



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk
7 February 2025

Dear Councillor

I write to summon you to the **Meeting of Services Committee** to be held at the Guildhall on **Thursday 13th February 2025 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 or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Yours sincerely,

S Burrows
Town Clerk/ RFO

To:

Essa	Tamar	Trematon
R Bickford (Chairman) J Brady (Vice-Chairman) 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. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.
Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than 12 noon the day before the meeting.**

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.
5. To receive and approve the minutes of the Services Committee held on 12 December 2024 as a true and correct record. (Pages 5 - 16)
6. To receive the Services Committee budget statements and consider any actions and associated expenditure. (Pages 17 - 23)
7. To consider Risk Management reports as may be received. (Pages 24 - 34)
8. To receive reports from the Service Delivery Department and consider any actions and associated expenditure.
 - a. Departmental Report; (Pages 35 - 42)
 - b. Grounds Maintenance Works; (Pages 43 - 56)
 - c. Work Request Log; (Pages 57 - 61)
 - d. Vandalism and Anti-Social Behaviour Report;
 - e. Statutory and Mandatory Building Asset Checks. (Pages 62 - 70)

9. To receive a report on the condition of the pontoon and consider any actions and associated expenditure. (Pages 71 - 128)
10. To receive a finance report on the pontoon mooring fees and consider any actions and associated expenditure. (Pages 129 - 143)
11. To receive an updated report on Pillmere Drive Play Park and consider any actions and associated expenditure. (Pages 144 - 152)
(Pursuant to the Services Committee meeting held 12.12.24, minute number 90/24/25)
12. To receive an update on the Community Infrastructure Levy fourth round and consider any actions and associated expenditure. (Pages 153 - 154)
13. To receive a draft Corrections and Additions to Saltash War Memorials Policy and consider any actions and associated expenditure. (Pages 155 - 165)
14. To receive a report on CCTV and consider any actions and associated expenditure. (Pages 166 - 216)
15. To receive a report on Fore Street festoon lighting and consider any actions and associated expenditure. (Page 217)
16. To receive an updated report on the Christmas lights switch on event 2025 and consider any actions and associated expenditure. (Page 218)
(Pursuant to Services held on 12.12.24 minute nr. 93/24/25)
17. To receive a report from Saltash Environmental Action and consider any actions and associated expenditure. (Pages 219 - 220)
18. 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. To consider any items referred from the main part of the agenda.
20. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
21. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Thursday 10 April 2025 at 6.30 p.m.

SALTASH TOWN COUNCIL

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

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

ALSO PRESENT: S Burrows (Town Clerk / RFO), I Bovis (Service Delivery Manager), D Joyce (Office Manager / Assistant to the Town Clerk) and J Bristow (Administration Officer)

APOLOGIES: J Foster, S Gillies, M Griffiths, S Lennox-Boyd and S Martin.

80/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman welcomed Jo Bristow – Administration Officer to the Town Council.

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

81/24/25 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

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

None.

82/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

83/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 10 OCTOBER 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 Bickford, seconded by Councillor Dent and **RESOLVED** that the minutes of the Services Committee held on 10 October 2024 were confirmed as a true and correct record.

84/24/25 TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Bickford, seconded by Councillor Stoye and **RESOLVED** to note the budget sheets and approve to vire £3,000 from budget code 6578 EMF Equipment and Vehicle Capital Works to budget code 6524 Vehicle Maintenance and Repair costs.

85/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

86/24/25 TO RECEIVE AND REVIEW THE SERVICES COMMITTEE BUSINESS PLAN DELIVERABLES, FOR QUARTER THREE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk reported that the Town Vision Sub Committee had reviewed the Town Council deliverables at their previous meeting and did not request any additions or further consideration from the Services Committee at this time.

Town Vision highlighted the importance of regular quarterly reviews and implemented a deliverable workflow to ensure that all Committees and Sub Committees consistently reviewed their objectives. This process aims to identify any unmet deliverables and provide Members with an opportunity to contribute to the successful delivery of the Town Council Business Plan.

Members did not wish to add anything further at this time.

It was **RESOLVED** to note.

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

a. Departmental Report

Members reviewed and discussed the report within the circulated pack.

Repair work to the railings and gates at the Borough War Memorial

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED** to refer the refurbishment of the Borough War Memorial railings and gates to the Property Maintenance Sub Committee, to sit within the five-year plan setting meeting, for the year 2026/27 precept.

Longstone Park toilet operating hours

Members considered the associated operational cost for Longstone Park toilet operational hours during the winter months, October until March, in line with the other Town Council toilet blocks.

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

1. To approve an amendment to Longstone Park toilet operational hours from 23 December 2024 to March 2025 and October 2025 to March 2026, operating between 08:30 to 17:00 to fall in line with the other Town Council toilet operating hours, subject to Minster Cleaning availability;
2. To approve estimated costs for December 2024 to March 2025 of £1,248.90, and October 2025 to March 2026 of £2,578.44; subject to Minster Cleaning confirmation of associated costs;
3. To allocate the associated cost to budget code 6531 Public Toilet Commercial Cleaning;
4. To delegate to the Town Clerk to sign the updated cleaning contract on behalf of the Town Council.

Beehive area at Churchtown allotments

The Service Delivery Manager (SDM) provided a brief verbal overview on tree maintenance works that had been carried out for safety reasons and the need to undertake maintenance works to the area.

Members considered further maintenance works and signage required.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to approve maintenance works to the beehive section at Churchtown allotments installing secure fencing, a gate and appropriate signage at a maximum cost of £500 to be allocated to budget code 6506 Grounds Maintenance and Watering.

Bowling Club water supply

The SDM briefed Members on the bowling club proposal to have a new water supply fitted allowing the separation of supplies currently shared with Longstone Depot.

A meeting between contractors, Cornwall Council and Saltash Town Council is due to take place on the 17 December 2024 to discuss the program of work.

It was **RESOLVED** to note.

Projects undertaken since the last Services Committee meeting

Members passed on their thanks to the Service Delivery Team for their ongoing dedication and hard work in delivering numerous Town Council initiatives and projects.

It was **RESOLVED** to note.

- b. Grounds Maintenance Works;

It was **RESOLVED** to note.

- c. Work Request Log;

It was **RESOLVED** to note.

- d. Vandalism and Anti-Social Behavior Report;

It was **RESOLVED** to note.

- e. Statutory and Mandatory Building Asset Checks;

It was **RESOLVED** to note.

**TO RECEIVE THE TOWN COUNCIL TREE SURVEY REPORT AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE**

The SDM provided a brief verbal overview on the report received and contained within the circulated reports pack.

The Town Clerk emphasised that the Town Council's responsibility is to ensure that tree felling is carried out as necessary and in accordance with the recommendations of the tree survey report for safety reasons.

To streamline this process, the Town Clerk requested that Members delegate authority to the SDM to implement the annual tree survey works, with updates provided at future committee meetings. The Town Clerk confirmed a suitable budget had been agreed and allocated to address these works for this year and next, as necessary.

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

1. To approve the tree works recommended from the tree survey report at a cost of approximately £2,000, allocated to budget code 6500 Tree Survey and Tree Maintenance;
2. To delegate to the Finance Officer to add appropriate cost to the 2026/27 budgets for consideration;
3. To delegate future tree works to the SDM, to work within the available budget, reporting back at future Services Committee meetings.

89/24/25

TO RECEIVE A REPORT ON GROUNDS MAINTENANCE EQUIPMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members considered the proposal to part-exchange the Town Council's woodchipper for a larger model with enhanced wood chipping capabilities.

After discussion, Members concluded that there is currently insufficient evidence to justify the purchase. Members agreed that the most cost-effective approach would be to hire equipment as needed, while monitoring hire expenses.

This approach will be revisited during the budget-setting process for 2026/27.

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

1. To retain the existing wood chipper and hire the correct size wood chipper when necessary, on a weekly basis for best value, working within the available budget;
2. To allocate the associated cost to budget code 6578 EMF Equipment and Vehicles Capital Works;
3. Review the process during budget-setting for 2026/27 to ensure the Town Council is achieving best value / efficiencies.

90/24/25

**TO RECEIVE A REPORT ON PILLMERE DRIVE PLAY PARK AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman highlighted the report, noting that Cornwall Council will continue to maintain the area until 31 March 2025.

Members discussed in length potential uses for the land, considering various options.

Members agreed that further investigation into associated cost, as well as the community's needs, would be required for a more detailed discussion at a future meeting.

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

1. To thank Cornwall Council for working in partnership with Saltash Town Council during the transition period;
2. To note Pillmere Drive play park, trees and greening area are the responsibility of Saltash Town Council from 1 April 2025;
3. To approve Cornwall Council to not reinstate the play park surfacing and confirm the park is to remain closed;
4. To approve the site will no longer be a play park area;
5. To request Cornwall Council to relocate the usable equipment within Saltash;
6. To review the future of the site at the next Services Committee meeting.

91/24/25

**TO RECEIVE A REPORT ON TOWN COUNCIL LAND AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

Members debated at length the requests received to purchase land, including instances where encroachments had occurred prior to seeking permission to purchase.

Members acknowledged that action was necessary to address these matters appropriately, ensuring the correct procedures are followed.

During discussions, Councillor Stoyel gave his apologies and left the meeting.

Members considered the complexities involved in selling Town Council owned land, including any potential covenant on the land, character of the estate etc.

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

1. To appoint Coodes solicitors to manage, in principle, the sale of land at properties 9 Oak Apple Close, 57 Dartmoor View and 157 Grassmere, including the market valuation, working within the Acquisition or Sale of Land and Property on behalf of the Town Council;
2. To delegate to the Town Clerk to work with Coodes solicitors to manage the associated cost working within budget code 6224 Professional Fees;
3. To **RECOMMEND** to the Policy and Finance Committee to approve associated legal costs be allocated to 6224 Professional Fees, managed by the Town Clerk to remain within budget.

92/24/25

TO RECEIVE AN UPDATE ON THE COMMUNITY INFRASTRUCTURE LEVY PROJECTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

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

The Town Clerk highlighted the proposals outlined in the report, which include options for monitoring the overall usage of and gathering feedback on the play parks.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to note the report and approve option 1 – QR Code / Survey and option 3 – Pillmere Community Association, to monitor the usage and feedback of the play parks.

The data will be reported back at a future Services meeting.

b. Fourth Round of Funding – Saltash Waterside Improvement Project;

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

1. To give delegated authority to the Town Clerk to sign the formal funding agreement against the submitted application on behalf of Saltash Town Council;
2. To approve the Town Council to bank roll the project, submitting a claim at the end of the project;
3. For the Finance Officer to create a new budget code titled, Saltash Waterside Improvement Project, to offer clear transparency of income and expenditure transactions;
4. To note, project updates to be received at future Services Committee meetings.

93/24/25 TO RECEIVE A REPORT ON THE CHRISTMAS LIGHTS SWITCH ON EVENT 2024, AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report contained within the circulated reports pack and considered the proposals for the Christmas Lights switch on for 2025.

The Town Clerk advised that Victoria Gardens is not a suitable location for hosting such an event. If the Town Council wish to organise its own event in the years to come, careful planning and consideration would be required to ensure compliance with health and safety regulations.

Members raised their concerns that the first weekend in December is too late for the festive light switch on. Members requested consulting with local traders before finalising a decision on the event date.

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** to note the report and for Councillors Peggs and Brady to meet with the Chamber of Commerce to discuss next year's Christmas lights switch on, reporting back at a future meeting.

94/24/25 TO RECEIVE THE BOROUGH WAR MEMORIAL WORKING GROUP NOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the Borough War Memorial Working Group notes and recommendations.

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

1. To note the notes.
2. To approve the names on the "Lest We Forget" benches be integrated alphabetically into the roll of honour for all future Remembrance Services;
3. To approve the working group be disbanded with immediate effect due to the completion of the project;
4. To note future maintenance falls within the remit of the Services Committee.

95/24/25 TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members acknowledged the request from Saltash Environmental Action (SEA) to relocate the bird bath currently situated at Victoria Gardens and supported the proposed new location at Elwell Woods.

The Town Clerk will liaise with SEA to confirm that discussions regarding the wildflower areas at St Stephen's Church will need to take place with P.C.C. as the landowner.

It was **RESOLVED** to note.

96/24/25 TO RECEIVE A DRAFT CHURCHTOWN ALLOTMENT COLONIES AGREEMENT AND REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the draft agreement produced by the Town Clerk and contained within the circulated reports pack.

Members discussed the proposal received from the beekeepers at Churchtown Allotment to waive the rental charges at a cost of £50 per beekeeper per annum in exchange for Bee Awareness Sessions to the public.

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

1. To waive rental charges in exchange for free Bee Awareness Sessions to the public, in line with Town Council Business Plan Strategic Priorities – Climate Emergency, Health and Wellbeing, Recreation and Leisure;
2. To approve the formal agreement produced by the Town Clerk, subject to amendment of section 1 to waive an annual rental and replacement of section 2.1 with 'The beekeeper hereby agrees to provide annual Bee Awareness Sessions to the public, free of charge. The Clerk is to liaise with the beekeepers to arrange a reasonable number of sessions per annum'.

97/24/25 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.

98/24/25 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

99/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

100/24/25 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to issue a Press and Social Media Release on the award of the Fourth Round of the Community Infrastructure Levy Funding in conjunction with Cornwall Council.

DATE OF NEXT MEETING

Thursday 13 February 2025 at 6.30 pm

Rising at: 8.42 pm

Signed: _____
Chairman

Dated: _____

Services Committee - Service Delivery Budget 2024-25

Saltash Town Council

For the 9 months to 31 December 2024

Account	Prior Year 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
Service Delivery Operating Income					
Grounds & Premises Income					
4500 SE Allotment Rents	4,079	5,600	5,267	333	5,000
4510 SE Public Footpath Grant	804	0	426	(426)	426
4512 SE National Grid Wayleave Income	602	(1)	15	(16)	0
4513 SE Water Rates Income	1,113	1,714	676	1,038	1,113
4523 SE Service Delivery Income - Seagull Bags	919	0	10	(10)	0
Total Grounds & Premises Income	7,517	7,313	6,395	918	6,539
Town & Waterfront Income					
4520 SE Waterfront Income - Trusted Boat Scheme	2,560	3,000	2,037	963	2,000
4521 SE Waterfront Income - Annual Mooring Fees	9,477	11,235	10,788	447	13,364
4522 SE Waterfront Income - Daily Mooring Fees	6,700	3,276	7,200	(3,924)	750
Total Town & Waterfront Income	18,737	17,511	20,026	(2,515)	16,114
Total Service Delivery Operating Income	26,254	24,824	26,421	(1,597)	22,653
Service Delivery Operating Expenditure					
Grounds & Premises Expenditure					
6209 SE Oyster Beds	0	1	0	1	1
6229 SE CCTV Annual Maintenance	0	7,511	198	7,313	0
6500 SE Tree Survey and Tree Maintenance	3,850	11,814	7,050	4,764	20,000
6503 SE Allotments	373	1,418	1,207	211	1,000
6532 SE Allotments - Grenfell	0	0	0	0	3,500
6533 SE Allotments - Fairmead	0	0	0	0	2,000
6506 SE Grounds Maintenance & Watering	11,112	10,730	7,775	2,955	18,000
6508 SE Public Toilets (Operational Costs)	6,845	5,655	5,289	366	7,051
6517 SE Cross (Maintenance)	5,780	3,545	133	3,412	400
6525 SE Public Toilets (Repairs & Maintenance Costs)	2,691	2,954	870	2,084	3,043
6526 SE Tools, Equipment & Materials (Store & All Areas)	5,162	5,245	2,711	2,534	5,318
6529 SE Refuse Disposal	5,446	6,499	4,480	2,019	6,694
6530 SE Allotment Software Subscription	0	700	669	31	462
6531 SE Public Toilet Commercial Cleaning	3,115	35,436	25,627	9,809	38,469
Total Grounds & Premises Expenditure	44,374	91,508	56,008	35,500	105,938
Longstone Expenditure					
7100 LO Rates - Longstone	(125)	(6,136)	(6,136)	0	0
7101 LO Water Rates - Longstone	1,730	2,352	1,816	536	1,782
7103 LO Electricity - Longstone	1,418	1,581	247	1,334	1,629
7104 LO Fire & Security Alarm - Longstone	1,845	1,084	212	872	1,117
7107 LO Rent - Longstone	4,620	5,120	3,510	1,610	6,084
7108 LO Cleaning Materials & Equipment - Longstone	274	727	288	439	363
7110 LO General Repairs & Maintenance - Longstone	1,547	1,592	806	786	2,500
7114 LO Equipment - Longstone	407	700	0	700	1,700
7121 LO IT & Office Costs - Longstone	745	750	536	214	1,773
6673 ST SE Services Delivery - Clothing	1,833	2,436	1,232	1,204	2,304
6674 ST SE Services Delivery - Mobiles	1,776	1,595	950	645	2,060
6675 ST SE Services Delivery Staff Travelling Expenses	1,276	1,875	1,376	499	1,721
Total Longstone Expenditure	17,346	13,676	4,837	8,839	23,033

Account	Prior Year 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
Town & Waterfront Expenditure					
6504 SE Street Furniture (Maintenance)	2,444	2,500	1,593	907	2,575
6505 SE Street Lighting	276	750	175	575	773
6511 SE Tourism & Signage	429	269	60	209	15,000
6512 SE Bus Shelters (Maintenance)	0	565	0	565	582
6515 SE Festive Lights Maintenance & Electricity	2,734	3,756	1,831	1,925	3,869
6519 SE Flags & Bunting	1,717	2,954	2,210	745	3,043
6522 SE Pontoon (Maintenance Costs)	1,322	3,000	1,818	1,182	3,090
6524 SE Vehicle Maintenance and Repair Costs	9,948	9,520	7,338	2,182	10,815
6527 SE Salt Bins Refill	383	537	0	537	554
6528 SE Pontoon Accommodation	5,309	6,335	4,914	1,421	1,306
6534 SE Pontoon Broadband	0	0	0	0	272
Total Town & Waterfront Expenditure	24,563	30,186	19,938	10,248	41,879
Total Service Delivery Operating Expenditure	86,283	135,370	80,783	54,587	170,850
Total Service Delivery Operating Surplus/ (Deficit)	(60,029)	(110,546)	(54,362)	(56,184)	(148,197)
Service Delivery EMF Expenditure					
Grounds & Premises EMF Expenditure					
6471 SE EMF Heritage Centre	1,473	7,416	0	7,416	8,800
6571 SE EMF Saltash Recreation Areas	11,531	54,805	1,762	53,043	0
6580 SE EMF Public Toilets (Capital Works)	337	15,585	1,656	13,929	12,500
6588 SE EMF Victoria Gardens	0	15,000	519	14,481	0
6589 SE EMF Community Tree Planting Initiatives	322	3,145	0	3,145	0
6591 SE EMF Open Spaces & Trees	0	9,660	0	9,660	3,000
6592 SE EMF Pilmere Play Parks	0	94,955	94,955	0	0
6593 SE EMF Cornish Cross (Maintenance)	0	0	0	0	2,500
6595 SE EMF Legal & Professional Fees (Grounds & Premises)	0	0	0	0	1,800
Total Grounds & Premises EMF Expenditure	13,663	200,566	98,892	101,674	28,600
Longstone EMF Expenditure					
7170 LO EMF Longstone Depot Capital Works	0	3,500	837	2,663	14,750
Total Longstone EMF Expenditure	0	3,500	837	2,663	14,750
Town & Waterfront EMF Expenditure					
6570 SE EMF Notice Boards (Repair & Replace)	587	1,506	0	1,506	0
6572 SE EMF Festive Lights	9,062	30,989	8,247	22,742	32,000
6573 SE EMF Public Art & Maintenance	0	1,443	0	1,443	0
6574 SE EMF Salt Bins	96	2,368	0	2,368	0
6575 SE EMF Street Furniture (New & Replace)	0	1,500	133	1,367	0
6578 SE EMF Equipment and Vehicles (Capital Works)	21,535	85,324	34,286	51,038	17,462
6582 SE EMF Town War Memorial	0	16,518	14,540	1,978	0
6584 SE EMF Pontoon Maintenance Costs	6,024	12,318	2,585	9,733	0
6590 SE EMF Utilities & Rates	0	2,157	0	2,157	0
Total Town & Waterfront EMF Expenditure	37,305	154,123	59,790	94,333	49,462
Total Service Delivery EMF Expenditure	50,967	358,189	159,519	198,670	92,812
Total Service Delivery Expenditure (Operational & EMF)	137,250	493,559	240,302	253,257	263,662
Total Service Delivery Budget Surplus/ (Deficit)	(110,996)	(468,735)	(213,882)	(254,853)	(241,009)
To/From Reserves & Budget Virements 2024/25					

Account	Prior Year 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
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. 6592 SE EMF Pilmere Play Parks - CC funding received (Third CIL round) £74,955					
3. 6582 SE EMF Town War Memorial - Crowdfunder donations £968.82					
4. Virement of staff salary budget £289,150 and staff training budget £6,500 to Personnel budget - P&F 17/23/24					
5. Virement from 6524 SE Vehicle Maintenance and Repair Costs to 6578 SE EMF Equipment and Vehicles (Capital Works) - £8,000 - SE 8/24/25					
6. Virement from 6588 SE EMF Victoria Gardens to 6578 SE EMF Equipment and Vehicles (Capital Works) - £10,000 - SE 8/24/25					
7. Virement from General Reserves to 6578 SE EMF Equipment and Vehicles (Capital Works) - £30,000 - FTC 45/24/25					
8. Virement from General Reserves to 6588 SE EMF Victoria Gardens - £10,000 - FTC 45/24/25					
9. Virement of 6229 PF CCTV Annual Maintenance to Services - £7,511 - P&F 39/24/25					
10. Virement from General Reserves to 6582 SE EMF War Memorial - £13,571.18 - FTC 157/24/25					
11. Virement from 7100 LO Rates - Longstone to 6526 SE Tools, Equipment & Material (Store & All Areas) - £1,700 - SE 47/24/25					
12. Virement from 7100 LO Rates - Longstone to 6531 SE Public Toilet Commercial Cleaning - £3,436 - SE 47/24/25					
13. Virement from 7100 LO Rates - Longstone to 7110 LO General Repairs & Maintenance - Longstone - £1,000 - 47/24/25					
14. Virement from 7101 LO Water Rates to 6524 SE Vehicle Maintenance and Repair Costs - £1,000 - 47/24/25					
15. Virement from 4512 SE National Grid Wayleave Income to 4615 BA National Grid Wayleave Income - £15 - SE 69/24/25					
16. Virement from 6571 SE EMF Saltash Recreation Areas to 6592 SE EMF Pilmere Play Parks - £20,000 - SE 39/23/24					
17. Virement from 6578 SE EMF Equipment and Vehicles (Capital Works) to 6524 SE Vehicle Maintenance and Repair Costs - £3,000 - SE 84/24/25					

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 9 months to 31 December 2024

Account	Prior Year 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
Guildhall Operating Income					
4200 GH Income - Guildhall Bookings	1,897	2,371	2,157	214	2,000
4201 GH Income - Guildhall Refreshments	272	249	176	73	242
4206 GH Income - Guildhall Photocopying Income	4	5	51	(46)	4
Total Guildhall Operating Income	2,173	2,625	2,384	241	2,246
Guildhall Operating Expenditure					
6400 GH Rates - Guildhall	9,899	10,729	10,729	1	11,051
6401 GH Water Rates - Guildhall	584	802	522	280	827
6402 GH Gas - Guildhall	3,632	5,551	875	4,676	5,718
6403 GH Electricity - Guildhall	9,444	6,066	930	5,136	9,728
6404 GH Fire & Security Alarm - Guildhall	982	1,498	1,318	180	1,012
6408 GH Cleaning Materials & Equipment - Guildhall	1,344	1,212	778	434	1,385
6409 GH Boiler Service & Maintenance	608	1,218	0	1,218	1,255
6410 GH General Repairs & Maintenance	4,012	3,046	1,845	1,201	3,138
6411 GH Entertainment Licenses	0	1,073	0	1,073	0
6412 GH Lift Service & Maintenance	2,636	3,632	2,610	1,022	3,741
6413 GH Refreshment Costs - Guildhall	183	445	214	231	245
6414 GH Equipment - Guildhall	0	1,189	123	1,066	4,725
6418 GH Professional Fees	600	10,730	9,185	1,545	0
6677 ST GH Staff Travelling & Mobile Phone Expenses (Guildhall)	84	288	81	207	0
6679 ST GH Staff Clothing (Guildhall)	14	200	35	165	200
Total Operating Expenditure	34,022	47,679	29,244	18,435	43,025
Total Guildhall Operating Surplus/ Deficit	(31,849)	(45,054)	(26,859)	(18,195)	(40,779)
Guildhall EMF Expenditure					
6470 GH EMF Guildhall Maintenance	1,415	78,888	75,039	3,849	25,410
Total Guildhall EMF Expenditure	1,415	78,888	75,039	3,849	25,410
Total Guildhall Expenditure (Operational & EMF)	35,437	126,567	104,283	22,284	68,435
Total Guildhall Budget Surplus/ (Deficit)	(33,264)	(123,942)	(101,898)	(22,044)	(66,189)

- To/From Reserves & Budget Virements 2024/25**
- Virement of Staff Salary budget £56,239 and Staff Trainingbudget £607 to Personnel budget - P&F 178/23/24
 - Virement from 6401 GH Water Rates - Guildhall to 6400 GH Rates - Guildhall - £107 - SE 28/24/25

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 9 Months to 31 December 2024

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
Library Operating Income					
4517 LI Library - Replacement Membership Cards	320	50	7	43	50
4518 LI Library - Photocopying Fees	964	600	564	36	600
4524 LI Library Book Sales	261	300	103	197	300
4526 LI Library Activity Income	180	0	0	0	180
4529 LI Library Activities Funding Income	0	600	0	600	0
Total Library Operating Income	1,725	1,550	673	877	1,130
Library Operating Expenditure					
6900 LI Rates - Library	13,099	16,958	13,099	3,859	13,492
6901 LI Water Rates - Library	312	391	234	157	403
6902 LI Gas - Library	5,196	6,034	1,108	4,926	6,216
6903 LI Electricity - Library	3,946	5,365	638	4,727	4,946
6904 LI Fire & Security Alarm - Library	1,016	1,109	1,031	78	1,143
6908 LI Cleaning Materials & Equipment - Library	483	1,990	410	1,580	983
6909 LI Boiler Service & Maintenance - Library	405	1,218	80	1,138	905
6910 LI General Repairs & Maintenance - Library	4,324	2,436	1,949	487	2,510
6911 LI TV License & PRS - Library	132	460	333	127	474
6913 LI Refreshment Costs - Library	187	305	26	279	315
6914 LI Equipment - Library	383	805	497	308	830
6918 LI Professional Fees (Private Contractors)	6,900	21,460	0	21,460	13,105
6920 LI Legionella Risk Assessment - Library	210	532	0	532	0
6921 LI IT & Office Costs - Library	1,778	1,773	1,072	701	1,827
6922 LI Library Activities	2,597	2,544	2,108	436	3,000
6975 LI Home Library Service	304	550	20	530	550
6923 LI PWLB Loan Repayment & Interest	24,477	24,679	23,993	686	23,509
6680 ST LI Staff Clothing (Library)	16	1,301	0	1,301	250
6681 ST LI Staff Travelling Expenses (Library)	8	1,000	53	947	250
Total Operating Expenditure	65,775	90,910	46,652	44,258	74,708
Total Library Operating Surplus/ Deficit	(64,049)	(89,360)	(45,978)	(43,382)	(73,578)
Library EMF Expenditure					
6971 LI EMF Saltash Library Property Refurbishment	74,859	199,504	61,759	137,745	5,100
6972 LI EMF Library Equipment & Furniture	893	8,554	3,050	5,504	0
6974 LI EMF Library Funding	0	930	0	930	0
Total Library EMF Expenditure	75,752	208,988	64,809	144,179	5,100
Total Library Expenditure (Operational & EMF)	141,527	299,898	111,461	188,437	79,808
Total Library Budget Surplus/ (Deficit)	(139,801)	(298,348)	(110,787)	(187,561)	(78,678)
To/From Reserves & Budget Virements 2024/25					
1. Virement of Staff Salary budget £169,277, Staff Trainingbudget £1,182 & Staff Contingency £5,000 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 - Isambard House (Station Building) Budget 2024-25
 Saltash Town Council
 For the 9 Months to 31 December 2024

Account	Prior Year 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
Isambard House Operating Income					
4301 SA Isambard House - Bookings	5,120	8,000	5,848	2,152	6,500
4302 SA Isambard - Refreshment Income	81	75	63	12	120
Total Isambard House Operating Income	5,201	8,075	5,912	2,163	6,620
Isambard House Operating Expenditure					
6800 SA Rates - Isambard House	3,720	4,431	3,842	589	3,958
6801 SA Water Rates - Isambard House	300	693	(886)	1,579	714
6802 SA Gas - Isambard House	481	20	309	6,210	3,000
6803 SA Electricity - Isambard House	2,498	9,679	2,929	6,750	7,494
6804 SA Fire & Security Alarm - Isambard House	382	1,073	473	600	967
6808 SA Cleaning Materials & Equipment - Isambard House	611	1,817	724	1,093	1,350
6810 SA General Repairs & Maintenance - Isambard House	1,217	2,000	1,777	223	2,560
6813 SA Refreshments Costs - Isambard House	0	226	81	145	500
6814 SA Equipment - Isambard House	947	1,062	417	645	1,094
6818 SA Professional Costs - Isambard House	668	2,146	105	2,041	3,211
6821 SA IT & Office Costs - Isambard House	70	1,073	0	1,073	500
6822 SA Activities & Events	1,479	1,073	1,482	(409)	1,106
Total Operating Expenditure	12,373	31,792	11,253	20,539	26,454
Total Isambard House Operating Surplus/ (Deficit)	(7,172)	(23,717)	(5,341)	(18,376)	(19,834)
Isambard House EMF Expenditure					
6473 SA EMF Station Building (Purchase & Capital Works)	0	58,245	27,516	30,729	4,200
6870 SA EMF Isambard House Retention Fund	0	18,492	0	18,492	0
6871 SA EMF Tresorys Kernow Funding	2,458	597	35	562	0
6872 SA EMF Entertainment Licenses	0	2,132	0	2,132	0
Total Isambard House EMF Expenditure	2,458	79,466	27,551	51,915	4,200
Total Isambard House Expenditure (Operational & EMF)	14,831	111,258	38,804	72,454	30,654
Total Isambard House Budget Surplus/ (Deficit)	(9,630)	(103,183)	(32,892)	(70,291)	(24,034)

To/From Reserves & Budget Virements 2024/25

1. 6871 SA EMF Tresorys Kernow Funding - Beating of the Bounds tickets sales - £128
 2. 6473 SA EMF Station Building (Purchase & Capital Works) - Income received for sale of slate - £500
 3. 6822 SA Activities & Events overspent -£409 - Expenditure includes £1,482 Murder Mystery offset against income
 4301 SA Isambard House Bookings £1,984

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 9 months to 31 December 2024

Account	Prior Year 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
Maurice Huggins Operating Income					
4207 MA Maurice Huggins Room Income	938	810	983	(173)	1,400
4208 MA Income - Maurice Huggins Refreshments	0	0	0	0	200
Total Maurice Huggins Operating Income	938	810	983	(173)	1,600
Maurice Huggins Operating Expenditure					
7000 MA Rates	429	522	429	93	443
7001 MA Water Rates	171	424	160	264	437
7003 MA Electricity	1,462	2,185	277	1,908	2,251
7004 MA Fire & Security Alarm	167	235	352	(117)	243
7008 MA Cleaning Materials & Equipment	211	355	341	14	366
7010 MA General Repairs & Maintenance	448	1,607	130	1,477	1,656
7019 MA Refreshment Costs - Maurice Huggins	0	0	0	0	150
7018 MA Professional Costs	0	607	0	607	0
Total Maurice Huggins Operating Expenditure	2,889	5,935	1,690	4,245	5,546
Total Maurice Huggins Operating Surplus/ (Deficit)	(1,951)	(5,125)	(708)	(4,417)	(3,946)
Maurice Huggins EMF Expenditure					
6472 MA EMF Maurice Huggins Room	0	1,466	0	1,466	2,750
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	606	0
Total Maurice Huggins EMF Expenditure	0	2,072	0	2,072	2,750
Total Maurice Huggins Expenditure (Operational & EMF)	2,889	8,007	1,690	6,317	8,296
Total Maurice Huggins Budget Surplus/ (Deficit)	(1,951)	(7,197)	(708)	(6,489)	(6,696)

Note: 7004 MA Fire & Security Alarm shows overbudget - £117 relates to future year spend and will be adjusted at year end

- 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 consider Risk Management Reports as may be received – The Guildhall
Building**

Report to: Services Committee

Date of Report: 12.02.25

Officer Writing the Report: Town Clerk

Officers Recommendations

URGENT Essential Work

To ratify the Town Clerk's, spend of £2,183 + VAT for the appointment of Aquarod to undertake urgent and essential work to the Guildhall and give delegated authority for the Town Clerk to sign off future spend, as necessary, to resolve the matter, reporting back to either a future Property Maintenance Sub Committee or Services Committee meeting.

