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The Guildhall 12 Lower Fore Street Saltash PL12 6JX

Telephone: 01752 844846 www.saltash.gov.uk

29 September 2023

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 5th October 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.

Yours sincerely,

S

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 5)
- 6. Monthly Crime Figures. (Page 6)
- 7. Report by Community Enterprises PL12.
- 8. Community Area Partnerships (CAP's) report for noting or matters arising. (Pages 7 13)
- 9. Community Area Partnerships (CAP's) Action Points for Reports. (Page 14)
- 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. (Pages 15 22)
- 14. To receive an update on the future of the health care in Saltash and consider any actions.
- 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 Thursday 7th September 2023 as a true and correct record. (Pages 23 33)

18. Finance:

- a. To advise the receipts for August 2023; (Page 34)
- b. To advise the payments for August 2023; (Pages 35 36)
- c. Urgent and essential works actioned by the Town Clerk under Financial Regulations;
- d. To note that bank reconciliations up to 31st August 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 the concluded Annual Governance and Accountability Return for the year ended 31st March 2023. (Pages 37 40)
- 20. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Policy and Finance held on 12th September 2023; (Pages 41 76)
 - b. Planning and Licensing held on 19th September 2023; (Pages 77 118)
 - c. Burial Authority held on 25th September 2023.
- 21. To receive and note the minutes of the following Sub Committees and consider any recommendations:
 - a. Station Property held on 15th September 2023; (Pages 119 128)
 - b. Property Maintenance held on 28th September 2023. (Pages 129 136)
 - c. Library held on 2nd October 2023.
- 22. To receive a report from the Town Team on the Town Vitality Project and consider any actions and associated expenditure. (Pages 137 357)
- 23. To receive Town Team Notes and Terms of Reference and consider any actions and associated expenditure. (Pages 358 366)
- 24. To receive a report on Saltash Town Council obtaining a Data Universal Numbering System and consider any actions. (Pages 367 368)
- 25. To receive a report on D-Day 80 and consider any actions and associated expenditure. (Pages 369 373)

- 26. To receive an update on the closure of Lloyds Bank and consider any actions.
- 27. Meet your Councillors: The next scheduled meeting date Saturday 14th October 2023 outside Bloom Hearing, Fore Street.
- 28. 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.

- 29. To consider any items referred from the main part of the agenda.
- Public Bodies (Admission to Meetings) Act 1960:
 To resolve that the public and press be re-admitted to the meeting.
- 31. To consider urgent non-financial items at the discretion of the Chairman.
- 32. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
- 33. Date of next meeting: Thursday 2nd November 2023 at 7:00 p.m.
- 34. 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.

Agenda Item 5

MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 5 OCTOBER 2023

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

29th September 1.00pm Cornwall Mayors Meeting,

Truro

DEPUTY MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 5 OCTOBER 2023

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

Saturday 2nd September 10.15am Saltash Foodbank coffee

Morning, Saltash

Saturday 30th September 2.30pm Saltash Heritage volunteer

Event, Guildhall

Agenda Item 6

Offence	Recorded Crime 01/08/23- 01/09/23	Recorded Crime 01/09/23- 30/09/23	Recorded Crime Difference
	5	11	120%
Violence with injury			
Violence without injury	10	11	10%
Stalking and harassment	2	1	-50%
Other sexual offences	3	3	0%
Burglary non dwelling	0	2	200%
Vehicle offences	0	0	0%
Shoplifting	2	1	-50%
All other theft offences	7	7	0%
Criminal damage	6	13	117%
Public order offences	6	4	-33%
Possession of drugs	0	5	500%
Other offences	12	11	-8%
Total	53	69	30%

The new system is not providing data covering vehicle crime hence why the figures are both on zero.

The column Recorded Crime Difference shows the percentage difference in reported crime from the previous months data.

End of report.



Action Notes

Meeting:	South-East Cornwall Community Area Partnership
Date & time:	Tuesday 5 September 2023 (6.00-8.30pm)
Location: Hybrid meeting - Liskeard Public Hall & online via MS Tea	
Attendance & apologies:	See attendance list attached

Item	Notes
1.	Introduction and Welcome The Chair, Cornwall Councillor Jane Pascoe welcomed all present including those who joined online via the new hybrid meeting technology. Organisational partners and Cornwall Council officers were invited to introduce themselves. The Chair was also pleased to extend congratulations to Will Glassup, Highways & Environment Manager following the birth of his baby son.
2.	 Devon and Cornwall Police current priorities – Sgt Jon Welch This agenda item was brought forward to enable Sgt Welch to leave the meeting should it be necessary for operational reasons. Sgt Welch briefed the CAP on the update provided by Sector Inspector Dave Ratcliff who was unable to attend the meeting. This and other supporting papers for the meeting are available on the CAP's webpage. ACTION: Sgt Welch undertook to follow up on the issues highlighted below: Saltash – when will the monthly crime reports be resumed for Town and Parish Councils? A390, East Taphouse – flashing speed sign in place but could more effective measures/better enforcement be explored? B3252, Morval – explore what measures could be taken to reduce number of fatal/serious incidents.
3.	Workshop to develop the CAP Community Priorities The aim of the session was to discuss and agree priorities for the CAP, with an opportunity to reflect on the initial discussions at the inaugural meetings and consider supporting information from partners. 'Know Your Area' Community Profile Presentation (Erika Sorensen – Amethyst Strategic Intelligence and Performance Manager, Safer Cornwall and Environmental Profile Presentation (Mark Holmes – Head of Environmental Partnerships and Climate Change, Cornwall Council). ACTION:

Housing information was requested to establish how the CAP is faring compared to the rest of Cornwall in terms of affordable housing shortage (rental & purchase). ES to follow up and report back.

CAP Organisational Partners

The CAP's three organisational partners each gave a presentation outlining their current priorities/activities to help identify potential links with emerging CAP priorities. A summary matrix was also circulated.

Presentations were given by:

- Cornwall & Isles of Scilly Integrated Care Board (ICB) (Lucy Tuson –
 Director of Engagement & Communications and Danielle Kirby, North and
 East Integrated Care Area Development Manager)
- Devon & Cornwall Police (agenda item brought forward, see min no 2)
- Cornwall Voluntary Sector Forum (Sarah Phillips, Engagement Officer)

ACTION:

 Health/ICB – That the CAP considers setting up a Focus Group on access to services, should this be an agreed CAP priority.

The partners were thanked for their helpful presentations. The CAP members were invited to reflect on priorities previously identified to agree if they should remain the same or if anything needed adding based on the presentations. The CAP divided into 3 workshop groups.

Workshop Feedback

The workshop groups were asked to feed back their priority issues:

TABLE 1

- Transport/Connectivity/Assets/Infrastructure/Facilities
- Housing/Enforcement/Planning
- Environment/Climate access to grants
- Healthcare/Deprivation/Community Safety/Social Welfare/Digital Inclusion

TABLE 2

- Health & Social Care/Deprivation with focus on rural areas
- Transport
- Climate Change particular links to agriculture
- Housing

TABLE 3

- Health/Cost of Living/Deprivation
- Economy noting that this is a determinant of the above

Climate Change

Next Steps

The Chair thanked the CAP for their feedback. It was summarised that the priorities mostly remained the same as previously identified but with the addition of Health/Deprivation and Social Care.

ACTION: Feedback to be collated and used to start developing the CAP Priority Action Plan, in consultation with the Chair, Vice Chair and relevant stakeholders, focusing on how the CAP can practically take the priorities forward and considering any Cornwall-wide CAP implications.

4. **Declarations of Interest**

There were no declarations of interest.

5. Action Notes

The notes of the inaugural meeting held on 6th June 2023 were agreed as a correct record.

Matters arising

A38 – A letter from the CAP was sent to the Minister for Transport on 13 July 2023. A reply was received from Richard Holden MP, Minister for Roads and Local Transport on 5 September 2023 which was read out at the meeting. **ACTION:** Letter to be circulated.

Post meeting note: Letter circulated to the CAP by email 8.9.23.

6. Name of Community Area Partnership

The CAP was asked to ratify the new name of the Community Area Partnership. The CLO clarified that following an invitation to all towns and parish councils and nominated CAP representatives to vote on the preferred name, the outcome by a considerable majority was 'South-East Cornwall CAP'.

It was **AGREED that the CAP be named "South-East Cornwall Community Area Partnership".**

7. Update on Sub-Groups

Climate Change & Nature Recovery - 8 additional expressions of interest had been received to join the membership (as an extension of the Cornwall Gateway climate change and nature recovery network).

It was proposed that the Transport and Economy Sub-Groups be combined, as the majority of the CAP members that had expressed an interest had stated they were interested in both issues, and that an additional Focus Group with the ICB be established to consider the health/deprivation/social care issues. <u>ACTION:</u> CLO to meet Chair and Vice Chair to reflect on the CAP Sub-Groups following discussion on the revised priorities. CLO to write to the CAP to clarify the Sub-Groups and their aims, and to seek/confirm interested parties to join the Sub-Groups.

8. Town and Parish Council/Partner updates

A38

Cornwall Councillor Armand Toms outlined a motion he is submitting to full Council on 19 September to recommend that Cornwall Council carries out a full design for improvements and safety on the A38 as it has done on the A30 (twice) and the St Austell Link Road. The motion asks that the design be in three sections Saltash to Trerulefoot, Trerulefoot to Dobwalls and Dobwalls to Bodmin.

ACTION: Copy of motion to be circulated to CAP.

Post meeting note: Motion circulated to CAP 8.9.23.

ACTION: Agreed a letter in support of the motion on behalf of the CAP would be

sent to Cllr Toms. Action by CLO.

Town & Parish Council/Partner updates – template

It was suggested that updates be circulated in advance of the CAP meetings to highlight issues of wider relevance to the CAP/best practice/project activity etc. **ACTION:** CLO to explore a suitable template for circulation to the CAP.

9. Tamar Bridge and Torpoint Ferry

Update provided by Councillor Martin Worth, Joint Chairman of the Tamar Bridge & Torpoint Ferry Committee.

At its meeting to be held on 7 September, the Tamar Bridge and Torpoint Ferry Committee will consider future financing and options for toll revision in light of its current financial position and predicted future shortfall in funding.

The proposed options and end of year reserves position were outlined as detailed in the published Committee papers.

Agenda for Tamar Bridge and Torpoint Ferry Joint Committee on Thursday, 7th September, 2023, 10.00 am - Cornwall Council

CAP representatives fed back their views on this issue to Councillor Worth.

Post meeting note: A press release was issued following the Committee meeting by the Tamar Crossings. A copy was circulated to the CAP 7.9.23.

10. Schedule of CAP Meetings

The proposed dates were agreed:

• Tuesday 5 December 2023 – virtual

South-East Cornwall Community Area Partnership

Tuesday 5 March 2024

South-East Cornwall Community Area Partnership Attendance List¹: 5 September 2023

Representatives	Record of Attendance
Cornwall Councillors	
Nick Craker (Liskeard Central)	Present
Sharon Daw (Lynher)	Not present
Kate Ewert (Rame Peninsula & St Germans)	Present
Edwina Hannaford (Looe West, Pelynt, Lansallos & Lanteglos)	Not present
Hilary Frank (Saltash Essa)	Present
Sheila Lennox-Boyd (Saltash Tamar)	Present
Colin Martin (Lostwithiel & Lanreath)	Present
Jane Pascoe (Liskeard South & Dobwalls)	Present
Phil Seeva (St Cleer & Menheniot)	Not present
John Tivnan (Torpoint)	Present
Armand Toms (Looe East & Deviock)	Present
Martin Worth (Saltash Trematon & Landrake)	Present
Town & Parish Councils (Town & Parish Councils are in the process of appo	inting their single named
voting representatives to the CAPs; where these have been confirmed by the	e Clerk, these are shown
below)	
Antony Parish Council: Apologies received from Councillor Peter Bulmer	Apologies
(named representative)	
Botus Fleming Parish Council: Apologies received from Councillor Dave	Apologies
Edwards (named representative)	
Deviock Parish Council: Councillor John Croft (named representative)	Present
Dobwalls Parish Council: Councillor Tracey Kitto, Councillor Alisa Tween	Present
Duloe Parish Council: Councillor Phil Hallworth (named representative)	Present
Landrake-with-St Erney Parish Council: Councillor Graeme Francis	Present
(named representative)	
Landulph Parish Council: Councillor Libby Gawith (named representative),	Present
Councillor Clare Tagg	
Lanreath Parish Council: Councillor Peter Seaman	Present
Lanteglos-by-Fowey Parish Council	Not present
Liskeard Town Council: Councillor Christina Whitty (named	Present
representative)	
Looe Town Council: Lynda Powell (Clerk)	Present
Maker with Rame Parish Council	Not present
Menheniot Parish Council: John Hesketh (Clerk). Apologies received from	Present
Councillor Adrian Cole (named representative)	
Millbrook Parish Council: Apologies received from Councillor Nicky	Apologies
Roberts (named representative)	
Morval Parish Council: Councillor Andrew Jackson (named	Present
representative)	Net
Pelynt Parish Council	Not present
Polperro Community Council	Not present
Quethiock Parish Council	Not present
Saltash Town Council: Councillor Julia Peggs (named representative),	Present
Councillor Richard Bickford, Councillor Steve Miller	Net
Sheviock Parish Council	Not present
St Cleer Parish Council	Not present

 $^{^{\}rm 1}$ Attendance record based on register signed by representatives at meeting

South-East Cornwall Community Area Partnership

St Germans Parish Council: Apologies received from Councillor Alan Hodge, Councillor Nigel Witton St John Parish Council St Keyne & Trewidland Parish Council: Councillor Kevin Shovelton (named representative), John Hesketh (Clerk) St Martin-by-Looe Parish Council St Neot Parish Council: Councillor Thomas Thrussell (named representative) St Pinnock Parish Council: Councillor Carol Spear, Councillor Doug Mills Torpoint Town Council: Councillor Gary Davis (named representative) Present Warleggan Parish Meeting Present Representatives of other organisations present at this meeting Devon & Cornwall Police: Sgt Jon Welch Cornwall Council: Helen Kneale (Community Link Officer, Community Services) Cornwall Council: Helen Nicholson (Community Link Officer, Community Services) Cornwall Council: Philip Shirfield (Delivery & Analysis Specialist, Community Services) Cornwall Council: Mark Holmes (Head of Environmental Partnerships & Climate Change) NHS Cornwall & Isles of Scilly Integrated Care Board: Lucy Tuson (Director of Engagement & Community Services) NHS Cornwall & Isles of Scilly Integrated Care Board: Danielle Kirby (North and East Integrated Care Area Development Manager) Voluntary Sector Forum: Sarah Phillips, Engagement Officer Members of the public 1 member of the public was in attendance. Community Area Partnership officer team Catherine Thomson (Community Link Officer, Cornwall Council) Present Louise Wood (Cornwall Council Leadership Team Representative / Service Director – Regulatory Services, Cornwall Council) Present Apologies		Ι	
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	Service Director – Regulatory Services, Cornwall Council)		

CAP Actions

Item	Notes
2.	ACTION: Sgt Welch undertook to follow up on the issues highlighted
	below:
	Saltash – when will the monthly crime reports be resumed for Town and
	Parish Councils?

STC: The Administration Department has been in contact with Sgt Jon Welch.

Sgt Welch has confirmed relevant data and figures will be provided by 1st of each month in time for FTC.

Item	Notes
3.	ACTION: Housing information was requested to establish how the CAP is faring compared to the rest of Cornwall in terms of affordable housing storage (rental and purchase).
	ACTION: Health/ICB – That the CAP considers setting up a Focus Group on access to services, should this be an agreed CAP priority.
	ACTION: Feedback to be collated and used to start developing the CAP Priority Action Plan, in consultation with the Chair, Vice Chair and relevant stakeholders, focusing on how the CAP can practically take the priorities forward and considering any Cornwall-wide CAP implications.

Item	Notes	
7.	ACTION: CLO to meet Chair and Vice Chair to reflect on the CAP Sub-	
	Groups following discussion on the revised priorities. CLO to write to the	
	CAP to clarify the Sub-Groups and their aims, and to seek/confirm	
	interested parties to join the Sub-Groups.	
	,	

Item	Notes
8.	ACTION: A38 – Cornwall Cllr Armand Toms outlined a motion he is submitting to Full Council on 19.09.23 to recommend that Cornwall Council carried out a full design for improvements and safety on the A38 as it has done on the A30 (twice) and the St Austell Link Road. The motion asks that the design be in three sections Saltash to Trerulefoot, Trerulefoot to Dobwalls, Dobwalls to Bodmin.
	Agreed a letter in support of the motion on behalf of the CAP would be sent to Cllr Toms.

Item	Notes	
8.	ACTION: Town and Parish Council/partner updates – template.	
	It was suggested that updates be circulated in advance of the CAP meetings to highlight issues of wider relevance to the CAP/best practice/project anticity etc.	
	CLO to explore a suitable template for circulation to the CAP.	

Item	Notes
10.	Schedule of CAP Meetings
	The proposed dates were agreed:
	Tuesday 5 December 2023 – virtual
	Tuesday 5 March 2024

End of report.

Saltash Chamber of Commerce Report to Full Council

The Chamber meeting on the 2nd October included the AGM and all officers were reelected for a further year.

The members were updated on the report regarding the open space project and were positive in their attitude to the outcome. They realised that there was still some way to go before any action could be seen on the ground. Several members were keen to see the detail in the report and, as it is now a public document, it was agreed to circulate to all members.

There was talk of a Tamar Crossing working party and it was agreed that, if possible, the Chamber should be represented thereon, as the impact on businesses in the town was, at times, quite dramatic due to long delays and those delays were becoming more regular. The Chairman said that he had just been on holiday to France and that toll paying on the passages was a far quicker process there than it seemed to be on the Tamar Bridge. Many of the members thought it was toll paying by card that was causing the delays and we should write to the Chairs of the Tamar Crossing to suggest finding a quicker solution for non-tag users.

Members were also updated on the Christmas Festival and that Scrapstore had already committed £2000 for the lantern parade and that they were taking a shop in the Courtyard at the top of the town where the net proceeds for its use as a Christmas shop would also be donated to the Christmas Festival and that last year Scrapstore was able to donate a further £1200 from their pop-up shop in 79 Fore Street and hoped to do better this year. An application had also been made to STC Festival Fund for support.

Discussion also took place as to the switching on of the Christmas lights. It was agreed that the switching on of the lights to tie in with the festival was of benefit but the Chairman was asked to write to the Services Committee to ask if the zigzag lights could be switched on earlier so that there was a feeling of Christmas from mid-November.

Mr. Cotton also raised the matter of the Community Buses which were being awarded contracts by Cornwall Council which were taking away business from the private sector. He explained that it was a national problem but locally the loss of the school's contract had a dramatic impact.

The loss of the last bank (Lloyds) was, it was felt an inevitability and that like many other towns in the country Saltash would be without a bank next year unless a banking hub was opened. It was acknowledged though that members could use the limited resources at the Post Office. The Chairman was asked to research what action is being taken to ensure a banking hub was set up.

End of report.

Report from CIIr L-B for Full Town Council 2023

Thursday 5th October 2023

Review of youth provision across Cornwall council.

Introduction

Children and Family Services invest a significant proportion of our budget in services dedicated to meeting the needs of vulnerable young people. Youth Services in Cornwall have transformed from being a separate service outside of Children and Families Services to become integrated within the Service. Historically Youth Services primarily provided 'open access' universal youth services through Youth/ Young People's Centres and through outdoor activities.

We have transformed our approach, targeting support at the most vulnerable young people through the integration of youth resources into our Early Help teams and Family Assessment and Support teams. This has supported joined up multi-disciplinary working, enabled Targeted Youth Workers to build on their expertise, and supported them to undertake high quality direct work with the most vulnerable young people, coordinated with other forms of family support. Targeted Youth Workers work in particular with young people at risk of family breakdown, vulnerable to exploitation, and those engaging in antisocial behaviour leaving them at risk of entering the criminal justice system.

Open access Youth Work is delivered through local voluntary and community youth work groups/organisations at a local level. A number of buildings have been devolved down to district councils, management committees, and community interest Companies for this purpose including Hayle Young Peoples Project, The House in St Austell, K3 in Saltash. Other Youth Work services are also being delivered through space in the Family Hubs e.g. Torpoint, Par/St Blazey, Bodmin, and Newquay.

Commissioned Provision

Together for Families commission a range of services for young people including 'open access' and universal services through 'Kernow Connect' that young people can engage in without formal referral mechanisms, including on a voluntary basis.

Universal Provision:

- 1.Local Youth groups and activities provided in communities and online
- 2. Information. Advice and Guidance Website
- 3. Online Employability Service

Criteria: All Young People aged 11-19 years or 25 years with SEND.

Targeted Provision:

- 1. Focussed group work for young people with a shared need/issue
- 2. 1:1 support for those that feel that they would benefit from extra support or mentoring, including supporting them to access provision
- 3. Blues Programme: group support in schools focusing on changing how you think to change what you do
- 4. 1-1 Drop in's in Secondary Schools
- 5. SilverCloud: An online self-help programme using Cognitive Behavioural Therapy (CBT) based techniques.

Specialist Provision:

- 1. Wellbeing Practitioners offering one to one CBT support to Young People aged 11-17 years.
- 2. A specialist issue-based service, via group work or 1-1, provided through Dreadnought for young people aged 11-18 years with a specifically identified mental health need, who are experiencing significant impairment to their ability to engage in day to day life.

Youth Participation

- 3. To support young people to participate in decision making processes around their interests, needs and/or concerns.
- 4. Supporting MYP's in their roles, including how they represent other young people
- 5. Developing the Youth Council
- 6. Facilitating local participation in the Make Your Mark process

Training and Qualification of Youth Workers

Over the last five years, the Voluntary and Community Sector has collectively responded to the need for a local qualification route for training and qualifications in Youth Work, to enable providers to develop their workforce. During the last 2 years this has been coordinated through BF Adventure, supported by a bursary from the Department if Culture, Media and Sport and includes staff from across a number of agencies involved to deliver training, assessment and verification of qualifications. Over the last two years, this has resulted in the achievement of:

7 x Level 2 Award in Youth Work Principles

19 x Level 3 Certificate in Youth Work Practice completed / working towards

All 15 of the level 3's who started this year are apprenticeships

Staff are from the following VCSE/ agencies:

Action for Children

Young People Cornwall

BF Adventure

Treningle Residents Association Bodmin

Live West (Registered Social Landlord)

Cornwall Council

Carefree

Pentreath

Wild Wonder Wisdom

Early Help and Help and Protection services

The Council's children's services were judged by Ofsted to be 'Outstanding' in October 2019, despite higher levels of deprivation and lower funding than most. Children and Family Services help and protects the most vulnerable young people in Cornwall through our commissioned services, Early Help and social care services. Our Early Help and Help and Protection services deliver significant targeted help and support for the most vulnerable young people, including:

A significant investment in Targeted Youth Support Workers across the Service to deliver intensive, relationship-based support for young people to improve emotional health, develop safer relationships, and reduce harmful risk-taking behaviour. We have increased the numbers of Targeted Youth Support workers in response to increased demand.

- Targeted Youth Support drop ins in Secondary schools, which are highly valued by schools.
- Our Disabled Children's Community Based Short Breaks Services includes a range of youth groups specifically for Young People with SEND
- In 2021, we commissioned the VCSE to work more closely with us to deliver Connect+, a new Adolescent Intervention Service. This service involves direct referrals from Child Protection/ FAS Teams to Action for Children where they can provide support needed but from a nonstatutory provider. This has helped develop relationships and facilitate access to statutory services and voluntary services and vice versa.
- Various Youth projects have been supported in their communities with support of Local Family Partnerships and Community Link Officers.

 Local Family Partnerships have funded a range of initiatives to target resources in communities.

These have included:

- Supporting a Kicks Project with Plymouth Argyle which ran a football programme with young people with some 'informal education' attached ie. work around substance misuse, staying healthy etc, in Penwith.
- Funding a Football Project run by the Community Development Worker with Truro FCthis involved putting on a day's football coaching on the 5 estates of Truro at both Easter and the Summer and funding a Community Safety initiative which involved an evenings basketball coaching from the Saracens.
- The 'Living with Parents' course for parents and young people together with Take 3 for parents of adolescents; both of these courses are highly rated by parents who attend and there are now follow up courses available The Teenage brain, Introduction to Teenagers with Sensory Challenges; Introduction to Teenagers with Traits of ADHD; Introduction to Teenagers with Autistic Traits.
- Gweres Tus Yownyk, a specialist adolescents' service including the Youth Offending Service (£2.1 million), supporting adolescents on the edge of care, including those who have returned home after an unplanned admission to care, and completing preventative work to reduce offending.
- The 16+ (Leaving Care) Service (£1.9 million) is responsible for ensuring that young people leaving care are supported to make a safe and successful transition to adulthood and independence, including commissioned services from Carefree (£131k)
- Our Youth Homelessness Officer and specialist Social Workers for 16-17 year olds at risk of homelessness.
- The Family Plus Team supports young people living with family and friends as a result of Residence, Child Arrangement and Special Guardianship Orders.
- We commission additional youth services on a case by case basis where appropriate for individual young people from other providers, for example Hayle Youth Project and White Gold mentoring.
- In our development of Family Hubs and 'Making Integration Happen' we are partnering with services for young people at a local level to enable this provision to make use of Family Hubs should they wish so that young people can benefit from the network of services and support available there.
- We have made significant progress in reducing the risks of criminal and sexual exploitation of young people though partnership working with the Police and other partners, Disruption Legal Planning Meetings to take action against people who would exploit children, and our multiagency Missing and Child Exploitation (MACE) panel.

These services are only a proportion of the total spend in Cornwall on Young People, with a wider range of traditional universal services delivered by other organisations available from the Voluntary and Community Sector including uniformed groups such as Scouts and Cadets, sports and music organisations, youth clubs, faith groups, and charitable organisations such as Young People Cornwall, BF Adventure, Carefree and WILD Young Parents.

Youth Intervention Fund

Background

The Youth Investment Fund (YIF)'s objective is to create, expand and improve local youth facilities and their services, in order to drive positive outcomes for young people, including improved mental and physical wellbeing, and skills for life and work.

The Youth Investment Fund (22/23 to 24/25) will deliver up to 300 facilities that represent positive value for money, are environmentally sustainable and enable positive activities for young people aged 11 to 18 (up to 25 for young people with Special Educational Needs and Disabilities) in eligible places across England, by 2024/25.

This funding will be available for new facilities that youth organisations can afford to sustain. Utilising modern methods of construction (MMC) and other innovative construction techniques, as well as supporting redevelopment projects that expand youth service provision in England:

- 1. Increase the number of regular positive activities undertaken by young people in the targeted areas by 45,000 per year, by 2026/27.
- 2. Provide new and redeveloped facilities delivering positive activities to young people, funded through self-reliant funding models.
- 3. Improve the environmental sustainability of the youth sector estate in target areas through energy efficiencies and/or low carbon heating.
- 4. Reduce the environmental impact of construction activities across the programme, by funding facilities with the lowest reasonable carbon footprint across their lifetime.
- 5. Reduce build and ongoing running costs, by supporting new or redeveloped youth facilities that demonstrate 20% reduced annual running costs by 2025/26, compared to ageing youth facilities.

Scope of the grant

It is estimated that the majority of capital grants will be between £300,000 and £8.7 million, with around 300 capital grants awarded and small resource grants linked to these. This is subject to the volume and quality of applications Projects must be viable for delivery between 22/23 and 24/25 financial years. Capital grants may include, for example:

- 1. large new youth centres/zones, with multiple rooms, including outdoor space and full youth facilities
- 2. medium new youth centres, with one or more rooms/spaces and uses for youth services/activities
- 3. small new modular youth units, using modern methods of construction, or other innovative and efficient construction techniques, consisting of a single main space for smaller youth services/activities
- 4. repurposing of existing facilities, including preserving or reinstating disused or derelict spaces for use as youth centres, where renovation work will expand the capacity, inclusivity or quality of services being offered to young people
- 5. expansion or extension of existing facilities used for youth services/activities, where renovation work will expand the capacity, inclusivity or quality of services being offered to young peopleRepairs, maintenance or cosmetic works that do not expand the capacity, inclusivity or quality of services being offered, or do not prevent a facility from falling into disuse, will not be eligible for capital funding. Resource grants must create, expand or improve local youth services/activities from YIF's capital-funded facilities, enabling more positive activities that deliver improved mental and physical wellbeing, and skills for life and work for young people. Resource grants should be used as early-stage or seed funding for youth activities from new or redeveloped youth facilities, to ensure that facilities drive these positive outcomes for young people, and to help enable youth organisations to develop sustainable funding models.

All projects will need to be completed or be un-reliant on YIF funding beyond 31 March 2025.

The indicative allocation for Cornwall is £2,050,000.

Buildings must be within the list of wards.

All applications must have match funding, either cash, in kind or land, etc.

Eligibility of applicants

VCSE sector or youth sector organisations are encouraged to apply for this role.

Applicants may apply as a single organisation with or without delivery partners or may alternatively submit a joint application (for example, as a consortium, joint venture, unincorporated association, partnership or otherwise). Applicants are responsible for determining the most appropriate approach to delivering their proposal. Local Authorities are asked to be 'convenors' in supporting bid applications.

Key application requirements

All applications must:

- 1. Have additionality, e.g., better facilities, increased opening times, engagement with more young people, etc.
- 2. Evidence the positive impact the building will have.
- 3. Show how the building is environmentally sustainable.
- 4. Evidence sustainability of the provision, e.g., ongoing revenue.
- 5. Evidence engagement with the local community.

Current development work

Together for Families are working with Young People Cornwall (YPC) and other voluntary sector providers who are working together to develop bids for various areas across Cornwall that meet the postcode criteria. Currently they are looking at spaces in Truro and are working with Truro City Council to identify spaces in the ward. They had already done a considerable amount of engagement with young people already over how this would support young people in Truro and how it could also serve as a county wide facility, building on recent developments with public transport initiatives.

Points raised from the committee regarding youth provision across Cornwall

- Informal meetings with portfolio member to integrate into our CAPS the progress where sharing good practice would be invaluable and a form of directory of youth provision services in our CAP areas.
- On our visiting of sites youth provision, the people who once attended these clubs etc are now the people who are trained to run these services.

Better ways to contact the vulnerable:

- That detached youth workers are so important and support of online youth workers as some children do not leave their rooms, and this is the only way of communication.
- Head start a directory as an APP as signposting is easier for vulnerable people.

Links with local community school

There is a drop in service for secondary schools and I have been concerned that we are not having regular contact to see if this provision is being utilised in our local comprehensive school, I have asked for closer communication and was brought up at the last children's and families briefing to try and reconnect the link with the school.

Saltash Waterside



I'd like to thank the maritime manager Christopher Jones for his support in the removal of a small open boat which has been abandoned at the site and also for the recovery of the attached debris from the site.

End of report

Cornwall Councillor Lennox-Boyd

Questions - A 15-minute period when members of the public may ask questions of Members of the Town 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.

Date Received	Public Questions to the Town Council	Submitted By
26.09.23	RE: Excessively Speeding Traffic on New Road, B3271, Saltash, PL12 6HW As it is very dangerous for those doing the speed limit and for pedestrians alike, please would you be kind enough to monitor, investigate and instigate the need for better traffic calming measures, such as speed cameras?	J Higgins



Dear Saltash Town Council,

Re: Excessively Speeding Traffic on New Road, B3271, SALTASH, PL12 6HW.

We would like our road to be considered for the installation of average speed cameras, please, as we experience a high volume of excessively speeding traffic along our road at all times of the day and night.

At present we have traffic islands which have been demolished and damaged on several occasions, and have had at least three near neighbour's cars written off, as well as damage to pavements and walls over the years that we have lived here, (24). It is too dangerous to stand in the middle of a traffic island as the person could easily be killed. The coaches go through in the early hours at about 60 or 70 mph, estimated by my husband, who returns home at this time doing 30 mph which is the speed limit for the road. It is dangerous to do 30 mph as the drivers are too impatient and tail gate right behind the vehicle in front.

My husband has had so many near misses trying to get out of or turning into our driveway on both sides of the road, either on his motorbike or in the car, that it is terrifying. When he decides to manoeuvre there is either nothing in sight or, it is at a safe distance away for him to be able to complete the procedure. More often than not he has to reverse rapidly into our driveway to avoid being hit, or wait for ages for another completely clear road to start again. Whilst waiting to be able to turn in, he has nearly been rammed on several occasions by inattentive, speeding drivers who often gesticulate in an offensive manner towards him for slowing their progress, or verbally and loudly abuse him, as well!

As North Road immediately joins onto New Road, which also joins onto Liskeard Road in almost a straight line, with just a few traffic islands, and one set of traffic lights, plus two mini roundabouts, it is all used as a race track by many of the road users.

As it is very dangerous for those doing the speed limit and for pedestrians alike, please would you be kind enough to monitor, investigate and instigate the need for better traffic calming measures, such as speed cameras?

I have already contacted all the local Tamar Ward Councillors about this issue which resulted in a very informative reply from Mr Pete Samuels, which has resulted in this letter to the Town Council for their consideration at their Full Council Meeting on 5th October. I have also contacted our MP, Sheryll Murray, and have had an invaluable exchange of ideas and information with Mr Will Glassup, Highways Manager of Cornwall Highways, who has informed me that I am not the only person complaining about this issue. I have also contacted our Cornwall Councillor, Sheila Lennox – Boyd, who has also been trying for many years to do something about the speeding problem. Today, I have finally managed to contact the local police via their website complaints/issues page, but sadly not in person.

We would be very grateful for your help in this matter before someone is killed. We look forward to hearing from you in the near future.

Yours sincerely,

Jane Higgins.

and re

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 7th September 2023 at 7.00 pm

PRESENT: Councillors: R Bickford (Chairman), R Bullock, J Foster,

S Gillies, S Lennox-Boyd, S Martin, S Miller, L Mortimore,

J Peggs (Vice-Chairman), B Stoyel and D Yates.

ALSO PRESENT: 2 Members of the Public, Reverend T Parkman, H Frank

(Cornwall Council) and M Worth (Cornwall Council), S Burrows

(Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: J Brady, J Dent, M Griffiths, B Samuels and P Samuels.

143/23/24 PRAYERS.

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

Reverend Tim Parkman led prayers.

144/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

145/23/24 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.

146/23/24 <u>CHAIRMAN'S REPORT.</u>

It was **RESOLVED** to note.

147/23/24 MONTHLY CRIME FIGURES.

Councillor Peggs provided an update following the Safer Saltash meeting recently attended.

Due to the ongoing issues with the internal police system, crime figures remain unavailable, the Councillor OPCC Advocates are to continue to request relevant data be made available as soon as possible.

The Town Clerk confirmed that the Administration Department are continuingly liaising with the police to ensure data is not missed.

It was **RESOLVED** to note.

148/23/24 REPORT BY COMMUNITY ENTERPRISES PL12.

It was **RESOLVED** to note.

149/23/24 COMMUNITY AREA PARTNERSHIPS (CAP'S) REPORT FOR NOTING OR MATTERS ARISING.

The Chairman briefed Members on the meeting attended on Tuesday 5th September 2023 and confirmed that the name for the new CAP has been approved as South East Cornwall CAP.

Members spoke of the South East Cornwall Strategic Priorities - Safer A38, Transport and Connectivity, improved access to Health Care and continued Economic Growth.

Members requested all reports relating to CAP meetings be circulated by the Town Council Office and for Cornwall Council to ensure all documents are available for viewing online.

The Chairman advised the next meeting is to be an online meeting held on Tuesday 5th December 2023.

It was **RESOLVED** to note.

150/23/24 <u>COMMUNITY AREA PARTNERSHIPS (CAP'S) ACTION POINTS</u> FOR REPORTS.

No Actions.

151/23/24 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.

Councillor Peggs provided a verbal overview of a recent Safer Saltash meeting attended.

Items spoke on included a recently held Environmental Audit in which the Crime Prevention Officer for East Cornwall attended Babis Farm and identified numerous issues.

One area of concern was the security of the derelict Flying Start Nursery with the building thought to be deemed unsafe.

Councillor Peggs spoke of by-standing training which looks to assist in how to handle aggressive behaviour in a safe way. Further information to be circulated to Members should they wish to attend and for the Personnel Committee to consider relevant staff attendance.

It was **RESOLVED** to note.

152/23/24 <u>TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.</u>

Cornwall Councillor Frank provided a brief verbal update on behalf of the Chairman of Saltash Chamber.

Discussions included the impact of the closure of Lloyds Bank and requested they be part of any meeting with Lloyds, Christmas Festival celebrations and funding identified, an overview of the Town Vitality project and potential increases on toll charges relating to the Tamar Bridge.

The Chamber expressed frustrations of the recently experienced traffic congestion at the bridge and car parking charges in Saltash.

It was **RESOLVED** to note.

153/23/24 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP.

Nothing to report.

154/23/24 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.

Cornwall Councillor Worth provided a verbal report on the traffic congestion being experienced on the Tamar Bridge referring to a report that provides data from using low energy bluetooth sensors to track journeys from various points on both Cornwall and Plymouth roads leading to the Tamar Bridge.

Travelling trends are showing longer travelling times being experienced, with further investigations being held as to the reasons, with the aim to explore preventative measures once the data has been analysed.

In addition, various contributing factors have been identified such as the time taken for card transactions. Cornwall Councillor Worth is working with suppliers to improve the service and minimise transaction times.

Members asked about potential increased toll charges.

Cornwall Councillor Worth spoke of all options to secure the future of the Tamar Bridge and Torpoint Ferries has now been shared in the public domain. No decision has been made on increasing the tolls with a public consultation being drafted prior to any recommendations to parent authorities being made.

Members discussed in length various issues experienced such as poor technology of the concessionary tags, extremely long wait times, congestion on Fore Street and North Road, with suggestions made on possible areas to be explored as filter lanes to assist with the congestion.

It was **RESOLVED** to note.

155/23/24 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Stoyel, seconded by Councillor Miller and **RESOLVED** to endorse the Healthcare Action Group Mission Statement and Goals and to promote the Progress Report to the community.

156/23/24 <u>TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE</u> RECEIVED.

Nothing to report.

157/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

158/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 3RD 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 Bickford, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Full Town Council Meeting held on 3rd August 2023 were confirmed as a true and correct record.

159/23/24 **FINANCE**:

a. To advise the receipts for July 2023;

It was **RESOLVED** to note.

b. To advise the payments for July 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 31st July 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.

160/23/24 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Planning and Licensing held on 15th August 2023;

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

b. Extraordinary Services held on 24th August 2023.

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

161/23/24 <u>TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB</u> COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Town Vision held on 8th August 2023;

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

b. Library held on 22nd August 2023;

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

c. Town Vision held on 24th August 2023.

RECOMMENDATION:

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.

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).

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

162/23/24 TO RECEIVE A REPORT ON SALTASH TOWN COUNCIL DRAFT STRATEGIC PRIORITIES AND CONSIDER ANY ACTIONS.

The Town Clerk briefed Members on the report received and contained within the circulated reports pack.

The Town Clerk requested Members keep in mind that the six Strategic Priorities are only a small section of the overall business plan, listed in the Terms of Reference approved earlier this evening.

The Town Clerk is aware that the Town Council, as the corporate body, wishes to move the business plan at pace, which is why the report has been submitted directly to Full Council for consideration.

Councillor Foster left the meeting.

It was proposed by Councillor Gillies, seconded by Councillor Stoyel and **RESOLVED** to approve the six Strategic Priorities for Saltash Town Council to link to the overall Town Council business plan for the year 2024 to 2027, subject to the amendment to point 6 as attached.

163/23/24 <u>TO RECEIVE AN UPDATE ON THE TOWN VITALITY PROJECT AND</u> CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.

Councillor Foster returned to the meeting.

The Chairman spoke of an internal meeting held this afternoon with the Town Team and Town Councillors to receive Studio Hives final presentation.

Town Team are to further progress the project with a report to be considered at October's Full Town Council meeting. Members of the public are encouraged to attend.

It was **RESOLVED** to note.

164/23/24 TO RECEIVE AN UPDATE ON THE COMMUNITY LEVELLING UP PROJECT AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.

The Chairman gave a brief overview of the walkabout meeting held today with the appointed Consultants Studio Hive together with the Town Council Shared Prosperity Funding Working Group Members and Cornwall Councillors.

Councillor Yates left the meeting.

The Chairman advised the project is progressing well. Regular updates to be provided as the project progresses.

It was **RESOLVED** to note.

165/23/24 TO RECEIVE A REPORT ON THE SALTASH LEISURE CENTRE AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.

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

Councillor Lennox-Boyd spoke of the 16 schools that utilise the leisure facilities in Saltash with various funding streams available for such a strategic leisure centre.

Councillor Yates returned to the meeting.

It was **RESOLVED** to note.

166/23/24 <u>TO RECEIVE AN UPDATE ON THE CLOSURE OF LLOYDS BANK</u> AND CONSIDER ANY ACTIONS.

The Chairman confirmed a meeting had been held with South East Cornwall MP Sheryll Murray to discuss various business, at that meeting concerns were raised regarding the closure of Lloyds Bank and lack of consultation.

The proposed banking hub invitation to meet with those from Link is currently being explored.

The Town Council will certainly look to invite key stakeholders to a meeting to further explore the possibility of a banking hub in Saltash and the Services the hub will provide the community.

It was **RESOLVED** to note.

167/23/24 **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:

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

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

168/23/24 CONSIDERATION OF LICENSE APPLICATIONS:

Premises Name and	Domino's Pizza, Unit 3, Burley Court,
Address	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	13.09.2023
Deadline	
Licensing Officer	Linda Edmunds

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

169/23/24 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 9TH SEPTEMBER 2023 OUTSIDE BLOOM HEARING, FORE STREET.

a. The next scheduled meeting date Saturday 9th September 2023 outside Bloom Hearing, Fore Street.

It was proposed by Councillor Bickford, seconded by Councillor Lennox-Boyd and **RESOLVED** to email all Members prior to confirmation of attendance on Saturday 9th September 2023.

170/23/24 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.

171/23/24 <u>TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.</u>

None.

172/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

173/23/24 <u>TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE</u> DISCRETION OF THE CHAIRMAN.

None.

174/23/24 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 Lennox-Boyd and **RESOLVED** to issue the following Press and Social Media releases:

- 1. Saltash Healthcare Action Group Progress Report;
- 2. Lloyds Bank Progress.

175/23/24 DATE OF NEXT MEETING: THURSDAY 5TH OCTOBER 2023 AT 7:00 P.M.

Thursday 5th October 2023 at 7.00pm

176/23/24 <u>COMMON SEAL:</u>

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 5 October 2023 at 7.00 pm

Rising at: 8.47 pm

Signed:		
	Chairman	
Dated:		

Agenda Item 18a

Receivable Invoice Detail

Saltash Town Council

For the period 1 August 2023 to 31 August 2023

Contact	Description		Net		VAT		Gross
Annual Mooring Fees	Rent Income - 21/082023 - 31/12/2023	£	182.18	£	36.43	£	218.61
Barclays Bank	Transfer to cover expenditure	£	40,000.00	£	-	£	40,000.00
Churchtown Cemetery	Interments	£	1,000.00	£	-	£	1,000.00
Daily Moorings	Fee income	£	1,180.00	£	230.00	£	1,410.00
Fairmead Allotments	Allotment Deposit Income	£	50.00	£	-	£	50.00
Fairmead Allotments	Allotment rent income 01/08/2023 to 31/03/2024	£	36.85	£	-	£	36.85
HMRC	VAT Refund	£	22,977.15	£	-	£	22,977.15
Library Income	Photocopying Fees income	£	1.67	£	0.33	£	2.00
Library Income	Book Sales	£	24.77	£	-	£	24.77
Public Sector Deposit	Interest Received	£	828.33	£	-	£	828.33
Seagull Bags	Seagull Bags Income	£	19.99	£	4.01	£	24.00
St Stephen Parish Church	Interments	£	1,370.00	£	-	£	1,370.00
Trusted Boat Scheme	Annual Scheme Charges	£	280.01	£	39.99	£	320.00
	Grand Total	£	67.950.95	£	310.76	£	68,261.71

Agenda Item 18b

Bank Payments
Saltash Town Council
For the period 1 August 2023 to 31 August 2023

Alpha Flags & Bamners	Contact	Description	_	Net	1	VAT		Gross
Aquastorage System Cleaning Ltd Legionells Risk Assessments. All Town Courted premises (July)			£			VAI		
Aquasticage System Cleaning Ltd. Segionalis Bisk Assessments. All Town Council premises (July) 2, 176.00 2, 35.00 2, 210.00			_			35.00		
Standard Standa Hive Limited Consultancy changes for Town Vitality Open Space Project - Fifth Stage payment \$1.178.33 \$2.296.07 \$1.377.40.00	, , ,	. ,						
Bardays								
Bardays			_		_			
Inspection Direct set Inspection Direct scope of works and for obtaining contractor's prices for gutter Family F					_	-		
Emphatis Februs Satisfact Fertiface Museum Building Emphatis Februs Fe			_			60.00	C	
Chubb Fire Ltd	Barron Surveying Services Ltd		Į.	300.00	£	60.00	t.	360.00
Cleaning Service Group Ltd Watersted Cabin - cleaning and disposal coats \$ \$ \$ \$ \$ \$ \$ \$ \$	BrightHR		_					187.20
Commont Counties			_		_	72.00		
Councils		Waterside Cabin - cleaning and disposal costs	£	160.00	£	-	£	160.00
Irlamina Courses Assistant Town Clerk - Data Protection Training Course £ 90.00			£	90.00	£	18.00	£	108.00
Assistant Town Clerk - Lighta Protection I ranning Course L. 90.00 L. 10.00 L. 10.00 L. 10.00 Cournell Association of Local Assistant Town Clerk - Engage More Effectively With Young People Training L. 30.00 E. 6.00 L. 38.00 Cournell Course Assistant Town Clerk - Communicating with Your Community Training Course E. 30.00 E. 6.00 L. 38.00 Course Cournell Caurolis Assistant Town Clerk - Communicating with Your Community Training Course E. 307.00 E L. 375.00 Cournell Caurolis Rent for Longstone Garage and Depot - August 2023 E. 375.00 E L. 275.00 E L. 275.00 Cournell Caurolis Pensions Fund Payment - August 2023 E. 375.00 E L. 275.00 E. 275.0		Training Courses						
Assistant Town Clerk - Engage More Effectively With Young People Training Course		Assistant Town Clerk - Data Protection Training Course	£	90.00	£	18.00	£	108.00
Course Assistant Town Clerk - Communicating with Your Community Training Course E 30,000 E 6,000 E 36,000 Course Cours		Assistant Town Clerk - Engage More Effectively With Young People Training						
Assistant Town Clerk - Communicating with Your Community Training Course Communicating With Your Communicating With Your Community Training Course Communicating With Your Communication With With With With With With With With	-	1	£	30.00	£	6.00	£	36.00
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Cornwall Pensions	Councils	Assistant Town Clerk - Communicating with Your Community Training Course	£	30.00	Į Ł	6.00	£	36.00
Credit Card Purchases (Amazon) Cetters to heaven post box for installation at Church Town Cemetery £ 120.84 £ 24.17 £ 145.01 Credit Card Purchases (Amazon) IT equipment for Finance Officer £ 8.35 £ 1.67 £ 9.99 Credit Card Purchases (Amazon) Tequipment for Finance Officer £ 20.38 £ 4.08 £ 24.46 Credit Card Purchases (Amazon) Office Equipment - Isambard House £ 36.56 £ 7.31 £ 4.38 Credit Card Purchases (Amazon) Office Equipment - Isambard House £ 36.56 £ 7.31 £ 4.38 Credit Card Purchases (Amazon) Toots - Library £ 50.56 £ 11.90 £ 71.44 Credit Card Purchases (Mamzon) Activities Cost - Library £ 50.50 £ 25.00 £ 71.44 £ 25.00 Credit Card Purchases (Meta) Facebook boost post for Town Vitality Public Consultation closing 14/07/2023 £ 25.00 £ 25.00 £ 25.00 Credit Card Purchases (Slam Probase) Facebook boost post for Town Vitality Public Consultation closing 14/07/2023 £ 25.00 £ 25.00 £ 25.00 Credit Card Purchases (Slam Probase) Facebook boost post for Town Vitality Public Consultation closing 14/07/2023 £ 25.00 £ 25.00 £ 25.00 Credit Card Purchases (Slam Probase) £ 25.00 £ 25.00 Credit Card Purchases (Slam Probase) £ 25.00 £ 25.00 Credit Card Purchases (Slam Probase) £ 25.00 £ 25.00 Credit Card Purchases (Slam Probase) £ 25.00 £ 25.00 £ 25.00 Credit Card Purchases (Slam Probase) £ 25.00 £ 25.00 £ 25.00 Credit Card Purchases (Slam Probase) £ 25.00	Cornwall Council		£	375.00	£	-	£	
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Devon Contract Waste Ltd 31/07/2023 Recycling Costs £ 12.98 £ 2.60 £ 15.58								
Devon Garden Machinery Stihl F591 Brushcutter/Strimmer £ 850.00 £ 170.00 £ 1,020.00	Devon Contract Waste Ltd							15.58
Devon Garden Machinery Stihl BR350 Backpack Blower £ 340.00	Devon Garden Machinery		£	850.00	£	170.00	£	1,020.00
Devon Garden Machinery	Devon Garden Machinery	Stihl BG86 Hand Held Blower	£	254.00	£	50.80	£	304.80
Equipment trade in value deducted from items purchased from Devon Garden -E 790.00 -E 158.00 -E 948.00	Devon Garden Machinery	Stihl BR350 Backpack Blower						408.00
Devon Garden Machinery Mac	Devon Garden Machinery		£	3,930.00	£	786.00	£	4,716.00
Machinery Machinery Machinery Machinery E 5,444.70 £ 1,088.94 £ 6,533.64 EE Staff mobiles and Pontoon broadband charges £ 135.08 £ 27.02 £ 162.10 Efficient Comms Ltd Telephone Call and Service Charges - July 2023 £ 222.84 £ 44.57 £ 267.41 EON Electricity Charges - Ist July 2023 £ 275.42 £ 13.77 £ 289.19 Electricity Charges - Ist July 2023 £ 9,135.51 £ - £ 9,135.51 £ - £ 9,135.51 £ - £ 9,135.51 £ - £ 9,135.51 £ - £ 9,135.51 E - £ 9,135.	Devon Garden Machinery	1 ' '	-£	790 00	-£	158 00	-£	948 00
Staff mobiles and Pontoon broadband charges	,							
Telephone Call and Service Charges - July 2023 £ 222.84								
Electricity Charges - 1st July 2023 - 31st July 2023 £ 275.42 £ 13.77 £ 289.19								
HMRC								
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Library Activities Cost	HR Support Consultancy	HR Services for work carried out during the month of July 2023	£	682.50	£	136.50	£	819.00
Opayo (previously Sage) Card machine charges £ 15.00 £ 3.00 £ 18.00 Opayo (previously Sage) Card Machine charges £ 74.67 £ - £ 74.67 Print Copy Scan Ltd Prints for Photocopiers 28/06/2023 to 28/07/2023 £ 51.70 £ 10.34 £ 62.04 Rosevale Accountants Ltd Finance Consultancy Fees Week Commencing - 17th July 2023 £ 551.00 £ 110.20 £ 661.20 Rosevale Accountants Ltd Monthly payroll and absence management - August 2023 £ 553.50 £ 110.70 £ 664.20 Rosevale Accountants Ltd Finance Consultancy Fees Week Commencing - 24th July 2023 £ 638.00 £ 127.60 £ 765.60 Rosevale Accountants Ltd Finance Consultancy Fees Week Commencing - 31st July 2023 £ 754.00 £ 150.80 £ 904.80 Rosevale Accountants Ltd Finance Consultancy Fees Week Commencing - 7th August £ 899.00 £ 179.80 £ 1,078.80 Saltash & Dist	Mr Richard Clark	Supply and fit one pane of opaque hardened glass to front of Guildhall building	£			-	£	235.00
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Security Management South West Ltd Alarm Callout charge for Lonstone Depot on 10/07/2023 £ 45.00 £ 9.00 £ 54.00 Security Management South West Alarm Callout charge for Lonstone Depot on 15/07/2023 £ 45.00 £ 9.00 £ 54.00	Saltash Radio	Community Chest Project Grant - Minute Number 45/23/24	£	500.00	£	-	£	500.00
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Ltd Maint Callout Glarge for Ecristorie Depot on 13/07/2023 E 43.00 E 9.00 E 34.00	Security Management South West	Alarm Callout charge for Lonstone Denot on 15/07/2023	t	45.00	£	9.00	t	54.00
	Ltd	Land Callout Glarge for Lonstone Depot on 10/01/2020		40.00		9.00	~	J4.00

0 1 14	T						
Security Management South West Ltd	Alarm Callout charge for Lonstone Depot on 15/07/2023	£	45.00	£	9.00	£	54.00
Security Management South West Ltd	Alarm Callout charge for Lonstone Depot on 15/07/2023	£	45.00	£	9.00	£	54.00
Security Management South West Ltd	Alarm Callout charge for Longstone Depot on 27/07/2023	£	45.00	£	9.00	£	54.00
Security Management South West Ltd	Alarm Callout charge for Longstone Depot on 26/07/2023	£	45.00	£	9.00	£	54.00
Security Management South West	Keyholding Response charge for the Guildhall on 22/07/2023	£	45.00	£	9.00	£	54.00
Security Management South West Ltd	Keyholding Response charge for the Guildhall on 22/07/2023	£	45.00	£	9.00	£	54.00
SOS Consultancy	Monthly ICT Support and Maintenance Services	£	1,260.86	£	252.18	£	1,513.04
South West Water - Guildhall	Water and Sewerage Charges - 31/03/2023 - 01/06/2023	£	103.07	£	- 232.10	£	103.07
South West Water - Guildhair	Water and Sewerage Charges - 37/03/2023 - 01/06/2023 Water and Sewerage Charges - 06/07/2023 - 02/08/2023	£	27.50	£	<u> </u>	£	27.50
South West Water - Library South West Water - Longstone							27.30
Depot - Connection to Bowling	Water and Sewerage Charges 03/06/2023 - 05/07/2023	£	566.92	£	43.42	£	610.34
South West Water - Longstone Depot - Connection to Bowling	Water and Sewerage Charges 06/07/2023 - 02/08/2023	£	176.47	£	13.63	£	190.10
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges 06/07/2023 - 02/08/2023	£	54.11	£	4.30	£	58.41
South West Water - Maurice Huggins Room	Water and Sewerage Charges 06/07/2023 - 02/08/2023	£	16.86	£	1.47	£	18.33
Southwest Industrial Doors & Automation Ltd	Repair of Library Hub main front doors	£	1,258.61	£	251.72	£	1,510.33
Spot-On-Supplies	Cleaning Materials - Public Toilets	£	21.30	£	4.26	£	25.56
Staff Expenses	Mileage - Assistant Service Delivery Manager	£	90.25	£	-	£	90.25
Staff Expenses	Expense claim - Library Activities	£	23.80	£	-	£	23.80
Staff Expenses	Expense claim - Library Activities	£	8.00	£	-	£	8.00
Staff Salaries	Staff Salaries	£	33,627.08	£	-	£	33,627.08
Sumup	Card Machine Charges	£	2.37	£	-	£	2.37
The Bookshelf	Catering for Employment Law Training taking place on 26 July. For STC	£	90.00	£	-	£	90.00
TJ Electrical	Electrical Installation Condition Report (EICR) 5 Yearly Inspection.	£	300.00	£	-	£	300.00
Tool station	Equipment Provisions - Service Delivery	£	107.20	£	21.45		128.65
Trade UK Account	Maintenance Materials - Public Toilets	£	118.94	£	23.79	£	142.73
Trade UK Account	Maintenance Materials - Public Toilets	£	5.83	£	1.16	£	6.99
Trade UK Account	Maintenance Materials - Flags and Bunting	£	27.50	£	5.50	£	33.00
Travis Perkins Trading Company	Maintenance Materials - Grounds and Maintenance	£	18.13		3.63		21.76
Travis Perkins Trading Company	Maintenance Materials - Public Toilets	£	29.55		5.91		35.46
UK Fuels Ltd	Fuel for Town Council Service Delivery Vehicles	£	216.56	£	43.30	£	259.86
Viking Direct	CCTV sign	£	3.79		0.76		4.55
Viking Direct	Stationery Costs - Library	£	66.93		13.39	£	80.32
Viking Direct	Stationery Costs - Longstone Depot	£	33.41	£	6.68	£	40.09
Viking Direct	Stationery Costs - Guildhall	£	10.47	_	2.09		12.56
Viking Direct	Stationery Costs - P&F	£	57.35		11.47		68.82
Vincent Tractors Ltd	Parts and Labour Charge for service to Kubota Mower WK59 DNE	£	351.31	£	70.26		421.57
Vincent Tractors Ltd	Parts and Labour - Investigation of fuel fault on Kubota Mower F3890	£	438.56	£	87.71		526.27
Vincent Tractors Ltd	Parts and Labour Charge for service to Kubota Mower F3890	£	485.43	£	97.08	£	582.51
Westcountry Skip Hire	27/07/2023 Disposal of General Mixed Waste	£	121.60		24.32		145.92
Westcountry Skip Hire	27/07/2023 Disposal of Skip Waste	£	312.00		62.40		374.40
Westcountry Skip Hire	04/08/2023 Disposal of Green Waste	£	26.88		5.38		32.26
7 1	Grand Total	_	92,026.69				99,050.31

SALTASH TOWN COUNCIL

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **SALTASH TOWN COUNCIL** for the year ended 31 March 2023 has been completed and the accounts have been published.

Notes

This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.

- 2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of SALTSH TOWN COUNCIL on application to:
- (a) Sinead Burrows, Town Clerk and Responsible Finance Officer (RFO)
 Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX
- (b) By appointment, Monday to Friday between 9am and 5pm
- 3. Copies will be provided to any person on payment of £0.30 for each copy of the Annual Governance & Accountability Return.
- (d) Announcement made: Sinead Burrows (RFO)
- (e) Date of announcement: 29th September 2023

(a) Insert the names, position and address of the person to whom local government electors should apply to inspect the AGAR.

- (b) Insert the hours during which the inspection rights may be exercised.
- (c) Insert a reasonable sum for copying costs.
- (d) Insert the name and position of person placing the notice.
- (e) Insert the date of placing of the notice.

Section 1 - Annual Governance Statement 2022/23

We acknowledge as the members of:

SALTASH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agri	eed		
	Yes	No*	'Yes' me	ans that this authority:
 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. 	/			d its accounting statements in accordance Accounts and Audit Regulations.
We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	1			oper arrangements and accepted responsibility guarding the public money and resources in ee.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	/			done what it has the legal power to do and has d with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	1			ne year gave all persons interested the opportunity to and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	/			red and documented the financial and other risks it d dealt with them properly.
We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	1		controls	d for a competent person, independent of the financial and procedures, to give an objective view on whether controls meet the needs of this smaller authority.
 We took appropriate action on all matters raised in reports from internal and external audit. 	/		respond external	ed to matters brought to its attention by internal and audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	/			d everything it should have about its business activity ne year including events taking place after the year levant.
 (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. 	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

^{*}Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:	Signed by the Chairman and Clerk of the meeting where approval was given:
01/06/2023	
and recorded as minute reference:	Chairman & & C
56/23/24d.	Clerk Clem

WWW. Southash. gar. UK

Section 2 - Accounting Statements 2022/23 for

SALTASH TOWN COUNCIL

	Year en	ding	Notes and guidance
	31 March 2022 £	31 March 2023 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
Balances brought forward	1,245,863	1,419,386	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,171,123	1,255,690	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	172,372	399,823	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	650,512	630,668	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	21,385	33,805	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	498,075	483,765	Total expenditure or payments as recorded in the cash- book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,419,386	1,926,661	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
Total value of cash and short term investments	1,471,060	1,970,440	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March — To agree with bank reconciliation.
Total fixed assets plus long term investments and assets	2,689,292	2,697,766	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	70,033	240,855	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		V		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			V	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities — a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SE

25/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

01/06/2023

as recorded in minute reference:

56/23/24e.

Signed by Chairman of the meeting where the Accounting Statements were approved

look >

Date

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

Saltash Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website — https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- · confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
Other matters not affecting our opinion which we draw to the attention of the authority:
None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name			
	ENTBDO LLP Southampton RNAL AUDIT		
External Auditor Signature Page 45	DocuSigned by: SDO EXPTURE REQUIRED 2BEB056D80974E4	Date	29 September 2023

Public Document Pack Agenda Item 20a

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 12th September 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, S Miller (Chairman),

B Samuels, P Samuels (Vice-Chairman), B Stoyel and

D Yates.

ALSO PRESENT: S Burrows (Town Clerk), W Peters (Finance Officer) and

D Joyce (Administration Officer).

APOLOGIES: J Brady, J Dent, J Foster, M Griffiths, S Martin, L Mortimore

and J Peggs.

56/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

57/23/24 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.

58/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

59/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 11TH 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 Miller, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Policy and Finance Committee held on 11th July 2023 were confirmed as a true and correct record.

60/23/24 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO JULY.

It was **RESOLVED** to note.

61/23/24 TO NOTE THAT PETTY CASH RECONCILED UP TO JULY.

It was **RESOLVED** to note.

62/23/24 TO RECEIVE AND NOTE A REPORT ON VAT.

It was **RESOLVED** to note.

63/23/24 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS.

The Finance Officer informed Members on the report received and contained within the circulated reports pack and were asked to consider the recommendation.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to invest £340,000 into the new Lloyds Fixed Term Deposit Account for a 12 month period at a fixed rate of 3.50%.

64/23/24 TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE TOWN COUNCILS FINANCIAL REGULATIONS. THERE ARE NO DISCREPANCIES TO REPORT.

It was **RESOLVED** to note.

65/23/24 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Finance Officer informed Members on the report received and contained within the circulated reports pack.

It was proposed by Councillor Bullock, seconded by Councillor Miller and resolved to **RECOMMEND**:

- 1. To the Burial Authority to review budget code 6004 BA General Site Maintenance and 6014 BA Cemetery Software Subscription due to an overspend for the year 2023/2024.
- To the Joint Burial Board to review budget code 6170 BB EMF Repairs to Cemetery Wall due to an overspend for the year 2023/2024.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to note the budget statements and recommendation from the Services Committee to the Station Property Sub Committee to review budget code 6810 General Repairs and Maintenance due to limited funds available for the year 2023/2024.

66/23/24 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Finance Officer briefed Members on the report received and contained within the circulated reports pack.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to note the report and provide delegated authority to the Finance Officer to withdraw funds from the Nationwide Account during the period of December 2023 to March 2024 to cover future Town Council liabilities.

67/23/24 TO RECEIVE A REPORT ON INSURANCE CLAIMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

68/23/24 TO RECEIVE THE TOWN COUNCIL INSURANCE POLICY RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members on the report received and contained within the circulated reports pack.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to approve the renewal from Zurich for the year 2024-25 at a cost of £11,023.40 allocated to budget code 6205 P&F Insurance.

69/23/24 TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

70/23/24 <u>TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.</u>

Nothing to report.

71/23/24 TO RECEIVE REPORTS ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. CC268 Saltash Old Cornwall Society;

It was **RESOLVED** to note the report and underspend of £20.01 to be returned to the Town Council allocated to budget code 6210 Community Chest.

b. CC269 Saltash United Football Club;

Members discussed extending the deadline for the awarded funds to Saltash United Football Club to allow sufficient time for the project works to be completed.

Members noted the various delays being experienced and the continued hard work undertaken to raise the additional funds required.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to extend the Community Chest Grant of £1,000 until the end of the financial year 31st March 2024 reporting any further progress at the next available Policy and Finance meeting.

c. FF114 Saltash Sea Shanty Festival.

It was **RESOLVED** to note.

72/23/24 TO RECEIVE THE RECOMMENDED DRAFT ALLOTMENT POLICY AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Draft Allotment Policy (as attached) to Full Council to be held on Thursday 5th October 2023.

73/23/24 TO RECEIVE AMENDMENTS TO EXISTING TOWN COUNCIL POLICIES AND CONSIDER ANY ACTIONS:

The Chairman requested the following amendments to existing Town Council policies be considered en-bloc.

- a. Communications;
- b. Protocol for Member Officer Relations;
- c. Standing Orders.

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

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** the amendment to the Communications, Protocol for Member Officer Relations and Standing Orders (as attached) to Full Council to be held on Thursday 5th October 2023.

74/23/24 TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:

a. The Core;

It was **RESOLVED** to note.

b. Livewire.

It was **RESOLVED** to note.

75/23/24 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Saltash Team for Youth

Nothing further to add since their previous report. Next meeting date is 29th September 2023.

c. Section 106 Panel

Nothing to report.

76/23/24	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.
77/23/24	TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA. None.
78/23/24	PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960: To resolve that the public and press be re-admitted to the meeting.
79/23/24	TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN. None.
80/23/24	TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING. None.
	DATE OF NEXT MEETING
	Tuesday 31 October 2023 at 6.30 pm

Rising at: 7.15 pm

Signed:		
	Chairman	
Dated:		

Minute Item 72/23/
Policy Group: General



RESPONSIBLE COMMITTEE: SERVICES

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

Current Document Status			
Version	1 DRAFT	Approved by	
Date		Date	
Responsible Officer		Minute no.	
Next review date	As required		

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Date	Version	Author/ editor	Committee/ date	Minute no.	Notes	
08/2023	1	AJT			DRAFT	

Document Retention Period Until superseded



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Saltash Town Council

Allotments Policy

Saltash Town Council reserves the right to change the Allotments Policy, rules and procedures from time to time. Any changes will be notified to the tenants in advance and tenants will be expected to comply with any rule changes following the consultation and notification process.

1. Introduction and Scope

Allotments and community gardens are a great way to grow your own food and enjoy the fresh air whilst learning about cultivation, observing wildlife and improving mental health and wellbeing.

Saltash Town Council provides three allotments sites in the town, Fairmead Road, Grenfell Avenue and Churchtown. Plots are allocated when they become vacant, subject to an application process to confirm eligibility and signature of a Tenancy Agreement. The Town Council operates a waiting list for all sites. (See allocation of plots below.)

2. Eligibility

Applicants for tenancy of an allotment must be over the age of 18 and live within the Saltash Town Boundary. Where a tenant moves outside of the Town boundary, they will be required to end their tenancy.

The Town Council operates a waiting list for allotments. Where a resident is added to the waiting list it is their responsibility to ensure that they notify the Town Council of any change to their contact details.

3. Allocation of Plots

When a plot becomes vacant the person at the top of the waiting list will be offered the plot in writing, usually by email. The offer should be accepted in writing within 10 working days. Where there is no response the person will be removed from the waiting list and the plot offered to the next person on the list.

A tenant may only start work on a plot on completion of all required paperwork and payment of tenancy fees. Fees may be reduced proportionally at the discretion of the Town Council where a plot is allocated part way through the year.

All allotment tenants are required to provide proof of insurance at the start of the tenancy agreement and annually at renewal. The Town Council accepts no liability for any loss, damage or injury to Tenants, or any other person or their belongings occurring on allotment sites.

4. Allotment Tenant Responsibilities

When signing the Tenancy Agreement, the Tenant agrees to the terms laid out in the agreement.

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Change of Contact Details

The Tenant should immediately notify the Town Council in writing of any change in contact details.

Charges

A deposit is required from all new Allotment Tenants at the commencement of tenancy, repayable on termination of the tenancy providing that the allotment plot is left in an acceptable condition.

Charges are reviewed annually by the Town Council as part of the budget setting process. Tenants are given twelve months' notice in writing of any change to charges.

Tenants will be invoiced annually and fees should be paid in full by 1st April each year to retain the tenancy of the allotment.

