

Public Document Pack

Saltash Town Team to be held on Monday 13 October 2025 and 5.30 pm at the Guildhall/ Virtually

Invitees: P Ryland (Chairman); C Bailey (CEPL12), S Baker (Chamber of Commerce (Reserve)), R Bickford (CEPL12), P Cador (Cornwall Council), H Frank (Cornwall Council), S Gillies (Chairman of Town Vision), K Johnson (Cornwall Council), S Martin (Vice Chairman of Town Vision (reserve)), S Miller (Chamber of Commerce), M Richardson (Consultant), B Samuels (Saltash Town Council) (Vice-Chairman), B Stoyel (Saltash Town Council) and C Thomson (Cornwall Council Community Link Officer), Lindsay Mansfield (Mayor's Secretary/Receptionist)

Agenda

1. Apologies.
2. Health and Safety Announcements.
3. Public Questions - A 15-minute period when members of the public may ask questions of the Saltash Town Team.

Members of the public may ask questions of the Town Team by submitting in writing via email to enquiries@saltash.gov.uk or the Guildhall **no later than 48 hours prior to the start of the meeting.**

Responses to public questions will be dealt with at the discretion of the Chairman.

4. To receive the notes of the Town Team meeting held on 11 August 2025 as a true and correct record. 3 - 7
5. To revisit Town Team Terms of Reference and consider any actions. 8 - 11
6. To receive the latest Town Team funding statement and consider any actions and associated expenditure. 12 - 13
7. To confirm the appointment of Mel Richardson Consultancy to conduct the Feasibility Study. 14
8. To receive a report on the initial six markets and consider any actions and associated expenditure. 15 - 16
9. To receive an update on the upcoming markets and consider any actions and associated expenditure.
10. To receive a report on Community Infrastructure Levy Funding (CIL) and consider any actions and associated expenditure. 17 - 30
11. To consider Town Team longer term goals/ambitions and consider any actions and associated expenditure.

12. A.O.B
13. Date of Next Meeting: Monday 8 December 2025

NOTES

Meeting:	Saltash Town Team - Guildhall
Date and Time:	Monday 11 August 2025 - 5.30 pm

Present:	Title/Representing:
C Bailey (CB)	CEPL12
H Frank (HF)	Cornwall Council
S Gillies (SG)	Chairman of Town Vision
K Johnson (KJ)	Cornwall Council
S Miller (SM)	Chamber of Commerce
B Samuels (BS)	Saltash Town Council
B Stoyel (BS)	Saltash Town Council

Apologies for absence: R Bickford, P Cador, M Richardson and C Thomson
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Item	<u>Key / Action Points:</u>	Action by:
33	<p><u>Apologies.</u></p> <p>Apologies were received from Cornwall Councillor Paul Cador, Consultant Mel Richardson, Richard Bickford CEPL12.</p>	
34	<p><u>Health and Safety Announcements.</u></p> <p>The Chairman informed those present of the actions required in the event of a fire or emergency.</p>	
35	<p><u>To elect a Vice Chairman.</u></p> <p>The Chairman informed the group that no nominations for Vice Chairman had been received.</p> <p>It was proposed by Councillor B Stoyel, seconded by SM to nominate Councillor B Samuels.</p> <p>No further nominations were received.</p> <p>Following a vote it was resolved to appoint Councillor B Samuels as Vice Chairman.</p>	
36	<p><u>Public Questions - A 15-minute period when members of the public may ask questions of the Saltash Town Team.</u></p> <p>None received</p>	
37	<u>To receive the notes of the Town Team</u>	

	<p><u>meeting held on 19 July 2025 as a true and correct record.</u></p> <p>SM asked for it to be noted that the agenda states the notes were from the Town Team meeting held on 19 July 2025, however, the meeting took place on 19 June 2025.</p> <p>Further to that, SM asked for it to be noted that he is representing Chamber of Commerce not Saltash Town Council.</p> <p>It was proposed by Steve Miller, seconded by Councillor B Stoyel and resolved that the notes of the last meeting are a true and accurate record with the amendments.</p>	
38	<p><u>To receive the latest Town Team funding statement and consider any actions.</u></p> <p>The funding statement and available S106 ringfenced funds was noted.</p>	
39	<p><u>To receive an update on stage two of the Fore Street Regeneration project and future funding opportunities considering any actions and associated expenditure.</u></p> <p>The Chairman informed members that due to apologies received from Mel Richardson there is no update on on the progress of the data assimilation from Stage one of the Fore Street regeneration project.</p> <p>Cornwall Councillor Hilary Frank informed the group that the outcome of TRIP funding application is due later this week, however, there has been a large volume of applications received.</p> <p>The Chairman reminded the group of approximate costs to run four additional markets from September – December 2025.</p> <p>Members discussed the possibilities of monies being generated by charging the stall holders, however it was noted that this charge would not cover the costs to hold the additional four markets in its entirety.</p> <p>Members discussed the number of stalls, with Members asking if each market is at full capacity. The Chairman confirmed that several traders</p>	

have a double pitch which could give the impression the market is not full.

