

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 9th January 2024 at 6.30 pm

PRESENT: Councillors: J Brady, R Bullock, J Dent, S Lennox-Boyd, S Martin, S Miller (Chairman), B Samuels, P Samuels (Vice-Chairman) and B Stoyel.

ALSO PRESENT: S Burrows (Town Clerk), W Peters (Finance Officer) and M Thomas (Senior Policy and Data Compliance Officer)

APOLOGIES: R Bickford, J Foster, S Gillies, M Griffiths, L Mortimore, J Peggs and D Yates.

117/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

118/23/24 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
Martin	21	Non-Pecuniary	Knows company that has quoted for the work..	Yes

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

None.

119/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

120/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 14TH NOVEMBER 2023 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** that the minutes of the Policy and Finance Committee held on 14th November 2023 were confirmed as a true and correct record.

121/23/24 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO NOVEMBER.

It was **RESOLVED** to note.

122/23/24 TO NOTE THAT PETTY CASH IS RECONCILED UP TO NOVEMBER.

It was **RESOLVED** to note.

123/23/24 TO RECEIVE AND NOTE A REPORT ON VAT.

It was **RESOLVED** to note.

124/23/24 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS.

It was **RESOLVED** to note.

125/23/24 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.

126/23/24 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Finance Officer reported that in order to avoid overspends on two budgets it was necessary to request that Members consider making two virements.

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and **RESOLVED** to note the current committee budget statements and to make the following virements:

1. £700 from budget code 6301 Stationery to 6200 Bank Charges;
2. £800 from budget code 6301 Stationery to 6300 Telephone.

127/23/24 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Finance Officer reported that two debtors had now paid, Saltash Probus and We Are With You.

It was **RESOLVED** to note.

128/23/24 TO RECEIVE A REPORT TO RATIFY THE TOWN COUNCIL CYBER AND PONTOON INSURANCE AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to ratify the Pontoon Insurance for 2023/24 at a cost of £2,159.44 including taxes and Cyber Insurance for 2023/24 at a cost of £1,327.39 including taxes allocating to budget code 6205 P&F Insurance.

Councillor Martin arrived and joined the meeting.

129/23/24 TO RECEIVE A REPORT ON THE TOWN COUNCIL FLEET INSURANCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk expressed the importance of Town Council fleet insurance and confirmed that should there be a significant rise she would liaise with the Chairman and Vice Chairman prior to committing the Town Council to a new policy.

It was proposed by Councillor Brady, seconded by Councillor Stoyel and **RESOLVED** to delegate to the Town Clerk and Finance Officer to obtain Town Council Fleet Insurance for the year 2024/25 at a cost not exceeding a 50% increase, reporting back to a future Policy and Finance Committee meeting.

130/23/24 TO RECEIVE A REPORT ON THE TOWN COUNCIL PRECEPT LEAFLET FOR THE YEAR 2024-25 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to:

1. Approve Option 2 as the design/text;
2. Advertise the precept information leaflet as a double page centre spread in the Saltash Observer March 2024 edition at a cost of £1,500 plus VAT allocated to budget code 6301 Stationery;
3. Continue with other sources of advertising as agreed at the Policy and Finance Committee Meeting held on 14th November 2023 (minute number 110/23/24).

131/23/24 THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

132/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

133/23/24 TO RECEIVE AND CONSIDER THE FOLLOWING COMMITTEES RECOMMENDATIONS AND CONSIDER ANY ACTIONS:

- a. Policy and Finance held on 14th March 2023.

It was proposed by Councillor Miller, seconded by Councillor Bullock and resolved to **RECOMMEND** the Public Loudspeaker Policy subject to further amendments (as attached) to Full Council to be held on 11th January 2024.

- b. Planning and Licensing held on 19th September 2023.

It was proposed by Councillor B Samuels, seconded by Councillor Brady and resolved to **RECOMMEND** the amendments to the Planning - A Guide for Councillors (as attached) to Full Council to be held on 11th January 2024.

- c. Burial Authority held on 25th September 2023.

It was proposed by Councillor Dent, seconded by Councillor Miller and resolved to **RECOMMEND** the amendments to the Cemetery Management Policy and Regulations (as attached) to Full Council to be held on 11th January 2024.

- d. Services held on 14th December 2023.

It was proposed by Councillor P Samuels, seconded by Councillor Brady and **RESOLVED** to approve a licence to work within the highway at a cost of £97 to be allocated to budget code 6270 EMF Crime Reduction to support a free CCTV trial in Fore Street.

134/23/24 TO RECEIVE THE TOWN COUNCIL HEALTH AND SAFETY AUDIT YEAR ENDED 2023 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk briefed Members on the Town Council Health and Safety Audit for the year ended 2023 and the necessary actions required to address the issues raised in the audit.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to delegate authority to the Service Delivery Manager working with the Town Clerk to procure items to meet the health and safety audit requirements, working within the relevant Policy and Finance Committee budgets, reporting back to a future Policy and Finance Committee meeting.

135/23/24 TO CONSIDER THE POLICY AND FINANCE COMMITTEE PRIORITIES FOR THE NEXT THREE YEARS WORKING WITHIN THE SIX TOWN COUNCIL STRATEGIC PRIORITIES.

It was proposed by Councillor Brady, seconded by Councillor Stoyel and **RESOLVED** that Members reviewed the Town Council Strategic Priorities and identified the role of the Policy and Finance Committee as being governance/policy led, supporting all aspects of the six Strategic Priorities.

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

136/23/24 TO RECEIVE A REPORT ON THE TOWN COUNCIL MODERN LOGO AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to appoint Company C at a cost of £60 allocated to budget code 6301 Stationery to replicate the Town Council Modern Logo, producing an optimised digital design.

Councillor Martin was invited and rejoined the meeting.

137/23/24 TO RECEIVE A REPORT ON HM LAND REGISTRY BUSINESS E SERVICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk reported the ongoing process involved in obtaining Land Registry documentation for Town Council owned land that has been identified as labour intensive and cost expensive. Members were asked to consider options to simplify and improve the process.

It was proposed by Councillor P Samuels, seconded by Councillor Brady and **RESOLVED** to:

1. Delegate to the Finance Officer working with the Responsible Finance Officer to setup a Town Council HM Land Registry variable direct debit in line with Financial Regulations Section 6.7;
2. Allocate associated Land Registry costs to budget code 6224 Professional Costs, working within budget;
3. Delegate to the Assistant Town Clerk to setup a Town Council free of charge HM Land Registry Business E-Services Account.

138/23/24 TO RECEIVE A REPORT ON THE TOWN COUNCIL MEDIA SUBSCRIPTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and **RESOLVED** to cease all media subscriptions received in the Guildhall with immediate effect.

139/23/24 TO RECEIVE A REPORT ON THE NEIGHBOURHOOD PLAN WEBSITE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members considered options for migrating, retaining and managing the Town Council Neighbourhood Plan website content following notification that the current website provider is due to close the site shortly.

