired although anecdotally there seems to have a lot of interest already.

In a time of little movement on the housing market in Saltash and across Cornwall, which has already led to a casualty from a Saltash estate agency, local families are crying out for homes. It seems that at a time of real shortage prices are being pushed out of reach. Affordable houses will be available as part of this first phase but whether they will quench the local need for homes remains to be seen.

Join Chamber for 2022

We are a growing group of business members who pride ourselves on listening to local businesses and supporting the Saltash community with community events such as May Fair and initiatives like the Fiver Fest to encourage us all to shop local. We are a non-profit organisation, we meet once a month on the first Monday at 6pm (August being the exception) either at the China Fleet Club or a Fore Street venue, and we discuss pressing matters as well as using the meetings as networking opportunities. The meeting is also held on the Zoom platform offering a hybrid option for those who cannot attend in person. The membership fee to join Chamber is just £25 for the year, and you can register easily online. Contact chair@SaltashChamber.co.uk for more info.

Climate Change Working Group – Meeting 20 January 2022

Workshop / Events –

The first event is planned for March as a 2nd Hand Clothes fashion show with organic skin care and sewing workshop.

Other events looking to put together – Food / Plants

Transport

Energy / Installation

We expect these events to be held on a regular bases with the fashion show to be held on a seasonal basis.

Community Engagement & Communication –

Using the format of the Rame Green Guide -

<https://www.cornwall.gov.uk/media/qumoi1ss/rame-peninsular-green-guide-2021.pdf>

We would like to produce our own document. We do need to make a formal request from the Council / Town Clerk to receive an editable version of the document to begin work on producing our own document.

We discussed the Green Hearts for February campaign and would like to see the Council display a Green Heart to show our support and love for the environment and recognition of the climate crisis. Other ways to get involved can be found at -

<https://www.theclimatecoalition.org/show-the-love/>

Next meeting 17 February 2022.

End of Report.

Cornwall Councillor’s Report - Cllr. Hilary Frank



Draft Budget 2022/23 Published

The Cabinet’s draft budget has been published, and will be debated at a meeting of Cabinet on 9th February. If approved, it will then go on to be debated at Full Council on 22nd February.

The draft budget includes plans to make ‘savings’ (cuts!) of more than £53 million, and a proposal to increase Cornwall Council’s share of Council Tax charge by 1.99%. Together with the additional 1% for the Government’s adult social care precept, this will be a total rise of 2.99%, which is the equivalent of a 96p per week increase for an average band D property.

The Financial Context of the Draft Budget

Local government as a whole is facing significant financial challenges with a number of authorities issuing Section 114 notices. (These are issued when the Chief Finance Officer of a council considers that the Council does not have a balanced budget or the imminent prospect of one. If a S114 Notice is issued it means that no new expenditure will be permitted, with the exception of statutory services.)

The Local Government Association recently reported that local services will cost at least £8bn more by 2024, and Cornwall currently has a shortfall of funding for Covid spend / loss of income in the region of £6.5million in 2022/23. On top of this, there is no confirmation as yet from central government about when funding reforms will be implemented, or what shape they will take.

Draft budget proposals in December showed a budget gap of £1.8m for 2022/23. Since then, additional resources have been awarded through the Finance Settlement, and further savings have been brought forward. There is now a one-off balance of £6.4m, and the proposal is to create a new Financial Sustainability Reserve. The proposed new Reserve will give the Council’s Chief Finance Officer discretion to smooth the in-year budget in the event of a budget pressure.

£18 million of savings will come from cutting staff costs and workforce reduction; £25 million through contract and third-party reductions; and £9 million from reprofiling the council’s capital programme, £45 million will be invested into Adult Social Care.

The full budget documents can be accessed by viewing the documents for the Cabinet meeting on Cornwall Council’s website.

Community Link Officer

All Community Link Officers have had to ‘apply’ for their jobs as part of the major ‘downsizing’ in Cornwall Council staff which has seen the number of CLOs reduced from 19 to 11. I’m relieved and delighted to report that Catherine Thomson, our excellent Community Link Officer, has been confirmed in post. With the reduction in CLO numbers, though, she will have an enlarged area to look after, and it hasn’t yet been confirmed where that area will be.

St Barnabas

A report on 'Estate Transformation' that was debated at Cornwall Council's Customer and Support Services Overview and Scrutiny Meeting on 25th January included reference to releasing the leaseholds at Saltash Methodist Church, Belle Vue and St Barnabas Hospital. This led to a flurry of emails from concerned residents. Officers have given assurances that this means only that at some stage in the future, when suitable premises have been secured, staff who are currently working out of St. Barnabas, Belle Vue and Saltash Wesley will be moved into different venues that are more suitable.

There are five 'tranches' in the Estate Transformation programme. Saltash is in Tranche 2. Currently, just two of the five towns in Tranche 1 have progressed to the stage where overall design and layouts have been provided, so unless there is a change in circumstances any 'transformation' to the estate that Cornwall Council owns in Saltash is not imminent.

I've contacted the NHS asking when we can expect the workshops looking at the future of St Barnabas to start up again, but the response is that all their resources are still committed to coping with the pandemic, and they couldn't give me a date.

30 minutes for Parking Bays on Fore Street

The emergency legislation made in May 2020 to temporarily introduce emergency procedures for temporary traffic orders has now come to an end.

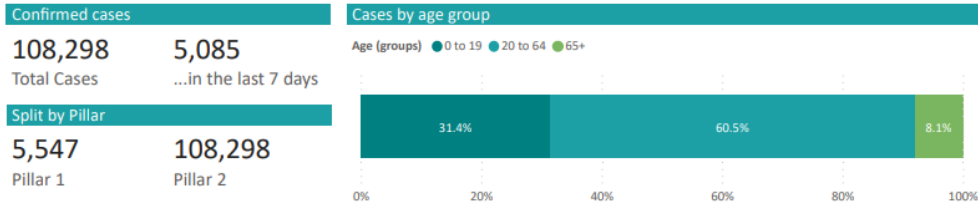
The end of this Covid legislation brings an end to the extended temporary order for parking on Fore Street, and from 15th February the parking limit in the Fore Street bays will revert to 30 minutes.

Tresorys Kernow

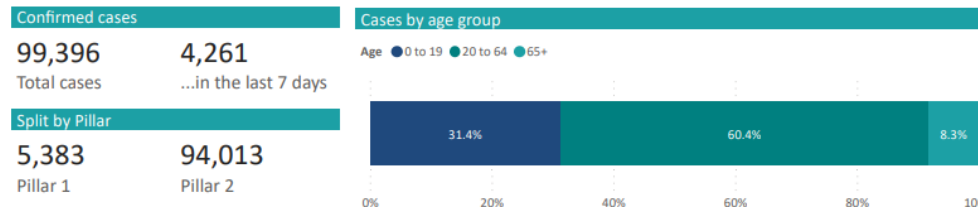
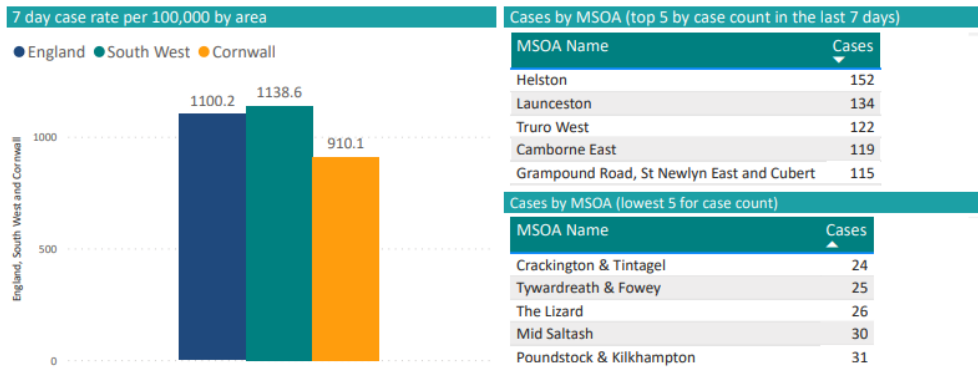
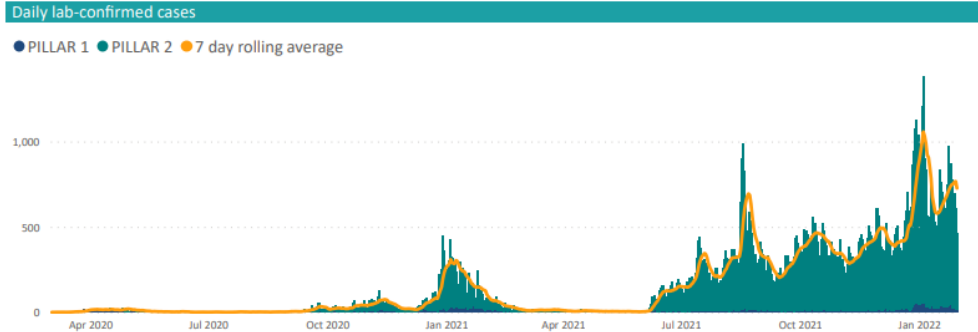
Cornwall Council has been awarded some funding through the Community Renewal Fund, and a partnership between Cornwall Museums Partnership and Creative Kernow has been selected as part of this funding to deliver a project called Tresorys Kernow (Cornish Treasure). Tresorys Kernow aims to help communities deliver a programme within their town centre celebrating arts and heritage, supporting post-Covid recovery, and helping towns adapt to the climate emergency.

Saltash is one of 10 Tresorys Kernow towns, and £20,000 has been allocated to spend here. A wide range of residents, local business owners, artists and community groups came to the drop-in session that was held in Saltash on 26th January. The Tresorys Kernow team is pulling together the views and ideas from that drop-in session to form criteria specific to Saltash, and a call for Saltash groups, businesses and individuals to submit their ideas for specific projects will be made in the next couple of weeks.

