



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

29 August 2025

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 4th September 2025 at 7.00 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 or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the day before the meeting.**

Planning applications can be viewed by Members of the Council prior to the meeting on the Cornwall Council's website www.cornwall.gov.uk. Members of the public may view planning applications online during normal working hours of 9:30 a.m. to 4:30 p.m. online at the Saltash Library Hub.

Yours sincerely,

S Burrows
Town Clerk / RFO

To:

Essa	Tamar	Trematon
A Ashburn R Bickford J Brady R Bullock (Chairman) L Mortimore P Samuels	S Gillies M Johns S Martin P Nowlan J Peggs J Suter	G McCaw S Miller B Samuels B Stoyel (Vice-Chairman)

Agenda

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than 12 noon the day before the meeting.**

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.

5. To receive and approve the Minutes of the Full Town Council Meeting held on 7 August 2025 as a true and correct record. (Pages 6 - 19)
6. To receive and note the minutes of the Planning and Licensing Committee held on 19 August and consider any recommendations. (Pages 20 - 25)
7. To receive and note the minutes of the following Sub Committees and consider any recommendations;
 - a. Property Maintenance held on 14 August 2025; (Pages 26 - 31)
 - b. Devolution held on 28 August 2025; (Pages 32 - 34)
 - c. Station Property held on 28 August 2025;
 - d. Library held on 2 September 2025.
8. To receive the Chairman's report and consider any actions and associated expenditure. (Page 35)
9. To receive the Monthly Crime Figures and consider any actions. (Pages 36 - 37)
10. To receive a report from Community Enterprises PL12 and consider any actions and associated expenditure.

11. To receive a report from Community Area Partnerships and consider any actions and associated expenditure.
12. To receive a report on behalf of Safer Saltash and consider any actions and associated expenditure.
13. To receive a report from Saltash Chamber of Commerce and consider any actions and associated expenditure. (Page 38)
14. To receive a report from Cornwall Councillors and consider any actions and associated expenditure. (Pages 39 - 42)
15. To receive an update on the future of the health care in Saltash and consider any actions and associated expenditure.
16. To consider Risk Management reports as may be received.
17. Finance:
 - a. To advise the receipts for July 2025; (Page 43)
 - b. To advise the payments for July 2025; (Pages 44 - 46)
 - c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;
 - d. To note that bank reconciliations up to 31 July 2025 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk;
 - e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
18. To receive the notes from Saltash Town Team held on 11 August 2025 and consider any actions and associated expenditure. (Pages 47 - 51)
19. To receive an updated report on Churchtown Farm Nature Reserve and consider any actions and associated expenditure. (Pages 52 - 65)
(Pursuant to FTC held on 3.07.25 minute nr. 132/25/26)
20. To receive a report on the Plymouth Metro Working Group and consider any actions and associated expenditure. (Pages 66 - 67)
21. To receive a report on Cornwall Councils provision for Adult Education and consider any actions and associated expenditure. (Pages 68 - 74)
22. To receive a request from Oaklands Community Centre and consider any actions and associated expenditure. (Pages 75 - 76)

23. To receive a request from Saltash Together and consider any actions and associated expenditure. (Pages 77 - 81)

24. Planning: (Pages 82 - 84)

a. Applications for consideration:

PA25/05908

Tom Watson, National Grid – **Change of use of service pole 452461-2 form single service pole to a pole with LV mains connection (more than one service). Installation of one new service cable UG from pole 452461-2. Eastwood, Carkeel, Saltash**

Ward: Trematon

Date received: 19/08/2025

Response date: 09/09/25

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T0H7LXFG1WC00>

25. Meet your Councillors: The next scheduled meeting date Saturday 20 September 2025, in conjunction with Saltash Market Day.

26. Public Bodies (Admission to Meetings) Act 1960:

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

27. To consider any items referred from the main part of the agenda.

28. Public Bodies (Admission to Meetings) Act 1960:

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

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

30. Date of next meeting: Thursday 2 October at 7:00 p.m.

31. Common Seal:

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

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 7th August 2025 at 7.00 pm

PRESENT: Councillors: A Ashburn, R Bullock (Chairman), S Gillies, Johns, S Martin, S Miller, L Mortimore, G McCaw, J Peggs, B Samuels, P Samuels, B Stoyel (Vice-Chairman) and J Suter.

