

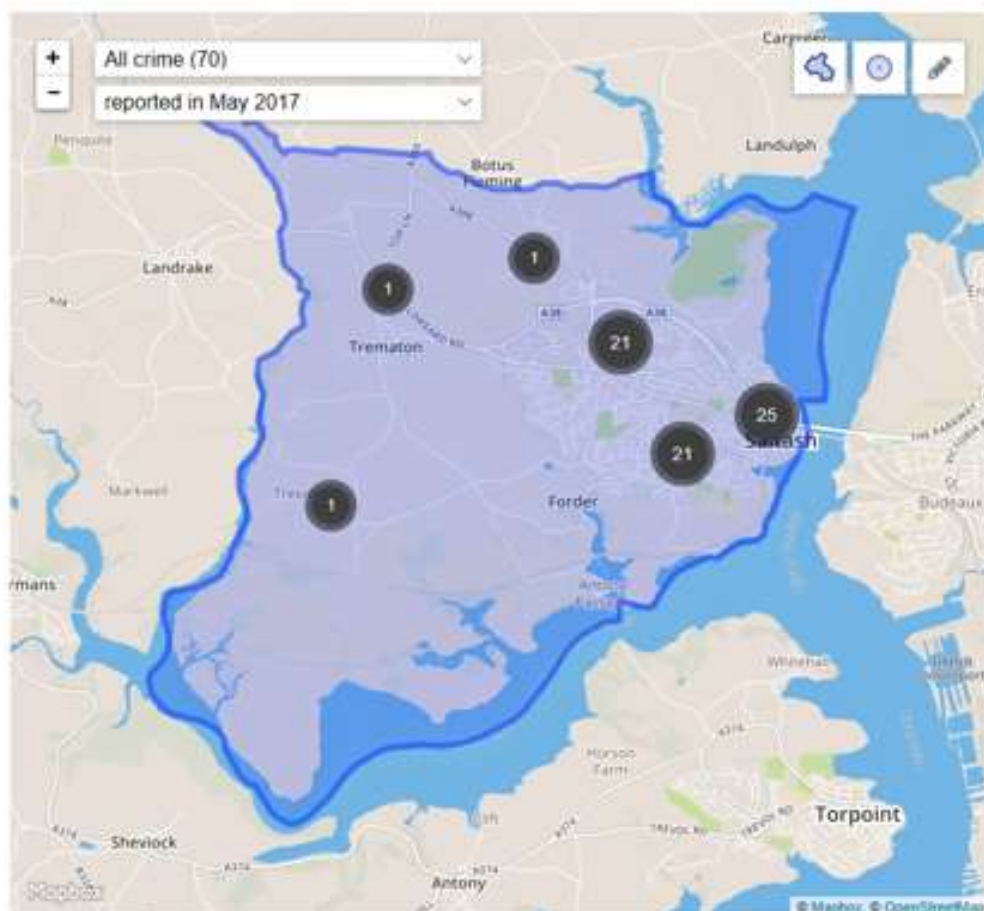
## **APPENDIX A**

Since the last meeting the Mayor has attended:

Friday 4 <sup>th</sup> August	Grand Male Choir Concert at Saltash Wesley Church in aid of the Coverack flood.
Sunday 6 <sup>th</sup> August	St.Columb Major Town Council Civic Event.
Saturday 19 <sup>th</sup> August	Saltash Foodbank Annual Coffee and Information Morning at Saltash Wesley Church.
Tuesday 22 <sup>nd</sup> August	"Poppies: Wave" Commonwealth War Graves Commission at Plymouth Naval War Memorial on The Hoe.
Thursday 24 <sup>th</sup> August	"Cake & Chatter" charity event at Saltash Fire Station.
Thursday 31 <sup>st</sup> August	Tamar Canoe Association official launch of new fleet of stand-up paddle boards on Jubilee Green.
Sunday 3 <sup>rd</sup> September	Merchant Navy "Red Duster" Service at Tideford RBL Monument.

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## **APPENDIX B**



### **Monthly Crime Figures**

#### **Reported in May 2017**

Anti-social behaviour (19)  
Bicycle theft (0)  
Burglary (6)  
Criminal damage and arson (5)  
Drugs (2)  
Other crime (1)  
Other theft (4)  
Possession of weapons (0)  
Public order (8)  
Robbery (0)  
Shoplifting (4)  
Theft from the person (0)  
Vehicle crime (2)  
Violence and sexual offences (19)

**Total 70**

## **APPENDIX C**

### **SALTASH TOWN COUNCIL**

#### **Notes of the Civic Regalia Working Party held at The Guildhall on Tuesday 22nd August 2017 at 6:30pm**

**PRESENT:** Councillors: G Challen, J Dent, S Miller, M Parker, W Phillips, C Warrington, D Yates.

Members: S Adkins, B Brooking, E Distin, A Hearl, S Hooper MBE, D Kent, S Martin.

**ALSO PRESENT:** 1 Members of the Press, 3 Members of the Public, R Lane - Town Clerk, S Burrows - Administration Officer.

