

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 10th April 2025 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk), D Joyce (Office Manager / Assistant to the Town Clerk), M Cotton (Assistant Service Delivery Manager) and F Morris (Planning and General Administrator).

APOLOGIES: M Griffiths, S Martin, S Miller and D Yates.

1/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/25/26 DECLARATIONS OF INTEREST:

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

None.

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

None.

3/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

4/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 13 FEBRUARY 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 Bickford, seconded by Councillor Brady and **RESOLVED** that the minutes of the Services Committee held on 13 February 2025 were confirmed as a true and correct record.

5/25/26 TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the recommendation from the Town Vision Sub Committee as contained within the circulated reports pack.

Members discussed the virement into the EMF Victoria Gardens budget code.

Due to there being no further progress with regard to the lease, the Town Clerk advised that members may wish to consider whether to continue with the recommendation or to leave the funds with the Town Vision Sub Committee.

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED** to leave the suggested virement of £9,000 in the Town Vision Budget Code 6280 EMF Town Vision, due to the uncertainty of Victoria Gardens and Maurice Huggins through devolution.

6/25/26

**TO RECEIVE AND REVIEW THE SERVICES COMMITTEE'S
BUSINESS PLAN DELIVERABLES FOR QUARTER FOUR AND
CONSIDER ANY ACTIONS AND EXPENDITURE.**

Members received the Services Committee Deliverables for Quarter Four as contained within the circulated reports pack.

The Town Clerk summarised the current position and requested that Members consider whether any further items could be added to assist in scoring Quarter Four. In particular, the areas of Climate Change and Transport and Travel both remain on a score of 1.

Members discussed ideas which would enhance the areas mentioned by the Town Clerk and with reference to the area of Transport and Travel, the Chairman highlighted the forthcoming tunnel works and the need for increased public transport links and cycle routes available in Saltash.

Members suggested deliverables for inclusion in quarter four not listed were the retention of Beryl Bikes and Street Audits.

Members discussed a suggestion from the Town Clerk for the Town Council to collaborate with Saltash Environmental Action (SEA) in hosting free events on Climate Change, aiming to enhance outcomes in this area. The Chairman emphasised the Town Council's ongoing support for SEA's initiatives and proposed working with SEA to gather more information about attendance at their events.

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** to approve the additional deliverables and to delegate to the Town Clerk to continue with scoring Quarter Four.

**7/25/26 TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

Members received the budget statements contained within the circulated reports pack.

The Chairman informed Members that a virement is required due to an overspend which was due to excess use of water as the results of an identified leak.

The Finance Officer has been requested to investigate whether funds can be reclaimed.

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

1. Note the budget statements;
2. To vire £900 from 6531 SE Public Toilet Commercial Cleaning to 6508 SE Public Toilets (Operational Costs);
3. To report back findings related to the water bill and the identified leak to a future Services Committee meeting.

**8/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE
RECEIVED.**

Nothing to report.

9/25/26

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

The Assistant Service Delivery Manager (ASDM) briefed Members on the report contained within the circulated reports pack; highlighting areas of particular interest.

a. Departmental Report;

Members thanked the Service Delivery Team for their hard work and continued high standards which contribute significantly to the overall enhancement of the town.

The ASDM was also congratulated on passing his electrical exams resulting in the Town Council being able to carry out electrical work in-house, negating the need to employ outside contractors.

Members discussed the departmental report in length.

