

SALTASH TOWN COUNCIL

Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 7th July 2016 at 7.00 p.m.

PRESENT: Councillors: Mrs Hilary Frank, (Chairman), R Austin, R Bickford, J Brady, Mrs G Challen, Mrs Jean Dent, J Ellison, D Holley, W Phillips, D Yates.

ALSO PRESENT: 14 Members of the Public, 2 Members of the Press, P Thistlethwaite, CIC, M Finch, CIC, R Lane, Town Clerk, Mrs S Burrows, Administration Officer.

APOLOGIES: Councillors: M Coot, Mrs S Hooper MBE, A Killeya, Mrs J Rance, L Russell, J Shepherd.

The Mayor led the Council in a minute's silence in memory of, Charlie Pitcher, a Year 13 student of Saltash.net.

HEALTH AND SAFETY ANNOUNCEMENTS

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

132/16/17 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

PRAYERS

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

133/16/17 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

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
D Yates	PA16/05439	Non Pecuniary	Applicant Objected – "friend & neighbour"

134/16/17 To note an on-going dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth.

It was **RESOLVED** to note.

CHAIRMAN'S REPORT

Since the last meeting, the Mayor has attended:

Wednesday 1 st June	Victory Parade for the Cornish Rugby Team in Truro.
Friday 3 rd June	The D Day 72 Memorial Service at the Tamar Bridge Car Park.
Sunday 5 th June	Truro Mayor's Civic Sunday Service.
Wednesday 8 th June	National Volunteer Week event at Saltash Guildhall.
Thursday 9 th June	FOST Summer Reception at H.M.S. Drake.
Saturday 11 th June	Civic Parade and Saltash Regatta.
Sunday 12 th June	Launch of Caradon Gig Club's new gig. Cardboard boat race.
Sunday 12 th June	Ceremony to switch on festive lights at the Waterside.
Tuesday 14 th June	Abbeyfield Cream Tea at Callington Road.
Friday 17 th June	Presentation at Saltash.net Community School.
Friday 17 th June	H.M.S. Raleigh Passing out Parade.
Friday 17 th June	Cornwall College Saltash Student Awards.
Saturday 18 th June	St. Barnabas Summer Cream Tea.
Saturday 18 th June	Saltash Ladies Choir Concert at Burraton Church.
Thursday 23 rd June	Selection process for new Headteacher at Saltash.net Community School.

Friday 24 th June	Rotary Club Presidents Night at The Royal Corinthian Yacht Club, Plymouth.
Saturday 25 th June	Armed Forces Weekend on Plymouth Hoe.
Saturday 25 th June	Saltash United Juniors Football Club Presentation Evening at the China Fleet Club.
Sunday 26 th June	Wadebridge Town Council Civic Service.
Thursday 30 th June	Tamar Business Network Meeting at Quickstore, Saltash.
Friday 1 st July	Cornwall's Commemoration of the Centenary of the Battle of the Somme at St. Petroc's Church, Bodmin.
Sunday 3 rd July	Saltash & District RBL Centenary of the Battle of the Somme at St. Nicholas & St. Faith Church.

Georgia Owen (from the Duke of Edinburgh's Award Scheme) gave a presentation talking about her D of E gold award, which she received at a ceremony at Buckingham Palace. Chris Fox and Molly Green (from Waterside Explorer Scouts) gave a presentation, talking about their D of E awards and Queen's Scout awards. Following the presentations the Mayor awarded certificates in recognition of their outstanding achievement and commitment to the community.

It was **RESOLVED** to note

POLICE REPORT

a. Police Report.

Hello and welcome to the final monthly report from Saltash Police. For further explanation, please read below.

I am pleased to report that PCSO Jaycock has been successful in his application to become a police constable. PCSO Jaycock will start his initial training on 22 August 2016. I am confident that PCSO Jaycock will have every success in his new career. At this time I have no update on when a replacement will be identified for him.

The planned refurbishment of Saltash Police Station has not yet started and I have no update as to when this work will go ahead.

Sgt Angela Crow

Changes to Neighbourhood Policing:

Recent changes to roles and responsibilities for neighbourhood staff in South East Cornwall mean that this will be the last monthly newsletter I will be able to produce.

With imminent reduction in staffing and changes to my core responsibilities, I no longer have the capacity to produce this report. Going forward, the current role of Neighbourhood Team Leader, of which there are two (Sgt Jo Williams at Liskeard & Looe and me) will change. At some point over the next 6-12 months this will reduce to one Sector Sergeant covering the four stations of Liskeard, Looe, Saltash and Torpoint.

In the future, it is likely that the Sector Sergeant will be supported by a Police Community Management Officer (PCMO). This is an unsworn role currently being piloted at 10 sites across Devon and Cornwall, including Launceston and St Austell. The pilot started recently and is expected to run for up to 12 months.

I understand that you may have queries about the impact of these changes, and that you may be disappointed that I am no longer able to send you a monthly report. If you have any concerns, please contact Inspector Julian Morris.

I have included these links (sent out in a previous bulletin) for your future reference. In accordance with the previous guidance for police engagement with parish and town councils, the neighbourhood team will try to attend at one parish council meeting and two town council meetings every year.

POLICE.UK (www.police.uk)

POLICE.UK provides crime statistics for your area, crime prevention advice and details how Devon and Cornwall Police are performing. This is the site that you should use to find out about crime statistics for your area.

OFFICE OF POLICE AND CRIME COMMISSIONER (www.devonandcornwall-pcc.gov.uk)

Find information about the Police and Crime Commissioner's Police and Crime Plan for Devon and Cornwall, engagement activity and victim support.

CORNWALL COUNCIL (www.cornwall.gov.uk)

Cornwall Council's website has a vast amount of information, from statistics and crime mapping of Cornish towns to finding out about other public sector organisations across Cornwall.

SAFER CORNWALL (www.safercornwall.co.uk)

Safer Cornwall is a partnership of public, voluntary, community and private organisations who come together to make Cornwall's communities safer. The website provides information about local areas, how to have your say, plus crime prevention and safety advice.

