



Saltash Town Council

Konsel An Dre Essa



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

1 July 2022

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 7th July 2022 at 7.00 pm.**

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
Town Clerk

To:

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

Agenda

1. Health and Safety Announcements.
2. Prayers.
3. Apologies.
4. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
5. Chairman's Report. (Page 5)
6. Monthly Crime Figures. (Pages 6 - 7)
7. Report by Community Enterprises PL12. (Pages 8 - 9)
8. Cornwall Gateway Community report for noting or matters arising. (Pages 10 - 21)
9. Cornwall Gateway Community Action Points for Reports. (Pages 22 - 23)
10. To receive a report on behalf of Safer Saltash.
11. To receive a report from Saltash Chamber of Commerce.
12. To receive a report from the Climate Change and Environmental Working Group
- No report this month.
13. To receive a report from Cornwall Councillors.
14. To consider Risk Management reports as may be received.
15. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.
Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.
16. To receive and approve the Minutes of the Full Town Council Meeting held on Thursday 9th June 2022 as a true and correct record. (Pages 24 - 36)

17. Finance:

- a. To advise the following receipts in: (Page 37)
 - i. May 2022.
- b. To advise the following payments in: (Pages 38 - 39)
 - ii. May 2022.
- c. Urgent and essential works actioned by the Town Clerk under Financial Regulations.
- d. To note that bank reconciliations up to 31st May 2022 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.
- e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.

18. Correspondence:

- a. The Queen's Platinum Jubilee - Message of thanks from the Saltash Lions Club. (Page 40)

19. To receive and note the minutes of the following Committees and consider any recommendations:

- a. Services held on Thursday 16th June 2022 (Pages 41 - 47)
- b. Planning and Licensing held on Tuesday 21st June 2022 (Pages 48 - 53)
- c. Burial Authority held on Tuesday 28th June 2022 (Pages 54 - 57)
- d. Joint Burial Board held on Tuesday 28th June 2022. (Pages 58 - 62)

20. To receive the revised Section 106 Terms of Reference and consider any actions. (Pages 63 - 66)

21. To receive a report on Saltash Waterside CCTV and consider any actions and associated expenditure. (Pages 67 - 68)

22. To receive an update on the walk/cycle routes between Hatt and Carkeel and consider any actions. (Pages 69 - 70)

23. To receive and note a report from GLL Saltash Leisure Centre 'use it or lose it' campaign. (Pages 71 - 74)

24. Meet your Councillors: The next scheduled meeting date Saturday 9th July 2022 outside Bloom Hearing, Fore Street.

25. Public Bodies (Admission to Meetings) Act 1960
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
26. To consider any items referred from the main part of the agenda.
27. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
28. To consider urgent non-financial items at the discretion of the Chairman.
29. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
30. Date of next meeting: Thursday 4th August at 7:00 p.m.
31. Common Seal:
To Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 7 JULY 2022

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

Wednesday 8 th June 2022	7pm	Saltash Firefighters reception, Isambard House, Saltash
Monday 20 th June 2022	7.45pm	Saltash Camera Club Presentation, Saltash
Thursday 23 rd June 2022	6pm	High Sheriff of Cornwall Summer Reception, Lanhydrock
Saturday 25 th June 2022	9.10am	RAF and Allied Forces Monument Service, Plymouth Hoe
Sunday 26 th June 2022	2pm	Exhibition of Giants, Saltash Scrapstore, Saltash
Sunday 26 th June 2022	4pm	Truro Mayor Civic Service, Truro Cathedral

DEPUTY MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 7 JULY 2022

Friday 10 th June 2022	6pm	Burraton School Circus Fundraiser, Saltash
Sunday 12 th June 2022	1.50pm	Forder Village Fete, Saltash
Tuesday 14 th June 2022	1.30pm	Not Forgotten Bus Tour, Saltash



Devon & Cornwall Police

Building safer communities together

Crimes Recorded - 01/06/2022 to 04/07/2022 - Saltash Town

Offence	Recorded Crime 01/06/2022 to 04/07/2022	Recorded Crime 01/06/2021 to 04/07/2021	Recorded Crime % Difference
Violence with Injury	4	12	-66.7%
Violence without Injury	6	16	-62.5%
Stalking and Harassment	10	10	0.0%
Rape	0	2	-100.0%
Other Sexual Offences	1	3	-66.7%
Robbery	1	0	-
Burglary Dwelling	3	1	200.0%
Burglary Non-Dwelling	0	2	-100.0%
Vehicle Offences	6	7	-14.3%
Shoplifting	1	2	-50.0%
All Other Theft Offences	3	7	-57.1%
Criminal Damage	8	8	0.0%
Public Order Offences	2	4	-50.0%
Possession of Weapons	0	1	-100.0%
Trafficking of Drugs	1	1	0.0%
Other Offences	0	4	-100.0%
Total	46	80	-42.5%

Non Notifiable Offences	2	9	-77.8%
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**Devon & Cornwall Police**

Building safer communities together

Incidents Recorded - 01/06/2022 to 04/07/2022 - Saltash Town

Incident Closing Category	Incidents - 01/06/2022 to 04/07/2022	Incidents - 01/06/2021 to 04/07/2021	Incidents % Difference
Anti Social Behaviour	19	37	-48.6%
Crime Not Recorded	4	1	300.0%
Crime Recorded	23	45	-48.9%
Public Safety	66	82	-19.5%
Transport	27	33	-18.2%
Total	139	198	-29.8%

Community Enterprises PL12 Chair's Report

July 2022

A lot has been going on over the last couple of years, & I felt now was a good time to provide a detailed account of where we are now.

It's been a busy month for us consolidating our plans, with a focus on opening up some of the activities in the Community Kitchen. We have some great things happening in the Community Kitchen, working with other organisations and groups, helping to tackle social isolation, loneliness, food poverty, financial problems and mental health issues. Some of the groups we are working with include Link into Learning, Health Centre PPGs, Social Prescribers from both health centres, Baptist Church, Foodbank, Battling On, Man Down, and Your Voice.

With the appointment of a Community Kitchen manager, The Community Kitchen is now starting to extend its opening hours, and become a vibrant community space. We're only open limited hours, but some of the activities we are now able to provide are;

The Kitchen is open when the Community Fridge is open, providing hot meals for Fridge users who are struggling. We ask for a "pay as you feel" donation, which helps take the stigma away from food need.

Chatter & Natter, on Wednesday mornings; organised by Mandy, the social Prescriber from the 2 Saltash surgeries; an opportunity to discuss mental health issues, & Mandy can signpost.

Peer support groups Your Voice (for ladies) and Man Down (for men).

Weekly Dementia Voice drop-in café.

Digital Inclusion on Mondays, to teach people how to make technology work for them.

Book Club, last Wednesday of every month (Books bought from the Bookshelf every month).

Crafty Sessions every Wednesday evening. Often hosted by local crafters, these sessions have been really well received.

Tresorys Kernow activities; provided opportunities for people to get involved.

Feast Night; last Saturday of every month, using rescued food. Guest chefs, & a different theme each month.

Plans for the next few months include more evening craft/ sewing sessions, Trauma Dogs sessions, more activities aimed at tackling loneliness, & starting some cookery lessons.

We would love to have the opportunity to show you round the Community Kitchen; please feel free to call in when you're in Saltash, have a behind-the-scenes tour, and enjoy a cuppa & cake made with rescued food.

The Community Fridge continues to be well-used, providing food for anyone who will use it, & stop it being wasted. Our Mobile Larder operates every Monday, following 2 routes identified with the Foodbank and housing associations, to try & reach people unable to access the Fridge tables.

Community Transport is now fully operational, with some excellent trips planned. The weekly Shopper Hopper brings people into Fore St for a couple of hours every Wednesday.

Our Community shop at 4 Fore St now supports over 30 local crafters & start-up artisan businesses, selling a lovely selection of locally-made goods.

All Dementia Voice groups (Singing, Veterans, Café) are well supported, with number of users rising.

We have welcomed two new Directors onto our Board; Melanie joins us as Marketing Director, Cathy joins us as Shop Director. Both have a wealth of knowledge & experience & we are all looking forward to working together.

We now have a full-time Community Kitchen manager, Chris, who will be helping us provide activities & nutritious food for our customers. Chris began his hospitality career as a chef at the Holland Inn, before spending many years in the police force.

We have a great volunteer team, & have a number of new volunteers who have recently joined us; some are people we helped get through the Covid crisis, who now want to give something back. We are currently looking for volunteers to help with key roles including Dementia Voice and funding applications, please contact us if you or anyone you know would be interested.

We have now completed our accounts for the 2021/22 financial year, we have incurred a significant loss due to substantially reduced earnings through Covid, and the additional costs of providing the community support during Covid (Fridge, emergency food parcels, mobile etc). This loss has been covered by capital reserves, so we do need to work hard to break even for the 2022/23 financial year. As a Community Interest Company, we have significant overheads to pay, including rent, rates, insurance, power etc.

Community Enterprises PL12 is the working name for Saltash Gateway CIC. We've come a long way since our inception 16 years ago, when a group of councillors, business people & PL12 residents got together with the aim of helping to make Saltash a better place to live, work or enjoy. I'm looking forward to our dedicated team working together to continue to achieve that aim.

Jo Baskott

Chair



Notes

Meeting:	Cornwall Gateway Community Network Panel and Annual General Meeting
Date and Time:	Wednesday 16 March 2022. 6.00pm networking for 6.30pm start.
Location:	Isambard House, Saltash

Present:	Title/Representing:
Chair - Cornwall Councillor Hilary Frank	Saltash Essa Division
Vice-Chair - Cllr Gary Davis	Deputy Mayor, Torpoint Town Council
Cornwall Councillors:	
Cornwall Councillor Kate Ewert	Rame Peninsula & St Germans Division
Cornwall Councillor Hilary Frank	Saltash Essa Division
Cornwall Councillor Sheila Lennox-Boyd	Saltash Tamar Division
Cornwall Councillor Martin Worth	Saltash Trematon & Landrake Division
Town and Parish Councils:	
Antony Parish Council	Vice-Chair, Cllr Peter Bulmer
Botus Fleming Parish Council	Chair, Cllr Dave Edwards
Landrake with St Erney Parish Council	Chair, Cllr Mervyn Gingell
Landulph Parish Council	Vice-Chair, Cllr Libby Gawith
Millbrook Parish Council	Chair, Cllr Nicky Roberts
Saltash Town Council	Cllr Rachel Bullock
Saltash Town Council	Cllr Sarah Martin
Saltash Town Council	Cllr Steve Miller
Saltash Town Council	Deputy Mayor, Cllr Julia Peggs
St Germans Parish Council	Cllr Nigel Witton
St John Parish Council	Vice-Chair, Cllr Roy Hoskin
Torpoint Town Council	Deputy Mayor, Cllr Gary Davis
Organisations and Cornwall Council officers:	
Sector Inspector Arron Clarke	Devon & Cornwall Police
Alan Cousins	St Germans & Rame Area Public Transport Users Group
Derek Holley	SARS (Saltash Area Road Safety)
James Millidge	Chair, Safe38
Will Glassup	Highways Manager, CORMAC
Catherine Thomson	Community Link Officer, Cornwall Council
Lisa Grigg	Communities Support Assistant, Cornwall Council
Apologies for absence:	
Cornwall Councillor John Tivnan (Torpoint), Cllr Graeme Francis (Vice-Chair, Landrake with St Erney Parish Council), Cllr Wendy Ferguson (Maker with Rame Parish Council), Cllr Richard Bickford (Mayor, Saltash Town Council), Cllr Diana Lester (Sheviocck Parish Council), Cllr Alan Hodge (Vice-Chair, St Germans Parish Council), Louise Wood (Service Director for Planning & Housing / CLT Representative, Cornwall Council)	

No.	Key/Action Points	Action by:
1.	<p>Welcome, introductions and clarification on voting procedure</p> <p>Catherine Thomson, Community Link Officer welcomed all present and invited everyone to introduce themselves.</p> <p>The voting arrangements for the panel were clarified. As there were four representatives present from Saltash Town Council, Cllr Julia Peggs, Deputy Mayor, was confirmed as the voting representative for this meeting.</p> <p>Thanks were extended to Saltash Town Council for hosting the meeting at Isambard House. Special mention was given to Cllr Richard Bickford who was instrumental in the refurbishment of the station building to provide such an excellent community facility. Further plans are in progress to get a provider for the café and to refurbish the old red phone box outside the building.</p>	
2.	<p>Election of Chair</p> <p>The Community Link Officer advised that 2 representatives nominated Cornwall Councillor Hilary Frank for Chair. There were no other nominations.</p> <p>Councillor Gary Davis proposed, Councillor Sheila Lennox-Boyd seconded and it was unanimously agreed that Cornwall Councillor Hilary Frank be re-elected Chair for the ensuing year. Councillor Hilary Frank then took the chair.</p> <p>Election of Vice-Chair</p> <p>A nomination was received for Councillor Gary Davis for Vice-Chair.</p> <p>Cornwall Councillor Sheila Lennox-Boyd proposed, Cornwall Councillor Kate Ewert seconded and it was unanimously agreed that Councillor Gary Davis be re-elected as Vice-Chair for the ensuing year.</p> <p>Congratulations were extended to Councillors Hilary Frank and Gary Davis.</p>	
3.	<p>Cornwall Gateway Community Network Panel priorities/themes</p> <p>Updates were provided on the previous priorities:</p> <p>A38 – updates from Catherine Thomson (Community Link Officer), Cornwall Councillors Kate Ewert and Martin Worth and James Millidge (Safe38)</p> <p>National Highways are running a public consultation from 10th June to 22nd July on the proposed Carkeel to Trerulefoot Safety Package funding bid for delivery post 2025. A38 Trerulefoot to Carkeel Safety Package - Highways England (nationalhighways.co.uk)</p> <p>The following comments were noted:</p> <ul style="list-style-type: none"> • The safety improvements are welcomed but fall short of what is actually needed. • Previous concerns reiterated that the pedestrian crossing at Tideford and the bypass are not included in the proposals. • Concerns that the proposals do not address the community severance, air quality and environmental safety issues. • The additional congestion and cumulative effect have not been considered. 	