ALSO PRESENT: 1 Member of the Press, 3 Members of the Public, 3 Members of the Twinning Association, H Frank (Cornwall Council), P Cador (Cornwall Council) and K Johnson (Cornwall Council), S Burrows (Town Clerk / RFO) and D Joyce (Office Manager / Assistant to the Town Clerk)

APOLOGIES: R Bickford, J Brady and P Nowlan.

142/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

The Chairman welcomed newly elected Councillor Mark Johns to his first Saltash Town Council meeting.

143/25/26 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

144/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

The Chairman invited the Town Clerk to speak.

The Town Clerk informed Members that one public question had been received for the meeting.

As the resident who submitted the question was not present, the Town Clerk proceeded to read the question on their behalf.

Date Received	Public Questions to the Town Council	Submitted By
31.07.25	<p>RE: A question regarding the travellers on Warfelton Field.</p> <p>Every year Travellers descend on Saltash, they ruin council owned land e.g. rubbish, human and dog faeces, damaged pitches. This has happened on Warfelton field and Saltmill. The travellers cause anti-social behaviour (abuse to local residents and children) and break the law (steal from shops). What measures are Saltash Council doing to prevent this from happening again?</p>	Resident

The Chairman thanked the resident for submitting their question.

The Town Clerk advised Members that unfortunately, Saltash Town Council does not have the authority to take direct action in this matter. Responsibility lies with Cornwall Council and/or the Police.

That said, the Town Council have been working diligently behind the scenes with both Cornwall Council and the Police to better understand the procedures involved and to ensure that pressure is maintained so the issue is not overlooked until it arises again.

Following the departure of the encampment, the Town Council have repeatedly requested a meeting with key stakeholders to explore potential preventative measures and possible changes to legislation.

This evening the Town Council are fortunate to have a Police representative in attendance, who will provide further updates under agenda item 10.

Additionally, Cornwall Councillor Frank has addressed the matter in her report under agenda item 16.

The Town Clerk invited Members to raise any questions or offer comments in response to the Town Clerk's remarks regarding this evening's public question. No further questions or comments were put forward.

It was proposed by Councillor Bullock, seconded by Councillor Peggs

and **RESOLVED** to delegate to the Town Clerk to respond in writing to the resident based on the information received this evening.

145/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 3 JULY 2025 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Full Town Council Meeting held on 3 July 2025 were confirmed as a true and correct record.

146/25/26 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Planning and Licensing held on 15 July 2025;

It was **RESOLVED** to note. There were no recommendations.

- b. Services held on 17 July 2025;

It was **RESOLVED** to note the minutes and consider the following recommendation.

RECOMMENDATION:

34/25/26 TO RECEIVE AND REVIEW AMENDMENTS TO THE NOTICEBOARDS POLICY AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Bickford, seconded by Councillor Miller and resolved to **RECOMMEND** the amended Noticeboard Policy to Full Town Council to be held on 7 August 2025, as attached.

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to approve the above recommendation.

- c. Personnel held on 31 July 2025.

It was **RESOLVED** to note the minutes and consider the following recommendation.

45/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL RECRUITMENT AND SELECTION PROCESS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and discussed the report contained within the

circulated reports pack.

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

1. To approve the outsourcing of the shortlisting stage of all Town Council recruitment processes to HRSC, acting on behalf of the Council, at an hourly rate of £75.00, to be allocated to budget code 6701 EMF Staff Recruitment;
2. To delegate authority to the Assistant to the Town Clerk to update the Recruitment and Selection Policy to reflect the above arrangement;
3. To **RECOMMEND** to Full Council the approval of the amended Recruitment and Selection Policy (as attached).

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED** to approve the above recommendation.

147/25/26 TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of Saltash's twin town in France, Plougastel, with further details included in the circulated reports pack. The Chairman also gave a summary of the Mayor's and Deputy Mayor's engagements over the past month.

The Chairman welcomed representatives from the Saltash Twinning Association; Steph Chair of the Association, Corinne, Treasurer, and Amanda, Committee Member. The Chairman invited them to speak briefly about the twinning arrangement.

Over the years, the twinning agreement has fostered strong ties between Saltash and Plougastel, supported by regular reciprocal visits.

In 2025, a delegation from Saltash visited Plougastel, where the Twinning Representatives and the Mayor of Plougastel presented gifts for the Mayor of Saltash. These gifts were formally presented to the Chairman during the meeting.

It was **RESOLVED** to note.

