

Agenda No. 9**MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 3RD MAY 2018**

Since the last meeting the Mayor has attended the following:

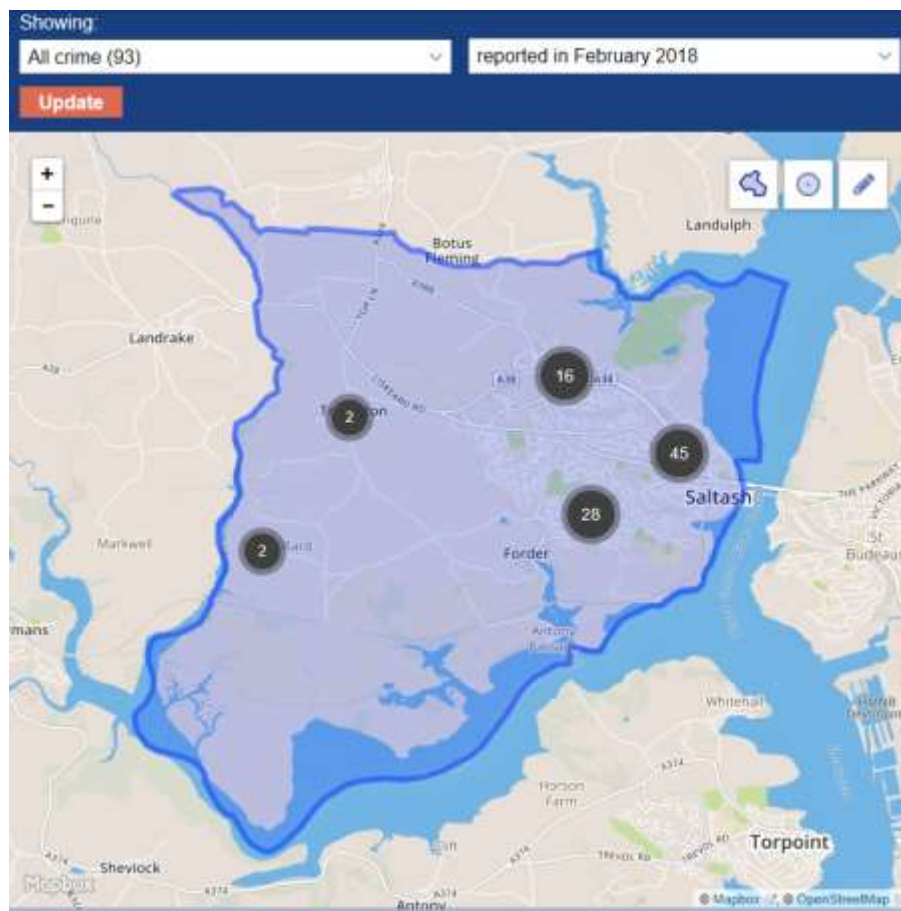
Saturday 7 th April	Saltash Heritage Opening of the Exhibition
Saturday 7 th April	Concert & Quiz Night at Saltash Social Club in aid of the Mayor's Charities
Saturday 14 th April	Opening of the Green, Saltash Bowls Club
Sunday 22 nd April	St. George's Day Parade, East Cornwall Scouts in Torpoint
Friday 20 th April	Saltash Town Band AGM

The Deputy Mayor has attended:

Sunday 15 th April	Saltash Floral Art Club 50 th Anniversary Celebrations at Ince Castle
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The Deputy Mayor Elect has attended:

Saturday 21 st April	The Sue Hooper Charitable Foundation Spring Concert at the Wesley Church.
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Agenda No. 10**All crime (93)****Crime types**

Anti-social behaviour (19)
 Bicycle theft (0)
 Burglary (4)
 Criminal damage and arson (9)
 Drugs (1)
 Other crime (3)
 Other theft (3)
 Possession of weapons (0)
 Public order (4)
 Robbery (0)
 Shoplifting (4)
 Theft from the person (0)
 Vehicle crime (17)
 Violence and sexual offences (29)

Agenda No. 12

The latest CNA Minutes received were those for the Meeting of 22nd February 2018. Please see Full Town Council Reports Pack 5th April 2018. There have been no updates since that date.

Agenda No. 14 - Minutes for Approval

DRAFT Full Town Council Minutes 5th April 2018 – Please see website.

DRAFT Town Council (Planning) Minutes 17th April 2018 – Please see website.

DRAFT Extraordinary Full Town Council Minutes 26th March 2018 - Please see website.

Agenda No. 15a

March Income

	Details	Net	VAT	Gross	S106
Allotment Income		£250.00		£250.00	
Barclays	Loyalty Reward 15/1-12/2	£8.11		£8.11	
Cemetery Income		£2,350.00		£2,350.00	
Guildhall Bookings		£656.75	£0.75	£657.50	
Mayor Charity Collection	Transferred to Correct A/c	£174.71		£174.71	
Moorings Income		£7,110.03	£1,421.97	£8,532.00	
Pontoon Insurance Refund & Low Claims Refund		£1,260.62		£1,260.62	
Public Sector Deposit Fund	Interest	£62.79		£62.79	
Westcare Stationery Supplier Refund		£145.06	£29.01	£174.07	

Agenda No. 15b

March Expenses

Supplier	Details	Net	VAT	Gross	S106
Amazon	Amazon Prime Charged in Error Refunded in April	£7.99		£7.99	
Amazon	Vacuum Cleaner - Belle Vue Office	£24.97	£5.00	£29.97	
Bailey Partnership	Station Building Regeneration Fees	£2,000.00	£400.00	£2,400.00	
Barclays	Bank Charges	£32.42		£32.42	
Brandon Hire	Hire of Fencing at Pillmere February 2018	£36.00	£7.20	£43.20	
CHUBB	Guildhall & Portacabin Fire Extinguishers	£38.76	£7.75	£46.51	
Consortium	Cleaning Materials	£6.54	£1.32	£7.86	
Consortium	Stationery	£38.40	£7.68	£46.08	
Consortium	Various Stationery & Cleaning Materials	£357.32	£58.49	£415.81	
Cormac Solutions	Strimmer & Bush cutter Course - Wardens	£412.50	£82.50	£495.00	
Cormac Solutions	Toilet Cleaning February 2018	£1,956.51	£391.29	£2,347.80	

Cormac Solutions	Toilet Cleaning January 2018	£1,956.49	£391.29	£2,347.78	
Cormac Solutions	Toilet Cleaning April 2017 (Outstanding)	£491.81	£98.36	£590.17	
Cornerstone Vision	Saltash Town Guide	£500.00	£100.00	£600.00	
Cornish Times	Staff Recruitment Adverts	£513.50	£102.70	£616.20	
Councillor's Allowance		£2,203.20		£2,203.20	
Crown Copiers Ltd	Photocopying Charges Oct 17 - Jan 18	£266.15	£53.23	£319.38	
Dainton Group Services	Waterside Portacabin March 2018	£132.87	£26.57	£159.44	
DWP	Deductions	£394.85		£394.85	
EDF	Elwell Wood Electricity Dec 17 - Mar 18	£84.93	£4.24	£89.17	

EDF - Christmas Lights 2	Electricity Jan - Mar 18	£21.85	£1.15	£23.00	
EDF - Christmas Lights 3	Electricity Nov 17 - Mar 18	£19.17	£1.01	£20.18	
EDF - Christmas Lights 4	Electricity Nov 17 - Mar 18	£21.09	£1.11	£22.20	
EDF - Christmas Lights 5	Electricity Nov 17 - Mar 18	£47.93	£2.52	£50.45	
EDF - Christmas Lights 6	Electricity Nov 17 - Mar 18	£20.90	£1.10	£22.00	
EDF- Christmas Lights 1	Electricity Nov 17 - Mar 18	£24.99	£1.25	£26.24	
EE	Mobile & Dongle Charges March 18	£82.13	£16.43	£98.56	
Efficient Comms Ltd	Guildhall Telephone Charges Feb 2018	£47.44	£9.49	£56.93	
EON	Cemetery Electricity Jan - Feb 18	£19.97	£1.00	£20.97	
Glendale Grounds Management Ltd	Grass Cutting February 2018	£135.55	£27.11	£162.66	
Glendale Grounds Management Ltd	Grounds Maintenance Contract February 2018	£1,384.45	£276.89	£1,661.34	
Hays	Admin Temp - February 2018	£603.44	£120.69	£724.13	
Hays	Admin Temp - March 2018	£726.51	£145.30	£871.81	
HRMC	PAYE March 18	£5,032.88		£5,032.88	