**APOLOGIES:** None.

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Councillor Phillips in the Chair.

#### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

Councillor Challen informed the Chairman that she would be recording the meeting.

#### **01/17/18 TO ELECT A CHAIRMAN**

It was unanimously **AGREED** that Councillor Phillips be appointed Chairman.

Councillor Phillips remained in the Chair.

#### **02/17/18 TO AGREE THE COMPOSITION OF THE GROUP**

Councillors and members of the public wishing to co-opt onto the Working Party considered the formation of the group.

It was **AGREED** to consider opinions from all those attending the meeting and that the Working Party be equal to STC Councillors and Members of the Public.

#### **03/17/18 HISTORICAL PROTOCOL**

Mrs Hooper MBE informed the Working Party of the Saltash historical protocol.

It was **AGREED** to note.

**04/17/18     CURRENT STATUS**

The Working Party considered all opinions regarding the wearing of the Mayoress Chain.

It was **AGREED** to note.

**05/17/18     LEGAL IMPLICATIONS**

The Working Party considered legal implications.

It was **AGREED** to note and that STC had obtained legal advice from the National Association of Local Councils.

**06/17/18     ALTERNATIVE OPTIONS**

The Working Party received a number of options.

It was **AGREED** that the options to be considered be:

1. To continue with the existing historical protocol.
2. The choice be that of any elected Mayor.
3. Remove the Mayoress's Chain from use and it be put on display in the Saltash Heritage Museum and that the Mayors Consort whether it be male or female wear the consort badge.
4. That a lady Mayor has the choice to wear either chain and that the Mayors Consort wears the consorts badge.

**07/17/18     THE WAY FORWARD**

The Working Party considered at length the four options and held a vote with the Chairman holding the casting vote.

**7 FOR** to continue with the existing historical protocol.

**7 FOR** the choice be that of any elected Mayor.

**8 FOR including the Chairman's casting vote** remove the Mayoress's Chain from use and it be put on display in the Saltash Heritage Museum and that the Mayors Consort whether it be male or female wear the consort badge.

**3 FOR** that a lady Mayor has the choice to wear either chain and that the Mayors Consort wears the consort's badge.

It was **AGREED** that option 3 to remove the Mayoress's Chain from use and it be put on display in the Saltash Heritage Museum and that the Mayors Consort whether it be male or female wear the consort badge be proposed as a **RECOMMENDATION** to Full Council for adoption as policy.

08/17/18 **AOB**

**Maintenance and Security of Civic Regalia**

A member of the Working Party raised concern regarding the care, maintenance, security and insurance of the chains of office whilst in transit and being worn at civic events.

The Town Clerk informed the Working Party that the insurance had been revalidated and that chains of office are either returned to the Guildhall or kept in the Mayor or Deputy Mayors personal safe following civic events.

A member of the Working Party also queried the protocol for the wearing of the Civic Robe by the Mayor.

The Mayor informed the Working Party that she is finalising a Civic Protocol with the Senior Administration Officer for the Councils consideration which will include the wearing of the robe and a risk assessment for all civic regalia when it is in transit, being carried or worn.

It was **AGREED** to note.

**Consorts Badge – Repair Works**

The Working Party considered essential works required to the Consorts badge and other Civic Regalia.

It was **AGREED** to **RECOMMEND** to Full Council that repairs to the Consorts badge and other Civic Regalia items be approved.

09/17/18 **DATE OF NEXT MEETING**

No further meetings will be held.

The Chairman thanked all those who attended.

Rising at: 20:40

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

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

## **APPENDIX D**

**From:** Holley Derek CC  
**Sent:** Monday, August 14, 2017 5:22 PM  
**To:** Jean Dent, Townclerk  
**Subject:** Double yellows

Hi Jean and Ray

I have had several lots of thanks for the short stretch of double yellow lines at the south east end of Hillside Road. The thanks (the latest today) have come from residents of Glebe Avenue and Hillside Road who now can drive along Hillside in the evenings with much less risk.

In each case I have pointed out that it was Saltash Town Council who came to the rescue and funded all the traffic regulation orders across Saltash that have just been completed, so I would be very grateful if you could pass on these thanks to the town council at your next meeting.

For the future I have increasing concerns about the situation at the St Stevens end of Essa Road where the access situation seems to be worsening on the corner in the middle of the North Western stretch. With the benefit of hindsight a short extension of the double yellow around that corner should have been done. Perhaps we can add that to a future list and I would be grateful for any feedback. The timescale for these orders is about 3 to 4 years.

Kind regards

Derek

**From:** adam killeya  
**Sent:** Thursday, August 24, 2017 3:23 PM  
**To:** Jean Dent  
**Cc:** Townclerk

**Subject:** Saltash Town Council - possible Sixth Form panel

Hi Jean,

This is another email about speaking to Sixth Formers, but this time with your Mayoral Chain on rather than your Legion hat! A couple of years ago we did a 'councillor panel' with the Sixth Form, having a Q&A with cllrs to make students more aware of community issues, ways of getting involved etc. I'd like to do this again, ideally with both Yr 12 and Yr 13 (separately). My preferred dates would be 11th Oct with Yr 13 (unless the Legion works better for 11th Oct, in which case 1st Nov for Yr 13); and probably (tbc) 4th Oct with Yr 12, but if not then 20th Sept. If those dates don't work then we can try others later in the year, as unlike the poppy appeal it is less date specific. In all cases it'd be a Wednesday morning 0900-1000.