The Town Clerk has sole delegated authority to exercise overall responsibility for Health and safety (**Standing Orders Section C 1.1**)

No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Town Council or a duly delegated committee acting within its Terms of Reference, except in an emergency. In cases of serious risk to the delivery of Town Council services or to public safety on Town Council premises, the Town Clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town Clerk/RFO shall report such action to the Chairman as soon as possible and to the Town Council as soon as practicable thereafter (**Financial Regs Section 5.17**).

All aspects of health and safety that fall within the remit of the committee **(Terms of Reference point 5)**

To maintain the exterior and structural fabric of all Town Council buildings/structures **(Terms of Reference point 14)**

Report Summary

Advice has been sought from the Town Council Building Surveyor (Barrons) who recommends STC instructs Aquarod for the work to be undertaken which will hopefully clear all blockages and repair pipes at the foot of the drainage pipe.

The pipe will be CCTV surveyed from bottom up and should find the cracks in the pipe higher up, if there are any. If the pipe is cracked, it might be possible to line it from inside without having to break it apart, firstly we need see what the repair and survey work finds. If the pipe is badly damaged (and leaking into the wall as we suspect) it may need breaking out if beyond a lining repair, but time will tell.

I instructed the Service Delivery Manager to appoint Aquarod under urgent and essential works. A report is to be received at the next Property and Maintenance Sub Committee meeting (future reports as required) where the work will be monitored on behalf of the Services Committee.

We recently purchased a dehumidifier for the adjacent office to help with the damp as it has got worse over time. Works will be required to the internal walls once we know the pipe issue has been rectified and the walls have dried out.

Budgets

Budget Availability: £2,683

Budget Codes: 6470 GH EMF Guildhall Maintenance

Committed Spend: None.

Signature of Officer:

Town Clerk

To consider Risk Management Reports as may be received – Jubilee Pontoon

Report to: Services Committee

Date of Report: 12.02.25

Officer Writing the Report: Town Clerk

Officers Recommendations

URGENT Health and Safety Matter

Following a site visit held on 12.02.25, Members are asked to appoint a contractor to remove the pontoon from the water to be taken to a boat yard for phase 1 maintenance and assessment work to be undertaken. The gangway would then be lifted and secured to the two pylons sited either side.

The Service Delivery department is met with daily challenges by people mooring their boats to the pontoon creating additional pressure to the already damaged structure.

Should Members not support this health and safety recommendation there is a high possibility that with further strong tides the pontoon could be swept down the Tamar causing other damage and risk to life.

It is essential that the Town Clerks recommendation is approved, and funds recommended to Full Council, removing the pontoon from the water asap to protect the Town Council.

See attached **Appendix A and B** – Quotes.

The Town Clerk has sole delegated authority to exercise overall responsibility for Health and safety (**Standing Orders Section C 1.1**)

No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Town Council or a duly delegated committee acting within its Terms of Reference, except in an emergency. In cases of serious risk to the delivery of Town Council services or to public safety on Town Council premises, the Town Clerk may authorise expenditure of up to £2,000 excluding VAT

on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town Clerk/RFO shall report such action to the Chairman as soon as possible and to the Town Council as soon as practicable thereafter **(Financial Regs Section 5.17)**.

All aspects of health and safety that fall within the remit of the committee **(Terms of Reference point 5)**

Report Summary

Please refer to the main pontoon condition report under agenda item 9 for further details.

Attached are two specialist quotes for Members consideration this evening. The cost comes under the procurement threshold.

By undertaking phase 1 work Saltash Town Council will be investing public money therefore a strong commitment is given to fully repair the pontoon. We hope that the insurers will agree that various maintenance work over the years is compliant with the insurance policy and the Town Council can reclaim the associated cost.

Budgets

Budget Availability: £9,733

Budget Codes: 6584 EMF Pontoon Maintenance Costs

Committed Spend: None. No budget has been set for 2025-26

The above budget availability is not sufficient to cover the works required.

The associated cost to remove the pontoon to a boat yard for phase 1 maintenance and assessment work will need to be allocated to General Reserves (unforeseen event and circumstances).

Ratification of appointment and associated spend to take place at the March Full Town Council meeting.

Signature of Officer:

Town Clerk

Appendix A

Page 1 of 3

Our Ref: S35919
Your Ref:

20 December 2024

Ian Bovis
Service Delivery Manager
Saltash Town Council
Saltash
PL12 6JX

Dear Ian

QUOTATION REQUEST: ROM PRICE FOR PHAZE 1 REGARDING STORM DAMAGE TO PONTOON SYSTEM

Many thanks for your recent enquiry and I am pleased to offer as per the attached costing schedule.

I trust the enclosed details are to your satisfaction. Should you require further information or clarification please do not hesitate to contact me.

Kind regards,

S35919 Quotation

Item	Description – Saltash Pontoon System	Quantity	Unit Price	Total Price
1.00	<p>To supply skilled labour, plant, tools & equipment to:</p> <ul style="list-style-type: none"> • Carry out initial survey to assess storm damage • Produce survey report and proposed actions • Manufacture a brow support beam • Weld support beam brackets to existing piles • Lift the access brow using a suitable crane and lower on brow support beam • Disconnect the 4 finger pontoons from the main pontoon • Attache a finger pontoon to a workboat and toe to the adjacent slipway • Repeat for 3 remaining finger pontoons • Disconnect the outer main pontoon from the piles • Attache the pontoon to a workboat and tow to the adjacent slipway • Disconnect the brow pontoon from the piles • Attach the pontoon to a workboat and tow to the adjacent slipway • Pressure wash and clean marine growth for all the pontoons • Remove the decking from all the pontoons • Survey the deck structure on all the pontoons • Pressure test each pontoon and survey • NDT all the pontoon connection points • Produce a full survey report on findings • Propose actions <p>Sub-Contract Hire:</p> <ul style="list-style-type: none"> • Crane • Work Boat • Compressor • Pressure washer 	1.00		£20,000.00
		1.00		£4,000.00
		1.00		£2,000.00
		1.00		£250.00
		1.00		£200.00
Total Price For Works				£26,450.00
<p>Remarks :</p> <p>Payment Terms : 30 days from date of invoice</p>				

Value Added Tax : All prices quoted exclude VAT and must be added, where applicable

Price Validity : 30 days

Appendix B



Jubilee Pontoon Repairs Estimate

Phase 1

Thursday 13 February 2025

7 Pages Identified

Voyager Boatyard Jubilee Pontoon Damage Repair Estimate for Phase 1 Works

Assigned To Saltash Town Council

SALTASH JUBILEE PONTOON

Assigned To Saltash Town Council

1. De risk current situation by securing the hammerhead pontoon to the main pontoon with heavy chains and shackles, this will a very positive step to prevent the pontoon system from breaking free.
2. Supply and deploy towboat(s) and safety boat with suitable labour force
3. Detach each finger pontoon and tow to Voyager Boatyard
4. Pontoon services will need to be isolated
5. Split down and detach hammerhead pontoon and tow to Voyager Boatyard
6. Attach support brackets and steel channel to walkway piles, lift and lower gangway to the channel
7. Supply and fit safety chain to fix gangway to the piles to provide additional safety
8. Detach and tow main pontoon to Voyager Boatyard
9. Lift each pontoon system with boat travel hoist and slip
10. Scrape and power wash pontoon system and steel floats
11. Remove deck and sub structure from main floats
12. Produce a full survey of the steel work to include Ultrasonic Thickness Measurements (UTMs) of the steel floats and Non Destructive Testing (NDT) of the connection points
13. Produce a report and quotation for Phase 2 works which will be the repair and refurbishment of the pontoon system to put her back into a serviceable condition
14. Storage of pontoon system for 28 days at Voyager Boatyard
15. Voyager Boatyard can start the Phase 1 works next week, week commencing 24th Feb, we believe a quick start is vital to de risk the possibility of the pontoon system breaking free, we are still prone to heavy weather and storms this time of year.

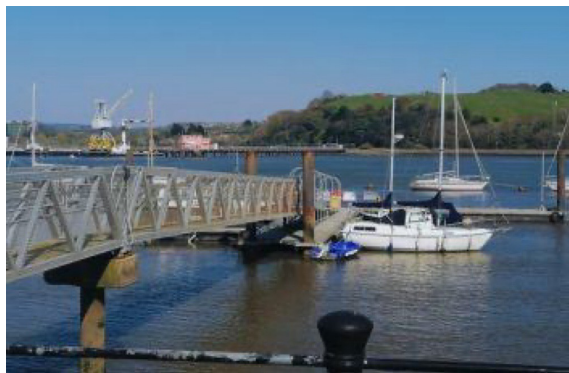
Price for Phase 1 works
£24,950 + VAT



Jubilee Pontoon
Assigned To Saltash Town Council



Jubilee Pontoon
Assigned To Saltash Town Council



Jubilee Pontoon
Assigned To Saltash Town Council



Jubilee Pontoon
Assigned To Saltash Town Council

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

1. Plan for 2025

As we are starting a new year and are already in February the department is implementing a more structured approach. We will be setting time periods for projects, maintenance and groundwork. This will allow us better project planning and better use of staff skill sets to save time being wasted.

This will also allow us better planning of the grass cutting areas through the season, hedge and tree management and the Town flower beds, hanging baskets and watering program.

A variety of duties will be carried out throughout the year including Town events, other department requirements and general day-to-day services.

We are also looking to start the introduction of electric hand tools and equipment. This will help reduce the use of fuel and noise, which is better for the environment when working around the Town and forms part of staff welfare.

We are looking forward to having a productive 2025.

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

2. Beehive area at Churchtown.

We have recently completed the work at the above location as agreed at the December Services meeting.

87/24/25. It was proposed by Councillor Peggs, seconded by Councillor Stoyel and RESOLVED to approve maintenance works to the beehive section at Churchtown allotments installing secure fencing, a gate and appropriate signage at a maximum cost of £500 to be allocated to budget code 6506 Grounds Maintenance and Watering.

This has created a safe environment for the beehives and keepers to work in. We have installed gates to allow access for maintenance and provided the beekeepers with keys, so they are able to enter at any time. The fencing will help to segregate the area from the public walking through an active bee area. This will help toward the safety of the public or staff when working on the allotments. We have received some positive feedback from the allotment tenants and the beekeepers.

We are also pleased to advise members this project came in under budget.



Members are asked to note the update.

3. Guildhall Flagpole update.

We have been trying to source a replacement flagpole for the Guildhall since the original timber pole snapped in the storm last year. Due to the nature of the flagpole fittings and wall brackets a new lightweight pole does not fit the brackets correctly.

We are looking at either adapting the lower bracket to support a new pole while clamping tighter so there is no room for vibration. Or to source a company that will make a pole to fit the existing brackets.



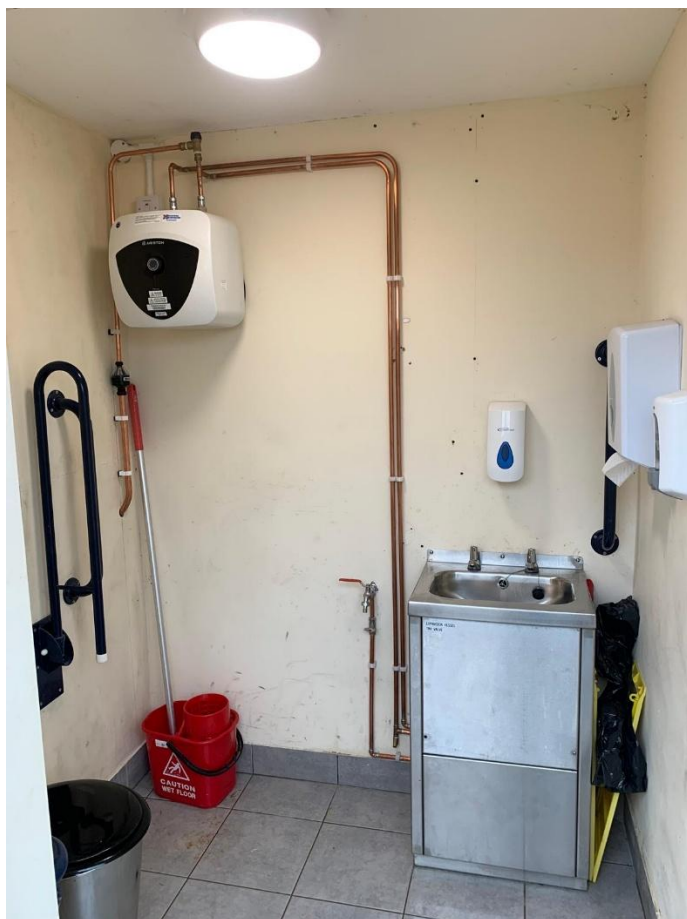
We are working to have this replaced as soon as possible. As soon as we have a resolution to this, we will advise members of the replacement via the Services Committee and Property Maintenance Sub Committee.

Members are asked to note the update.

4. Water heater at Churchtown Cemetery Toilets.

We have recently completed the installation of the hot water system at the Churchtown Cemetery toilets as agreed at the **Burial Authority Committee held at the Guildhall on Tuesday 29th October. 26/24/25 To approve the purchase of a water heater for the public toilets (allotment holders and funerals) at Churchtown Cemetery at a maximum cost of £200 allocated to Budget Code 6000 Petrol.**

This will enable the staff to clean machinery and equipment on site. Also, the hot water has been fitted in the public toilets making them much nicer for the public to use.



Members are asked to note the update.

5. Longstone and Waterside Public Toilets

It was agreed that the Longstone toilets would be opened earlier in December 2024 to match the opening and closing times of the other Town toilets. This was based on the reduction in vandalism. We have monitored all the public toilets over this period to date and are happy to report there has been no new reports of any vandalism. The waterside toilets are also looking at their best following the recent upgrades.

87/24/25 To approve an amendment to Longstone Park toilet operational hours from 23 December 2024 to March 2025 and October 2025 to March 2026, operating between 08:30 to 17:00 to fall in line with the other Town Council toilet operating hours.

The additional cost for Minister Cleaning is £2,914.25 + VAT.



Members are asked to note the update.

6. Town summer planting and hanging baskets

For this year's planting we are looking to add further evergreen and specimen plants for the Town flowerbeds and planters. Over time this will reduce the cost in re-planting bedding plants and maintenance each year. We still want to create colour in the main areas with bedding plants and perennials. The hanging baskets will be similar to last year as shown in the image below.

Preparation for the planting will take place around May with the removal of the winter flower plants. The new hanging baskets will be hung in place following the planting of the flowerbeds in June.

We will continue with our early start watering feeding program at 7am each day when required. This worked very well and kept the hanging baskets plants looking healthy into October.



As in previous years, we've consistently found our current supplier to offer the best value and service. They have also offered helpful advice and help during the Town planting projects.

We will work with Town Team to ensure planters in Fore Street that fall under the 'greening project' are not planted.

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

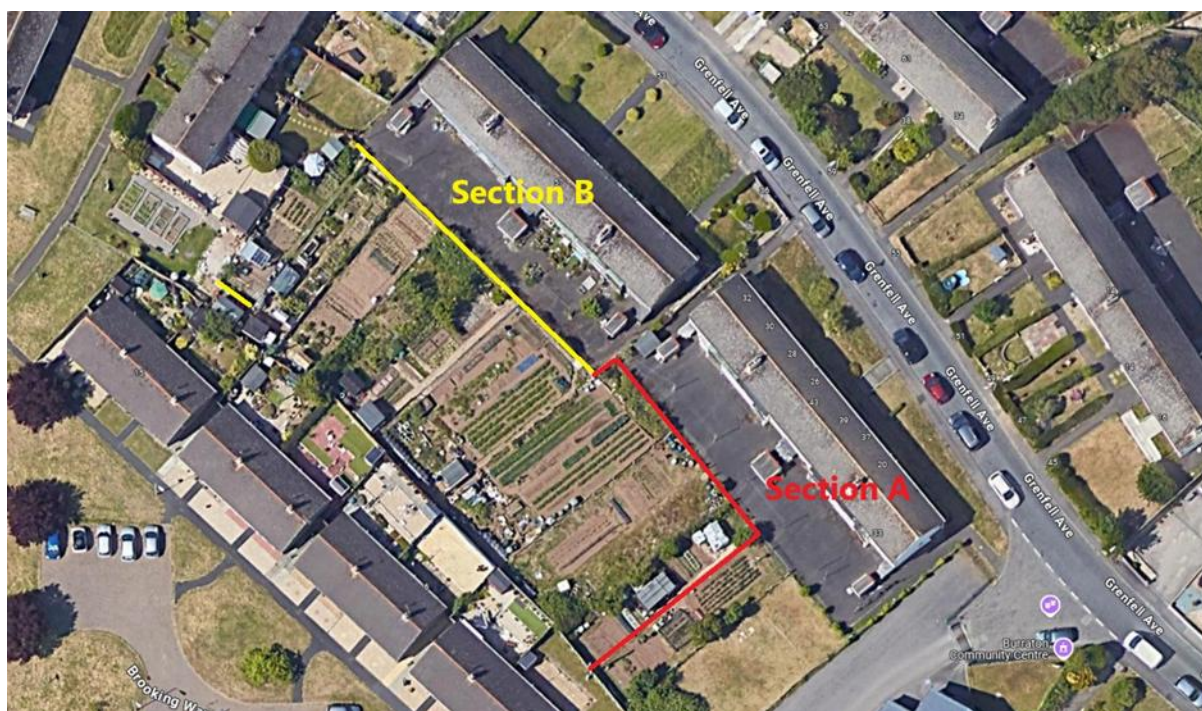
7. Grenfell Allotment fencing project.

This is a project that has been on hold for some time. There are two sections of fencing requiring repair and renewing at the site, each having different levels of requirements.

The site plan shows two sections for consideration.

Section A (shown in red) requires two sides of fencing and requires the most repairs to enclose and make the boundary safer for allotment tenants. Total length of this section is 40 metres. The side boundary has missing fencing allowing resident's dogs to enter the allotments. The boundary facing the residential properties also requires various repairs, new posts, rails, gates and low-level stock fencing to keep out dogs. This will require removing most of the old existing fencing to allow the new to be installed. We will carry out the repair and replacement of the fencing one side at a time so not to disturb residents.

Section B (shown in yellow) is 37 metres long, however, requires less repairs as most of the chain link fencing is in reasonable condition and works to keep out dogs. The gates and some posts will require replacing to make them safe and match both sections. A piece of fencing needs to be fitted toward the bottom of a plot in this section to secure the boundary. Work would be carried out with minimal disruption to residents.



The project is estimated at a cost of **£1,750.00** within budget (£3,500) set by the Town Council for 2025-26

The remaining budget will give us scope for other work that may be required on the site going forward.

6532 SE Allotments - Grenfell (new code)

8. Trial Solar Lights.

As part of a trial, solar powered lights were purchased prior to Christmas. They are placed within the planting areas next to the Brunel Bust area to see how they would work at night. The idea is to consider using this type of energy efficient lighting to give an effect lighting up trees, flowerbeds, signs or pathways in other locations around the Town.

We must consider the placement to gain maximum sunlight to charge the lights, so they operate as much as possible. Note that during winter this may not be as effective as the summer period would be.

Below shows the effect they have at night.



Members are asked to note the update.

9. Bowling Club Water Meter

During the last week of January, the bowling club has now completed the work fitting a sperate water supply to their watering system and tank. This means they no longer have a joint supply with us going through our meter. This now means we don't have to apportion the bill with the club each month.

This is a benefit to both parties so that the club have more control over their usage and billing.

Members are asked to note the update.

10. Storm Damage

During the last couple of months, the storms left us with some minor damage to deal with separate from the pontoon.

A broken gate at Churchtown cemetery. The flagpole on the Guildhall as reported above. A couple of large logs to clear from the waterside. A large tree and some smaller ones to clear on the Pillmere estate. We also reported to St Stephens Church some loose tiles and drainpipe.



Members are asked to note the update.

End of report

Service Delivery Manager

Weekly Mowing	Month	Mar-24				Apr-24				May-24				Jun-24				Jul-24				Aug-24				Sep-24				Oct-24				Nov-24				Dec-24				Jan-25				Feb-25				Mar-25																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
	Week Number	49	50	51	52	1	2	3	4	5	6	7	8	9	10	11	12	13	14	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																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
Site And Description of Works	Allocated Time For Task (hrs)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							

Key
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Key	
work completed	work completed
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Churchtown Cemetery																				
Raise Tree Crowns And Remove Any Epicormic Growth																				
shrub prune borders																				
fork over and remove weeds																				
maintain weed free																				
residual herbicide application																				
bark mulch top up																				
prune box hedge rows																				
Car Park Hedge - hypericum																				
mixed hedgerow east boundary																				
Laurel Hedgerow																				
weed free hedge bases																				
prune perimeter hedge row																				
Memorial Rose Garden																				
Weed Free And Reform Edges																				
Prune Box Hedge Rows																				
Roses - Dead Head / Windrock / Prune																				
St Stephens Churchyard																				
Clean Paths & Reform Edges																				
Raise Tree Crowns And Remove Any Epicormic Growth																				
Remove Self Sets Growing In Mature Tree Bases																				
Prune Formal Hedge - Around Side Gate Boundary To Farm Lane																				
Prune Perimeter Hedge Row / Ivy On Walls																				
Tractor With Machincal Flail Arm To Fully Cut Back And Shap Pathway Hedges On Full Side Of Farm Lane (Every 12-24 Months)																				

Key
work completed
work scheduled
work missed

[illegible]

irrigation																		
summer bedding removal and preparation of borders for winter bedding																		
winter bedding installation																		
dead head and weed				30														
Fore Street THE COURTYARD - 2 x planters																		
Winter Bedding removal and preparation of borders for Summer Bedding																		
summer bedding installation																		
dead head and weed																		
irrigation																		
summer bedding removal and preparation of borders for winter bedding																		
winter bedding installation																		
dead head and weed				30														
Library - 2 x concret planters																		
Winter Bedding Removal And Preparation Of Borders For Summer Bedding																		
Summer Bedding Installation																		
Dead Head And Weeding																		
Irrigation																		
Summer Bedding Removal And Preparation Of Borders For Winter Bedding																		
Winter Bedding Installation																		
Dead Heading And Weeding				30														

Key
work completed
work scheduled
work missed

[illegible]

	litter pick	4					1			2							
	debris removal	4					1			2							
	weed removal	4					1			2							
	power washing paths																
Note: As Required	salt spreading																
Waterside Toilets																	
	litter pick	4					1			2							
	debris removal	4					1			2							
	weed removal	4					1			2							
	power washing paths																
Note: As Required	salt spreading																
Waterside Office																	
	litter pick	4					1			2							
	debris removal	4					1			2							
	weed removal	4					1			2							
Note: As Required	salt spreading																
Station Building																	
	litter pick	4					1			2							
	debris removal	4					1			2							
	weed removal	4					1			2							
	power washing paths																
Note: As Required	salt spreading																
Library																	
	litter pick	2					1			2							
	debris removal	2					1			2							
	weed removal	2					1			2							
	power washing paths																
Note: As Required	salt spreading																
Churchtown Cemetery Hut & Compound																	
	litter pick	2					1			2							
	debris removal	2					1			2							

	weed removal	2					1				2								
	power washing paths																		
Note: As Required	salt spreading																		

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
10820	29/08/23	Resident Grenfell Avenue Saltash.	email - Services	Grenfell Allotments - Allotment fencing to the rear of 45 Grenfell Avenue - email from reisdent 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	This is now in the process of being quoted to see what the cost will be to replace the fencing.	Jan/feb 2025		
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 genral maintainance/ WILL FORM PART OF THE REPAIRS FROM STORM DAMAGE.	Ongoing	TBA	
10891	21/10/24	Guildhall	Internal	Guildhall hearing loop to be tested		Medium	ASDM	Test day TBC	Jan-25		
10892	21/10/24	Guildhall	Internal	Churchtown cemetery plan Design and fittings		Medium	ASDM	Designs to be finalised	Jan-25		
10900	11/01/24	SDD	Internal	Staining at Churchtown cemetery gates and toilets		LOW	ASDM	Work to be done over winter period, weateher dependent	JAN/FEB 2025		
10908	17/12/24	Guildhall	Internal	Prun low branches to trees. Relocate Council Bin		Medium	ASDM	To relocarte Council Bin when location agreed	JAN/FEB 2025		
10910	06/01/25	Staff	Internal	Library - Next move to Guildhall to commence Friday 28th February for 2 week duration (starting 3rd March). There will be four gondolas, childrens books and boxes of books and some computers.To be moved back on Friday 14th March		Medium	ASDM	Work the be schedualed as per instructions from the Library.	Feb/March		
10913	24/01/25	SEA	email - Services	Elwell Woods - one of two benches in the orchard section has a missing arm. SEA have asked if this could be replaced and made usable again.		LOW	SDGA	Will take a look to see what is required for repairs	28/1/25		
10914	27/01/25	Staff	Internal	Guildhall - please check fridge in GH kitchen. Not sure it is working correctly as food is getting spoiled well before best before date		Medium	ASDM	Currently monitoring the temprature	28/1/25		



Service Delivery Department - COMPLETED Works Request Log for Councillors and STC Officers