<ul style="list-style-type: none"> • Detrimental impact on Notter Bridge and Trematon residents. Areas are already used as “rat runs” with concerns this will be exacerbated. • The 30mph speed limit out of Tideford needs to be extended to include the St Germans junction. <p>ACTION: All encouraged to respond to the current National Highways public consultation.</p> <p>ACTION: Town & Parish Councils to add as an agenda item for their next meetings.</p> <p>ACTION: CT/LG to collate comments from CNP meeting and feedback to National Highways.</p> <p>Air quality – update from Cornwall Councillor Kate Ewert</p> <p>The air filtration units have now been installed in Tideford in the worst affected properties. Data will be monitored over the next 2 years. It is hoped that data from the outdoor monitors can soon be shared with stakeholders.</p> <p>Water transport – update from Cllr Gary Davis</p> <p>Strategic Outline Business Case completed to develop the bottom end of Fore Street, enabling a jetty to be built and unlocking the potential for the introduction of a water transport service. Meeting to be arranged with Cornwall Council’s Cabinet to discuss how to access potential pockets of funding that would enable the project to be delivered in stages.</p> <p>Climate change – update from Catherine Thomson</p> <p>Cornwall Gateway Climate Change Network Meeting held on the 15th June. Really useful opportunity to share information and discuss ideas. Saltash Town Council held a successful Green Fashion Show on the 6th May at Isambard House to encourage people to “upcycle and reuse”.</p> <p>Priorities/themes for the forthcoming year</p> <p>Mr Cousins, St Germans & Rame Area Public Transport Users Group requested the panel to consider ‘public transport’ as one of its priorities for the coming year. The group are currently undertaking a survey looking at current use and need, and ideas for the future. A good response has been achieved so far with 450 responses but greater feedback is sought particularly from the 20-30 year old age group and the unemployed. The results will be analysed and the group would like to report back to the panel in the Autumn.</p> <p>A public meeting, hosted by St Germans & Rame Public Area Transport Group, will be held on 20th June at Sheviok Memorial Hall at 6pm to discuss cuts to the local bus services with representatives from Cornwall Council and Go Cornwall Bus.</p> <p>The potential to further explore community hopper buses and links to existing services was highlighted.</p> <p>Following discussion, the panel agreed;</p> <ul style="list-style-type: none"> • to continue to support the existing 4 panel priorities; A38, Air Quality, Water Transport and Climate Change and; • to add Public Transport Connectivity as a 5th priority. This will be reviewed in 6 months taking into account current resources and workload pressures. <p>Volunteers; Cornwall Councillors Kate Ewert, Hilary Frank and Martin Worth, Councillors Nicky Roberts and Julia Peggs and Mr Cousins. ACTION: Cllr Peggs to check if Cllr Bickford wishes to be involved.</p>	<p>ALL ALL CT/LG</p> <p>ALL JP</p>
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[illegible]

	<ul style="list-style-type: none"> • Saltash Town Council are considering purchasing CCTV for the Waterside. • Antony - resignation of a speedwatch volunteer. Who should the speed laser equipment be returned to? ACTION: Cllr Bulmer to provide contact information for CT to liaise with the Police. 	PB/CT
9.	<p>Highways and Transport</p> <p>Community Network Highways Scheme</p> <p>i) Update on current schemes – Will Glassup All schemes currently at the programming stage. 6-week lead-in time for all signage. Hopeful it will be installed before the summer peak.</p> <p>ii) Update on Community Network Highways Scheme 2.0 - Catherine Thomson Awaiting sign-off by the Cabinet Portfolio Holder which is expected imminently. Once formal sign-off received, an update spreadsheet will be developed working with the design and programming teams.</p> <p>Cllr Gawith queried whether schemes for years 2 and 3 could be considered together. ACTION: CT to take back to the Portfolio Holder for a decision.</p> <p>Saltash Area Road Safety (SARS) update – Derek Holley Please see attached written update report from Derek Holley. ACTION: WG to provide DH with a Cornwall Council contact for road safety.</p> <p>Tamar Crossings update – Cllr Martin Worth</p> <ul style="list-style-type: none"> • “Fuel Rebellion” protest planned for 24 June on the Tamar Bridge. Likely to cause severe disruption. A multi-agency response is being co-ordinated. • More sensitive live equipment now operational and measuring traffic both ways. • Arrangements made for Saltash Fire Brigade to have access to train for emergencies. • Friday 24 June, 10am – next meeting of the Tamar Bridge and Torpoint Ferry Joint Committee. <p>Browse meetings - Tamar Bridge and Torpoint Ferry Joint Committee - Cornwall Council</p>	<p>CT</p> <p>WG</p>
10.	<p>Town and Parish Councils - An opportunity for Town and Parish Council representatives to raise issues of wider relevance to the CNA.</p> <p><u>Landulph</u></p> <ul style="list-style-type: none"> • Parish Housing Needs Survey to be undertaken. <p><u>Antony</u></p> <ul style="list-style-type: none"> • Some issues relating to the Wilcove Mooring Association and local residents/boat users. Clarification needed on areas of responsibility between Wilcove Mooring Association, Parish Council and the Antony Estate. <p><u>St John</u></p> <ul style="list-style-type: none"> • No issues at present but awaiting the start of the impending holiday season and associated Military Road issues. 	

<i>Lisa Grigg</i>	Communities Support Assistant	01872 322222	lisa.grigg@cornwall.gov.uk
Website: Cornwall Gateway - Cornwall Council			

Community Network Scheme Programme - CORMAC		Last update: 1/6/2022									
Community Network Area	Parish	Scheme Ref No	Scheme Title	Year (1-4)	Current Status (0 not started 9 scheme complete)	RAG Status (Red Amber Green)	Comment	Proposed Consultation Date	Estimated Delivery Start Date	Estimated Scheme Value (£) from CNP Scheme Brief	Committed/ Completed (£)
Cornwall Gateway	St Germans	CG03	Fore Street St Germans Road narrowing (virtual footway CG18)	1	9. Scheme Complete			Jan-20	Jan-21	25,000	28,049
Cornwall Gateway	St Germans	CG04	A374 Polbathic vehicle activated sign	1	9. Scheme Complete			N/A	Nov-19	9,000	8,036
Cornwall Gateway	Torpoint	CG05	Fore Street/ North Road/ Anthony Road jctn - box marking or Keep Clear	1	Scheme Abandoned		Scheme withdrawn - detailed design revealed that requested road markings are not permitted in proximity of pelican crossing.	N/A	N/A	1,000	0
Cornwall Gateway	Torpoint	CG06	Fore Street taxi ranks change of use to allow parking for general public incl disabled bays	1	9. Scheme Complete			Jun-19	Jan-20	1,750	as per CG03
Cornwall Gateway	Torpoint	CG07	North Road TRO	1	9. Scheme Complete			Jun-19	Jan-20	1,750	as per CG03
Cornwall Gateway	Torpoint	CG08	Roeselare Avenue TRO	1	9. Scheme Complete			Jun-19	Jan-20	1,750	as per CG03
Cornwall Gateway	Landrake with St Erney	CG11	St Erney signing	1	9. Scheme Complete			N/A	Apr-19	2,000	885
Cornwall Gateway	Landulph	CG12	Landulph Cross Cargreen Village Extend 20mph TRO	1	9. Scheme Complete			Jun-19	Jan-20	5,000	as per CG03
Cornwall Gateway	Landulph	CG13	A388 North Sillaton Junction - road markings	1	9. Scheme Complete			N/A	Aug-19	2,500	1,614
Cornwall Gateway	Saltash	CG14	Pillmere TRO	1	9. Scheme Complete			Jun-19	Jan-20	5,000	as per CG03
Cornwall Gateway	Saltash	CG17	Long Park Road barrier and bollards	1	9. Scheme Complete		* Difference in estimated cost and design cost due to extent of works downgraded to barrier amendment only.	N/A	May-19	4,000	784
Cornwall Gateway	Saltash	CG19	Essa Road TRO	1	9. Scheme Complete			Jun-19	Jan-20	1,750	as per CG03
Cornwall Gateway	Saltash	CG21	Kingsmill Road TRO	1	9. Scheme Complete			Jun-19	Jan-20	1,750	as per CG03
Cornwall Gateway	Rame Peninsula	CG10	Rame Peninsula Cluster TRO	1	9. Scheme Complete		George Trubody CC scheme not CNP scheme. Parish & CC Highway funded scheme	Jun-19	Jan-20	0	0
Cornwall Gateway	Botus Fleming	CG01	Vollards Lane Hatt - introduce 20mph speed limit and traffic calming	2/3	9. Scheme Complete			Jul-20	Jan-22	25,000	20,166
Cornwall Gateway	Botus Fleming	CG02	Handrail public footpath Vollards Lane to Stuarts Way Hatt	2/3	9. Scheme Complete			N/A	May-19	750	717
Cornwall Gateway	St Germans	CG18	Fore Street St Germans virtual footway (road narrowing CG03)	2/3	9. Scheme Complete		Completed with CG03.	Jan-20	Jan-22	5,000	as per CG03
Cornwall Gateway	Saltash	CG20	Old Ferry Road Tamar Street 20mph TRO extension and traffic calming	2/3	9. Scheme Complete			Jul-20	Jan-22	25,000	18,300
Cornwall Gateway	Saltash	CG22	Broad Walk traffic calming TRO	2/3	9. Scheme Complete		CNP contribution to a wider Transport Strategy scheme due in 2022-23.	N/A	N/A	25,000	25,000
Cornwall Gateway	Landrake with St Erney	CG23	School Road, Landrake School flashing wig wag lights	4	9. Scheme Complete			N/A	Sep-21	14,000	11,613
Cornwall Gateway	Saltash	CG24	Longmeadow Road/Glebe Avenue, Saltash waiting restrictions	4	6. Programming			Feb-22	Aug-22	4,000	4,000
Cornwall Gateway	Botus Fleming	CG26	A388 Hatt Roundabout gateway signing	4	6. Programming			N/A	Sep-21	5,000	2,677
Cornwall Gateway	Torpoint	CG27	Antony Road, Torpoint speed limit extension and gateway signing	4	6. Programming			Feb-22	Aug-22	10,000	10,000
Cornwall Gateway	Saltash	CG28	Barkers Hill & Burraton Coombe, Saltash 20mph speed limit	4	6. Programming			Feb-22	Aug-22	15,000	15,000
Cornwall Gateway	Saltash	CG30	Ashton Way New Road, Saltash waiting restrictions	4	6. Programming			Feb-22	Aug-22	3,000	3,000
Cornwall Gateway	Sheviok	CG31	A374 Sheviok Village Gateway VAS	4	6. Programming			N/A	Aug-21	10,000	9,379
Cornwall Gateway	St Germans	CG32	St Germans village 20mph speed limit feasibility study	4	In Progress			N/A	Mar-22	5,000	5,000
Cornwall Gateway	Antony	CG36	Military Road, Whitsand Bay waiting restrictions	4	6. Programming			Feb-22	Aug-22	5000	5,000
Cornwall Gateway	Various	CG40	Cornwall Gateway MVAS	4	9. Scheme Complete			N/A	Jun-21	22,000	18,152

Devon and Cornwall Police Update – Sector Inspector Arron Clarke

Resourcing:

Torpoint NBM PC Steve WILSON is moving on to a different role outside of the sector and is being replaced by PC Jodie Llewellyn. Steve has done some fantastic work in Torpoint and is leaving some big shoes to fill.

All stations within the sector have good representation with Neighbourhood and Response officers parading on most shifts. This is key to ensuring that we can respond promptly and that all our communities continue to see officers out and about in their areas.

We welcomed 2 new patrol sergeants, along with a new Neighbourhood sergeant taking over in December. There are a lot of new faces around which is supporting new ideas and new approaches. It's an exciting time for the sector with new officers joining our Patrol Teams on almost a monthly basis.

Summer Policing:

It is fair to say that we are already busy with Summer demand and we fully expect this to increase further as summer and the school holiday take hold. We anticipate ASB down at the waterfront and I hope to use some additional funding to address the issues, a plan is being created that will complement our summer policing approach.

Crime:

We have no specific crime series or patterns of concern that I feel I need to mention here. Sexual offences has seen rises which is replicated nationally. A greater emphasis on VAWG is being linked to an increase in reporting and it is something we are monitoring closely. Our crime has increased YOY slightly but it is recognised that it was one of the lowest increases within the Cornwall sectors. Whilst this is promising there is clearly more to do and we are all working exceptionally hard to deliver this.

AOB

I know our contact centre has been experiencing issues with call times and I urge you all to explore the alternatives ways of contacting us such as Email and Webchat. It is something the force are addressing but it takes time to get people in place so please pass that message back to constituents when ever you can. Equally we continue to see issues being raised on Facebook but yet people are not reporting this to us. Please, please emphasis to people that they need to report matters to us and not just post on facebook. It's incredibly frustrating when we see posts and the criticism that often follows – for us to see that nothing has been reported.

Saltash Area Road Safety - Update from Derek Holley

1. The committee has been liaising with Julian Mitchell from National Highways about the planned speed restrictions between the Tamar Bridge and the Carkeel roundabout. In particular they have maintained an active interest in and encouraged the imminent installation of average speed cameras on North Road Saltash.
2. The committee discussed the resurfacing on Fore Street Saltash and the chairman will visit the works when they start. The committee was very pleased that their original request at a site meeting for the south junction of Belle View Road to be regraded to make access of cars from that road without running over the pavement is now being done.
3. The committee expressed their continued concern that the lack of police presence on the streets and in the villages does nothing to maintain good driving behaviour. In particular they asked for the chairman to ask this and ask about the future of PCSO's at the next CNA meeting.
4. Speed watch is about to be reinstated in the town when the new volunteers have undergone Internet training.
5. The chairman has written to Cornwall Council expressing its support for the 20 mph initiative in Landrake.
6. Tamar Bridge - the committee thanked Martin Worth for arranging works to ensure that large mobility buggies are able to access the south cantilever and thus taking car traffic off the bridge.
7. Committee were very concerned about the continuing danger to pedestrians in the area of St Germans and between both Polbathic and Tideford especially when festivals are being held at the Port Eliot estate.
8. Committee has written again with James Hatton expressing their concerns that the queueing situation at the Gilston Road junction is if anything worse and that's regularly drivers emerging onto Callington Road have great difficulty with oncoming vehicles.
9. The committee has asked the clerks of all the relevant parishes to maintain their written comments and communications with National Highways re the need for proper remedies to the hold ups and safety situations on the A38 between Saltash and Trerulefoot .
10. The chairman has failed to establish a dialogue with the Road safety unit in Cornwall Council and emails are going unanswered.