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

1. Appoint Company A, Option 2 at an initial year one cost of £225 to migrate and host the Town Council Neighbourhood Plan website content with an ongoing annual cost of £105 subject to inflationary increase;
2. Allocate the associated cost to budget code 6275 EMF Neighbourhood Plan;
3. Delegate authority to the Assistant Town Clerk to sign off the provider agreement on behalf of the Town Council; subject to the Town Clerk seeking further clarification regarding the static site.

140/23/24 TO RECEIVE AN AMENDMENT TO THE TOWN COUNCIL SEALS AND LOGO POLICY AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Miller, seconded by Councillor B Samuels and resolved to **RECOMMEND** the amendments to the Town Council Seals and Logo Policy (as attached) to Full Council to be held on 11th January 2024.

141/23/24 TO RECEIVE THE HIRE OF PUBLIC LOUDSPEAKER POLICY AND CONSIDER ANY ACTIONS.

It was noted that this item was taken under agenda item 18a, minute number 133/23/24a.

142/23/24 TO RECEIVE A REPORT FROM SALTASH YOUTH NETWORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

143/23/24 TO RECEIVE REPORTS ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

a. CC269 Saltash United Football Club:

It was proposed by Councillor Stoyel, seconded by Councillor Brady and **RESOLVED** to note the report and delegate authority to the Receptionist to obtain a further report on the project to be received at the Policy and Finance meeting to be held on 12th March 2024.

b. FF118 Tincombe Tea Party:

It was **RESOLVED** to note.

c. FF115 Saltash Regatta:

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

1. Note the uncertainty of future Regatta events and to offer support within the Town Council remit as and when required;
2. Further to that, Members identified that the Town Council Grants Policy level of funding per event may not be fit for purpose due to ongoing increase in cost and wish to review at the meeting of Full Council to be held on 1st February 2024 due to the organisation of up and coming events happening soon.

144/23/24 TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:

a. Livewire:

It was **RESOLVED** to note.

b. The Core:

It was **RESOLVED** to note.

145/23/24 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group:

Nothing to report.

b. Saltash Team for Youth:

Nothing to report.

c. Section 106 Panel:

Nothing to report.

146/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

147/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

148/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

149/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

150/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Martin, seconded by Councillor B Samuels and **RESOLVED** to issue the following press and social media releases:

- a. Precept information leaflet – March 2024.

DATE OF NEXT MEETING

Tuesday 12 March 2024 at 6.30 pm

Rising at: 7.50 pm

Signed: _____
Chairman

Dated: _____

Public Loudspeaker System

RESPONSIBLE COMMITTEE: P&F

This is a policy/procedure document of Saltash Town Council to be followed by both Council Members and Employees.

Current Document Status			
Version	2 DRAFT	Approved by	
Date	01.2024	Date	
Responsible Officer	AJT	Minute no.	
Next review date			

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
Feb 2023	1 DRAFT	AJT	-	-	NEW
Oct 2023	2 DRAFT	AJT	P&F 09.01.2024		REVISED DRAFT – updated responsibility re PPL PRS licence and decibel levels. REC to FTC

Document Retention Period
Until superseded

Public Loudspeaker System

Background

The Town Council has installed a 12 speaker, weather resistant, outdoor sound system in Fore Street.

The system is provided to enhance and support community events, allowing announcements and entertainment to be heard throughout the street.

Restrictions

Use of the system is regulated by the Control of Pollution Act 1974 c.40 Pt III s.62.

The loudspeakers may not be operated for any purpose between the hours of 9.00pm and 8.00am.¹

Advertising of any entertainment, trade or business is not permitted at any time².

Hire

The system comprises an amplifier, mixer, wireless microphone system and media player and is available to hire on application in writing to the Guildhall. Acceptable licensed activities are listed in the STC Premises Licence which is available on the STC website. Hirers should note that the restrictions on loudspeaker operating times above apply under the Premises Licence Appendix 2 Clause 2.4.3 Prevention of public nuisance.

Hire is free of charge.

The hirer is responsible for providing a Phonographic Performance Limited/ Performing Rights Society (TheMusicLicence from PPL PRS) licence where required. A copy of the licence should be submitted with the application.

Applications will be reviewed by the Town Clerk, concerns raised from Applications will be raised with the Chairman of the Council and or Chairman of the Services Committee.

The decision of the Town Council is final.

Conditions of Hire

Planning:

Users of the loudspeaker system should be aware when planning their event that there is residential accommodation in close proximity to Fore Street. Not everyone will enjoy musical entertainment and there may be a negative impact, which may lead to complaints. The event organizer is responsible for appropriate and effective noise management and control.

¹ Control of Pollution Act 1974 c.40 Pt III s.62 (1)(a)

² Control of Pollution Act 1974 c.40 Pt III s.62 (1)(b)

The Town Council will publish notice of events via social media and notice boards. The hirer should provide adequate notice of events in any promotional material.

Use of the equipment:

All electrical equipment being attached to the equipment should have a current PAT testing certificate and a copy (copies) should be provided with the application.

The decibel level has been set and users should not attempt to adjust this level or any other settings on the equipment.

During the event:

During the event users may be asked to reduce volume levels. If you are asked to reduce volume levels you should immediately comply with the request.

Amplified live music should not be played continuously for more than an hour in a built up area. Users are asked to be mindful of this and ensure a break of a minimum of 15 minutes is applied.

The Town Council reserves the right to terminate a hire of the loudspeakers where conditions are not complied with and/or numerous complaints are received.

After the event

The results of noise monitoring and any complaints are to be reported to the Town Clerk. Where future applications are received, consideration will be given to compliance with conditions, the number of complaints received and the applicants ability and co-operation in controlling noise levels from the event.

Complaints

Anyone wishing to make a complaint about an event should follow the Town Council Code of Practice for Handling Complaints. This can be viewed on the Town Councils website on the following weblink <https://www.saltash.gov.uk/policies.php>

SALTASH TOWN COUNCIL

Booking form for consent to use the loudspeakers in Saltash Fore Street for the following:

Applicant Details

Title:Click or tap here to enter text.

First Name:Click or tap here to enter text.

Last Name:Click or tap here to enter text.

Address:Click or tap here to enter text.

Postcode:Click or tap here to enter text.

Mobile Telephone Number:Click or tap here to enter text.

Email:Click or tap here to enter text.

Is the person responsible for the event on the day, and testing of equipment before the event different from the above?

Yes:

No:

Please provide details of the person/s responsible for the event:

Title:Click or tap here to enter text.

First Name:Click or tap here to enter text.

Last Name:Click or tap here to enter text.

Address:Click or tap here to enter text.

Postcode:Click or tap here to enter text.

Mobile Telephone Number:Click or tap here to enter text.

Email:Click or tap here to enter text.

Event Information

Name of the Event:

Address of the Event:

Estimated number of participants:

Date of Event: Click or tap to enter a date.

Start Time: Click or tap here to enter text.

End Time: Click or tap here to enter text.

Hours of Loudspeaker Operation:

Please check the type of sound to be emitted:

Speech: Recorded Music: Live Music: Other:

It is the responsibility of the person / organisation applying to obtain a PRS\PPL license for the use of the loudspeakers.