Enquiry Number	Date	Cllr /Officer Name	Contact number	Method of enq'y	Brief Details	H&S Priority	PRIORITY LEVEL	Allocated To	Action Confirmed	scheduled Date	SDM Sign Off	Completion Date
10867	22/10/23	Wendy Peters		online enquiry ref: 817185884	GH Kitchen - Plastic switch controlling hot water on/off broken				ASDM fixed			22.01.2024
10751	12/06/23	Michael Cotton		Pontoon Insp Sheet	Pontoon - Signage requires urgent attention - out of date info and very worn.			Town Clerk	signs are being produced and will be fitted very soon.	01/02/24	YES	15/01/24
10775	10/07/23	Sinead Burrows		email	Frith Road - ASDM to confirm if pathway from Frith Road to New Road is STC responsibility or CC				ASDM requested to action via email 10.07.2023 *No This Is A Cornwall Council Pathway*	completed	YES	08/01/24
10796	09/08/23	Sinead Burrows		verbally	Churchtown Cemetery - Area of hedgerow around the bee hives requires cutting back.				TC to liaise with bee keepers to arrange suitable date works can be carried out.	COMPLETD	YES	31/01/24
10801	21/08/23			Vehicle Inspection	YA11 SVY - Scratch on sliding door and damage on drivers wing. Scratch on rear passenger quarter and front seat ripped.				VAN NOW SOLD	COMPLETD	YES	01/01/24
10830	14/09/23			email	Cemetery - boundary fencing for cemetery garden equipment - Fence is broken and requires repair. Resident made temporary repairs but requires permanent fix.	No	Medium	ASDM	Works Now Scheduled To Be Undertaken By SD TEAM this will be during December	Jan-24	YES	19/01/24
10868	24/01/23			Teams/online enquiry ref: 696206213	2 boxes of books to be collected from library and taken to Bookshelf					COMPLTED	YES	
10869	24/01/24			Online enquiry ref: 1166784272	Library - one childrens wooden mobile book shelves needs attention. Apparently plenty of glue required!					COMPLETED	YES	26/01/24
10871	29/01/24				Churchtown Allotments - Plot 30 requires tidying for new tenancy				THIS HAS BEEN COMPLETED	COMPLETD	YES	31/01/24
10800	21/08/23			Vehicle Inspection	WK59 DNE - O/s Mirror needs correct one fitted (cable tied on at present). Beacon on top also broken off - currently resting on water tank				Faults reported on vehicle inspection dated 24.07.2023. RA emailed Vincent Tractors for quote on mirror - awaiting reply. Beacon fault to be addressed.	TBC		not required
10848	16/10/23			verbally	Waterside door by Ashtorre Rock - ASDM advised requirement to touch up render and paint the door frame with a suitable exterior Paint.				will be part of the work on the toilet block	TBC	YES	NOT REQUIRED
10853	16/10/23			online enquiry ref: 46965058	Pillmere - Pillmere Community Association notice board requires perspex to be reglued to the frame at the top.		Medium		SD checked the board all ok	01/02/24	YES	1/2/24
10870	25/01/24			Online enquiry ref: 1468977234	Guildhall - TC office - Lots of lights out and one flickering	Yes	Medium		ASDM to investigate and replace	18/02/24	YES	18/02/24
10779	13/07/23			Email	Pontoon - Signage requires updating and renewing. Also, lock to notice board needs to be replaced as no key for exisiting lock.		high		Work is being carried out on a rolling basis	TBC	YES	18/02/24
10873	02/02/24			email	Belle Vue Toilet - Single toilet - Toilet Roll holder pulled off wall		High			10/02/24	YES	10/02/24
10874	05/02/24	Resident		email	Guildhall - back of GH (end nearest Duncan House) there is some obscene graffiti		High		ASDM to investigate and take necessary action	05/02/24	YES	08/02/24
10714	27/02/23			Vehicle Inspection	BX15 HWJ - Beacon on roof - cover missing.	Yes	High	RA	Part now in ready for repair. Will be replaced when STC2 is ready	23/02/24	YES	27/02/24
10836	21/09/23			1741835495	Pillmere - What3Words - method.spike.straying (near Honeysuckle) - Dead tree on side of the footpath that should be taken down before it falls down and causes damage		high		Site Visted Taken Place Added On To List Of Tree Works To Be Actioned Accordingly In The Area.	Feb-24	YES	22/02/24
10872	01/02/24			Online enquiry ref: 1566083699	Library - Inner doors not working properly - closing on customers	Yes			ASDM to investigate and correct	02/02/24	YES	02/02/24
10875	05/02/24			Vehicle Inspection	BX15 HWJ - Cracked FSR indicator lens						YES	27/02/24
10876	08/02/24			email	Library - Fitting of 2 boxes to house the difibrilator. Also requires electrical connecting.				One box to fit to the wall and the other to fit the debib in the wall mounted box. May require an electrician to connect power to defib		YES	12/02/24
10877	15/02/24			online enquiry ref: 684213075	GH - The security access door to the upstairs of the Guildhall is not closing properly. It will close 90% of the way and then stop. Can it be adjusted please?	Yes			To be actioned by SDGA 16.02.24		YES	14/02/24
10878	15/02/24			online enquiry ref: 1639287170	GH - The fire evacuation plan notice has fallen off in the Town Clerk's office. The hanging on the back of the frame appears to be broken. The frame is in the Town Clerk's office.	Yes					YES	15/02/24
10879	23/02/24			email (in Dave O's absence)	Library - Fire doors by computers - staff unable to open and close door.				ASDM Mark Kennedy visited to put back in service. Did recommend aluminium door needs full service	28/02/24	YES	30/2/24
10880	27/02/24			online enquiry ref: 1908676007	Library - TV monitor and lead that needs PAT testing please. Required by Saturday 9th March				ASDM to action		YES	06/03/24
10881	01/03/24			online enquiry ref: 185550907	Library - 40 cups and saucers to take to the Library from the Guildhall on Tues 12th March for the evening theatre show					12/03/24	YES	12/03/24

10840	02/10/23			958843817	Guildhall - Lock on the cabinet at the bottom of the stairs has broken - pieces found on the floor. Cabinet has been emptied		low		Michael has taken key to find a replacement, new lock ordered to be replaced	TBC	YES	11/03/24
10778	12/07/23			verbally	All STC buildings - Check Service plans (Fire and Intruder alarms) are in place for all buildings and send latest ones to TC		Medium		this is an ongoing task for this year 2024		YES	18/03/24
10782	18/07/23			email	Waterside Notice Board - requires cleaning and to source correct locks.		Low		All noticeboards will be upgraded and locks looked at over Dec	2 nd Dec	YES	18/03/24
10715	29/03/23			1667817787	Guildhall - Pictures to be installed in the Town Clerk office. There is no urgency for this work to be carried out. Please ask the appointed member of staff to refer to the Town Clerk for instructions prior to carrying out the work.	No	Low	MC	MC to hang pictures	09/12/23		
10844	08/10/23	Staff		online enquiry ref: 1908676007	Waterfront car park (near cabin) - The commemoration board for D Day on the edge of the car park needs a clean, especially the glass.		low		Works to be carried out at earliest opportunity	TBC	YES	15/03/24
10882	26/02/2024 & 04/03/2024	Staff		Vehicle Inspection	BX15 HWJ - N/S Broken mirror		Low		A small crack and not dangerous or an issue when driving	N/A	YES	26/03/24
10884	08/03/24	Staff		online enquiry ref: 135001062	GH - Disabled toilet downstairs in the Guildhall is leaking water. Toilet is closed as water supply has been turned off		HIGH		ASDM to action accordingly	20/03/24	YES	25/03/24
10885	26/03/24	Staff		Email from tenant	Fairmead Plot 4 - requires cleaning and preparation for new tenant		High		To be allocated ASAP	27/03/24	YES	27/03/24
10867	19/004/2024	Staff		online enquiry ref: 151615012	Library - We have a box of books to be taken to the Bookshelf. It is behind the blue screens at the entrance to the Library Hub		LOW		COMPLTED		YES	20/04/24
10870	30/04/24	Staff		email	Library - Soap dispenser required for upstairs kitchen		LOW		Item Orderd	02/05/24	YES	13/05/24
10868	45411	Staff		Online enquiry ref: 120167096	Library - the fire escape door is not working should there be a fire. We are able to manually open and close it but the return arm has come off the door.	Yes			Verbally advised to SDM & ASDM	45412	YES	45421
10868	29/04/24	Staff		Online enquiry ref: 120167096	Library - the fire escape door is not working should there be a fire. We are able to manually open and close it but the return arm has come off the door.	Yes			Verbally advised to SDM & ASDM	30/04/24	YES	09/05/24
10883	04/03/24	Staff		Vehicle Inspection	WC69 EVV - Small scratch on side door		Medium		To be painted over soon, BOOKED FOR 8TH	Apr-24	YES	28TH MAY
10871	14/05/24	Staff		Online enquiry ref: 394925799	GH - Caretakers office - pleas remove three large screws and two hooks on the back of the caretaker's cupboard door leading from the foyer at the Guildhall - staff catching themselves on them				Done	19th May	YES	19/05/24
10872	15/05/24	Staff		Online enquiry ref: 153624899	GH - door requies oiling which leads immediately into the reception office				To be completed same time as job no 10871	19th May	YES	19/05/24
10873	22/05/24	Staff		Email	Station - Station café sign will be required to be installed first thing Tuesday 28.05.2024				COMPLETED	28TH MAY	YES	28/05/24
10834	19/09/23	Resident - NH		email via enq	Pillmere - area opposite 26 Meadow Drive (around the corner) - Cut grass that borders the pavement and the grass bank if possible.		Medium		Will be part of the ongoing works to the area	Apr-24	YES	May-24
10824	30/08/23	Staff		Site Inpection	Following On From Telephone Call From Resident And Site Visit Shrubs At Brunel Bust Require Heavy Trimming/Cutting Back And Shaping.		Low	ASDM To Delegate	Not A Priority At Pressent Date To Be Confirmed In Future (MC)	Apr- 24 onwards	YES	May-24
10870	14/05/24	Staff		Online enquiry ref: 471724639	Guildhall - Door to stairwell at bottom of stairs needs a strip of foam or felt to stop metal screw in top left had corner banging against the wood and damaging the other side.		low	ASDM	SD dealing with this and will need to fit a doorstop	May	YES	28/6/2024
10872	29/05/24	Staff (RA)		Verbal	Grenfell Allotment plot 2 - requires tidying of plot for new tenancy		Medium	ASDM	To strim down the plot for new tenancy	week from 3rd	YES	06/02/24
10873	30/05/24	Staff (RA)		Verbal	Churchtown Allotment plot 40 - requires tidying of plot for new tenancy		Medium	ASDM			YES	06/04/24
10874	30/05/24	Staff (DO)		Online enquiry ref: 433307719	Library - external fire escape ramp and rail fitted please		Medium	ASDM	Scheduled for 5th June 2024 - Ramp in Library office and rail at Longstone	06/05/24	YES	06/05/24
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	ASDM	10/06/24
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	08/06/24
10877	11/06/24	Staff		Work Duty	Waterside Toilets - considerable water leak		Medium	ASDM	Outside water tap required new sealant to joint	June	14/6/24	14/6/24
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	YES	24-Jun
10877	18/06/24	Staff (LM)		Online log ref: 852975121	GH - The disabled toilet door in the Guildhall is slamming shut and is very quick to shut	YES	HIGH	ASDM	Door closer adjusted and now working correctly	18/6/24	YES	18/6/24
10883	12/07/24	Staff (SB)		Email	Trackside Café - problem with the toilet as people are flushing ,it seems to be backing up with water and the sink in the bathroom and the kitchen are gurgling and water bubbles up		High		SDGA investigated. All now working correctly. Staff at Trackside confirmed all working OK.			15.07.2024
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 Vistit. Out Come: Dead Elm Tree To Be Partially Taken Down To Hedge Hight Level And Reduce Tree Adjust To Appease Local Residents.	(Pending)	YES	24-Jun

10877	26/06/24	Staff (DJ)		Email via website	Remove A3 and A2 Trackside sign at the station and replace in exact same locations with new A1 sized signs currently ready to be collected at Longstone Depot. Please repair holes in the wall if present and return the signs removed to the Guildhall for storage as may be required at later date.						YES	18TH June
10878	02/07/24	Staff (DO)		Email via website	Library - We have two boxes of books here to be taken to the Bookshelf please. they are on the table behind the blue screen at the front door.						YES	07/02/24
10879	03/07/24	Staff (LM)		Email via website	Guildhall - chair for top office requies assembly and taken to top office						YES	07/05/24
10880	08/07/24	Staff (KA)		Email via website	Guildhall - Water Cooler in top office not cooling water		Low	RA	Contacted cpntractor to repair/swap 08.07. Will visit by 11.07.24 to sort out		YES	07/10/24
10886	28/07/24	SEA member		Email via website	Tree watering - PLEASE CAN YOU ARRANGE FOR THE TREES TO BE WATERED THIS WEEK					THIS HAS BEEN DONE	YES	08/01/24
10884	22/07/24	Staff (LM)		Email via website	GH - access door to the chamber is sticking from inside the chamber. Have to really push it hard to get it to open						YES	22/08/24
10881	08/07/24	Staff (DO)		Email via website	Library - childrens mobile books units require repairing. The weight of the books have pushed the wooden bottoms out of at least two units		LOW				YES	
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	JUNE	YES	20/7/24
10886	07/08/24	Staff (LM)		Email via website	GH - Disabled toilet in GH - flush not working						YES	08/12/24
10885	26/07/24	Staff (WP)		Email via website	GH - Battery on the auto door shut needs replacing please. Between the Long Room and first floor of The Guildhall		Medium			August	YES	28/7/24
10886	03/09/24	Staff (SB)		Email via website	GH - Town Clerk office fireguard batteries require replacing		LOW	ASDM	Batteries have been orderd to be replaced	September	YES	17/9/24
10887	06/09/24	Staff (DO)		Email via website	Library - One of our wheelie childrens book containers has had a relapse. The wooden floor has buckled and needs to be glued and fitted back in if that's possible. Left it on the table behind the blue screens at the front entrance to the library. It may be a workshop job!!!!		LOW	ASDM	Not Repairable Item Needs Replacing With New And Old Unit Disposed Of.	Oct	M.Cotton	01/10/24
10889	08/10/24	Staff (LM)		Email via website	Guildhall - The fire door to the stairwell is beeping. Batteries to be replaced		LOW	ASDM	ASDM to complete 08.10.2024	Oct	YES	10/11/24
10894	22/10/24	Staff (BS)		internal	To remove electric box from front of the building.		LOW	ASDM	This has been done via our department	22/10/24	YES	22/10/24
10893	21/10/24	SEA		SEA	Cut two areas to open up part of the brambles for SEA to gain entry		LOW	SDM	This has been completed and SEA informed	22/10/24	YES	22/10/24
10890	21/10/24	Guildhall		Internal	Happy to chat signs to be fitted to Town benches		Medium	ASDM	Arranged for fitting over the weekend of 26/27 Oct	Oct	YES	25/10/24
10896	23/10/24	Staff (LM)		Email via website	Guildhall - The lock on the reception window is sticking and the barrel section isn't retracting unless it's pushed		LOW	ASDM	Window eased and working	Oct	YES	23/10/24
10876	11/06/24	Member of public		email	Flower Beds at Top of Fore Street - Wooden borders splitting outside newsagents and one outside Belvoir not flush with raised sharp edge		low	ASDM	Will look at this when working in Fore street next	ongoing	YES	29/10/24
10888	04/10/24	Staff (DO)		Email via website	Library - The childrens new shelving is being delivered on Monday 7th October. Ian has suggested the old shelves, making the wall good and building the new furniture could be done while the Library Hub is closed for window refurbishment		LOW	ASDM	Shelves have been removed, painting has been completed, and shlvng put in place	Oct	YES	11/01/24
10882	08/07/24	Staff (DO)		Email via website	Library - As discussed with Ian at Management meeting the two side down pipes need to be investigated as they dont appear to have any support keeping them attached to the building due to rust and age.		LOW	ASDM	The brakets are now in and will be replced soon	Nov	YES	11/05/24
10897	29/10/24	SDD		internal	To create some safe steps on the pathways at Fairmed allotments.		HIGH	ASDM	Will require marierials before starting the work	Nov	YES	13/11/24
10902	11/07/24	Staff DO		Internal	To confirm our discussion for deep clean of Library Hub from Wednesday 13th, delivery of book boxes to Guildhall from same date for preparation of moving back to Hub. To also remove perspex from the reception room and take empty boxes to the Guildhall		LOW	SDM	This has been allocated in the diary as requested	Nov	YES	13/11/24
10894	21/10/24	Guildhall		Internal	To create the QR code for Ann Glanville bench		LOW	SDM	Dawn is now dealing with this and will let us know when QR code is ready	Oct/Nov	YES	Handed to Admin at G/Hall to complete
10903	13/11/24	Guildhall		Internal	To approve the purchase of box hedging to be installed in the Children's Section of Churchtown Cemetery, to create an improved hedgerow, working within the 2025/26 budget and allocated to budget code 6004 BA General Site Maintenance;		LOW	ASDM	Hedging has been orderd for us to plant when recived	Dec	YES	29/11/24

10905	25/11/24	Guildhall		email - Services	Guildhall - tile fallen off roof - laying between the church and the back of the Guildhall. Reported by member of public		MEDIUM	SDM	Arranged for the cherry picker to be on site to inspect the roof and consider any repairs	Dec	YES	12/12/24
10906	06/12/24	Guildhall		Internal	Guildhall - temperature dial on the radiator in the Guildhall reception nearest to the safe room door is very difficult to turn. New dial required			ASDM		Dec	YES	13/12/24
10899	31/10/24	SDD		Internal	Carpet in chamber and first floor landing needs stretching to reducing ruckking		LOW	ASDM	To be looked at soon	Dec/Jan	YES	20/12/24
10910	02/01/25	Guildhall		Internal	Guildhall - Fireguard batteries require replacing - door from the Chamber to Town Clerk office.		Medium	ASDM	this was passed over to ASDM with the work completed	01/02/25	YES	01/02/25
10911	09/01/25	Staff		Internal	Library - childrens books trolley needs repair as one of the heavy duty wheels has come of		Low	SDGA	The case has been fixed on the same day as reported	Jan 9th	YES	01/09/25
10909	20/12/24	Guildhall		Internal	Play park signs delivered. Please collect, install and take photos once installed BOTH close up and at distance.		LOW	SDGA	Sings will be fitted to the parks	01/03/25	YES	01/06/25
10904	13/11/24	Guildhall		Internal	To approve the purchase of a water heater for the public toilets (allotment holders and funerals) at Churchtown Cemetery at a maximum cost of £200 allocated to Budget Code 6000 Petrol.		MEDIUM	ASDM	Job now under way and will be completed 10th Jan	Jan	YES	01/11/25
10901	11/06/24	Guildhall		Internal	To prchase and fit double gates at St Stephens Church		LOW	ASDM	Doors deliverd, waiting to be prepared for fitting	JAN/FEB 2025	YES	01/10/25
10907	17/12/24	SD		Internal	Fit fencing and gates to Beehive area at Churchtown allotments.		Medium	ASDM	Items being orderd to complet the job in new year.	Jan/feb 2025	YES	14/1/25
10912	21/01/25	Staff		Internal	Library - To fit new people counter in library hub foyer		LOW	ASDM	Booked in diary for completion on 29.01.25	29/1/25	YES	28/01/25
10911	01/10/25	Guildhall		Internal	To improve the saftey of cables for the desks on the top floor of the Guildhall.		High	ASDM	Desk have been removed, sockets and cables will be fitted this week ready for the desks to arrive.	29/01/25	YES	29/01/25
10895	22/10/24	Guildhall		Internal	Look at shelving for the Admin cupboard in looby of Guildhall		LOW	ASDM	Will be completed by end of first week of FEB	Jan/feb 2025	YES	02/09/25

Asset	Description	Frequency	Last Done	Next Due	Contractor(s) Used	Contact Details	Contact	Termination Dates	Notes	Dec-24				Jan-25				Feb-25				Mar-25						
										35	36	37	38	40	41		42	43	44	45	46	47	48	49	50	51		
	The Guild Hall (Head Office)																											
	Asbestos register	Annual / Reviewed	No Records	ASAP! 2024	Kovia Group Ltd (Approved Contractor)	01752 860093	Jeremy Webb	POA	Over Due																			
	Electrical Installation	5 yearly	28/07/22	27/07/27	TJ Electrical (NIC EIC Approved Contractor)	07962034507	Tom Affek	POA	Satisfactory Certificate In Date																			
	DEC (Energy Efficiency Certificate)	10 yearly	No Records!	Early 2024	Kovia Group / Elmhurst Energy Systems / HI Devon		Assistant Town Clerk	POA	WORK IN PROGRESS																			
	Water Cooler Sanitising / exchange	6 Monthly	20/03/24	23/03/23	Thirsty Work			Apr-25	4 units																			
	Air Conditioning Unit - Service (Top Office)	Annual	30/01/25	30/01/26	Jackman SW Ltd Plymouth	01752 727999		N/A									30											
	Portable Appliance Testing (PAT)	Annual	31/01/23	01/05/24	Saltash Town Council	01752 844846	ASDM	N/A	Next Due 01.05.2024																			
	CCTV Service	Annual	11/12/23	11/12/24	Sovereign Fire & Security Ltd (Plymouth)	01752 3373337			Taken Over 2024																			
	Gas Boiler(s) Service And General Gas Safety Checks.	Annual	23/02/24	23/02/25	Jackman SW Ltd Plymouth	01752 727999		N/A	Satisfactory Certificate In Date																			
	Cast Aluminium Condensing Hot Water Heating Boiler	Annual	21/11/22	21/11/23	Zurich - Crimson	07764 149397	Nigel Hughes	Unknown																				
	Bladder Type Pressuristaion Heating Vessel	Annual	21/11/22	21/11/23	Zurich - Crimson	07764 149397	Nigel Hughes	Unknown																				
	Passenger Lift Service and Maintenance	3 Monthly	24/10/22	24/01/23	OTIS	07970 244136	Rob Shaw	31/05/23									24											
	Passenger lift LOLER Inspections	Annual	22/04/24	22/04/25	Zurich - Crimson	7875887007	Ian	Unknown									24											
	Site Intruder Alarm System	Annual	10/08/24	10/08/25	Sovereign Fire & Security Ltd (Plymouth)			N/A	Next Due August 2025																			
	Site Fire Alarm System	Annual	10/08/24	10/08/25	Sovereign Fire & Security Ltd (Plymouth)			N/A	Next Due August 2025																			
	Fire Risk Assessment (FRA)	Annual - Reviewed	No Records	2024 ASAP!	Chubb Or H2H		SDM/ASDM																					
	Fire Fighting Equipment (FFE)	Annual	24/12/24	24/12/25	Chubb Fire & Security Ltd			13/12/22	Certificate Received				24															
	Fire Alarm Drill	6 Monthly *	24/04/2024	24/10/2024	Saltash Town Council SERVICE DELIVERY DEPARTMENT																							
	Fire Alarms	weekly			Saltash Town Council SERVICE DELIVERY DEPARTMENT						4	11	18	26	1	8	15	22	29	5								
	Emergency Lighting	weekly			Saltash Town Council SERVICE DELIVERY DEPARTMENT						4	11	18	26	1	8	15	22	29	5								
	Emergency Lighting Maintenace Visit	12 Monthly	06/04/23	06/10/24	Saltash Town Council SERVICE DELIVERY DEPARTMENT				Still Work To Complete																			
	Legionella (clear pipes / taps)	weekly			Saltash Town Council SERVICE DELIVERY DEPARTMENT						4	11	18	26	1	8	15	22	29	5								
	Legionella Tempertaure Testing	monthly	03/04/24	01/05/24	Saltash Town Council SERVICE DELIVERY DEPARTMENT						4				1					5								
	Legionella Risk Assesment	Annual	N/A	ASAP! 2024	H2H or Kovia Group				SDM/ASDM																			
	Station Building - Isambard House																											
	Asbestos Register	annual *	21/06/17		Asbestos Log held at the Station				no asbestos present!																			
	Electrical Installation Certificate (EICR)	5 yr	07/07/23	07/07/28	TJ Electrical (NIC EIC Approved Contractor)	07962034507	Tom Affek	N/A	Satisfactory Certificate In Date																			

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

To receive a report on the condition of the pontoon and consider any actions and associated expenditure.

Report to: Services Committee

Date of Report: 5 February 2025

Officer Writing the Report: Finance Officer

Officers Recommendations

The committee members are asked to consider an initial expenditure of £26,450 plus VAT for necessary inspection works. However, it is important to note that our insurers have indicated it is highly unlikely that any valid claims will be accepted due to poor maintenance. Additionally, it is estimated a further outlay of £30,000 to £40,000 to complete the repair works.

Budget available to spend is £9,733 therefore drawing from General Reserves will need to be considered.

Despite these financial considerations, the Town Council remains committed to providing a ferry service for Saltash residents. We believe this service is essential for the community and are dedicated to ensuring its continuation and work towards maintaining and improving the town council's infrastructure.

Please note: the Jubilee Pontoon meets the following strategic priorities:

- Travel and Transport
- Recreation and Leisure
- Boosting Jobs and Economic Prosperity

Report Summary

Jubilee Pontoon was estimated to be built around 2006 by Docking Solutions Totnes. Underhill took over the maintenance in 2016 and they believe it was around 10 years old with an estimated life span of 25 years. However, other advice tells us that the life span of a pontoon can be longer with good consistent maintenance.

In 2016 Underhill carried out extensive maintenance works, including sand blasting back to bare metal, painting with marine grade paint, replacing the anodes. Underhill commented that the pontoon was virtually new at that point.

Underhill recall a maintenance schedule created back in 2017 and will have to search the archives. They remember suggesting an interim survey every 5 years to take out of the water to clean the marine life, repaint and replace anodes. They also recommended 12-month maintenance schedule – pressure wash including the brow and a basic visual inspection. This is likely to increase the lifespan of the pontoon.

Further to that, they also recommended each time the pontoon is lifted out of the water to scrap off marine life as this weighs down the pontoon and cause damage to the metal support. Pressure wash and repaint with marine grade paint and replace the anodes. Also, pressure test the pontoon. This work can be done section by section on the slipway.

In Underhill opinion the damage is due to impact and not wastage from poor maintenance. Underhill have now confirmed the repair cost are likely to be between £20k - £25k but until a full assessment is carried out its hard to estimate. The relaunch cost is estimated to be around £15k.

Storm Darragh caused severe damage to the pontoon, making it unsafe and requiring it to be closed to all users for the foreseeable future. All berth holders and trusted members have been informed of the situation and updates have been shared on social media posts to keep the residents of Saltash informed. The Service Delivery team secured the site due to health and safety concerns.

An insurance claim has been submitted, and further inspection is required to ascertain if the damage is due to poor maintenance or storm damage. This will be phase 1 and the cost quoted £26,450 + VAT. The insurance underwriters have stated STC are required to bear this cost before any claim can be agreed.

Phase 2 will be to carry out the repairs at an estimated cost between £30,000 and £40,000 + VAT

Note: At the time of the claim the pontoon is insured for £250,000 with a policy renewal date of 13 December 2024. The insured value has increased to £350,000 for the 2025/26. The excess amount payable is £500.

Report Images



Timeline

8 December 2024

- Severe damage to pontoon caused by Storm Darragh

9 December 2024

- ASDM contacted specialist engineering company to carry out audit and advise of any structural damage
- Finance Officer reported damage to insurer and filed claim

20 December 2024

- Storm damage and survey report received, see **Appendix A**
- Quotation for phase 1 - removal of pontoon to shoreside and undertake a survey - **£26,450 + VAT (quote valid for 30 days)**
- Phase 2 – repair work (**approximately £30k to £40k**). The specialist engineering company are unable to confirm the cost until phase 1 has been completed.

15 January 2025

- The insurers appointed a marine surveyor who attended the site on 15 January 2025. See **Appendix B** for the damage inspection report dated 21 January 2025. Highlights below:
 - Section 3 Cause 3.1 There is damage caused to the pontoons that is a result of the storm. However, there are maintenance issues that need to be addressed and require the pontoon to be docked.
 - Section 6 Conclusion The pontoon has been damaged in the storm but no repair estimate has been provided. It needs to be lifted and assessed to determine the works needed. However, the pontoon is well overdue docking for maintenance. **Because of this, the preparatory, towing and inspection cost of £26,450 is advised as being for the insureds account.**
- **Based on the surveyor's report, it is highly likely that Saltash TC will be liable for all the works due to the lack of maintenance over a prolonged period of time.**

24 January 2025

- Email received from the insurers.

“Whilst the marine engineer report confirms that there has been some damage to the pontoon as a result of Storm Darragh, our surveyor has advised that the pontoon has not been lifted for some 7-8 years and it is possible that some of the problems you are now experiencing are maintenance issues rather than the result of a single incident of storm.

In all of the circumstances, underwriters will require you to bear the initial cost of lifting and assessing the pontoon yourselves, at a cost of £26,450.00, plus Vat. However, we think it would be useful if our assessor could also be in attendance at the initial inspection on dry land, in order to establish what damage is storm related and what can be attributed to poor maintenance.”

5 February 2025

- Meeting held between SDM, specialist engineering company and Cornwall Maritime. The proposed site for lifting the hammerhead and berth sections to land for further inspection is the Jubilee sailing club parking area, see image below.
- Phase one is to clean, test and assess the damage to the hammerhead section and to provide a report with associated quotes to follow. Phase two if agreed, would be to undertake the repair work which would need to be carried out under an enclosed protective covering for safety to avoid any welding debris causing damage to the surrounding parking and pavement areas.
- The second berth section of the pontoon would also need to be lifted onto land for the same process, testing, repairs, and associated quotes. This is due to damage to the main joint section (T) and the twisting of the rise and fall walkway at the pivot point.

The berth fingers also need to be tested, with any repairs reported.

- The specialist engineering company estimates the work will take around three months, though it may take longer depending on the extent of repairs. Cornwall Maritime will need to consider this when agreeing to use the parking area, as it could impact its availability for any events held in this area.



Next steps

The pontoon berths are required to be lifted to dry land for further inspection. This action is contingent upon STC approval of the initial expenditure of £26,450 + VAT. Please note that there is no guarantee that the insurer will cover this amount.

Lease Details

Saltash Town Council has a Tenancy at Will with Cornwall Council which states

3.5 If the Pontoon or any part of it is damaged or destroyed, the Tenant shall reinstate or rebuild the Pontoon in a manner equivalent to the Pontoon before the damage occurred.

See **Appendix C**

The following question has been posed to Cornwall Council:

Would Cornwall Council insist on the pontoon being repaired or is there an option for Saltash TC to arrange for the pontoon to be scrapped or disposed of?