148/25/26 TO RECEIVE THE LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025-26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report contained within the circulated reports

pack detailing the increase for National Joint Council (NJC) pay points for the year 2025-26.

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** to accept and implement the NJC pay award for the year 2025-26 as follows:

1. An increase of 3.2% on all NJC pay points up to and including 50 and above;
2. To be back dated with effect from 1 April 2025.

149/25/26 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Town Vision Sub Committee held on 7 July 2025;

It was **RESOLVED** to note. There were no recommendations.

- b. Library Sub Committee held on 8 July 2025;

It was **RESOLVED** to note. There were no recommendations.

150/25/26 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.

Inspector Bowie in attendance at this evening's meeting was welcomed and invited to speak.

Inspector Bowie referred to the crime statistics outlined in the circulated reports pack, highlighting concerns regarding rising incidents of shoplifting and burglary.

Inspector Bowie noted that these types of crimes have declined since the departure of the travellers' site and expressed confidence that there is currently no indication of a prolific offender operating within the community.

Inspector Bowie encouraged residents who have experienced or been affected by crime to report incidents to the police, emphasising the importance of community engagement.

Inspector Bowie also provided an overview of the police response following reports of travellers at the Warfleton site, clarifying that the police do not have the authority to remove travellers unless the landowner has first completed the required formal process.

This process involved Cornwall Council carrying out safeguarding

assessments before issuing a notice to vacate the land, which was then followed by a formal notice from the police.

Both the Police and Cornwall Council acknowledged that the process needs to be more responsive and that improved communication and co-ordination are essential.

All key stakeholders involved have confirmed that valuable lessons have been learned and steps are being taken to enhance future procedures.

Inspector Bowie shared insights from data being collated from the neighbourhood police officers, noting that while some data is difficult to quantify, daily surveys help inform the inspector of local patrol strategies.

Officers are actively present in the sector for extended periods, with hotspot areas being visited multiple times a day. Inspector Bowie emphasised the importance of reporting crime, as this directly informs patrols and ensures appropriate police presence in affected areas.

It was **RESOLVED** to note.

151/25/26 TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

152/25/26 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to the next meeting being held virtually on 7 October, there was no report to be received at this evening's meeting.

153/25/26 TO APPOINT REPRESENTATIVES TO SOUTH EAST CORNWALL CAP GROUPS:

a. Climate Change and Nature Recovery Network;

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to appoint Councillors Ashburn and McCaw as representatives to the South East Cornwall CAP Climate Change and Nature Recovery Network.

b. Community Engagement.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to appoint Councillors Martin and Johns as representatives to the South East Cornwall CAP Community Engagement Working Group.

154/25/26 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to the next meeting being held on 19 August, there was no report to be received at this evening's meeting.

155/25/26 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

156/25/26 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Cornwall Councillor Frank provided a brief verbal overview on the report received and contained within the reports pack.

Councillor Frank reiterated Inspector Bowie's comments that Cornwall Council is currently reviewing its procedures for managing encampments, highlighting the need for improved communication and processes.

Cornwall Councillor Frank informed Members that Adult Education now has a new Portfolio Holder for Economic Regeneration and Investment, Councillor Tim Dwelly. Cornwall Councillor Frank was pleased to announce that, from August 2025, Cornwall Council will assume full responsibility for Adult Education for individuals aged 19 and over. This included planning, funding, and contract management. Town Council's will be well-positioned to shape adult learning provision in a way that reflects the geography, communities, and specific needs of different areas particularly those where adult education centres have previously closed.

Victoria Gardens railings have been repaired and will be reinstated since being damaged by the tree branch, with Cornwall Council conducting a new tree survey as soon as possible.

It was **RESOLVED** to note.

157/25/26 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members that a meeting had taken place online on 23 July, but little progress was made, the next meeting is scheduled for 3 September.

158/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

159/25/26 FINANCE:

a. To advise the receipts for June 2025;

It was **RESOLVED** to note.

b. To advise the payments for June 2025;

It was **RESOLVED** to note.

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

None.

d. To note that bank reconciliations up to 30 June 2025 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

160/25/26 TO REAFFIRM THE CIVILITY AND RESPECT PLEDGE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman read the Civility and Respect Pledge to Members contained and circulated in the reports pack.