ASK THE POLICE (www.askthe.police.uk)

This is the official police resource for England and Wales. This website has information about who to contact and for what, including civil disputes, driving/traffic issues and antisocial behaviour.

OFFICE FOR NATIONAL STATISTICS (www.ons.gov.uk) **OR**
(www.neighbourhood.statistics.gov.uk)

Office for National Statistics can provide regional and local statistics related to the economy, population and society. The Neighbourhood Statistics website allows you to find out detailed information about specific geographic areas.

Please help us...in a non-emergency do you need to call 101? #ClickB4Ucall

Please help us make the most of our resources to ensure safer communities within Devon and Cornwall Police. We urge you to consider your options before contacting us, as in some cases, other organisations may be better placed to help you. For example: Dog Fouling, Abandoned Vehicles or Noise Nuisance / Noise from DIY are not police matters. We have a directory of agencies and issues to help you decide who to contact on the page 'Can they help?'

We also encourage you to use the Ask the Police online facility and our website, where you can find commonly asked questions and answers. Please do not contact the neighbourhood team directly to report incidents – these should be reported to 101.

Remember – please call 999 only in an emergency

You can report anti-social behaviour online at www.safercornwall.co.uk

You can contact Crimestoppers anonymously on 0800 555 111 or via www.crimestoppers-uk.org

It was **RESOLVED** to note that this was the final written report from the Police, and that for future meetings Saltash Town council Officers would circulate Saltash crime statistics taken from police websites.

REPORT BY COMMUNITY ENTERPRISES PL12

- a. To receive report and consider any actions arising.

Report to Saltash Town Council, July 7 2016

Our **Annual General Meeting 2016** will take place on **Wednesday July 13**. We will be throwing 4 Fore Street open from 5.30pm for members, stakeholders and anyone interested in our work. There will be displays on our enterprises, and Directors will be there for informal discussion. Refreshments will be served. Council Members and officers will be welcome.

The formal meeting will follow at 7pm. There will be reports on our progress during the year, and plans for the future. Our company accounts will be presented.

Three Directors will be obliged to retire under our constitution, and at least two will be seeking re-election. We have one other vacancy. We would like to recruit new people with a passion for social enterprise, and with time to get involved in running an individual enterprise or the company more broadly. Nominations or suggestions welcome.

Developments:

4 Fore Street Our greengrocer, who has had a stall from us for over two years, recently decided to have a change and to take up taxi-driving. We were sorry to see him go, but decided to take on the **Fruit and Vegetable** stall ourselves because of the loyal customer base which has been created. We expect it to be profitable, but it is a great challenge to learn the business and to find volunteers to run the stall. We have made a successful transition – so far, so good. However, we will want over time to develop the community dimension of this enterprise, e.g. by linking up with local producers, allotment holders and gardeners and creating a more of a “co-operative” if we can. We will be as imaginative as possible in this, and ideas and support would be welcome. We think there is a chance that an enterprise like this can bring more people regularly onto Fore Street.

The **Dementia Drop-in** each Tuesday under the auspices of Dementia Voice PL12 seems to be going well, with a core of regulars plus new people each week.

Interestingly, we have been approached by **Carrick Mind** who are taking over a contract to provide community support for people with mental health issues in this area. They put on a display at 4 Fore Street last Wednesday, and we hope a regular drop-in session will be established.

Our **Volunteer Service** organised a local event to celebrate volunteering in the town recently, which went very well. Thanks to those who helped support this.

The current **Hopper** bus is experiencing greater demand than at any time we have been running it. We are becoming stretched for drivers, and are looking for more volunteers urgently.

The delivery of the **new Hopper bus** is still expected around September 1. We are in the process of creating our business plan for a 5-times a day scheduled service to Derriford, based on responses to the consultation we held. We expect to be creating paid jobs for drivers and a coordinator, so

there is certain to be a financial risk for us in trying to meet this long-expressed need for a bus service, which can link Fore Street to the hospital and adjacent facilities. We will apply in due course for support from the s106 Fund to help us get going, i.e. with marketing and IT support, and to underwrite some running costs before we build up the customer base and achieve optimum occupancy. Our business plan will aim for self-sufficiency by six months.

18 Belle Vue Road I reported to you some while ago that we had underbid for the s106 budget for refurbishment by approx. £3500. This was because, towards the end of the work, two unanticipated issues arose which should have been handled by Cornwall Council prior to handover: failure to have fire precautions and alarms up-to-date; and failure to rectify a problematic lintel in the Citizens Advice office which had been reported.

We take pride in our financial management and so a retrospective request does not come easy to us. However, the s106 Panel gave its support to this, and I would ask the Council to give its approval to the **attached application**.

More generally, things seem to have settled down well at 18 Belle Vue Road.

Peter Thistlethwaite,
Chair
July 3 2016

It was **RESOLVED** that the Town Council support the S106 application for 18 Belle Vue Road.

135/16/17 CORNWALL COUNCIL REPORT

- a. To receive report for noting or matters arising.

Report to Saltash Town Council of Cornwall Council activities June 2016

Brexit: at a meeting of local Cornwall Councillors I asked the chief executive of Cornwall Council what the situation was regarding the European funding for the county. She replied that legally the funding is still there until the last day of exit. Currently Cornwall Council is in negotiations with the government about the loss of European transition funding which would have followed the current round of funding.

The inspector has finished his enquiry into the local plan for Cornwall and now the council is consulting on the inspectors proposed changes.

Children's services in Cornwall has made a remarkable recovery from an poor Ofsted position four years ago and has achieved mostly "good" ratings including many positive comments about the progress made. On top of that Social Services has just received its own Ofsted rating and has moved from a lowly position in the nation's ranking to an overall "good" rating, again a remarkable achievement in a short time.

