



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
*Telephone: 01752 844846*  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

26<sup>th</sup> March 2021

Dear Councillor

I write to summon you to the meeting of **Saltash Town Council** to be held on the Virtual Zoom Platform on **Thursday 1st April 2021 at 7.00 pm.**

The meeting is open to members of the public and press. Members of the public and press wishing to attend the meeting require the following details:

**Web link:**

<https://us02web.zoom.us/j/89567826766?pwd=U0dTLzFtdXRpWGVTaUtlNlVlcWlvUT09>

**Meeting ID:** 895 6782 6766

**Password:** 120134

**Dial by your location:** 0131 460 1196 United Kingdom

Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'R Lane'.

R Lane  
Town Clerk

To:

<b>Saltash North</b>	<b>Saltash South</b>	<b>Saltash East</b>	<b>Saltash West</b>
S Gillies J Peggs B Phillips B Samuels	M Fox S Lennox-Boyd S Martin A Pinckney	R Bickford R Bullock J Rance (Vice-Chairman) P Samuels (Chairman)	G Challen J Dent S Miller D Yates

## **Agenda**

1. Announcements:
  - a. To confirm that all present can hear the proceedings.
  - b. Roll call of Members, Public and Press present.
  - c. To confirm the meeting is quorate.
  - d. Meeting procedure.
2. Prayers
3. Apologies
4. 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. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
5. Monthly Crime Figures
6. Report by Community Enterprises PL12
7. CNP report for noting or matters arising
8. CNP Action Points for Reports
9. To receive a report on behalf of Safer Saltash
10. To consider Risk Management reports as may be received
11. Questions - A 15-minute period when members of the public may ask questions of Members of the Council  
Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.
12. To receive and approve the Minutes of the Full Town Council Meeting held on 4th March 2021 as a true and correct record. (Pages 6 - 15)

13. Finance:
  - a. To advise the following receipts in: (Page 16)
    - i. February 2021
  - b. To advise the following payments in: (Pages 17 - 18)
    - ii. February 2021
  - c. Urgent and essential works actioned by the Clerk under Financial Regulations
  - d. To note that bank reconciliations up to 28th February 2021 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk
  - e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report

14. To ratify the COVID-19 Delegated Decision Register: (Pages 19 - 20)

<b>Ref Nr.</b>	<b>Details</b>	<b>Decision Agreed</b>	<b>Committee</b>	<b>Sub Committee</b>
STC90	Procurement of an additional office phone and power pack (including distribution) for the Administration Department	APPROVED	P&F	
STC91	Reinstatement of library overdue fees as of September 2021	APPROVED	SERVICES	LIBRARY

15. Correspondence:
  - a. Tamar Bridge Crossings - Tamar Bridge Resurfacing Project (Pages 21 - 37)
  - b. BT Consultation Review – PC01 Lower Fore Street Phone Box (Page 38)
16. To consider COVID-19 updates
17. To receive the updated STC Services and Operational Recovery Report
18. To receive a report and any updates to the Fore Street reopening action plan
19. To receive, consider and approve the completed final draft application for submission of the Town Vitality Funding Application (Pages 39 - 53)

20. Planning:  
a. Applications for consideration:

**PA21/01757**

c/o agent Barratt David Wilson (Exeter) Ltd - **Land At Broadmoor Farm Stoketon Cornwall**

Reserved matters application for Phase 1, which comprises: the construction of 387 dwellings, public open space, landscape planting, pedestrian, cycle and vehicular links, 1 substation and one governor and associated infrastructure. (Details following outline application PA14/02447 dated 13.10.2017) Resubmission of application no. PA19/08297 dated 09/04/20.

**Ward: North**

Date received: 26/02/21

Response date: 09/04/21

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QOS05HFGFLE00>

- b. Tree applications/notifications:

**PA21/01008**

Mr Redfern – **14 Ashton Way Saltash PL12 6JE**

Proposed crown lift and reduction T1. And proposal to fell T2.

**Ward: North**

Date received: 16/02/21

Response date: To be advised

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QNWR9YFGL8Y00>

21. Consideration of License Applications: None.

22. 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.

- a. To consider the overall cost and settlement figure for the Station Project.

23. Public Bodies (Admission to Meetings) Act 1960

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

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

25. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

26. Date of next meeting: Annual Meeting of Saltash Town Council to be held on Thursday 20th May 2021 at 7:00 p.m.

27. Common Seal:

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of Saltash Town Council held on the Virtual Zoom Platform on Thursday 4th March 2021 at 7.00 pm**

**PRESENT:** Councillors: R Bickford, R Bullock, G Challen, J Dent, M Fox, S Gillies, S Martin, S Miller, J Peggs, A Pinckney, J Rance (Vice-Chairman), B Samuels, P Samuels (Chairman) and D Yates.

**ALSO PRESENT:** 4 Members of the Public, H Frank (Cornwall Council), D Holley (Cornwall Council), S Tamlin (Cornwall Council) and J Baskott (CIC), R Lane (Town Clerk), S Burrows (Assistant Town Clerk), S Emmett (Finance Officer) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors: S Lennox-Boyd and B Phillips

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#### **332/20/21 ANNOUNCEMENTS:**

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all persons present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the procedure for the meeting.

#### **333/20/21 RECORDING OF MEETINGS - PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING.**

None.

#### **334/20/21 PRAYERS.**

Councillor Yates led prayers.

**335/20/21     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.

None.

c. To consider dispensations required.

None.

**336/20/21     CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

**337/20/21     MONTHLY CRIME FIGURES**

It was **RESOLVED** to note.

**338/20/21     REPORT BY COMMUNITY ENTERPRISES PL12**

The Chairman of CEPL12 gave a brief verbal report on the past month and requested if Members could complete the short survey on the recently distributed information leaflet to assist with funding applications currently being made.

It was **RESOLVED** to note.

**339/20/21     CNP REPORT FOR NOTING OR MATTERS ARISING**

Councillor Challen joined the meeting.

Councillor Bickford briefed Members on the Water Transport Working Group and requested the item be considered by the Services Committee to consider forming a Working Party to further explore the possibility of Saltash being an access point.

It was **RESOLVED** to note.

**340/20/21     CNP ACTION POINTS FOR REPORTS**

No Actions.

**341/20/21     TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH**

No report.

**342/20/21     TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS**

Cornwall Councillor H Frank asked Members to be aware of Street Link and the services they provide to rough sleepers.

It was **RESOLVED** to note.

**343/20/21     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**344/20/21     QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL**

None.

**345/20/21     TO NOTE AND RECEIVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 4TH FEBRUARY 2021 AND THE EXTRA ORDINARY FULL TOWN COUNCIL MEETING HELD ON THURSDAY 18TH FEBRUARY 2021 AS A TRUE AND CORRECT RECORD**

Please see a copy of the minutes on the STC website.

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 4<sup>th</sup> February 2021 were confirmed as a true and correct record.

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Extra Ordinary Full Town Council Meeting held on Thursday 18<sup>th</sup> February 2021 were confirmed as a true and correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.



**346/20/21     FINANCE:**

- a. To advise the following receipts in:
  - i. January 2021

It was **RESOLVED** to note.

- b. To advise the following payments in:
  - ii. January 2021

It was **RESOLVED** to note.

- c. Urgent and essential works actioned by the Clerk under Financial Regulations.

None.

- d. To note that bank reconciliations up to 31<sup>st</sup> January 2021 were reviewed as correct by the Chairman of Policy and Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

- e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy and Finance in line with the Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

**347/20/21     TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER:**

None.

**348/20/21     CORRESPONDENCE:**

- a. Helly Hansen (global leader in technical sailing and performance ski apparel) – Campaign with the RNLI to demonstrate the importance of lifejackets and safety at sea.

Members discussed the campaign and possible dates to suggest to RNLI to work in conjunction with this year's Saltash Regatta.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to support the RNLI PR Campaign proposal by placing a lifejacket on Ann Glanville during daytime hours with the placement and removal of the jacket supervised at all times by the Service Delivery Department.

- b. Cornwall Council - Climate Emergency DPD Consultation.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to delegate the Climate Emergency DPD Consultation to the Climate Change and Environmental Working Party for further review reporting back to Full Council.

- c. Letter received from the 1941 Blitz Committee.

It was **RESOLVED** to note and thank the 1941 Blitz Committee for all their hard work on this project.

- d. Email received from a Saltash resident in support of STC decision to acknowledge a Climate and Ecological Emergency.

It was **RESOLVED** to note.

**349/20/21     TO NOTE AND RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Joint Burial Board held on Tuesday 9th February 2021.

Please see a copy of the minutes on the STC website.

It was proposed by Councillor B Samuels - Co Chairman of the Joint Burial Board, seconded by Councillor Dent and **RESOLVED** to note and receive the minutes. There were no recommendations.

- b. Services held on Wednesday 10th February 2021.

Please see a copy of the minutes on the STC website.

In the absence of the Chairman and no appointment of a Vice Chairman Members in attendance of the Services Committee meeting **RESOLVED** to note and receive the minutes. There were no recommendations.

- c. Planning and Licensing held on Tuesday 16th February 2021.

Please see a copy of the minutes on the STC website.

It was proposed by Councillor Dent, seconded by Councillor Fox and **RESOLVED** to note and receive the minutes. There were no recommendations.

- d. Extra Ordinary Personnel held on Tuesday 2nd March 2021.

Please see a copy of the minutes on the STC website.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** to note and receive the minutes with the following recommendations:

**RECOMMENDATION 1:**

**100/20/21 TO RECEIVE AND CONSIDER THE STC SERVICES AND OPERATIONAL RECOVERY REPORT**

It was proposed by Councillor B Samuels and seconded by Councillor Dent and **RECOMMENDED** that:

1. Under step 2 staff return to working in the Guildhall as of 12th April 2021.

It was proposed by Councillor B Samuels and seconded by Councillor Dent and **RESOLVED** to approve staff return to working in the Guildhall as of 12<sup>th</sup> April 2021.

**RECOMMENDATION 2:**

2. STC register with the national Community Testing Programme being delivered by Cornwall Council to train and enable appropriate members of staff to conduct rapid lateral flow tests for staff in order to protect staff and the wider community.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** to approve registration with the national Community Testing Programme to conduct lateral flow tests for staff.