The group discussed alternative funding avenues.

Councillor Brenda Samuels offered to investigate other funding streams, such as CIL funding from the Treledan development.

Cornwall Councillor Keith Johnson emphasised the need for the markets to be sustainable long term and at least break even.

Members discussed the increased footfall for existing traders on Fore Street and of the need for stalls to differentiate from existing shops. The Chairman to reiterate this to Diverse Events.

A venue for an indoor market is being explored. Members discussed the cost of road closures. The Chairman will enquire with Diverse Events as to why the cost is so high and report back to the group.

The group discussed other possible locations such as Belle Vue West car park or having the market stalls located around the town in locations such as outside Superdrug, the sorting office and the Banking Hub.

Cornwall Councillor Hilary Frank will approach Cornwall Council to enquire about the cost of closing Belle Vue West car park. The Chairman will investigate how the market could be spread across the town centre to save on road closure costs.

Members agreed on the importance of continuing the markets through September, October, November, and December. However, there will be no markets held in January or February.

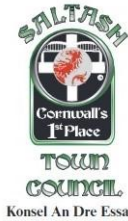
TRIP funding will be utilised to cover the cost of the markets, if successful.

If not successful, TT are to consider asking the s106 officer if the cost can be allocated to the ringfenced funds. However, the future of the markets at the end of 2025 will need to be covered by the traders to make the markets sustainable going forward.

40	<p><u>To receive an update on the Saltash promotion project and consider any actions and associated expenditure.</u></p> <p>Cornwall Councillor Hilary Frank and CB updated members on the progress with the project.</p> <p>There have been several delays due to summer holidays and workloads. There are still inaccuracies with several locations on the map and text provided to the designer has not yet been added.</p> <p>Cornwall Councillor Hilary Frank confirmed there is no deadline in terms of using the S106 Waitrose funding.</p> <p>The Chairman asked to be informed of the next working group meeting so he can attend.</p>	
41	<p><u>To consider longer term goals/ambitions.</u></p> <p>The Chairman informed the group that following the positive ideas session it's now the time to be looking at future projects, in line with the groups Terms of Refence.</p> <p>This will be a standing item on future agendas.</p> <p>Members discussed the boundary lines of the town centre, as defined by the Neighbourhood Plan which restricts S106 funding being used in places such as Victoria Gardens. However, members acknowledged there is other funding available which could be used in other areas in the town.</p> <p>Cornwall Councillor Hilary Frank will raise the town centre boundary restriction with the appropriate committee at Cornwall Council.</p> <p>Councillor B Samuels will investigate a list of funding available and the restriction on the Neighbourhood Plan boundary.</p>	
42	<p><u>A.O.B</u></p> <p>The Chairman asked a member of the public, Lindsay Endean from Saltash Studios if she felt the market days were having a positive impact on trade.</p>	

	Lindsay Endean felt the market days were having a very positive impact and she is planning to run markets at Saltash Studios through until Christmas.	
43	<p><u>Date of Next Meeting: 13 October 2025 at 5.30 p.m.</u></p> <p>Date of Next Meeting: 13 October 2025 at 5:30pm.</p> <p>Members noted the dates of future meetings</p> <ul style="list-style-type: none"> • 13 October 2025 • 8 December 2025 • 9 February 2026 • 13 April 2026 <p>End of Meeting: 6.37pm</p>	

WORKING TOGETHER FOR OUR COMMUNITY



Terms of Reference Saltash Town Team

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

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

Three Cornwall Councillors (one from each division in Saltash)

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

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

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

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

Quorum: Meetings will be postponed if:

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

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

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

Detailed Terms of Reference and Aims of the Saltash Town Team

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

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

Date	PO No	Invoice No	Supplier	Description	TVF - Total £84k	TAF - £21k TDF - £30k Total - £51k	S106 £100k	Notes
				Deadline for all grant to be spent		31/03/2025		
				Funding from Cornwall Council	£84,000.00			
28/05/2024				Funding from Cornwall Council (TAF)		£7,500.00		TAF Funding Payment Schedule
16/01/2025				Funding from Cornwall Council (TAF)		£10,500.00		
27/03/2025				Funding from Cornwall Council (TAF)		£33,000.00		
10/07/2025				Funding from Cornwall Council S106			£33,585.40	
28/04/2022	N/A	Jnl No 34979	Internal STC	Admin Support 28.4.22	-£64.20			
07/10/2022	5385	INVOICE JANUARY 2023	Mel Richardson Consultancy	Consultancy Work	-£2,100.00			£10,500 - Within a reasonable timeframe of signing the Grant Offer Letter (22-05-24)
30/06/2022	N/A	Journal No. 38981	Internal STC	Admin Support - June 2022	-£56.18			£10,500 - Within a reasonable timeframe of delivery of all <u>Grant outcomes</u>
31/07/2022	N/A	Journal No. 38984	Internal STC	Admin Support - July 2022	-£64.20			
30/09/2022	N/A	Journal No. 38985	Internal STC	Admin Support - Aug/Sept 2022	-£228.57			
31/10/2022	N/A	Journal No. 39313	Internal STC	Admin Support - October 2022	-£139.95			
30/11/2022	N/A	Journal No. 39314	Internal STC	Admin Support - November 2022	-£110.90			Grant Outcomes
31/03/2023	5726	3044 (3698-A)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants March Payment - Architecture Studio Hive	-£11,478.33			1) Send to CC any relevant docs for project 2) Evidence of consultation with businesses and residents of Fore Street 3) Evidence of delivery of trial markets and CC to be notified of these dates 4) Provision of evidence of expenditure and updates if requested by CC
28/04/2023	5726	307 (3698-B)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants April Payment - Architecture Studio Hive + Town Vitality Open Space Project Appointed Consultants - Additional charge for Hobs Reprographics printing of consultation posters for event key stake holder event held 27/04/2023	-£11,603.97			
28/05/2023	5726	3049 (3698-C)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants May Payment - Architecture Studio Hive	-£11,478.33			TDF Funding Payment Schedule
28/06/2023	5726	3053 (3698-D)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants June Payment - Architecture Studio Hive. Hobs Reprographics printing for consultation event 16th/17th June 2023 invoice S2015INV23060450	-£11,668.65			£7,500 - Within a reasonable timeframe upon signing the agreement dated 11th April 2024 £7,500 - Further payment in accordance with <u>schedule 3</u> £15,000 - Within reasonable timeframe of provision of evidence of targets reached per <u>schedule 3</u>
28-Jul	5726	3055 (3698-E)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants July Payment - Architecture Studio Hive	-£11,478.33			Schedule 3
30-Aug	5726	3058 (3698-F)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants August Payment - Architecture Studio Hive	-£11,619.45			1) Provision of more detailed plans for intended public realm improvemnts to Fore Street, discussed and approved by Highways Team and agreed by CC. Second £7,500 to be paid within reasonable timeframe of agreement of detailed plans and endorsed by Highways Team 2) Further targets will be agreed between CC and STC once more detailed plans become available
19/06/2023	5874	9RADYQT7T2 (4039-A), VKE4CQX7T2 (4039-B), NWJC9RBT2 (4039-C)	Credit Card (Meta)	Facebook boost post for Town Vitality Public Consultation event on Friday 16th and 17th June	-£20.00			
13/07/2023	5914	6356622604454127-12783088 (4172)	Credit Card (Meta)	Credit Card Purchases - Facebook boost post for Town Vitality Public Consultation closing 14/7/23	-£25.00			S106
29/07/2023	5951	6405641176218936-12893337 (4183-A)	Credit Card (Meta)	Credit Card Purchases - Facebook boost post for Town Vitality Public Consultation closing 14/7/23	-£5.00			
16/07/2023	N/A	CN-4962	Internal STC	Photocopying Fees - Photocopying Fees for Town Vitality	-£120.00			
08/06/2023	5795	18831 (4143)	Saltash & District Observer	Saltash & District Observer - Town vitality Saltash District Observer notice advert. Approved by town team members Front page - 10 x 2 - £219 – (Carlton Plastics size).	-£219.00			
09/06/2023	5615	INVOICE OCTOBER 2023	Mel Richardson Consultancy	2000 Saltash Leaflet A5 4/4,	-£165.00			
05/05/2023	5615	INVOICE OCTOBER 2023	Mel Richardson Consultancy	2500 Saltash Leaflet A5 4/4	-£197.00			
12/10/2023	5615	INVOICE OCTOBER 2023	Mel Richardson Consultancy	Project Management Support for Vitality Funded Open Space Project	-£2,500.00			
13/10/2023	5726	3063	Architecture by Studio Hive Ltd	3 Hours Charged. & Neil Sansum's attendance at Council meeting 7th September 2023 - mileage	-£382.50			
20/12/2023	6314	TDF1	Mel Richardson Consultancy	Appointment of consultant to prepare the Town Vitality Delivery Fund Application.	-£1,800.00			
18/03/2024	6545	3077	Architecture by Studio Hive Ltd	Saltash Open Space Project: Next Steps	-£3,000.00			

[illegible]

**To confirm the appointment of Mel Richardson Consultancy to conduct a
Feasibility Study**

Report to: Town Team

Date of Report: 12.10.25

Officer Writing the Report: Town Clerk / RFO

Officers Recommendations

Members are asked to note the formal appointment of Mel Richardson Consultancy to carry out a Feasibility Study. The purpose of this study is to assess the level of interest and support among local businesses for the development of a Business Improvement District (BID) in Saltash.

This appointment has been made following a successful funding application submitted by Saltash Town Council on behalf of the Saltash Town Team. The funding, awarded through the Town Regeneration and Investment Programme (TRIP), covers the full cost of the consultancy services, totalling £10,000.

Report Summary

The Town Team recognised the importance of involving all local businesses in shaping the projects and services that matter most to them. This collaborative approach aims to enhance the trading environment in Saltash through the development of a BID.

To gain a clearer understanding of current trading conditions on Fore Street, the Town Team incorporated this objective into the Feasibility Study.

Following extensive discussions and research into funding opportunities to support the initial phase of the BID, it was agreed that Saltash Town Council would submit an application to the Town Regeneration and Investment Programme (TRIP) to cover the associated costs.

The funding application was successful, enabling the Town Council to initiate a tender process in accordance with its Financial Regulations. This process led to the appointment of Mel Richardson Consultancy to undertake the work.

Signature of Officer:

Town Clerk / RFO

To receive a report on the initial six markets and consider any actions and associated expenditure

Report to: Town Team

Date of Report: 12.10.25

Officer Writing the Report: Town Clerk / RFO

Officers Recommendations

Members are asked to:

1. Note the update provided regarding the ongoing delivery and development of Saltash Markets;
2. Approve to undertake a full review of the project at the conclusion of the extended market period;
3. Approve to form a small working group, to begin exploring options for the continuation of the markets beyond the current funding period (ending December 2025), and to develop a Strategic Plan to support their potential future delivery.

Report Summary

Saltash Markets have become a vibrant and successful addition to Fore Street, helping to revitalise the town centre and create a lively atmosphere that had previously been lacking. The markets have been warmly welcomed by residents, visitors, and local traders alike.

To build on this success, the Town Team is committed to continuing the delivery of monthly markets during the most popular trading season, with a focus on showcasing local produce wherever possible.

To support this initiative, Mel Richardson Consultancy and Diverse Events have been appointed to assist with the planning, delivery, and evaluation of the markets. Their work includes gathering data and feedback to help shape the future direction of market activity and ensure it aligns with the needs of the community and local businesses.

In addition, Saltash Town Council continues to play an active role in supporting the marketing and promotion of the markets, helping to raise awareness and encourage participation. This support will be maintained wherever possible to ensure the ongoing success and visibility of the events.

Signature of Officer:

Town Clerk / RFO

**To receive a report on Community Infrastructure Levy Funding (CIL) and
consider any actions and associated expenditure**

Report to: Town Team

Date of Report: 12.10.25

Officer Writing the Report: Town Clerk / RFO

Officers Recommendations:

Members are asked to:

1. Note that Community Infrastructure Levy (CIL) funding has been awarded to Saltash Town Council in accordance with the relevant guidance;
2. Consider potential future uses for the remaining CIL funds, taking into account Town Teams current underspend against ringfenced Section 106 funding (available budget of £66k, with a deadline date to spend the funds by April 2027);
3. Be advised that any proposal to utilise part or all of the Town Council's CIL funding should be submitted to Full Council in the form of a written report. This report must include a clear and robust plan outlining the intended use of the funds, to enable fair and informed consideration by the Council;
4. Note that the available balance of Section 106 Quora funding is £64,500, with a deadline to spend the funds by April 2028.

Report Summary

At the Town Team meeting held on 11 August, the potential use of Community Infrastructure Levy (CIL) funding to support future projects was discussed.

Councillor Brenda Samuels offered to investigate other funding streams, such as CIL funding from the Treledan development.

Councillor B Samuels will investigate a list of funding available and the restriction on the Neighbourhood Plan boundary.

To date, Saltash Town Council has received a total of **£18,823.12** in CIL funding. This funding must be spent within five years of receipt.

Saltash Town Council has committed **£10,000** of its Community Infrastructure Levy (CIL) funding towards the Saltash Waterside Improvement Project, leaving a remaining budget of **£8,823.12** available.

As the project currently has no confirmed start date, the Finance Officer has been asked to contact the CIL Officer to ensure that Saltash Town Council does not risk losing the funding, which is due to expire in **April 2026**.

Please refer to the table below for further details:

Date Received	Amount Received	Amount Committed CIL 4th round	Balance to Spend	5 Year Deadline	Planning Ref	Planning Address
07/04/2021	£1,395.00	£1,395.00	£0.00	06/04/2026	PA19/09168	Land off 28 Castlemead Drive, Saltash
17/04/2021	£189.06	£189.06	£0.00	16/04/2026	PA20/05475	Land Adjacent To Polmear, Homer Park, Saltash, PL12 6HJ
15/11/2021	£385.99	£385.99	£0.00	14/11/2026	PA19/09772	Old Churchtown Farm Farm Lane St Stephens Saltash Cornwall PL12 4AR
15/11/2021	£840.00	£840.00	£0.00	14/11/2026	PA18/09294	Land On The North Side Of 1 Castle View, St Stephens, Saltash, PL12 4RD
07/10/2022	£2,434.67	£2,434.67	£0.00	06/10/2027	PA21/06948	Land East Of 16 Castle View, St Stephens, PL12 4RD
07/10/2022	£815.63	£815.63	£0.00	06/10/2027	PA21/03745	Land South of Old Churchtown Farm Lane, Stephens, PL12 4AR
19/04/2023	£1,372.84	£1,372.84	£0.00	18/04/2028	PA20/10644	12 Sunningdale Road, St Stephens, Saltash, PL12 4BN
19/04/2023	£2,246.66	£2,246.66	£0.00	18/04/2028	PA22/09842	Land East of 62 St Stephens Road, Saltash, PL12 4BJ
19/04/2023	£943.29	£320.15	£623.14	18/04/2028	PA21/03745	Land South of Old Churchtown Farm Lane, Stephens, PL12 4AR
18/10/2023	£8.82		£8.82	17/10/2028	PA20/10644	12 Sunningdale Road, St Stephens, Saltash, PL12 4BN
18/10/2023	£2,246.66		£2,246.66	17/10/2028	PA22/09842	Land East of 62 St Stephens Road, Saltash, PL12 4BJ
18/04/2024	£341.79		£341.79	17/04/2029	PA21/05336	Land West Of The Stables, Farm Lane, St Stephens, Saltash, PL12 4AR
14/10/2024	£1,034.93		£1,034.93	14/10/2029	PA21/05336	Land West Of The Stables, Farm Lane, St Stephens, Saltash, PL12 4AR
10/04/2025	£3,821.13		£3,821.13	08/04/2030	PA21/05314	118-120 North Road Saltash Cornwall PL12 6BQ
10/04/2025	£746.65		£746.65	08/04/2030	PA23/03710	18 Churchtown Drive St Stephens Saltash Cornwall PL12 4FB
	£18,823.12	£10,000.00	£8,823.12			

Following on from the discussion at the last Town Team meeting (as referenced above), I have been asked to report on the eligible uses of CIL funding.

Please refer to Section 6 of the Guidance as follows and attached:

6.What can the Neighbourhood Portion be spent on?

6.1.CIL Regulation 59C sets out that a local council must use CIL receipts passed to it to 'support the development of the local council's area, or any part of that area, by funding:

- a) the provision, improvement, replacement, operation or maintenance of infrastructure: or*
- b) anything else that is concerned with addressing the demands that development places on an area'.*

6.2.The Town or Parish Council can pass back CIL to the Charging Authority to support the delivery of infrastructure projects and/or maintenance of infrastructure that the local council does not have jurisdiction or responsibility for, e.g., extensions to schools. Local councils may also wish to pool their CIL receipts with other neighbouring local councils to deliver some infrastructure that will be mutually beneficial.

4

6.3.Unlike the Strategic Share, local councils can spend their Neighbourhood Portion on the provision of affordable housing.

6.4.CIL payments to Zone 5 areas will be made from the Strategic Share, and so those parishes must spend the CIL they receive in line with the rest of the Strategic Share, as set out in CIL Regulation 59(1):

'...must apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area'.

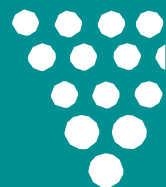
For further information, please refer to the attached Cornwall Council CIL Guidance for Town and Parish Councils – Neighbourhood Portion.

Signature of Officer:

Town Clerk / RFO

Community Infrastructure Levy Guidance for Town and Parish Councils – Neighbourhood Portion

December 2021



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1.Introduction

- 1.1. The Community Infrastructure Levy (CIL) is a charge which allows planning authorities to charge development to fund infrastructure which addresses the cumulative impact of development. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010 (as amended).
- 1.2. CIL is a fixed rate per square metre of development, and the rates for development in Cornwall are set out in a Charging Schedule. The Charging Schedule came into effect in Cornwall on 1 January 2019. From this date, developments creating one or more dwellings, or new floorspace of 100sqm or more, could be charged CIL. However, CIL will only become payable on commencement of a development (not granting of planning permission), which means there will always be a delay between a development being granted permission and when it has to make a CIL payment.
- 1.3. CIL will make an important contribution towards financing the infrastructure required to deliver the development strategy for Cornwall as set out in the Local Plan¹. The money raised through CIL can be used to help fund a wide range of infrastructure that is needed as a result of development; this can include new road schemes, flood defences, schools, health facilities, park improvements, green spaces and leisure centres.
- 1.4. Within Cornwall Council, the CIL process is managed by the Infrastructure Team within Planning Policy.

2.Chargeable Development

- 2.1. CIL is charged on development that creates one or more dwellings, or new floorspace of 100sqm or more. However, the following types of development are not charged CIL in Cornwall:
- Development granted planning permission prior to 1 January 2019
 - Open market element of Rural Exception Sites
 - Sheltered or extra care housing, and care homes
 - Strategic Sites – defined as residential developments allocated in the Site Allocations Development Plan Document (DPD)
 - Housing developments with a holiday occupancy condition
 - Residential developments in CIL Charging Zone 5

¹ <https://www.cornwall.gov.uk/localplancornwall>

- Most types of non-residential development
- Affordable Housing (but exemption from liability to pay must be claimed)

2.2. CIL is triggered when a development is granted planning permission. For developments permitted by way of general consent, CIL is triggered at the point of commencement. The Infrastructure Team send a Liability Notice to the developer setting out how much CIL they need to pay. Payment does not become due until the development commences.

2.3. If appropriate, the developer can claim one of the exemptions and reliefs that are available, but they must do this prior to commencement of the development. Relief is available for self-build housing, residential annexes and extensions, social housing, charitable development, and relief is also offered in Exceptional Circumstances. It is not expected that many developments will be awarded Exceptional Circumstances Relief due to the need to have entered into a planning obligation agreement and undertake a viability assessment to demonstrate inability to pay CIL. If any exemption or relief is granted, a revised Liability Notice is sent out.

2.4. The developer must notify us when they have a commencement date for their development. We then use this date to work out when the CIL payment, or payments, should be made. This is set out in a Demand Notice, which is sent to the developer.

2.5. Only Demand Notices give an accurate indication of what CIL income should be expected. Figures included on initial Liability Notices will not necessarily result in CIL income because relief may be granted or the development may never commence.

3. How CIL is calculated

3.1. CIL is calculated by multiplying the net increase in gross internal floor area (GIA), measured in square metres (sqm), by the relevant CIL rate (£ per sqm). Indexation is also applied to take account of any inflation/deflation between the year in which the Charging Schedule took effect (1 January 2019) and the year in which planning permission was granted. The formula is shown below.

$$\frac{R \times A \times Ip}{Ic}$$

Where:

- **R** is the CIL rate in £ per sqm
- **A** is the net increase in gross internal floor area
- **Ip** is the All-in Tender Price Index for the year in which planning permission was granted
- **Ic** is the All-in Tender Price Index for the year in which the charging schedule started operation

3.2. The CIL rate per sqm is dependent on which CIL Charging Zone the development sits within. There are 5 zones across Cornwall, and each Parish in Cornwall is within one of these zones. Zone 1 sees the highest rate per sqm, sliding down to Zone 5 where residential development is not charged CIL at all. Each zone also has two residential development rates depending on the size of the proposed site. See Appendix 1 for the CIL Charging Zone Parish List and Appendix 2 for the full breakdown of zones and the rates for residential and non-residential development.

4. Neighbourhood Portion of CIL

4.1. Of the CIL income received, 5% can be retained by the Charging Authority (Cornwall Council) for administering the process, 15-25% is paid to the Town or Parish Council in which development takes place (the 'Neighbourhood Portion'), and the remaining 70-80% (the 'Strategic Share') must be spent on infrastructure to support the development of the area.

4.2. Town and Parish Councils will receive 15% of any CIL raised from development within their area. This is capped at £100 per existing Council Tax paying dwelling. Where there is an adopted Neighbourhood Development Plan, the Town or Parish Council will receive 25% (uncapped) of any CIL raised in their area.

4.3. As Zone 5 residential developments have no CIL charge and will, therefore, not receive any CIL income from development in their area, Cornwall Council has made the decision to pay parishes in Zone 5, where development has taken place, a Neighbourhood Portion from the remaining 'Strategic Share'. The amount paid will be equivalent to the development being charged at the appropriate Zone 4 rate. These payments will be made to the Zone 5 parishes at the same time as the Neighbourhood Portion is paid to the other Town and Parish Councils.

4.4. The CIL Strategic Share that is retained by Cornwall Council is going to be made available to communities, organisations, and other Council services, via a bidding process. Further guidance on how parishes may bid for funds from the Strategic Share will be provided separately.

4.5. If a liable party does not pay the amount of CIL when it becomes due, then surcharges and late payment interest may be applied. Where this happens, the relevant proportion - 15 or 25% - of any late payment interest received by Cornwall Council will be passed to the local council along with any CIL receipts. Income from surcharges will be wholly retained by Cornwall Council.

5. When will the Neighbourhood Portion be paid?

5.1. Town and Parish Councils will receive their Neighbourhood Portion twice a year. For CIL that Cornwall Council receives from 1 April to 30 September (in any financial year), payment must be made to Town and Parish Councils by 28 October of that financial year. For CIL that is received from 1 October to 31 March (in any financial year), payment must be made by 28 April of the following financial year.