Cornwall Gateway Community Climate Network: 06.06.2022

BOTHER report on a project to provide a walk/cycleway from Hatt to Carkeel

- The final Sustrans report was made available in March 2022
- Since the publication of Sustrans' draft report last autumn, BOTHER has been actively seeking the views of local landowners.
- BOTHER held **two public meetings**, on the 22nd and 24th May, to update local residents about the project. There were approximately 15 attendees at each one. A written summary was also provided on Facebook and parish noticeboards.

Combined minutes of the meetings:

- As well as members of BOTHER and BFPC, councillors from Landulph, St Mellion and Saltash were in attendance. These offered their support.
- An overview of BOTHER activity over the last one and a half years was provided, together with an indication of what the next steps will involve. Attendees were given the opportunity to ask questions and make comments.
- It was agreed that the most difficult part of any agreed route would probably be the crossing point over a main road such as the A388. One proposal which seemed to receive general approval was that the project might be broken down into different stages, for example a path from Hatt to Roods Corner, a path inside Treledan, and then the link between these two stretches.

Sequence of activities

- Commissioning an investigation by Sustrans (**completed**)
- Obtaining land consents (**several informal agreements**)
- Identifying the most viable route (**Hatt to Roods Corner via eastern verge of A388 largely accepted; Roods Corner to potential crossing point to eastern side of A388 largely accepted to be via fields along easter edge of A388; route through to and thence through Treleden estate yet to be clarified**)
- Seeking public endorsement for the route
- Submitting a planning application

- Applying for funding

CNP Actions:

3. Cornwall Gateway Community network Panel priorities/themes

Updates were provided on the previous priorities:

A38 – updates from Catherine Thomson (Community Link Officer), Cornwall Councillors Kate Ewert and Martin Worth and James Millidge (Safe38)

National Highways are running a public consultation from 10th June to 22nd July on the proposed Carkeel to Trerulefoot Safety Package funding bid for delivery post 2025.

<https://nationalhighways.co.uk/our-roads/pipeline-of-possible-future-schemes/a38-trerulefoot-to-carkeel-safety-package/>

The following comments were noted:

- The safety improvements are welcomed but fall short of what is actually needed.
- Previous concerns reiterated that the pedestrian crossing at Tideford and the bypass are not included in the proposals.
- Concerns that the proposals do not address the community severance, air quality and environmental safety issues.
- The additional congestion and cumulative effect have not been considered.
- Detrimental impact on Notter Bridge and Trematon residents. Areas are already used as “rat runs” with concerns this will be exacerbated.
- The 30 mph speed limit out of Tideford needs to be extended to include the St Germans junction.

ACTION:

All encouraged to respond to the current National Highways public consultation. **ALL**

ACTION:

Town & Parish Councils to add as an agenda item for their next meetings. **ALL**

Air quality – update from Cornwall Councillor Kate Ewert

The air filtration units have now been installed in Tideford in the worst affected properties. Data will be monitored over the next 2 years. It is hoped that data from the outdoor monitors can soon be shared with stakeholders.

Water transport – update from Cllr Gary Davis

Strategic Outline Business Case completed to develop the bottom end of Fore Street, enabling a jetty to be built and unlocking the potential for the introduction of a water transport service. Meeting to be arranged with Cornwall Council’s Cabinet to discuss how to access potential pockets of funding that would enable the project to be delivered in stages.

Climate change – update from Catherine Thomson

Cornwall Gateway Climate Change Network Meeting held on the 15th June. Really useful opportunity to share information and discuss ideas. Saltash Town Council held a successful Green Fashion Show on the 6th May at Isambard House to encourage people to “upcycle and reuse”.

Priorities/themes for the forthcoming year

Mr Cousins, St Germans & Rame Area Public Transport Users Group requested the panel to consider ‘public transport’ as one of its priorities for the coming year. The group are currently undertaking a survey looking at current use and need, and ideas for the future. A good response has been achieved so far with 450 responses but greater feedback is sought particularly from the 20-30 year old age group and the unemployed. The results will be analysed and the group would like to report back to the panel in the Autumn.

Link to survey: <https://sgrug.onlinesurveys.ac.uk/transport-users-survey-go>

A public meeting, hosted by St Germans & Rame Public Area Transport Group, will be held on 20th June at Sheviack Memorial Hall at 6pm to discuss cuts to the local bus services with representatives from Cornwall Council and Go Cornwall Bus.

The potential to further explore community hopper buses and links to existing services was highlighted.

Following discussion, the panel agreed;

To continue to support the existing 4 panel priorities; A38, Air Quality, Water Transport and Climate Change **ALL**

To add Public Transport Connectivity as a 5th priority. This will be reviewed in 6 months taking into account current resources and workload pressures.

Volunteers; Cornwall Councillors Kate Ewert, Hilary Frank and Martin Worth, Councillors Nicky Roberts and Julia Peggs and Mr Cousins.

ACTION:

Cllr Peggs to check if Cllr Bickford wishes to be involved.

JP

10. Future meeting dates

Wednesday 14 September 2022

Wednesday 7 December 2022

Wednesday 15 March 2023

Wednesday 14 June 2023 (AGM)

Safer Saltash 5/7/2022 10:30 Isambard House.

Attendance

Lucy Allison.

Gary Smith.

Richard Bickford.

Hilary Frank.

Sheila Lennox- Boyd.

Chris Barber.

Katherine Kemp.

Matt Oakes.

It was discussed about face to face meetings being held every 3 months or even annually for even larger meetings like an (AGM)we all like the fact of meeting face to face but have found virtual meetings being better attended. We were pleased to hear things had been relatively quite in the Saltash area. There was an assault on a year 11 pupil which turned out to be mistaken ID.

There had been a very large gathering of children at the Churchtown farm on the 23/6/22 and it turned out it was a large gathering of children celebrating there end of GCSE exams.

Cllr Frank had already informed the Churchtown Farm warden of the get together, everyone was pleased no mess was left behind by the children and there was no trouble

Camera upgrade at the Saltash Waterside location.

After complaints of its installation by residents to this camera on their property in the beginning. They are now asking when is it going back up in its location as the residents feel the camera is beneficial to the area and have noticed a reduction in issues since its installation.

Can we find any figures to prove this?

Are we able to fund the continuation of the monitoring of this camera Cllr Bickford advised this will be being discussed this Thursday Evening at Full Council to secure finances or the upkeep of this camera as there is a budget in the STC precept for CCTV.

The cost for administrations is £25 per day it is on WIFI. This does not include the live monitoring of the camera, Liskeard town council are negotiating the cost also with Tollvadan.

Do we need live monitoring ? Would this be a cheaper option? What will the time scale be for the camera to be deployed as it will be good to have it back in situ before the summer holidays.

The CCTV cameras for the town were discussed which is going to section 106 committee which will be heard in 4-6 weeks time, as the quote for the full CCTV package has full monitoring in the quote Would it be possible for us to be able to get a quote that deducts this cost from the original quote of an unmonitored system.

The Town Clerk was looking for areas for funding towards the STC CCTV there is a Safer Street funding, but towns like Falmouth and Truro have won bids due to the busy night time economy these towns have to deal with.

Cllr Frank has been receiving a barrage of complaints from residents regarding Broadwalk and Saltash.net and the problems between the residents and the children travelling to school.

A public consultation was held regarding the changes of the road network around the school for safety issues of children travelling to and from school, unfortunately there are very negative results from the consultation.

Restrictions on Broadwalk were rejected by the residents as they would like a one way system, ACOM who were holding the consultation said there is no way a one way system could be considered.

There has been various complaints of ASB happening on the private garages and damage being done to a camper van and the school is being accused of not addressing the problems with the children, but the school has advised the residents to log the incidents with the police.

Do the school have ambassadors any more ?

It was suggested by Matt we have no way of monitoring the out of school activities attended by our children and it would be good idea if we would be able to get numbers of the children who attend these venues

The Core, Livewire Groundwork's Junkyard these are supported by our Town Council.

All these activities require finance and we feel with the open spaces Saltash has many parks and a river location it would be good as a group to try to help set up ways for these facilities to be used.

We need to encourage children to be active. We feel we need to ask the children what they would like to see happen in these areas and set up a survey asking our children what suggestions they have. Suggestions in the room were kayaking, Adrenaline Quarry.

The Saltash.net has a summer school being run this summer for year 6. The Core is also running a summer club which is now full.

It was noted that the Trotters youth running group had finished due to lack of people to run it anymore this group which we know had 100 children members what are these children doing now for exercise.

EVERYONE IS INVITED diversity awareness project being introduced to the Saltash.net. These issues need to be addressed at home also. It needs to be a much bigger campaign involving larger groups of people. What do we want? What are our Towns values?

We need to work together closer as people in are town , to help with school attendance, schools like to encourage the community to be engaged with these issues. Councillor Frank the Baptist church is running a scheme called HOPE to help homelessness and transient homelessness.

End of Report
Cllr Lennox-Boyd

Report to STC July 2022

Cllr. Hilary Frank,

Chair, Cornwall Gateway Community Network Area



1. Cycling and Walking Safety Scheme

Draft plans to improve safety as well as cycling and walking around St Stephens Primary School and the Broadwalk exit of Saltash Community School were put out for public consultation in June. A wide range of responses was received, and amendments are currently being made to the scheme design to reflect those comments. Cornwall Council has given a commitment to involve local stakeholders, including Saltash Town Council, the two schools, Cross Park Residents' Association and residents of Broadwalk in the next stages of the design process.

2. Community Network Areas

The Cabinet at Cornwall Council has been conducting a review of the Community Network Areas. It has proposed a draft map (attached) that would see the current 19 areas reduced to 10 areas. It would be helpful if Saltash Town councillors could send me an email (as Chair of the Network) with their thoughts on the size and powers of Network. A list of potential roles for the Network Areas is as follows:

Draft list of potential roles: summary

- Question is which ones to develop (based on priority/capacity)?

Potential roles	Potential roles
Budget: Continue with CN Highways Scheme	Have say on major transport schemes in area
Budget: To support Action Plan delivery	Receive better information on and have more influence on local place-based service delivery
Budget/ resource to support devolution projects	Have say on significant local issues/service changes
CAP Priorities and Action Plans: essential to address strategic outcomes	Set up task & finish groups with partners to progress CAP work (within resource constraints)
Overseeing community engagement in area	Improved ability to escalate issues (e.g. to Scrutiny Chair, Cabinet Member, CLT representative)
Advising Cabinet on budget priorities	Have say on development of statutory planning policy
Evaluating business plan implementation and resource allocation within area	Be engaged on planning briefs; help parishes engage on their NDP development
Promoting community capacity building (day to day work carried out by officers)	Ensure effective links with Youth Parliament/local youth forums
Commissioning external funding bids (to support CAP work)	Other ideas, for implementing at outset or in time, that emerge from engagement.

3. Shared Prosperity Fund and 'County Deal'

Cornwall and the Isles of Scilly have been allocated a total of £132 million over the next three years (April 2022-March 2025), an average yearly allocation of £44 million. Of this, £2.5 million is ringfenced for local delivery of Multiply (an adult numeracy programme).

Cornwall Council's proposals for the County Deal have been allocated to the relevant government departments, and 'deep dives' on each departmental cluster of proposals are scheduled to be held through until the end of August. The departure of Michael Gove MP as the Secretary of State within the Department of Levelling Up, Housing and Communities and the resignation of Neil O'Brien MP (Minister negotiating Cornwall County Deal) may mean, however, that the timetable will change.

4. Waste Collections

Plans to deliver new waste, recycling and food waste collections across Cornwall next year will be debated at next week's meeting of Cornwall Council. Backbench councillors will receive a briefing tomorrow (Friday 8th) and I'm happy to forward that on to Saltash Town Council, but as far as I understand it the changes to the waste services are designed to improve recycling rates through the separate weekly collection of food waste, encourage more recycling and reduce the amount of rubbish collected.