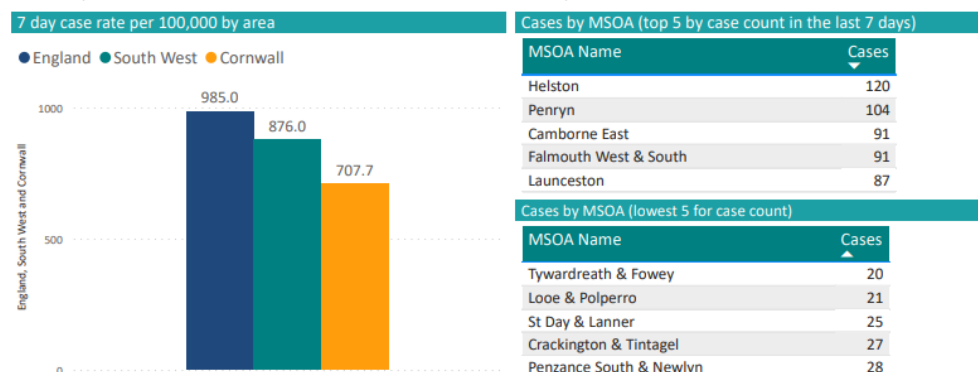
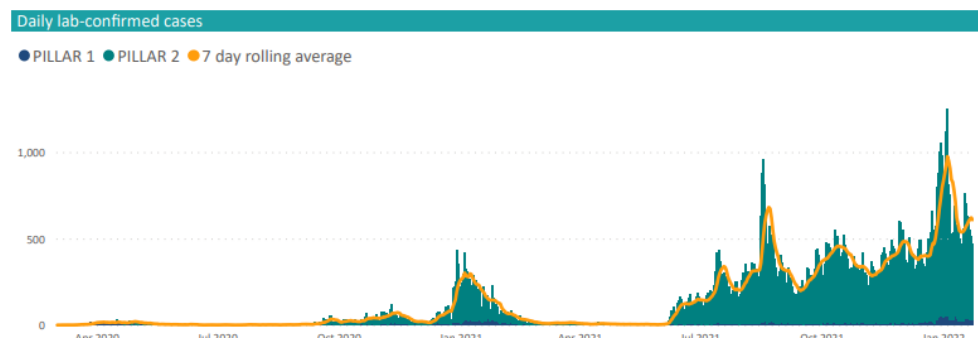
Covid Statistics

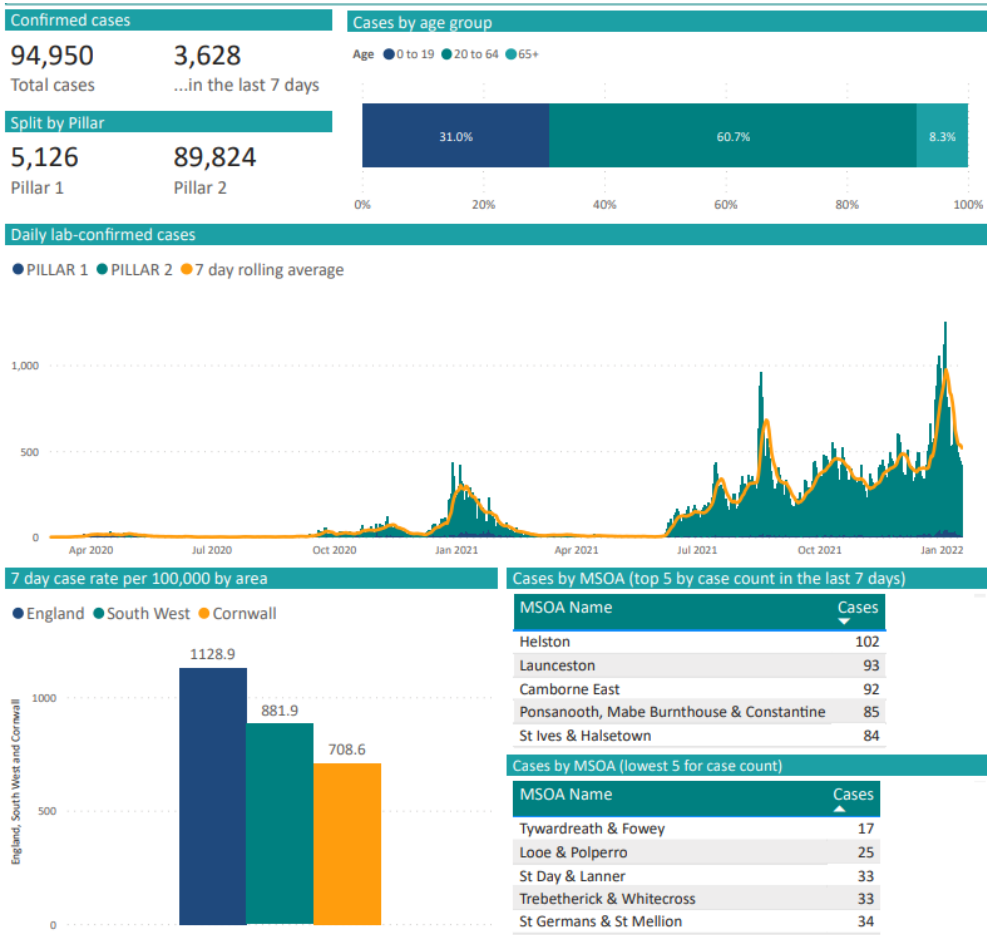


1st February:
 Total of 766
 Covid deaths
 confirmed in
 residents of
 Cornwall

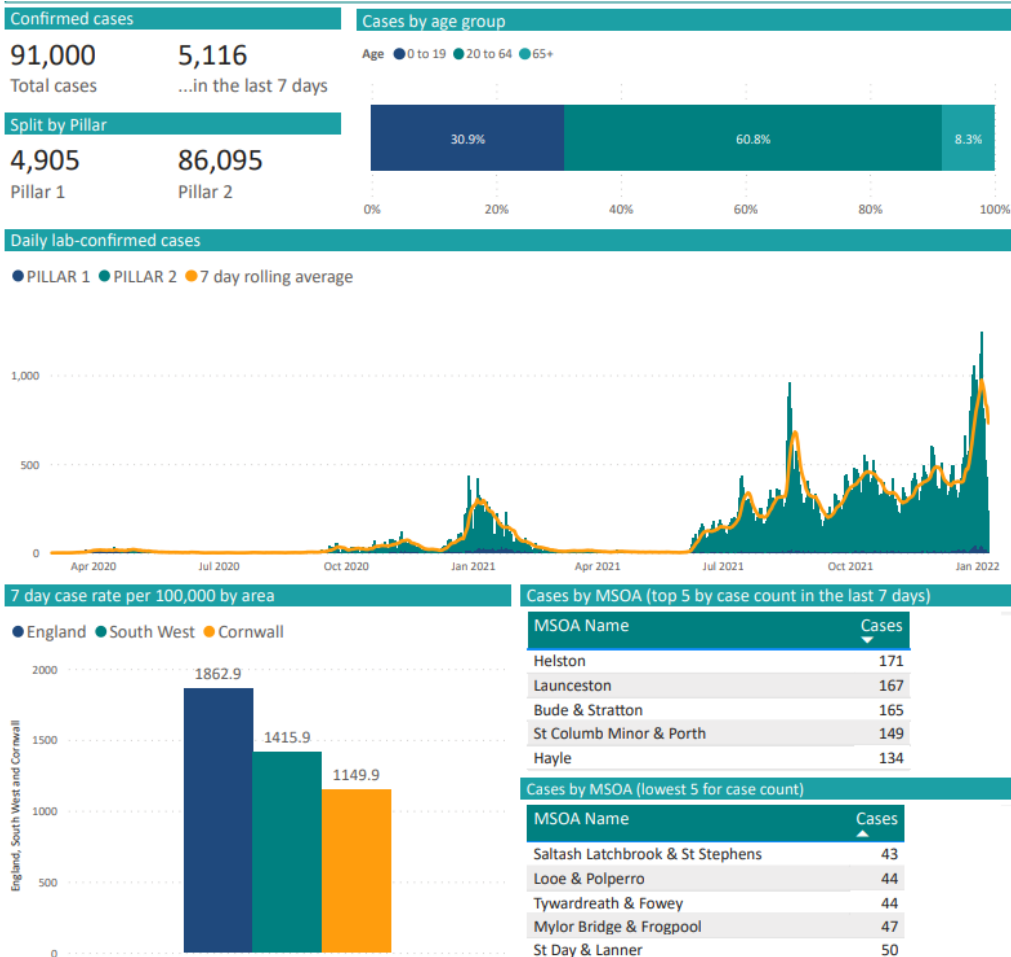


25th January
 Total of 755
 Covid deaths
 confirmed in
 residents of
 Cornwall





18th January
 Total of 749
 Covid deaths
 confirmed in
 residents of
 Cornwall



11th January
 Total of 745
 Covid deaths
 confirmed in
 residents of
 Cornwall

Report Received – Cornwall Council February 2022

Yesterday the Government published the Levelling Up White Paper, which you can read here <https://www.gov.uk/government/publications/levelling-up-the-united-kingdom>.

The Government also announced that Cornwall has been invited as one of nine counties which has been invited to negotiate and agree one of the first County Deals by autumn 2022.

MORE POWER FOR LOCAL LEADERS AS CORNWALL INVITED TO NEGOTIATE HISTORIC NEW ‘COUNTY DEAL’

- **Cornwall one of nine counties invited to negotiate a ground breaking devolution deal**
- **Move will give local leaders more control over areas such as transport, skills and infrastructure**
- **Part of the largest devolution of power from Whitehall to local leaders in modern times**

Local leaders in Cornwall are set to get more control over areas such as transport, infrastructure and skills in the largest devolution of power from Whitehall to local leaders in England in modern times, the Department for Levelling Up Housing and Communities announced today.

Cornwall is one of nine county areas invited to negotiate a historic ‘County Deal’ - a new devolution model that, subject to negotiations, will give local leaders more powers to make decisions for their communities for the first time – part of a ‘devolution revolution’ across England.

This could include greater control over buses and trains, to deliver London style public transport or skills programmes which focus on local the needs of local people to help them access the high quality, high paying jobs of the future.

The plans are set out in the Levelling Up White Paper, published today, which outlines our blueprint for driving up living standards and improving opportunity and prosperity across the country.

Building on the success of mayors like Andy Street and Ben Houchen, the government wants more areas to have a high-profile, directly elected leader who will be accountable to local citizens and act as a champion for their areas.

Secretary of State for Levelling Up Rt Hon Michael Gove MP said:

“The United Kingdom is an unparalleled success story. But not everyone shares equally in the UK’s success and for decades, too many communities have been overlooked and undervalued.

