



# ***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)

Date Not Specified

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Team** to be held at the Guildhall on **Monday 9th September 2024 at 3.30 pm.**

The meeting is open to members of the public and press. Any member of the public requiring to put a question to the Town Council must do so by **12 noon the day before the meeting** either by email to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'S Burrows'.

S Burrows  
Town Clerk

To:

C Bailey, R Bickford, S Gillies, M Griffiths, C Jane, S Lennox-Boyd, S Martin, S Miller and J Peggs	All other Councillors for information
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## **Agenda**

1. Apologies.
2. Approval of notes of previous meeting dated 8 July 2024. (Pages 4 - 10)
3. To receive and note the latest funding statement (Town Vitality, Town Delivery, and Town Accelerator) and consider any actions. (Pages 11 - 13)
4. To review the Terms of Reference and consider any actions. (Pages 14 - 17)
5. Town Vitality Project:
  - a. To note Cornwall Council's approval for an extension for the Town Delivery Fund and Town Accelerator Fund; (Page 18)
  - b. To receive Cormac Design Team's Safety Audit Report and consider any actions; (Pages 19 - 42)
  - c. To review options to appoint an event organiser for the 2025 markets; (Pages 43 - 66)
  - d. To review procured items for the open space, parklets and market project;
  - e. To review Wayfinding options and consider any actions. (Pages 67 - 71)
6. S.106 Ring Funding:
  - a. To consider a quote received from Revelation and consider any actions and associated expenditure; (Pages 72 - 73)
  - b. To receive the Draft S106 Pro-Forma application form and consider any actions. (Pages 74 - 80)
7. To receive an update on the Town Centre Street Audit and Accessibility Review and consider any actions:
8. To consider S106 Waitrose Publicity Funding and consider any actions and associated expenditure: (Pages 81 - 83)

9. To receive an update on the Red Bus connectivity between Saltash Waterside and the Town Centre and consider any actions: (Pages 84 - 90)
10. To receive a report from Fresh Fox regarding trade improvements and consider any action and associated expenditure:
11. A.O.B
12. Date of Next Meeting: 11 November 2024 at 5.30pm

## NOTES

<b>Meeting:</b>	Town Team – Guildhall
<b>Date and Time:</b>	Monday 8 July 2024 5:30PM

<b>Present:</b>	<b>Title/Representing:</b>
S Burrows (SB)	Town Clerk – Saltash Town Council
D Joyce (DJ)	Administration Officer – Saltash Town Council (Notetaker)
M Richardson (MR) Attended Virtually	Consultant
P Ryland (PR) Chairman	Saltash Chamber of Commerce
S Miller (SM)	Saltash Chamber of Commerce
J Peggs (JP)	Saltash Town Council
S Martin (SM) Attended Virtually	Saltash Town Council
R Bickford (RB)	CEPL12
M Griffiths (MG)	Saltash Town Council
H Frank (HF)	Cornwall Council
C Thomson (CT) Attended Virtually	Community Link Officer Cornwall Council
M Worth (MW) Attended Virtually	Cornwall Council
<b>Apologies for absence:</b> Cllr Lennox-Boyd, C Jane	

Item	Key / Action Points:	Action by:
1.	<b>Welcome:</b>  The Chairman welcomed all to the meeting.	
2.	<b>Apologies:</b>  DJ confirmed apologies had been received from Cornwall Councillor Lennox-Boyd and Cathy Jane - CEPL12.	
3.	<b>To appoint a Chairman for the next 10 months:</b>  HF proposed PR continue as Chairman for the next ten months, RB seconded.  No further nominations were received.  Following a vote it was agreed PR remain Chairman to May 2025.	
4.	<b>Approval of notes of previous meeting / matters arising:</b>	



	<p>All confirmed the notes are a true and correct record.</p> <p><u>Matters Arising - CCTV</u></p> <p>The Chairman requested an update on the Fore Street CCTV.</p> <p>SB informed Members one incident had been recorded since the trial began and has been passed to local authorities, since then no further incidences have taken place. HF confirmed shoplifting continues.</p> <p>The Town Council working group are to meet in the following months to review the data prior to the end of the trial once obtained from Plymouth City Council.</p> <p><u>Town Centre Project Next Steps – Ratify Cost of Highways Safety Audit</u></p> <p>At the previous meeting held on 15.5.24 Members provided delegated authority to the Town Clerk and Chairman, to appoint Cormac to undertake safety checks, traffic flows and suitability of the proposed trial community space at a maximum cost of £6,000.</p> <p>The Chairman confirmed the appointment had been actioned. Members agreed to note and ratify the cost of £3,916.90 for the feasibility safety study undertaken by Cormac.</p>	
5.	<p><b>Town accelerator fund agreement:</b></p> <p>SB confirmed the funding agreement for the Town accelerator fund had been received, signed and returned.</p> <p>Members noted the update.</p>	
6.	<p><b>Town Centre Project – The next steps:</b></p>	

	<p>MR updated on the progress, including the safety report from Cormac.</p> <p>The Cormac design team identified several safety risks with the proposed parklets, noting potential hazards due to pavement and car parking widths. MR expressed concerns about the Town Council's liability in case of accidents.</p> <p>To ensure the community space is safe, MR requested that Members consider appointing Cormac's design team to review the proposal, provide further details on safety aspects, and propose solutions to mitigate risks and avoid liability for the Town Council.</p> <p>The cost for Cormac to review the proposal is £976.29, with an estimated 10-week lead time.</p> <p>MR discussed the project timescales and the current funding parameters. MR requested an extension from Cornwall Council for an enhanced feasibility study and is awaiting their response.</p> <p>MR also asked to combine the funding into one pot for more flexibility due to overlapping project outcomes.</p> <p>Members discussed extending the project for Parklets, Markets and Greening to March 2025, pending approval from Cornwall Council. The trial period will run from March to August 2025, with a success report to be provided in September.</p> <p>Members agreed to continue with the wayfinding signage aspect of the project and emphasised the importance of clear publicity to maintain public interest and support until project delivery. Members to further consider publicity and any associated costs at a future meeting.</p> <p>Members discussed 'priority flow' and requested this be considered if safety aspects under the current design review did not permit progressing the project.</p> <p>The Town Clerk to request Cormac design team to return the study prior to the following Town</p>	<p><b>MR</b></p> <p><b>DJ</b></p> <p><b>SB</b></p>
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	<p>Team meeting scheduled for 9 September, providing enough time for Members review.</p> <p>Members requested MR leave the meeting for the next agenda item.</p>	
7.	<p><b>Continued appointment of Mel Richardson:</b></p> <p>Members reviewed MR's quote of £4,000 for the next stages of the project. They emphasised the importance of a fair process for contractor appointments but acknowledged MR's valuable contributions so far.</p> <p>Changing consultants could delay the project due to the need for continuity and established relationships with businesses.</p> <p>Members approved continuing with Mel Richardson Consultancy for the next stages at a cost of £4,000, to be allocated to the Town Vitality Expenditure log subject to the project progressing.</p> <p>Mel was invited and returned to the meeting virtually.</p>	SB
8.	<p><b>Use of S.106 Funding – Ring Funding:</b></p> <p>Members discussed the criteria for ring-fencing S.106 funds and what the funds would be used for.</p> <p>The Chairman confirmed that the funding would be used for delivering the next stage of the Hive report and could be used as match funding to bid for further funding.</p> <p>CT advised that applications must clearly state the Town Team's plans for the funds, including a detailed spending breakdown and expected outcomes. The spending deadline should be within two years to ensure funds can be reallocated before April 2028.</p> <p>HF mentioned a recent workshop by Revitalisation aimed at enhancing performance,</p>	HF

	<p>capabilities, and innovation, and will determine the costs.</p> <p>Members delegated the task of drafting a pro-forma S.106 application to the Chairman for circulation once in draft form for Members review/input prior to submission to the panel.</p>	<b>PR</b>
<b>9.</b>	<p><b>Update on CCTV:</b></p> <p>This item was discussed under agenda item 4 – Matters Arising.</p>	
<b>10.</b>	<p><b>Update on connectivity project RE Link to Town Centre:</b></p> <p>SB advised that the ferry between Saltash and Royal William Yard was now in operation and proving to be successful.</p> <p>Data to be shared between the Town Council and Town Team.</p>	<b>SB</b>
<b>11.</b>	<p><b>Town Centre Audit inc accessibility:</b></p> <p>The Chairman is to contact Access Cornwall to further progress with an accessibility audit for Fore Street.</p> <p>RB to continue liaising with Will Glassup to arrange a Cornwall Council Street Audit visit.</p>	<p><b>PR</b></p> <p><b>RB</b></p>
<b>12.</b>	<p><b>Tourism Subscriptions:</b></p> <p>RB spoke of the £200 associated cost for Saltash to be advertised on Tamar Valley's website. The Town Council would be required to input information and keep it up to date.</p> <p>RB to work with SB to ascertain what work is entailed and report back to a future Town Team meeting.</p>	<b>RB/SB</b>

13.	<p><b>Red Bus circular route:</b></p> <p>MW discussed changes to the 450-bus route and a new timetable starting in September. Members requested improved connectivity between the Waterside and Town Centre, especially for ferry visitors from Royal William Yard.</p> <p>MW noted the 450 faces challenges with volunteer drivers and doesn't operate after 3 pm or on weekends, which are peak times for ferry visitors.</p> <p>Members asked for a connected route to the Town Centre to be explored and delegated DJ to write to the Red Bus operators to consider this improvement by providing ferry times and usage.</p>	DJ
14.	<p><b>Any other business:</b></p> <p><u>Expenditure Records</u></p> <p>SB spoke of a circulated email with an attached updated Town Vitality Expenditure log spilt between Town Vitality, Town Accelerator and Town Delivery Funds.</p> <p>SB requested this be a standard item on all future agendas for Town Team consideration.</p> <p>Members agreed.</p> <p><u>Agendas – Administration Support</u></p> <p>RB requested for the Town Council's administrative support to include preparing and issuing future Town Team agendas/report pack.</p> <p>Members agreed.</p> <p><u>Terms of Reference</u></p> <p>SB drew Members attention to the Terms of Reference and that they are overdue a review.</p> <p>All agreed the Terms of Reference to be reviewed at the next Town Team meeting.</p>	<p>DJ</p> <p>DJ</p> <p>DJ</p>

15.	<b>Date of next meetings:</b> <ul style="list-style-type: none"> <li>Monday 9 September 2024 at 5:30pm</li> <li>Monday 11 November 2024 at 5:30pm</li> </ul> <p>Meeting ended 7:09pm.</p>	
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# Agenda Item 3

## Saltash Town Council

Town Vitality Expenditure Nominal 6281

Date	PO No	Invoice No	Supplier	Description	Town Vitality (TVF) - Total £84k	Town Accelerator Fund (For Markets) (TAF) - Total £21k	Town Delivery Fund (Greening - Plants & improved signage) (TDF) - Total £30k
				Deadline for all grant to be spent		31/03/2025	31/03/2025
				Funding from Cornwall Council	£84,000.00		
28/05/2024				Funding from Cornwall Council			£7,500.00
28/04/2022	N/A	Jnl No 34979	Internal STC	Admin Support 28.4.22	-£64.20		
07/10/2022	5385	INVOICE JANUARY 2023	Mel Richardson Consultancy	Consultancy Work	-£2,100.00		
30/06/2022	N/A	Journal No. 38981	Internal STC	Admin Support - June 2022	-£56.18		
31/07/2022	N/A	Journal No. 38984	Internal STC	Admin Support - July 2022	-£64.20		
30/09/2022	N/A	Journal No. 38985	Internal STC	Admin Support - Aug/Sept 2022	-£228.57		
31/10/2022	N/A	Journal No. 39313	Internal STC	Admin Support - October 2022	-£139.95		
30/11/2022	N/A	Journal No. 39314	Internal STC	Admin Support - November 2022	-£110.90		
31/03/2023	5726	3044 (3698-A)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants March Payment - Architecture Studio Hive	-£11,478.33		
28/04/2023	5726	307 (3698-B)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants April Payment - Architecture Studio Hive + Town Vitality Open Space Project Appointed Consultants - Additional charge for Hobs Reprographics printing of consultation posters for event key stake holder event held 27/04/2023	-£11,603.97		
28/05/2023	5726	3049 (3698-C)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants May Payment - Architecture Studio Hive	-£11,478.33		
28/06/2023	5726	3053 (3698-D)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants June Payment - Architecture Studio Hive. Hobs Reprographics printing for consultation event 16th/17th June 2023 invoice S2015INV23060450	-£11,668.65		

Date	PO No	Invoice No	Supplier	Description	Town Vitality (TVF) - Total £84k	Town Accelerator Fund (For Markets) (TAF) - Total £21k	Town Delivery Fund (Greening - Plants & improved signage) (TDF) - Total £30k
28-Jul	5726	3055 (3698-E)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants July Payment - Architecture Studio Hive	-£11,478.33		
30-Aug	5726	3058 (3698-F)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants August Payment - Architecture Studio Hive	-£11,619.45		
19/06/2023	5874	9RADYQT7T2 (4039-A), VKE4CQX7T2 (4039-B), NWJC9RBT2 (4039-C)	Credit Card (Meta)	Facebook boost post for Town Vitality Public Consultation event on Friday 16th and 17th June	-£20.00		
13/07/2023	5914	6356622604454127-12783088 (4172)	Credit Card (Meta)	Credit Card Purchases - Facebook boost post for Town Vitality Public Consultation closing 14/7/23	-£25.00		
29/07/2023	5951	6405641176218936-12893337 (4183-A)	Credit Card (Meta)	Credit Card Purchases - Facebook boost post for Town Vitality Public Consultation closing 14/7/23	-£5.00		
16/07/2023	N/A	CN-4962	Internal STC	Photocopying Fees - Photocopying Fees for Town Vitality	-£120.00		
08/06/2023	5795	18831 (4143)	Saltash & District Observer	Saltash & District Observer - Town vitality Saltash District Observer notice advert. Approved by town team members Front page - 10 x 2 - £219 – (Carlton Plastics size).	-£219.00		
09/06/2023	5615	INVOICE OCTOBER 2023	Mel Richardson Consultancy	2000 Saltash Leaflet A5 4/4,	-£165.00		
05/05/2023	5615	INVOICE OCTOBER 2023	Mel Richardson Consultancy	2500 Saltash Leaflet A5 4/4	-£197.00		
12/10/2023	5615	INVOICE OCTOBER 2023	Mel Richardson Consultancy	Project Management Support for Vitality Funded Open Space Project	-£2,500.00		
13/10/2023	5726	3063	Architecture by Studio Hive Ltd	3 Hours Charged. & Neil Sansum's attendance at Council meeting 7th September 2023 - mileage	-£382.50		
20/12/2023	6314	TDF1	Mel Richardson Consultancy	Appointment of consultant to prepare the Town Vitality Delivery Fund Application.			-£1,800.00



Date	PO No	Invoice No	Supplier	Description	Town Vitality (TVF) - Total £84k	Town Accelerator Fund (For Markets) (TAF) - Total £21k	Town Delivery Fund (Greening - Plants & improved signage) (TDF) - Total £30k
18/03/2024	6545	3077	Architecture by Studio Hive Ltd	Saltash Open Space Project: Next Steps			-£3,000.00
03/04/2024	6545	3078	Architecture by Studio Hive Ltd	Town Team Open Space Project – Next steps Graphic design work in relation to publicity material			-£250.00
30/05/2024	6563	Open Space February to May	Mel Richardson Consultancy	Open Space Next Stage Work – as per proposal submitted and including printing of 300 flyers.			-£3,800.00
				<b>SUB-TOTALS</b>	<b>£8,275.44</b>	<b>£0.00</b>	<b>-£1,350.00</b>
			<b>OVERALL BALANCE NOMINAL 6281</b>		<b>£6,925.44</b>		

Information Classification: CONTROLLED

## WORKING TOGETHER FOR OUR COMMUNITY



Commented [DJ1]: Changed formatting

All logos represent the Members organisations therefore will STT consider removing 'We Need You' logo.