A review has started on the funding given to Parish Councils to maintain the footpath's network in the parish. Parish Councils can volunteer to be one of the 10 parishes who will submit their spending amounts so that the review will have figures to work on.

County has reminded Councillors to report empty homes in the streets so that the team responsible can try and get them brought into use again. The email address is emptyhomes@cornwall.gov.uk

Cory the company which collects refuse and recycling has been taken over by Biffa but the contract remains the same until 2020.

The county is forming a new Carers Service in order to help provide support for the many residents who look after relatives. It will probably end up being called Kernow Carers.

Blue Badge holders are asked to register again for a car park pass as long as the vehicle is a registered disabled vehicle. The previous registration was temporary only.

Derek Holley CC

It was **RESOLVED** to note

136/16/17 QUESTIONS FROM THE PUBLIC

A resident of the town expressed concern and asked if anything can be done about the issue of seagulls.

It was **RESOLVED** to ask the Cornish Times to advertise no feeding of seagulls and that seagull sacks are available for purchase at the library.

A Fore Street retailer expressed concern of the S106 funding for the Christmas Snowflake Trail, the traders window Christmas display, the budget spent on the talking bench, Anne Glanville and the Jubilee Clock.

It was **NOTED** that:

1. In consultation with the joint chairs, the S106 funding application for the Christmas Snowflake Trail has been deferred to a future Full Town Council meeting.
2. As in previous years, Fore Street traders would be consulted should there be a theme for the window displays at Christmas.

It was **RESOLVED** that Councillor Austin confirms the costs of the talking bench.

A Fore Street retailer submitted a written question asking if Saltash Town Council agreed with him that STIG being a joint public/private sector forum is the right body to bring forward and implement initiatives relating to the town centre.

It was **RESOLVED** that Councillor Austin makes a written response.

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

137/16/17 TO CONSIDER QUOTES TO REPAIR THE WALL ADJACENT TO KELLYWITHE HOUSE. (Pursuant to minute nr. BB/06/16/17 meeting 15.06.2016)

It was **RESOLVED** that the quote from MP Landscaping be accepted to the value of £2,300 and for the works to be carried out with immediate effect.

138/16/17 MINUTES

The minutes of the meetings of the Town Council on Thursday 2nd June 2016 and Tuesday 21st June, 2016 were confirmed and signed as a correct record.

It was **RESOLVED** to note the minutes of the meeting of the Town Council on the 21st June 2016 were agreed that the opening of the meeting be recorded as:

The Mayor led the Council in a minute's silence in memory of Jo Cox, MP.

It was **RESOLVED** to approve.

139/16/17 MATTERS ARISING FROM THE MINUTES

None.

140/16/17 FINANCE

a. To advise the following receipts in:

i. May 2016

	Details	Net	VAT	Gross	S106
Allotment Income	Sales Receipt	£25.00	£0.00	£25.00	
Barclays	Loyalty Reward	£7.22	£0.00	£7.22	
Guildhall Income	Sales Receipt	£852.50	£0.00	£852.50	
HMRC	VAT Refund	£6,666.02	£0.00	£6,666.02	
Misc Income		£8.44	£0.00	£8.44	
Photocopying Fees		£2.00	£0.40	£2.40	
Public Sector Deposit Fund	Interest	£75.72	£0.00	£75.72	
St Stephens	Burial Fees - April 2016	£1,230.00	£0.00	£1,230.00	

b. To advise the following payments in:

i. May 2016

Supplier	Details	Net	VAT	Gross	S106
Backbone Media	Town Messenger	£300.00	£0.00	£300.00	
Barclaycard	Credit Card Payment	£113.10	£0.00	£113.10	
Barclays	Bank Charges	£28.86	£0.00	£28.86	
CALC	Staff Training	£40.00	£0.00	£40.00	
CALC	Membership	£2,350.59	£0.00	£2,350.59	
Chris Wells	Ann Glanville Repairs	£25.00	£0.00	£25.00	S106 Waitrose
Chubb Fire Ltd	Purchase Payment	£38.30		£38.30	
Citizens Advice Bureau	Donation	£5,000.00	£0.00	£5,000.00	
Consortium	Stationery	£335.72	£33.75	£369.47	
Coop Saltash	Saltash Parking Refund Scheme	£200.00	£0.00	£200.00	S106 Waitrose
Cormac	Waterside Toilets - Repairs	£81.28	£16.26	£97.54	
Cornish T-Shirt Company	Cornish Flags	£48.00	£0.00	£48.00	
Cornwall Council	Rates - Guildhall	£690.00	£0.00	£690.00	
Cornwall Council	Rates - Waterside	£85.00	£0.00	£85.00	
Cornwall Farmers	Works to Strimmer	£23.00	£4.60	£27.60	

Cornwall Farmers	Works to Lawn Mower	£23.30	£4.60	£27.90	
Cornwall Farmers	Works to Lawn Mower	£40.03	£8.01	£48.04	
Cornwall Pension Fund	Pension Payment - April 2016	£2,877.93	£0.00	£2,877.93	
Cornwall Probation	Various Maintenance	£2,239.98	£448.00	£2,687.98	
Crown Copiers	Photocopier Maintenance Fee	£321.49	£64.30	£385.79	
D C Ryland	Spring Baskets	£830.00	£0.00	£830.00	S106 LIDL
Devon Contract Waste	Waste Bags	£85.00	£17.00	£102.00	
EON	Guildhall - Electric	£285.89	£57.18	£343.07	
EON	Cemetery - Electric	£17.61	£0.88	£18.49	
Glendale Grounds Maintenance	Grounds Maintenance	£1,403.91	£280.78	£1,684.69	
Glendale Grounds Maintenance	Tree Works	£840.00	£168.00	£1,008.00	
Groundwork UK	Neighbourhood Plan	£620.70	£0.00	£620.70	
Hine Brothers	Memorial Peace Garden Maintenance	£178.00	£0.00	£178.00	
HMRC	PAYE Payment - April 2016	£2,709.90	£0.00	£2,709.90	
Hudson Accounting	Internal Audit	£325.00	£0.00	£325.00	
ICOM	Telephone Charges	£61.16	£12.11	£73.27	
IRQ Systems Ltd	IT Maintenance - April 2016	£240.25	£48.05	£288.30	
IRQ Systems Ltd	IT Maintenance - May 2016	£240.25	£48.05	£288.30	
Linda Sheridan	Mayor Choosing Expenses	£30.00	£0.00	£30.00	
Mayors Allowance		£487.00	£0.00	£487.00	
Mr Sticker	Signage	£170.00	£34.00	£204.00	
Orangeman Cleaning	Guildhall - Clean	£150.00	£0.00	£150.00	
OTIS	Lift Maintenance	£491.26	£98.25	£589.51	
Pertemps	Temporary Admin Staff	£232.55	£46.51	£279.06	
Pertemps	Temporary Admin Staff	£226.26	£45.25	£271.51	

