



Saltash Town Council

Konsel An Dre Essa



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

27 June 2025

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 3rd July 2025 at 7.00 pm.**

The meeting is open to members of the public and press. Any member of the public requiring to put a question to the Town Council must do so by **12 noon the day before the meeting** either by email to enquiries@saltash.gov.uk or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the day before the meeting.**

Yours sincerely,

S Burrows
Town Clerk / RFO

To:

| Essa | Tamar | Trematon |
|--|---|--|
| A Ashburn R Bickford J Brady R Bullock (Chairman) L Mortimore P Samuels | P Nowlan S Gillies S Martin J Peggs J Suter | S Miller G McCaw B Samuels B Stoyel (Vice-Chairman) |

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 welcome, Saltash Tamar Lions to provide an overview of the services provided and consider any actions (Pages 6 - 13)
6. To receive and approve the Minutes of the Full Town Council Meeting held on 5 June 2025 as a true and correct record. (Pages 14 - 28)
7. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Policy and Finance held on 10 June 2025; (Pages 29 - 76)
 - b. Planning and Licensing held on 17 June 2025; (Pages 77 - 80)
8. To receive and note the minutes of the following Sub Committees and consider any recommendations:
 - a. Town Vision held on 10 June 2025; (Pages 81 - 83)
 - b. Property Maintenance held on 24 June 2025; (Pages 84 - 97)
9. To receive the Chairman's report and consider any actions and associated expenditure. (Page 98)

10. To note charitable funds raised by the Mayor of Saltash during the 2024/25 civic year. (Page 99)
11. To receive the Monthly Crime Figures and consider any actions. (Page 100)
12. To receive a report from Community Enterprises PL12 and consider any actions and associated expenditure.
13. To receive a report from Community Area Partnerships and consider any actions and associated expenditure. (Pages 101 - 108)
14. To receive a report on behalf of Safer Saltash and consider any actions and associated expenditure.
15. To receive a report from Saltash Chamber of Commerce and consider any actions and associated expenditure. (Page 109)
16. To receive a report from Cornwall Councillors and consider any actions and associated expenditure. (Pages 110 - 112)
17. To receive an update on the future of the health care in Saltash and consider any actions and associated expenditure. (Page 113)
18. To consider Risk Management reports as may be received.
19. Finance:
 - a. To advise the receipts for May 2025; (Page 114)
 - b. To advise the payments for May 2025; (Pages 115 - 116)
 - c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;
 - d. To note that bank reconciliations up to May 2025 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk;
 - e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
20. To appoint Members to the Burial Authority Committee. (Page 117)
(Composition of six Members, currently two vacant seats)
21. To appoint Members to the following sub committees: (Page 118)
 - a. Property Maintenance;
(Composition of eight Members, currently one vacant seat)

- b. Station Property;
(Composition of eight Members, currently one vacant seat)
 - c. Town Vision;
(Composition of eight Members, currently one vacant seat)
22. To appoint Members to the Town Council Working Groups: (Page 119)
- a. Waterfront Management & Water Transport;
(Composition of eight Members, currently three vacant seats)
 - b. CIL Application - Fourth Round;
(Composition of five Members, currently one vacant seat)
 - c. Saltash Waterside Sheds and Public Toilets Project.
(Composition of five Members, currently one vacant seat)
23. To appoint a Member to the Outside Partnership - Safer Saltash. (Page 120)
(Composition of four Members, currently one vacant seat)
24. To receive an amendment to the schedule of meetings 2025/26 and consider any actions. (Pages 121 - 122)
25. To receive Government Planning Consultations and Working Papers and consider any actions. (Pages 123 - 131)
26. To receive Saltash Town Team notes and Terms of Reference and consider any actions and associated expenditure. (Pages 132 - 140)
27. To receive a report on Churchtown Farm Nature Reserve and consider any actions and associated expenditure. (Pages 141 - 146)
28. To receive a request from the Saltash & District Branch of the Royal British Legion and consider any actions and associated expenditure. (Page 147)
29. Planning (Page 148)
- a. Tree Application:

PA25/04241

Mr Martin - **Dartana Forder Saltash PL12 4QR**

Works to Trees within a Conservation Area (TCA) - T1- Macrocarpa - Reduce height by 4m to a height of 14m. T2 - Oak - Reduce overall crown by approx 4m. to 14m. T3 and T4 - Pine - Remove. G1- Ash - Remove.

Ward: Trematon

Date received: 17/06/25

Response date: 04/07/25

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SXCGRYFGHQF00>

30. Meet your Councillors: The next scheduled meeting date Saturday 19 July 2025 in conjunction with Saltash Market Day, outside Superdrug, Fore street.
31. Public Bodies (Admission to Meetings) Act 1960:
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
32. To consider any items referred from the main part of the agenda.
33. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
34. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
35. Date of next meeting: 7 August 2025 at 7:00 p.m.
36. Common Seal:
I Move to Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

SALTASH TAMAR



LIONS CLUB

SALTASH TAMAR LIONS CLUB

Page 7

What is a Lion?

- Lions are ordinary people, both men and women, who do extraordinary things to help others and support good causes throughout the British Isles.
- Globally we have more volunteers in more places than any other service club organisation, and love to step forward to volunteer, help others and make things happen.



SALTASH TAMAR LIONS CLUB

Page 8

- Part of an International organisation with over 1.4 MILLION members
- The only non-governmental or charity organisation to have a permanent seat within the United Nations at the UN High Commission for Refugees.
- By September, we will be one of over 600 Clubs (only the second new Millennial Club in the South West) and part of 10 THOUSAND active Lions (men and women) in the UK.
- Nationally, we provide over 500 THOUSAND HOURS of service and raise £9 MILLION for charity and good causes every year in the UK
- Established in 1917 in Chicago, Illinois, USA
- 1950 – First UK Club founded
- 1971 - Saltash Lions Chartered (formed) (Closed 2021)
- 2025 – Saltash Tamar Lions formed

SALTASH TAMAR LIONS CLUB

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What Does A Lion Club DO?

- **Our PRIMARY FUNCTION is to SERVE OUR LOCAL community**

Saltash – Tamar Valley – St Mellion – Pillaton – Blunts – Tideford – St Germans

Through our own initiatives, by joint action with other service organisations, teaming up with youth and social groups and forging connections with professional bodies and organisations.

- We also raise funds for good projects and causes
 - Youth Initiatives
 - Community Care
 - Schools and Child Care
 - Personal and Group Support

Oh, and we always have fun doing it!



SALTASH TAMAR LIONS CLUB

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What Does A Lion Club DO?

- Support local families, clubs and initiatives.
- Often without fanfare or publicity
- As part of the South West District we work with other Lions Clubs
- e.g. Supporting Childrens Hospice South West from it's inception
- With other Lions Clubs across the UK and Internationally, we support local, National and International initiatives
- e.g. Eye Care and Sight Loss Prevention
- e.g. Disaster Relief

SALTASH TAMAR LIONS CLUB

Page 11

Some of the National Lions campaigns we support through which

WE SERVE our communities

- Message In A Bottle
- Childhood Cancer
- Disaster Relief
- Youth
- Vision

SALTASH TAMAR LIONS CLUB

Lions and Lions Clubs have a motto
the sums up what we do:

WE SERVE

We also have a saying that
encapsulates our ethos:

**WHERE THERE IS A NEED
THERE IS A LION**



SALTASH TAMAR LIONS CLUB

Why Are We Here Tonight

Page 13

To ensure that you are aware that we are back.

Ready to start work helping OUR local community

To invite you, Madam Mayor, as the representative of the Town and the Council, to join us when we celebrate our Charter Presentation Night in September.

We would ask that in your endeavours to improve the local community you do not forget that we would be delighted to consider serving alongside you (in any non-party political) project, and that we would ask that you consider any project we are looking to promote carefully and with a view to supporting us.

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 5th June 2025 at 7.00 pm

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

ALSO PRESENT: 7 Members of the Public, 2 Members of the Press, 8 Candidates for Co-option, H Frank (Cornwall Council), P Cador (Cornwall Council) and K Johnson (Cornwall Council), S Burrows (Town Clerk / RFO) and D Joyce (Office Manager / Assistant to the Town Clerk)

APOLOGIES: L Mortimore.

75/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

76/25/26 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.

77/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

78/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL MEETING OF SALTASH TOWN COUNCIL HELD ON 15 MAY 2025 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Brady, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Annual Meeting of Saltash Town Council held on 15 May 2025 were confirmed as a true and correct record.

79/25/26 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Planning and Licensing held on 20 May 2025;

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

- b. Personnel held on 29 May 2025.

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

RECOMMENDATION 1

17/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL CHRISTMAS AND NEW YEAR OPERATIONAL HOURS FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council:

1. The Christmas shutdown period to commence at midday on Wednesday 24 December 2025 and reopen on Monday 5 January 2026;
2. Staff are not requested to allocate half-day annual leave on 24 December 2025;
3. Staff to allocate annual leave for the remaining working days during the Christmas period;
4. This will not apply to operational staff who are required to remain on duty during this period by an agreed rota system to carry out essential services only in the town.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and **RESOLVED** to approve the above recommendation.

RECOMMENDATION 2

18/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL 'SALTASH DAY' FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Mortimore, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Town Council to award all staff a Saltash Day on Friday 2 January 2026 subject to departmental rota's.

It was proposed by Councillor P Samuels, seconded by Councillor Brady and **RESOLVED** to approve the above recommendation.

RECOMMENDATION 3

19/25/26 TO RECEIVE A REPORT ON THE ROLE OF THE TOWN CRIER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Brady, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council:

1. Approval of the attached job description for the position of Saltash Town Crier subject to HR Support Consultancy final check to ensure it complies with Employment Law;
2. To delegate to the Development and Engagement Manager working with the Mayor's Secretary to advertise for auditions for the role of Town Crier;
3. To delegate to the Development and Engagement Manager and Mayor's Secretary working with the Mayor of Saltash Town Council and a Town Crier from a neighbouring town to form the audition panel;
4. The associated cost of £25 per event be payable to the Town Crier through payroll allocated to budget code 6659 Town Sergeant and Mace Bearer Fees;
5. To delegate to the Mayor's Secretary to procure Town Council branded livery after the post holder has been in post for 12 months allocated to budget code 6272 Robe and Civic Regalia;
6. To purchase annual membership to the Ancient and Honourable Guild of Town Criers for Saltash Town Crier allocated to budget code 6272 Robe and Civic Regalia.

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

RECOMMENDATION 4

22/25/26 TO RECEIVE AMENDMENTS TO THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS:

a. Safeguarding;
(Pursuant to Extraordinary Personnel Committee meeting held on 19.12.24 minute nr. 63/24/25).

It was proposed by Councillor Brady, seconded by Councillor P Samuels and resolved to **RECOMMEND** the amendments to the Safeguarding Policy, as attached, to Full Council to be held on 5 June 2025.

b. Recruitment.

It was proposed by Councillor Brady, seconded by Councillor Stoyel and resolved to **RECOMMEND** the amendments to the Recruitment and Selection Policy, as attached, to Full Council to be held on 5 June 2025.

The Chairman of Personnel, Councillor Peggs, requested a further amendment be made to the Recruitment and Selection Policy to state, in the absence of the Chairman of Personnel, Chairman of the employee committee, and Vice Chairman, the Personnel Committee will be called upon so that the recruitment of the Town Council is not pro-longed.

The Chairman took the policy recommendations en-bloc.

It was proposed by Councillor Brady, seconded by Councillor Stoyel and **RESOLVED** to approve the above recommendations and further amendment to the Recruitment and Selection Policy (as attached).

RECOMMENDATION 5

26/25/26 TO RECEIVE A REPORT ON THE STRUCTURE OF THE ADMINISTRATION DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To note that due to the operations of the Town Council, the position of Senior Policy and Data Compliance Monitoring Officer is no longer required;
2. To approve the Finance Officers recommendation to vire £19,977.49 to budget code 6694 P&F EMF Staff Contingency;
3. To delegate to the Office Manager / Assistant to the Town Clerk to outsource and oversee the work relating to GDPR reviews, access and freedom of information requests, obtaining best value, working within budget code 6662 Professional Fees, reporting to the relevant committee;
4. To **RECOMMEND** to Full Council to be held on 5 June 2025 to withdraw the Senior Policy and Data Compliance Monitoring Officer role from the Town Council's organisation structure with immediate effect, liaising with HR Support Consultancy to ensure changes comply with Employment Law.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and **RESOLVED** to approve the above recommendation.

80/25/26 TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

81/25/26 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.

Local PCSO Tony Thorp, present at this evening's meeting was invited to discuss the crime figures detailed in the circulated report pack.

The data indicates an increase in crime, as detailed in the report. However, the PCSO provided context, explaining that while statistics may make the figures seem significant, the actual rise in crimes such as theft and shoplifting amounts to just eight incidents so far this year.

Antisocial behaviour remains a concern, as it is in many towns. Nevertheless, the police are actively working to identify offenders and pursue charges where appropriate.

At present there are no emerging crime trends causing particular concern for the police.

It was **RESOLVED** to note.

82/25/26 TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

83/25/26 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to no meeting having been held there was no report to be received at this evening's meeting.

The Annual CAP meeting is to be held on 1 July 2025.

84/25/26 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to no meeting having been held there was no report to be received at this evening's meeting.

85/25/26 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to the Chairman of Saltash Chamber of Commerce being on annual leave there was no report to be received at this evening's meeting.

86/25/26 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

87/25/26 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

88/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

89/25/26 FINANCE:

a. To advise the receipts for April 2025;

It was **RESOLVED** to note.

b. To advise the payments for April 2025;

It was **RESOLVED** to note.

c. Urgent and essential works actioned by the Town Clerk under Financial Regulations.

Nothing to report.

d. To note that bank reconciliations up to 30 April 2025 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

**90/25/26 TO RECEIVE HUDSON ACCOUNTING INTERNAL AUDITORS YEAR
END REPORT DATED 31 MARCH 2025 AND CONSIDER ANY
ACTIONS.**

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

It was **RESOLVED** to note the Internal Auditors Year-end Report dated 31st March 2025 and that there are no recommended actions (as attached);

**91/25/26 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024-
2025 (AGAR):**

- a. To review and confirm whether there is no conflict of interest or if a conflict arises with the appointment of BDO LLP (External Auditor).

It was proposed by Councillor Stoyel, seconded by Councillor Brady and **RESOLVED** to confirm that at this stage there are no conflicts of interest with the appointment of BDO LLP as the External Auditors to Small Authorities Audit Appointment (as attached).

- b. To review the appointment of Hudson Accounting as the Internal Auditor to Saltash Town Council and consider any actions and associated expenditure.

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

1. To continue with the appointment of Hudson Accounting Ltd as Saltash Town Council's Internal Auditor for the year 2025-26 based on their competence and independence (as attached);
 2. At cost of £1,200 to be allocated to budget code 6201 P&F Audit.
- c. To receive the Annual Governance Statement (Section 1) and consider any actions.

It was proposed by Councillor B Samuels, seconded by Councillor Gillies and **RESOLVED** to approve the Annual Governance Statement 2024-25 (Section 1) as attached.

- d. To receive the Accounting Statements (Section 2) and consider any actions.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to approve the Accounting Statements 2024-25 (Section 2) as attached.

Members thanked staff for their continued hard work to obtain a clean audit and for their work in preparing the Town Council AGAR papers and asked for it to be noted.

- e. To set the commencement date for the exercise of public rights.

It was proposed by Councillor Stoyel, seconded by Councillor Bickford and **RESOLVED** to set the commencement date for the exercise of public rights on the 6 June 2025 for a period of 30 working days (as attached), displayed in the Town Council notice boards, on the website, and to issue a Press and Social media release.

92/25/26 TO RECEIVE A REPORT ON GWR CUSTOMER AND COMMUNITY IMPROVEMENT FUND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford summarised the circulated report, expressing thanks to the Development and Engagement Manager (D&EM) for her efforts on funding applications and submissions.

Councillor Bickford reported that sadly, on this occasion, the funding submissions for the GWR Customer and Community Improvement Fund had been unsuccessful.

Councillor Bickford spoke of the promotional leaflet project, praised by GWR's Regional Development Manager and of the potential direct funding opportunities from GWR.

Councillor Bickford sought the Town Council support for the Railway200 Exhibition, aiming to celebrate Saltash's rail heritage while promoting train travel for residents and visitors.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to create a working group, comprising of Councillors Bickford, Bullock, Gillies, B Samuels and Stoyel, with support from the Development and Engagement Manager (D&EM), to advance the promotional leaflet project and Railway200 Exhibition, reporting back to the Station Property Sub-Committee.

93/25/26 TO RECEIVE AN UPDATE FROM THE SALTASH TUNNEL WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

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

1. To continue to support National Highways to communicate to the public other forms of transport leading up to and during the works to the Saltash Tunnel;
2. To note Members have the opportunity to feedback to the Development and Engagement Manager with any public, or general comments received regarding the tunnel works to be communicated to National Highways.

94/25/26 TO RECEIVE A REPORT FROM THE COASTAL COMMUNITIES TEAM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford provided a verbal overview on the report received and contained within the circulated reports pack.

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** to proceed with the scope of works, updating the proposals and visual images to reflect the general consensus by appointment of John Grimes Partnership at a total cost of £2,300 + VAT to be allocated to budget code EMF Saltash Waterfront Revitalisation Grant.

95/25/26 TO RECEIVE A CONSULTATION FROM CORNWALL COUNCIL ON THE PROPOSED GILSTON ROAD WORKS AND CONSIDER ANY ACTIONS.

Members reviewed the consultation, addressing multiple concerns about highways issues within the area, concerns were raised as to the safety of the current road systems. Various comments were shared, highlighting key issues, along with discussion of the consultation end date.

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and **RESOLVED** for Members to provide feedback to the Town Clerk to draft and submit a response to Cornwall Council's Highways consultation on the Gilston Road works on behalf of the Town Council.

96/25/26 TO RECEIVE A CONSULTATION FROM CORNWALL COUNCIL ON THE PROPOSED 2-BAY BUS SHELTER AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to support the proposal to install a living roof 2-bay bus shelter on the A388 Carkeel, Saltash.

97/25/26 TO RECEIVE A REPORT ON THE ARRANGEMENTS FOR MEET YOUR COUNCILLOR SESSIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members considered Councillor P Samuels proposal to align Meet Your Councillor Sessions with Saltash Market Day, held on the third Saturday of the month. They discussed and debated the logistics and suitability of this adjustment.

Councillor Miller left and returned to the meeting during the discussions held.

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

1. To approve moving future Meet Your Councillor sessions to the third Saturday of the month to Saltash Market Day, subject to available stall space;
2. To commence on Saturday 19 July 2025;
3. To review the success of the sessions following the last market day to be held on 16 August 2025;
4. Councillor attendance to remain between 10am and 12noon.

98/25/26 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 14 JUNE OUTSIDE SUPERDRUG, FORE STREET.

The next scheduled meeting date Saturday 14 June 2025 outside Superdrug, Fore Street.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** for Councillors Bullock, Peggs, P Samuels and Stoyel to attend.

99/25/26 TO RATIFY THE AMENDMENTS TO THE TOWN COUNCIL'S CO-OPTION POLICY.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and **RESOLVED** to ratify the amendments made to the Town Council Co-option Policy, as attached.

The Chairman called a brief comfort break at 8:04pm. The meeting reconvened at 8:14pm.

100/25/26 TO RECEIVE APPLICATIONS FOR THE OFFICE OF TOWN COUNCILLOR AND TO CO-OPT CANDIDATES TO FILL THE EXISTING VACANCY IN WARDS:

The Chairman sought members support to receive the following items as one.

- a. Essa
- b. Tamar
- c. Trematon

Members agreed.

The Chairman opened the item of business by first thanking the candidates in attendance for their applications, expressing how great it was to see so many Saltash residents interested in becoming a Saltash Town Councillor.

The Chairman informed Members that the applications received had been checked and verified by the Town Clerk as eligible for co-option to any of the three vacant wards.

Members confirmed they had received the candidate applications prior to this evening's meeting and have access to them during the meeting.

The Chairman provided clarity on the evening's process, in line with the Town Council Co-option Policy.

The Chairman stated that it is worth noting that Cornwall Council have issued a notice of casual vacancy for a seat in Tamar Ward. If by 13 June, a request by TEN electors is received, an election will be held at an expensive cost to the tax-payer.

If not, Cornwall Council will ask Saltash Town Council to enact its Co-option Policy.

Therefore, any candidates not successful this evening were encouraged to stay in contact with the Town Council and if an election is called or co-option vacancy is announced to apply.

The co-option process began with each candidate (in alphabetical order) welcomed to the table and given up to 3 minutes to speak, allowing time for an introduction, an opportunity to provide further information on their background and experience, and explaining why they wished to become a member of the Town Council.

Members had the opportunity to ask each candidate questions following their presentations.

Following all 9 candidates presentations the Office Manager / Assistant to the Town Clerk provided all Members the first Ballot Paper.

The Chairman reminded Members that to ensure a vote is counted, they must follow instructions on the ballot paper, writing their name and one clear cross next to their chosen candidate per ballot. Once completed, Members were requested to fold it twice and leave on their desk to be collected by the officer.

The officer then collected the ballot papers confirming there were no duplicates and counted the votes on each ballot for each candidate, these were verified by the Town Clerk with the Town Clerk informing the Chairman of the results.

During the ballot voting process, the Chairman informed Members that the meeting was heading to exceed 2 ½ hours as per Standing Orders.

It was proposed by Councillor Stoyel, seconded by Councillor Brady and **RESOLVED** to suspend Standing Order Section 3.26 to continue with the remaining items of business this evening.

The voting process repeated until there was an absolute majority for a candidate in each vacant ward.

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

1. To thank all candidates for their interest in becoming a Saltash Town Councillor;
2. To co-opt Alice Ashburn as a Town Councillor for Essa Ward vacant seat on this Council,
3. To co-opt Peter Nowlan as a Town Councillor for Tamar Ward vacant seat on this Council,
4. To co-opt Gordon McCaw as a Town Councillor for Trematon Ward vacant seat on this Council,

101/25/26 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.

102/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

103/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

104/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Annual Governance and Accountability Return 2024-2025 (AGAR);
2. Meet Your Councillor session Saturday 14 June 2025;
3. Meet Your Councillor sessions to coincide with Saltash Market Day from 19 July 2025;
4. Successful Co-opted Candidates;
5. Gilston Road Public Consultation.

105/25/26 COMMON SEAL:

It was **RESOLVED** to Move to Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

106/25/26 DATE OF NEXT MEETING: 03 JULY 2025 AT 7:00 P.M.

Thursday 3 July 2025 at 7.00pm

Rising at: 10.01 am

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 10th June 2025 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, S Gillies, S Martin, S Miller, B Samuels, P Samuels, B Stoyel and J Suter.

ALSO PRESENT: 1 Member of the Public, Councillor Ashburn, Councillor Nowlan, S Burrows (Town Clerk / RFO), W Peters (Finance Officer) and F Morris (Planning and General Administrator).