IRQ Systems Ltd	IT Support Services	£319.75	£63.95	£383.70	
Jackman Peckover Maintenance Services	Guildhall New Boiler	£1,515.38	£303.08	£1,818.46	
Junkyard Skate Park CIC	Youth Work	£3,500.00		£3,500.00	
Mace Bearer Fee	Civic Sunday	£25.00		£25.00	
Mayor's Allowance		£368.00		£368.00	
Mayor's Charity Collection	Transferred to Correct A/c	£174.71		£174.71	
Moor - 04	Mooring Key Deposit Refund	£20.83	£4.17	£25.00	
Mr Sticker	Pontoon Emergency Signage	£40.00	£8.00	£48.00	

Nicholls & Sainsbury Solicitors	Belle Vue Toilets Professional Fees	£649.00	£120.00	£769.00	
Nicholls & Sainsbury Solicitors	Longstone Park Toilets Professional Fees	£646.00	£120.00	£766.00	
Pensions March 2018	Cornwall Council	£4,946.86		£4,946.86	
Petty Cash	Top-Up	£231.45		£231.45	
Plansupport	Final Consultation for Draft Neighbourhood Plan Works	£2,825.00		£2,825.00	
RBS Software Ltd	Cemeteries Software Annual Support	£184.00	£36.80	£220.80	
Rosevale Accountants	Finance Consultancy February 2018	£900.00		£900.00	
Sage Pay	Credit Card Transaction Charges	£8.75		£8.75	
Sage UK Ltd	Card Machine Rental March 2018	£28.00	£5.60	£33.60	
Saltash & District Observer	Town Messenger - March 2018	£300.00		£300.00	
Saltash Community Flood Forum	Community Chest Grant	£720.00		£720.00	
Saltash Regatta	Festival Fund	£2,000.00		£2,000.00	
Saltash Town Band	Community Chest Grant	£1,000.00		£1,000.00	
Saltash Window Cleaning	Guildhall Window Cleaning March 2018	£45.00		£45.00	
Screwfix	Combination Ladder for Waterfront	£148.48	£29.70	£178.18	

Screwfix	Hose Repair - Waterside Toilets	£2.41	£0.48	£2.89	
SHADO	Community Chest Grant	£585.00		£585.00	
South West Water	Alexandra Sq Toilets, £630.13 Recharged to Cornwall Council	£726.03		£726.03	
South West Water	Belle Vue Toilets Water Dec 17 - Mar 18	£54.81		£54.81	

Staff Salaries		£15,772.67		£15,772.67	
Tamar Protection Society	Community Chest Grant	£500.00		£500.00	
Tamar Valley Tourism Association	Annual Membership	£200.00		£200.00	
Town Sergeant Fee	Civic Sunday	£50.00		£50.00	
Travis Perkins	Ear Defenders for Waterfront Wardens	£50.64	£10.13	£60.77	
UK Fuels	UK Fuels Monthly Fee	£1.00	£0.20	£1.20	
WPS Insurance	Motor Fleet Insurance Renewal	£627.90		£627.90	

Agenda No. 17

From: Grigg Lisa

Sent: Monday, April 16, 2018 10:45 AM

Subject: Community Networks Highways Scheme

[This email has been sent on behalf of Catherine Thomson](#)

To: Cornwall Councillors and Town and Parish Councils – Cornwall Gateway Community Network

Dear all,

Community Network Highways Scheme

The Cabinet Members for Localism and Transport recently wrote to all Members and Town & Parish Councils regarding the Community Network Highways Scheme. This Scheme will progress each Community Network Panels' (CNP) top priorities for local highway improvement schemes, within a dedicated "Community Network Highways budget."

It is intended that Cornwall Gateway CNP will have an initial briefing and discussion about the Scheme at its next meeting before working through the prioritisation process during the following few meetings.

1. Key points of the Scheme:

- Annual Community Network Highways Budget of £1m pa (each Community Network Area will have £50k pa)
- CNPs will be asked to prioritise local highway schemes within the available budget – schemes must support highway improvements that meet Connecting Cornwall (Local Transport Plan objectives)
- The Council will centrally fund, from a separate existing budget, one annual Traffic Regulation Order (TRO) for each CNA

2. Attachments.

I've attached the following documents to this email:

- A **briefing note** explaining how the Scheme will work, plus three appendices:
 - ❖ **Appendix 1:** A flowchart summarising the process
 - ❖ **Appendix 2:** A guidance note about Traffic Regulation Orders, in the context of the Scheme
 - ❖ **Appendix 3:** A guidance note providing indicative costs for typical transport schemes
- A copy of the **"historic list of proposed local schemes"** referred to in the briefing note, for Cornwall Gateway CNA. The list is historic so may be out of date. It comes from schemes suggested by members of the public, councillors and reviews by officers. Panels' first task will be to review the historic list – removing any out of date schemes and indicating which should be retained for further consideration in the prioritisation process.

- A copy of the **expression of interest form**. This will be used to feed any new issues not on the list into the prioritisation process. To keep the workload manageable, the guidance suggests that each voting organisation/member (Town & Parish Council/Cornwall Councillor) will be invited to submit one expression of interest for consideration. However, this is flexible – if the schemes put forward were all small scale, a few more could be included.

If you have any queries, please let me know.

Kind regards,
Catherine

Lisa Grigg
Communities Support Assistant
Resilient Cornwall Service
Neighbourhoods Directorate
Cornwall Council

Community Networks Highways Scheme Briefing Note – March 2018

Introduction

Cornwall Council is committed to [Strengthening Community Networks](#) and for Community Network Panels (CNPs) to have a greater influence in local and major transport schemes. Community Network Panels are already being briefed by Highways Managers on highways maintenance and Panels will be the local key point of contact for engagement and consultation in the development and delivery of major capital transport schemes in or affecting their CNA. The Community Networks Highways Scheme budget is being provided from April 2018 to progress the top, approved priorities for local highway improvement schemes.

Key points are:

- I. The establishment of an annual "Community Network Highways Budget" of £1m per annum from the Integrated Transport Block of the Local Transport Plan budget of £4m per annum. In the first year, this will be allocated equally between CNAs i.e. £50,000 each, with £50,000 in reserve.
- II. The Council centrally funding, from existing budgets, an annual Traffic Regulation Order (TRO) consultation for each CNA. This will enable improved coordination and economies of scale for TROs across Cornwall, and allow approved proposals from CNPs to be implemented.
- III. Panels will review the current list of member-sponsored transport schemes; priority issues will be nominated through an Expression of Interest form and technical advice provided from officers about potential solutions.
- IV. Each Panel will make a recommendation to Cornwall Council on which schemes should be progressed within their "CN Highways Budget", supplemented by any available additional funding (e.g. S106 funding) and match-funding from local councils.
- V. Monitoring reports being given to Panels on the progress of approved schemes, from formal consultation to scheme completion.
- VI. The scheme is planned for four years. CNPs having the opportunity to roll their budgets forward to fund more costly schemes in future years if that was their priority, although consideration will need to be given to capacity and scheduling of works for delivery.

Process (see also Flow chart in Appendix 1)
Stage 1: Review of historic local schemes

(Timescale: 3 months commencing April 2018)

1.1 Each Community Network Panel (CNP) will be asked to review the historic list of proposed local schemes for its Community Network Area (CNA). New issues can be considered in addition to those on the list. Top priority issues will be captured on an expression of interest form submitted by CNP members, without determining the solution. These will be considered together by the whole CNP to create a programme of highway improvements for the area which will have maximum benefit for all. To be eligible for funding, schemes must support highway improvements that meet Connecting Cornwall (Local Transport Plan) objectives:

Tackling climate change

- 1 Reduce reliance on fossil fuels and support the introduction of low carbon technologies.
- 2 Support communities to live locally and reduce the need to travel.
- 3 Adapt and improve the transport network to ensure resilience to climate change.



Supporting economic prosperity

- 4 Improve connectivity of Cornwall to the rest of the world.
- 5 Ensure a resilient and reliable transport system for people, goods and services.
- 6 Support the vitality and integrity of our town centres and rural communities.



Respecting and enhancing the environment

- 7 Make the most of opportunities to protect and enhance the environment.
- 8 Minimise the use of natural resources and minimise waste.
- 9 Provide sustainable access to Cornwall's environment.



Encouraging healthy active lifestyles

- 10 Improve the health of our communities through provision for active travel.
- 11 Increase awareness and an understanding of the health benefits of walking and cycling.



Supporting community safety and individual wellbeing

- 12 Improve road safety.
- 13 Increase public confidence in a safer transport network.
- 14 Reduce noise and air quality impacts.



Supporting equality of opportunity

- 15 Improve access to employment, education, healthcare and leisure.
- 16 Improve access to public transport.
- 17 Encourage community participation in shaping and delivering transport services.