### TERMS OF REFERENCE & AIMS

#### SALTASH TOWN TEAM ~~COMMITTEE~~

The aim of the Saltash Town Team is to provide co-ordination of development activity within the town centre; In doing so helping to improve the economic, social and environmental revitalisation of the town centre – making Saltash a better place to live, work, visit and enjoy.

Membership	<p>This to be reviewed on an annual basis</p> <p>Three Saltash Town Councillors (one of which to be the Chair of Saltash Town Council <u>Town</u> Vision <u>Sub</u> Committee, <b>Vice Chairman of Town Team to be a substitute</b>)</p> <p>Three Cornwall Councillors (one from each division in Saltash)</p> <p><del>Two</del> <b>Three</b> Saltash Chamber of Commerce members (<b>one Member to be a substitute</b>)</p> <p><del>Two</del> <b>Three</b> members CEPL12 (<b>one Member to be a substitute</b>)</p> <p>Advisory/non-voting member<u>s</u> – STC Town Clerk and Cornwall Council Community Link Officer (when required)</p> <p>This is the current list but additional members/officers could be asked to attend if a wider range of advice on a certain project might be required</p>
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Quorum	<p>Meetings will be postponed if:</p> <ul style="list-style-type: none"> <li><u>50%</u> or more of members indicate, prior to the meeting that they are unable to attend.</li> <li>If one, or more, of the Membership organisations is not represented, <del>the meeting should be postponed.</del></li> </ul>
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**Decision Making** If voting on matters, Town Team will aim to reach consensus decisions, however, it will operate on the basis of one member one vote. In the case of a tie, the Chairman will hold a casting vote. it is up to the discretion of the Chair as to whether there is sufficient representation of the membership to progress.

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**Chairmanship** The Chairman to be appointed annually – May to May. **In the absence of the Chairman a Member of Town Team is to be appointed to Chair that meeting only.**

**Frequency of Meetings** The Town Team will meet bi-monthly on the 2<sup>nd</sup> Monday of the month at 5.30pm, **or as required.**

**Venue** The Guildhall ~~Isambard House~~

~~Administration-Secretariat~~ Admin Secretariat support for the group will be provided by Saltash Town Council, a member of the group.

**Reports to** Saltash Town Council **as the accountable body. All financial arrangements will be directed by the standing orders and financial regulations of the Town Council and when projects are requiring confirmation and support and financial overseeing.**

#### Detailed Terms of Reference and Aims of the Saltash Town Team

1. To bring together stakeholders, private and public sectors in the town to work in partnership and to co-ordinate their activities towards a common goal.
2. To collate information to help inform decisions.
3. To formulate a shared understanding for carrying out improvements for the benefit of all stakeholders. As appropriate, to identify and prioritise projects to improve the economic, social and environmental revitalisation of the Town and for its long-term benefits.
4. **To help co-ordinate and implement the activities of those who provide services within the town.**
5. To seek and/or assist with funding of initiatives for the benefit of Saltash.

Commented [DJ2]: STT may wish to review

6. To ~~work in~~ ~~accept and acknowledge there is a~~ partnership, and actively strive for cohesion with ~~in all stakeholders, public and private sector~~ ~~all members of the team~~, working together for the benefits of the Saltash community.
7. To offer a forum whereby community groups, residents and private sector companies can seek advice/feedback on their emerging projects within Saltash. In addition, to engage with the community for the benefit thereof.
8. To provide a forum whereby Members of the group can help to ensure co-ordination between existing and emerging projects.
9. To give time or resources towards identified projects, and to establish task and finish groups, as appropriate.
10. To agree to use an innovative and professional approach for the benefit of Saltash.
11. To work in accordance with the principles of the Saltash Neighbourhood Plan.
12. The Members shall publicly support the Town Team in a positive way, and support funding applications
13. The Members shall help plan, review and refine activities based on their knowledge and expertise.
14. The Members shall listen to and respect the views of other members of the Town Team.
15. To publish all agendas and notes on the Town Council website to ensure community engagement and transparency is met at all times.
16. Securing investment to further the Town Team vision and in partnership with the strategic priorities of the Town Council as outlined in their Business Plan.
17. To continue to improve the profile of Saltash, 'the Gateway to Cornwall' creating a more prosperous, welcoming, green and attractive Town Centre for local people and visitors to enjoy
18. Working in partnership with other organisations, STT want to build on the town's strengths, address the weaknesses, realise new opportunities and mitigate any threats to the long-term prosperity of the Town Centre.

Information Classification: CONTROLLED

Version ~~1:2 Dated September 2023~~ 1.3 Dated September 2024

**To note Cornwall Council's approval for an extension for the Town Delivery Fund and Town Accelerator Fund and consider publicity;**

Email confirmation received from Cornwall Council Officers confirming extension of Town Accelerator Funding and Town Delivery Funding:

Hi Sinead and Mel

I've had confirmation from Emily that she approves an extension for TAF and TDF to 30<sup>th</sup> September 2025, with the trials to take place from 1<sup>st</sup> March 2025 to 31<sup>st</sup> August 2025. This is on the basis that the funds will be spent prior to 31<sup>st</sup> March 2025, and that the trial will begin on the 1<sup>st</sup> March 2025, so that we can begin to see the results of the funding prior to the TCRF March 2025 deadline.

At July's Town Team meeting members emphasised the importance of clear publicity to maintain public interest and support until project delivery. Members agreed to further consider publicity and any associated costs at a future meeting.

**End of report**

**Admin Officer**



# Saltash Community Space

## Preliminary Report

*24092-CSL-GEN-Saltash Community Space-DE-D-0001-Feasibility Report*

Cormac Solutions Ltd | Infrastructure Design

Issue & Revision Record						
Revision	Date	Originator	Checked	Authorised	Purpose of Issue	Nature of Change
P01	30/08/24	MNR	IW	AK	Client Issue	
P02	05/09/24	AK			Second Issue	Recommendations expanded. Strategic partner note added.

# CORMAC

If you would like this report in another format, please contact

**Prepared by**  
**CSL Infrastructure**  
**Western Group Centre**  
**Radnor Road**  
**Scorrier**  
**Redruth**  
**TR16 5EH**

**CORMAC Solutions Ltd**  
 Head Office  
 Western Group Centre  
 Radnor Road  
 Scorrier  
 Redruth, Cornwall  
 TR16 5EH

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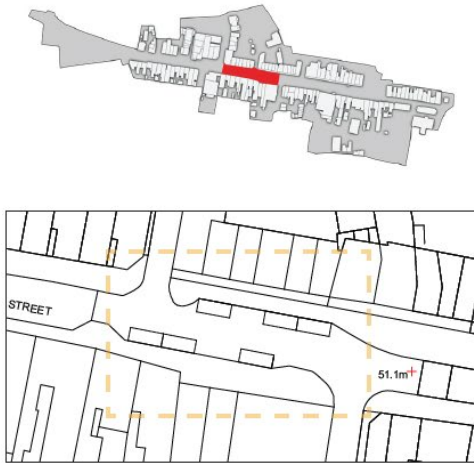
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# 1 Introduction

## 1.1 Background

- 1.1.1 Saltash Town Council has previously commissioned architects to investigate proposals for a community space in Fore Street, Saltash. The focus of this is the section of Fore Street outside the Brunel Inn:



Extract from concept design



View of Fore Street outside Brunel Inn

- 1.1.2 The study produced by the architects calls for a trial of parklets and market stalls. After initial consultation with local traders, Saltash Town Council is now looking to progress the proposed trial. The town council has asked Cormac to review the existing proposals to advise on the safety and feasibility of implementation. As part of this a conceptual design layout and outline budget estimate will be produced.
- 1.1.3 Advice from our strategic partner Mott Macdonald has been sought. Their observations/recommendations based on parklet schemes they have delivered in London and Bath have been integrated into subsequent sections of this report.

## 2 Design Review

### 2.1 Parklet Trial

- 2.1.1 A layout for a potential trial of parklets on Fore Street has been devised and is shown on drawing Infra24-092-CSL-HGN-SX428588-DE-D-0001-P01(Appendix A, excerpt shown below). This shows parklets occupying the parking bays for their full length on both sides of the road, in the vicinity of the Brunel Inn and No.62 cafe. This has been indicated by the client as the preferred layout because it would provide the maximum impact and benefit.
- 2.1.2 Enquiries have been made with a number of parklet suppliers about potential products, with suitable options shown below. Only Streetlife have responded to enquiries so far, indicating a 3-to-4-month lead time for delivery. Formal quotes have not been obtained at this stage, and therefore the cost estimates provided in Section 3 are high-level and subject to change.



**Broxap Parklet Example**



**Meristem parklet example**



**Streetlife parklet example**

The parklets shown above are generally available in multiple configurations of planting and seating. They are all a maximum of 2.1m wide, therefore sitting entirely within the existing parking bays. The parklet layout in the conceptual design shown below (Appendix A) has been drafted by using a parklet product

of width 2m. However, the exact dimensions and location of the street furniture's within the parklet have to be determined, as no detailed design/quote has been obtained from supplier at this stage, as mentioned above.

2.1.3 Fore Street is on a relatively steep gradient of approximately 6%. Therefore, the parklets and associated seating will also be on a gradient and will not be level. This may not be seen as a major issue, given that a nearby café already provides seating on the same gradient.

2.1.4 A Road Safety Review has been undertaken by the road safety team on the principle of providing parklets at this location (Appendix B). The review has been undertaken based on the concept design previously produced for the town council. The recommendations have been considered for the layout shown in Appendix A as follows:

- 4i- The review recommended that an adequate footway width of at least 2m be maintained. All the parklet options given above have options that fit within the parking bays without encroaching on the footway (since the parking bay is 2.1m wide), therefore this safety recommendation can be addressed.
- 4ii- The review recommended parklets should not be installed in a way that encroaches on the carriageway. As noted above, the proposed parklet options all fit within the parking bays and therefore do not encroach on the carriageway.
- 4iii- Comments were made around the level differences at the parklet access and the potential for trip hazards on the footway. Given the gradient issue, it may be desirable to include ramps to ensure accessibility:



The review recommended planters or bollards are provided adjacent to the ramps to prevent tripping hazards if such is implemented. Alternatively, a step up onto the parklets could be left, provided that a reflective strip is installed on the step (as depicted in the drawing in Appendix A).

- 4iv- The review raised the potential risk of users falling over the rear of the parklets if adequate barriers are not provided. The parklet options

investigated all appear to include options to provide high-sided barriers on the carriageway side, either using planters or balustrade railing, which appear sufficient to address this risk.

- 4v- The review raised the potential risk of pedestrians colliding with each other if high-sided planters abut the footway. Similar to the above, all the parklet options have a degree of modularity, which should allow selection of low-sided planters to mitigate this risk. It is recommended low-level planting species are also provided on the sides of the parklets.
- 4vi- The review recommended reflective markers are provided on traffic facing corners of the parklets to guide drivers past. This can be incorporated into the design relatively easily, with reflective tape being an option.
- 4vii- The review recommended parklets not be positioned in way that impede drainage gullies. All the options appear to include bases that are adjustable to some degree, which would allow flow of surface water beneath them.

In summary, parklet products are available that would address the recommendations raised in the road safety review. It is recommended these issues continue to be reviewed when selecting the final parklet product.

- 2.1.5 The concept design investigated options for Market Stalls to be provided on the parklets. This has not been investigated in detail at this stage, given that is likely any traders would bring their own stalls. However, provided the above safety recommendations are addressed as indicated, it is likely stalls can be provided on the parklets. Particular attention would need to be given to ensure market stalls don't constrict footway widths where they are narrow.
- 2.1.6 The possibility of implementing priority shuttle working on Fore Street to provide greater space for the parklets has been suggested by the client. While this would indeed provide greater space and clearance for the parklets, it is recommended this is not pursued given the relatively high volume of traffic along the street (average annual daily traffic estimated at 9,700 vehicles per day). A priority system would likely lead to traffic queues or congestion at peak times, potentially increasing pollution or leading to increased risky manoeuvres by frustrated drivers.
- 2.1.7 The advice of our regulatory team has been sought on how a trial of the parklets layout could be implemented. It is recommended they are provided under an "Experimental Traffic Regulation Order (ETRO)" that would prohibit parking in the existing parking bays, enabling provision of the parklets.
- An ETRO trial must run for a minimum of 6 months before a decision can be made to make it permanent.
  - The trial can last for a maximum of 18 months, by which time a decision on making it permanent must be made.



- During the trial period the layout is open to comments from the public.
- The ETRO and parklets could be withdrawn at any time if deemed necessary.