Ideally I'd like two town cllrs and a Cornwall Cllr on the panel, preferably with a mixture of political affiliation, ward and demographics although you can't have everything!

Would you be willing to ask the council at it's September meeting whether any of them might be available and willing to take part? I have copied in Ray so that he also has a copy of the suggested dates for the meeting.

Many thanks,

Adam

**From:** Holland Sharon

**Sent:** 29 August 2017 11:01

**To:** enquiries

**Subject:** Grateful thanks from electoral services and polling day staff for use of Lower Guildhall on 24 August

Hi Fiona and Julia

Just a quick note to say thank you from us for giving such a good service last week and for looking after our staff so well.

The presiding officer, Dr Wendy Hudson, has emailed me to say how good you were and I am more than happy to pass on her thanks here

"Huge thanks are also due, as always, to our wonderful Guildhall staff: Julia and Fiona in the office, assisting us with queries; David, Jim, Graham and Jeannett for the setting-up, frequent checks to make sure we had everything we needed and a continual supply of hot water for teas and coffee. For the second Election in a row, however, the Gold Star must go to Jeannett who, out of her own pocket, not only provided Swiss Roll but also decorated the place with sunflowers! They are all brilliant and I feel very privileged to be stationed at Saltash Guildhall with them."

Many thanks again,

kind regards Sharon

Sharon Holland (Mrs)

Constituency Lead - South East Cornwall

Electoral Services – Governance and Information - Customer and Support Services  
directorate - Assurance

## **APPENDIX E**

**From:** Ed Kemsley

**Sent:** 31 August 2017 21:06

**To:** enquiries

**Cc:** 'Ben Ellis Quora'

**Subject:** Callington Road, Saltash

Dear Saltash Town Council

You may recall we contacted you in July to discuss the emerging proposal on the site at Saltash Industrial Estate at which Tesco previously planned to develop a foodstore. As you are aware Tesco are not proceeding with the development, however we act on behalf of Quora Developments who intend to bring forward a new retail led development.

Please see attached pack of information which confirms the final layout / scheme for the above site, as well as notes in respect of planning and highways. The current proposals include a Aldi store (Unit A), Home Bargains (Unit B), as well as a Costa (Unit C) and McDonald's (Unit D) Drive Thru units. Quora have taken the difficult decision to drop 'Pets at Home' from the previous scheme due to the comments received during the consultation process undertaken in July. The Costa unit has been brought on board by way of replacement, however you will note this is a small unit by comparison.

The attached pack includes a 'Planning Briefing Note' which provides a summary of the retail impact of the current proposals when compared to the approved Tesco scheme. This confirms that the proposed retail element of the scheme (i.e. Aldi and Home Bargains) will result in a much lower turnover than the approved Tesco scheme due primarily to the nature of the discount retailers. Whilst it will result in significantly less impact on Saltash Town Centre Quora accept the need to provide an appropriate town centre contribution in order to mitigate this likely impact. Based on our assessment we consider the contribution will be in the order of £222,000. Quora are keen that this is directed towards existing and emerging town centre initiatives. We would welcome early discussions on where this money can be directed to. Please note that we also intend to discuss this matter with the Chamber of Commerce, Ward Members, as well as Council officers during the application process.

The attached 'Highways Appraisal' provides a useful summary of the highways and transportation implications in relation to the proposed scheme when compared against the approved Tesco scheme. It confirms that the layout of the access and site is similar to the approved Tesco scheme and as such it does not introduce any additional highway issues. The works necessary to make the highway effect of the Tesco scheme acceptable have been carried out at the Carkeel Roundabout (which is currently having a further improvement).

On the basis of the trip analysis we consider that the proposals will provide a highway benefit as a result of delivering a less trip intensive development when compared to the approved Tesco scheme.

Finally, in addition to the town centre contribution, we have been discussing with the Chamber of Commerce the possibility of introducing signage on the site which seeks to advertise Saltash Town Centre. The attached 'Signage Proposals' illustrate 4 potential options which we have put to the Chamber for comment, however we would welcome any comments you may have on these.

In terms of timescales going forward, we intend to lodge the application by the end of this week and we hope to move towards achieving a decision on the application by



early December. We note that once the planning application is lodged and validated that the Town Council will be formally consulted by Cornwall Council. We would be happy to attend the Town Council's Planning Committee meeting in order to discuss the proposals and to answer any questions you may have. In light of this please let us know when the next available meetings are due to take place?

We look forward to hearing from you

Many thanks

**Ed Kemsley**

**Director**



**Second Floor | 2 Sycamore Street | London | EC1Y 0SF**