Water is provided at two allotment sites. Where water is provided there is an additional annual charge to Allotment Tenants on those sites.

Allotment plot

The allotment should be maintained in a good state of cultivation and kept free from weeds. Pathways should be kept clear. New tenants will be permitted adequate time to bring a plot to an acceptable level of cultivation.

The land is not to be used for any purpose but as allotment gardens cultivating fruit, vegetables, herbs and flowers for use and consumption by the Tenant and their family. Selling or undertaking of a business in relation to the cultivation on the allotment plot is not allowed. Surrounding trees and hedges may not be trimmed by Tenants. Any issues of overhanging should be reported to the Town Council.

The following are prohibited on allotment sites at any time:

- a. Dogs, poultry or livestock (as to be prejudicial to health or a nuisance)
- b. Alcohol and/or drugs
- c. Bonfires
- d. Barbed wire
- e. Taking/removal of any mineral/ gravel/ sand/earth or clay.

Conduct

Tenants should not take, remove or borrow crops, equipment or supplies that belong to other Tenants without the prior consent of the owner.

Tenants should not cause or permit any nuisance or annoyance to any other Tenant or obstruct or encroach onto other plots or paths. Disputes between Tenants should be referred to the Town Council to investigate. The decision of the Town Council will be final and binding.

Use of Chemical Sprays and Fertilisers

The Town Council encourages chemical free, organic cultivation methods. However, where Tenants use pesticides or fertilisers on their plot they must:

a. Only use domestic grade pesticides;

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- b. Take all reasonable care to ensure that other plots, pathways, hedges and trees are not adversely affected;
- c. Select and use pesticides so that there is minimal risk to members of the public, birds and other wildlife, with the exception of vermin or pests;
- d. Comply at all times with current pesticide regulations. Tenants are advised to refer to the Health and Safety Executive database to ensure that specific products may be lawfully used.

Storage of pesticides and other potentially toxic chemicals on allotment plots or in sheds is not permitted.

Subletting

Subletting of the plot is not permitted without the written permission of the Town Council.

Water

Where water is provided on site it is solely for the use of watering crops. Attachment to the water points for automatic continuous watering, sprinklers or drip feed systems is not permitted. Tenants should ensure that water is not left running unattended.

Parking

Where a parking facility is provided, it should be used. Parking in prohibited areas may lead to the termination of the Tenancy Agreement by the Town Council.

5. Buildings and Structures

No building or structure may be erected on the allotment without the written consent of the Town Council. Buildings/structures must conform to any relevant planning conditions laid out by Cornwall Council and specifications of conformity as determined by the Town Council.

All buildings erected with the consent of the Town Council must be maintained in a good state of repair and should only be used in connection with the use and management of the allotment plot. Residential use or sleeping is not permitted

When a tenancy agreement is terminated, the Tenant will be required to remove all buildings and structures from the plot before it is reallocated.

6. Town Council Responsibilities

The Town Council will promote best practice on all allotment sites and encourage sustainable environmental management.

Site Management

The Town Council will seek to ensure the sites are accessible and usable for all allotment tenants.

The Town Council will undertake regular site inspections and reserves the right to access any plot to undertake inspections. Weekly site inspections will include checking the condition of paths, gates, site boundaries and identify any other issues that need resolving.

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Plots will be inspected at regular intervals to ensure they are in active use and being cultivated.

Allotment tenants should report any site problems to the Town Council .

7. Termination of Allotment Tenancy Agreements

Cancellation by the Tenant

Tenants wishing to cancel their Tenancy Agreement should do so in writing to the Town Council. The Town Council will not refund any rent paid in that year where the cancellation is at the request of the tenant.

Cancellation by the Town Council:

The Town Council has the right to terminate the tenancy agreement where the Tenant is in breach of the allotment rules as agreed by the Tenant when signing the Tenancy Agreement.

Enforcement

The following enforcement procedure will apply:

- 1. Informal warning Tenants who fail to comply with their tenancy agreement will be contacted in writing and requested to address the issues of non-compliance within one calendar month.
- 2. Formal warning Tenants who fail to respond to an informal warning within one calendar month will be issued with a formal written warning.
- 3. Notice to quit Tenants who fail to respond to a formal warning within one calendar month will be given notice to quit.
- 4. Where a Tenant has been given notice to quit and fails to vacate the allotment, the Town Council is entitled to take possession of the plot and exclude the Tenant.

Power to Evict

In the event of a serious breach of the Tenancy Agreement or where the Tenant becomes bankrupt or compounds with their creditors, the Town Council reserves the right to serve immediate notice to quit.

Non payment of charges

The Council reserves the right to terminate the Tenancy Agreement giving one month's written notice to quit where the allotment rent is in arrears for 40 days or more.

Breach of residential conditions

If it appears to the Town Council that the Tenant, not less than three months after the commencement of the tenancy, is resident more than one mile outside of the Town Boundary, the Town Council may give the Tenant a month's written notice terminating the Tenancy. ¹

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¹ s.30(2), 1908 Act as amended by s.23, 1922 Act

Death of a Tenant

The tenancy of the allotment shall terminate upon the death of the tenant. Next of kin will be given adequate time to remove personal possessions and produce from the plot. Unless otherwise agreed in writing, the tenancy will terminate two months after the death of the tenant.

The plot will be returned to the possession of the Town Council in the interim period until a new tenant is assigned.

Return of land

Where the land being used as Allotment Gardens is required for providing new services, the Town Council shall cancel Tenancy Agreements. In such circumstances the Town Council shall give Tenants 12 months written Notice to Quit expiring on or before 6 April or on or after 29 September in any year.²

8. Complaints

All complaints should directed to the Town Clerk. The Town Council Complaints Procedure can be found on the Town Council website.

9. Personal Data

Allotment Tenants and residents who supply their personal data to be added to the Allotment Waiting List should refer to the Privacy Notice on the Town Council website for details on how we use your data.

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² s.1(1)(a), 1922 Act as amended by s.1,1950 Act

Appendix 1: Definitions

Saltash Town Council:

includes any committee of the Town Council and/or any Officer of the Town Council appointed under the Allotments Acts 1908 and 1950.

Allotment garden:

a piece of land not exceeding 250 square metres although there is no set standard size.

Allotment Tenant:

a person over the age of 18 who resides within the Saltash Town boundary and has entered into a Tenancy Agreement for an allotment on one of the Town Council sites.

Allotment Tenancy Agreement:

the legal document signed by the Tenant and Saltash Town Council when renting an allotment.

Allotment Rent:

the annual charge for renting an allotment from the Town Council.

Cultivation:

actively growing plants or with a plot ready to accept crops during the main growing season on not less than 50% of the total plot area.

Non-cultivation Notice:

a formal notice issued by the Town Council notifying the Tenant of the requirement to commence cultivation of face further action that might lead to the termination of the Allotment Tenancy Agreement.

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Appendix 2: Relevant Legislation

The Legislation relating to allotments

Small Holdings and Allotments Act 1908

Consolidated all previous legislation and laid down basis for all subsequent legislation.

Placed a duty on local authorities to provided sufficient allotments, according to demand.

Made a provision for local authorities to purchase compulsory land to provide allotments. Established the framework for the modern allotments system.

Land Settlement Facilities Act 1919

This Act was mainly to assist returning servicemen and opened up allotments to all, not just 'the labouring population'. Made metropolitan borough councils allotment authorities for the first time.

Allotments Act 1922

This Act was established to provide allotment tenants with some security of tenure. It also provided tenants with greater compensation at the termination of their tenancy and limited the size of an allotment to one-quarter of an acre, specifying that it should be used mostly for growing fruit and vegetables.

Allotments Act 1925

Required local authorities to recognise he need for allotments in any town planning development. Established 'statutory' allotments which a local authority could not sell or convert to other purposes without Ministerial consent. This Act was intended to facilitate the acquisition and maintenance of allotments, and to make further provision for the security of tenure for tenants.

Allotments Act 1950

This included:

- the amendment of the provisions relating to rents that may be charged for allotments:
- the extension of period of notice to quite to 12 months for allotment gardens;
- compensation payable to plot holder at whatever season of the year a tenancy terminates;
- making plot holders who have allowed their plot to deteriorate through neglect liable to pay compensation on quitting; and
- allowance of certain forms of livestock (hens and rabbits) to be kept although this can be, in some cases, restricted by local by-laws*.

*NOTE: Saltash Town Council does not permit any form of livestock on allotment plots.

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Other legislation:

The Local Government Act 1972 amended the allotments legislation in a number of matters of detail, for example, removing the requirement upon local authorities to establish allotments committees (contained in Section 12 of the Allotments Act 1925).

Other Acts which have impacted upon allotments include the Town and Councilry Planning Act 1990, the Local Government Planning and Land act 1980 and the Acquisition of Land Act 1981.



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Policy Group: General

Communications Policy

RESPONSIBLE COMMITTEE: P&F

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

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

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01/2021	1 DRAFT	AJT			New policy.	
03/2021	1.1	AJT	P&F 09.03.2021	173/20/21c	New policy – deferred to next FTC.	
05/2021	1.1	AJT	ATM 20.05.2021	46/21/22c(iii)	Adopted	
05/2022	2022	AJT	ATM 05.05.2022	54/22/23b(iii)	Readopted.	
05/2023	2023	AJT	ATM 04.05.2023	65/23/24c(iii)	Readopted.	
08/2023	2023 v2	AJT			Updated section E1.	

Document Retention Period Until superseded

SALTASH TOWN COUNCIL COMMUNICATIONS POLICY

Aims

- To set out how we will communicate with staff, Members, partners, local residents and the media.
- To ensure all communications are consistent and co-ordinated across all channels.
- To develop excellent, innovative and cost-effective communications to increase awareness of the Town Council's services and achievements and improve the reputation of the Town Council.
- To promote high quality customer service and ensure that everyone in the Town Council understands their role in delivering this.

Outcomes

All communications issued by the Saltash Town Council will be:

- Open and honest direct, truthful and factual
- Timely up to date information communicated regularly, consistently and quickly
- Clear and concise Plain English and jargon free easily understood by all sectors of the community
- Accessible easy to access through appropriate media / channels and in mixed format
- Relevant targeted at the needs of the intended audience, appropriate information, informative and useful
- Inclusive face to face communications wherever possible, designed to encourage and value discussion and feedback. Information available in suitable formats

Scope

This policy covers all types of communications received by and issued by the Town Council, its Officers and elected Members and includes:

- Verbal
- Written
- Email
- Social media
- All correspondence issued by Town Council Officers and staff
- All correspondence issued by Town Councillors

The Town Council will not consider any anonymous correspondence where the author cannot be identified or abusive or aggressive communications¹.

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CURRENT 05/2023

¹ Zero Tolerance Policy; Unreasonable Persistent Complaints Policy

Data Protection and Freedom of Information

Saltash Town Council is registered with the Information Commissioner's Office (ICO) as a Data Controller. Town Council Officers, staff and Town Council Members are Data Processors and have a responsibility to maintain records and process data in accordance with the current General Data Protection Regulations. Breaches of the regulations may lead to the Town Council being subject to investigation by the ICO, a potential fine and loss of reputation. Anyone – Town Council Officers, staff and Town Council Members – should also remember that correspondence issued may be subject to release under a Freedom of Information request.

Members:

Members are reminded that the Code of Conduct applies to all forms of communications – verbal, written (including social media) and should be adhered to at all times.

A. Town Council Correspondence

- The point of contact for the Town Council is the Town Clerk or the Officer delegated to the relevant role or task.
- 2. No individual Town Councillor or Officer should be the sole custodian of any correspondence or information in the name of the Town Council, a committee, sub-committee or working party. Town Councillors and Officers do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know' in order to carry out their role on behalf of the Town Council.
- 3. All official communications should be sent in the name of the Town Council using Town Council letter headed paper and signed by the Town Clerk or, where another Town Council officer is signing, with the approval of a Line Manager or from an approved Town Council email address.
- 4. All official communications issued by the office of the Mayor or other nominated member must be authorised by Town Council or relevant committee in advance. The Town Clerk or Assistant Town Clerk will be responsible for authorising all official communications prior to release.
- All correspondence issued by Town Councillors where tasks are delegated by the Town Council must be copied to the Town Clerk or Officer delegated to the relevant role or task.
- 6. Where correspondence is copied to persons other than the addressee, the addressee should be made aware that a copy is being forwarded to that other person (e.g. copy to XX) but data protection rules should be observed.
- All communications should be compliant with the relevant data protection legislation, the Town Council's code of conduct, respect confidentiality and any other relevant Town Council policies in place at the time.

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CURRENT 05/2023

8. A copy of correspondence with Unitary Authority Town Councillors will be sent to Ward Town Councillors².

B. Agenda Items for Town Council, Committees, Sub-Committees and Working Parties

- The agenda should be clear and concise. It should contain sufficient information to enable Town Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.
- Items for information will be circulated with the agenda and papers for the meeting and will be kept to a minimum.
- Where a Town Councillor wishes to circulate matters for "information only", this
 information will be circulated via the Town Clerk's office, and circulated to all
 Town Councillors.
- 4. Motions for an agenda will be submitted to the Proper Officer in writing following the procedure laid out in Standing Orders.³
- The Policy for Receiving Public Questions at Meetings will be followed where these are received.
- Discussion and decision making should only take place by email or Survey Poll where it is used in exceptional circumstances under a scheme of delegation and in accordance with standing orders.

C. Communications with the Press and Public

- The Town Clerk, or Assistant Town Clerk will clear all press releases, or comments to the media, with the Town Mayor⁴ or the Chair of the relevant committee as appropriate.
- Press releases from the Town Council, its committees or working parties should be from the Town Clerk or an officer delegated to the task or via the reporter's own attendance at a meeting.
- All articles for the Town Messenger will be checked and approved by the Assistant Town Clerk or delegated Officer prior to publication.
- Requests from the press/media for comments or statements should be sent to the Town Clerk's office⁵.

² Standing Order 26b

³ Standing Order 10

⁴ Mayor's Protocol Guide p9

⁵ Standing Order 24

- 5. Unless a Town Councillor has been authorised by the Town Council to speak to the media on an issue, Town Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view. The Mayor is the normal authorised spokesperson for the Town Council⁶.
- When representing the Town Council at a "Meet your Town Councillors" event Town Councillors should follow GDPR and data protection guidance, the Code of Conduct and relevant sections of this policy.
- 7. Unless a Town Councillor is certain that they are reporting the view of the Town Council, they must make it clear to members of the public that they are expressing a personal view.
- 8. If Town Councillors receive a complaint from a member of the public, this should be passed immediately to the Town Clerk who will process it under the Customer Feedback Policy⁷.
- 9. Designated staff are authorised to promote the work of the Town Council on social media platforms, the website and noticeboards but operate strictly in accordance with the approved Social Media policy⁸ of the Town Council.
- 10. In making public comments, Town Councillors must respect decisions made by a majority vote and abide at all times to the Code of Conduct⁹.
- 11. The Town Council may undertake consultations with residents from time to time. Where possible and practicable there will be multiple means of participation to ensure all consultees are contacted and able to respond, particularly taking account of difficult to reach groups.

D. Town Councillor Correspondence to external parties

- Individual Town Councillors are responsible for their own ward member correspondence. The Town Council does not provide administrative support for such purpose. Town Councillors must ensure they make clear where they are informing on official policy and where they are stating their personal views.
- 2. When using a Town Council email account, Town Councillors must always reflect the view of the Town Council.
- 3. Correspondence (including emails) sent in relation to Town Council business where a Town Councillor has been delegated to a task, should be openly copied to the Town Clerk or officer responsible for the task.
- 4. Town Councillors should be aware that all emails sent and received from their STC email account may be subject to release under FOI legislation.

⁶ Mayor's Protocol Guide p9

⁷ Customer Feedback Policy p3

⁸ Social Media Policy

⁹ Code of Conduct Part 2, General Obligations

E. Communications with Town Council Staff¹⁰

- 1. <u>It is unlawful for Members to instruct members of staff.</u> Town Councillors must not give instructions to any member of staff¹¹, unless authorised to do so through the Town Council's decision-making process and with their line manager's agreement.
- No individual Town Councillor, regardless of whether or not they are the Town Mayor or the Chair of a committee or other meeting, may give instructions to the Town Clerk or to another employee which are inconsistent or conflict with Town Council decisions or arrangements for delegated power.
- 3. Telephone calls should be appropriate to the work of the Town Council.
- 4. Instant replies should not be expected to e-mails to the Town Clerk or other members of staff; reasons for urgency should be clearly stated.
- 5. Town Councillors should acknowledge their e-mails when requested to do so.
- 6. For meetings with the Town Clerk or other Officers an appointment should be made wherever possible, meetings should be relevant to the work of that Officer and Town Councillors should be clear that the matter is legitimate Town Council business and not matters driven by personal or political agendas.

Summary

Saltash Town Council is committed to effective communications to ensure the Town Council's operations, priorities, objectives, values, ambitions and challenges are better understood by all our audiences - both internal and external.

¹¹ Standing Order 27a(ii)

Deleted: Staff Members Relations Policy

¹⁰ Protocol for Officer Member Relations; Standing Orders



RESPONSIBLE COMMITTEE: PERSONNEL

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Version	1/2023	Approved by	ATM
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07/2022	3/2022	AJT	FTC 04.08.2022	151/22/23d	Review & redraft of policy/protocol. Approved.	
05/2023	2023	AJT	ATM 04.05.2023	65/23/24a(vi)	Readopted	
08/2023	2023 v2	AJT			10.1 amended	

Document Retention Period	
Until superseded	

Protocol for Member/Officer Relations

1. Introduction

The purpose of this protocol is to guide Members and Officers of the Town Council in their relations with one another. A strong, constructive and trusting relationship between Members and Officers is essential to ensure the effective and efficient working of the Town Council.

The individual roles of Members and Officers can be summarized as follows:

Both Members of the Town Council and Officers serve the public and are essential to one another but their responsibilities and roles are distinct. Members are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Town Council. They give advice to the Members and the Town Council and carry out the Town Council's work under the direction of the Town Council and the relevant committees.

Following this protocol should ensure that Members receive objective and impartial advice and that Officers are protected from accusations of bias and any undue influence from Members.

2. Principles underlying the protocol

The provisions of this protocol seeks to reflect the principles underlying the Members' Code of Conduct, the Employee Handbook and the Town Council's adopted policies, procedures and processes. The shared object of the Code of Conduct and other documents, policies and procedures is to enhance and maintain the integrity (real and perceived) of Local Government and they therefore demand very high standards of personal conduct.

Principles:

- Selflessness serving only the public interest.
- Honesty and integrity not allowing these to be questioned; not behaving improperly.
- Objectivity taking decisions on merit.
- Accountability to the public; being open to scrutiny.
- Openness giving reasons for decisions.
- Personal judgement reaching one's own conclusions and acting accordingly.

-

¹ Employees are also directed to their contract of employment, job description, the Green Book and policies relevant to their employment. They may also wish to consult their Line Manager or take advice from their union or professional association.

- Respect for others promoting equality; avoiding discrimination; respecting others (Member/Member as well as Member/Officer and Officer/Officer) and not denigrating their work in public or making unsubstantiated allegations against any individual connected with the Town Council.
- Duty to uphold the law not acting unlawfully.
- Stewardship ensuring the prudent use of the Town Council's resources.
- Leadership acting in a way that has public confidence.

3. Roles

3.1. Members

- 3.1.1. Members have four main areas of responsibility:
 - To determine Town Council policy and provide community leadership;
 - To monitor and review Town Council performance in delivering services:
 - To represent the Town Council externally; and
 - To act as advocates for their constituents.
 - In addition, all Members of the Town Council should be aware of and adhere to their responsibilities as Corporate Employers.
 When Members join the Town Council guidance is provided and Members of the Personnel Committee are required to undertake additional training.²
- 3.1.2. All Members have the same rights and obligations in their relationship with the Town Clerk and other employees, regardless of their status and should be treated equally.

3.2. Chairmen and Vice Chairmen of Committees

It is clearly important that there should be a close working relationship between Chairmen and Vice-Chairmen of Committees and the Officers who support and/or interact with them. However, such relationships should never be allowed to become so close, or appear to be so close, as to bring into question the officer's ability to deal impartially with other Members. Officers should never be asked to do anything which may prejudice their impartiality.

CURRENT 05/2023

3.3. Officers

² NALC Being a Good Employer

The following key principles reflect the way in which Officers generally relate to Members:

- Officers are employed by, and accountable to, the Town Council as a whole;
- Officers are impartial;
- Officers are responsible for operational delivery of all of the Town Council's functions including support to all Town Council Committees;
- Day to day managerial and operational decisions remain the responsibility of the Town Clerk and Line Managers.

4. Expectations

4.1. Members can expect:

- A commitment from Officers to the Town Council as a whole, not to any individual Member or group of Members;
- A working partnership³;
- That Officers understand and support respective roles, workloads and pressures;
- Respond to enquiries and complaints in accordance with the Town Council's standards;
- Professional, impartial advice and information, not influenced by political views or personal preferences;
- Regular, up to date information on appropriate and relevant matters, having regard to individual responsibilities or positions held;
- Respect, courtesy, integrity and appropriate confidentiality from Officers;
- Not to have personal issues raised with them by Officers outside the Town Council's agreed procedures;
- That Officers will not use their contact with Members to advance their personal interests or to influence decisions improperly;
- That Officers at all times will comply with relevant policies and procedures;
- If representing the Town Council on an outside body, to be required to provide update reports in a timely manner with an appropriate level of detail.

4.2. Officers can expect from Members:

• A working partnership and to be treated in a professional manner;

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³ Members may find the following publication helpful: LGA Effective Member Officer Relations

- An understanding of, and support for, respective roles, workloads and pressures;
- Timely responses to emails and/or telephone calls;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That Members will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly;
- That Members will at all times abide by the Nolan Principles and with the Town Council's adopted Code of Conduct, policies and procedures.

5. Meetings

The interaction between Members and Officers at meetings of the Town Council and Committees should reflect the formality of the situation.

Any Officer carrying out a statutory role has specific responsibilities placed on them by law. These responsibilities go beyond their obligations as employees of the Town Council. Where an Officer is discharging their responsibilities under any statutory office a Member/Members shall not:

- Improperly interfere with or obstruct the Officer in exercising those responsibilities;
- Victimize any Officer who is discharging or has discharged their responsibilities of the Statutory Office.

Members and Officers may attend all formal meetings for the consideration of Part I (i.e. non-confidential) items, as may any member of the public. When a body is considering Part II information (i.e. exempt from publication under Access to Information legislation), Members and Officers do not have an automatic right of attendance.

6. Members' Access to information and Town Council documents

- 6.1. Members are free to approach the Town Clerk to provide them with such information, explanation and advice, as they may reasonably need in order to assist them in discharging their role as Members of the Town Council. This can range from a request for general information about some aspect of the Town Council's activities to a request for specific information on behalf of a constituent.
- 6.2. As regards the legal rights of Members to inspect Town Council documents, these are covered partly by statute and partly by the common law.

- 6.3. Members have a statutory right to inspect any Town Council document that contains material relating to any business which is to be transacted at a Town Council, Committee or Sub-Committee meeting. This right applies irrespective of whether the member is a member of the Committee or Sub-Committee concerned and extends not only to reports which are to be submitted to the meeting, but also to any relevant background papers. This right does not however apply to documents relating to certain items which may appear in Part II (exempt) of the Agenda for meetings. Examples are documents that contain exempt information relating to employees, occupiers of Town Council property, applicants for grants and other services, contract and industrial relations negotiations, advice from Counsel and criminal investigations.
- 6.4. The common law right of Members is much broader and is based on the principle that any Member has a prima facie right to inspect Town Council documents so far as his/her access to the documents is reasonably necessary to enable the member properly to perform his/her duties as a member of the Town Council. This principle is commonly referred to as the "need to know" principle.
- 6.5. The exercise of this common law right depends therefore upon the Member's ability to demonstrate that they has the necessary "need to know". In this respect a Member has no right to "a roving commission" to go and examine documents of the Town Council. Mere curiosity is not sufficient.
- 6.6. In some circumstances (e.g. a Committee Member wishing to inspect documents relating to the functions of that Committee) a Member's "need to know" will normally be presumed. In other circumstances (e.g. a Member wishing to inspect documents which contain personal information about third parties) a Member will normally be expected to justify the request in specific terms.
- 6.7. Whilst the term "Town Council document" is very broad and includes, for example, any document produced with Town Council resources, it is accepted by convention that a Member of one party group will not have a "need to know", and therefore a right to inspect, a document which forms part of the internal workings of another party group.
- 6.8. Finally, any Town Council information provided to a Member must only be used by the Member for the purpose for which it was provided i.e. in connection with the proper performance of the Member's duties as a Member of the Town Council.
- 6.9. The Code of Conduct states that a Member must not disclose confidential information or information which he or she believes to be of a confidential nature, except in some specific circumstances as detailed in the Code.
- 6.10. For completeness, Members do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

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7. Correspondence

- 7.1. Correspondence between an individual Member and an Officer should not normally be copied by the Officer (or the Member) to any other Member. Where it is necessary to copy the correspondence to another Member, this should be done in a transparent manner with the original Member clearly informed. The system of silent copies (bcc) should not be used. Members and Officers should note that all correspondence may be subject to disclosure under the Freedom of Information Act 2000 or UK GDPR.
- 7.2. Official correspondence, by email or any other means, on behalf of the Town Council should normally be sent in the name of the appropriate Officer, rather than in the name of a Member. It shall, be appropriate in certain circumstances for correspondence to appear in the name of the Chairman of the Town Council or a Committee Chairman. Correspondence which, for example, creates legal obligations or gives instruction on behalf of the Town Council should never be sent out in the name of a Member.

8. Press and Social Media Comments, Press Releases and Local Publicity

- 8.1. Members and Officers are reminded to follow the procedure for communicating with the press in the Communications Policy.
- 8.2. Any press or media release that may be necessary to clarify the Town Council's position should be cleared by the Town Clerk or their nominated deputy in consultation with the Mayor or Chairman of the relevant committee.
- 8.3. On no account must an Officer expressly or implicitly make any political opinion, comment or statement.
- 8.4. Particular care should be taken with publicity/media comments/press releases around the time of an election and more so during the heightened period of sensitivity during the pre-election period known as Purdah. Advice will be available from CALC and the Monitoring Officer where appropriate.

9. Use of Town Council resources

The Code of Conduct states that a Member must, when using or authorizing the use of the resources of the Town Council, act in accordance with the Town Council's requirements. Support from Officers can only lawfully be provided where this is to assist the Member in discharging their role on Town Council business and should never be used in connection with political or other campaigning activity or for private purposes. The use of computers (or other IT devices) provided to Members of the Town Council is governed by the policies and procedures adopted by the Town Council, including the IT Acceptable Use Policy.

10. General guidelines

- 10.1. It is accepted that Members may wish to call on Officers to discuss various issues. However, it should be noted that Officers may have significant workloads and deadlines to meet. Any discussions likely to take more than five minutes should be by appointment except where urgent and unforeseen. It is unlawful for Members to instruct members of staff. All requests for tasks to be undertaken must be submitted through the Line Managers.
- 10.2. Equally, Officers should only contact Members by telephone or email where necessary and should avoid circulating superfluous information.
- 10.3. All matters relating to particular committees should be copied to the Chairman of the Committee. Requests for agenda items should be submitted to both the Chairman and the Town Clerk.
- 10.4. Close personal relationships between Members and Officers can confuse their separate roles and get in the way of the proper conduct of Town Council business, not least by creating a perception that a particular Member or Officer is getting preferential treatment.

11. If things go wrong

From time to time the relationship between Members and Officers may break down or become strained. Whilst it is always preferable to resolve matters informally, if appropriate through conciliation by an appropriate third party, the law requires all employers to have disciplinary and grievance procedures. The Town Council will maintain and regularly review separate disciplinary and grievance procedures and ensure they comply with good practice.

The Chairman of the Town Council should not attempt to deal with grievances or work related performance or line management issues. The Town Council has delegated authority on employment/human resources matters to the Personnel Committee.

Members and Officers should never personally criticise or undermine respect for the other in any public or external forum. This damages working relationships and has an adverse impact on the public image of the Town Council. Whilst Members have the right to criticise reports, advice or recommendations put before them at meetings, they should not address their criticism to the conduct or capabilities of individual Officers. Officers have no means of responding to such criticism in public.

Procedure for Members:

A Member who is dissatisfied with the conduct, behaviour or performance of an Officer should raise the matter with the Town Clerk or the Chairman of the Personnel Committee if the Officer is the Town Clerk in the first instance. If it is not possible to resolve the matter informally, it may be necessary to invoke the Town Council's disciplinary procedure.

Members should at all times:

- Avoid personal attacks on, or abuse of the Officer at all times;
- Ensure that any criticism is well founded and constructive;
- Ensure that any criticism is made in private.

Procedure for Officers:

The Town Council's adopted grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way. Where possible informal resolution should be sought via the procedure outlined in the Employee Handbook.

Where there is a potential breach of the Members' Code of Conduct:

Officers are advised to contact the Cornwall Town Council Monitoring Officer and request that an investigation is carried out in line with the Code of Conduct adopted under the Localism Act 2011. They may also wish to seek advice from their union or professional organisation.

Any questions about this protocol should be addressed in the first instance to the Town Clerk.

Recommended reading for Members of the Town Council:

NALC Being a Good Employer

Local Government Association Town Councillor Workbook: Effective Member and Officer Relations

Saltash Town Council Standing Orders:

27. Restrictions on Councillor activities

- a. Unless authorised by a resolution, no Councillor shall:
 - i. inspect any land and/or premises which the Town Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions it is unlawful for Members to instruct members of staff. All requests for tasks to be undertaken must be submitted through the Line Managers.;
 - iii. issue any order respecting any works which are being carried out by or on behalf of the Town Council;
 - iv. incur any expenditure on behalf of the Town Council or issue an instruction to incur expenditure.

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 19th September 2023 at 6.30 pm

PRESENT: Councillors: J Brady (Vice-Chairman), R Bullock, J Foster,

S Gillies, M Griffiths, S Lennox-Boyd, S Miller, B Samuels

(Chairman), P Samuels, B Stoyel and D Yates.

ALSO PRESENT: 16 Members of the Public, R Lumley (Assistant Town Clerk)

and F Morris (Planning and General Administrator).

APOLOGIES: R Bickford, J Dent, S Martin and J Peggs.

62/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

63/23/24 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
J Brady	PA23/06296	Non-	Personal	Yes
		Pecuniary	Friend	
S Lennox-	PA23/06296	Non-	Previous work	Yes
Boyd		Pecuniary	colleague	
D Yates	PA23/06296	Non-	Previous work	Yes
		Pecuniary	relationship	

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

None.

64/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

PA23/06296 in support of Land North of North Park House Pill Lane Pill Saltash PL12 6LJ.

By a raise of hands, Members confirmed to receive the public statement under Agenda item 10c – Applications for consideration.

65/23/24 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 15TH 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 B Samuels, seconded by Councillor Brady and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 15th August 2023 were confirmed as a true and correct record.

66/23/24 <u>TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.</u>

None.

67/23/24 TO CONSIDER THE PLANNING COMMITTEE PRIORITIES FOR THE NEXT THREE YEARS WORKING WITHIN THE SIX TOWN COUNCIL STRATEGIC PRIORITIES.

Members considered the Planning and Licensing Strategic Priorities to form part of the Town Council's Business Plan Appendix – Activity Plan.

Members discussed the importance in implementation of the Saltash Neighbourhood Development Plan, National and Local Planning Policies in support of the six Town Council Strategic Priorities.

It was proposed by Councillor B Samuels, seconded by Councillor Brady and **RESOLVED** to approve the Planning and Licensing Committee priorities as follows:

Boosting Jobs and Economic Prosperity

 To ensure in review of planning and licensing applications and considerations, economic opportunities and impacts are examined appropriately.

Health and Wellbeing

- To ensure appropriate support or recommendations are given to applications or projects that support health care development or change of use to a health care setting in Saltash.
- To support and work with the Saltash Healthcare Action Group when reviewing planning applications that are applicable.
- To ensure the availability of all housing types are considered inclusive of rental and affordable housing to improve access to housing for all in Saltash.

Housing

- To support projects that deliver affordable and sustainable housing whilst meeting a variety of user needs in keeping with policy.
- To ensure future housing projects and developments offer a variety of housing options inclusive of accessible properties.
- Special consideration be given to the Churchtown Farm development and resolution for occupation by Saltash residents.

Climate emergency

 To continue to acknowledge a climate emergency and considerations given to planning and licensing applications to ensure developments are sustainable and meeting future climate demands.

Recreation and leisure

 To support improvement in keeping with planning policies for open green spaces, leisure and recreational in review of planning and licensing applications in Saltash.

68/23/24 TO RECEIVE AMENDMENTS TO THE EXISTING TOWN COUNCIL PLANNING - A GUIDE FOR COUNCILLORS POLICY AND CONSIDER ANY ACTIONS.

It was proposed by Councillor B Samuels, seconded by Councillor P Samuels and resolved to **RECOMMEND** the amendments to the Town Council Planning – A Guide for Councillors Policy (as attached) to the Policy and Finance Committee Meeting to be held on 14th November 2023.

69/23/24 TO RECEIVE CORNWALL COUNCIL REVISED STATEMENT OF LICENSING POLICY AND CONSIDER ANY ACTIONS.

It was **RESOLVED** to note.

70/23/24 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:

PA23/05063

MBH Motor Fuel Group Limited – **MFG Tamar Service Station Carkeel Roundabout Saltash PL12 6LF**

Installation of 10 no. EV charging bays, EV canopy and new jet wash bay. New proposed metering GRP cabinet, substation enclosure, proposed kerb line and new proposed location for amazon lockers. Removal of existing vac unit, existing kerb and existing fence.

Ward: Tamar

Date received: 30/08/23 Response date: 22/09/23

It was proposed by Councillor Gillies, seconded by Councillor Foster

and resolved to RECOMMEND APPROVAL.

PA23/06165

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

Change of use of part of a field to extend the garden of the adjoining house.

Ward: Essa

Date received: 10/08/23 Response date: 22/09/23

It was proposed by Councillor Bullock, seconded by Councillor Brady

and resolved to RECOMMEND APPROVAL.

PA23/06249

Mr Courtenay-Crabb – 6 Riverside Cottages Forder Saltash PL12 4QS

Construction of a conservatory structure with dwarf walls to the principle SW elevation to create addition habitable living area.

Ward: Trematon

Date received: 22/08/23 Response date: 22/08/23

It was proposed by Councillor Yates, seconded by Councillor Stoyel

and resolved to RECOMMEND APPROVAL.

Councillors Brady, Lennox-Boyd and Yates declared an interest in the next agenda item and left the meeting.

PA23/06296

Mr Ian Taylor – Land North of North Park House Pill Lane North Pill Saltash PL12 6LJ

Refurbishment of redundant existing barn in agricultural use and change of use to residential.

Ward:Tamar

Date received: 18/08/23 Response date: 22/09/23

A representative of the land owner spoke in support of PA23/06296.

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

Councillors Brady, Lennox-Boyd and Yates were invited and returned to the meeting.

The Chairman informed Members that two members of the public had requested to speak re PA23/06306 but had raised their request after the deadline of 12 noon prior to the meeting.

It was proposed by Councillor B Samuels, seconded by Councillor Brady and **RESOLVED** to suspend Standing Orders Section Two, item (i) in order to allow the two members of the public to speak re PA23/06306.

PA23/06306

Mr & Mrs Harrison – 127 Old Ferry Road Saltash PL12 6BL

Reserved Matters application for the construction of three detached dwellings and associated works (details following Outline Consent PA21/03568 dated 11.08.2021).

Ward: Tamar

Date received: 10/08/23 Response date: 20/09/23

A member of the public spoke in objection to PA23/06306.

A member of the public spoke in support of PA23/06306.

It was proposed by Councillor P Samuels, seconded by Councillor Bullock and resolved to **RECOMMEND REFUSAL** due to:

- 1. Overdevelopment of the site;
- 2. Not in keeping with the street scene;
- 3. Drainage issues sewage/water.

It was proposed by Councillor B Samuels, seconded by Councillor Lennox-Boyd and **RESOLVED** to reinstate Standing Orders Section Two, item (i).

PA23/06372

Mr Richard Cawston – River House Babis Lane St Stephens Saltash PL12 4FG

Proposed part new first floor.

Ward: Essa

Date received: 11/09/23 Response date: 02/10/23

It was proposed by Councillor Bullock, seconded by Councillor

Foster and resolved to **RECOMMEND APPROVAL**.

PA23/06400

Mrs Karen Watson – 4 Heritage Close Lower Burraton Saltash PL12 4SX

Side extension over existing garage.

Ward: Tamar

Date received: 15/08/23 Response date: 22/09/23

It was proposed by Councillor Miller, seconded by Councillor P

Samuels and resolved to **RECOMMEND APPROVAL**.

PA23/06911

Mr Paul Rice - 6 Edwards Crescent Latchbrook Saltash PL12 4UG

First floor rear extension and a two-storey side extension with removal of the existing shed. Addition of 2 new obscured windows, North West and South West facing at first floor level and 1 new window, South West facing at ground floor level.

Ward: Trematon

Date received: 04/09/23 Response date: 25/09/23

It was proposed by Councillor Yates, seconded by Councillor Stoyel

and resolved to RECOMMEND APPROVAL.

PA23/07113

Mr Daniel Allwood Bloor Homes Exeter Limited – Land At Phase 2A Treledan Broadmoor Farm Stoketon Saltash PL12 6PQ

Reserved Matters application in relation to appearance, landscaping layout and scale for the construction of a new residential development including affordable housing, public open space, landscape planting, pedestrian, cycle and vehicular links, a Neighbourhood Centre and associated infrastructure (details following outline consent PA14/02447 dated 13.10.2017).

Ward: Trematon

Date received: 06/09/23 Response date: 27/09/23

The Chairman read out an email from Stephen Kirby, Principal Development Officer/CDRP Facilitator, Cornwall Council in connection with HSE objections concerning PA23/07113.

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

- 1. HSE objections;
- 2. Traffic and vehicle access;
- 3. Configuration of neighbourhood centre and outlying roads;
- 4. Pollution effects on local properties and schools;
- Does not comply with the Planning and Licensing strategic objectives.

d. Tree Application:

PA23/07066

Mr Chris Wells – Brooks End Forder Saltash PL12 4QR

Works subject to a Tree Preservation Order – felling of 1 x Sycamore tree.

Ward: Trematon

Date received: 04/09/23 Response date: 25/09/23

The Chairman informed Members of the Cornwall Council Tree Officer's Report.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND APPROVAL** subject to the recommendations in the Cornwall Council Tree Officer's report.

71/23/24 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.

72/23/24 <u>TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF</u> THE AGENDA.

None.

73/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

74/23/24 <u>TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.</u>

None.

75/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 17 October 2023 at 6.30 p	om
Rising at: 8.14 pm	
Signed:	
	Chairman

Dated:

Minute Item 68/23/

Planning - A Guide for Councillors

RESPONSIBLE COMMITTEE: P&L

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

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

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
01/2021	1	AJT	P&L 19.01.2021	32/20/21	New – merged document to include all planning policies.
04/2021	1	AJT	ATM 20.05.21	46/21/22c(x)	Reviewed for reapproval – new council
05/2022	1/2022	AJT	ATM 05.05.2022	54/22/23b(xv)	Reviewed for reapproval
05/2023	2023	AJT	ATM 04.05.2023	65/23/24c(xii)	Readopted

Document Retention Period Until superseded

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

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Planning Application Consultations

A Guide for Parish/Town Councils by Application Type

Date 02/05/2019

Planning and Sustainable Development



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Introduction

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

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

Information regarding consultations on planning applications as well as guidance on the planning process as a whole can be found in the <u>Day in the life</u> of a <u>Planning</u> <u>Application</u> interactive on-line planning tool.

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

http://www.legislation.gov.uk/uksi/2015/596/pdfs/uksi 20150596 en.pdf - Please note that this order was updated in 2018 and changes can be viewed here http://www.legislation.gov.uk/uksi/2018/343/made however the information regarding what each class relates remains the same.

Table 1 Consultations by Application Type

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

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

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

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

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

*At the discretion of the Case Officer

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

2 These prior approvals are publically available however only consultations with

neighbours are required. Comments can be received regarding the effect on the

amenity of neighbours as and accuracy of information submitted.

Enquiries and Contact Information

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

the first instance.

For any general planning enquires please contact Planning General Enquiries on

0300 1234 151 or email planning@cornwall.gov.uk.

For any enquiries regarding information contained in this document or consultation arrangements please contact Donna Moore on 01872 224423 or email

donna.moore@cornwall.gov.uk.

Prepared by:

Donna Moore

Principal Development Support Officer
Planning and Sustainable Development 2

May 2019

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

Cornwall Council, County Hall

Treyew Road, Truro TR1 3AY

Email: comments@cornwall.gov.uk Telephone: 0300

1234 100 www.cornwall.gov.uk

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Planning: Guiding Principles – Pre-Application Discussions

2.

Saltash Town Council

Policy/Procedure:

Planning: Pre-application Discussions

April 2018

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

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

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

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

Guiding Principles for Pre-Application Discussions

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

Pre-application meeting

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

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

Saltash Town Council may wish to combine public engagement events with a scheduled council meeting rather than a separate event. Whilst for large developments an initial pre-app meeting and community engagement event may be far apart in time, the small applications, these could effectively be undertaken at the same meeting.

Saltash Town Council will not normally hold private meetings with developers unless there is a necessary and compelling reason which could be justified to the public (for example a strong commercial sensitivity, where a developer wishes to receive an initial steer before deciding whether to progress).

Pre-application community engagement (PACE)

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

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

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

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

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

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

It is recommended:

Individual Councillor's discussions

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

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

Pre-determination

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

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

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

Version History

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

Protocol for Considering Planning Applications

3.

Saltash Town Council

Policy/Procedure: Protocol for considering planning applications

Date of Adoption: 05.04.2012

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

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

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

Review Re				
Date	te Type of Minute number Summary of actions			

Protocol for considering Planning Applications

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

1. Expectations of councillors

It is an expectation of Saltash Town Council that:

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

2. Potentially contentious applications

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

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

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

3. Site visits

a. All site visits carried out by ward members, by other councillors or by staff, are considered official business of the council, and members and staff are acting as representatives and not in an individual capacity, provided that:

b.

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

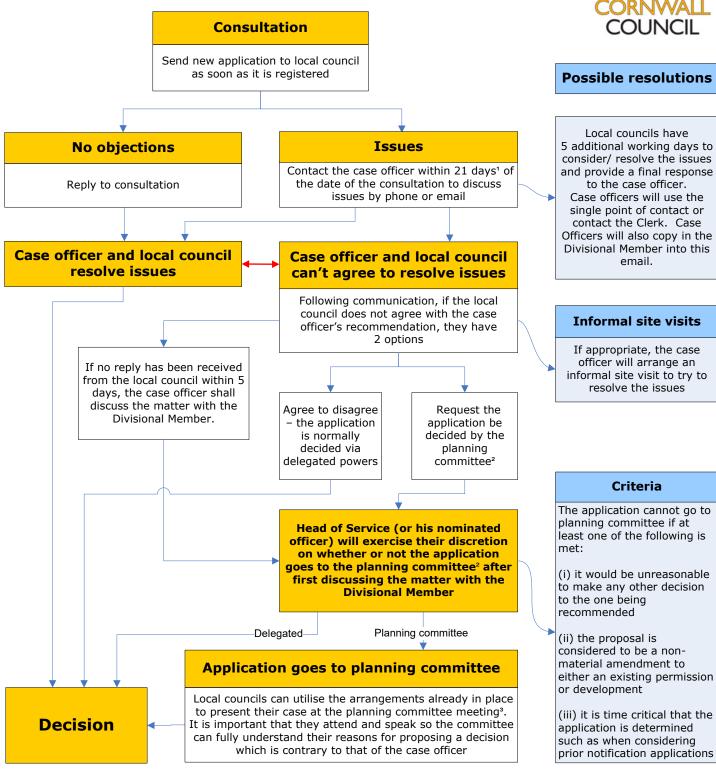
Version History

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

4. Protocol For Local Councils (Cornwall Council)

PROTOCOL FOR LOCAL COUNCILS





Notes

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

²See page 2 for further information.

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

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

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

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PROTOCOL FOR LOCAL COUNCILS

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

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

Constitution [Responsibility for Functions]

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

Major and minor application types are:

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

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

Minerals Processing (ie ancillary mineral operations defined under the GPDO)

Change of use (no significant building or engineering work involved)

Householder developments

Included in householder developments are extensions, conservatories, loft conversions, dormer windows, alterations, garages, car ports or outbuildings, swimming pools, walls, fences, domestic vehicular accesses, including footway crossovers, porches and satellite dishes.

Advertisements

Listed building consents to alter / extend

Listed building consents to demolish

Conservation area consents

Certificates of lawful developments

Notifications (where no planning application is required)

Discharge of planning conditions

Non-material amendments

Works to trees in a conservation area

Works to trees covered by a Tree Preservation Order

Deed of modifications (Remove/Vary Section 106 Obligations)

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

Cornwall Council County Hall Treyew Road Truro TR1 3AY

Telephone: 0300 1234 100

Email: enquiries@cornwall.gov.uk

www.cornwall.gov.uk

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5.	Plann	ing	Poll	Pro	tocol
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Saltash Town Council

Policy/Procedure:	Planning Poll Protocol	
Date of Adoption:	n/a	

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

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

Version History			
Date	Version	Author/Editor	Comments
21.03.2014	1	AK	

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

This outlines a protocol to take into account the recent situation where the planning application was called in by a Cornwall Councillor, and some Councillors wished to revaluate the original STC position. It will also include officer referral of an application.

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

It is based on the principles that:

- 1. The council may wish to reevaluate its original position given new information:
- 2. This should be done in such a manner that there is no confusion as to individual opinions (e.g. a clear yes/no poll);

This should be done in such a manner that there is no confusion as to individual opinions using the following response options:

- i. Stick with our original position and request a call-in;
- ii. Accept the Officers position;
- iii. Agree to disagree;
- iv. Abstain.
- 3. This should not prevent email discussion of the merits of differing positions;
- 4. There should be a clear majority of those voting in order to overturn any previous decision;
- 5. The results of any deliberations in this manner should be placed on public record.

The protocol will operate with the following in mind:

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

- 6. In the event of any tied or inquorate vote the town council's <u>original position</u> will stand.
- 7. Cornwall Councillors will vote on the information before them, but in light of further information received at Planning committee might vote differently at that meeting.
- 8. All Councillors will be responsible for ensuring that their vote is informed and based on proper planning guidance and application information.
- 9. Saltash Town Council poll results are available on the Saltash Town Council website https://www.saltash.gov.uk/planning_list.php or by contacting the Guildhall reception 01752 844846.
- 10. The planning application number and description and the nature/result of the poll will be read into the record of the next full council meeting under an item 'report on planning applications considered further by email.'

The agenda will read:

'To note that in the event that the Cornwall Council officer wishes to recommend opposite to the Town Council's view they will contact the Town Council by email. In light of time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the officers' 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 Town Clerk, to be copied into any correspondence.'

Version History

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

6. Protocol: Pre-application Meetings with Developers

Saltash Town Council

Policy/Procedure: Protocol on pre application meetings for major

developments

Date of Adoption: 15.07.2014

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

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

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

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

<u>Protocol on pre application meetings for major developments</u> <u>Guidance for councillors and developers</u>

<u>Preamble</u>

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

Pre-determination

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

Cornwall Councillors

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

Individual members' discussions

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

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

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

Pre application briefings

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

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

Exceptions to the above two rules may be agreed if:

i. there is a necessary and compelling reason for a developer to receive an initial steer before deciding whether to progress. This may include a strong commercial sensitivity requiring private discussion, or significant pre-application cost requiring a steer before deciding whether to proceed with public consultation. Such meetings would be subject to agreement that if the developer did decide to proceed public consultation would be carried out)

OR

ii. there is a strong public consensus in favour of the principle of development and such discussions are likely to focus around the details of draft proposals prior to submission.

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

Pre application public consultations

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

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

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

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

Interpretation

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

Public Document Pack Agenda Item 20c

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Burial Authority Committee held at the Guildhall on Monday 25th September 2023 at 6.30 pm

PRESENT: Councillors: R Bullock, J Foster, S Lennox-Boyd and S Miller

(Vice-Chairman).

ALSO PRESENT: Mr W Trinick, (Antony Estate), R Lumley (Assistant Town

Clerk) and F Morris (Planning and General Administrator).

APOLOGIES: J Dent (Chairman) and M Griffiths.

20/23/24 <u>HEALTH AND SAFETY ANNOUNCEMENTS.</u>

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

21/23/24 <u>DECLARATIONS OF INTEREST:</u>

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.

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

None received.

23/23/24 TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON 23RD MAY 2023 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Burial Authority Committee held on 23rd May 2023 were confirmed as a true and correct record.

24/23/24 TO RECEIVE THE BURIAL AUTHORITY COMMITTEE BUDGET STATEMENT AND RECOMMENDATION FROM THE POLICY AND FINANCE COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Assistant Town Clerk 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 Assistant Town Clerk 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.

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

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

- 1. To note the budget statement;
- 2. To vire £525 from 6071 EMF Replace Machinery & Equipment to 6004 General Site Maintenance due to an overspend;
- 3. To vire £48.00 from 6011 Water to 6014 Cemetery Software subscription due to an overspend.

The Assistant Town Clerk explained that additional virements are requested by the finance department to align staffing costs to the appropriate budget codes.

It was proposed by Councillor Foster, seconded by Councillor Bullock and resolved to **RECOMMEND** the following virements to the Services Committee Meeting to be held on 12th October 2023, pending review of Budget Codes, 6666 ST BA Staff Training (Churchtown) and 6692 ST BA EMF Staff Contingency (Churchtown):

- 1. To vire £7,038.10 from 6615 ST BA Cemetery Warden Gross Pay to 6618 ST SE Services Delivery Gross Pay to bring the budgets back in line;
- To vire £594.52 from 6616 ST BA Cemetery Warden Employers NI to 6619 ST SE Services Delivery Employers NI to bring the budgets back in line;
- 3. To vire £1,372.13 from 6617 ST BA Cemetery Warden Employers Pension to 6620 ST SE Services Delivery Employers Pension to bring the budgets back in line;
- 4. To vire £59.00 from 6663 ST BA Cemetery Staff Clothing (Churchtown) to 6673 ST SE Services Delivery Clothing to bring the budgets back in line;
- To vire £203.00 from 6664 ST BA Cemetery Staff Mobile Phones (Churchtown) to 6674 ST SE Services Delivery Mobiles to bring the budgets back in line;
- 6. To vire £34.00 from 6665 ST BA Staff Travelling Cost (Churchtown) to 6675 ST SE Services Delivery Staff Travelling Expenses to bring the budgets back in line;
- 7. To vire £227.00 from 6666 ST BA Staff Training (Churchtown) to 6676 ST SE Services Delivery Staff Training to bring the budgets back in line;
- 8. To vire £4,074.00 from 6692 ST BA EMF Staff Contingency (Churchtown) to 6700 ST SE Services Delivery Staff Contingency to bring the budgets back in line.

25/23/24 TO RECEIVE A REPORT ON CHURCHTOWN CEMETERY MANAGEMENT POLICY AND REGULATIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** the amendment to the Churchtown Cemetery Management Policy and Regulations (as attached) to the Policy and Finance Committee to be held on 14th November 2023.

26/23/24 TO RECEIVE A REQUEST FROM ANTHONY ESTATES FOR THE USE OF CHURCHTOWN CEMETERY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members that a representative of Antony Estate was present at the meeting and with Members approval, the representative would be invited to present as a guest speaker.

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and **RESOLVED** to approve the representative of Antony Estate as a guest speaker.

The representative of Antony Estate gave a presentation concerning the proposed Natural Burial Site at Churchtown Farm, Saltash and the proposal for shared facilities.

Following the presentation Members discussed the proposals and impacts for a shared arrangement for parking and the installation of a site unit for the use of Antony Estate at the Churchtown Cemetery site.

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Town Council to be held on 5th October 2023:

- 1. To agree in principal to authorise the use of 15 spaces at Churchtown Cemetery car park by Antony Estates for funeral services at their proposed Natural Burial site, subject to contract and agreements being in place, these are to be inclusive of a booking system controlled by the admin department, costs to be determined and site management during use.
- To review the installation and lease of a storage unit at Churchtown Cemetery, for use by Antony Estates for their Natural Burial site subject to a site visit and update from Burial Authority committee members.

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									
	Tuesday 24 October 2023 at 6.30 pm									

Rising at: 7.19 pm

Signed:		
	Chairman	
Dated:		

Saltash Town Council

CHURCHTOWN CEMETERY

MANAGEMENT POLICY & REGULATIONS

PURPOSE

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

GUIDANCE AND STATUTORY OBLIGATIONS

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

3. DEFINITIONS

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

4. ELEMENTS OF MANAGEMENT

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

- sole risk of the Funeral Director or organiser. Backfilling must take place as soon as the cortege has left the graveside; no open grave containing a coffin must be left unattended.
- 4.1.8. The Council or its contractors will make good any subsidence within the grave at any time after the funeral.
 - The Council or its contractors will make good any subsidence within the first 12 months after the funeral. Thereafter, the need to make good and pay to correct any subsidence will be the responsibility of the owner of the EROB. Once a memorial has been placed the re-levelling of a grave will be the responsibility of the owner of the EROB to pay for to be carried out by a suitably qualified mason.
- 4.1.9. Burials may take place without a Funeral Director but organisers must satisfy the Council that they are competent to conduct a funeral. They must also assume all requirements that the Council would demand of a Funeral Director.
- 4.1.10. Funeral Directors must register with the Council showing evidence of public liability insurance. Funeral Directors are responsible for the behaviour and safety of the funeral cortege whilst in the cemetery.
- 4.1.11. Grave spaces will be three metres long and one and a half wide in order to comply with BS8415. The excavation will be central with respect to width with the head sixty centimeters from the top border.
- 4.1.12. Each grave has the capacity for two ashes caskets to be buried in the memorial strip on either side of the headstone, provided the headstone foundation is no wider than one metre (see diagram).

4.2. Exclusive Rights of Burial

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

4.3. Memorials

4.3.1. The cemetery is laid out as a lawn cemetery, no trees, shrubs, plants, flowers, flower-holders, vases, flat stones, headstone, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grassed area, the headstone or

- the plinth of the headstone. Flower containers must be installed in and be integral to the plinth of the headstone.
- 4.3.2. Under no circumstances will a glass or any breakable receptacle be permitted to be placed on the grassed area, grave, headstone or the plinth of the headstone.
- 4.3.3. In accordance with BS8415 the Council will leave undug a 60cm strip, the width of the grave and at the head of the grave upon which the memorial must entirely be situated.
- 4.3.4. No permanent planting may take place anywhere in the cemetery without the express, written permission of the council.
- 4.3.5. Grave markers such as wooden crosses with plaques may be placed on a grave or cremation plot at the time of an interment at the discretion of the Town Council. Such markers are temporary and are allowed in the interval between the interment and the installation of a memorial which would normally take place within 12 months.
- 4.3.6. If there are no family members remaining, the person arranging the interment may also organise for a marker to be placed on the grave or cremation plot. Thereafter however, only the Town Council or the owner of the EROB may authorise work in connection with markers. Only the owner of the EROB may authorize the installation of a permanent memorial.
- 4.3.7. Usually, the Town Council would not remove a marker after 12 months should there be no memorial stone. However, the Town Council may remove it if they so wish.
- 4.3.8. Applications to place a memorial must bear the signature of the owner of the EROB.
- 4.3.9. All memorials must be fixed to BS8415 by a competent and registered stone mason. Membership of the British Register of Memorial Masons (BRAMM).
- 4.3.10. An approved application will indicate the dimensions and composition of the memorial; details of how it is to be fixed to conform to BS8415 and accurate details of the proposed inscription. Applications must be accompanied by fees and charges in full.
- 4.3.11. Size of Memorials. All new memorials to be erected in the cemetery must not exceed the following maximum sizes:

Headstone Height (including all plinths and concrete foundations) 3'3" (991mm)

Width of memorial 2'8" (813mm)

Depth of base (front to back) 1'4" (410mm)

The overall size of the plinth to be 900mm.

It should be acknowledged that all the above requirements must be conformed to. The Council will recall the stonemason to rectify any works as necessary.

- 4.3.12. Memorial Colour, Shape and Material. All memorials to be natural colourings such as grey, white and black with memorial shapes to not exceed the permitted Memorial sizes pursuant to 4.3.8. These can be in a range of natural stoned materials such as Portland, Granite, Marble, Limestone or Hoptonwood.
- 4.3.13. All burial memorials to be traditional upright headstones and fixed to the ground with a concrete base adhering to maximum measurements as outlined above.

- 4.3.14. Only tablets 18" x 18" (450mm x 450mm) and foundation slabs 24" x 24" (600mm x 600mm) may be fixed on cremation plots. Should a vase be required it must be installed in and be integral to the cremation tablet itself. No trees, shrubs, plants, flowers, flower-holders, vases, glass or other breakable items, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grass surrounding the tablet, or on the actual cremation tablet.
- 4.3.15. The stone mason must give three working days' notice of their intention to fix a memorial, to arrange an appointment and a qualified fixer must remain in the cemetery whilst the work is carried out. The Council may approach a working fixer at any time and demand that they demonstrate that the memorial matches the application.
- 4.3.16. The Council will mark the end of each burial row and all headstone plates must align to the markers. Should any be found fixed in the wrong position the Council will recall the fixer so that they be refixed in the proper position.
- 4.3.17. No cleaning or other work may be carried out on any memorial without application to the Council and must have the permission of the owner. Any chemical cleaning must be specifically approved.
- 4.3.18. Should the Rights expire and not be renewed, the Council will attempt to contact the owner to arrange removal. Should this not be forthcoming, the Council reserves the right to act as it sees fit, up to and including removal.
- 4.3.19. All new memorials should either be guaranteed for a period of not less than 10 years and/or a certificate of compliance to BS8415 must be issued.
- 4.3.20. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.
- 4.3.21. The Town Council are to offer other Memorial Services such as a Memorial Garden Rose Bush with a plaque and inscription and Memorial Benches with a plaque and inscription. More information and Terms and Conditions of the Town Council Memorial Services can be located on the relevant application forms.

4.4. Fees and Charges

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

4.5. Rules and Regulations

4.5.1. The Council will publish such Rules and Regulations as it sees fit for the proper management of the cemetery. These will be available at the cemetery, on the website and in paper form at the Council offices.

4.5.2. The Rules and Regulations will be reviewed on a regular basis and any revisions will replace previous versions with immediate effect.

4.6. General provisions

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

4.7. Future expansion

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

Public Document Pack Agenda Item 21a

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Station Property Sub Committee held at Isambard House on Friday 15th September 2023 at 6.00 pm

PRESENT: Councillors: R Bickford, R Bullock (Chairman), J Foster,

S Gillies, S Miller (Vice-Chairman), P Samuels and D Yates.

ALSO PRESENT: B Samuels (Councillor), S Burrows (Town Clerk), D Joyce

(Administration Officer) and W Peters (Finance Officer).

APOLOGIES: J Peggs.

19/23/24 <u>HEALTH AND SAFETY ANNOUNCEMENTS.</u>

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

20/23/24 <u>DECLARATIONS OF INTEREST:</u>

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.

21/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

22/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON 17TH MAY 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 and seconded by Councillor Miller and **RESOLVED** that the minutes of the Station Property Sub Committee held on 17th May 2023 were confirmed as a true and correct record.

23/23/24 TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT AND RECOMMENDATION FROM THE EXTRAORDINARY SERVICES COMMITTEE 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 P Samuels, seconded by Councillor Bickford and **RESOLVED**:

- 1. To note the budget statement;
- 2. To vire £409 from 6800 Rates to 6810 General Repairs and Maintenance to allow for any additional expenditure for repairs and maintenance to Isambard House for the year 2023/2024.

The Chairman announced the next item of business to be received is Agenda Item 13 - To receive an update on Isambard House Concessionaire and consider any actions and associated expenditure.

24/23/24 TO RECEIVE AN UPDATE ON ISAMBARD HOUSE CONCESSIONAIRE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford informed Members on the report received and contained within the circulated reports pack.

Councillor Bickford spoke of the recently held site meeting with the Cornish Rail Coffee Company and their proposal confirmed by their Board to operate Isambard House waiting room, kitchen, and fully accessible toilet from March 2024 onwards;

Members thoroughly debated the various options outlined in the report and considered every option in detail.

Members agreed the option to leave the facilities unmanned is not viable due to insurance reasons and potential high risk to the building.

Councillor Yates left the meeting.

Members discussed the various implications if the waiting room, kitchen, and fully accessible toilet were to open in partnership with voluntary groups on an ad hoc basis. Members agreed the work involved would be excessive and possibly not achievable due to the short period between now and March 2024.

Councillor Yates returned to the meeting.

Councillor Foster left the meeting.

Councillor Bickford informed Members of conversations held with Cornwall Council and confirmed they are content with the perimeters of the funding agreement as long as there is a continued commitment from Saltash Town Council to open the passenger facilities at some point. Cornwall Council understand the challenges Saltash Town Council currently face.

Councillor Foster returned to the meeting.

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

- To delegate to the Town Clerk to open further discussions with the Cornish Rail Coffee Company to engage in the operations of the waiting room, kitchen, and fully accessible toilet at Isambard House in March 2024;
- To continue to leave the waiting room, kitchen, and fully accessible toilet closed, but to continue to support daytime voluntary groups opening the space as requested;
- 3. To promote the opportunity for voluntary groups to use the space.

25/23/24 TO CONSIDER THE STATION PROPERTY SUB COMMITTEE PRIORITIES FOR THE NEXT THREE YEARS WORKING WITHIN THE SIX TOWN COUNCIL STRATEGIC PRIORITIES.

Members considered the Station Property strategic priorities to form part of the Town Council's Business Plan Appendix – Activity Plan.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to approve the Station Property Sub Committee priorities as follows:

Boosting Jobs and Economic Prosperity

- Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area;
- Bring in additional investment by offering a focal meeting point at the Station and in close proximity to Fore Street.

Travel and Transport

- Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area;
- Saltash Station is a key transport hub to the town;
- Embark on a community project for the installation of further connectivity by installing EV Charging Points, Beryl Bikes and Solar Car Ports and Roof within the Station car park;
- Continue to support and promote the towns 450 local bus service providing better connectivity.

Climate Emergency

- To continue to support the Climate Change and Environmental Working Group with free use of Isambard House;
- To lead by example by Isambard House being well insulated when refurbished with further investments to install Solar PV and Water Systems to assist in reducing energy bills and Co2 emissions.

Recreation and Leisure

- Increase cultural activity by providing a restored historical building (Isambard House) to hold events offering low rates to hire the building:
- Create an annual events calendar to better utilise the building.

26/23/24 TO SET THE STATION SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO SERVICES COMMITTEE.

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Station Property Sub Committee Fees and Charges for the year 2024-25 subject to including hire charges for Saltash and non Saltash based art exhibitions as attached.

27/23/24 TO SET THE STATION PROPERTY SUB COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO SERVICES COMMITTEE.

The Finance Officer informed Members of the budget statement for the year 2024/25 contained within the circulated reports pack.

Members discussed the budget setting for the year 2024/25.

It was proposed by Councillor Bullock, seconded by Councillor Gillies and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Station Property Sub Committee Budget Statement for the year 2024/25 including additional amendments as attached.

28/23/24 <u>TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE</u> RECEIVED.

Nothing to report.

29/23/24 TO RECEIVE THE FOLLOWING QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

a. Car park resurfacing;

(Pursuant to Station Property held on 17.05.23 minute nr. 13/23/24a)

Members discussed the significant costs provided in the quotes received and spoke of the importance of water run-off from the Station Property Car Park.

Members further considered the infrastructure of the car park and the possibilities of EV charging stations as well as provisions being made available for Beryl Bikes. Members agreed the need for a secure car park is evident however at this stage an alternative temporary solution is required.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to delegate to the Town Clerk to work within the budget at a reasonable cost to improve the security of the Station car park including improved ground level bollards and possible planters allocated to budget code 6473 EMF Station Building (Purchase & Capital Works) reporting back at a future meeting.

b. Kitchenette:

(Pursuant to Station Property held on 17.05.23 minute nr. 13/23/24d)

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to defer to a future Station Property meeting subject to the appointment of a Café Concessionaire.

c. Internal metre supply;

(Pursuant to Station Property held on 17.05.23 minute nr. 13/23/24c)

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to defer to a future meeting subject to the appointment of a Café Concessionaire.

d. Solar PV;

(Pursuant to Station Property held on 17.05.23 minute nr. 13/23/24c)

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to defer to the newly appointed Service Delivery Manager to investigate Solar PV options reporting back at a future meeting.

30/23/24 TO RECEIVE AN UPDATE ON ISAMBARD HOUSE BUILDING SNAGS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members that Cormac postponed the scheduled meeting to review the flooring repair work. Future date to be confirmed.

The Chairman confirmed following a review of the repair work within an eight week period it was agreed the repair is not satisfactory with Cormac being informed.

Members discussed various flooring options that could be used with the view that Cormac should now provide a suitable flooring solution at their cost.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to delegate to the Town Clerk working with the Chairman and Vice Chairman to arrange a meeting with Cormac to discuss a way forward to cover the flooring in the main building and waiting room area.

31/23/24 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.

32/23/24 <u>TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF</u> THE AGENDA.

None.

33/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

34/23/24 <u>TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE</u> DISCRETION OF THE CHAIRMAN.

None.

35/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Town Council to work in partnership with voluntary groups to operate the waiting room, fully accessible toilet, and kitchen area.