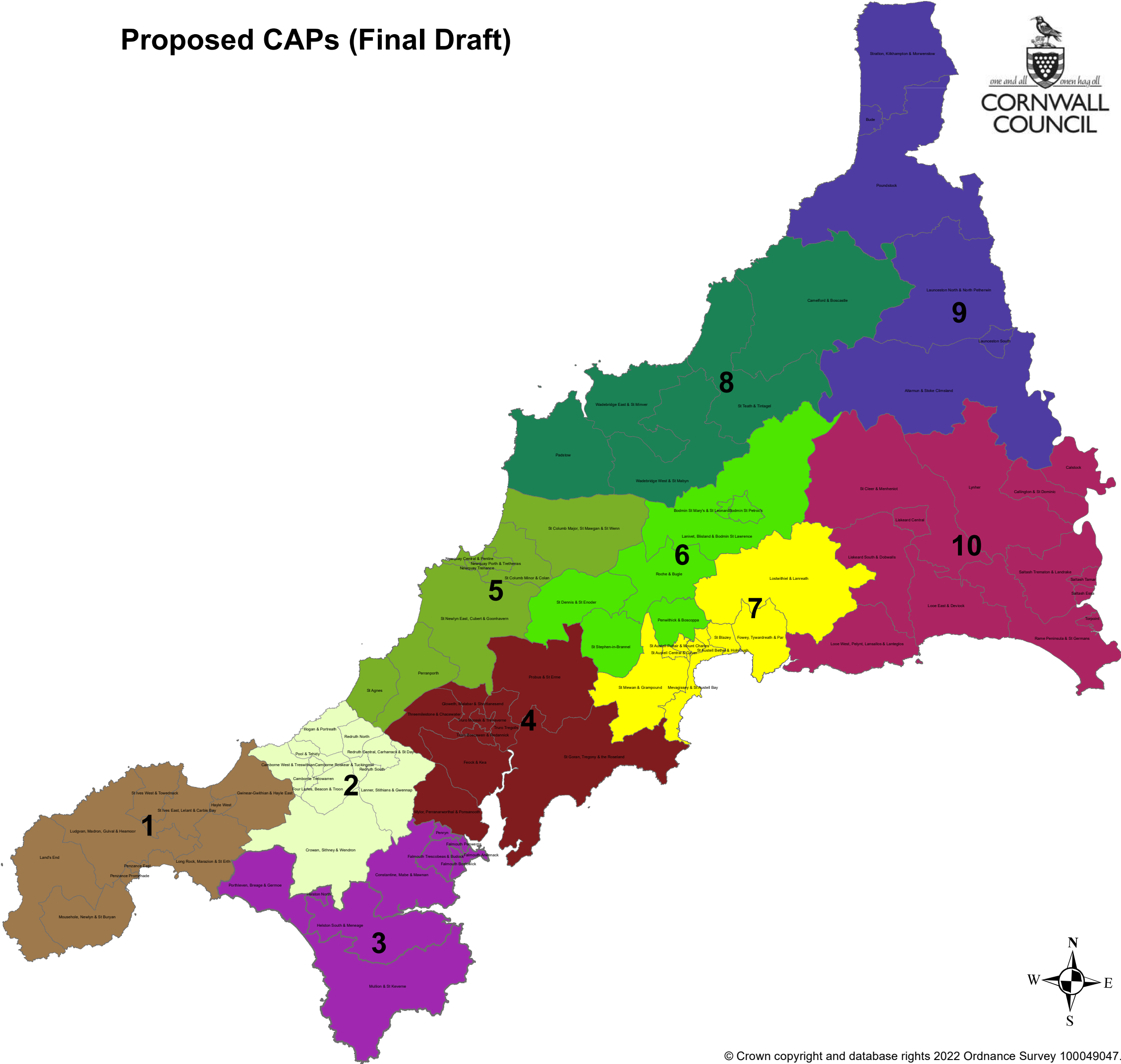
The changes had been previously agreed, but, with rising costs throughout the construction industry, the project to deliver this new and improved infrastructure now needs more capital funding, and the council will be asked to approve a Cabinet decision to increase the current £62m capital programme to deliver the new collection arrangements for food waste and the increase in recycling. The exact figures cannot be disclosed at this stage due to commercial sensitivities.

The programme of works is significant and will include alterations to the four existing facilities at Bodmin, Connon Bridge (near Liskeard), Launceston and St Erth. In addition, a new waste facility is proposed to be built at Hallenbeagle (Scorrier) to replace the Material Recycling Facility and Refuse Transfer Station at Pool. Personally, I would be keen to see an anaerobic digester built in Cornwall, but as yet I don't know if that is within the proposals.

5. Resurfacing of Fore Street

Resurfacing is going smoothly, and according to schedule.

	Number	Divisions in area	Divisions	Electorate (projected for 2023)	Number of Parishes
Page 28	1	Gwinear-Gwithian & Hayle East Hayle West Land's End Long Rock, Marazion & St Erth Ludgvan, Madron, Gulval & Heamoor Mousehole, Newlyn & St Buryan Penzance East Penzance Promenade St Ives East, Lelant & Carbis Bay St Ives West & Towednack	10	53489	19
	2	Camborne Roskear & Tuckingmill Camborne Trelowarren Camborne West & Treswithian Crownan, Sithney & Wendron Four Lanes, Beacon & Troon Illogan & Portreath Lanner, Stithians & Gwennap Pool & Tehidy Redruth Central, Carharrack & St Day Redruth North Redruth South	11	55588	13
	3	Constantine, Mabe & Mawnan Falmouth Arwenack Falmouth Boslowick Falmouth Penwerris Falmouth Trescobeas & Budock Helston North Helston South & Meneage Mullion & St Keverne Penryn Porthleven, Breage & Germoe	10	52220	20.5
	4	Feock & Kea Gloweth, Malabar & Shortlanesend Mylor, Perranarworthal & Ponsanooth Probus & St Erme St Goran, Tregony & the Roseland Threemilestone & Chacewater Truro Boscawen & Redannick Truro Moresk & Trehaverne Truro Tregolls	9	45051	21.5
	5	Newquay Central & Pentire Newquay Porth & Tretherras Newquay Trenance Perranporth St Agnes St Columb Major, St Mawgan & St Wenn St Columb Minor & Colan St Newlyn East, Cubert & Goonhavern	8	40709	11
	6	Bodmin St Mary's & St Leonard Bodmin St Petroc's Lanivet, Blisland & Bodmin St Lawrence Penwithick & Boscoppa Roche & Bugle St Dennis & St Enoder St Stephen-in-Brannel	7	36081	12.5
	7	Fowey, Tywardreath & Par Lostwithiel & Lanreath Mevagissey & St Austell Bay St Austell Bethel & Holmbush St Austell Central & Gover St Austell Poltair & Mount Charles St Blazey St Mewan & Grampound	8	40003	19.5
	8	Camelford & Boscastle Padstow St Teath & Tintagel Wadebridge East & St Minver Wadebridge West & St Mabyn	5	26702	32
	9	Altarnun & Stoke Climsland Bude Launceston North & North Petherwin Launceston South Poundstock Stratton, Kilkhampton & Morwenstow	6	30758	27
	10	Callington & St Dominic Calstock Liskeard Central Liskeard South & Dobwalls Looe East & Deviock Looe West, Pelynt, Lansallos & Lanteglos Lynher Rame Peninsula & St Germans Saltash Essa Saltash Tamar Saltash Trematon & Landrake St Cleer & Menheniot Torpoint	13	68981	36



SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 9th June 2022 at 7.00 pm

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

ALSO PRESENT: 3 Members of the Public, Reverend T Parkman, S Burrows (Town Clerk) and M Thomas (Senior Policy and Data Compliance Officer)

APOLOGIES: Councillor R Bickford (Chairman) and L Challen.

68/22/23 PRAYERS.

In the absence of the Mayor the Deputy Mayor Councillor Peggs presided the meeting.

Reverend Tim Parkman led prayers.

69/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to appoint Councillor P Samuels as the Vice Chairman for this meeting only.

70/22/23 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

71/22/23 CHAIRMAN'S REPORT.

It was **RESOLVED** to note.

72/22/23 MONTHLY CRIME FIGURES.

It was **RESOLVED** to note.

73/22/23 REPORT BY COMMUNITY ENTERPRISES PL12.

No report.

74/22/23 CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING - NO REPORT.

No report.

75/22/23 CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS - NO ACTIONS.

No Actions.

76/22/23 TO RECEIVE A VERBAL REPORT ON BEHALF OF SAFER SALTASH.

Councillor Miller arrived and joined the meeting.

Councillor S Lennox-Boyd gave a brief verbal update on the recent Safer Saltash meeting that covered topics including anti social behaviour, road safety, emergency response times and suicide prevention.

It was **RESOLVED** to note.

77/22/23 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE - NO REPORT, NEXT MEETING TO BE HELD ON MONDAY 13TH JUNE 2022.

No report, the next Saltash Chamber of Commerce meeting is to be held on Monday 13th June 2022.

78/22/23 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING PARTY.

It was **RESOLVED** to note.

79/22/23 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.

Cornwall Councillor M Worth gave a verbal update to Members.

Saltash Firefighters

Councillor Worth is in discussions to enable 24/7 training on bridge following on from a request at the presentation at Saltash Railway Station.

Bus Services

Councillor Worth held a meeting today in Saltash with Richard Stevens. Go Bus Southwest. MD covering a number of issues.

They met with the Community Bus Operators in Saltash to discuss future collaboration.

The second meeting was with 10 residents of Janeva Court to hear first-hand their concerns which included services 5/5A vs 2 /2A issues, potential reroutes to services 11/71, Bus Stop improvements and electronic signs, digital inclusion, paper timetables and maps.

Customer and Support Services Scrutiny Committee Task and Finish Group Councillor Worth was part of this group which has produced a report on

Equality Diversity and Inclusion Strategy for Cornwall 2022 to 2026. The Strategy will go to Cabinet next week for approval.

<https://democracy.cornwall.gov.uk/documents/s157982/Equality%20Diversity%20and%20Inclusion%20Strategy%202022-2026%20-%20Appendix%202.pdf>

The update from 2021 Census soon to be added as live document from the links included.

National Highways A38 Trerulefoot to Carkeel Safety Package

The consultation runs from 10th June 2022 to 22nd July 2022. Public consultation sessions will be held from 15th June and coming to Saltash Guildhall on July 1st and 2nd.

The package will aim to coordinate with Saltash Tunnel improvements. Proposals include new speed limits, average speed cameras and significant junction improvements including changes to Carkeel Roundabout and traffic lights . Councillor Worth has ensured discussions and planning include Gilson Road integration.

Economic Growth and Development Scrutiny Committee

Councillor Worth has been invited by Linda Taylor, Leader Cornwall Council to join the Economic Growth and Development Scrutiny Committee. Its remit relates to the discharge of functions relating to the operation, planning and provision of a range of issues including the Local Plan; public transport; parking; economic growth and development including culture; the skills agenda and housing. He will hold a unique position as the only Cornwall Councillor of 87 to sit across the key role of both Customer and Economic scrutiny committees.

It was **RESOLVED** to note.

80/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

81/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL:

The Town Clerk informed Members of one public question received.

The Member of the Public was invited and put his question to the meeting.

The Chairman responded as follows:

Saltash Town Council welcomes positive, constructive, helpful suggestions on how the Town Council can improve the services it delivers, and how that might be achieved.

The Town Council staff and members are always seeking ways to improve the services provided to the town. Part of this is by training and awareness, from experiences gained, monitoring of opportunities available and review of best practice elsewhere.

This is an ongoing process, and is verified in specific areas by successful internal audits.

82/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL MEETING OF SALTASH TOWN COUNCIL HELD ON THURSDAY 5TH MAY 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 Dent, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Annual Meeting of Saltash Town Council held on Thursday 5th May 2022 were confirmed as a true and correct record subject to the addition of Councillor Griffiths as attending.

83/22/23 FINANCE:

a. To advise the following receipts in:

i. April 2022

It was **RESOLVED** to note.

b. To advise the following payments in:

ii. April 2022

It was **RESOLVED** to note.

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

None.

d. To note that bank reconciliations up to 30th April 2022 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

84/22/23 TO RECEIVE AND NOTE THE INTERNAL AUDIT REPORT FOR THE YEAR 2021-2022.

It was **RESOLVED** to note the report.

The Town Clerk advised the meeting that the internal auditor had advised that the level of the Fidelity Guarantee, currently £2 million is slightly inadequate.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** that the Fidelity Guarantee be raised to £5 million at a cost of £210.18 including IPT (pro rata from the date cover is increased) allocated to budget code 6205 Insurance.

85/22/23 TO APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN STATEMENTS FOR THE YEAR 2021/22:

- a. To approve and sign section 1 of the Annual Governance and Accountability Return Statements for the year 2021/22.

It was proposed by Councillor Gillies, seconded by Councillor Dent and **RESOLVED** to approve and sign section 1 of the Annual Governance and Accountability Return Statements for the year 2021/22.

86/22/23 TO APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN STATEMENTS FOR THE YEAR 2021/22:

- a. To approve and sign section 2 of the Annual Governance Statement 2021/22.

It was proposed by Councillor Foster, seconded by Councillor Peggs and **RESOLVED** to approve sign section 2 of the Annual Governance Statement 2021/22.

The Town Clerk informed Members that the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return is to be published from 10th June 2022, to commence from 13th June 2022 to 22nd July 2022 inclusive.

The Chairman thanked the Finance Officer for her work on the Annual Governance and Accountability Return and Internal Audit.

87/22/23 TO NOTE AVAILABLE FUNDING STREAMS - COMMUNITY INFRASTRUCTURE LEVY FUND AND GREAT WESTERN RAILWAY COMMUNITY FUND.

It was **RESOLVED** to note.

88/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Policy and Finance held on 10th May 2022.

RECOMMENDATION 1:

18/22/23 To receive and consider recommending to Full Council the following policy amendments:

a. Financial Regulations 2022-23

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on 9th June 2022 to adopt the amendments to the Financial Regulations 2022-23.

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

RECOMMENDATION 2:

b. Standing Orders

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on 9th June 2022 to adopt the amendments to the Standing Orders 2022-23.

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

RECOMMENDATION 3:

20/22/23 To receive and consider adopting the draft template design for all future Town Council Announcements.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Town Council to be held on 9th June 2022 to adopt the revised announcement template with the addition of the Town Council Modern Logo.

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

b. Planning and Licensing held on 17th May 2022.

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

c. Personnel held on 26th May 2022.

RECOMMENDATION 1:

11/22/23 TO RECEIVE THE TRAINING BUDGET, REPORT BACK ON TRAINING ATTENDED AND CONSIDER TRAINING REQUESTS.

It was **RESOLVED** to note the training budget.

Members received the latest report on staff training.

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

1. Create a new Personnel Committee budget line titled – Staff Recognition;
2. Acknowledge staff exemplary performance and support shown to the Town Council;
3. Award Love 2 Shop vouchers at a value of £25 per recognition;
4. Promote the scheme in the next internal staff newsletter.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to vire £200 from General Reserves to budget code - Staff Recognition.

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

RECOMMENDATION 2:

15/22/23 TO RECEIVE A REPORT ON THE TOWN COUNCIL'S HUMAN RESOURCES CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. Terminate the HR Moorepay contract only (end date 09.12.22) providing sufficient notice (30 days);
2. Delegate to the Town Clerk to ascertain a suitable HR software package to accommodate staff annual leave, sickness absence and TOIL records, reporting back at the next Personnel Committee meeting together with the costings;
3. Continue with the appointment of HR Support Consultancy as the Town Council HR Consultants.

It was proposed by Councillor Foster, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to vire £2,795.22 from General Reserves to budget code 6662 HR Professional Fees to cover the HR consultancy shortfall and to note additional cost for the HR software package is to be received at a future date.