- 2.1.8 The highway manager has been consulted on the parklets proposals. They indicated they are happy to defer to the recommendations of the road safety review. However, they did request that visibility to the nearby pedestrian signals be maintained. Given the above parklet options sit within the existing parking bays and that the road alignment is straight, it has been determined they would not affect visibility of the signals (they would, in effect, be the same as a parked car in this regard).
- 2.1.9 The costs given in Section 3 do not include costs for planting, which it is assumed the town council would provide. It is likely that an agreement would need to be made with Cornwall Council for the town council to formally adopt the parklets and planting, along with associated maintenance, for Cornwall Council to agree to their implementation. Maintenance tasks would likely also include litter picking, jet washing and cleaning of graffiti.
- 2.1.10 Any parklets provided outside pubs or cafes will likely be used by patrons of those establishments. The town council may consider this desirable, however being on the public highway, the parklets would be for public use and not tied to any one business. The town council may therefore want to consider signage on the parklets to make this clear.
- 2.1.11 While the parklet products do appear robust and include guarantee periods, it should be borne in mind that, as with any such street furniture provided in an outdoor coastal location, the lifespan may be limited, and that renovation or replacement may be required after a period of time. Further advice can be sought from suppliers on this matter.
- 2.1.12 Advice has been sought from the Cornwall Council highways team with regards to potential liability were an incident to happen on the parklets. It is likely liability would depend on the nature of the claim. For example, a claim for a slip on the parklet may fall with the town council given their responsibility for maintenance. On the other hand, a traffic collision may sit with Cornwall Council given they would need to consent for such an item being in the highway. If the town council wanted further clarity on this issue, it is recommended legal advice is sought.
- 2.1.13 Given the highway location, Cornwall Council would require an “accredited” contractor be appointed to install any street furniture and associated works on the highways. Cormac could be this contractor and would be happy to assist, but the town council would be free to appoint their own chosen consultant and accredited contractor if desired.

- 2.1.14 Initial advice from Cornwall Council Streetworks team indicates that any works to install the trial at this location would likely have to be undertaken between 1900-0700, due to the road designation as “most sensitive”. An allowance for night working is therefore included in the works estimates in Section 3. This would be subject to a formal application to Streetworks.
- 2.1.15 Regarding a potential programme for the trial, the following factors should be considered:
- As indicated above, parklet products may have a lead time of 3 to 4 months.
  - If Cormac were commissioned for any further stages, there is currently a 6-week lead in time for our TRO team to prepare any necessary documentation for an ETRO.
  - A layout would need the agreement of Cornwall Council before it can be installed, which may involve a lead in time.
  - Depending on what traffic management is required to install the street furniture, there is usually a 6-week lead in for any road space booking with Streetworks. Advice would also need to be sought from the chosen contractor on when the works could be programmed.
- 2.1.16 As indicated above, the ETRO trial would allow the public and businesses to respond with comments at any point during the trial. However, it is recommended stakeholder engagement, particularly with business representatives, be carried out ahead of implementation to ensure that support is likely to be generally forthcoming.
- 2.1.17 Information on underground utilities has been obtained from relevant utility providers. This indicates the presence of South West Water assets, low pressure gas, electric (low voltage and 11kv high voltage) and Openreach/communications assets. Given that no excavation is required, these likely have no implications for the proposals. However, if any features are added that do require excavation (such as bollards or signposts), this information will need to be considered, although the risk would still be low.
- 2.1.18 Given the nature of the proposals and the existing Road Safety Review, it is recommended further Road Safety Audit is *not* required. However, advice should be sought from the road safety team as and when required throughout the course of the project.

## 2.2 Planters and Signage

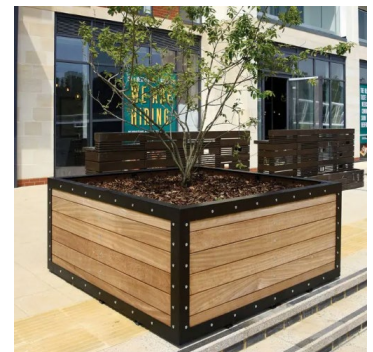
- 2.2.1 The client has requested advice on how planters and wayfinding signage could be implemented throughout the town centre. Implementing these could be a good opportunity to improve the streetscape and would also encourage greater uptake of walking and cycling via signposting of appropriate routes. A detailed location plan or identification of products has not been carried out at this stage, but general advice is given below.
- 2.2.2 Similar to the recommendation given for the parklets above, a key consideration when placing any street furniture such as planters or signage is ensuring adequate footway space is maintained. Ideally, a minimum 2m should be maintained to ensure accessibility for wheelchairs, prams etc. Locations should therefore be considered on this basis.
- 2.2.3 Additionally, any street furniture should normally be placed a minimum 450mm from the carriageway to reduce risk of being struck by passing vehicles. Where this is not possible, or where planters are being considered for traffic calming or similar reasons, reflective strips could be considered (subject to further road safety advice depending on precise location).
- 2.2.4 Provided the above factors are considered and that the town council would adopt maintenance and planting, there is generally a degree of flexibility in the type or style of planter or wayfinding that could be provided. This could include timber or metal planters, fingerposts and standard highways traffic signs. Examples are shown below:



**Broxap**



**StreetDesign**



**Broxap**



**SignscapeandSignconex**



**Landmark**



**Standard highways sign**



- 2.2.1 The exception to the above would be the area of the town in the “Conservation Area”, generally covering the area of Lower Fore Street and the Train Station. It is recommended the advice of the Cornwall Council historic environment team is obtained regarding any street furniture in this area, who may have recommendations on colours, finishes, styles etc.
- 2.2.2 Any street furniture provided would be subject to the review and authorisation of Cornwall Council and the Highways Management Team.
- 2.2.3 It is recommended that any wayfinding is provided as a holistic and coordinated system to ensure continuity and legibility for users. This would involve agreeing on key landmarks, destinations and routes with local stakeholders and then designing the signage strategy accordingly. Public consultation ahead of implementation according to Cornwall Council policy would also be required.
- 2.2.4 It is recommended further design work is carried out on any planter or signage strategy, during which a layout can be devised and then carried forward for further advice from Cornwall Council, the road safety team, and any other teams as required. Cormac can quote for such work if a brief outlining the scope of works is supplied.

## 3 Estimated costs and Key risks

### 3.1.1 Cost estimation for the proposals discussed above are as follows:

Item	Estimate
Supply of parklets and other street furniture	£174,000
Traffic management and Prelims	£7,000
Installation	£15,000
46% uplift on TM, prelims and installation for required night working	£10,000
<b>Works Sub-total</b>	<b>£206,000</b>
20% risk/contingency	£41,200
5% inflation allowance for 12 months to August 2025	£10,300
<b>Works Total</b>	<b>£257,500</b>
<b>Design fee</b>	<b>£31,000</b>
<b>TOTAL</b>	<b>£288,500</b>

### 3.1.2 Key assumptions and exclusions are as follows:

- A 46% night working allowance included. Night works is specified by Cornwall Council Streetworks for this area.
- Costs for supply are based on Broxap listed prices only. They exclude VAT and are subject to agreeing requirements and obtaining quotes from suppliers.
- Allowance for filling of planters with topsoil only. Costs for installation and maintenance of planting is excluded.
- Cost for maintenance of the parklets is excluded.
- Prelims, including traffic management, are high-level estimation subject to project manager review when proceeding to site.
- Design fee is an indicative estimate subject to analysis of any client brief.
- All prices are for budgeting purposes and subject to change once detailed design is produced.

### 3.1.3 Outline discussions regarding this proposal have been held with the highway manager and the works cost estimated by the Cormac pre-construction team. It is recommended these discussions are ongoing as the scheme progresses.

## 4 Conclusions and recommendations

- 4.1.1 A road safety review has been conducted on the Fore Street parklet concept design previously carried out on behalf of the town council by landscape architects. This report has subsequently provided a preliminary design layout that seeks to address recommendations from the road safety review, and investigates and provides recommendations on other considerations given in Section 2.
- 4.1.2 In summary, it is our recommendation that the parklet trial is feasible and can proceed. Implementing parklets in this area would enhance the streetscape, creating a more attractive place for pedestrians to visit. This is subject to confirming a detailed parklet design that addresses the recommendations in the road safety review. As described in section 2, it appears there is a selection of parklet products and suppliers that would indeed address these safety recommendations.
- 4.1.3 It is recommended the advice of Cornwall Council and the Cornwall Highways management team is sought to confirm whether they agree with the recommendations of this report.
- 4.1.4 Budget estimates for the trial have been given in Section 3. All prices are for budgeting purposes only and subject to change once detailed design is produced. It is recommended further enquiries are made with potential parklet suppliers as soon as possible so that the budget position can be determined in more detail.
- 4.1.5 Outline advice on planting and wayfinding for the town centre has also been given. It is recommended further feasibility work is carried out to determine possible layouts and estimated costs.

# APPENDICES

**Appendix A**

**Appendix B**

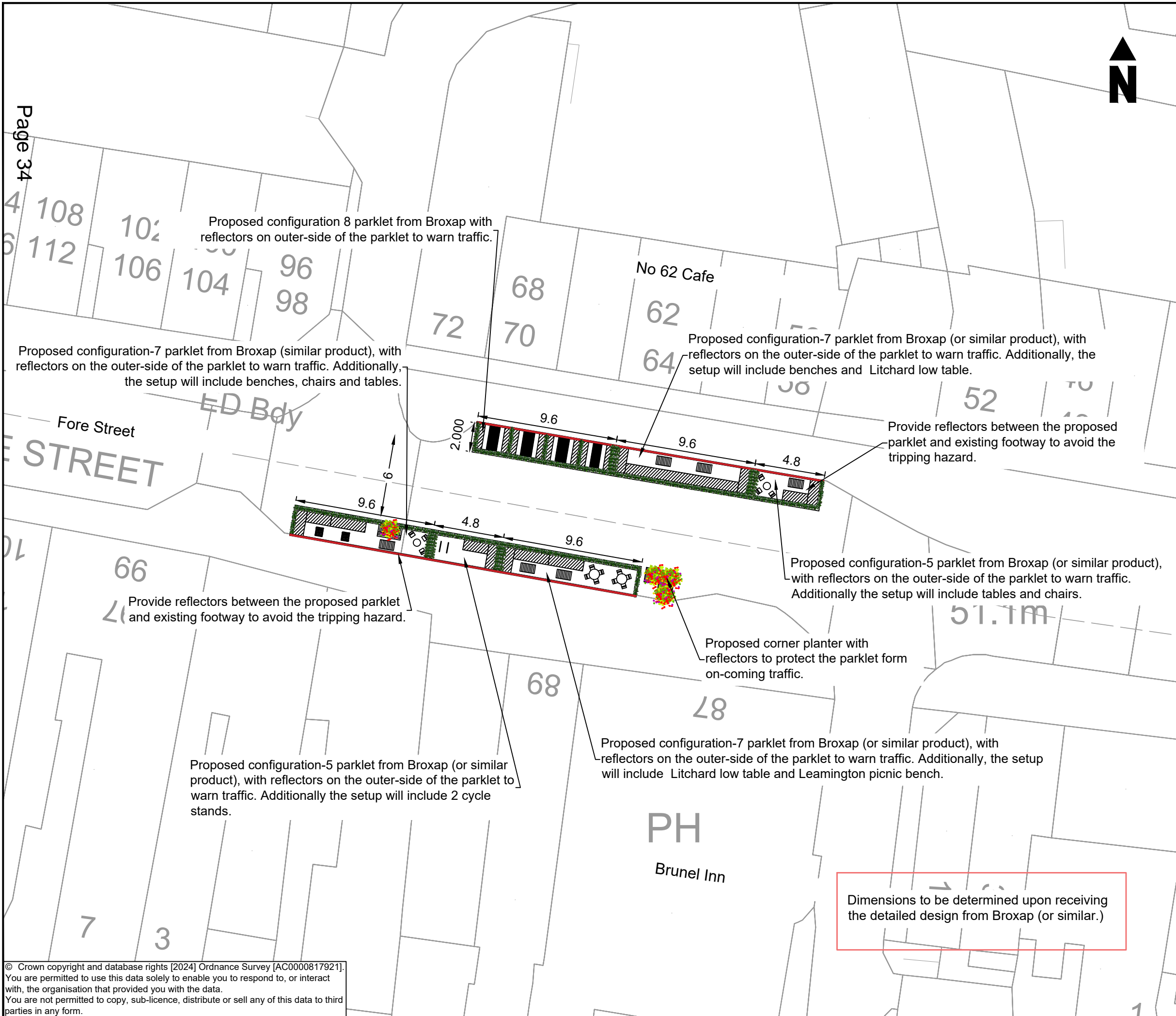
**Drawing**

**Road Safety Review**

# APPENDIX A

Drawings

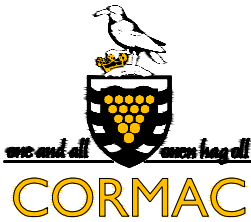
Infra24-092-CSL-HGN-SX428588-DE-D-0001-P01



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NOTES:

- All dimensions are in metres unless otherwise stated.
- Do not scale from this drawing.

P01	30/08/2024	First Issue
REV	DATE	NATURE OF REVISION
REVISIONS		
<div></div>		
PROJECT TITLE: Parklets Fore Street, Saltash		
DRAWING TITLE: Conceptual Design		
SCALE: 1:250 @ A3		
PROJECT MANAGER: AK		DRAWN BY: MNR
CHECKED: IWB	30/08/2024	APPROVED: AK 30/08/2024
DRAWING NO: PROJECT   ORIGINATOR   VOLUME   LOCATION Infra24-092 - CSL - HGN - SX428588 - TYPE   ROLE   NUMBER DE - D - 0001		
PROJECT REF: Infra24-090	DRAWING STATUS: Conceptual	SUITABILITY: S3
		REVISION: P01

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# APPENDIX B

## Road Safety Review



# Parklets Trial, Fore Street Saltash

## Safety Review

Document Ref: SR/231

Revision:

Cormac | Infrastructure Group

Radnor Road, Scorrier, Redruth, Cornwall, TR16 5EH



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&

**wsp**



## Issue & Revision Record

Revision	Date	Originator	Checked	Authorised	Purpose of Issue	Nature of Change
V01	28/06/24	J Murray	Andy Roberts	Adrian Roberts	Original	-

# CORMAC

**Prepared by**  
**Cormac Infrastructure**  
**Western Group Centre**  
**Radnor Road**  
**Scorrier**  
**Redruth**  
**TR16 5EH**

If you would like this report in another format, please contact

**Cormac**  
Head Office  
Western Group Centre  
Radnor Road  
Scorrier  
Redruth  
TR16 5EH

**Tel: 01872 323 313**  
**Email: [customerrelations@cormacltd.co.uk](mailto:customerrelations@cormacltd.co.uk)**

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# 1. Introduction

This report results from a Safety Review carried out on proposals for a trial of new street furniture and planters at Fore Street, Saltash. The proposals are to eventually alter the layout of the carriageway by creating a tabletop feature, introducing street furniture and market stalls in place of some parking bays. This report focuses on a trial of the parklets and market stalls to be located in the parking bays, and how this would affect road users and pedestrians.