5.2. The Neighbourhood Portion is paid based on CIL income received rather than anticipated income as, if the development were not to commence, for instance, then the CIL amount anticipated would never become due and would never be paid.

6. What can the Neighbourhood Portion be spent on?

6.1. CIL Regulation 59C sets out that a local council must use CIL receipts passed to it to 'support the development of the local council's area, or any part of that area, by funding:

- a) *the provision, improvement, replacement, operation or maintenance of infrastructure: or*
- b) *anything else that is concerned with addressing the demands that development places on an area'.*

6.2. The Town or Parish Council can pass back CIL to the Charging Authority to support the delivery of infrastructure projects and/or maintenance of infrastructure that the local council does not have jurisdiction or responsibility for, e.g., extensions to schools. Local councils may also wish to pool their CIL receipts with other neighbouring local councils to deliver some infrastructure that will be mutually beneficial.

6.3. Unlike the Strategic Share, local councils can spend their Neighbourhood Portion on the provision of affordable housing.

6.4. CIL payments to Zone 5 areas will be made from the Strategic Share, and so those parishes must spend the CIL they receive in line with the rest of the Strategic Share, as set out in CIL Regulation 59(1):

‘...must apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area’.

7. Spending responsibilities

7.1. Town and Parish Councils have five years from receipt to spend their Neighbourhood Portion on infrastructure projects within their area that meet the criteria set out in CIL Regulation 59C (see section 6).

7.2. Under CIL Regulation 59E, if a Town or Parish Council fails to spend the CIL Neighbourhood Portion within the set timescales, or has spent it on something which is not in accordance with Regulation 59C, some or all of the unspent CIL may be required to be repaid to Cornwall Council. If a Town or Parish Council is unable to repay the full amount, Cornwall Council will recover the rest of the amount out of that local councils future CIL payments.

7.3. Cornwall Council will then have a duty to spend that recovered money in the area from which they have recovered it, in line with the criteria set out for local council spend.

8. Reporting responsibilities

8.1. CIL Regulation 121B sets out that Town and Parish Councils must prepare a report for any financial year ("the reported year") in which it receives CIL receipts.

8.2. The report must include:

- a) the total CIL receipts for the reported year;
- b) the total CIL expenditure for the reported year;
- c) summary details of CIL expenditure during the reported year including—
 - i. the items to which CIL has been applied;
 - ii. the amount of CIL expenditure on each item;

- d) details of any notices received in accordance with regulation 59E (recovery of unspent CIL receipts), including—
 - i. the total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year;
 - ii. the total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year;
- e) the total amount of—
 - i. CIL receipts for the reported year retained at the end of the reported year;
 - ii. CIL receipts from previous years retained at the end of the reported year.

8.3. The report must be published on the Town or Parish Council's website, or on Cornwall Council's website if the local council does not have a website of its own. The local council must also send a copy of the report to Cornwall Council by 30 June following the reported year.

8.4. The reports should be emailed to the Infrastructure Team at cil@cornwall.gov.uk as soon as possible after the start of the new financial year, but no later than 30 June.

