



# ***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)

7 June 2024

Dear Councillor

I write to summon you to the **Meeting of Services Committee** to be held at the Guildhall on **Thursday 13th June 2024 at 6.30 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 J Foster M Griffiths S Lennox-Boyd	J Dent S Gillies S Martin L Mortimore J Peggs P Samuels	S Miller B Samuels B Stoyel D Yates

## Agenda

1. To elect a Chairman.
2. To elect a Vice Chairman.
3. Health and Safety Announcements.
4. Apologies.
5. 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.
6. 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.
7. To receive and approve the minutes of the Services Committee held on 11 April 2024 as a true and correct record. (Pages 5 - 14)
8. To receive the Services Committee budget statement and consider any actions and associated expenditure. (Pages 15 - 20)
9. To consider Risk Management reports as may be received.
10. To receive reports from the Service Delivery Department and consider any actions and associated expenditure:
  - a. Departmental Report; (Pages 21 - 34)
  - b. Grounds Maintenance Works; (Pages 35 - 43)
  - c. Work Request Log; (Page 44)
  - d. Vandalism and Anti-Social Behaviour Report; (Page 45)

- e. Statutory and Mandatory Building Asset Checks. (Pages 46 - 51)
- 11. To receive a draft Notice Board Policy and consider any actions and associated expenditure. (Pages 52 - 57)
- 12. To receive a report on the purchase of land at Pillmere and consider any actions and associated expenditure. (Pages 58 - 62)
- 13. To receive an update on Community Infrastructure Levy funding and consider any actions and associated expenditure:
  - a. Third Round of Funding - Pillmere Play Park Provisions; (Pages 63 - 64)
  - b. Fourth Round of Funding - Saltash Waterside Improvement Project. (Pages 65 - 71)
- 14. To receive information on a grant to improve green spaces and consider any actions and associated expenditure. (Pages 72 - 73)
- 15. To receive a report from the Borough War Memorial Working Group and consider any actions and associated expenditure. (Pages 74 - 84)
- 16. To ratify a report on the Saltash Ferry Service from the Jubilee Pontoon. (Pages 85 - 87)
- 17. To receive a report on Mental Health organisation plaques and consider any actions and associated expenditure. (Pages 88 - 89)
- 18. To receive a report from Saltash Environmental Action and consider any actions and associated expenditure.
- 19. 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.
- 20. To consider any items referred from the main part of the agenda.
- 21. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.

22. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Thursday 12 September 2024 at 6.30 pm



# Public Document Pack Agenda Item 7

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 11th April 2024 at 6.30 pm

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

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

**APOLOGIES:** J Brady, J Foster, S Gillies, S Lennox-Boyd, S Martin and B Samuels.

---

#### **1/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **2/24/25 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	17	Non-Pecuniary	Member of Saltash Heritage Committee	Yes
Dent	17	Non-Pecuniary	Chairman of Saltash Heritage Committee	Yes

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

None.

**3/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**4/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 8TH FEBRUARY 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 Peggs, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Services Committee held on 8<sup>th</sup> February 2024 were confirmed as a true and correct record.

**5/24/25 TO RECEIVE A RECOMMENDATION FROM THE PERSONNEL COMMITTEE HELD ON 29TH FEBRUARY 2024 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** to ratify the Town Clerk's delegated authority for the Service Delivery Manager to attend RoSPA Routine Visual Inspection course at a cost of £335+VAT allocated to budget code 6676 Service Delivery Staff Training.

**6/24/25 TO RECEIVE THE CURRENT SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk advised the budgets received at this evening's meeting were the final budget statements for the year 2023-2024.

The next scheduled Services Committee meeting will hopefully receive budget statements for the year 2024-2025 upon the Town Council's year end being finalised.

It was **RESOLVED** to note.

**7/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

8/24/25

**TO RECEIVE A REPORT ON THE TOWN COUNCIL WORKING VEHICLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Service Delivery Manager provided a verbal overview on the report received and contained within the circulated reports pack.

Councillor Griffiths arrived and joined the meeting.

Members discussed the report and the options proposed at length with careful consideration given to a potential purchase and associated cost.

The Town Clerk confirmed that the quote for the E-Transit seems to be a very competitive offer and meets the needs of the Town Council. However, the Town Clerk advised that due to the lack of quotes contained within the report Members may wish to suspend Financial Regulations Sections 4.2.

Members discussed the financial aspect of the procurement against available budgets.

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

1. To suspend Financial Regulations Section 4.2 due to lack of quotes to purchase an electric vehicle and to avoid losing what seems to be a competitive deal;
2. To vire £8,000 from budget code 6524 Vehicle Maintenance and Repair Cost to 6578 Equipment and Vehicles (Capital Works)
3. To vire £10,000 from budget code 6588 EMF Victoria Gardens to 6578 Equipment and Vehicles (Capital Works);
4. To note the balance of budget code 6578 Equipment and Vehicles (Capital Works) (£14,939) plus the virements (£18,000), totals the available funds of £32,939;
5. To purchase one E-Transit from Vospers Commercial at a cost of £29,995+vat to be allocated to budget code 6578 Equipment and Vehicles (Capital Works);
6. To purchase accessories for the E-Transit to ensure road compliance at a cost of £1,603+vat to be allocated to budget code 6578 Equipment and Vehicles (Capital Works);
7. To terminate the hired vehicle agreement with immediate effect upon confirmation of collection of the E-Transit;

8. To allocate sign writing costs of up to a maximum of £1,000 to budget code 6578 Equipment and Vehicles (Capital Works);
9. To **RECOMMEND** to Full Council to be held on 2<sup>nd</sup> May 2024 to vire from General Reserves £30,000 to budget code 6578 Equipment and Vehicles (Capital Works) and £10,000 to 6588 EMF Victoria Gardens to replenish the used budgets.

9/24/25

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

a. Departmental Report;

The Service Delivery Manager reported on the Departmental Report received and contained within the circulated reports pack.

Waterside Christmas tree electric supply

Members considered the replacement of the electric supply and fittings at Saltash Waterside, land adjacent to the Union Pub.

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

1. To purchase a larger cylinder at the best price to allow for safe installation of the Waterside Christmas Tree;
2. To allocate the cost working within budget ensuring best price against budget code 6515 Festive Lights Maintenance and Electricity;
3. That the Service Delivery Manager ensures Health and Safety tests are carried out and are sufficient for the supply of Christmas lighting from the Union Pub.

Peace Garden Boat

Members requested the Service Delivery Manager reports back at the scheduled June Services Committee meeting should the Memorial Peace Garden Boat not be re-planted to ensure it is in bloom for the Summer months.

Notice Board, Callington Road

Members discussed the necessity and usage of the notice board situated at Callington Road.

It was proposed by Councillor Peggs, seconded by Councillor Miller and **RESOLVED** to vire the 2023-24 balance of £938 from budget code 6504 Street Furniture to budget code 6570 EMF Notice Boards subject to the 2023-24 balance not reducing after year-end adjustments.

Members requested a review of the notice boards to take place and ensure Town Council business and events are displayed clearly.

### Fore Street Bench

Members are asked to consider moving the existing bench at Isambard House to Fore Street, the cost of a new plaque and repair to the damaged bench up to £250.00 allocating to budget 6504 Street Furniture (maintenance).

It was proposed by Councillor Bickford, seconded by Councillor Griffiths and **RESOLVED** to approve replacement of the damaged plaque and Fore Street bench with costs covered by the oppositions insurers.

### Longstone Toilets

The Service Delivery Manager updated Members on recently experienced vandalism at both Belle Vue and Waterside Toilets.

Members discussed various options to alleviate and prevent vandalism incidents and the cost impact on the public purse, as well as the necessity to provide public conveniences in Saltash.

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

1. To continue to operate the public conveniences at Longstone Park during the hours of 8:30am to 5pm for the Summer period only;
2. That the Service Delivery Manager records comprehensive data of all future incidents and associated cost for consideration at all scheduled Services Committee meetings;
3. The Chairman of the Services Committee to liaise with the Chairman of Governors at Saltash Community School to discuss further education be provided on the impact of vandalism within the community.

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.

**10/24/25 TO RECEIVE A REPORT ON THE REVISED TOWN COUNCIL PUBLIC CONVENIENCES OPENING HOURS AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** to confirm the opening times for Belle Vue, Alexandra Square and the Waterside toilets for the Winter season only (October to March) to be 08.30am to 5pm Monday to Sunday in accordance with the signs, cleaning contract and to ensure the Town Council minutes are correct.

**11/24/25 TO RECEIVE AN UPDATE ON THE THIRD ROUND OF COMMUNITY INFRASTRUCTURE LEVY FUND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**12/24/25 TO RECEIVE A REPORT ON THE FOURTH ROUND OF COMMUNITY INFRASTRUCTURE LEVY FUND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To form a Working Group comprising of Councillors Mortimore, Bickford, Bullock, Peggs and Dent working with the Town Clerk to submit an expression of interest by 5pm on Tuesday 30<sup>th</sup> April 2024;
2. To delegate to the Town Clerk working with the Working Group to agree the project proposal and Town Council contribution towards the expression of interest working within the CIL funding guidance and available budget;
3. To allocate associated cost to budget code 6278 EMF CIL Planning Income;
4. To delegate to the Town Clerk working with the Working Group to appoint a consultant should additional support be required to prepare and submit a full CIL application allocating associated costs to budget code 6282 EMF Funding Bids (Consultancy Fees);
5. To report back at future Services Committee meetings.

Councillor P Samuels left the meeting.

**13/24/25**      **TO RECEIVE A REPORT ON REVITALISING FORE STREET AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor P Samuels returned to the meeting.

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

1. The Service Delivery Manager to arrange for the Town Council owned electricity boxes situated along Fore Street to be repainted black;
2. To refer the remainder of the report to Town Team for consideration.

**14/24/25**      **TO RECEIVE A REPORT ON BECOMING DEMENTIA FRIENDLY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To approve the procurement of audit items to ensure Town Council premises are Dementia Friendly;
2. To approve associated cost of £1,350 be allocated to the appropriate budget codes:
  - 6810 SA General Repairs & Maintenance
  - 6525 SE Public Toilets (Repairs & Maintenance Costs)
  - 6410 GH General Repairs & Maintenance
  - 7010 MA General Repairs & Maintenance
  - 6910 LI General Repairs & Maintenance
  - 7110 LO General Repairs & Maintenance
3. To approve free of charge room hire and training sessions for the Dementia Uncovered training to be held at the Guildhall on 14th August 2024;
4. To approve the cost of the Eventbrite administration fee of £7.99 for the sale of 100 free tickets allocated to budget code 6676 Service Delivery Staff Training.



**15/24/25 TO RECEIVE A BT CONSULTATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** to agree to the removal of the BT Phone Box situated at Grenfell Avenue.

Councillors Bullock and Dent declared an interest in the next agenda item and left the meeting.

**16/24/25 TO RECEIVE A REPORT FROM SALTASH HERITAGE MUSEUM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. The Service Delivery Manager reviews the front elevation and agrees for any remedial works that may be required upon the removal of the existing mural;
2. To advise Saltash Heritage of the Guildhall scaffolding to be erected on 13<sup>th</sup> May 2024 to avoid both sides of the pavement not in use.

Councillor Miller left the meeting.

Councillors Bullock and Dent were invited and re-joined the meeting.

**17/24/25 TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Miller returned to the meeting.

It was proposed by Councillor Peggs, seconded by Councillor Samuels and **RESOLVED** to note the report and decline the offer to pursue a Keeping Britain Tidy marketing stand of a 2-minute Litter Station.

**18/24/25 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.

**19/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**20/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**21/24/25 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 Peggs and **RESOLVED** to issue the following Press and Social Media Releases:

1. Town Council E-Transit Vehicle;
2. Dementia Friendly Town Council and Training Session;
3. Removal of BT Phone Box at Grenfell Avenue.

