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Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

31st March 2017

Dear Councillor,

I write to summon you to a meeting of **Saltash Town Council** to be held at the Guildhall on **Thursday 6th April 2017 at 7.00pm.**

Planning applications can be viewed by Members of the Council immediately prior to the meeting or by arrangement with the Town Clerk. Please note that the applications may also be seen on the Cornwall Council's website www.cornwall.gov.uk.

Members of the public may view planning applications during normal working hours of 9.30 am – 4.30 pm daily at the Guildhall or at Saltash Library on Saturday mornings. Any member of the public wishing to speak during the meeting must complete a slip and hand to the Town Clerk prior to the meeting.

Yours sincerely,

R Lane

Town Clerk

To:

Saltash North	Saltash South	Saltash East	Saltash West
J Brady	M Coot	R Bickford	R Austin
J Ellison	Mrs H Frank	D Holley	Mrs G Challen
W Phillips	Mrs S Hooper MBE	Mrs J Rance	Mrs J Dent
VACANCY	A Killea	J Shepherd	D Yates

Agenda

1. Health and safety announcements
2. Recording of meetings – please notify the Chairman if you are intending to record this meeting
3. Prayers
4. Apologies
5. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - 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
 - d. To Note an ongoing dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth
6. Chairman's Report
7. Presentation of Civic Prints to Flok de Rijke Winter & Brian Whipp
8. Monthly Crime Figures
9. Report by Saltash Gateway Community Interest Company (CIC)
 - a. To receive report and consider any actions arising

10. Cornwall Council Report

11. Correspondence from Cornwall Council - Lidl s106 money

12. S106 Application - War Memorial Research

13. S106 Application - Saltash Events Team

14. Questions:

A 15 minute period when members of the public may ask questions of Members of the Council.

15. To approve the Minutes of the Meetings held on Thursday 2nd March 2017 and Tuesday 21st March 2017

16. To consider matters arising from the Minutes

17. Finance:

a. To advise the following receipts in:

i. February 2017

	Details	Net	VAT	Gross	S106
Allotment Fees		£445.00	£0.00	£445.00	
Ashtorre Rock	Waterfront Lights Donation	£565.56	£0.00	£565.56	
Barclays	Loyalty Reward	£18.57	£0.00	£18.57	
Cornwall Council	LDF Grant - Saltash Library	£1,500.00	£0.00	£1,500.00	
Cornwall Council	LDF Grant - Belle Vue & Longstone Toilets	£9,188.00	£0.00	£9,188.00	
Cornwall Council	Public Footpath Grant	£414.25	£0.00	£414.25	
Guildhall Income		£696.46	£0.00	£696.46	
HMRC	VAT Refund	£0.00	£6,742.99	£6,742.99	

Misc Income	Replacement Mayors Badge	£23.33	£4.67	£28.00	
Public Sector Deposit Fund	Interest	£46.08	£0.00	£46.08	
Rotary Club of Saltash	Flower Boat Sponsorship	£75.00	£0.00	£75.00	
Saltash Chamber of Commerce	Christmas Event Donation	£250.00	£0.00	£250.00	

b. To advise the following payments in:

i. February 2017

Supplier	Details	Net	VAT	Gross	S106
Amazon	Stationery	£104.93	£20.99	£125.91	
Amazon	Computer Monitor	£84.20	£16.84	£101.04	
April Bryant	Minute Taker	£33.33	£0.00	£33.33	
Barclays	Bank Charges	£74.25	£0.00	£74.25	
Chubb Fire Ltd	Fire Extinguisher - Rental Fees	£31.92	£6.38	£38.30	
Cormac	Longstone Toilets - Cleaning	£449.77	£89.95	£539.72	
Cormac	Belle Vue Toilets - Cleaning	£271.65	£54.33	£325.98	
Cormac	Waterside Toilets - Cleaning	£390.40	£78.08	£468.48	
Cornwall Farmers	Strimmer Maintenance Costs	£20.00	£4.00	£24.00	
Cornish Kilts	Town Piper Kilt	£422.00	£0.00	£422.00	

Cornish Times	Staff Recruitment Advert	£197.50	£39.50	£237.00	
Cornwall Council	Pension Payment - February 2017	£2,875.56	£0.00	£2,875.56	
Cornwall Council	Rates - Maurice Huggins Room	£79.00	£0.00	£79.00	
Cornwall Council	Legal Fees	£312.89	£62.58	£375.47	
CRC Ltd	Community Payback Scheme	£373.33	£74.67	£448.00	
Crown Copiers	Copier Maintenance	£306.55	£61.31	£367.86	
DCK Beavers Ltd	VAT annual assessment	£780.00	£156.00	£936.00	
DLJ Electrical	Repairs - Guildhall	£50.00	£0.00	£50.00	
EON	Electricity - Guildhall	£293.54	£58.71	£352.25	
EON	Electricity - Cemetery	£16.23	£0.81	£17.04	
Furniture @ Work	Office Chair	£169.00	£33.80	£202.80	
Glendale Grounds Maintenance	Grounds Maintenance	£1,403.91	£280.78	£1,684.69	
Hine Brothers	Replica Railway Bridge installation	£1,145.00	£0.00	£1,145.00	
HMRC	PAYE Payment - February 2017	£2,834.19	£0.00	£2,834.19	
IRQ Systems Ltd	Monthly IT Maintenance	£240.25	£48.05	£288.30	
Living TR	Christmas Event Expenses	£71.00	£0.00	£71.00	
Mayors Allowance		£320.00	£0.00	£320.00	
NDF	Hire of Equipment	£50.00	£0.00	£50.00	
Petty Cash		£44.95	£0.00	£44.95	
Saltash CIC	Summer Arts Festival Expenses	£150.00	£0.00	£150.00	S106 Waitrose