Currently awaiting a response.

Maintenance Records

Cornwall Council commissioned a survey on 27 July 2015. See **Appendix D**

Section 7. Summary of Inspection

8. Recommendation - Carry out full refurbishment of tube sections to extend working lifespan. (Clean, shot blast, weld repairs, marine coatings, cathodic protection system – The Survey company have recently carried out these same works for another Local Authority)

Underhill have confirmed that Cornwall Council commissioned extensive works (recommended in the survey) to be undertaken in 2016 – See **Appendix E**

Saltash Town Council commissioned Underhill to undertake various maintenance work – See **Appendix F**

We also commissioned maintenance work as follows:

- January 2022 Remove deck boards, pressure wash, supply & fit new boards. Replace anti-climb wing panels, refit side boards. Remove shifted deck boards, replace and secure shifted deck boards. Replace timber framework on gantry decking
- June 2022 Remove deck boards and replace damaged frames. Replace new fender boards and steel frame.
- January 2024 Replace decking to gantry walkway
- July 2024 Replace lighting on gantry walkway

Saltash Town Council Services Department undertakes visual inspections. They conduct three checks each day. This would mostly cover boats moored or using the pontoon.

However, they also inspect the surface side condition of the pontoon once a week checking other elements listed on the sheet – **Appendix G**. Photos are taken for our records.

If any issues to the condition of the pontoon are seen, staff add them to the report in the bottom section along with any supporting photos.

This will then be logged into a job to do. There is currently one listed for the bumper boards around the edge of the hammer head which will now hopefully be replaced with repair work.

Financial Regulations/ Procurement Threshold

- For contracts greater than £3,000 excluding VAT the RFO shall seek at least 3 fixed price quotes

The cost is subject to the approval of the insurers who will authorise a specialist contractor to carry out the repair work.

Budgets

Budget Codes: 6584 SE EMF Pontoon Maintenance Costs

Budget Availability: £9,733

Committed Spend: No precept budget set for 2025/26

Signature of Officer:

Finance Officer

STORM DAMAGE SURVEY REPORT

Project Title: Saltash Pontoon System

Prepared for Michael Cotton

Customer: Saltash Town Council

DATE: Monday, 10 February 2025



YOUR REFERENCE: Michael Cotton

OUR REFERENCE: UEL S35919

PREPARED BY:

Graham Chapman
Marine Project Consultant

Pontoon Survey Saltash 12.12.2024

The survey was carried out in good weather conditions .

BROW:

The pontoon is accessed via Galvanised Box section Brow, a hinged security door is attached to shore end of the brow with anti climb wings attached to either outer edge of the brow structure. The door has a key pad access system.

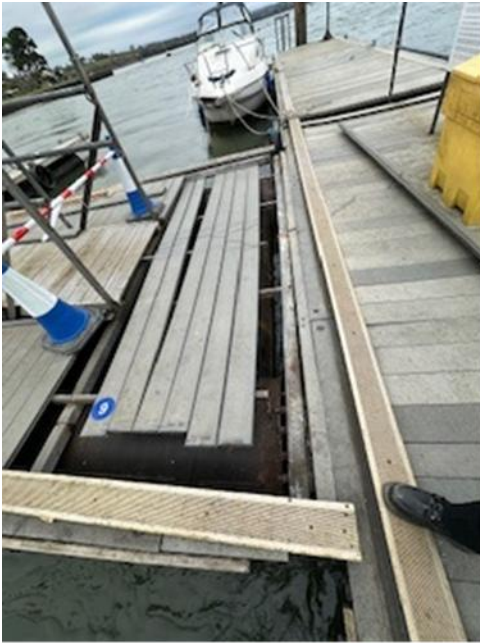
The brow is constructed in two separate structures with a central pivot connection, a convex ramp covers the connection to avoid a trip hazard. The ramp is connected to the shore line structure by two hinges the other end of the ramp is free to allow movement within the two structures, a second flat ramp is situated at the pontoon end of the brow allowing access to the main pontoon deck

MAIN PONTOONS:

The two main pontoons consist of two floatation tubes that support a galvanised deck sub frame with a GRP deck. The pontoons are joined to form a T configuration.

Damage starts at the end of the main walkway.

- Deck boards loose and miss-aligned
- 5 in number support angles situated below the deck boards have broken away from the deck support structure
- Timber support strips loose
- Aluminium walkover plate loose
- See pictures below:



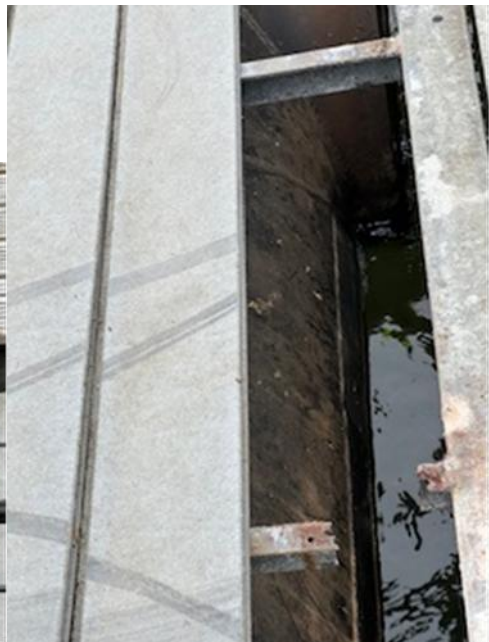
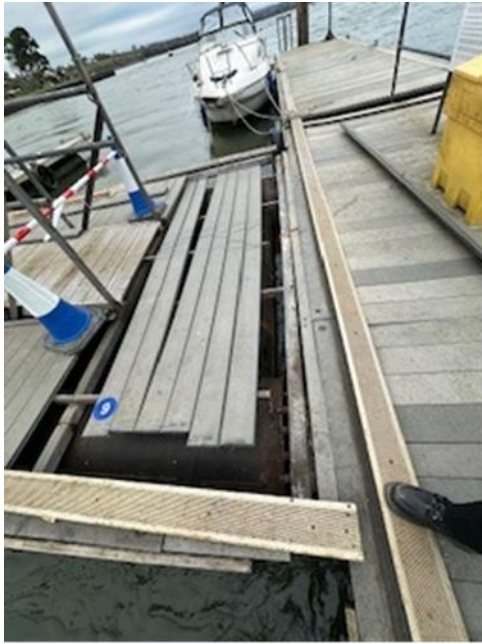
FINGER PONTOONS:

There are four finger pontoons joined to the access pontoons

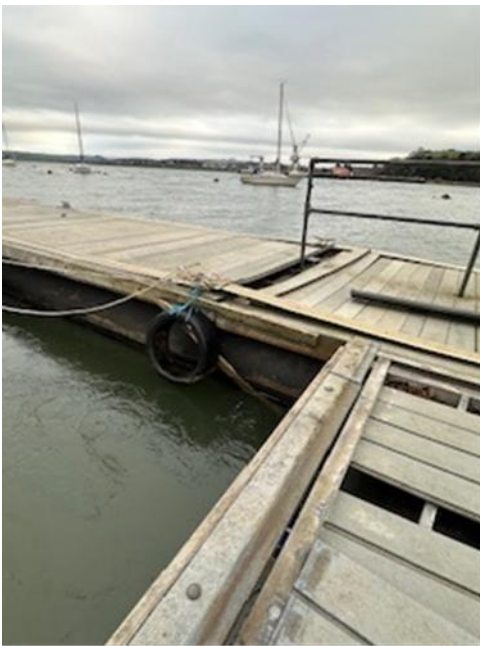
Two pontoons are attached to either side of the access pontoon

- Connection brackets between the access pontoon and the finger pontoons has sheared off causing miss-alignment
- Areas to the North and South of the finger pontoons have loose boards and miss-alignment
- Support angles below have sheared off causing the angle deck to twist
- Edging timbers have suffered damage
- See Pictures below:









ACTIONS PHASE 1:

The pontoon system requires disconnection and removal to a dry slipway.

The procedure for this is set out below:

- Weld temporary support brackets to the 2 piles that support the access pontoon
- Attache a steel channel to the temporary support brackets
Lift the access brow using a suitable crane and lower onto the steel channel
- All services to the pontoon system must be de-activated
- A work boat will need to moor alongside the main pontoon and secure the pontoon for towing
- The main pontoon will need to be disconnected from the 2 tubular piles and from the access pontoon
- The work boat will tow the pontoon to the slipway (on a high tide)
- The pontoon has skids attached to the underside of the floatation tubes to allow it to be pulled to the top of the slipway
- The 4 finger pontoons need to be disconnected from the access pontoon and moved to the slipway using the same method as the main pontoon
- The access pontoon will need to be disconnected form the 2 tubular piles and towed to the slipway using the same method as the main pontoon
- Once all the pontoon units have been located on the slipway they will need to be pressure washed to remove all the marine growth
- After pressure washing the deck and sub-structure will need to be removed from all the units
- A full survey of the steel work needs to be carried out
- The connection points require NDT inspection to make sure the area is sound and free from minor cracks
- Produce a full report stating repairs and materials required to return the pontoon system into service



Damage inspection

***Saltash Town Council /
Jubilee Pontoon***

for Woodgate & Clark

Your ref: 9476808A

Surveyor: Pete Crispin

Date of inspection: 15 January 2025

Date of report: 21 January 2025

Inspection location: Jubilee Pontoon, Jubilee Green, Saltash, Cornwall, PL12 6JD

Pete Crispin
Mobile: +44 (0)7956 102372
pete@crispinmarine.com
www.crispinmarine.com

‘Jubilee Pontoon’



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Introduction

Instructions were received from Jane Gambell-Pogson of Woodgate & Clark on 30 December 2024 to investigate a claim made by the insured, Saltash Town Council, for storm damage to the Jubilee Pontoon.

The pontoon has the following specification, as found on the day and supplied by the insured:

Builder / model:	Docking Solutions Ltd (no longer trading)
Arrangement:	Two main pontoons in a T-shape, with two finger pontoons on each side
Walkway pontoon:	30m x 3m x 1.2m
Waterfront pontoon:	20m x 4m x 1.2m
Date built:	c. 2003
Capacity:	10 x permanent berths and 1x emergency
Construction:	Steel floats with galvanised frame and composite decking / galvanised brow with timber decking
Sum insured:	H&M: £250,000 / Excess: £500

Inspection limitations

1. The pontoon arrangement was seen afloat. Some of the damaged areas were accessible but it could not be confirmed that all were.
2. The insured's staff attended to give access and assistance if needed. The insured's preferred repairer was contacted.
3. No part of the pontoon was dismantled, no bolts or screws were removed for inspection and no linings or ballast were removed. No invasive inspections were carried out.
4. Although inspected using best professional practice, it is possible that there may be additional faults to those that were found.

Key people

Ian Bovis: Service Delivery Manager, Saltash Town Council. Referred to as the *insured* in this report.

Graham Chapman: Project Manager at Underhill Engineering (UK) Ltd. Referred to as the *repairer* in this report.

1. Background and incident

- 1.1 The insured claims that the pontoon was damaged in Storm Darragh on 6 / 7 December 2024.
- 1.2 The repairer attended and issued a Storm Damage Survey Report, Appendix I, on 30 December 2024.
- 1.3 The insured manages and maintains the Jubilee Pontoon which is on the River Tamar.

2 Inspection and damage

2.1 At the inspection, the following was found:

- The pontoon arrangement is accessed using a galvanised steel brow from the shore. The gate to it had been closed off to the public because of the damage.
- The brow extends over and in parallel with one of two main pontoons and has two, small finger pontoons on each side. This is referred to as the walkway pontoon in this report. The other main pontoon section runs at 90 degrees to the brow and pontoon below, creating a T shape. This is referred to as the waterfront pontoon.

2.2 The following damage was noted:

- The damage starts where the two main pontoon sections join, which is at the end of the brow. The decking boards have been removed since the repairers report, giving better access to the connections, supports and floats.
- On the walkway pontoon, five angled deck board supports, made from galvanised steel have become detached from the frame structure.
- Welded brackets attached to the floats beneath have snapped. There is some localised corrosion to the floats which may have contributed.
- Where these brackets are attached to the frame structure, the frames were found to have snapped in two locations.
- The connections between the two pontoons have sheared. It was noted that nuts and bolts were severely corroded in these locations. One bolt has clearly been moving and has ovalled its opening.
- The side sections from the walkway pontoon are damaged where they meet the waterfront pontoon section. Boards are out of alignment which indicates possible twisting.
- The repairers report states finding damage between the walkway and finger pontoons, but this was not immediately visible at the inspection. It is difficult to confirm with the deck boards in place but it is possible that there is some damage.
- On the waterfront pontoon section, that forming the top of the T, the longitudinal and transverse boards have risen where it meets the other main pontoon and again, further along on the left-hand side over a length of around 1m. The timber boards mounted as fendering have also been damaged. This also indicates potential twisting to the frame beneath.

2.3 The following non-incident related issues were found:

- The floats, which support the pontoon arrangement are showing signs of fouling at the waterline and below. It was also noted at a previous visit that raw sewage can gather in this area.

- Areas of the floats are showing signs of corrosion.
- The four piles, used to hold the pontoon arrangement in position and to allow it to move with the tide, are corroded.
- The roller arrangement that allows the brow to move on the pontoon has worn.
- On the finger pontoon for berth 2, the timber fendering has broken.
- Water is held on top of the brow pontoon. It appears to have no drainage in this location which means that there is a greater chance of corrosion developing.

3 Cause

- 3.1 There is damage caused to the pontoons that is a result of the storm. However, there are maintenance issues that need to be addressed and require the pontoon to be docked.

4 Maintenance

- 4.1 Maintenance records were requested:

- The last ultrasonic thickness test of the floats was carried out in June 2015 by divers. This means the pontoon was not removed from the water. Their report states an assumed original thickness of 8mm with findings showing this had thinned to 6.0mm and below in the majority of areas. Appendices II / III.
- The repairer was providing annual in-water condition reports, but the last appears to have been done on 21 January 2021. Appendix IV.
- The repairer was contacted. He confirmed that the pontoon was last out of the water for maintenance in 2017. He agreed that it was overdue lifting for maintenance purposes.
- A steel commercial vessel operated to Class, would have to be removed from the water twice in every five year period for inspection and maintenance. This is good practice. Depending on vessel type, steel leisure vessels are advised to be lifted every 3 to 5 years. This pontoon has been in the water for 7 to 8 years.

5 Costs

- 5.1 The repairer has provided a cost for preparation and docking only of £26,450. See Appendix V. No repairs have been included. Docking is necessary for the maintenance works and to assess the damage.
- 5.2 The welding works necessary could not be done in the water. Further, removing the deck boards with the pontoon in position to establish the extent of the damage is not considered safe practice due to the fast tidal waters on the Tamar.
- 5.3 It is recommended that the cost for docking is for the insureds account. Following the scope of works given in Appendix V, an assessment of incident related damage and the repair costs can be given.

6 Conclusion

The pontoon has been damaged in the storm but no repair estimate has been provided. It needs to be lifted and assessed to determine the works needed. However, the pontoon is well overdue docking for maintenance. Because of this, the preparatory, towing and inspection cost of £26,450 is advised as being for the insureds account.

A second inspection may be necessary when the damage is accessible.

A handwritten signature in black ink, appearing to read 'Pete Crispin'.

Pete Crispin
MRINA, MIMarEST, MIIMS
www.crispinmarine.com



Entrance to Jubilee Pontoon



Brow to pontoon



Damage at end of walkway pontoon



Damage at end of walkway pontoon



Corroded bolts on waterside pontoon join



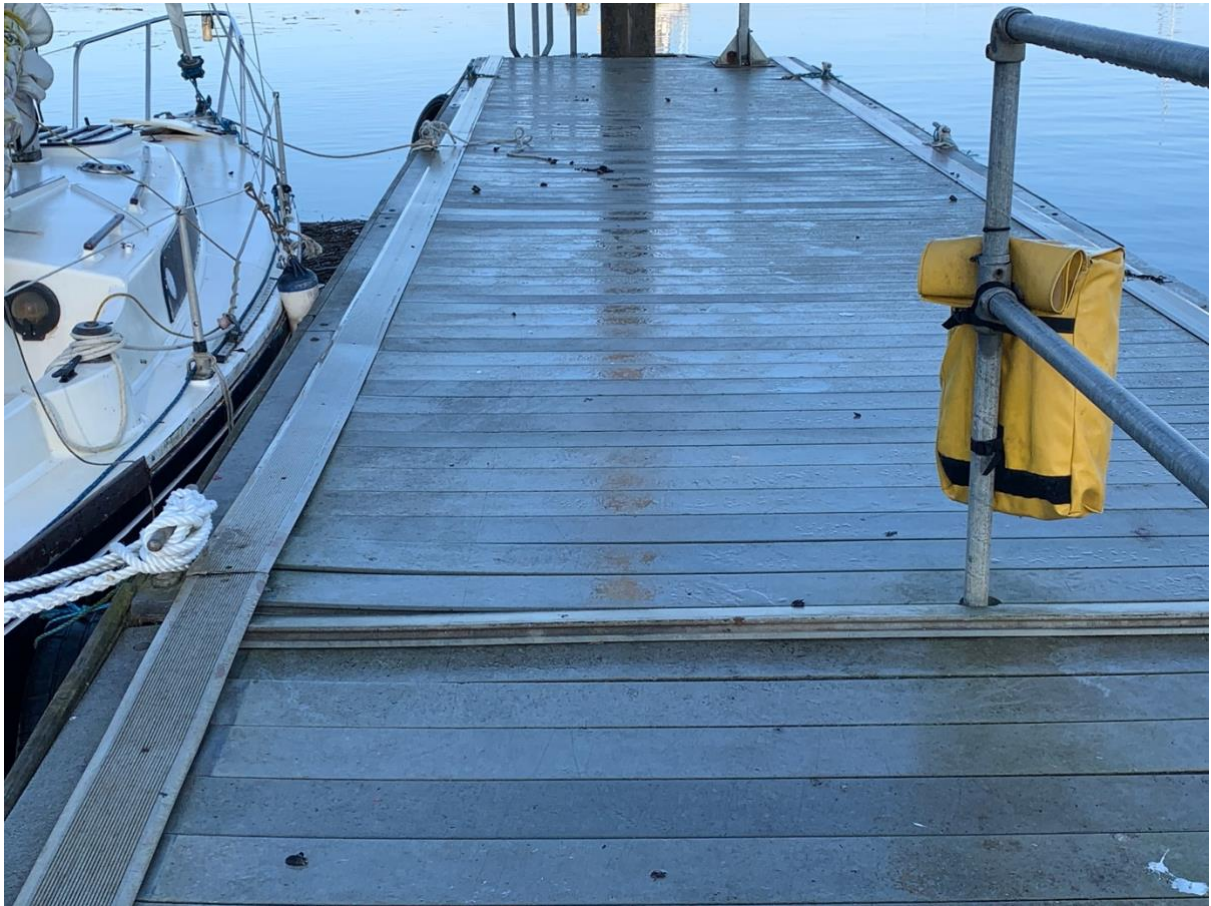
Broken side section on walkway pontoon



Broken float frame on walkway pontoon. Note the corrosion



Broken side section on the other side of the pontoon.



Boards raised, indicating twist, on waterside pontoon



Finger pontoon links look unaffected but should be checked



Brow roller



Pad needs securing



Pad needs replacing



Water in top of walkway pontoon



Walkway pontoon fouling



Pile corrosion

Notices

Data Protection

The information contained in this report is the intellectual property of Crispin Marine Ltd. This document contains confidential information that is legally privileged and is attended for the use of the addressee only. All information contained herein is covered by the EU Data Protection Directive (96/46/EC)

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Disclaimer

Every effort has been made to ensure the accuracy of the information presented within this report. The report is issued in good faith as a statement of facts, ascertained at the time of the survey, during which due diligence and reasonable skill were exercised and reasonable care taken, using common professional practice and where available published guidelines or codes such as those published by the International Institute of Marine Surveyors.

The vessel and equipment were not being assessed for design, suitability for any particular purpose or compliance with any particular and specific set of rules, regulations or standard.

Terms and Conditions

All work is carried out under the standard terms and conditions for the supply of advice and services of Crispin Marine Ltd.

Law and jurisdiction

This document is to be construed under English Law and English Law shall be used in interpreting the document and for resolving all claims or disputes arising out of or connected with the document.

Limitation of liability

This survey is carried out on the express understanding that Crispin Marine Ltd is legally liable to the above-named client only and not to any subsequent holder of this report or to any third party.

APPENDIX C



Dated _____ 2017

Tenancy at Will

Relating To Pontoon at Brunel Green, Saltash

- 1) The Cornwall Council**
- 2) Saltash Town Council**

Legal Services, Cornwall Council

Fourth Floor, North Wing, County Hall, Truro, Cornwall, TR1 3AY

Ref: CO/

THIS AGREEMENT is dated _____ 2017

PARTIES

- (1) THE CORNWALL COUNCIL of New County Hall, Treyew Road, Truro TR1 3AY (the **Council**); and
- (2) SALTASH TOWN COUNCIL of The Guildhall, Lower Fore Street, Saltash, Cornwall PL12 6JX (the **Tenant**).

AGREED TERMS

1. INTERPRETATION

The following definitions apply in this agreement:

Pontoon: the platform anchored to the Council's Property and shown coloured red on the attached plan.

Permitted Use: for the mooring of boats.

Council's Property: Brunel Green and sea wall, Saltash shown edged in green on the attached plan.

Rent: £1 per annum.

2. GRANT OF TENANCY AT WILL

- 2.1 The Council lets and the Tenant takes the Pontoon on a tenancy at will beginning on and including the date of this agreement.
- 2.2 The Council and the Tenant acknowledge that this agreement creates a tenancy at will terminable at any time by either of them, notwithstanding that the Rent is calculated and payable by reference to a period and that the Council intends to demand the Rent, and that the Tenant has agreed to pay the Rent, by reference to that period.

3. TENANT'S OBLIGATIONS

- 3.1 The Tenant shall pay the Rent and any value added tax in respect of it in advance and without any deduction, set off or counterclaim on every anniversary of the date of this agreement.
- 3.2 The Tenant shall not:
 - (a) use the Pontoon otherwise than for the Permitted Use;
 - (b) assign, underlet or otherwise dispose of the Pontoon or any part of it or any interest in it;
 - (c) cause any nuisance or annoyance to the Council or to any owners or occupiers of neighbouring Pontoon.
- 3.3 The Tenant shall keep the Pontoon clean and tidy and in good repair and condition.
- 3.4 The Tenant shall ensure that the solar powered navigational lights in the positions marked with an "X" on the attached plan are regularly monitored and kept in good working order.

- 3.5 If the Pontoon or any part of it is damaged or destroyed, the Tenant shall reinstate or rebuild the Pontoon in a manner equivalent to the Pontoon before the damage occurred.
- 3.6 The Tenant shall not make any alteration or addition to the Pontoon without the written consent of the Council.
- 3.7 The Tenant shall not attach any signs to the Pontoon except for signs of a design, size and in a position appropriate to the Permitted Use.
- 3.8 The Tenant shall act at all times in a reasonable and responsible manner and in accordance with any regulations that may be made by the Council from time to time.
- 3.9 The Tenant shall be responsible for all outgoings and non-domestic rates charged on the Pontoon.
- 3.10 The Tenant shall pass on any notices or other correspondence received and addressed to the Council or relevant to the Council's interest in the Council's Property.
- 3.11 The Tenant shall allow the Council (and all others authorised by the Council) to enter the Pontoon at any reasonable time for the purpose of ascertaining whether the terms of this agreement are being complied with and for any other purposes connected with the Council's interest in the Council's Property.
- 3.12 When the Tenant vacates the Pontoon at the termination of the tenancy created by this agreement, it shall remove all items belonging to it and shall clear all rubbish from the Pontoon.

4. COUNCIL'S OBLIGATIONS

- 4.1 The Council shall allow the Tenant (and its employees and visitors) access to and egress from the Pontoon over such parts of the Council's Property as are designated from time to time.
- 4.2 The Council gives no warranty that the Council has the legal right to place the Pontoon on the water falling outside the Council's Property.

5. INDEMNITY

The Tenant shall keep the Council indemnified against all liabilities, expenses, costs (including but not limited to any solicitors or other professional costs and expenses), claims, damage and losses suffered or incurred by the Council arising out of or in connection with the use and occupation of the Pontoon, or from any breach of any tenant covenants in this agreement, or any act or omission of the Tenant or their workers, contractors or agents or any other person at the Pontoon with the actual or implied authority of any of them.

6. MISCELLANEOUS

- 6.1 A person who is not a party to this agreement may not enforce any of its terms under the Contracts (Rights of Third Parties) Act 1999.

- 6.2 This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.
- 6.3 The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims).

This agreement has been entered into on the date stated at the beginning of it.

Signed on behalf of The Cornwall Council

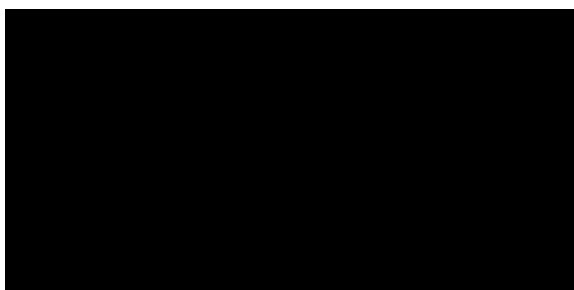
Signature

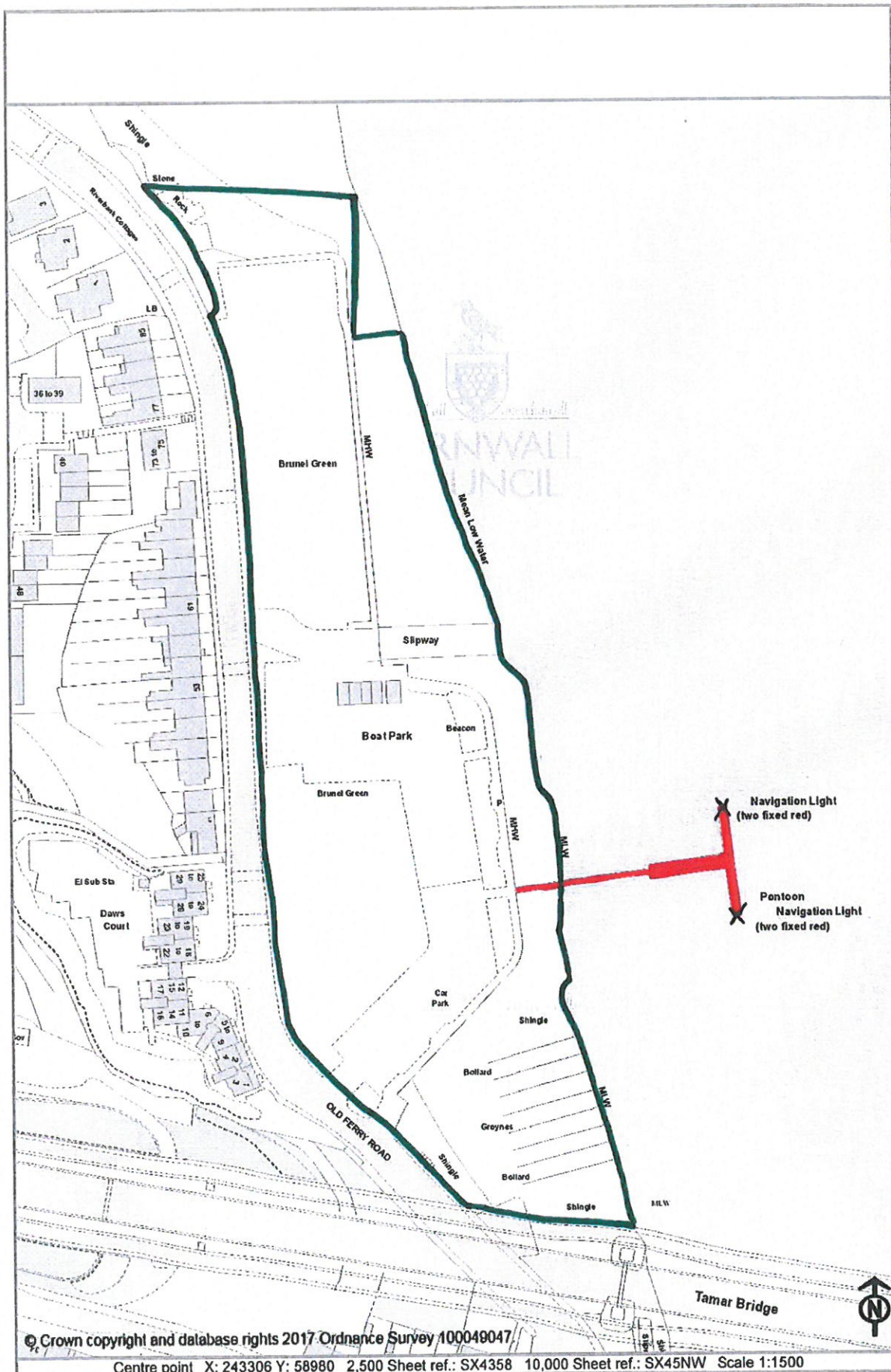
Name

Signed on behalf of Saltash Town Council

Signature

Name







Cornwall County Council

Saltash Landing Stage Pontoons



July 2015

Prepared	Checked
<i>Name:</i> Richard Taffs Operations Manager Teignmouth Maritime Services Ltd	<i>Name:</i> Peter Stenner Managing Director Teignmouth Maritime Services Ltd
<i>Signed:</i> 	<i>Signed:</i> 
<i>Document status:</i> Final	<i>Date:</i> 25 th June 2015

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Directors: P Stenner & W Hook Company No: 4598550 VAT: 750 305 759
Registered Office: Unit 22B Dawlish Business Park, Dawlish , Devon. EX7 0NH



1. Introduction

Teignmouth Maritime Services Limited (TMS) were instructed to carry out an Ultrasonic Thickness (UT) and In Water Visual Survey of the Saltash Landing Stage Pontoons on behalf of Cornwall County Council (CCC). The inspection was completed on Thursday 25th June 2015.