The Review has been requested by Adam Knuckey, Design Lead (Infrastructure), Infrastructure Design Group, Cormac Solutions Ltd.

The Reviewers were Jonathan Murray, Senior Technician and Andy Roberts, Senior Technician, Infrastructure Design Group, Cormac Solutions Ltd.

The reviewers visited the site on Wednesday 19th June 2024 at approximately 1100hrs. The weather was dry and clear, and the road surface was dry. Traffic was moderate and free flowing. Pedestrian activity was moderate.

Diagram numbers in this report refer to the Traffic Signs Regulations and General Directions 2016. References to the Traffic Signs Manuals (TSM) relate to the 2018 editions.

# 2. Information received

Adam Knuckey supplied the following information:

Design Documentation:

240207 Saltash Open Space Next steps REV A

# 3. Description

The proposed parklets referred to in this review are various forms of raised decking areas of tables and chairs. They are intended for recreational use on Fore Street and aim to permanently replace at least one of the existing parking bays on Fore Street.

## 4. Issues raised by this Review

- i. Reduced footway width when market stalls and parklets are provided.

The northern footway has limited width due to pillars adjacent to where the parklet is proposed (See Photo 1), between 2.8 and 3.1 metres outside of the No.62 Café, with the adjacent parking bay being 2.1 metres wide. The proposed parklets were shown as 2.4 metres wide, meaning that they will encroach into the footway. This issue is compounded further when a market stall is included within the parklet, the occupied space then increases to 3.0 metres and narrows the effective footway space drastically. The existing tables and chairs outside the No.62 Café could further limit the space and make it difficult for pedestrians to pass by the pillars. This may lead to pedestrians having difficulty passing one another among the pillars and street furniture.

### RECOMMENDATION

Ensure that an adequate footway width is maintained (2.0 metre minimum).

- ii. Minimum clearance from carriageway for new features.

No minimum clearance was specified prior to the review. If the parklets are positioned along the parking bay kerb edge and back onto the carriageway, they will encroach into the carriageway. As the carriageway width is only 6 metres, this narrowing of the carriageway could lead to street furniture and market stalls being struck by passing vehicles and potentially causing injury to pedestrians and salespersons running stalls.

### RECOMMENDATION

Parklets should be installed as to not encroach into the carriageway.

- iii. Level difference with parklet access.

The indicative design for the parklets shows a step-up onto the decking. It is unclear whether there would be any consideration given to providing ramps for accessibility. With the provision of ramps, or even just a step-up, this could likely introduce a trip hazard, should the ramp or step be positioned within the existing footway area.

## RECOMMENDATION

Ensure the parklets are installed at ground level,

or

Position the parklets so as not to encroach on the existing footway area,

or

Provide adequate preventative measures to avoid tripping – such as additional planters or bollards, ensuring these features do not reduce the footway width adversely.

iv. Risk of falling into carriageway.

The parklets could introduce a risk of users falling over the rear of the parklets and into the carriageway, should the design feature a low-level 'soft' backing area of planters. This also applies to younger users climbing on planters or tables, and subsequently falling into the carriageway. This is particularly prevalent with the option that has low-level planters adjacent to the carriageway (See Figure 1).

## RECOMMENDATION

Ensure parklet designs provide adequate boundaries to prevent pedestrians accidentally falling back into the live carriageway and that discourage climbing.

v. Visibility between pedestrians when entering footway behind parklets.

Some of the proposed types of parklets have high-sided planters abutting the footway. This could introduce an issue of pedestrians colliding with one another when emerging from behind the planters on to the footway, due to a lack of visibility.

## RECOMMENDATION

Ensure any high-sided planters are low level or set back to allow visibility between pedestrians beyond the parklets.

vi. Reflectivity.

As new vertical features are being trialled immediately adjacent to the carriageway, an unsuspecting driver may accidentally strike the features with their vehicle when passing and could result in the loss of control, particularly in hours of darkness or in winter months.

RECOMMENDATION

Provide reflective markers on traffic-facing corners to guide drivers past the new features.

vii. Drainage gullies may be blocked by parklets.

The flow of water into the existing gullies present within the parking areas along Fore Street may be impeded by the parklets, and lead to excessive water flow in the carriageway.

RECOMMENDATION

Ensure parklets are positioned as to avoid impeding drainage.

A handwritten signature in black ink, reading 'JLMurray', with a horizontal line underneath.

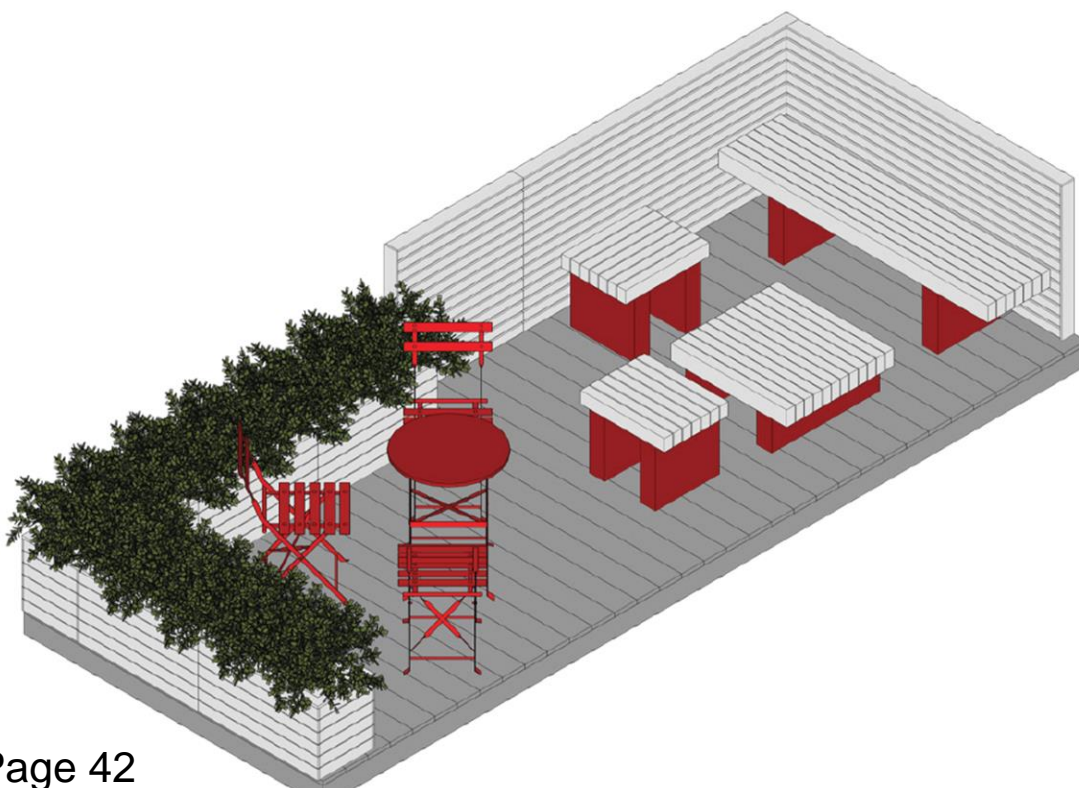
Jonathan Murray BSc (Hons)  
Infrastructure Design Group  
Scorrier

cc Adam Knuckey, IDG

Photo 1



Figure 1







# Saltash Community Space

## Preliminary Report

*24092-CSL-GEN-Saltash Community Space-DE-D-0001-Feasibility Report*

Cormac Solutions Ltd | Infrastructure Design

Issue & Revision Record						
Revision	Date	Originator	Checked	Authorised	Purpose of Issue	Nature of Change
P01	30/08/24	MNR	IW	AK	Client Issue	
P02	05/09/24	AK			Second Issue	Recommendations expanded. Strategic partner note added.

# CORMAC

If you would like this report in another format, please contact

**Prepared by**  
**CSL Infrastructure**  
**Western Group Centre**  
**Radnor Road**  
**Scorrier**  
**Redruth**  
**TR16 5EH**

**CORMAC Solutions Ltd**  
 Head Office  
 Western Group Centre  
 Radnor Road  
 Scorrier  
 Redruth, Cornwall  
 TR16 5EH

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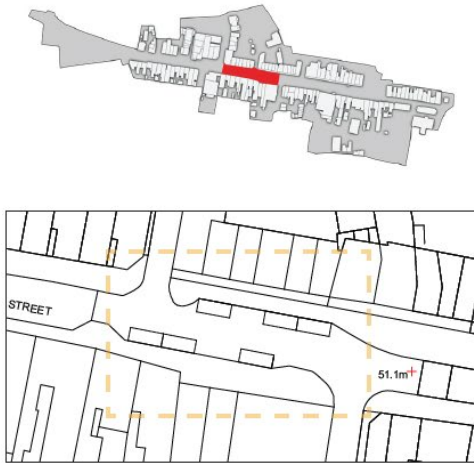
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# 1 Introduction

## 1.1 Background

- 1.1.1 Saltash Town Council has previously commissioned architects to investigate proposals for a community space in Fore Street, Saltash. The focus of this is the section of Fore Street outside the Brunel Inn:



Extract from concept design



View of Fore Street outside Brunel Inn

- 1.1.2 The study produced by the architects calls for a trial of parklets and market stalls. After initial consultation with local traders, Saltash Town Council is now looking to progress the proposed trial. The town council has asked Cormac to review the existing proposals to advise on the safety and feasibility of implementation. As part of this a conceptual design layout and outline budget estimate will be produced.
- 1.1.3 Advice from our strategic partner Mott Macdonald has been sought. Their observations/recommendations based on parklet schemes they have delivered in London and Bath have been integrated into subsequent sections of this report.

## 2 Design Review

### 2.1 Parklet Trial

- 2.1.1 A layout for a potential trial of parklets on Fore Street has been devised and is shown on drawing Infra24-092-CSL-HGN-SX428588-DE-D-0001-P01(Appendix A, excerpt shown below). This shows parklets occupying the parking bays for their full length on both sides of the road, in the vicinity of the Brunel Inn and No.62 cafe. This has been indicated by the client as the preferred layout because it would provide the maximum impact and benefit.
- 2.1.2 Enquiries have been made with a number of parklet suppliers about potential products, with suitable options shown below. Only Streetlife have responded to enquiries so far, indicating a 3-to-4-month lead time for delivery. Formal quotes have not been obtained at this stage, and therefore the cost estimates provided in Section 3 are high-level and subject to change.



**Broxap Parklet Example**



**Meristem parklet example**



**Streetlife parklet example**

The parklets shown above are generally available in multiple configurations of planting and seating. They are all a maximum of 2.1m wide, therefore sitting entirely within the existing parking bays. The parklet layout in the conceptual design shown below (Appendix A) has been drafted by using a parklet product

of width 2m. However, the exact dimensions and location of the street furniture's within the parklet have to be determined, as no detailed design/quote has been obtained from supplier at this stage, as mentioned above.

2.1.3 Fore Street is on a relatively steep gradient of approximately 6%. Therefore, the parklets and associated seating will also be on a gradient and will not be level. This may not be seen as a major issue, given that a nearby café already provides seating on the same gradient.

2.1.4 A Road Safety Review has been undertaken by the road safety team on the principle of providing parklets at this location (Appendix B). The review has been undertaken based on the concept design previously produced for the town council. The recommendations have been considered for the layout shown in Appendix A as follows:

- 4i- The review recommended that an adequate footway width of at least 2m be maintained. All the parklet options given above have options that fit within the parking bays without encroaching on the footway (since the parking bay is 2.1m wide), therefore this safety recommendation can be addressed.
- 4ii- The review recommended parklets should not be installed in a way that encroaches on the carriageway. As noted above, the proposed parklet options all fit within the parking bays and therefore do not encroach on the carriageway.
- 4iii- Comments were made around the level differences at the parklet access and the potential for trip hazards on the footway. Given the gradient issue, it may be desirable to include ramps to ensure accessibility:



The review recommended planters or bollards are provided adjacent to the ramps to prevent tripping hazards if such is implemented. Alternatively, a step up onto the parklets could be left, provided that a reflective strip is installed on the step (as depicted in the drawing in Appendix A).

- 4iv- The review raised the potential risk of users falling over the rear of the parklets if adequate barriers are not provided. The parklet options

investigated all appear to include options to provide high-sided barriers on the carriageway side, either using planters or balustrade railing, which appear sufficient to address this risk.

- 4v- The review raised the potential risk of pedestrians colliding with each other if high-sided planters abut the footway. Similar to the above, all the parklet options have a degree of modularity, which should allow selection of low-sided planters to mitigate this risk. It is recommended low-level planting species are also provided on the sides of the parklets.
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In summary, parklet products are available that would address the recommendations raised in the road safety review. It is recommended these issues continue to be reviewed when selecting the final parklet product.

- 2.1.5 The concept design investigated options for Market Stalls to be provided on the parklets. This has not been investigated in detail at this stage, given that is likely any traders would bring their own stalls. However, provided the above safety recommendations are addressed as indicated, it is likely stalls can be provided on the parklets. Particular attention would need to be given to ensure market stalls don't constrict footway widths where they are narrow.
- 2.1.6 The possibility of implementing priority shuttle working on Fore Street to provide greater space for the parklets has been suggested by the client. While this would indeed provide greater space and clearance for the parklets, it is recommended this is not pursued given the relatively high volume of traffic along the street (average annual daily traffic estimated at 9,700 vehicles per day). A priority system would likely lead to traffic queues or congestion at peak times, potentially increasing pollution or leading to increased risky manoeuvres by frustrated drivers.
- 2.1.7 The advice of our regulatory team has been sought on how a trial of the parklets layout could be implemented. It is recommended they are provided under an "Experimental Traffic Regulation Order (ETRO)" that would prohibit parking in the existing parking bays, enabling provision of the parklets.
- An ETRO trial must run for a minimum of 6 months before a decision can be made to make it permanent.
  - The trial can last for a maximum of 18 months, by which time a decision on making it permanent must be made.