DATE OF NEXT MEETING

To be confirmed.		
Rising at: 7.57 pm		
	Signed:	
		Chairman
	Data	

Saltash Town Council Fees and Charges

(Minimum 2 hour booking) Casual ph - weekdays, weekends and evenings (Community Rate) Casual ph - weekdays 9am - 5pm (Commercial Rate) Casual ph - weekends & evenings (Commercial Rate) 20% Discount for regular bookers evenings and weekends	£10.00 £15.00 £30.00	£10.00 £15.00 £30.00
Casual ph - weekdays, weekends and evenings (Community Rate) Casual ph - weekdays 9am - 5pm (Commercial Rate) Casual ph - weekends & evenings (Commercial Rate) 20% Discount for regular bookers evenings and weekends	£15.00	£15.00
Casual ph - weekdays 9am - 5pm (Commercial Rate) Casual ph - weekends & evenings (Commercial Rate) 20% Discount for regular bookers evenings and weekends	£15.00	£15.00
Casual ph - weekends & evenings (Commercial Rate) 20% Discount for regular bookers evenings and weekends		
20% Discount for regular bookers evenings and weekends	£30.00	£30.00
ns (VATable)		
Based on 6 hour day		
Weekdays - per day + 10% commission of sales	£36.00	£36.00
Weekends - per day + 10% commission of sales	£60.00	£60.00
Weekdays - per day + 10% commission of sales	£48.00	£48.00
Weekends - per day + 10% commission of sales	£72.00	£72.00
able)		
Tea/coffee per cup with biscuits (Community)	£1.00	£1.00
Tea/coffee per cup with biscuits (Commercial)	£1.00	£1.00
	Weekdays - per day + 10% commission of sales Weekends - per day + 10% commission of sales Weekdays - per day + 10% commission of sales Weekends - per day + 10% commission of sales Weekends - per day + 10% commission of sales Tea/coffee per cup with biscuits (Community)	Based on 6 hour day Weekdays - per day + 10% commission of sales Weekends - per day + 10% commission of sales Weekdays - per day + 10% commission of sales Weekends - per day + 10% commission of sales ### \$48.00 ### \$28.00 #### \$28.00 #### \$28.00 #### \$28.00 #### \$28.00 #### \$28.00 #### \$28.00 #### \$28.00 #### \$28.00 #### \$28.00 ##### \$28.00 ##### \$28.00 ##### \$28.00 ##### \$28.00 ##### \$28.00 ##### \$28.00 ##### \$28.00 ##################################

Minute Item 27/23/

Services Committee - Isambard House (Station Building) Budget 2023-24

Saltash Town Council

For the month ended 31 July 2023

Account	Actual Received/ Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received/ Spend YTD 2023/24	Actual Funds To Receive/ Available to Date 2023/24	Precept Notes 2024/2025 Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Isambard House Operating Income											
Isambard House Income							2				
4301 SA Isambard House - Bookings	3,800	0	0	10,000	3,402	6,598	8,000 Based on Average YTD Income	8,584	9,211	9,884	10,606
4302 SA Isambard - Refreshment Income	20	0	0	500	25	475	75 Based on YTD Income	81	87	94	101
4304 SA Isambard House - Cafe Rental	0	0	0	5,000	0	5,000	0 Based on no new lease	5,505	6,061	6,673	7,347
Total Isambard House Income Total Isambard House Operating Income	3,820 3,820	0	0	15,500 15,500	3,427 3,427	12,073 12,073	8,075 8,075	14,170 14,170	15,359 15,359	16,651 16,651	18,054 18,054
Isambard House Operating Expenditure Isambard House Expenditure											
6800 SA Rates - Isambard House	3,543	0	0	4,129	3,720	409	4,431 Current Budget + 7.3% CPI	4,755	5,103	5,476	5,876
6801 SA Water Rates - Isambard House	586	0	0	645	(586)	1,231	693 Current Budget + 7.3% CPI	744	799	858	921
6802 SA Gas - Isambard House	573	0	0	6,075	(12)	6,087	6,519 Current Budget + 7.3% CPI	6,995	7,506	8,054	8,642
6803 SA Electricity - Isambard House	3,480	0	0	9,020	1,011	8,009	9,679 Current Budget + 7.3% CPI	10,386	11,145	11,959	12,833
6804 SA Fire & Security Alarm - Isambard House	603	0	0	1,000	425	575	1,073 Current Budget + 7.3% CPI	1,152	1,237	1,328	1,425
6808 SA Cleaning Materials & Equipment - Isambard House	1,724	0	0	1,693	210	1,483	1,817 Current Budget + 7.3% CPI	1,950	2,093	2,246	2,410
6810 SA General Repairs & Maintenance - Isambard House 6813 SA Refreshments Costs - Isambard House	758 0	0	0	1,000 210	902 0	98 210	2,000 Current Budget + £1,000 226 Current Budget + 7.3% CPI	2,146 243	2,303 261	2,472 281	2,653 302
6814 SA Equipment - Isambard House	650	0	0	989	0	989	1,062 Current Budget + 7.3% CPI	1,140	1,224	1,314	1,410
6818 SA Professional Costs - Isambard House	1,660	0	0	2,000	668	1,333	2,146 Current Budget + 7.3% CPI	2,303	2,472	2,653	2,847
6821 SA IT & Office Costs - Isambard House	0	0	0	1,000	37	963	1,073 Current Budget + 7.3% CPI	1,152	1,237	1,328	1,425
6822 SA Activities & Events	0	0	0	1,000	505	495	1,073 Current Budget + 7.3% CPI	1,152	1,237	1,328	1,425
Total Isambard House Expenditure	13,578	0	0	28,761	6,878	21,883	31,792	34,118	36,617	39,297	42,169
Isambard House Staffing Expenditure											
6671 ST SA Staff Expenses - Isambard House (Delete Code)	0	0	0	282	0	282	0 Recommend Virement to Guildhall	0	0	0	0
6672 ST SA Staff Training - Isambard House (Delete Code)	0	0	0	1,129	0	1,129	0 Recommend Virement to Guildhall	0	0	0	0
Total Isambard House Staffing Expenditure	0	0	0	1,411	0	1,411	0	0	0	0	0
Total Operating Expenditure	13,578	0	0	30,172	6,878	23,294	31,792	34,118	36,617	39,297	42,169
Total Isambard House Operating Expenditure	13,578	0	0	30,172	6,878	23,294	31,792	34,118	36,617	39,297	42,169
Total Isambard House Operating Surplus/ (Deficit)	(9,758)	0	0	(14,672)	(3,452)	(11,220)	(23,717)	(19,948)	(21,258)	(22,646)	(24,115)
Isambard House EMF Expenditure											
6473 SA EMF Station Building (Purchase & Capital Works)	35,000	57,745	0	0	0	57,745	0 No plans on 5 Year Property & Maintenance	0	0	0	0
6870 SA EMF Isambard House (Rename code to include "Retention"	0	18,492	0	0	0	18,492	() Retention Fund	0	0	0	0
6871 SA EMF Tresorys Kernow Funding	286	2,962	(35)	0	2,458	469	0	0	0	0	0
6872 SA EMF Entertainment Licenses (Delete Code)	0	2,132	0	0	0	2,132	Recommend Virement to 0 6473 SA EMF Station Building	0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House (Delete Code)	0	2,000	0	0	0	2,000	0 Recommend Virement to	0	0	0	0
Total Isambard House EMF Expenditure	35,286	83,331	(35)	0	2,458	80,838	0	0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	48,863	83,331	(35)	30,172	9,337	104,131	31,792	34,118	36,617	39,297	42,169
Total Isambard House Budget Surplus/ (Deficit)	(45,043)	(83,331)	35	(14,672)	(5,910)	(92,058)	(23,717)	(19,948)	(21,258)	(22,646)	(24,115)

To/From Reserves & Budget Virements 2023/24

1. 6871 SA EMF Tresorys Kernow Funding - £35 refund relating to last year's cancelled Beating of the Bounds event
2. 6822 SA Activities & Events - Expenditure includes £450 Murder Mystery offset against income 4301 SA Isambard House Bookings

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Thursday 28th September 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, S Miller (Vice-Chair, in the

Chair), J Peggs and D Yates.

ALSO PRESENT: J Barron (Barron Surveying), S Burrows (Town Clerk),

W Peters (Finance Officer) and D Joyce (Administration

Officer).

APOLOGIES: J Brady, J Dent (Chairman) and B Stoyel.

39/23/24 <u>HEALTH AND SAFETY ANNOUNCEMENTS.</u>

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

40/23/24 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.

41/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

42/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 1ST 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 Miller, seconded by Councillor Bullock and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on 1st August 2023 were confirmed as a true and correct record.

43/23/24 TO RECEIVE AN UPDATE ON THE EXTERNAL REPAIRS AND REDECORATION WORKS TO THE GUILDHALL BUILDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members on the report received from Barrons Surveying and response from the appointed contractor Jones Building, all contained within the circulated reports pack.

The Town Clerk confirmed a meeting took place between the Town Clerk, Barrons Surveying and Jones Building to evaluate the number of windows requiring repair and draft stripping installation.

Following the site meeting it was identified that several windows did not require any works which offered a cost saving to the Town Council.

Jones Building proposed a later start date than anticipated due to the Autumn/Winter months ahead and to ensure optimum end results as well as lead times for production and materials.

Works are to commence on 20th March 2024 with a pre-meeting to be held on 13th March 2024. Works are anticipated to take 8 – 12 weeks to complete subject to weather.

The Building Surveyor confirmed he has no real concern regarding the protection of the building during the Winter months because the building is generally well maintained.

The Town Clerk confirmed Jones Building have confirmed there will be no uplift in the project cost for completing the works in the year 2024.

It was **RESOLVED** to note.

44/23/24 TO RECEIVE THE TOWN COUNCIL ENERGY CONSUMPTION ANALYSIS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Finance Officer informed Members of the report received and contained within the circulated reports pack.

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to provide delegated authority to the Finance Officer to review contract and or deals available to the Town Council for an improved energy contract reporting back to a future meeting.

45/23/24 TO SET THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN RECOMMENDING TO THE SERVICES COMMITTEE.

The Town Clerk informed Members of the Reinforced Autoclaved Aerated Concrete (RAAC) and expressed the importance of the Town Council's responsibility to ensure Town Council buildings are safe.

Under health and safety the Town Clerk appointed Barron Surveying to carry out a survey to check for the presence of RAAC to all Town Council buildings.

The Library assessment is to take place on 6th October 2023.

To date; Barron Surveying have produced a report with a recommendation to further test the Maurice Huggins Room to determine the concrete used on the roof structure.

The Town Clerk advised that although the MHR is owned by Cornwall Council it is currently being discussed under devolution in which a five-year lease is being sought from Cornwall Council.

Barron Surveying confirmed there will be no additional cost to create a hole in the soffit, subject to permissions being received and asbestos report reviewed.

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

- To ratify the Town Clerk's spend under Health and Safety to appoint Barron Surveying at a cost of £600.00 to undertake a visual assessment for the presence of RAAC within Saltash Town Council buildings;
- To further appoint Barron Surveying at no additional cost to the Town Council to continue with the investigations at the Maurice Huggins Room working with the Service Delivery Department subject to Cornwall Council's approval and a clear asbestos report;
- 3. To be allocated to budget code 6218 Professional Fees.

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

- 1. The Five-Year Repair and Maintenance Plan to the Services Committee to be held on 12th October 2023 as attached;
- To request Services support for the Property Maintenance Sub Committee to investigate improvement works to the Waterside Toilets working in partnership with Network Rail and Coastal Communities Team.

46/23/24	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.
47/23/24	TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.
	None.
48/23/24	PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:
	To resolve that the public and press be re-admitted to the meeting.
49/23/24	TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.
	None.
50/23/24	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: 7.42 pm

Signed:

Chairman

Dated:

Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only **Actual** <u>Budget</u> 2023/2024 2023/2024 2024/2025 2025/2026 2026/2027 2027/2028 Comments Item **Budget** Balance all - Major works EMF All major works completed in 17/18 6470 EMF Guildhall Maint 2023/24 Budget £80,303 less actual spend -£335, less planned Exter repairs and decorations 6470 GH EMF Guildhall Maintenance £78,854.00 £1,449.00 £0.00 £0.00 £0.00 spend -£78,519 Jones Building (external repairs & redecoration due to start March 2024) £1,500.00 Completed 2013-2018, to be reviewed for 2025/26. (Upstairs office Aug 18 £1,245). Programme of carpet renewal and replacement 6470 GH EMF Guildhall Maintenance £0.00 £0.00 £0.00 £1,500.00 £1,500.00 Prioritise heavy traffic areas Internal guildhall decorations works 6470 GH EMF Guildhall Maintenance £0.00 £0.00 £0.00 £5,000.00 £5,000.00 £0.00 Last completed June 2018 All works quoted to be signed off by insurers. (Otis monthly fee £223.68) . (Budget YoY Passenger Lift (Insurance requirement to check every 6412 Lift Service & Maintenance £3,262.61 £1,744.00 £1,559.00 £2,818.37 £2,959.29 £3,107.25 (operational code not EMF) Six Months) Emergency EMF 6410 GH General Repairs & 5 Yearly Electrical Inspection £0.00 £0.00 £0.00 £1,000.00 £0.00 Pyramid June 22 (Cert £650) Maintenance - Guildhall TOTAL £80,598.00 £3,008.00 £2,818.37 £9,459.29 £10,607.25 £4,762.61 EMF Maurice Huggins Room 6472 EMF Maurice Huggins Room £0.00 £214.00 £1,000.00 £1,000.00 £1,000.00 External & Internal repairs and decorations £1,000.00 B/Fwd 2022/23 £214. Leasehold - Devolution 7010 MA General Repairs & £0.00 £329.86 £0.00 £0.00 £0.00 TJ Electrical - Aug 23 (Cert. £200 and remedial work carried out £130) 5 Yearly Electrical Inspection Maintenance £329.86 £214.00 £1,000.00 £1,000.00 £1,000.00 £1,000.00 **TOTAL** Longstone Park Depot **EMF** 7170 EMF Longstone Depot Capital Leased from Cornwall Council from 29-03-18 to 28-03-24. STC rent at £385 per month £2,500.00 Works £0.00 £1,000.00 £1,000.00 £1,000.00 £1,000.00 including insurance. B/Fwd External & Internal repairs and decorations 2022/23 £500 + 2023/24 £2,000 7110 LO General Repairs & TJ Electrical - Aug 23 (Cert. £300 and remedial work carried out to Office & Pump Shed £0.00 £681.10 £0.00 £0.00 £0.00 5 Yearly Electrical Inspection Maintenance - Longstone £381) £681.10 £2,500.00 £1,000.00 £1,000.00 £1,000.00 TOTAL £1,000.00 EMF Library £54,760.40 spent on Roof replacement and repair in year 2019/20 Roof replacement and repair Budget code 6971 = £244,363 Public Works Loan Board & 6971 EMF Includes £200,000 loan received 1st April 2022 . Annual repayment cost approx £25,000 Replace curtain walling and windows including £0.00 £244,363.00 Mezzanine Windows Library Property Maintenance (£20,000 + interest £4,477 YE 2024). Balance of loan at 31st August 2023 £175,211. Due to be repaid in full April 2032 Minute Refurbishment Works to include the following: Public Works Loan Board & 6971 EMF a) Internal and External decorations (making good Library Property Maintenance £0.00 from replacement of curtain walling & reception) Item Public Works Loan Board & 6971 EMF b) Additional staff toilet Library Property Maintenance £0.00

45

7

Public Works Loan Board & 6971 EMF

£0.00

Library Property Maintenance

c) Seating area / vending machine

	Actual Budget							
<u>ltem</u>	- Budget	2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	Comments
d) Medanical Extract Fan to Kitchen and Toilets	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
e) Public fully accessible toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
Professional Fees for the above	6918 LI Professional Fees (Private Contractors)	£0.00	£5,050.00					Budget 2023/24 £20,000. (Less committed costs for Bailey Partnership, £23,000 less already invoice £8,050 = balance still to be invoiced £14,950)
Other Costs	6971 EMF Library Property Maintenance	£0.00						Total Spent to 2022/23 £2,922.16 (including planning application fees, asbestos survey & heritage impact assessment)
5 Yearly Electrical Inspection	6910 LI General Repairs & Maintenance - Library	£0.00		£0.00	£1,000.00	£0.00	£0.00	Pyramid March 21 (Cert £460, no remedial work required)
	TOTAL	£0.00	£249,413.00	£0.00	£1,000.00	£0.00	£0.00	
Station refurbishment	EMF 6473 EMF Station Building (Purchase and Capital Works)	£0.00	£57,745.00					Refurb works completed March 2020 - remaining funds for works to the car park, solar PV, meter install, any change in modification (kitchenette etc)
Station retention fund held	6870 EMF Isambard House - Retention	£0.00	£18,492.00					Available balance £18,492 (retention fund) Snags including crack across floors, stained chimney slates, and tarnished door furniture still to be addressed with Cormac.
External & Internal repairs and decorations	6810 SA General Reparis &	£902.00	£507.00	£2,500.00	£2,500.00	£2,500.00	£2,500.00	
5 Yearly Electrical Inspection	Maintenance - Isambard House –	£300.00		£0.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £300)
	TOTAL	£1,202.00	£76,744.00	£2,500.00	£2,500.00	£2,500.00	£2,500.00	
Public Toilets	<u>EMF</u>	·		,	,	,	,	£10,000 capital works budgeted 2022-23 less costs £1,690 Available budget 2023-24 £8,310.
Waterside External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						Owned by Network Rail, no documents on record
Alexandra Square External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						Tenancy at Will. 99 years from 13-11-17 Cornwall Council. (Terms: external painting every 5 years and internally every 3 years)
Longstone			£8,310.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						Leasehold 99 years from 01-02-2018 Cornwall Council.
Belle Vue		20.00						
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						Leasehold 99 years from 01-02-2018 Cornwall Council.
	TOTAL	£0.00	£8,310.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
Heritage Building External & Internal repairs and decorations as per lease agreement	EMF 6471 SE EMF Heritage Centre	£1,473.00	£6,417.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	2023/24 Actual £1,472 replace guttering including scaffolding
	TOTAL	£1,473.00	£6,417.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
Cemeteries	EMF	21,110.00	20,711100	2.,500.00	21,300130	2.,300.00	2.,000.00	
Joint Burial Board - St Stephens	6170 BB EMF Repairs to Cemetery Wall	£15,763.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	Rebuilding stone wall £15,762 (May 23)
	<u>TOTAL</u>	£15,763.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	

	<u>Actual</u>			<u>Budget</u>				
<u>ltem</u>	2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	Comments	
Buria Authority - Churchtown	Budget 6070 BA EMF Churchtown Cemetery Capital Works	£0.00	£6,204.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	Planned works - Fencing (estimated £3k)
	TOTAL	£0.00	£6,204.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	
Outdoor Land and Fences	EMF	30.00	150,20 1100	,	,	101,000100	22,00000	
Victor Gardens	6588 SE EMF Victoria Gardens		£ 10,000.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	Licence to Occupy from 17-04-23 to 17-09-23. Extended to 16-02-24. Awaiting 5 year lease from CC. £5,000 grant from CC towards the rail maintenance works.
								20,000 grant nom 00 towards the rain maintenance works.
Pillmere land - Open spaces & trees	6591 EMF SE Open Spaces & Trees NEW CODE 2024/25			£3,000.00	£3,000.00	£3,000.00	£3,000.00	Tree / Hedge / Pathway / Fencing maintenance works.
Playparks - Honeysuckle Close, Grassmere Way, Ashton Way	6571 SE EMF Saltash Recreation Areas	£502.00	£58,552.00	£25,000.00	£25,000.00	£25,000.00	£25,000.00	C/Fwd 2021/22 £39,054 + 2023/24 £20,000. CIL Expression of Interest submitted Oct 2023. £20,000 contribution from STC to awarded funding.
	TOTAL	£ 502.00	£ 68,552.00	£ 33,000.00	£ 33,000.00	£ 33,000.00	£ 33,000.00	
Waterfront Pontoon	EMF	£ 502.00	£ 60,552.00	2 33,000.00	£ 33,000.00	£ 33,000.00	2 33,000.00	
Pontoon Management	6584 SE EMF Pontoon Maintenance Cost	£0.00	£6,058.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	Tenancy at Will with CC. Budgeted £10k for future years to cover possible pontoon maintenance at 10 year life span.
Water supply to pontoon								on hold
								on hold
New toilet toilet/shower block								
	TOTAL	£0.00	£6,058.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	
	GRAND TOTAL	£100,548.96	£427,420.00	£56,818.37	£64,459.29	£64,607.25	£58,762.61	

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Library on Monday 2nd October 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent (Chairman) and

J Peggs.

ALSO PRESENT: I Newcombe (Bailey Partnership), S Burrows (Town Clerk),

D Orton (Community Hub Team Leader) and D Joyce

(Administration Officer).

APOLOGIES: S Martin, B Samuels, P Samuels and D Yates (Vice-

Chairman).

40/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

41/23/24 **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.

42/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

43/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 22ND 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 Bullock, seconded by Councillor Bickford and **RESOLVED** that the minutes of the Library Sub Committee held on 22nd August 2023 were confirmed as a true and correct record.

44/23/24 <u>TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.</u>

Nothing to report.

45/23/24 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 Bickford and **RESOLVED**;

- 1. To note the budget statement;
- 2. To vire £500 from 6900 Rates to 6904 Fire & Security Alarm to cover the over spend due to additional works to the CCTV system;
- 3. To move budget code 6975 EMF Home Library Service under the Operating Expenditure now that the Home Library Service is an established and operational Town Council Service.

46/23/24 TO CONSIDER THE LIBRARY SUB COMMITTEE PRIORITIES FOR THE NEXT THREE YEARS WORKING WITHIN THE SIX TOWN COUNCIL STRATEGIC PRIORITIES.

Members considered the Library strategic priorities to form part of the Town Council's Business Plan Appendix – Activity Plan.

It was proposed by Councillor Peggs, seconded by Councillor Bickford and **RESOLVED** to approve the Library Sub Committee priorities as follows:

Health and Wellbeing

- To provide a local venue for a range of free events and activities;
- To continue to sign post residents and users of the Library to the relevant key stakeholders;
- To continue to provide a safe and warm space to residents and users of the Library.

Climate Emergency

- To ensure the Saltash Library building is well insulated when refurbished to reduce energy cost;
- To continue to focus on Climate Emergency and support free events at the Library.

Recreation and Leisure

• To continue to provide a Library and Community Hub Service for the community inclusive of the Home Library Service.

47/23/24 TO RECEIVE A QUOTE FOR THE CURTAIN WALLING WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

lan of Bailey Partnership informed Members on the quote received and contained within the circulated reports pack.

Bailey Partnership confirmed the quote is inclusive of the updated design features and structural elements for the main curtain walling, white vertical blinds, curtain walling on the sides of the library building and replacement windows above the main entrance and plant room. All works are inclusive of the original scope of works advertised for tender.

Bailey Partnership advised that the curtain walling refurbishments can be done in segments, resulting in minimal impact to the operations of the Library Service.

Works are proposed to commence in January subject to manufacturing lead times, design calculations, and building control regulations being approved.

It was proposed by Councillor Dent, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Town Council:

- 1. To appoint Horizon Architectural Glazing to supply and install a Reynaers curtain walled system to the library building to commence in the New Year 2024;
- 2. At a total cost of £149,718.00+vat in line with their payments terms, as detailed in the submitted quote;
- 3. To allocate against budget code 6971 EMF Saltash Library Property Refurbishment:
- 4. The Library Service continue to operate at the library building during the works, subject to risk assessments and method statements being in place to ensure everyone's safety.

48/23/24 TO RECEIVE AN UPDATE FROM BAILEY PARTNERSHIP ON THE REMAINING REFURBISHMENT WORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

lan of Bailey Partnership summarised the detailed report and estimated robust costings provided and contained within the circulated reports pack.

Bailey Partnership spoke of the costs relating to the curtain walling requiring removal from the report as discussed and agreed under minute number 47/23/24.

Bailey Partnership propose the internal works detailed within the tender specification are indicative of a total amount of approx. £300,000 to £350,000.

Members discussed the shortfall and debated the priorities of works detailed within the tender specification.

Members agreed without individual costings for the reception, staff toilet, and fully accessible toilet they were unable to ascertain cost to be budgeted for the year 2024/2025.

Bailey Partnership advised Members to be mindful when appointing contractors independently due to the recent amendment to the Building Safety Act.

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

- 1. To appoint Bailey Partnership to carry out an individual cost exercise for the internal works at no additional cost to the Town Council;
- For Members to further consider the individual cost by way of email reporting at the next Services Committee and if appropriate to budget accordingly.

Members noted that the priority list for internal works are:

- 1. Staff Toilet;
- 2. Fully Accessible Toilet;
- 3. Reception Area.

49/23/24 TO RECEIVE THE INTERIM BUDGET AND TO SET THE LIBRARY SUB COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE SERVICES COMMITTEE.

The Finance Officer informed Members of the interim budget statement for the year 2024/25 contained within the circulated reports pack.

Members discussed the budget setting for the year 2024/25.

It was proposed by Councillor Bullock, seconded by Councillor Dent and resolved to **RECOMMEND** the Library Sub Committee Budget Statement for the year 2024/25 including additional amendments to the Services Committee to be held on 12th October 2023 as attached, subject to additional costs being received by Bailey Partnership for the internal works.

50/23/24 TO RECEIVE A REPORT ON THE MAIN LIBRARY ENTRANCE DOORS AND CCTV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members on the report received and contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Bickford and **RESOLVED** to ratify the spend of £411 and to vire £1,075 from budget code 6972 EMF Library Equipment and Furniture to 6910 General Repairs and Maintenance to cover the associated cost approved under health and safety.

51/23/24 TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.

The Community Hub Team Leader informed Members on the report received and contained within the circulated reports pack.

The Community Hub Team Leader spoke of a recent application for a DHSC Community Automated External Defibrillator (AED). 100 applications across the country will be selected for fully funded AEDs and 1,900 applications will receive partial funding.

Therefore, Members were asked to consider approving additional expenditure should the Town Council be successful in a bid for partial funding.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to approve expenditure up to a maximum of £1,000 allocated to budget code 6972 EMF Library Equipment and Furniture, subject to a successful bid for partial funding of a DHSC Community Automated External Defibrillator (AED) to be located externally at the Library.

52/23/24 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.

53/23/24 <u>TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF</u> THE AGENDA.

None.

54/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

55/23/24 <u>TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE</u> DISCRETION OF THE CHAIRMAN.

None.

56/23/24	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: 7.23 pm
	Signed:Chairman

Dated:

Minute Item 49/23/

Services Committee - Library Budget 2023-24

Saltash Town Council

For the 4 months ended 31 August 2023

Account	Actual Received/Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept Notes 2024/2025	Budget 2025/26	-		Budget 2028/29
Library Operating Income											
Library Income						(0==)					
4517 LI Library - Replacement Membership Cards	656	0	0	48	305	(257)	50 Based on YTD Income	54	58	63	
4518 LI Library - Photocopying Fees	999	0	0	600	473	128	600 Based on YTD Income	644	692	743	
4524 LI Library Book Sales	481	0	0	320	162	159	300 Based on YTD Income	322	346	372	400
4526 LI Library Income	0	0	0	250	0	250	0 No income planned 2024/25 + future years	0	0	0	0
4527 LI Library Vending Machines Income	0	0	0	50	0	50	0 No income planned 2024/25, review after refurbishment	0	0	0	
4529 LI Library Activities Funding Income	350	0	0	600	0	600	600 Based on YTD Income	644	692	743	798
Total Library Income	2,485	0	0	1,868	939	929	1,550	1,664	1,788	1,921	2,064
Total Library Operating Income	2,485	0	0	1,868	939	929	1,550	1,664	1,788	1,921	2,064
Library Operating Expenditure											
Library Expenditure	13,473	0	(220)	15,804	13,099	2.405	16,958 Current Budget + 7.3% CPI	18,196	19,525	20,951	22,481
6900 LI Rates - Library	13,473	0	(220)	364		2,485	391 Current Budget + 7.3% CPI	18,196	19,525 451	20,951	520
6901 LI Water Rates - Library	4,788	0	0	5,623	148	216	· · · · · · · · · · · · · · · · · · ·	6,475	6,948	7,456	
6902 LI Gas - Library 6903 LI Electricity - Library	1,494	0	0	5,023	743	5,614 4,257	6,034 Current Budget + 7.3% CPI 5,365 Current Budget + 7.3% CPI	5,757	6,948	6.629	7.113
6904 LI Fire & Security Alarm - Library	1,494	0	0	1,033	1,043	(10)	1,109 Current Budget + 7.3% CPI	1,190	1,277	1,371	1,472
6908 LI Cleaning Materials & Equipment - Library	1,072	0	0	1,854	52	1.802	1,990 Current Budget + 7.3% CPI	2,136	2,292	2,460	2,640
6909 LI Boiler Service & Maintenance - Library	858	0	0	1,135	194	941	1,218 Current Budget + 7.3% CPI	1,307	1,403	1,506	
6910 LI General Repairs & Maintenance - Library	991	0	1,000	2,270	1,409	1,861	2,436 Current Budget + 7.3% CPI	2,614	2,805	3,010	
6911 LI TV License & PRS - Library	991	0	1,000	428	1,409	428	460 Current Budget + 7.3% CPI	494	531	570	
•	0	0	0	284	0			328	352	378	406
6913 LI Refreshment Costs - Library	155	0	0	750	0	284	305 Current Budget + 7.3% CPI 805 Current Budget + 7.3% CPI	864	928	996	1.069
6914 LI Equipment - Library					-	750 20,000	<u> </u>				,
6918 LI Professional Fees (Private Contractors)	11	0	0	20,000	0		21,460 Current Budget + 7.3% CPI	23,027	24,708	26,512	
6920 LI Legionella Risk Assessment - Library	385	0		495	210	285	532 Current Budget + 7.3% CPI	571	613	658	707
6921 LI IT & Office Costs - Library	2,498	U	0	1,652	881	771	1,773 Current Budget + 7.3% CPI	1,903	2,042	2,192	2,353
6922 LI Library Activities 6975 LI Home Library Service	2,883	0	250 302	2,370	1,360 152	1,260 150	2,544 Current Budget + 7.3% CPI 550 Based on 1 current user outside	2,730 591	2,930 635	3,144 682	3,374 732
6923 LI PWLB Loan Repayment & Interest	12,420	0	2,000	23,000	12,299	12,701	area £300 + £250 24,679 Based on Repayment Loan	26.481	28,415	30,490	
Total Library Expenditure	42,216	0	3,332	82,062	31,599	53,795	88,609 Schedule	95,084	102,033	109,489	
Library Staffing Expenditure			·	•	· .	·		_		-	•
Library Staff Expenses	103	0	0	2,144	16	2,128	2,301 Current Budget + 7.3% CPI	2,469	2,650	2,844	
6682 ST LI Staff Training (Library)	0	0	0	1,101	168	933	1,182 Current Budget + 7.3% CPI PROVISIONAL FIGURE - Based or	1,269	1,362	1,462	1,569
Library Staffing Costs	131,675	0		136,189	55,342	81,722	2023/2024 Budget + 3%	150,516	161,504	173,294	
Total Library Staffing Expenditure	131,778	0	875	139,434	55,526	84,783	143,758	154,254	165,516	177,600	190,566
Total Operating Expenditure	173,994	0	4,207	221,496	87,125	138,578	232,367	#REF!	#REF!	#REF!	#REF!
Total Library Operating Expenditure	173,994	0	4,207	221,496	87,125	138,578	232,367	249,338	267,549	287,089	308,056
Total Library Operating Surplus/ Deficit	(171,508)	0	(4,207)	(219,628)	(86,185)	(137,650)	(230,817)	(247,674)	(265,761)	(285,168)	(305,992)
Library EMF Expenditure											
							Includes £21k vired from 6973. Reconsider budget after new				
6971 LI EMF Saltash Library Property Refurbishment	10,741	213,363	21,000	10,000	0	244,363	244,363 quotes received for internal alterations. TBA prior to Service budget setting meeting	0	0	0	0
6972 LI EMF Library Equipment & Furniture	830	11,522	(1,000)	0	0	10,522	10,522 No increase/decrease	0	0	0	0
6973 LI EMF Loan Repayments	0	23,000	(23,000)	0	0	0	0 Vire £21k to 6971 and then delet		0	0	
6974 LI EMF Library Funding	1,340	1,180	(250)	0	0	930	930 No increase/decrease	0	0	0	
6698 ST LI EMF Staff Contingency (Library)	0	15,000	0	0	0	15,000	15,000 No increase/decrease	0	0	0	0
Total Library EMF Expenditure	12,911	264,065	(3,250)	10,000	0	270,815	270,815	0	0	0	0
Total Library Expenditure (Operational & EMF)	186,905	264,065	957	231,496	87,125	409,393	503,182	249,338	267,549	287,089	308,056
Total Library Budget Surplus/ (Deficit)	(184,420)	(264,065)	(957)	(229,628)	(86,185)	(408,465)	(501,632)	(247.674)	(265,761)	(285.168)	(305.992)

To/From Reserves & Budget Virements 2023/24

- 1. Virement from General Reserves to Library Staffing Costs £875 PE 99/22/23
- 2. Virement from 6974 EMF Library Funding to 6922 Library Activities £250 LI 64/22/23
 3. Income from Cornwall Council 6975 EMF Home Library Service £824. Virement from 6900 Rates Library to 6975 EMF Home Library Service £220 LI 26/23/24
 5. Virement from 6973 EMF Loan Repayment to 6971 EMF Saltash Library Property Refurbishment £21,000 LI 30/23/24
- 7. 6904 LI Fire & Security Alarm Library. Actual 23/24 includes costs of £185 relating to 22/23

SALTASH COMMUNITY SPACE

At its meeting on the 14th September, the Town Team considered the final report from Studio Hive as attached. It was agreed that before we started to consider which elements could be achievable, we needed to get an opinion from Cornwall Council Highways and Streetworks as to what was acceptable from their point of view. Further research is therefore being instigated.

At the same time further research is also being carried out with respect to the various sources of funding that are available and could be coming on stream in the near future. Following this research, it will then become evident as to the ability to pursue the various elements of the report but it was felt that the likelihood, in the short term, would be to consider the elements relating to the central area and the Brunel and Victoria Gateways.

The Toolkit within the attached report would enable the ability to select various elements which could be fundable and potentially achieve an organic growth of proposals over a period of time. But it was noted that there were still funds available within the Vitality Fund grant and that, potentially, this could be used to trial a market in Fore Street.

Members discussed the number of responses received to the consultation and expressed concern that the number of responses (221 surveys) is low considering the population of Saltash. However, there was also a discussion that this level of engagement was good compared with other consultation exercises for similar projects locally.

It was therefore proposed that throughout the process of achieving results there should be further engagement with the public to ensure that there is support therefrom.

Would the Town Council therefore support the actions proposed namely:-

- 1. Liaison with Cornwall Council Highways and Streetworks to ascertain what is/is not achievable from their point of view.
- 2. Further research being carried out with respect to additional grant funding that is or maybe, coming available.
- 3. At this stage only the projects for the Gateway entrances to Fore Street and Central Fore Street be considered appropriate.
- 4. Without any major expenditure, but within the funds that are still available within the Vitality Fund Grant, a street market could be trialled.
- 5. Public engagement is continued throughout the process.

Peter Ryland Chairman of Town Team





D HIVE	
Page 164 © Architecture by Studio Hive Limited except where stated otherwise	
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Document History

Revision	Purpose Description	Authored	Checked	Authorised	Date
P1	Preliminary	IDM	IDM	NS	14/03/23
P2	Draft	TB	NS	NS	25/08/23
P3	Final	TB	NS	NS	31/08/23
P4	Final rev A	NS	NS	NS	01/09/23
P5	Final rev B	NS	NS	NS	04/09/23
P6	Final rev C	NS	NS	NS	07/09/23
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Issue date: 04 September 2023

Project: 2301 - Saltash Community space

This document and its contents have been prepared and are intended solely as information for the Saltash project for Saltash Town Council.

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INTRODUCTION

Architecture by Studio HIVE present this report to the Saltash Town Team which has been produced in order to determine the locations and feasibility of developing a green, multi-use community space in the retail heart of the town centre.

We have, together with our colleagues from The Urbanists, Avril Baker Consultancy (ABC) and Entran, carried out an assessment of possible sites in Saltash while taking into consideration several factors including location, size, land ownership accessibility, viability, and synergy with the towns retail centre.

While it is expected that the best solution is likely to be the identification of one large community space, the client is open to considering a few smaller spaces across the town linking the various areas of Saltash together and improving connectivity.

Community consultation is key to the success of this project which has been carried out by the Avril Baker Consultancy. As part of the process we have reviewed over 200 written responses to the recent Public Stakeholder consultation event which took place over two days in June 2023 and has continued on-line. Prior to this a stakeholder consultation event was also carried out for a targeted audience of local traders, business people and interested groups. The ABC report is presented as a separate document; a summary of findings is contained within this report.

Our purpose is to investigate the feasibility of creating a community space near the main retail area. Through a process of analysis, discussion and elimination, we have together with the Saltash Town Team identified a number of sites which might meet the brief in the creation of a vibrant green realm in the heart of the town.

The green multi-use space is expected to achieve the following:

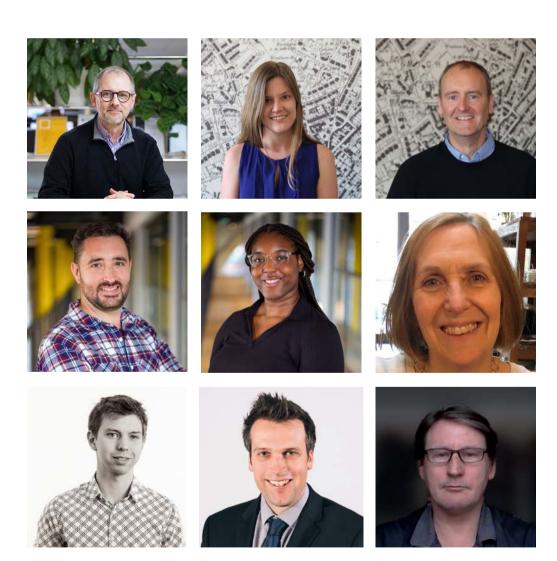
- Enable regular markets to be held, driving footfall into the town-centre
- Enable events to be staged, promoting community cohesion, and supporting well-being and civic pride
- Offer enhanced facilities for outdoor relaxation
- Help establish a critical mass of activity to ensure the retail heart of the town remains 'bustling'
- Enable 'pop-up' sale of local food and craft items, complementing the current offer and encouraging start-up businesses
- Support community cohesion with a central place to bring people together

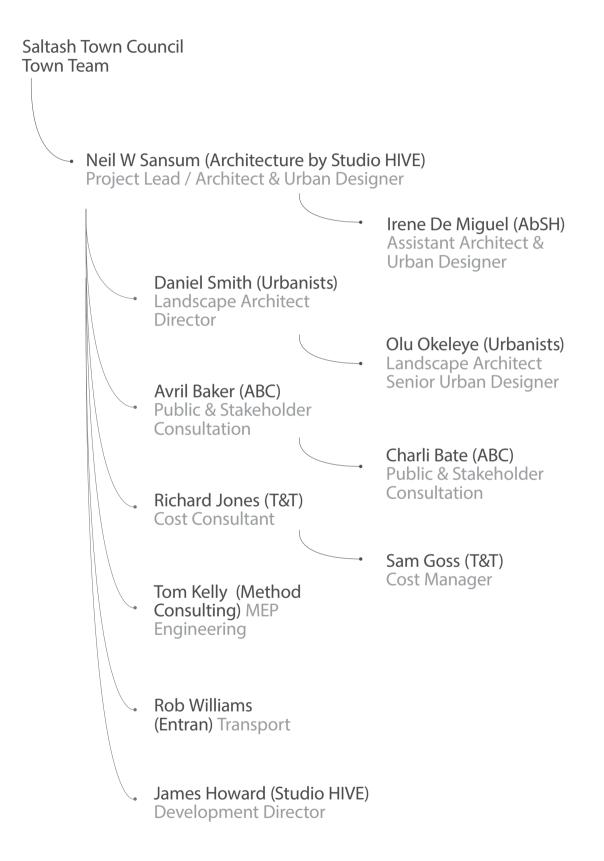
The following pages record the process which we have carried out over the previous six months with our consultants and the Saltash Town Team.

INTRODUCTION THE TEAM

The following team has been brought together by Architecture by Studio HIVE who are the lead consultant for this project. All members of other consultancies are well known to us and we have all worked together on previous projects over many years.

Each has been selected because of their suitability to this project and because we all get on together very well! An attribute which was evident from our interview with the town Team in Saltash back in January 2023.





INTRODUCTION CLIENT BRIEF

ARCHITECTURE BY STUDIO HIVE'S OBJECTIVES

- To provide an excellent service to the Town Council which will hopefully lead to further work within the town
- To enable the client to maximise the potential of the spaces within the town which are yet to be identified
- To contribute to the regeneration of parts of Saltash which will have a lasting effect on the retail and commercial life of the town

CLIENT'S OBJECTIVES

- To inject new life into the town and to bring a vibrant green realm in the retail heart of the town which will form the new Saltash Community Space
- To attract a more varied form of retail offer and to dissuade residents of Saltash from going to Plymouth for their needs

The project brief is to determine the optimal locations and feasibility of developing a green multi-use community space in the retail heart of the town centre. The consultant team will carry out an assessment of possible sites taking into consideration several factors including location, size, land ownership accessibility, viability, and synergy with the towns retail centre. While it is expected that the best solution is likely to be the identification of one large community space the client is open to considering a few smaller spaces across the town linking the various areas of Saltash together and improving connectivity. Community consultation is key to the success of this project.

Our purpose is to create a community space near the main retail area. The brief document also states that it is unlikely that full pedestrianisation of Fore Street would be acceptable however we suggested at our interview that partial closure of one or more sections of the street might be achieved although local opposition is likely.

SALTASH FESTIVALS

Fore Street closure has been achieved before during Festivals which take place several times a year. The Christmas Festival and The May Fair. These are proven to be successful events where over 5,000 people attend.

- Saltash clearly wants more of this, but how do we keep both traders and residents happy?
- There were complaints about road closures and stalls blocking shop-fronts.
- Is there an opportunity for a specific performance space to be used in conjunction with street activities? A Maypole place perhaps? Could it be a choir/concert venue?

'To determine the feasibility of developing green, multi-use community space(s) in the retail heart of the town centre'

GREEN MULTI-USE SPACE

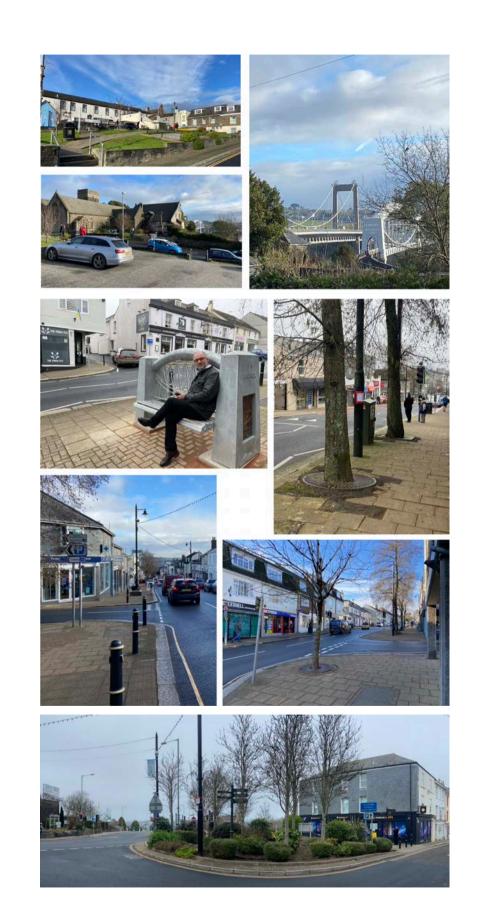
The green multi-use space is expected to achieve the following:

- Enable regular markets to be held, driving footfall into the town-centre
- Enable events to be staged, promoting community cohesion and supporting well-being and civic pride
- Offer enhanced facilities for outdoor relaxation
- Help establish a critical mass of activity to ensure the retail heart of the town remains 'bustling'
- Enable 'pop-up' sale of local food and craft items, complementing the current offer and encouraging start-up businesses
- Give businesses in outlying industrial estates a central venue to showcase their offer
- Offer the opportunity for market stall units to be used on 'non-market' days as incubator units for businesses
- Support community cohesion with a central place to bring people together

By creating a green multi community space in the retail heart of Saltash, it is expected that there will be the following outcomes:

- Deliver a green space within the urban realm that will increase the town's tree canopy cover, turning grey to green
- Increase in footfall and increased dwell time
- Income generation boosted
- An event space for residents and visitors to enjoy and in addition a range of shops and cafés to visit
- Improve the viability of the centre as a thriving retail proposition
- Create a unique space to draw the community together assisting in recovery from COVID 19
- Showcase the dramatic vistas of the town to encourage users to extend dwell time in the town centre
- Ensure the town is gaining best value from available land
- Play a role in reducing the number of car trips to Plymouth
- Showcase Saltash as a vibrant town offering leisure, cultural, entertainment and community engagement opportunities reflecting its status as the Gateway to Cornwall

INTRODUCTION CLIENT BRIEF





INTRODUCTION CLIENT BRIEF

ENVIRONMENTAL OBJECTIVES

BREEAM is not required for Sustainability / Environmental performance targets. However, the Council are very keen to innovative sustainable ideas brought into the scheme. Method Consulting have been brought into the team to provide advice.

DESIGN CONSIDERATIONS

It is important that the new construction work be able to sit within the existing town and to provide a coherent, exciting space which will be of benefit to the whole town. Our proposals have the potential to change the character of the town.

BID ASSUMPTIONS

This project was won in an open competition. We were interviewed among a shortlist of four teams. The Town Council interviewed us and thought we understood their needs and were impressed by the amount of research we had done.

At the interview we demonstrated that we understood the town and had researched the possible areas which might be utilised as the future Community Space; our transport consultant had suggested areas of the high street which be subject to partial closure which very much interested the interview panel.

STATUTORY AND REGULATORY REOUIREMENTS

A Planning Application will be required for any external alterations such as ramps, steps canopies and signage. This is outside the scope of this project.

CONSTRAINTS

The feasibility study will identify the main constraints of the project the most important being the possible need to undertake major reconfiguration of land which may well be outside the Council's ownership. The location of underground services will also be fundamental to whether or not an area may be remodelled; Method Consulting will advise. Traffic routes, particularly those of buses will also be a constraint and may affect what it is possible to achieve in terms of remodelling Fore Street or closing part of it to private traffic.

Local traders will have a view regarding the potential closure of Fore Street and most probably on how the Community space is used and located.

RISKS

Feedback to be referred to the Project Director for recording and adding to risk register.

- Underground services
- Land ownership and inability to secure agreement with owners for change
- Negotiations with Bus companies regarding change in existing bus cages and / or route diversions.
- Obtaining sufficient survey information for chosen areas; at present only OS data are available.

INTRODUCTION DEFINING THE SCOPE

We will investigate each potential site by:

- Carrying out a SWOT analysis
- Assessing the risks
- Assessing landownership
- Providing a rough estimate of costs.
- Proposing a number of design options together with rationale for selection.

APPROACH

We see the proposed works as a series of interconnected interventions which will each have an independent effect on the town as well as acting with other spaces to improve the overall nature of Saltash.

Each space will have its own function while acting as part of a consistent brief:

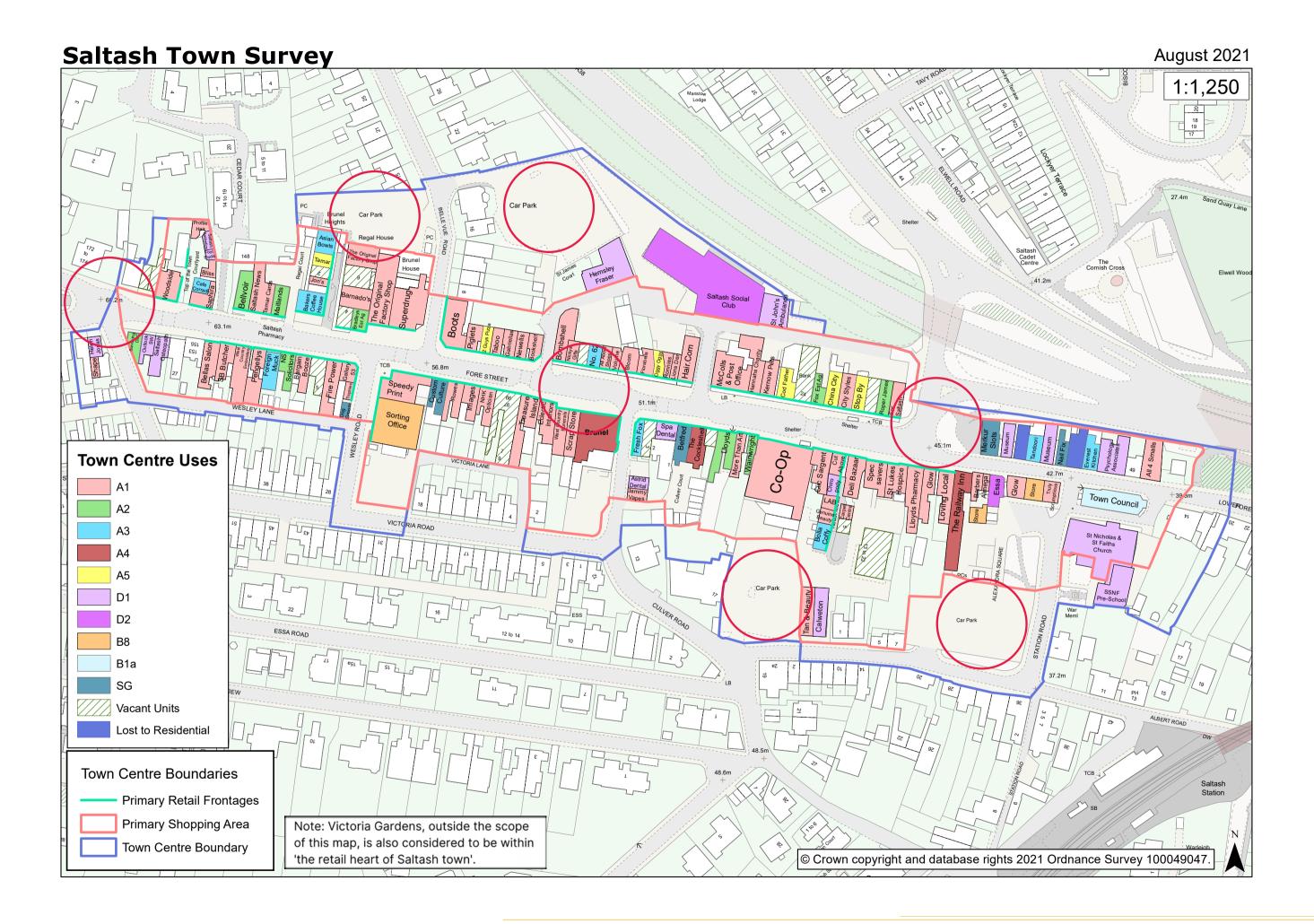
- Fore Street is the backbone of the proposal; holding everything together. Potential sites are either side of this central artery which will be utilised for specific activities or simply improved to increase the level of biodiversity.
- We intend to improve the pavements by rationalising the street furniture, creating shared space environments and planting more trees.
- Identifying the 'heart' of the town is challenging and may prove controversial. Our
 initial analysis points to the central area of Fore Street which has a slight widening
 due to the set-back of the Brunel Inn. This space might also be connected to a
 slightly larger area (between Belle Vue Road and Culver Road) which lends its self
 well to occasional closure.
- Each main carpark has been assessed; Alexandra Square and Culver Road to the south east and Belle Vue carparks to the north. Each will be assessed in accordance with the criteria above and then viewed in relationship with Fore Street and the overarching requirement of the brief.
- Finally we will be undertaking design studies of the main 'nodes' along the length of Fore Street from Victoria Gardens, Down Fore Street to the public space between the Railway Hotel and the A38 slip road.

BRAINSTORMING

Meeting 14th of March '23, The Urbanists (Daniel Smith, Danny Hutchings) Architecture by Studio HIVE (Neil Sansum, Irene de Miguel)

- Carpark use data is important so evidence-based decisions can be made regarding rationalisation.
 - Can we lose one of the carparks?
 - Can we make the other carparks more efficient?
 - Could we switch between carpark on weekdays and events on Saturdays? (Entran to advise)
- This project should be looked at in the short and long term (10 years time)
- What are the intermediate steps we can take to achieve that future vision? The key nodes on Fore Street are probably the first points that should be addressed.
- Could we create a residential site in the future? Retirement living?
- Could we look at a town centre where pedestrians are seen as a priority? Perhaps partial closure of Fore Street?
- There is an additional site we could look at by the A38, on the north side of Fore Street.
- Brunel statue should be moved. It's currently boxed off and it would be an interesting feature in front of Victoria Gardens, as an arrival point to Fore Street.
- We will look at the wider picture, the arrival to Saltash, the cycling route from Plymouth. What's going on in the wider area?
- Creation of cycle 'hub' and cafe on the junction of Lower Fore Street and North Road (entrance to the town).
- 70m is the comfortable walkable distance for people to feel safe, enclosed. There is approx 350m between the key nodes of Fore Street. We should divide this area and have different interventions across the street, like a trail with something happening in each third of the street.
- We should produce some Photoshop images of Fore Street with no cars, no apparent road and high quality materials.
- Heritage/History of Saltash would be interesting to add to the proposal.
- Sustainability; look at urban heat effect, be mindful of the materials we use.
- Research popular places; where do locals go?
- Identify short, medium & long term proposals.
- Analysis; pedestrians, vehicles, listed buildings, key nodes, green spaces, walking distances, GF uses retail/residential, existing markets
- Sketches showing links, potential sites.
- Key drawing to include a detailed plan of the centre of Fore Street.





As an introduction to the project members of the design team were taken on a tour of Saltash by the Town Team. We were shown the potential places where a new community green space might be created within the town all of which are shown here and on the following pages.













A38 and Approach to Saltash

A38 & APPROACH TO SALTASH

- Cycle provision lack
- Signage lack of consistency
- Public space / planting hidden asset
- Brunel's bust location
- Saltash Cross disconnected

FORE STREET

- Street Furniture
- Tree Planting
- Bus cafés & on-street parking











Fore Street

CULVER ROAD SHORT STAY CARPARK

- Good access from Fore Street
- Already has established retail presence to the south including café
- Parking layout looks inefficient
- A popular car-park in Saltash
- Also provides service access to Co-op

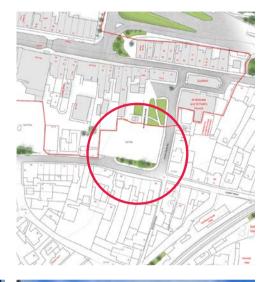




Culver Road Short Stay Carpark

ALEXANDRA SQUARE CARPARK

- Carpark is on a steep gradient
- Saltash Peace Garden is a well maintained space opposite the Church
- Space is bisected by Station Road













Alexandra Square Carpark

SOCIAL CLUB CARPARK

- Access is tight, site is narrow and inefficient
- Service area of Fore Street not pretty
- 2m below level of Bellle Vue Carpark adjacent
- Who's boat is that?















BELLE VUE CARPARK - EAST

- Wonderful views across to the Tamar
- Sloping site but not excessive
- Access to Fore Street via Belle Vue Road. Additional pedestrian access could be gained via Hemsley Fraser courtyard

BELLE VUE CARPARK - WEST

• Narrow space overlooked by residential flats. Pedestrian access via tight colonnade from Fore Street







Belle Vue Carpark East











OUR APPROACH COMMUNITY ENGAGEMENT

APPROACH

The project is to bring together a multi-faceted team of professionals to 'start the journey' towards creating a green community space in the heart of Saltash, contributing towards economic prosperity, improving social mobility and 'green' excellence through the creation of a vision and strategy and costed action plan for the town.

The following methodology is one which is well tested and which was set out in our original tender. The process is also graphically represented on the following page. The final report will be issued to the Town Team as part of the Feasibility Report and will include the data collected over a number of months via several different processes not least the two consultation events which were hosted in The Guildhall in April and June 2023 for Stakeholders and Public respectively.

ABC's lead on engagement and consultation. This included engagement with key stakeholders as well as the Town Team and Town Clerk, Sinead Burrows.

PREPARATION/PROJECT SET UP - FEBRUARY 2023

- Briefing/liaison with Studio Hive project team
- Attending inception meeting in Saltash
- Developing overarching engagement/ consultation plan with the client/project team
- Establishing communications protocol and, as required, developing brief communication plan detailing key messages, approach, roles and responsibilities

EARLY STAKEHOLDER ENGAGEMENT - APRIL 2023

- Identify and agree key stakeholders in liaison with client/team
- Arrange and facilitate early engagement workshops. Preview to Saltash Town
 Council followed by engagement meetings with key stakeholders including local
 councillors, Chamber of Commerce, local traders etc. These were both virtual
 and in person, including a guided sites walkabout.
- Liaison with team regarding preparing presentation material
- Facilitate and record Stakeholder consultation meeting (27th April) and provide summary for team and to inform the scope of the pubic consultation

COMMUNITY / PUBLIC CONSULTATION - JUNE 2023

- Input to content of consultation material for exhibition and online viewing via website
- Devise online feedback survey
- Follow up mailings/emails to near neighbours/businesses and key stakeholders
- Liaison with Saltash Town Council to publicise the consultation e.g. noticeboards, council website, social media, QR codes on posters, etc.
- Face-to-face consultation event over 2 days including evenings/weekend (16th & 17th June 2023)
- Arrange sessions with youth/education projects e.g Live Wire, Saltash Team for Youth
- News release to local media/social media

WEBSITE SET UP AND ONGOING MANAGEMENT DURING CONSULTATION

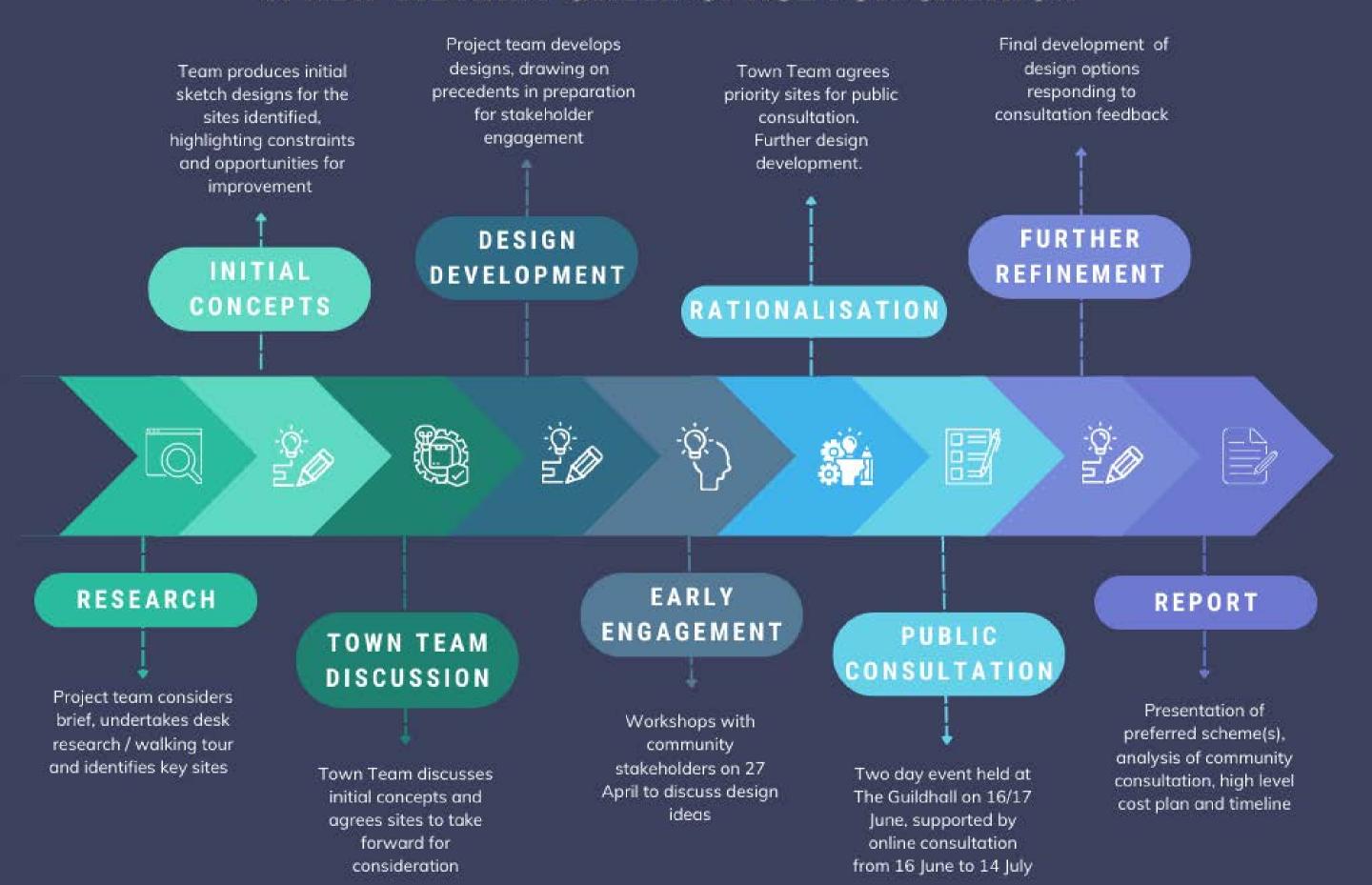
- Agree content of web pages / microsite to link to Town Council website
- Liaison with project team re web copy and design
- Input to consultation material suitable for web viewing
- Creating feedback survey and any other relevant web content

ANALYSIS OF FEEDBACK AND INPUT TO FINAL REPORT – AUGUST / SEPTEMBER 2023

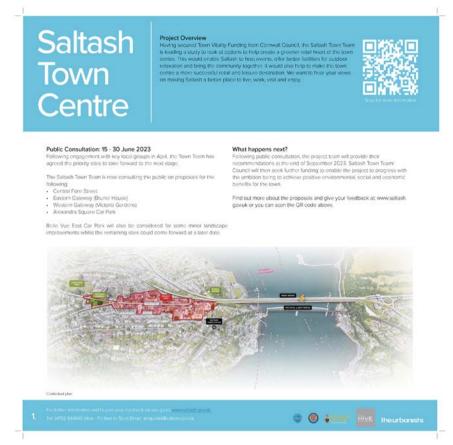
- Compile comments, analysis & feedback (there will need to be a balance between quantitative and qualitative questions)
- Ongoing liaison with project team regarding outcome
- Deal with any individual stakeholders gueries/guestions
- Preparing summary of feedback for Studio Hive to include in their Final Report
- Providing a watching brief regarding wider communicationsoverarching requirement of the brief.

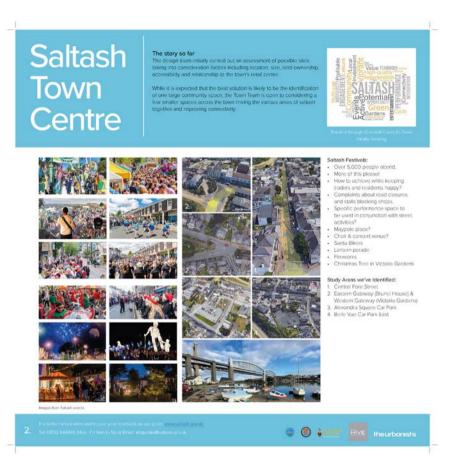


A NEW VIBRANT GREEN SPACE FOR SALTASH



OUR APPROACH COMMUNITY ENGAGEMENT







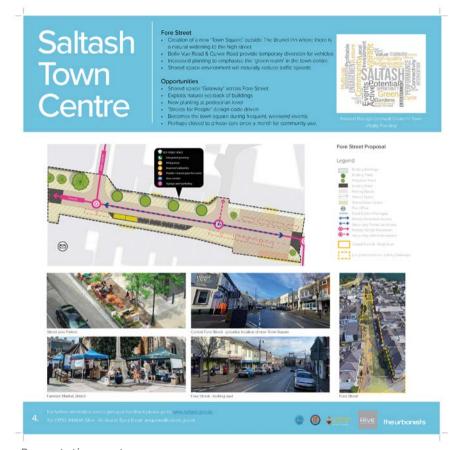








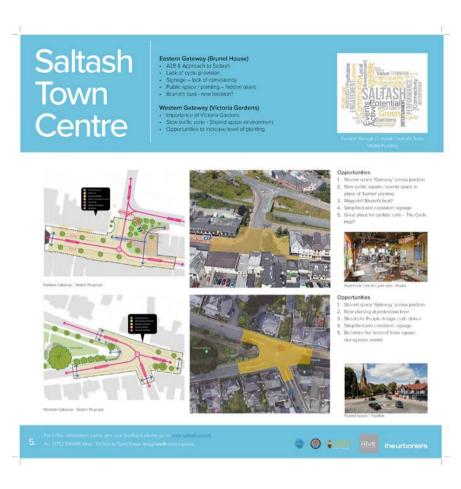
Stakeholder consultation event 27/04/23



Presentation posters



Public consultation event 16/06/23 - 17/06/23









OUR APPROACH SUSTAINABILITY

INTRODUCTION

As part of the design team working on the Saltash Community Space feasibility study, Method Consulting have been commissioned to look at the range of potential technological opportunities and solutions that could be incorporated into the scheme.

2. Technologies review

The following review of possible suitable technologies has been carried out:

2.1 Electric vehicle chargers

Electric vehicle chargers are becoming more prevalent in public car parks to support the growing number of people moving to electric vehicles, in 2022 16.5% of all vehicle sales were battery electric vehicles with the ban on new petrol and diesel cars legislated for 2030 this number is expected to grow in the coming years.

Electric vehicle charging points (EVCs) are categorised into 3No. types:

- Socketed unit
- Type 1
- Type 2

Most new EVCs are Type 2 and are used by the majority of European car manufacturers and Tesla.

The charge time is dependent on the size of the battery and the capacity of the charger. Modern top mileage range cars have battery capacities nearing 100kWh. Below is a list of the varying capacities available (please note service station DC chargers are also available but not included in the table below as they are not likely to be applicable to this project):



Cornwall Council car parks have been installing for the most part standard or fast chargers from Swarco with a limited number of rapid chargers.

Introducing EV charging to one of Saltash's Town Centre car parks could be a good step in promoting the transition to EVs and could increase footfall through destination charging – people travelling to an area specifically to charge the EV.

2.2 Solar Canopies

Solar canopies are designed to be installed over car parking spaces in car parks and incorporate solar PV panels which can produce electricity to serve electrical vehicle charging points below.

These systems can incorporate battery storage as well so that all solar energy is captured and used on site or this can be exported back to the grid. The canopies are supplemented by a grid connection so that the EV charging remains available at all times

Solar canopies, bring a variety of benefits in providing shading to vehicles below to keep temperatures cool in hot summers, providing low carbon electricity and providing electric vehicle charging points, these could be worthwhile considering in one of the town centre parking locations.

2.3 Solar benches

Solar benches incorporate solar PV into a public realm bench, the solar PV stores energy in an integral battery which then serves USB and wireless charging points for mobile phones and other devices and can also provide public realm wi-fi, high capacity versions of the benches can also provide electric scooter or bike charging.

The benches provide somewhere in the public realm to linger and promotes a culture of spending a longer time in an area, one of the aspirations of the community space project.

The benches could be incorporated into the central fore street project or the Alexandra car park project and be neatly aligned to the projects desired aspirations.

2.4 Electric bikes and electric scooters

Electric bike schemes are becoming increasingly popular across the town's and cities of the UK. In the last year the Beryl bike scheme has arrived in Cornwall and Plymouth with 250 bikes across Cornwall and 125 in Plymouth. Seeking to join such a scheme and providing charging points within the town centre could be a good way to promote low carbon transport as well as physical activity and exercise in an accessible format.

Saltash is already a popular destination for cyclists heading around the coast and tapping into this reputation further could be a positive step for the town. Electric bike and scooter chargers could be provided in one of the car park schemes potentially in lieu of a parking space.







2.5 Rainwater harvesting

Rainwater harvesting seeks to capture rainwater as it traverses our rainwater drainage systems and downpipes in a building and allow it to be re-used in applications from irrigation for landscape to providing water for WC and urinal flushing. For this scheme the primary purpose would be to provide recycled water for irrigation and to divert some rainwater that would otherwise go into our already congested storm water sewer system.

Rainwater harvesting systems come in may shapes and sizes with the simplest being a simple water butt arrangement with a pipe connected onto the downpipe of a nearby building. More complex systems can involve buried tanks and submersible pumps or even pressurised systems with separate pumps and control panels. For this project water butts and outlet taps are probably best suited and could be incorporated into almost any of the schemes to provide water for irrigation for any planting.

2.6 Public water fountains

Public water fountains help promote a healthy lifestyle and reduce the dependence on single use plastics. Introducing public water fountains to any of the schemes could be a positive move in promoting this.

This could perhaps be best incorporated into one of the gateway schemes or perhaps Alexandra car park.

2.7 Piezoelectric pavement

Piezoelectric pavement such as that made by Pavegen, is a technology which converts the kinetic energy of people walking on top of the paving tiles into electrical energy to run lighting, display screens, phone charging etc.

Used in a high pedestrian traffic area, this technology is largely used to promote citizen engagement with renewable technologies and promote consideration of climate change and the impacts on the environment of our electricity usage.





