

## **SALTASH TOWN COUNCIL**

### **Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 3<sup>rd</sup> September 2015.**

**PRESENT:** Councillors: W Phillips, (Chairman), R Bickford, J Brady, Mrs G Challen, M Coot, J Ellison, Mrs. H Frank, D Holley, Mrs S Hooper MBE, A Killeya, L Russell, J Shepherd, D Yates.

**ALSO PRESENT:** 6 Members of the public, 4 Members of the press, Reverend Michelle Parkman – Mayors Chaplain, Mr P Thistlethwaite CIC, Mr P Ryland – Saltash Town Improvement Group, Mrs S Burrows - Administration Officer, R Lane - Town Clerk.

**APOLOGIES:** Councillors: R Austin, Mrs Jean Dent, M Gee.

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### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

### **198/15/16     RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

#### **PRAYERS**

Rev Michelle Parkman, Mayor's Chaplain led the prayers.

### **199/15/16     DECLARATIONS OF INTEREST**

- a. Declarations from Members of any registerable (5A of the Interim Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting
- c. Dispensations required:

To approve an on-going dispensation from Councillor Shepherd to act as Chairman of the Saltash Team For Youth.

It was **RESOLVED** to approve.

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
None			

## **CHAIRMAN'S REPORT**

The Mayor has attended the following since the last meeting:

Saturday 8 <sup>th</sup> August	St. Anne's Care Home 23 <sup>rd</sup> Birthday Party.
Monday 10 <sup>th</sup> August	Official opening of the new footbridge over the A38 at Carkeel Roundabout.
Saturday 15 <sup>th</sup> August	Saltash Foodbank Annual Coffee & Information Morning.
Sunday 16 <sup>th</sup> August	Civic Service at St. Nicholas & St. Faith Church.
Thursday 3 <sup>rd</sup> September	Opening of new office of Sheryll Murray, MP

It was **RESOLVED** to note.

## **POLICE REPORT**

### a. Police Report

Hello and welcome to this month's bulletin.

No major changes to the team this month, and after a period of leave last month, PC Chilcott is back and getting involved with a number of issues across the area.

PCSO Down continues to mentor PCSO Strevens and they are covering lots between Saltash, Torpoint and Plymouth.

PCSO Down continues to tweet regularly and PCSO Horton maintains our Facebook page. If there is anything you would like to see us post on social media please let us know.

Figures have been released for Devon and Cornwall Police's summer drink driving campaign for 2015. Police officers administered a total of 788 breath tests of which 163 were positive, refused or failed to provide, equating to 20%. Last year the comparable figures were 776 breath tests with 132 positive, refused or failed to provide which equates to 17%.

Examples which stood out during the campaign included a 37 male driver who blew 143 at 8:50am on a Saturday morning and a 71 year old male who blew 120 at 9:20am on a Tuesday morning.

There was a very slight increase in the number of positive, refused or failed to provide results this year. While we have undertaken a targeted campaign over the busy summer months drivers should be aware drink driving enforcement is something we do every day of the year.

Few people understand the full consequences of being caught drink or drug driving. Many drivers are aware their judgment will be impaired but some still have utter disregard for the lives of others and dismiss the potentially lethal outcome. The increased likelihood of involvement in a collision means a high risk of death or serious injury. Those convicted of drink driving can expect to be banned for at least 12 months, receive a fine of up to £5,000 and/or six months in prison. Collisions resulting in a fatality, where the driver is under the influence of alcohol, can carry a penalty of up to ten years in prison.

The simple message is **DO NOT DRINK or DRUG DRIVE. IT IS NOT WORTH**

### Monthly figures

Between **0001hrs 01/08/15** and **2359hrs 31/08/15**, the Control Room recorded **315 calls** from the public in Saltash and the surrounding rural parishes. A number of these were duplicate incidents; 79 were road-related incidents; 40 were concerns for welfare of individuals; 7 people were reported missing and 39 were domestic incidents. This list shows just some of the variety of calls police attended. Calls also included **38** incidents of anti-social behaviour reported to us across the area. These included reports about neighbour disputes, rowdy individuals, noise and nuisance vehicles.