**350/20/21 TO RECEIVE AND NOTE THE TOWN TEAMS TERMS OF REFERENCE.**

Councillor Rance reminded Members that Saltash Town Council is the overseeing body of the Town Vitality Funding Application therefore it is recommended that Town Team take note of Saltash Town Council recommendations.

Councillor B Samuels informed Members of the recommendations for Town Team Terms of Reference and confirmed they would be discussed at the next Town Team meeting to be held on 18<sup>th</sup> March 2021 and amended Terms of Reference be received at a future Saltash Town Council meeting.

It was **RESOLVED** to receive and note the existing Town Team Terms of Reference.

**351/20/21     TO RECEIVE, CONSIDER AND APPROVE THE SUBMISSION OF THE TOWN VITALITY FUNDING APPLICATION.**

Councillor Gillies Chairman of Town Centre Vision Sub Committee informed Members that the deadline date for final submission of an application had been extended to 7<sup>th</sup> April 2021 and advised that Purdah would not restrict the final draft application being approved at Full Council in April.

Councillor Gillies requested Members provide comments on the draft application prior to submitting for scrutiny and further comment by external assessors.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to:

1. Approve submission of the draft application to the external assessors for further comment and advice.
2. Receive the completed final draft application for approval at the Full Town Council meeting to be held on 1<sup>st</sup> April 2021.

**352/20/21     TO NOTE AND RECEIVE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

- a. Town Centre Vision Sub Committee held on Thursday 25th February 2021.

Please see a copy of the minutes on the STC website.

It was proposed by Councillor Gillies, seconded by Councillor Peggs and **RESOLVED** to receive and note the minutes with the following recommendation satisfied under minute number 351/20/21.

**RECOMMENDATION:**

**73/20/21     TO CONSIDER AND RECOMMEND THE TOWN VITALITY FUNDING APPLICATION TO FULL COUNCIL FOR APPROVAL**

It was proposed by Councillor Gillies, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on Thursday 4th March 2021:

1. To receive, consider and approve the submission of the Town Vitality Funding application subject to this Sub Committee recommendations to the Working Party and Town Teams as listed in minute number 70/20/21

2. The application being finalised at the meeting of the Working Party to be held on 1st March 2021 to include options for other sites and to be circulated to Members by 2nd March 2021 for consideration at Full Council to be held on 4th March 2021.

It was **RESOLVED** that the recommendation was satisfied under minute number 351/20/21.

**353/20/21    TO CONSIDER COVID-19 UPDATES**

No further updates.

**354/20/21    TO REVIEW THE GUILDHALL RECOVERY PLAN - PHASE 5 VERSION 1.1**

Councillor Pinckney left the meeting.

The Chairman announced a five-minute break. The meeting reconvened at 8:35 p.m.

It was **RESOLVED** to approve and adopt the current Services and Operational Recovery Report phase 5 version 1.1 subject to amendments of approved recommendations under minute number 349/20/21d and further recommendations:

**RECOMMENDATIONS:**

1. Delegated authority in line with the revised Covid-19 Emergency Scheme of Delegation to continue with the Town Clerk to manage each department in adopting all time lines as the Government announces the changes as we work towards easing the restrictions.
2. Town Clerk and Assistant Town Clerk to report back to the Chairman and Vice Chairman of the relevant Committee / Sub Committee, Mayor and Deputy Mayor for agreement for any change of service across the council.

It was proposed by Councillor B Samuels, seconded by Councillor Rance and **RESOLVED** to approve the recommendations.

**355/20/21     TO CONSIDER A LEASE TO ADOPT THE LAND FROM NETWORK RAIL ON WHICH THE EXISTING RED PHONE BOX SITS LOCATED AT THE STATION BUILDING**

It was proposed by Councillor Rance, seconded by Councillor Martin and **RESOLVED** to give delegated authority to the Chairman and Vice Chairman of the Station Sub Committee in conjunction with the Town Clerk to appoint STC solicitor to agree the lease of land upon which the phone box is situated up to a cost of no more than £500.

**356/20/21     TO APPOINT A MEMBER TO THE FOLLOWING SUB COMMITTEES:**

Councillor Rance lost connection and reconnected to the meeting.

a. Town Centre Vision

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to reduce the composition to 8 to fall in line with standard Sub Committee membership.

**357/20/21     PLANNING:**

Councillor Rance lost connection and reconnected to the meeting.

a. Applications for consideration:

**PA21/00266**

Mr & Mrs Read – 1 Back Hill St Stephens PL12 4DJ

Single storey side extension

**Ward: West**

It was proposed by Councillor Dent, seconded by Councillor Challen and **RESOLVED** to approve.

b. Tree applications/notifications: None.

**358/20/21     CONSIDERATION OF LICENSE APPLICATIONS: NONE**

None.

**359/20/21     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.

**360/20/21     TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**361/20/21     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**362/20/21     TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**363/20/21     PRESS AND SOCIAL MEDIA RELEASES.**

It was **RESOLVED** to issue the following Press and Social Media releases:

1. RNLI life jacket to be displayed on Ann Glanville - subject to promotional material received and final arrangements made.
2. The procurement of additional vehicles put to use within the Town due to the devolution of outside contracts and additional works to be undertaken by the Service Delivery Department and the reducing of consumption in maintenance miles – Social Media only.

**364/20/21     DATE OF NEXT MEETING: THURSDAY 1ST APRIL 2021 AT 7:00 P.M.**

Thursday 1<sup>st</sup> April 2021 at 7.00 p.m.

**365/20/21     COMMON SEAL:**

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at: 9.00 pm

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

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

Saltash Town Council  
Receipts February 2021

DESCRIPTION	NET	VAT	GROSS
Public Sector Deposit Fund Interest	6.15	-	6.15
Service Delivery Income - Seagull Bags	58.33	11.67	70.00
Chubb Fire Ltd - Refund Overpayment - New Contract	208.32	41.66	249.98
Churchtown Cemetery Fees	5,980.00	-	5,980.00
Cornwall Council - Local Restrictions Support Grant	11,000.00	-	11,000.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account	8,500.00	-	8,500.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account	11,000.00	-	11,000.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account	13,000.00	-	13,000.00
HMRC VAT Refund Qtr Oct - Dec 2020	-	30,418.32	30,418.32
Bank Transfer from Barclays Active Saver to Barclays Business Current Account	51,500.00	-	51,500.00
Bank Transfer from Cornwall Council Deposit Account to Barclays Business Current Account	250,000.00	-	250,000.00



