



Saltash Town Council

Konsel An Dre Essa



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

1 September 2023

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 7th September 2023 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 by **12 noon the day before the meeting** either by email to enquiries@saltash.gov.uk or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

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)	J Dent	S Miller
J Brady	S Gillies	B Samuels
R Bullock	S Martin	B Stoyel
J Foster	L Mortimore	D Yates
M Griffiths	J Peggs (Vice-Chairman)	
S Lennox-Boyd	P Samuels	

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 6)
6. Monthly Crime Figures.
7. Report by Community Enterprises PL12. (Pages 7 - 8)
8. Community Area Partnerships (CAP's) report for noting or matters arising.
9. Community Area Partnerships (CAP's) Action Points for Reports.
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.
13. To receive a report from Cornwall Councillors. (Page 9)
14. To receive an update on the future of the health care in Saltash and consider any actions. (Pages 10 - 12)
15. To consider Risk Management reports as may be received.
16. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by 12 noon the day before the meeting.
17. To receive and approve the Minutes of the Full Town Council Meeting held on 3rd August 2023 as a true and correct record. (Pages 13 - 22)

18. Finance:
 - a. To advise the receipts for July 2023; (Page 23)
 - b. To advise the payments for July 2023; (Pages 24 - 25)
 - c. Urgent and essential works actioned by the Town Clerk under Financial Regulations;
 - d. To note that bank reconciliations up to 31st July 2023 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.
19. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Planning and Licensing held on 15th August 2023; (Pages 26 - 33)
 - b. Extraordinary Services held on 24th August 2023. (Pages 34 - 50)
20. To receive and note the minutes of the following Sub Committees and consider any recommendations:
 - a. Town Vision held on 8th August 2023; (Pages 51 - 55)
 - b. Library held on 22nd August 2023; (Pages 56 - 63)
 - c. Town Vision held on 24th August 2023. (Pages 64 - 69)
21. To receive a report on Saltash Town Council Draft Strategic Priorities and consider any actions. (Pages 70 - 71)
22. To receive an update on the Town Vitality Project and consider any actions or associated expenditure.
23. To receive an update on the Community Levelling Up Project and consider any actions or associated expenditure.
24. To receive a report on the Saltash Leisure Centre and consider any actions or associated expenditure. (Page 72)
25. To receive an update on the closure of Lloyds Bank and consider any actions. (Pages 73 - 85)

26. Planning:

- a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
- b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.
- c. Applications for consideration:

PA23/06426

Mrs Susan George – **The Vineyard Burr Hill Carkeel Saltash PL12 6NR**

Proposed 2 storey extension comprising entrance hall and boot room on ground floor with bedroom at first floor level.

Ward: Trematon

Date received: 11/08/23

Response date: 15/09/23

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RYV3HSFG1FD00>

27. Consideration of License Applications: (Pages 86 - 97)

Premises Name and Address	Domino's Pizza, Unit 3, Burley Court, Pillmere Drive, Saltash, PL12 5FH.
Applicant	Domino's Pizza Westcountry Limited.
Application Accepted	16.08.2023
Application Type	Grant
Licensable Activities	Late Night Refreshment
Reference	LI23_004025
Representations Deadline	13.09.2023
Licensing Officer	Linda Edmunds

28. Meet your Councillors: The next scheduled meeting date Saturday 9th September 2023 outside Bloom Hearing, Fore Street.

29. 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.

30. To consider any items referred from the main part of the agenda.

31. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
32. To consider urgent non-financial items at the discretion of the Chairman.
33. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
34. Date of next meeting: Thursday 5th October 2023 at 7:00 p.m.
35. 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 SEPTEMBER 2023

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

Friday 11 th August	11.00am	Abbeyfield 50 year Anniversary party, Saltash
Tuesday 22 nd August	1.00pm	Saltash Bowls Club centenary Party, Saltash Bowls Club
Saturday 26 th August	1.00pm	Saltash Fire Station open day
Saturday 26 th August	2.00pm	Tincombe Tea Party, Saltash

DEPUTY MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 7 SEPTEMBER 2023

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

Friday 11 th August	11.00am	Abbeyfield 50 year Anniversary party, Saltash
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Report to the Town Council

August has flown by and we are now fast approaching the beginning of a new school term and, it seems, the countdown to Christmas has begun!

Whilst we haven't met as a Board since July, there has still been a lot of work going on behind the scenes and things continue to move forward across all our Enterprises.

Our Shop Manager, Lisa Hambly, has been working with her loyal team of volunteers to increase the footfall into our Community Shop. She has been in conversation with a number of local craftspeople to extend the range of stock we offer. We are always mindful that we try not compete with other traders in Fore Street but rather complement the current provision in the hope that this will attract more people into the street. She is planning a revamp to display the wares we showcase, why don't you pop in to see how things are going?

Our DV continues to thrive with their regular Café, Singing and Veterans Group. We have a group of regular users who benefit from the different activities. Following the successful recent trip out, Rose, our Lead Volunteer is now planning an outing to Healey's Cyder Farm in October. As with all our activities, we rely totally on donations and grants and so we are delighted that Ashetorre Rock have a DV collection tin in their café which generates a much welcomed income.

Our Community Kitchen has been busy throughout the summer. Chris, our Kitchen Manager, took annual leave during August, he is a hard act to follow, but our volunteers, led by Anna Murphy, stepped up to the challenge and did a great job managing the Kitchen in his absence. Recently we have had a number of enquiries from local community groups who are interested in using our space on a regular or 'ad hoc' basis. We recently hosted a

Community Police drop in session which went well, so much so they are hoping to plan another event in December. We also hosted the Plymouth Dance Festival Committee who held their meeting in No 8.

Our therapy dogs are now going to join us on a Tuesday morning to co-incide with our drop in lunch for people living with cognitive impairment.

We are always keen to support other community events, earlier this month we provided a 'popup noodle bar' at the MVV open day in Plymouth. MVV operates a highly modern and efficient 'Energy from Waste' plant at North Yard, Devonport, Plymouth. This facility provides a waste treatment solution for the South West Devon Waste Partnership. It deals with waste from Plymouth, Devon and Torbay that is not recycled or composted and generates electricity thereby saving valuable fossil resources and reducing carbon dioxide output. This is the second year we have been invited to attend the event which is fast growing in popularity, this year close on 2,000 people attended, so the volunteer team were kept pretty busy!

Earlier this month we hosted the first 'Cream Tea Tour' in conjunction with the Tamar Bridge Visitor's Centre, this was well attended and the feedback was extremely positive. We are hoping this will become a regular feature in our calendar as it has the added benefit of bringing new visitors to Saltash from Plymouth.

Both the Kitchen and Shop took part in the recent Fire station Community Day, this was a chance to spread the word about our work and, hopefully, attract more interest from the local community.

Over the last few weeks John Penney, our Transport Director has had to step back from operational duties. Our transport enterprise is always very busy, it provides community hires, trips and a wide range of food collections every week. We are fortunate that our Transport Lead Volunteer, Roger Fursier, has stepped up and, together with the team of volunteer drivers, is ensuring that we can fulfil all our commitments in John's absence.

Our AGM is taking place on Wednesday 27th September at Isambard House, this year the focus is celebrating the work of our amazing volunteers. We are also putting a proposal to our Members that we change our trading name from 'Saltash Gateway CIC' to 'Community Enterprises PL12 CIC' as that is how we are known locally.

Over recent years our energies into recruitment of new members has lapsed, this is understandable as other events have taken precedence. We are now considering re-visiting our membership giving thought to both recruitment and how we can better involve our members in the running of the organization.

The meeting starts at 5.30pm, I hope that you will be able to demonstrate your support for the work we do by attending the meeting, you can be sure of a warm welcome.

Jo Grail
01.09.23

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For more information about any of our activities please check out our facebook and Instagram pages, our website or pop into No 4 or 8 to find out more.

**‘Together we can, together we do.’
War-barth ‘gan gallos War-barth ‘gan gwul**

Report to STC September 2023

Cllr. Hilary Frank



1. Roadworks

Some issues have been encountered in the roadworks to improve access to St Stephens Primary School and Saltash Community School, which has led to the following changes:

- Footway on Long Park Road not able to widen as much as anticipated to ensure carriageway widths are sufficient.
- The tabletop at the junction of Beatrice Ave and St Stephens Road will not go ahead – dropped kerbs and tactile paving will be added so that there are crossing points on all arms of the junction. The junction will be resurfaced, and the lining renewed.
- The island at the Long Park Road/St Stephens Road will be replaced with hatching
- The tabletop at the junction of Wearde Road and Long Park Road not extended as much as proposed. Footways will still be widened.
- Minor changes to drainage to account for site conditions.
- Minor changes to crossing points and dropped kerbs (moving/removing/adding) to suit site conditions.

Due to the changes needed to take out and replace the kerbs on Long Park Road, the work has continued into the start of the school term and has had a knock-on effect on some of the other work. The site team have been liaising with St Stephens School, so the school is fully aware of the situation. There will be full access (using the one way) during school drop off and pick up times. At other times there will be access to the school and for residents, but they will need to wait for the banksmen to ensure it is safe for them to enter the works area. There will be emergency access at all times.

The remaining works to be done are:

- Surfacing on Long Park Road – 4-8 Sept 2023
- Beatrice Ave/St Stephens Road junction - TBC
- St Stephens Rd – starting 28 Sept 2023
- Surfacing on Wearde Road - TBC
- Broadwalk/Beatrice Ave/Chichester Ave small amount of kerbing work to complete– w/c 4 Sept 2023
- Tabletop at the junction of Broadwalk/Uplands -TBC possibly October half term
- Surfacing Broadwalk- TBC

2. 50 Victoria Road

Although Cornwall Council managed to get through the legal obstacles for an enforced sale of the derelict house on Victoria Road, issues with the state of the building (including the need to replace the front door frame, front door and flooring behind the door) have led to a delay. It is anticipated that the property will be put up for auction within the next couple of months.

Report to Saltash Town Council

Healthcare Action Group - Progress Report for the community

The Action Group met again on August 23, and members unanimously agreed the broad content of a progress report to the community - **copy appended**. It would be extremely helpful if individual councillors would send us their responses to the report, and, indeed, pass the report on to family and friends who have personal experiences of healthcare or related comments to share with us. Responses can come direct, or via Councillors Bickford, Peggs and Griffiths.

We have not yet reached the point where the NHS has committed itself to a formal plan, with resources lined up to deliver it. That is what we will hope to achieve in the next phase. The Action Group meets again on October 4, and we hope to have received plenty of feedback from the community by then. We genuinely believe that a **community “movement”** needs to be created to increase the chances of overcoming the chronic lack of investment in recent years in local healthcare.

We should also mention that the Cornwall Integrated Care Board (which finances NHS services) is being required by the current government to make cuts of about 30% in the staff costs of its own organisation. One consequence of this is that the future role of Dr Andy Sant, who has made a significant impact on the Action Group's work, is now uncertain. We do not wish to lose him, and the Mayor has already made formal representation to the ICB to this effect - but it is the lap of the NHS Gods now.

We want to thank the Council again for its continued support of this project, and hope that you can take a lead at this stage in building and sustaining the voice of the community over this.

George Muirhead
Peter Thistlethwaite

PPG Chairs

30 August 2023

Progress Report from the Healthcare Action Group, September 2023

The **Action Group** was formed at the start of this year in belated response to (1) the disinvestment in local health services in 2016 through the sudden closure of beds and minor injuries services at St Barnabas Hospital and, more recently, (2) the negative impact on local services of national pressures in the NHS.

Our membership includes all the key NHS bodies locally, but is organised and led by representatives of the community and patients. This progress report is supported unanimously.

Mission

The Group exists to ensure health and wellbeing services are fit for purpose for residents of all ages in a town whose population is growing. It also provides a regular forum to share good practice between services, identify need, improve collaboration and ensure that the patient voice is central to all decision making.