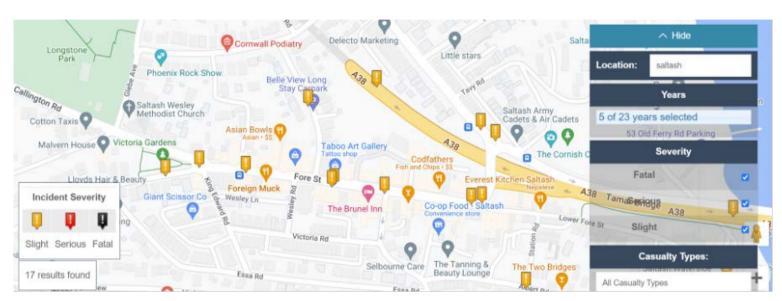


OUR APPROACH TRANSPORT

GENERAL

Improving the public realm combined with the greening of Fore street is not compatible with maintaining the existing number of parking spaces.

We suggest that Fore Street become a 20mph zone with gateway features across all accesses with change of colour / texture and appropriate signage.

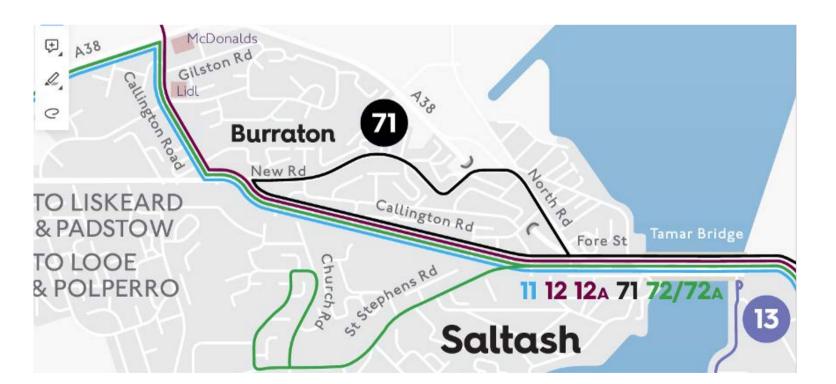


The Crashmap data for Saltash over the last 5 years shows only a few, low speed accidents

CENTRAL FORE STREET

We feel that the proposals for this location were very well received. Looking closer there would be a loss of 11No. on-street car parking spaces which seemed to concern a number of people. The loss of the two spaces opposite Belle Vue we do not feel to be problematic if we can retain, at least another 3No. probably on the south side of Fore Street. We feel that would be a decent compromise. The alternative routes are more than adequate for general car diversions. Bus diversions will be as per current arrangements for festivals. No discernible accident profile (except over 55).

There is a great opportunity to really create a shared space environment around junctions and possibly between junctions from zebra crossing east of Culver Road to west of Belle Vue with the possibility of introducing a zebra crossing at this location between Belle Vue and Wesley with no visible change in footway / carriageway levels. This could be coupled with sympathetic highway texture / colour changes.



EASTERN GATEWAY (BRUNEL HOUSE)

We have looked into the staging and phasing of the traffic lights and think that Highways will resist any changes to this junction on highway capacity grounds. That said we think some form of treatment immediately south of the signals introducing a 20mph zone and gateway style entrance would be extremely beneficial. The removal of the guard railing to create more space is something that we could explore. There is no accident trend at this location.





WESTERN GATEWAY (VICTORIA GARDENS)

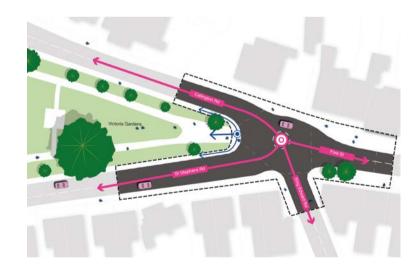
Generally well received by the public. We prefer the tighter option as this simplifies pedestrian routes along desire lines. We would like to test by reducing the public highway further. A more detailed study will have to be undertaken when a topographical survey is available. A 20mph zone could be introduced and we think that this, coupled with a change of surface colour / texture would really emphasise that fact that this is a New Gateway. Whether that's the whole junction (probably too expensive) or just across the top of Fore street would reinforce the change in character of Fore Street. We would like to look at simpler signage to the town centre. There is no accident trend at this location.

ALEXANDRA SQUARE CAR PARK

Entran's view is that this proposal works well but would support two access points.

BELLE VUE EAST CAR PARK

Entran's view is that this proposal will work well with the added benefit of providing parking when Fore Street is closed; temporary signage will be required in this event.





OUR APPROACH PLACEMAKING DESIGN PRINCIPLES

Placemaking is an overarching approach to improving how a place looks, functions and is experienced. Placemaking requires a place to be viewed in its entirety, rather than focus on isolated components. In this way, placemaking opens up how a place is viewed and prevents a place from being considered through a single lens.

The placemaking approach used for this feasibility study responds to the unique character of Saltash and the issues and opportunities that are present. The feasibility report takes a holistic view of the key places that make up the town centre and proposes a series of bespoke projects that would strengthen the sense of place in each and combine to revitalise the town as a whole.

The bespoke design principle chart on this page has been used to structure the analysis and the opportunities for Saltash town centre, ensuring a holistic design able to provide attractive, resilient and vibrant public spaces where people can gather and socialise.

ACCESS AND MOVEMENT PLACEMAKING URBAN FORM PUBLIC SPACE DESIGN AND USES AND SOCIABILITY PRINCIPLES GREEN INFRASTRUCTURE AND WATER MANAGEMENT

ACCESS AND MOVEMENT

PUBLIC SPACE AND SOCIABILITY

GREEN INFRASTRUCTURE AND WATER MANAGEMENT

URBAN FORM AND USES

What we considered:

- Vehicle movement
- Pedestrian movement
- Cycle movement and cycle infrastructure
- Car parks
- Vehicle dominated public space
- Public transport
- Traffic-jam points
- Pedestrianised areas
- Road hierarchyAccessibility

- What we considered:
- Key public spaces
- Provisions and amenities
- Event spaces
- Spontaneous gathering/social spaces
- Programme of events

What we considered

- Green spaces
- Permeable surfaces
- Green roofs
- Topography
- Biodiversity
- Trees
- Air quality
- Flood risk
- Surface water flow and drainage

What we considered

- Buildings quality and state
- Active/inactive frontages
- Building hight
- Grain
- Character
- Listed buildings
- Uses
- Vacancy

CONTEXT

SALTASH AND ITS ROLE IN THE WIDER AREA

Saltash has spread from its origins on the banks of the River Tamar and now has a thriving community, retail centre and waterfront. Located at the 'Gateway to Cornwall', Saltash has a rich heritage and excellent transport links including the iconic Royal Albert Bridge, Brunel's masterpiece completed in 1859 and the town's most famous feature

Many Saltash residents look to their neighbouring City of Plymouth as their retail and entertainment destination, a trend that it is feared will continue to grow as the population of Saltash expands with the proposed development of up to 1,000 houses on the outskirts of the town. Unlike many other towns, the great majority of retail units in the town are occupied with a large percentage of units run by independent businesses including a cooperative run by local crafs people. Even so, the town's retail provision does not reflect the fact that it is the largest town in South East Cornwall.

Whilst empty shops are not an issue to address, the lack of a town square or similar community space has meant that Saltash can't host events such as regular markets which its twin town of Plougastel is able to do. Whilst many residents do support their local shops, the proximity to Plymouth providing employment for many Saltash residents does mean that the town needs to create a 'reason to visit' which in turn would support the traders. By creating a new attractive green community space in the town, more footfall would be generated for existing traders as well as raising the profile of Saltash as a place to invest.

Building on the Grimsey 1 and Grimsey 2 reviews, the 'Build Back Better' COVID 19 supplement report produced by retail guru, Bill Grimsey, recognises that there is a need to develop a new model for the High Street that is based on quality of life and experiences and allows local communities to develop their high streets as places where people live, work, play and visit. The proposal to develop a green community space captures and delivers the essence of the Grimsey recommendations.

Saltash is fortunate in that it has thriving music and drama groups, including the renowned Livewire Youth Project but the lack of an events space means there is no outdoor performance venue for these groups to use.

Providing a venue for residents to gather and perform would boost community cohesion and support mental well-being to support the community following COVID and provide access to affordable leisure opportunities giving them the resilience needed to adapt to current and future cost of living issues over the coming years.

Data generated pre-pandemic for Saltash illustrates the following; in 2018 data shows that 27% of children in South East Cornwall are living in poverty. Indices of deprivation published by Government in 2019 show that parts of Saltash are amongst the 30% most deprived neighbourhoods in the country.

Saltash has completed its Neighbourhood Plan (March 2022) which has the following vision:

'By 2030 Saltash will be an envied riverside town, being greener, more inclusive and prosperous in all aspects, with a reinvigorated Town Centre and waterfront, award winning new housing, a diverse economy, with an excellent quality of life and lifestyle for all ages'.

This project fits within the Plan's objective to 'regenerate the town centre especially Fore Street and manage the growth of 'out of town' shopping' and the objective 'to create and support sustainable neighbourhoods'.

The establishment of community space directly addresses 7 of the 11 priorities that were identified by respondents to the Neighbourhood Plan namely:

- Protecting and improving community spaces
- Helping businesses grow
- Building on the good sense of community in Saltash
- Helping provide better entertainment facilities
- Helping create variety and quality shops in Fore Street
- Improving the 'evening economy' of Saltash Town Centre through more restaurants and events
- Tackling climate change

Recent investment by Cornwall Council in the cycle route network in Saltash has seen the creation of new cycle routes leading into / out of the retail centre. The proposal to create a community space would promote greater use of these cycle routes



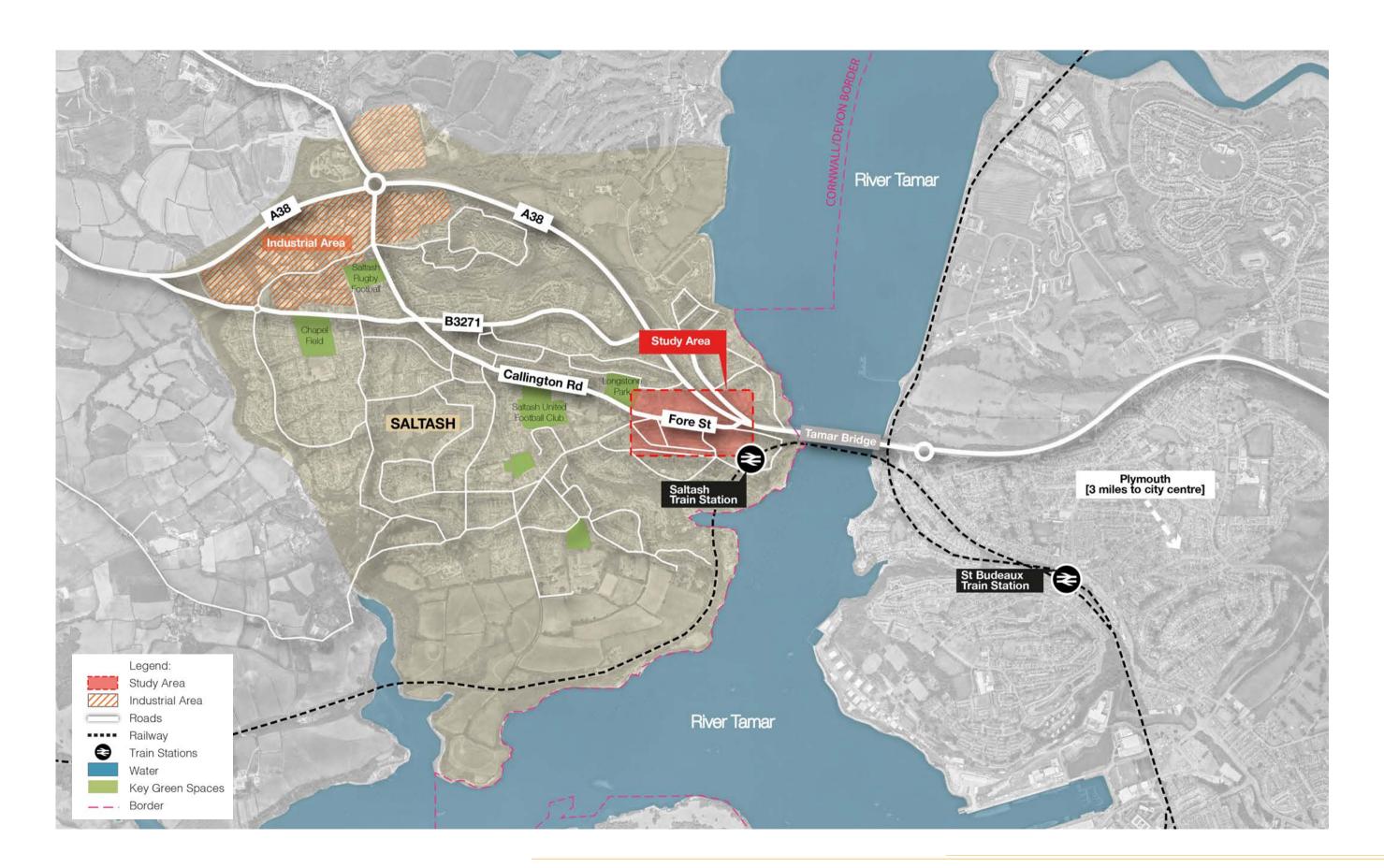
Early drawing of the Tamar Bridge (1818) and the construction and opening in the early 1960's



The Prince Albert Bridge construction in 1857 before opening in 1859



The waterside in the 1960's



CONTEXT HISTORIC OVERVIEW

Saltash has a rich history that spans centuries. One of its most iconic landmarks is the Royal Albert Bridge, designed by Isambard Kingdom Brunel and completed in 1859. This magnificent railway bridge crosses the River Tamar, connecting Saltash to Plymouth and playing a pivotal role in the region's transportation network.

Fore Street is another significant aspect of Saltash's history, dating back to medieval times. This street has witnessed the town's evolution, lined with historic buildings that reflect its architectural heritage. It has served as a hub for local commerce and social interactions, and it still serves as the high street of the town.

At the western end of Fore Street, Victoria Gardens provides a serene escape for both residents and visitors. Named after Queen Victoria, this garden serves as a tranquil oasis where people can enjoy leisurely strolls and peaceful moments.

Both Fore Street and Victoria Gardens get to be transformed each year to host the annual Saltash Mayfair. This festive occasion has its origins dating back centuries, and it has evolved into a cherished celebration that brings together the community and attracts thousands of visitors. In 2009 the Mayfair celebrated the 150 anniversary of the Royal Albert Bridge.

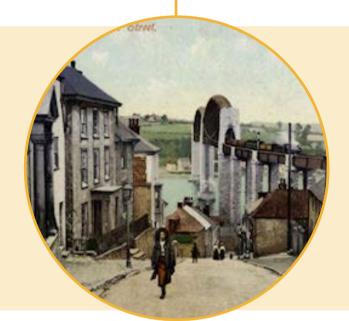
The interventions outlined in this document have been developed with a deep appreciation for Saltash's history and a keen understanding of the town's existing identity. These proposals seek to honour and celebrate the town's cherished landmarks and rich heritage.

VICTORIA GARDENS



Image of Victoria Gardens in 1907. The park was created to celebrate Queen Victoria's Diamond Jubilee in 1897.

FORE STREE



View of the Royal Albert Bridge from Lower Fore Street in an early 1900's post card.





The Royal Albert Bridge during constructions in the 1850's. The bridge has been open since May 1859 and is a major attraction of Cornwall and the Soutwest.

1850's

EARLY 1900s

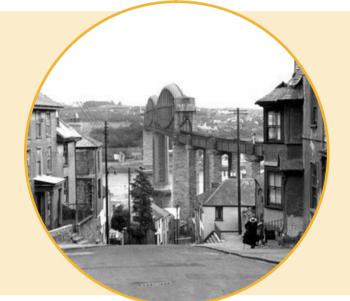


Victoria Gardens in 1955.
The monument at the centre of the park is to Major General Sir William Penn Symons who was the first British General killed during the Boer War.



Victoria Gardens today.

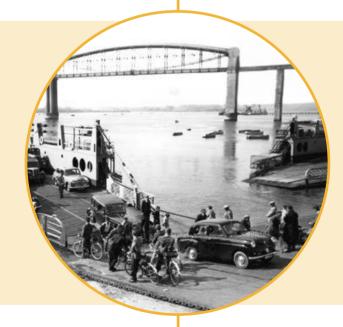
The green area is used as an informal recreation area, is also used during the May Fair to accommodate stalls and activities.



Picture of the Royal Albert Bridge from Lower Fore Street in 1955.



Picture of the Royal Albert Bridge from Lower Fore Street in 2023.



On the left, a picture of the Royal Albert Bridge in 1955.

On the right, the bridge during the Saltash May Fair and Brunel 150 Celebration in 2009.





Picture of the Royal Albert Bridge in today from the eastern end.

1955

2009

TODAY

CONTEXT THE STUDY AREA

BACKGROUND

The scope of the project has been developed in consultation with the Town Team thorough meetings and feed back from both Stakeholder and Public consultation events. Initial studies narrowed down the study areas to six main study areas or places which the team felt might be appropriate for some major (or minor) intervention towards the ambition of the overall project.

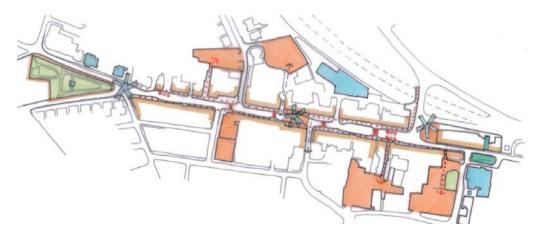
The original areas chosen were:

- Alexandra Square
- Brunel House (Eastern Gateway)
- Culver Road carpark
- Belle Vue east carpark and the Social Club carpark
- Belle Vue west carpark
- Central Fore Street
- Victoria Gardens (western Gateway)

Through a process of consultation with the Town Team and Stakeholders we reduced the number of potential areas to Priority Areas which we would take forward to present to the public; namely:

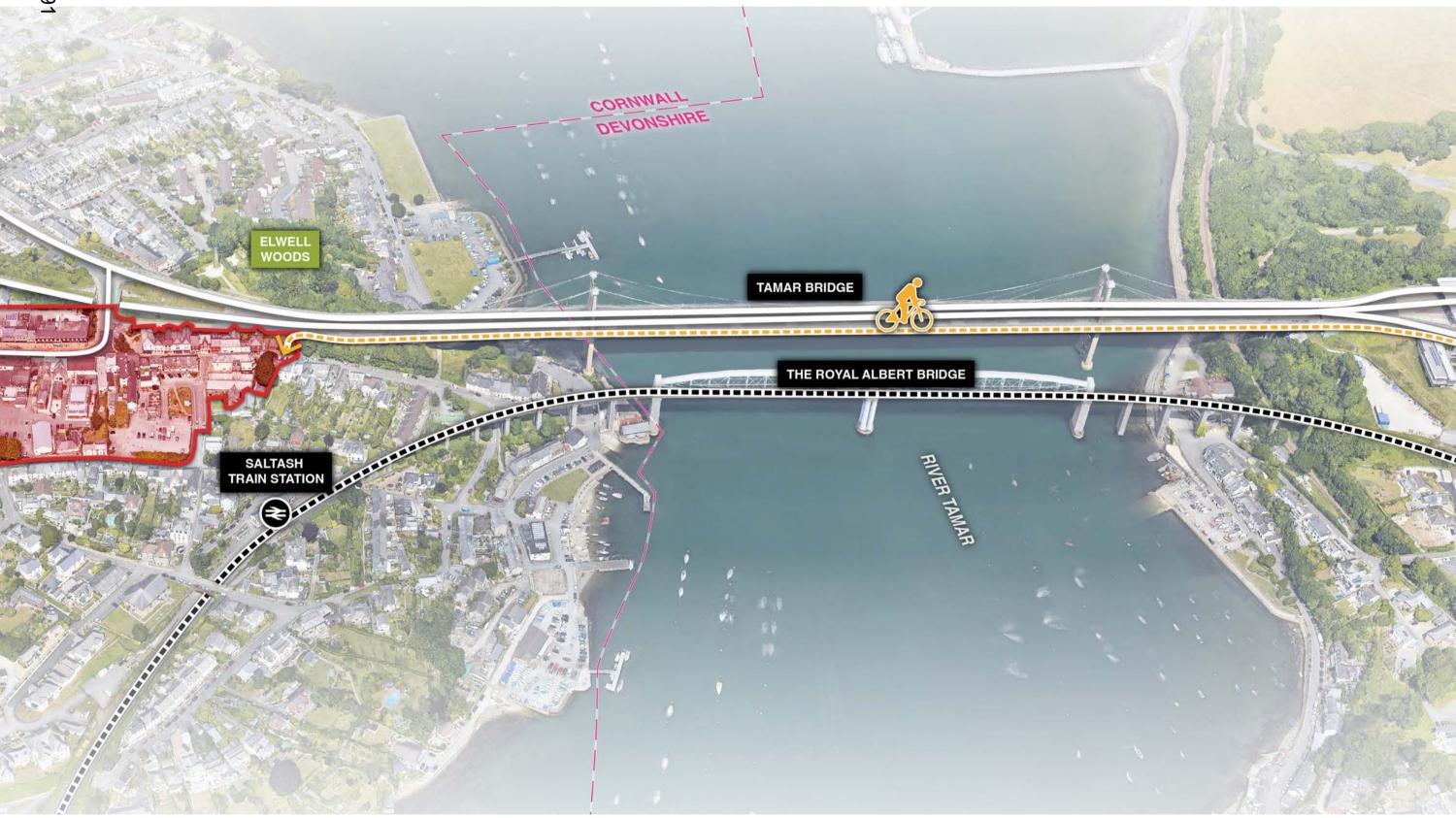
- Central Fore Street
- Eastern and Western Gateways (Brunel House and Victoria Gardens)
- Alexandra Square carpark
- Belle Vue East carpark

The display poster which illustrate the options are on page 16 & 17 of this document. The responses which we received form the extensive public consultation are documented in the separate report by Avril Baker Consultants as summarised on page 14 - 15.



Early sketch of potential study areas





SITE ANALYSIS ISSUES SUMMARY

ACCESS AND MOVEMENT

- The pedestrian public space is fragmented by vehicle movement.
- Poor connection to key green spaces.
- Poor connection to the train station.
- Tamar Bridge cycle lane ends abruptly on Lower Fore Street
- There is a lack of cycle infrastructure.
- Poor way-finding.
- Poor car-dominated gateways on both ends of the high street.
- There are several short-stay and long-stay car parks close to the high street.
- Parallel parking along Fore Street erodes public space.
- The area is served by several buses with stops at either end of Fore Street.
- Inconsistent urban furniture.

GREEN INFRASTRUCTURE AND WATER MANAGEMENT

- Lack of integrated green soft spaces along roads.
- There are four typologies of green spaces close to the high street: Victoria Gardens, Elwell Woods, Saltash Peace Garden and Longstone Park. They provide complementary provisions but are poorly connected to the high street.
- The area is characterised by a sloping topography. The western gateway sits at circa 64m while the eastern one sits at 43m.
- There are several trees along Fore Street with few mature ones.





PUBLIC SPACE AND SOCIABILITY

- Fore Street is the retail and social core of the town, however, the public space is car dominate.
- Fore Street is close to traffic and become an event space for the Mayfair, which attracts hundreds of visitors each year.
- Lack of a key flexible public space that can be used for social and cultural events.
- The quality of the materials and furniture arrangement can be improved.

URBAN FORM AND USES

- The high street has a low vacancy rate.
- With few exceptions, the existing buildings provide continuous active frontages on Fore Street.
- There are a couple of low-quality blocks that have a negative impact on the high street, the main one being the Post Office.
- There are three listed buildings located on Lower Fore Street.
- There are several food and drink businesses, but only a few have a spill-out space.





SITE ANALYSIS PLACE OPPORTUNITIES OVERVIEW

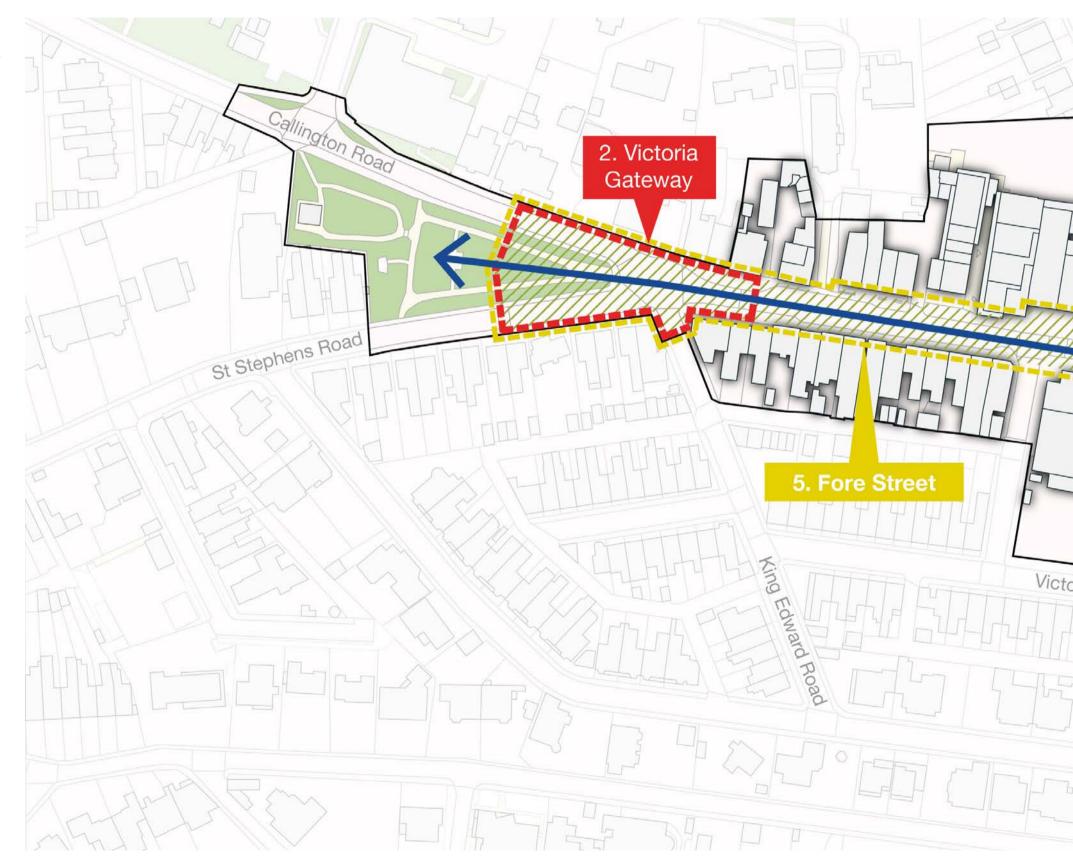
IDENTIFIED INTERVENTION AREAS

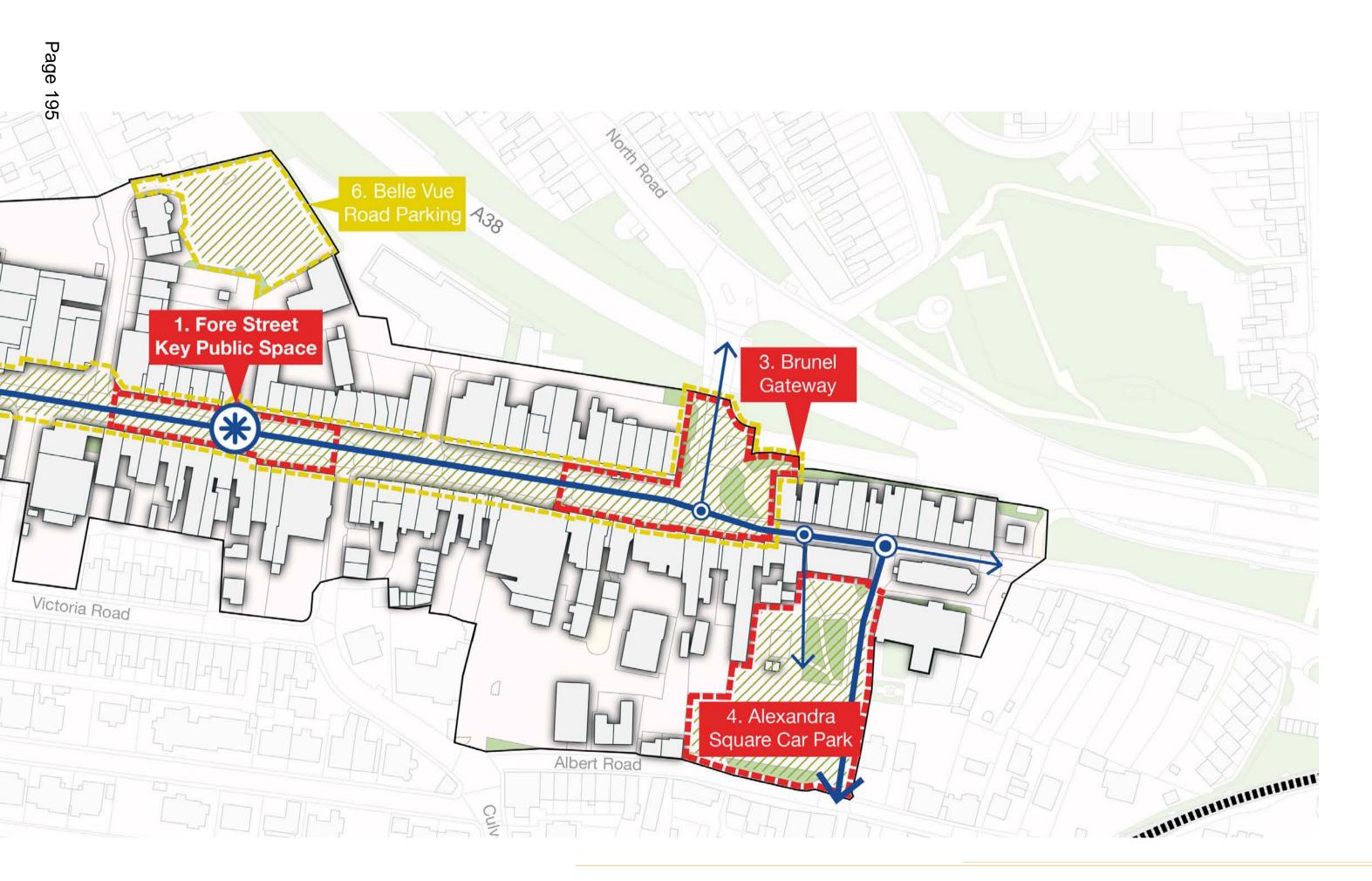
The community public engagement and the analysis of the feasibility study area reported in the previous sections, allowed the identification of the key intervention areas. These are reported below in order of priority:

- 1. Fore Street Key Public Space
- 2. Victoria Gateway
- 3. Brunel Gateway
- 4. Alexandra Square Car Park

The whole of Fore Street and Belle Vue Car Park were also identified as secondary opportunity areas.

A focused analysis and overview of the opportunities for each intervention area are reported in the following pages.





PROPOSALS: FEASIBILITY OPTIONS

PROPOSALS VISION AND AMBITIONS

Our objective is to create a vibrant green realm in the heart if the town and to provide the town with a sense of place of which the town's people can be proud. It will also become a place to which the public can have easy access and which will offer improved connections to the wider area.

This is our summary of the vision and ambitions for the project:



A Better Connected Saltash Through Signage and Way-Finding



Improved Walkablity and Active Travel Options



Improved Materials and Street Furniture



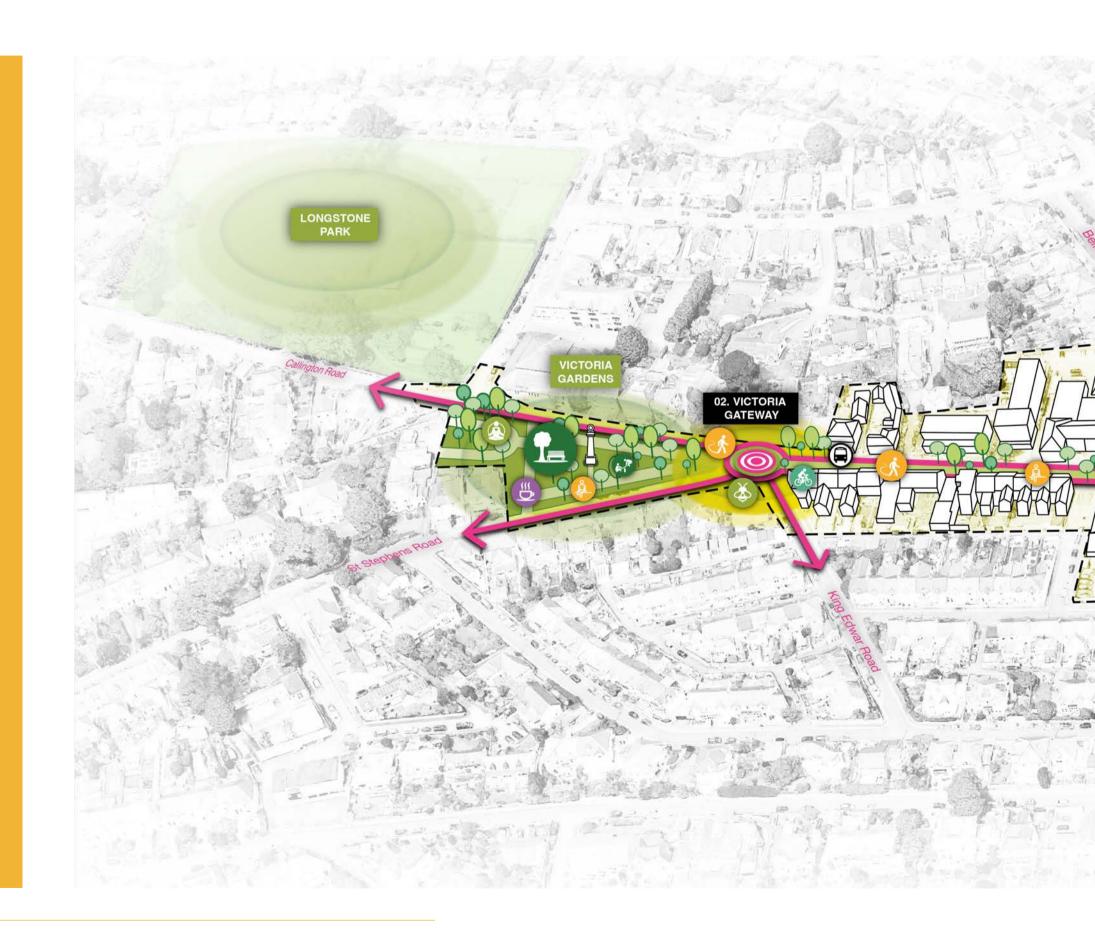
Multi-Functional and Adaptable Spaces for a Range of Event



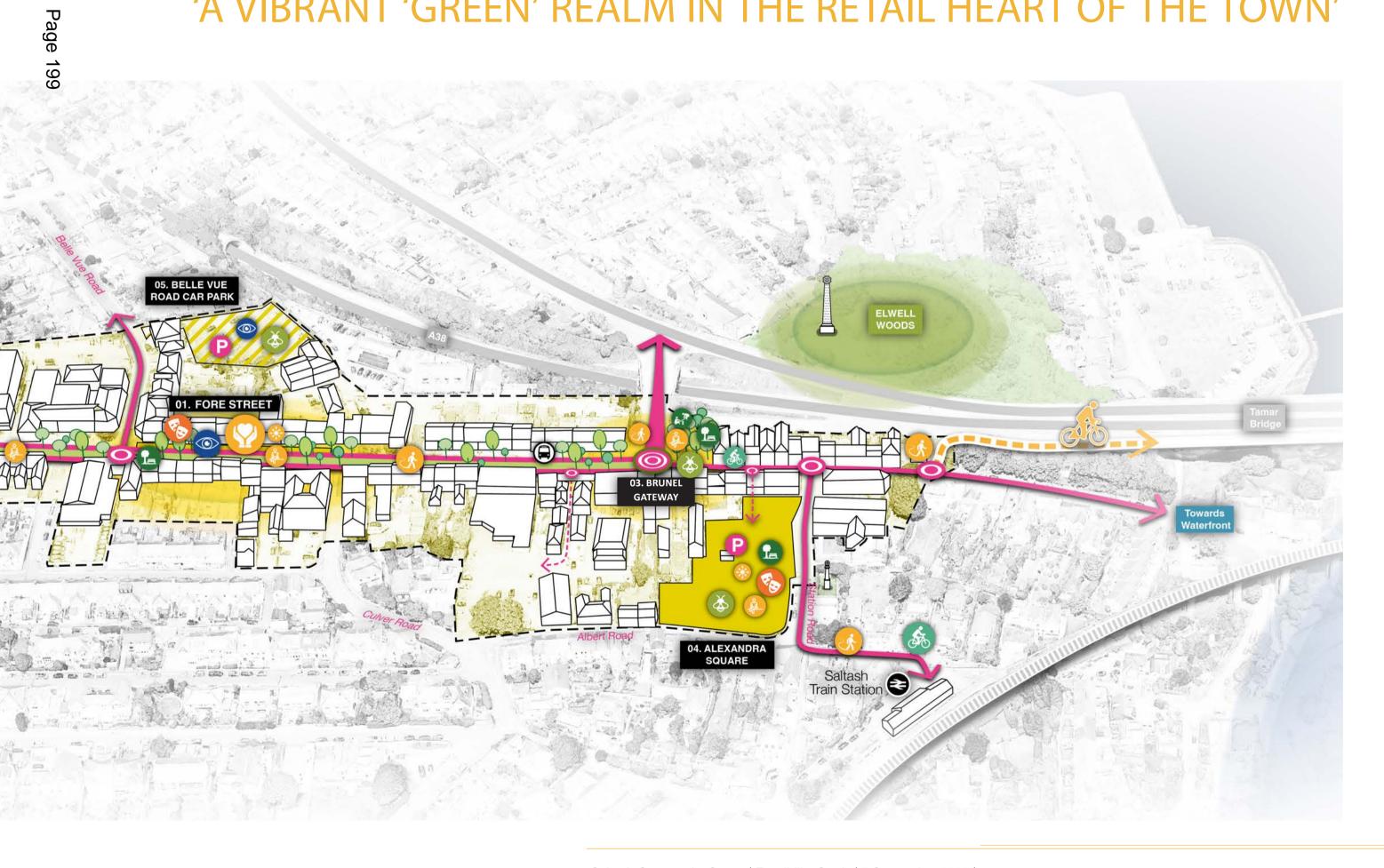
Strengthen Biodiversity and Climate Resilience



Creation of Meanwhile Places

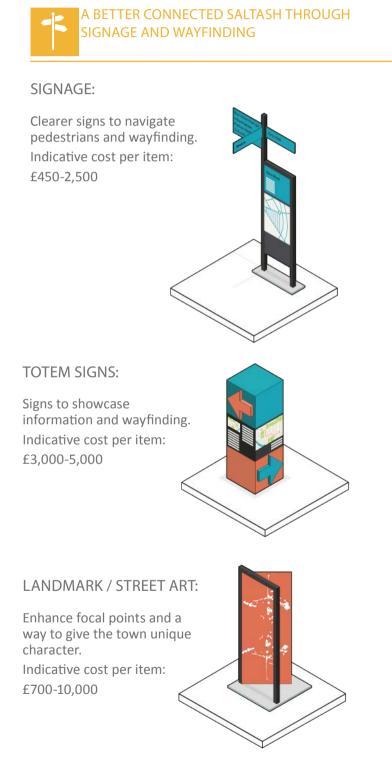


'A VIBRANT 'GREEN' REALM IN THE RETAIL HEART OF THE TOWN'



PROPOSAL THE DESIGN TOOLKIT

To deliver the proposed interventions illustrated in the previous section, a bespoke design toolkit has been developed. The design toolkit consists of a series of physical elements/interventions that will allow for the fulfilment of the identified vision and ambitions. In addition, each element is evaluated for cost, thereby offering straightforward cost estimation guidelines* for every proposed intervention area.





£110-200

SHARED PAVING:

roads and junctions.

Indicative cost per m²:

Improve road safety and vibrancy of

Smoother continuous pavements for

better pedestrian flow.

Indicative cost per m²:

EXTENDED PAVING:

Indicative cost per m²:

Increase the surfaces that people

can walk along while optimizing

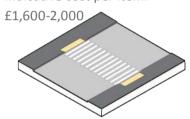
£135-150

MPROVED WOLKABILITY AND ACTIVE TRAVEL OPTIONS

CROSSINGS:

Defined area for safe pedestrian

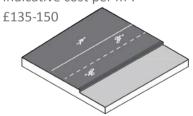
Indicative cost per item:



IMPROVED PAVING / SURFACING: SHARED SPACE:

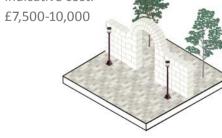
Create more active travel opportunities while prioritising pedestrians and cyclists.

Indicative cost per m²:



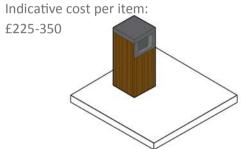
PEDESTRIAN GATEWAY:

Creating a transitional mark between one space to another. Indicative cost:



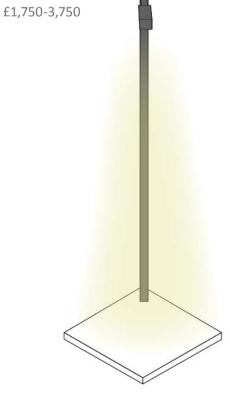
BIN:

Collect rubbish and encourage the public to clean the streets.



STREET LIGHTING:

Clearer visibility to promote safety and security. Indicative cost per item

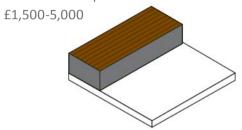


SEATING:

MPROVED MATERIALS AND STREET FURNITURE

Increase social interaction and a place to rest.

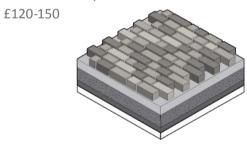
Indicative cost per item:



PERMEABLE PAVING:

Catch and regulate water runoff to infiltrate into the ground.

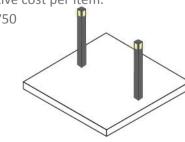
Indicative cost per m²:



BOLLARDS:

Limit access and protects perimeters of space.

Indicative cost per item: £350-750



£170-200

^{*}Please note that these are indicative costs only. Further information about the costing can be found in the Appendix.



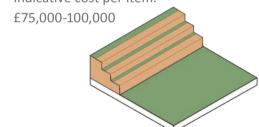
STRENGTHEN BIODIVERSITY AND CLIMATE RESILIENCE

POP-UP CAFE:

CREATION OF MEANWHILE PLACES

AMPHITHEATRE:

A space to watch performances and increase social interaction. Indicative cost per item:



GREENWALL:

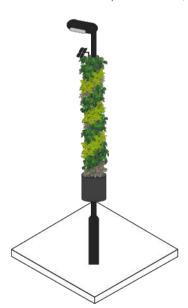
A way of screening and enhancing greenery. Indicative cost per m²:





LIVING PILLARS:

A way to introduce planting in streets through a strategy of vertical planting. Indicative cost per item: £2,500-4,250



TREES IN SOIL:

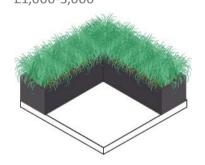
Urban trees with the landscape.



PLANTING IN PLANTERS:

A ways to create a boundary and/or increase greenery and make spaces feel larger.

Indicative cost per item: £1,000-3,000



TREES IN PLANTERS:

Optimise areas with limited space and provide shade.

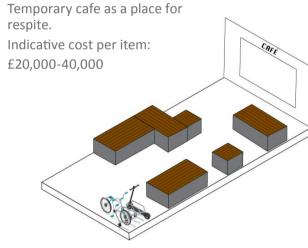
SUDS AND PLANTING:

Indicative cost per m²:

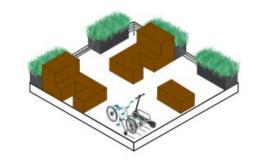
Manage water runoff from the

surface and reduce pollution.









KEY INTERVENTION AREAS

INTERVENTION AREAS SWOT ANALYSIS [EXISTING]

SALTASH PUBLIC REALM: FORE STREET

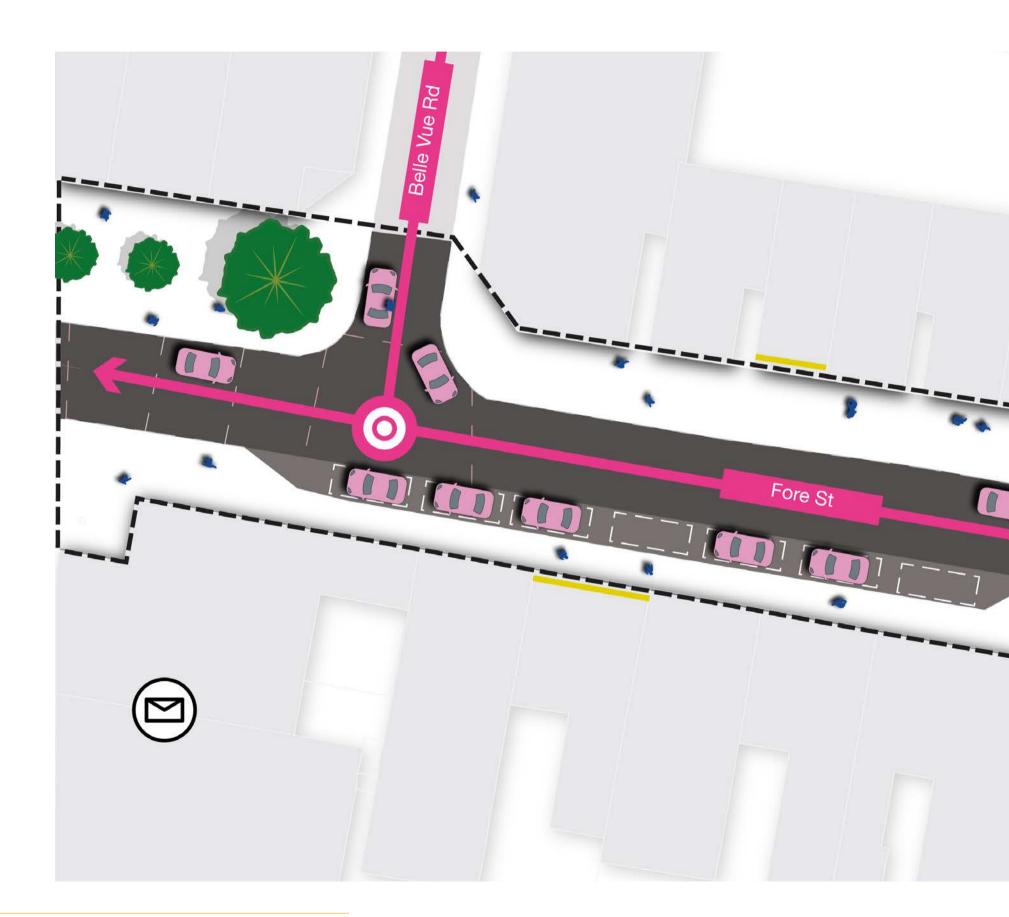
Photographic analysis highlighting positive and negative aspects of the potential area of intervention:

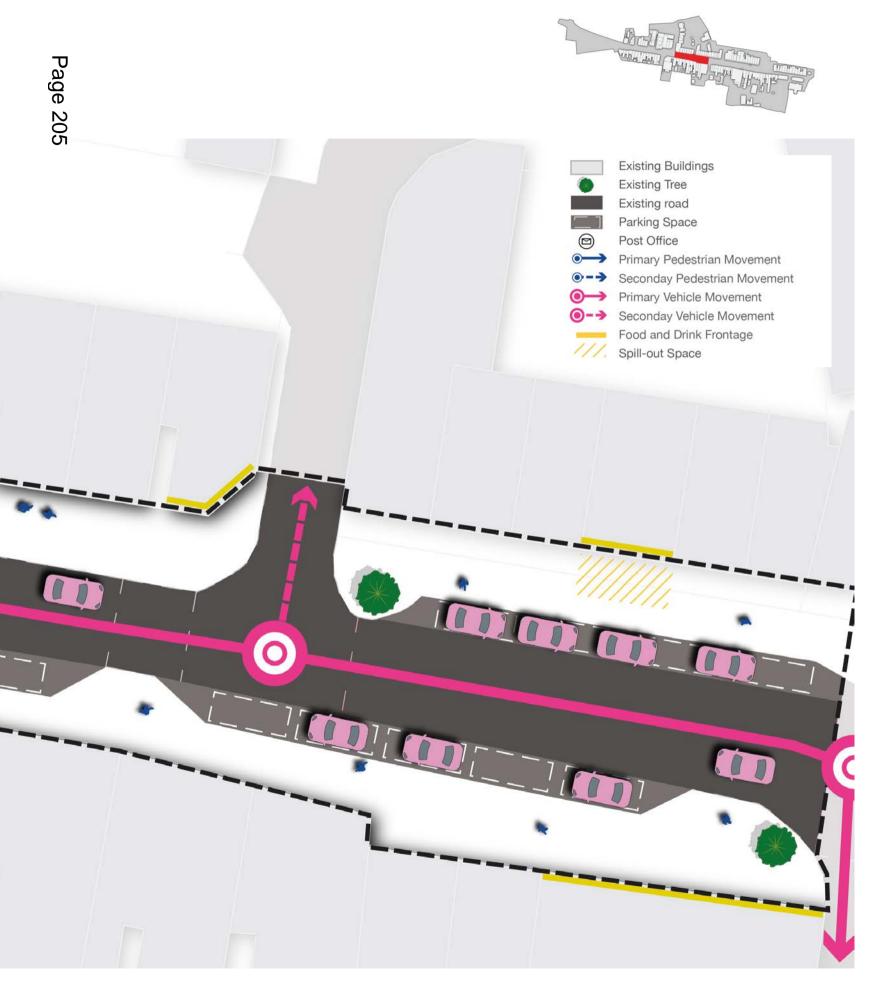
WEAKNESSES AND THREATS

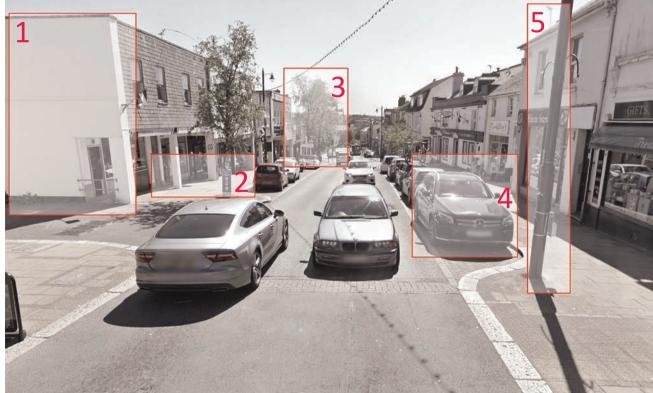
- Blank elevations on entry to the primary high street (1.)
- Variation in widths to pedestrian walkway throughout the high street (2.)
- Existing street tree planting nearing retirement with unsuitable tree pits (3.)
- Vehicular dominated street scene, with high levels of on street vehicular parking (4.)
- Existing lighting strategy standard and cumbersome in its approach (5.)
- Potential traffic diversion to enable road closure

STRENGTHS AND OPPORTUNITIES

- Adequate space available to accommodate active frontage associated with retail (1.)
- Prominent and important views to be emphasised of the Tamar Bridge (2.)
- Contiguous building/retail frontage framing the High Street (3.)
- Use of material change to highlight differences in priority and intended use of the space. Narrowing of the carriageway in specific locations to manage vehicular speed and demarcate entrance points to particular spaces (4.)
- Use of high quality natural stone typical to the character of the area used continuously throughout the street as a constant. Using different heights to establish differing uses for spaces and reinforce hierarchy (5.)









FORE STREET

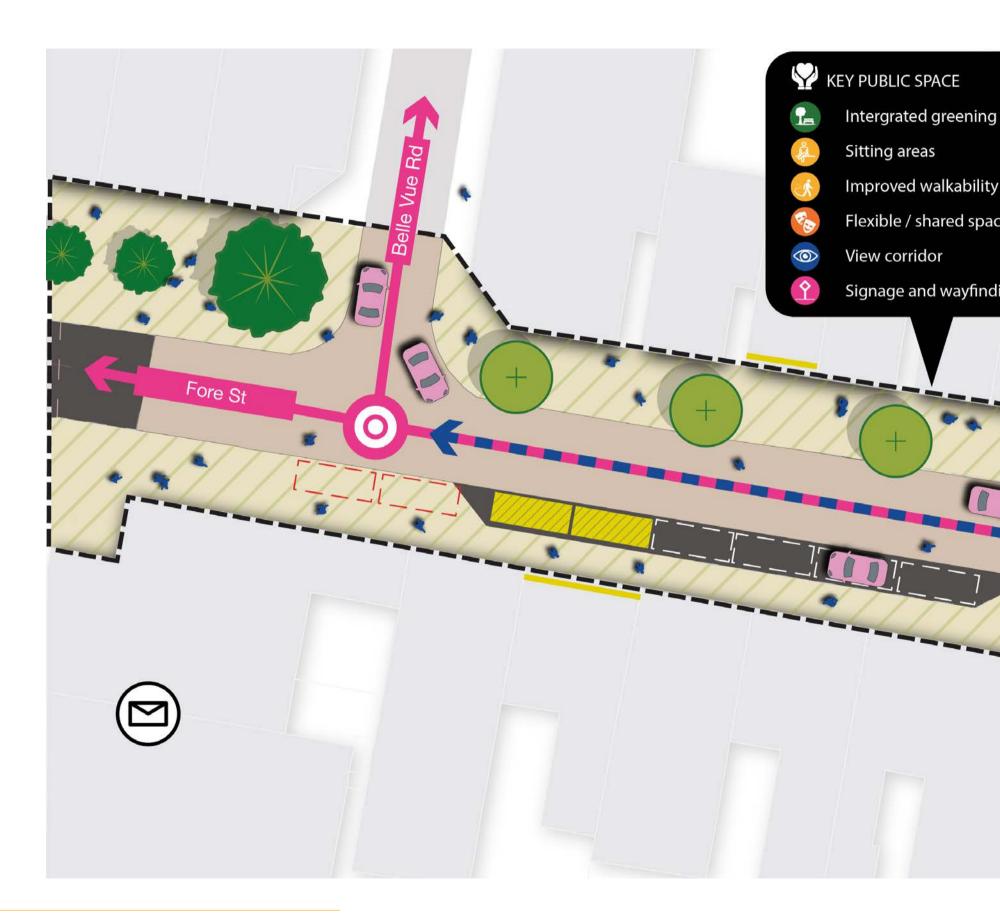
This area of Fore Street has been identified by the community as the key priority for regeneration with the main purpose of creating a vibrant public space that is at the core of the cultural and social life:

NEW TOWN SQUARE

- Fronting Brunel Inn
- Introducing a shared space environment for the whole length of the zone between Belle Vue Road and Culver Street. Option to close part of Fore Street
- Reduction in the number of on-street parking places in order to provide more space for pedestrians / street furniture
- Occasional closure of the whole zone with more frequent closure (say once per week over summer months) for the new 'Town Square'
- Use of 'Tool kit' approach to the space in order to provide incremental improvement of the public realm depending on budget availability see suggestion of 'parklets' where parking spaces once were.
- Integrated, high specification tree planting with large tree pits and root barriers together with suitable permeable paving in order to:
 - Help combat climate change and the urban heat island effect
 - Improve health and well-being
 - Reduce surface water flooding and clean polluted water
 - Boost biodiversity and encourage urban wildlife



Kerb-side Parklet, Dublin









FORE STREET

EXISTING

- On-street parking at both sides of the road
- Minimal greenery
- Vehicle dominated environment

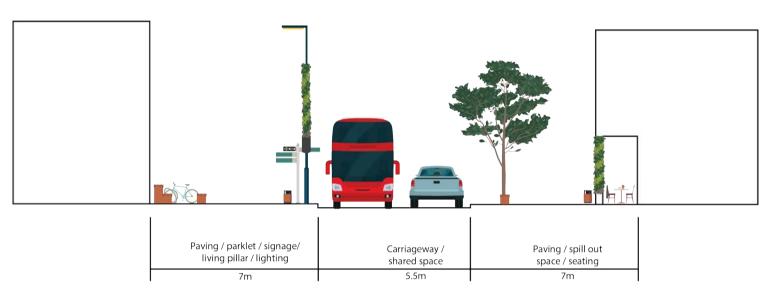
PROPOSED

- Removal of on-street parking on both sides to make room for wider pavements to maximise pedestrian flow and provide more spaces for pop-us uses
- Creation of a central shared square to provide flexible spaces that can accommodate events and larger crowds
- Retain two lane carriageway and shared space surfacing
- Introduce living pillars, parklets and meanwhile uses to activate the public space and increase greening and footfall
- Provide seating spaces

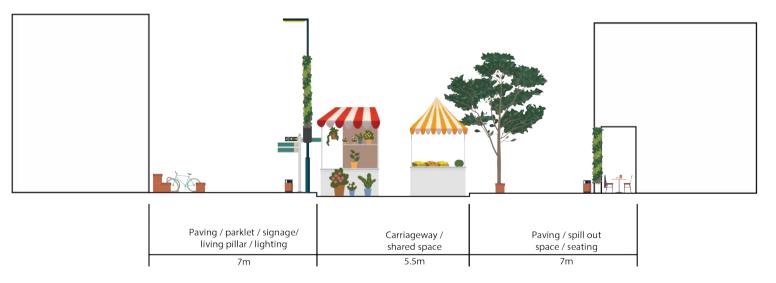
Section AA - Existing

Existing Carriageway / parking

Section AA - Proposed



Section AA - Proposed [Event Day]



FORE STREET

EXISTING

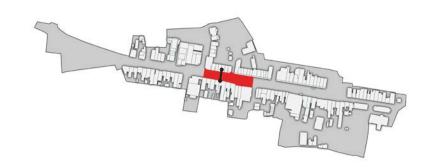
- Two lane road with on street parking on one side
- Narrow southern pavement
- Undefined break-out spaces for buildings encroaching onto the pavement interrupting pedestrian movement

PROPOSED

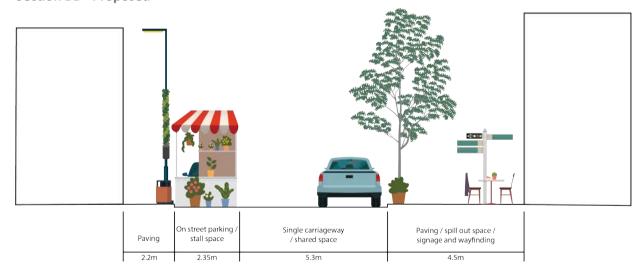
- Creation of a shared space to provide spaces for stalls and prioritise pedestrian movement on event days
- Create a more defensible public space with trees and planters to encourage the use of the space
- Improve / introduce signage and wayfinding posts and greenery
- Two lane carriageway and shared space surface
- Living pillars to bring vertical greening in more constrained locations.







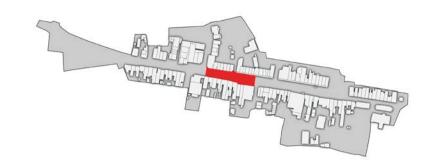
Section BB - Proposed



INTERVENTION AREAS

PROPOSAL

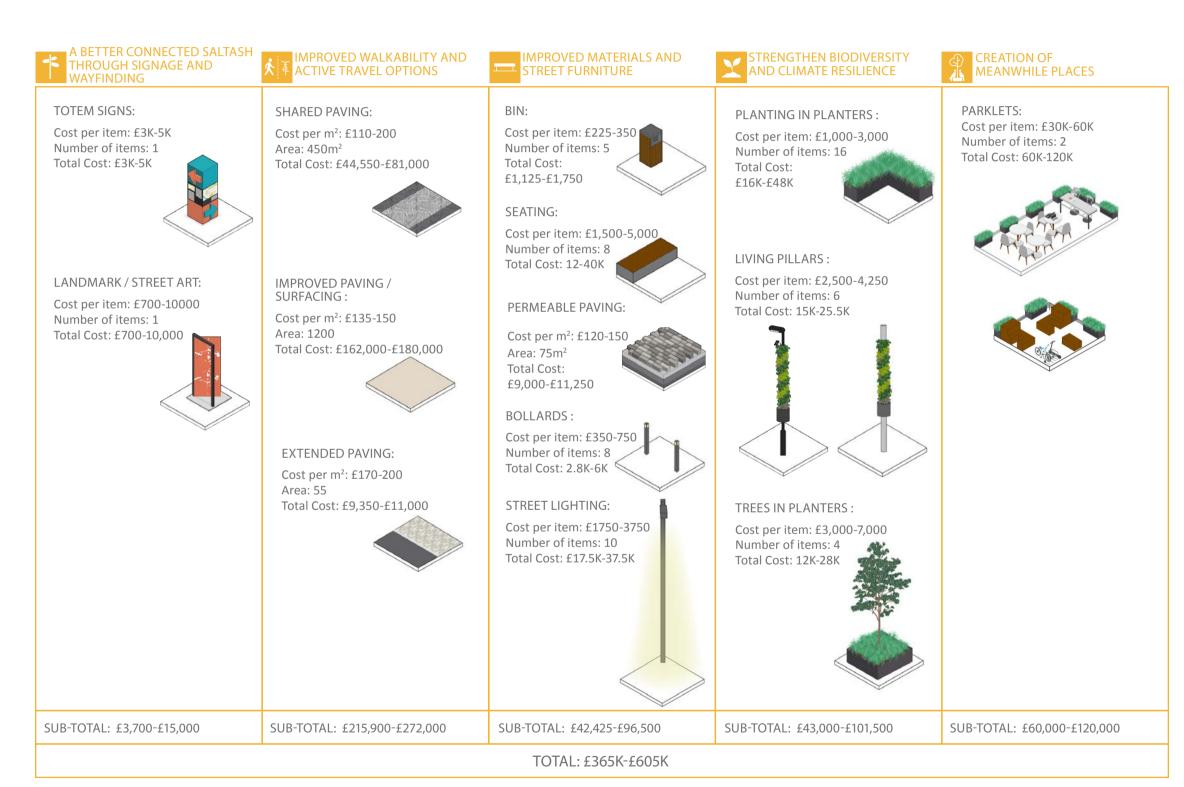
CENTRAL FORE STREET:





CENTRAL FORE STREET - TOOLKIT AND COSTS

Below is an overview of the toolkit applied to Fore Street to obtain the proposed design and the high-level costing associated with it. Further information is provided in the appendix.

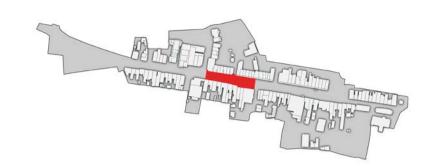


^{*}Please note that these are indicative costs only. Further information about the cost can be found in the Appendix.

INTERVENTION AREAS

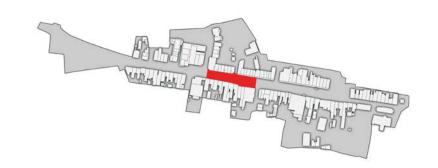
PROPOSAL

CENTRAL FORE STREET: PROPOSED - EVERY-DAY CONDITION





CENTRALFORE STREET: PROPOSED - MARKET SQUARE





INTERVENTION AREAS SWOT ANALYSIS [EXISTING]

VICTORIA GATEWAY (WESTERN GATEWAY)

The analysis highlighting positive and negative aspects of the potential area of intervention:

WEAKNESSES & THREATS

- Vehicular dominated street making it difficult for pedestrians to cross
- Narrow footwalk hazardous for pedestrians
- Residents parking hinders traffic and pedestrian vision
- Corner entry / exit from Park coincides with narrow footwalk
- Four road junction presents a large area of tarmac
- Slow traffic zone with no controlled traffic measures

STRENGTHS & OPPORTUNITIES

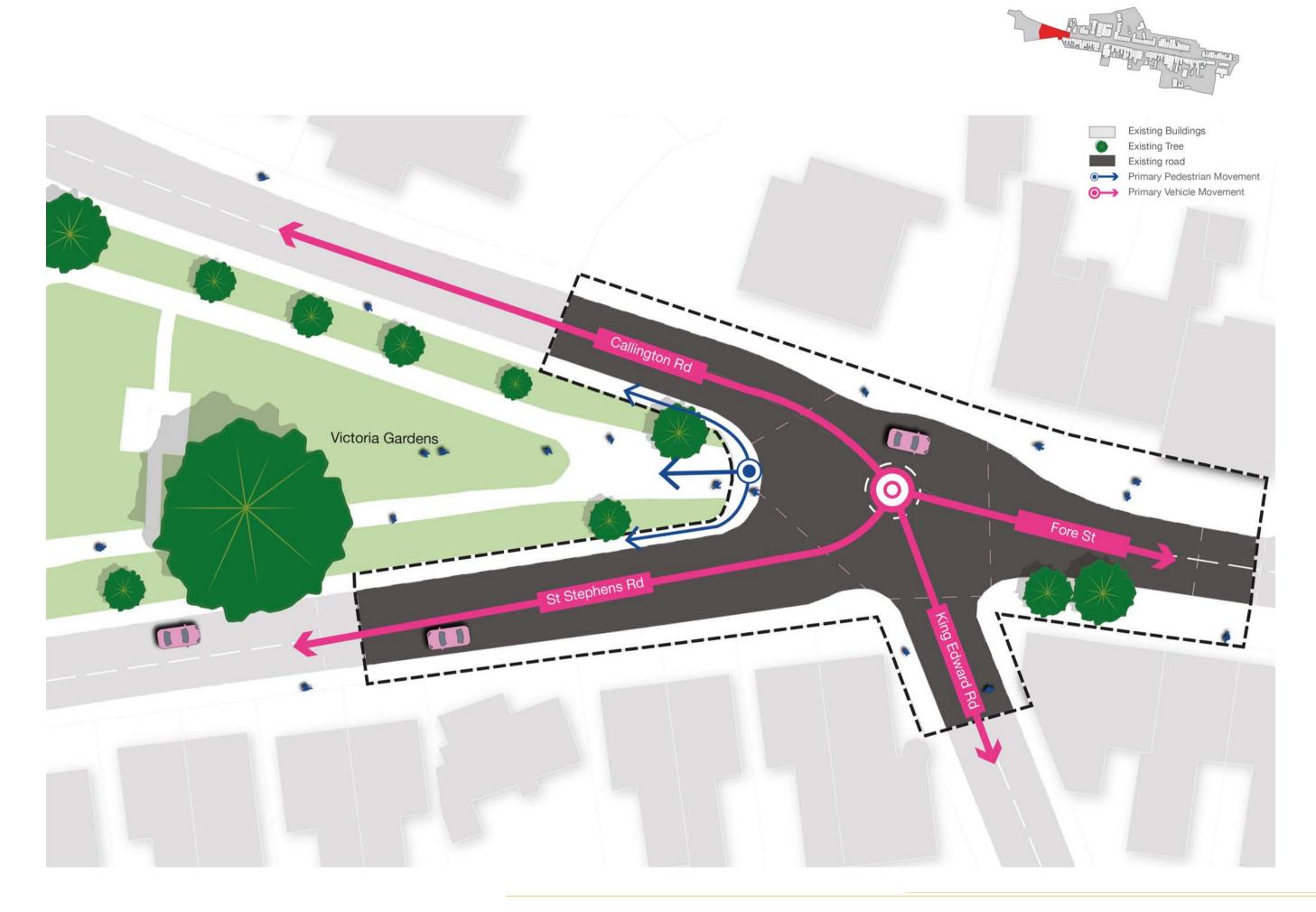
- Shared space 'Gateway' across junction
- New planting at pedestrian level
- Designed in accordance with Streets for People design-code
- Opportunity to better navigate roads for pedestrians to travel from inner saltash to the bay with simplified and consistent signage
- Mature trees inside the park create a focal point and screen to buildings behind
- Opportunity to introduce small retail kiosk and Improved planting within Victoria Gardens
- Prominent historical statue within the park showing heritage











VICTORIA GATEWAY

Victoria Gardens has been identified as the key area for regeneration opportunities by incorporating features that will enhance the area by becoming a more utilised and safe space.

