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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Devolution Sub Committee held at the Guildhall on Thursday 11th May 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock (Vice-Chairman), S Martin (Chairman), S Miller, B Samuels and P Samuels.

ALSO PRESENT: H Frank (Cornwall Council) and C Thomson (Cornwall Council), S Burrows (Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: S Gillies and J Peggs.

1/23/24 TO ELECT A CHAIRMAN.

It was proposed by Councillor Martin, seconded by Councillor Bickford to nominate Councillor Martin.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor Martin as Chairman.

Councillor Martin in the Chair.

2/23/24 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Bullock, seconded by Councillor Bickford to nominate Councillor Bullock.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor Bullock as Vice Chairman.

3/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

4/23/24 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.

5/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

6/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE DEVOLUTION SUB COMMITTEE HELD ON 17TH MARCH 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 B Samuels and **RESOLVED** that the minutes of the Devolution Sub Committee held on 17th March 2023 were confirmed as a true and correct record.

7/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

8/23/24

TO RECEIVE CORNWALL COUNCILS TREE CONDITION SURVEY AND MAINTENANCE REPORT ON VICTORIA GARDENS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk advised Members that the latest Cornwall Council tree condition survey (dated January 2022) identified tree recommendations and that the works were carried out in April 2022.

Further to that, the next Cornwall Council tree condition survey is to take place around July/August 2023.

The Community Link Officer confirmed that the Cormac maintenance schedule is not available at present.

Members asked if any further works are scheduled by Cormac to be undertaken this year. The Community Link Officer reported that no further works are scheduled, however, any updates would be reported to the Town Clerk.

Members discussed a redundant air quality monitor station and flag pole sited at Victoria Gardens that poses a potential Health and Safety issue.

It was **RESOLVED** to note and that the Town Clerk is to formally write to the Community Link Officer to further investigate.

9/23/24

TO RECEIVE THE TOWN COUNCIL BUILDING SURVEY REPORT ON VICTORIA GARDENS AND THE MAURICE HUGGINS ROOM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk briefed Members on the building and landscaping fabric report received and contained within the circulated reports pack.

The Town Clerk informed Members that there are no areas of immediate concern identified in the above report, however, there are a number of items that require work in the near future.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to delegate to the Town Clerk to prioritise the works required and obtain approximate costings from the Town Council's Building Surveyor with a report to be received and considered at a future Devolution Sub Committee meeting.

10/23/24

TO RECEIVE AND CONSIDER CORNWALL COUNCILS REVISED HEADS OF TERMS FOR VICTORIA GARDENS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members of Cornwall Council's revised Heads of Terms to form a five-year Leasehold.

The Town Clerk confirmed the existing Town Council Public Liability insurance covers all areas that the Town Council is responsible for, there are no additional costs should Members wish to proceed with the five-year Leasehold.

The Community Link Officer advised that the Heads of Terms will be refined and formed as the basis of the Leasehold and the referral of the Maurice Huggins Room as Tea Rooms would be amended at the point of drafting the Leasehold.

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Council to be held on 1st June 2023;

1. To approve Cornwall Council's revised Heads of Terms to form a five-year Leasehold for the Maurice Huggins Room and Victoria Gardens, subject to the Personnel Committee identifying additional work levels to efficiently discharge works required by the Town Council;
2. To accept Cornwall Council's offer to provide the Town Council with a grant in the sum of £5,000 to undertake repair and maintenance works to the railings.

11/23/24

TO RECEIVE AN UPDATE ON FRIENDS OF VICTORIA GARDENS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the requirement for a Constitution to be created for the Friends of Victoria Gardens to operate.

It was proposed by Councillor Martin, seconded by Councillor Bickford and **RESOLVED** to delegate to the Town Clerk together with the Chairman to liaise with Councillor Peggs to further progress a Constitution for Friends of Victoria Gardens reporting back at a future Devolution Sub Committee meeting.

12/23/24 **TO REVIEW THE TOWN COUNCIL LONG-TERM VISION FOR VICTORIA GARDENS AND THE MAURICE HUGGINS ROOM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the living document for the Town Council's long-term vision for Victoria Gardens and the Maurice Huggins Room contained within the circulated reports pack.

Members identified the priority remains to formulate the Friends of Victoria Gardens and to continue with the planned works under Cornwall Council's five month Licence to Occupy (as attached).

It was **RESOLVED** to note.

13/23/24 **TO REVIEW THE TOWN COUNCIL DEVOLUTION PROGRAMME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed STC Devolution Programme for Victoria Gardens and the Maurice Huggins Room contained within the circulated reports pack.

Further to that, Members requested the Town Clerk adds an additional column to specify expected and completed dates for work.

The Town Clerk is to update information relating to the current Agreement for the Memorial Peace Garden.

The Community Link Officer is to further investigate the progress of a Leasehold for Alexandra Square toilets.

The Town Clerk informed Members of the next onsite Waterside Working Group meeting led by Cornwall Council.