PRS\PPL License has been obtained Yes: Not applicable:

If not applicable state why is it not applicable.....

Is the event a Fundraiser? Yes: No: Beneficiary:

Details of the nature of activities at this event (e.g. demonstration, march, speeches, instructions to participants):

Click or tap here to enter text.

State the reason why there is a need to use a loudspeaker for the period / hours / days applied for (e.g. incidental music, announcements, demonstration)

Click or tap here to enter text.

Will you require use of the wireless microphones:

Yes: No:

Applicant's Statement of Agreement:

I hereby affirm that the above information is true and correct in describing the intent of this application. I _____ the undersigned, agree to use the loudspeakers in a careful and prudent manner so as not to cause complaints from neighbours. I understand the decibel range has been capped at 85dB therefore should I require to, I will lower or terminate the amplification levels when requested. I will ensure that where amplified music is played in a built up area there will be a break of a minimum of fifteen minutes every hour. I understand it is an offense to use loudspeakers for any purpose in the street at night between 9pm and 8am and that the Council does not authorise use of the loudspeakers during that period of time. I understand it is my responsibility to obtain a PRS licence if required.

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Approved:

Not approved:

By: _____ Date: [Click or tap to enter a date.](#)

(Administration Department Staff)

Reason for Denial: _____

Planning - A Guide for Councillors

RESPONSIBLE COMMITTEE: P&L

This is a policy/procedure document of Saltash Town Council to be followed by both Council Members and Employees.

Current Document Status			
Version	2023	Approved by	ATM
Date	May 2023	Date	04.05.2023
Responsible Officer	AJT	Minute no.	65/23/24c(xii)
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Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
01/2023	1	AJT	P&L 19.01.2021	32/20/21	New – merged document to include all planning policies.
04/2021	1	AJT	ATM 20.05.21	46/21/22c(x)	Reviewed for reapproval – new council
05/2022	1/2022	AJT	ATM 05.05.2022	54/22/23b(xv)	Reviewed for reapproval
05/2023	2023	AJT	ATM 04.05.2023	65/23/24c(xii)	Readopted
09/2023	9/2023	AJT/FM	P&L 19.09.2023	68/23/24	Amended section 4. Rec to P&F 14.11.2023.
01/2024	2024	AJT/FM	P&F 09.01.2024		Approved – Rec to FTC 11.01.2024

Document Retention Period
Until superseded

This handbook brings together protocols and guidance for Councillors to use when considering planning applications.

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1. Planning Applications – Guide for Town Councils (Cornwall Council)

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CORNWALL
COUNCIL
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Planning Application Consultations

A Guide for Parish/Town Councils by
Application Type

Date 02/05/2019

Planning and Sustainable Development

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Introduction

This document has been produced for the use of Parish/Town Council and indicates consultations with Parish/Town Councils by planning application type.

In accordance with the Planning and Compulsory Purchase Act 2004 Planning have adopted a [Statement of Community Involvement \(SCI\)](#) which outlines how the Cornwall Council will involve local communities, businesses and other interested parties when preparing planning policies and determining planning applications. Information regarding how this document was prepared along with the previous version can be view on the [Statement of Community Involvement web page](#).

Information regarding consultations on planning applications as well as guidance on the planning process as a whole can be found in the [Day in the life of a Planning Application](#) interactive on-line planning tool.

Information regarding prior notification/approval use classes indicated below can be found in The Town and Country Planning (General Permitted Development((England) Order 2015

http://www.legislation.gov.uk/uksi/2015/596/pdfs/uksi_20150596_en.pdf - Please note that this order was updated in 2018 and changes can be viewed here <http://www.legislation.gov.uk/uksi/2018/343/made> however the information regarding what each class relates remains the same.

Table 1 Consultations by Application Type

Consultations by Application Type			
Application Type	Consulted	Self-Serve	No Consultations Required
<u>Prior Notifications</u>			
Prior notification of agricultural or forestry development - proposed building (AF)			✓
Prior notification of agricultural or forestry development – proposed building (AF2)	✓		
Prior notification of agricultural or forestry development - proposed road			1
Prior notification of agricultural or forestry development - excavation/waste material			1
Prior notification of agricultural or forestry development - proposed fish tank (cage)			1
Prior notification of proposed demolition			1

Prior notification of proposed development by telecommunications code system operators	✓		
Prior Approval within Part 3 classes C,J,M,N,O,P,Q,R,S, and T		2	
Prior Approval within Part 4 class E		2	
Prior Approval within Part 7 class C		2	
Prior Approval within Part 14 class J		2	
Prior approval within Part 17 (all classes)			✓
Prior Approval of a Proposed Larger Home Extension		2	
Prior approval for proposed mining and mineral exploration development	✓		
<u>Lawful Development Certificates</u>			
Application for a Lawful Development Certificate for a Proposed use or development			✓

Application for a Lawful Development Certificate for an Existing use or operation or activity including those in breach of a planning condition	✓		
<u>All other application types</u>			
Application for a non-material amendment following a grant of permission	✓		
Application for discharge of a condition		✓	
Application for approval of reserved matters following outline approval	✓		
Application for Certificate Of Appropriate Alternative Development Land Compensation Act 1961, Section 17 as Substituted by Section 64 of the Planning Compensation Act 1991			✓
Application for consent to display an advertisement(s)	✓		
Application for hedgerow removal notice	*		
Application for listed building consent for alterations, extension or demolition of a listed building	✓		
Application for Outline Planning Permission	✓		

Application for Planning Permission	✓		
Application for Permission in Principle (PiP)	✓		
Technical Details Consent	✓		
Householder Application for Planning Permission for works or extension to a dwelling	✓		
Application for Planning Permission for Mineral Extraction and Ancillary Operations/Developments	✓		
Application for removal or variation of a condition following grant of planning permission	✓		
Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a Conservation area	✓		
Environment Act 1995 (Section 96 and Paragraph 9 of Schedule 13, Paragraph 6 of Schedule 14) Initial and Periodic Reviews Application for Determination of Conditions for Mineral Site / Mining Site	✓		
Modification and Discharge of Planning Obligations (VS106 less than 5 years old)	✓		

Modification and Discharge of Planning Obligations (VS106 more than 5 years old)	✓		
Modification and Discharge of Planning Obligations (V52)			✓
Dead or Dangerous Tree Notice Form (Exception Notices)		✓	
EIA Screening Opinion Requests			✓
EIA Scoping Opinion Requests			✓
<u>Additional Services Requests</u>			
Pre-Apps (Publically Available)		✓	
Pre-Apps (Confidential)			✓
Do I Needs			✓

*At the discretion of the Case Officer

1 These prior notifications are publically available however as they are notifications to take up permitted development rights no consultations are required.

2 These prior approvals are publically available however only consultations with neighbours are required. Comments can be received regarding the effect on the amenity of neighbours as and accuracy of information submitted.

Enquiries and Contact Information

Any queries relating to individual application should be directed to the Case Officer in the first instance.

For any general planning enquires please contact Planning General Enquiries on 0300 1234 151 or email planning@cornwall.gov.uk.