APOLOGIES: J Brady, L Mortimore and J Peggs.

170/25/26 TO ELECT A CHAIRMAN

Councillor Miller in the Chair to open the meeting and deliver agenda item 1.

It was proposed by Councillor Miller, seconded by Councillor Bullock to nominate Councillor P Samuels.

No further nominations were received.

Following a vote it was **RESOLVED** to elect Councillor P Samuels as Chairman.

Councillor P Samuels in the Chair.

The Chairman, thanked the outgoing Chairman, Councillor Miller for his sterling work as Chairman of the Policy and Finance Committee.

171/25/26 TO ELECT A VICE CHAIRMAN

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel to nominate Councillor Suter.

No further nominations were received.

Following a vote it was **RESOLVED** to elect Councillor Suter as Vice Chairman.

172/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

173/25/26 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.

174/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

175/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 11 MARCH 2025 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 P Samuels, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Policy and Finance Committee held on 11 March 2025 were confirmed as a true and correct record.

176/25/26 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO APRIL 2025.

It was **RESOLVED** to note.

177/25/26 TO NOTE THAT PETTY CASH IS RECONCILED UP TO APRIL 2025.

It was **RESOLVED** to note.

178/25/26 TO RECEIVE AND NOTE A REPORT ON VAT.

It was **RESOLVED** to note.

**179/25/26 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**180/25/26 TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS
WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN
LINE WITH THE COUNCILS FINANCIAL REGULATIONS. THERE
ARE NO DISCREPANCIES TO REPORT.**

It was **RESOLVED** to note.

**181/25/26 TO RECEIVE THE CURRENT STC COMMITTEE BUDGET
STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

It was **RESOLVED** to note.

**182/25/26 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer briefed members on the report contained and circulated in the reports pack.

It was **RESOLVED** to note.

**183/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE
RECEIVED.**

Nothing to report.

184/25/26 TO CONSIDER A FESTIVAL FUND APPLICATION:

a. FF129 Tincombe Tea Party.

The Chairman explained the process and in particular the scoring system for the benefit of new members.

Members discussed the funding application received.

It was proposed by Councillor Miller, seconded by Councillor Martin and **RESOLVED** to award £575.

185/25/26 TO RECEIVE A REPORT ON TOWN COUNCIL AWARDED GRANT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed the Chairman that a report had not been received and that it would therefore be advisable to defer the agenda item to the next meeting.

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** to defer the agenda item to the next meeting of the Policy and Finance Committee to be held on 23 September 2025.

186/25/26 TO RECEIVE REPORTS ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Girlguiding Saltash District

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

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to grant an extension to the Girlguiding Saltash District to complete the contracted work by the date of the meeting of the next Policy and Finance Committee to be held on 23 September 2025.

b. Saltash Music, Speech & Drama Festival

It was **RESOLVED** to note.

c. Sue Hooper Charitable Foundation

It was **RESOLVED** to note.

187/25/26 **TO RECEIVE A SUMMARY REPORT ON THE TOWN COUNCIL REGALIA AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report contained within the circulated reports pack.

At the invitation of the Chairman, the Town Clerk briefed Members, referring to the comprehensive report provided by the appointed contractor. Their report included a very interesting narrative concerning the history of the Town Council Regalia, which has been promoted on the Town Council's Social Media platforms. The contractor also provided an excellent service with regard to cleaning all of the Town Council Regalia. It would be advisable going forward to look after and protect the regalia by using the white gloves when handling these items.

The Town Clerk further advised that the recommendation contained within the circulated report requests that members also consider a bi-annual clean to maintain the condition of the Town Council Regalia.

Councillor Bullock pointed out that the Town Clerk's robe is in need of major repair or replacement. Councillor B Samuels supported this observation and highlighted that there are sections of the robe which appear to be quite threadbare. It may be beyond repair and the purchase of a new robe would align with the rest of the regalia attire. Town Clerk to further investigate options and cost.

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

1. To put in place a bi-annual clean of the Town Council Regalia to include the Mayor and Deputy Mayor chains inclusive of consort chains by Company A used in March 2025 working within budget subject to the officer ensuring best value is always achieved;
2. To note the correct handling and storage procedures for the Town Council regalia.

188/25/26 TO RECEIVE DRAFT TERMS OF REFERENCE FOR MEMBERSHIP AND CONSIDER ANY ACTIONS.

Members received the report contained with the circulated reports pack.

Councillor Gillies referred to The Terms of Reference for Membership, Point 3, Selection Process, stating that it should be ensured that the person choosing names out of a hat should not also have their name in the hat.

It was proposed by Councillor Gillies, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Town Council to be held on 3 July 2025 to:

1. Approve the Draft Terms of Reference of Memberships for the Town Council Committees, Sub Committees, Joint Committees, Working Groups, Outside Partnerships, subject to an amendment that the person who pulls the names out of the hat should not also have their name in the hat;
2. To include the Membership Terms of Reference as an Appendix to the main document which is the Terms of Reference of all Committees and Sub Committees, as the Membership Terms of Reference falls within that policy.

189/25/26 **TO RECEIVE A REPORT ON THE COMMUNITY EMERGENCY PLAN
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

The Town Clerk advised Members that the Community Emergency Plan is a huge piece of work and the report provided to members this evening represents only a summary.

The Chairman informed Members that the report recommends the formation of a Working Group with admin support, to work collaboratively as required with community key stakeholders and relevant external organisations to draft a Saltash Emergency Plan. The Chairman asked for Members to put forward their names to form a Working Group.

The Town Clerk advised that the Working Group would evolve as external members join. It may become quite a large Working Group and will require its own Terms of Reference to provide clarification on each role that forms the Working Group. The Terms of Reference will be compiled by the Administration Department.

It was proposed by Councillor Martin, seconded by Councillor Bickford and **RESOLVED** that a Saltash Community Emergency Plan Working Group comprising of Councillors Ashburn, Martin, Miller and Nowlan be formed supported by the Administration Officer.

190/25/26 **TO RECEIVE A REPORT ON THE DELIVERY OF PROFESSIONAL YOUTH WORK TENDERS FOR 2025-26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report as circulated within the reports pack.

The Town Clerk briefed Members; explaining that the report concerns awards made to Livewire and the Core of £30,421 each, in line with the tender submissions received by the Town Council.

Councillor Bullock informed the meeting that based on their submissions and a knowledge of the work carried out, it is evident that their roles have changed from being youth clubs to having support workers and counsellors in place. Furthermore, assistance is given to children who don't go to school anymore. These organisations need all the help they can get, which is reflected in the amounts they have received.

Councillor Bickford thanked Saltash Team for Youth and supported the funds being awarded, provided the updated insurance documents have been submitted.

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

1. To note the report and that the delivery of professional youth work in Saltash for 2025/2026 be awarded to:

Livewire £30,421

The Core £30,421

2. To increase The Core's bid by £227 due to the ever demanding needs of the service, working within budget 6222 Commissioning Youth Work, subject to insurance documents being received from both Livewire and The Core, prior to releasing the first payment.

191/25/26 TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:

Members received and discussed the reports for both Livewire and The Core as received in the circulated reports pack.

Councillor Miller pointed out that these are comprehensive reports which reflect the demand for youth work in the town.

Councillor B Samuels referred to funds already awarded, but suggested that when considering Precept, the Town Council should seriously consider enhancing the amount of funding awarded, as the current level of award may be insufficient for future needs.

a. Livewire

It was **RESOLVED** to note.

b. The Core

It was **RESOLVED** to note.

192/25/26 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Saltash Team for Youth

Nothing to report.

c. Section 106 Panel

Nothing to report.

193/25/26 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.

194/25/26 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

195/25/26 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

196/25/26 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Festival Fund Award;
2. Professional Youth Work Tender Awards.

DATE OF NEXT MEETING

Tuesday 23 September 2025 at 6.30 pm

Rising at: 7.10 pm

Signed: _____
Chairman

Dated: _____

Policy Group: General

Terms of Reference STC Committees and Sub Committees

RESPONSIBLE COMMITTEE: P&F

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

| Current Document Status | | | |
|-------------------------|---------------|---------------------|-----------------------|
| Version | 2024/25 | Approved by | ATM |
| Date | 02.05.2024 | Responsible Officer | AJT |
| Minute no. | 64/24/25c(17) | Next review date | Annual or as required |

| Version History | | | | | |
|-----------------|---------|-------------------|--------------------|------------------|---|
| Date | Version | Author/ editor | Committee /date | Minute no. | Notes |
| 01.2022 | | AJT | FTC 13.01.2022 | 336/21/22 | Sub committee quorum reduced to four. |
| 05.2022 | 1/2022 | AJT | ATM 05.05.2022 | 54/22/23b(xxiii) | Readopted. |
| 06.2022 | 2/2022 | AJT | FTC 09.06.2022 | 90/22/23 | Amendment to Burial Authority membership, quorum and meeting requirements. |
| 06.2022 | 3/2022 | AJT | FTC 04.08.2022 | 151/22/23a(b) | Page 4 – General re questions at P and L. |
| 08.2022 | 3/2022a | AJT | FTC 04.08.2022 | 151/22/23a(d) | Property Maintenance S/C ToR added/quorum updated. |
| 05.2023 | 2023 | AJT | ATM 04.05.2023 | 59/23/24 | Update to JBB to correspond with constitution. |
| 09.2023 | 9/2023 | AJT | FTC 07.09.2023 | 161/23/24c | Updated Town Vision Sub Committee ToR. |
| 11.2023 | 11/2023 | AJT | FTC 12.01.2023 | 317/22/23 | Reduced frequency of Personnel Committee meetings. |

| | | | | | |
|---------|---------|-----|-------------------------|----------------|---|
| 12.2023 | 12/2023 | AJT | N/A | N/A | Updated frequency of BA meetings. |
| 02.2024 | 2024 | AJT | TVSC 15.02.2024 | 48/23/24 | Rec to FTC amendment to ToR #4 |
| 02.2024 | 2024 | AJT | P and F 27.02.2024 | 156/23/24c(19) | Amendments pages 11,12,15,17,19,22 For reapproval (recommendation to FTC 03.2024) |
| 03.2024 | 2024 | AJT | FTC 07.03.2024 | 367/23/24c | Additional amendment: Removal of Chairmanship requirements except JBB. Recommendation from P and F. Approved. |
| 03.2024 | 2024 | AJT | FTC 07.03.2024 | 368/23/24 | Recommendation from TVSC. Approved. |
| 05.2024 | 2024 | AJT | ATM 02.05.2024 | 64/24/25c(17) | Readopted |
| 05.2024 | 2024 | SB | TVSC 16.05.2024 | 09/24/25 | Amendment to ToR |
| 06.2024 | 2024 | AJT | Personnel 29.02.2024 | 80/23/24 | Approved P and F 12.03.2024 – all staff salary and training budgets to |

| | | | | | |
|---------|------|-----|--------------------|------------|---------------------------------|
| | | | | | Personnel Committee. |
| 08.2024 | 2024 | AJT | TVSC 15.08.2024 | 22/24/25 | Amendment to ToR rec to FTC. |
| 09.2024 | 2024 | AJT | FTC 05.09.2024 | 175/24/25a | Approved TVSC amendment to ToR. |

| Document Retention Period |
|---------------------------|
| Until superseded |

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(Committees listed in order as appear on website)

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Terms of reference also available under each committee heading on website

Introduction

Saltash Town Council has appointed a number of Committees to undertake work for and on behalf of the Town Council. The specific responsibilities of each Committee are confirmed by Terms of Reference.

This policy sets out the Terms of Reference of each Committee of the Town Council and confirms the following:

- Membership and number of seats
- Role of the Chairman of the Town Council and Deputy Chairman of the Town Council
- Frequency of meetings
- Remit of the Committee and reporting structure
- Delegated Authority

In the absence of any policy, a Committee of the Town Council will abide by the criteria established for Full Town Council as prescribed by the Town Council's Standing Orders.

These terms of reference apply to Committees and Sub Committees.

Saltash Town Council has the General Power of Competence as a power of first resort. Where the Town Council becomes ineligible, it will refer to the Powers quoted in these Terms of Reference for the conduct of its business.

General

General Terms of Reference Applicable to all Committees, Sub Committees and Joint Burial Board:

The Terms of Reference of all Committees, Sub Committees and Joint Burial Board are subject to the following principles:

1. That powers be exercised in accordance with any policy adopted or directions given by the Town Council.
2. That powers be subject to the Town Council's Standing Orders and Financial Regulations.
3. That any unresolved differences between Committees shall be referred to Full Town Council for determination.
4. That any proposal which involves any change in the existing policies already approved by the Town Council shall be submitted to the Town Council for approval.
5. Day to day management of Town Council matters rests with the Town Clerk.
6. Urgent/emergency matters may be dealt with as they arise by the Town Clerk in consultation with the Chairman of Committee (or in his/her absence the Vice Chairman) and Chairman of the Town Council and reported to the next appropriate Committee or full Town Council meeting, whichever is first.
7. Committees and Sub Committees will bring to the attention of Town Council any matters being pursued by other local authority/statutory/voluntary or other bodies which have a beneficial or detrimental effect on the area of Saltash.
8. Guest speakers should normally be limited to one per meeting with the permission of the Town Council and shall not exceed 10 minutes unless directed by the Chairman of the meeting in accordance with Standing Orders.
9. Public participation:
 - 9.1. There will be, during each Committee meeting, a quarter of an hour public session with members of the public being able to speak and ask questions

concerning the business of the Committee in accordance with the Standing Orders.

9.2. The period of time designated for public participation at a meeting in accordance with standing order 3.7 shall not exceed 15 minutes unless directed by the Chairman of the meeting.

9.3. Subject to Standing Order 3.8 above, a member of the public shall not speak for more than 3 minutes.

10. Committees will receive and approve their own minutes.
11. Committees will monitor/respond with critical appraisals to minutes, reports, documentation which from time to time are received from Cornwall Council or other bodies which have been brought to the Town Council's attention by the Town Clerk/individual Town Councillors or member of the public which may have an adverse or beneficial effect on the area of Saltash.
12. From time to time a Committee may appoint up to two (2) members of the public to serve on a Town Council Committee or Sub Committee as non-voting members. Appointed members will be required to abide by the Town Council's Code of Conduct.
13. All members of the Personnel and Planning and Licensing Committee will attend training relevant to the work of the Committee as identified and provided by the Town Council.

Delegation of Authority to Sub Committees:

Where a function within the Terms of Reference of a Committee has been further delegated to a Sub Committee that Sub Committee will report its findings and any recommendations back to the appropriate Committee or direct to the Town Council, as per the remit.

Burial Authority Committee

| | |
|---------------|---|
| Composition: | Six members |
| Chairmanship: | Chairman and Vice Chairman to be elected from the members of the Committee at the first meeting in each Council Year. |
| Quorum: | Four members |
| Meetings: | Six-Monthly |
| Timing: | 6:30p.m. |
| Venue: | Guildhall |
| Reports to: | Full Town Council |
| Remit: | Management and operation of Churchtown Cemetery and to work within the individual delegated authority budget. |

Terms of Reference and Matters Delegated to the Committee:

1. The provision and management of a burial and cremated remains service.
2. The improvement, maintenance and management of the grounds in Churchtown Cemetery.
3. To consider such matters as may be delegated by the Town Council from time to time.
4. Reviewing the level of fees and charges of the Committee's functions and making appropriate recommendations to the P and F Committee.
5. To consider and submit to the P and F Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and five year forecast.
6. Authorization of expenditure within the Committee budget, provided that the payment is made from a budget that is within the limits of the scheme of delegation or previously approved by the Town Council. The Committee cannot commit or spend from future budgets not confirmed or from future years.

7. The virement of funds within the Committee total budget must be authorized by the P and F Committee.
8. All aspects of Health and Safety that fall within the remit of the Committee.
9. Making recommendations to the Town Council on all matters not within existing policy.
10. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: 03.2024

Planning and Licensing Committee

| | |
|---------------|---|
| Composition: | Sixteen members |
| Chairmanship: | Chairman and Vice Chairman to be elected from the members of the Committee at the first meeting in each Council Year. |
| Training: | All members of the Committee are to undertake Planning training within 6 months of their appointment subject to course availability |
| Quorum: | Seven members |
| Meetings: | Every Third Tuesday of the month |
| Timing: | 6:30 p.m. |
| Venue: | Guildhall |
| Reporting WP: | Saltash Neighbourhood Plan |
| Reports to: | Town Council |
| Remit: | To consider and make responses on behalf of Saltash Town Council for all Planning and Licensing related matters. |

Terms of Reference and Matters Delegated to the Committee:

1. Full delegated authority to make responses on behalf of Saltash Town Council to all applications for licensing or development in and outside the Saltash Town Council area (including Listed Building, Conservation Area consents, consent for advertisement displays etc.) received from Cornwall Council.
2. To consider any request for pre-application discussions with any developer and make a response on behalf of the Town Council in accordance with the Town and Parish Town Councils in Cornwall Guiding Principles for Pre-Application discussions.
3. To review the Town Council planning policy and procedure and make recommendations to Town Council to ensure that the Town Council is able to meet any additional requirements of the planning process.

4. To respond to consultation documents regarding tree preservation and other matters regarding general land development.
5. To consider all appeals against planning refusal by Cornwall Council within Saltash Town Council area and to submit comments to the Planning Inspectorate.
6. To consider any proposals for new and reviews of the Core Strategy and any other consultation documents of a planning nature and to make resolutions to the Town Council.
7. During Planning Committee meetings members of the public who have registered to do so may speak at the discretion of the Chairman and with the approval of members of the Planning Committee.
8. The period of time designated for public participation at a meeting in accordance with standing order 3.4 shall not exceed 15 minutes unless directed by the Chairman of the meeting.
9. Consultation with other relevant bodies with similar interests, including other Local Town Councils and Cornwall Council.

Matters not Delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy including neighbourhood planning.

Terms of Reference last updated: 03.2024

Policy and Finance Committee

| | |
|---------------|---|
| Composition: | Sixteen members |
| Chairmanship: | Chairman and Vice Chairman to be elected from the members of the Committee at the first meeting in each Council Year. |
| Quorum: | Seven members |
| Meetings: | Bi-Monthly |
| Timing: | 6:30 p.m. |
| Venue: | Guildhall |
| Reports to: | Full Town Council |
| Remit: | Policy Administration and Finances of the Town Council and to work within the individual delegated authority budget. |

Terms of Reference and Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Town Council from time to time.
2. To review, from time to time, policy objectives within the Committee's Terms of Reference for consideration by the Town Council.
3. To prepare annual estimates and update a 5-year forecast of income and expenditure of the Town Council on continuing services and of payments on capital account for the next financial year and to make a recommendation to the Town Council as to the precept in time for its annual budget meeting each year.
4. To regulate and control the finance of the Town Council and to have charge of the financial and accounting arrangements of the Town Council.
5. To consider matters arising from the report of the internal and external auditors and where considered necessary make changes to the Town Council's system of controls.
6. To receive and approve schedules of payments.
7. To agree virements between approved budget headings.

8. To make recommendations to the Town Council on the use of financial reserves.
9. To make recommendations to the Town Council on capital expenditure not already provided for in Town Council's estimates of expenditure for the current financial year.
10. To consider grants to local organisations in accordance with the Town Council's adopted grants policy.
11. To undertake annually the risk assessment in relation to the Town Council's insurance cover.
12. To insure against such risks as the Committee deems necessary to cover.
13. To make resolutions to the Town Council regarding the promotion and expenditure on tourism.
14. To make resolutions to the Town Council regarding the Crime and Disorder Act 1998, following consultation with the appropriate bodies.
15. To make resolutions to the Town Council regarding town twinning.
16. To make resolutions to the Town Council regarding the prosecution or defence of any legal proceedings.
17. To make resolutions to the Town Council for the use of powers to acquire by agreement, to appropriate, to dispose of land.
18. To make resolutions to the Town Council for the use of its powers to promote a lottery.
19. To make resolutions to the Town Council for the use of its powers to accept gifts, including land.
20. To make resolutions to the Town Council regarding the future provision of civic regalia.
21. To agree the use by any other organisation of the Town Seals or Modern Logo.
22. To review the Standing Orders and Financial Regulations on a regular basis and make recommendations to the Town Council.

23. To make recommendations to the Town Council regarding the review of existing policy matters.
24. The delegated power to keep all procedures under active review.
25. The delegated power to maintain the Town Council's eligibility for General Power of Competence.
26. The delegated power to exercise the Town Council's powers to direct as to the custody of parish property and documents.
27. Authorisation of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Town Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the P and F Committee's total budget must be authorised by the Town Council.
28. The negotiation of tenders which do not fall within the Terms of Reference of any other Committee and the acceptance of tenders and supervision of contracted projects (provided expenditure is within the budgetary provision) with the practical implementation of the contract devolved to the appropriate Committee.
29. All aspects of Health and Safety that fall within the remit of the Committee.
30. Making recommendations to the Town Council on all matters not within existing policy.
31. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.
32. Monitoring the physical environment within the Town Council's area and carrying out improvements within budgetary provision. To recommend to the Town Council any matters outside this budgetary provision.
33. The consideration of recommendations of sub- Committees, working groups etc. under the control of the P and F Committee.

34. Consultation with other relevant bodies with similar interests, including other Town Council Committees and Sub Committees, and consideration of their recommendations.
35. Matters not already delegated to the Town Clerk which relate to the Town Council newsletter, websites, webcam, publicity and press and social media releases.
36. To consider such other matters of a general nature not clearly falling within the Terms of Reference of any other Committee referred either by the Town Council or the Town Clerk.
37. To draft, negotiate with the lessee/licensee terms and conditions of leases/licenses for all Town Council property and land and submit resolution to Town Council.
38. To consider the renewal of leasing/licensing agreements and make proper resolution to Town Council if it is not felt appropriate to continue such an agreement.
39. To maintain the register of all Town Council property and ensure and maintain its registered title at the Land Registry.

Matters not Delegated to the Committee:

1. The consideration of new and reviews of consultation and policy documents of other bodies and any other consultation documents.
2. Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: 03.2024

Services Committee

| | |
|---------------|---|
| Composition: | Sixteen members |
| Chairmanship: | Chairman and Vice Chairman to be elected from the members of the Committee at the first meeting in each Council Year. |
| Quorum: | Seven members |
| Meetings: | Bi-monthly |
| Timing: | 6:30 p.m. |
| Venue: | Guildhall |
| Reports to: | Full Town Council |
| Remit: | <p>The provision, maintenance, management, marketing and service function of all Town Council property, buildings, land and structures and to work within the individual delegated authority budget:</p> <ul style="list-style-type: none">• Property• Allotments• Open Spaces• Cemetery• Waterfront• Structures• Footpaths• Grounds Maintenance• Public Toilets• Christmas Lights |

Terms of Reference and Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Town Council from time to time.
2. To consider and submit to the P and F Committee for the annual budget estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and 5-year forecast plan.
3. Authorization of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Town Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the Committees total budget must be authorised by the P and F Committee.
4. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the Committee.
5. All aspects of Health and Safety that fall within the remit of the Committee.
6. Making recommendations to the Town Council on all matters not within existing policy.
7. Monitoring the physical environment and property within the Town Council's area and carrying out improvements within budgetary provision. To recommend to the Town Council any matters outside this budgetary provision.
8. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.
9. The consideration of recommendations of Sub Committees, working groups etc. under the control of the Committee.
10. Consultation with other relevant bodies with similar interests, including other Town Council Committees and Sub Committees, and consideration of their recommendations.