1.2 Examples would include proposals to deliver the following outcomes: road safety, encourage walking and cycling and use of public transport, improved connectivity and access, reduce noise and air pollution. Solutions will be identified by Highways officers and could include improved signage, yellow lines, cycle schemes, pedestrian crossings, drop kerbs, junction improvements, the purchase of vehicle activated speeding signs, grants to local speedwatch groups. Improvements to any part of the highway network would qualify (i.e. A, B, C and U class roads).

NB: Items that are outside the scope of the scheme: Highway maintenance and urgent safety works (provided for via separate, core budgets).

1.3 Each Community Network Area will have one Traffic Regulation Order (TRO) consultation paid for per year in addition to their budget, but this will not cover design work or the costs of delivery. Residents parking schemes cannot be considered due to scale/cost; this TRO will cover minor schemes which will deliver community type benefits and have the support of the CNPs. Highways officers will advise when reviewing issues, whether the proposed solution requires a TRO. A separate guidance note about TROs is available (Appendix 2).

1.4 Members of the public can put forward schemes through their Cornwall Councillor or the relevant town and parish council. These would be considered alongside other schemes in the local area.

Stage 2: Feedback and Prioritisation

(Timescale: 3 months. This will allow Panels a few meetings to work through the process, engage with T&PCs and, if necessary, neighbouring CNPs)

2.1 For this stage of the process, CNPs may wish to consider setting up a small task and finish group which should include the Highways Manager and the Community Link Officer (CLO). This could speed up the process and allow for meetings with neighbouring CNPs.

2.2 Highways Managers will review the expression of interest forms provided by the CNPs. The quantity of schemes needs to be manageable, therefore a target of 1 per parish/ Cornwall Councillor in the CNA (i.e. one per voting organisation/ member) is suggested and should come from prioritisation at a parish and CNA level. They will prepare a schedule setting out brief comments on the listed schemes, covering issues including estimated cost, deliverability, match with LTP objectives, and any policy, strategy, legal or other implications. Indicative costs are included in Appendix 3. Each scheme will be scored using the following criteria from the Local Transport Plan:

LTP Criteria	Description	Score (1-5)
Cost and value for money	How much will it cost? Is there any match funding?	score high for low cost/high value for money
Deliverability	Is it legal? Is it safe? Is it feasible? Is it within the highway or on land controlled by	Score higher for easier to deliver

	Cornwall Council (i.e. land take not required)?	
Performance against goals	See page 33 of Local Transport Plan (www.cornwall.gov.uk/connectingcornwall) How does scheme deliver against 6 goals/17 objectives?	Score higher for greater match against goals
Scale of impact	Who benefits? (e.g. local residents, wider community, vulnerable users, visitors to the area, local school users etc.) Can this be quantified?	Score higher for larger impact
Quality of supporting evidence	What evidence exists to show the need for this scheme? (e.g. traffic data, accident data, speed data, surveys)	Score higher for stronger supporting evidence
		TOTAL SCORE

2.3 The schedule will also indicate if the listed schemes have any relationship with any existing or planned schemes (within the LTP programme, or arising from Section 106 funding or other funding streams) and if there is any potential to link schemes together and/or bring them forward early.

2.4 The schedule will be presented to each CNP for final prioritisation. CNPs will discuss the schedule and conduct any consultations with Town & Parish Councils in their CNP as they deem appropriate (e.g. during the meetings and/or by correspondence as necessary). Highways Managers will attend CNPs to provide technical advice and answer any questions (this should be linked to the regular Highways visits to CNPs).

2.5 Each CNP will then make a recommendation as to which schemes should be progressed as top priorities within the available funding and be taken to full design and formal consultation stage. Where it wishes to recommend a scheme as a top priority, it will provide brief reasons setting out the business case for this.

2.7 Funding may comprise:

- The Community Network Highway Budget for the CNA. A CNP may carry forward funds to fund more costly schemes in later years if that is its priority.
- Any additional funding identified in S106 or larger LTP schemes
- Match-funding. CNPs may invite Town & Parish Councils to consider if they wish to offer match-funding to any schemes within their parishes

Stage 3: Evaluation and Approval

(Timescale: 3 months).

3.1 Officers will prepare a draft report, for each CNA, setting out the CNP's recommendations. This will include a project brief for each scheme, together with the Highways officer's evaluation and comments.

3.2 The report will then be submitted to Senior Officers for approval in accordance with Cornwall Council's approved procedures for decision-making. The CNP will be informed of the outcome.

Stage 4: Design, Consultation and Delivery

(Timescale: This is dependent on each scheme, and the number of schemes being dealt with at any one time by the Cormac delivery team)

4.1 The project briefs for each scheme will be used to commission Cormac to design, consult on and deliver each scheme, including preparation of a Community Impact Assessment. CNPs will be consulted on design and cost changes that may arise.

4.2 Consultation on a Traffic Regulation Order for the CNA will also take place at this stage. The results of consultation about the TRO, and the CNPs proposed schemes will be shared with CNPs. This may result in changes to nominated schemes and CNPs may have to revise their priority schemes as a result.

4.3 The CNP and officers will need to work together to keep the list of schemes under review – this could be a role of the task and finish group:

- They may need to remove or amend schemes, following consultation or design.
- Funding might come forward that allow top priority schemes to be brought forward earlier than planned or other, unfunded schemes, to be delivered
- In both cases, this might release funding that enables additional schemes to be recommended to the Portfolio Holder as top priorities.

Stage 5: Monitoring

5.1 A monitoring report will be submitted to CNPs on the top priority schemes on a six-monthly basis, setting out progress from formal consultation to scheme completion, as appropriate. This should be linked to regular 6 monthly visits of Highways Managers to CNPs.

Notes:

- 1 CNPs are encouraged to reach a consensus view at all stages they are involved in the process. In the event that a vote is required, there should be one vote per parish and one vote per Cornwall Councillor. CLOs will liaise with CNPs if this is not already clear in their terms of reference.
 - 2 Where there is a lack of consensus, this will be highlighted in the report, along with a summary of the representations made relating to each proposal.
 - 3 Similarly, CNPs will be expected to work closely with officers to formulate their recommendations. Where officers disagree with a CNP's recommendation, this will also be highlighted in the report, along with a summary of the officer view. The Portfolio Holder for Transport will make any final decision in these circumstances.
 - 4 This briefing note and particularly the timescales are for guidance only. If all CNPs work to the same timescale, there will be significant resource issues within Cormac in dealing with 19 packages and 19 TROs at the same time with resulting time delays. Phasing over four years is therefore encouraged.
 - 5 Enforcement can commence once the necessary lines and signs are in place. If the area of new restriction falls into an existing priority enforcement route, it will be included in regular patrols by Civil Enforcement Officers. However if the restrictions are in a location that are patrolled on an ad-hoc basis or in an area that does not have visits, it is very unlikely the area would receive regular patrols at present. There are some changes proposed regarding Civil Enforcement Officer regular patrols with regard to car parks. If implemented, this may allow reassignment of patrols to the more rural areas that require enforcement. In addition, parish councils can supplement civil enforcement in their parish with a service level agreement.
 - 6 The full Local Transport Plan budget is allocated through an Implementation Plan. An information sheet is available which explains this further.
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Town	Street	Network Area	Request	Current Outcome - the as part of Review	Category of request	Date	Comments	Status
Torpoint	Torpoint Traffic Order	Cornwall Gateway	Changes to parking restrictions on various roads in Torpoint - Stannicea Street, Bickens Road, Fore Street, remove dph st, provide dph for Wellington Street			Apr-18	With regard to traffic regulation orders (e.g. changes to parking restrictions, one way, access restrictions), despite the relative low cost of implementing measures on site, the statutory consultative procedures can be lengthy and expensive. A piece-meal approach to general changes in traffic regulations can make disproportionately high demands on Council resources. For this reason, it has been agreed that proposed changes to traffic regulation measures will be carried out on an area wide basis, incorporating individual requests within a larger traffic regulation reviews where appropriate. Three requests for Traffic Regulation amendments will be retained for consideration as and when a review is being carried out on this area.	
St. Germans	St. Germans Pedestrian Improvements	Cornwall Gateway	Measures to improve pedestrian safety between St Germans and Polkenneth			Apr-18	Cornwall Councils Transport Funding is fully committed to long standing proposals, wider strategies and development initiatives.	
Kingdon	Fore Street Kingdon Junction Realignment	Cornwall Gateway	Re-align junction at Fore Street/ackmans Meadow to improve pedestrian safety			Apr-18	With regard to this specific request, the review indicates no related accident issues, based on current records. Overall, there is insufficient evidence to justify funding for measures at this location.	
Millbrook	Millbrook Traffic Orders	Cornwall Gateway	Revert street parking restrictions to allow access for emergency services and larger vehicles, Millbrook School - parking restrictions to control parking			Apr-18	With regard to traffic regulation orders (e.g. changes to parking restrictions, one way, speed limits orders), despite the relative low cost of implementing measures on site, the statutory consultative procedures can be lengthy and expensive. A piece-meal approach to general changes in traffic regulations can make disproportionately high demands on Council resources. For this reason, it has been agreed that proposed changes to traffic regulation measures will be carried out on an area wide basis, incorporating individual requests within a larger traffic regulation reviews where appropriate. This request for traffic regulation amendments will be retained for consideration as and when a review is being carried out on this area.	
Stannicea Peninsula	Stannicea Transport Study	Cornwall Gateway	Recommendations from Feasibility Study to include shoulder for traffic and also recommendations for footpaths			Apr-18	Whilst the Stannicea study has identified a number of deliverable improvements, consultation and resolution of local views on some of the measures has used up the remaining allocated budget from the Local Transport Plan programme. With regard to the traffic calming and engineering measures, there are no longer any Council funded programmes aimed specifically at works of this type. These measures are considered either as part of a wider programme of work or on the basis of accident analysis. Analysis of the accident history does not identify this location as a priority.	
Stannicea	Stannicea Junction Improvement	Cornwall Gateway	Traditional lane junction improvements			Apr-18		
Saltash	Hampton Road, Longlands Lane, Church Street, Calbeck Industrial Estate, Lower Port View, Victoria Road, Summerfields, Village Road	Cornwall Gateway	Saltash Traffic Order			Apr-18		
Saltash	Saltash Church Road Junction	Cornwall Gateway	Widening of junction to allow improved bus access			Apr-18	Support for public transport is an identified aim of the Transport Strategy for Cornwall. Also, this location is within an identified area of concern.	
Saltash	St Stephens Road Traffic Calming	Cornwall Gateway	Modification to the single speed advice on St Stephens Road			Apr-18	Analysis of the accident records at this location identifies limited accident history in this area.	
Saltash	Saltash School Traffic Management	Cornwall Gateway	Traffic Management measures on Broad Way near Saltash, to control parking and improve safety			Apr-18		