Saltash Town Council  
Payments February 2021

DESCRIPTION	NET	VAT	GROSS
Amazon - Office Furniture	16.63	3.33	19.95
Amazon - Stationery	167.21	33.44	200.65
Aquastorage System Cleaning Ltd - Legionella Monitoring - December 2020	175.00	35.00	210.00
Aquastorage System Cleaning Ltd - Legionella Monitoring - January 2021	175.00	35.00	210.00
ASG Security - Annual Monitoring Security Alarm Cemetery	155.42	31.08	186.50
ASG Security - Annual Monitoring Security Alarm Longstone Depot	147.32	29.46	176.78
ASG Security - Annual Monitoring Security Alarm Maurice Huggins Room	157.48	31.50	188.98
B&Q - General Repairs & Maintenance Materials - Guildhall	73.34	14.66	88.00
Bank Transfer from Barclays Business Current Account to Barclays Active Saver	250,000.00	-	250,000.00
Barclays Bank Charge	6.50	-	6.50
Barclays Credit Card Fee	32.00	-	32.00
Bond Timber - Fence Repairs Pillmere Estate & Allotments	170.59	34.12	204.71
Civica - Modern.Gov - Application Software Subscription - Administration & Meetings	4,500.00	900.00	5,400.00
Cornwall Association of Local Councils - Staff Training	210.00	42.00	252.00
Cornwall Pensions Fund Payment - February 2021	10,105.20	-	10,105.20
Cube Services - Guildhall Air Conditioning Service - 27/01/21	60.00	12.00	72.00
Dainton Group Services - Portacabin Hire For Waterfront - February 2021	120.00	24.00	144.00
DB Autos Ltd - Van Hire 20/02/21 to 17/02/21	400.00	80.00	480.00
DB Autos Ltd - Van MOT & Service	661.88	122.77	784.65
DB Autos Ltd - Vehicle Maintenance & Repair Costs	206.87	41.37	248.24
DB Autos Ltd - Vehicle Purchase	15,776.40	3,155.28	18,931.68
Deltor Creative Design & Print - Precept Leaflet Printing	716.00	-	716.00
Door Care South West - Longstone Depot Roller Shutter Door Service	40.00	8.00	48.00
East Cornwall Trading - Maintenance Tools	12.00	2.40	14.40
EE - Grounds Mobile Phones & Waterfront Broadband - February 2021	228.04	45.61	273.65
Efficient Comms Ltd - Call Charges - February 2021	82.05	16.41	98.46
Efficient Comms Ltd - IT Equipment	5.00	1.00	6.00
Galleon Supplies - Antiviral Disinfectant	276.00	55.20	331.20
Glendale Grounds Management Ltd - February 2021	1,520.00	304.00	1,824.00
HMRC NIC Payment - February 2021	10,088.20	-	10,088.20
Institute of Cemetery & Crematorium Management - Staff Training	405.00	81.00	486.00
IRQ Systems Ltd - Monthly IT Maintenance & Broadband Fee - February 2021	1,058.15	211.63	1,269.78
IRQ Systems Ltd - Monthly IT Maintenance & Broadband Fee - January 2021	1,058.15	211.63	1,269.78
Jackman Peckover Maintenance Services - Guildhall Boiler Maintenance	104.80	20.96	125.76
Laser - Christmas Light Supply Point 3 Electric - 01/10/20 to 30/11/20	23.30	1.17	24.47
Laser - Christmas Lights Supply Point 1 Electric - 01/10/20 to 30/11/20	23.30	1.17	24.47
Laser - Christmas Lights Supply Point 2 Electric - 01/10/20 to 30/11/20	23.30	1.17	24.47
Laser - Guildhall Electric - 01/08/20 to 30/09/20	516.34	103.27	619.61
Laser - Guildhall Electric - 01/10/20 to 24/11/20	118.33	5.92	124.25
Laser - Guildhall Gas - 30/11/20 to 31/12/20	148.74	29.75	178.49
Laser - Library Gas - 30/11/20 to 31/12/20	205.76	41.15	246.91
Laser - Unmetered supply - 01/12/20 to 31/12/20	8.60	0.43	9.03
Livewire Youth Music Project - Commissioning Youth Work	5,000.00	-	5,000.00
LS Engineers - Grass Cutting Equipment	110.15	22.03	132.18
Moorepay - Employment Law / H&S Fees- 09/01/21 to 08/02/21	255.43	51.09	306.52
Moorepay - HR/ Employment Law Consultancy - Annual Professional Services - 22/01/20 to 21/01/21	849.96	169.99	1,019.95
Moorepay - Monthly Subscription - HR / Employment law Consultancy - 22/01/21 to 21/02/21	70.83	14.17	85.00
Moorepay - Payroll & HR Software Services - 01/01/21 to 31/01/21	87.00	17.40	104.40
Mr Sticker - H&S Signage	77.50	15.50	93.00
Office Furniture Online - Office Furniture Guildhall	120.00	24.00	144.00
Opayo (previously Sage) - Card Machine Charges	13.00	2.60	15.60
Otis Ltd - Guildhall Lift Service - 01/03/21 to 31/05/21	565.87	113.17	679.04
Parish Online - Neighbourhood Plan Annual Subscription - 28/12/20 to 28/12/21	525.00	105.00	630.00
Parkinson Partnership - Staff Training	30.00	-	30.00
Pertemps Recruitment - Temp Staff Fees - February 2021	1,211.38	242.28	1,453.66
Pertemps Recruitment - Temp Staff Fees - January 2021	4,828.28	965.66	5,793.93
PlanSupport - Neighbourhood Plan Project Management - 01/04/20 to 31/03/21	1,200.00	-	1,200.00
Print Minor - Neighbourhood Plan Leaflet	145.00	29.00	174.00
Printer Land - IT Equipment & Stationery	356.83	71.37	428.20
Public Works Loan Board - Burial Authority Loan Repayment & Interest	10,692.33	-	10,692.33
Royal Mail Group Ltd - Precept Leaflet Distribution	95.98	19.20	115.18
Sage (UK) Ltd - Bank Charge	0.46	-	0.46
Saltash & District Observer - Library Public Presentation Meetings Advert	180.00	-	180.00
Saltash & District Observer - Town Messenger - December 2020	300.00	-	300.00
Saltash & District Observer - Town Messenger - January 2021	300.00	-	300.00
Saltash Window Cleaning - Guildhall	45.00	-	45.00
SLCC Enterprises Ltd - Staff Training	35.00	7.00	42.00
South West Assessment & Training - Staff Training	275.00	55.00	330.00
South West Hygiene - Library 19/03/21-18/03/22	49.66	9.93	59.59
Spaldings - Covid Safety Equipment	26.50	5.30	31.80
Spot On - Cleaning Supplies	185.93	37.19	223.12
Staff Expenses	118.32	-	118.32
Staff Salaries - February 2021	30,444.31	-	30,444.31
The Christmas Decorators - 2020 Town Christmas Lights	1,650.00	330.00	1,980.00
The Christmas Decorators - Guildhall Architectural Lighting	3,668.50	733.70	4,402.20
The Core - Commissioning Youth Work	5,000.00	-	5,000.00
Thirsty Work - Bottled Water & Water Dispensers Hire For 6 Sites - February 2021	52.50	10.50	63.00
Tony Smith - Library Presentation Videos	236.00	-	236.00
Trade UK Account - Tools and General Maintenance Materials	188.35	37.67	226.02

UK Fuels Ltd - Vehicle & Machinery Fuel - February 2021	227.80	45.56	273.36
Value Products Ltd - Health & Safety Supplies	49.00	9.80	58.80
Westcountry Skip Hire - Skip Removal	529.42	105.88	635.30
WesternWeb Ltd - Website Maintenance	240.00	48.00	288.00
Wicks - Tools, Equipment & Materials	224.17	44.83	269.00
Wilf Dawes Tyres & Batteries - Vehicle Maintenance	19.54	3.91	23.45
Xero - Accounts Software - Monthly Subscription - January 2021	22.80	4.56	27.36
Xero - STC Demo Accounts Software - Monthly Subscription - January 2021	9.50	1.90	11.40
Zahara Systems - Accounting Software - Annual Subscription and Training Fee	2,507.50	501.50	3,009.00

## OFFICER DELGATED DECISION REGISTER 2020

The following are decisions that have been taken by the Clerk as Proper Officer of the Town Council under the Emergency Scheme of Delegation as a result of the Coronavirus Bill 2020 and associated Government Restrictions. The Register is made in accordance with the 2014 Openness of Local Government Bodies Regulations.

For further details, please contact the Town Clerk by email at townclerk@saltash.gov.uk. Information exempted under the Freedom of Information Act 2000 and the General Data Protection Regulations marked \* will not be published.

Date of Decision	Reference Number	Decision Taken By	Details	Decision Agreed	Financial Value	S137 Yes or No	Committee	Sub Committee	Approved by Committee
27.03.2020	01	Cllrs P Samuels & B Phillips	Increase all business credit cards (X3) limits during the pandemic to allow supplier continuity.	APPROVED	£2,500 per card		Policy & Finance		APPROVED P&F 9.06.20
30.03.20	02	Councillors B Phillips & P Samuels	To approve that we pause the sending out of invoices for Allotment rental and pontoon berth fees for 2020/21 until further notice	APPROVED	N/A		Policy & Finance		APPROVED P&F 9.06.20
31.03.2020	03	Cllrs P Samuels, B Phillips & R Bickford	Acknowledgment of notice to suspend works due to COVID-19 at Saltash Station	APPROVED			Policy & Finance / Station Town Council		APPROVED FTC 4.06.20
02.04.2020	05	Cllrs B Phillips, P Samuels & C. Challen	Precept funds to be placed with Cornwall & Barclays Saver which will take balances above the £500,000 Risk Threshold	APPROVED	Above £500,000 Risk Threshold		Policy & Finance		APPROVED P&F 9.06.20
16/04/20	12	Cllrs B Samuels	Agreed to set up an annual payroll for members allowance	APPROVED	£200		Personnel		APPROVED PERSONNEL 28.07.20
24.04.20.	18	STC Members	Survey Poll - Re: Support for Power for the People Campaign - Local Electricity Bill	REFUSAL			Full Town Council		APPROVED FTC 6.04.20
04.05.20	20	Councillora B Phillips, P Samuels & M. Parker	Agreed to cancel all Guildhall bookings up to the end of June	APPROVED			Services		APPROVED SERVICES 8.07.20
04.05.20	21	STC Members	February 2020 Bank receipts & Payments noted via email	NOTED	N/A		Full Town Council		N/A
04.05.20	22	STC Members	March 2020 Bank receipts & Payments noted via email	NOTES	N/A		Full Town Council		N/A
11.05.20	24	Councillors R Bickford and D Yates	To approve the evaluation process for consultant applications received for Saltash Waterside:Proposed Public Realm and Flood Protection Improvements	APPROVED	N/A		Policy & Finance / Services		APPROVED P&F 9.06.20
01.04.20	30	All Members	Mayor and Deputy Mayor to remain in post as well as all	APPROVED			Policy and Finance / Full Services/ Policy and Finance		APPROVED P&F 9.06.20
28.05.20	31	Councillors M.Parker, B.Phillips & P.Samules	Agreed to send out Pontoon & allotment Invoices on a pro rata basis from the 1st June 20 - 31st March 21	APPROVED					APPROVED P&F 9.06.20
02.06.20	36	Library Sub Committee Members	Reopening of library safety measures - Delegated authority to allocate up to £2,000 maximum budget plus additional sums at the discretion of Chairman.	APPROVED	£2,000		Library Sub Committee		APPROVED LIBRARY 27.08.20
15.06.20	39	Councillors B Phillips & P Samuels	To Increase the overall credit card limit to £7,500 and for the Administration Officer to have a card	APPROVED	N/A		Policy & Finance		APPROVED P&F 8.09.20
23.06.20	42	Councillors B Phillips & P Samuels	To split the mayors allowance over 12 months instead of 10 for 20/21	APPROVED	N/A		Policy & Finance		APPROVED P&F 8.09.20
30.06.20	43	Councillors P Samuels & G Challen	To extend Guildhall Cancellation up until the 31st July 20	APPROVED	N/A		Services		APPROVED SERVICES 8.07.20
30.06.20	44	Councillor B Samuels	Approved to hire & insurance two vans for Service Delivery usage for Staff Welfare	APPROVED	£100 per week for Hire		Services		APPROVED SERVICES 8.07.20
20.07.20	50	Councillor P Samuels and	The purchase of an additional PC and monitor for the Assistant Delivery Manager to be situated ast Longstone Depot.	APPROVED		£785	Policy and Finance		APPROVED P&F 8.09.20
24.07.20	51	Councillors G Challen and	Cornwall Council – A Fair and Just Future for Cornwall.	APPROVED	N/A		Full Town Council		APPROVED 06.08.20
28.07.20	52	Councillor Dent and Fox	Emergency Licensing Determination Procedure - Pavement Licence	APPROVED	N/A		Planning and Licensing / Full Town Council		APPROVED 6.08.20
31.07.20	57	Counillors Rance, Challen and Parker	Professional Youth Work tender application opening	RECOMMENDATIONS	N/A	£40,000	Policy and Finance		APPROVED P&F 8.09.20
4.08.20	60	Councillor Bill Phillips and Pete Samuels	People Safe - Lone working devices 2 year contract for 10 devices	APPROVED	£4,200		Policy and Finance		APPROVED P&F 8.09.20
31.07.20	61	Councillor Bill Phillips and Pete Samuels	To extend Guildhall Booking Cancellations up until the 31st August 20	APPROVED	N/A		Services		APPROVED SERVICES 14.10.20
17.08.20	STC62	Councillor B Phillips and P Samuels	Guildhall Phase one recovery purchase of signs, IT equipment and Water dispensers	APPROVED	£2,575.00		Policy and Finance		APPROVED P&F 8.09.20
01.09.20	STC63	Councillor M Fox and B Phillips	Annual Subscription to Survey Monkey	APPROVED	£384.00		Policy and Finance		APPROVED P&F 8.09.20
11.09.20	STC64	Library Sub Committee Members	To stop handling Payments via the Library & Information Service relating to Cornwall Council Services	APPROVED	N/A		Library Sub Committee		APPROVED SERVICES 14.10.20
15.09.20	STC65	CANCELLED	CANCELLED	CANCELLED	N/A		CANCELLED		CANCELLED
15.09.20	STC66	Councillor Dent and Phillips	Kitchen equipment for Maurice Huggins Room	APPROVED	£472.93		Property Maintenance Sub Committee		APPROVED Property Maintenance 22.09.20
03.09.20	STC67	Councillor M.Fox, B Phillips and P Samuels	To extend Guildhall Booking Cancellations up until the 30th September20	APPROVED	N/A		Services		APPROVED SERVICES 14.10.20
22.09.20	STC68	Councillors Parker, Phillips and Dent	To approve a subscription to Libraries Connected CILIP for the Community Hub Team Leader	APPROVED	£100		Library / Services		APPROVED SERVICES 14.10.20
24.09.20	STC69	Councillors Fox, B.Phillips	To approve to transfer £220,000 of the Precept funds to Nationwide	APPROVED	N/A		P &F		APPROVED P&F 10.11.20

