

SALTASH TOWN COUNCIL

Minutes of a Meeting of Saltash Town Council held in The Guildhall on Tuesday 20th September 2016 at 6.15 p.m.

PRESENT: Councillors: Mrs H Frank (Chairman), R Austin, R Bickford, J Brady, Mrs G Challen, Mrs J Dent, D Holley, Mrs S Hooper MBE, A. Killeya, W Phillips, D Yates.

ALSO PRESENT: 5 Members of the Public, R Lane - Town Clerk, Mrs S Burrows, Administration Officer.

APOLOGIES: Councillors: M Coot, J Ellison, Mrs J Rance, L Russell, J Shepherd.

HEALTH AND SAFETY ANNOUNCEMENTS

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

244/16/17 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

245/16/17 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
None			

246/16/17 To note an on-going dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth.

It was **RESOLVED** to note.

247/16/17 QUESTIONS FROM THE PUBLIC

A resident of Saltash spoke in opposition to PA16/07366

248/16/17 PLANNING

- a. It was noted 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. It was noted 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:

PA16/06460

Mr A Hicks – **2 Tannery Court, St Stephens.**

Listed building consent to replace deteriorating and sub-standard dark brown external garden, front and balcony doors with dark brown PVCu wood –effect units.

Ward: West

Date received: 18.08.2016.

It was resolved to **RECOMMEND REFUSAL on the grounds that STC supports the point made by the Historic Environment (Planning) Service that in principle the use of PVCu is not acceptable for a listed building.**

PA16/07108

Mr and Mrs Parlby – **Land rear of 30 Callington Road.**

Proposed new dwelling in the lower rear garden of the existing house, demolition of garage to form clearer access for both properties.

Ward: East

Date received: 12.08.2016.

At the meeting held on 1st September 2016 it was resolved to **RECOMMEND deferral until Saltash Town Council are provided with sufficient and robust evidence that there will not be a deleterious impact, including on the trees in Longstone Park, from:**

1. The dispersal field of the biomass plant and the proximity of its elements to the trees.
2. The percolation rate of the soil at the site of the drainage field which tests indicate may be too low.
3. The surface water runoff.

Further, before any approval is granted Saltash Town Council requests a condition to safeguard the Long Stone itself which lies within the site, with the details of this condition to be provided to the Town Council before approval.

It was resolved to **RECOMMEND APPROVAL** subject to conditions regarding mains drainage and protection of the Long Stone being included as planning conditions.

PA16/07318

Mrs Harrington – Land adj 7 Babis Farm Row, St Stephens.

Erection new dwelling.

Ward: South

Date received: 18.08.2016.

It was resolved to **RECOMMEND APPROVAL**

PA16/07366

Mrs H Roberts – 31 Broom Hill, St Stephens PL12 4DZ.

Single storey extension.

Ward: South

Date received: 22.08.2016.

It was resolved to **RECOMMEND REFUSAL** on the grounds of:

1. Proximity of the proposed West wall to the existing boundary wall of the neighbouring property is being overbearing.
2. Proposed materials being out of keeping with the neighbourhood, although this may be overcome by a condition.
3. Possible loss of light being detrimental to the neighbouring property number 29.

PA16/07533

Mr Ben Kerr – 29 Lander Road, Saltash, PL12 6BY.

Proposed rear extensions and decking.

Ward: East

Date received: 08.09.2016.

It was resolved to **RECOMMEND APPROVAL** subject to the extension side elevation being obscure glass.

PA16/07562

The Co-operative Group – **51-59 Fore Street, PL12 6AL.**

Installation of new refrigeration plant units and redecorations/alterations to the front of the store.

Ward: East

Date received: 31.08.2016.

It was resolved to **RECOMMEND APPROVAL**

PA16/07699

EE Ltd Hutchinson 3G UK Ltd – **SE Of Tunnel Adjacent A38 Saltash.**

Prior notification of proposed development by telecommunications code system operators – Installation of 4G (Fourth Generation) equipment.

Ward: East

Date received: 12.09.2016.

It was resolved to **RECOMMEND APPROVAL**

PA16/08164

Mr C Baldwin – **Ryelands, Carkeel, Saltash.**

Proposed rear conservatory.

Ward: North

Date received: 13.09.2016.