**DATE OF NEXT MEETING**

Thursday 13 June 2024 at 6.30 pm

Rising at: 8.38 pm

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

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

# Agenda Item 8

## Services Committee - Service Delivery Budget 2024-25

Saltash Town Council

For the 2 months ended 31 May 2024

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25
<b>Service Delivery Operating Income</b>				
<b>Grounds &amp; Premises Income</b>				
4500 SE Allotment Rents	4,079	5,600	4,939	661
4510 SE Public Footpath Grant	804	0	0	0
4512 SE Misc Income Grounds & Premises	602	14	1	13
4513 SE Water Rates Income	1,113	1,714	0	1,714
4523 SE Service Delivery Income - Seagull Bags	919	0	10	(10)
<b>Total Grounds &amp; Premises Income</b>	<b>7,517</b>	<b>7,328</b>	<b>4,950</b>	<b>2,378</b>
<b>Town &amp; Waterfront Income</b>				
4520 SE Waterfront Income - Trusted Boat Scheme	2,560	3,000	1,495	1,505
4521 SE Waterfront Income - Annual Mooring Fees	9,477	11,235	10,788	447
4522 SE Waterfront Income - Daily Mooring Fees	6,700	3,276	2,370	906
<b>Total Town &amp; Waterfront Income</b>	<b>18,737</b>	<b>17,511</b>	<b>14,653</b>	<b>2,858</b>
<b>Total Service Delivery Operating Income</b>	<b>26,254</b>	<b>24,839</b>	<b>19,604</b>	<b>5,235</b>
<b>Service Delivery Operating Expenditure</b>				
<b>Grounds &amp; Premises Expenditure</b>				
6209 SE Oyster Beds	0	1	0	1
6500 SE Tree Survey and Tree Maintenance	3,850	11,814	600	11,214
6503 SE Allotments	373	1,418	73	1,346
6506 SE Grounds Maintenance & Watering	11,112	10,730	96	10,634
6508 SE Public Toilets (Operational Costs)	6,845	5,655	1,125	4,530
6517 SE Cross (Maintenance)	5,780	3,545	(28)	3,573
6525 SE Public Toilets (Repairs & Maintenance Costs)	2,691	2,954	413	2,541
6526 SE Tools, Equipment & Materials (Store & All Areas)	5,162	3,545	1,056	2,489
6529 SE Refuse Disposal	5,446	6,499	454	6,045
6530 SE Allotment Software Subscription	0	700	669	31
6531 SE Public Toilet Commercial Cleaning	3,115	32,000	6,300	25,700
<b>Total Grounds &amp; Premises Expenditure</b>	<b>44,374</b>	<b>78,861</b>	<b>10,757</b>	<b>68,104</b>
<b>Longstone Expenditure</b>				
7100 LO Rates - Longstone	(125)	0	(6,136)	6,136
7101 LO Water Rates - Longstone	1,730	3,352	97	3,255
7103 LO Electricity - Longstone	1,418	1,581	(715)	2,296
7104 LO Fire & Security Alarm - Longstone	1,845	1,084	(250)	1,334
7107 LO Rent - Longstone	4,620	5,120	1,170	3,950
7108 LO Cleaning Materials & Equipment - Longstone	274	727	66	662
7110 LO General Repairs & Maintenance - Longstone	1,547	592	529	63
7114 LO Equipment - Longstone	407	700	0	700
7121 LO IT & Office Costs - Longstone	745	750	0	750
Service Delivery Staffing Expenses	4,885	5,906	842	5,064
<b>Total Longstone Expenditure</b>	<b>17,346</b>	<b>19,812</b>	<b>(4,398)</b>	<b>24,210</b>
<b>Town &amp; Waterfront Expenditure</b>				
6504 SE Street Furniture (Maintenance)	2,444	2,500	1,136	1,364
6505 SE Street Lighting	276	750	20	730
6511 SE Tourism & Signage	429	269	0	269
6512 SE Bus Shelters (Maintenance)	0	565	0	565
6515 SE Festive Lights Maintenance & Electricity	2,734	3,756	(326)	4,082
6519 SE Flags & Bunting	1,717	2,954	0	2,954

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25
6522 SE Pontoon (Maintenance Costs)	1,322	3,000	785	2,215
6524 SE Vehicle Maintenance and Repair Costs	9,948	13,520	1,849	11,671
6527 SE Salt Bins Refill	383	537	0	537
6528 SE Pontoon Accommodation	5,309	6,335	1,345	4,990
<b>Total Town &amp; Waterfront Expenditure</b>	<b>24,563</b>	<b>34,186</b>	<b>4,809</b>	<b>29,377</b>
<b>Total Service Delivery Operating Expenditure</b>	<b>86,283</b>	<b>132,859</b>	<b>11,168</b>	<b>121,691</b>
<b>Total Service Delivery Operating Surplus/ (Deficit)</b>	<b>(60,029)</b>	<b>(108,020)</b>	<b>8,436</b>	<b>(116,456)</b>
<b>Service Delivery EMF Expenditure</b>				
<b>Grounds &amp; Premises EMF Expenditure</b>				
6471 SE EMF Heritage Centre	1,473	7,416	0	7,416
6571 SE EMF Saltash Recreation Areas	11,531	74,805	0	74,805
6580 SE EMF Public Toilets (Capital Works)	337	15,585	0	15,585
6588 SE EMF Victoria Gardens	0	15,000	0	15,000
6589 SE EMF Community Tree Planting Initiatives	322	3,145	0	3,145
6591 SE EMF Open Spaces & Trees	0	9,660	0	9,660
<b>Total Grounds &amp; Premises EMF Expenditure</b>	<b>13,663</b>	<b>125,611</b>	<b>0</b>	<b>125,611</b>
<b>Longstone EMF Expenditure</b>				
7170 LO EMF Longstone Depot Capital Works	0	3,500	17	3,483
<b>Total Longstone EMF Expenditure</b>	<b>0</b>	<b>3,500</b>	<b>17</b>	<b>3,483</b>
<b>Town &amp; Waterfront EMF Expenditure</b>				
6570 SE EMF Notice Boards (Repair & Replace)	587	1,506	0	1,506
6572 SE EMF Festive Lights	9,062	30,989	0	30,989
6573 SE EMF Public Art & Maintenance	0	1,443	0	1,443
6574 SE EMF Salt Bins	96	2,368	0	2,368
6575 SE EMF Street Furniture (New & Replace)	0	1,500	0	1,500
6578 SE EMF Equipment and Vehicles (Capital Works)	21,535	40,324	33,553	6,771
6582 SE EMF Town War Memorial	0	1,978	0	1,978
6584 SE EMF Pontoon Maintenance Costs	6,024	12,318	0	12,318
6590 SE EMF Utilities & Rates	0	2,157	0	2,157
<b>Total Town &amp; Waterfront EMF Expenditure</b>	<b>37,305</b>	<b>94,583</b>	<b>33,553</b>	<b>61,030</b>
<b>Total Service Delivery EMF Expenditure</b>	<b>50,967</b>	<b>223,694</b>	<b>33,569</b>	<b>190,125</b>
<b>Total Service Delivery Expenditure (Operational &amp; EMF)</b>	<b>137,250</b>	<b>356,553</b>	<b>44,737</b>	<b>311,816</b>
<b>Total Service Delivery Budget Surplus/ (Deficit)</b>	<b>(110,996)</b>	<b>(331,714)</b>	<b>(25,134)</b>	<b>(306,580)</b>

#### **To/From Reserves & Budget Virements 2024/25**

1. 4500 SE Allotment Rent - Reduce budgeted income by £900 due to water reduction in the annual water charge - 132/23/24. New income budget £4,700
2. Virement of Staff Salary budget £289,150, Staff Training budget £6,500 & Staff Contingency £48,169 to Personnel budget - P&F 178/23/24

#### **Key**

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

**Services Committee - Guildhall Budget 2024-25**

Saltash Town Council

For the 2 months ended 31 May 2024

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25
<b>Guildhall Operating Income</b>				
4200 GH Income - Guildhall Bookings	1,897	2,371	1,124	1,247
4201 GH Income - Guildhall Refreshments	272	249	67	182
4206 GH Income - Guildhall Photocopying Income	4	5	0	5
<b>Total Guildhall Operating Income</b>	<b>2,173</b>	<b>2,625</b>	<b>1,191</b>	<b>1,434</b>
<b>Guildhall Operating Expenditure</b>				
6400 GH Rates - Guildhall	9,899	10,622	10,729	(107)
6401 GH Water Rates - Guildhall	584	909	(6)	915
6402 GH Gas - Guildhall	3,632	5,551	453	5,098
6403 GH Electricity - Guildhall	9,444	6,066	(436)	6,502
6404 GH Fire & Security Alarm - Guildhall	982	1,498	430	1,068
6408 GH Cleaning Materials & Equipment - Guildhall	1,344	1,212	82	1,130
6409 GH Boiler Service & Maintenance	608	1,218	0	1,218
6410 GH General Repairs & Maintenance	4,012	3,046	363	2,683
6411 GH Entertainment Licenses	0	1,073	0	1,073
6412 GH Lift Service & Maintenance	2,636	3,632	1,170	2,462
6413 GH Refreshment Costs - Guildhall	183	445	21	425
6414 GH Equipment - Guildhall	0	1,189	41	1,148
6418 GH Professional Fees	600	10,730	3,141	7,589
Guildhall Staffing Expenses	98	488	23	465
<b>Total Guildhall Operating Expenditure</b>	<b>34,022</b>	<b>47,679</b>	<b>16,010</b>	<b>31,669</b>
<b>Total Guildhall Operating Surplus/ (Deficit)</b>	<b>(31,849)</b>	<b>(45,054)</b>	<b>(14,819)</b>	<b>(30,235)</b>
<b>Guildhall EMF Expenditure</b>				
6470 GH EMF Guildhall Maintenance	1,415	78,888	525	78,363
<b>Total Guildhall EMF Expenditure</b>	<b>1,415</b>	<b>78,888</b>	<b>525</b>	<b>78,363</b>
<b>Total Guildhall Expenditure (Operational &amp; EMF)</b>	<b>35,437</b>	<b>126,567</b>	<b>16,535</b>	<b>110,032</b>
<b>Total Guildhall Budget Surplus/ (Deficit)</b>	<b>(33,264)</b>	<b>(123,942)</b>	<b>(15,344)</b>	<b>(108,598)</b>

**To/From Reserves & Budget Virements 2024/25**

1. Virement of Staff Salary budget £56,239, Staff Training budget £607 & Staff Contingency £17,399 to Personnel budget - P&F 178/23/24

**Key**

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

## Services Committee - Library Budget 2024-25

Saltash Town Council

For the 2 months ended 31 May 2024

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25
<b>Library Operating Income</b>				
4517 LI Library - Replacement Membership Cards	320	50	3	48
4518 LI Library - Photocopying Fees	964	600	81	519
4524 LI Library Book Sales	261	300	49	251
4526 LI Library Activity Income	180	0	0	0
4529 LI Library Activities Funding Income	0	600	0	600
<b>Total Library Operating Income</b>	<b>1,725</b>	<b>1,550</b>	<b>133</b>	<b>1,417</b>
<b>Library Operating Expenditure</b>				
6900 LI Rates - Library	13,099	16,958	13,099	3,859
6901 LI Water Rates - Library	312	391	56	335
6902 LI Gas - Library	5,196	6,034	646	5,388
6903 LI Electricity - Library	3,946	5,365	(331)	5,696
6904 LI Fire & Security Alarm - Library	1,016	1,109	199	910
6908 LI Cleaning Materials & Equipment - Library	483	1,990	77	1,913
6909 LI Boiler Service & Maintenance - Library	405	1,218	0	1,218
6910 LI General Repairs & Maintenance - Library	4,324	2,436	141	2,295
6911 LI TV License & PRS - Library	132	460	164	296
6913 LI Refreshment Costs - Library	187	305	3	302
6914 LI Equipment - Library	383	805	256	549
6918 LI Professional Fees (Private Contractors)	6,900	21,460	0	21,460
6920 LI Legionella Risk Assessment - Library	210	532	0	532
6921 LI IT & Office Costs - Library	1,778	1,773	139	1,634
6922 LI Library Activities	2,597	2,544	896	1,648
6975 LI Home Library Service	304	550	12	538
6923 LI PWLB Loan Repayment & Interest	24,477	24,679	10,048	14,632
Library Staff Expenses	24		0	2,301
<b>Total Library Operating Expenditure</b>	<b>65,775</b>	<b>88,609</b>	<b>25,403</b>	<b>65,507</b>
<b>Total Library Operating Surplus/ (Deficit)</b>	<b>(64,049)</b>	<b>(87,059)</b>	<b>(25,271)</b>	<b>(64,089)</b>
<b>Library EMF Expenditure</b>				
6971 LI EMF Saltash Library Property Refurbishment	74,859	0	59,887	124,617
6972 LI EMF Library Equipment & Furniture	893	0	0	8,554
6974 LI EMF Library Funding	0	0	0	930
<b>Total Library EMF Expenditure</b>	<b>75,752</b>	<b>0</b>	<b>59,887</b>	<b>134,101</b>
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>141,527</b>	<b>88,609</b>	<b>85,290</b>	<b>199,608</b>
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(139,801)</b>	<b>(87,059)</b>	<b>(85,158)</b>	<b>(198,190)</b>

### To/From Reserves & Budget Virements 2024/25

1. Virement of Staff Salary budget £169,277, Staff Training budget £1,182 & Staff Contingency £5,000 to Personnel budget - P&F

### Key

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is over spent - requires investigation and recommend virement