11. The implementation of agency agreements for the delegation of services from Cornwall Council which fall within the remit of the Committee and have been negotiated and agreed by Full Town Council.
12. To consider such matters as may be delegated by the Town Council from time to time.
13. To consider the securing and security of all Town Council property and land and make resolutions to the Town Council.
14. To maintain the exterior and structural fabric of all Town Council buildings/structures.
15. To review the level of fees and charges of the Committee's functions and making appropriate recommendations to the P and F Committee.
16. To consider and submit to the P and F Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and five-year forecast.
17. Authorization of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Town Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the Committee's total budget must be authorised by the P and F Committee.
18. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the Committee.
19. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.
20. Consultation with other relevant bodies with similar interests, including other Local Town Councils and Cornwall Council.

Matters not Delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: 03.2024

Devolution Sub Committee

| | |
|---------------|---|
| Composition: | Eight members |
| Chairmanship: | Chairman and Vice Chairman to be elected from the members of the Sub Committee at the first meeting in each Council Year. |
| Quorum: | Four |
| Meetings: | As required |
| Timing: | 6.30pm |
| Venue: | Guildhall |
| Reports to: | Full Town Council |

Terms of Reference and Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget

1. To investigate and potentially progress devolution of assets from Cornwall Council to Saltash Town Council working with the Community Link Officer.
2. To explore funding options for remedial works from Cornwall Council upon the transfer of assets.

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: 03.2024

Library Sub Committee

| | |
|---------------|---|
| Composition: | Eight members |
| Chairmanship: | Chairman and Vice Chairman to be elected from the members of the Sub Committee at the first meeting in each Council Year. |
| Quorum: | Four |
| Meetings: | As required |
| Timing: | TBA |
| Venue: | Guildhall |
| Reports to: | Services Committee |
| Remit: | Library premises and delivery of service as listed below. |

Terms of Reference and Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget.

1. To oversee the management and maintenance of the library premises working within budget.
2. To oversee the transformation programme of the library premises and services.
3. To act as liaison with Cornwall Council library service.
4. To monitor performance of the library service provided by the Town Council.
5. To undertake public consultations where required making appropriate recommendations to services.
6. To receive and consider tenders for works to the library premises making appropriate recommendations to Full Town Council.
7. To work with the appointed Building Surveyor to Project Manage and carry out Construction (Design and Management) Regulations (CDM) works on behalf of the Town Council making appropriate recommendations to Full Town Council.

8. To approve applications to the Public Works Loan Board (PWLB) for works to the library premises making appropriate recommendations to Full Town Council.

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: 03.2024

Property Maintenance Sub Committee

| | |
|--------------|---|
| Composition: | Eight members |
| | Chairman and Vice Chairman to be elected from the members of the Sub Committee at the first meeting in each Council Year. |
| Quorum: | Four |
| Meetings: | As required |
| Timing: | 6:30pm |
| Venue: | Guildhall |
| Reports to: | Services Committee |
| Remit: | To oversee the repair, maintenance and security programmes for all Town Council assets. |

Terms of Reference and Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget

1. To oversee the repair and maintenance programmes for the following Town Council property:
 - The Guildhall
 - Library
 - Saltash Heritage building
 - Isambard House
 - Longstone depot
 - The Maurice Huggins Room
 - Pontoon and Cabin
 - Public toilets
 - Outdoor land and fences
2. To ensure Town Council accommodation requirements are met.
3. To oversee procurement of property maintenance delivery.

4. To review the Town Council five-year repair and maintenance plan together with the Services Committee budget statements.

Matters not delegated to the Sub Committee:

Any matter falling within the remit of the Sub Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: 03.2024

Station Property Sub Committee

| | |
|---------------|---|
| Composition: | Eight members |
| Chairmanship: | Chairman and Vice Chairman to be elected from the members of the Sub Committee at the first meeting in each Council Year. |
| Quorum: | Four |
| Meetings: | As required |
| Timing: | TBA |
| Venue: | Guildhall |
| Reports to: | Services Committee |
| Remit: | To oversee the station building development project as laid out in the terms of reference. |

Terms of Reference and Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget

1. To oversee the station building development project.
2. To identify and apply for appropriate grant and funding opportunities.
3. To act as liaison with Network Rail and GWR and other agencies.
4. To manage the appointment of tenants to the building.
5. To encourage and develop uses and a programme of activities at Isambard House.

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: 03.2024

Town Vision Sub Committee

| | |
|-------------------|---|
| Composition: | <p>The Committee membership comprises of a maximum of eight Saltash Town Council Councillors together with the Town Clerk and Administration Officer.</p> <p>Executive input for the Committee is provided by the Town Clerk and administrative support is provided by the relevant Officers of the Town Council.</p> |
| Chairmanship: | Chairman and Vice Chairman to be elected from the members of the Sub Committee at the first meeting in each Council Year. |
| Quorum: | Four |
| Meetings: | The committee meets for a minimum of four times each financial year (April to March). |
| Timing: | 6.30 p.m. |
| Venue: | Guildhall |
| Reports to: | The Committee reports directly to Full Town Council making strategic recommendations as required. |
| Financial Matters | The Committee has delegated authority for expenditure up to £20,000. Any requests over this delegated authority of expenditure would require a recommendation to the Policy and Finance Committee for consideration. |
| Remit: | The purpose of the Town Vision Sub Committee is to support the Town Clerk in leading the business planning process for Saltash Town Council and to oversee its effective implementation. |

Terms of Reference and Matters Delegated to the Committee:

The Town Vision Sub Committees intended Outcomes over the next three years are:

1. A shared purpose through an agreed, overarching and unified business plan for Saltash Town Council.
2. To monitor the business plan Priorities, Vision, Aims and Objectives on behalf of the Town Council to ensure delivery.
3. Increased engagement, understanding and support from Saltash residents on Saltash Town Council's purpose, strategic priorities and actions.
4. Increased success in securing investment to further the strategic priorities of Saltash Town Council.
5. Effective governance and management for Saltash Town Council, clarifying roles and responsibilities, particularly the non-executive roles of the Town Clerk and staff team.
6. A more collaborative, efficient and agile working culture avoiding fragmentation and duplication.
7. Delegated authority to undertake an overarching monitoring role of the Business Plan on behalf of the Town Council reporting back as required.

The primary and initial output of the Town Vision Sub Committee will be:

1. The production of a three year business plan for the period April 2024 to March 2027, encompassing:
 - Vision, Mission and Values
 - Strategic priorities and deliverables
 - Climate Change Strategies
 - Communications Strategy
 - Governance, Management and Operations
 - Fundraising strategy
 - Budget forecasts

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of reference last updated: 08.2024

Joint Burial Board Committee

| | |
|---------------|--|
| Composition: | <p>Membership as established by separate constitution:</p> <p>The Chairman of the Town Council, Deputy Chairman of the Town Council and two elected Members.</p> <p>The Incumbent or Priest in charge of the Parish St Stephen-by-Saltash.</p> <p>Two Churchwardens of the Parish of St Stephen-by-Saltash.</p> <p>Undertakers regularly using the Churchyard are entitled to appoint a representative to represent their views but not entitled to vote.</p> <p>The Town Clerk will be Secretary to the Board.</p> |
| Chairmanship: | <p>The Incumbent or Priest in charge of the Parish of St Stephen-by-Saltash will be the ex-officio Chairman (entitled to vote but without a casting vote).</p> <p>The Chairman of the Town Council will be Deputy Chairman.</p> |
| Non-members: | Any member of the Town Council is able to attend and may participate at the discretion of the Chairman but may be asked to leave if the press and public are excluded. |
| Quorum: | Any 3 members for non-financial matters, 3 STC members for financial matters. |
| Meetings: | Quarterly |
| Timing: | 6:00 p.m. |
| Venue: | Guildhall |
| Reports to: | Full Town Council |
| Remit: | Maintenance and operation of St Stephen's Cemetery and to work within the individual delegated authority budget. |

Terms of Reference and Matters Delegated to the Committee:

1. The improvement, maintenance and management of the open section of cemetery grounds in St Stephen's Cemetery.
2. To consider such matters as may be delegated by the Town Council from time to time.
3. Reviewing the level of fees and charges of the Committee's functions and making appropriate recommendations to the P and F Committee.
4. To consider and submit to the P and F Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and 5-year forecast.
5. Authorisation of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits of the scheme of delegation or previously approved by the Town Council. The committee cannot commit or spend from future budgets not confirmed or from future years.
6. The virement of funds within the Committee's total budget must be authorised by the P and F Committee.
7. All aspects of Health and Safety that fall within the remit of the Committee.
8. Making recommendations to the Town Council on all matters not within existing policy.
9. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: 03.2024

Personnel Committee

Town Councillors appointed to the Personnel Committee must be willing to commit to undertake employment law training as soon as they are elected to the Committee.

The Town Council recognizes that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.

Members of the Personnel Committee are advised to refrain from taking notes when in part two confidential session and to refer to the P and C reports.

| | |
|--------------------|--|
| Composition: | Six members There are no ex-officio members of the Personnel Committee. Note: A member will not be eligible for nomination to the Committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff during the previous 12 months. |
| Quorum: | Four members |
| Meetings: | Quarterly |
| Time: | 6:30 p.m. |
| Venue: | Guildhall |
| Public attendance: | The meeting is open to members of the public and press up until the Public Bodies (Admission to Meetings) Act 1960. |
| Training: | All members of this Committee will undertake employment law training every 6 months provided by the Town Council subject to course availability. |
| Reports to: | Full Town Council |
| Remit: | Staff recruitment, grievance, appraisal, sickness, annual leave, maternity and paternity records, training, employment policies, health and safety and welfare matters and to work within the individual delegated authority budget. Staff salary and training budgets. |

Terms of Reference and Matters Delegated to the Committee:

1. To consider such matters as delegated by Town Council or any Committee of the Town Council.
2. The overall performance and welfare of the staff, delegating the day to day line management to the Town Clerk.
3. To receive reports from the Town Clerk in respect of attendance, short- and long-term sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave, and flexible leave requirements and with delegated powers to resolve any associated matters.
4. To review and recommend all employment policies to Town Council in consultation with members of staff.
5. To maintain the staffing levels necessary to efficiently discharge the work required by the Town Council and to review the workloads periodically and report any recommendations for change to the relevant Committee and or Full Town Council.
6. To oversee the recruitment process of all staff and where required, assist, when required, the Town Clerk in the recruitment of new staff.
7. To undertake the recruitment of the Town Clerk with any associated expenditure and making the appointment.
8. To review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts) and to approve contracts of employment.
9. To maintain confidentiality over all staffing matters as required under the 2018 General Data Protection Regulations and the 2018 Data Protection Act as well as the Code of Conduct.
10. To deal with all matters relating to staff conduct.
11. Staff Appraisals:
 - 11.1. To ensure that annual appraisals for all staff are carried out, agree and monitor any associated actions and outcomes.

- 11.2. The annual appraisal of the Town Clerk will be undertaken by the Chairman of the Town Council and Chairman of the Personnel Committee.
- 11.3. To oversee staff and member development including identify training opportunities and ensure that all training needs are met.
12. To consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the National Joint Town Council (Green Book) and recommended by the National Association of Local Town Councils and Society of Local Town Council Town Clerks.
13. To receive and consider any complaints made under the Town Council's Grievance and Disciplinary Procedure referred by the Town Clerk.
14. Where appropriate, appoint a panel to hear complaints made under the Town Council's Grievance and Disciplinary Procedure and full delegated responsibility to take whatever action necessary. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude a disciplinary or grievance matter.
15. To prepare and submit to the P and F Committee budget proposals in respect of salaries and training - for all staff.
16. Authorisation of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Town Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the Committee's total budget must be authorised by the P and F Committee.
17. All aspects of Health and Safety that fall within the remit of the Committee.
18. Making resolutions to the Town Council on all matters not within existing policy.
19. Saltash Town Council recognises the Transfer of Undertakings Protection of Employment regulations 2006 known as TUPE.
20. Saltash Town Council is committed to working with accredited trade unions to promote a good working relationship with its staff.

Matters not Delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: 03.2024

APPENDIX A

Commented [DJ1]: Recommended P&F

To receive draft Terms of Reference for Membership and consider any actions

1. Introduction

This document establishes a structured approach for managing membership to Town Council Committees, Sub Committees, Joint Committees, Working Groups and Outside Partnerships ensuring fairness, transparency and balanced representation.

2. Committee Membership

- The maximum number of members for each committee/sub-committee will be determined based on governance needs, operational efficiencies and, if applicable, constitutions.
- Membership numbers are confirmed and detailed in the Town Council's Terms of Reference – Committee and Sub Committees;
- Planning and Licensing, Policy and Finance and the Services Committees are a composition of sixteen Members therefore appointments are not required, all Members will be summoned to the scheduled meetings of Saltash Town Council during the fiscal year.
- Membership should reflect a balance of Town Councillors;
- The Town Council recognises that a stable membership of the Personnel Committee is desirable and as such membership of the Committee should be seen as a long-term commitment with all members of this Committee to undertake employment law training within 6 months provided by the Council subject to course availability.
- Working Groups have no membership limitations as they are informal advisory bodies rather than decision-making committees with strict voting rights;
- Outside Partnerships are normally managed by external organisations therefore, the Town Council will appoint representatives as requested, unless specified otherwise.

3. Selection Process

In accordance with Standing Orders, the Town Council will appoint or reaffirm members to all Town Council Committees, Sub Committees, Joint Committees, Working Groups and Outside Partnerships at the Annual Meeting of Saltash Town Council, held each May.

Should a seat become vacant during the fiscal year due to a resignation, it will be filled accordingly at the following Full Council meeting.

If over-subscription occurs:

- A discussion between Members would take place initially;
- If a consensus cannot be reached, names of those who wish to form the membership to be placed into a hat and pulled out accordingly;
- The person who pulls the names out of the hat should not also have their name in the hat.

Commented [DJ2]: Recommended by P&F

4. Appeal / Review

- Unsuccessful Members will not be able to appeal the decision;
- The Terms of Reference on membership will be reviewed annually to maintain fairness and transparency.

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 17th June 2025 at 6.30 pm

PRESENT: Councillors: R Bickford, J Brady (Vice-Chairman), R Bullock, G McCaw, S Miller, P Nowlan, J Peggs, B Samuels (Chairman) and P Samuels.

ALSO PRESENT: 1 Member of the Public, , D Joyce (Office Manager / Assistant to the Town Clerk) and F Morris (Planning and General Administrator)

APOLOGIES: S Gillies, S Martin, L Mortimore, B Stoyel and J Suter.

27/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

28/25/26 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.

29/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.

None.

30/25/26 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 20 MAY 2025 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor B Samuels seconded by Councillor Brady and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 20 May 2025 were confirmed as a true and correct record.

31/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

32/25/26 TO RECEIVE A DRAFT REVISED STREET TRADING POLICY FOR CONSULTATION FROM CORNWALL COUNCIL AND TO CONSIDER ANY ACTIONS AND EXPENDITURE.

Members reviewed the Draft Revised Street Trading Policy consultation as received within the circulated reports pack.

It was **RESOLVED** to note.

33/25/26 PLANNING:

a. Applications for consideration:

PA25/01140

Mr Ian Broad – **Land South East of Mill Park Barn Brooks Hill Saltash PL12 6LQ**

Erection of a new self build dwelling, extended domestic curtilage and associated works (demolition of existing PDR extant consented Barn).

Ward: Tamar

Date received: 21/05/25

Response date: 20/06/25

It was proposed by Councillor Brady, seconded by Councillor P Samuels and resolved to **RECOMMEND REFUSAL** due to inadequate information on the Planning Application to make an informed decision and information within the proposal was incomplete.

PA25/03254

Mr Alex Johnson Saltash Cricket Club – **Saltash Cricket Club Chapelfield Sports Ground Prospect Lane Saltash PL12 4HG**

Proposed artificial wicket.

Ward: Tamar

Date received: 29/05/25

Response date: 19/06/25

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

PA25/03342

Mr Chris Davis Bloor Homes Exeter Limited – **Land At Phase 2A Treledan Broadmoor Farm Saltash PL12 4RJ**

Reserved Matters application (relating to appearance, landscaping, layout and scale) for the construction of a new footway/cycleway, including a pedestrian/cycle bridge over the A38, linking the Treledan Urban Extension with Liskeard Road, Saltash and associated development including landscaping, lighting and sustainable drainage (details following outline consent PA14/02447 dated 13.10.2017).

Ward: Trematon

Date received: 27/05/25

Response date: 20/06/25

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

PA25/03844

Mr Jake Norman – **Butts Cottage Trematon Saltash PL12 4RT**

Replacement extensions to an existing dwelling and construction of detached garage.

Ward: Trematon

Date received: 03/06/25

Response date: 24/06/25

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

PA25/03878

Summers Sumoda Properties Ltd – **Mission Hall Pill Lane North Pill Saltash PL12 6LJ**

Conversion and extensions of existing building to dwelling.

Ward: Tamar

Date received: 10/06/25

Response date: 01/06/25

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

34/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

35/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

36/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

37/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 15 July 2025 at 6.30 pm

Rising at: 7.00 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Town Vision Sub Committee held at the Guildhall on Tuesday 10th June 2025 at 6.00 pm

PRESENT: Councillors: R Bickford, R Bullock, S Gillies, S Martin, J Peggs, B Samuels and P Samuels.

ALSO PRESENT: S Burrows (Town Clerk / RFO), F Morris (Planning & General Administrator).

APOLOGIES: None received.

14/25/26 TO ELECT A CHAIRMAN.

Councillor Gillies in the Chair to open the meeting and deliver agenda item 1.

The Town Clerk informed the Chairman of Councillor Brian Stoyel's attendance at this evening's meeting as a non voting Member of the Sub Committee.

Councillor Gillies welcomed Councillor Brian Stoyel to the meeting.

It was proposed by Councillor Bickford, seconded by Councillor B Samuels to nominate Councillor Gillies.

No further nominations were received.

Following a vote it was **RESOLVED** to elect Councillor Gillies as Chairman.

Councillor Gillies remained in the Chair.

15/25/26 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Bickford, seconded by Councillor Bullock to nominate Councillor Martin.

No further nominations were received.

Following a vote it was **RESOLVED** to elect Councillor Martin as Vice Chairman.

16/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

17/25/26 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.

18/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

19/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

20/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

21/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

22/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Monday 7 July 2025 at 6.30 p.m.

Rising at: 6.02 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Tuesday 24th June 2025 at 6.30 pm

PRESENT: Councillors: J Brady, R Bullock, S Miller, B Samuels, P Samuels and B Stoyel.

ALSO PRESENT: D Joyce (Office Manager / Assistant to the Town Clerk) and L Wright (Administration Officer).

APOLOGIES: R Bickford.

1/25/26 TO ELECT A CHAIRMAN.

Councillor Miller in the Chair to open the meeting and deliver agenda item 1.

It was proposed by Councillor Stoyel to nominate Councillor Miller. The proposal did not receive a seconder.

It was proposed by Councillor Brady seconded by Councillor P Samuels to nominate Councillor Brady.

No further nominations were received.

Following a vote it was **RESOLVED** to appoint Councillor Brady as Chairman.

Councillor Brady in the Chair.

2/25/26 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Stoyel, seconded by Councillor Bullock to nominate Councillor Miller.

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels to nominate Councillor B Samuels.

No further nominations were received.

Following a vote it was **RESOLVED** to appoint Councillor B Samuels as Vice Chairman.

3/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

4/25/26 DECLARATIONS OF INTEREST:

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

| Councillor | Agenda Item | Pecuniary/ Non-Pecuniary | Reason | Left Meeting |
|------------|-------------|--------------------------|--------------------------------------|--------------|
| Stoyel | 11 | Non-Pecuniary | Chairman of Saltash Heritage | Yes |
| Bullock | 11 | Non-Pecuniary | Committee Member of Saltash Heritage | Yes |

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

None received.

5/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

6/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 20 FEBRUARY 2025 AS A TRUE AND CORRECT RECORD.

It was proposed by Councillor Miller seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Property Maintenance Sub Committee held on 20 February 2025 were confirmed as a true and correct record.

7/25/26 TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS.

Members agreed to receive the recommendation to review the Sub Committee's strategic priority four under agenda item 9b.

8/25/26 TO REVIEW THE PROPERTY MAINTENANCE SUB COMMITTEE'S BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND EXPENDITURE;

a. Quarter Four for the year 2024/25;

Members reviewed the Business Plan Deliverables and scores and agreed that quarter four scores accurately reflect the Property Maintenance's progress to date.

It was **RESOLVED** to note.

b. Quarter One for the year 2025/26.

Members discussed the aim of strategic priority 4 – Travel and Transport in which the sub committee had aimed to review Town Council owned properties to assess the potential for offering cycling facilities, such as bike storage and secure lockers.

Upon further review of the sub committee's terms of reference it was concluded that this deliverable would be more appropriately considered under the remit of the Services Committee.

It was proposed by Councillor Brady seconded by Councillor Miller and **RESOLVED;**

1. To remove Strategic Priority 4's aim of the Property Maintenance business plan deliverables due to it not falling within the remit of the Property Maintenance Sub Committee;
2. To delegate to the Town Clerk to review and score quarter one of the Property Maintenance Sub Committee deliverables for the year 2025-26.

9/25/26

**TO RECEIVE THE PONTOON FUTURE MAINTENANCE DOCUMENT
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

Members received the report and proposed maintenance plan for the pontoon contained within the circulated reports pack.

Members highlighted how it is essential to have a maintenance plan for the pontoon in place ensuring compliance with insurance policies.

Members discussed the figures provided by Voyager Marine and expressed concern that the total cost outlined may be insufficient to cover all the works anticipated within the ten-year plan. Members requested a detailed breakdown of costs to be provided for further consideration at a future meeting.

During the discussion of the agenda item Councillor Stoyel left the meeting and returned.

Members noted that due to the specialised nature of the works and services required, a suitable alternative local company has not yet been identified to provide a comparative quotation.

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

1. To note Voyager Marine's ongoing maintenance plan for Saltash Town Council with a further review of the recommended annual budget upon confirmation of costs being received at the Property Maintenance budget setting meeting to be held on 25 September;
2. To **RECOMMEND** to the Services Committee that the Annual Maintenance checks continue to be undertaken by the Service Delivery team and that Voyager Marine be appointed to undertake the two-yearly inspections referring to the maintenance plan, as attached;
3. To review the 8 – 10 year major maintenance proposal in the future, referring to the maintenance plan as attached.