Progress so far

- Enhanced communication and cooperation between the Saltash Health Centre and Port View Surgery, including links with Pharmacies
- New ways of working between community nursing teams and the GP Practices to ensure fully coordinated care for individual patients and carers
- Extra specialist support to the Practices through the East Cornwall Primary Care Network (PCN)
- Ongoing re-appraisal of NHS buildings in the town through engagement of NHS property specialists, with the aim of securing funds for improvements, and reinvestments in the town if any are ultimately to be sold
- Revealing the range of services and clinics still potentially available at St Barnabas Hospital, which are now about to be promoted to the public, and extended where possible

Goals we are continuing to work on

- Finalising plans to improve the NHS buildings of the town in the short term, to include taking any opportunity to bring NHS funded beds back into the town. Ultimately to develop a medium-term plan to replace St Barnabas Hospital with a 21st century facility, for which we are identifying options for capital funding
- Promoting and extending the current range of services at St Barnabas, including more outpatient clinics and community diagnostic services, which we hope will lead to the development of a wide range of radiology services in the town (X-Rays and ultrasound) in partnership with Derriford Hospital.
- Increasing awareness by Saltash residents of the health and wellbeing services available in the town, and how to access them direct or through GP Practices (eg clinical pharmacists, physiotherapy, mental health practitioners and social prescribers).

- Furthering the work of integrated teams from Primary and Community Care to the benefit of our most vulnerable patients and carers, with more care and support being offered in or close to people's homes, rather than in hospital.
- Taking any opportunity to re-establish NHS dental services in the town - constrained as this is by unresolved national issues
- Reviewing provision for children's health and development

Feedback from you

We need and welcome the continuing engagement of the citizens of Saltash in our work, both as individuals and community groups. Please comment now. Also let us know your personal experiences of healthcare locally, good or bad.

- You can email us direct at patient.voice@icloud.com
- You can post comments on the Voice of Saltash Patients Facebook page
- You can approach the Patient Participation Groups at the Saltash Health Centre and Port View Surgery
- You can speak to your local councillor
- **And please watch out for details of a consultative event which we hope to be organising soon for the specific purpose of hearing your views, and discussing them with you**

Bodies with representatives in the Action Group

1. **NHS** - Cornwall and Isles of Scilly Integrated Care Board (ICB), Cornwall Partnership Trust (CFT), East Cornwall Primary Care Network (PCN), Saltash Health Centre, Port View Surgery
2. **Community** - Saltash Town Council, Cornwall Council, Friends of St Barnabas Hospital, Patient Participations Groups at Saltash Health Centre and Port View Surgery

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 3rd August 2023 at 7.00 pm

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

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

APOLOGIES: J Brady, S Lennox-Boyd and L Mortimore.

109/23/24 PRAYERS.

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

Councillor Yates led prayers.

110/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

111/23/24 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.

None.

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

None.

112/23/24 CHAIRMAN'S REPORT.

It was **RESOLVED** to note.

113/23/24 MONTHLY CRIME FIGURES.

The Chairman informed Members that crime figures continue to be unavailable via the internal police system. This is an ongoing issue, Members requested the OPCC Councillor Advocates continue to pursue a response with the Police and Crime Commissioner reporting back at a future Full Town Council meeting.

It was **RESOLVED** to note.

114/23/24 REPORT BY COMMUNITY ENTERPRISES PL12.

It was **RESOLVED** to note.

115/23/24 COMMUNITY AREA PARTNERSHIPS (CAP'S) REPORT FOR NOTING OR MATTERS ARISING.

No report.

The Chairman confirmed the next meeting date is scheduled for 5th September 2023 location to be confirmed and that the name for the new CAP is confirmed as South East Cornwall CAP.

The Chairman informed Members there are three Working Groups:

- Climate Change and Nature Recovery
- Transport and Connectivity
- Economic Growth and Development

Town Council Rep (Chairman of the Town Council) is being asked to confirm if he would like to be part of the Transport and Connectivity and Economic Growth and Development Working Groups. The Chairman confirmed as the Rep for Saltash he would submit his interest for all future Working Group meetings and in his absence the Deputy Mayor as the reserve Member or a Town Council Member to ensure Saltash has representation.

116/23/24 COMMUNITY AREA PARTNERSHIPS (CAP'S) ACTION POINTS FOR REPORTS.

- a. A38 Carkeel to Trerulefoot Safety Package Letters - Secretary of State for Transport and National Highways

It was **RESOLVED** to note.

117/23/24 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.

Councillor Peggs provided a brief overview of the report received and contained within the circulated reports pack.

It was **RESOLVED** to note.

118/23/24 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.

It was **RESOLVED** to note.

119/23/24 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.

Councillor Gillies gave a verbal report requesting that the Climate Change and Environmental Working Group in partnership with Saltash Environmental Action (S.E.A) continue to be granted free use of the facilities at Isambard House for meetings and events.

It was proposed by Councillor Bickford, seconded by Councillor Gilles and **RESOLVED** to continue to support joint complimentary use of the facilities at Isambard House to the Climate Change and Environmental Working Group and SEA working in conjunction with the Climate Change and Environmental Working Group.

120/23/24 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.

Cornwall Councillor Worth spoke of a recently signed agreement between Cornwall Council and Wales through Celtic Heritage. The agreement, the first of its kind, is to further strengthen and support affordable and sustainable housing, the need to achieve net-zero and ways of growing thriving rural economies.

It was **RESOLVED** to note.

121/23/24 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS.

It was **RESOLVED** to note.

122/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

123/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

124/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 6TH JULY 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 Bickford, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 6th July 2023 were confirmed as a true and correct record.

125/23/24 FINANCE:

a. To advise the receipts for June 2023;

It was **RESOLVED** to note.

b. To advise the payments for June 2023;

It was **RESOLVED** to note.

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

Nothing to report.

d. To note that bank reconciliations up to 30th June 2023 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 Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

126/23/24 TO RECEIVE A REPORT ON THE TOWN COUNCIL CCLA ACCOUNT AND CONSIDER ANY ACTIONS.

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

1. To remove signatories Mrs Gloria Challen, Miss Sonia Emmett and Mr William Phillips;
2. To add signatories Mrs Sinead Burrows, Mr Steve Miller and Mrs Wendy Peters;
3. To confirm that Mrs Sinead Burrows and Mrs Wendy Peters are Saltash Town Council Officers and that Mr Steve Miller, Mr John Brady and Mr Peter Samuels are Saltash Town Councillors who have authority to act on behalf of Saltash Town Council, the investing organisation, for the purpose of investing with CCLA.

127/23/24 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Policy and Finance held on 11th July 2023;

It was **RESOLVED** to note the minutes and consider the following recommendation.

RECOMMENDATION:

12/23/24 TO RECEIVE A REPORT ON CHURCHTOWN CEMETERY MANAGEMENT POLICY AND REGULATIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

2. It was proposed by Councillor Dent, seconded by Councillor Bullock and resolved to **RECOMMEND** to Policy and Finance to approve the following additions to the Churchtown Cemetery Management Policy and Regulations in regard to grave markers as follows:

Additional sections 4.3.5., 4.3.6. and 4.3.7. Management Policy and Regulations:

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.

It was proposed by Councillor Dent, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Council to be held on 3rd August 2023 to approve the above Burial Authority recommendation.

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

b. Planning and Licensing held on 18th July 2023.

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

128/23/24 TO RECEIVE AND NOTE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 5TH JULY 2023 AND 1ST AUGUST 2023 AND CONSIDER ANY RECOMMENDATIONS.

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

129/23/24 TO RECEIVE A REPORT AND PROTOCOL FOR THE TOWN COUNCIL REMEMBRANCE CIVIC SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. The proposed plan for the Town Council Remembrance Civic Service for the year 2023-24 subject to laying a token of respect at the Memorial Peace Garden;
2. Allocating the cost of £1,215.08 to budget code 6202 Civic Occasions.

130/23/24 TO RECEIVE AN UPDATE ON THE TOWN VITALITY PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk updated Members on the project.

The Town Team met with Studio Hive on 27th July to receive their initial draft presentation following the public consultation. The next step is to await the final presentation to be received at 7th September Full Council meeting. Members of the public are encouraged to attend.

It was **RESOLVED** to note.

The Guildhall fire alarm was activated, those in attendance left the building.

The fire alarm was a test, all those in attendance returned to the meeting.

131/23/24 TO RECEIVE AN UPDATE ON THE COMMUNITY LEVELLING UP PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Martin left the meeting.

The Chairman informed Members the Working Group met on Monday 31st July to review the tender scores (four tenders received). Architecture by Studio Hive were appointed.

Councillor Martin returned to the meeting.

The Working Group felt their submission showed a collaborative approach and introduced a maritime expert who will have involvement. They have experience with similar water/riverside projects.

The inception meeting is to be held on 14th August where discussions regarding a possible trial during the Summer months is to be considered.

It was **RESOLVED** to note.

132/23/24 TO REVIEW THE EMF FUNDING BIDS BUDGET CODE TO HELP DEVELOP TOWN COUNCIL PROJECTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor B Samuels and **RESOLVED**;

1. To vire £10,000 from General Reserves to budget code 6286 EMF Funding Bids to support future Town Council funding bids to cover professional fees;
2. To provide delegated authority to the Town Clerk working with Town Council Funding Working Groups, Committee or Sub Committees providing regular updates at the appropriate Town Council meeting.

133/23/24 TO RECEIVE A REPORT FROM THE TOWN TEAM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

134/23/24 TO RECEIVE LLOYDS BANK CLOSING SALTASH BRANCH REVIEW (PART 1) AND CONSIDER ANY ACTIONS.

Members discussed the closure of Lloyds Bank Saltash branch and the importance for better information around the proposed hub to ensure our residents remain supported.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to approve for the Chairman to arrange a meeting with key stakeholders (Lloyds Bank, Post Office, Saltash Chamber of Commerce, Town Councillors and Cornwall Councillors) to further investigate the proposed banking hub and future impact of the Lloyds Bank Saltash branch closure, reporting back at a future meeting.

135/23/24 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 12TH AUGUST 2023 OUTSIDE BLOOM HEARING, FORE STREET.

- a. The next scheduled meeting date Saturday 12th August 2023 outside Bloom Hearing, Fore Street.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** for Councillors Gillies, Peggs, Martin and Dent to attend and that some Members will be available at Victoria Gardens.

136/23/24 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.

137/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

138/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

139/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

140/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** to issue the following Press and Social Media releases:

1. Remembrance 2023-2024 (closer to the date);
2. Lloyds Bank regarding closure.

141/23/24 **DATE OF NEXT MEETING: THURSDAY 7TH SEPTEMBER AT 7:00 P.M.**

Thursday 7th September 2023 at 7.00pm

142/23/24 **COMMON SEAL:**

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

DATE OF NEXT MEETING

Thursday 7 September 2023 at 7.00 pm

Rising at: 8.15 pm

Signed: _____
Chairman

Dated: _____

Bank Receipts

Saltash Town Council

For the period 1 January 2023 to 31 July 2023

Contact	Description	Net	VAT	Gross
Annual Mooring Fees	Rent Income - 01/04/2023 - 31/03/2024	£ 3,606.85	£ 721.37	£ 4,328.22
Barclays	Bank Interest	£ 2.77	£ -	£ 2.77
Barclays Bank	Transfer to cover expenditure	£ 80,272.04	£ -	£ 80,272.04
Barclays Bank	Transfer to cover expenditure	£ 100,000.00	£ -	£ 100,000.00
Churchtown Allotments	Allotment rent income 01/04/2023 to 31/03/2024	£ 240.00	£ -	£ 240.00
Churchtown Cemetery	Memorial Bench Income	£ 700.00	£ 140.00	£ 840.00
Cornwall Council	S106 Saltash Town Team Application	£ 8,000.00	£ -	£ 8,000.00
Daily Moorings	Fee income	£ 275.00	£ 55.00	£ 330.00
Fairmead Allotments	Allotment rent income 01/04/2023 to 31/03/2024	£ 68.75	£ -	£ 68.75
Guildhall income	Various Bookings	£ 56.60	£ -	£ 56.60
Guildhall income	Refreshment income	£ 16.66	£ 3.34	£ 20.00
Isambard House	Various Bookings	£ 366.67	£ 73.33	£ 440.00
Library Income	Membership card Fees	£ 1.25	£ 0.25	£ 1.50
Library Income	Photocopying Fees income	£ 173.75	£ 34.75	£ 208.50
Library Income	Book Sales	£ 24.85	£ -	£ 24.85
Maurice Huggins Room	Various Bookings	£ 60.00	£ -	£ 60.00
Public Sector Deposit Fund	Interest Received	£ 750.54	£ -	£ 750.54
Saltash Bowling Club	Longstone - Bowling Club Water Charges	£ 63.61	£ 5.14	£ 68.75
Seagull Bags	Seagull Bags Income	£ 123.34	£ 24.66	£ 148.00
Trusted Boat Scheme	Annual Scheme Charges	£ 200.01	£ 39.99	£ 240.00
Grand Total		£ 195,002.69	£ 1,097.83	£ 196,100.52