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

d. Extraordinary Personnel held on 7th June 2022.

RECOMMENDATION 1:

23/22/23 To receive a staffing report from the Town Clerk

Finance Officer and Finance Assistant roles:

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

1. Outsource processing of payroll on a temporary basis to Rosevale Accountants from the 1st July 2022 at a cost of £8.50 + VAT allocated to budget code 6305 Finance Software
2. Change from Moorepay Payroll to BrightPay software at no additional cost

3. Purchase BrightHR software for absence management and HR needs - package 1 connect - at a monthly fee per employee of £4.50 + VAT – 1 year contract (10% discount subject to the deadline date) allocated to budget code 6662 HR Professional Fees
4. Appoint Rosevale Accountants to migrate 2022-23 payroll data from Moorepay to BrightPay, set up all employees, and train all staff how to operate BrightHR at a one of cost of £1,000 + VAT allocated and spilt between budget codes 6662 HR Professional Fees and 6305 Finance Software
5. Appoint Rosevale Accountants to maintain BrightHR absence management and support all staff at a monthly fee per employee of £12.00 + VAT allocated to budget code 6662 HR Professional Fees
6. Review the temporary payroll arrangements with Rosevale Accountants at the 29th September's Personnel Committee Meeting.

It was proposed by Councillor Foster, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to vire £9,700 from General Reserves allocated and spilt between budget codes 6662 HR Professional Fees and 6305 Finance Software.

Please note; the above recommended budget amount may not be fully utilised due to the works potentially brought back in-house upon appointment and training of new staff.

During the discussion of this item Councillor Foster left the meeting and rejoined the meeting.

Councillor B Samuels gave her apologies and left the meeting during the discussion of this item and did not vote.

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

89/22/23

TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Library held on 16th May 2022.

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

90/22/23 TO RECEIVE A REPORT ON THE MEMBERSHIP LEVEL OF THE TOWN COUNCIL BURIAL AUTHORITY COMMITTEE AND CONSIDER ANY ACTIONS AND EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to select option two to reduce the membership levels to 6 and a quorum of 4, appointing Councillors Dent, Lennox Boyd, Bullock, Foster, Griffiths and Miller to the Burial Authority Committee.

91/22/23 TO RECEIVE AND NOTE THE TOWN COUNCIL HEALTH AND SAFETY WELFARE INSPECTION REPORT DATED APRIL 2022.

It was **RESOLVED** to note.

92/22/23 TO RECEIVE AND CONSIDER APPROVING THE AMENDMENTS TO THE DRAFT UNREASONABLE CUSTOMER BEHAVIOUR AND PERSISTENT COMPLAINTS POLICY.

It was proposed by Councillor Yates, seconded by Councillor Foster and **RESOLVED** to adopt and approve the amendments to the Unreasonable Customer Behaviour and Persistent Complaints policy.

93/22/23 TO RECEIVE A VERBAL UPDATE FROM THE LATEST SALTASH LEISURE CENTRE WORKING GROUP MEETING.

Councillor Lennox-Boyd gave a brief verbal update.

It was **RESOLVED** to note.

94/22/23 TO RECEIVE A VERBAL REPORT ON BEATING THE BOUNDS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** that following the advice from the Town Clerk that the administration team has insufficient resources to support this event at present, a working group will be formed comprising of Councillors Bullock, Peggs, P Samuels, and Stoyel to move the project forward with the assistance of Mr Lister. The Town Clerk reminded Members that there is a cost to holding this event and that correct financial procedures must be followed at all times.

95/22/23 TO RECEIVE AND NOTE CORMAC SOLUTIONS CARKEEL VILLAGE TRAFFIC CALMING AND CONNECTIVITY STUDY.

It was **RESOLVED** to note.

96/22/23 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 11TH JUNE 2022 OUTSIDE BLOOM HEARING, FORE STREET.

- a. The next scheduled meeting date Saturday 11th June 2022 outside Bloom Hearing, Fore Street.

Councillor Yates informed Members that two Saltash surgery Patient Participation Groups have asked if they can attend the next Meet Your Councillor session on 11th June in Fore Street.

In the absence of the Mayor Members were asked to consider inviting Cornwall Councillors to also attend.

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** for Councillors Bullock, Gillies, P Samuels and Yates to attend together with the two Saltash surgery Patient Participation Groups and Cornwall Councillors.

97/22/23 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.

98/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

99/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

100/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

National Highways Public Consultation

Councillor Miller informed Members that the A38 dates for consultation is 6 weeks between 10th and 22nd July 2022 and the importance that everyone takes the time to review the plans and responds accordingly.

101/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. National Highways Public Consultation – A38 Trerulefoot to Carkeel Safety Package consultation dates between 10 June and 22 July 2022 including the consultation events at the Guildhall on Friday 1 July between 2pm and 7pm and Saturday 2nd July between 9 am and 2pm.

102/22/23 DATE OF NEXT MEETING: THURSDAY 7TH JULY 2022 AT 7:00 P.M.

Thursday 7th July 2022 at 7.00pm

103/22/23 COMMON SEAL:

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

Rising at: 8.55 pm

Signed: _____
Chairman

Dated: _____

Bank Receipts

Saltash Town Council

For the period 1 May 2022 - 31st May 2022

Contact	Description	Net	VAT	Gross
Allotment - Deposit		£ 50.00	£ -	£ 50.00
Allotment Income		£ 100.00	£ -	£ 100.00
Barclays	Transfers to Barclays Active Saver	£ 92,000.00	£ -	£ 92,000.00
Barclays	Loyalty Reward	£ 4.82		£ 4.82
Churchtown Cemetery		£ 1,200.00	£ -	£ 1,200.00
Cornwall Council	2022/23 Highways Grass Cutting	£ 414.75	£ -	£ 414.75
Cornwall Council	Saltash TC Closed Churchyard Grass	£ 584.56	£ -	£ 584.56
Creative Kernow	The Big Green Environment Show	£ 1,215.00	£ -	£ 1,215.00
Daily Moorings income		£ 62.50	£ 12.50	£ 75.00
Guildhall Bookings	Guildhall Bookings	£ 69.30	£ -	£ 69.30
HMRC	VAT Refund - Jan 2022 - March 2022	£ 15,439.87	£ -	£ 15,439.87
Isambard House Income		£ 210.82	£ 62.18	£ 273.00
Library Book Sales		£ 107.96	£ -	£ 107.96
Library Income		£ 151.23	£ 30.25	£ 181.47
Maurice Huggins Room income		£ 45.00	£ -	£ 45.00
Public Sector Deposit Fund	Interest Received	£ 101.71	£ -	£ 101.71
Seagull Bags income		£ 193.83	£ 38.77	£ 232.60
Trusted Boat Scheme Income		£ 504.78	£ 100.97	£ 605.75

Grand Total	£ 112,456.13	£ 244.66	£ 112,700.79
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Bank Payments

Saltash Town Council

For the period 1 May 2022 - 31 May 2022

Contact	Description	Net	VAT	Gross
Abalone Graphics Ltd	Councillor Training & Expenses	£ 9.31	£ 1.86	£ 11.17
All Seasons Window	Station Window Cleaning (April)	£ 35.00	£ -	£ 35.00
Aquastorage System Cleaning Ltd	Monthly Legionella Checks - Train Station	£ 35.00	£ 7.00	£ 42.00
Aquastorage System	Monthly Legionella Checks - Guildhall	£ 35.00	£ 7.00	£ 42.00
Aquastorage System	Monthly Legionella Checks - Library	£ 35.00	£ 7.00	£ 42.00
Aquastorage System	Monthly Legionella Checks - Maurice Huggins	£ 35.00	£ 7.00	£ 42.00
Aquastorage System	Monthly Legionella Checks - Waterside Toilets	£ 35.00	£ 7.00	£ 42.00
Bailey Partnership	Reinstatement Cost Assessments	£ 4,800.00	£ 960.00	£ 5,760.00
Barclays	Covering Bank Charges for Mayors Charity Account	£ 50.00	£ -	£ 50.00
Barclays	Bank Charges	£ 24.55	£ -	£ 24.55
Brunel Window	Guild Hall soft washing	£ 620.00	£ -	£ 620.00
Budget Locksmiths	General Repairs & Maintenance - Longstone & Public Toilets	£ 963.50	£ -	£ 963.50
Cleansing Service	Transport & Disposal of sewage waste	£ 160.00	£ -	£ 160.00
Cornwall Association of	Staff Training	£ 30.00	£ 6.00	£ 36.00
Cornwall Association of	Staff Training	£ 30.00	£ 6.00	£ 36.00
Cornwall Council	Rent for Garage and Depot at Longstone Park Glebe Avenue	£ 375.00	£ -	£ 375.00
Cornwall Pension Fund	Pension Fund Payment - May 2022	£ 9,521.39	£ -	£ 9,521.39
Credit Card (Amazon)	Stationary - Library	£ 28.32	£ 5.67	£ 33.99
Credit Card (Amazon)	Library Activites	£ 27.00	£ 5.50	£ 32.50
Credit Card (Amazon)	Office & IT Equipment	£ 59.99	£ -	£ 59.99
Credit Card (Amazon)	Refund of Export Fees	£ (1.16)	£ -	£ (1.16)
Credit Card (Hardys)	Allotment Maintenance	£ 139.65	£ -	£ 139.65
Credit Card (RBL)	Platinum Jubilee 2022 Lamp Post Signs	£ 222.98	£ -	£ 222.98
Credit Card (Tindle)	Annual Subscription to Cornish Times	£ 147.68	£ -	£ 147.68
Credit Card (Xero)	Monthly Xero Subscription	£ 26.00	£ 5.20	£ 31.20
Dainton Group Services	28'x10' Anti Vandal Welfare 1 Cabin - Pontoon	£ 310.00	£ 62.00	£ 372.00
Dainton Group Services	Effluent Tank - Pontoon	£ 22.13	£ 4.43	£ 26.56
DB Autos Ltd	Vehicle Maintenance	£ 400.00	£ 80.00	£ 480.00
DB Autos Ltd	Vehicle Maintenance (Driveshaft)	£ 615.90	£ 123.06	£ 738.35
Denmans	Cross Maintenance	£ 10.04	£ 2.01	£ 12.05
Denmans	Cross Maintenance	£ 19.11	£ 3.83	£ 22.94
Denmans	Cross & Longstone Maintenance	£ 49.42	£ 9.89	£ 59.31
Denmans	Cross Maintenance	£ 33.89	£ 6.78	£ 40.67
Denmans	Cross Maintenance	£ 10.61	£ 2.13	£ 12.74
Devon Contract Waste	Recycling - Longstone Depot	£ 11.44	£ 2.29	£ 13.73
Devon Contract Waste	Recycling - Longstone Depot	£ 11.44	£ 2.29	£ 13.73
EE	Staff Mobiles	£ 355.05	£ 71.01	£ 426.06
Efficient Comms Ltd	Telephone Charges for Period Ending 30/04/2022	£ 124.57	£ 24.91	£ 149.48
Greenbarnes Ltd	Mayoral lettering for 22-23	£ 55.49	£ 11.10	£ 66.59
HMRC	PAYE Payment - May 2022	£ 9,197.51	£ -	£ 9,197.51
Hockerill Engraving	Burial Authority General Site Maintenance	£ 24.50	£ 4.90	£ 29.40
Hockerill Engraving	Burial Authority General Site Maintenance	£ 24.50	£ 4.90	£ 29.40
ICS Industrial Component Supplies	Cross & Pontoon Maintenance Expenses	£ 45.11	£ 9.02	£ 54.13
Laser - Guildhall Gas	Guildhall Gas Charges - 31/01/2022 to 28/02/2022	£ 202.43	£ 40.49	£ 242.92
Laser - Guildhall Gas	Guildhall Gas Charges - 28/02/2022 to 31/03/2022	£ 208.17	£ 41.63	£ 249.80
Laser - Guildhall Gas	Guildhall - Gas - 31/03/2022 to 30/04/2022	£ 148.38	£ 7.42	£ 155.80
Laser - Library Gas	Library Gas Charges - 28/02/2022 to 31/03/2022	£ 272.76	£ 54.55	£ 327.31
Laser - Longstone Park	Electricity - Longstone Park Depot - 01/12/2021 to 28/02/2022	£ 271.82	£ 13.59	£ 285.41
Laser - Longstone Park	Credit Note: Longstone Park Depot - 01/12/2021 28/02/2022	£ (271.82)	£ (13.59)	£ (285.41)
Laser - Unmetered	Unmetered Supply at Moorland View, Salt Mill Skate Park - 01/04/2022 to 30/04/2022	£ 8.62	£ 0.43	£ 9.05
Laser - Unmetered	Unmetered Supply at Moorland View, Salt Mill Skate Park - 01/03/2022 to 31/03/2022	£ 9.22	£ 0.46	£ 9.68
Living Wage Foundation	Annual Membership	£ 120.00	£ 24.00	£ 144.00
Lynher Training Limited	Staff Training	£ 550.00	£ -	£ 550.00
Lynher Training Limited	Staff Training	£ 160.00	£ -	£ 160.00
Lynher Training Limited	Staff Training	£ 240.00	£ -	£ 240.00
Lynher Training Limited	Staff Training	£ 60.00	£ -	£ 60.00
Lynher Training Limited	Staff Training	£ 384.00	£ -	£ 384.00
Lynher Training Limited	Staff Training	£ 384.00	£ -	£ 384.00
Lynher Training Limited	Staff Training	£ 192.00	£ -	£ 192.00
Lynher Training Limited	Staff Training	£ 540.00	£ -	£ 540.00
Lynher Training Limited	Staff Training	£ 240.00	£ -	£ 240.00
Lynher Training Limited	Staff Training	£ 540.00	£ -	£ 540.00
Lynher Training Limited	Staff Training	£ 240.00	£ -	£ 240.00
Lynher Training Limited	Staff Training	£ 540.00	£ -	£ 540.00
Lynher Training Limited	Staff Training	£ 320.00	£ -	£ 320.00
Lynher Training Limited	Staff Training	£ 550.00	£ -	£ 550.00
Lynher Training Limited	Staff Training	£ 200.00	£ -	£ 200.00
Mike Tittford	Installing Bunting on Fore Street	£ 600.00	£ -	£ 600.00
Moorepay	26168 - Health & Safety -	£ 85.77	£ 17.15	£ 102.92
Moorepay	Employment Law -	£ 75.32	£ 15.06	£ 90.38
Moorepay	HR/Employment Law Consultancy - 20/04/2022 - 19/05/2022	£ 318.75	£ 63.75	£ 382.50

