

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 15<sup>th</sup> March 2016 at 7.00pm.

**PRESENT:** Councillors: W Phillips (Mayor, ex-officio), Mrs H Frank (Deputy Mayor, ex-officio), R Bickford, J Ellison (Chairman), Mrs S Hooper MBE, J Shepherd, D Yates.

**ALSO PRESENT:** Councillor B Austin, Councillor Mrs J Dent, Ray Lane – Town Clerk, Mrs S Burrows – Administration officer.

**APOLOGIES:** Councillors: Mrs G Challen, A Killeya.

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### HEALTH AND SAFETY ANNOUNCEMENTS

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

### **107/15/16** RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

### **108/15/16** DECLARATIONS OF INTEREST

- a. To receive any 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. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. To consider dispensations required.

Councillor	Item	Pecuniary/Non-pecuniary	Reason
Mrs S Hooper MBE	14.a	Non Pecuniary	Applicant is known to me
B Austin	14.a	Non Pecuniary	Applicant is known to me

**109/15/16** **TO NOTE AN ON-GOING DISPENSATION FOR COUNCILLOR SHEPHERD TO ACT AS CHAIRMAN OF THE SALTASH TEAM FOR YOUTH.**

It was **RESOLVED** to note

**110/15/16** **QUESTIONS FROM THE PUBLIC**

None

**111/15/16** **TO NOTE THE RESIGNATION OF COUNCILLOR MRS G CHALLEN AS VICE CHAIRMAN**

It was **RESOLVED** to note.

**112/15/16** **TO ELECT A VICE CHAIRMAN**

It was **RESOLVED** that Councillor R Bickford be appointed.

**113/15/16** **FINANCE:**

a. Report from Finance Officer.

It was **RESOLVED** to note

b. To receive the current Committee budget statement.

It was **RESOLVED** to note

c. To receive a report on investments.

It was **RESOLVED** to approve the reinvestment of £100,598 with Lloyds for 12 months.

d. VAT.

It was **RESOLVED** to note.

**114/15/16** **CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

No report.

**115/15/16 TO CONSIDER COUNCILLOR TRAINING A COUNCIL PROCESS REVIEW AND BUDGET ALLOCATION**

It was **RESOLVED** to:

1. Circulate information to all members for the Cornwall Council Code of Conduct and Standards course to be held on 24<sup>th</sup> May 2016.
2. Defer Councillor training to the new Council to be elected 2017.
3. Contact the Cornwall Association of Local Councils to review Saltash Town Councils current Standing Orders and processes at a cost of £1000 plus travel costs.
4. Allocate the cost of reviewing Saltash Town Council Standing Orders and processes to budget code - EMF Reserves.

**116/15/16 ADJUSTMENTS TO SCHEME OF DELEGATION AND FINANCIAL STANDING ORDERS**

It was **RECOMMENDED** that:

1. Delegated expenditure of £1000 for Chairman be increased to £2000 with the joint delegated approval of the Vice Chairman, Mayor and Town Clerk.
2. Delegated expenditure of £2000 increase to £5000 for standing committees.

**117/15/16 JOINT THREE TOWN INCLUSION PROJECT – BUDGET £1,000**

It was **RESOLVED** that Councillor Ellison sets up a Joint Three Town Inclusion Project Working Party Group made up of Councillors Austin, Mrs H Frank, Mrs J Dent and Phillips.

**118/15/16 TO CONSIDER A REQUEST FOR FUNDING SUPPORT – CITIZENS ADVICE CORNWALL**

It was **RECOMMENDED** that:

1. Citizens Advice Bureau be awarded support funding of £5000 to recruit, train, equip and support two new volunteers for Saltash.
2. The Citizens Advice Bureau provide an annual report to Saltash Town Council.

**119/15/16 TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS**

a. To consider Community Chest applications.

Councillors Austin and Mrs S Hooper M.B.E declared an interest in the next agenda item and left the meeting.

203. 2<sup>nd</sup> Saltash Scout Group requesting £1,000 for new footpath and floodlights.

It was **RESOLVED** to refuse funding on the basis that Saltash Scout Group has adequate funding.