Bank Payments

Saltash Town Council

For the period 1 July 2023 to 31 July 2023

Contact	Description	Net	VAT	Gross
Abalone Graphics Ltd	Name Badge for Finance Officer	£ 11.20	£ 2.24	£ 13.44
Animal Encounters With Chris Johnson	Workshop for Library Activities	£ 340.00	£ -	£ 340.00
Architecture By Studio Hive Limited	Consultancy charges for Town Vitality Open Space Project - Fourth Stage payment	£ 11,668.65	£ 2,333.73	£ 14,002.38
ATS Euromaster Ltd.	Service Delivery vehicle maintenance cost	£ 19.53	£ 3.90	£ 23.43
Barclays	Bank Charges	£ 17.73	£ -	£ 17.73
Cornwall Association of Local Councils	Councillor Mortimore - Code of Conduct Training course	£ 20.00	£ 4.00	£ 24.00
Cornwall Association of Local Councils	Councillor Dent - Finance for Councillors Training course	£ 30.00	£ 6.00	£ 36.00
Cornwall Council	Rent for Longstone Garage and Depot - July 2023	£ 375.00	£ -	£ 375.00
Cornwall Pensions	Pension Fund Payment - July 2023	£ 10,094.25	£ -	£ 10,094.25
Credit Card Purchases (Amazon)	Provisions for Councillors IT equipment	£ 29.89	£ 5.98	£ 35.87
Credit Card Purchases (Amazon)	P&F Stationery Cost	£ 11.66	£ 2.33	£ 13.99
Credit Card Purchases (Amazon)	Visitor sign in book for Guildhall	£ 8.32	£ 1.66	£ 9.98
Credit Card Purchases (Amazon)	P&F Stationery Cost	£ 2.07	£ 0.42	£ 2.49
Credit Card Purchases (Amazon)	P&F IT Cost	£ 13.06	£ 2.61	£ 15.67
Credit Card Purchases (Barclaycard)	Card Fees	£ 32.00	£ -	£ 32.00
Credit Card Purchases (Emiter Ltd)	Electrical Maintenance part for Brunel Bust - Refund of £1 due as overcharged	£ 267.83	£ 53.57	£ 321.40
Credit Card Purchases (Enduramaxx Ltd)	Grounds Water and Maintenance materials	£ 160.00	£ 32.00	£ 192.00
Credit Card Purchases (EventBrite)	Refunds for cancelled Murder Mystery event	£ 158.61	£ -	£ 158.61
Credit Card Purchases (Meta)	Library Activities Costs	£ 6.66	£ 1.33	£ 7.99
Credit Card Purchases (Meta)	Social Media (Facebook) Geo Targeted advertising for Town Vitality Public Consultation event	£ 20.00	£ -	£ 20.00
Credit Card Purchases (Meta)	Social Media (Facebook) Geo Targeted advertising for Coastal Communities Team Public Consultation event	£ 20.00	£ -	£ 20.00
Credit Card Purchases (Midland Flags)	LGBT Flags for Fore Street	£ 49.98	£ 10.00	£ 59.98
Credit Card Purchases (Midland Flags)	Armed Forces Day Flags for Fore Street	£ 58.31	£ 11.66	£ 69.97
Credit Card Purchases (Xero)	Monthly Xero Subscription	£ 28.00	£ 5.60	£ 33.60
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 332.13	£ 66.43	£ 398.56
Denmans	Electrical maintenance materials for Brunel Bust	£ 234.81	£ 46.96	£ 281.77
Devon Contract Waste Ltd	31/05/2023 Recycling costs	£ 12.98	£ 2.60	£ 15.58
Devon Garden Machinery	Hire For Plant Machinery Hire Grounds Maintenance	£ 750.00	£ 150.00	£ 900.00
East Cornwall Trading	Service delivery equipment cost	£ 109.00	£ 21.80	£ 130.80
EE	Staff mobiles and Pontoon broadband charges	£ 139.70	£ 27.94	£ 167.64
Efficient Comms Ltd	Telephone Call and Service Charges - June 2023	£ 232.18	£ 46.44	£ 278.62
EON	Electricity Charges - 1st June 2023 - 30th June 2023	£ 201.99	£ 10.10	£ 212.09
Friends of Tincombe	Community Chest Grant - Minute Number 45/23/24	£ 639.90	£ -	£ 639.90
HMRC	PAYE payment July 2023	£ 8,951.67	£ -	£ 8,951.67
HR Support Consultancy	HR Services for work carried out during the month of April 2023	£ 682.50	£ 136.50	£ 819.00
HR Support Consultancy	Staff Recruitment Costs - Finance Officer Position	£ 1,060.00	£ 212.00	£ 1,272.00
HR Support Consultancy	HR Services for work carried out during the month of May 2023	£ 682.50	£ 136.50	£ 819.00
HR Support Consultancy	HR Services for work carried out during the month of June 2023	£ 682.50	£ 136.50	£ 819.00
Hygiene 2 Health Ltd	Emergency First Aid at Work Course	£ 462.00	£ 92.40	£ 554.40
Ian Taylor	Laminated prints - Waterside public realm and flood prevention improvements exhibitions	£ 209.30	£ -	£ 209.30
Kennall Consulting Ltd	Consultancy Fees for producing lease contract for Isambard House	£ 367.50	£ 73.50	£ 441.00
Key Clamps Ltd	Maintenance materials - Dog Fouling Signs	£ 75.36	£ 15.06	£ 90.42
Laser - Library Electric	Electricity Charges - 01/12/2022 to 28/02/2023	£ 893.40	£ 178.68	£ 1,072.08
Laser - Library Electric	Electricity Charges - 01/03/2023 to 31/05/2023	£ 858.40	£ 42.92	£ 901.32
Laser - Library Gas	Gas Charges - 28/02/2023 to 31/03/2023	£ 774.53	£ 154.91	£ 929.44
Lynher Training Limited	Working at Height Awareness course for Service Delivery General Assistant	£ 145.00	£ -	£ 145.00
Lynher Training Limited	Powered Pole Pruner LNTRA Certificate and Card for Service Delivery General Assistant	£ 240.00	£ -	£ 240.00
Lynher Training Limited	Brushcutter/Trimmer LANTRA Certificate and card for Service Delivery General Assistant	£ 220.00	£ -	£ 220.00
Lynher Training Limited	Hand Held Hedge Trimmers LANTRA Certificate and card for Service Delivery General Assistant	£ 220.00	£ -	£ 220.00
Lynher Training Limited	Pedestrian and Ride-On Mower LANTRA Certificate and Card for Service Delivery General Assistant	£ 255.00	£ -	£ 255.00
Mr W & Mrs LD Kennington	Home Library Services travel expenses from Jan-June 2023	£ 152.10	£ -	£ 152.10
Opayo (previously Sage)	Card machine charges	£ 14.00	£ 2.80	£ 16.80
Opayo (previously Sage)	Card Machine Charges	£ 108.52	£ -	£ 108.52
PEAC Finance	Photocopier Lease 26/07/2023 - 25/10/2023	£ 649.28	£ 129.86	£ 779.14
Print Copy Scan Ltd	Prints for Photocopiers 26/05/2023 to 28/06/2023	£ 80.70	£ 16.15	£ 96.85
Public Works Loan Board	Repayment of PWLB Loan for Library Capital Works	£ 10,692.33	£ -	£ 10,692.33
Rosevale Accountants Ltd	Monthly payroll and absence management - July 2023	£ 553.50	£ 110.70	£ 664.20
Rosevale Accountants Ltd	Finance Consultancy Fees Week Commencing - 12th June 2023	£ 1,218.00	£ 243.60	£ 1,461.60
Rosevale Accountants Ltd	Finance Consultancy Fees Week Commencing - 19th June 2023	£ 1,334.00	£ 266.80	£ 1,600.80
Rosevale Accountants Ltd	Finance Consultancy Fees Week Commencing - 26th June 2023	£ 841.00	£ 168.20	£ 1,009.20
Rosevale Accountants Ltd	Finance Consultancy Fees Week Commencing - 3rd July 2023	£ 783.00	£ 156.60	£ 939.60
Rosevale Accountants Ltd	Finance Consultancy Fees Week Commencing - 10th July 2023	£ 638.00	£ 127.60	£ 765.60
Saltash & District Observer	Town Messenger - April 2023	£ 330.00	£ -	£ 330.00
Saltash & District Observer	Town Messenger - July 2023	£ 330.00	£ -	£ 330.00
Saltash Old Cornwall Society	Community Chest Grant - Minute number 18/23/24	£ 300.00	£ -	£ 300.00
Saltash Window Cleaning	Cleaning of Saltash Council Office May 2023 and June 2023	£ 90.00	£ -	£ 90.00
Security Management South West Ltd	Alarm callout charge for Longstone Depot on 30/06/2023	£ 45.00	£ 9.00	£ 54.00
Security Management South West Ltd	Alarm callout charge for Longstone Depot on 07/07/2023	£ 45.00	£ 9.00	£ 54.00
SLCC Enterprises Ltd	Finance Themed Summit - Town Clerk Event Fee	£ 60.00	£ 12.00	£ 72.00
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 1,260.86	£ 252.18	£ 1,513.04
SOS Consultancy	ICT provisions for newly elected councillor	£ 755.00	£ 151.00	£ 906.00

South West Signs	Supply and installation of name for 23/24 Mayoral Board	£ 45.00	£ 9.00	£ 54.00
South West Water - Alexandra Sq	Water Charges 11/03/2023 -20/06/2023	£ 154.20	£ -	£ 154.20
South West Water - Belle Vue Toilets	Water Charges 31/03/2023 - 20/06/2023	£ 211.87	£ -	£ 211.87
South West Water - Fairmead Road	Water Charges 08/03/2023 - 15/06/2023	£ 9.79	£ -	£ 9.79
South West Water - Library	Water Charges 03/06/2023 - 05/07/2023	£ 29.55	£ -	£ 29.55
South West Water - Longstone Depot - Connection to Bowling Green	Water Charges 04/05/2023 - 02/06/2023	£ 214.52	£ 16.54	£ 231.06
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water Charges 03/04/2023 - 03/05/2023	£ 65.99	£ 5.24	£ 71.23
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water Charges 04/05/2023 - 02/06/2023	£ 113.44	£ 8.84	£ 122.28
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water Charges 03/06/2023 - 05/07/2023	£ 77.45	£ 6.12	£ 83.57
South West Water - Maurice Huggins	Maurice Huggins Room Charges 03/06/2023 - 05/07/2023	£ 13.59	£ 1.25	£ 14.84
South West Water - Waterside	Waterside Toilets - Water Charges 11/03/2023 - 20/06/2023	£ 133.17	£ -	£ 133.17
Spot-On-Supplies	Cleaning Materials - Public Toilets	£ 154.35	£ 30.87	£ 185.22
Spot-On-Supplies	Cleaning Materials - Public Toilets	£ 369.38	£ 73.88	£ 443.26
Staff Expenses	Mileage - Assistant Service Delivery Manager	£ 108.95	£ -	£ 108.95
Staff Salary	Staff Salary	£ 34,544.27	£ -	£ 34,544.27
Sumup	Card Machine Charges	£ 0.51	£ -	£ 0.51
Tartendown Nursery	Materials - Grounds Maintenance	£ 2,098.50	£ 419.70	£ 2,518.20
Thirsty Work	Water Cooler Hire and Purchase of water bottles - February 2023	£ 44.75	£ 8.95	£ 53.70
Thirsty Work	Water Cooler Hire and Purchase of water bottles - March 2023	£ 143.10	£ 28.62	£ 171.72
Thirsty Work	Water Cooler Hire and Purchase of water bottles - April 2023	£ 160.75	£ 32.15	£ 192.90
Thirsty Work	Water Cooler Hire and Purchase of water bottles - May 2023	£ 151.75	£ 30.35	£ 182.10
Thirsty Work	Water Cooler Hire and Purchase of water bottles - June 2023	£ 54.75	£ 10.95	£ 65.70
Tool station	Door bell for Guildhall	£ 34.82	£ 6.96	£ 41.78
Tool station	Batteries for Library use	£ 3.83	£ 0.76	£ 4.59
Tool station	6 x locks for desk drawers at Guildhall	£ 27.26	£ 5.45	£ 32.71
Tool station	Repair Materials - Cemetery public toilet door	£ 86.89	£ 17.38	£ 104.27
Total Reach Cherry Picker Hire	Hire of Cherry Picker for town bunting	£ 930.00	£ -	£ 930.00
Trade UK Account	Staff Uniform - Service Delivery	£ 125.64	£ 13.33	£ 138.97
Trade UK Account	Maintenance Materials - Pontoon	£ 21.97	£ 4.39	£ 26.36
Trade UK Account	Maintenance Materials - Pontoon	£ 66.65	£ 13.33	£ 79.98
Trade UK Account	Maintenance Materials - Library	£ 29.99	£ -	£ 29.99
Trade UK Account	Maintenance Materials - Grounds	£ 9.99	£ 2.00	£ 11.99
Trade UK Account	Staff Uniform - Service Delivery	£ 33.33	£ 6.67	£ 40.00
Trade UK Account	Maintenance Materials - Longstone Depot	£ 49.98	£ 10.00	£ 59.98
Trade UK Account	Maintenance Materials - Grounds	£ 89.14	£ 17.80	£ 106.94
Trade UK Account	Fire assembly point signs - Library, Maurice Huggins Room, Longstone Depot, Pontoon Cabin, Cemetery, Isambard House & Guildhall	£ 80.25	£ 16.04	£ 96.29
UK Fuels Ltd	Fuel for Town Council Service Delivery Vehicles	£ 463.78	£ 92.75	£ 556.53
UK Identity Ltd	ID Badge for Finance Officer	£ 4.60	£ 0.70	£ 5.30
Viking Direct	Office and IT equipment - P&F/ Library	£ 249.63	£ 49.93	£ 299.56
Westcountry Skip Hire	14/06/23 Disposal of skip waste	£ 312.00	£ 62.40	£ 374.40
Westcountry Skip Hire	28/06/23 Disposal of Green Waste	£ 24.64	£ 4.93	£ 29.57
Westcountry Skip Hire	29/06/23 Disposal of Green Waste	£ 22.40	£ 4.48	£ 26.88
Westcountry Skip Hire	13/07/23 Disposal of skip waste	£ 312.00	£ 62.40	£ 374.40
Wilf Dawes Tyres & Batteries	Vehicle Maintenance Materials - Service Delivery	£ 183.32	£ 36.67	£ 219.99
Grand Total		£ 105,217.13	£ 6,794.59	£ 112,011.72

