

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Town Vision Sub Committee held at the Guildhall on Thursday 24th October 2024 at 6.30 pm

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

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

APOLOGIES: S Martin, B Stoyel and D Yates.

30/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

31/24/25 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.

32/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

33/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE TOWN VISION SUB COMMITTEE HELD ON 15 AUGUST 2024 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Griffiths, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Town Vision Sub Committee held on 15 August 2024 were confirmed as a true and correct record.

34/24/25 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

35/24/25 **TO RECEIVE THE TOWN VISION BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reviewed the budget statement contained within the circulated reports pack.

The Town Clerk informed Members, at a future meeting, they may wish to identify areas through the Business Plan together with the Town Council budget statements to see if funds are needed to bring project(s) to fruition by utilising budget code 6280 EMF Town Vision (available balance £9,665).

Further to this, Members were informed that the Development and Engagement Manager is to prepare a draft funding strategy to be considered at a future meeting as part of the Terms of Reference for the Town Vision.

It was **RESOLVED** to note.

36/24/25

TO RECEIVE THE RESULTS OF THE TRIAL IMPACT ASSESSMENT ON TOWN COUNCIL PROJECTS AND CONSIDER ANY ACTIONS.

Members reviewed the Climate Change Impact Assessment questions and Project Impact Assessment results contained and circulated in the reports pack.

Members expressed their thanks to the Senior Policy and Data Compliance Officer for her hard work in developing the Climate Change Impact Assessment for further consideration this evening.

Members agreed that the Climate Change Impact Assessment questions were as expected from previous discussions held.

Members discussed the following Project Impact Assessment results in detail:

- Wilding and Wildflower Town Areas
- Play Parks
- Library Refurbishment
- Christmas Lights

Members agreed a few amendments to the Project Impact Assessment are needed for clarity. These included:

- Missing text from the inner ring 'Health and Wellbeing';
- Replace the wording of the outer ring score number 3 from 'no known impact' to 'not applicable' and the associated colour to change from white to grey;
- Town Clerk to work with the line managers to ensure the questions answered capture the correct information specific to the project which then provides the results of the project.

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

1. To approve the above amendments to the Project Impact Assessment;
2. That Officers are to continue to trial the Impact Assessment for Town Council Projects only reporting back at the next Town Vision Sub Committee meeting.

37/24/25

TO RECEIVE THE BUSINESS PLAN DELIVERABLES WORKFLOW AND CONSIDER ANY ACTIONS.

The Town Clerk provided a verbal overview of the workflow received and contained within the circulated reports pack.

The Town Clerk highlighted the scheduled dates for the Personnel Committee, noting that they do not align with the quarterly Town Vision review meetings.

The Town Clerk noted that Devolution had not yet met to review its Terms of Reference against the Business Plan Deliverables, adding that Sub Committees with set deliverables may not meet quarterly due to meetings being held when there is business to be considered.

It was proposed by Councillor Griffiths, seconded by Councillor Bullock and **RESOLVED** to approve the Business Plan Deliverables Workflow, as attached.

38/24/25

TO RECEIVE THE TOWN COUNCIL BUSINESS PLAN DELIVERABLES FOR QUARTER TWO AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk gave a verbal overview of the deliverables to date contained and circulated in the reports pack.

The Town Clerk informed Members that the Town Vision recommendations from the previous meeting were received at each Committee and Sub Committee and actioned accordingly, apart from, the Devolution Sub Committee due to a meeting not yet taken place and the Personnel Committee are due to meet on 31 October.

The Town Clerk was pleased to report that the Policy and Finance Committee and the Property Maintenance Sub Committee reviewed the Town Vision recommendations and aligned 'Aims' with relevant strategic priorities against their Terms of Reference to support the Town Council's Business Plan. However, because of the lateness in doing so, scores were not applied for quarter one. The same applies to the Library Sub Committee who created new 'Aims' at their last meeting.

The Town Clerk also informed Members that for quarter two some 'Actions' have been updated but not all scores have increased due to the level of work undertaken not being enough to warrant an increase. In some cases, the scores have decreased.

Progress on each Committee and Sub Committees deliverables can be tracked quarter to quarter by referring to the 'Actions' highlighted in **bold text**.

Members received, reviewed and discussed each Committees and Sub Committees deliverables in detail.

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

1. To thank the Committees and Sub Committees for taking action from the Town Vision recommendations;
2. To note the Personnel Committee are yet to meet to review their 'Actions' and scores for quarter one and two;
3. To note the Devolution Sub Committee are yet to meet to consider the Town Council Strategic Priorities against the Sub Committee Terms of Reference;

4. To **RECOMMEND** to Policy and Finance to:
 - a) Add under Strategic Priority 2 'Actions' – Continue to support the Delivery of Professional Youth Work in Saltash for the year 2024-25, setting a budget of £59,069 through a tender process.
 - b) Add under Strategic Priority 2 'Actions' – Continue to support Saltash Youth Network for the year 2024-25, setting a budget of £4,726. To note; a formal Agreement is to be considered to improve the process in the coming years.
5. To **RECOMMEND** to Property Maintenance to:
 - a) Add under Strategic Priority 4 'Actions' – Support the roll out of Beryl Bikes across Saltash and provide a parking bay at Isambard House.
6. To **RECOMMEND** to Station Property to:
 - a) Add under Strategic Priority 4 'Actions' – Invest in the car park resurfacing and safety to improve the levels for users to access.
 - b) Add under Strategic Priority 5 'Actions' – The sale of slate tiles from the fixtures of the original building (Isambard House) to be used by a member of the public on a project, recycling rather than sending to landfill.
7. To approve quarter two deliverables (as attached) to be displayed on the Town Council website for transparency.

39/24/25 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.

40/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

41/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

42/24/25

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

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to issue a Press and Social Media Release on the progress of the Business Plan Deliverables.

DATE OF NEXT MEETING

Thursday 23 January 2025 at 6.30 pm


Rising at: 8.00 pm

Signed: _____
Chairman

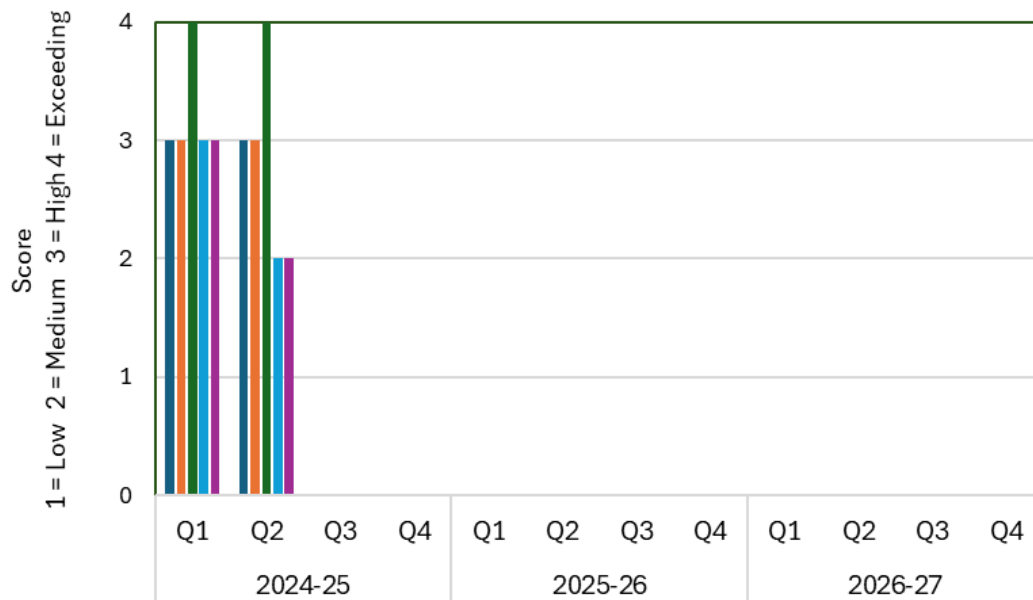
Dated: _____

Deliverables Workflow 2024/25


Quarter 2 July – August - September							
Town Vision Sub Committee Meeting held on 15 August 2024 resolved to: Recommended to P&L, Services, Station Property, Personnel and Library to review their Strategic Priority Aims against their actions. Referred to P&F to consider the six Town Council Strategic Priorities under the Committees Terms of Reference and to set their Aims. Requested Devolution and Property Maintenance consider the six Town Council Strategic Priorities under the Sub Committees Terms of Reference and to set their Aims.							
P&L 20.08.24	Library 29.08.24	Services 12.09.24	Station 16.09.24	P&F 24.09.24	Property M 26.09.24	Devolution TBC	Personnel 31.10.24
Town Vision Sub Committee Meeting held on 24 October 2024 To receive reviewed/scored deliverables for Quarter 2							
Quarter 3 October – November – December							
P&L 17.12.24	Library TBC	Services 12.12.24	Station TBC	P&F 14.01.25	Property M 28.10.24	Devolution TBC	Personnel 27.02.25
Town Vision 23 January 2025 To receive reviewed/scored deliverables for Quarter 3							
Quarter 4 January – February – March (year-end)							
P&L TBC - 15.04.25	Library TBC	Services TBC – 10.04.25	Station TBC	P&F 11.03.25	Property M TBC	Devolution TBC	Personnel TBC – 26.06.25
Town Vision 24 April 2025 To receive reviewed/scored deliverables for Quarter 4							

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Personnel Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	To continue to be a good employer and invest in officer growth by supporting relevant professional development	<p>Training and professional development to match the role undertaken</p> <p>In-house mentoring</p> <p>Career progression</p> <p>Fair salary grade</p>	<p>Provide access to courses and certifications suitable for the positions</p> <p>Establish promotion / career progression plans</p> <p>Continue to be a member of the National Joint Committee (NJC) for Government Services</p> <p>Employee recognition awards for work completed above and beyond the role by setting a robust policy</p> <p>Regular performance reviews and feedback sessions to keep employees focused and motivated using their strengths and understanding areas for improvement</p> <p>Continue to appoint a HR Consultant for employees and the employer to access support/advice as required</p>	3	3	3		
		Real Living Wage Employer	Be an accredited Living Wage Employer	<p>Continue to enroll as a Living Wage Employer committing to tackle low pay by paying the real Living Wage to employees</p> <p>Promote the Living Wage scheme when recruiting new posts</p> <p>Committed to tackle low pay by encouraging organisations that work for the Town Council to pay the real Living Wage</p>	3	3	3		
		Local Government Pension Scheme	To be part of the LGPS	<p>Continue to be part of the LGPS to help employees to build a pension pot that will provide enough income to meet basic everyday needs in retirement years</p> <p>Promote the LGPS when recruiting new posts</p>	4	4	4		
		Operate in accordance with our Civility and Respect Pledge	Town Council to sign the annual Civility and Respect Pledge	<p>Reminders to all employees (staff team meetings) and Town Council members of the pledge taken (Full Council meeting)</p> <p>The pledge to be ethos of the work environment and incorporated into the core values of each department</p> <p>Incorporated into employee performance reviews</p>	2	3	2		
		Provide a Protocol to advise Officers and Members of the appropriate working relations with one another	Create, adopt and adhere to the protocol	<p>Create a Town Council Protocol for Member Officer Relations and review regularly recommending to Full Council</p> <p>Line managers to refresh employees at regular staff team meetings</p>	2	3	2		

