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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Devolution Sub Committee held at the Guildhall on Thursday 16th February 2023 at 6.30 pm

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

ALSO PRESENT: 4 Members of the Public, Councillor S Miller and H Frank (Cornwall Council), S Burrows (Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: None.

1/22/23 TO APPOINT A CHAIRMAN.

Councillor Martin informed Members that the first item of business is to appoint a Chairman for the meeting and that she would like to put herself forward.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to appoint Councillor Martin as Chairman for the purpose of this meeting only.

Councillor Martin in the Chair.

2/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

The Town Clerk informed Members of Councillor Miller's attendance at this evening's meeting and at the discretion of the Committee Councillor Miller may sit at the table and speak at the invitation of the Chairman, but has no voting rights.

The Chairman welcomed Councillor Miller and the public attending the meeting.

3/22/23

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.

4/22/23

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

None.

5/22/23

TO RECEIVE AND APPROVE THE MINUTES OF THE DEVOLUTION SUB COMMITTEE HELD ON 29TH SEPTEMBER 2021 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Devolution Sub Committee held on 29th September 2021 were confirmed as a true and correct record.

6/22/23

TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

The Chairman asked the Town Clerk to provide an overview of the agenda items, reports contained within the reports pack and Cornwall Council's devolution status, due to the Sub Committee not meeting for some time.

The Town Clerk confirmed that agenda items 7 a, b and c are existing devolution items approved by Full Council, the remaining items are new for Members consideration this evening, and that Cornwall Council's approach has varied slightly in order to better prioritise devolution interests received by Town and Parish Councils.

The Town Clerk requested Members consider its prioritisation of any devolution of assets and land that are of interest to the Town Council. The Town Clerk explained that a prioritised list will enable a detailed submission to be made to Cornwall Council with the list being inclusive of information on the responsibilities the Town Council wishes to obtain through the devolution programme.

The Town Clerk asked Members to advise on any areas of interest that may not be included on this evening's agenda as they should form part of the prioritisation list and included in the submission to the devolution programme – agenda item 12.

Members confirmed they had no further questions at this time and understood the purpose of a prioritised list.

TO RECEIVE AN UPDATE ON THE TOWN COUNCIL'S IDENTIFIED DEVOLUTION ASSETS AND LAND PROGRAMME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

- a. Saltash Waterside Partnership meeting notes and the future of the Waterside and Pontoon;

Councillor Bickford provided a verbal update since the report received at Full Council dated September 2016. This included improved waterside management, repairs and refurbishment of the pontoon with allocated monies and predicted financial forecasts on track to being achieved.

Councillor Bickford spoke of the strong partnership with Cornwall Council, Cornwall Council Maritime Department, the Town Council's Community Link Officer and the Coastal Communities Team.

The Town Clerk advised a future meeting with all relevant parties is scheduled to be held on site in March. Although partnership meetings were proposed to be held monthly, Members were asked to consider reducing to quarterly.

It was proposed by Councillor Martin, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Council;

1. To note the reports received and continue with the Saltash Waterside Partnership Working Group;
2. To reduce the meetings from monthly to quarterly;
3. To continue to work up the Terms of Reference for the Working Group;
4. To continue with Cornwall Council's Tenancy at Will relating to the Pontoon at Jubilee Green.

- b. Cornwall Council Standard Heads of Terms for the Maurice Huggins Tea Room and Victoria Gardens;

The Town Clerk expressed concerns regarding items contained within Cornwall Council's Heads of Terms, such as, the use of the Maurice Huggins Room and the responsibility to repair Victoria Gardens in its current state (Grade II Listed monument, the walls, footpaths, railings, any gates and large trees).

The Town Clerk informed Members that the condition and health and safety aspect of the pine tree (photos provided) had been reported to Cornwall Council's Environment Team as this property falls under their management.

The Town Clerk brought Members attention to the Building Survey report conducted in 2018, five years on.

The report included concerns around the condition of the surrounding walls, railings, pathways and large trees situated in Victoria Gardens.

Members discussed in length their reasons for requesting to devolve as a Freehold Victoria Gardens and the Maurice Huggins Room (MHR) to the Town Council.

The Town Clerk advised Members that the Town Council has a responsibility to ensure due diligence has been met and advised Members to get an up to date Building Surveyors report together with full costing prior to committing the Town Council to a Lease or Freehold with Cornwall Council.

The Town Clerk further confirmed she understood Members frustration and that should they wish to undertake low maintenance works (bedding plants, grass cutting, shrub work) ready for the Spring/Summer months to request from Cornwall Council a Licence to work in Victoria Gardens for that period.

It was **RESOLVED** to note that Cormac are currently addressing uneven footpaths and trip hazards caused by tree roots in Victoria Gardens and that works will raise the paths with a special method that doesn't harm the trees and allow for future growth.