**Cornwall Council Community Network Highways Scheme
Expression of Interest Form**

**Notes**

To help us process your Expression of Interest, please:

- Read the Community Network Highways Scheme guidance carefully
- Complete the form as fully as you can and return to your Community Link Officer
- Let us know if you have any questions before sending in your application

FOR OFFICE USE ONLY: Date received:

Ref No:

Section A: Contact details

1. Name/position of person submitting this proposal	
2. Contact email	
3. Contact telephone number	

Section B: Scheme outline

1. Location	
2. What is the LTP objective you are trying to achieve? See page 33 of Local Transport Plan (www.cornwall.gov.uk/connectingcornwall)	
3. What is the problem? What local outcome you are aiming to achieve?	
4. How have you identified this problem? Let us know of any evidence available, including community representations	
5. Why is this a priority for the parish council?	
6. Is there any additional funding available to support this scheme? If so, how much and from what source?	
7. Area of benefit – schemes which benefit a larger area of the Community	

Network are encouraged	
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Declaration

I declare that the information supplied in this form is true to the best of my knowledge and that, if I am submitting this proposal on behalf of a town or parish council or local organisation, I have their consent to do so.

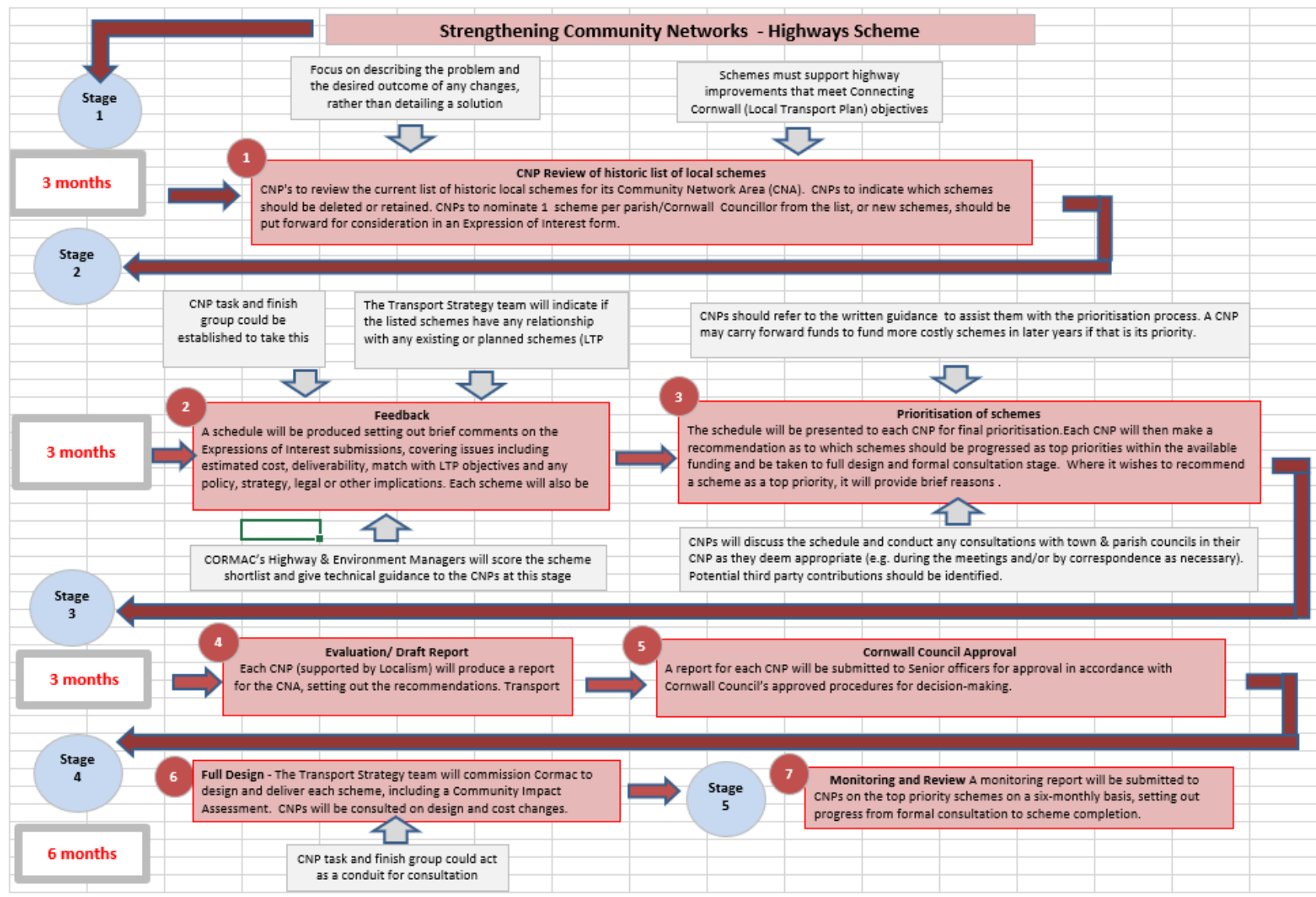
Signature:

Date:

Name (Please Print):

Privacy Notice: This information is being collected by Cornwall Council. The Chief Executive is the Council's Data Controller. Any information provided may be retained on computer or in manual files in accordance with the Council's policy for the retention of information. This information will be used for processing your expression of interest. It may also be used for related council purposes, including for regulatory functions and investigating fraud. It will not be disclosed to any third party except where the council specifically contracts for data processing support. The information may be used for statistical or research purposes, which will be de-personalised where appropriate.

Please return to your Community Link Officer



Community Networks Highways Scheme Appendix 2 - Briefing Note on Traffic Regulation Orders

Highway Authorities can place various restrictions on traffic within their areas by way of a legal process to create Traffic Regulation Orders (TROs).

Measures delivered may include access and directional restrictions, speed limits, waiting and loading restrictions, overtaking restrictions and provision of disabled parking bays. The Community Networks Highways Scheme can include these measures, but excludes residents parking schemes.

All TRO's have to be justified for one of the following reasons:

- Avoiding danger to road users
- Preventing damage to the road or a building,
- Facilitating the passage of traffic (including pedestrians),
- Preventing use of a road by unsuitable traffic,
- Preserving the character or amenity of the area and addressing air quality.