24.09.20	STC70	Councillors Fox, P Samuels	To approve to transfer £100,000 to the Active Saver which will take the balance above the approved Investment limit of £500,000 for a period of one	APPROVED	N/A	P&F	APPROVED P&F 10.11.20
28.09.20	STC71	Library Sub Committee Members	To extend the Library overdue charges until the end of 2020 and review in the New Year	APPROVED	N/A	Library Sub Committee/ Services	APPROVED SERVICES 14.10.20
30.09.20	STC72	Library Sub Committee Members	To approve the Library Phase 2 service and costings.	APPROVED	£391.20	Library Sub Committee/ Services	APPROVED SERVICES 14.10.20
2.10.20	STC73	Councillor Fox and Phillips	To approve additional expenditure for Operation London Bridge Town Seal Badge	APPROVED	£415.14	P&F	APPROVED P&F 10.11.20
5.10.20	STC74	Councillors Dent, Phillips and Parker	To approve the purchase of a PC for the Community Hub	APPROVED	£720.00	Library Sub Committee/ Services	APPROVED SERVICES 14.10.20
02.10.20	STC75	Councillor M.Fox, B Phillips and P Samuels	To extend Guildhall Booking Cancellations up until the 31st October 20	APPROVED	N/A	Services	APPROVED SERVICES 9.12.20
12.11.20	STC76	Councillor Parker & Phillips	Change of contract to purchase and maintain all fire extinguishers from Chubb Fire &	APPROVED	£624.40	Services	APPROVED SERVICES 9.12.20
03.11.20	STC77	Councillor M.Fox, B Phillips , M. Parker	To extend Guildhall Booking Cancellations up until the 30th November 20	APPROVED	N/A	Services	APPROVED SERVICES 9.12.20
03.12.20	STC78	Councillor M Fox and B Phillips, M,. Parker	To extend Guildhall Booking Cancellations up until the end of the financial year 31st March 2021	APPROVED	N/A	Services	APPROVED SERVICES 9.12.20
10.10.20		Councillor M Fox & B.Phillips	To renew the Annual Main Insurance for the Council with Zurich, 2nd Year of a 3 Year Contract	APPROVED			APPROVED P&F 12.01.21
11/11/20	STC79		To renew the Annual Cyber Insurance with Zurich	APPROVED	£8,517.22	P&F	APPROVED P&F 12.01.21
	STC80	Councillor M Fox & B.Phillips	To renew the Annual Pontoon Insurance with WPS	APPROVED	£614.13	P&F	APPROVED P&F 12.01.21
11/12/20	STC81				£1,985	P&F	
05/01/21	STC82	Councillor Parker & Phillips	To appoint a company to carry out all Fire Risk Assessments for all STC buildings and assets	APPROVED	£1,245	SERVICES	APPROVED SERVICES 10.02.21
18/12/20	STC83	Councillor Parker & Phillips	To appoint DCW to collect recycling waste.	APPROVED	£493.68	SERVICES	APPROVED SERVICES 10.02.21
01/02/21	STC84	Councillor Fox and Phillips	Website integration costs to allow for CIVICA Modern.gov application	APPROVED	£180.00	P&F	On Agenda 9.03.21
09/02/21	STC85	Councillor Fox and Phillips	Renewal of CANVA annual subscription	APPROVED	£107.88	P&F	On P&F Agenda 9.03.21
02/03/21	STC86	Councillors Fox and Phillips	Approved the procurement of an additional SSL certificate from April 2022 for two years due to	APPROVED	£150.00	P&F	On P&F Agenda 9.03.21
29/01/21	STC 87	Councillors Fox, Phillips, P Samuels	Approve Transfer of £250,000 from Cornwall Council Investment A/c to Barclays Active Saver for operational expenditure up until 31st March 2021	APPROVED		P&F	On P&F Agenda 9.03.21
05/03/202	STC 88	Councillors Fox and Phillips	To renew the Annual Fleet Motor Insurance with WPS	APPROVED	£1,870.76	P&F	On P&F Agenda 9.03.21
11/03/21	STC89	Councillors Fox and Phillips	Procurement of an additional office phone and power pack including distribution for the Administration Department	APPROVED	£203.00	P&F	
17/03/21	STC90	Councillors Dent and Phillips	Reinstatement of library overdue fees as of September 2021	APPROVED		SERVICES	Library Sub Committee

## **Tamar Bridge resurfacing project FAQ's**

### **How often does the bridge need to be resurfaced ?**

The Tamar Bridge generally needs to be resurfaced every 20 – 25yrs.

### **When was it last resurfaced?**

The bridge was last fully resurfaced at the time of the strengthening and widening project in 1999-2001. However, the Plymouth side span was resurfaced in 2011 as the surfacing material failed prematurely at that location due to the difficult traffic loading conditions – slow moving, heavy goods vehicles, braking as they approached the toll booths.

### **How often is the bridge inspected?**

Routine inspections of the bridge surfacing are carried out every four months and during the last two years these inspections have revealed that the existing surface is nearing the end of its serviceable life and requires replacement.

### **Why is the resurfacing taking place now ?**

The project was originally due to be carried out during 2020, but was postponed until this year because of the coronavirus pandemic and the need to complete the kerb replacement works before resurfacing. Delaying the project again could result in further damage to the surfacing material, leading to cracks which then enables water to penetrate onto the steel plates underneath with the potential for corrosion to occur.

### **How much will the resurfacing project cost and who is paying for it?**

The surfacing materials used on large cable supported bridges such as the Tamar Bridge are more costly than standard road construction. The approved budget for the project is £6 million and will be funded from toll income. That project cost also covers replacement of the illuminated lane studs and includes the costs of design and supervision

### **Why does the bridge need to be resurfaced and what happens if it is not resurfaced?**

Our bridge deck surfacing is very different to standard road construction and is only 40-55mm thick. The purpose of the bridge deck surfacing is to provide a safe durable running surface for vehicles and also to protect the steel deck from wear and damage due to corrosion and fatigue.

Just like standard road construction, bridge deck surfacing has a limited lifespan as the millions of loading cycles from traffic eventually cause deterioration. The deck of the Tamar Bridge needs to be resurfaced every 20 to 25 years to prevent damage occurring to the steel deck. In the last 20 years the Bridge has carried around 300 million vehicles.

The lifespan of our surfacing depends on many factors including the type and thickness of the materials used, quality of workmanship, the number of vehicles using the bridge, the number of heavy goods vehicles, the axle weights of

vehicles and environmental factors such as wind or hot and cold temperatures that cause the bridge to move or vibrate. In general, taking these factors into account, and when combined with our regular inspection regime, we can predict the expected life of the bridge deck surfacing.

Our inspections and surfacing assessments have determined that the material has worn out and is nearing the end of its useful life. If the surfacing material is not replaced in time, there is a risk that the underlying steel bridge deck could be damaged either by corrosion or through fatigue and that cracking could occur in the deck and deck welds. Additionally, if the surfacing is not replaced in good time then it would start to crack and break up, creating an unsafe running surface for bridge users.

Reliable waterproof patch repairs are difficult to achieve on steel bridge decks, can be intrusive and will not be as durable as full resurfacing. Carrying out this type of patch repair work would cause significant and frequent disruption to our users as well as putting workers at more risk while carrying out repairs adjacent to live traffic.

### **What materials are used in the resurfacing?**

A specialist, asphalt material will be used to resurface the bridge deck. At just 45mm thick, this material is much thinner and lighter than the materials used in standard road construction. It is also more expensive due to other factors and processes required during the resurfacing process.

### **What does the resurfacing process involve?**

Resurfacing the steel bridge deck involves a series of highly complex processes, the majority of which need to be carried out in dry and mild weather conditions. These processes are:

- removing the majority of the existing surfacing material using a road planer – a thin layer is left bonded to the steel deck so that the steel deck is not damaged by the aggressive teeth on the road planer
- removing the remaining thin layer either by hand using mechanical hand tools or using a large flat blade on a suitable digger/dozer machine
- blasting the steel deck with grit/shot using an enclosed mobile blasting machine - this process removes any stubborn remains of existing surfacing and deck waterproofing material, and provides a clean deck, enabling engineers to thoroughly inspect the steel deck and welds for cracks or damage
- carrying out repairs to any identified damage on the deck as required
- applying paint 'primer' to the bare steel deck to protect the steel from corrosion
- applying a two-layer waterproofing system on to the primer - this provides vital corrosion protection to the steel deck
- applying a 'tack-coat' on to the waterproofing - the 'tack-coat' helps the surfacing material bond to the waterproofing material creating a composite surfacing system
- laying the surfacing material in two thin layers using a special surfacing machine that runs on rails - the rails are set up to ensure that the contractor achieves the correct material thickness while also providing a smooth running surface

- applying road markings and installing a replacement illuminated road stud system.

