

APPENDIX A

S106 Panel Fund – Please see website Public Reports Pack Town Council
(Planning) 21.11.17

APPENDIX B

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 17th October 2017 at 7.00pm.

PRESENT: Councillors: R Bickford, G Challen, C Cook (Vice Chairman), J Dent, S Miller, W Phillips (Chairman), J Rance, G Taylor, D Yates, P Samuels.

ALSO, PRESENT: R Lane – Town Clerk, E Holden - Finance Officer, L Elliott - Administration Assistant, 9 Members of the public.

APOLOGIES: None.

HEALTH AND SAFETY ANNOUNCEMENTS

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

48/17/18 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

It was **NOTED** that the Administration Assistant and one Member of the public were recording the meeting.

49/17/18 DECLARATIONS OF INTEREST

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. To consider dispensations required.
 - i for Councillor Rance to act as Chairman of the Saltash Team for Youth and commissioning of Youth Work.
 - ii Councillors Challen and Miller for Full Council and all associated Committees in relation to their roles as representatives of Saltash Town Council on the Chamber of Commerce.

Councillor	Item	Pecuniary/Non-pecuniary	Reason
Councillor Dent	77 & 78 Agenda 8b.	Non- Pecuniary	Member of RBL and Kalan Gwav

50/17/18 QUESTIONS FROM THE PUBLIC

None

The Chairman introduced and welcomed the new Finance Officer Elena Holden.

51/17/18 FINANCE (Appendix A)

- a. Report from the outgoing Finance Officer -Internal audit is booked for the 30/10/17 and final leave date 30/10/17.

See attached Appendix A to the minutes

It was **RESOLVED** to note.

- b. Report from the Incoming Finance Officer.

See attached Appendix A to the minutes.

It was **RESOLVED** to note.

- c. To receive the current Committee budget statement.

See attached Appendix A to the minutes.

It was **RESOLVED** to note.

- d. To receive a report on investments.

See attached Appendix A to the minutes.

It was **RESOLVED** to note.

- e. VAT

See attached Appendix A to the minutes.

It was **RESOLVED** to note.

- f. To approve Direct Debit list for 2017/2018

See attached Appendix A to the minutes.

It was **RESOLVED** to **NOTE**.

- g. To approve Belle Vue Office Budget from General Reserves

See attached Appendix A to the minutes.

It was **RESOLVED** to approve the transfer of £4000 to cover the set-up and ongoing maintenance costs.

- h. To approve an increase to the Staff Recruitment Budget –

See attached Appendix A to the minutes.

It was **RESOLVED** to approve a transfer of £2000 to cover the overspend and potential future costs.

52/17/18 CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND

None

53/17/18 TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS

- a. Community Chest - (Appendix B)

Application Number	Organisation	Amount Requested
214	Lynher View Allotment Association	£500
216	Saltash Town Cricket Club	£520

- 214.** It was **RESOLVED** that £400 be awarded with a caveat that **Lynher View Allotment Association** obtain their own Insurance.

- 216.** It was **RESOLVED** that **Saltash Town Cricket Club** be awarded the full amount of £520.

Councillor Dent declared an interest in the next two items and left the meeting.

- b. Festival Fund

Application Number	Organisation	Amount Requested
77	Royal British Legion – Saltash & District	£543
78	Kalan Gwav	£1000

79	Saltash Music, Speech and Drama Festival	£1000
80	Saltash Community Flood Forum	£373.20
81	Saltash Waterfront Residents Association	£735

77. It was **RESOLVED** that the **Royal British Legion** be awarded £543. It was **NOTED** that Charities would not normally receive funding

78. It was **RESOLVED** that **Kalan Gwav** be awarded the full amount of £1000.

Councillor Dent was invited and returned to the meeting.

79. It was **RESOLVED** that **Saltash Music, Speech and Drama Festival** be awarded £1000.

Councillor G Challen declared an interest in the next item and left the meeting.

80. It was **RESOLVED** to refuse the funding, but the Saltash Community Flood Forum be awarded the Guildhall free of charge on a one-off basis for the event.

81. It was **RESOLVED** that the **Saltash Waterfront Residents Association** be awarded £735.

Councillor G Challen was invited and returned to the meeting.

54/17/18 **S106 FUNDING**

No report.