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:

PA16/05795

Mr and Mrs A Jones – **6 Deer Park, PL12 6HE.**

Construction of raised decking and steps to the rear garden.

Ward: East

Date received: 27.06.2016.

At the Town Council Meeting on 19th July 2016, it was resolved to **RECOMMEND REFUSAL due to the height of the built structure of the obscure screen unfairly impinging upon the amenity of the property to the east.**

Having held a Poll on this planning application the result is:

Stick with our original position and request call-in	1 vote
Accept the Officer's position	7 votes
Abstain	0 votes

Therefore the Council has voted to accept the Officer's position and approve the planning application with conditions.

**09.09.16. Decision from Cornwall Council via weekly list:
APPROVED.**

It was **RESOLVED** to note.

PA16/05841

Mr S Kent – 65 Hillside Road, PL12 6EZ.

Alterations to provide: side extension, rear balcony, double garage and a new vehicular access.

Ward: East

Date received: 22.07.2016.

At the Town Council Meeting on 4th August 2016, it was resolved to **RECOMMEND REFUSAL** due to the adverse affects of the high level balcony on the privacy amenity of the garden area of 67 Hillside Road. Saltash Town Council considers that an obscure glass screen would not address this adverse affect.

Having held a poll on this planning application the result is:

Stick with our original position and request call-in	0 votes
Accept the officer's position	8 votes
Abstain	0 votes

Therefore the council has voted to accept the Officer's position and approve the application as long as there is a 1.8 metre obscure privacy screen along both angles of the high level balcony adjoining the western neighbour and critically also on the other eastern side where it will feel easy to look into the neighbours the other side of the footpath down to the RC church.

It was **RESOLVED** to note.

249/16/17 **TO RECEIVE BID PROPOSALS AND AWARD YOUTH WORK SERVICE DELIVERY/APPOINT YOUTH SERVICE DELIVERY AGENCIES.** (Pursuant to Policy and Resources Committee Minute no. 50/16/17(5) 11.08.2016.)

The following report was presented to members:

Youth Work in Saltash – Bid Proposal 2016/17

Councillors Mrs J Dent, Phillips and Brady attended the opening and scoring of the Youth Work bid proposals.

A summary of the tenders received are as follows:

<u>TENDER</u>	<u>BID</u>
Livewire	£20,000
Plymouth Sports Charity	£40,000
Junkyard	£10,000
The Core	£20,334.

Councillors scored the bid proposals out of 9, value for money, innovation / ideas and track record.

Scoring results as follows:

<u>TENDER</u>	<u>SCORE</u>
The Core	25
Livewire	23
Junkyard	16
Plymouth Sports Charity	13

It was unanimously recommended that the budget of £40,000 be divided as follows:

<u>TENDER</u>	<u>AMOUNT</u>
Livewire	£15,000
The Core	£15,000
Junkyard	£10,000

This report is to be considered at the Full Council (Planning) meeting held on 20th September 2016.

It was **RESOLVED** that Youth Work Services in Saltash for the period of September 2016 to August 2017 be awarded to Livewire, The Core and Junkyard.

250/16/17 S106 PONTOON REFURBISHMENT/WATERSIDE WARDEN.
(Pursuant to Full Town Council Minute no. 229/16/17c 01.09.16.)

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

Proposal by Saltash Town Council

Report prepared by Councilor 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 area's 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 Neighborhood 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 Council's 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 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 x £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
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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

Refurbishment of Saltash Pontoons

Business Case

The pontoon and walkway were installed by the former Caradon District Council (CDC) utilising funding from the ERDF and SRB streams and which amounted to £295,000 plus anything else that the CDC may have contributed. This was part of a Millennium project and is therefore approximately 15 years old. Up until approximately January 2014 this facility was managed by the local sailing club who decided to give notice and then vacated the site.

At the current time no boat owner is paying for the use of the pontoon as there is no fee structure in place. In addition, three of the four finger pontoons have had to be brought ashore due to damage caused by bad weather. Part of the main pontoon also seems to be twisted and warning signs and security gates have been erected but these are ignored and/or vandalised.

Local members are keen that the facility should be maintained and that it and other waterside sites become locally managed possibly through some form of Community Interest Company in the future. They would of course require the pontoon and landing to be maintained prior to taking it over and managed locally. This would be in order and that there would be no requirement for any clawback provision for the original grant funding.