It was **RESOLVED** to note that Cornwall Council have given permission for Saltash Town Council to occupy the Maurice Huggins Room under an implied tenancy at will until such time as devolution is agreed.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council;

1. To request a Licence or Service Level Agreement (SLA) from Cornwall Council to allow the Town Council to tidy the lower lying areas such as, the shrubs, grass cutting and bedding plants, during the months of Spring/Summer 2023;
2. The Climate Change and Environment Working Group to consider a short term vision to tidy Victoria Gardens working with the Town Council and relevant volunteer groups, reporting back at the next Devolution Sub Committee Meeting;
3. To appoint the Town Council's Building Surveyor to provide an updated Building Surveyors Report and associated cost for Victoria Gardens only to be received at future Devolution Sub Committee meeting;

4. To request the latest Cornwall Council's tree condition survey and maintenance works for Victoria Gardens;
5. The Town Clerk to continue to liaise with Cornwall Council to undertake relevant work to the pine and monkey puzzle trees;
6. The Devolution Sub Committee to look at the long term vision of devolving Victoria Gardens and the Maurice Huggins Room to the Town Council;
7. Subject to better negotiations with Cornwall Council, to approve to devolve Victoria Gardens and the Maurice Huggins Room to Saltash Town Council as a Freehold site.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to Policy and Finance to allocate to budget code 6224 Professional Costs the Building Surveyors fees to undertake a Building Surveyors Report for Victoria Gardens only.

Cornwall Councillor Frank offered her support and assistance when applying for a Licence or SLA with Cornwall Council.

c. Longstone Garage and Store existing lease terms:

The Town Clerk advised that the existing Lease with Cornwall Council is not due to expire until March 2024 therefore it is not on the current devolution programme list possibly because the Lease runs for another year. The Town Clerk has enquired with Cornwall Council how Longstone Garage and Store could be considered on Cornwall Council's devolution list if Members are interested in pursuing that and is awaiting a response.

It was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED** to continue with the current Lease and revisit upon receipt of the new Lease from Cornwall Council.

8/22/23

TO RECEIVE A REPORT ON THE MEMORIAL PEACE GARDEN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members of recent correspondence received from Cornwall Council regarding a request to plant a tree in memory of the Late Brad Hine.

Cornwall Council advised the Town Clerk that no Agreement, Licence to work, or Lease is in place between Cornwall Council and Saltash Town Council for the Memorial Peace Garden. The Town Clerk has been asked by Cornwall Council's Open Space Officer to refrain from making any alterations to the site, until there is an agreement in place.

The Chairman together with Members approval invited Mrs Sue Hooper to speak in relation to this matter due to her large involvement in the Memorial Peace Garden Project.

The Town Clerk thanked Mrs Sue Hooper for providing paperwork relating to the Memorial Peace Garden Project.

It was **RESOLVED** to note the Town Clerk's findings.

It was proposed by Councillor Peggs, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Council;

1. To approve for Cornwall Council to urgently work up a Generic Grounds Maintenance Licence for Saltash Town Council to carry out various maintenance works, bedding and tree planting, installations, and social gatherings on the site;
2. To approve for Saltash Town Council to request a Freehold within Cornwall Council's Devolution Programme for the Memorial Peace Garden site.

Councillor Yates left the meeting.

9/22/23

TO RECEIVE A REPORT ON ALEXANDRA SQUARE TOILETS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members that Saltash Town Council have a Tenancy at Will with Cornwall Council and asked Members to consider requesting a Lease for 99 years providing extra security to the Town Council.

The Town Clerk informed Members that Saltash Town Council has a 99 year Lease on Belle Vue and Longstone Park toilets.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to approve for Saltash Town Council to request a Freehold within Cornwall Council's Devolution Programme for Alexandra Square Toilets.

It was further requested that Cornwall Council consider the Memorial Peace Garden and Alexandra Square Toilets as a Freehold Package.

Councillor Yates returned to the meeting.

10/22/23

TO RECEIVE A REPORT ON SALTASH CAR PARKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Cornwall Councillor Frank spoke of a complaint received from a resident in relation to the poor state of Alexandra Car Park. Councillor Frank supported the complaint and pursued with relevant departments within Cornwall Council and the Town Clerk resulting in a Cornwall Council Officer visiting the site to conduct an up to date survey.

The Cornwall Council Officer agreed the conditions of the car park required immediate address with confirmation received that resurfacing works were scheduled to be undertaken by Cormac in the following few months.

Members discussed various car parks in Saltash and consideration was given to include car parks on Saltash Town Council Devolution Programme.