55/17/18 **TO CONSIDER THE COST OF ONE YEAR'S ANNUAL MONITORING TO THE INSTALLED PUBLIC ACCESS DEFIBRILLATOR CABINET LOCATED ON FORGE LANE, SALTASH**

It was **RESOLVED** to Approve. (Appendix C)

56/17/18 **TRANSPORTATION (BUS/TRAIN/ROAD)**

Councillor Bickford updated members on Network Rail Services.
It was **RESOLVED** to note.

57/17/18 SERVICE DEVOLUTION AND ASSET TRANSFERS

It was **RESOLVED** to defer this item to the Full Council Meeting.

58/17/18 MAURICE HUGGINS ROOM

No report.

59/17/18 TO CONSIDER A POLICY PROCEDURE FOR CODE OF CONDUCT COMPLAINTS

It was **RESOLVED** to defer this item to the next meeting and that the Chairman and the Clerk would research the process.

60/17/18 TO CONSIDER HOW STC MIGHT RECORD AND BROADCAST COUNCIL MEETINGS AND ALLOCATE A BUDGET**Pursuant to FTC 18.07.2017 Minute no 187/17/18**

Provide a report to P & R on the options for the recording of committee meetings administered by the council – Councillor Bickford.

Councillor Bickford reported on options for broadcasting and recording Council Meeting. It was decided that the impact on the staff needs to be further investigated because of D.P.A and F.O.I, concerns were raised regarding data storage implications.

- a. It was **RESOLVED** to purchase the camera at the cost of £165.
- b. It was **RESOLVED** to conduct trial broadcasting and recording at internal meetings.

61/17/18 GENERAL DATA PROTECTION REGULATION

It was **RESOLVED** to defer this item until the next meeting.

62/17/18 MAYORAL CHAIN – TO CONSIDER PURCHASE OF VELVET COLLAR

It was **RESOLVED** to purchase a collar at a cost of £250.

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

**63/17/18 TO CONSIDER CONTINUED SUBSIDY OF THE SALTASH TRAIN
TIMETABLE BUDGET 'PROMOTE PUBLIC TRANSPORT' EMF –
COUNCILLOR BICKFORD**

It was **RESOLVED** to approve. (Appendix D)

Councillor Bickford was invited and returned to the meeting.

64/17/18 TO REVIEW THE TOWN MESSENGER (Appendix E)

It was **RECOMMENDED** to adopt Option 1, Saltash Observer 17cm x 7 columns across. Guaranteed space every month
Delivery covers Saltash, Carkeel, Hatt & Landrake and
Online archive at the cost of £300 plus VAT per double page.

65/17/18 TO APPROVE ANNUAL FUNDING FOR SALTASH YOUTH COUNCIL

It was **RESOLVED** to approve funding of £3000.

66/17/18 TO CONSIDER FUNDING FOR A COMMUNITY EMERGENCY PLAN

Part funding will be considered to write an Emergency Plan by the Community Association led by Councillor Yates and to facilitate on the website and promote to individual wards.

It was **RESOLVED** to defer the item and invite the Community Emergency Officer from C.C to the next meeting.

**67/17/18 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE
BODIES**

(Appendix F)

a. Neighbourhood Plan Steering Group
It was **RESOLVED** to note

b. Road Safety Committee
It was **RESOLVED** to note

c. Anti-Social Behaviour
No report.

d. Guildhall Property Maintenance and Marketing Working Party
No report.

68/17/18 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

69/17/18 **AS REQUIRED OR IF NECESSARY**

None.

70/17/18 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**
To resolve that the public and press be re-admitted to the meeting.

None.

71/17/18 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None.

72/17/18 **PRESS RELEASES**

None.

73/17/18 Date of Next Meeting: To be confirmed.

Rising at: 9.14pm

Signed: _____
Chairman

Dated: _____

APPENDIX C



My ref: DE/DC/PP
Date: 3 November 2017

 Dear Sir/Madam

Planning Conferences for Local Councils

Your council is invited to send representatives to the planning conferences for Local Councils. Please see below times, dates and locations of when the workshops will be taking place:

1. **Tuesday 28 November 2017 at Chy Trevail Office, Bodmin at 4.30pm**
2. **February 2018 - west location – date and time to be confirmed**

The conferences will be covering the below subjects/content;

- Workshops on a range of planning related topics (see the next page for details)
- The opportunity to meet with Officers from various teams across the Planning and Sustainable Development service
- Opportunity to meet with peers from across Cornwall
- Market stalls with information and leaflets from different parts of the Council

These planning conferences, similar to last year's events, have replaced the individual Planning Training for Local Councils that have taken place in previous years and are not a duplication of the planning induction training held earlier this year.