It was proposed by Councillor Bullock, seconded by Councillor

Mortimore and **RESOLVED** to reaffirm Saltash Town Council's commitment to the Civility and Respect Pledge and the importance to continue revisiting the pledge on a quarterly basis at Full Council meetings.

161/25/26 TO RECEIVE A REPORT AND PROTOCOL FOR THE TOWN COUNCIL REMEMBRANCE CIVIC SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of the report received and contained within the circulated reports pack.

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and **RESOLVED**:

1. To approve for the Civic Party to assemble at the St Stephen-by-Saltash church at approximately 09:45am for the approximately 10:00am service, followed by the Act of Remembrance at the War Memorial at 11:00am, including the laying of the Town Council wreath (by invitation from Reverend Laura Bushell-Hawke);
2. To approve for the Mayor and Consort on behalf of the Town Council to lay wreaths at the Waterside, Saltash Railway Station, and the Memorial Peace Garden to symbolise remembrance and gratitude, supported by the Deputy Mayor and Consort, Town Clerk, Town Sergeant, Mace Bearer, and Councillors, who are welcome to attend;
3. To approve the Saltash Town Council Remembrance Civic Service to be held at Wesley Church, commencing at 2:00pm;
4. To approve the Reading of the Roll of Honour to take place at St Stephen by Saltash and Wesley Church;
5. To approve the Remembrance Parade supported by the Royal British Legion, to form outside Wesley Church and proceed down Fore Street at approximately 3:00pm to the War Memorial at St Nicholas and St Faith Church for wreath laying;
6. To provide light refreshments following the event at the Guildhall;
7. To approve (subject to invitation) for the Mayor and Consort to participate in the GWR poppies to Paddington event by handing over the Town Council wreath to the GWR Train Manager. The wreath will be carried with dignity to Paddington Station, where it will be ceremoniously placed at the War Memorial on Platform 1, alongside others from across the GWR network;
8. To approve the road closure by the appointment of Diverse Events

at a cost of £984.66;

9. To approve payment and TOIL for Officer and Civic Party members, as appropriate;
10. To approve all associated cost be allocated to budget code 6202 – Civic Occasions.

162/25/26 TO RECEIVE A REPORT FROM THE BEATING OF THE BOUNDS WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of the report received and contained within the circulated reports pack.

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED:**

1. To approve the 2025–26 Beating of the Bounds event, scheduled for Saturday, 11 October 2025, with participants meeting at Waitrose car park at 10:30am;
2. To extend invitations to the Mayor’s Chaplain Reverend Laura Bushell-Hawke, other local clergy, and the Town Crier to participate in the event activities;
3. To contact Botus Fleming Church to request their support in opening the church for the event providing light refreshments and history of the church;
4. To contact Botus Fleming Parish Council to request their approval for the Mayor to wear the chain of office when crossing the boundary;
5. To grant permission for the use of the Town Seals on promotional materials related to the event;
6. To approve ticket pricing at £5 per person, with tickets available for purchase from the library with immediate effect;
7. To approve an initial ticket allocation of 45 tickets. Should demand exceed this number, the Mayor will make a decision based on health and safety compliant, subject to final approval by the Assistant to the Clerk;
8. To approve complimentary tickets for the Mayor’s Chaplain and her family, other clergy and their families, and any special guests as approved by the Mayor and Deputy Mayor;

9. To approve the use of Isambard House free of charge and for Councillor B. Samuels to provide homemade scones, including gluten-free options, with appropriate food hygiene certification confirmed;
10. To approve the Mayor to contact BBC Spotlight to invite media coverage of the event;
11. To delegate to the Service Delivery Department to ensure boundary stones are maintained, accessible for the event, reporting any health and safety concerns directly to the Assistant to the Clerk;
12. To delegate to the Service Delivery Manager to conduct a site visit to carry out a Risk Assessment ahead of the event;
13. To approve that Saltash Town Council will absorb any outstanding costs should the event run at a loss, with expenses allocated to budget code 6230 PF Social Media Advertising.
14. To note that bus transport will be available for individuals unable to walk part or all of the route.
15. To note that a sufficient number of qualified first aiders will be required to ensure the event is conducted safely. This will be determined based on ticket sales.
16. To note that Saltash Rotary kindly offered their support route Marshalls for road crossings.

163/25/26 TO RECEIVE A REPORT ON THE SALTASH AMBASSADOR SCHEME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman and Deputy Chairman provided an overview on the report contained and circulated in the reports pack.