For any enquiries regarding information contained in this document or consultation arrangements please contact Donna Moore on 01872 224423 or email donna.moore@cornwall.gov.uk.

Prepared by:

Donna Moore
Principal Development Support Officer
Planning and Sustainable Development 2
May 2019

If you would like this information in another format please contact:

Cornwall Council, County Hall
Treyew Road, Truro TR1 3AY

Email: comments@cornwall.gov.uk Telephone: 0300
1234 100 www.cornwall.gov.uk

2. Planning: Guiding Principles – Pre-Application Discussions

Saltash Town Council

Policy/Procedure:

Planning: Pre-application Discussions

Date of Adoption:

April 2018

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	1	Approved by	P&R
Date	April 2018	Date of approval	10.04.2018
Responsible Officer	AJT	Minute reference	07/18/19k
Responsible Committee	P&R	Review date	Start of new council term or if change in advice from CALC

Version History			
Date	Version	Author/Editor	Comments
April	1	AJT/CALC	

Review Record				Completed by
Date	Type of Review	Minute number	Summary of actions	
		07/18/19k		

Guiding Principles for Pre-Application Discussions

Pre-application discussions have an important role in all types of planning applications. Local Councils are particularly aware of the importance of public perception in planning and the need for transparency in the relationships with developers.

Pre-application meeting

In considering a request to meet with the developer prior to formal submission of a planning application, Saltash Town Council would expect that:

1. The meeting is open to the public to attend and has been reasonably advertised.
2. The developer meets all reasonable costs of hosting of the public meeting including the provision of large-scale paper plans for display purposes.
3. A public consultation or engagement event is either already scheduled, or firmly planned.

Saltash Town Council may wish to combine public engagement events with a scheduled council meeting rather than a separate event. Whilst for large developments an initial pre-app meeting and community engagement event may be far apart in time, the small applications, these could effectively be undertaken at the same meeting. Saltash Town Council will not normally hold private meetings with developers unless there is a necessary and compelling reason which could be justified to the public (for example a strong commercial sensitivity, where a developer wishes to receive an initial steer before deciding whether to progress).

Pre-application community engagement (PACE)

Saltash Town Council will encourage developers to carry out engagement with the local community before submitting plans for significant or complex developments. Any PACE meeting must meet the following expectations:

1. The venue is convenient and accessible in the community.
2. Sufficient and timely publicity within the community and to likely interested parties. The timing of the meeting should be appropriate to allow as wide a range of people as possible to attend.
3. That there is a genuinely open mind and willingness to adapt plans in response to community feedback.
4. The developer meets all reasonable costs of hosting a public meeting including the provision of large-scale paper plans for display purposes.

Saltash Town Councillors are advised not to attend separate private briefings as part of public consultation, but instead to attend a public event.

As well as working with the Town Council on public engagement events, developers also have the option of a formal pre-application community engagement forum facilitated by Cornwall Council for more significant or complex applications. Developers should contact Cornwall Council for further details on these options.

Pre-application process and the Code of Conduct for local councils

It is noted that some Town Councils are concerned about potential issues with encouraging early conversations with developers on pre-application proposals. These include requests for meetings with individual councillors and how feedback on the proposal could be viewed as predetermination.

It is recommended:

Individual Councillor's discussions

- a. Councillors must be aware of their obligations under the Council's code of conduct.
- b. Individual Councillors must not enter into informal discussions of possible future applications with the developer; to do so may lead to a complaint for a potential breach of the code.
- c. Where a site meeting is needed, the Town Council will nominate at least two representatives to attend.

A developer should not attempt to lobby individuals; if this occurs, the Town Council reserves the right to withdraw from any pre-application process.

Pre-determination

Councillors should avoid expressing any detailed opinion or prior view which might be viewed as predetermination. To this end, a formal meeting arranged by the Town Council could include the following suggested wording on the meeting agenda or invitation:

While I/Members may express an opinion for or against the proposal at this meeting, my/our mind(s) is/are not closed and I/we will only come to a conclusion on whether are you/we should support the scheme or offer an objection after I/we have listened to the full debate.

A similar statement could also be read out and clearly stated at the start of an informal meeting, to make it clear that the members of the Town Council attending are not pre-determining the position on a proposal. Local councillors could also include the words "in principle" or "subject to" when expressing their views to further emphasise that any opinions given at this stage are not prejudging a proposal in advance of a formal planning application.

Version History

Date	Details
September 2018	Note: Words importing the masculine gender only shall include all other genders and vice versa.

3. Protocol for Considering Planning Applications

Saltash Town Council

Policy/Procedure:

Protocol for considering planning applications

Date of Adoption:

05.04.2012

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	1	Approved by	FTC
Date	05.04.2012	Date of approval	05.04.2012
Responsible Officer	ajt	Minute reference	11/12/13
Responsible Committee	P&R	Review date	As required

Version History			
Date	Version	Author/Editor	Comments
April 2012	1	AK	

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by

Protocol for considering Planning Applications

This protocol relates specifically to the consideration of plans at the Planning and Licensing Committee. Subsequent consideration in relation to an officer response is covered in another protocol.

1. Expectations of councillors

It is an expectation of Saltash Town Council that:

- a. All Councillors should be familiar with the basic details of all planning applications on the agenda.
- b. All Ward Members should be familiar with the details of all planning application on the agenda and within their ward, including having closely examined the paper or electronic plans.
- c. The Ward Members should have arranged for at least one ward member to have carried out a site visit and to report verbally, in writing, or via another councillor or member of staff, to the council.
- d. In the case of a potentially contentious application, the Ward Members should have arranged for at least two ward members to have carried out a site visit, albeit not necessarily at the same time, and to report to the council as above.

2. Potentially contentious applications

An application will be considered to be 'potentially contentious' within the meaning of this protocol where:

- a. It is on a site on which the council has, within the previous year, considered an application that was subsequently refused or
- b. It is on a site relating to an extant application for a Public Right of Way or Town Green or
- c. Councillors are otherwise aware, for example via press coverage or a number of communications from members of the public, that the application generates strong feelings.

These only apply where the councillor(s) involved is/are aware that the definition applies, but it is expected that councillors will share this information by email.

