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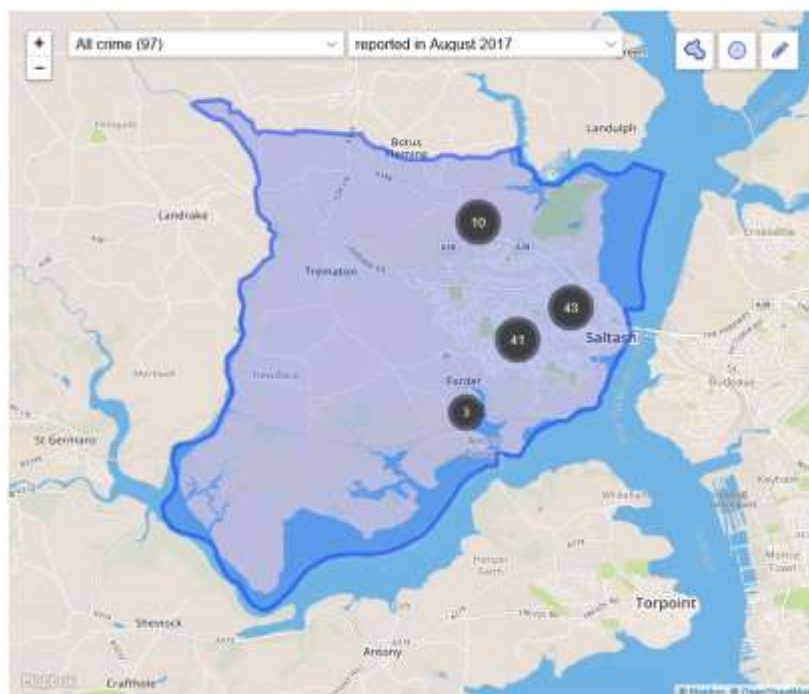
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Agenda No. 6

MAYOR'S REPORT TO STC THURSDAY 2ND NOVEMBER 2017

Since the last meeting the Mayor has attended:

Saturday 7 th October	Launch of SEA Saltash REFILL event on Fore Street
Monday 9 th October	Saltash Music, Speech & Drama Festival AGM at Wesley Church
Wednesday 11 th October	Speaking to students at saltash.net
Saturday 14 th October	Dementia Voice PL12 Veterans Group Coffee Morning at Saltash Baptist Church
Saturday 21 st October	Saltash Branch RNA Trafalgar Night Dinner at the China Fleet Club
Friday 27 th October	Plymouth Area Police Choir Concert at Saltash Wesley Church
Saturday 28 th October	Saltash & District RBL Festival of Remembrance at Saltash Wesley Church

Agenda No. 7**All crime (97)****Crime types**

- Anti-social behaviour (33)
- Bicycle theft (0)
- Burglary (4)
- Criminal damage and arson (7)
- Drugs (1)
- Other crime (6)
- Other theft (10)
- Possession of weapons (0)
- Public order (3)
- Robbery (0)
- Shoplifting (4)
- Theft from the person (0)
- Vehicle crime (0)
- Violence and sexual offences (29)

Agenda No. 9

Notes



Meeting:	Cornwall Gateway Community Network Panel
Date:	Tuesday 12 September 2017
Time:	6.30pm
Location:	Committee Room, Torpoint Town Council

Present	Title/Representing
Derek Holley	Cornwall Councillor – Saltash East (Chairman)
Sheila Lennox-Boyd	Cornwall Councillor – Saltash North
Hilary Frank	Cornwall Councillor – Saltash South
Jesse Foot	Cornwall Councillor – St Germans and Landulph
Gary Davis	Cornwall Councillor – Torpoint East
John Crago	Cornwall Councillor – Torpoint West
John Tivnan BEM	Torpoint Town Council
Jean Dent	Mayor of Saltash, Saltash Town Council
Trevor Aughey	Botus Fleming Parish Council
Nicky Roberts	Millbrook Parish Council
Nigel Witton	St Germans Parish Council
Steve Barnes	St Germans Parish Council
Diana Lester	Sheviok Parish Council
Chris Wilton	Chairman, Maker with Rame Parish Council
Martin Worth	Chairman, Landulph Parish Council
Inspector Julian Morris	Sector Inspector, Devon and Cornwall Police
Tim Fleckney	Member of Public
Nigel May	Member of Public
Tish Roberts	Programme Manager, Superfast Cornwall (min no 4)
Simon Mould	Head of Community Safety and Localism, Cornwall Council
Catherine Thomson	Community Link Officer, Cornwall Council
Lisa Grigg	Communities Support Assistant, Cornwall Council
Apologies for absence: Cornwall Councillor George Trubody (Rame Peninsula) Cornwall Councillor Sam Tamlin (Saltash West) Paul Walker – Service Director, Resilient Cornwall, Cornwall Council Tony Parry – Saltash CIC	

Item	Key/Action Points	Action by:
1.	Welcome and Introductions Cornwall Councillor Derek Holley, Chairman of the Community Network Panel welcomed all presented and invited everyone to introduce themselves.	
2.	Public Participation Mr Fleckney spoke under agenda item 3; Air Quality in Tideford. Mr May spoke under agenda item 4; Superfast Cornwall.	

3.	<p>Cornwall Gateway Community Network Panel Priorities</p> <p>Air Quality in Tideford Catherine Thomson (CT), Community Link Officer reported that the Network Panel agreed at its previous meeting to consider air quality as one of its priorities. It was agreed that a local Focus Group would be established to work collectively on this issue.</p> <p>CT updated that a meeting with key partners including Cornwall Council, St Germans Parish Council and Highways England took place in August. It was recognised that there needed to be a partnership approach and agreed that a working group would be formed. St Germans Parish Council will be the lead organisation and will formally invite key organisations to join the working group and will arrange future meetings.</p> <p>The group will look further at potential solutions and investment opportunities. Outcomes will feed into the work and consultations already underway to develop the Highways England Road Investment Strategy (RIS) covering the period post 2020.</p> <p>Councillor Witton highlighted that there is an objective as part of the RIS, to look not only at Tideford but the section of road stretching from Marley Head through the Glynn Valley to Bodmin.</p> <p>It was queried whether other affected neighbouring Councils should be invited to join the group. In response, CT explained there is a wider A38 issue and that there is likely to be a separate action group which will run in parallel with the Tideford group.</p> <p>Mr Fleckney referred to a complaint made to Cornwall Council, and subsequently with the Local Government Ombudsman, that the action by Cornwall Council in announcing consideration of compulsory purchasing devalued his property. The decision of the Ombudsman found the property had devalued but this was not due to Cornwall Council declaring the area as an Air Quality Management Area which legally it was obliged to do. However, Cornwall Council was found to be at fault on inadequate consultation on the Clean Air for Cornwall Strategy and revised Action Plan.</p> <p>It was agreed that the Tideford air quality issue will be an agenda item for future Panel Meetings.</p>	CT
4.	<p>Superfast Cornwall Update Tish Roberts, Project Manager for Superfast Cornwall was welcomed to the meeting. Tish gave an update on the current position with the project and the next phase. Please see full update attached to these notes.</p> <p>Tish outlined that there are 15,825 premises registered in the Cornwall Gateway network area. 624 premises are getting less than 15mbps and 886 premises less than 30mbps.</p> <p>A number of weak areas were highlighted by panel members. An indicative list of postcodes which could be feasible for an upgrade will be published by Superfast Cornwall by the end of September.</p> <p>Tish explained that it is not possible to set any priorities for individual areas. With such large numbers of premises and businesses that could</p>	

	<p>benefit from an upgrade, the roll out of the programme needs to be determined by a financial/engineering model that provides value for money by maximising the number of premises upgraded.</p> <p>Tish highlighted that for properties not included in the upgrade areas, there will be a grant scheme available for residents to apply for up to £1700 to connect their property in another way e.g. mobile connection or satellite. Details of the scheme are still being finalised but it is expected to be launched in January 2018.</p> <p><i>Questions and Answers</i></p> <p>Q. What is the definition of 'Superfast'?</p> <p>A. 30mbps and below.</p> <p>Q. How will people know if their property is included in the upgrade area?</p> <p>A. Superfast Cornwall will publish a list of all the postcodes on their website by the end of September. A notification postcard will also be sent to the properties concerned. An update will also be sent to the Community Link Officer to circulate.</p> <p>Q. How can I check the speed of my broadband connection?</p> <p>A. Through the BT Performance Test website; https://www.bt.com/help/home/broadband/speedtest/</p> <p>Q. We are currently running on copper wire on a 2mile stretch from the exchange. There is continual disruption to the service due to lines being in isolated rural areas and being affected by trees etc. Other rural areas must experience similar problems. What contact have you got with BT and Open Reach to maintain a decent copper wire service let alone Superfast?</p> <p>A. We manage the tender of behalf of Cornwall Council. We record all issues reported to us from members of the public which we escalate to BT. We acknowledge the old technology is working at capacity but there is only a limited amount of funding available.</p> <p>TR to provide Mr May with the detailed exchange map for Tideford to Quethiock.</p> <p>Simon Mould, Head of Community Safety and Localism, Cornwall Council highlighted the importance of engaging with all customers. As part of the National Customer Service and Get On Line Week, Cornwall Council will be promoting its services and showing customers how to access them online with volunteers at various locations to speak to customers and give demonstrations.</p>	TR
5.	<p>Strengthening Community Networks Please see presentation attached.</p> <p>CT reported that at the Cabinet Meeting held on the 6th September, proposals to strengthen Community Networks were agreed. A summary of the proposals were circulated. Please see copy attached to these notes. The proposals will be introduced in stages over the next few months and there will be further engagement through the Community Network Panels (CNP) and the proposed Localism Summits.</p> <p>As part of the proposals, representatives from the Council Leadership Team</p>	