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

1. To support the Saltash Town Ambassador Network;
2. To note that Saltash Rotary will work with James Jenkins to bring the scheme to fruition;
3. To thank James Jenkins for his initiative and Rotary for their continued commitment to the community.

164/25/26 TO RECEIVE AN UPDATED REPORT ON MEET YOUR COUNCILLOR SESSIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and discussed the report contained within the circulated reports pack on the Meet Your Councillor Sessions held on Market Day.

It was proposed by Councillor P Samuels, seconded by Councillor McCaw and **RESOLVED** to

1. Approve future Meet Your Councillor (MYC) sessions to be held outside the former Bloom Hearing premises in Fore Street;
2. Approve that MYC sessions take place on the third Saturday of each Month, from 10am – 12 noon;
3. Agree that the Saltash Town Council gazebo is not required for these sessions, a tabletop display and pop-up banner will suffice;
4. Approve for the distribution of Saltash Town Council information leaflets, along with relevant materials from key stakeholders.

165/25/26 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 16 AUGUST 2025 IN CONJUNCTION WITH SALTASH MARKET DAY.

- a. The next scheduled meeting date Saturday 16 August 2025 in conjunction with Saltash market day.

Following the resolution under minute 164/25/26 the Town Clerk clarified the session will be held outside the former Bloom Hearing premises in Fore Street.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** for Councillors Ashburn, B Samuels and P Samuels to attend.

166/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

167/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

168/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

169/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to issue the following Press and Social Media releases:

1. Meet Your Councillor session;
2. Beating of the Bounds;
3. Remembrance Service;
4. Reaffirmation of the Civility and Respect Pledge;
5. Safer Cornwall Survey (link provided by Cornwall Council).

170/25/26 DATE OF NEXT MEETING: 4 SEPTEMBER 2025 AT 7:00 P.M.

Thursday 4 September 2025 at 7.00pm

171/25/26 COMMON SEAL:

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

DATE OF NEXT MEETING

Thursday 4 September 2025 at 7.00 pm

Rising at: 7.59 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 19th August 2025 at 6.30 pm

PRESENT: Councillors: A Ashburn, R Bickford, J Brady (Vice-Chairman), R Bullock, S Gillies, Johns, S Miller, P Nowlan, J Peggs, B Samuels (Chairman), P Samuels, B Stoyel and J Suter.

ALSO PRESENT: D Joyce (Office Manager / Assistant to the Town Clerk)

APOLOGIES: G McCaw.

50/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

51/25/26 DECLARATIONS OF INTEREST:

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

Councillors Bullock and Peggs initially declared an interest in application PA21/09128. However, as this application was not scheduled for consideration at this evening's meeting, no formal declaration was required or recorded.

- b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

52/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.

None.

53/25/26 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 15 JULY 2025 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see

a copy at the Guildhall.

It was proposed by Councillor B Samuels seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 15 July 2025 were confirmed as a true and correct record.

54/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

55/25/26 PLANNING:

Applications for consideration:

PA25/04225

Mr & Mrs Kowaski – **Cumbletor Barn Cumble Tor Lane Trematon Saltash PL12 4RU**

Proposed garage and change of use of land to residential.

Ward: Trematon

Date received: 28/07/25

Response Date: 22/08/25

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and resolved to **RECOMMEND APPROVAL.**

PA25/05176

MBNL MBNL – **Comms Mast T Mobile UK 92135 Tor Hendra Tor Hill Saltash PL12 4QF**

Telecommunication prior notification for the installation of 1 no. replacement 20m lattice mast to accommodate 9 no. antenna, ancillary radio equipment and 1 no. 0.3m transmission dish, along with 2 no. replacement equipment cabinets and 1 no. GPS Module within compound, and ancillary development thereto.

Ward: Trematon

Date received: 23/07/25

Response date: 21/08/25

It was proposed by Councillor Brady, seconded by Councillor Stoyel and resolved to **RECOMMEND APPROVAL** subject to:

1. All health and safety concerns related to land access are adequately addressed, particularly in regard to the safety of livestock and the concerns raised by local residents.
2. A detailed access plan be developed in consultation with the landlord and residents, outlining specific measures to manage

access safely and responsibly throughout the duration of the project.

PA25/05454

Mr James Artingstall Bloor Homes (Exeter) – **Land At Phase 2A Treledan Broadmoor Farm Stoketon Saltash PL12 6PQ**

Non material Amendment (4) in relation to Decision Notice PA23/07113 dated 22.03.2024 – substitution of materials and amendments to boundary treatment.