These calls also included the **80** crimes recorded as being committed across Saltash and the surrounding rural areas over this period. Crime types by parish area

**Saltash - 71** - 22 thefts (all categories incl 1 fraud), 2 vehicle interferences, 15 criminal damages, 1 arson, 14 assaults (all categories incl domestic), 2 burglary dwellings, 2 burglary non-dwellings, 1 attempt burglary non dwelling, 4 public order/harassment offences, 3 communications offences, 2 drugs offence, 2 driving offences and 1 indecent images offence.

<b>Notter</b>	- 0
<b>Tideford</b>	- 0
<b>St Dominick</b>	- 2 (1 animal-related, 1 communications offence)
<b>Hatt</b>	- 2 (1 <b>burglary business premises</b> , 1 <b>assault</b> )
<b>Trematon</b>	- 0
<b>Landrake</b>	- 1 (theft)
<b>St Mellion</b>	- 0
<b>Pillaton</b>	- 0
<b>St Germans</b>	- 4 (2 thefts, 2 animal-related)
<b>Botus Fleming</b>	- 0
<b>Trerulefoot</b>	- 0
<b>Quethiock</b>	- 0
<b>Landulph</b>	- 0
<b>Carkeel</b>	- 0

### Police Cadets

I know I mentioned this last month but it's worth asking again! I would like to know if starting police cadets is something which people would be interested in for Saltash. At this time I am merely canvassing for support and interest. If you know any young person aged 13-17 that might be interested in starting police cadets, then please ask them to contact me or check out the Community Police Cadets website for more information at [www.communitypolicecadets.com](http://www.communitypolicecadets.com).

Members noted the absence of a police representative at the meeting.

Councillor Holley informed members that he had received a report from a member of the public notifying him of the professional manner and service recently experienced from the police.

It was **RESOLVED** to note.

### **REPORT BY SALTASH GATEWAY COMMUNITY INTEREST COMPANY (CIC)**

- a. To receive report and consider any actions arising

Just to update you:

#### **HEALTH & SOCIAL CARE NETWORK**

1. Saltash Gateway CIC has co-ordinated progress on the Dementia initiative. An informal steering group is in place, and an Alliance of a wide range of local bodies and individuals will be officially formed at an open meeting at the Library on Tuesday September 16, 4pm. Open to all.
2. Similarly, we coordinate the development of Patient Participation Groups at the two local surgeries, and both are growing. Despite the national difficulty of recruitment, both Practices have appointed new GPs recently, together with additional support staff (nurse practitioner at Port View, and Pharmacist at the Health Centre).
3. The problems of the closed Minor Injury Unit at St Barnabas are now embroiled in the uncertainty of which organisation will manage community health services across Cornwall in the next financial year, when Peninsula Community Health withdraws from the contract. What follows below is an extract from a letter about this from Kernow CCG:

The next stage of this process is the publication of a Prior Information Notice (PIN) today (27 August), to invite expressions of interest from interested providers. A subsequent invitation to propose a solution will be issued to interested providers. These solutions will undergo an evaluation process against agreed criteria to assess their ability to deliver like-for-like services and their ability to work with other providers in Cornwall to contribute to the redesign of the health and social care model of delivery and the reconfiguration of the services, as appropriate. The contract from April 2016 will then be awarded and mobilisation work to ensure a smooth transition will be performed.

The new contract will be commissioned in line with our Living Well vision to provide a community-based model of care to support people in their communities; receiving care as close to home as possible and only accessing specialist health services when appropriate to do so. We will continue to work with existing providers to specify the health and social care model that will deliver affordable and quality services in Cornwall, and reconfigure services accordingly.

It is the last paragraph which is important for local stakeholders to consider. I presume there will be opportunity to feed in views.

In the meantime, I have heard informally that new staff at St Barnabas are being trained with a view to reopening the MIU.