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

1. To note the report;
2. To approve the extension of the operational hours for Longstone toilets on 3 May 2025 to 9.00 p.m. to support the May Fair event;
3. To approve the additional staff hours and delegate to the ASDM to manage any potential damage and repairs to Longstone Park Toilets, working within the budget code 6508 Public Toilets Operational Costs;
4. To approve the ASDM to undertake the required 2025 EICR testing and certification of Fore Street Festoon Lighting in-house at the earliest opportunity and carry out any remedial works;
5. To approve the future EICR testing and inspection of the power supply of the Festoon Lights on a 5-year basis delegating to the ASDM to diarise the work, reporting back at a future Services Committee Meeting;
6. To approve the appointment of a cherry picker and operator at a cost of £280 up to a maximum of 4 hours hire for the electrical work / bulb replacement of the Festoon Lights and any other work that requires the need for a cherry picker to ensure best value for the Town Council;

7. To delegate to the Service Delivery Manager to work with the Services Committee Chairman and Vice Chairman to determine when replacement of bulbs takes place in Fore Street;
8. The ASDM to review the associated cost to purchase a cherry picker and associated training costs for an operative, reporting back at the July meeting;
9. Delegate to the Town Clerk and ASDM to review the roundabouts that fall under the Service Level Agreement with Cornwall Council creating a low maintenance regime that is safe reporting back at a future Services Committee meeting.

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;

It was **RESOLVED** to note.

e. Statutory and Mandatory Building Asset Checks.

It was **RESOLVED** to note.

10/25/26 TO RECEIVE A REPORT ON THE PILLMERE PLAY PARK SURVEY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the report received in the circulated reports pack and considered the feedback summary from residents.

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

1. To thank everyone for taking part in the Play Park Survey to date and to encourage those who have yet to do so;
2. To approve the survey to remain active to ensure continuous monitoring;
3. To report back with new data at a future Services Meeting.

11/25/26

TO RECEIVE AN UPDATE ON THE COMMUNITY INFRASTRUCTURE LEVY FOURTH ROUND OF FUNDING – SALTASH WATERSIDE IMPROVEMENT PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report as contained within the circulated reports pack.

The Chairman advised that the report outlines some of the difficulties encountered in progressing the Play Park and Sensory Garden. In particular, a change in Cornwall Council Officer opinion from a verbal conversation advising that planning consent is not required, to advice that it may now be required. Due to the initial absence of this advice, there is a need to cover the costs of a Planning Application which were not built into the original funding application.

Additionally, Cornwall Council Flood and Coastal Erosion Risk Asset Manager are proposing to do work on the sea wall around Jubilee Green. However, Cornwall Council are delaying a decision regarding this work, which has left the Town Council's work in that area on hold at present. It was noted that there is a need to maintain access to the Town Council's portacabin and pontoon.

Following a discussion, it was proposed by Councillor Peggs, seconded by Councillor Brady and **RESOLVED:**

1. To note the report;
2. To appoint Barron Surveying to submit a Pre-Planning Application for the Play Park and Sensory Garden on behalf of Saltash Town Council at a cost of £100 per hour up to 6 hours;
3. To delegate authority to the Town Clerk up to £1,500 to cover Barron's cost and the fees to Cornwall Council for the Pre-Planning Application;
4. To approve associated cost to budget code 6595 EMF Legal and Professional Fees.

12/25/26

**TO RECEIVE AN UPDATED REPORT ON THE JUBILEE PONTOON
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

Members received the comprehensive report circulated in the reports pack.

The Chairman provided a verbal review of the report, noting that the Services Meeting approved removing the pontoon for inspection and repairs at the previous meeting held in February under Health and Safety.

The Town Clerk has been coordinating with the boatyard, insurers, and surveyors regarding the assessment of the Pontoon for storm damage and maintenance work.

Members received a quotation to fix the storm damage with the insurers confirming to pay only some of this cost, because they consider that some of the damage is caused by a lack of maintenance.

Members received further quotes to put the pontoon back together and into the water.

The insurers have confirmed they will pay 50% of the cost to take it out of the water and take it apart and another 50% to put it back together and into the water.

Two further quotes for works which are not essential, but described as desirable, to help with the longevity of the life of the pontoon were also received.

The desirable works proposed included stripping the pontoon back to bare metal and recoating it with paint and replating metal works. An additional quote to descale the five piles which hold the pontoon system in place and recoat with plating was also received.