Following the standard procedure, Highway Authorities are required by law to consult on TROs for a minimum of 21 days. In Cornwall this is usually carried out by Cormac on behalf of the Council. All consultations are published with a notice at the site where the restriction will be placed, in newspapers and online (<http://www.cornwall.gov.uk/Trafficconsult>). Statutory bodies such as the Police and Fire Brigade are also notified. Anyone may support or object to the proposals by sending written responses stating their reasons within the consultation period. All responses received are considered by Cornwall Council prior to any decision being made on whether all or part of the TRO proposal is finalised as a permanent restriction.

A TRO for a Community Network Area can include a package of several different types of orders (waiting, disabled parking bays and loading restrictions and a speed limit or access restrictions come under different parts of the Road Traffic Regulation Act). This gives some economies of scale, reducing numbers of site visits and orders can be combined in a single public notice.

If a package of orders are consulted upon at the same time, the proposals can be modified before they are 'sealed' (made legally enforceable) i.e. *not all proposals have to be supported*. As an example, if a consultation was undertaken for 20 waiting restrictions in a town, you may find that following analysis of the consultation responses, 15 are constructed as advertised, 3 are modified and 2 do not proceed. Restrictions can normally only be modified to a *lesser* form (or length) so a No Waiting At Any Time could be reduced to a daytime only restriction or similar. If an increase in restriction is requested by residents following the consultation, a further consultation is normally required prior to making the changes to ensure that everyone affected is informed. Further consultation will add costs to a scheme depending upon the extents required.

An order is not legally enforceable until it is legally sealed, this has to be completed within two years of the initial legal notice and after all signs/lines indicating the restriction are in place.

Each CNP will have the consultation costs of one TRO a year paid for as part of this scheme. Design and construction costs are not included; this comes from the budget allocation of £50,000. A normal consultation costs £5500 for a limited number of waiting restrictions in a single locality. The TRO consultation cost for other restrictions is similar but construction costs will vary considerably upon the size and type of restrictions required. The stages for a TRO are set out below

Stage 1 – Scheme Inception

Project management - scheme set up / invoicing / order requisition / archiving / scheme close down

Client updates

Checking / Approvals

Stage 2 – Preliminary Design and Consultation

Site visit #1 Scope out/measurements

Production of consultation plans

Drafting of TRO / Notice / Legal documentation

Production of Consultation Package / Egov (online consultation finder)

Site Visit #2 (Erect site notices)

Enquires /responses to consultation

New Road and Street Works Act (NRSWA) searches/checking/collation

Stage 3 – Scheme Approval

Production of consultation report

Scheme feedback meeting

CC Approval

Reply to Consultation respondees

Egov updates

Stage 4 – Construction Package

Landsearches update

Production of Construction Package/ drawings/ Short Duration Project Management Plan

Production of Final TRO / Final Notice

Collating / checking of NRSWAs

Stage 5 – Post Construction

Site visit #3 (post-works check)

ParkMap Team Entry

Sealing of Order

Final Distribution of Order including issue press notice

Create 'as built' plans

Community Networks Highways Scheme
Appendix 3: Indicative Costs for Typical Transport Schemes

Feature	*Indicative Cost	Notes
Yellow lines	£2,500	Works cost is a typical 'small scheme' in a quiet residential area. This also requires a Traffic Regulation Order (TRO) - see note below**.
Cycle shelter	£3,000	Assumes enclosed 'dome shelter' off highway with no land costs.
Bus shelter	£8,000	£4000 for shelter plus consultation costs
Drop kerbs	£2,000	
Vehicle activated speeding signs	From £14000	Can vary depending on site specifics and availability of power supply etc.
Pedestrian crossings		
Informal (2x sets dropped kerbs)	£5,000	Assumes basic crossing with tactiles - limited consultation.
With Island in Carriageway	£12,000	Retains existing kerb lines, Solar Bollards rather than mains connection.
Zebra	From £20000	Costs can rise significantly depending on site specifics and availability of power supply etc.
Puffin/Toucan	From £29000	Costs can rise significantly depending on site specifics and availability of power supply etc.
Improved signage	-	Site specific estimates upon request
Junction improvements	-	Site specific estimates upon request
Village gateway scheme	£4,500	2x New signs and a set of Dragons Teeth + consultation

***Please note these are indicative costs.**

Final values of schemes will vary significantly depending on nature and category of individual sites and the level of public interest received. A basic level of consultation has been included within the costings unless stated otherwise. Sites on main roads or busy town centres are likely to be more complex and costly. Statutory Undertakers plant can add significantly to costs if any diversion of services is required. Indicative costs provided do not include VAT

**** Traffic Regulation Orders (TRO)**

Each CNP will have the consultation costs of one TRO a year paid for as part of this scheme. Design and construction costs are not included. A normal consultation costs £5500 for a limited number of waiting restrictions in a single locality. The TRO consultation cost for other restrictions is similar but construction costs will vary considerably upon the size and type of restrictions required.

Example schemes

These costs are actual costs from a package of schemes across 6 rural parishes

Scheme	Design Fee	Construction Fee
Extend 30mph		£1,388
No Waiting at any time (NWAAT) restrictions	£1,346	£500
Width restriction		£400
30mph speed limit	£1,346	£2,937
Variable 20mph speed limit	£1,346	£28,000
No entry	£1,346	£845
NWAAT restrictions	£1,346	£926
Limited waiting bay		£272
Disabled Parking Bay	£1,346	£331

Agenda No. 18

106 report for Full Council

At the recent 106 committee meeting I was asked to clarify some points.

- A reminder that all 106 applications should be sent to Catherine Thomson for review before coming to STC
- The 106 constitution reads that there should be 4 STC members, the Mayor and Deputy plus 2. They are not named for the 106 panel, but are when we set up our 106 panel members
- When STC makes a recommendation for an application to go forward to 106, should the STC members on the panel reflect the corporate decision of the Town Council even if they voted against the decision.

Jean Dent

Agenda No. 19

	Burial Authority /Board	Chairman	Vice- Chairman		P&R	Chairman	Vice- Chairman		Services	Chairman	Vice- Chairman		Staffing	Chairman	Vice- Chairman		Burial Authority/Board
	4 members plus 2 ex-officio members				8 - 10 members plus 2 ex-officio members				8 - 10 members plus 2 ex-officio members				4 members plus 2 ex-officio members				Parker - Vice-Chairman BA Phillips - Chairman BA Pinckney - Co-Chairman BB Warrington
BICKFORD																	Dent Yates
BRADY																	P&B Bickford Challen
CHALLENGE																	Cook - Vice-Chairman Miller Phillips - Chairman
COOK																	Rance Samuels Taylor
DENT	Ex-officio				Ex-officio				Ex-officio				Ex-officio				Dent Yates
LENNOX-BOYD																	Services Bickford Brady - Chairman Challen
MILLER																	Lennox-Boyd Miller Miller
PARKER			BA														Parker Taylor Thorn
PHILLIPS		BA															Dent Yates - Vice-Chairman
PINCKNEY		BB															Staffing Brady Challen
RANCE																	Rance - Chairman Taylor - Vice-Chairman
SAMUELS																	Dent Yates
TAYLOR																	
THORN																	
WARRINGTON																	
YATES	Ex-officio				Ex-officio				Ex-officio				Ex-officio				

Agenda No. 20

Sub-Committee	Councillor(s) (Structure 4 members + Mayor, Deputy)	Reserve(s)	Notes	Reports to	Finance Delegated Authority	Admin Support
Business Strategy & Forward Planning SC	Committee Chairmen, Mayor, Deputy	Vice Chairmen	P&R Appointed at FTC 06.07.2017	Full Council		Yes
Property Maintenance SC	Dent - Chairman Phillips - Vice-Chairman Miller, Rance, Taylor, Deputy Mayor		P&R	Policy & Resource	FTC 070917 Min no 257/17710 Resolved to approve that the Property and Maintenance 'WP' be made a sub committee with delegated authority for expenditure up to £5000	Yes
Station Property SC	Bickford - Chairman Brady - Vice-Chairman Phillips, Taylor, Mayor & Deputy		Appointed at FTC 06.07.2017 Reports to FTC	Full Council	Expenditure up to £5000 on any separate occasion within the budget reporting back to FTC (FTC 03.08.2017 Min no 219/17718)	Yes
Waterfront Management SC	Bickford - Chairman Rance - Vice-Chairman Brady, Phillips, Samuel, Mayor & Deputy		Services 14.06.2017 Min no 131/17718	Services	Expenditure up to the value of £5,000 on any separate occasion within the budget reporting back to the Services Committee. (RECOMMENDED WMWP 19.07.2017 Min 19/17718) It was RESOLVED that current and ongoing works will be authorised under the Scheme of Delegated Authority up to a value of £2,000 with approval from the Chairman of Services, the Mayor and Deputy Mayor. (WMWP 19.07.2017 Min 19/17718)	Yes

Date: 03.05.18.