**Services Committee - Isambard House (Station Building) Budget 2024-25**

Saltash Town Council

For the 2 months ended 31 May 2024

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25
<b>Isambard House Operating Income</b>				
4301 SA Isambard House - Bookings	5,120	8,000	2,627	5,374
4302 SA Isambard - Refreshment Income	81	75	0	75
<b>Total Isambard House Operating Income</b>	<b>5,201</b>	<b>8,075</b>	<b>2,627</b>	<b>5,449</b>
<b>Isambard House Operating Expenditure</b>				
6800 SA Rates - Isambard House	3,720	4,431	3,842	589
6801 SA Water Rates - Isambard House	300	693	(886)	1,579
6802 SA Gas - Isambard House	481	6,519	43	6,476
6803 SA Electricity - Isambard House	2,498	9,679	195	9,484
6804 SA Fire & Security Alarm - Isambard House	382	1,073	473	600
6808 SA Cleaning Materials & Equipment - Isambard House	611	1,817	376	1,441
6810 SA General Repairs & Maintenance - Isambard House	1,217	2,000	471	1,529
6813 SA Refreshments Costs - Isambard House	0	226	210	16
6814 SA Equipment - Isambard House	947	1,062	62	1,000
6818 SA Professional Costs - Isambard House	668	2,146	0	2,146
6821 SA IT & Office Costs - Isambard House	70	1,073	0	1,073
6822 SA Activities & Events	1,479	1,073	489	584
<b>Total Isambard House Operating Expenditure</b>	<b>12,373</b>	<b>31,792</b>	<b>5,276</b>	<b>26,516</b>
<b>Total Isambard House Operating Surplus/ (Deficit)</b>	<b>(7,172)</b>	<b>(23,717)</b>	<b>(2,649)</b>	<b>(21,068)</b>
<b>Isambard House EMF Expenditure</b>				
6473 SA EMF Station Building (Purchase & Capital Works)	0		209	57,536
6870 SA EMF Isambard House	0		0	18,492
6871 SA EMF Tresorys Kernow Funding	2,458		0	469
6872 SA EMF Entertainment Licenses	0		0	2,132
<b>Total Isambard House EMF Expenditure</b>	<b>2,458</b>		<b>209</b>	<b>78,629</b>
<b>Total Isambard House Expenditure (Operational &amp; EMF)</b>	<b>14,831</b>		<b>5,485</b>	<b>105,145</b>
<b>Total Isambard House Budget Surplus/ (Deficit)</b>	<b>(9,630)</b>		<b>(2,858)</b>	<b>(99,697)</b>

**Key**

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

**Services Committee - Maurice Huggins Budget 2024-25**

Saltash Town Council

For the 2 months ended 31 May 2024

<b>Account</b>	<b>Prior YTD 2023/24</b>	<b>Budget Including Virements 2024/25</b>	<b>Actual YTD 2024/25</b>	<b>Budget Available 2024/25</b>
<b>Maurice Huggins Operating Income</b>				
4207 MA Maurice Huggins Room Income	938	810	300	510
<b>Total Maurice Huggins Operating Income</b>	<b>938</b>	<b>810</b>	<b>300</b>	<b>510</b>
<b>Maurice Huggins Operating Expenditure</b>				
7000 MA Rates	429	522	429	93
7001 MA Water Rates	171	424	34	390
7003 MA Electricity	1,462	2,185	(122)	2,307
7004 MA Fire & Security Alarm	167	235	133	102
7008 MA Cleaning Materials & Equipment	211	355	39	316
7010 MA General Repairs & Maintenance	448	1,607	0	1,607
7018 MA Professional Costs	0	607	0	607
<b>Total Maurice Huggins Operating Expenditure</b>	<b>2,889</b>	<b>5,935</b>	<b>513</b>	<b>5,422</b>
<b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>	<b>(1,951)</b>	<b>(5,125)</b>	<b>(213)</b>	<b>(4,912)</b>
<b>Maurice Huggins EMF Expenditure</b>				
6472 MA EMF Maurice Huggins Room	0	1,466	0	1,466
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	606
<b>Total Maurice Huggins EMF Expenditure</b>	<b>0</b>	<b>2,072</b>	<b>0</b>	<b>2,072</b>
<b>Total Maurice Huggins Expenditure (Operational &amp; EMF)</b>	<b>2,889</b>	<b>8,007</b>	<b>513</b>	<b>7,494</b>
<b>Total Maurice Huggins Budget Surplus/ (Deficit)</b>	<b>(1,951)</b>	<b>(7,197)</b>	<b>(213)</b>	<b>(6,984)</b>

**Key**

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement



**To receive reports from the Service Delivery Department and consider any actions and associated expenditure - Departmental Report- June 24**

**1. Pillmere 2 Play Park (Pillmere Drive)**

The area within the red line on the below map is the ownership of Saltash Town Council. Cornwall Council have maintained the area for some time as there seems to have been a misunderstanding who owned what on the Pillmere estate.

The Town Clerk agreed with Cornwall Council Open Spaces that Saltash TC will take over the grass cutting outside of the play area along with any tree maintenance from June 2024 and the play park and bin from 1 April 2025. This is the largest play area on Pillmere.

The Town Clerk has concerns regarding the location of the park, vandalism, and anti-social behaviour that hasn't been supported in the past by the Police. Future report to be received.

The area is made up of two sections, an outer public grassed and tree area plus the railings inner play area. As you can see from the below image there are a number of mature trees which may require maintenance going forward.

The current trees are in good condition and have recently had some work carried out by Cornwall Council. We may need to trim some lower branches that overhang the play park equipment for safety reasons.

We will carry out a further tree survey once we start working this location. The grass areas can be managed in the same way we currently cut other areas on Pillmere with no concerns to the department, however this will add extra work to our current workload especially through the summer.

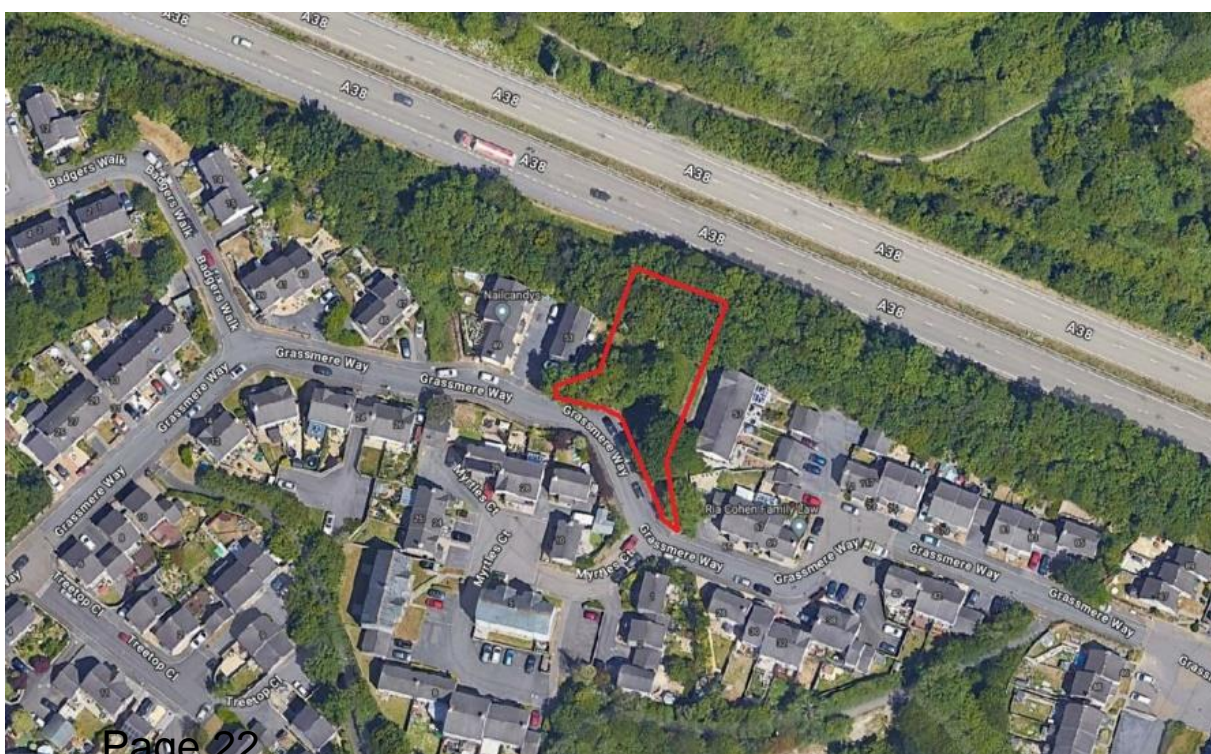
[Members are asked to note the update.](#)



### **Grassmere Way play area**

Saltash Town Council own the play area below lined red; however, Cormac and Saltash Town Council have maintained the site for many years, due to a misunderstanding who owned what on the Pillmere estate.

The Town Clerk agreed with Cornwall Council Open Spaces that Cormac would no longer maintain the play area with immediate effect (grass cutting, tree maintenance, equipment checks).





The play park is out for tender under the 3<sup>rd</sup> round of CIL funding. However, this does not include improvements to the gate.

The gate is in poor condition with rust holes which are a H&S issue especially with children.

The cost of a new replacement gate alone (shown in yellow, supplied as a complete gate and posts) is approximately £1,500+VAT.

This does not allow for any groundworks or fitting charges that would need to be carried out by an external contractor as it will require the correct fitting and groundwork to repair the pathway. Quotes would need to be obtained for a replacement gate.

Budget code 6751 EMF Saltash Recreation Areas - Available Funds £74,805 (minus contribution of £20k to funding award)

Members are asked to consider replacing the gate. Service Delivery to obtain three quotes, delegating the appointment and installation to the Service Delivery Manager. Allocating associated cost against budget code 6751 EMF Saltash Recreation Areas.



## 2. Management of the pontoon

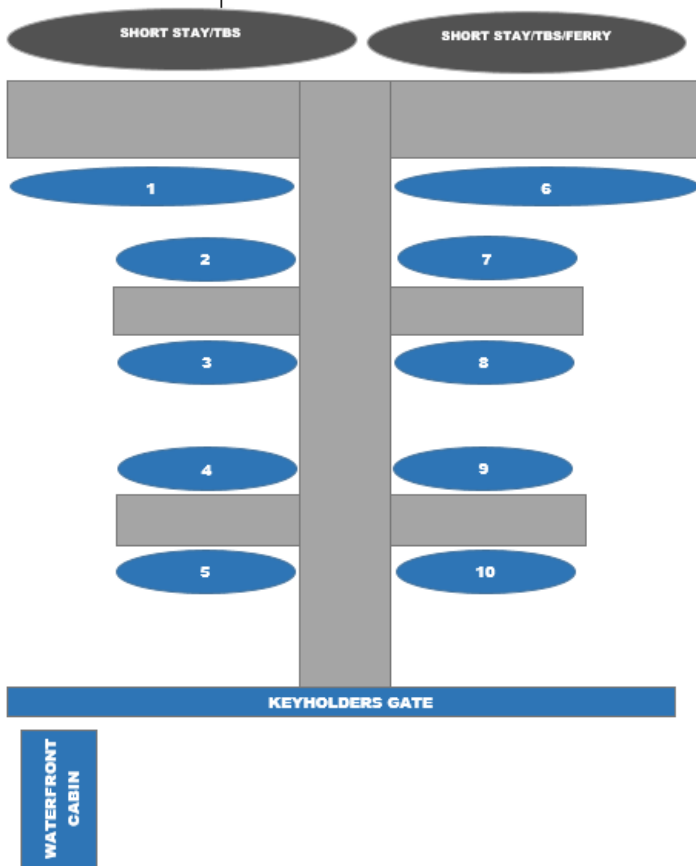
The Service Delivery Team carries out daily inspections not only to check the H&S of the pontoon but also to report any boats staying for a prolonged period or unoccupied for a length of time. Photos are taken when required or owners asked to call the office for payments as per the T&Cs charges per the signage on the pontoon and Town Council website. We are then able to charge the owner appropriately. We are also keeping a record starting from May of visiting boats, new TBS/Birth holders. This will enable us to have a record over this financial year.

See below income v expenditure up to the end of May.

<b>Saltash Town Council</b>			
<b>Income Vs Overheads - Pontoon Moorings</b>			
<b>Financial Year:</b>	<b>2024/25</b>		
<b>Period To:</b>	<b>May-24</b>		
	<b>Actual YTD</b>	<b>Budget 2024/25</b>	<b>Budget Remaining 2024/25</b>
<b><u>Income</u></b>			
<b>Trusted Boat Scheme (4520)</b>	£1,494.12	£3,000.00	£1,505.88
<b>Annual Berth Holders (4521)</b>	£10,788.44	£11,235.00	£446.56
<b>Daily Moorings (4522)</b>	£2,370.00	£3,276.00	£906.00
<b>Total Income 2024/25</b>	<b>£14,652.56</b>	<b>£17,511.00</b>	<b>£2,858.44</b>
<b><u>Overhead Costs</u></b>			
<b>Pontoon Maintenance Costs (6522)</b>	£785.00	£3,000.00	£2,215.00
<b>Pontoon Accomodation (6528)</b>	£269.00	£1,267.00	£998.00
<b>Estimated Labour (1 hour per day + 5 per month)</b>	£1,236.11		
<b>Total Overhead Costs 2024/25</b>	<b>£2,290.11</b>	<b>£4,267.00</b>	<b>£1,976.89</b>
<b>Total Income Less Overhead Costs</b>	<b>£12,362.45</b>	<b>£13,244.00</b>	<b>£881.55</b>
<b><u>EMF Expenditure</u></b>			
<b>EMF Pontoon Maintenance (6584)</b>	£0.00	£12,318.00	£12,318.00
<b>Total EMF Expenditure 24/25</b>	<b>£0.00</b>	<b>£12,318.00</b>	<b>£12,318.00</b>
<b>Total Income less Overheads less EMF expenditure</b>	<b>£12,362.45</b>	<b>£926.00</b>	

The pontoon is fully occupied with 10 Berth Holders and 18 Trusted Boaters. Please see pontoon plan below.

