



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
*Telephone: 01752 844846*  
[www.saltash.gov.uk](http://www.saltash.gov.uk)  
27 September 2024

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 3rd October 2024 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](mailto:enquiries@saltash.gov.uk) or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Yours sincerely,

S Burrows  
Town Clerk/RFO

To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
R Bickford J Brady R Bullock (Deputy Chairman) J Foster M Griffiths S Lennox-Boyd	J Dent S Gillies S Martin L Mortimore J Peggs (Chairman) P Samuels	S Miller B Samuels B Stoyel D Yates

## Agenda

1. Health and Safety Announcements.
2. Apologies.
3. 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.
4. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than 12 noon the day before the meeting.**

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.

5. To receive and approve the Minutes of the Full Town Council Meeting held on 5 September 2024 as a true and correct record. (Pages 6 - 17)
6. To receive and note the minutes of the following Committees and consider any recommendations:
  - a. Services held on 12 September 2024; (Pages 18 - 64)
  - b. Planning and Licensing held on 17 September 2024; (Pages 65 - 83)
  - c. Policy and Finance held on 24 September 2024.
7. To receive and note the minutes of the following Sub Committees and consider any recommendations:
  - a. Station Property held on 16 September 2024; (Pages 84 - 104)
  - b. Property Maintenance held on 26 September 2024. (Pages 105 - 118)



8. To receive the Chairman's report and consider any actions and associated expenditure. (Page 119)
9. To receive the Monthly Crime Figures and consider any actions. (Page 120)
10. To receive a report from Community Enterprises PL12 and consider any actions and associated expenditure.
11. To receive a report from Community Area Partnerships and consider any actions and associated expenditure. (Pages 121 - 131)
12. To receive a report on behalf of Safer Saltash and consider any actions and associated expenditure. (Pages 132 - 133)
13. To receive a report from Saltash Chamber of Commerce and consider any actions and associated expenditure.
14. To receive a report from Cornwall Councillors and consider any actions and associated expenditure. (Pages 134 - 135)
15. To receive an update on the future of the health care in Saltash and consider any actions and associated expenditure.
16. To consider Risk Management reports as may be received.
17. Finance:
  - a. To advise the receipts for August 2024; (Page 136)
  - b. To advise the payments for August 2024; (Pages 137 - 138)
  - c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;
  - d. To note that bank reconciliations up to 31 August 2024 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk;
  - e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
18. To receive the concluded Annual Governance and Accountability Return for the year ended 31 March 2024 and consider any actions. (Pages 139 - 142)

19. To receive a report on the Tamar Crossings Public Inquiry and consider any actions. (Pages 143 - 145)
20. To award a certificate of appreciation to Carol Emmett for her services to Veterans dementia. (Page 146)
21. To welcome, The Core to give a presentation on funding received and services provided in Saltash and consider any actions. (Pages 147 - 171)
22. To receive an update on Citizen Advice Cornwall Services in Saltash and consider any actions and associated expenditure. (Pages 172 - 174)  
**(Pursuant to FTC held on 5.06.24 minute nr. 94/24/25)**
23. To receive Phase 3 of the Cornwall Gateway Countrywide 20mph Speed Limit consultation results and consider any actions. (Pages 175 - 178)
24. To receive Cornwall Council's Leisure Framework Consultation and consider any actions and associated expenditure. (Pages 179 - 180)
25. To receive the Town Team notes and Terms of Reference and consider any actions and associated expenditure. (Pages 181 - 190)
26. To receive the Town Team S106 Pro-Forma Application and consider any actions and associated expenditure. (Pages 191 - 197)
27. To consider supporting Saltash Wesley Methodist Church and Saltash Baptist Church initiative to provide housing for the homeless in Saltash. (Pages 198 - 199)
28. To receive a request to plant a commemorative tree in Victoria Gardens and consider any actions and associated expenditure. (Page 200)
29. Consideration of License Application. (Pages 201 - 214)

<b>Premises Name and Address:</b>	Salt Arts CIC, 24 Fore Street, Saltash, PL12 6JL.
<b>Applicant:</b>	Salt Arts CIC
<b>Application accepted:</b>	16.09.2024
<b>Application Type:</b>	Grant
<b>Licensable Activities:</b>	Sale by retail of alcohol, Regulated entertainment.
<b>Reference:</b>	LI24_005848
<b>Representations Deadline:</b>	14.10.2024
<b>Licensing Officer:</b>	Linda Edmunds
<b>Ward:</b>	Tamar

30. Meet your Councillors: The next scheduled meeting date Saturday 12 October 2024 outside Superdrug, Fore Street.
31. 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. To consider any items referred from the main part of the agenda.
33. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
34. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
35. Date of next meeting: 7 November 2024 at 7:00 p.m.
36. Common Seal:  
I Move 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.

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 5th September 2024 at 7.00 pm**

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

**ALSO PRESENT:** Five Members of the Public, One Member of the Press, H Frank (Cornwall Council) and M Worth (Cornwall Council), V Parker (Assistant Team Leader for Cornwall Council's Integrated Waste Management Contract), S Burrows (Town Clerk / RFO) and D Joyce (Administration Officer).

**APOLOGIES:** J Brady, B Samuels and P Samuels.

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#### **170/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **171/24/25 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.

#### **172/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**173/24/25     TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 1 AUGUST 2024 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Dent, seconded by Councillor Bickford and **RESOLVED** that the minutes of the Full Town Council Meeting held on 1 August 2024 were confirmed as a true and correct record.

**174/24/25     TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE HELD ON 20 AUGUST 2024 AND CONSIDER ANY RECOMMENDATIONS.**

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

**175/24/25     TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Town Vision held on 15 August 2024;

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

**RECOMMENDATION:**

**22/24/25     TO REVIEW THE TOWN VISION TERMS OF REFERENCE AND CONSIDER ANY ACTIONS.**

Members received and discussed the draft Terms of Reference contained within the reports pack.

It was proposed by Councillor Griffiths, seconded by Councillor Bickford and resolved to **RECOMMEND** to Full Council to be held on 5 September 2024 to approve and adopt the amendments to the Town Vision Terms of Reference with the addition of the Impact Assessment to the Climate Change Strategies, as attached.

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

b. Library held on 29 August 2024.

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

**176/24/25     TO RECEIVE A PRESENTATION ON THE SALTASH RECYCLING CENTRE AND TRAFFIC MANAGEMENT AND CONSIDER ANY ACTIONS.**

Members welcomed Victoria Parker, Assistant Team Leader for Cornwall Council's Integrated Waste Management Contract.

Victoria provided a presentation updating Members on the upcoming trial of a booking system at Saltash Recycling Centre set to begin on Monday 9 September 2024.

The introduction of the booking system aims to address the high traffic volumes and congestion at the centre which have resulted from limited onsite queuing capacity, long wait times and safety concerns on nearby highways.

By trialing this system, the waste management services hope to better manage peak periods and demand with evidence suggesting that such booking systems help to reduce traffic congestion, streamline operations and improve overall customer satisfaction.

Members expressed frustration at not being notified prior to the service being actioned.

Members raised concerns about potential delays caused by ship compaction changeovers as well as the possibility of increased fly-tipping.

Victoria acknowledged these concerns assuring Members that they had been carefully considered. Victoria confirmed that these issues would be closely monitored throughout the trial period with appropriate action taken as needed.

Victoria distributed leaflets to the Members, who requested that additional promotional materials be provided to the Town Council to help ensure clear communication with the residents of Saltash on the changes to the service and how to book a dedicated time slot.

It was **RESOLVED** to note the briefing overview presentation and to thank Victoria for her attendance at this evening's meeting.

**177/24/25     TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**178/24/25     TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.**

The Chairman informed Members of the newly appointed Neighbourhood Police Officer and of a scheduled introduction meeting being attended next week.

Members requested the Chairman extend an invite to the newly appointed Neighbourhood Police Officer to future Meet Your Councillor session.

It was **RESOLVED** to note.

**179/24/25     TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman expressed thanks to Jo Grail Chairman of Community Enterprises PL12 (CEPL12), who was present at this evening's meeting, for her dedicated support and hard work. Members also voiced their strong commitment to supporting CEPL12 in any way they can.

Members were saddened to learn of the redundancy of the post of Kitchen Manager currently undertaken by Chris Cook. They asked for their appreciation to be conveyed to Chris for his contributions and hard work in the role.

Jo provided an update on the recently launched "Save Our Space" campaign which is soon to be renamed "Save Our Services". Jo emphasised the ongoing need to identify and secure funding to ensure the continued operation of both the Community Kitchen and shop.

Jo highlighted that CEPL12's services rely entirely on donations and external grant funding. Any support the community can provide is crucial for the sustainability of these services and is deeply appreciated.

It was **RESOLVED** to note.

**180/24/25     TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**181/24/25    TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**182/24/25    TO RECEIVE A REPORT FROM SALTASH CHAMBER OF  
COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED  
EXPENDITURE.**

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

Members requested that the Saltash Chamber join with the Town Council in advocating for additional and enhanced mainline rail services for Saltash, particularly in light of the upcoming tunnel works scheduled to begin in the coming months.

It was **RESOLVED** to note.



**183/24/25     TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Cornwall Councillor Frank provided a brief verbal summary of the report contained in the circulated reports pack.

Councillor Frank elaborated on the proposed transfer of assets. In particular, Cornwall Council owned car parks and the potential leasing to Automatic Number Plate Recognition (ANPR) enforcement companies.

Councillor Frank clarified that the transfer was not part of a devolution package.

However, noted that a trial in Newquay had demonstrated success in increasing revenue. Councillor Frank further explained that before any decision to proceed with a lease, a parking order consultation would need to be carried out with Town and Parish Councils, as well as Cornwall Councillors, in areas where a car park is under consideration for transfer.

Cornwall Councillor Lennox-Boyd informed Members about the planning application for the recent Boardmasters festival, noting numerous objections to the capacity increase which resulted in a limit being enforced.

Councillor Lennox-Boyd gave a brief update on meetings regarding changes to the Gambling Act and the importance of fluoridation in dental healthcare.

Cornwall Councillor Worth discussed proposed traffic improvements at Carkeel with the Highways Department collaborating closely with the team responsible for the upcoming tunnel works.

Councillor Worth spoke of the importance of conducting a thorough traffic survey both before and during the tunnel works to better understand the traffic issues and their impact on Carkeel and the surrounding areas.

Councillor Worth also mentioned the latest draft of the White Paper which has progressed to discussions with local authorities, six MPs, and all group leaders of Cornwall Council. A cabinet scrutiny meeting is scheduled for Tuesday 10 September.

Councillor Worth confirmed that both the Safer A38 and Tamar Crossings initiatives have been included in Version 9 of the White Paper.

It was **RESOLVED** to note.

**184/24/25    TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman confirmed that the next Health Care Action Group meeting is to take place at Isambard House on 27 September 2024.

The Chairman further informed Members that she is attending an all-day NHS integrated care board meeting to be held in Wadebridge.

It was **RESOLVED** to note.

**185/24/25    TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**186/24/25    FINANCE:**

a. To advise the receipts for July 2024;

It was **RESOLVED** to note.

b. To advise the payments for July 2024;

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 31 July 2024 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

**187/24/25     TO AWARD CERTIFICATES OF APPRECIATION TO:**

- a. Jo Grail for her services to the Saltash community;

The Chairman presented a certificate of appreciation, on behalf of the Town Council, to Jo Grail for her services to the Saltash residents and community as Chairman of CEPL12.

- b. Rose Edwards for her services to dementia residents in Saltash;

The Chairman presented a certificate of appreciation, on behalf of the Town Council, to Rose Edwards for her services to dementia residents in Saltash as Memory Box Manager of CEPL12.

- c. Lola Tambling for her outstanding achievement in representing Great Britain in the 2024 Paris Olympics.

The Chairman informed Members of Lola Tambling's absence due to training for another world skating event. The Chairman read Members correspondence received from Lola thanking the Town Council for their certificate and continued support.

**188/24/25     TO RECEIVE A REPORT ON PREVIOUS TOWN CRIER UNIFORMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Martin left the meeting.

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

It was proposed by Councillor Peggs, seconded by Councillor Griffiths and **RESOLVED** to note the report and approve to gift the Town Crier uniforms to Saltash Heritage for future displays as listed below:

1. Child's Town Crier livery overcoat with removable cape;
2. Town Crier Consort livery with overcoat and skirt;
3. Town Crier Consort livery overcoat with removable cape and skirt;
4. Child's Town Crier livery overcoat;
5. Wooden Stave.

**189/24/25     TO RECEIVE AN UPDATE FROM THE SALTASH TUNNEL WORKING GROUP ON SCHEDULED COMMUNICATIONS AND CONSIDER ANY ACTIONS.**

Councillor Martin returned to the meeting.

Councillor Bickford provided a verbal update on a recent meeting with key stakeholders to discuss the delivery and proposed communication schedule for the tunnel construction works.

National Highways has appointed a Communications Manager and recognises the importance of clear communication in the six weeks leading up to the commencement of works and throughout the construction period.

Councillor Bickford highlighted the Town Council's ongoing efforts to improve and increase the frequency of rail services stopping in Saltash to help reduce road traffic on the bridge and tunnel during the works.

A draft letter, included in this evening's reports pack, is ready to be circulated to relevant stakeholders.

The Town Council continues to actively engage with key stakeholders and collaborate with National Highways. Despite limited powers, Members remain proactive in lobbying to minimise the impact of the construction at every opportunity.

It was **RESOLVED** to note.

**190/24/25     TO RECEIVE THE SALTASH LEISURE CENTRE WORKING GROUP NOTES AND CONSIDER ANY ACTIONS.**

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

It was **RESOLVED** to note.

**191/24/25     TO RECEIVE CORNWALL COUNCIL'S STREET LIGHTING INITIATIVE AND CONSIDER ANY ACTIONS.**

Members received the report and request to support the street lighting initiative and to be the conduit for either requests to switch back on or for further lights to be turned off, further details are contained within the circulated reports pack.

It was proposed by Councillor Gillies, seconded by Councillor Griffiths and **RESOLVED:**

1. To note the report and support Cornwall Council's Street lighting initiative, for Trematon only;
2. To approve for Saltash Town Council to be a conduit for either requests to switch back on (in exceptional circumstances and in liaison with the police) or for further lights to be turned off reporting directly to Cornwall Council.

**192/24/25     TO RECEIVE A REQUEST TO SUPPORT LATCHBROOK SCOUT HQ EXTENSION PROJECT AND CONSIDER ANY ACTIONS.**

Members received a request from Latchbrook Scout HQ to support the extension project, detailed in the circulated reports pack.

It was proposed by Councillor Griffiths, seconded by Councillor Mortimore and **RESOLVED** to support Latchbrook Scout HQ extension application for Community Infrastructure Levy funding, delegating to the Town Clerk to write a letter of support on behalf of Saltash Town Council.

**193/24/25     TO RECEIVE A REQUEST TO SUPPORT A TRIBUTE TO MAJOR-GENERAL SIR WILLIAM PENN SYMONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Peggs provided a brief summary of the request received and contained within the circulated reports pack.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Dent and **RESOLVED** to support the event by providing flags for the Memorial and the Maurice Huggins Room, subject to Cornwall Council approval as the landowners to hold the event at Victoria Gardens and Maurice Huggins room by way of insurance, RAMS and any other documents they require.

**194/24/25     MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 14 SEPTEMBER 2024 OUTSIDE SUPERDRUG, FORE STREET.**

- a. The next scheduled meeting date Saturday 14 September 2025 outside Superdrug, Fore Street.

It was proposed by Councillor Peggs, seconded by Councillor Lennox-Boyd and **RESOLVED** for Councillors Bullock, Gillies and Peggs to attend between the hours of 10am and 11.30am due to Saltash Pride held on the same day.

**195/24/25     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**196/24/25     TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**197/24/25     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**198/24/25     TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Save our Services CEPL12 Campaign;
2. Saltash Recycling Centre Booking System;
3. Certificate of Appreciation Awards.

199/24/25    **DATE OF NEXT MEETING: 3 OCTOBER 2024 AT 7:00 P.M.**

Thursday 3 October 2024 at 7.00pm

200/24/25    **COMMON SEAL:**

It was **RESOLVED** to Move 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.

Rising at: 8:58p.m.

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 12th September 2024 at 6.30 pm**

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

**ALSO PRESENT:** S Burrows (Town Clerk / RFO), I Bovis (Service Delivery Manager) and D Joyce (Administration Officer).

**APOLOGIES:** J Dent, M Griffiths and D Yates.

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#### **43/24/25     HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **44/24/25     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.

#### **45/24/25     PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

#### **46/24/25     TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 13 JUNE 2024 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 Brady, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Services Committee held on 13 June 2024 were confirmed as a true and correct record.

**47/24/25      TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED** to note the budget statements and approve:

1. To vire £1,700 from 7100 LO Rates - Longstone to 6526 SE Tools, Equipment & Materials (Store & All Areas) due to not enough budgeted for 2024/25;
2. To vire £3,436 from 7100 LO Rates – Longstone to 6531 SE Public Toilet Commercial Cleaning due to increase in contract due to higher than anticipated minimum wage costs.
3. To vire £1,000 from 7100 LO Rates - Longstone to 7110 LO General Repairs & Maintenance – Longstone due to not enough budgeted for 2024/25;
4. To vire £1,000 from 7101 LO Water Rates - Longstone to 6524 SE Vehicle Maintenance and Repair Costs due to not enough budgeted for 2024/25.

**48/24/25      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**49/24/25      TO RECEIVE RECOMMENDATIONS FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the recommendation from the Town Vision Sub Committee to review and develop their Strategic Priorities against their 'Actions' and to consider a number of recommendations.

The Town Clerk provided an overview of the overarching Strategic Priorities set by the Town Council as the corporate body.

The Town Clerk drew Members attention to the deliverables and actions presented for review at this evening's meeting.

Members reviewed the recommendation for amendments to the

Services Committee's deliverables and actions.

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** to approve the amendments to the Services Committee Business Plan Deliverables as follows and attached;

- a. Remove under 'Boosting Jobs and Economic Prosperity' the 'Aim' – To invest in Town Council employees – due to the 'Aim' not fitting within the Committee's Terms of Reference, the 'Aim' is covered by the Personnel Committee;
- b. Remove under 'Health and Wellbeing' the 'Aim' – Maintain, promote and reinvest in Town Council play parks and recreational areas – due to duplication of the same 'Aim' under the 'Recreation and Leisure' Strategic Priority;
- c. Refer under 'Climate and Emergency' the 'Aim' – Continue to partake in No Mow May initiative to strategic areas – due to it fitting better under the 'Actions' of – Support community initiatives for tree planting and wildflower meadows;
- d. Amend under 'Climate and Emergency' the 'Aim' – Continue to implement sustainable, non-toxic grounds maintenance methods – to cover all environmental matters to - Continue to implement sustainable grounds maintenance methods and good environmental practices;
- e. Remove under 'Climate and Emergency' the 'Aim' – Seek further environmentally friendly alternatives for groups maintenance works within the Town Council Service Delivery Department – due to duplication of the 'Aim' – Continue to implement sustainable grounds maintenance methods and good environmental practices;
- f. Refer under 'Climate and Emergency' the 'Aim' – Continue to be hedgehog friendly – due to it fitting better under the 'Actions' of - Continue to implement sustainable grounds maintenance methods and good environmental practices;
- g. Refer under 'Recreation and Leisure' the 'Aim' – Promote mental health and wellbeing via the Town Council website to 'Health and Wellbeing' because the 'Aim' fits better under that Strategic Priority.

The Town Clerk requested Members further input into the deliverables.

Members discussed the deliverables, actions and scores and how the Services Committee can achieve their aspirations over the next three years.

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to approve the Services Committee Business Plan

Deliverables as attached with the following amendments:

1. Strategic Priority 5 - Climate Emergency the 'Action' under the 'Aim' To continue to implement sustainable grounds maintenance methods and good environmental practices – Continue to partake in the No Mow May initiative to strategic areas be amended to – Continue to partake in the Low Mow May initiative to strategic areas;
2. Strategic Priority 5 – Climate Emergency - Members felt the score of 3 for quarter 1 was high and agreed to decrease to 2 for the 'Aim' - To continue to implement sustainable grounds maintenance methods and good environmental practices;
3. Strategic Priority 6 – Recreation and Leisure - Members felt the score of 3 for quarter 1 was high and agreed to decrease to 2 for the 'Aim' - Continue to provide pontoon facilities allowing access to the river and support better connectivity to neighbouring areas.

50/24/25

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

a. Departmental Report;

Members received and discussed in length various items contained within the circulated report.

Items discussed included, but not limited to, removal of the Pillmere wilding and wildflower area sign and to consider better fixing, Ann Glanville speech recorder voice box and the opening hours of the public conveniences requiring review.

Members wished to thank the Assistant Service Delivery Manager for his professional work installing the Isambard House kitchen. Well done!

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

1. To note the report;
2. To create a QR code linking to the Town Council website for Ann Glanville voiceover in replace of the speech recorder voice box;
3. The Service Delivery Department to continue to clean the Borough

War Memorial, as required, using the same method of soap and water.

b. Grounds Maintenance Works;

It was **RESOLVED** to note.

c. Work Request Log;

It was **RESOLVED** to note.

d. Vandalism and Anti-Social Behaviour Report;

It was **RESOLVED** to note.

e. Statutory and Mandatory Building Asset Checks.

It was **RESOLVED** to note.

**51/24/25      TO RECEIVE AN AMENDMENT TO THE TOWN COUNCIL JUBILEE PONTOON MOORING AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided a brief verbal summary of the changes to the Town Council Jubilee Pontoon Mooring Agreement, highlighting the amendments aimed at protecting the Town Council and potentially increasing revenue from the Pontoon whilst maintaining full capacity.

Members discussed the amendments.

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to approve the amendments to the Town Council Jubilee Pontoon Mooring Agreement, as attached, with immediate effect.

**52/24/25      TO RECEIVE AMENDMENTS TO THE ALLOTMENT POLICY AND CONSIDER ANY ACTIONS.**

The Town Clerk briefed Members on the amendments to the policy and tenancy agreement and drew Members' attention to the two template letters contained within the circulated reports pack.

It was proposed by Councillor Miller, seconded by Councillor Gillies and resolved to **RECOMMEND** approving the amendments and additions to the Allotment Policy to Full Council to be held on 3 October 2024 (as attached).

**53/24/25      TO RECEIVE A REPORT ON THE JUBILEE PONTOON FUNDUS  
AND CONSIDER ANY ACTIONS AND ASSOCIATED  
EXPENDITURE.**

The Chairman provided a verbal overview of the report received and contained within the circulated reports pack.

Members discussed the need for expertise in negotiations with the Duchy of Cornwall and agreed that Cornwall Council should lead the negotiations, ensuring clear communication with the Town Council at every stage.

The Town Clerk spoke of communications with Cornwall Council and has highlighted the Town Council's limited income against high operating expenditure at the Jubilee Pontoon.

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

1. To approve in principle option 1:
  - a. That Cornwall Council negotiates and enters into a Lease with the Duchy of Cornwall for the fundus which is then immediately assigned to Saltash Town Council (STC) on completion;
  - b. All Lease terms would be agreed in consultation with STC so Cornwall Council will not be agreeing to terms STC is unhappy with;
  - c. Cornwall Council to grant a Lease of its land currently comprised in the Tenancy at Will, the pontoon and other land on the green currently used by STC to tie in with the term dates of the Duchy Lease;
  - d. Upon completion STC will then have long-term management control over this area;
  - e. Cornwall Council requests the Duchy to provide STC with a Lease term of 99 years;
2. To delegate to the Town Clerk to work on behalf of the Town Council to ensure that all negotiations include the Town Clerk to avoid negotiations that the Town Council won't agree to;
3. Cornwall Council to cover STC legal fees.

**54/24/25      TO RECEIVE A REPORT ON THE SALTASH FERRY SERVICE AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

Members welcomed the request from the successful ferry service operated by Plymouth Boat Trips and discussed landing charges, considering the potential impact on trusted boat scheme users and the ferry service costs for the upcoming season.

Members noted that vandalism and anti-social behavior incidents had seen a decrease since the ferry had been in operation this summer.

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

1. To approve Plymouth Boat Trips free landing charges of Jubilee Pontoon for the season 2025 (1 April 2025 to 30 September 2025, extending the service for weekends in October and October half term);
2. Subject to relevant insurance certificates and RAMS provided and approved by the Town Clerk;
3. To further review for the season 2026 Jubilee pontoon landing charges for discussion with Plymouth Boat Trips.

**55/24/25      TO RECEIVE AN UPDATE ON THE COMMUNITY INFRASTRUCTURE LEVY PROJECTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

- a. Third Round of Funding - Pillmere Play Park Provisions;

The Town Clerk provided a brief update on the project's progress.

It was **RESOLVED** to note.

- b. Fourth Round of Funding - Saltash Waterside Improvement Project.

The Town Clerk provided a summary of the application for the fourth round of CIL funding, confirming the application had been submitted to Cornwall Council and confirmed as received. The expected response date is November 2024.

It was **RESOLVED** to note.

Members expressed their gratitude to the Town Clerk for her hard work on both funding projects.

**56/24/25      TO RECEIVE A REPORT ON THE 2024 CHRISTMAS LIGHTS DISPLAY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk reported a lack of applications for the Christmas Lights Display tender, noting that while contractors had shown interest, feedback after the deadline indicated no contractor was willing to adopt the Town Council's existing decorations in their proposals.

The Town Clerk further reported that the maximum budget of £28,500 was incorrectly added to the tender when the cost budgeted over three years was £90,000.

Members discussed the options presented in the report contained within the reports pack.

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

1. To appoint Company C to deliver option 2 for a one-year period at a cost of £10,579 to be allocated to budget code 6572 EMF Festive Lights subject to relevant insurance certificates and RAMS being received and approved by the Service Delivery Manager;
2. To delegate to the Service Delivery Manager to manage call outs and lamp replacements, working within budget 6515 Festive Lights Maintenance;
3. To delegate to the Town Clerk to issue a tender for the Christmas Light Display 2025 in January to allow sufficient time for bids;
4. To review the tender amount budgeted over a three year period at the Services Committee meeting to be held on 10 October 2024.

**57/24/25      TO RECEIVE A REPORT ON TOWN COUNCIL CHRISTMAS TREES AND FLAGS 2024 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

Members requested thanks be given to Radland Haulage for kindly offering to install Christmas trees free of charge for the year 2025.

Members discussed the environmental aspects of procurement of Christmas flags, current available flagpole fittings and permissions required for additional flagpole locations.

Councillor Bullock gave her apologies and left the meeting.

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

1. To appoint Company C at a cost of £725 to supply two 25ft Spruce Christmas trees for the Waterside and Victoria gardens allocated to budget code 6515 Festive Lights Maintenance and Electricity;
2. To approve £100 to cut down the trees and transport to Green Waste Recycling allocated to budget code 6515 Festive Lights Maintenance and Electricity;
3. To appoint Radland Haulage to install the Christmas trees on 7 November 2024 and remove on 6 January 2025, free of charge;
4. To purchase Christmas tree fairy lights at a cost of £250 allocated to budget code 6572 EMF Festive Lights;
5. To approve the application to apply for a Highways Limits License at a cost of £100 to safely manage the traffic during installation of Christmas trees;
6. To upgrade Victoria Gardens electrical fuse box, cupboard door and install additional sockets to support future events at a maximum cost of £700, subject to Cornwall Council approval, as the landowners, allocated to budget code 6588 EMF Victoria Gardens;
7. To purchase 30 Christmas flags at a maximum cost of £200 to be allocated to budget code 6519 Flags and Bunting, working within the Town Council's environmental policy and Business Plan;
8. To delegate to the SDM to seek approval from Fore Street building owners for STC to install missing flag poles and fixings to their building reporting back at a future Services Committee meeting.

**58/24/25      TO RECEIVE A REPORT ON THE 2024 CHRISTMAS LIGHT SWITCH ON EVENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

It was **RESOLVED** to note.

**59/24/25      TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**



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

The SDM is due to meet with SEA and further discuss the works being undertaken at Elwell Woods.

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

1. To note the report;
2. To delegate to the SDM to work with SEA to assist with maintenance at Elwell Woods within existing service delivery resources;
3. To **RECOMMEND** to the Devolution Sub Committee to consider the planting of a Christmas tree at the time of reviewing plans for Victoria Gardens.

Members extended their thanks to SEA for their ongoing hard work and support.

**60/24/25      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**61/24/25      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**62/24/25      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**63/24/25      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 Brady and **RESOLVED** to issue the following Press and Social Media Releases:

1. 2024 Christmas Light Display;

2. 2024 Christmas Light Switch On;
3. Thank you to Radland Haulage;
4. 2025 Ferry Service in partnership with Plymouth Boat Trips.

**DATE OF NEXT MEETING**

Thursday 10 October 2024 at 6.30 pm

Rising at: 8.35

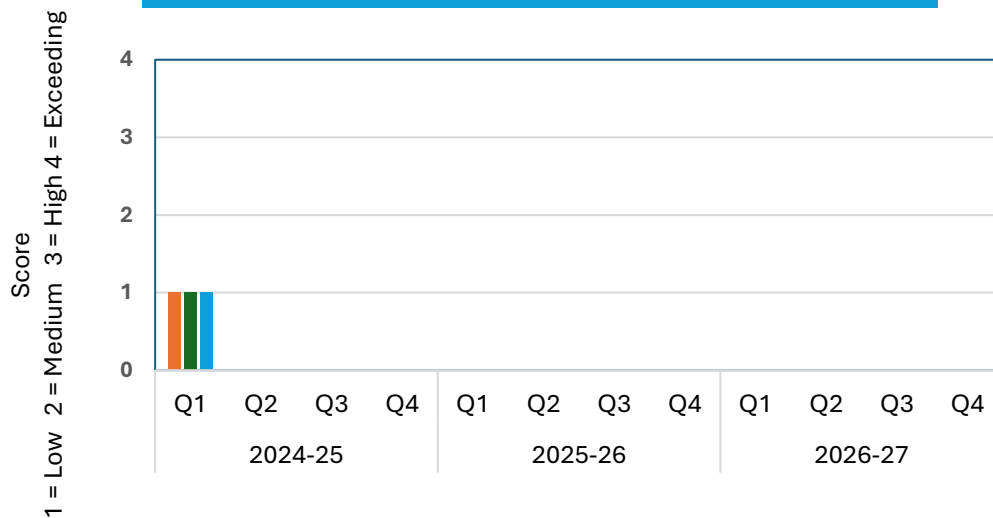
Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Services Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
		Continue to work with key stakeholders in the devolution of asset process with an increase of Town Council staffing levels, if required;	To work in partnership with Cornwall Council to improve the Waterside area  To devolve Victoria Gardens and Maurice Huggins Room to the Town Council  Secure Service Level Agreements with key stakeholders to make the town more attractive and welcoming, whilst continuing to build and maintain postive working realtionships	Start the devolution process of Victoria Gardens and Maurice Huggins Room  Sign Leases with Cornwall Council  Sign Service Level Agreements with outside organisations and undertake additional duties required  Personnel Committee to consider additional resources as instructed by the Town Clerk as required	1	1			
		Improve facilities and quality of life by continuing to maintain our public conveniences and to invest in accessible public conveniences	All Town Council public conveniences to be accessible  Improvements to all Town Council pubic conveniences  Dementia friendly  Saltash Neighbourhood Development Plan	Property Maintenance Sub Committee to investigate public convenience improvements and associated cost to form part of the five-year maintenance plan  Property permissions to be ascertained if required  Refer to the Saltash Neighbourhood Development Plan for guidance on the need for public conveniences  Construction designs to be investigated by the Town Council Building Surveyor  Funding to be explored to support all or some of the associated cost  Public consultations to be held to seek evidence of need in the community  To install demementia friendly signage to all Town Council public conveniences	1	1			
		Continue to promote Saltash as a vibrant and welcoming visitor destination by reinvesting and working in partnership with key stakeholders in key areas such as Victoria Gardens, the Town Centre, and future Waterside projects.	Increase visitor numbers and enhanced visitor experiences  Improve community engagement marketing and promotion  Infrastructure improvements  Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Development Plan for guidance on a vibrant and healthy community  Build relationships with community organisations and businesses via community engagement  Encourage Saltash Town Team to progress with a Town Centre accessibility audit and Cornwall Council street audit to better improve our town  Expand on the floral display in Saltash by planting a wider selection of evergreens together with colourful plants across all Town Council land/property and increase open green spaces where possible  Quartlery Town Council premises washdown of surfaces to keep the exterior of the building looking presentable at all times  Application of algaecide to Town Council premises to keep mainteance cost to a minmal  Enhance the Town Council's Christmas lights providing a spectacular display  Promote the town in 'It's Your Neighbourhood' and 'Britain in Bloom' competitions to encourage residents and businesses to partake and support each other  Utilise the Town Council's website and social media to promote the work of the Service Delivery Department	1	1			

## Business Plan

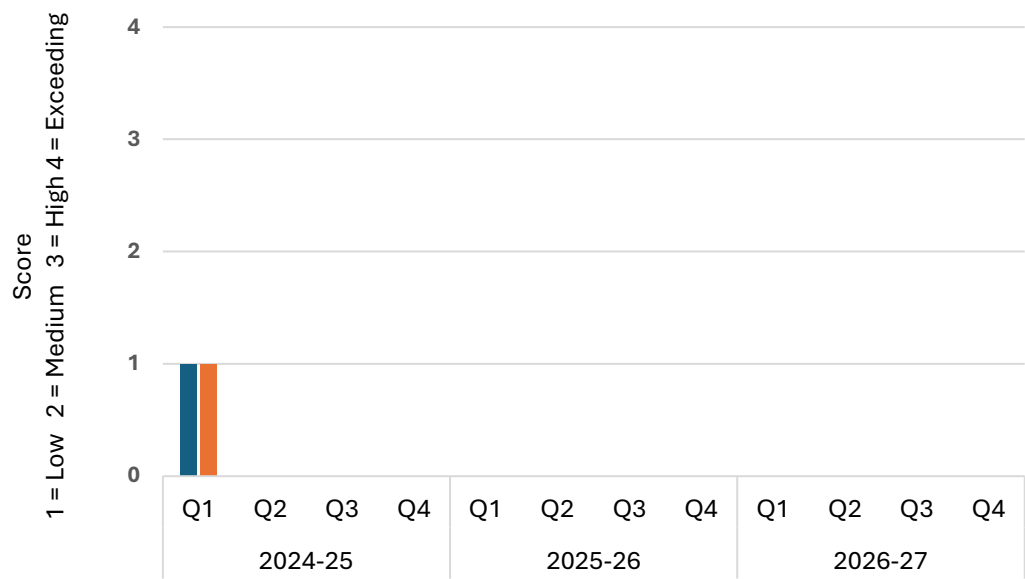
### Strategic Priority 1 - Boosting Jobs and Economic Prosperity Aims of the Services Committee



- Continue to work with key stakeholders in the devolution of asset process with an increase of Town Council staffing levels, if required;
- Improve facilities and quality of life by continuing to maintain our public conveniences and to invest in accessible public conveniences
- Continue to promote Saltash as a vibrant and welcoming visitor destination by reinvesting and working in partnership with key stakeholders in key areas such as Victoria Gardens, the Town Centre, and future Waterside projects.

Strategic Priority 2 - Health and Wellbeing		Aims of the Services Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
		Provide, maintain and support mental health and wellbeing with street furniture and green public spaces	Improved public green spaces for everyone to use  Maintain Town Council owned street furniture to a high standard  Provide where required additional street furniture in consultation with the public as evidence of need  Keep the town looking it's best at all times  Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Development Plan for guidance on improving public realm  Support Saltash Town Team with additional community open spaces inclusive of parklets and markets  Carry out regular maintenance checks of all Town Council owned street furniture, ensuring it is kept to a high standard and is included in the asset register  Install hanging baskets and expand further on the Waterside, Lower Fore Street, Victoria Gardens and Isambard House  Install mental health organisation plaques to Town Council benches to help support our residents and visitors  Promote mental health and wellbeing via the Town Council website	1	1			


Business Plan Strategic Priority 2 -  
Health and Wellbeing  
Aims of the Services Committee



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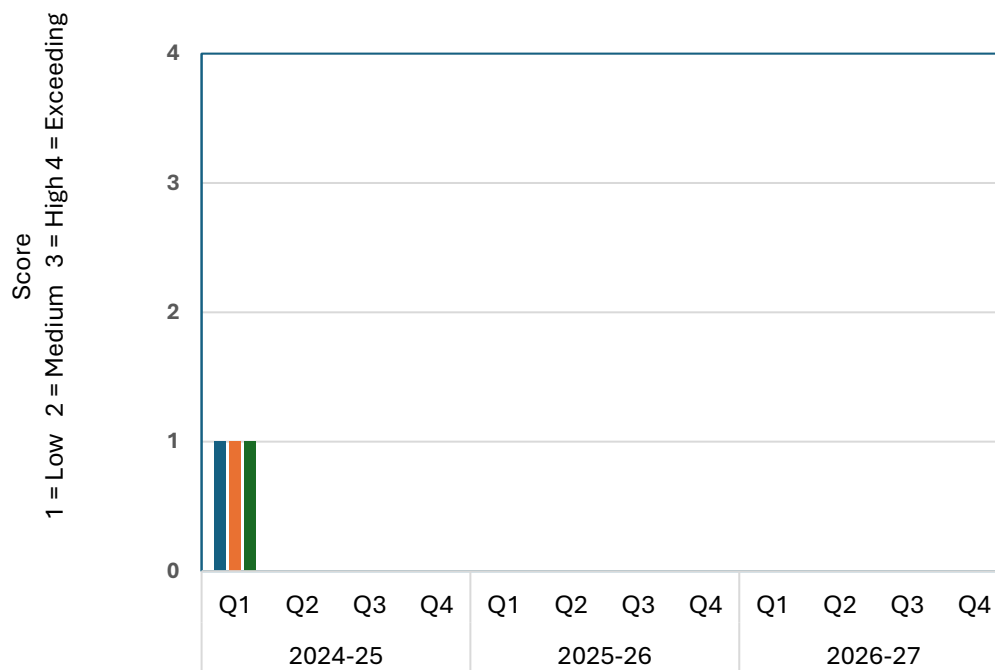
Provide, maintain and support mental health and wellbeing with street furniture and green public spaces

Strategic Priority 3 - Housing		Aims of the Services Committee
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	The Services Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the committee


Strategic Priority 4 - Travel and Transport		Aims of the Services Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	Continue to investigate and implement where possible a sustainable Town Council fleet of vehicles	Investigate sustainable vehicles  Install EV charging stations on Town Council owned property as required  All Town Council vehicles to be electric or hybrid  Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Development Plan for guidance on sustainable transport  Conduct a detailed survey of the current working vehicles and their usage  Investigate suitable working vehicle options for the future and ascertain associated cost  Research regulations and explore any funding opportunities for EV charging stations / vehicles  Obtain permissions from the landowner to install EV charging stations as required  Promote the investment of a Town Council electric fleet	1	1			
		Promote and encourage walking and cycling routes in the community	Support, promote and encourage walking and cycling routes in Saltash and neighbouring areas  Less vehicles on the road, increase in bikes and by foot  Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Development Plan for guidance on a walking and cycling environment  Work with outside organisations such as Cornwall Council and sustrans to promote, increase signage and enhance cycling routes  Conduct surveys and collect data on current usage, potential routes, and areas needing improvement  Identify and participate in cycling and walking campaigns suitable for Saltash	1	1			
		Support access and improved connectivity from Saltash to Plymouth and neighbouring Towns and Parishes	Improved connectivity  Increase in tourism  Improved traffic  Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Development Plan for guidance on improved and sustainable connectivity  Work in partnership with local businesses / Chamber of Commerce to increase connectivity  Work in partnership with Plymouth Boat Trips, Saltash Red Bus, Stagecoach, Go Cornwall Bus, Tamar Bridge to improve connectivity  Promote Saltash as a tourism destination on the map  Conduct surveys to ascertain the areas that require improved connectivity	1	1			



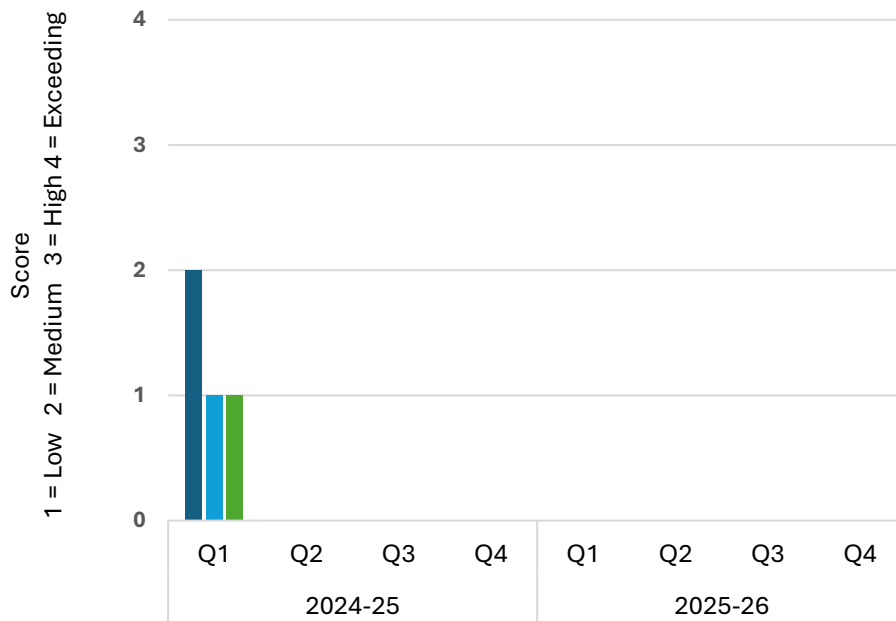
**Business Plan**  
**Strategic Priority 4 - Travel and Transport**  
**Aims of the Services Committee**



- Continue to investigate and implement where possible a sustainable Town Council fleet of vehicles
- Promote and encourage walking and cycling routes in the community
- Support access and improved connectivity from Saltash to Plymouth and neighbouring Towns and Parishes

Strategic Priority 5 - Climate Emergency		Aims of the Services Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To continue to implement sustainable grounds maintenance methods and good environmental practices.	<p>Avoiding the use of pesticides and herbicides and not using toxic chemicals in any Town Council grounds maintenance work</p> <p>Sustainable methods of weed removal</p> <p>Continue to be environmentally and hedgehog friendly</p> <p>Successful and improved participation in 'low mow may' initiative</p> <p>Recycle as much green waste as possible</p> <p>Where possible, adopt sustainable watering techniques</p> <p>Implement environmentally friendly alternatives to grounds maintenance</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance to protect and enhance the natural environment</p> <p>Use mechanical and manual weed pulling methods</p> <p>Investigate organic herbicides if required</p> <p>Create compost areas for disposal of green waste</p> <p>Regular monitoring and maintenance to assist with weed control</p> <p>Educate in relation to being hedgehog friendly when undertaking grounds maintenance work</p> <p>Register as a Hedgehog Hero with the British Hedgehog Preservation Society</p> <p>Continue to be Hedgehog Friendly</p> <p>Partake in 'low mow may' with clear promotion to the community outlining the strategic areas, without comprising safety, access, and equipment damage due to length of grass areas</p> <p>Continue with 'low mow may' through the Summer season until areas require attention</p>	2	2			
		Support community initiatives for tree planting and wildflower meadows	<p>Community engagement in tree planting initiatives and wildflower meadows</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance to protect and enhance the natural environment</p> <p>Work in partnership with local organisations, schools and businesses to identify suitable areas to plant trees and wildflowers</p> <p>Use social media, press releases and notice boards to raise awareness</p> <p>Order appropriate signage informing the public of new wildflower meadows</p> <p>If suitable on Town Council owned land plant trees and create additional wildflower meadows</p> <p>Continue to partake in the Low Mow May initiative to strategic areas</p>	1	1			
		Continue to support and partake in the Plastic Free Community pledge	<p>Educate the community, councillors and staff on the detrimental effects of single use plastics</p> <p>Continue to be a plastic free Town Council</p> <p>Encourage local businesses and organisations to take the pledge to be a plastic free champion</p>	<p>Use social media, press releases and notice boards to raise awareness</p> <p>Pledge to stop using single use plastics and consider this when procuring Town Council assets</p> <p>Promote to local businesses the detrimental effects single use plastic has on the environment and the Waterside town of Saltash</p>	1	1			

**Business Plan**  
**Strategic Priority 5 - Climate Emergency**  
**Aims of the Services Committee**

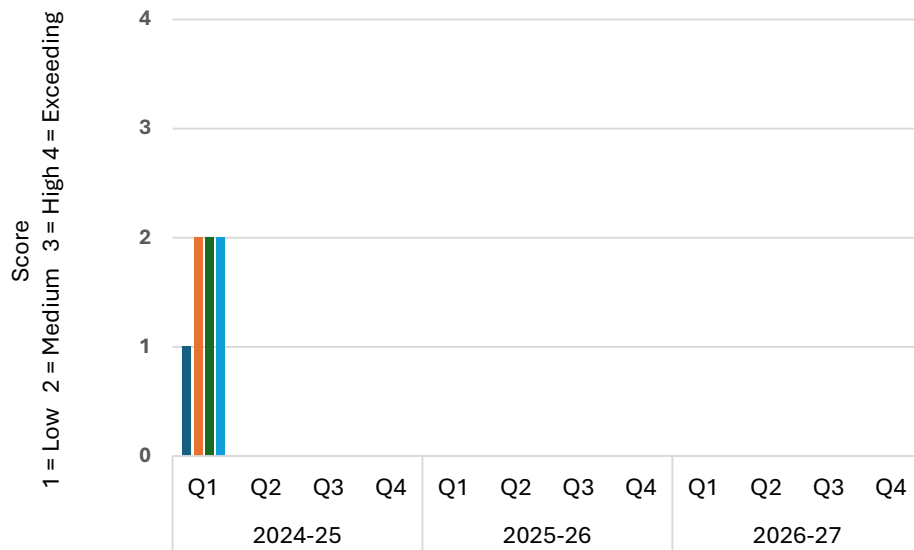


- To continue to implement sustainable grounds maintenance methods and good environmental practices
- Support community initiatives for tree planting and wildflower meadows
- Continue to support and partake in the Plastic Free Community pledge

Strategic Priority 6 - Recreation and Leisure		Aims of the Services Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
		Maintain, promote and reinvest in Town Council play parks and recreational areas	Investment and Development High-Quality Maintenance Improved open green spaces Promoting improvement works Consultation Funding awarded to provide new play equipment / improvement to community open spaces Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Developmet Plan for guidance to meet the growing demand for recreation areas  Maintain and invest in new play equipment for Town Council owned play parks  Review other play parks in Saltash and consider whether investment is required to provide a good standard of play working in partnership with key stakeholders  Consult with the public that live in the area specific to the work needed  Seek funding opportunities to relieve pressure from the Precept  Service Delivery to carry out high quality maintenance / safety checks by being ROSPA qualified  Grounds maintenance to be undertaken on a regluar basis making open green spaces attractive  Regular maintenance checks to be carried out ensuring all play equipment is to the highest of standards	2	2			
		Provide, maintain and support mental health and wellbeing with street furniture and green public spaces	Partake in the Chatty Plaque scheme Ensure open spaces are kept to a high standard for all to enjoy	Purchase six Happy to Chat plaques to install on Town Council benches to act as a talking point and encourage those who see them to reach out  Service Delivery to undertake regular maintenance to Town Council open spaces to ensure they are suitable and attractive for all to enjoy	2	2			
		Continue to provide pontoon facilities allowing access to the river and support better connectivity to neighbouring areas	Improved connectivity to the Waterside / pontoon facilities Maintain and upgrade the pontoon facilities Work in partnership with key stakeholders to deliver better connectivity Promote Jubilee Pontoon Saltash Neighbourhood Development Plan The Saltash Coastal Communities Team	Refer to the Saltash Neighbourhood Developmet Plan for guidance to making the most of Saltash Waterside  Refer to the Saltash Coastal Communities Team Economic Plan  Work in partnership with Plymouth Boat Trips, Beryl Bikes, Red Bus, GWR and other operators to provide improved connectivity to the river, Saltash, and neighbouring areas  Ensure Jubilee Pontoon is accessible and safe for users  Maintain Jubilee Pontoon to a high standard  Seek funding opportunities to further improve the Jubilee Pontoon service  Provide financial incentives to users of the pontoon with initiatives such as the trusted boater scheme  Utilise social media channels, notice board and website to promote the Jubilee Pontoon service and other transport modes	2	2			

## Business Plan

### Strategic Priority 6 - Recreation and Leisure Aims of the Services Committee



■ #REF!