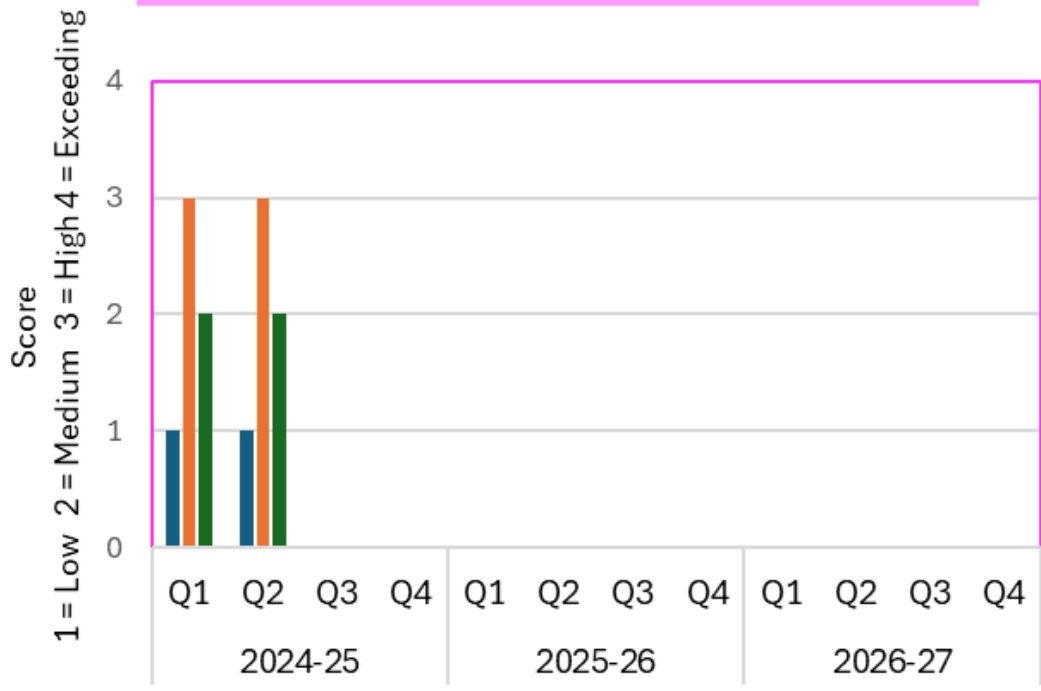
Business Plan
Strategic Priority 1 - Boosting Jobs and Economic Prosperity
Aims of the Personnel Committee




- To continue to be a good employer and invest in officer growth by supporting relevant professional development
- Real Living Wage Employer
- Local Government Pension Scheme
- Operate in accordance with our Civility and Respect Pledge
- Provide a Protocol to advise Officers and Members of the appropriate working relations with one another


Strategic Priority 2 - Health and Wellbeing		Aims of the Personnel Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.</p>	Provide excellent welfare facilities	<p>Health and wellness initiatives</p> <p>Excellent work-life balance</p> <p>Provide a safe and healthy work environment</p>	<p>Improve Guildhall rest rooms and changing facilities</p> <p>Dedicated employee toilet at Saltash Library</p> <p>Continue to provide excellent welfare facilities to service delivery employees</p> <p>Implement a flexible approach to working patterns to provide employees an improved work-life balance</p> <p>Provide health care insurance that covers medical, dental and vision care</p> <p>Continue to appoint a HR Consultant for employees/employer to access support/advice as required</p>	1	1	1		
		Provide occupational health assessments as required to support staff at work	<p>Various appointments as required</p> <p>Mental health support</p> <p>Associated cost to be covered by the Town Council</p>	<p>Appoint an occupational health consultant (medical and H&S) as required</p> <p>Line managers to provide employee's one-to-one support as required</p> <p>Continue to appoint a HR Consultant for employees/employer to access support/advice if required</p>	3	3	3		
		Robust risk assessments and health surveillance checks available to appropriate officers to protect them at work	<p>Robust risk assessments</p> <p>Health surveillance checks if required</p> <p>Mental health support</p>	<p>Line managers to review annually departmental Town Council risk assessments</p> <p>Appoint an occupational health consultant as required</p> <p>Appoint annually a health surveillance company to help protect employees from health risks at work</p> <p>Line managers to be trained mental health first aider to support their team</p>	2	2	2		


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





- Provide excellent welfare facilities
- Provide occupational health assessments as required to support staff at work
- Robust risk assessments and health surveillance checks available to appropriate officers to protect them at work

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

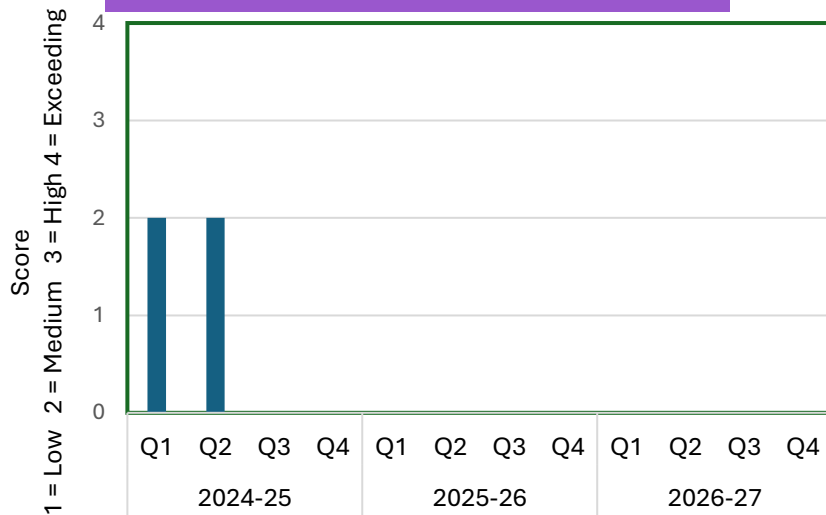
Strategic Priority 4 - Travel and Transport	Aims of the Personnel Committee
 <p>To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.</p>	<p>The Personnel Committee recognised strategic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

Strategic Priority 5 - Climate Emergency		Aims of the Personnel Committee
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	The Personnel Committee recognised strategic priority 5 - Climate Change did not fit within the remit (Terms of Reference) of the committee


Strategic Priority 6 - Recreation and Leisure	Aims of the Personnel Committee
 <p>To continue to provide, improve, and support in Saltash, play parks, open green speaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.</p>	<p>The Personnel Committee recognised strategic priority 6 - Recreation and Leisure did not fit within the remit (Terms of Reference) of the committee</p>

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Planning and Licensing Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	To ensure in review of planning and licensing applications and considerations, economic opportunities and impacts are examined appropriately	Planning and Licensing applications Working in partnership with Cornwall Council to reach the right outcome for Saltash Training Awareness of economic opportunities National and Cornwall Local Plan Policy	Research Planning and Licensing applications and ensure all documentation is understood prior to consideration of the application Work within Planning Material consent Building good working relationships with Cornwall Council to achieve what Saltash deserves Councillors and staff to attend planning and licensing training when offered by Cornwall Council Refer to the National and Cornwall Local Plan Policy Approved planning application PA24/04937 Latchbrook Parkway Estate - Proposed wildlife pond with associated re-contouring works and landscape enhancements Approved planning application PA24/05152 New waterless toilets, showers and raised timber seating area installed for use with the permitted development for a 60 day temporary campsite (already permitted). The proposal is for the amenity structures to remain situated beyond the 60 days	2	2	2		

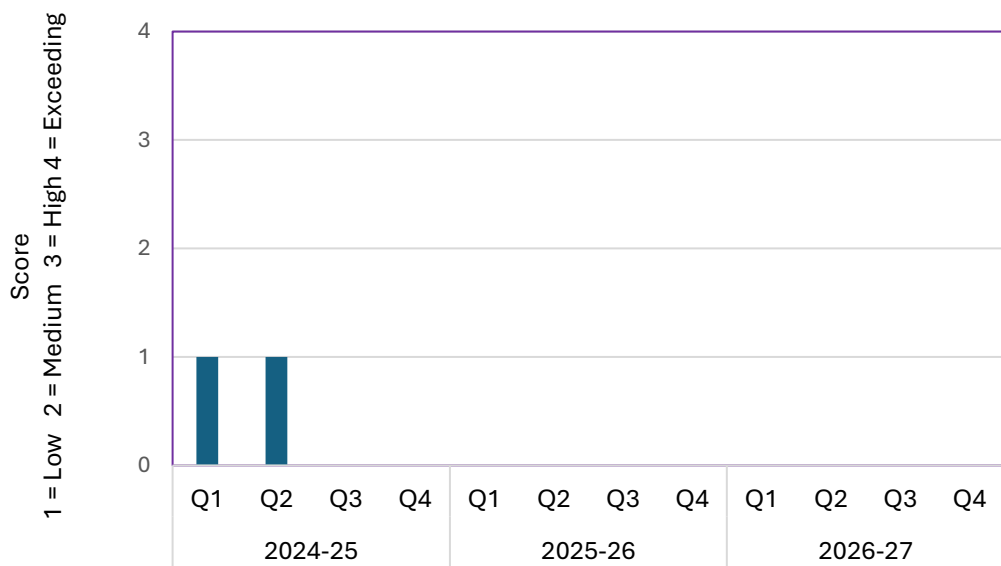
Business Plan
Strategic Priority 1 - Boosting Jobs and Economic Prosperity
Aims of the Planning and Licensing Committee




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

Strategic Priority 2 - Health and Wellbeing		Aims of the Planning and Licensing Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.</p>	<p>To ensure appropriate support or recommendations are given to applications or projects that support health care development or change of use to a health care setting in Saltash</p>	<p>Being actively involved in the decision making process</p> <p>Partnership working</p> <p>Saltash Neighbourhood Development Plan</p> <p>National and Cornwall Local Plan Policy</p>	<p>Consideration as a Consultee to Planning applications that could impact the health care setting in Saltash</p> <p>Work in partnership with Saltash Health Care Action Group and seek advice as required</p> <p>Seek the advice of Cornwall Council as required</p> <p>Refer to the Saltash Neighbourhood Development Plan for guidance on health care provision in Saltash</p> <p>Refer to the National and Cornwall Local Plan Policy</p> <p>Approved planning application PA24 / 06184 - Application for a Lawful Development Certificate for an existing use as Planning Use E(e): Commercial, Business and Service (Provision of Medical or Health Services)</p>	<p>1</p>	<p>1</p>	<p>1</p>		

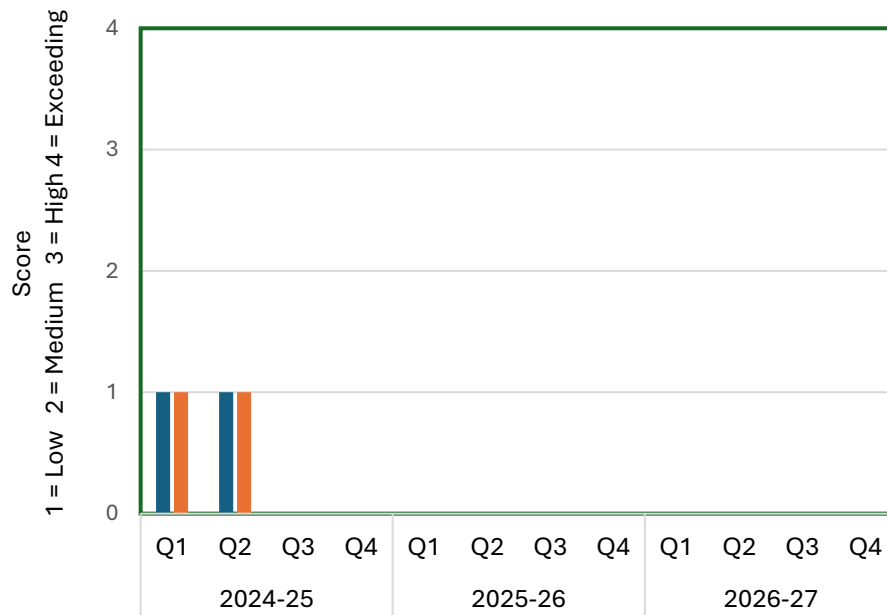
Business Plan
Strategic Priority 2 - Health and Wellbeing
Aims of the Planning and Licensing Committee



