



Saltash Town Council

Konsel An Dre Essa



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

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 6th March 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.

Yours sincerely,

S Burrows
Town Clerk

To:

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

Agenda

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

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

5. To receive and approve the Minutes of the Full Town Council Meeting held on 6 February 2025 as a true and correct record. (Pages 5 - 24)
6. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Services held on 13 February 2025; (Pages 25 - 43)
 - b. Planning and Licensing held on 18 February 2025; (Pages 44 - 49)
 - c. Joint Burial Board held on 25 February 2025; (Pages 50 - 55)
 - d. Personnel held on 27 February 2025. (Pages 56 - 78)
7. To receive and note the minutes of the Property Maintenance Sub Committee held on 20 February 2025 and consider any recommendations. (Pages 79 - 82)
8. To receive the Chairman's report and consider any actions and associated expenditure. (Page 83)
9. To receive the Monthly Crime Figures and consider any actions. (Page 84)
10. To receive a report from Community Enterprises PL12 and consider any actions and associated expenditure. (Page 85)

11. To receive a report from Community Area Partnerships and consider any actions and associated expenditure.
12. To receive a report on behalf of Safer Saltash and consider any actions and associated expenditure. (Pages 86 - 87)
13. To receive a report from Saltash Chamber of Commerce and consider any actions and associated expenditure.
14. To receive a report from Cornwall Councillors and consider any actions and associated expenditure. (Page 88)
15. To receive an update on the future of the health care in Saltash and consider any actions and associated expenditure.
16. To consider Risk Management reports as may be received.
17. Finance:
 - a. To advise the receipts for January 2025; (Page 89)
 - b. To advise the payments for January 2025; (Pages 90 - 92)
 - c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;
 - d. To note that bank reconciliations up to 31 January 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.
18. To receive a report on supporting potential candidates for election and consider any actions and associated expenditure. (Pages 93 - 94)
19. To ratify Saltash Town Council response to the Peninsular Transport Strategic Implementation Plan Consultation. (Pages 95 - 112)
20. To receive an update from the Saltash Tunnel Working Group and consider any actions and associated expenditure. (Pages 113 - 121)
21. To receive a report from Friends of Churchtown and consider any actions and associated expenditure. (Page 122)
22. To receive a BT consultation and consider any actions and associated expenditure. (Pages 123 - 126)

23. Meet your Councillors: The next scheduled meeting date Saturday 8 March 2025 outside Superdrug, Fore Street.
24. 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.
25. To consider any items referred from the main part of the agenda.
26. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
27. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
28. Date of next meeting: 3 April 2025 at 7:00 p.m.
29. Common Seal:
I Move to Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 6th February 2025 at 7.00 pm

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

ALSO PRESENT: 2 Members of the Public, H Frank (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Town Clerk / RFO), D Joyce (Office Manager / Assistant to the Town Clerk) and L.Wright (Administration Officer).

APOLOGIES: R Bickford, J Brady and D Yates.

331/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman welcomed Lee Wright – Administration Officer to Saltash Town Council and those in attendance at this evening's meeting.

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

332/24/25 DECLARATIONS OF INTEREST:

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

None.

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

None.

333/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

The Chairman informed the meeting that five public questions had been received.

The residents who submitted four of the questions were not in attendance.

The Town Clerk read out the questions in the order that they were received of those who were not in attendance.

Date Received	Public Question to the Town Council	Submitted by
26.01.25	<u>Relocation of the Fore Street Memorial Bench:</u> Hopefully you will understand my interest and concern in this matter and I would ask that the bench is left in it's current position and the street market work around it. Please refer to the attached representation.	Member of the public
30.01.25	<u>Relocation of the Fore Street Memorial Bench:</u> There is surely no competent reason why Council cannot now invoke your Standing Orders, which state that if six Councillors wish it, a resolution can be rescinded within the six month time frame. Please refer to the attached representation.	Member of the public
31.01.25	<u>Relocation of the Fore Street Memorial Bench:</u> No reasonable Council would have considered moving it and while the Mayor has apologised I believe that now the Council should take immediate steps to save the bench from any threat from being moved either now or in the future. Please refer to the attached representation.	Member of the public

1.02.25	<u>Relocation of the Fore Street Memorial Bench:</u> As an Army Commando veteran residing in Saltash, I find it deeply troubling that the Town Council is contemplating the removal of the memorial after the trial period of the market. This action would disregard the sacrifice of our community members who perished in the Blitz. We must honour their memory with the utmost respect, and tampering with the memorial undermines that principle. Representation was not provided.	Member of the public
3.02.25	<u>Relocation of the Fore Street Memorial Bench:</u> Please treat the bench with the same respect and right this wrong by rescinding the resolution which can be done with the agreement of six Councillors. Please refer to the attached representation.	Miss Beverley Gordon

A member of the public Miss Beverly Gordon was in attendance and invited to ask her question.

The Chairman read the following statement:

Thank you for your questions this evening.

Saltash Town Team listened to concerns raised about the relocation of the memorial bench and rescinded their original proposal to relocate the bench for the trial period.

Saltash Town Council noted the Town Team updated report.

The market trial will run for 6-months - March to August.

At the end of trial, Town Team will review all aspects of the trial, reporting their findings and recommendations to Saltash Town Council for consideration.

To be clear, the resolution to enable the bench to be relocated is no longer valid because Town Team have rescinded their original proposal, further consideration will be given at the end of the trial.

Members discussed the questions posed to the Town Council.

It was proposed by Councillor Griffiths, seconded by Councillor Stoyel and unanimously **RESOLVED** to delegate to the Town Clerk to thank the members of the public for their questions and to share the Chairman's statement supported by the Town Council.

334/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 9 JANUARY 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 Dent and **RESOLVED** that the minutes of the Full Town Council Meeting held on 9 January 2025 were confirmed as a true and correct record.

335/24/25 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Extraordinary Personnel held on 19 December 2024;

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

RECOMMENDATION:

64/24/25 TO RECEIVE A REPORT AND ASSOCIATED DOCUMENTS ON THE ROLE OF THE RESPONSIBLE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To retitle the existing Finance Officer post to Finance Officer / Responsible Finance Officer;
2. To amend the existing Finance Officer job description to encompass the responsibilities of the Responsible Finance Officer role (as attached);
3. To amend the existing Town Clerk / Responsible Finance Officer job description to reflect the transfer of the Responsible Finance Officer tasks (as attached);
4. To update the Town Council Organisation Structure (as attached).

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

b. Policy and Finance held on 14 January 2025;

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

RECOMMENDATION 1:

134/24/25 TO RECEIVE AMENDMENTS TO THE FOLLOWING POLICIES AND PROCEDURES AND CONSIDER ANY ACTIONS:

a. Grants;

It was proposed by Councillor Miller, seconded by Councillor Griffiths and resolved to **RECOMMEND** to adopt the Grants Policy as attached, to Full Council to be held on 6 February 2025.

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

RECOMMENDATION 2:

b. STC Privacy Notice.

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to adopt the STC Privacy Notice as attached, to Full Council to be held on 6 February 2025.

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and **RESOLVED** to approve the above recommendation.

c. Planning and Licensing held on 21 January 2025;

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

336/24/25 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Library held on 16 January 2025;

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

b. Town Vision held on 23 January 2025;

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

RECOMMENDATION 1:

50/24/25 TO RECEIVE THE TOWN COUNCIL BUSINESS PLAN DELIVERABLES FOR QUARTER THREE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

3. The Town Vision Sub Committee recognised the importance of the Civility and Respect Pledge, for Officers and Town Councillors, and because of the importance of this pledge it is **RECOMMENDED** under Strategic Priority 1 of the Personnel Committee deliverables, to revisit the Civility and Respect Pledge at the Full Town Council meeting to be held on 6 February 2025 and quarterly going forward.

Councillor Griffiths Chairman of the Town Vision Sub Committee advised this recommendation was to be received and considered under Agenda Item 8 at this evening's meeting.

RECOMMENDATION 2:

52/24/25 TO RECEIVE A DRAFT FUNDRAISING STRATEGY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Griffiths, seconded by Councillor Stoyel and resolved to **RECOMMEND** to approve and adopt the Fundraising Strategy, as attached, to Full Town Council to be held on 6 February 2025, subject to changes made at this evening's meeting.

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

c. Devolution held on 30 January 2025;

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

RECOMMENDATION 1:

9/24/25 TO RECEIVE THE DRAFT LEASE FOR VICTORIA GARDENS AND MAURICE HUGGINS ROOM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Bullock, seconded by Councillor Bickford and resolved to **RECOMMEND** to Full Council to be held on 6 February 2025 to refuse the Lease based on and detailed above:

1. Omission of agreed funding;
2. Lack of break clause;
3. No reference to Freehold transfer;
4. Risk to Town Council;
5. Restrictions on permitted use;
6. Maintenance and decoration obligations;
7. Restrictions on alterations;
8. No compensation for improvements.

The Town Clerk reported on discussions held after the Devolution Sub-Committee with the responsible Cornwall Council officers to advise of the recommendation to refuse the draft Lease.

The Town Clerk shared an email with Members from the responsible Cornwall Council officer acknowledging the Town Council's concerns regarding the draft Lease.

Further to this, Cornwall Council recognise there are various Saltash properties 'under discussion' with Cornwall Council with regard to devolution and instead of considering these as 'silos' it may be an opportune to consider a single transaction where a number of properties are dealt with together where the proposed terms are similar.

This approach would improve efficiency and allow the properties to be considered as a package, potentially increasing the devolution capital grant previously offered, subject to the final set of assets included.

Properties under consideration include Alexandra Square Toilets, the Memorial Peace Garden, Maurice Huggins Room, Victoria Gardens, Brunel Green Two (Jubilee Green), and the public space at Tamar Street where the existing Waterside play area is due for replacement.

Although outside the direct remit of the responsible Cornwall Council officer, it was noted that a Community Infrastructure Funding (CIL) application for Brunel Green Two (Jubilee Green) has been approved. This funding could serve as a catalyst to drive the inclusion of all these properties into a single devolution project.

Cornwall Council very much see Saltash Town Council as an important partner and welcome discussion to achieve both our goals.

It was raised at the meeting that Saltash Town Council would be interested in discussing a devolution package with Cornwall Council that provides Saltash Town Council with a healthier devolution capital grant and assets that create income to assist in offsetting expenditure.

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

1. To note the Town Clerks update;
2. To refuse the Devolution Sub Committees recommendation received at this evenings meeting;
3. To delegate to the Town Clerk to work with the responsible Cornwall Council officers, Cornwall Councillor Frank, Chairman of Saltash Town Council and the Chairman of the Devolution Sub Committee to negotiate on the draft Lease and discuss the potential option for a Saltash devolution package;
4. To report back at a future Devolution Sub Committee meeting the outcome of the Cornwall Council meeting for the Sub Committee's consideration.

RECOMMENDATION 2:

11/24/25 TO RECEIVE HEAD OF TERMS FOR ALEXANDRA SQUARE TOILET AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To **RECOMMEND** to Full Council to be held on 6 February 2025 to approve Cornwall Council's Heads of Terms for a 99-year Lease for Alexandra Square Toilets,

The Town Clerk spoke of further communications with Cornwall Councils Officers relating to the 99-year lease for Alexandra Square Toilets.

The Cornwall Council Officer confirmed that the lease would remain unchanged. They intended to send a revised plan but were unable to do so as the mapping technician was on leave until Monday. Upon further review of the mapping layer, the officer acknowledged that it would be reasonable to include the retaining wall and the paved area immediately surrounding the property. They also noted that a lamp column is within this specified area, which would require access.

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

1. To note the Town Clerk's update;
2. To approve Cornwall Council's Heads of Terms for a 99-year Lease for Alexandra Square Toilets including the retaining wall and paved area immediately surrounding the property providing Cornwall Council access to the lighting column as required;
3. To approve the appointment of Coodes Solicitors to act on behalf of the Town Council to review the draft Lease and obtain searches as required;
4. The Town Clerk to report back at a future Devolution Sub Committee upon receipt of the draft Lease.

337/24/25 TO REVIEW SALTASH TOWN COUNCIL'S COMMITMENT TO THE CIVILITY AND RESPECT PLEDGE AND CONSIDER ANY ACTIONS.

The Chairman referred to the Town Vision recommendation which requested Members revisit the Civility and Respect Pledge (minute nr.336/24/25.a).

The Chairman referred to the Town Clerk regarding internal processes.

The Town Clerk confirmed that internal procedures were established to ensure all departments regularly review and reaffirm the pledge.

The Chairman then read the Civility and Respect Pledge to Members.

Members discussed the continued lobbying for the change in legislation with the Chairman encouraging all Members to independently complete the Strengthening the Standards and Conduct Framework for Local Authorities consultation – closing date 26 February 2025.

It was proposed by Councillor Gillies, seconded by Councillor Mortimore and **RESOLVED** to reaffirm Saltash Town Council's commitment to the Civility and Respect Pledge and to revisit the pledge on a quarterly basis at Full Town Council meetings.

338/24/25 TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

339/24/25 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.

PC Cummings Saltash Neighbourhood Beat Officer attended this evening's meeting to discuss Saltash crime figures, highlighting a noticeable increase compared to last year.

PC Cummings addressed the ongoing issues of antisocial behaviour, noting that further investigations are underway to identify those responsible.

PC Cummings provided an overview of the crime statistics, emphasising key areas of concern, noting that shoplifting figures should likely be higher and mentioned plans to implement a radio system in the future. This system would enhance communication between shops and stores, aiding in the reporting and tracking of repeat offenders.

PC Cummings encouraged everyone to report crimes, as this plays a crucial role in securing funding and resources for law enforcement.

Members discussed ongoing speed related issues in the town, with Cornwall Councillor Frank suggesting that Speed Watch could help address problem areas.

It was **RESOLVED** to note the update and thank PC Cummings for attendance at this evening's meeting.

340/24/25 TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

341/24/25 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

**342/24/25 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Lennox-Boyd provided a verbal update on various issues due to Safer Saltash not having met this year.

The update covered reports of anti-social behaviour during the festive period and early in the New Year, as well as confirmation from the comprehensive schools that they will attend a future Safer Saltash meeting.

It was **RESOLVED** to note.

**343/24/25 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF
COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

It was **RESOLVED** to note.

**344/24/25 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Cornwall Councillor Frank provided a verbal overview of the report included in the circulated reports pack, highlighting key points such as the closure of the Adult Education centre in Saltash, investment in Saltash Leisure Centre, Belle Vue Car Park consultation and the Delivering Devolution Initiative.

Councillor Frank expressed thanks to all those who supported and assisted in the campaign to save the leisure centre, especially Saltash Town Council, noting that the initiative has been successful, with investment now being made due to rising attendance and membership numbers.

Cornwall Councillor Frank noted that the leisure centre working group has not met since last year and expressed hope that it will reconvene in the near future.

Cornwall Councillor Lennox-Boyd provided a brief verbal update on her visit to the Family Hub, highlighting its invaluable integrated services and increased usage of early help assessments due to improved accessibility.

Cornwall Councillor Lennox-Boyd spent the day observing its integrated support, which includes midwifery, postnatal care, infant and parent services, and a new advice line for direct family access. A full report will be presented to the Town Council at a later date.

Cornwall Councillor Worth provided a verbal update on several key topics.

Topics included the Tamar Toll revision is awaiting ministerial approval which may not come thorough until 25 March, with potential implementation in April/May, if the minister refuses the revision alternative budget options will be explored to cover monthly costs which are approximately £100K.

Cornwall Councillor Worth went on to speak of the Housing and Economic Land Availability Assessment Update (Call for Sites) which invites local councils to view live information and comment on site deliverability by 19 March.

A Cabinet meeting on 12 February is scheduled to discuss Cornwall's Budget and Full Council is scheduled to be held on 25 February.

Cornwall Councillor Worth spoke of the no-right-turn on Gilston Road which has been implemented with police support and monitoring being undertaken to enforce the change.

Cornwall Councillor Worth was delighted to inform the Town Council that the Peninsula Transport Strategic Implementation Plan (2025–2050), about to be published, includes Saltash Station improvements of up to £50M plus and is to be delivered under the Plymouth Metro Plans, over the next two to five years.

Included in tier two of the plan is the Tamar Bridge open-road tolling, Torpoint Ferry access upgrades, and an agreement to revise the A38 Case for Action (Bodmin to Exeter) seeking £50M for safety and reliability improvements, with consultations running for four weeks before sign-off on 14 March.

It was **RESOLVED** to note.

345/24/25 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman drew Members attention to the report received and contained within the circulated reports pack.

Members discussed the recent well attended and well-presented NHS Winter Wellbeing event held on Saturday 1 February.

It was **RESOLVED** to note.

346/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

347/24/25 FINANCE:

- a. To advise the receipts for December 2024

It was **RESOLVED** to note.

- b. To advise the payments for December 2024;

It was **RESOLVED** to note.

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

Nothing to report.

- d. To note that bank reconciliations up to 31 December 2024 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

348/24/25 TO RECEIVE TOWN TEAM NOTES HELD ON 13 JANUARY 2025 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the Town Team notes. There were no recommendations.

349/24/25 TO APPOINT A MEMBER TO SALTASH TOWN TEAM.

The Chairman informed Members of a vacancy for a Saltash Town Council representative, which needs to be filled according to the Town Team Terms of Reference.

It was proposed by Councillor B Samuels, seconded by Councillor P Samuels and **RESOLVED** to appoint Councillor Bullock to Town Team.

350/24/25 TO RECEIVE A UPDATED REPORT ON GWR CUSTOMER AND COMMUNITY IMPROVEMENT FUND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received an updated report on the GWR Customer and Community Improvement Fund application, as agreed at the Full Council meeting in January.

The Town Clerk highlighted the need to ratify the cost associated with the two submitted applications, which focus on utilising the Saltash railway services and the Heritage of the railway whilst also addressing community needs

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

1. To note the two funding applications submitted to GWR's Customer and Community Improvement Fund;
2. To ratify the cost of 10% equalling £500 for the project - promoting increased use of the railway from Saltash;
3. To ratify the cost of 10% equalling £1,000 for the project – honouring the legacy and future of Saltash railway.

Members asked to pass their thanks to the Development and Engagement Manager for her work.

351/24/25 TO RECEIVE CORNWALL COUNCIL'S PROPOSED GILSTON ROAD WORKS CONSULTATION AND CONSIDER ANY ACTIONS.

Members discussed the Gilston Road consultation and the recently implemented no-right turn.

Members felt it was too early to comment on the consultation and preferred to wait and see how heavier traffic might affect congestion during busier times such as spring / summer holidays.

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED** to defer to Full Council to be held on 5 June 2025.

352/24/25 TO RECEIVE CORNWALL COUNCIL'S PLANNING POLICY CONSULTATION AND CONSIDER ANY ACTIONS.

The Chairman reminded members of the consultation deadline on 21 February 2025.

Members discussed the consultation and its impact on the Saltash Neighbourhood Plan.

The Town Clerk informed Members that the Saltash Neighbourhood Plan cannot be reviewed until the Local Plan is finalised and at present the responsible Cornwall Council Officer is confident that all areas of the Saltash Neighbourhood Plan will comply, 'housing' is the main change.

Members agreed additional time to consider the detailed response to the consultation should be taken.

It was proposed by Councillor Stoyel, seconded by Councillor Lennox-Boyd and **RESOLVED** to defer Cornwall Council's Planning Policy consultation to the next Planning and Licensing Committee meeting to consider the Town Council's position.

353/24/25 TO RECEIVE A REPORT ON VE DAY 80 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed and discussed the proposal for the VE Day 80 event as outlined in the report.

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

1. To approve the Saltash Town Council event plan for the VE-Day 80th Anniversary to be held on Thursday 8 May 2025;
2. To approve associated costs of £387.80 + VAT for the event allocated to budget code 6202 Civic Occasions.

354/24/25 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 8 FEBRUARY 2025 OUTSIDE SUPERDRUG, FORE STREET.

- a. The next scheduled meeting date Saturday 8 February 2025 outside Superdrug, Fore Street.

It was proposed by Councillor Peggs, seconded by Councillor Lennox-Boyd and **RESOLVED** for Councillors Bullock, Peggs, Stoyel, Bickford, Lennox-Boyd and Martin to attend, in partnership with Saltash Neighbourhood Beat Officers.

355/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

356/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

357/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

358/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Gillies, seconded by Councillor Lennox-Boyd and **RESOLVED** to issue the following Press and Social Media releases:

1. Cormac Gilston Road Consultation;
2. VE Day 80 Commemorations.

359/24/25 DATE OF NEXT MEETING: 6 MARCH 2025 AT 7:00 P.M.

Thursday 6 March 2025 at 7.00 p.m.

360/24/25 COMMON SEAL:

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

Rising at: 8.41 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 13th February 2025 at 6.30 pm

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

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

APOLOGIES: M Griffiths, S Lennox-Boyd, S Martin, L Mortimore and D Yates.

101/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

102/24/25 DECLARATIONS OF INTEREST:

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

None.

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

None.

103/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

104/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 12 DECEMBER 2024 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to amend minute 90/24/25 point 2 - To note the surrounding trees and greening area to Pillmere Drive play park is already the responsibility of Saltash Town Council. The play park itself will be Saltash Town Council's responsibility from 1 April 2025 when Cornwall Council officially handover the area.

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED** that the minutes of the Services Committee held on 12 December 2024 were confirmed as a true and correct record.

105/24/25 TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED** to note the budget statements and to vire £500 from 6517 SE Cross (Maintenance) to 6524 SE Vehicle Maintenance and Repair Costs.

106/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

The Guildhall Building

The Town Clerk emphasised the urgent and essential works that needed to be carried out due to deterioration of the building, as outlined in the circulated reports pack.

The Town Clerk informed Members on the upcoming works to be undertaken by Aquarod, who have been appointed to investigate and repair a blocked pipe that is causing significant damp issues within the Town Clerk's Office.

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

1. To note Town Clerk's report;
2. To ratify the Town Clerk's, spend of £2,183 + VAT for the appointment of Aquarod to undertake urgent and essential work to the Guildhall Building;
3. To delegate to the Town Clerk to sign off future spend, as necessary, to resolve the fixing of the Guildhall downpipe, working within budget updating the Chairman of both the Services Committee and Property Maintenance Sub Committee;
4. To receive future update reports at either a Services Committee or Property Maintenance Sub Committee meeting.

Jubilee Pontoon

Councillor Bickford informed Members of the current condition of the Pontoon following a site visit with the Town Clerk early today.

The Town Clerk informed Members that a further report on the condition of the pontoon would be presented under Agenda Item 9. However, due to serious Health and Safety concerns, the Risk Management report outlining the urgent and essential works would be addressed first.

Emphasising the critical nature of this issue, the Town Clerk urged Members to approve the necessary works detailed in the report without delay.

The Town Clerk reported that Company B had since provided an additional cost of £1,500 to undertake NDT testing of the five piles identified as areas of concern and pressure testing the floats.

Councillor Bickford provided a detailed overview of both quotes received and the scope of work involved.

Members discussed the future of the pontoon, unanimously agreeing that no further decisions could be made until it had been removed, assessed for damage, first phase repairs complete, and insurance implications confirmed.

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

1. To note the Town Clerk's report;
2. To appoint Company B to carry out phase one works to the pontoon at a cost of £26,450 +VAT;
3. To delegate to the Town Clerk to oversee the appointment of Company B obtaining insurance certificates and RAMS and to notify Cornwall Council as the owners;
4. To **RECOMMEND** to Full Council to approve a virement of £26,450 from General Reserves to budget code 6584 EMF Pontoon Maintenance Costs;
5. Members recognise the Services Committee is a Full Standing Committee and with confidence of the Full Town Council recommendation, requested the Town Clerk to proceed immediately with the appointment of Company B considering the urgent health and safety aspect reported.