<p>(CLT) have been appointed to CNPs. CT introduced Simon Mould (SM), Head of Community Safety and Localism who was representing Paul Walker, Director of Resilient Cornwall.</p> <p>CT outlined the proposed improvements to be implemented between September-December 2017 and sought views from the panel;</p> <p>Frequency of Meetings Panel agreed to continue with the current arrangement of quarterly meetings with the AGM forming part of one of the four meetings.</p> <p>Member Feedback and Town and Parish Council Updates Panel agreed that CT/LG will ask for any feedback/updates from Members and Town and Parish Councils in advance of the panel meetings. The list of issues will then be circulated with the agenda. There will be a 15-minute agenda item for anyone to ask questions.</p> <p>Town and Parish Council Presentations Panel agreed that Town and Parish Councils can notify CT/LG if they have any specific issues they would like added to CNP agendas.</p> <p>Partner Updates Panel agreed to continue with the current arrangement of inviting the police to attend CNP meetings. Panel also agree to continue inviting other partners as and when relevant depending on issues being discussed.</p> <p>Geography The Panel considered the proposals and suggested;</p> <ul style="list-style-type: none"> • Geographical sub-groups – formalise the Rame Cluster. • Cross-CNA task and finish groups – A38. • Joint meetings of CN Panels – if the need arises. <p>Community Chest 'Celebration/Cheque Presentations' at CNP Meetings The Panel considered this was a role for individual Councillors rather than the CNP.</p> <p>Local Reporting Lines Each CNP is asked to consider if they need to take any steps to improve reporting links with local partnership bodies. The panel felt that this would be addressed through the priority setting process.</p> <p>The panel generally welcomed the proposals as a positive step forward as it gives more weight and recognition to the CNPs.</p> <p>SM explained that in relation to Highways, it is proposed that CNPs are the local key point of contact for engagement and consultation for major capital transport schemes in or affecting their CNA. It is also proposed that CNPs can make recommendations to the Portfolio Holder for Transport on the prioritisation of transport schemes. A Task and Finish Group has been established to develop a process for this. The proposed process will be reported back to Cabinet Members and final arrangements will be agreed in consultation with CNPs.</p> <p>It was queried whether CNPs would be able to employ external contractors if they had their own budgets. SM to follow up and report back.</p>	<p>CT/LG</p> <p>SM</p>
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	<p>With proposals to introduce more powers, it was queried what additional resources will be given to Community Networks. SM explained that options are being explored including additional staff resources, looking at how best to utilise links to emergency management, changing organisational structures to align with CNAs, introducing CLT representatives to support CNPs and working with colleagues to assign key service contacts to CNPs.</p>	
6.	<p>Update from Sector Inspector Julian Morris, Devon and Cornwall Police</p> <p>Inspector Morris was welcomed to the meeting. He reported that there has been an 18% increase in recorded crime in the last 12 months. 2908 crimes were reported in the network area (an increase of 8 crimes per week) with 900 occurring in the Saltash area and 570 in the Torpoint area. However, it was explained that this is a national trend and is due to a change introduced by HIMC in 2015 in how historical crimes are recorded.</p> <p>Since 2009, the police force has managed to save £54million and seen a reduction in police officers from 3500 to 2900. However, the force still has to make a further £9million in savings.</p> <p>The Police and Crime Commissioner has released a significant sum from reserves to increase the number of operational officers over the next four years. In addition, there will be a team of police staff who will directly support front line policing e.g. taking witness statements over the telephone. This is expected to free up a significant amount of police officer hours.</p> <p>In order to achieve this, the Chief Constable proposes to make a significant reduction to the number of PCSOs. It is expected that this will be through other employment opportunities in the force and through voluntary redundancies.</p> <p>There are currently 13 PCSOs for the whole of the East Cornwall sector. By the end of November 2017, this will be reduced to 8. There will be 2 PCSOs covering Saltash and 1 for Torpoint. There will be a Sergeant and Neighbourhood Bear Manager for each station and 6 PCs covering the 4 stations (Saltash, Torpoint, Liskeard and Looe).</p> <p>Whilst staff numbers are reducing, there are no plans to close any stations in the 4 towns. Saltash has just undergone a refurbishment, there are plans to redevelop Torpoint, Looe is looking to co-locate with the Fire Service and there is a meeting in the near future to discuss plans for Liskeard.</p> <p>Inspector Morris was thanked for his attendance and valuable input. The Chairman advised that for future meetings the Police item will be moved to be beginning of the agenda.</p>	LG
7.	<p>Start time of meetings</p> <p>The Chairman advised that a request has been received from a Member for meetings to start at a later time. The network panel considered the request but felt that meetings should continue to start at 6.30pm.</p>	
8.	<p>Supporting CNA Parish Council representatives</p> <p>The Chairman issued an invitation to the Parish Councils within the network area and asked if they could advise if they would like him to attend any</p>	ALL

	future meetings so that he can introduce himself as the recently appointed Chairman of the CNP. The importance of the network panels would also be highlighted and the value of attendance at meetings.	
9.	<p>Neighbourhood Plan Updates – open discussion</p> <p>Saltash – Plan is in the process of being written and progress is being made.</p> <p>Botus Fleming – Nearly completed the evidence gathering. Now looking at drafting policies but feeling under resourced. CT advised that there is an Engagement Officer, based within Cornwall Council's Planning and Sustainable Development Team who can offer support and guidance to groups. CT to arrange contact between Zoe Bernard-John (Engagement Officer) and Councillor Aughey.</p> <p>Rame Peninsula – Approved by referendum held on the 4th May 2017.</p> <p>St Germans – On hold. Awaiting outcome of legislative changes before revisiting.</p> <p>Torpoint – Working on feedback received from Cornwall Council following informal submission. Considerable amount still to be done. Zoe Bernard John is assisting the group.</p> <p>Councillor Davis understood there was a review of Central Government assistance available to Neighbourhood Development Plan Groups. SM to follow up and report back.</p> <p>Landulph – Progress being made. Looking towards formal submission in 2018.</p>	<p>CT</p> <p>SM</p>
10.	<p>Notes of the last meeting</p> <p>The notes of the last meeting held on Tuesday 27th June were agreed as an accurate record.</p>	
11.	<p>Urgent Items</p> <p>Devolution The Chairman referred to delays in progressing devolution projects and asked SM if there were plans to provide additional resources. SM acknowledged there were delays but explained that there were currently 62 'live' projects with varying complexities and only a small team to administer the process. Work was currently being done to develop a prioritisation mechanism and a clear agreed process. Details will be circulated to CNPs. SM advised that he would also be willing to attend the next CNP meeting and provide an update.</p> <p>Transport Transport Access People (TAP) arrange door-to-door transport for people who have difficulty accessing other forms of public transport. They specialise in non-emergency healthcare appointments, trips to the library, memory cafes, meeting friends for lunch and shopping excursions. Please see poster attached to these notes for further details.</p> <p>Customer Services and Get On Line Week – 2nd-8th October A variety of events are taking place to interact with customers and</p>	SM

	encourage them to 'try one new thing'. This may be booking a train or bus ticket, looking at a timetable or accessing a council service. The aim being to encourage people to do something different to help them experience the financial, social, entertainment and health benefits the internet offers. Please see poster attached for further details.	
12.	Dates of meetings for 2017 <ul style="list-style-type: none">• Wednesday 6th December - venue to be confirmed. <u>The meeting closed at 9.05pm</u>	ALL/ LG

Contact Officers:
If you have any queries about the Community Network Panel, please contact:

Name	Role	Telephone	Email
Catherine Thomson	Community Link Officer	07769 724877	catherine.thomson@cornwall.gov.uk
Lisa Grigg	Communities Support Assistant	01726 223604	lisa.grigg@cornwall.gov.uk

Website: <http://www.cornwall.gov.uk/community-and-living/communities-and-devolution/community-networks/cornwall-gateway/>

Strengthening Community Networks Briefing for Community Network Panels (CNP)



1. Introduction. A key commitment of the new Council administration is to strengthen and empower Community Networks, and give them an enhanced place-shaping role. The Cabinet approved an approach to achieve this at its meeting on 6.9.17, comprising proposals for improvement based on best practice within Cornwall and other local authorities. This paper sets out an overview of the approved proposals; the full details can be found here: [Cabinet Agenda and Report](#) (see Item 8).

The approach aims to make CNPs the best locality forums in the country and, in so doing, to give the Council the best possible local "tool" to help it achieve the [Priorities for Cornwall](#) and the commitments in the [Council Strategy](#) and [Localism Strategy](#).

Stronger and empowered CNPs will help support all the Priorities for Cornwall, especially the commitments to: "listen and work with the people of Cornwall", "act in the best interests of Cornwall, putting people first", "ensure everyone can live well and safely together", and "give residents and communities a greater say in decisions and make them at the most appropriate level." They would also support the local leadership role of local Members and town & parish councils.