- To ensure appropriate support or recommendations are given to applications or projects that support health care development or change of use to a health care setting in Saltash

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

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



- To support projects that deliver affordable and sustainable housing whilst meeting a variety of user needs in keeping with policy

- To ensure the availability of all housing types are considered inclusive of rental and affordable housing to improve access to housing for all in Saltash


Strategic Priority 4 - Travel and Transport

Aims of the Planning and Licensing Committee

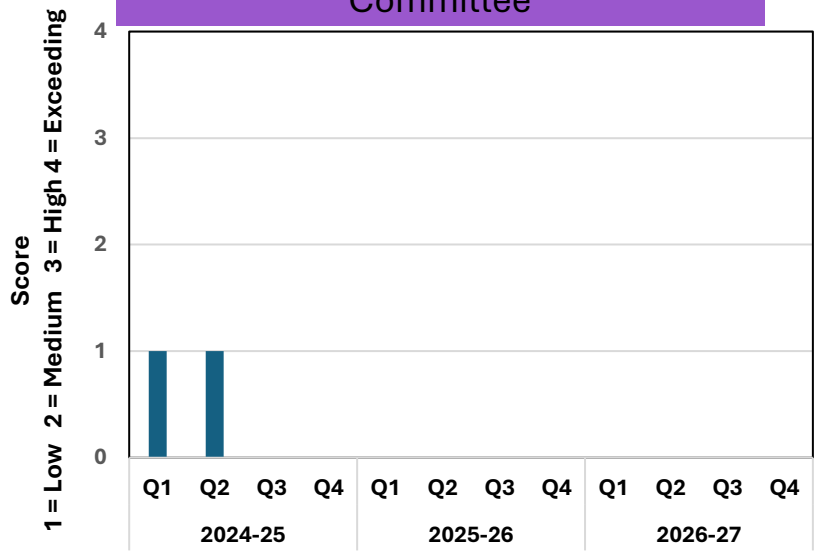


To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.

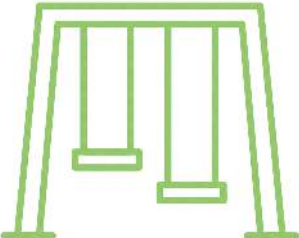
The Planning and Licensing Committee recognised strategic priority 4 - Travel and Transport did not fit within the remit (Terms of Reference) of the committee

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

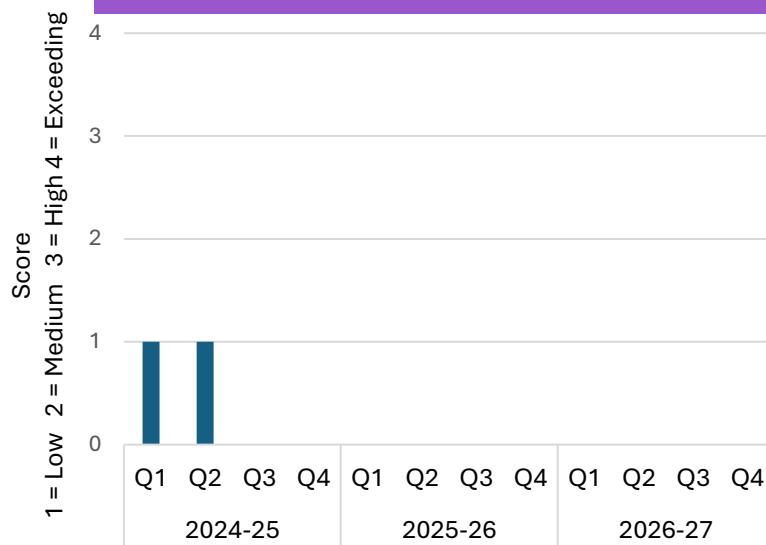
**Business Plan
Strategic Priority 5 - Climate Emergency
Aims of the Planning and Licensing
Committee**




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

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

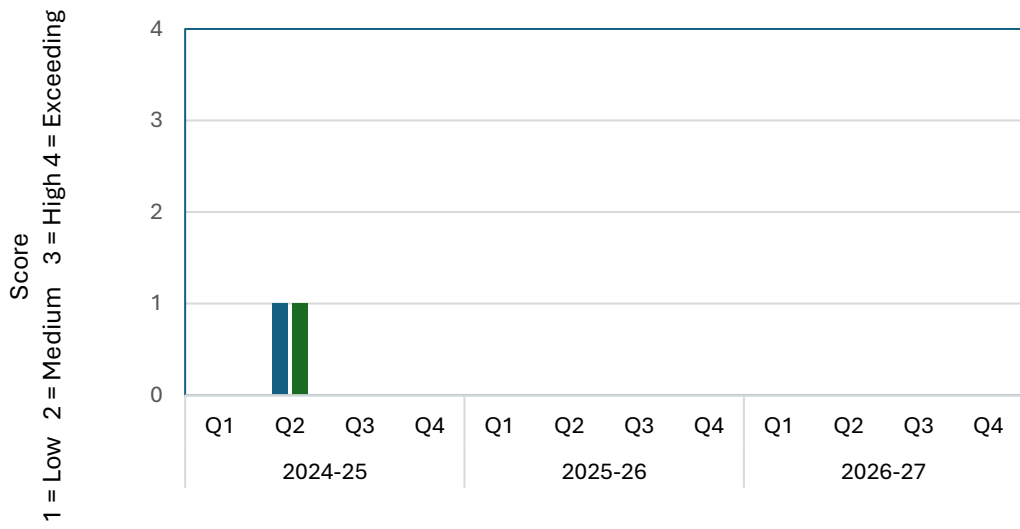
Business Plan
Strategic Priority 6 - Recreation and Leisure
Aims of the Planning and Licensing
Committee




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

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.</p>	<p>To maintain a formal agreement between the Town Twinning to build and maintain a friendship and promote international understanding.</p>	<p>Work together with the twinned Plougestal community on projects and activities.</p> <p>Host a regular town twinning festival or celebration, alternating between the two towns, to celebrate the partnership. This could include cultural performances, food, and art from each town.</p>	<p>Create a Town Twinning agreement to ensure it reflects current objectives, values and commitments to Plougestal</p> <p>Promote and celebrate the Town Council's sustained friendship and collaboration with the Plougestal</p> <p>Work in partnership with the Twinning Association as appropriate</p>	1	N/A	1		
		<p>To support the enhancement of community engagement by providing grants and funding for local events, community initiatives and programs.</p>	<p>Supporting events, programs and initiatives that enhance the towns attractiveness and economic activity.</p> <p>Improved community cohesion that fosters local talent and promotes diversity</p>	<p>Community and Festival Grants awarded to Saltash Community Shed, Saltash United Football Club, Saltash Christmas Festival, Saltash Music, Speech and Drama Festival, Girlguiding Saltash</p> <p>Approved virement of £1,000 to support future Festival Fund applications until year-end</p>	1	N/A	1		

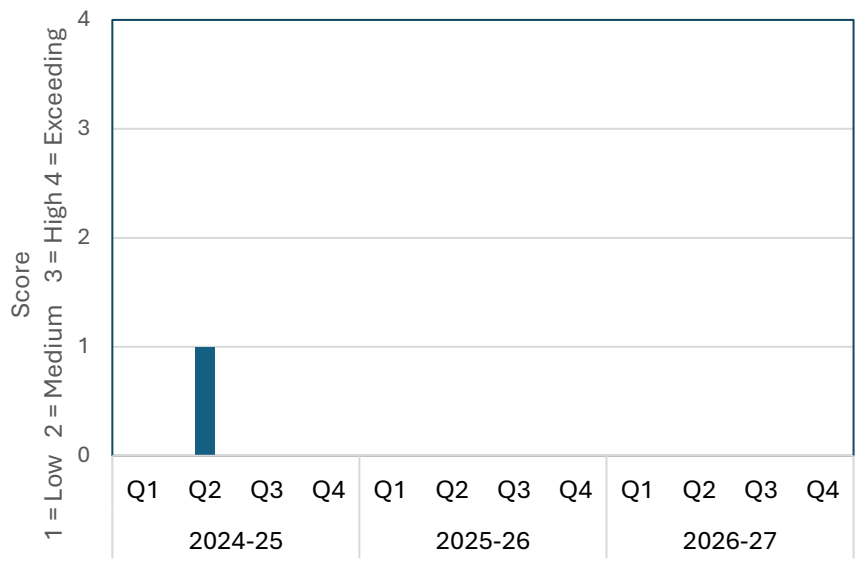
Business Plan Strategic Priority 1 - Boosting Jobs and Economic Prosperity




- To maintain a formal agreement between the Town Twinning to build and maintain a friendship and promote international understanding.
- To support the enhancement of community engagement by providing grants and funding for local events, community initiatives and programs.


Strategic Priority 2 - Health and Wellbeing		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.</p>	<p>To continue supporting professional youth work and to foster collaboration among youth organisations through effective partnership working</p>	<p>Continue to provide grants and funding opportunities</p> <p>Establish a platform and network for youth organisations to collaborate, share ideas and pool resources</p> <p>Facilitate regular meetings or forums where organisations can discuss common challenges and opportunities for partnership</p> <p>Promote awareness for youth work by raising awareness of its benefits</p> <p>Share success stories from projects to demonstrate the impact and value of professional youth work</p>	<p>Presentation received from The Core outlining the service provided to the youth in Saltash</p> <p>Continue to support the Delivery of Professional Youth Work in Saltash for the year 2024-25, setting a budget of £59,069 through a tender process</p> <p>Continue to support Saltash Youth Network for the year 2024-25, setting a budget of £4,726. To note; a formal agreement is to be considered to improve the process in the coming years</p>	1	N/A	1		


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



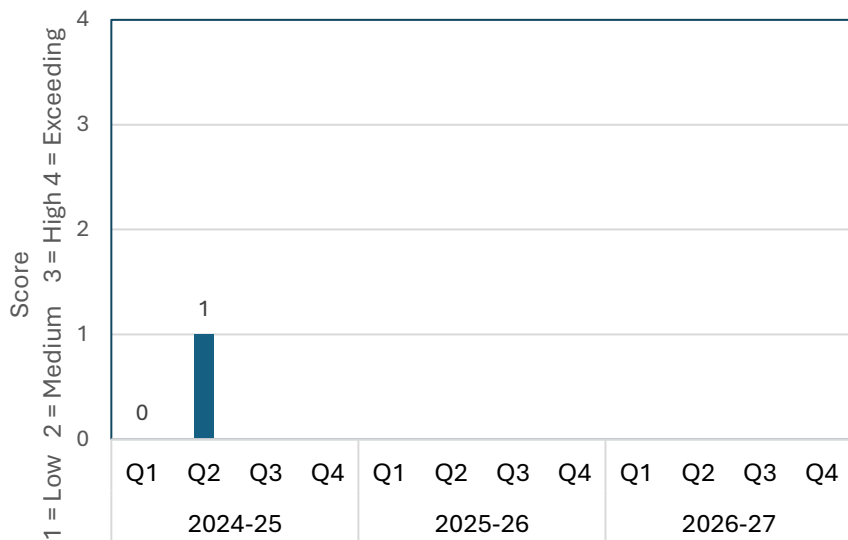
■ To continue supporting professional youth work and to foster collaboration among youth organisations through effective partnership working

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

Strategic Priority 4 - Travel and Transport		Aims of the Policy and Finance Committee
	<p>To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.</p>	<p>The Policy and Finance Committee recognise Strategic Priority 4 - Travel and Transport did not fit within the remit (Terms of Reference) of the Committee.</p>

Strategic Priority 5 - Climate Emergency		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To embed sustainability and climate conscious principles into financial and policy decisions	Support and encourage community projects, infrastructure developments and public services ensuring they align with environmental best practices where possible.	Town Council environmental policies include climate change where it doesn't disable the Town Council from fulfilling its responsibilities	1	N/A	1		
			Commit to integrating climate change action into the Town Council policies.						