- During the trial period the layout is open to comments from the public.
- The ETRO and parklets could be withdrawn at any time if deemed necessary.

- 2.1.8 The highway manager has been consulted on the parklets proposals. They indicated they are happy to defer to the recommendations of the road safety review. However, they did request that visibility to the nearby pedestrian signals be maintained. Given the above parklet options sit within the existing parking bays and that the road alignment is straight, it has been determined they would not affect visibility of the signals (they would, in effect, be the same as a parked car in this regard).
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- 2.1.10 Any parklets provided outside pubs or cafes will likely be used by patrons of those establishments. The town council may consider this desirable, however being on the public highway, the parklets would be for public use and not tied to any one business. The town council may therefore want to consider signage on the parklets to make this clear.
- 2.1.11 While the parklet products do appear robust and include guarantee periods, it should be borne in mind that, as with any such street furniture provided in an outdoor coastal location, the lifespan may be limited, and that renovation or replacement may be required after a period of time. Further advice can be sought from suppliers on this matter.
- 2.1.12 Advice has been sought from the Cornwall Council highways team with regards to potential liability were an incident to happen on the parklets. It is likely liability would depend on the nature of the claim. For example, a claim for a slip on the parklet may fall with the town council given their responsibility for maintenance. On the other hand, a traffic collision may sit with Cornwall Council given they would need to consent for such an item being in the highway. If the town council wanted further clarity on this issue, it is recommended legal advice is sought.
- 2.1.13 Given the highway location, Cornwall Council would require an “accredited” contractor be appointed to install any street furniture and associated works on the highways. Cormac could be this contractor and would be happy to assist, but the town council would be free to appoint their own chosen consultant and accredited contractor if desired.

- 2.1.14 Initial advice from Cornwall Council Streetworks team indicates that any works to install the trial at this location would likely have to be undertaken between 1900-0700, due to the road designation as “most sensitive”. An allowance for night working is therefore included in the works estimates in Section 3. This would be subject to a formal application to Streetworks.
- 2.1.15 Regarding a potential programme for the trial, the following factors should be considered:
- As indicated above, parklet products may have a lead time of 3 to 4 months.
  - If Cormac were commissioned for any further stages, there is currently a 6-week lead in time for our TRO team to prepare any necessary documentation for an ETRO.
  - A layout would need the agreement of Cornwall Council before it can be installed, which may involve a lead in time.
  - Depending on what traffic management is required to install the street furniture, there is usually a 6-week lead in for any road space booking with Streetworks. Advice would also need to be sought from the chosen contractor on when the works could be programmed.
- 2.1.16 As indicated above, the ETRO trial would allow the public and businesses to respond with comments at any point during the trial. However, it is recommended stakeholder engagement, particularly with business representatives, be carried out ahead of implementation to ensure that support is likely to be generally forthcoming.
- 2.1.17 Information on underground utilities has been obtained from relevant utility providers. This indicates the presence of South West Water assets, low pressure gas, electric (low voltage and 11kv high voltage) and Openreach/communications assets. Given that no excavation is required, these likely have no implications for the proposals. However, if any features are added that do require excavation (such as bollards or signposts), this information will need to be considered, although the risk would still be low.
- 2.1.18 Given the nature of the proposals and the existing Road Safety Review, it is recommended further Road Safety Audit is *not* required. However, advice should be sought from the road safety team as and when required throughout the course of the project.

## 2.2 Planters and Signage

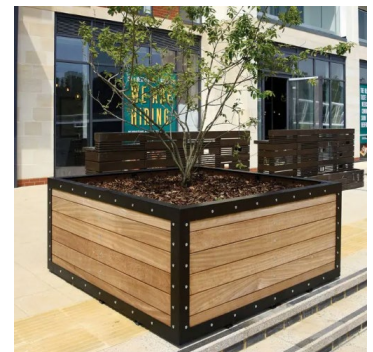
- 2.2.1 The client has requested advice on how planters and wayfinding signage could be implemented throughout the town centre. Implementing these could be a good opportunity to improve the streetscape and would also encourage greater uptake of walking and cycling via signposting of appropriate routes. A detailed location plan or identification of products has not been carried out at this stage, but general advice is given below.
- 2.2.2 Similar to the recommendation given for the parklets above, a key consideration when placing any street furniture such as planters or signage is ensuring adequate footway space is maintained. Ideally, a minimum 2m should be maintained to ensure accessibility for wheelchairs, prams etc. Locations should therefore be considered on this basis.
- 2.2.3 Additionally, any street furniture should normally be placed a minimum 450mm from the carriageway to reduce risk of being struck by passing vehicles. Where this is not possible, or where planters are being considered for traffic calming or similar reasons, reflective strips could be considered (subject to further road safety advice depending on precise location).
- 2.2.4 Provided the above factors are considered and that the town council would adopt maintenance and planting, there is generally a degree of flexibility in the type or style of planter or wayfinding that could be provided. This could include timber or metal planters, fingerposts and standard highways traffic signs. Examples are shown below:



Broxap



StreetDesign



Broxap



SignscapeandSignconex



Landmark



Standard highways sign



- 2.2.1 The exception to the above would be the area of the town in the “Conservation Area”, generally covering the area of Lower Fore Street and the Train Station. It is recommended the advice of the Cornwall Council historic environment team is obtained regarding any street furniture in this area, who may have recommendations on colours, finishes, styles etc.
- 2.2.2 Any street furniture provided would be subject to the review and authorisation of Cornwall Council and the Highways Management Team.
- 2.2.3 It is recommended that any wayfinding is provided as a holistic and coordinated system to ensure continuity and legibility for users. This would involve agreeing on key landmarks, destinations and routes with local stakeholders and then designing the signage strategy accordingly. Public consultation ahead of implementation according to Cornwall Council policy would also be required.
- 2.2.4 It is recommended further design work is carried out on any planter or signage strategy, during which a layout can be devised and then carried forward for further advice from Cornwall Council, the road safety team, and any other teams as required. Cormac can quote for such work if a brief outlining the scope of works is supplied.

### 3 Estimated costs and Key risks

#### 3.1.1 Cost estimation for the proposals discussed above are as follows:

Item	Estimate
Supply of parklets and other street furniture	£174,000
Traffic management and Prelims	£7,000
Installation	£15,000
46% uplift on TM, prelims and installation for required night working	£10,000
<b>Works Sub-total</b>	<b>£206,000</b>
20% risk/contingency	£41,200
5% inflation allowance for 12 months to August 2025	£10,300
<b>Works Total</b>	<b>£257,500</b>
<b>Design fee</b>	<b>£31,000</b>
<b>TOTAL</b>	<b>£288,500</b>

#### 3.1.2 Key assumptions and exclusions are as follows:

- A 46% night working allowance included. Night works is specified by Cornwall Council Streetworks for this area.
- Costs for supply are based on Broxap listed prices only. They exclude VAT and are subject to agreeing requirements and obtaining quotes from suppliers.
- Allowance for filling of planters with topsoil only. Costs for installation and maintenance of planting is excluded.
- Cost for maintenance of the parklets is excluded.
- Prelims, including traffic management, are high-level estimation subject to project manager review when proceeding to site.
- Design fee is an indicative estimate subject to analysis of any client brief.
- All prices are for budgeting purposes and subject to change once detailed design is produced.

#### 3.1.3 Outline discussions regarding this proposal have been held with the highway manager and the works cost estimated by the Cormac pre-construction team. It is recommended these discussions are ongoing as the scheme progresses.

## 4 Conclusions and recommendations

- 4.1.1 A road safety review has been conducted on the Fore Street parklet concept design previously carried out on behalf of the town council by landscape architects. This report has subsequently provided a preliminary design layout that seeks to address recommendations from the road safety review, and investigates and provides recommendations on other considerations given in Section 2.
- 4.1.2 In summary, it is our recommendation that the parklet trial is feasible and can proceed. Implementing parklets in this area would enhance the streetscape, creating a more attractive place for pedestrians to visit. This is subject to confirming a detailed parklet design that addresses the recommendations in the road safety review. As described in section 2, it appears there is a selection of parklet products and suppliers that would indeed address these safety recommendations.
- 4.1.3 It is recommended the advice of Cornwall Council and the Cornwall Highways management team is sought to confirm whether they agree with the recommendations of this report.
- 4.1.4 Budget estimates for the trial have been given in Section 3. All prices are for budgeting purposes only and subject to change once detailed design is produced. It is recommended further enquiries are made with potential parklet suppliers as soon as possible so that the budget position can be determined in more detail.
- 4.1.5 Outline advice on planting and wayfinding for the town centre has also been given. It is recommended further feasibility work is carried out to determine possible layouts and estimated costs.

# APPENDICES

**Appendix A**

**Appendix B**

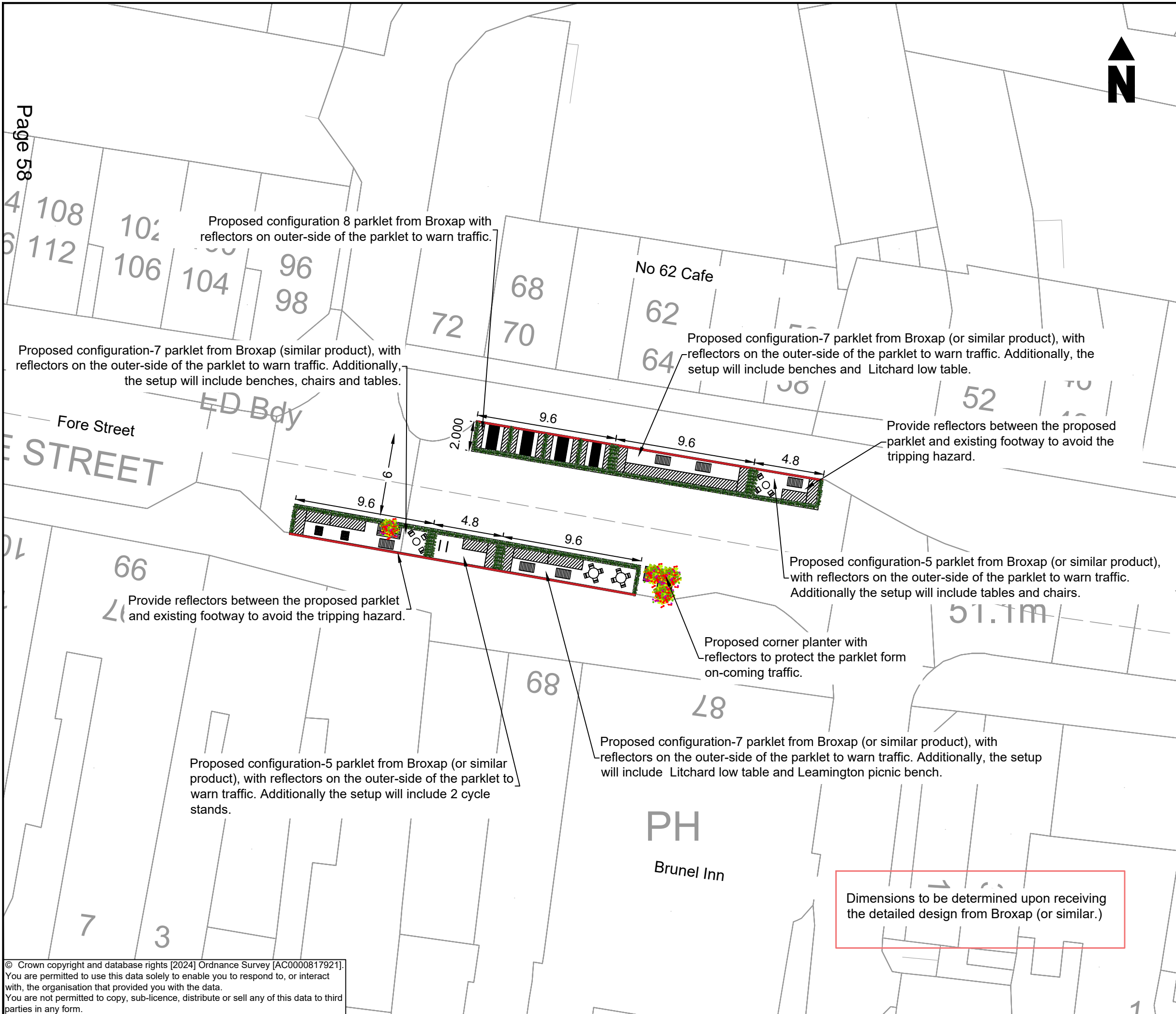
**Drawing**

**Road Safety Review**

# APPENDIX A

Drawings

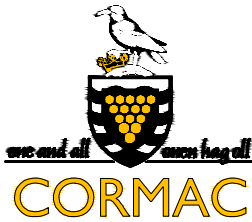
Infra24-092-CSL-HGN-SX428588-DE-D-0001-P01



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NOTES:

- All dimensions are in metres unless otherwise stated.
- Do not scale from this drawing.

P01	30/08/2024	First Issue
REV	DATE	NATURE OF REVISION
REVISIONS		
<div></div>		
PROJECT TITLE: Parklets Fore Street, Saltash		
DRAWING TITLE: Conceptual Design		
SCALE: 1:250 @ A3		
PROJECT MANAGER: AK		DRAWN BY: MNR
CHECKED: IWB	30/08/2024	APPROVED: AK 30/08/2024
DRAWING NO: PROJECT   ORIGINATOR   VOLUME   LOCATION Infra24-092 - CSL - HGN - SX428588 - TYPE   ROLE   NUMBER DE - D - 0001		
PROJECT REF: Infra24-090	DRAWING STATUS: Conceptual	SUITABILITY: S3
		REVISION: P01

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# APPENDIX B

## Road Safety Review



# Parklets Trial, Fore Street Saltash

## Safety Review

Document Ref: SR/231

Revision:

Cormac | Infrastructure Group

Radnor Road, Scorrier, Redruth, Cornwall, TR16 5EH



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Page 60



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**M**

&

**wsp**



## Issue & Revision Record

Revision	Date	Originator	Checked	Authorised	Purpose of Issue	Nature of Change
V01	28/06/24	J Murray	Andy Roberts	Adrian Roberts	Original	-

# CORMAC

**Prepared by**  
**Cormac Infrastructure**  
**Western Group Centre**  
**Radnor Road**  
**Scorrier**  
**Redruth**  
**TR16 5EH**

If you would like this report in another format, please contact

**Cormac**  
Head Office  
Western Group Centre  
Radnor Road  
Scorrier  
Redruth  
TR16 5EH

**Tel: 01872 323 313**  
**Email: [customerrelations@cormacltd.co.uk](mailto:customerrelations@cormacltd.co.uk)**

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# 1. Introduction

This report results from a Safety Review carried out on proposals for a trial of new street furniture and planters at Fore Street, Saltash. The proposals are to eventually alter the layout of the carriageway by creating a tabletop feature, introducing street furniture and market stalls in place of some parking bays. This report focuses on a trial of the parklets and market stalls to be located in the parking bays, and how this would affect road users and pedestrians.