2. Improvements (Overview). The Cabinet approved a range of proposals, comprising:

- (i) Relatively simple improvements to enhance the existing CNP model, to be implemented in the next few months in close liaison with CNPs (Sep-Dec 2017)
- (ii) More complex improvements, to be developed through engagement with CNPs and other stakeholders prior to implementation between January and May 2018.

The improvements fall under the following headings:

- **Linking:** strengthening the links between CNPs, the Council and its partners
- **Budgeting:** delegating decisions to CNPs about place-based budgets, or giving them more of a say on the use of such budgets
- **Empowering:** CNPs deciding or having more influence over issues including strategy, policy, place shaping, local service provision and enforcement, and devolution
- **Engaging:** increasing public involvement in CNPs; and increasing public engagement by the Council and its partners via CNPs
- **Geography:** options for sub-groups/joint meetings, where desired locally (and thematic joint working across Cornwall/regions of Cornwall)

A key aim is to find a better balance in the **Operation** of the CNPs, between consistency and local flexibility. To achieve this, there will be a "CNP menu." Every CNP will be asked to follow the "**set menu**" (e.g. issuing a public bulletin after its meetings). They will also be able to choose "**optional extras**" from the menu (e.g. holding "speed dating" workshops like they do in Liskeard & Looe Community Network!). With set menu items, CNPs will have some local discretion (e.g. the content of the public bulletins).

A particular focus for the engagement will be the **Empowering** heading, on what exactly CNPs want and should have more of a say on. It is also hoped that the engagement will produce additional improvement ideas that have not been considered to date.

3. The Improvements (Brief Summary). The approved proposals are listed in detail in [Appendix 1](#) of the Cabinet report, and are summarised below.

A. Set Menu (CNP's must adopt these, but have discretion on how to operate them locally)
Implementation to commence Sep-Dec 2017:

1. Promoting **ways Members can raise issues** on CNPs' behalf (e.g. motions to Council)
 2. Each CNP will directly lead a **place-based partnership project** of its choice
 3. **Standing items** for Member updates and Town & Parish Council (T&PC) representatives
 4. Regular **information sharing** (e.g. on devolution and Neighbourhood Planning)
 5. Updates on the progress of the **devolution programme** within the CN area
 6. Engagement on any initiatives offering to **delegate functions** (e.g. fixed penalty notices) or **provide enhanced services** (e.g. parking enforcement) to T&PCs
 7. Engagement on initiatives to: promote **capacity building** of T&PCs and the voluntary, community and social enterprise sector; **raise awareness** of their work; **promote joint working** between them to deliver devolved services in partnership
 8. Named **officer contacts** for each CNP (from Council services and partner agencies)
 9. Engagement in **community place-shaping programmes**
 10. **Engagement & consultation events** will be at or in partnership with CNPs
 11. Public will be invited to sign up as free **"subscribers"** to interact with their CNP
 12. **Social media** accounts and post-meeting **bulletins** for all CNPs
 13. A standard, consistent format across Cornwall for **Public Questions**
 14. Council **petitions** facility to be publicised
 15. Improvements to CNP **meeting papers**
 16. A **CNP Forward Plan**, showing issues to be discussed at forthcoming meetings
 17. Minimum meeting frequency: Annual General Meeting and Quarterly Meetings
- Engagement in Sep-Dec 2017; implementation from Jan-May 2018:*
18. A **CNP Engagement Framework**: a list of issues on which CNPs will be informed and engaged (CNP's will be able to opt out of engagements on some individual issues)
 19. Exploring **new ways for CNPs to escalate issues** (e.g. references to committee)
 20. **"Highways"**: Engagement with CNPs on major capital transport schemes; CNPs to make recommendations on prioritisation of local transport schemes, with budget.
 21. To explore a potential defined role for CNPs in **external funding bids** and use by CNPs of **participatory budgeting**
 22. CNPs to produce a **2030 CNA Strategy**, comprising a holistic vision and action plan
 23. Short **"CNP films"** and **photo storyboards** to showcase the work of CNPs
 24. A **CNP handbook**, a guide on the revised CNP model for all participants

B. Optional Extras (CNP's can choose to adopt these if they wish):

1. CNPs to consider scope for **improved links with other partnerships** in CNA
2. **Town & Parish Council presentations** on current work/priorities (on a rolling basis)
3. **Partner updates** (on standing/regular basis)
4. **Community Chest celebration events** (networking with organisations which have received grants and giving them an opportunity to promote their work)
5. CNPs can **co-opt** representatives from local organisations
6. CNPs can invite **public** to suggest **agenda items** (about CN-wide issues)
7. Options for geographic and/or thematic sub-groups and joint groups
8. **Speed-dating workshops** (on model used in Liskeard & Looe)

Briefing note

Superfast Broadband Infrastructure Update

August 2017



The Journey So Far

Superfast broadband infrastructure in Cornwall has been delivered through two key programmes since 2010: the Superfast Cornwall programme (2010-2015) and the current Superfast Extension Project (2015-2017). A third phase for the period 2018-2020 has just been announced.

Superfast Cornwall Programme (Sept 2010 – Sept 2015)

The pioneering 2010-2015 Superfast Cornwall programme was a partnership between the EU, BT, Cornwall Council and the Isles of Scilly Council. The programme delivered £132m of investment to upgrade Cornwall's broadband infrastructure, with £53.5m funded by the EU and £78.5m by BT.

The programme delivered upgrades to around 256,000 premises, with around 232,000 premises able to connect to 30+Mbps superfast¹ broadband. Around 84,000 premises were upgraded with Fibre to the Premises (FTTP), the fully future-proofed solution which runs a fibre-optic cable all the way to the premises. This is a far higher proportion than any other rural area in the country.

The average amount of public funding to upgrade each premise to superfast broadband was approx. £220.

Latest independent research shows that this first phase is delivering huge economic benefits. There are now 90,000+ connections including 16,000 businesses, creating and safeguarding over 6,500 jobs. The technology has helped the creation of around 3,300 start-up businesses. Overall, this is providing an estimated £275 million annual boost to our economy.

Superfast Extension Project (Jun 2015 - Dec 17)

Following the 2010-2015 programme, an estimated 48,000 premises were unable to connect to 30+Mbps superfast broadband. The SEP, which is currently underway, is aiming to upgrade a further 8,000 premises to superfast broadband by the end of 2017. Funding towards the project comes from Broadband Delivery UK (BDUK) £2.96m; Cornwall Council £1.46m; Growth Deal £1m; Regional Growth Fund £0.5m; and BT £1.23m.

¹ Although there are various Government and EU definitions, superfast broadband is taken as 30+Mbps in this document for consistency with the next 2018-2020 Superfast Cornwall programme. Ultrafast broadband is taken as 100+Mbps.

Because the premises now being upgraded are considerably more challenging, the average amount of public funding to upgrade each premise to superfast broadband is approx. £740.

Superfast & Ultrafast for Cornwall Programme (Superfast 2)

At the end of 2017, it is estimated that around 30,000 premises will be unable to connect to 30+Mbps superfast broadband. Of these, around 16,000 will be unable to connect with at least 15Mbps speeds.

A new £17.6 million¹ deal was announced on 22 August to upgrade a further 7,500 premises in some of Cornwall's most remote places by the end of 2019. This includes the four remaining schools that are currently unable to access superfast broadband speeds. Funding for this new initiative comes from the European Regional Development Fund (ERDF) which will provide £8.5m; BT £5.1m; the Government's Broadband Delivery UK (BDUK) programme £3m; and Cornwall Council £1.1m, and the programme will be managed by Cornwall Development Company.

These premises will be the most challenging yet to upgrade, and each premise is expected to cost an average of about £1700 of public funding.

Selecting the areas to upgrade

Superfast Cornwall will be aiming to publish by the end of September 2017 an indicative list of postcodes that the high level modelling shows could be feasible to upgrade. In order to move to the next stage of certainty, much more detailed planning and surveying will need to be undertaken once the programme has started, and this will be undertaken on a rolling basis through 2018 and 2019. The first premises are expected to go live in Spring 2018.

Rolling out superfast broadband is a major infrastructure programme and complete lifecycle, covering planning, surveying and network build, can take 12 months to complete.

Unfortunately it is not possible to set any priorities for individual areas. With such large numbers of premises and businesses that could benefit from an improvement in speed, the roll out of the programme needs to be determined by a financial / engineering model that provides value for money by maximising the number of premises upgraded.

Options for areas not covered by the next roll out

At the end of this new programme, an estimated 8,000 premises will still have broadband below speeds of 15Mbps, and we are fully aware of the social and economic disadvantages faced by residents and businesses affected.

Further rollout

Cornwall Council is exploring funding options for pushing the superfast broadband footprint even further to cover as many of these as possible. In the meantime, businesses and residents can consider the following options:

Cornwall Council Grant Scheme

Cornwall Council has committed to delivering two further added value schemes targeting strategic business sites and communities. Both schemes will address key areas that remain outside of the planned superfast broadband footprint. Detailed grant scheme design, including defining eligibility criteria, appraisal systems and funding award processes, is still in development. Further information is expected to be released towards the end of 2017 and the scheme is expected to be open to applications from January 2018.

Mobile Broadband

Recent 4G rollouts by the mobile providers EE, O2, Vodafone and Three mean that about half the premises that cannot get good broadband speeds over their fixed phonelines can now get much better speeds using mobile broadband. You can check the current availability of 4G broadband services using the Ofcom mobile coverage checker at <https://checker.ofcom.org.uk>. A weak signal can still deliver a good service if a more sensitive internal or external antenna is used.