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 15th August 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, J Brady (Vice-Chairman), R Bullock, J Dent, J Foster, S Gillies, S Miller, L Mortimore, J Peggs, B Samuels (Chairman), P Samuels, B Stoyel and D Yates.

ALSO PRESENT: 2 Members of the Public, R Lumley (Assistant Town Clerk) and F Morris (Planning and General Administrator).

APOLOGIES: M Griffiths and S Lennox-Boyd.

50/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

51/23/24 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
Samuels B	PA23/03544	Non-Pecuniary	Applicant is my landlord.	Yes
Samuels P	PA23/03544	Non-Pecuniary	Applicant is my landlord.	Yes
Gillies	PA23/03544	Non-Pecuniary	Work connection.	Yes

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

None.

52/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

The Chairman informed Members that one request to speak had been received in relation to Agenda Item 7c – Applications for consideration:

PA23/03544 in support of Burley Court Pillmere Drive Saltash PL12 6FH.

By a raise of hands, members confirmed to receive the public statement under Agenda Item 7c – Applications for consideration.

53/23/24 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 18TH JULY 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 B Samuels, seconded by Councillor Brady and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 18th July 2023 were confirmed as a true and correct record.

54/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

55/23/24 PLANNING:

- a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
- b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.

c. Applications for consideration:

Councillors Gillies, B Samuels and P Samuels declared an interest in the next agenda item and left the meeting.

Vice-Chairman, Councillor Brady in the chair.

PA23/03544

Mr F W Rogers – **Burley Court Pillmere Drive Saltash PL12 6FH**

Advertisement consent for a 10 metre high post with illuminated signs.

Ward: Tamar

Date received: 03/08/23

Response date: 24/08/23

The applicant spoke in support of PA23/03544.

It was proposed by Councillor Dent, seconded by Councillor Foster and resolved to **RECOMMEND APPROVAL** subject to consideration of the illumination levels and the impact these may cause on road users and neighbouring properties.

Members discussed the economic impact of Burley Court on retail establishments in Saltash Town Centre.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to note that Cornwall Council Planning Department assess the overall impact of the entire retail development taking place at Burley Court, to consider whether this is having a detrimental impact on the Town Centre.

Councillors Gillies, B Samuels and P Samuels were invited and returned to the meeting.

The Chairman, Councillor B Samuels in the chair.

PA23/04762

Mr S Davies – **Land South Of Tinkhams Farm House Carkeel PL12 6PH**

Erection of a detached dwelling and garage with a new vehicular access and associated parking and amenity areas.

Ward: Trematon

Date received: 20/07/23

Response date: 18/08/23

It was proposed by Councillor Foster, seconded by Councillor P Samuels and resolved to **RECOMMEND REFUSAL** on the basis of:

1. Highway safety.
2. Overdevelopment of the site.

PA23/05260

Town Clerk Saltash Town Council – **Saltash War Memorial Station Road Saltash**

Listed Building Consent: Installation of two concrete benches.

Ward: Essa

Date received: 24/07/23

Response date: 18/08/23

It was **RESOLVED** to note.

PA23/05692

C/o Agent CEG land promotions Ltd and WH Bond & Sons Limited and Bond Holdings Limited – **Land At Broadmoor Farm Stoketon Cornwall**

Application for Non-Material Amendment to PA14/02447 for Hybrid application comprising Outline permission for a mixed use residential-led development, including, preparatory works including demolition of existing farm buildings as necessary; up to 1000 residential units; care home up to 80 beds or sheltered housing up to 50 units, or combination thereof ; up to 6 hectares of employment land; 1 neighbourhood centre approximately one hectare, (up to 1000 sqm, including convenience store up to 400 sqm), with associated carparking, landscaping works (including a village square) and public realm; one commercial centre approximately 0.5 hectares (including convenience store up to 60 sqm), C1 (including hotel of up to 60 bedrooms), C3, D1/D2) with associated car parking, landscaping works (including a central space) and public realm; education facilities (including a minimum 1.3 hectare site for primary school); open space including parks, amenity green space, natural and semi-natural green spaces, outdoor sports provision, facilities for children and young people, allotments, community orchards and forest gardens; associated infrastructure works (undergrounding of overhead electrical power lines, internal access roads, footpaths/cycleways including a pedestrian bridge across the A38); and landscaping works (including surface water drainage and levelling/creation of earth bunds/mounds and detailed permission for the construction of a western access, comprising a roundabout and link road off the A38 and associated highways works, an eastern access comprising a roundabout off the A388; footpaths/cycleways, landscaping and associated engineering/infrastructure works, and improvements to the existing highway (including Carkeel/A38 and Avery Way/A388 roundabouts), namely 1) amendment to the red line shown on the approved site location plan A30947/032 under application PA14/02447.

Ward: Trematon

Date received: 03/08/23

Response date: 16/08/23

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

PA23/05749

Mr Tom Watson National Grid – **Land South of Lucus Tenement Broad Lane Trematon Cornwall PL12 4RU**

Divert our existing overhead line at Lucus Tenement, Trematon due to the site being redeveloped for 5 new dwellings. The overhead line diversion will move the existing line approximately 20 metres west of the development site onto the other side of an existing hedge line boundary. A plan has been submitted to you outlining the diversion. The proposed new location is highlighted in pink and the section to be dismantled highlighted in blue. In order to divert the overhead line it is proposed a new additional pole and stay will be required to support the overhead line and one of the existing poles numbered 45 FYA5 will require a stay attachment to balance the new pole. The works are on the edge of the Tamar AONB area and we have consulted thoroughly with the AONB officer about the proposed works. No new access tracks will be required to carry out our works and care shall be taken to cause as little disturbance or damage to the land as possible. There is a grouping of trees that will have to be felled to enable the diversion to take place however the developer of the neighbouring site has a landscaping and environmental plan which includes replanting the hedges during the construction of the new dwellings.

Ward: Trematon

Date received: 21/07/23

Response date: 18/08/23

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

PA23/06052

Mr D Nimmo-Williams – **Gwel An Woon 26 Bishops Close Saltash PL12 6HP**

Two Storey Side Extension.

Ward: Tamar

Date received: 26/07/23

Response date: 18/08/23

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

PA23/06166

Mr William Trinick Antony Estate – **Wearde Farm Wearde Road St Stephens Saltash PL12 4AS**

Listed building consent for change of use of part of a field to extend the garden of the adjoining house.

Ward: Essa

Date received: 09/08/23

Response date: 30/08/23

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

d. Tree Applications:

PA23/05843

Mrs Alison Pimlott – **31 Glebe Avenue Saltash PL12 6DN**

Works to trees under a tree preservation order (TPO) namely; Ash: reduce by 3m all round.

Ward: Tamar

Date received: 01/08/23

Response date: 22/08/23

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

It was proposed by Councillor Peggs, seconded by Councillor Foster and resolved to **RECOMMEND APPROVAL** subject to the agreement of the Cornwall Council Tree Officer.

56/23/24 TO RECEIVE A PUBLIC NOTICE RELATING TO THE FORMER PUBLIC CONVENIENCES, CALLINGTON ROAD, SALTASH AND CONSIDER ANY ACTIONS.

It was **RESOLVED** to note.

57/23/24 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.

58/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

59/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

60/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

The Chairman reminded Members that a Planning Survey Poll is currently being circulated.

61/23/24 **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 September 2023 at 6.30 pm

Rising at: 7.14 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Services Committee held at the Guildhall on Thursday 24th August 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent, M Griffiths, S Lennox-Boyd, L Mortimore, J Peggs (Chairman), B Stoyel and D Yates.

ALSO PRESENT: Three Members of the Public, S Burrows (Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: J Brady, J Foster, S Gillies, S Martin, S Miller, B Samuels and P Samuels (Vice-Chairman).

46/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

47/23/24 TO APPOINT A VICE CHAIRMAN.

In the absence of the Vice Chairman, it was proposed by Councillor Peggs, seconded by Councillor Lennox-Boyd and **RESOLVED** to appoint Councillor Bickford as Vice Chairman for this meeting only.

48/23/24 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.

None.

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

None.

49/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

50/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 8TH JUNE 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 Bullock, seconded by Councillor Dent and **RESOLVED** that the minutes of the Services Committee held on 8th June 2023 were confirmed as a true and correct record.

51/23/24 TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members of the current budget statement contained within the circulated reports pack.

It was proposed by Councillor Yates, seconded by Councillor Griffiths and **RESOLVED**;

1. To note the budget statement;
2. To vire £100 from budget code 6403 Guildhall Electricity to 6400 Guildhall Rates to cover the increased Cornwall Council business rates;

It was proposed by Councillor Yates, seconded by Councillor Griffiths and resolved to **RECOMMEND** to the Station Sub Committee to review budget code 6810 General Repairs & Maintenance - Isambard House due to limited funds remaining for the year 2023/2024.

TO RECEIVE AND CONSIDER THE FOLLOWING COMMITTEES RECOMMENDATIONS:

a. Joint Burial Board held on 27th June 2023;

5/23/24 TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Assistant Town Clerk (ATC) explained the reason for the need to better present the budget statement to offer further clarity of the expenditure to date and the ability to track expenditure throughout the year highlighting any areas that may be close to an overspend. This also identifies areas that may require further consideration by Members when setting the budget for the following Precept year.

The ATC provided a brief overview of the colour coding system contained within the circulated reports pack:

- Green shows funds are on target as predicted at this point of the financial year;
- Yellow shows where the budget has been utilised more than expected at this point of the financial year;
- Red shows an overspend on the budget for what was expected to be utilised at this point of the financial year.