Moorepay	Subscriptions	£	74.37	£	14.87	£	89.24
	26088 - HR / Employment law Consultancy -						
Moorepay	MBFY0 - Year End Per Employee Charge - Yr End 21/22	£	173.04	£	34.61	£	207.65
Moorepay	MBFY0 - Year End Standing Charge - Yr End 21/22	£	25.73	£	5.15	£	30.88
Moorepay	MBFY1 - Year End Per Employee Charge - Yr End 21/22	£	40.00	£	8.00	£	48.00
Moorepay	MBFY1 - Year End Standing Charge - Yr End 21/22						
	Charge Period: 01/04/2022 - 30/04/2022	£	25.00	£	5.00	£	30.00
Opayo	Card Machine Charges	£	35.84	£	-	£	35.84
Opayo (previously	Guildhall Card Machine Charges	£	13.60	£	2.72	£	16.32
PEAC Finance	New Printers - Lease Rental - 26/04/2022 - 25/07/2022	£	602.29	£	120.46	£	722.75
PEAC Finance	New Printers - Set Up Document Fee - 4 photocopiers	£	150.00	£	30.00	£	180.00
People Safe	New Device including Annual Subscription on 24 month contract	£	230.00	£	46.00	£	276.00
Poolearth Limited	Staff Vaccinations	£	65.00	£	13.00	£	78.00
Poolearth Limited	Staff Vaccinations	£	561.67	£	112.33	£	674.00
Print Copy Scan Ltd	Printer Maintenance	£	39.30	£	7.86	£	47.16
Rosevale Accountants	Finance Consultancy Fees	£	609.50	£	121.90	£	731.40
Rosevale Accountants	Finance Consultancy Fees	£	755.25	£	151.05	£	906.30
Rosevale Accountants	Finance Consultancy Fees	£	1,020.25	£	204.05	£	1,224.30
Rosevale Accountants	Finance Consultancy Fees	£	795.00	£	159.00	£	954.00
Saltash & District	Town Messenger - April 2022	£	300.00	£	-	£	300.00
Saltash & District	The Platinum Jubilee Advert - April 2022	£	157.50	£	-	£	157.50
Saltash Fair Committee	Big Lunch - 5th July 2022 - Festival fund	£	1,500.00	£	-	£	1,500.00
Saltash Fair Committee	Mayfair - Community Chest	£	2,976.72	£	-	£	2,976.72
SOS Consultancy	New PC - Guildhall	£	625.00	£	125.00	£	750.00
SOS Consultancy	Monthly ICT Support Services	£	1,220.85	£	244.17	£	1,465.02
SOS Consultancy	Credit Note: Government Discount - IT Support	£	(14.25)	£	(2.85)	£	(17.10)
SOS Consultancy	Monthly ICT Support Services	£	1,323.90	£	264.78	£	1,588.68
South West Water -	Water Rates & Sewerage Charge - Guildhall -22/12/21 to 17/03/22	£	185.34	£	-	£	185.34
South West Water -	Water charges 03/08/2021 - 01/03/2022 - Longstone Depot	£	477.63	£	37.46	£	515.09
South West Water -	Longstone Bowling Green	£	29.15	£	2.39	£	31.54
Sovereign Fire and	Service Callout for Security Alarm	£	107.50	£	21.50	£	129.00
Sovereign Fire and	Pontoon Fobs	£	188.69	£	37.74	£	226.43
Sovereign Fire and	Annual Fees for Fire Alarm and Intruder Alarm - Isambard House	£	365.00	£	73.00	£	438.00
Staff Expenses	Staff Mileage Expenses	£	85.95	£	-	£	85.95
Staff Expenses	Staff Mileage Expenses	£	2.93	£	-	£	2.93
Staff Salaries	Staff Salaries	£	31,006.83	£	-	£	31,006.83
Sum Up	Card Machine Charges	£	9.38	£	-	£	-
Tamar Aquatics	Gas cylinder for the Gas Beacon	£	41.60	£	1.90	£	43.50
Tamar Tree Care	Works to be carried out identified on tree survey (Huntley Gardens)	£	500.00	£	100.00	£	600.00
Tamar Tree Care	Works to be carried out identified on tree survey (St Stephens Cemetery)	£	1,120.00	£	224.00	£	1,344.00
Tamar Tree Care	Works to be carried out identified on tree survey (Churchtown Cemetery)	£	718.00	£	143.60	£	861.60
Tamar Tree Care	Works to be carried out identified on tree survey (Churchtown Allotments)	£	407.00	£	81.40	£	488.40
Tamar Valley Tourism	Annual Membership	£	200.00	£	-	£	200.00
TJ Electrical	Electrical Installation Condition Report - Cemetery Hut	£	100.00	£	-	£	100.00
TJ Electrical	Electrical Installation Condition Reports of four public toilets	£	400.00	£	-	£	400.00
Trade UK Account	Covid & H&S Materials and Equipment	£	(9.99)	£	(2.00)	£	(11.99)
Trade UK Account	Cross & Longstone Maintenance	£	53.14	£	10.62	£	63.76
Trade UK Account	Street Furniture & Public Toilets Maintenance	£	60.80	£	12.16	£	72.96
Trade UK Account	General Repairs & Maintenance	£	452.36	£	90.46	£	542.82
Trade UK Account	General Health & Safety Expenses	£	136.29	£	27.24	£	163.53
Travis Perkins Trading	Memorial Garden Expenditure	£	366.72	£	73.34	£	440.06
Travis Perkins Trading	Public Toilets Maintenance	£	57.66	£	11.54	£	69.20
UK Fuels Ltd	Account Service Charge	£	2.00	£	0.40	£	2.40
UK Fuels Ltd	Fuel for Ride on Mower	£	50.93	£	10.19	£	61.12
UK Fuels Ltd	Diesel for Van	£	106.71	£	21.34	£	128.05
UK Fuels Ltd	Fuel for Van, Cemetery & Longstone	£	223.32	£	44.67	£	267.99
Vincent Tractors Ltd	TSM900 Flail (90cm) to fit UBS	£	1,895.00	£	379.00	£	2,274.00
Vincent Tractors Ltd	Ripagreen mobile kit	£	1,995.00	£	399.00	£	2,394.00
Vincent Tractors Ltd	Kersten WeedGo Quick Pro (to fit Stihl FS460 brushcutter)	£	445.00	£	89.00	£	534.00
Vincent Tractors Ltd	Used 2019 UBS14 Kersten power unit c/w sweeper brush and weedbrush heads	£	7,650.00	£	1,530.00	£	9,180.00
Westcare Supply Zone	Tea and Coffee for Guildhall	£	121.19	£	-	£	121.19
Westcountry Skip Hire	Large Builders Skip - Waterfront	£	297.00	£	59.40	£	356.40
Westcountry Skip Hire	Green Waste Disposal - Guildhall	£	22.88	£	4.58	£	27.46
Westcountry Skip Hire	General Mixed Waste Guildhall	£	125.30	£	25.06	£	150.36
Westcountry Skip Hire	Large Builders Skip Waterside Office	£	297.00	£	59.40	£	356.40
WesternWeb Ltd	Annual renewal of web space and content management license for saltash.gov.uk	£	95.00	£	19.00	£	114.00
WesternWeb Ltd	Add facility to embed Vimeo videos in webpage in Library section of website	£	75.00	£	15.00	£	90.00
WesternWeb Ltd	Website Maintenance	£	30.00	£	6.00	£	36.00
WF Education Group Ltd	Mobile multi purpose table - Library	£	278.00	£	55.60	£	333.60
Grand Total		£	100,031.21	£	7,045.81	£	107,067.03

From: Neil Challen
Sent: 05 June 2022
To: Saltash Town Council

Subject: Correspondence / Message of Thanks

Please be so kind as to read our message of thanks at the next Full Council meeting.

Saltash Town Mayor Cllr Bickford,

On behalf of the members of Saltash Lions Club and the Platinum Royals, we would like to express our thanks to Saltash Town Council and their staff for all their input into the celebrations which were delivered to the community in style and everyone included for our Majesty the Queen's Platinum Jubilee.

You did our town proud.

Many thanks

Club Secretary Neil Challen and Members of Saltash Lions Club

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 16th June 2022 at 6.30 pm

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

ALSO PRESENT: 3 Members of the Public, M Thomas (Senior Policy and Data Compliance Officer), M Cotton (Assistant Service Delivery Manager) and D Joyce (Administration Officer)

APOLOGIES: Councillors: R Bickford, G Challen, J Foster, S Miller and B Samuels.

20/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

21/22/23 TO ELECT A CHAIRMAN.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED** to elect Councillor Peggs as Chairman of the Services Committee.

22/22/23 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** to elect Councillor P Samuels as Vice Chairman of the Services Committee.

23/22/23 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

24/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL:

The Chairman informed Members of questions received from a Member of the Public relating to Public Rights of Way.

The Member of the Public was invited and put his questions to the meeting.

Members discussed the questions posed to the Town Council.

The Chairman confirmed that a definitive map is held by the Town Clerk. Public Rights of Way identified as being managed and maintained by the Town Council are scheduled for works to be completed in the Service Delivery Department's schedule of works.

Members discussed the ability to report any concerns in regard to Saltash PRoW, with specific site locations and evidence, to the SD Team via the Service Delivery Request form which can be located online here:

https://www.saltash.gov.uk/service_delivery_enquiries.php

Members agreed to further investigate areas of concern with the resident. Any PRoW issues identified requiring enforcement will be reported to Cornwall Council for further action.

25/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON THURSDAY 21ST APRIL 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 P Samuels, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Services Committee held on Thursday 21st April 2022 were confirmed as a true and correct record.

26/22/23 TO RECEIVE AND NOTE THE CURRENT COMMITTEE BUDGET STATEMENTS.

It was **RESOLVED** to note.

27/22/23 TO RECEIVE THE TOWN CLERK'S REPORT ON DELEGATED AUTHORITY TO SPEND.

It was proposed by Councillor Gillies, seconded by Councillor Martin and **RESOLVED** to ratify the Town Clerk's report on delegated authority to spend.

28/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

29/22/23 TO RECEIVE AND CONSIDER THE REVISED PRICING STRUCTURE FOR THE TRUSTED BOATER SCHEME 2022.

The Assistant Service Delivery Manager briefed Members on the current costings for the Trusted Boater Scheme which is currently allowing users of the scheme to get two overnight stays on the pontoon at a cheaper rate during the second half of the year.

The ASDM advised Members that the proposal submitted for consideration would also simplify the pricing structure.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to approve the revised pricing structure as follows:

Between 1st April- 31st August

Full membership of the Trusted Boat Owners scheme
Charge £75 - entitled to 2 free overnight stays

Between 1st September - 31st March

Part membership of the Trusted Boat Owners scheme
Charge £40 - entitled to 1 free overnight stay

The revised pricing structure is to be implemented from 1st September 2022.

30/22/23 CORRESPONDENCE:

a. To receive and note a letter of thanks from Sue Hooper Charitable Foundation.

It was **RESOLVED** to note.

31/22/23 TO RECEIVE AN INITIAL STRATEGY REPORT ON HOW TO INVEST AND IMPROVE TOWN COUNCIL PLAY PARKS TOGETHER WITH AN INTERNAL PLAY PARK REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the strategy for investments with the focus aimed on quality parks rather than the creation of additional play areas.

It was **RESOLVED** to hold a meeting with Cornwall Council Officers to further discuss ownership, quality of existing equipment and service level agreements with the assistance of the Community Link Officer.

32/22/23 TO RECEIVE A REPORT ON THE A38 ROUNDABOUT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman spoke of Cornwall Councillor Worth's recent report to Full Council.

It was proposed by Councillor Peggs, seconded by Councillor Griffiths and **RESOLVED** to defer until further discussions have been held by Cornwall Councillor Worth and senior figures in National Highways about the forthcoming A38 Safety Announcements.

The Chairman requested Members further publicize and encourage the community to participate in the public consultation on the A38 Trerulefoot to Carkeel Safety Package (as attached).

33/22/23 TO RECEIVE A REPORT, NOTICE AND PICTURES OF PILLMERE MEADOW AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

34/22/23 TO RECEIVE INFORMATION ON STILES, GATES AND PUBLIC RIGHTS OF WAY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members agreed the information on stiles, gates and Public Rights of Way followed on from the public question received under agenda item 6 with Town Councillors to further investigate the condition of each wards PRoW.

It was **RESOLVED** to note.

35/22/23

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

The ASDM gave a brief overview of the service delivery request log and how it works internally. Members asked if categories could be added to the online form to assist in allocated work schedules for the SD department.

The ASDM requested consideration be given to the provisions for repairs to the electrical wiring installation for the Waterside Public Conveniences.

It was proposed by Councillor Dent, seconded by Councillor Griffiths and **RESOLVED** to note the report and:

1. Approve to rewire the Waterside toilets up to a total cost of £1,400 to be taken from budget code EMF 6580 (Public Toilets Capital Works) with an available budget of £10,000
2. Approve for the ASDM to organize the purchase of additional lighting outside the toilets and an internal timer to be taken from budget code EMF 6580 (Public Toilets Capital Works) with an available budget of £10,000, subject to the approval of the Chairman and Vice Chairman of the Services Committee.

Members thanked the ASDM for the detailed report and for stepping up during this period in which the SDM is unavailable.

Members also wished for thanks to be noted for the SD Team during this difficult period. Their continued hard work and commitment has been shown throughout the past few months, in particular for the Queen's Jubilee in which all agreed the Town looked fantastic.

36/22/23

TO RECEIVE AND NOTE THE MINUTES OF THE ROAD SAFETY COMMITTEE.