- Maintain, promote and reinvest in Town Council play parks and recreational areas
- Provide, maintain and support mental health and wellbeing with street furniture and green public spaces
- Continue to provide pontoon facilities allowing access to the river and support better connectivity to neighbouring areas



## **SALTASH TOWN COUNCIL PONTOON MOORING AGREEMENT**

### **1. Allocation of Berths:**

The order in which applicants are offered mooring positions will be decided by Saltash Town Council, taking account the type and size of vessel, the date of application and the applicant's geographical preferences. Moorings are for the sole use of the mooring Holder, or Holders in the case of joint ownership of a vessel. Where vessels are jointly owned, the Service Delivery Manager may require supporting documents such as insurance, or a bill of sale. Moorings may not be transferred, reassigned, sublet or sold, nor may berth Holders make any private arrangements to allow their moorings to be used by a third party.

**If you wish to move to a vacant mooring, sell or change your boat you must contact Saltash Town Council. The Town Council will then decide if it is feasible to accommodate your change. If so the Town Council will draw up a new Pontoon Mooring Agreement to include the new Berth details for signing.**

**If this is not adhered to you will be considered to be in breach of your agreement and forfeit your licence to Saltash Town Council Pontoon.**

### **2. Licence Holders Obligations**

Licence Holders are responsible for the safety and security of their own vessels and equipment and must report any perceived defect in the integrity or positioning of their mooring, or proximity to other vessels, to a member of the Service Delivery Team as soon as possible.

Licence Holders will provide their own mooring gear and shall ensure the vessel is moored in such a manner and position as the Service Delivery Manager may require. Licence Holders shall provide the vessel with all the necessary warps and fenders and shall ensure it is left in a seaman-like manner so as not to cause damage, nuisance or annoyance to the pontoon or other users of the pontoon.

Licence Holders must gain the consent of Saltash Town Council for any change of vessel to be placed on their moorings. Consultation with the Service Delivery Manager is advised before changing boats as their mooring might not be suitable for the new boat. Under no circumstances will the Licence Holder have a vessel on the pontoon of greater length than that detailed below, without the prior authorisation of a Service Delivery Manager.

The berth licence is granted on the understanding that no commercial activities are conducted on the pontoon, however, commercial vessels can berth by paying the Town Council associated fees and charges.

Licence Holders must inform the Town Council immediately in writing of any change of address or contact numbers.

**3. Rental of Moorings**

The Town Council has several moorings to rent to berth Holders on continuous agreement basis. If for any reason the agreement terms change you will be notified in writing of these changes. Saltash Town Council will offer Licences in order of application considering the size and type of vessel and applicant's berth preferences. Preference will be given to those who reside within the geographical borders of Saltash Town Council.

**4. Vessel Identification**

Berth Holders, on payment of their Licence fees, will be issued with an identification sticker indicating their berth position. This **MUST** be displayed upon their boat, visible from the pontoon, at all times.

**5. Vacant Moorings**

Licence Holders whose moorings will be left vacant for periods over 2 weeks should ideally inform Saltash Town Council in writing. Saltash Town Council may re-let these mooring on a temporary basis, 10% of any revenue whilst using the berth will be paid to the berth holder.

If a mooring is vacant for more than a 12-week period without written notification from the Licence Holder to Saltash Town Council, the Town Council will construe this to be notification that the Agreement is being terminated by the Licence holder and all fees will be retained by the Town Council. The Licence and berth will be reallocated to the next suitable applicant on the waiting list.

**6. Termination of a Berth Holding**

All mooring transactions will be carried out by Saltash Town Council. Licence Holders who wish to relinquish their mooring shall notify Saltash Town Council by giving fourteen days' notice in writing. No refund will be given. Any serious breach of the Agreement could result in immediate termination of the Licence Holders' licence without refund.

The Town Council may terminate a Licence, at any time and for whatsoever reason by giving fourteen days' notice in writing to the Licensee. In the event that such notice shall expire prior to the end of the licence period, the Licensee shall be entitled, upon removal of the vessel to reimbursement of the berthing fee pro rata for the unexpired part of the Licence period, subject to a 20% administrative fee.

All mooring gear etc., must be removed from the pontoon at the Licence Holders expense within seven days of expiry or termination of the Licence. Failure to do so will empower the Town Council to remove the gear/equipment at the Licence Holders expense, without any liability whatsoever on the Town Council

**7. Licence Fees**

Fees for Licences are agreed annually by Saltash Town Council. The Licence period is from 1st April to 31st March. Annual fees are payable within 7 days of the due date on the invoice. Should payment not be received within the allocated due time your name will be removed from the system and the berth reallocated to the next suitable applicant on the waiting list. Licence fees are inclusive of VAT. All fees must be paid before the mooring is occupied.

**8. Arrears of Licence Fees**

Any person whose Licence fees are unpaid within 7 days of the due date on the invoice (refer to section 7 of the agreement) is liable to have both the privilege of Licence Holder-ship and the allocation of their mooring position suspended. Licence Holders whose mooring fees are still unpaid after Saltash Town Council chasing shall cease to be Licence Holders. They must vacate their moorings immediately or will incur charges at the current daily rate.

The Town Council reserves the right to remove/dispose of any unlicensed boat 4 weeks after expiration of the licence at the Licence Holders' expense.

**9. Live-aboards**

Permanent residence on boats on Town Council moorings is forbidden. Potential Licence Holders who wish to live on-board permanently will not be allocated a mooring. Existing Licence Holders and visitors who wish to live on board their boats may do so for periods not exceeding two weeks, upon informing Saltash Town Council in writing, but may exceptionally be granted extensions of that period with the approval of the Town Council.

**10. Non-Licence Holders' use of Moorings**

Non-licence Holders will be permitted to stay on a vacant Town Council mooring for up to four weeks on condition that the appropriate mooring fee has been paid. In exceptional circumstances, and at Saltash Town Council discretion, lets of more than four weeks may be permitted. All temporary berth Holder-ship is at the discretion of Saltash Town Council.

The Town Council reserves the right to immediately remove any vessel that does not have Saltash Town Council's permission, to be moored on the pontoon.

**11. Loss or Damage:**

The Town Council shall not be liable for any loss or damage caused by events or circumstances beyond our reasonable control (such as severe weather conditions, the actions of third parties not employed by the Town Council or any defect in a customer's or third party's property); this extends to death or personal injury however caused, and to loss or damage to vessels, gear, equipment or other property either on the vessel or the pontoon.

**12. Movement of Moorings:**

The Town Council reserves the right to move any vessel at its discretion, in the interests of safety or in the interest of the efficient management of the pontoon moorings. Licence Holders whose vessels are moved for safety or efficiency will be offered a suitable alternative where possible.



**13. Insurance:**

Third Party Insurance. Owners of vessels moored on the pontoon areas shall ensure such vessels are covered by at least third-party insurance of a minimum of **two and half million pounds (£2.5M)**. Such insurance shall include removal of the vessel if it is wrecked/sunk while occupying the pontoon or a Town Council mooring, any damage caused to the pontoon or other property and vessels and to cover any damage caused by pollution or fire. A copy of your current insurance certificate **MUST** be supplied annually to Saltash Town Council to be kept on record with your agreement.

**Insurance Policy Documents MUST be in the name of the Licence Holder who will also be the Boat Owner**

**14. Swimming/Fishing:**

The Licence Holder agrees not to fish from the pontoon or use the pontoon for diving/swimming. The Licence Holder also agrees not to allow any guest or crew member on the pontoon to engage in fishing off the pontoon or to allow a guest/crew member to dive/swim from the pontoon. Failure to adhere to this will render the Licence Holder liable to having his mooring cancelled.

**15. Pontoon Access:**

All Licence Holders will be issued with a programmed Gate Access Fob which is allocated to the Berth. Only one Gate Access Fob will be issued per berth. The Gate Access Fob is only to be used by the Licence Holder and **MUST NOT** be loaned out to any other person. If a gate access code is issued at any time, the code **MUST NOT** be shared with any other person. Failure to adhere to this will render the Licence Holder liable to having his mooring agreement cancelled.

**16. Obstacles on Pontoon:**

The Licence Holder agrees not to leave any equipment or gear on the pontoon, and to remove any litter/rubbish from the pontoon.

**17. Saltash Town Council:**

Shall not, by granting a licence, be deemed to have given any warranty or condition as to the maintenance of a sufficient, or any, level of water at the pontoon.

**18. Repair Work:**

Repairs or other work may be carried out on vessels on the pontoon, but Saltash Town Council reserves the right to direct that any work being carried out should cease if considered the work is being carried out in a dangerous or obstructive manner, or for any reason considered it is undesirable for it to proceed.

**19. Saltash Town Council:**

Reserves the right to request Licence Holders to remove their vessel from the pontoon for up to 7 days per annum to accommodate regattas/festivals/maintenance, by giving fourteen days' notice in writing.

**20. Disputes:**

Any dispute arising from the holding of a Town Council Pontoon Berth Licence shall be referred to the Town Council. The Town Council's decision will be final.

## Saltash Town Council – Pontoon Mooring Agreement 2022-23

**Berth Number/ Boat Name:** «Berth\_number\_and\_boat\_name»

**Boat Length:** «Length\_of\_boat»

**Commercial or Non-Commercial:** «Commercial\_or\_NonCommercial»

On payment of the Annual fee of £.....Inc. VAT

(An invoice will be issued on confirmation of your acceptance of the terms and conditions and receipt of Certificate of Insurance.)

**Payment and a copy of your insurance must be received by the 30<sup>th</sup> April to avoid forfeiting your licence to use Saltash Town Council Pontoon**

**Saltash Town Council hereby grant:**

**Applicant Name:** «Name»

**Applicant Address:** «Address\_» «Address1» «Address2»

**Post Code:** «Postcode»

**Applicant Phone Numbers:** «Phone\_number»

**Applicant Email:** «email\_address»

A licence to occupy one private mooring in the above stated pontoon berth:

**Signed**.....  
Sinead Burrows, Town Clerk, Saltash Town Council

**I (the applicant) agrees to all the above terms and conditions:**

**Signed**.....  
.

**Print name**..... **Date**.....

# DRAFT Allotments Policy

RESPONSIBLE COMMITTEE: SERVICES

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

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Current Document Status			
Version	2024/25	Approved by	ATM
Date	02.05.2024	Responsible Officer	AJT
Minute no.	64/24/25c(2)	Next review date	As required

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05.2024	2024	AJT	ATM 02.05.2024	64/24/25c(2)	Readopted
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# 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**

##### **4.1. When signing the Tenancy Agreement, the Tenant agrees to the terms laid out in the agreement. Change of Contact Details**

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

##### **4.2. 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 1<sup>st</sup> 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

##### **4.3. 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 tenant will not deposit or allow other persons to deposit on the allotment or any other area of the site or adjoining land any waste or decaying matter



except manure or compost in such quantities as may be reasonably required to cultivate the plot.

The following are prohibited on allotment sites at any time:

- 4.3.1 Dogs, poultry or livestock (as to be prejudicial to health or a nuisance)
- 4.3.2 Alcohol and/or drugs
- 4.3.3 Bonfires
- 4.3.4 Barbed wire
- 4.3.5 Taking/removal of any mineral/ gravel/ sand/earth or clay
- 4.3.6 Used tyres are not permitted. The Town Council reserves the right to remove tyres from any plot and will charge the Tenant for disposal.

## **5. 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;
- 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.

### **Waste**

All garden waste should be composted or removed from the site. Tenants are not permitted to discard anything in the common areas, hedgerows, adjoining land or on any other plot.

Any other material including weed suppressant materials, should be removed and disposed of off-site at the end of tenancy. A disposal fee will be levied if the Town Council if this has not been done.

### **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.

## **6. 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.

## **7. Fences, hedges and pathways**

Provision and maintenance of fencing surrounding the allotment plot is the responsibility of the tenant. Barbed wire is not permitted.

Pathways between allotment plots should be cut and trimmed up to the nearest half width by each adjoining Tenant whilst maintaining a width of 2 feet (60cm).

Hedges forming part of or abutting the allotment plot are the responsibility of the Tenant. Hedges should not be cut and trimmed between 1 March and 31 August except to maintain safe access and should be checked for nesting birds.

## **8. 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.

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 .

## **9. Termination of Allotment Tenancy Agreements**

### **9.1. 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.

### **9.2. 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.

### 9.3. Enforcement

The following enforcement procedure will apply:

- 9.3.1. ~~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.~~
- 9.3.2. Formal warning – Tenants who fail to ~~respond to an informal warning within one calendar month~~ comply with their tenancy agreement will ~~be contacted in writing~~ and requested to undertake the required actions or contact the Town Council to discuss any extenuating circumstances within 15 days or be issued with a notice to quit. ~~will be issued with a formal written warning.~~
- 9.3.3. Notice to quit – Tenants who fail to respond to a formal warning within fifteen days and undertake the required actions or contact the Town Council to discuss any extenuating circumstances will be given written notice to quit within 30 days of the date of the notice.
- 9.3.4. 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 including any items remaining on the plot and exclude the Tenant. The Town Council will not refund any rent paid in that year where the Tenant is in breach of their tenancy agreement.

### 9.4. Power to Evict

- 9.5. 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.

### 9.6. 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. <sup>1</sup>

#### 9.7. 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.

#### 9.8. 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.<sup>2</sup>

### 10. Complaints

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

### 11. 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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<sup>1</sup> s.30(2), 1908 Act as amended by s.23, 1922 Act

<sup>2</sup> 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.

## **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 provide 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 the 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 quit 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.**

**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 Country Planning Act 1990, the Local Government Planning and Land act 1980 and the Acquisition of Land Act 1981.



## Appendix 3 – Templates Notifying Breach of Tenancy Agreement

All notices to be sent by email (if available) and registered delivery post.

### 1. Formal warning

Following an inspection of the allotments at <insert allotment site> on <insert date> it has been observed that your plot has not recently been cultivated or maintained to the standard required by your Tenancy Agreement.

In order to retain your tenancy you have 15 days from the date of this notice to cultivate your allotment or contact the Town Council to explain why you are having difficulties in maintaining the plot.

If you do not wish to retain the Tenancy please let me know as the Town Council has a long waiting list .

If I do not hear from you or you do not commence cultivation of the allotment plot I will have no option but to start proceedings to evict you from the plot and terminate your tenancy.

### 2. Notice to quit

Allotment plot number:

Despite a formal written warning issued on <insert date> and following a further inspection carried out on <insert date>, it has been observed that the plot remains uncultivated and in a poor condition. You have not contacted the Town Council to explain if there are extenuating circumstances for the condition of the plot.

As there is a long waiting list for allotment plots on this site, I am left with no option but to terminate your tenancy and issue a notice to quit. You have 30 days from the date of this letter to remove any belongings from the plot. Any items remaining after this period will become the property of the Town Council. Any waste disposal required may incur a fee.

**SALTASH TOWN COUNCIL**  
**TENANCY AGREEMENT FOR AN ALLOTMENT GARDEN**

THIS TENANCY AGREEMENT SHOULD BE READ IN CONJUNCTION WITH THE  
SALTASH TOWN COUNCIL ALLOTMENTS POLICY.

THIS AGREEMENT made on the *[insert date]* day of *[insert month]* 20 *[complete]*  
between Saltash Town Council

of *The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX*  
(‘the Town Council’) and *[insert full name of tenant]*

of *[insert tenant’s address]* (‘the tenant’) by  
which it is agreed that:

1. The Town Council shall let to the tenant the Allotment Garden situated at **Churchtown/Fairmead Road/Grenfell Avenue** *[delete as applicable]* and referenced as **plot number** *[insert number]* in the Town Council’s Allotment Register (‘the Allotment Garden’) *[outlined in red for identification purposes only on the plan attached]*.
2. The Town Council shall let the Allotment Garden to the tenant for a term of one year commencing on the *[insert date]* day of *[insert month]* 20*[complete]* and thereafter from year to year unless determined in accordance with the terms of this tenancy.
3. The tenant shall pay a yearly rent whether demanded or not which shall be payable in full by the 1st day of April every year after the first year of the tenancy.

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.

The Town Council reviews the rental charges annually with tenants notified in writing of any increase 12 months in advance. Invoices for rental charges are sent annually, normally in February/March.

There is an additional annual charge to Allotment Tenants on sites where water is provided.

4. The tenant shall use the Allotment Garden only for the cultivation of fruit, vegetable and flowers for use and consumption by themselves and their family.
5. The tenant shall not sell or undertake a business in respect of the cultivation and production of fruit, vegetable and flowers in the Allotment Garden.
6. The tenant shall reside within Saltash Town Boundary during the tenancy.
7. During the tenancy, the tenant shall :
  - a) keep the Allotment Garden clean and in a good state of fertility and cultivation;
  - b) not cause a nuisance or annoyance to the owners or occupiers of land adjoining the Allotment Garden;
  - c) not keep livestock or poultry in the Allotment Garden so as to be prejudicial to health or a nuisance;
  - d) not bring to or keep animals in the Allotment Garden;
  - e) not assign the tenancy nor sub-let or part with the possession of any part of the Allotment Garden;
  - f) except for buildings or structures which may be subject to the tenant first obtaining planning permission, the tenant shall not erect a shed, greenhouse or other building or structure on the Allotment Garden without first obtaining the Town Council's written consent and if appropriate planning permission;
  - g) not bring barbed wire, tyres, corrugated iron or asbestos sheets onto the site;

- h) not fence the Allotment Garden without first obtaining the Town Council's written consent;
  - i) maintain and keep in repair the fences and gates forming part of the Allotment Garden;
  - j) not erect any notice or advertisement on the Allotment Garden without first obtaining the Town Council's written consent;
  - k) trim and keep in decent order all hedges forming part of the Allotment Garden (not between 1 March or 31 August except to maintain safe access and after checking for nesting birds);
  - l) not plant any tree, shrub, hedge or bush without first obtaining the Town Council's written permission;
  - m) not cut, lop or fell any tree growing on or adjoining the Allotment Garden;
  - n) not deposit or allow other persons to deposit on the Allotment Garden any refuse or any decaying matter (except manure and compost in such quantities as may be reasonably required for use in cultivation) or place any matter in the hedges or ditches situated in or surrounding the Allotment Gardens or adjoining land:
  - o) be responsible for ensuring that any person present in the Allotment Garden with or without the tenant's permission does not suffer personal injury or damage to his property and provide evidence of adequate insurance;
  - p) permit an inspection of the Allotment Garden at all reasonable times by the Town Council's employees or agents;
  - q) not obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment Garden or the Allotment Garden of another tenant.
8. The tenant shall observe additional rules that the Town Council may make or revise for the regulation and management of the Allotment Garden and other allotment gardens let by the Town Council as laid out in the Allotments Policy.
9. The Town Council shall pay all rates, taxes, dues or other assessments which may at any time be levied or charged upon the Allotment Garden.

10. The tenancy may be terminated without explanation by the Town Council serving on the tenant not less than twelve months' written notice to quit expiring on or before the 6th day of April or on or after the 29th day of September in any year.
11. The tenancy may be terminated by the Town Council by service of one month's written notice on the tenant if:
  - a. the rent is in arrears for 40 days or;
  - b. three months after the commencement of the tenancy the tenant has not observed the rules referred to in clauses 7, 8 or the Allotments Policy; or the tenant lives no longer lives within the Saltash Town boundary.
12. If the tenant shall have been in breach of any of the foregoing clauses or on account of the tenant becoming bankrupt, the Town Council may re-enter the Allotment Garden and the tenancy shall thereupon terminate but without prejudice to any right of the Town Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid.
13. The termination of the tenancy by the Town Council in accordance with clause 12 or after re-entry by the Town Council in pursuance of its statutory rights, shall not prejudice the tenant's statutory rights to compensation.
14. The tenancy may be terminated by the tenant by serving on the Town Council not less than two months' written notice to quit.
15. On the termination of the tenancy, the tenant shall remove any shed, greenhouse or other building or structure erected in the Allotment Garden unless the Town Council agrees otherwise which shall be confirmed in writing to tenant.
16. Any written notice required by the tenancy shall be sufficiently served if sent by email and registered post to the parties' address. Any notice to be served by the tenant shall be addressed to the Town Clerk.

17. Removal of any waste or prohibited items by the Town Council during or on termination of tenancy may incur a disposal charge.

Signed by

.....

The tenant

And



.....

**Ian Bovis**

**Service Delivery Manager**

For and on behalf of the Town Council

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 17th September 2024 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, J Brady (Vice-Chairman), R Bullock, J Foster, S Lennox-Boyd, S Miller, J Peggs, B Samuels (Chairman), P Samuels and B Stoyel.

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

**APOLOGIES:** J Dent, S Gillies, M Griffiths, S Martin and L Mortimore.

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#### **62/24/25     HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **63/24/25     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>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left Meeting</b>
J Foster	PA24/06420	Non-Pecuniary	Applicant is an acquaintance.	Yes
S Lennox-Boyd	PA24/06420	Non-Pecuniary	Applicant is an acquaintance.	Yes
S Lennox-Boyd	PA24/06164	Non-Pecuniary	Applicant is an acquaintance.	Yes

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

None.

**64/24/25      PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.**

None.

**65/24/25      TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 20 AUGUST 2024 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 Foster and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 20 August 2024 were confirmed as a true and correct record.

**66/24/25      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**67/24/25      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:

Councillor Lennox-Boyd declared an interest in the next agenda item and left the meeting.

**PA24/06164**

Mr & Mrs S Leverton – **Notter Farm Cottage Notter Saltash PL12 4RN**

Erection of 3 bay garage.

**Ward: Trematon**

Date received: 28/08/24

Response date: 20/09/24

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

Councillor Lennox-Boyd was invited and returned to the meeting.

**PA24/06184**

Mr David Lewis FAB Group Holdings Limited – **161-163 Fore Street Saltash PL12 6AB**

Application for a Lawful Development Certificate for an existing use as Planning Use E(e): Commercial, Business and Service (Provision of Medical or Health Services).

**Ward: Essa**

Date received: 03/09/24

Response date: 24/09/24

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

**PA24/06323**

Mr Michael Hearne – **109 St Stephens Road Saltash PL12 4BL**

First-Floor Rear Extension to Existing Dwelling.

**Ward: Essa**

Date received: 19/07/24

Response date: 18/09/24

It was proposed by Councillor Brady, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND APPROVAL.**

Councillors Foster and Lennox-Boyd both declared an interest in the next agenda item and left the meeting.

**PA24/06420**

Ms Les Richards Longmeadow Properties Ltd – **9 Lower Port View St Stephens Saltash PL12 4BY**

Demolish existing single garage and replace with double detached garage with home office/work space below without compliance of condition 2 of decision PA21/00921 dated 15/04/2021.

**Ward: Essa**

Date received: 20/08/24

Response date: 20/09/24

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and resolved to **RECOMMEND APPROVAL** subject to Condition 3 as attached to the original application PA21/00921 remaining in place:

‘The detached garage/home office building hereby approved shall only be used for purposes incidental, namely as a garage and home office, to the enjoyment of the dwelling house known as 9 Lower Port View, Saltash and shall not be used, sold or let at any time as a separate residential unit of accommodation or commercial use’.

Councillors Foster and Lennox-Boyd were invited and returned to the meeting.

**PA24/06767**

Samuel Darby Technical Coordinator – **Treledan Saltash PL12 6PR**  
Non material amendment in relation to Decision Notice PA14/02447 dated 13/10/17 – Amended parking schedule to match planning drawing (Plot 173 – 1 Parking space allocated instead of 2).

**Ward: Trematon**

Date received: 03/09.24

Response date: 18/09/24

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

**PA24/06871**

Mr & Mrs Heap – **17 Pillmere Drive Saltash PL12 6XB**  
First floor side extension.

**Ward: Tamar**

Date received: 05/09/24

Response date: 26/09/24

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

**PA24/06917**

Paul and Susannah Melling – **39 Lower Port View St Stephens Saltash PL12 4BY**

Alterations to windows, balcony, air source heat pump siting, shed and canopy, driveway widening.

Ward: **Essa**

Date received: 09/09/24

Response date: 30/09/24

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

**TO RECEIVE RECOMMENDATIONS FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the recommendations from the Town Vision Sub Committee to review and develop their Strategic Priorities against their Actions and to consider a number of recommendations.

The recommendations for amendments to the Planning and Licensing Committee deliverables and actions were reviewed by Members.

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to approve the amendments to the Planning and Licensing Committee Business Plan Deliverables as follows and attached:

- a. Remove under 'Health and Wellbeing' the 'Aim' – To support and work with the Saltash Health Care Action Group when reviewing planning applications that are applicable – due to duplication of another 'Aim' – 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;
- b. Refer under 'Health and Wellbeing' the 'Aim' – 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 – to 'Housing' because the 'Aim' fits better under that Strategic Priority;
- c. Remove under 'Housing' the 'Aim' – To ensure future housing projects and developments offer a variety of housing options inclusive of accessible properties – due to duplication of another 'Aim' – To support projects that deliver affordable and sustainable housing whilst meeting a variety of user needs in keeping with policy;
- d. Remove under 'Housing' the 'Aim' – Special consideration be given to the Churchtown Farm development and resolution for occupation by Saltash residents – due to the 'Aim' not being achievable under the Town Council powers.

The Chairman then asked Members for input into the deliverables and if there were any actions missing. Following a discussion it was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to approve the Planning and Licensing Committee Business Plan Deliverables as attached and continue to monitor progress at each meeting.

**69/24/25      TO RECEIVE A REPORT ON MEMBERSHIP AND QUORUM LEVELS FOR THE PLANNING AND LICENSING COMMITTEE AND CONSIDER ANY ACTIONS.**

The Chairman referred to the report circulated with the agenda and asked Members to consider if the level of membership and quorum level of the Planning and Licensing Committee is reduced.

Members discussed the models from other Town Councils and whether there were any other solutions that would ensure the Planning and Licensing Committee is consistently quorate.

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

1. The membership level and quorum to remain unchanged and to suggest that the new Town Council in May 2025 might wish to review the Terms of Reference of the Planning and Licensing Committee.
2. Councillor Peggs as Chairman of the Town Council to circulate an email to all Councillors reminding them of the need to submit timely apologies to the office in accordance with protocol.

**70/24/25      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.

**71/24/25      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**72/24/25      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**73/24/25      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.


**DATE OF NEXT MEETING**

Tuesday 15 October 2024 at 6.30 pm

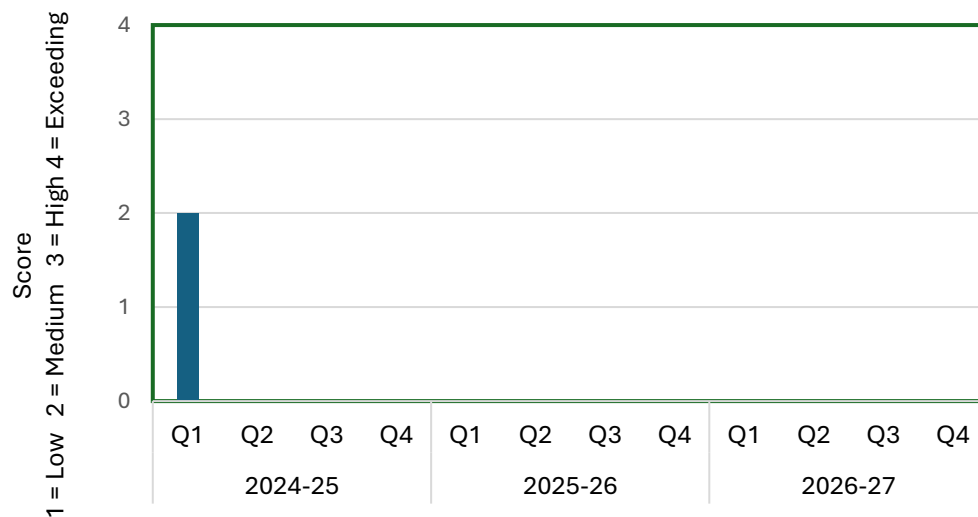
Rising at: 7.12 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Planning and Licensing Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	To ensure in review of planning and licensing applications and considerations, economic opportunities and impacts are examined appropriately	Planning and Licensing applications	Research Planning and Licensing applications and ensure all documentation is understood prior to consideration of the application	2	2			
			Working in partnership with Cornwall Council to reach the right outcome for Saltash	Work within Planning Material consent					
			Training	Building good working relationships with Cornwall Council to achieve what Saltash deserves					
			Awareness of economic opportunities	Coundillors and staff to attend planning and licensing training when offered by Cornwall Council					
			National and Cornwall Local Plan Policy	Refer to the National and Cornwall Local Plan Policy					

**Business Plan**  
**Strategic Priority 1 - Boosting Jobs and Economic Prosperity Aims of the Planning and Licensing Committee**

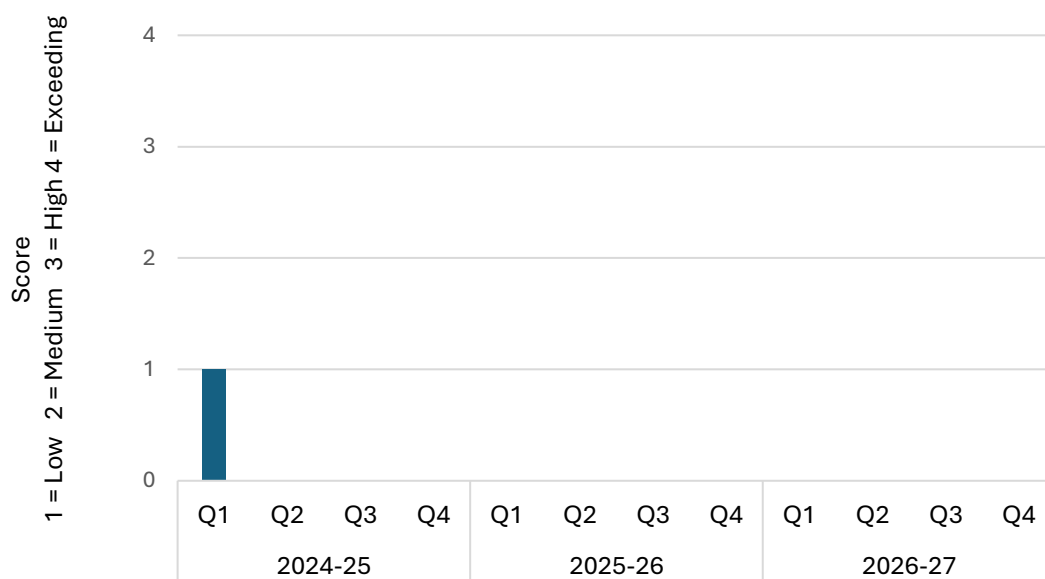


■ To ensure in review of planning and licensing applications and considerations, economic opportunities and impacts are examined appropriately






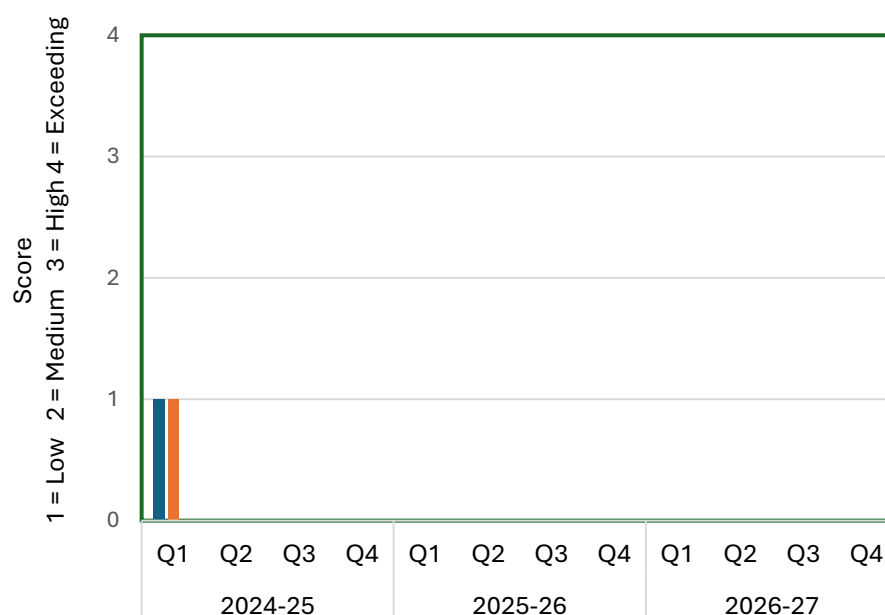
**Business Plan**  
**Strategic Priority 2 - Health and Wellbeing**  
**Aims of the Planning and Licensing Committee**




- 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


Strategic Priority 3 - Housing		Aims of the Planning and Licensing Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	To support projects that deliver affordable and sustainable housing whilst meeting a variety of user needs in keeping with policy	<p>Being actively involved in the decision making process</p> <p>Partnership working</p> <p>Saltash Neighbourhood Development Plan</p> <p>National and Cornwall Local Plan Policy</p> <p>Create and support sustainable neighbourhoods</p>	<p>Consideration as a Consultee to Planning applications that delivers affordable and sustainable housing whilst meeting a variety of user needs</p> <p>Seek the advice of Cornwall Council as required</p> <p>Refer to the Saltash Neighbourhood Development Plan for guidance on a balanced range of quality new/affordable housing and sustainable neighbourhoods</p> <p>Refer to the National and Cornwall Local Plan Policy</p>	1	1			
		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	<p>Being actively involved in the decision making process</p> <p>Partnership working</p> <p>Saltash Neighbourhood Development Plan</p> <p>National and Cornwall Local Plan Policy</p> <p>Create and support sustainable neighbourhoods</p>	<p>Consideration as a Consultee to Planning applications that provide all types of housing in Saltash</p> <p>Seek the advice of Cornwall Council as required</p> <p>Refer to the Saltash Neighbourhood Development Plan for guidance on a balanced range of quality new/affordable housing</p> <p>Refer to the National and Cornwall Local Plan Policy</p>	1	1			
		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							

**Business Plan**  
**Strategic Priority 3 - Housing**  
**Aims of the Planning and Licensing Committee**

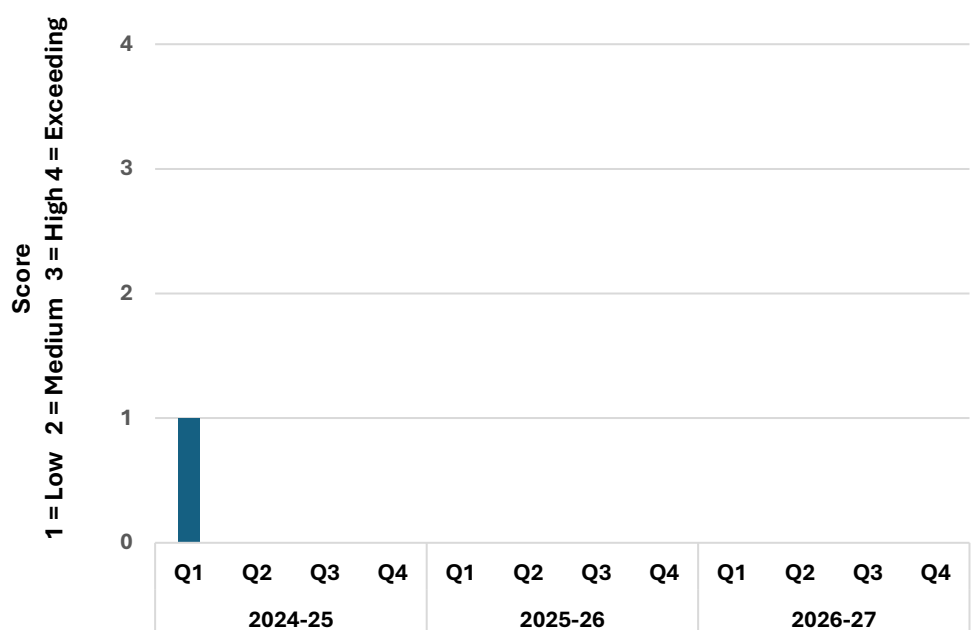


- To support projects that deliver affordable and sustainable housing whilst meeting a variety of user needs in keeping with policy
- To ensure the availability of all housing types are considered inclusive of rental and affordable housing to improve access to housing for all in Saltash
- To ensure the availability of all housing types are considered inclusive of rental and affordable housing to improve access to housing for all in Saltash

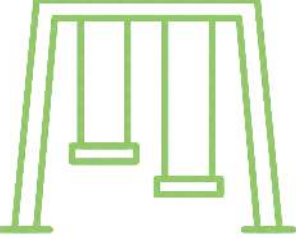
Strategic Priority 4 - Travel and Transport		Aims of the Planning and Licensing Committee
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	The Planning and Licensing Committee recognised strategic priority 4 - Travel and Transport did not fit within the remit (Terms of Reference) of the committee

Strategic Priority 5 - Climate Emergency		Aims of the Planning and Licensing Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	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	Being actively involved in the decision making process	Consideration as a Consultee to Planning applications to ensure developments are sustainable and meeting future climate demands	1	1			
			Partnership working						
			Saltash Neighbourhood Development Plan	Seek the advice of Cornwall Council as required					
			Saltash Coastal Communities Team	Refer to the Saltash Neighbourhood Development Plan for guidance on climate change					
			National and Cornwall Local Plan Policy	Refer to the National and Cornwall Local Plan Policy					
			Climate and Ecological Emergency	Refer to the Saltash Coastal Communities Team for advice as required					
				Consider climate and ecological implications wherever relevant and try to lead by example					

Business Plan  
Strategic Priority 5 - Climate Emergency  
Aims of the Planning and Licensing Committee

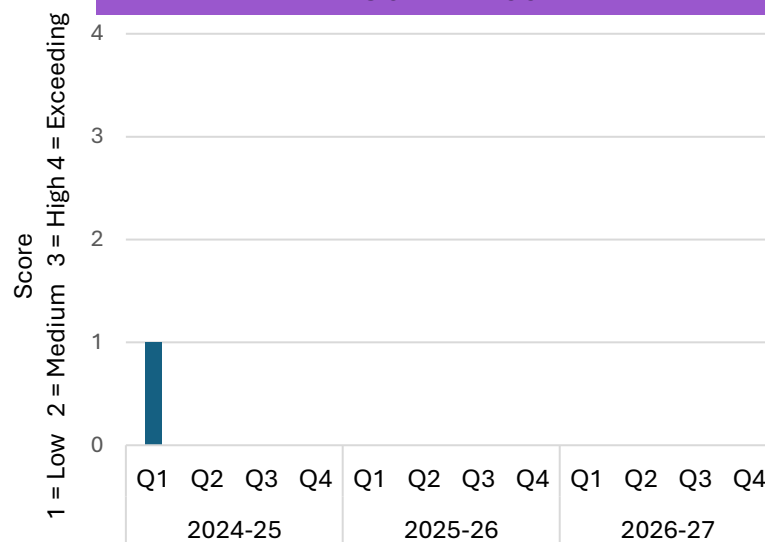


- To continue to acknowledge a climate emergency and considerations given to planning and licensing applications to ensure developments are sustainable and meeting future climate demands

Strategic Priority 6 - Recreation and Leisure		Aims of the Planning and Licensing Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
		To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural activity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.	To support improvement in keeping with planning policies for open green spaces, leisure and recreational in review of planning and licensing applications in Saltash.	<p>Being actively involved in the decision making process</p> <p>Partnership working</p> <p>Saltash Neighbourhood Development Plan</p> <p>National and Cornwall Local Plan Policy</p> <p>Cornwall Council Saltash Lesiure Centre Working Group</p>	<p>Consideration as a Consultee to Planning applications to meet the growing demand for recreation and lesiure in Saltash</p> <p>Refer to the Saltash Neighbourhood Development Plan for guidance on additional sport, recreation and lesiure facilities</p> <p>Refer to the National and Cornwall Local Plan Policy</p> <p>Seek the advice of Cornwall Council as required</p> <p>Seek the advice of Saltash Lesiure Centre Working Group who have experience in lesiure services as required</p>	1	1		



**Business Plan**  
**Strategic Priority 6 - Recreation and Leisure**  
**Aims of the Planning and Licensing**  
**Committee**



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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 24th September 2024 at 6.30 pm**

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

**ALSO PRESENT:** 1 Member of the Public, S Burrows (Town Clerk / RFO), W Peters (Finance Officer) and M Thomas (Senior Policy and Data Compliance Officer).

**APOLOGIES:** J Brady, S Gillies, M Griffiths, S Lennox-Boyd, L Mortimore and D Yates.

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#### **53/24/25      HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **54/24/25      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.

#### **55/24/25      PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**56/24/25      TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 9 JULY 2024 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 9 July 2024 were confirmed as a true and correct record.

**57/24/25      TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk was asked by the Chairman to provide the Committee with an overview on the item.

Members were reminded that they had previously resolved that the role of the Policy and Finance Committee is Governance/Policy led, supporting all aspects of the six Strategic Priorities. The Town Vision Sub Committee asked for the Committee to reconsider. A number of draft 'Aims' for Committee had been worked up and included in the reports pack for consideration. Members discussed the draft 'Aims' and their relevance to the work of the Committee.

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

1. To note the Town Vision Sub Committee recommendation;
2. To approve the business plan deliverables for the Policy and Finance Committee as attached;
3. To note the Policy and Finance Committee scoring for the first quarter was missed due to the late arrival of their deliverables.

**58/24/25      TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO JULY 2024.**

It was **RESOLVED** to note.

**59/24/25      TO NOTE THAT PETTY CASH IS RECONCILED UP TO AUGUST 2024.**

It was **RESOLVED** to note.

**60/24/25      TO RECEIVE AND NOTE A REPORT ON VAT.**

It was **RESOLVED** to note.

**61/24/25      TO RECEIVE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer briefed the Committee on the items in the investment report.

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

1. To note the report;
2. To approve the Finance Officer to withdraw £500,000 from the Nationwide Account during the period of December 2024 to March 2025 to cover future Town Council liabilities;
3. To delegate to the Finance Officer to reinvest the Lloyds deposit of £340,000 in a new Nationwide Business One Year Fixed Term Saver Issue 27 at an investment rate of 4.25%, subject to that option being available and the most competitive in November.

**62/24/25      TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. THERE ARE NO DISCREPANCIES TO REPORT.**

It was **RESOLVED** to note.

**63/24/25      TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Peggs to vire £7,581 from EMF 6279 Restart Business Support Grant to budget code 6220 Festival Fund.

Councillor Martin subsequently withdrew the proposal supported by Councillor Peggs.

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

1. To note the budget statements;
2. To vire £1,000 from EMF 6279 Restart Business Support Grant to budget code 6220 Festival Fund, in support of future applications.

**64/24/25      TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer briefed Members on her report.

Councillor B Samuels informed Members of minute number 141/21/22 and her belief that a valuation of STC property and assets was recommended to Full Council at that meeting which is within the last 5 years.

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

1. To note the report;
2. To review budget code 6279 EMF Restart Business Support Grant under agenda item 17;
3. To delegate authority to the Finance Officer to obtain 3 valuation quotes for the valuation of STC property and assets by the appointment of a surveyor working within budget code 6224 Professional Costs, reporting back to a future P and F meeting subject to establishing that a valuation has not taken place during that time.

**65/24/25      TO RECEIVE A REPORT ON INSURANCE CLAIMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note that there are no outstanding insurance claims to report.

**66/24/25      TO RECEIVE THE TOWN COUNCIL MAIN INSURANCE POLICY RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reviewed the Town Council Main Insurance Policy renewal proposal from Zurich Insurance for the year 2024/25.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to approve Zurich 3 year policy extension for the year 2024/25 at a cost of £11,668.94 (including all applicable taxes) from budget code 6205 Insurance.

**67/24/25      TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.

**TO SET THE POLICY AND FINANCE BUDGET FOR THE YEAR 2025/26 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE TO BE HELD ON 12 NOVEMBER 2024.**

The Finance Officer worked through the budget statement for the year 2025/26 contained within the circulated reports pack.

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and resolved to **RECOMMEND** to the Policy and Finance Committee to be held on 12 November 2024 the Policy and Finance Committee budget statement for the year 2025/26 (as attached) including the following amendments:

Operating Expenditure:

1. To vire unspent funds from budget code 6202 PF Civic Occasions to 6272 EMF Robes and Civic Regalia;
2. To vire unspent funds from budget code 6514 Town Leaflets / Reprinting to the Services Committee budget code 6511 Tourism and Signage, deleting code 6514 Town Leaflets / Reprinting;
3. To create a new code 6532 Social Media advertising, to promote / advertise the work of the Town Council, setting a budget of £1,000;
4. To vire unspent funds from budget code 6661 Finance Consultancy Fees to the Personnel Committee budget code 6694 EMF Staff Contingency, deleting code 6661 Finance Consultancy Fees;
5. To not increase budget code 6270 EMF Crime Reduction;
6. To increase budget code 6275 EMF Neighbourhood Plan by £2,500 to support future Neighbourhood Plan updates by the appointment of a consultant;
7. To vire unspent funds from budget code 6279 EMF Restart Business Support Grant to budget code 6282 Funding Bids (Consultancy Fees);
8. To consolidate budget code 6283 EMF Events and vire unspent funds to budget code 6284 EMF Consultations;
9. To not increase budget code 6285 EMF Twinning;
10. To delete budget code 6286 EMF CLUP Waterside Connectivity Project, due to funding received has now been spent;
11. To create a new code 6287 EMF Website (Capital Expenditure), to better promote / advertise the work of the Town Council, setting a budget of £6,000;

12. To rename budget code 6370 EMF Computer Equipment Renewal to EMF Computer and Office Equipment Renewal;
13. To vire unspent funds from budget code 6302 Office and IT Equipment to budget code 6370 EMF Computer and Office Equipment Renewal, deleting code 6302 Office and IT Equipment;
14. To vire unspent funds from budget code 6306 IT Maintenance to budget code 6370 EMF Computer and Office Equipment Renewal

**69/24/25      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

Councillor Peggs left the meeting.

**70/24/25      TO CONSIDER A COMMUNITY CHEST APPLICATION:**

- a. CC276 Girlguiding Saltash

Councillor Peggs returned to the meeting.

The Chairman informed the Committee of the attendance of Julie Dingle, a trustee of Saltash Girl Guides, at the meeting. He thanked Julie for her attendance and invited her to brief the Committee on the background to the application received and contained in the reports pack.

Councillor Foster gave his apologies and left the meeting

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** to award £1,000.

**71/24/25      TO CONSIDER A FESTIVAL FUND APPLICATION:**

- a. FF126 Saltash Music, Speech and Drama Festival

It was proposed by Councillor Peggs, seconded by Councillor Bickford and **RESOLVED** to award £1,000.



**72/24/25      TO RECEIVE REPORTS ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. CC274 Saltash Community Shed.

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

1. To note the report;
2. To request the refund of surplus funds of £75.01 due to the request not meeting the original description of the project application, which was workbenches, in accordance with the Town Council policy which the Town Council must abide to.

b. FF122 Songs and Shanties Festival.

It was **RESOLVED** to note.

c. FF124 Saltash Regatta.

It was **RESOLVED** to note.

**73/24/25      TO RECEIVE AMENDMENTS TO THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS:**

a. Co-option Policy.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Co-option Policy (as attached) to Full Council to be held on 3 October 2024.

b. Match Funding for Festivals.

Members discussed the draft Match Funding for Festivals Policy and how it would work within the current grant funding strategy.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** that there is no requirement at this stage to introduce a Match Funding for Festivals Policy due to the existing Grants Policy being available.

**74/24/25      TO RECEIVE AND REVIEW THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS:**

The Town Clerk advised Members that it is good practice to review Town Council policies during the year and falls in line with the requirements of the Internal and External Auditors.

Members reviewed the following policies.

- a. Acquisition or Sale of Land and Property.
- b. Civic Handbook.
- c. Election of Mayor and Deputy Mayor.
- d. Public Loudspeaker System (Fore Street).

It was proposed by Councillor Stoyel, seconded by Councillor Dent and **RESOLVED** to note that following a review of the policies listed above and as attached, no amendments were required at this stage.

**75/24/25      TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:**

- a. Livewire.

It was **RESOLVED** to note.

- b. The Core.

It was **RESOLVED** to note.

**76/24/25      TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Saltash Team for Youth

The Town Clerk referred Members to The Core seeking to renegotiate its 30-year lease with Cornwall Council and the complexity of the process.