Town Council Members agreed to consider and approve the virements en bloc:

It was proposed by Councillor Bickford, seconded by Councillor Peggs and resolved to **RECOMMEND** the following virements to the next Services Committee meeting:

1. £16,422.22 from budget code 6624 ST BB Cemetery Staff Gross Pay (St Stephens) to 6618 ST SE Services Delivery Gross Pay;
2. £1,387.21 from budget code 6625 ST BB Cemetery – Employers NI to 6619 ST SE Services Delivery Employers NI;
3. £3,201.96 from budget code 6626 ST BB Cemetery Staff – Employers Pension (St. Stephens) to 6620 ST SE Services Delivery Employers Pension;
4. £138.00 from budget code 6667 ST BB Cemetery Staff – Clothing (St. Stephens) to 6673 ST SE Services Delivery – Clothing;
5. £473.00 from budget code 6668 ST BB Cemetery Staff – Mobiles (St. Stephens) to 6674 ST SE Services Delivery – Mobiles;

6. £80.00 from budget code 6669 ST BB Staff Travelling Expenses (St. Stephens) to 6675 ST SE Services Delivery Staff Travelling Expenses;
7. £530.00 from budget code 6670 ST BB Staff Training (St. Stephens) to 6676 ST SE Services Delivery Staff Training;
8. £8,830.00 from budget code 6693 ST BB EMF Staff Contingency (St. Stephens) to 6700 ST SE Services Delivery Staff Contingency.

It was proposed by Councillor Bickford, seconded by Councillor Mortimore and **RESOLVED** to approve the above recommendations en-bloc.

- b. Personnel held on 29th June 2023;

Members agreed to receive and consider the following recommendations en-bloc.

RECOMMENDATION 1:

27/23/24 TO RECEIVE THE TRAINING BUDGET, REPORT BACK ON TRAINING ATTENDED AND CONSIDER TRAINING REQUESTS AND ANY ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the training budget and staff training to date.

It was proposed by Councillor Foster, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting to approve for a Service Delivery General Assistant to undertake the Powered Pole Pruner training at a cost of £240 allocated to budget code 6676 Service Delivery Staff Training.

RECOMMENDATION 2:

28/23/24 TO RATIFY SERVICE DELIVERY TRAINING EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting to ratify the below Service Delivery training of £695 allocated to budget code 6676 Service Delivery Staff Training:

1. Brushcutter/Trimmer LANTRA Certificate and card - £220.00
2. Hand Held Hedge Trimmers LANTRA Certificate and card - £220.00
3. Pedestrian and Ride-On Mower LANTRA Certificate and Card - £255.00.

RECOMMENDATION 3:

30/23/24 TO REVIEW EMPLOYMENT LAW TRAINING FOR LINE MANAGERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve the Line Managers to attend Employment Law training delivered by HR Support Consultancy at a total cost of £450. The Town Clerk to arrange a suitable training date subject to the appointment of a Service Delivery Manager.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting approval for Employment Law training cost of £90 allocated to budget code Service Delivery Staff Training;

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

c. Policy and Finance held on 11th July 2023;

RECOMMENDATION 1:

39/23/24 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the Town Clerk update on budget reports.

It was proposed by Councillor Miller, seconded by Councillor Martin and resolved to **RECOMMEND** to the Burial Authority Committee, Services Committee and Library Sub Committee to consider the virement of funds to bring budgets back within the set expenditure at their next available meeting.

It was **RESOLVED** to note the recommendation for the Services Guildhall budget was actioned under Agenda Item 6 minute number 51/23/24.

53/23/24 **TO RECEIVE AND CONSIDER A RECOMMENDATION FROM THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 1ST AUGUST 2023.**

32/23/24 TO RECEIVE THE GUILDHALL TENDER REPORT FROM BARRON SURVEYING AND REVISIT THE SCOPE OF WORKS DRAFT PRIORITY LIST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman announced that Agenda Item 8 is to be received at the same time as Agenda Item 7.

The Chairman informed Members that four tenders were received and analysed by Barron Surveying for Members consideration.

The Chairman referred to the Scope of Works Draft Priority List and confirmed the associated cost is within the available budget.

Members agreed all works detailed in the Draft Priority List were to be undertaken with further discussions to be held regarding the window draft stripping.

Members asked the Town Clerk together with Barron Surveying to identify the windows that require draft stripping to be sure the budget is spent wisely.

The Town Clerk asked Members to consider the appointment of Barron Surveying to project manage the Guildhall works.

It was proposed by Councillor Dent, seconded by Councillor Peggs and resolved to **RECOMMEND** to the next Services Committee meeting:

1. To appoint D R Jones to undertake the external repairs and redecoration works to the Guildhall Building at a maximum cost of £78,519+VAT to be allocated to budget code EMF 6470 Guildhall Maintenance;
2. To appoint Barron Surveying to arrange a site meeting with DR Jones to go through the works and tender return;
3. To delegate authority to the Town Clerk working with Barron Surveying to identify the windows that require draft stripping;
4. To appoint Barron Surveying to project manage including full contract administration with frequent site inspections and reports, progress meetings and programme review, dealing with day to day queries, variations, valuation and final account at a percentage fee of 12% of the project value allocated to budget code 6418 GH Professional Fees

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

TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Departmental Report;

The Town Clerk reported on the Departmental Report received and contained within the circulated reports pack.

The Town Clerk informed Members of the text highlighted in blue, contained and detailed within the report, in which Members were requested to consider resolutions.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to;

1. Delegate to the Town Clerk to repair the North Road bus shelter roof working within budget code 6512 Bus Shelter Maintenance;
2. Ratify the cost of £235 to replace the Guildhall window allocated to budget code 6410 General Maintenance;
3. Ratify the change in operational hours to the fully accessible public toilet at Belle Vue in line with other Town Council public toilet operational hours;
4. Ratify to discontinue the LMP footpath work for the year 2023-24 and delegate to the Service Delivery Manager to ascertain if there is sufficient resource within the department to undertake the work the year 2024-25, and the Finance Officer to carry out a cost exercise for budget setting purposes, both reporting back at the next Services Committee meeting;
5. Appoint company A to undertake hedge works at Churchtown Cemetery and Allotment site at a cost of £1,024.50 allocated to budget code 6506 Grounds Maintenance and Watering;
6. Budget sufficient funds for replacement fencing at Churchtown Cemetery in the year 2024-25;
7. Delegate authority to the Town Clerk to appoint a contractor to carry out the works within budget this year, and future budgeting for the works to be undertaken every two years;
8. Plant evergreen plants for the Autumn/Winter period, and the Spring/Summer planting to be around the evergreen areas to bring colour to the beddings and containers;
9. Remove the Fore Street hanging baskets at the end of August;

10. Delegate to the Town Clerk to undertake a vehicle exercise reporting back at the next Services Committee meeting.

b. Grounds Maintenance Works;

The Chairman reported on the Grounds Maintenance report received within the circulated reports pack.

The Town Clerk expressed to Members the importance of the Town Council's many responsibilities and the volume of work that accompanies those responsibilities.

Members were asked to be mindful when considering future devolution, the impact on resources and the Precept.

It was **RESOLVED** to note.

c. Work Request Log;

Members were advised that the work request log is additional requests received from Members, Officers, and the public via the below link or emailed directly to services@saltash.gov.uk

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

It was **RESOLVED** to note.

d. Vandalism and Anti-Social Behaviour Report;

Members agreed the report should be shared with external organisation Safer Saltash to strengthen communications and awareness of the minor crimes being experienced within the Saltash community.

It was **RESOLVED** to note.

e. Statutory and Mandatory Building and Asset Checks;

It was **RESOLVED** to note.

55/23/24 TO RECEIVE PONTOON QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the repairs and maintenance works identified at the Pontoon.

Councillor Bickford provided an overview on the pontoon inclusive of information as to when it was installed, a Tenancy at Will in place, and its current condition.

Members considered the current Tenancy at Will with Cornwall Council and the Town Council's commitment to repair and maintain the site. Members agreed that the Pontoon was a valuable asset they wished to retain in future years.

It was proposed by Councillor Bickford, seconded by Councillor Mortimore and **RESOLVED** to appoint Company B to replace with standard decking and 2x2 timber and screws (price includes materials and labour) at a cost of £5,800+vat allocated to budget code 6584 EMF Pontoon Maintenance Costs, subject to the Town Clerk confirming the decking and timber are pressure treated.

56/23/24 TO RECEIVE A REPORT ON THE USE OF MOBILE DEVICE MANAGEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To purchase a Mobile Device Management (MDM) Subscription for 8 Town Council Mobile Devices at a cost of £440 for a three year subscription;
2. To appoint the IT Consultant to set up the MDM system on behalf of the Town Council at a cost of £400;
3. To allocate the cost to budget code 6674 Service Delivery Staffing Cost.

57/23/24 TO RECEIVE A REPORT ON LATCHBROOK FORMER PLAY AREAS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman discussed a recent site visit undertaken in which it was clear the areas being proposed for devolution were in need of a considerable amount of work.

It was proposed by Councillor Mortimore, seconded by Councillor Stoyel and **RESOLVED** to thank Cornwall Council for providing the Town Council the opportunity to consider all six areas during their release process, however, due to the work required to bring the sites back to an acceptable condition Saltash Town Council reject the offer on this occasion and ask Cornwall Council to consider retaining the areas as public open spaces in line with the Saltash Neighbourhood Plan, should Cornwall Council wish to sell the land on the open market a covenant be included to exclude properties being built on the land that should remain as public open spaces.

58/23/24 TO RECEIVE AN UPDATE ON THE TOWN COUNCIL CIL APPLICATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE

Members of the CIL Play Area Working Group spoke of recent progress with the Town Council's funding application.

The Working Group met with the Pillmere Community Association and continue to work in partnership to drive the project forward.

The closing date for a final submission is late October. However, Members were advised a formal application can be submitted prior to the final submission date with advice available to be received to strengthen the funding bid if required.

It was proposed by Councillor Dent, seconded by Councillor Moritmore and **RESOLVED** to provide delegated authority to the Town Clerk to submit a formal application on behalf of the Town Council with a further update to be received at the next Services Committee meeting.

TO RECEIVE A REPORT ON THE TOWN LOUDSPEAKERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the report received and contained within the circulated reports pack.

Members discussed in length the associated costs in relation to PPL and PRS Licences supporting external community events and for Saturday Meet Your Councillor sessions together with the loudspeakers.

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

1. To discontinue the background music licence for Meet Your Councillors with immediate effect;
2. To discontinue the Town Council music licence for external events with immediate effect;
3. To investigate if the Town Council are entitled to a refund for the music licence period of the 29.11.22 to 28.11.23;
4. To update the Town Council booking form to state it is the responsibility of the person / organisation applying to use the loudspeakers to obtain a PPL/PRS licence;
5. To appoint the contractor to service the loudspeakers at a cost of £180.00 +vat allocated to budget code 6504 Street Furniture (Maintenance) reporting back at a future Services Committee meeting.

60/23/24 TO RECEIVE A BENCH REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To purchase a composite bench to be installed at St Stephens Road, subject to permissions being sought from Cornwall Council, at a cost of approximately £462.50;
2. To apply for a licence to work within the highway at an approximate cost of £100;
3. To install a plaque stating the bench has been installed by Saltash Town Council and funded in partnership with Cornwall Council;
4. To part fund the bench allocated to budget code 6504 Street Furniture (Maintenance) and Cornwall Councillors to contribute by way of their Community Chest Funding subject to the Community Link Officers' approval.

61/23/24 TO RECEIVE A REPORT ON THE USE OF PUBLIC ROYAL NAMES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman spoke of suggested locations that could be used to mark the passing of Her Majesty Queen Elizabeth II and commemorate her extraordinary reign through the use of her name and title.

The Chairman reminded Members that historically Victoria Gardens was a rose garden and asked for Members comments regarding planting Queen Elizabeth Roses (pink) with the specified area to be named Queen Elizabeth II Memorial Rose Garden.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to delegate to the Town Clerk to submit a request to mark the passing of Her Majesty Queen Elizabeth II at Victoria Gardens subject to Cornwall Council permissions.

62/23/24 TO RECEIVE A REPORT FROM THE GREAT WAR COMMEMORATIVE EVENTS COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** that Saltash Town Council adopt, insure and maintain the History Board and Plaque located at Wearde Quay Road, Key Bridge adjacent to the former Defiance Halt.

63/23/24 TO RECEIVE A REPORT ON ALLOTMENT SOFTWARE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members of the current allotment process which is time consuming and potentially leaves room for errors. The software will assist when undertaking audits of Town Council allotment sites.

Further to this, there are insufficient funds to support the purchase of software for the year 2023-24.

It was proposed by Councillor Peggs, seconded by Councillor Lennox-Boyd and **RESOLVED**;

1. To appoint Company C at an annual cost of £669 plus any increase for the year 2024-25;
2. To create a new budget code titled 'Subscriptions' allocating £700 for the year 2024-25 to support the allotment software.