Avanti Satellite Scheme

The Superfast Satellite Broadband project, funded by the European Regional Development Fund (ERDF), provides eligible SME businesses not covered by these plans with broadband speeds up to 40Mbps. The scheme enables businesses to take up a service with subsidised installation and service charges. To find out more visit www.avantiplc.com/cornwall.

Please note that mobile and satellite broadband data packages offered by suppliers tend to be limited by monthly download caps. You should seek professional advice (e.g. from your IT provider) to ensure that all applications you intend to use will run.

Keeping informed

The latest information, including an overview of the programme, FAQs, the latest postcodes in build, a link to coverage maps on the Council's mapping portal, and information about whether or not a premise can connect is available on the Superfast Cornwall website at www.superfastcornwall.org.

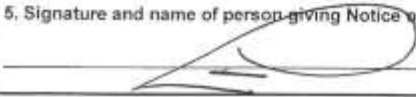
Any questions that are not answered by the information provided on the website can be sent to info@superfastcornwall.org or call 01872 324991.

Agenda No. 13fNAME OF SMALLER AUTHORITY: SALTASH TOWN COUNCIL**NOTICE OF CONCLUSION OF AUDIT**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

The Accounts and Audit Regulations 2015 (SI 2015 No.234)

The Local Audit and Accountability Act 2014

NOTICE	NOTES
<p>1. Date of announcement <u>4th OCTOBER 2017</u> (a)</p> <p>2. Notice of conclusion of audit and publication of accounts. The audit of the authority's accounts for the above year has been concluded on: <u>29th SEPTEMBER 2017</u> (date) by grant Thornton UK LLP. The Annual governance statement, Accounting statements and the External auditor certificate and report (the Annual Return), have been published (b)(c). Copies of documents are available for purchase by any person on payment of a reasonable sum. Documents will remain available for public access for a period of not less than 5 years from the date of this notice (d).</p> <p>3. Section 25 of the Local Audit and Accountability Act 2014 provides for the exercise of public rights to inspect the statement of accounts:</p> <ul style="list-style-type: none"> Local Government Electors and their representatives have rights to make copies of: <ul style="list-style-type: none"> the accounting statements, the external auditor's opinion and certificate of completion (e), any public interest report relating to the authority, and any recommendation relating to the authority. <p>For the year ended 31 March 2017 these documents will be available on reasonable notice on application to the person in paragraph 4 below.</p> <p>4. Person to which you can apply to inspect the accounts and availability (f)</p> <p>Name: <u>MR. R. LANG</u></p> <p>Position: <u>TOWN CLERK</u></p> <p>Address: <u>THE GUZDALL, LOWER FORD STREET,</u> <u>SALTASH, CORNWALL. PL12 6JX</u></p> <p>Tel no: <u>01752 844846</u></p> <p>Email: <u>ENQUIRIES@Saltash.gov.UK</u></p> <p>Days and times of availability: <u>10.00 - 12 NOON & 1400 - 1600</u> <u>Monday - Friday</u></p> <p>5. Signature and name of person giving Notice on behalf of the authority</p> <p> Clerk and/or Responsible Financial Officer</p>	<p>(a) Insert date of placing of this Notice</p> <p>(b) Parish Councils should publish information on a website.</p> <p>(c) Parish meetings should display information in a conspicuous place in the area of the authority for at least 14 days.</p> <p>(d) See note 25.2 of the Local Audit and Accountability Act 2014 for further information.</p> <p>(e) Section 3 of Annual Return provides the external auditors certificate and report including any subsequent pages attached.</p> <p>(f) Insert name, position, address and contact details such as telephone and email of the Clerk or other person to which any person may apply to inspect the above documents, and the details of the manner in which notice should be given of an intention to inspect the accounting records and other documents.</p>
<p>For more detailed guidance on electors' rights and the special powers of auditors, copies of the publication Council Accounts – A Guide to Your Rights are available from the National Audit Office website https://www.nao.org.uk/code-audit-practice/wp-content/uploads/sites/29/2015/03/Council-accounts-a-guide-to-your-rights.pdf</p>	



Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

SALTASH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓

This annual governance statement is approved by this smaller authority on:

01/06/2017

and recorded as minute reference:

101/17/18

Signed by Chair at meeting where approval is given:

✓

Clerk:

✓

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

SALTASH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	610,002	665,051	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	430,510	599,108	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	106,082	94,241	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	188,338	202,435	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	21,385	21,385	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	271,820	343,513	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	665,051	791,067	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	679,631	837,644	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,248,194	2,251,465	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	172,533	156,848	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		X	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 01/06/2017

I confirm that these accounting statements were approved by this smaller authority on:

01/06/2017

and recorded as minute reference:

102/17/18

Signed by Chair at meeting where approval is given:



Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

SALTASH TOWN COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

None

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature:

Grant Thornton UK LLP

External auditor name

Date

29/9/2017

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of
smaller authority here:

SALTASH TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations; payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit Hudson Accounting Ltd
SP Hudson CFO
 Signature of person who carried out the internal audit SP Hudson Date 30/05/2017

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – No answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	N/A
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	N/A
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

Agenda No. 14a

Waste Incentive Neighbourhoods Scheme Update



Overview

The Waste Incentive Neighbourhoods Scheme (WINS) was introduced by Cornwall Council in 2015, following the award of funding from the Department for Communities and Local Government. This report gives an update on the scheme, a summary of the outcomes and a proposal for next steps.

Background

In Autumn 2015 Cornwall Council invited expressions of interest from Town and Parish Councils, who were interested in taking part in the WINS project. The aim of the WINS scheme was to support Town and Parish Councils, to put in place initiatives and ideas which would work to reduce the production of waste within their areas.

Interested Councils were supplied with detailed information on how much waste and recycling their residents were producing along with how many households were subscribed to the Councils garden waste collection service. Councils were invited to outline ideas and initiatives they would like to put in place and to apply for funding, support and promotional materials to assist them to achieve this. From the initial expressions of interest received, 5 councils completed an application to proceed with a scheme.

Levels of reward for Waste Reduction

The Council offered a reward to the Town and Parish Councils selected to take part, that achieve some or all of the criteria relating to the scheme.

This reward proposal gives back to each community a proportionate amount of the saving achieved by the Council from the reduction of their kerbside waste (subject to an assessment of any grant previously paid during the scheme e.g. start-up grant, expenses). It was agreed that any Council not achieving the outcomes of their scheme would not need to reimburse Cornwall Council for any initial funding given to set up the schemes.

Review of the scheme

During the ensuing three weeks, four councils withdrew from the scheme and a new council expressed an interest in submitting an application.

Most of the councils that have withdrawn have cited lack of time and resources as their reasons for not continuing with an application.

Prepared By:

Victoria Parker

Waste Business Analyst

Waste Management

23 October 2017

Agenda No. 14b

From the Parliamentary
Under Secretary of State
Jesse Norman MP

Great Minster House
33 Horseferry Road
London
SW1P 4DR

Tel: 0300 330 3000
E-Mail: jesse.norman@dft.gsi.gov.uk

Web site: www.gov.uk/dft

Our Ref: MC/204015
Your ref: JD/jra

Councillor Jean Dent
Mayor of Saltash
The Guildhall
12 Lower Fore Street
Saltash, Cornwall
PL12 6JX

Dear Jean,

Thank you for your letter of 8 August to Chris Grayling, about safety on the A38 and proposals for a Landrake and Tideford by-pass. I am replying as the Minister responsible for this issue.

I am very sorry to hear of the recent fatality along this route. Though safety levels on the strategic road network have improved significantly over the past decade, as long as there are accidents on the road there will always be more to do.

The department is currently collecting and analysing evidence to inform the second Road Investment Strategy (RIS2), which will determine investment in the Strategic Road Network (SRN) post-2020. Safety is one of the five key aims of RIS2, and will be an important factor in determining the priorities for investment.

I note your call for a study into the performance of the A38 at Saltash. In fact, much is being done to assess the capability of the route. Highways England recently published its *South West Peninsula* route strategy, which provides an overview of the current performance of strategic roads in this region, drawing on evidence provided by road users and other stakeholders.

The route strategy identifies a number of study areas to be investigated further. It identifies the A38 between Bodmin and Marley Head as one such study area, outlining safety issues along parts of the route, as well as other issues around congestion and maintenance. You can read the route strategy in full here:

www.gov.uk/government/uploads/system/uploads/attachment_data/file/600337/South_West_Peninsula_Final.pdf

I can assure you that the evidence gathered through this work will be used to inform decisions on how to improve the SRN.