“Levelling Up and this White Paper is about ending this historic injustice and calling time of the postcode lottery.

“But we know that each town, city and county that makes up the UK is unique, with its own history, culture, challenges and pressures. That’s why we are making an historic change to put power in the hands of people who know their communities best, to drive real change so that where you live will no longer determine how far you go.”

Linda Taylor, Leader of Cornwall Council said:

“We welcome today’s news. Cornwall has always been at the forefront of the Government’s devolution agenda – having been the first rural unitary authority in the country to secure a devolution deal in 2015.

“As we bounce forward from the pandemic Cornwall is ideally placed to work with Government to provide a blue print for a new deal for a non-metropolitan area.

“We look forward to working with Government in the coming months to secure a deal that is good for the residents of Cornwall, good for our economy and levels up the life chances of every child growing up in Cornwall today.”

To help local leaders unlock the benefits of devolution, the government has for the first time published a devolution framework with a clear menu of options for areas considering a devolution deal, which could include moving towards a London-style transport system to connect people to opportunity, improving local skills provision, or being able to act more flexibly and innovatively to respond to the needs of their communities.

The nine areas which will now negotiate a pioneering County Deal are Cornwall; Derbyshire and Derby; Devon, Plymouth and Torbay; Durham; Hull and East Yorkshire; Leicestershire; Norfolk; Nottinghamshire and Nottingham; and Suffolk.

These ambitious plans will be set out in the Levelling Up White Paper, outlining our strategy to boost living standards, spread opportunity, improve public services and restore local pride across the UK.

End of Report

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 13th January 2022 at 7.00 pm

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

ALSO PRESENT: 1 Member of the Public, T Parkman (Mayor's Chaplin), H Frank (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Acting Town Clerk) and D Joyce (Administration Officer)

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

The Chairman announced the first item of business would be Agenda Item 2 – prayers.

317/21/22 PRAYERS.

Reverend Tim Parkman led prayers.

318/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

319/21/22 DECLARATIONS OF INTEREST

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

Councillor	Agenda Item	Pecuniary / Non-Pecuniary	Reason	Left the Meeting
Bickford	22b	Pecuniary	Station project/hospitality	Yes

Councillor Dent arrived and joined the meeting.

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

None.

320/21/22 **CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

321/21/22 **MONTHLY CRIME FIGURES**

It was **RESOLVED** to note.

322/21/22 **REPORT BY COMMUNITY ENTERPRISES PL12**

Due to there being no directors meetings in December there was no report to be received.

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

323/21/22 **CORNWALL GATEWAY COMMUNITY REPORT FOR NOTHING OR MATTERS ARISING.**

The Acting Town Clerk directed Member's attention to the final page of the report which provided the proposed CNP meeting dates for 2022.

It was **RESOLVED** to note.

324/21/22 **CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS.**

It was **RESOLVED** to note.

325/21/22 **TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH**

It was **RESOLVED** to note.

326/21/22 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS

Cornwall Councillor Worth gave a brief verbal update.

Tamar Bridge

Councillor Worth spoke of various meetings attended and of the recently launched public consultation. The consultation proposes to address the financial shortfall caused by the impact of Covid 19 and ongoing reduction in traffic levels on the Tamar Bridge and Torpoint Ferries.

The consultation is open for responses until Monday 14th February 2022 and has been publicised on the Tamar Crossings website, various press and social media releases and includes hard copy responses which are being handed to users of the bridge over the following few days.

Saltash Leisure Centre

Councillor Worth wished to thank all those involved for their hard work in assisting to save the Leisure Centre from closure and looks forward to working together with the working group on the future provisions of the leisure services.

327/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED

None.

QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL

The Chairman informed Members of a question which had been submitted by a concerned resident. The resident was not in attendance therefore the Chairman asked the Acting Town Clerk to update Members of the question received.

Dear Saltash Town Council,

It is becoming clear through my experiences and through social media that there is an increasing trend with regard the parking of vehicles in Saltash.

1. Parking on pavements. Causing a hindrance to the elderly, prams, buggies, children causing them to walk in the road.
2. Parking within 10 Metres of a junction. Rule 243 Highway code. I have narrowly averted a RTC due to poor parking of resident's cars on a junction near a school which causes unnecessary obstructions for other drivers and the children on their way home.
3. Restricting access through roads. Rule 242 Highway code A vehicle parked in a manner where an emergency vehicle cannot pass.
4. Restrict access to and from property. Rule 243 Highway code A vehicle parked either opposite a drive or directly in front of a drive.

I contacted the Police in regards to item 2 in 2017 but they brushed it off taking the attitude that it's better for Saltash residents to park than to adhere to the highway code and the safety of Saltash residents due to and I quote: -

"despite there certainly being contraventions of the highway code, this is something that we would be unlikely to target and investigate. The reason I say this is because there would be very little hope of a prosecution at court. Any defendant would only have to drive along 90% of roads in Saltash and find vehicles parked in the same manner and for us, we do not have the resources to Police this fairly and proportionately".

My question to Council is:

The parking on Saltash roads is getting worse. Surely its better now than rather than later to address this problem as it is escalating. Would it not be better for this council rather than an individual to approach the relevant authorities to investigate and address the parking situation in Saltash.

It was proposed by Councillor Foster, seconded by Councillor Bickford and **RESOLVED** to respond informing of the Area Road Safety Committee, Cornwall Council website to report the incidents and provide details of their Cornwall Ward Councillors.

329/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 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 P Samuels, seconded by Councillor Miller and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 2nd December 2021 were confirmed as a true and correct record.

330/21/22 FINANCE:

a. To advise the following receipts in:

i. November 2021

It was **RESOLVED** to note.

b. To advise the following payments in:

ii. November 2021

It was **RESOLVED** to note.

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

None.

d. To note that bank reconciliations up to 30th November 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.

331/21/22 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.

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** to approve to adopt the underlease between Saltash Town Council and First Greater Western Limited for the land beneath the former BT phone box located at Isambard House.

332/21/22 TO RECEIVE AND APPROVE THE FINAL DRAFT OF THE 2022/23 PRECEPT LEAFLET

It was proposed by Councillor Dent, seconded by Councillor Griffiths and **RESOLVED** to approve the final draft Precept Leaflet for the year 2022/23.

333/21/22 TO RECEIVE A REPORT FROM THE SALTASH PLATINUM JUBILEE WORKING GROUP AND CONSIDER ANY ASSOCIATED EXPENDITURE.

Councillor Bickford briefed Members on the report submitted by the Jubilee Working Group and answered questions Members posed regarding the celebrations and expenditure.

Members agreed it was important to get a schedule of events and celebrations publicised to the residents and community as soon as possible.

Members confirmed that the Town Council precepted £1,000.00 for the purpose of Jubilee Celebrations.

Councillor Bickford confirmed the Working Group are due to meet again on 20th January 2022.

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** to vire £4,500.00 from General Reserves into Budget Code 6202 P&F Civic Occasions to be used for various Jubilee events and provisions over the celebration period with a report to be received at Full Council at a later date.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and resolved to **RECOMMEND** to the Personnel Committee to consider providing STC resources 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.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to approve and support the 'other requests' as detailed in the report such as provisions, funding bids and the use of the Town Council website for promotional and information purposes.

334/21/22 **TO RECEIVE A REPORT AND APPROVE THE TOWN COUNCIL SCHEDULE OF MEETINGS CALENDAR FOR THE YEAR 2022/23.**

The Acting Town Clerk gave a brief overview of the Schedule of Meetings and the algorithm used historically to create the schedule.

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** to defer to a future Full Council meeting subject to the amendments as follows:

1. Services to be held Bi-Monthly alternate to Policy and Finance on a Thursday.
2. Planning and Licensing to be held on the third Tuesday in August.
3. Personnel to be held Bi-Monthly on the last Thursday of the month.
4. No meetings to be held back-to-back or directly before or after National Bank Holidays.

335/21/22 **CORRESPONDENCE.**

None.

336/21/22 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Services held on Wednesday 8th December 2021

RECOMMENDATION 1:

72/21/22 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 13th 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.

It was proposed by Councillor Yates, seconded by Councillor Bickford and **RESOLVED** to amend point 3 and 4 of the recommendation to state that delegated authority be given to the Acting Town Clerk, liaising with the Chairman and Vice Chairman, 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:

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

b. Extraordinary Personnel held on 16th December 2021

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

c. Planning and Licensing held on 21st December 2021

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

d. Extraordinary Personnel held on 6th January 2022

RECOMMENDATION 1:

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 Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council held on the 13th 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 14th 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 Council's recruitment website (free of charge) for a period of one month commencing 14th 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.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to note the minutes and approve the above recommendations subject to an amendment to point 7 as follows:

The Personnel Committee to shortlist, undertake interviews, with suitable candidates to attend an informal meeting with Full Council (either face to face or virtually) in a format yet to be defined, upon which the Personnel Committee will appoint a successful candidate reporting back to Full Council at a future date.

e. Policy and Finance held on 11th January 2022

RECOMMENDATION 1:

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

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 13th 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.

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

RECOMMENDATION 2:

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 13th 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.

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

RECOMMENDATION 3:

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 13th 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.

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

RECOMMENDATION 4:

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 13th 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.

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

RECOMMENDATION 5:

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 13th January 2022 to reduce the quorum level to four for all Town Council Sub Committees.

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

RECOMMENDATION 6:

145/21/22 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL THE AWARING 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 13th 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’.

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

1. To defer the above recommendation to Full Town Council to be held on 3rd February 2022.
2. That Councillors submit their amendments to the policy to Councillor Miller copying in the Acting Town Clerk.
3. To consider the amendments at an informal meeting to be held following the Planning and Licensing meeting on 18th January 2022.

RECOMMENDATION 7:

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 13th January 2022 to adopt the Guildhall Covid-19 Physical Face to Face Town Council Meetings Risk Assessment.

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

RECOMMENDATION 8:

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 13th 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.

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

RECOMMENDATION 9:

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 13th 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.

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

337/21/22 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Town Centre Vision held on 2nd December 2021

It was **RESOLVED** to note and that recommendation minute 4/21/22 was received and approved at December's Town Council meeting minute 304/21/22.

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

b. Library held on Thursday 9th December 2021

RECOMMENDATION 1:

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 Peggs and **RESOLVED** to approve the above recommendation.

Councillor Bickford was invited and returned to the meeting.