SLCC	Training	£125.00	£25.00	£150.00	
South West Water	Water Rates - Guildhall	£133.98	£0.00	£133.98	
South West Water	Water Rates - Fairmead Road	£61.88	£0.00	£61.88	
Staff Salaries		£10,667.22	£0.00	£10,667.22	
The Core	Christmas Event Expenses	£200.00	£0.00	£200.00	
The Core	Youth Work	£5,000.00	£0.00	£5,000.00	
UK Fuels Ltd	Petrol - Ride on Mower	£61.13	£12.23	£73.36	
WCE	Uniform	£37.00	£7.40	£44.40	
WCE	Uniform	£18.50	£3.70	£22.20	
Westcare	Cleaning - Guildhall	£65.98	£13.20	£79.17	

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 28th February 2017 were reviewed as correct by the Chairman of Policy & Resources Committee and the Town Clerk

18. 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 officer's 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:

PA17/01986

K Stevens – **19 Moorland View PL12 6BZ**

Formation of single storey rear extension.

Ward: East

Date received: 14.03.2017

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OM6QPHFGKH300>

(Deferred from TC 21.03.2017)

d. Tree applications/notifications:

- i. Applications
- ii. Notifications

To note that Cornwall Council sent the following application in error and it should be disregarded.

PA17/01986

K Stevens – 19 Moorland View PL12 6BZ

Notification for works to trees in a Conservation Area.

Ward: East

Date received: 14.03.2017

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

f. To consider a non-material amendment:

PA17/02683

Ben Winchester, Kier Living - Land Off Briansway, Churchtown Value, St Stephens PL12 4BA

Non material amendment (1) for removal of Oak tree to the east of the main access road to residential development of PA16/03993.

Ward: West

Date received: 29.03.17

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=ON64JAFG1LP00>

19. Consideration of License Applications

20. To receive a report on the Saltash Neighbourhood Plan and approve Services for Technical Writing

21. Correspondence

- a. Cornwall Council – Request for views on draft Customer Promise
- b. Phil Confue, Chief Executive of Cornwall Partnership NHS Foundation Trust – St Barnabas Hospital

22. To approve the minutes of the following committees:

Services Committee held on 8th March 2017
Staffing Committee held on 21st March 2017

23. May Fair – Civic Parade (Councillor Coot)

24. Station building

25. Meet your Councillors:

- a. Arrangements for future meetings

26. 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.

27. To consider any items referred from the main part of the agenda

28. Public Bodies (Admission to Meetings) Act 1960

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

29. To consider urgent non-financial items at the discretion of the Chairman

30. Press releases

31. Date of next meeting: Tuesday 18th April 2017 at 6.15pm

32. Common Seal:

To Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings

Agenda Item No. 6

MAYOR'S REPORT TO SALTASH TOWN COUNCIL 6TH APRIL 2017

Since the last meeting, the Mayor has attended the following:

Saturday 4 th March	Opening of the Baby Fair at Saltash Social Club
Sunday 5 th March	Civic Service at Saltash Baptist Church
Monday 6 th March	Presentation to Mr. Jon Foster of the Saltash Environmental Citizen of the Year Award
Thursday 9 th March	U3A Showcase at Saltash Wesley Church
Monday 13 th March	Commonwealth Day Flag Ceremony
Saturday 18 th March	Mr. & Mrs. Lawrence's 50 th Wedding Anniversary
Sunday 19 th March	Page2Stage Production of Disney's Little Mermaid at saltash.net
Tuesday 21 st March	Saltash Live at Home Scheme AGM
Saturday 25 th March	25 th Anniversary Service at Saltash Baptist Church
Saturday 25 th March	Sensory Trust Dementia Club Launch at The Core
Wednesday 29 th March	Re-dedication of Able Seaman George Stone's headstone at St. Stephen's Cemetery
Thursday 30 th March	Bishop Cornish Easter Passion Play, St. Nicholas & St. Faith Church
Saturday 1 st April	Saltash Girlguiding District Easter Coffee Morning
Saturday 1 st April	Fundraising Coffee Morning for British Heart Foundation at Old Ferry Road
Saturday 1 st April	Youngstagers Production of Peter Pan at BCC
Thursday 6 th April	Easter Coffee morning at Abbeyfield, Saltash

Town Council 06.04.2017

Monthly Crime Figures

January 2017

Crime types:

Anti-social behaviour (21)
Bicycle theft (0)
Burglary (5)
Criminal damage and arson (4)
Drugs (1)
Other crime (3)
Other theft (6)
Possession of weapons (0)
Public order (3)
Robbery (0)
Shoplifting (1)
Theft from the person (0)
Vehicle crime (2)
Violence and sexual offences (16)



4 Fore Street, Saltash PL12 6JL

www.communityenterprisespl12.co.uk email: chair@communityenterprisespl12.co.uk

Report to Saltash Town Council, April 6 2017

4 Fore Street

We are approaching the fourth birthday of the Community Hub/Market. The balance has shifted somewhat from Market to Hub, and we get a lot of callers now looking for information, and buying bus tickets. We are improving facilities at present.