3. Site visits

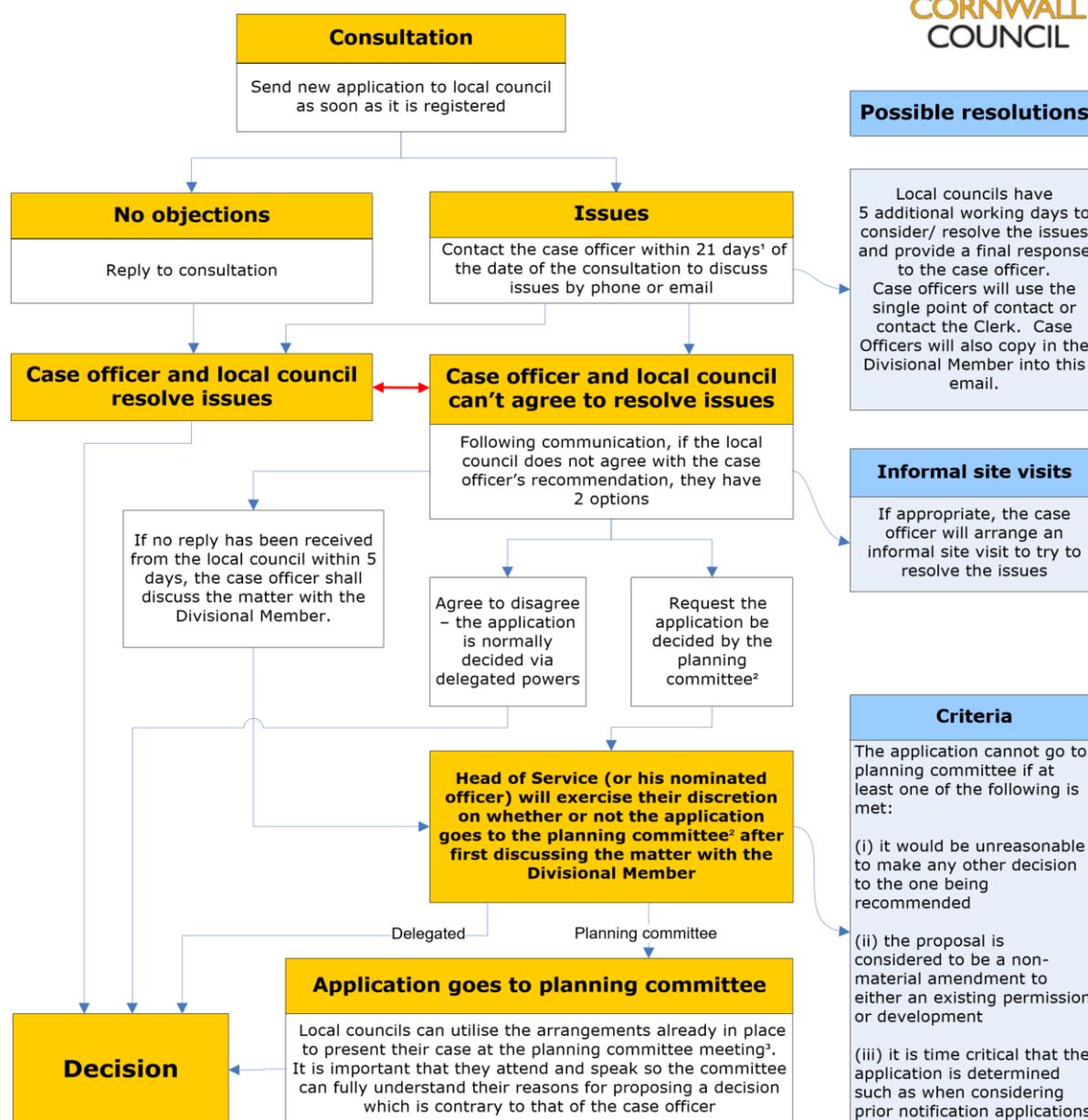
- a. All site visits carried out by ward members, by other councillors or by staff, are considered official business of the council, and members and staff are acting as representatives and not in an individual capacity, provided that:
- b.
- i. In the case of a potentially contentious application (see above) councillors are accompanied on any visit by another member of the council, or by a member of staff of the council.
 - ii. Members take a form of ID - preferably but not necessarily an official Town Council ID. They must show this on request to any members of the public involved in the visit who may not be aware that they are councillors. This includes if they speak to them about the application or go onto their property.
- c. There are no specific requirements for the contents of a site visit – in some cases it will be appropriate to go onto one or more properties or to speak to one or more members of the public. However, it for the member(s) visiting to judge the necessary steps to take.

Version History

Date	Details
September 2018	Note: Words importing the masculine gender only shall include all other genders and vice versa.

4. Protocol For Local Councils (Cornwall Council)

PROTOCOL FOR LOCAL COUNCILS



Notes

¹21 days is the statutory time period - if an extension of time is required, the request and response must be in writing (or email) and is likely to be acceptable unless a decision is imminent.

²See page 2 for further information.

³Any written supporting statements must be submitted at least 3 working days before the committee meeting.

If a case officer is on leave or sick, contact your area team Group Leader or Principal who will be able to find out who is dealing with the application in the case officer's absence.

Should a case officer decide to change their recommendation at any point in the determination process after having communicated a different view, the case officer must inform the local Divisional Member(s).

PROTOCOL FOR LOCAL COUNCILS

The objective of the Local Council and Member Protocols is to encourage dialogue and make sound planning decisions locally

Large scale planning applications that exceed specified thresholds are automatically considered by the Strategic Planning Committee.

Constitution [Responsibility for Functions]

This states that a Local Member can request any application falling under the 'Major' or 'Minor' category to be taken to a planning committee for consideration, so long as it is in writing/email and that sound planning, policy and other area reasons have been provided setting out why committee consideration is necessary.

Major and minor application types are:

New dwellings
Offices / research and development / light industry
General industry / storage / warehousing
Retail distribution and servicing
Gypsy and Traveller pitches
All other large scale major developments
All other small scale major developments
All other minor developments

Other application types are (and can be called to the planning committee by the Head of Service or his nominated officer):

Minerals Processing (ie ancillary mineral operations defined under the GPDO)
Change of use (no significant building or engineering work involved) Householder developments
Included in householder developments are extensions, conservatories, loft conversions, dormer windows, alterations, garages, car ports or outbuildings, swimming pools, walls, fences, domestic vehicular accesses, including footway crossovers, porches and satellite dishes.
Advertisements
Listed building consents to alter / extend
Listed building consents to demolish
Conservation area consents
Certificates of lawful developments
Notifications (where no planning application is required)
Discharge of planning conditions
Non-material amendments
Works to trees in a conservation area
Works to trees covered by a Tree Preservation Order
Deed of modifications (Remove/Vary Section 106 Obligations)

If you would like this information in another format please contact:

Cornwall Council, County Hall, Treyew Road, Truro, TR1 3AY.
Telephone: **0300 1234 100**
Email: enquiries@cornwall.gov.uk
www.cornwall.gov.uk

5. Planning Poll Protocol

Saltash Town Council

Policy/Procedure: Planning Poll Protocol

Date of Adoption: n/a

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	AK	Approved by	n/a
Date	March 2014	Date of approval	n/a
Responsible Officer	AJT	Minute reference	n/a
Responsible Committee	P&R	Review date	As required

Version History			
Date	Version	Author/Editor	Comments
21.03.2014	1	A K	

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by

Planning Poll Protocol

This outlines the protocol for Local Councils giving Saltash Town Council the opportunity to reevaluate their original position on a particular planning application, in light of a Case Officers recommendation.

It is based on the principles that:

1. The council may wish to reevaluate its original position given new information;
This should be done in such a manner that there is no confusion as to individual opinions using the following response options:
 - i. Stick with our original position and request a call-in;
 - ii. Accept the Officers position;
 - iii. Agree to disagree;
 - iv. Abstain.
2. This should not prevent email discussion of the merits of differing positions;
3. There should be a clear majority of those voting in order to overturn any previous decision;
4. The results of any deliberations in this manner should be placed on public record.