RECOMMENDATION 2:

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.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED** to note the minutes and approve the above recommendation.

- c. Town Vision held on 14th December 2021

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

338/21/22 MEET YOUR COUNCILLORS:

Councillor Foster left the meeting.

- a. The next scheduled meeting date is Saturday 15th January 2022 outside Bloom Hearing, Fore Street.

It was **RESOLVED** for Councillors Miller, B Samuels, Yates to attend.

Councillor Foster returned to the meeting.

339/21/22 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.

340/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

341/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

342/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

343/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

Saltash Town Council
 Receipts December 2021

Description	NET	VAT	GROSS
Allotment Income	136.65	-	136.65
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - December Salaries 15/12/21	48,500.00	-	48,500.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - December Expenses 09/12/21	18,000.00	-	18,000.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - December Expenses 03/12/21	13,000.00	-	13,000.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - December Expenses 17/12/21	6,000.00	-	6,000.00
Barclays Loyalty Rewards	1.21	-	1.21
Churchtown Cemetery Fees	855.00	-	855.00
Grant For Fencing - Saltash Railway Station	17,500.00	-	17,500.00
Guildhall Bookings	366.60	-	366.60
Library - Income	114.31	22.86	137.17
Library Income - Book Sales	14.11	-	14.11
Maurice Huggins Room Bookings	67.50	-	67.50
Public Sector Deposit Fund Interest	6.79	-	6.79
Service Delivery Income - Seagull Bags	35.00	7.00	42.00
Service Delivery Income - Trusted Boat Scheme	15.63	3.13	18.75
St Stephen Parish Church - Cemetery Fees	1,013.00	-	1,013.00

Saltash Town Council
Payments December 2021

Description	NET	VAT	GROSS
1st Office Equipment - Photocopy Charge 20/07/21 to 19/10/21 & Quarterly Maintenance 20/10/21 to 19/01/21	94.53	18.91	113.44
A&M Security - Annual CCTV Service - Library, Guildhall & Longstone Depot	226.53	45.30	271.83
Alarmco Security Ltd - Security Alarm Upgrade - Longstone	575.00	115.00	690.00
Alexandra - Staff Uniforms	73.03	14.61	87.63
Allotment Rental Fees Refunded - Vacated Plots	33.32	-	33.32
Amazon - Health & Safety Equipment	71.41	9.53	80.94
Amazon - Public Toilets Repairs	95.28	19.06	114.33
Amazon - Christmas Decorations Isambard House	223.90	44.79	268.69
Amazon - Office & IT Equipment - P&F	22.49	4.50	26.99
Aquastorage System Cleaning Ltd - Monthly Legionella Monitoring - November 2021	140.00	28.00	168.00
Barclays Bank Charge	12.51	-	12.51
BBB Printing - Staff ID Badges	5.79	0.90	6.69
BHIB Insurance Brokers - Cyber Insurance Liability 20/11/21 to 20/11/22	299.99	-	299.99
Bond Timber - Public Toilets Repairs	130.73	26.15	156.88
CO-OP - Refreshment Costs - Guildhall & Isambard House	7.99	-	7.99
Cornwall Association of Local Councils - Councillor Training	40.00	8.00	48.00
Cornwall Association of Local Councils - Staff Training	60.00	12.00	72.00
Cornwall Council - Longstone Depot Monthly Rent - December 2021	375.00	-	375.00
Cornwall Council - Professional Costs September 2021	30.60	6.12	36.72
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	52.00	-	52.00
Cornwall Council Rates - 2021/22 Monthly Instalment - Station Building	354.00	-	354.00
Cornwall Pensions Fund Payment - December 2021	10,637.35	-	10,637.35
Corserv Limited - Staff Training	632.50	126.50	759.00
Dainton Group Services - Portacabin Hire For Waterfront - December 2021	332.13	66.43	398.56
Denmans - Electrical Parts - Maintenance	174.41	34.88	209.29
Devon Contract Waste Ltd - Recycling Disposal	26.08	5.22	31.30
Devon Contract Waste Ltd - Refuse Sacks	530.95	106.19	637.14
DVLA Vehicle Tax 12 Months - Van Reg: EA14 ZCZ	277.50	-	277.50
EE - Grounds Mobile Phones & Waterfront Broadband - December 2021	277.45	55.49	332.94
Efficient Comms Ltd - Telephone Call Charges - November 2021	116.73	23.35	140.08
Furniture Cloud Limited - Replace Equipment - Guildhall	65.00	13.00	78.00
Glendale Grounds Management - Tree Maintenance Grassmere Way	249.89	49.98	299.87
Glendale Grounds Management - Tree Maintenance Harbell Close	248.68	49.74	298.42
HMRC NIC Payment - December 2021	16,066.58	-	16,066.58
ICS Industrial Component Supplies - Tools, Equipment & Materials	36.97	7.39	44.36
IRQ Systems Ltd - Monthly IT Maintenance & Broadband Fee - December 2021	1,066.05	213.21	1,279.26
John Grimes Partnership Ltd - Waterfront Revitalisation Project	6,045.50	1,209.10	7,254.60
Junkyard Skate Park - Commissioning Youth Work	4,333.33	-	4,333.33
Laser - Guildhall Gas - 30/09/21 to 31/10/21	148.24	7.41	155.65
Laser - Library Gas - 31/07/21 to 31/08/21	42.47	2.12	44.59
Laser - Library Gas - 31/08/21 to 30/09/21	7.22	0.36	7.58
Laser - Unmetered Supply - 01/10/21 to 31/10/21	8.88	0.44	9.32
Locum Town Clerk Fees - December 2021	357.43	-	357.43
Media Publish - 1 years digital subscription to Saltash Voice 01/11/21 to 31/10/22	36.00	-	36.00
Medland Sanders & Twose - Grounds Maintenance Equipment Spares & Repairs	283.73	56.75	340.47
MK Callington Stores Ltd - Library Newspapers Delivery	60.40	-	60.40
Moorepay - Health & Safety And Employment Law - 09/12/21 to 08/01/22	262.83	52.57	315.40
Moorepay - HR / Employment Law Consultancy - 20/12/21 to 19/01/22	318.75	63.75	382.50
Moorepay - HR / Employment law Consultancy - 22/11/21 to 21/12/21	70.83	14.17	85.00
Moorepay - Payroll & HR Software Services - October & November 2021	320.41	64.08	384.49
MSP Electrical - General Repairs & Maintenance Guildhall	75.00	-	75.00
Opayo - Elavon EMS - Bank Charges - November 2021	1.15	-	1.15
Opayo (previously Sage) - Non Compliance Fee - Resolved 4th January 2022	25.00	-	25.00
Opayo (previously Sage) - Card Machine Rental Charges December 2021	13.00	2.60	15.60
Otis Ltd - Service Lift Guildhall - 01/12/21 to 28/02/22	577.20	115.44	692.64
Peacock Salt - Salt Bins Refill	138.60	27.72	166.32
Pertemps Recruitment - Service Delivery Temp Fees - December 2021	2,117.97	423.59	2,541.56
Protective Wear Supplies - PPE	241.48	48.30	289.78
Saltash Town Band - Performance Remembrance 2021	250.00	-	250.00
Saltash Window Cleaning - Guildhall Window Cleaning	90.00	-	90.00
Santa Trees - Christmas Trees	400.00	-	400.00
South West Hygiene - Sharps Disposal	25.00	5.00	30.00
South West Water - Bowling Pavilions Longstone - Saltash Sewerage & Water Charges 02/10/21 to 01/11/21	50.42	4.00	54.42
Spaldings - PPE	8.95	1.79	10.74
Spot-On-Supplies - Cleaning Supplies	241.99	48.40	290.39
Staff Expenses - Library Activities	8.33	1.67	10.00
Staff Expenses - Staff Training & Staff Welfare Costs	204.00	-	204.00
Staff Expenses - Staff Uniform	77.47	15.50	92.97
Staff Salaries - December 2021	39,205.69	-	39,205.69
Sumup - Bank Charge	0.32	-	0.32
Tamar Tree Care - Tree Maintenance Grassmere Way	625.00	125.00	750.00
Tamar Tree Care - Tree Maintenance St Stephens Churchyard	187.50	37.50	225.00

Description	NET	VAT	GROSS
Tartendown Nursery - Winter Bedding Plants	844.75	168.95	1,013.70
The Core - Commissioning Youth Work	5,000.00	-	5,000.00
Travis Perkins Trading Company Ltd - General Repairs & Maintenance - Isambard House	11.53	2.31	13.84
Travis Perkins Trading Company Ltd - Rock Salt	382.26	76.45	458.71
UK Fuels Ltd - Vehicle & Machinery Fuel - December 2021	417.69	83.54	501.23
Vincent Tractors Ltd - RTV Repairs	1,280.76	256.15	1,536.91
Westcare Supply Zone - Stationery Isambard House	41.50	8.30	49.80
Westcountry Skip Hire - Green Waste Disposal	232.22	46.44	278.66
Westcountry Skip Hire - Skip Removal	270.00	54.00	324.00
WF Education Group Ltd - Furniture and Shelving Library Refurbishment	370.62	74.12	444.74
Wilf Dawes Tyres & Batteries - Vehicle Repairs	12.50	2.50	15.00
WPS Insurance Brokers & Risk Services - Pontoon Insurance 14/12/21 to 13/12/22	2,108.00	-	2,108.00
Xero Accounting Software Monthly Subscription 09/11/21 to 08/12/21	26.00	5.20	31.20

The Mayor of Saltash

Saltash Town Council

The Guildhall

Saltash

PL12 6JX

26th January 2022

Dear Mr Mayor

I understand that it is the intention of the Town Council to appropriate and rename two trophies which are the property of the Rotary Club of Saltash having been purchased by Rotarians in the name of Rotary International for presentation to relevant citizens of Saltash annually.

Since 1978 it has been the practice for the President of the Club, The Mayor and one of the Aldermen of the town to choose a Citizen of the Year from the nominations submitted by the residents of the town and since 2017 an Environmental Citizen of the year has been added. On most occasions the trophies have been presented as part of the May Fair festivities by the President of Rotary

.As a long serving member of the Rotary Club of Saltash, a previous President of the Club and a former Town Councillor I am most disturbed that this is to happen without the Club being consulted or even informed.