# SALTASH PONTOON



## 2024 CHARGES FOR VISITING BOATS

UP TO 2 HOURS - FREE  
 OVER 2 HOURS (CHARGE FOR 24 HR PERIOD) - £30.00 (Non Commercial)  
 £45.00 (Commercial)

MAX LENGTH ON BERTHS 1 & 6 = 10M/32.8FT	
MAX LENGTH ON ALL OTHER BERTHS = 7M/23FT	
1.	 Boat name: LADY LUCKETT
2.	 Boat name: RUBY BLUE
3.	 Boat name: PETREL
4.	 Boat name: NO BOAT PRESENT
5.	 Boat name: RESCUE
6.	 Boat name: SPIRIT
7.	 Boat name: DELPHINE
8.	 Boat name: LADY JANE
9.	 Boat name: SEA MIST
10.	 Boat name: KINGFISHER

At the Services Committee held 8<sup>th</sup> Feb 2024.

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

*To approve the replacement of the pontoon walkway lighting on a movement sensor basis at a maximum cost of £3,000.*

The new lighting to the walkway is due to be fitted soon along with some minor maintenance work. This will make a significant difference for the public plus an advantage now that the Saltash ferry is also using the pontoon. A blue strip has been painted to the hammerhead edging strip with RESERVED FOR SALTASH FERRY to be completed soon. Signs and ferry timetables have also been placed in the notice board and near the gate entrance. Management of the passengers is dealt with via Plymouth Boat Trips crew. Our department is available to assist them during working hours if required. We have not experienced any problems yet. The feedback so far has been positive.

Members are asked to note the update.

### **3. Public toilets at Calstock - To understand how their toilets are monitored**

Saltash public toilets remain an ongoing issue with damage and vandalism over recent months. This would seem to be an issue in other towns to. Following a recent social media post we connected with Calstock Parish Council regarding damage/vandalism to their public toilets and what monitoring is in place to see if they are doing anything different to tackle the issue. See post below.



They responded as below

“We have a cleaning contractors who visit every morning. They alert us to any clear signs of misuse or damage - they are used to cleaning public toilets so can usually judge if it out of the ordinary. Items reported toilet roll holders off the wall; cans strewn around the place. However, we did have a spate of 'mess' being left on the floors and even up the walls.

We have restricted Gunnislake toilets and locked them overnight and at weekends, this has helped. We posted on social media they will have further restricted opening times should problems arise again.

At our Full Council meeting we have a standing item on toilets. They also fall within our Amenities Committee. Basically, I would keep a record myself and make a judgement to close them or not and it is formally recorded as a minute in the full council meeting.

Hope this helps. Town Clerk to the Council”

Looking at this response it is clear this is a problem seen across many Councils. We also have a reporting system for the toilets we manage, working closely with our cleaning contractors, public and our own staff that check the toilets regularly. We are recording any damage/vandalism and recording any associated cost along with days closed. Any serious damage is also reported to the police. Please refer to the associated costs table below.

DATE	LOCATION	DAMAGE/VANDALISM REPORTED	ITEM(S) REPLACED	NO OF DAYS CLOSED	COST OF REPAIRS (INCL LABOUR)
03.04.2024	LONGSTONE	Broken toilet pan, black marker pen all over the walls, broken cubical lock.	Replaced lock, replaced new toilet pan	31	£150.00
05.04.2024	ALEXANDRA SQUARE	Broken door lock	New catch replaced	2	£60
06.04.2024	WATERSIDE	Broken waist to mens urinal. Items thrown into both toilets from broken skylights, walls drawn on with marker pen.	New waist connections replaced	7	£50
06.05.2024	WATERSIDE	Broken waist pipe to mens urinal.	New waist and connections to be replaced, plus new box section concealing pipes.	8	£200
15.05.2024	ALEXANDRA SQUARE	Broken electric point for hand dryer, broken bin, broken baby changing unit, flooded sink	Electric point, bin (replaced FOC by SWH) and baby changer unit.	1	£75
21.05.2024	LONGSTONE	Blocked toilets, drains and sink using toilet roll causing flooded floor. Toilet roll holder kicked off wall. Attempt to damage toilet pan and baby changing unit	Toilet roll holder and refix baby changing unit accordingly	1	£65.00
22.05.2024	LONGSTONE	Small fire setting alight to toilet roll in toilet and urinal area. Urinal fire had to be put out by cleaner as smouldering. Slight smoulder damage to toilet roll holder	N/A		
27.05.2024	LONGSTONE	Further fires in Longstone mens toilets. No additional damage to toilet roll holder other than what was caused on vandalism on 22.05.24	N/A	1	£30.00
01.06.2024	LONGSTONE	Another attempt of arson - setting fire to the inside of the mens toilet and blocking drains to encourage flooding. Smoulder damage to wall panel underneath the toilet roll holder	N/A	5	
				56	£630.00
NB Toilet closure for 01.06.2024 remains closed as at 06.06.2024					



We have now had more damage over the School May half term to the Longstone and Waterside toilets. See images below. Data tells us these toilets are a target during School holidays.



Longstone especially is a concern as they have tried to set fire to the toilet roll holder and plastic wall covering a couple of times. The toilets are connected to the Bowling club so if a serious fire happened it will have an effect on the club building.

Considering the above, Service Delivery ask Members to trial a “CCTV in operation” sign and dummy cameras to the Longstone & Waterside Toilets to see if this helps to reduce the damage. This is following the recent new incident of vandalism to the toilets. The police have been informed which resulted in a phone call discussing the issues. They are also keeping a log to highlight that incidents take place mostly on School holidays to look at prevention ideas. They agree with the idea of putting up signs and dummy cameras as other Councils have tried this.

### Smartwares Dummy CCTV PIR Camera

by Smartwares Product Code: 75911



Approximate cost of a dummy camera would be approximately £20+VAT each.

Approximate cost of signs is £30+VAT each.

This would be a much cheaper option than fitting a bespoke CCTV system as they may also suffer from damage. The cameras will need to be sited to Cornwall Council lamppost not the toilet building due to easy access to the roof.

Available budget - 6580 EMF Public Toilets (Capital Works) - £15,585.

Members are asked to consider the purchase of cameras and signs at a maximum cost of £120 to supply and fit, to be allocated against budget code 6580 EMF Public Toilets (Capital Works).

#### **4. Fire, Intruder Alarm and CCTV system service agreement comparison for STC buildings.**

The department has been looking at the current service that is provided for the maintenance and servicing of the Fire Alarms, Intruder Alarms and CCTV across all the STC buildings. We currently have three different companies providing this service for different buildings. ASG Fire Alarms, Sovereign Fire & Security and A&M Security.

ASG have not been overly reliable and have recently been bought by another company Unique Fire & Security. We have not received a revised contract from them even after chasing. This gives us the opportunity to consider a change. We would need to give a month's notice to terminate the contract with them. Below are the current charges for 2023-24 for comparison. The cost is subject to annual increase for 2024/25 at 10% which totals £3,313.19.

<b>SUMMARY OF SECURITY COSTS</b>					
<b>COMPANY</b>	<b>SERVICE PROVIDED</b>	<b>DURATION</b>	<b>NET</b>	<b>TAX</b>	<b>GROSS</b>
A&M	Annual service for CCTV at Guildhall, Longstone & Library	12 months	£279.93	£55.98	£335.91
ASG	Annual maintenance of fire alarm system incl 6 monthly preventative maintenance visits & 24 hr monitoring at Guildhall, Longstone & Library	12 months	£646.95	£129.39	£776.34
ASG	Annual maintenance & monitoring of intruder & hold up alarms at Guildhall, Longstone, Library, Cemetery & MHR	12 months	£989.95	£197.99	£1,187.94
Sovereign	Annual maintenance & monitoring of intruder alarms, fire alarms and access control at Station	12 months	£384.00	£76.80	£460.80
<b>TOTALS:</b>			<b>£2,300.83</b>	<b>£460.16</b>	<b>£2,760.99</b>

Using three different companies creates a lot of work and complications with arranging servicing, maintenance, invoicing, payments via accounts etc. Therefore, we would like to look at using one company that will provide a service across the three systems we use for all the buildings. This will cut down the workload for Service Delivery and Accounts. It will also allow us to create a more streamline Service Level Agreement and cost for the maintenance and reduce the risk of paying different call out fees for the alarm monitoring service.

On this basis we have approached three companies to provide a full maintenance and monitoring quote covering three systems. This will help us to consider the services and costs with any potential savings to the Town Council. The below table shows the total charge across the same buildings for ease.

This will then allow us to consider changing the service to one company if agreeable with Members. All companies have agreed to annual rolling contracts with a 30-day termination period. All companies are content with taking over the equipment of another company.

COMPANY	SERVICE PROVIDED	NET	TAX	GROSS	NOTES
A	Fire	£1,189.22	237.84	<b>£1,427.06</b>	Maintaining & monitoring (using current digi air) for Guildhall, Longstone, Isambard House, Library, Cemetery and MHR
	Intruder	£2,466.00	£493.20	<b>£2,466.00</b>	
	CCTV	Included in intruder costs			Annual servicing for Longstone, Guildhall and Library sites only
<b>TOTAL</b>				<b>£3,893.06</b>	
B	Fire	£1,488.00	£297.60	<b>£1,785.60</b>	Maintaining & monitoring (using current digi air) for Guildhall, Longstone, Isambard House, Library, Cemetery and MHR
	Intruder	£992.00	£198.40	<b>£1,190.40</b>	
	CCTV	£296.91	£59.38	<b>£356.29</b>	Annual servicing for Longstone, Guildhall and Library sites only
<b>TOTAL</b>				<b>£3,332.29</b>	
C	Fire	£1,224.00	£244.80	<b>£1,468.80</b>	Maintaining & monitoring (using current digi air) for Guildhall, Longstone, Isambard House, Library, Cemetery and MHR
	Intruder	£955.00	£191.00	<b>£1,146.00</b>	
	CCTV	£297.00	£59.40	<b>£356.40</b>	Annual servicing for Longstone, Guildhall and Library sites only
<b>TOTAL</b>				<b>£2,971.20</b>	

Each company is a reputable contractor with the ability to provide a service we will be happy to work with as a department.

Budget availability for the year 2024-25:

- 7104 Fire & Security Alarm – Longstone - £912.00
- 6904 Fire & Security Alarm - Library - £ 910.00
- 7004 Fire & Security Alarm – Maurice Huggins - £102.00
- 6404 Fire & Security Alarm - Guildhall - £1072.00
- 6804 Fire & Security Alarm - Isambard House - £600.09
- 6013 Security Alarm Maintenance – Churchtown Building - £54.00
- 6229 CCTV Annual Maintenance - £7,551

Members are asked to consider combining the Town Council fire, intruder alarm and CCTV systems to one Service Level Agreement by the appointment of a company, associated cost to be allocated against the various budget codes listed.



## 5. Summer planting

The planting has now taken place through the town including the planters outside the library. This has now included *Euonymus emerald* and golden, *Euonymus microphyllus aureovarigata*, *Euonymus emerald gaiety*, *Rosemary prostrates*, purple *Cordyline*, *Gaurra-whirling butterfly*, *Erysium Bowles mauve*, *Carex Praire fire*, *Acorus gramineus* Ogon a good grass for shade at the bottom of town, *Nepeta Purrsian Blue* a great pollinator too.

We also used a new half-hardy bedding plant that is a great pollinator for bees, flowers well into late summer called *Cuphea Sweet talk lavender* to see how this will enable an all year round look to the planters. Poppy seeds have also been added as a trial which hopefully will look nice later in the year.



The hanging baskets have also been completed with new brackets fitted for the Waterside baskets. We will now be carrying out the watering program through the summer starting early at 6am each day to make sure the baskets and planters look at their best. The planters and baskets will also have feed through the summer to assist with growth.



Members are asked to note the update.

## 6. North Road Bus Stop update.

We have now had an updated response from Fernbank (bus shelter provider) advising the Bus Shelters are on order & due for collection in July. They probably will look at September or October as an installation date due to the tourism season. They don't attempt to install any shelters during this period because they require adequate road space for equipment. Once they have them in stock they will update us with a potential start date. We can then advise all departments and Members of the fitting dates/schedule.

Press and social media release to inform our residents, workers and visitors, is advisable.

Members are asked to note the update.

## 7. No Mow May and other Wilding areas.

We have completed this years No Mow May with various areas we manage in the Town left to grow wild. This was successful for the Service Delivery department saving time as it helped us to complete other work during May. Going forward we would like to designate other locations we manage for permanent wild areas which will encourage bees, insects, butterfly's, flowers and the public to take an interest. We are creating the below signs to be used in these locations to show the public why each area has been left to grow. The new No Mow May signs will be used for next year.



