



SALCOMBE TOWN COUNCIL

Dear Councillor,

You are summoned to attend the meeting of the Salcombe Town Council to be held in the Council's Meeting Room at Cliff House, Salcombe at 6:30pm on Wednesday 23rd October 2024.

NOTE – Councillors are reminded that if a matter has not been specified on the agenda no formally binding decision can be made on it.

SD Jones

Clerk to the Council

18th October 2024

AGENDA

1. APOLOGIES

To receive and note

2. DECLARATIONS OF INTEREST

To invite Members to declare any pecuniary interests and non-pecuniary interests that they may have in any matters to be considered at this meeting; and to note that a Member with a disclosable pecuniary interest, in any matter must, withdraw from the Chamber at the commencement of the consideration of that business or, if later, the time at which the interest becomes apparent, whilst also considering if there had been any changes.

3. OPEN FORUM

- i) Members of the public are invited to attend and discuss matters relating to the parish; they are invited to speak for a maximum of 3 minutes unless directed by the chairman of the meeting. Please note that the Council is unable to give its opinion on any matters, and no Councillor's opinion is a representation of the Council as a corporate body.
- ii) To note matters raised in the open forum and consider any to be added to the agenda for a future meeting

4. TO RECEIVE VERBAL OR NOTE ANY WRITTEN REPORTS FROM COUNTY OR DISTRICT COUNCILLORS OR ANY REPRESENTATIVE FROM THE DEVON AND CORNWALL POLICE

Councillors are welcome to raise any questions they have and consider any matters raised to be added to the agenda for a future meeting.

5. MINUTES OF PREVIOUS TOWN COUNCIL MEETING

- i) Minutes of the meeting held on Wednesday 25th September 2024 for consideration and if agreed for the Chair to sign as a true and correct record.
- ii) To note only, progress on outstanding items from previous meetings

6. PLANNING & LICENSING APPLICATIONS

See Appendix Oct 2024 Planning

7. MEET THE LEADER OF DCC

To consider DCC's open invitation to town/parish councils to meet with James McInnes, the leader of DCC on Thursday 14th November at Ivybridge.

8. OSSR – FITNESS EQUIPMENT AT THE BERRY

Council to review summary of work carried out by the members of the Community Working Group to date with a view to:

- i) Consider using the £20,000+VAT OSSR allocation on new fitness equipment on The Berry
- ii) Consider and approve details of the fitness equipment
- iii) Resolve to agree the preferred supplier in accordance with their quotation.
- iv) Request Council to enable the Community Working Group and Town Clerk to liaise with Alexis Huggins at SHDC Community Services & Operations in relation to contractual arrangements required before 9 January 2025 and to place order by such date.



9. ASSETS TRANSFER COMMITTEE TERMS OF REFERENCE

To consider amending the Terms of Reference of the Asset Transfers Committee so that they shall read:

a) Purpose

The purpose of the Asset Transfers Committee is to research and if approved by the Full Council transact the transfer from South Hams District Council (SHDC) to the Council of assets which are currently in SHDC's ownership or trusteeship, including without limitation assets at or in the neighbourhood of The Berry.

b) Membership

The Committee shall have Delegation of Authority to vote for the Chair and Deputy Chair and comprise five Councillors. The Committee quorum is three and the Committee shall meet as required.

c) Functions

The Committee will be responsible, in conjunction with the Clerk to the Council and/or other professional advisers as the Committee shall determine, for:

- (a) Developing the Council's asset transfer strategy
- (b) Research and initial due diligence
- (c) Liaising with SHDC prior to and throughout each asset transfer transaction to completion
- (d) Public consultation
- (e) Obtaining quotes from professional advisers
- (f) Seeking approval from Full Council regarding the appointment of professional advisers
- (g) Liaising with professional advisers following their appointment by Full Council
- (h) Day-to-day conduct of each asset transfer transaction to completion
- (i) Any other matters delegated to the Committee or deemed relevant to these Terms of Reference
- (j) Liaising with the Finance Working Group and Full Council regarding budgeting.

d) Confidentiality

Parts of the meetings of this Committee may be confidential to the members of the Committee with the press and the public excluded where appropriate.

10. PROPOSED TRANSFER OF ASSETS FROM SHDC TO SALCOMBE TOWN COUNCIL

i) To consider:

- a) holding a public consultation in connection with a proposed transfer of land at The Berry from SHDC to the Council (the Proposed Transfer) at a town meeting at 6-8pm on Tuesday 19th November 2024 at Salcombe Rugby Club, with a donation of £40 to the Rugby Club for the use of the facilities.
- b) the content and timing of publication of the notice of such public consultation, including liaising with SHDC about timing of publication of notices of their and the Council's public consultations, with a budget to be considered for the costs associated with advertising the meeting.
- c) confirming to SHDC that a working set of Heads of Terms, drafted by SHDC, shall be prepared prior to the Council's public consultation
- d) that the Asset Transfers Committee, in conjunction with the Clerk to the Council, shall be responsible for organising the Council's public consultation
- e) discussing with SHDC the outcomes of their and the Council's public consultations
- f) quotes from solicitors' firms to advise the Council on the Proposed Transfer, agreeing the appointment of a solicitors' firm and instructing them to commence work and incur costs following completion of SHDC's and the Council's public consultations.