In addition to the bridge deck resurfacing works we are also taking the opportunity to resurface the toll plaza area, bridge approaches and will also replace all six of the bridge expansion/movement joints.

**Why can't you just patch the areas which are showing signs of wear?**

Reliable waterproof patching repairs are difficult to achieve on steel bridge decks and would not be as durable as full resurfacing. Adopting this approach would also require more frequent repairs to be carried out, leading to closures of lanes over a longer period, and increasing the potential disruption to bridge users.

**Why does the work have to be done during this summer?**

The work must be carried out when there is the highest chance of prolonged dry or fine weather and the period from April to September provides this opportunity. Many of the processes outlined above require dry and mild weather conditions. These conditions will give the contractor the best opportunity to achieve the highest quality of workmanship, which in turn will provide the longest service life for the bridge deck surfacing.

**Who is carrying out the resurfacing?**

The main contractor for the project is VolkerLaser, an experienced civil engineering contractor with extensive experience working on many types of bridges and complex bridge works. They will be supported by a number of specialist subcontractors.

**How long will it take?**

The project will take approximately 6 months to complete between April and September 2021. However, there is some significant preparation work to be completed off site before the contractor starts work on the bridge deck. Lane restrictions will commence in mid-April 2021.

**Why does it take so long to carry out?**

There are a number of construction processes that need to be undertaken in a certain order, similar to a factory production line. The removal of old material has to be undertaken very carefully to avoid damage to the underlying steel deck. Many of the processes require applied materials to become dry or fully cured before the next process can happen and this all adds to the overall time for the works to be completed.

**How will you ensure that the works are carried out in a Covid safe way?**

We will ensure that works are carried in a Covid-secure manner and that all contractors adhere to current Government guidelines. Our project team will be made fully aware of the guidelines in place at the time and they will be briefed regularly at site safety inductions and toolbox talks. Regular reviews will be undertaken at monthly contract meetings. Additionally, we will ensure that the

latest Construction Leadership Council Site Operating Procedures are rigorously enforced. For more information on the last procedures please follow this link: <https://www.constructionleadershipcouncil.co.uk/news/site-operating-procedures-version-7-published/>

### **Why can't you do the work at night?**

There are a few reasons why we cannot undertake the works solely at night. The various sequential processes involved mean that the deck surface between processes will either not be safe for vehicles or needs to be left for materials to cure properly. It is also not practicable to undertake the work in small sections as most of the plant and equipment is optimised for larger areas. Once work starts on an area of the bridge deck or cantilever, that area cannot be used by traffic until the resurfacing operation is complete.

In addition there are many residential properties near the bridge and some of the resurfacing processes are noisy. This would cause unacceptable noise to our neighbours and the noise generated by the work would also breach environmental legislation and noise limits designed to protect the public in such circumstances.

Additionally, undertaking construction work at night is generally less efficient and does not generally achieve the same quality end product, while also introducing additional hazards and greater risks for the workforce. Temperature and humidity at night would also be more likely to be outside the acceptable ranges for some of the more sensitive materials.

### **How many lanes will be open at any one time?**

The bridge normally operates four lanes of traffic with a dedicated pedestrian and cycle lane. However, during this work the bridge will be reduced to three traffic lanes, utilising the south cantilever pedestrian and cycle lane as an additional traffic lane.

### **Will the North and South cantilevers be resurfaced as well?**

Yes, both of the cantilever lanes will be fully resurfaced as part of the project.

### **Will the South cantilever be closed during the whole of the works? If so, will there be a free shuttle bus service ( including provision for cyclists )?**

Yes, the south cantilever will be closed to pedestrians, cyclists and mobility scooters for the duration of the works. This will allow the lane to be fully resurfaced as well as acting as an additional traffic lane while other areas of the bridge are being worked on. The contractor will provide a free bus service to enable the affected user groups to cross the bridge safely. More detail will be provided in due course.

### **Will the crossing remain open during the works ?**

Yes – the crossing will remain open throughout the works to the majority of traffic. However the traffic management arrangements and lane restrictions mean that drivers of 'abnormal loads' will be required to use alternative routes. We are working closely with Highways England, Devon and Cornwall Police and



local councils to sign the diversion routes, and these will be shared with hauliers and other organisations as soon as possible.

**Will some vehicles be prevented from using the bridge during the works?**

Yes, due to the traffic management arrangements and lane restrictions required to undertake the work 'abnormal' loads in excess of 2.9m (9' 6") wide will not be permitted to use the crossing. There may also be times when abnormally heavy vehicles in excess of 44 tonnes will only be allowed to cross the bridge at certain times of the day. Hauliers will be notified about the restrictions in due course via our website and through the ESDAL2 system. Cyclists are strongly advised to use the free bus service provided.

**How will you let people know about the works?**

Advanced warning signs will be placed at key locations on the A38 and the local traffic network, as well as on the relevant motorway junctions. Regular updates on the project will be posted on the Tamar Crossings website and social media channels, and provided to motoring organisations and the local media. This will include details on any traffic congestion or delays which will also be displayed on electronic messaging signs along the A38 at Manadon Junction and Treulefoot Roundabout.

**Are you planning to erect warning signs well in advance of the bridge to enable people to use other routes?**

Yes, advanced warning signs will be placed at key locations on the A38 and local traffic network.

# **Tamar Bridge resurfacing project frequently asked questions**

## **How often does the bridge need to be resurfaced ?**

The Tamar Bridge generally needs to be resurfaced every 20 – 25yrs.

## **When was it last resurfaced?**

The bridge was last fully resurfaced at the time of the strengthening and widening project in 1999-2001. However, the Plymouth side span was resurfaced in 2011 as the surfacing material failed prematurely at that location due to the difficult traffic loading conditions – slow moving, heavy goods vehicles, braking as they approached the toll booths.

## **How often is the bridge inspected?**

Routine inspections of the bridge surfacing are carried out every four months and during the last two years these inspections have revealed that the existing surface is nearing the end of its serviceable life and requires replacement.

## **Why is the resurfacing taking place now ?**

The project was originally due to be carried out during 2020, but was postponed until this year because of the coronavirus pandemic and the need to complete the kerb replacement works before resurfacing. Delaying the project again could result in further damage to the surfacing material, leading to cracks which then enables water to penetrate onto the steel plates underneath with the potential for corrosion to occur.

## **How much will the resurfacing project cost and who is paying for it?**

The surfacing materials used on large cable supported bridges such as the Tamar Bridge are more costly than standard road construction. The approved budget for the project is £6 million and will be funded from toll income. That project cost also covers replacement of the illuminated lane studs and includes the costs of design and supervision

## **Why does the bridge need to be resurfaced and what happens if it is not resurfaced?**

Our bridge deck surfacing is very different to standard road construction and is only 40-55mm thick. The purpose of the bridge deck surfacing is to provide a safe durable running surface for vehicles and also to protect the steel deck from wear and damage due to corrosion and fatigue.

Just like standard road construction, bridge deck surfacing has a limited lifespan as the millions of loading cycles from traffic eventually cause deterioration. The deck of the Tamar Bridge needs to be resurfaced every 20 to 25 years to prevent damage occurring to the steel deck. In the last 20 years the Bridge has carried around 300 million vehicles.

The lifespan of our surfacing depends on many factors including the type and thickness of the materials used, quality of workmanship, the number of vehicles

using the bridge, the number of heavy goods vehicles, the axle weights of vehicles and environmental factors such as wind or hot and cold temperatures that cause the bridge to move or vibrate. In general, taking these factors into account, and when combined with our regular inspection regime, we can predict the expected life of the bridge deck surfacing.

Our inspections and surfacing assessments have determined that the material has worn out and is nearing the end of its useful life. If the surfacing material is not replaced in time, there is a risk that the underlying steel bridge deck could be damaged either by corrosion or through fatigue and that cracking could occur in the deck and deck welds. Additionally, if the surfacing is not replaced in good time then it would start to crack and break up, creating an unsafe running surface for bridge users.

Reliable waterproof patch repairs are difficult to achieve on steel bridge decks, can be intrusive and will not be as durable as full resurfacing. Carrying out this type of patch repair work would cause significant and frequent disruption to our users as well as putting workers at more risk while carrying out repairs adjacent to live traffic.

### **What materials are used in the resurfacing?**

A specialist, asphalt material will be used to resurface the bridge deck. At just 45mm thick, this material is much thinner and lighter than the materials used in standard road construction. It is also more expensive due to other factors and processes required during the resurfacing process.

### **What does the resurfacing process involve?**

Resurfacing the steel bridge deck involves a series of highly complex processes, the majority of which need to be carried out in dry and mild weather conditions. These processes are:

- removing the majority of the existing surfacing material using a road planer – a thin layer is left bonded to the steel deck so that the steel deck is not damaged by the aggressive teeth on the road planer
- removing the remaining thin layer either by hand using mechanical hand tools or using a large flat blade on a suitable digger/dozer machine
- blasting the steel deck with grit/shot using an enclosed mobile blasting machine - this process removes any stubborn remains of existing surfacing and deck waterproofing material, and provides a clean deck, enabling engineers to thoroughly inspect the steel deck and welds for cracks or damage
- carrying out repairs to any identified damage on the deck as required
- applying paint 'primer' to the bare steel deck to protect the steel from corrosion
- applying a two-layer waterproofing system on to the primer - this provides vital corrosion protection to the steel deck
- applying a 'tack-coat' on to the waterproofing - the 'tack-coat' helps the surfacing material bond to the waterproofing material creating a composite surfacing system
- laying the surfacing material in two thin layers using a special surfacing machine that runs on rails - the rails are set up to ensure that the contractor achieves the correct material thickness while also providing a smooth running surface

- applying road markings and installing a replacement illuminated road stud system.

In addition to the bridge deck resurfacing works we are also taking the opportunity to resurface the toll plaza area, bridge approaches and will also replace all six of the bridge expansion/movement joints.