The Review has been requested by Adam Knuckey, Design Lead (Infrastructure), Infrastructure Design Group, Cormac Solutions Ltd.

The Reviewers were Jonathan Murray, Senior Technician and Andy Roberts, Senior Technician, Infrastructure Design Group, Cormac Solutions Ltd.

The reviewers visited the site on Wednesday 19th June 2024 at approximately 1100hrs. The weather was dry and clear, and the road surface was dry. Traffic was moderate and free flowing. Pedestrian activity was moderate.

Diagram numbers in this report refer to the Traffic Signs Regulations and General Directions 2016. References to the Traffic Signs Manuals (TSM) relate to the 2018 editions.

# 2. Information received

Adam Knuckey supplied the following information:

Design Documentation:

240207 Saltash Open Space Next steps REV A

# 3. Description

The proposed parklets referred to in this review are various forms of raised decking areas of tables and chairs. They are intended for recreational use on Fore Street and aim to permanently replace at least one of the existing parking bays on Fore Street.

## 4. Issues raised by this Review

- i. Reduced footway width when market stalls and parklets are provided.

The northern footway has limited width due to pillars adjacent to where the parklet is proposed (See Photo 1), between 2.8 and 3.1 metres outside of the No.62 Café, with the adjacent parking bay being 2.1 metres wide. The proposed parklets were shown as 2.4 metres wide, meaning that they will encroach into the footway. This issue is compounded further when a market stall is included within the parklet, the occupied space then increases to 3.0 metres and narrows the effective footway space drastically. The existing tables and chairs outside the No.62 Café could further limit the space and make it difficult for pedestrians to pass by the pillars. This may lead to pedestrians having difficulty passing one another among the pillars and street furniture.

### RECOMMENDATION

Ensure that an adequate footway width is maintained (2.0 metre minimum).

- ii. Minimum clearance from carriageway for new features.

No minimum clearance was specified prior to the review. If the parklets are positioned along the parking bay kerb edge and back onto the carriageway, they will encroach into the carriageway. As the carriageway width is only 6 metres, this narrowing of the carriageway could lead to street furniture and market stalls being struck by passing vehicles and potentially causing injury to pedestrians and salespersons running stalls.

### RECOMMENDATION

Parklets should be installed as to not encroach into the carriageway.

- iii. Level difference with parklet access.

The indicative design for the parklets shows a step-up onto the decking. It is unclear whether there would be any consideration given to providing ramps for accessibility. With the provision of ramps, or even just a step-up, this could likely introduce a trip hazard, should the ramp or step be positioned within the existing footway area.

## RECOMMENDATION

Ensure the parklets are installed at ground level,

or

Position the parklets so as not to encroach on the existing footway area,

or

Provide adequate preventative measures to avoid tripping – such as additional planters or bollards, ensuring these features do not reduce the footway width adversely.

## iv. Risk of falling into carriageway.

The parklets could introduce a risk of users falling over the rear of the parklets and into the carriageway, should the design feature a low-level 'soft' backing area of planters. This also applies to younger users climbing on planters or tables, and subsequently falling into the carriageway. This is particularly prevalent with the option that has low-level planters adjacent to the carriageway (See Figure 1).

## RECOMMENDATION

Ensure parklet designs provide adequate boundaries to prevent pedestrians accidentally falling back into the live carriageway and that discourage climbing.

## v. Visibility between pedestrians when entering footway behind parklets.

Some of the proposed types of parklets have high-sided planters abutting the footway. This could introduce an issue of pedestrians colliding with one another when emerging from behind the planters on to the footway, due to a lack of visibility.

## RECOMMENDATION

Ensure any high-sided planters are low level or set back to allow visibility between pedestrians beyond the parklets.

vi. Reflectivity.

As new vertical features are being trialled immediately adjacent to the carriageway, an unsuspecting driver may accidentally strike the features with their vehicle when passing and could result in the loss of control, particularly in hours of darkness or in winter months.

RECOMMENDATION

Provide reflective markers on traffic-facing corners to guide drivers past the new features.

vii. Drainage gullies may be blocked by parklets.

The flow of water into the existing gullies present within the parking areas along Fore Street may be impeded by the parklets, and lead to excessive water flow in the carriageway.

RECOMMENDATION

Ensure parklets are positioned as to avoid impeding drainage.

A handwritten signature in black ink, reading 'JLMurray', with a horizontal line underneath.

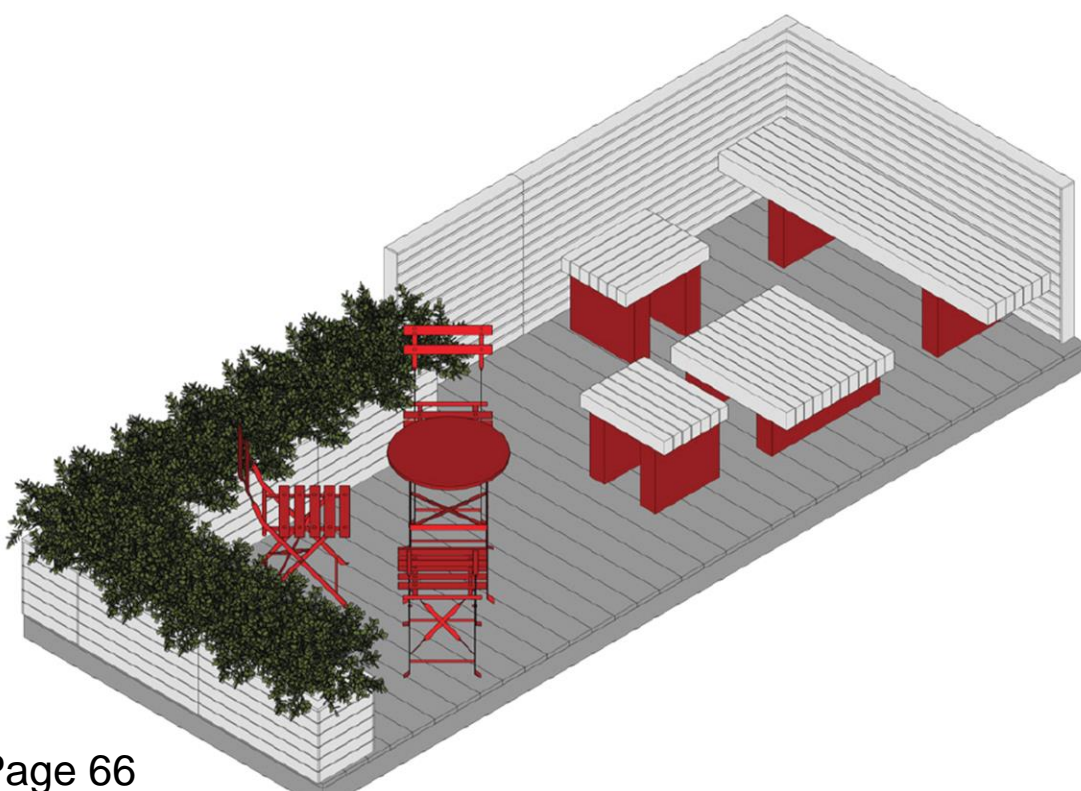
Jonathan Murray BSc (Hons)  
Infrastructure Design Group  
Scorrier

cc Adam Knuckey, IDG

Photo 1



Figure 1





## **To review Wayfinding options and consider any actions**

### Information:

Nine Wayfinding columns have been identified in the following locations in the town centre area, leading down to the Waterside:







Figure 1 - Jubilee Pontoon 50.409309, -4.206452



Figure 2 - Silverstreet 50.407430, -4.207594



Figure 3 - Banking Hub Corner 50.408589, -4.210279



Figure 4 – Station 50.407532, -4.209016





Figure 5 – Station Road 50.406979, -4.210043



Figure 6 – Waterside WC 50.407853, -4.206024



Figure 7 – Culver Road 50.406917, -4.209906

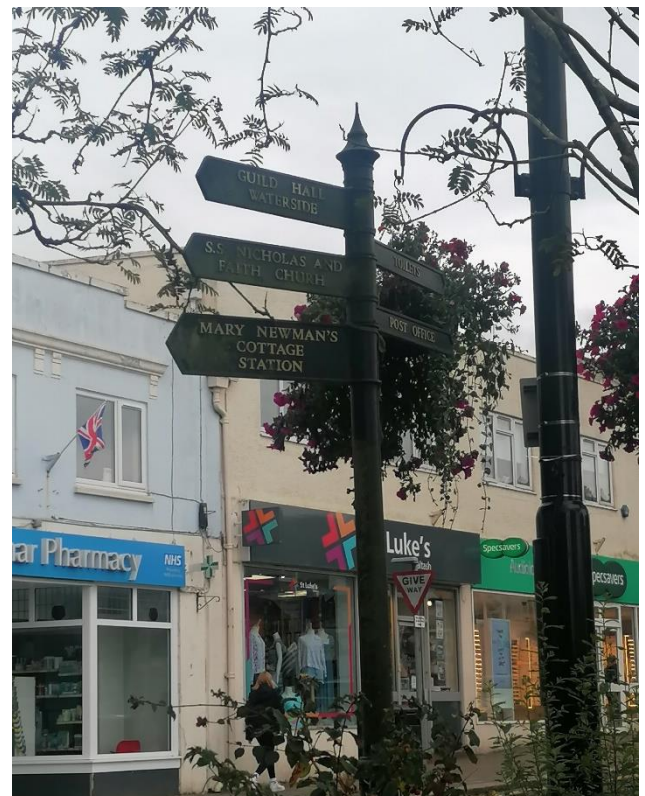


Figure 8 – Banking Hub (2) 50.408585, -4.210260



Figure 9 – Lower Fore Street 50.408470, -4.209484

Town Team members should clearly define their objectives for the wayfinding signs on Fore Street.

Once these objectives are set, further investigation can be conducted to identify appropriate locations for sign relocation if necessary, and to estimate the associated costs for consideration by the team.

This process will also enable the Town Council to review wayfinding signage and follow a consistent format for use in broader areas.

**End of report**  
**Administration Officer**







# SALTASH

## Town Team



Saltash Town Council  
Working for the People of Saltash



### Proposal by Revelation

The Town Team approached Ollie O'Meakin to seek support for their work. This is a proposal of support following the conversation with Hilary Frank and Peter Ryland on Friday 12th July.



#### Session 1 – Vision (2hrs)

A clear vision will clarify purpose and shared intent for the team. It will help ensure all efforts are aligned towards common goals, reducing the risk of conflicting priorities. A vision serves as a benchmark against which to measure the potential impact and alignment of various initiatives and policies. A well-defined vision is a cornerstone of effective governance. It will not only guide Town Team's present actions but also shapes its future, ensuring that the community's needs and aspirations are met sustainably and inclusively.

This session will help the Town Team develop a vision that they will be able to articulate internally and externally.

#### Session 2 - Values & Simple Guiding Principles (2hrs)

Values and simple guiding principles will serve as essential tools for the Town Team. By having established values, this will ensure what they do aligns with the intended motives of the team and community. Due to the ever-changing internal and external agents, such as personnel and governance, flexibility and adaption will be fundamental to ensure the success of seeing the Town Team's vision into reality. Therefore, having established simple guiding principles, this will enhance the team's decision-making and aim to prevent wasted resources. Having clearly defined values and principles will also act as a safeguard to the identity and culture of the team, even if the team itself changes, thus ensuring the longevity of the team's impact.

This session will help the Town Team develop core values and core simple guiding principles that inform how the team operates.



### Session 3 - Strategy Development (2hrs)

A clear strategy will be important for the Town Team as it will provide direction, and focus, promote accountability, and ensure the efficient use of resources. It will support long-term sustainability, build community trust, and improve overall effectiveness, helping the Town Team to better serve its community's needs and achieve its goals.

This session will help the Town Team select the specific areas of development that will then inform their focus and aid their measurement of impact.

### Session 4 - Objective Setting (4 hrs)

Having clearly defined objectives will enable a stronger vision and buy-in from the town and community as it will enhance imagination. Objectives are practical and provide a roadmap in achieving the vision. They will enable effective measurement and accountability, ensure efficient resource allocation, and provide encouragement to the team and community. Objectives will also provide access points that may reveal additional people needed for the project beyond the Town Team to help achieve the goals.

This session will help the Town Team come to a shared agreement of the roadmap to their shared vision.

## Cost

#### 2 Hour Workshops - 18.5 hrs - £600

- 30 minute meeting with meeting organiser
- 2 hours facilitation
- 12 hours preparation
- 2 hours set up/pack down
- 2 hours creating digital folder of summary (x3 workshops)

#### 4 Hour Workshops - 25 hrs - £800

- 30 minute meeting with meeting organiser
- 4 hours facilitation
- 16 hours preparation
- 2 hours set up/pack down
- 3 hours creating digital folder of summary

**10% Discount Applied for supporting local cause (£260 saving)**

**Total Cost - £2,340**

*"I would recommend Ollie to others! The use of Lego Serious play helped the whole process and Ollie was an excellent facilitator pushing participants to reflect deeply."*  
-Mullers, National & International Charity based in Bristol



**Director, Ollie O'Meakin**  
Facilitator & Coach  
ollie@revelation-facilitation.co.uk  
07739063458

*Thank You*

## **Saltash Town Team Vision and Strategic Priorities**

### **1 Mission**

The mission of Saltash Town Team is to improve the economic, social and environmental revitalisation of the Town Centre with the aim of making Saltash a better place to live, work, visit and enjoy.

Saltash Town Team (STT) works with businesses, community groups and statutory authorities to create a reinvigorated Town Centre through the strategic priorities set out in documents such as Saltash Town Council's Business Plan and the Saltash Neighbourhood Plan.

### **2 Vision**

Saltash Town Team's vision is 'to improve the profile of Saltash, *the gateway to Cornwall* creating a more prosperous, welcoming, green and attractive Town Centre for local people and visitors to enjoy'.