107/24/25 TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

a. Departmental Report;

It was **RESOLVED** to note.

b. Grounds Maintenance Works;

It was **RESOLVED** to note.

c. Work Request Log;

It was **RESOLVED** to note.

d. Vandalism and Anti-Social Behaviour Report;

Nothing to report.

e. Statutory and Mandatory Building Asset Checks.

It was **RESOLVED** to note.

**108/24/25 TO RECEIVE A REPORT ON THE CONDITION OF THE PONTOON
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

Members received the detailed report on the current condition of the pontoon and an update on the insurance claim and tenancy at will.

Members discussed the proposed works, acknowledging the potential timeframes while recognising the many uncertainties of works, associated cost, insurers current position, and the Town Council's responsibility against the tenancy at will.

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

1. To note the report and that the Health and Safety element of the Pontoon, phase one work, has been actioned under agenda item 7 at this evening's meeting (minute nr. 106/24/25);
2. To delegate to the Responsible Finance Officer to liaise with the Town Council insurers providing evidence of maintenance work to the pontoon over the years;
3. To delegate to the Town Clerk to oversee phase one pontoon work reporting to the Chairman of the Services Committee, what phase two looks like, associated cost and the insurers position, reporting back to a meeting to be determined.

109/24/25 TO RECEIVE A FINANCE REPORT ON THE PONTOON MOORING FEES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members considered the detailed report circulated in the reports pack, discussing the administration charges outlined in the Town Council's Pontoon Mooring Agreement that applies to Licensee's when processing refunds.

It was proposed by Councillor Miller to approve:

1. Reimbursement of the berthing fee pro rata for the unexpired part of the Licence period, not applying the 20% administrative fee;
2. The pro rata period is to be applied from the date the Licensee vacated the pontoon to 31 March 2025.

The motion did not receive support and therefore did not move.

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

1. Reimbursement of the berthing fee pro rata for the unexpired part of the Licence period, subject to a 20% administrative fee;
2. The pro rata period is to be applied from the date the Licencee vacated the pontoon to 31 March 2025.

110/24/25 TO RECEIVE AN UPDATED REPORT ON PILLMERE DRIVE PLAY PARK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

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

1. To instruct Cornwall Council at their cost, to remove all play equipment prior to 1 April 2025 leaving the play area closed. Service Delivery to undertake checks and maintain the area;
2. To instruct Cornwall Council at their cost, to remove the litter bin prior to 1 April 2025;
3. Members to consider the future of the site at the July Services Committee meeting.

111/24/25 **TO RECEIVE AN UPDATE ON THE COMMUNITY INFRASTRUCTURE LEVY FOURTH ROUND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

The Town Clerk outlined the reasons for the delay in signing the formal funding agreement on behalf of the Town Council, primarily due to the absence of a management agreement or license from Cornwall Council. This document is necessary to allow Saltash Town Council to undertake the work (play park and sensory garden) on Cornwall Council land.

Additionally, the delay is impacted by upcoming sea defence works planned by Cornwall Council.

The Town Clerk is awaiting further information to clarify how the project will proceed and has scheduled a meeting with Cornwall Council / Cormac early next week.

The Community Infrastructure Fund has been informed and is aware of the delay.

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

1. To note the updated report;
2. To delegate to the Town Clerk to work with the relevant responsible Cornwall Council and Cormac Offices to bring the project to fruition reporting back at a future Services meeting;
3. To delegate to the Town Clerk to negotiate the right deal with Cornwall Council to formalise a management agreement or licence with the Town Council's ambitions being a Lease;
4. To note this area may form part of the devolution package that is currently under review.

112/24/25 **TO RECEIVE A DRAFT CORRECTIONS AND ADDITIONS TO SALTASH WAR MEMORIALS POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the policy for Corrections and Additions to Town Council War memorials.

It was brought to the attention by Councillor B Samuels that the proposed name was already present on the new war memorial.

Members proposed amendments to the policy.

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

1. To **RECOMMEND** to Full Council to be held on 6 March 2025 to approve the Corrections and Additions to the Saltash War Memorial policy, subject to amendments as attached;
2. To note the request to add a name is not required at this time because the name is already listed;
3. To update the Commonwealth War Graves Commission with the names on the new 'Lest We Forget' war memorial benches.

Members expressed their gratitude to local historian Peter Clements for his independent research and support to the Administration Department.

113/24/25 TO RECEIVE A REPORT ON CCTV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the report and considered suitable locations from the proposed sites identified in the report as areas that would benefit from CCTV coverage.

Members also discussed the associated cost of procuring the cameras and the potential for using S106 funding to cover the cost of the Town Centre cameras.

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

1. To delegate to the Administration Officer to purchase five CCTV cameras to cover locations - Top and bottom of Fore Street, Ashtorpe Rock area, Old Ferry Road and Burraton Cross Traffic lights;
2. To delegate to the Administration Officer to submit an S106 application for associated capital cost for the cameras located in the Town Centre and **RECOMMEND** to Policy and Finance Committee for the remaining cost to be allocated to budget 6270 PF EMF Crime Reduction;
3. To delegate to the Administration Officer to appoint Plymouth City Council for the monitoring of, reporting and information sharing (Service Level Agreement) at a cost of £3,000 per annum allocated to budget 6229 SE CCTV Annual Maintenance;
4. To note there is likely to be additional cost relating to suitability of columns, electricity, permissions, additional improvements etc. the costs are to be allocated to budget 6229 SE CCTV Annual Maintenance working within budget;
5. To comply with all CCTV regulations;
6. To delegate to the Town Clerk on behalf of Saltash Town Council to sign the Service Level Agreement between Saltash Town Council and Plymouth City Council;
7. To delegate to the Town Clerk to sign the application to join the Airwave Sharers List and complete a TEA2 sub-licence to be submitted by 1 September 2025 at no cost to the Town Council.

114/24/25 TO RECEIVE A REPORT ON FORE STREET FESTOON LIGHTING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report to turn the river of lights on to brighten up Fore Street, contained within the circulated reports pack.

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

1. To delegate to the Service Delivery Manager (SDM) to arrange for the river of lights on Fore street to be utilised between dusk and 11.30pm at the earliest opportunity;
2. To delegate to the SDM to purchase additional timers, only if required, associated cost to be allocated to budget code 6515 SE Festive Lights Maintenance and Electricity Cost;
3. An updated report on the river of lights switch on to be received at a future Services Committee meeting.

115/24/25 TO RECEIVE AN UPDATED REPORT ON THE CHRISTMAS LIGHTS SWITCH ON EVENT 2025 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

Members were informed that the dates for 2024 had already been set, making it necessary to postpone a joint event with the Saltash Chamber of Commerce until 2025.

Members also discussed the associated cost and the potential format of the event, agreeing that further information is required to be gathered and reported back to the Services Committee for consideration.

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

1. To note the report;
2. To create a working group comprising of Councillors Peggs and Bullock and representatives of the Chamber of Commerce to create a separate joint light switch on event with the potential date of 14 November 2025 at 6pm;
3. To receive an updated report from the working group at the April Services Committee meeting inclusive of what the event will look like together with timings, associated cost, promotion of the event and the financial contribution being sought from Saltash Town Council and the Chamber of Commerce.

116/24/25 TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

The Town Clerk advised Members that work agreed with Saltash Environmental Action (SEA) would become the Town Council's responsibility if SEA were to disband in the future.

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

1. Request SEA to reconsider chemical treatment to treat the heliotrope in Elwell Woods with a report to be received at the April Services Committee meeting;
2. Approve seed with meadow grass and wildflowers in the proposed site Orchard D, once the heliotrope has been removed and subject to the Town Clerk reviewing the Lease Agreement with Cornwall Council;
3. Approve SEA to plant a native hedge behind the wall on Tamar Street at Elwell Woods, maintained at a manageable height, subject to the Town Clerk reviewing the Lease Agreement with Cornwall Council;
4. Approve the purchase of six 1.8m cundy stakes to support protective caging for three silver birch trees, associated cost allocated to budget code 6589 Community Planting Initiative, subject to SEA providing evidence of Cornwall Council's permission to plant;
5. Approve the purchase of three 100 litre bags of bark, for routine maintenance of the tree planting in previous years, associated cost allocated to budget code 6589 Community Planting Initiative;
6. Delegate purchasing of all items to the Service Delivery Department following all internal financial processes.

Members requested thanks be passed to SEA for their continued support.

117/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

118/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

119/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

120/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Jubilee Pontoon – storm damage work and delay with the ferry timetable;
2. Fore Street River of Lights;
3. CCTV;
4. Pillmere Drive Play Park partnership with Cornwall Council.

DATE OF NEXT MEETING

Thursday 10 April 2025 at 6.30 pm

Rising at: 8.35 pm

Signed: _____
Chairman

Dated: _____

Corrections and Additions to Saltash War Memorials

RESPONSIBLE COMMITTEE: SERVICES

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

Current Document Status			
Version	1	Approved by	Services Committee
Date		Date	13.02.25
Responsible Officer	Mayor's Secretary/ Receptionist	Minute no.	112/24/25
Next review date	One year		

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
13.02.25	1	Mayor's Secretary/ Receptionist	Services Committee	112/24/25	

Document Retention Period
Until superseded

Corrections and Additions to Saltash War Memorials

Introduction

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

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

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

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

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

Initial request

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

The request must include

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

Criteria for request to add names to Saltash war memorials

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

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

OR

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

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

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

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

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

Criteria for requesting correction to an existing name

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

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

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

Confirming eligibility for addition or correction to war memorial

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

All requests must be verified in the following ways:

- The administration department are to check all memorials to ensure the requested name is not already listed on a memorial.
- Accessing the UK census information to verify person was born within the Saltash boundary or lived within the Saltash Boundary prior to the date of death;
- If death occurred during WWI or WWII contact Commonwealth War Graves Commission or contact Armed Forces Memorial Roll of Honour for casualties of all other recognised conflicts;

- Search for name on the war memorial register (www.iwm.org.uk) to ensure person is not already listed on a war memorial;

Adding or correcting the name

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

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

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

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

Contact and Further Information

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

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 18th February 2025 at 6.30 pm

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

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

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

117/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

118/24/25 DECLARATIONS OF INTEREST:

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

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
S Lennox-Boyd	PA25/00047	Non-Pecuniary	Friend	Yes

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

None.

119/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.

None.

120/24/25 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 21 JANUARY 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 21 January 2025 were confirmed as a true and correct record.

121/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

122/24/25 TO RECEIVE AND REVIEW THE PLANNING GUIDE FOR COUNCILLORS AND CONSIDER ANY ACTIONS.

The Town Clerk informed the meeting that the Senior Policy and Data Compliance Officer has reviewed the Policy and has confirmed that there are no updates at this stage. Through the Chairman, the Town Clerk requested any updates from members.

Members reviewed and discussed the report within the circulated pack.

It was proposed by Councillor Peggs, seconded by Councillor Bardy and **RESOLVED** to agree that no updates are required at this time.

123/24/25 PLANNING:

- a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
- b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.

c. Applications for consideration:

PA24/09782

Hardy – **Land Adjacent to Babis Farm Row St Stephens Saltash**
Erection of new dwelling without compliance with condition 2 of decision notice PA16/07318 dated 10.10.2016.

Ward: Essa

Date received: 20/01/25

Response date: 20/02/25

It was proposed by Councillor Brady, seconded by Councillor Bickford and resolved to **RECOMMEND REFUSAL** on the basis of there not being enough information provided to consider the application at this time.

For the responsible Cornwall Council Officer: Due to the lack of information, the Town Council is surprised that this application has been allowed to come forward for consideration.

PA24/09804

Miss Kathryn Thorne – **25 Hillside Road Saltash PL12 6EX**
To construct a raised timber balcony.

Ward: Tamar

Date received: 06/02/25

Response date: 27/02/25

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

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

PA25/00047

Mr Lloyd Bright – **Barnwell Lynher Drive St Stephens Saltash PL12 4AX**

Widen gateway, extend entrance porch, build single storey extension to south with pitched/gable roof, replace conservatory with single storey garden room with sky lights, add external insulation, render and paint exterior, replacement windows and doors, remove chimneys and reposition solar panels, replace fascias and guttering.

Ward: Essa

Date received: 27/01/25

Response date: 21/02/25

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

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

PA25/00636

Paul Melling – **39 Lower Port View St Stephens Saltash PL12 4BY**
Change of roof covering from concrete tiles to slate and slight ridge height increase to allow for additional insulation. PV panels on rear dormer flat roof.

Ward: Essa

Date received: 31/01/25

Response date: 24/02/25

It was proposed by Councillor Miller, seconded by Councillor Brady and resolved to **RECOMMEND REFUSAL** on the basis of the lack of dimensional information provided on the application regarding the ridge height.

d. Tree Application:

PA25/00670

Mr Tony Peak – **Brook Hill Cottage Coombe Babis Lane St Stephens Saltash PL12 4ET**

Works to Trees within a Conservation Area (TCA) – T1 – Sycamore
– Reduced to 4-5 meters.

Ward: Essa

Date received: 04/02/25

Response date: 21/02/25

The Chairman informed Members of The Saltash Town Council Voluntary Tree Wardens' Report.

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

124/24/25 TO RECEIVE CORNWALL COUNCIL'S PLANNING POLICY CONSULTATION AND CONSIDER ANY ACTIONS.

Members reviewed and discussed the consultation within the circulated pack.

It was proposed by Councillor Brady, seconded by Councillor Stoyel and **RESOLVED** to delegate to the Town Clerk to submit Saltash Town Council's comments to Cornwall Council's Planning Policy Consultation as follows:

Generally, a fairly wide-ranging document and we are fortunate that the Saltash Neighbourhood Plan was completed and signed off in 2022 and most of the areas covered in the proposed Interim policy statement includes a number of areas that we have already covered in the SNP and it is good to see that each plan will be still considered on a planning-by-planning basis. (Section 1.3)

Main areas of concern would be Chapter 5 affordable housing mix and controls on rural housing. This would be an area that would need to be closely looked at due to the lack of accessibility to local transport, medical facilities and schools. Saltash is already very poorly catered for in public transport and we have already experienced planning applications in the past which were refused due to their rural location and lack of accessibility to public transportation and medical provisions.

Saltash has no hospital, and the two doctor's surgeries are at capacity of patient numbers. The senior school has no prospect of extending their facilities due to lack of additional grounds to be able to be built on.

While we all appreciate the need for more housing as demand is exceeding supply putting extra pressure on local infrastructure and facilities

125/24/25 TO RECEIVE CORNWALL COUNCIL'S LOCAL PLANNING POLICY CALL FOR SITES AND TO CONSIDER ANY ACTIONS.

Members reviewed and discussed the report within the circulated pack.

It was proposed by Councillor B Samuels, seconded by Councillor Lennox-Boyd and **RESOLVED** to create a Working Group comprised of Councillors Brady, Bullock, Lennox-Boyd, B Samuels and P Samuels, with administration support to review the Cornwall Council Local Planning Policy Call for Sites and respond on behalf of Saltash Town Council.

126/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

127/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

128/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

129/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and **RESOLVED** to issue the following Press and Social Media release:

1. Saltash Town Council has responded to Cornwall Council's Planning Policy Consultation.

DATE OF NEXT MEETING

Tuesday 18 March 2025 at 6.30 pm

Rising at: 7.12 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Tuesday 25th February 2025 at 6.00 pm

PRESENT: Rev L Bushell Hawke (Ex Officio Chairman), R Bullock, J Dent, J Peggs (Deputy Chairman), B Samuels, B Jones and L Batham.

ALSO PRESENT: D Joyce (Office Manager / Assistant to the Town Clerk) and F Morris (Planning and General Administrator).

APOLOGIES: None received.

31/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

32/24/25 DECLARATIONS OF INTEREST:

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

None.

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

None.

33/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.

None.

34/24/25 TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 29 OCTOBER 2024 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 29 October 2024 were confirmed as a true and correct record.

35/24/25 TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.

No report.

36/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

37/24/25

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

Members received and discussed the Service Delivery Department report as contained within the circulated reports pack.

Churchyard Gates

It was **RESOLVED** to note.

Grass Cutting & Moss Control

It was **RESOLVED** to note.

Uneven ground signs St Stephens Churchyard

The Ex-Officio Chairman informed the meeting that the installation of the signs must be permitted by the Ecclesiastical planning department through the Diocese. This is due to the signs needing to be fixed by drilling into the walls.

The Office Manager / Assistant to the Town Clerk emphasised that the signs are a Health and Safety requirement. Members discussed freestanding signs be permitted whilst waiting for Ecclesiastical planning approval.

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

1. To note the update;
2. The Ex-Officio Chairman to request permission to install the signs with the Ecclesiastical Planning Portal via the Diocese for the entrances to St Stephen's Churchyard;
3. To delegate to the Service Delivery Manager to liaise with the Ex-Officio Chairman to procure suitable temporary Health and Safety signs.

Headstone Survey

The Office Manager / Assistant to the Town Clerk informed the meeting that the Town Council will proceed with the Headstone Survey Health and Safety Audit in 2025.

Members discussed the headstone survey in detail.

It was proposed by Councillor Samuels, seconded by L Batham and **RESOLVED:**

1. To note the report on the headstone survey and approve the Town Council to proceed with the headstone audit in 2025;
2. The Ex-Officio Chairman to share information on the headstone survey, promote where possible and support the Town Council social media posts;
3. The Ex-Officio Chairman to manage the results of the headstone survey and any enquiries during the process.

General ground maintenance

The Ex Officio Chairman updated the meeting on a water leak from a standpipe in the churchyard, the Office Manager/Assistant to the Town Clerk clarified that it is the church's responsibility, not the Town Councils.

Members were informed that no plan for the church's water system has been identified and turning off the stopcock at the standpipe cuts off water to the entire churchyard.

It was proposed by Reverend Laura Bushell Hawke (Ex-Officio Chairman), seconded by Councillor Dent and **RESOLVED:**

1. To note the update;
2. To delegate to the Service Delivery Manager to liaise with the PCC Wardens to investigate the leak from the old standpipe located within the churchyard reporting back to the Ex-Officio Chairman and the Deputy Chairman.

38/24/25 TO RECEIVE AN UPDATE ON THE LAW COMMISSION BURIAL AND CREMATION CONSULTATION 2024 AND CONSIDER ANY ACTIONS.

Members received and discussed the report on the recent Law Commission Burial and Cremation Consultation, referencing the information outlined in the circulated reports pack.

The Law Commission have completed the first phase of the consultation and are now analysing responses before making final recommendations to Government.

It was **RESOLVED** to note.

39/24/25 TO RECEIVE AN UPDATE ON THE P.C.C REGISTERING THE CHURCHYARD AS CLOSED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Ex-Officio Chairman informed the meeting that the Parochial Church Council (PCC) met in January 2025 and have voted not to close the Churchyard whilst waiting for the Law Commission Report.

The Ex-Officio Chairman added that this did not mean that the closure of the Churchyard will not be considered in the future, but that the decision has been paused until the results of the Law Commission Burial and Cremation Consultation were available.

It was **RESOLVED** to note.

40/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

41/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

42/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

43/24/25 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.**

It was proposed by Councillor Peggs, seconded by Councillor Samuels and **RESOLVED** to issue a Press and Social Media release on the Headstone Survey Health and Safety Audit scheduled for 2025.

DATE OF NEXT MEETING

Tuesday 29 July 2025 at 2.00 p.m. to be followed by a site visit.

Rising at: 6.23 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 27th February 2025 at 6.30 pm

PRESENT: Councillors: J Dent, S Martin (Chairman), S Miller, J Peggs (Vice-Chairman) and B Stoyel.

ALSO PRESENT: S Burrows (Town Clerk)

APOLOGIES: None.

68/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

69/24/25 DECLARATIONS OF INTEREST:

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

None.

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

None.

70/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 19 DECEMBER 2024 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on 19 December 2024 were confirmed as a true and correct record.

71/24/25 TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman announced that agenda item 5 is to be received with agenda item 6.

72/24/25 TO RECEIVE AND REVIEW THE PERSONNEL COMMITTEE BUSINESS PLAN DELIVERABLES FOR QUARTER THREE AND CONSIDER ANY ACTIONS AND EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED**

1. To note Town Vision Sub Committee's recommendation to accelerate the improvement of staff restrooms and changing facilities at the Guildhall under Strategic Priority 2, however, the present location currently doesn't provide available space to achieve this, but the importance is recognised;
2. To amend under 'Health and Wellbeing' the 'Action' – Improve Guildhall restrooms and changing facilities – due to incorrect description to – Provide Guildhall restrooms and changing facilities where feasible;
3. To increase the score under Strategic Priority 2 'Aim' – Provide excellent welfare facilities from 1 to 2;
4. Delegate to the Responsible Finance Officer to research health care insurance for staff reporting back at the next Personnel Committee meeting with a comprehensive report.

73/24/25 TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

74/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

75/24/25 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

76/24/25 TO REVIEW THE FOLLOWING TOWN COUNCIL POLICIES:

The Town Clerk informed Members that the Employee Handbook requires updating, Human Resources Support Consultancy continue to work through the handbook to be received at a future Personnel Committee meeting. Saltash Town Council works to ACAS rights, rules and best practice.

- a. Data Protection - Criminal Records Information Policy;
- b. Data Protection Policy (Employees);
- c. Disability Employment Policy;
- d. Equality and Diversity Policy;
- e. Employee Handbook;
- f. Employee Recognition Scheme;
- g. Protocol for Member Officer Relations;
- h. Recruitment & Selection Policy;
- i. Training and Development Policy;

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to note the Town Clerk's update and that there are no other amendments to be made at this time.

77/24/25 TO RECEIVE STAFF COMPLIMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members that the Communications and Engagement Officer is preparing a Saltash Town Council newsletter where we would like to include staff compliments.

It was **RESOLVED** to note and thank the staff for their continued efforts.

78/24/25 TO NOTE THE APPOINTMENT OF THE COMMUNICATIONS AND ENGAGEMENT OFFICER.

It was **RESOLVED** to note the appointment of Ben Gordon, the Communications and Engagement Officer.

79/24/25 TO NOTE THE APPOINTMENT OF THE ADMINISTRATION OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to note the temporary appointment of Lee Wright the Administration Officer and to ratify Reed Agency hourly rate of £27.90 allocated to budget code 6694 EMF Staff Contingency.

80/24/25 TO RECEIVE UPDATED JOB DESCRIPTIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

- a. Administration Officer;
- b. Planning and General Administrator;
- c. Receptionist / Mayor's Secretary.

It was proposed by Councillor Stoyel, seconded by Councillor Dent and **RESOLVED** to approve the updated Administration Officer, Planning and General Administrator and Receptionist / Mayor's Secretary job descriptions to align their duties and responsibilities of the role (as attached).

81/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** 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 and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

Members noted the Chairman's statement.

82/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY PRIVATE AND CONFIDENTIAL PERSONNEL COMMITTEE HELD ON 19 DECEMBER 2024 AS A TRUE AND CORRECT RECORD.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Extraordinary Private and Confidential Personnel Meeting held on 19 December 2024 were confirmed as a true and correct record.

83/24/25 TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Training Attended;

The Town Clerk informed Members there is no report.

b. Training Requests;

AAT Level 4 Diploma in Professional Accounting:

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

1. To approve the Finance Assistant to undertake AAT Level 4 diploma in Professional Accounting;
2. At a total cost of £2,796 allocated to budget code 6656 ST PE Staff Training for the years 2025/26 and 2026/27;
3. To approve the payment terms of a low initial deposit followed by affordable monthly instalments over the duration of the course (approximately 18 months), to be determined at the time of registration;
4. To setup a training agreement between Saltash Town Council and the Finance Assistant;
5. To delegate to the Finance Officer / Responsible Finance Officer to manage the Finance Assistant's training sessions without compromising operational needs.