18 Belle Vue Road

We have just started to write a proposal to Cornwall Council for a Community Asset Transfer to take place when our 2-year Lease expires at the end of November. This is based on the fact that our initial Business Plan is proving successful. We have no idea how this will work out....

We had a meeting of tenants this week, and we have come up with a list of improvements to the building which we will now action. The tenants are of course reassured that we are taking a long-term view.

Dementia Voice PL12

We are very pleased how this enterprise is going. The weekly Memory Cafe is about to have its first birthday; and the fortnightly Veterans Group is proving very popular. Training of "dementia friends" has re-started, and a range of activities and developments is being planned for the rest of the year.

Health and Social Care Network

It appears that there has been such a negative response across Cornwall to the proposed NHS Sustainability and Transformation Plan that the timescale for the next stages has been put back. However, locally we have had a very positive response from Kernow CCG and from Cornwall Partnership Foundation Trust to our joint proposal for a special project in Saltash under the STP. Two meetings have already taken place, with another planned this month. The project is being led personally by the Chief Executive of CPFT (Phil Confue) and we interpret this as very strong support. The focus is on:

- locating all local community health and care staff at St Barnabas and running a variety of integrated services from there - an exciting vision
- taking pressures off the surgeries with innovative specialist support services in the town
- Relocating “Minor Injuries” (suitably upgraded) to the Clinic behind the former Registry Office - which would be a great enhancement if together we can make it happen
- contracting with local Nursing Homes to re-provide the beds lost from St Barnabas, and supporting them with one of the specialist teams

So far, so good.

Saltash Hopper - Derriford Service

See Appendix for a summary of the story so far...

We plan to continue the piloting of the service during the month of May. Please do help us in promoting this. It is apparent that many people are still not aware that the service exists, and we hope that by spreading the word further we will be able to increase passenger numbers and so make the service sustainable.

With elections about to take place, I'd like to end by thanking Council members and officers for their encouragement and support in recent years. I believe the partnership that has developed between us is not only productive, but is a rare achievement also.

Peter Thistlethwaite, Chair

March 31 2017

Appendix

Derriford Bus Service - The story so far

- About three years ago, STC asked us if we could consider using the Hopper for a bus service to Derriford. Our response was that we would like to do that....but we had to have a second bus as back-up. We set about looking to acquire one.
- We learned at the end of 2015 that we were going to receive a new bus through a government scheme, and we set about consulting local people about a Derriford service. We had a promising and positive response, from staff and public.
- The bus was delivered in September 2016. We contacted all the respondents to the earlier consultation, and started publicity. A timetable was worked out around the expressed preferences of these initial consultees. The service commenced in January 2017. The set-up process was helped by a grant from s106 fund.
- We started with a free "taster" service for staff over three weeks, using volunteer drivers. A good response was received, and it provided us with a good learning experience. However, one unanticipated problem was the roadworks at the Derriford roundabout which continue...
- We decided nevertheless to set an ambitious timetable, shaped again by our members/passengers, mainly using paid drivers.
- Passenger numbers diminished a little as soon as we introduced charging - with some other passengers deterred by a difficult day when unexploded bombs were found in the roadworks.
- Despite this, and the fact that we cannot offer a free service to Bus Pass holders, numbers began to grow, albeit slowly. But operating losses were considerable. Two services were therefore dropped from the schedule, and two (in the middle of the day) were taken over by volunteer drivers to make costs more manageable. One of the services dropped was the last one of the day which we expected to be popular with hospital visitors: this did not prove to be the case

- We have just decided to continue to run the service throughout April. There will be an operating loss, but this can be covered by other income from Hopper services. We are doing this because we are selling plenty of Saltash Cards to people who want to use the service, ticket sales are stable, passenger numbers are creeping up, and customer feedback is positive.
- We have set a target for passenger increase, which we hope will be attained so that we can continue during May.

CORNWALL COUNCIL REPORT

This will be my final Cornwall Council Report, and the final Full Council of this administration takes place on Tuesday this week. My comments are purely factual, as we are now in the “purdah” period when any comments that could be construed as political are forbidden.

There is however an issue at Council which could have implications in Saltash – Council will vote on a number of recommendations relating to the future of the library service in Camborne, Redruth and Helston, which will involve the assets, the staffing and amalgamation of other services, which could provide a model for the future of Saltash Library. Cornwall has just agreed a grant of £1,500 for a full structural survey of the building as a first step, and I will report verbally on the outcome of the Camborne/Redruth/Helston vote on Thursday. Aside from this, no major decisions, except on procedural matters are on the agenda.