#### 4 FORE STREET

4. The refurbishment at 4 Fore Street is complete, and we will have much improved facilities for dealing with enquiries from the public, taking bookings, etc, in relation to the Volunteer Service, Maurice Huggins Room, transport, and Saltash Card. The next step is to refashion the way the Community Market operates, and this is being publicised.
5. Similarly, a new programme of work for the Saltash Hopper is being successfully promoted, and thinking has begun about the way a community transport service might best operate locally when our new bus is delivered. Ideas welcome about this.

#### BELLE VUE

6. A year ago, Gateway CIC was asked by the Town Council to see if it could come up with a way of keeping the CAB in Saltash and getting an enhanced role for community use of the building. After a lot of water has gone under the bridge, we now have a lease ready to sign which will enable us to manage the building for two years.

Directors discussed the associated risks for the CIC at its meeting last week; this week we are working out how these risks can satisfactorily be managed over the next two years. The risks cover finance, legal dispute, management burden, etc and are very much as anticipated at the start. Once we are agreed about the right solutions, we hope to sign the lease, start the process of refurbishment, and settle leases with the new tenants. Naturally, we will be trying to make rapid progress.

#### LOCAL FOOD MARKET AT 4 FORE STREET THIS FRIDAY

Peter Thistlethwaite  
Chair  
September 1 2015

It was **RESOLVED** that the Chairman write to the Kernow CCG to state Saltash Town Council's view that the proposed reconfigured services should not result in cuts to services or staff provision.

#### 200/15/16 CORNWALL COUNCIL REPORT

- a. To receive report for noting or matters arising

*After the excitement of the Devolution Deal, August has been a fairly quiet month with no committee or full council meetings...*

### **Library and One Stop Shops – deadline extended to 30<sup>th</sup> September**

Cornwall Council is aiming to protect the whole library/one stop shop service through local organisations and groups taking on the running of their local service whilst being supported by the Council's Central Library and the One Stop Shop team. As a result of the consultation held earlier this year 14 'expressions of interest' were received from groups interested in running their local service, and officers are working with those areas to develop their proposals. But without more interest it may not be possible to deliver the service within budget and some sites may have to close down. Cornwall Council has therefore extended the deadline for communities to come forward with expressions of interest to 30<sup>th</sup> September.

### **Fire, Rescue and Community Safety Service Plan - consultation**

Like all public services, the Fire Service is facing reducing budgets. A consultation has been launched to get public input in the development of a Fire, Rescue and Community Safety Service Plan, which will inform the Plan that will be in place from April 2016 to March 2019. Complete the online survey at [www.cornwall.gov.uk/fireconsultation](http://www.cornwall.gov.uk/fireconsultation). Deadline is 8<sup>th</sup> November.

### **Growth Hub**

Saltash-based businesses were able to access business support and funding advice through the Plymouth City Deal Growth Hub, but this came to an end on 30<sup>th</sup> June. The Cornwall and Isles of Scilly LEP has now taken on an interim Growth Hub provision until an EU-funded Growth Hub is up and running across our area in early 2016. Details can be found on [www.ciosgrowthhub.com](http://www.ciosgrowthhub.com)

### **Queens Award for Voluntary Service**

The Queens Award for Voluntary Service (QAVS) is a prestigious national honour and is the MBE for volunteer groups. Nominations are now being accepted online for next year's awards. [qavs.direct.gov.uk](http://qavs.direct.gov.uk) The deadline for nominations is 18<sup>th</sup> September.

### **Hate Crime Conference - Sat. 19<sup>th</sup> September, 9:30am - 4pm, Truro College**

Safer Cornwall is hosting a Hate Crime conference on 19<sup>th</sup> September, with the aim of identifying the strengths and weaknesses of the current provision in Cornwall, and to give people the opportunity to shape the future support. Attendance is free. To book a place, send an e-mail to [equality@cornwall.gov.uk](mailto:equality@cornwall.gov.uk) or ring 01872 324692.