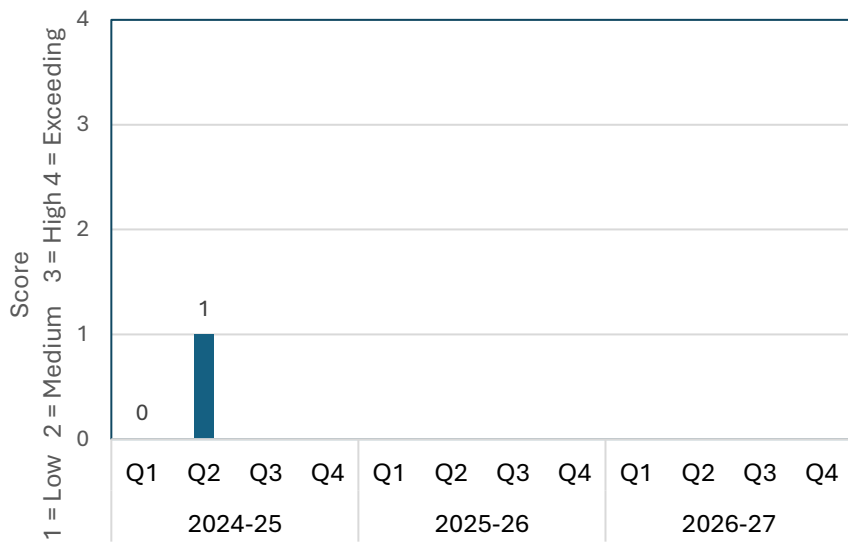
Business Plan
Strategic Priority 5 - Climate Emergency
Aims of the Policy and Finance Committee



■ To embed sustainability and climate conscious principles into financial and policy decisions

Strategic Priority 6 - Recreation and Leisure		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural activity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.</p>	<p>Establish, review and promote match funding policies to enhance, develop and support playparks, open green spaces and recreational areas and activities</p>	<p>Match Funding for Play Park policy to encourage community groups to volunteer to improve the towns provision</p>	<p>Match funding awarded (£10k) to Summerfield Play Park</p>	1	N/A	1		
			<p>Promote the Match Funding for Play Park policy on Town Council social media channels and leaflets</p> <p>Partnership working with key stakeholders to support projects in the town where applicable to Policy and Finance remit</p>	<p>Promotion of the policy via social media channels and leaflets</p>					

Business Plan
Strategic Priority 6 - Recreation and Leisure
Aims of the Policy and Finance Committee



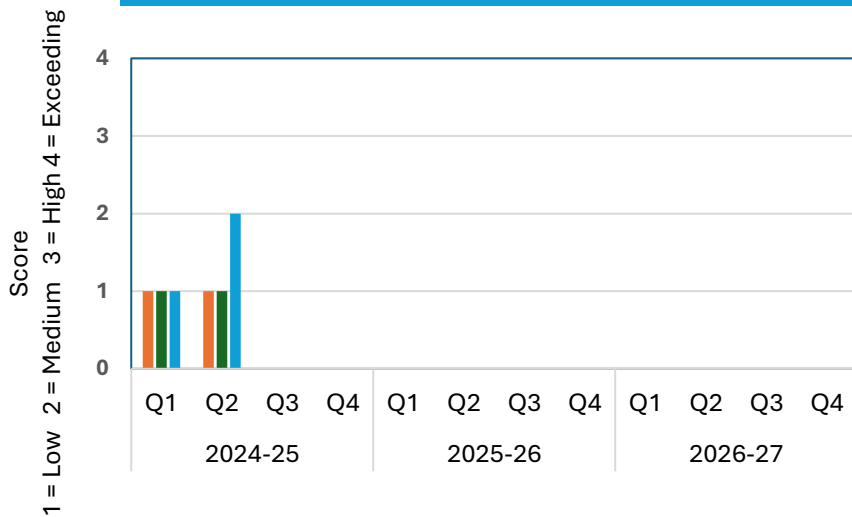
■ Establish, review and promote match funding policies to enhance, develop and support playparks, open green spaces and recreational areas and activities

Strategic Priority 1 - Boosting Jobs and Economic Prosperity	Aims of the Services Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
					Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	<p>Continue to work with key stakeholders in the devolution of asset process with an increase of Town Council staffing levels, if required;</p> <p>To work in partnership with Cornwall Council to improve the Waterside area</p> <p>To devolve Victoria Gardens and Maurice Huggins Room to the Town Council</p> <p>Secure Service Level Agreements with key stakeholders to make the town more attractive and welcoming, whilst continuing to build and maintain positive working relationships</p>	<p>Start the devolution process of Victoria Gardens and Maurice Huggins Room</p> <p>Sign Leases with Cornwall Council</p> <p>Sign Service Level Agreements with outside organisations and undertake additional duties required</p> <p>Personnel Committee to consider additional staffing resources as instructed by the Town Clerk as required</p> <p>Partnership working with Cornwall Council by email authorisation to undertake weed and vegetation management on Jubilee and Waterside Greens and the pathway inbetween both sites</p> <p>Positive early engagement with Network Rail (land owners) of the Waterside toilets and 8 sheds within the same area, to progress a 99-year Lease to the Town Council to improve the buildings/services to the community</p>	1	1	1		
	Improve facilities and quality of life by continuing to maintain our public conveniences and to invest in accessible public conveniences	<p>All Town Council public conveniences to be accessible</p> <p>Improvements to all Town Council public conveniences</p> <p>Dementia friendly</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Property Maintenance Sub Committee to investigate public convenience improvements and associated cost to form part of the five-year maintenance plan</p> <p>Property permissions to be ascertained if required</p> <p>Refer to the Saltash Neighbourhood Development Plan for guidance on the need for public conveniences</p> <p>Construction designs to be investigated by the Town Council Building Surveyor</p> <p>Funding to be explored to support all or some of the associated cost</p> <p>Public consultations to be held to seek evidence of need in the community</p> <p>To install dementia friendly signage to all Town Council public conveniences</p> <p>Partnership working to support PL12 community Dementia training by providing free facilities and sale of tickets via Eventbrite</p> <p>Reinvesting in 2025/26 public conveniences cleaning contract to keep the service available and to a high standard</p> <p>Engagement with Network Rail for a 99-Year Lease to assist the Town Council towards improved toilets including fully accessible and baby changing facilities</p>	1	1	1		




<p>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.</p>	<p>Increase visitor numbers and enhanced visitor experiences</p> <p>Improve community engagement marketing and promotion</p> <p>Infrastructure improvements</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance on a vibrant and healthy community</p> <p>Build relationships with community organisations and businesses via community engagement</p> <p>Encourage Saltash Town Team to progress with a Town Centre accessibility audit and Cornwall Council street audit to better improve our town</p> <p>Expand on the floral display in Saltash by planting a wider selection of evergreens together with colourful plants across all Town Council land/property and increase open green spaces where possible</p> <p>Quartley Town Council premises washdown of surfaces to keep the exterior of the building looking presentable at all times</p> <p>Application of algaecide to Town Council premises to keep maintenance cost to a minimal</p> <p>Enhance the Town Council's Christmas lights providing a spectacular display</p> <p>Promote the town in 'It's Your Neighbourhood' and 'Britain in Bloom' competitions to encourage residents and businesses to partake and support each other</p> <p>Utilise the Town Council's website and social media to promote the work of the Service Delivery Department</p> <p>Procurement of two large Christmas Trees for Victoria Gardens and Waterside with new Christmas Flags to enhance the display in the town</p> <p>Submission of, Community Infrastructure Levy (CIL) fourth round - Saltash Waterside Improvement Project for a sensory garden and play park (results Nov 2024)</p> <p>Plymouth Boat Trips free landing charges on Jubilee Pontoon for the season 2025 (1 April to 30 September, extending the service to weekends in October and a full service in the half term week)</p> <p>Working in Partnership with Town Team by supporting their Open Green Community Space funded project (improved wayfinding, markets, greening) to improve the welcoming visitor destination in Fore Street</p> <p>Working in Partnership with Town Team to utilise the Waitrose s106 balance to provide leaflets promoting the town to outside areas, QR code linking to the Town Council website via other visitor sites</p> <p>Investment and improvement of Town Council Christmas Lights, replacement of festoon lighting</p> <p>Budgeting 2025-26, further improved Christmas lighting making the town a welcoming visitor destination during that period</p> <p>Budgeting 2025-26 for improved wayfinding and information boards to connect the town</p>	<p>2</p>	<p>1</p>	<p>2</p>
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Business Plan
Strategic Priority 1 - Boosting Jobs and Economic Prosperity Aims of the Services Committee

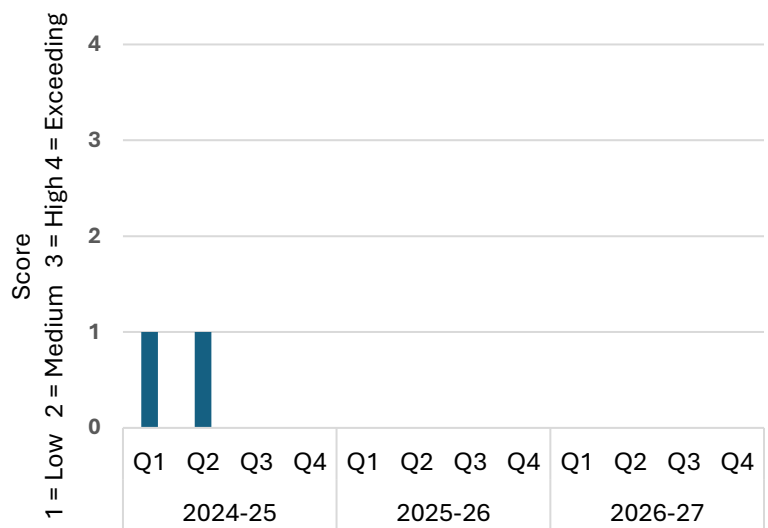


■ Continue to work with key stakeholders in the devolution of asset process with an increase of Town Council staffing levels, if required;


■ Improve facilities and quality of life by continuing to maintain our public conveniences and to invest in accessible public conveniences


Strategic Priority 2 - Health and Wellbeing		Aims of the Services Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.</p>	<p>Provide, maintain and support mental health and wellbeing with street furniture and green public spaces</p>	<p>Improved public green spaces for everyone to use</p> <p>Maintain Town Council owned street furniture to a high standard</p> <p>Provide where required additional street furniture in consultation with the public as evidence of need</p> <p>Keep the town looking it's best at all times</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance on improving public realm</p> <p>Support Saltash Town Team with additional community open spaces inclusive of parklets and markets</p> <p>Carry out regular maintenance checks of all Town Council owned street furniture, ensuring it is kept to a high standard and is included in the asset register</p> <p>Install hanging baskets and expand further on the Waterside, Lower Fore Street, Victoria Gardens and Isambard House</p> <p>Install mental health organisation plaques to Town Council benches to help support our residents and visitors</p> <p>Promote mental health and wellbeing via the Town Council website</p>	1	1	1		
				<p>Partnership working with SEA assisting with maintenance at Elwell Woods within existing service delivery resources</p> <p>Improved Allotment Policy providing further clarification/expectations for users</p> <p>Winter planting to keep the town looking cheerful/attractive/welcoming</p> <p>Improved allotment access by clearance of pathways, new fencing and gate</p>					