Councillor Peggs provided an overview of the visit to Saltash Community School praising the work of the Head Teacher.

It was **RESOLVED** to note.

c. Section 106 Panel

Nothing to report.

**77/24/25      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**78/24/25      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**79/24/25      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

80/24/25

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

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

1. Community Chest and Festival Fund grant awards.


**DATE OF NEXT MEETING**

Tuesday 12 November 2024 at 6.30 pm


Rising at: 7.55 pm


Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_


Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Policy and Finance Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	To maintain a formal agreement between the Town Twinning to build and maintain a friendship and promote international understanding.	Work together with the twinned Plougestal community on projects and activities.  Host a regular town twinning festival or celebration, alternating between the two towns, to celebrate the partnership. This could include cultural performances, food, and art from each town.	Create a Town Twinning agreement to ensure it reflects current objectives, values and commitments to Plougestal.  Promote and celebrate the Town Council's sustained friendship and collaboration with the Plougestel.  Work in partnership with the Twinning Association as appropriate.					
		To support the enhancement of community engagement by providing grants and funding for local events, community initiatives and programs.	Supporting events, programs and initiatives that enhance the towns attractiveness and economic activity.  Improved community cohesion that fosters local talent and promotes diversity.						

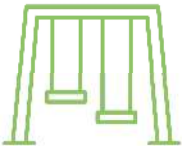
Strategic Priority 2 - Health and Wellbeing		Aims of the Policy and Finance Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.	To continue supporting professional youth work and to foster collaboration among youth organisations through effective partnership working	Continue to provide grants and funding opportunities						
			Establish a platform and network for youth organisations to collaborate, share ideas and pool resources						
			Facilitate regular meetings or forums where organisations can discuss common challenges and opportunities for partnership						
			Promote awarness for youth work by raising awareness of its benefits						
			Share success stories from projects to demonstrate the impact and value of professional youth work						

Strategic Priority 3 - Housing		Aims of the Policy and Finance Committee
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	The Policy and Finance Committee recongise Strategic Priority 3 - Housing did not fit within the remit (Terms of Reference) of the Committee.

Strategic Priority 4 - Travel and Transport		Aims of the Policy and Finance Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.								



Strategic Priority 5 - Climate Emergency		Aims of the Policy and Finance Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To embed sustainability and climate conscious principles into financial and policy decisions	Support and encourage community projects, infrastructure developments and public services ensuring they align with environmental best practices where possible.  Commit to integrating climate change action into the Town Council policies.						

Strategic Priority 6 - Recreation and Leisure		Aims of the Policy and Finance Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural activity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.	Establish, review and promote funding policies to enhance, develop and support playparks, open green spaces and recreational areas and activities							

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
<b>P&amp;F Operating Income</b>										
<b>P&amp;F Income</b>										
4901 PF Bank Interest Received	72,874	37,140	34,447	2,693	38,255	Current Budget + CPI 3% (22/23 £27k, 23/24 £72k, 24/25 YTD 4 months £34k, difficult to predict future interest rates for deposits)	39,403	40,586	41,804	43,059
4908 PF Misc Income	390	0	14	(14)	0	24/25 YTD HMRC VAT refund £14	0	0	0	0
<b>Total P&amp;F Operating Income</b>	<b>73,263</b>	<b>37,140</b>	<b>34,461</b>	<b>2,679</b>	<b>38,255</b>		<b>39,403</b>	<b>40,586</b>	<b>41,804</b>	<b>43,059</b>
<b>P &amp; F Operating Expenditure</b>										
6200 PF Bank Charges	1,597	1,866	617	1,249	1,922	Current Budget + CPI 3%	1,980	2,040	2,102	2,166
6201 PF Audit	3,300	4,000	(2,100)	6,100	4,000	Same as Current Budget - no increase required	4,120	4,244	4,372	4,504
6202 PF Civic Occasions (including Road Closures)	1,498	6,500	2,469	4,031	9,500	VE Day 80 £6k Remembrance 25 £1.5k Mayor Making £500 Freeman £1.5k <b>Vire unused balance at year-end to 6272 PF EMF Robes &amp; Civic Regalia</b>	9,785	10,079	10,382	10,694
6203 PF Mayors' Allowance	5,160	5,418	1,084	4,334	5,581	<b>Agreed.</b> Current budget + CPI 3%	5,749	5,922	6,100	6,283
6204 PF Councillors' Allowance	1,374	2,952	0	2,952	3,946	<b>Agreed.</b> Current budget + CPI 3%	4,065	4,187	4,313	4,443
6205 PF Insurance	16,824	26,146	10,857	15,289	30,510	Advised by current insurer to increase by 50%	31,426	32,369	33,341	34,342
6206 PF Youth Council	4,000	4,726	0	4,726	4,000	Same as Prior Year	4,120	4,244	4,372	4,504
6208 PF Subscriptions	14,947	18,006	14,822	3,184	16,869	Increase Actual by 10% Majority of supplier T&C's quote pricing is made up of many factors, including currency exchange, increased salaries/materials, investment in software upgrades etc.	17,376	17,898	18,435	18,989
6210 PF Community Chest	1,080	10,000	7,940	2,060	10,300	Current Budget + CPI 3%	10,609	10,928	11,256	11,594
6211 PF Website Maintenance	105	1,000	555	445	1,030	Current Budget + CPI 3%	1,061	1,093	1,126	1,160
6213 PF Councillor Training & Expenses	773	3,019	250	2,769	1,100	Based on 4 year average (reduction of £1,919 from 24/25)	1,133	1,167	1,203	1,240
6214 PF Health & Safety	7,705	8,861	2,390	6,471	9,127	Current Budget + CPI 3%	9,401	9,684	9,975	10,275
6217 PF Data Protection	55	200	55	145	206	Current Budget + CPI 3%	213	220	227	234
6220 PF Festival Fund	7,040	15,000	9,088	5,912	15,450	Current Budget + CPI 3%	15,914	16,392	16,884	17,391
6221 PF Town Messenger	3,960	4,250	1,320	2,930	4,378	Current Budget + CPI 3%	4,510	4,646	4,786	4,930
6222 PF Commissioning Youth Work	59,876	59,069	19,690	39,379	60,842	Current Budget + CPI 3%	62,668	64,549	66,486	68,481
6224 PF Professional Costs	7,571	20,000	1,607	18,393	5,000	Based on 4 year average (reduction of 15k from 24/25 budget)	5,150	5,305	5,465	5,629
<b>6514 PF-Town-Leafllets/-Reprinting</b>	<b>46</b>	<b>100</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>Move budget to Services. Precept 25/26 £103 incl CPI 3%</b>				
<b>6516 PF Road Safety Grant</b>	<b>0</b>	<b>215</b>	<b>0</b>	<b>215</b>	<b>0</b>	<b>Delete code. Vire balance to 6275 PF EMF Neighbourhood Plan £215</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>6532 PF Social Media Advertising (New Code)</b>					<b>1,000</b>	<b>New Code (promotions, advertising and social media - to be used by Communication &amp; Engagement Officer</b>	<b>1,030</b>	<b>1,061</b>	<b>1,093</b>	<b>1,126</b>
P&F IT/Office Costs	29,169	49,040	16,499	32,541	33,776	See below for details	34,790	35,834	36,910	38,018
<b>Total P&amp;F Expenditure</b>	<b>166,079</b>	<b>240,368</b>	<b>87,143</b>	<b>153,225</b>	<b>218,537</b>		<b>225,100</b>	<b>231,862</b>	<b>238,828</b>	<b>246,003</b>
<b>P&amp;F Staffing Expenditure</b>										
<b>6661-ST-PF-Finance-Consultancy-Fees</b>	<b>23,701</b>	<b>9,096</b>	<b>0</b>	<b>9,096</b>	<b>0</b>	<b>Delete code. No plans for finance consultancy Vire balance to 6694 ST PE EMF Staff Contingency (P&amp;F)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
P&F Staffing Expenses	393	800	354	446	824	Current Budget + CPI 3%	858	921	0	0
<b>Total P&amp;F Staffing Expenditure</b>	<b>24,094</b>	<b>9,896</b>	<b>354</b>	<b>9,542</b>	<b>824</b>		<b>858</b>	<b>921</b>	<b>0</b>	<b>0</b>
<b>Total P &amp; F Operating Expenditure</b>	<b>190,173</b>	<b>250,264</b>	<b>87,497</b>	<b>162,767</b>	<b>219,361</b>		<b>225,958</b>	<b>232,783</b>	<b>238,828</b>	<b>246,003</b>
<b>Total P&amp;F Operating Surplus/ (Deficit)</b>	<b>(116,910)</b>	<b>(213,124)</b>	<b>(53,036)</b>	<b>(160,088)</b>	<b>(181,106)</b>		<b>(186,555)</b>	<b>(192,197)</b>	<b>(197,024)</b>	<b>(202,944)</b>
<b>P&amp;F EMF Expenditure</b>										
6270 PF EMF Crime Reduction	97	58,360	0	58,360	0	Agreed no increase required	0	0	0	0
6271 PF EMF Election	11,485	26,457	0	26,457	30,000	April 23 £11.5k for one ward. CC advised costs to increase by 25%. £11.5k x increase by 25% x 3 wards = £43,125 Balance in EMF £26,457 Budget required £16,668 Additional £13.5k for contingency for by-elections	10,000	10,000	10,000	10,000

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
6272 PF EMF Robes & Civic Regalia	45	4,525	589	3,936	4,500	Require £6k over next 2 years	4,500	0	0	0
6273 PF EMF Legal Fees	0	5,601	0	5,601	0	Agreed no increase required	0	0	0	0
6275 PF EMF Neighbourhood Plan	637	5,630	188	5,442	2,500	Agreed increase for 25/26	0	0	0	0
6278 PF EMF CIL Planning Income	0	13,221	0	13,221	0	This is income received by CC	0	0	0	0
6279 PF EMF Restart Business Support Gant	0	7,581	0	7,581	0	CC Grant during COVID. Vire £1,000 to 6220 PF Festival Fund Vire £6,581 to 6282 PF EMF Funding Bids (Consultancy Fees)	0	0	0	0
6280 PF EMF Town Vision	355	10,095	430	9,665	0	TV committee recommend no increase required	0	0	0	0
6281 PF EMF Town Vitality Funding Grant	66,282	10,975	4,050	6,925	0	No increase required	0	0	0	0
6282 PF EMF Funding Bids (Consultancy Fees)	5,000	13,500	1,080	12,420	0	No increase required	0	0	0	0
6283 PF EMF Events	0	500	0	500	0	Agreed merging this code with 6284 PF EMF Consultations Vire £500 to 6284 PF EMF Consultations	0	0	0	0
6284 PF EMF Consultations	0	1,500	0	1,500	0	See 6283 PF EMF Events	0	0	0	0
6285 PF EMF Twinning	0	500	0	500	0	Agreed no increase required	0	0	0	0
6286 PF EMF CLUP Waterside Connectivity Project	79,597	0	0	0	0	This code can be deleted due to all funding being spent				
6287 PF EMF Website (Capital Expenditure) (New Code)					6,000	New Code - New website construction - planned for 26/27	6,000	6,000	0	0
6370 PF EMF Computer & Office Equipment Renewal (Rename code)	1,559	0	0	12,349	0	No increase required due to recommended virements. Sufficient budget for 24/25 Recommend renaming code	0	0	0	0
<b>Total P&amp;F EMF Expenditure</b>	<b>165,057</b>	<b>158,445</b>	<b>6,336</b>	<b>164,458</b>	<b>43,000</b>		<b>20,500</b>	<b>16,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Total P&amp;F Expenditure (Operational &amp; EMF)</b>	<b>355,230</b>	<b>408,709</b>	<b>93,833</b>	<b>327,225</b>	<b>262,361</b>		<b>246,458</b>	<b>248,783</b>	<b>248,828</b>	<b>256,003</b>
<b>Total P&amp;F Budget Surplus/ (Deficit)</b>	<b>(281,966)</b>	<b>(371,569)</b>	<b>(59,372)</b>	<b>(324,546)</b>	<b>(224,106)</b>		<b>(207,055)</b>	<b>(208,197)</b>	<b>(207,024)</b>	<b>(212,944)</b>

**P&F IT/Office Costs  
Nominal Code**

	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
6300 Telephone	2,956	2,865	2107	758	3,046	Prior Year + CPI 3%	3,138	3,233	3,330	3,430
6301 Stationery	2,543	3,000	373	2,627	3,090	Current Budget + CPI 3%	3,183	3,279	3,378	3,480
6302 Office and IT Equipment	507	2,000	164	1,836	0	Recommend merging this code with 6370 PF EMF Computer Equipment Renewal Vire unused budget to 6370 PF EMF Computer Equipment Renewal at year-end				
6303 Copier Maintenance	3,482	3,756	2299	1,457	3,869	Current Budget + CPI 3%	3,986	4,106	4,230	4,357
6304 Broadband	304	859	126	733	885	Current Budget + CPI 3%	912	940	969	999
6305 Finance Software	4,993	6,560	2949	3,611	4,362	Increase Actual by 10% Majority of supplier T&C's quote pricing is made up of many factors, including currency exchange, increased salaries/materials, investment in software upgrades etc.	4,493	4,628	4,767	4,911
6306 IT Maintenance	14,380	30,000	8995	21,005	18,524	24/25 Monthly £1,232 + 5%. Additional £3,000 for unforeseen services Vire unused budget to 6370 PF EMF Computer Equipment Renewal at year-end	19,080	19,653	20,243	20,851
<b>TOTALS</b>	<b>29,168</b>	<b>49,040</b>	<b>17,013</b>	<b>32,027</b>	<b>33,776</b>		<b>34,792</b>	<b>35,839</b>	<b>36,917</b>	<b>38,028</b>

Estimated CPI 3% for Qtr 4 2024/25\*  
\* Bank of England Monetary Policy Report August 24

Precept 2024/25 (excluding salaries) (216,870)  
Precept 2025/26 (224,106)  
Increase / (Decrease) 7,236  
Difference as % 3.3%

# Co-option

RESPONSIBLE COMMITTEE: P&F

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

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Current Document Status			
Version	2024/25	Approved by	ATM
Date	02.05.2024	Responsible Officer	AJT
Minute no.	64/24/25f(1)	Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
01.2021	1	AJT	P&F 09.03.2021	173/20/21a	New policy (REC)
05.2021	2	AJT	ATM 20.05.2021	35/21/22a	Adopted
05.2022	2/2022	AJT	ATM 05.05.2022	54/22/23d(ii)	Readopted
05.2023	2023	AJT	ATM 04.05.2023	65/23/24f(ii)	Readopted
02.2024	2024 DRAFT	AJT	P&F 27.02.2024	156/23/24f(2)	Reviewed for rec to FTC 03.2024
03.2024	2024	AJT	FTC 07.03.2024	367/23/24c	Recommended from P&F. Approved
05.2024	2024	AJT	ATM 02.05.2024	64/24/25f(1)	Readopted
08.2024	2024	AJT	P&F 24.09.2024		Minor text amendments. Delegated authority to operate policy to Town Clerk.
Document Retention Period					

DRAFT

## **Co-option Policy**

This policy sets out the procedure to be followed when co-opting members to fill a casual vacancy within the Town Council ensuring compliance with relevant legislation.

The operation of this policy is delegated to the Town Clerk, reporting back to Full Council.

Templates included in the appendix:

- Appendix A: Notice of a Casual Vacancy
- Appendix B: Co-option criteria
- Appendix C: Co-option eligibility declaration
- Appendix D: Application form
- Not included but to be sent with the Application Pack is the STC Privacy Notice

## **Background**

s.87(2) of the Local Government Act 1972 requires a local council to give public notice of casual vacancies.

## **Casual Vacancy**

A casual vacancy occurs when:

1. a councillor fails to deliver their declaration of acceptance of office at the proper time; or
2. a councillor resigns; or
3. a councillor dies; or
4. in the case of a councillor who is disqualified by virtue of a criminal conviction, under section 34 of the Localism Act 2011, the expiry of the period for making an application or appeal, or if an appeal or application has been made, the date that any such application or appeal process comes to an end;



5. on the date of a report or certificate of an election court that declares an election void;
6. a person ceases to be qualified to be a councillor for a reason not mentioned above; or
7. a councillor fails to attend a meeting for six consecutive months (section 85 of the 1972 Act).

Cornwall Council is notified by the Town Clerk of the vacancy and will post a formal Notice of Vacancy. The notice will be displayed for fourteen days during which ten members of the parish can request (in writing) that an election takes place. Cornwall Council will then organise the by-election.

If no election is called or following the call for an election no candidates stand, the Town Council will then fill the seat by co-option.

NOTE: if the vacancy falls within six months before the date when the councillor in question would have regularly retired (e.g. four days after the next ordinary election), a by-election will not be held but the Town Council may, but need not, co-opt a member to fill the vacancy. It must still give public notice of the vacancy.

### **Vacancies after an ordinary election**

Section 21 of the Representation of the People Act 1985 provides that where an insufficient number of candidates is validly nominated at an ordinary local council election to fill the vacancies on the town council, those who have been validly nominated are automatically elected as councillors.

Provided that those elected constitute at least a quorum (three or one third of the total number of councillors, whichever is the greater), the town council may co-opt any person(s) to fill the vacancy(ies).<sup>1</sup> There is no statutory requirement<sup>2</sup> to give public notice of the vacancy(ies) before exercising the power of co-option. However, in practice this may be a sensible way to attract possible candidates and demonstrates transparency.

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<sup>1</sup> Where the power of co-option is not exercised within 35 working days, Cornwall Council may exercise powers to hold a further election or take other appropriate action to fill the vacancy(ies).

<sup>2</sup> s.21(2) Representation of the People Act 1985

The co-option process should be completed within six weeks of the new Town Council taking office (four days after the election).

### **Eligibility for Co-option**

A person is eligible to be co-opted provided he is qualified to be a councillor<sup>3</sup> and is not disqualified by the s.80 of the 1972 Act.

Eligibility criteria:

1. they are an elector for the parish; or
2. has resided in the parish for the past twelve months or rented/tenanted land in the parish; or
3. has lived within 3 miles (direct) of the parish.

There are certain disqualifications for election of which the main are:

1. holding a paid office under the local authority;
2. bankruptcy
3. having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
4. being disqualified under any enactment relating to corrupt or illegal practices.

### **Applying for a Casual Vacancy**

Application packs can be downloaded from the Town Council website <https://www.saltash.gov.uk/councillorvacancies.php> or on request from the Town Council. (See appendix for templates)

Councillors co-opted to the Town Council are not eligible to claim the Members Allowance.

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<sup>3</sup> s.79 of the 1972 Act

## Procedure

<b>Vacancy arises</b>	<ul style="list-style-type: none"> <li>• Councillors notified.</li> <li>• Electoral Services notified.</li> </ul>
<b>Co-option stage 1 (where no by-election is called)</b>	<ul style="list-style-type: none"> <li>• Advertise notice of vacancy to be filled by co-option with a 14-day deadline. The notices will be placed on all Town Council notice boards; the Town Council website and social media pages; issued as a press and media release.</li> <li>• Prepare application packs including a copy of the STC Privacy Notice.</li> <li>• Application packs made available on website or on request.</li> </ul>
<b>After closing date</b>	<ul style="list-style-type: none"> <li>• Town Clerk (or officer with delegated authority) checks applications for eligibility. Eligible candidates invited to co-option meeting.</li> <li>• All eligible applications are circulated to Councillors three days before the co-option meeting. These will only be sent to council email addresses marked to be treated as Strictly Private and Confidential.</li> <li>• Agenda issued for the meeting to include agenda item: To receive applications for the office of Town Councillor and to co-opt a candidate to fill the existing vacancy in ----- Ward.</li> </ul>
<b>Co-option meeting (note this must be a</b>	<ul style="list-style-type: none"> <li>• Where a candidate is a relative of an existing Councillor, that Councillor</li> </ul>

<p><b>Full Town Council meeting open to the public)</b></p>	<p>should declare a prejudicial interest and withdraw from the meeting.</p> <ul style="list-style-type: none"> <li>• Each candidate (in alphabetical order) will be given five minutes to speak - introducing themselves to the town council, giving information on their background and experience and explaining why they wish to become a member of the Town Council.</li> <li>• After the presentations Councillors may ask questions of the candidates before proceeding to the vote.</li> <li>• Each Councillor present has one vote per vacancy to be filled. The Chairman has the casting vote (Standing Order 3.19). For a candidate to be successful they will need to obtain an absolute majority of votes cast at the meeting. If there are more than two candidates and there is no candidate with an absolute majority in the first round of voting, the candidate with the least number of votes will drop out. Further rounds of voting will take place until a candidate has an absolute majority.</li> <li>• A successful candidate signs Acceptance of Office and immediately becomes a Councillor. They may then take their place at the table.</li> </ul>
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<b>After the meeting</b>	<ul style="list-style-type: none"> <li>• Town Clerk notifies Electoral Services of the new Councillor appointed.</li> <li>• Declaration of Interests paperwork to be completed within 28 days</li> <li>• Administration office to issue induction pack and undertake all necessary administration processes.</li> </ul>
<b>Where insufficient candidates come forward for co-option</b>	<ul style="list-style-type: none"> <li>• The vacancy will be re-advertised and the process continue until an appointment is made.</li> </ul>

## APPENDIX A

# Saltash Town Council

Konsel An Dre Essa

## NOTICE OF CASUAL VACANCY

### CO-OPTION FOR TOWN COUNCILLOR <insert> WARD

Any person who wishes to be considered for co-option should contact the Town Council at the address shown below.

If you are interested in the vacancy you are required to complete an application form.

You can obtain an application pack either on our website

<https://www.saltash.gov.uk/councillorvacancies.php>

or contact us via post or email:

The Town Clerk, Saltash Town Council

The Guildhall

12 Lower Fore Street

Saltash

PL12 6JX

Tel: 01752 844846

**OR**

Email: [humanresources@saltash.gov.uk](mailto:humanresources@saltash.gov.uk)

Please return your application to us via email or post.

**CLOSING DATE : <insert date> 5pm**

Prospective applicants should note that there are rules for eligibility which can be found in the application pack or can be obtained on request.

Canvassing of Council members will disqualify applicants from standing.

Date of Co-option Meeting: <insert date>

## APPENDIX B

## CO-OPTION CRITERIA

Name of Local Council: **SALTASH TOWN COUNCIL**

Description of Office: Saltash Town Councillor

COMPETENCY	ESSENTIAL	DESIRABLE
<b>Relevant knowledge, Education, Professional Qualifications &amp; Training</b>	<ul style="list-style-type: none"><li>• Sound knowledge and understanding of local affairs and the local community.</li></ul>	
<b>Experience, Skills, Knowledge and Ability</b>	<ul style="list-style-type: none"><li>• Solid interest in local matters.</li><li>• Ability and willingness to represent the Council and their community.</li><li>• Good interpersonal skills.</li><li>• Ability to communicate clearly both orally and in writing.</li><li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</li><li>• Good reading and analytic skills.</li><li>• Ability and willingness to work with the council's partners (e.g. voluntary groups, other parish</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations.</li><li>• Experience of working in another public body or not for profit organization.</li><li>• Experience of working with voluntary and or local community/interest groups.</li><li>• Basic knowledge of legal issues relating to town and parish councils or local authorities.</li></ul>

	<p>councils, unitary authority, charities).</p> <ul style="list-style-type: none"> <li>• Ability and willingness to undertake relevant training.</li> <li>• Ability to work under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering presentations.</li> <li>• Experience of working with the media.</li> <li>• Experience in financial control/budgeting.</li> <li>• Experience of staff management.</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends.</li> <li>• Flexible.</li> <li>• Enthusiastic.</li> </ul>	



## APPENDIX C

### CO-OPTION ELIGIBILITY FORM

Are you a British subject or citizen of the Commonwealth? **YES/NO**

On the relevant date (the day on which you are co-opted) are you 18 years of age or over? **YES/NO**

**Please tick all that apply:**

a. I am registered as a local government elector for the town of Saltash.	<input type="checkbox"/>
b. During the whole preceding 12 months (of the day on which you are co-opted) you have occupied as owner or tenant any land or other premises in Saltash.	<input type="checkbox"/>
c. My principal or only place of work during that 12 months has been in Saltash.	<input type="checkbox"/>
d. During the whole of the preceding 12 months I have resided in Saltash or within three miles of it.	<input type="checkbox"/>

**Under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a local councillor if specific criteria are not met:**

a. Are you employed by Saltash Town Council?	<b>YES/NO</b>
b. Are you the subject of a bankruptcy restrictions order or interim order?	<b>YES/NO</b>
c. Have you within the last five years been convicted of an offence in the UK, Channel Islands or Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	<b>YES/NO</b>

d. Are you disqualified by an order of court from being a member of a local authority?	<b>YES/NO</b>
--	---------------

## DECLARATION

I <insert full name> hereby confirm that I am eligible for the vacancy of Saltash Town Councillor and the information given on this form is a true and accurate record.

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

# Saltash Town Council

## Konsel An Dre Essa

Application Form: Town Councillor

Name:

Address:

Postcode:

Telephone number:

Email address:

---

**Please tell us why you would like to become a Town Councillor.  
(Maximum 300 words.)**

**DRAFT**

**Please detail any experience you feel is relevant (e.g. volunteering,  
community projects, community interest)**

**Please supply details of two referees:**

Reference 1	Reference 2
Name:	Name:
Connection:	Connection:
Telephone number:	Telephone number:
Email address:	Email address:

I confirm that I have the permission of those named as referees to share their details with Saltash Town Council for the purpose of this application. YES/NO

Name of Applicant:

Signature:

Date:

Deadline for receipt of applications: <insert date and time>

**The meeting to consider applications for co-option will be held on <insert date and time>.**

Please return your completed application form and confirmation of eligibility form to:

Saltash Town Council

The Guildhall

12 Lower Fore Street

Saltash

PL12 6JX

Email: [humanresources@saltash.gov.uk](mailto:humanresources@saltash.gov.uk)

Your Data:

Please refer to the privacy notice on the Town Council website to see how Saltash Town Council uses your data.

# Acquisition or Sale of Land and Property

RESPONSIBLE COMMITTEE: P&F

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

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Current Document Status			
Version	2024/25	Approved by	ATM
Date	02.05.2024		
Responsible Officer	AJT	Minute no.	64/24/25c(1)
Next review date	Annual or as required		

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05.2024	2024	AJT	ATM 02.05.2024	64/24/25c(1)	Readopted

Document Retention Period
Until superseded



## **Acquisition or Sale of Land and Property**

1. All land or property appropriated, transferred, gifted, purchased, disposed or sold by STC will be subject to the requirement of the Local Government Act 1972 (NALC Legal Topic Note LTN 45 attached).
2. STC will consider land and property acquisitions and requests for sale on a case by case basis subject to:
  - A risk assessment to include financial, operational and environmental issues.
  - A solicitor's search.
  - A current market valuation report.
3. Any funds received from the sale or acquisition of land will ordinarily be ring fenced for community projects in that estate or community area.

### **Appendix:**

LTN 45	Disposal and Appropriation of Land by Local Councils
LTN 45a	Disposal of Charity Land by Local Councils Acting as Sole or Managing Trustee

# SALTASH TOWN COUNCIL CIVIC HANDBOOK

RESPONSIBLE COMMITTEE: P&F

The Civic and Constitutional Role of the Mayor.

Current Document Status			
Version	2024/25	Approved by	ATM
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## **Introduction**

If you are reading this as the newly elected Mayor of Saltash – Congratulations on your election!

This handbook has been produced to assist both the incumbent Mayor and Councillors considering standing for office by providing information on the two distinct aspects to the role - the ceremonial duties and that of the Chairman of Saltash Town Council.

The handbook is divided into three sections:

The Mayoral Candidate – giving information that the potential candidate may wish to consider before standing for election to the office.

The Office of Mayor – the civic role explained.

The Chairman of the Council – the legal role and responsibilities.

## **The Mayoral Candidate**

If you are thinking about putting yourself forward as a candidate for the position of Mayor, you will need to consider how different the role of Mayor is to that of Councillor. It has different rules, working hours and restraints and can be physically and mentally demanding. This must be considered in advance of accepting the office particularly in respect of employment and family life. It is however reported to be an enjoyable and rewarding experience by those who have undertaken the role.

## **What should you consider?**

You need to remember that there are two different facets to the role of Mayor – the Civic role where you are the face of the Council in the community and that of the Chairman of the Town Council both of which can require a lot of your time.

Paul Millward, former Chairman of the National Association of Civic Officers and recently appointed President of the Association, gives a comprehensive list of considerations for Members considering standing for Mayor in 'Civic Ceremonial, A Handbook, History and Guide for Mayors, Councillors and Officers' (Millward, 2007). Copyright prevents duplication of the full text here but the book is available to read in the Guildhall on request and any Councillor considering standing for the office is encouraged to read chapter three.

The list of considerations is as follows:

- The effect of becoming Mayor on their family and friends.
- The effect on a career or job.
- The effect on a political career.
- The effect on personal and religious beliefs.
- The pomp, circumstance and protocol.
- The effect on non-Town Council interests.
- The effect on the Mayoral partner.
- The effect on a Mayor's relationships with other councillors.
- The effect on the Mayor's relationship with their constituents.

- The effect on the prospective Mayor themselves.

In addition, it is advised to speak to former Mayors about their experiences and the wider effect of the role on their lives although you should remember that everyone is different!

### **What skills do you need?**

A presentation made to the National Association of Civic Officers suggested the following key skills to be an effective Mayor:

- Leadership
- Chairing<sup>1</sup>
- Organisational skills
- Team working and relationship building
- Communication
- Knowledge

You may find this a daunting list or you might think ‘I’ve already got these skills’ but remember there are opportunities to undertake training.

The role of the Chairman will require you to become much more involved in the work of the Town Council than you might have previously been. The Town Clerk is the Proper Officer of the Town Council and will be able to talk to you about the role.

In addition, once you have made the decision to stand for election, you can prepare for the role as follows:

- Check and practice your skills
- Talk to your Officers
- Talk to the current and previous Mayors
- Read the handbook

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<sup>1</sup> You may find the Councillor workbook on Chairing Skills produced by the Local Government Association useful



- Check your wardrobe
- Attend events that the current Mayor is attending
- Start distancing yourself from controversial matters

### **The Election process**

The election of the Mayor and Deputy for the following year will take place in March (except in an election year) with a call for nominations and follows the procedure laid out in the Policy for the Election of the Mayor and Deputy. Please refer to the website for the most up to date version.

## **The Office of Mayor**

### **The History of the Mayor of Saltash**

Circa 1225 Reginald de Valletort, Lord of Trematon Castle and Trematon Manor, granted a Charter (not dated) to the burgesses of Essa, as Saltash borough was then called. He confirmed all the privileges which they had received from his ancestors. The charter contained a clause stating that the burgesses would be able to elect a reeve themselves. A reeve was a borough administrator.

Two centuries later the term “Mayor of Saltash” began to appear in some documents; gradually it became the standard title. It was made official in the charter granted to Saltash borough by Queen Elizabeth I in 1585.

The Town of Saltash is twinned with Plougastel in Brittany.

For more information on the history of the town please visit Saltash Heritage.

### **The Civic Head of the Town**

The Mayor is the First Citizen of the Town and will be in the public eye for the whole of their term. The central role is as representative for the Town Council, the community and local democracy.

The Office of Mayor can be used to:

- Promote the Council’s aims and objectives
- Promote the town and economic investment
- Champion causes raising their profile
- Raise awareness of local democracy
- Celebrate success
- Be the face of the Town in times of sadness
- Welcome visitors on behalf of the Town.

Note: A female Mayor is not a Mayoress which is a title that may apply to a Mayor’s nominated female partner.

## **The Deputy Mayor**

Duties and responsibilities:

1. The Deputy Mayor deputises for the Mayor when they are unable to fulfil the duties of the post, at the request of the Mayor.
2. Support the Mayor at annual civic events or other events hosted by the Town Council, at the request of the Mayor.
3. Carry out duties of the post fairly and without discrimination, and in accordance with the aims and objectives of the Town Council.

## **The Consort**

The role of the Consort, whilst not recognised by law, is accorded precedence alongside the Mayor. Whilst it is not obligatory to appoint a Consort they can provide assistance as follows:

- Personal support to the Mayor
- Accompany the Mayor on engagements
- Observance of civic protocol
- Support with Mayor's charities and events

The Consort will not normally attend engagements without the Mayor.

When carrying out their roles, the Mayor, Deputy Mayor and Consorts should at all times consider the public nature of their office. Behaviour and manner will need to be appropriate at all times and not bring the Town Council into disrepute. They should follow the advice and guidance issued by the Mayor's office at all times and should not:

- Attend any function or otherwise give support to any organisation or person whose objectives are contrary to law and/or Town Council policy;
- Solicit engagements or visits or otherwise procure favours by virtue of office.

### **A note on precedence**

The Town Council has a protocol in place for order of precedence at Civic Events<sup>2</sup> in the town. Where a member of the Royal Family visits the Lord Lieutenant will advise on the required protocols and precedence. Guidance can also be found in the NALC Legal Topic Note 10<sup>3</sup>.

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<sup>2</sup> Appendix 1

<sup>3</sup> Appendix 2

## Initial actions on election as Chairman of the Town Council (Mayor)

Appoint a Consort (if desired)	Chairman of the Town Council (Mayor) to appoint and advise the Mayor's Secretary.
Appoint a Chaplain (if desired)	The Chairman of the Town Council (Mayor) should personally approach the Chaplain and, once the position has been accepted, advise the Mayor's Secretary of the name and contact details for the Chaplain.
Appoint a Mayor's Cadet (if desired)	If you have a personal connection with a youth organisation, you may wish to select a Cadet. Alternatively, a request for nominations can be issued. This should be discussed with the Mayor's Secretary.
Choose a town based charity/organisation/group town to support during the year.	If you wish to support a local charity/organisation/group please make the details known to the Mayor's Secretary.
Make an appointment with the Mayor's Secretary	<p>This first appointment should be used to:</p> <ul style="list-style-type: none"><li>• Provide biographic notes for inclusion on the Mayor's page of the website.</li><li>• Notify any dates where you will be unavailable during your term of office.</li><li>• Advise of any special requirements that might need to be communicated to organizers of events (please note that any</li></ul>

	details provided will be protected by Data Protection/ UK GDPR.)
Purchase a supply of thank you cards!	A handwritten note from the Mayor after an event will be appreciated by organisations.

## **The role of the Mayor's Secretary**

The Mayor's Secretary is the Officer of the Town Council who will support the Mayor in their civic role. This forms only part of their role as a full time member of the administration team.

The Mayor's Secretary will:

- Receive invitations for the Mayor and reply after consultation with the Mayor
- Maintain the Civic Diary
- Maintain the Mayor's Page on the STC website
- Organise Civic and Community events (e.g. Civic Service, Remembrance Service) and attend as directed by the Assistant Town Clerk
- Produce the monthly Chairman's Report

## **Carrying out the role**

A word on home security – you will be out and about and away from home for much of the Mayoral year. Whilst engagements are not published in advance by the office you may wish to review your home security arrangements.

## **Engagements**

Every invitation for the Mayor to attend an event must be routed through the Mayor's Secretary. If the Mayor is contacted directly the correspondent should be asked to resubmit their invitation through the official channels. This allows the Mayor's Secretary to run an accurate diary and is also a requirement for insurance purposes. The Chain will only be covered at Town Council events or where the Mayor is representing the Town Council at an event. If the Council are not aware of the Mayor attending an event, this would be difficult to prove it is on Town Council business if the Town Council don't know about it and therefore the Chain would not be covered.

The Mayor will be expected to attend the majority of engagements with the Deputy only being involved where there is a double booking or during the Mayor's holiday, unforeseen illness etc.

Once an invitation has been accepted it should not be cancelled, except in an emergency, and it is not acceptable to 'change your mind' if a later invitation is

received that is more appealing. Events and engagements within the town will always take precedence over events outside the town boundary.

The Mayor should not attend commercial functions where their name may be used for advertising purposes except where it is of clear benefit to the town.

The Mayor should attend punctually (but not too early), being ready to take their place at the appointed time whilst allowing time for robing if necessary.

After an engagement the Mayor may wish to send a handwritten note of thanks to the hosts.

The Mayor's Secretary writes the Mayor's Monthly report to the Town Council which includes details of all engagements attended the previous month.

### **Speeches**

Please note that the Mayor is responsible for writing their own speeches.

### **Town Messenger**

The Mayor is responsible for writing a monthly column for the Town Messenger.<sup>4</sup>

### **Mayor's Charity**

If you choose to support a local charity during your year in office, it is your responsibility to lead in any fund raising initiative(s). The Mayor's Secretary is in place to support the smooth running of Civic Events but not charity events. When looking at these events the Mayor should give thought as to how they can be organised without assuming that Officers will be able to staff and organise them.

Where money is collected at a fund raising charity event run by the Mayor the following procedure should be followed:

Any money collected should be deposited in a sealed collection tin during the event and brought into the Guildhall for opening.

The Mayor's Secretary will open the collection tin and count the money with another member of staff present, recording on the appropriate forms to enable the Finance Officer to deposit the funds into the Mayor's Charity Bank Account.

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<sup>4</sup> Communications Policy



Once the total amount raised is confirmed the Mayor's Secretary will notify the Mayor who can publicise this if they wish.

### **Chains, Badges and Robes**

Chains and badges – safe custody guidelines:

The Town Council has agreed the following guidelines for the safekeeping of the Civic Regalia. You should read these carefully and adhere to them. Please contact the office if you have any queries.

Responsibilities:

1. The Town Council will:

- 1.1. Maintain insurance cover for all civic regalia under the Town Council insurance policy;
- 1.2. Be responsible for the maintenance of the regalia including any damage or wear and tear etc.

2. The Mayor and Deputy:

- 2.1. Ensure the specific conditions of the Town Council insurance are followed (you will be briefed by the Town Clerk following your election).
- 2.2. As far as is practical follow the other guidelines for the safe custody of the regalia.
- 2.3. Do not attempt to clean or repair any part of the Regalia. Report any damage immediately to the Town Clerk.
- 2.4. Take reasonable precautions to minimise loss and injury and consider every situation carefully.

For example:

If travelling to an event (especially if alone) is it safe to wear whilst driving or whilst walking to an event?

However, if parking at the event, it would be expected for the Mayor to be wearing the Chain on entry to the event, so wearing it travelling from the car to the event would be reasonable.

Store the Chain in the case provided when not being worn.

Follow guidance provided on the safe custody of all parts of the Regalia.

### Guidance on wearing the Civic Regalia

Note: Civic chains are not worn with military uniform but may be worn over academic dress or full canonicals by a member of the clergy.

A buttonhole (the exception being a poppy) is not normally worn with the Mayoral Chain.

The section on Election Purdah also applies to wearing of Civic Regalia.

Item	Guidance on wearing/use of item
<b>Mayoral Chain</b>	<p>When undertaking official duties as Mayor and/or private places/engagements: with suitable precautions adhered to including reserved parking space where possible and the agreement of the Town Clerk.</p> <p>In other parish/town: only with written permission of the Mayor's office of that parish/town.</p>
<b>Consort's Chain and Medallion</b>	<p>The Consort will only wear the chain and medallion when accompanying the Mayor wearing the chain. (Same guidance applies.)</p>
<b>Deputy Mayors Chain and Pendant</b>	<p>The Deputy Mayor does not wear the chain and pendant at Town Council meetings except in the absence of the Mayor when they will take the Chair.</p> <p>The Deputy Mayor may wear the chain and pendant in the presence of the Mayor when attending Civic, Ceremonial and official functions.</p>
<b>Deputy Consort's Pendant</b>	<p>May be worn when accompanying the Deputy Mayor.</p>

<b>Mayoral Robes</b>	<p>May be worn when attending a Civic Event.</p> <p>Comprises:</p> <p>Bicorn with gold flash (Tricorn for female Mayors)</p> <p>Red robe trimmed with fur</p> <p>White gloves</p> <p>Lace Jabot</p> <p>(plus, Chain of office)</p> <p>At the discretion of the Mayor the accompanying Town Sergeant, Mace Bearer and Town Clerk will also be in Civic dress.</p>
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When the Mayor is wearing full official Robes and Hat, the Hat should be removed when:

- Acknowledging Salutes;
- During the playing of the National Anthem;
- In the presence of a member of the Royal Family;
- During March Pasts, the Mayor should remove and replace the Hat:
  - As each section passes the salute;
  - When the Colours pass; and
  - On an Inspection when the Mayor passes the Colours.

### **Wearing the Chains**

You may need to secure the Chains to your clothing to correctly position them. You may for example wish to have some loops attached to a suit jacket but it is worth considering the delicacy of any fabric when selecting an outfit for an official engagement.

## **Budgets, Allowances and Hospitality**

The Chairman of the Town Council is paid an allowance (taxable) during the term of office to reflect expenses incurred (LGA 1972, s15 (5) and 34 (5)). The objective of the allowance (which is separate from the Councillors Allowance) is to allow any Councillor to be able to be Mayor regardless of personal financial circumstances and to allow each Mayor to fulfil the duties of the role with dignity.

The Finance Officer will advise on the allocation of the Mayor's allowance.

### **Who pays for what?**

The Chairman is given the allowance in the expectation that they will fund a number of things while other expenses are paid from the Civic Occasions budget. The LGA does not stipulate the type or category of expenditure. A breakdown is shown below and while not an exhaustive list, the examples should cover most expenditure items of the year. If you are in any doubt as to whether you are expected to pay for something, please ask.

<b>Category</b>	<b>Paid from the Chairman of the Town Councils Allowance</b>	<b>Paid from the Civic Ceremonial Events Budget</b>
<b>Flowers</b>	Personal bouquets; buttonholes; special arrangements	Remembrance Sunday costs including wreaths
<b>Food/Drink</b>	Private catering/working lunches including alcohol	Official lunch meetings Special meetings (e.g. the High Sherriff)
<b>Photos</b>	Photography for civic events; official photographs	
<b>Travel</b>	Mileage to and from events	
<b>Entry to events</b>	Tickets for events	
<b>Charity events</b>	Raffle prizes/tickets; charitable fundraising	
<b>Donations</b>	Donations to charities	

<b>Additional Mayor Making Expenditure</b>	All additional expenses must be paid from the Mayor's Allowance	Pennies and Fruit
<b>Administration expenses</b>	Telephone, stationery, printing and postage	

## **Hospitality**

The Mayor is entitled to two free uses of the Town Council premises for fundraising events.

Where the Mayor offers hospitality to organisations, groups or officers/representatives from other Councils that may not come from the Chairman's allowance, this should be checked with the Finance Officer first to ensure that there are sufficient funds in the appropriate budget.

## **Gifts**

Personal gifts received by the Mayor worth £50 or more are subject to the Code of Conduct. Gifts presented to the Mayor in their ceremonial capacity as the First Citizen of the town shall be accepted by the Mayor for the town/Council, may not be retained by the Mayor either during their term of office or after and shall be passed to the Town Clerk who shall manage such gifts on behalf of the Town Council. Where the gift is of nominal value and/or similar gifts are presented to and retained by other members of the Town Council and/or officers the Town Clerk may deem it appropriate for the Mayor to retain a gift. The Code of Conduct requires all Councillors, including the Chairman of the Town Council, to register any gifts or hospitality worth £50 or over that are received in connection with their official duties within 28 days of receipt. All gifts/hospitality declared will be recorded in the Declaration Book stating the date of receipt, details of gift, value of gift (or reasonable estimate) and what happened to the gift.

The acceptance of a gift or hospitality may become an interest declarable in law at a Town Council meeting if connected in any way with a matter under discussion. The Town Clerk should be consulted in any case of doubt or the Monitoring Officer for Cornwall Council.

## **The Civic Year**

There is a structure to the year with a number of regular Civic events that will appear in the Mayor's Diary as follows:

### **Mayor Making**

As soon as you are elected you will be asked if you wish to hold a Mayor Making Ceremony. This is entirely up to you but is an opportunity to continue the traditions associated with the event (also known as Mayor Choosing) with your friends, family and colleagues.

The Mayor's Secretary will assist with the arrangements although the booking of a photographer (if desired) and the catering (including drinks) are the responsibility of the Mayor to arrange and pay for. The venue is also the choice of the Mayor but if not held in the Guildhall the associated costs are the responsibility of the Mayor.

### **Civic Service**

This is normally held towards the end of the Civic Year (March/April). The Mayor also presents an award to a group that has entertained them during their year in office. More information can be found in the Civic Awards Policy.

The Mayor's Secretary will assist in the arrangements.

### **Remembrance Sunday – the closest Sunday to 11<sup>th</sup> November**

The Town Council holds an annual service and parade followed by wreath laying.

This is a Civic Event held with the Saltash Branch of the Royal British Legion.

### **Armistice Day – the 11<sup>th</sup> November**

A short service of commemoration is held in Fore Street organised and led by the Saltash Branch of the Royal British Legion at 11.00 a.m. and is a Civic Event.

### **Other Town events that may request a Civic presence/parade:**

- May Fair
- Saltash Regatta
- Christmas Event

These organisations need to invite the Mayor and formally request the event to be Civic through the Town Council well in advance.



## **Civic Funerals**

Any serving Councillor who dies during their term of office is entitled to a Civic Funeral but only at the express wish of the family.

Any former Mayor who dies is entitled to a Civic Funeral but only at the express wish of the family. There is a protocol in place and the Town Clerk will offer guidance.<sup>5</sup>

## **Death of Senior Member of the Royal Family (or other significant National Figure where public mourning is indicated)**

There is a protocol in place and the Town Clerk will offer guidance.

## **Honorary Positions**

The Mayor holds the following honorary positions:

- Royal Naval Association- Patron.
- Rotary Club of Saltash - Honorary member and welcome to attend meetings and give a talk.
- Saltash Sailing Club- Honorary member.

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<sup>5</sup> Appendix 3

## The Chairman of the Council

The Town Council cannot operate without a Chairman and the Local Government Act 1972 provides legislation to ensure:

- a. that there is always someone to preside over a meeting;
- b. the person presiding has a casting vote which must be used.

The Chairman should ensure they have a good understanding of the Town Council Standing Orders as they begin their term of office. It is also recommended that training on chairing skills is undertaken.



Make sure that you have all the dates for Council meetings that you will chair in your diary. If you are not able to attend give your Deputy sufficient notice for them to be fully briefed and able to chair the meeting effectively.

### Term of Office

The Chairman's term of office continues until the appointment of a successor, other than where the Chairman resigns or is disqualified.

### Legislation

At the Annual Meeting:

The first item of business is to elect a Chairman.<sup>6</sup>

The Chairman of the Town Council remains in office until his successor has been elected and should preside even if they have not been elected to the Town Council.<sup>7</sup>

The retiring Chairman will:

- Receive apologies and confirm the meeting is quorate
- Receive nominations and count votes for the election of the new Chairman
- If the retiring Chairman has been elected as a Councillor, they have an original vote but is under no duty to cast it.<sup>8</sup>

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<sup>6</sup> LGA 1972 ss.15(1) and (2)

<sup>7</sup> LGA 1972 ss.15(4)

<sup>8</sup> LGA 1972 Sch12 para 39(1)

- If the retiring Chairman has not been elected as a Councillor they do not have an original vote<sup>9</sup>
- In the event of a tie the retiring Chairman (regardless of whether they are an elected Councillor) must use their casting vote to break the deadlock.<sup>10</sup>

Note: there is no reason why a candidate shall not vote for themselves.

On election the Chairman will immediately sign the Declaration of Acceptance of Office<sup>11</sup> in front of the Town Clerk and then preside over the remaining business.

If the Declaration of Acceptance of Office is not signed at the due time or before the next meeting of the Town Council, the councillor will thereupon vacate the office and a casual vacancy will arise.

Note: The Vice-Chairman does not sign a Declaration of Acceptance of Office as Vice-Chairman but (simply) acceptance of office of councillor.

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<sup>9</sup> LGA 1972 ss.15(2)

<sup>10</sup> LGA 1972 s.15(3)

<sup>11</sup> LGA 1972 s.83(4)

## The Role of the Chairman at Meetings



Be prepared! It is the Chairman's responsibility to carry out their own research prior to attending meetings of the Town Council.

If present, the Chairman of the Town Council must preside at Town Council meetings.

If the Chairman is not present, the Vice-Chairman must (if present) preside.

In the event that neither the Chairman nor Vice-Chairman is present, the Town Council shall vote for a member to preside at that meeting.

The Chairman or member of the council presiding at a meeting, will sign the minutes of that meeting.