### **Archive Centre secures £11.7m investment**

Heritage Lottery Fund (HLF) has awarded £11.7 million to Cornwall Council to create Kresen Kernow, a new archive centre on the site of the former Redruth Brewery. It will house the world's largest collection of manuscripts, books, maps and photographs related to Cornwall.

Cllr. Hilary Frank

Councillor Ellison reported that at a meeting he had attended with Cornwall Council Transport Officers it was announced that £1 million has been allocated for the Saltash cycle way infrastructure.

It was **RESOLVED** that a meeting of the Sustainable Transport Working Party be convened to consider the cycle way funding allocation.

## **201/15/16     QUESTIONS FROM THE PUBLIC**

### Saltash Railway Station Building

A resident of the town asked:

In light of the letter each councillor has received informing them of the directive to Cornwall Planning Local Authority to issue a Section 215 on the owner of the Saltash Station do we, the residents of Saltash, have your unanimous public support for this directive.

As it is perfectly normal to expect remedial action to start within 6-7 weeks under Section 215 will the members be supportive of this realistic timescale.

It was **RESOLVED** that Saltash Town Council will support the public submission of an application for the issue of a Section 215 on the owner of the Saltash Station and the timescale proposed.

### CCTV

A resident spoke in favour of the proposed S106 application for CCTV in the town.

It was **RESOLVED** to note.

The Chairman announced that agenda item 21 would be received as the next item of business.

## **202/15/16     STATION UPDATE**

Saltash Station site  
Station Working Group – update September 2015  
Councillors Bickford, Holley and Killeya.

The group have met with the developer's architect in July who outlined a proposal for redeveloping the station site. The proposal was not presented in detail, with a verbal description. The following description has been affirmed by the architect. The architect has now confirmed they have accurate drawings of the current building and continue to work

on more detailed plans, and has confirmed the timescales for submission of a planning application is by the end of October 2015.

Throughout the process we have made it clear that we are not willing or able to comment on any detailed plans as a group, and indeed the Working Group does not speak for the Council either. It can merely comment as a group or individuals. We have also stressed that any decisions made by full council do not impact on the Council's decision that it may make should a planning application be submitted.

The Working Group were pleased to see the following plan outlined, it was felt a positive step, which could well be acceptable to many within our community.

### Proposed Plan

The proposal put forward includes a mix of refurbishment and new build on the site. The intention is to remove a section of the Northern part of the current building, the remainder would be refurbished, retaining a large majority of the current structure. Approximately 80% of the current footprint would be retained and refurbished.

The former goods shed area would see a new build of two floors in height, the ground floor being allocated for parking and flats being incorporated into the top floor.

The refurbished building would have flats within the roof space and the ground floor would be turned into 'Community Space', with the idea for a Café, Waiting Room and toilets being part of this.

### Management and ownership of the 'Community Space'.

Due to the mixed use of the building it is likely that the best way for the space to be made available for the community is via a long lease to Saltash Town Council. We think that the Town Council could make use of some of the space should more office space be required, but the larger part would be managed by a third party (CIC or Trust) that might run the café in order to cover running costs. It is also possible that any unused space be let as appropriate. We would hope that Saltash Heritage would be involved in any Heritage aspects related to the railway and the Royal Albert Bridge. A number of artefacts from the recent renovation have been retained and could be displayed as part of a display.

### Passenger facilities at Saltash Station

The proposal would return important valuable facilities to Saltash Station and the station area. These facilities have long been acknowledged as important by passengers, the rail industry and local residents. We expect that external funding is available to help with providing these facilities.



## Town priorities

### High Priority

Promoting development of Saltash station building (including additional passenger/community facilities)

### Proposals to Saltash Town Council

Subject to the outline plan for refurbishment of the station building as outlined by Eric Davis to the Station Working Group being taken forward.

#### Proposal 1

In light of the proposal to devote part of the developable space to a 'community use' the Council are willing negotiate on the level of the payment due through the covenant placed on the station site.

#### Proposal 2

The Council are also willing to negotiate over a proportion of the value of any 'Community Space' being offset against the value of any payment due.