Ward: Trematon

Date received: 30/07/25

Response date: 20/08/25

Members acknowledged that the designs were in keeping with the character of the area and appreciated the inclusion of measures to protect local wildlife, particularly hedgehog highways.

It was proposed by Councillor Brady, seconded by Councillor Peggs and resolved to **RECOMMEND APPROVAL**.

PA25/05165

Mr Elliott – **Waterside, Westbourne Terrace, Saltash PL12 6BX**

The proposal includes the removal of an existing juliet balcony to be replaced with a standard balcony.

Ward: Tamar

Date received: 31/07/2025

Response date: 21/08/2025

It was proposed by Councillor Miller, seconded by Councillor Nowlan and resolved to **RECOMMEND APPROVAL**.

PA25/04177

Mr and Mrs Arnold – **Crooked Inn, Trematon, Saltash PL12 4RZ**

Change of detached 5 bed dwelling from tied managers accommodation to untied open market dwelling and enhancement of existing self contained pub annex accommodation to 3 bed, self contained, pub manager/staff annex accommodation within existing Crooked Inn premises.

Date received: 04/08/2025

Response date: 25/08/2025

It was proposed by Councillor Miller, seconded by Councillor Brady and resolved to **RECOMMEND APPROVAL** subject to the supporting figures being commercially sound and validated to substantiate the application.

PA25/05519

Roods Group Ltd – **Land south of The Croft Inn, Hatt, PL12 6PJ**

Change of use of land to a self-storage site and associated works.
Date received: 05/08/2025
Response date: 26/08/2025

Members discussed the application and acknowledged that it falls within the parish boundary of Botus Fleming.

The Chairman had contacted Botus Fleming Parish Council for their views and was informed that, due to a conflict of interest, they would not be submitting a formal comment.

Given the application's location on the boundary line and the confirmation from Botus Fleming Parish Council that they would not be commenting, Members agreed it was appropriate for Saltash Town Council to submit comments to the planning portal.

It was proposed by Councillor Miller, seconded by Councillor Brady and **RESOLVED** to refuse the application due to:

1. The proposed designs being considered inappropriate and likely to have a significant adverse impact on the character and visual integrity of the area designated as a National Landscape.
2. Concerns raised regarding highway safety, with anticipated negative effects on traffic flow, access, and overall safety along the A388, posing potential health and safety risks.

Councillor Miller gave his apologies and left the meeting.

a. Tree Application:

PA25/04776

Mrs Karen Lanyon – **1 Ashton Way Saltash PL12 6JE**

Works to trees subject to a Tree Preservation Order (TPO), works include T1 Oak reduce overhang to 5 Meters off drive.

G1 Hazel reduce to hedge height removing 3 meters.

T2 Ash to be removed, large cavity at base and Ash die back.

The hedge in question is very over bearing to my clients property and needs maintaining.

The Ash tree is a danger to person and property.

Ward: Tamar

Date received: 18/07/25

Response date: 20/08/25

The Chairman informed members of the Saltash Town Council Voluntary Tree Wardens' report.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and resolved to **RECOMMEND APPROVAL**.

b. Tree Application:

PA25/05354

Ms Megan Walker – **Mariner's Muse Antony Passage Saltash PL12 4QT**

Works to trees in a conservation area, namely:

T1 Monterey Pine- Prune lower lateral limbs to provide a 3m clearance from the roof and walls of the house.

T2 Dead conifer -remove.

T3 Palms -remove.

T4 Overgrown Bay Re-coppice back to stool to allow re-generation in order to be able to keep to a manageable height.

T5 Spruce in a confined space- Remove.

T6 Cherry- Remove T7 Sycamore. Remove.

T8, T9 and T10- 3 Individual cherry stems forming one crown. Remove T11 Young Oak - Remove the limb growing on to the fence.

T12 Elm- Remove

T13 Elm- Remove

T14 Hazel- Re-coppice to open up the view from this part of the garden

Ward: Trematon

Date received: 29/07/25

Response date: 22/08/25

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and resolved to **RECOMMEND REFUSAL** pending a full review by Cornwall Council's Tree Officer regarding the proposed removal and trimming of all listed trees.

56/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

57/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

58/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

59/25/26 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.**

None.

