

SALTASH TOWN COUNCIL

Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 2nd June 2011 at 7.00pm

PRESENT: Councillors: C Oakes (Chairman) R Austin, R Bickford, P Clements, G Ellison, Mrs H Frank, M Gee, Mrs S Hooper MBE, A Killeya, M Killeya, W Phillips, C Riches, P Stephens ISM.

ALSO PRESENT: Mayor's Chaplain – Rev Nicky Slateford, Mr L Bradley – CIC, PCSO Tom Cornwell, 3 members of the press, 2 members of the public, Ray Lane – Town Clerk.

APOLOGIES: Councillors: D Holley, B Reid, D Yates.

HEALTH AND SAFETY ANNOUNCEMENTS

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

PRAYERS

Prayers were led by the Mayor's Chaplain, Rev Nicky Slateford.

70/11/12 DECLARATIONS OF INTEREST

Councillor	Agenda Item	Personal/ Prejudicial	Reason
M Killeya	CIC	Personal	CIC Member
Austin	CIC	Personal	CIC Director
Frank	16	Personal & Prejudicial	Governor at Bishops Cornish
	7	Personal	CIC Member
Phillips	13	Personal	PA 11/03342 Knows Mr&Mrs Penney
Clements	7	Personal	CIC Member
A Killeya	7	Personal	CIC Member
	25	Personal	ICTT – Stig Town Council Co-Chairman
Oakes	23	Personal	Chairman
Bickford	13	Prejudicial	PA 11/02862 Knows applicant

CHAIRMAN'S REPORT

The Chairman gave the following report:

“Since Mayor Choosing, Marilyn and I have attended the official opening of Loopy Looks and Zero Gravity, both in Saltash.

“We have also attended the 2nd Saltash Scout Groups’ 75th Anniversary Celebrations at Nine Ashes Camp Site, the Trelawney Male Voice Choir concert and the official start of improvement works to the Royal Albert Bridge.

“Outside of Saltash we have both attended Mayor Choosing at Truro, Liskeard, Launceston, Plymouth, and the Civic Services at Plymouth and Callington.

“We also attended The Lord Mayor of Plymouth Dinner at the Guildhall.”

POLICE REPORT

PCSO Cornwell reported that for the period 1st May 2011 – 1st June 2011 there had been a total of 66 crimes, consisting of burglaries, theft, theft from vehicles, assaults and criminal damage, compared to a total of 86 for the same period in 2010.

Councillor A Killea asked what proportion of crimes was committed by repeat/known offenders.

PCSO Cornwell reported that it was hard to estimate, but it was roughly about a quarter.

Councillor Mrs Hooper asked how many crimes took place within Neighbourhood Watch scheme areas, spoke about the value of the schemes and encouraged the establishment of more area schemes and their promotion.

PCSO Cornwell replied that it was not possible to report incident figures for Neighbourhood Watch scheme areas specifically and endorsed the establishment of new schemes and their promotion.

Councillor M Killea asked if patrols were being made to Churchtown Cemetery to deter anti- social behaviour and how many incidents had been reported.

PCSO Cornwell reported that patrols were taking place and there had been no reports of anti-social behaviour or drinking.

Councillor Riches asked if any problems had been reported in the Gilston Way/Badgers Walk area in relation to the removal of the gate.

PCSO Cornwell replied that anti-social activity and vehicle incidents had fallen since the removal of the gate and that the area would continue to be monitored.

Councillor Gee asked if the crime rate for Saltash was considered low.

PCSO Cornwell replied that nationally the crime rate was considered very low and had reduced.

It was **RESOLVED** the report be noted.

SALTASH GATEWAY COMMUNITY INTEREST COMPANY (CIC)

(a) To receive report and consider any actions arising.