Members are asked to note the update.



## **8. Unauthorised cutting of hedging on the Pillmere estate.**

A complaint was recently brought to our attention via a concerned resident of Pillmere that a homeowner had cut down hedging on Council owned land to the side of the property as shown. They also reported the cuttings had been left on the meadow behind the property.

We have been to the property and spoken with the owner to find out why this had been done as they should have requested permission first. They explained they had contacted Cornwall Council a couple of times due to lots of rats under the hedging entering the gardens. Cornwall Council told them they would not be able to help and not advised who they should ask. The residents took it on themselves to cut the hedging down. The Cornish Walls have not been disturbed. We advised the owners they need to contact the Service Delivery Dept in the future as this is not acceptable without our knowledge or consent especially during the bird nesting season. We have now had to trim the stumps to make the location safer and neater. The owners have removed most of the cuttings with the remainder being dealt with by us to clear the area quicker.

We have also taken steps to inform the residence association to post a reminder to all residence that they need to contact Saltash Town Council regarding trees, pathways, parks or if they have any other concerns or requests.



Members are asked to note the update.

**END OF REPORT**

**Service Delivery Manager**

Weekly Mowing		Month	Apr-24				May-24				Jun-24				Jul-24				Aug-24				Sep-24				Oct-24				Nov-24				Dec-24				Jan-25				Feb-25				Mar-25																							
Site And Description of Works	Week Number Allocated Time For Task (hrs)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52																
<b>Memorial Peace Gardens &amp; St Nicholas Faith Memorial</b>																																																																						
Litter Pick (0.25hrs)			4	12	19	25		3	10	17	24	31	5																																																									
Box Mow And Strimming (3hrs)			4	12	19	25		3	10	17	24	31	5																																																									
Edging Shears On Grass Edges (1hrs)			4	12	19	25		3	10	17	24	31	5																																																									
Clean Grass Clippings From Memorial And Surround (0.5hrs)			4	12	19																																																																	
Remove Remembrance Wreaths (Easter) (0.5hrs)																																																																						
<b>Longstone Depot Around Yard</b>																																																																						
Litter Pick (0.25hrs)			4	12	19	25		3	10	17	24	31	5																																																									
Strimming (Weeds & Back Grass Enternce Sections) (1hrs)			4	12	19	25		3	10	17	24	31	5																																																									
Ride-On Mow Sections (1hrs)			12	19	25																																																																	
Clean Grass Clippings And Blow Down As Required (0.5hrs)			12	19																																																																		
Trim Hedges As Required (Back Of Office & Side Of Garage) (3hrs)			12	19																																																																		

Key
work completed
work scheduled
work missed





















**Service Delivery Department Request Log for Councillors STC Officers and Members of the Public**

Enquiry Number	Date	Cllr /Officer Name	Method of enq'y	Brief Details	H&S Priority	PRIORITY LEVEL	Allocated To	Action Confirmed	scheduled Date	SDM Sign Off	Completion Date
10810	25/08/23	Staff	email	Pillmere - Wooded area behind 52/54 Grassmere Way - to check state of brambles creeping into back garden of 52 Grassmere Way and general state of site		Medium		RESOLVED to cut back over hanging tree branches on future visit (MC)	Apr- 24 onward		
10820	29/08/23	Resident Grenfell Avenue Saltash.	email - Services	Grenfell Allotments - Allotment fencing to the rear of 45 Grenfell Avenue - email from resident received regarding the Poor State Of The Original Chain-Link Fencing With Concrete Posts Behind 45 Grenfell Ave. Town Clerk Has Requested ASDM To Attend Site And Take Recent Pictures And Report Back Accordingly i.e Costs And Possible Repair Options etc. - (MC)		Medium	ASDM	Job on hold Not Enough Money In The Budget To Complete Works This Financial Year.	On Hold.		
10846	12/10/23	Staff	email	Pillmere - 4 Bluebell Close - please attend site and investigate tree that is on the boundary of the above property and establish what needs to be done to resolve residents concerns.		Medium	ASDM	ASDM Carried Out Site Visit. Out Come: Dead Elm Tree To Be Partially Taken Down To Hedge Hight Level And Reduce Tree Adjust To Appease Local Residents.	(Pending)		
10886	18/04/24	Resident Pillmere	Phone call	Pillmere - 8 Primrose Walk (middle house of 5) - large overgrown tree causing debris and bird poo to land on artificial grass. Child has additional needs and will eat such debris. House backs on to pathway		Low		Please contact Amanda on 07745 541272 after inspection with update			
10869	30/04/24	Staff	Online enquiry ref: 578989340	Guildhall - A small job for a weekend please: removal of the dividing screen bolted to the Town Clerks desk.		Low		verbally advised to SDM & ASDM. To be carried out 4th or 5th May	5th May		
10871	29/05/24	Staff	Internal	To replace damaged bumper board and timber structure to the pontoon		Medium	ASDM	This will form part of the work to be done along with the lights and sinage for the ferry.	JUNE	TBA	
10875	31/05/24	Staff (DJ)	email	GH office - Dispose of blue chair that is broken - top office		Low	ASDM	To collect and dispose of.	June	06/06/24	



**SERVICE DELIVERY VANDALISM/ANTI SOCIAL BEHAVIOUR INCIDENT LOG 2023**

DATE OF INCIDENT	SITE/LOCATION	DESCRIPTION OF DAMAGE	DATE REPORTED TO POLICE	POLICE LOG REFERENCE	CRIME REFERENCE NO.	COMMENTS
25/02/2024	Belle Vue toilets	Damage to toilet pipe and baby station	Not Applicable	Not Applicable	Not Applicable	Pipe and baby station repaired the next day toilet remains open
03/04/2024	Belle Vue toilets	Damage to the baby station	Not Applicable	Not Applicable	Not Applicable	repair to the station may need replacing again.
03/04/2024	Longstone toilets	damage to the male toilet pan which has been broken. Toilet has been closed.	03/04/24	DP-7692-24-5050-01	Not Applicable	Toilet closed until a replacement can be fitted.
21/05/2024	Longstone toilets	Blocked toilets, drains and sink using toilet roll causing flooded floor. Toilet roll holder kicked off wall. Attempt to damage toilet pan and baby changing unit	29/05/24	DP-8943-24-5050-01	50240130445	All damage repaired and open
22/05/2024	Longstone toilets	Small fire setting alight to toilet roll in toilet and urinal area. Urinal fire had to be put out by cleaner as smouldering. Slight smoulder damage to toilet roll holder	29/05/24	DP-8943-24-5050-01	50240130445	Cleaned through the toilets, damage repaired. toilets open
27/05/2024	Longstone toilets	Further fires in Longstone mens toilets. No additional damage to toilet roll holder other than what was caused on vandalism on 22.05.24	29/05/24	DP-8943-24-5050-01	50240130445	More damage to the same cubical. One male cubical closed due to the fire damage.
06/01/24	Longstone toilets	Another attempt of arson - setting fire to the inside of the mens toilet and blocking drains to encourage flooding. Smoulder damage to wall panel underneath the toilet roll holder	06/06/24	DP-9039-24-5050-01		Damaged panel not replaced.

The highlighted have been reported since last SD report.















# Saltash Town Council Noticeboards

RESPONSIBLE COMMITTEE: SERVICES

---

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

---



Current Document Status			
Version	2024/25	Approved by	SB
Date	13.06.24	Responsible Officer	AJT
Minute no.	TBS	Next review date	Annual

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes

Document Retention Period
Until superseded

## **Introduction**

The provision of a community noticeboard is not a statutory duty of Town and Parish Councils; however, Saltash Town Council recognises the benefit of such a facility to its residents and provides many noticeboards for community notices to be displayed.

## **Background**

Saltash Town Council uses physical noticeboards to share relevant local information, as set out in the policy below. The policy tries to strike a balance between size of notice and space available to enable maximum availability and content. Priority should always be given to Town Council notices.

## **Location of Town Noticeboards**

There are 6 general Town Council noticeboards in Saltash:

1. Fore Street
2. Waterside
3. St Stephens Church
4. Yellow Tor Road
5. Pillmere
6. Fairmead Road

There are 3 premises specific Town Council noticeboards in Saltash:

1. Saltash Library Hub
2. Isambard House
3. Jubilee Pontoon

## **Use of Town Noticeboards**

General noticeboards can display (in order of priority):

- Town Council information and notifications, e.g. meetings, agendas, minutes, statutory notifications, AGAR, calls to tender, fees and charges, schedule of meetings calendar, consultations and Councillor information. (up to A4)
- Town council events, or those supported by the Town Council through festival or community chest funding, with the relevant acknowledgement as stated in the grant policy. (up to A4)
- Relevant public information events. (up to A4)
- Saltash based time specific community events. (up to A5)
- Saltash based time specific charity events. (up to A5)
- Saltash based organisations adverts (up to postcard/A6)

Any notice that is to be left in the noticeboards for more than three weeks are to be laminated or on suitable paper to reduce fading or curling.

Time specific event posters to be put in the noticeboard no earlier than three weeks before the event.

If there is insufficient room for current/important notices to be displayed, longtime posters will be removed and re-displayed when space becomes available, or event notices will be put in two weeks before the event rather than three weeks before the event.

Do not cover or overlap notices/posters. Avoid overcrowding.

The noticeboard in Fore Street is kept as one side for Saltash based community notices and the other side is split 50/50 for Town Council information only on one half and all Town Council events on the other half. Priority should be given to time specific events; ongoing activity notifications could be placed on the community side of the noticeboard if room dictates.

Premises specific noticeboards are to only have notices advertising events and meetings held in that location. General Town Council notices are only permitted under the direction of the Town Clerk. Community notices are not permitted in premises specific noticeboards.

Saltash Library Hub Noticeboard can display:

1. Agendas and Minutes for the library sub-committee.
2. Events held at the Library that meet the policy requirements for general noticeboards.

Isambard House Noticeboard can display:

1. Agendas and Minutes for the station property sub-committee.
2. Events held at Isambard House that meet the policy requirements for general noticeboards.
3. Relevant transport notices.
4. Trackside Café operational hours, menu, waiting room and toilet facilities.

Jubilee Pontoon Noticeboard can display:

1. Pontoon related notices, e.g. pontoon fees and charges, maintenance works.
2. Ferry information.
3. Visitor information.
4. Pop up sites.
5. Waterside event notices (subject to available space), that meet the policy requirements for general noticeboards.

No commercial advertising is allowed in any noticeboard. Exceptions will be made when Saltash Town Council is working in partnership with the commercial organisation e.g. Plymouth boat trips operating from the Town Council's pontoon or when the commercial activity is taking place in a Saltash Town Council premises e.g. an art show held at Isambard House.

Notices will not be displayed which advertise events outside the Town of Saltash except for free or charity events which are considered to be a benefit to the health and wellbeing of residents.

Political notices will not be displayed.

The Town Council has the right to refuse a poster should it not comply with the policy rules or space is not available at the time of the request.

### **Requirements to be met by advertisers**

Notices should be submitted to The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX ready to be displayed.

The Town Council is not responsible for printing posters for display.

Notices should contain information on the date of posting and the date the notice should be taken down.

If not clear from the notice the name and contact details of the author should be added to the notice, should we need to contact you.

### **Authority to use noticeboard and related matters**

Town Council officers have the authority to display notices on the noticeboards.

If in doubt, ask the Town Clerk.

### **Display of material on the Town Council website**

Notices approved for the physical town noticeboards will also be displayed on the virtual Town Council noticeboard and events diary ([www.saltash.gov.uk](http://www.saltash.gov.uk)). The same policy guidelines as above will apply.

## Report proposing a New Virtual Noticeboard – [www.saltash.gov.uk](http://www.saltash.gov.uk)

This new initiative seeks to widen the availability of notices beyond the limit of the physical Town Council noticeboards. A new web page will be created to allow notices to be displayed online through [www.saltash.gov.uk](http://www.saltash.gov.uk). The same policy guidelines will apply for virtual notices as those of the physical noticeboards.

Notices would be scanned as they are received by the office and added to the virtual noticeboard, where they will remain until such time as the time specific event has finished. or they are no longer relevant.

A virtual noticeboard will enable the Town Council to display many more notices than is currently possible with just the physical noticeboards, whilst also potentially hitting a larger and more diverse demographic.

Examples of Virtual Noticeboards:

<https://www.wellingtontowncouncil.co.uk/noticeboard/> - does not comply with website accessibility requirements.

<https://mineheadtowncouncil.co.uk/your-council/notice-board> does not comply with website accessibility requirements.

The below link shows the correct layout for accessibility requirements.

<https://www.colefordpc.org.uk/>

Saltash Town Council's web provider could set up a web page like that already being used by our Service Delivery Department [https://www.saltash.gov.uk/service\\_delivery.php](https://www.saltash.gov.uk/service_delivery.php), this complies with the requirements for accessibility.