64/23/24 TO RECEIVE A REPORT ON THE ALLOTMENT CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman spoke of recent complaints and issues arising at Town Council allotment sites and that it has been identified the current allotment contracts are in need of review.

It was proposed by Councillor Bullock, seconded by Councillor Lennox-Boyd and **RESOLVED** to adopt the NALC template Allotment Agreement for all new allotment contracts with an addendum to be issued to existing contracts to improve management.

65/23/24 TO RECEIVE A DRAFT ALLOTMENT POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Bickford and resolved to **RECOMMEND** to the next Policy and Finance Committee the Draft Allotment Policy as attached.

66/23/24 TO RECEIVE A REPORT ON THE WINDOW WANDERLAND 2023 AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.

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

1. The Town Council to register participation in the free Window Wanderland event with decorated windows at the Library and Guildhall;
2. Window designs to be lit by automatic timers between 16:30 and 22:00 daily in line with the light switch on;
3. Approve the Administration Department to create a window display for the third window in the Guildhall Long Room;
4. Procurement of a lighting timer and materials at a cost of £44.98 allocated to budget codes 6301 Stationary.

67/23/24 TO RECEIVE A REPORT ON THE HIGH STREET CATENARY WIRES AND TOWN COUNCIL CHRISTMAS LIGHTS 2023 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Administration Officer reported on the High Street Catenary Wires and Christmas Lights 2023 contained within the reports pack.

It was proposed by Councillor Peggs, seconded by Councillor Lennox-Boyd and
RESOLVED;

1. To appoint Company C to complete a visual inspection on the catenary wires as soon as practicable at a cost of £1,430.00+vat;
2. To appoint Company A to carry out works for the festive lighting for the year 2023-2024 at a cost of £6,135+vat;
3. To allocate the associated cost to budget code 6572 EMF Festive Lights;
4. To delegate to the Town Clerk to oversee and action any works to the catenary wires and festive lighting inclusive of the removal and disposal of bunting;
5. To note the current lack of Method of Inspection nor Quality Level of Inspection Certificates for installed Catenary wires over previous years.
6. To adopt the Festive Light Schedule for 2023 subject to Agenda Item 24 – minute nr. 69/23/24.

68/23/24 TO RECEIVE A REPORT ON TOWN COUNCIL CHRISTMAS TREES 2023 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Stoyel, seconded by Councillor Mortimore and **RESOLVED**;

1. To appoint Company A to supply and deliver 20ft Nordmann Fir Christmas Trees at a total cost of £500;
2. To appoint Company A to provide a crane to install the trees at both the Waterside and Victoria Gardens at a cost of £250;
3. To apply to Cornwall Council for a Highways Limit Licence at a cost of £97;
4. To procure 9 x 5M Warm White Fairy Lights and 1 Transformer at a cost of £110;
5. To note staff time and costs allocated for erecting, decorating and dismantling the Christmas Trees;
6. To allocate the associated cost to budget code 6572 EMF Festive Lights.

69/23/24 TO RECEIVE A REPORT ON THE CHRISTMAS LIGHT SWITCH ON EVENT 2023 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford reported on the past Town Council Christmas Light Switch on Events coinciding with the annual Christmas Festival Event held on the first Saturday of December.

The organisers of the Saltash Christmas Festival have agreed to work in partnership with the Town Council to switch the Christmas Lights on taking place on Saturday 2nd December 2023.

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** to refer the Town Council Light Switch on Event to the Saltash Christmas Festival to be held on Saturday 2nd December 2023.

70/23/24

TO RECEIVE A REPORT ON TOWN COUNCIL CHRISTMAS LIGHTS 2024 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Administration Officer reported on the proposals received with indicative associated costs sought for the various options Members may wish to consider for the year 2024-25.

The Administration Officer requested guidance from Members on how they wish to proceed for future years festive decorations for the town with budget requirements to be considered prior to budget setting for the year 2024-25.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Bullock and **RESOLVED** to go out to tender for the Christmas Festive Decorations for the year 2024-25 and budget accordingly for future years.

Members thanked the Town Clerk for her dedication in temporarily fulfilling the Service Delivery Manager role, alongside her Town Clerk and RFO duties.

DATE OF NEXT MEETING

Thursday 12 October 2023 at 6.30 pm

Rising at: 8.41 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Town Vision Sub Committee held at the Guildhall on Tuesday 8th August 2023 at 6.30 pm

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

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

APOLOGIES: J Brady and S Martin.

1/23/24 TO ELECT A CHAIRMAN.

It was proposed by Councillor Gillies, seconded by Councillor Peggs to nominate Councillor Griffiths.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor Griffiths as Chairman.

Councillor Griffiths in the Chair.

2/23/24 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Peggs, seconded by Councillor Bickford to nominate Councillor Gillies.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor Gillies as Vice Chairman.

3/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

4/23/24 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.

None.

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

None.

5/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

6/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

7/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE TOWN VISION SUB COMMITTEE HELD ON TUESDAY 14TH DECEMBER 2021 AS A TRUE AND CORRECT RECORD.

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Town Vision Sub Committee held on Tuesday 14th December 2021 were a true and correct record.

8/23/24 TO RECEIVE THE TOWN VISION BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members that any requests over the sub-committee delegated authority of expenditure would require a recommendation to the Policy and Finance Committee for consideration.

It was **RESOLVED** to note.

9/23/24 TO RECEIVE AND REVIEW THE TOWN VISION SUB COMMITTEE TERMS OF REFERENCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the draft Terms of Reference contained within the circulated reports pack. It was agreed that these need to be reviewed and updated.

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and **RESOLVED** to delegate to the Town Clerk working with the Chairman and Vice Chairman to review and update the draft Terms of Reference for Members consideration at the next Town Vision Sub Committee meeting.

10/23/24 TO ESTABLISH AND WORK TOWARDS A VISION FOR SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members agreed that there is a necessity for the Town Vision to consider the Town Council's Vision with an overarching three-year Business Plan to include Vision, Mission, Values, Strategic Plan, Activity Plan, Governance and Management, Communications, Fundraising and Financial Forecasts.

It was proposed by Councillor Griffiths, seconded by Councillor Peggs and **RESOLVED** to delegate to the Town Clerk working with the Chairman and Vice Chairman to create a draft Saltash Town Council Business Plan for the three-year period April 2024 to March 2027 reporting back at a future Town Vision Sub Committee meeting for Members consideration.

11/23/24 TO ESTABLISH A DRAFT ACTION PLAN FOR SALTASH TOWN COUNCIL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the documents contained and circulated within the reports pack.

Members agreed that further review of the Town Council Action Plan would be undertaken once the Terms of Reference and Business Plan are drafted, finalised, and agreed by the Town Council.

It was proposed by Councillor Griffiths, seconded by Councillor Bullock and **RESOLVED** to defer to a future Town Vision Sub Committee meeting subject to the completion of the Terms of Reference and Saltash Town Council Business Plan.

12/23/24 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.

13/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

14/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

15/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

Members reflected on the discussions at the meeting and reiterated the importance of Saltash Town Council having a Business Plan in place.

Members discussed how a Business Plan assists in clarifying the Vision of the Town Council both internally and externally, its strategic priorities, the progression of large projects and the ability to meet the criteria for accessing external funding streams.

16/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

17/23/24 DATE OF NEXT MEETING:

The Chairman and Members agreed there is a requirement to set clear deadlines dates to achieve the role of the sub-committee.

It was proposed by Councillor Griffiths, seconded by Councillor Gillies and **RESOLVED** to schedule the following meeting dates:

- Thursday 16th November 2023 at 6:30pm;
- Thursday 15th February 2024 at 6:30pm;
- Thursday 16th May 2024 at 6:30pm;
- Thursday 15th August 2024 at 6:30pm.

DATE OF NEXT MEETING

Thursday 16 November 2023 at 6.30 pm

Rising at: 7.30 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Library Building on Tuesday 22nd August 2023 at 6.30 pm

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

ALSO PRESENT: I Newcombe (Bailey Partnership), S Burrows (Town Clerk), W Peters (Finance Officer), D Orton (Community Hub Team Leader) and D Joyce (Administration Officer).

APOLOGIES: B Samuels and P Samuels.

21/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

The Community Hub Team Leader informed those present of the actions required in the event of a fire or emergency.

22/23/24 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.

None.

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

None.

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

None received.

24/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 13TH JUNE 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 Dent, seconded by Councillor Yates and **RESOLVED** that the minutes of the Library Sub Committee held on 13th June 2023 were confirmed as a true and correct record.

25/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

26/23/24 TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED**;

1. To note the budget statement;
2. To vire £2,000 from 6973 EMF Loan Repayments to 6923 PWLB Loan Repayment & Interest to cover the loan repayments;
3. To vire £220 from 6900 Rates – Library to 6975 EMF Home Library Service to cover mileage costs.

27/23/24 TO RECEIVE AN UPDATE ON THE LIBRARY TENDER PROCESS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk provided an overview of the Tender process followed diligently under all Town Council procurement regulations.

Further to this, Ian of Bailey Partnership spoke of an initial expression of interest but unfortunately no tender applications were received prior to the tender closing date.

Bailey Partnership approached three approved window installers, located in Devon and Cornwall, to obtain three full quotes for the works to the curtain walling system.

Out of the three companies only one company wished to quote. To date that quote has not been received. Ian confirmed this is due to the company awaiting confirmation of costs from external profilers, inclusive of window suppliers and scaffolding organisations. The company has confirmed they will submit a full quote upon confirmation of external costs.

Bailey Partnership requested a programme of works detailing an indicative start date.

Ian advised Members that lead times and procurement of materials could impact the schedule of works with delays of up to 12 weeks being experienced.

It was **RESOLVED** to note.

28/23/24 TO RECEIVE QUOTES FOR THE CURTAIN WALLING WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the update provided by Bailey Partnership under Agenda Item 8 minute number 27/23/24.

29/23/24 TO SET THE LIBRARY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO THE SERVICES COMMITTEE.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Library Sub Committee Fees and Charges for the year 2024-25 as attached.

30/23/24

TO SET THE LIBRARY SUB COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE SERVICES COMMITTEE.

The Finance Officer worked through the budget statement for the year 2024/25 contained within the circulated reports pack.

It was proposed by Councillor Yates, seconded by Councillor Peggs and **RESOLVED** to approve the interim budget statement for the year 2024-25 including the following amendments to date, due to awaiting costs for the Library refurbishment project:

Operational Income:

1. Budget code 4526 Library Activity Income to be amended to 4526 Library Income, to set the budget at zero;
2. Budget code 4527 Library Vending Machines Income, to set the budget at zero;
3. Budget code 4529 Library Activities Sponsorship to be amended to 4529 Library Activities Funding Income, to set the budget at £600;
4. The remaining income codes to be set as attached;

Operational Expenditure:

5. Budget code 6975 EMF Home Library Service, to set the budget at £550;
6. The remaining operational codes to be set as attached;

EMF Expenditure:

7. To vire £21,000 from 6973 EMF Loan Repayments to 6971 EMF Saltash Library Property Refurbishment;
8. The remaining EMF expenditure codes to be set as attached;
9. To set the final budget statement for the year 2024-25 at the next Library Sub Committee meeting.

31/23/24 TO RECEIVE AND CONSIDER THE FOLLOWING COMMITTEES RECOMMENDATIONS;

a. Personnel Committee held on 29th June 2023;

30/23/24 TO REVIEW EMPLOYMENT LAW TRAINING FOR LINE MANAGERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve the Line Managers to attend Employment Law training delivered by HR Support Consultancy at a total cost of £450. The Town Clerk to arrange a suitable training date subject to the appointment of a Service Delivery Manager.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Library Sub Committee meeting approval for Employment Law training cost of £90 allocated to budget code Library Staff Training;

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

b. Policy and Finance held on 11th July 2023

39/23/24 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the Town Clerk update on budget reports.

It was proposed by Councillor Miller, seconded by Councillor Martin and resolved to **RECOMMEND** to the Burial Authority Committee, Services Committee and Library Sub Committee to consider the virement of funds to bring budgets back within the set expenditure at their next available meeting.

It was **RESOLVED** to note the recommendation for the Library budget was actioned under agenda item 7 minute number 26/23/24.

32/23/24 TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the report and to thank the Library staff for their hard work during the Summer Reading Challenge.