#### Proposal 3

The Council ask that the 'Community Space' be leased on a long lease (999 years) to Saltash Town Council with a peppercorn rent, and that the lease would allow STC to sublet as they see fit.

#### Proposal 4

The Council ask the Station Working Group to investigate the best type of organisation to take forward the management of the 'Community Space' and, in consultation with the owner and agent, begin work on a Business Plan.

#### Proposal 5

The Council ask the Station Working Group, in consultation with the owner and agent, to take forward any appropriate funding applications that might help deliver the project. These are mainly:

- First Great Western's Customer and Communities Fund
- Cornwall Council's Local Transport Plan

It was **RESOLVED** to support the proposals of the Station Working Group.

**203/15/16    MINUTES**

The minutes of the meetings of the Town Council on Thursday 6<sup>th</sup> August 2015 and Tuesday 18<sup>th</sup> August 2015 were confirmed and signed as a correct record.

It was **RESOLVED** to approve.

**204/15/16    MATTERS ARISING FROM THE MINUTES**

None

**205/15/16    FINANCE**

a.     To advise the following receipts in:

i.     July 2015

Allotment Fees		£15.01	£0.00	£15.01	
Barclays	Bank Charges Loyalty Reward	£5.44	£0.00	£5.44	
Groundwork UK	Neighbourhood Plan - Grant Income	£8,000.00	£0.00	£8,000.00	
Guildhall Income		£494.80	£0.00	£494.80	
Photocopying Fees		£1.67	£0.33	£2.00	
Saltash Heritage	Refund for Stones	£500.00	£0.00	£500.00	
Saltash Rotary	Trailer Hire	£70.00	£14.00	£84.00	
St Stephens	Burial Fees - June 2015	£600.00	£0.00	£600.00	

ii.    August 2015

	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>S106</b>
Guildhall Income		£254.00	£0.00	£254.00	
Photocopying Fees		£0.92	£0.18	£1.10	
St Stephens	Burial Fees - July 2015	£600.00	£0.00	£600.00	

b.     To advise the following payments in:

i.     July 2015

<b>Supplier</b>	<b>Details</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>S106</b>
Able Print	Summer Arts Festival	£327.00	£0.00	£327.00	<b>S106 Waitrose</b>
Barclaycard	Credit Card Payment	£23.49	£0.00	£23.49	
Barclays	Bank Charges	£21.76	£0.00	£21.76	
British Gas	Gas Guildhall	£248.32	£12.41	£260.73	
Burraton Community Association	Neighbourhood Plan	£45.00	£0.00	£45.00	
Burraton CP School	Community Chest	£1,000.00	£0.00	£1,000.00	
Chubb	Rental Fees - Fire Extinguishers	£34.37	£6.87	£41.24	
Consortium Office	Cleaning Products & Stationery	£103.26	£20.68	£123.94	
Cornwall Council	Business Rates - Guildhall	£684.00	£0.00	£684.00	
Cornwall Council	Business Rates - Waterside	£84.00	£0.00	£84.00	
Crown Copiers	Photocopier Maintenance	£212.97	£42.59	£255.56	
D.C.Ryland	Hanging Baskets	£600.00	£100.00	£700.00	<b>S106 Lidl</b>
Drawn to the Valley	Summer Arts Festival	£85.00	£0.00	£85.00	<b>S106 Waitrose</b>
EDF - Guildhall	Electricity - Guildhall	£83.98	£4.20	£88.18	
Envelope Supplies	Neighbourhood Plan	£221.00	£44.20	£265.20	
EON - Guildhall	Electricity - Guildhall	£9.22	£0.46	£9.68	
Filmbank	Cinema Licence	£97.00	£19.40	£116.40	<b>S106 Waitrose</b>
Geoff Peggs	Guildhall Maintenance	£660.00	£132.00	£792.00	
Glendale	Grounds Maintenance	£1,403.91	£280.78	£1,684.69	
HMRC	PAYE - June 2015	£2,079.68	£0.00	£2,079.68	
ICOM South West	Telephone Guildhall	£62.42	£12.49	£74.91	
Mayors Allowance		£320.00	£0.00	£320.00	