DATE OF NEXT MEETING

Thursday 18 September 2025 at 6.30 pm

Rising at: 7.20 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Thursday 14th August 2025 at 6.30 pm

PRESENT: Councillors: J Brady (Chairman), R Bullock, S Miller, P Nowlan, B Samuels (Vice-Chairman), P Samuels and B Stoyel.

ALSO PRESENT: D Joyce (Office Manager / Assistant to the Town Clerk)

APOLOGIES: R Bickford.

18/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

19/25/26 DECLARATIONS OF INTEREST:

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

Councillor	Agenda Item	Pecuniary / Non-Pecuniary	Reason	Left the Meeting
Stoyel	9	Non-Pecuniary	Chairman of Saltash Heritage	Yes
Bullock	9	Non-Pecuniary	Member of the Saltash Heritage Committee	Yes

- b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None received.

20/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

21/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 24 JUNE 2025 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on 24 June 2025 were confirmed as a true and correct record.

22/25/26 TO REVIEW THE PROPERTY MAINTENANCE TERMS OF REFERENCE AND CONSIDER ANY ACTIONS.

Members reviewed the Sub Committee's Terms of Reference, which were included and circulated within the reports pack.

It was proposed by Councillor Stoyel, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Property Maintenance Sub Committee Terms of Reference, as attached, to Full Council to be held on 4 September.

23/25/26 TO RECEIVE AND REVIEW THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN TOGETHER WITH THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the Town Council's Five-Year Repair and Maintenance plan together with the Services budget statements.

It was **RESOLVED** to note.

Councillors Bullock and Stoyel declared an interest in the following agenda item and left the meeting.

24/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was proposed by Councillor Brady, seconded by Councillor Nowlan and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

The Chairman confirmed that the meeting was now in Part Two and reminded Members that the items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

Members are to ensure all **CONFIDENTIAL** papers are returned to the Office Manager / Assistant to the Town Clerk immediately after this agenda item.

25/25/26 TO RECEIVE A REPORT ON THE WORK TO THE HERITAGE BUILDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the report received.

It was proposed by Councillor Brady, seconded by Councillor B Samuels and **RESOLVED**:

1. To note that this matter is taken in part two of the Public Bodies Act 1960 due to commercial sensitivity and contractual reasons;
2. To note STC the appointment of Barron Surveying to undertake the procurement process on behalf of stc and that eleven bids were received.
3. To appoint Company K recommended by Barron surveying at a cost of £9,358.88 to undertake the scope of works to the front elevation of the Heritage Building, allocating to budget code 6471 EMF Heritage Centre;
4. To note Property Maintenance held on 24 June appointed Barron Surveying to undertake to the role of contractual administrator, please refer to minute nr. 10/25/26 for further information, with associated costs allocated to budget code 6595 EMF Legal and Professional Fees.

26/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

27/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was proposed by Councillor B Samuels, seconded by Councillor P Samuels and **RESOLVED** that the public and press be re-admitted to the meeting.

Councillors Bullock and Stoyel were invited and returned to the meeting.

28/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Brady, seconded by Councillor Bullock and **RESOLVED** to issue a Press and Social Media Release on the appointment of a contractor to undertake the repair and maintenance works to the front elevation of the Heritage Building.

DATE OF NEXT MEETING

Thursday 25 September 2025 at 6.30 pm

Rising at: 6.56 pm

Signed: _____
Chairman

Dated: _____

Property Maintenance Sub Committee

Composition:	Eight members
	Chairman and Vice Chairman to be elected from the members of the Sub Committee at the first meeting in each Council Year.
Quorum:	Four
Meetings:	As required
Timing:	6:30pm
Venue:	Guildhall
Reports to:	Services Committee / Full Council
Remit:	To oversee the repair, maintenance and future work programmes for all Town Council assets.
Last Reviewed:	March 2024

Terms of Reference and Matters Delegated to the Committee:

Delegated authority to approve expenditure up to £20,000 per individual instance, provided it falls within the approved budget.