J. J. JESSE NORMAN

Agenda No. 14cSaltash Heritage's wider involvement in the Community of Saltash

1. SH supported 'Peace Garden' project with history and photographs
2. SH continue to work with the Tamar Protection Society (Elliotts Shop and Mary Newman's Cottage) share training, advice and complementary exhibitions.
3. SH work with Ashtorre Community Centre, loaning displays, info & history research
4. SH put photographic displays in empty shops to enhance Fore Street shopping
5. SH put on displays in library, local churches, halls, & schools
6. SH give history talks to groups around Saltash & beyond to promote the Town
7. A member of the Management Committee chairs the South East Cornwall Museums Forum, consisting of nine museums in SE Cornwall. They present a very large Grand Family History Day each year, which is advertised throughout the country.
8. SH hosts meetings for the Cornwall Museums Group
9. SH gives access to documentation brought to the Museum by the Cornwall Record Office
10. SH loan items to Plymouth City Museum who in turn loan items to SH
11. SH has appeared in the Television programme 'Who do you think you are' and also news items, documentary programmes and many radio programmes
12. SH obtained the funding and oversaw the placement of the seven blue plaques, following much historic research. They also put together the trail leaflet which is freely available and hosted the Royal visit in 2016
13. SH works with the Saltash U3A and run Family History classes, twice a month
14. SH promote the town on their websites & Facebook page
15. SH welcome visitors from all over the world to view their annual exhibition & utilise the services of the Local History Centre
16. SH publish and sell books, leaflets and booklets on specific themes (Anne Glanville, Boundary Stones etc) and general history of the Town
17. SH provide a regular newsletter about its' work and local history
18. SH welcome schools from both Devon and Cornwall to the museum, as well as Nursing Homes, memory cafes, Forums, Organisations, Scouts, Guides & other Youth groups. On these occasions they open the Museum on non-public days, in order to provide a safe and secure venue for their visitors
19. SH is currently working with nine other museums from both Devon and Cornwall on a joint Heritage Lottery Fund project. Here they were selected to apply for conservation to be done on their two Toc H Banners. This project is being filmed for the internet, where Saltash features strongly
20. SH is currently working on an Arts Council England funded project, concerning a bequest of personal letters connected to the Nepean family of Saltash in the 18th century. This will result in international interest
21. SH regularly photograph buildings and areas of Saltash for the future history of the town.

22. SH nurture a team of some 60 volunteers who continue to transcribe documents, research history and collect items of interest connected to the history of our town. These volunteers benefit from regular training sessions to improve their knowledge of running a museum and their town history. They gain from the camaraderie of others, and a sense of 'wellbeing'.
23. SH has a small group of Archaeologist who work in SE Cornwall with the Saltash Heritage 'Time Team' equipment. They work closely with the Cornwall Archaeological Association and have had a number of articles printed in the 'Archaeological Magazine of the UK'
24. SH continues to provide information to authors, television and radio both in the UK and abroad
25. SH publish articles in magazines Tamar, Calstock Archive, Cornwall Life, Cramleigh and JAFL
26. SH continues to support the Regatta, May Day and Christmas lights in the Town
27. SH produced the DVD collection of photographs seen in the Callington Road, Doctors' surgery
28. SH continue to assist visitors from all over the world with internet enquiries of their family history
29. SH's position in Lower Fore Street adds significantly to the foot fall in Fore Street
30. SH is run completely by volunteers which include a Management Committee of 15 and four Holding Trustees. They are supported by a team of 30 volunteer Stewards.
31. SH have handling boxes, filled with period memorabilia which are loaned to schools, nursing homes and memory cafes.

All these services are FREE, we do not charge for any of our work. Entry to the Museum is FREE. The only charge we make is for printed research and copies of photographs, subject to copyright conditions. We rely on donations, freely given by our visitors.

This is just some of the work that is carried out by the volunteers in Saltash Heritage. The amount of work has increased considerably since its inception over 30 years ago.

The following is a statement from Mrs Bryony Robins, Museum Development Officer for Cornwall, on behalf of the Museums Partnership, representing all the Museums in Cornwall, both Voluntary and National.

'The issue with funders is one of making sure their investment is stable, and that it pays off over time – for example, Heritage Lottery Fund capital grants will want to see long-term outline plans for how the organisation is going to engage with people over 10 years, and will anticipate that anything they invest in will have a life of 25 years. If an organisation obtains a grant and for whatever reason has to close within that 25 year period, the HLF will expect to see a percentage of that grant returned.'

Mrs Robins further states –

'As a small, independent museum that is Accredited, attaining national museum standards, Saltash Heritage provides an outstanding example of good practice for all museums in Cornwall. It is one of the more active and professional museums, offering a

comprehensive range of heritage services. In particular, the work the team does with and for your communities is exemplary, and comparable with the programmes offered by many large regional museums. Some of their projects; such as the outreach volunteers, is really innovative and worthy of regional, if not national note. We have relied on the work at Saltash to provide case studies for resources and training for Cornwall Museums Partnership including the excellent volunteer development and succession planning highlighted at the Cornwall Museums group meeting. We hope that Saltash Heritage will continue to thrive with the full support of their council – the museum is an asset to Saltash and to the wider museum community in Cornwall.'

Visitor numbers for the last five years – 2012 – 2,282, 2013 – 2,064, 2014 – 3,893, 2015 – 1,919, 2016 – 2,547. Visitor numbers quoted in red, reflect the interest in particular exhibitions, example 2014 when we launched our first WW1 exhibition; We have noted a vast increase in the number of visitors from abroad and last year we had a record 32 visitors who came specifically to view our family history records.

If any Councillor wishes to view the work we do or has any questions, please do not hesitate to speak to either the Chairman Rev. Bob Munro, or the Hon Secretary Lizzy Sharpe-Asprey

Saltash Heritage Museum & Local History Centre
17 Lower Fore Street, Saltash, Cornwall, PL12 6JQ 01752 848466
www.saltash-heritage.org.uk

Agenda No. 14d

From: Reed Glen **On Behalf Of** Traffic

Sent: 18 October 2017 08:01

Subject: Countywide School Keep Clear Markings: Phase 3, Area 5. Consultation open

Dear Councillor

The following scheme in your area is now open to consultation.

Countywide School Keep Clear Markings: Phase 3, Area 5

If you wish to reply on-line, you will need to register to the Consultation Finder system by clicking on the 'Register Here' link.

Please click on the link below to access the Consultation Finder Website.

If you have any problems using the site please contact 01872 327319

[Click for Consultation Finder](#)

Please note that the Council may need to disclose this e-mail under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.

CORMAC Engineering Design Group

External Tel: 01872 327281

traffic@cormacltd.co.uk

Murdoch Building, Western Group Centre, Scorrier, Redruth, TR16 5EH

.

Agenda No. 18

Prepared by Steve Miller
Tamar Crossings Toll Analysis
October 2017

OVERVIEW

The twin Tamar Crossings (Saltash Bridge and Torpoint Ferry) comprise the only viable vehicular link between Plymouth and SE Cornwall, with the shortest alternative being a 35 mile diversion across a single lane, 17th century bridge via single carriageway country roads. Whilst from Plymouth both crossings are within a few miles of each other, in Cornwall the divergence of routes is nearly 10 miles away from both options. The nearest unrestricted main road alternative is via the A30, converging at Exeter and Bodmin (or Launceston). Therefore, the crossings have a captive user-base within 20 miles or so, although there is a degree of choice of which crossing to use.

Whilst the operation provides an accountable service to users and has excellent technical support, it lacks any commercial imperative to optimise financial performance.

INTRODUCTION

Until 1997 there was a toll differential between Bridge and Ferry, which encouraged some preferential use of the bridge at Saltash, and thus load-reduction of the ferry. At that time tolls were equalised, (by allowing fully discounted payment on the ferry) so the financial inducement for avoiding the Ferry was removed (increasing demand) AND the ferry income inherently reduced.

The cost of the Ferry service has increased such that now HALF of bridge toll income pays for the ferry, which only finances 20% of its own costs and runs at just 50% capacity.

GOALS

To reduce the subsidy being paid for the ferry by bridge users To enable the ferry to pay a greater proportion of its own costs

OPTIONS

Fundamentally, if the Ferry subsidy from the Bridge toll was removed, Bridge tolls could be halved but Ferry toll would have to increase fivefold based on current traffic/service levels. In reality, ferry usage would inevitably plummet, instigating even more severe toll increase/service reduction. This is obviously not a desirable scenario for the Torpoint/Rame area.

However, the current situation where the ferry users contribute such a small proportion of its costs for huge over-capacity at the expense of bridge users, seems an inequitable situation.

Therefore the following is submitted for consideration:

Increase the ferry income, at least to historic proportion eg. abolish discount.

Decrease ferry costs by increasing utilisation, eg reduced non-peak service Identify any way(s) to increase income. eg. Introduce a priority lane of preferential loading/ first disembarkation for a premium access charge.

CONCLUSION

The current situation where bridge users pay double the toll required for its upkeep seems unjustifiable, therefore a revised approach to a simple global toll increase is needed.

Dated 27 September 2017

Agenda No 19

From: Saltash May Fair

Sent: 11 October 2017 15:41

To: Reception

Cc: Steve Miller

Subject: Saltash Open Spaces Premises Licence

Good Morning,

Would it be possible to have permission to use the

'Saltash Open Spaces' premises licence held by Saltash Town Council for the longstanding community event, the Saltash May Fair which is being held on the 5th of May 2018?

Specifically, the licence for:

- playing amplified pre-recorded music
- playing amplified live music
- playing un-amplified live music
- dancing

The music will start around 10am and finish around 4pm. The music will not be loud.

The music will be in:

- Fore Street
- Longstone Park
- Victoria Gardens

By using the licence we benefit from not having three separate Temporary Events Notices, or three premises licences.

I look forward to hearing from you.