Pertemps	Temporary Admin Staff	£157.13	£31.43	£188.56	
Pertemps	Temporary Admin Staff	£201.12	£40.22	£241.34	
Pertemps	Temporary Admin Staff	£251.40	£50.28	£301.68	
Petit Pain	Catering - Training	£97.50	£0.00	£97.50	
Petty Cash		£492.87	£0.00	£492.87	
Plymouth City College	Staff Training	£135.00	£0.00	£135.00	
Powerline	Fire and Intruder Alarm Maintenance	£673.71	£134.74	£808.45	
Quickstore	Neighbourhood Plan	£41.67	£8.33	£50.00	
Royal Mail	Neighbourhood Plan	£94.00	£18.80	£112.80	
SAGE	Accounts Package	£937.00	£187.40	£1,124.40	
Saltash DIY	Repairs and Maintenance	£108.23	£21.65	£129.88	
Saltash Mayfair	Festival Fund	£1,350.00	£0.00	£1,350.00	
Saltash Window Cleaning	Window Cleaning	£45.00	£0.00	£45.00	
SLCC	Training	£145.00	£29.00	£174.00	
South West Water	Water Charges - Allotments	£148.96	£0.00	£148.96	
Staff Salaries		£10,645.66	£0.00	£10,645.66	
Staff Travelling Expenses		£71.91	£0.00	£71.91	
Tamar Valley Tourism	Membership	£50.00	£0.00	£50.00	
Tartendown Nurseries	Spring Baskets	£864.00	£172.80	£1,036.80	S106 Waitrose
The Core	Youth Work	£5,000.00	£0.00	£5,000.00	
UK Fuels	Petrol - Ride on Mower	£19.82	£3.96	£23.78	
Western Web	Website Maintenance	£180.00	£36.00	£216.00	
Western Web	Website Maintenance	£67.00	£13.40	£80.40	
Western Web	Website Maintenance	£45.00	£9.00	£54.00	
Zurich	Insurance	£115.49	£0.00	£115.49	

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

- d. To note that bank reconciliations up to 31st May 2016 were reviewed as correct by the Chairman of Policy & Resources Committee and the Town Clerk.

It was **RESOLVED** to note

141/16/17 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:

PA16/00047

Downderry Group Ltd – **Land ESE of Eales Bungalow, Carkeel, Cornwall.**

Development for 17 dwellings with associated roads and parking.

Ward: North

Date received: 25.05.2016.

It was resolved to **RECOMMEND DEFERRAL to allow a meeting to take place with the Planning and Highways Officer and Downderry Group to determine further information upon which an informed decision can be made.**

It was resolved to **RECOMMEND deferral to allow the onsite meeting to take place with the Architect.**

PA16/00049

Downderry Group Ltd – **Land ESE of Eales Bungalow, Carkeel, Cornwall.**

Development for 10 industrial units with associated roads and parking.

Ward: North

Date received 25.05.2016.

It was resolved to **RECOMMEND DEFERRAL to allow a meeting to take place with the Planning and Highways Officer and Downderry Group to determine further information upon which an informed decision can be made.**

It was resolved to **RECOMMEND deferral to allow the onsite meeting to take place with the Architect.**

PA16/05270

T Wyatt, Specsavers Opticians - **27-29 Fore Street PL12 6AF**

Proposed 2no. outdoor AC condensing units at first floor level to rear of the building.

Ward: East

Date received: 22.06.2016.

It was resolved to **RECOMMEND** approval subject to the Planning Officer considering the neighbouring flats and that the outdoor AC condensing units have no detrimental effect on the area.

PA16/05435

Mr Richard Bland – **Site B, Burraton road, Carkeel, Cornwall**

Single storey extension with part mezzanine to the existing light industrial unit.

Ward: North

Date received: 24.06.2016.

It was resolved to **RECOMMEND APPROVAL**

Councillor Yates declared an interest in the next agenda item and left the meeting.

PA16/05439

Mr and Mrs Wood – **Hunters Moon, Castle Hill, Forder PL12 4QW**

Construction of two storey extension at rear and new entrance porch.
Construction of detached double garage.

Ward: West

Date received: 22.06.2016.

It was resolved to **RECOMMEND** approval subject to the provision of a 1.8 meter obscure screen on the West end of the balcony.

Councillor Yates was invited and returned to the meeting.

PA16/05516

Mrs G Smale - **149 Callington Road, Saltash, Cornwall, PL12 6JA**

Construction of two dwellings in garden of 149 Callington Road.

Ward: North

Date received: 24.06.2016.

It was resolved to **RECOMMEND APPROVAL**

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

142/16/17 CONSIDERATION OF LICENSE APPLICATIONS

None.

143/16/17 DEVOLUTION OPTIONS GROUP UPDATE REPORT

- a. To receive an updated report from the Chairman.

DOG report to Full Council July 2016

Meeting 30.06.2016

Attending: Councillors R Bickford, J Brady, Mrs J Dent, G Ellison, Mrs H Frank, W Phillips, D Yates, R Lane, Town Clerk, Catherine Thomson, Cornwall Gateway Community Link Officer, Andy Brigden, Cornwall Council Senior Maritime Officer

Councillor Mrs J Dent was elected Chairman.