It is the Chairman's responsibility (McCourt; Millward, 2007):

1. To determine that the meeting is properly constituted and that a quorum is present;
2. To be informed as to the business and objects of the meeting;
3. To preserve order in the conduct of those present;
4. To confine discussion within the scope of the meeting and reasonable limits to time;
5. To decide whether proposed motions and amendments are in order;
6. To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
7. To decide points of order and other incidental questions which require decision at the time;
8. To ascertain the sense of the meeting by:
  - 8.1. Putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
  - 8.2. Declaring the result; and
  - 8.3. Causing a ballot to be taken if duly demanded;
9. To approve the draft of the minutes or other record of proceedings (with the consent of the meeting);
10. To adjourn the meeting when circumstances justify or require that course; and
11. To declare the meeting closed when its business has been completed.

CALC suggests some ground rules for running a successful meeting as Chairman:

- Stick to the agenda and keep to time;
- Work towards consensus;
- Everyone is encouraged, but no-one is forced, to participate. No-one dominates;
- Be courteous towards others, including members of the public, guest speakers and other council members;
- Try not to interrupt when someone else is speaking;
- Respect the ideas of others. Everyone has something of value to contribute.
- If you wish to challenge – challenge the idea not the person;
- Remain open-minded and non-judgmental.

### **Voting**

During the meeting, if a vote on a matter is tied, the Chairman, or other person presiding, has a second or casting vote. (See above.)

Whilst it is a convention in some councils that the Chairman will not vote when a matter is put before the meeting and will only use their casting vote, there is no rule of law on this and it is becoming a practice little followed. Some councils apply a convention that the Chairman will use his or her second or casting vote in a way to support the status quo and keep the question open for reconsideration at a later date, which is generally considered to be best practice. The choice remains with the individual Chairman.

## **Outside of the meeting**

Relevant policies available on the Town Council website:

- Scheme of Delegation
- Communications Policy and Strategy
- Protocol for Member Officer Relations

The Chairman has much more involvement in the Town Council during their term of office working closely with and supporting the Town Clerk and the Assistant Town Clerk. You should be prepared to receive more direct emails and phone calls.

The Town Clerk may approach the Chairman of the Town Council to informally discuss matters that arise or informally consult on decisions that is within the remit of the Town Clerk to make. The Chairman of the Town Council may also be asked for information about the town.

Correspondence to and from the Town Council is normally dealt with by the Town Clerk or their delegated officer.

## **The Monthly Meeting of the Town Council**

The agenda for the monthly meeting of the Town Council will be worked up with the Town Clerk/Assistant Town Clerk and you will be asked to approve the agenda before it is issued. There are legal requirements for issuing notice of meetings which the administration office work to and you may find it helpful to set time aside in your calendar to ensure you are able to respond in good time especially where you have questions. You should also give plenty of notice of any items you would like to add to the agenda.

Prior to the meeting there will be a briefing with the Town Clerk. You should be able to estimate the time needed per item from this meeting.

## **Extraordinary Meetings**

The Chairman of the Town Council has the power to call an Extraordinary Meeting at any time. The Town Clerk will advise you further on this power.

### **Authorisation for payments**

At any time, the Chairman of the Town Council may be contacted for authorisation under the Scheme of Delegation. Please ensure you are familiar with your role under this policy.

### **Press releases and communicating with the media**

The Town Clerk, or Assistant Town Clerk will clear all press releases, or comments to the media, with the Chairman of the Town Council or the Chairman of the relevant committee as appropriate.<sup>12</sup>

Where comments are requested from the media, the Chairman of the Town Council will normally be the authorised spokesperson.

Please refer to the Communications Policy and Strategy.

### **Official Signatory**

The Chairman of the Council will on occasion be required to be a signatory (in addition to the Town Clerk or in their absence the Assistant Town Clerk) to the Town Council's official seal on documents on behalf of the Town Council.

### **Resignations**

The Chairman of the Town Council is the person who receives the resignations of other councillors or the Town Clerk.

### **Neutrality**

The convention has been that during the Civic Year the Chairman of the Town Council reduces their political profile and displays even handedness, avoiding involvement in contentious issues.

The Chairman of the Town Council should not attend political events in their capacity as Mayor of Saltash and wearing the Chain.

### **Election purdah**

Special conditions apply to the issue of publicity in the period leading up to elections. During the six-week period leading up to an election, the Town Council must take special care not to issue any publicity that might conceivably be perceived as having the potential to influence the outcome of the poll.<sup>13</sup>

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<sup>12</sup> Communications Policy and Strategy

<sup>13</sup> Representation of the People Act 1983; Local Government Act 1986; Local Authority Publicity Code of Recommended Practice 2001

To ensure compliance with the various Acts and Publicity Code, the Town Council will avoid issuing any publicity in this period in the name of or associated directly with any Councillor, including the Chairman of the Town Council.

No Civic Events should be held during this period and the Chairman of the Town Council (or any previous Chairman of the Town Council) should not use any photographs of them wearing Mayoral Robes or any Civic Regalia in election publicity material.

**The end of your year in office**

- Write your final column for the Town Messenger.
- Write any letters of thanks.
- Ensure all items of Civic Regalia and keys are returned to the Guildhall and checked in with the Mayor's Secretary.

The final role will be to chair the first item at the Annual Meeting, the election of the new Chairman of the Town Council.

You will be presented with a Mayor's Badge engraved with your name and term of office by the new Chairman of the Town Council.



## **Appendix 1**

### **Protocol for precedence at Civic Events**

#### **Civic Event Order of Precedence Protocol**

#### **Town Sergeant to exercise control and form up parade.**

Town Sergeant and Mace Bearer

Mayor and Mayoress/Consort or Lord Lieutenant if present.

Town Clerk and Mayors Chaplain  
plus, Mayoress/Consort if Lord Lieutenant present.

Deputy Mayor and Deputy Mayoress/Consort.

Mayors Cadets

Councillors (In order of length of service/seniority).

Freeman of Town (In order of length of award)

Member of Parliament

Town Crier plus May Queen and Princesses.

Visiting dignitaries

Police /Fire Representatives

Others

## **ROYAL VISITS**

### **Introduction**

1. This Legal Topic Note explains the formalities and rules of precedence associated with a visit to a town; parish or community by a member of the Royal Family or the Lord Lieutenant.

### **Legislation**

2. By virtue of section 3(4) of the Local Government Act 1972 'The chairman of a district council shall have precedence in the district, but not so as prejudicially to affect Her Majesty's royal prerogative'.

### **Royal Prerogative**

3. Her Majesty the Queen has made known her wishes about precedence in connection with Royal visits by Her Majesty the Queen, and by those members of the Royal Family styled His or Her Highness and their spouses.
4. Except where a District matter is the purpose of a Royal visit to a county the order of presentation by the Lord-Lieutenant to the Royal visitor normally be:-
  - a. Lord-Lieutenant's spouse;
  - b. High Sheriff and spouse;
  - c. Chairman of County Council and spouse;
  - d. County Chief Executive and spouse;
  - e. Chairman of District Council and spouse;
  - f. District Chief Executive and spouse;
  - g. Member of Parliament and spouse;
  - h. Chief Constable and spouse; and

- i. The Principal Organiser of the event.
- 5. Thereafter other necessary presentations may be deputed to the Principal Organiser.
- 6. Where a District matter is the purpose of the Royal visit, the Chairman of the District Council (or Mayor of the Borough) will take precedence over the Chairman of the County Council (s. 3(4) of the Act of 1972). Where there is doubt whether the visit is for a District matter organisers are expected to consult the Lord-Lieutenant.

### **Town, Parish and Community Councils – Visits**

- 7. There is no provision in the formal order of precedence on Royal visits for the Town Mayor or Chairman of the Parish or Community Council. Where the visit has a particularly local character and is taking place in a Town, Parish or Community the Town Mayor or Chairman would normally be presented as a courtesy after the organiser of the event. In cases of difficulty, it should be possible for the Lord Lieutenant to resolve the problem. Advice in advance can also be sought from the Private Secretary to the Member of the Royal family.

### **Events Not Involving Royal Family**

- 8. The Lord-Lieutenant, if present, takes precedence as the representative of Her Majesty. The Mayor of the Borough or Chairman of the district council has precedence (next after the Lord-Lieutenant) in the borough or district over all other persons (s. 3(4) of the Act of 1972). This statutory right applies even at functions or meetings convened by a Town Mayor or Chairman of a Parish or Community Council. In his town or parish or community the Town Mayor or Chairman should have precedence after the Borough Mayor or District Chairman.
- 9. The question of precedence is a social, not an executive issue. Accordingly notwithstanding the rules of precedence, the person entitled to preside, or the person convening the meeting or event, whichever is appropriate, will preside. So at a Town Council dinner the Town Mayor presides even though the District Chairman is present.
- 10. The order of civic precedence after the local Mayor or Chairman is not pre-determined. So far as is necessary it should be arranged by the organiser of the event. Modelling the list so far as possible on that prescribed for Royal visits and differentiating between equals by reference to the date of first taking up the position currently held should normally provide a satisfactory answer. Where

there are clear local customs these should be followed. For social precedence there is a clear and long list mainly based on titles or honours to be found in standard books of etiquette.

## **Insignia**

11. Invitations to events should as a matter of courtesy indicate the style and dress and, in particular, invitations by Town Mayors or Chairmen to the heads of other local authorities should say whether civic insignia (such as a Mayoral chain) is to be worn. This is a matter for the convenor of the event. The organiser does not have to follow any direction or wish of the Mayor of the borough or Chairman of the district although normal civic courtesy would give weight to any request from him.

## **Titles**

12. A Town Mayor should be described as 'The Town Mayor of \_\_\_\_'. A chairman of a parish or community council should be entitled 'The Chairman of the Parish (or Community) Council of \_\_\_\_'. A member of a town parish or community council should, if any title is used, be entitled 'Councillor (Miss or Mrs) \_\_\_\_'.

## **Forms of Address**

13. In view of the need to distinguish between borough mayors and town mayors it is thought that the proper forms of address should be 'Mr (or Madam) Town Mayor', Mr (or Madam) Chairman, or 'Town Mayor'. Members of councils should be addressed as 'Councillor (Mrs or Miss) \_\_\_\_' where formality is required. A deputy should be addressed as 'Mr (or Madam) Deputy Town Mayor' not as 'Mr Deputy'.

## **Civic Services**

14. There are no generally followed forms of church service for use on civic occasions. It is normal practice for the service to be settled by arrangement between the clergyman and the local authority.
15. Further information can be found in "Civic Ceremonial: A Handbook, History and Guide for Mayors, Councillors and Officers" by Paul Millward.

**Other Legal Topic Notes (LTNs) relevant to this subject:**

LTN	Title	Relevance
12	Honorary Titles and Officers of Dignity	Sets out the powers of councils to grant honorary freedoms.

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## **Appendix 3**

### **Civic Funeral Protocol**

The procedure for a civic funeral will normally follow closely that governing the attendance of the Town Council at church services

The Town Council will normally attend a funeral formally only if the deceased was a past Chairman of the Town Council or serving member of the Town Council or Freeman and then only at the invitation of the deceased's family

For the funeral of a Chairman of the Town Council who died in office the senior member of the Town Council will follow the coffin bearing the Mayoral Regalia on a black cushion.

However, the overriding factor shall be that of the family's wishes and protocol will not dictate precedence or procedure in these circumstances.

If the Chairman of the Town Council is to attend and the chain is to be worn the church must be notified and the family of the deceased may then mention the attendance of the Mayor during the service if they so wish.

On all occasions of public mourning either for royalty or for any of the above the head of the maces should be draped in black or a black bow tied around the shaft.

The Town Council flag shall be flown at half-mast from the day of the death until sunset on the day of the funeral.

Procedure notes:

- Agree with family/funeral director what the Town Council input into the service should be.
- St Stephens Church and St Nicholas and St Faith have a special pew for the Mayor that dictates where the Civic Party sit together with dedicated mace stands however other churches will require the mace stands to be in place beforehand.
- The Chairman of the Town Council will advise past Chairmen of the Town Council, Freeman, MP and past MPs that a civic funeral will be taking places so that they can make a decision to be part of the Civic Party if they choose to.
- Town Sergeant and Mace Bearer to be notified (The black hoods for the maces are in the Guildhall safe).

# Election of Mayor and Deputy Mayor

RESPONSIBLE COMMITTEE: P&F

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

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# **Policy for the Election of Mayor and Deputy Mayor**

## **Background**

The 1972 Local Government Act s 15 (2) requires that the first item of business at the Annual Meeting of the Town Council is to elect a Chairman for the municipal year.

The current custom and practice at the Town Council is to pre-select the Chairman and Vice Chairman (the Mayor and Deputy Mayor) at the Full Council meeting held in February. The election and installation takes place at the Annual Meeting.

This policy sets out a revised process for the nomination of a Mayor Elect and Deputy Mayor Elect, and subsequent installation in both election and non-election years.

## **1. Nomination and Election of Mayor**

### **1.1. In a non-election year**

1.1.1. At the meeting of full council held in March the outgoing Mayor will call for written nominations for the office of Mayor.

1.1.2. Nomination will be by written submission, proposed and seconded by two members of the Town Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available, although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.

1.1.3. Completed nominations must be submitted to the Town Clerk within 7 days of the issue of the call for nominations.

1.1.4. A special meeting of the Town Council will be held within 28 days of the issue of the call for nomination where the only items of business are to elect the Mayor Elect and Deputy Mayor-Elect.

1.1.5. At least 48 hours prior to the special meeting of the Town Council the Town Clerk shall circulate the names of the nominated candidates to all councillors.

1.1.6. Prior to the vote for each election:

1.1.6.1. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.

1.1.6.2. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.

1.1.7. Where there is only one candidate for a post, a vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.

1.1.8. If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 1a(ii) above.

1.1.9. Where there is more than one candidate for the post, the election will be carried out by recorded vote.

1.1.10. Where there are more than two candidates, the successful candidate must achieve a clear majority\* (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot held. This process will continue until there is a clear majority.

1.1.11. The candidate achieving the clear majority will be nominated as Mayor at the Annual Meeting of the Council held in May.

1.1.12. A tie in votes may be settled by the casting vote of the Chairman of the meeting.

1.1.13. The election of the Mayor shall be the first item of business at the Annual Meeting of Saltash Town Council in May by a recorded vote.

The successful candidate will immediately sign a Declaration of Acceptance of Office and take the chair for the remainder of the meeting.

Advisory note:

All councillors present are permitted to vote for the election of Mayor or Deputy Mayor, including the Chairman of the meeting and those standing for office. It is advised that candidates exercise their right to vote once unless they have agreed not to do so in advance with the other candidates.

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**\* The definition of a majority vote is more than half of the votes cast.  
Abstentions are excluded in calculating a majority vote.**

**1.2. In an election year (where the Annual Meeting must be held within 14 days of the election)**

1.2.1. As soon as possible, and in any case by the end of the fourth day after the elections, the Town Clerk will issue a call for written nominations for the office of Mayor to all councillors to allow sufficient time for the Annual Meeting of the Town Council to be held within 14 days.

1.2.2. Nomination will be by written submission, proposed and seconded by two members of the Town Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available, although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.

1.2.3. Completed nominations must be submitted to the Town Clerk by the end of the sixth day after the election.

1.2.4. As soon as possible, and in any case at least 24 hours prior to the Annual Meeting of the Town Council the Town Clerk shall circulate the names of the nominated candidates to all councillors.

1.2.5. The Annual Meeting of the Town Council will be held no later than fourteen days after the election where the first item of business will be the election of the Mayor by a recorded vote.

1.2.6. Prior to the vote for each election:

1.2.6.1. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.

1.2.6.2. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.

1.2.7. Where there is only one candidate for a post, a recorded vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.

1.2.8. If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 1b(ii) above but still allowing for the Annual Meeting of the Town Council to be held within 14 days of the election.

1.2.9. Where there is more than one candidate for the post, the election will be carried out by recorded vote which will be by a show of hands.

1.2.10. Where there are more than two candidates, the successful candidate must achieve a clear majority (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot will be held. This process will continue until there is a clear majority.

1.2.11. A tie in votes will be settled by the casting vote of the Chairman of the meeting.

1.2.12. The successful candidate will immediately sign a Declaration of Acceptance of Office and take the chair for the remainder of the meeting.

Advisory notes:

1. If the retiring Chairman is present in the council chamber, then they must take the chair at the start of the Annual Meeting of the Town Council.  
If they have been elected as a councillor for the new Town Council, then in the election of the new Chairman:

- They have an original vote but are not under a duty to cast it
- If there is an equality of votes the Chairman has a casting vote which they must use to break the deadlock; and
- There is no legal requirement that a Chairman should use either their original or casting vote in any particular way. There is no legal prohibition against a Chairman using either their original or casting vote in their own favour.

If the retiring councillor has not been elected as a councillor for the new Town Council then they must preside the meeting until the election of the new Chairman is completed, and their successor appointed. The retiring Chairman's duties include noting the members present/absent, receiving nominations and counting votes in the election of the new Chairman but

- They do not have an original vote; and
  - If there is an equality of votes then they have a casting vote which they must use in order to break the deadlock.
2. If the retiring Chairman is not present the retiring Deputy Mayor will take the chair for the election of the Chairman. If neither is present those councillors in attendance will vote for the councillor to take the chair for the election of the Chairman.
  3. All councillors present are permitted to vote for the election of Mayor or Deputy Mayor, including the Chairman of the meeting (see advisory note 1 above) and those standing for office. It is advised that candidates exercise their right to vote for themselves unless they have agreed not to do so in advance with the other candidates.
  4. In an election year there will be a Ceremonial Installation of the Mayor at a date to be arranged following the Annual Meeting of the Town Council.

## **2. Nomination of Deputy Mayor**

- 2.1. The election of the Deputy Mayor will take place as the second item of business at the Annual Meeting of Saltash Town Council.
- 2.2. The process for the nomination of the Deputy Mayor will follow the same timetable and procedure as that for the Mayor.
- 2.3. All nominations must be received in accordance with this policy.

## **3. Nomination of Mayor During The Municipal Year**

- 3.1. Where a vacancy for the office of Mayor occurs during the municipal year, the process for the election of a new Mayor will be in accordance with 1b of this policy excepting that the timetable shall run from the date of the vacancy rather than of the election.
- 3.2. The Deputy Mayor will assume the responsibilities of the role of Mayor and chair the election of the Mayor which will take place as the first item of business at the next meeting of Saltash Town Council.

## **4. Nomination of Deputy Mayor During The Municipal Year**

- 4.1. Where a vacancy for the office of Deputy Mayor occurs during the municipal year, the process for the election of a new Deputy Mayor will be in accordance with 1b of this policy excepting that the timetable shall run from the date of the vacancy rather than of the election.



# Public Loudspeaker System

RESPONSIBLE COMMITTEE: P&F

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

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# **Public Loudspeaker System**

## **Background**

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

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

## **Restrictions**

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

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

Advertising of any entertainment, trade or business is not permitted at any time<sup>2</sup>.

## **Hire**

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

Hire is free of charge.

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

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

The decision of the Town Council is final.

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

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

## **Conditions of Hire**

### **Planning:**

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

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

### **Use of the equipment:**

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

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

### **During the event:**

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

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

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

### **After the event**

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

## **Complaints**

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

# SALTASH TOWN COUNCIL

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

## **Applicant Details**

Title:Click or tap here to enter text.

First Name:Click or tap here to enter text.

Last Name:Click or tap here to enter text.

Address:Click or tap here to enter text.

Postcode:Click or tap here to enter text.

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

Email:Click or tap here to enter text.

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

Yes: ☐

No: ☐

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

Title:Click or tap here to enter text.

First Name:Click or tap here to enter text.

Last Name:Click or tap here to enter text.

Address:Click or tap here to enter text.

Postcode:Click or tap here to enter text.

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

Email:Click or tap here to enter text.

## Event Information

Name of the Event:

Address of the Event:

Estimated number of participants:

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

Start Time: Click or tap here to enter text.

End Time: Click or tap here to enter text.

Hours of Loudspeaker Operation:

Please check the type of sound to be emitted:

Speech: ☐ Recorded Music: ☐ Live Music: ☐ Other: ☐

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

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

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

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

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

Click or tap here to enter text.

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

Click or tap here to enter text.

Will you require use of the wireless microphones:

Yes: ☐ No: ☐

Applicant's Statement of Agreement:

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Approved: <input type="checkbox"/>	Not approved: <input type="checkbox"/>
By: _____ Date: Click or tap to enter a date.	
(Administration Department Staff)	
Reason for Denial: _____	



## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Station Property Sub Committee held at Isambard House on Monday 16th September 2024 at 6.30 pm**

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

**ALSO PRESENT:** S Burrows (Town Clerk / RFO), W Peters (Finance Officer) and D Joyce (Administration Officer)

**APOLOGIES:** J Foster and D Yates.

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#### **33/24/25     HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **34/24/25     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.

#### **35/24/25     QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**36/24/25      TO RECEIVE AND APPROVE THE MINUTES OF THE STATION  
PROPERTY SUB COMMITTEE MEETING HELD ON 2 JULY 2024 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 Station Property Sub Committee held on 2 July 2024 were confirmed as a true and correct record.

**37/24/25      TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT  
AND CONSIDER ANY ACTIONS AND ASSOCIATED  
EXPENDITURE.**

It was **RESOLVED** to note.

**38/24/25      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE  
RECEIVED.**

Nothing to report.

**39/24/25      TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the recommendation from the Town Vision Sub Committee to review and develop their Strategic Priorities against their 'Actions' and to consider a number of recommendations.

The Town Clerk provided an overview of the overarching Strategic Priorities set by the Town Council as the corporate body.

The Town Clerk drew Members attention to the deliverables and actions presented for review at this evening's meeting.

Members reviewed the recommendation for amendments to the Station Property Sub Committee's deliverables and actions.

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to approve the amendments to the Station Property Sub Committee Business Plan Deliverables as follows and attached;

1. Amend under 'Climate Emergency' the 'Aim' – To continue to support the Climate Change and Environmental Working Group with free use of Isambard House - due to the Working Group no longer existing – To continue to support external groups with free use of Isambard House (in line with the Hire Policy) where their purpose is climate change and environmental matters.
2. To note the Station Property Sub Committee reviewed the Business Plan Deliverables and were content with the status of the current deliverables.

**40/24/25      TO RECEIVE A REPORT ON ISAMBARD HOUSE UTILITY COST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

Members acknowledged the report highlighting the increase in utility cost since the opening of Trackside Cafe and discussed the potential impact during the upcoming Winter season.

It was proposed by Councillor Bullock, seconded by Councillor Bickford and **RESOLVED** to note the report and request the Finance Officer continue to present utility reports at future meetings of the Station Property Sub Committee.

41/24/25

**TO RECEIVE A REPORT ON SOLAR PV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and reviewed the report contained within the circulated reports pack, highlighting associated cost if the Town Council wished to pursue installing Solar PV, inclusive of battery storage and EV Charging facilities.

Members discussed the benefits of installing Solar PV, noting that the use of renewable energy aligns well with the objectives and deliverables of the Town Council's Business Plan.

The Town Clerk shared advice received from the Town Council's insurers, who emphasised the importance of caution when procuring and installing Solar PV due to there being no regulations.

The Town Council's insurers requested consideration be given when sourcing panels and advised procurement from reputable manufacturers located in areas such as Germany or Norway. It was also advised that battery inverters would need to be isolated to avoid potential fire risks.

Members all agreed this project was in the early stages and required careful consideration but wished to confirm their in principle support.

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

1. To approve in principle Solar PV, Battery Storage and EV Charging system at Isambard House;
2. To delegate to the Service Delivery Manager to work up a specification and obtain three quotes reporting back at a future Station Property Sub Committee meeting.

**42/24/25      TO RECEIVE AN UPDATE ON ISAMBARD HOUSE FINAL ACCOUNT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk drew Members attention to the response received from Cormac contained within the circulated reports pack.

The Town Clerk referenced a report received from the Town Council's Building Surveyor in which they state, this section of flooring would have had another expansion joint across it where the crack has formed at the approximate mid-point between the expansion joints that are laid across the main hall floor. The crack line is also formed at a weaker part of the floor structure where the entrance door mat wells will cut into the screed finish.

Members discussed how to proceed with Cormac's final offer.

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** to note the report delegating to the Town Clerk to seek Barron Surveying's professional advice reporting back at a future Station property Sub Committee meeting.

**43/24/25      TO RECEIVE FLOORING QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reviewed detailed specifications for a specific brand of commercial flooring included in the circulated reports pack, and revisited the areas that would need coverage.

Members discussed the flooring specifications and the unresolved final account with Cormac, which is related to the cracks in the floor.

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

1. That the Service Delivery Manager obtains three quotes for Forbo Commercial Flooring R11 concrete colour, to include screed if required to all areas, and installation of product to the main space, waiting room and corridor leading to the extension, reporting back to a future Station Property Sub Committee meeting;
2. To note that flooring installation cannot take place until the final account with Cormac is finalised.

**44/24/25      TO RECEIVE AN UPDATE ON ISAMBARD HOUSE EXTENSION AND KITCHEN WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note the report and thank the Assistant Service Delivery Manager for installing the kitchen to a high standard.

**45/24/25      TO RECEIVE AN UPDATE ON RESURFACING THE CAR PARK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received an update on the car park resurfacing, confirming that a gully drain is not needed with details provided in the report of surface water runoff plans.

Members noted the work will begin in November and discussed the existing slate slabs in the car park.

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

1. To note the report;
2. To delegate to the Service Delivery Manger, to work with the Chairman to obtain a quote from a local reclamation company for the disposal of the slate;
3. That Members are to report ideas for usage of the slate directly to the Chairman;
4. That the Chairman of Station Property is to inform Members by email seeking approval prior to disposal of a Town Council asset, ratifying at the next Station Property Sub Committee meeting.

**46/24/25      TO RECEIVE AN UPDATE ON TRACKSIDE CAFE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members were pleased to learn the café is popular and considered the request to amend the operational hours as detailed in the circulated report.

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

1. To approve an amendment to the headline terms of Isambard House Café - Licence to Occupy, operational hours only, from 06:45 to 14:30 to 07:15 to 14:30;
2. To approve an additional amendment to trial operating on Saturdays from 07:15 to 14:30, to commence from Trackside Café earliest opportunity through the Winter period, reporting back at a future Station Property Sub Committee meeting.

**47/24/25      TO SET THE STATION PROPERTY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2025/26 RECOMMENDING TO SERVICES COMMITTEE.**

Members discussed the Fees and Charges for the year 2025/26.

It was proposed by Councillor B Samuels, seconded by Councillor Bickford and resolved to **RECOMMEND** to the Services Committee to be held on 10 October 2024 the Station Property Sub Committee Fees and Charges for the year 2025/26, as attached.

**48/24/25      TO SET THE STATION PROPERTY SUB COMMITTEE BUDGET FOR THE YEAR 2025/26 RECOMMENDING TO SERVICES COMMITTEE.**

The Finance Officer worked through the budget statement for the year 2025/26 contained within the circulated reports pack.

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and resolved to **RECOMMEND** to the Services Committee to be held on 10 October 2024 the Station Property Sub Committee budget statement for the year 2025/26 (as attached) including the following amendments:

Operational Income:

1. Budget Code 4304 Isambard House – Café Rental, budget zero income in line with the Agreement, to be reviewed during the fiscal year 2025/26.

Operating Expenditure:

2. To vire unspent funds from budget code 6802 Gas – Isambard House, to 6473 EMF Station Building (Purchase and Capital Works), subject to there being an unspent balance available at the end of year;
3. To vire unspent funds from budget code 6803 Electricity – Isambard House, to 6473 EMF Station Building (Purchase and Capital Works), subject to there being an unspent balance available at the end of the year;
4. To vire unspent funds from budget code 6818 Professional Costs – Isambard House, to 6473 EMF Station Building (Purchase and Capital Works), subject to there being an unspent balance available at the end of the year;
5. Budget code 6818 Professional Costs – Isambard House, be increased from £2,211 to £3,221 due to anticipated associated costs for the year 2025/26.

**49/24/25      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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



50/24/25 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

51/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

52/24/25 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Newly installed kitchen facilities;
2. Amended café opening hours, in partnership with Trackside Café.


**DATE OF NEXT MEETING**

Date Not Specified at Time Not Specified

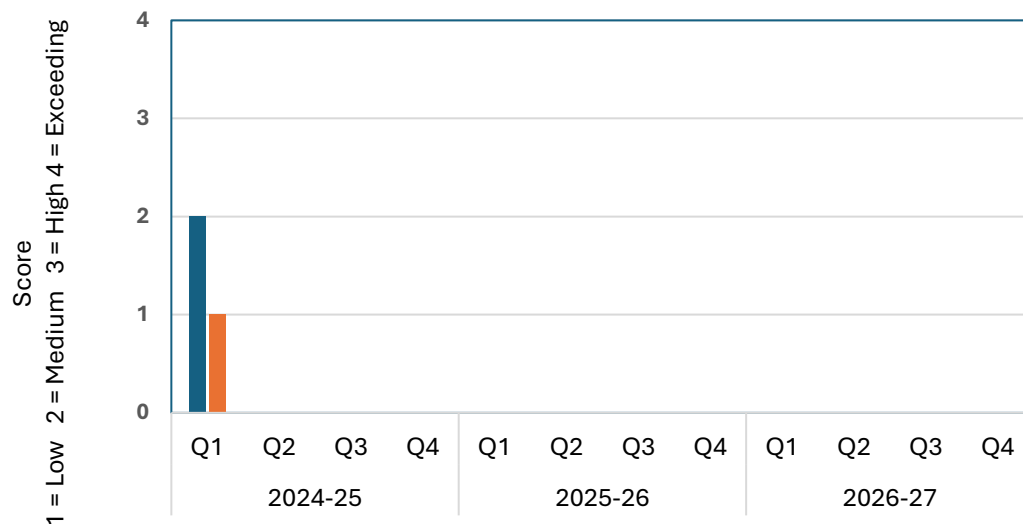
Rising at: 8.02 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Station Sub Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area	Enhance visitor experiences  Maintain, promote, support and secure a concessionaire for Isambard House Cafe and Waiting Room	Offer reduced rates to community organisations and tourism attractions  Organise events and activities at Isambard House such as live music, art exhibitions, and themed nights  Secure a cafe concessionaire to operate the Station Cafe and waiting room by offering reduced rent and utilities  Support and promote the Station Cafe to ensure the waiting room and accessible facilities remain open  Utilise social media platforms and the Town Council website to promote Isambard House facilities and refurbishment	2	2			
		Bring in additional investment by offering a focal meeting point at the Station and in close proximity to Fore Street	Improved marketing and promotion  Collaborate with local businesses and attractions	Utilise social media platforms and the Town Council website to promote Isambard House facilities and refurbishment  Support and promote vistor attractions such as the Heritage Centre and Trails, Mary Newmans Cottage and Elliot Store	1	1			


**Business Plan**  
**Strategic Priority 1 - Boosting Jobs and Economic Prosperity**  
**Aims of the Station Sub Committee**



- 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

Strategic Priority 2 - Health and Wellbeing		Aims of the Station Sub Committee
	To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.	The Station Property Sub Committee recognised strategic priority 2 - Health and Wellbeing did not fit within the remit (Terms of Reference) of the sub committee

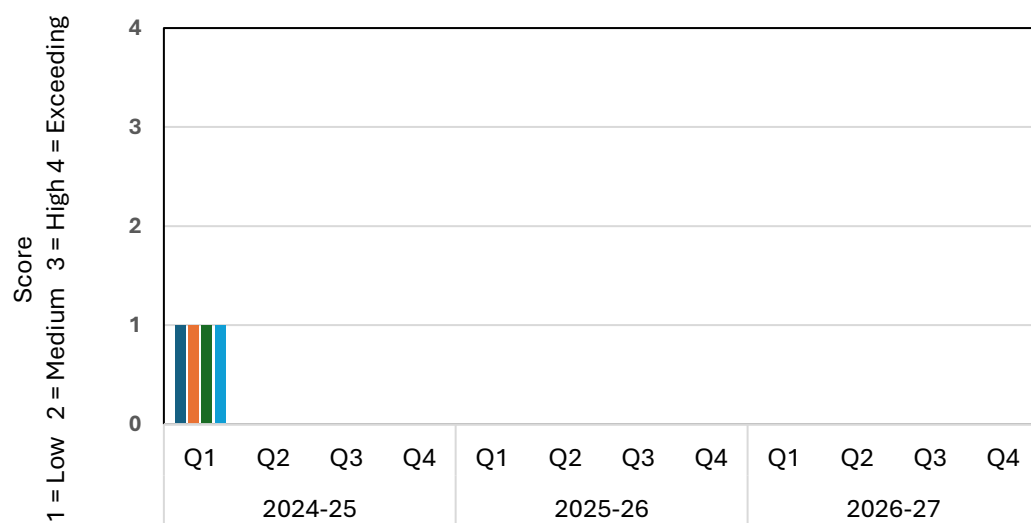
Strategic Priority 3 - Housing		Aims of the Station Sub Committee
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	The Station Sub Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the committee

Strategic Priority 4 - Travel and Transport		Aims of the Station Sub Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area	Enhance wayfinding Promote sustainable travel options Improved infrastructure to create a welcoming and vibrant Station building and surroundings Work with key stakeholders for future funding opportunities for future improvements	Install clear and directional signage to the Town Centre and local attractions inclusive of sustainable travel options Encourage the use of Beryl bikes, Saltash Red Bus and the Saltash ferry by promotion Secure a Service Level Agreement with GWR and work in partnership with local voluntary organisations, together both enhance the green areas ensuring the station is a welcoming, attractive and bright place to visit	1	1			
		Saltash Station is a key transport hub to the town	Improved train connectivity to neighbouring towns and cities Improved train accessibility at Saltash Station Ensure Saltash station provides sustainable travel options connecting users and visitors to the Town Centre and further afield Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Development Plan on guidance to sustainable transport Request install of Beryl bikes at the station building Request Saltash Red Bus stops at the station building to coincide with train arrival/departures Advocate for improved train timetable Increase train stops at Saltash Station Working in partnership with key stakeholders, such as, Local MP, Cornwall Councillors, Network Rail, GWR, to achieve actions	1	1			
		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	Install EV Charging Points in the Station Car Park Beryl bikes to be available for use at the station building	Investigate and implement where possible EV charging points at Saltash station Improved car park facilities Work in partnership to install Beryl bikes for community and visitor use Research solar car ports and roof for Isambard House car park	1	1			
		Continue to support and promote the towns 450 local bus service providing better connectivity	Work in partnership with Saltash Red Bus Secure an additional stop / improved route to Saltash station building	Promote the 450 services via the Town Council website, social media platforms and press releases Offer a stall at the Library Hub and Meet your Cllr Sessions to promote the bus service	1	1			

## Business Plan

### Strategic Priority 4 - Travel and Transport

#### Aims of the Station Sub Committee




■ 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

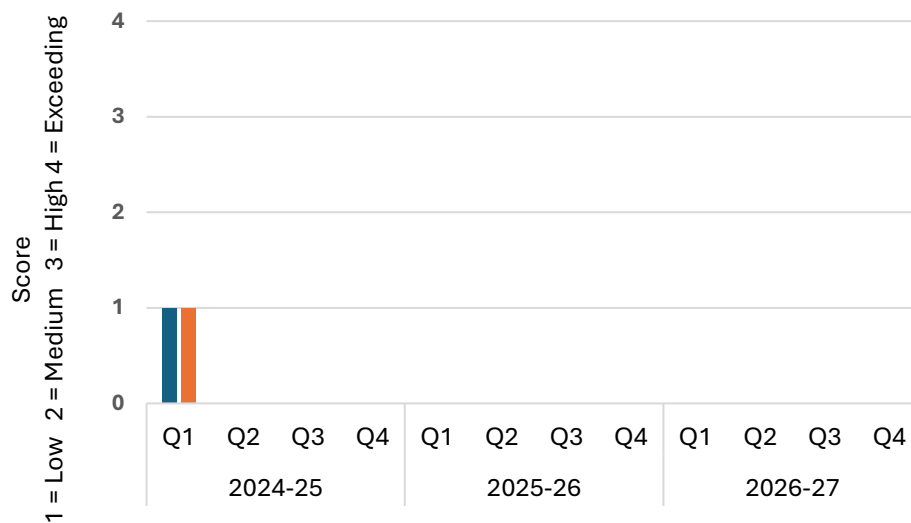
■ Embark on a community project for the installation of further connectivity by installing EV Charging Points, Beryl Bikes and Solar Car Ports and Roof within the Station car park

■ Continue to support and promote the towns 450 local bus service providing better connectivity

Strategic Priority 5 - Climate Emergency		Aims of the Station Sub Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To continue to support external groups with free use of Isambard House (in line with the Hire Policy) where their purpose is climate change and environmental matters	Hold successful community climate change events throughout the year  Support the free use of Isambard House for Climate Change initiatives, workshops and community information		1	1			
		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	Invest and install Solar PV  Invest and install solar water systems  Reduction in energy bills and Co2 emissions  Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Development Plan for guidance on efficient buildings and low-carbon heating  Assess the needs and goals the Town Council wish to achieve with installing solar PV and water systems  Research the types of solar PV and water systems that may be suitable to the needs and goals  Assess site suitability  Monitor and assess energy bills and Co2 emissions	1	1			

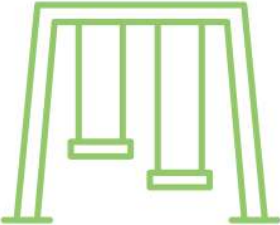


**Business Plan**  
**Strategic Priority 5 - Climate Emergency**  
**Aims of the Station Sub Committee**

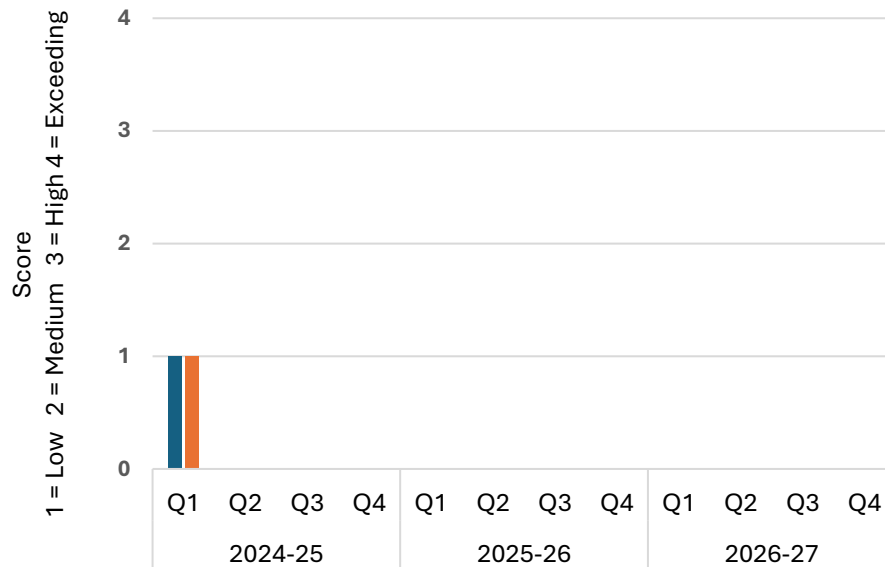


■ To continue to support the Climate Change and Environmental Working Group with free use of Isambard House

■ 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

Strategic Priority 6 - Recreation and Leisure		Aims of the Station Sub Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to provide, improve, and support in Saltash, play parks, open green speaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.	Increase cultural activity by providing a restored historical building (Isambard House) to hold events offering low rates to hire the building	Increased cultural activities at Isambard House  Increased event hire  Improved promotion of the historical nature and restoration of Isambard House	Effective promotion and advertising of the station building and its restoration  Host community events which are free or low-cost that offer an invitation to local residents to explore and enjoy the building  Maintain an engaging website and social media profile with regular updates, photos, and event announcements	1	1			
		Create an annual events calendar to b	A fully operational and cohesive events calendar  Improved promotions and outreach and communications	Maintain an engaging website and social media profile with regular updates, photos, and event announcements  Plan a mix of events incorporating historical holidays, community festivals and art exhibitions	1	1			

**Business Plan**  
**Strategic Priority 6 - Recreation and Leisure**  
**Aims of the Station Sub Committee**



- 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

Saltash Town Council  
Fees and Charges

Description	2024/25 Charge	2025/26 Proposed Charge
<b>Room Hire (VATable)</b>	<b>Including VAT</b>	<b>Including VAT</b>
<b>Isambard House (Station)</b> (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
<b>Room Hire Art Exhibitions (VATable)</b>		
<b>Isambard House (Station)</b> <u>Based on 6 hour day</u>		
<b>Saltash Based Exhibitors</b> Weekdays - per day + 10% commission of sales Weekends - per day + 10% commission of sales	£36.00 £60.00	£36.00 £60.00
<b>Non Saltash Based Exhibitors</b> Weekdays - per day + 10% commission of sales Weekends - per day + 10% commission of sales	£48.00 £72.00	£48.00 £72.00
<b>Room Hire Extras (VATable)</b>		
Tea/coffee per cup with biscuits (Community) Tea/coffee per cup with biscuits (Commercial)	£1.00 £1.00	£1.00 £1.00

**Services Committee - Isambard House (Station Building) Budget 2024-25**

Saltash Town Council

For the year ended 31 March 2025

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
<b>Isambard House Operating Income</b>										
4301 SA Isambard House - Bookings	5,120	8,000	3,482	4,518	6,500	Based on YTD income	6,695	6,896	7,103	7,317
4302 SA Isambard - Refreshment Income	81	75	40	35	120	Based on YTD income	124	128	132	136
4304 SA Isambard House - Cafe Rental	0	0	0	0	0	To be reviewed in future	0	0	0	0
<b>Total Isambard House Operating Income</b>	<b>5,201</b>	<b>8,075</b>	<b>3,522</b>	<b>4,553</b>	<b>6,620</b>		<b>6,819</b>	<b>7,024</b>	<b>7,235</b>	<b>7,453</b>
<b>Isambard House Operating Expenditure</b>										
6800 SA Rates - Isambard House	3,720	4,431	3,842	589	3,958	Actual + CPI 3%	4,077	4,200	4,326	4,456
6801 SA Water Rates - Isambard House	300	693	(886)	1,579	714	Current Budget + CPI 3%	736	759	782	806
6802 SA Gas - Isambard House	481	6,519	87	6,432	3,000	Estimate £3,000. This is 6 times previous year taking into consideration increased usage for café (recommend unused balance 24/25 vire to 6473 SA EMF Station Building (Purchase & Capital Works))	3,090	3,183	3,279	3,378
6803 SA Electricity - Isambard House	2,498	9,679	1,076	8,604	7,494	Estimate £7,494. This is 3 times previous year taking into consideration increased usage for café (recommend unused balance 24/25 vire to 6473 SA EMF Station Building (Purchase & Capital Works))	7,719	7,951	8,190	8,436
6804 SA Fire & Security Alarm - Isambard House	382	1,073	473	600	967	Based on Actual 24/25 maintenance £467 + £500 for unforeseen maintenance	997	1,027	1,058	1,090
6808 SA Cleaning Materials & Equipment - Isambard House	611	1,817	469	1,348	1,350	Based on 3 year average (reduction of 24/25 by £467)	1,391	1,433	1,476	1,521
6810 SA General Repairs & Maintenance - Isambard House	1,217	2,000	810	1,190	2,560	Current Budget + CPI 3% + additional Planting est. £500	2,637	2,717	2,799	2,883
6813 SA Refreshments Costs - Isambard House	0	226	9	217	500	Current Budget + CPI 3%	515	531	547	564
6814 SA Equipment - Isambard House	947	1,062	417	645	1,094	Current Budget + CPI 3%	1,127	1,161	1,196	1,232
6818 SA Professional Costs - Isambard House	668	2,146	105	2,041	3,211	Current Budget + CPI 3% + additional £1k (recommend unused balance 24/25 vire to 6473 SA EMF Station Building (Purchase & Capital Works))	3,308	3,408	3,511	3,617
6821 SA IT & Office Costs - Isambard House	70	1,073	0	1,073	500	Reduce 25/26 to £500 (Saving £573 24/25)	515	531	547	564
6822 SA Activities & Events	1,479	1,073	976	97	1,106	Current Budget + CPI 3% (This is usually offset against income in 4301 Bookings)	1,140	1,175	1,211	1,248
<b>Total Isambard House Operating Expenditure</b>	<b>12,373</b>	<b>31,792</b>	<b>7,378</b>	<b>24,415</b>	<b>26,454</b>		<b>27,252</b>	<b>28,076</b>	<b>28,922</b>	<b>29,795</b>
<b>Total Isambard House Operating Surplus/ (Deficit)</b>	<b>(7,172)</b>	<b>(23,717)</b>	<b>(3,856)</b>	<b>(19,861)</b>	<b>(19,834)</b>		<b>(27,252)</b>	<b>(28,076)</b>	<b>(28,922)</b>	<b>(29,795)</b>
<b>Isambard House EMF Expenditure</b>										
6473 SA EMF Station Building (Purchase & Capital Works)	0	57,745	5,806	51,939	0	Agreed no additional budget required Committed cost for car park £21,000. Solar Panels estimate to be followed up	0	0	0	0
6870 SA EMF Isambard House Retention Fund	0	18,492	0	18,492		Agreed no additional budget required (Final account £17,250)	0	0	0	0
6871 SA EMF Tresorsy Kernow Funding	2,458	469	0	469		This is planned to be used for Beating of the Bounds costs in September 24	0	0	0	0
6872 SA EMF Entertainment Licenses	0	2,132	0	2,132		Agreed no additional budget required	0	0	0	0
<b>Total Isambard House EMF Expenditure</b>	<b>2,458</b>	<b>78,838</b>	<b>5,806</b>	<b>73,032</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Isambard House Expenditure (Operational &amp; EMF)</b>	<b>14,831</b>	<b>110,630</b>	<b>13,183</b>	<b>97,447</b>	<b>26,454</b>		<b>27,252</b>	<b>28,076</b>	<b>28,922</b>	<b>29,795</b>
<b>Total Isambard House Budget Surplus/ (Deficit)</b>	<b>(9,630)</b>	<b>(102,555)</b>	<b>(9,661)</b>	<b>(92,894)</b>	<b>(19,834)</b>		<b>(27,252)</b>	<b>(28,076)</b>	<b>(28,922)</b>	<b>(29,795)</b>

Estimated CPI 3% for Qtr 4 2024/25\*  
 \* Bank of England Monetary Policy Report August 24

Precept 2024/25 (23,717)  
 Precept 2025/26 (19,834)  
 Increase / (Decrease) (3,883)  
 Difference as % -3.7%

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Thursday 26th September 2024 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, R Bullock, J Dent (Chairman), S Miller (Vice-Chairman), J Peggs and B Stoyel.

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

**APOLOGIES:** J Brady.

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#### **16/24/25     TO ELECT A CHAIRMAN.**

It was proposed by Councillor Dent, seconded by Councillor Bickford to nominate Councillor Dent.

No further nominations were received.

Following a vote it was **RESOLVED** to appoint Councillor Dent as Chairman.

Councillor Dent in the Chair.

#### **17/24/25     TO ELECT A VICE CHAIRMAN.**

It was proposed by Councillor Peggs, seconded by Councillor Dent to nominate Councillor Miller.

No further nominations were received.

Following a vote it was **RESOLVED** to appoint Councillor Miller as Vice Chairman.

#### **18/24/25     HEALTH AND SAFETY ANNOUNCEMENTS.**

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

19/24/25

**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>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary / Non-Pecuniary</b>	<b>Reason</b>	<b>Left meeting</b>
Bullock	11	Non-pecuniary	Member of the Heritage Committee	Yes
Dent	11	Non-Pecuniary	Member of the Heritage Committee	Yes
Stoyel	11	Non-Pecuniary	Chairman of the Heritage Committee	No

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

A dispensation had been received prior to the start of the meeting from Councillor Stoyel.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to approve a dispensation for Councillor Stoyel to participate in any discussion and vote, on any business relating to Agenda Item 11 for this meeting only, as without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of business.

20/24/25

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

None received.

**21/24/25      TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 15TH APRIL 2024 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 Stoyel and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on 15 April 2024 were confirmed as a true and correct record.

**22/24/25      TO RECEIVE A RECOMMENDATION FROM TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the request from the Town Vision Sub Committee to consider the six Town Council Strategic Priorities under the Property Maintenance Sub Committee's Terms of Reference.

Draft proposals had been worked up and included in the reports pack for Members input and consideration.