Portable Appliance Testing (PAT Testing):

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

1. To refer the PAT training request to the Service Delivery Manager to provide a PAT register of items and frequency thereof, a list of Town Council PAT equipment and if additional equipment is required and at what cost;
2. Service Delivery Manager to provide a comprehensive report to be received at the next Personnel Committee meeting;

City and Guilds 2345 Electrotechnical Experienced Worker Level 3:

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

1. To approve the Assistant Service Delivery Manager (ASDM) to undertake City and Guilds Electrotechnical Experienced Worker Level 3;
2. At a cost of £2,086, 50% funded by the ASDM and the other 50% allocated to budget code 6676 Staff Training (Service Delivery) for the year 2025-26;
3. To setup a training agreement between Saltash Town Council and the ASDM;
4. To delegate to the Service Delivery Manager (SDM) to liaise with HRSC to temporarily amend the ASDM working week to support his training needs – weekday to a Saturday there is to be no other change in his terms of employment;
5. That the ASDM ensures his electrical qualification remains in date at all times, at his cost not Saltash Town Council, and the relevant certificates are provided to Saltash Town Council for our records;
6. That it is the ASDM's responsibility to ensure all regulatory amendments are adhered to at all times, at the cost of the ASDM not Saltash Town Council;
7. Points 5 and 6 above are to ensure that all Saltash Town Council installation work undertaken by the ASDM meets the standards expected to keep us all safe;
8. To delegate to the SDM to ensure that the above is adhered to and the Town Clerk is informed at all times.

84/24/25 TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To approve the updated Library and Information Assistants job descriptions to align their duties and responsibilities of the role subject to the Community Hub Team Leader (CHTL) further updating the job description, reporting back to the Town Clerk (as attached);
2. To approve an increase in hours to 25 per week for all 4 Library and Information Assistants to commence from 1 April 2025 working within the Library Staffing budget code 2025/26;
3. To advertise a permanent 25 hour per week Community Hub Assistant role with immediate effect to commence from 1 April subject to Full Council's approval of points 6 and 7 below;
4. To delegate to the CHTL to liaise with HRSC to arrange addendums to employment contracts;
5. To **RECOMMEND** to Full Council reducing the number of Library and Information Assistant posts from 6 to 5 in the Town Council staffing structure to commence from 1 April 2025 (as attached);
6. To **RECOMMEND** to Full Council approving an additional 1 hour to the Library Staffing budget code increasing from a weekly total of 124 to 125 hours to provide consistency, a less complex rota, and improved coverage to commence from 1 April 2025;
7. To **RECOMMEND** to Full Council approving a change of job title from Library and Information Assistants to Community Hub Assistants with immediate effect (as attached).

85/24/25 TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

The Town Clerk informed Members that the meeting is about to exceed 2 ½ hours breaching Standing Orders.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to suspend Standing Order Section 3.26.

86/24/25 TO RECEIVE A REPORT ON ANNUAL STAFF PERFORMANCE REVIEWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to be held on 6 March 2025 to approve staff salary increments for those who meet the criteria working within budget for the year 2025/26.

87/24/25 TO RECEIVE A REPORT ON STAFF END OF YEAR ANNUAL LEAVE 2024-25 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to note the report and delegate to the Town Clerk to ensure all staff use their annual leave prior to the end of the year to avoid days being lost.

88/24/25 TO RECEIVE NOMINATIONS FOR THE EMPLOYEE RECOGNITION SCHEME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To award the Service Delivery Administration Assistant with the Employee Recognition Scheme for exceptional effort;
2. To purchase a voucher to the value of £25 allocated to budget code 6660 Staff Recognition;
3. To present a certificate;
4. To promote on social media and display in the reception of the Guildhall subject to the Administration Assistant's permission.

89/24/25 TO RECEIVE A REPORT FROM HR CONSULTANCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To note the report;
2. To appoint HRSC at an hourly rate of £50 to work with the Town Clerk to further investigate point 5 listed in the report reporting back at a future Personnel Committee meeting with their findings;
3. To allocate associated cost to budget code 6691 EMF Legal Fees working within budget.

90/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

91/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** that the public and press be re-admitted to the meeting.

92/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to issue the following social media release:

1. Employee Recognition Award subject to the Administration Assistant permission.

DATE OF NEXT MEETING

Thursday 26 June 2025 at 6.30 pm

Rising at: 9.36 pm

Signed: _____
Chairman

Dated: _____

Job Description

Position Title	Administration Officer
Location	Saltash Town Council – The Guildhall
Reporting to	Office Manager / Assistant to the Town Clerk
Hours	37 Hours per week variable generally 9am to 5pm Monday to Friday subject to your attendance at evening meetings, civic events and projects as required.
NJC Grade	13-17

Job purpose:

To collaborate with the Office Manager / Assistant to the Town Clerk and the Administration Department to provide essential support for the efficient operations of the Town Council assisting with Town Council duties and responsibilities on a day-to-day basis.

To support in maintaining effective communication channels between the administration department and across other Town Council departments, Town Councillors, key stakeholders and members of the public.

To help ensure the team follows departmental and Town Council policies and procedures, raising any issues or areas for improvement with the Office Manager / Assistant to the Town Clerk.

To attend and provide Committee and Town Council meeting administration and support to the Town Clerk.

Key responsibilities:

1. To support the Office Manager / Assistant to the Town Clerk in ensuring best practice is always maintained including review of policies, procedures, Standing Orders, Financial Regulations and the business plan.
2. To participate in the maintaining of all records and documents relating to the Town Council assisting in ensuring policies and processes are adhered to, organised and up to date.
3. To provide cover for the Office Manager / Assistant to the Town Clerk as and when required and trained to do so.

4. To provide cover for staff (where trained to do so) when required and directed by the Officer Manager / Assistant to the Town Clerk, dealing with all enquiries in a polite and timely manner.
5. To assist the Officer Manager / Assistant to the Town Clerk with various Town Council duties and responsibilities on a day-to-day basis.
6. To support the Office Manager / Assistant to the Town Clerk in preparation and distribution of all agendas for the Town Council and all Council Committees, liaising with different departments to ensure correct reports are uploaded.
7. To attend Committee, Sub Committee, Town Council evening meetings and any other Town Council meetings to take and produce the minutes or notes, as required.
8. To be responsible for the setup of the room for Town Council and Council Committees liaising with the Office Manager / Assistant to the Town Clerk.
9. To support the Office Manager / Assistant to the Town Clerk for reviewing all IT equipment and software.
10. To provide a full burial administration service jointly with the Administration Department.
11. To support and provide cover for the Senior Policy and Data Compliance Officer when required and trained to do so.
12. To assist in maintaining and updating the Town Council website ensuring WCAG compliance is always met.
13. To be an advocate for the Town Council business plan as part of the team in assisting the Town Council to meet the objectives and deliverables.
14. To assist in obtaining quotes for items and contracts relating to the administration department to form part of the annual budget review / precept setting.
15. Be proactive in identifying opportunities for learning and professional development to ensure continuous improvement.
16. To be responsible and support the Office Manager / Assistant to the Town Clerk with the recruitment for the Town Council.
17. To work in accordance with the General Data Protection Regulations and Town Council's policies and procedures.

18. This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform.
19. The job description will be reviewed as necessary and may be changed in the light of experience and in consultation with the post-holder.

Job Description

Position Title	Planning and General Administrator
Location	Saltash Town Council – The Guildhall
Reporting to	Office Manager / Assistant to the Town Clerk
Hours	37 Hours per week variable but generally 9am to 5pm Monday to Friday subject to your attendance at evening meetings, civic events and projects as required.
NJC Grade	10-12

Job purpose:

To support the Office Manager / Assistant to the Town Clerk in the day-to-day front of office functions of the Town Council.

To support the Office Manager / Assistant to the Town Clerk in ensuring the smooth day-to-day running of the Town Council's Planning and Administration duties.

To develop and maintain professional working relationships with colleagues, Town Councillors, key stakeholders and members of the public.

To provide general administrative support to the Office Manager / Assistant to the Town Clerk and Town Council as required.

To manage reception duties, providing a welcoming and professional first point of contact for visitors and enquiries.

To assist with the preparation, administration and support of Committee and Town Council meetings.

Key responsibilities:

1. To be the first point of contact for all incoming communication and dealing with all enquiries in a professional manner.
2. To be responsible for the receiving and acknowledging of payments to the Town Council liaising with the Office Manager / Assistant to the Town Clerk.
3. To be responsible with the Community Chest and Festival Fund applications (in the absence of the Receptionist / Mayors Secretary), updating of Allotment applications (in the absence of the Service Delivery Administration Assistant)

and Burial Registers jointly with the Receptionist/Mayors Secretary liaising with the Office Manager / Assistant to the Town Clerk.

4. To assist in recruitment for the Town Council jointly with the Administration Officer and Receptionist/Mayors Secretary as directed by the Office Manager / Assistant to the Town Clerk.
5. To provide a full burial administration service jointly with the Administration Officer and Receptionist/Mayors Secretary.
6. To be responsible for various reception and administration duties liaising with the Office Manager / Assistant to the Town Clerk.
7. To assist the Office Manager / Assistant to the Town Clerk in preparation and distribution of all agendas, minutes and reports for the Town Council, all Council Committees and external partnerships, liaising with different departments to ensure correct reports are uploaded.
8. To attend Committee, Sub Committee, Town Council evening meetings and any other Town Council meetings to take and produce the minutes or notes, as required.
9. To assist in the setup of the room for Town Council and Council Committees liaising with the Office Manager / Assistant to the Town Clerk.
10. To be responsible for providing various planning administration duties, liaising with Cornwall Council Planning Officers, and the Office Manager / Assistant to the Town Clerk.
11. To provide administrative support to the Officer Manager / Assistant to the Town Clerk with various Town Council duties and responsibilities on a day-to-day basis.
12. To provide cover for staff (where trained to do so) when required and directed by the Officer Manager / Assistant to the Town Clerk, dealing with all enquiries in a polite and timely manner.
13. To be an advocate for the Town Council business plan as part of the team in assisting the Town Council to meet the objectives and deliverables.
14. To assist in obtaining quotes for items and contracts relating to the administration department to form part of the annual budget review / precept setting.

15. Be proactive in identifying opportunities for learning and professional development to ensure continuous improvement.
16. To work in accordance with the General Data Protection Regulations and Town Council's policies and procedures.
17. To undertake such duties as may arise from time to time commensurate with the position.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.

Job Description

Position Title	Receptionist / Mayors Secretary
Location	Saltash Town Council – The Guildhall
Reporting to	Office Manager / Assistant to the Town Clerk
Hours	37 Hours per week variable but generally 9am to 5pm Monday to Friday subject to your attendance at evening meetings, civic events and projects as required.
NJC Grade	10-12

Job purpose:

To support the Office Manager / Assistant to the Town Clerk in the day-to-day front of office functions of the Town Council.

To support the Office Manager / Assistant to the Town Clerk in ensuring the smooth day-to-day running of the Town Council's Mayoral and Civic duties.

To develop and maintain professional working relationships with colleagues, Town Councillors, key stakeholders, members of the public and dignitaries.

To provide administrative and diary management support for the Mayor, including scheduling appointments, co-ordinating engagements and preparing correspondence.

To manage reception duties, providing a welcoming and professional first point of contact for visitors and enquiries.

To assist with the preparation, administration and support of civic events and Town Council meetings.

Key responsibilities:

1. To be the first point of contact for all incoming communication and dealing with all enquiries in a professional manner.
2. To be responsible for the receiving and acknowledging of payments to the Town Council liaising with the Office Manager / Assistant to the Town Clerk.

3. To be responsible with the Community Chest and Festival Fund applications, updating of Allotment applications (in the absence of the Service Delivery Administration Assistant) and Burial Registers jointly with the Planning and General Administrator liaising with the Office Manager / Assistant to the Town Clerk.
4. To assist in recruitment for the Town Council jointly with the Administration Officer and Planning Administrator and General Administrator as directed by the Office Manager / Assistant to the Town Clerk.
5. To provide a full burial administration service jointly with the Administration Officer and Planning and General Administrator.
6. To be responsible for various reception and administration duties liaising with the Office Manager / Assistant to the Town Clerk.
7. To be responsible in supporting the incumbent Mayor in serving the people of Saltash and events and functions of the Town Council.
8. To be responsible for various Mayoral Civic, Ceremonial and Administration duties.
9. To be responsible in organising Town Council Civic and Community Events i.e. Civic Service and Remembrance Service and to attend events as directed by Office Manager / Assistant to the Town Clerk.
10. To assist the Office Manager / Assistant to the Town Clerk in preparation and distribution of all agendas, minutes and reports for the Town Council, all Council Committees and external partnerships, liaising with different departments to ensure correct reports are uploaded.
11. To attend Committee, Sub Committee, Town Council evening meetings and any other Town Council meetings to take and produce the minutes or notes, as required.
12. To provide administrative support to the Officer Manager / Assistant to the Town Clerk with various Town Council duties and responsibilities on a day-to-day basis.
13. To provide cover for staff (where trained to do so) when required and directed by the Officer Manager / Assistant to the Town Clerk, dealing with all enquiries in a polite and timely manner.
14. To be an advocate for the Town Council business plan as part of the team in assisting the Town Council to meet the objectives and deliverables.

15. To assist in obtaining quotes for items and contracts relating to the administration department to form part of the annual budget review / precept setting.
16. Be proactive in identifying opportunities for learning and professional development to ensure continuous improvement.
17. To work in accordance with the General Data Protection Regulations and Town Council's policies and procedures.
18. To undertake such duties as may arise from time to time commensurate with the position.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.

COMMUNITY HUB ASSISTANT – JOB DESCRIPTION

Hours:	Monday to Saturday, hours variable, currently required over 5 days.
Responsible to:	Community Hub Team Leader
Purpose of job:	To provide a proactive and comprehensive Community Hub service to both internal and external customers, which will involve interpreting the customer's need, initiating appropriate service delivery and ensuring effective resolution of their requests.

RESPONSIBILITIES

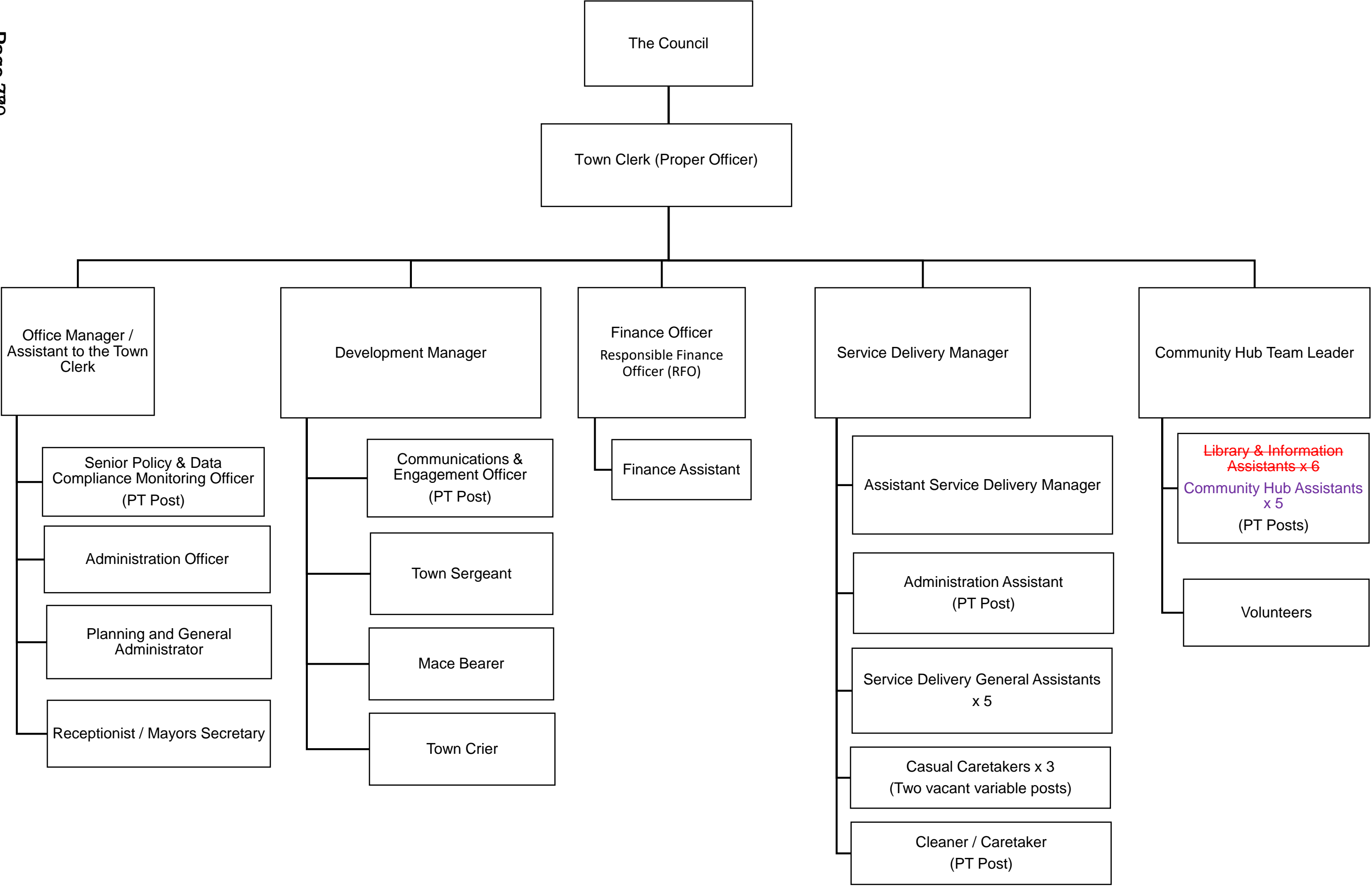
4. To establish a good knowledge of Saltash Community Hub resources, including the maintenance and presentation of stock and the Universal Library Offer in the themes of reading, culture and creativity, health and wellbeing, information and digital.
2. To assist in promoting and marketing the Community Hub.
3. To participate and assist in the delivery and development of the Community Hub such as events and activities.
4. To undertake the required roles within the Community Hub setting.
5. To offer initial reading choice guidance to adults and children, assist in promoting the library offer and reading with schools.
6. To receive customer enquiries by telephone, electronically, post or person. Assess service requests, suitably prioritise, and take prompt appropriate action in accordance with procedures.
7. To process payments, receipts, and prepare associated paperwork and electronic records in an efficient and effective manner.
8. To process requests for Saltash Town Council and Cornwall Library services in accordance with current procedures.
9. To record and refer enquiries as determined.
10. To use customer service IT packages effectively, updating and maintaining computerised systems to ensure the service performs successfully, as instructed by Cornwall Council.
11. To ensure a positive and flexible approach to the variety of tasks and work patterns to meet customer demands.
12. To deal with customer complaints in accordance with the Town Council's Complaint Handling and Customer Behaviour policies, advising customers of the applicable procedures, proactively resolving wherever possible or escalating to your line manager if required.
13. To work in accordance with the new General Data Protection Regulations, Saltash Town Council's policies and procedures, safeguarding, equality and diversity.

14. To be an advocate for the Town Council business plan as part of the team in assisting the Town Council to meet the objectives and deliverables.
15. To identify training to the post and attend as instructed by your line manager.
16. To support staff and volunteers with day-to-day on the job work queries as they arise. Staff and volunteer training and development is delivered and managed by the line manager.
17. Undertake as required other delegated duties appropriate to the grading of the post, and the potentially changing work patterns as the Library Hub develops in the future.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.

Saltash Town Council Line Management Staff Structure



SALTASH TOWN COUNCIL

Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Thursday 20th February 2025 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent (Chairman), S Miller (Vice-Chairman) and B Stoyel.

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

APOLOGIES: J Brady and J Peggs.

42/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

43/24/25 DECLARATIONS OF INTEREST:

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

None.

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

None.

44/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

45/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 28 OCTOBER 2024 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on 28 October 2024 were confirmed as a true and correct record.

46/24/25 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.

Members discussed the need for some external redecoration (masonry repairs and painting) to Isambard House.

The Town Clerk confirmed that funds have been budgeted and would be available from April 2025.

It was **RESOLVED** to note.

47/24/25 TO RECEIVE AND REVIEW THE PROPERTY MAINTENANCE SUB COMMITTEE'S BUSINESS PLAN DELIVERABLES FOR QUARTER THREE AND CONSIDER ANY ACTIONS AND EXPENDITURE.

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

It was **RESOLVED** to note.

48/24/25 TO RECEIVE AN UPDATE ON THE SALTASH HERITAGE EXTERNAL WINDOWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the update report on the Saltash Heritage external window works, contained within the circulated reports pack.

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

1. To note the report;
2. To delegate to the Service Delivery Manager to work with Barron Surveying to issue a tender specification, if required, for the appointment of a contractor working within budget 6471 SE EMF Heritage Centre, reporting back at the next Property Maintenance meeting.

49/24/25 TO RECEIVE AN UPDATE ON THE GUILDHALL 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.

Members discussed each area of the report in detail.

The Town Clerk noted that some external areas of the Guildhall had appeared to remain damp, resulting in a bubbling effect of the paint, this has been reported to the contractor and Barron Surveying to investigate.

It was **RESOLVED** to note.

50/24/25 TO RECEIVE AN UPDATE ON THE WATERSIDE TOILET AND SHEDS PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the update report on the Waterside Toilet and Sheds Project, contained within the circulated reports pack.

It was **RESOLVED** to note.

51/24/25 TO RECEIVE AN UPDATE ON THE HEADS OF TERMS FROM NETWORK RAIL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the update report from the Development and Engagement Manager, contained within the circulated reports pack.

It was **RESOLVED** to note.

52/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

53/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None

54/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

55/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 25 September 2025 at 6.30 pm

Rising at: 6.57 pm

Signed: _____
Chairman

Dated: _____

Chairman's report

February 2025

Mayoral Engagements

Date	Location	Information
Sunday 2 nd February	Launceston	Launceston Civic Service
Saturday 8 th February	Truro	St John Ambulance Award Presentation evening
Wednesday 12 th February	Saltash	Production of Mary Poppins by Saltash.net students
Thursday 20 th February	Saltash	Civic Memorial of Freeman Barbara Spring

Deputy Mayoral Engagements

Date	Location	Information
Saturday 8 th February	Saltash	Music, Speech and Drama Awards Presentation Evening
Thursday 20 th February	Saltash	Civic Memorial of Freeman Barbara Spring

End of Report
Mayors Secretary

Report to the Full Town Council Meeting

Saltash Crimes	Feb. 2025	Feb. 2024	% Change
Totals	104	68	52.9%
Burglary - Business and Community	1	3	-66.7%
Burglary - Residential	1	0	-
Criminal Damage	10	3	233.3%
Miscellaneous Crimes Against Society	6	2	200.0%
Other Sexual Offences	9	2	350.0%
Other Theft	6	7	-14.3%
Possession of Drugs	4	2	100.0%
Possession of Weapons	1	1	0.0%
Public Order Offences	3	4	-25.0%
Rape	1	3	-66.7%
Shoplifting	9	8	12.5%
Stalking and Harassment	11	12	-8.3%
Theft from the Person	2	1	100.0%
Vehicle Offences	2	2	0.0%
Violence with Injury	10	8	25.0%
Violence without Injury	28	10	180.0%

Increase in Red

Decrease in Green

End of report



REPORT TO SALTSH TOWN COUNCIL

Date 28.2.25

Chair's Report

The New Year has started well. Despite the cold weather increasing our electricity costs as demand for heating was higher, things have been going well. The new Veterans group held an open evening which was well attended and this holds promise for the success of the approach being taken by the new staff.