Councillor J Brady was elected Vice Chairman

Toilets

The refurbishment specification for Longstone Park and Belle Vue toilets to be referred to the Services Committee to determine the refurbishment programme and works.

Update on tender for operation and cleaning.

It was noted that the item is now the responsibility of the Services Committee.

Stop report.

Chairman responded to the report saying that DOG did not wish to pursue the project as this time.

Local Devolution Fund

All leases and tenancy at will documents to be reviewed for approval by the STC solicitor.

Quotes for all LDF projects need to be submitted to CT to receive funding approval by the LDF panel.

Quotes for all LDF projects need to be submitted to CT to receive funding approval by the LDF panel.

Waterside

After some discussion on the Waterfront project and a review of Cllr Richard Bickford's draft paper (see amended paper attached) it was decided:

- To recommend taking on the assets from Cornwall Council, except that of the pontoon.
- In order to move the project on it was decided;
 1. AB provide detailed repair costs for the pontoon.
 2. JE seek support funding from the Coastal Revival Fund for the pontoon repairs.
 3. An S106 funding application be considered for any repair budget shortfall if the pontoon is agreed to be transferred to STC.
 4. DY, JB and RB consult with private operators to explore opportunities for a private sector repair and management agreement for the pontoon.
 5. CT stated it is feasible for an S106 application to be submitted for the appointment of a Waterside Warden for up to 12 months.
 6. A target date of the Full Council meeting to be held on 1st September be set for a final decision to be made on the transfer of the Waterside assets to STC.
 7. RB's report be put to Full Council on 7th July to request the support of the council.

Play Parks

CT updated members on progress to date by Cornwall Council at Latchbrook.

Garage by Longstone Park

It has been declared as currently surplus for equipment and is willing to offer Saltash TC a licence which STC has accepted and she has submitted a formal request to Cornwall Council.

CT informed members that she will arrange a site visit for members to view the buildings.

Library

It was agreed to confirm an interest in principle for the running of the Library and that a copy of the updated manual for the library and all relevant documents including business activity, financial costs and income streams for registrar's office be requested.

Highways Maintenance

Councillor Brady updated members on the progress of his initiative to tidy up the Carkeel Roundabout and the entrances to the town as approved by Services and informed members of potential devolution opportunities to be considered in the future.

Play Parks

CT updated members on progress to date by Cornwall Council at Latchbrook

Victoria Gardens and Maurice Huggins Room

Cornwall Council Environmental Team has advised that these assets could be devolved. Work is underway within CC to establish the legal status of the MH room. Once known a formal request can be submitted.

Next meeting

Thursday 28th July 2016 at 4.30 pm in the Guildhall to be a one item agenda on the Waterfront proposals.

Councillor Mrs Jean Dent Chairman DOG
July 2016

It was **RESOLVED** to note.

- b. To receive a report on the Waterfront Transfer of Assets –
Councillor Bickford.

Local ownership and management of existing Cornwall Council facilities and assets for the benefit of Saltash

Proposal by Saltash Town Council

Report prepared by Councillor Richard Bickford July 2016

Key Features

This proposal reflects widely held views that Saltash Waterfront is the 'Jewel in the Crown' of Saltash and should be managed and improved to benefit the town as a whole.

Ownership of the pontoon, garages, car and boat park would pass to Saltash Town Council (through Cornwall Councils Devolution Scheme).

The Town Council would also take on management of slipways, quay, pier and beaches, taking an income from them where achievable.

In the longer term, the Coastal Communities Team could become the vehicle for promoting events / businesses on the waterfront, and would work closely with local organizations and businesses. The CCT is currently a Town Council Working Group.

Expansion and improvement of facilities for water users would help to attract new users to the Waterfront area.

The benefits to local businesses could, combined with improved links to the town centre, extend to the wider area of Saltash.

Management of improved facilities and additional mooring / storage would increase turnover and help to secure the areas financial future.

Basis for this proposal.

This proposal is based on the extensive work carried out by the Saltash Coastal Communities Team and its report should be used in conjunction with this proposal. It also reflects the emerging views from the Saltash Neighborhood Plan.

Our Vision

Saltash Town Council consider the Waterfront area of the town to be extremely important, the 'Jewel in the crown' of Saltash, and a 'Unique Selling Point' for the town and local area. The area is home to centuries of history based around providing a crossing of the Tamar River. From the man powered rowing boats through to the building of two magnificent bridges. Brunel's Royal Albert Bridge which holds a unique status throughout the world and provides a wonderful dominating backdrop to the entire area.

The emerging Neighbourhood Plan further strengthens the desire to improve the area and provide a resource that the town can be proud of and that others seek to replicate. To achieve this the Town Council feel it is vital that many of Cornwall Councils assets should be moved into local ownership or management to enable the town to achieve its goals.

A strong leisure based vision would see more water based activities taking place through organizations like Saltash Sailing Club, the Tamar Canoe Association and Caradon Pilot Gig Club. The assets discussed here form some of the key facilities to deliver this vision. For example, the pontoon is vital for the Caradon Gig Club in running local Gig racing events, without it they would struggle to run events, putting the Town's Regatta seriously at risk. The pontoon could provide a facility for Saltash Sailing Club based racing fleets to easily access their boats for local fleet racing – the Sailing Club has a much envied fleet of J24 racing boats competing on a Thursday night that might be expanded further if pontoon berthing were available.

This proposal could deliver better facilities for the Tamar Canoe Association, based from Jubilee Green who could expand their offer if additional space, water and power could be provided as part of a wider vision.

The refurbished pontoon would be re-launched, with additional security measures at the entrance to deter anti-social behavior and theft. Derelict boats would be cleared from the beaches and a license system introduced (possibly through the intervention of the QHM) as a means of controlling and monitoring beach use. Physical measures could be taken to control boat trailer parking. Trailer parking and launching charges could be introduced to better manage the available facilities.