Victoria Gardens is at the far west of Fore Street at the junction of Callington Road, St Stephen's Road, King Edward Road, and Fore Street.

We have referred to Victoria Gardens as a 'Gateway' because the junction defines the zone which leads into the top of Fore Street. It is this area which, we feel should be subject to a different road surface treatment in order to signify the approach to the main shopping street of Saltash and also announce the pedestrian priority environment to the centre as previously described.

Victoria Gardens was laid out over 120 years ago and contains a large iconic Monterey Pine which is approximately 20m tall and around 140 years old. It was planted when the gardens were laid out in 1896 to celebrate Queen Victoria's Jubilee.

The space is often used as part of both the May Fair and Christmas Festivals in Saltash and as such holds a special place in the hearts of those who live in Saltash.

Our proposals focus on the space taken by the junction to the south of Victoria gardens with the suggestion that the entrance which is currently on the corner be altered to allow a small kiosk at the 'point' of the small park - a change which will reinforce the park and also remove the 'entrance' for a potentially hazardous position on the main road junction.

As with the proposals for Central Fore Street we propose:

- A 'shared space' environment to the junction with decreased speed and pedestrian priority with Improved crossing at all streets for better navigations and safety
- Introduce new trees as sight guide into the centre and increase in planting opportunities through street planting and coordinated street furniture at pedestrian level
- Two new entrances to Victoria Gardens facing away from oncoming traffic, close off central entrance, encasing the space for the opportunity to introduce pedestrian interest, e.g. a kiosk or a small slip out space
- The whole space will be designed in accordance with Cornwall Council's Streets for People Design Code
- Continuous materiality creating an improved area of public space leading into the centre
- A simplified and coordinated approach to signage



TOOLKIT AND COSTS

Below is an overview of the toolkit applied to Victoria Gateway to obtain the proposed design and the high-level costing associated with it. Further information is provided in the appendix.



Crossing: £6,400-8,000 mproved Paving/Surfacing £137,700-153,00 Pedestrian Gateway: £7,500-10,000

 Bin:
 £900-1,400

 Geating:
 £6,000-20,000

 Street Lighting:
 £14,000-30,00

 Permeable Paving:
 £27,600-34,50

 Bollards:
 £4,200-9,000

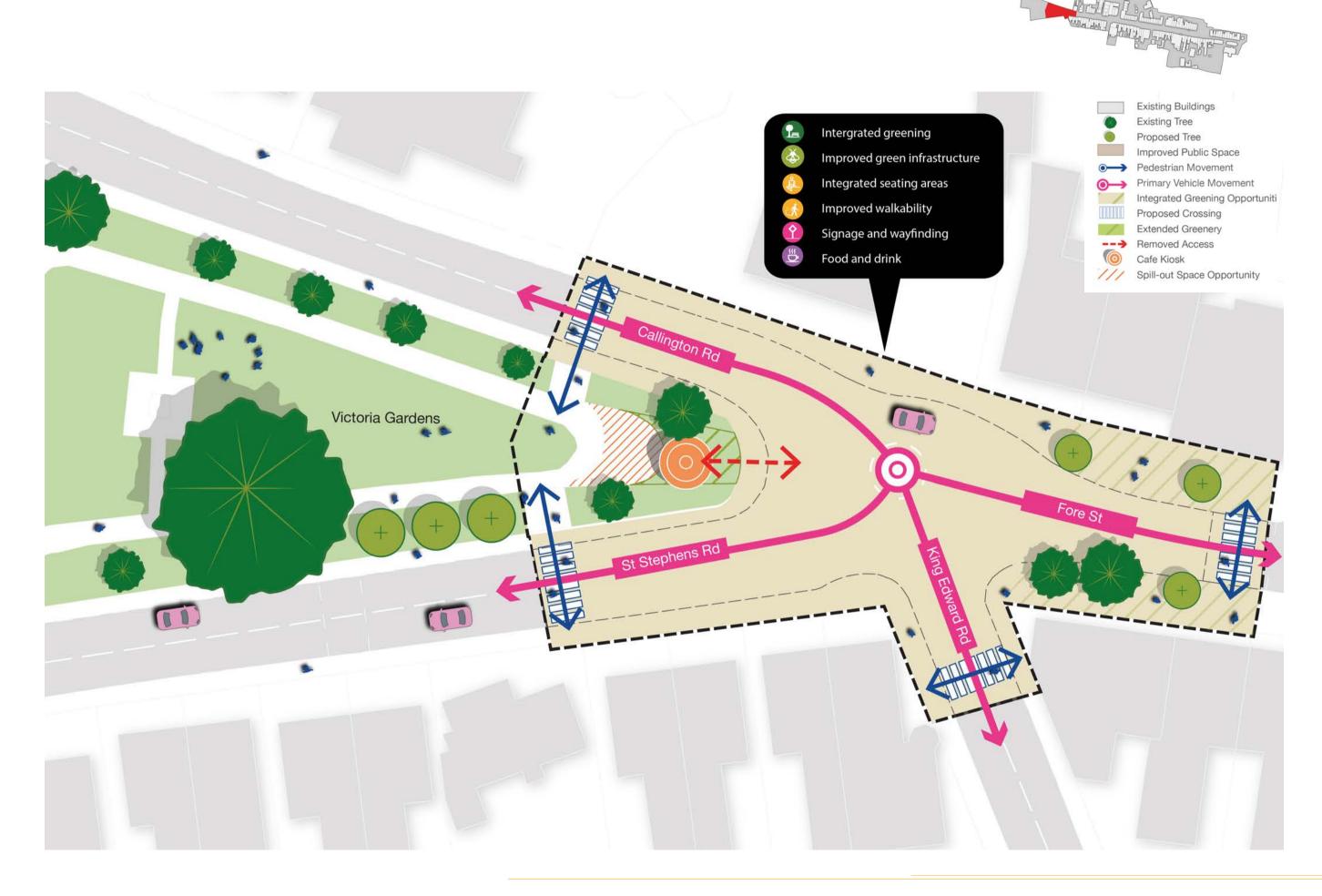
Planting in Planters: £4,000-12,000
Living Pillars: £15,000-25,500
Tree in Soil: £3.000-18.000

Pop-up Cafe: £20,000-40,00

TOTAL COST: £248K-378k







INTERVENTION AREAS SWOT ANALYSIS [EXISTING]

BRUNEL GATEWAY (EASTERN GATEWAY)

The analysis highlighting positive and negative aspects of the potential area of intervention:

WEAKNESSES & THREATS

- Area used more like a place to pass through rather than a place to use
- Vehicle dominated space with Fore St, Lower Fore St, North Street and the A38 conjoining at a singe point
- Unpleasant atmosphere at 2 crossing points with lack of consistent signage for pedestrians
- Lack of cycle provision
- Public space / planting hidden asset

STRENGTHS & OPPORTUNITIES

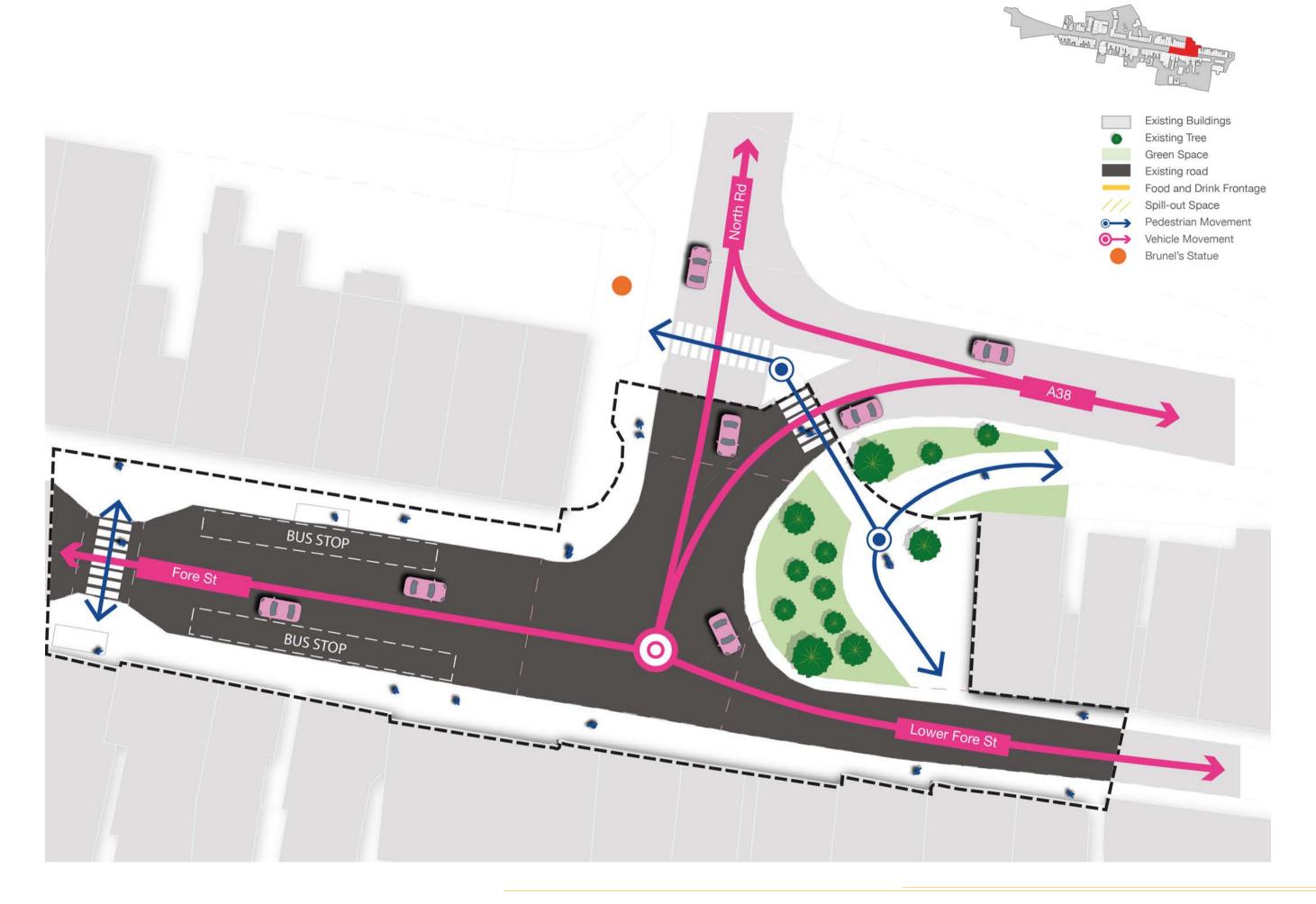
- Primary gateway into Saltash through the A38 / Tamar Bridge and the centre
- Potential new location for Brunel's bust?
- Good public transport connectivity and connection to the waterfront through Lower Fore St
- Create a shared space gateway across the junctions for improved crossing for pedestrian and better navigation if vehicles
- Opportunity to relocate Brunel's bust for better visibility for local heritage
- Improve the driving experience into Saltash by creating a gateway with clear signs into Saltash
- A hub for activity or a breakout space, cycle stands and or a shared space; a great place for cyclists' café The Cycle Hub!











KEY INTERVENTION AREA PROPOSAL

BRUNEL GATEWAY

The area of Brunel Gateway covers the existing road junction off the A38 slip road leading to Fore Street and Lower Fore Street. Also included is the small public space defined by dense planting and the Merkur Slots retail unit (now closed) in Brunel House. There is a pedestrian crossing point which links the public space with the position of Brunel's bust which sits in a small space set back from the foot-walk over looking the road and rail bridges.

This space has many challenges as set out on the previous page. Our intention is to reduce the amount of planting which currently provides more of a screen to the space and to change the position of the pedestrian crossing making it more of a continuation of the pedestrian route down the north side of Fore Street creating a vibrant public space with improved walkability for pedestrian and active travel options for cycles and vehicular transport.

The whole junction will be subjected to a similar shared space surface treatment in order to reduce traffic speeds and improve pedestrian space.

In the same way as Victoria Gardens junction we propose:

- A 'shared space' Gateway environment to the junction with decreased speed and pedestrian priority.
- Reinvigorating a 'forgotten' public space ideal location for small events or a cafe or a cyclists 'hub'
- Appropriate planting and coordinated street furniture at pedestrian level; perhaps also a more suitable position for the bust of Brunel.
- The whole space will be designed in accordance with Cornwall Council's Streets for People Design Code
- A simplified and coordinated approach to signage

Signage is particularly important to allow Saltash to display appropriately design and coordinated signs which attract rather than confuse those approaching from the A38.



TOOLKIT AND COSTS

Below is an overview of the toolkit applied to Brunel House Gateway to obtain the proposed design and the high-level costing associated with it. Further information is provided in the appendix.



 Shared Paving:
 £49,500-90,000

 Crossing:
 £1,600-2,000

 mproved Paving/Surfacing
 £135,000-150,00

 Extended Paving:
 £37,400-44,000

Bin:£900-1,400Seating:£12,000-40,00Street Lighting:£17,500-37,500Bollards:£3,500-7,500

 Greenwall:
 £11,250-16,250

 Planting in Planters:
 £12,000-36,000

 SuDS and Planting:
 £75,000-125,000

 Living Pillars:
 £15,000-25,500

 Tree in Soil:
 £5,000-30,000

 Tree in Planter:
 £12,000-28,000

OTAL COST: £391.5K-643







INTERVENTION AREAS SWOT ANALYSIS [EXISTING]

ALEXANDRA SQUARE CARPARK

STRENGTHS

- Connection with existing church and memorial square that could be enhanced (1)
- Saltash Peace Garden is a well maintained space opposite the Historic Centre (Church, museum, memorial square...) with views towards Tamar Bridge that could be enhanced (2)

WEAKNESSES

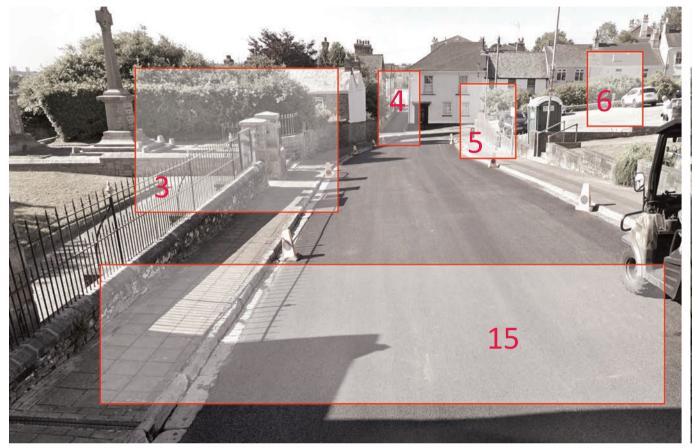
- Disconnect between existing memorial and pedestrian activity (3)
- The entrance through Station Road is a weak point for car visibility. Poor quality way finding and connectivity to the train station. (4)
- Steep gradient. Level change between carriage way and car park. (5)
- Under utilised space, lack of landscaping features and poor quality pedestrian entrance. Large tarmac space. (6)
- Lack of vegetation in most of the site. Large tarmac space (7)

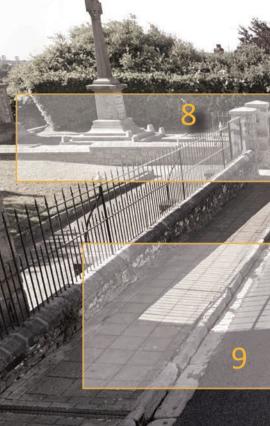
OPPORTUNITIES

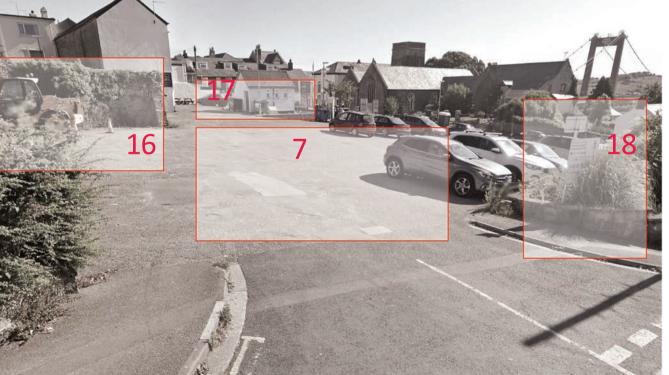
- Potential to open up the existing memorial and extend the site (8)
- Access: Potential to become the water access point and to enhance the pedestrian entrance implementing a way-finding strategy to create clarity of connections and routes (9)
- Utilise level change to edge of car park to create a temporary event space and amphitheatre seating (10)
- Downgrade/close the carriageway and upgrade materiality. Shared space street that provides a pedestrian priority and encloses a proposed memorial square. (11)
- Option to close the road on the right side of Alexandra Square. There should be a clean connection with the Train Station and the existing public gardens. (12)
- Potential for a modest residential scheme. The north side could also be a green area. Car park could be more efficient and re-organised. (13)
- Public realm features implementing high quality place making principles (14)

THREATS

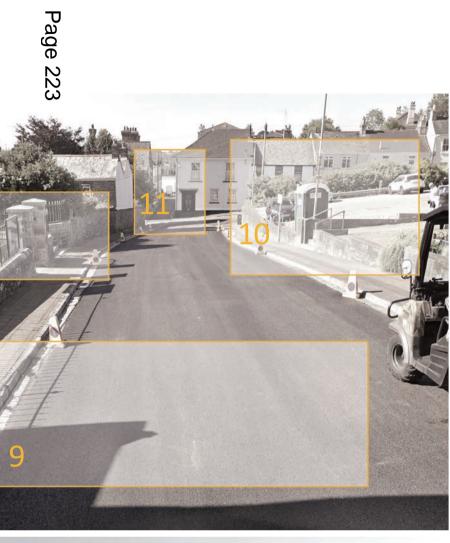
- Dominant carriageway currently occupying high speed traffic as it turns from Lower Fore Street (15)
- Lack of natural surveillance. Blank elevations on entry to carpark. (16)
- No visual connection to existing gardens. The site becomes hidden on entry. (17)
- Poor quality vegetation and landscape feature at entrance of space. (18)

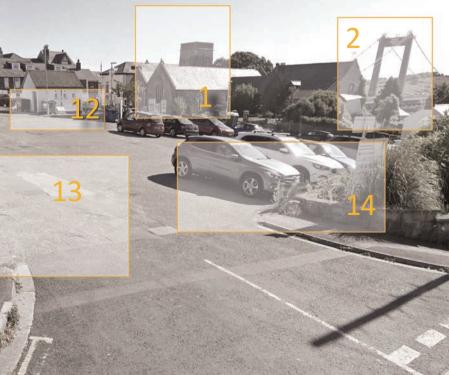














KFY INTERVENTION AREA **PROPOSAL**

ALEXANDRA SOUARE

An area of huge potential. Alexandra Square was originally the Market Square for Saltash. Although slightly 'removed' from Fore Street, the space is adjacent to the Guildhall and opposite the Church, War Memorial and Museum. It is the Civic Centre of Saltash.

We propose the extension and improvement of the Peace Gardens creation of new public green space and informal amphitheatre with stage and partial closure of Station Road to create a new public square.

Alexandra Square is also close to the Rail Station. We feel that this area could be developed to provide far more to the public realm than it currently does. The Peace garden is currently cut off with access to the car park and Station road on three sides; this could be improved with access to the car park restricted to toe entrance off Albert Road.

We also propose that Station Road could, on occasion be closed to allow summer concerts / performances to take place in the Square. This might involve the creation of a terraced area of grass to allow an audience to view both a temporary stage as well as taking in the view of the Tamar and the historic bridges. It is an ideal spot.

Obviously there will be a reduction on parking numbers so traffic surveys will need to be carried out to determine whether or not a reduction in parking spaces is feasible. There was opposition from the public during the consultation exercise however this reaction is to be expected whenever any reduction in available parking is suggested.

NEW TOWN SOUARE

- Ability to close Station Road when performances are taking place
- Retain access to parking behind shops
- Creation of a new hard surface Remembrance Square fronting the War
- Access to car park retained off Albert Road
- Parking spaces limited to upper level make more room for a social green
- Terraced sitting steps fronting stage area a shared space of events
- Existing memorial garden extended and re-landscaped the west
- Improved in signage and way-finding between spaces to and from the train station



TOOLKIT AND COSTS

Below is an overview of the toolkit applied to Alexandra Square to obtain the proposed design and the high-level costing associated with it. Further information is provided in the appendix.









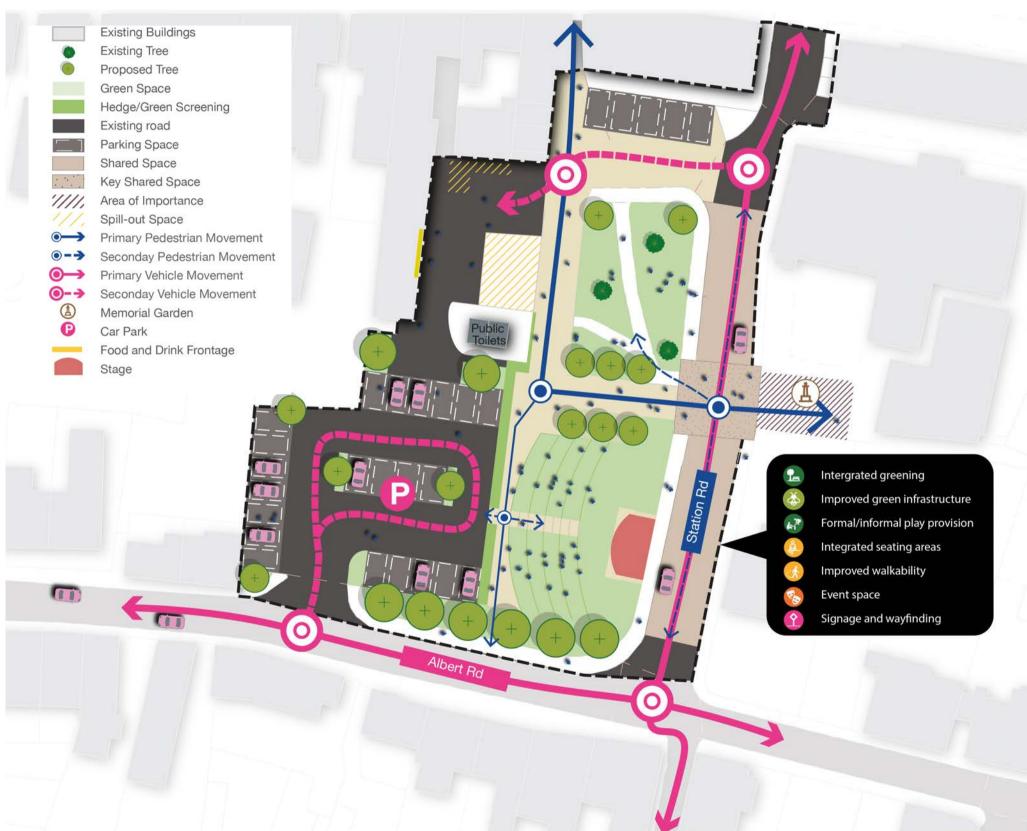


- Improved paving/surfacing for pedestrian movement and accessibility









INTERVENTION AREAS SWOT ANALYSIS [EXISTING]

BELLE VUE ROAD CARPARK - EAST

STRENGHTS

• Wonderful views across to the Tamar. Easy vehicle access from high street.

WEAKNESSES

- Sloping site but not excessive. Large Tarmac surface with no prominent vegetation
- Lack of way-finding or pedestrian access makes the site hidden from Fore Street

OPPORTUNITIES

- Additional pedestrian access could be gained via Hemsley Fraser courtyard
- Potential for high quality landscaping strategy to enhance views towards the Tamar river
- Introduce new vegetation and seating areas by revisiting the car park layout and achieving a more efficient parking strategy

THREATS

• It is too close to A38? Noise issue? There could also be difficulties opening a pedestrian access through Hemsley Fraser courtyard



Legend:

Existing Buildings **Existing Tree Existing Greenery** Parking Spaces

Vehicle Movement



BELLE VUE ROAD CAR PARK - EAST

PROPOSED INTERVENTION

- Increase pedestrian permeability
- Increase planting but not restrict views out
- Terraced planting between upper and lower levels
- Reduced parking spaces in order to increase green areas
- Solar canopy / EV charging potential

TOOLKIT AND COSTS

Below is an overview of the toolkit applied to Alexandra Square to obtain the proposed design and the high-level costing associated with it. Further information is provided in the appendix.

 Signage:
 £900-5,000

 Improved Paving/Surfacing
 £162,000-180,000

 Bin:
 £675-1,050

 Street Lighting:
 £17,500-37,500

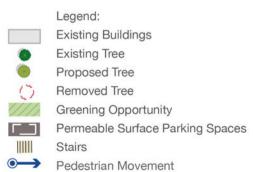
 Permeable Paving:
 £99,600-124,500

 Bollards:
 £700-1,500

 SuDS and Planting:
 £40,500-67,500

 Tree in Soil:
 £8,000-48,000

 TOTAL COST:
 £330K-465K



Vehicle Movement



PRECEDENT PLACES

BRIEF SUMMARY PRECEDENT IMAGES









Precedent: Calvados-Honfleur Business Park by La Compagnie du Paysage



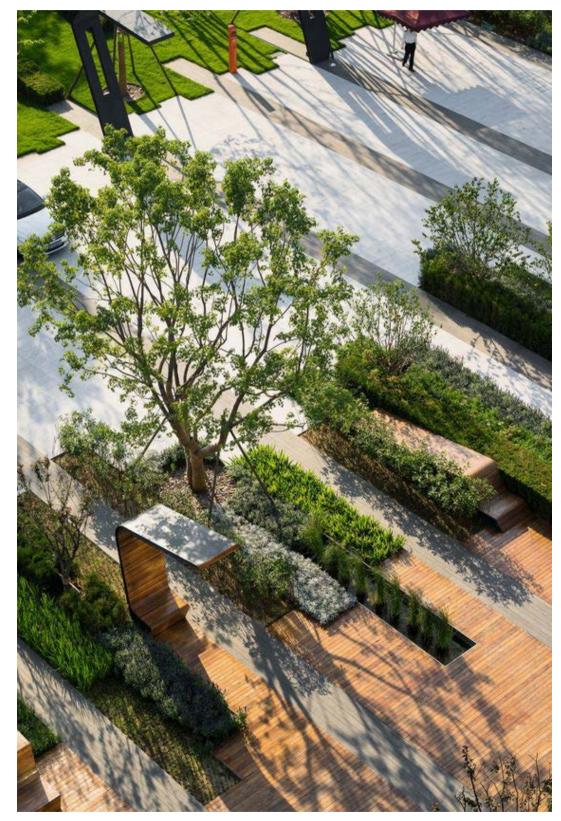
Precedent: CityDeck, Stoss



Precedent: Gallery of The Planting Terrace, Mozhao Architects

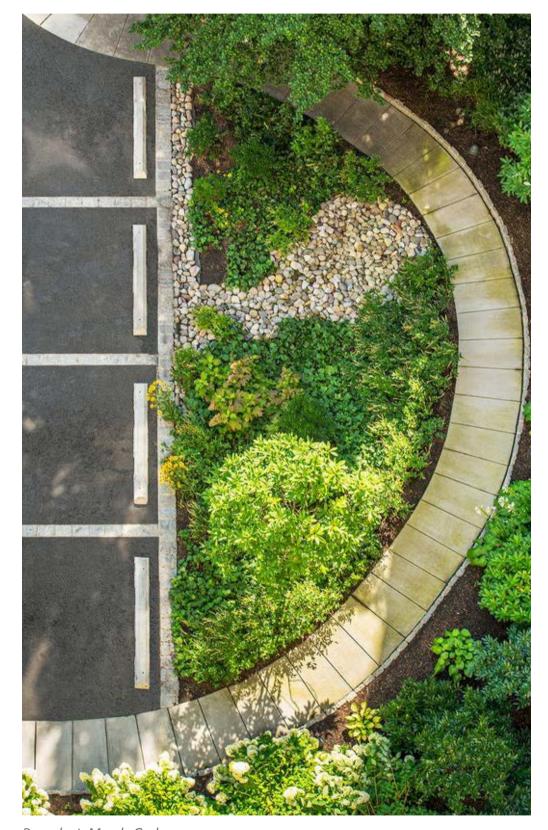


Precedent: High Line, NY



Precedent: Beiqijia Business Technology District

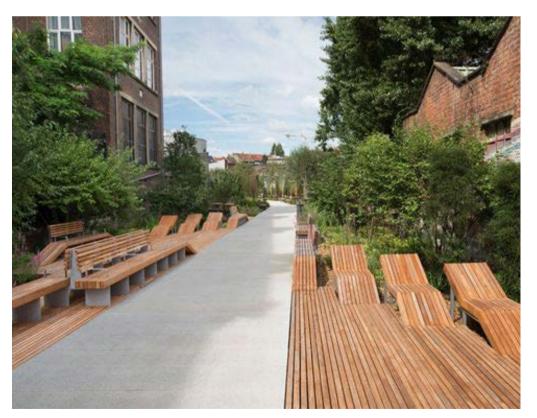
BRIEF SUMMARY PRECEDENT IMAGES



Precedent: Moody Graham



Precedent: Solar Canopy car park



Precedent: Parc de la Senne by La Compagnie du Paysage



Precedent: Permeable surfaces



Precedent: 18th Avenue, Vancouver



Precedent: Jericho Glitman

SUMMARY & CONCLUSIONS

COMMUNITY GREEN SPACE PROJECT CONCLUSION

SUMMARY

From the Stakeholder Consultation event (April 2023) the Public Consultation event (June 2023) and the subsequent on-line campaign, the following conclusions were established:

Surveys were received from 221 people mostly from 'older' age groups. The largest group were between 64 and 74.

Among the responses regarding Fore Street a clear majority of people favoured:

- A regular market
- More greening
- Dedicated events space
- New Town Square
- Making signage 'simple'

Within Alexandra Square there was a preference for:

- More green space
- A public square
- Enhancing the peace gardens

44% did not approve of the potential closure of Station Road and the loss of parking was also a concern among many respondents.

In speaking to people at the stakeholder and public events it was clear that Saltash needed (as well as a new public space) a parking strategy which reflected the specific needs of Saltash such as:

- Free parking for 1hr (also suggested by many respondents)
- A pricing structure with encouraged short term use but not long term use (avoiding Saltash being a 'park and ride' for Plymouth)
- A residents parking scheme

Local traders favoured a Saturday market rather than one on a Sunday (when all the shops are closed)

There were comments from traders regarding loading and unloading - any restrictions should not effect servicing of shops.

As the feasibility study moves towards completion we should assess potential costs against the funds which may be available.

Current (high level) costs are assessed as:

• Alexandra Square: £1,380,000

• Eastern Gateway: £758,000

Victoria Gateway: £551,000

Central Fore Street: £856.000

From our discussion with the Saltash Town Team the priority preference is:

- 1. Central Fore Street
- 2. Eastern Gateway alone (excluding Victoria Gardens)
- 4. Alexandra Square
- 5. Belle Vue East

However, it is clear that the level of funding potentially available will not fund even the most modest of the interventions which we have investigated.

We have, however provided an approach which can be 'designed to cost' in the form of the'Toolkit' which has been developed by The Urbanists. The series of physical interventions are illustrated on page 38 & 39 and form a 'menu' of street furniture ranging from parklets, street lighting, planting and also including various surface treatments. These are accompanied with high-level costs in order that a design approach can be costed to suit an available budget.

The possibility of having a trial area of 'parklets' and market stalls within central fore street was discussed with the Town Team - this would be a good strategy to allow people to get used to the idea and would also allow an incremental approach to any of the interventions described in this document.

An increased number of pedestrian crossings was also requested along with the suggestion that the length of Fore Street (and wider) should be subject to a 20mph speed limit. This is Probably a Cornwall Council decision but liaison with CC should be established by STC.

Small scale interventions may be allowed under Permitted Development - please see Appendix.

The tool-kit approach will form 'kit of parts' each with a price tag. High level costs against each toolkit element are now included in this document.

Funding availability:

- Shared Prosperity fund
- Community levelling up fund
- Rural fund (Saltash does not qualify)

Other funding sources mat become available.

It is estimated that around £200k might be available (plus S106 money). Levelling up fund has to be spent by March 2025.

We also understand that Section 106 money could be available - approximately £190,000 $\,$

The feasibility study and accompanying documents will be made available to the Town Team for review at the end of August.

We anticipate that a further, detailed set of proposals will be required before an application can be submitted to the LA for the preferred location of the Community Green Space.



Sketchbook: February 2023

APPENDICES

TRANSPORT & HIGHWAYS REPORT TRANSPORT STUDIES

Introduction

This Section seeks to consider not only opportunities for each study area but to also identify constraints and then put forward mitigation options. To avoid repetition, this Section should be read alongside other earlier Sections where before and after schemes are presented.

General

From a general scheme perspective, we first looked at whether there were a particular range of accidents occurring within the study area that might need addressed as part of the overall scheme. To do this we used the Crashmap database for the study area which over the last 5 years shows only 7 slight accidents all of which were minor driver errors (this does not include 'near miss' or unreported accidents).

An opportunity is to make Fore Street a 20mph zone with gateway features the main accesses with change of colour / texture and appropriate signage, supported by signage at side roads only. This opportunity is presented below.



Two other opportunities are rationalisation of road signage across the whole study area, which will need be to be agreed with the County Council and the introduction of heads-up wayfinding signage at key locations to assist pedestrian movement.

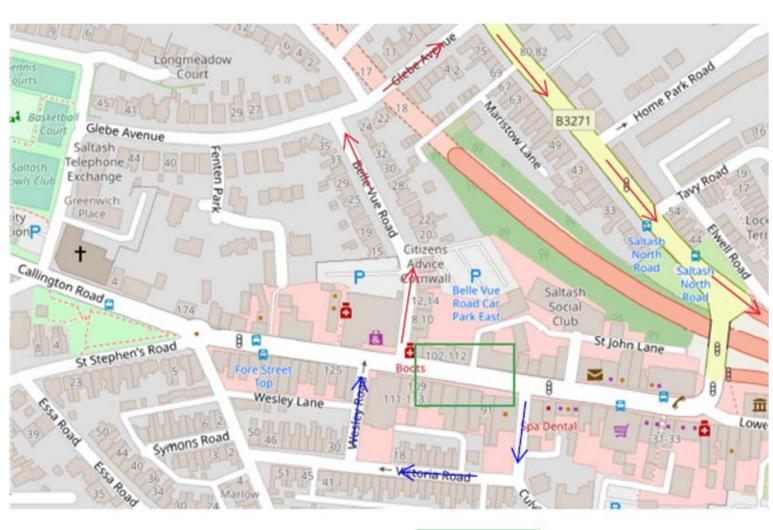


Central Fore Street

Many opportunities arise here, reduced on-street parking, improve public realm and more. This area provides a great opportunity create shared space around junctions or possibly between junctions from the zebra crossing east of Culver Road to west of Belle Vue with the possibility of introducing an additional zebra crossing between Belle Vue Road and Wesley Road to capture the extents of the opportunity area. The chosen shared space could have no visible or minor visible change in footway/carriageway levels. This could be coupled with sympathetic highway texture / colour changes / highway delineation via channel lines. The constraint to closing this area is disruption to through traffic and buses.

To mitigate against any disruption both cars and buses need alternative routes. An initial review of alternatives routes are shown below. However, discussion with bus companies will need to be undertaken.

In a westbound direction, to assist with bus turning movements there will be the need to introduce temporary parking restrictions on Culver Road, Victoria Road by the Culver Road junction, Victoria Road by the Wesley Road junction and the length of Wesley Road by the Victoria Road junction.





Gateway and signage

TRANSPORT & HIGHWAYS REPORT TRANSPORT STUDIES

Eastern Gateway (Brunel House)

The first option here was to reconfigure the traffic lights to reduce extent of carriageway and simplify pedestrian routes. However, this junction requires the current layout to maximise highway capacity and to prevent disruption of the A38 caused by the potential backing up of traffic.

As discussed, and shown above, this area provides the perfect opportunity to introduce a gateway feature which could be combined with the bus stops and leading to the existing raised table across Fore Street.

In addition, there is the opportunity to discuss rationalisation of signage with the County Council as well as removal of existing guard railing to create more space and reduce clutter.

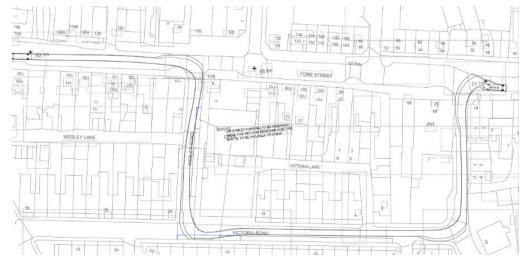
Western Gateway (Victoria Gardens)

In considering design options in this location, a number of things were considered including whether the whole mini-roundabout design could be reduced in size to provide more pedestrian space. However, swept path analysis of vehicles using the roundabout showed that this would not be possible.

This study are does provide the opportunity to introduce a number of new pedestrian crossings (potentially in the form of zebra crossings) across all 4 arms of the junction. A crossing across Fore Street could form part of the aforementioned Gateway features.

Alexandra Square Car Park

The option of reducing car parking spaces in this location was, based on car park usage evidence, considered to be appropriate without exacerbating on-street parking on surrounding streets. Within the car park there could be some directional signage to other car parks should this one be full. However, the option to maintain two access points is supported so that traffic levels and turning movements on Albert Road are not unnecessarily increased.



Swept Path for bus diversion around central Fore Street.

The potential for Station Road to be occasionally closed has been explored, with Albert Road (and routes leading to it) and Culver Road as well as others providing suitable temporary diversion routes

Belle Vue East Car Park

The option of reducing car parking spaces in this location was, based on carpark usage evidence, considered to be appropriate without exacerbating on-street parking on surrounding streets. Within the carpark there could be some directional signage to other carparks should this one be full.

Gateways and Clutter

Full width buff coloured road surface at primary entry points possibly with 20mph roundel inset.

Of course, it is suggested that Fore Street becomes a 20mph zone. As such signage will be required with options including but not limited to those shown right. What must be considered is that the 20mph signs do no need to be set at a certain height so they could be mounted on a planters or other street furniture.

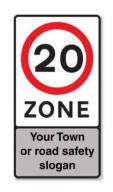
Two examples of a potential side road treatments, using granite set and buff coloured surface treatment (optional) are shown right.

It is acknowledged that there are parts of Fore Street and its approaches that have an array of signs not always on the same post which can cause confusion for motorists, this is particularly relevant to the A38 slip road from Plymouth and the eastern end of Fore Street.

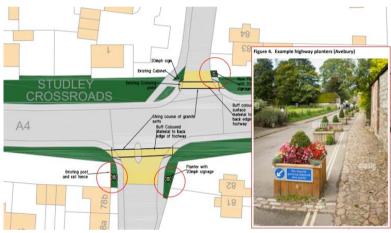
It is recommended that discussions are held with the County Council to identify how a more legible signage scheme might be delivered.



20mph signage options









TRANSPORT & HIGHWAYS REPORT PARKING DATA

Parking Statistics for Saltash Carparks

In order to determine whether a slight reduction in the number of parking spaces might be possible we have requested parking statistics from Cornwall Council.

The time periods covered are 2018 - 19 and 2019 - 20. Later years were deemed unrepresentative due to the COVID 19 lock-down measures which had a significant effect on trading and vehicle movements across the UK.

Unfortunately, Cornwall Council have confirmed that they don't have any finer detail available regarding daily figures. We, are therefore unable to obtain a true reflection of day to day use.

All we can recommend is that Saltash Town Council commission a traffic survey which will more accurately capture day to day and hourly use of each of the four main carparks as well as the spaces down Fore Street. With this data Entran can then recommend how many spaces might be removed whilst still maintaining an adequate level of parking to support the traders of Fore Street.

Saltash - Car Park Usage 18/19

Belle Vue East

	1 hr (£0.50)	2hrs (£1.60)	3hrs (£3.20)	4hrs (£4.40)	24hrs (£4.80)	Total	Ave. Usage / Day
April	553	136	59	15	116	879	29
May	475	173	55	14	121	838	27
June	502	189	58	23	133	905	30
July	503	189	49	12	133	886	29
August	512	180	67	29	154	942	30
September	393	126	36	7	122	684	23
October	554	171	50	25	56	856	28
November	412	132	31	19	122	716	24
December	659	183	59	14	110	1025	33
January	373	136	44	12	135	700	23
February	374	142	32	15	132	695	25
March	414	158	43	19	178	812	26
	5724	1915	583	204	1512	9938	27

Belle Vue West

	1 hr	2hrs	3hrs	Total	Ave. Usage /
	(£0.50)	(£1.60)	(£3.20)	TOLAI	Day
April	2755	596	109	3460	115
May	1506	362	83	1951	63
June	3063	671	147	3881	129
July	2927	597	104	3628	117
August	1928	446	89	2463	79
September	3461	764	171	4396	147
October	3510	761	139	4410	142
November	3277	711	144	4132	138
December	1928	421	90	2439	79
January	2276	566	113	2955	95
February	1788	455	106	2349	84
March	3180	696	160	4036	130
	31599	7046	1455	40100	110

Culver Road

	1 hr (£0.50)	2hrs (£1.60)	3hrs (£3.20)	Total	Ave. Usage / Day
April	4809	961	191	5961	199
May	3215	665	141	4021	130
June	3230	740	169	4139	138
July	3825	867	188	4880	157
August	3086	723	167	3976	128
September	3365	716	139	4220	141
October	3792	730	154	4676	151
November	1886	389	85	2360	79
December	977	227	53	1257	41
January	2004	398	102	2504	81
February	2857	656	131	3644	130
March	3490	762	198	4450	144
	36536	7834	1718	46088	126

Alexandra Square

	1 hr (£0.50)	2hrs (£1.60)	3hrs (£3.20)	4hrs (£4.40)	24hrs (£4.80)	Coaches p/h (£1.50)	Coaches 24 hrs (£10.00)	Total	Ave. Usage / Day
April	1318	490	71	26	69	4	0	1978	66
May	1384	501	81	25	127	5	0	2123	68
June	1330	483	102	25	162	1	0	2103	70
July	1304	444	77	22	130	0	0	1977	64
August	1518	605	93	26	131	3	0	2376	77
September	1251	441	73	26	108	1	0	1900	63
October	1471	586	91	33	133	1	0	2315	75
November	1083	405	43	30	101	0	0	1662	55
December	1539	551	90	34	63	4	0	2281	74
January	1171	420	53	25	105	2	0	1776	57
February	1095	406	61	25	84	2	0	1673	60
March	1431	526	101	35	197	2	0	2292	74
	15895	5858	936	332	1410	25	0	24456	67

One of the most common complaints among the residents we spoke to during the public consultation was how the pricing structure within the four carparks acts as a disincentive to those wishing to use their car and shop in Saltash.

The current price structure is such that one pays for the first hour with the cost rising from £1:00 to £4.80 for 4 hours. For little more (£6:00) one can park for 24 hrs.

This type of price structure has several consequences:

- People tend to be drawn to the free parking on Fore Street before trying the carparks
- The low price of 24 hr parking encourages use of Saltash as a 'park and ride' for Plymouth

A free period of 1hr would go a long way to freeing up Fore Street from those hunting for 'free' spaces and a sensible price for over 4 hours would be a disincentive to those who leave their car in order to travel into Plymouth. For example a day rate at Bristol Parkway is around £9:00. A change in the pricing regime as described above would be greatly beneficial to local traders.

Saltash - Car Park Usage 19/20

Rel	عاا	\/	ΠÞ	Fa	ct

Delle vue Las	, ,							
71 SPACES	1 Hr	2 Hrs	3 Hrs	4 Hrs	24 Hrs	Weekly	Total	Ave. Usage / Day
	£0.50	£1.60	£3.30	£4.50	£4.90	£29.69		
April	365	129	39	17	134	0	684	23
May	425	151	55	21	158	2	812	26
June	343	154	50	30	171	1	749	25
July	399	149	38	18	175	0	779	25
August	254	85	28	20	117	0	504	16
September	42	21	8	7	79	0	157	5
October	45	36	13	16	88	0	198	6
November	88	199	23	18	86	0	414	14
December	0	779	44	15	133	0	971	31
January	0	530	74	26	158	0	788	25
February	0	581	47	25	176	2	831	30
March	0	227	17	17	93	1	355	11
	1961	3041	436	230	1568	6	7242	20

Income= £12,465

Belle Vue West

belle vue we	.50				
45 SPACES	1 Hr 2 Hrs		3 Hrs	Total	Ave. Usage / Day
	£0.50	£1.60	£3.30		
April	3291	719	131	4141	138
May	3490	726	143	4359	141
June	3191	802	169	4162	139
July	3612	809	160	4581	148
August	3100	783	134	4017	130
September	3261	783	150	4194	140
October	3277	791	178	4246	137
November	0	2878	122	3000	100
December	0	3279	149	3428	111
January	0	2086	107	2193	71
February	0	880	46	926	33
March	0	2615	51	2666	86
	23222	17151	1540	41913	114

Culver Road

70 SPACES	1 Hr	2 Hrs	3 Hrs	Total	Ave. Usage / Day
	£0.50	£1.60	£3.30		
April	2620	537	118	3275	109
May	3281	766	219	4266	138
June	3189	732	226	4147	138
July	3070	629	162	3861	125
August	2156	483	113	2752	89
September	2447	529	146	3122	104
October	2335	527	118	2980	96
November	0	1167	70	1237	41
December	0	1304	63	1367	44
January	0	1171	63	1234	40
February	0	1221	99	1320	47
March	0	1919	51	1970	64
	19098	10985	1448	31531	86

Alexandra Square

64 SPACES	1 Hr	2 Hrs	3 Hrs	4 Hrs	24 Hrs	Comm.	Comm. 24 Hrs	Weekly	Total	Ave. Usage / Day
	£0.50	£1.60	£3.30	£4.50	£4.90	£1.50	£10.00	£29.69		
April	1488	518	98	25	136	6	1	0	2272	76
May	1472	559	117	20	157	9	0	1	2334	75
June	1375	473	118	29	215	4	1	0	2215	74
July	307	134	38	10	113	4	0	0	606	20
August	140	54	29	9	97	6	0	0	335	11
September	112	55	17	16	109	3	1	0	313	10
October	358	140	38	23	150	6	2	0	717	23
November	0	1827	82	29	169	3	0	0	2110	70
December	0	1500	62	30	138	1	0	0	1731	56
January	0	1419	65	22	124	2	0	0	1632	53
February	0	1031	56	60	140	29	2	0	1318	47
March	0	312	10	18	92	12	1	0	445	14
	5252	8022	730	291	1640	85	8	1	16028	44

PARKLETS (MEANWHILE USE) PLANNING

INTRODUCTION

Many local Authorities have introduced a Parklet Programme or Scheme, in which an application is made with an initial parklet proposal for 'Stage 1' and if accepted, are asked to provide a detailed parklet proposal in 'Stage 2'. Whilst Cornwall Council don't have a parklet scheme, examples of Parklets in other Local Authorities give a good indication of the processes and elements required for parklet applications.

Based on the guidance from other councils, parklets are introduced with a 12 month trial period. Following that period, if suitable, they can last as long as desired.

INITIAL PARKLET PROPOSAL

This section sets out the factors which should be taken into consideration when designing an initial parklet proposal:

What Type of Parklet:

Community:

Community parklets are intended to be accessible for all members of the public. Community parklets cannot be used to perform any commercial activity. Where possible, these should not be located directly in front of any one single business.

Business:

Parklets may include a commercial element, such as having food and drink served to them from a local business, which will incur a licensing fee. As part of a Stage 1 Application, disclosure of any commercial elements to a proposal and to what extent it may benefit any specific business is required. For any business use, a Shop Fronts Trading Licence will be necessary.

Basic Design Guidelines:

According to Hackney Council:

The parklet will be on the public highway and will have to follow certain basic guidelines:

- Parklet should be welcoming and comfortable for all members of the public and should celebrate and enhance the local area
- Ensure that the dimensions of the parklet fits within the width of single parking bay (2.5m), not exceed 5m length and 1.8m in height (including height of planters with plants)
- Use materials that are:
 - weather resistant (will not become a hazard when wet)
 - sturdy (will not deteriorate)
 - recycled or reusable where possible
- Ensure that the structure is visible on the carriageway. Use robust reflective edges and locate the structure near a source of independent lighting to increase visibility, especially at night

- Ensure that the overall structure is robust and includes a protective barrier between parklet structure and the carriageway (this could include planters or balustrade fencing)
- Plan to complete the installation in one day
- Think about how people with physical or visual impairments will be able to use the parklet
- Ensure that there is a level interface between the pavement and the parklet decking area to maintain access and reduce the chances of tripping
- Think about the back (roadside) of the parklet and design to deter people from wandering or tripping into the road
- Consider how it will be kept clean and maintained
- Provide for litter management if people will be spending time there, for example, and if seating will be installed
- Consider the potential for anti-social behaviour when thinking about your design
- Design a parklet that can be moved in the event of roadworks, or at the end of its life
- Ensure that the design allows for drainage so that water can flow freely and drain into the nearest gully. This will help prevent blockages which increase the risk of water pooling which cause slippery surfaces
- Consider including cycle and other micro mobility parking.
- Visitor or destination parking for cycles and other sustainable modes of transport.

Consultation:

Discuss the proposal with neighbouring properties.

DETAILED PROPOSAL

(Hackney Council requirements used as an example):

Detailed Designs:

Provide detailed designs of the proposed parklet, taking into account the feedback provided by Council officers on your Stage 1 application. This should include:

- a technical drawing of your parklet design, including dimensions and labels. This should include a plan view and elevation profile (a contractor will be able to advise on these)
- a list of items being installed in the parklet, both fixed (eg. decking, planters) and removable (eg. seating, plant pots etc)

Maintenance Plan:

A maintenance plan must be provided which sets out any regular maintenance that must be undertaken on your parklet for it to remain fully functional. This should include:

- general maintenance and repairs (i.e. to fixed items and furniture)
- plant maintenance
- cleaning



PARKLETS (MEANWHILE USE) PLANNING

Finance Plan:

Applicants will need to provide evidence that the maintenance costs for the parklet can be afforded, to ensure its upkeep.

You should therefore seek cost estimates for parklet maintenance and set these out on an annual basis. Please also include estimates for any non-regular maintenance costs, such as major repairs due to unforeseen damage (may involve discussion with installation contractor).

Public liability insurance:

It is likley that applicants will have to submit evidence that they have obtained public liability insurance that covers the applicant as the parklet keeper, for up to £5 million of third party claims.

Road safety audit:

A road safety audit is a requirement for a parklet proposal, as it will identify any potential road safety issues or problems relating to your parklet design that may affect all users of the highway.

This will require a visit by a road safety auditor and may involve other parties, such as the police or a Council officer, to assess your proposal. The audit will take into consideration the following matters:

- road layout and markings
- position of signs
- lighting provision
- construction and dimensions of the parklet

Where any problems are highlighted with the parklet proposal, Council officers should work with the ap[plicant to mitigate these and ensure the final design is safe and appropriate in regards to the surrounding environment.

Traffic Management Order:

The last stage of the Stage 2 application will involve the Council posting notice of a Traffic Management Order – a statutory requirement when changes are made to the highway and which involves a public consultation period.

By ensuring your proposal meets the guidance set out above and by providing us with a community letter of support, you stand the best chance of your proposal passing the consultation successfully. This step will be undertaken by Council officers and will not require any further input from the parklet applicant.

Additional information:

https://www.meristemdesign.co.uk/parklets

Examples of Traffic Management Orders and site notices: https://www.merton.gov.uk/streetsparking-transport/traffic-management/parklets#titleCol20

https://www.walthamforest.gov.uk/libraries-arts-parks-and-leisure/parks-and-open-spaces/community-parklets

https://www.lambeth.gov.uk/parks-sports-leisure/community-parklet-scheme

https://hackney.gov.uk/parklet-guidance

https://www.archatrak.com/planning-a-parklet/

https://www.transportxtra.com/publications/parking-review/news/62420/planting-parklets-is-thenext-big-thing/

https://www.livingstreets.org.uk/media/4590/parklets_tool_kit.pdf

https://letstalk.enfield.gov.uk/parklets



Saltash Community Space

A vibrant green realm in the retail heart of the town



Summary of Community Involvement

Prepared by Avril Baker Consultancy, July 2023

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The Brief

The Saltash Town Team, in partnership with Saltash Town Council aspires to create a revitalised green space which would be able to host events, offer improved facilities for outdoor relaxation and bring the community together, as well as enhancing the viability of the town centre as a retail and leisure destination.

Saltash Town Council, working on behalf of The Saltash Town Team, secured Town Vitality Funding for a feasibility study from Cornwall Council.

Following a tender process Architecture by Studio Hive and associated consultants were appointed to take the project forward. Avril Baker Consultancy (ABC) role was to lead on engagement and consultation.

Engagement Approach

The engagement approach was to consult with stakeholders and members of the public in two stages.

- Early engagement In April, groups and individuals representing a broad range of interests in the town were invited to participate in workshops to help inform the options to be considered for further study.
- Public consultation In June, wider public consultation with Saltash residents and businesses took place on the shortlisted options. Consultation was carried out online via dedicated web pages on the Town Council website, along with a face-to-face public exhibition in the Guildhall.



July 2023

Page 2

Key stakeholders

A list of key stakeholders was compiled in conjunction with the Town Council (see appendix A) to represent different interests within the community and/or organisations likely to have an interest in the project. Individuals were invited to participate in early engagement and public consultation.

Stakeholders included youth groups, heritage groups, local businesses, churches and schools.

Near neighbours

All the sites identified are in the town centre. A catchment area of addresses including homes and businesses within the study area was drawn up and a leaflet advertising the public consultation events was hand delivered (see appendix B).

Wider communications

In order to reach as many people in Saltash as possible, information was published on the Saltash Town Council website, on their Facebook page and press releases were issued to local media.

Saltash Town Council website

Information about the project was added to the Saltash Town Council website and was updated as the project progressed. A separate microsite was created for the public consultation, linked to the Town Council's website. (see appendix C)

Media & social media

Press releases were issued at key milestones to local media including Saltash Observer, Cornwall Times, Plymouth Live and an advertisement was also placed on the front page Saltash Observer to guarantee media coverage. (see appendix D)

Saltash Town Council's Facebook page was widely used leading up to the public consultation and posts were shared into local Facebook groups such as Saltash Community and Saltash Online. (see appendix E)

May Fair

A printed leaflet was handed out to public attending the May Fair and individuals who were interested in being kept informed provided email addresses. (see appendix F)

Town Team/Town Council meetings

Meetings with the Town Team/Council have taken place at key milestones during the project particularly to share material before the engagement workshops and the public consultation and following each stage to review feedback.

Meeting with Town Team | Thursday 9 March 2023

At this initial meeting the members of the consultant project team were introduced. A presentation was given by the project team to update the Town Team members following a site walkabout and to agree the proposed programme of activity and milestones.



Meeting with Town Team Steering Group | Wednesday 5 April 2023

The meeting focused on the initial assessment of the potential sites and the stakeholder engagement plan.

Sites discussed included: Eastern Gateway, Alexandra Square, Culver Road Belle Vue East, Belle Vue West, Victoria Gardens and Central Fore Street whilst the post office site is unlikely to be viable die to the lease and relocation costs.

Meeting with Town Team Steering Group | Wednesday 17 May 2023

The meeting focused on the feedback from the engagement workshops and how this would inform the scope of public consultation

Meeting with Town Team Steering Group | Wednesday 8 June 2023

The meeting focused on agreeing the activities and content of the public consultation

Meeting with Town Team Steering Group | Wednesday 21 June 2023

The meeting focused on reviewing the public consultation feedback to date and ways of encouraging further responses. It was agreed to extend the consultation period and to display the exhibition in the library.

Meeting with Town Team Steering group | Thursday 27 July 2023

The Studio Hive team present the draft report and recommendations for discussion and input.

Engagement & Consultation Activities

Involving the community took place in two stages, starting with early engagement with key stakeholders on the initial ideas and scope of potential sites. Feedback then informed wider public consultation focusing on proposals for a smaller number of preferred sites.

Early Engagement

1. Key Stakeholder Engagement Workshops | Thursday 27 April

Named stakeholders, representing different audiences/interests in the community, were invited to participate in one of three face-to-face sessions during the afternoon of Thursday 27 April.

Over 30 stakeholders attended including:

- Bookshelf
- CEPL12
- Chamber of Commerce
- Core
- Cornwall Council
- Dementia Voice
- Diverse Events
- Essa Social Club

- Helen Jonas Tutoring
- Saltash Arts
- Saltash Heritage
- Safer Saltash
- Saltash Town Council
- Saltash Town Team
- Saltash Wesley Methodist Church
- SEA



- St Stephens Church
- Tamar Trotters

- U3A
- Youth representative

The main purpose of these sessions was for the project team to present their design approach and early ideas for a number of potential locations, informed by the findings from site walkabout, initial studies and research, and to invite feedback.

Format:

On arrival attendees could view the exhibition. The sessions then began with a PowerPoint presentation by Studio Hive and The Urbanists before the meeting was opened-up for discussion/questions. Attendees were invited to provide further feedback via post-it notes and in discussion with team members around the exhibition boards.





Feedback was recorded and analysed to enable the Town Team/Project team to agree the design scope going forward for public consultation in June.

The exhibition boards showed:

- Board 1 What's happening, How can I get involved?
 The priority study area m showing existing green space, buildings and highway infrastructure and the seven wider study areas: Alexander Square, Culver Road car park, Belle Vue car park (east and west), Victoria Gardens Gateway, Central Fore Street and Eastern Gateway
- Board 2 Project objectives
 Saltash Festivals (photos) and aerial photos of the study areas identified
- Board 3 Alexander Car Park and Culver Road Car Park aerial photos, illustrative sketch proposals and opportunities
- Board 4 Belle Vue East car park and Belle Vue West Car park aerial photos, illustrative sketch proposals and opportunities
- **Board 5 Eastern Gateway and Western Gateway –** aerial photos, illustrative sketch proposals and opportunities
- Board 6 Fore Street street plan, aerial photo, street views and opportunities

Page 248er Consultancy



2. May Fair | Saturday 6 May 2023

Members of the team staffed a stall at the Saltash May Fair on Saturday 6 May, talking to local residents, handing out leaflets advertising the public consultation in June and collecting details of interested people.

Some businesses offered to display the leaflet on their staff notice board, in shop windows, and by the tills for customers to pick up. Remaining leaflets were left at the library welcome desk and Guildhall reception.

This leaflet was subsequently updated ahead of the consultation to show the reduced number of priority sites being considered.



Public Consultation

Public consultation ran from 15 June to 30 June. This period was subsequently extended to 14 July to enable more people to participate.

Consultation featured a face-to-face public exhibition in the Guildhall held over two days, which was supported by a consultation website and survey. Materials were also displayed in Saltash Library Hub with feedback forms and a comment box.



Notification

In order to reach as many people as possible, a range of channels were used to advise residents and stakeholders about the public consultation.

- Residents living close to the town centre received a maildrop advertising the event
- Key stakeholders, including those who had attended the April workshops, were contacted directly about the consultation arrangements and asked to share the details with their networks and members.
- Individuals who had provided their details at the May Fair were contacted.
- Consultation leaflets were taken to the Core for Livewire members attending the Saltash Team for Youth meeting on 26 May
- Schools in Saltash were provided with information about the consultation to share with parents.
- From 16 June posters were put-up close to the sites with a QR code to access the consultation information









1. Public exhibition

A drop-in style public exhibition was on display at The Guildhall on 16 and 17 June from 10am to 5pm. A second consultation about Saltash Waterside was also on display in the same room.

Over 175 people attended during the two days.

Members of the project team and the Town Team were on hand to talk people through the proposals, to answer any specific queries and encourage people to give their feedback.

The exhibition comprised a series 6 display boards (see appendix G) explaining the background to the project and the emerging proposals by the design team.

- Board 1 Project Overview the priority sites/locations, an illustration of Saltash in context and What happens next.
- Board 2 The story so far & scope of work Saltash festivals and study areas/site views identified.
- Board 3 How to get involved site location map showing key study areas, site opportunities and landmarks
- Board 4 Fore Street proposals and opportunities, a sketch proposal showing key features, an aerial photo of the site area and photos of street views
- Board 5 Eastern Gateway (Brunel House) and Western Gateway (Victoria Gardens) –
 proposals and opportunities, with illustrated site maps showing key features, aerial photos
 of the two site areas, a cycle hub in Bristol and shared apace in Poynton
- Board 6 Alexandra Square Car Park and Belle Vue East car park proposals and opportunities, sketch proposal showing key features, aerial photo of the site areas and a photo of sustainable drainage system

The same boards were also available on the website as a downloadable PDF and formed the basis of the content for the webpages.

Feedback was captured through a survey, with both printed copies and an online version available. (See appendix H) and through more informal verbal feedback to the team.

After the events at the Guildhall the exhibition was moved to Saltash library where it remained on display until 14 July.







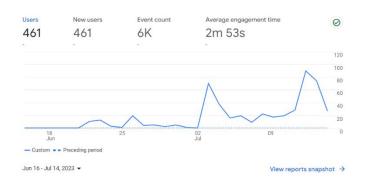


2. Website

A microsite was created to present the consultation material online and linked to from the Town Council website at www.saltash.gov.uk/consultations.php

The website replicated the information on the exhibition boards. (see appendix C).

Analytics on the webpage started after the consultation period had begun but between 18 June and 14 July, there were 461 users, spending an average of 2m 53 seconds on the site.





3. Wider Communications

Media

News releases were issued to local media on 8 June inviting people to come along to the consultation events and/or participate online. Also on 26 June a news release was issued advertising the extension of the consultation period. This was covered in Cornish Times.

A front page advertisement was taken out in the Saltash Observer.







Social media

Saltash Town Council posted regularly on Facebook and key posts were also shared in local community groups such as Saltash Online (2.5k members), Saltash Community Group (13.1k members) and Saltash Group (13.1k members).

Posts were also regularly shared by Saltash Library Hub and Saltash Foodbank.

Where social media posts received good engagement there was a clear increase in website views and survey responses. For example on 3 July there were 70 users on the website following a post on Facebook.

Towards the end of the consultation period, a Facebook post was boosted in order to reach a wide number of people and boost survey responses. This advert reached 8964 accounts, had engagement of 472 and had 413 link clicks onto the Saltash Town Council website. During the period of the advert, there was a significant increase in survey responses.



The graph below shows the age range of the accounts reached.



Feedback

Stakeholder Engagement Workshops

At the April workshops feedback was given through a printed survey, post-it notes on the boards, recording contributions in the Q&A sessions and informal discussion with team members around the exhibition boards.

The majority of comments and feedback related to ideas for Fore Street and the Gateway sites at either end.



- In terms of feedback for the car park locations,
 Alexandra Square received the most comments, with
 Culver Street, Belle Vue West and East the least.
- The Post Office site was also raised.
- Topics discussed included parking, public transport/buses, accessibility, impact of changes on retailers, scope and location of market days and events and opportunities for more greening.
- Interest in and suggestions for smaller changes/interventions e.g. new surface materials, reorganisation of street furniture, canopies, better signage to car parks, covered cycle parking, creating small pocket parks, different types of planting etc.
- Bigger picture being bold and having a long-term vision plan to create the greenest, safest town, changing habits and behaviours re car usage and shopping, addressing climate change and planning for future generations.



For a more detailed table of feedback from the workshops see appendix I.

At the Town Team meeting on 15 May, the project team discussed the feedback from the workshops and presented the following summary to help inform the scope of the public consultation and agree the proposals and priority sites.

Recommendations for sites to take forward for consultation:

Central Fore Street:

Public realm and highway works to create a shared space environment which can be subject to occasional closure

Alexandra Square:

Creation of public green space and informal amphitheatre with stage and partial closure of Station Road to create a new public square. Extension and improvement of Peace gardens

East and West Gateway:

Works to Fore Street to reinforce the change in traffic environment at both ends of Fore Street

Belle Vue East and Belle Vue West car parks:

Rationalisation of parking and introduction of green pocket parks, permeable paving and solar canopies

Public Consultation

Feedback overview/summary

Who responded:

- Over 175 people attended the two-day public consultation exhibition
- 227 people completed the survey either online or via a paper copy
- The majority (89%) of respondents said they lived in Saltash
- The largest age group were 65 74 (23.79%) followed by 55-64 (20.70%)



Priorities for improvement within the overall plans for the town centre

The top three options were: a **regular market** (136) **more greenery** (127) and a **dedicated event space** (94)

Central Fore Street

This site received the most positive survey responses overall, with **over 50% support** for all of the proposals. The two most popular ideas were **increasing planting to emphasise the green realm** in the town centre (80% support) and providing **new street furniture** (70% support)

Responses to the other proposals, whilst still positive overall, were more mixed: Creating a **new town square** (58% support), **occasionally closing the square to cars** (55% support) and creating a **new shared space/gateway** (51% support).

Fore Street Eastern Gateway (Brunel House)

Survey response for this site were much more mixed. The most popular proposals were: **making signage simpler** (64%) and creating a **new public square/events space** (50%) however 20% disliked this proposal.

The least popular idea was **relocating Brunel's Bust and the Maypole** (32% likes and 31% dislikes) this may be because no new location was suggested.

Fore Street Western Gateway (Victoria Gardens)

The two most popular proposals were **new planting** (68%) and **making signage simpler/consistent** (63% support).

There were more mixed responses to the proposals for creating a new **shared space/gateway** (45% support and 30% disliked, 25% undecided), a **second town square** and **modifying the junction/creating a shared surface** to slow traffic.

Alexandra Square

Over half of the responses supported three of the proposals: **creating green pockets/vertical greening** (57%), **a new public square** in front of the war memorial (54%) and **enhancing and extending the Peace Gardens** (53%)

The least popular proposals were occasionally closing Station Road (44% dislike, 32% like) and changing part of the car park to seating (40% dislike, 38% like)

Belle Vue East Car Park

The most popular proposal was **creating a new pedestrian link through the Social Club car park/Hemsley Fraser courtyard** (65% like, 18% dislike)

More than half the responses also supported: water permeable paving/parking spaces (59% like, 19% dislike), solar canopies/EV charging (54% like, 23% dislike) and new green pockets in the car park and terraced planting (53% like, 23% dislike)

Additional comments/suggestions in free text boxes:

There most mentioned overall topics were **parking** and the impact of **closing roads/diverting traffic** onto surrounding roads and residents, particularly Glebe Avenue and North Road.



Parking comments included offering free parking (for drop-off or up to 2/3 hours), making parking easier/cheaper, replacing parking spaces which were removed e.g. Alexander Square.

Concerns re road closures from local residents included impact on residents' parking, emergency access and capacity of diversion routes to take increased level of traffic. These views are replicated in follow up written comments from some residents, who also cited likely increase in high speed traffic, noise and air pollution.

Other suggestions for making Saltash Town Centre better the most common comments were:

- **improving the retail /food offering** more variety/independents and longer opening hours, late night shopping, outdoor eating tables, reduced rent for shop owners and also an inside market/splitting up shop units or an arcade)
- **improving the look of the town centre** tidying up shop facades and streetscape, litter clearance, improvements to seating, pavements, and more trees and planting.