**33/23/24 TO RECEIVE A REPORT ON THE TEMPORARY LIBRARY MOVE
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

Members discussed the Library moving schedule and associated costs contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to;

1. Retain the current operating hours of the Library during the refurbishment work - Monday, Tuesday, Thursday, Friday 10am to 5pm and Saturday 10am to 1pm;
2. Assign the Casual Caretaker to work Saturday 10am to 1pm to man the Guildhall reception area during the Library refurbishment work;
3. Approve the associated cost for a Cornwall Council engineer to undertake IT works at a total cost of £600+vat (2 days work) allocated to budget code 6971 EMF Saltash Library Property Refurbishment;
4. Approve the associated cost for a specialist company OFR to undertake the storage of two units at a cost of £990+vat (2 days work) allocated to budget code 6971 LI EMF Saltash Library Property Refurbishment.

**34/23/24 TO RECEIVE A REPORT ON THE MAIN ENTRANCE DOORS AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Yates, seconded by Councillor Peggs and **RESOLVED** to ratify the work on the CCTV Server at a cost of £336.71 allocated to budget code 6694 Fire and Security Alarm.

Members discussed the works required to the Library external entrance doors following maintenance works undertaken. The Community Hub Team Leader informed Members of the installation unit being a closed unit preventing any further works being undertaken by alternative suppliers.

Members discussed subsequent quote received and contained within the circulated reports pack.

It was proposed by Councillor Yates, seconded by Councillor Dent and **RESOLVED**;

1. To appoint Entry Group to replace the existing door equipment including two action and presence sensors and full operational testing of the door upon completion of the work at a cost of £2,524.59+vat;
2. To vire £1,000 from budget code 6972 EMF Library Equipment & Furniture to 6910 General Repairs & Maintenance to cover the associated cost;
3. To allocate the cost to budget code 6910 General Repairs & Maintenance.

35/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was resolved that the public and press leave the meeting because of the confidential nature of the business to be transacted.

**36/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF
THE AGENDA.**

None.

37/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was resolved that the public and press be re-admitted to the meeting.

38/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

Members wished their thanks to be noted to the Library staff for their continued hard work and support.

39/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.49 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Town Vision Sub Committee held at the Guildhall on Thursday 24th August 2023 at 5.30 pm

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

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

APOLOGIES: R Bullock and S Martin.

18/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

19/23/24 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.

None.

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

None.

20/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

21/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE TOWN VISION SUB COMMITTEE HELD ON 8TH AUGUST 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 Yates, seconded by Councillor Bickford and **RESOLVED** that the minutes of the Town Vision Sub Committee held on 8th August 2023 were confirmed as a true and correct record.

22/23/24 TO RECEIVE THE DRAFT TERMS OF REFERENCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman referred Members to the circulated Draft Terms of Reference contained within the reports pack.

Councillor Peggs arrived and joined the meeting.

Members discussed the draft Terms of Reference at length.

It was proposed by Councillor Griffiths, seconded by Councillor Brady and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 7th September 2023 the Town Vision Draft Terms of Reference subject to the amendments (as attached).

23/23/24 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.

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

None.

25/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

26/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

Nothing to report.

27/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 16 November 2023 at 6.30 pm

Rising at: 6.01 pm

Signed: _____
Chairman

Dated: _____

Town Vision Sub Committee of Saltash Town Council.

Composition:	<p>Eight members</p> <p>The Committee membership comprises of a maximum of eight Saltash Town Council Councillors together with the Town Clerk and Administration Officer. The quorum is four.</p> <p>Executive input for the Committee is provided by the Town Clerk and administrative support is provided by the relevant Officers of the Town Council.</p>
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Town Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four
Meetings:	<p>As required</p> <p>The committee meets for a minimum of four times each financial year (April to March).</p>
Timing:	6.30 p.m.
Venue:	Guildhall
Reports to:	<p>Full Town Council</p> <p>The Committee reports directly to Full Council making strategic recommendations as required.</p>
Financial Matters	The Committee has delegated authority for expenditure up to £20,000. Any requests over this delegated authority of expenditure would require a recommendation to the Policy and Finance Committee for consideration.
Remit:	The purpose of the Town Vision Sub Committee is to support the Town Clerk in leading the business planning process for Saltash Town Council and to oversee its effective implementation.

Terms of Reference & Matters Delegated to the Committee:

~~Finance delegated authority:~~

~~Expenditure up to £20,000 on any separate occasion within the budget~~

~~1. To establish and work towards a long term vision for Saltash.~~

~~2. To incorporate the goals of the declared Climate Emergency within decision making.~~

- ~~3. To establish clear engagement and consultation with the Town community.~~
- ~~4. To utilise the available advice and support of Cornwall Council for a shared vision for Saltash.~~
- ~~5. To establish an STC asset register (benches, bins, signage, buildings etc.) and ensure all STC assets are cleaned and maintained.~~
- ~~6. Recognise Saltash Fore Street as the central element to become a mixed use destination, shopping, leisure, residential and employment.~~
- ~~7. To recognise and support initiative throughout the Town.~~
- ~~8. Review traffic movement and usage of Fore Street to support a more welcoming pedestrian environment and improve air quality.~~
- ~~9. To seek funding and partnership opportunities for Town initiatives.~~
- ~~10. To recognise, celebrate and protect Saltash Heritage.~~
- ~~11. To consider the long term impact of Covid 19 on the local economy.~~

The Town Vision Sub Committees intended Outcomes over the next three years are:

1. A shared purpose through an agreed, overarching and unified business plan for Saltash Town Council.
2. Increased engagement, understanding and support from Saltash residents on Saltash Town Council's purpose, strategic priorities and activities.
3. Increased success in securing investment to further the strategic priorities of Saltash Town Council.
4. Effective governance and management for Saltash Town Council, clarifying roles and responsibilities, particularly the non-executive role of Councillors, Committees and Working Groups together with the executive roles of the Town Clerk and staff team.
5. A more collaborative, efficient and agile working culture avoiding fragmentation and duplication.

The primary and initial output of the Town Vision Sub Committee will be:

1. The production of a three-year business plan for the period April 2024 to March 2027, encompassing:
 - Vision, Mission & Values
 - Strategic priorities and outcomes
 - Activity plan
 - Communications strategy
 - Governance, Management & Operations
 - Fundraising strategy

- Budget forecasts

Matters not delegated to the Sub Committee:

Any matter falling within the remit of the Sub Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

DRAFT

To receive a report on Saltash Town Council Draft Strategic Priorities and consider any actions

The Town Vision Sub Committee agreed that Saltash Town Council is in need of a Business Plan to cover the next three years (2024-2027). Part of the workings of the Business Plan is to understand the needs of Saltash and capture the key priorities at this time.

It is believed that the following six Draft Town Council Strategic Priorities are important to Saltash and link to the Saltash Neighbourhood Plan:

1. Boosting Jobs and Economic Prosperity:

To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.

2. Health and Wellbeing:

To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.

3. Housing:

To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council.

4. Travel and Transport;

To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.

5. Climate Emergency;

To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.

6. Recreation and Leisure;

To continue to provide and improve in Saltash play parks, open green spaces, and library service, support leisure and sport facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.

Members input into how the Committee/Sub Committee can help build on the six strategic priorities and the requirement to do so, is important. This falls in nicely when setting the budgets for the year 2024-25.

Members are asked to consider approving and adopting the six Draft Town Council Strategic Priorities in order for the work of the Business Plan to continue.

Subject to amendment(s)/approval, there will then be a standing item on the following agendas for input:

Committees:

Services, Policy and Finance, Personnel and Planning and Licensing.

Sub Committees:

Library, Station Property and Devolution.

**End of Report
Town Clerk**

To receive a report on the Saltash Leisure Centre and consider any actions or associated expenditure.

Membership:-

Membership numbers are 731 (24 heads up on June) really positive to see a net gain in July.

Swim School numbers are 485 (5 heads up on June) growth has become static.

Other:-

- Swimming Pool Support Fund application went in last week via Cornwall Council. Saltash was included and bid for £82,954 of revenue support funding to cover off increased utility costs this year.
- GLL has launched it's new Corporate Plan 'Creating Our Future' attached. This has been shared with Officers and officially launched nationally. JC aiming to bring to a Council Committee at some point, but copy attached including the brochure on our 15 year anniversary of the GLL Sports Foundation. Would be very happy to present this to this group at next meeting??
- GLL celebrated it's 30th Birthday on the weekend of the 22nd / 23rd July. Celebrations in Saltash went well.
- Pay & Play Inflatable sessions have been launched at the Centre. First 2 weeks of the summer holidays fully booked. Additional slots added from this week.
- Caradon Masters Swimming Club returning to the Centre in September.
- School Swimming remains strong with 18 local schools on our books.
- Café continues to thrive. Good casual swimming footfall has helped drive café sales.
- Centre now has 20 Lifeguards in its books. Staffing in a better positions than it has been for some time.
- GLL's Healthwise Scheme (Exercise on Referral) still only seeing a trickle of people joining the scheme from the Health Centres. Promotion is ongoing, but anything members can do to support this would be gratefully received. Attached the info I sent after the last meeting. Very happy for a Health colleague to come and present at any local Health meetings if it would help.
- There is a tree highlighted as in need of cutting by the Council on the footpath between the Centre and School. Quote to complete work is £2,000. Any local contacts welcomed to find a competitive quote.

End of report

Saltash Leisure Centre

Good morning,

We are delighted to confirm that Cash Access UK will be bringing a Banking Hub to Saltash - bringing cash and everyday banking services to your community.

LINK recently assessed your community's cash access needs and has recommended a Banking Hub, which will now be provided by Cash Access UK. We're a not-for-profit company owned by the biggest high street banking providers in the UK.

We've already opened 8 Hubs in other communities where they're making a big difference to individual customers, small businesses and the wider community.

Your new Banking Hub will provide a counter service for everyday cash transactions, together with a community banker service where customers will be able to speak face-to-face with their own bank or building society about more complicated banking matters.

How you can help

Opening a Banking Hub can take up to 12 months, but with the support of the local community, we can make things go more smoothly and sometimes more quickly.

1. Finding the right building is the first step, and we would welcome any suggestions you have on suitable and available premises. We've set out our requirements in your welcome pack.

2. We're also keen to work with you to let the wider community know about the Banking Hub – especially those who may find cash and face-to-face services particularly useful. If there are any community groups you think we should be working with, especially those who support

- older residents
- more vulnerable residents
- small businesses (Chambers of Trade etc)

please let us know and we'll contact them.

The information pack I've attached provides more information on Banking Hubs, together the typical timescales and steps involved in setting one up. It also explains what we'll do if there are particular challenges with finding a suitable building, and what alternatives are to a permanent 'bricks and mortar' Banking Hub.

Next steps

I'm the Community Engagement Manager for Cash Access UK and I will be your main point of contact on the Banking Hub moving forward. I would love to arrange to meet you either virtually or face to face to answer any questions and to find out how we can best keep the community up to date with all the developments as we prepare your Banking Hub for opening. Please let me know if you'd like me to set up an initial meeting.

I look forward to working with you as we bring a Banking Hub to your community.



Welcome to your new
Banking Hub



About Cash Access UK



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Cash is still important to millions of people in the UK. Between 5 and 6 million adults say they rely on cash in their day-to-day lives and digital or online solutions don't yet work for everyone all the time.

With these needs in mind, Cash Access UK was set up in early 2023 by Bank of Ireland UK, Barclays, Danske Bank, HSBC UK, Lloyds Banking Group, Nationwide Building Society, NatWest Group, Santander, TSB and Virgin Money.

Although we're owned and funded by these banks, we're a not-for-profit company here to bring shared cash and banking services to communities across the UK. The Banking Hubs we've opened so far are making a real difference to individuals, businesses and the wider community.

Find out more about our work at www.cashaccess.co.uk



Shared cash and banking services in the heart of your community

Your new Banking Hub will bring cash and banking services to your community.

This pack includes the information we often get asked for by communities, including how we choose a location, the timescales involved and what to expect from the Banking Hub once it's open.

The Cash Access UK team will keep you updated throughout, and we look forward to working you with to bring the Banking Hub to your community.