Councillors Austin and Mrs S Hooper M.B.E were invited and returned to the meeting.

b. To consider Festival Fund applications.

66. Saltash May Fair Committee requesting £1,344.61 for Saltash May Fair on 30<sup>th</sup> April 2016.

It was **RECOMMENDED** that £1350 be awarded.

**120/15/16 TRANSPORTATION (BUS/TRAIN/ROAD)**

Councillor Bickford updated members on a GWR conference that he had attended.

It was **RESOLVED** to note.

**121/15/16 MAURICE HUGGINS ROOM – TO CONSIDER ONGOING MANAGEMENT OF THE BUILDING BY THE SALTASH GATEWAY COMMUNITY INTEREST COMPANY (CIC)**

It was **RESOLVED** to note that Saltash Town Council is awaiting a proposal report from Saltash Gateway Community Interest Company (CIC) for the ongoing management of the Maurice Huggins Room.

**122/15/16 SERVICE DEVOLUTION AND ASSET TRANSFERS:**

Devolution Options Group Report.

a. Waterside CCT recommendations

**SALTASH WATERFRONT CCT – RECOMMENDATIONS**

These proposals for Full Council stem from Options Proposals in the Final Report of CCT Consultants David Wilson Partnership/Space Design.

**1. That Saltash Town Council negotiate with Cornwall Council to assume ownership of waterside assets comprising:**

- The Jubilee Pontoon \* Cornwall Council refurbishment est. £23,000 prior to handover
- The Dinghy Park adjacent to Jubilee Green
- The Tender Rack do
- Four Garages do
- Long Boat Bays do
- The Car Park north of the Tamar Bridge
- Brunel Play Train play area

**2. That Saltash Town Council assume responsibility for maintenance of the above assets:**

Estimated Revenue Costs:

- |   |        |                            |
|---|--------|----------------------------|
| • Cleaning Slipways                                       | £1,125 |                            |
| • Play area maintenance and inspection                    | £410   |                            |
| • Pontoon maintenance refurbishment prior to handover     | £1,000 | * Capital                  |
| • Car Park/Boat Park                                      | £300   |                            |
| • Dog/Litter Bins   | (£590) | Waived by Cornwall Council |
| • Duchy Fee for Pontoon Fundus Local Devolution Fund (CT) | £2,500 | funded by                  |
| • Pontoon income % to Duchy                               | £3,960 | 10 Berths                  |

**3. That Saltash Town Council assume responsibility for all waterfront management and administration services including:**

- Dinghy Park, tender rack, and four garages
- Jubilee Pontoon
- The beaches adjacent to Brunel Green and Sand Quay north of the Tamar Bridge and south of the Royal Albert Bridge
- Two slipways on Jubilee Green and adjacent to Ashtorre Rock
- Ferry Pier and Town Pier

**Estimated Saltash Town Council administration costs for collection of annual fees for pontoon berths, dinghy park berths, beach moorings and seasonal fees for slipway launching and pier landing fees:**

- Staff 9,043 (20 hrs pw 1040 hrs pa)
- Agreed S106 by Gateway CIC (PT) and S106 Committee
- Employee specific costs £2,200
- Admin support ½ days pw

Estimated income generation:

• Beach moorings	£3,600	(@£50 pa)
• Pontoon moorings	£12,000	(@£1,000 pa)
• Dinghy Park	£10,350	(@ £230 pa)
• Garages & Racks	£3,890	
• Launching Fees	£6,250	Seasonal passes and day passes

**Note: With Waterfront management in place, Saltash Town Council may wish to consider negotiating with Duchy of Cornwall, Plymouth City Council and Saltash Sailing Club to administer the Tidal Moorings in the Tamar River.**

It was **RECOMMENDED** that the proposals be adopted and approved.

It was **RESOLVED** to note Councillor Mrs S Hooper MBE abstained from voting on the item.

b. Saltash children's play areas

Councillor Ellison updated members on progress to date and reported a meeting is to take place with the Open Spaces Manager – Cornwall Council to progress matters.

It was **RESOLVED** to note.

**123/15/16 TOWN MESSENGER**

No report.