The work on the piles would not be undertaken until the pontoon is back in the water so there may be a short period of time when the pontoon is closed.

Members discussed the work and agreed that as the pontoon is already out of the water it is an opportune time to maintain the pontoon to a high standard.

Members were reminded that a Tenancy at Will was signed with Cornwall Council by the Town Council to maintain the pontoon in a fit state.

Members consider the pontoon as an extremely important asset to the Town Council and the town, especially regarding the public ferry service. A lot of work went into the connectivity project which included the ferry service, and all felt it should continue.

The Town Clerk advised members that Voyager Marine are looking to put the pontoon back into the water week commencing 19 May and to have the public ferry service running by end of May. Members have been offered a visit to the boatyard to view the work being carried out.

The Town Clerk reminded Members that an agreement has still to be reached with The Duchy concerning the Fundus. This will come back to the Services Committee at a future meeting.

The Town Clerk went through the finance to be sure Members were fully aware of the associated cost involved.

Councillor Brady requested a recorded vote:

Bickford	For
Brady	For
Bullock	For
Dent	For
Foster	Absent
Gillies	For
Griffiths	Absent
Lennox-Boyd	For
Martin	Absent
Miller	Absent
Mortimore	For
Peggs	For
Samuels B	For
Samuels P	For
Stoyel	For
Yates	Absent

Following a recorded vote, it was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED**:

1. To note the report;
2. To appoint Voyager Marine to undertake storm damage and maintenance work to the pontoon and the piles and reinstate it to the Tamar at a cost of £109,170.21 plus VAT.
3. To accept the insurance settlement offer of £13,913.13 towards storm damage repairs and 50% contribution towards the cost of lifting and reinstating the pontoon;
4. To **RECOMMEND** to Full Council to approve a virement of £109,170.21 to budget code 6584 EMF Pontoon Maintenance;
5. Members recognise the Services Committee is a full-standing committee and with confidence of this evening's recommendation, request the Town Council to proceed immediately with the appointment to avoid potential holding fees at the boatyard and delay in opening the pontoon to regain income.

**13/25/26 TO RECEIVE AN UPDATED REPORT ON THE CCTV AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report as contained within the circulated reports pack.

The Chairman informed the meeting that this item has returned to the Services Committee due to concerns surrounding the high cost to connect the cameras to the data network, particularly in connection with the purchase of SIM cards over the next 5 years.

The Office Manager/Assistant to the Town Clerk summarised the report, emphasising that all options had been thoroughly investigated.

Members discussed the cost of the SIM card for each camera.

The Chairman thanked the Office Manager/Assistant to the Town Clerk and the Administration Officer for their hard work on the CCTV project.

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

1. To note the Policy and Finance Minute 146/24/25 confirms approval of associated costs upon further research and Services Committee approval against budget code 6270 EMF Crime Reduction;
2. To approve the associated fixed cost of £75 per month per camera over a 5-year period for a fixed IP address to support the CCTV system;
3. To approve the Administration Officer to proceed with the CCTV project.

**14/25/26 TO RECEIVE A DRAFT INTERNAL CCTV POLICY AND CONSIDER
ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the Draft Internal CCTV Policy as circulated in the reports pack.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and resolved to **RECOMMEND** the CCTV Policy to a future Full Town Council Meeting, subject to inclusion of the town CCTV system (as attached).

15/25/26 TO RECEIVE A REPORT ON THE CHRISTMAS LIGHT SWITCH ON EVENT 2025 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report as contained within the circulated reports pack.

Councillor Peggs gave an update on the progress of the proposed joint venture between the Chamber of Commerce and the Town Council. Traders are keen to open later and several nights before the Christmas Lights Switch On and prices have been obtained from Diverse Events to support the event.

Members discussed concerns regarding the last event when it was felt that the space in Victoria Gardens was too small for the number of people present.

