

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 1st August 2024 at 7.00 pm

PRESENT: Councillors: R Bickford, R Bullock (Deputy Chairman), J Dent, J Foster, M Griffiths, S Martin, S Miller, J Peggs (Chairman), B Samuels, P Samuels, B Stoyel and D Yates.

ALSO PRESENT: 1 Member of the Public, 1 Member of the Press, Julian Mitchell (Tunnel Manager for South West and East Cornwall National Highways), Dave Cotrill (Electrical and Technical Manager for South West and East Cornwall National Highways) H Frank (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Town Clerk / RFO) and D Joyce (Administration Officer).

APOLOGIES: J Brady, S Gillies, S Lennox-Boyd and L Mortimore.

139/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

140/24/25 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.

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

Date Received	Public Question to the Town Council	Submitted By
30/07/24	<p>Firefighters Graves at St Stephen Church:</p> <p>Saltash Town Council Joint Burial Board Committee membership is a very small pool of Councillors.</p> <p>I have experienced two postponed JBB meetings after travelling from Torquay on both occasions (160 miles in total) to discuss the Firefighters Graves, due to lack of Councillor attendance.</p> <p>Please consider appointing more Councillors to the JBB committee to avoid postponements. Please encourage the appointed Councillors to attend the rearranged JBB meeting to be held on 8 August so that the Firefighter project can be brought to fruition.</p>	Mr Neil Stanlake

The Town Clerk reminded members the Joint Burial Board Committee is governed by a constitution and therefore membership could not be increased without changes made through legal avenues.

Members discussed the implications and associated costs if they were to pursue an amendment to the constitution.

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

1. Note the public question and delegate to the Town Clerk to apologise to Mr Stanlake for the postponement of two Joint Burial Board Committee meetings due to unforeseen circumstances;
2. Inform Mr Stanlake that the Joint Burial Board is formed by way of a constitution dated 1982 setting out the membership levels;
3. Encourage the Joint Burial Board Members to attend 8 August rescheduled meeting and all future Committee meetings to successfully transact the business of the Committee.

Date Received	Public Question to the Town Council	Submitted By
30/07/24	<p>Saltash Recycling Centre Carkeel has become untenable. Very often one waits for 10 minutes and in a queue, only to find the gates shut on you.</p> <p>Negotiations need to be had to open other sites of the same ones that were closed or extend opening hours to the existing site at Carkeel, in the past when the centre was open until 6pm from 1 April to 31 October.</p>	Councillor Ellis – Botus Fleming Parish Council

The Chairman invited Cllr Ellis to ask his question.

Members discussed the impact on the surrounding roads and junctions in the area around the recycling centre.

The Chairman confirmed the site is owned and managed by Cornwall Council and invited Cornwall Councillor Worth to advise.

Cornwall Councillor Worth confirmed that there is a review being undertaken of the whole area, inclusive of Saltash Recycling Centre, Gilston Road and Carkeel Roundabout.

Councillor Worth acknowledged the housing development in the area with road networks to undergo some significant changes.

Councillor Worth requested to report back to members at a future meeting with more detailed plans once they had been confirmed.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to note the public question and that Councillor Worth will report back to Saltash Town Council with further updates on the recycling centre and surrounding area at a future meeting.

142/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 4 JULY 2024 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Griffiths, seconded by Councillor Foster and **RESOLVED** that the minutes of the Full Town Council Meeting held on 4 July 2024 were confirmed as a true and correct record.

143/24/25 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Policy and Finance held on 9 July 2024;

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

RECOMMENDATION 1:

47/24/25 TO RECEIVE AMENDMENTS TO THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS:

- a. Financial Regulations

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** the new NALC Financial Regulations (as attached) to Full Council to be held on 1 August 2024.

- c. Awarding the Freedom of Saltash

It was proposed by Councillor Bickford, seconded by Councillor Miller and resolved to **RECOMMEND** the Policy for Awarding the Freedom of Saltash (as attached) to Full Council to be held on 1 August 2024.

- d. Civic Awards

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** the Civic Awards Policy (as attached) to Full Council to be held on 1 August 2024.

- e. Grants Policy

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Grants Policy (as attached) to Full Council to be held on 1 August 2024.

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

- b. Planning and Licensing held on 16 July 2024.

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

144/24/25 TO APPOINT A MEMBER TO THE JOINT BURIAL BOARD COMMITTEE.

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED** to appoint Councillor B Samuels to the Joint Burial Board Committee. The next meeting is to be held on Thursday 8 August at the Guildhall commencing at 2pm.

145/24/25 TO APPOINT A MEMBER TO THE TOWN VISION SUB COMMITTEE.

It was proposed by Councillor P Samuels, seconded by Councillor Foster and **RESOLVED** to appoint Councillor Stoyel to the Town Vision Sub Committee. The next meeting is to be held on Thursday 15 August at the Guildhall commencing at 6.30pm.

146/24/25 TO WELCOME, JULIAN MITCHEL NATIONAL HIGHWAYS SALTASH TUNNEL MANAGER TO DISCUSS MAJOR TUNNEL WORKS AND CONSIDER ANY ACTIONS.

The Chairman welcomed Julian Mitchell Tunnel Manager and Dave Cottrill Electrical and Technical Manager for South West and South East National Highways.

Julian outlined the plans for a generational refurbishment of the Saltash Tunnel and overhead traffic management system on the Tamar Bridge.

The last major work was in 2004, and since then, the technological and electrical systems have reached end of life, with no availability of spares to repair them if they fail, necessitating a full replacement to maintain operation safety and functionality of the tunnel, and traffic management over the Tamar Bridge.

The refurbishment involves replacing all existing electrical distribution and tunnel technology equipment with modernised units. Key elements such as the traffic control system, signage in the approaches to the tunnel and Bridge, tunnel lighting, overhead gantries inside the tunnel, communication units, tunnel air quality monitors, tunnel drainage system and electrical distribution systems will be replaced and upgraded.

This project has been prepared over six years with secured funding now in place, adhering to National Highways governance and stringent design specifications.

National Highways has explored various methods to ensure the project's longevity and minimise future impact. The project also addresses the current energy consumption and carbon footprint with technological equipment to be relocated outside the tunnel, with the aim of reducing routine maintenance closures during the year.

National Highways has refined the project to try to minimise disruption and to deliver in two phases.

First Phase - Civil Engineering (starting October 2024 to February 2025):

This phase involves installing advanced warning signs on both tunnel approaches to communicate various information to users. Traffic management measures include narrower lanes, reduction of lanes and reduced speed limits, ensuring continued capacity and safety. Expected peak-hour delays are 15-20 minutes for three months.

Second Phase - Technology Works (starting October 2024 to October 2025):

Overnight tunnel closures will occur, while the Civil Engineering works are taking place during the daytime.

From the end of January, the control system will be switched off to allow installation of new equipment, losing the tidal flow capability and reducing the bridge and tunnel to one lane in each direction for five months.

Delays of up to 45 minutes are expected until the new tidal flow control system can be commissioned and switched on by summer. The rest of the technology install, and commissioning shall continue until October under nightly tunnel closures.

Various alternative traffic flow solutions were explored, but the proposed measures were identified as having the least impact while ensuring health and safety for the workers.

Members discussed the tunnel works and potential impact on the town:

Members asked what the plans for publicising the works are and if discussions with impacted groups, such as emergency services, haulier companies, bus companies, residents and traders had taken place. All agreed on the importance of clear/regular communication to ensure support for the tunnel's upgrades.

Members asked whether public services, such as the railway, had been consulted and asked to provide additional transport during the tunnel works.

National Highways confirmed consultation has not taken place yet.

National Highways agreed and spoke of how they see the works as an opportunity to engage with local schools and technical colleges by inviting students interested in civil engineering to participate and learn from the project.

National Highways acknowledged Members comments and expressed eagerness to collaborate with the Town Council to ensure clear, concise, and visual communications throughout the construction period.

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

1. To note the tunnel works and support the new infrastructure and environmental improvements;
2. To work in partnership with National Highways Communications Department to notify the public of the scheduled works (communication to commence September);
3. To create a Working Group comprising of Councillors Martin, Miller, Bickford and Foster to work in partnership with National Highways Communications Department.

Members thanked National Highways representatives for their attendance at this evening's meeting.

Councillor Bickford requested permission from the Town Council to approach the rail networks supplying Saltash. Councillor Bickford spoke of further contact to be made with Cornwall Councils transport division to highlight the impact the construction works are going to have on our town.

It was proposed by Councillor Bickford, seconded by Councillor Griffiths and **RESOLVED** to delegate to the Town Clerk, working with Councillor Bickford, to write to the appropriate organisations to highlight the impact of the National Highways construction works and impact to Saltash and surrounding areas.

147/24/25 **TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

148/24/25 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.

It was **RESOLVED** to note.

149/24/25 TO RECEIVE A REPORT BY COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman referred to the future events listed in the report and asked Members to support where possible.

It was **RESOLVED** to note.

Councillor Foster left the meeting.