Councillor Stoyel provided his apologies for an early departure.

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

10/25/26 TO RECEIVE A REPORT ON WORKS TO THE HERITAGE BUILDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the report contained within the circulated reports pack on the works required to the Heritage Building.

The Office Manager / Assistant to the Town Clerk provided a brief verbal overview of the report.

It was proposed by Councillor Brady, seconded by Councillor Miller and **RESOLVED**;

1. To note the report from Barron Surveying following the recent drone survey of the roof;
2. To allocate appropriate funding within the five-year plan for the recommended roof works;
3. To note the scope of works for external redecoration and repair of the front elevation is now open for tender submissions;
4. To **RECOMMEND** to Full Council to vire £25,000 from General Reserves to budget codes 6471 EMF Heritage Centre (£20,000) and 6595 EMF Legal and Professional Fees (£5,000) to cover associated costs for the external redecoration and repair to the front elevation and professional fees (to note, Property Maintenance reports directly to Services, to avoid delay in the process, on this occasion, recommendation directly to Full Council);
5. To appoint Barron Surveying to provide contractual administration support up to completion of the external redecoration and repair to the front elevation at a cost of 15% of the contract value;
6. To appoint Councillors Miller and Brady to open and score the tender submissions following the tender closing date on 14 July 2025.

Councillor Bullock was invited to rejoin the meeting and subsequently offered apologies for an early departure.

11/25/26 TO RECEIVE AND REVIEW THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN TOGETHER WITH THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the Town Council's Five-Year Repair and Maintenance plan together with the Services budget statements.

It was **RESOLVED** to note

12/25/26 TO RECEIVE A REPORT ON THE GUILDHALL INTERNAL AND EXTERNAL REPAIRS AND REDECORATION WORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report on the Guildhall external repairs and redecoration work, contained within the circulated reports pack.

It was **RESOLVED** to note.

13/25/26 TO RECEIVE HEADS OF TERMS FOR THE WATERSIDE TOILET AND SHEDS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the report included in the circulated pack and expressed concerns regarding the terminology used in the Heads of Terms, specifically the reference to the property's use as a toilet block and storage facility.

Further concerns were raised about the break clauses outlined in the Heads of Terms.

It was proposed by Councillor Brady seconded by Councillor Miller and **RESOLVED**;

1. To **RECOMMEND** to Full Council to note the successful award of £7,480 in funding to Saltash Town Council and delegate to the Development and Engagement Manager (D&EM) to proceed with the process of undertaking the feasibility study for the Waterside Sheds and Public Conveniences site;
2. To note Councillors Bullock, Bickford and Miller remain on the Waterside Sheds and Public Toilet Project Working Group and approve the addition of Councillor Brady, and continue to work with the D&EM for the Waterside Sheds and Public Conveniences project;
3. To support in principle the Waterside Sheds and Public Toilets Heads of Terms, delegating to the D&EM and the working group to further review, reporting back to the next Property Maintenance Sub Committee meeting.

14/25/26 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.

15/25/26 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

16/25/26 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

17/25/26 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

Thursday 25 September 2025 at 6.30 pm

Rising at: 7.50 pm

Signed: _____
Chairman

Dated: _____



APPENDIX A

The background image shows a boatyard with a large, complex metal structure, possibly a crane or a boat lift, situated over a body of water. The structure is made of dark metal beams and has several curved supports. In the background, there are houses and trees on a hillside under a blue sky with scattered clouds. The water is calm, reflecting the sky and the structure.

Project 31/05/2025, 18:35

ON GOING MAINTENANCE PLANE

Saturday, 31 May 2025

Prepared For Saltash Council

5 Pages



Proposed Annual Maintenance

Assigned To VOYAGER MARINE

Proposal for Annual Maintenance Check on
Saltash Pontoon Marina

Ongoing Maintenance Schedule for Saltash
Jubilee Pontoon

Annual Maintenance Checklist

We propose the following comprehensive maintenance plan for the Saltash Jubilee Pontoon Marina, to be conducted Annually ensuring the longevity and safety of the pontoons.

General Inspections

- Thorough Inspection: Conduct a comprehensive inspection of the pontoon annually to ensure optimal performance and safety.

Specific Areas of Focus

1. Joining Rubbers

- Check joining rubber Connection blocks and associated nuts and washers for condition and secure fit replace where needed.

2. Life Rings

- Confirm all life rings are in place and in good order.

3. Handrail Fencing

- Inspect handrail fencing for safety and secure attachment.

4. Cleats

- Inspect all cleats to ensure none are broken and all are securely fastened.

5. Wood Fendering

- Inspect the wood fender around the pontoon for secure attachment and condition. Re apply protective coating.

6. Navigational Lights

- Ensure all navigational lights are operational.

7. Deck Boards

- Inspect all deck boards for security and cleanliness; pressure wash as needed.

8. Access Pontoon Rollers

- Check the condition of nylon skids and access pontoon rollers.

9. Subframe Brackets

- Inspect brackets attaching the subframe to the pontoons; ensure none are broken and in good order.

10. Pile Brackets

- Inspect brackets surrounding the piles at each end of the pontoons for integrity.

11. Gate Access

- Check that gate access is functioning correctly.

12. Lighting

- Confirm that all lighting is working properly.



TWO-YEARLY MAINTENANCE

Assigned To SALTASH COUNCIL

Proposal for Two-Yearly Maintenance Check on
Saltash Pontoon Marina

To: Saltash Council

Subject: Recommendations for Two-Yearly
Maintenance Check

We would like to propose the following actions for
the upcoming two-yearly maintenance check on
the Saltash Pontoon Marina to ensure optimal
safety and functionality.

Comprehensive Underwater Inspection

1. Diver Inspections

- Condition Assessment: Engage professional divers to conduct a thorough examination of all underwater components.
- Anode Replacement: Assess the condition of anodes and replace them where necessary to prevent corrosion.
- Fixing Bolt Inspection: Check all fixing bolts for signs of corrosion and ensure they are securely tightened.

2. Float Integrity

- Corrosion Check: Ensure all floats below the waterline are inspected for corrosion.
- Security Assessment: Confirm that all floats are intact and securely fastened to maintain structural integrity.
- Documenting any damage or signs of wear.

3. Video Documentation:

- Recording underwater footage to visually capture the condition of the floats.
- Highlighting specific areas needing attention.

Additional Recommendations

- Routine Monitoring: Implement a routine monitoring schedule for anodes and fixing bolts to address any issues proactively.
- Documentation: Maintain detailed records of inspections and repairs to track the maintenance history of the pontoon.

Conclusion

By following these recommendations, we can enhance the safety and longevity of the Saltash Pontoon Marina. We look forward to your feedback and support in implementing these measures.

Thank you for your attention to this important matter.

8 to 10 Yearly Maintenance Proposal
Assigned To Saltash Council



8 to 10 Yearly Maintenance Proposal

Assigned To Saltash Council

Proposal for 8 to 10 Yearly Maintenance Check on
Saltash Pontoon Marina

To: Saltash Council

Subject: Recommendations for Long-Term
Maintenance of Saltash Pontoon Marina

We propose the following comprehensive

maintenance plan for the Saltash Jubilee Pontoon Marina, to be conducted every 8 to 10 years, ensuring the longevity and safety of the pontoons.

Recommended Maintenance Actions

1. Detachment and Transportation

- Detach the pontoons and transport them to Voyager Boatyard for thorough out-of-water maintenance.

2. Comprehensive Inspection and Maintenance

- Deck Board Removal: Remove all deck boards to facilitate full access for inspection.
- Subframe Removal: Remove subframes from the pontoon floats for detailed examination.
- Protective Coating Removal: Removal of all protective coatings to assess the underlying structures.

3. Non-Destructive Testing (NDT)

- Conduct NDT and pressure testing of the floats to evaluate their integrity.
- Perform necessary repairs based on the findings from the NDT report.

4. Reapplication of Protective Coating

- Reapply a two-pack epoxy one coat system with a durable black finish to protect against environmental wear.

5. Subframe Inspection and Repairs

- Inspect subframes thoroughly and complete any required repairs to ensure structural integrity.

6. Fender Replacement

- Fit new tantalized wood fenders around the pontoons to enhance durability and protection.

Applying a grey protective coat.

7. Reconstruction and Reinstallation

- Reconstruct pontoons and transport them back to Saltash Jubilee Pontoon.
- Install new rubber joining blocks, along with all new stainless-steel bolts, nuts, and heavy-duty washers.

8. Component Renewal

- Check all components on the pontoons and renew any that are worn or damaged. Including New Anodes.

Conclusion

Implementing this maintenance plan will significantly enhance the safety and functionality of the Saltash Pontoon Marina. We appreciate your consideration of these recommendations and look forward to your feedback.

Thank you for your attention to this important matter.

Sid Currie
Oceanic Marine Group

Chairman's report

June 2025

Mayoral Engagements

| Date | Location | Information |
|--------------|---------------------|---|
| 2 June 2025 | Liskeard | Liskeard Town Council Mayor Making |
| 6 June 2025 | Saltash Library Hub | Ann Glanville history presentation |
| 7 June 2025 | Saltash | Saltash Regatta Civic Parade, opening of event and prize giving |
| 9 June 2025 | Truro | Truro Town Council Mayor Making |
| 10 June 2025 | Saltash | Visit to Brunel Primary School assembly |
| 13 June 2025 | Saltash Guildhall | Saltash Town Council Mayor Making |
| 18 June 2025 | St Austell | St Austell Town Council Mayor Making |
| 19 June 2025 | Saltash Guildhall | Saltash Tapestry rehanging |
| 19 June 2025 | Launceston | Launceston Town Council Mayor Making |
| 21 June 2025 | Saltash | Opening of Summerfields Play Park |
| 28 June 2025 | Saltash | The Core ten year anniversary garden party |

Chairman's attendance at meetings

| Date | Location | Information |
|--------------|------------|---------------------------------|
| 23 June 2025 | St Germans | South East Cornwall CAP meeting |

Deputy Mayoral Engagements

| Date | Location | Information |
|--------------|-----------------|--|
| 6 June 2025 | Saltash Passage | D-Day memorial event and wreath laying |
| 13 June 2025 | Saltash | Saltash Town Council Mayor Making |
| 21 June 2025 | Saltash | Opening of Summerfields Play Park |
| 28 June 2025 | Saltash | The Core ten year anniversary garden party |

Deputy Chairman's attendance at meetings

| Date | Location | Information |
|--------------|------------|---------------------------------|
| 23 June 2025 | St Germans | South East Cornwall CAP meeting |

End of Report
Mayors Secretary

To note charitable funds raised by the Mayor of Saltash during the 2024/25 civic year.

The Mayor of Saltash during the 2024/25 - Councillor Peggs is pleased to confirm that £2,000 was raised during her tenure in the 2024/25 civic year for her chosen charities.

The funds will support the nominated organisations - Saltash Youth Network and The Community Kitchen.

Saltash Youth Network £1,000

The Community Kitchen £1,000

A press and social media release is to follow to promote the raising of funds for these two vital charities within the Saltash community.

End of report.

Office Manager / Assistant to the Town Clerk

| Saltash | June 2025 | June 2024 | % Change |
|--|-----------|-----------|-------------|
| <u>Totals</u> | <u>96</u> | <u>96</u> | <u>0.0%</u> |
| Arson | 0 | 1 | -100.0% |
| Burglary - Business and Community | 1 | 2 | -50.0% |
| Burglary - Residential | 8 | 1 | 700.0% |
| Criminal Damage | 9 | 12 | -25.0% |
| Miscellaneous Crimes Against Society | 0 | 2 | -100.0% |
| Other Sexual Offences | 5 | 3 | 66.7% |
| Other Theft | 9 | 9 | 0.0% |
| Possession of Drugs | 4 | 2 | 100.0% |
| Possession of Weapons | 0 | 2 | -100.0% |
| Public Order Offences | 5 | 5 | 0.0% |
| Rape | 0 | 2 | -100.0% |
| Shoplifting | 9 | 3 | 200.0% |
| Stalking and Harassment | 12 | 14 | -14.3% |
| Theft from the Person | 0 | 1 | -100.0% |
| Trafficking of Drugs | 0 | 3 | -100.0% |
| Vehicle Offences | 2 | 2 | 0.0% |
| Violence with Injury | 14 | 14 | 0.0% |
| Violence without Injury | 18 | 18 | 0.0% |
| Increase in RED - No Change in BROWN - Decrease in GREEN | | | |

Action Notes

| | |
|------------------------------------|---|
| Meeting: | South East Cornwall Community Area Partnership including Annual General Meeting |
| Date & time: | Monday 23 June 2025 (6.30pm-8.55pm) |
| Location: | St Germans Eliot Hall |
| Attendance & apologies: | See attendance list attached |

| Item | Notes |
|------|---|
| 1. | Health & Safety Announcement Catherine Thomson, Community Link Officer outlined the Health & Safety procedures. |
| 2. | Introduction and Welcome The Community Link Officer welcomed all present. As it was the first meeting following the Council elections, Cornwall Council members were invited to introduce themselves. |
| 3. | Declarations of Interest There were no declarations of interest. |
| 4. | Public Participation There were no questions from members of the public. |
| 5. | Community Speedwatch On behalf of the Community Speedwatch Manager for Plymouth, Cornwall and the Isles of Scilly, Cornwall Councillor Hilary Frank provided an update and insight into the scheme. Please see attached presentation (<i>to follow</i>). For further information on how to join an existing group or how to set up a new group please visit; Community Speed Watch (CSW) - Devon and Cornwall Road Safety Team (Devon & Cornwall Police) ACTION (CT): Catherine to contact the Community Speedwatch Manager for a list of any existing speedwatch groups operating in the South East Cornwall CAP. |
| 6. | Devon and Cornwall Police Update Please see attached update from Sector Inspector Ned Bowie. |
| | <i>A 5 minute comfort break was held before the start of the AGM.</i> |
| 7. | Annual General Meeting Election of Chair and Vice-Chair |

South East Cornwall Community Area Partnership

Three nominations were received for Chair – Councillor Adrian Cole (Menheniot Parish Council), Cornwall Councillor Jane Pascoe (Liskeard South & Dobwalls) and Councillor Martin Worth (Landulph Parish Council). Each Councillor was invited to speak. Upon voting, it was proposed by Cornwall Councillor Hilary Frank, seconded by Councillor Tracy Kitto and AGREED that **Cornwall Councillor Jane Pascoe** be re-elected as Chair of the Community Area Partnership for the Annual General Meeting and 2025/26.

Three nominations were received for Vice-Chair – Councillor Adrian Cole (Menheniot Parish Council), Cornwall Councillor Sean Smith (St Cleer & Menheniot) and Councillor Martin Worth (Landulph Parish Council). Each Councillor was invited to speak. Upon voting, it was proposed by Councillor Gary Davis, seconded by Cornwall Councillor Rob Parsonage and AGREED that **Councillor Martin Worth** be elected as Vice-Chair of the Community Area Partnership for the Annual General Meeting and 2025/26.

The CAP congratulated Councillors Pascoe and Worth on their election.

Appointment of Working Groups

Area Highways Scheme

A proposal for 2025/26 is being developed and the Council will update CAPs on this as soon as possible.

CAP Funding Panel

The CAP AGREED the membership of the Funding Panel:

- Councillor Rachel Bullock (Saltash Town Council)
- Councillor Gary Davis (Torpoint Town Council)
- Cornwall Councillor Kate Ewert (Rame Peninsula & St Germans)
- Councillor David Heard (Lanreath Parish Council)
- Cornwall Councillor Sean Smith (St Cleer & Menheniot)
- Councillor Christina Whitty (Liskeard Town Council)

It was agreed that the appointment of working groups would be discussed under item 9 following consideration of the CAP priorities.

Appointment/Invitation of Co-opted Members

The CAP AGREED to re-appoint its co-opted members for 2025/26:

- Chair, Safe38
- Chair, South East Cornwall Tourism Association (SECTA)

Calendar of Meetings

The CAP AGREED the proposed calendar of meetings for 2025/26:

- Tuesday 7 October 2025 (online)

South East Cornwall Community Area Partnership

| | |
|----|---|
| | <ul style="list-style-type: none"> • Tuesday 6 January 2026 (online) • Tuesday 7 April 2026 (in person) <p>Community Area Partnership: Terms of Reference The Terms of Reference previously circulated with the agenda were noted.</p> |
| 8. | <p>Action Notes (4 March 2025) The notes of the last meeting were agreed as a correct record.</p> <p>ACTION (CT): Min no 11 - Addiction Support – Item to be carried forward to a future CAP meeting.</p> |
| 9. | <p>Review the CAP's Community Priorities</p> <p>(1) 'Know Your Area' Presentation The Community Link Officer provided a brief overview of the evidence base for the CAP area, including key statistics and feedback from the Residents' Survey. Please see attached presentation.</p> <p>It was highlighted that respondents living in the South East Cornwall CAP had expressed higher levels of satisfaction than the Cornwall figures across the vast majority of questions. It also ranked the highest in response to:</p> <ul style="list-style-type: none"> • Belong to, or feel part of community • Agreement that people in the local area care and support those considered the most vulnerable member of the community • Agreement that people in the local area pull together to improve the local area <p>(2) Community Priority Action Plan Presentation The Community Link Officer provided a brief summary (attached) of progress on the action plan and review of the CAP priorities:</p> <ul style="list-style-type: none"> • Transport and connectivity • Economy and housing • Environment and climate change • Health & deprivation <p>(3) Review of CAP Priorities The CAP AGREED to include Children & Young People to explore engagement with young people to ensure their voice is heard and represented at CAP meetings.</p> <p>Appointment of Working Groups The CAP AGREED:</p> <ul style="list-style-type: none"> • To merge the Transport, Connectivity & Accessibility and Economic Development working groups. ACTION (CT): Glenn Caplin, Strategic Director |

South East Cornwall Community Area Partnership

| | |
|------------|--|
| | <p>for Growth, Plymouth City Council to be invited to the next CAP meeting to discuss cross border collaboration to explore potential opportunities.</p> <ul style="list-style-type: none"> • To continue the existing Health & Wellbeing working group (joint working with Tamar to Moor CAP). • To establish a focus/task and finish group for Children & Young People, the findings of which will be considered at the next CAP meeting. <p>The CAP also AGREED:</p> <ul style="list-style-type: none"> • To continue the existing Climate Change & Nature Recovery Network (open network). • To establish a new networking group for Community Engagement to recognise the demographic deficit, potential barriers and possible solutions. <p>(4) Membership of working groups</p> <p>The CAP AGREED membership of the working groups:</p> <p>Transport, Connectivity & Accessibility and Economic Development</p> <ul style="list-style-type: none"> • Cllr Richard Bickford (Saltash Town Council) • Cornwall Councillor Jim Candy (Looe West, Pelynt, Lansallos and Lanteglos) • Cllr Adrian Cole (Menheniot Parish Council) • Cllr Gary Davis (Torpoint Town Council) • Cllr Sean Jackson (Dobwalls Parish Council) • Cornwall Councillor Keith Johnson (Saltash Tamar) • Cllr Steve Miller (Saltash Town Council) <p><i>The Chair and Vice Chair will also be invited to the meetings of this working group.</i></p> <p>Health & Wellbeing (joint working with Tamar to Moor CAP)</p> <ul style="list-style-type: none"> • Cornwall Councillor Kevin Grey (Liskeard Central) • Cllr Julia Peggs (Saltash Town Council) <p>Children & Young People task/finish group</p> <ul style="list-style-type: none"> • Cornwall Councillor Hilary Frank (Saltash Essa) • Cllr Tracey Price (St Germans Parish Council) <p>ACTION (ALL): The CAP was asked to notify the Community Link Officer of any other representatives who wished to join the working groups.</p> <p>It was noted that the Climate Change & Nature Recovery and Community Engagement groups were open networks for any representatives who wished to attend.</p> |
| 10. | Town and Parish Councils |

South East Cornwall Community Area Partnership

| | |
|------------|--|
| | <p>SheviocK - Impassable footpath along the A374 from Polbathic to Trerulefoot. Requires cutting, clearing of overgrown trees/hedgerows and scraping back of the tarmac path underneath the vegetation. ACTION (CT): Catherine to follow up.</p> <p>Antony – The parish is still awaiting the roll out of high-speed broadband and requested an update. ACTION (CT): Catherine to provide the parish with a contact at Wildanet.</p> <p>Highways issues - ACTION (CT): Catherine was asked to invite the Highways Manager to the next CAP Meeting. The CAP would be asked to submit any questions in advance.</p> |
| 11. | <p>Next meeting date:</p> <ul style="list-style-type: none"> • Tuesday 7 October 2025 (online) |

South East Cornwall Community Area Partnership

South East Cornwall Community Area Partnership AGM
Attendance List: 23 June 2025

| Representatives | Record of Attendance |
|---|----------------------|
| Cornwall Councillors | |
| Kevin Grey (Liskeard Central) | Present |
| Jim Gale (Lynher) | Present |
| Kate Ewert (Rame Peninsula & St Germans) | Apologies received |
| Jim Candy (Looe West, Pelynt, Lansallos & Lanteglos) | Apologies received |
| Hilary Frank (Saltash Essa) | Present |
| Keith Johnson (Saltash Tamar) | Present |
| Sarah Preece (Lostwithiel & Lanreath) | Apologies received |
| Jane Pascoe (Liskeard South & Dobwalls) | Present |
| Sean Smith (St Cleer & Menheniot) | Present |
| Rob Parsonage (Torpoint) | Present |
| Mark Gibbons (Looe East & Deviock) | Present |
| Paul Cador (Saltash Trematon & Landrake) | Apologies received |
| Town & Parish Councils (<i>Town & Parish Councils are in the process of appointing their single named voting representatives to the CAPs; where these have been confirmed by the Clerk, these are shown below</i>) | |
| Antony Parish Council: Councillor Peter Bulmer (named representative) | Present |
| Botus Fleming Parish Council: Councillor Leeshia Walton (named representative) and Councillor John Robinson | Present |
| Deviock Parish Council: Councillor Mark Bloor (named representative) and Councillor Biddy Daniel | Present |
| Dobwalls Parish Council: Councillor Tracey Kitto (named representative) | Present |
| Duloe Parish Council | Not present |
| Landrake-with-St Erney Parish Council: Councillor Rosemary Savery (named representative) | Present |
| Landulph Parish Council: Councillor Martin Worth and Councillor Clare Tagg | Present |
| Lanreath Parish Council: Councillor David Heard (named representative) | Present |
| Lanteglos-by-Fowey Parish Council | Not present |
| Liskeard Town Council: Councillor Christina Whitty (named representative) | Present |
| Looe Town Council: Sam White (Clerk). Apologies received from Councillor James Lundy (named representative) | Present |
| Maker with Rame Parish Council: Apologies received from Councillor Lin Stewart-Birch (named representative) | Apologies received |
| Menheniot Parish Council: Councillor Adrian Cole (named representative) and John Hesketh (Clerk) | Present |
| Millbrook Parish Council: Councillor Dale Moorey (named representative) | Present |
| Morval Parish Council | Not present |
| Pelynt Parish Council | Not present |
| Polperro Community Council: Apologies received from Councillor Rebecca Taper (named representative) | Apologies received |
| Quethiock Parish Council: Apologies received from Councillor John Blatchford (named representative) | Apologies received |
| Saltash Town Council: Councillor Rachel Bullock (named representative), Councillor Brian Stoyel and Councillor Steve Miller | Present |
| Sheviock Parish Council: Councillor Paul Stone | Present |

South East Cornwall Community Area Partnership

| | |
|---|--------------------|
| St Cleer Parish Council: Apologies received from Councillor Raymond Pearce | Apologies received |
| St Germans Parish Council: Councillor Alan Hodge (named representative) and Councillor Tracey Price | Present |
| St John Parish Council | Not present |
| St Keyne & Trewidland Parish Council: Councillor Sarah Whiting (named representative) and John Hesketh (Clerk) | Present |
| St Martin-by-Looe Parish Council: Councillor Barbara Reynolds and Councillor Roberta Powley | Present |
| St Neot Parish Council: Apologies received from Councillor Thomas Thrussell | Apologies received |
| St Pinnock Parish Council: Councillor Jeanette Simmonds | Present |
| Torpoint Town Council: Councillor Gary Davis (named representative) | Present |
| Warleggan Parish Meeting | Not present |
| Representatives of other organisations present at this meeting | |
| Devon & Cornwall Police: Sector Inspector Ned Bowie | |
| Safe38: James Millidge | |
| Members of the public | |
| 1 member of the public was present. | |
| Community Area Partnership officer team | |
| Catherine Thomson (Community Link Officer, Cornwall Council) | Present |
| Lisa Grigg (Community Support Assistant, Cornwall Council) | Present |
| Louise Wood (Cornwall Council Leadership Team Representative/Service Director – Planning & Housing, Cornwall Council) | Present |

South East Cornwall Community Area Partnership – 23rd JUNE 2025

Devon & Cornwall Police Update - Liskeard Sector Neighbourhood Policing Update

Our sector priorities – 1. ANTI SOCIAL BEHAVIOUR. 2. RETAIL CRIME. 3. DRUG DEALING AND ASSOCIATED EXPLOITATION.