Quick Links

[About Cash Access UK](#)[Banking Hubs explained](#)[Process and timescales](#)[Location specifications](#)[Temporary Banking Hubs](#)[Environment, community, inclusion and regeneration](#)[Working with you](#)[What other communities say](#)[Contacts](#)

Banking Hubs explained

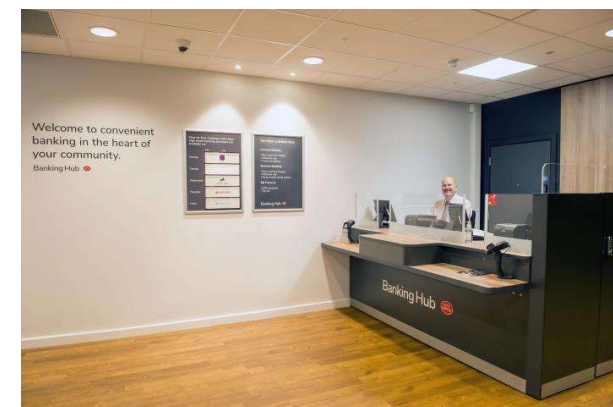


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Banking Hubs offer easy access to face-to-face cash and banking services. Each Hub has a counter service available to all customers, Monday to Friday, where they can:

- pay in cash and cheques
- withdraw cash
- check your balance
- pay utility bills
- top up your gas and electricity
- access change-giving services (for small businesses)



Customers can also talk face-to-face to their own bank or building society about more complicated banking enquiries like payments and transfers, managing their account, and how to use online banking. Community Bankers take it in turns to visit the Hub so you will find a different bank available on each day of the week. Community Bankers are usually provided by the banks with the most customers in the community.

Banking Hubs are open Monday to Friday, 9am to 5pm.

Process and timescales



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Opening a Banking Hub takes an average of 12 months.

These are the steps involved:

- Find a suitable property that meets our requirements. These include size, condition and location.
- Negotiate terms with the landlord.
- Once an offer is agreed, solicitors carry out the legal work so the lease can be signed. We may need to get planning approval from the local authority before any work can be started on the fit out of the Hub. Where the building is listed or in a conservation area, we make sure our design and the building work complement the area.
- The Post Office appoints a Banking Hub Operator and the banks identify Community Bankers so they are ready to serve customers on the day we open.
- Carry out final checks to make sure everything is working so we can open the doors.

This all takes time, but we will work as quickly as we can to get your Banking Hub open.

What we look for in a location



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Finding a suitable building that meets our requirements of size, condition and location can be challenging. We would welcome your help in finding the right property to lease.

Our requirements:

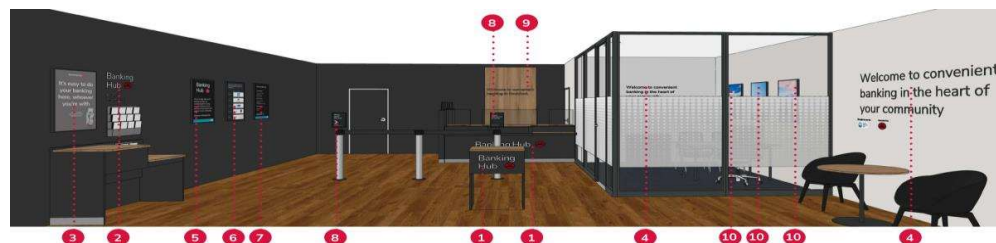
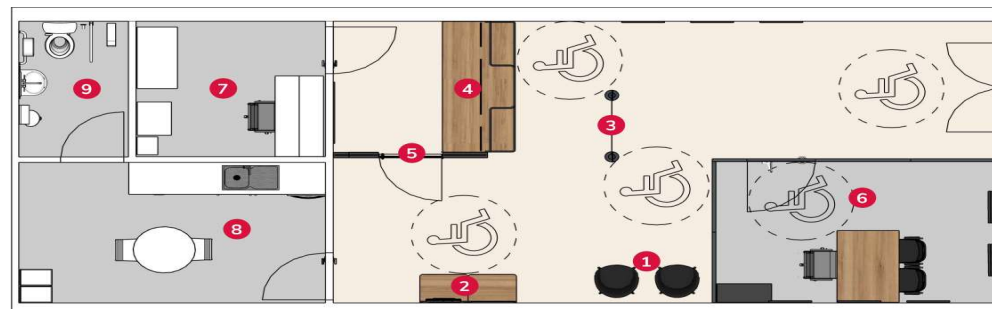
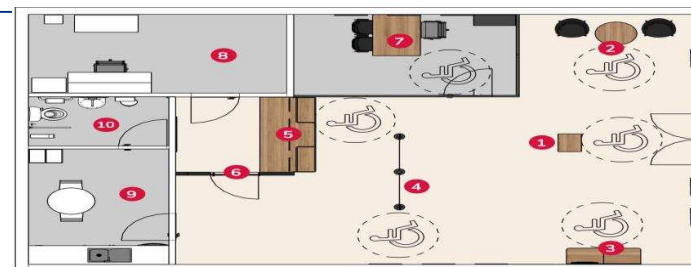
Measurements: outlets: c900 - 1,000 square feet with a minimum 7-metre-wide fascia - ground floor only where possible.

Floor layouts will need to accommodate:

- Secure area for the counter and back office
- Front of house space for customers with meeting room, banking hall area, waiting area and writing desk
- Back of house space for staff room and bathroom

The space will need to be DDA compliant, with the entrance, the counter and the meeting space fully accessible. Where possible, toilets (for staff use) will also be upgraded to be DDA compliant.

Our property agents will search for suitable properties but we're always very keen to hear any suggestions. If you're aware of any local properties in the heart of the community that would meet our requirements, please do let us know.



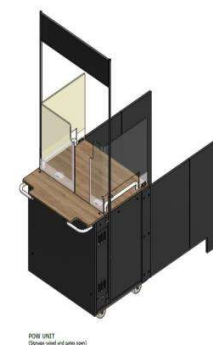
Temporary Banking Hubs



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Although many Hubs progress smoothly, we do sometimes come across problems that can cause delays – whether that's a legal issue with a lease or challenges with planning permission or construction. Where this happens, we can provide a temporary Hub to serve the community while we continue to work on the permanent Hub. Temporary Hubs offer the same services as permanent ones, but in a different location like a library or community centre.

If we're struggling to find the right building after around three months, we may talk to you about the best location for a temporary Hub.



Our commitment to the environment, community, inclusion and regeneration



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Our services can play a crucial role in creating an environment where everyone can participate in society and the economy.

In turn, this can encourage economic growth in communities, which can support the regeneration of towns and high streets across the UK.

We are committed to leaving a positive legacy within all our communities by:

- Establishing Banking Hubs and deposit services in communities that would otherwise have no services.
- Considering the environmental impact throughout.
- Offering face-to-face services in Banking Hubs to welcome and support local customers, engaging more personally and directly with communities.
- Working hard to ensure that our physical premises are accessible.
- Developing partnerships with local charities and community groups to ensure we are reaching and supporting vulnerable customers.



We want to work with local people who can help us make a positive, lasting difference in the local community. We would love to hear from community contacts with an interest in regeneration, environmental and social matters.

Working with you



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We would love to work with you to help us find the right property, identify important contacts in the community and to let people know what to expect from their new Banking Hub.

We understand that the Hub will be eagerly anticipated by the community, but it's difficult to confirm specific timescales and opening dates until much nearer the time. In the meantime, we would welcome an initial meeting to discuss the Hub and to hear your views and ideas. After that, we would like to:

- Provide you with regular updates on the latest developments.
- Meet community organisations, attend planned events, focus groups or public meetings to discuss Cash Access UK and your new Banking Hub.
- Provide you and community organisations with communications materials which start to let the community know about the Hub.
- Let you know when we've found a suitable building and the lease has been signed. At this point we'll be able to tell the community where the Hub will be located. Again, we will provide communication materials to help spread the word.
- Let you know as soon as we have an opening date and provide you with details on the celebration event.

What other communities say



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“The new banking hub is a fantastic addition to Acton’s high street. It will make a huge difference to people in the community and the many local businesses who need cash services.

Maire Lowe, local resident, Acton

Our [Banking Hub in Acton](#) opened in June 2023

“ I would like to thank the staff on behalf of the parish council. The banking hub is a financial lifeline to many residents, we greatly appreciate your dedication. ”

Feedback for staff at our [Cottingham Banking Hub](#) which opened in December 2022

Contacts

Your main point of contact is:

Melissa Whittaker, Community Engagement Manager – Melissa.Whittaker@cashaccess.co.uk

For PR, media and communications queries:

Sarah Evans, Communications and Engagement Manager – Sarah.evans@cashaccess.co.uk

General enquires:

customerengagement@cashaccess.co.uk



@CashAccessUK



www.linkedin.com/company/cash-access-uk

www.cashaccess.co.uk



Cornwall
Application for a premises licence
Licensing Act 2003

For help contact
licensing@cornwall.gov.uk
 Telephone: 0300 1234 212

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

Colin

* Family name

Rose

* E-mail

Office@DominosPizzaWestcountry.com

Main telephone number

07901911281

Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☒ Applying as a business or organisation, including as a sole trader
☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House?

☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

8131752

Business name

Domino's Pizza Westcountry Ltd

If your business is registered, use its registered name.

VAT number

GB

155470900

Put "none" if you are not registered for VAT.

Legal status

Private Limited Company

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of His Majesty's prerogative

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NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Limited Company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth / /
dd mm yyyy

* Nationality

Documents that demonstrate entitlement to work in the UK

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

Pizza delivery company to provide late night refreshment. No alcohol will be sold from the premises and no music will be played from the premises

Continued from previous page...

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

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PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

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PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes ☒ No

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☐ Yes ☒ No

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Continued from previous page...

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes

☒ No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

Continued from previous page...

Will the provision of late night refreshment take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

As Above

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☐ Yes ☒ No

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☒ Electronically, by the proposed designated premises supervisor
- ☐ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Continued from previous page...

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

None

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

None

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

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LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

The store is a franchise of the worldwide Domino's home delivery pizza chain. Domino's has been in business for more than 40 years and during that time, has developed a system of business which primarily involves a home delivery services. Whilst it is possible to collect our products from the store, the vast majority of our business is delivering pizzas and other products we sell, to people's homes. We are governed by the rigorous standards set out in the Domino's Franchise Agreement and these relate to all aspects of operating the business, from the preparation of ingredients right through to the manner in which the product is delivered to our customers. We are mindful of our obligations to our staff, our customers, and others (e.g. local residents) who may be affected by the operation of our business. Our store is adequately staffed so as to allow the proper management of the premises and supervision of those who visit them. The Domino's system does not allow the sale of alcohol. Where customers visit the store, our pizzas are supplied to them in closed cardboard boxes and the nature and size of the product is conducive to being taken home for consumption, rather than being eaten whilst walking along.

b) The prevention of crime and disorder

We will actively co-operate with the local police to ensure that we are made aware of particular problems which affect the area and which may potentially affect our store.

We will not countenance the use or supply of illegal drugs and our staff will inform the police immediately of any such suspected activity on or in the vicinity of the store.

Our employment policies are designed to ensure we recruit professional and reputable staff.

We do not use or supply glassware

A CCTV system is installed, maintained and used on the premises

c) Public safety

The premises comply with all requisite health and safety legislation.

We carry out regular health and safety risk assessments and are required to do so under the terms of our Franchise Agreement.

In the most unlikely event that a greater number of people congregate in the premises than is conducive to public safety,

Continued from previous page...

we will not hesitate to ask people to leave the store and we will always encourage them to take advantage of our home delivery service, which is the primary way in which we serve our customers.

d) The prevention of public nuisance

Our doors and windows will be kept closed at night to prevent transmission of noise.

Our stores have very few customers who visit to buy our product to take away, but those who do visit will be asked to leave the premises quietly and with due consideration for our neighbours.

Music will not be played in the premises.

Our delivery drivers are instructed to enter and leave their vehicles quietly and considerately, not to leave engines running, to park considerately, and at all times to have in mind our neighbours (particularly residential occupiers).

We would have no hesitation in banning people who visit the store and regularly leave the premises in a noisy fashion.

Our equipment is properly sound insulated and operated strictly in accordance with manufacturers' requirements, guide lines and tolerances.

All our air extraction system complies with Building Regulations requirements and is designed to ensure that there is no escape of cooking smells to neighbouring premises.

e) The protection of children from harm

Our store is not licensed for the sale of alcohol.

Because of the nature of the licence for which we are applying and the nature of our business generally, it is most unlikely that a child unaccompanied by an adult would visit our store during the hours for which we are licensed.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK