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

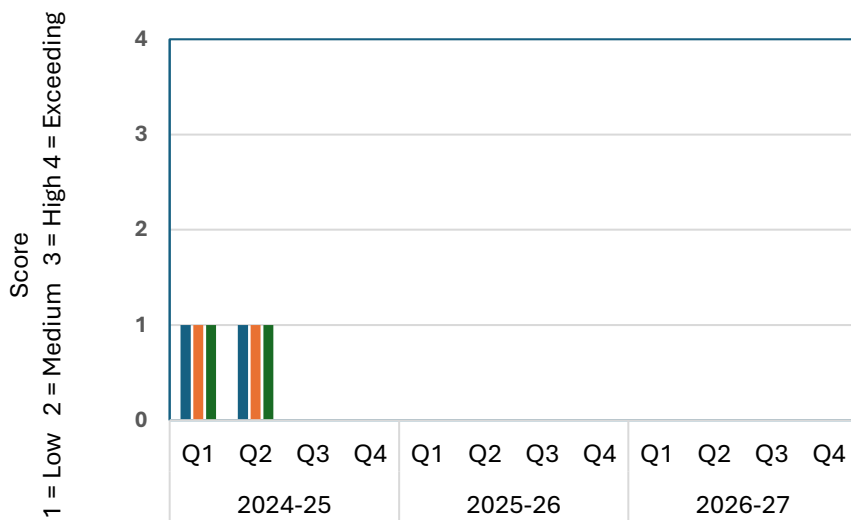


Provide, maintain and support mental health and wellbeing with street furniture and green public spaces


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

Strategic Priority 4 - Travel and Transport		Aims of the Services Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.</p>	<p>Continue to investigate and implement where possible a sustainable Town Council fleet of vehicles</p>	<p>Investigate sustainable vehicles</p> <p>Install EV charging stations on Town Council owned property as required</p> <p>All Town Council vehicles to be electric or hybrid</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance on sustainable transport</p> <p>Conduct a detailed survey of the current working vehicles and their usage</p> <p>Investigate suitable working vehicle options for the future and ascertain associated cost</p> <p>Research regulations and explore any funding opportunities for EV charging stations / vehicles</p> <p>Obtain permissions from the landowner to install EV charging stations as required</p> <p>Promote the investment of a Town Council electric fleet</p> <p>Reinvesting in 2025-26 budget setting for electric vehicles</p>	1	1	1		
		<p>Promote and encourage walking and cycling routes in the community</p>	<p>Support, promote and encourage walking and cycling routes in Saltash and neighbouring areas</p> <p>Less vehicles on the road, increase in bikes and by foot</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance on a walking and cycling environment</p> <p>Work with outside organisations such as Cornwall Council and sustrans to promote, increase signage and enhance cycling routes</p> <p>Conduct surveys and collect data on current usage, potential routes, and areas needing improvement</p> <p>Identify and participate in cycling and walking campaigns suitable for Saltash</p> <p>New Beryl Bikes offer (free unlocking) promotion via Town Council social media channels</p>	1	1	1		
		<p>Support access and improved connectivity from Saltash to Plymouth and neighbouring Towns and Parishes</p>	<p>Improved connectivity</p> <p>Increase in tourism</p> <p>Improved traffic</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance on improved and sustainable connectivity</p> <p>Work in partnership with local businesses / Chamber of Commerce to increase connectivity</p> <p>Work in partnership with Plymouth Boat Trips, Saltash Red Bus, Stagecoach, Go Cornwall Bus, Tamar Bridge to improve connectivity</p> <p>Promote Saltash as a tourism destination on the map</p> <p>Conduct surveys to ascertain the areas that require improved connectivity</p> <p>Working in partnership with Sustrans Active Travel Programme linked to 20mph zone roll out, offering free Town Council facilities and supporting the reduced speed restriction</p>	1	1	1		

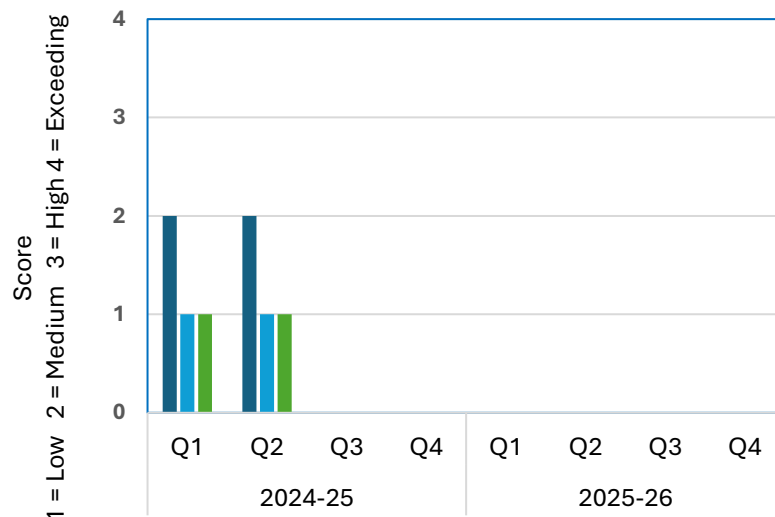
Business Plan
Strategic Priority 4 - Travel and Transport
Aims of the Services Committee




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

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

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

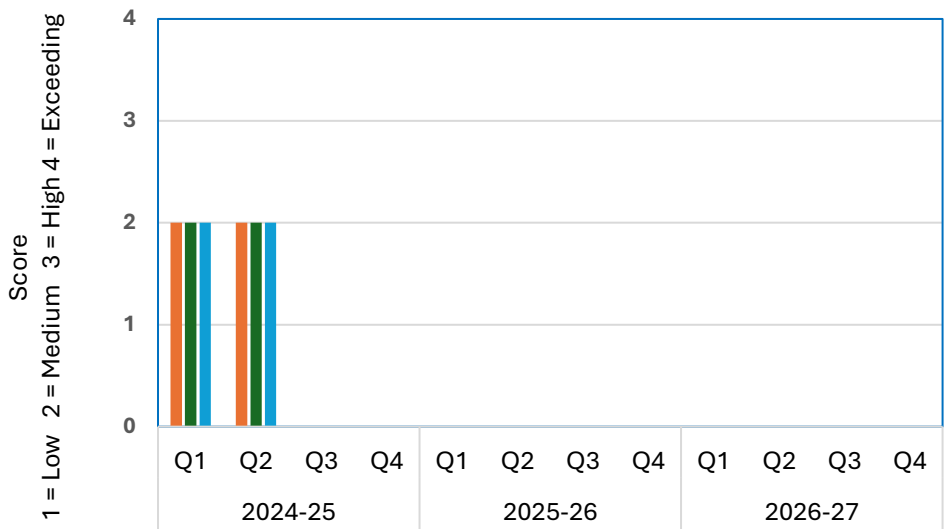


- To continue to implement sustainable grounds maintenance methods and good environmental practices.
- Support community initiatives for tree planting and wildflower meadows
- Continue to support and partake in the Plastic Free Community pledge


Strategic Priority 6 - Recreation and Leisure		Aims of the Services Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural activity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers	Maintain, promote and reinvest in Town Council play parks and recreational areas	<p>Investment and Development</p> <p>High-Quality Maintenance</p> <p>Improved open green spaces</p> <p>Promoting improvement works</p> <p>Consultation</p> <p>Funding awarded to provide new play equipment / improvement to community open spaces</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance to meet the growing demand for recreation areas</p> <p>Maintain and invest in new play equipment for Town Council owned play parks</p> <p>Review other play parks in Saltash and consider whether investment is required to provide a good standard of play working in partnership with key stakeholders</p> <p>Consult with the public that live in the area specific to the work needed</p> <p>Seek funding opportunities to relieve pressure from the Precept</p> <p>Service Delivery to carry out high quality maintenance / safety checks by being ROSPA qualified</p> <p>Grounds maintenance to be undertaken on a regular basis making open green spaces attractive</p> <p>Regular maintenance checks to be carried out ensuring all play equipment is to the highest of standards</p>	2	2	2		
		Provide, maintain and support mental health and wellbeing with street furniture and green public spaces	<p>Partake in the Chatty Plaque scheme</p> <p>Ensure open spaces are kept to a high standard for all to enjoy</p>	<p>Purchase six Happy to Chat plaques to install on Town Council benches to act as a talking point and encourage those who see them to reach out</p> <p>Service Delivery to undertake regular maintenance to Town Council open spaces to ensure they are suitable and attractive for all to enjoy</p> <p>Mental Health and Wellbeing Town Council website page actively supporting the 'Happy to Chat Plaque' Scheme</p>	2	2	2		


		<p>Continue to provide pontoon facilities allowing access to the river and support better connectivity to neighbouring areas</p>	<p>Improved connectivity to the Waterside / pontoon facilities</p> <p>Maintain and upgrade the pontoon facilities</p> <p>Work in partnership with key stakeholders to deliver better connectivity</p> <p>Promote Jubilee Pontoon</p> <p>Saltash Neighbourhood Development Plan</p> <p>The Saltash Coastal Communities Team</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance to making the most of Saltash Waterside</p> <p>Refer to the Saltash Coastal Communities Team Economic Plan</p> <p>Work in partnership with Plymouth Boat Trips, Beryl Bikes, Red Bus, GWR and other operators to provide improved connectivity to the river, Saltash, and neighbouring areas</p> <p>Ensure Jubilee Pontoon is accessible and safe for users</p> <p>Maintain Jubilee Pontoon to a high standard</p> <p>Seek funding opportunities to further improve the Jubilee Pontoon service</p> <p>Provide financial incentives to users of the pontoon with initiatives such as the trusted boater scheme</p> <p>Utilise social media channels, notice board and website to promote the Jubilee Pontoon service and other transport modes</p> <hr/> <p>Improved safety lighting on the Pontoon</p> <p>Amendments to the Town Council Pontoon Mooring Agreement to improve the community service and potentially increase revenue whilst maintaining full responsibility of the asset</p> <p>Early stages of negotiations with the Duchy of Cornwall led by Cornwall Council, with the potential option to enter into a Lease for the Pontoon and Fundus</p>	<p>2</p>	<p>2</p>	<p>2</p>		
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Business Plan
Strategic Priority 6 - Recreation and Leisure Aims of
the Services Committee



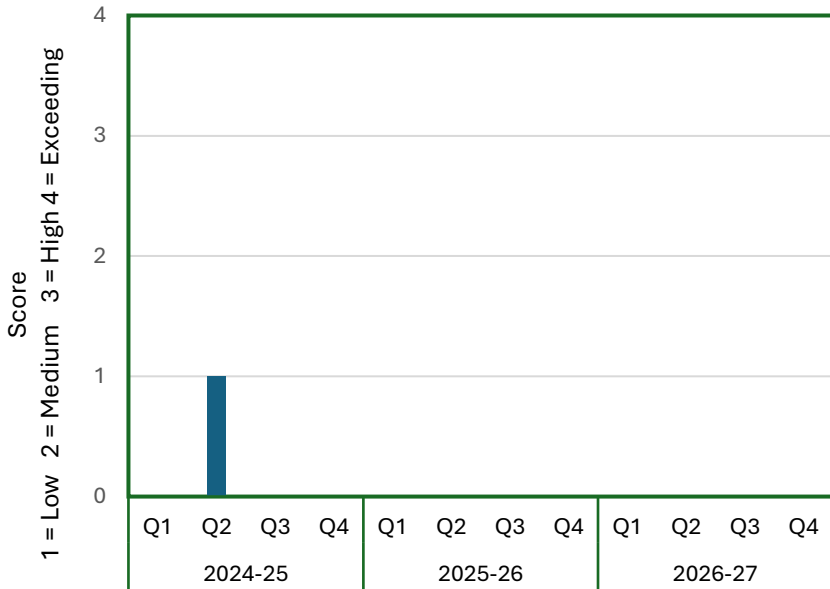
- Maintain, promote and reinvest in Town Council play parks and recreational areas
- Provide, maintain and support mental health and wellbeing with street furniture and green public spaces
- Continue to provide pontoon facilities allowing access to the river and support better connectivity to neighbouring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

Strategic Priority 2 - Health and Wellbeing		Aims of the Devolution Sub Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.</p>								

Strategic Priority 6 - Recreation and Leisure		Aims of the Devolution Sub Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To continue to provide, improve, and support in Saltash, play parks, open green speaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.</p>								

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	To continue to expand the opportunities to increase people's education, knowledge and associated IT skills	Offering more signposting services Expanding opening hours Continuing to work in partnership with key stakeholders	Partnership working with Adult Education to offer training courses to assist with employment needs and building people's confidence Additional opening hours to reach the needs of the community	1	N/A	1		

Business Plan
Strategic Priority 1 - Boosting Jobs and Economic Prosperity
Aims of the Library Sub Committee



■ To continue to expand the opportunities to increase people's education, knowledge and associated IT skills

Strategic Priority 2 - Health and Wellbeing

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

Aims of the Library Sub Committee

To provide a local venue for a range of free events and activities;

To continue to sign post residents and users of the Library to the relevant key stakeholders;

To continue to provide a safe and warm space to residents and users of the Library.

What does success look like?

Increased free events and activities throughout the year
 Accessible and inclusive activities and events
 Increased community engagement and footfall

Continue to build partnerships
 Identify and promote easy access services
 Promote awareness of services available

Continued availability and accessibility for any user to a safe and warm space
 Internal and external refurbishment to be complete offering an improved comfortable space

Actions

Support and promote local organisations, businesses and groups / clubs relevant to the Library Hub and for the benefit of the community
 Refer to the Town Council Policy - Hire of Town Council Premises and Events
Autumn Biowatch September 2024 - partnered activities to promote nature
Summer Reading Challenge July to Aug
Meet the author, book club and writers forum (October), Fake of Fortune, games

Utilise the library's website and social media platforms to provide links and information about key stakeholders
 Welcome desk with staff trained to assist in signposting to digital services available
 Display posters and notices in prominent areas of the library with information signposting where to find assistance
 Host informational workshops or events at the library
Tamar Valley Consultation - available at the Library

Provide a safe and warm space for all users of the library hub
 Provide refreshments supported by key stakeholders (where possible)
Partnership working during the warm space period to ensure best cover is provided across various sites

Live Score
 (1 = Low 2 = Medium
 3 = High 4 = Exceeding)

2024-25

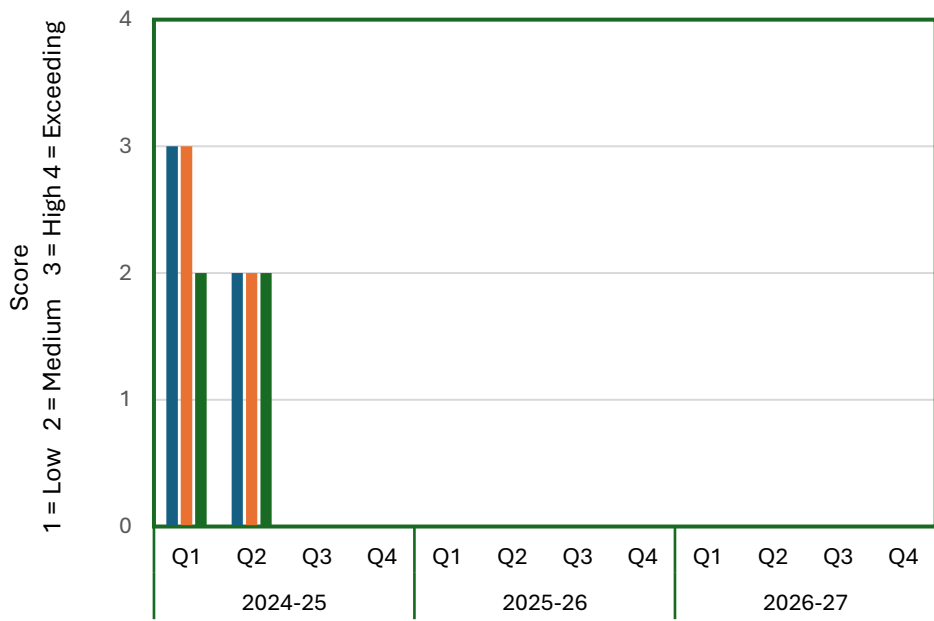
Q1 Q2 Q3 Q4

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

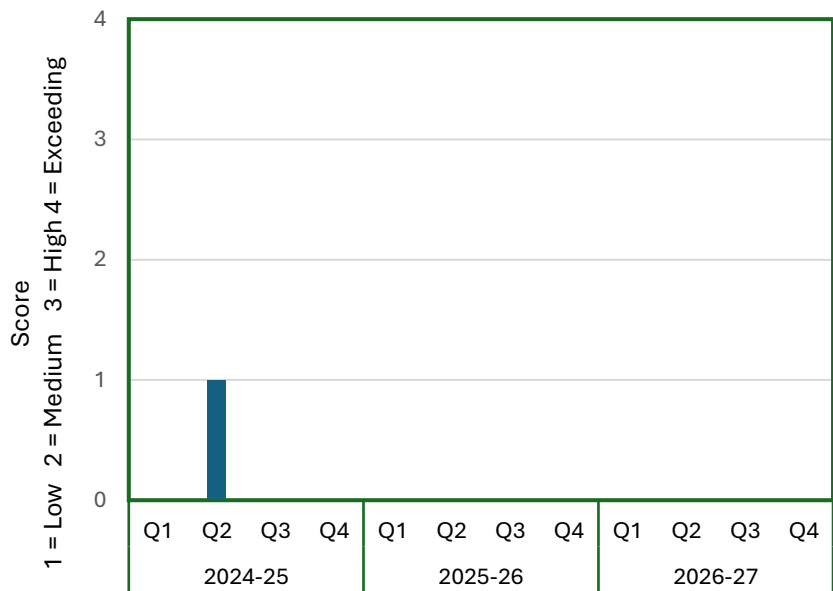


- To provide a local venue for a range of free events and activities;
- To continue to sign post residents and users of the Library to the relevant key stakeholders;
- To continue to provide a safe and warm space to residents and users of the Library.

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

Strategic Priority 4 - Travel and Transport		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.</p>	<p>To continue to promote and support sustainable travel and transport</p>	<p>Transport leaflets to be available at the library</p>	<p>Providing copies of the bus times - tranport for Cornwall which covers six operators</p>	<p>1</p>	<p>N/A</p>	<p>1</p>		

Business Plan
Strategic Priority 4 - Travel and Transport
Aims of the Library Sub Committee

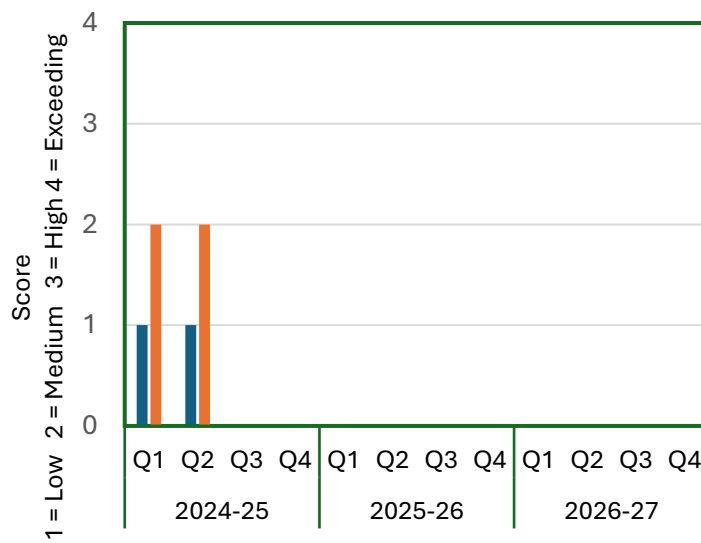


■ To continue to promote and support sustainable travel and transport



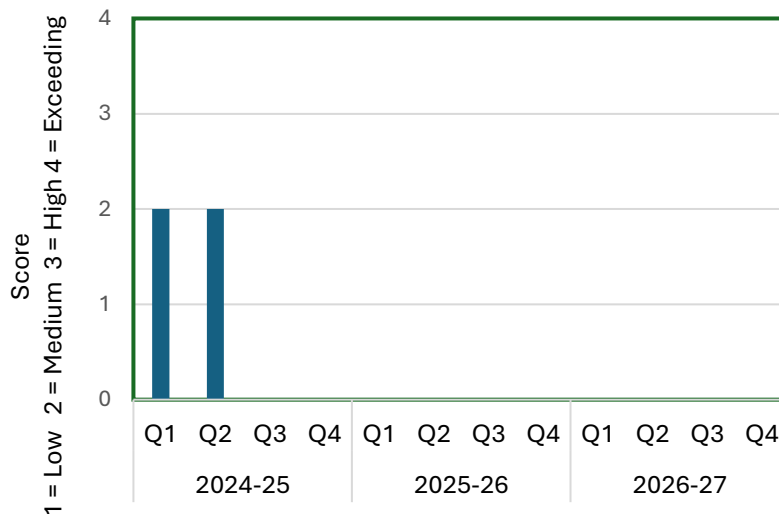
Strategic Priority 5 - Climate Emergency		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
<p>To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.</p>	<p>To ensure the Saltash Library building is well insulated when refurbished to reduce energy cost;</p>	<p>Refurbishment complete</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance on efficient buildings and low-carbon heating</p> <p>Windows to be replaced and interior refurbished</p> <p>Ensure the library building is energy efficient</p>	1	1				
	<p>To continue to focus on Climate Emergency and support free events at the Library.</p>	<p>Regular climate focused free events</p> <p>Promote sustainable practices at the Library</p> <p>Display educational materials</p>	<p>Partner with local schools, organisations, and businesses to host events and activities on climate change</p> <p>Reduce waste and provide community recycling programmes</p> <p>Display educational materials on the affects of climate change and preventative measures</p> <p>Provide a good level of books</p>	2	2				

Business Plan
Strategic Priority 5 - Climate Emergency
Aims of the Library Sub Committee



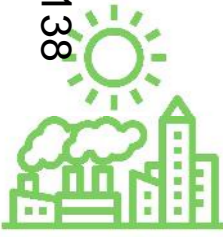
- " To ensure the Saltash Library building is well insulated when refurbished to reduce energy cost;"
- To continue to focus on Climate Emergency and support free events at the Library.

Business Plan
Strategic Priority 6 - Recreation and Leisure
Aims of the Library Sub Committee

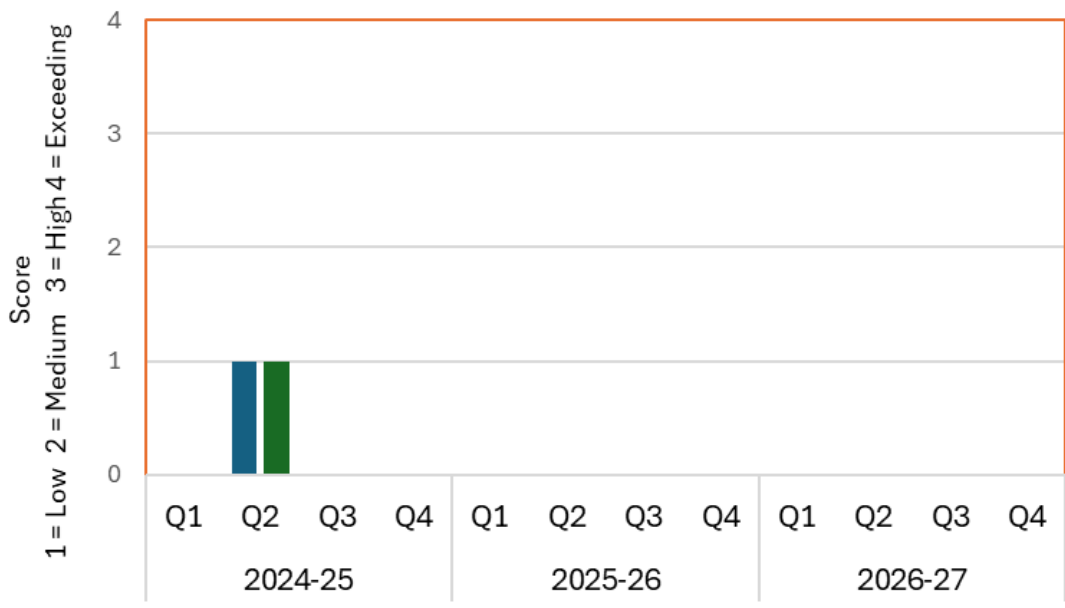


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- To continue to provide a Library and Community Hub Service for the community inclusive of the Home Library Service.


Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Property Maintenance Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
Page 138 	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	Continue to manage the repair and maintenance programs for Town Council properties, assessing the need for further investments and improvements as necessary or when required.	Working with the Five-Year Plan Working with Barron Surveying - Town Council appointed Building Surveyor Review sites that could benefit from solar PV	Working within the Five-Year Plan to ensure Town Council buildings are reviewed regularly and works budgeted accordingly Appoint Barron Surveying to prepare a scope of works for external repair and painting of the front elevation of the Heritage Building	1		1		
		Support the promotion of Saltash as a vibrant and welcoming visitor destination by reviewing public amenities and identifying opportunities for investment and enhancement.	Ensure Town Council buildings are maintained to a good standard for hire and reflection on the Town Council to the community and visitors	To prepare a project report including any funding opportunities for the development of the Waterside toilets and sheds	1		1		


Business Plan
Strategic Priority 1 - Boosting Jobs and Economic Prosperity
Aims of the Property Sub Committee



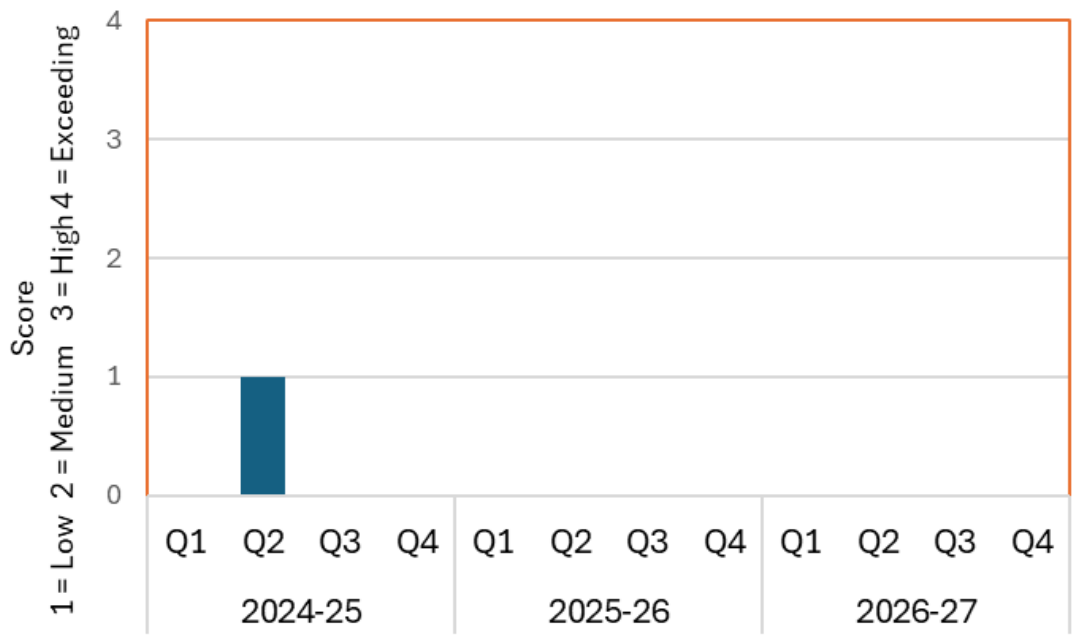
- Continue to manage the repair and maintenance programs for Town Council properties, assessing the need for further investments and improvements as necessary or when required.
- Support the promotion of Saltash as a vibrant and welcoming visitor destination by reviewing public amenities and identifying opportunities for investment and enhancement.

Strategic Priority 2 - Health and Wellbeing		Aims of the Property Maintenance Sub Committee
	<p>To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.</p>	<p>The Property Maintenance Sub Committee recognised strategic priority 2 - Health and Wellbeing did not fit within the remit (Terms of Reference) of the sub committee</p>


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

Strategic Priority 4 - Travel and Transport		Aims of the Property Maintenance Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.</p>	<p>Review Town Council owned properties to assess the potential for offering cycling facilities, such as bike storage and secure lockers.</p>	<p>Work with relevant key stakeholders such as Town Team and Beryl Bikes</p>	<p>Supporting the roll out of Beryl Biles across Saltash and provide a parking bay at Isambard House</p>		N/A	1		

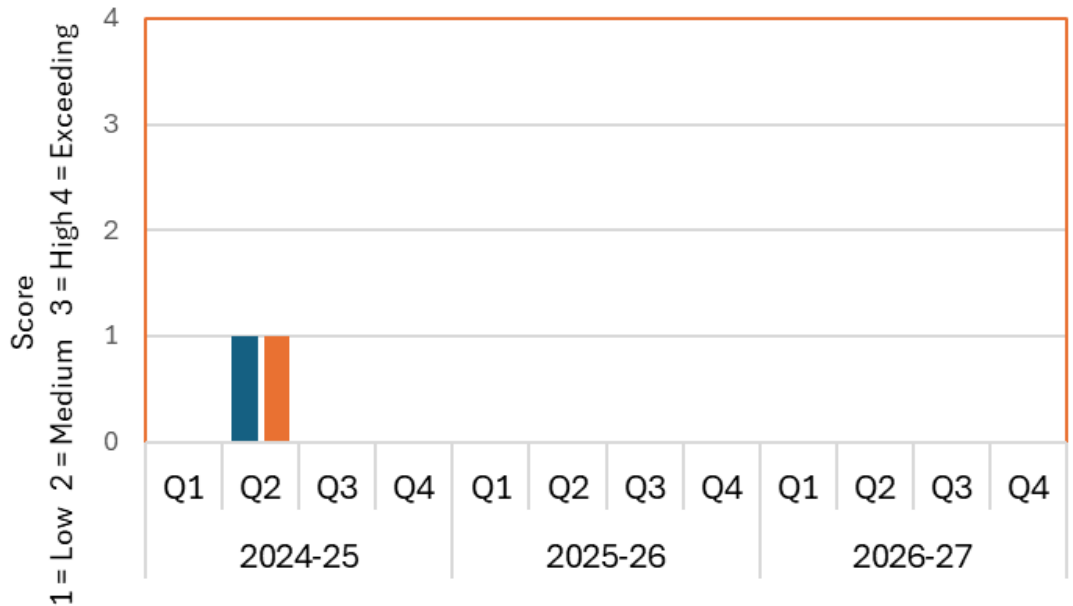
Business Plan
Strategic Priority 4 - Travel and Transport
Aims of the Property Sub Committee



- Review Town Council owned properties to assess the potential for offering cycling facilities, such as bike storage and secure lockers.

Strategic Priority 5 - Climate Emergency		Aims of the Property Maintenance Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.</p>	<p>Review Town Council owned properties to evaluate utility usage, with the objective of making them as close to net zero as feasibly possible.</p>	<p>Review sites that could benefit from solar PV</p> <p>Working with Barron Surveying - Town Council appointed Building Surveyor</p>	<p>To appoint a contractor to undertake an engery report on all Town Council buildings to better understand usage moving towards net zero as feasibly possible</p> <p>Finance Officer to provide a utility usage report for consideration</p>	1	N/A			
		<p>To oversee the repair and maintenance programs for all Town Council premises, working towards improved energy efficiencies.</p>	<p>Working with the Five-Year Plan</p> <p>Working with relevant bodies to improve energy efficiencies</p>	<p>To proceed with the Guildhall external redecoration and draught proofing windows to provide better installation</p> <p>To proceed with the Guildhall internal redecoration to part of the building to repair water ingress</p> <p>To proceed with an annual external washdown of surfaces and application of algaecide subject to the products meeting the Town Council environmental policy and business plan.</p> <p>To consider budgeting for annual external washdown for all Town Council properties</p>	1	N/A			

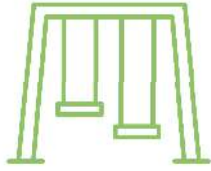
Business Plan
Strategic Priority 5 - Climate Emergency
Aims of the Property Sub Committee



- Review Town Council owned properties to evaluate utility usage, with the objective of making them as close to net zero as feasibly possible.
- To oversee the repair and maintenance programs for all Town Council premises, working towards improved energy efficiencies.

Strategic Priority 6 - Recreation and Leisure

Aims of the Property Maintenance Sub Committee



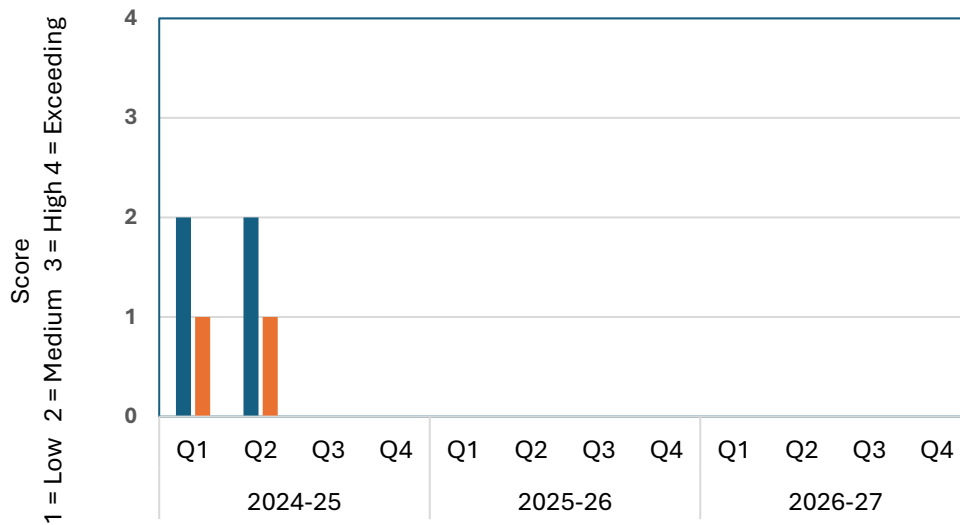
To continue to provide, improve, and support in Saltash, play parks, open green speaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.