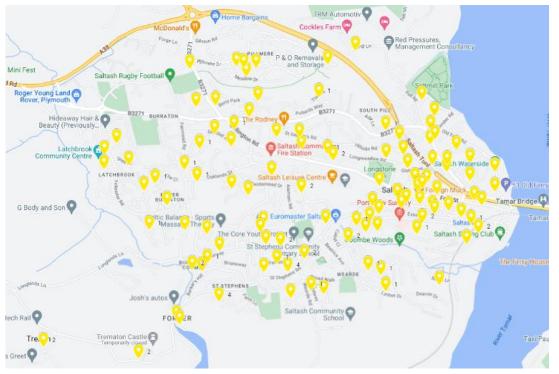
1. Survey feedback analysis

227 people responded to the feedback survey, either online or via a paper copy. The feedback survey comprised a series of tick boxes/ranking type questions to make it easy and quick for people to complete with an open 'catch all' text box in order to capture any wider comments.

Full survey responses can be found in appendix J.

Location

Residents from across Saltash and beyond completed the feedback survey as shown from the maps below. There were c.20 responses from outside Saltash, the majority of which were from neighbouring towns/villages and in and around Plymouth.

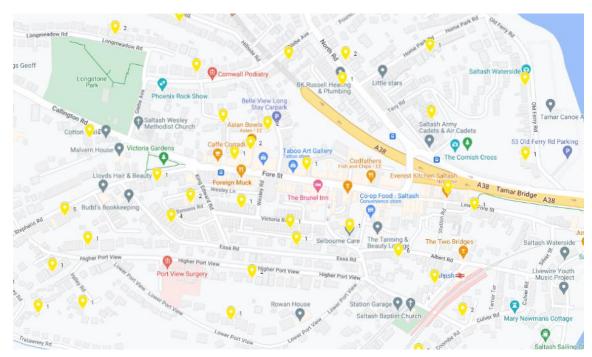


Saltash area

Yellow markers show location of respondents.

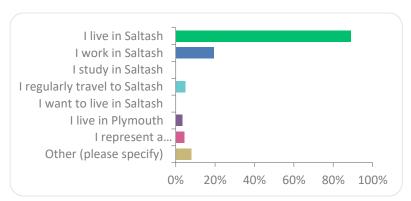


Central town centre



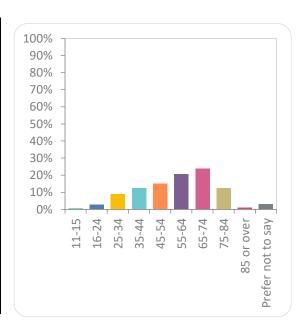
The number in brackets shows how many responses were received from that postcode.

89% of respondents stated they live in Saltash, 19% work in the town, 5% regularly travel to Saltash, 4% live in Plymouth, 4% represent a group or organisation including Saltash Regatta, Saltash Town Council, Saltash Environmental Action, rotary club, a craft collective, and CofE ministry team. 8% stated other including resident of nearby town/village, child attends school, own business.



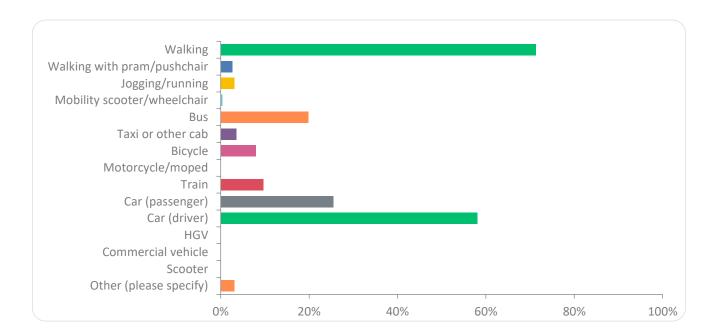
Age profile

ANSWER CHOICES	RESPONSES	
11-15	0.44%	1
16-24	2.64%	6
25-34	8.81%	20
35-44	12.33%	28
45-54	14.98%	34
55-64	20.70%	47
65-74	23.79%	54
75-84	12.33%	28
85 or over	0.88%	2
Prefer not to say	3.08%	7
TOTAL		227





Travel to the town centre

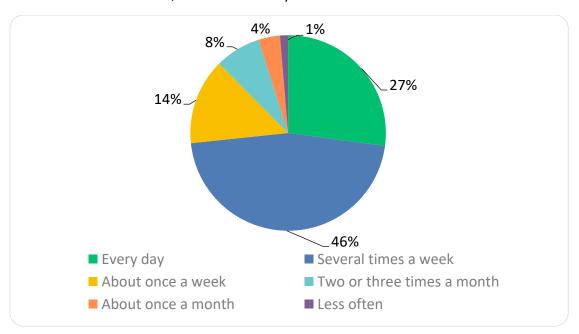


The most common way of accessing the town centre is by walking (162 people) or by car, either as a driver (132) or a passenger (58). 45 people stated they use the bus, 22 the train and 18 by bike.

Respondents were asked 'Would anything encourage you to use a different form of active travel? (e.g. public transport, cycling, walking?). There were a range of answers with the most common about improving the bus services within and around Saltash and better/safer cycle routes and parking. Other ideas included funicular from the waterside, shuttle bus and more trains.

Q1. How often do you visit Saltash town centre?

225 people answered this question. The most common response was several times a week (104 responses) followed by every day (61), once a week (32) and two or three times a month (17). Less than 5% visit once a month, less often or rarely.



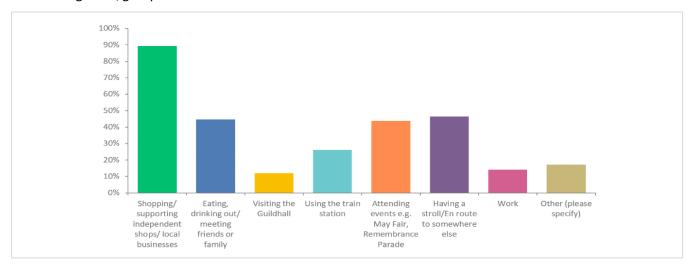


Q2. What are your main reasons for visiting the town centre?

According to the 226 people who responded to this question, the top five reasons for visiting the town centre are:

- 1. Shopping/supporting independent shops/local businesses (202 people)
- 2. Having a stroll/En route to somewhere else (105)
- 3. Eating, drinking out/meeting friends or family (101)
- 4. Attending events e.g. May Fair, Remembrance Parade (99)
- 5. Using the train station (59)

Other reasons for visiting, not included in the question, included volunteering, living in the town centre, using local services such as cashpoint, pharmacy, chiropodist etc, using local buses and attending clubs/groups.



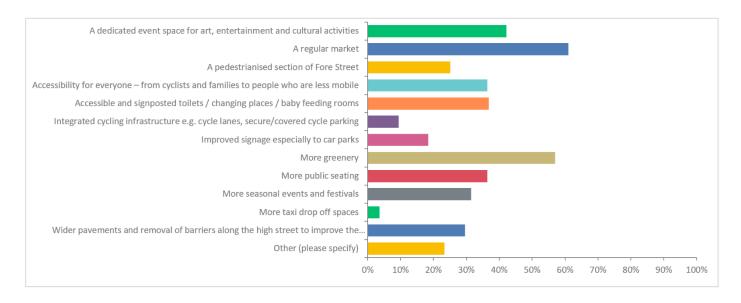
Q3: From the list below, please select up to five items that you would like to prioritise in the plans to improve Saltash Town Centre.

223 people responded to this question and the top five items that respondents wanted to improve were:

- 1. A regular market (136)
- 2. More greenery (127)
- 3. A dedicated event space for art, entertainment and cultural activities (94)
- 4. Accessible and signposted toilets / changing places / baby feeding rooms (82)
- 5. Accessibility for everyone from cyclists and families to people who are less mobile and More public seating (both with 81)

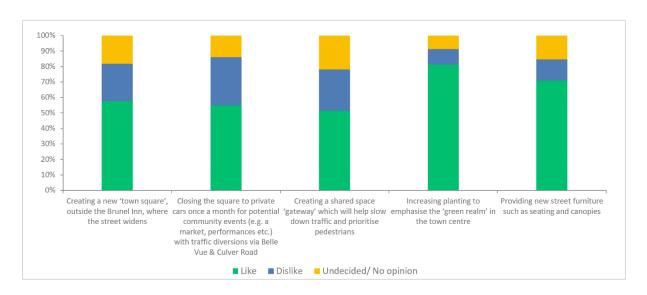
There were a range of other suggestions and comments, the most common relating to free parking (10), CCTV (3), wider road (3) and different views about whether there should be more or less street parking. More independents, with the funding to support (3) and more children's play equipment (2) was also mentioned by more than one person.





Q4. What do you think about our site specific proposals and opportunities for Central Fore Street?

224 responded and the results were supportive overall of the suggested proposals with over 50% supporting each suggestion, but there were mixed opinions.



The most popular proposals were:

- Increasing planting to emphasise the 'green realm' in the town centre (179 (over 80%) liked, 22 (10%) disliked)
- Providing new street furniture such as seating and canopies (157 (70%) liked, 30 (14%) disliked)



The other proposals were positive overall but more mixed:

Option	Like	Dislike	Undecided/no opinion
Closing the square to private cars once a month for potential community events (e.g. a market, performances etc.) with traffic diversions via Belle Vue & Culver Road	122 (55%)	69 (31%)	31 (14%)
Creating a shared space 'gateway' which will help slow down traffic and prioritise pedestrians	113 (51%)	59 (27%)	48 (22%)
Creating a new 'town square', outside the Brunel Inn, where the street widens	129 (58%)	54 (24%)	41 (18%)

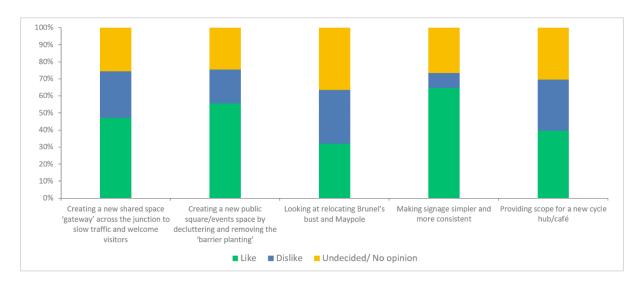
Q5. What do you think about our site specific proposals and opportunities for the Eastern Gateway to Fore Street (Brunel House)?

From the 224 responses, the results were more mixed than for Central Fore Street.

The most popular ideas were:

- Making signage simpler and more consistent was supported with 139 likes (64%) and only 19 (9%) dislikes.
- Creating a new public square/events space by decluttering and removing the 'barrier planting' received over 50% likes (123) but 20% (44) disliked this proposal.

The least popular idea was relocating Brunel's bust and Maypole with 70 (32%) liking the proposal and 69 (31%) disliking it. This may be due to misunderstanding where the bust might be moved to.



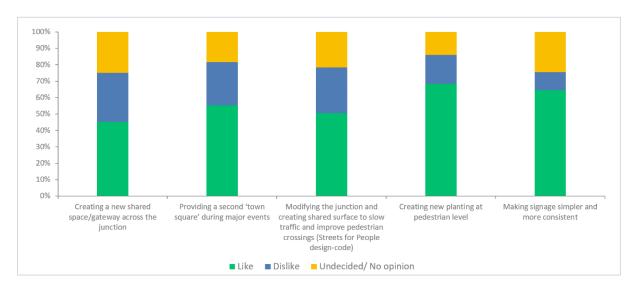
Q6. What do you think about our site specific proposals and opportunities for the Western Gateway to Fore Street (Victoria Gardens)?

224 responded and two options were the most popular:



- 152 people (68%) supported creating new planting at pedestrian level compared to 39 who disliked this (18%)
- Making signage simpler and more consistent was also popular with 140 supportive (63%) and only 24 (11%) disliking this option.

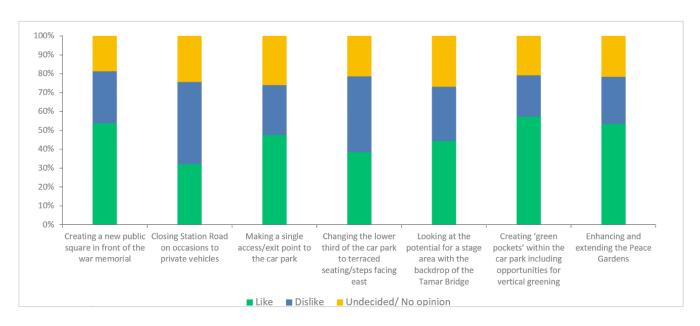
The most mixed response was creating a new shared space/gateway across the junction which 45% liked, 30% disliked and 25% were undecided. A contributing factor could be unfamiliarity with the terminology 'shared space/gateway)



Q7. What do you think about our site specific proposals and opportunities for Alexandra Square Car Park?

The 224 responses were again mixed, but more than half of responses supported three of the options:

- Creating 'green pockets' within the car park including opportunities for vertical greening –
 126 like (57%), 48 dislike (22%)
- Creating a new public square in front of the war memorial 118 like (54%), 60 dislike (27%)
- Enhancing and extending the Peace Gardens 116 like (53%) 54 dislike (25%)





The least supported proposals, with more slightly people disliking the option than liking it, were:

- Closing Station Road on occasions to private vehicles 70 like (32%), 95 dislike (44%)
- Changing the lower third of the car park to terraced seating/steps facing east -84 like (38%), 88 dislike (40%)

Q8. What do you think about our site specific proposals and opportunities for Belle Vue East Car Park?

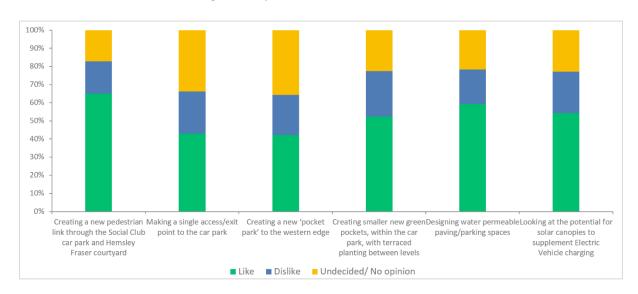
223 people responded to this question and the most popular was:

• Creating a new pedestrian link through the Social Club car park and Hemsley Fraser courtyard 143 (65%) liked this option and 39 (18%) disliking it.

More than 50% supported the following:

- Designing water permeable paving/parking spaces 131 liked (59%), 42 disliked (19%)
- Looking at the potential for solar canopies to supplement Electric Vehicle charging -119 liked (54%), 50 disliked (23%)
- Creating smaller new green pockets, within the car park, with terraced planting between levels 114 liked (53%), 55 disliked (23%)

The remaining two options, Making a single access/exit point to the car park, and Creating a new 'pocket park' to the western edge were more mixed with over 40% in support, but over 33% undecided and over 20% disliking these options.



Q9. Do you have any further comments or suggestions for these sites?

A free text box was provided for responses to this question and 142 people provided a wide range of suggestions and comments.

The two topics which attracted the most comments were:

Parking was mentioned by many (24) with ideas including free parking (for drop off or up to 2/3 hours), parking spaces removed would need replacing, don't take parking from Alexandra Square, make parking easier and cheaper. Removing street parking on Fore Steet was supported by a few to help with the flow of traffic.



• The impact of closing roads on the surrounding roads and the residents who live there was also a major concern, mainly Glebe Avenue and North Road. 20 comments raised issues with residents parking, emergency access, the need for double yellow lines and concern the diversion routes could not handle the increased level of traffic.

Other comments made by more than two people included:

- Planting and seating etc 8 comments including support for plating and green pockets but ensure maintained, need one house style, needs to be level. One concern about vandalism.
- Shared surface concern it leads to confusion for all, example of Bodmin, needs to be very clear (6)
- Support for permanent staging/bandstand/entertainment space (4)
- Cycling mixed views with some saying cycle lanes empty, people don't cycle to Saltash, they cycle from the town, current extra space for cyclists has been detrimental to traffic flow/making it more dangerous with others saying better places need to lock and park bikes
 (5)
- Weekly/Sunday market (4)
- Central area/core needed (3)
- Safety CCTV needed. Consult with designing out crime officer (3)
- Access for disabled/ill people if road is closed or less disabled parking is provided (3)

Additional site specific comments:

- Alexandra Square 14 mixed comments including: not right place for terraced seating and stage, leave it alone and improve surface, only car park for residents and pre-booking, great option but too remote, support ideas but keep as car park when not in use, provides parking for railway station, ideas good but reduction in car park will cause issues when events on and pedestrian access from Station Road is not clear, ideal for regular market
- Victoria Gardens 5 comments ranging from junction already busy and dangerous so won't work to this should be focus, already green space so should be included, could be more radical e.g. lose end of gardens and create intersection
- Fore Street 7 comments works well when currently used, most important option, partial pedestrianisation with access of bus, taxi and blue badge holders, don't pedestrianise fully
- Lower Fore Street Need to encourage more people to visit the businesses on Lower Fore Street and stop the parking on double yellow lines. Zebra crossing/traffic lights would help.
 (5)

Q10. Do you have any other ideas about what could make Saltash Town Centre even better?

A free text box was provided for responses to this question and 142 people provided a wide range of suggestions and comments.

The most common comments were:

- 33 comments about **parking**, mainly about reducing the cost or making it free for either a short period or up to 2 hours.
- 21 comments about improving the retail/food offering in the town centre including more variety, more independents, longer opening hours, late night shopping, evening eateries, outside tables, reduce rent for shop owners, inside market or split one shop into different areas, arcade.
- 19 comments about simple changes to improve the look of the town centre including tidying up shop facades/streetscape, grass cutting, weeding, litter clearance, seating, improved pavements, trees, more planting, green areas



Themes with three or more comments included:

- Pedestrianisation of Fore Street 9 comments, some wanting full pedestrianisation(4), others wanting partial with access for buses, taxis etc (3), others suggesting one way/pedestrian priority (1), or closing on a Sunday (1)
- Regular markets (8) with some wanting a market every day (1), weekly (3) or monthly (2)
- Improve links & facilities at the Waterside 5 comments
- Event space/bandstand needed- 5 comments with 2 additional people suggesting an events organiser role is created
- Improve accessibility (3) for neurodiverse at festivals, make areas wheelchair friendly, accessible for families
- Slow down traffic/ improve traffic flow (8) suggestions included introduce 20mph, keep road wide, focus on pedestrian safety, reduce volume of cars, make Fore Street feel pedestrianised with shared surface and bollards to separate road from walking area
- Improve facilities for children/young people (3) play parks, hang out /'teenzone'

2. Additional verbal feedback from the exhibition

The following points were raised with members of the Town Team/Council and/or the Project team at the exhibition.

a. Positive comments/suggestions

Fore Street

- Support proposals for improved public realm see people struggling to cross Fore Street
- Support for reduced traffic and pedestrian priority
- Would like a drop-off point
- More greening and tree planting
- Improvements to/increase in paving
- More seating on Lower Fore Street
- Like idea of Sunday market would help boost trade (delicatessen)
- Canopies for temporary market stalls
- Full pedestrianisation

Alexandra Square

- More greening
- The slope should help with multi-level use (and on Culver Road car park)

Victoria Gardens

- Would like to see pétanque played. Was proposed pre-Covid but never happened. Local club has 80+ members and very popular
- Divide Longstone Park into two separate areas one for children and the other for dogs

General

- Improvements to highway surfacing
- More greening and tree planting including a parklet



b. Concerns/issues

General

- No point/waste of money as anything new will get trashed by young people
- It's just window dressing flood protection issues are more important
- Look after existing assets and make sure they are repaired/maintained e.g. play equipment in the park
- Don't use granite slabs (as in Bodmin) as get very slippery and hazardous especially for HGV drivers, also need bollards e.g. on a slope
- No need for more coffee shops
- A Sunday market would not help local traders as only nationals open on a Sunday
- Poor state of public toilets
- Access for disabled
- Management of traffic on 'event days'
- Will anything ever happen
- Increased pressure on side streets
- Lack of traffic enforcement

Fore Street

- Worried about traffic congestion and loss of parking
- Making the street one-way will 'kill it'
- Risk to businesses if parking removed
- Retailer needs re loading/unloading

Western Gateway

• Can't see crossing because of greenery

Alexandra Square

- Don't demolish the shed used by road sweepers
- Worried about loss of parking

Belle Vue East

- Access required to the residential property from the lower end of Belle Vue East concern it would be affected
- Note the historic arch to the south east corner
- Don't reduce the number of parking spaces
- Need to check re a right of way from Fore Street to a residential property when the land was sold to Caradon Council.

Culver Road Car park

 Concern from a resident on Culver Road re traffic diversion when Fore Street closed as their drive is on a blind corner - would like to discuss further

3. Written feedback

Three specific additional written responses were received:



a. Concerns re Impact of any closures of Fore Street:

Belle Vue Road as a diversion implies that it is planned that Glebe Avenue will be the Fore Street alternative route? Any closures of Fore Street in addition to those that already take place for events such as the May Fair will have a seriously negative impact on the residents of Glebe Avenue as well overspill onto North Road — which is already very frequently blocked by traffic. Presumably parking in Glebe Avenue will need to be removed? This would result in a significant increases in high speed traffic movements, noise levels and air pollution as well as considerable inconvenience.

b. Loading/unloading on Fore Street

A retailer on Fore Street highlighted the need for loading outside of their shop. They heavy furniture and need access to the shop evenings and weekends especially for loading and unloading, without which they cannot function.

c. Saltash Gateway Community Interest Company (CIC)

A survey respondent sent a separate email highlighting the work of the CIC which had been established in 2006 with the task of maintaining, developing and implementing the Community Strategic Action Plan for the Saltash Gateway Area (CSAP).

He referred to the Town Centre Regeneration consultations carried out in 2009 / 2010. Studies had included the *Saltash Fore Street Regeneration Progression Study* where five sites were identified to consider their development potential to benefit Fore Street: Alexandra Square (Guildhall Car Park); Royal Mail Sorting Office; Land to Rear of Co-op; Regal House Car Park and Belle Vue Car Park.

He wanted to link this body of work with his feedback on the "Saltash Town Centre Green Spaces".

4. Social media comments

There were a number of comments in response to posts by Saltash Town Council on Facebook and all commenters were encouraged to complete a feedback survey online.

The key area discussed was parking with a large number of comments and people showing their support by 'liking' suggestions for free parking, ranging from 2-3 hours. Comparisons were made to Plympton which has free parking. A few raised concerns about the number of electric car parking spaces that sit empty.

Other themes raised:

- Better children's park facilities needed having to leave Saltash to go to a park
- Complete tidy up, remove weeds, fix potholes, maintain existing parks etc
- Get rid of tolls (some mentioned specifically for local residents)
- Improve waterside area
- Better facilities for disabled people
- Decent shops



Next Steps

This report will form part of the Studio Hive Final report to the Town Team to enable a decision to be made as to how the project and any specific site proposals will be taken forward.

The Town Team will review all feedback and decide what options to progress and seek further funding to take one or more forward.

List of Appendices

Appendix A: List of key stakeholders

Appendix B: Neighbour catchment area

Appendix C: Saltash Community Space microsite

Appendix D: Media coverage

Appendix E: Social media

Appendix F: May Fair leaflet

Appendix G: Exhibition Boards – June consultation

Appendix H: Feedback survey

Appendix I: Feedback from Stakeholder Engagement Workshops

Appendix J: Full survey results



Appendix A: List of key stakeholders

Bolla Coffy

Brunel Inn

Church of St Nicholas and St Faith

CLIC

Cockleshell

Community Enterprises PL12

Co-op

Cornwall Council Councillors

Dementia Voice

Diverse Events

Eclectic Interiors

Essa Cycling

Essa Social Club

Foreign Muck

Fresh Fox

Helen Jonas Tutoring

Hemsley Fraser

Kernow Pets

Litter Rangers

Livewire Saltash

Neighbourhood Police

Nicky's Glow Beads

No.62

Railway Inn

Safer Saltash

Saltash Chamber of Commerce

Saltash Community School

Saltash Environmental Action

Saltash Heritage Museum

Saltash Observer

Saltash Town Councillors

Saltash Town Team

Saltash Wesley Methodist Church

Scrapstore

Social Club (Workies)

St Luke's Hospice

St Nicholas and St Faith Preschool

Tamar Protection Society (Elliott's Shop and Mary Newman's Cottage)

Tamar Trotters

The Bookshelf

The Core Saltash

U3A



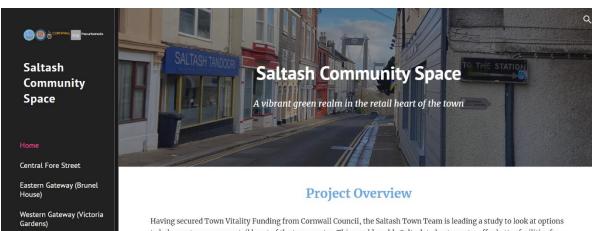
Appendix B: Neighbour catchment area





Appendix C: Saltash Community Space microsite

Home page



to help create a greener retail heart of the town centre. This would enable Saltash to host events, offer better facilities for outdoor relaxation and bring the community together. It would also help to make the town centre a more successful retail and leisure destination.

We want to hear your views on making Saltash a better place to live, work, visit and enjoy.



Alexandra Square Car Park

Belle Vue East Car Park



Contextual plan

The story so far

The design team initially carried out an assessment of possible sites taking into consideration factors including location, isize, land ownership, accessibility and relationship to the town's retail centre.



While it is expected that the best solution is likely to be the identification of one large community space, the Town Team is open to considering a few smaller spaces across the town linking the various areas of Saltash together and improving connectivity.

 $Following\ engagement\ with\ key\ local\ groups\ in\ April,\ the\ Town\ Team\ has\ agreed\ the\ priority\ sites\ to\ take\ forward\ to\ the\ next\ stage.$

Public consultation

 $The Saltash \ Town \ Team \ is \ now \ consulting \ the \ public \ on \ proposals \ for \ the \ following \ from \ 15-30 \ June \ 2023:$

- Central Fore Street
- <u>Eastern Gateway (Brunel House)</u>
- Western Gateway (Victoria Gardens)
- Alexandra Square Car Park

Belle Vue East Car Park will also be considered for some minor landscape improvements. The remaining sites could come forward at a later date.

How can I get involved?

The Saltash Town Team is keen to hear your views.

Thanks to the 170 residents who came along to our drop-in events on Friday 16 and Saturday 17 June at the Guildhall.

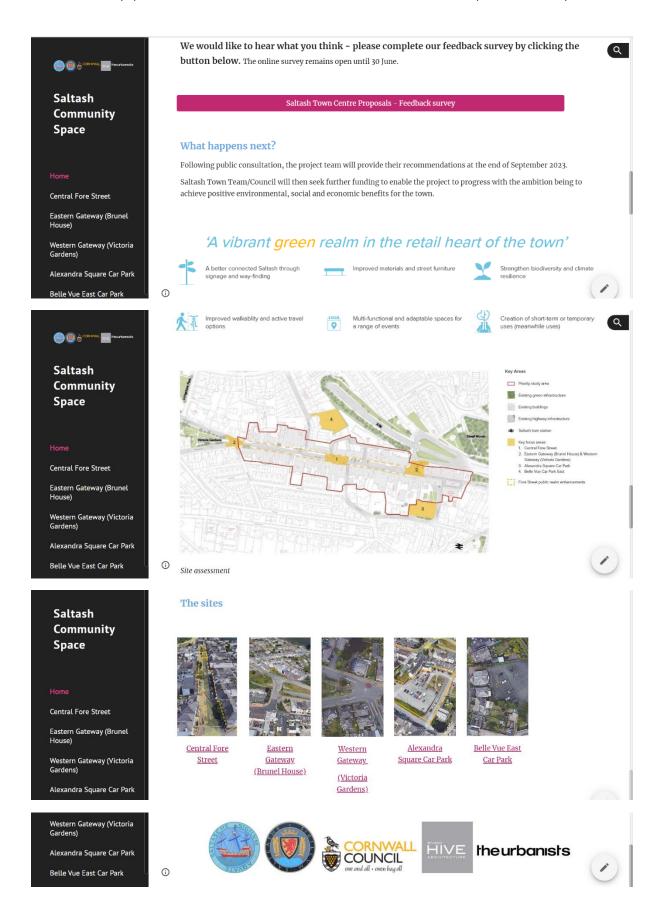
If you missed it, the exhibition boards are now on display at Saltash Library until 30 June. If you would prefer to download a copy of the material, this can be downloaded here.



Saltash
Community
Space

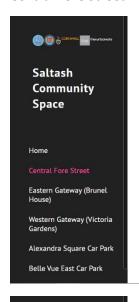
Home
Central Fore Street
Eastern Gateway (Brunel House)
Western Gateway (Victoria Gardens)
Alexandra Square Car Park
Belle Vue East Car Park







Central Fore Street



Central Fore Street



Site location

Considerations

- Creation of a new 'Town Square' outside The Brunel Inn where there is a natural widening to the high street
- Belle Vue Road & Culver Road provide temporary diversion for vehicles
- $\bullet\,$ Increased planting to emphasise the 'green realm' in the town centre
- Shared space environment will naturally reduce traffic speeds



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Opportunities 0

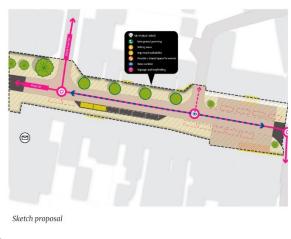


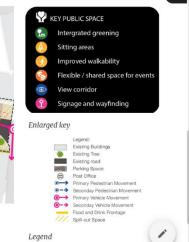
- Exploits natural set-back of buildings
- New planting at pedestrian level
- 'Streets for People' design-code driven
- Becomes the town square during frequent, weekend events
- Perhaps closed to private cars once a month for community use.





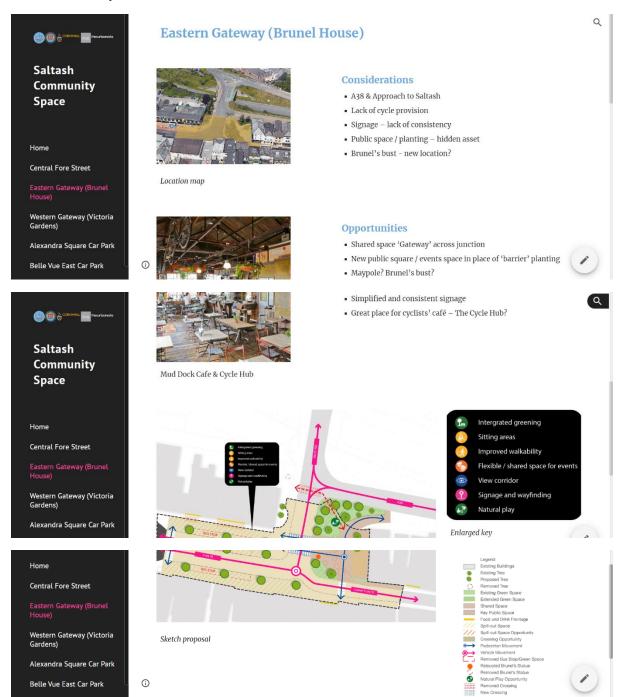






Page 273 er Consultancy

Eastern Gateway



Page 2174 Consultancy

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Western Gateway



CONTRACT TO P

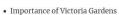
Community

Saltash

Space

Western Gateway (Victoria Gardens)





- Slow traffic zone Shared space environment
- Opportunities to increase level of planting



Location map



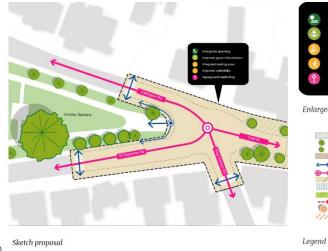
Shared space - Poynton

Opportunities



- New planting at pedestrian level
- $\, \bullet \,$ Streets for People design-code driven
- Simplified and consistent signage
- Becomes the 'second' town square during main events

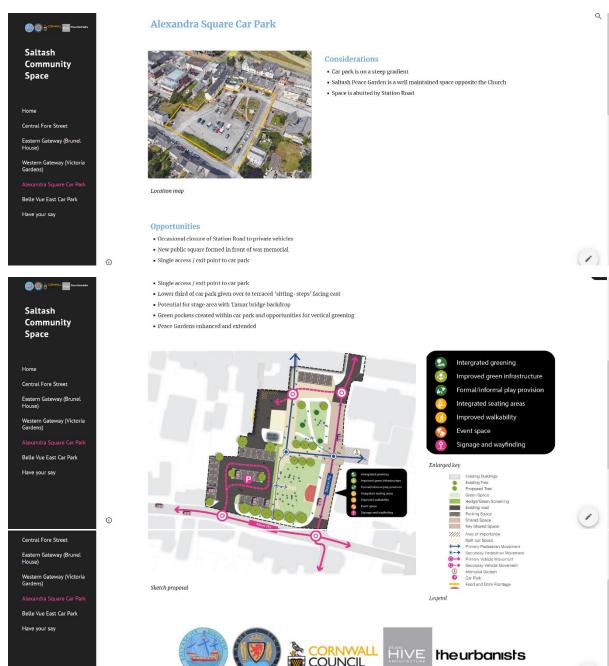






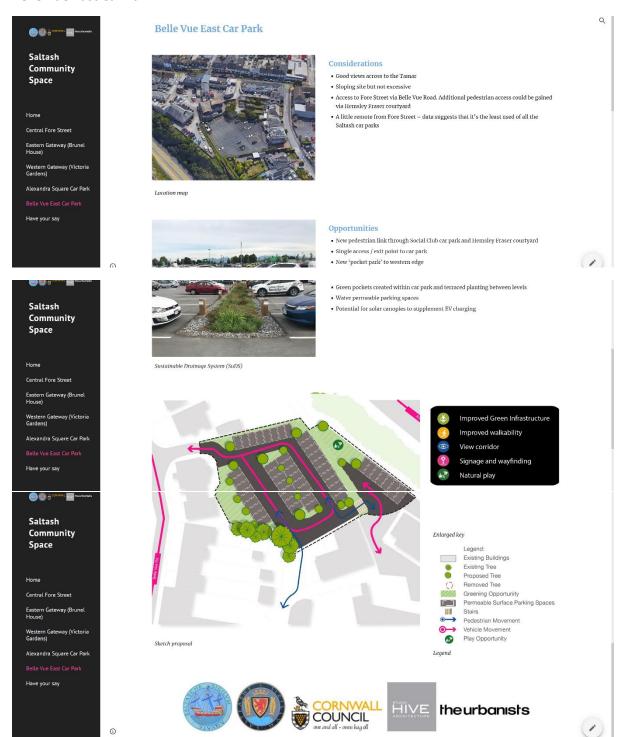


Alexandra Square Car Park



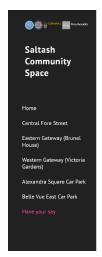


Belle Vue East Car Park





Have your say





Have your say

How can I get involved?

 $The \, Saltash \, Town \, Team \, is \, keen \, to \, hear \, your \, views \, on \, making \, Saltash \, a \, better \, place \, to \, live, \, work, \, visit \, and \, enjoy. \, and \, constant \, a \, better \, place \, to \, live, \, work, \, visit \, and \, enjoy. \, and \, constant \, a \, better \, place \, to \, live, \, work, \, visit \, and \, enjoy. \, and \, constant \, a \, better \, place \, to \, live, \, work, \, visit \, and \, enjoy. \, and \, constant \, a \, better \, place \, to \, live, \, work, \, visit \, and \, enjoy. \, and \, constant \, a \, better \, place \, to \, live, \, work, \, visit \, and \, enjoy. \, and \, constant \, a \, better \, place \, to \, live, \, work, \, visit \, and \, enjoy. \, and \, constant \, a \, better \, place \, to \, live, \, work, \, visit \, and \, enjoy. \, and \, constant \, a \, better \, place \, to \, live, \, work, \, visit \, and \, enjoy. \, and \, constant \, a \, better \, place \, to \, live, \, work, \, visit \, and \, enjoy. \, and \, constant \, a \, better \, place \, to \, live, \, work, \, visit \, and \, enjoy. \, and \, constant \, a \, better \, place \, to \, live, \, work, \, visit \, and \, constant \, a \, better \, place \, to \, live, \, work, \, visit \, and \, constant \, a \, better \, place \, to \, live, \, work, \, visit \, and \, constant \, a \, better \, place \, to \, live, \, work, \, visit \, and \, constant \, a \, better \, place \, to \, live, \, work, \, visit \, and \, constant \, a \, better \, place \, to \, live, \, work, \, visit \, and \, constant \, a \, better \, place \, to \, live, \, work, \, visit \, and \, constant \, a \, better \, place \, to \, live, \, work, \, visit \, and \, constant \, a \, better \, place \, to \, live, \, work, \, visit \, and \, constant \, a \, better \, place \, to \, live, \, work, \, visit \, a \, better \, place \, to \, live, \, work, \, visit \, a \, better \, place \, to \, live, \, work, \, visit \, a \, better \, place \, to \, live, \, work, \, visit \, a \, better \, place \, to \, live, \, work, \, visit \, a \, better \, place \, to \, live, \, work, \, visit \, a \, better \, place \, better$

Please take part in our public consultation either online or in person at our drop in consultation events on Friday 16 and Saturday 17 June from 10 am - 5 pm at the Guildhall.

You can download a copy of the exhibition material here, which you can print but if you would like a paper copy of the materials please contact Avril Baker Consultancy, Consultation Coordinator at 0117 9772002 or info@abc-pr.co.ulk

We would like to hear what you think-please complete a feedback survey at an event or by following the link below by 30 June.

https://www.surveymonkey.co.uk/r/saltash

What happens next?

 $Following\ public\ consultation,\ the\ project\ team\ will\ provide\ their\ recommendations\ at\ the\ end\ of\ September\ 2023.$

Saltash Town Team/Council will then seek further funding to enable the project to progress with the ambition being to achieve positive environmental, social and economic benefits for the town.

Need help?

If you have any queries regarding this public consultation, please contact the Saltash Town Team on Tel: 01752 844846 (Mon - Fri 9am to 5pm) or Email enquiries@saltash.gov.uk











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July 2023

Appendix D: Media coverage

Saltash Observer (paid for)



Cornish Times

 $\frac{https://www.cornish-times.co.uk/news/public-consultation-in-saltash-highlights-potential-new-areas-for-green-community-spaces-622879$









Members of the public attended the event held by the Saltash Town Team, working alongside Saltash Town Council



A public consultation took place in Saltash on June 16 and 17 to highlight potential new areas for green community spaces in the town.

The Saltash Town Team, working alongside Saltash Town Council, is leading on the project having secured Town Vitality Funding for a feasibility study from Cornwall Council .

Bargain Holidays | Search Ads | ...

Councillor Louis Gardner, Cornwall Council cabinet portfolio holder for economy said: "Town Vitality funding is helping places examine their town centres and the continuing role they can play in supporting community and business activity.

"We're really interested to see how communities like Saltash explore opportunities for reimagining the way in which their town centres are used. Town Vitality funding is essential to kick start these ideas and concepts and the forthcoming public consultation will give people the opportunity to give their views on this new green community space project for Saltash."



ALSO IN THE NEWS



ocals band together to rais oney for Looe RNLI



Police called to two-car crash on A38 at Tideford

One in eight pregnant women in Cornwall were smokers when they gave birth

Architecture by Studio Hive have been commissioned to design the community spaces which look to cover four main sites; Central Fore Street,

Eastern Gateway (Brunel House), Western Gateway (Victoria Gardens), Alexandra Square Car Park and Belle Vue East Car Park.



The plans for the area will see new signage and way-finding, improved materials and street furniture, adaptable spaces for events and improved walkability and active travel options which look to strengthen biodiversity and climate resilience within the town.

Additionally, the project looks to host events, offer improved facilities for outdoor relaxation and bring the community together as well as support Saltash in becoming a more successful retail and leisure destination.

Read More

MORE ABOUT: Saltsuh Architecture SHARE < □ ▼

Councillor Commell Council



One-hundred and seventy people turned up over the two-day event to have their say and view the designs that Architecture by Studio Hive had created based on a previous study undertaken in the spring.

Barry Brooking, a local resident, attended the consultation event.



He explained: "I was pleased to participate in the public consultation at Saltash Guildhall organised by the Saltash Town Team and Town Council To Design a Green Multi-Use Space in the Retail Heart of the Town Centre'. It is a worthwhile ambition, and I hope that it was well supported. If we as a community do not take the opportunity to give our opinion as part of the consultation, we cannot blame those who make appropriate decisions with which we disagree.

"Having attended the event, may I share with our community my views, which includes relevant research on the topic.

"The topic is, of course, not new. I remember discussing it with my late father many years ago, when he was a Councillor and Mayor. There are a number of very difficult problems.

"Our proximity to our 'big neighbour' Plymouth means that its large shopping centre can offer a wider choice and often more competitive pricing. The effect is that our town centre shops cannot always offer what we need. I try very hard to shop locally, but it can be impractical.



"Our geographical position is probably as difficult as it could be for such an ambition. Fore Street and adjacent roads and car parks are incredibly steep with no proper flat squares, probably the worst option for a multi-use space in a town centre. The ideal location appears to be like so many European town squares ~ a good size, flat area, enclosed by shops and buildings.

"I remember that many years ago Liskeard was chosen by a TV channel to improve its retail town centre. As I recollect, the changes/improvements were only 'cosmetic' malniy increased awareness and events, hanging baskets, planters and benches. I happened to come across some of the production team. I recommended they should develop the old cattle market square as a best option.

"I believe that our best option for Saltash is to develop Alexandra Square to

"I accept that it is not perfect. It is sloped, not a complete square, and would not be done without some difficulty as it would include the excellent Memorial Peace Garden and the Cornwall Council Car Park. However, it could be possible to negotiate and transfer/replace what is in the current spaces. Such a bold step and changes might not be ideal, but I would suggest it is the only option that would make a realistic and workable solution to the proposal.



"In 'A Shell Guide to Cornwall' in 1960 Sir John Betjeman described our Saltash story as 'sad'. He opined that the Tamar Bridge meant that 'few people turn off to see what is left of Saltash'. Things do not appear to have changed much in over 60 years! Indeed, the Bridge could well have had an adverse effect for local people's shopping.

"Bus as an Essanian I am sure of one thing: while wishing success to this project, I believe, irrespective of its circumstances. a town should be judged by the quality of its community. In this respect, both in Peace and War, Saltash can be judged positively and well with or without a green, multi-use space in the heart of the Town Centre."

The plans and feedback forms are available to view at Saltash Library Hub and online at www.saltash.gov.uk/consultations.php

At the event there was also an opportunity to view the Saltash Waterside Coastal Communities exhibition which demonstrated the possible plans to combat the increasing risk from tidal flooding across the Waterside area in addition to improving the appearance of public areas.



Peter Ryland, chair of Saltash Town Team said: "It was great to see so many people at our consultation events at the Guildhall, but if you couldn't make it, we still want to hear your thoughts before the consultation closes on July 14. Please have a look at the website or visit the library and let us know what you think by completing a feedback form at the library or via the town council website."

Consultation on proposals for a new multi-use community space at the heart of Saltash town centre has been extended and will now close on July 14.

Following this consultation event, the project team will provide their recommendation at the end of September 2023. Saltash Town Council will then seek to gain further funding to support the project in its progress.

To find out more visit: https://sites.google.com/view/saltash-community-space/home or go to: www.saltash.gov.uk/consultations.php or email enquiries@saltash.gov.uk

To find out more, visit: www.saltash.gov.uk/consultations.php or email enquiries@saltash.gov.uk

MORE ABOUT: Saltash Architecture SHARE

Councillor Comwall Council

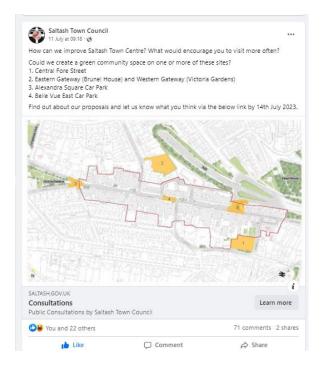




Appendix E: Social media

A selection of the Facebook posts:















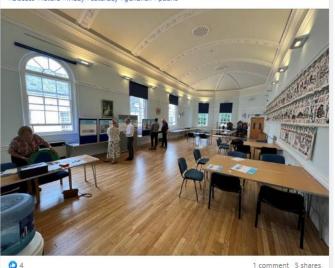
If you can't come along, you can also look at our proposals and let us know what you think on our website at www.saltash.gov.uk/consultations.php

There is also an opportunity to view the Saltash Waterside Coastal Communities exhibition as part of the above exhibition, the Saltash Coastal Communities Team welcome your views and invite you to complete a questionnaire once you have visited the exhibition.

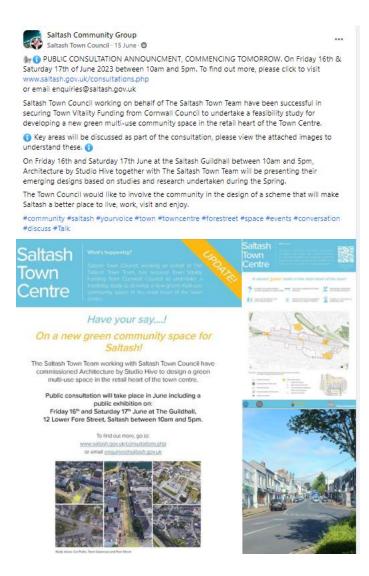
#consultation #community #voice #listen #involvement #team #listen #saltash #cornwall #discuss #future #friday #saturday #guildhall #public

will be Members in attendance from the Saltash Town Team and Town Councillors who are

interested to hear your views.







Page 284er Consultancy

Appendix F: May Fair leaflet

Saltash Town Centre

What's happening?

Saltash Town Council, working on behalf of The Saltash Town Team, has secured Town Vitality Funding from Cornwall Council to undertake a feasibility study to develop a new green multi-use community space in the retail heart of the town centre.

Have your say!

On a new green community space for Saltash!

The Saltash Town Team working with Saltash Town Council have commissioned Architecture by Studio Hive to design a green multi-use space in the retail heart of the town centre.

Public consultation will take place in June including a public exhibition on:

Friday 16th and Saturday 17th June at The Guildhall, 12 Lower Fore Street, Saltash between 10am and 5pm.

> To find out more, go to: www.saltash.gov.uk/consultations.php or email enquiries@saltash.gov.uk







Study Areas compades











Saltash Town Centre

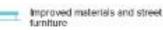
What is it?



'A vibrant 'green' realm in the retail heart of the town'



A better connected Saltash through signage and way-finding





Strengthen blodiversity and climate resilience



Improved 'walkability' and active travel options



Mutt-functional and adaptable spaces for a range of events



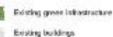
Creation of 'meanwhile' places



The map above shows the various locations which have been included in the early assessment work.



Priority study area



Existing highway infrastructure



- Culver Road Car Park
- Bulle Von East Car Park Belle Via: West Car Park
- Victoria Gardens Gateway
- Eastern Sabaway





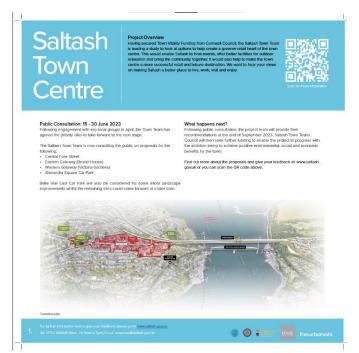
theurbanists

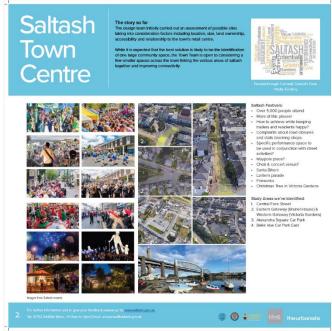
Page 43



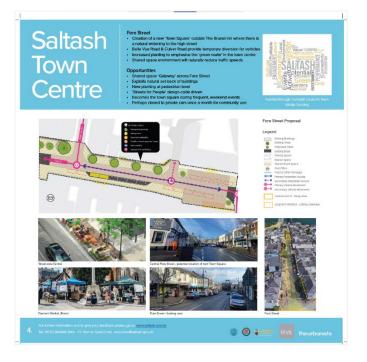
July 2023

Appendix G: Exhibition Boards – June consultation

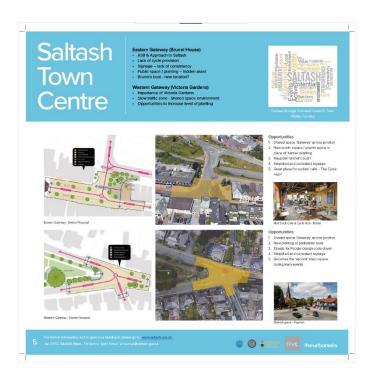














Appendix H: Feedback survey







Saltash Town Centre Green Spaces - Public Consultation June 2023

Feedback survey

Vision and aspirations

This green multi-use community space would be able to host events, offer enhanced facilities for outdoor relaxation and bring the community together, as well as enhance the viability of the town centre as a retail and leisure destination.

The project team will provide their recommendations at the end of September 2023 and Saltash Town Team hopes that further funding will enable the project to be delivered leading to positive environmental, social and economic benefits.

We welcome your views on our proposals. Please submit your comments by 30 June 2023.

1. How often do you visit saitasii town tentre:
Every day
Several times a week
About once a week
Two or three times a month
About once a month
Less often
Rarely/never

How often do you visit Saltach town control



July 2023

2. What are your main reasons for visiting the town centre?

Activity	Reasons
	(Tick all that apply)
Shopping/ supporting independent shops/ local businesses	
Eating, drinking out/ meeting friends or family	
Visiting the Guildhall	
Using the train station	
Attending events e.g May Fair, Remembrance Parade	
Having a stroll/En route to somewhere else	
Work	
Other (please specify)	

3. From the list below, please select up to FIVE items that you would like to prioritise in the plans to improve Saltash Town Centre:

A dedicated event space for art, entertainment and	
cultural activities	
A regular market	
A pedestrianised section of Fore Street	
Accessible for everyone – from cyclists and families to	
people who are less mobile	
Accessible and signposted toilets / changing places /	
baby feeding rooms	
Integrated cycling infrastructure e.g. cycle lanes,	
secure/covered cycle parking	
Improved signage especially to car parks	
More greenery	
More public seating	
More seasonal events and festivals	
More taxi drop off spaces	
Widening pavements and removing barriers along the	
high street to improve the journey/accessibility for all	
Other (please specify)	



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4. Priority sites:

What do you think about the following site specific proposals and opportunities?

	Like	Dislike	Undecided/ no opinion
Central Fore Street (see board 4)		L	L
Creating a new 'town square', outside the Brunel Inn,			
where the street widens			
Closing the square to private cars once a month for			
potential community events (e.g. a market,			
performances etc.) with traffic diversions via Belle Vue &			
Culver Road			
Creating a shared space 'gateway' which will help slow			
down traffic and prioritise pedestrians			
Increasing planting to emphasis the 'green realm' in the			
town centre			
Providing new street furniture such as seating and			
canopies			
Eastern Gateway to Fore Street (Brunel House) (see board	d 5)	1	
Creating a new shared space 'gateway' across the junction			
to slow traffic and welcome visitors			
Creating a new public square/events space by decluttering			
and removing the 'barrier planting'			
Looking at relocating Brunel's bust and Maypole			
Making signage simpler and more consistent			
Providing scope for a new cycle hub/café			
Western Gateway to Fore Street (Victoria Gardens) (see b	oard 5)		
Creating a new shared space/gateway across the junction			
Providing a second 'town square' during major events			
Modifying the junction and creating shared surface to slow			
traffic and improve pedestrian crossings (Streets for			
People design-code)			
Creating new planting at pedestrian level			
Making signage simpler and more consistent			
Alexandra Square Car Park (see board 6)			
Creating a new public square in front of the war memorial			
Closing Station Road on occasions to private vehicles			
Making a single access/exit point to the car park			
maning a single access, exit point to the car park			



Changing the lower third of the car park to terraced		
seating/steps facing east		
Looking at the potential for a stage area with the backdrop of the Tamar Bridge		
Creating 'green pockets' within the car park including		
opportunities for vertical greening		
Enhancing and extending the Peace Gardens		
Belle Vue East Car Park (see board 6)		
Delice vac East car rank (See Board of		
Creating a new pedestrian link through the Social Club car		
park and Hemsley Fraser courtyard		
Making a single access/exit point to the car park		
Creating a new 'pocket park' to the western edge		
Creating smaller new green pockets, within the car park,		
with terraced planting between levels		
Designing water permeable paving/parking spaces		
Looking at the potential for solar canopies to supplement		
Electric Vehicle charging		
5. Do you have any further comments or suggestions for		
6. Do you have any other ideas about what could make better?	Saltash Town C	entre even



out you	
7. What's your home postcode?	
8. What is your connection to the are	ea? (select as many as appropriate)
☐ I live in Saltash ☐ I work in Saltash ☐ I study in Saltash ☐ I regularly travel to Saltash	☐ I want to live in Saltash ☐ I live in Plymouth ☐ I represent a group/organisation (please specify
9. What is your age group?	
☐ 11-15☐ 16-24☐ 25-34☐ 35-44☐ 45-54	 ☐ 55-64 ☐ 65-74 ☐ 75-84 ☐ 85 or over ☐ Prefer not to say
10. How do you get to the town centr Walking	r e?
 Walking with pram/pushchair Jogging/running Mobility scooter/ wheelchair	☐ Car (passenger) ☐ Scooter ☐ Other
Bus Taxi or other cab Bicycle Motorcycle/moped	☐ - 3···ē·
☐ Train ☐ HGV ☐ Commercial vehicle	



11. Would anything encourage you to use a different form of active travel? (e.g. public transport, cycling, walking?)
12. Please provide your postcode
If you would like to be kept informed about this project, please provide your name along with email or full postal address:
The information you provide will not be passed to any third party and will only be used to communicate with you with regards to this specific project. If at any time you wish to have your details removed from our database please contact Saltash Town Council.
Please return paper copies of this survey to:
Saltash Town Council, The Guildhall, Lower Fore Street, Saltash, Cornwall PL12 6JX



Appendix I: Feedback from Engagement workshops

Overview:

- The majority of comments and feedback related to ideas for Fore Street and the Gateways at either end
- In terms of the car park locations, Alexander Square received the most comments with Culver Street, Belle Vue West and East the least.
- The Post Office site was also raised
- Topics discussed included parking, public transport/buses, accessibility, impact of changes on retailers, scope and location of market days and events and opportunities for more greening
- Interest/suggestions for smaller changes/interventions e.g. new surface materials, reorganisation of street furniture, canopies, better signage to car parks, covered cycle parking, creating small pocket parks, different types of planting etc.
- Bigger picture being bold and having a longterm vision plan to create the greenest, safest town, changing habits and behaviours re car usage and shopping, addressing climate change and planning for future generations.

General comments

Theme	Support	Concerns	Suggestions	Team response
Car parks		 If you live out of town you have to use cars to come in. I would question charging for car parking if not on street where it is free. Massive concern re car parking on residential streets. It's already a nightmare. Parking permits will need to be introduced. The car parks are a bit 'out of the way' for town centre impact Strongly against the loss of parking. The town parking is over capacity on event days for the three large events. 	 Need to understand all car park use demographics Want to know where cars come from and why No mention of better use of Longstone (Car) Park – very much underused presently Use underutilised car park such as Belle Vue Could one of the car parks provide coach parking? All of these ideas are dependent on Cornwall Council 'letting it happen'. Have to be sure as car parks are on Council land. 	 Scope to look at car park usage, analyse how they work now and look to make them more efficient. E.g whether if made the first hour free would that help? Different ways of monitoring. Current data is from ticket machines. Can use cameras weekday and Saturday and capture of people are leaving cars overnight. Would give better/more scientific view of how car parks are used. Currently most are not very efficient. Scope to take some spaces and create small pocket parks. Will be using up to date data - have requested this from Cornwall Council. Coach parties tend not to come to Saltash as no coach parking. Could look at the co-op area. New parking charges coming in from Cornwall Council including charging on Sundays Cornwall Council is already part of the team. There is scope to ask

Theme	Support	Concerns	Suggestions	Team response
				questions and getting back answers. • Have had very positive feedback re ideas for utilising car park spaces so far. We are in a climate emergency and need to address. It's about planning for future generations.
Retailers			 Establish actual retail sales figures over time/years to measure/prove success Over 20 years have seen decline because of out of town shopping. Need independent shops - need leadership. What about meanwhile uses? In Plymouth have 7 shops used for culture activities 	Independent shops can also give feedback from customers direct
Public transport		 Concerned about the bus services to Fore Street being reduced at certain times If you reduce parking spaces, it will adversely affect people who have none or poor bus service to the town centre. Why isn't there one bus service down North Road? 	 Move buses to New Road – there is a bus shelter both sides of the street Need to use the Hopper bus more 	

Theme	Support	Concerns	Suggestions	Team response
Accessibility		Car parks have levelling issues which could affect disabled/elderly. A lot of work needed.	 Represent those with disability including dementia. How will they be taken into account? Includes physical aspects such as level changes and steps but also types of signs and images 	Agreed – we need a group such as Dementia Voice to engage with us as part of the design process
Markets	Would be good for fresh fruit and veg. Launceston is v successful.	 Temporary traffic management would be unavoidable on market days without full Fore St closure Market NOT on a Sunday 	Setting up e.g for a market is better if in an area people are passing through so they are aware something is happening, not located out of sight/invisible	 Launceston has same challenges of shops closing early. Tourists turn up and all closed. Potential shift? Could have 'magic Wednesday' or themed days. A 'local' or farmers market. Could have play spaces - not all retail. A 5k route. All helps to bring in people who would otherwise not come into the town centre
Events		 Proximity to residents and noise from events Emergency service vehicle access during events Ingress/egress from events – safe/staggered 		
Other	Greening up is a good part of the presentation		100% consult with young people – really important to listen to their views, do via social media	

more cycurrent places Could h memor outside St Niche	be nice to get ycle parking — not ly in the right ave a town ial on land St Stephen's or plas so everyone it and add

Fore Street

First choice of 4 stakeholders

Difficult to determine from some comments whether these relate to just the Fore Street town square opportunity or the Gateways as well

Support	Concerns	Suggestions	Team response
Footfall from the bridge – this end currently looks very tacky.		 From Victoria Gardens down, all resurfaced in cobbles to create a pedestrian feeling area and to calm traffic Improve garden area at bottom of Fore Street, open/lighten up Need to encourage/draw people to the part of the road nearest the Guildhall. Improve pedestrian access with a 'welcome to the town' when crossing the Tamar Bridge 	
 Opportunity to create a space currently dominated by cars/buses Would support more public transport 	 How can this be done as is a convoluted area to get in/out of especially if narrow the road? Buses struggle down Fore Street as a lot of traffic use it If you close the road where does all the traffic go? 	Lower Fore Street needs to be better integrated with Fore Street	 Could have a smaller closed area. If allow for a major event/s and normal weekday activity - need to encourage people to use the car parks and to walk into Fore Street Could introduce bus gate/and for couriers only and promote more active travel. Would also help improve air quality.

Support	Concerns	Suggestions	Team response
			 Need clear signage to show routes to car parks and think about timing We have a traffic consultant as part of the team who will do different scenarios which can test and check for any pinch points. They will also talk to the people running events.
•		 Is there scope to widen/resurface the area behind the working man's club? 	It's a private road
 Like concept of pedestrianisation Love the bold idea of a square in the central Fore St. Would make an accessible attractive space sheltered from the weather Great idea. Needs to be devoid of cars. 	 Seems to be a lack of greenery at both ends (Fore Street) and no real greenery between Canopy could block natural surveillance and future town cctv coverage. Could also create interesting challenge for young people to climb on. 	 Would like to see canopies (like at Sainsburys) Canopy design could reflect bridges Would be good if there was covered cycle parking What about areas under cover e.g. for a small band? This used to happen at weekends, where shops are set back and where walk through to Culver Road Car park Small squares for permeable surface else the soil comes out and you trip over 	 Agreed could provide an all weather space Keen to bring measures which day to day make the area more pleasant e.g. a bus gate through town i.e. filtered traffic only (buses, emergency vehicles)
Historical relevance as until late Victorian times there was an archway where proposing the	What about wind tunnels? Use Fore Street a lot and it can be unpleasant re the wind.	Fore St would definitely benefit from some evergreen foliage so that there are green trees all year round (not just summer)	 Trees help mitigate wind really well. E.g can use 'pleached trees, which are really useful in heritage places.

Support	Concerns	Suggestions	Team response
town square. An arch would really add to the town square • Would also support more trees on Fore Street, between the nodes • Please more trees and greenery on Fore St between gateways •	Alexander Square is lower and more sheltered.		 Scope to use plants as infrastructure and leave ground level clear for seating etc. Trees also give shade, cooling and cover above. Have seen examples of 'living pillars' with planted collars around columns/along a colonnade.

Victoria Gardens – Western Gateway

Support	Concerns	Suggestions	Team response
Like the reconfiguration of the pavement, but is that feasible re the buses?	 The corner of Victoria is very tight – could be issue with buses as they use this diversion route when Fore Street is closed for May Fair etc. Buses come every 20 minutes. Buses will not make the turn from St Stephen's Road into Fore St if there are any obstructions Problem re crossing the road and gates 	 Whole area needs to be controlled and traffic slowed as very busy Turn Fore Street one way with shared area around Victoria Gardens 	 Can use material changes on the road to signify it's a pedestrian area and slow traffic. Use of rumble strips and shared surface. Can also create build outs so harder for traffic to go at speed. Could close off the point and go for uncontrolled crossing

 Agree with greening up. Have a 	 Victoria Gardens is underused 	 Victoria Gardens is a good place 	•
massive green opportunity in	because it is difficult to get to.	for a bandstand	
Victoria Gardens.		 Public toilet signage 	

Brunel Gardens – Eastern Gateway

Support	Concerns	Suggestions	Team response
Support having a square hereCycle hub – great idea	•	Tiles for humps – to reduce speed	Scope to declutter, introduce planting
•	•	 Encourage crossing Use the slot machine building – it could be the Saltash Museum 	It's too large for a museum – plus don't have enough volunteers
		with the top floor for storage and work spaces	_

Alexander Square

Support	Concerns	Suggestions	Team response
 This park has more potential than shown. Alexandra Sq is the quietest, most sheltered, historic and best shaped space. Access to Pub and Church. People already sit there. Closing Station Road always into a market area would be good 	 Alexander Square is well used on a Sunday by the church goers 98% full on at least 1 day a week if not more. Concern that people will need the parking spaces. If shut down Station Road will create a one way track and a major problem. There's no decent public transport. People will just fill up the back streets. A lot of local residents have nowhere else to park. The space here is very exposed to wind and the angle not easy for market stalls Market space is wasted and due for some TLC Access to Alexander Square is a problem 		 Not necessarily proposing taking away car spaces. May not lose any in some areas. Where we do it will be based on data. Experience from other places is that after a while the moans went away and cars went elsewhere. Car usage is also about changing habits. Looking forwards, parking and shopping habits also need to change and we also need to improve air quality. We need to be bold and look at the long term, create a vision plan – to create the greenest, safest town. We may need to move things around. Behaviour makes us want to be as close as possible, whereas we can encourage people to walk a bit further (if they can) which means they will pass other shops and may spend money. We will need to retain access re mobility issues.

•	Who owns Alexander Car Park?	•	A legal land search was carried
	Is it Cornwall Council as heard		out and it definitely is owned by
	there was a legal challenge?		the Council.
	Cornwall Council is going to		
	resurface Alexander Square		

Belle Vue East

Support	Concerns	Suggestions	Team response
•	•	Multi storey car park	
		Pedestrian entrance	
		Get rid of trees/garden and open	
		visible access from town and this	
		car park will get used more	

Post Office site

Support	Concerns	Suggestions	Team response
My favourite option would be the one where you knock down the post office	•	 Previously discussed buying land in the centre by the Post Office as this is a dead area. Would make an excellent town square. Post office site was previously the Wesley Church 	Site is owned by a major investor who would want a lot of money for the land. Post Office would require a new sorting office out of town which

	would be too costly. Also PO have	l
	signed up for another 10 year lease.	

Additional team verbal feedback/summary:

- 1. Fore Street Central Square Creation of shared space environment with new surface materials and reorganisation of street furniture and planning to create what is clearly the 'centre' of Saltash.
- 2. Alexandra Square Whatever form it takes this space has the greatest potential for the creation of a new public space for either performance or open air event. The surrounding built environment is attractive with the Church Museum and Guildhall all closely connected. Station Road could be a 'managed shared space' and could be closed occasionally to suit events.
- 3. East and West Gateways Work to reduce traffic speed and increase pedestrian friendly environment. Signage would be rationalised and those arriving off the A38 would be instantly aware that Fore Street is a 'Place for People' This would be in conjunction with a review of on-street parking and coordinated tree planting and street furniture strategy.
- 4. Belle Vue East Car Park Works to improve greening of the environment permeable spaces and rationalisation of layout to create pocket parks. Improved pedestrian connection with Fore Street.
- 5. Culver Street Car Park Proposal restricted by need to provide service to Co-op but a small public square could be formed around the existing cafe. Parking spaces rationalised and green spaces introduced
- 6. Belle Vue West Car Park As BVE but a difficult space in which to create anything meaningful and probably of more value as a potential development site for resi

Appendix J: Full survey results

Appendix J: Full survey results

Q1. How often do you visit Saltash town centre?

Answer Choices	Responses	
Every day	27.11%	61
Several times a week	46.22%	104
About once a week	14.22%	32
Two or three times a month	7.56%	17
About once a month	3.56%	8
Less often	1.33%	3
Rarely/never	0.00%	0
	Answered	225
	Skipped	2

Q2. What are your main reasons for visiting the town centre?