Members discussed the proposals and their relevance to the work of the Sub Committee.

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

1. To note the Town Vision Sub Committee recommendation;
2. To approve the business plan deliverables for the Property Maintenance Sub Committee, as attached;
3. To note the Property Maintenance Sub Committee scoring for the first quarter was missed due to the late arrival of their deliverables.

**23/24/25      TO RECEIVE AND REVIEW THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN TOGETHER WITH THE SERVICES COMMITTEE BUDGET STATEMENTS.**

The Town Clerk / Responsible Finance Officer gave a brief overview of the Town Council Five-Year Repair and Maintenance Plan together with the Services Committee budget statements.

It was **RESOLVED** to note.



**TO RECEIVE A REPORT ON THE GUILDHALL EXTERNAL REPAIRS AND REDECORATION WORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reviewed the report included in the circulated reports pack and discussed whether an annual surface washdown and algaecide application were necessary now, given that many paint products contain a certain amount of algaecide and the Guildhall's exterior was recently redecorated.

Members discussed other Town Council properties and the need for review to ensure all properties are preserved and maintained.

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

1. To proceed with the internal works (hallway and internal windows) by the appointment of Jones Building Group at a cost of £3,486.40+vat allocated to budget code 6740 GH Maintenance;
2. To appoint Barron Surveying to project manage the internal redecoration works at a cost of 12% of the project value allocated to budget code 6418 Professional Fees;
3. To proceed with an annual external washdown of surfaces and application of algaecide to the Guildhall by the appointment of Jones Building Group at a cost of £495+vat allocated to budget code 6460 GH Maintenance, subject to the products meeting the Town Council environmental policy and business plan and Barron Surveying confirming it is beneficial within the first year of redecoration works;
4. To consider budgeting for annual external washdown for all Town Council properties at the Property Maintenance Sub Committee five-year plan setting meeting to be held on 28 October 2024.

Councillors Bullock and Dent declared an interest in the following agenda item and left the meeting.

**25/24/25      TO RECEIVE A REPORT ON SALTASH HERITAGE EXTERNAL WINDOWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the report included in the reports pack and the recommendation from the Town Council's building surveyor to undertake a scope of works.

Following the scheduled installation of a new mural to the front elevation of the Heritage Building, further repair works had been identified. Members agreed a full scope of works would be appropriate to undertake to the front elevation of the building.

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

1. To appoint Barron Surveying to prepare a scope of works for external repair and painting of the front elevation of the Heritage Building;
2. To **RECOMMEND** to the Policy and Finance Committee the cost of £650+vat be allocated to budget code 6224 Professional Fees.

**26/24/25      TO RECEIVE A REPORT ON SALTASH WATERSIDE PUBLIC CONVENIENCES AND SHEDS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the report received and contained within the circulated reports pack on the progress made with Network Rail regarding a lease for the Waterside toilets and sheds.

Members were pleased with the engagement with Network Rail and their willingness to proceed with a 99-year lease.

Members discussed various possibilities for the area and the need for a project proposal to be drafted.

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

1. To **RECOMMEND** to the Services Committee to be held on 10 October to provide delegated authority to the Town Clerk to further engage with Network Rail to start the 99-year lease proceedings for the Waterside toilets and sheds;

Subject to the Services Committee approval:

2. To provide delegated authority to the Development and Engagement Manager to prepare a project report including any funding opportunities for the development of the Waterside toilets and sheds reporting back to 28 October 2024 Property Maintenance meeting;
3. To revisit the project at the 28 October 2024 Property Maintenance five-year plan setting meeting.

**27/24/25      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**28/24/25      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**29/24/25      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

30/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES  
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE  
OF THE MEETING.

None.

**DATE OF NEXT MEETING**

Monday 28 October 2024 at 6.30 pm

Rising at: 7.18 am

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

## DISPENSATION REQUEST FORM

Please give full details of the following in support of your application for a dispensation. If you need any help completing this form please contact the parish clerk.

Your name	BRIAN A E. STOYER
The business for which you require a dispensation (refer to agenda item number if appropriate)	SALTASH HERITAGE
Details of your interest in that business	CHAIRMAN
Date of meeting or time period (up to 4 years) for which dispensation is sought	from 26 Sept 2024
Dispensation requested to participate, or participate further, in any discussion of that business by that body	Yes / No
Dispensation requested to participate in any vote, or further vote, taken on that business by that body	Yes / No
<b>REASON(S) FOR DISPENSATION</b>	
33 a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business	✓
33b) without the dispensation the representation of different political groups would be affected so as to alter the likely outcome of any vote	X
33c) the dispensation is in the interests of persons living in the authority's area	X
33e) that it is otherwise appropriate to grant a dispensation	X
Reason :	

Signed: B Stoyer

Dated: 26 Sept 2024


## DECISION :


Dispensation Given : YES / NO


LENGTH OF DISPENSATION : THIS MEETING ONLY

Date: 26/9/24 Minute Number: 19/24/25

Signed : Joyce PP Clerk to the Council

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Property Maintenance Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25				2025-26				2026-27			
						Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	Continue to manage the repair and maintenance programs for Town Council properties, assessing the need for further investments and improvements as necessary or when required.															
		Support the promotion of Saltash as a vibrant and welcoming visitor destination by reviewing public amenities and identifying opportunities for investment and enhancement.															

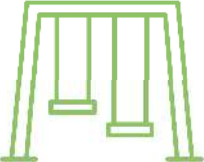
Strategic Priority 2 - Health and Wellbeing		Aims of the Property Maintenance Committee
	To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.	The Property Maintenance Sub Committee recognised strategic priority 2 - Health and Wellbeing did not fit within the remit (Terms of Reference) of the sub committee

Strategic Priority 3 - Housing		Aims of the Property Maintenance Committee
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	The Property Maintenance Sub Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the sub committee



[illegible]

[illegible]

Strategic Priority 6 - Recreation and Leisure		Aims of the Property Maintenance Committee
	<p>To continue to provide, improve, and support in Saltash, play parks, open green speaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.</p>	<p>The Property Maintenance Sub Committee recognised strategic priority 6 - Recreation and Leisure did not fit within the remit (Terms of Reference) of the sub committee</p>

## Chairman's report

October 2024

### Mayoral Engagements

Date	Location	Information
Saturday 31 <sup>st</sup> August	St Anne's	100 <sup>th</sup> birthday part of resident
Monday 2 <sup>nd</sup> September	Saltash Wesley Church	South East Cornwall Methodist Circuit Launch event
Saturday 7 <sup>th</sup> September	Saltash Wesley Church	Saltash Foodbank annual coffee morning
Saturday 7 <sup>th</sup> September	The Core, Saltash	Community Shed opening event
Saturday 7 <sup>th</sup> September	Saltash Social Club	Saltash Town Band fundraising concert
Tuesday 10 <sup>th</sup> September	Saltash Library Hub	Music Man 80 <sup>th</sup> birthday event
Saturday 14 <sup>th</sup> September	Saltash Waterside	Saltash Pride
Wednesday 25 <sup>th</sup> September	Isambard House	Community Enterprises PL12 AGM
Saturday 28 <sup>th</sup> September	Saltash	Beating the Bounds event

### Chairman's attendance at meetings

Date	Location	Information
2 <sup>nd</sup> September	Guildhall	Christmas light switch on planning meeting

### Deputy Mayoral Engagements

Date	Location	Information
Saturday 28 <sup>th</sup> September	Saltash	Beating the Bounds event

### Deputy Chairman's attendance at meetings

Date	Location	Information
2 <sup>nd</sup> September	Guildhall	Christmas light switch on planning meeting

**End of Report**  
**Mayors Secretary**

<b>Saltash Town</b>	<b>Sep-24</b>	<b>Sep-23</b>	<b>% Change</b>
Bicycle Theft	1	0	-
Burglary - Business and Community	0	1	-100.0%
Burglary - Residential	3	1	200.0%
Criminal Damage	8	10	-20.0%
Miscellaneous Crimes Against Society	1	2	-50.0%
Other Sexual Offences	0	3	-100.0%
Other Theft	9	5	80.0%
Possession of Drugs	1	2	-50.0%
Possession of Weapons	1	0	-
Public Order Offences	9	5	80.0%
Rape	7	2	250.0%
Shoplifting	1	2	-50.0%
Stalking and Harassment	13	8	62.5%
Theft from the Person	1	1	0.0%
Vehicle Offences	0	2	-100.0%
Violence with Injury	9	10	-10.0%
Violence without Injury	20	12	66.7%
<b><u>Total</u></b>	<b><u>84</u></b>	<b><u>66</u></b>	<b><u>27.3%</u></b>

## SOUTH EAST CORNWALL CAP – 3 SEPTEMBER 2024 DEVON & CORNWALL POLICE UPDATE

### Forcewide Priorities

Immediate Response times – 47% (we continue to make small but positive improvements up from 38%)

Domestic abuse arrest rates – 45% (10% increase since last meeting)

Supervisor Workload reviews on investigations - 98% (Best in Cornwall)

### Op Marnow Summer Policing

We secured an extra £3,500 in Summer Police Patrol funding which has been spent providing high-vis and proactive patrols:

- Millbrook
- Tunes in the Park / St Germans
- Looe – seafront / town
- Looe Music festival (Sept)
- Saltash

### Saltash Beat Manager

We now have a second Neighbourhood Beat Manager in Post PC Pip Davey who started last month and is excited to meet with local residents and partners.

### Tri-Service Safety Officers

Insp Topham to provide detailed update.

### Liskeard Front Office

A contractor has been chosen and work will start in the next 2-4 weeks on opening Liskeard Front Office which is set to open over the next two months.

### Liskeard Sector Crime Investigation focus

Through a refreshed focus on Supervisor workload reviews and ensuring our Patrol and Neighbourhood officer have the space to investigate crimes on their workload we have made some great progress and crimes currently under investigation within the sector has reduced by 87 crimes since the last meeting. This ensure victims receive a prompt resolution and we focus where there is the most risk.

### Highway Demand and High Harm Routes

Work continues with the Road Policing Team, Casualty Reduction Officer and Police and Crime Commissioners Office assess the demand from our road network and to put a plan in place for harm and demand reduction.

If any members have something to raise direct please email me direct and I will respond upon my return from leave.

Inspector Martin Whitehouse  
East Cornwall Sector Inspector

## **Tamar to Moor & South East Cornwall Joint Health & Wellbeing**

### **Working Group Update – September 2024**

Oral Health remains the focus of the working group and, in particular, how the CAPs can support oral health promotion in early years and primary school provision, with an additional focus on addressing health inequalities by working with foodbanks and community hubs. In our discussions, we have worked closely with Gareth Walsh, Public Health Practitioner in Cornwall Council, and Danielle Kirby of the ICA.

Currently, there are two oral health programmes being delivered in primary schools:

1. Smarter Smiles is in 45 schools in Cornwall (15 schools in each of the three Integrated Care Areas), with the selection based upon Indices of Multiple Deprivation (IMD) of 1-3
2. Big Brush / Open Wide & Step Inside (OW&SI) being delivered in schools with IMD 1-6.  
\* Some schools have not yet signed up to Big Brush, but this is in hand.

Delivery of oral health programmes for Year 7 (transition to secondary school) was also considered. However, the Working Group feels the focus needs to be on early years/ primary schools, and therefore recommends that the CAPs:

1. Use social media and other channels to promote the oral health programmes across the two CAPs.
2. Explore funding opportunities and apply where appropriate to enable the OW&SI programme to be offered in schools where it is currently not provided.  
Open Wide Step Inside - Peninsula Dental Social Enterprise  
**NB:** OW&SI costs £150 per class of up to 30 (including oral health homepacks for each child), and it is estimated that there are 7 KS1 classes across the two CAPs that fall outside of the current programmes (IMD 7-10).
3. Explore funding opportunities and apply where appropriate, to deliver oral health packs and Oral Health Champion training to Foodbanks and Community Hubs.  
**NB:** Family packs (4x toothbrushes, large toothpaste, timer & leaflets) cost £5.29 per pack. Initial estimate is that circa 50 packs are required to be shared amongst the 11 community hubs and 6 food banks.
4. Work with Public Health to help facilitate additional Oral Health Champion training, subject to provider capacity and available budget.

#### **Next Steps:**

- Health & Wellbeing Working Group to finalise the project scope and funding required.
- Working Group Chair and Vice Chair to work alongside Community Link Officers and liaise with CC Divisional members regarding potential use of Community Chest funding to finance these recommendations.
- Identify an appropriately constituted body for funding applications.
- Arrange for Oral Health Champion Training to be delivered to the working group.

## SOUTH EAST CORNWALL CAP – 3 SEPTEMBER 2024

## TOWN AND PARISH COUNCILS - current projects, issues and/or questions

Town/Parish Council	Transport & Connectivity	Economic Development & Housing	Climate Change & Nature Recovery	Health & Deprivation	AOB
<b>Millbrook</b>	A definite issue of lack of infrastructure, impacting on our ability to agree and support affordable housing initiatives. Millbrook has several serious pinch points, the worst being the Narrows and the right-angled bend at the bottom of Hounster Hill/West Street where it meets Dodbrook, which during the previous development of 9 houses resulted in stuck articulated lorries and damage to buildings as well as repeated blockage of the main access route for emergency vehicles and several near-misses for pedestrians. This is before the	See above. Currently there is an application in for 20 affordable homes, but the location is such that all the village pinch points will be affected both by any construction traffic and by subsequent residential traffic.  There is no real solution to this - MPC commissioned a costly feasibility study to look at the Narrows, but the only affordable option that might have a chance of reducing the congestion is WigWag lighting at the bottom of the	Are we the only parish with constant and loud moans about grass cutting? We are trying really hard to be as environmentally sound in our policies as is possible, and we do have a lot of public support, but the naysayers are considerably louder and more vocal, especially on social media. How do we overcome this? We have tried consultation events, newsletter articles, Facebook posts about planting yellow rattle etc., but there are still people who insist the environmentalists		A spate of youth antisocial behaviour led to not only police intervention, but more positively to a series of funded football training sessions organised by Kernow Connect Action for Children. These are ending with the school holidays, but seem to have reduced the number of incidents and have, we are informed, succeeded in engaging some of the young people involved. We are still having a few problems with vandalising of the public toilets and



	<p>village centre pinch points of the Tanyard corner and Old Bank /The Quay corner, both of which cause frequent queues and delays, both of which are exacerbated hugely by builders' and delivery vehicles. All of these pinch points will be further impacted by additional housing development.</p>	<p>Narrows to warn traffic heading up the hill of traffic heading down. This is out for consultation and might improve the day-to-day traffic flow in this one location, but will have no impact on the other two pinch points and will not reduce the problems caused by articulated lorries attempting to use the route into Millbrook or beyond to the rest of the Rame Peninsula. Other solutions, even if affordable (bypass, demolition of houses) would have both environmental impacts and the likelihood of simply moving the problems elsewhere.</p>	<p>are a minority who are letting the village become "a disgrace" because the open spaces are not mown to the length of a manicured lawn. It takes up a huge amount of staff time responding to these people, too.</p>		<p>some of our picnic benches, though, so not all good news.</p>
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		<p>The only way out of this dilemma would seem to be vastly more affordable and user-friendly public transport into and out of the Peninsula, encouraging a reduction in private car use - but that would also need a big shift in public attitudes.</p> <p>Yet we really need affordable housing, or our young families will all have to leave the area and our community will eventually dwindle and die.</p>			
<b>Sheviock</b>	<ul style="list-style-type: none"> <li>A374 Speed/Safety Review. Virtual Teams meeting to be held on Sep 2nd with Cornwall Highways, Cornwall Cllr K Ewert, Cornwall Cllr Armand Toms and potentially Cornwall Council's Catherine Thomson, together with representatives</li> </ul>		<p>See above under Transport. Cliff/sea wall/sea defence erosion/threat to access road to Portwrinkle, Finnygook Lane.</p>	<p>Defibrillators x 6 Ongoing request for sponsorship towards running costs from local businesses/community groups. Ideal Homes, Sheviock Memorial Hall Committee and The Finnygook Inn currently donating towards costs.</p>	<p>Ongoing negotiations between Cornwall Council and the Church of England: The transferral of Maintenance of Sheviock Cemetery from the parochial to Sheviock Parish Council. This is</p>


	<p>from Shevioc PC, St Germans PC and Torpoint Town Council. Re: requesting a safety assessment/feasibility study, to improve safety on the A374 in reference to potential speed reduction from the national speed limit to match the 50mph limit on the A38.</p> <ul style="list-style-type: none"> <li>• Future proofing Finnygook Lane (access route to Portwrinkle) due to cliff erosion edging towards road. Eroding cliff is approx. 10 m from only access road in village. Approx 100 meters of cliff does not have a sea wall or defences as it is privately owned. The landowner would be happy to talk with CC. Clerk has requested a written copy of his cliff stability report but nothing official provided. He has</li> </ul>				<p>“temporarily on hold” due to the liability of the collapsed retaining wall (cost circa of £280,000) to repair (well above precept of small Parish Council). Both Cornwall Council and the Church of England, Shevioc Parochial Church Council and Shevioc PC are in talks trying to resolve. The Church have stated that they cannot pay and are legally in their right to Close the Graveyard and transfer maintenance.</p>
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	<p>however stated in an email that excess land/earth was dumped over the cliff when building the Whitsand Bay hotel. This earth/land is now being eroded but the bedrock will be harder/slow erosion. Mr W Glassup has forwarded the PCs concerns/request to Cornwall Council, but no feedback received as yet.</p> <ul style="list-style-type: none"> <li>• Existing sea defences repairs required to protect access road in Portwrinkle, further west (Finnygook Lane). The existing section of sea wall/defences (directly below Finnygook Lane) have areas in need of repair; to prevent larger scale damage and costs. Clerk has also reported the maintenance required but no feedback received</li> </ul>				
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	<p>regarding repairs to sea defences.</p> <p>Footpaths. Ongoing. The Parish Council is looking into the potential creation of two sections of permissive footpaths, to further connect with existing PROWs. These would increase connectivity within the parish between the different villages, whilst providing pedestrians with a safer alternative from using the roads. These permissive paths would also enable better connectivity within the Parish to the SW Coastal path/vice versa potentially improving access for tourists (boost tourism revenue) as well as reducing the need for short journeys by car (greener option)</p>				
<b>Torpoint</b>	The Town Team Project Board will be	Funding was secured from the Good	The town council continues to work	<b>Tennis Courts</b>	<b>Tourism event 2025</b> The town council

	<p>discussing the way forward with the proposed Jetty at Torpoint.</p>	<p>Growth Fund to supply a RIBA 2 Feasibility Study for Torpoint Lower Fore Street Community Building, located at the 'old Police Station' site. The planned demolition of the 'old Police Station' site is now complete and the concrete lego blocks are all on site, these are needed for the installation of the hoardings, which are expected to be installed by the middle of September. The development of a Masterplan for this site is now complete, the Town Team Project Board and Torpoint Town Council have adopted the Masterplan for the site, which included the 'old Police Station' site. There is</p>	<p>closely with local community group Friends of Thanckes Park and the Urban Green Shoots team, making improvements to Thanckes Park, as an amenity for local people and to stimulate interest in its historic and heritage value.</p>	<p>Following the refurbishment of the tennis courts (in April 2024), an appropriate accessible pathway has also been installed to court 1 to enable wheelchair users to enjoy games of tennis. An application to the Dan Maskell Tennis Trust for a grant towards the cost of two wheelchairs, has been successful. The council will contribute £300.00 towards the cost of each wheelchair, this will enable a young person and an adult to participate in wheelchair tennis. The LTA and town council are now working together to recruit Tennis Activators to provide opportunities for 'Free Park Tennis', see this link <a href="https://www.lta.org.uk/play/free-park-tennis/">https://www.lta.org.uk/play/free-park-tennis/</a></p> <p><b>Torpoint Library and Community Hub</b></p> <p>Torpoint Library and Community Hub has been successful with the bid for grant funding to the University of Plymouth to purchase digital equipment. During the summer holidays, a daily programme of fun activities for children have been arranged at the Library and Community</p>	<p>has agreed to support, organise and subsidise a tourism event to be held at Thanckes Park, in June 2025. The event will benefit the community, it will have been three years since the last one in 2022, which celebrated the Queens Platinum Jubilee and will follow a similar format to those previously arranged in 2002, 2012, 2015, 2017 and 2019.</p>
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		<p>an opportunity to progress one of the CIL funding 'expression of interest forms' to a full funding submission to Cornwall Council, supporting next steps for the site.</p> <p>The application for Town Accelerator Funding, for the 25% uplift on the town's original Town Vitality Funding has been agreed by Cornwall Council, supporting the delivery of an initial visitor website for a period of two years, an invitation to tender will be drafted and issued in September.</p> <p>The Neighbourhood Development Plan was re-submitted to Cornwall Council for expedited legal</p>		<p>Hub, these include: sunflower planting; clay sessions; silent disco yoga and easy baking biscuits!</p> <p><b>3G Football Turf Pitch 9v9</b> The town council continues to collaborate with Torpoint Community College, Plymouth YMCA, Torpoint and Rame Active Community Network and Cornwall FA to have a 3G Football Turf Pitch built behind the YMCA Sports Hall, on the Community College grounds. The Football Foundation has confirmed the project now has a place in their funding pipeline, with a decision expected no later than April 2025. If successful, it is hoped the facility would be open to the community during Autumn 2025, provided there are minimal delays during the construction process.</p> <p><b>Water Refill Station</b> Working closely with Our Only World, Cornwall Council and the Torpoint Environmental Action (TEA) group, a water refill station has being installed in Bénodet Park, a fabulous environmentally</p>	
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		<p>compliance, the Regulation 16 consultation is now underway and concludes Friday 20th September 2024 at midnight.</p>	<p>friendly asset to the parks and tennis courts. On 2nd July, the dolphin fountain which has been named Tea-na in recognition of the group, was unveiled!</p>  <p><b>Accessible Play Equipment</b> At the July 2024 town council meeting it was agreed to work towards the installation of three pieces of accessible play equipment into one of the devolved (from Cornwall Council) play parks. Funding bids will be completed and submitted, as well as fundraising events planned and local sponsorship sought. The council will consult with the community and the Torpoint Diverse Advisory Panel, with an invitation to tender drafted for the proposed works.</p>	
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## **To receive a report on behalf of Safer Saltash and consider any actions and associated expenditure.**

### Update from the Police

The gay pride March went really well and was attended by our local police which residents were really pleased to see. There have been reports of anti social behaviour activity in Hodge Close Saltash this has been taken up by the anti social behaviour officer. There has also been anti social behaviour incidents at the site of the Flying Start building which is now redundant and becoming a fire hazard a meeting has been held and talks were to have the building removed. There is also issues with the path that runs beside Long Park Rd and as it's Cornwall Council land we would be able to close it.

The problem regarding the boat at the Waterside where drugs were being sold has been removed. The Mayor was happy to report there had been no vandalism at the Waterside public conveniences since the cameras had been installed. She also thanked Charlotte from the Core for the brilliant presentation and is inviting Core and Livewire to present at the following Saltash Town Council meeting.

The Core grounds has made room for The Community Shed this is a place for adults to go and meet and make all manner of things and bring their talents and skills along and Charlotte feels it would be good for the youngsters to join in to see the trades and pick up skills. She also mentioned about Micky who runs an excellent boxing club at the Core.

### Civil Enforcement report

The Civil Enforcement has seen an increase in abandoned vehicles being left around Gilston Rd area has logged and checked with the DVLA to get these vehicles removed.

Questions were asked about the reporting of parking and how many hours were covered in the Saltash area. He has a rota which tells him where to go certain streets must be patrolled. He says that there are lots of penalties on a Sunday. Pavement parking was also discussed areas mentioned were Longview and Clearview there has been times that fake penalty notices have been used by the police to let residents realise they should not be parking on the pavements.

The introduction of the 20 MPH in Saltash being introduced late September or beginning of October, Spine roads will be 30 MPH Fore St will be 20 MPH the rest will be 20 MPH.

Councillor Frank has now got a group of people together to form a Speedwatch team and they have completed their training so the sights where they will operate will be chosen.

Action for Children are building solid foundations for children in SE Cornwall have launched courses in journalism and photography encouraging them to look at their towns through their

eyes, the comparisons of town living against rural living. Links will be encouraged with the Core and Livewire.

The Core and its activity's supplying hot meals for children, what children are eating also encouraging them to cook and eat together. The forming of a Well being group.

Nick at Konnect-Communities.co.uk is providing maths lessons supporting a youngster to run a shoe cleaning business.

We Are With You has seen an increase in staff, there are great concerns regarding contaminated drugs and this information needs to get out to parents and youngsters. The forming of a Wise Up Group that will deliver literature and visit schools and colleges especially Saltash where we know there is an issue.

Next meeting will be in person Thursday 24th October.

**End of report**

**Cllr Lennox-Boyd**

## Report to STC October 2024

Cllr. Hilary Frank



### 1. Adult Skills (previously called Adult Education)

Cornwall Council's Cabinet approved the Level 2 Devolution Deal with central government in November 2023. It includes the devolution of the Adult Education Budget (now called the Adult Skills Fund) from the academic year 2025/26, with an anticipated value of £10.31m per year. In taking receipt of the Adult Skills Fund and the Free Courses for Jobs funding, Cornwall Council will become the Commissioner of learning and career development for adults in Cornwall aged 19+.

At a meeting of the Economic Growth and Development Overview and Scrutiny Committee on the 1<sup>st</sup> October, councillors reviewed the proposed Adult Skills Fund Commissioning Plan, which is the blueprint to ensure Cornwall Council is ready to commission learning delivery from 1<sup>st</sup> August next year.

The improved flexibilities and amendments to national rules as described in the Commissioning Plan include:

- allowing more residents to benefit from fully funded learning by increasing the learner earnings threshold to £26,009. Nationally, its £25,000.
- fully funding all learners for English for Speakers of Other Languages (ESOL). Currently, learners must either earn below the national earnings threshold of £25,000 or be unemployed, otherwise they are co-funded.

It was encouraging to hear Stacey Sleeman, Head of Skills at Cornwall Council, make specific reference to working with Plymouth City Council as they are acutely aware of the high number of Saltash residents crossing over to Plymouth for their studies.

### 2. Motion on the production of Education Health and Care Plans

When a child needs more support than a school, college, or nursery can provide from their own budget or staffing, they may require an Education, Health and Care Plan (EHCP). Local authorities like Cornwall Council have a legal duty to produce an EHCP within 20 weeks of a request, but demand has surged in recent years, driven in part by developmental delays linked to the pandemic. In 2018, Cornwall processed 477 requests; by 2023, this number had risen to 1,173. As a result, Cornwall is struggling to meet deadlines, and last year just 1.6% of EHCP requests were processed within the 20-week deadline.

This issue has been raised with me by many Saltash residents, so I've spoken with professionals involved in producing EHCPs at Cornwall Council. I've learned that significant time and expertise have been dedicated to identifying improvements, but there are deeper systemic issues that require national reform and proper funding. This is why I proposed a motion at the recent Full Council meeting of Cornwall Council, calling for government and MPs to tackle the issues and highlighting that Cornwall Council stands ready to support and shape efforts going forward. I'm pleased the motion gained cross-party backing and was passed unanimously.

The motion was not just about policy; it was also about supporting the dedicated, compassionate staff at Cornwall Council who work tirelessly under immense pressure in a system that is failing both them and the families they are trying to support.

One key issue is the lack of adequate funding. For example, in 2014, the upper age limit for an EHCP was raised from 18 to 25, but no additional funding was provided to help local authorities manage the increased demand. The cost of appeals is another concern. Last year, over 13,000 appeals were made against EHCP decisions in England, costing local authorities £60 million, and causing stress and uncertainty for vulnerable young people and their families.

This problem is national, but Cornwall faces unique challenges due to a disproportionately high increase in requests for assessment and an unfair funding formula. Data suggests that if Cornwall received the same per-pupil funding as other authorities, we wouldn't be facing our current deficit.

Ultimately, however, the core issue is a broken system. A report from the Local Government Association earlier this year highlighted that the current system "perpetuates tension, creates adversity, and sets everyone up to fail". It called for national reform.

I'm pleased to say that I've been contacted by several MPs regarding my motion, including Andrew George, Jayne Kirkham, and Ben Maguire, and I look forward to collaborating with them as well as with Saltash families and professionals so that together we can build a future where no family is left waiting in the shadows.

### 3. Surveys currently open on Cornwall Council's Let's Talk website:



**Housing Assistance Policy**

Seeking feedback on a single Housing Assistance Policy that will set out how Cornwall Council and its partners can help residents to repair, improve or adapt their home to help reduce the health impacts of a poor home environment.

Closes at 23:59 on 10<sup>th</sup> November



**Leisure Framework**

Seeking feedback on plans to provide accessible and quality leisure provision for the future.

Cornwall Council's current position is that there is no additional budget set aside for Leisure within the Council's 4-year, medium-term financial plan. This Framework sets out how external funding, prioritised investment and allocated resources could be targeted.

Closes on 23<sup>rd</sup> October



**Tamar Valley  
National Landscape**

Seeking feedback on the draft Tamar Valley National Landscape Management Plan 2025-2030.

Closes on 23<sup>rd</sup> October

## Bank Receipts

Saltash Town Council

For the period 1 August 2024 to 31 August 2024

Contact	Description	Net	VAT	Gross
Barclays	Bank Interest	£ 3.84	£ -	£ 3.84
Beating the Bounds	Ticket Income	£ 10.00	£ -	£ 10.00
Churchtown Cemetery	Interment Fees	£ 2,245.00	£ -	£ 2,245.00
Cornwall Council Deposit Fund	Transfer to cover expenditure	£ 100,000.00	£ -	£ 100,000.00
Daily Moorings	Fee income	£ 870.00	£ 180.00	£ 1,050.00
Eventbrite	Murder Mystery Ticket Sales income (less fees)	£ 12.00	£ -	£ 12.00
Guildhall Income	Various Bookings	£ 367.40	£ -	£ 367.40
HMRC	VAT refund received from HMRC for period 01/04/2024 to 30/06/2024	£ 44,082.89	£ -	£ 44,082.89
Isambard House	Various Bookings	£ 16.67	£ 3.33	£ 20.00
Library Income	Photocopying	£ 9.33	£ 1.87	£ 11.20
Maurice Huggins Room	Various Bookings	£ 97.50	£ -	£ 97.50
Public Sector Deposit	Bank Interest	£ 2,199.44	£ -	£ 2,199.44
St Stephen Parish Church	Interment Fees	£ 670.00	£ -	£ 670.00
Trusted Boat Scheme	Fee income	£ 83.33	£ 16.67	£ 100.00
<b>Grand Total</b>		<b>£ 150,667.40</b>	<b>£ 201.87</b>	<b>£ 150,869.27</b>

## Bank Payments

Saltash Town Council

For the period 1 August 2024 to 31 August 2024

Contact	Description	Net	VAT	Gross
Adrian Chapman and Kate Gibbons	Actors for Murder mystery event to be held on 19th July 2024	£ 450.00	£ -	£ 450.00
All Seasons Window Cleaning	Station Window Cleaning - July 2024	£ 35.00	£ -	£ 35.00
All Seasons Window Cleaning	Station Window Cleaning - June 2024	£ 35.00	£ -	£ 35.00
Barclays	Bank Charges	£ 16.17	£ -	£ 16.17
Barron Surveying Services Ltd	Appointment to project manage the Guildhall refurbishment project - Outstanding balance	£ 2,544.34	£ 508.87	£ 3,053.21
Bright Software Group	BrightPay Cloud payroll software for 12 months	£ 455.76	£ 91.15	£ 546.91
BrightHR	Provisions of HR Software - August 2024	£ 78.00	£ 15.60	£ 93.60
Budget Locksmiths Saltash	Locks for Service Delivery to install	£ 250.00	£ -	£ 250.00
Cleansing Service Group Ltd	Waterside Cabin - Cleaning and disposal costs	£ 168.00	£ -	£ 168.00
Clive Pig	Activities Cost - Library	£ 200.00	£ -	£ 200.00
Cornwall Council	Rent for Longstone Garage and Depot - August 2024	£ 375.00	£ -	£ 375.00
Cornwall Council	Insurance for Longstone Garage and Depot - August 2024	£ 15.00	£ -	£ 15.00
Cornwall Pensions	Pension Fund Payment - August 2024	£ 12,067.46	£ -	£ 12,067.46
Credit Card Purchases (Amazon)	Large cotton gloves for Town Crier	£ 6.32	£ 1.27	£ 7.59
Credit Card Purchases (Amazon)	Stationery - P&F	£ 45.43	£ 9.10	£ 54.53
Credit Card Purchases (Amazon)	Refreshments Costs - Guildhall	£ 42.48	£ 8.49	£ 50.97
Credit Card Purchases (Amazon)	Patio table sets for Isambard House	£ 589.88	£ 117.97	£ 707.85
Credit Card Purchases (Amazon)	Boiling Water Dispenser for Isambard House	£ 329.12	£ 65.83	£ 394.95
Credit Card Purchases (Amazon)	Window Tint Film for Isambard House	£ 43.69	£ 8.74	£ 52.43
Credit Card Purchases (Amazon)	Olympic flags for display in Fore Street.	£ 66.60	£ 13.30	£ 79.90
Credit Card Purchases (Amazon)	Components for Public Toilets Capital Works	£ 71.41	£ 14.27	£ 85.68
Credit Card Purchases (Amazon)	Activities Cost - Library	£ 27.90	£ 5.56	£ 33.46
Credit Card Purchases (Amazon)	Office Cost - Longstone Depot	£ 35.31	£ 7.07	£ 42.38
Credit Card Purchases (Indeed)	Advert for Development Manager role on Facebook Advert 1	£ 10.00	£ -	£ 10.00
Credit Card Purchases (Meta)	Advert for Development Manager role on Facebook Advert 2	£ 10.00	£ -	£ 10.00
Credit Card Purchases (Tavistock Chainsaws)	Protective Chainsaw Gloves for Service Delivery	£ 53.33	£ 10.67	£ 64.00
Credit Card Purchases (The Workplace Depot)	Garage Racking for Isambard House	£ 334.95	£ 66.99	£ 401.94
Credit Card Purchases (TV License)	BBC TV Licence for Library Hub TV Screen for 12 months	£ 169.50	£ -	£ 169.50
Credit Card Purchases (Waitrose)	Refreshments and buffet for Freedom of the Town event	£ 217.33	£ 32.01	£ 249.34
Credit Card Purchases (Xero)	Subscription - 01/07/2024 to 31/07/2024.	£ 30.00	£ 6.00	£ 36.00
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 332.13	£ 66.43	£ 398.56
DCB - Plant & Machinery Ltd	Tree Maintenance Costs - Ashton Way Play Area	£ 550.00	£ 110.00	£ 660.00
Denmans	Cleaning Supplies - Longstone Depo	£ 56.00	£ 11.20	£ 67.20
Denmans	Safety Masks for Service Delivery use	£ 35.00	£ 7.00	£ 42.00
Denmans	Maintenance Materials - Guildhall	£ 165.12	£ 33.02	£ 198.14
Denmans	Consumables for Longstone Depot	£ 8.28	£ 1.66	£ 9.94
Denmans	Pontoon Lighting Project Works Equipment And Materials	£ 1,636.97	£ 327.41	£ 1,964.38
Denmans	Electrical Materials For Isambard House Refurbishment Works	£ 257.91	£ 51.61	£ 309.52
Devon Contract Waste Ltd	17/07/2024 Recycling Costs	£ 17.68	£ 3.54	£ 21.22
EE	Staff mobiles and Pontoon broadband charges	£ 126.04	£ 25.21	£ 151.25
Efficient Comms Ltd	Telephone Call and Service Charges - July 2024	£ 249.70	£ 49.94	£ 299.64
Entry Group	Service for Library double automatic sliding front doors	£ 125.00	£ 25.00	£ 150.00
EON	Electricity Charges - 1st July 2024 - 31st July 2024	£ 374.19	£ 18.71	£ 392.90
HMRC	PAYE payment - August 2024	£ 10,645.83	£ -	£ 10,645.83
Howdens	Components for Isambard House Kitchen refurbishment	£ 3,068.97	£ 613.80	£ 3,682.77
Howdens	Joinery Materials For Kitchen Installation Works At Isambard House	£ 47.61	£ 9.52	£ 57.13
HR Support Consultancy	HR Services for work carried out during the month of July 2024	£ 723.45	£ 144.69	£ 868.14
Imagine Stone Limited	50% deposit of the total project - War memorial granite benches	£ 7,270.00	£ -	£ 7,270.00
Jones Building Group	Appointed contractor for the external repairs and redecoration works to the Guildhall Building (2nd stage payment)	£ 15,457.85	£ 3,091.57	£ 18,549.42
Just Rods	Maintenance costs for drains at Isambard House	£ 198.00	£ -	£ 198.00
L&S Engineers Ltd	Consumable parts for Grounds Maintenance Equipment	£ 271.30	£ 54.26	£ 325.56
Laser - Guildhall Gas	Gas Charges - 30/06/2024 to 31/07/2024	£ 69.44	£ 3.47	£ 72.91
Laser - Longstone Park Depo	Electricity Charges - 01/03/2024 to 31/05/2024	-£ 1.01	-£ 0.05	-£ 1.06
Laser - Station Gas	Gas Charges - 30/06/2024 to 31/07/2024	£ 24.25	£ 1.21	£ 25.46
Laser - Unmetered supply - 1051655	Electricity Charges - 01/07/2024 to 31/07/2024	£ 20.04	£ 1.00	£ 21.04
Lisa Schneidau	Activities Cost - Library	£ 227.00	£ -	£ 227.00
Lynher Training Limited	Safe use of trimmer/ brush cutter training course for SDGA	£ 155.00	£ -	£ 155.00
Mei Loci Landscape Architects	Landscape Design for Jubilee Green	£ 1,080.00	£ 216.00	£ 1,296.00
Michaels Civic Robes	Town Crier tricorn hat	£ 537.50	£ 107.50	£ 645.00
Minster Cleaning (South West Commercial Cleaning Ltd)	Opening, closing and cleaning of Saltash Town Council toilet blocks for July 2024	£ 2,859.35	£ 571.87	£ 3,431.22
Mole Valley Farmers Ltd	Clothing for Service Delivery Staff	£ 26.91	£ 5.38	£ 32.29
Opayo (previously Sage)	Card Machine Charges	£ 13.00	£ 2.60	£ 15.60
Opayo (previously Sage)	Card Machine Charges	£ 18.41	£ -	£ 18.41
Parkinson Partnership	Town Council VAT Consultancy 01/04/2023 - 31/03/2025	£ 600.00	£ 120.00	£ 720.00
Print Copy Scan Ltd	Prints for Photocopiers 26/06/2024 to 24/07/2024	£ 99.03	£ 19.81	£ 118.84
Rach Richardson	Activities Cost - Library	£ 96.00	£ -	£ 96.00
Robert Mcneil	Tree Works To Boarder At Pillmere Meadows	£ 700.00	£ -	£ 700.00
Saltash & District Observer	Town Messenger - July 2024	£ 330.00	£ -	£ 330.00
Saltash Chamber of Commerce (SALTASHC)	Festival Fund grant for National awards program	£ 2,500.00	£ -	£ 2,500.00

Saltash Window Cleaning	Cleaning of Saltash Council Office - August 2024	£ 45.00	£ -	£ 45.00
SLCC Enterprises Ltd	Canva Training course with SLCC -Planning and General Administrator	£ 35.00	£ 7.00	£ 42.00
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 1,329.07	£ 265.81	£ 1,594.88
South West Signs	Warning signs for Cemetery use	£ 170.00	£ 34.00	£ 204.00
South West Signs	Vehicle Maintenance Cost	£ 225.00	£ 45.00	£ 270.00
South West Signs	Safety Signs for Isambard House	£ 170.00	£ 34.00	£ 204.00
South West Signs	Safety Signs for Longstone Depot	£ 37.50	£ 7.50	£ 45.00
South West Water - Library	Water Charges - 05/07/2024 to 05/08/2024	£ 24.27	£ -	£ 24.27
South West Water - Longstone Depot - Connection to Bowling Green	Water Charges - 05/07/2024 to 05/08/2024	£ 103.81	£ 8.12	£ 111.93
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water Charges - 05/07/2024 to 05/08/2024	£ 149.26	£ 11.58	£ 160.84
South West Water - Maurice Huggins Room	Water Charges - 05/07/2024 to 05/08/2024	£ 18.58	£ 1.62	£ 20.20
Spot-On-Supplies	Cleaning Supplies - Public Toilets	£ 10.48	£ 2.10	£ 12.58
Spot-On-Supplies	Cleaning Supplies - Longstone Depot	£ 14.78	£ 2.95	£ 17.73
Spot-On-Supplies	Cleaning Supplies - Library	£ 46.74	£ 9.35	£ 56.09
Spot-On-Supplies	Cleaning Supplies - Public Toilets	£ 36.79	£ 7.36	£ 44.15
Spot-On-Supplies	Cleaning Supplies - Maurice Huggins Room	£ 16.52	£ 3.30	£ 19.82
Spot-On-Supplies	Cleaning Supplies - Guildhall	£ 14.22	£ 2.84	£ 17.06
Spot-On-Supplies	Cleaning Supplies - Public Toilets	£ 47.88	£ 9.58	£ 57.46
Staff Expenses	Office Costs - Library	£ 36.98	£ -	£ 36.98
Staff Expenses	Business mileage for Assistant Service Delivery Manager - July 2024	£ 227.45	£ -	£ 227.45
Staff Salaries	Staff Salaries	£ 38,631.93	£ -	£ 38,631.93
Sumup	Card Machine Charges	£ 1.52	£ -	£ 1.52
Thirsty Work	Water Cooler Hire - August 2024	£ 83.65	£ 16.73	£ 100.38
TJ Electrical	Testing And Inspecting And Certification Of Work To Saltash Town Council Pontoon.	£ 275.00	£ -	£ 275.00
TJ Electrical	Electrical installation costs - Pontoon	£ 440.00	£ -	£ 440.00
Tool station	Fixings for Station Building	£ 28.86	£ 5.77	£ 34.63
Trade UK Account	Fridge Freezer for Station Building	£ 249.99	£ 50.00	£ 299.99
Trade UK Account	Grounds Maintenance Materials	£ 23.73	£ 4.74	£ 28.47
Trade UK Account	Hole Saw for works at Isambard House	£ 40.23	£ 8.04	£ 48.27
Trade UK Account	Safety Equipment for Service Delivery Staff	£ 68.30	£ 13.65	£ 81.95
Trade UK Account	Batteries for Guildhall Alarms	£ 6.66	£ 1.33	£ 7.99
Travis Perkins Trading Company Ltd	Repair Materials - Library	£ 119.11	£ 23.82	£ 142.93
Travis Perkins Trading Company Ltd	Maintenance Materials - Isambard House	£ 136.44	£ 27.30	£ 163.74
UK Fuels Ltd	Fuel for Town Council Service Delivery Vehicles	£ 214.71	£ 42.95	£ 257.66
UK HEALTH SECURITY AGENCY	Radon area monitors	£ 57.75	£ 11.55	£ 69.30
Viking Direct	A4 paper for Guildhall	£ 30.03	£ 6.01	£ 36.04
Viking Direct	A4 paper for Library	£ 30.03	£ 6.01	£ 36.04
Viking Direct	Office Costs - Library	£ 24.99	£ 5.00	£ 29.99
Westcountry Skip Hire	22/07/2024 Disposal of Green Waste	£ 24.64	£ 4.93	£ 29.57
Westcountry Skip Hire	24/07/2024 Disposal of Green Waste	£ 8.96	£ 1.79	£ 10.75
Westcountry Skip Hire	24/07/2024 Disposal of Skip Waste	£ 321.00	£ 64.20	£ 385.20
WesternWeb Ltd	Website Maintenance Cost	£ 45.00	£ 9.00	£ 54.00
WF Education Group Ltd	Office Equipment - Library	£ 231.00	£ 46.20	£ 277.20
Wolseley	Repair Materials - Public Toilets	£ 20.61	£ 4.12	£ 24.73
Wolseley	Materials for Isambard Kitchen Refurbishment	£ 388.81	£ 77.78	£ 466.59
<b>Grand Total</b>		<b>£ 114,007.21</b>	<b>£ 7,559.28</b>	<b>£ 121,566.49</b>



## Section 1 – Annual Governance Statement 2023/24

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 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (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
			✓

\*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:

05-06-2024

and recorded as minute reference:

98/24/25.C.

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

JMBggg.

Clerk

BB

www.saltash.gov.uk



## Section 2 – Accounting Statements 2023/24 for

### SALTASH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,419,386	1,926,661	<i>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.</i>
2. (+) Precept or Rates and Levies	1,255,690	1,307,753	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	399,823	185,622	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	630,668	702,209	<i>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.</i>
5. (-) Loan interest/capital repayments	33,805	45,862	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	483,765	735,469	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,926,661	1,936,496	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,970,440	1,925,937	<i>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.</i>
9. Total fixed assets plus long term investments and assets	2,697,766	2,716,253	<i>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.</i>
10. Total borrowings	240,855	201,022	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 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**



Date

24/05/2024

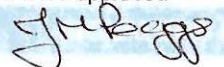
I confirm that these Accounting Statements were approved by this authority on this date:

05-06-2024

as recorded in minute reference:

98/24/25.d.

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



## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ENT Saltash Town Council LITY

### 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 2024; 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 2023/24

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.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

No minutes appointing internal auditor for 2023/24 were provided. We recommend that the council minute the appointment of the Internal Auditor each year.

The engagement letter with the internal auditor has not been reviewed or renewed for a number of years. The authority has not considered if the current scope of the internal auditors work is adequate for their needs. The Smaller Authority should review the work to be undertaken by the internal auditor either annually or on a regular basis.

(continue on a separate sheet if required)

### 3 External auditor certificate 2023/24

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 2024.

External Auditor Name

BDO LLP - Southampton OF EXTERNAL AUDITOR

External Auditor Signature

Page 236

DocuSigned by:

James Evans

467DFB746A8A428...

SIGNATURE REQUIRED

Date

17 September 2024

**Saltash Town Council**  
**Notice of conclusion of audit**

**Annual Governance & Accountability Return for the year ended 31 March 2024**

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014  
Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for <b>Saltash Town Council</b> for the year ended 31 March 2024 has been completed and the accounts have been published.	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 <b>Saltash Town Council</b> on application to:	
(a) Sinead Burrows, Town Clerk / Responsible Finance Officer (RFO) Saltash Town Council, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX	(a) Insert the names, position and address of the person to whom local government electors should apply to inspect the AGAR.
(b) By appointment, between 9am-1pm or 2pm-5pm Monday to Friday	(b) Insert the hours during which the inspection rights may be exercised.
3. Copies will be provided to any person on payment of £0.10 (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs.
(d) Announcement made: Sinead Burrows, Town Clerk / RFO	(d) Insert the name and position of person placing the notice.
(e) Date of announcement: 19 September 2024	(e) Insert the date of placing of the notice.



**To receive a report on the Tamar Crossings Public Inquiry and consider any actions**

On the 15 October 2024 there will be a public inquiry to review the application for the toll increase only.

The public inquiry is to be held at the Copthorne Hotel, Plymouth.

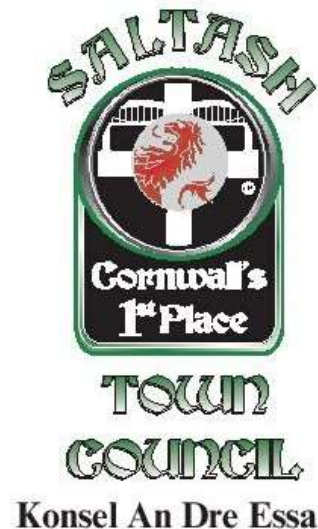
Saltash Town Council could be represented at the inquiry by a councillor(s) should it be considered necessary.

Attached is a copy of the letter issued to the Tamar Crossings by the Chairman of the Town Council in the year 2023-24.

**End of Report**

**Town Clerk / RFO**

28 October 2023



To whom it may concern

Saltash Town council are pleased to be asked to give their views on the Tamar Crossing consultation.

Saltash Town Council considers that the Tamar Crossings and in particular the Tamar Road Bridge are key parts of our towns infrastructure, and play a large part in our towns life. Many residents use the bridge on a daily basis to access employment and education, many others use it to access healthcare, leisure and for shopping trips.