The protocol will operate with the following in mind:

1. Councillors will be free to debate the planning application by email, but only votes cast by poll will count towards the decision. No public statements of dissent or malicious briefings should be made.
2. Members of the public will still be entitled to be copied in on any correspondence, if so requested by emailing planning@saltash.gov.uk
3. Councillors will always have at least 72 hours from the email notifying a poll to vote in it. If this includes a Sunday it will be 96 hours.
4. Quorum for a poll to be effective is one third of councillors (including registered abstentions).
5. In line with the Protocol for Local Councils if a poll result does not agree with the Case Officers recommendation this will result in the particular application being called in (Stick with our original position and request call-in) to be decided by the Planning Committee. The Saltash Town Council Planning Administrator will submit this response automatically to the Case Officer from the result of the poll.
6. In the event of any tied or inquorate vote the town council's original position will stand.
7. Cornwall Councillors will vote on the information before them, but in light of further information received at Planning committee might vote differently at that meeting.

8. All Councillors will be responsible for ensuring that their vote is informed and based on proper planning guidance and application information.
9. Saltash Town Council poll results are available on the Saltash Town Council website https://www.saltash.gov.uk/planning_list.php or by contacting the Guildhall reception 01752 844846.

Version History

Date	Details
September 2018	Note: Words importing the masculine gender only shall include all other genders and vice versa.

6. Protocol: Pre-application Meetings with Developers

Saltash Town Council

Policy/Procedure:

Protocol on pre application meetings for major developments

Date of Adoption:

15.07.2014

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	2	Approved by	FTC
Date	15.07.2014	Date of approval	15.07.2014
Responsible Officer	AJT	Minute reference	139/14/15
Responsible Committee	Planning & Licensing	Review date	

Version History			
Date	Version	Author/Editor	Comments
15.07.2014	2	A Killeya/Town Clerk	Revised version

Review Record				
Date	Type of Review	Date of completion	Summary of actions	Completed by

Protocol on pre application meetings for major developments
Guidance for councillors and developers

Preamble

Saltash Town Council recognises that pre-application discussions play an important role in major planning applications and welcomes the desire of many developers to consult both the council and the public more widely. However, the Town Council is also aware of the importance of public perception in planning and the critical need to avoid any appearance that the Town Council is conducting secretive negotiations or colluding with developers.

Pre-determination

In all meetings with developers members are reminded of the critical importance of not pre-determining their position on any future application, as this could require them to take no part in the discussion or leave them open to referral to the standards board. It is noted however that expressing a pre-disposition, for example of either 'welcome in principle' or 'concerns', is permissible.

Cornwall Councillors

It is understood that 'dual-hatted' Councillors may on occasion take part in meetings with developers in their capacity as Cornwall Councillors. In such cases councillors must be clear to distinguish, to both the developers and the public, their role as a Cornwall Councillor from that of a Town Councillor.

Individual members' discussions

Individual members may be approached by developers for informal discussions of possible future applications. Whilst it is left to the individual judgement of members whether to take part in such discussions, based on the nature and likely level of controversy of the application, they are advised:

- i. To carefully consider the public perception of such meetings.
- ii. To avoid any appearance of collusion in applications likely to cause controversy.
- iii. To avoid accepting hospitality in connection with such meetings.
- iv. To advise the Mayor, Chair of Planning and Licensing and where possible the council, of such meetings.

Members must not purport to be representing the Town Council at such meetings, unless expressly authorised to do so by the Town Council.

Pre application briefings

1. The council is, in general, willing to hold meetings with developers prior to public consultation on the following two conditions:
 - i. Full public consultation is either already scheduled or firmly planned.
 - ii. The meeting is open to the public to attend and has been reasonably advertised.
 - iii. These meetings should take place at the Guildhall as they are briefings to the Town Council.

2. The general policy of the Town Council is not to hold private meetings with developers.

Exceptions to the above two rules may be agreed if:

- i. there is a necessary and compelling reason for a developer to receive an initial steer before deciding whether to progress. This may include a strong commercial sensitivity requiring private discussion, or significant pre-application cost requiring a steer before deciding whether to proceed with public consultation. Such meetings would be subject to agreement that if the developer did decide to proceed public consultation would be carried out)
OR
- ii. there is a strong public consensus in favour of the principle of development and such discussions are likely to focus around the details of draft proposals prior to submission.

These exceptions do not negate the aspects of this protocol in relation to pre-determination or Cornwall Councillors.

Pre application public consultations

The Town Council strongly encourages developers to carry out full public consultation before submitting plans for major developments, on the following basis:

- i. An accessible and convenient venue.
- ii. Sufficient publicity to likely interested parties, in good time.
- iii. Appropriate timings to allow as wide a range of people as possible to attend.
- iv. A genuinely open mind and willingness to adapt plans in response to feedback.

The Town Council does not allow such consultations to be held at the Guildhall, due to potential public confusion as to the position of the Town Council as both 'host' and 'authority'.

In general, members are advised not to attend separate private briefings as part of public consultation, but instead to attend with the public.

Interpretation

This initial decision as to how these rules apply to a particular case shall be made by the Town Clerk in consultation with the Mayor and emailed to councillors. Any councillor may then choose to submit a motion, proposed and seconded under Standing Orders, to discuss the matter at Full Council and consider departing from the initial decision.

Saltash Town Council

CHURCHTOWN CEMETERY

MANAGEMENT POLICY & REGULATIONS

1. PURPOSE

- 1.1. To provide a management strategy for the safe and respectful management of the cemetery.
- 1.2. To provide clear information to elected members of the responsibilities of the Town Council and the implications thereof.
- 1.3. To provide clear information to cemetery users, be they the bereaved, visitors or attendees at a funeral, detailing their rights, responsibilities and what they may expect from the Town Council. This to take the form of Rules and Regulations and information presented in the form of leaflets and upon the Council website.
- 1.4. To provide clear information to those working in the cemetery, be they Memorial Masons, Funeral Directors, Grave Diggers or any other external contractor.

2. GUIDANCE AND STATUTORY OBLIGATIONS

- 2.1. The cemetery will be managed to comply with all Parliamentary Acts and Statutory Instruments and accepted guidance that may apply.
- 2.2. The main legislation is contained within the Local Authorities Cemetery Order 1977, as amended in the Local Authorities Cemeteries (Amendment) Order 1986. This is a Statutory Instrument made under the Local Government Act 1972, section 214(1).
- 2.3. Other legislation where compliance is Statutory includes the Health and Safety at Work Act 1974, enforced by the Health and Safety Regulations 1989.
- 2.4. Guidance issued by the Health and Safety Executive and the Institute of Cemetery and Crematorium Management includes:
 - 2.4.1. The Guide for Burial Ground Managers (HSE)
 - 2.4.2. Baby and Infant funerals (ICCM)
 - 2.4.3. Shallow graves policy (ICCM)
 - 2.4.4. Managing the safety of burial ground memorials (HSE)
 - 2.4.5. Management of Memorials policy (ICCM)
 - 2.4.6. Code of safe working practice (ICCM)

3. DEFINITIONS

- 3.1. For the purposes of legislation and registration of burials, the person identified by the Council shall be the Town Clerk.
- 3.2. The cemetery shall be deemed to be open during the hours of daylight – it is illegal to enter a cemetery when it is closed without the specific permission of the identified person.
- 3.3. As land owner, the Council is responsible for the health and safety of all who enter the cemetery.
- 3.4. No vehicles may enter the cemetery without the express permission of the Council.