The Property Maintenance Sub Committee recognised strategic priority 6 - Recreation and Leisure did not fit within the remit (Terms of Reference) of the sub committee




Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Station Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
<p>To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.</p>	<p>Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area</p>	<p>Enhance visitor experiences</p> <p>Maintain, promote, support and secure a concessionaire for Isambard House Cafe and Waiting Room</p>	<p>Offer reduced rates to community organisations and tourism attractions</p> <p>Organise events and activities at Isambard House such as live music, art exhibitions, and themed nights</p> <p>Secure a cafe concessionaire to operate the Station Cafe and waiting room by offering reduced rent and utilities</p> <p>Support and promote the Station Cafe to ensure the waiting room and accessible facilities remain open</p> <p>Utilise social media platforms and the Town Council website to promote Isambard House facilities and refurbishment</p> <p>Supporting additional Trackside Cafe hours on a Saturday to accommodate the need</p>	2	2	2			
	<p>Bring in additional investment by offering a focal meeting point at the Station and in close proximity to Fore Street</p>	<p>Improved marketing and promotion</p> <p>Collaborate with local businesses and attractions</p>	<p>Utilise social media platforms and the Town Council website to promote Isambard House facilities and refurbishment</p> <p>Support and promote visitor attractions such as the Heritage Centre and Trails, Mary Newmans Cottage and Elliot Store</p>	1	1	1			


Business Plan
Strategic Priority 1 - Boosting Jobs and Economic Prosperity
Aims of the Station
Sub Committee



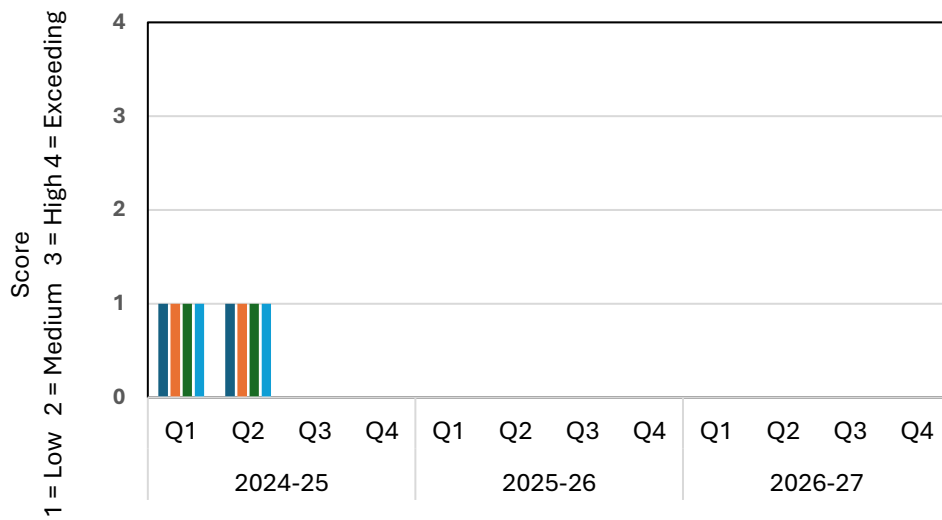
- Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area
- Bring in additional investment by offering a focal meeting point at the Station and in close proximity to Fore Street

Strategic Priority 2 - Health and Wellbeing		Aims of the Station Sub Committee
	<p>To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.</p>	<p>The Station Property Sub Committee recognised strategic priority 2 - Health and Wellbeing did not fit within the remit (Terms of Reference) of the sub committee</p>

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

Strategic Priority 4 - Travel and Transport		Aims of the Station Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area	<p>Enhance wayfinding</p> <p>Promote sustainable travel options</p> <p>Improved infrastructure to create a welcoming and vibrant Station building and surroundings</p> <p>Work with key stakeholders for future funding opportunities for future improvements</p>	<p>Install clear and directional signage to the Town Centre and local attractions inclusive of sustainable travel options</p> <p>Encourage the use of Beryl bikes, Saltash Red Bus and the Saltash ferry by promotion</p> <p>Secure a Service Level Agreement with GWR and work in partnership with local voluntary organisations, together both enhance the green areas ensuring the station is a welcoming, attractive and bright place to visit</p>	1	1	1		
		Saltash Station is a key transport hub to the town	<p>Improved train connectivity to neighbouring towns and cities</p> <p>Improved train accessibility at Saltash Station</p> <p>Ensure Saltash station provides sustainable travel options connecting users and visitors to the Town Centre and further afield</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan on guidance to sustainable transport</p> <p>Request install of Beryl bikes at the station building</p> <p>Request Saltash Red Bus stops at the station building to coincide with train arrival/departures</p> <p>Advocate for improved train timetable</p> <p>Increase train stops at Saltash Station</p> <p>Working in partnership with key stakeholders, such as, Local MP, Cornwall Councillors, Network Rail, GWR, to achieve actions</p>	1	1	1		
		Embark on a community project for the installation of further connectivity by installing EV Charging Points, Beryl Bikes and Solar Car Ports and Roof within the Station car park	<p>Install EV Charging Points in the Station Car Park</p> <p>Beryl bikes to be available for use at the station building</p>	<p>Investigate and implement where possible EV charging points at Saltash station</p> <p>Improved car park facilities - invest in the car park resurfacing and safety to improve the levels for users to access</p> <p>Work in partnership to install Beryl bikes for community and visitor use</p> <p>Research solar car ports and roof for Isambard House car park</p>	1	1	1		
		Continue to support and promote the towns 450 local bus service providing better connectivity	<p>Work in partnership with Saltash Red Bus</p> <p>Secure an additional stop / improved route to Saltash station building</p>	<p>Promote the 450 services via the Town Council website, social media platforms and press releases</p> <p>Offer a stall at the Library Hub and Meet your Cllr Sessions to promote the bus service</p> <p>Bus times - Transport for Cornwall which covers six operators displayed in the leaflet rack at Trackside Cafe</p>	1	1	1		

Business Plan
Strategic Priority 4 - Travel and Transport
Aims of the Station Sub Committee




- Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area

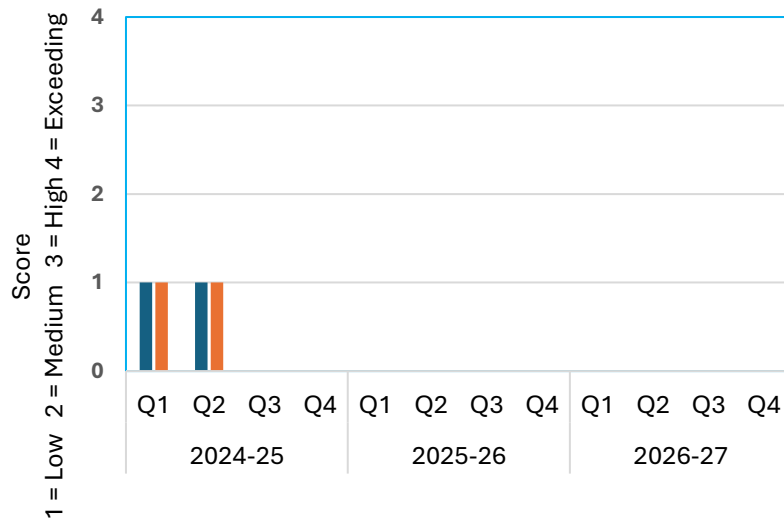
- Saltash Station is a key transport hub to the town

- Embark on a community project for the installation of further connectivity by installing EV Charging Points, Beryl Bikes and Solar Car Ports and Roof within the Station car park


- Continue to support and promote the towns 450 local bus service providing better connectivity

Strategic Priority 5 - Climate Emergency		Aims of the Station Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To continue to support external groups with free use of Isambard House (in line with the Hire Policy) where their purpose is climate change and environmental matters	<p>Hold successful community climate change events throughout the year</p> <p>Support the free use of Isambard House for Climate Change initiatives, workshops and community information</p>	<p>Review the Town Council's existing Hire Policy and ensure that the criteria for free use clarifies support for groups involved in climate change and environmental matters.</p> <p>Reach out to climate change and environmental organisations to promote support and use of facilities at Isambard House.</p>	1	1	1		
		To lead by example by Isambard House being well insulated when refurbished with further investments to install Solar PV and Water Systems to assist in reducing energy bills and Co2 emissions	<p>Invest and install Solar PV</p> <p>Invest and install solar water systems</p> <p>Reduction in energy bills and Co2 emissions</p> <p>Saltash Neighbourhood Development Plan</p>	<p>Refer to the Saltash Neighbourhood Development Plan for guidance on efficient buildings and low-carbon heating</p> <p>Assess the needs and goals the Town Council wish to achieve with installing solar PV and water systems</p> <p>Research the types of solar PV and water systems that may be suitable to the needs and goals</p> <p>Assess site suitability</p> <p>Monitor and assess energy bills and Co2 emissions</p> <p>The sale of slate tiles from the fixtures of the original building (Isambard House) to be used by a member of the public on a project, recycling rather than sending to landfill</p>	1	1	1		

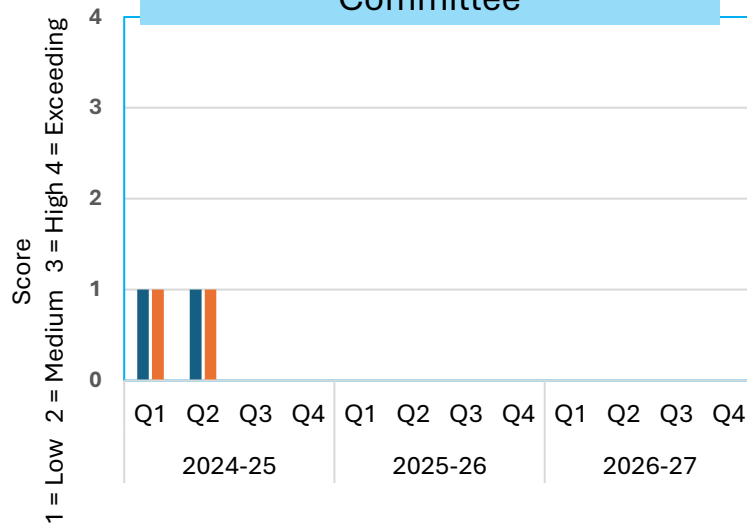
Business Plan
Strategic Priority 5 - Climate Emergency
Aims of the Station Sub Committee



- To continue to support external groups with free use of Isambard House (in line with the Hire Policy) where their purpose is climate change and environmental matters

Strategic Priority 6 - Recreation and Leisure		Aims of the Station Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	<p>To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural activity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.</p>	<p>Increase cultural activity by providing a restored historical building (Isambard House) to hold events offering low rates to hire the building</p>	<p>Increased cultural activities at Isambard House</p> <p>Increased event hire</p> <p>Improved promotion of the historical nature and restoration of Isambard House</p>	<p>Effective promotion and advertising of the station building and its restoration</p> <p>Host community events which are free or low-cost that offer an invitation to local residents to explore and enjoy the building</p> <p>Maintain an engaging website and social media profile with regular updates, photos, and event announcements</p> <p>Installed high end kitchen to improve the facility to hirers</p>	1	1	1		
		<p>Create an annual events calendar to better utilise the building</p>	<p>A fully operational and cohesive events calendar</p> <p>Improved promotions and outreach and communications</p>	<p>Maintain an engaging website and social media profile with regular updates, photos, and event announcements</p> <p>Plan a mix of events incorporating historical holidays, community festivals and art exhibitions</p>	1	1	1		

**Business Plan
Strategic Priority 6 - Recreation and
Leisure Aims of the Station Sub
Committee**



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