

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Devolution Sub Committee held at the Guildhall on Friday 17th March 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock (Vice-Chairman), S Gillies, S Martin (Chairman), J Peggs, B Samuels, P Samuels and D Yates.

ALSO PRESENT: Councillor S Miller, S Burrows (Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: None.

19/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

20/22/23 TO ELECT A CHAIRMAN.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to elect Councillor Martin as Chairman of the Devolution Sub Committee.

Councillor Martin in the Chair.

21/22/23 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Martin, seconded by Councillor P Samuels and **RESOLVED** to elect Councillor Bullock as Vice Chairman of the Devolution Sub Committee.

22/22/23 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.

23/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

24/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE DEVOLUTION SUB COMMITTEE MEETING HELD ON 16TH FEBRUARY 2023 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 Bullock and **RESOLVED** to amend minutes 7/22/23a.4 to state Jubilee Green and 9/22/23 to state Alexandra Square Toilets.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Devolution Sub Committee held on 16th February 2023 were confirmed as a true and correct record.

25/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

26/22/23 **TO RECEIVE CORNWALL COUNCILS GENERIC GROUNDS MAINTENANCE LICENCE FOR THE MEMORIAL PEACE GARDEN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk briefed Members on Cornwall Council's Licence to Occupy to allow the Town Council to continue with grounds maintenance and planting works.

The Town Clerk advised that the Licence to Occupy does not allow for installations such as trees, benches etc without Cornwall Council's consent.

The Town Clerk added that the Town Council would remain responsible for the inspection and monitoring of any features that have either been installed or undertaken works to, over the years prior to the licence.

The Town Clerk confirmed that the supply of electricity within the boundary is Cornwall Council's responsibility due to it being a street light serving a wider purpose.

Councillor Miller arrived and confirmed his attendance as a Councillor and joined the meeting in the public gallery.

It was proposed by Councillor B Samuels, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th April 2023;

1. To approve the Licence to Occupy the MPG at an annual sum of £1, renewable annually;
2. To provide delegated authority to the Town Clerk to sign the Licence to Occupy on behalf of the Town Council;
3. To note that the Town Council's insurance cover remains in place.

27/22/23 **TO RECEIVE CORNWALL COUNCILS SALTASH CAR PARK USAGE FOR THE YEAR 2021-22 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

28/22/23

**TO RECEIVE AN UPDATE ON SALTASH TOWN COUNCILS
DEVOLUTION PROGRAMME AND CONSIDER ANY ACTIONS AND
ASSOCIATED EXPENDITURE:**

a. Victoria Gardens - Cornwall Council Service Level Agreement;

The Town Clerk informed Members that Cornwall Council's Licence to Occupy is to permit the Town Council for a period of 5 months to tidy the lower lying areas (shrubs and bedding plants) at Victoria Gardens in time for Spring and the King's Coronation celebrations in May.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to be held on Thursday 13th April 2023;

1. To approve the Licence to Occupy at Victoria Gardens to allow the Town Council to tidy the lower lying areas (shrubs and bedding plants) for a period of 5 months;
2. At a sum of £1 if demanded;
3. To provide delegated authority to the Town Clerk to sign the Licence to Occupy on behalf of the Town Council.

b. Victoria Gardens - Cornwall Council Tree Condition Survey and Maintenance Report;

Members discussed the report received and dated January 2021 and that an updated Tree Condition Survey and Maintenance report was due to be undertaken in the following months.

It was proposed by Councillor Martin, seconded by Councillor Bullock and **RESOLVED** to note Cornwall Council's Tree Condition Survey and Maintenance report dated January 2022 and to request a copy of Cornwall Council's future survey and maintenance report.

c. Victoria Gardens - Cornwall Council revised Heads of Terms.

The Chairman informed Members that Cornwall Council are offering Saltash Town Council a leasehold or a freehold for Victoria Gardens and the Maurice Huggins Room by way of revised Heads of Terms.

The Chairman informed Members that the Town Council's Building Surveyor is due to undertake a Building Survey Report on Victoria Gardens only on the 20th April 2023.

The Town Clerk advised Members await the results of the Building Survey Report and Cornwall Council's Tree Condition Survey and Maintenance Report.

The Town Clerk informed Members that CC may take a view to add a covenant on the sale of MHG for it to be kept for community use only. Any such covenant may not permit commercial businesses to use the property.

The Town Clerk informed Members that if the Town Council wished to pursue with a freehold the general maintenance of the area could have an operational impact on the Service Delivery Team therefore the matter would need to be considered at a Personnel Committee meeting.

It was proposed by Councillor Peggs, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th April 2023;

1. To approve Cornwall Council's revised Heads of Terms for a freehold to Saltash Town Council at a price of £1 for the Maurice Huggins Room and Victoria Gardens;
2. To accept Cornwall Council's offer to provide Saltash Town Council a grant in the sum of £5,000 to undertake repairs and maintenance works to the railings;
3. Points 1 and 2 above are subject to;
 - i. The results of Cornwall Council's Tree Condition Survey and Maintenance Report;
 - ii. The Town Council's Building Survey Report;
 - iii. Confirmation of insurance cover and related cost;
 - iv. The Personnel Committee identifying additional work levels to efficiently discharge the work required by the Town Council.

- d. Climate Change and Environment Working Group short-term vision for Victoria Gardens;

Councillor Gilles provided a verbal update on the initial thoughts received from Saltash Environmental Action (SEA) which included planting lower levels of Victoria Gardens as low maintenance as possible, to ensure minimal maintenance works are required.

Councillor Gillies added that SEA had stated in the short-term the group would look to tidy up existing hedges and investigate the possibility of planting native hedges. The Climate Change and Environment Working Group had discussed the idea of incorporating the Big Green Week by holding a plastic free picnic in conjunction with a gardening party to assist with the tidying and planting of the lower levels within Victoria Gardens.

Members discussed the timescales and the requirement to commence planting as soon as possible with Spring upon us.

It was proposed by Councillor Martin, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th April 2023;

1. To note the update received from SEA;
2. To form a 'Friends of Victoria Gardens' working in conjunction with SEA;
3. To hold the next scheduled Meet Your Councillor Session on Saturday 15th April at Victoria Gardens followed by a site meeting with those who wish to be part of the 'Friends of Victoria Gardens' to discuss the way forward;
4. To provide refreshments at the Maurice Huggins Room;
5. Publicise the 'Friends of Victoria Gardens' meeting location, date and time at the earliest opportunity to provide sufficient notice.

Councillor Peggs gave her apologies and left the meeting.

- e. Saltash Town Council's long-term vision for Victoria Gardens and the Maurice Huggins Room.

It was proposed by Councillor Martin, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th April 2023;

1. To set the Town Council long-term vision as a living document:
 - i. Music in the park;
 - ii. To encourage people to use the area for picnics;
 - iii. Ensure the MHR is used to support the community;
 - iv. The area to be a welcoming and safe place for everyone to enjoy;
 - v. Engage with the local residents;
 - vi. Create a 'Friends of Victoria Gardens';
 - vii. Use the bandstand area;
 - viii. To make the space a community asset to the town;
 - ix. Memorial benches;
 - x. Hold markets.
2. The priority is the formation of 'Friends of Victoria Gardens' to be community led with progression via Meet Your Councillors, flyers, website page and the Town Council's social media platforms.

29/22/23 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.

30/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

31/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

32/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

33/22/23

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

None.

Councillor Bickford left the meeting.

DATE OF NEXT MEETING

Thursday 11 May 2023 at 6.30 pm

Rising at: 7.51 pm

Signed: _____
Chairman

Dated: _____