4. ELEMENTS OF MANAGEMENT

- 4.1. **Burials – Undertakers to Note:** Please only book and pay for the Saltash Town Council's approved gravedigger, contact details attached.
 - 4.1.1. No interment may take place nor any ashes scattered without the written permission of the Council. In or on a grave where the Exclusive Rights of Burial (EROB) have been purchased, the Council will require the written permission of the owner of the Rights before they in turn may grant permission.
 - 4.1.2. In a case where no owner of the rights is available it is the responsibility of the funeral organisers to locate them or transfer rights as necessary.
 - 4.1.3. An Application for Interment must be made on the specified form and received by the Council three working days before the time of burial. It must be accompanied by a Certificate of Disposal issued either by the Registrar (green form) or by the Coroner (white form). In exceptional circumstances should this form be lost or unattainable, it may be possible to proceed with the burial if a Form 18 is supplied instead. The application should also be accompanied by payment in full.
 - 4.1.4. 'American Style' Caskets will not be permitted at Churchtown Cemetery. The maximum dimensions permitted for Wood and Wicker Coffins at Churchtown Cemetery are as follows: Maximum Length 7' 2", Maximum Width 32", Maximum Height 18". The exact dimensions, width, length and height, of the coffin which will be used for an interment must be given accurately on the application form.
 - 4.1.5. All first burials in a grave will take place in a grave identified by the Town Clerk.
 - 4.1.6. Burials may take place in an EROB purchased or non EROB plot; in the latter case the applicant will be informed that no memorial may be placed on the grave and that other, unrelated persons may also be buried in the grave. Prior to a second interment in an unpurchased grave the Council will attempt to contact the applicant to offer a last chance to purchase.
 - 4.1.7. All graves will be excavated and backfilled by the Council or its contractors in accordance with the ICCM Code of Safe Working Practice. Adequate grave shoring will always be used. Graves left open overnight will be securely covered. Should mourners wish to backfill some or all of the grave they must do so with the express, advanced permission of the Council and such an operation is at the

sole risk of the Funeral Director or organiser. Backfilling must take place as soon as the cortege has left the graveside; no open grave containing a coffin must be left unattended.

The Council or its contractors will make good any subsidence within the first 12 months after the funeral. Thereafter, the need to make good and pay to correct any subsidence will be the responsibility of the owner of the EROB. Once a memorial has been placed the re-levelling of a grave will be the responsibility of the owner of the EROB to pay for to be carried out by a suitably qualified mason.

- 4.1.8. Burials may take place without a Funeral Director but organisers must satisfy the Council that they are competent to conduct a funeral. They must also assume all requirements that the Council would demand of a Funeral Director.
- 4.1.9. Funeral Directors must register with the Council showing evidence of public liability insurance. Funeral Directors are responsible for the behaviour and safety of the funeral cortege whilst in the cemetery.
- 4.1.10. Grave spaces will be three metres long and one and a half wide in order to comply with BS8415. The excavation will be central with respect to width with the head sixty centimeters from the top border.
- 4.1.11. Each grave has the capacity for two ashes caskets to be buried in the memorial strip on either side of the headstone, provided the headstone foundation is no wider than one metre (see diagram).

4.2. Exclusive Rights of Burial

- 4.2.1. In accordance with LACO (1977) the Council may issue Exclusive Rights of Burial (EROB) to the applicant for burial at the time of the first burial in a grave. The current term is a period of ten years, which may be renewed on expiry by payment of a further fee, for a period of ten years.
- 4.2.2. EROB does not confer ownership of the land but grants the purchaser the right to determine future burials and to apply to place a memorial. The owner of the rights may themselves be buried in the grave with no other permission needed.
- 4.2.3. At the end of the period of rights the Council will attempt to contact the owner but should they not be found or not wish to renew the rights, the Council may either sell the rights to another person or bury an unrelated person in the grave.
- 4.2.4. EROB may be assigned by the owner during their lifetime, or by their executor upon their death. The Council can advise how this must be done and will supply such forms as are needed for a small fee.
- 4.2.5. Under no circumstances may the EROB be exercised without the permission of the owner.

4.3. Memorials

- 4.3.1. The cemetery is laid out as a lawn cemetery, no trees, shrubs, plants, flowers, flower-holders, vases, flat stones, headstone, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grassed area, the headstone or the plinth of the headstone. Flower containers must be installed in and be integral to the plinth of the headstone.

- 4.3.2. Under no circumstances will a glass or any breakable receptacle be permitted to be placed on the grassed area, grave, headstone or the plinth of the headstone.
- 4.3.3. In accordance with BS8415 the Council will leave undug a 60cm strip, the width of the grave and at the head of the grave upon which the memorial must entirely be situated.
- 4.3.4. No permanent planting may take place anywhere in the cemetery without the express, written permission of the council.
- 4.3.5. Grave markers such as wooden crosses with plaques may be placed on a grave or cremation plot at the time of an interment at the discretion of the Town Council. Such markers are temporary and are allowed in the interval between the interment and the installation of a memorial which would normally take place within 12 months.
- 4.3.6. If there are no family members remaining, the person arranging the interment may also organise for a marker to be placed on the grave or cremation plot. Thereafter however, only the Town Council or the owner of the EROB may authorise work in connection with markers. Only the owner of the EROB may authorize the installation of a permanent memorial.
- 4.3.7. Usually, the Town Council would not remove a marker after 12 months should there be no memorial stone. However, the Town Council may remove it if they so wish.
- 4.3.8. Applications to place a memorial must bear the signature of the owner of the EROB.
- 4.3.9. All memorials must be fixed to BS8415 by a competent and registered stone mason. Membership of the British Register of Memorial Masons (BRAMM).
- 4.3.10. An approved application will indicate the dimensions and composition of the memorial; details of how it is to be fixed to conform to BS8415 and accurate details of the proposed inscription. Applications must be accompanied by fees and charges in full.
- 4.3.11. Size of Memorials. All new memorials to be erected in the cemetery must not exceed the following maximum sizes:
 - Headstone Height (including all plinths and concrete foundations) 3'3" (991mm)
 - Width of memorial 2'8" (813mm)
 - Depth of base (front to back) 1'4" (410mm)
 - The overall size of the plinth to be 900mm.
 It should be acknowledged that all the above requirements must be conformed to. The Council will recall the stonemason to rectify any works as necessary.
- 4.3.12. Memorial Colour, Shape and Material. All memorials to be natural colourings such as grey, white and black with memorial shapes to not exceed the permitted Memorial sizes pursuant to 4.3.8. These can be in a range of natural stoned materials such as Portland, Granite, Marble, Limestone or Hoptonwood.
- 4.3.13. All burial memorials to be traditional upright headstones and fixed to the ground with a concrete base adhering to maximum measurements as outlined above.
- 4.3.14. Only tablets 18" x 18" (450mm x 450mm) and foundation slabs 24" x 24" (600mm x 600mm) may be fixed on cremation plots. Should a vase be required it must be installed in and be integral to the cremation tablet itself. No trees, shrubs,

plants, flowers, flower-holders, vases, glass or other breakable items, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grass surrounding the tablet, or on the actual cremation tablet.