Answer Choices	Responses	
Shopping/ supporting independent shops/ local businesses	89.38%	202
Eating, drinking out/ meeting friends or family	44.69%	101
Visiting the Guildhall	11.95%	27
Using the train station	26.11%	59
Attending events e.g. May Fair, Remembrance Parade	43.81%	99
Having a stroll/En route to somewhere else	46.46%	105
Work	14.16%	32
Other (please specify)	17.26%	39
	Answered	226
	Skipped	1

Other (please specify)

- I live in the town centre. It feels like the Council have forgotten that there are residents in the area
- Banking, this is important
- Attending clubs and groups
- Dropping off recycling. Using cashpoint. Picking up prescription
- Foreign muck/ hairdressers/ popping to Superdrug on way home
- Cash machine
- I live here
- Various
- Medical
- driver at no.4
- Using local transport
- Vet, Optician, Chiropody
- Haircut
- Using the buses when going outside of Saltash



- Volunteering
- Volunteer at Food bank
- Museum
- Volunteer at food bank & church
- En route for exercise (down to Riverside)
- Health care, opticians, dentist, chemist. Personal care, hair, nails.
- Catching a bus
- volunteering
- Collecting a prescription
- I live there
- Shopping and donating in charity shops
- Volunteering
- meeting colleagues
- Hairdresser, chiropodist
- I live in the town centre (Albert Road)
- Catch a bus / holiday coach
- Children are in town band and sailing cadets, practice on Friday evenings
- Children attending town band
- Catch buses
- Volunteer
- Church events at St Nicholas & St Faith (Alexandra Sq)
- Voluntary work
- I live in the town centre
- Reside
- Jazz at the Union Pub

Q3. From the list below, please select up to FIVE items that you would like to prioritise in the plans to improve Saltash Town Centre

Answer Choices	Response	S
A dedicated event space for art, entertainment and cultural activities	42.15%	94
A regular market	60.99%	136
A pedestrianised section of Fore Street	25.11%	56
Accessibility for everyone – from cyclists and families to people who are less		
mobile	36.32%	81
Accessible and signposted toilets / changing places / baby feeding rooms	36.77%	82
Integrated cycling infrastructure e.g. cycle lanes, secure/covered cycle parking	9.42%	21
Improved signage especially to car parks	18.39%	41
More greenery	56.95%	127
More public seating	36.32%	81
More seasonal events and festivals	31.39%	70
More taxi drop off spaces	3.59%	8
Wider pavements and removal of barriers along the high street to improve the		
journey along the street for all	29.60%	66
Other (please specify)	23.32%	52
	Answered	223
	Skipped	4

Other:



- Consideration for the residents of the town centre
- Free parking for at least 2 hours to encourage shoppers
- Free parking
- Free parking.
- No parking in the street, bus and taxi only
- Better road width for vehicles, removing pull in place at top of fore street (going down) or widen space so vehicles do not hinder the roadway, more on Fore street parking
- Diverse shops with funding for small businesses
- More free parking
- More play equipment for children
- CCTV
- More 30min to 1hr free parking in the main street
- Signs to prevent cyclists and skateboarder riding on pavements
- CCTV cameras
- Improved traffic flow, and road side parking only for those with 'Blue Badges'
- If I pay to park (always increasing) I need a reason. I can sit in a green space anywhere
- Better areas for buses to stop
- Resurface and mark car parks. Seasonal flowers/planting
- Free parking in town centre car park
- accessibility for those with disabilities but not cyclists
- More play equipment for children
- Less charity shops and more independent shops.
- CCTV
- A regular market only if properly managed with no bric-a-brac. More taxi drop-off spaces not required. What is the need for improved cycle infrastructure? Did they not survey frequency/times of use?
- Slower traffic so more pedestrian-friendly.
- It's the main road through Saltash, what else can it be?
- Fine as it is
- Arcade
- Car drop off points for elderly passengers
- More variety of shops DIY, clothing etc.
- make it easier for local people to rent shop space by bringing down the rent
- As a pedestrian I would like a safer Fore Street environment but I am worried that this would direct more traffic along North Road where I live and that is a dangerous place for pedestrians often used as a rat run with vehicles travelling at excessive speed including many boy racers. These vehicles often ignore pedestrian crossings and definitely do not prioritise pedestrians as the highway code dictates. Please be aware of this before approving any scheme
- Ways to encourage the public down to Lower Fore Street shops and businesses
- Total pedestrianisation. Ban cars.
- Better event notification signs
- Free parking in the town for 2 hours to encourage more people to shop in the street
- Safe crossing to Victoria park .
- More free parking
- Reduction In Food Take away Outlets
- Fore Street Trees and Planting to be restored/ maintained
- Remove pigeons, where they roost is so unhygienic and unsightly, so roost sites need to be eliminated



- Ease of using local shops and restaurants (being able to pop down in car for 30 mins to buy something without extra parking costs)
- More trees with vandal proof guards
- Property owners to smarten up their buildings
- Wider roads so when buses stop they don't block the entire road. Causes absolute chaos
- Fore Street needs a steam clean, tidied up and shop keepers should take responsibility for keeping their frontages clean and tidy. Similarly landlords should take more care and keep empty properties tidy and in good order
- Improve link to railway station
- More car parking spaces
- No or lower car park charges
- The town will be killed if you widen the pavements and reduce road width/on road parking!
- Anything new will be damaged and vandalised, sadly.
- ne surfacing for pavements. better lighting. remove speakers
- Residents' parking
- 20 mph speed limit

Q4. What do you think about our site specific proposals and opportunities for Central Fore Street? (see board 4)

			Undecided/ No				
	Like		Dislike		or	inion	Total
Creating a new 'town					- 1		
square', outside the Brunel							
Inn, where the street widens	57.59%	129	24.11%	54	18.30%	41	224
Closing the square to private							
cars once a month for							
potential community events							
(e.g. a market, performances							
etc.) with traffic diversions							
	E 4 O E 0 /	122	24 000/	60	12.000/	21	222
via Belle Vue & Culver Road	54.95%	122	31.08%	69	13.96%	31	222
Creating a shared space							
'gateway' which will help							
slow down traffic and							
prioritise pedestrians	51.36%	113	26.82%	59	21.82%	48	220
Increasing planting to							
emphasise the 'green realm'	04.260/	470	40.000/	22	0.640/	40	220
in the town centre	81.36%	179	10.00%	22	8.64%	19	220
Providing new street							
furniture such as seating and							
canopies	71.04%	157	13.57%	30	15.38%	34	221
						Answered	224
						Skipped	3
							•

Q5. What do you think about our site specific proposals and opportunities for the Eastern Gateway to Fore Street (Brunel House)? (see board 5)

Like Dislike Undecided/ No opinion Tot
--



Creating a new shared space							
'gateway' across the junction							
to slow traffic and welcome							
visitors	47.09%	105	27.35%	61	25.56%	57	223
Creating a new public							
square/events space by							
decluttering and removing							
the 'barrier planting'	55.66%	123	19.91%	44	24.43%	54	221
Looking at relocating							
Brunel's bust and Maypole	31.96%	70	31.51%	69	36.53%	80	219
Making signage simpler and							
more consistent	64.65%	139	8.84%	19	26.51%	57	215
Providing scope for a new							
cycle hub/café	39.63%	86	29.95%	65	30.41%	66	217
						Answered	224
						Skipped	3

Q6. What do you think about our site specific proposals and opportunities for the Western Gateway to Fore Street (Victoria Gardens)? (see board 5)

	Like		Dislike	Dislike Undecided		I/ No opinion	Total
Creating a new shared							
space/gateway across the							
junction	45.25%	100	29.86%	66	24.89%	55	221
Providing a second 'town							
square' during major events	55.41%	123	26.13%	58	18.47%	41	222
Modifying the junction and							
creating shared surface to							
slow traffic and improve							
pedestrian crossings (Streets	E0 C00/	442	27.600/	64	24 720/	40	224
for People design-code)	50.68%	112	27.60%	61	21.72%	48	221
Creating new planting at	CO 470/	452	47 570/	20	12.000/	24	222
pedestrian level	68.47%	152	17.57%	39	13.96%	31	222
Making signage simpler and	C4 F30/	1.40	11.000/	24	24.420/	F2	247
more consistent	64.52%	140	11.06%	24	24.42%	53	217
						Answered	224
						Skipped	3

Q7. What do you think about our site specific proposals and opportunities for Alexandra Square Car Park? (see board 6)

	Like		Dislike		Undecided, opinion		Total
Creating a new public square in front of the war memorial	53.88%	118	27.40%	60	18.72%	41	219
Closing Station Road on occasions to private vehicles	32.11%	70	43.58%	95	24.31%	53	218



Making a single access/exit							
point to the car park	47.49%	104	26.48%	58	26.03%	57	219
Changing the lower third of							
the car park to terraced							
seating/steps facing east	38.36%	84	40.18%	88	21.46%	47	219
Looking at the potential for a							
stage area with the backdrop							
of the Tamar Bridge	44.39%	99	28.70%	64	26.91%	60	223
Creating 'green pockets'							
within the car park including							
opportunities for vertical							
greening	57.27%	126	21.82%	48	20.91%	46	220
Enhancing and extending the							
Peace Gardens	53.46%	116	24.88%	54	21.66%	47	217
						Answered	224
						Skipped	3

Q8. What do you think about our site specific proposals and opportunities for Belle Vue East Car Park? (see board 6)

	Like		Dislike			cided/ No pinion	Total
Creating a new pedestrian link through the Social Club car park and Hemsley Fraser					·		
courtyard Making a single access/exit	65.00%	143	17.73%	39	17.27%	38	220
point to the car park Creating a new 'pocket park'	43.06%	93	23.15%	50	33.80%	73	216
to the western edge Creating smaller new green pockets, within the car park, with terraced planting	42.13%	91	22.22%	48	35.65%	77	216
between levels Designing water permeable	52.29%	114	25.23%	55	22.48%	49	218
paving/parking spaces Looking at the potential for solar canopies to supplement Electric Vehicle	59.28%	131	19.00%	42	21.72%	48	221
charging	54.34%	119	22.83%	50	22.83%	50 Answered Skipped	219 223 4

Q9. Do you have any further comments or suggestions for these sites?

Answered 142 Skipped 85



- As a home owner on Glebe Avenue, I am greatly concerned that such works (slow speed zones, frequent closures of the high street and semi pedestrianisation) would make life exceedingly difficult for my neighbours and myself. Parking on Glebe Avenue is already at a premium (with people avoiding the time restrictions on Fore Street and the excessive fees associated with the town car parks) and the road is simply not suitable for additional traffic including buses etc. (as demonstrated when this diversion route consistently fails during town events). Moreover, as a night shift worker, I do not want to be continually disturbed by additional traffic and, as a parent of a young child, I am concerned that our road would be used as a race track to avoid calming measures (increasing our pollution levels and leading to increased physical danger too). Further to this, a shared service only ever leads to confusion and danger to pedestrians; I cannot see why the Council continually enforces bike lanes etc on us (just look how much the widened pavement on North Road is used!).
- The town centre residents have been overlooked.
- Any car parking spaces lost to these proposals should be recreated near the town centre so as not to discourage use of Fore Street facilities.
- My concern with Lower Fore Street is that there is already an issue with people parking on double yellow lines and blocking safe access to the station and waterfront. There are several spots with double yellow lines (not yet completed) these are often parked on yet it is rare to see a traffic warden. Regularly there is not enough access to emergency services. There is also congested parking on corners inhibiting the view at crossings and have been several near misses. Widening these areas appears to reward bad behaviour. Likewise, the suggestion of blocking access to private cars regularly feels less opportunity and more of a disturbance for locals. Occasional events such as the lovely May Fair are not disturbing as we all have a fair sense of community spirit, however making this a regular hurdle could risk pushing the good nature of people trying to get to their homes and go about their daily activities.
- Not to take car parking space from Alexandra car park
- I don't have too many opinions about the car parks as I live on the fore street so rarely use them. Would love to see permanent staging, market area, outdoor seating, bike cafe, bike safe areas etc... at Redeemer church we could make use of staging for things like free community pop up Carols at the Christmas festival etc.. my only concern with redisigning the roundabout at the top of the fore street is the amount of collisions, beeping, agro from drivers that we see (as our house overlooks it). If that could be made safer without slowing down the traffic flow that would be great. Issues with parents of pupils at the school parking on king edwards road right up to the roundabout. Coms have gone out to parents, but doesn't seem to work- means we are unable to use loading area to unload food shops etc.. and parking tricky, as parents sit in thier cars and block service lanes on KE rd etc. would love to have some input on new roundabout plans if they go ahead sorry bit of a ramble hope that all makes sense!!
- If you plan on closing fore street, you need to think about emergency access and put double
 yellow lines the full length of glebe road, parking is a nightmare down there. How will disabled
 and ill people access cafes and shops, I would drop my husband outside cafes and shops in fore
 street
- Solar caponies and improving EV charging is a good idea. Alexandra square is used by cyclists
 heading from the Tamar Bridge towards Higher Port View cycling infrastructure should be
 considered. There is minimal bike parking locations in the town are these to be incorporated
 into the designs?
- I like the idea of occasional road closures on fore street but I don't think the proposed diversion routes could handle the level of traffic. I don't believe Alexandra square is the right place for terraced seating and a stage area especially facing east which would over looked the railway beer garden which can be rowdy. It would also take up yet more parking spaces which are already being lost on the high street and to EV charging points (I understand the need for these



- in the future but in the short term it cuts parking spaces). I think a stage area would better either in Victoria Gardens or Longstone park.
- Leave Alexandra square alone, just improve surface. Needs two exits, parking spaces and access
 to the public toilet. No reduction of parking there. Shared space road systems are trendy but
 impractical, especially given limited space available in proposed areas. Some pedestrians don't
 pay enough attention as it is now, danger to cyclists and themselves. .Current extra space made
 for cyclists has been detrimental to traffic flow in east section. More space for coffee shop
 seating outside areas.
- Free parking for 3 hours, make the whole area pedestrian friendly. Cars seemingly ruling the roads and pavements
- Average speed cameras
- Fitness/yoga area for outside classes
- I don't think Saltash is considering issues that already exist for drivers to and from Saltash. We already regularly are at a standstill through Saltash when traffic is high. Cyclists make traffic more dangerous.
- Alexandra Square is the only car park where you can either have reserved parking or use the Just Park app to buy multi use tickets if you live in lower fire street and have no parking space of your own. Reducing spaces in this car park could create problems for residents. The parking on Lower Fore Street is currently awful. And the people do not care about double yellow lines and just leave their cars while they shop or eat at the restaurants. Maybe a camera controlled parking system to fine people who park on double yellows - at any time of day?
- Making an indoor area for the markets or opening thr guildhall to indoor stall as many small businesses don't like or want to do outdoor fairs due to the nature of their products
- I think the town centre needs a core
- The town needs some central area desperately but not to the detriment of the businesses. But where to put it? Shoukd really be in Fore St somewhere. Brunel house area and Victoria gdn area could be ideal areas so long as we get them right. Perhaps starting with regular closures and diversions of Fore St and using a 'Brunel circus' would be good to see the impact it would have to start and if okay make it more permanent maybe? have
- Fore Street canopies and mini barriers to specifically protect pedestrians from wind and rain
- Get real avoid pie in the sky. Saltash is a pleasant town which needs people to make it vibrant and fulfilling to shopkeepers
- We need more space for children. Our parks aren't up to much.
- Almost all proposals will push much extra traffic to Glebe Avenue/North Road. You should think very carefully about any impact on residents on those streets.
- To ensure the police or similar consulted to aid designing out crime and Anti social behaviour
- Stop wasting money! There is no need to slow traffic down for pedestrians there is not a lot of them and most don't use the two pedestrian crossings anyway! Plus this will add to queues and then the council will start complaining about pollution, let traffic flow!
- A bandstand for regular playing by Town Band and others.
- Shared spaces like Bodmin's are awful. The cycle lanes around the town are empty and on New Road are used as car parking spaces. Please stop trying to get cars out of the town, for us in the countryside it's the only option we have.
- Please review the detailed regeneration plans for Fore Street and Alexandra Square, as submitted to Saltash Town Council in January 2010.. It would be a waste of Council Tax monies for this exercise to be repeated or, worse, ignored. these expensive reports to be repeated or, worse, ignored.
- Near a theatre stage in Saltash for local groups to perform
- CCTV



- As Belle Vue car park is used least for parking it seems to me to be the obvious area to 'lose' as
 parking space and to create a green space there . making a pedestrianised link with Fore Street
 would quickly make it a popular area.
- Unfortunately all towns need a reason to visit and funeral parlours, nail bars and hairdressers won't cut it
- Zebra crossing or traffic lights seriously required at the bottom of Fore St.
- Where do bus routes come into the plan as it appears they will be severely hampered. Buses are extremely important to residents without cars. Why would you put a children's play area between 2 car parks madness!
- Unhappy to see any reduction in car parking spaces. Unhappy to see any road closures, even on a monthly basis.
- FRee parking in Saltash would encourage footfall especially with better links to under utilised spaces like belle vue east car park.
- The impact of car movements away from the town centre into residential areas should not be approved without measures being taken to slow and reduce traffic along those alternative routes.
- Any closure of Fore street will force traffic down Glebe Avenue, a residential road which already
 suffers from being the free car park for people working and visiting Fore street. The road made
 narrow because of parked cars each side and is a bottleneck for traffic, extending the number of
 time this would become the main route through Saltash town is a danger to residents
- The proposal to have a shared space at the Victoria Gardens junctions is absolutely ludicrous,
 this already a very busy and often confusing and dangerous add pedestrians into the mix. Most
 of these proposals will force traffic to use Rat runs on more residential streets like Glebe
 Avenue, increasing pollution in a residential area along with the safety issues on a road that has
 many parked cars and blind spots.
- I'm worried that creating town squares will add to problems with street drinking etc
- What a complete waste of money. Victoria Gardens should be tge focus not the other ares.
- More design work to bring these spaces up to date would be great. Piecemeal offerings in the
 past have just made the street look cluttered. The latest bench is ugly there's more to Saltash
 than just Brunel!
- If water permeable paving and parking spaces freeze, is it more likely to create potholes? This would be great undesirable and expensive to maintain. Please consider use of the Cornish language in town centre signage to provide a clear sense of our cultural heritage.
- Concerned at the impact in terms of traffic and parking in relation h the o surrounding roads,
 Glebe ave is already used as a free car park for Fore st and cars speed up and down the road.
 Closing Fore st will only increase this problem
- We need more space for children. Our parks aren't up to much.
- Any proposal to make the town more inviting would be welcome.
- Fore Street is the most important area and option.
- Whatever is done must be viewed as "long term". There is little point in crteating something and not "pushing" its use over a long period of time to create a "custom" and make it the place people first think about when they want to use the facility.
- Why note the carparks are on a slope when the whole of Saltash is on a hill rising up from the river. Fore is on a hill, but this is not mentioned!!!
- I am concerned about the impact on Glebe ave- parking is terrible at the moment and will just get worse if spaces are lost in Fore st- vehicles also currently speed up and down Glebe ave and this would just get worse and more dangerous
- partial pedestrianize Fore St, buses and Taxi only as in Exeter
- Closure to traffic weekly (not monthly) so more memorable. In the end, this public space needs to be integral with Fore Street. Alexander Sq is attractive option BUT simply too remote.

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- CCTV is a must in Fore Street. Bring Saltash into the 21st century.
- Fore Street should be pedestrianised with access for buses, taxis and blue badge holders only. Change priority for traffic at the bridge approach road from Fore Street to North Road to create a viable alternative route for residents of Saltash, making Fore Street safer for everyone.
- All of this is immaterial. Events like May Fair and the Lantern Parade are well attended but with our financial support from STC. Saltash Scrapstore provides more funding than STC - that can't be right! Rather than spending money on fripperies like this spend it on the actual events!
- Do not relocate Brunel's bust or the Maypole. How many people would use a new cycle hub? What research has been undertaken? I would not welcome 'green pockets' in Alexandra Sq car park if t reduces the number of parking spaces.. They would also be expensive to construct and maintain. Re water permeable spaces, where does the water currently drain? At what cost to put in permeable paving and what is the advantage? The survey appears to be an expensive 'scratch the surface' one with little detail to look into cost and long term management. Suggest further investigation not at any additional expense!
- Victoria Gardens is already a green space and needs to be included as part of this. Traffic gateways should be added on St Stephens Road and Callington Road from the start of Victoria Gardens down towards Fore Street. Then zebra crossings added to go on to Victoria Gardens on Callington Road by the middle entrance and on St Stephens Road. Maurice Huggins to be reopened as a charity run tea rooms. With outdoor seating and canopies. Band stand added where the old shelter is in the gardens for live music events and possibly even the market in there too. Make use of the lovely space we already have rather than spending out creating a new one.
- No
- I am concerned about the effect on Glebe ave as whenever Fore st is closed then traffic increases with many vehicles speeding up the hill
- A complete waste of time and money. I thought there was a shortage of money
- I am worried that Glebe Ave will become a major road where more traffic coms along out street. Its bad enought now when things happen in Saltash Add to that the Bowling green, BT and the Clinic and those whom park for weeks at a time and do not live in the area. It would become a major problem for those who live here with much more traffic useing this road
- Alexander sq, make a stage and event is great but also keep it as car park space when it does not have any events.
- Make car parking easier and cheaper to ease the parking on residential roads which at times
 causes major traffic congestion and difficult if not impossible access for emergency vehicles and
 buses
- Improved green area could be extended throughout Saltash. But need to protect residential
 areas from increased traffic ie Hlebe Ave where there are many families with young children
 living and crossing the road. How are you planning to prevent increased pollution and traffic
 there?
- Closure of the town centre is not a viable option when traffic will have to be sent via ill equipped narrow and unsafe routes when Fore Street is closed.
- Wish there had been a 'Love' option, too! The proposals for the Victoria Gardens end aren't radical enough. 'Losing' the lower end of Victoria Gardens and creating a new intersection there is the only way this could be used as a second event space. (During events when Fore Street is closed there is still live traffic around the mini-roundabout.)
- With the Eastern Gateway: Move the greenery, don't remove it. It'd be good to have a cycle shop and a cafe. But they don't have to be together. Just a cafe would be good..
- Will they connect up with the green corridor that was promised from the Saltash Gateway to the Tamar Bridge which has never materialised? Please don't raise our hopes if this won't actually be achieved. I really want the town to be much greener. I want a market every week, not every month, and I want proper provision for all, not just for drivers and shop keepers who believe a

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lot of nonsense when it comes to active travel and shared spaces. Don't get forced into altering these plans to suit drivers and people who say trade will be lost. We know this is not what will happen and there are many examples of low or no traffic neighbourhoods across the UK and beyond that prove you don't need to allow cars to access everywhere to have a thriving town. In fact if you do allow cars access all the time, then you are going to stop the town from thriving. I do have a car by the way but I can see, hear and smell how damaging combustion engines are to our towns and our health.

- bring more people to the bottom end of fore street as their is small independent traders who get overlooked
- PLEASE NOTE EARLIER COMMENTS RE IMPACTS ON TRAFFIC INCREASE ON NORTH ROAD WHICH IS ALREADY DANGEROUS FOR PEDESTRIANS. I HAVE REPEATEDLY CONTACTED COUNCILLORS AND MPS ON THIS SUBJECT FOR 30 YEARS AND NOTHING HAS BEEN DONE
- Lower Fore Street needs much better promotion especially on events days as the shops there
 really struggle with footfall. Hence why several shops have closed (Truly Scrumptious and All 4
 Smalls) being two cases in point.
- Half hearted and conservative. Will be ineffective.
- I think having a regular market would be a great thing for the town . Having lived in Dartmouth and having a weekly Friday market was great 😉
- Make more of a focus on Saltash being the 'gateway to Cornwall' and use signage before Fore Street to encourage people in off the Tamar Bridge
- consider solar canpoies, green roofs & rainfall catchment on all built structures.
- Just do not send the traffic to North rd. Its getting ridiculous down there. Pollution is a worry
 due to constant traffic congestion, road works, repairs on Bridge and the tunnel. Getting in and
 out of our property is proving difficult due to it!
- Reducing parking spaces including the street will affect visitors to the town. Although nice planting areas in the car parks are nice this will only reduce parking spaces.
- USB charging points in benches (for example) for phones/tablets etc.
- A traffic light crossing/s halfway up Victoria park
- The charging points have overtaken belle vue car park. No parking for ordinary vehicles, so people won't bother & will just go to out of town supermarkets. No spaces for vehicles & masses of empty charging points! This is madness! Free parking 2 hours
- Due to the long establish built area there is very little scoop to createa new public square
- An entertainment space, such as a band stand for local bands to perform.
- The expanded use of Victoria Gardens would put money into improving and existing facility.
 Longstone Park with improvements, provides a ideal space for the Performance and the money could be spent on the improvement and maintenance of the space rather than expensive alteration of roads etc.
- I would like to see whatever plans that are put in place maintained and kept in good order in the future.
- The joined up thinking clearly hasn't been done with these proposals. My concern is that by slowing traffic through fore street this will force traffic onto other roads to bypass the slow areas, such as Glebe Avenue. Vehicle speeds in Glebe Avenue regularly exceed the speed limit with hard accelerations up the hill and frequent skidding at the bottom of the road. My preference would be to see shared space measures and low speed zones to be extended to these roads. Moving vehicles from primarily commercial areas into primarily residential areas is not acceptable.
- Creating green pockets a great idea, provided they are well maintained at all times which very
 often isn't the case. Ongoing funding would be need to avoid these areas being unsightly and v.
 sad. Concern about removing car parking spaces in car parks. Removing spaces in Fore Street
 would actually help the traffic clow as currently Fore Street is often congested whilst through
 traffic is held up by vehicles trying to park.

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- Really like the idea of a Sunday market as Sunday is the only day I have free for shopping. More
 street furniture would be great if for outdoor dining/drinking. I like lots of planting but there still
 needs to be visibility at all angles. Need to ensure it is easy to use local and independent shops
 e.g. no parking charges for quick trips else people will go to chain retail stores. Ensure space for
 buses to use road without causing blockages.
- If removing parking from the high street, alternatives that are free short term need to be provided
- Concentrate of Fore Street please.
- I think care needs to be taken that not too much car park and car spaces are taken, many people want or need to take their car to Fore Street to shop. If parts of Fore Street are closed at different times, this will make smaller roads very busy.
- I don't think that making a performance space in Alexandra Square car park is a good idea. We have a much better space at Longstone, with better, far-reaching views and which can accommodate more people. Car parking is already at a premium in the town, with lots of cars parking on the streets around Fore St, making it difficult for those residents to find any space near, let alone outside, their house. I think that free parking in car parks should be properly trialled, alongside removing the free on-street parking on Fore St.
- Fore Street in Saltash is pretty drab at present and more greenery and seating is required however, please adopt a 'house style' and stick to it!! Please review Italian and Spanish street furniture companies which have some really funky designs.
- On all the proposed sites, I quite like the idea of traffic management to accommodate Market Space, maybe on Friday's and Saturdays and Bank holidays
- I totally oppose the suggestions for Alexandra Square car park. This would mean the loss of around 25 parking spaces. A single entrance/exit in Albert Road would cause more problems that it would solve. The street is already parked up at all hours and it is often difficult to use the road. Many people have no choice about driving to Fore Street and the removal of parking spaces will drive them away from the town. Ideas in relation to increased cycle usage are not practical people cycle from Saltash not to Saltash. The suggestions in relation to Central Fore Street seem Ok at first sight but would cause significant problems. Diverting traffic along Belle Vue Avenue and Culver Road will increase traffic flows along narrow residential streets. The effect will be to divert traffic away from Fore Street thus removing a significant proportion of the potential users of the market etc.
- please don't lose parking spaces from Alexandra square. give a town centre pitch to a green grocer to offer fresh fruit and veg.
- no
- Don't restrict traffic movement, it's already bad enough trying to drive round Saltash
- I think we need a town square central to the town
- Saltash May Fair indicates how useful and supported Fore Street is when temporarily closed.
 More focus on this rather than other areas of the town centre. This works well. Even close it 'a la
 May fair' more often (markets, events). Extra note: Dont fall into 'shared space' system. Look at
 what happened in Bodmin. An expensive upheaval that has not been successful.
- belle vue east should be a much cheaper car park.
- PLEASE DO NOT provide a cyclist cafe, we have plenty of cafes in Fore street which all cyclists are welcome to use.
- Residential parking permits for residents on roads adjacent to Fore Street i.e. Victoria Road,
 Albert Road etc.
- Alexandra Square is a vital infrastructure link from the town centre to the waterfront and also
 provides parking for the railway station. The Square should be looked at as a transport node/
 part of the connectivity infrastructure for the town! E.g.electric bikes, tut tut ranks, charging
 points, drop off pick up points.



- Why a consultant from Bristol? Was there no company available in Cornwall or Plymouth? The council should actively favour local enterprises. Its 'Fore Street', not High Street it is in these subtleties where homogenisation of towns occurs. Lets make more of the unique character of our town. I'm all for extending the green space of Alexandra Square, but not the 'peace garden'. This is simply a sentimentalisation of the two world wars and has nothing to do with peace. Sometimes it feels that these wars are all our town is about! That is certainly the impression from walking around it.
- Alexandra Square the overall ideas are good. However, reducing the parking to 25 spaces will
 cause problems when events are held in St Nicholas Church and the Guildhall. Especially when
 some of those places are designated disabled and EV charging spaces. Pedestrian access from
 Station Road is not obvious.
- Close the 'town square' every Sunday, dissuade traffic from high street. New street furniture would be good if you can keep it level (Brunel would be disappointed in the poor levelling of his benches). Please engage with us regarding traffic caloming on Culver Rd, happy to support, noting our drive comes out on a dangerous corner.
- Parking in the town centre is already near impossible for local residents. Even the removal of 12 spaces in the top car park for electric chargers has had a large adverse effect on parking.
- Car parking already very difficult
- DO NOT fully pedestrianise Fore Street!
- Vastly reducing car park spaces close to shops is daft. Belle Vue Road is already full of cars parked on yellow lines. People park on double yellow lines outside Tamar Pharmacy and down Lower Fore Street and opposite B V Road. They're not going to walk any further. Cornwall's recent increases in car park charges mean local residential roads are now filling up with commuter cars (into Saltash and car-sharing to Plymouth), so local residents have much reduced access to on-street parking near their own homes. this scheme will make it much worse. Making Belle Vue Rd an access road when Fore St is closed is daft because it's already effectively a one lane road because of parking. Look at Fore St on a weekday morning, it's full of older people with walking sticks, mobility scooters, walking frames, etc. Making the area 'pedestrian friendly' will deny them easy access to the shops. Moving the bus stops will also restrict their use of the town. Every shopper will go to Waitrose and Lidl easy free parking and short walking distances
- Feel that the Square also needs to the Eastern/Western scheme to make it coherent i.e. slow traffic and make it joined up.
- Problem as always is steepness of Fore Street and lack of flat square(s). Improvements will/can probably only be 'cosmetic' I am afraid.
- Free parking for first two hours because people WILL use the town centre for more
- Alexander Square, being largest site, would be ideal for regular markets secluded
- More independent shops and food/drink opening later than 2.30pm (after school treats)
- Fore Street only requires a few tweaks to improve it, not all proposed is necessary.
- I particularly like the idea of the Eastern Gateway redevelopment this area is less inviting and underused. Pedestrian access is currently awkward.
- Culver Road is too narrow to accommodate alternative car routes as in the Fore Street plan
- Loss of parking in Alexander Square as this is a car park often full, especially with events at the church
- Small playpark
- Increased outdoor seating
- Car park would have to offer a free parking period to encourage drivers to head for Fore Street and not out of town
- Improve/maintain road surfaces around Saltash to make cycling safer, and places to lock/park bicycles. 'Out of town' shopping areas have free parking - keep car parking costs in town centre minimal, or provide shuttle bus. Connectivity to new housing estates near Carkeel

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- How about spending the money on a dog warden, decent playground areas which are safe, services to cut overhanging vegetation on to pavements, separating Longstone Park into a dog area and a green for children to picnic, etc?
- I like the idea of more events, will bring more people to Saltash.
- Please look at what needs doing at the moment e.g. tidy up areas around Fore Street, clean pavements in Fire Street (pressure washing), filling up empty shops
- I think that wherever changes are made we need to prioritise green planting, including trees for wildlife. Hard areas should be ideally permeable. Though it has been mooted and apparently is too expensive - the old post office car park would be an ideal, central area for a community space (Wesley Road)
- Could agree to losing car parking on Fore Street but feel need to keep all car parks as at present. Like the idea of slowing the traffic at both ends of Fore Street.
- Overall, some imaginative and welcome ideas. I do have reservations about the reduction of car
 parking in Alexander Sq, especially if the aim is to discourage street parking this will cause
 congestion in nearby residential roads. Also, meetings/ events at the church often fill the
 existing spaces, though admittedly on an occasional basis.
- Reducing car park spaces will increase street parking. Sunday parking charges are already having this effect.
- Anything new will be destroyed by vandals! Planting/trees also, plus high watering bills and lack of water. New trees are regularly killed by someone removing the tops! Single access to Alexandra Square car park is already the case. People can't afford electric vehicles. This is a poor area!! please don't waste our money. Improve surfaces of car parks so safer for vehicles and pedestrians. Any proposed planting will be wasted due to vandalism and lack of water. Bigger disabled parking spaces. Safe surfaces needed for all conditions drought and heat, ice and snow, and monsoons of rain. Drain / weed / litter clearance more important.
- Single access point for Alexandra Sq car park already in place. Belle Vue East new spaces shown
 across access gates in constant use. Less disabled spaces in proposed = loss of accessible
 disabled parking. Need to look carefully at proposed green space on site of historic archway
 (granite/stone) next to proposed steps. Cab rear entrance used by Foodbank, proposed impacts
 on delivery/collection. Alexander Sq car park, current council sweepers hut has been blotted out
 by a proposed tree on its location.
- Leave Brunel where he is as welcome to saltash. Leave barriers in place for safety. More trees will mean more bird droppings eg look at seating outside Bandit restaurant. Why can't I find traffic info for fore street and the affect the suggested changes will have? Do you intend to allow all saltash residents have their say before implementing said changes? I would suggest every household was sent the proposals with an easy to complete questionnaire. Personally I am against the changes to fore Street. I would much prefer the changes to the Waterfront proposals which will give a fantastic upgrade and attract more visitors to saltash.
- The market is a good idea if the stalls sell items that aren't available in Fore Street, such as clothing, linens, fresh bread and vegetables. I don't want to see home made cards and jewellery that are at every table top sale. The cafe in Brunel House is a good idea as there has been one there in the past. However calling it a cyclist hub would put people off going there. This isn't Bristol where people cycle into the city centre. Our cyclists are usually on their way to and from work. Also the unwanted cycle paths take cyclists behind Fore Street. Alexandra car park should not lose any parking spaces for tiered seating. Saltash is a sprawling town and many presidents live too far out to walk to town, and they have no bus service either. If they can't park they will shop elsewhere. Brunei's busy should remain where it is, looking out over the bridges. I can't understand why, apart from cost, the proposals have been drawn up by a Vristol company who have no idea how a town as unique as Saltash works, with its proximity to Plymouth. As all councils are under considerable financial constraints at the moment o wonder if this 'vanity' project can be afforded, even with grants as there seems to be nothing in the plans that we can't



- live without. An ideal world with millions of pounds to spare would be a different matter. I'm not keen that only one area of Saltash will have any money spent on it when the rest of the town is full of weeds.
- The Fore Street option is great. Only loses a few parking spaces. Could be used every day of the year for small markets or for people to gather sit etc. Alexandra Square car park is the car park for the train station. do not remove parking from there. Happy to lose the small drive through by toilets. it is a waste of space and could be better utilised.
- Shared space areas: Colour and level of road surface must be clear to motorists to indicate where the road edge and boundary to the pedestrian area is. Discourage motorists from driving or stopping or parking in the pedestrian area.
- All great ideas but will require sufficient changes to parking and road structure
- Love the idea of Alexandra car park.
- The area infront of Brunel and the shops could have more seats but not necessary a square.
- The space outside mercury slots is a wasted opportunity so fresco seating
- The plans on view were a bit woolly! Traffic redirection along very narrow roads seems a dodgy plan. Any 'shared spaces' used need to be better than in Bodmin!!
- In my opinion fore street needs to be the centre of the proposals. Fewer cars going up and down the street would make it a much nicer area.
- No

Q10. Do you have any other ideas about what could make Saltash Town Centre even better?

Answered 142 Skipped 85

- Modify the existing area without being too drastic. There is no need.
- There are often groups of young people in the summer months gathering near the war memorial who are very loud and intimidating, as lovely as an area for them to gather more comfortably would be, I feel that this small area between pubs is not ideal. Perhaps more seating areas nearer to the waterside which is an existing area for fetes etc? I appreciate it is a steep hill but more funding for a local bus route and bus stop could alleviate this, perhaps even small pedestrian 'flyover' that makes it a gentler walk up and down. Invest the money into exisiting projects and bring them to full potential first, address the smaller issues with access around the station and improve the seating areas and visage of Fore Street to encourage more use of the local shops.
- Enhanced floral displays in the raised planters. More blossom trees in Fore St.
- Major clothing retailer for teenagers
- Would love to have a space that we could use for church activities / community outreach one day. Love the festivals.
- Free parking for 2 hrs allows for shopping and a drink or lunch, businesses are struggling enough at the minute. Pavement areas could be made better, nightmare outside of Lloyd's bank at the minute. Make areas wheelchair friendly. Don't demonize cars, they bring shoppers into the town, you risk pushing shoppers to out of town areas where parking is free, we have a lovely high street don't go ruining it.
- Improved cycling infrastructure. A variety of shops/eateries. Currently the high street is dominated by charity shops and hairdressers, can anything be done to increase variety? E.g. reduced rent/subsidies for certain shops.
- Free parking to encourage public use
- Free parking.



- Encourage more variety of shops and evening eateries. Too many hairdressers/barbers and charity shops. We have enough cafes for the daytime but no more is needed. The general facade of the buildings needs tidying up and a more connected route to the bottom of forestreet, waterside and train station.
- Lobby Cornwall council to change parking fees back to free on Sunday, keep after 1600 free, to encourage people to stop and use the local shops etc. Agree venue for arts and culture needed, but station can be used more, SSNF church is good for concerts. Get school to take on littering education. Support independent shops, encourage niche markets that will bring outsiders into town. Welcome pack for all new residents especially on new estates who might not realise there is a main street. Essential to keep as much car parking as possible, rural transport deficiencies means we rely on cars, probably need bus services to pick up again as several have been lost. Signage to/ from railway station could be improved too.
- Tidy up the street, encourage users to come across the bridge with free parking 3 hours. It's cost enough to cross the bridge .Fore street is cluttered with car especially if the tag / toll both fails which they do often. The TBC rule over the powerless town council
- I think Saltash Town Centre is great. Lots of parking, easy access, and transport is good. There are good shops and restaurants. However, the road is off putting when walking around the area. I would suggest clever pedestrianisation of Fore Street so that the area is easy to access by car but it is enjoyable to walk around. The recent event was a great example of how it could be used but outside seating for restaurants would also be great.
- Yes, slow the traffic down on North road!!
- Weekly market days
- Saltash
- Whoever thought of these ideas and how much money had been spent on this?
- Encouraging building owners to improve the look of property above some of the shops. You look up and it can look really fatty. Perhaps limited times free parking for shoppers
- Making fire street pedestrian only except for perhaps public transport.
- A dedicated indoor market area, like Tavistock, where small businesses are supported and celebrated in the town and not shoved into a corner
- The priority for saltash town centre is more free parking. Build more spaces and ensure all carparks offer at least 2 hours free. Otherwise we will continue going to Plymouth.
- A regular market
- See above in 9. We need more places to dine in the evening possibly. Foreign Muck and Bandits are great and have made Saltash so much better in evenings. Also small bars like Cockleshell a great addition. A main focal area for special events such as May fair is so important. May be it should be Victoria Gdns. Traffic flow is always the problem.
- Unless tge parking charges are reduced I would not shop in saltash. Waterside looks really rough and tatty. Missed opportunity here to improve the grassed area
- Fore Street canopies and mini barriers to specifically protect pedestrians from wind and rain
- Stop centring on cycles, very few residents will ever cycle and in this location they are dangerous to riders and other road users plus Saltash is built on hills
- Has anyone considered how we can make the town centre more accessible for the neurodiverse community? We are unable to attend events like the May fair because there isn't any designated areas of calm, without speakers etc that can be accessed. Also what about pillmere? There is supposedly a bus that collects to go to town but I've never seen it. We're out of the loop over here.
- It would be great for Saltash to be more accessible for families, especially those who have twins. So parent & child spaces and baby changing facilities would encourage me to use the area more.
- More parks and play equipment for children
- Free parking.



- Clear up the bottom of Fore Street by moving the up bus stop up past the coop so that 3/4 busses are not waiting at the bottom of Fore Street
- CCTV, Revert back to free one hour parking, the shared roundabout in Bodmin is an example of a shared pedestrian/traffic zone, that isn't successful.
- Make shop rent competitive so that better shops can afford to come into the town other than hairdressers, estate agents and charity shops
- More free parking to encourage people into town.
- yes, more shops grocer, greengrocer, ironmonger etc. We only have the Co-op as a general food shop at present..
- See the above.
- Parking charges must be addressed. If you want people to visit then they have to be able to park at a reasonable price.
- A theatre/ performance space
- Resident parking car parks are not used if you live close to town there is no parking once you leave home my wife is disabled and can't get to the car I live in lower fore street
- Improving the situation at the Roundabout by Victoria Gardens as this is a very bad junction for all, cars, cycles & pedestrians are VERY vulnerable at this junction. Creating a one way system in Fore Street with traffic calming measures- not humps- but green spaces creating 'swerves' would slow traffic and would greatly reduce the need for pedestrian crossings. There should be a 'Pedestrians Have Priority' culture throughout Fore Street. Further reducing the parking spaces in Alexandra Square would be detrimental to the Coop which already has top compete with 'out of town' supermarkets who are able to offer 'Free Parking'
- Market idea is brilliant reduction of duplicated businesses would help
- Better access to waterfront area and more facilities/shops there in an attempt to broaden the attraction of the town centre and make it more appealing.
- Improve the flowers and planters in the summer. Attract Saltash existing residents rather than try to attract people who live outside of the town.
- more free parking
- Better use of our existing green spaces would be good, we have three parsk in close proximity to forsestreet at
- Free public parking, wider loading bays to keep Fore Street clear
- Before increasing space for more pedestrians you need to make visitors more welcome. Make
 first three hours parking free. It works for Plympton and Crown Hill. Not get rid of car parking.
- Surely Waterside has got to be a priority? Also Salt Mill? Many residents who live on the
 outskirts don't even know these places exist. I walk there most days. Stunning views. It is used by
 a few paddle boarders, sailors but could be made so much better with affordable eating venues
 etc.
- Make Victoria Gardens into a useable space for a town market etc.
- Once the work is done, having someone in post with funding to host regular events to make the most of the new spaces.
- More parks and play equipment for children
- Free parking or at least extending periods of free parking.
- Get rid of those stupid speakers
- Once created, the "space" or "facility" should be utilised by a programme of events being in place, perhaps by having a Director of Events and or a committee who are responsible for making the new facility work. A people's entertainment committee!!!
- Get rid of the drunks and drug addicts
- Encourage landlords to reduce rental of shops. Possible one large shop could be rented by a group of working artisans for visitors to watch work, encourage young entrepeners

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- Not taking away parking spaces when you want people to visit the town centre, and stop
 allowing chain shops to have planning permission outside of the town centre, which takes away
 from the local shops. Alexandra square car park is regually used by church goers, some of which
 have mobility issues.
- Develop green area but consider impact on neighbouring streets and communities
- intergrating Fore st and Victoria gardens together
- Yes Victoria Garden itself! Needs input from professionals. With traffic control, pedestrian crossings, greenery. Surely this is the prime spot!
- Another supermarket, like Tesco's, a small one. Co-op too expensive and not all have cars. Poundland. Waitrose.
- Saltash needs a weekly market, preferably covered like Tavistock to encourage people to use the town. Owners of the shops need to smarten up the buildings they own to make Saltash town centre more attractive. At present it looks very sad and dates. Other towns we have visited have conditions to ensure a good standard is maintained. Why not Saltash?
- It always comes down to parking and that is the elephant in the room!
- it's needs to feel more pedestrianised without being pedestrianised. All one level cobbled effect paving (so no pavements or Road) with bollards separating road from walking area. At the moment traffic is too loud, too quick so it's not a nice atmosphere for people walking about, sat outside cafes etc. we CANNOT pedestrianise it though as it will kill the town centre.
- No
- To increase green areas and consider combining traffic flow and utilising the wider pavements for markets etc
- Maintain what we have.
- Saltash
- Arcade makes better shopping opportunity to visit Town centre, specially North Side get sunlight directly.
- Keep the road width to its maximum to improve traffic flow and to deter vehicles using residential roads
- Def need a lot more trees and shade asap
- Shop variety could be improved, a small Argos would be very useful, also more consideration of Longstone Park for events, it is a ready made green space.
- Traffic in Fore Street is not a major problem so I would be concerned traffic is diverted through
 Glebe Avenue as this is residential with children about and parking is already a problem
- Saltash
- 20mph across the board and discourage combustion engine vehicles. We are blighted by noise and fumes, bad drivers and inconsiderate pavement parkers. Let's make Saltash a place for walkers and cyclists first, and good public transport connections.
- look after the shop frontage more. Bring down the parking charges, the prices are stopping
 people from staying in fore street. thus small buisnesses are suffering as most of them close at
 4pm. encourage local people to shop local. no more charity shops or hairdressers. bring some
 different investors to the shops
- PEDESTRIAN SAFETY BEING TAKEN SERIOUSLY IN CENTRE AND ELSEWHERE
- Offering special deals on parking. Etc pay for 2 hrs get 1 free. No charges on a Sunday
- Yes
- Having cafes opening longer hours and serving food after 2pm. Very often go down town to meet friends/family and there is nowhere to get decent food after 2pm and most cafes shut by 3
- A regular market to include local produce and crafts but not too often, maybe once a fortnight
- If you end up with the "pedestrian friendly" design implemented in Bodmin, please make sure there is plenty of signage for pedestrians & vehicles; this system in bodmin is very confusing. If

Page A 324 er Consultancy

- creating a market area or regular events, consider using different event companies for them, to maximise opportunities. Decide on a town "brand"eg sustainable/ eco-friendly? & stick to it.
- I would love to see Carkeel RoundAbout sorted awful welcome to the area
- Keep carpark charges down Saltash has become an expensive place to live if its cheap people will
 return, Lower tag prices for residents, A free splash pool(portsmouth has two and it brings
 people in) cinema, Outdoor cinema events, chess board painted on a table in one of the parks
 for older generation,
- Better modern displays to advertise town events. A4 pages are outdated and never read.
- Encouraging more traditional shops like grocers/butches etc and not building convenience shops on the edge of town. Bring people back into the street rather than making it too easy to just drive up to Waitrose.
- Less traffic . Slow traffic down.
- Free parking 2 hours. Gives browsing or coffee time. Women especially will spend more money
 with this option. Make charging points either electric or normal cars with exception of a couple
 of spaces! The electric spaces are nearly ALL EMPTY
- Saltash Just need a tidy up and additional greening
- Focus ofn the improvement and maintenance of current green spaces and the planting of greenery to encourage garden birds and improve the overall feel of Saltash.
- who is paying for this?
- Free parking for first half an hour
- This questionnaire is poorly designed and clearly set out to receive favourable feedback. Having
 no opinion and being undecided are clearly different things. I will be following this up with an
 email.
- Retail outlets close too early, especially for workers the centre is dead after 4pm most days.
 1/2 free parking would be a huge help to those just popping into the bank, chemist, post office
- An area for outdoor dining. I like how dog friendly it is (shops, water bowls left out) keep dog
 owners in mind. Open more in evenings/Sundays so people working 9to 5 can use it. Dog
 park/Longstone with gates. Somewhere to socialise with my dog without the risk of her running
 out into the road.
- A bandstand in Longstone Park for music and entertainment, people taking their own chairs, blankets ideal for Sundays and holidays
- The buildings on Fore St are depressing when you enter the town: boxy, grey and utilitarian. It's an embarassment that that's the welcome you receive when you enter Saltash. With the exception of 1 or 2 dotted on the street, the rest are ugly and uninviting.
- The Fore Street idea looks fab. Markets everyday without even closing the road
- Some form of 'teenzone' would be good news maybe incorporating a micro-skatepark and a
 brightly coloured area for Mums & Dads to sit down with their youngsters incorporating smaller
 seats for little ones. These surveys tend to look at things from an adult perspective take this
 survey into primary and secondary schools and ask students what they want???
- Regular Street Entertainment
- Saltash
- no
- Get rid of the post office sorting building and turn that into a public square/ park. It's an
 absolute eyesore. Lots of building need updating and cleaning and the whole town needs its
 grass cutting and weeding properly.
- Markets
- Just focus on a few things dont try and redesign the town centre. Do eastern gateway low cost option. Use Victoria Gardens more. Ideal in centre of town
- SALTASH
- remove stupid speakers. easte of time and money



- A farmers market or similar once a month or week would be geat but PLEASE NOT ON A SUNDAY. There are 6 days the shops are open so lets do it on a day they are open. PLEASE! Busniness' are wantingh more footfall when open! not when they are closed
- A 'stage/bandstand' for local groups/schools to perform on, especially during the holiday periods. A means of increasing footfall.
- A public transport plan for the town, reduce incoming cars, but make public transport into the town an attractive option.
- What about rainwater capture for green space resource during the summer? Close the town
 centre to traffic every Sunday. need a better bus terminal/hub to enable visitors to shops and
 local traffic
- More car parking spaces
- Shops that are empty. Look into high street brands opening e.g., shoe and dress shops
- Speed camera on Fore Street
- More planters with seating on existing pavements. But how will you stop yobs from ripping up the new greenery?
- Car parking. I know, it is Cornwall!! But 2 hours free parking would enhance the town massively. Belle Vue needs to be more accessible. Maybe EVENING market?
- perhaps a late night shopping that all shops/cafes participate in!
- Have all the frontages cleaned and painted outside the lower shops from P.O. Lots of bird poo. Same under nearly all the trees. Resolving this issue would improve the street.
- Do need to think about the connection between the waterside and Fore Street they shouldn't be two separate entities
- Make more use/improve waterfront down by the river
- Sit outside options
- I love the idea of a monthly Farmer's market, perhaps in Victoria Gardens, or bottom of town so don't have to close Fore Street to traffic (buses). Better advertising of town centre facilities/events, e.g. repair café, in surrounding villages
- All of the above.
- More hangout sones for young people, I like the idea of the parks.
- Just general tidiness and looking at getting more shops. Improving the overall look of Fore Street, Victoria Gardens, Longstone Park. New Childrens' play park.
- Partial pedestrianisation though would have to take into account access for less mobile folk, who may not qualify for disabled parking but who still struggle to walk any distance.
- Free parking on Sundays especially in Station Road / Alexandra Square
- More green areas possibly with seating. Encourage shoppers by having a 'first hour free' in the car parks.
- Drain / weed / litter clearance on roads, pavements and gutters. Reduce the parking charges.
- Better independent shops
- reduced of free 1 hour parking. more cafes.get rid of speakers.
- Parking and traffic management As a resident of Albert Road in the town centre, I am concerned about the implications of these plans (especially Alexandra Square) for residents parking and traffic management around these streets. There is currently no residents' parking scheme, or free parking in the car parks. There is already competition for parking between residents, workers and visitors to Saltash. This encourages people to drive around looking for free parking in Station Road, Albert Road, Victoria Road, Essa Road and Higher/Lower Port View etc.. The volume of private cars in the town centre should be reduced. A residents parking scheme should be introduced. Schemes such as 2 hours free parking in the car parks would help. Affordable park and ride and public transport access to the town centre should be considered.



- Make point from Police Station roundabout to Tamar Bridge 20 mph limit. Install 3 car lengths of double yellow lines on south side of Callington Rd 1/2 way between top of Victoria Gardens and south west corner of Long stone Park.
- Pedestrianise at least half of the street
- the green space under the bridge at the bottom of the hill can this not be explored restaurants, coffee shop etc in the summer this is a missed opportunity to have a great setting / instagramable location to drive public to Saltash.
- The area infront of Brunel House should have a raised stage or platform that will be used to stage events seen up the road, or to serve as a viewing gallery out to the Bridge and Tamar. It can have a cafe, and seating. Also, the tapestry in the long room in the Guildhall is hidden. It should be featured and with more explanations of the stories it holds, and too of its creation. More can be done to encourage sewing, cooking, DIY, gardening, art and music: use facilities to allow residents to conduct workshops. Percentages may be accrued to support development.
- I know this won't happen but pedestrianisation would be brilliant
- Cycle access to Fore St is not good enough. The cycle lane on Callington Rd is great but does not reach Fore St.
- No
- Residents parking permits to encourage vehicles into car parks and off residential streets, blocking roads and causing congestion.
- Personally I would like Fore Street permanently closed to traffic but to do this there would need
 to be well thought out "simple" routes for traffic/busses and additionally car parking with quick
 and safe covered walkways to Fore Street. Additionally some method of allowing deliveries to
 shops before 8:00 AM or after 8:00PM. Hard to achieve I know but if we decide that is what we
 are going to have then it becomes easier to work out how we achieve it I think.

Q11. What is your connection to the area? (please tick all that apply)

Answer Choices	Response	S
I live in Saltash	88.99%	202
I work in Saltash	19.38%	44
I study in Saltash	0.00%	0
I regularly travel to Saltash	4.85%	11
I want to live in Saltash	0.00%	0
I live in Plymouth	3.52%	8
I represent a group/organisation (please specify)	4.41%	10
Other (please specify)	7.93%	18
	Answered	227
	Skipped	0

Q12. What is your age group?

Answer Choices	Responses	
11-15	0.44%	1
16-24	2.64%	6
25-34	8.81%	20
35-44	12.33%	28
45-54	14.98%	34
55-64	20.70%	47



65-74	23.79%	54
75-84	12.33%	28
85 or over	0.88%	2
Prefer not to say	3.08%	7
	Answered	227
	Skipped	0

Q13. How do you get to the town centre? (please tick all that apply)

Answer Choices	Respo	nses
Walking	71.37%	162
Walking with		
pram/pushchair	2.64%	6
Jogging/running	3.08%	7
Mobility scooter/wheelchair	0.44%	1
Bus	19.82%	45
Taxi or other cab	3.52%	8
Bicycle	7.93%	18
Motorcycle/moped	0.00%	0
Train	9.69%	22
Car (passenger)	25.55%	58
Car (driver)	58.15%	132
HGV	0.00%	0
Commercial vehicle	0.00%	0
Scooter	0.00%	0
Other (please specify)	3.08%	7
	Answered	227
	Skipped	0

Q14. Would anything encourage you to use a different form of active travel? (e.g. public transport, cycling, walking?)

Answered	116
Skipped	111

- more trains
- Shuttle buses to the waterfront during events and peak holiday times
- no
- Higher tolls = good thing
- Our family love road cycling including 12 year old son would love anything that makes the roads safer for bikes
- I use when I don't have heavy shopping or large items
- There is next to no cycling infrastructure on the main routes, improving this would encourage
 me to cycle more than I do currently. Also, better thought out and more secure bike storage
 arrangements (e.g. fore street and the railway station). Cycle paths that cross the
 pavement/road I think are more dangerous as you are constantly crossing junctions as a cyclist.



- Free bus pass
- Buses to Trematon & Menheniot (the areas I reside/ stay in)
- No
- Close parking in fore street it's not pedestrian friendly.cars parked on lower fore street towards the bridge walking entrance. Always having to walk on the pavement.Free parking would increase footfall to fore street. No private cars in disabled.
- No if it is inaccessible, I just won't go.
- Cycle more if the traffic is slowed down.
- A funicular from the Waterside!
- No
- I already use the bus and train to travel
- Stronger bus services in the st stephens area of saltash as we are only getting 1 bus every 40 mins
- Not remotely interested in another form of transport. Very happy with my car. Unhappy with the lack of sufficient free parking in saltash though.
- Use them all anyway
- Put up the tolls to encouarge greater use of public transport
- No
- public transport need a "hub and spoke" system
- I already use various forms of transport
- Not from Pillmere because it's too far to walk
- We live very close to the town centre so nearly always walk
- Too hilly for cycling and money already wasted on cycle lanes that few cyclists use. Pavements and walkway are already perfectly adequate.
- I do walk
- I already walk because I refuse to pay for parking when I just need to go into a shop for 5 minutes
- Regular and frequent bus service to include Forder
- Nearest bus stop is 2 1/2 miles away and it's a 3 mile walk.
- Public transport plus a bus stop in my area (an extra one) Need bus service to cover areas e.g Waterside, New Road, North Road, Old Ferry Road
- Age and fitness limitations
- Transport from Pillmere isnon existent. Too far to walk there and back with a heart condition.
- More frequent bus tomes
- No
- I would cyycle more if the cycle route had been better designed. as it is coming from Lower Burton, the designated route forces biles back not the road above Longstone Park- ie. at one of the most dangerous parts of the route!! I cycle less than I used to because on THREE occasions I was nearly knocked off my bike at the roundabout by the fire Station. Drivers are too inconsiderate to cyclists and I was VERY DISAPPOINTED at the route chosen in Saltash as a cycle route.
- Too far out apart from train
- We already use all of the above
- lower road speeds around the town to encourage other forms of travel.
- Its easiest for me to walk. Unless traffic were to increase on my street and then I would have to drive for safety.
- Buses to/from Forder
- yes more regular bus service from near my home to the town center
- I walk
- No



- More reliable and regular bus services that serve all areas of Saltash including Pillmere. I already
 walk regularly but do not cycle as my children are not yet ready for this.
- We live very close to the town centre so nearly always walk
- A more widely publicised community bus for the hamlets around Saltash.
- Stop cars parking on pavements.
- Cheaper and more convenient public transport
- There are no bus routes through Forder any more
- Pedestrianised
- I would use the buses if they were more reliable
- N/A
- No. I live by the centre anyway
- No
- Public transport running when timetables.
- No
- No.
- That is what I do already. I find the existing cycle routes are very poor and would really like either a proper separated route that respects the rules as they were set out by Government a few years ago, or a blanket 20mph rule to make it safe to cycle on the road. Bicycles are actually vehicles after all and cyclists have as much right to be on the road as an car, lorry, van, or bus driver. I'd also like much better signage and to take out all the ridiculous obstacles to cycling of which there are many. Keeping the bus fares low would also help. And stopping pavement parking would make the lives of every wheelchair user and buggy pusher much better.
- no buses come to or near where i live
- No, I have too far to go and need to transport goods
- PEDESTRIAN SAFETY BEING PRIORITISED. I already do as I do not own a car and could not afford
 to. Also as an environmental scientist I do not wish to but I frequently feel unsafe with lack of
 footways and those that do exist being blocked by parked vehicles or overgrown with vegetation
 in addition to irresponsible motorists travelling at inappropriate speeds and often ignoring
 pedestrian crossings and highway code priorities..
- Nothing at the moment
- Better bus routes around the Saltash area.. A reliable bus around St Stephens area
- Reliable bus service, maybe a small amount of bikes to hire
- A bus route that goes down North road
- No
- Why
- No unreliable & expensive! I want to park easily! If people can't park they won't bother. You can make it as pretty as you like but it won't work unless people can park! Free is best! Busy shops create jobs, business rates, put money into the economy. Stop the greed & let's succeed!
- better pavements.. get cars off them!
- no
- Walking is the easiest way into town for me. But for others
- Bus if regular/cheap quick to use. Bike if better roads/places to park it.
- More cycle parking positions
- get cars off pavements!
- Fix the platform gap at Saltahs Station
- I'm disabled so my car is the easier choice. I have a bus pass so I intend to use that when I am able..
- I live fairly close so it's only a 10 minute walk or shorter cycle ride
- I walk wherever possible at the moment



- stop cars and lorries parking on Albert Road on the route to the station. Improve the route with signage to the station.
- no
- Better cycle routes,
- no
- Currently use all forms
- improve route from the railway station. improve pavements in general. stop pavement parking.
- Not when working
- No as I am disabled
- An extension of the public transport link to the China Fleet Club.
- I already do
- Street legal e.g. scooter
- No hills. Clean, accessible toilets stay longer in the high street.
- Need reliable bus service
- Cycle routes and safe space for storage
- Mobility hampers cycling. More like the Big Red Bus would encourage public transport. Don't want electric scooters!
- Better train connectivity from Plymouth nowhere to park on other side
- I would use the train from Plymouth but nowhere to park near Plymouth station
- I try and walk where I can. Public transport is expensive.
- My walking is limited so either need bus or to use car, however have an electric vehicle
- I live within easy walking distance of the centre. Many elderly people do not.
- Walking and cycling positively dangerous on A38/A388. Bus service of 1 per hour is fine as long as it turns up.
- No, I already walk over 10k steps per day
- Nothing necessary
- No
- I already walk
- I already do
- No
- More reliable bus service
- shower facilities to cycle.
- Quieter access routes from New Road
- A free bus run at the weekend would get residents into the center and promote business. The music over the speakers is great!
- No
- No, I live too close to be able to use public transport.
- Better cycling infrastructure.
- N/a
- No
- Closing Fore Street to all traffic

Q15. Please provide your postcode:

Answered 221 Skipped 6

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PL12 4AD 1 PL12 4AE 3



pl12 4af	1
PL12 4AH	2
PL12 4AL	1
Pl12 4ba	2
PL12 4BG	1
PL12 4BL	1
PL12 4BP	1
Pl12 4bq	5
PL12 4BT	1
PI12 4BU	2
PL12 4BX	1
pl12 4by	1
pl12 4db	1
pl12 4dd	1
pl12 4dg	1
PL12 4DL	1
Pl12 4dn	1
PL12 4DP	1
PL12 4DQ	1
PL12 4DS	2
PL12 4DY	1
PL12 4EA	6
PL12 4ED	1
PL12 4EE	4
pl12 4ef	1
PL12 4EG	2
PL12 4ER	2
PL12 4ET	2
PL12 4HT	2
PL12 4JB	1
PL12 4JD	1
PL12 4JH	1
pl12 4jj	1
PL12 4LF	3
PL12 4LL	1
PL12 4LN	1
PL12 4LR	2
PL12 4LY	1
PL12 4NH	2
PL12 4NJ	4
PL12 4NP	1
PL12 4NX	3



PL12 4PA	1
PL12 4PE	1
PL12 4PG	1
PL12 4PN	2
Pl12 4pr	1
PL12 4PS	1
PL12 4PZ	2
PL12 4QB	1
PL12 4QE	1
PL12 4QN	2
PL12 4QR	3
PL12 4QS	5
PL12 4QW	2
PL12 4QY	1
PL12 4RD	4
PL12 4RG	1
PL12 4RU	1
PL12 4RX	1
PL12 4SG	2
PL12 4TS	1
PL12 4TT	1
PL12 4UB	1
PL12 4UF	1
PL12 4UL	1
PL12 4UT	1
PL12 5DH	1
PL12 5JP	1
PL12 5NH	1
pl12 5nr	1
PL12 5NX	1
PL12 6AX	1
PL12 6BD	1
PL12 6BE	2
PL12 6BG	2
PL12 6BH	1
PL12 6BJ	1
PL12 6BN	1
PL12 6BQ	2
PL12 6BT	1
PL12 6BZ	1
pl12 6da	1
PL12 6DF	1



PL12 6DN	7
PL12 6DQ	3
Pl12 6dr	1
PL12 6DT	2
PL12 6DW	2
PL12 6DY	2
Pl12 6ee	1
PL12 6EF	1
PL12 6EH	3
PI12 6ES	2
PL12 6EU	8
PL12 6EX	2
PL12 6HE	1
PL12 6HW	4
pl12 6ja	1
PL12 6JD	1
PL12 6JP	1
PL12 6JQ	1
PL12 6JR	1
PL12 6JW	1
PL12 6jx	1
PL12 6JY	2
PL12 6LL	1
PL12 6LQ	1
PL12 6LW	1
PL12 6PE	2
PL12 6PH	1
Pl12 6pr	1
Pl12 6ul	1
PI12 6wf	1
PL12 6XH	1
Pl12 6Xj	2
PL12 6XN	1
PI12 6XW	1
PL13 2PJ	1
PI14 3fu	1
pl3 4ee	1
PL3 5HZ	1
PL4 7AZ	1
PL4 9DH	1
PL5 4LW	1
PL6 6DT	1



PL6 8BH 1 PL7 4LQ 1



Oxford Office One St Algate's Oxford OX1 1DF Swindon Office Berkeley House Hunts Rise, Swindon SN3 4TG Bristol Office 22-24 Queen Square Bristol BSI 4ND Exeter Office Clockwise Exeter Broadwalk House, Devon EX1 1TS

Cornwall Office
Victoria Offices & Conference Centre
Station Approach, Victoria,
St. Austell, PL26 8LG

Technical Note

Project Title	Saltash Community Space		
Subject	Utilities Review	Date	03/07/23
Author	Tom Kelly	Our Ref	2103PSC-MET-00-XX-RP- M-9150-S2-P01_Utilities Review.docx

1 Introduction

This technical note has been written to summarise the extent of utilities work potentially required at each of the sites highlighted as potentially viable during the initial feasibility study carried out in Q2 of 2023. The sites highlighted as viable and considered under this technical note are as follows:

- Alexandra Square
- Belle Vue East & West Car Parks
- Western Gateway (Victoria Gardens) & Eastern Gateway (Merkur Slots)
- Central Fore Street

This technical note considers the impact of proposals on each of the following utility services:

- Telecomms Openreach
- Electricity National Grid
- Water South West Water
- Gas Wales & West Utilities

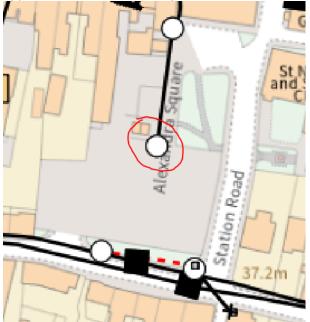
At this stage the desktop study considers only what can be identified through the consultation with the statutory authorities digital mapping tools, which is intended as a guide for the approximate location of services only. As the design and construction of any of the above sites progresses further, a ground penetrating radar survey should be conducted to identify the true location of these services as well as any private services not on the utility companies mapping tools.



2 Alexandra Square

2.1 Telecomms (Openreach)

The online mapping tool highlights the presence of a pole in the middle of the site that may need undergrounding. However, comparing this with maps street view, this pole no longer appears to be there in reality and therefore this would not seem to require diversion.

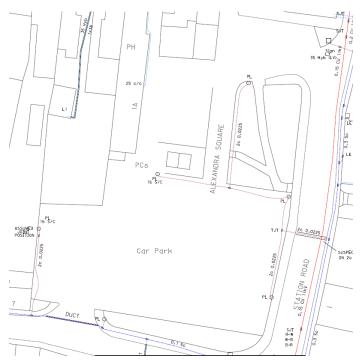




Based on the above it is tentatively suggested that openreach diversion works are not likely to be required for the Alexandra Square site, subject to further survey work confirming the above mentioned assumptions at a further design stage.



2.2 Electricity (National Grid)



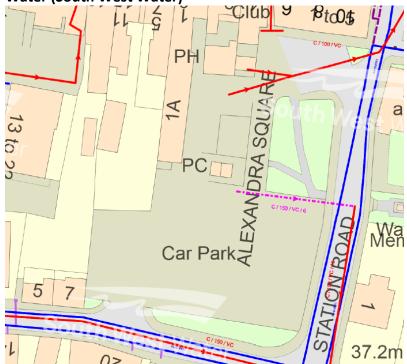
There are some unmetered services within the site that serve parking ticket machines and lighting columns, some of these services run under the areas of the site that are identified for resurfacing and repurposing. Depending on the extent of works proposed, it may be possible to work without diverting these surfaces if it is just a case of resurfacing, however, if deeper excavation works are required, the routes of these services may be required.



If the street lights are to be disconnected, then this will need liaison with highways as these are adopted street lights.

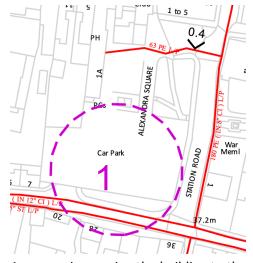


2.3 Water (South West Water)



There are no mains water pipes shown connecting through the car park, there are however a couple of drainage connections from the car park itself, but no services crossing through the car park, and therefore limited diversion works are likely to be required to mains water and drainage services.

2.4 Gas

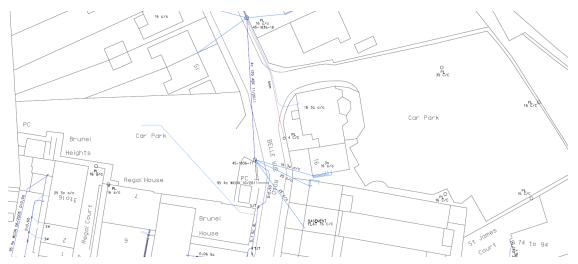


A gas service serving the building to the west of the car park crosses through the site. It avoids the areas which are proposed to have the largest works carried out and therefore hopefully diversion works should be able to be avoided.



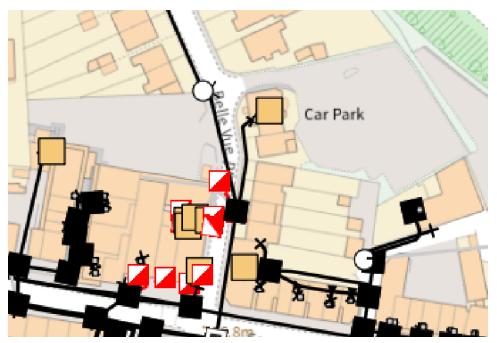
3 Belle Vue Car Park

3.1 Electricity (National Grid)



There do not appear to be any NG electrical services cross through the site which require diversion. There are some NG services which serve items such as lighting and pay and display meters which may require diversion to suit some of the proposed planting in the west car park.