Mooring charges could be collected annually and centrally by Saltash Town Council. Policing could be through an extension to existing staff contracts. Collection of short term and visitor mooring fees would require staff presence at evenings and weekends. With current levels of use, it is unlikely that the income from mooring fees would cover staff costs.

The overall aim is to provide a sound financial framework for the Waterfront area that requires only moderate council financial support, but would deliver significant benefit for the town of Saltash as a whole.

Benefits of Local Management:

The Coastal Communities Team report identified long-held views that local management of Waterfront facilities are likely to lead to extensive benefits, these are:

- More regular monitoring should prevent unwanted behavior and abuse of facilities.
- Likely to deliver revenue that can be reinvested.
- The Town Council can react more quickly to local needs.
- STC can deliver a service that matches the vision for Saltash Waterfront.

Assets currently in Cornwall Council ownership to be transferred or managed by STC

The Freehold of the following assets would be transferred to Saltash Town Council:

- Jubilee Green boat park
- Jubilee Green garages
- Jubilee Green 12 hour stay Long parking bays
- Jubilee Green car park
- Jubilee Green pontoon
- 'Waterside Station' play park

The management of following assets would be transferred to Saltash Town Council:

- Jubilee Green slipway
- Old Ferry Road slipway
- Saltash Pier (new)
- Saltash Town quay (old)
- Saltash Town beach
- Sand quay beach
- Brunel Green beach

Proposal

That Saltash Town Council agree to take on the assets as detailed within this proposal.

DOG continue to look at possible management options for the Jubilee Green pontoon.

Assets in detail

Jubilee Green Boat Park, Garages and Slipway.

The boat park is in reasonable condition and only requires minor localised repair and refurbishment. Consideration should be provided for the upgrade / replacement of the storage garages, particularly the doors and roof. The slipway could be extended to provide all states of tide access. The Boat Park and garages would provide a good revenue stream.

Financial

Possible replacement of garage doors; roof; rainwater goods = £19,000

Income identified by CCT report is £15,500 pa

(This could increase to in excess of £25,000 pa with increased facilities and launching fees)

Income over 10 years

Maximum with no improvements $10 \times £15,500 = £150,500$

Jubilee Green Car Park

The car park is in reasonable condition and only requires minor localised repair and refurbishment. Charging could become an option, but would require a sensitive review of all parking on the Waterfront. Local management would allow more flexible and easier use for local needs, such as for the Regatta. Little enforcement is carried out, STC could choose to make changes to length of stay and enforcement.

Financial

Minor repairs to car park = £10,000

At present, no income is derived, but this could be up to £9,000 pa should charges be introduced.

Jubilee Green Pontoon

Saltash Town Council recognizes the importance of the pontoon to provide valuable all states of the tide access to mooring facilities for long and short stay visits. The pontoon provides level or ramped access from a Public Car Park to the main pontoon, so can provide wheelchair-friendly access to the water.

It is understood that the pontoon is likely to be the most difficult and expensive asset to maintain, however the Town Council consider it an important part of our Waterfront plan, and believe that local ownership and management of the pontoon and proper collection of mooring fees will allow it to generate significant income that can be put aside for a proper maintenance regime.

The Town Council will look to create an 'Ear Marked Fund' that is ring fenced and added to annual through precept to ensure timely maintenance takes place that is properly funded. The fund will support ad hoc maintenance and will be built up to support major maintenance or replacement in the future.

Management

DOG have asked for a small group to meet with a local commercial firm to look at possible management options that would ensure the facility is maintained at no cost to the Town Council.

Financial

Pontoon Refurbishment.

The original manufacturers have quoted a price of £55,000 to remove, takeaway, refurbish and reinstall the pontoon in good order after 14 years of heavy use.

Cornwall Council are offering £35,000 towards this with the remaining £20,000 proposed to come from either Section 106 monies or through an application to the Coastal Revival Fund.

Duchy of Cornwall

The Duchy of Cornwall retain ownership of the Fundus (the seabed), and will require payment for pontoon remaining, and an annual fee. This is similar to their requirement for an annual fee for all moorings on the Tamar River. The Local Devolution Fund is due to fund the initial payment to the Duchy, the ongoing fee is currently set at 30% of income.

Pontoon inspection/maintenance £1,000 pa

Income pa:

10 Annual berths @£1200 pa	£12,000
2 Commercial berths @1500 pa	£3,000
150 Visitor stays @ £15 per night	£2,250
Total revenue pa	£17,250

Income after Duchy payment = £12,075
(Up to £24,000 if facilities are improved significantly)

Income over 10 years:

Income with no improvements	10 x £12,075 = £120,750
Income with improvements	10 x £24,000 = £240,000

Costs over 10 years:

Annual costs	10 x £1000 = £10,000
Duchy fees pa	10 x £5,175 = £51,750
Total	= £61,750

Cost after 10 -15 years	
Pontoon refurbishment	1 x £55,000 = £55,000

Old Ferry Slipway, Saltash Pier & Town Quay

The slipway, pier and quay are in serviceable condition and we recommend localised repair / maintenance and replacement of the tarmac to the quay. STC are proposing to take on local management of these assets, with maintenance costs remaining with CC.

Finance

Localised repairs (Cornwall Council cost) = £10,000
Removal of existing tarmac on Town Quay and renewal = £16,000

At present, no income is derived. Potential income from launch fees (Slipway), landing fees (Town Pier) and berthing fees (Town quay). Landing fees on the Town Pier will continue to be passed to Cornwall Council. Any new fees that STC can collect from the Town quay could be split between STC and CC.

Ashtorre Wharf Sheds and Slipway

This area is dominated by Network Rail owned sheds which do not form part of this agreement. The long term vision is to regenerate the area with either refurbished or rebuilt facilities. There is a short half tide slipway, owned by CC. STC would take on the local management of this along with the other slipways. It is in reasonable condition and should require minimal maintenance by CC.