The web provider confirmed entering posters in this way is time consuming and can be difficult to manage. There will need to be a written description of the image and the text needs to be written in an accessible manner. There must be a PDF download created so that people with sight problems can print out the poster and use it with their accessibility equipment.

The above is a nice service to be able to offer therefore if Members wish to proceed the service would commence upon the appointment of an Office Manager due to current admin resources.

Please note; the associated budget falls under Policy and Finance.

Associated cost to create a new virtual web page described above is £75+VAT

Budget Code: 6211 P&F Website Maintenance

Budget Availability: £1,000

**End of Report  
Town Clerk / RFO**

# Agenda Item 12

## To receive a report on the purchase of land at Pillmere and consider any actions and associated expenditure

### Overview of Harebell Close & Campion Close play areas on the Pillmere estate:

The Town Clerk received correspondence via Cornwall Council Public Space Officer and Taylor Wimpy who currently own the above play areas. Cornwall Council have been maintaining both these locations for some time, in error, (inspections, litter collections and grass cutting). Cornwall Council have recently confirmed to Taylor Wimpy they are no longer going to continue with the maintenance because the land is not theirs and they are not interested in talking the land over. Land Registry identifies both areas as belonging to George Wimpey Bristol Limited.

Taylor Wimpy have advised Cornwall Council they do not wish to keep the land and are happy to offer the land within the Title for nil consideration to Saltash Town Council. Litter collections, inspections and grass cutting by Cornwall Council will cease by 31 June 2024 latest. See locations below lined in red.

Both play areas fit nicely with the Town Council's Business Plan and Neighbourhood Plan. (Health and Wellbeing, Recreation and Leisure, Play and Entertainment Facility, Educational)



### Harebell Close Play Area:

This is a small area set at the end of the close. There is one gated entrance with metal fencing to enclose the boundary. Inside the area is some play equipment comprising of small slide, balance beam, mushrooms, stepping pods and a small picnic table plus a bench. A new bin would be required to replace the current old one that isn't correct for a play area due to the open top.

At the time of the visit the grass was high along with overgrown hedging making it difficult to confirm the condition of the play equipment. The site doesn't look to have been maintained by Cornwall Council and certainly couldn't be used as a play park in its current state. There is also an Ash Tree partly overhanging the play area which currently has Ash dieback. The gate will need servicing so that it closes correctly.







Following the site visit the Service delivery department will be able to maintain this play area with grass cutting, hedging and tree maintenance. Providing the play and seating equipment is in good condition (unable to confirm due to high level grass) this would form part of the current Pillmere maintenance program. The additional site will add to the department's workload and expenditure.

Members are asked to consider the following options and open the discussion for further options:

**Option 1.** Keep the area as a play park for local residence and those who wish to visit. Monitor the play equipment over a period to determine if any items may need replacing in the future. New play equipment and maintenance would be at a cost to Saltash town Council.

**Option 2.** Remove all the play equipment and existing seating to create an open green space for residence to use. We would look to fit two composite park benches in the green area and wildflower areas. This would allow easier maintenance for the area and provide a quiet location. Cost of a bench and other expenditure is in the table below. Please be mindful of potential anti-social behaviour in a residential area.

**Option 3.** Remove all equipment, fencing and hedging to open the space to create extra car parking spaces for the residence subject to Land Register Title Deed restrictions. The surface to this area would need to be considered, tarmac, concrete, or gravel as examples. The cost to Saltash Town Council will be the removal of the waist and replacement surface. However no further maintenance would be required. Three quotes would be required to obtain a clear cost to be considered.

**Option 4.** Refuse the offer of Harebell Close play area. Should Members wish to proceed with option 4, Taylor Wimpey have confirmed they will seek to transfer it to other parties for alternative uses.

Budget code 6751 EMF Saltash Recreation Areas - Available Funds £74,805 (minus contribution of £20k to funding award)

INITIAL ESTIMATED STAFF HOURS	STAFF COSTS INITIAL ESTIMATED	ESTIMATED ADDITIONAL INITIAL COST (machinery, waste removal, fuel)	EQUIPMENT COST (bench, play equipemnt, surfacing)
4 hours x 2 staff	£140	£250-£400	Bench £400
			Play Equipment £6800
			Surfacing (Tarmac) £9500

### Campion Close Play Area

This site is also a small area set to one side of the close. There is one gated entrance with metal fencing and brick wall to enclose the boundary from the neighbouring property. Inside the area is some play equipment comprising of a balance beam, mushrooms, stepping pods and a bench.

At the time of the visit the grass was high along with the overgrown hedging making it difficult to confirm the condition of the play equipment.





At the time of the visit the grass was high along with the overgrown hedging making it difficult to confirm the condition of the play equipment. There is also an old cherry tree inside the area partly overhanging the parking which will require trimming back or removing completely for safety reasons. There are also some concrete slabs that will need to be removed.

The Service delivery department will be able to maintain this play area with grass cutting, hedging and tree maintenance. Providing the play and seating equipment is in good condition this would form part of the Pillmere maintenance program. This will add to the department's workload and expenditure.

Members are asked to consider the following options and open the discussion for further options:

**Option 1.** Keep the area as a play park for the local residence and those who wish to visit. Monitor the play equipment over a period to determine if any items may need replacing in the future. New play equipment and maintenance would be at a cost to Saltash town Council.

**Option 2.** Remove all the play and existing seating equipment to create a green space area for residence to use. We would look to fit one composite park bench in the green area. This would allow easier maintenance for the area and provide a quiet location. Cost of a bench and other expenditure is in the table below.

**Option 3.** Remove all equipment, fencing and hedging to open the space to create extra car parking spaces for the residence subject to Land Register Title Deed restrictions. The surface to this area would need to be considered, Tarmac, concrete, or gravel as examples. The cost to Saltash Town Council will be the removal of the waist and replacement surface. However no further maintenance would be required. Three quotes would be required to obtain a clear cost to be considered.

**Option 4.** Refuse the offer of Champion Close play area. Should Members wish to proceed with option 4, Taylor Wimpey have confirmed they will seek to transfer it to other parties for alternative uses.

Budget code 6751 EMF Saltash Recreation Areas - Available Funds £74,805 (minus contribution of £20k to funding award)

INITIAL ESTIMATED STAFF HOURS	STAFF COSTS INITIAL ESTIMATED	ESTIMATED ADDITIONAL INITIAL COST (machinery, waste removal, fuel)	EQUIPMENT COST (bench, play equipemnt, surfacing)
4 hours x 2 staff	£140	£250-£400	Bench £400
			Play Equipment £5300
			Surfacing (Tarmac) £7800

Condition Reports:

The Town Clerk has requested from Cornwall Council condition reports for both lands and asked if they would be willing to maintain to an acceptable level prior to handover.

Cornwall Council confirmed that they haven't got condition reports for the sites in question. However, a survey undertaken by Cormac in 2020 indicated that all the equipment and surfacing appeared to have a life expectancy of 5-10 years at that time.

Legal Fees:

The Town Clerk has acknowledged Taylor Wimpey's offer of both areas of land and asked if they would be willing to cover all associated legal fees should Saltash Town Council wish to proceed with the transfer of both lands free of charge.

The Town Clerk awaits a response.

**End of Report**  
**Service Delivery Manager**

**To receive an update on Community Levy funding and consider any actions and associated expenditure – Third Round of Funding – Pillmere Play Park Provision**

Project Timetable for Grassmere Way and Honeysuckle Close

The timetable reported at the last Services Committee meeting held in April has since altered due to half term fell within the timescales for companies to pitch.

Having talked to Cornwall Council, we felt that perhaps, suppliers should have a three-week period to bid. We didn't want a low turnout due to half term or for companies to feel they didn't have a reasonable amount of time.

By doing so has allowed prospective contractors to visit the sites if they choose. To date we have met one contractor on site.

The amendment to the timetable had not altered the end dates.

Revised timetable as follows:

<b><u>Key Delivery Milestones</u></b>	<b><u>Date</u></b>
Brief written and sent to potential contractors/advertised on contracts finder	Tuesday 21st May
Tender closing date	Tuesday 11th June
Open/score tenders	Tuesday 18th June
Successful contractor selected	Tuesday 18th June
Contract signed, timescales agreed, and inception meeting held	Friday 28th June
Works commence	July with a TBA with successful contractor
Works completed	31 October
PR and launch of new play area	By 15 November

Tender opening and scoring

Cllrs Dent and B Samuels have offered to open and score tenders received with myself and Mel Richardson.

**End of Report  
Town Clerk/RFO**

**For official use only** Date received:                      Ref No: CILF4



**Community Infrastructure Levy Fund  
Expression of Interest**

Please read the accompanying guidance notes before completing the Expression of Interest form, as this will provide context and help you understand the type of projects we are looking to support. If you have any questions about your project or completing the EOI, or you are not able to submit the form by email, please contact the Infrastructure Team at [cil@cornwall.gov.uk](mailto:cil@cornwall.gov.uk) or telephone 0300 1234 151.

**Please submit the completed Expression of Interest form to the Infrastructure Team at [cil@cornwall.gov.uk](mailto:cil@cornwall.gov.uk) no later than 5pm on Tuesday 30 April 2024.**

**1. Applicant Details**

Name of applicant group/organisation	Saltash Town Council
Name of contact	Sinead Burrows
Position within applicant group/organisation	Town Clerk / Responsible Finance Officer
Address	The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX
Phone/mobile number	01752 844846
Email address	<a href="mailto:sinead.burrows@saltash.gov.uk">sinead.burrows@saltash.gov.uk</a>
Briefly describe the purpose or main activity of your group/organisation	The Town is keen to work in partnership with Cornwall Council to improve some parts of the Saltash Waterside for all to enjoy. The Town Council Strategic Priorities and aims that fit this project is health and wellbeing, recreation and leisure, climate change.

**2. Eligibility Criteria**

**Applicant eligibility**

Please check the box which best reflects the nature of the group or organisation that is seeking to apply for this funding:

- Town, City or Parish Council
- Constituted community group – please provide your Registered Charity Number, if applicable:
- Not-for profit organisation – please provide your Company/Registered Number, if applicable:
- Cornwall Council department
- Other (please specify):

**Project eligibility**

Please cross the box(es) which best reflect what the project will deliver:

- Provision of new infrastructure
- Improvement to, or replacement of, existing infrastructure
- Operation or maintenance of existing infrastructure
- Other (please specify):

**3. Project Proposal****Project name**

Saltash Waterside Improvement Project

**Project description**

In no more than 250 words, please tell us what your project is, where it is, and briefly explain how the project will:

- help development to come forward in the area, and/or
- address the cumulative impact of development.

You will have an opportunity to expand on this should you be invited to submit a full application, but it is important that you touch on both these points here as well.

Saltash is rapidly expanding with 1000 homes being built at present. This project seeks to make real improvements to the Waterside area of Saltash through the introduction of several key interventions that will make significant upgrades to a well-loved, but neglected area of Saltash. It will give the fast growing town some additional recreational space, as well as highlighting the potential for future development and investment in the Waterside area, outlined in the Saltash Neighbourhood Development Plan, Saltash Coastal Communities Team and Saltash Connectivity Reports.

Replace the children's play area. The current wooden train is now in a poor state. We plan to replace the tired equipment but retaining a link to the railway and river that is important to local people. Highlighting the history and culture of the Waterside, by creating a sensitive, well planned trail that will tell the story of the Waterside and the river crossings here. This could include Information Boards, a multi-format trail as well as more regular events. This would benefit visitors and new residents to the town.

Strengthening the partnership with Cornwall Council which has already seen the Town Council take on the Jubilee Green Pontoon and install some picnic benches, the Town Council would like to reinvigorate some of the garden areas around Jubilee and Brunel Greens, providing further opportunities for families to enjoy the river views. This could include improved planting, trees, benches, picnic tables, barbeque stands or sensory garden.

Cornwall Council Open Spaces and Cornwall Cllrs in principle support obtained.

#### 4. Value for Money

4.1 Estimated project cost: £80,000

4.2 Amount of CIL funding likely to be requested if invited to full application: £60,000

4.3 To date, has any additional funding been sought or secured for the project?

Yes

No

If yes, please provide details:

Source	Amount £	Confirmed *	Conditions attached	Spend deadline
Saltash Town Council	£10,000	Yes STC EMF CIL Planning Budget 2024-25	N/A	N/A
Saltash Town Council	£10,000	Not yet formally agreed STC EMF Saltash Recreation Areas 2024-25	N/A	N/A

\*if no, please provide a date of when a decision is expected.

#### 5. Declaration

I am authorised to submit this Expression of Interest form for CIL Funding on behalf of the organisation that I represent. To the best of my knowledge the information I have provided on this form is correct.

I understand that, if my application is successful, the funding will not be given to my group/organisation upfront and that we must claim it retrospectively by providing evidence of expenditure during the course of delivering the project, and

I confirm that the project for which this application relates has not already been delivered.

Signed:



Position in applicant organisation: Town Clerk / RFO

Date: 30.04.24

Please submit the completed, signed form to the Infrastructure Team at [cil@cornwall.gov.uk](mailto:cil@cornwall.gov.uk). If you are not able to submit this by email, please contact the Infrastructure Team on 0300 1234 151.