2. Scope of Report

This report provides a detailed record of the systematic UT and close visual inspection in accordance with the method statement based on the requests from CCC.

A diagrammatic record of all findings is presented as an A3 printable attachment to this report (diagram 6.1), which records the location, extent and severity of any defects found, accompanied with written comments, and observations located within this report.

3. Description of Structure

The structure is a Docking Solutions designed, T shaped steel tube pontoon, with decking and appropriate furnishings secured on top to provide a landing stage for both commercial and private boat users. The main pontoon water frontage runs upstream/downstream (N/S) on the River Tamar below the Tamar Bridge. The main pontoon water frontage faces east, is 30 metres long, 3 metres wide by 1.2 meters deep (based on the steel tube measurements), and consists of two 30 metre long 1.2m diameter steel tubes. The shoreward section of the pontoon runs East/West and has four finger pontoons (two North and two South) attached to it, and supports the main public access link-span bridge to the landing stage. This pontoon is 20 metres long, 4 metres wide and 1.2 metres deep, and is similarly constructed of two 20 metre long 1.2m diameter steel tubes.

4. Inspection and maintenance history

Previous inspection and maintenance history of Saltash Landing Stage is known by the client, original installation was approximately 12 years ago.

5. Inspection Procedure

5.1 General Arrangements

The survey was carried out by an inspection diving team, on the 25th June 2015. Access to the structure was via the link-span bridge from the car park shore-side where dive control was established'. The weather during the inspection was sunny, with air temperature between 18 - 22 degrees Celsius and a light to moderate westerly wind.

Safety and Access Equipment

PPE, including helmets, gloves, safety boots, life jackets, high visibility clothing and dry suits
First Aid and Oxygen Kit
Ladders, Cutting Equipment and associated PPE
Associated surface supplied diving equipment

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Survey and Inspection Equipment

2m Measuring Rod
Tritex Ultrasonic thickness meter
Chipping Hammer
Scraper
Wire Brush

5.2 Detailed Inspection Procedure

The Saltash Landing Stage pontoons were visually inspected, accompanied with UT thickness measurements, and carried out by underwater surveyor (inspection diver), with the assistance of in water 'real time' video footage to assist the supervisor.

The structure was methodically surveyed, beginning from the downstream (southern) end of the 30m section working towards the upstream (northern) end. This included a visual survey and measurements of the round piles, pile guides and all sub – surface elements of the structure. 100% heavy marine growth was observed throughout the inspection, and consisted of heavy barnacle growth, mussels, thick seaweed and sea squirts. Due to this growth the areas surveyed were localised to areas cleaned to allow UT measurements and spiral weld checks every 2.5m along the steel tubes. The same method was repeated on the shorter 20m section which runs east/west from the shore supporting the link-span footbridge. Please refer to diagram 6.1 for detailed information and UT measurements.

5.3 Measurement and nomenclature

The measurements for ultrasonic thickness results are in millimetres.
All other measurements are in millimetres or are as per description.
Nomenclature is referenced and noted where abbreviated.
Nomenclature in the diagrammatic results can be found in the key.

6. Condition of Structural Elements

6.1 Diagrammatic Results, Observations and Comments of Saltash Landing Stage Pontoons are added as an attachment

Key to abbreviations – Diagram 6.1

GC – Good Condition
UW - Underwater
UT – Ultra Sonic Thickness Measurement
NR – No Reading – due to heavy corrosion on plate surface

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7. Summary of Inspection

1. It is unknown what the original steel tube thickness was on installation, but based on age and average rate of corrosion (based on previous experience from identical Docking Solutions Landing Pontoon structures) it is assumed original plate thickness to be 8mm. Whilst UT measurements appear very uniform throughout, these readings do not give us the integrity of the welds. It is these points which are areas of concern. (Marked in red on diagram 6.1) Please see photographs below. UT measurements cannot be taken on welds as the surfaces are too corroded and uneven. Further chipping/cleaning is not preferred as this may cause damage/remove sections of weld, potentially leading to flooding and sinking of steel tubes. The end capping welds of all steel tubes were of most concern, whilst some spiral welds also displayed similar corrosion characteristics.

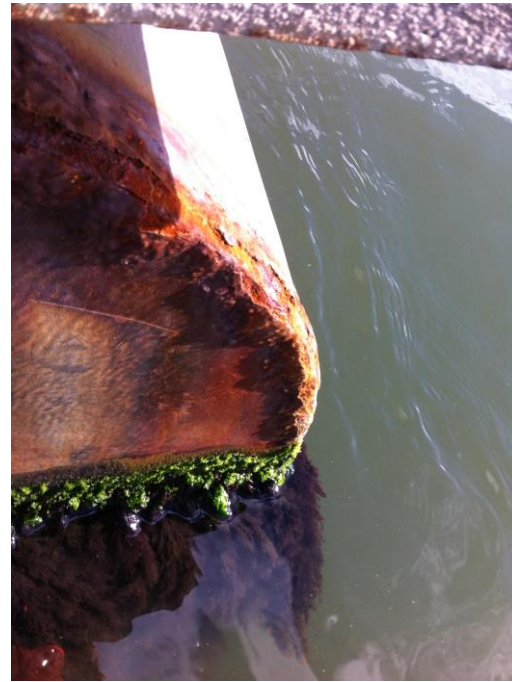


30m Pontoon Outer Tube North - Weld Pitting & Corrosion

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30m Pontoon Outer Tube North
Corrosion & pitting on end welds



30m pontoon – Outer Tube South - severe

2. Areas of flaky rust were removed, to reveal blackened (illustrating oxidation) pitted steel surfaces which were at times too uneven to allow UT measurements. At these points it must be assumed that the steel thickness is thinner than the uniform 6mm average. (see photograph below).



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3. The round piles are a uniform 16mm thickness and are driven into the seabed. Subsea condition visually appears to be better than above water, in good condition with 95% of coatings still remaining. Pile guides were serviceable and also satisfactory.
4. Connections between the tubes and decking also appeared visually satisfactory.
5. Connections between finger pontoons and main 20m pontoon appear suspect with on welded section broken (refer to diagram 6.1)
6. 100% heavy marine growth was observed throughout the inspection, and consisted of heavy barnacle growth, mussels, thick seaweed and sea squirts, so areas inspected were limited, but did reveal satisfactory coatings.
7. Two broken cleats were replaced with new (identical) on the upstream outer face of the 30m pontoon section.
8. Recommendation - Carry out full refurbishment of tube sections to extend working lifespan. (Clean, shot blast, weld repairs, marine coatings, cathodic protection system – TMS have recently carried out these same works for another Local Authority)

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The following was carried out by Cornwall Council on 25/11/2016

- Lift and Secure Main Brow
- Release pontoons from Piles
- Cut Main Pontoon For Transport
- All pontoons will be Pressure Washed to Remove Marine Growth and disposed of i.a.w. Waste Control
- Strip Decks – Framework for Blasting
- Grit Blast to Standard SA 2½ - All Framework
- Framework to be Galvanised
- Repair pontoons
- Grit Blast to Standard SA 2½ - Buoyancy Tubes
- Apply Interguard 269 Blast Primer to Buoyancy Tubes
- Apply 2 in no Stripe Coats of Interzone 954 to All Angles and Welds to Buoyancy Tubes
- Apply 2 in no Full Coats by Spray of Interzone 954 to Buoyancy Tubes
- Replace Decks
- Manufacture New Bolted Joints
- Fit New Zinc Anodes to pontoons
- Air Test of Watertight Buoyancy Tubes
- Connect pontoons to Piles

Finger pontoons:

- Manufacture and weld 28 inserts 3 new end plates

Brow landing stage pontoon:

- Manufacture and weld 72 inserts 2 new end plates

Main pontoon:

- Manufacture and weld 96 inserts

SALTASH TOWN COUNCIL
THE GUILDHALL
12 LOWER FORE STREET
SALTASH
CORNWALL
PL12 6JN

INVOICE

Invoice No **22505**
Invoice Date **14/04/2021**
Reference **4186**
Account Number: **S054**

Job Number	Description	VAT Code	Goods Value
S30611	PO 4186 JUBILEE GREEN PONTOON ANNUAL SURVEY	1	821.50

VAT Code	Goods	Rate	VAT	Total
1	821.50	20.00%	164.30	985.80

Goods	£821.50
VAT	£164.30
TOTAL	£985.80

Terms: Strictly 30 from date of Invoice unless otherwise agreed in writing
Queries: Within three days of receipt

Tel: 01752 752480 Email: accounts@underhillgroup.com

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Sort Code 56-00-63
Account No 43601200

Underhill Engineering Ltd
Waycon House, Western Wood Way
Langage Business Park
Plymouth
PL7 5BG

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PL12 6JN

INVOICE

Invoice No **22505**

Invoice Date **14/04/2021**

Reference **4186**

Account Number: **S054**

<u>Job Number</u>	<u>Description</u>	<u>VAT Code</u>	<u>Goods Value</u>
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SALTASH TOWN COUNCIL
THE GUILDHALL
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PL12 6JN

INVOICE

Invoice No **23370**
Invoice Date **13/01/2022**
Reference **04738/1665**
Account Number: **S054**

Job Number	Description	VAT Code	Goods Value
S30707		1	1,061.10

YOUR REFERENCE: 04738/1665

TO SUPPLY SKILLED LABOUR, PLANT, TOOLS &
EQUIPMENT TO:
REMOVE DAMAGE DECK BOARDS, PRESSURE WASH
DECK ,
SUPPLY/CUT TO SIZE NEW DECK BOARDS
DRILL SECURE NEW DECK BOARDS

MATERIALS: WOOD DECK BOARDS
MATERIALS: FIXINGS

VAT Code	Goods	Rate	VAT	Total
1	1,061.10	20.00%	212.22	1,273.32

Goods	£1,061.10
VAT	£212.22
TOTAL	£1,273.32

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INVOICE

Invoice No **23370**

Invoice Date **13/01/2022**

Reference **04738/1665**

Account Number: **S054**

<u>Job Number</u>	<u>Description</u>	<u>VAT Code</u>	<u>Goods Value</u>
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INVOICE

Invoice No **23386**
Invoice Date **21/01/2022**
Reference **04737/1612**
Account Number: **S054**

Job Number	Description	VAT Code	Goods Value
S30707A		1	827.10

YOUR REFERENCE: 04737/1612

TO SUPPLY SKILLED LABOUR, PLANT, TOOLS &
EQUIPMENT TO:
REPLACE ANTI-CLIMB WING PANEL, REFIT SIDE BOARDS,
SUPPLY AND FIT MISSING SIDE BOARDS

MATERILAS - WOOD SIDE BOARDS
MATERIALS - FIXINGS

VAT Code	Goods	Rate	VAT	Total
1	827.10	20.00%	165.42	992.52

Goods	£827.10
VAT	£165.42
TOTAL	£992.52

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Queries: Within three days of receipt

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INVOICE

Invoice No **23386**
Invoice Date **21/01/2022**
Reference **04737/1612**
Account Number: **S054**

<u>Job Number</u>	<u>Description</u>	<u>VAT Code</u>	<u>Goods Value</u>
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INVOICE

Invoice No **23387**
Invoice Date **21/01/2022**
Reference **04736/1663**
Account Number: **S054**

Job Number	Description	VAT Code	Goods Value
S30707D		1	1,595.60

YOUR REFERENCE: 04736/1663

TO SUPPLY SKILLED LABOUR, PLANT, TOOLS &
EQUIPMENT TO:
REMOVE SHIFFTED DECK BOARDS & REPLACE AND
SECURE SHIFFTED DECK BOARDS

MATERIALS - FIXINGS

VAT Code	Goods	Rate	VAT	Total
1	1,595.60	20.00%	319.12	1,914.72

Goods	£1,595.60
VAT	£319.12
TOTAL	£1,914.72

Terms: Strictly 30 from date of Invoice unless otherwise agreed in writing
Queries: Within three days of receipt

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THE GUILDHALL
12 LOWER FORE STREET
SALTASH
CORNWALL
PL12 6JN

INVOICE

Invoice No **23387**

Invoice Date **21/01/2022**

Reference **04736/1663**

Account Number: **S054**

<u>Job Number</u>	<u>Description</u>	<u>VAT Code</u>	<u>Goods Value</u>
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SALTASH TOWN COUNCIL
THE GUILDHALL
12 LOWER FORE STREET
SALTASH
CORNWALL
PL12 6JN

INVOICE

Invoice No **23388**
Invoice Date **21/01/2022**
Reference **04835/2044**
Account Number: **S054**

Job Number	Description	VAT Code	Goods Value
S30707VO1		1	1,082.20

YOUR REFERENCE: 04835/2044

QUOTATION REF: S30707VO1 - REPLACEMENT OF TIMBER
FRAMEWORK ON GANTRY DECKING

VAT Code	Goods	Rate	VAT	Total
1	1,082.20	20.00%	216.44	1,298.64

Goods	£1,082.20
VAT	£216.44
TOTAL	£1,298.64

Terms: Strictly 30 from date of Invoice unless otherwise agreed in writing
Queries: Within three days of receipt

Tel: 01752 752480 Email: accounts@underhillgroup.com

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INVOICE

Invoice No **23388**

Invoice Date **21/01/2022**

Reference **04835/2044**

Account Number: **S054**

<u>Job Number</u>	<u>Description</u>	<u>VAT Code</u>	<u>Goods Value</u>
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SALTASH TOWN COUNCIL
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INVOICE

Invoice No **23829**
Invoice Date **28/06/2022**
Reference **05051/2953**
Account Number: **S054**

Job Number	Description	VAT Code	Goods Value
S32055	YOUR REFERENCE: 05051/2953	1	6,982.10

Qty Code Description Unit £ Total Net VAT Rate
1 x To supply skilled labour, plant, tools & equipment for repair
work to the Pontoon as per quotation S32055
6 x Wood Fender Boards
1 x 150 x 76 PFC
4 x 70 x 6 RSA
2 x 60 x 6 RSA
1 x Fixings
1 x Galvanising - Steel Frames

VAT Code	Goods	Rate	VAT	Total
1	6,982.10	20.00%	1,396.42	8,378.52

Goods	£6,982.10
VAT	£1,396.42
TOTAL	£8,378.52

Terms: Strictly 30 from date of Invoice unless otherwise agreed in writing
Queries: Within three days of receipt

Tel: 01752 752480 Email: accounts@underhillgroup.com

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Account No 43601200

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12 LOWER FORE STREET
SALTASH
CORNWALL
PL12 6JN

INVOICE

Invoice No **23829**
Invoice Date **28/06/2022**
Reference **05051/2953**
Account Number: **S054**

<u>Job Number</u>	<u>Description</u>	<u>VAT Code</u>	<u>Goods Value</u>
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Remit To:
Underhill Engineering Ltd.
Plymbridge Road
Estover
Plymouth
PL6 7LX
Tel: 01752 752480



Billing Address:

SALTASH TOWN COUNCIL
THE GUILDHALL
12 LOWER FORE STREET
SALTASH
CORNWALL
PL12 6JN

Invoice

Invoice No: 20985
Date: 29/10/2019
Your ref: 3203
Document No:

Account Number: **S054**

*** SALES INVOICE ***

Code	Description	Qty	Unit Price	Value
	Job no: S28630 PO 3203 Jubilee Green Pontoon Annual Survey		£821.50	£821.50

Notes:

Terms: Strictly 30 days from date of invoice - unless otherwise agreed in writing
Queries: Within three days of receipt
Tel: 01752 752480
Email: accounts@underhillgroup.com

If paying by BACS please remit to
Underhill Engineering Ltd
Plymbridge Road
Estover, Plymouth.
PL6 7LX
Sort Code 56 - 00 - 63 Account no. 43601200

Nett Value	£821.50
VAT at 20%	£164.30
Total Value	£985.80

Saltash Town Council

Floating Pontoon Inspections

Date of Inspection: _____

Name of Inspector(s): _____

Key Pass [] Fail [X]

Description	Pass - Morning Inspection	Pass - Midday Inspection	Pass - Afternoon Inspection	Inspection Comments
Time(s) of inspection				1st Check Around 9:00am [] > 2nd Check Around 12:30pm [] > 3rd Check Around 4:30pm [] >
x4 Electrical Supply Cupboards Check. (Maintained Locked And Secure)				
Access Gate Check. (KeyPads/Readers, Maglocks, Gate Closer & General Maintenance)				
Berthed Boats Check (1-10)				
Public moorings Check.				
Unauthorised Moorings of Small Boats & RHIB's etc Check.				
Main pontoon decking Check.				
Finger Pontoon Decking Check.				
Gantry Decking And Railings Check.				
Gantry Lighting Check. (01-16 Bulkheads)				
Pontoon signage Check. (This Includes Plymouth Ferry Signs)				
Life Bouy Ring and Rope Rescue Sling x2 Check.				
Pilots Lighting Check.				
Any Other Important Notes To Record?				

****Any Faults Or Health And Safety Concerns MUST Be Reported Via Telephone And Email To:**

Mr John C. Smith, Town Clerk, Saltash Town Council, Saltash, Devon PL12 8AA, Tel: 01752 811111, Fax: 01752 811112, Email: john.smith@saltash.gov.uk

All Staff - please ensure you wear a life jacket and use your board gate access job when carrying out work duties on the pontoon for health and safety and security reasons.

If you have misplaced or your board access job isn't working please inform your line manager or with handover to office.

To receive a finance report on the pontoon mooring fees and consider any actions and associated expenditure

Report to: Services Committee

Date of Report: 24 January 2025

Officer Writing the Report: Finance Officer

Officers Recommendations

Members are asked to consider approving reimbursement of the berthing fee pro rata for the unexpired part of the Licence period, subject to a 20% administrative fee.

The berth holders and Trusted Boat Owner Scheme members were given notice to leave prior to the end of the annual agreement due to storm damage.

Report Images



Report Summary

Storm Darragh caused severe damage to the pontoon, making it unsafe and requiring it to be closed to all users for the foreseeable future. All berth holders and trusted members were informed of the situation. The Service Delivery team secured the site due to health and safety concerns.

An insurance claim has been submitted and pending further assessment to ascertain if the damage is due to poor maintenance or storm damage.

Notice was given to the berth holders and Trusted Boat Owner Scheme members on 9 December 2024 the pontoon was closed with immediate effect and advised to move boats due to safety concerns. The pontoon users have requested a partial refund for the unused period of the agreement, effective from 23 December 2024.

Further information – Permanent Pontoon Berth Holders

The terms of the agreement states the following:

SALTASH TOWN COUNCIL POONTOON MOORING AGREEMENT (APPENDIX A)

6. Termination of a Berth Holding

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

Breakdown of Total Refunds for Permanent Berth Holders

The following table is the itemised partial refund per berth holder. The net amount is calculated for the period 23 December 2024 to 31 March 2025 and deducting the 20% administration fee.

Berth Number	Net including deduction for 20% administration fee £	VAT £	Total Refund £
1	£362.47	£72.49	£434.96
2	£234.84	£46.97	£281.81
3	£183.47	£36.69	£220.16
4	£183.47	£36.69	£220.16
5	£201.45	£40.29	£241.74
6	£362.47	£72.49	£434.96
7	£220.16	£44.03	£264.20
8	£255.39	£51.08	£306.47
9	£183.47	£36.69	£220.16
10	£183.47	£36.69	£220.16
Total	£2,370.66	£474.13	£2,844.79

Budgets

Budget Codes: 4521 SE Waterfront Income - Annual Mooring Fees

Actual Income 2024/25: £10,788

Budgeted Income 2024/25: £11,235

Budget Shortfall 2024/25: £477

If the total refund of £2,370.66 is approved this will result in a budgeted shortfall figure of £2,848 (£477 + £2,371)

Further information – Trusted Boat Owner Scheme Members

The terms of the agreement do not specifically state a refund policy but to ensure Saltash Town Council takes a pragmatic approach with both permanent berth holders and Trusted Boat Owner Scheme members, there is information below for the committee to consider.

The terms of the agreement state the following:-

**SALTASH TOWN COUNCIL TRUSTED BOAT OWENER SCHEME AGREEMENT
(APPENDIX B)**

10. Temporary Scheme Suspension:

The Town Council reserves the right to suspend the scheme for up to seven (7) days per annum to accommodate regattas, festivals, maintenance etc. by giving fourteen (14) days' notice in writing, or by electronic means.

Breakdown of Total Refunds for Trusted Boat Owner Scheme members

The following table is the itemised partial refund per Trusted Boat Owner Scheme member. The net amount is calculated for the period 23 December 2024 to 31 March 2024 and deducting the 20% administration fee.

Member Reference	Net Including deduction for 20% administration fee £	VAT £	Total Refund £
No 1	£17.90	£3.58	£21.48
No 2	£17.90	£3.58	£21.48
No 3	£17.90	£3.58	£21.48
No 4	£17.90	£3.58	£21.48
No 5	£17.90	£3.58	£21.48
No 6	£17.90	£3.58	£21.48
No 7	£17.90	£3.58	£21.48
No 8	£17.90	£3.58	£21.48
No 9	£17.90	£3.58	£21.48
No 10	£17.90	£3.58	£21.48
No 11	£17.90	£3.58	£21.48
No 12	£17.90	£3.58	£21.48
No 13	£17.90	£3.58	£21.48
No 14	£17.90	£3.58	£21.48
No 15	£17.90	£3.58	£21.48
No 16	£17.90	£3.58	£21.48
No 17	£17.90	£3.58	£21.48
No 18	£17.90	£3.58	£21.48
No 19	£17.90	£3.58	£21.48
No 20	£17.90	£3.58	£21.48
No 21	£17.90	£3.58	£21.48
No 22	£17.90	£3.58	£21.48
No 23	£17.90	£3.58	£21.48
No 24	£21.42	£4.28	£25.70
No 25	£21.42	£4.28	£25.70
No 26	£21.42	£4.28	£25.70
Total	£475.95	£95.19	£571.14

Budgets

Budget Codes: 4520 SE Waterfront Income – Trusted Boat Owner Scheme

Actual Income 2024/25: £2,037

Budgeted Income 2024/25: £3,000

Budget Shortfall 2024/25: £963

If the total refund of £475.95 is approved this will result in a budgeted shortfall figure of £1,439 (£963 + £476)

Overview of Income for 2024/25

The table below shows the breakdown of the Actual income compared to the Budgeted income. The result is an excess of **£2,514.88** above the budgeted income. This is primarily due to a long-term customer using the daily berth facility, but who has now removed their boat.

	Actual YTD	Budget 2024/25	Budget Remaining 2024/25
Income			
Trusted Boat Scheme (4520)	£2,037.44	£3,000.00	£962.56
Annual Berth Holders (4521)	£10,788.44	£11,235.00	£446.56
Daily Moorings (4522) Long-term customer	£6,605.00	£3,276.00	-£3,924.00
Daily Moorings (4522) Others	£595.00		
Total Income 2024/25	£20,025.88	£17,511.00	-£2,514.88

If the pro-rata refunds of £2,370.66 for the permanent berth holders and £475.95 for the Trusted Boat Owner Scheme members are approved, it will result in excess of **£332.12** above budgeted income. The following table shows this result.

	Actual YTD	Prorata Refunds	Budget 2024/25	Budget Remaining 2024/25
Income				
Trusted Boat Scheme (4520)	£2,037.44	-£476.00	£3,000.00	£1,438.56
Annual Berth Holders (4521)	£10,788.44	-£2,371.00	£11,235.00	£2,817.56
Daily Moorings (4522) Long-term customer	£6,605.00		£3,276.00	-£3,924.00
Daily Moorings (4522) Others	£595.00			
Total Income 2024/25	£20,025.88	-£2,847.00	£17,511.00	£332.12

Signature of Officer:

Finance Officer

APPENDIX A



SALTASH TOWN COUNCIL

PONTOON MOORING AGREEMENT

1. Allocation of Berths:

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

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

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

2. Licence Holders Obligations

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

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

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

The berth licence is granted on the understanding that no commercial activities are conducted on the pontoon.

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

3. Rental of Moorings

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

4. Vessel Identification

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

5. Vacant Moorings

Licence Holders whose moorings will be left vacant for periods over 4 weeks must inform Saltash Town Council in writing. Saltash Town Council may let these moorings on a temporary basis, the fees arising will be shared equally by the Licence Holder and the Town Council in the first year. If a mooring is vacant for more than a 12-week period without written notification from the Licence Holder to Saltash Town Council, the Town Council will construe this to be notification that the Agreement is being terminated by the Licence holder and all fees will be retained by the Town Council. The Licence and berth will be reallocated to the next suitable applicant on the waiting list.

6. Termination of a Berth Holding

All mooring transactions will be carried out by Saltash Town Council. Licence Holders who wish to relinquish their mooring shall notify Saltash Town Council by giving fourteen days' notice in writing. Any refund will be at the discretion of the Town Council. Any serious breach of the Agreement could result in immediate termination of the Licence Holders' licence without refund.

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

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

7. Licence Fees

Fees for Licences are agreed annually by Saltash Town Council. The Licence period is from 1st April to 31st March. Annual fees are payable by the 15th April.

Licence fees are inclusive of VAT. All fees must be paid before the mooring is occupied.

8. Arrears of Licence Fees

Any person whose Licence fees are unpaid after the 15th April is liable to have both the privilege of Licence Holder-ship and the allocation of their mooring position suspended. Licence Holders whose mooring fees are still unpaid after the 1st May shall cease to be Licence Holders. They must vacate their moorings immediately or will incur charges at the current daily rate.

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

9. Live-aboards

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

10. Non-Licence Holders' use of Moorings

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

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

11. Loss or Damage:

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

12. Movement of Moorings:

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

13. Insurance:

Third Party Insurance. Owners of vessels moored on the pontoon areas shall ensure such vessels are covered by at least third-party insurance of a minimum of **two and half million pounds (£2.5M)**. Such insurance shall include removal of the vessel if it is wrecked/sunk while occupying the pontoon or a Town Council mooring, any damage caused to the pontoon or other property and vessels and

to cover any damage caused by pollution or fire. A copy of your current insurance certificate **MUST** be supplied annually to Saltash Town Council to be kept on record with your agreement.

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

14. Swimming/Fishing:

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

15. Pontoon Access:

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

16. Obstacles on Pontoon:

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

17. Saltash Town Council:

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

18. Repair Work:

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

19. Saltash Town Council:

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

20. Disputes:

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

Saltash Town Council – Pontoon Mooring Agreement 2022-23

Berth Number/ Boat Name: «Berth_number_and_boat_name»

Boat Length: «Length_of_boat»

Commercial or Non-Commercial: «Commercial_or_NonCommercial»

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

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

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

Saltash Town Council hereby grant:

Applicant Name: «Name»

Applicant Address: «Address_» «Address1» «Address2»

Post Code: «Postcode»

Applicant Phone Numbers: «Phone_number»

Applicant Email: «email_address»

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

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

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

Signed.....
.

Print name.....

Date.....

APPENDIX B



SALTASH TOWN COUNCIL TRUSTED BOAT OWNER SCHEME AGREEMENT

The Trusted Boater Scheme was initiated to enable as many boaters as possible to have access to the Pontoon, considering there are a limited number of full-time berths available. Please note that the maximum size of boat that we are able to accept in the scheme is **50ft or 15.25m**.

The scheme is run for a fee that allows members to access the Pontoon 24 hours per day, 7 days a week for the purpose of embarkation / disembarkation, and the agreed 2 hours' free stay per any 24-hour period. Scheme members who pay for access for 1st April – 31st March are entitled to two free overnight stays per 12 month period. Scheme members who pay for access 1st September - 31st March are entitled to one free overnight stay per winter season period.

On receipt of the completed Trusted Boater Scheme Agreement and annual fees, members are issued a programmed Gate Access Fob to enable access onto the Pontoon as described above. Scheme members must observe the Pontoon Rules and Regulations and note that **no** berthing right is conferred onto a scheme member.

1. Qualification:

To qualify for the Scheme, boaters must register the name, address, contact details, boat details (including details of any Tender/Rib if applicable) and insurance details (including details of any Tender/Rib if applicable). Insurance must be at least £2.5million. Such insurance shall include removal of the vessel if it is wrecked/sunk whilst occupying the Pontoon, and any damage caused to the Pontoon or other property and vessels. Also, to cover any damage caused by pollution or fire.

You will need to provide a copy of your insurance certificate to be kept on file with your Agreement. The name on the insurance documents must be the same as the scheme membership application.

2. Membership Fees:

Fees for membership are agreed annually by the Town Council. The membership period is from 1st April to 31st March. Annual fees are payable by **15th April** prior to commencement of membership. Membership fees are inclusive of VAT.

The key/fob fee is non-refundable or transferable in the event of the scheme member leaving the scheme.

3. Pontoon Access:

All Scheme Members will be issued with a programmed Gate Access Fob. Only one Gate Access Fob will be issued per scheme member. The Gate Access Fob is only to be used by the scheme member and **MUST NOT** be loaned out to any other person.

If a gate access code is issued at any time, the code **MUST NOT** be shared with any other person. Failure to adhere to this will render the scheme membership liable to cancellation.

4. Scheme Members Obligations:

Scheme members are responsible for the safety and security of their own vessel, equipment, and safekeeping of the key/fob. In the event of a lost key/fob a small charge may be levied for a replacement.