A survey of the pontoon structure was undertaken in July 2015 which stated:-

Recommendation - *Carry out full refurbishment of tube sections to extend working lifespan. (Clean, shot blast, weld repairs, marine coatings, cathodic protection system)*

Using this report as guidance prices were sought from four different companies and these were:-

Company 1	£77,880
Company 2	£75,000
Company 3	£46,200
Company 4	£55,944

However, Company 4 – the original manufacturers of the pontoon will include repairs to the Finger Pontoons within their price and will take the pontoons back to their workshop for the work to be completed – as opposed to the cheapest (Company 3) who would charge extra for the repairs and would undertake the work in the adjacent Dinghy Park which is not ideal.

Alternatively, the Pontoons could be taken away and scrapped but the costs for doing this are likely to be around £40k and is against the wishes of the Town Council who would like to take over the management of this and other assets under the devolution/Localism agenda.

When repaired there are ten berths on the pontoon with a hammerhead landing stage to seaward. It is utilised by commercial and leisure boat owners, local anglers, vessels undertaking maintenance and visitors wishing to moor up for short periods. It also suffers from some vandalism and some anti-social behaviour issues.

If a fee structure were to be implemented it is expected that these berths could earn £15,000 pa equating to £1,500 for each berth. There is no question, following the loss of the member of staff in the Maritime Section that was responsible for this area of SE Cornwall that local management of these facilities is the best way forward in the long run.

There is another outstanding issue relating to the lease requirement with the Duchy for the rental of the fundus and the TC are aware of this that has been used to locate the piles which is still being negotiated.

However, now that there seems to be an appetite locally to take this on, together with other maritime assets, it is recommended that this refurbishment takes place and a realistic fee structure applied once it is put back following the works.

It is not recommended that nothing is done as the structure will continue to deteriorate and failure will occur at a later date which could cause further damage to other vessels and structures.

The Devolution Team has indicated that they could contribute £10,000 provided the works are deemed to be capital and that the pontoon would go to local management on completion. There is currently a sum of £25,000 in the revenue budget for this work and the TC is putting together a Section 106 bid for the balance of £21,000.

The pontoons would be passed to Saltash TC and be managed by a CIC together with the other Maritime assets including the Dinghy Park, Dinghy Rack, Workshops and foreshore areas.

Saltash Waterfront Devolution Plan

Immediate

- Complete Job Description, advertise and appoint Waterfront Warden
- Establish charging regimes for Dinghy Park, Pontoon and Garages.

Short Term Plan (Years 1 and 2)

- Regular checks for Infrastructure issues on CC and STC assets
- Report issues to CC including safety concerns
- Establish monitoring regime for checking fees are paid
- Investigate partner to collect/remove/store/release unauthorised vehicles and boats.
- Monitor Dinghy Park, Pontoon and slipway usage.
- Carry out ad-hoc charging for visiting boats staying on the pontoon.
- Formulate plans for controlling beach mooring
- Collate figures and evidence of Summer parking and launching issues
- Assess pontoon usage and revenue from all assets

Medium Term Plan (Years 2 -10)

- Implement beach mooring plan
- Develop and implement charging schemes for long stay trailer bays
- Investigate winter storage facility utilising long trailer bays and underutilised car parking spaces.

- Investigate the possibilities of launching charges
- Develop and implement charging regime for the Town Quay

Costs

Most of these plans primarily involve staffing costs rather than capital outlay. There is no specific proposal at this stage for significant capital works.

It was **RESOLVED** to approve the S106 application for the Jubilee Pontoon Refurbishment and Town and Waterfront Warden, subject to sign off from the Staffing Committee regarding the appointment of the Warden.

- 251/16/17 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.
- 252/16/17 CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.
- 253/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**
It was **RESOLVED** that the public and press be re-admitted to the meeting.
- 254/16/17 URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.
- 255/16/17 PRESS RELEASES AND FUTURE ARTICLES REQUIRED**

It was **RESOLVED** that Councillor Phillips drafts a press release regarding the bid proposals and awarding of Youth Work Services for the period of September 2016 to August 2017.
- 256/16/17 DATE OF NEXT MEETING**

Thursday 6th October 2016 at 7.00 p.m.

257/16/17 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: 19:45

Signed: _____
Chairman

Dated: _____