FINANCE REPORT

Balances:	Current account at 25.05.11	£	5,596.19
	Business account at 25.05.11	£	<u>4,494.69</u>
	TOTAL	£	<u>10,090.88</u>

Income April: Saltash Card	£	<u>647.69</u>
TOTAL	£	<u>647.69</u>

Expenditure since March Board Meeting;		
Payroll / LW / CD	£	1,379.28
Printing copies	£	<u>24.00</u>
TOTAL	£	<u>1,403.83</u>

Invoices awaiting payment to CIC: NIL

Invoices awaiting payment by CIC
 Saltash Card Administration £ 576.00

Other matters:

1. Finance Director role to pass to Peter Thistlethwaite for new financial year commencing 1st June 2011. Accounts will be ready late June.
2. A volunteer cheque signatory was agreed to replace LW.
3. Private donation now received for the Health Network Project.
4. 106 funding boundaries for Town Centre and other projects remain under discussion.
5. Clarity of funding position re Saltash Card for next financial year has been established.

Business Development

Efforts to develop a long term solution for the Company's financial stability continue. Proposals for a funding programme have been received from financial consultants 'The More Team', who are also working with Saltash College on the incubator facility. A collaborative approach is under discussion.

Directors agreed to a further investment in the web site to merge the two sites into one. This work will be completed shortly by Roger Creigh-Osborne.

Project Work

Further meetings of the STIG have successfully progressed the priority actions of car parking, signage, pavements and hanging baskets. Markets still await confirmation of a date suitable to all concerned. Provisional funding proposals have been prepared for the 106 committee. In course of discussion, the issue of maximising potential for 106

contributions associated with any planning applications that come before the Council was raised. The CIC offer continuing support to STC in furthering this aim.

The private match funding for the Health Network project has now been received and a project plan is being finalised. Christina Dixon will be engaged to complete the preliminary work. Progress will be reported on a regular basis via the project leader Peter Thislethwaite.

The opportunity to purchase a tail lift 16 seater bus from Cornwall Council is being enthusiastically pursued by Colin Brown. A business plan will be prepared and submitted with a funding request to the next 106 meeting 29th June.

The tourism and marketing project is now to be further developed, following publication of the Christina Dixon report last month. In summary, Saltash Gateway CIC commissioned CDC and SBD Associates to undertake a market assessment of the tourism potential of the Saltash Gateway area. The work was undertaken in 2009 and reviewed in 2011. It is a comprehensive piece of work and includes data gathering at the two main community events (May Fair and Regatta), accommodation providers and Saltash visitor attractions. It also includes interviews with a wide range of visitor market service suppliers and a review of the operating environment. The report concludes that the split between the rural PL12 area and the town experience is a marketing communication conundrum in visitor marketing terms, and one that needs to be addressed carefully from a Saltash Gateway perspective. When considering the strengths of the town, Saltash should celebrate the fact that the town still exists as a community and that it is able to promote an annual programme of events. The real value is the authenticity of the offer.

The report offers four action points:

- **Online marketing:** define a central comprehensive portal and contribute regularly.
- **Print distribution:** either commercial and/or DIY distribution.
- **Build links with Plymouth TIC:** Fam trip, leaflets etc.
- **Build links with private sector** via TAVATA and SECTA and offer a point of contact within Saltash CIC.

Mr L Bradley – CIC Chairman further reported that Mr L Williams was emigrating in July and had handed over his role as Finance Director to Peter Thistlethwaite for the new financial year commencing 1st June 2011.

It was **RESOLVED** the report be noted and the Chairman convey the Council's best wishes to Mr and Mrs Williams.

- (b) **To consider paper 'Section 106 - Driving Progress and Strategy'.**
- (c) **To consider Application for 106 funds from St Stephen's Community Hall**

Councillor A Killea reported that information was still awaited from Cornwall Council to progress items (b) and (c).

Mr L Bradley emphasised the need to receive a legal interpretation from Cornwall Council regarding the legal boundaries in relation to the distribution of S106 funding.

It was **RESOLVED** that the East Localism Area Manager be contacted to progress the matter as a matter of urgency and that the item be deferred to the next meeting.

CORNWALL COUNCIL REPORT

Councillor Riches reported that the Council had saved £80,000 by voting down a proposal for cabinet support members that had been proposed as part of the restructure.