The Chairman gave a brief verbal update on the recent meeting held by the Road Safety Committee that covered topics including Callington Road, Brunel School's zebra crossing, and speed cameras being installed in North Road.

It was **RESOLVED** to note.

37/22/23 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.

38/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

39/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

40/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

The Chairman requested further thought be given to the following topics prior to the next Services Committee meeting where they will be further considered and discussed.

1. Bringing back Saltash in Bloom
2. Extended storage solutions for the Town Council

41/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Pillmere wildflower meadow
2. Reporting to the Service Delivery Department - Saltash Observer

DATE OF NEXT MEETING

Thursday 8 September 2022 at 6.30 pm

Rising at: 7.39 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 21st June 2022 at 6.30 pm

PRESENT: Councillors: R Bullock, J Dent (Vice-Chairman), J Foster, M Griffiths, B Samuels (Chairman), P Samuels and D Yates.

ALSO PRESENT: M Thomas (Senior Policy and Data Compliance Officer) and F Morris (Planning and General Administrator).

APOLOGIES: R Bickford, G Challen, L Challen, S Gillies, S Lennox-Boyd, S Martin, S Miller, J Peggs and B Stoyel.

28/22/23 HEALTH AND SAFETY ANNOUNCEMENTS

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

29/22/23 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
Samuels B	PA22/05135	Non-Pecuniary	Friend of Applicant	No
Samuels P	PA22/05135	Non-Pecuniary	Friend of Applicant	No

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

None.

30/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

31/22/23 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 17TH MAY 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 B Samuels, seconded by Councillor Dent and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 17th May 2022 were confirmed as a true and correct record.

32/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

33/22/23 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.

Councillor Yates informed the meeting that applications regarding Ince Castle, PA22/03450 and PA22/03451 as previously voted upon at The Planning and Licensing Committee on 17th May 2022, had now been withdrawn.

The Chairman asked the Planning & General Administrator to contact the Planning Officer at Cornwall Council to request the reason for the withdrawal of the applications.

c. Applications for consideration:

PA22/03759

Mr Simon Clayton Stonegate Group – **1-3 The Railway Hotel Fore Street Saltash PL12 6AF**

Forming of a new timber pergola within the Beer Garden Area of the Railway Public House with festoon lighting, polycarb roof, external TV and timber slat wall. Retarmacing the existing tarmac area. Dry lining for two staff car parking bays. Rebuilding small part of broken existing low wall render. Installing pull up bollards for delivery access. Extension of timber fencing around bin store to ensure bins are not visible to the public.

Ward: Essa

Date received: 01/06/22

Response date: 24/06/22

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

PA22/04234

Stonegate Pub Company James Fox Stonegate Pub Company – **1-3 The Railway Hotel Fore Street Saltash PL12 6AF**

Application for consent to display an advertisement, namely the siting of 9 signs and 1 light.

Ward: Essa

Date received: 23/05/22

Response date: 24/06/22

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

PA22/04541

Mr M Mackie – **361 New Road Saltash PL12 6HL**

Single storey rear extension, attic conversion and garage.

Ward: Tamar

Date received: 19/05/22

Response date: 24/06/22

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

PA22/04983

Mr Tuan Nguyen – **4 Regal House Fore Street Saltash PL12 6JR**

Change of use from Class E to a Nail Parlour (Sui Generis).

Ward: Tamar

Date received: 31/05/22

Response date: 24/06/22

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

PA22/05042

Mr Guy Luscombe – **Meadowsweet Farm Longlands Lane Burraton Coombe PL12 4QF**

Construction of detached dwelling with associated works with variation of condition 2 of decision PA19/06902 dated 12.12.2019

Ward: Trematon

Date received: 30/05/22

Response date: 24/06/22

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

Councillors B Samuels and P Samuels declared an interest in the following application PA22/05135. Members agreed for Councillors B Samuels & P Samuels to remain in the room, to not participate in any discussion of that business with no voting rights, in order that the meeting remains quorate.

Councillor Dent in the Chair.

PA22/05135

Mr S Congdon – **Land South of Roodscroft Hatt PL12 6PJ**

Proposed covered yard adjoining approved B8 unit under PA21/02720.

Ward: Trematon

Date Received: 09/06/22

Response date: 30/06/22

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

Councillors B and P Samuels were invited and rejoined the meeting.

Councillor B Samuels in the Chair.

d. Tree Notifications:

PA22/05440

Mrs Ann Habens – **Mill Quay Cottage Antony Passage St Stephens Cornwall PL12 4QT**

Works to trees in a conservation area (CA), works include:

G1) Horn beam and Acer, (planted by residents 2 yrs ago), reduce vertical height by up to 1m and trim/reduce side faces by up to 300 mm to form hedge.

G2) Ash, Fell, trees along water edge, Fell worst with ADB, at moment 3 trees are dead or have hazard beams/cracks in main stem.

T1) Hawthorn, fell, part fallen tree from storm, requires removal before it fails.

T2) Sweet chestnut, Fell, in decline by gate, and near road should it fail, high impact area.

T3) Cypress, Fell, twin stemmed Cypress near Road and gate area, included union at base, if it were to fail impact area is the road, phone lines and possible power line.

Ward: Trematon

Date received: 13/06/22

Response date: 22/06/22

The Chairman informed Members of the Saltash Town Council Voluntary Tree Wardens' Report.

It was proposed by Councillor Dent, seconded by Councillor Foster and resolved to **RECOMMEND APPROVAL** regarding T1, T2, G1 and G2. However, in relation to T3 Cypress, the Cornwall Council Tree Officer to re-consider the proposal for works to be carried out to this particular tree.

34/22/23 CORRESPONDENCE.

None.

35/22/23 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.

36/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

37/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

38/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

39/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 19 July 2022 at 6.30 pm

Rising at: 6.59 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Tuesday 28th June 2022 at 6.00 pm

PRESENT: Councillors: R Bullock, J Dent (Chairman), S Lennox-Boyd and S Miller (Vice-Chairman).

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

APOLOGIES: Councillor J Foster and M Griffiths.

1/22/23 HEALTH AND SAFETY ANNOUNCEMENTS

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

2/22/23 TO ELECT A CHAIRMAN

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to elect Councillor Dent as Chairman of the Burial Authority Committee.

The Chairman remained in the Chair.

3/22/23 TO ELECT A VICE CHAIRMAN

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to elect Councillor Miller as Vice Chairman of the Burial Authority Committee.

4/22/23 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

5/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

6/22/23 TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON TUESDAY 12TH OCTOBER 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 Lennox-Boyd, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Burial Authority Committee held on Tuesday 12th October 2021 were confirmed as a true and correct record.

7/22/23 FINANCE:

a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

8/22/23 HEALTH & SAFETY.

No report.

9/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

10/22/23 CORRESPONDENCE.

a. To receive and consider a request regarding the baby and children's area at Churchtown Cemetery and consider any actions and associated expenditure.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to note the request and delegate to the Town Clerk and Chairman to manage the request appropriately reporting back to Members of the Burial Authority Committee.

11/22/23 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE

The Town Clerk updated Members on the report received.

Members visited Churchtown Cemetery and expressed concern for the Health and Safety of visitors and staff due to unauthorised items left on grave sites that are not permitted under the Management Policy and Regulations.

Members reported there are cones and tape sectioning off an area of Churchtown Cemetery. The Town Clerk will further investigate why the section had been cordoned off reporting back to Members.

Members thanked the Assistant Service Delivery Manager for an excellent report and the team for their outstanding work at the cemetery.

It was **RESOLVED** to note.

12/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

13/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

14/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

15/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

16/22/23 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.**

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 6.17 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Tuesday 28th June 2022 at 6.30 pm

PRESENT: Councillors: R Bullock, J Dent, S Lennox-Boyd, D Yates, R Magrath, L Maddock and S McKee (Co-Chair).

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

APOLOGIES: Mrs M Wills.

1/22/23 HEALTH AND SAFETY ANNOUNCEMENTS

St Stephens Co-Chairman Mrs S McKee in the Chair.

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

2/22/23 STC MEMBERS TO ELECT A CO-CHAIRMAN

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

3/22/23 ST STEPHENS MEMBERS TO ELECT A CO-CHAIRMAN

It was proposed by S McKee, seconded by L Maddock and following a vote of PCC board Members it was **RESOLVED** to elect Reverend R Magrath as St Stephens Co-Chairman of the Joint Burial Board Committee.

S McKee remained in the Chair for this meeting.

4/22/23 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

5/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

6/22/23 TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON TUESDAY 8TH FEBRUARY 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 Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** that the minutes of the Joint Burial Board Committee held on Tuesday 8th February 2022 were confirmed as a true and correct record.

7/22/23 FINANCE:

a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

8/22/23 HEALTH & SAFETY

No report.

9/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

10/22/23 CORRESPONDENCE.

None.

11/22/23 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk briefed Members on the report received.

Members discussed various items such as the collection of wildflower seeds by SEA in the specified wildflower sections, the condition of the grounds and footpaths and St Stephens responsibility for general site maintenance.

St Stephens wished to thank the Service Delivery team for their outstanding work at the Churchyard and praised the staff for their professionalism and attention to detail.

It was **RESOLVED** to note.

12/22/23 TO REVIEW THE PROVISION AND MAINTENANCE OF MEMORIAL BENCHES

The Town Clerk reminded Members of a previous report received in 2021 for the provision and installation of Memorial benches at Churchtown Cemetery.

Following previous Town Council meetings clarification has been sought from St Stephens Church, subject to an incumbent vicar being appointed, to clarify the Church's internal processes for the procurement and installation of Memorial benches within St Stephens grounds.

The Town Council have offered a supply and fit service to anyone who wishes to install a bench at St Stephens at a cost of £350.00+vat subject to providing the necessary written permission from the Church faculty of the location of the approved memorial bench.

It was proposed by R Magrath, seconded by L Maddock and **RESOLVED** to defer to the next Joint Burial Board meeting so that the PCC have an opportunity to discuss the item at the next PCC meeting to be held on 7th September 2022.

13/22/23 TO REVISIT AND RECONSIDER P.C.C REGISTERING THE CHURCHYARD AS CLOSED FOLLOWING THE APPOINTMENT OF THE NEW INCUMBENT

Members discussed the implications, cost and concerns of the impact for both the Town Council and St Stephens Church if the decision to close the Churchyard is made.

It was proposed by L Maddock, seconded by Rev R Magrath and **RESOLVED** to defer to the next Joint Burial Board meeting so that the PCC have an opportunity to discuss the item at the next PCC meeting to be held on 7th September 2022.

14/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

15/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

16/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

17/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

For information only:

Co-Chairman for St Stephens Reverend R Magrath informed Members of a scheduled meeting with PCC and SEA to be held next week regarding maintenance of the designated wildflower section within the Churchyard.

R Magrath spoke of further discussions held with project leaders for the restoration and memorialisation of the fallen Firemen's graves with the view to moving forward with the project as soon as possible.

18/22/23 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.**

None.

DATE OF NEXT MEETING

Tuesday 25 October 2022 at 2pm – Meeting to be held on site at St Stephens Church followed by a site visit.

Rising at: 7.07 pm

Signed: _____
Chairman

Dated: _____

Saltash Section 106 Funding Deployment Panel

Terms of Reference and Procedural Note

1. Purpose of Panel:

1.1 To advise Cornwall Council (*which as the planning authority is the accountable body for s106 monies*) as to how the Quora Town Enhancement Contribution (*Carkeel Gateway*) should be used towards town centre regeneration and enhancement in Saltash.

1.2 To monitor the use of the Town Enhancement Contributions and provide progress reports to Cornwall Council and Saltash Town Council.

1.3 To advise Cornwall Council as to how any future S106 agreements relating to new development should be structured in terms of town centre regeneration and enhancement in Saltash.

2. Respect of the S106 Covenants

2. The Panel shall only make recommendations on the deployment of the S106 monies that accord with the terms of the relevant covenants in those documents i.e. 'towards town centre enhancements and regeneration'.

3. Membership:

3.1 The Panel shall comprise the following representatives:

- Cornwall Council: The three Cornwall Council Members representing the Electoral Divisions of Saltash
- Saltash Town Council: Three named representatives
- Saltash Community Interest Company: Two named representatives
- Saltash Chamber of Commerce: Two named representatives
- *Reserves from the named body will be allowed when any named representative has a conflict of interest.*

4. Chairperson:

There will be a Chairman and Deputy Chairman of the group, to be reviewed, and either reappointed or changed, annually. The Chairman and Vice Chairman should represent different groups out of i) Cornwall Council ii) Saltash Town Council iii) Saltash Gateway CIC iv) Saltash Chamber of Commerce.

5. Officers:

5.1 Appropriate officers of Cornwall Council and Saltash Town Council will attend to observe and advise the Panel. These may include any or all of the following or their nominees:

- Town Clerk
- CC Community Link Officer
- CC Planning and Sustainable Development
- Other officers as invited in connection with specific items.

6. Frequency of Meetings:

6.1 The Panel will aim to meet quarterly according to a schedule to be agreed, or when required, to ensure the effective discharge of the responsibilities of the Panel.

7. Method of Operation:

7.1 At each meeting the Panel will agree on how it will advise Cornwall Council as to how the enhancement contribution should be deployed, in accordance with voting arrangements detailed below and the decisions made by Cornwall and Saltash Town Council will be made having regard to such advice.

7.1.1 In reaching its decision as to its advice, the Panel will have regard to the Codicil for Consideration of Proposals for Funding, attached to this Terms of Reference and Procedural Note.

7.2 The decision on expenditure can be made by the Service Director for Planning and Sustainable Development under the powers already delegated in the Cornwall Council Constitution. In so doing the Strategic Director for Economic Growth & Development will have regard to the advice provided by the Panel, probity issues, and the overall Cornwall Council policy framework, and the covenants made in the relevant S106 agreements.

8. Voting Arrangements:

8.1 Each Panel member will have one vote.

8.2 Projects will be approved where there is a majority vote. When the vote is split equally, the decision will be deferred by one meeting, for discussion, where a final decision must be made. The chair will have the casting vote.

8.2.1 Members will vote on a project if the project scores 50% or above on the scoring assessment (codicil for consideration of proposals for funding is included in appendix 1).