Appendix 1 – CIL Charging Zone Parish List

Value Zone	Towns	Other Settlements	Parishes
1		Rock with Tredrizzick Gerrans/Portscatho Fowey	Boconnoc CP; Broadoak CP; Cuby CP; Feock CP; Fowey CP; Gerrans CP; Lanhydrock CP; Maker-with-Rame CP; Mawnan CP; Mylor CP; North Tamerton CP; Philleigh CP; Ruanlanihorne CP; St. Anthony-in-Meneage CP; St. Clement CP; St. Just-in-Roseland CP; St. Mellion CP; St. Michael Penkevil CP; St. Minver Lowlands CP; St. Sampson CP; St. Veep CP; St. Wenn CP; Treneglos CP; Veryan CP; Withiel CP
2	St Ives	Padstow, St Merryn/Shop, Constantine	Constantine CP; Helland CP; Landulph CP; Lanlivery CP; Lanteglos CP; Manaccan CP; Mawgan-in-Pydar CP; Padstow CP; Paul CP; Perranarworthal CP; Shevioc CP; St. Austell Bay CP; St. Ewe CP; St. Ives CP; St. Merryn CP; St. Minver Highlands CP; St. Winnow CP; Tregoney CP; Zennor CP
3	Falmouth and Penryn Truro with Threemilestone Newquay	Lostwithiel Mevagissey Marazion	Antony CP; Blisland CP; Boyton CP; Budock CP; Cardinham CP; Carlyon CP; Chacewater CP; Crantock CP; Falmouth CP Grampound with Creed CP; Jacobstow CP; Kea CP; Kenwyn CP; Lanivet CP; Launcells CP; Linkinhorne CP; Lostwithiel CP; Marazion CP; Mevagissey CP; Morvah CP; Morwenstow CP; Newquay CP; Penryn CP; Pentewan Valley CP; Pillaton CP; Poundstock CP; Sancreed CP; Sennen CP; South Hill CP; St. Allen CP; St. Dominick CP; St. Endellion CP; St. Germans CP; St. Goran CP; St. Hilary CP; St. Levan CP; Stokeclimsland CP; Towednack CP; Trewen CP; Truro CP
4	Bodmin Bude with Stratton and Poughill Callington Camelford Hayle Launceston Penzance with Newlyn Heamoor, Gulval and Long Rock Saltash Wadebridge Torpoint	Bosccastle Gunnislake Kilkhampston Looe Mullion Perranporth Porthleven St Agnes St Blazey/Par St. Columb Major St Just Tintagel	Advent CP; Altarnun CP; Bodmin CP; Botusfleming CP; Breage CP; Bude-Stratton CP; Callington CP; Calstock CP; Camelford CP; Colan CP; Cubert CP; Cury CP; Davidstow CP; Devioc CP; Duloe CP; Egloshayle CP; Egloskerry CP; Forrabury and Minster CP; Germoe CP; Grade-Ruan CP; Gunwalloe CP; Gweek CP; Gwennap CP; Gwinear-Gwithian CP; Hayle CP; Kilkhampston CP; Ladock CP; Landewednack CP; Landrake with St. Erney CP; Laneast CP; Lanreath CP; Lansallos CP; Launceston CP; Lewannick CP; Lezant CP; Looe CP; Ludgvan CP; Luxulyan CP; Mabe CP; Madron CP; Marhamchurch CP; Mawgan-in-Meneage CP; Michaelstow CP; Millbrook CP; Morval CP; Mullion CP; North Hill CP; North Petherwin; Otterham CP; Penzance CP; Perranuthnoe CP; Perranzabuloe CP; Porthleven CP; Portreath CP; Probus CP; Quethiok CP; Saltash CP; Sithney CP; St. Agnes CP; St. Blaise CP; St. Breock CP; St. Breward CP; St. Buryan CP; St. Clether CP; St. Columb Major CP; St. Erme CP; St. Ervan CP; St. Gennys CP; St. Gluvias CP; St. Issey CP; St. Ive CP; St. John CP; St. Juliot CP; St. Just CP; St. Keverne CP; St. Kew CP; St. Mabyn CP; St. Martin-in-Meneage CP; St. Mewan CP; St. Neot CP; St. Newlyn East CP; St. Stephens By Launceston Rural CP; St. Tudy CP; Stithians CP; Tintagel CP; Torpoint CP; Tremain CP; Tywardreath and Par CP; Wadebridge CP; Warleggan CP; Week St. Mary CP; Wendron CP; Werrington CP; Whitstone CP
5	Camborne with Pool, Illogan and Redruth Helston Liskeard St Austell	IndianQueens with St Columb Rd & Fraddon Delabole	Camborne CP; Carharrack CP; Carn Brea CP; Crowan CP; Dobwalls and Trewidland CP; Helston CP; Illogan CP; Lanner CP; Lawhitton Rural CP; Lesnewth CP; Liskeard CP; Menheniot CP; Pelynt CP; Redruth CP; Roche CP; South Petherwin CP; St. Austell CP; St. Cleer CP; St. Day CP; St. Dennis CP; St. Enoder CP; St. Erth CP; St. Eval CP; St. Keyne CP; St. Martin-by-Looe CP; St. Michael Caerhays CP; St. Pinnock CP; St. Stephen-in-Brannel CP; St. Teath CP; St. Thomas the Apostle Rural CP; Tresmeer CP; Trevalga CP; Treverbryn CP; Warbstow CP

Appendix 2 – CIL Rates

Type of Development	Planning Use Class	Zone	Rate £psm, all sites of 1-5 dwellings, and sites of 6-10 not in a DRA/AONB	Rate £psm, all sites of 11+ dwellings, and sites of 6-10 in a DRA/AONB
Housing	C3 & C4	1	£400	£200
		2	£200	£100
		3	£100	£60
		4	£100	£35
		5	£0	£0
Sheltered and Extra Care Housing	C3	All	£0	£0
Strategic sites	C3 & C4	All	£0	£0

Type of Development	Planning Use Class	Zone	Rate £psm
Out of town centre convenience retail > 280sqm	A1	All	£100
Out of town centre, non- food retail > 280sqm	A1	All	£100
Restaurant, out of town centre>	A3/A5	All	£100
All other non-residential	All	All	£0

More information

The Community Infrastructure Levy Charging Schedule, and other information about the levy, can be viewed on the Council's website www.cornwall.gov.uk/cil

If you would like this information in another format or language please contact:

Cornwall Council, County Hall, Treyew Road, Truro TR1 3AY

Telephone: 0300 1234 100

Email: enquiries@cornwall.gov.uk

www.cornwall.gov.uk



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Planning and Regeneration General\\17_012