**Why can't you just patch the areas which are showing signs of wear?**

Reliable waterproof patching repairs are difficult to achieve on steel bridge decks and would not be as durable as full resurfacing. Adopting this approach would also require more frequent repairs to be carried out, leading to closures of lanes over a longer period, and increasing the potential disruption to bridge users.

**Why does the work have to be done during this summer?**

The work must be carried out when there is the highest chance of prolonged dry or fine weather and the period from April to September provides this opportunity. Many of the processes outlined above require dry and mild weather conditions. These conditions will give the contractor the best opportunity to achieve the highest quality of workmanship, which in turn will provide the longest service life for the bridge deck surfacing.

**Who is carrying out the resurfacing?**

The main contractor for the project is VolkerLaser, an experienced civil engineering contractor with extensive experience working on many types of bridges and complex bridge works. They will be supported by a number of specialist subcontractors.

**How long will it take?**

The project will take approximately 6 months to complete between April and September 2021. However, there is some significant preparation work to be completed off site before the contractor starts work on the bridge deck. Lane restrictions will commence in mid-April 2021.

**Why does it take so long to carry out?**

There are a number of construction processes that need to be undertaken in a certain order, similar to a factory production line. The removal of old material has to be undertaken very carefully to avoid damage to the underlying steel deck. Many of the processes require applied materials to become dry or fully cured before the next process can happen and this all adds to the overall time for the works to be completed.

**How will you ensure that the works are carried out in a Covid safe way?**

We will ensure that works are carried in a Covid-secure manner and that all contractors adhere to current Government guidelines. Our project team will be made fully aware of the guidelines in place at the time and they will be briefed regularly at site safety inductions and toolbox talks. Regular reviews will be undertaken at monthly contract meetings. Additionally, we will ensure that the

latest Construction Leadership Council Site Operating Procedures are rigorously enforced. For more information on the last procedures please follow this link: <https://www.constructionleadershipcouncil.co.uk/news/site-operating-procedures-version-7-published/>

### **Why can't you do the work at night?**

There are a few reasons why we cannot undertake the works solely at night. The various sequential processes involved mean that the deck surface between processes will either not be safe for vehicles or needs to be left for materials to cure properly. It is also not practicable to undertake the work in small sections as most of the plant and equipment is optimised for larger areas. Once work starts on an area of the bridge deck or cantilever, that area cannot be used by traffic until the resurfacing operation is complete.

In addition there are many residential properties near the bridge and some of the resurfacing processes are noisy. This would cause unacceptable noise to our neighbours and the noise generated by the work would also breach environmental legislation and noise limits designed to protect the public in such circumstances.

Additionally, undertaking construction work at night is generally less efficient and does not generally achieve the same quality end product, while also introducing additional hazards and greater risks for the workforce. Temperature and humidity at night would also be more likely to be outside the acceptable ranges for some of the more sensitive materials.

### **How many lanes will be open at any one time?**

The bridge normally operates four lanes of traffic with a dedicated pedestrian and cycle lane. However, during this work the bridge will be reduced to three traffic lanes, utilising the south cantilever pedestrian and cycle lane as an additional traffic lane.

### **Will the North and South cantilevers be resurfaced as well?**

Yes, both of the cantilever lanes will be fully resurfaced as part of the project.

### **Will the South cantilever be closed during the whole of the works? If so, will there be a free shuttle bus service ( including provision for cyclists )?**

Yes, the south cantilever will be closed to pedestrians, cyclists and mobility scooters for the duration of the works. This will allow the lane to be fully resurfaced as well as acting as an additional traffic lane while other areas of the bridge are being worked on. The contractor will provide a free bus service to enable the affected user groups to cross the bridge safely. More detail will be provided in due course.

### **Will the crossing remain open during the works ?**

Yes – the crossing will remain open throughout the works to the majority of traffic. However the traffic management arrangements and lane restrictions mean that drivers of 'abnormal loads' will be required to use alternative routes. We are working closely with Highways England, Devon and Cornwall Police and

local councils to sign the diversion routes, and these will be shared with hauliers and other organisations as soon as possible.

**Will some vehicles be prevented from using the bridge during the works?**

Yes, due to the traffic management arrangements and lane restrictions required to undertake the work 'abnormal' loads in excess of 2.9m (9' 6") wide will not be permitted to use the crossing. There may also be times when abnormally heavy vehicles in excess of 44 tonnes will only be allowed to cross the bridge at certain times of the day. Hauliers will be notified about the restrictions in due course via our website and through the ESDAL2 system. Cyclists are strongly advised to use the free bus service provided.

**How will you let people know about the works?**

Advanced warning signs will be placed at key locations on the A38 and the local traffic network, as well as on the relevant motorway junctions. Regular updates on the project will be posted on the Tamar Crossings website and social media channels, and provided to motoring organisations and the local media. This will include details on any traffic congestion or delays which will also be displayed on electronic messaging signs along the A38 at Manadon Junction and Treulefoot Roundabout.

**Are you planning to erect warning signs well in advance of the bridge to enable people to use other routes?**

Yes, advanced warning signs will be placed at key locations on the A38 and local traffic network.



## **Vital project to resurface the Tamar Bridge to begin in April.**

22 March 2021

Work on a vital project to resurface the deck of the Tamar Bridge is due to begin in April.

The complex resurfacing project is expected to take approximately six months to complete, with all three lanes on the main deck and both the north and south cantilevers being resurfaced. As well as resurfacing the bridge deck, Tamar Crossings are also taking the opportunity to resurface the toll plaza area and the bridge approaches, and will be replacing all six of the bridge expansion / movement joints.

The project is currently due to be finished by the end of September, when all the lanes will be re-opened to traffic.

Three traffic lanes will be kept open throughout the works to help minimise disruption to bridge users, with the south cantilever used as an additional traffic lane when necessary. This means that the south cantilever will be closed to pedestrians, cyclists and mobility scooter users for the duration of the works. As with the kerb replacement project, a free bus service will be provided to enable these groups to cross the bridge.

Constructed between 1959 and 1961, the iconic suspension bridge was last fully resurfaced at the time of the strengthening and widening project in 1999-2001. As part of that project the original concrete deck was replaced by an orthotropic steel deck – this uses steel plate with stiffening ribs underneath.

The purpose of the bridge deck surfacing is to provide a safe durable running surface for vehicles and also to protect the orthotropic steel deck from wear due to corrosion and fatigue. Just like standard road construction, bridge deck surfacing has a limited lifespan as the millions of loading cycles from traffic eventually cause deterioration. The deck of the Tamar Bridge needs to be resurfaced every 20 to 25 years to prevent damage occurring to the steel deck. In the last 20 years the Bridge has carried around 300 million vehicles.

Routine inspections of the bridge surfacing are carried out every four months. During the last two years these inspections have revealed that the existing surface is nearing the end of its serviceable life and requires replacement.

The resurfacing work is being carried out by VolkerLaser, a specialist civil engineering contractor with extensive experience of working on bridges. It will be overseen by Tamar Crossing's Engineering Manager Richard Cole.

A specialist, thin asphalt material will be used to resurface the bridge deck. At just 45mm thick, this material is much thinner and lighter than the materials used in standard road construction. It is also more expensive due to other factors and processes required during the resurfacing process. The £6m cost of the project is being met by Tamar Crossings funded from toll income. That project cost also covers replacement of the illuminated lane studs and includes the costs of design and supervision.

The project was originally due to be carried out during 2020, but was postponed until this year because of the coronavirus pandemic and the need to complete the kerb replacement works. Delaying the project again could result in further damage to the surfacing material, leading to cracks which then enables water to penetrate onto the steel plates underneath with the potential for corrosion to occur.

Patching repairs are difficult to carry out on steel bridge decks and would not be as durable as full resurfacing. Adopting this approach would also require more frequent repairs to be carried out, leading to closures of lanes over a longer period, and increasing the potential disruption to bridge users.

All of the works will be carried out in a Covid-secure manner, with contractors required to adhere to Government guidance. Tamar Crossings will also ensure that the latest Construction Leadership Council Site Operating Procedures are rigorously enforced.

While work on the project will officially begin at the beginning of April, significant preparation work needs to take place before the contractor starts work on the bridge deck. As a result lane restrictions will not be introduced until the middle of April.

Resurfacing the steel bridge deck involves a series of highly complex procedures, the majority of which need to be carried out in dry, mild weather conditions.

These include first removing the majority of the existing surface material using a road planer, with a thin layer left on the steel deck to prevent damage from the teeth of the planing machine. The remaining layer is then removed by hand. An enclosed mobile blasting machine is used to remove any remains of the surfacing or deck waterproofing material, producing a clean surface which can be inspected for cracks or damage.

Following repairs to any damaged areas, the contractors will apply a paint 'primer' to the deck followed by a two layer water proofing system to provide vital corrosion protection to the steel deck plates.



A 'tack coat' is applied to help the surfacing material bond to the waterproofing, creating a composite surfacing system. Two thin layers of the surfacing material is then applied using a special machine which runs on rails. This helps to ensure the correct thickness of the material is applied, whilst also providing a smooth running surface.

The final process involves laying the road markings and installing the replacement illuminated road stud system.

**"We recognise that the timing of the project means that the resurfacing will be continuing over the summer period"** said Richard Cole.

**"Unfortunately the need to carry out the majority of the works during dry and mild weather means that we cannot move the project to the winter months. Delaying the scheme for another year would lead to further deterioration in the surface of the deck ."**

**"It is also not possible to carry out the works solely at night as the lanes cannot be re-opened to traffic until the resurfacing has been completed. Working at night also introduces other issues, such as worker safety and noise. Using heavy plant and machinery at night would have a major impact on the lives of the people close to the bridge."**

While the crossing will remain open throughout the works, the traffic management arrangements and lane restrictions mean that drivers of 'abnormal loads' may be restricted during certain phases of the project. Full details of abnormal load restrictions will be shared with hauliers via ESDAL2 and our website which will also include a suggested diversion route for wide vehicles.