At our January board meeting we elected James Jenkins as a director and we look forward to the experience and fresh ideas he can bring to us. We continue our search for talented local people to join the board and have already started discussions with a couple of promising candidates.

Our financial position continues to show improvement bolstered by the second part of the Volunteer Cornwall grant supporting the work done in the Community Kitchen and further support from Greenwich Hospital for the Veterans. This removes the short-term worries and allows us to concentrate more efforts on looking to our longer term financial sustainability through new projects.

So there is the potential for exciting and challenging times ahead, but more positive now our financial future appears more stable.

Chris Bailey.

War-barth 'gan gallos War-barth 'gan gwul

Report for Safer Saltash.

Safer Saltash Report meeting held at Saltash Guildhall 13th February 2025. The Meeting was held in person.

In attendance.

Lucy Allison, Julia Peggs Mayor , Philippa Davey beat manager, Martin Cummings beat manager, Andrew Hawke enforcement team ,Joseph Lewis enforcement

,Councillors Hilary Frank, Martin Worth, Sheila Lennox-Boyd, Dani King Saltash.net.

We welcomed Dani King from Saltash.net as we were concerned about our connectivity with the school, so her attendance was welcomed and her input valuable.

Crime figures this period have gone up due to the arson attack on the container in Chapel field and the attack at the shop on Callington Road. Arrests for the incident at the shop have been made with stage 1 and 2 ASBs issued.

There have been issues around alcohol at the shops at the Gilston Rd area where the police feel alcohol should be kept in closed vessels and are in contact with the Licensing Officer.

To help support the shops with issues of shoplifting they are going to provide diary's so every incident that happens in their premises is logged , and the police will have incidents with times and dates of the incident as the logging online is not satisfactory, and the police will visit the premises.

The shops now have a WhatsApp group where they can communicate with each other regarding shoplifting and there is a promise of a radio system being applied for through the police and crime commissioner.

Saltash will be looking forward to the addition of a PCSO in April and we will be having a new inspector to our area and there is also a promise of a Tri service officer.

Julia Peggs asked if the police could attend Livewire on a Monday evening to give support to our younger people and to also issue ASB diaries to the school and youth centres.

Our enforcement officers updated on the change at the junction at Gilston road and that people were getting used to it and that it had improved the issue at this junction.

The 20 MPH was not being adhered to in Parishes especially around school areas.

Councillor Frank updated on the start of the community speed watch group and was keen for members to bring forward areas of speed concerns and how they would be able to help parishes to train up and develop speed watch groups in their area.

Danni was keen to celebrate the good things that were going on at the school and how the support from the police and services at the school with the drugs and alcohol and vaping problems that services , We Are With You and Wise Up will be delivering sessions at the school to help support the young people.

Danni was also able to update us on the number of pupils that attend Saltash.net who live in Plymouth but attend the school in Saltash was 170 pupils.

Dates for diaries and the safer Saltash attendance at events.

3rd-4th May fair 7th June Regetta.

End of report

Report to the Full Town Council Meeting

Cornwall Councillors report

A written report re Family hub visit.

After reporting to our Saltash Town Councils last meeting on the increase of the number of early help assessments in Cornwall since 2019-2024 by 87% meaning there was an increase in additional assessments of more than 1250 every 6 months.

I did question this massive increase was it because access to help was easier to obtain due to the improved integrated services at our family hubs that are there to provide help in both early childhood and developmental problems.

The early help hubs are the single point of access for professionals, families, and young people to access.

At one of our Safer Saltash meeting where again multi agencies meet with police and councillors I was able to ask if I could spend some time at the family hub to see what services were provided there.

My first thoughts were how welcoming the administration team were as they are the first introduction to the family hub. There are so many services provided here like midwifery, postnatal, infant and parents health team and baby weighing when alongside this service if the parents need support with the newborn , they can source professional help immediately.

The school nurses who left the NHS in 2018 to join our Cornwall Council team which now have an advice line where parents can contact them direct.

There is a contact to help with funding nursery places help with our young children who are suffering with mental health issues, courses are held to support these children either online or in person 'Working things out' has been a massive success.

I also met with three youth workers who were holding courses there and was very pleased to hear that they could not thank Saltash Town Council enough for the support that they had given to all the youth centres in Saltash.

They were also very pleased to show me the award they had received as the

Best Directory Award to Cornwall Family Information Services 2024 in the country.

End of report

Sheila Lennox-Boyd

Report to STC

6th March 2025

Cllr. Hilary Frank



Transferral of Belle Vue West Car Park

In March 2024, Cabinet endorsed a proposal for Cornwall Council to change its approach to the management of a selection of 'environmental assets' including car parks that are 'within or linked to environmental land'. The focus was apparently on remote locations that pose challenges for enforcement officers or have experienced issues such as anti-social behaviour or overnight camping.

After a period of consultation, a decision was issued last Tuesday that 19 car parks, including Belle Vue West, would be leased to the Council-owned entity Corserv Solutions Ltd.

I joined a group of councillors who tried to 'call in' the decision, citing various reasons, including:

- Belle Vue West is a car park in the centre of Saltash and used by people shopping and is therefore not 'within or linked to environmental land.'
- It is extremely close to Belle Vue East car park, so can easily be included in an enforcement patrol.
- There have been no issues with anti-social behaviour or overnight camping.
- The consultation was flawed as there was no engagement with Members of neighbouring Divisions, only engagement with Members of the Divisions where the 19 car parks are situated.
- The consultation was flawed as there was no direct consultation with Saltash Town Council or the Saltash Chamber of Commerce
- Transferring Belle Vue West in an attempt to boost revenue could have a detrimental impact on footfall in to Saltash town centre at a time when the Town Council, Chamber of Commerce and Town Team are actively engaged in trying to support our fragile high street economy.
- Transferring Belle Vue West in an attempt to bring in additional income is likely to exacerbate issues with parking in residential areas.

We heard this morning (6th March) that the Monitoring Officer has rejected the 'call in'. In some ways, I understand this as I recognise the need to bring in extra income for the maintenance of car parks, and the overall direction of travel could definitely be beneficial in beach car parks. However, I feel strongly that Belle Vue West should not be included, so I have written asking if it can be removed from the list. I will inform the Town Council when I receive a reply.

In any case, I have been offered a meeting with Neil Edmond who is the new CEO of Corserv to discuss my concerns. The main issue residents have raised is that the grace period between parking and payment should be at least 15 minutes, so I will be sure to raise this. I am keen for Saltash Town Council and the Chamber to be involved in the meeting, so I will pick up contact when I have been offered some dates.

Bank Receipts
Saltash Town Council
For the period 1 January 2025 to 31 January 2025

Contact	Description	Net	VAT	Gross
Callington Town Council	Attendance of CTC Staff member at First Aid Course 31/01/2025	£ 95.00	£ 19.00	£ 114.00
Churchtown Allotments	Allotment Deposit Income	£ 200.00	£ -	£ 200.00
Churchtown Allotments	Allotment rent 02/01/2025 to 31/03/2025	£ 80.35	£ -	£ 80.35
Churchtown Cemetery	Interment Fees	£ 1,977.00	£ -	£ 1,977.00
Cornwall Council	Removal services for a large tree	£ 300.00	£ 60.00	£ 360.00
Cornwall Council	Saltash's Town Accelerator Funding tranche	£ 10,500.00	£ -	£ 10,500.00
Cornwall Council Deposit Account	Transfer to cover expenditure	£ 150,000.00	£ -	£ 150,000.00
EE	Cash back from phone contracts	£ 5.00	£ -	£ 5.00
Eventbrite	Murder Mystery Ticket Sales income (less fees)	£ 44.80	£ -	£ 44.80
Guildhall Income	Various Bookings	£ 151.70	£ -	£ 151.70
Guildhall Income	Refreshment Income	£ 11.00	£ 2.20	£ 13.20
Guildhall Income	Photocopying Services	£ 6.00	£ 1.20	£ 7.20
Isambard House	Various Bookings	£ 582.71	£ 116.54	£ 699.25
Library Income	Photocopying Fees	£ 8.57	£ 1.71	£ 10.28
Murder Mystery Night	Ticket Income	£ 46.67	£ 9.33	£ 56.00
Public Sector Deposit	Bank Interest	£ 2,017.76	£ -	£ 2,017.76
Saltash Bowling Club	Longstone - Bowling Club Water Charges	£ 18.39	£ 1.59	£ 19.98
We Are With You	Various Bookings	£ 90.00	£ -	£ 90.00
Grand Total		£ 166,134.95	£ 211.57	£ 166,346.52

Bank Payments

Saltash Town Council

For the period 1 January 2025 to 31 January 2025

Contact	Description	Net	VAT	Gross
All Seasons Window Cleaning	Station Window Cleaning - October 2024	£ 35.00	£ -	£ 35.00
All Seasons Window Cleaning	Station Window Cleaning - November 2024	£ 35.00	£ -	£ 35.00
All Seasons Window Cleaning	Station Window Cleaning - December 2024	£ 35.00	£ -	£ 35.00
Allstar Business Solutions Limited	Fuel for Town Council Service Delivery Vehicles	£ 114.12	£ 22.82	£ 136.94
Anglotech Group Limited (Previously Print Copy Scan Ltd)	Prints for Photocopiers 28/11/2024 to 20/12/2024	£ 175.80	£ 35.16	£ 210.96
Barclays	Bank Interest	£ 11.17	£ -	£ 11.17
BrightHR	Provisions of HR Software - January 2025	£ 78.00	£ 15.60	£ 93.60
Carlton Plastics (SW) Ltd	Maintenance Materials - Waterside Toilets	£ 24.68	£ 4.94	£ 29.62
Carlton Plastics (SW) Ltd	Maintenance Materials - Churchtown Cemetery Toilets	£ 21.24	£ 4.25	£ 25.49
CEF Plymouth Central	Low Earth Leakage Clamp Meter	£ 95.00	£ 19.00	£ 114.00
Clear Insurance Management Ltd (Prev. BHIB Insurance Brokers)	Renewal of cyber liability effective Cyber insurance effective date 21/12/2024 to 20/12/2025	£ 1,434.88	£ -	£ 1,434.88
Cornwall Association of Local Councils	Menopause Essentials SWLCA Training Course - Assistant to the Town Clerk	£ 14.00	£ 2.80	£ 16.80
Cornwall Association of Local Councils	Team Leadership Essentials Training Course - Assistant to the Town Clerk	£ 14.00	£ 2.80	£ 16.80
Cornwall Association of Local Councils	Procurement Act 2023 Training Course - Town Clerk.	£ 30.00	£ 6.00	£ 36.00
Cornwall Association of Local Councils	Heritage, Local Plans and Class Q Permitted Development webinar training - Senior Policy and Data Compliance Officer	£ 30.00	£ 6.00	£ 36.00
Cornwall Association of Local Councils	An Introduction to Planning webinar training - Senior Policy and Data Compliance Officer	£ 30.00	£ 6.00	£ 36.00
Cornwall Association of Local Councils	Introduction to Planning Training Course - Planning and General Administrator	£ 30.00	£ 6.00	£ 36.00
Cornwall Council	Insurance for Longstone Garage and Depot - January 2025	£ 15.00	£ -	£ 15.00
Cornwall Council	Rent for Longstone Garage and Depot - January 2025	£ 375.00	£ -	£ 375.00
Cornwall Council Rates Only	Non Domestic Rates 2024-2025 - Station Building	£ 3,842.30	£ -	£ 3,842.30
Cornwall Council Rates Only	Non Domestic Rates 2024 - 2025 - Guildhall	£ 10,728.50	£ -	£ 10,728.50
Cornwall Council Rates Only	Non Domestic Rates 2024-2025 - Saltash Library	£ 13,098.75	£ -	£ 13,098.75
Cornwall Pensions	Cornwall Pensions	£ 12,998.18	£ -	£ 12,998.18
Credit Card Purchase (CrowdFunder)	Transfer for Crowdfunder Spend	£ 813.00	£ -	£ 813.00
Credit Card Purchases (Amazon)	Felt to be used in the library to re-cover notice boards	£ 199.80	£ 39.90	£ 239.70
Credit Card Purchases (Amazon)	Refund for late A1 5mm Foamboard X 10 Sheets White	-£ 22.08	-£ 4.42	-£ 26.50
Credit Card Purchases (Amazon)	Activities Cost - Library	£ 49.96	£ 10.00	£ 59.96
Credit Card Purchases (NALC)	Empowering the young councillors of tomorrow training course - Planning and General Administrator	£ 32.68	£ 6.54	£ 39.22
Credit Card Purchases (SSP Direct)	Maintenance Components - Public Toilets CCTV	£ 38.85	£ 7.77	£ 46.62
Credit Card Purchases (Xero UK Ltd)	Subscription - 01/12/2024 to 31/12/2024	£ 31.02	£ 6.60	£ 37.62
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 332.13	£ 66.43	£ 398.56
Denmans	Repair Materials - Guildhall	£ 72.74	£ 14.53	£ 87.27
Diverse Events	Planning, delivery, onsite management and road closures for 6 Street Markets with 17 market traders at each under the TDF and TAF funded project.	£ 11,414.84	£ -	£ 11,414.84
Duchy Cemetery's Ltd	Man And Digger Hire To Work On Wild Flower Sections At Churchtown Cemetery New Wild Flower Plot Near Carpark Of Allotment.	£ 80.00	£ -	£ 80.00
EE	Staff mobiles and Pontoon broadband charges	£ 120.09	£ 24.02	£ 144.11
Efficient Comms Ltd	Call Out To Saltash Town Council Longstone Depot Building - Internet Dish On Top Of Main Office Blown Out Of Bracket Due To Storm Darragh 2024.	£ 70.00	£ 14.00	£ 84.00
Efficient Comms Ltd	Telephone Call and Service Charges - December 2024	£ 239.63	£ 47.93	£ 287.56
EON	Electricity Charges - 1st December 2024 - 31st December 2024	£ 411.79	£ 20.59	£ 432.38
Euro Car Parts	Vehicle Maintenance Costs - Service Delivery	£ 11.94	£ 2.39	£ 14.33
Flags4sale	Union Jack flags	£ 150.00	£ 30.00	£ 180.00
Hampshire Flag	20m Halyard Rope for Flags and Bunting	£ 18.99	£ 3.80	£ 22.79
HMRC	PAYE payment - January 2025	£ 7,299.59	£ -	£ 7,299.59
Howdens	Maintenance Materials - Longstone Depot	£ 24.54	£ 4.91	£ 29.45
ICS Industrial Component Supplies	Tool consumables - Longstone Depot	£ 107.90	£ 21.58	£ 129.48
JEB Supplies Ltd	Repair Materials - Guildhall	£ 58.58	£ 11.72	£ 70.30
KPT Timber & Building Supplies	Grounds Maintenance Materials	£ 280.58	£ 56.12	£ 336.70
Laser - Christmas Light supply Point 1- 1051642	Electricity Charges - 01/09/2024 to 30/11/2024	£ 77.86	£ 3.89	£ 81.75
Laser - Christmas Light supply Point 2 - 1051643	Electricity Charges - 01/09/2024 to 30/11/2024	£ 84.81	£ 4.24	£ 89.05
Laser - Christmas Light supply Point 3 - 1051644	Electricity Charges - 01/09/2024 to 30/11/2024	£ 76.80	£ 3.84	£ 80.64

Contact	Description	Net	VAT	Gross
Laser - Christmas Light supply Point 4 - 1051645	Electricity Charges - 01/09/2024 to 30/11/2024	£ 77.03	£ 3.85	£ 80.88
Laser - Library Electric	Credit for Overestimated Bill - 01/06/2024 to 31/08/2024	-£ 1,095.37	-£ 219.07	-£ 1,314.44
Laser - Library Electric	Electricity Charges - 01/09/2024 to 30/11/2024	£ 749.78	£ 37.49	£ 787.27
Laser - Library Gas	Gas Charges - 31/08/2024 to 30/09/2024	£ 73.80	£ 3.69	£ 77.49
Laser- Haldo Pillar Park light 1051653	Electricity Charges - 01/09/2024 to 30/11/2024	£ 76.82	£ 3.84	£ 80.66
Lynher Training Limited	Qualsafe Emergency First Aid at Work training course 31/01/2025 at St Dominick for Five STC Staff members	£ 475.00	£ -	£ 475.00
Mel Richardson Consultancy	Open Space Next Stage work	£ 4,000.00	£ -	£ 4,000.00
Mike Harding Lighting Solutions Ltd	Installation and removal of Christmas lighting	£ 3,550.00	£ 710.00	£ 4,260.00
Mike Harding Lighting Solutions Ltd	Callout 13/12/2024 for faulty Motif on festive lights	£ 226.00	£ 45.20	£ 271.20
Minster Cleaning (South West Commercial Cleaning Ltd)	Opening, closing and cleaning of Saltash Town Council toilet blocks for December 2024	£ 2,896.02	£ 579.20	£ 3,475.22
Opayo (previously Sage)	Card Machine Charges	£ 13.00	£ 2.60	£ 15.60
PEAC Finance	Photocopier Lease 26/01/2025 - 25/04/2025	£ 649.28	£ 129.86	£ 779.14
Pertemps Recruitment	Admin officer Pertemps staffing - Week Commencing 02/12/2024	£ 634.21	£ 126.84	£ 761.05
Pertemps Recruitment	Admin officer Pertemps staffing Week Commencing 09/12/2024	£ 752.08	£ 150.42	£ 902.50
Pertemps Recruitment	Admin officer Pertemps staffing Week Commencing 25/11/2024	£ 67.35	£ 13.47	£ 80.82
Premier Forest Products Ltd	Maintenance to Gates entrance to St Stephens Churchyard via Farm Lane	£ 480.00	£ 96.00	£ 576.00
Public Works Loan Board	Repayment of Public Works Loan - Burial Authority	£ 10,692.33	£ -	£ 10,692.33
Richard Ough's Motor Services	Maintenance Costs - Service Delivery Maintenance	£ 236.12	£ 47.22	£ 283.34
Robert Mcneil	Works carried out to ash trees over the bee hives at Churchtown Allotments due to storm damage	£ 350.00	£ -	£ 350.00
Robert Mcneil	Tree works at Pillmere requiring 2 climbers and a MEWP	£ 1,000.00	£ -	£ 1,000.00
Saltash Town Band	Hire of Saltash Town Band for Saltash Remembrance on 10 November 2024	£ 350.00	£ -	£ 350.00
Saltash Window Cleaning	Cleaning of Saltash Council Office December 2024 and January 2025	£ 90.00	£ -	£ 90.00
Signet	Grounds Maintenance Materials	£ 65.12	£ 13.02	£ 78.14
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 1,373.89	£ 274.78	£ 1,648.67
South West Signs	Maintenance Materials - Public Toilets	£ 165.00	£ 33.00	£ 198.00
South West Signs	Grounds Maintenance Materials	£ 130.00	£ 26.00	£ 156.00
South West Signs	Tool consumables - Longstone Depot	£ 87.50	£ 17.50	£ 105.00
South West Signs	Repair Materials - Isambard House	£ 25.00	£ 5.00	£ 30.00
South West Surfacing Specialists Ltd	Resurfacing of Isambard House Car Park - Second Payment	£ 8,250.00	£ 1,650.00	£ 9,900.00
South West Water - Alexandra Sq	Water and Sewerage Charges 11 September 2024 to 26 November 2024	£ 488.73	£ -	£ 488.73
South West Water - Library	Water and Sewerage Charges - 4 December 2024 to 2 January 2025	£ 17.77	£ -	£ 17.77
South West Water - Longstone Depot - Connection to Bowling Green	Water and Sewerage Charges 3 December 2024 to 2 January 2025	£ 23.87	£ 2.02	£ 25.89
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water and Sewerage Charges 3 December 2024 to 2 January 2025	£ 177.27	£ 13.70	£ 190.97
South West Water - Maurice Huggins Room	Water and Sewerage Charges - 3 December 2024 to 2 January 2025	£ 12.51	£ 1.15	£ 13.66
South West Water - Waterside	Waterside Toilets - Water and Sewerage Charges 11 September 2024 to 26 November 2024	£ 159.86	£ -	£ 159.86
SSG Training & Consultancy	IOSH Managing Safely 3 day virtual online course for Service Delivery Manager	£ 625.00	£ 125.00	£ 750.00
SSG Training & Consultancy	IOSH Working Safely course for SDGA 24/02/2025	£ 250.00	£ 50.00	£ 300.00
Staff Expenses	Business mileage for Assistant Service Delivery Manager - December 2024	£ 126.00	£ -	£ 126.00
Staff Salaries	Staff Salaries	£ 41,720.59	£ -	£ 41,720.59
Steve Hillman Ground Works And Cherry Picker Services Saltash.	Man and cherry picker hire for inspection of library roof for routine maintenance check	£ 150.00	£ -	£ 150.00
Steve Hillman Ground Works And Cherry Picker Services Saltash.	Cherry Picker hire to repair broken slates on the Guildhall	£ 320.00	£ -	£ 320.00
Steve Hillman Ground Works And Cherry Picker Services Saltash.	Hire of cherry picker for routine monthly roof inspection	£ 150.00	£ -	£ 150.00
Sumup	Card Machine Charges	£ 3.06	£ -	£ 3.06
Tamar trash Ltd	Removal of commercial fridge from Isambard House	£ 160.00	£ 32.00	£ 192.00
Tartendown Nursery	Ground sheeting and staples for use in various areas for winter bedding	£ 241.00	£ 48.20	£ 289.20
Tartendown Nursery	Plant bedding for various areas	£ 980.00	£ 196.00	£ 1,176.00
Tartendown Nursery	Plant food	£ 83.00	£ 16.60	£ 99.60
Tartendown Nursery	20ft Nordman Xmas trees	£ 500.00	£ 100.00	£ 600.00
Tartendown Nursery	Delivery of winter bedding plants and helping to plant and design (2 part days)	£ 310.00	£ 62.00	£ 372.00
The Core (THECORE)	Delivery of Professional Youth Work - 3rd Instalment	£ 9,844.84	£ -	£ 9,844.84
The Focus Training Group	ECS EXAM for Assistant Service Delivery Manager	£ 56.00	£ 11.20	£ 67.20
Thirsty Work	Water Cooler Hire & water - January 2024	£ 97.65	£ 19.53	£ 117.18
Tool station	Maintenance Materials - Public Toilets	£ 6.96	£ 1.39	£ 8.35
Tool station	Grounds Maintenance Materials	£ 74.31	£ 14.85	£ 89.16

Contact	Description	Net	VAT	Gross
Tool station	Drill Bits or Service Delivery use	£ 8.70	£ 1.74	£ 10.44
Trade UK Account	Public Toilets Maintenance Materials	£ 26.73	£ 5.35	£ 32.08
Trade UK Account	Fan heater for Longstone Depot	£ 12.49	£ 2.50	£ 14.99
Trade UK Account	Credit note for refunded items	-£ 13.33	-£ 2.66	-£ 15.99
Trade UK Account	CCTV Signs	£ 22.45	£ 4.49	£ 26.94
Trade UK Account	Repair Materials - Waterside Toilets	£ 29.98	£ 6.00	£ 35.98
Trade UK Account	Maintenance Materials - Allotments	£ 40.45	£ 8.09	£ 48.54
Trade UK Account	Batteries for Guildhall Fire Alarms	£ 14.98	£ 3.00	£ 17.98
Trade UK Account	Electrical consumables - Longstone Depot	£ 60.81	£ 12.17	£ 72.98
Trade UK Account	Grounds Maintenance Materials	£ 102.86	£ 20.57	£ 123.43
Trade UK Account	Replacement Fire Door Unit - Guildhall	£ 90.82	£ 18.17	£ 108.99
Trade UK Account	Repair Materials - Guildhall	£ 15.82	£ 3.16	£ 18.98
Trade UK Account	Gate furnishings required for the fencing of the bee hives at Churchtown Allotments	£ 22.47	£ 4.50	£ 26.97
Trade UK Account	Padlocks required for the bee hive gates at Churchtown Allotments	£ 22.15	£ 4.43	£ 26.58
Travis Perkins Trading Company Ltd	Materials for new admin cupboard at the Guildhall	£ 128.68	£ 25.74	£ 154.42
Viking Direct	Stationery - P&F	£ 22.46	£ 4.50	£ 26.96
Viking Direct	Stationery - Library	£ 62.42	£ 12.48	£ 74.90
Westcountry Skip Hire	20/12/2024 Disposal of Skip Waste	£ 321.00	£ 64.20	£ 385.20
Westcountry Skip Hire	06/01/2025 Disposal of Green Waste	£ 58.24	£ 11.65	£ 69.89
Westcountry Skip Hire	07/01/2025 Disposal of Skip Waste	£ 321.00	£ 64.20	£ 385.20
Wilf Dawes Tyres & Batteries	2 x new tyres for Service Delivery vehicle	£ 153.33	£ 30.67	£ 184.00
Wolseley	Maintenance Materials - Guildhall	£ 9.06	£ 1.81	£ 10.87
Wolseley	Plumbing repair materials for Waterside Toilets	£ 29.30	£ 5.85	£ 35.15
Wolseley	Maintenance Materials - Public Toilets	£ 180.26	£ 36.06	£ 216.32
Wolseley	Plumbing Materials For New Water Heater At Churchtown Cemetery Staff Welfare Toilets	£ 239.47	£ 47.90	£ 287.37
Zahara Systems	Zahara software Renewal for 2025/2026	£ 2,035.75	£ 407.15	£ 2,442.90
Grand Total		£ 162,378.39	£ 5,775.02	£ 168,153.41

To receive a report on supporting potential candidates for election and consider any actions and associated expenditure

Report to: Saltash Town Council

Date of Report: 28.02.25

Officer Writing the Report: Town Clerk

Officers Recommendations

Councillors and the Town Clerk to hold an information morning at the Guildhall on Monday 10 March 2025 from 10am to 12 Noon or another day within that same week to support candidates for election.