Agenda No. 21

Working Party Group	Council(ors) (Structure 4 members + Mayor, Deputy	Reserve(s)	Notes	Reports to	Finance Delegated Authority	Admin Support
Anti Social Behaviour WP	Challen, Rance, Mayor & Deputy		P&R Appointed at FTC 06.07.2017 No admin support	Policy & Resources		No
Christmas Lights WP	Partee - Liaison Traders & Volunteers		Services Est 14.06.2017 Min 12/17/18a	Services: Chairman of Services and Town Clerk		
WP to review Committee Structure & Terms of Reference (CALC report)	Committee Chairmen , Mayor, Deputy		Appointed at FTC 06.07.2017 Reports to FTC	Full Council		No
Green Infrastructure for Growth (G4G) Working Party	Bickford, Brady, Dent, Taylor, Yates		Services Est 14.06.2017 Min 06/17/18a	Services		No
Neighbourhood Plan Steering Group	Rep - Dent		P&R No admin support FREE ROOM HIRE	Policy & Resources		No
Saltash Team for Youth	Rance, Taylor, Challen, Warrington		P&R No admin support FREE ROOM HIRE	Policy & Resources		No
Section 106 Steering Group	Mayor & Deputy Mayor, Brady, Cook (SEE also apply to OB)		P&R	Policy & Resources		No

Agenda No. 22

Outside Body	Representative	Reserve	Any other info
Age Concern	Jean Dent	Averil Pinckney	
Chamber of Commerce (appointed at P&R 18.07.2017)	Gloria Challen	Steve Miller	
Cornwall Association of Large Councils	Town Clerk		
Livewire	Gary Taylor	Averil Pinckney	
Mabbot Trust	Jean Dent		
May Fair	Steve Miller	(no reserve)	Appointed FTC 03.08.2017 following resignation of MC
Neighbourhood Plan SG	Jean Dent		
Regatta Committee	Steve Thom	Casey Warrington	ST resigned as rep. New rep appointed at FTC 05.10.2017
Road Safety Committee	Mike Parker	Steve Miller	
Saltash Chamber of Commerce	Gloria Challen & Steve Miller		Appointed P&R 18.07.2017
Saltash Gateway CIC S106 Panel	Mayor & Deputy Mayor John Brady & Chris Cook		Update FTC 03.08.2017
Saltash Gateway CIC	Chris Cook	John Brady	Amendment FTC 03.08.2017
Saltash Gateway CNA	Mayor	Deputy Mayor	
Saltash Heritage	Jean Dent	Mike Parker	
SWRA	Richard Bickford	Julie Rance	
TAVATA	Deputy Mayor	Casey Warrington	
The Core	Casey Warrington	Julie Rance	
Youth Council	Julie Rance	Averil Pinckney	

Agenda No. 23

STC Sub Committee Schedule of Meetings:

To adopt a schedule for the following Sub Committees:

- Business Strategy & Forward Planning
- Station Building Management
- Waterfront Management
- Property Maintenance

Options:

Option 1: Sub Committees to be held each Monday throughout the month at 5:30 p.m. bi-monthly.

Option 2: Sub Committees to be held on a Monday at 5:30 p.m. in conjunction with 'reporting to' its Committee i.e. monthly, bi-monthly or tri-monthly.

Option 3: A Sub Committee to be held on a Monday at 5:30 p.m. once a month.

Agenda No. 24**Saltash Town Council – Scheme of Delegation**

- i) This scheme of delegate supersedes any extant permanent delegated authorities except where specified, and voids any such delegated authorities not referred to. No future permanent delegated authority shall be valid unless referred to in this scheme.
- ii) None of the authorities or limitations below should be taken as preventing the exercise of duties or authority clearly laid out in the Town Clerk's job description (for example as Line Manager)
- iii) Temporary delegations of authority to accomplish a particular task do not fall within the purview of this scheme: existing such temporary delegations stand, and further such temporary delegations may be agreed without amending this scheme (for example relating to specific projects, such as the Cemetery Extension).
- iv) This scheme shall lapse after the 1st full meeting of the council following each set of Town Council Elections commencing in May 2013, unless re-approved by the council with or without amendments.
- v) Any reference to the Town Clerk in these documents will apply to the Senior Admin Officer if and only if
 - i. The Town Clerk is not reasonably contactable due to leave, illness etc. AND
 - ii. The matter is of sufficient urgency that it cannot be reasonably delayed until the return of the Town Clerk.

Section A Financial

The Clerk shall have sole delegated authority to

- a) maintain and defray a petty cash float to a limit of **£300** for the purpose of defraying operational and other expenses, in line with Financial Regulation 6.5
- b) incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of **£1,000**, in line with Financial Regulation 4.6 The Clerk shall report the action to the appropriate Committee as soon as practicable thereafter. Where expenditure required cannot be met from savings made elsewhere within that Committee's approved budget, it shall be subject to the provisions of a supplementary estimate approved by the Policy and Resources Committee or the Council.
- c) carry out the dispersal of Section 106 Money held by the Council, when authorised according to procedures already agreed by the Council.

The Town Clerk shall have delegated authority himself **and delegated authority to authorise members of staff** to disperse other monies with the authority of Full Council, or otherwise under the following restrictions

- d) **If within budget up to £5000** with the approval of the appropriate Committee Chairman, or in their absence that of the Committee Vice Chairman or Mayor. Approval may be verbally or by email initially, with a later signature.
However in the case of the P&R (Office) budget, no such approval will be necessary
- e) **If within budget, up to £10,000 only where** that item has been resolved by the relevant Committee, and with the approval of the appropriate Committee Chairman (or in their absence that of the Committee Vice Chairman, Mayor or Deputy Mayor) as above,
- f) Monies over **£10,000** or not within budget **only where** that item has been resolved by Full Council, with an agreed spend or maximum spend.

Items spent under d) or e) will be reported back to the following meeting of the relevant committee

- g) The Town Clerk shall have delegated authority with the agreement with the Chairman of P&R, or in their absence that of the Committee Vice Chairman, Mayor or Deputy Mayor, to use the Town Credit Card, where the expenditures in question are otherwise acceptable under council regulations and where necessary for the efficient running of the council and for best value. However in no case may this be used for individual expenses to be reclaimed, or in excess of the credit limit agreed by full council.

Section B Staffing

- i) All matters detailed in adopted staffing policies of the council shall be taken as being encompassed with this scheme of delegation. For example, but not limited to,
 - i. The Clerk's authority to appoint staff where carried out in line with policy.
 - ii. Resolution of grievance and disciplinary matters
 - iii. The authorisation of discretionary leave
 - iv. Appraisal and exit interviews etc.
- ii) Furthermore the following functions shall be delegated to the staffing committee:
 - i. The line management of the Town Clerk (with the Chairman, or Vice Chairman if his absence, dealing with routine issues)
 - ii. The confirmation of progression along pay scales, and successful completion of probationary periods (recommendation not to progress staff or to approve completion of probation shall be recommended to full council)

Section C Other

The Clerk shall have sole delegated authority to

- j) exercise overall responsibility for Health and Safety
- k) have fly-posters removed from STC land, or from Cornwall Council land having checked that they do not have authority to be there

Updated Policy and Resources April 2018

- l) waive charges for Guildhall room hire
- m) approve or reject links for display on the STC website, and items for display on the STC noticeboards
- n) Approve the use of the town's modern logo, in accordance with the principles outlined in the relevant policy

The Town Clerk shall have delegated authority in consultation with the Mayor, or in his absence the Deputy Mayor, to

- o) make any temporary arrangements necessary for the good running of the council not falling under the clerk's day to day exercise of duties, where they incur no expenditure, or the expenditure falls under the other delegated powers. These shall be reported back to the appropriate committee or full council as soon as possible where they may recommend that they be made permanent or halted if appropriate, or else 'noted'.
- p) commence the election or co-option procedure for vacancies in the town council, and set dates, in accordance with legislation and council procedures.

The Town Clerk shall have delegated authority in consultation with the Mayor, or in his absence the Deputy Mayor, and the Chairman of P&R, or in his absence the Vice Chairman, to

- q) decline bookings for the Guildhall where they consider them inappropriate, or where they are for purposes that might be perceived as prejudicing the neutrality of the town council on future developments.

The Town Clerk shall have delegated authority with the agreement with the Mayor or appropriate Committee Chairman, or in their respective absence the Committee Vice Chairman or Deputy Mayor to

- r) send out Press Releases. In all cases the Mayor, or in their absence the Deputy Mayor, must either directly approve the release, or be sent a copy of the release at least 24 hours before it goes out in order to give them chance to object if necessary. No Press Release may be sent out under this authority if the Mayor or Deputy Mayor does object: in that instance they must be authorised by Full Council.