At recent Town Council meetings there has been a focus on congestion in and around Saltash caused by delays on the bridge and the knock-on impact of this congestion to the public and businesses just trying to get around our town. Anecdotally, residents have informed us that journey times across the bridge have increased, thus traffic ends up being queued through Saltash, primarily impacting North Road/New Road and Fore Street through the Town Centre. This has significant negative impact on local residents who sometimes feel trapped in their own homes, or have to put up with queues of traffic right outside their door. This is inevitably leading to increased pollution which has well documented impacts on peoples health and wellbeing. Further, this is having a negative impact on businesses trying to take or make deliveries within the town and further afield. At a recent meeting of the Town Council, it was deemed a priority to resolve the congestion by the Saltash Chamber of Commerce.

We ask you to urgently look to resolve whatever is behind the additional delays that appear to be the cause of serious traffic congestion in and around Saltash, and implement mitigation to relieve this congestion which is having financial and health impacts on people's lives.

One suggestion is to automatically open the toll plaza barriers when congestion rises above a certain threshold, thus removing any toll payment time that is contributing to the delays. We suggest you consider this and possibly run a trial to see if it helps to reduce congestion and its impact.

A longer term suggestion is to find a way to remove those tolling related delays, and that could primarily be through utilising Automatic Number Plate Recognition, thus allowing near 'free flow' of traffic, which should reduce delays and therefore congestion.



In terms of tolling levels, Saltash Town Council would like you to carefully consider the impact of increasing tolls, and keep any increase to an absolute minimum, if at all. We would encourage better management of the organisation and assets through external review of your operating methods, that includes looking at alternative income generation methods to reduce any toll increases.

Saltash Town Council would support an increased differential between those with and without Tamar Tag accounts, and whilst it would mean that visitors to Cornwall or less frequent bridge and ferry users would pay proportionally more, it is felt that this would be more easily absorbed by these infrequent users.

Ultimately you must maintain a safe and efficient pair of crossings, we would support strong negotiations with National Highways in terms of them paying a substantive contribution for operation of the A38 across the bridge and A374 across the ferry, and other efforts to provide a better funding solution for the crossings going forward.

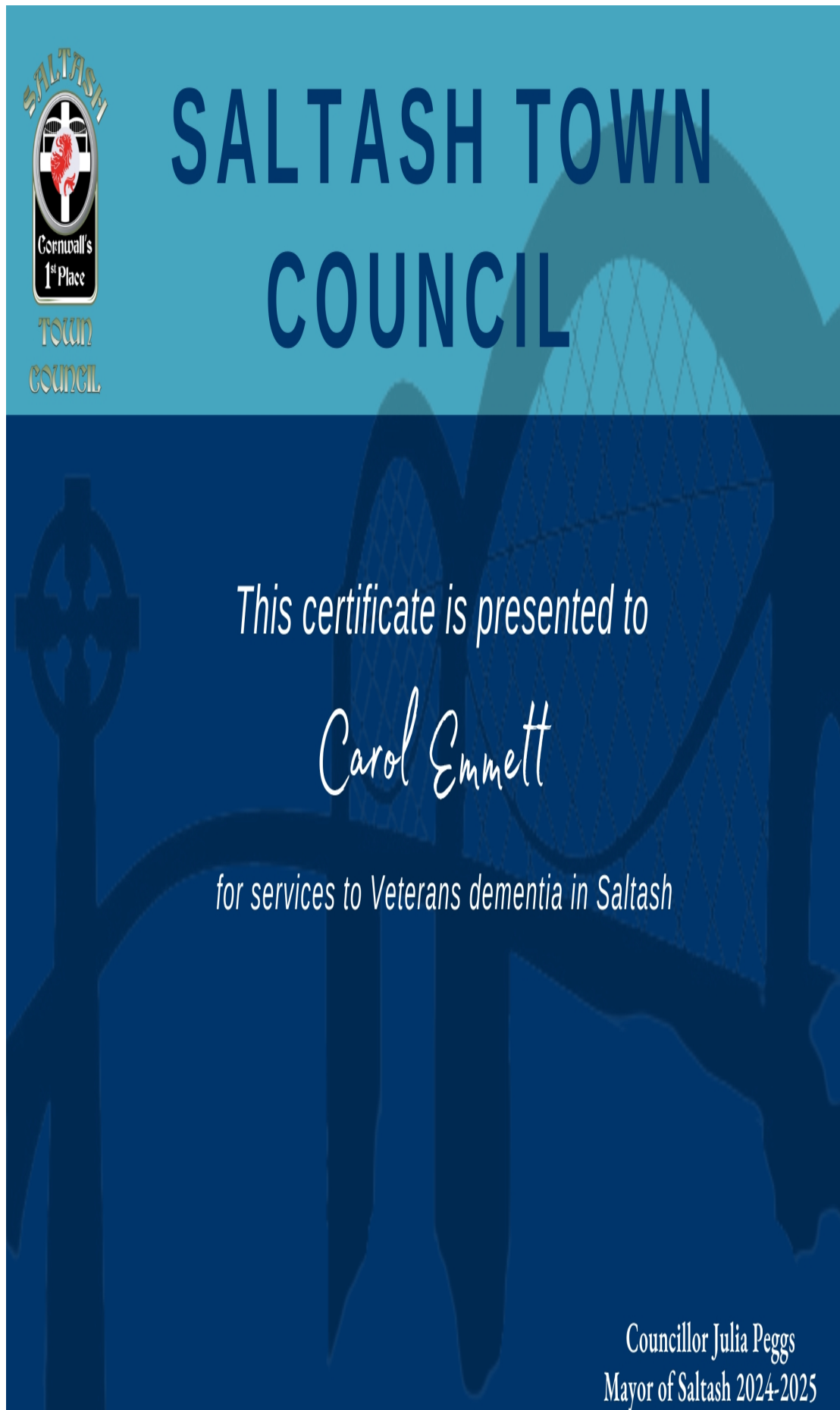
There have been some criticism of your survey, and we are unsure why you haven't informed all account holders in regard to the consultation, as you hold those details. The range of questions and possible options in our opinion is not well designed, which may make some people feel unable to, or are minded not to complete what they consider to be a poor survey.

So, to reiterate, please keep the tolls as low as possible, look seriously at an increased differential, or increased discount level for account holders. Please also keep at the top of your 'to do' list mitigation measures to reduce and eventually eliminate traffic congestion caused by bridge delays, and look at the suggestion to allow 'free flow' when congestion impacts traffic flows through Saltash.

We would welcome further engagement and are always pleased to welcome representatives at our meetings.

Submitted by Councillor Richard Bickford  
Mayor of Saltash 2023 - 2024  
On behalf of Saltash Town Council





# The Core Youth & Community Centre



# Page 243 Groups & Youth Clubs

Over 300 youth members across all our groups

Staff team - 10

Volunteers - 28

Trainee youth support worker - 1



What The Core means to me....

'It is my lifeline because it makes me go outside of the house more and gives me confidence'

# Senior Youth Club

Page 244

- Over 100 members
- Sessions every Monday 7-9pm for 13-18 year olds
- Free food available each week

'I get to hang out with friends'

'It's a safe space'

'Playing on the X-box'

'I get free food!'



# Junior Youth Club

Page 245

Over 100 members

Sessions are every Thursday 6.30-8.30pm for years 7 & 8

Thriving young volunteer team

'Friendship'

'Basketball'

'I wouldn't be able to put it into one sentence'





# Grub Club

We run 3 groups a year, each 10 weeks.

At the end of the course the young people have the opportunity to invite serve an afternoon tea to family & friends.

'Its great and teaches you to cook lots of different things'

'Everyone chats about their day and what they like doing'

"Relaxed atmosphere"



# Craft Club & Just Be You

After school club with a membership of 40 across the 2 groups

LGBTQ+ support

Arts Lab Project Jan - Feb

Christmas tree festival



'First I came to 'Just be you' and I was very anxious. Now I'm part of the Youth Committee and I couldn't be happier! I have gained a lot of confidence and made new friends'





# Climbing Club

Full membership

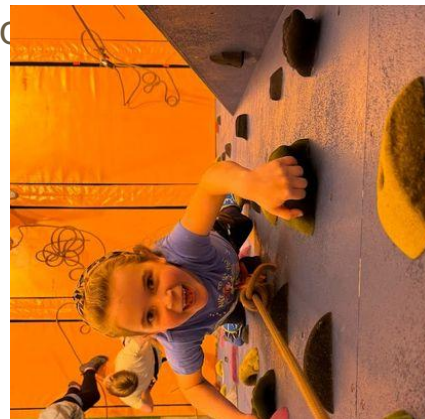
4 sessions a week, which run on Wednesdays & Fridays

Sessions delivered by 2 Climbing instructors & 2 volunteers

New mats installed last year, old mats donated to Ukraine appeal

Tessa adventure continue to run sessions every Friday.

I love coming to climbing club as the staff make it really fun!



# Saltash Amateur Boxing Club

2 sessions weekly on Wednesdays & Fridays - Juniors aged 9-13 and then the Senior Club for 13+

This year has seen the new addition of a female only session for over 18's which has proved popular!

Attendance has been 218 adults and 448 for juniors.



# Home Ed Group

We have 2 volunteers who help run these sessions, Sarah and Dan!

The group has grown and meets fortnightly on Mondays and offers those families who are home educating a chance to meet up and their children a chance to socialise and play!





# Youth Committee

7 Committee Members

Meetings are held fortnightly to discuss future fundraising ideas and upcoming events.

Volunteer progression & trainee opportunity



# Work Experience

Page 252

We offer work experience placements for Year 10 students. They get to see how the charity works, cook & serve afternoon tea to our hirers, helped run Little Pips, organise activities for our Junior youth club, meet our Trustees and take a trip to cash & carry!





# Page 253 Summer Activities

Every summer holidays we offer trips & activities which included; Adrenaline Quarry, Woodlands, Tamar Trails, laser tag plus we hold sessions at The Core where they get to try a range of activities such as; bubble football, tag archery, VR gaming and climbing. Free hot food is also provided on activity days.

These activities are always well attended and this year we had 130 young people on the trips and over 100 access the in house activities.



# Groundwork Partnership

Page 254

Our partnership with Groundwork South continues with two funded projects getting off the ground this year.

NCS (National Citizenship Programme) - Working with year 11's upwards to support them with next steps, CV writing, volunteering opportunities and social action projects

Alternative Provision Project - For young people over 13 who are not attending school or who are electively home educated. The team offer accredited learning, workshops and next steps support. Trauma informed approach.

# Garden highlight!

Page 255

The main highlight in the garden has been the new installation of our fire pit area!

It has proved a great success for toasting marshmallows!

The garden is a fantastic space for letting off steam, chilling with friends and getting stuck in to some gardening!





# Little Pips Toddler group

The Core's own baby and toddler group.

Sessions run every Wednesday  
9.30-11am

Over 30 families access the group

Run by Friends of The Core



# Events & Fundraisers

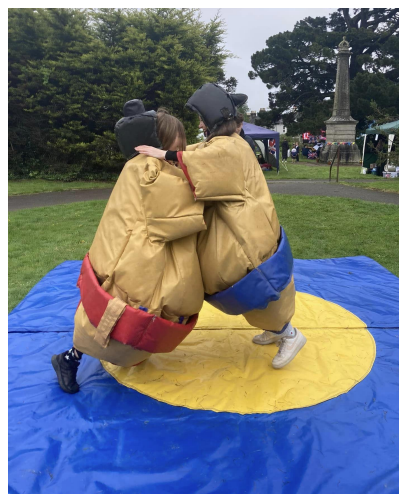




# May Fair

This is one of our favourite events!

We offer pebble Art, sumo wrestling and take part in the youth parade all from The Youth Village run by Saltash Youth Network.





# Craft Fairs

Page 259



Our Christmas Craft Fairs are very popular last year raising over £400 and hosting 20 local crafters.

Our Youth Committee help to run our grotto and become Santa's little helpers for the day!

Our Spring Fair in March had many local crafters and helped to raise funds for the centre.

This years Xmas Fair will be on Saturday November 30th 1-4pm



# Supporters Christmas Afternoon Tea

Page 260

Hosted by a group of our Alumni Grub Club members.

We invited The Mayor and the Town Councillors, plus local residents who have supported us with offers of help, skills and time along the way.

We are planning another Christmas tea for this year!



# Donations

Page 261

We were fortunate to receive a cheque for £650 from Saltash Bowls Club.

Charlotte went along and had afternoon tea and collected the cheque.





# Climbing Fundraiser

Took place on 16th of September 2023 to raise funds for The Ginger Prince Challenge Team and The Core. This was a great success and a fantastic family event.

Even the Fire Service came and climbed in full safety gear!

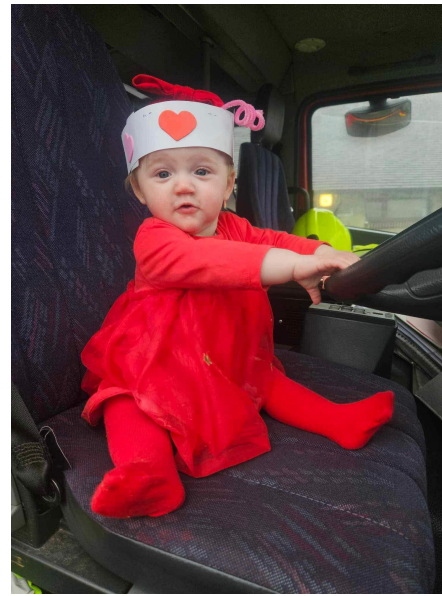


# Family Fun Days

Page 263

These events were run by our Friends of The Core volunteers alongside our Youth Committee.

We have hosted 5 Family Fun days to include our popular Halloween and Easter themed sessions



# Community Cafe

LIZ volunteers in the cafe every Thursday morning from 9-12pm

We open during term time only and offer a range of drinks and snacks

There are toys available for toddlers and a welcoming atmosphere



## Our next steps!

The Core is a busy community hub for Saltash and we continue to grow and look to our community & young people for ways to improve.

Our next partnership project will be the opening of a Community Shed which will offer a space for people to come and use a community workshop space, fully equipped with tools and the technology and an opportunity to socialise and reduce isolation. The project will be open in the next month.

We are also looking for funding to start up a wellbeing group for young people aged 13-18 years old to support their mental health and help them to find strategies to cope with anxiety and low mood.

**AND FINALLY.....THANKYOU!!**

The money we receive from the Town Council is a lifeline for us and enables us to keep offering a wide range of youth provision and supporting local young people.



# Join our volunteer heroes in Saltash and make a difference to someone's life

We are seeking new volunteers in the Saltash area to become advisers, admin staff and researchers. No previous experience is needed and full training is given. We are a charity providing free, independent and impartial advice on a wide range of issues to everyone in the community. Email [volunteer@citizensadvicecornwall.org.uk](mailto:volunteer@citizensadvicecornwall.org.uk) for more information





## Key Statistics

Citizens Advice Cornwall (member)

03/04/2023 31/08/2023



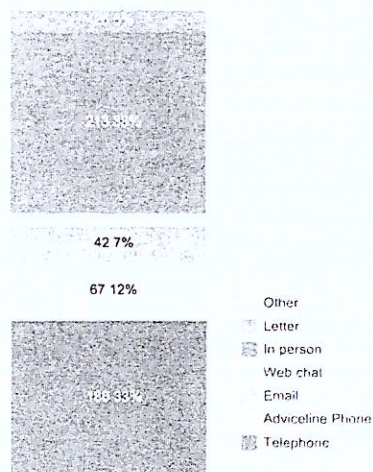
## Summary

Clients	287
Quick client contacts	120
Issues	692
Activities	563
Cases	187

## Outcomes

Income gain	£13,960
Re-imbursements, services, loans	£0
Other	£500

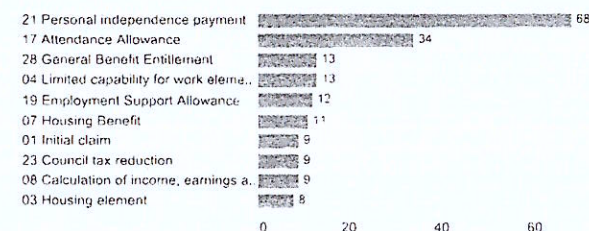
## Channel



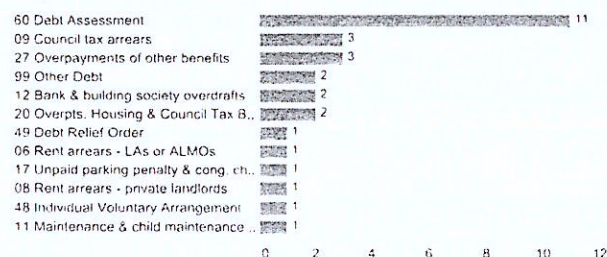
## Issues

	Issues	Clients
Benefits & tax credits	196	97
Benefits Universal Credit	65	20
Charitable Support & Food Ban..	34	24
Consumer goods & services	16	9
Debt	29	20
Education	3	3
Employment	41	16
Financial services & capability	7	7
GVA & Hate Crime	8	6
Health & community care	8	5
Housing	138	47
Immigration & asylum	6	4
Legal	35	9
Other	13	5
Relationships & family	60	24
Tax	4	2
Travel & transport	10	8
Utilities & communications	19	8
Grand Total	692	

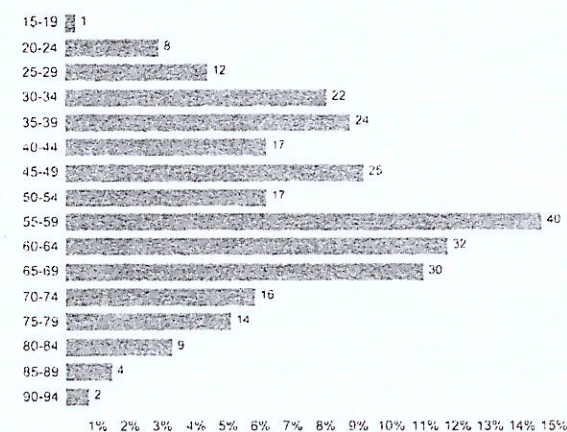
## Top benefit issues



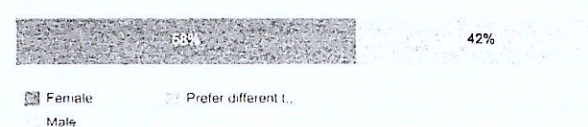
## Top debt issues



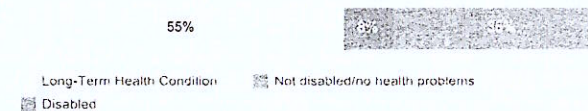
## Age



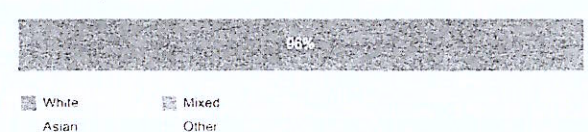
## Gender



## Disability / Long-term health



## Ethnicity







## How you can help Citizens Advice

### Volunteer

Become a volunteer and help people in need in your community.

Our volunteers play a vital role by working as advisers, admin workers, researchers, fundraisers, board trustees and community gateway advisers.

Just check out the volunteer section on our website ([citizensadvicecornwall.org.uk](https://citizensadvicecornwall.org.uk))

or email  
[volunteer@citizensadvicecornwall.org.uk](mailto:volunteer@citizensadvicecornwall.org.uk)

### Donate

Citizens Advice Cornwall is a charity, which means we can give free, independent advice. To support our service, you can find ways to donate or help us fundraise on our website at [citizensadvicecornwall.org.uk/support-us/](https://citizensadvicecornwall.org.uk/support-us/)

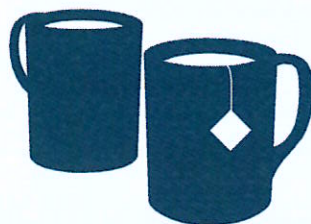


## Citizens Advice helps people find a way forward.

We provide free, confidential and independent advice to help people overcome their problems. We are a voice for our clients and consumers on the issues that matter to them.

We value diversity, champion equality, and challenge discrimination and harassment.

**We're here for everyone.**



[citizensadvicecornwall.org.uk](https://citizensadvicecornwall.org.uk)



Published June 2023

Citizens Advice Cornwall is a trading name of CAB Cornwall: a company registered in England. Company Registration No: 04409017. Charity registration No: 1096193.

# How Can Citizens Advice Help Me?





## Who we are...

Citizens Advice Cornwall is a free, independent and confidential service for everyone living in Cornwall and the Isles of Scilly.

Everyone can use Citizens Advice regardless of age, income, race, religion, sexuality or disabilities.

We're a charity that has been helping people overcome their problems for more than 80 years.

Our advisers are highly trained and dedicated to listening and helping. Many are volunteers and know the sort of problems people are facing.

## How does it work?

When you come to Citizens Advice, we'll listen to what you tell us and find the best ways to help. We might be able to answer your questions straightaway, or, if your problems are more complex, we'll arrange an appointment for an in-depth chat.

Your adviser will investigate and explain the options open to you and help you find the best possible outcome.

## What can we help with?

At Citizens Advice we deal with a very wide range of issues. The main things people come to see us about are:

- ✓ Benefits claims
- ✓ Debts
- ✓ Housing
- ✓ Employment
- ✓ Consumer Issues
- ✓ Discrimination
- ✓ Relationship Breakdowns

### How can I get in touch?

You can talk to us by:



**Calling** free on 0800-144-8848 Mon- Fri 10am-4pm.



**Webchat**-visit [citizensadvice.org.uk](https://citizensadvice.org.uk) and search Webchat



**Visit** one of our offices on their drop-in days. See [citizensadvicecornwall.org.uk](https://citizensadvicecornwall.org.uk) for details.



**Check out** the wide range of information available on our website.

## Work in the Community

As well as our advice service, we also work in the community to tackle some of the root causes of problems in society in Cornwall and the Isles of Scilly.

### Some of our services include:

- Help and advice with energy bills, looking at energy saving measures, applying for grants and getting on the right tariffs.
- Improving your budgeting and saving skills and working on keeping your debts at an affordable level.
- Advice on taking out a tenancy and staying in your rented home.
- Overcoming barriers to getting a job or training.

**We also have specialist schemes for victims of domestic abuse, cancer patients (with Macmillan Cancer Support) and people suffering mental health issues (with Pentreath).**

## Countrywide 20mph Speed Limits – Phase 3 – Cornwall Gateway

Thank you for responding to our consultation on the above proposals. I am writing to let you know the outcome

A high proportion of the responses received were in support of the proposals to reduce the speed limit within residential areas, with many requests for extensions. Some objections were received from respondents who were concerned about extended journey times, driver frustration and the belief that any benefits to safety and air quality remained unproven.

After consideration of the responses received, it has been decided that the proposals in the following locations will be implemented as advertised:

SN202 Tideford, SN203 St Germans, SN204 Crafhole, SN205 Portwrinkle,  
SN206 Trematon, SN209 Antony, SN210 Kingsand-Cawsand

The following schemes will be implemented in an amended form:

SN201 Landrake – Due to the level of response, it has been decided that Pound Hill will be added to the 20mph extents, as this is a regular pedestrian route and contains several properties.

SN207 Saltash – It has been agreed to maintain the existing 30mph limits on Callington Road, the eastern end of St Stephens Road and the northern end of Church Road to support traffic flow within the town.

SN208 Torpoint – Due to the lack of frontages, carriageway layout and width of the road, the A374 Antony Road near Wilcove, in its northernmost section past Torpoint College, is not suitable for a 30mph speed limit. Following a consultation on a modification to the original proposals, it has been decided to introduce a 40mph speed limit to assist in achieving compliance by aligning the speed limit with the characteristics of the road.

In addition to the above, it was decided to maintain the existing 30mph limit at the western end of Carbiele Road in order to support traffic flow.

Our works programme indicates that construction will start on site in September 2024. Please note that any new speed restrictions will not come into effect until all the necessary works have been carried-out on site.

Further information on construction timescales, when they become available, can be found on the Roadworks section of Cornwall Council's website at <https://www.cornwall.gov.uk/transport-and-streets/roadworks/>

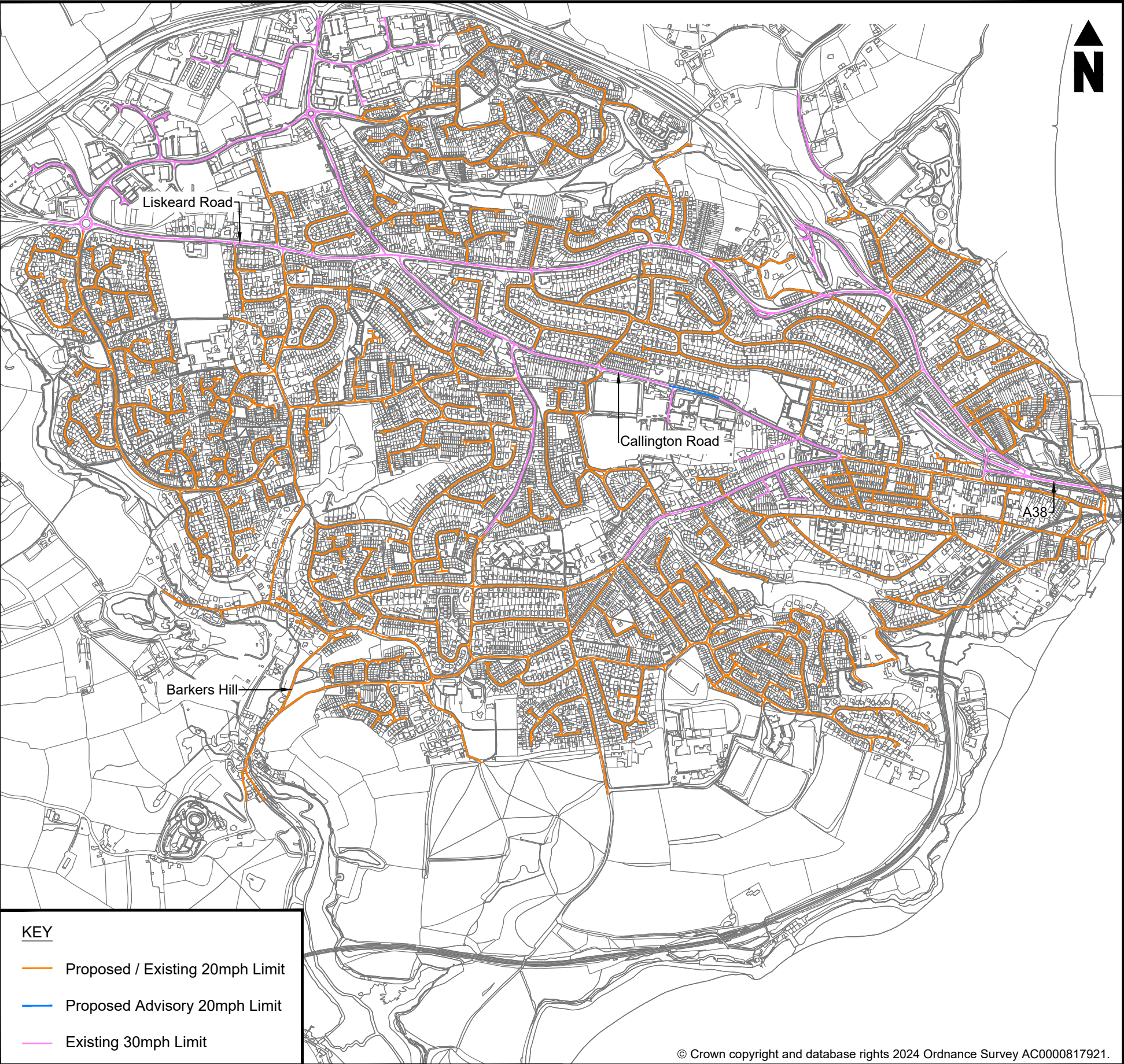


# PROPOSAL



CORMAC Consultancy,  
on behalf of Cornwall Council, is inviting comment on the following proposal  
**Infra23-213 Countywide 20mph Speed Limits - Phase 3**  
**Saltash**

Date	Originator	Document ref.
21/06/24	AJB	Infra23-213_SN207_revB



**KEY**

- Proposed / Existing 20mph Limit
- Proposed Advisory 20mph Limit
- Existing 30mph Limit

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Data Protection Officer: CORMAC Solutions Ltd, Western Group Centre, Radnor Road, Scorrier, Redruth, Cornwall, TR16 5EH

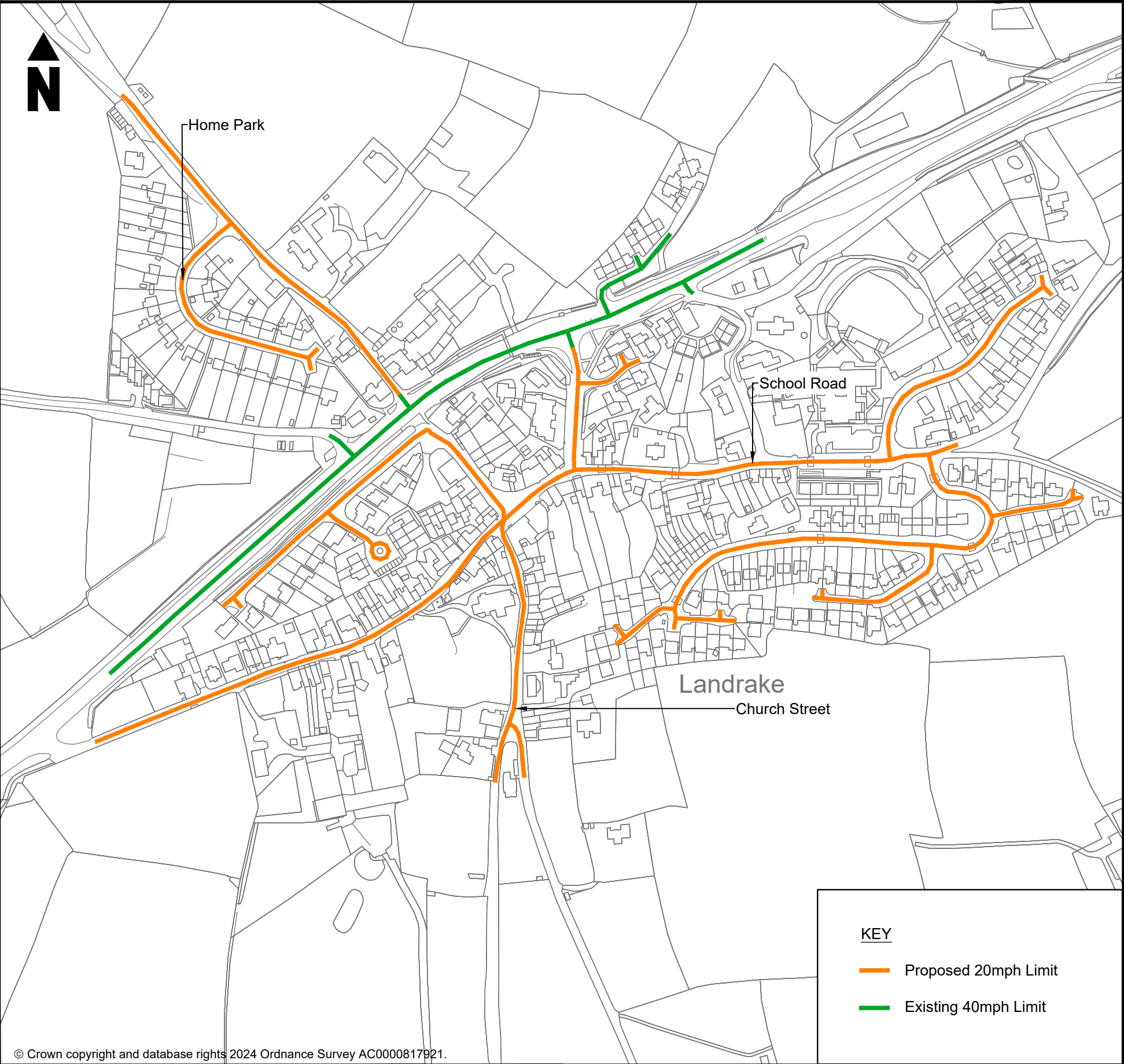


# PROPOSAL



CORMAC Consultancy,  
on behalf of Cornwall Council, is inviting comment on the following proposal  
**Infra23-213 Countywide 20mph Speed Limits - Phase 3**  
**Landrake**

Date	Originator	Document ref.
21/06/24	AJB	Infra23-213_SN201_revB



FOR INFORMATION ONLY

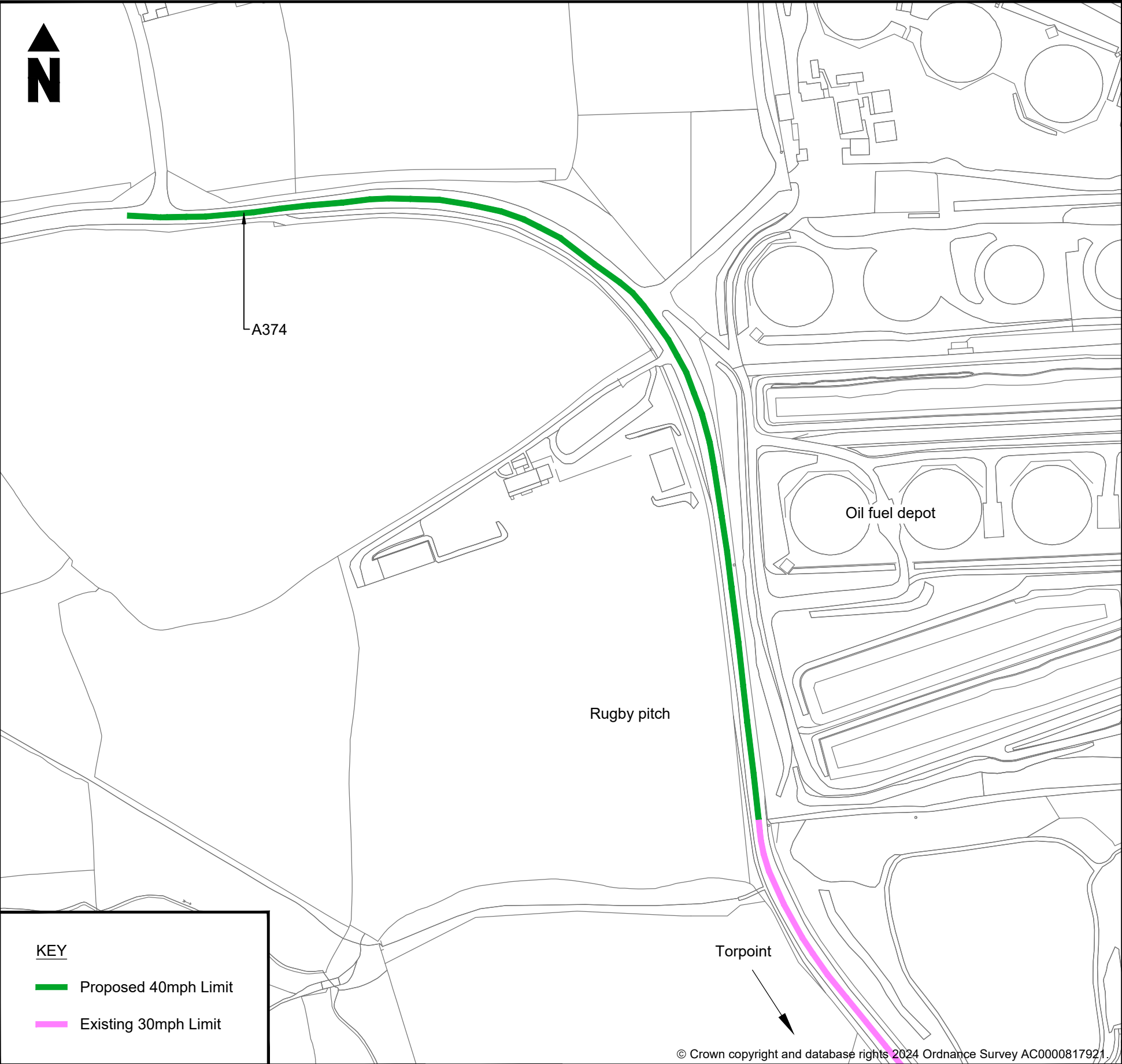


# PROPOSAL



CORMAC Consultancy,  
on behalf of Cornwall Council, is inviting comment on the following proposal  
**Infra23-213 Countywide 20mph Speed Limits - Phase 3**  
**A374 (Torpoint) - Proposed 40mph Limit**

Date	Originator	Document ref.
31/05/24	TGT	Infra23-213_SN211



To respond, please send any comments or objections, specifying the grounds on which they are made, via email or in writing to:  
**Infrastructure Design Group, CORMAC Consultancy,  
Radnor Road, Scorrier, Redruth, TR16 5EH.**

For further information please scan the **QR Code** or visit:  
**[www.cornwall.gov.uk/TrafficConsult](http://www.cornwall.gov.uk/TrafficConsult)**

**To arrive no later than: 02/08/2024**

"QR Code" is a registered trademark of DENSO WAVE INCORPORATED.

Copies of the draft proposal and plan are available for public inspection during normal office hours at:

**New County Hall, Treyew Road, Truro TR1 3AY**

Please contact us using the details below to obtain further information.

Telephone: **01872 327 250**  
Email: **[traffic@cormacltd.co.uk](mailto:traffic@cormacltd.co.uk)**

**Please quote reference: Infra23-213\_SN211**

**To consider Cornwall Council's Leisure Framework Consultation and consider any actions and associated expenditure.**

On Wednesday 11th September Cornwall Council published their 'On the Move' Leisure Framework for public consultation. Link below.

[https://letstalk.cornwall.gov.uk/leisure\\_framework](https://letstalk.cornwall.gov.uk/leisure_framework)

At this stage this document is a draft and the Council are asking operators, customers and other stakeholders to provide comment through their Let's Talk portal. GLL / your local BETTER Leisure Centre would very much like your support in providing comments to help safeguard your local Leisure Centre for the long term. This framework will lead to a set of criteria being agreed that will be used to make critical decisions on future funding and the long-term sustainability of Cornwall's Leisure Centres, as well as the provision of physical activity across the County, including sports provision outside of Leisure Centres. It is important you are comfortable with this criteria and ensure your voice is heard.

GLL recognise there will be opportunities to drive further investment and partnerships off the back of this framework to support the nine Cornish Leisure Centres it operates. Once the framework is finalised please be assured GLL will work closely with the authority to formulate how some of this is achieved within our Leisure Centres. To ensure strong representation for your Leisure Centre/s it is important as many people voice their view on the importance of the criteria chosen.

Please make sure your voice is heard as well as that of your members / colleagues and friends. I attach a poster advertising the consultation in case you have somewhere to display it.

Thank you for supporting your BETTER Leisure Centres and this important piece of work in safeguarding the positive impact physical activity and sport has on our communities.

**End of report.**

# On the Move

A framework for leisure activity  
in Cornwall 2024 - 2034

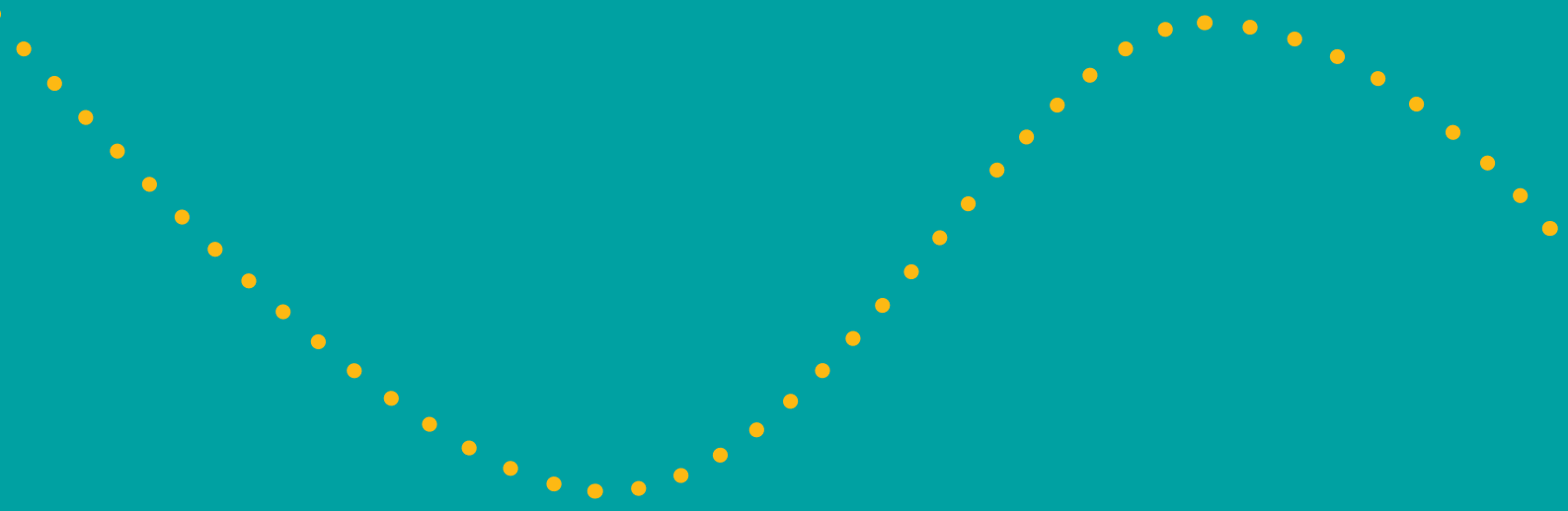


**In Cornwall,** every person should have the support, opportunity and environment to be more active more often, to benefit their health and wellbeing.



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# Glossary of terms

Abbreviation	Full term
NGB	National Governing Body
ICA	Integrated Care Area
ICS	Integrated Care Service
CAPs	Community Area Partnerships
ATP	Artificial Turf Pitch
BFS	Built Facility Strategy
PPS	Playing Pitch Strategy
ICB	Integrated Care Board
FPM	Facility Planning Model
IMD	Indices of Multiple Deprivation
GLL	Greenwich Leisure Limited

# Foreword

I am pleased to present Cornwall Council's draft 10-Year Framework for Leisure Activity - **On the Move**. The framework sets out the ambition to support and enable thriving leisure assets, alongside other physical activity, to help everyone to Stay Well and Live Longer.



**Carol Mould**  
Portfolio holder

Our Vision is:

“In Cornwall, every person has the support, opportunity and environment to be more active, more often, to benefit their health and wellbeing.”

This aspiration informs a framework that will provide a set of principles to support the development of accessible leisure facilities from Leisure Centres to rugby pitches and everything in between to enable people to access physical activity. Although there is a strong emphasis on leisure centres and playing pitches, the principles will be used to support any leisure activity moving forward.

Leisure, and wider health and wellbeing, are key to supporting us all to prevent poor health and improve the quality of life for those that are already living with physical and mental health conditions.

Whilst the Council and its partners face significant challenges in regard to sustaining the current portfolio of assets, the Council is committed to

working with partners across Cornwall to ensure there is accessible and good quality provision over the next 10-years and well beyond.

**This Framework is underpinned by four priority outcomes to help us make Cornwall:**

1. A brilliant place to be a child and grow up.
2. A thriving sustainable Cornwall that offers secure homes, a decent income and a great environment for all
3. Vibrant, safe, supportive communities, where people help each other to live well.
4. All supported by our Council: An empowering organisation that gets it right the first time.

This Leisure Activity Framework has been developed alongside the Built Facility and Playing Pitch Strategies that will support a clear direction and a prioritisation plan. These strategies have been developed in line with Sport England guidance. Alongside these leisure specific strategies, the Framework is aligned to a number of other key plans such as; the Local Plan for Cornwall, Active Cornwall's 10-Year Approach to Physical Activity, and the Council's plans in regard to decarbonisation and decentralisation.

The last few years have shown us all how quickly things can change and, with that in mind, the Framework will evolve to ensure we are equipped to make decisions, prioritise investment and work with communities across Cornwall in an inevitable changing landscape.

# Raglavavar

Lowen ov dhe gomendya kyns-skrif Framweyth 10 Bledhen Konsel Kernow rag Aktivita Termyn Syger – “Ow sommys”. An framweyth a dhiskwedh an ughelhwans dhe skoodhya ha gallosegi daffar termyn syger a sewen, ryb tenewen aktivita fysygel aral, rag gweres pubonan dhe Besya yn Yagh ha Bewa Hirra.



**Carol Mould**  
Portfolio holder

Agan Gwel yw

“Yn Kernow, pub den a'n jeves an skoodhyans, chons ha kerghynnedh dhe vos bewekka, menowggha, rag les aga yeghes ha sewena.”

An gorfyn ma a skoodh framweyth a wra provia rol a bennrewlys rag skoodhya displegyans komoditys termyn syger hedhadow dhyworth Kresennow Termyn Syger dhe barkow rugbi ha puptra yntredha rag gallosegi tus dhe hedhes aktivita fysygel. Kynth eus poos krev orth kresennow termyn syger ha parkow-gwari, an pennrewlys ma a vydh usyes dhe skoodhya neb aktivita termyn syger y'n termyn a dheu.

Termyn syger, ha sewena yeghes ledanna, yw selvenel dh'agan skoodhya oll rag nagha yeghes drog ha gwellhe an kwalita a vewnans rag an re a vyw gans kaletterow yeghes brysel ha fysygel seulabrys.

Kynth enep an Konsel ha'y gesparow chalenjys meur ow tochyha sostena an blegell a bythow a-lemmyn, an Konsel yw omres dhe oberi gans

kesparow a-dreus Kernow rag surhe bos provians hedhadow ha da y gwalita dres an 10 bledhen a dheu ha pella.

**Selven an Framweyth ma yw peswar sewyans ragwir rag agan gweres ow kul Kernow:**

1. Tyller splann dhe vos flogh ha dhe devi.
2. Kernow sewen sostenadow a prof chioiw diogel, gober gwiw ha kerghynnedh da rag oll.
3. Kemenethow bewek, salow ha skoodhyanse le may hweres an eyl den y gila dhe vewa yn ta.
4. Puptra skoodhys gans agan Konsel: kowethes ow kallosegi hag a sewen an kynsa tro.

An Framweyth Aktivita Termyn Syger ma re beu displegys ryb tenewen an Stratejiow Komodytys Drehevys ha Park-Gwari hag a wra skoodhya tu kler ha towl ragwirheans. An stratejiow ma re beu displegys ow holya gidysans Sport England. Ryb tenewen an stratejiow rag termyn syger hepken, an Framweyth yw alinys gans nebes tolow selvenel erel kepar ha: an Towl Leel rag Kernow, An Towl 10 Bledhen rag Aktivita Fysygel dhe Gernow Bewek, ha tolow an Konsel ow tochyha lehe karbon ha digresennans.

An bledhynnyow a-dhiwedhes re dhisplegyas dhyn oll fatel yll taklow chanjya yn skon ha, gans henna y'n brys, an Framweyth a wra esplegya rag surhe ni dhe vos darbarys dhe wul erviransow, ragwirhe kevarghowyow hag oberi gans kemenethow a-dreus Kernow yn tirwedh a janj heb dout.

# 2

## Introduction and context

## Our vision

On the Move aims to ensure that every person in Cornwall has the support, opportunity, and environment to be more physically active, thereby improving their health and well-being.

Physical activity helps to improve overall health and wellbeing. As people live longer and live less active lifestyles there is considerable pressure on health services. Good quality leisure facilities and informal activities such as walking, playing and cycling help to combat health inequalities and are a key part of the preventative agenda.

The purpose of the framework is to align Cornwall Council's priorities with Sport England's "Uniting the Movement" strategy and enhance leisure activity in Cornwall over the next decade. In line with the Cornwall Plan, Cornwall Council's roadmap to deliver a greener, cleaner Cornwall that is fairer and more inclusive.

The framework focuses on the development of accessible and sustainable leisure facilities and seeks to address health inequalities and foster inclusivity. It will promote collaboration among various stakeholders, ensuring that local efforts complement national objectives, ultimately creating a more active, healthy, and inclusive community.

The "On the Move" framework aims to enhance Cornwall's leisure assets and community health through:

1. Facility Investment: Upgrade and modernise leisure facilities for safety and energy efficiency.
2. Targeted Funding: Use data to prioritize community needs, secure external funds, and collaborate with partners.
3. Addressing Barriers: Improve access to sports and activities, focusing on high-inequality areas and underrepresented groups.
4. Collaborative Partnerships: Work with local authorities, health services, and community organisations for coordinated programs.