Many Thanks,

The Saltash May Fair Committee

Vera Forbes (Chair)

Tanya Hatch (Treasurer)

Chris Tandy Snr (Secretary)



Ms Mandy Thomas
Senior Administration Officer
Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

Your ref
Our ref 00449PL14P
Date 1 September 2017

Dear Ms Thomas

**Premises Licence issued under the Licensing Act 2003
Saltash Town Council
Open Spaces Within The Boundaries Of Saltash**

Further to your request for a copy of the Premises Licence for Saltash Open Spaces, we are pleased to enclose the above authorisation.

There are two parts to this authorisation - Full Premises Licence and Premises Licence Summary.

Please ensure that the following action is taken, as failure to do so is an offence under the Licensing Act 2003: -

- Ensure that the **Full Premises Licence, or a certified copy, is kept at the premises** in the custody, or in the control, of either the holder of the licence or a person who works at the premises who has been nominated in writing by the licence holder. A notice specifying the nominated person referred to in this paragraph must be prominently displayed at the premises.
- Ensure that the **Premises Licence Summary is displayed in a prominent place immediately.**
- Ensure that you as the **licence holder are familiar with the content of the full licence** including the attached conditions and Approved Plan in respect of where the licensable activities are permitted to take place.

We enclose for your information an extract from the Act (Appendix 1) which details the requirements in respect of your duty, as licence holder, to keep and produce the premises licence, as failure to comply is an offence under the Licensing Act 2003.

In any event of the licence or summary being stolen, mislaid or defaced in any way then you must contact us immediately upon discovery. There is a statutory fee payable for any replacement that may be required.

We would like to take this opportunity to advise you that, although your licence allows you to carry out certain licensable activities, films and recorded music, you may still require licences from other authorities, i.e. PRS music licence (www.PRS.co.uk); and/or a PPL licence (www.ppluk.com/). The showing of a film in public in the UK is an act restricted by the copyright in the film and as a result, all public film screenings require the licence of the copyright owner - a Public Video Screening Licence (www.filmbank.co.uk). We suggest if you have access to the internet you check their websites to see if you require a licence from these bodies, or seek legal advice on the matter.

Should you have any queries please do not hesitate to contact a member of the Licensing Team here at Bodmin.

Yours sincerely



Linda Edmunds
Licensing Officer
Public Protection
Tel: 01579 341324
Email: ledmunds@cornwall.gov.uk

Enc

Appendix 1**Extract of Section 57 of the Licensing Act 2003.****57. Duty to keep and produce licence**

- (1) This section applies whenever premises in respect of which a premises licence has effect are being used for one or more licensable activities authorised by the licence.
- (2) The holder of the premises licence must secure that the licence or a certified copy of it is kept at the premises in the custody or under the control of—
 - (a) the holder of the licence, or
 - (b) a person who works at the premises and whom the holder of the licence has nominated in writing for the purposes of this subsection.
- (3) The holder of the premises licence must secure that—
 - (a) the summary of the licence or a certified copy of that summary, and
 - (b) a notice specifying the position held at the premises by any person nominated for the purposes of subsection (2),are prominently displayed at the premises.
- (4) The holder of a premises licence commits an offence if he fails, without reasonable excuse, to comply with subsection (2) or (3).
- (5) A constable or an authorised person may require the person who, by virtue of arrangements made for the purposes of subsection (2), is required to have the premises licence (or a certified copy of it) in his custody or under his control to produce the licence (or such a copy) for examination.
- (6) An authorised person exercising the power conferred by subsection (5) must, if so requested, produce evidence of his authority to exercise the power.
- (7) A person commits an offence if he fails, without reasonable excuse, to produce a premises licence or certified copy of a premises licence in accordance with a requirement under subsection (5).
- (8) A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 2 on the standard scale.
- (9) In subsection (3) the reference to the summary of the licence is a reference to the summary issued under section 23 or, where one or more summaries have subsequently been issued under section 56, the most recent summary to have been so issued.
- (10) Section 58 makes provision about certified copies of documents for the purposes of this section.

Licensing Act 2003 – Premises Licence Summary

The Licensing Authority
 Cornwall Council
 Chy Trewail
 Beacon Technology Park
 Bodmin
 Cornwall
 PL31 2FR
 Tel: 0300 1234 212
 www.cornwall.gov.uk

**Premises Licence Number:****00449PL14P****Postal address of Premises, or if None, Ordnance Survey Map Reference, or Description:**

Saltash Open Spaces
Open Spaces Within The Boundaries Of Saltash
(See Annex 5)

Telephone 01752 844846

Where the Licence is Time Limited the Dates:

Not applicable

Licensable Activities Authorised by the Licence:

Performance of Plays (A)
 Exhibition of Films (B)
 Indoor Sporting Events (C)
 Live Music (E)
 Recorded Music (F)
 Performance of Dance (G)
 Anything of a similar description to that falling within (E), (F) or (G)

The times the licence authorises the carrying out of licensable activities**Performance of Plays (A)** (indoors and outdoors)

Monday - Sunday 08:00 - 00:00

Exhibition of Films (B) (indoors and outdoors)

Monday - Sunday 08:00 - 00:00


Indoor Sporting Events (C)

Monday - Sunday 08:00 - 00:00

Live Music (E) (indoors and outdoors)

Monday - Sunday 08:00 - 00:00

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Recorded Music (F) (indoors and outdoors) Monday - Sunday 08:00 - 00:00 Performance of Dance (G) (indoors and outdoors) Monday - Sunday 08:00 - 00:00 Anything of a similar description to that falling within (E), (F) or (G) (indoors and outdoors) Monday - Sunday 08:00 - 00:00	
The opening hours of the premises Monday - Sunday 00:01 - 00:00	
Where the licence authorises supplies of alcohol whether these are on and / or off supplies N/A	
Name, (registered) address of holder of premises licence <div style="text-align: center;"> Saltash Town Council The Guildhall 12 Lower Fore Street Saltash Cornwall PL12 6JX </div>	
Registered number of holder, for example company number, charity number (where applicable) N/A	
Name of designated premises supervisor where the premises licence authorises for the supply of alcohol N/A	
State whether access to the premises by children is restricted or prohibited Restricted only by the Licensing Act 2003	
Signed  Head of Public Protection and Business Support	Granted on 31 March 2007

E2_07_00274_LAPRE

Licensing Act 2003 – Premises Licence

The Licensing Authority
Cornwall Council
Chy Trewail
Beacon Technology Park
Bodmin
Cornwall
PL31 2FR
Tel: 0300 1234 212
www.cornwall.gov.uk

**Premises licence number****00449PL14P****Postal address of premises, or if none, ordnance survey map reference, or description**

Saltash Open Spaces
Open Spaces Within The Boundaries Of Saltash
(See Annex 5)

Premises tel. no. **01752 844846****Where the licence is time limited the dates**

Not applicable

Description of premises

Open spaces in the boundaries of Saltash

Licensable activities authorised by the licence

Performance of Plays (A)
Exhibition of Films (B)
Indoor Sporting Events (C)
Live Music (E)
Recorded Music (F)
Performance of Dance (G)
Anything of a similar description to that falling within (E), (F) or (G)

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The times the licence authorises the carrying out of licensable activities
Performance of Plays (A) (indoors and outdoors)

Monday - Sunday 08:00 - 00:00

Exhibition of Films (B) (indoors and outdoors)

Monday - Sunday 08:00 - 00:00

Indoor Sporting Events (C)

Monday - Sunday 08:00 - 00:00

Live Music (E) (indoors and outdoors)

Monday - Sunday 08:00 - 00:00

Recorded Music (F) (indoors and outdoors)

Monday - Sunday 08:00 - 00:00

Performance of Dance (G) (indoors and outdoors)

Monday - Sunday 08:00 - 00:00

Anything of a similar description to that falling within (E), (F) or (G) (indoors and outdoors)

Monday - Sunday 08:00 - 00:00

The opening hours of the premises

Monday - Sunday 00:01 - 00:00

Where the licence authorises supplies of alcohol

N/A

Name and postal address (or registered address if a company) and telephone number of holder of premises licence

Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash
Cornwall
PL12 6JX

Home tel. no.

01752 844846

Mobile no.

E2_07_00274_LAPRE

Registered number of holder, for example company/charity number (if applicable)

N/A

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

N/A

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises authorises the supply of alcohol

N/A

State whether access to the premises by children is restricted or prohibited

Restricted only by the Licensing Act 2003

Signed

Head of Public Protection and Business Support

Granted on

31 March 2007

E2_07_00274_LAPRE

Annex 1 – Mandatory conditions**Films**

1. The admission of children (aged under 18) to the exhibition of any film must be restricted in accordance with the recommendation of the designated film classification body unless section 2. applies.
2. Where the licensing authority notifies the holder of the licence that this subsection applies the admission of children must be restricted in accordance with any recommendation made by the licensing authority.

Door Supervisors

Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, the licence must include a condition that each such individual must

- (a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
- (b) be entitled to carry out that activity by virtue of section 4 of that Act.

But nothing in condition 1 above requires such a condition to be imposed-

- (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c.12) (premises with premises licences authorising plays or films), or
- (b) in respect of premises in relation to-
 - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
 - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).

For the purposes of this section-

- (a) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies, and which is licensable conduct for the purposes of that Act (see section 3(2) of that Act).
- (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

Annex 2 – Conditions consistent with the operating schedule**2.1 General – all four licensing objectives**

- 2.1.1 Organisers must have meeting with Town Clerk to discuss their event and provide checks and information required to satisfy the licensing objectives.