I would urge the Town Council to reconsider this proposal or return the two trophies to the Rotary Club so that they may be used for their original purposes.

Yours sincerely

D Beryl Rosekilly

Secretary

Rotary Club of Saltash

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 18th January 2022 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, G Challen, J Dent (Vice-Chairman), J Foster, M Griffiths, S Miller, J Peggs and D Yates.

ALSO PRESENT: 1 Member of the Public, S Burrows (Acting Town Clerk), F Morris (Planning and General Administrator) and L Peters (Receptionist and Mayor's Secretary)

APOLOGIES: L Challen, S Gillies, S Lennox-Boyd, S Martin, B Samuels and P Samuels.

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.

Councillor	Agenda Item	Pecuniary/ Non-Pecuniary	Reason	Left Meeting
Bickford	PA21/07798	Non-Pecuniary	Acquaintance of applicant and objectors	Yes

Councillor Challen informed the Chairman that two objections had been submitted with regard to PA21/07798, revised plan, but had not yet been received by Cornwall Council.

- 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 FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 21ST 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 Dent, seconded by Councillor Challen and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 21st December 2021, were confirmed as a true and correct record.

130/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

131/21/22 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:

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

The Chairman informed the meeting of two emails received from the Planning Officer.

PA21/07798

Mr W Douie – **5 Coombe Road St Stephens Saltash PL12 4ER**

Proposed rear lower ground extension with replacement terrace over and proposed endless pool. Front kitchen extension and new porch.

Ward: Essa

Date received: 10/01/22

Response date: 31/01/22

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

1. Overlooking.
2. Overbearing.
3. Noise.
4. Overdevelopment of the site.

Councillor Bickford was invited and returned to the meeting.

PA21/11516

Mr Stuart Hammond – **29 Dartmoor View Saltash PL12 6WF**

Conversion of integral garage to home office.

Ward: Tamar

Date received: 23/12/21

Response date: 21/01/22

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

PA21/11575

Mrs Sarah Litchfield – **Even Keel Antony Passage St Stephens PL12 4QT**

Tarmac existing established driveway, which may involve minor excavation of rock on driveway to make safe and accessible.

Ward: Trematon

Date received: 31/12/21

Response date: 21/01/22

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

PA21/11911

Mr Ben Shearn – **Land To The East of Broadmoor Farmhouse Elmgate Saltash**

Conversion of existing agricultural outbuilding into a dwelling.

Ward: Trematon

Date received: 10/01/22

Response date: 31/01/22

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

PA21/12145

Mr & Mrs D J Mcinerney – **8 Brookdown Terrace Saltash PL12 6HU**

Proposed room in roof with a rear dormer.

Ward: Tamar

Date received: 29/12/21

Response date: 21/01/22

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

PA21/12211

Mr C Williams Lidl Great Britain Limited – **Lidl Store Gilston Road Saltash PL12 6TW**

Erection of non-sales extension, replacement entrance lobby and freestanding trolley bay, re-arrangement of car park, to include installation of Electric Vehicle Charging Point and associated works.

Ward: Tamar

Date received: 21/12/21

Response date: 21/01/22

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

PA21/12243

Mr & Mrs Simpson – **11 Leat View Latchbrook PL12 4UP**

Replacement of conservatory with single storey rear extension.

Ward: Trematon

Date received: 20/12/21

Response date: 21/01/22

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

PA21/12329

Mr & Mrs Lavers - **6 Langerwell Close Lower Burraton PL12 4RF**
Proposed two storey side extension.

Ward: Trematon

Date received: 11/01/22

Response date: 01/02/22

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

PA21/12366

Mrs Lorraine Jones – **5 St Georges Road Saltash PL12 6EH**
Proposed extensions and alterations.

Ward: Tamar

Date received: 22/12/21

Response date: 21/01/22

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

PA21/12726

Mr & Mrs Dark - **36 Spencer Gardens St Stephens PL12 4PF**
Two storey side extension.

Ward: Essa

Date received: 04/01/22

Response date: 25/01/22

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

d. Tree applications:

PA21/11926

Matthew Smith – **Coombe Barn Babis Lane St Stephens PL12 4ET**

Works to trees subject to a tree preservation order as stated in the tree report for the Ash trees T1 and T2.

Ward: Essa

Date received: 04/01/22

Response date: 25/01/22

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

It was proposed by Councillor Foster, seconded by Councillor Peggs and resolved to **RECOMMEND APPROVAL** in line with the recommendations of the Saltash Town Council Tree Wardens' Report:

1. T1 – heavy pollard.
2. T2 – to remove most or all of the branch extending right over the roof of the house extension.

e. Tree notifications:

None.

132/21/22 CONSIDERATION OF LICENCE APPLICATIONS:

None.

133/21/22 CORRESPONDENCE.

None.

134/21/22 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.

135/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

136/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

137/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

138/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 15 February 2022 at 6.30 pm

Rising at: 7.05 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Tuesday 25th 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.

116/21/22 **HEALTH AND SAFETY ANNOUNCEMENTS**

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

117/21/22 **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.

The Acting Town Clerk informed Members she would be leaving the meeting for agenda item 11.

118/21/22 **TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON THURSDAY 6TH JANUARY 2022 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 Miller and **RESOLVED** that the minutes of the Personnel Meeting held on Tuesday 6th January 2022 were confirmed as a true and correct record.

119/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED

No report.

120/21/22 TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT

It was **RESOLVED** to note.

121/21/22 TO NOTE TRAINING REQUESTS AUTHORISED BY LINE MANAGERS AND TO REPORT BACK ON TRAINING ATTENDED

It was **RESOLVED** to note.

122/21/22 STAFFING:

- a. To revisit the post of Administration / HR Assistant at the request of the Policy and Finance Committee.
(Pursuant to minute nr.124/21/22 P&F held on 24.11.21)

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

1. To revisit the requirement of the post of Administration / HR Assistant upon the appointment of a Town Clerk/RFO.
2. That the Acting Town Clerk continues to seek HR quotes to enable the Committee to review the possibility of outsourcing HR work.

- b. To consider the Christmas shutdown period for the year 2022.

It was proposed by Councillor Miller, seconded by Councillor Martin and **RECOMMENDED** to Full Council that the Christmas shutdown period commences on Friday 23rd December 2022 at 5pm reopening on Tuesday 3rd January 2023 at 9am. This will not apply to operational staff who are required to remain on duty during this period.

- c. To receive an update on the annual appraisals.

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to defer the 2021/22 staff annual appraisals until such time as staffing levels improve allowing sufficient time to conduct all staff appraisals.

Further to this, Members of the Personnel Committee discussed staff salary annual increments subject to satisfactory performance.

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to continue to progress staff annual increments where applicable through the salary scale by one additional salary point, with a further review of annual increments at the next Personnel Committee meeting.

- d. To receive the latest Government directive on officer home working.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to delegate to the Acting Town Clerk to liaise with Officers working from home to agree arrangements to return to the workplace.

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

It was proposed by Councillor Martin, 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.

All Members noted the Chairman's statement.

124/21/22 TO RECEIVE A REPORT FROM THE ACTING TOWN CLERK

The Acting Town Clerk informed Members of recent staffing matters.

It was **RESOLVED** to note.

The Acting Town Clerk referred to minute number 114/21/22 – submission of a Service Delivery General Assistant notice of retirement with his last working day being 14th April 2022.

The Acting Town Clerk further confirmed the Service Delivery General Assistant last working day would now be 16th April 2022 to fall in line with pension contributions.

It was **RESOLVED** to note.

The Acting Town Clerk left the meeting for the next agenda item.

125/21/22 TO RECEIVE A VERBAL REPORT FROM THE CHAIRMAN OF THE MEMBER PANEL AND AGREE ANY ACTIONS WITH ASSOCIATED EXPENDITURE

The Chairman gave a verbal update on the work of the Member Panel.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to approve the text of a statement to be made to the next meeting of Full Council including a number of recommendations for the future governance of the Personnel Committee.

The Acting Town Clerk was invited and returned to the meeting. The Chairman informed the Acting Town Clerk of the resolution for the purpose of recording the minutes.

126/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

127/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

128/21/22 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

Tuesday 29 March 2022 at 6.30 pm

Rising at: 8:05 pm

Signed: _____
Chairman

Dated: _____

Supporting and delivering benefits to the people of Saltash through the provision of services, maintaining assets and supporting community based projects throughout the town

2. Status of organisation

Charity Public Body Community Organisation
CIC Other _____

3. Date founded 1974 as a Town Council, long before as a Borough Council _____

4. Project Contact name Sinead burrows _____

Position Acting Town Clerk / Deputy Town Clerk

Contact tel. 01752 844846 _____

Email sinead.burrows@saltash.gov.uk _____

5. Senior Contact name Sinead burrows _____

Position Acting Town Clerk / Deputy Town Clerk

Contact tel. 01752 844846 _____

Email sinead.burrows@saltash.gov.uk _____

6. Please give a brief description of other projects delivered by the organisation; particularly those of a similar nature to the project you are bidding for _____

Saltash Town Council have a track record of delivering large scale projects throughout Saltash. Recent projects led by Saltash Town Council are the refurbishment of the once derelict Saltash Station building, the devolution of Saltash Library from Cornwall Council and its ongoing refurbishment. In the town centre the town council have carried out extensive improvement works alongside other partners in recent years. Such projects include refurbishing benches, bins and bollards, town centre Christmas and Festival Lights provision and delivering the town centre speaker project. The Town Council continue to maintain some infrastructure on behalf of Cornwall Council. Public Toilet provision is provided by Saltash Town Council at Belle Vue and Alexandra Square after the faculties were devolved from Cornwall Council, the town council continue to maintain and improve them.

7. In the event that your organisation ceased to exist, what would happen to its resources and assets? _____
Extremely unlikely possibility, but all assets would likely pass to other government organisation, that would take on similar responsibilities.

D. About the Project / Project Element

1. Title of Project / Project Element _____
Saltash Town Centre CCTV project

2. Description _____
Saltash Town Council, alongside key partner Safer Saltash seek funding to help support the installation of a town centre CCTV system that will ensure the town centre is a safer place for everyone in our community.

The majority of the scheme is in direct relation to the town centre, with 5 cameras being situated in, or around Fore Street to provide excellent coverage. Beyond the town centre there are two cameras which form a key part of the design and will allow individuals, or vehicles to be tracked once beyond, or, on the approach to the town centre, thus also helping to protect the wider town.