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**"We are, of course ,very conscious of the importance of the Tamar Bridge as a vital transport link between Cornwall and Devon"** said David List, Tamar Crossings General Manager. **"This is a major once in 20-25 years scheme which is essential for the safety of bridge users and in ensuring a long service life for the structure."**

**“We will be working closely with contractors and partners to deliver the resurfacing project safely, efficiently and with as little disruption to bridge users as possible. ”**

**Ends**

Notes to editors

For further information or to do interviews on the project please contact Trisha Hewitt at [trisha.hewitt@tamarcrossings.org.uk](mailto:trisha.hewitt@tamarcrossings.org.uk) or phone 07946654121

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**Ends**

BT have started a new phone box consultation and have identified 71 public payphones across Cornwall that aren't being used enough and are proposing to remove them under the 90 day consultation process (consultation notices have been placed on these payphones).

There is one public payphone listed in Saltash which is:

	Telephone Number	Address	Postcode	Average Calls Per Month	Posting Completed Date	Agree Adopt Reject	Reason for objection - based on need for telephony only not the kiosk
71	01752844061	PCO PCO1 LOWER FORE STREET SALTASH	PL12 6JG	20	11/03/2021		

Can Saltash TC therefore consider if you wish to accept, object or adopt and advise me of your position by the 4<sup>th</sup> June?

BT have provided the following guidance:

- Just select **agree** if you're happy for us to remove it.
- If the local community wish to **adopt**, please provide their contact details and we'll do the rest.
- If you decide to **object**, please complete the last column of the spreadsheet with your reasons. It's important that you objectively justify your decisions based on why the payphone service is still needed. Annex 1 in [Ofcom's full guidance about removing phone boxes](#) states that BT's Universal Service Obligation applies to the telephone, not the phone box. The guidance also details the appeals process we must follow for unreasonable objections. It would, for example, be inappropriate for a local authority to object to removal of a public call box on "heritage grounds" or because it is a local landmark.

## Want to keep a phone box?

With payphones being used less, communities are looking at new ways of using them. Thousands have been turned into cafes, mini libraries and defibrillator sites. For just £1, most red boxes can be adopted. Plus, modern glass boxes can be adopted if communities want to house a defibrillator. Visit [bt.com/adopt](http://bt.com/adopt) for more information.

## Why do we want to remove payphones?

Overall use of payphones has declined by over 90 per cent in the last decade and the need to provide payphones for use in emergency situations is diminishing all the time, with at least 98 per cent of the UK now having mobile call coverage. This is important because as long as there is mobile network coverage, it's possible to call the emergency services, even when there is no coverage from your own mobile network provider.

## Annex 1: Application Form for TCRF - Town Vitality Funding

### Section 1: Applicant Details

1.1 Applicant Organisation (Accountable Body)	Saltash Town Council
1.2 Applicant (Work) Address	The Guildhall 12 Lower Fore Street Saltash PL12 6JX
1.3 Main Contact	
• Name	Ray Lane
• Position in the Organisation	Town Clerk
• Work Email Address	townclerk@saltash.gov.uk
• Work Telephone Number	01752 844846
• Work Mobile (Optional)	
1.4 Is the Applicant VAT Registered?	Yes
1.5 VAT Registration Number	165131333

### Section 2: Town and Partnership Details

2.1 Town	Saltash
2.2 Partnership Details <i>250 words (max)</i>	Saltash has an active Town Team advisory group that comprises representation from Saltash Town Council (4 councillors), Saltash Chamber of Commerce (2 members), Saltash Gateway PL12 (2 members) and Cornwall Council (4 councillors). The Saltash Town Clerk and the Cornwall Council Community Link Officer are non-voting members, and attend when necessary.

	<p>Members of the Town Team are also active within other community groups, including Saltash Rotary Club, Saltash Lions Club, youth organisations and the Saltash-Plougastel Twinning Association. Further, several members have over many years been key figures in the organisation of town events including Saltash May Fair, the Saltash Christmas Festival and Saltash Regatta.</p> <p>The Town Team reports to the Town Centre Vision Sub-Committee of Saltash Town Council. Notes of Town Team meetings are circulated to all members, including the Community Link Officer and Town Clerk, and are discussed at meetings of the Town Centre Vision Sub-Committee, the Saltash Chamber of Commerce and Saltash Gateway CIC.</p> <p>A recent project delivered by the Town Team working in partnership is new street furniture on Fore Street, paying tribute to the town's history and celebrating its links with the iconic Brunel Bridge.</p> <p>In its debates, the Town Team's lodestar has been the emerging Saltash Neighbourhood Development Plan (Saltash NDP). Membership on the NDP Steering Group has included representatives from Latchbrook Neighbourhood Association, Pillmere Community Association, Waterfront Residents' Association and Essa Cycling.</p>
<p>2.3 Stakeholder Commitment <i>250 words (max)</i></p>	<p>Saltash Town Team is committed to co-ordinating development activity within Saltash, with the aim of improving the economic, social and environmental revitalisation of the town.</p> <p>Representation from Saltash Gateway PL12 is included as the CIC has been extremely active in instigating, supporting and delivering various</p>



	<p>town centre projects over the years, including a 'pop-up' shop, a communal workspace, the Saltash Scrapstore and the Community Fridge. The CIC runs a fleet of Hopper buses, providing a vital connection with the outlying parishes of Saltash.</p> <p>Each voting member gives of their time and expertise voluntarily, and each member is fully committed to partnership working.</p> <p>Saltash Town Council members say: "We are pleased to be part of this collaborative partnership, delivering together for the community."</p> <p>Cornwall Council members say: "The priorities set by the Town Team dovetail neatly with strategic economic plans and Cornwall Council's place-shaping approach."</p> <p>Chamber of Commerce members say: "Town Team is proving to be a valuable vehicle in supporting the town's businesses in recovering from Covid, and we are delighted to be involved in the work."</p> <p>Saltash Gateway PL12 members say: "Town Team supports us in harnessing the energy of the volunteer groups in our community, promoting community cohesion and giving a springboard for a future that is brighter."</p>
<p>2.4 Delivery Partners <i>250 words (max)</i></p>	<p>This application is seeking funding to determine the optimal location/s and feasibility of developing a multi-use community space within the town's retail centre.</p> <p>Delivery partners for any open space that is settled on will not be engaged until the viability of such a proposal and support for the project has been determined.</p>
<p>2.5 Community Link Officer (CLO)</p>	<p>Catherine Thomson</p>

250 words (max)

### Section 3: Project/Proposal Details

3.1 Project(s)/Proposal(s) Name

Saltash Community Space – a new green realm in the retail heart of the town.

3.2 Project(s)/Proposal(s) Description  
500 words (max)

This application seeks funding to commission studies to identify the optimal site within the retail heart of Saltash that can be developed as a green community event space. Specifically, we hope the site will:

- enable regular markets to be held, driving footfall into the town centre
- be the stage for events, promoting community cohesion and supporting wellbeing and civic pride
- deliver a green space within the urban realm that will increase the town's tree canopy cover, turning grey to green
- offer enhanced facilities for outdoor relaxation
- help establish a critical mass of activity to ensure the retail heart of the town remains 'bustling'
- enable 'pop-up' sale of food and craft items, complementing the current offer and encouraging start-up businesses
- give businesses in outlying industrial estates a central venue to showcase their offer
- offer the opportunity for market stall units to be used on 'non-market' days as incubator units for businesses
- showcase the dramatic vistas of the town

	<ul style="list-style-type: none"> <li>• ensure the town is gaining best value from available land</li> <li>• reduce the number of car trips to Plymouth</li> </ul> <p>Saltash has spread exponentially from its origins on the banks of the River Tamar, and these days the geographical centre of the town is located far from its retail centre. Already residents in ‘outlying’ areas such as Pillmere and Latchbrook tend to look to the neighbouring city of Plymouth as their retail and entertainment destination, a trend that could continue as our population grows with the proposed development of up to 1,000 houses on the outskirts of Saltash at Broadmoor Farm (Treledan).</p> <p>Unlike some Cornish towns, the great majority of retail units in the town centre are occupied. A large percentage of units are run as independent businesses, and we have an excellent mix of shops and services, including a co-operative run by local crafters.</p> <p>Place-shaping debates at Town Team meetings have therefore led us to the conclusion that our top priority is not empty units.</p> <p>We have also investigated the possibilities of partial pedestrianisation of Fore Street, but have reached the conclusion that this is not a feasible option. Instead, discussions with stakeholders have highlighted the need for the creation of a multi-use event space within the town centre.</p> <p>Saltash has never had a town square, so we have never been able to develop regular craft markets or food markets, like the market in our twin town of Plougastel, for example.</p>
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	<p>Fore Street runs straight off the Tamar Bridge, and this means event organisers are faced with an extra layer of permissions, organisation and cost whenever Fore Street is closed off for an event.</p> <p>We have thriving music and drama groups, including the renowned Livewire Youth Project, but the lack of an events arena means there is no outdoor performance venue. Providing a venue for residents to gather and perform would boost community cohesion and support mental wellbeing as we emerge from months of lockdown.</p> <p>We have noticed a trend over Covid months of residents supporting local shops rather than going over to Plymouth. It is a trend we are keen to embed, not least because of the beneficial environmental impact. Indeed, supporting the 'Green Bouncebank' is one of the key elements of this project.</p>
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Section 4: Programme & Milestones	
4.1 Proposed Start Date(s)	Within 12 months of grant offer.
4.2 Proposed Completion Date(s)	In line with funding requirements.
4.3 Overall Duration of Project(s)/Proposal(s)	Ongoing.
4.4 Phasing	Detailed project phasing will be generated by the feasibility and design studies.
4.5 Milestones and Dependencies <i>250 words (max)</i>	<p>April Submission of funding bid</p> <p><b><i>Presuming bid is successful:</i></b></p> <p>May Specifications drawn up</p> <p>June Company/companies appointed</p> <p>Sept Findings published</p>

## Section 5: Need and Opportunity

5.1 How will the project(s)/proposal(s) address place-shaping and town regeneration needs?

*250 words (max)*

Needs identified by respondents to the Saltash NDP consultations include:

- the need to address the proximity and dominance of the large urban area of Plymouth
- the need to address the fact that the town's retail provision does not reflect the fact that it is the largest town in SE Cornwall
- the need to conserve and enhance the existing urban area and its attractive character

Data generated in 2018 shows that 27% of children in South East Cornwall are living in poverty. Indices of deprivation published by the DCLG in 2019 show that parts of Saltash are amongst the 30% most deprived neighbourhoods in the country. These statistics are from before the pandemic, and it is feared that the number of families struggling financially will have increased over the last 12 months. The Town Team believes that a destination for free events and markets will help support families who are struggling financially.