On 1st April 2017, the transition to the new leisure services operator, GLL will take place. All the leisure facilities currently owned by Cornwall, including Saltash Leisure Centre. Are included in the new contract to be awarded to GLL on a long term 25 year lease whilst Cornwall will retain the freehold.

The Spring Budget confirmed a new grant for Adult Social Care, so that Cornwall will receive £24 million over the next three years (£12m, £8m and £4m each year respectively). The Chancellor also announced additional support for businesses that face the steepest increases in business rates as a result of revaluation. For Cornwall this will amount to about £2.7 million over the next four years, also frontloaded with £1.6 million in 2017/18.

Cornwall also has two new initiatives to improve public housing. **Homes for Cornwall** works with Galliford Try and Devon & Cornwall Housing to develop affordable housing on Cornwall land. !! sites are being developed, although none are in this area. **Contemporary Cornish Living** is to provide private rented houses, starting at Bodmin and Tolvaddon.

The Localism agenda is continuing apace. In the case of Saltash, I am disappointed that the Waterside devolution of assets and day to day management (boat park, pontoon etc) has not already come to fruition during my time as a councillor, but I am confident that by April 2018, all this area will be under Saltash Town Council management, and I will continue to be involved with the Coastal Communities Team as a member of SWRA.

At this point, I would like to pay tribute to Catherine Thomson, our Community Liaison Officer for the great work she has done for the community of Saltash. Although I'm not convinced of the usefulness of the formal Community Network Area, which includes Torpoint and Rame, Localism really does work for us. Also a Cornwall Council officer, Catherine works on our behalf, and is the best friend Saltash could have.

Cornwall has just announced a major funding initiative called Green Infrastructure for Growth, for seven towns in Cornwall, one of which is Saltash. Apparently £3.5 million will be spent over the next three years on “public recreational areas, roadside verges and old churchyards”, but we have no further information than that. Could I suggest to the next Council that they could lobby for the remodelling of the central play area at Pillmere ? – removal of the play equipment and re-landscaping.

My views on our lack of ability to make major policy changes, and influence officers are well known. So could I wish the new Cornwall Councillors all the best of luck in attracting resources to SE Cornwall in general and to Saltash in particular.

Joe Ellison

Agenda Item No.11



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

6 MAR 2017

Your Ref:
My Ref: E2/06/01599/FUL
Date: 01 March 2017

Dear Sir

Re: Lidl, Saltash- s106 money

I am writing to you in relation to the section 106 agreement for the Lidl development in Saltash and the associated contribution towards Town Centre Regeneration and other Community and Employment Improvements. Clause 6.2 of the section 106 states as follows

"If expenditure of any one or more of the Contributions required to be made pursuant to this Agreement has not been fully committed within ten years of the date of its receipt by the Council then the relevant Contribution or any uncommitted balances as may be appropriate shall in each case be repaid to the Applicant together with all interest at the rate of the current Bank of England basic rate that shall have accrued thereon"

According to my records the contribution is currently held by Saltash Town Council and £106,241.00 remains unspent. I would therefore like to take this opportunity to remind you that any funds remaining uncommitted by the 21 January 2018 will need to be returned along with interest accrued to Lidl UK GmbH. I therefore strongly recommend that efforts are made to spend all money held as a matter of urgency.

Yours faithfully

Mrs Eleanor Farnes
Development Officer (s106)
Planning & Enterprise
Tel: 01208 265661
Email: efarnes@cornwall.gov.uk



Phil Mason, Head of Planning and Sustainable
Development, Cornwall Council, Chy Trevaill,
Beacon Technology Park, Bodmin,
Cornwall, PL31 2FR
Tel: 0300 1234 151 www.cornwall.gov.uk

Agenda Item No. 12

Saltash Section 106 Funding Deployment Panel
Application Form
31.3.17 DRAFT ii

A. Overview

1. Name & Address of Organisation

Saltash Town Council, The Guildhall, 2 Lower Fore Street, Saltash PL12 6JX.

2. Title of Project

Saltash War Memorial Research Project

3. Brief Description of Project

Saltash has ten memorials to the Great War, World War II and more recent conflicts which record c. 200 names, although some of these names are not registered by the Commonwealth War Graves Commission (CWGC). In addition, some names registered by CWGC are not recorded on Saltash war memorials, and further names are not commemorated by either. There is significant support from the local community to address this issue and ensure that all names with a Saltash connection who fell in conflict are publicly honoured. As a result, Saltash Town Council (STC) proposes a programme of research to validate names of the fallen with a Saltash connection (estimated at 300 in total) and to publish their stories on a 'virtual war memorial' (VWM) that would serve as a perpetual 'registry of honour' to those who died. The VWM would provide an easily accessible depository of information for the local community and their input to it would be actively encouraged (for example, by contributing letters, photographs, stories from the wars, etc.). The VWM would be of particular interest and value to the families of those who died in the two World Wars, to schoolchildren and students working on local studies projects, and also people researching family ancestry and/or with an interest in Saltash's war-time history and heritage. It would also avert the risks (i.e. in terms of accuracy and completeness) associated with commissioning new physical memorials (e.g. the cost of rectifying mistakes on Bodmin Town Council's 1989 war memorial is estimated at £10k). It is hoped the research itself will enable application to CWGC to register names with a Saltash connection currently not held on their database.