#### PRIVACY STATEMENT

The personal data collected on this form is necessary for processing your interest in applying for Community Infrastructure Levy (CIL) grant funding. This includes the consideration of whether to invite a full application and to ensure the effective management of CIL grant funding if approved.

If your Expression of Interest is unsuccessful, your personal data shall be deleted securely. If you are successful at Expression of Interest stage and your subsequent full project application is successful,



then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable, and up to 7 years after the final CIL grant payment is made to the project. Your personal information will then be deleted securely.

Unless otherwise stated we will handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at [www.cornwall.gov.uk/privacy](http://www.cornwall.gov.uk/privacy).

## CILF477 Expression of Interest

Gemma Arthur <Gemma.Arthur@cornwall.gov.uk>

Mon 2024-06-10 07:17

To:Sinead Burrows <sinead.burrows@saltash.gov.uk>

 4 attachments (1 MB)

CIL Fund Application Form 2024.docx; CIL Fund Application Form 2024.pdf; CIL Fund Application Guidance 2024.pdf; Impact Assessment Questionnaire - May 2024.docx;

Information Classification: CONTROLLED

Dear Sinead

Thank you for your email last week. I have checked what happened to your email and there was a typo in the email address, so please accept my apologies for this.

Further to your submission of an Expression of Interest for CIL funding, I am pleased to invite you to submit a full application for your project. Your project reference number remains the same as that previously allocated, so please continue to use this when contacting us about your application.

Please find attached an application form (in Word and pdf format), application guidance notes and Impact Assessment Questionnaire.

Please note, this is a competitive process and not all projects invited to submit an application will be successful. It is therefore essential that you read the application guidance notes carefully before completing the application form, as failing to do so could impact how your application is scored. In all circumstances, you must explain how an increase in housing or other development in the area is driving the need for your project, and if your project proposal is to make improvements to an existing facility/infrastructure, you must be able to explain how this development is making the existing problem worse.

If you would like feedback on your Impact Assessment Questionnaire, please submit this to us by 19 July – please see the guidance notes for more information about this.

Applications and all required supporting information must be received by us at [cil@cornwall.gov.uk](mailto:cil@cornwall.gov.uk) no later than **5pm on Friday 13 September**. Any application received after this time will not be accepted. We may ask you points of clarification after the deadline in order to assist with our assessment of your application, but we will not be able to accept any additional information or anything that was missing from your original submission. You may, therefore, wish to submit your application in advance of the deadline to ensure there is time to provide anything that might have been forgotten.

If you have any questions about any of the above, have any difficulty in opening the attachments, or would like clarification on anything set out in the guidance, please do not hesitate to contact us at [cil@cornwall.gov.uk](mailto:cil@cornwall.gov.uk). In the meantime, we look forward to receiving your application.

Kind regards  
Gemma

*Please note my current working hours are 7am to 3pm, Monday to Friday.*

**Cornwall Council | Planning and Housing Service**

[cil@cornwall.gov.uk](mailto:cil@cornwall.gov.uk) | Tel: 01872 322222 *and ask for Gemma Arthur*

[www.cornwall.gov.uk](http://www.cornwall.gov.uk) | 'Onen hag oll'

**Important Notice that may affect your planning application:** Cornwall Council is a Community Infrastructure Levy (CIL) Charging Authority, and any new development could be liable to pay a CIL. Visit [www.cornwall.gov.uk/cil](http://www.cornwall.gov.uk/cil) now to find out how CIL may affect your development.

**To keep up to date with changes in the Planning & Sustainable Development Service, please check [www.cornwall.gov.uk/planningnews](http://www.cornwall.gov.uk/planningnews).**

Please let us know if you need any particular assistance from us, such as facilities to help mobility, vision or hearing, or information in a different format.

**Please consider the environment. Do you really need to print this email?**

This e-mail and attachments are intended for above named only and may be confidential. If they have come to you in error you must take no action based on them, nor must you copy or show them to anyone; please e-mail us immediately at [enquiries@cornwall.gov.uk](mailto:enquiries@cornwall.gov.uk). Please note that this e-mail may be subject to recording and/or monitoring in accordance with the relevant legislation and may need to be disclosed under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Security Warning: It is the responsibility of the recipient to ensure that this e-mail and any attachments are virus free. The Authority will not accept liability for any damage caused by a virus.

## **Mel Richardson Quote**

My interpretation of the project from the EOI is that there are three elements but understand that we would discuss the project in more detail with the Working Group:

1. Play equipment replacement - guess we are thinking around £40K (half budget?) so this could be the main component of the bid.
2. Trail - information boards are mentioned as well as a multi-format trail. Understand that we would look to Plymouth and others as examples - Circa £15K.
3. Garden areas reinvigoration - plants, trees, benches, bbq kit and sensory garden - circa £25K.

The quote includes the following:

1. Meeting with members of the Working Group to discuss parameters of the project - this can be done within the next two weeks.
2. Liaison with the CIL coordinator.
3. Coordination of community consultation with Waterside residents who would use the new facilities - this is needed for the application. Suggest consultation takes place in July/August.
4. Writing funding application (following CIL guidance) to include researching appropriate statistical data relevant to the ward and making strategic links including reference to Plymouth and the Saltash Ferry link. To be done during August.
5. Completing the CIL Impact Assessment Questionnaire. To be done during August.
6. Gathering any letters of support/quotes from stakeholders for final application to be submitted early September.
7. Liaison with Cornwall Council representatives regarding improvement to their play area and future maintenance.
8. Handling queries in connection with the funding application once submitted - after submission deadline.

**Total Cost: £4,800**

It is possible that we may need some visuals/designs prepared which would be an additional cost; alternatively, visuals of similar schemes elsewhere could be used for the purpose of the funding application.

## **To receive information on a grant to improve green spaces and consider any actions and associated expenditure**

### **THE BUPA FOUNDATION GREEN COMMUNITY GRANTS 2024**

Project grants of between £500 and £2,000 are available to charities, voluntary organisations, local authorities, schools and social housing providers in the UK and the Republic of Ireland for wellbeing projects that improve green spaces for communities and local activities.

Application deadline: **SUNDAY 30th JUNE 2024 at 23:59.**

Funder: The BUPA Foundation (founded 2015. Charity number 1162759. Total charitable expenditure for the year ended 31 December 2022: £1,247,046 (2021: £1,258,291)). The grant programme is being managed by Groundwork UK on behalf of the BUPA Foundation.

Who can apply: registered charities, not-for-profit voluntary and community organisations, local authorities, schools and social housing providers in the UK and the Republic of Ireland.

Key words: Regeneration of Green Spaces, Increased Access to Green Spaces, Tree Planting, Forest Schools, Outdoor Classrooms, Allotments, Sustainable Equipment, Education, Community Cohesion, Community Safety, Mental Health and Wellbeing, Physical Wellbeing, Habitat Creation, Improving Air and Soil Quality, Biodiversity, Reducing Polluted Water, Reducing Dependency on Fossil Fuels, Republic of Ireland, United Kingdom.

The *Bupa Foundation's Green Community Grants programme*, which is being managed by *Groundwork UK* on behalf of BUPA, is designed to support practical projects which enhance the health of people and the planet by providing grants of between £250 and £2,000. The scheme, which opened to applications on Saturday 1st June 2024, is part of Bupa's *Healthy Cities* campaign, is open to all to schools, registered charities, not-for-profit organisations, local authorities and social housing providers across the UK.

The Foundation wants to fund practical projects which benefit both people and planet health. Priority will be given to projects that:

- o Are located in disadvantaged areas (high Indices of Multiple Deprivation (IMD) scores for the postcode, or a school with a significant proportion of children benefitting from free school meals).

Benefit and involve the local community, and/or

Improve or create new green spaces.

Examples of green projects could include (*please note that this is not an exhaustive list*):

Creating a community food growing space.  
Creating an outdoor classroom or 'forest school' on school grounds.  
Improving a local community garden for community use and recreational activities.  
And Volunteer-led tree or flower planting to improve air quality and biodiversity.  
Grants of between £500 and £2,000 are available with no matched funding requirement. All projects must be completed by the end of April 2025.

Funding is *not* available for:

Activities which collect funds for redistribution to other charities or individuals  
Community Interest Companies with guarantee that are less than 2 years old,  
Community Interest Companies with shares.  
Conferences or seminars  
Fundraising activities.  
Individuals.  
Marketing promotions.  
Organisations that are not constituted.  
Overseas projects, including expeditions and overseas travel  
Profit-making organisations.  
Projects or activities that the state has a legal obligation to provide.  
Promotion of a religious or political cause, including political donations.  
Research projects.  
Running costs and organisational overheads, or  
Work that has already taken place.

Further information, guidance and an online application form is available on [Groundwork's website](#) (*scroll down to the foot of the page*).

The deadline for applications is Sunday 30th June 2024 at 23:59.

Contact details for Groundwork are:

Groundwork UK

Suite B2

The Walker Building

58 Oxford Street

Birmingham

B5 5NR

Tel: 0121 2375 802

Email: [bupafoundationgreengrants@groundwork.org.uk](mailto:bupafoundationgreengrants@groundwork.org.uk)



**To receive a report from the Borough War Memorial Working Group and consider any actions and associated expenditure.**

## **Public Consultation Notice:**

A public notice on an additional memorial was displayed on the notice boards, website, newspaper, social media, library, meet your Councillors and Mayors column. No comments were received.

## **Planning:**

An amendment to the original planning application was required to be made. Therefore, a new planning notice had to be issued and is in situ for 21 days as of 30 May 2024. You can view the planning application here on Cornwall Council's Planning Portal:

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=SCPN4XFGKTL00&activeTab=summary>

## **Quotes:**

Three monumental mason quotes have been sought to ensure the Town Council's financial procurement process is adhered to. Formal quotes have proven difficult to receive.

One quote has been received to date with a further two memorial masons interested in quoting.

Once the quotes and planning have been confirmed and received the working group are to meet to consider appointing a mason and progressing with a go fund me page.

Masons that have been spoken to have stated it is difficult to put a timescale on this project until an appointment is made as there are site visits required and possible plinths needing to be installed.

## **Working Group Notes:**

Attached are copies of the meeting notes from 12 June 2023, 12 December 2023 and 8 April 2024 for Members information.

**Town Council Minutes:**

Attached are the Town Council resolutions to date for Members information.

**Next Steps:**

To avoid any delay in the progress of the project Members are asked to consider delegating to the Administration Officer, working with the Borough War Memorial Working Group, to appoint a Monumental Mason following Saltash Town Council's procurement requirements.

**End of report**

**Administration Officer**

# *Saltash Town Council*

*Konsel An Dre Essa*

## SALTASH BOROUGH WAR MEMORIAL WORKING GROUP NOTES Monday 12<sup>th</sup> June 2023, 5pm – Council Chamber

**Present:** Councillors Bickford, Dent (Chairman), Peggs, B Samuels, P Samuels and Stoyel.

**1. Apologies**

- None.

**2. To receive the notes of the last meeting and consider matters arising.**

- To receive an update from Cllr Peggs on the Planning process and timeline.

In Cllrs Peggs absence, Cllr Dent provided an update on the Planning process received from Geoff Peggs – Listed Planning only is required at no cost to STC. Geoff to submit the Planning App to CC this week.

- To receive an update regarding quotes from Monumental Masons, consider any actions, and associated expenditure.

Members agreed they had not received three quotes for this project. There were discussions at the 24<sup>th</sup> April working group meeting relating to previous years costings.

The Town Clerk informed Members that three quotes must be ascertained in line with Financial Regulations.

Cllr Dent to follow up quotes with Cllr Peggs and provide assistance if required. Quotes to be received at the next working group meeting.

### ACTIONS

Geoff Peggs

Cllrs Dent /  
Peggs

**ACTIONS**

- To receive an update on the requirements of available funding.

Cllr Dent referred to the Assistant Town Clerk email listing funding options.

Cllr Dent asked Members if they wished for funding to be applied for now.

Members discussed and worked up an indicative timeline:

- Listed Planning Application to be submitted;
- X3 monumental mason quotes to be obtained;
- Public notice to be issued upon approval of Listed Planning;
- Public subscription – gofundme site to be formed;
- Other funding apps to be submitted if required.

- To receive an update on the gofundme site

The Town Clerk reported that she did not think there would be an issue around the Town Council creating a gofundme page, however, she is still awaiting confirmation from CALC and will report either by email or at the next working group meeting.

Town Clerk

**3. AOB**

None.

**4. Date of next meeting**

TBC as required.

The Working Group meeting closed at 17:20

# *Saltash Town Council*

*Konsel An Dre Essa*

## SALTASH BOROUGH WAR MEMORIAL WORKING GROUP NOTES Tuesday 12<sup>th</sup> December 2023, 5pm – Council Chamber

**Present:** Councillors Bickford, Dent (Chairman), Peggs, B Samuels, P Samuels and Stoyel.

**1. Apologies**

- None.

**2. To receive the notes of the last meeting and consider matters arising.**

- To receive an update from Cllr Peggs on the Planning process and timeline.