5. Localism: Encourage local decision-making and ownership of leisure assets.
6. Decarbonisation: Reduce facility carbon footprints to align with Cornwall's carbon-neutral goal by 2030.
7. Multi-Service Hubs: Combine leisure facilities with other community services to enhance accessibility and engagement.
8. Inclusive Design: Ensure facilities are accessible to all, including people with disabilities.

This 10-year plan aims to foster an active lifestyle, improve health outcomes, and support a sustainable community.

Whilst our Framework mainly focuses on Cornwall Council's leisure centre assets, it is supported by a number of reviews, that are appendices to this report. This includes a Playing Pitch Strategy and a Built Facility Strategy. There is also a recognition of the wide range of formal and informal leisure opportunities that are offered both within our communities, for example, schools, community centres, outdoor pitches and courts and by our unique geography, for example, open spaces, cycling trails, beaches, rivers and children's play parks. The Framework principles will be used in respect of any leisure activity moving forwards.

Local and national leisure services are under considerable pressure, and ensuring the sustainability of the sector across Cornwall is challenging. Cornwall Council's current position is that there is no additional budget (either revenue or capital) set aside for Leisure within the Council's 4year, medium-term financial plan. It needs to be recognised that this position could lead to difficult decisions in regard to the leisure centre portfolio.



This Framework sets out how external funding, prioritised investment and allocated resources could be targeted. Cornwall Council working with leisure operators and other partners can also use the evidence to identify areas of work that can support people to lead healthier lives.

**This report has been compiled in conjunction with a range of Council services** including Localism, Planning, Transport, Public Health, Healthy Cornwall, Active Cornwall and Carbon Neutral Cornwall Team.

**The Playing Pitch Strategy** has included a stakeholder group consisting of all National Bodies of Sport identified by Sport England as part of their guidelines.

**The key strategic priorities for the Framework:**

- **Facilities** – built facilities such as Leisure Centres and other assets that support everyday physical activity for everyone.
- **Investment** – where funding should be focussed going forward.
- **Addressing participation barriers in Cornwall** – adopting a targeted, place-based approach to improve access to sport and physical activity, focussing on areas where health inequalities are highest.
- **Services, activities and programmes** – focus on services, activities and programmes that meet the needs of local communities, in particular children and under-represented groups who are most impacted by health inequalities.
- **Resources** – the Council’s role is to support partners, to deliver physical activities and services and apply for external sources of funding where possible.
- **Collaborative partnerships** – improved partnership working to increase physical activity opportunities and participation across Cornwall.
- **Decarbonisation** – working towards net zero leisure provision as part of the council’s commitment for a carbon neutral Cornwall.

**The purpose of our 10-year Framework is to:**

- **Use data and evidence** to assess need in communities.
- **Support and target funding opportunities** and resources
- **Support the delivery of the Local Plan** and inform future planning for all leisure activity provision.
- **Identify partnerships** for collaborative working.
- **Provide a framework for community organisations** to thrive and assume responsibility for leisure assets in a sustainable way.
- **Deliver Net Zero** across the leisure assets.

**The key principles which underpin this Vision are:**

- **Improving Health Outcomes:** Sport and physical activity will be a key delivery mechanism to enable everyone to achieve their full potential whilst improving health outcomes.
- **A more sustainable offer:** Fewer, but higher quality, strategically located facilities and services, targeted at those who will benefit most.
- **Multi-Service Hubs:** Wherever possible leisure facilities should be co-located with other community provision e.g., health, education, third sector, libraries, registration etc.
- **Accessibility:** Ensuring that leisure facilities and offers are geographically placed across Cornwall.
- **Inclusivity:** Leisure facilities and services will be fully inclusive, focusing on the needs of underrepresented groups and disability.
- **Partnership and collaboration:** Develop and strengthen positive relationships through partnership working, with key partners and stakeholders, for the benefit of our communities.
- **Social Value:** Recognition of the social value of sport and physical activity in contributing towards improved work productivity, reduced crime, stronger communities, educational attainment and healthier residents, reducing the financial burden on the NHS.
- **Carbon Reduction:** Working with operators to deliver the significant emissions reductions needed to achieve the net zero ambition.



# The national context

**The national focus on physical activity and health and wellbeing is supported by the Office for Health Improvement and Disparities (OHID) and Sport England.** It is set out in Sport England’s ‘Uniting the Movement’ Strategy 2021<sup>1</sup> and the former Government’s ‘Get Active Strategy’ 2023<sup>2</sup>.

**The new Labour Government has introduced 5 new missions.** The Leisure Sector and wider physical activity can specifically support these through the preventative and net zero agendas.

- 9. **Kickstart economic growth:** Sustainable leisure assets providing employment opportunities in place and a stable economy making leisure and sport activity more affordable.
- 10. **Make Britain a clean energy superpower:** The Framework has a Net Zero ambition.
- 11. **Take back our streets:** Safe and Well Services delivered through Leisure Centres.
- 12. **Break down barriers to opportunity:** Our principle to target those that are living in deprivation and with health inequalities.
- 13. **Build an NHS for the future:** Helping people to stay fit and well and delivering GP referral programmes.



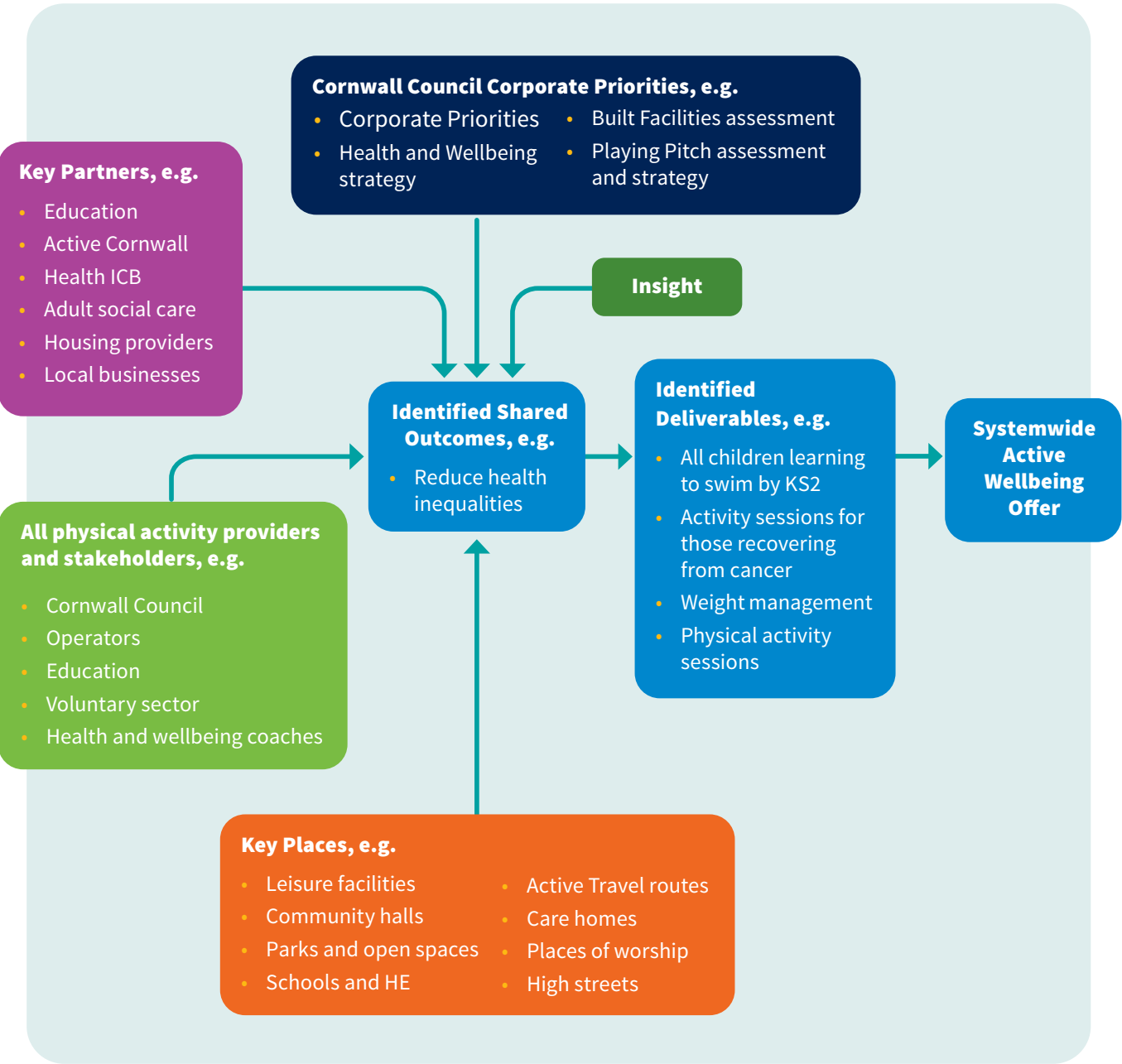
1. Uniting the Movement, Sport England 2021  
2. **Get Active: a strategy for the future of sport and physical activity** - GOV.UK (www.gov.uk)



The intrinsic link between health and wellbeing and physical activity, particularly as a preventative intervention, is now well-recognised and supports the transition to an active wellbeing service, where the focus is on a collaborative approach to creating healthier and more active communities.

An effective Active Wellbeing offer can be achieved as follows:

Figure 1 | Our Framework



Sport England’s report on the Future of Public Sector Leisure Services 2022<sup>3</sup>, refers to Leisure services as being built on 4 inter-related foundations:

1. Alignment of leisure, physical health, mental health and social care
2. Strong Sector Leadership
3. Provision that is place-based
4. Provision that is carbon neutral

Active Wellbeing comprises of services and facilities all designed to achieve shared outcomes for more active and healthier communities. It involves a system-wide approach based on all partners (providers, operators, etc) working together to a common goal, so that everything that is invested in/developed/delivered is aligned to the same shared outcomes. Our Framework for Leisure Activity sets out how Cornwall Council with stakeholders in Cornwall, specifically Active Cornwall, intend to build the partnerships to initiate the transition to an Active Wellbeing offering.

The outcomes should contribute to other identified priorities at local level, for improved community health, increased levels of physical activity etc. Furthermore, they can contribute to place-based working, shaping identity and responding to community need.

Appendix 2 provides a summary of all key national policies which provide context to Cornwall’s Framework for Leisure Activity. Some relate to the impact of the Covid pandemic, the financial constraints facing local authorities and recovery measures required to support the sector. Others reflect on the ageing population of England, increasing levels of child and adult inactivity and obesity, barriers and inequalities in provision for different demographics, the benefits of sport and physical activity and the social and economic value of leisure provision.

Whilst our leisure centres remain fundamental assets for our communities, our Vision is to see them become Active Wellbeing hubs, providing opportunities for people to be more active every day.



3. Sport England Future of public sector leisure 2022 - [HYPERLINK IN WORD DOC BROKEN](#)

# Our local context

Cornwall is the second largest local authority area in the southwest, with a population of 570,304<sup>4</sup>. Surrounded by sea on the northern, southern and western boundaries, it encompasses a diverse environment and rich economic and cultural history; the quality of which attracts residents, visitors and businesses alike. Over 40% of the population live in dispersed settlements of less than 3,000 people, with 1 in 4 of the population aged 65 and over. It is an area of contrast, with remote rural, coastal and environmentally sensitive areas interspersed with villages and historic market towns.

“Cornwall is the second-largest local authority area in the southwest, with a population of 570,304<sup>4</sup>”

The Council’s Local Plan 2010 – 2030 which provides a positive vision for the future of Cornwall to meet housing needs and addressing other economic, social and environment priorities include a minimum housing target of 52,000 homes at an average rate of about 2,625 per year to 2030. Average delivery of housing in Cornwall over the last 10 years has consistently been in line with this target (at 2,663 per year). The Council has started work on a new Local Plan that will plan forward to 2050 and it is important that our framework for leisure activity in Cornwall takes account of future populations. However, at the time of writing this report, we note that the Government are consulting on changes to national planning policy, including revisions to national targets for house building. The proposed methodology in the consultation documents would produce a requirement for Cornwall of around 4,450 homes per year. Whilst this is only a consultation proposal at this stage, and the

Council has yet to respond, that level of target is significantly in excess of what the traditional policy and delivery position has been. The Council will clearly respond to the consultation in due course and will need to think about what delivery at that level would mean. This is particularly true of infrastructure requirements. Increased delivery of housing is both a challenge in terms of greater pressure on existing facilities, but also an opportunity in terms of creation of value that can fund infrastructure requirements. The Leisure Strategy will have to continue to evolve in response to these external forces. Nationally and locally, there are, rightly, increasing policy requirements which expect developments to contribute to local infrastructure, as well as ensuring the quality of development is of an appropriate standard in terms of things like biodiversity and urban design. This combination of expectations can create pressures on viability and the Leisure strategy is only one of a number of policy documents which have an expectation of capturing value from development to fund the quality of development that will lead to healthy communities as well as the funding of off-site infrastructure.

For this draft framework, the assessments have been undertaken using the data that is available at this point, recognising the evolving nature of this plan alongside wider legislation changes that may arise.

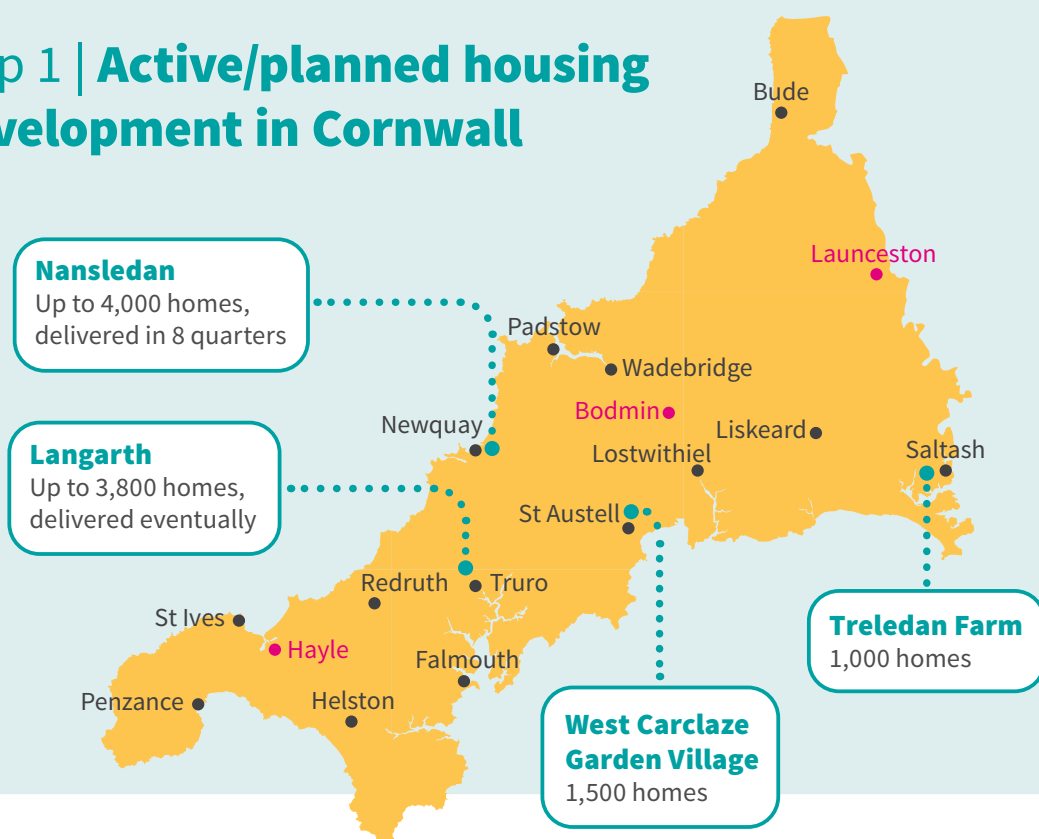
“...Falmouth’s Ships and Castles Leisure Centre was transferred to Falmouth Town Council through a **devolution deal**... (and) is now operating as a community hub with an emphasis on **health and wellbeing**.”

**Supply and demand assessments** have recently been undertaken for all built leisure facilities (Built Facility Strategy - BFS) and formal outdoor sports facilities (Playing Pitch Strategy - PPS) in Cornwall. A comprehensive assessment of this nature has never previously been undertaken in Cornwall. The findings of these assessments have been used to inform our **Framework for Leisure Activity** and can be used as the evidence base to support future investment and funding bids. The Framework and associated works have been completed in line with Sport England guidance.

The impact of **significant financial pressures** in the **aftermath of the pandemic**, as well as the **energy crisis** and a **fall in membership numbers**, **exacerbated the financial non-viability of a number of leisure centres that were already struggling**, and resulted in the leisure operator, GLL, withdrawing services in Wadebridge, Launceston and Falmouth. Wadebridge and Launceston are now successfully operated by local community partners, and the freehold of Falmouth’s Ships and Castles Leisure Centre, and surrounding land was transferred to Falmouth Town Council through a devolution deal. The Leisure Centre is now operating as a community hub, with an emphasis on health and wellbeing.

A **Cornwall Leisure Partnership Forum** has been regularly meeting with national bodies such as Sport England and Swim England attending alongside all our leisure operators, Public Health, Healthy Cornwall and Active Cornwall. This collaborative approach has strengthened how we work together using a placed based approach to re-imagine our Leisure offer, with a clear focus on long term benefits which can impact upon health, wellbeing, socialisation, social capital, and community cohesion. This includes how we support those that are in most need of leisure activity through a number of programmes such as GP referrals and healthy living campaigns.

Map 1 | Active/planned housing development in Cornwall



# 3

## Cornwall's existing provision: What and where?



## Our active environment

Cornwall's active environment includes both formal and informal provision. There is a range of indoor leisure facilities as well as a diverse range of outdoor leisure facilities, the natural environment with beaches, rivers, parks, and open spaces, many of which are easily accessible and free.

Whilst the focus of the Framework is not directly on informal leisure facilities, there is an ambition to encourage people to take advantage of these natural assets for physical activity.

“ Cornwall's residents and visitors place significant value on... leisure provision. ”

Cornwall's residents and visitors place significant value on informal leisure provision with high numbers of people taking advantage of the beautiful natural environment to be physically active.

**There is a great range of outdoor leisure assets in Cornwall, providing opportunity to be active:**

- **Beaches** - there are over 300 in Cornwall
- **Country parks** - e.g. Tehidy, Mount Edgecumbe
- **Skateparks** - e.g. Redruth, Mount Hawke
- **Cycling trails** - e.g. Camel trail, Saints Trails, Mounts Bay, Bissoe trail
- **Golf courses** - there are 38 golf courses and driving ranges
- **Outdoor gyms in public parks** - e.g. Boscawen Park, Truro
- **Walking trails** - e.g. SW Coastal Path and Saints Way and over 2500 miles of public footpaths and bridleways
- **Public open spaces and parks**

**Formal leisure provision includes** indoor and outdoor built facilities, e.g. leisure centres, all-weather sport pitches etc.

**Cornwall Council provides 9 leisure facilities which are managed through a 25-year contract with Greenwich Leisure Ltd (GLL).**

**These are:**

- **Bodmin** Leisure Centre
- **Bude** Leisure Centre
- **Helston** Leisure Centre
- **Liskeard** Leisure Centre
- **Newquay** Leisure Centre, Waterworld and Trampoline Park
- **Saltash** Leisure Centre
- **St Austell** Leisure Centre
- **St Ives** Leisure Centre
- **Truro** Leisure Centre

**Penzance is a Private Finance Funded (PFI) facility** managed by Parkwood Leisure on behalf of Cornwall Council.

**Camelford** Leisure Centre, **Carn Brea** Leisure Centre, **Launceston** Leisure Centre, **Newquay** Sports Centre, Ships and Castle (**Falmouth**), and **Wadebridge** Leisure Centre and Par Track (athletic track and pitches) **are managed by local Community Trusts.**



Facility	Asset owner	Operator	Arrangement
<ul style="list-style-type: none"><li>• <b>Bodmin</b> Leisure Centre</li><li>• <b>Bude</b> Leisure Centre</li><li>• <b>Helston</b> Leisure Centre</li><li>• <b>Liskeard</b> Leisure Centre</li><li>• <b>Newquay</b> Leisure Centre</li><li>• <b>Saltash</b> Leisure Centre</li><li>• <b>St Austell</b> Leisure Centre</li><li>• <b>St Ives</b> Leisure Centre</li><li>• <b>Truro</b> Leisure Centre</li></ul>	Cornwall Council	GLL	25-year Concession Agreement/Lease
<b>Penzance Leisure Centre</b>	Cornwall Council	Parkwood Leisure	Private Finance Funded (PFI) Contract/Lease
<b>Camelford Leisure Centre</b>	Camelford Leisure Centre Ltd	Camelford Leisure Centre Ltd	Managed by the Trust as a consequence of an asset transfer in 2012.
<b>Carn Brea Leisure Centre</b>	Cornwall Council	Carn Brea Leisure Centre Trust	Lease arrangement only.
<b>Launceston Leisure Centre</b>	Coronation Park Trust	Launceston Leisure Ltd	One off Grant Funding Agreement.
<b>Ships and Castle (Falmouth)</b>	Falmouth Town Council	Pendennis Leisure	Managed by local community trust as a consequence of asset transfer.
<b>Wadebridge Leisure Centres</b>	Cornwall Council	Friends of Wadebridge Leisure Centre (FOWLC)	One off Grant Funding Agreement.

Many of Cornwall’s existing leisure facilities were built in the 1970’s and 80’s and are now ageing. The average age of public leisure centres in Cornwall is 33 years. The benchmark life expectancy of a leisure facility is 35 – 40 years. The average age of a facility in the GLL contract will be 55 years old when the current contract ends. These ageing facilities cost more to maintain, rely on inefficient plant and equipment and contribute significantly to the Council’s carbon emissions.

When the centres were built the health and fitness market was very immature, and large gyms were not included in the design. The market has grown massively, and fitness gyms and studios are one of the main income streams within a leisure complex.

“ Cornwall’s public leisure centres are currently 33 years old, on average. The benchmark life expectancy of a leisure facility is 35-40 years. ”

**Existing facilities in Cornwall have tried to adapt** to this opportunity and a number of café areas and squash courts have been converted. In most cases these facilities are compromised by size and/or location within the building. **This potential significant income stream cannot therefore be fully optimised.** Competition is strong in many areas, with a number of private sector gyms providing a level of choice for local residents in terms of offer and price.

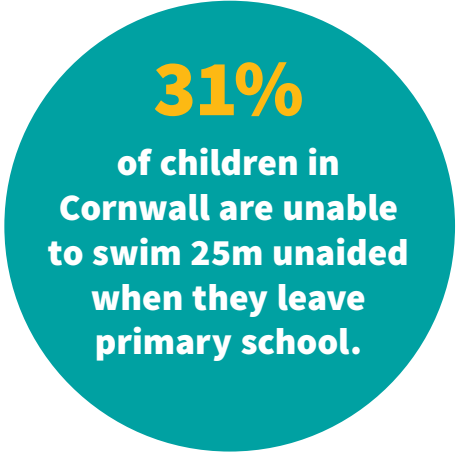
Although there is no statutory requirement in local authorities to provide leisure facilities, **there is a statutory requirement for Local Authority maintained schools, as part of the national curriculum, for all children to be able to swim 25m by Key Stage 2 (Year 6 primary school).** Swimming lesson provision is a key priority, as a staggering 31% of children in Cornwall are unable to swim 25m unaided when they leave primary school. We recognise the considerable pressure on school budgets and resources and the number of schools delivering this part of the curriculum is reducing year on year. The Council is working closely with Active Cornwall and will be launching a **‘Let’s Get Our Children Swimming’**

“ These ageing facilities cost more to maintain, rely on inefficient plant and equipment and contribute significantly to the Council’s carbon emissions. ”

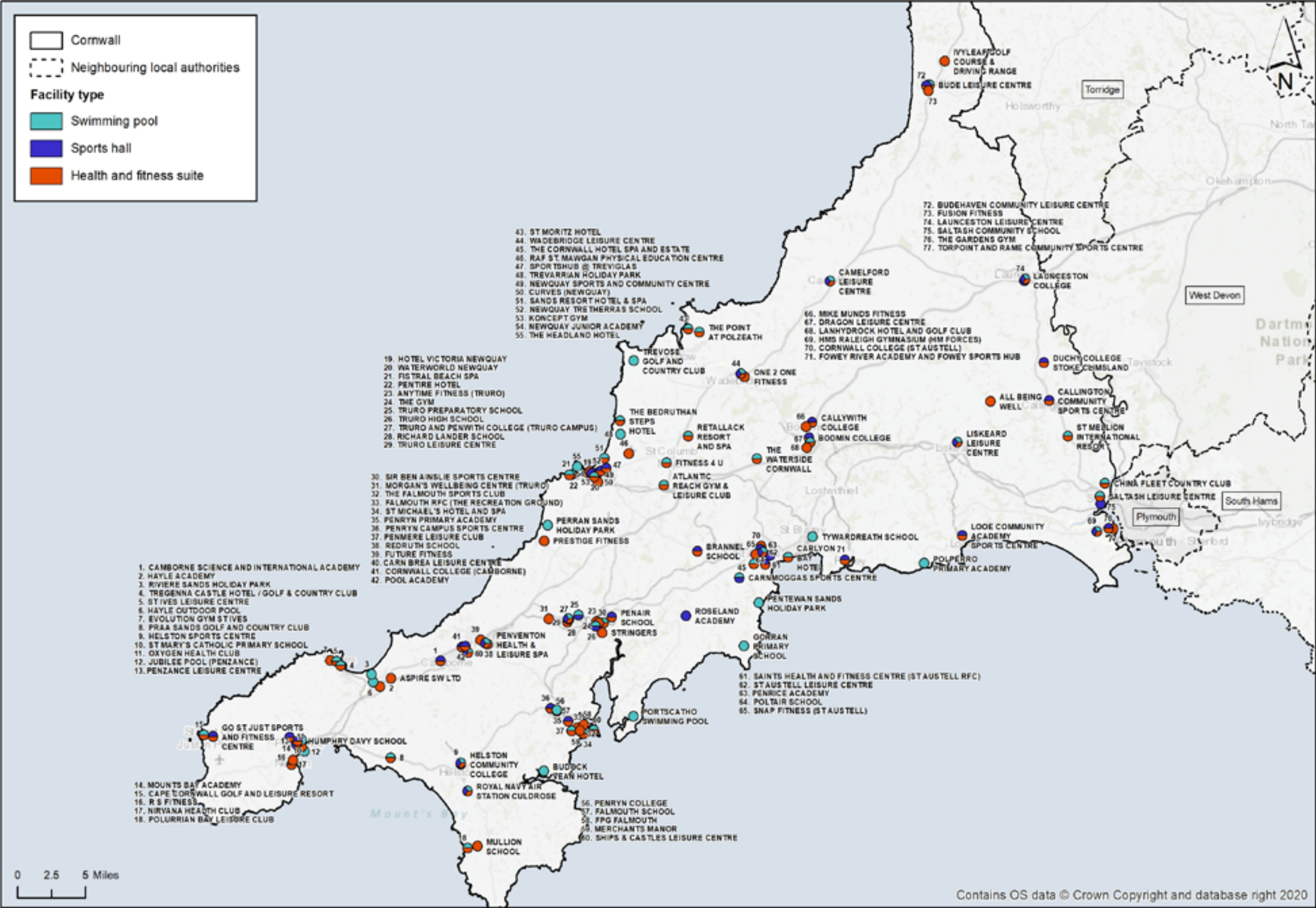
campaign which will focus initially on a number of geographical areas of high deprivation, working with key schools within those areas.to provide access to swimming lessons. There are plans to work with leisure operators, transport operators and the voluntary sector to **provide free transport and lessons**, to identified schools as part of a pilot.

Whilst the Cornwall Council leisure centres are a significant part of the overall Cornwall leisure offer, it is important to recognise that there is also a large number of facilities on school sites (mostly sports halls and all-weather pitches), community venues and holiday campsites, with **opportunities to extend and formalise community access arrangements** to these facilities. This could place less dependency on existing public leisure facilities, improve capacity and maintain and improve the geographical spread of community accessible leisure facilities across Cornwall.

**There are plans progressing to create a community hub model at Saltash Leisure Centre.** This hub will house the current leisure centre with improved facilities and a number of Cornwall Council services such as the Safe and Well Service and Registration Services. The plan has been developed through partnership working with GLL, Cornwall Council and the local community. The model will be a test bed for a community hub approach that can be replicated across Cornwall.



Map 3 | All Facilities in Cornwall





# Community health and outreach services in Cornwall

Within Cornwall there are some key partners working to design, develop, and deliver physical activity opportunities.

Moving forward, the ambition is for these organisations to work collaboratively with Cornwall Council to develop an active well-being environment comprising a network of built and natural leisure assets. This will include working with the active well-being hubs to co-locate a range of community services focused around increasing levels of physical activity.



## Active Cornwall

Active Cornwall is one of 43 Active Partnerships in England, funded by Sport England and hosted by Cornwall Council.

In partnership with Cornwall Council and local delivery partners, Active Cornwall strategically commission and build quality-assured capacity for wellbeing and physical activity within communities. By engaging with the people in communities, Active Cornwall tackle barriers that prevent people from leading active, healthy lives, targeting specific groups in priority places to drive positive lifestyle behaviour change.

Active Cornwall has developed a strong collaborative partnership across all providers within the Leisure Sector and has particularly worked with them on increasing their offer for the community. This has involved developing specific physical activity pathways for social prescribing and commissioning Leisure Centres to become key partners in major programmes of work such as the Time2Move Holiday programme for children qualifying for free school meals within Cornwall.

## Public Health

Cornwall's Public Health Team forms part of the Council's Wellbeing and Public Health Service.

Their work is influenced and informed by Cornwall Council's **Joint Strategic Needs Assessment (JSNA)**. The team's role is to work to improve the population's health and wellbeing through health improvement, health protection, influencing the wider determinants of health and health service improvement. The Council receives an annual Public Health Grant which is ring-fenced for the provision of Public Health services.

The work of Public Health is informed by the **Cornwall and Isles of Scilly Health and Wellbeing Strategy 2020 – 2030** which is being followed up by locally produced delivery plans e.g. draft Healthier Weight Strategy 2024-2034.

There is also an Integrated Care System (ICS) in Cornwall which is led by an Integrated Care Board (ICB). Within the ICS there are 3 Integrated Care Areas (ICA's) (1. North and East 2. Central and 3.

West) and each of these are divided into Primary Care Networks (PCNs). Both the Built Facility Strategies (BFS) and Playing pitch strategies (PPS) assessments have been geographically subdivided as per the 3 ICS localities. Public Health and Healthy Cornwall has also aligned themselves in the same way with a team in each locality and Active Cornwall work with priority places across these localities. There is an opportunity for the key priorities and shared outcomes of this Framework to be delivered through these place-based partnerships, where possible linking into the active wellbeing hubs, working with and accessing funding through the PCNs.

Active Cornwall has recently been doing work with Public Health, looking at ways of integrating physical activity and movement into the ICS.

# Healthy Cornwall

The Healthy Cornwall Team works on improving the health of the population through a number of interventions including smoking cessation, healthy weight, healthy workplaces, healthy aging, healthy schools, learning disabilities, maternal health and early years.

They have a delivery team which targets areas of greatest need. Areas include Penzance, Camborne, Redruth, Newquay, Liskeard, Bodmin, and St Austell. All interventions have a good evidence base and are robustly evaluated and underpin the public health priorities.

There are examples where Healthy Cornwall has worked with leisure operators to deliver some of their interventions e.g., Cardiac Rehabilitation Programme. This tends to run at sites where Healthy Cornwall has an existing client base.

There are various different GP Referral Schemes in operation across Cornwall. GLL operates a scheme across the contract sites and Healthy Cornwall operates its own Lifestyle Weight

Management Services Programme. There is also a large network of social prescribers across Cornwall. This is all directed through the GP practices with many employing their own social prescriber. This approach, although serving its purpose, is disjointed and lacks consistency. There is currently no mechanism for self-referral in Cornwall. There is clearly an opportunity for introducing a more unified commissioned approach to delivery of the above health services.



# 4

## Decentralisation, decarbonisation and digitalisation





# Decentralisation, decarbonisation and digitalisation

The concepts of decentralisation, decarbonisation and digitalisation form the three key elements which underpin Cornwall Council's central mission of **'working with communities for a carbon neutral Cornwall, where everyone can start well, live well and age well'**.

Progress has been made within all three areas and they form support the basis of our work going forward.



## Decentralisation

Decentralisation is at the heart of the Council's Localism Strategy which champions local decision making, with communities more actively involved in developing solutions to the challenges they face, and in leading, and owning those solutions.

This increases community involvement: it recognises that alternative, **local partners may be better placed to deliver for communities**, and it can offer greater benefits for our communities, for Cornwall, and for the authority. The decentralised model will align to the framework.

Through the localism strategy, and the programme of devolution, Town and Parish councils and community organisations now own and manage assets and functions that were formerly delivered by the Council. Many of these have been transformed through the process, and have gone from strength to strength. **Cornwall's Library Service**, for example, **has been transformed after the Council devolved the running of 24 of our 28 libraries to local organisations and Town and Parish Councils**. This partnership approach has meant that local libraries now operate as wider community hubs: Local partners have invested in these assets, supporting sustainability, and **resulting in an annual customer satisfaction rate of 98%**. Opening hours across the libraries have increased by 34%, resulting in a sustainable, locally-developed and delivered, service for residents.

Both **Wadebridge Leisure Centre** and **Launceston Leisure** are now successfully run by independent community organisations. Ships and Castles Leisure Centre in **Falmouth** and the wider Pendennis Headland has been transferred to Falmouth Town Council. The Leisure Centre in Falmouth is currently open as a community hub, with an emphasis on health and wellbeing, and the local community trust has the ambition, over time, to re-open the Leisure Centre fully with a swimming pool.

In **Saltash**, there are plans to develop the leisure centre by remodelling the internal space to house the Leisure Centre alongside a number of Cornwall Council services. **A coordinated approach will allow services to work collaboratively**, providing effective delivery of services, improving footfall and supporting the leisure offer. This model could be developed to become a community interest company in the longer term.

**Other important leisure facilities will be reviewed as part of the decentralisation ambition and aligned to the Leisure Framework**. Children's play parks and teen facilities are a great example of where the Council will start to engage with local partners and communities, to see how targeted conversations and asset transfers can be developed through partnerships, to support the health and wellbeing of young people.



# Decarbonisation

## Cornwall Council's Net Zero Ambition

Cornwall Council declared a climate emergency in 2019 and have been progressing delivery of the nationally recognised Carbon Neutral Action Plan over the last five years. However, as we work to deliver on our commitments, we are increasingly witnessing the impacts of a changing climate in our communities.

The future of sports participation faces significant challenges from the combined impacts of climate change and biodiversity loss. By 2050, it is estimated that<sup>1</sup>:

- 1 in 3 British golf courses will be damaged by rising sea levels,
- 23 out of the 92 English Football League grounds can expect annual flooding.
- Of the venues which have previously hosted the Winter Olympics, only 50% would be able to hold them again.

**“Leisure centres, especially those with swimming pools, are highly energy-intensive”**

Delivery of the council's service's is estimated to generate 12% of Cornwall's total emissions either directly or indirectly through our supply chain, so the council has a significant role to play in Cornwall meeting its decarbonisation aims.

Provision of leisure services is a key contributor to the council's overall carbon footprint. Compared with other buildings across the council's estate, leisure centres are amongst the highest carbon emitters due to their high energy demand. As a result of their gas and electricity use, the nine GLL run Leisure Centre buildings emitted 1,785 tonnes/ carbon dioxide equivalent in 2022-23 (t/CO<sub>2</sub>e/yr), whereas the entire council estate of 650-700 sites emitted 4,600 t/CO<sub>2</sub>e/yr in 2022.

This is illustrated in the below comparison which shows emissions from the council's largest civic building, New County Hall, against averaged annual emissions across the nine GLL managed leisure centres:

Equally, although harder to quantify, emissions generated from travel to and from leisure services will be significant.

Council leisure centres are operated by external partners, consequently, the emissions fall under the Council's Scope 3 emissions. It is imperative therefore that we work with our delivery partners to decarbonise leisure services.



1. The Future of Sport (Deloitte 2023)



# The National Net Zero Agenda

Following legally binding targets set through the Climate Change Act (CCA), the UK government has introduced a series of targets which will apply to buildings owned by the public sector:

Date	Target	Source
2032	Halve direct emissions from public sector buildings by 2032, against 2017 levels.	Net Zero Strategy: Build Back Greener
2035	Latest date for all new heating systems to be net zero compatible (phase out of new gas boilers)	Heat and Buildings Strategy
2037	75% reduction in direct emissions for all public sector buildings, against 2017 levels	Net Zero Strategy: Build Back Greener
2050	100% reduction in greenhouse gas emissions (net zero) by at least 2050 (on 1990 levels)	Climate Change Act

**Meeting the UK's Net Zero target will require unprecedented innovation across the economy.** Recognising the investment needed to deliver this transformation, government has committed £1.17 billion funding for public sector decarbonisation following a profile of £670 million in 2025/26, £300m in 2026/27 and £200m in 2027/28 through the Public Sector Decarbonisation Scheme (PSDS), and Low Carbon skills Fund (LCSF). Securing these or similar funds for decarbonisation will be essential to achieving Net Zero across Cornwall's leisure assets.

Key actors in the leisure sector have developed policies, programmes or funding around the decarbonisation agenda: national government<sup>2</sup>; the LGA<sup>3</sup>; Sport England<sup>4</sup>; Swim England<sup>5</sup>; and Community Leisure UK<sup>6</sup>. Greenwich Leisure Ltd who manage and operate 9 council leisure centres have committed to become **carbon net-zero by 2050**, with an ambition to hit this target sooner.

2. Get Active: A strategy for the future of sport and physical activity (Department of Culture, Media & Sport 2023)  
 3. Securing the future of public sport and leisure services (APSE, LGA & CLOA 2021)  
 4. Future of public sector leisure (Sport England 2022)  
 5. Access Aquatics Strategy 2023-2033 (Swim England)  
 6. Carbon Literacy Training for Public Leisure & Culture (Community Leisure UK 2024)

# Progress towards Net Zero

Significant progress has been made across many of the leisure centres to reduce energy use and carbon emissions. As well as decarbonising, this lowers the impacts of energy price volatility and costs, and improves long term economic sustainability.

## The progress includes:

- **GLL have achieved an enormous 55% carbon reduction** since it took on operation of nine leisure centres in 2017 through significant interventions on energy use, and a robust ongoing strategic approach to energy and carbon reduction (see the case study in appendix 6).
- **In 2024, the council and operators with support from SW Net Zero Hub secured £430,000** to install 335kW solar PV across 5 council owned leisure centres from the Sports England Swimming Pool Fund (SPSF). This will save over 100 t/CO<sub>2</sub>e/yr (estimated). These include St Ives, Camelford, and Carn Brea Leisure Centres, Helston Sports Centre, and Wadebridge Sport & Leisure Centre. Funding for a pool cover was also secured for the outdoor Jubilee Pool, Penzance.
- **The unique outdoor, Grade II Listed Jubilee Pool at Penzance is the first geothermally heated pool of its kind in the UK**, using renewable heat to heat pool water using heat pump technology. It reopened to the public after restoration in September 2020 using £1.8m investment, of which nearly £540,000 came from a public share offer. Jubilee Pool is devolved to Jubilee Pool Penzance Limited, a Community Benefit Society.
- **Camelford Leisure Centre** (run by Camelford Leisure Centre Ltd Community Benefit Society) installed a biomass boiler in 2009 and 32kW solar PV panels in 2021 providing power for 33% of its electricity needs.

While we celebrate these milestones, we acknowledge that the road to carbon neutrality is long and filled with challenges. For decarbonisation, retrofitting will be a significant part of the solution; but some facilities may need complete redesign or replacement if they are to meet the future needs of their communities and Net Zero targets. Investing in more energy efficient sport and leisure centres will help to have a significant impact in decarbonising the local authority property estate. A twin track approach may be needed; using existing decarbonisation schemes to update and retrofit leisure facilities but ensuring that any replacement is future ready, delivered to Net Zero standard. Achieving our goal will require ongoing innovation, investment, and most importantly, strong partnership working.



# Digitalisation

Digitalisation can transform the leisure sector in Cornwall, providers will use digital tools to connect and deliver services with and to their users in new and more efficient ways.

Digital tools should enable residents and tourists to quickly understand the full range of opportunities, allow booking and planning of their activities. Online communities will be created that have a connection to physical assets, combining online and physical experiences in a way that strengthens both. Encouraging and enabling the sharing of data, with full permission of individuals will improve the ability of public bodies to tailor interventions to be as beneficial as possible to the community aims and needs and could include tools such as;

1. Digital tools which improve the productivity of providing leisure:
  - Energy Management Systems
  - Facility Management Software
  - Digital Payment Solutions
2. Digital tools that create new communities:
  - Virtual Solution
  - Health tracking apps and devices
  - Digital resources and community learning
  - Social Media platforms

3. Data and Insight based on Digital tools to inform future strategy

- Booking Systems
- Customer Relationship Management Systems
- Reporting Tools

By integrating digital solutions into leisure activities, Cornwall Council can foster a greener, more sustainable environment that benefits the community, economy, and natural landscape. This approach aligns with broader carbon neutrality goals while enhancing the quality of life for all who live in or visit Cornwall.



# 5

## Key Cornwall demographics

# Key Cornwall demographics

Cornwall's demographic summary presents some stark statistics, highlighting the persistence of inequalities of health and wellbeing, particularly in areas of high deprivation.

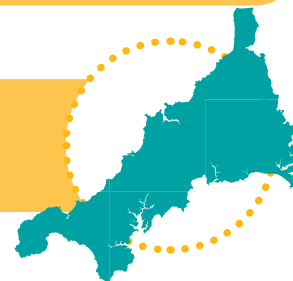
Cornwall's population is also ageing and therefore demand pressures on the care system are only likely to increase. Although people are living longer, the time spent living with long term illness or disability is increasing.

## Population and settlements



The population in 2023 is approximately **570,304**. It is the **second largest** local authority area in the **South West** region. Of that total, **16% are under 16** years old, **58% are aged 16-64**, and **26% are 65 years and over**. (Source: 2021 census)

**Population density** in Cornwall is **one of the lowest** in England, at **1.6 persons per hectare**.



**The population is estimated to increase by 18% by 2043.**  
(Source: Cornwall and Isles of Scilly Population Profile 2021-22)

## Deprivation



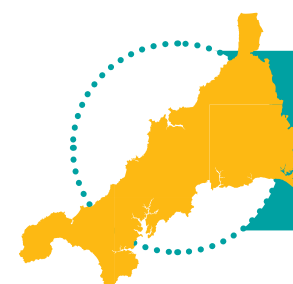
**13.3% of the population of Cornwall** (71,600 people, approx) **live in the 20% most deprived communities in England.**  
There are **17 LSOAs in the top 10% most deprived** in England.  
(Source: 2019 IMD and 2018 Mid-year population estimates, ONS)

**Hidden rural deprivation is not identified by national measures,** due to the dispersed nature of the rural population.



The most recent Index of Multiple Deprivation ranks **Cornwall** as the **second-poorest region in the whole of Northern Europe.**

**17.1% of children in Cornwall live in low-income families.**



The **5 areas** with the **highest levels of deprivation** are **Penzance Quay, St Austell Central, Redruth North, Penzance North** and **Liskeard**.  
(Source: 2021 Census)





## Health and Wellbeing



**Health inequalities** exist in areas of deprivation, where there are **higher rates of obesity, teenage pregnancy, and levels of sickness and disability benefits.**

**Higher rates of childhood obesity**, with **1 in 5** children in **Year 6** classified as **obese.**



**1 in 10** residents (approx 57,200) say their **day to day activities** are **limited a lot** due to a **long term health condition** or **being disabled.**

**Cancer, respiratory disease, muscular-skeletal problems and cardiovascular disease** cause the **majority of deaths**: physical inactivity is one risk factor that can increase a person's susceptibility to these issues.



There are a large number of people with **mental health needs** as well as a large number of people at **increased risk to mental health problems** (Source: Healthwatch Cornwall. Cornwall Coronavirus Survey Report 2020)

## Transport



**Car ownership** in Cornwall is **not a sign of wealth.** High levels of **car ownership reflect** Cornwall's **rural nature** where **public transport** is often **not viable.**

**56%** of people in **employment** travel to work by **car.**



**Figure 3 | Cornwall Activity Levels - Adults, Children and Young People<sup>6</sup>**

### Adults in Cornwall

**Sport England Active Lives (2022/23) data shows that levels on inactivity amongst adults have increased in Cornwall;** over a quarter of adults (26.4%) do less than 30 minutes physical activity per week. This is higher than the England and southwest averages of 25.7% and 22.3% respectively.

**64.5%** of **adult Cornwall population** is active for **150+ minutes per week.** This is **higher than the England average** of 63.4%, but **lower than the southwest average** of 66.2%.

**9.1%** of **adult Cornwall population** is fairly active **for between 30-149 minutes per week.** This is **lower than both the England average** of 10.9% and the **southwest average** of 11.1%.

The data also **masks** the fact that **levels of inactivity are higher in urban areas** and in **areas of deprivation** in Cornwall.

6. Sport England Active Lives Data Nov 2022-23

### Young People in Cornwall

Levels of **inactivity in young people** (aged 5 - 16) in Cornwall have **increased to 31.7%** (2022/23) following a reduction in inactivity levels over the previous three academic years. Nearly **a third of young people** in Cornwall are **physically inactive.**

Levels of **inactivity in young people** in Cornwall are **higher than the England average** of 30.2%, and **significantly higher** than the **southwest average** of 25.7%.

**51.8%** of **young people** in Cornwall are **physically active for 150+ minutes per week.** This is **higher** than both the **England** and the **southwest averages** of 47% and 50.8% respectively.

**16.5%** of **young people** in Cornwall are **fairly active**; this is substantially **lower** than both the **England average** of 22.8% and the **southwest average** of 23.6%. Of those young people in Cornwall who undertake less than 30 minutes exercise a day, **a high proportion are undertaking no exercise at all** (29.4%).

**These statistics** however **vary according** to the **geographical location, the demographics** and **levels of deprivation** relating to an individual place in Cornwall.



# 6

## Supply and demand assessment

.....

## Supply and demand assessment

To understand the nature and extent of leisure provision needed in Cornwall it is important to be clear about what is already provided and current and future community need.

The Built Facility Strategy (BFS) and Playing Pitch Strategy (PPS) 2023 - 2050 (developed in 2023/24) provide an evidence base to support future strategic decision making around formal and informal indoor and outdoor sport and

leisure facility provision within Cornwall. As well as informing Cornwall's Framework for Leisure Activity, the assessments provide an evidence base for Cornwall's new Local Plan.



# Built Facility Strategy and Facility Planning Model – summary of recommendations

The BFS assessment complies with Sport England's Assessing Needs and Opportunities (ANOG) Guidance.

It provides a quantitative, qualitative, availability and accessibility audit of all swimming pools (indoor pools and lidos), sports halls, athletics tracks, squash courts, fitness suites, netball courts (indoor and outdoor), bowls facilities (indoor and outdoor), and gymnastics facilities in Cornwall.

The assessment encompasses all public, education and private/commercial provision and includes consultation with leisure operators, schools, sports clubs, parish/town councils and National Governing Bodies (NGBs).

## The key points from the BFS relevant to future provision of built facility assets are:

- The majority of Cornwall's existing leisure centres are ageing (this includes those provided by Cornwall Council, the education sector and community organisations). Newquay and St Austell Leisure Centres are 50+ years old compared to an average lifespan of public leisure facilities of 35-40 years.
- Many of Cornwall's existing leisure centres need significant investment to improve their quality, and operational efficiency; examples are Carn Brea (operated by the Carn Brea Leisure Trust), St Austell, Newquay, Liskeard, Launceston (owned and operated by an independent trust) and Bodmin.

- There is a need for investment in existing facilities to respond to guidance published since they were originally built, for example, safeguarding. Not all existing facilities provide separate changing areas for adults and children.
- Some of the existing leisure centres are located where there are very significant constraints on their ability to operate to their full potential.
- Changes in Cornwall e.g., location of new residential development, re-location of other community assets, and different ways in which services are delivered have created a significant opportunity for the development of active-wellbeing hubs, which co-locate opportunities for physical activity with health, education and other community-based services.
- The education sector provides a large number of leisure facilities; whilst many of these are open to the public, there is no formal agreement protecting community access to these facilities. To ensure these facilities remain available for community use putting in place formal Community Use Agreements (CUAs) is important.
- Ensuring there are sufficient swimming pools to meet the demand for school swimming is key; protecting community access to existing pools is therefore critical.