It was **RESOLVED** that the item be removed from the agenda.

**124/15/16 MINUTES OF SALTASH YOUTH WORKING GROUP MEETING**

Councillor Shepherd updated members on progress to date and reported that a written report will be circulated to members.

It was **RESOLVED** to note.

**125/15/16 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES**

a. Neighbourhood Plan Steering Group.

Councillor Yates updated members on progress to date of the theme teams and the overall plan.

It was **RESOLVED** to note

b. Road Safety Committee.

**Report for Policy & Resources March 2016**

For attendees please see AGM report. Please note that the police still attend SARSC despite pulling out of full council. They are full participants both giving advice and carrying out requests of the committee. For example since the January meeting they have visited and produced a report on a road safety problem around the council bungalows in Landrake and have agreed to validate with the Plymouth coordinator some new Speedwatch areas in Saltash and St Germans.

Within Saltash the committee and the police spend a considerable time every meeting discussing and trying to find solutions for anti-social parent parking around the primary schools. It is a serious and continuing problem particularly at St Stephens and Burraton schools at pick-up times and costs the police a lot of money. However the police report that there is a similar problem within all towns and in most country areas.

Saltash.net also has an end of school day problem at Broadwalk and has to have two staff there every day to enforce road safety.

D Holley.  
Chair.

**Report for STC AGM:**

The committee has met quarterly with additional site meetings and meetings with police and highways officers as necessary.

There is attendance of councillor representatives from St Germans, Landrake, Botus Fleming with Hatt Council, Landulph and Saltash.

There is also regular communication about joint interests from St Mellion Parish Council.

The police remain fully supportive and two representatives of Speedwatch, a representative from the heavy haulage industry, and recently a Saltash.net representative attend each meeting. Members of the public who have a special interest attend as required but any members of the public may attend and contribute.

During the year issues brought before the committee include car speeds and Speedwatch, parking issues around Saltash town centre, parent parking around schools at drop off and pick up times, Carkeel roundabout development, the A38 between Saltash and Trerulefoot, access and egress from Landrake and the A388 north of Ellbridge .

Cllr Derek Holley is the current Chair of the committee and Mrs Helen Moram is the secretary.

Councillors and members of the public can contact the committee through the secretary at [saltashroadsafety@gmail.com](mailto:saltashroadsafety@gmail.com) or via reception at the Guildhall.

It was **RESOLVED** to note.

c. Anti-social Behaviour.

### **Antisocial Meeting Report for Town Council 15/3/2016**

Antisocial meetings take place every two months at the Guildhall on a Monday afternoon.

We are getting regular police presence at the meetings and our new PC Mark Rothwell (who manages all the PCSO's) has stated that he will be making regular visits to the meeting to ensure the antisocial work is being carried out by the police.

We also have attendees from local youth clubs and college who report back on any antisocial behaviour they encounter as part of their work with the youth. Although we have made repeated requests we do not have any representative from Saltash.Net.

Also we have the housing antisocial behaviour officer from Cornwall Housing who will feed back any incidents that might affect the neighbourhood around them.

A regular attendance from councillors both Cornwall and town councillors and in particular the Mayor and deputy are welcomed regular attendees.

Our regular debates consist of: -

Police crime statistics  
Reports from Pubwatch and Offwatch & Licencing  
Neighbourhood watch  
CATS scheme  
Youth activities in the town  
Local Hotspots of Antisocial activities  
Local social housing problems.

**Our next meeting will be held on the 21<sup>st</sup> March next Monday then 9<sup>th</sup> May 2pm at the Guildhall. All councillors are welcome.**

It was **RESOLVED** to note.

#### **126/15/16 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.

#### **127/15/16 AS REQUIRED OR IF NECESSARY**

#### **128/15/16 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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



129/15/16 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None

130/15/16 **TO CONSIDER IF ANY PRESS REPORTS OR ARTICLES ARE REQUIRED**

None

131/15/16 **DATE OF NEXT MEETING**

Tuesday 17<sup>th</sup> May 2016 at 7:00p.m.

Rising at 20:30 hours.

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

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