The draft format for the conferences is as follows:

- | | |
|--------|---|
| 4:30pm | Registration with tea and coffee
Introduction, welcome and service update |
| | Workshop 1 (choice of three, see next page)
Break with refreshments |
| | Workshop 2 (choice of three, see next page) |
| | Question, answer and feedback session with Planning Committee Chair and Vice Chairs |
| 8:30pm | Finish |





There is a charge of £12 per delegate to attend (please see the next page for payment details). Places will be allocated on a first come first served basis with no restrictions on the number of delegates from each Council.

Please fill in your delegate details and choose the preferred workshops on the reply slip and return to David Coulthard at david.coulthard@cornwall.gov.uk or the address below.

Please send your responses as soon as possible.

Yours sincerely

Phil Mason
Service Director – Planning & Sustainable Development
Economic Growth & Development



Workshops - Topics as suggested by the Planning Partnership and the Cornwall Association of Local Councils.

Please choose 2 workshops and 2 alternatives should your choice not be available and enter them on the reply slip. If there are a number of you from the same Town/ Parish Council please can you ensure that you each choose a different workshop.

Workshops - Session 1

- a) **Local provision of Affordable Housing**
Gain a greater understanding of how affordable housing is delivered locally and the importance of viability in the negotiations.
- b) **Cornwall Local Plan, Neighbourhood Plans and Community Infrastructure Levy update**
The latest in the ever changing Local Planning Policy landscape, from thoughts on the implementation of the Cornwall Local Plan nearly a year after adoption and the timetable for the Local Plan Review, to updates on Neighbourhood Development Plans, the Allocations Development Plan Document (DPD), the Minerals Safeguarding DPD and the Community Infrastructure Levy (CIL).
- c) **Quality Design-Jointly creating better quality design in Cornwall**
We all recognise examples of "good" and "bad" design in our local areas but what makes design good or bad and how we can work together to improve design quality across Cornwall.

Workshops - Session 2

- d) **Sharing good practice-including pre-apps and Pre-Application Community Engagement (PACE)**
Cornwall Planning Partnership led workshop on good practice in local council engagement with the planning process, including at the pre-application stage, to help shape development in your area.
- e) **Compliance with Approved Plans and future post-decision community engagement**
A session on compliance with approved plans and thoughts on how the local community could become more engaged in monitoring developments after planning permission has been granted.
- f) **Strategic and Local Highways matters**
Highways issues are often a key consideration in the assessment of planning applications. This session is aimed at raising awareness of how highways officers consider development proposals at the strategic and local levels.

Please note that all workshop presentations will be available to you electronically.





Payments

The cost to attend a planning conference is £12 per delegate and includes the cost of refreshments.

Please submit a cheque **made payable to Cornwall Council** with your reply slips and send to:

David Coulthard
Cornwall Council
Planning and Sustainable Development
Room 105
39 Penwinnick Road
St Austell One Stop Shop
St Austell
PL25 5DR

If you have any queries please contact David Coulthard at
david.coulthard@cornwall.gov.uk or telephone 01726 223445

Refreshment options

Tea and Coffee will be provided as well as a main selection of Cornish pasties and various cakes and biscuits. Please place your main refreshment choice when choosing your workshops on the page entitled **Planning Conferences Workshop Options** (the last box on the last page)

1. Large Steak Pasty
2. Large Cheese and Onion pasty
3. Large Vegetarian Pasty
4. Salad or Special dietary option

Please state (on the order form) if you have any Special Dietary requirements and a member of the team will be in contact to arrange suitable refreshments of your choice.





Planning Conferences Workshop Options

Please return one of these slips for each delegate to:

david.coulthard@cornwall.gov.uk or to David Coulthard, Planning and Sustainable Development, Room 105, 39 Penwinnick Road St Austell One Stop Shop PL25 5DR.)

Tuesday 28 November 2017 at Chy Trevail Office, Bodmin at 4.30pm

Name of local council:	
Name of representative:	
Position within the local Council (ie Clerk):	
Workshop choice 1	
Workshop choice 2	
1 st alternative	
2 nd alternative	
Email address: or Address and post code:	
Telephone number:	
Dietary requirements/Refreshment order	

Book early to avoid disappointment

Please enclose a cheque payment of £12 per delegate made payable to Cornwall Council.



Cornwall Council
Room 105, 39 Penwinnick Road, St Austell One
[stop](#) Shop