Key highlights

- Crime Management investigation Team (CMIT) has been fully implemented, which manages volume crime. This has resulted in a big reduction to crimes being investigated by front line officers.
- Utilisation of a Neighbourhood Support Team in June / July / August / September and for intensified high visibility patrols within Hotspot areas. This is supported through close neighbourhood working with partner agencies to address behaviours.
- Op Sceptre Intensification Week – 19/05/25 – 25/05/25 – to target knife crime. This saw the utilisation of the knife arch in Liskeard, Saltash, Torpoint, and Looe. Engagement with the Mike's Trust and Youth Officer for education within schools and youth groups. Targeting patrols in response to any related reports.
- Op Retail implemented. This included engagement with businesses and two events to offer free 12-month membership for businesses within the sector, funded by D&C Crime prevention team, for UK Partners Against Crime. This is a community of businesses working together to fight retail crime. Individual offers to businesses for visits from both a Crime Prevention Officer and Cyber Protect Officer.
- Our PCSO in Saltash has now started and engaging within Saltash and surrounding area. We are pushing for an uplift within the sector from recent government announcement.
- With the support of Dog Units, the Licensing Officer, and the Youth and Missing Person Officer, there continues to be engagement with schools to educate around the risk of drug use.
- Neighbourhood Policing Week of Action – 23/06/25 – 29/06/25. In the last two weeks, the neighbourhood team have completed 218hrs of visible patrols, engaged with local schools 13 times, made 12 safeguarding referrals, had 11 partner meetings, organised 2 drop in surgeries, and attended 2 council meetings.

TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.



Saltash and District Chamber of
Commerce and Industry



CHAIRMAN PETER RYLAND

CHAMBER REPORT

Due to the absence of the Chairman (on holiday) and various key members, there was no Chamber meeting in early June. This report is therefore from the meeting held on the 12th May 2025.

The Chairman informed members that our M.P. Ms Geldert had confirmed that she would attend the Chamber meeting in September.

The Chairman, with the help of M/s Frank and Mr. Miller updated members on the achievements of Town Team to date and that the planters/seating etc. would be installed in the next couple of weeks. Members were asked for thoughts/ideas for future projects for the Town Team to tackle as there was still some funding available. More of the same and car parking costs were raised at the meeting. The Chairman undertook to review.

It was noted that there was to be a Christmas Lights switch on the 15th November. M/s Frank and the Chairman were part of an STC working party to arrange and would report back as soon as arrangements were finalised.

Carbon Pixel, our website providers, were present at the meeting and much discussion took place as to how to update and better use the website. The Chairman undertook to ensure that all press articles would be passed over and a working party of Pete Samuels and Doug Bond would obtain updated information on all members and pass this on to Carbon Pixel. There was also talk of including events and membership promotions. The members thanked Antonia Lowther of Carbon Pixel for her support and accepted that the lack of relevant input from members had been the issue.

At the same time M/s Frank undertook to revitalise the Chamber's Facebook Page.

Members were concerned as to the lack of medium sized industrial units in the town. Mrs Hammond of Westcountry Fabrications explained that they were looking to expand and could not find a suitable relocation having spent several months in research. They would have to look outside the town. Members agreed to let her know if they heard of anything that may be coming to the market.

Led by Mr. Lister, members congratulated M/s Frank and Diverse Events on a highly successful May Fair and Mr. Miller explained that the stage which, as usual, was used at May Fair had now been relocated from the China Fleet Club.

Finally, it was agreed to invite our newly elected Cornwall Councillors to a future meeting.

End of Report

To receive a report from Cornwall Councillors and consider any actions and associated expenditure.

Cllr. Paul Cador
Cllr. Hilary Frank
Cllr. Keith Johnson



SE Cornwall Community Area Partnership

The SE Cornwall CAP has had its first meeting, with Cllr. Jane Pascoe (Cornwall Council, Liskeard) elected as Chair and Cllr. Martin Worth (Landulph Parish Council) elected as Vice Chair. Membership of the working groups was agreed as follows:

Transport, Connectivity & Accessibility and Economic Development

Cllr Richard Bickford (Saltash Town Council)
Cornwall Councillor Jim Candy (Looe West, Pelynt, Lansallos and Lanteglos)
Cllr Adrian Cole (Menheniot Parish Council)
Cllr Gary Davis (Torpoint Town Council)
Cllr Sean Jackson (Dobwalls Parish Council)
Cornwall Councillor Keith Johnson (Saltash Tamar)
Cllr Steve Miller (Saltash Town Council)

Health & Wellbeing (joint working with Tamar to Moor CAP)

Cornwall Councillor Kevin Grey (Liskeard Central)
Cllr Julia Peggs (Saltash Town Council)

Children & Young People task/finish group

Cornwall Councillor Hilary Frank (Saltash Essa)
Cllr Tracey Price (St Germans Parish Council)

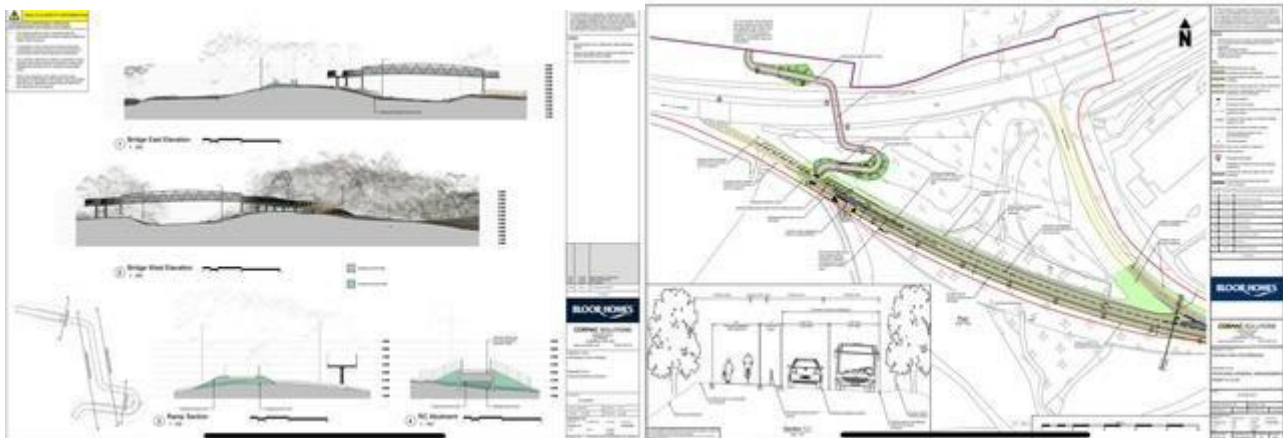
Report from Paul Cador: Saltash Trematon and Landrake

A38

Traffic calming measure are now being put in place, with the construction of the poles for the average speed limit cameras between Carkeel Roundabout and Tideford. This will be ongoing for the next 8 months.

Stoketon Cross Roundabout

Work has now started on the Stoketon Cross Roundabout and will be ongoing for the next 9 months. Planning has been submitted, for a new walk bridge over the A38 from the Treledan Estate. Start date not known.



Winter Fuel Payment scam alert!

Be scam aware - there's a new text scam to look out for.

If you get a text saying you need to apply for Winter Fuel Payments or pay a fee, it's a scam. Winter Fuel Payments are made automatically, you don't need to do anything.

You can report suspicious texts online at [Stop! Think Fraud - How to stay safe from scams](#)

Consultation on Workforce and Skills Strategy

We're inviting residents, employers, educators and community groups to help shape the future of skills and employment across Cornwall and the Isles of Scilly. Our refreshed Workforce and Skills Strategy sets out plans to make sure local people have the right skills to succeed in a changing economy, now and in the years to come. [Have your say on Let's Talk Cornwall](#) by Sunday 20 July.

Report from Hilary Frank: Saltash Essa

- **Car Parks:** We want to protect town centre footfall and avoid hidden charges, so have formally reversed the previous administration's decision to transfer 19 council-owned car parks. This includes Belle Vue West.
- **Leisure Centre:** Work has started on Cornwall Council's £1.88 investment in Saltash Leisure Centre. This will see refurbishment of the changing rooms as well as a space for a Registrar's office and a Safe and Wellbeing Hub (which will offer support to people with complex needs such as people recovering from drug addiction). The leisure centre will remain operational during the works, which are expected to finish in early 2026.
- **Funding:** Cornwall was one of the largest recipients of EU funding in the UK. We were repeatedly promised that the loss of EU structural funds would be matched, pound for pound, with a domestic successor. But we have already seen funding fall from £82 million in 2024/25 to £49 million in 2025/26. In last week's Spending Review announced by government, there was no assurance that Cornwall would be included in the future local growth funding models that are replacing SPF after March 2026, or that Cornwall would be among the 350 places expected to benefit under the Plan for Neighbourhoods. So the Leader of Cornwall Council, Leigh Frost, has written to the Prime Minister, asking for clarification and stating Cornwall's case.
- **Highways:** The highway network in Cornwall covers 7,300km (4,500m), and is one of the largest local road networks in the country. The government now requires local highway authorities to publish information on how it maintains its highway infrastructure. Cornwall Council published its report on 27th June, and it is available here: [local-highways-maintenance-transparency-report.pdf](#)
The biggest problem in Cornwall is that 14% of unclassified roads are in need of maintenance (compared to 3% of A roads and 4% of B roads). Over £50 million was invested in 2023/24, including a significant proportion earmarked for addressing the backlog in the unclassified network. Residents can report issues with potholes, roads or pavements here: [Report something - Cornwall Council](#)
- **Youth Council :** I spent an inspirational day at County Hall as part of Article 12 Celebration Day, which recognises the right of every child and young person to be heard in decisions that affect them (under Article 12 of the UN Convention on the Rights of the Child). Schools from across Cornwall took part in the morning session, and I was particularly pleased to see Saltash Community School represented.
This was followed by the Annual Conversation, a powerful session where members of Cornwall's Youth Council set the agenda, shared their views, and questioned councillors and officers directly. Topics included youth mental health, transport access, and inclusive education. It was a reminder of the importance of listening and acting on what young people tell us.

Report from Cllr Keith Johnson: Saltash Tamar

- **Beryl Bikes:** due to a lack of use the bikes have become commercially unsustainable, therefore it is likely that they will be relocated to another location in Cornwall.
- **Buses:** Councillors are looking into reinstating the number11 bus route, which was among those cancelled for commercial reasons, Additionally the Callywith college bus is not running at lunchtimes leaving students stranded.
- **Town Generation:** consultation has begun with businesses to establish interest in a joint funded project designed to potentially increase footfall.
- **Ferry:** Lynher 2 has been recommissioned after extensive maintenance works.
- **Tunnel:** I have received one complaint from a resident about excessive noise due to the traffic diversion into North Road.
- **Community:** I have attended Women in Engineering day. Amongst other schools, Saltash School also attended. This was a well-attended event and highlighted possible career paths for women who wish to become our next generation of engineers.
- **Cornwall Council:** I have been put forward as the shadow cabinet member for Children, Families and Schools.

End of Report

TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Health Action Group - Progress Report to Saltash Town Council

UPDATE The Action Group had a brief meeting on 18 June to check on subsequent progress, which was revealed as rapid and positive. CFT is putting together the specific proposals for a project to upgrade the basement area at St Barnabas, and a quotation for the works should be prepared in the next few weeks. Tryphaena also told us that a goodly share of the proceeds from the sale of Peninsula House may also be available if needed. Plans for a local blood-test facility based at St Barnabas are being developed separately, and seem to be well advanced.

We will have another progress check on July 23.

Peter Thistlethwaite
Port View Surgery PPG
June 18 2025

June Report

The group met on May 21 in the Council Chamber, with Councillor Rachel Bullock in the chair for the first time as Mayor. It was very well attended, and made significant progress.

In my last report to you in April, I stated: “securing extended use of the St Barnabas site for local patients is our most urgent task, in my opinion”.

I followed this up with a preliminary discussion with Action Group member Tryphaena Doyle who is the lead Commissioner in North and East Cornwall for the CIOS Integrated Care Board, and David Wilson who is the Area Director of the Cornwall Foundation Trust that runs St Barnabas, and also a Group member. We agreed that the Action Group meeting on May 21 would be focussed on future uses of the St Barnabas building.

To facilitate this, Tryphaena agreed to lead a mini-workshop on the day, and David agreed to circulate floor plans and details of the current uses of the building in advance. It was also clear that there is a combined sum of £170,000 capital funding for renovations - from bequests over a number of years to the hospital and from money raised by the former League of Friends.

The outcome was surprising unanimity of purpose. There was no dissent from the various NHS bodies present, including from the Derriford representative and the two surgeries. The initial focus will be on re-purposing the modern extension at the rear, where there is level access and car parking. Blood testing could even be relocated there ahead of refurbishment, and more modern facilities may generate wider NHS interest in the long term. After two years of the Action Group, we suddenly have leadership from within the NHS to take things forward and to come up with concrete plans.

I advise the Council not to hold its breath, however! From experience, the bureaucracy of NHS Property Services and local NHS Estates is a potential block, and, at the very least, a likely drag on the pace of progress.

Tryphaena and David (plus his colleague Jane Mitchell) will now follow up this promptly. We all agreed to keep in touch, with a more formal check on progress on June 18.

End of Report

Bank Receipts

Saltash Town Council

For the period 1 May 2025 to 31 May 2025

| Contact | Description | Net | VAT | Gross |
|----------------------------|--|--------------------|-------------------|--------------------|
| Annual Mooring Fees | Reimbursement of the berthing fee pro rata for the unexpired part of the Licence period to 31 March 2025 | (349.91) | (69.98) | (419.89) |
| Annual Mooring Fees | Rent Income - 01/06/2025 - 31/03/2026 | 6,831.36 | 1,366.26 | 8,197.62 |
| Barclaycard Account | Money taken from Credit card to test new card machine | 2.01 | 0.00 | 2.01 |
| Barclays Active Saver | Transfer to cover expenditure | 50,000.00 | 0.00 | 50,000.00 |
| Churchtown Allotments | Deposit Income | 100.00 | 0.00 | 100.00 |
| Churchtown Allotments | Allotment rents 01/05/2025 to 31/03/2026 | 137.50 | 0.00 | 137.50 |
| Churchtown Cemetery | Interment Fees | 1,832.00 | 0.00 | 1,832.00 |
| Cornwall Council | Income from Installation of New Galvanised Metal front access cover to Front of Existing galvanised enclosure on public footpath | 350.00 | 70.00 | 420.00 |
| Cornwall Council | Income from cutting up and removal of old tree trunk that's washed up on the beach | 450.00 | 90.00 | 540.00 |
| Daily Moorings | Fee Income | 25.00 | 5.00 | 30.00 |
| Fairmead - Plot 8 | Refund of Allotment Deposit Paid 20/08/2021 | (50.00) | 0.00 | (50.00) |
| Guildhall Income | Various Booking | 365.13 | 0.00 | 365.13 |
| Guildhall Income | Refreshment Income | 19.16 | 3.84 | 23.00 |
| HMRC | VAT refund received from HMRC for period 01 January 2025 - 31 March 2025 | 29,862.29 | 0.00 | 29,862.29 |
| Isambard House | Various Bookings | 925.00 | 185.00 | 1,110.00 |
| Isambard House | Refreshment Income | 99.16 | 19.84 | 119.00 |
| Library Income | Card Replacement Fees | 1.25 | 0.25 | 1.50 |
| Library Income | Photocopying Fees | 74.24 | 14.84 | 89.08 |
| Maurice Huggins Room | Various Bookings | 97.50 | 0.00 | 97.50 |
| Public Sector Deposit Fund | Bank Interest | 1,833.85 | 0.00 | 1,833.85 |
| Trusted Boat Scheme | Fee Income | 516.65 | 83.35 | 600.00 |
| Grand Total | | £ 93,122.19 | £ 1,768.40 | £ 94,890.59 |