It is not advisable to hold information mornings during the pre-election period. Information mornings are viewed the same as 'meet your councillor sessions':

It is advised that such events organised by local councils and/or held in local council premises do not take place during the pre-election period. Candidates including existing councillors can organise their own meetings elsewhere, but cannot use the council premises or owned buildings i.e. library.

To promote via social media asap and at the Saturday 8 March Meet Your Councillor Session.

The advice given is from Cornwall Association of Local Councils (CALC) and is there to protect individual councillors and Saltash Town Council.

Report Summary

[The Town Council website page](#) provides candidates with information regarding the election and becoming a Councillor together with social media posts, banners and noticeboard posters.

An enquiry has been received to meet with the Town Clerk therefore to ensure a fair process is in place for all candidates wishing to stand, an information morning would be useful and more efficient resource wise. It will be difficult to accommodate further requests that involve the Town Clerk due to work commitments and annual leave.

Signature of Officer:

Town Clerk

To ratify Saltash Town Council response to the Peninsular Transport Strategic Implementation Plan Consultation

Peninsular Transport Strategic Implementation Plan Consultation was reported by Cornwall Councillor Worth at last months Saltash Town Council meeting.

The closing date for the consultation is by 3 March 2025 this is prior to the next Saltash Town Council meeting therefore Councillor Bickford offered to submit a response on behalf of Saltash Town Council. Members were given the opportunity to feed into the response.

Useful Information:

- Link to the [Peninsular Transport](#) landing page.
- Link to the short anonymous [questionnaire](#).
- Refer to the attached Peninsula Transport Strategic Implementation Plan 2025-2050.

Please note: anyone can submit a response, the survey is anonymous. Councillor Bickford will send an email to the address provided on the SIP document to confirm the below response is from Saltash Town Council and ask we be kept up to date with future plans.

Questions and Answers as follows:

1. What do you think of the Peninsula Transport Strategic Implementation Plan?

Answer. Strongly Support.

2. Does the SIP align with the priorities set out within the Peninsula Transport Strategy?

Answer. Yes.

3. When considering the schemes identified within the SIP, which themes are most important to you?

Answer. Rail.

Please note that you can actually only pick one option.

4. Do you agree that the projects in the SIP delivery plan will help by driving economic growth and help the south west peninsula to prosper?

Answer. Strongly Support.

5. Do you have any other general comments on the Peninsula Transport SIP?

Answers:

Support Plymouth Metro and improvements of the platforms at Saltash Station to improve accessibility and operational reliability through height and length improvements.

Support the addition of a rail turnback option west of Saltash to facilitate more frequent rail journeys between Saltash and Plymouth.

Support the Peninsular Railcard.

Support all A38 Safety Improvements, but especially those focused between Saltash and Trerulefoot.

Survey ends.

End of Report
Town Clerk



Strategic Implementation Plan 2025-2050

www.peninsulatrtransport.org.uk



Foreword

We are delighted to present **the first Strategic Implementation Plan** (SIP) for Peninsula Transport. A vast amount of progress has been made since the Sub-national Transport Body's (STB) inception in 2018. This SIP represents the delivery plan for our Transport Strategy which was published in early 2024.

The primary function of a Sub-national Transport Body is to **publish a regional transport strategy** and **a plan for delivery** of agreed, regional priorities for strategic scale transport. We are proud to represent our member local authorities with a single voice and are pleased to present these regional priorities for investment in strategic transport in the south west peninsula.

We look forward to working with our partners the Department for Transport, National Highways and Network Rail to bring forward the delivery of these priorities over the next 25 years.

.....
Councillor Mark Coker | Chair and Cabinet Member, Plymouth City Council

Councillor Andrea Davis | Cabinet member, Devon County Council |
Chair, Peninsula Rail Task Force

Councillor Adam Billings | Cabinet member, Torbay Council

Councillor Martin Worth | Cabinet member, Cornwall Council

Councillor Richard Wilkins | Cabinet member, Somerset Council

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Introduction

Peninsula Transport is the Sub-national Transport Body (STB) for the south west peninsula. We are one of seven STBs in England. Working closely with our partners, we are responsible for setting the transport strategy for the region and communicating the agreed major transport priorities to government.

The roles of STBs are to:

- Produce a regional transport strategy
- Provide a single voice on transport investment priorities
- Provide leadership on strategic transport
- Shape national policy and strategies in partnership with key agencies
- Support local authorities with best practice and technical expertise
- Collaborate and work in partnership with other regional STBs

We work with the other STBs across the country and share data and innovative user tools to support our local authorities to ensure all partners have access to the same level of evidence. We work closely with our neighbouring STB – Western Gateway, on some topics areas such as freight and electric vehicle charging to take advantage of our geographic commonalities and when it makes sense to benefit from economies of scale.

We cover the entire transport system across the peninsula and beyond, from rail to roads and from inter-city freight to rural transport. We work with our five local transport authorities covering **Cornwall, Devon, Plymouth, Somerset and Torbay**; our strategic transport partners at Network Rail and National Highways; and other key stakeholders such as train operating companies, ports and airports. This plan sets out the strategic transport priorities for the peninsula region across all modes of transport.

Purpose of the Strategic Implementation Plan (SIP) and the role of Peninsula Transport

In summary, the SIP is:

- An Implementation plan document for the Peninsula Transport Strategy, which;
- Clearly sets out the strategic priorities for the region, and is;
- A strategic document providing advice to ministers for investment.

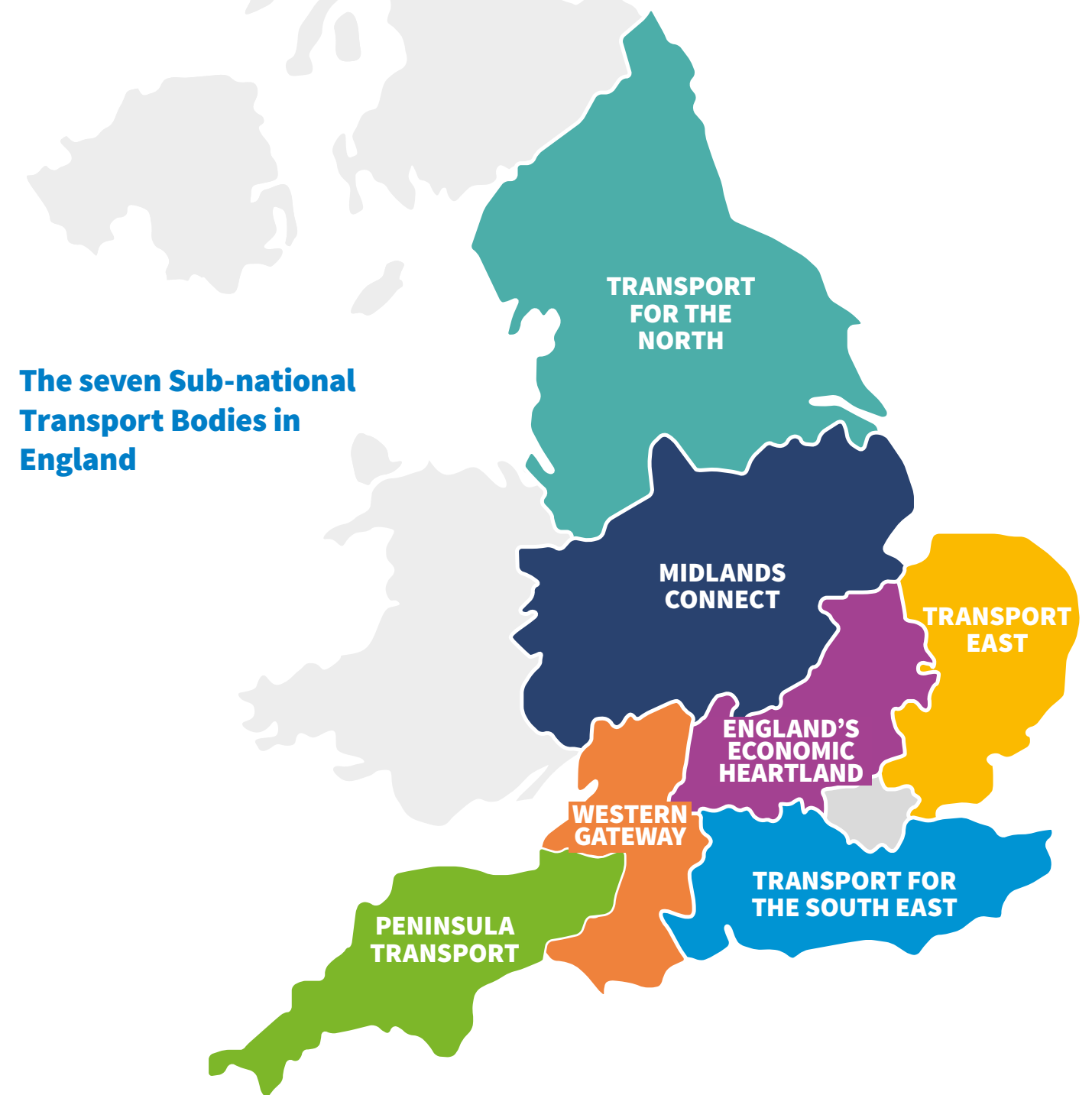
The SIP is not:

- A long ‘wish list’ of historic aspirations and emerging schemes, or;
- A compendium of each local authorities’ major Local Transport Plan (LTP) schemes.

The SIP needs to be able to be used to respond to questions relating to transport investment prioritisation.

Peninsula Transport is not a funding or delivery body. Initiatives or schemes set out in this SIP are normally developed and delivered by a national agency such as Network Rail or National Highways or other stakeholders and partnerships. Typically, for strategic scale transport projects, the funding is provided by central government, not STBs.

The seven Sub-national Transport Bodies in England



In 2021, Peninsula Transport published its Vision:

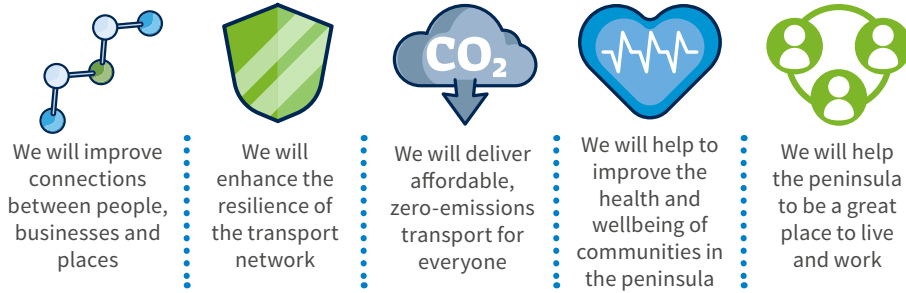


Transforming transport across the peninsula to enable our society and economy to thrive and our unique and outstanding environment to flourish

To realise the vision, we published five **Vision Goals**:

Peninsula Transport Vision

Our Vision Goals

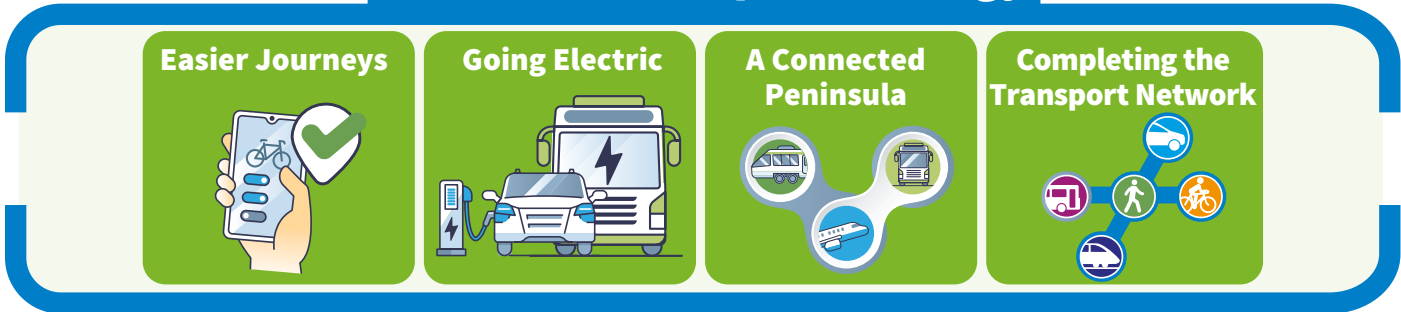


These goals cover a range of economic, environmental and social improvements that aim to improve the quality of life in the Peninsula.

The Peninsula Transport Strategy states that the SIP will:

- Direct how strategic transport investment is allocated
- Support our partners and ensure investment is channelled effectively to preserve and maintain the safety, reliability and resilience of our existing transport networks
- Provide support for strategic rail and road schemes in the region
- Set out our support for local authorities' sustainable transport and Net Zero goals
- Highlight the full extent of resilience works required on the rail network
- Feed into the work of National Highways and the Department for Transport through their third Roads Investment Strategy process
- Monitor local highways authority road maintenance requirements

Peninsula Transport Strategy

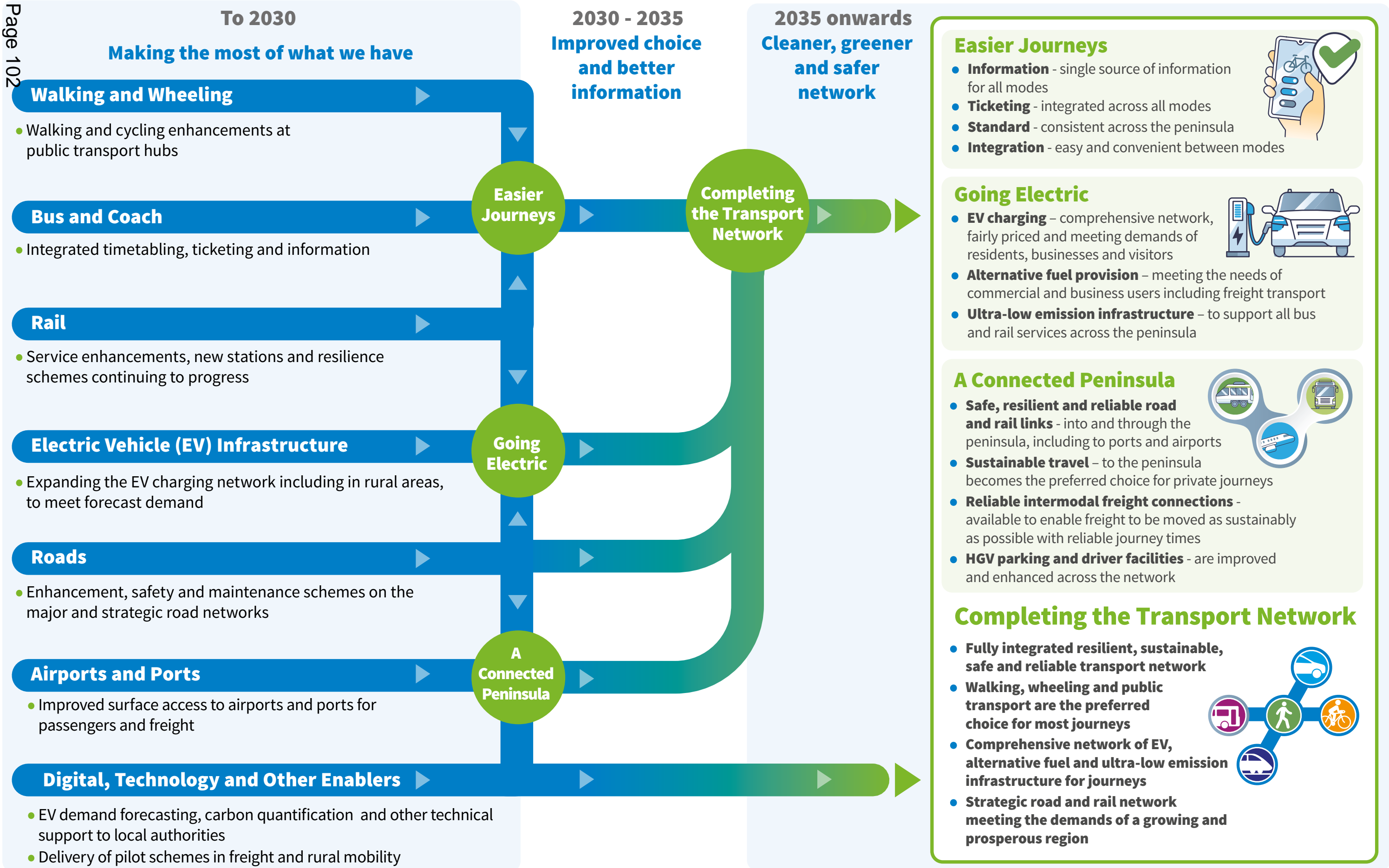


The four outcomes are achieved by various approaches as set out overleaf. From better information, integrated ticketing, widespread and reliable EV charging infrastructure, greater freight connectivity, ultra-low emission infrastructure and vehicles, safer and more resilient roads to walking and wheeling connectivity at public transport hubs; Peninsula Transport is working to with our partners to work towards delivering these outcomes.



A Strategy for the User

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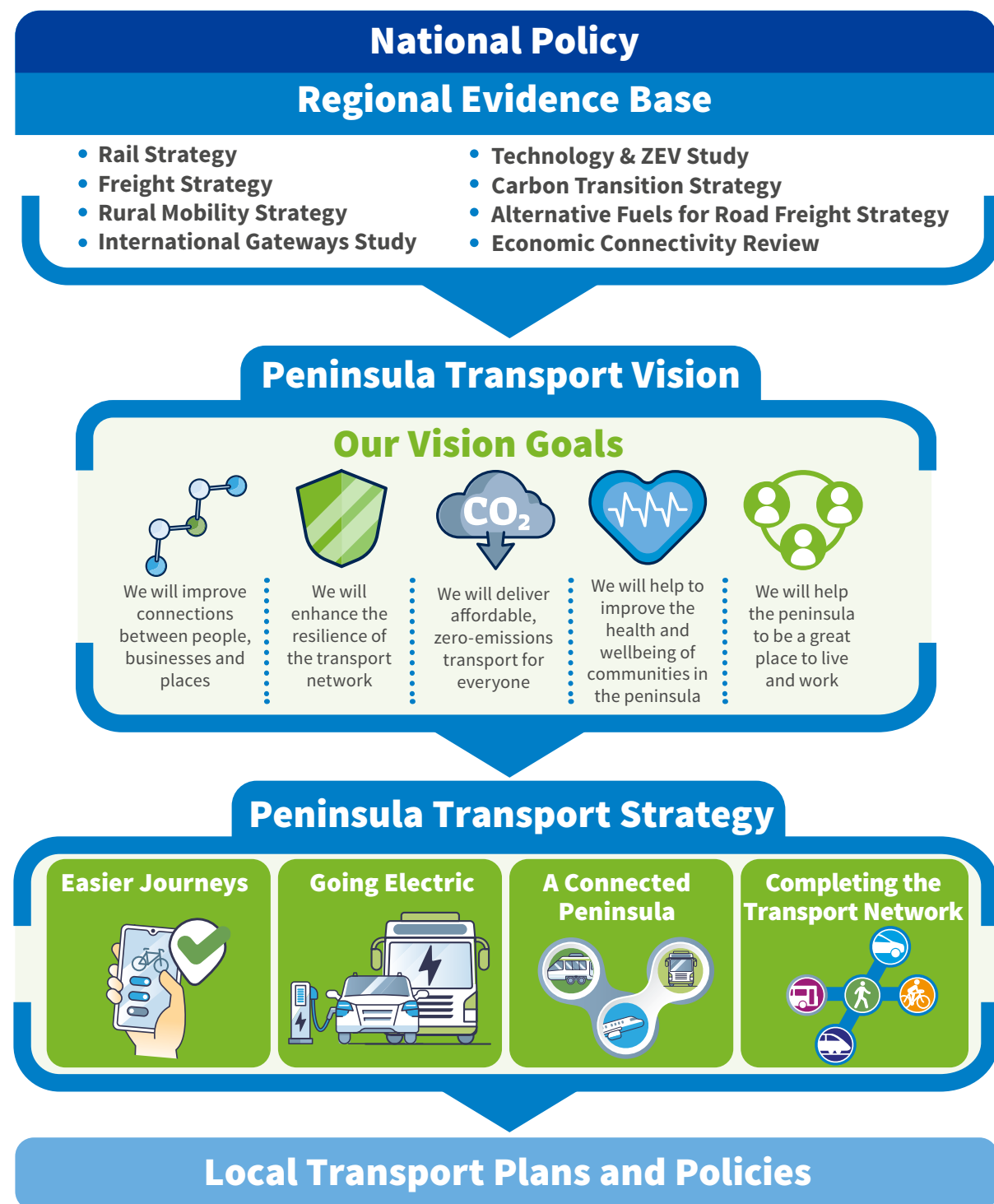


National and Regional Policy

Our strategy is in line with the government’s five priorities and pursuing our strategy objectives will help deliver the government’s missions. Working closely with our partners, we are responsible for setting the transport strategy for the region and communicating the agreed major transport priorities to government.