In Cllrs Peggs absence, Cllr Dent provided an update on the Planning process received from Geoff Peggs – Listed Planning only is required at no cost to STC. Geoff to submit the Planning App to CC this week.

- To receive an update regarding quotes from Monumental Masons, consider any actions, and associated expenditure.

Members agreed they had not received three quotes for this project. There were discussions at the 24<sup>th</sup> April working group meeting relating to previous years costings.

The Town Clerk informed Members that three quotes must be ascertained in line with Financial Regulations.

Cllr Dent to follow up quotes with Cllr Peggs and provide assistance if required. Quotes to be received at the next working group meeting.

### ACTIONS

Geoff Peggs

Cllrs Dent /  
Peggs

**ACTIONS**

- To receive an update on the requirements of available funding.

Cllr Dent referred to the Assistant Town Clerk email listing funding options.

Cllr Dent asked Members if they wished for funding to be applied for now.

Members discussed and worked up an indicative timeline:

- Listed Planning Application to be submitted;
- X3 monumental mason quotes to be obtained;
- Public notice to be issued upon approval of Listed Planning;
- Public subscription – gofundme site to be formed;
- Other funding apps to be submitted if required.

- To receive an update on the gofundme site

The Town Clerk reported that she did not think there would be an issue around the Town Council creating a gofundme page, however, she is still awaiting confirmation from CALC and will report either by email or at the next working group meeting.

Town Clerk

**3. AOB**

None.

**4. Date of next meeting**

TBC as required.

The Working Group meeting closed at 17:20



# *Saltash Town Council*

*Konsel An Dre Essa*

## SALTASH BOROUGH WAR MEMORIAL WORKING GROUP NOTES Monday 8<sup>th</sup> April 2024, 5pm – Council Chamber

**Present:** Councillors Bickford, Dent (Chairman), Peggs, P Samuels and Stoyel.

### **1. Apologies**

- Cllr B Samuels.

### **2. Update on Planning Application**

- Cllr Peggs confirmed Geoff has spoken with Cornwall's Planning Officer, he only needs to make an amendment to the application to show a bench sited on each side of the existing war memorial site. Geoff to issue tomorrow.
- Town Clerk advised the working group that the Planning Officer Ellen Lawrence had confirmed that a full application would be required.
- The working group recognised that the project cannot proceed until planning approval has been sought.

### **3. Quotes**

- Town Clerk confirmed she is awaiting a copy of the formal quotes obtained by Cllr B Samuels.

Cllr B Samuels sent an email dated 20<sup>th</sup> December 2023 listing the companies A to E (redacted) but no actual quotes received.

- Town Clerk confirmed that quotes obtained will be required for auditing purposes and raising of PON, they must be received unredacted prior to proceeding with the next stage of the project.
- Cllr P Samuels confirmed he would ask Cllr B Samuels to send copies of the unredacted quotes to the Town Clerk.
- Town Clerk confirmed that the office can assist with quotes if needed (chasing and obtaining).

## **ACTIONS**

**GP**

#### **4. Public Consultation Results**

- Chairman informed the working group that Peter Clements kindly provided the history of all those listed on the war memorial.
- A public notice on an additional memorial was displayed on the notice boards, website, newspaper, social media, library, meet your cllrs and mayors column. No comments were received.
- With no comments received the project can progress to the next stage subject to planning approval.

#### **5. GoFundMe Page**

- The working group agreed the page could not be created until quotes were received confirming the cost of the memorial benches and approved by the Services Committee to proceed.

#### **6. AOB**

- None.

#### **7. Date of next meeting**

- 15<sup>th</sup> May at 5pm

The Working Group meeting closed at 17:20

#### **ACTIONS**

**To receive a report from the Borough War Memorial Working Group and consider any actions and associated expenditure.**

**Overview of Town Council Resolutions to date:**

FTC held on 12 January 2023

320/22/23 To receive a report on the Borough War Memorial and consider any actions and associated expenditure.

(Pursuant to minute number 244/22/23 – FTC Meeting held 03.11.22)

Councillor Dent thanked Councillor B Samuels for her continued hard work in verifying the names of those fallen but not forgotten, to be included on the Borough War Memorial.

Councillor Dent thanked Geoff Peggs via Councillor Peggs for his offer to assist with any drawings required.

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

1. To create a Town Council Working Group comprising of Councillors Dent, Peggs, B Samuels, P Samuels, Stoyel, Chairman of the Town Council and Town Clerk;
2. Agenda and notes to be worked up by the Town Clerk;
3. The Working Group to report to the Services Committee in line with the Terms of Reference, Services to recommend to Full Town Council as the Corporate Body.

The Chairman wished it to be noted that although it is not normal practice to have administration support for Working Groups, it is evident that this project is of high importance with the Town Clerk to be in attendance.

**Services held on 27 April 2023**

7/23/24 To receive the notes of the Borough War Memorial Working Group meeting held on 17th February 2023, 7th March 2023 and 24th April 2023 and consider any recommendations.

Members noted the three sets of notes received and considered the following recommendations;

The Working Group reviewed the recommendations following the three Working Group meetings held on 17.02.23, 07.03.23 and 24.04.23 and agreed the recommendations to the Services Committee are as follows:

Cllr Peggs provided an overview regarding planning consent on Geoff Peggs behalf, advising the Working Group to go straight to planning rather than submitting a pre planning application at extra cost, there is a strong possibility of approval due to the site being a war memorial site and installation of existing war memorials in place (precedent set).

Planning application cost £462.

Cost of Listed Building Application: Free

Discount to Town Councils: 50% £231 (please note, the Town Council must be the applicant to receive this discount.)

Allocated to budget code 6582 EMF Town War Memorial – Budget availability £1,978.

Appoint Geoff Peggs to undertake the Planning Application on behalf of Saltash Town Council at no cost to the Town Council.

The design of the additional two memorials – as attached sited at St Nicholas and St Faith war memorial.

The material to be unpolished granite, the missing names to be inscribed into the stone highlighted in black to ensure the missing names are visible.

The title to be displayed at the top on both sides of the additional memorial as follows:

TOWN SEAL      Lest We Forget      TOWN SEAL

Missing names to be displayed on the inside only of the additional memorials underneath the title as follows:

TOWN SEAL      Lest We Forget      TOWN SEAL

DISPLAY MISSING NAMES

To adopt the Roll of Honour list to display the missing names on the additional memorials - as attached.

The consultation notice (as attached) and list of publication:

- Local newspaper;
- Social media sites;
- Notice boards;
- Library;
- Meet Your Cllr Session.

To seek the Committees support to further investigate funding options, the gofundme site, and for the difference in the goal amount to be covered by the Town Council General Reserves, reporting back upon further information and accurate figures.

It was proposed by Councillor Dent seconded by Councillor Stoyel and **RESOLVED** to approve the recommendations en-bloc with the addition to promote the consultation notice via radio, television and other media.

**End of Report**

**Administration Officer**

## **To ratify a report on the Saltash Ferry Service from the Jubilee Pontoon**

Below is a copy of the email (blue text for ease of reference) sent to Town Council Members seeking approval to work in partnership with Plymouth Boat Trips (PBT) approving their new Saltash ferry service and usage of the Jubilee pontoon free of charge.

The deadline date for responses was Friday 17<sup>th</sup> May at 4pm. Refusal was not received by any Members.

The service commenced on Friday 24 May.

The email approval of the Saltash ferry service is to be ratified at this evening's meeting.

Email dated 15 May 2024

Plymouth Boat Trips (PBT) made contact following the successful transport trial day with a proposal to operate a ferry service from the Royal William Yard to the Town Council Jubilee Pontoon. Commencement date 24<sup>th</sup> May to 30<sup>th</sup> September 2024. Attached is a copy of their proposed service/cost.

Today we met with the owner of PBT Ben Squires and his crew to see how the mooring of a ferry could operate from the Jubilee Ponton. A good discussion was had and PBT now await Saltash TC approval to proceed with the service on 24<sup>th</sup> May. Should the service go ahead PBT will use the Island Princess (IP) ferry (attached picture) not the Tamar Belle (pictures below).

Ben is aware of the Town Council's potential loss of income due to dedicated space for the IP at the pontoon and agreed to drop the 0815 and 0900 ferry service so that the Town Council could continue to maximise its income for overnight stays.

There is an opportunity to introduce landing charges for every passenger using the same charging scheme as Cornwall Council (0.21p) to assist with an potential loss of Town Council income. When discussing this with Ben, he has asked if the fee could be waived for year one. Like us, he doesn't know the success of the service until he starts. Whilst it was a success on the transport trial day, we must not forget, the service was free of charge!

Our Service Delivery Manager and Assistant Service Delivery Manager were also in attendance, they have no concerns regarding the service and don't feel there would be an impact on the department.

PBT would be provided a gate fob for access and are keen to work with the Service Delivery Team. Passengers would be asked to que on the shoreside for safety reasons and to avoid pontoon users not being able to access their boat, the crew would collect/return passengers to the shoreside/ferry.



Signage would be placed on the decking of the pontoon and the timetable and visit Saltash posters displayed in the notice board at the entrance of the pontoon. There is an opportunity for heritage walks to take place.

Saltash TC insurers have confirmed that the use of the pontoon by PBT is perfectly fine as long as Saltash TC make sure that the 'Island Princess Ferry' is fully insured for Hull & Machinery and P&I cover (crew and passenger cover).

By way of explanation, Saltash TC policy covers all liabilities to do with the Pontoon so any incident that occurs as a result of the pontoon (for example) not being well maintained etc. will be covered under this policy .

Should any incident occur in connection with the vessel then that will be recoverable under the vessel policies and would not be covered by Saltash TC policy. The easiest way to explain it would be if anyone was to have a trip or fall whilst on the boat or whilst disembarking the boat this will fall under the vessel P&I policy. Should anyone fall on the pontoon as a result of a raised board or slippery surface, then this would fall under Saltash TC policy.

Speaking with Plymouth City Council's Transport Officer regarding the existing service PBT provides and their professional working relationship with PBT, she confirmed they have no issues and in principle they would be supportive of this ferry service. PCC were pleased to hear of the success from the transport trial day.

**Please note;** Cornwall Council are trying to obtain a copy of the pontoon assessment to determine if the pontoon is sufficient enough to accommodate the ferry and passenger numbers therefore my professional advice to the Town Council is to approve, in principle, PBT ferry service/usage of the pontoon, subject to receiving confirmation from Cornwall Council that the Jubilee pontoon is suitable for ferry/passenger use.

Should a majority of Members respond approving the request, the above will need to be ratified at the next scheduled Services Committee meeting.

Members, if you have any questions or concerns please contact either myself or one of the Working Group Members.

**Deadline date for responses - Friday 17<sup>th</sup> May at 4pm.**

Below pictures show a similar ferry in situ at the Jubilee Pontoon.



End of Report  
Town Clerk/RFO

# Agenda Item 17

## To receive a report on mental health plaques and consider any actions and associated expenditure.

### Services held on 10.12.23 Minute Nr. 89/23/24

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

1. To approve the procurement of five Happy to Chat Plaques at a total cost of £47.50+vat to be allocated to budget code 6504 Street Furniture (Maintenance) to be installed at Victoria Gardens, Waterside, Longstone Park, Memorial Peace Garden and Cornish Cross, subject to permissions being obtained as required;
2. To approve expenditure of £90+vat for a Health and Wellbeing website page to be created and allocate to budget code 6211 Website Maintenance.

### Services held on 08.02.2024 Minute Nr. 135/23/24

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

1. To respond to Cornwall Council to find a suitable way forward to bring this project to fruition.

### Overview

In February Cornwall Council confirmed they would not give permission for plaques to be mounted on their benches for the following reasons:

- Concerns regarding confusing the public as to the owner of the bench;
- Concerned about vandalism of the plaques and who would be responsible for the repair to the bench if that occurred;
- Size of the plaque being larger than the slats on some benches causing an overhang.

Cornwall Council were asked to reconsider their position. They have confirmed that they will not change their position regarding installing plaques on benches they own and/or maintain. Further to this if the Town Council wish to attach plaques to benches owned by Cornwall Council and do not wish to undertake a trial the Town Council will need to fully adopt these benches before any installation of plaques.

Currently there is no way of measuring the entire success of the project due to stats not being available on the Town Council website. Saltash Town Council could fall foul of the trial agreement and benches left with holes / paint removed.

Benches that are owned and maintained by Saltash Town Council that could be considered are located at:

- Planted area at the bottom of Fore Street, located outside the new Banking Hub building
- Picnic benches located at the Waterside, adjacent to Jubilee Green.

**Please note;** the Memorial Peace Garden benches are metal therefore flush mounted installation cannot take place at that location.

The associated cost remains the same as at 10.12.23.

## Next Step

Members are asked to consider the following options;

- Withdrawing from the project due to lack of permissions and available stats.
- Pausing the project until the Town Council website can provided meaningful stats.
- Proceeding with the Town Council owned benches recognising that no stats will be available to determine whether the plaques are used by the community.

**End of report**

**Receptionist/Mayor's Secretary**