150/24/25 TO RECEIVE A REPORT FROM THE COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The notes of the CAP meeting held on 9 July are yet to be approved by the Chairman of the CAP and circulated.

A report from the Health and Wellbeing Working Group was received and contained within the circulated reports pack.

It was **RESOLVED** to note.

Councillor Foster returned to the meeting.

151/24/25 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided a verbal update on the recently attended Safer Saltash meeting.

The update included, but was not limited to, the removal of abandoned boats at Saltash Waterside, a reduction in the amount of vandalism being reported and local organisations available in Saltash assisting those over 17 back into employment.

It was **RESOLVED** to note.

Councillor Martin left the meeting.

152/24/25 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

Councillor Martin returned to the meeting.

153/24/25 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Cornwall Councillors Frank and Worth spoke on the proposal for the devolution deal and the report contained within the circulated reports pack.

The proposal is in its draft form and is to be given more time for workshops, public consultation, Town Council involvement and input to further develop the proposal.

Cornwall Councillor Worth informed Members of his recent appointment to the Peninsula Transport Board and working relationship with Plymouth City Councillor Mark Coker.

It was **RESOLVED** to note.

154/24/25 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

155/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

156/24/25 **FINANCE:**

- a. To advise the receipts for June 2024;

It was **RESOLVED** to note.

- b. To advise the payments for June 2024;

It was **RESOLVED** to note.

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

None.

- d. To note that bank reconciliations up to 30 June 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 Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

157/24/25 **TO RECEIVE THE BOROUGH WAR MEMORIAL WORKING GROUP NOTES HELD ON 11 JULY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To note the Borough War Memorial notes and to approve to pay a deposit of 50% of the total cost £7,270 from General Reserves for the appointment of company F to supply and install two Cornish granite benches at St Nicholas and St Faith War Memorial.
2. If sufficient funds are raised from public subscription via the crowdfunder platform the deposit amount will be returned to General Reserves upon completion of the project.

158/24/25 **TO RECEIVE TOWN TEAM NOTES HELD ON 8 JULY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

159/24/25 **TO RECEIVE A REPORT AND PROTOCOL FOR THE TOWN COUNCIL REMEMBRANCE CIVIC SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To approve and adopt proposed plans and protocol for the Town Council Remembrance Civic Service for the year to be held on 10 November 2024, details as attached;
2. To approve the associated cost of £1,562.98 be allocated to budget code 6202 Civic Occasions.

160/24/25 **TO RECEIVE A REPORT ON THE BEATING OF THE BOUNDS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the proposed event and suggested date.

It was proposed by Councillor Foster, seconded by Councillor Bullock and **RESOLVED**;

1. To approve and adopt the proposed Beating of the Bounds event, details as attached, subject to the amended date of 28 September 2024;
2. To approve any associated cost (dependent on the number of tickets sold) to be allocated to budget code 6871 EMF Tresorys Kernow Funding;
3. To appoint Councillors Miller, P Samuels and Stoyel as marshals to inspect and maintain the walkways and boundary stones prior to the event and lead the group on the day of the event.

161/24/25 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:

PA24/05400

Mr & Mrs P Underhill – **Land East of 23 Essa Road Saltash PL12 4ED**

Application for Permission in Principle for proposed erection of 1 dwelling on the site.

Ward: Essa

Date received: 18/07/24

Response date: 09/08/24

It was proposed by Councillor Griffiths, seconded by Councillor P Samuels and resolved to **RECOMMEND** refusal due to overdevelopment of the site, lack of parking in the surrounding area and access restrictions.

162/24/25 TO RECEIVE A MEET YOUR COUNCILLORS REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the additional costs for marketing material and felt it was not necessary to have a covering when attending Meet your Councillor Sessions.

It was proposed by Councillor Griffiths, seconded by Councillor Miller and **RESOLVED** to note the report and continue to hold future Meet your Councillor sessions outside Superdrug on Fore Street.

163/24/25 TO AGREE THE MEET YOUR COUNCILLOR SESSION DATE, LOCATION AND MEMBERS ATTENDANCE.

It was proposed by Councillor Griffiths, seconded by Councillor Peggs and **RESOLVED** for Councillors Griffiths, Bullock, Miller, B Samuels and P Samuels to attend the Meet Your Councillor session located outside Superdrug on Saturday 10 August 2024 between 10am and 12noon.

164/24/25 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.

165/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

166/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

167/24/25 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 Bullock and **RESOLVED** to issue the following Press and Social Media releases:

1. National Highways Tunnel Construction and Improvement Works – liaising with the Working Group;
2. Beating of the Bounds;
3. Remembrance Civic Service;
4. Meet your Councillor Session.