Peninsula Transport Strategy outcomes	Department for Transport Strategic transport priorities				
	Rail	Bus	Infrastructure	Net Zero	Customers
	Improving performance on the railways and driving forward rail reform	Improving bus usage and growing use across the country	Transforming it to work for the whole country, promoting social mobility and tackling regional inequality	Delivering greener transport	Better integrated transport networks
	Easier Journeys Integrating walking and wheeling with bus and rail networks	Increase bus journeys <ul style="list-style-type: none">PT leading adoption of integrated bus system across the peninsula based on approach used in Cornwall.PT leading development of Coach Action Plan.PT impact measured in May 2025 by extent of integration achieved, annual bus patronage data, delivery programme for Coach Action Plan and customer satisfaction.	Reduce regional inequality <ul style="list-style-type: none">PT to coordinate delivery of Rural Mobility pilot projects and share best practice with local authorities and other STBs.PT impact measured by number of pilot schemes introduced in 12 months and impact of each project (accessibility/isolation measured as part of each pilot).	Increase capacity and capability <ul style="list-style-type: none">PT leading development of carbon assessment and electric vehicle charging forecasting tools for local authorities.PT impact measured by use of tools by local authorities avoiding duplication and extending their capacity and capability.	Increase public transport use <ul style="list-style-type: none">PT to lead creation of a single integrated public transport system based on bus and rail networks.PT impact measured in May 2028 by extent of integration achieved, annual public transport patronage data.
	Going Electric Comprehensive charging network	Increase electric vehicle car charging network <ul style="list-style-type: none">PT to accelerate delivery of EV charging network through newly created EV Forum.PT impact measured annually through delivery of EV charging points.			
	Connected Peninsula Safe, reliable and resilient road and rail travel	Accelerate introduction of zero emission buses and trains <ul style="list-style-type: none">PT to increase capacity and capability of local authorities to deliver ZEBRA programme and work with the rail industry to rollout battery operated rolling stock..PT impact measured annually by number of electric buses and battery-operated trains in operation			
Completing the Network Fully integrated transport network	Improve rail experience <ul style="list-style-type: none">PT to continue to facilitate delivery of rail network and service improvements in partnership with the rail industry and local authorities through Peninsula Rail Task Force.PT impact measured annually through rail patronage, station footfall and rail performance data.		Improve performance of road and rail networks <ul style="list-style-type: none">PT to continue to make strategic case and determine priorities for investment to improve safety, resilience and support economic growth in partnership with National Highways, Network Rail and local authorities.PT impact measured annually by network performance as measured by strategic road and rail partners.		Improve efficiency of freight network <ul style="list-style-type: none">PT to continue to lead on innovative freight trial projects with Western Gateway STB and freight operators through South West Freight Forum.PT impact measured annually through participation rates and results of trials e.g. reduction in Km of empty running vehicles and quantity of bridge strikes.
	Accelerate progress towards a reliable, resilient and safe strategic transport network <ul style="list-style-type: none">PT to continue to ensure strategic transport improvements and enhancements meet the needs of all users, informed by the regional evidence base and stakeholder engagement.PT to ensure infrastructure improvements facilitate economic growth and improve the transport network for the user through the preparation of business cases and working with member authorities to develop effective and proportionate schemes and initiatives.PT impact measured annually through strategic road and rail partners, transport operators and user surveys.				

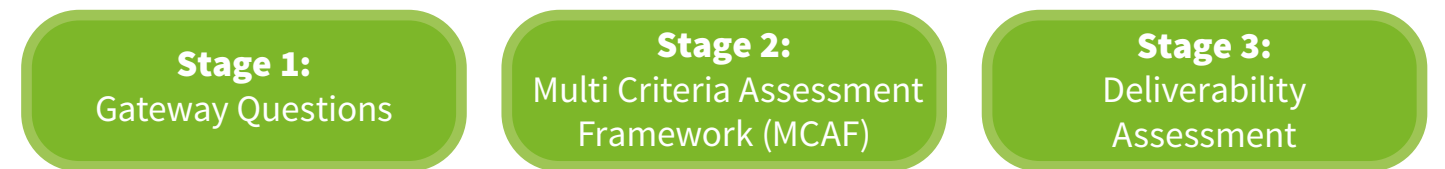
Hierarchy of policy



Methodology

The Peninsula Transport SIP is underpinned by a '3 stage process' of assessment.

The three stages are:



Stage 1: Gateway Questions

To ensure each proposed scheme is strategic in scale and impact and would not be better included within a respective local authority's Local Transport Plan (LTP), six 'gateway questions' have been used to assess if a proposed scheme is strategic in scale and is appropriate for the SIP.

The Questions are:

Does the proposed scheme...

1. ...have strategic, regional impact beyond a typical LTP scheme?
2. ...require cross-boundary/regional/multi agency co-operation and/or delivery?
3. ...improve access to regionally or nationally significant destinations or international gateways?
4. ...overcomes a strategic issue that unlocks regional economic growth benefits or significantly increases resilience of existing networks?
5. ...facilitates improved strategic travel links between the peninsula and the rest of the country?
6. ...facilitates improved efficiency and sustainable movement of strategic freight in and out of the peninsula? If the answer to two or more of these questions is 'yes', they are considered to be strategic and a good fit for inclusion in the SIP.

Stage 2: Multi Criteria Assessment Framework


Stage 2 assessed a scheme's impact in addressing the STB's four Transport Strategy outcomes and the five agreed STB Vision Goals. Each proposed scheme that has passed the Stage 1 Gateway Questions has been assessed against each of the nine indicators (outcomes and vision goals). Each scheme or initiative was attributed a score out of 5 and thus an overall score out of 45.




Vision goals

Peninsula Transport Vision

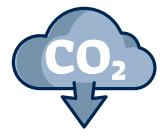
Our Vision Goals




We will improve connections between people, businesses and places




We will enhance the resilience of the transport network



We will deliver affordable, zero-emissions transport for everyone



We will help to improve the health and wellbeing of communities in the peninsula




We will help the peninsula to be a great place to live and work

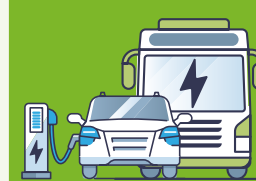
Strategy outcomes

Peninsula Transport Strategy


Easier Journeys




Going Electric





A Connected Peninsula





Completing the Transport Network



- 

Easier Journeys – Integrating Active Travel with the bus and rail network to make public transport journeys easier
- 

Going Electric – Affordable zero emission transport through a reliable charging network and alt fuel choices for road freight and buses
- 

A Connected Peninsula – Safe, reliable and sustainable links to and through the Peninsula.
- 

Completing the Network – Improving connections within a safe and fully integrated transport network to path to net zero.

Stage 3: Deliverability Assessment

To ensure the SIP schemes are credible and there are links to the DfT’s Transport Appraisal Guidance (TAG), a third stage of assessment was undertaken to ensure that proposed investments will provide value for money and are deliverable. This ensures consideration of the Green Book ‘Five Case Model’ for business cases is factored into the process.

Schemes or projects that pass Stage 1 and score highly in stage 2 were assessed against five Deliverability criteria and scored out of 5.

The five criteria are:

- 1. Cost
- 2. Value for Money
- 3. Affordability
- 4. Acceptability
- 5. Stage/Timescale

The assessment generated stage 2 and stage 3 scores for all schemes and a combined score that shows how well the scheme contributes to achieving the four strategy outcomes and five vision goals and a high-level assessment of deliverability.



Assumptions

The assessment of deliverability is dependent on the information available to the STB team at the time and are qualitative. Inevitably there is inconsistency between the levels of accurate, verifiable information available for different schemes and initiatives. Consequently, the assessment is intentionally high level but is considered proportionate for this exercise at this stage in the business case development process.

Detailed analysis utilising the Department for Transport's Transport Appraisal Guidance (TAG) of schemes costs and benefits and thus Value for Money categories has not been undertaken (unless already available) and would be disproportionate to the strategic aims of this document. Many schemes are at an early stage of development and thus present a degree of uncertainty and risk. The assessment process assumes cost estimates provided by scheme promoters are of the right order of magnitude but may be subject to change and any future business case arising from scheme development will be expected to be carried out. Scheme prioritisation has been undertaken based on the best available information at this time and may also be subject to change should more detailed information be made available at a later in the future.

The scores in the stage 2 and 3 do not determine rigid, final ranking of the region's schemes. This three-stage framework is aimed at ensuring schemes are strategic in nature, a good strategic fit, contribute to delivering the strategy, are deliverable, affordable, credible and acceptable. Many schemes achieve similar scores and relate to different modes of transport. Some are region wide and represent generic programmes and cannot be effectively compared to a traditional infrastructure scheme. In some cases, there is an identified strategic problem or challenge that does not yet present a developed intervention or solution. Where it is too early in the scheme development process to score a scheme due to lack of information, key strategic challenges have been grouped separately.

The assessment of the fifth Deliverability criterion 'Stage/Timescale' informs the sequencing of the priorities into programme categories.

The purpose of the SIP is not to have a long list of ranked schemes as it is impossible to compare strategic transport schemes that use different modes to achieve different objectives. It is the case that many schemes that go through the 3-stage process generate very similar scores and thus it would be unhelpful to have a strict ranking system.

The SIP is also intended to act as a 'live document' that can be regularly reviewed and updated, and used to respond to specific calls for schemes, such as the DfT's invitation to STBs to submit bids for Major Road Network (MRN) scheme funding in 2018. The STB will be able to use the SIP to respond to specific requests for thematic investment funds. E.g. rail resilience investment funds or electric vehicle/zero emission public transport funding opportunities or other such ring-fenced specific funds. The scheme lists may also be amended based on changes in available information on e.g. scheme costs, change in strategic case for change, future national policy changes or other change that impacts the case for a scheme.



Delivery Plan

The schemes have been grouped according to their relative strategic impact on the region, as well as their potential delivery programme.

Schemes (all tiers)

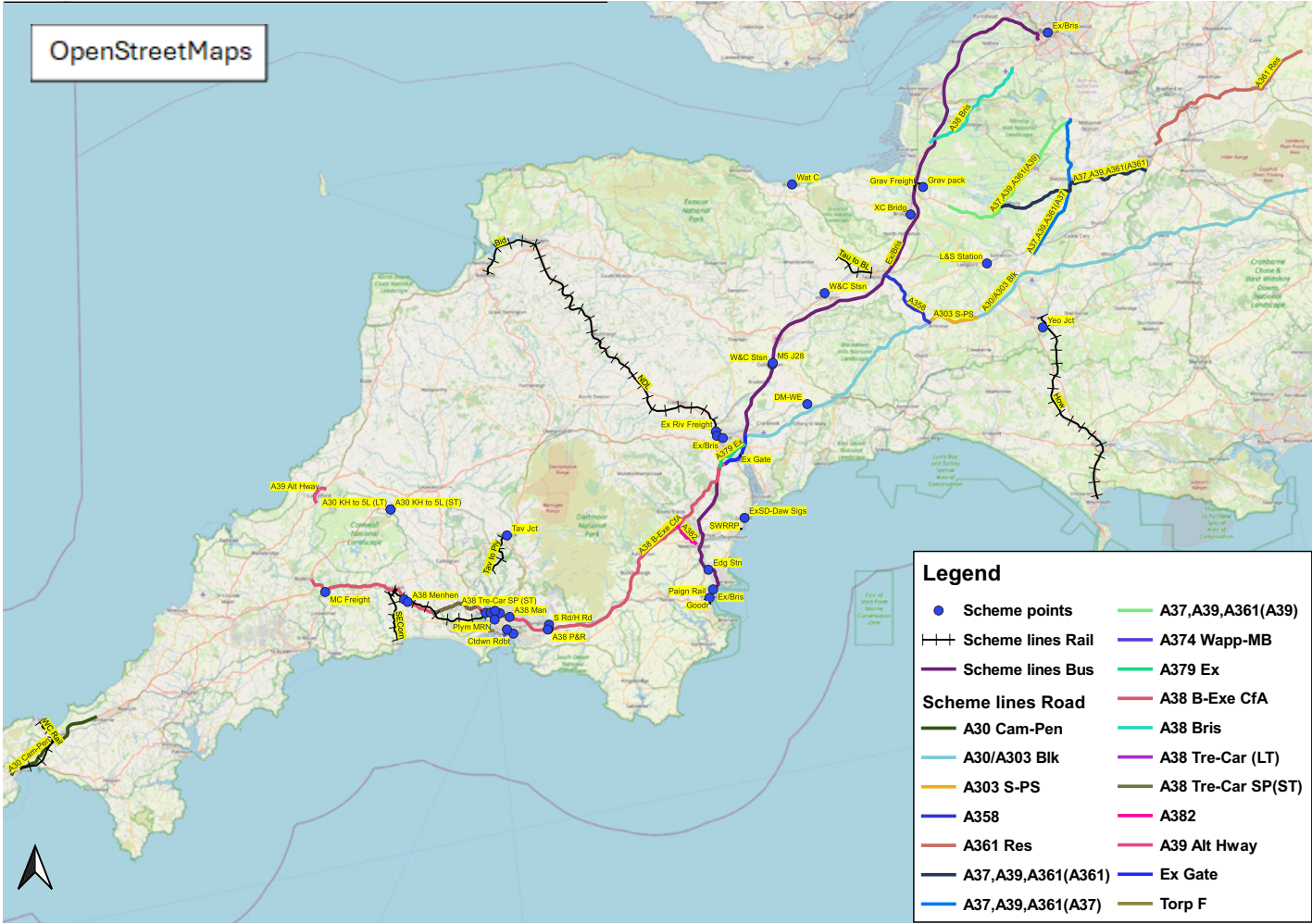


Table 1 sets out schemes that are ‘Tier One - High Priority’. These are region-wide, cross boundary and multi stakeholder initiatives likely to be transformational to some or all of the region in transport terms. Some region wide projects cannot be promoted by a single local authority and require multi agency momentum and partnerships to come to fruition. Peninsula Transport is bringing together to accelerate delivery of initiatives that benefit the entire region.

During the development of this SIP the Roads Investment Strategy 3 was still being progressed with Government. Therefore, no National Highways schemes are currently committed, and information on budget and programme is not available. As this cost and programme information becomes available, subject to future funding decisions, it will be considered in the SIP.

Table 1 – Region Wide

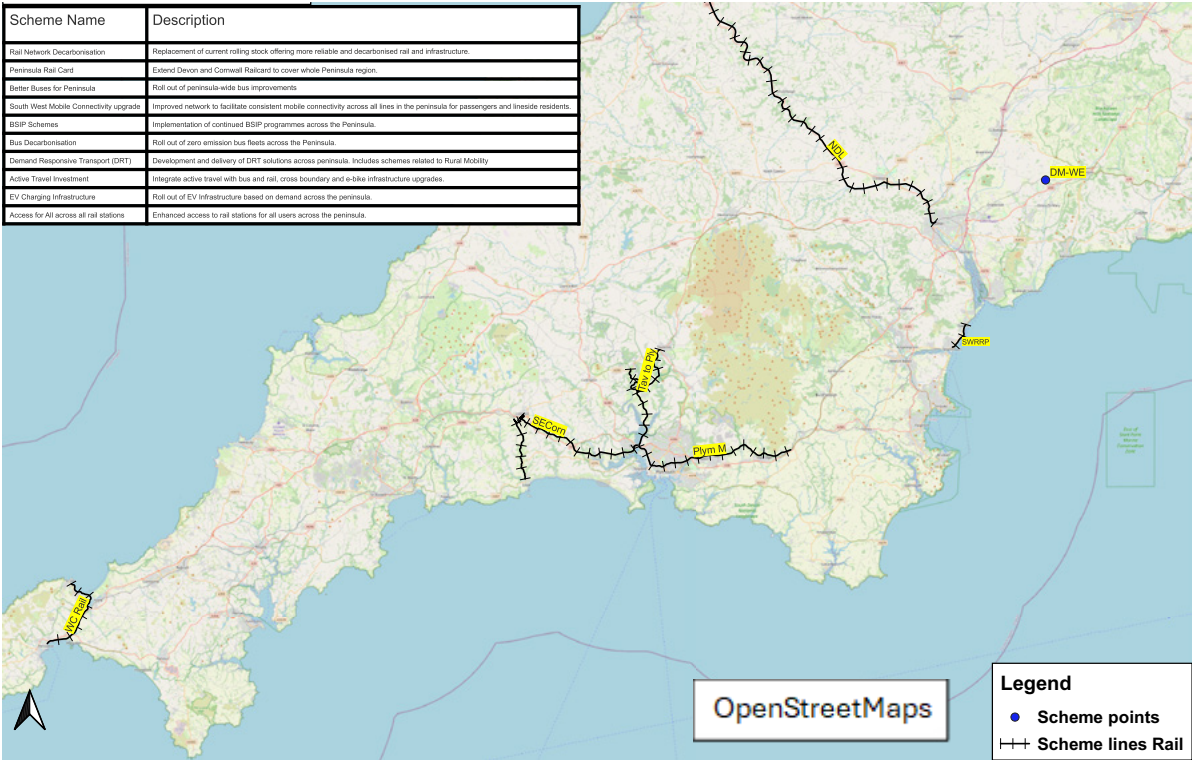
These are strategic, benefit the wider peninsula, perform well against the five vision goals, four strategy outcomes and are credible, deliverable schemes.

Tier One - Region wide						
Scheme	Scheme Short Name	Promoter / Authority	Mode	Mode/Scheme Notes	Budget Category	Programme
Rail Network Decarbonisation	Diesel RS	TOC / Network Rail	Rail	Replacement of current SW rolling stock offering more reliable and decarbonised rail and infrastructure to support phase out of all diesel trains in the peninsula. Potential hybrid solution of battery electric trains, both new/repowered trains and static infrastructure (overhead sections).	£50m+	5 to 10 years
Peninsula Rail Card	PRC	TOC	Rail	Extend Devon and Cornwall Railcard to cover whole peninsula region	Up to £1m	Up to 2 years
North Devon Line	NDL Speed	Network Rail	Rail	Signal and route upgrades to enable reduction in journey times from Exeter Central to Barnstaple from 66 mins to 59 mins. Additional 1tph Barnstaple - Exeter service.	£50m+	2 to 5 years
South West Rail Resilience Programme Phase 5	SWRRP	Network Rail	Rail	Completion of final phase of SWRRP between Teignmouth and Dawlish and wider resilience works.	£50m+	2 to 5 years
Devon Metro - West of England Line	DM- WoEL	Network Rail	Rail	Additional infrastructure to provide 2tph between Exeter and Axminster. Improving resilience and capacity.	£50m+	2 to 5 years
Better Buses for Peninsula	BBT	Peninsula Transport	Bus	Roll out of interoperable ticketing, consistent information and timetabling, and peninsula-wide bus improvements	£20m -£50m	2 to 5 years
Plymouth Metro	Plym M	Cornwall Council / Plymouth City Council / Network Rail	Rail	Package of improvements to facilitate metro levels of rail service for Plymouth and SE Cornwall Travel to Work area. Schemes combining include: SE Cornwall passenger improvements, signalling upgrade at Liskeard, Saltash Station platform improvements, signalling upgrade on Tamar Valley Line to enable one train per hour between Plymouth and Bere Alston, turnback facility east of Ivybridge, Plympton Station, Plymouth Station enhancements	£50m+	2 to 5 years
West Cornwall Rail Connectivity Upgrade	West Corn Rail	Cornwall Council/ Network Rail	Rail	St Ives line capacity improvements, passing loop, extension to the St Erth P&R and through services between Penzance and St Ives).	£10-20m	2 to 5 years

Key:
Blue/White: scheme or intervention has undertaken some development work that has enabled it to be assessed.
Green: scheme or intervention is at an early stage of development or a case for change has been identified but no detailed scheme is available to assess.

Tier One - Region wide						
Scheme	Scheme Short Name	Promoter / Authority	Mode	Mode/Scheme Notes	Budget Category	Programme
Devon Metro Tavistock to Plymouth	Tav to Ply	Network Rail	Rail	Reopening of the Tavistock - Plymouth line -extension of Tamar Valley Line from Bere Alston.	£50m+	5 to 10 years
South West Mobile Connectivity	SWMC	Network Rail/TOC	Rail	Network operators equipment via FTN/ GSMR or other network to facilitate consistent 3G/4G/5G mobile connectivity across all lines in the peninsula for passengers and lineside residents.	£10-20m	2 to 5 years
BSIP Schemes	BSIPs	LTAs	Bus	Implementation of continued BSIP programmes across the Peninsula	£10-20m	2 to 5 years
Bus Decarbonisation	Bus Dec	LTAs	Bus	Roll out of zero emission bus fleets across the Peninsula, Revenue and capital.	£10-20m	2 to 5 years
Demand Responsive Transport (DDRT)	DDRT	LTAs	Bus	Development and delivery of DRT solutions across peninsula. Includes schemes related to Rural Mobility	£5-10m	2 to 5 years
Active travel Investment	Act Tr	LTAs	Active Travel	Integrate active travel with bus and rail, cross boundary and e-bike infrastructure upgrades.	£10-20m	2 to 5 years
Station access enhancements across all rail stations	AfA All	Network Rail/TOC	Rail	Enhanced access to rail stations for all users across the peninsula	£10-20m	2 to 5 years

Tier One - Region Wide Schemes



Short term priorities

Alongside the high priority, wide impact ‘Tier One’ schemes, the SIP has identified a second tier of schemes. These schemes were assessed as strategic in nature and merit inclusion in the regional SIP, however, are not necessarily cross boundary or multi stakeholder driven. They are strategic for the respective promoters or relevant stakeholders and are critical to growth of the region, however they may not span two or more LTAs or relate to strategic connectivity in or out of the peninsula. These Tier two schemes have been broken down based on their level of programme development and potential for delivery. Table 2 below identifies schemes that are sufficiently advanced that they could commence construction or be delivered within approximately two years.