Ongoing talks were taking place regarding the Core Strategy for Cornwall that is required to determine the projected growth in population, the resulting housing needs and the required infrastructure.

Following the Cornwall consultation on waste, option A had been chosen that is broadly in line with weekly rubbish collections and fortnightly recycling.

The new police authority would only have representation of one member from Cornwall.

It was **RESOLVED** the report be noted.

QUESTIONS

1. Miss A Miller asked what action had taken place with regard to the removal of illegal fly posting which she had previously reported.

Councillor M Killeya reported she had taken the issue up with Cornwall Council and it had been agreed that, in the event of future posting reports on Cornwall Council land and property, Cornwall Council and Saltash Town Council staff would remove illegal postings. However, it is unable to authorise the removal of fly posting from private property.

2. Mr Lister asked if the Council could do anything about the overflowing bottle bank at the rear of the Co-op.

The Chairman reported that he had already addressed the issue and he had been informed that the company responsible for emptying the bottle bank were in the process of replacing the vehicle which can access the site to empty the bottle bank.

71/11/12 MINUTES

The minutes of the meetings held on 4th May, 10th May and 17th May 2011 were confirmed and signed as a correct record subject to :

The minutes of the 10th May recording the time of rising being 8.40 pm.

72/11/12

MATTERS ARISING

- a. **Cornwall Council – Public Convenience Review** – update from Councillors Austin and A Killeya

Councillor A Killeya reported that the review was to be considered under agenda item 19.

It was **RESOLVED** the report be noted.

- b. **Proposed Plymouth Incinerator** – update on responses – Councillor Bickford and Town Clerk

Councillor Bickford reported that responses to date had not been too helpful, however the Council were now officially recognised within the consultation framework and he would continue to monitor progress of the planning application.

It was **RESOLVED** the report be noted.

- c. **Grenfell Avenue allotments – update on costs of transfer**

Councillor A Killeya reported a response from Cornwall Council was still awaited.

It was **RESOLVED** the report be noted.

73/11/12

FINANCE

- a. The following receipts in April/May 2011 were **NOTED**:

	£	p	
Guildhall Hire	494.50		Guildhall hire
Cornwall Council	127606.50		Precept – first instalment
Barclays Bank	143.47		Refund – bank charges
EDF	19.47		Refund
Allotment hire	20.00		Allotment Hire
Burial Board	780.00		Burial fees

- b. The following payments in April/May 2011 were **NOTED**:

	£	p	£	p	Remarks
	Gross		Excl VAT		
Staff salaries	7963	.17			Staff salaries (April)
Staff salaries	8362	.03			Staff salaries (May)
HMRC	2136	.55			PAYE/NIC
KAWS Services	135	.99			Bench repairs
Partyrama	76	.11			Garden party items
Caradon Swimming	1000	.00			Festival Fund grant

Club					
Petty cash	197	.23			Petty cash
KAWS Services	190	.73			Bench repairs
Hine Brothers	600	.00			Grounds maintenance – March
Saltash Town Regatta	1860	.00			Festival fund grant
Powerline Technical Services	7	.20	6	.00	Replacement glass for fire alarm call point
CT Richings	19	.60			Expenses
Trevorrow Cabinet Makers	103	.50			Bench slats
D Bartlett	21	.20			Mileage claim
Saltash Window Cleaning	45	.00			Window cleaning – Guilldhall (March)
IRQ Systems Ltd	118	.80	99	.00	IT Support (March)
WPS Insurance	389	.44			Engineering inspection (lift)
D Whittley	490	.00			Mural maintenance & repairs
IRQ Systems Ltd	118	.80	99	.00	IT Support (April)
K Abraham	325	.00			Internal audit
Saltash Window Cleaning	45	.00			Window cleaning – Guildhall (May)
The Window Dresser	240	.00			Tablecloths
Grantham Piano Services	54	.00			Piano tuning
JEB Supplies	44	.40	37	.00	Keys
CALC	1881	.23	1694	.44	Annual subscription
B Whipp	25	.00			Attendance at Garden Party
BT	178	.23	148	.53	Telephone bill
Cornwall Council	617	.25			Guildhall rates
Eon	1441	.67			Energy
ICCM	90	.00			Subscription
ICOM SW	69	.90			Telephone bill
Partini	280	.00			Balloons

- c. Urgent and essential works actioned by the Clerk under Financial Regulation 3.4 of the Town Council's Standing Orders

No report.