At present, no income is derived and there would be little opportunity for any in the long term.

Beaches

The beaches around the Waterfront are owned by CC and are currently not managed to any great degree. A certain amount of removal of clearly abandoned craft are removed, but there are no mooring fees received, no checks on ownership and no control of where boats can be moored. STC will gain the ability to work with local organizations and residents about how better to manage the beaches for the benefit of the Waterfront as a whole.

Financial

There will be staffing and admin costs associated with the management of beach moorings. Exact costs and income should be reviewed before we choose to implement such control, but income has been estimated at a potential £3,600 pa.

Costs to remove abandoned boats range from £40 - £200 for the majority of small craft.

Next steps

Subject to approval by Cornwall Council and Saltash Town Council further work will be required to outline the Operation Procedures for the management of differing assets, and STC's Staffing Committee will need to consider staffing requirements. An application to the Section 106 group may be required to cover signage costs and potentially some of the staffing costs.

Income

Asset	Conservative pa	10 Year		Possible extra pa
Jubilee Green Boat Park, Garages and Slipway	£15,500	£150,500		£9,500
Jubilee Green Car Park				£9,000
Jubilee Green Pontoon	£12,075	£120,750		£11,925
Beach mooring				£3,600
Total	£27,975	£279,750		£31,025

Costs

Asset	Cost pa	10 Year		Possible one off costs
Jubilee Green Boat Park, Garages and Slipway	£1000	£10,000		£9,000
Jubilee Green Car Park	£1000	£10,000		
Jubilee Green Pontoon	£6,175	£61,750		£55,000
Beach mooring	£unknown			
Total	£8,175	£81,750		£64,000

It was **RESOLVED** that in principle the Town Council agree to take on the assets as detailed within this proposal subject to the Pontoon being refurbished and a Business Plan being submitted to Cornwall Council.

144/16/17 S106 FUNDING

- a. Christmas Snowflake Trail

It was **RESOLVED** to defer to a future Full Town Council Meeting.

145/16/17 SALTASH NEIGHBOURHOOD PLAN

- a. Update

Neighbourhood Plan Report to 7 July Town Council Meeting

Since the last Neighbourhood Plan Report a meeting has been held to agree the text for an outline “Vision for Saltash” and a “12 point Neighbourhood Plan”.

To summarise the “headline” draft wording is as follows:

The Vision

By 2030 Saltash will be an envied riverside town, being greener in all respects with a reinvigorated Town Centre and Waterfront, award-winning new housing, a prosperous and diverse economy, with an excellent quality of life and lifestyle for all ages.

This will be underpinned and achieved through the adoption and application of the following two beliefs.

Putting the Principles of Sustainable Development and Community Participation at the Heart of the Neighbourhood Plan.

This means not only taking the opportunities and tackling the challenges so that our present needs are met without harming the ability of future generations to meet their needs, but achieving this by creating a parish structure which enables direct community participation in shaping, delivering and reviewing the Plan, but also greater involvement in managing public assets and facilities created.

Fostering Community Pride and Releasing the Latent Potential.

This means encouraging every resident and business in the Parish, as well as the numerous associations, clubs and bodies within it to take greater responsibility and work together in delivering The Plan and making Saltash an even more special place to live, work and enjoy.

The Vision will be achieved by delivering the following practical objectives under its adopted 12 point Neighbourhood Plan:

1. Secure a Diverse and Prosperous Local Economy.
2. Regenerate the Town Centre, especially Fore Street.
3. Manage the Growth of “Out of Town” shopping.
4. Revitalise the Waterfront.
5. Ensure a Balanced Range of Quality New Housing.
6. Protect and Enhance the Built Environment.
7. Enhance the Natural Environment of the Parish.
8. Manage the Rural Areas of the Parish in a Sympathetic Manner.
9. Meet the Changing demand for Health, Education, and Community Services and Facilities.
10. Meet the growing demand for additional Sport, Recreation and Leisure facilities.
11. Improved Connectivity around the Parish.
12. Improved and Safer Traffic Flow.

Councillor D Yates

It was **RESOLVED** to note

146/16/17 CORRESPONDENCE

None.

147/16/17 APPROVAL OF THE MINUTES OF THE FOLLOWING COMMITTEES

The minutes of the meeting of the Burial Authority held on 15th June 2016, the Burial Board held on 15th June 2016 and the Staffing Committee held on 21st June 2016 were confirmed and signed as a correct record and all recommendations resolved as listed:

BURIAL AUTHORITY

None

BURIAL BOARD

1. Kellywithe House Recommendations

It was **RESOLVED** to approve Burial Board minute BB/06/16/17 for the repair works to the wall adjacent to Kellywithe House.

2. Cemetery Boundary Wall Recommendations

It was **RESOLVED** to approve up to the value of the remaining budget funds.

STAFFING COMMITTEE

1. Pay Award 2016-18 Recommendations

It was **RESOLVED** to approve the Pay Awards subject to compliance with the Living Wage Policy.

148/16/17 TO ARRANGE A DATE FOR DEMENTIA AWARENESS TRAINING FOR MEMBERS. (Pursuant to minute nr. D internal staff meeting 20.06.2016)

It was **RESOLVED** that Wednesday 20th and Thursday 21st July 2016 is put forward to the Dementia Awareness Training Team as an option for all members.

Councillor Mrs H Frank declared an interest in the next agenda item and left the meeting after informing members of the Kalan Gwav event.

149/16/17 TO CONSIDER ADOPTION OF KALAN GWAV FESTIVAL AS A SALTASH TOWN COUNCIL EVENT – COUNCILLOR MRS H FRANK

Kalan Gwav

(Cornish for ‘first day of winter’ – traditionally celebrated on night of 31st October)

A Saltash Festival to be held on November 5th (the first Saturday after 31st October)

THE PROPOSAL

That Saltash Town Council adopt the Kalan Gwav Festival as a town event, awarding £1,000 of funding from the Festivals Fund.