4. Total Funding Requested

£15,056 (£8,326 for the research programme and £6,730 for the VWM).

5. Dates/instalments that funding is required

By 1.6.17 so work can be completed within an 18 month timeframe to coincide with the centenary of the end of the Great War (on 11.11.18).

Please tick to indicate that the following documents have been enclosed

- | | |
|--|--------------------------|
| Copy of Accounts (except for public bodies) | <input type="checkbox"/> |
| Copy of Standing Orders (except for public bodies) | <input type="checkbox"/> |
| Copy of Insurance for this project (if applicable) | <input type="checkbox"/> |

B. Declaration

I confirm that all of the details on this form, including any attachments, are correct to the best of my knowledge, and understand that false or inaccurate information on the form may result in funding being refused or withdrawn

Project Contact _____

Date _____

C. About the applicant organisation

1. Brief description of aims of organisation

Town Council.

2. Status of organisation

Charity ☐

CIC ☐

Public Body ☒

Other ☐

Community Organisation ☐

3. Date founded

n/a

4. Project Contact name *[complete details after STC decision on 6.4.17]*

Position

Contact tel.

Email

5. Senior Contact name Ray Lane

Position Town Clerk

Contact tel. 01752 844846

Email enquiries@saltash.gov.uk

6. Please give a brief description of other projects delivered by the organisation; particularly those of a similar nature to the project you are bidding for.

n/a

In the event that your organisation ceased to exist, what would happen to its resources and assets?

n/a

D. About the Project / Project Element

1. Title of Project / Project Element

Saltash War Memorial Research Project

2. Description

See attached project proposal.

3. Please tick to indicate which priorities your project (element) meets, and explain how it meets them.

(i) Town Centre Regeneration ☐

(ii) Generation of Employment Space ☐

The project will create two jobs in Saltash: a war memorial researcher; and a VWM designer. The former role will last for at least the life of the project (12-18 months) with the intention of ongoing employment afterwards. This would be either with STC (e.g. in a second phase of the programme) or with other organisations looking to carry out similar research. For the VWM designer, two options are being considered. Firstly, a local IT student (or group of students) for whom this would be either a first paid contract, or completed as work experience in the final year of studies. Four schools/colleges had been approached so far and all have expressed an interest. Secondly, a local service leaver, recuperating serviceperson or veteran with appropriate skills. The MoD's resettlement arm, the Career Transition Partnership, has expressed an interest in this. Ongoing employment at the end of the project would come from continued VWM support and maintenance for STC and/or securing further work with other organisations looking to create similar websites. It is noted that there is a groundswell of interest in such work, both nationally and internationally, and it is hoped that the researcher and VWM designer will be able to use credentials gained from this project to secure ongoing employment further afield than Saltash, albeit based in Saltash.

(iii) Other Community Benefit ☐

There is significant local interest in ensuring those with a Saltash connection who fell in conflict are appropriately and publicly commemorated. Such interest is evident across the country and STC is not alone in wishing to fulfil the wishes of its residents in this respect. In some places (e.g. Bodmin and Tidworth), the matter has become contentious and caused negativity within the local community. STC is keen to avert such a situation and instead leverage the interest constructively and in a way that creates positive community spirit. In particular, many of those with a Saltash connection who fell in conflict still have relatives in the town, and these family members are keen to see their loved ones publicly remembered and honoured. This is particularly the case, for example, where their loved one is not recorded on a Saltash memorial. Given an estimated 300 names with a Saltash connection who fell in conflict, there is possibly over a thousand surviving relatives who would be touched by the work. They also may have artefacts, information and mementos from their loved ones that could be held on the VWM for posterity.

As examples of current local interest in commemoration, families of two of the fallen from World War II are lobbying for their relatives' names to be added to a Saltash memorial, and another local resident has lobbied CWGC for a new headstone in St Stephen's churchyard for Able Seaman George Stone (RN). The latter application was successful, with a dedication service taking place on 29.3.17. This was attended by over 50 people, including George Stone's daughters, grandchildren and great grandchildren, plus representatives from HMS Heroes, HMS Raleigh, the RBL, STC, and other local community groups. A photo of the new headstone is attached to this application.

Both the research and VWM will provide an invaluable information resource for schoolchildren and students about both World Wars, particularly where their studies are set in a local context. It also will provide a free, easily-accessible database of information for historians, people researching family ancestry, and those with an interest in local heritage.

There are further plans to use the work as a platform for ongoing community engagement, with initial ideas including an exhibition or similar event to commemorate the centenary of the end of the Great War on 11.11.18.

STC is committed to researching and honouring those with a Saltash connection who fell in conflict and believes this project proposal to be the only viable means of achieving this. Out of respect for the fallen and their families, it is vital that the research be completed in a robust, professional and sensitive manner, and this requires significant commitment from an experienced, local researcher. Once

Saltash S106 application war memorial project 310317 DRAFT ii

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information has been collected and validated, the VWM is considered to be the most effective and efficient means of publicising the outputs, and of publicly honouring those who gave their lives in conflict. This is particularly important for those who are not recorded on a physical Saltash memorial at present.