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2.2 Prevention of crime and disorder

- 2.2.1 Marshalls must be present.
- 2.2.2 Organiser of event must liaise with Police, Fire Service and Highway Authority.
- 2.2.3 Adequate provision for crowd management must be in place.
- 2.2.4 All appropriate insurances shall be in place.
- 2.2.5 All organisations/people must inform Saltash Town Council 28 days prior to the use of the premises licence giving details of the times, days, routes, locations to be used supported by a copy of their Risk Assessment.

2.3 Public safety

- 2.3.1 Emergency Service access must be kept clear at all times.
- 2.3.2 All food stalls must comply with Environmental Health Regulations and provide relevant certificates.
- 2.3.3 All electrical appliances must have a current Portable Appliance Test (PAT) Certificate.
- 2.3.4 Marshalls and First Aid cover must be provided.
- 2.3.5 Only official collectors shall be permitted at events in association with event organiser.
- 2.3.6 Licence Holder must adhere to the 'Fire Risk Assessment' dated February 2007 submitted as part of the Premises Licence Application dated 28/02/2007, appended to the Licence as Appendix 1. The 'Fire Risk Assessment' must be reviewed on a regular basis and any amended Assessment must be submitted to the Local Authority, which will then replace the Assessment appended to this licence.

2.4 Prevention of public nuisance

- 2.4.1 Marshalls and Police/Special Constables/PCSOs must be present at events.
- 2.4.2 Sufficient provision for toilets, litter disposal and clean up after event must shall be in place.
- 2.4.3 Organisers of events must follow the appropriate guidance and codes of practice to minimise annoyance from noise and fireworks.
- 2.4.4 Arrangements must be made for car parking.
- 2.4.5 Nearby residents must be notified prior to events taking place by leaflets/fliers.

2.5 The protection of children from harm

- 2.5.1 Any event involving children shall be required to have a responsible adult from the organisation concerned who must be CRB checked to directly supervise children.

Adult Entertainment

No activities of an adult nature are to take place.

Annex 3 – Conditions attached after a hearing by the licensing authority

None.

Annex 4 – Plans

See attached Licensing Approved Plan.

Annex 5 – Saltash Open Spaces

- o Warfelton Field
- o Longstone Park
- o Victoria Gardens
- o Huntley Gardens (off Silver Street)
- o Area of the Waterside
- o Brunel Green
- o Jubilee Green
- o Waterside Green
- o Saltmill
- o Roads and pavements linking above areas, i.e:
 - * Plougastel Drive
 - * Callington Road (from junction with Tobrook Road to Fore Street)
 - * Fore Street
 - * Lower Fore Street
 - * Tamar Street
 - * Brook Close
 - * Front of Live Wire
 - * Old Ferry Road
 - * Glanville Terrace
 - * Moorlands View

FIRE RISK ASSESSMENTS

For all sites and possible events that may be included under the premises licence for all community areas registered by Saltash Town Council in the Outside Premises Licence

As this is an application for any community event that may occur in the future it is not possible to provide a lot of detail but provides a general risk assessment. All organisers of events will have to provide a full risk assessment before being able to hold events under this premises licence.

The Town Council has always informed the Police, Fire and Ambulance Services of any large organised event and will continue with this policy.

February 2007

FIRE RISK ASSESSMENT

For Events on Recreation Fields

Band Concerts, Fairs, Festivals, Exhibitions, Circus, etc. Regatta

Events on these areas can range from fun fairs, charity fair to small band concerts, youth concerts etc. These are community locations, hence the application to cover all events.

All specific events will have to provide to the Town Council a full risk assessment and measures for prevention of risk before the areas can be used. This especially applies to circuses and funfairs.

Location:	Warfelton Field, Longstone Park, Victoria Gardens, Huntley Gardens (off Silver Street), Brunel Green, Jubilee Green, Waterside Green (by Union Inn) and the area of the Waterside
Functions:	Fun fairs, charity fairs, small band concerts, festivals street theatre, etc.
Exits:	Open Air - numerous exits for public
Emergency services access	Main gates, if appropriate, to the location are kept unlocked during events.

1. FIRE HAZARDS

	NOTE	ACTION
Litter		Observation by Marshals who are aware of water sources and fire extinguishers in adjacent buildings.
Dry grass igniting		Prevention by removal of litter on a regular basis during the event, especially glass. In drought conditions provision of buckets of water at key locations.
Temporary stalls		To comply with Health and Safety requirements.

Food appliances/Food Stalls

All food stalls have to comply with Environmental Health Regulations and provide the relevant certificates.

Electrical appliances & generators.

All electrical appliances have to have a current Portable Appliance Test certificate [PAT test].

Flammable liquids, gas and LPG Containers

All such containers to be strictly controlled monitored and organisers need to identify where these are being held

2. PEOPLE AT RISK

	NOTE	ACTION
Who could be at risk?	Members of the public	Event organisers/Marshals and/or Police present if over 250 persons attending. Crowd control implemented after liaison with Police. First Aid cover present if over 500 persons attending.
	Stallholders. Entertainers, musicians etc.	Risk to them reduced by production of risk assessment, compliance with electrical safety and organisers having sufficient marshals/ Police present
	Marshalls	Well briefed and informed before event
Who could be especially at risk?	Children	Advertising to stress that young children should be accompanied. Event organisers/Marshals present First Aid cover present if high numbers anticipated. In recreation fields/parks, vehicles are excluded or kept in clearly defined areas.
	Disabled	All organisers to be aware of the requirements of the Disability Discrimination Act. Marshal/event organisers to be made aware of special requirements/assistance in evacuation procedure.

3. EVALUATE, AND ACT

	NOTE	ACTION
Have you kept any source of fuel and heat/sparks apart?	Food stalls	These are sited near a source of water/extinguishers
If someone wanted to start a fire deliberately, is there anything around they could start a fire with	Fuel	Fuel to be securely stored

How can you make sure everyone is safe in case of fire?

	NOTE	ACTION
Do you have a plan to warn others?		Marshals/event organisers present
Who will make sure everyone gets out?		Marshals and/or Police or event organisers.
Who will call the fire service?		Marshals/event organisers
Could you put out a small fire quickly and stop it spreading		Extinguisher at known locations and marshals aware of nearest water sources.

How will everyone escape?

Have you planned escape routes?		Numerous routes available, most very well known by public
Have you made sure people will be able to find their way out, even at night		Sources of lighting would be installed by organisers, this is backed up with street lighting which covers much of the sites
Will people know what to do and how to use equipment?		All marshals have to be briefed prior to event

FIRE RISK ASSESSMENT

For Street Fairs, Street Theatre, Carol Singing, Concerts, Marching Parades, Band Concerts, Festivals and other music making & entertainment, etc.

Organisers of all events wishing to use registered areas for entertainment to apply to Town Council for permission to hold events to ensure that safety procedures can be checked.

Location:	Plougastel Drive, Callington Road (from junction with Tobrook Road to Fore Street), Fore Street, Lower Fore Street, Tamar Street, Brook Close, front of Live Wire, Old Ferry Road, Glanville Terrace, Moorlands View
Functions:	Street Fairs, Street Theatre, Carol Singing, Concerts, Band Concerts, other music making & entertainment, etc.
Exits:	Open Air - numerous exits for public
Emergency services access	From adjacent highway.

1. FIRE HAZARDS

	NOTE	ACTION
Litter		Observation by marshals/event organisers who are aware of water sources and locations of fire extinguishers that would be available along the route.
Temporary stalls		To comply with Health and Safety requirements.
Food appliances		All food stalls have to comply with Environmental Health regulations and provide the relevant certificates. All stalls cooking or heating food to have its own fire extinguisher.
Electrical appliances & generators.		All electrical appliances have to have a current Portable Appliance Test certificate [PAT test].

2. PEOPLE AT RISK

	NOTE	ACTION
Who could be at risk?	Members of the public	Event organisers. Marshals present if over 250 persons attending First Aid cover present if over 500 persons attending. Road closures applied for where necessary.
	Stallholders. Entertainers, musicians etc.	Risk to them reduced by production of risk assessment, compliance with electrical safety and organisers having sufficient marshals and/or Police present
Who could be especially at risk?	Children	Advertising to stress that small children should be accompanied. Marshals and/or Police to be present. First Aid cover to be present.
	Disabled	All organisers to be aware of the requirements of the Disability Discrimination Act. Marshal/event organisers to be made aware of special requirements /assistance in evacuation procedure.

3. EVALUATE, AND ACT

	NOTE	ACTION
Have you kept any source of fuel and heat/sparks apart?	Food stalls	These are sited near a source of water/extinguishers
If someone wanted to start a fire deliberately, is there anything around they could use?	Fuel	Any fuel to be stored securely

How can you make sure everyone is safe in case of fire?

NOTE	ACTION
Do you have a plan to warn others?	Marshals/event organisers present with communications systems if large area.
Who will make sure everyone gets out?	Marshals/event organiser and/or Police
Who will call the fire service?	Marshals/event organiser or Police
Could you put out a small fire quickly and stop it spreading	Event organisers aware of nearest water sources and extinguishers
How will everyone escape?	
Have you planned escape routes?	Open spaces so numerous routes available.
Have you made sure people will be able to find their way out, even at night	Sources of lighting would be installed by organisers, if late event, this is backed up with street lighting which covers most of the sites
Will people know what to do and how to use equipment?	All marshals/organisers will be briefed prior to event

FIRE RISK ASSESSMENT**For A Carnival**

Location:	This would be decided in conjunction with the Fire Service and Police.
Exits:	Open air - numerous
Emergency services access	Exact route and timing would be agreed with the emergency services so alternative routes could be used.
Nearest Extinguisher:	All floats would be requested to carry their own extinguishers.
Nearest Alarm:	Numerous marshals along the route all with communications systems.