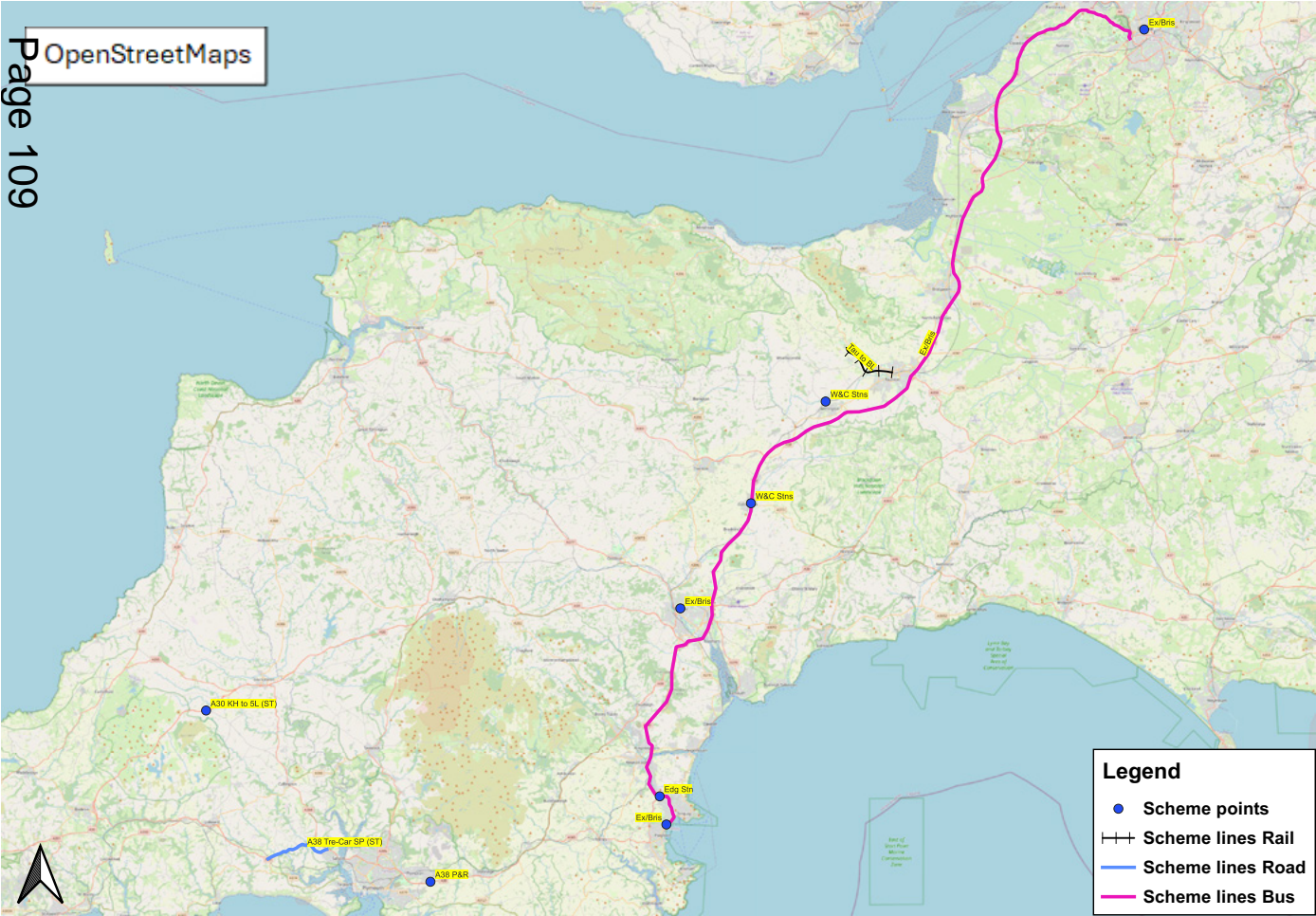
Table 2 – Short term strategic schemes

Tier Two - Strategic schemes (Short term)						
Scheme	Scheme Short Name	Promoter / Authority	Mode	Mode/Scheme Notes	Budget Category	Programme
Reopen Wellington and Cullompton Stations	W&C Stations	Network Rail	Rail	Two new stations at Wellington and Cullompton on Bristol to Exeter line.	£20m-£50m	Up to 2 years
Edginswell Station	Edgins	Torbay Council	Rail	New station at Edginswell to serve Torbay Hospital and local growth areas.	£10-£20m	Up to 2 years
Taunton to Bishops Lydeard	Tau to BL	Somerset Council	Rail	Reopening of line to Bishops Lydeard.	£1m-£5m	Up to 2 years
A38 Deep Lane Park and Ride	A38 P&R	Devon County Council and Plymouth City Council	Multi	Park and ride to Plymouth from Deep Lane and Sherford new community.	£5m-£10m	Up to 2 years
A30 Kennards House- 5 Lanes (Plusha)	A30 KH to 5L (ST)	National Highways	SRN	Partial gap closure and safety measures to reduce collision risk.	TBC	TBC
A38 Trerulefoot to Carkeel Safety Measures	A38 Tre-Car SP (ST)	National Highways	SRN	Deployment of Average speed and spot cameras and enforcement in partnership with Cornwall Council and Devon and Cornwall Police, to improve safety.	TBC	TBC
Coach links to Exeter and Bristol	Exe Bris Coach	Torbay Council	Bus	Improved Coach service provision from Torbay to Exeter and Bristol.	£5-£10m	Up to 2 years

Key:
Blue/White: scheme or intervention has undertaken some development work that has enabled it to be assessed.

Green: scheme or intervention is at an early stage of development or a case for change has been identified but no detailed scheme is available to assess.

Tier Two Schemes - Short term



Medium term priorities

The following schemes are considered strategic in nature and merit inclusion in the region SIP, but are not however cross boundary or multi-stakeholder driven. They are strategic for the respective promoters or relevant stakeholders and are critical to growth of the region, however they may not span two or more LTAs or relate to strategic connectivity in or out of the peninsula. These are schemes which could potentially commence construction or be delivered within approximately two to five years.

Table 3 – Medium Term Strategic Schemes

Tier Two - Strategic schemes (Medium term)						
Scheme	Scheme Short Name	Promoter / Authority	Mode	Mode/Scheme Notes	Budget Category	Programme
Yeovil Junction	Yeovil Jct	Network Rail	Rail	Extension of double track section at Yeovil Junction towards Crewkerne by approx. 1.6km. 1 tph diversionary capability when combined with additional infrastructure at Whimple/ Cranbrook.	£50m+	2 to 5 years
Gravity freight facility	Grav Freight	Network Rail	Rail	Potential rail freight facility at Gravity site nr Bridgwater. Includes new junction and line up to a delineation point.	£50m+	2 to 5 years

Tier Two - Strategic schemes (Medium term)						
Scheme	Scheme Short Name	Promoter / Authority	Mode	Mode/Scheme Notes	Budget Category	Programme
Additional long distance calls at Bridgwater	LD Bridg	TOC	Rail	Nine daily Manchester-Exeter services to call at Bridgwater	<£1m	2 to 5 years
Exeter St Davids - Dawlish signaling headways	ExSD-Daw Sigs	Network Rail	Rail	Reduce headways from 4 to 3 mins	£10m-20m	5-10 years
Strategic Rail Freight terminal - Mid Cornwall	R Freight M Cornwall	Network Rail	Freight	Potential rail freight site at Mid Cornwall. N.B. Scheme in early stage of development.	£5m-£10m	2 to 5 years
Strategic Rail Freight Interchange at Exeter Riverside Yard	Exe Rivers	Network Rail	Freight	Potential new rail freight site at Exeter Riverside.	£5m-£10m	2 to 5 years
West of Plymouth P&R	WP P&R	Plymouth City Council	Bus	Park and Ride service for travellers from Cornwall and northwest.	£5m-£10m	2 to 5 years
Tamar Bridge Capacity Management Options	Tamar Br	Tamar Bridge Joint Committee	Roads	Improvements to enable free flow tolling and long term maintenance plan for the crossing. N.B. Scheme in early stage of development.	£5m-£10m	2 to 5 years
A358 Improvements package	A358	Somerset Council	Roads	Safety, capacity and active travel improvements package between Taunton and Southfields. N.B Early stage of scheme development.	£20m-£50m	2 to 5 years
Torpoint Ferries capacity improvements	Torp Ferries	Tamar Bridge Joint Comm	Local roads	Highway improvements to improve access to Torpoint ferry.	£1m-£5m	5-10 years
A38 Deep Lane Junction and Public transport	Deep Lane Jun	Devon County Council and Plymouth City Council	Roads	Junction improvements and public transport enhancements to facilitate growth of Sherford new community	£1m-£5m	2 to 5 years
A37, A361 A39 Connectivity and safety package	A37, A39, A361	Somerset Council	Roads	Safety and resilience measures to improve wider connectivity and remove pinch points (Early stage of scheme development)	£20m-£50m	2 to 5 years
Paignton branch capacity improvements	Paignton	Network Rail	Rail	Additional through platform and footbridge at Newton Abbot, doubling of short single line at Newton Abbot Junction and replacement of crossover at Paignton	£5m-£10m	2 to 5 years

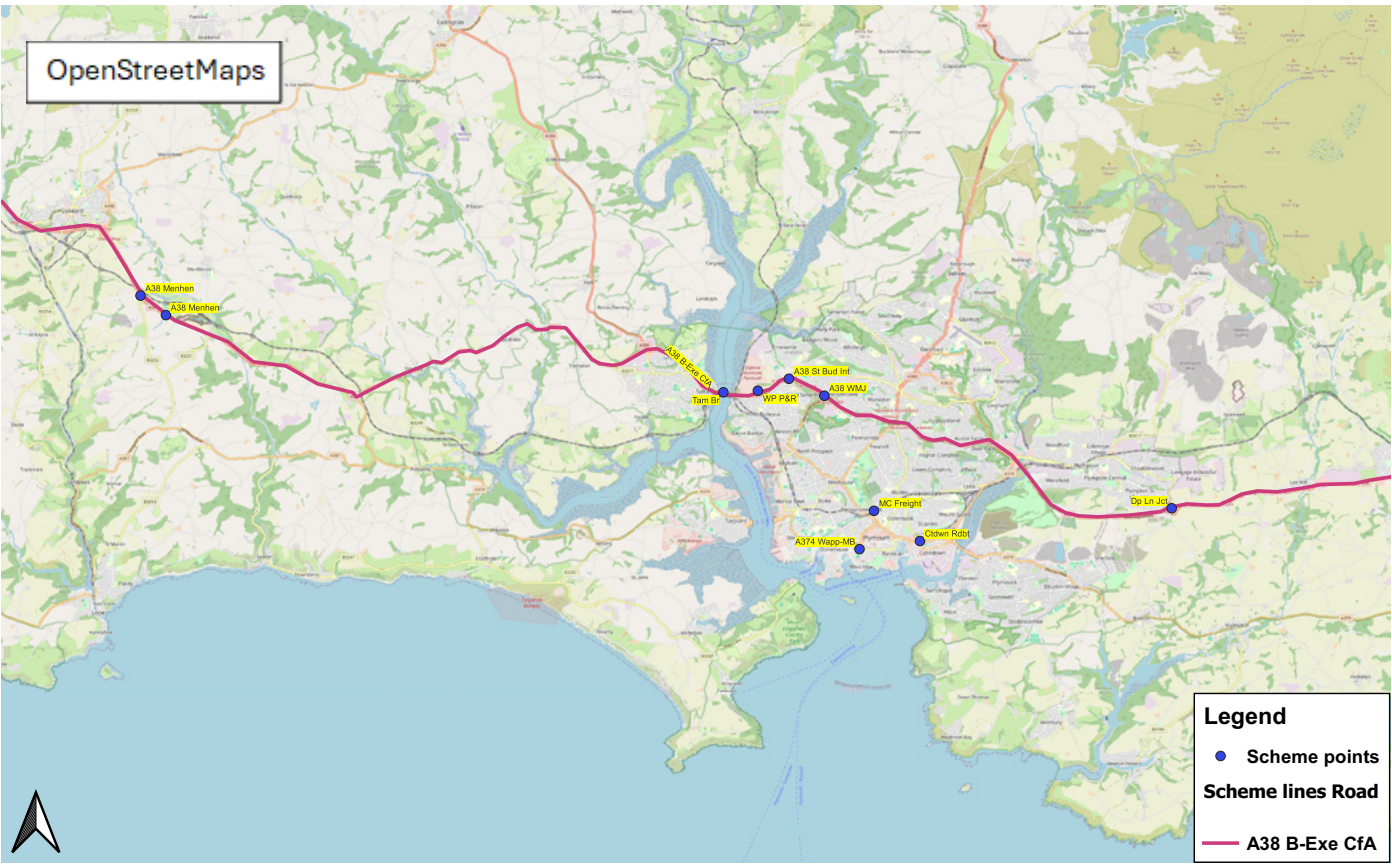
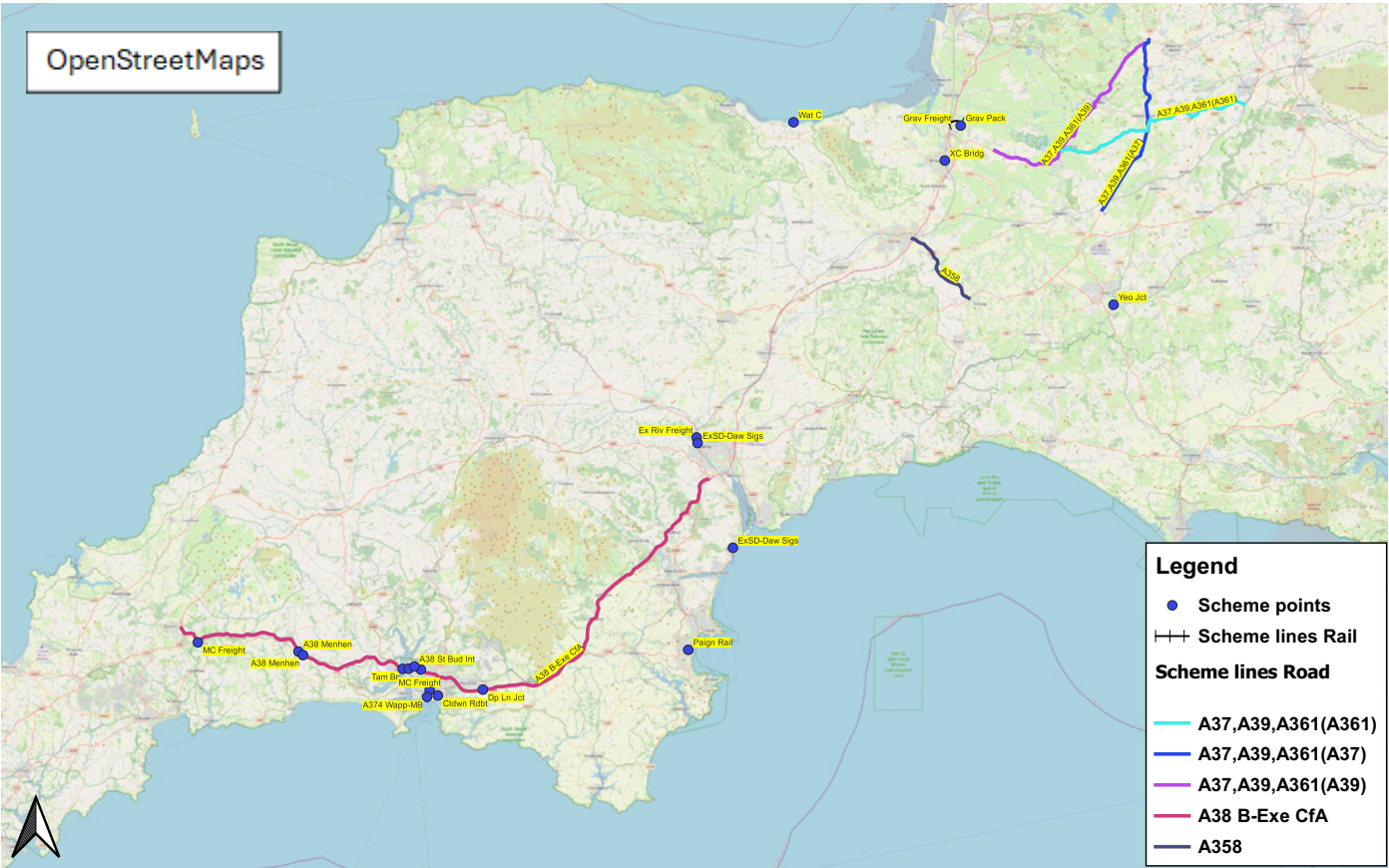
Key:
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Tier Two - Strategic schemes (Medium term)						
Scheme	Scheme Short Name	Promoter / Authority	Mode	Mode/Scheme Notes	Budget Category	Programme
A38 St Budeaux Interchange	A38 St Bud Int	Plymouth City Council	Roads	Capacity improvements to reduce congestion and delays on the SRN within Plymouth and improve safety by reducing queuing on the A38.	£10m-20m	2 to 5 years
Transport Strategy and multi modal package for Gravity Site, Somerset	Gravity package	Somerset Council	Multi	Development of multi modal access package and transport strategy to facilitate access to the new battery factory at Gravity site, Somerset.	£50m+	2 to 5 years
A30 Kennards House to Fivelanes (Plusha)	A30 KH to 5L	Cornwall Council	SRN	Long term resolution of safety risks. Junction improvements to rationalise central reserve crossings and reduce safety risk.	TBC	TBC
A38 Weston Mill Junction	A38 WMJ	Plymouth City Council	MRN	Improvements at A38 Weston Mill/ A3064 junction to improve capacity	£20m-£50m	2 to 5 years
A38 Case for Action - Bodmin to Exeter	A38 B-Exe CfA	Plymouth City Council	Roads	Review of previous scheme/option development. Strategic Road and Major Network (SRN & MRN) improvements to improve journey reliability and safety record on corridor. N.B. Strategic study required. Early stage of scheme development.	£50m+	2 to 5 years
Cattedown Roundabout	Cattedown	Plymouth City Council	MRN	Improvements to reduce congestion and delays at this junction, improving the capacity of route to Millbay Port. Scheme also provides bus priority and active travel improvements.	£10m-20m	2 to 5 years
A38 Trerulefoot to Carkeel Safety Package	A38 Trer-Car SP (LT)	National Highways	SRN	Long term package of interventions to improve conditions for all road users -safety, congestion, air quality concerns in local villages.	TBC	TBC
A38 Liskeard to Trerulefoot	A38 Lisk - Trer	National Highways	SRN	Long term resolution of safety risks. junction improvements to rationalise crossings and reduce safety risk.	TBC	TBC
A374 Western Approach to Millbay	A374 Wapp-MB	Plymouth City Council	Local roads	Highway capacity and freight improvements to enhance port access	£20m-£50m	2 to 5 years
Watchet Coastal Erosion Package	Watchet Coast	Somerset Council	Roads	Coastal and highways measures, cliff wall stabilisation and B3191 diversion	£20m-£50m	2 to 5 years

Tier Two Schemes - Medium term



Key:
Blue/White: scheme or intervention has undertaken some development work that has enabled it to be assessed.

Green: scheme or intervention is at an early stage of development or a case for change has been identified but no detailed scheme is available to assess.

Long term priorities

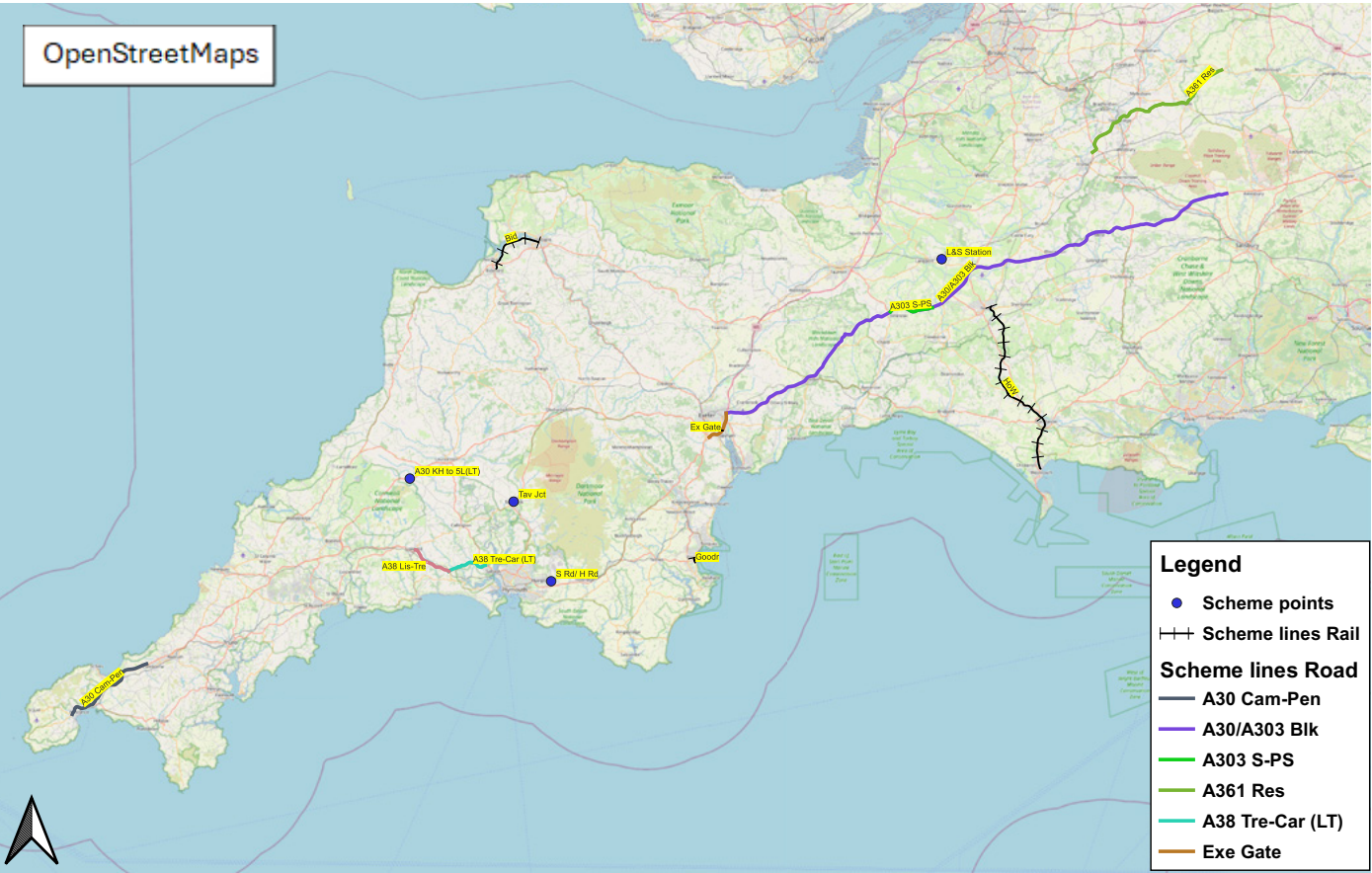
The following schemes are assessed as strategic in nature and merit inclusion in the region SIP, and as above are not however cross boundary or multi-stakeholder driven. They are strategic for the respective promoters or relevant stakeholders and are critical to growth of the region however they may not span two or more LTAs or relate to strategic connectivity in or out of the peninsula. These are schemes which could potentially commence construction within approximately five to ten years.

Table 4 – Long Term Strategic Schemes

Tier Two - Strategic schemes (Long term)						
Scheme	Scheme Short Name	Promoter / Authority	Mode	Mode/Scheme Notes	Budget Category	Programme
New Station at Langport and Somerton on Castle Cary - Taunton Line	L&S Station	Somerset Council	Rail	New rail station serving Langport & Somerton between Taunton and Castle Cary	£20m-£50m	5-10 years
Heart of Wessex Line Improvement	HoW	Network Rail	Rail	Additional Passing Loop between Castle Cary and Yeovil Pen Mill. Enables additional services - Yeovil to Weymouth and diversional route.	£20m-£50m	5-10 years
Goodrington Extension and proposed new station and park and ride	Goodr	Network Rail	Rail	- Extend track ownership from Paignton to Goodrington - Construct new single platform adjacent to Torbay Council land - Create new park and ride	£10m-20m	5-10 years
Bideford to Barnstaple rail extension	Bid	Network Rail	Rail	Relaying 8km of track from Barnstaple to Bideford to extend existing services	£50m+	5-10 years
Tavistock Junction (Yard)	Tav Jct	Network Rail	Rail	Potential Rail freight interchange close to Marsh Mills in Plymouth	£5m-£10m	5-10 years
A30/A303 Blackdown	A30/A303 Blackdown	Devon County Council	Roads	Enhancement to second strategic route between A358 and Exeter to address capacity and safety issues. (N.B. Early stage of scheme development.)	£50m+	5-10 years
A361 Resilience Package	A361 Res	Somerset Council	Roads	Flood and safety resilience package. (N.B. Early stage of scheme development.)	£20m-£50m	5-10 years
A30 Camborne to Penzance	A30 Cam – Pen	Cornwall Council/ National Highways	Road	Safety, capacity and resilience package. (N.B. Early stage of development. Not committed.)	TBC	TBC
J29-31 – M5 Exeter Gateway	Exe Gateway	Devon County Council/ National Highways	Multi	Aim to address capacity and congestion on strategic gateway into peninsula. Multi modal package of measures to mitigate congestion. (N.B. Early stage of development. Not committed.)	TBC	TBC

Tier Two - Strategic schemes (Long term)						
Scheme	Scheme Short Name	Promoter / Authority	Mode	Mode/Scheme Notes	Budget Category	Programme
A303 South Petherton to Southfields - RIS Pipeline Scheme	A303 S-PS	National Highways	SRN	Improvements to the A303 at and between South Petherton and Southfields roundabouts, including junction improvements	TBC	TBC
Sandy Rd/ Holland Rd junction	Sandy/ Holland Jct	Devon County Council	Local Roads	Junction improvements north of A38 to improve access to Freeport	£1m-£5m	5-10 years

Tier Two Schemes - Long term



Key:

Blue/White: scheme or intervention has undertaken some development work that has enabled it to be assessed.