Pertemps	Administration Officer Temp Fees	£248.00	£49.60	£297.60	
Pertemps	Administration Officer Temp Fees	£248.00	£49.60	£297.60	
Public Work Loan Board	Loan Payment - Churchtown Cemetery	£10,692.33	£0.00	£10,692.33	
Sames + Littlejohns	Neighbourhood Plan	£889.00	£177.80	£1,066.80	
Sames + Littlejohns	Neighbourhood Plan	£160.00	£32.00	£192.00	
Secur-A-Door	Repair to Guildhall Front Doors	£105.00	£21.00	£126.00	
Senior Moments Quartet	Summer Arts Festival	£100.00	£0.00	£100.00	<b>S106 Waitrose</b>
Siemens	Photocopier Rental	£379.75	£75.95	£455.70	
Society of Local Council Clerks	Town Clerk Membership	£260.00	£0.00	£260.00	
South West Water	Quarterly Services - Guildhall	£141.01	£0.00	£141.01	
Staff Salaries		£8,931.67	£0.00	£8,931.67	
UK Fuel	Fuel for Ride on Mower	£69.82	£13.96	£83.78	

August 2015

No cheques

- a. Urgent and essential works actioned by the Clerk under Financial Regulation 3.4 of the Town Council's Standing Orders

None

- d. To note that bank reconciliations up to 31<sup>st</sup> July 2015 were reviewed as correct by the Chairman of Policy & Resources Committee and the Town Clerk

It was **RESOLVED** to note.

## **206/15/16 PLANNING**

- a. To note that Cornwall Councillors will vote upon the information before them at this meeting but in the light of subsequent information received at Cornwall Council, Councillors may vote differently at that meeting.

- b. To note that in the event that the Cornwall Council officer wishes to recommend opposite to the Town Council's view they will contact the Town Council by email. In light of time constraints the Town Council will then hold an online poll of Councillors to determine whether to accept the officers' 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:

**PA15/06866**

Mr & Mrs R Boulton – **44 Maybrook Drive, St. Stephens, Saltash**  
Single storey rear extension to provide enlarged kitchen/diner with utility room and WC.

**Ward: South**

Date received: 07.08.2015

**AT THE MEETING OF 18<sup>TH</sup> AUGUST 2015, DEFERRED TO FULL COUNCIL ON 3<sup>RD</sup> SEPTEMBER 2015 PENDING FURTHER INFORMATION**

It was resolved to **RECOMMEND APPROVAL SUBJECT TO CONFIRMATION FROM THE PLANNING OFFICER THAT THE DEVELOPMENT MEETS THE LIGHT AND AMENITY REGULATIONS**

- d. Tree applications/notifications:
  - i. Applications – None
  - ii. Notifications - None
- e. Decisions taken by Cornwall Council where the decisions reached were contrary to the recommendations made at the Town Council meeting or a poll taken:

None

**207/15/16     CONSIDERATION OF LICENSE APPLICATIONS**

None

**208/15/16     TO CONSIDER A REQUEST FOR SUPPORT OF AN S106 APPLICATION FOR CCTV**

It was **RESOLVED** that:

1. The application be deferred to the next meeting pending further public consultation to be co-ordinated and submitted to the Chairman.
2. Councillor Coot progress an STC social media consultation with administration staff.

**209/15/16     TO CONSIDER AN S106 FUNDING APPLICATION FOR SPRING AND SUMMER BASKETS**

It was noted that the watering contract is conducted by the applicants' son and that Cornwall Council has approved the contract to date by the due process of receiving quotes and awarding the contract on best value.

It was **RESOLVED** to approve.

**210/15/16     CORNWALL COUNCIL – WASTE REDUCTION INCENTIVE SCHEME TRIAL**

It was **RESOLVED** that Councillor Mrs H Frank Saltash Town Council, register Saltash Town Council's interest and progress an application.