# Playing Pitch strategy – summary of recommendations

Cornwall Council's Playing Pitch strategy (PPS) focusses on football, rugby union, cricket and hockey pitches (both grass and artificial surfaces), and outdoor tennis courts.

Other sports such as Lacrosse, American Football, Rugby League, Gaelic Football, Softball, Rounders and Baseball, are also included in the assessment.

The PPS includes very detailed sport by sport recommendations. Overall, the key points for the future provision of pitches (grass and all-weather turf pitches (ATPs)) are:

- There is a need to improve the quality of existing grass pitches; some are over-played, and many have poor drainage.
- The impact of climate change i.e., flooding needs to be mitigated to reduce the number of cancelled training sessions and matches across all pitch sports.
- Provision for women and girls i.e., changing rooms, other ancillary provision needs significant improvement. This is very important given the growth in the number of women and girls taking part in all pitch sports.

- There is an under-supply of all-weather pitches (ATPs) in Cornwall; this means teams have to train on grass pitches which further impacts their quality and ability to sustain both training and matches.
- There is a need to protect all remaining sand-based ATPs in Cornwall to ensure hockey can continue to be played. Hockey requires a different training and playing surface to football and rugby.
- Ensuring there are sufficient cricket pitches and nets is key given the growth in the game particularly from juniors.
- There is a need to protect and improve public tennis courts across Cornwall.





# Framework assessment criteria

The “On the Move” framework will use specific criteria to inform decision-making, ensuring that investments and initiatives are aligned with the needs of Cornwall’s communities.

The use of an assessment criteria within a framework, rather than a static strategy, ensures this document remains relevant by adapting to the constantly changing local context. This unique agile approach allows Cornwall Council and partners to assess and prioritise centres at different points in time, maintaining the criteria’s relevance throughout the lifecycle of the framework.



The criteria will help prioritise which leisure facilities and programs receive funding and support. The key elements of this criteria-based approach are:

1. **Place-Based Assessment:** This assessment focuses on the specific needs of different areas within Cornwall. Six individually weighted factors are used to evaluate each area:
  - **Health Inequalities:** Areas with higher health inequalities are prioritised to ensure resources are directed where they can have the most significant impact.
  - **Deprivation Indicators:** Regions with high levels of deprivation are given priority, recognising the link between poverty, limited access to leisure facilities, and poor health outcomes.
  - **Population Size:** Current population data is used to understand the potential demand for leisure facilities in each area.
  - **Future Population Growth:** Planned housing developments and expected population growth are considered to ensure facilities can meet future demands.
  - **School Swimming Usage:** High usage of facilities for school swimming programs indicates a strong need for maintaining or improving those facilities.
  - **Transport Links:** Areas with poor transport links are prioritized to improve accessibility to leisure facilities.

2. **Facility Assessment:** This assessment looks at the condition and utility of existing leisure facilities, using four weighted factors:

- **Throughput Per Annum:** Measures the usage rate of the facility, indicating its importance and demand.
- **Key Clubs/Users:** Facilities that serve important community clubs or groups are given priority.
- **Facility Mix:** The range of activities and services offered by a facility is considered, with preference given to facilities that offer diverse and inclusive options.
- **Age and Condition:** Older facilities, or those in poor condition, are identified for potential upgrades or replacement to ensure they remain safe and functional.

By combining the place-based and facility assessments, the framework can create a comprehensive understanding of needs across Cornwall. This approach will help in making informed, strategic decisions about where to allocate funding, which facilities to upgrade or replace, and where to introduce new services or programs.

These criteria ensure that the framework is responsive to both current and future needs, and that decisions are based on evidence, promoting fairness and effectiveness in resource allocation. This agile methodology helps Cornwall Council and its partners to continuously focus on the areas and facilities that will provide the greatest benefit to residents, enhancing the overall impact of leisure activities on community health and well-being.





# 7

## Key issues for future facility provision



## Key Issues for future facility provision

The key points underpinning our future approach to physical activity and leisure facility provision are:

- Based on our understanding of the priorities for investment, **work collaboratively across Cornwall to transition to a sustainable mix of leisure facilities and services.**
- We **understand our local place priorities** for facility provision and will **seek to optimise all available opportunities to secure investment.**
- **Ensuring facilities are fully inclusive**, which will be supported by targeted work with specific groups.
- **Co-location of services for sustainability.**
- **Contributing to our targets for Net Zero** wherever possible.
- **Aligning our partners and providers to our shared ambitions.**





# Delivering our 10 year framework - direction of travel

The last 3-4 years have been a time of unprecedented challenge and change for UK public leisure services.

Covid 19 and changing participation trends, facility closures, escalating utility costs, increasing pressure to be more energy efficient in the context of high utility costs and the aim of achieving carbon neutrality, and the recruitment and retention of staff are significantly impacting the sustainability of leisure facilities. Add to this the cost-of-living crisis which is affecting whether people can afford to use leisure facilities and it is clear that change is needed.

**These pressures come at a time when the focus on the need for Cornwall's communities to be more active in order to reduce health inequalities has never been more intense.**

Our population is ageing, many people live more sedentary lives and health inequalities have increased. Leisure activity and wider health and wellbeing are a critical part of the preventative agenda supporting people to stay well and live longer, healthier lives.

**The Framework sets out the challenges, issues and options against which the Council can support planned, long term, financially viable and sustainable decisions.** These decisions will be based on the current and future needs of its residents, recognising that our changing landscape could result in a change in priority and that the Framework will need to be agile to meet those demands.

“ Our ambition is that Cornwall has good quality, strategically-located facilities, to enable everyone to be more active more often. ”

Furthermore, **there needs to be access to good quality swimming pools to ensure children across Cornwall learn to swim**, in a county that is surrounded by water. However, the state of the current facilities across Cornwall means that the current position is not sustainable in the long term. It is recognised that with limited resources available, a phased approach must be taken to address the current and future leisure needs of residents. Working in partnership, the Council's role needs to be that of facilitator and enabler, to develop a strategic approach to the future development and delivery of built leisure assets.







# How we will achieve this

This Framework is crucial to achieving our ambition. The evidence based approach provides a clear position of where we are now and a direction of travel.

**The Built Facility and Playing Pitch strategies both support this plan.**

The additional layer of place-based data covering deprivation, health inequalities and population growth provides a balanced view, recognising that positions will change over time.

**Cornwall Council** will work in partnership at local, regional and national level to support investment into physical activity and leisure facilities. At the moment there is no additional capital funding identified, so we need to work creatively and, in collaboration, to attract resources as opportunities arise.

**The Cornwall Leisure Partnership Forum** has provided a great platform to work collaboratively on a number of issues and share best practise. We will continue to develop a targeted approach with operators and wider partners to ensure we are reaching those in most need.

There have been some significant successes over the past few years. Wadebridge and Launceston leisure centres continue to thrive under local management and the plans for Saltash will provide a test bed for the future. Some other centres are currently applying for large funding bids with Cornwall Council’s support, to make their leisure centres more sustainable.

**The Council recognises the importance of strategic leisure provision**

(including and alongside public open space and green and blue infrastructure) as being one of the contributors to social determinants of health and we expect that to be a key theme of a new Local Plan for Cornwall. The Council is also progressing an Infrastructure Delivery Strategy and will seek the opportunities to ensure alignment between emerging findings from both plans.

**The Cornwall Plan includes a commitment to becoming carbon neutral by 2030.**

Cornwall Council has already been named as the nation’s leading local authority in tackling the climate crisis as it works towards becoming the first net zero region, stimulating investment interest in the green economy.

**The Framework also highlights the importance of localism to Cornwall: A belief in the power of the community, decentralisation with the adoption of a place-based approach with decisions based on local need.**

The Localism in Cornwall Strategy<sup>7</sup> explores this in more detail.

The challenges ahead for the sector remain significant but the implementation of a robust and agile assessment criteria will ensure the Framework remains relevant by adapting to the constantly changing local context. **This Framework is the start of a 10-year plan, explicitly linked to the Council’s priorities, to support our leisure assets and wider physical activity offers to thrive and support residents across Cornwall to stay well and live longer.**

7. [localism-vision-and-strategy-2020.pdf \(cornwall.gov.uk\)](#)

**This framework is the start of a 10-year plan...** to support our leisure assets and wider physical activity offers to thrive, and support residents across Cornwall to stay well and live longer.



## Contact us

For advice and guidance please email us at:

**[leisureconsultation@cornwall.gov.uk](mailto:leisureconsultation@cornwall.gov.uk)**

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

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

e: [customerservices@cornwall.gov.uk](mailto:customerservices@cornwall.gov.uk)

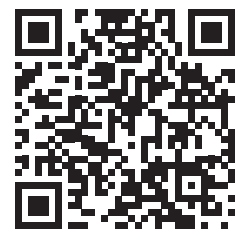
t: 0300 1234 100



**Have  
your  
say...**

# Leisure Framework Consultation

Have your say and contribute to a new framework that will be used to make decisions about the Duchy's leisure facilities over the next 10 years.



Scan the QR code or visit  
**[https://letstalk.cornwall.gov.uk/leisure\\_framework](https://letstalk.cornwall.gov.uk/leisure_framework)**

## NOTES

<b>Meeting:</b>	Town Team – Guildhall
<b>Date and Time:</b>	Monday 9 September 2024 5:30PM

<b>Present:</b>	<b>Title/Representing:</b>
S Burrows (SB)	Town Clerk – Saltash Town Council
D Joyce (DJ)	Administration Officer – Saltash Town Council (Notetaker)
M Richardson (MR)	Consultant
P Ryland (PR) Chairman	Saltash Chamber of Commerce
S Miller (SM)	Saltash Chamber of Commerce
J Peggs (JP)	Saltash Town Council
S Martin (SM)	Saltash Town Council
C Jane (CJ)	CEPL12
R Bickford (RB)	CEPL12
M Griffiths (MG)	Saltash Town Council
H Frank (HF)	Cornwall Council
S Lennox-Boyd (SLB)	Cornwall Council
C Thomson (CT) Attended Virtually	Community Link Officer Cornwall Council
M Worth (MW) Attended Virtually	Cornwall Council
C Bailey (CB)	CEPL12
<b>Apologies for absence:</b>	
None.	

Item	Key / Action Points:	Action by:
1.	<b>Apologies:</b>  The Chairman welcomed all to the meeting.  The Chairman introduced Chris Bailey, a reserve member of CEPL12, who attended this evening's meeting to observe and get up to speed on current projects.	
2.	<b>Approval of notes of previous meeting dated 8 July 2024:</b>  Members confirmed the notes are a true and correct record.  MG arrived and joined the meeting.	

3.	<p><b>To receive and note the latest funding statement (Town Vitality, Town Delivery, and Town Accelerator) and consider any actions:</b></p> <p>SB advised two costings have not been included on the latest funding statement:</p> <ul style="list-style-type: none"> <li>• £4,893.19 + VAT CORMAC Road safety audit report for the community open space project</li> <li>• £4,000 Mel Richardson Consultancy</li> </ul> <p>Members requested clarification for the overall balance remaining.</p> <p>SB explained that funding is not received as a single payment, it is distributed over the course of a project. The figures reflect what has been received so far and spend to date.</p> <p>Members confirmed a total of approximately £45,000 of funding is remaining.</p> <p>Members noted the latest funding statement.</p>	
4.	<p><b>To review the Terms of Reference and consider any actions:</b></p> <p>Members approved the amendments to Town Team ToR and agreed to <b>recommend</b> to Saltash Town Council for approval (as attached).</p>	<p><b>RECOMMEND to FTC</b></p>
5.	<p><b>a. To note Cornwall Council's approval for an extension for the Town Delivery Fund and Town Accelerator Fund;</b></p> <p>Members noted the extension.</p> <p><b>b. To receive Cormac Design Team's Safety Audit Report and consider any actions;</b></p> <p>Due to health and safety concerns, including but not limited to high traffic volume, the presence of heavy vehicles, and limited space for parklets, the Town Clerk did not recommend or support the installation of parklets on the highway as part of the Community Open Space project in Fore Street.</p>	

	<p>SB confirmed the parklets had a life span of one to two years with bespoke parklets being required to be procured for the space requested.</p> <p>MR agreed with SB comments, adding that after numerous discussions with CORMAC and Cornwall Council Officers it was challenging to determine liability and ensure the safety of the parklets.</p> <p>Members deliberated on the cost of implementing the parklets, unanimously concluding that the expense of a trial not only raised health and safety concerns but also did not represent a good use of public funds.</p> <p>Having reviewed the safety report and update from the Town Clerk, it was unanimously agreed it was not a viable option to trial parklets in the centre of Fore Street due to the Town Clerks H&amp;S concerns.</p> <p>Instead, Members wished to revisit alternative areas, detailed in Studio Hives report, and locate an area suitable for a Market trial, investigate further greening of Fore Street and improve wayfinding in the Town Centre to assist in increasing footfall, visitor stay, supporting the traders and community.</p> <p>A working group was formed consisting of JP, RB, HF, PR to investigate further planting / greening, wayfinding and events working with MR to drive the project forward on behalf of Town Team reporting back at a future Town Team meeting.</p> <p>CT requested that the Town Team review a previously submitted and awarded S106 application for trees and planters in Fore Street to avoid duplication of work. DJ to circulate previous S106 application and evidence of areas previously identified and considered for planters and trees to ensure duplication does not occur.</p>	<p><b>JP / RB / MR / HF / PR</b></p> <p><b>DJ</b></p>
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	<p>MR to provide amended costs for consultancy works due to the project changes.</p> <p>MR to review the funding agreement to ensure the criteria is still being met against the new direction of the project.</p> <p><b>c. To review options to appoint an event organiser for the 2025 markets;</b></p> <p>Deferred pending further investigation into identifying a suitable location for a market trial.</p> <p><b>d. To review procured items for the open space, parklets and market project;</b></p> <p>It was agreed parklets were not required at this stage.</p> <p>The working group to report back to a future Town Team meeting with a list of items and associated cost to be considered for procurement.</p> <p><b>e. To review Wayfinding options and consider any actions.</b></p> <p>The working group to review the report when meeting and to report at a future meeting.</p>	<p><b>MR</b></p> <p><b>MR</b></p> <p><b>JP / RB / MR / HF / PR</b></p> <p><b>JP / RB / MR / HF / PR</b></p>
<b>6.</b>	<p><b>S.106 Ring Funding:</b></p> <p><b>a. To consider a quote received from Revelation and consider any actions and associated expenditure;</b></p> <p>Members thanked Ollie O'Meakin for meeting with the Chairman and HF and for providing cost estimates for their consideration. Members agreed that a clear vision had been established and decided not to appoint Revelation at this time.</p> <p>PR will contact Revelation to inform them of the Town Team's decision.</p>	<p><b>PR</b></p>

	<p><b>b. To receive the Draft S106 Pro-Forma application form and consider any actions.</b></p> <p>Members thanked MR for drafting the comprehensive and detailed pro-forma application. There were a couple of amendments suggested. MR to update the pro-form and send across for STC and the S106 Officers consideration.</p> <p>CT confirmed that the application had been reviewed by an S106 Officer and was deemed broadly eligible for submission.</p> <p>Members agreed to seek support from Saltash Town Council for the DRAFT S106 pro-forma application, as attached.</p>	<p><b>MR</b></p> <p><b>RECOMMEND to FTC</b></p>
7.	<p><b>To receive an update on the Town Centre Street Audit and Accessibility Review and consider any actions:</b></p> <p>RB confirmed a meeting with Will Glassup was being organised to conduct a street audit.</p> <p>The Chairman had no further update for the Accessibility review.</p>	<p><b>RB/PR</b></p> <p><b>RB/PR</b></p>
8.	<p><b>To consider S106 Waitrose Publicity Funding and consider any actions and associated expenditure:</b></p> <p>Members discussed a visit Saltash designed leaflet advertising the various ways to travel to Saltash, inclusive of the ferry, beryl bikes and trains.</p> <p>It was agreed to form a small working group comprising of SM and RB working with the Town Clerk to form a timeline and report back to Novembers Town Team meeting with options for advertising outputs together with costings.</p> <p>SB advised Plymouth Boat Trips has offered free advertising space on their website should Members wish to provide content.</p>	<p><b>SM / RB / SB</b></p>

	Members noted the offer and expressed their thanks.	
9.	<p><b>To receive an update on the Red Bus connectivity between Saltash Waterside and the Town Centre and consider any actions:</b></p> <p>Members discussed the funding for Red Bus with possible changes to services not widely used in 2025.</p> <p>DJ confirmed promotional material had been circulated and was available to those visiting Saltash via the ferry.</p> <p>Members noted the update.</p>	
10.	<p><b>To receive a report from Fresh Fox regarding trade improvements and consider any action and associated expenditure:</b></p> <p>The Chairman contacted the proprietor of Fresh Fox, following a call for collaboration within the town centre from Fresh Fox,</p> <p>The Chairman requested they provide ideas for enhancing footfall to be considered by Town Team.</p> <p>To date no response has been received.</p>	
11.	<p><b>Any other business:</b></p> <p>CJ updated the members on recent enquiries concerning the CEPL12 Save Our Services Campaign. CJ clarified that the Community Kitchen is not closing. The Town Council / Cornwall Council does not provide funding for CEPL12. Unfortunately, Chris Cook, the Kitchen Manager, has been made redundant due to financial difficulties faced by CEPL12. Additionally, the newly acquired containers were funded through the National Lottery and cannot be sold to raise additional funds for CEPL12.</p>	

	Members found this information valuable. SB agreed to circulate the details to Town Council members for further promotion during the Meet Your Councillor sessions.	
12.	<b>Date of next meetings:</b> <ul style="list-style-type: none"> <li>Monday 11 November 2024 at 5:30pm</li> </ul> Meeting ended 7:02pm.	

# WORKING TOGETHER FOR OUR COMMUNITY



## Terms of Reference Saltash Town Team

**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:** Three Saltash Town Councillors (One of which to be the Chairman of Saltash Town Council Town Vision Sub Committee, Vice Chairman of Town Vision to be a substitute)

Three Cornwall Councillors (one from each division in Saltash)

Two Three Saltash Chamber of Commerce members (one Member to be a reserve substitute)

Two Three members CEPL12 (one Member to be a reserve substitute)

Advisory/non-voting members – 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.

<b>Decision Making:</b>	If voting on matters, Town Team will aim to reach consensus decisions, however, it will operate on the basis of one member one vote. In the case of a tie, the Chairman will hold a casting vote.
<b>Chairmanship:</b>	The Chairman to be appointed annually – May to May.  In the absence of the Chairman a Member of Town Team is to be appointed to Chair that meeting only.
<b>Frequency of Meetings:</b>	The Town Team will meet bi-monthly on the 2nd Monday of the month at 5.30pm, or as required.
<b>Venue:</b>	The Guildhall
<b>Administration:</b>	Admin support for the group will be provided by Saltash Town Council.
<b>Reports to:</b>	Saltash Town Council as the accountable body. All financial arrangements will be directed by the standing orders and financial regulations of the Town Council and when projects are requiring confirmation and support and financial overseeing.

### **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 work in accept and acknowledge there is a partnership, and actively strive for cohesion within all stakeholders, public and private sector 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 co-ordination 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 Saltash 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.
14. The Members shall listen to and respect the views of other members of the Town Team.
15. To publish all agendas and notes on the Town Council website to ensure community engagement and transparency is met at all times.
16. Securing investment to further the Town Team vision and in partnership with the strategic priorities of the Town Council as outlined in their Business Plan.
17. To continue to improve the profile of Saltash, 'the Gateway to Cornwall' creating a more prosperous, welcoming, green and attractive Town Centre for local people and visitors to enjoy
18. Working in partnership with other organisations, STT want to build on the town's strengths, address the weaknesses, realise new opportunities and mitigate any threats to the long-term prosperity of the Town Centre.

## **Saltash Town Team Vision and Strategic Priorities**

### **1 Vision**

Saltash Town Team's vision is 'to improve the profile of Saltash, *the gateway to Cornwall* creating a more prosperous, welcoming, green and attractive Town Centre for local people and visitors to enjoy'.

### **2 Mission**

The mission of Saltash Town Team is to improve the economic, social and environmental revitalisation of the Town Centre with the aim of making Saltash a better place to live, work, visit and enjoy.

Saltash Town Team (STT) works with businesses, community groups and statutory authorities to create a reinvigorated Town Centre through the strategic priorities set out in documents such as Saltash Town Council's Business Plan and the Saltash Neighbourhood Plan.

### **3 Scope of Saltash Town Team**

The geographical focus for the work undertaken by Saltash Town Team is Fore Street (from the Railway Inn to Victoria Gardens); this is the same boundary applied through the S106 criteria.

### **4 The S106 Opportunity**

Saltash Town Team have been offered the opportunity to access circa £100K of funding, primarily capital funding, ring-fenced for use by STT, to be committed by April 2028. The focus for the S106 grant is about enhancing Fore Street, increasing footfall, improving spend and encouraging people to stay in the town centre, entirely consistent with the vision for STT.

Some projects will be easier to implement than others, may be focused on economic, environmental or social impacts or all three and other project ideas may need additional funds to be matched with S106 to generate maximise impact. This will not necessarily be known until the project is developed further but all projects will be assessed against value for money/impact/business benefit.

The likely projects that STT intends to utilise S106 funds will fall under the aims and objectives listed in section 7 of this document. It is understood that when a draw-down from ring fenced funds is required, STT will need to provide the following specific details:

Title of project  
Project lead  
Amount £ required  
Project overview  
Timeframe for expenditure  
Description of project and how the funds will be utilised  
Breakdown of costs  
Outcome  
Details of how the project meets the S106 criteria  
Details of any further consents required  
Details of project risks/mitigations thereof

### **5 Town Centre SWOT (Strengths, Weaknesses, Opportunities and Threats)**

#### **Town's Strengths & Opportunities**

Connectivity:



- Location at the 'Gateway to Cornwall'
- New seasonal ferry connections to Plymouth from the Waterside
- Well connected by rail and road
- Beryl Bikes with cycles on Fore Street and cycle/walking links

#### **Heritage:**

- Rich town and cultural heritage
- Iconic Brunel Bridge and Tamar Bridge with vistas from the Town giving a USP
- Strong creativity amongst local people

#### **Economy:**

- All year-round town not dependent on tourism
- Work underway to regenerate the Waterside bringing more visitors to Saltash
- Strong independent traders providing day to day shopping needs and places to eat and drink all year round
- Few empty shops compared to other town centres
- Plenty of parking
- Growing local population with new housing being developed – together with Plymouth catchment area, potential for more town centre visitors
- New accessible studios and co-working space being developed adding to Town's creative offer

#### **Community:**

- Potential community 'open space' to be created in Fore Street subject to further work and a trial
- Interest, enthusiasm and drive from traders to reinvigorate Fore Street and work collaboratively
- 'Community spirit and local pride' in Saltash amongst local people and traders to support their town and a shared ambition for improvement
- Supportive and trusted Town Council proactively delivering with available funds

### **Town's Weaknesses & Threats:**

#### **Connectivity:**

- Topography (steep inclines) may provide challenges for residents/visitors with limited mobility
- Businesses are not accessible to all users
- Town Centre and Waterside is divided by steep hill with scarce public transport connecting the two

#### **Heritage:**

- Town's heritage currently underexploited
- Iconic location with Royal Albert Bridge (Brunel) not brought to the fore

#### **Economy:**

- Traders operate limited hours
- Lack of national traders to balance out Fore Street offer
- Plymouth City Centre drawing Saltash residents to visit there for shopping, leisure and entertainment
- Profile of Saltash – overlooked by Plymouth and USP not exploited
- Most parking is paid for and not free
- Low membership of Chamber of Commerce
- Lack of concerted business engagement
- No sustainable annual funding – S106 will support this need
- Some anti-social behaviour and vandalism

#### **Community:**

- Limited financial and human resources
- Poor public realm in places
- No community open space currently to increase dwell time or to host events such as markets

- Cluttered 'High Street' with a plethora of signs and benches – needs consolidating
- Lack of 'greenery' to counter the streetscape – Fore Street could be made more attractive

## **6 Town Team Aims**

### **Building Upon Saltash Town Centre's Strengths Whilst Realising New Opportunities**

Working in partnership with other organisations including Saltash Town Council, STT want to build on the town's strengths, address the weaknesses, realise new opportunities and mitigate any threats to the long-term prosperity of the Town Centre.

#### **STT's aims are to:**

1. Raise the profile of Saltash promoting the Town to residents and visitors
2. Create a vibrant Town Centre increasing footfall and visitor spend
3. Maximise the benefits of events to Town Centre traders
4. Create a more accessible and safer Town Centre
5. Improve the Town's physical appearance and trading environment

## **7 How STT Will Deliver Their Priority Aims**

The aims of STT can only be delivered through successful collaborations with statutory partners, the business community and other community organisations. The priorities are ambitious, some are solely dependent upon external funding, both capital and revenue alongside the need for increased human resources.

**STT will deliver their aims through a series of objectives, timing to be determined by availability of resources. Some of the identified projects will be funded via S106, particularly those requiring capital funds.**

<b>Aim 1: Raise the profile of Saltash promoting the Town to residents and visitors</b> <b>Aim 2: Create a vibrant Town Centre increasing footfall and visitor spend</b> <b>Aim 3: Maximise the benefits of events to Town Centre traders</b>	
<b><u>Objective 1</u></b> Create a focal point in the Town Centre with the capability to host events and in doing so drive footfall and visitor spend into Saltash Town Centre.	
<b><u>Objective 2</u></b> Work with businesses to maximise upon the trader benefits of existing events such as May Fair, Christmas Festival etc and where possible to facilitate new events that will drive footfall into Saltash Town Centre.	
<b><u>Objective 3</u></b> Raise the profile of Saltash as a place to work, visit, shop, eat and invest.	
<b>Work Undertaken to Date</b>	Vitality Funding was secured to explore creating a community open space in the Town Centre. Consultants, Studio Hive undertook a feasibility study in 2023 considering various locations. The commission included community consultation – preferred location was Fore Street chosen from a range of options.

	<p>Traders on Fore Street, Lower Fore Street, Keast Mews, Wesley Lane, Wesley Road, Belle Vue Road and Culver Road had the opportunity to put forward their views on a community space parklets/markets trial to be held on Fore Street; leaflets were delivered to 165 traders during April 2024. The results were positive. Following a safety assessment undertaken by CORMAC/CC Highways, Saltash Town Team tweaked this project deferring the parklets element and focusing more on planting, wayfinding and events.</p> <p>Traders informed of events such as May Fair and Christmas Festival and encouraged to promote their businesses.</p>
<b>What Needs to Happen Next?</b>	<p>Communication regarding events to enable traders to maximise upon the benefits perhaps by having stalls when events are staged.</p> <p>Leaflet and banners to promote Saltash to visitors and potential investors.</p> <p>Consideration to advertising Saltash on other websites e.g. Tamar Valley Website</p> <p>Work collaboratively with landlords of empty shops to keep them looking tidy and attractive and supporting them to be relet as soon as possible.</p>
<b>Partners</b>	Saltash Town Council, traders on Fore Street, Cornwall Council, Event (market) companies, landlords, heritage organisations, Chamber of Commerce
<b>Outputs and Outcomes from delivery of projects</b>	<ul style="list-style-type: none"> <li>○ New street furniture</li> <li>○ Community focal point</li> <li>○ Increased dwell time, footfall and additional spend</li> <li>○ Richer visitor experience through events such as markets taking place one day a week in Saltash.</li> <li>○ New events bringing in new audiences for the town</li> <li>○ New business occupancies</li> <li>○ Raised town profile</li> <li>○ Coordinated marketing</li> </ul>
<b>Funding Secured</b>	£84K from Vitality Funding for Study, £21K from Accelerator Funding to work up the community open space trial. (TDF - £30K for signage and greening linked to open space project)
<b>What Still Needs Funding</b>	<p><b>Capital (S106)</b> - Further furniture or infrastructure required to add long term value to the community open space proposition, works to empty shops.</p> <p><b>Revenue</b> – Promotional material to promote Saltash, human resources to organise events, engage with traders regarding events or audit heritage assets.</p>
<b>Funding Opportunities</b>	S106, future Cornwall funding such as SPF, other grants sources or sponsorship.
<b>Timescale</b>	S106 likely to be needed from summer 2025.

#### **Aim 4: Create a more accessible and safer Town Centre**

##### **Objective 1:**

Improve the connectivity of Saltash Town Centre making it more accessible to and from the Waterside and from outlying areas.

##### **Objective 2:**

Improve the accessibility and safety of Saltash Town Centre for all users including those with mobility issues.

**Objective 3:**

Design and install way finding signage.

**Objective 4:**

Engage with traders and statutory agencies to share information and solutions regarding crime and anti-social behaviour working in partnership with PCC.

<b>Work Undertaken to Date</b>	<p>Shared Prosperity Funding secured to undertake a connectivity study including a transport trial day in March 2024 exploring the viability of two ferry services, bus, tuk-tuk and land train. New seasonal ferry now operating from Saltash to Royal William Yard in Plymouth daily run by Plymouth Boat Trips using the Jubilee Pontoon.</p> <p>Identification of access issues within business premises presented to STT.</p> <p>Discussions with operators of Red Bus.</p> <p>Identification of issues associated with town clutter – photos taken and presented to STT.</p> <p>TDF secured to fund new signage which the community supported during the open space consultation - likelihood is that more funds will be required than secured through TDF. CORMAC being consulted on locations of signs.</p> <p>STC working with PCC regarding anti-social behaviour with the installation of one CCTV camera in Fore Street, free of charge - the impact has been very positive)</p>
<b>What Needs to Happen Next?</b>	<p>An audit of access needs across Saltash Town Centre with identification of the remedies required.</p> <p>Discussions with bus providers regarding increased connectivity, circular route around the Town Centre and possible park and ride option.</p> <p>Agreement with CORMAC on the most suitable sites for the installation of signs. Design, manufacture and installation to follow.</p> <p>Discussions with traders on crime and anti-social behaviour issues, use of CCTV etc with intel shared and an agreement on potential solutions.</p>
<b>Partners</b>	<p>Saltash Town Council, Cornwall Council, Devon and Cornwall Police, Safer Organisations, Plymouth City Boat Trips, Other transport providers including bus, traders, disability groups such as Disability Cornwall or Access Cornwall, CORMAC, <a href="#">Beryl Bikes</a></p>
<b>Outputs and Outcomes from delivery of projects</b>	<ul style="list-style-type: none"> <li>○ New wayfinding and information signage.</li> <li>○ More visitors exploring Saltash Town Centre from Plymouth and residents living near Waterside.</li> <li>○ Easier access for all users making Saltash a welcoming and inclusive town.</li> <li>○ New modes of public transport to access Saltash Town Centre including improved bus routes.</li> <li>○ Engagement with traders on ASB and crime issues leading to reduced crime/ASB</li> </ul>
<b>Funding Secured</b>	<p>£74,500 from SPF for connectivity study.</p> <p>£30K from TDF for new signage/greening on Fore Street.</p>
<b>What Still Needs Funding</b>	<p><b>Capital (S106)</b> – Capital items to improve access for all e.g. ramps, handrails etc. Removal of old signage, consolidating existing signage, new wayfinding signage (complementing TDF funds), security measures such as shop-watch radios.</p>

	<b>Revenue</b> – Promotional material to promote Saltash as an accessible town, human resources to organise audits, engagement with traders, security measures
<b>Funding Opportunities</b>	S106, future Cornwall funding such as SPF, other grants sources or sponsorship.
<b>Timescale</b>	S106 likely to be needed from Spring 2025.

## Aim 5: Improve the Town's physical appearance and trading environment

### **Objective 1:**

Create a green Town Centre through additional planting, greening and landscaping.

### **Objective 2:**

Install flags and banners to provide a colourful welcome to Saltash.

### **Objective 3**

Enhance and promote the heritage and cultural assets of Saltash.

<b>Work Undertaken to Date</b>	TDF secured to fund planters, trees in planters and living pillars along Fore Street – consultation during the Vitality Funded Project said that 80% of respondents supported more greenery.
<b>What Needs to Happen Next?</b>	<p>Awaiting information from CORMAC on siting of planters and living pillars before suppliers are found and contracted.</p> <p>Explore design, manufacture and installation of welcome flags/banners.</p> <p>Audit of heritage assets and consideration to regenerating/enhancing/relocating these and promoting them to visitors via trail.</p>
<b>Partners</b>	Saltash Town Council, traders, CORMAC, Cornwall Council
<b>Outputs and Outcomes from delivery of projects</b>	<ul style="list-style-type: none"> <li>○ New planters and living pillars</li> <li>○ More attractive built environment</li> <li>○ Feel good factor and welcome to the Town through flags/banners</li> <li>○ Increased trader pride and involvement in Town improvements</li> <li>○ Improved heritage assets</li> </ul>
<b>Funding Secured</b>	£30K from TDF for new signage/greening on Fore Street.
<b>What Still Needs Funding</b>	<p><b>Capital (S106)</b> – Flags and banners, works to heritage assets, additional greening (complementing TDF funds).</p> <p><b>Revenue</b> – Human resources to coordinate town improvement activity and engagement with traders.</p>
<b>Funding Opportunities</b>	S106, future Cornwall funding such as SPF, other grants sources or sponsorship.
<b>Timescale</b>	S106 likely to be needed from Spring 2025.

## **8 Working with Partners and Monitoring Progress**

Underpinning all project delivery is the need to foster strong public/private/voluntary sector partnerships.

Saltash Town Team recognises that resources are finite and are reliant on voluntary efforts or the resources deployed by partners such as Saltash Town Council. Whilst in kind support is offered via Saltash Town Council, there is no dedicated resource for STT.

STT are committed to doing the following:

- Exploring opportunities to secure funding – S106 is one such opportunity, developing a Business Improvement District could be another option
- Engaging with traders on Fore Street with respect to the aims, objectives and project delivery as per this document – consideration to be given to the role of Saltash Chamber of Trade in this regard
- Representing the interests of traders on the issues/opportunities that could support or hinder their trading potential and where possible, signposting to sources of business support
- Monitoring the outputs and outcomes of projects delivered – through trader surveys, key performance indicators, national data or if resources allow in the future, through footfall readers

STT will review this document on an annual basis.

**September 2024**

## **To consider supporting Saltash Wesley Methodist Church and Saltash Baptist Church initiative to provide housing for the homeless in Saltash**

Dear Madame Mayor

I am writing to seek the Council's support for a long term initiative to provide housing for the homeless in Saltash.

This initiative comes from Saltash Wesley Methodist Church and Saltash Baptist Church. At Saltash Wesley on a daily basis we try to help homeless single men and women and sometimes homeless families who are in the Saltash area either living rough, "sofa surfing", sleeping in tents or sometimes in emergency accommodation in the local Travelodge or Croft motel rooms.

However, we are limited in what we can do. We can feed these homeless people, we can keep them in the warmth in winter, we can provide a shower and we can wash and dry clothes. We also keep a supply of clean clothing and crucially we also act as a link between the homeless and the homeless charity , St Petrocs and with Cornwall Council.

What we cannot do is provide sleeping accommodation of any sort. In emergencies, Saltash Baptist Church has a fund which they use to temporarily house people for the night or sometimes two in the Travelodge. Saltash Baptists also provide a range of other valuable services.

So what we are seeking to do is to acquire one or two houses and we need either one big house with a minimum of six or seven bedrooms or two smaller houses. When we acquire them, we will then pass them to St Petrocs who will use them as short term accommodation for the homeless. Whilst in these houses, others of which St Petrocs have all across Cornwall , the charity will then seek to find proper accommodation for and provide counselling and other advice for the homeless.

We realise that this is a long-term project. Effectively we will be asking people to give their houses to us for the purpose of alleviating this suffering and it may take some time, possibly years to get to the point we need to be at. However, we feel that this should not stop us trying our best and we would really appreciate the Council's support in this.

We are not seeking any other practical or financial support from either Saltash Town Council or Cornwall Council.

To this end the two churches are hosting a launch of this initiative at Saltash Wesley on September 30th at 10.30am and the Mayor has kindly offered to be there; Town Councillors would also be most welcome to attend. Present also will be the two churches, St Petrocs and Cornwall Council represented by Councillor Hilary Frank. The press, radio and television will be invited to report on this initiative.

With thanks,  
Derek Holley, on behalf of the two churches.



## A request to plant the Coronation Tree for Cornwall in Victoria Gardens

In celebration of the King's Coronation, each Lord Lieutenant across the country was gifted the planting of a tree by His Majesty. Cornwall's Lord Lieutenant, Colonel Sir Edward Thomas Bolitho KCVO OBE, initially hoped to plant the Cornwall Coronation tree on Carkeel roundabout. However, after extensive discussions with National Highways, and despite a letter of support from Saltash Town Council, this location was ultimately deemed unsuitable. Nevertheless, the Lord Lieutenant remains keen to have the tree planted in Saltash.

In September, a meeting took place to identify a suitable site for the tree, attended by Councillor Julia Peggs (Mayor of Saltash), Adrian White (Chair of Saltash Environmental Action and a Saltash tree warden), Judith Allen and Derek Holley (Saltash tree wardens), and Cornwall Councillor Hilary Frank. After careful consideration, all parties agreed that the most fitting location would be in Victoria Gardens, next to the steps leading to the upper part of the Gardens and the Maurice Huggins Room, as shown in the images below.

Although there is currently a tree on this site, it was agreed that it has reached the end of its natural life and should be removed. The final decision on the type of tree to be planted will be made by the Lord Lieutenant in consultation with the Duchy Forester. However, the Saltash group has recommended planting an oak tree.

The Lord Lieutenant's office is currently in the process of seeking permission from Cornwall Council as the landowner for the planting, but, cognisant that Saltash Town Council is at an advanced stage of negotiations with Cornwall Council to lease the Gardens, would like to request Town Council's approval for the planting.





**Documents that demonstrate entitlement to work in the UK**

add another applicant

## Section 5 of 21

### OPERATING SCHEDULE

When do you want the premises licence to start?

/  /   
dd mm yyyy

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

/  /   
dd mm yyyy

Provide a general description of the premises

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

A community co-work and arts hub in a former bank. The building is in a terrace of commercial properties on Saltash's high street.  
Two rooms on the ground floor of the venue will host cultural events such as exhibitions, film screenings, talks and performing arts during evenings and weekends. Alcohol and refreshments will be sold to people attending events. There is no stand-alone cafe or bar outside of events times. There are toilets for customers on the ground floor and the events space



*Continued from previous page...*

is wheelchair accessible. Events and consumption of alcohol will not take place outside of the building. Noise will not be audible outside of the building.

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

## Section 6 of 21

### PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

☒ Yes

☐ No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End



Continued from previous page...

Will the performance of a play take place indoors or outdoors or both?

☒ Indoors

☐ Outdoors

☐ Both

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

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

Small-scale rural touring and community theatre events featuring 1-8 performers and limited staging and tech support. Music may be amplified to accompany productions but this will not be audible outside of the venue. The venue will host a maximum of c. 1 play per month. Maximum capacity is 77 audience members.

State any seasonal variations for performing plays

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

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed in the column on the left, list below

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

## Section 7 of 21

### PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

☒ Yes

☐ No

#### Standard Days And Timings

##### MONDAY

Start 18:00

End 22:30

Start

End

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

##### TUESDAY

Start 18:00

End 22:30

Start

End

##### WEDNESDAY

Start 18:00

End 22:30

Start

End



Continued from previous page...

THURSDAY

Start 18:00

End 22:30

Start

End

FRIDAY

Start 12:00

End 22:30

Start

End

SATURDAY

Start 12:00

End 22:30

Start

End

SUNDAY

Start 12:00

End 22:30

Start

End

Will the exhibition of films take place indoors or outdoors or both?

☒ Indoors

☐ Outdoors

☐ Both

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

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

Community film screenings c.2 evenings a week and occasional matinees. Maximum capacity 77 people. Sound will be amplified to levels appropriate for events. This will not be audible outside of the venue.

State any seasonal variations for the exhibition of film

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

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

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

## Section 8 of 21

### PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment



Continued from previous page...

Will you be providing indoor sporting events?

☐ Yes

☒ No

#### Section 9 of 21

#### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

☐ Yes

☒ No

#### Section 10 of 21

#### PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

☒ Yes

☐ No

#### Standard Days And Timings

##### MONDAY

Start 18:00

End 22:30

Start

End

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

##### TUESDAY

Start 18:00

End 22:30

Start

End

##### WEDNESDAY

Start 18:00

End 22:30

Start

End

##### THURSDAY

Start 18:00

End 22:30

Start

End

##### FRIDAY

Start 18:00

End 22:30

Start

End

##### SATURDAY

Start 12:00

End 22:30

Start

End



Continued from previous page...

SUNDAY

Start 12:00

End 22:30

Start

End

Will the performance of live music take place indoors or outdoors or both?

☒ Indoors

☐ Outdoors

☐ Both

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

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

Occasional live music events featuring 1-4 acoustic performers. Events c.1 per month. Any amplified sound will not be audible outside of the venue. Maximum capacity 77 audience members.

State any seasonal variations for the performance of live music

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

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

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

## Section 11 of 21

### PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

☒ Yes

☐ No

#### Standard Days And Timings

MONDAY

Start 18:00

End 22:30

Start

End

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

TUESDAY

Start 18:00

End 22:30

Start

End



Continued from previous page...

WEDNESDAY

Start 18:00

End 22:30

Start

End

THURSDAY

Start 18:00

End 22:30

Start

End

FRIDAY

Start 18:00

End 22:30

Start

End

SATURDAY

Start 12:00

End 22:30

Start

End

SUNDAY

Start 12:00

End 22:30

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

☒ Indoors

☐ Outdoors

☐ Both

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

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

Recorded music will be played at a low level before and after events and as background sound during activities such as workshops and exhibitions. It will not be audible outside of the venue.

State any seasonal variations for playing recorded music

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

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

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



Continued from previous page...

## Section 12 of 21

### PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☐ Yes

☒ No

## Section 13 of 21

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

[See guidance on regulated entertainment](#)

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

☐ Yes

☒ No

## Section 14 of 21

### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes

☒ No

## Section 15 of 21

### SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes

☐ No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

Start

End

Start

End

##### THURSDAY

Start

End

Start

End

##### FRIDAY

Start

End

Start

End

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



Continued from previous page...

SATURDAY

Start 12:00

End 22:30

Start

End

SUNDAY

Start 12:00

End 22:30

Start

End

Will the sale of alcohol be for consumption:

- ☒ On the premises ☐ Off the premises ☐ Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

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

--

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

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

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#### PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

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

Reference number for consent form (if known)

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

#### Section 16 of 21

##### ADULT ENTERTAINMENT

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

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

Access to films will be restricted to by age as directed by the British Board of Film Classification certificates.

#### Section 17 of 21

##### HOURS PREMISES ARE OPEN TO THE PUBLIC

###### Standard Days And Timings

MONDAY

Start

End

Start

End

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



Continued from previous page...

TUESDAY

Start	<input type="text" value="18:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="18:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="18:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations

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

----------------------

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

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

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**Section 18 of 21**

**LICENSING OBJECTIVES**

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

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



*Continued from previous page...*

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

b) The prevention of crime and disorder

Performances and public evening events will be open to ticket holders only.  
All ticketed events will be stewarded by a supervisor and at least one other member of staff.  
An incident book will be maintained to record any issues.  
Patrons who cause crime or disorder will be permanently barred from the premises.  
Patrons may not bring alcohol into the venue.  
Valuable items such as cash boxes will be securely stored and will not be on public display during events.  
Staff will have mobile phones to enable them to call for support or quickly contact the police if required.  
An alarm will be installed and live when the premises is empty.  
Rooms that the public does not need to access during events will be kept locked.  
Premises supervisors will communicate with other local businesses on issues.

c) Public safety

Appropriate fire safety procedures, equipment and signage are in place.  
Appropriate first aid procedures, equipment and signage are in place.  
Escape routes will be kept clear and fire doors will not be locked.  
Staff and volunteers will be trained in all aspects of public safety in relation to events at the premises.  
Room capacities will be strictly adhered to.  
Smoking will not be allowed in the building and will be discouraged in public areas outside.  
The venue will comply with food safety regulations.  
Empty glasses and crockery will be regularly collected and washed.  
An incident book will be maintained and regularly reviewed to constantly improve public safety.  
The venue electrical and gas systems will be annually tested and safety certificates obtained.  
Staff will have mobile phones to enable them to call for support or and ambulance quickly if required.  
Staff will receive first aid training.  
Staff and volunteers will be aware of the nearest defibrillator equipment.  
Portable electrical equipment will be PAT tested annually.  
Accessible toilets will be provided for patrons.

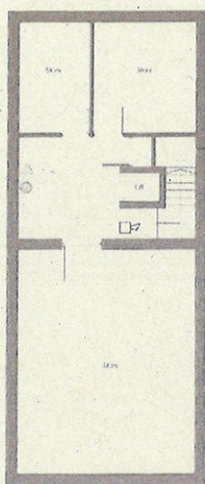
d) The prevention of public nuisance

Patrons will remain inside the premises while attending events.  
When arriving at or leaving the premises patrons will be reminded to keep noise levels to the minimum and to not congregate outside the building.  
Noise from events will not be audible outside of the building.  
Patrons will not take drinks or refreshments outside of the building.  
Soft drinks and water will be available at all events.  
Rubbish and recycling will be sorted inside the venue or during daytime outside the venue and noise will be kept to the minimum.

e) The protection of children from harm

All staff and volunteers will follow Salt Arts CIC's Safeguarding Policy.  
Children will be required to attend events with adults.  
Adults will be able to bring a maximum of 4 children each to events.  
Patrons who appear to be under 25 will be asked for proof of age when purchasing alcohol.  
Staff will be trained in underage sales prevention.  
Children will not be allowed to attend film screenings where they are not at the appropriate age for the film's certificate.





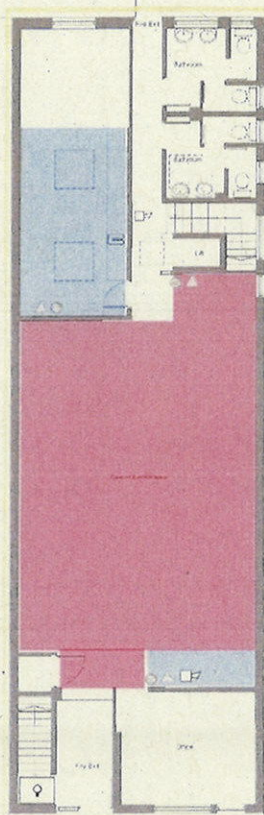
Existing Basement Floor Plan 1:50



Block Plan 1:500

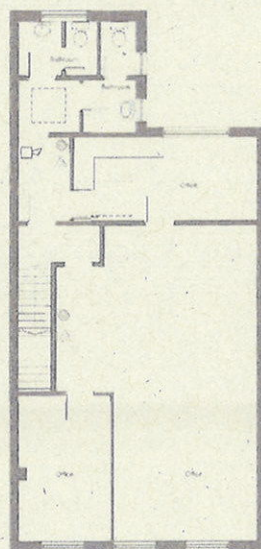


Location Plan 1:1250

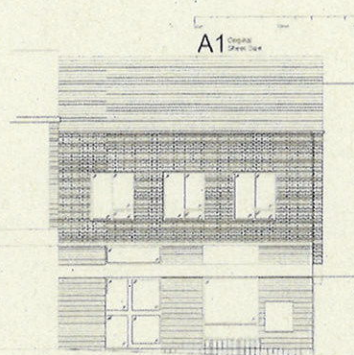


Existing Ground Floor Plan 1:50

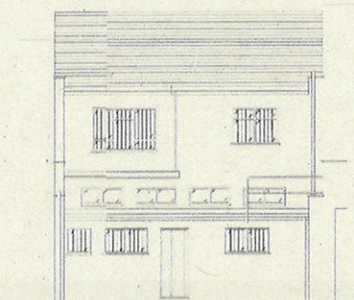
- Key:**
- Co-work and events space - area use for regulated entertainment
  - Alcohol sales area
  - ▲ CO2 fire extinguisher
  - Foam fire extinguisher
  - Fire blanket
  - Fire alarm bell
  - Fire alarm control panel
  - Perimeter of licensed area of building (ground floor only)



Existing First Floor Plan 1:50



Existing Front (South) Elevation 1:50



Existing Rear (North) Elevation 1:50