9. Quorum:

9.1 For the meeting to be quorate, at least one member from each organisation represented must be present.

9.2 For the vote to be quorate, at least 3 of the membership groups must vote.

10. Conduct and Interests:

10.1 Panel Members will follow the Code of Conduct for Members as set out in the Cornwall Council Constitution.

10.2 Panel Members must advise if there are any interests to declare.

10.3 Members who have led on the project will not be able to vote.

11. Press and Public:

11.1 When the Panel is to discuss information that is considered (by a simple majority of the Panel) to be of a confidential nature or where Cornwall Council would treat the information as being exempt from the public domain because it:

- is information that relates to an individual.

- is information which is likely to reveal the identity of an individual.
- is information relating to the financial or business affairs of any particular person or body (including Cornwall Council);
- or is information in respect of which any claim to legal professional privilege could be maintained in legal proceedings

and it is not in the public interest to allow the information to be discussed in the public domain, the press and public will be required to leave the room before the matter is discussed.

12. Agendas and Minutes

12.1 Agenda items relating to recommendations on expenditure must be notified to the Community Link Officer at least 6 working days in advance of the meeting.

12.2 Agendas will normally be issued to members of the Panel and supporting officers no less than 5 working days before a meeting.

12.3 Minutes will be normally issued to members of the Panel and supporting officers no more than 10 working days after a meeting.

12.4. Any Other Business items must not include items relating to recommendations on expenditure.

13. Review

13.1 A special review of the Terms of Reference may be agreed at any time if a future S106 agreement should be concluded in connection with a new development that includes funds to be deployed through the Panel.

13.2 Following such a special review the Terms of Reference may be amended in scope to include the Covenants of any such additional S106 agreements.

13.3 In any event, the Terms of Reference shall be reviewed annually and if necessary amended in the light of experience.

13.4 Such amendments as may be proposed following a normal or special review will be subject to the voting arrangements as set out in section 8 above.

APPENDIX 1

Saltash s106 funding deployment panel

Codicil for consideration of proposals for funding

1. The group considers that a guideline target for division of funds is:

Quora 106 (£258,000)	Town Centre Regen 100%
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2. The strength of 'Town Centre Regeneration projects' shall be considered with particular regard to value for money as regards:

LEVEL	CONSIDERATION
<Primary>	a. Impact on footfall in the town centre
<Secondary>	b. Impact on average length of stay in town centre c. Impact of quality of visitor experience to town centre d. Impact on average visitor spend in town centre
<Tertiary>	e. Other material considerations

3. The panel is primarily interested in **strategic level projects**: groups seeking small-scale funding are advised to consider other funding routes such as Saltash Town Council's community chest.
4. Applicants will be expected to demonstrate an appropriate approach to best value. Track record of the group may be considered and accounts may be requested.
5. Conditions may be imposed on successful funding applications, including a time limit on actually using the money and conditions to ensure community access to projects of community benefit.

Saltash Waterside CCTV

There has been a Rapid Deployable Camera (RDC) live on the Waterside for some time now.

This was originally installed by Fire and Rescue on a trial basis free of charge so we could see the benefits. They have now removed the camera as it was due a software upgrade and have fed back that it will be available for Saltash to continue using on the Waterside, but it will no longer be free of charge.

The cost of reinstallation is £385 and there is a daily admin charge of £25 per day.

Would Saltash Town Council consider funding the RDC over the Summer period up to the end of September?

We have certainly seen a decline in ASB on the Waterside since the camera has been in situ, albeit over the Winter/Spring months, but it is likely the camera has had an impact.

Some of the footage from the RDC was also used to support investigations and having spoken to some of the Waterside residents, they have felt far safer having the camera up and have expressed their support for it being reinstated.

I am waiting to hear when the RDC will be ready from but, at a guess, if we were to assume it could be redeployed from 1st July for 3 months to 30th Sept (92 days) this would cost £2,300 plus £385 installation = **£2,685.**

The recent Town Council public consultation showed the majority of the businesses and residents would like to see CCTV in the Town Centre and surrounding areas and it may be this could be a temporary solution until the funding for the permanent CCTV is secured.

Further information:

Sam Moore (Fire CCTV manager);

We don't live monitor the RDC's currently, however there may be an option to do so, but it would have a cost implication and would need to fit in with current monitoring hours which are 4pm – 3am Thurs, Fri, Sat and Monday. There has been a delay to the software upgrade on the RDC's I'm afraid, so we wouldn't be ready to redeploy until the latter part of July, but it could then be in position for as long as required, but with the admin charge of £25 per day. I've checked with control and we only had 3 ATV requests while the camera was insitu, however I do know that the footage was used to assist with the investigation into the suspected murder.*

**ATV= authority to view e.g. download the footage within a set time frame and provide this footage to the Police.*

Police Sgt Gary Smith;

Significant incident where a male fell from a wall and suffered life changing injuries, the subsequent police investigation was helped enormously by the RDC footage.

Waterside Resident feedback;

"The camera was taken down about 3 weeks ago, for 'software updates'. Please can you find out when it will be put back? We are sure it has been a most useful deterrent for this area"

"Ourselves and other residents of Tamar Street and Brooke Close have had to dial 999 to alert the police of fighting, drug use, fireworks (aimed at properties) and antisocial behaviour at the weekend. We have Police reference numbers but no CCTV images, which the police are asking for. Please can you advise ASAP"

End of report.

Lucy Allison

Community Safety Officer - East Cornwall

Budget Code: 6270 P&F Crime Reduction

Budget Availability: £36,950

Walk/cycle routes between Hatt and Carkeel

You may be aware that a 2021 survey of parish residents indicated that there is overwhelming support for the construction of a walk/cycle path between our parish and Carkeel.

The BOTHER group (Botus Fleming & Hatt Environmental Response) supported by Botus Fleming Parish Council (BFPC) commissioned a survey from Sustrans on the possibility of the project.

Sustrans (a registered charity that builds cycle routes and works with communities) carried out a survey and has now produced their final report. This is the current link to the report <https://we.tl/t-yXkodgBiju>

The BOTHER group have attempted to discuss the Sustrans cycle/walkway route which might partially traverse Treledan. This month BOTHER held a series of presentations and briefed residents of the attempts to introduce a walk/cycle path between our parish and Carkeel. The group have met with landowners along the proposed route and now know which owners are willing to assist and which routes could be viable.

BOTHER have attempted to engage with the developers at the Treledan site, but to date have still had no response.

We also understand that there has been discussions between Saltash Town Council and CORMAC with regards to the A388 at Carkeel and possible changes to the road set up at Carkeel. At this time we have no further information about those discussions and consultation.

Unfortunately the blockage in the system is now preventing us and BOTHER of progressing this important and time critical project.

We believe that Botus Fleming Parish Council (BFPC) and the residents of Botus Fleming and Hatt will be directly affected by the plans for Carkeel and that we should be part of any discussions or consultation.

We believe that there is some urgency in facilitating some dialogue between the developers at Treledan, Cornwall Council planners, CORMAC and Saltash Town Council whilst the routing opportunities still remain feasible.

BFPC and BOTHER would be extremely disappointed if a failure to communicate resulted in the project failing before it progressed any further.

Therefore we request that a meeting is arranged between BOTHER, BFPC, a representative from Saltash T.C., Patrick James (Planning & Sustainable Development Service (Area 7, South-East Cornwall) Planning case officer for the Treledan development), the developer for the Treledan site, CORMAC, Catherine Thomson (Cornwall Gateway Community Link Officer) and Martin Worth (Cornwall Councillor: Saltash Trematon & Landrake Division) to discuss at the earliest convenient time the walk/cycle path between Hatt and Carkeel.

Saltash Town Council – In the meantime could we request that a SPOC is identified from Saltash T.C. that liaises with BFPC with regards to discussions for the plans for Carkeel and any developments in Treledan that could affect our project?

End of report
Dave Edwards
Botus Fleming Parish Council

Saltash Leisure Centre Community Chest Funding Update

Background

Following the positive decision that GLL would retain Saltash Leisure Centre within its portfolio a working group was formed which included the Town Council, GLL and other local stakeholders.

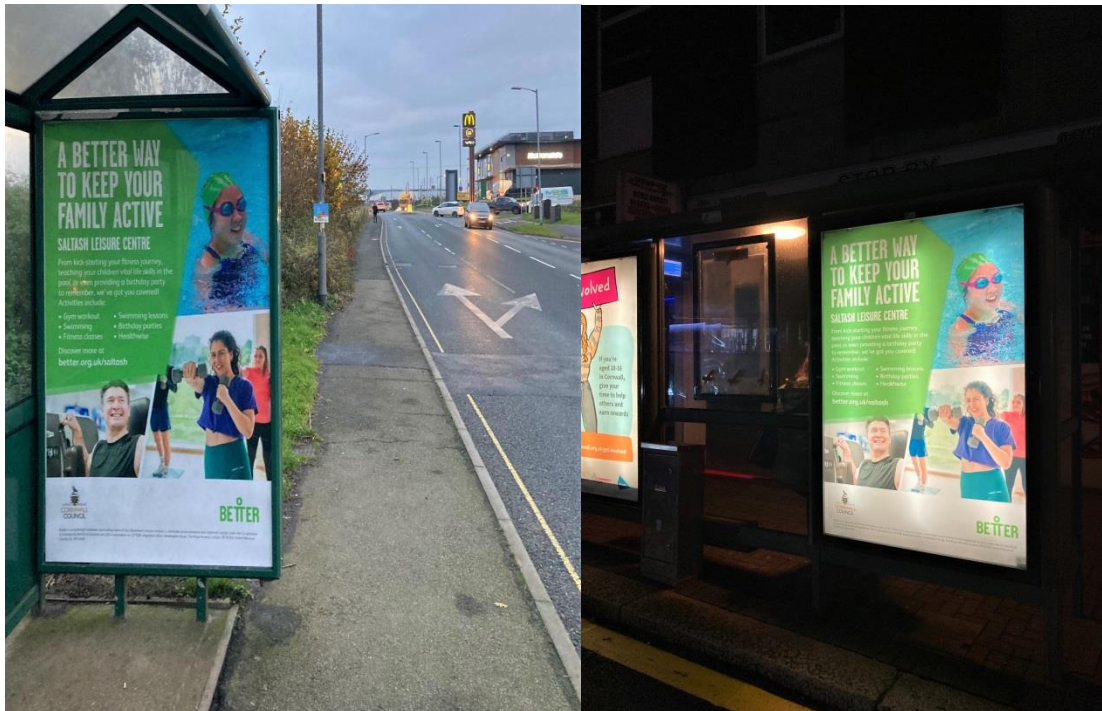
Following one of the meetings a Community Chest fund was discussed and the value of £1500 was awarded to GLL by Saltash Town Council on 11/11/2021. It was also agreed that GLL would match fund this amount.

The funding was to be used towards increasing the awareness and presence of Saltash Leisure Centre within the Community.

How the funding was spent.

As we were approaching year end the centre came up with an awareness campaign of what the centre offered at that current time. This included, gym, swim, swimming lessons, birthday parties, Healthwise and fitness classes. With door drops planned already for our January campaign it was decided that the Centre would target a number of locations within Saltash for bus stop advertising. The locations included;

- Callington Road, adj Lidl/McD's, inbound panel
- New Road, opposite Chinese
- North Road, near A38
- Fore Street, next to Co-op
- Fore Street, next to Barbers
- Callington Road, adjacent funeral directors
- Callington Road, opp Lidl/McD's, outbound panel



The bus stop advertising ran in the above locations for 3 weeks starting the 13th December 2021. The cost equated to £875 and then a further £210 for printing and distributing.

January Marketing Activity

The January 2022 campaign focused on our key products which generate the greatest amount of income and these are the Health and Fitness and Pool products.

Below is an example of the flyer that was distributed to just under 23,000 properties within the Saltash catchment.



The locations targeted are demonstrated in the table below;

Postcode	Town	Radius	Distance	Centre	Centre	Residential	Deliverable
Sector	Name	Catchment	(miles/km)	Postcode	Name	Households	Quantity
PL12 4	SALTASH	5km	0.64	PL12 6DJ	Saltash Leisure Centre, Saltash	4,412	3,838
PL12 6	SALTASH	5km	2.24	PL12 6DJ	Saltash Leisure Centre, Saltash	4,160	2,995
PL5 1	ST BUDEAUX	5km	2.6	PL12 6DJ	Saltash Leisure Centre, Saltash	5,456	4,583
PL5 2	PLYMOUTH	5km	3.38	PL12 6DJ	Saltash Leisure Centre, Saltash	4,590	4,361
PL11 2	TORPOINT	5km	3.98	PL12 6DJ	Saltash Leisure Centre, Saltash	3,489	3,085
PL2 2	PLYMOUTH	5km	4.17	PL12 6DJ	Saltash Leisure Centre, Saltash	4,838	4,064

Aside from the door drops a number of other promotional materials were created including Bus stop posters, social media assets, banners which went to Port View and on the school fence on Callington Road. Internal signage such as table talkers and various size posters were also produced.

A refer a friend campaign was also created which offered £15 off the new joiners joining costs and the referrer would be entered into a weekly prize draw.



The total marketing costs for the January campaign was £2103 and this does not include any further paid social media activity which would be covered by the Central Team.

Impact

The table below demonstrates our Better Health and Fitness position along with our Swim School.

I have also included current position so the current direction of travel can be seen

	Better HF Membership Heads	Better Swim School Heads
Nov-21	469	461
Dec-21	480	450
Jan-22	546	483
Feb-22	582	477
Mar-22	607	457
Apr-22	601	494
May- 22	608	497

As the table demonstrates there has been a significant change in direction since the end of November 2021 when customers were unsure on the security of the leisure centre compared to the numbers returning in December and into January.

Health and Fitness memberships had a positive movement of 77 heads and Swim School whilst only a small movement of 22 heads between the period of November 2021 to end of January 2022.

The movement to current day on Health Fitness has been significant with a growth of 128 heads since the start of January 2022. These figures however are still below the pre covid numbers of 2019 which was around 835 H+F members and work is still ongoing to ensure the centre continues to progress.