The attached project proposal includes the following points in favour of a VWM: provides a formal, structured framework in which to record information about those who lost their lives; provides a free, public-access archive of local heritage data (for research and educational purposes); can be used to encourage community input to the project (e.g. information about names such as letters, photographs, official records, etc.); demonstrates a transparent civic commitment to perpetual commemoration; and does not preclude a physical memorial in the longer term (and may inform a decision on such).

4. Details of volunteer time involved in project

Saltash resident, Peter Clements, has spent over 200 hours investigating war memorial issues that he subsequently brought before STC. Saltash resident, Christine Douglas, who has submitted a formal proposal for the project (on which this application is based) has spent over 50 volunteer hours on preliminary research in order to understand the scale and scope of the required work. It is envisaged that a Saltash Town Councillor will oversee the project and this will involve volunteer time over and above their statutory duties. The time estimated for this is one hour per week over 18 months, i.e. 78 hours. Total volunteer time, therefore, is estimated at a minimum 328 hours vs 1,085 chargeable hours.

5. Details of other sources/amounts of funding secured

n/a

6. Details of other sources/amounts of funding pending

n/a

7. Breakdown of costs

Item	Cost	Source of cost (inc. estimate)
Desk research for WW1	£1,870	See attached project proposal.
Desk research for WW2	£2,620	
Non-desk research for WW1 and WW2	£150	
Final outputs for WW1 and WW2	£240	
Application for CWGC registration of Saltash names for WW1 and WW2	£800	
Project management for WW1 and WW2	£600	
Research hours contingency @ 5%	£628	
Ancillaries	£1,182	
Ancillaries contingency @ 20%	£236	
Total cost for research programme	£8,326	

Item	Cost	Source of cost (inc. estimate)
Website creation	£1,500	See attached project proposal.
Website support and maintenance (first 12 months)	£500	
Domain name registration (first 12 months)	£10	
Domain name hosting (first 12 months)	£150	
Prepare/upload research material (300 names @ 1 hour per name)	£3,000	
Monthly blog (for first 12 months @ 2 hours per blog)	£240	
Handling emails from the public (first 12 months @ 2 hours per month)	£240	
Administration, e.g. writing website page text, seeking copyright permission for uploading material (first 12 months @ 4 hours per month)	£480	
Project management	£610	
Total cost for virtual war memorial	£6,730	

Saltash S106 application war memorial project 310317 DRAFT ii

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8. Total costs requested from Section 106 Funding

£15,056

9. If approved, when would the project begin?

1.6.17

10. When would the project be complete?

Latest 11.11.18 (to coincide with the centenary of the end of the Great War).

11. What ongoing maintenance would be required, and how would this be funded (including if it is part of the bid)?

Ongoing maintenance of the VWM would be included in STC's annual precept.

12. Do you require insurance for this project? Yes ☐ No ☒

If yes, please give details

13. Does the project require work valued at £2,500 or above from any individual supplier?

Yes ☐ No ☒

If yes, please note that submitting this form commits you to obtain three quotations for any such piece of work.

Under STC's Financial Regulation 11.1.a(ii), competitive quotes are not required because the work constitutes a specialist service. As per Financial Regulation 11.1.c, STC has resolved to appoint a local researcher and web designer in order to generate local employment.

14. Does the project require work valued at £25,000 or above from any individual supplier?

Yes ☐ No ☒

If yes, please note that submitting this form commits you to carry out a full tender process for any such piece of work.

15. Do you require any further permission(s) for this work, including planning permission? If so, please indicate the permissions required and current stage

No.

16. Please provide a brief summary of any project risks and how they will be mitigated.

Risk Item	Severity	Proposed Mitigation

NOTE A further Section D should be submitted for each discrete project or project element. Please number as D1, D2, etc.

E. Project Management

1. Project Manager name tbc after the May 2017 election
 Position Saltash Town Councillor
 Contact tel. tbc after the May 2017 election
 Email tbc after the May 2017 election

Note this covers all aspects of day-to-day project management except for invoice payment which will be handled by the Town Clerk.

2. Breakdown of Project Management Costs

Item	Cost	Source of cost (inc. estimate).	included in Section D estimates?
Research programme	£600	See attached project proposal.	Yes
Virtual war memorial	£610		
Total	£1,210		

F. Total Costs requested from Section 106 Funding

1. Costs from Section D1 Research programme £8,326
 VWM £6,730
 2. Costs from Section D2 n/a
 3. Costs from Section E Included in D1
 4. TOTAL COSTS **£15,056**

G. Treatment of Value Added Tax

Please note that the grants under this scheme are provided net of VAT.