- 4.3.15. The stone mason must give three working days' notice of their intention to fix a memorial, to arrange an appointment and a qualified fixer must remain in the cemetery whilst the work is carried out. The Council may approach a working fixer at any time and demand that they demonstrate that the memorial matches the application.
- 4.3.16. The Council will mark the end of each burial row and all headstone plates must align to the markers. Should any be found fixed in the wrong position the Council will recall the fixer so that they be refixed in the proper position.
- 4.3.17. No cleaning or other work may be carried out on any memorial without application to the Council and must have the permission of the owner. Any chemical cleaning must be specifically approved.
- 4.3.18. Should the Rights expire and not be renewed, the Council will attempt to contact the owner to arrange removal. Should this not be forthcoming, the Council reserves the right to act as it sees fit, up to and including removal.
- 4.3.19. All new memorials should either be guaranteed for a period of not less than 10 years and/or a certificate of compliance to BS8415 must be issued.
- 4.3.20. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.
- 4.3.21. The Town Council are to offer other Memorial Services such as a Memorial Garden Rose Bush with a plaque and inscription and Memorial Benches with a plaque and inscription. More information and Terms and Conditions of the Town Council Memorial Services can be located on the relevant application forms.

4.4. Fees and Charges

- 4.4.1. The Council will publish a table of fees and charges for its services which will be available at the cemetery, on the website and in paper form from the Council offices. Fees for any service must be paid in advance.
- 4.4.2. From time to time the Council will review the fees and charges.
- 4.4.3. Double standard fees apply to non-Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Town Clerk and in the absence the Assistant Town Clerk).
- 4.4.4. The Administration Department to obtain available evidence with regard to Saltash Residency two years prior to the date of death. This being unavailable, to request that the Funeral Director gives written confirmation of residency

4.5. Rules and Regulations

- 4.5.1. The Council will publish such Rules and Regulations as it sees fit for the proper management of the cemetery. These will be available at the cemetery, on the website and in paper form at the Council offices.
- 4.5.2. The Rules and Regulations will be reviewed on a regular basis and any revisions will replace previous versions with immediate effect.

4.6. General provisions

- 4.6.1. The Council will provide a water supply subject to weather conditions.
- 4.6.2. The Council will maintain the cemetery to provide a suitable and presentable appearance.
- 4.6.3. The Council will conduct regular inspections of the cemetery and will inspect memorials as recommended by the Health and Safety Executive. Any memorial found to be in an unsafe condition will be made safe by the Council in a manner they see fit. Responsibility for repair remains that of the owner. Repairs not carried out in a timely manner may result in the withdrawal of memorial rights.
- 4.6.4. Statutory registers of interments, ownership and exhumations will be kept by the Council and may be viewed by reasonable request. Extended searches by Council staff may incur a fee.
- 4.6.5. Interments shall normally take place between 9:00am and 4:00pm, Monday to Friday excluding Bank Holidays. It may be possible to accommodate funerals outside of these times and at short notice but the Council reserves the right to charge an extra fee for this service.
- 4.6.6. New graves will be dug to accommodate 3 burials unless ground conditions do not allow.
- 4.6.7. Initially three rows of graves will be marked out to provide sufficient space should more than one grave be required at any one time. No fewer than three rows will exist at any time.
- 4.6.8. Burials will start at the gate end of the cemetery at the end of the row nearest to the driveway.

4.7. Future expansion

- 4.7.1 Land adjacent to the cemetery, temporarily used to provide allotments, will be used to extend the cemetery as required. Notice will be given to allotment tenants.

STC Seals & Logo

RESPONSIBLE COMMITTEE: P&F

This is a policy/procedure document of Saltash Town Council to be followed by both Council Members and Employees.

Current Document Status			
Version	2023	Approved by	ATM
Date	May 2023	Date	04.05.2023
Responsible Officer	AJT	Minute no.	65/23/24c(xvii)
Next review date	Annual or as required		

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
03/2011	1	AK	FTC 03.02.2011	291/10/11	New
05/2021	1/2021	AJT	ATM 20.05.2021	46/21/22c(xiii)	Reapproved – new council
05/2022	1/2022	AJT	ATM 05.05.2022	54/22/23b(xxii)	Reapproved
10/2022	2/2022	AJT	FTC 01.12.2022	280/22/23b	Revised delegated authority
05/2023	2023	AJT	ATM 04.05.2023	65/23/24c(xvii)	Readopted
12/2023	12/2023	AJT	P&F 09.01.2024		Remove requirement to report decisions made under delegated authority. Rec to FTC.

Document Retention Period
Until superseded

Saltash Town Council

Policy on use of STC Seals & Modern Logo

All applications to use the Town Seals or Modern Logo should be submitted in writing to the Town Clerk.

This policy provides guidance on when permission will or will not be given for use of the Town Seals or Modern Logo by external organisations.

Background

The need to protect the integrity of the Town Seals requires any organisation wishing to use the seals or Modern Logo to seek permission before using them. The copyright remains with the Town Council at all times.

The Town Seals

The Town Seals represent the history and dignity of the town and need to be preserved and respected as such, with their use limited to situations that will not devalue them.

The Modern Logo

The Modern Logo represents the modern face and image of Saltash: it can be used more widely, but must still only be used in situations that could not bring the town into disrepute or associate it with inappropriate commercial ventures.

Permission to use the Town Seals or Modern Logo

The Town Clerk, or in their absence the Assistant Town Clerk, has delegated authority to make decisions on requests to use the Town Seals or Modern Logo. Requests to be added to an internal register to be reported at the end of each Policy and Finance Committee year.

Protocol

1. Except in exceptional circumstances, permission to use either the Town Seals or Modern Logo will not be granted where use is not in line with the purposes, policies and values of Saltash Town Council.
2. Approval to use the Town Seals will normally only be granted:
 - a. For use within Saltash;
 - b. For Town Council projects or requests that have a strong direct link to the Town Council – i.e. through funding or ongoing association;
 - c. Are in a permanent stationary place (e.g. not on vehicles, memorabilia, flyers etc.) or, on official Town Council publications;
 - d. Are of a suitably dignified nature;
 - e. Not unacceptable under point 1 above.

3. The use of the Modern Logo should be approved only for instances that:
 - a. Are for Town Council projects or have a direct relevant link to the Town Council – i.e. through funding or ongoing association;
 - b. Will not bring the Town or Town Council into disrepute;
 - c. Not unacceptable under point 1 above.

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