Green: scheme or intervention is at an early stage of development or a case for change has been identified but no detailed scheme is available to assess.

Committed Schemes

In developing our SIP for the next 10 years, we assume that committed schemes, with existing approvals and funding from government investment programmes such as Major Roads Network (MRN), Large Local Majors (LLM), RIS2 or Homes Investment Fund (HIF) will continue towards delivery subject to government decision. Some are part of existing programmes but are not confirmed as committed but await government decision on next steps. As such they appear separately from the other SIP schemes.

Similarly, we also present safety schemes separately, where an urgent need for intervention is required.

Table 5 – Schemes in development/under review by Government

These schemes remain high priority local authority schemes in the MRN / LLM programme however funding remains uncertain while they are all under review by the Department for Transport as part of the comprehensive spending review.

Schemes in development/under review by Government						
Scheme	Scheme Short Name	Promoter / Authority	Mode	Mode/Scheme Notes	Budget Category	Programme/ Stage of development
A39 Atlantic Highway - Camelford Improvement	A39 Atl Hway	Cornwall Council	MRN	Provision of link road to divert MRN traffic away from constrained town centre network. (In MRN Programme but not committed.)	£50m+	5-10 years. OBC submitted 2024.
M5 Junction 28 Culmpton	M5 J28	Devon County Council	MRN	Improve junction which is at max capacity during peak periods to mitigate impacts of proposed new development - Culm Garden Village (up to 5000 new dwellings) (In MRN Programme but not committed.)	£50m+	5-10 years. Strategic Outline Business Case (SOBC) submitted.
A379 Exeter Outer Ring Road	A379 Exeter	Devon County Council	MRN	Replacement or refurbishment of bridge crossings on MRN east of Exeter, improving resilience of key SRN diversionary route.	£20m-£50m	2 to 5 years. (A379) Outline Business Case (OBC) funded and in development.
Plymouth MRN	Plym MRN	Plymouth City Council	MRN	Improvements to MRN across Plymouth city to enhance capacity, improve resilience and encourage growth. In receipt of DfT co-development funding to FBC. Full funding subject to approval of FBC	£20m-£50m	0 to 2 years. MRN - OBC approved 2024, FBC in progress.
A382 Corridor Improvements	A382	Devon County Council	MRN	Improvements to MRN corridor connecting key housing and employment growth areas north of Newton Abbot	£50m+	2 to 5 years. Full Business Case (FBC) submitted.

Schemes in development/under review by Government						
Scheme	Scheme Short Name	Promoter / Authority	Mode	Mode/Scheme Notes	Budget Category	Programme/ Stage of development
A38 Manadon Interchange	A38 Manadon	Plymouth City Council	LLM	Upgrade to interchange to reduce congestion and delays and improve safety, through targeted widening to increase capacity, improve journey times for buses and improving connectivity between growth areas and the SRN. In receipt of DfT co-development funding to FBC. Full funding subject to approval of FBC	£50m+	2 to 5 years. OBC approved 2024, FBC in progress.
A38 MRN M5 J22 to Bristol Airport	A38 Bristol	Somerset and North Somerset Councils	MRN	Improvements to MRN connecting M5 with Bristol Airport, reducing impact on local communities and improving strategic connectivity.	£20m-£50m	2 to 5 years. A38 MRN M5 - OBC Approved Nov 24.

Schemes in development/under review by Government



Key:
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Green: scheme or intervention is at an early stage of development or a case for change has been identified but no detailed scheme is available to assess.

Next Steps

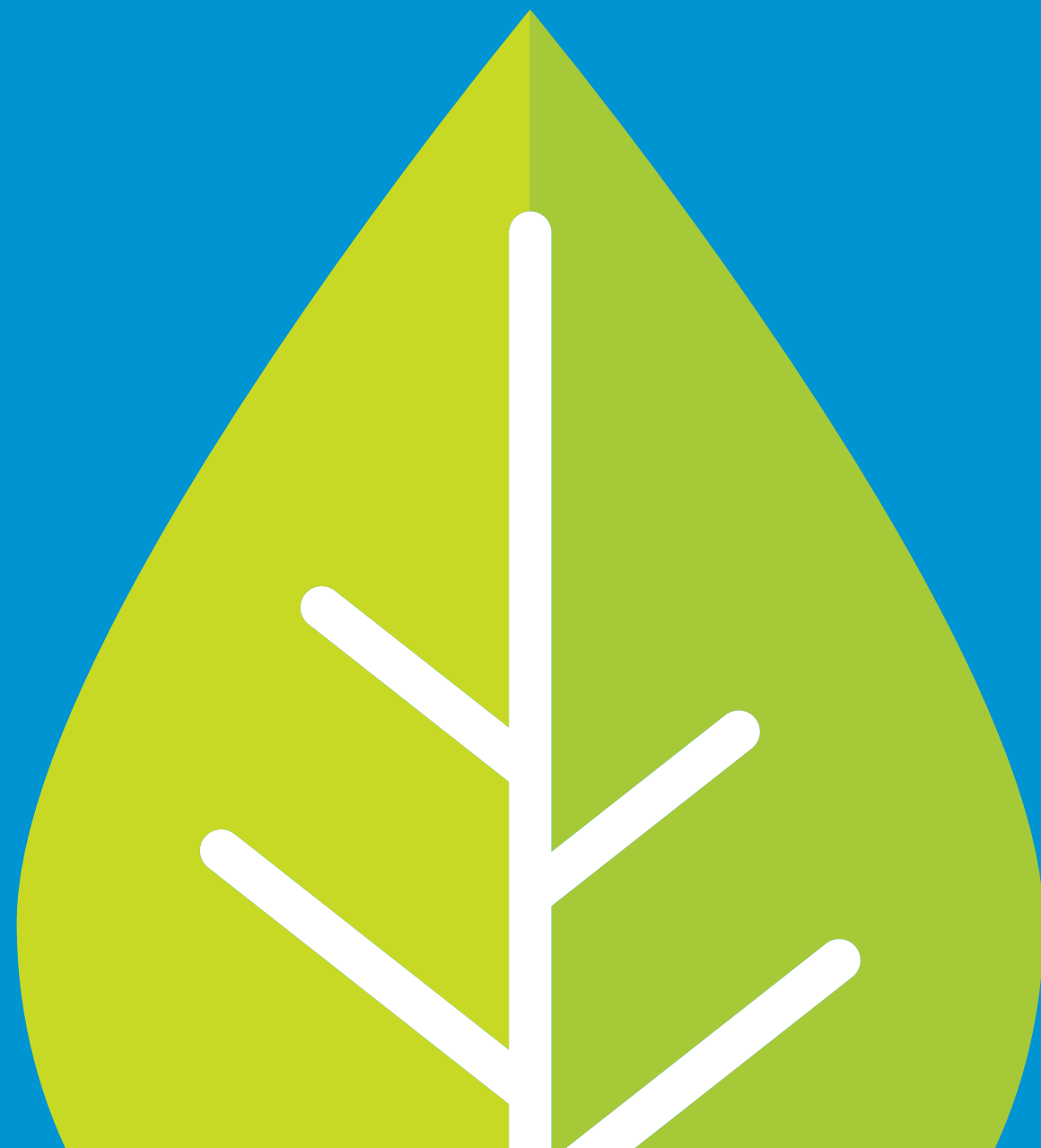
This is a draft for consultation. A full, public consultation will be held from 07 February 2025 until 03 March 2025.

Peninsula Transport STB would like to invite all stakeholders to comment on the draft SIP and Strategic Environmental Assessment through the online consultation platform link.

Paper copies are available upon request.

Please email **info@peninsulatransport.gov.uk** or write to:

Peninsula Transport c/o Plymouth City Council,
Ballard House, West Hoe Road,
Plymouth, PL1 3BJ



National Highway's Tunnel Closure

Report to: Saltash Town Council

Date of Report: 28.02.25

Officer Writing the Report: Saltash Town Council: Development and Engagement Manager

Report Summary

This report is in reference to the upcoming National Highways work on the Saltash Tunnel. As you are aware, National Highways have confirmed they are now fine-tuning the programme of works for the scheme. Current proposed key dates are:

- Early 2025 to late 2025 – the tunnel will be closed in both directions on weeknights with traffic using local diversion routes
- September 2025 for approx. 5 months – ‘the switch-off’. The tunnel and bridge will no longer operate on a tidal flow basis. Fixed lanes will be in operation with clear directions for each lane, until work is complete.

National Highways will oversee the project; however, Saltash Town Council (STC) are keen to make sure mitigation methods are put in place to reduce the negative impact on Saltash, as follows:

- Rail service improvements
- Bus service improvements
- Ferry service improvements
- Walking and cycling improvements
- Potential Park and ride services
- Provision of information

Please be aware that Cornwall Council is in discussions with Network Rail to introduce additional train services for Saltash in response to the upcoming tunnel closures and Saltash Town Council are actively working to minimize the impact on residents wherever possible.

Councillor Bickford has been liaising with rail companies to see if it is possible to improve the rail timetable from Saltash and will provide a verbal update at Full Council.

Please refer to **Appendix 1** to view the Town Clerks' letter of concern.

Please refer to **Appendix 2** to view examples of resident's comments regarding the closure announcement.

Officers Recommendations

To request National Highways to include the details of this report in their communications so STC can help distribute it more widely across Saltash at National Highways expense – refer to the budget section of the report for costings. Additionally, to let STC know if any further internal communications can be created at STC to enhance or expand on this message.

As part of STC's plans to support the town, it is requested that useful communication materials are provided by National Highways for STC to communicate across Saltash. It is asked that this information be provided to support STC in sharing alternative solutions with those who may be negatively affected by the tunnel closures. It is extremely important that transport options are continuously improved, and alternative options provided, to support their residents and reflect STC's strategic priority which states:

'To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas and promote walking and cycling.' **STC Business Plan 2024-2027**

Potential options for consideration, along with a full cost breakdown, have been provided in the following sections.

Options

Local Newspapers: STC have options to release content in local newspapers to share information with a wider audience. This is also an inclusive method to make sure information is shared with those who may not use or have access to social media.

Community Bulletins: Posters can be displayed within our local community bulletins.

Local Social Clubs and Groups: STC can distribute posters and leaflets to local social clubs and groups, such as Saltash Rotary Club.

Leaflets/Flyers: STC can distribute flyers in areas like local shops, businesses, and cafes (e.g., in Saltash town centre, near bus stops or at Saltash railway station) to ensure that information reaches passersby.

Posters: STC can place posters in high-traffic locations, such as shopping centres, bus stations, or community noticeboards. This ensures people who may not use social media still get the information. **Please see Appendix 3 for poster/leaflet design examples for these options.**

Facebook, Instagram, and LinkedIn: STC can utilize social media channels to communicate the information through posts, videos, and social media engagement. A social media campaign can be created to support residents through the tunnel closure by offering helpful information and support options.

STC website: The STC website can keep an updated forum of information for residents to easily access useful information during the tunnel closure.

Please see Appendix 4 for social media design examples.

Budgets

A budget breakdown (estimates) has been provided below to give rough estimates of the costs incurred for STC to utilize this communication and outreach plan on behalf of National Highways:

Item	Estimated Cost	Description
Local Newspaper: Double page spread	£1500 (EX VAT)	Cost to release a double-page spread in a local newspaper. Includes design, copywriting, and printing.
Social media advertisements	£10 per advert x 6 = £60	STC would benefit from using one boosted post for each month of the tunnel closure, including one month prior to the closures.
Bus Stops	£506 (EX VAT)	2 panels for 2-weeks in a local bus stop, inclusive of the posters produced
Staff costs for design work	Average Hourly rate for SDGA £18.25 (inclusive of employer costs)	Additional time spent on design work that is used for development and distribution of external communications. Please note, this only reflects the average cost and is subject to change.
Printing leaflets	Qty 100 £50 Qty 200 £55 Qty 250 £65 Qty 500 £70	These prices are based upon an average from three printing suppliers. It includes: A5 Flyers Printed single side Material stock 200gsm

Appendix 1

13 November 2024



Dear Vicky

Saltash Tunnel Works

We would like to work closely with Cornwall Council to consider and plan the potential mitigations that could help during the upcoming National Highways work on the Saltash Tunnel.

Saltash Town Council are extremely concerned that the works will be very impactful to the town of Saltash and its residents and are keen to ensure that all potential measures are considered carefully.

I am sure that you are already working on this, but we consider that local knowledge on what may or may not work be key to ensuring the best possible mitigation measures are put in place.

The measures we consider need to be considered are:

- Rail service improvements
- Bus service improvements
- Ferry service improvements
- Walking and cycling improvements
- Potential for Park and Ride services
- Provision of information

Locally, we consider that additional rail services calling at Saltash is the key mitigation measure, and we consider this to be very much a priority as rail is likely going to be the only mass transport system that will have a significant impact.

Walking and cycling around Saltash will be important, but it will be those whose journeys take them beyond the town will look to rail for a reliable, cost effective and regular option.

A 'half hourly' rail service would provide capacity for many hundreds of people, whereas all other options are either likely to provide much smaller capacity or, as in the case of buses be caught in the disruption.

We do consider that all potential mitigations be considered as they all have a part to play, but rail is the 'stand out' option that would deliver the greatest benefit for the least effort and potentially lowest cost.



The Guildhall
12 Lower Fore Street, Saltash, Cornwall PL12 6JX
Tel: (01752) 844846
e-mail: enquiries@saltash.gov.uk
gdpr@saltash.gov.uk

Furthermore, we request that we are kept up to date on any local traffic monitoring that is being commissioned so we learn more about the impacts to journey times.

We would like to suggest we begin with a Teams meeting to better understand the impact of the tunnel works and possible mitigation measures and how they may be developed with all stakeholders.

Look forward to hearing from you soon.

Yours Sincerely,



Sinead Burrows
Town Clerk / RFO



Appendix 2: Example of resident's comments shared on STC social media accounts regarding the announcement of the tunnel closures.

**National Highways: South-West**
13 December 2024 at 15:45 · 🌐

 We're carrying out a major £25million technology upgrade of the A38 Saltash Tunnel. The works will help keep journeys safe, reliable and reduce the risk... [See more](#)

No insights to show ⓘ [Boost a post](#)

 2 7 comments 1 share

 Like  Comment  Send  Share

[View more comments](#)



I hope our old house can stand another year of tankers and giant lorries shaking it up in the night.
I wish they'd make more use of Burraton Road, but apparently that's not an option.

3w Like Reply Hide

NATIONAL HIGHWAYS

**** Further information on the important works being done and the benefits it will bring.**



**** Further information on the important works being done and the benefits it will bring.**

5

WANT TO FIND OUT MORE?

If you have any concerns, or want to find out more information on the Saltash Tunnel closure, please use the contact options below for National Highways.

If you would like any further information on Saltash travel options, please contact Saltash Town Council.

***STC CONTACT DETAILS HERE**

GET IN TOUCH AND KEEP UP TO DATE

-  NATIONAL HIGHWAYS WEB
-  NATIONAL HIGHWAYS LINK
-  NATIONAL HIGHWAYS LINK

6






SALTASH TUNNEL CLOSURE

National Highways will be undertaking important improvement work to Saltash Tunnel in Summer 2025, for 5 months.

1

OVERVIEW

The Saltash tunnel and bridge will no longer operate on a tidal flow basis. Fixed lanes will be in operation with clear directions for each lane, until work is complete.

OVER VIEW OF WHY THE SALTASH TUNNEL NEEDS TO CLOSE - WHAT ARE THE BENEFITS OF THIS FOR THE FUTURE?



Please see the range of alternative transport options for Saltash residents and visitors.

2

TRANSPORT

Stay connected and make your journey as smooth as possible!

The range of alternative transport options are as follows:

Rail Service
 INFORMATION REGARDING RAIL SERVICE OPTIONS

Bus Service
 INFORMATION REGARDING BUS SERVICE OPTIONS

Ferry Service
 INFORMATION REGARDING RAIL SERVICE OPTIONS

Walking
 INFORMATION REGARDING WALKING OPTIONS

Cycling
 INFORMATION REGARDING CYCLING OPTIONS

3

SALTASH TRAVEL

Please find below the locations of our main services.

Rail Service
 INFORMATION REGARDING RAIL SERVICE ADDRESS

Ferry Service
 INFORMATION REGARDING FERRY SERVICE ADDRESS

Cycling
 INFORMATION REGARDING CYCLING ROUTES

Walking
 INFORMATION REGARDING WALKING ROUTES

Bus Service
 INFORMATION ON MAIN BUS STOPS - FORE STREET ETC

4



SALTASH TUNNEL CLOSURE

National Highways will be undertaking important improvement work to Saltash Tunnel in Summer 2025, for 5 months.

OVERVIEW/WHY?

**Why are the works being done?

BENEFITS

** Further information on the important works being done and the benefits it will bring.

ALTERNATIVE TRANSPORT FOR SALTASH RESIDENTS AND VISITORS

Stay connected and make your journey as smooth as possible!
The range of alternative transport options are as follows:



Rail Service

INFORMATION REGARDING
RAIL SERVICE OPTIONS



Bus Service

INFORMATION REGARDING
BUS SERVICE OPTIONS



Ferry Service

INFORMATION REGARDING
RAIL SERVICE OPTIONS



Walking

INFORMATION REGARDING
WALKING OPTIONS



Cycling

INFORMATION REGARDING
CYCLING OPTIONS

FOR MORE INFORMATION ON TRANSPORT OPTIONS, PLEASE GET IN CONTACT WITH SALTASH TOWN COUNCIL:

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

enquiries@saltash.gov.uk

[@saltashtowncouncilofficial](https://www.facebook.com/saltashtowncouncilofficial)

GET IN TOUCH AND KEEP UP TO DATE WITH NATIONAL HIGHWAYS

 NATIONAL HIGHWAYS LINK

 NATIONAL HIGHWAYS LINK

 NATIONAL HIGHWAYS WEB





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Appendix 4: Social media design example (Instagram and Facebook)

SALTASH TUNNEL CLOSURE

National Highways will be undertaking important improvement work to Saltash Tunnel in Summer 2025, for 5 months.



OVERVIEW/WHY?

**Why are the works being done?

BENEFITS

** Further information on the important works being done and the benefits it will bring.

ALTERNATIVE TRANSPORT FOR SALTASH RESIDENTS AND VISITORS

Stay connected and make your journey as smooth as possible!



Rail Service

INFORMATION REGARDING RAIL SERVICE OPTIONS



Bus Service

INFORMATION REGARDING BUS SERVICE OPTIONS



Ferry Service

INFORMATION REGARDING RAIL SERVICE OPTIONS



Walking

INFORMATION REGARDING WALKING OPTIONS



Cycling

INFORMATION REGARDING CYCLING OPTIONS



NATIONAL HIGHWAYS CONTACT NUMBER
NATIONAL HIGHWAYS LINK

FOR MORE INFORMATION

 @saltashtowncouncilofficial
 <https://www.saltash.gov.uk/>
 enquiries@saltash.gov.uk

END OF REPORT



Report to Saltash Town Council, March 2025
Bob Austin
Chair, Friends of Churchtown Farm Nature Reserve

Churchtown Farm Nature Reserve spans over 150 acres of diverse habitats, including grasslands, mudflats, wetlands and woodlands. Owned by Antony Estate and managed by Cornwall Wildlife Trust under a 25-year lease, the land is farmed using traditional Cornish methods that encourage biodiversity and maintain habitats.

The Friends of Churchtown Farm is a community group of volunteers set up in 2001 to protect and enhance the reserve's diverse habitats, supporting conservation efforts through regular volunteer activities and community engagement.

The 25-year lease is due for renewal in August this year, and the Friends of Churchtown Farm have been engaged in early conversations with Antony Estate and Cornwall Wildlife Trust to explore the possibilities for ensuring the Reserve's ecological richness is maintained for future generations.

Several town councillors have been involved in these early conversations, but we are now at the stage of asking Saltash Town Council for its formal involvement. We would be grateful if the Town Council could:

- set up a working group to take these discussions forward with us
- allow the use of the Guildhall for meetings necessary to conclude the negotiations

To receive a BT consultation and consider any actions and associated expenditure.

Email received from Community Link Officer:

BT have started a new 90 day consultation to run until the end of April 2025 and they have identified 54 public payphones in Cornwall that are no longer needed. BT have assessed these using the criteria in Ofcom's Review of the telephony universal service obligation. Please see attached the list of payphones that BT are planning to remove, which includes two in Saltash. The Localism team are liaising with Town and Parish Councils on behalf of BT.

If Saltash TC wish to 'agree, adopt, or object' please complete the attached annex, following the guidelines set out by BT below:

If you wish to 'agree, adopt, or object' to the plans for the PCB(s) in your Parish, please complete the attached annex, following the guidelines below:

Just select agree if you're happy for BT to remove it.

If the local community wish to adopt, please provide the contact details of the interested organisation, and BT will do the rest. (Communities can adopt most red boxes for £1. They can also adopt modern glass boxes if they want to house a defibrillator. Visit bt.com/adopt for more information).

If you decide to object, you'll need to complete the last column with your reasons. Ofcom has changed their process for the removal of a telephone classed as "last at site" (no alternative within 400m) replacing local authorities' ability to veto the removal of a PCB with a clear, consistent set of criteria to protect PCBs from removal where they are still needed. All of the 54 kiosks subject to the review are classed as "last at site". Review of the telephony universal service obligation A2. Guidance on public call boxes, sets out the criteria for assessing whether a "last at a site" PCB can be removed - page 103.

Please note, the kiosks highlighted in red text in the attached annex are listed. BT is not planning to remove these kiosks; instead, they will only be removing the telephony mechanism inside the box. If the kiosks are unadopted, they will be locked to prevent misuse, but they will remain in place to maintain their aesthetic appearance.

BT have advised the PCBs which are located in rural areas, you may wish to check the Ofcom broadband checker to ensure they have used the correct postcode for where the kiosk is located <https://checker.ofcom.org.uk/>

To make sure that the local community are fully informed, BT have placed notices on these payphones.

Please email your response by **21 April 2025**.

End of report

Community Link Officer

Page 126	Call box ID	Address	Post Code	Relevant Public Body	Removal proposal sent	Representation period ends	Mobile coverage				Mobile Coverage OK?	Total calls (last 12 months)	Helpline calls (last 12 months)	High frequency accident location	High frequency suicide location	BT Evidence of other reasonable need	Agree Adopt Object	R
46	01752843672	PCO PCO1 ALAMEIN ROAD SALTASH	PL12 4HR	Cornwall	30/01/25	30/04/25	4	4	4	4	YES	19	0	No	No	No		
47	01752844061	PCO PCO1 LOWER FORE STREET SALTASH	PL12 6JG	Cornwall	30/01/25	30/04/25	4	4	3	3	YES	38	0	No	No	No		

Notice date:



We're planning to remove this payphone

Unfortunately, it just isn't used enough for us to carry on running it.

If you think it should stay, please contact your local authority within 90 days of the date on this notice.

Call **0800 661 610** (option 1) to find out how to contact your local authority.

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