74/11/12

PLANNING

- a. It was noted that Cornwall Councillors will vote upon the information before them at this meeting but in the light of subsequent information received at Cornwall Council, Councillors may vote differently at that meeting. Councillor Oakes did not vote on planning.

- b. It was noted that where the Cornwall Council Officer wishes to recommend contrary to the Town Council's view, she/he will contact the Council by email.

In light of time constraints the Council will respond by email consensus of Councillors. Interested parties may request of the Clerk to be copied in on this e correspondence, and may make one email submission to all Councillors.

- c. Applications for consideration:

Date received	Application no.	Details of application
13.05.2011	PA11/02543	Mr S Cronk - 1 Tor Hill Cottage, Longlands Lane, St Stephens - demolition of existing UPVC conservatory to be replaced with two storey masonry side extension and pitched roof to match existing house. Ward: St Stephens It was resolved to RECOMMEND APPROVAL.
16.05.2011	PA11/02563	Roger Young Landrovers - Roger Young Landrover, Saltash Parkway Industrial Estate, Burraton Road, Carkeel - advertisement consent for the display of 4 fascia signs and one illuminated pedestal sign. Ward: Burraton It was resolved to RECOMMEND APPROVAL.
18.05.2011	PA11/02746	Mr Knipe - Dartana, Forder - conversion of garage with extension over, construction of new garage and conservatory. Ward: St Stephens It was resolved to RECOMMEND APPROVAL.
Prior to the next application Councillor Bickford declared a prejudicial interest and left the meeting.		
19.05.2011	PA11/02862	Mr and Mrs L Manuel – Rumble Cottage, 97 Lower Fore Street - rear ground floor extension

and removal of part of rear pitched roof and replacement with flat roof.

Ward: Pill

It was resolved to RECOMMEND REFUSAL because a flat roof is contrary to design guidance.

Councillor Bickford was invited and rejoined the meeting.

13.05.2011	PA11/03342	<p>Mr and Mrs Penney - 1 Greenfield Road - garage conversion and first floor extension over.</p> <p>Ward: Burraton</p> <p>It was resolved to RECOMMEND APPROVAL.</p>
13.05.2011	PA11/03344	<p>Mr and Mrs Lock - Windrush House, Pill Lane - single storey extension to front elevation of dwelling.</p> <p>Ward: Pill</p> <p>It was resolved to RECOMMEND APPROVAL.</p>
13.05.2011	PA11/03362	<p>Kernow Property Development Ltd.- Old Farmhouse, Trevollard Lane, Trematon – construction of single storey garage extension to side elevation of dwelling.</p> <p>Ward: St Stephens</p> <p>It was resolved to RECOMMEND APPROVAL.</p>
13.05.2011	PA11/03370	<p>Mrs R Hamilton - Dobbins Farm, Elmgate - change of use of agricultural land to residential curtilage and formation of new driveway access with associated landscaping.</p> <p>Ward: St Stephens</p> <p>It was resolved to RECOMMEND REFUSAL:</p> <ol style="list-style-type: none">1. Loss of agricultural land2. Concern over size of land taken as curtilage.