Scheme members will provide their own mooring gear and shall ensure the vessel is moored in such a manner and position the Town Council may require. All vessels shall be moored in a seamanlike manner so as not to cause damage, nuisance, or annoyance to the Pontoon or other users of the Pontoon.

Scheme members must inform the Town Council immediately of any change of address, contact numbers or vessel registered on the scheme.

5. Obstacles on the Pontoon:

The Scheme Member agrees not to leave any equipment or gear on the Pontoon, and to remove any litter/rubbish from the Pontoon.

6. Swimming/Fishing/Anti-Social behaviour:

The scheme member agrees not to fish from the Pontoon or use the Pontoon for diving/swimming or behave in an anti-social manner. The scheme member also agrees not to allow any guest or crew member on the Pontoon to engage in fishing, swimming, diving or anti-social behaviour. Failure to adhere to this will render the member having their membership suspended.

7. Repair Work:

Only urgent repair work may be carried out on the Pontoon, with the prior agreement from the Town Council. The Town Council reserves the right to direct that any work being carried out should cease if he considers the work is being carried out in a dangerous or obstructive manner.

8. Berth Rights:

Being a member of the Trusted Boater Scheme does **not** confer any berthing rights on to the member. The scheme only allows access to the main Pontoon, not any of the Licenced Finger Berths. Any member found to be occupying a Licenced Finger Berth without prior permission from the Town Council is liable to have their key/fob suspended. Any member mooring under the Pontoon Gantry is liable to have their key/fob suspended.

9. Extended Stays:

Upon payment of the annual fee, the member will qualify for two (2) extended stays on the Pontoon, not exceeding 24 hours each, per annum. These extended stays **MUST** have the prior agreement from the Town Council.

10. Temporary Scheme Suspension:

The Town Council reserves the right to suspend the scheme for up to seven (7) days per annum to accommodate regattas, festivals, maintenance etc. by giving fourteen (14) days' notice in writing, or by electronic means.

11. Loss or Damage:

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

12. Disputes:

Any dispute arising from membership of the scheme shall be referred to the Town Council. The Town Council's decision will be final.

I agree to the above terms and conditions

☐

£100 1st April – 31st March

☐

£50 1st September – 31st March

Signed..... Print name.....

Address.....

.....

Post Code..... Phone No.....

Email..... Boat name.....

OFFICE TO COMPLETE

Fee paid..... Date.....

From date..... To date

Deposit paid..... Date.....

Signed on behalf of Saltash Town Council.....

Print name.....

To receive an updated report on Pillmere Drive Play Park and consider any actions and associated expenditure

Report to: Services Committee

Date of Report: 12.02.25

Officer Writing the Report: Town Clerk

Pursuant to: Services Committee Minute Number 90/24/25

TO RECEIVE A REPORT ON PILLMERE DRIVE PLAY PARK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman highlighted the report, noting that Cornwall Council will continue to maintain the area until 31 March 2025.

Members discussed in length potential uses for the land, considering various options.

Members agreed that further investigation into associated cost, as well as the community's needs, would be required for a more detailed discussion at a future meeting.

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

1. To thank Cornwall Council for working in partnership with Saltash Town Council during the transition period;
2. To note Pillmere Drive play park, trees and greening area are the responsibility of Saltash Town Council from 1 April 2025;
3. To approve Cornwall Council to not reinstate the play park surfacing and confirm the park is to remain closed;
4. To approve the site will no longer be a play park area;
5. To request Cornwall Council to relocate the usable equipment within Saltash;
6. To review the future of the site at the next Services Committee meeting.

Officers Recommendations

Members are asked to consider the latest update in the report from Cornwall Council (CC) against the minute number 90/24/25 and advise the Town Clerk how they wish to proceed.

The Town Council is now insuring the play park at an additional annual cost of £106 and is liable for accidents, regardless of the status of the closure.

The play area has never belonged to CC. They were asked to step in after the original developers went into liquidation and no one wished to take responsibility. I believe this took place around 2009-2011 and was only intended as a temporary measure. According to the Land Registry, Saltash Town Council have owned the play area and other POS since 2016.

Pillmere Community Association Residents have been kept informed.

Report Summary

The responsible Cornwall Council (CC) Officer has confirmed it is not possible to relocate the usable play park equipment within Saltash – **resolution point 5**.

Cormac have reviewed the available space in the play areas at Longstone Park and Saltmill Rec. They don't think transplanting directly to these sites, as they are, would be appropriate. There are strict standards for locating equipment, such as proximity to other hazards, especially moving equipment e.g. swings and rotating items. So, it is unlikely that this will be achievable or affordable in the remaining time available.

Cornwall Council don't have a site they can store the play park equipment, and it is unlikely they will have another suitable site in Saltash, nor the funds to install it. If the play park equipment is removed, they will end up disposing of the majority of the equipment (to metal/timber recycling where possible), STC position is the same. Possible exceptions include some minor small components/fixings that can be used for spares at any other CC facility in the county. CC don't have this sort of equipment anywhere else in Saltash. Railings and surfaces will be left and the gates remaining locked.

The play park remains closed for the time being as requested – **resolution point 3**. However, CC do have concerns that young people will ignore the notices and enter the site, owing to the fact that the equipment is largely still present. There remains a residual risk and liability to the landowner for accidents, regardless of the status of the closure.

So, it would be better to remove all the equipment as soon as possible, to reduce the attraction, and minimise the liability. CC asked Cormac for an estimate to remove and dispose of all the remainder of equipment. Including basic reparation of any holes/hazards e.g. back filling with rubble/earth – approx. cost is £2,500. The cost is similar to making the surfacing safe and remove the shelter that is near end of life. The CC responsible officer has been given approval to proceed on that basis, without requiring any contribution from STC (as actual owner of the site and equipment), providing the work is undertaken before handover (01.04.25). This means that CC need to instruct the works as soon as possible.

This would leave the railings in situ, as well as the unaffected rubber surfacing and CC would recommend that it remain closed. It would buy Saltash Town Council more time to devise a plan for how Members wish to utilise the site and implement it – **resolution point 6**.

Members are asked to consider how they wish to proceed based on the updated information received:

A. Retain the play equipment requesting CC to cover the cost to treat the surfacing as identified as being unsafe and re-opening the play area

OR

B. Remove equipment as stated above leaving the play area closed and use of the site to be determined later

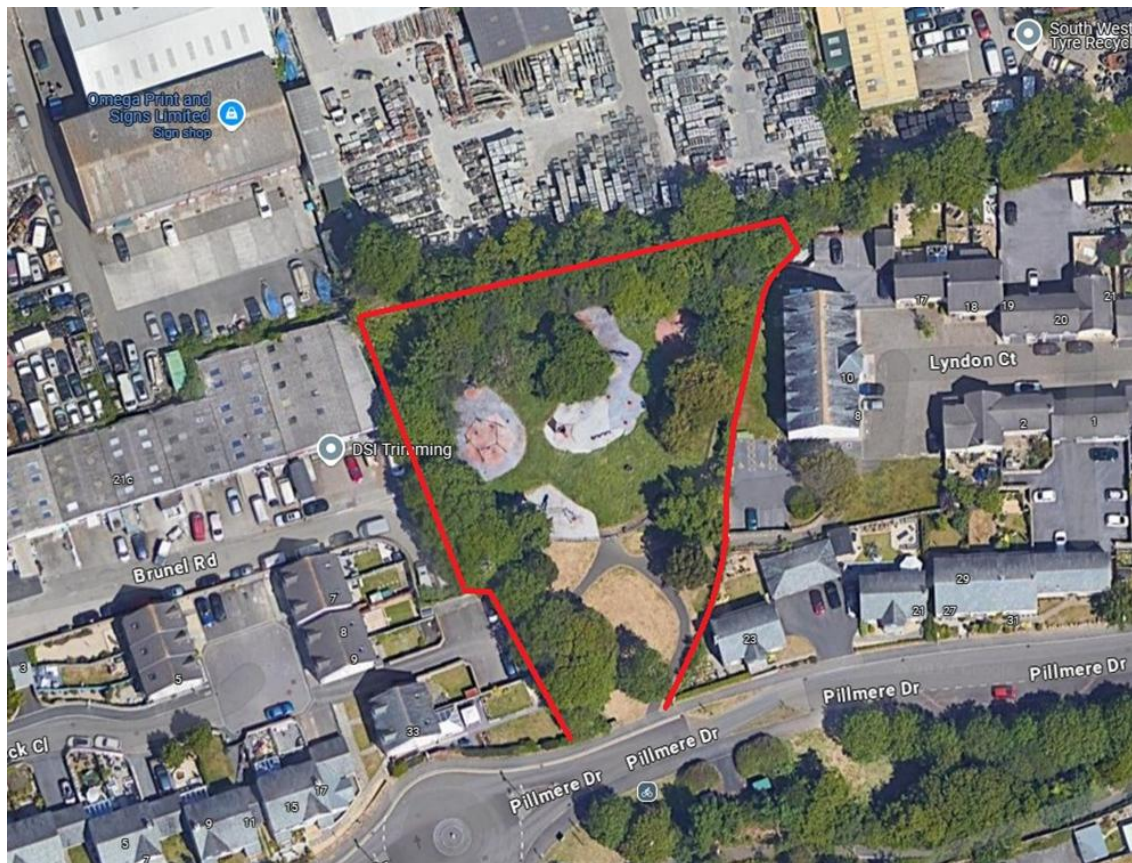
The other area for consideration relates to the current litter bin, which will be repositioned outside of the gates, but from 1 April emptying by CC/Biffa will cease. Does STC to:

- A. The existing bin left (removing CC/Biffa signage) and STC to make own arrangements for emptying.

OR

- B. The litter bin to be removed. STC to provide own or encourage residents to take home

Report Images











Budgets

Budget Availability: £53,043

Budget Codes: EMF 6571 Saltash Recreation Areas

Committed Spend: £10,000 (Saltash Waterside Improvements Project)

Signature of Officer:

Town Clerk

To receive an update on the Community Infrastructure Levy fourth round and consider any actions and associated expenditure

Report to: Services Committee

Date of Report: 11.02.25

Officer Writing the Report: Town Clerk

Pursuant to: minute 92/24/25 Services Committee 12.12.24

It was proposed by Councillor Dent, seconded by Councillor Mortimore and
RESOLVED:

1. To give delegated authority to the Town Clerk to sign the formal funding agreement against the submitted application on behalf of Saltash Town Council;
2. To approve the Town Council to bank roll the project, submitting a claim at the end of the project;
3. For the Finance Officer to create a new budget code titled, Saltash Waterside Improvement Project, to offer clear transparency of income and expenditure transactions;
4. To note, project updates to be received at future Services Committee meetings.

Officers Recommendations

To note the update report and request the Town Clerk continues to work with Cornwall Council (CC) to ascertain a management Agreement or Licence forming a Lease at a later date for the CIL project to commence, reporting back at a future Service Committee meeting.

The Town Clerk to work with Cormac to better understand the sea defence work to the area, potential delay to the project, and if there is an opportunity to work together to deliver both projects successfully.

Report Summary

There is a delay in signing the formal funding agreement due to:

1. No Management Agreement/License to form a Lease at a later stage between Cornwall Council (CC) and Saltash Town Council (STC)
2. CC via Cormac, sea defence work

I am currently working with the responsible CC and Cormac Officers to find the best solution for the project to proceed, considering the above issues.

I am confident that we will be able to find the right solution that suits both CC and STC, however, there will be delays to the project because of this.

Cornwall Council CIL department have been informed of the situation and have made a note on our file. They have asked to be kept informed.

Signature of Officer:

Town Clerk

**To receive a draft Corrections and Additions to Saltash War Memorials Policy
and consider any actions and associated expenditure**

Report to: Services Committee

Date of Report: 16 January 2025

Officer Writing the Report: Mayor's Secretary/Receptionist

Officers Recommendations

- Recommend to Full Town Council to approve the Corrections and Additions to the Saltash War Memorials to be held on 6 March 2025
- Upon Full Town Council approval, proceed with the request to add a name to the Saltash Lest We Forget War Memorial bench in line with the policy
- Approve a letter of thanks be sent on behalf of the Town Council to resident and local historian Peter Clements to thank him for his independent research and support to the Administration Department ascertaining eligibility on the additional name to be inscribed

Report Summary

The Town Council has received a request from a resident to have her father's name added to the Lest We Forget War Memorial benches.

Edward James Lock was born in Devonport in 1910. He married in 1937 at Landrake Parish Church and lived at Warfelton Crescent, Saltash with his wife and daughter. He joined the RAF as an Aircraftman 2nd class in the Royal Air Force Volunteer Reserves. He was killed during active service on 15th May 1941 at age 30 and is buried in Israel. His death and grave are listed on the Commonwealth War Graves list. His daughter still resides in Saltash and according to the Imperial War Museum Records he is not listed on any other War Memorials in the UK.

The Commonwealth War Graves Commission have confirmed he is listed as being of Saltash in their records.

Under the War Memorials (Local Authorities' Powers) Act 1923, local authorities have the power, though not a duty, to correct errors and add new names to a war memorial's inscription. Guidance recommends advertising the intention to add a new name and to request any representations are made before the name is added.

The research on Edward James Lock was undertaken by local historian and resident Peter Clements, who assisted the Administration Department in understanding the complexities of ascertaining eligibility.

Report Images

Appendix A – Request received from family.

Appendix B - Commonwealth War Graves certificate for Edward James Lock detailing his service, place of death and family.

Appendix C - Draft Corrections and Additions to the Saltash war memorials policy

Appendix D - Example public notice advertising additional name to be added to a Saltash war memorial

How Does This Meet the Business Plan?

Recreation and Leisure - The addition of a name to the war memorial contributes to Saltash's rich heritage and proud history by honouring those who fought in conflicts.

Budget Overview

Item Description	Quantity	Unit Price	Total Cost
Additional name	1	£180	£180
Total	1	£180	£180

Associated cost may fluctuate – quote to be obtained at the time of a request. To always work within budget.

Quotes Provided

A quote was received from the company who crafted and installed the Lest We Forget War Memorial benches.

Previous quotes received when installing the War Memorial were that additional inscriptions would be at a cost of £80.

Since installation costs have arisen to £180 to cover their costs such as equipment and travel.

Alternative quotes were sought but declined, as the work involves working with a new war memorial. It was deemed appropriate for the original stonemason to carry out the work.

Financial Regulations/ Procurement Threshold

Does this project meet the procurement threshold?

Yes – quotes obtained where possible.

Budgets

Budget Availability: £1,978

Budget Codes: 6582 EMF Town War Memorial

Committed Spend: None

Signature of Officer:

Mayor's Secretary/Receptionist

Initial contact from requester

The administration department received a phone call on 28th November 2024 from a resident, Joan King, requesting her father's name be included on the Lest We Forget war memorial.

The administration department now recognise that any future requests must be received in writing, in line with the policy.

In Memory Of
Aircraftman 2nd Class

EDWARD JAMES LOCK

Service Number: 1302551

Royal Air Force Volunteer Reserve who died on 15 May 1941 Age 30

Son of Mark and Mary Maud Lock; husband of Marie Evelyn Lock, of Saltash, Cornwall.

IN MEMORY OF DEAR EDDIE. NEVER TO BE FORGOTTEN BY HIS WIFE MARIE AND DAUGHTER JOAN

Remembered with Honour

RAMLEH WAR CEMETERY

L. 28.



|||||
COMMONWEALTH
WAR GRAVES
|||||

COMMEMORATED IN PERPETUITY BY THE COMMONWEALTH
WAR GRAVES COMMISSION

Corrections and Additions to Saltash War Memorials

RESPONSIBLE COMMITTEE: SERVICES

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

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

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

Document Retention Period
Until superseded

Corrections and Additions to Saltash War Memorials

Introduction

This policy sets out the process for a request for a correction or an addition to Saltash Town Council maintained war memorials.

Under the War Memorials (Local Authorities') Powers Act 1923 local authorities have the power, though not a duty, to correct errors in war memorial's inscription and to add new names to make a war memorial serve for wars or conflicts after that for which it was erected.

When war memorials were originally erected, there were many reasons why a name was not included.

The criteria for inclusion varied between parishes. An example being because a family was of a different faith to that of the church where the war memorial was installed, or that the names were not submitted when required, due to lack of family members residing in the parish.

Saltash Town Council maintains war memorials in the town that commemorate fallen soldiers from all recognised conflicts around the world.

Initial request

Any request for an addition or correction must be made in writing to the Town Council.

The request must include

- Name of person
- Date of birth
- Place of birth
- Date of death
- Place of death
- Location of burial (if known)
- Requestor's relationship to person proposed to be added or corrected

Criteria for request to add names to Saltash war memorials

To be considered for inclusion on a war memorial maintained by the Town Council an individual must have been;

- A member of the UK Armed Forces or UK emergency services and be killed during active service in a recognised conflict

OR

killed as a civilian because of a recognised conflict (for example because of bombing or direct fire)

- Born or resided within the boundary of Saltash prior to the date of death

- Not already recorded on a war memorial elsewhere in the borough, within neighbouring parishes or the parish the person was born in if they were not born in Saltash. (Please refer to confirming eligibility section)

Where the criteria to add an additional name is met, the following must be considered;

- Confirmation of the family's permission
- Sufficient space on the proposed war memorial
- Addition of a name must not adversely affect the character nor cause damage to the war memorial (advice of the stone mason will be requested and followed)

Criteria for requesting correction to an existing name

Where a request for a correction to a war memorial is made

- The request must be made by the family
- Proof of error – sufficient evidence must be provided (e.g. birth, death or marriage certificate)
- The correction must not adversely affect the character of the war memorial nor cause damage (advice of the stone mason will be requested and followed)

When considering the request to add or correct a name the decision of Saltash Town Council is final.

Confirming eligibility for addition or correction to war memorial

Any request for the addition or correction of names on a Saltash war memorial must be verified for eligibility before being submitted to the Services Committee for consideration.

All requests must be verified in the following ways:

- Accessing the UK census information to verify person was born within the Saltash boundary or lived within the Saltash Boundary prior to the date of death;
- If death occurred during WWI or WWII contact Commonwealth War Graves Commission or contact Armed Forces Memorial Roll of Honour for casualties of all other recognised conflicts;
- Search for name on the war memorial register (www.iwm.org.uk) to ensure person is not already listed on a war memorial;

Adding or correcting the name

- The proposed addition or correction must be advertised for a period of six weeks via Town Council social media channels, by press release and in Town Council noticeboards, this allows opportunity to receive any representations.

If representations are received these will be reported to the following Services Committee meeting for review and consideration.

If no representations are received the additional name or correction will be actioned.

- Town Council to appoint a memorial mason to undertake the inscription
- In the case of a new name being added the family will be offered a blessing undertaken by the Mayor's Chaplain with the Mayor of Saltash, members, family of the person and community invited to attend.
- Once the name has been added or corrected it must be recorded on the war memorial register (www.iwm.org.uk)

Contact and Further Information

Enquiries about adding or correcting a name on a Town Council war memorial should be made to the Guildhall or by email to enquiries@saltash.gov.uk

PUBLIC NOTICE

Proposal of name to be added to Saltash war memorial

Saltash Town Council has received a request to add a name to the Lest We Forgot War Memorial located at St Nicholas and St Faith Church.

The name to be added is Edward James Locke, Born in 1910 and Died in 1941 during active service in World War II.

The existing roll of honour is available by visiting the Guildhall, the Library or viewing the link - <https://www.saltash.gov.uk/borough-war-memorial.php>

To make a representation regarding the inclusion of this name please do so in writing to the Town Clerk at The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX or email enquiries@saltash.gov.uk

**Any representations must be received by
Friday 28th March 2025**

To receive a report on CCTV and consider any actions and associated expenditure.

Report to: Services Committee

Date of Report: 10/02/2025

Officer Writing the Report: Administrative Officer

Pursuant to: Services Committee 14 December 2023 113/23/24

4. To seek advice from Plymouth City Council on the most suitable monitoring hours for a proposed three camera Closed Circuit Television (CCTV) scheme in order to obtain a formal quote.

Officers Recommendations

To delegate to the Administration Officer to:

1. Purchase three OR five CCTV cameras (refer to section, Budget Overview for costings) with a five -year connectivity plan, which will run concurrently with the manufacturer's warranty from Company B working within budget 6270 PF EMF Crime Reduction;
2. To submit a s106 application for camera's located in the Fore Street area in line with funding criteria;
3. Appoint Plymouth City Council (PCC) for the monitoring of, reporting and information sharing in relation to CCTV cameras (refer to section, Budget Overview for costings) associated costs allocated to budget 6229 SE CCTV Annual Maintenance Budget;
4. To confirm suitability, associated electricity costs, permission to use lighting columns from Cornwall Council and or other stakeholder with any additional improvements, road closures etc are all unknown cost at present to be allocated to 6229 SE CCTV Annual Maintenance Budget (working within budget);
5. To comply with the relevant CCTV regulations, such as, Data Protection Impact Assessment (DPIA) Appendix 6 provided by PCC;

6. To delegate to the Town Clerk to sign the Service Level Agreement (SLA) Appendix 5 on behalf of the Town Council;
7. To delegate to the Town Clerk to sign off an application to join the Airwave Sharers List and complete a TEA2 sub-licence to be submitted by 1 September 2025

Members are asked to confirm the areas identified of needing 365-degree CCTV coverage rather than specific columns – refer to **Appendix 1** for further information.

Report Summary

Following the 6-month trial period the Administration Department liaised with key stakeholders such as Safer Saltash to identify nine suitable locations (Appendix 1) for CCTV cameras to be installed.

These locations have been supplied to PCC CCTV and Street Lighting Engineer to make any recommendations and or, alterations.

Administration is awaiting confirmation of proposed CCTV location suitability upon which further permissions to erect CCTV and improve, if required, electricity supply from Cornwall Council.

There are two options for monitoring - Active Monitoring & Passive Monitoring.

Active monitoring is not a suitable nor financially viable option for Saltash Town Council.

For information - Passive monitoring is when an operator is monitoring the cameras displayed on a large monitor wall, operating the cameras as required, when either highlighted by an incoming communication or at the operator's discretion.

During the six-month trial period Passive monitoring was utilised with data received.

PCC would charge an annual service charge per camera, this charge is to manage your data recorded on the system in compliance with the data protection act, process requests and seizures, such as subject access requests, police seizures etc.

These costs are detailed in the SLA agreement see Appendix 5.

Cornwall Police and PCC would like to work with Saltash Town Council to request an Airwave radio handset allowing the emergency services a direct point of contact with PCC CCTV Operatives via a dedicated Airwave radio terminal.

An application to join the Airwave Sharers List and TEA2 sub licence would be required to completed by 1 September 2025.

Please note: The cameras are relocatable though the associated costs will need to be confirmed.

DPIA Certification will be required for each CCTV Camera and location should cameras be relocated for future events.

How Does This Meet the Business Plan?

Aims

Strategic Priority 1 – Boosting Jobs and Economic Prosperity - Continue to promote Saltash as a vibrant and welcoming visitor destination by reinvesting and working in partnership with key stakeholders in key areas such as Victoria Gardens, the Town Centre, and future Waterside projects.

Budget Overview

Option 1:

Item Description	Quantity	Unit Price	Total Net Cost
CCTV Camera including connectivity, delivery and fittings	3	£8,999.67	£26,999.00
CCTV Monitoring Service Level Agreement	3	£600	£1800.00
Total Net Cost			£28,799.00

Option 2:

Item Description	Quantity	Unit Price	Total Net Cost
CCTV Camera including connectivity, delivery and fittings	5	£8,963	£44,915.00
CCTV Monitoring Service Level Agreement	5	£600	£3,000
Total Net Cost			£47,915.00

Additional costs required to be considered that are yet to be ascertained:

- Installation
- Signage
- Insurance
- Electricity

Budget Codes and Availability:

6270 PF EMF Crime Reduction Budget remaining £58,360

6229 SE CCTV Annual Maintenance Budget remaining £7,313

Committed Spend: Approximately £200 - £300 CCTV Maintenance 2025/26

Quotes Provided:

Option 1:

- Company A: £28,497.00
 - 3 CCTV Installations including connectivity
- Company B: £26,999.00
 - 3 CCTV Installations including connectivity

Option 2:

- Company B: £44,915.00
 - 5 CCTV Installations including connectivity

Company B was the preferred option they offered competitive prices for the same product. Therefore, a quote for option 2 was not sought from Company A as it was not required.

PCC CCTV Monitoring Service Level Agreement: £1,800 p.a.

Financial Regulations/ Procurement Threshold

Does this project meet the procurement threshold?

No.

Due to the specialised nature of the contract and equipment being provided best value for money has been sought however only two quotes have been able to be acquired.

SLA provider PCC only use these CCTV cameras due to them being the only 4G/5G cameras currently compatible with their system set up, the supplier is additionally on the PCC's recommended suppliers list approved by the Council's IT department.



Signature of Officer:


L Wright – Administration Officer



Proposed CCTV locations – Saltash

Saltash Town Council has engaged with key stakeholders, including Safer Saltash and the Police, to identify priority locations for CCTV installation.

These locations are still to be confirmed as suitable by PCC and permissions to be acquired from Cornwall Council.

Lamppost:	Location:	Suitability (y / n)... traffic management / energy supply / diameter etc?
B052	Old Ferry Road (including Blue cabin Office) 	Delegate to Admin Officer to determine suitability for this column
B105	Ashtorre Rock - Public Toilet Block 	Delegate to Admin Officer to determine suitability for this column
T018	North Road between bridge junction & Saltmill 	Delegate to Admin Officer to determine suitability for this column

A108	Adjacent to Union Inn 	Delegate to Admin Officer to determine suitability for this column
C050	Lower Fore Street 	Delegate to Admin Officer to determine suitability for this column
R006	Top of Lower Fore Street 	Delegate to Admin Officer to determine suitability for this column
R013	Fore Street 	Delegate to Admin Officer to determine suitability for this column

C197	Top of Fore Street 	Delegate to Admin Officer to determine suitability for this column
127KL	Saltash Leisure Centre 	Delegate to Admin Officer to determine suitability for this column

Date : 7 February 2025

Customer Contact : **Lee Wright**
 Customer : **Saltash Town Council**
 Quote Reference : **360-01235-OLW3F-MR060225**
 Project / Site : **Plymouth Council**

Qty	Product Code	Description	Unit Cost (£)	Total (£)
3	INV-32U-IRWL-5G-TXA-5YR-EB-256-PLCC	Invictus ULTRA 32:1, HYBRID 1080P, ULTRA Low Light, HMA, Wiper & IR/White Light TXA Direct 5G Cellular Instant Surveillance transmission system for Invictus – 256Gb Edge Recording Extreme Coastal Black Paint – Invictus Warranty 5 Year – Wall Bracket Mount – 10M Twin Flex	£4,678.00	£14,034.00
3	INV-WBKT-EB	Invictus Wall Bracket Coastal Paint	£69.00	£207.00
3	BS-NEW	Bird Spike (With Lamps)	£25.00	£75.00
3	INV-PMB-EB	Pole Mounting Clamp for Invictus Wall Bracket	£65.00	£195.00
3	INV-SM-PSU	Invictus TXA PSU (30vDC for dual power of TXA and Invictus)	£159.00	£477.00
3	RD-APN-TXA	TXA APN/Fixed IP Connection (60 Months) (Incl. 5 YEAR 5G SIM)	£4,500.00	£13,500.00



Proudly Designed & Manufactured in the UK

Sub Total: £28,497.00
 Shipping: £50.00
 Taxes: £5,709.40
 Total: £34,256.40

The above is intended as a parts list only and not as a system design or specification.

Standard paint is not suitable for coastal/marine use.

If the application for the above quotation is in a coastal/marine/extreme weather environment, please ask your sales contact to quote our 'Coastal Paint' or Stainless Steel options. No responsibility is accepted by 360VT for inappropriate paint/finish selection. For further information regarding paint care and maintenance, refer to our installation manual

All our products come with 3 years warranty as standard (12 months on Wiper motor and Blade)

Extended warranty options available. Please note: Extended warranties MUST be purchased at the same time as the purchase of the related 360 product. Orders for extended warranties will not be accepted after product sale/despatch.

360 Vision Technology Ltd Terms and Conditions of Sale Apply. Available on request.

Valid for 30 days from the date shown.

360 Vision take no responsibility for issues resulting from mounting cameras or radar products on inadequate or unsuitable structures/columns. We are able to provide recommendations on appropriate mounting options if required. Please get in touch if you would like further advice on this.