Power q) shall also apply to the Chairmen/Vice of the Neighbourhood Plan steering group, and any other sub-committee or working group of the council granted this power by full council. However other delegated powers to committees do not automatically apply.

Agenda No. 25

Saltash Town Council

HEALTH AND SAFETY POLICY STATEMENT

Saltash Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed:

Dated:

Position: Chairman of the Council

Agenda No. 26 - Committee Minutes for Approval

DRAFT Staffing Committee Minutes 10th April 2018 – Please see website.

DRAFT Policy & Resources Committee Minutes 10th April 2018 – Please see website.

DRAFT Policy & Resources Committee Minutes 17th April 2018 - Please see website.

Agenda No. 28 – Sub-Committee Minutes for Approval

DRAFT Business Strategy & Forward Planning Sub Committee Minutes 24th April 2018
– Please see website.

Agenda No. 30a**Saltash Station Refurbishment Project - Architecture work - Phase 2**

The Bailey Partnership have quoted £24,950 + VAT for the second stage of architecture work for the Station Refurbishment Project. This represents a fee of 7.6% based on construction value of circa £325,000, which is the basis for their quote, and should allow STC to complete the basic building refurbishment and basic fit out agreed.

Baileys original 'discounted fee' was £29,400 + VAT, but further downward negotiation took place to bring the quote in under the £25,000 limit for the STC requirement to advertise/tender the work. Using that value as a valid negotiation point was endorsed by the Town Clerk.

The Bailey Partnership, though their lead architect Ian Newcombe have been clear that they are prepared to offer this significantly discounted price as they view this a sound community project for which they wish to support.

The fee is for a multi disciplinary approach that encompasses more than just architecture fees, but also the fees involving the appointment of a main contractor and managing all aspects of the refurbishment works.

Should we manage to find significant additional funding that allows us to complete the full fit-out, or build the extension, further fees will apply at a similar rate, dependent of the level of work required.

Please see the attached fee proposal.

Justification for a direct appointment of the Bailey Partnership

- Excellent working relationship with Saltash Town Council throughout the initial RIBA 1 - 3 stages.
- Willingness to carry out extra design work around funding bids and promotional material.
- The Bailey Partnership have demonstrated good knowledge of working with Network Rail in close proximity to the railway.
- The Bailey Partnership are the only architecture firm who have achieved an approved Planning Application on this site in recent years.
- The price quoted is very competitive and it seems unlikely that a re-tendering process would deliver any substantial savings.
- The tender process would add additional costs and delay for the project.
- The second place bidder in the original quotation process quoted £23,400 + VAT for the second stage of work, but this quote did not include any 3rd party costs such as Quantity Surveyor, Structural Engineer and the CDM responsibilities. The Bailey Partnership quote includes these aspects.



Lyster Court 2 Craigie Drive
The Millfields Plymouth
Devon PL1 3JB
01752 229259

IJN/MF/SKW/29217

Cllr R Bickford
Saltash Town Council
The Guildhall
12 Lower Fore St
Saltash
Cornwall
PL12 6JX

10 April 2018

Dear Sirs

Conversion & Extension of Saltash Train Station – Fee Proposal (RIBA Stages 4 – 7) Multi-Discipline Services.

Following our recent meeting discussions, we set out below our suggested way forward in relation to providing Lead Consult services incorporating Architectural, Building Surveying, Mechanical & Electrical Engineering, Structural Engineering, Cost Consultant and Principal Designer duties.

The scheme is currently being progressed to RIBA Stage 3 for planning approval, and it is understood that in order to maintain key programme dates, detailed design development and tendering procedures will likely need take place in tandem with the with Planning Consent and Conservation Area Consent determination period. This proposal allows to progress and develop the initial phase of the planning scheme through RIBA Stage 4 (Detailed Design), RIBA Stage 5 (Construction), RIBA Stage 6 (Handover) and RIBA Stage 7 (Post Occupancy Review).

The scope of the initial phase of works to which this fee proposal relates briefly comprises: partial demolition and refurbishment of the envelope of the existing single-story masonry built former Saltash railway station. Internally, part of the space is to be fitted out to provide new passenger waiting room with WC's and plant room. The remaining space will be essential core works only for future fitting out as part of possible future development/extension works. External works to include main entrance canopy and work to boundary fences, drainage, new incoming services and making good to external hard landscaped areas including the car park/hard standing area.

Our multi-discipline consultancy is founded on an established base of expertise and resource and is managed and co-ordinated by a core of qualified, experienced professionals.



The role as perceived for this project involves the following duties:

Generally

Provide the all-embracing professional role of the Lead Consultant/Contract Administrator and provide all necessary professional duties including all architectural, building surveying, mechanical & electrical building services engineering, structural engineering, cost management input associated with the repair and partial conversion of the building to provide a completed shell and limited internal fitting out to include core passenger facilities. In this instance the service will also include all duties necessary under the CDM Regulations 2015 under which we would act as the Principal Designer.

To maintain Client awareness throughout the Contract by way of regular Client liaison meetings.

Pre-Contract

- a) Take the approved planning scheme and complete the initial phase of works through detailed design and specifications through to RIBA Stage 4.
- b) Produce Order of Cost estimate and Pre Tender estimate.
- c) Preparation and submission of a Building Regulations application.
- d) Preparation and submission of information required to discharge planning conditions. We have allowed for undertaking all necessary liaisons with the local Cornwall Council Planning/Conservation Officer.
- e) We have made a reasonable allowance for facilitation with other parties such as GWR, Network Rails & Rail Heritage Trust in relation to discharging the planning conditions and understanding site restrictions. Please note that should these discussions become protracted, or require separate meetings or submission of additional/specialist supporting information, not otherwise required for the discharging of planning conditions or preparation of the tender pack, then we will advise you and agree, where necessary, separate fees for these elements of works.
- f) Formulation and clarification of the design package into a comprehensive specification and schedule of works together with any other necessary tender documentation.
- g) Make recommendations and assist with the selection of suitable Contractors for tendering purposes, invite and receive tenders.
- h) Evaluation of the Contractor's tender prices and the preparation of a tender report and recommendation



- i) Prepare all necessary documentation to achieve items a) - h) and to finally draw up and arrange the Contract Documentation.
- j) Undertake the duties of the Principal Designer.
- k) An allowance to attend 3 no meetings has been allowed during the pre-contract stage. Additional input beyond this will be agreed with you and will be on a time charge basis.

Post Contract

- l) Organise and chair a pre-commencement meeting with the contractor.
- m) Undertake regular frequent inspections of the works in progress (fortnightly) to check that the specification and drawings are being complied with and that the required standards are being achieved.
- n) Agreement of the amounts due for periodic payment to the Contractor under the Contract and provide periodic cost reports.
- o) To monitor the satisfactory progress and completion of the works and to advise the Client accordingly, including the resolution of any anticipated or actual problems.
- p) Organise and chair monthly site progress meetings.
- q) Inspect the works at completion, issue list of defects, re-inspect when complete and issue the Certificate of Practical Completion.
- r) Prepare and agree the Final Account with the Contractor.
- s) Inspect the works at the end of the Defects Liability Period and issue list of defects, re-inspect and, when complete, issue the Certificate of Making Good Defects.
- t) An allowance to attend 6 no site progress meetings has been allowed during the post-contract stage. Additional input beyond this will be agreed with you and will be on a time charge basis.

Essentially the purpose of our role is to represent you and protect your interests and involves a combination of management and construction consultancy.

Our discounted fee proposal for undertaking the necessary professional duties is **£24,950** based on an estimated construction value of circa £325,000.



All of the above costs are inclusive of all reasonable expenses and disbursements but exclusive of VAT, which will be applied at the statutory rate.

We would seek reimbursement of our fee in accordance with the following stages:

Preparing initial Planning/LBC condition discharge application	10 %
Preparing and submitting Building Control application	20 %
Issue of Tender Package	25 %
Issue of Tender report	7.5 %
Contract preparation	5 %
Intervals through the construction phase	30 %
Upon expiry of twelve months defects	2.5 %

We would apply our standard payment terms which require settlement of our invoices within 28 days of the date of the invoice, after which we reserve the right to charge interest at the statutory rate.

Other fees which we would envisage being required to be paid by you for this project are in respect of the statutory Building Regulations application and inspection fee, Planning Condition discharge application fees, EPCs. You may also need to obtain further specialist surveys and reports if required for planning conditions or Building regulation approvals.

I trust that I have covered all matters however should you have any questions or require further clarification please let me know. I trust that our quotation is acceptable and look forward to working with you to deliver this exciting project.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Ian Newcombe'.