It was proposed by Councillor Martin, seconded by Councillor Bullock and **RESOLVED** to note the Programme and for the Town Clerk to further update the Programme to be received at a future Devolution Sub Committee meeting (as attached).

14/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

15/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

16/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

17/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

18/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and **RESOLVED** to issue the following Press and Social Media Releases:

1. Friends of Victoria Gardens – works to date and future meeting dates.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.14 pm

Signed: _____
Chairman

Dated: _____

STC Long-Term Vision for Victoria Gardens and the Maurice Huggins Room - Living Document

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The **priority** is the formation of 'Friends of Victoria Gardens' to be community led with support via Meet Your Councillors, flyers, notice boards, website page and the Town Council's social media platforms.
A Constitution is to be created to for the Friends of Victoria Gardens to operate.

Music in the park

To encourage people to use the area for picnics

Ensure the MHR is used to support the community

The area to be a welcoming and safe place for everyone to enjoy

Engage with the local residents

Create a 'Friends of Victoria Gardens'

Use the bandstand area

To make the space a community asset to the town

Memorial benches

Hold markets

Saltash Town Council - Devolution Programme - Living Document

Priority Order (most important to least important)	Site	Ownership	Saltash Town Council Current Agreement	Saltash Town Council Formal Responsibility	Short Term Aspirations	Expected and Renewal Dates	Medium Term Aspirations	Long Term Aspirations	Devolution Meeting date	Devolution Minute Number	FTC 01.06.23 Minute Number
1 Page 42	Victoria Gardens The Maurice Huggins Room	Cornwall Council	Victoria Gardens - Licence to Occupy for five months MHR Implied Tenancy at Will	Victoria Gardens - N/A The Maurice Huggins Tea Room - hire facility to community groups / cleaning	Licence to work or SLA to tidy the lower lying areas (shrubs, grass, bedding plants) during the Spring/Summer 2023 and for the Coronation celebrations. Licence to Occupy to maintain the low lying areas (shrubs, and bedding plants) for a period of 5 months - signed and returned to Jo Keene at CC on 17.04.23.	Licence to Occupy - Start date 17th April 2023 - End date 17th September 2023 (5 month licence). Implied Tenancy at Will - no specific dates.	Cornwall Council to undertake the high risk works offering Saltash TC improved Heads of Term to form a Lease. Devolution Sub Committee to further consider the options of improved Heads of Terms to form a Lease at the 11th May 2023 meeting. Email sent to Catherine Thompson on 16.04.23 requesting a copy of CC recommended tree works and future tree condition survey, also a request for Cormac maintenance report. Revised Heads of Terms to form a Lease approved at the 11.05.23 Devolution Sub Cttee meeting, recommended to 01.06.23 FTC meeting.	Freehold. To view STC long-term vision for Victoria Gardens - please refer to the other spreadsheet.	11.05.23	43/23/24	
	Memorial Peace Garden	Cornwall Council	Licence to Occupy	Grounds maintenance work to the site anything additional must seek CC approval.	Generic Grounds Maintenance Licence to undertake various maintenance works, bedding and tree planting, installations and social gatherings on site. Licence to Occupy to maintain the area and be responsible for any items installed at the MPG site - signed and returned to Jonny Alford at CC on 17.04.23. Future installations at the site require the permission of Cornwall Council.	Licence to Occupy - 31st March 2024 (annually renewable)	Lease 99 Years	Freehold - part of a package with Alexandra Square Toilet Block	11.05.23	26/22/23	420/23/24 - Recommendation 1
3	Alexandra Square Toilet Block	Cornwall Council	Tenancy at Will	General maintenance and operations	Lease for 99 Years - CLO to further investigate the progress of a Leasehold.	Tenancy at Will - 13th November 2017 (ongoing to form a Leasehold)	Lease 99 Years	Freehold - part of a package with the Memorial Peace Garden	11.05.23	46/23/24	N/A
4	Waterside - Pontoon Jubilee Green Boat Park, Car Park, Garages and Slipway Brunel Green	Cornwall Council	Pontoon - Tenancy at Will Jubilee / Brunel Green - No current agreement	General maintenance and operations of the Pontoon	Tenancy at Will for the Pontoon. Better understand the Pontoon and STC revenue data. Continue with the Saltash Waterside Partnership Working Group meetings on a quarterly basis.	Tenancy at Will - the year 2017 (ongoing, but to be considered prior to further Pontoon works needing to take place).	Tenancy at Will for the Pontoon, possible Lease. Continue with the Saltash Waterside Partnership Working Group meetings. Terms of Reference to be formed for Devolution sign off. Better understand from Cornwall Council Jubilee / Brunel areas overtime.	Freehold	11.05.23	N/A	N/A
5	Longstone Park	Cornwall Council	No current agreement	N/A	Defer to the Services Committee upon further information from Stuart Wallace regarding various work to the site. Essential safety works to be carried out to the west tennis court, CC have no plans to carry out further works.	N/A	Request options to work with Cornwall Council to further improve the park facilities - tennis courts, picnic benches, play equipment, if deemed appropriate.	Freehold	11.05.23	N/A	N/A