Each time Fore Street is closed to deliver an event, there is a negative impact on neighbouring residential roads as diversion routes are established for buses and other traffic. The establishment of a space where events can be held without a negative impact on traffic flows will be a positive outcome.

	<p>While events are extremely popular, discussions with stakeholders have identified there are some retailers who experience a drop in income on days when Fore Street is closed to traffic. The ability to run regular events without disruption to normal trading routes would therefore be a welcome outcome.</p> <p>Working in tandem with the Hopper buses run by Saltash Gateway CIC, residents of villages in outlying parishes could be offered transport to events and markets, helping to combat rural isolation.</p>
<p>5.2 What opportunities will the project(s)/proposal(s) capture? <i>250 words (max)</i></p>	<p>Building on the Grimsey 1 and Grimsey 2 reviews, the 'Build Back Better' Covid-19 supplement report produced by Bill Grimsey recognises that there is a need to develop a new model for the High Street that is based on quality of life and experiences, not blind mass consumerism, and allows local communities to develop their high streets as places where people can live, work, play and visit. The project to develop a green community open space will capture and deliver the essence of the Grimsey recommendations.</p> <p>The growth in town shopping will be based around this new urban green space, providing an attractive environment to encourage footfall to return from Plymouth, and entice more independent, local traders to view Saltash as a vibrant retail market.</p> <ul style="list-style-type: none"> <li>• Increase footfall and boost dwell time</li> <li>• Boost income generation</li> <li>• Provide options as the spectrum of retail and trading demand evolves</li> <li>• Add character and green space to an urban space</li> </ul>

	<ul style="list-style-type: none"> <li>• Improve the viability of the centre as a thriving retail proposition</li> <li>• Create a unique space to draw the community together</li> </ul>
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## Section 6: Strategic Fit

6.1 How will the project(s)/proposal(s) link to local long-term place shaping proposals?  
250 words (max)

Saltash Town Council's Town Centre Vision Sub-Committee is currently developing a Vision, and this proposal forms part of that emerging piece of work. The proposal is rooted in the Saltash NDP, which has undergone widespread community consultation.

The establishment of a community space directly addresses 7 of the 11 priorities that were identified by respondents to the NDP consultations, namely:

- Protecting and improving green spaces
- Helping businesses grow
- Building on the existing good sense of community in Saltash
- Helping provide better entertainment facilities
- Helping create variety and better quality shops in Fore Street
- Improving the 'evening economy' of Saltash town centre through more restaurants and more events
- Tackling climate change

The NDP aims to regenerate the town centre and manage the growth of "out of town" shopping. It includes policy that will help the town centre offer better variety and choice to existing and future residents of the town. Its stated overarching vision is that: "By 2030 Saltash will be an envied riverside town, being greener, more inclusive and prosperous in all respects, with a reinvigorated Town Centre..."

<p>6.2 How will the project(s)/proposal(s) contribute to wider area plans and strategies? <i>250 words (max)</i></p>	<p>In 2006, the Saltash Gateway Area Community Strategic Action Plan stated that: “ A well-designed streetscape and attractive open space could have a significant beneficial impact on the town centre.” This is still relevant today.</p> <p>Further, the Town Team has used Cornwall Council’s Place Shaping Toolkit to guide and inform the debate that led to this project proposal.</p> <p>Recent investment by Cornwall Council in the cycle route network in Saltash has seen the creation of new cycle routes leading in to/out of the retail centre. This proposal of a community space in the retail centre would promote greater use of these cycle routes.</p> <p>Recommendation 9 of the Bill Grimsey Covid-19 Supplement Report calls for a reduction in streets and an expansion of green space, parks and town squares. The delivery of a green space within the Saltash urban realm has the potential to contribute to Cornwall Council’s stated aim of making Cornwall carbon neutral by 2030.</p>
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Section 7: Costs & Funding	
<p>7.1 What will the Town Vitality grant be spent on? <i>250words (max)</i></p>	<p>Commissioning of an expert company/ companies to identify and rank the optimal spaces within the town’s retail heart to develop a green community open space.</p> <p>This would include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Working with the Town Team to establish assessment criteria</li> <li>• A SWOT analysis for each site put forward</li> </ul>



	<ul style="list-style-type: none"> <li>• Conceptual designs and in-principle feasibility studies</li> <li>• Consideration of innovative ideas in carbon capture and energy generation that will support a Green Bounceback</li> <li>• Consideration of issues around inclusivity and accessibility</li> <li>• Public consultation</li> <li>• Assessment of potential funding to deliver any capital works</li> <li>• Signposting to grant opportunities</li> <li>• Investigation of any land ownership and services issues</li> </ul>
7.2 Amount of Town Vitality grant sought (£)	<i>(Quotes are being sought to evidence an accurate figure, but based on the population of Saltash, the Town Team is able to submit a bid of up to £100,000.)</i>
7.3 Direct funding coming from other sources (£)	
7.4 Secured/not secured?	
7.5 Total project(s) costs (£)	

## Section 8: Outputs & Outcomes

8.1 What will the project(s) achieve? 250 words (max)	<i>(This section will articulate the specifications in 7.2 above.)</i>
8.2 What impact will the project(s) have on the Town/area and/or on project(s) participants 250 words (max)	<p>A community multi-use space will boost retail and employment opportunities and create a destination space for residents and visitors to this historical town.</p> <p>The urgent need to tackle climate change is today's greatest challenge as we move out of Covid restrictions. Transforming urban grey to green and connecting people with nature in the heart of the urban realm will play a key role in a green recovery.</p>

## Section 9: Sustainability, Equality and Diversity

9.1 How will the project(s)/proposal(s) contribute towards the principles of good sustainable (economic, social, environmental) development?

The project is in line with the Saltash NDP, which has a clear vision underpinned by the reinvigoration of the town centre.

Regular markets will contribute to better economic development by encouraging footfall in to the retail centre of Saltash, delivering new employment opportunities and supporting the incubation of new businesses.

Better accessibility for wheelchair users to local events and markets will improve inclusion.

An event space will offer plenty of opportunity to celebrate different cultures and promote diversity.

The ability to offer an enhanced retail experience locally will boost the numbers of residents shopping locally rather than going further afield to Plymouth, leading to positive environmental outcomes as we work towards a future that is less carbon-dependent.

Easy access to quality green space has become an essential need. Nearly two-thirds of people have appreciated local green spaces more due to Covid-19. A multi-use open green space in the retail heart of the town will encourage more people to cycle and walk to the retail centre of the town, delivering improved health outcomes and reducing the number of car trips to Plymouth.

The Green Infrastructure Strategy for Cornwall document produced by Cornwall Council provides a strategic framework to manage and enhance the wider natural environment for the benefit of people, biodiversity and places. This

	is further strengthened by Policy 25 of the Cornwall Local Plan.
9.2 How will the Applicant ensure that good practice in terms of equality and diversity principles is taken into account and promoted in the project(s)/proposal(s)? <i>100 words (max)</i>	All actions will comply with the equality and diversity policies of Saltash Town Council.

Section 10: Risks	
10.1 Are there any key risks associated with the design/planning and/or delivery of the project(s)/proposal(s), in whole or in part? <i>250 words (max)</i>	<p>There is no risk to the delivery of the outcomes for which this application is seeking funding.</p> <p>The main risk to the delivery of a community space would be the inability to secure sufficient funding to proceed with the development. However, the proposal meets criteria established by the DCLG, "Re-imagining urban spaces to revitalise our high streets", and it is hoped that funding would therefore be available from public and private sectors.</p> <p>Cornwall Council is a major landowner within the town, and there is a possible risk that the Council might not be willing to relinquish an area identified as being optimal for the proposed open space. Initial discussions with Cornwall Council, however, have been very positive, and Saltash Town Team would be fully committed to open and collaborative discussions.</p> <p>Thirdly, there is a risk that an appropriate management team cannot be put together to ensure that the project happens and that the</p>

	completed development proves cost effective. This can be mitigated by knowledge available within the combined parties of the Town Team and the extensive research done previously within the PL12 community so that the use of the development is optimised.
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**Important Note to Applicants - Please be aware that if you commence project activities or enter into any legal contract/s before the formal approval of your project(s), any expenditure is incurred at your own risk and may render the project(s) ineligible for support. General Data Protection Regulation (GDPR) and Freedom of Information Act 2000**

Cornwall Council is 'data controller' for personal data processed in relation to Town Centre Revitalisation Fund applications and awards under GDPR Article 6 (1) (f) 'processing is necessary for the purposes of the legitimate interests' pursued by the Council.

Cornwall Council's full privacy notice is attached to this form at Annex 3 and can also be found on the Council's website.

Please note that Cornwall Council as a public body is bound by the Freedom of Information Act and may have to disclose some of the information contained in the application if requested.

### Declaration and Signature

I declare that I have the authority to represent Saltash Town Council in making this Application for Town Vitality funding.

I understand that acceptance of this Town Vitality funding Application does not in any way signify that the project is eligible for Town Vitality funding support or that Town Vitality funding has been approved towards it.

On behalf of Saltash Town Council, I confirm that:

- Saltash Town Council has the legal authority to carry out the project; and
- the information provided in this Application is accurate.

I confirm that:

- I shall inform the Council if, prior to any Town Vitality funding being legally committed, I become aware of any further information which might reasonably be considered as material in deciding whether to fund the application.
- I am aware that if the information given in this Application turns out to be false or misleading, the Council may demand the repayment of funding and/or terminate any agreement to provide funding in relation to this Application.
- I confirm I am aware that checks can be made to the relevant authorities to verify this declaration and that any person who knowingly or recklessly makes any false statement for obtaining grant or for assisting any person to obtain grant funding is liable to be prosecuted.

For and on behalf of the Applicant Organisation

Name:

Position:

Date