Date : 6 February 2025

Sales Contact :

Customer Contact : Lee Wright

Customer : Saltash Council

Quote Reference : 360-JW06022025-SCC 5YR

Project / Site : Saltash Council 5Year Option

Qty	Product Code	Description	Unit Cost (£)	Total (£)
3	INV-32-IRWL-EB	Invictus 32:1, HD 1080P, Wiper & IR/White Light c/w Extreme Coastal Black Paint	£4,483.00	£13,449.00
	SDCS-5G	SDCS 5G Cellular Instant Surveillance transmission system housed in an IP66 aluminium alloy and SECC steel enclosure complete with Antenna, Modem, Power Supply and Main Fuse isolation and 10m of 3core mains Flex		
	5YR	Invictus 360 Vision Technology Warranty 5 Years		
	256	256Gb Edge Recording		
	WB-PMA	Wall Bracket Mount and Pole Mount Clamp		
	BS	Bird Spike		
3	SDCS-APN/SIM	5-year APN/Fixed IP Connection and 5G SIM data package (60 Months)	£4,500.00	£13,500.00

Sub Total:	£26,999.00
Shipping:	£50.00
Taxes:	£5,409.80
Total:	£32,458.80

SDCS APN fixed IP address service on the EE, Vodafone or Three networks

5 year Data SIM and APN contract, with 30 day notice month end after the initial contract period
Fair usage policy 1Tbyte per month per data sim

Valid for 30 days from the date shown

Customer Contact : **Lee Wright**
 Customer : **Saltash Council**
 Quote Reference : **360-JW11022025-SCC 5YR**
 Project / Site : **Saltash Council 5Year Option**

Qty	Product Code	Description	Unit Cost (£)	Total (£)
5	INV-32-IRWL-EB	Invictus 32:1, HD 1080P, Wiper & IR/White Light c/w Extreme Coastal Black Paint	£4,483.00	£22,415.00
	SDCS-5G	SDCS 5G Cellular Instant Surveillance transmission system housed in an IP66 aluminium alloy and SECC steel enclosure complete with Antenna, Modem, Power Supply and Main Fuse isolation and 10m of 3core mains Flex		
	5YR	Invictus 360 Vision Technology Warranty 5 Years		
	256	256Gb Edge Recording		
	WB-PMA	Wall Bracket Mount and Pole Mount Clamp		
	BS	Bird Spike		
5	SDCS-APN/SIM	5-year APN/Fixed IP Connection and 5G SIM data package (60 Months)	£4,500.00	£22,500.00

Sub Total:	£44,915.00
Shipping:	£50.00
Taxes:	£8,993.00
Total:	£53,958.00

SDCS APN fixed IP address service on the EE, Vodafone or Three networks

5 year Data SIM and APN contract, with 30 day notice month end after the initial contract period
Fair usage policy 1Tbyte per month per data sim

Valid for 30 days from the date shown

DATE [.....] April 2025

SALTASH TOWN COUNCIL (STC)
and
PLYMOUTH CITY COUNCIL (PCC)

AGREEMENT RELATING TO MONITORING
OF, REPORTING AND INFORMATION
SHARING IN RELATION TO CLOSED
CIRCUIT TELEVISION (CCTV) CAMERAS
INSTALLED IN THE TOWN OF SALTASH,
CORNWALL.

CCTV Monitoring service level agreement between:
Saltash Town Council & Plymouth City Council.

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BETWEEN:

(1) SALTASH TOWN COUNCIL of Council Offices – The Guildhall, Lower Fore Street, Saltash, Cornwall, PL12 6JX; and

(2) PLYMOUTH CITY COUNCIL of Council Offices – Ballard House, 26 West Hoe Road, Plymouth, PL1 3BJ.

1. Recitals

1.1 Saltash Town Council has closed-circuit television cameras within Saltash.

1.2 Plymouth City Council is providing services under the provisions of section 1 of the Local Authority (Goods and Services) Act 1970 and has agreed to monitor closed-circuit television images from these cameras, and report incidents and share information as per the Third Schedule.

2. Definitions

The following terms shall have the following meanings: -

2.1 “Camera” means any one of the Cameras either fixed, pan/tilt/zoom or dome fully functional camera

2.2 “Cameras” means all closed-circuit television cameras owned and installed by Saltash Town Council.

2.3 “Code” means the Code of Practice for CCTV operators from time to time in force as adopted by the Information Commissioner or any code or guidance which is designed to replace the Code.

2.4 “Commencement Date” means the 1st day of April 2025.

2.5 “Control Room” means the room in the Premises which contains the screens which are part of the Equipment.

2.6 “Data controller”, “data processor”, “data subject”, “personal data”, “processing” and “appropriate technical and organisational measures” shall have the meanings as set out in Data Protection Legislation.

2.7 “Data Protection Legislation” means all applicable privacy and data protection laws including the Data Protection Act 2018, the UK GDPR any laws which implement or supplement any such laws and any laws which replace extend re-enact consolidate or amend any of the foregoing.

2.8 “Expiry Date” means the 31st day of March 2028 (5 years from the Commencement Date).

2.9 “Equipment” means the equipment specified in Schedule A.

2.10 “Notice” means a notice complying with the terms of Clause 10.9 of this Agreement.

2.11 “Operator” means a person employed by Plymouth City Council to work wholly or mainly in the Control Room.

2.12 “Purposes” means those purposes detailed in the Schedule D.

2.13 “Permitted Recipients” means the parties and their employees, and third-party contractors whose access to the Shared Personal Data is necessary for the performance of those individuals' authorised duties and who are subject to appropriate duties of confidentiality.

2.14 “Regulatory Communication” means a communication from the UK Information Commissioner (or any other competent data protection regulator) relating to any

actual or alleged non-compliance with Data Protection Legislation by a party with respect to the Shared Personal Data.

2.15 “Security Incident” means a personal data breach, whereby Shared Personal Data is lost, stolen or otherwise compromised, with or without fault on the part of the party who had possession of it.

2.16 “Shared Personal Data” means the personal data shared between the parties under this agreement. Shared Personal Data shall be confined to the following categories of information relevant to the following categories of data subject:

i. Personal data will include data which can identify a natural person (data subject), through use of an identifier such as a name, location data, or to one of more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity. This may include the use of sensitive personal data as listed below. No data will be shared if it not required for the purposes listed in the Schedule D.

ii. Personal data revealing racial or ethnic origin.

2.17 “The Payments” means the sum or sums set out in Schedule B.

2.18 “The Premises” means CCTV Control Centre, The Greenhouse, The Ride, Plymouth or in such location or locations as agreed in writing between Plymouth City Council and Saltash Town Council (provided that if Plymouth City Council desires to change premises, then Saltash Town Council shall not unreasonably withhold its consent).

2.19 “The Purposes” means the purposes for which the system is to be run from time to time which are to be established by reference to the provisions of Schedule D.

2.20 “The Services” means the obligations specified in the Schedule C.

2.21 “The System” means the cameras, the equipment and associated cabling and electronic equipment serving the system wherever it may be situated.

2.22 “The Term” means the period from the Commencement Date to the earlier of the Expiry Date or the date on which this Agreement is terminated in accordance with the provisions of this Agreement.

2.23 “UK GDPR” means the UK General Data Protection Regulation.

iii. Data concerning a natural person’s sex life or sexual orientation.

2.24 In this Agreement:

2.24.1 a reference to this Agreement includes its schedules.

2.24.2 the table of contents, background section and the clause, paragraph, schedule, or other headings in this Agreement are included for convenience only and shall have no effect on interpretation.

2.24.3 a reference to a ‘party’ includes that party’s successors and permitted assigns.

2.24.4 words in the singular include the plural and vice versa.

2.24.5 any words that follow ‘include’, ‘includes’, ‘including’, ‘in particular’ or any similar words and expressions shall be construed as illustrative only and shall not limit the sense of any word, phrase, term, definition or description preceding those words.

2.24.6 a reference to ‘writing’ or ‘written’ includes any method of reproducing words in a legible and non-transitory form (including via e-mail).

2.24.7 references to any laws include any replacing, amending, extending, re-enacting or consolidating of any such laws.

2.24.8 a reference to any law includes all subordinate legislation made from time to time under that law.

3. Appointment

Saltash Town Council appoints Plymouth City Council to carry out the Services for the Term in return for the Payments.

4. Plymouth City Council's obligations

4.1 Services: Plymouth City Council shall for the duration of the Term carry out the Services.

4.2 Confidential Information: Other than as required by law not at any time during or after the Term to divulge or allow to be divulged to any person any confidential information relating to the business or affairs of Saltash Town Council.

4.3 Delegation: Not to delegate any duties or obligations arising under this Agreement otherwise than may be expressly permitted under its terms.

4.4 Equipment: Not to cause or permit anything which may damage or endanger the Equipment, the System or other property of Saltash Town Council or Saltash Town Council's title to it or assist or allow others to do so.

4.5 Indemnity: To indemnify and keep indemnified Saltash Town Council from and against any and all loss, damage or liability (whether criminal or civil) suffered and legal fees and costs incurred by Saltash Town Council resulting from a breach of this Agreement by Plymouth City Council including:

4.5.1 any act, neglect, or default of Plymouth City Council's employees or agents

4.5.2 breaches in respect of any matter arising from the supply of the Services resulting in any successful claim by any third party.

The foregoing indemnity shall be limited to the levels of insurance specified in Clause 4.6 and include any breaches of the Data Sharing Agreement.

4.6 Insurance:

4.6.1 to maintain at its own cost a comprehensive policy of insurance to cover the liability of Plymouth City Council in respect of any act or default for which it may become legally liable to indemnify Saltash Town Council under the terms of this Agreement.

4.6.2 To arrange that the minimum cover per claim of that policy is £5,000,000.

4.7 Notice: Either party is required to give 3 months' notice in writing of the wish to terminate the agreement and the service recipient shall pay any costs incurred in respect of disconnection of the Equipment from the Control Room.

4.8 To comply with the terms of any Notice specifying a breach of the provisions of this Agreement and requiring the breach to be remedied so far as it may be but nothing in this clause is intended to require Saltash Town Council to serve notice of any breach before taking action in respect of it.

4.9 Plymouth City Council will at all times comply:

4.9.1 with the requirements of the Health and Safety at Work Act 1974 and any other Acts Regulations or Orders pertaining to health and safety of employees; and

4.9.2 with the provisions of the Equality Act 2010 and any amendments thereto or any such Act as may from time to time be in force and shall use reasonable endeavours to comply with any code of practice issued thereunder by the Commission for Racial Equality or any successor body thereto.

5. Saltash Town Council Obligations:

5.1 In consideration of the Services to be rendered by Plymouth City Council under this Agreement Saltash Town Council agrees to make the Payments in reasonable time in accordance with the provision of Schedule B.

5.2 To carry out the obligations of Saltash Town Council in relation to the Services.

5.3 Indemnity: To indemnify and keep indemnified Plymouth City Council from and against any and all loss, damage or liability (whether criminal or civil) suffered and legal fees and costs incurred by Plymouth City Council resulting from a breach of this Agreement by Saltash Town Council including:

5.3.1 any act, neglect or default of Saltash Town Council employees or agents.

5.3.2 breaches in respect of any matter arising from the supply of the Services resulting in any successful claim by any third party. The foregoing indemnity shall be limited to the levels of insurance specified in clause 5.4 and include any breaches of the Data Sharing Agreement.

5.4 Insurance: To maintain at its own cost a comprehensive policy of insurance to cover the liability of Plymouth City Council in respect of any act or default for which it may become liable to indemnify Saltash Town Council under the terms of this Agreement. To arrange that the minimum cover per claim of that policy is £5,000,000.

5.5 Saltash Town Council will:

5.5.1 notify the CCTV management team concerning any ongoing issues within the area with the overarching objective of preventing and detecting crime.

5.5.2 provide Plymouth City Council with emergency contact details and guidance, ensuring that this is accurate and up to date if out of hours support is needed.

5.5.3 endeavour to maintain foliage on their land, ensuring that CCTV images are not impacted.

5.6 Saltash Town Council will at all times comply:

5.6.1 with the requirements of the Health and Safety at Work Act 1974 and any other Acts Regulations or Orders pertaining to health and safety of employees; and

5.6.2 with the provisions of the Equality Act 2010 and any amendments thereto or any such Act as may from time to time be in force and shall use reasonable endeavours to comply with any code of practice issued thereunder by the Commission for Racial Equality or any successor body thereto.

6. VAT

6.1 All sums payable under this Agreement unless otherwise stated are exclusive of VAT and other duties or taxes.

6.2 Any VAT or other duties or taxes payable in respect of such sums shall be payable in addition to such sums.

7. No liability on the part of Plymouth City Council unless the Plymouth City Council is in default.

7.1 Plymouth City Council shall not be liable to Saltash Town Council for loss or damage to the System or any property of Saltash Town Council unless due to the negligence or other failure of Plymouth City Council to perform its obligations under this Agreement or under the general law.

7.2 In the event of Plymouth City Council being unable to provide the Services over a single period of twenty-four hours (or a collection of occurrences in any one quarter which is more than twenty-four hours) then the Parties shall adjust the next payment as compensation to Saltash Town Council for the break in service.

8. Termination for breach

The following obligations are conditions of this Agreement and any breach of them shall be deemed a fundamental breach which shall subject to sub-clause 8.4 hereof

determine this Agreement and the rights and liabilities of the parties shall then be determined in accordance with Clause 9.

8.1 Failure on the part of Saltash Town Council to make payment of all sums due to Plymouth City Council under the terms of this Agreement within twenty-eight days of the sums becoming due.

8.2 Failure on the part of Plymouth City Council to observe any obligation under this Agreement not requiring notice to be served and in the case of obligations requiring notice to be served failure to comply with the terms of any Notice.

8.3 The doing or permitting of any act by which Saltash Town Council's rights in the Equipment may be prejudiced or put in jeopardy.

8.4 Before Plymouth City Council shall exercise its right to determine this Agreement pursuant to Clause 8 hereof it shall serve written notice on Saltash Town Council giving twenty-eight days' notice of its intention to determine this Agreement.

9. Termination consequences

In the event of this Agreement being determined whether by effluxion of time or pursuant to Clause 8, Notice, breach or otherwise:

9.1 Saltash Town Council shall immediately pay to Plymouth City Council all arrears of the Payments and any other sums due under the terms of this Agreement.

9.2 Either party shall be entitled to exercise any one or more of the rights and remedies given to it under the terms of this Agreement and the determination of this Agreement shall not affect or prejudice such rights and remedies and each party shall be and remain liable to perform all outstanding liabilities under this Agreement notwithstanding that the other party may have exercised one or more of the rights and remedies against it.

9.3 Any right or remedy to which either party is or may become entitled to under this Agreement, or in consequence of the other's conduct, may be enforced from time to time separately or concurrently with any right or remedy given by this Agreement, or now or afterwards provided for and arising by operation of law, so that such rights and remedies are not exclusive of the other or others but cumulative.

10. Miscellaneous

10.1 Warranty: Each of the parties warrants its powers to enter into this Agreement and has obtained all necessary approvals to do so.

10.2 Interest: All sums due from either of the parties to the other which are not paid on the due date (without prejudice to the rights of either party under this Agreement) shall bear interest from day to day at the annual rate of 4% over the base lending rate of Barclays Bank Plc for the time being in force.

10.3 Receipt: The receipt of money by either party shall not prevent either of them from questioning the correctness of any statement in respect of such money.

10.4 Force Majeure: Both Parties shall be released from their respective obligations in the event of National emergency, war, prohibitive governmental regulation or if any other cause beyond the reasonable control of the parties or either of them renders the performance of this Agreement impossible whereupon all money due under this Agreement shall be paid immediately and in particular:

10.4.1 Saltash Town Council shall immediately pay to Plymouth City Council all arrears of the Payments; and

10.4.2 each party shall be liable to pay to the other damages for any breach of this Agreement and all expenses and costs incurred by that party in enforcing its rights under this Agreement.

10.5 Variation of amount of the Payments: The amount of the Payments shall be reviewed annually on the anniversary of the Commencement Date and shall be increased or decreased (as the case may be) by the same percentage increase or decrease (as the case may be) of the Retail Prices Index for the preceding period of twelve months. Provided that if the Retail Prices Index shall cease to exist such other index the compilation of which as nearly as possible matches that of the Retail Prices Index shall be used.

10.6 Severance: If any provision of this Agreement is declared by any judicial or other competent authority to be void, voidable, illegal or otherwise unenforceable the parties shall amend that provision in such reasonable manner as achieves the intention of the parties without illegality or by agreement between the Parties it may be severed from this Agreement.

10.7 Whole Agreement: Each party acknowledges that this Agreement contains the whole agreement between the parties and that it has not relied upon any oral or written representation made to it by the other or its employees or agents and has made its own independent investigations into all matters relevant to it.

10.8 Discretion: Any discretion, exercise of discretion, judgement or opinion or approval of any matter mentioned in this Agreement or arising from it shall be binding on a party only if in writing and shall be at its sole discretion unless otherwise expressly provided in this Agreement.

10.9 Notices: Any notice to be served on either of the parties by the other shall be sent by pre-paid recorded delivery or registered post to the address of the relevant party shown at the head of this Agreement or by electronic mail to the e-mail addresses below and shall be deemed to have been received by the addressee within 72 hours of posting or 24 hours if sent on a working day (Monday – Friday between 9.00am and 5.00pm) by electronic mail to the email addresses below or such other e-mail addresses notified to each party by the other party:

Plymouth City Council: CCTV@Plymouth.gov.uk

Saltash Town Council: [need email addresses](#)

10.10 Headings: Headings contained in this Agreement are for reference purposes only and should not be incorporated into this Agreement and shall not be deemed to be any indication of the meaning of the clauses to which they relate.

10.11 Proper law and jurisdiction

10.11.1 This Agreement shall be governed by English Law in every particular including formation and interpretation and shall be deemed to have been made in England.

10.11.2 Any proceedings arising out of or in connection with this Agreement may be brought in any court of competent jurisdiction.

10.11.3 Any notice of proceedings or other notices in connection with or which would give effect to any such proceedings may without prejudice to any other method of service be served on any party by post.

10.12 Rights cumulative: All rights granted to either of the Parties shall be cumulative and no exercise by either of the parties or any rights under this Agreement shall restrict or prejudice the exercise of any other right granted by this Agreement or otherwise available to it.

10.13 Survival of terms: No term shall survive expiry or termination of this Agreement unless expressly provided.

10.14 Waiver: The failure by either party to enforce at any time or for any period any one or more of the terms and conditions of this Agreement shall not be a waiver of them or of the right at any time subsequently to enforce all terms and conditions of this Agreement.

10.15 Costs: Each of the parties shall pay its own costs and expenses incurred by it in connection with the drafting and completion of this Agreement.

10.16 No assignment or sub-contracting: Neither party shall assign or sub-contract any of its rights or obligations under this Agreement without the prior written consent of the other party (such consent may not be unreasonably withheld or delayed).

10.17 Both parties shall comply with all applicable anti-bribery and anti-corruption laws, having regard to the nature of the Services and the jurisdictions involved ("Applicable Law"). Neither party shall knowingly place the other in breach of any Applicable Law.

10.18 Data Protection: The parties shall comply with the Data Sharing Provisions set out in the Schedule E to facilitate the disclosure of information under this Agreement.

10.19 Freedom of Information:

10.19.1 Both parties are subject to the requirements of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

10.19.2 In the event of receiving requests for information, the other party will do all things reasonably necessary to assist the party who received the request, in meeting the requirements of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

10.20 The parties hereby agree that for the purposes of the Contracts (Rights of Third Parties) Act 1999 this Agreement is not intended to confer a benefit upon anyone apart from the parties to this Agreement.

11. Dispute Resolution:

11.1 Where there is a dispute, the aggrieved party shall notify the other party in writing of the nature of the dispute with as much detail as possible about the deficient performance of the other party. A senior representative of each of the parties shall meet in person or communicate by telephone within 5 working days of the date of the written notification in order to reach an agreement about the nature of the deficiency and the corrective action to be taken by the respective parties. If the dispute cannot be resolved, or if the agreed upon completion dates in any written plan of corrective action are exceeded, either party may seek its remedies as provided below.

11.2 The parties may agree in writing to settling the dispute by way of Alternative Dispute Resolution.

11.3 If the parties cannot resolve the dispute by the procedure set out above, the parties shall irrevocably submit to the exclusive jurisdiction of the courts of England and Wales for the purposes of hearing and determining any dispute arising out of this Agreement.

12. Electronic Signature:

12.1 The parties agree that this Agreement may be signed by electronic signature (whatever form the electronic signature takes). When signing by electronic signature the parties confirm that this method of signature is conclusive of the parties' intention to be bound by this Agreement as if signed by each party's manuscript signature.

This Agreement has been entered into on the date stated on pages 1 and 3.

Signed for and on behalf of SALTASH TOWN COUNCIL

.....
Authorised Signatory

Signed for and on behalf of PLYMOUTH CITY COUNCIL

.....
Authorised Signatory

SCHEDULE A: The Equipment

All equipment, cabling or cable channels and ducts installed in the Plymouth City Council Control Room are the property of Plymouth City Council.

All equipment, cabling or cable channels and ducts installed in the Saltash town centre are the property of Saltash Town Council.

SCHEDULE B: The Payments

1. Subject to Clause 10.5 the Parties have agreed an annual fees of £50 per camera per month/£150 per camera per quarter/£600 per camera per year. This contract is for 3 cameras.

Year 1 £1,800

Year 2 £1,800

Year 3 £1,800

Year 4 £1,800

Year 5 £1,800

2. Payment of the said fees will be made quarterly in arrears on 31st July, 31st October, 31st January & 30th April.

3. The quarterly amount to be paid is therefore 25% of the annual fee.

4. Any further sum which has been agreed for the provision of additional services provided by or on behalf of Plymouth City Council with Saltash Town Council shall be by express agreement.

SCHEDULE C: The Services

1. Installation of equipment

1.1 Saltash Town Council will provide all external Equipment and arrange for it to be installed and set up by suitably qualified and experienced persons.

1.2 Equipment commissioning may only take place at a time reasonably convenient to Plymouth City Council and must be carried out in such a way as to minimise the interruption of work carried on at the Premises and the work carried on in the Control Room in particular.

1.3 Installation under paragraph 1.1 above does not include connection into the system belonging to Plymouth City Council which Plymouth City Council will arrange as quickly as possible after installation under paragraph 1.1.

1.4 If the location of the Premises changes during the Term, then Plymouth City Council will arrange for the equipment to be removed and re-installed at the new Premises.

1.5 Plymouth City Council will permit the Equipment to be connected to any equipment belonging to Plymouth City Council which is needed in order to control the Cameras PROVIDED THAT if the Equipment or any part of it ceases to operate

correctly then Plymouth City Council may disconnect the Equipment until it is repaired.

1.6 When replacing any equipment to which the Equipment is connected at Plymouth City Council, Saltash Town Council will take into account the need for the new equipment to be as compatible with the Equipment and the Cameras as possible having regard to the need to provide modern equipment.

1.7 Plymouth City Council may allow Saltash Town Council to connect additional cameras to the Equipment.

1.8 Saltash Town Council shall make sure that the Cameras and the Equipment are always maintained properly and in good working order (Plymouth City Council may agree to provide maintenance and repair services in Saltash Town Council at extra cost).

2 Erection of Cameras and other matters:

2.1 Saltash Town Council will make sure that before any camera is installed the Data Protection Impact Assessment process has been completed and published to ensure that the System complies with the Data Protection Legislation.

2.2 Saltash Town Council must make sure that every Camera in place at the Commencement Date and any new camera installed during the Term and any Camera whose location is altered during the Term is designed in accordance with the Code.

2.3 In paragraph 2.2 “designed” means the location of the camera, its reach and image quality and the setting of areas which the camera is capable of viewing.

3 Operating the Cameras:

3.1 Plymouth City Council will use reasonable endeavours to ensure that the Control Room is always staffed by sufficient Operators and that the Operators watch the screens in the Control Room as part of their duties (the screens monitored by these Operators will include those belonging to Plymouth City Council as well as other customers of the Control Room).

3.2 In particular, Plymouth City Council will provide a minimum of one operator 24 hours per day, seven days per week, with the exception of Christmas Day, whose duties will include reactive monitoring the camera images provided by Saltash Town Council of the Saltash town centre.

3.3 Recordings made under paragraph 3.2 will be kept for 31 days.

3.4 Plymouth City Council will consider any properly authorised requests from any authorised police officer and from Saltash Town Council to carry out any directed surveillance (as defined by the Regulation of Investigatory Powers Act 2000) provided the request is made for any of the Purposes but is not obliged to agree to any request where it reasonably considers that the surveillance might result in it carrying out any unlawful act.

3.5 Plymouth City Council will store the recordings in such a way to provide continuity of evidence in accordance with their codes of practice.

4 Incidents:

4.1 Plymouth City Council will as soon as reasonably practicable report to the police any incident any Operator notices on the System where it appears that a criminal offence (apart from minor road traffic offences) may have been committed or where there may be a breach of the law.

4.2 Plymouth City Council may report to the police or to another law enforcement agency information about any other apparent breach of the law.

4.3 Plymouth City Council will send Saltash Town Council a quarterly list of incidents observed by the Operators and notified under this paragraph. This list will not contain any personal data.

5 Disclosure:

5.1 Plymouth City Council will retain the data for no longer than 31 Days in line with the Plymouth City Council CCTV data retention policy which gives sufficient time to request the data from the system.

5.2 Plymouth City Council will supply copies of recordings retained under paragraph 5.1 to Saltash Town Council and any police officer only where Plymouth City Council reasonably considers that to do so is in accordance with the law and is reasonably likely to assist with achieving the Purposes.

5.3 Plymouth City Council will disclose recordings to others as required by law but not otherwise (except where Plymouth City Council is complying with subject access requests when it will exercise discretion concerning redaction of images relating to others and it may disclose the images where it considers it reasonable to do so).

5.4 Plymouth City Council may make disclosure to others in the following circumstances:

where a request has been made by or on behalf of an insurance company or a solicitor for disclosure in connection with an actual or prospective claim for damage following an incident.

5.5 Saltash Town Council will not further disclose copies of recordings given to them unless the disclosure is authorised by Plymouth City Council or is required by law.

6 Access to the Control Room

6.1 Plymouth City Council will during the Term ensure that access is restricted to:

6.1.1 Operators and those managing or providing support services to the Operators.

6.1.2 People who reasonably need access to the Control Room for maintenance or repair purposes.

6.1.3 People who reasonably need access to the Premises for one or more of the Purposes in order to fulfil a subject access request.

6.1.4 Upon receiving reasonable notice in writing duly authorised employees of Saltash Town Council who are visiting for the purposes of inspecting how the Services are being provided.

6.2 Saltash Town Council must ensure that those visiting the Control Room under paragraph 6.1.4 follow reasonable instructions given to them by any Operator or other senior employee of Plymouth City Council.

6.3 Plymouth City Council shall ensure that those of its employees who have access to the Control Room are reliable and trustworthy and that they are trained in the code of CCTV practice adopted by Plymouth City Council from time to time.

6.4 Plymouth City Council will ensure that the Operators are provided with a map of Saltash showing the locations of the cameras to enable them to accurately describe the location of any incidents they notice.

7 Maintenance:

7.1 Plymouth City Council will inform Saltash Town Council as soon as reasonably possible of any fault in any part of their Equipment and if Saltash Town Council so

requires, to arrange for the fault to be repaired by Plymouth City Council's contractor at Saltash Town Council's expense.

8 Removal of equipment:

8.1 At the end of the Term Saltash Town Council must within twenty-eight (28) days remove any control room Equipment from the Premises in accordance with paragraph 8.2

8.2 The removal referred to in paragraph 8.1 must take place at a time reasonably convenient to Plymouth City Council and must be carried out in such a way as to minimise the interruption of work carried on at the Premises and the work carried on in the Control Room in particular.

SCHEDULE D: THE PURPOSES

The Purposes for which the System has been established are set out below. The Purposes may only be changed if both Plymouth City Council and Saltash Town Council agrees and any such agreements must be set out in writing but Plymouth City

Council may only withhold its agreement to any changes if it reasonably considers that amending the Purposes would:

- (a) mean that the provision of the Services would then cause Plymouth City Council to use significant additional resources; and / or
- (b) cause a significant risk of contravention of the law.

PURPOSES

- Help to prevent and reduce crime and disorder in Saltash Town centre.
- Reduce the fear of crime and provide reassurance to the public.
- Detect, deter and prevent crime by:
 - assisting in the prevention of crime.
 - deterring and detecting crime.
 - helping to identify apprehend and prosecute offenders.
 - providing evidence to take criminal and civil action in the courts; and
 - maintenance of public order.
- Reduce vandalism graffiti, criminal damage and other nuisance.
- To reduce vehicle crime within Saltash Town centre.
- To enable the Police to provide a more effective response.

SCHEDULE 5: DATA SHARING

1. Data Protection Obligations:

1.1 The roles of the parties.

1.1.1 This Agreement sets out the framework for the sharing of personal data between the parties as data controller (Saltash Town Council) and data processor (Plymouth City Council). Each party acknowledges that one party (the "Data

Discloser”) may disclose to the other party (the “Data Recipient”) Shared Personal Data collected by the Data Discloser for the Purposes. Each party shall comply with the data protection obligations imposed on them as either the Data Controller or Data Processor in their respective roles under the Data Protection Legislation in relation to the Shared Personal Data. Except as expressly set out in this paragraph 1.1 (and paragraphs 1.4 and 1.5), nothing in this Agreement is intended to render Plymouth City Council as a “joint” data controller under the UK GDPR.

1.1.2 Particular obligations relating to data sharing: Each of the parties shall be responsible for ensuring the compliance with applicable law of its processing of personal data as respective data controller or data processor, subject always to the provisions of paragraph 1.1.3 and paragraphs 1.4 and 1.5 and each party shall:

A. Ensure that it has all necessary fair processing notices (commonly known as ‘privacy notices’ or ‘privacy policies’) and/or, as applicable, consents in place to enable the lawful transfer of the Shared Personal Data to the Permitted Recipients for the Purposes.

B. Ensure that the Shared Personal Data is accurate as at the date it is shared with the other party.

C. Process the Shared Personal Data only for the Purposes.

D. Not disclose or allow access to the Shared Personal Data to anyone other than the Permitted Recipients; and

E. Ensure that it has in place appropriate technical and organisational measures to protect against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, Shared Personal Data.

1.1.3 Where either party acts as a ‘data processor’ for the other, the data processor shall, to the extent that the processing must comply with the UK GDPR, comply with the data processing obligations set out in paragraphs 1.4 and 1.5.

1.1.4 Mutual assistance: Without prejudice to paragraph 1.1.2 above, each party shall assist the other in complying with all applicable requirements of the Data Protection Legislation. In particular, in relation to any Shared Personal Data it has received from the other Party, each Party shall:

A. take such steps as are reasonably requested by the other party to enable that party to comply with its obligations under the Data Protection Legislation.

B. as soon as reasonably possible inform the other party about the receipt of any data subject access request or another request received from a data subject seeking to exercise their rights under the Data Protection Legislation.