**211/15/16     CORNWALL COUNCIL – STREET TRADING REVIEW**

It was **RESOLVED** that all members will respond individually.

**212/15/16     CORNWALL COUNCIL – FIRE, RESCUE AND COMMUNITY SAFETY SERVICE CONSULTATION**

It was **RESOLVED** that all members will respond individually and that Councillor Russell will respond on behalf of Saltash Town Council.

**213/15/16     MEMORIAL PEACE GARDEN**

- i. To receive an update.

It was **RESOLVED** to note.

- ii. To note the resignation of Councillor Brady from the Working Party.

Councillor Mrs S Hooper recorded her thanks to Councillor Brady for his invaluable input and hard work during his time as a member of the Working Party.

It was **RESOLVED** to note.

- iii. To consider appointments to the Working Party.

It was **RESOLVED** that Councillors Ellison and Mrs G Challen be appointed to the Working Party.

## **214/15/16     SALTASH NEIGHBOURHOOD PLAN**

- a. Update

The Saltash Neighbourhood Planning Steering Group.

Report to September 3rd Saltash Town Council Meeting

1. Progress so far

On Monday 31 August over 1,300 replies to the Residents questionnaire had already been received. This number is likely to change rapidly as “paper replies” are still being received and a number of the people attending recent “drop in sessions” have said that they will be replying on line soon.

Initial review of responses received appears to show that the replies from the lower end of the age range have been at a much lower level than those higher up the age range.

There is a leaflet distribution underway with the aim of improving the age response distribution.

Youth Questionnaire response has been slow, there will be a campaign to improve this after the end of the summer holidays.

Distribution of business questionnaires is underway and replies are already being received.

The planned “completion date” for questionnaire response is 24th September.

2. Next Steering Group Meeting

The next Steering Group meeting will be concentrating on planning the next steps and reviewing progress so far on the Community Engagement and Involvement Strategy including:

- Drop-in Sessions Review;
- Residents Questionnaire including a snapshot of responses;
- Youth Questionnaire;
- Retailer Questionnaire incl. distribution arrangements;

- Business Questionnaire incl. distribution arrangements; and
- Future Engagement and Publicity Arrangements

All Minutes of Steering Group meetings together with extensive information on the preparation of The Saltash Neighbourhood Plan can be found at [plan4saltash.co.uk](http://plan4saltash.co.uk)

It was **RESOLVED** to note.

**215/15/16     CORRESPONDENCE**

None

**216/15/16     APPROVAL OF THE MINUTES OF THE FOLLOWING COMMITTEES**

The minutes of the meeting of the Special Staffing Committee on Tuesday 18<sup>th</sup> August 2015, were confirmed and signed as a correct record.

It was **RESOLVED** to approve.

**217/15/16     MEET YOUR COUNCILLORS:**

- a. Arrangements for future meetings

It was **RESOLVED** that Councillors Phillips, Ellison, Mrs G Challen and Bickford attend the next meeting to be held on Saturday 5<sup>th</sup> September in Fore Street.

**218/15/16     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that the public and press leave the meeting because of the confidential nature of the business to be transacted.

**219/15/16     CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None

**220/15/16     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was **RESOLVED** that the public and press be re-admitted to the Meeting.



**221/15/16     URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

Invitation to The Do At The Zoo

The Chairman informed members of an invitation extended to all members to attend a community environmental solutions networking event at Dartmouth Zoo on 9<sup>th</sup> September 2015 commencing at 0730.

It was **RESOLVED** that the Chairman will attend.

**222/15/16     PRESS RELEASES AND FUTURE ARTICLES REQUIRED**

It was **RESOLVED** to issue press releases regarding:

1. CCTV
2. Cornwall Council – Fire, rescue and community safety service consultation.
3. Cornwall Council – Street Trading Review Consultation.

**223/15/16     DATE OF NEXT MEETING**

Tuesday 15<sup>th</sup> September 2015.

**224/15/16     COMMON SEAL**

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at 9.35 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_