11. PARKING WORKING GROUP TERMS OF REFERENCE

To consider the Terms of Reference for the Parking Working Group.

12. TREE SURVEY

To consider quotes to carry out a tree survey across the Council's estate and specified areas, agreeing the appointment of a contractor and instructing them to commence work.



13. UNREGISTERED LAND

To consider steps to protect certain unregistered public open space adjacent to The Berry, west of Kingsale Road at the junction of Kingsale Road and Fortescue Road, for the benefit of the public and the community, including without limitation:

- a) applying to register such public open space as a town and village green which the Council will have the power to protect under the Commons Act 2006
- b) applying to list such public open space as a community asset pursuant to the Localism Act 2011
- c) requesting in writing that SHDC designates such public open space as a Local Green Space
- d) registering a claim for adverse possession
- e) requesting that individual trees in such public open space are included in a tree preservation order
- f) that the Council's Officers shall instruct SHDC as the Council's contractor to schedule regular grounds maintenance on such public open space
- g) that such applications, registrations, requests and supporting documentation shall be drafted and prepared by the Unregistered Land Working Group, in conjunction with the Clerk to the Council.

14. CIVIC RECEPTION

Following the postponement of the Civic Reception from Saturday 12th October 2024 to consider:

- i) Revoking the previous decisions made at May 2024 Town Council meeting around format and budget of Reception
- ii) Ratification of new date and time of Reception
- iii) Format of Reception
- iv) Appointment of caterers
- v) Budget

15. INTERPRETATION PANELS

To consider a proposal to initially commission three interpretation panels for installation in 2025 costing £6,680.19 (excl. VAT) and two panels in 2026, costing £5,077.16 (excl. VAT).

16. CLIFF HOUSE WOODS

To consider authorising the Legal Working Group, in conjunction with the Clerk to the Council, to correspond directly with the Council's solicitors to progress the transfer of Cliff House Woods to the Council.

17. DOG FOULING

To discuss concerns raised about dog fouling in town, including but not limited to Courtenay Park and Cliff House Gardens and consider liaising with SHDC on ways to tackle this problem.

18. CEMETERY SOFTWARE

Following postponement from July's meeting, Council to consider purchase of Scribe's cemetery software at a cost of £26 +VAT p/month and a one-off cost of £990 +VAT (to onboard information)

19. REVIEW OF COUNCIL HALL RENT

To consider the quotes received for the appraisal of the Council Hall rent.

20. SHDC CAR PARKING CONSULTATION

To discuss and consider SHDC's proposals to increase parking charges in their carparks across the district including but not limited to:

1. Does the Council support the principle of consistent tariffs across the District?
2. Does the Council support the principle of differential charging?
3. Does the Council support freezing residents' tariffs until October 2025?
4. In terms of climate change & biodiversity would the Council like to see a reduction in reliance on the car and introduce parking charge increases in an attempt to discourage car usage?



5. Are there alternative ways the same income could be generated by the town in an alternative way?

21. USE OF BONFIRE HILL CARPARK FOR THE RNLI FIELD OF LIGHTS

To ratify the Council's decision, (sought outside of a Council meeting, under the Town Clerk's Delegation of Authority, due to the urgency for a decision) to grant the RNLI usage of Bonfire Hill carpark and to waive the parking fees on Saturday 5th October for the launch of the Field of Lights.

22. WORKING GROUPS, COMMITTEES AND ORGANISATIONS

To:

- i) Consider membership of Working Groups, Committees and local organisations
- ii) Consider Terms of Reference for Working Groups and Committees

23. REPORTS

Please note that these are reports on attendance at meetings, representatives on public bodies/associations or working groups; no matter will be raised for the Council to consider apart from any matters to be added to the agenda for a future meeting.

- i) Mayor
- ii) Councillors
- i) Clerk
- ii) Committees:
 - o Asset Transfer Committee
 - o HR & Staffing Committee
- iii) Working Groups:
 - o Community
 - o Field of Lights
 - o Finance
 - o IT, Website & Social Media
 - o Legal
 - o Park and Ride
 - o Planning
 - o Property and Maintenance
 - o SHDC Community Economic Plan
 - o Trees
 - o Unregistered Land
 - o Welcome Sign
- iv) Local Organisations

24. FINANCE

- i) To receive invoices and payroll for approval and payment
- ii) To receive and approve finance report/bank reconciliation
- iii) To review DCC's invoices for the parking income as seeking clarification on the accounting for Ringo Fees

25. EXCLUSION OF PUBLIC AND PRESS

To consider a resolution that in view of the nature of the business about to be transacted at agenda item 26 and 27 below it is advisable, in the public interest, that the public and press be temporarily excluded.

26. LETTERS TO SHDC ENFORCEMENT TEAM

To ratify the letters sent to SHDC Enforcement Team regarding 2 properties in Salcombe

27. TOWN EVENT

To discuss communication received regarding a town event.

19. NEXT MEETING

To resolve that the next meeting will be held on Wednesday 27th November 2024 commencing at 6.30p.m in the Council's Meeting Room at Cliff House, Salcombe