Ian Newcombe MCIAT
For Bailey Partnership

CC: Mr R Lane - Town Clerk



I confirm acceptance of this proposal on behalf of Saltash Town Council and instruct you to proceed immediately with the necessary duties including the duties required to comply with the CDM Regulations 2015.

Signed:

Print Name:

Date:

Agenda No 30b

Railway Heritage Trust | Eversholt Street London NW1 2DN

Tel: 020 7904 7354

e-mail: rht@railwayheritagetrust.co.ukwww.railwayheritagetrust.co.uk

28th March 2018

Richard Bickford
Saltash Town Council
The Guildhall
Lower Fore Street
SALTASH
PL12 6JX

Dear Richard,

RAILWAY HERITAGE TRUST GRANT AWARD
SALTASH STATION

The Trust is pleased to award a grant of £60,000, towards the total cost of £500,000, for the refurbishment of Saltash Station building and providing rail passenger facilities, as set out in your grant application of 5th March 2018.

The Trust notes other contributions to the project from Cornwall Council (£140,000) and GWR CCIF (£100,000).

The grant award is attached. You should now return to us:

1. The completed enclosed acknowledgement form on page 4, to validate the grant by confirming that you have read and accepted both the Grant Conditions and the Grant Claiming Instructions.
2. Your bank and financial details for payment of the grant. These details must be typed on your letterhead and you must provide these details in advance to avoid any delay in processing your claim for the grant money. Full details concerning the required information are shown in the Grant Claiming Instructions.

Yours sincerely,
A handwritten signature in black ink, appearing to read "Andy Savage".

ANDY SAVAGE
Executive Director

RAILWAY HERITAGE TRUST GRANT AWARD

Financial Year: 2018/19
Client: Richard Bickford, Saltash Town Council
Location of Project: SALTASH STATION
Project Description: Refurbishment of station building & providing rail passenger facilities
Grant Award: £60,000
RHT Grant Number: NR18/19:09
Date of Grant: 28th March 2018

GRANT CONDITIONS

1. You must use this grant only for the agreed physical works related to the fabric of the structure concerned. It must not be used for planning fees, design fees, marketing materials or contingency funding.
2. The default deadline for claiming the grant is 31st March 2019. If your project will not be completed by this date, you should contact the Trust to discuss arrangements for a later claim.
3. You should claim the grant as detailed in the Grant Claiming Instructions.
4. You should display the Trust's site sign on the project site board. Details are shown on the enclosed information sheet and are also available on the Trust's website, www.railwayheritagetrust.co.uk
5. The Trust requires that you provide:
 - 'Before and after' high quality digital images of the project (at least 1MB)
 - Full company names & addresses of the main project consultants and contractors
 - Details of the final cost and the final external contributions received at the end of the project.
6. The Trust requires that you acknowledge the Trust's financial contribution to the project in any publicity material that you produce.
7. The Trust reserves the right to visit the works in progress and/or upon completion by prior arrangement with you, including access to photograph the work.
8. The Trust will pay the grant only after it is satisfied that the work covered by the award has been completed to its approval.



ANDY SAVAGE
Executive Director
Enclosure

RAILWAY HERITAGE TRUST GRANT AWARD

Financial Year: 2018/19
Client: Richard Bickford, Saltash Town Council
Location of Project: SALTASH STATION
Project Description: Refurbishment of station building & providing rail passenger facilities
Grant Award: £60,000
RHT Grant Number: NR18/19:09
Date of Grant: 28th March 2018

GRANT CLAIMING INSTRUCTIONS

1. The grant can only be claimed if you have provided the necessary financial details to allow for payment by invoice.

For audit purposes, these details should be TYPED on your organisation's letterhead

The information you must supply is:

- The registered name of your company or organisation
 - Your business trading address (if different to the registered address)
 - Your company registration number (if you do not have a company registration number, please specify the reason.)
 - The VAT number of your company/organisation (used solely for record creation)
 - The bank name, branch, sort code and account number of the account to which payment should be made
 - A contact email/postal address, for receipt of remittance advice
 - The name & phone number of your financial contact.
2. You can apply to the Trust to claim the grant upon completion of the work.
 3. Your application to claim the grant must be in the form of **an invoice from your organisation to the Trust**. The Trust does **NOT** pay contractors' invoices.

As well as the grant amount, the invoice should quote the location, project description, grant number and date and should refer only to 'grant contribution to project'. The invoice must **NOT include VAT**, as our grants are outside the scope of this tax.
 4. Unless a Trust representative has visited the completed works, your application to claim the grant must be accompanied by confirmation that the work covered by the grant has been satisfactorily completed, eg architect's Certificate of Practical Completion or photographs.
-

ACKNOWLEDGEMENT OF RAILWAY HERITAGE TRUST GRANT AWARD

Financial Year: 2018/19
Client: Richard Bickford, Saltash Town Council
Location of Project: SALTASH STATION
Project Description: Refurbishment of station building & providing rail passenger facilities
Grant Award: £60,000
RHT Grant Number: NR18/19:09
Date of Grant: 28th March 2018

Please tick
to confirm

I acknowledge receipt of the grant letter of 28th March 2018
awarding this grant.

☐

I confirm that I have read and accept the Grant Conditions and
Claiming Instructions.

☐

I confirm that the grant will be claimed before 31st March 2019 or that
I will contact you to discuss a later claim date if required.

☐

I confirm that our financial details are attached, TYPED on letterhead.

☐

Signed:

Print Name:

Title:

Company:

Address:

.....

.....

.....

Tel No/Email:

Date:



Railway Heritage Trust - Site Signs

Where we specify, you should display a Trust site sign on the project board for Trust grant-aided works .

Our site sign, as shown below, is normally displayed in the standard size used for consultants' signs, 1200 x 300 mm.



We provide site sign artwork in .jpg or .tif formats on request. This is drawn to produce optimum quality and sharpness for the 1200 x 300 mm size but the colours, typeface and image are all embedded in the artwork to allow enlargement or reduction to any other size.

If you require a different size or method of production you should first discuss this with us. You should address any queries to the Company Secretary at the Trust's address.

You are responsible for producing and fixing the sign.

Railway Heritage Trust
1 Eversholt Street
LONDON
NW1 2DN

Tel 020 7904 7354

Email
rht@railwayheritagetrust.co.uk

Web site
www.railwayheritagetrust.co.uk

Agenda No. 31**TENDERS & APPOINTMENT OF CONTRACTOR****External and Internal Repair and Decorations at Longstone Depot and Workshop**

Tender advertised in the Cornish Times, Evening Herald, Town Notice Boards, Contract Finder Website, STC Website and Social Media.

A total number of 8 tender packs were issued.

Tenders received:

- a. DR Jones
- b. Shaun Libby
- c. Devon & Cornwall Maintenance Solutions
- d. Harrisons Builders

Tender amount:

1. £24,040.50
2. £26,172.21
3. £23,991.00
4. £14,105.00

REPORT:

Tenders were opened on the 24.04.18 and scored by Councillors Challen and Taylor.

STC Building Consultant **RECOMMENDS** that with the above tender figures there is quite a large difference between the lowest and highest tender figures whilst the three highest figures are all within 10% of each other which is the norm.

The Building Consultant checked all tenders with figures and they are added correctly, he also contacted the lowest of the tenderers and they are willing to stand by their price.

Available start date on site is May/June.

Therefore, the Building Consultant recommends that DCMS be appointed.

Agenda No. 33



**Saltash & District
Chamber of Commerce & Industry**
Established 1950



E-mail to Jean Dent
c.c. Town Clerk

TWO HOUR CAR PARKING REBATE SCHEME

The Chamber has been managing this scheme, which is funded by S.106 monies, since STC passed over responsibility.

From payments made to retailers it is evident that very few are benefitting from the scheme and at the Chamber meeting on 9th April these members of the Chamber, who were present, decided that, as the scheme has only circa £700 left in the fund, we would cease offering this rebate once the remaining funds have expired.

The purpose of this e-mail is to inform STC of our decision but for your reference we propose:-

1. To make a press release informing the general public of this decision.
2. Inform all retailers of the decision.

We do, however, believe that car parking charges are regarded as a deterrent to town centre shopping but, unfortunately, there does not seem to be a solution that suits all parties. We do propose to carry out a survey of town centre traders to see if there is a solution which suits the majority and which would be acceptable both to Cornwall Council and STC. If such a scheme needs funding then we will be considering whether S.106 funds should be requested and submit an application accordingly.

We are hopeful that the three STC councillors who are members of the Chamber will have a considerable input into the review process and will be able to keep all councillors updated on the progress of the review.

Peter Ryland
Chairman
Saltash Chamber of Commerce