Bank Payments
Saltash Town Council
For the period 1 May 2025 to 31 May 2025

| Contact | Description | Net | VAT | Gross |
|--|---|-----------|--------|-----------|
| Aardvark Occupational Health Ltd | Annual Health Surveillance Checks Cost 08/04/2025 | 625.00 | 0.00 | 625.00 |
| All Seasons Window Cleaning | Station Window Cleaning - April 2025 | 40.00 | 0.00 | 40.00 |
| All Seasons Window Cleaning | Station Window Cleaning - May 2025 | 40.00 | 0.00 | 40.00 |
| Allstar Business Solutions Limited | Fuel for Town Council Service Delivery Vehicles | 303.70 | 60.74 | 364.44 |
| Anglotech Group Limited (Previously Print Copy Scan Ltd) | Prints for Photocopiers 27/03/2025 to 29/04/2025 | 210.08 | 42.01 | 252.09 |
| Anglotech Group Limited (Previously Print Copy Scan Ltd) | Prints for Photocopiers 29/04/2025 to 27/05/2025 | 205.40 | 41.08 | 246.48 |
| Austen Knapman Ltd | Maintenance Materials - Pontoon | 49.55 | 9.91 | 59.46 |
| Barclays | Bank Charges | 22.12 | 0.00 | 22.12 |
| Bright Software Group | BrightPay (UK) - April 2025 | 4.56 | 0.91 | 5.47 |
| BrightHR | Provisions of HR Software - May 2025 | 78.00 | 15.60 | 93.60 |
| CEF Plymouth Central | Maintenance Materials - Festive Lighting | 775.00 | 155.00 | 930.00 |
| Cleansing Service Group Ltd | Waterside Cabin - Cleaning and disposal costs | 185.40 | 0.00 | 185.40 |
| Clive Pig | Activities Cost - Library | 190.00 | 0.00 | 190.00 |
| Cornwall Association of Local Councils | Annual Subscription fee to CALC | 2,235.58 | 447.12 | 2,682.70 |
| Cornwall Association of Local Councils | Annual Subscription fee to NALC | 1,069.35 | 0.00 | 1,069.35 |
| Cornwall Council | Licence of land rear of Grenfell Avenue | 120.00 | 0.00 | 120.00 |
| Cornwall Council | Insurance for Longstone Garage and Depot - May 2025 | 15.00 | 0.00 | 15.00 |
| Cornwall Council | Rent for Longstone Garage and Depot - May 2025 | 375.00 | 0.00 | 375.00 |
| Cornwall Pensions | Cornwall Pensions Fund Payment - May 2025 | 12,147.13 | 0.00 | 12,147.13 |
| Credit Card Purchases (Amazon) | Activities Cost - Library | 170.84 | 32.88 | 203.72 |
| Credit Card Purchases (Amazon) | Laptop Bags for Staff and Councillors | 129.84 | 26.04 | 155.88 |
| Credit Card Purchases (Amazon) | IT provisions for Guildhall Staff | 10.84 | 2.16 | 13.01 |
| Credit Card Purchases (Boots) | Sun cream and Insect repellent for Service Delivery Staff | 69.68 | 13.94 | 83.61 |
| Credit Card Purchases (Canva) | Addon Lite subscription (monthly) | 12.97 | 2.59 | 15.56 |
| Credit Card Purchases (Co-op) | Employee Recognition Scheme Voucher for Service Delivery Administration Assistant | 25.00 | 0.00 | 25.00 |
| Credit Card Purchases (Meta) | 14 day Facebook Advert for Saltash Market Trial event | 3.44 | 0.00 | 3.44 |
| Credit Card Purchases (National Book Tokens) | Activities Cost - Library | 52.50 | 0.00 | 52.50 |
| Credit Card Purchases (Specsavers) | 5 x Eye care vouchers for Staff | 85.00 | 0.00 | 85.00 |
| Credit Card Purchases (Victoria Regalia) | Mourning armbands and Rosette | 206.42 | 39.98 | 246.40 |
| Credit Card Purchases (Xero (UK) Ltd) | Subscription - 01/04/2025 to 30/04/2025 | 33.00 | 6.60 | 39.60 |
| Dainton Group Services | Rent for Waterside Cabin and Effluent Tank | 332.13 | 66.43 | 398.56 |
| Denmans | Tool consumables for Longstone Depot | 41.48 | 8.30 | 49.78 |
| Denmans | Repair Materials - Guildhall | 9.87 | 1.97 | 11.84 |
| Denmans | Maintenance Materials - Festive Lighting | 37.75 | 7.55 | 45.30 |
| Denmans | Festive Lights Maintenance Cost | 552.73 | 110.55 | 663.28 |
| Devon Contract Waste Ltd | 17/04/2025 Food Waste Disposal cost | 7.50 | 1.50 | 9.00 |
| Devon Contract Waste Ltd | 01/05/2025 & 15/05/2025 Food Waste Disposal cost | 15.00 | 3.00 | 18.00 |
| EE | Staff business use mobiles and Pontoon broadband charges | 142.43 | 28.49 | 170.92 |
| Efficient Comms Ltd | Telephone Call and Service Charges - March 2025 | 276.53 | 55.31 | 331.84 |
| Efficient Comms Ltd | Starlink monthly rental - May 2025 | 75.00 | 15.00 | 90.00 |
| Emily Charlotte Editorial Services | Activities Cost - Library | 100.00 | 0.00 | 100.00 |
| EON | Electricity Charges - 01/04/2025 -30/04/2025 | 321.99 | 16.10 | 338.09 |
| HMRC | PAYE payment - May 2025 | 13,031.55 | 0.00 | 13,031.55 |
| Hudson Accounting Ltd | 2024/25 Year -end Audit | 600.00 | 0.00 | 600.00 |
| Hygiene 2 Health Ltd | Manual handling training course for Library and Information Assistant | 17.50 | 3.50 | 21.00 |
| Hygiene 2 Health Ltd | Health and Safety Audit 20/05/2025 | 670.00 | 134.00 | 804.00 |
| Jackman SW Limited | Callout for boiler fault, replacement thermostat and test | 287.50 | 57.50 | 345.00 |
| Jonathan Roberts | Activities Cost - Library | 300.00 | 0.00 | 300.00 |
| Laser - Christmas Light supply Point 6 - 1051646 | Electricity Charges - 01/12/2024 to 28/02/2025 | 121.63 | 6.08 | 127.71 |
| Laser - Guildhall Gas | Electricity Charges - 31/03/2025 to 30/04/2025 | 116.93 | 5.85 | 122.78 |
| Laser - Library Gas | Electricity Charges - 31/03/2025 to 30/04/2025 | 157.53 | 7.88 | 165.41 |
| Laser - Station Gas | Electricity Charges - 31/03/2025 to 30/04/2025 | 24.65 | 1.23 | 25.88 |
| Laser - The Maurice Huggins Room - 1051636 | Electricity Charges - 01/12/2024 to 28/02/2025 | 386.69 | 19.33 | 406.02 |
| Lisa Schneidau | Activities Cost - Library | 200.05 | 0.00 | 200.05 |
| Livewire Youth Music Project | Delivery of Professional Youth Work in Saltash - Instalment 3 - January 2025 | 9,844.84 | 0.00 | 9,844.84 |
| Living Wage Foundation | Employer Accreditation/Recognition Saltash Town Council 2025 | 141.00 | 28.20 | 169.20 |
| McColls | Western Morning News newspaper and delivery to the Library Hub - Week Ending 17/06/2023 | 8.60 | 0.00 | 8.60 |
| McColls | Western Morning News newspaper and delivery to the Library Hub - Week Ending 24/06/2023 | 8.60 | 0.00 | 8.60 |
| McColls | Western Morning News newspaper and delivery to the Library Hub - Week Ending 01/07/2023 | 8.60 | 0.00 | 8.60 |
| Mike Pitches | Images for VE Day | 50.00 | 0.00 | 50.00 |
| Minster Cleaning (South West Commercial Cleaning Ltd) | Opening, closing and cleaning of Saltash Town Council toilet blocks for April 2025 | 3,126.42 | 625.28 | 3,751.70 |
| Minster Cleaning (South West Commercial Cleaning Ltd) | Easter weekend cleans | 309.12 | 61.82 | 370.94 |
| Reed Specialist Recruitment Ltd | Admin officer Staffing hours - Week Commencing 31/03/2025 | 1,084.10 | 216.82 | 1,300.92 |
| Reed Specialist Recruitment Ltd | Admin officer Staffing hours - Week Commencing 07/04/2025 | 849.70 | 169.94 | 1,019.64 |
| Reed Specialist Recruitment Ltd | Admin officer Staffing hours - Week Commencing 22/04/2025 | 864.35 | 172.87 | 1,037.22 |
| Richard Ough's Motor Services | MOT And All Associated Repairs Works for Service Delivery | 1,028.61 | 194.92 | 1,223.53 |
| Richard Ough's Motor Services | Annual Minor Service for Service Delivery Work van | 216.49 | 43.29 | 259.78 |
| RosPA Playsafety Ltd | Annual RoSPA Play Safety Inspections For Saltash Town Council Play Parks | 252.00 | 50.40 | 302.40 |
| Saltash Window Cleaning | Cleaning of Saltash Council Office March 2025 and April 2025 | 90.00 | 0.00 | 90.00 |
| Security Management South West Ltd | Keyholding Response Charge for site visit to library on 03/05/2025 | 47.00 | 9.40 | 56.40 |
| Security Management South West Ltd | Keyholding Response Charge for site visit to Longstone Depot garage on 09/05/2025 | 47.00 | 9.40 | 56.40 |
| SOS Consultancy | Monthly ICT Support and Maintenance Services | 1,399.36 | 279.87 | 1,679.23 |
| SOS Consultancy | Laptop and Docking station for Town Clerk | 1,399.50 | 279.90 | 1,679.40 |
| SOUTH DEVON COLLEGE | Activities Cost - Library | 40.00 | 0.00 | 40.00 |
| South West Water - Guildhall | Water and Sewerage Charges - 27/11/2024 to 19/03/2025 | 218.65 | 0.00 | 218.65 |
| South West Water - Library | Water and Sewerage Charges - 02/04/2025 to 01/05/2025 | 28.65 | 0.00 | 28.65 |

| Contact | Description | Net | VAT | Gross |
|---|---|---------------------|-------------------|---------------------|
| South West Water - Longstone Depot - Connection to Bowling Green | Water and Sewerage Charges 02/04/2025 to 01/05/2025 | £28.65 | £2.48 | £31.13 |
| South West Water - Longstone Toilets - Connection to Bowling Pavilion | Water and Sewerage Charges 06/03/2025 to 01/04/2025 | £177.48 | £13.71 | £191.19 |
| South West Water - Maurice Huggins Room | Water and Sewerage Charges - 06/03/2025 to 01/05/2025 | £45.27 | £3.92 | £49.19 |
| South West Water - Victoria Gardens | Water Charges - 01/04/2025 to 01/05/2025 | £7.29 | £1.46 | £8.75 |
| Spot-On-Supplies | Cleaning Materials - Isambard House | £55.48 | £11.09 | £66.57 |
| Spot-On-Supplies | Cleaning Materials - Public Toilets | £124.44 | £24.89 | £149.33 |
| Spot-On-Supplies | Cleaning Materials - Guildhall | £38.46 | £7.70 | £46.16 |
| Spot-On-Supplies | Cleaning Materials - Library | £12.93 | £2.59 | £15.52 |
| Spot-On-Supplies | Cleaning Materials - Maurice Huggins | £5.16 | £1.02 | £6.18 |
| Spot-On-Supplies | Cleaning Materials - Longstone Depot | £38.64 | £7.73 | £46.37 |
| Spot-On-Supplies | Cleaning Materials - Library | £46.74 | £9.35 | £56.09 |
| Spot-On-Supplies | Cleaning Materials - Guildhall | £95.30 | £19.06 | £114.36 |
| Staff Expenses | Western Morning Newspaper - 03/04/2025 - 29/04/2025 | £29.60 | £0.00 | £29.60 |
| Staff Expenses | Refreshment costs | £36.77 | £5.17 | £41.94 |
| Staff Salaries | Staff Salaries | £38,887.05 | £0.00 | £38,887.05 |
| Steve Hillman Ground Works And Cherry Picker Services Saltash. | Cherry Picker Hire For In-House EICR (Installation Condition Report's) in Fore Street High Street | £300.00 | £0.00 | £300.00 |
| Stripe | Card Processing fees | £131.96 | £0.00 | £131.96 |
| Sumup | Card Processing fees | £2.41 | £0.00 | £2.41 |
| Tartendown Nursery | Yearly Consumable Items Required For Summer Planting Throughout The Town | £489.40 | £97.88 | £587.28 |
| Tartendown Nursery | Additional Compost For Town Summer Planting 2025 | £72.00 | £14.40 | £86.40 |
| The National Allotment Society | Membership renewal | £70.00 | £14.00 | £84.00 |
| Thirsty Work | Water Cooler Hire & water - May 2025 | £97.65 | £19.53 | £117.18 |
| Trade UK Account | Safety Boots for Service Delivery Staff | £69.99 | £0.00 | £69.99 |
| Trade UK Account | Repair Materials - Library | £17.49 | £3.50 | £20.99 |
| Trade UK Account | Maintenance Materials - Pontoon | £11.99 | £2.40 | £14.39 |
| Trade UK Account | Tool consumables for Longstone Depot | £119.13 | £23.84 | £142.97 |
| Trade UK Account | Repair Materials - Pontoon | £81.97 | £16.39 | £98.36 |
| Travis Perkins Trading Company Ltd | Maintenance Materials - Guildhall | £149.60 | £29.92 | £179.52 |
| Travis Perkins Trading Company Ltd | Bark Chippings for Treen planting | £39.36 | £7.87 | £47.23 |
| Travis Perkins Trading Company Ltd | Bark Chippings for Grounds Maintenance | £39.36 | £7.87 | £47.23 |
| Travis Perkins Trading Company Ltd | Builder Buckets For Planting | £23.68 | £4.74 | £28.42 |
| Tudor Environmental | Servicing Costs for Power Tools | £740.68 | £148.14 | £888.82 |
| UK Identity Ltd | ID Badges for Councillors: P Samuels, Suter and Mortimore | £13.00 | £2.25 | £15.25 |
| Viking Direct | Office Supplies - Library | £38.51 | £7.71 | £46.22 |
| Viking Direct | Office Supplies - Guildhall | £106.56 | £21.30 | £127.86 |
| Watts Urethane Products Ltd | Cornwall Removeable bollard with Gold paintwork | £183.13 | £36.63 | £219.76 |
| Westcountry Skip Hire | 25/04/2025 Skip Waste Disposal | £331.00 | £66.20 | £397.20 |
| Westcountry Skip Hire | 20/05/2025 Skip Waste Disposal | £331.00 | £66.20 | £397.20 |
| Westcountry Skip Hire | 21/05/2025 Green Waste Disposal | £29.90 | £5.98 | £35.88 |
| WesternWeb Ltd | Annual renewal of web space | £100.00 | £20.00 | £120.00 |
| Grand Total | | £ 101,598.46 | £ 4,315.16 | £ 105,913.62 |

| Councillor | Burial Authority | Chairman | Vice-Chairman |
|----------------------------------|------------------|----------|---------------|
| Structure: 6 members 2 remaining | | | |
| ASHBURN | | | |
| BICKFORD | | | |
| BRADY | | | |
| BULLOCK | | | |
| GILLIES | | | |
| MARTIN | | | |
| McCAW | | | |
| MILLER | | | |
| MORTIMORE | | | |
| NOWLAN | | | |
| PEGGS | | | |
| SAMUELS B | | | |
| SAMUELS P | | | |
| STOYEL | | | |
| SUTER | | | |
| VACANCY | | | |

| Station Property | Chairman | Vice Chairman | Property Maintenance | Chairman | Vice Chairman | Library | Chairman | Vice Chairman | Devolution | Chairman | Vice Chairman | Town Vision | Chairman | Vice Chairman |
|-------------------------------|--|---------------|-------------------------------|----------|--|-------------------------------|--|---------------|-------------------------------|----------|---------------|-------------------------------|--|---------------|
| Structure: 8 Members Quorum 4 | | | Structure: 8 Members Quorum 4 | | | Structure: 8 Members Quorum 4 | | | Structure: 8 Members Quorum 4 | | | Structure: 8 Members Quorum 4 | | |
| BICKFORD | | | BICKFORD | | | BICKFORD | | | BICKFORD | | | BICKFORD | | |
| BRADY | | | BRADY | | | BRADY | | | BULLOCK | | | BULLOCK | | |
| BULLOCK | | | BULLOCK | | | BULLOCK | | | GILLIES | | | GILLIES | | |
| MILLER | | | MILLER | | | GILLIES | | | MARTIN | | | MARTIN | | |
| B SAMUELS | | | B SAMUELS | | | MARTIN | | | MORTIMORE | | | PEGGS | | |
| P SAMUELS | | | P SAMUELS | | | PEGGS | | | PEGGS | | | B SAMUELS | | |
| STOYEL | | | STOYEL | | | B SAMUELS | | | B SAMUELS | | | P SAMUELS | | |
| VACANCY | | | VACANCY | | | P SAMUELS | | | P SAMUELS | | | VACANCY | | |
| REPORTS TO: | FTC | | REPORTS TO: | | Services | REPORTS TO: | Services | | REPORTS TO: | FTC | | REPORTS TO: | FTC | |
| FINANCE DELEGATED AUTHORITY | Expenditure up to £20,000 on any separate occasion within the budget | | FINANCE DELEGATED AUTHORITY | | Expenditure up to £20,000 on any separate occasion within the budget | FINANCE DELEGATED AUTHORITY | Expenditure up to £20,000 on any separate occasion within the budget | | FINANCE DELEGATED AUTHORITY | N/A | | FINANCE DELEGATED AUTHORITY | Expenditure up to £20,000 on any separate occasion within the budget | |

| Waterfront Management & Water Transport | Composition | Reports to | Date Formed | Minute Nr. |
|---|-------------|------------|------------------------|------------|
| BICKFORD | 8 | Services | Reviewed AFTC 15.05.25 | 65/25/26 |
| BRADY | | | | |
| BULLOCK | | | | |
| MARTIN | | | | |
| MORTIMORE | | | | |
| Vacancy | | | | |
| Vacancy | | | | |
| Vacancy | | | | |

| Saltash Team for Youth | Composition | Reports to | Date Formed | Minute Nr. |
|------------------------|-------------|------------|------------------------|------------|
| BULLOCK | 4 | P&F | Reviewed AFTC 15.05.25 | 65/25/26 |
| MARTIN | | | | |
| PEGGS | | | | |
| STOYEL | | | | |
| | | | | |
| | | | | |
| | | | | |

| CIL Application - Fourth Round | Composition | Reports to | Date Formed | Minute Nr. |
|--------------------------------|-------------|------------|--|----------------------|
| BICKFORD | 5 | SERVICES | SERVICES 11.04.24 Reviewed AFTC 15.05.25 | 12/24/25 65/25/26 |
| GILLIES | | | | |
| MORTIMORE | | | | |
| PEGGS | | | | |
| Vacancy | | | | |
| | | | | |
| | | | | |

| Saltash Tunnel | Composition | Reports to | Date Formed | Minute Nr. |
|----------------|-------------|------------|--------------------------------|-----------------------|
| BICKFORD | 3 | FTC | 1.08.24 Reviewed AFTC 15.05.25 | 146/24/25 65/25/26 |
| MARTIN | | | | |
| MILLER | | | | |
| | | | | |
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| | | | | |
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| Neighbourhood Plan Steering Group | Composition | Reports to | Date Formed | Minute Nr. |
|-----------------------------------|-------------|------------|------------------------|------------|
| BRADY | 3 | P&F | Reviewed AFTC 15.05.25 | 65/25/26 |
| SAMUELS B | | | | |
| SAMUELS P | | | | |
| | | | | |
| | | | | |
| | | | | |
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| Beating of the Bounds | Composition | Reports to | Date Formed | Minute Nr. |
|-----------------------|-------------|------------|-------------------------------|--------------------------|
| BULLOCK | 4 | FTC | 9.7.22 Reviewed AFTC 15.05.25 | FTC 94/22/23 65/25/26 |
| PEGGS | | | | |
| P SAMUELS | | | | |
| STOYEL | | | | |
| | | | | |
| | | | | |
| | | | | |

| Christmas Lights | Composition | Reports to | Date Formed | Minute Nr. |
|------------------|-------------|------------|---------------------------------|-----------------------|
| BICKFORD | 5 | SERVICES | 13.02.25 Reviewed AFTC 15.05.25 | 115/24/25 15/25/26 |
| BULLOCK | | | | |
| MORTIMORE | | | | |
| PEGGS | | | | |
| STOYEL | | | | |
| | | | | |
| | | | | |

| Churchtown Farm Nature Reserve | Composition | Reports to | Date Formed | Minute Nr. |
|--------------------------------|-------------|------------|----------------------------|-----------------------|
| BICKFORD | 6 | FTC | FTC Reviewed AFTC 15.05.25 | 380/24/25 65/25/26 |
| BULLOCK | | | | |
| GILLIES | | | | |
| MORTIMORE | | | | |
| PEGGS | | | | |
| STOYAL | | | | |
| | | | | |

| Railway200 Exhibition | Composition | Reports to | Date Formed | Minute Nr. |
|-----------------------|-------------|--------------------------------|-------------|------------|
| BICKFORD | 5 | Station Property Sub-Committee | 05.06.2025 | 92/25/26 |
| BULLOCK | | | | |
| GILLIES | | | | |
| B SAMUELS | | | | |
| STOYEL | | | | |
| | | | | |
| | | | | |

| Emergency Plan | Composition | Reports to | Date Formed | Minute Nr. |
|----------------|-------------|------------|-------------|------------|
| ASHBURN | 4 | P&F | 10.06.25 | 189/25/26 |
| MARTIN | | | | |
| MILLER | | | | |
| NOWLAN | | | | |
| | | | | |
| | | | | |
| | | | | |

| Saltash Waterside Sheds and Public Toilets Project | Composition | Reports to | Date Formed | Minute Nr. |
|--|-------------|----------------------|-------------------------------|----------------------|
| BICKFORD | 5 | Property Maintenance | 28.10.24 reviewed PM 24.06.25 | 35/24/25 13/25/26 |
| BRADY | | | | |
| BULLOCK | | | | |
| MILLER | | | | |
| Vacancy | | | | |
| | | | | |
| | | | | |

| Outside Partnership | Representative | Reserve | Notes | Other Members - For Information |
|--|---|---|-----------------------|---------------------------------|
| OPCC Councillor Advocate Scheme | Councillors Brady, Martin and Peggs | All Members | Reports to FTC | |
| Safer Saltash | Councillors Bullock, Martin, Peggs, Vacancy | | Reports to FTC | |
| Community Area Partnerships (CAP's) | Mayor | Deputy Mayor | Reports to FTC | |
| CAP Working Group - Transport, Connectivity and Accessibility and Economic Development | Councillor Bickford and Miller | Representatives unable to attend are responsible for seeking a substitute Councillor to attend on behalf of STC | Reports to CAP / FTC | |
| CAP Working Group - Health and Wellbeing | Councillor Peggs | Representatives unable to attend are responsible for seeking a substitute Councillor to attend on behalf of STC | Reports to CAP / FTC | |
| Section 106 Panel | The Mayor, Deputy Mayor and Councillor P Samuels | Representatives unable to attend are responsible for seeking a substitute Councillor to attend on behalf of STC | Reports to P&F | |
| Town Team | Councillors B Samuels & Stoyel and Chairman of Town Vision | Vice Chairman of Town Vision | Reports to FTC | |
| Saltash Leisure Centre Working Group | Councillor Bickford and Bullock | N/A | Reports to FTC | |
| Saltash Waterside Partnership | Chairman and Vice Chairman Devolution | N/A | Reports to Devolution | |

To receive an amendment to the Schedule of Meetings 2025/2026
and consider any actions.

Report to: Full Town Council – 3 July 2025

Date of Report: 17 June 2025

Officer Writing the Report: Planning and General Administrator

Officers Recommendations:

Members are asked:

- To note the report;
- To approve the rescheduling of the Meeting of The Planning and Licensing Committee from 16 to 18 September 2025, as attached **Appendix A**;

Report Summary

The reason for the request for the amendment to the schedule of meetings is to allow Members to attend Cornwall Association of Local Councils (CALC) Councillor Skills Sessions online on 16 September 6.30pm to 8.30pm..

These sessions are extremely valuable to Members.

The Chairman of Planning and Licensing, Cllr B Samuels, has been consulted regarding the change of date prior to the recommendation being received at Full Town Council.

As the latter date is close to the original, this should enable requests for any required extensions to continue to be granted and for all Planning Applications to be received and considered by Members without the need for survey polls.

Signature of Officer:

Planning and General Administrator

| | | | | | | | | | | | | | | | | | | | | |
|----------|-----------|-------|--|--|-----|---------------------|--|------|---------|--|------|--|--|--------|--|--|-----------|--|-----------|--|
| Page 122 | | APRIL | | | MAY | | | JUNE | | | JULY | | | AUGUST | | | SEPTEMBER | | | |
| | Tuesday | 1 | | | | | | | | | 1 | | | | | | | | Tuesday | |
| | Wednesday | 2 | | | | | | | | | 2 | | | | | | | | Wednesday | |
| | Thursday | 3 | | | 1 | ELECTIONS | | | | | 3 | | | | | | | | Thursday | |
| | Friday | 4 | | | 2 | | | | | | 4 | | | 1 | | | | | Friday | |
| | Saturday | 5 | | | 3 | MAY FAIR | | | | | 5 | | | 2 | | | | | Saturday | |
| | Sunday | 6 | | | 4 | | | 1 | | | 6 | | | 3 | | | | | Sunday | |
| | Monday | 7 | | | 5 | | | 2 | | | 7 | | | 4 | | | 1 | | Monday | |
| | Tuesday | 8 | | | 6 | | | 3 | | | 8 | | | 5 | | | 2 | | Tuesday | |
| | Wednesday | 9 | | | 7 | | | 4 | | | 9 | | | 6 | | | 3 | | Wednesday | |
| | Thursday | 10 | | | 8 | VE Day 80 | | 5 | | | 10 | | | 7 | | | 4 | | Thursday | |
| | Friday | 11 | | | 9 | | | 6 | | | 11 | | | 8 | | | 5 | | Friday | |
| | Saturday | 12 | | | 10 | | | 7 | REGATTA | | 12 | | | 9 | | | 6 | | Saturday | |
| | Sunday | 13 | | | 11 | | | 8 | | | 13 | | | 10 | | | 7 | | Sunday | |
| | Monday | 14 | | | 12 | | | 9 | | | 14 | | | 11 | | | 8 | | Monday | |
| | Tuesday | 15 | | | 13 | | | 10 | | | 15 | | | 12 | | | 9 | | Tuesday | |
| | Wednesday | 16 | | | 14 | | | 11 | | | 16 | | | 13 | | | 10 | | Wednesday | |
| | Thursday | 17 | | | 15 | Annual Town Council | | 12 | | | 17 | | | 14 | | | 11 | | Thursday | |
| | Friday | 18 | | | 16 | | | 13 | | | 18 | | | 15 | | | 12 | | Friday | |
| | Saturday | 19 | | | 17 | | | 14 | | | 19 | | | 16 | | | 13 | | Saturday | |
| | Sunday | 20 | | | 18 | | | 15 | | | 20 | | | 17 | | | 14 | | Sunday | |
| | Monday | 21 | | | 19 | | | 16 | | | 21 | | | 18 | | | 15 | | Monday | |
| | Tuesday | 22 | | | 20 | | | 17 | | | 22 | | | 19 | | | 16 | | Tuesday | |
| | Wednesday | 23 | | | 21 | | | 18 | | | 23 | | | 20 | | | 17 | | Wednesday | |
| | Thursday | 24 | | | 22 | | | 19 | | | 24 | | | 21 | | | 18 | | Thursday | |
| | Friday | 25 | | | 23 | | | 20 | | | 25 | | | 22 | | | 19 | | Friday | |
| | Saturday | 26 | | | 24 | | | 21 | | | 26 | | | 23 | | | 20 | | Saturday | |
| | Sunday | 27 | | | 25 | | | 22 | | | 27 | | | 24 | | | 21 | | Sunday | |
| | Monday | 28 | | | 26 | | | 23 | | | 28 | | | 25 | | | 22 | | Monday | |
| | Tuesday | 29 | | | 27 | | | 24 | | | 29 | | | 26 | | | 23 | | Tuesday | |
| | Wednesday | 30 | | | 28 | | | 25 | | | 30 | | | 27 | | | 24 | | Wednesday | |
| | Thursday | | | | 29 | | | 26 | | | 31 | | | 28 | | | 25 | | Thursday | |
| | Friday | | | | 30 | | | 27 | | | | | | 29 | | | 26 | | Friday | |
| | Saturday | | | | 31 | | | 28 | | | | | | 30 | | | 27 | | Saturday | |

**To receive Government Planning Consultations and Working Papers and
consider any actions**

Dear Clerks

As mentioned at this afternoon's Local Council planning essentials training, the pace of planning reform continues to build. There are a number of consultations on changes to planning, that will be introduced in advance of plan-making reforms. These include papers covering:

- Reform of planning committees
- Speeding up build out of new homes and
- Biodiversity net gain

Each of the proposals will have an impact and our Planning Policy Team have produced a short briefing paper (attached) on the proposals and some thoughts on how they will affect planning in Cornwall. We will be drafting a response to each of the relevant consultations, but you are encouraged to make your own comments.