20.05.2011	PA11/03461	<p>Mr M Crow - Lower Trevollard, North Trematon - installation of ground mounted PV panel array within curtilage of domestic residence.</p> <p>Ward: St Stephens</p> <p>It was resolved to RECOMMEND APPROVAL.</p>
20.05.2011	PA11/03517	<p>Mr and Mrs J Williams - 12 Milch Park, Latchbrook - two storey extension to provide enlarged living room and dining room on ground floor, bedroom and en-suite first floor.</p> <p>Ward: St Stephens</p> <p>It was resolved to RECOMMEND REFUSAL:</p> <ol style="list-style-type: none"> 1. Enclosing effect on the residential area. 2. Massing against EV9. 3. Out of character with the area.
20.05.2011	PA11/03521	<p>Mr and Mrs Conway - 31 Trelawney Road - single storey lean –to side extension.</p> <p>Ward: Essa</p> <p>It was resolved to RECOMMEND APPROVAL.</p>
25.05.2011	PA11/03526	<p>Mr F Williams - Tor Hendra, Tor Hill, Longlands Lane - installation of 16 no. photovoltaic panels on top of existing roof of dwelling.</p> <p>Ward: St Stephens</p> <p>It was resolved to RECOMMEND REFUSAL due to the effect on an A.O.N.B.</p>
25.05.2011	PA11/03530	<p>Mr F Williams - Tor Hendra, Tor Hill - application for Listed Building Consent for the installation of 16 no. photovoltaic panels on top of existing roof of dwelling.</p> <p>Ward: St Stephens</p>

It was resolved to RECOMMEND REFUSAL as out of character for a listed building.

23.05.2011 PA11/03627

Mr D Watson - **21 Wearde Road, St Stephens** - alterations to front elevation.

Ward: St Stephens

It was resolved to RECOMMEND APPROVAL.

23.05.2011 PA11/03642

Coral Estates Ltd - **Brunel House, Lower Fore Street** - retention of air conditioning units.

Ward: Pill

It was resolved to RECOMMEND APPROVAL.

- d. Decisions taken by Cornwall Council where the decisions reached were contrary to the recommendations made at the Town Council meeting:

None.

75/11/12

CORRESPONDENCE

- a. **Cornwall Council**
Cornwall Renewable Energy Conference and Exhibition
Delabole 28th & 29th July 2011

It was **RESOLVED** to note and that Councillor Riches would be attending in his capacity as a County Councillor.

- b. **Cornwall Council**
Amended Public Speaking Procedure

It was **RESOLVED** the correspondence be noted.

76/11/12

GUILDHALL BOILER

Members considered a report regarding urgent repairs required to the Guildhall boiler.

It was **RESOLVED** the repairs be carried out to the value of £1,227.75 funded from the Guildhall Maintenance EMF budget.

Prior to the next application Councillor Mrs Frank declared a prejudicial interest and left the meeting.

77/11/12 QUEEN'S AWARD FOR VOLUNTARY SERVICE

Councillor A Killeya reported on a proposed nomination for the Queen's Award For Voluntary Service.

It was **RESOLVED** that:

1. Any nominations should be made by individual councillors.
2. The Town Council as a body would not endorse any nomination.

Councillor Mrs Frank was invited and returned to the meeting.

78/11/12 AMERICA'S CUP

Councillor A Killeya reported on the event and if Saltash could get involved and be associated with the event.

It was **RESOLVED** that Councillor Bickford would progress any opportunities for involvement or association with the event for Saltash.

79/11/12 OLYMPIC TORCH 2012

The Chairman reported that the torch would be starting from Lands End on 19th May 2012, on a route yet to be determined, and that he had been in contact with the organising body to secure the torch being routed through Saltash via three possible routes.

It was **RESOLVED** that:

1. Councillor Mrs Frank operate as the Council's representative to progress the issue.
2. In principle, funding be made available to support any related activities.

80/11/12 TOWN FRAMEWORK

Councillor A Killeya reported that comments were now required to be submitted and that he had drafted up a response to the consultation.

It was **RESOLVED** that Councillor A Killeya's response be submitted on behalf of the Council.

81/11/12 LOCAL COUNCIL SEMINAR AND WORKSHOP PROGRAMME

It was **RESOLVED** to note.

82/11/12 PUBLICATION OF ANTI-SOCIAL BEHAVIOUR MEETING NOTES

Members considered the publication of the Anti-Social Behaviour Meeting Notes on the web site.