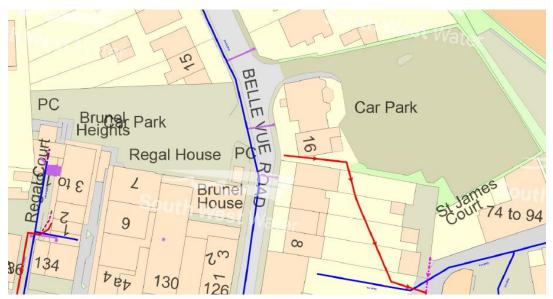
3.2 Telecomms (Openreach)



There do not appear to be any public telecoms services that pass through either of the car parks that require diverting.

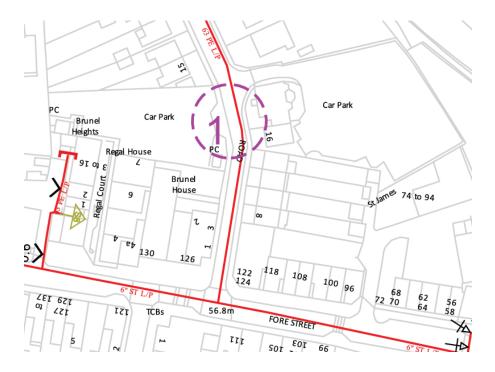


3.3 Water (South West Water)



There do not appear to be any public water services that pass through either of the car parks that require diverting.

3.4 Gas (Wales & West Utilities)

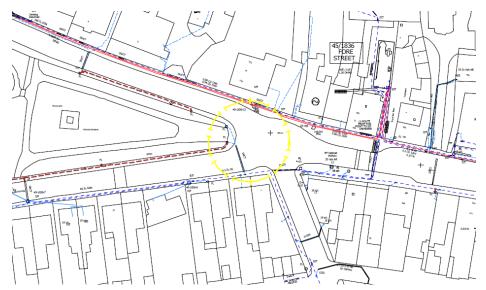


There do not appear to be any public water services that pass through either of the car parks that require diverting.



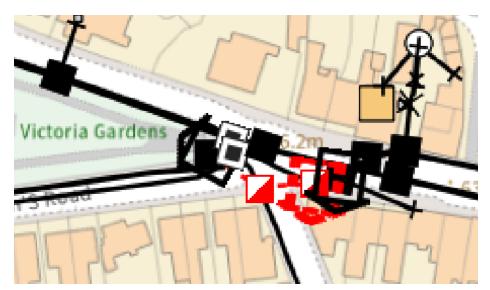
4 Western Gateway

4.1 Electricity (National Grid)



The pavements around western gateway host a variety of buried services including buried National Grid LV and HV services, new planting or resurfacing would need to be cognisant of this and diversion may be required depending on the scope of works proposed.

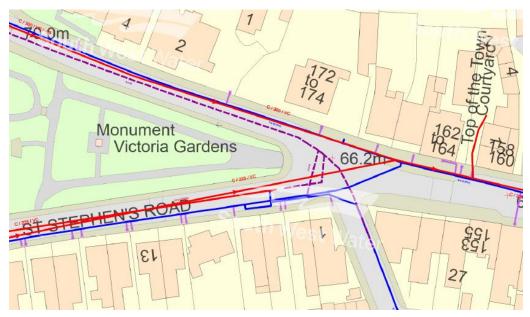
4.2 Telecomms (Openreach)



A number of buried openreach cables and manholes as well as 2No. openreach cabinets and a planned future cabinet are all to be found in the vicinity of the western gateway. New planting or resurfacing would need to be cognisant of this and diversion may be required depending on the scope of works proposed.



4.3 Water (South West Water)



South West Water services run in the pavement around Western Gateway and Sewers can be found running in the road. New planting or resurfacing would need to be cognisant of this and diversion may be required depending on the scope of works proposed.

4.4 Gas (Wales & West Utilities)



Wales & West Gas services run in the pavement around Western Gateway and cross the road here as well. New planting or resurfacing would need to be cognisant of this and diversion may be required depending on the scope of works proposed.



5 **Eastern Gateway**

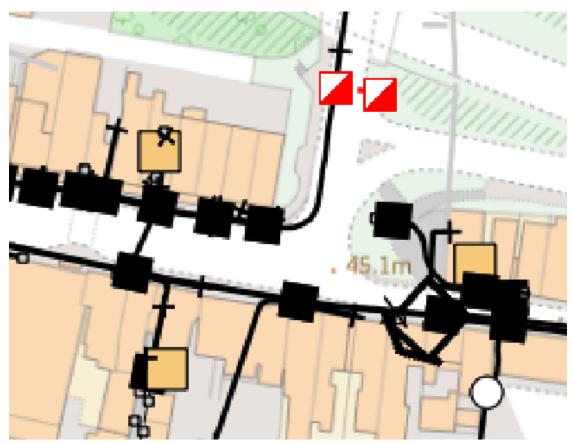
5.1 Electricity (National Grid)



High and low voltage National Grid electricity services run in the pavement and carriageway around Eastern Gateway. The area suggested as the cycled hub café does not appear to have many services running in it, although some HV and LV services appear to run in the pavement on the North side of lower fore street. Some of the proposed planting to Fore Street may clash with some LV services however the electrical buried services in these locations to do not look to be too extensive.



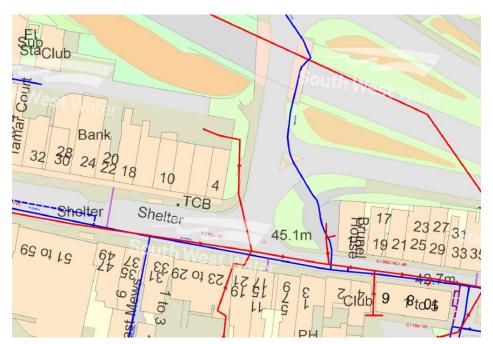
Telecomms (Openreach) 5.2



Openreach appear to run the majority of their services in the North side of Fore street in this area. There is a service which runs through the cycle café area which may have to be diverted, albeit if the approach is for a light resurfacing only this could be avoided.

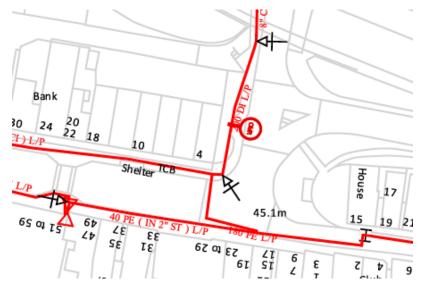


5.3 Water (South West Water)



South West Water's mains and sewer services appear to largely run in the road in this area. There is a mains water service which crosses through the proposed cycle hub location which may require diversion or if only a light resurfacing is taking place then care so as not to disturb it.

5.4 Gas (Wales & West Utilities)

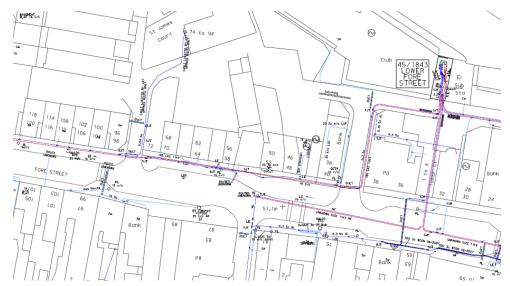


Wales & West gas service appears to run in both sides of the Fore Street pavement, meaning that any planting here will have to be cognisant of this and engage with Wales and West to agree a suitable approach.



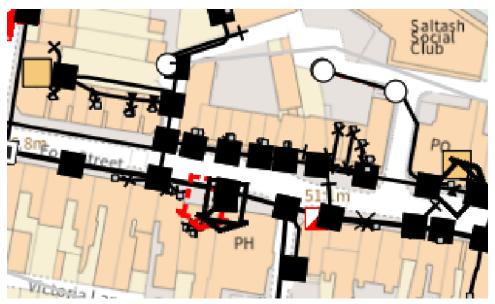
6 Central Fore Street

6.1 Electricity (National Grid)



The majority of NG services run in the North side of Fore Street in this location with some street lighting service on the south side. Given the works proposed here, it is not envisioned that diversion works would be required.

6.2 Telecomms (Openreach)



Openreach's services run on both sides of Fore Street in this location, and there is a cabinet on the South side of Fore Street here. Given the works proposed here, it is not envisioned that diversion works would be required.

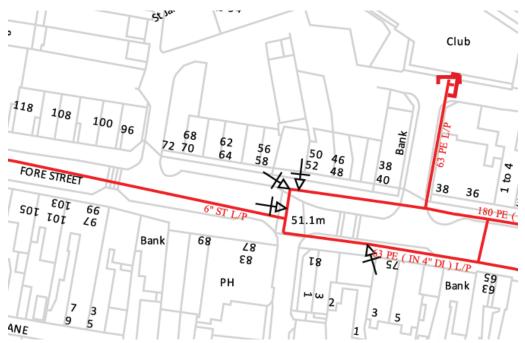


6.3 Water (South West Water)



South West Waters services appear to predominantly run in the carriageway in this location. Given the works proposed here, it is not envisioned that diversion works would be required.

6.4 Gas (Wales & West Utilities)



Wales & West gas services appear to predominantly run in the carriageway in this location. Given the works proposed here, it is not envisioned that diversion works would be required.





Studio Hive

Stage 1 Feasibility Estimate

Saltash Public Realm

RIBA Stage 1

QS00001

making the difference 31 August 2023

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Section 6 - Information Used

Report Number Revision Date 31/08/2023 **T&T Job Number**

Quality check

Prepared by Checked by **Issued to** Company **Transmission Date** Rev **Status Date** DRAFT S Goss R Jones Neil Sansum Studio Hive e-mail 31/08/2023 31/08/2023

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On Section 1 - Executive summary

1.1 Project introduction

Turner & Townsend Cost Management (TTCM) have prepared this RIBA Stage 1 Cost Plan to provide Cornwall Council with indicative construction and project costs for the proposed Saltash Public Realm works.

This report has been prepared solely for the use of Cornwall Council and shall not be relied upon by any third party.

1.2 Financial overview

The estimated total construction cost for Saltash Public Realm is £4,103,000

This includes Contractors related fees, Contingency and professional fees but excludes Inflation and VAT.

The costs have been prepared based on RIBA Stage 1 level information in advance of any detailed architectural, structural, or mechanical & electrical design information. These costs should be continually reviewed as the design progresses.

The costs should be viewed with a tolerance of +/-25% until the site, scope of the works and design can be verified further.

1.3 Summary Of Options

Below is a summary of the feasibility costs , based upon current information provided. At present the budget is not known.

Alexandra Square	£1,446,000
Eastern Gateway Option	£917,000
Victoria Gardens Gateway Options	£531,000
Central Fore Street	£814,000
Belle Vue East	£394,000
Total	£4,102,000

1.4 Market Conditions

Section 1 - Executive summary

With recessionary clouds continuing to gather over the UK economy, the UK construction industry should look to target investment in innovation and productivity to help build short-term to long-term resilience.

Our latest UK market intelligence report alerts clients to the overlapping threats posed by a softening market, and pinpoints where the risks lie and how programmes can become more resilient during the downturn and recover more quickly after it.

Falling demand should allow tender price inflation to ease back from the high levels seen in 2022, but other threats from contractor insolvency to the loss of skilled labour make the outlook far from rosy.

Our central forecast estimates that real estate tender price inflation (TPI) will settle to 3.5 percent in 2023 before falling to 2.5 percent through 2024. For infrastructure, TPI is anticipated to be 5.5 percent over 2023 and soften slightly to 5.0 percent through 2024. This is partly being fuelled by the government's recommitment to infrastructure spending including projects such as Sizewell C and HS2.

While the economic indicators are still giving mixed messages, both the economy and UK construction are entering a sustained period of weakness. Whether the technical definition of a recession is met or not, the softening economy and decline in business sentiment will both pose significant challenges to the construction industry.

We recommend that meeting those challenges successfully will require careful planning and pragmatic action.

Martin Sudweeks, UK managing director of cost management, said:

"We're facing a complex economic situation and we should be careful of assuming the rules of past recessions will be the case this time around – or that they will impact all sectors and projects similarly. Clients will need to consider what the economic situation means to their projects based on factors such as size, value and geography.

"Elevated costs still pose a significant risk to programmes both in the procurement and construction phases. Teams should take the time to 'road-test' contracts and build in assurance mechanisms, especially in uncertain environments. It's also important, however, to share project risk pragmatically along the supply chain to mitigate the impact of soaring insolvencies."

1.5 Contingency

A project contingency of 15% has been allowed for within the cost plan. This is in line with level of design available at this stage.

1.6 Inflation

Currently inflation has been excluded from this report as a start date is uknown.

Section 2 - Saltash Public Realm

Sec	Stage 1 Cost Plan sh Public Realm tion 2 - Saltash Public Realm		Sa	Studio I altash Public Ro
		ALL LOCATIONS	Alexandra Square	Eastern Gatewa
Ref	Element: Individual areas	Total Cost £	Total Cost £	Total cost
0	Facilitating works	£98,900	£68,750	£15
1	Substructure	, -	-	
2	Superstructure	-	-	
3	Internal finishes	-	-	
4	Fittings, furnishings and equipment	-	-	
5	Services	-	-	
6	Prefabricated buildings	-	-	
7	Work to existing buildings	-	-	
8	External works	£2,314,183	£781,725	£524
	Sub-total building works	£2,413,083	£850,475	£539
9	Main contractor's preliminaries	£603,271	£212,619	£134
	Sub-total building works inc preliminaries	£3,016,354	£1,063,094	£673
10.1	Main contractor's overheads and profit	£361,962	£127,571	£80
10.2	Main Contractor's Consultants design fees			
	Total building works estimate	£3,378,317	£1,190,665	£754
11	Consultants' fees	£361,962	127,571	8
12	Other Direct / Project Costs	<u> </u>		
	Base cost estimate	£3,740,279	£1,318,236	£835
13	Project contingency	£361,962	£127,571	£80
	Total construction cost excl inflation	£4,102,242	£1,445,808	£916
14	Inflation	Excl.	Excl.	
	Total construction cost inc inflation	£4,102,242	£1,445,808	£916
15	VAT	Excl.	Excl.	
	Estimated overall project forecast (Rounded to Nearest 1,000	£4,103,000	£1,446,000	£917

Studio Hive Saltash Public Realm

Section 2 - Saltash Public Realm

Sec	Stage 1 Cost Plan Sh Public Realm tion 2 - Saltash Public Realm			
		Victoria Gardens Gateway	Central Fore Street	Belle Vue E
Ref	Element: Individual areas	TOTAL COST	TOTAL COST	TOTAL COS
0	Facilitating works	£7,800	£6,050	£
1	Substructure			
2	Superstructure			
3	Internal finishes			
4	Fittings, furnishings and equipment			
5	Services			
6	Prefabricated buildings			
7	Work to existing buildings			
8	External works Sub-total building works	£304,670 £312,470	£472,892	£23
_	-		£478,942	£23
9	Main contractor's preliminaries	£78,118	£119,736	£5
	Sub-total building works inc preliminaries	£390,588	£598,678	£29
10.1	Main contractor's overheads and profit	£46,871	£71,841	£3
10.2	Main Contractor's Consultants design fees			
	Total building works estimate	£437,458	£670,519	£32
11	Consultants' fees	£46,871	£71,841	£3
12	Other Direct / Project Costs			
	Base cost estimate	£484,329	£742,361	£35
13	Project contingency Total construction cost excl inflation	£46,871	£71,841	£3
1.4		£531,199	£814,202	£39
14	Inflation Total construction cost inc inflation	Excl.	Excl.	
15	VAT	£531,199 Excl	£814,202 Excl	£39
13	Estimated overall project forecast (Rounded to Nearest	EXCI	EXCI	

Salta D D D D O Sec	Stage 1 Cost Plan sh Public Realm tion 4a - Saltash Public Realm - Alexandra S	Turner Townsend	Confidential	I.		Studio Saltash Public F
ယ က Ref	Description	Qty	Unit	Rate (£)	Total (£)	Comment
0	Facilitating Works				£ 68,750	
0.1	Toxic/ Hazardous material treatment				£ -	
	Toxic/ Hazardous material removal Allowance for asbestos removal - assumed none	1	item	Excl.	Excl	
	<u>Contaminated land</u> Disposal of contaminated material other than asbestos	1	item	Excl.	Excl	
	Eradication of plant growth Assumed none	1	item	Excl.	Excl	
0.2	Major demolition works				£ 68,750	
	<u>Demolition and alteration works</u> Allowance to remove existing kerbing / raised Hardstandings around carpark	1	item	5,000	£ 5,000	Provisional Sum
	Break out and removal of Retaining Wall	35	m	250		Provisional Sum
	Removal of Exising Stairs Disposal Of Inert Material	2 600	item m3	1,000 75		Provisional Sum
	Soft strip works				£ -	
	Allowance to remove existing hedges	1	item	2,500	,	
	Allowance to remove & dispose of existing signage & entrance barriers Allowance to remove & dispose existing fixtures / railings etc	1 1	item item	1,000 1,000	,	
	SERVICES Disconnection of Traffice Lights	1	PSUM	1,000	£ 1,000	possible need to disconnect traffic to carry out the works
	Temporary support to adiacent structures Temporary Support Whilst Removing Retaining Wall	1	PSUM	2,500	£ 2,500	0
8	External works				£ 781,725	

Salta J Sec	Stage 1 Cost Plan sh Public Realm tion 4a - Saltash Public Realm - Alexandra Sq	er Townsend (Confidentia	al.			Studio Saltash Public I
ス Ref	Description	Qty	Unit	Ra	te (£)	Total (£)	Comment
8.1	Site preparation works					£ 106,875	5
	Breakout Existing Car park & Surrounding Areas	3,750	m2	£	10.00	£ 37,500)
	E/O to dispose of Tarmac - assumed non hazardous Excavation of site to FL in preparation for paving Disposal of inert material Cat Scan / Utility Survey	1 1688 1 1	item m3 PSUM item		10.00 0,000.00 2,500.00	£ 50,000	Details unknown
8.2	Roads, paths, paving's and surfacing's					£ 373,000	
	Natural Stone paving : PORP HYRY Resin Bonded Paving - Highway Grade	700 500	PSUM PSUM		150 200	,	
	Kerbing and edgings - around soft landscaping areas and seperation of soft landscpaing with paved areas & perimeter of play area Tarmac	1 1800	PSUM m2		10000 85	,	Details Unknown
	Whitelining Allowance	1	PSUM		5000		
8.3	Soft landscaping's, planting and irrigation systems					£ 72,700)
	Seeding and turfing Grassed Areas: Topsoil & Seeding Works to Minor Terraced Area	635 1	m2 PSUM	£	20 10,000	,	
	External planting Tree Planting - excavate supply and plant tree pits : Privacy Planting	20	nr	£	2,500	£ 50,000	
8.4	External fixtures					£ 117,500	
	Ampitheatre Area	1	item	£	100,000	£ 100,000	We have received market tested ra an ampitheatre area, so as a resul
	Bollards Signage	1 1	item item	£	2,500 15,000		Provisional - Details unknown Provisional - Details unknown
					•	•	

Salta U D Sec	Stage 1 Cost Plan sh Public Realm tion 4a - Saltash Public Realm - Alexa	Turner Townsend	Confidenti	al.				Stud Saltash Publi
ည ထ Ref	Description	Qty	Unit	F	Rate (£)	-	Γotal (£)	Comment
	Allowance for drainage; as of yet undesigned inc Allowance for testing drainage installations Allowance for commisioning drainge installation BWIC in connection with external drainage	3,325 1 1 10.0	PSUM item item %	£ £	20 2,500 2,500 71,500	£	66,500 2,500 2,500 7,150	Details not shown on drawing
8.6	External services					£	33,000	
	External Lighting	1	PSUM	£	20,000	£	20,000	No information shown on drawii
	BWIC in connection with external services Traffic Management Highways Liason	10 1 1	% PSUM PSUM	£	20,000 5,000 1,000	£	2,000 5,000 1,000	relation to external lighting If traffic lights are to be disconr
	Services diversion allowance External CCTV	1 1	PSUM item		5,000 Excluded	£	5,000	liason will be needed with highway possible electrical diversion if ex
9	Preliminaries					£	212,619	
9.2	Main contractor's cost items							
	Main contractor's preliminaries Main contractor's preliminaries -	25	%		850,475	£	212,619)
10	Main contractor's other costs					£	127,571	
10.1	Overheads and profits					£	127,571	
	Overheads and profits Main contractor's OH&P	15.0	%		850,475	£	127,571	
11	Project/design team fees					£	127,571	

Project team and design team consultants' fees

C-14-	Stage 1 Cost Plan Ish Public Realm	Turner Townsen	d Confidentia	il.		Studio Hiv Saltash Public Realr
Sec Ref	tion 4a - Saltash Public Realm - Alexa Description	ndra Square Qty	Unit	Rate (£)	Total (£)	Comment
IXCI	Employer's design team fees	15	%	850,475		
12	Other Direct / Project Costs					
13	Risks			£	127,571	
13.1	Risks			£	127,571	
	Project contingency Project Contingency allowance 15% Allowance	15.0	%	850,475	£ 127,571	L
.4	Inflation			£	-	
14.1	Inflation			£	-	
	<u>Tender inflation</u> Inflationary price increase to current Quarter		%	Excl.	Excl	
15	VAT			£	-	
15.1	VAT			£	-	
	VAT VAT	20.0	%	Excl.	Excl	
	Total Project Cost			1	1,445,808	Total

Section 4b - Saltash Public Realm - Eastern Gateway

Secti	h Public Realm ion 4b - Saltash Public Realm - Eastern Gatev	vay	Saltash Pub					
Ref	Description	Qty	Unit	Rat	te (£)	Total (£)	Comment
0	Facilitating Works					£ 15,	050	
0.1	Toxic/ Hazardous material treatment					£	-	
0.1.1	Toxic/ Hazardous material removal Allowance for asbestos removal - assumed none	1	item		Excl.		Excl.	
0.1.2	<u>Contaminated land</u> Disposal of contaminated material other than asbestos	1	item		Excl.		Excl.	
0.1.3	Eradication of plant growth Assumed none	1	item		Excl.		Excl.	
0.2	Major demolition works					£ 15,	050	
	<u>Demolition and alteration works</u> Allowance to remove existing kerbing / raised hardstandings Demolish and remove traffic Island	1	item item	£	5,000 2,000	£ 2	,000	Quantity Unknown at presen
	Soft strip works Allowance to remove existing trees Allowance to remove Bollards Allowance to Remove & dispose of existing fixtures (e.g benches / bins etc)	1 4 1	item nr item	£	2,500 75 2,000	£	- 2,500 300 2,000	
	SERVICES Disconnection of Traffic Lights on Island Dispose of Traffic Lights	1 1	PSUM PSUM	£	2,250 1,000		2,250 ,000	

RIBA Salta:	Stage 1 Cost Plan sh Public Realm tion 4b - Saltash Public Realm - East	Turner Townsend	l Confident	ial.				Studio H Saltash Public Re
Ref	Description	Qty	Unit		Rate (£)		Total (£)	Comment
8	External works					£	524,146	
8.1	Site preparation works					£	32,826	
	Breakout Existing Areas	860	m2	£	£ 7	£	6,020	
	E/O to dispose of Tarmac Excavation of site to FL in preparation for paving Disposal Of Intert Material	1 258 1	item m3 PSUM	£	Excluded £ 7 25000	£	1,806 25,000	Quantity Unknown
8.2	Roads, paths, paving's and surfacing's					£	214,500	
	New PCC Paving - Kellen or Equal	25	0 m2		150	£	37,500	Assumed Pedestrian paving only - n
	Resin Bonded Paving	86	0 m2		200	£	172,000	allowance for vehicular paving
	White Lining Allowance		1 PSUM		5000	£	5,000	
8.3	Soft landscaping's, planting and irrigation systems					£	56,500	
	<u>Seeding and turfing</u> Allowance to repair existing Grassed Areas		1 PSUM	£	£ 1,500	£	1,500	
	External planting	4	4	,	. 2.500	C	35,000	Hadakad duniiina ahaii an inamaa
	Trees		4 nr	ż	£ 2,500			Updated drawings show an increase trees
	Living Pillars		4 nr	£	£ 5,000		20,000	
	External fixtures					£	150,000	
8.4								

RIBA Stage 1 Cost Plan Saltash Public Realm Section 4b - Saltash Public Realm - Eastern G	Turner Townser	nd Confidentia	ıl.			Studio Hi v Saltash Public Rea
Ref Description	Qty	Unit	F	Rate (£)	Total (£	E) Comment
Natural Play Area		1 PSUM	£	70,000	£ 70,	.000 Drawings show a natural play area wh was not on original drawings - details natural play area on not known
Bus Stops Relocation of Brunel Statue		2 PSUM 1 PSUM	£	5,000 5,000		.000 Provisional - Details and spec unknown ,000 Drawing shows the Brunel Statue to be relocated - which it was not shown on the original drawings
External drainage					£ 23,3	320
Allowance for drainage; as of yet undesigned inc any ancilliary sys Allowance for testing drainage installations Allowance for commisioning drainge installation BWIC in connection with external drainage	stems 860 1 1 10.0	PSUM item item %	£ £ £	20 2,000 2,000 21,200	£ 2, £ 2,	.200 Details not shown on drawing ,000 ,000 ,120
External services					£ 42,0	000
External Lighting Coordination with Traffic Authorities Traffic Management Services diversions Upgrade LV /HV to accomadate Café Area		1 PSUM 1 PSUM 1 PSUM 1 PSUM 1 PSUM	£ £	25,000 2,000 5,000 10,000 5,000	£ 2, £ 5, £ 10,	.000 ,000 ,000 ,000 ,000 Method Reports - suggest limited services to this area . Updated drawing show a spillout area, which may sugge
External CCTV		1 item		Excluded		that services could be needed
Preliminaries					£ 134,7	799
2 Main contractor's cost items						
Main contractor's preliminaries Main contractor's preliminaries -	25	%		539,196	£ 134	1,799

Salta	Stage 1 Cost Plan sh Public Realm tion 4b - Saltash Public Realm - Easte	Turner Townsend	Confidential				Saltash	Stu Pub
Ref	Description	Qty	Unit	Rate (£)	-	Total (£)	Comment	
10	Main contractor's other costs				£	80,879		
10.1	Overheads and profits				£	80,879		
	Overheads and profits Main contractor's OH&P	15.0	%	539,196	£	80,879)	
11	Project/design team fees				£	80,879		
11.1	Consultants' fees				£	80,879		
	Project team and design team consultants' fees Employer's design team fees	15	%	539,196	£	80,879)	
12	Other Direct / Project Costs							
13	Risks				£	80,879		
13.1	Risks				£	80,879		
	Project contingency Project Contingency allowance 15% Allowance	15.0	%	539,196	£	80,879)	
14	Inflation				£	-		
14.1	Inflation				£	-		
	Tender inflation							
15	VAT			Excl.	£	Excl		

) Sect	Stage 1 Cost Plan sh Public Realm sion 4b - Saltash Public Re	ealm - Eastern Gateway					
J							
Ref	Description	Qty	Unit	Rate (£)	Total (£)	Comment	
Ref	Description VAT	Qty	Unit	Rate (£)	Total (£)	Comment	

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Section 4c - Saltash Public Realm - Victoria Gardens Gateway

Ref	Description	Qty	Unit	Rate (£)	7	Гotal (£)	Comment
0	Facilitating Works				£	7,800	
0.1	Toxic/ Hazardous material treatment				£	-	
	Toxic/ Hazardous material removal Allowance for asbestos removal - assumed none	1	item	Excl.		Excl.	
	<u>Contaminated land</u> Disposal of contaminated material other than asbestos	1	item	Excl.		Excl.	
	Eradication of plant growth Assumed none	1	item	Excl.		Excl.	
0.2	Major demolition works				£	7,800	
	<u>Demolition and alteration works</u> Allowance to remove existing kerbing / raised hardstandings	1	item	£ 5,000	£	5,000	Quantity Unknown at present
	Soft strip works Allowance to remove Bollards Allowance to Remove & dispose of existing fixtures (e.g benches / bins etc)	4 1	nr item	£ 75 £ 2,500		300 2,500	Railings and a lot more fixtures would need to be removed than originally thought.
	SERVICES						
	Temporary support to adjacent structures Assumed non- required	1	item	Excl.		Excl.	
8	External works				£	304,670	

Section 4c - Saltash Public Realm - Victoria Gardens Gateway

Ref	Description	Qty	Unit	F	late (£)		Total (£)	Comment
8.1	Site preparation works					£	26,370	
	Breakout Existing Areas E/O to dispose of Tarmac Excavation of site to FL in preparation for paving Disposal Of Intert Material	700 1 210 1	m2 item m3 PSUM	£ Exc £	7 luded 7 20000		4,900 1,470 20,000	Quantity Unknown
8.2	Roads, paths, paving's and surfacing's					£	150,000	
	Resin Bonded Paving White Lining Allowance		m2 . PSUM		200 10000		140,000 10,000	
8.3	Soft landscaping's, planting and irrigation systems					£	21,000	
	Seeding and turfing Extended Greenery Area Intergrated Greening Opportunties	1 1	item item	£	1,000.00 5,000.00		1,000 5,000	Drawing shows intergrated Greening Opportunities - Details of scope is not known
	External planting Trees	6	i nr	£	2,500	£	15,000	
8.4	External fixtures					£	50,000	
	Fixtures Signage		. PSUM . PSUM	£	25,000 25,000		•	Provisional - Details unknown Provisional - Details unknown
8.5	External drainage					£	19,800	
	Allowance for drainage; as of yet undesigned inc any ancilliary systems Allowance for testing drainage installations Allowance for commissioning drainge installation BWIC in connection with external drainage	700 1 1 10.0	PSUM item item %	£ £	20 2,000 2,000 18,000	£	14,000 2,000 2,000 1,800	Details not shown on drawing
8.6	External services					£	37,500	
	External Lighting Traffic Management		. PSUM . PSUM	£	25,000 5,000		25,000 5,000	

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Section 4c - Saltash Public Realm - Victoria Gardens Gateway

Ref	Description	Qty	Unit	Rate (£)	Т	otal (£)	Comment
	Services diversions	1	. PSUM	5,000	£	5,000	Possible diversions for Telecomms / Water / LV /HV in pavements & gas
	Liason with Statutory Authorities External CCTV		PSUM item	2,500 Excluded	£	2,500	Details Unknown
9	Preliminaries				£	78,118	
9.2	Main contractor's cost items						
	Main contractor's preliminaries Main contractor's preliminaries -	25	%	312,470	£	78,118	}
10	Main contractor's other costs				£	46,871	
10.1	Overheads and profits				£	46,871	
	Overheads and profits	15.0	%	312,470	£	46,871	
10.2	Main contractor's design fees - on build costs				£	-	
11	Project/design team fees				£	46,871	
11.1	Consultants' fees				£	46,871	
	Project team and design team consultants' fees Employer's design team fees	15	%	312,470	£	46,871	
12	Other Direct / Project Costs						
13	Risks				£	46,871	
13.1	Risks				£	46,871	
	Project contingency Project Contingency allowance 15% Allowance	15.0	%	312,470	£	46,871	

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Section 4c - Saltash Public Realm - Victoria Gardens Gateway

Ref	Description	Qty	Unit	Rate (£)	Total	l (£) Comment
14	Inflation				£	-
14.1	Inflation				£	-
	Tender inflation			Excl.		Excl.
15	VAT				£	-
15.1	VAT				£	-
	VAT VAT	20.0	%	Excl.		Excl.
	Total Project Cost				£ 53	1,199 Total

Salta	Stage 1 Cost Plan sh Public Realm tion 4d - Saltash Public Realm - Central Fore	ner Townsend Street	Confidentia	al.			Studio Hiv Saltash Public Real
Ref	Description	Qty	Unit	Rate	e (£)	Total (£)	Comment
0	Facilitating Works				£	6,050	
0.1	Toxic/ Hazardous material treatment				£	-	
	<u>Toxic/ Hazardous material removal</u> Allowance for asbestos removal - assumed none	1	item		Excl.	Excl	
	<u>Contaminated land</u> Disposal of contaminated material other than asbestos	1	item		Excl.	Excl	
	Eradication of plant growth Assumed none	1	item		Excl.	Excl	
0.2	Major demolition works				£	6,050	
	<u>Demolition and alteration works</u> Allowance to remove existing kerbing / raised hardstandings	1	item	£	5,000 £	5,000	Quantity Unknown at present
	Soft strip works Allowance to remove Bollards Allowance to Remove & dispose of existing fixtures (e.g benches / bins etc)	4 1	nr item	£	75 £		
	SERVICES						
	Temporary support to adjacent structures Assumed non- required	1	item		Excl.	Excl	
8	External works				£	472,892	

RIBA Salta	Stage 1 Cost Plan Turner Townsend Confidential.							Stu Saltash Pub
Ref	Description	Qty	Unit	R	late (£)	Tota	al (£)	Comment
8.1	Site preparation works					£	64,496	
	Breakout Existing Areas	1,593	m2	£	7	£	11,151	
	E/O to dispose of Tarmac Excavation of site to FL in preparation for paving Disposal Of Intert Material	1 477.9 1	item m3 PSUM	£	7 50000	£	3,345 50,000	Quantity Unknov
8.2	Roads, paths, paving's and surfacing's					£ 2	78,950	
	Natural Stone Paving - Highway Grade White Lining Allowance PCC paving	1	m2 PSUM m2		200 5000 150	£	140,000 5,000 133,950	
8.3	Soft landscaping's, planting and irrigation systems					£	15,000	
	Seeding and turfing							
	External planting Trees Living Pillar	4	nr Nr	£	2,500 5,000		10,000 5,000	
3.4	External fixtures					£	60,000	
	Fixtures Signage Living Pillars	1	PSUM PSUM PSUM	£	25,000 25,000 5,000	£	,	Provisional - Details unknow Provisional - Details unknow
3.5	External drainage					£	39,446	
	Allowance for drainage; as of yet undesigned inc any ancilliary system Allowance for testing drainage installations Allowance for commisioning drainge installation BWIC in connection with external drainage	ns 1,593 1 1 1	PSUM item item %	£ £ £	20 2,000 2,000 35,860	£	31,860 2,000 2,000 3,586	Details not shown on drawi

Sec	Stage 1 Cost Plan sh Public Realm tion 4d - Saltash Public Realm - Centra	Turner Townser		al.				Saltash I	Stu Pub
Ref	Description	Qty		R	Rate (£)	To	otal (£)	Comment	
8.6	External services					£	15,000		
	External Lighting Traffic Management External CCTV		1 PSUM 1 PSUM	£	25,000 5,000		10,000 5,000	Detail Unknown	
9	Preliminaries					£	119,736		
9.2	Main contractor's cost items								
	Main contractor's preliminaries Main contractor's preliminaries -	25	%		478,942	£	119,736	5	
10	Main contractor's other costs					£	71,841		
10.1	Overheads and profits					£	71,841		
	Overheads and profits Main contractor's OH&P	15.0	%		478,942	£	71,84	1	
10.2	Main contractor's design fees - on build costs					£	-		
11	Project/design team fees					£	71,841		
11.1	Consultants' fees					£	71,841		
	Project team and design team consultants' fees Employer's design team fees	15	%		478,942	£	71,84	L	
12	Other Direct / Project Costs								
13	Risks					£	71,841		

RIBA Salta Page Sec	Stage 1 Cost Plan sh Public Realm tion 4d - Saltash Public Realm - Ce	Turner Townsend Control Fore Street	onfidential.			Studio H Saltash Public Re
372 Ref	Description	Qty	Unit	Rate (£)	Total (£)	Comment
13.1	Risks			£	71,841	
	Project contingency Project Contingency allowance 15% Allowance	15.0	%	478,942 £	71,841	
14	Inflation			£	-	
14.1	Inflation			£	-	
15	Tender inflation Inflationary price increase to current Quarter VAT			Excl.	Excl.	
15.1	VAT			£	-	
	VAT VAT	20.0	%	Excl.	Excl.	
	Total Project Cost			£	814,202	Total

Section 4e - Saltash Public Realm - Belle Vue Car Park

RIBA Salta	sh Public Realm	rner Townsend	Confidentia	al.				Studio Hiv Saltash Public Real
Ref	tion 4e - Saltash Public Realm - Belle Vue Ca Description	Qty	Unit	Rate	(£)	To	otal (£)	Comment
0	Facilitating Works					£	1,250	
0.1	Toxic/ Hazardous material treatment					£	-	
	Toxic/ Hazardous material removal Allowance for asbestos removal - assumed none	1	item		Excl.		Excl	
	<u>Contaminated land</u> Disposal of contaminated material other than asbestos	1	item		Excl.		Excl	
	Eradication of plant growth Assumed none	1	item		Excl.		Excl	
0.2	Major demolition works					£	1,250	
	<u>Demolition and alteration works</u> Allowance to remove existing kerbing / raised hardstandings	1	item	£	500	£	500	Quantity Unknown at present
	Soft strip works Allowance to remove Bollards Allowance to Remove & dispose of existing fixtures (e.g benches / binsetc)	s 1	item	£	750	£	750	
	SERVICES							
	Temporary support to adjacent structures Assumed non- required	1	item		Excl.		Excl	
8	External works					£	230,750	

Section 4e - Saltash Public Realm - Belle Vue Car Park

Sec	Stage 1 Cost Plan sh Public Realm tion 4e - Saltash Public Realm - Belle Vue C	urner Townsen	d Confident	tial.				Stu Saltash Pub
Ref	Description	Qty	Unit	:	Rate (£)	T	otal (£)	Comment
8.1	Site preparation works					£	29,750	
	Breakout Existing Areas E/O to dispose of Tarmac Excavation of site to FL in preparation for paving Disposal Of Intert Material	750 1 225 1	m2 item m3 PSUM	£	5,000	£	7,500 5,000 2,250 15,000	
8.2	Roads, paths, paving's and surfacing's					£	25,000	
	Local resurfacing to areas White Lining Allowance		1 PSUM 1 PSUM		15,000.00		15,000 10,000	
8.3	Soft landscaping's, planting and irrigation systems					£	80,000	
	Seeding and turfing New Planting To Car Park	80	00 m2	£	55	£	44,000	
	External planting Large Trees Small Trees		9 nr 9 nr	£	2,500 1,500		22,500 13,500	
8.4	External fixtures					£	35,000	
	Fixtures Signage Stairs		1 PSUM 1 PSUM 1 PSUM	£	,	£		Provisional - Details unknow Provisional - Details unknow
8.5	External drainage					£	26,000	
	Allowance for drainage; as of yet undesigned inc any ancilliary system Allowance for testing drainage installations Allowance for commissioning drainage installation BWIC in connection with external drainage	ns 1 1 1 10.0	PSUM item item %	£	2,000	£	20,000 2,000 2,000 2,000	
8.6	External services					£	35,000	

Section 4e - Saltash Public Realm - Belle Vue Car Park

Ref Description Qty Unit Rate (£) Total (£) Common	RIBA Saltas	Stage 1 Cost Plan sh Public Realm tion 4e - Saltash Public Realm - Belle Vue	Turner Townse		Confidential					Saltasl	Studio n Public R
External CCTV Services diversions 1 item PSUM 10,000 £ 10,000 9 Preliminaries £ 58,000 9.1 Employer's requirements £ - 9.2 Main contractor's cost items Main contractor's preliminaries Main contractor's preliminaries Main contractor's other costs £ 34,800 10.1 Overheads and profits Overheads and profits Main contractor's OH&P 15.0 % 232,000 £ 34,800 10.2 Main contractor's design fees - on build costs Main contractor's design fees 4% Main contractor's design fees 4%	ນ		Qty	/	Unit	Rate (£)		Total (£)	Commen	t	
9.1 Employer's requirements Main contractor's cost items Main contractor's preliminaries Main contractor's preliminaries Main contractor's other costs 10 Main contractor's other costs £ 34,800 10.1 Overheads and profits Overheads and profits Main contractor's OH&P 15.0 % 232,000 £ 34,800 10.2 Main contractor's design fees - on build costs £ - Main contractor's design fees 4% 15.0 % 232,000 £ 34,800 £ - 17.0 Main contractor's design fees - on build costs £ - Main contractor's design fees 4% 18.0 Main contractor's design fees 4% 19.0 Main contractor's design fees 4%		External CCTV		1	item	Excluded					
9.2 Main contractor's cost items Main contractor's preliminaries Main contractor's preliminaries Main contractor's other costs 10 Main contractor's other costs E 34,800 10.1 Overheads and profits Overheads and profits Main contractor's OH&P 15.0 % 232,000 £ 34,800 10.2 Main contractor's design fees - on build costs Main contractor's design consultants' fees Main contractor's design fees 4% 11 Project/design team fees £ 34,800	9	Preliminaries					£	58,000			
Main contractor's preliminaries Main contractor's preliminaries -25%232,000£58,00010Main contractor's other costs£34,80010.1Overheads and profits Main contractor's OH&P15.0%232,000£34,80010.2Main contractor's design fees - on build costs Main contractor's design consultants' fees Main contractor's design fees 4%3.5%£-11Project/design team fees£34,800							£	-			
10.1 Overheads and profits Overheads and profits Main contractor's OH&P 15.0 % 232,000 £ 34,800 10.2 Main contractor's design fees - on build costs Main contractor's design consultants' fees Main contractor's design fees 4% 11 Project/design team fees £ 34,800	9.2	Main contractor's preliminaries	25		%	232,000	£	58,000)		
Overheads and profits Main contractor's OH&P 15.0 % 232,000 £ 34,800 Main contractor's design fees - on build costs £ - Main contractor's design consultants' fees Main contractor's design fees 4% 3.5 % £ - 11 Project/design team fees £ 34,800	10	Main contractor's other costs					£	34,800			
Main contractor's OH&P 10.2 Main contractor's design fees - on build costs Main contractor's design consultants' fees Main contractor's design fees 4% 11 Project/design team fees £ 34,800	10.1	Overheads and profits					£	34,800			
Main contractor's design consultants' fees Main contractor's design fees 4% 3.5 % £ Project/design team fees £ 34,800	10.3	Main contractor's OH&P	15.	0	%	232,000)		
	10.2	Main contractor's design consultants' fees	3.5		%						
11.1 Consultants' fees £ 34.800	11	Project/design team fees					£	34,800			
2 31,000	11.1	Consultants' fees					£	34,800			
Project team and design team consultants' fees Employer's design team fees 15 % 232,000 £ 34,800			15		%	232,000	£	34,800)		

Section 4e - Saltash Public Realm - Belle Vue Car Park

RIBA Salta	Stage 1 Cost Plan sh Public Realm tion 4e - Saltash Public Realm -	Turner Townsend	Confidential.			Studio H Saltash Public Re
Ref	Description	Qty	Unit	Rate (£)	Total (£)	Comment
12	Other Direct / Project Costs					
13	Risks				£ 34,800	
13.1	Risks				£ 34,800	
	Project contingency Project Contingency allowance 15% Allowance	15.0	%	232,000	£ 34,80	00
14	Inflation				£ -	
14.1	Inflation				£ -	
	Tender inflation Inflationary price increase to current Quarter			Excl.	Exc	
15	VAT				£ -	
15.1	VAT				£ -	
15.1.1	A VAT	20.0	%	Excl.	Exc	ıl.
	Total Project Cost				£ 394,400	

Section 3 - Basis of Cost Plan

3.1 Assumptions

General

- Costs are based on information provided by the Urbanists on the 06.06.2023
- The works will be procured on a competitive tender process with RIBA Stage 3 design information or equivalent
- Works are undertaken in normal working hours
- Drainage works will be needed, a provisional allowance has been made, but further information is needed
- External Lighting is required, a provisional allowance has been made, but further information is needed
- Kerbs will be included and needed within the design, further information needed to show location and specification
- Signage will be needed within the design, further information will be needed to show location and specification
- Fixtures and Fittings will be needed within the design, further information will be needed to show location and specification
- Assumptions have been made that the existing tarmac is to be broken out prior with new tarmac to be laid
- A provisional allowance has been made for heritage statues, more information will be needed showing what is intended
- No MEP / Services or Transport Design Information has been received. Notional allowance for service diversions included (£10k per option).
- Measures have been taken off Google Earth and are provisional, a set of scalable drawings will be needed to firm up quantities
- An allowance has been made to remove inert material off site. Allowance and quantity are provisional, further details on scope will be needed.
- 15% allowance made for consultant fees
- 20% contingency has been allowed
- 25% allowance for main contractor preliminaries to factor in an element of out of sequence working
- 15% allowance for Contractor OHP
- We have assumed that the works will be carried out by a ground worker.

3.2 Exclusions

- Acquisition, C.P.Os & Finance costs
- Legal costs
- Revenue or operating costs (rent, rates, service charges and planned or preventive maintenance)
- Compensation or costs associated with working on or above land in possession of others
- Party wall considerations
- Temporary works associated with the segregation or protection of any adjacent buildings
- Sales and marketing costs
- Local Authority fees and charges
- Fees, Charges and or Commuted Sums associated with the discharge of Section Agreements or the like
- Effect of discovery or archaeological artefacts or other antiquities
- Costs associated with performance bonds, parent company quarantees or collateral warranties

Studio Hive Saltash Public Realm

Section 3 - Basis of Cost Plan

- Fluctuations in exchange rates
- Any third party costs
- Abnormal ground conditions
- Handling or disposal of contaminated material
- Cost of site level adjustments
- Security Costs
- Cost resulting from security restrictions causing programme delays
- Works to external services (connection to existing only)
- Works associated with ecological instructions e.g. bats, newts etc.
- Service diversions
- Water and gas services
- Statutory services costs
- Out of hours working
- Disruption costs due to construction works
- Inflation due to no current estimated start date.
- Limited working hours/restrictions due to location of adjacent existing historical building

Studio Hive Saltash Public Realm

Section 3 - Basis of Cost Plan

Exclusions (continued)

- Client side technical architectural advice separate to architectural professional fees
- VAT assessment
- Surveys over and above budget allowance
- Exclusion of Optimum Bias Calculation
- Costs of phasing the works
- Acceleration costs

Section 5 - Risks & Opportunities

Top risks

The key risks that have been considered are summarised below:

- Market conditions as outlined in Section 2.5
 - Fluctuations of material prices
 - Fluctuations of labour prices
 - Contractors and sub-contractors seeking higher margins/risk premiums due to market conditions
 - Availability of local labour
 - Sub-contractor insolvency
 - Long lead in items and potential premiums on such items
- Disruption to the public
- Phasing of works and possible out of hours working requirements
- Proximity to existing housing
- Client change and scope creep
- Working in a live environment
- Unknown scope of utilities
- Specification of finishes and FFE to be determined
- Co-ordination with statuory authorities

Top opportunities

• To be discussed with Cornwall Council and the wider project team following review of overall budget

Studio Hive Saltash Public Realm

Section 6 - Information Used

Saltash Public Realm Section 6 - Information	on Used	Salta	ash Public
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RIBA Stage 1 Cost Plan
Saltash Public Realm

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Contact

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TOWN TEAM MEETING HELD 14/9/2023

In addition to consideration of the Community Space Project (separate report) at the meeting, the members also considered the following (meeting notes attached):

- 1. It was agreed that Peter Ryland continue as Chairman.
- 2. It was agreed that there should be some cohesion between the ideas for the lamp post banners and the Town leaflet. A working party was set up to come back with proposals.
- 3. It was noted that the Town Council had, due to the cost, discontinued its PRS licence for the speaker system and that users would have to get their own licence and such would have to be confirmed on the usage application form. Rotary, however, had a licence and this could be used for the Christmas Festival.
- 4. The Town Clerk also confirmed that the servicing of the speakers was due to take place on the 3rd October and she would be meeting the contractor to ensure there were no outstanding issues re. sound levels.
- 5. With respect to a notice board to go with the Brunel seat, members were advised that the QR Code was ready to go but it was also suggested that a digital notice board may be a solution.
- 6. It was agreed to amend the Terms of reference of the Town Team so that:-
 - A. The word 'centre' was added to the aim so that concentration of effort was on the town centre only.
 - B. The Chairman would be appointed on an annual (in May) basis rather than the present 'per meeting' basis.
 - C. There would now be a regular bi-monthly meeting on the 2nd Monday of the month with the next meeting in November.
 - D. The words 'when adopted' were removed from the reference to the Neighbourhood Plan as it had now been adopted.

Peter Ryland Chairman of Town Team

NOTES

Meeting:	Town Team at Isambard House
Date and Time:	Thursday 14 th September 2023

Present:	Title/Representing:
P Ryland (PR) Chairman	Saltash Chamber of Commerce
S Miller (SM)	Saltash Chamber of Commerce
H Frank (HF)	Cornwall Councillor
R Bullock (RB)	Saltash Town Council
B Samuels (BS)	Saltash Town Council
M Griffiths (MG)	Saltash Town Council
S Lennox-Boyd (SLB)	Cornwall Councillor
R Bickford (RBI)	CEPL12
S Burrows (SB)	Town Clerk
M Richardson (MR)	Consultant
L Mansfield (LM)	Mayor's Secretary/Receptionist
, ,	(Notetaker) – Saltash Town Council
Apologies for absence:	
Jo Grail – CEPL12	

Item	Key / Action Points:	Action by:
1.	To appoint a Chairman: Members voted unanimously for Peter Ryland to be appointed Chairman.	N/A
2.	To receive and approve the Town Team notes dated 28 th July 2023: All confirmed the notes of the last meeting were a true and correct record.	N/A
4/5.	Banners on Lamp posts and Leaflet design: Members discussed the idea of lamp post banners. BS confirmed the size of the banners would be 800 x 3000mm, and confirmed this is a safe size to be mounted on the lamp posts situated in Fore Street. SB asked who will apply to CC Highways for a Banner of the Highway Licence. BS confirmed there are two options 1) appoint the contractor to apply direct to CC Highways for a licence or Town Team to apply.	

SB advised the group that three quotes need to be obtained if the cost is over £3,000 and three estimates if the cost is over £500 to fall in line with Saltash TC Financial Regs. SB confirmed members have less than 12 months to spend the Waitrose S106 Publicity Funds. The funds are held by Cornwall Council and will be released following project approval by Saltash Town Council at a Full Town Council meeting. HF shared images produced by local children which could be used on the banners. All agreed the banners should be vibrant and contain images and words to bring life to Fore Street and comply with the S106 Waitrose Publicity Fund. Members agreed that the leaflet and banners should be cohesive. The group discussed leaflets other towns have produced and what should be included on the Saltash leaflet. HF, RB, RBI and BS to meet to discuss leaflet HF/RB/RBI/BS and banner content to work up a specification to obtain quotes/estimates from graphic designers and printers reporting back at the next meeting. Information board: 6. RBI shared QR codes with the group linking to an information website on the town. Several members expressed concern that people would not scan a QR code. Members discussed options of installing another notice board in the town centre or utilising the existing Town Council notice board on Fore Street. SB suggested members consider a digital interactive notice board. Members discussed the cost of a digital noticeboard and the concern of it being vandalised. HR to research cost and viability of a digital notice HF board to be located on Fore Street reporting back

at the next meeting.

7. **Speakers on Fore Street:** SB informed the group that she is meeting the contractor on 3rd October 2023 to carry out the service. SB confirmed Saltash Town Council position regarding the speakers – 1) discontinue the background music licence for Meet Your Cllr Session 2) discontinue the Town Council music licence for external events with immediate effect SB further confirmed that external groups who wish to use the speakers will need to purchase their own licence if required and confirm via the Town Council booking form. Members discussed the cost of the PRS licence and under what circumstances one is required. BS informed the group that the Rotary Club of Saltash holds a national PRS licence and the Christmas Festival will be able to use their licence. SB to send the Town Council PRS costing SB report to PR. 8. **Saltash Community Space: Recommendation to STC** How to proceed from here PR updated the group on progress to date following last week's presentation held by Studio Hive. MR updated the group on available funding for the community space. There is likely to be additional Town Vitality Funding mid-October but unsure of the criteria at this stage. Saltash is in a strong position due to available \$106 funds. In addition there could be further Community Levelling Up funding to apply for. Members discussed the number of responses received to the consultation. MG expressed concern that the number of responses (221

surveys) is low considering the population of

Saltash. However, there was also a discussion that this level of engagement was good compared with other consultation exercises for similar projects locally. Members discussed plans and liaising with Highways to ascertain what options will be viable on a 'principle' basis and which would not be approved by Highways. MG stated that Saltash Town Council are currently drafting a business plan for 2024 – 2027 and the community space forms part of the plan. All agreed that undertaking a market trial partly funded by the remaining Town Vitality pot over a weekend will also provide further opportunity to PR consult with residents and traders. PR agreed to draft a report on the next steps for the community space and refer to Studio Hives presentation document, to be received and considered at Octobers Full Town Council meeting. SB confirmed at that point the presentation will be in the public domain. 9. Terms of Reference: PR asked if it was OK to amend the Town Team Terms of Reference. SB confirmed that the Terms of Reference can be updated subject to the Town Team Membership agreement. Members discussed having trader representation in the group. Any traders who join would not have a vote. PR agreed to approach traders through the Saltash Chamber of Commerce to ensure their voice was heard even if personal attendance PR was not achievable. Members agreed to make the following changes to the Terms of Reference: Add the word 'centre' to town; Chairman to be appointed annually May to May.

	 Meetings to be held bi-monthly on the 2nd Monday of the month at 5.30pm at Isambard House. To continue to report directly to Full Town Council; To remove the words against point 11 'when adopted'. 	
10.	AOB: • Window Wanderland	
	SB informed members that the Town Council has agreed to decorate the windows of the Guildhall and Saltash Library Hub. Unfortunately the Town Council cannot take on organising Window Wanderland due to lack of resources. PR confirmed that the Saltash Chamber of Commerce cannot organise it this year due to lack of resources.	
11.	Date of next and future meetings: Monday 13 th November, 5.30pm at Isambard	
	Future meeting dates • Monday 8 th January 5.30pm at Isambard House • Monday 11 th March 5.30pm at Isambard House	
	Meeting ended at 18.58pm	

WORKING TOGETHER FOR OUR COMMUNITY











TERMS OF REFERENCE & AIMS

SALTASH TOWN TEAM COMMITTEE

The aim of the Saltash Town Team is to provide co-ordination of development activity within the town centre; In doing so helping to improve the economic, social and environmental revitalisation of the town centre – making Saltash a better place to live, work, visit and enjoy.

Membership

This to be reviewed on an annual basis

Three Saltash Town Councillors (one of which to be the Chair of Saltash Town Council Vision Committee)

Three Cornwall Councillors (one from each division in Saltash)

Two Saltash Chamber of Commerce members

Two members CEPL12

Advisory/non-voting member – STC Town Clerk and Cornwall Council Community Link Officer (when required)

This is the current list but additional members/officers could be asked to attend if a wider range of advice on a certain project might be required

Quorum

Meetings will be postponed if 50% or more of members indicate, prior to the meeting that they are unable to attend. If one or more of the Membership organisations is not represented, the meeting should be postponed. If voting on matters, it is up to the discretion of the Chair as to whether there is sufficient representation of the membership to progress.

Chairmanship Chair to be appointed annually – May to May.

Frequency of Meetings The Town Team will meet bi-monthly on the 2nd Monday of the month at 5.30pm.

Venue Isambard House

Secretariat Secretariat support for the group will be provided by a member of the

group.

Reports to Saltash Town Council as and when projects are requiring confirmation

and support.

Detailed Terms of Reference and Aims of the Saltash Town Team

- 1. To bring together stakeholders, private and public sectors in the town to work in partnership and to co-ordinate their activities towards a common goal.
- 2. To collate information to help inform decisions.
- 3. To formulate a shared understanding for carrying out improvements for the benefit of all stakeholders. As appropriate, to identify and prioritise projects to improve the economic, social and environmental revitalisation of the Town and for its long-term benefits.
- 4. To help co-ordinate and implement the activities of those who provide services within the town.
- 5. To seek and/or assist with funding of initiatives for the benefit of Saltash.
- 6. To accept and acknowledge there is a partnership, and actively strive for cohesion within all members of the team, working together for the benefits of the Saltash community.
- 7. To offer a forum whereby community groups, residents and private sector companies can seek advice/feedback on their emerging projects within Saltash. In addition, to engage with the community for the benefit thereof.
- 8. To provide a forum whereby Members of the group can help to ensure coordination between existing and emerging projects.
- 9. To give time or resources towards identified projects, and to establish task and finish groups, as appropriate.
- 10. To agree to use an innovative and professional approach for the benefit of Saltash.
- 11.To work in accordance with the principles of the Neighbourhood plan.
- 12. The Members shall publicly support the Town Team in a positive way, and support funding applications.
- 13. The Members shall help plan, review and refine activities based on their knowledge and expertise. Page 390



<u>To receive a report on Saltash Town Council obtaining a Data</u> <u>Universal Numbering System and consider any actions</u>

What is a DUNS number and Do I Need one?

DUNS stands for Data Universal Numbering System. It was originally developed in 1963 by Dun & Bradstreet to help with their credit reporting practice.

Since then it has been adopted globally and is currently used in the European Commission, the United Nations and by the United States Government. The DUNS database currently has over 285 million commercial entries1.

How is a DUNS Number used?

A DUNS number is valuable to have when your company is trying to secure finance via a credit card or loan. Your company will have a D&B® business credit file logged in the DUNS database. This database will be referenced by potential lenders to help them work out your financial reliability and stability. Your credit file can also be accessed by potential partners who are making sure that your company is legitimate and financially stable before partnering with you.

Why would I want a DUNS number?

Because a DUNS number is recognised almost globally, it can help if you are planning to expand your company's reach into other countries. It can help to establish partnerships abroad and help to find funding sources in other countries.

Even if you have begun this process without a DUNS number, having one can increase your chances of securing renewed investment, increasing your loan amount or even negotiating better credit terms for future funding opportunities.

It can have an added benefit of making you appear more legitimate in the eyes of government bodies within and outside of your home country. In fact, in some countries, if your company was to apply for a government contract, you would first need to issue them with your DUNS number.

In conclusion, having a DUNS number can help you to negotiate better credit when it comes to your company. But also, some agencies may wish for you to have one in place before negotiating any contracts with your company. This can make a DUNS number very useful to have.

Proposal:

Members are asked to consider giving delegated authority to the Town Clerk to apply and obtain a D-U-N-S number, at no cost to the Town Council, for the purpose of allowing permission to download and operate Apple Business Manager Application as agreed at:

Extraordinary Services held on 24.08.23 minute nr. 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.

End of report.

Administration Officer

Agenda Item 25

D-Day 80th Anniversary event 6th June 2024

Background

2024 is the 80th anniversary of D-Day. There will be events across the country in recognition of the sacrifice and bravery of a whole generation. Approximately 150000 allied troops were involved in the events on 6th June and still remains the largest naval, air and land operation in history. Locally Saltash passage saw approx. 36,000 men embark for Normandy.

Through the National Association of Civic Officers (NAC) guidance has been issued on how villages, towns, cities and organisations are being asked to mark this important anniversary.

The recommended event plan is as follows for Thursday 6th June 2024. This is taken from information received from organisations and can be viewed as part of the taking part guide found on https://www.d-day80beacons.co.uk/.

Time	Event
8.00am	Town Crier reads D-Day 80 Proclamation
11.00am	Schools read poem for schools – D-Day Heroes
9.15pm	Beacon lighting
9.15pm	Mayor to read Nation's Tribute

Recommended event plan for Saltash Town Council.

Time	Event
8.00am	Town Crier reads D-Day 80 Proclamation with civic party present. Advertised for residents and visitors to attend. Suggested location outside Superdrug on Fore Street.
11.00am	Schools read poem for schools – D-Day Heroes. Mayor to visit participating schools.
8.30pm	Civic parade to leave Victoria Gardens at 8.30pm to walk to Jubilee Green lead by the town band and to include RBL standards. Advertised for residents and visitors to join the parade.
9.15pm	Beacon lighting by the Mayor at Jubilee Green followed by the Mayor to read the Nation's Tribute. A minutes silence held to remember all those affected by conflicts. Advertised for residents and visitors to attend. (Use existing Town Council beacon).
9.18pm	Firework display
9.23pm	End of event.

The post of Saltash Town Crier is currently vacant. For the Queen's Jubilee in 2022 the late Mr Brian Whipp filled the role. To fill this role it would require the relevant recruitment process to be followed.

Included in the Appendix of this report are the

- D-Day 80 Proclamation for 8:00am element of event.
- Poems for schools for 11:00am element of event.
- The nations tribute for 9:15pm element of event.

In the event that the recruitment of a Town Crier is unsuccessful other options could be

 Asking Saltash.net to nominate an outstanding student to undertake the reading of the proclamation (Secondary School chosen due to task and length of reading)
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- Asking residents to nominate a worthy person in the town such as an outstanding young person, volunteer or Firefighter.
- Asking LiveWire to nominate a worthy person to read the proclamation.
- Delegating the task to the Town Sergeant.

Estimated Costings (current prices from suppliers where available)

Town Band - £350 (2023 price)

Fireworks - £850 (4-5 minute display, same as Queen's Jubilee event in 2022)

Road closures and event management - £2,800 (approximate cost)

St John Ambulance - £150 (based on Queen's Jubilee event in 2022)

Photographer - £150 (based on Queen's Jubilee event in 2022)

Town Crier, Town Sergeant and Mace Bearer - £150

Social Media Geo Targeted Advertising - £50

Total - £4,500

Members are asked to consider:

- 1. To approve the Saltash Town Council event plan for the D-Day 80th Anniversary event to be held on 6th June 2024.
- 2. To budget for the year 2024-25 to the value of £4,500 to allow for price increases against budget code 6202 PF Civic Occasions to support the associated event costs.
- 3. To recommend to the Personnel Committee to recruit for a Town Crier with immediate effect, if recruitment is unsuccessful explore the further options in an agreed priority order.

End of report Receptionist/Mayor's Secretary.

Appendix 1

D-Day 80 Proclamation

Oyez, Oyez, Oyez

Today we commemorate the 80th anniversary of the D-Day landings in Normandy, France -

an incredible achievement in military planning and logistics uniting brave service personnel from air, sea and land forces at the beginning of Operation Overlord.

By the day's end, over one hundred and fifty thousand Allied troops had successfully stormed

the now famous Gold, Juno, Sword, Utah and Omaha beaches to achieve a toehold in France.

In the weeks that followed.

the Allies fought bitterly against a determined foe from the unforgiving countryside of Normandy to the liberation of Paris two months later.

We should all remember and never forget the selfless sacrifice and courage of all those involved and use this Commemoration to pay our tribute to those who gave so much to secure the freedom we all enjoy today.

God Save the King

Poem for Schools - D-Day Heroes

It is D-Day, the Sixth of June Nineteen-Forty-Four.

Operation Overlord commenced, leaving the world in awe.

The planning started in Nineteen-Forty-three.

Bringing Allies together, to make our World free.

Deception was used, codenamed Operation Bodyguard.

Making rubber tanks and wooden planes as a façade.

An American unit was formed for General Omar Bradley.

Then a web of lies was spread, by his Ghost Army.

Much more was done, to keep the Germans in the dark.

Before the Allies on foreign shores, could disembark.

Everything was Most Secret and kept Hush Hush.

As Allies gathered resources, for their big push.

The Allied Supreme Commander was General Dwight Eisenhower.

With General (Monty) Montgomery as Temporary Ground Commander.

Eleven Thousand Aircraft and Gliders with Paratroopers and Soldiers.

Were dropped behind enemy lines to secure the area.

More than Five-thousand ships, the biggest Armada ever seen.

Sailed from British shores and our fields of green.

Monty's battle plan was written, on one sheet of paper.

Set for June the Fifth, the Day of their departure.

But bad weather, caused a Twenty-four-hour delay.

Then conditions changed, and they got underway.

British, American, Canadian and many other countries, were together thrown.

Going to fight a War, something many had never known.

Over One Hundred and Fifty-Thousand men of every creed.

Will perform acts of courage, that must succeed.

There were Soldiers, Sailors, Airmen and the Merchant Navy.

Many Civilians who volunteered to fight against Nazi tyranny.

Over the English Channel and to Normandy, France will go.

To land on beaches called Sword, Gold, Utah, Omaha and Juno.

Were they afraid? Yes! they most certainly were.

But the world must be saved, that was their spur.

The German defences were called, the Atlantic Wall.

Hitler told Field-Marshall Rommel, he must, the Allies stall.

The Allies landed Twenty-Four-Thousand troops on D-Day.

Commencing at Six-Thirty, then things went into disarray.

Wind and rough seas helped landing craft, miss their mark.

Putting the plan in jeopardy from the start.

Fierce resistance was put up, by Germans guarding the beaches.

The time had come to fight, no further need for speeches.

Beaches were Mined, Barbed wire laid, metal tripods and many hazards.

Were set to kill, maim and make things awkward.

Over Ten-Thousand casualties, the Allies had that first day.

With over Four-Thousand dead, a heavy price to pay.

D-Day made Heroes, in that hell unknown.

Helping turn the Tide of War, as the Enemy were overthrown.

Nation's Tribute

Let us remember those who gave their lives at home and abroad during the D-Day landings, whose sacrifice enables us all to enjoy the peace and freedom we have today. Let us remember those who came home wounded, physically and mentally, and the friends and family who cared for them. Let us remember those who returned to restore their relationships and rebuild their working lives after years of conflict and turmoil. Let us remember the families that lost husbands, wives, sons, daughters and sweethearts. Let us remember the servicemen and women and merchant seafarers of all faiths and nationalities - from all countries - who fought, suffered and died during the D-Day landings and six years of war.

Let us all remember those in the Royal Navy, Army, Royal Air Force, Merchant Navy, and our Allies - the brave people who kept us safe on the home front and abroad and those in reserved occupations during the difficult time of war. Let us remember the brave doctors and nurses who cared for the wounded, the men and women who toiled in the fields, the coal mines, the factories.

Agenda Item 31

Colonel Edward Bolitho OBE



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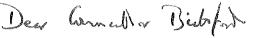
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edward@bolithoestates.co.uk

Clir. Richard Bickford Mayor of Saltash Saltash Town Council The Guildhall Lower Fore Street Saltash Cornwall PL12 6JX



29 September 2023



A CORONATION TREE - CARKEEL ROUNDABOUT

Cornwall, along with the counties of the remainder of the United Kingdom, is being given a tree to plant to commemorate the Coronation of HM King Charles III this year. After wide consultation, the favoured plan is to plant the tree in the middle of the Carkeel roundabout on the A38, as a welcome and farewell to Cornwall to visitors and locals alike. This is felt to be an ideal place and a highly prominent one and I hope you and your Council would support the proposal. It certainly has the strong support of James Kitson DL, my local deputy lieutenant. In terms of what we might plant, an English Oak might seem the most appropriate tree, and we certainly want something that will be there ideally for hundreds of years, but we can be flexible if National Highways have particular views.

The roundabout is owned, we understand by, National Highways, and therefore authority to plant the tree would need to come from them. We are seeking to get such authority through the Lieutenancy Office in County Hall but think it would be useful if Saltash Town Council were happy to write a joint letter with Cornwall Councillors to National Highways asking for a meeting to discuss the proposal.

Inevitably, time is not on our side and the tree needs to be planted ideally this year, but at the very latest by the beginning of March 2024, so we need to get a view from National Highways quickly, so that other plans can be laid if Carkeel is a non-starter.

I will copy this letter to the Lieutenancy Office and James Kitson, so that can help if necessary.

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