Please contact localplan@cornwall.gov.uk if you have any questions.

Kind regards

Senior Development Officer (Specialist)

Cornwall Council | Planning and Housing Service

Government Planning Consultations and Working papers

There have been a series of five documents published over the last week by Government. Some are badged as consultations and some are called working papers, but they amount to the same thing practically in terms of giving an indication of the government's direction of travel, with an opportunity for us to comment or prepare for any potential changes.

Most of them inter-relate to each other. The very highest-level summary is that the proposals include reducing the scope of applications that can be determined by committees and introduce a new category of medium developments (between 10 and 50 houses) instead of the current distinction between minor and major applications at 10 homes. This new category links across to proposed reduced requirements for biodiversity net gain on minor and (the new) medium category sites. There are further proposals around sanctions for developers that don't build out consented sites.

We also expect further changes to the National Planning Policy Framework in the summer following the publication of national development management policies, which we anticipate to potentially narrow its scope to focus more on rules and expectations around the preparation of local plans.

Take aways:

- **The Government are proposing what would be significant changes to the types of schemes that are allowed to go to committee, meaning that all minor applications i.e. for less than 9 dwellings would not go to committee. For context, in 2024:**
 - **Our delegation rates were approximately 98%**
 - **95% of our decisions in that period were aligned with Town or Parish Council views**
 - **155 major applications were validated by the Council**
 - **105 applications went to committee, and 22 of these were majors.**
- **Should we no longer be able to take minor applications to committee we would need to consider the number of planning committees that are required. However, this is still only a consultation and will take some time to come into force if enacted so we should respond and prepare but also acknowledge that the current regime will apply for much of the coming year.**
- **The Government are proposing new categories of development sizes by changing the current minor/major delineation of 10 homes or more to a minor/medium/major delineation of 9 or less/10 – 49/and 50 or more. This is generally felt to make sense but has implications related to the changes to committee thresholds and also Biodiversity Net Gain (BNG) requirements.**

We will engage with colleagues and members in order to draft responses. Relevant links to documents can be found at the end of this document in Appendix 1.

The proposals:

Planning committees

The [Planning and Infrastructure Bill](#) included:

- a new power for the Secretary of State to set out which planning functions should be delegated to planning officers for a decision and which should instead go to a planning committee or sub-committee;
- a new power for the Secretary of State to control the size and composition of planning committees; and
- a new requirement for members of planning committees to be trained, and certified, in key elements of planning.

This is the latest in a series of reports and consultations on committee structures. These proposals link to the work on reforming site thresholds because of the introduction of the new medium category of development for sites between 10 and 50 homes.

The detailed proposals can be summarised as:

- Tier A proposals (minor sites – less than 9 dwellings and minor issues etc) would have to be delegated and cannot be taken to committee.
- Tier B (those not in tier A, or any application for planning permission where the applicant is the local authority, a councillor or officer, Section 73 applications to vary conditions and Review of mineral planning conditions). Tier B applications will normally expected to be delegated unless the Chief Planner and Chair of Committee agree it should go to Committee based on a gateway test
- A member will need to have some form of training certification before they make committee decisions.
- The maximum size of a planning committee is to be 11 members.

The key implications of the proposals:

- Minor (tier A) applications (anything less than 9 homes) **cannot** go to committee
- the presumption is that majors would not go to committee but that would be subject to a gateway test with the chair of committee and the Chief Planning Officer.
- It would further reduce the numbers of applications going to our committees.

The Government suggest that one intended consequence is that it will free up capacity for members to focus on policy setting.

Reforming site thresholds

This paper explores the idea of creating a new category of medium residential development which could cover developments between 10 and 50 dwellings. The stated aim is to remove and streamline requirements on small and medium sites and strengthen requirements on major sites. This is aiming to ensure that planning is targeted and proportionate and helps small and medium enterprise builders (SMEs) to deliver homes. This recognises the contribution SMEs can make to meeting housing need by delivering large numbers of smaller sites (which are often less than 50 houses). However, the number of SMEs active in construction have been in decline for some time and the planning system has been cited as one area that stifles the growth of the sector, through uncertainty and timescales associated with securing contributions (including the BNG small sites requirement – the subject of another of this set of consultation documents), increased complexity and delivery costs of developing small sites.

In order to broaden choice, the current minor and major categories would be amended to form three new planning thresholds. Each would have a different approach to the provision of infrastructure, financial contributions etc.

The new thresholds are proposed as:

- **very small sites** – less than 0.1 ha
- **minor** – will be taken to be anything which does not fall within either medium or major definitions (i.e. sites under 10 dwellings or less than 0.5ha if no number is known)
- **medium** – where the number of dwellings to be provided is between 10 and 49; and the site is less than 1 hectare (and if there is no known number of dwellings, the site is between 0.5 and 1 hectares)
- **major** – where the number of dwellings to be provided is 50 or more or the site is more than 1 hectare

This is summarised in the following table:

| | Determination Period (weeks) | Affordable housing required? | Building safety levy? | Delegated Decision? | BNG required? | Reduced validation? |
|--------|------------------------------|------------------------------|-----------------------|---------------------|-----------------|---------------------|
| Small | 8 | No ¹ | No | Yes | No ² | yes |
| Medium | 13 | Yes | No ³ | Yes ⁴ | simplified | minimised |
| Major | 13 | Yes | Yes | Yes ⁴ | Yes | streamlined |

¹ Except for Designated Rural Area applications that would continue to make a contribution in lieu of affordable housing provision on site

² to be subject to consultation later this year

³ Subject to a separate consultation

⁴ Delegation of some medium and major development types subject to separate consultation

The proposals also include:

- Minimising validation and statutory information requirements to simplify and reduce the paperwork involved in making a planning application.
- Increased scope for ‘permission in principle’ applications, including in the 10 – 50 dwellings category.
- A range of options are also set out for setting a threshold of development size where mixed tenure development is required as it should apply to help improve build out and sale times.
- More land and financing options for SMEs: Homes England will release more of its land exclusively to SMEs, and a new National Housing Delivery Fund to be confirmed at the spending review will support long-term finance options, such as revolving credit facilities and lending alliances.
- A new pilot to unlock small sites for SMEs: the Small Sites Aggregator will bring together small brownfield sites that would otherwise not have been developed, and attract private investment to build new social rent homes and address temporary accommodation challenges. Building on a model developed by Lloyds Banking Group’s Social Housing Initiative, the Small Sites Aggregator will be trialled this year with input from Bristol, Sheffield and the London Borough of Lewisham and with the support of their regional authorities. This will help tackle the housing shortage, address unviable small plots of land, and create local jobs supporting the government’s Plan for Change.

Biodiversity Net Gain changes

Minor development classes became subject to BNG requirements from 2nd April 2024. This has presented reported challenges to minor developments of:

- increased costs and/or time from additional steps in the planning process.
- increased costs from delivering habitat enhancements where sites may be more constrained so opportunities for onsite BNG may be limited, impacting viability.
- developing knowledge and expertise amongst developers, ecologists and local planning authorities.

The deadline for the consultation response is 24th July 2025 and we will prepare a draft response for consideration in advance of that date.

A number of options are set out for potentially resolving issues that arise from current exemptions, including:

Options to amend exemptions from BNG on small sites:

- Option 1 - Removing the existing exemptions for self and custom build development and replacing it with an exemption for all single dwellings;

- Option 2 – Amending the scale of development that falls below the ‘de minimis’ threshold. This tests options for a higher de minimis threshold so more minor development would be exempt in practice (recognising that very small scales of development struggle to make adequate BNG provision on such small sites); or
- Option 3 - A full exemption for all minor developments , which would remove the existing exemption for self and custom build development. The ‘de minimis’ exemption (potentially with a higher threshold) would remain to capture other developments which have no or little impact on habitats.
- A partial exemption would apply to development within all parks, public gardens, playing fields and sporting grounds provided there is no substantive change to the existing use of land (for example that it remains a playfield or sports pitch).
- Development whose sole or primary objective is to conserve or enhance biodiversity would be exempted.

Further changes to the small sites metric to simplify its use and improve clarity of how BNG should be calculated and reported. These changes include:

- Extending its use to cover the new medium scale development class.
- Removal of the trading rules to help provide flexibility of how habitat is created
- Allowing small sites to utilise off-site BNG provision – recognising that it may be difficult to provide effective spaces on small sites.
- Simplifying and amalgamating small site habitats to make it simpler to use and more widely understood.

The government is also working on standardised digital metrics and tools to ensure consistency in how BNG is measured. Additional support proposed includes training, digital tools, and funding support.

Biodiversity Net Gain and Nationally Significant Infrastructure Projects

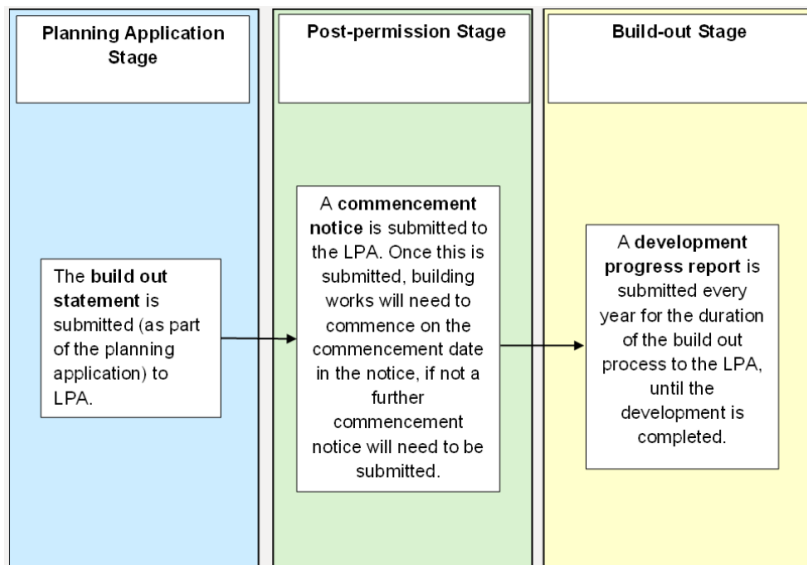
There is a further paper on BNG requirements in relation to Nationally Significant Infrastructure Projects (NSIPs). The proposal is that from May 2026, BNG will be applied to NSIPs such as large transport and energy projects. Whilst these sorts of applications are very rare in Cornwall and we do not intend to respond formally to the paper, the Cornish Lithium proposals have been registered as an NSIP.

Speeding up build out

There are currently over 26,000 units with consent which are not built in Cornwall – and approx. 10% of these are in construction at present. This is frustrating but also important to see in the context of annual targets of 4,421 homes per year, and the practical lead in times to development after grant of consent which are often 1 to 2 years on anything other than the smallest sites.

New powers would be introduced to force developers to commit to delivery timeframes before being given permission. These proposed powers include a requirement for developers of sites of more than 50 homes to inform the Local Planning Authority that they have commenced and to report on annual building progress against meeting their target build rate. Failure to do so could result in completion notices, a 'delayed homes penalty', refusal to accept further planning applications or exceptionally compulsory purchase of sites.

The proposed process is illustrated in this diagram:



More detailed proposals set out lessons on making homes easier to build out, encourage a range of types and tenures of housing, increase affordable housing in schemes of more than 2,000 homes (rare in Cornwall) and build out by small and medium enterprise.

Slow build out is of great frustration to communities that rightly expect homes, infrastructure and services that have been promised as part of a planning approval to be delivered as quickly as possible. Developers are responsive to commercial incentives and build out homes at a rate that is beneficial to their business and reflective of the wider economic environment. But there are a number of reasons that sites are not brought forward and these include contractual reasons, problems in discharging conditions or legal agreements, viability or due to ability of the local market to absorb additional new housing.

Whilst punitive measures against developers have caught the headlines, there are a number of different measures proposed by Government to ensure that consented schemes are delivered. There are a relatively small number of truly 'stalled' sites in Cornwall and we already work to unblock their delivery wherever possible, including the use of accelerator funding from Government. Further measures and funding to assist in unlocking delivery would be welcomed.

Improving transparency and securing delivery

- More land and financing options for SMEs: Homes England will release more of its land exclusively to SMEs, and a new National Housing Delivery Fund to be confirmed at the spending review will support long-term finance options, such as revolving credit facilities and lending alliances.
- A new pilot to unlock small sites for SMEs: the Small Sites Aggregator will bring together small brownfield sites that would otherwise not have been developed, and attract private investment to build new social rent homes and address temporary accommodation challenges. Building on a model developed by Lloyds Banking Group's Social Housing Initiative, the Small Sites Aggregator will be trialled this year with input from Bristol, Sheffield and the London Borough of Lewisham and with the support of their regional authorities. This will help tackle the housing shortage, address unviable small plots of land, and create local jobs supporting the government's Plan for Change. This appears to be linked to a scheme in Bristol but there is little detail at this stage.
- Separately to the technical consultation, the associated working paper includes proposals to rescind applications or permit the compulsory acquisition of sites if not built out. Whilst we welcome the intent of this, the compulsory acquisition of sites is likely to require significant financial resource to see through in terms of the site costs themselves, but also the legal and professional fees involved, and the ability to cash flow onward delivery or find alternative developers so is likely to be used only in extremis.

Planning and Housing Service

June 2025

Appendix 1

The consultations and related papers (and links)

Planning Committees:

- Reform of planning committees (technical consultation):
<https://www.gov.uk/government/consultations/reform-of-planning-committees-technical-consultation>

Planning Reform Working papers:

- Speeding up build out: <https://www.gov.uk/government/publications/planning-reform-working-paper-speeding-up-build-out> (which sets out the Government's overall strategy) and the associated technical consultation on increasing transparency:
<https://www.gov.uk/government/consultations/implementing-measures-to-improve-build-out-transparency-technical-consultation>
- Reforming site thresholds: <https://www.gov.uk/government/publications/planning-reform-working-paper-reforming-site-thresholds>

Biodiversity net gain

- Improving the implementation of BNG for minor, medium and brownfield development: <https://www.gov.uk/government/consultations/improving-the-implementation-of-biodiversity-net-gain-for-minor-medium-and-brownfield-development>
- BNG for NSIPs: <https://www.gov.uk/government/consultations/biodiversity-net-gain-for-nationally-significant-infrastructure-projects>

Other:

- Major reservoirs programme (not Cornwall): [Government steps in to build first major reservoirs in 30 years - GOV.UK](#)
- [Improving flood resilience in Mousehole - GOV.UK](#) – we are already involved in this to facilitate planning consent for related matters.

| Document | Type of response | Deadline |
|----------------------------------|------------------------|----------------------------|
| Reform of planning committees | Technical consultation | 27 th July 2025 |
| Speeding up build out | Working paper | 7 th July 2025 |
| Improving transparency | Technical consultation | 7 th July 2025 |
| Site thresholds | Working paper | 9 th July 2025 |
| BNG changes related to site size | Consultation | 24 th July 2025 |
| BNG changes related to NSIPs | Consultation | 24 th July 2025 |

NOTES

| | |
|-----------------------|---------------------------------|
| Meeting: | Saltash Town Team - Guildhall |
| Date and Time: | Thursday 19 June 2025 - 6.15 pm |

| | |
|------------------|---|
| Present: | Title/Representing: |
| R Bickford (RB) | CEPL12 |
| S Burrows (SB) | Saltash Town Council |
| H Frank (HF) | Cornwall Council |
| S Gillies (SG) | Chairman of Town Vision |
| K Johnson (KJ) | Cornwall Council |
| L Mansfield (LM) | Saltash Town Council |
| S Martin (SM) | Vice Chairman of Town Vision (reserve) |
| S Miller (SM) | Saltash Town Council |
| P Ryland (PR) | Chamber of Commerce |
| B Stoyel (BS) | Saltash Town Council |
| C Thomson (CT) | Cornwall Council Community Link Officer |

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| Apologies for absence: C Bailey, S Baker, P Cador and B Samuels |
|---|

| Item | Key / Action Points: | Action by: |
|-------------|---|-------------------|
| 20 | <p><u>To elect a Chairman</u></p> <p>BS proposed PR continue as Chairman for the next year, HF seconded.</p> <p>No further nominations were received.</p> <p>Following a vote it was agreed PR remain Chairman to May 2026.</p> | |
| 21 | <p><u>To review the Terms of Reference and consider any actions.</u></p> <p>The Chairman referred to the Terms of Reference contained within the public reports pack with an amendment to elect a Vice Chairman annually.</p> <p>All agreed to approve the Terms of Reference.</p> <p>All agreed to elect a Vice Chairman at the next meeting.</p> | |
| 22 | <p><u>Apologies.</u></p> <p>Apologies were received from Councillor B Samuels, Cornwall Councillor P Cador and C Bailey – CEPL12.</p> | |
| 23 | <u>Health and Safety Announcements.</u> | |

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| | <p>The Chairman informed those present of the actions required in the event of a fire or emergency.</p> | |
| 24 | <p><u>Public Questions - A 15-minute period when members of the public may ask questions of the Saltash Town Team.</u></p> <p>None received.</p> | |
| 25 | <p><u>To receive the notes of the Town Team meeting held on 10 March 2025 as a true and correct record.</u></p> <p>Members confirmed the notes are a true and correct record of the meeting.</p> | |
| 26 | <p><u>To receive the latest Town Team funding statement and consider any actions.</u></p> <p>The Chairman referred to the funding statement received and contained within the public report pack.</p> <p>The Chairman confirmed there is £66,450 left in the Ringfenced Section S106 budget.</p> <p>The final work on the greening and wayfinding project has been completed subject to snagging. SB confirmed that the Town Council's Service Delivery Department will undertake the snagging on the gold trim once it arrives from the supplier.</p> <p>The funding statement was noted by members.</p> | |
| 27 | <p><u>To receive a report on the markets, greening and wayfinding project and consider any actions and associated expenditure.</u></p> <p>The Chairman spoke of the progress to date and that a lot has been achieved in the last year.</p> <p>SB confirmed that snagging is in hand and all greenery is being watered and cared for by the Town Council's Service Delivery Team. This work has been adopted by the Town Council as part of the Service Delivery routine works.</p> <p>Members agreed that the current phase of greening and wayfinding is now complete subject to snagging.</p> | |

SB confirmed that the Service Delivery team will be repainting the poles of the wayfinding signs to match the newly procured signage.

Members discussed the market trials which are due to end in August.

Diverse Events have confirmed they can continue to support the markets should they be extended. It was suggested the markets continue up to and including December and then restart in March 2026.

SB informed members that the funding in place for the Market trials is until August only.

The Chairman informed members that each market costs around £1,047 to administer and operate, with the additional one-off cost of £560 for road closure applications and signage.

Members discussed stallholders currently not paying to have a pitch. An introduction of fees to assist with covering future costs could be applied following August's trial period.

Feedback from Diverse Events is that stallholders have indicated that they are making a profit and are aware that if the markets were to continue past August a fee to attend would be explored and implemented.

SB confirmed that the current trial is at no cost to the Town Council with stallholders bringing their own stalls and equipment.

Members agreed that if the markets were to continue, associated costs must be covered, they cannot be funded indefinitely.

Local businesses would be offered pitches first and it was agreed to continue to pursue Saltash Market Day on the 3rd Saturday of each month, regardless of other events taking place in the town.

Members discussed submitting a TRIPP bid to assist with associated costs to provide further markets during September through to December.

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| | <p>The 25% match funding contribution required for the TRIPP bid to be generated from pitch fees; subject to it meeting the criteria of the bid. Alternatively, approval has been given to the Development and Engagement Officer to utilise the S106 Ringfenced funds.</p> <p>SB confirmed that Saltash can submit multiple bids for TRIPP funding but all projects must be completed by the end of 2025.</p> <p>The Chairman to provide a report on the associated costs of continuing to provide markets during September to December. The report to include feedback from stallholders.</p> | |
| 28 | <p><u>To consider stage two of the Fore Street Regeneration project and future funding opportunities considering any actions and associated expenditure.</u></p> <p>Members agreed to hold a workshop to discuss new ideas and future projects.</p> <p>The Chairman agreed to liaise with SB regarding a date for a workshop and circulate to the group.</p> | |
| 29 | <p><u>To receive an update on the Saltash promotion project and consider any actions and associated expenditure.</u></p> <p>A draft version of the leaflet design was made available to members at this evening's meeting for visual reference only.</p> <p>RB updated the group on progress made to date by the working group.</p> <p>The Chairman requested the working group provide a timescale for work to be completed.</p> <p>RB stated that it is taking longer than anticipated but it needs to be right and that takes time.</p> <p>Quotes have been received for printing and distribution and a final copy will be shared with members for final sign off before printing.</p> <p>Members discussed how the leaflet will be accessed digitally, SB confirmed the QR codes currently link to the Town Council website.</p> | |

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| | <p>HF informed the group that Lindsay Endean owns the visitsaltash.co.uk domain and whilst it contains information on the town it is not being actively updated.</p> <p>It would be an ideal domain name to support the leaflet with QR codes being directed to it.</p> <p>The working group to liaise with Lindsay Endean regarding the visitsaltash.co.uk domain name and the possibility of linking with the Visit Saltash leaflet.</p> <p>Members discussed other ways to engage the public digitally such as treasure trails which are an aspiration for the future.</p> | |
| 30 | <p><u>To confirm future Town Team meeting dates</u></p> <p>The Chairman proposed the next meeting dates which are on the second Monday of each month as follows:</p> <ul style="list-style-type: none"> • 11 August 2025 • 13 October 2025 • 8 December 2025 • 9 February 2026 • 13 April 2026 <p>Members all agreed the future meeting dates.</p> <p>RB left the meeting.</p> | |
| 31 | <p><u>A.O.B</u></p> <p>None.</p> | |
| 32 | <p><u>Date of Next Meeting: 11 August 2025 at 5.30 pm</u></p> <p>Date of Next Meeting: 11 August 2025 at 5.30pm</p> | |

WORKING TOGETHER FOR OUR COMMUNITY



Terms of Reference Saltash Town Team

The aim of the Saltash Town Team is to provide co-ordination of development activity within the town centre; In doing so helping to improve the economic, social and environmental revitalisation of the town centre – making Saltash a better place to live, work, visit and enjoy.