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 6 - Alexandra Square car park.

The Town Council acknowledge that the additional three non town centre cameras may not be considered as being fundable, but we remain convinced that they form a vital part of the whoa package and would value the s106 committees' opinion on any benefit to the town centre and nearby areas.

Additional three cameras

Camera 5 - on streetlight B051, Old Ferry Road

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

Camera 8 - by the Leisure Centre - protecting the whole area from LC to Library.

Similar systems have now been installed and are operational in most Cornish towns of a similar size, and many smaller ones. They link via internet connections back to a central control centre where footage is recorded and monitored. Saltash would be joining a well proven and developed network where we can provide a guaranteed level of operational capability alongside other Cornish towns.

Panel members should refer to the accompanying CCTV Management report provided by Lucy Allison of Safer Saltash.

The Town Council will absorb any its own project management costs in relation to the initial installation as well as in relation to ongoing maintenance and management. The current annual operational costs are predicted at around £14,564.88 and this will go on to form part of the STC budget to ensure the project is supported into the future.

3. Please tick to indicate which priorities your project (element) meets, and explain how it meets them

- i) Town Centre Regeneration
- The provision of a high quality CCTV provision has been highlighted by many over several years as an important feature of a safe and vibrant town centre. Working closely with other organisations the town council have developed a design that will help to ensure that a vast majority of the town centre would be covered. The aim is to ultimately ensure that those using the town centre not only feel safer, but are actually safer and can be better protected in the event of an incident.

Support has been abundant on Social Media over several years for CCTV, with support coming from the public and traders alike. Letters of support are attached.

- ii) Generation of Employment Space
- Whilst the project does not seek to directly generate employment space, the intent is to ensure that Saltash Town centre is a safer place, with the understanding that businesses and visitors alike will feel more inclined to visit or set up business here because we have helped to create a safer place for everyone.
-

- iii) Other Community Benefit
- We do expect that the scheme will make the town centre safer and will have a direct impact on levels of crime and reported

crime in and around the town centre. We hope that the town centre will avoid the mantle of being a 'no go' area, at any time and will help to make the entire town centre and wider town feel like a better and safe place to live and work.

The community benefit is extremely hard to quantify, but we are convinced that it is the community that stands to benefit most from the knowledge that the town centre is a welcoming and safe place for all.

4. Details of volunteer time involved in project _____
The project is a collaboration of a number of paid and volunteer organisations all have put in time to debate and work up the design. All town councillors are volunteers and continue to have a key role in delivering the project.

5. Details of other sources/amounts of funding secured _____
Saltash Town Council are making a significant contribution to the project, and are committed to the ongoing maintenance and running costs in relation to this project.

6. Details of other sources/amounts of funding pending _____
Saltash Town Council are also seeking alternative funding via a number of suitable funding bodies including the Devon and Cornwall Police through the Office of the Police and Crime Commissioner. There are other possible sources of support. If these are successful then STC will look to reduce its liability, or look at ways to continue to improve the design. STC are however committed to the project and will seek to progress without these additional funding sources.

7. Breakdown of costs

Item	Cost	Source of cost (including estimate)
Capital costs (8 cameras) (5 cameras s106 request)	£76,205.49 £47,628.43	Quotation attached
Year 1 - Operating costs (5 cameras s106 request)	£14,564.88 £9,103.05	Quotation attached
Contingency	£7,620.00	10% of the overall Capital project costs
Page 54		

TOTAL	£98,390.37	

8. Total costs requested from Section 106 Funding £64,351.48
9. If approved, when would the project begin? 1st May 2022
10. When would the project be complete? To be confirmed (ASAP)
11. What ongoing maintenance would be required, and how would this be funded (including if it is part of the bid)? _____
Annual operating costs will be factored into the Town Council budget setting process after Year 1. The bid requests support for Year 1 only, and only in relation to the Town Centre cameras.

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

If yes, please give details _____
The equipment will be insured by Saltash Town Council

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

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

PLEASE NOTE : Due to the specialised nature of this work we have been advised that we only have the option of a single supplier.

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

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

15. Do you require any further permission(s) for this work, including planning permission? If so, please indicate the permissions required and current stage _____

We are working closely with landowners, predominantly Cornwall Council to ensure the correct permissions and connections are in

place.

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

Risk Item	Severity	Proposed Mitigation
Not receiving all the funding	High	Reduce scope of works to match budget
Not receiving all the required permissions	High	Continue to work with partners to find the right solution or reduce scope of project as a last resort.
Equipment prices rise during project development process	High	Some contingency is built in.
Equipment takes longer to arrive due to global shortages	Medium	This would result in a delay, but this is a long-term project

NOTE: A FURTHER SECTION D SHOULD BE SUBMITTED FOR EACH DISCRETE PROJECT OR PROJECT ELEMENT. Please number as D1, D2 etc.

E. Project Management

1. Project Manager name Sinead Burrows
Position Acting/Deputy Town Clerk
Contact tel. 01752 844846
Email sinead.burrows@saltash.gov.uk

2. Breakdown of Project Management Costs

Item	Cost	Source of cost (inc. estimate).	included in Section D estimates?
------	------	---------------------------------	----------------------------------

Project management costs		STC costs to be covered internally	
Total	£		

F. Total Costs requested from Section 106 Funding

1. Costs from Section D1	<u>£64,351.48</u>
2. Costs from Section D2	£_____
3. Costs from Section E	£
TOTAL COSTS	<u>£64,351.48</u>

G. Treatment of Value Added Tax

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

	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			7		11			8		Thursday	
Friday	8		6				10			8		12			9		Friday	
Saturday	9		7				MAYFAIR			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	
Sunday			29							31							Sunday	
Monday			30														Monday	
Tuesday			31														Tuesday	
Annual FTC																		
Town Council																		
Planning and Licensing																		
Policy & Finance																		
Services																		
Personnel																		
Burial Authority																		
Burial Board																		
Bank Holiday																		
Additional Meetings:																		
Annual Town Council																		
5th May 2022 @7pm																		
Annual Meeting with Parishioners																		
3rd March 2023 @ 6:30pm																		
Civic Events:																		
Mayor Choosing																		
Civic Service																		
Remembrance Service/Parade																		
13th November 2022																		
Queens Jubilee																		
TBC																		
TBC																		
Attendance (by invitation) for Civic Parade																		
May Fair																		
7th May 2022																		
SaltFest																		
TBC																		
Regatta																		
TBC																		
Remembrance Armistice Day (RBL)																		
11th November 2022																		

Schedule of Meetings Report

Annual Full Town Council

Standing Orders states under 6a Annual Meetings:

- ii. In a year which is not an election year, the Annual Meeting of a Council shall be held on the first Thursday in May at 7pm.

Annual Meeting of Saltash Town Council scheduled for Thursday 5th May 2022

Full Town Council

Standing Orders states under 6b Ordinary Meetings:

- i. Ordinary Full Council meetings shall be held on the first Thursday of each month excepting May, unless otherwise determined by resolution at the Annual Meeting of the Council.

All Full Council meetings are scheduled for the year 2022/23 on the first Thursday of the month.

Planning and Licensing

As requested by Members under resolution of Full Council minutes 334/21/22 a Planning and Licensing Committee meeting is scheduled for Tuesday 16th August 2022.

This is the third Tuesday of the month of August and in keeping with the Committee's Terms of Reference.

Exception to Algorithm:

- Tuesday 26th April 2022

Due to the National Bank Holiday (Easter) the P&L meeting scheduled for April 2022 is to be held on the fourth Tuesday of the month as requested by Members at FTC - *No meetings to be held back-to-back or directly before or after National Bank Holidays.*

This is not as stated in the Terms of Reference for the P&L Committee which states:

Meetings: Every Third Tuesday of the month

Terms of Reference to be amended.

Policy and Finance

To remain bi-monthly on the second Tuesday of the month.

All P&F meetings are scheduled bi-monthly for the year 2022/23 on the second Tuesday of the month.

Services

The Services Committee algorithm has been amended to reflect Members request at FTC.

Services is to be held Bi-Monthly alternate to Policy and Finance on a Thursday. For continuity it would be appropriate to hold Services on the second Thursday of the month.

Exceptions to the Algorithm:

- Thursday 21st April 2022

Due to the National Bank Holiday (Easter) the Services meeting scheduled for April 2022 is to be held on the third Thursday of the month as requested by Members at FTC - *No meetings to be held back-to-back or directly before or after National Bank Holidays.*

- Thursday 16th June 2022

Due to the National Bank Holiday (Queens Jubilee) the Services meeting scheduled for June 2022 is to be held on the third Thursday of the month due to FTC being held on the second Thursday.

- Thursday 8th September 2022

Due to the meetings being held Bi-Monthly to P&F and historically no meetings are scheduled to be held in August there is a 2-month period (July / August) that no Services Committee meetings are scheduled to be held. Therefore, a meeting has been included in September to avoid further delay in any business requiring attention / action.

Personnel

As requested at FTC under minute 334/21/22 the Personnel Committee is to be held Bi-Monthly on the last Thursday of the month.

All Personnel meetings are scheduled bi-monthly for the year 2022/23 on the last Thursday of the month.

Burial Authority

Burial Authority is as and when required. Therefore, not listed in the Schedule of Meetings for the year 2022/23.

Joint Burial Board

The JBB has been scheduled quarterly, as specified in their Terms of Reference, for the last Tuesday of the month.

Guidance Note

Community Networks Highways Scheme Programme Guidance Note –

1. Introduction

- 1.1. In 2018 Cornwall Council committed to [Strengthening Community Networks](#) by giving Community Network Panels (CNPs) an annual Community Network Highways Budget for a term of 4 years.
- 1.2. The Portfolio Holder for Transport has reviewed this programme and this updated guidance sets out an annual budget split equally between Cornwall Councillors for allocation to the Network Areas dependent upon the number of Councillors in an area. At present, this continued programme, which is funded from Government Local Transport Plan Funding, is intended to run until March 2025; this is on the basis that the Council has received a provisional 3-year funding settlement from Government.
- 1.3. This Guidance Note should be read in conjunction with the Local Transport Plan (LTP).

2. Background

- 2.1. The CNPs are the local key point of contact for engagement and consultation in delivery of major capital transport schemes in or affecting their Community Network Area (CNA) and whilst they can still influence such schemes this revised budget enables CNPs to target investment for their local smaller highway improvement schemes: the **Community Networks Highways Scheme (CNHS)**.
- 2.2. The CNHS has successfully committed to deliver over 500 schemes to help local communities either by providing better access or to increase safety of the highway. The current round of funding ends in March 2022.
- 2.3. Many schemes coming through this process were attempts to control inappropriate parking or speed. These require Traffic Regulation Orders (TROs) for yellow lines or speed limits. Such a workload has meant that the current commitment from Cormac is to have all schemes either delivered or ready to deliver by March 2022 and completed by the end April*.

Note: *Timescales are subject to unforeseen circumstances that could have an impact on the delivery programme such as adverse weather or substantial objection at the scheme consultation stage.

3. Proposed CNP Funding

3.1. A further round of funding has been allocated to continue this local programme. This has been updated to provide greater fairness between CNP's and to significantly improve the efficiency of the programme.

3.2. Key principles are:

3.2.1. **Community Networks Highways Budget:** A new annual amount of £1.05m per annum is to be allocated from the Integrated Transport Block of the Local Transport Plan budget of £4.137m per annum.

3.2.2. **Budget Distribution:** The previous four-year programme allocated funding equally between the CNA's (£50,000 each), with £50,000 in reserve for potential overspends, on an annual basis. The budget will now be split equally between Members and allocated to the Community Network Areas (CNAs) dependent upon the number of Members in a CNA. See table 1 below for the funding allocation from April 2022.

Table 1 CNA Funding Distribution

CNP		Member no.s	Allocation
1	Bodmin	3	£34,398
2	Bude	3	£34,398
3	CPIR	10	£114,660
4	Camelford	2	£22,932
5	Caradon	3	£34,398
6	China Clay	4	£45,864
7	Cornwall Gateway	5	£57,330
8	Falmouth & Penryn	7	£80,262
9	Hayle & St. Ives	4*	£45,864
10	Helston & South Kerrier	5	£57,330
11	Launceston	3	£34,398
12	Liskeard and Looe	5*	£57,330
13	Newquay & St. Columb	5	£57,330
14	St. Agnes Perranporth	3	£34,398
15	St.Austell & Mevagissey	5*	£57,330
16	St. Blazey, Fowey & Lostwithiel	3*	£34,398
17	Truro & The Roseland	8*	£91,728
18	Wadebridge and Padstow	3*	£34,398
19	West Penwith	6*	£68,796
X	Portfolio		£52,458
		87	£1,050,000

* some share a CNP

3.3. **A common CNP TRO:** To ensure the whole scheme costs are captured it is intended that all Traffic Regulation Order costs would be attributed to the CNP schemes. This change will ensure that the whole scheme cost is understood. The premise that there is one TRO per CNA per financial year would still be recommended to the CNP to avoid additional costs.

3.4. **Timeline Protocols:** To ensure this round of schemes is delivered as effectively as possible, firm deadlines throughout the commissioning process and programme efficiencies are required. A particular challenge is ensuring the TRO procedural and delivery timescales are as streamlined as possible. As such individual schemes that emerge as significantly controversial and cannot be resolved within the time scales allocated for inclusion would, in consultation with the Portfolio Holder(s) for Transport and Neighbourhoods, be allocated to the following years to ensure that they do not hold up the overall programme of work. The deadlines and timescales are as follows:

- 2022/23 Schemes –Final recommendations must be submitted for approval to the Portfolio Holder by April 2022. This means that EOIs will need to be submitted and reviewed by the CNP and Members before this date. The full process is set out below (Section 4).
- 2023/24 & 2024/25 - Schemes must be submitted as soon as possible, and no later than March 2023. Panels are encouraged to discuss and prioritise their proposed schemes as far in advance as possible.

3.5. **Expressions of Interest:** The CNPs will be tasked to provide a list of nominations through an Expression of Interest form. These forms should reflect the issue affecting the community not the potential solution. Technical advice will be available from Cormac’s Highways Managers, supported by Cormac’s Engineering Design Group (EDG), about potential solutions which reflect the concepts of the LTP and resolve the issues communicated.

3.6. **Scheme Commitment:** Each CNP will then consider and come to a collective view on which schemes are their priorities. The CNP’s views will then be considered by the CNA’s Divisional Members, who will make a final recommendation to the Portfolio Holder for Transport. The CNP and members would be responsible for identifying the inclusion of any available additional supplementary funding (e.g., match- funding from local Parish and Town Councils or S106 funding), with appropriate support and advice from officers

3.7. **Roll Over:** If a CNP wishes to roll forward the funding into the next financial year to fund a larger project this must be approved by the Portfolio Holder in line with the new protocol.

3.8. **Monitoring:** Monthly monitoring reports are to be provided to CNP’s on the progress of approved schemes, from formal consultation to scheme completion.

3.9. **Programme of Enactment:** It is proposed that the new programme would run in parallel to the duration of the Integrated Transport Block funding, which is three years from April 2022.

4. Process

Stage 1: Review

4.1 Each Member will ask the local councils in their part of the CNP to provide them with a list of proposed local highways issues. They will provide these to the Member by way of the Expression of Interest form. The Member may submit their own proposals if they wish. The CNP and Member (supported by the Highway Manager and Community Link Officer) will then consider them to create a proposed programme of highway improvements for their area, the

aim of which will be to benefit all. To be eligible for funding, schemes must support highway improvements that meet the revised 2022 Cornwall Transport Plan Vision *‘Transport in Cornwall will be excellent and carbon neutral. Our transport system will connect people, communities, businesses and services in a way that enhances quality of life, is reliable, efficient, safe, healthy and inclusive. People will choose to travel in ways that will have a low impact upon the environment and other people’.*

4.2 Schemes should include proposals to deliver against one or more of the six goals of The Cornwall Transport Plan listed below:

1. **Tackle Climate Change** - Respond to the challenges of climate change by ensuring we have a resilient, carbon neutral transport network, and we support communities to live locally.

This is the overarching goal of the Cornwall Transport Plan and schemes that support modal shift to walking, cycling and public transport, reducing the need to travel or switching to electric or cleaner fuels will be given high priority.

2. **Support economic prosperity** by improving sustainable transport links for business and access to employment, education and training.

Suitable schemes include those that improve sustainable transport access to shops and business activities and to contribute to local events or facilities. This can be for customers or deliveries e.g., cargo bikes.

Respect and enhance our beautiful natural and historic environment through the way in which we travel and deliver transport.

Suitable schemes include those that improve access to the environment for more people, especially those who currently have limited access e.g., children, people with disabilities.

3. **Support healthy active lifestyles and wellbeing** by providing the right facilities and environment for walking and cycling to become the natural choice for local trips

Suitable schemes include those that deliver a town and village street scene that respects our Cornwall heritage and culture, provides a safe, accessible, and attractive place for residents whilst substantially reducing environmental harm from vehicle operations including air pollution. Improvements to make walking and cycling easier will also be supported.

4. **Support community and road safety** - Ensure our communities are safer and more enjoyable places to live by reducing the negative impacts of transport.

Suitable schemes include those that reduce speeds or traffic volumes or reduce anti-social behaviour and the fear of crime whilst travelling.

5. **Provide equal opportunities for everyone**, regardless of age, postcode, income level or ability; to access the services they need and to have a say on transport solutions in their communities.

Suitable schemes include those which particularly benefit people with limited transport options due to geography, disability, age or affordability.

4.3 It is recommended that should a CNA require a Traffic Regulation Order as part of their schemes then they only carry out one TRO consultation per financial year to avoid additional costs.

4.4 Gateways

4.4.1 Where viable, seeking to enhance the “Healthy” and “Living Streets” concept for Town and Village Streets should be a priority.

4.4.2 For example, provide gateway features that demonstrate to vehicle users they are entering a safe street environment and that pedestrian and cyclists are the principal, entitled users.

4.4.3 The design of the gateways is important. Not a simple utilitarian Highway sign, but a feature that incorporates urban and landscaping design, reflecting where possible local heritage.

5. Stage 2: Prioritise and Recommend

5.1. The Highways Managers will review the expression of interest forms from the CNPs alongside the Members. The annual quantity of schemes needs to be manageable, therefore expression of interest forms should be because of prioritisation at a Parish and CNA level. The Highways Managers will prepare a schedule setting out brief comments on the listed schemes, covering issues including estimated cost, deliverability, match with the Cornwall LTP objectives, policy, strategy, legal or other implications.

5.2. The schedule will indicate if the listed schemes have any relationship with any existing or planned schemes (within the LTP programme or arising from Section 106 funding or other funding streams) and if there is any potential to link schemes together and/or bring them forward early.

5.3. A schedule will be presented to each CNP by the Members for prioritisation. CNPs will discuss the schedule and conduct consultations with Town & Parish Councils in their CNP as they deem appropriate (e.g., during the meetings and/or by correspondence as necessary). Highways Managers will attend CNPs to provide technical advice and answer questions (this should be linked to the regular Highways visits to CNPs).

5.4. CNPs should use the criteria from the Cornwall Transport Plan to assist them with the prioritisation process.

5.5. Each CNP working with their Members will then consider which schemes should be progressed as their top priorities, within the available funding, to be taken to full design and formal consultation stage. When the CNP has considered its priorities and come to a collective view on this, it should make a recommendation to the CNP’s Divisional Members. The Divisional Members will then consider the CNP’s views and submit a final recommendation to the Portfolio Holder.

5.6. Funding Sources:

5.6.1. The Community Network Highway Budget for the CNA. A CNP may carry forward funds for more costly or contentious schemes in later years but at the Portfolio Holder’s discretion.

- 5.6.2. Additional funding identified in S106 or larger LTP schemes
- 5.6.3. Match-funding. CNPs and members may invite Town & Parish Councils to consider if they wish to offer match-funding to a scheme within their Parish.

6. Stage 3: Evaluation and Approval

- 6.1. The CLO will prepare a draft report for each CNA, setting out the CNP's and Members' recommendations. This report will include a completed project brief for each scheme, together with the Highway Manager's evaluation and comments. The project brief will include brief reasons setting out the business case for the proposal in question.
- 6.2. The report will then be submitted to the Head of the Highways Service and the Portfolio Holder for Transport for approval in accordance with Cornwall Council's approved procedures for decision-making. The Portfolio Holder's decision will be recorded in writing and published in accordance with Cornwall Council's usual procedures, including the reasons for approving or declining the recommendations. The CNP and Members will be informed of the outcome as soon as possible after the Portfolio Holder's decision is made.
- 6.3. A deadline will be in place for these reports and briefs to be issued to the Portfolio Holder. Any report or brief issued after this date will automatically enter part of the next year's round of schemes and be delayed by 12 months. It will be at the Portfolio Holder's discretion whether the budget is carried forward.

7. Stage 4: Design, Consultation and Delivery

- 7.1. The project briefs for each scheme will be used to commission Cormac to design, consult and deliver each scheme, depending upon the size and scale of the scheme this may include preparation of a Comprehensive Impact Assessment. CNPs will be consulted on design and cost changes that may arise. The more accurate the brief at conception stage the quicker the scheme can be progressed.

7.2. Consultations

- 7.2.1. The level of consultation would be dependent upon the impact the scheme may have on the highway network. Those requiring a Traffic Regulation Order will have to follow the agreed statutory process. However, with the Member and CNP both being aware of the agreed proposals at the outset this should shorten the time frame for the informal consultation and before formal consultation commences.
- 7.2.2. Schemes will vary in complexity and as such their consultation phase may vary in length. It is therefore intended that clear timelines are agreed for each scheme upon commission and where these timelines are affected by increased complexity at consultation stage this is to be made clear as soon as possible to the Member and CNP.
- 7.2.3. For efficiency, approved schemes will be in one package for the TRO procedures. This will enable a faster on-site delivery.
- 7.2.4. Where a scheme within a TRO package increases in complexity causing delay, so as not to prejudice the package delivery in a timely manner, the Portfolio Holder for Transport will mitigate these circumstances by moving such schemes into the following year's list of schemes.

8. Stage 5: Monitoring and Review

- 8.1. A monitoring report will be submitted to CNPs each month setting out progress from formal consultation to scheme completion. This will be linked to regular 6 monthly visits of Highways Managers to CNP's.
- 8.2. An annual summary document will be published at the end of each financial year setting out how the CNP has contributed to each of the objectives set out in 4.2.

9. Notes:

- 9.1. CNP's and Members are encouraged to reach a consensus view at all stages where they are involved. CLOs should continue to ensure that, where a vote is required at CNPs on the Highways Scheme, voting procedures are clear with one vote per parish and per Cornwall Councillor as the standard approach. The Divisional Members would come to their final recommendation by taking a vote between themselves, where there is not unanimous agreement.
- 9.2. This note and particularly any timescales are for guidance only. The deadlines introduced for this round of CNP funding are to ensure that resource issues within Cormac can be planned to avoid, as far as possible, foreseeable time delays. Phasing over three years is therefore proposed. Early delivery of briefs (within the timescale protocol) would also significantly assist the delivery teams in programming the specialist resources available to these tasks and for this to occur, the protocol on timelines for the procedures will apply.
- 9.3. Enforcement can only commence once the necessary lines and signs are in place. If the area of new restriction falls into an existing priority enforcement route, it will be included in regular patrols by Civil Enforcement Officers. However, if the restrictions are in a location that are patrolled on an ad-hoc basis or in an area that does not have visits, it is very unlikely the area would receive regular patrols at present.



Cornwall Council Community Network Highways Scheme Expression of Interest Form

Notes

To help us process your Expression of Interest, please:

- Read the Community Network Highways Scheme guidance carefully
- Complete the form as fully as you can and return to your Cornwall Councillor, and copy in your Highways Manager and Community Link Officer
- Let us know if you have any questions before sending in your application

Section A: Contact details

1. Name/position of person submitting this proposal	
2. Contact email	
3. Contact telephone number	

Section B: Scheme outline

1. Location	
Schemes should include proposals to deliver against one or more of the six goals of The Cornwall Transport Plan: www.cornwall.gov.uk/connectingcornwall	
2. What is the LTP objective you are trying to achieve?	
3. What is the problem? What local outcome you are aiming to achieve?	
4. How have you identified this problem? Let us know of any evidence available, including community representations or if the problem has been looked at previously any feasibility studies or similar.	
5. Why is this a priority for the parish council?	
6. Is there any additional funding available to support this scheme? If so, how much and from what source?	

7. Area of benefit – schemes which benefit a larger area of the Community Network are encouraged	
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Declaration	
I declare that the information supplied in this form is true to the best of my knowledge and that, if I am submitting this proposal on behalf of a town or parish council, or another organisation I have their consent to do so.	
Signature:	Date:
Name (Please Print):	

Privacy Notice: This information is being collected by Cornwall Council. The Chief Executive is the Council's Data Controller. Any information provided may be retained on computer or in manual files in accordance with the Council's policy for the retention of information. This information will be used for processing your expression of interest. It may also be used for related council purposes, including for regulatory functions and investigating fraud. It will not be disclosed to any third party except where the council specifically contracts for data processing support. The information may be used for statistical or research purposes, which will be de-personalised where appropriate.

Please return to your Cornwall Councillor and copy in your Highways Manager, Community Link Officer.

Working Party	Representatives	Reports to	Admin Support	Date Formed	Minute
					<p>320/20/21 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.</p> <p><u>Highways England - A38 Trerulefoot to Carkeel Safety Package</u></p> <p>It was proposed by Councillor P Samuels, seconded by Councillor Peggs and RESOLVED to approve a A38 Working Party to comprise of Councillors Lennox-Boyd, Martin, Miller, and Yates reporting back to Full Council with any updates.</p>
A38 Working Party	Cllrs Gillies, Martin, Miller & Yates	FTC	No	4.02.2021	
					<p>79/21/22 TO REVIEW AND APPROVE AMENDMENTS TO THE FOLLOWING POLICIES:</p> <p>a. Grants Policy</p> <p>It was proposed by Councillor Miller, seconded by Councillor G Challen and RESOLVED to defer to the next Policy and Finance meeting with a working group comprising Councillors Miller, Yates and Griffiths to review the policy with the Senior Policy and Data Compliance Monitoring Officer.</p>
Grants Policy	Cllrs Miller, Yates, Griffiths	P&F	Yes	7.09.2021	
					<p>79/21/22 TO REVIEW AND APPROVE AMENDMENTS TO THE FOLLOWING POLICIES:</p> <p>c. Standing Orders</p> <p>It was proposed by Councillor Miller, seconded by Councillor L Challen and RESOLVED to defer to the next Policy and Finance meeting with a working group comprising Councillors Miller, Yates, Dent and B Samuels to review the Standing Orders relating to public questions at meetings, particularly at meetings of the Planning and Licensing Committee, with the Senior Policy and Data Compliance Monitoring Officer.</p>
Standing Orders	Cllrs Miller, Yates, Dent and B Samuels	P&F	Yes	7.09.2021	
					<p>35/21/22 TO RECEIVE A REPORT RELATING TO THE A38 ROUNDABOUT DISPLAY AND CONSIDER WRITING TO HIGHWAYS ENGLAND</p> <p>Members were informed that Highways England have recently changed their name and is operating as National Highways.</p> <p>Councillor Lennox-Boyd spoke of recent meetings with Cornwall Council and National Highways and the requests received to improve the horticultural appearance at the A38 roundabout in Saltash. Councillor Lennox-Boyd added that these requests have been refused by National Highways due to visibility issues.</p> <p>It was proposed by Councillor Peggs, seconded by Councillor Gillies and RESOLVED to form a working group consisting of Councillors Lennox-Boyd, Martin and Miller to corroborate an acceptable proposal for the horticultural appearance of the A38 roundabout and report back at the following Services Committee meeting.</p>
A38 Roundabout	Cllrs Lennox-Boyd, Martin and Miller	Services	No	15.09.2021	
					<p>55/21/22 TO CONSIDER A SUGGESTION TO FORM A COMMUNICATIONS AND ENGAGEMENT WORKING PARTY - COUNCILLOR MARTIN</p> <p>It was proposed by Councillor Martin, seconded by Councillor Peggs and RESOLVED to form a Working Party comprising of Councillors Bickford, Bullock, Griffiths, Martin and Yates reporting to the Policy and Finance Committee.</p>
Communications & Engagement	Cllrs Bickford, Bullock, Griffiths, Martin and Yates	P&F	No	13.07.2021	
					<p>112/21/22 TO RECEIVE, CONSIDER AND RECOMMEND AMENDMENTS TO THE FOLLOWING POLICIES TO THE NEXT FULL COUNCIL MEETING:</p> <p>a. Social Media Policy</p> <p>It was proposed by Councillor Miller, seconded by Councillor Bullock and RESOLVED to refer the draft policy to the Communications and Engagement Working Party, reporting back to the Policy and Finance Committee.</p>
Social Media Policy	N/A	N/A	N/A	9.11.2021	

St Stephens Church, Six Firefighters graves.

Councillors a former Saltash firefighter and family member of one of the six firefighters have been working tirelessly to mark the graves of the six firefighters which are marked at St Stephens Church Saltash.

Mr Mike Parker and Mr Neil Stanlake are requesting Saltash Town Councils blessing on their future project.

At this stage there will be no financial implication to the residents of Saltash nor to the Town Council.

Plans for the project:

Install four new inscribed flat marble stones on the graves and two at the request of the family will remain as they are today.

Encircle the site of all the six graves with grey coloured edging stones and at the same time, identify each individual grave with the same edging stones down the middle. This we believe, would retain a degree of individuality of the six men, but also create inclusiveness, bearing in mind the six of them were all Saltash lads, went to school together, were close pals, were fire fighters together, died together and now rest in peace together.

This edging will enhance the look of the gravel but also reduce the grass cutting. The site surface will be filled with attractive Cornish granite stones which would be in keeping with the edging stones.

Install a story board adjacent to the graves, telling the story of the tragic event in 1941, which would be protected by a Perspex cover and erected at an agreed height and on a single pole, which would also reduce maintenance.

Father Michael Brown, the Cornwall Fire & Rescue Service Chaplain, has been made aware of our proposed plan and he has given it his full approval, after expressing his sadness at the state of the graves when holding a service at St Stephens Church, back in April of last year.

Councillors this is part of Saltash History, and we would like your blessing to see this project come to fruition.

Both Mr Mike Parker and Mr Neil Stanlake will be attending the Full Council Meeting to present their proposed plans and will be present to answer any questions.