**Commonwealth War Graves Commission Headstone for Able Seaman George Stone RN
Dedicated at St Stephen's by Saltash on 29.3.17**



Saltash Section 106 Funding Deployment Panel**Application Form****A. Overview**

1. Name & Address of Organisation Saltash Events Team
95 FORE STREET, Saltash, PL12 6AE
2. Title of Project Town Events co-ordination.
3. Brief Description of Project To organise 2 annual community events to increase footfall and community spirit of Saltash. Also offer more opportunity to retailers in the High Street, Keast Mews, lower Fore Street and the Courtyard.
4. Total Funding Requested £ 6000-00 (£3000-00 per event)
5. Dates/instalments that funding is Required 1st Event 1st Oct 2017.
2nd Event 1st JAN 2018
SEE :- D2 for further details.
6. Please tick to indicate that the following documents have been enclosed

Copy of Accounts (except for public bodies)	<input type="radio"/> N/A
Copy of Standing Orders (except for public bodies)	<input type="radio"/> N/A
Copy of Insurance for this project (if applicable)	<input type="radio"/> N/A

B. Declaration

I confirm that all of the details on this form, including any attachments, are correct to the best of my knowledge, and understand that false or inaccurate information on the form may result in funding being refused or withdrawn

Project Contact MIKE WOOLFORD, MIKE PARKER, DANIELE FRITH.

Date 16th March - 2017.

C. About the applicant organisation

1. Brief description of aims of organisation To co-ordinate and Steer 2 Major events per year in Saltash etc.
See 3. ABOVE.
Our 1st EVENT would be The Christmas Festival DEC 2017
2nd EVENT " " Valentines week FEB 2108

2. Status of organisation

Charity ☐ Public Body ☐ Community Organisation ☒
 CIC ☐ Other ☐

3. Date founded

January 2017

4. Project Contact name

Mike Woolford

Position

Spokes person.

Contact tel.

07807 888528

Email

mhwoolford@gmail.com

5. Senior Contact name

MIKE WOOLFORD

MIKE PARKER

DANIELLE FRITH

Position

CHAIRMAN

TREASURER

SECRETARY

Contact tel.

07807 888528

07811 954830

07580 083083

Email

mhwoolford@gmail.com

mikep_2042@yahoo.co.uk

daniellefrith@googlemail.com

6. Please give a brief description of other projects delivered by the organisation; particularly those of a similar nature to the project you are bidding for Saltash Cinema, Love Saltash Festival, May fair, Arts Festival, Baby and Toddler Fair, Wedding Fair, Pumpkin Rolling, Family Fun Day.

7. In the event that your organisation ceased to exist, what would happen to its resources and assets? In the event of such, a final Audit would be undertaken and all assets would be handed back to the community.

D. About the Project / Project Element

1. Title of Project / Project Element As item A2 above.

2. Description SALTASH EVENTS TEAM.

wish to continue progress and plan the Christmas Festival in December 2017 and introduce a new event VALENTINS WEEK

CONTINUED OVER....

CONT'D.

The members of the Saltash Events Team are completely Voluntary and will not expect or accept any Financial Reward.

The Grant will be funding of running expenses of each Event, i.e. Road Closures, environmental requirements, insurance, advertising, first aid etc.

No further grants from the 106 funding will be required as we will be self sustaining for all events in future years.

This will make substantial savings for 106 and council funds. Audited accounts will be published after each event from now and for many years to come.

As our application for the Love Saltash Festival to be held in August has been fully approved, we make the following comments.

Valentines, is a completely NEW EVENT therefore will need a new committee.

Following the resignation of Mr Matt Coot and leaving MIKE WOOLFORD as full chairman, we have resumed responsibility of the Christmas Festival with the committee that had been approved at FROST on FRIDAY 24th FEB 2017.

3. Please tick to indicate which priorities your project (element) meets, and explain how it meets them

i) Town Centre Regeneration ✓

To increase footfall, community spirit and encourage local spending in the Town Centre.

To raise the profile of our existing Town Centre for Retailers, other attractions and the Historic Heritage sites of interest.

Also to increase the volume of visitors from surrounding Towns and Villages.

ii) Generation of Employment Space ✓

Opening of New Shops due to increased footfall and improved economy in Saltash.

iii) Other Community Benefit ✓

Bring Residents of Saltash together and improve community togetherness.

Also allow Retailers and Charities to join together and create an improved community spirit.

4. Details of volunteer time involved in project

The said and named Saltash Events Team are 100% volunteers and will not expect or accept any financial reward.

5. Details of other sources/amounts of funding secured N/A

6. Details of other sources/amounts of funding pending N/A

7. Breakdown of costs PER EVENT i.e. 2 events per annum.

Item	Cost	Source of cost (including estimate)
Marketing costs	£ 500 - 00	
Road Closures	1500 - 00	
Waste Disposal	250 - 00	
Insurances.	100 - 00	
1st Aid, assets and safety equipment as and when required.	650 - 00	
TOTAL	£ 3000 - 00	PER EVENT x 2.

8. Total costs requested from Section 106 Funding £ 6000 - 009. If approved, when would the project begin? 1st Oct 2017.10. When would the project be complete? March 2018.

11. What ongoing maintenance would be required, and how would this be funded (including if it is part of the bid)?

NONE12. Do you require insurance for this project? Yes ☒ No ☐If yes, please give details To be arranged i.e
Public Liability prior to the events.13. Does the project require work valued at £2,500 or above from any individual supplier? Yes ☐ No ☒

If yes, please note that submitting this form commits you to obtain three quotations for any such piece of work.

14. Does the project require work valued at £25,000 or above from any individual supplier? Yes ☐ No ☒

If yes, please note that submitting this form commits you to carry out a full tender process for any such piece of work.