Membership: Three Saltash Town Councillors (One of which to be the Chairman of Saltash Town Council Town Vision Sub Committee, Vice Chairman of Town Vision to be a substitute)

Three Cornwall Councillors (one from each division in Saltash)

Three Saltash Chamber of Commerce members (one Member to be a reserve substitute)

Three members CEPL12 (one Member to be a reserve substitute)

Advisory/non-voting members – STC Town Clerk and Cornwall Council Community Link Officer (when required)

This is the current list but additional members/officers could be asked to attend if a wider range of advice on a certain project might be required.

Quorum: Meetings will be postponed if:

50% or more of members indicate, prior to the meeting that they are unable to attend.

If one, or more, of the Membership organisations is not represented.

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| Decision Making: | If voting on matters, Town Team will aim to reach consensus decisions, however, it will operate on the basis of one member one vote. In the case of a tie, the Chairman will hold a casting vote. |
| Chairmanship: | <p>The Chairman and Vice Chairman to be appointed annually – May to May.</p> <p>In the absence of the Chairman. The Vice Chairman will preside over the meeting and will occupy the Chair for that meeting only.</p> |
| Frequency of Meetings: | The Town Team will meet bi-monthly on the 2nd Monday of the month at 5.30pm, or as required. |
| Venue: | The Guildhall / Virtual |
| Administration: | Admin support for the group will be provided by Saltash Town Council. |
| Public Questions | <p>Members of the public may ask questions of the Town Team by submitting in writing via email to enquiries@saltash.gov.uk or the Guildhall no later than 48 hours prior to the start of the meeting.</p> <p>Responses to public questions will be dealt with at the discretion of the Chairman.</p> |
| Reports to: | Saltash Town Council as the accountable body. All financial arrangements will be directed by the standing orders and financial regulations of the Town Council and when projects are requiring confirmation and support and financial overseeing. |

Detailed Terms of Reference and Aims of the Saltash Town Team

1. To bring together stakeholders, private and public sectors in the town to work in partnership and to co-ordinate their activities towards a common goal.
2. To collate information to help inform decisions.
3. To formulate a shared understanding for carrying out improvements for the benefit of all stakeholders. As appropriate, to identify and prioritise projects to improve the economic, social and environmental revitalisation of the Town and for its long-term benefits.
4. To help co-ordinate and implement the activities of those who provide services within the town.
5. To seek and/or assist with funding of initiatives for the benefit of Saltash.
6. To work in accept and acknowledge there is a partnership, and actively strive for cohesion within all stakeholders, public and private sector all members of the team, working together for the benefits of the Saltash community.
7. To offer a forum whereby community groups, residents and private sector companies can seek advice/feedback on their emerging projects within Saltash. In addition, to engage with the community for the benefit thereof.
8. To provide a forum whereby Members of the group can help to ensure co-ordination between existing and emerging projects.
9. To give time or resources towards identified projects, and to establish task and finish groups, as appropriate.
10. To agree to use an innovative and professional approach for the benefit of Saltash.
11. To work in accordance with the principles of the Saltash Neighbourhood Plan.
12. The Members shall publicly support the Town Team in a positive way, and support funding applications
13. The Members shall help plan, review and refine activities based on their knowledge and expertise.
14. The Members shall listen to and respect the views of other members of the Town Team.

15. To publish all agendas and notes on the Town Council website to ensure community engagement and transparency is met at all times.
16. Securing investment to further the Town Team vision and in partnership with the strategic priorities of the Town Council as outlined in their Business Plan.
17. To continue to improve the profile of Saltash, 'the Gateway to Cornwall' creating a more prosperous, welcoming, green and attractive Town Centre for local people and visitors to enjoy
18. Working in partnership with other organisations, STT want to build on the town's strengths, address the weaknesses, realise new opportunities and mitigate any threats to the long-term prosperity of the Town Centre.

Churchtown Farm, 26th June 2025

Members present:

- **STC**
Richard Bickford
Rachel Bullock
Sarah Gillies (online)
Lisa Mortimore
Brian Stoyel
- **Antony Estate**
Tremayne Carew-Pole
William Trinnick
- **Friends of Churchtown Farm**
Bob Austin
Hilary Frank

The lease with Cornwall Wildlife Trust will finish at the end of September.

Antony Estate: Churchtown Farm is a challenging site to farm, particularly due to public access and the presence of dogs, which make livestock management difficult. However, if grant funding becomes available in the future, we would look to install fencing and reintroduce livestock.

We've reviewed the land and considered how best to steward it. Our current intention is to allow Higher and Marsh Meadow to return to scrub. The permanent pasture will remain untouched, but we are considering ploughing Little Field and Valley Park. Some areas may require restrictions on dog walking and public access, but we are exploring the idea of creating a designated dog enclosure in the future, potentially with an agility course.

We are also looking to employ a Ranger for half a day per week to act as our eyes and ears on the ground. All the existing public footpaths at Churchtown Farm would remain open and accessible.

Friends of Churchtown Farm

This could be a good catalyst to lead a transformation of the Friends.

Funding

Antony Estate: we've crunched the numbers, and we are fully aware that if we were to try and manage it as a farm, then it would run at a loss.

We're resigned to the fact that we won't get a rent from this, but equally we don't want to lose money.

We'd like to employ a Ranger and invest in the area, so we'd like to suggest an annual fee of £14,000. This would not be on a lease - it would be a contract with an annual fee.

Churchtown Farm – outline proposals

Our objective

To continue to manage Churchtown Farm as a farmed and wildlife-rich landscape, treasured by and accessible to the public so far as possible alongside the needs of conservation and farming.

Management

Churchtown Farm will be managed by the Antony Estate, who will oversee and organise the management of the land and organise for any work to be done. Antony Estate will also be responsible for health and safety and insurance.

Stakeholder engagement

We will work closely with Saltash Town Council, Friends of Churchtown and others to achieve a workable balance of farming, conservation and public access, and to enable a proactive approach to this. We will also seek the continued involvement of Cornwall Wildlife Trust in an advisory capacity, and hopefully with some direct involvement with conservation work from time to time.

To assist with this, we will establish a consultation group with these parties to meet two or three times a year, with communication in between as needed.

Subject to funding, we will employ part-time ranger with duties as follows:

- Key point of contact with the community and stakeholders
- Provide and maintain signage, benches, stiles and other public access infrastructure
- Engage proactively with local stakeholders including schools, FoC and others, to ensure good management, raise public awareness of conservation and farming interests and of the historic interest of Churchtown, and enable opportunities for outdoor education, volunteering and social prescribing
- Patrol the Farm and handle operational management issues as they arise, liaising with the estate's farm contractor, estate manager and local stakeholders as needed

We see the Friends of Churchtown continuing to play a key role in the operation of the Farm. To date they have been a good bellwether for public sentiment, strong at engaging locals, volunteering and maintaining the infrastructure and keeping an eye on the land. We would like to see them support the work of the ranger and maintain their excellent communication with the local community.

Funding

Farming this land alongside public access and conservation will not be financially sustainable without the assistance of external funding. Part of this may be available through the Government's Sustainable Farming Incentive (SFI), once re-opened and provided it will offer funding for the type of sustainable farm management we propose here. Agreements are for three years only.

Funding from STC will be essential to enable Antony Estate to manage the Farm as proposed above, specifically paying for:

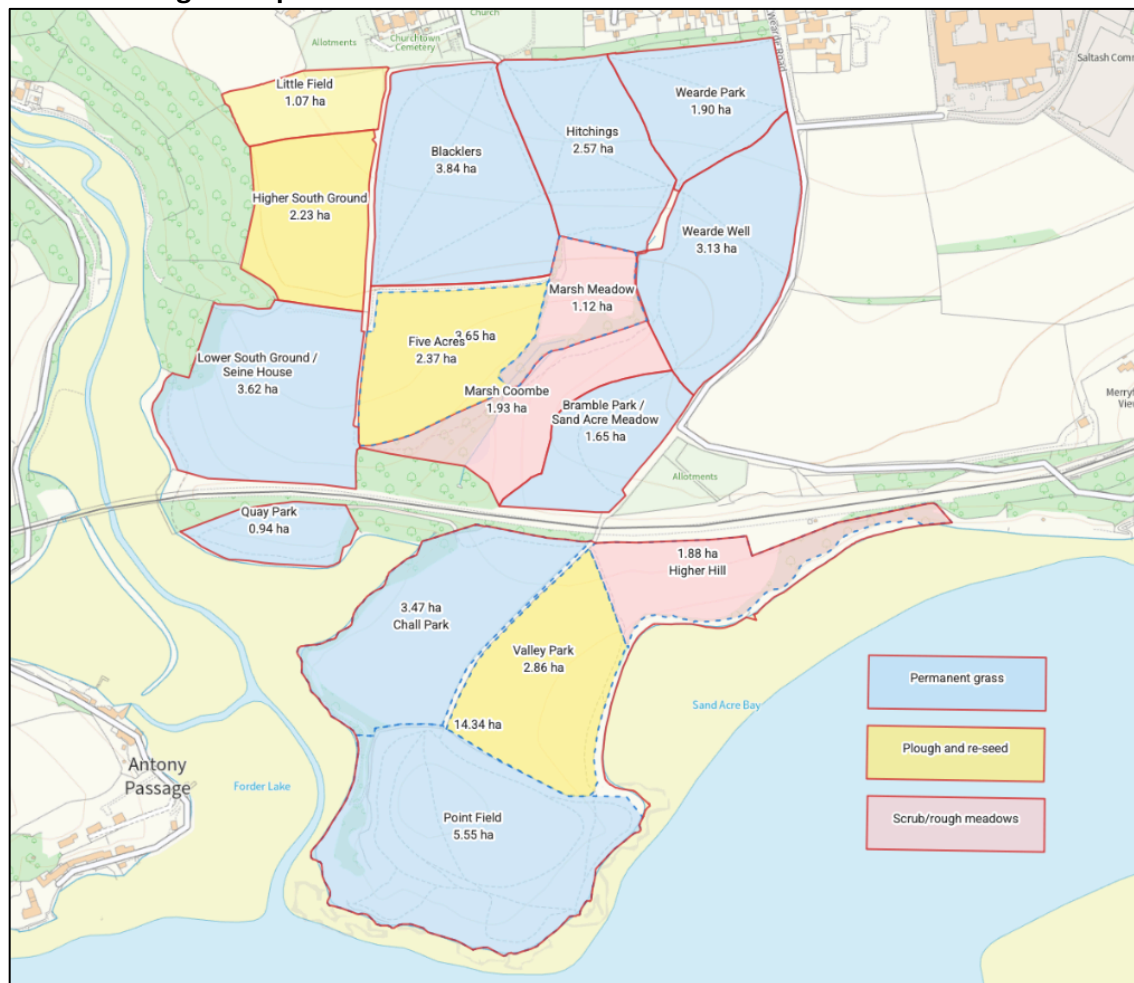
- A part-time ranger
- Provision and maintenance of infrastructure
- Proactive local engagement as described above
- General stewardship of the land

We estimate that the farm will require in the region of £14,000 pa to run at a cost neutral level.

Other matters

We have submitted a planning application for the natural burial site as discussed, and this area will be managed differently (albeit still with limited public access).

Outline management plan



Yellow areas: Public access generally not permitted, except for existing linear routes along field edges.

Blue and pink areas: Open access generally permitted, subject to being closed or restricted at certain times for farming or conservation reasons, e.g. for cattle grazing if funding was secured for stock-proof fencing and water; dogs on leads during ground bird nesting season south of railway.

Churchtown Farm

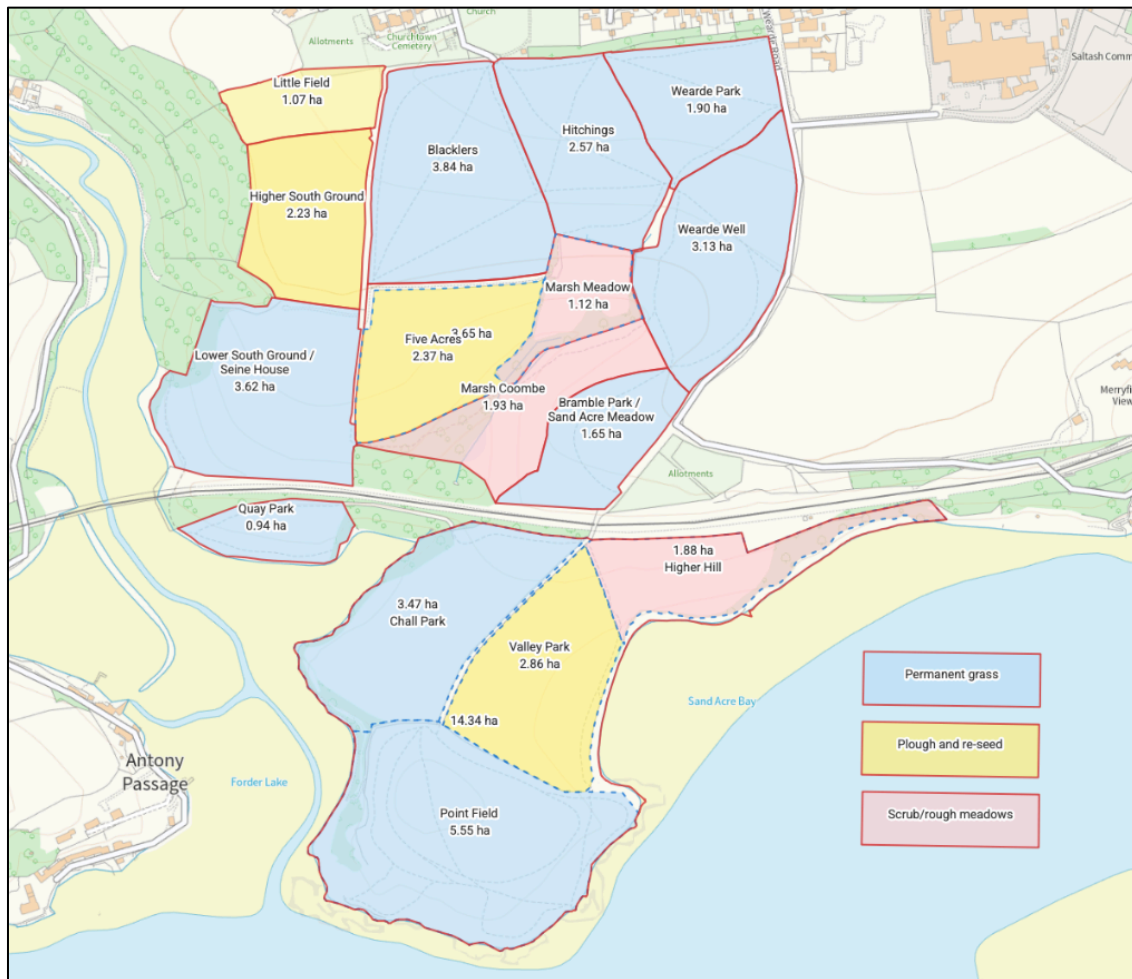
HEALTH NATURE FARMING

Proposed Heads of Terms for a Working Agreement between Antony Estate and Saltash Town Council

| | |
|-------------------|--|
| Parties | Antony Estate (Landowner and farmer) (AE) Saltash Town Council (STC) |
| In relation to | Churchtown Farm, Saltash |
| Term of agreement | Three years initially with effect from 1 st October 2025 |
| Purpose | <p>Churchtown Farm has been managed by Cornwall Wildlife Trust under a farm tenancy which ends on 29th September 2025. CWT has decided not to seek renewal of its tenancy and AE therefore seeks to find a new way forward.</p> <p>The Farm has been managed as a farmed nature reserve. It is also enjoyed by a large number of local walkers under permissive access arrangements, with the exception of two public footpaths. It receives an estimated 100,000 visits per year (including repeat visits).</p> <p>Tremayne Carew Pole, as a partner in Antony Estate, says, “Churchtown Farm is a wonderful resource for the people of Saltash, and we are committed to keeping access open so that the local community can continue to enjoy this beautiful space.</p> <p>Provided funding allows, we would like to continue to manage Churchtown Farm as a farmed and wildlife-rich landscape, treasured by and accessible to the public so far as possible alongside the needs of conservation and farming.</p> <p>“We see the Friends of Churchtown continuing to play a key role in the operation of the Farm. To date they have been a good bellwether for public sentiment, strong at engaging locals, volunteering and maintaining the infrastructure and keeping an eye on the land. We would like to see them support our work and maintain their excellent communication with the local community.”</p> <p>Farming this land for the benefit of wildlife and to enable continued public access will be loss-making, so additional funding is required.</p> |

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| STC commitment | <p>STC to commit to providing funding of £14,000 per year to Antony Estate for an initial three year period, to be reviewed thereafter, to fund the AE commitment.</p> <p>The funding will be paid half yearly or quarterly in arrears, or in advance with an initial back-dated payment if STC funds are not available until the new financial year.</p> |
| AE commitment | <p>AE will provide the following:</p> <ul style="list-style-type: none"> • Management of the land including farming activities, oversight and organisation of conservation work and public access infrastructure. • Continued permissive access for walkers over the areas shaded blue and pink on the attached plan, subject to access being restricted at certain times for farming or conservation reasons. • Employment of a part-time ranger for a minimum of half a day a week or more if funding allows, with duties as follows: <ul style="list-style-type: none"> ○ Key point of contact with the community, engaging proactively with Friends of Churchtown and other local stakeholders including schools, to ensure good management, raise public awareness of the conservation, farming and historic interests of Churchtown, and enable opportunities for outdoor education, volunteering and social prescribing; ○ In collaboration with Friends of Churchtown, to organise provision and maintenance of signage, benches, stiles and other public access infrastructure; ○ Patrol the Farm and handle operational management issues as they arise, liaising with the AE's farm contractor and estate manager plus local stakeholders as needed. • Establish a consultation group to meet two to three times a year or more if needed, to include STC, AE, Friends of Churchtown and other stakeholders if agreed. • To continue to seek conservation advice and help from CWT so far as they are able and willing to provide this. • Health and safety management and public liability insurance. <p>This will be achieved utilising the STC funding and any other sources of funding that may be available, potentially including the Government's Sustainable Farming Incentive (SFI) once it is re-launched.</p> |
| Mutual commitment | <p>AE and STC will work in close cooperation to promote and further the purposes of this agreement. This will include an annual review and attendance at the regular consultation group meetings.</p> |

Outline management plan



Yellow areas: Public access generally not permitted, except for existing linear routes along field edges.

Blue and pink areas: Open access generally permitted, subject to being closed or restricted at certain times for farming or conservation reasons, e.g. for cattle grazing if funding was secured for stock-proof fencing and water; dogs on leads during ground bird nesting season south of railway.

To receive a request from the Saltash & District Branch of the Royal British Legion and consider any actions and associated expenditure.

The Town Council have received a request from Saltash Royal British Legion (RBL) for the Civic Party to attend a church service and wreath laying ceremony at St Nicholas and St Faith Church in remembrance of VJ Day 80.

The ceremony is to take place on Friday 15 August 2025 at 10.15am

The Civic Party will form at the Guildhall for 10.05am and walk to the church.

The Mayor's pew and mace holders will be used by the Civic Party and the Mayor will be asked to do a reading during the service. After the service the Mayor will be invited to lay a wreath on the 'Lest We Forget' War Memorial Benches.

RBL has also requested the Town Council further support the church service by printing the Order of Service - 75 copies of a six-page Order of Service in black and white. RBL request that the Mayor's Secretary send the invitation to all Saltash Freeman, Former Mayors and Cornwall Councillors with no RSVP required.

Invitation received from Saltash RBL

Location - St. Nicholas & Faith

Time - 10:15

Mace Bearers - If possible full civic

Mayor to undertake a reading

Printing of service sheets - if possible (75 please)

Invitation goes to the full council plus staff if possible

County Councillors, and Freeman to be invited too

Wreath laying on completion of service

On completion of wreath laying retire to The Brunel

I hope I have included everything..

Best regards,

End of report.

Mayor's Secretary/Receptionist

SALTASH TOWN COUNCIL VOLUNTARY TREE WARDENS' REPORT

PA25/04241 – Dartana Forder Saltash Cornwall PL12 4QR

T1- Macrocarpa- Reduce height by 4 metres to a height of 14 metres. This tree has lost several large leaders recently. Reducing the sail will help protect the tree.

We do not have any objection.

T2- Oak- reduce overall crown by approximately 4 metres. Bringing height down to 14 metres. The neighbouring property recently lost a large chestnut, that protected this Oak from South westerly winds.

The owner is concerned about the safety of the tree which stands in the boundary wall of a public footpath. We think it is safe, but cannot comment authoritatively on the risk of it falling, and defer to a professional opinion. We think the tree is leaning (away from the path) but is well rooted and sound. We think it could be made more balanced, and therefore even more safe, by removing some weight from the side away from the pathway: this could be either by removing one large branch, or by reducing the canopy on that side by 3m.

T3 and T4- Pine- remove. These trees have become too tall and crowded with neighbouring trees. Removing these 2 will allow more light to the ground. My client has been planting Oak trees underneath and is trying to create a native deciduous woodland.

Although these pines are part of the skyline and therefore an amenity, they are crowded and reaching the end of their lives so we do not have any objection. The owner plans to replace these with oaks, but will need to include robust protection of some form as other oaks there have been killed by damage from deer in the last 2 years.

- Ash- Remove. These trees are in poor health due to dieback.

The owner identified three ash trees where felling was being considered. One is dead and stands beside the footpath, so we have no objection. The second one, next to it, is in good condition and not really impinging on a fine oak at the moment, so we don't think felling is justified. The third is mildly affected but does impinge on the oak, so we agree that felling of this is justified.

Adrian White
STC Voluntary Tree Warden