The Town Clerk emphasized the importance of Health and Safety, highlighting the need to be aware of Martyn's Law and that budgets to partly support the event will need to be investigated.

It was proposed by Councillor Peggs, seconded by Councillor Lennox-Boyd and **RESOLVED:**

1. To support in principle, subject to finalising the event details and associated costs, reporting back to a future Services Committee;
2. To extend the Working Group to include Councillors Mortimore, Stoyel and Bickford.

16/25/26 TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report from Saltash Environmental Action (SEA) contained within the circulated reports pack.

The Chairman highlighted the work being carried out by SEA in Elwell Woods and that they will be postponing work on their Management Plan.

It was **RESOLVED** to note.

17/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

18/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

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

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

20/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Play Park Survey;
2. Jubilee Pontoon – issue closer to relaunch.

DATE OF NEXT MEETING

Thursday 17 July 2025 at 6.30 pm

Rising at: 8.17 pm

Signed: _____
Chairman

Dated: _____

Policy Group: General

Internal CCTV Policy

Commented [LM1]: Removed to encompass all CCTV owned by STC

RESPONSIBLE COMMITTEE: SERVICES

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

Current Document Status			
Version	DRAFT v1	Approved by	
Date	March 2025	Responsible Officer	
Minute no.		Next review date	

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
03.2025	DRAFT 2025	AJT	Services 10.04.2025		New policy.
04.2025	DRAFT 2025	LM	AFTC 15.05.2025		

Document Retention Period
Until superseded

Internal Closed Circuit Television (CCTV) Policy

Commented [LM2]: Removed to encompass all CCTV owned by STC

Policy objectives

The main objective of this policy is to:

1. Inform Saltash Town Council (STC) staff and users of Town Council premises and amenities, **the general public and organisations** of the arrangements for the placement and management of CCTV.
2. Provide information about the retention of CCTV images where the Town Council is responsible for the systems in use.
3. **Share details about STC owned CCTV systems managed by external operators.**

Commented [LM3]: Added to cover external CCTV

Commented [LM4]: Added to cover external CCTV

Introduction

Saltash Town Council (STC) primarily uses CCTV to prevent and detect crime. Images captured may be used to identify individuals and take appropriate action when necessary.

This policy and procedure applies to all Town Council **sites: owned CCTV systems.**

Commented [LM5]: Added to cover external CCTV

This document sets out the accepted use and management of CCTV equipment and images to ensure compliance with Data Protection and other relevant legislation. Personal data is processed in accordance with the Town Council's Data Protection and Retention Policies.

STC adheres to the Guiding Principles of the Surveillance Camera Code of Practice.¹

Purpose

CCTV has been installed in Town Council premises² for the purposes of deterring and the detection of crime in and around Town Council property. The system assists in identifying, apprehending and prosecuting offenders. It may also assist with the identification of actions that might result in disciplinary action³.

CCTV has been approved for installation in multiple locations around the town to aid in crime deterrence and detection. The system supports the identification, apprehension and prosecution of offenders.

¹ Published by the Home Office, last updated 2021

² See Appendix A

³ Employees should refer to the Employee Handbook

Camera locations may be adjusted as needed to best serve the town's requirements. CCTV operations will be conducted strictly for legitimate purposes, ensuring all monitoring is carried out professionally, ethically, and in full compliance with legal standards.

Management and monitoring of the system will be overseen by Plymouth City Council under a Service Level Agreement (SLA) and are not the responsibility of the Town Council.

Public cameras will be positioned to capture only images relevant to their intended purpose. Equipment will be carefully placed to minimise intrusion onto private property, ensuring coverage is limited to the designated monitoring areas.

Replica cameras are situated outside public conveniences. These non-operational devices are not connected to any monitoring system but serve as a preventive measure to discourage vandalism or other undesirable activities in high-risk areas.

Management of the system

Internal CCTV located in Town Council Premises

The Service Delivery Department is responsible for the Town Council CCTV system and equipment. Routine checks are undertaken in house by the SD Department with annual maintenance checks carried out by external contractors.