It was proposed by Councillor Bickford, seconded by Councillor Yates and **RESOLVED** to defer to a future Devolution Sub Committee meeting to allow the Town Clerk to obtain from Cornwall Council the latest available data for Saltash car parks reporting back at a future Devolution Sub Committee meeting.

Members requested the Town Clerk at the next Saltash Leisure Centre Working Group to ascertain the nature of the leasing agreement between Cornwall Council and GLL for the Leisure Centre car park.

11/22/23 **TO RECEIVE AN UPDATE ON THE MAINTENANCE OF LONGSTONE PARK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members that the work at Longstone Park mostly involves addressing uneven and restricted footpaths and trip hazards caused by tree roots, and works will raise the paths with a special method that doesn't harm the trees and allows for future growth. In addition, the fence to the play area on the side of the bowling club will be replaced and realigned to allow room for a new much improved path around the outside and step improvements at the lower end.

Cornwall Council have no plans to do anything to the tennis courts, bins, benches and play equipment.

It was proposed by Councillor Gillies, seconded by Councillor Martin and **RESOLVED** to note the Town Clerk's update and defer the item to a future Services Committee meeting upon receipt of further information received from Cornwall Council.

12/22/23 **TO CONSIDER RECOMMENDING TO FULL TOWN COUNCIL A DEVOLUTION PRIORITISATION PROGRAMME.**

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

1. Saltash Town Council's Devolution Prioritisation Programme as a living document and work in progress which will evolve as the Devolution Plan for Saltash evolves – as attached;
2. Submit Saltash Town Council's Devolution Prioritisation Programme to Cornwall Council's Devolution Department and Community Link Officer to further progress.

13/22/23 **TO FURTHER INVESTIGATE THE RENOVATION OF SUMMERFIELD PARK BY FRIENDS OF SUMMERFIELD AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk updated Members on the recommendation from the Services Committee meeting received February 2022.

Members agreed the recommendation was made prior to the progress of the Friends of Summerfield and felt it was no longer suitable for the Sub Committees consideration.

It was **RESOLVED** to continue to support Friends of Summerfield and congratulate them on their continued hard work and progress to date.

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.

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.

None.

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

None.

Councillor Bickford left the meeting.

DATE OF NEXT MEETING

Members discussed a date for the next Meeting to ensure continuation of the Devolution Sub Committee is met.

Friday 17 March 2023 at 6.30 pm

Rising at: 8.27 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council - Devolution Programme - Living Document

Priority Order (most important to least important)	Site	Ownership	Saltash Town Council Current Agreement	Saltash Town Council Formal Responsibility	Short Term Aspirations	Medium Term Aspirations	Long Term Aspirations	Meeting date	Minute Number
1	Victoria Gardens The Maurice Huggins Tea Rooms	Cornwall Council	Victoria Gardens - No current agreement MHR - Implied Tenancy at Will	Victoria Gardens - N/A The Maurice Huggins Tea Room - hire facility to community groups / cleaning	Licence to work or SLA to tidy the lower lying areas (shrubs, grass, bedding plants) during the Spring/Summer 2023 and for the Coronation celebrations	Cornwall Council to undertake the high risk works offering Saltash TC improved Heads of Term to form a Lease	Freehold	16.02.23	7/22/23 (b)
2	Memorial Peace Garden	Cornwall Council	No current agreement	None, currently undertake grounds maintenance work to the site	Generic Grounds Maintenance Licence to undertake various maintenance works, bedding and tree planting, installations and social gatherings on site	Lease 99 Years	Freehold - part of a package with Alexandra Square Toilet Block	16.02.23	8/22/23
3	Alexandra Square Toilet Block	Cornwall Council	Tenancy at Will	General maintenance and operations	Lease 99 Years	Lease 99 Years	Freehold - part of a package with the Memorial Peace Garden	16.02.23	9/22/23
4	Longstone Park	Cornwall Council	No current agreement	N/A	Defer to the Services Committee upon further information from Stuart Wallace regarding various work to the site	Request options to work with Cornwall Council to further improve the park facilities - tennis courts, picnic benches, play equipment.	Freehold	16.02.23	11/22/23
5	Waterside - Pontoon Jubilee Green Boat Park, Car Park, Garages and Slipway Brunel Green	Cornwall Council	Pontoon - Tenancy at Will Jubilee / Brunel Green - No current agreement	General maintenance and operations of the Pontoon	Tenancy at Will for the Pontoon. Better understand the Pontoon and STC revenue data. Continue with the Saltash Waterside Partnership Working Group meetings on a quarterly basis.	Tenancy at Will for the Pontoon, possible Lease. Continue with the Saltash Waterside Partnership Working Group meetings on a quarterly basis. Better understand from Cornwall Council Jubilee / Brunel areas overtime.	Freehold	16.02.23	7/22/23 (a)