1. FIRE HAZARDS

	NOTE	ACTION
Litter		Observation by marshals/event organisers who are aware of water sources and locations of fire extinguishers that would be available along the route. Specific arrangements for the collection of litter immediately after the event either by marshals or paying for an additional clean by the District Council.
Floats		Each float would be required to provide its own risk assessment for the float and the people on it and for any interaction with it and spectators. Each vehicle will have its own fire extinguisher.
Electrical appliances & generators.		All electrical appliances on vehicles will be required to have to have a current Portable Appliance Test certificate [PAT test].
Marquees/Tents		Detailed risk assessment before marquee is used. Easy access and egress around the marquee/tent
Staging and Lighting		All structures and lighting should comply with British Standards for fire safety and

load bearing capacity and should be checked by a competent person.

Fireworks

Only to be provided by a professional organisation and full risk assessment to be provided

Food appliances

All food stalls have to comply with Environmental Health regulations and provide the relevant certificates. All stalls cooking or heating food to have its own fire extinguisher.

2. PEOPLE AT RISK

	NOTE	ACTION
Who could be at risk?	Members of the public	Marshals/Police present along the entire route for crowd control. Crowd control implemented after liaison with Police. First Aid cover present.
	Entertainers, musicians etc.	Risk to them reduced by production of risk assessment, compliance with electrical safety and organisers having sufficient marshals/ Police
	Marshals	Well briefed and informed before event.
Who could be especially at risk?	Children	Advertising to stress that children should be accompanied. Marshals and/or Police to be present. First Aid cover to be present.
	Disabled	All organisers to be aware of the requirements of the Disability Discrimination Act. Marshal/event organisers to be made aware of special requirements

/assistance in evacuation procedure.

3. EVALUATE AND ACT

NOTE

ACTION

If someone wanted to start a fire deliberately, is there anything around they could use?

Any fuel to be stored securely

How can you make sure everyone is safe in event of fire?

NOTE

ACTION

Do you have a plan to warn others?

Marshals present

Who will make sure everyone gets out?

Marshals/event organiser and Police

Who will call the fire service?

Marshals/event organiser or Police.

Could you put out a small fire quickly and stop it spreading

Extinguisher at known locations and marshals aware of nearest water sources.

How will everyone escape?

Have you planned escape routes?

Open spaces so numerous routes available.

Have you made sure people will be able to find their way out, even at night

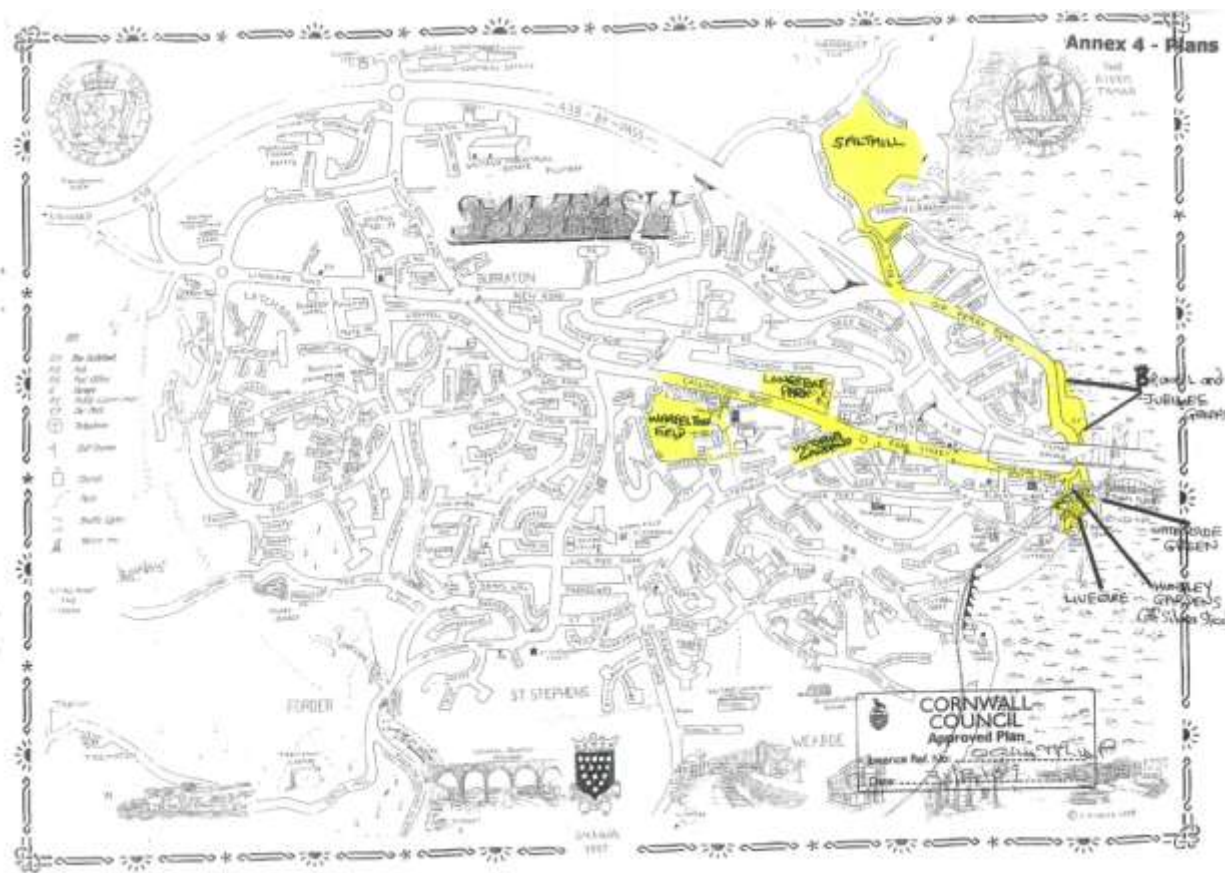
Likely to be in daytime
If night, additional lighting to be provided.

Does all your safety equipment work?

Communications systems checked before event.
Extinguishers on vehicles to have annual inspection certificate.

Will people know what to do and how to use equipment?

All marshals/organisers have to be briefed prior to event



Agenda No. 20

From: Saltash May Fair
To: Reception

Sent: 11 October 2017 15:42
Subject: Civic Parade

Good Afternoon,

Would it be possible to request civic participation, specifically for the leading of the Parade of Youth at the 2018 Saltash May Fair, held on the 5th of May 2018?

Many Thanks,

The Saltash May Fair Committee
Vera Forbes (Chair)
Tanya Hatch (Treasurer)
Chris Tandy Snr (Secretary)

Agenda No. 24b

Mr Ray Lane
Clerk To Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

Your ref:
My ref: PA17/09591
Date: 16 October 2017

Dear Mr Lane

Application	PA17/09591
Proposal	Change of Use of an Existing Agricultural Building into B8 Storage and Distribution Use
Location	Longlands Bungalow Longlands Lane Burraton Coombe PL12 4QQ
Applicant	Mr K Hodge Hodge Electrical and Mechanical Ltd
Grid Ref	240449 / 58429

The above-mentioned application has been received by the Planning and Sustainable Development Service and is available for you to view and submit comments through the "Consultee Access Site".

1. You can access the application on which we are inviting your comments using the following link: <http://planning.cornwall.gov.uk/online-applications>
2. Retrieve the application by entering the reference quoted above and then clicking the "Search" button.
3. Details can then be found by clicking the "Documents" tab and then selecting "View Associated Documents".
4. If possible we would prefer that comments are submitted online by registering then selecting the "submit comments" icon and completing the online form which will immediately update our database and ensure that your comments are made available to the public.

If your response is likely to be longer than the equivalent of one side of A4 paper, please also submit a short executive summary of your comments.

If you are unable to submit comments online, any views you may have on the application should be emailed to planning@cornwall.gov.uk quoting reference number PA17/09591 by 6 November 2017.

In accordance with Section 47 of the Copyright, Design and Patents Act 1988 Cornwall Council, as the Local Planning Authority, gives permission for Town and Parish Councils to reproduce planning applications if they are to be used in any format at their meetings (projecting paperless plans or hard copy).

Kind regards

James Hills
Senior Development Officer
Planning and Sustainable Development Service
Email: planning@cornwall.gov.uk

J Hills – Tel: 01579 341454

Planning and Sustainable Development Service
Cornwall Council
Chy Trevail Beacon Technology Park Bodmin Cornwall PL31 2FR
planning@cornwall.gov.uk
Tel: 0300 1234 151 www.cornwall.gov.uk

Agenda No. 25**Local Council Consultation Response Sheet**

Please use this form to comment on a specific planning application and return it to your local planning office.

Cornwall Council would prefer the submission of comments via Consultee Access. Please contact us for assistance in using this method.



Application number	Licence Application 00197PL14P – Two Bridges Inn, Albert Road, Saltash, PL12 4EB.
Local Council name	Saltash Town Council

Support Object No comment

Please select one of the above

Comments in support or on grounds of objection	
It was resolved to NOTE.	
Date 20.10.2017.	Signature R Lane (Town Clerk)