That a working group be set up, comprising the Mayor, one member of Saltash United Football Club and one member of Girlguiding Saltash.

THE BACKGROUND

Last year, Saltash United Football Club organised a public firework display on Warfelton Green. They were expecting 200 people and were surprised (and a little overwhelmed) when 2,000 people turned up. The Club is keen to hold another display, but they are wary of the potential scale and contacted me to ask for support from the Town Council.

I met with two representatives of the Club, along with a representative from Girlguiding Saltash, whose headquarters are located on Warfelton Green. It was a very positive meeting. It is clear that both of these organisations are keen to make the proposed event a success - they see it as a benefit to the community as well as an opportunity to raise funds.

I am also keen for this to happen, but would prefer to see the firework display as part of a festival that will bring the community together and celebrate our Cornish heritage.

THE TRADITION OF KALAN GWAV

Kalan Gwav is the traditional Cornish festival marking the first day of winter and has always involved lots of apples. Apples were presented to family and friends as tokens of good luck for the hard winter, and large glossy red apples that were highly polished were given to older girls, who would place them under their pillows and hope to dream of the person they would one day marry.

THE EVENT

Over the last few years, SEA (Saltash Environmental Action) has been driving forward with a project to plant apple trees in various locations throughout the town (e.g. Saltmill, Churchtown Farm, Saltash.net and Bishop Cornish schools). So the concept is for the Festival to celebrate apples. In the tradition of wassailing, for example, toast is hung in branches of apple trees and instruments such as drums are played loudly, all with the aim of encouraging a good harvest. Initial approaches have been made to the music group that leads the wassail in Cotehele, who have suggested that they could run workshops to create the music and lyrics for our own 'Essa Wassail'.

Initial approaches have been made with the company that stages the firework display in Callington. They have confirmed that they would be able to run a firework display in the evening of 5th November. The concept is to start the Festival at around 4:30pm, finishing with a firework display starting at 8:15. The fireworks would be let off from an enclosed, secure area, such as inside the Football Stadium.

THE MAIN ELEMENTS

- Wassail.
- Food stalls – Guides selling burgers and toffee apples, Football Club will open up for hot food and drinks including mulled cider.
- Stalls – the current plan is to invite local groups to set up stalls with apple games (e.g. apple bobbing).
- Competitions for apple products (apple chutney, apple pie, apple cake etc).
- Scarecrow trail.
- Children's entertainment.
- Firework Display.

The intention is to produce a Kalan Gwav booklet after the event, containing recipes of the winning apple products, lyrics of the Essa Wassail and pictures of the Festival.

FUNDING

Financially, it would be a great help if the Town Council could adopt this event because it means it would be covered under Town Council insurance (a saving of approx. £500), and there would not be any VAT payable on the fireworks (a saving of approx. £400).

A Festival Enhancement Grant will also be sought from FEAST for the creation of the booklet and the Wassail workshops.

Saltash United and Saltash Girlguiding will be selling hot food, but taking in to consideration the expected numbers, they have agreed to invite a few select catering stalls (such as a Hog Roast or Doughnut stand) to the Festival. This will help fund the event and add to the enjoyment of the crowd.

We are also investigating the possibility of setting up a Go Fund Me page – where members of the public make a small donation towards the event. The Facebook page we set up to gauge interest in the event received 87 likes with just one post, so we are fairly confident that this could be a way of raising money.

1st July 2016

Prepared by Hilary Frank

It was **RESOLVED** that Saltash Town Council adopt the Kalan Gwav Festival as a town event for 2016, awarding £1,000 of funding from the Festival Fund.

Councillor Mrs H Frank was invited and returned to the meeting.

150/16/17 MEET YOUR COUNCILLORS:

- a. Arrangements for future meetings.

It was **RESOLVED** that Councillors Mrs J Dent, Mrs J Rance, Mrs H Frank and Ellison attend the meeting to be held in Fore Street on 9th July 2016.

151/16/17 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.

152/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

153/16/17 CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

Station Building

- a. To receive a proposal regarding the Station Building.

Proposal 1

That Saltash Town Council make an offer to purchase the former station building site from Modol Ltd. The offer be subject to a 28 day offer period, after which the offer is withdrawn. If accepted, both parties should move towards an exchange of contracts within a further 28 days. The offer would be considered as the maximum that the Town Council would be prepared to pay.

Proposal 2

The figure is made up from Town Council Reserves and from a bid to the Section 106 group, and that Saltash Town Council would support that bid for S106 monies.

Proposal 3

The Working Group withdraw from negotiations with the developer due to the increasing doubt that a final legal agreement can be made within a reasonable period. The covenant currently in place would remain unchanged.

Proposal 4

The Working Group inform Cornwall Council's Enforcement Team to update them on the new position with a view to further proactive enforcement.

Proposal 5

That Councillor John Brady be asked to join the Station Working Group.

Proposal 6

That Councillor Brady be asked prepare a CPO proposal for the August meeting should the offer to purchase the site not be accepted.

It was **RESOLVED** that:

1. All 6 proposals be approved.
2. Councillor Brady and the Town Clerk seek two separate valuations for the Station Building and the Site.
3. The Town Clerk to submit a tentative Public Works Loan Application.
4. The valuation reflects the STC covenant on the site.
5. An Extraordinary meeting is held on Thursday 14th July at the Guildhall at 6pm.

154/16/17 URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN

Councillor Austin informed members that the artist drawing of Carkeel roundabout will be available at the Services Committee held on Wednesday 13th July 2016.

155/16/17 PRESS RELEASES AND FUTURE ARTICLES REQUIRED

None

156/16/17 DATE OF NEXT MEETINGS

Extraordinary Full Council Meeting Thursday 14th July 2016 at 6pm

Full Council Planning Meeting Tuesday 19th July 2016 at 6:15pm

157/16/17 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 22:16

Signed: _____
Chairman

Dated: _____