### **3 Scope of Saltash Town Team**

The geographical focus for the work undertaken by Saltash Town Team is Fore Street (from the Railway Inn to Victoria Gardens); this is the same boundary applied through the S106 criteria.

### **4 The S106 Opportunity**

Saltash Town Team have been offered the opportunity to access circa £100K of funding, primarily capital funding, ring-fenced for use by STT, to be committed by April 2028. The focus for the S106 grant is about enhancing Fore Street, increasing footfall, improving spend and encouraging people to stay in the town centre, entirely consistent with the vision for STT.

Some projects will be easier to implement than others, may be focused on economic, environmental or social impacts or all three and other project ideas may need additional funds to be matched with S106 to generate maximise impact. This will not necessarily be known until the project is developed further but all projects will be assessed against value for money/impact/business benefit.

The likely projects that STT intends to utilise S106 funds will fall under the aims and objectives listed in section 7 of this document. It is understood that when a draw-down from ring fenced funds is required, STT will need to provide the following specific details:

Title of project  
Project lead  
Amount £ required  
Project overview  
Timeframe for expenditure  
Description of project and how the funds will be utilised  
Breakdown of costs  
Outcome  
Details of how the project meets the S106 criteria  
Details of any further consents required  
Details of project risks/mitigations thereof



## **5 Town Centre SWOT (Strengths, Weaknesses, Opportunities and Threats)**

### **Town's Strengths & Opportunities**

#### **Connectivity:**

- Location at the 'Gateway to Cornwall'
- New seasonal ferry connections to Plymouth from the Waterside
- Well connected by rail and road
- Beryl Bikes with cycles on Fore Street and cycle/walking links

#### **Heritage:**

- Rich town and cultural heritage
- Iconic Brunel Bridge and Tamar Bridge with vistas from the Town giving a USP
- Strong creativity amongst local people

#### **Economy:**

- All year-round town not dependent on tourism
- Work underway to regenerate the Waterside bringing more visitors to Saltash
- Strong independent traders providing day to day shopping needs and places to eat and drink all year round
- Few empty shops **compared to other town centres?**
- Plenty of parking, **fees cheaper than other Cornwall Towns?**
- Growing local population with new housing being developed – together with Plymouth catchment area, potential for more town centre visitors
- New accessible studios and co-working space being developed adding to Town's creative offer

#### **Community:**

- Potential community 'open space' to be created in Fore Street subject to further work and a trial
- Interest, enthusiasm and drive from traders to reinvigorate Fore Street and work collaboratively
- 'Community spirit and local pride' in Saltash amongst local people and traders to support their town and a shared ambition for improvement
- Supportive and trusted Town Council proactively delivering with available funds

### **Town's Weaknesses & Threats:**

#### **Connectivity:**

- Topography (steep inclines) may provide challenges for residents/visitors with limited mobility
- Businesses are not accessible to all users
- Town Centre and Waterside is divided by steep hill with scarce public transport connecting the two

#### **Heritage:**

- Town's heritage currently underexploited
- Iconic location with Royal Albert Bridge (Brunel) not brought to the fore

#### **Economy:**

- Traders operate limited hours
- Lack of national traders to balance out Fore Street offer
- Plymouth City Centre drawing Saltash residents to visit there for shopping, leisure and entertainment
- Profile of Saltash – overlooked by Plymouth and USP not exploited
- Most parking is paid for and not free
- Low membership of Chamber of Commerce
- Lack of concerted business engagement
- No sustainable annual funding – \$106 will support this need
- Some anti-social behaviour and vandalism

### **Community:**

- Limited financial and human resources
- Poor public realm in places
- No community open space currently to increase dwell time or to host events such as markets
- Cluttered 'High Street' with a plethora of signs and benches – needs consolidating
- Lack of 'greenery' to counter the streetscape – Fore Street could be made more attractive

## **6 Town Team Aims**

### **Building Upon Saltash Town Centre's Strengths Whilst Realising New Opportunities**

Working in partnership with other organisations including Saltash Town Council, STT want to build on the town's strengths, address the weaknesses, realise new opportunities and mitigate any threats to the long-term prosperity of the Town Centre.

#### **STT's aims are to:**

1. Raise the profile of Saltash promoting the Town to residents and visitors
2. Create a vibrant Town Centre increasing footfall and visitor spend
3. Maximise the benefits of events to Town Centre traders
4. Create a more accessible and safer Town Centre
5. Improve the Town's physical appearance and trading environment

## **7 How STT Will Deliver Their Priority Aims**

The aims of STT can only be delivered through successful collaborations with statutory partners, the business community and other community organisations. The priorities are ambitious, some are solely dependent upon external funding, both capital and revenue alongside the need for increased human resources.

**STT will deliver their aims through a series of objectives, timing to be determined by availability of resources. Some of the identified projects will be funded via S106, particularly those requiring capital funds.**

**Aim 1: Raise the profile of Saltash promoting the Town to residents and visitors**

**Aim 2: Create a vibrant Town Centre increasing footfall and visitor spend**

**Aim 3: Maximise the benefits of events to Town Centre traders**

#### **Objective 1**

Create a focal point in the Town Centre with the capability to host events and in doing so drive footfall and visitor spend into Saltash Town Centre.

#### **Objective 2**

Work with businesses to maximise upon the trader benefits of existing events such as May Fair, Christmas Festival etc and where possible to facilitate new events that will drive footfall into Saltash Town Centre.

#### **Objective 3**

Raise the profile of Saltash as a place to work, visit, shop, eat and invest.

<b>Work Undertaken to Date</b>	<p>Vitality Funding was secured to explore creating a community open space in the Town Centre. Consultants, Studio Hive undertook a feasibility study in 2023 considering various locations. The commission included community consultation – preferred location was Fore Street chosen from a range of options.</p> <p>Traders on Fore Street, Lower Fore Street, Keast Mews, Wesley Lane, Wesley Road, Belle Vue Road and Culver Road had the opportunity to put forward their views on a community space parklets/markets trial to be held on Fore Street; leaflets were delivered to 165 traders during April 2024. The results were positive.</p> <p>Subject to a safety assessment being undertaken by CORMAC/CC Highways, the trial of the new community open space using parklets set within parking bays in Central Fore Street will take place March to September 2025.</p> <p>Traders informed of events such as May Fair and Christmas Festival and encouraged to promote their businesses.</p>
<b>What Needs to Happen Next?</b>	<p>Communication regarding events to enable traders to maximise upon the benefits perhaps by having stalls when events are staged.</p> <p>Leaflet and banners to promote Saltash to visitors and potential investors.</p> <p>Consideration to advertising Saltash on other websites e.g. Tamar Valley Website</p> <p>Work collaboratively with landlords of empty shops to keep them looking tidy and attractive and supporting them to be relet as soon as possible.</p>
<b>Partners</b>	Saltash Town Council, traders on Fore Street, Cornwall Council, Event (market) companies, landlords, heritage organisations, Chamber of Commerce
<b>Outputs and Outcomes from delivery of projects</b>	<ul style="list-style-type: none"> <li>○ New street furniture</li> <li>○ Community focal point</li> <li>○ Increased dwell time, footfall and additional spend</li> <li>○ Richer visitor experience through events such as markets taking place one day a week in Saltash.</li> <li>○ New events bringing in new audiences for the town</li> <li>○ New business occupancies</li> <li>○ Raised town profile</li> <li>○ Coordinated marketing</li> </ul>
<b>Funding Secured</b>	£84K from Vitality Funding for Study, £21K from Accelerator Funding to work up the community open space trial. (TDF - £30K for signage and greening linked to open space project)
<b>What Still Needs Funding</b>	<p><b>Capital (S106)</b> - Further furniture or infrastructure required to add long term value to the community open space proposition, works to empty shops.</p> <p><b>Revenue</b> – Promotional material to promote Saltash, human resources to organise events, engage with traders regarding events or audit heritage assets.</p>
<b>Funding Opportunities</b>	S106, future Cornwall funding such as SPF, other grants sources or sponsorship.
<b>Timescale</b>	S106 likely to be needed from summer 2025.

#### **Aim 4: Create a more accessible and safer Town Centre**

##### **Objective 1:**

Improve the connectivity of Saltash Town Centre making it more accessible to and from the Waterside and from outlying areas.

##### **Objective 2:**

Improve the accessibility and safety of Saltash Town Centre for all users including those with mobility issues.

##### **Objective 3:**

Design and install way finding signage.

##### **Objective 4:**

Engage with traders and statutory agencies to share information and solutions regarding crime and anti-social behaviour working in partnership with PCC.

##### **Work Undertaken to Date**

Shared Prosperity Funding secured to undertake a connectivity study including a transport trial day in March 2024 exploring the viability of two ferry services, bus, tuk-tuk and land train. New seasonal ferry now operating from Saltash to Royal William Yard in Plymouth daily run by Plymouth Boat Trips using the Jubilee Pontoon.

Identification of access issues within business premises presented to STT.

Discussions with operators of Red Bus.

Identification of issues associated with town clutter – photos taken and presented to STT.

TDF secured to fund new signage which the community supported during the open space consultation - likelihood is that more funds will be required than secured through TDF. CORMAC being consulted on locations of signs.

STC working with PCC regarding anti-social behaviour with the installation of one CCTV camera in Fore Street, free of charge - the impact has been very positive)

##### **What Needs to Happen Next?**

An audit of access needs across Saltash Town Centre with identification of the remedies required.

Discussions with bus providers regarding increased connectivity, circular route around the Town Centre and possible park and ride option.

Agreement with CORMAC on the most suitable sites for the installation of signs. Design, manufacture and installation to follow.

Discussions with traders on crime and anti-social behaviour issues, use of CCTV etc with intel shared and an agreement on potential solutions.

##### **Partners**

Saltash Town Council, Cornwall Council, Devon and Cornwall Police, Safer Organisations, Plymouth City Boat Trips, Other transport providers including bus, traders, disability groups such as Disability Cornwall or Access Cornwall, CORMAC, [Beryl Bikes](#)

<b>Outputs and Outcomes from delivery of projects</b>	<ul style="list-style-type: none"> <li>○ New wayfinding and information signage.</li> <li>○ More visitors exploring Saltash Town Centre from Plymouth and residents living near Waterside.</li> <li>○ Easier access for all users making Saltash a welcoming and inclusive town.</li> <li>○ New modes of public transport to access Saltash Town Centre including improved bus routes.</li> <li>○ Engagement with traders on ASB and crime issues leading to reduced crime/ASB</li> </ul>
<b>Funding Secured</b>	£74,500 from SPF for connectivity study. £30K from TDF for new signage/greening on Fore Street.
<b>What Still Needs Funding</b>	<b>Capital (S106)</b> – Capital items to improve access for all e.g. ramps, handrails etc. Removal of old signage, consolidating existing signage, new wayfinding signage (complementing TDF funds), security measures such as shop-watch radios. <b>Revenue</b> – Promotional material to promote Saltash as an accessible town, human resources to organise audits, engagement with traders, security measures
<b>Funding Opportunities</b>	S106, future Cornwall funding such as SPF, other grants sources or sponsorship.
<b>Timescale</b>	S106 likely to be needed from Spring 2025.

## **Aim 5: Improve the Town's physical appearance and trading environment**

### **Objective 1:**

Create a green Town Centre through additional planting, greening and landscaping.

### **Objective 2:**

Install flags and banners to provide a colourful welcome to Saltash.

### **Objective 3**

Enhance and promote the heritage and cultural assets of Saltash.

<b>Work Undertaken to Date</b>	TDF secured to fund planters, trees in planters and living pillars along Fore Street – consultation during the Vitality Funded Project said that 80% of respondents supported more greenery.
<b>What Needs to Happen Next?</b>	<p>Awaiting information from CORMAC on siting of planters and living pillars before suppliers are found and contracted.</p> <p>Explore design, manufacture and installation of welcome flags/banners.</p> <p>Audit of heritage assets and consideration to regenerating/enhancing/relocating these and promoting them to visitors via trail.</p>
<b>Partners</b>	Saltash Town Council, traders, CORMAC, Cornwall Council
<b>Outputs and Outcomes from delivery of projects</b>	<ul style="list-style-type: none"> <li>○ New planters and living pillars</li> <li>○ More attractive built environment</li> <li>○ Feel good factor and welcome to the Town through flags/banners</li> <li>○ Increased trader pride and involvement in Town improvements</li> <li>○ Improved heritage assets</li> </ul>
<b>Funding Secured</b>	£30K from TDF for new signage/greening on Fore Street.
<b>What Still Needs Funding</b>	<b>Capital (S106)</b> – Flags and banners, works to heritage assets, additional greening (complementing TDF funds).

	<b>Revenue</b> – Human resources to coordinate town improvement activity and engagement with traders.
<b>Funding Opportunities</b>	S106, future Cornwall funding such as SPF, other grants sources or sponsorship.
<b>Timescale</b>	S106 likely to be needed from Spring 2025.

## **8 Working with Partners and Monitoring Progress**

Underpinning all project delivery is the need to foster strong public/private/voluntary sector partnerships.

Saltash Town Team recognises that resources are finite and are reliant on voluntary efforts or the resources deployed by partners such as Saltash Town Council. Whilst in kind support is offered via Saltash Town Council, there is no dedicated resource for STT.

STT are committed to doing the following:

- Exploring opportunities to secure funding – S106 is one such opportunity, developing a Business Improvement District could be another option
- Engaging with traders on Fore Street with respect to the aims, objectives and project delivery as per this document – consideration to be given to the role of Saltash Chamber of Trade in this regard
- Representing the interests of traders on the issues/opportunities that could support or hinder their trading potential and where possible, signposting to sources of business support
- Monitoring the outputs and outcomes of projects delivered – through trader surveys, key performance indicators, national data or if resources allow in the future, through footfall readers

STT will review this document on an annual basis.

**August 2024**

## **To receive a report on the S106 Waitrose Publicity Funds and consider any actions.**

The S106 Waitrose Publicity funds held by STC must be used by **end December 2024**. Any proposal seeking approval for these funds should clearly demonstrate how the project will boost footfall, encourage spending, and increase the time people spend in the town centre.