15. Do you require any further permission(s) for this work, including planning permission? If so, please indicate the permissions required and current stage _____

1) Temporary event Notice
 2) Road Closures.
 3) Local Public Transport.

16. Please provide a brief summary of any project risks and how they will be mitigated:

Risk Item	Severity	Proposed Mitigation
NOT APPLICABLE.		

NOTE: A FURTHER SECTION D SHOULD BE SUBMITTED FOR EACH DISCRETE PROJECT OR PROJECT ELEMENT. Please number as D1, D2 etc.

E. Project Management

1. Project Manager name	MIKE WOOLFORD	MIKE PARKER	DANIELLE FRITH
Position	CHAIRMAN	TREASURER	SECRETARY
Contact tel.	07807 888528	07811 954830	07580 083083
Email	mhwolford@gmail.com	mike_2042@yahoo.co.uk	daniellefrith@gmail.com

2. Breakdown of Project Management Costs

Item	Cost	Source of cost (inc. estimate).	included in Section D estimates?
No management costs	NIL		

Total	£		

F. Total Costs requested from Section 106 Funding

1. Costs from Section D1 £ _____
2. Costs from Section D2 £ _____
3. Costs from Section E £ _____
4. TOTAL COSTS £ _____

G. Treatment of Value Added Tax

Please note that the grants under this scheme are provided net of VAT.

CONSTITUTION OF: SALTASH EVENTS TEAM**ON: 13TH MARCH 2017****1 Name**

The name of the Group shall be: **SALTASH EVENTS TEAM**

2 Aims

The aims of the Group shall be to: **Organise community events within Saltash**

3 Powers

In order to achieve its aims the Group may:

- a. Raise money
- b. Open bank accounts
- c. Take out insurance
- d. Instruct contractors
- e. Organise events
- g. Work with other groups and exchange information
- h. Do anything that is lawful which will help it to fulfil its aims

4 Management

- (a) The Officers of the Management Committee shall be: the Chairperson, the Treasurer and the Secretary.
- (b) The Management Committee shall meet at least 12 times a year.
- (c) The Chairperson shall Chair all meetings of the Group.
- (d) The quorum for Management Committee meetings shall be 4 members.
- (e) Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.

5 Duties of the Officers

- (a) The duties of the Chairperson are to: • chair meetings of the Committee and the Group • represent the Group at functions/meetings that the Group has been invited to • act as spokesperson for the Group when necessary
- (b) The duties of the Secretary are to: • take and keep minutes of meetings • prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson • maintain the membership list • deal with correspondence • collect and circulate any relevant information within the Group
- (c) The duties of the Treasurer are to: • supervise the financial affairs of the Group • keep proper accounts that show all monies collected and paid out by the Group

6 Finance

- (a) Any money obtained by the Group shall be used only for the Group.
- (b) Any bank accounts opened for the Group shall be in the name of the Group.
- (c) Any cheques issued shall be signed 2 of the 3 nominated officials.

7 Annual General Meeting

- (a) The Group shall hold an Annual General Meeting (A.G.M.) in the month of January.
- (b) All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend and vote. The quorum for an AGM shall be 4 members.
- (c) The business of the A.G.M. shall include:
 - (i) receiving a report from the Chairperson on the Group's activities over the year
 - (ii) receiving a report from the Treasurer on the finances of the Group
 - (iii) electing a new Management Committee and (iv) considering any other matter as may be decided.

8 Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

9 Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given back to the community.

This constitution was adopted at a general meeting of the Group on 13th March 2017

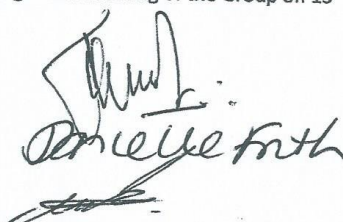
Signed by:

Chairperson: Mike Woolford

Secretary: Danielle Frith

Treasurer: Michael Parker

Other Committee members:



Agenda Item No. 18c

rbb_support

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Clubs Charities and Societies

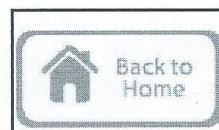
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How do I open a new CC&S account?

Accounts for CC&S customers are not opened in branch, instead, you must complete a [referral form](#) which is available here. Once the form has been submitted, your customer will receive a call back within 48 hours on working days.

How do I alter a signatory on a CC&S account?


Please see the advice on [mandate variation](#)



Owner: Community Bank Online Author: Community Bank Online Last updated: Thursday 24 Mar 2016

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[Group Internet Sites](#) [lloydsbankinggroup.com](#) [lloydsbank.com](#) [halifax.co.uk](#) [bankofscotland.com](#)



LLOYDS BANK

Lisa Webber BA Hons
Bank Manager
Saltash Branch

Direct Line: 0345 3000 000
Mobile: 07855 851687

Lloyds Bank
67 Fore Street
Saltash
PL12 6AJ

UPDATED NOTIFICATION

A bank account has now
been fully approved and opened
AT:- Lloyds BANK - SALTASH.
16/03/2017.

It has been agreed in principle, following our meeting with the Manager of Lloyds Bank in Saltash, to above account being opened when needed. This notation made 10th JAN 2017.