Images will be deleted in accordance with the Data Protection and Retention Policies. Recorded images will not be routinely viewed, disclosed or retained and only used if necessary, such as for investigations or compliance.

All members of staff with access to the CCTV system will be trained in the operation of the system and the data protection compliance requirements.

External CCTV located in Saltash

The CCTV cameras located around the town. These cameras are monitored by Plymouth City Council.

Commented [LM6]: Added to cover external CCTV

Commented [MT7]: Might need to be removed but if including I would put this here.

Commented [LM8]: Differentiate between internal and external systems

Commented [LM9]: Differentiate between internal and external systems

Commented [LM10]: Information on external CCTV

Data Protection compliance

A relevant Officer will oversee data protection compliance and will audit the use of the system periodically to ensure operation and practices remain compliant with data protection legislation. All cameras covering public areas should have a Data Protection Impact Assessment in place.

Adequate signage will be in place at all sites with CCTV in operation.

Requests for access to images

Internal **CCTV located on Town Council Premises**

Any requests for access to images made by individuals for their own personal data should be made by contacting gdpr@saltash.gov.uk or forwarded by any member of staff receiving a request. Employees who wish to view recorded historical CCTV footage should contact their Line Manager.

The internal CCTV system is not intended to be used for the purpose of external claims however, requests for access may be evaluated on a case-by-case basis.

The Town Clerk or delegated Officer is responsible for viewing images when investigating an incident. Employees should refer to the Employee Handbook on the use of images in the event of a human resources incident / investigation.

Storage and retention of images

Images stored on the recording equipment will be securely protected. The Service Delivery Manager is responsible for ensuring the security of the equipment and routinely recorded images.

Images are typically stored for 30 days but the Town Council reserves the right to retain them longer if required for an investigation.

Where images are retained for an investigation the Town Clerk may delegate responsibility to an appropriate Officer for the secure storage. Images retained for human resource purposes will be handled in accordance with procedures laid out in the Employee Handbook.

Commented [LM11]: Differentiate between internal and external systems

Commented [MT12]: I would suggest this wording. It states the intention but if it is completely prescriptive might prove a problem.

External CCTV located in Saltash

Commented [LM13]: Differentiate between internal and external systems

The external CCTV cameras in Saltash are monitored by Plymouth City Council on behalf of STC under a Service Level Agreement.

Any request for footage, data or usage please contact Plymouth City Council's data protection team directly. www.plymouth.gov.uk/cctv

Commented [LM14]: Information on how to view external CCTV

For guidelines on who can request CCTV footage and the process for doing so, please refer to their website: www.plymouth.gov.uk/cctv

Commented [LM15]: Information on how to view external CCTV

Appendix A – location of cameras

Note: The areas covered by the system are public areas.

- Saltash Guildhall – 1 camera viewing the reception lobby area
- Longstone Depot – 4 cameras, one viewing the internal top office, the workshop garage, the back entrance and side door to office and external yard
- Saltash Community Library Hub – 8 cameras viewing the public access PC area and hot desk, the front enquiry desk, the mezzanine floor, the front desk / office, the crime section, the children area, with two external cameras viewing the front and side of the Library building

Location of CCTV cameras in Saltash

- Old Ferry Road
- Ashtorre Rock
- Fore Street
- Top of Fore Street
- Burraton Cross

Commented [LM16]: List of camera locations

Replica / Non-Functional Cameras located:

- Outside Belle Vue Public Convenience
- Outside Longstone Public Convenience
- Outside Waterside Public Convenience
- Outside Alexandra Square Public Convenience
- Grassmere Way Play Park

Internal CCTV Recording Equipment:

The recording devices are DVR recorders storing data for up to thirty days at which time the system automatically records over previous data.

Footage is recorded twenty-four hours a day, 7 days a week.

DRAFT