### **Leaflets, Banners and Advertising**

The Town Team have frequently discussed creating a town leaflet and procuring banners over many years. The most recent decision regarding these items was made at the Town Team meeting held on 13.11.2023 as follows:

#### **About Saltash leaflet**

*Town Team last discussed the town leaflet at a meeting held in November 2023:*

*Hilary, Rachel and Richard have met as a sub-group to further this. An About Saltash leaflet containing a map, key information and a brief history will be useful particularly for visitors to the town. An A3 leaflet, folded to D5, is being looked at with the aim of this being ready to distribute in early Spring 2024.*

*It was agreed that digital channels should be utilised for the distribution of the leaflet in addition to hard copies, including STC's communication channels.*

*Catherine confirmed that the s106 budget of £7,241 continues to be available. As the original application was completed sometime ago, Catherine needs to be informed by email of any changes regarding how the funds will be utilised.*

*Next steps will be for the sub-group to put together content for the leaflet, a design brief for commissioning an external agency and keeping Catherine updated regarding how the s106 funds will be utilised.*

#### **Banners**

*Town Team agreed to put on hold pending completion of Communications Strategy within STC business plan at the Town Team meeting held in November 2023.*



## Advertising

Town Team requested further advertisement of Saltash as a visitor destination be undertaken at the meeting held in July 2024, with the proposal to populate the Tamar Valley AONB website with relevant Saltash information.

The Tamar Valley AONB website directs users to various sites within the Tamar Valley, typically to a "Visit Us" page that promotes tourism in the area.

From research carried out the City Centre Company manages Plymouth's page and Tavistock is represented by the Tourism Information Centre.

To ensure accurate information about Saltash is presented on the Tamar Valley website, it would be advisable to link directly to the "Visit Saltash" page, which is managed by Salt CIC. This page is already well-established, comprehensive, and would require minimal additional effort and cost to incorporate.

The Administration Officer spoke with Lindsay Endean the creator of Visit Saltash. While Lindsay was aware of the Tamar Valley site, she had previously declined the £200 annual subscription, stating that she had felt it offered limited value for the associated cost. Lindsay added that Visit Saltash was primarily designed with the local community and nearby cities in mind, focusing on cultural activities and events in Saltash.

Lindsay expressed her willingness to collaborate with the Town Team or Town Council to integrate or link the Visit Saltash page with Tamar Valley AONB. She is open to partnership working with the Town Council or any other organisation to promote and benefit Saltash, should the Town Team choose to link the Visit Saltash website to the Tamar Valley AONB site.

It is worth noting that since January 2024, the Visit Saltash page has recorded 15,000 views. Salt CIC, a nonprofit organisation, regularly updates the page with events like the Saltash Regatta, ensuring ongoing community engagement.

## Next Steps

Members are encouraged to consider their preferred approach for advancing advertisement projects.

The Town Council have robust policies in place to manage advertising and design work, guided by the Corporate Brand Guidelines and Communications Strategy (see attached).

To maximise community engagement, a cohesive approach aligning the Town Council's Strategic Priorities with the Town Team's vision is essential. Together, they have improved connectivity and are working towards a greener, more vibrant Town Centre.

Given the complexity of producing leaflets and banners, which includes securing quotes, finalising content/design and obtaining permissions, the Town Team may wish to consider compiling a detailed 'wish list' inclusive of design and content specifications requesting the Town Council execute on their behalf.

As the S106 Publicity monies must be spent by the end of December 2024, with final approvals at November's Town Team meeting.

**Budget Code:** 5590 Waitrose s106 Publicity Funds

**Available Budget:** £7,333.00

**End of report**

**Administration Office**

**To receive an update on the Red Bus connectivity between Saltash Waterside and the Town Centre and consider any actions.**

Saltash Red Bus currently provides a Monday to Friday hail and ride service that passes by Old Ferry Road at the following times compared to the Plymouth Boat Trip Ferry Service departing Saltash Jubilee Pontoon.

<b>Red Bus Old Ferry Road to Tamar Nurseries</b>	<b>Red Bus Old Ferry Road to Fore Street</b>	<b>Plymouth Boat Trips – Depart Saltash Jubilee Pontoon</b>
10:16	09:48	10:30
12:13	11:46	12:00
	14:29	13:30
		15:00
		16:30
		18:00

It's worth noting that the timings bus times almost align with the ferry times, providing a convenient connection for users who wish to utilise both the ferry and Red Bus services.

The Town Clerk and Chairman of the Services Committee met with Plymouth Boat Trips to discuss this years' service (24 May to 30 Sept) and future ferry services. We are pleased to confirm the service has been extended into October as follows:

Weekends only from 1 October to 27 October

Daily (Half Term) from 28 October to 3 November inclusive – service then finishes for this season.

The service will resume from 1 April 2025 and follow the same pattern above. The cost remains the same.

Data from May to August as attached.

Beryl Bikes has set up the new Saltash promotion commencing Monday 26th:

**Saltash Free Unlocks**

26 August - 26 Nov 2024

All rides starting & ending in Saltash bays

Unlimited free unlock - Automatically applied.

Data as attached.

Concerns have been received from Town Councillors regarding the number of bikes left at bays and other areas around the town for long periods of time. The Town Clerk reported the concerns directly to Beryl with no response received.

Red Bus operators have confirmed Saturdays and Sundays under the Go Cornwall Bus timetables are not an option at the moment, as any route changes would require to be submitted in January 2025 ready to be printed for April 2025.

Options for Saturdays and Sundays could be explored but concession fares would not be available.

**End of report**  
**Administration Officer**

Saltash Journey Data

Vehicle Type is bbe or beryL\_bike or scooter Is Complete (Yes / No) is Yes Valid Journey (Yes / No) is Yes

14,008 journeys

To Date

8.3 minutes

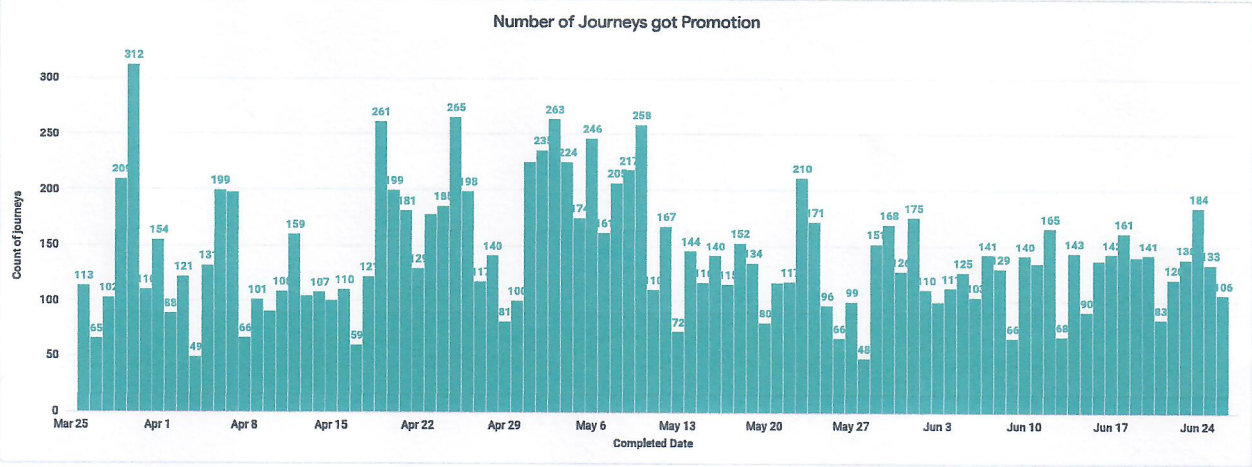
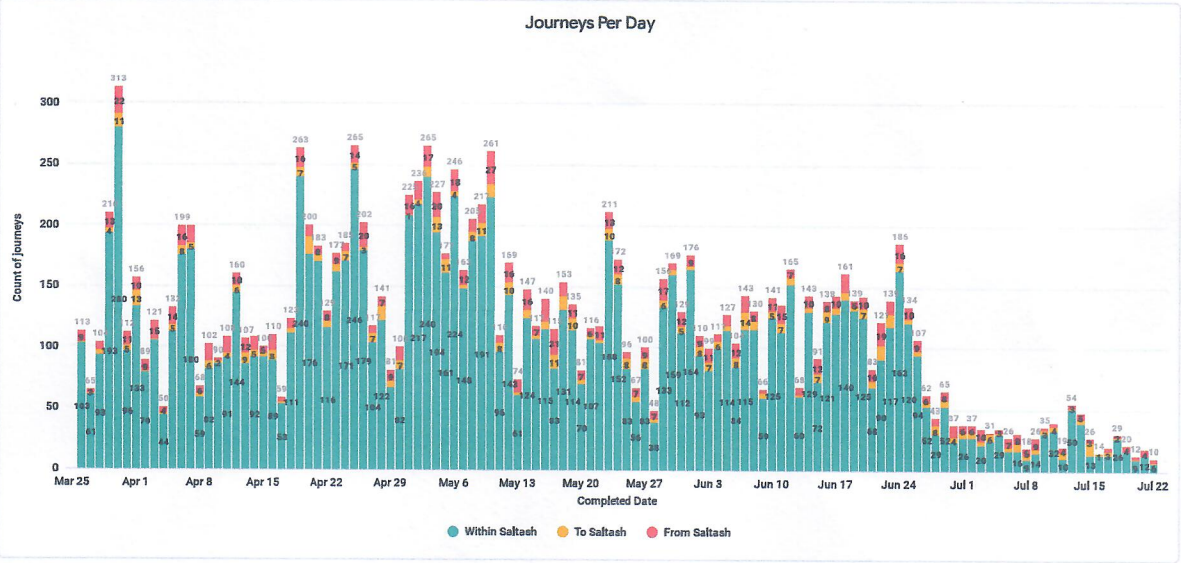
Average Journey Length

1,406

Users (All Time)

39 bikes

Average Daily Availability



13,095

Number of Journey got Promo...

31276

Total Free Minutes

RWY > SALTASH FERRY STATS						
Date	Passengers	Adults	Children	Toddlers	Bikes	EVENTS
Fri 24 May 2024	26	26	0	0	3	
Sat 25 May 2024	40	35	5	0	0	
Sun 26 May 2024	64	48	6	10	0	
Mon 27 May 2024	116	94	20	2	0	
Tue 28 May 2024	44	24	19	1	0	
Wed 29 May 2024	61	46	15	0	0	
Thu 30 May 2024	49	33	16	0	0	
Fri 31 May 2024	113	80	27	6	0	
<b>TOTALS</b>	<b>513</b>	<b>386</b>	<b>108</b>	<b>19</b>	<b>3</b>	

RWY > SALTASH FERRY STATS						
Date	Passengers	Adults	Children	Toddlers	Bikes	Events
Sat 01 Jun 2024	68	49	19	0	0	
Sun 02 Jun 2024	204	181	12	11	0	
Mon 03 Jun 2024	40	35	1	4	0	
Tue 04 Jun 2024	32	28	1	3	0	
Wed 05 Jun 2024	51	51	0	0	0	
Thu 06 Jun 2024	30	30	0	0	0	
Fri 07 Jun 2024	50	48	0	2	0	
Sat 08 Jun 2024	95	76	12	7	0	
Sun 09 Jun 2024	92	87	5	0	0	
Mon 10 Jun 2024	17	17	0	0	0	
Tue 11 Jun 2024	47	44	1	2	0	
Wed 12 Jun 2024	64	64	0	0	0	
Thu 13 Jun 2024	5	5	0	0	0	
Fri 14 Jun 2024	22	22	0	0	0	
Sat 15 Jun 2024	94	84	10	0	0	
Sun 16 Jun 2024	94	88	6	0	0	
Mon 17 Jun 2024	21	21	0	0	0	
Tue 18 Jun 2024	50	50	0	0	0	
Wed 19 Jun 2024	22	22	0	0	0	
Thu 20 Jun 2024	84	78	0	6	0	
Fri 21 Jun 2024	32	32	0	0	0	
Sat 22 Jun 2024	70	62	4	4	0	
Sun 23 Jun 2024	70	58	11	1	0	
Mon 24 Jun 2024	41	39	0	2	0	
Tue 25 Jun 2024	53	53	0	0	0	
Wed 26 Jun 2024	90	84	0	6	0	
Thu 27 Jun 2024	72	72	0	0	0	
Fri 28 Jun 2024	67	67	0	0	0	
Sat 29 Jun 2024	103	90	13	0	0	
Sun 30 Jun 2024	107	94	11	2	0	
<b>TOTALS</b>	<b>1887</b>	<b>1731</b>	<b>106</b>	<b>50</b>	<b>0</b>	





RWY > SALTASH FERRY STATS					
Date	Passengers	Adults	Children	Toddlers	Bikes
Thu 01 Aug 2024	83	72	8	3	0
Fri 02 Aug 2024	110	87	23	0	0
Sat 03 Aug 2024	186	156	23	7	0
Sun 04 Aug 2024	33	27	6	0	0
Mon 05 Aug 2024	89	56	20	13	0
Tue 06 Aug 2024	134	105	28	1	0
Wed 07 Aug 2024	105	85	12	8	0
Thu 08 Aug 2024	9	9	0	0	0
Fri 09 Aug 2024	83	72	11	0	0
Sat 10 Aug 2024	149	126	16	7	0
Sun 11 Aug 2024	127	117	6	4	0
Mon 12 Aug 2024	120	94	18	8	0
Tue 13 Aug 2024	43	35	8	0	0
Wed 14 Aug 2024	149	120	25	4	0
Thu 15 Aug 2024	33	30	1	2	0
Fri 16 Aug 2024	106	87	11	8	0
Sat 17 Aug 2024	157	131	25	1	0
Sun 18 Aug 2024	95	89	6	0	0
Mon 19 Aug 2024	52	42	10	0	0
Tue 20 Aug 2024	80	61	18	1	0
Wed 21 Aug 2024	131	103	26	2	0
Thu 22 Aug 2024	23	21	2	0	0
Fri 23 Aug 2024	99	75	23	1	0
Sat 24 Aug 2024	107	99	7	1	0
Sun 25 Aug 2024	106	88	14	4	0
Mon 26 Aug 2024	171	151	15	5	0
Tue 27 Aug 2024	140	105	35	0	0
Wed 28 Aug 2024	57	49	8	0	0
Thu 29 Aug 2024	147	108	36	3	0
Fri 30 Aug 2024	141	127	12	2	0
Sat 31 Aug 2024	108	93	15	0	0
TOTALS	3173	2620	468	85	0

FIREWORKS NIGHT				
Passengers	Adults	Children	Toddlers	Family (2 A & 2or3 C)
<b>139</b>	78	9	2	(10 Tickets) = 50