It was **RESOLVED** that:

1. The notes of the Anti-Social Behaviour Meetings be published on the web page.
2. In principle, all committee minutes and notes be made available on the web site for a period of 12 months.

83/11/12 MEMBERSHIP OF SOUTH WEST COUNCILS

Members considered the renewal of membership at a cost of £270.

It was **RESOLVED** that membership be renewed at a cost of £270 from the Policy and Resources General – Subscriptions budget.

Prior to the next item the Chairman declared a personal interest and vacated the Chair.

Councillor Gee in the Chair.

84/11/12 BANK SIGNATORY REPLACEMENT

Members considered the appointment of Councillor Oakes as a signatory in place of Councillor Stephens, for reasons of availability.

It was **RESOLVED** that Councillor Oakes be appointed as a signatory in place of Councillor Stephens.

Councillor Oakes in the Chair.

85/11/12 REQUEST FROM COUNCILLOR TO TRANSFER COMMITTEE MEMBERSHIP

Members considered a request from Councillor Phillips to transfer from Civic Amenities Committee to the Industry, Commerce, Transportation and Tourism Committee.

It was **RESOLVED** that Councillor Phillips transfer from Civic Amenities Committee to the Industry, Commerce, Transportation and Tourism Committee.

86/11/12 CIVIC AMENITIES COMMITTEE 11TH MAY 2011

It was **RESOLVED** that the minutes of the Civic Amenities Committee held on 11th May 2011 be confirmed and signed as a correct record and the recommendations therein be endorsed subject to:

Minute 32/11/12 Blue Plaque Scheme to read “that the report be noted and that he continue progressing options as previously agreed” delete all after.

87/11/12 STAFFING COMMITTEE 16TH MAY 2011

It was **RESOLVED** that the minutes of the Staffing Committee held on 16th May 2011 be confirmed and signed as a correct record and the recommendations therein be endorsed.

88/11/12 POLICY AND RESOURCES COMMITTEE 17TH MAY 2011

It was **RESOLVED** that the minutes of the Policy and Resources Committee held on 17th May 2011 be confirmed and signed as a correct record and the recommendations therein be endorsed subject to:

Minute 35/11/12 Capital Asset Transfer Strategy to read “all future reports to go to and be considered directly by Full Council”.

89/11/12 INDUSTRY, COMMERCE, TRANSPORTATION AND TOURISM COMMITTEE 23RD MAY 2011

It was **RESOLVED** that the minutes of the ICTT Committee held on 23rd May 2011 be confirmed and signed as a correct record and the recommendations therein be endorsed subject to:

Minute 26/11/12 Saltash Town Improvement Group to insert after point 5:

6. Councillor A Killeya and the Clerk be authorised to adjust minor changes to costings as necessary.

7. The Clerk have delegated authority to spend S106 monies within the authorised programme.

90/11/12 MEET THE PEOPLE

a. Feedback from last meeting

The Chairman reported that all items from the meeting on the 7th May 2011 had been dealt with by Councillors.

It was **RESOLVED** that the report be noted.

b. Arrangements for future meetings.

Members considered attendance at the meeting to be held on 4th June 2011.

It was **RESOLVED** that Councillors Gee, Riches, M Killeya and A Killeya would attend.

91/11/12 URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN

Ashtorre – Ferry 50

Members considered the proposal by Ashtorre to erect a statue/memorial to the 900 years of Saltash Ferries and their application for funding to the June meeting of the Heritage Lottery.

It was **RESOLVED** that:

1. Approval in principle be given to the scheme and its proposed location.
2. The Clerk submit a letter of support to Ashtorre for its Heritage Lottery funding bid.
3. Future ownership of any statue/memorial by the Council be considered.
4. The capital asset transfer of the land for the statue/memorial be considered in the capital asset transfer document to be submitted to Cornwall Council.

92/11/12 DATE OF NEXT MEETING

Date of next meeting –21st June (Planning) and 7th July 2011.

93/11/12 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 9.25pm

Signed: _____
Chairman

Dated: 7th July 2011