C. as soon as reasonably possible notify the other party if it receives a Regulatory Communication or becomes aware of a Security Incident, in each case which is likely to result in enforcement action, legal proceedings or otherwise adversely affect the reputation of the other party, and, where relevant, provide reasonable assistance so that the party in receipt of such Regulatory Communication or having detected such Security Incident may deal with and respond to the Regulatory Communication or Security Incident.

E. at the written direction of the Data Discloser, delete or return Shared Personal Data and copies thereof to the Data Discloser.

F. provide the other party with contact details of at least one employee or volunteer as the point of contact and responsible manager for data protection compliance issues.

1.1.5 Compliance with other policies and procedures: The parties shall comply with all data protection, information security and information governance policies in place

and notified to the parties from time to time, including any Information Sharing Protocol established for the purpose of safeguarding children and adults at risk.

Purposes of the data processing

1.2 Saltash Town Council Purposes

1.2.1 The Purposes for which Saltash Town Council may use Shared Personal Data received from the Plymouth City Council under this Agreement are:

- i. Complying with legal obligations and legislation which would include health and safety
- ii. Safeguarding purposes
- iii. Carrying out DBS checks on coaches, officials and volunteers
- iv. Reporting to financial and tax authorities and institutions
- v. Assisting with law enforcement investigations with recognised competent authorities as per the Data Protection Act 2018.

1.3 Plymouth City Council Purposes

1.3.1 The Purposes for which Plymouth City Council may use Shared Personal Data received from Saltash Town Council under this Agreement are:

- i. Help to prevent and reduce crime and disorder in the agreed upon area.
- ii. To potentially help reduce the fear of crime and provide reassurance to members of the public.
- iii. To potentially help detect, deter, and prevent crime, by using data to help identify, apprehend, and prosecute offenders.
- iv. Providing evidence to take criminal and civil action in the courts.
- v. Assisting with law enforcement investigations with recognised competent authorities as per the Data Protection Act 2018 and UK GDPR Compliant Data Processing Obligations.

1.4 In the course of the parties' interactions under this Agreement (and otherwise), one party may have access to, or be required to, process personal data on the other party's behalf. The parties acknowledge that for the purposes of the Data Protection Legislation, specifically the UK GDPR, a data controller subject to the UK GDPR is required to meet its statutory obligations in relation to the processing of personal data, irrespective of whether the processing is undertaken directly by the data controller or by a data processor acting on behalf of the data controller.

1.5 If either party ("processor") processes any personal data on behalf of the other party ("controller"), the processor shall, to the extent it is regulated by the UK GDPR in relation to that processing:

- A. process the personal data only on documented instructions from the controller (including this Agreement).
- B. will not transfer such personal data to a country outside the European Economic Area unless specifically authorised to do so by the controller.
- C. ensure that persons authorised to process the personal data have committed themselves to obligations of confidentiality.
- D. take all appropriate technical and organisational measures to ensure an appropriate level of security for the personal data (including to protect it against accidental or unlawful destruction, loss, or alteration, and against unauthorised disclosure or access).

E. not sub-contract its data processing obligations to a third party without the specific authorisation of the controller (and, where such authorisation is given, ensure that such a third-party data processor agrees to the same data protection obligations as set out in this Schedule, on the understanding that the processor remains fully liable to the controller for the performance of those data processing obligations).

F. assist the controller in responding to individuals exercising their data subject rights as set out in the UK GDPR (e.g. by helping the controller to provide a copy of a particular individual's personal data, if they ask for it);

G. assist the controller to comply with its obligations under the UK GDPR (including regarding appropriate data security, the notification of a personal data breach to a relevant supervisory authority (i.e. data protection regulator) and to the data subject(s) affected, and the preparation of data protection impact assessments, where appropriate), taking into account the nature of processing and the information available to the processor.

H. at the choice of the controller, delete or return to the controller all such personal data once the processing of such personal data is no longer required.

I. make available to the controller all information necessary to demonstrate compliance with the obligations set out in this Schedule (including a record of all categories of data processing activities the processor carries out on behalf of the controller) and allow for and contribute to data audits, including inspections, if the controller so requires.

CCTV asset list to be monitored –
List exact locations of cameras including grid references.
This will be checked and confirmed.



Data protection impact assessments

template for carrying out a data protection impact assessment on surveillance camera systems

Project name: Saltash Town Council CCTV

Data controller(s): Plymouth City Council

This DPIA template should be completed with reference to the guidance provided by the Surveillance Camera Commissioner and the ICO. It will help you to identify whether the use of surveillance cameras is appropriate for the problem you wish to address, assess the risks attached to your project and form a record of your decision making.

1. Identify why your deployment of surveillance cameras requires a DPIA¹:

- | | |
|---|---|
| <input type="checkbox"/> Systematic & extensive profiling | <input type="checkbox"/> Large scale use of sensitive data |
| <input checked="" type="checkbox"/> Public monitoring | <input type="checkbox"/> Innovative technology |
| <input type="checkbox"/> Denial of service | <input type="checkbox"/> Biometrics |
| <input type="checkbox"/> Data matching | <input type="checkbox"/> Invisible processing |
| <input type="checkbox"/> Tracking | <input type="checkbox"/> Targeting children / vulnerable adults |
| <input type="checkbox"/> Risk of harm | <input type="checkbox"/> Special category / criminal offence data |
| <input type="checkbox"/> Automated decision-making | <input type="checkbox"/> Other (please specify) |

2. What are the timescales and status of your surveillance camera deployment? Is this a proposal for a new deployment, or the expansion of an existing surveillance camera system? Which data protection regime will you be processing under (i.e. DPA 2018 or the GDPR)?

New deployment of cameras for a neighbouring council, Plymouth City Council process the data under the GDPR regime.

Describe the processing

3. Where do you need to use a surveillance camera system and what are you trying to achieve?

Set out the **context** and **purposes** of the proposed surveillance cameras or the reasons for expanding an existing system. Provide evidence, where possible, including for example: crime statistics over an appropriate time period; housing and community issues, etc.

- Assist in the detection and prevention of crime, along with the maintenance of public order by providing evidence.
- Facilitate the apprehension and prosecution of offenders in relation to crime and public order.
- To reduce public disorder and anti social behaviour and enhance the general public's perception of safety.
- Assist in the tracking and apprehension of persons who are suspected of committing a criminal offence.
- Assist in the identification of offenders and witnesses.
- Provide the Police and the Council with evidence to take criminal and civil action in the courts.

¹ <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/data-protection-impact-assessments-dpias/when-do-we-need-to-do-a-dpia/>

- Providing assistance and reassurance to the public in emergency situations.
- Protecting local authority property and assets.
- Assist the local authority carry out its statutory duties.

Information on crime is collated and provided by the police and is available at:
<https://www.police.uk/pu/your-area/?search=1>

4. Whose personal data will you be processing, and over what area? Set out the **nature** and **scope** of the personal data you will be processing. Who are the data subjects, and what kind of information will you be collecting about them? Do they include children or vulnerable groups, and what is the scale and duration of the processing?

To meet the purpose of the CCTV scheme, the data captured must be of a quality capable of identifying person(s) who may be committing, be victims of, or witnesses to crime or anti social behaviour. CCTV data is frequently used in criminal court proceedings so must be consistently maintained to be of peak evidential quality.

The type of data being collected will be and not limited to, height, sex, ethnicity, distinguishing features, clothing, directions of travel, vehicle registration numbers and vehicle types & colours. The CCTV system cannot discriminate in any way, nor does it have any analytical software which could be used to discriminate people.

The CCTV cameras are in retail, residential, highways, parks, local authority owned car parks and HMPE land which may be visited by members of the public, children and vulnerable persons / groups. Collection of data is specific to prevention and detection of crime, public safety and the other purposes of the scheme listed in Section 3 above. The data collected and processed is in the form of recorded video footage. There will be images of children, vulnerable persons, people from minority ethnic groups and religious beliefs however this will not be known at the time of recording unless the cameras are being proactively used by trained operating staff.

The processing of the data will be proportionate to achieve of the purposes listed therein.

Any proactive monitoring of the public must be justified by the operator. A full audit trail is maintained and inspected by the system supervisor on a regular basis. Images of individuals will only be released to investigating authorities in accordance with the code of practice. The system will be used in an overt manner and signage informing the public that cctv is in operation will be displayed on routes prior to entering the CCTV camera scope.

Data is recorded continuously. The retention periods is 31 days after which the data is automatically deleted, unless the data has been seized for criminal or civil investigation/prosecution.

5. Who will be making decisions about the uses of the system and which other parties are likely to be involved? Will you be the sole user of the data being processed or will you be sharing it with other organisations or agencies? Record any other parties you would disclose the data to, for what purposes, and any relevant data sharing agreements. Note that if you are processing for more than one purpose you may need to conduct separate DPIAs.

The data use will be controlled by the Data Protection officer responsible for CCTV, currently the CCTV manager in accordance with PCC CCTV policy

Access to images by third parties will only be allowed in limited and prescribed circumstances.

Disclosure will be limited to the following:-

- Saltash Town Council
 - law enforcement agencies where the images recorded would assist in a specific criminal enquiry
 - prosecution agencies
 - legal representatives
 - The media, where it is assessed by the Police that the public's assistance is needed in order to assist in the identification of victim, witness or perpetrator in relation to a criminal incident. As part of that assessment the wishes of the victim of an incident should be taken into account.
 - The people whose images have been recorded and retained (Data Subject) unless disclosure to an individual would prejudice the criminal enquiries or criminal proceedings.
- Plymouth City Council retains the copyright of the data.

6. How is information collected? (tick multiple options if necessary)

- | | |
|---|---|
| <input type="checkbox"/> Fixed CCTV (networked) | <input type="checkbox"/> Body Worn Video |
| <input type="checkbox"/> ANPR | <input type="checkbox"/> Unmanned aerial systems (drones) |
| <input type="checkbox"/> Stand-alone cameras | <input checked="" type="checkbox"/> Redeployable CCTV |
| <input type="checkbox"/> Other (please specify) | |

7. Set out the information flow, from initial capture to eventual destruction. You may want to insert or attach a diagram. Indicate whether it will include audio data; the form of transmission; the presence of live monitoring or use of watchlists; whether data will be recorded; whether any integrated surveillance technologies such as automatic facial recognition are used; if there is auto deletion after the retention period. You may have additional points to add that affect the assessment.

Data will be captured in video format utilising a 4G & 5G wireless solution.

Live monitoring is carried out by SIA CCTV licensed and police vetted staff at the CCTV control room. The CCTV system does not currently use any analytical surveillance technologies. CCTV staff will receive intelligence and information from various sources, including and not limited to the Police and Saltas Town Council relating to antisocial, criminal, highway activities and incidents. CCTV is retained for 31 days only, it is then automatical over written. Data sharing and seizure processes transfers the responsibility for the security and integrity of the data to the recipient of the data.

8. Does the system’s technology enable recording?

☐ Yes ☒ No

If recording is enabled, state where it is undertaken (no need to stipulate address, just Local Authority CCTV Control room or on-site will suffice for stand-alone camera or BWV), and whether it also enables audio recording.

Plymouth City Council CCTV data centre..

9. If data is being disclosed, how will this be done?

- ☒ Only by on-site visiting
- ☐ Copies of footage released (detail method below, e.g. encrypted digital media, via courier, etc)
- ☐ Off-site from remote server
- ☐ Other (please specify)

10. How is the information used? (tick multiple options if necessary)

- ☒ Monitored in real time to detect and respond to unlawful activities
- ☒ Monitored in real time to track suspicious persons/activity
- ☐ Compared with reference data of persons of interest through processing of biometric data, such as facial recognition.
- ☐ Compared with reference data for vehicles of interest through Automatic Number Plate Recognition software
- ☐ Linked to sensor technology
- ☒ Used to search for vulnerable persons
- ☒ Used to search for wanted persons
- ☒ Recorded data disclosed to authorised agencies to support post incident investigation, including law enforcement agencies
- ☒ Recorded data disclosed to authorised agencies to provide intelligence
- ☐ Other (please specify)

Consultation

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11. Record the stakeholders and data subjects you have consulted about the deployment, together with the outcomes of your engagement.

Stakeholder consulted	Consultation method	Views raised	Measures taken

Consider necessity and proportionality

12. What is your lawful basis for using the surveillance camera system? Explain the rationale for your chosen lawful basis under the relevant data protection legislation. Consider whether you will be processing special categories of data.

GDPR Article 6(1)(e): Processing is necessary for the performance of a task carried out in the public interest, or in the exercise of official authority vested in the controller.

Local authorities establish their CCTV systems under the GDPR/DPA 2018 and Section 17 Crime and Disorder Act 1998 which places an obligation on local authorities and the police to work in partnership to develop and implement a strategy for tackling crime and disorder.

Section 17 outlines how and why local services may impact on crime and disorder and indicates the reasonable actions that might be put in place to ensure a co-ordinated approach to crime reduction. Evidence shows the opportunity for crime and disorder may be reduced and the safety and reassurance of the public improved when there is adequate CCTV coverage and it is used with other interventions.

Using CCTV remains a strategic, financial and operational choice in exercising crime reduction partnership responsibilities between the police and other relevant supporters. In addition, Section 163 of the Criminal Justice and Public Order Act 1994 creates the power for local authorities to provide closed circuit television coverage of any land within their area for the purposes of crime prevention or victim welfare.

13. How will you inform people that they are under surveillance and ensure that they are provided with relevant information? State what privacy notices will be made available and your approach to making more detailed information available. Consider whether data subjects would reasonably expect to be under surveillance in this context.

Plymouth city Council Web site provides information on location of cameras, CCTV code of practice data protection impact assessments and guidance on how access the data.
<https://www.plymouth.gov.uk/cctv>

Appropriate signage in the areas where CCTV surveillance is taking place.

14. How will you ensure that the surveillance is limited to its lawful purposes and the minimum data that is necessary for those purposes? Explain the adequacy and relevance of the data you will be processing and how it is limited to the purposes for which the surveillance camera system will be deployed. How will you know if it is delivering the benefits it has been deployed for?

Saltash Town Council has installed CCTV cameras in various locations, retail, community, residential, highway and car park locations for the purposes of the prevention and detection of crime, disorder and anti social behaviour, monitoring traffic flows, traffic congestion and incidents on the highway.

It is employed to reduce the fear of crime by helping to provide a safer environment for those people who live and work in the area and for visitors travelling to the area.

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Prior to entering an area viewed by a CCTV camera, signs are displayed notifying you that CCTV is in operation, the purpose of the CCTV and also provides details of whom to contact for further information about the scheme.

The purpose and use of the CCTV system are to provide the statutory prosecuting authorities and enforcement agencies with data to detect, deter and prevent crime. The images recorded are of a standard where it is possible to be used in the identification, apprehension and prosecution of offenders.

The CCTV system installed by Saltash Town Council is able to provide the police and/or the council departments with evidence to enable criminal and/or civil proceedings. Some examples of how we use your data are provided below;

- Providing evidence in criminal proceedings (police and criminal evidence act 1984 and criminal procedure and investigation act 1996)
- Providing evidence in civil proceedings
- The prevention and reduction of crime and disorder
- The investigation and detection of crime
- Identification of witnesses

Effectiveness of the system is measured in periodic performance indicators along with information supplied by the police and other council departments. Effectiveness of the system along with compliance with the Protection of Freedoms Act 2012 and SC Code of Practice, GDPR/DPA is measured through the attainment Surveillance Camera Commissioner's Certification and British Standard 7958 accreditation.

An annual audit will be undertaken for the camera system, ensuring that each camera can reasonably be considered to capture data which supports the identified purposes above, captures new information not already captured by other cameras and also captures the minimum data possible to achieve these aims.

15. How long is data stored? (please state and explain the retention period)

Data is stored for a maximum of 31 days before it is automatically overwritten.

31 Days is considered to be sufficient for the processing of subject access request and requests from investigatory authorities to be made.

Plymouth City Council CCTV will not retain any recorded data beyond 31 days.

16. Retention Procedure

- ☒ Data automatically deleted after retention period
- ☐ System operator required to initiate deletion
- ☐ Under certain circumstances authorised persons may override the retention period, e.g. retained for prosecution agency (please explain your procedure)

17. How will you ensure the security and integrity of the data? How is the data processed in a manner that ensures appropriate security, protection against unauthorised or unlawful processing and against accidental loss, destruction or damage? What measures do you take to ensure processors comply? How do you safeguard any international transfers?

Access is limited to the secure CCTV control room and system.
The system incorporates passwords for authorised trained users and is the subject of regular audits.

No International transfers are made.

18. How will you respond to any subject access requests, the exercise of any other rights of data subjects, complaints or requests for information? Explain how you will provide for relevant data subject rights conferred under the legislation. You must have procedures in place to respond to requests for camera footage in which a subject appears, and to respond to any other request to meet data protection rights and obligations.

Plymouth City Council CCTV policies and procedures are fully compliant with the GDPR/DPA 2018 for general disclosure access requests and CCTV related subject access requests.

Information on subject access can be found on the Plymouth City Council website and all requests are dealt with by the Information Governance Team and then passed to the CCTV Supervisor for processing then returned to the Information Governance Team for release to the subject.

On occasion a request is made directly to the CCTV Team this will be returned to the originator with instruction to contact the Information Governance Team

Data protection | [PLYMOUTH.GOV.UK](https://www.plymouth.gov.uk/data-protection)
www.plymouth.gov.uk/data-protection

All complaints are dealt with through the councils complaints procedures.
www.plymouth.gov.uk/feedback-and-complaints

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19. What other less intrusive solutions have been considered? You need to consider other options prior to any decision to use surveillance camera systems. For example, could better lighting or improved physical security measures adequately mitigate the risk? Does the camera operation need to be continuous? Where you have considered alternative approaches, provide your reasons for not relying on them and opting to use surveillance cameras as specified.

Street Lighting is currently on and abundant in the district but is not a solution to detect or prevent the vast range of types of offences happening within the city it covers.

Other solutions are always considered including the use of additional council resources such as ASB officers, and the use of private security before CCTV is used.

20. Is there a written policy specifying the following? (tick multiple boxes if applicable)

☒ The agencies that are granted access

☒ How information is disclosed

☒ How information is handled

Are these procedures made public? ☒ Yes ☐ No

Are there auditing mechanisms? ☒ Yes ☐ No

If so, please specify what is audited and how often (e.g. disclosure, production, accessed, handled, received, stored information)

The CCTV manager regularly audits the use of the system and data retention.

Identify the risks

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Identify and evaluate the inherent risks to the rights and freedoms of individuals relating to this surveillance camera system. Consider, for example, how long will recordings be retained? Will they be shared? What are the expectations of those under surveillance and impact on their behaviour, level of intrusion into their lives, effects on privacy if safeguards are not effective? Could it interfere with other human rights and freedoms such as those of conscience and religion, expression or association. Is there a risk of function creep? Assess both the likelihood and the severity of any impact on individuals.

Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.	Likelihood of harm	Severity of harm	Overall risk
<p>Non Compliance of GDPR/DPA 2018. The GDPR/DPA sets out seven key principles which Local Authority CCTV System owners must comply with whilst operating a Public Space Surveillance System:</p> <ul style="list-style-type: none"> • Lawfulness, fairness and transparency • Purpose limitation • Data minimisation • Accuracy • Storage limitation • Integrity and confidentiality (security) • Accountability Non compliance may result in prosecution, financial penalties and severe damage to the reputation of Plymouth City Council 	<p>Remote, possible or probable Possible</p>	<p>Minimal, significant or severe Significant</p>	<p>Low, medium or high Medium</p>
<p>Compliance with articles 6, 8 and 14 of the Human Rights Act. The Act applies to public authorities and other bodies, which may be public or private, when they are carrying out public functions</p> <p>Article 6: the right to a fair trial</p> <p>Article 8: right to a private and family life</p> <p>Article 14: protection from discrimination</p>	<p>Possible</p>	<p>Significant</p>	<p>Medium</p>

A breach of any article may impede on the subjects rights and result in the prosecution of the local authority resulting in financial penalties and severe damage to its reputation			
<p>Compliance with SC Code of Practice and the Protection of Freedoms Act 2012. The code of practice is issued by the Secretary of State under Section 30 of the 2012 Protection of Freedoms Act.</p> <p>Relevant authorities (as defined by section 33 of the 2012 Act) in England and Wales must have regard to the code when exercising any functions to which the code relates. A failure on the part of any person to act in accordance with any provision of the surveillance camera code does not of itself make that person liable to criminal or civil proceedings. The surveillance camera code is admissible in evidence in any such proceedings. (A court or tribunal may, in particular, take into account a failure by a relevant authority to have regard to the surveillance camera code in determining a question in any such proceedings.</p> <p>This is reflected in the Crown Prosecution Service Disclosure Manual) Reputational damage to Local Authority. The court may take inference in an authority's non compliance</p>	Remote	Significant	Medium
Security of Data. A Security Data breach may result in prosecution under GDPR/DPA 2018 and result in financial penalties and severe damage to the reputation of the local authority	Remote	Significant	Medium
Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.	Likelihood of harm	Severity of harm	Overall risk

Unauthorised Disclosure may result in prosecution under GDPR/DPA 2018 and subject to financial penalites and severe damage to the reputation of the local authority	Remote, possible or probable Possible	Minimal, significant or severe Sinificant	Low, medium or high Medium
Misuse of data may result in prosecution under GDPR/DPA 2018 and subject to financial penalites and severe damage to the reputation of the local authority	Possible	Significant	Meduim

Address the risks

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Explain how the effects of privacy enhancing techniques and other features mitigate the risks you have identified. For example, have you considered earlier deletion of data or data minimisation processes, has consideration been given to the use of technical measures to limit the acquisition of images, such as privacy masking on cameras that overlook residential properties? What security features, safeguards and training will be in place to reduce any risks to data subjects. Make an assessment of residual levels of risk.

Note that APPENDIX ONE allows you to record mitigations and safeguards particular to specific camera locations and functionality.

Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk			
Options to reduce or eliminate risk	Effect on risk	Residual risk	Measure approved?
Compliance with GDPR/DPA 2018. Management of the use and security of the system including monitoring and downloading of footage. Regular audits carried out and SCC Certification achieved. .	Eliminated reduced accepted Reduced	Low medium high Low	Yes/no Yes
Compliance with articles 4, 6 and 13 of the Human Rights Act Management of the use and security of the system including monitoring and downloading of footage. Regular audits carried out including proactive monitoring carried out by operators. SCC Certification achieved.	Reduced	Low	Yes
Compliance with SC Code of Practice and the Protection of Freedoms Act Management of system. SCC Full certification.	Reduced	Low	Yes

Options to reduce or eliminate risk	Effect on risk	Residual risk	Measure approved?
Security of Data Management of the use and security of the system including monitoring and downloading of footage. Regular audits carried out and SCC Certification achieved. Checks on proactive monitoring by staff, use of passwords and checks carried out by maintenance contractors for network security.	Eliminated reduced accepted Reduced	Low medium high Low	Yes/no Yes
Unauthorised Disclosure Release of data is strictly controlled by the council. Information Sharing Agreement in place with Police. All parties who use data from the system are aware of their obligations under GDPR/DPA. Full audit trail for any release of data. CCTV staff trained in unauthorised disclosure and misuse of data	Reduced	Low	Yes
Misuse of Data Release and use of data is strictly controlled by the council. All parties who use data from the system are aware of their obligations under GDPR/DPA. Full audit trail for any release of data. CCTV staff trained in unauthorised disclosure and misuse of data.	Reduced	LKow	Yes
Financial Loss. Compliance with GDPR/DPA, POFA, Code of Practice and operating procedures reduces the risk of unauthorised disclosure or the misuse of data. SCC Full certification achieved and regular audits are carried out by the system manage	Reduced	Low	Yes

Authorisation

If you have not been able to mitigate the risk then you will need to submit the DPIA to the ICO for prior consultation. **Further information** is on the ICO website.

Item	Name/date	Notes
Measures approved by:		Integrate actions back into project plan, with date and responsibility for completion.
Residual risks approved by:		If you identify a high risk that you cannot mitigate adequately, you must consult the ICO before starting to capture and process images.
DPO advice provided by:		DPO should advise on compliance and whether processing can proceed.
Summary of DPO advice		
DPO advice accepted or overruled by: (specify role/title)		If overruled, you must explain your reasons.
Comments:		
Consultation responses reviewed by:		If your decision departs from individuals' views, you must explain your reasons.
Comments:		

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This DPIA will be kept under review by:		The DPO should also review ongoing compliance with DPIA.
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APPENDIX ONE

This template will help you to record the location and scope of your surveillance camera system and the steps you’ve taken to mitigate risks particular to each location.

Location: Each system operator/owner should list and categorise the different areas covered by surveillance on their system. Examples are provided below.

Location type	Camera types used	Amount	Recording	Monitoring	Assessment of use of equipment (mitigations or justifications)
Redepliable cameras	PTZ	24Hrs	24Hrs	24Hrs	The privacy level expectation in the area is very low; our city is well signed with appropriate signage for CCTV its use and purpose with contact details

APPENDIX TWO: STEPS IN CARRYING OUT A DPIA



Use this risk matrix to determine your score. This will highlight the risk factors associated with each site or functionality.

[illegible]

NOTES

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To receive a report on Fore Street festoon lighting and consider any actions and associated expenditure.

Background

The Festoon lighting or River of Lights were first installed by the Saltash Christmas Lights team a number of years ago. The idea was that they could be used at other times of the year as well as at Christmas. This has occurred in the past although coordinating and resourcing the switch on for occasional dates has meant this happens less and less.

Proposal

The proposal is to make some changes to the timers that control the lights so that outside the Christmas period the River of Lights could still be utilised between dusk and a later specified time (say 11.30pm).

The benefits in having the lights on every evening are.

1. Liven up and make the Town Centre look more appealing.
2. Light up Fore Street better as it is not well lit in places.

The Town Council replaced the River of Lights only a few months ago, with reduced numbers of individual energy efficient bulbs, so the cost is unlikely to be high and the Standing Charges must be paid anyway.

Better lighting will illuminate some of the darker spots on Fore Street making the area safer at night as well as making it significantly more appealing. A more appealing and vibrant looking Town Centre may lead to enhanced economic activity.

Costs

Costs and need for additional timers are unknown.

The proposal would be for Town Council to consider a two-month trial utilising the current timers to assess impact and cost working within budget.

Budget Code: 6515 SE Festive Lights Maintenance and Electricity
Available Budget: £1,925

End of report
Councillor Bickford

To receive an updated report on the Christmas lights switch on event 2025 and consider any actions and associated expenditure.

present -:

Peter Ryland, Chair of Chamber of Commerce

Hillary Frank, Cornwall councillor, and organiser of Christmas Festival Event

Julia Peggs, Saltash Town Councillor

Apologies-;

John Brady, Saltash Town Councillor

Agenda-

to consider combining the Christmas light switch on, in conjunction with the Christmas Festival

Hilary explained that she could not organise the Christmas festival event without the help of diverse events. These events are booked one year in advance. Therefore, the Christmas festival this year could not be changed, or made earlier as it had already been booked and 60% of the stalls have already been sold.

However, she would be in contact with Diverse Events to see if it was possible if the date could be changed for 2026. Most towns have their events at the same time each year and these are always booked a year in advance by diverse events, so it did not look hopeful.

It was suggested by Peter Ryland that a separate light switch on by the Town Council in a working relationship with the Chamber of Commerce to take place in the middle of November with a more organised event.

The best dressed window being judged by residents, and a competition for children identifying Christmas objects in traders' windows, therefore attracting more people into the town on an earlier date. This could also attract some street entertainment. Traders in Fore St would therefore be much more likely to stay open giving them the opportunity for extra trading. The suggested date was 14th November @ 6:00 PM to allow families to come home from work, and for children before bedtime.

A suggestion for this joint financial, and event venture between Saltash Town Council and the Chamber of Commerce would like to be considered with an amount of funding from Council and from the Chamber of Commerce .

End of report

Cllr Julia Peggs



SEA Report to STC Services Committee February 2025

Elwell Woods

We have shared a first draft of the **Management Plan** with the Services Manager, and will also consult residents before bringing it to the Services committee.



- KEY**
- A Celtic Cross
 - B *Elwell Rd entry*
 - C gravel patch
 - D orchard
 - E seating area
 - F hazel triangle, *Sand Quay entry*
 - G triangle
 - H bramble scrub
 - I mixed woodland
 - J mixed scrub
 - K, L, M woodland
 - N flat patch
 - O border
 - P ivy patch
 - Q meadow *Entry*
 - R triangle *Entry*

1. We are battling with the heliotrope in the orchard D, by regular scything/pulling. We are considering digging and handweeding a trial **patch** of 2m x 3m to how effective that is compared with the current pulling method. If we can remove the great majority of tubers, we would seed with meadow grass and wildflowers. We seek Services committee approval.

2. Volunteers have cleared the walls alongside Waterloo Lane, and now seek permission to plant a **native hedge** behind the wall on the Tamar side, as suggested by our visiting ecologist. It will massively increase the range of habitat in that area H which is currently almost entirely bramble scrub. Woodland Trust would provide us with hedging at no charge. We plan to limit hedge height to about 5 feet, and to keep it free from brambles. We seek Services committee approval for planting.

Tree Saltash

We plan to plant 3 silver birches in the verge beside Tobruk Road, and have permission from Cornwall. We would like the Committee to fund six (1.8m) '**cundy stakes**' to support protective caging. Cost about £55 at Bond Timber.

The season approaches for routine maintenance of the trees planted in previous years, and we would like the Committee to fund 3 100Li **bags of bark** for mulching. (We reason that seasoned and composted commercial bark probably carries less disease risk to these young trees than fresh chippings from local trees.)

Adrian White

SEA