1. To oversee the repair, maintenance and future work programmes for all Town Council properties ensuring they are safe, functional and fit for purpose:
 - The Guildhall
 - Library
 - Saltash Heritage building
 - Isambard House
 - Longstone depot
 - The Maurice Huggins Room
 - Pontoon and Cabin
 - Public toilets
 - Outdoor land and fences

2. To ensure that all Town Council buildings meet current and anticipated accommodation needs.
3. To require that all properties owned or managed by the Town Council comply with legal health and safety standards, meet relevant regulatory requirements, and provide a safe environment for all users.
4. To oversee procurement of property maintenance delivery, recommending to Services / Full Council as required.
5. To review the Town Council five-year repair and maintenance plan together with the Services Committee budget statements.
6. To ensure the committee considers environmental impacts and, where possible, implements energy efficiencies, waste reduction, and the use of eco-friendly materials.

Matters not delegated to the Sub Committee:

Any matter falling within the remit of the Sub Committee which involves the introduction of a new policy or changes to existing policy, or affect the strategic direction of the Town Council.

These terms of reference shall be reviewed annually or as required.

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Devolution Sub Committee held at the Isambard House on Thursday 28th August 2025 at 6.00 pm

PRESENT: Councillors: R Bickford, R Bullock (Chairman), S Martin, J Peggs (Vice-Chairman), B Samuels and P Samuels.

ALSO PRESENT: 1 Member of the Public, Dawn Joyce (Assistant to the Town Clerk / Office Manager), Lindsay Mansfield (Mayor's Secretary / Receptionist).

APOLOGIES: S Gillies and L Mortimore.

19/25/26 TO ELECT A CHAIRMAN.

Councillor Bullock in the Chair to open the meeting and deliver agenda item 1.

It was proposed by Councillor B Samuels, seconded by Councillor Peggs, to nominate Councillor Bullock.

No further nominations were received.

Following a vote it was **RESOLVED** to elect Councillor Bullock as Chairman.

Councillor Bullock in the Chair.

20/25/26 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Peggs, seconded by Councillor Martin, to nominate Councillor Peggs.

No further nominations were received.

Following a vote it was **RESOLVED** to elect Councillor Peggs as Vice Chairman.

21/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

22/25/26 DECLARATIONS OF INTEREST:

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

- b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None received.

23/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

24/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE DEVOLUTION SUB COMMITTEE HELD ON 30 JANUARY 2025 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Devolution Sub Committee held on 30 January 2025 were confirmed as a true and correct record.

25/25/26 TO RECEIVE A REPORT ON DEVOLUTION OF ASSETS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed and discussed the report that was circulated within the reports pack.

Members expressed concerns regarding Victoria Gardens, specifically the condition of the tree and the cost associated with refurbishing the railings. There was also brief discussion about other areas that could be considered as part of a potential devolution package, including Longstone Depot, Jubilee Pontoon, and local car parks. Members acknowledged that these matters require thoughtful consideration and informed debate to ensure appropriate decisions and strategic actions are taken.

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

1. To note the report;
2. For further consideration and discussions to be held at the first internal Chairs Forum (open to all Members) reporting back to a future Devolution meeting.

26/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

27/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

28/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

29/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 6.13 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Station Property Sub Committee held at Isambard House on Thursday 28th August 2025 at 6.30 pm

PRESENT: Councillors: A Ashburn, R Bickford (Vice-Chairman), J Brady, R Bullock (Chairman), S Miller, B Samuels, P Samuels and B Stoyel.

ALSO PRESENT: D Joyce (Assistant to the Town Clerk / Office Manager), L Mansfield (Mayor's Secretary / Receptionist).

APOLOGIES: None received.

1/25/26 TO ELECT A CHAIRMAN.

Councillor Bullock in the Chair to open the meeting and deliver agenda item 1.

It was proposed by Councillor Stoyel, seconded by Councillor B Samuels, to nominate Councillor Bullock.

No further nominations were received.

Following a vote it was **RESOLVED** to elect Councillor Bullock as Chairman.

Councillor Bullock in the Chair.

2/25/26 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels, to nominate Councillor Bickford.

No further nominations were received.

Following a vote it was **RESOLVED** to elect Councillor Bickford as Vice Chairman.

3/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

4/25/26

DECLARATIONS OF INTEREST:

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

Councillor	Agenda Item	Pecuniary / Non-Pecuniary	Reason	Left the Meeting
B Samuels	18	Non-Pecuniary	Member of Saltash Rotary Club	Yes
P Samuels	18	Non-Pecuniary	Member of Saltash Rotary Club	Yes
Stoyel	18	Non-Pecuniary	Member of Saltash Rotary Club	Yes

- b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None received.

5/25/26

QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

6/25/26

TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON 16 SEPTEMBER 2024 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Bullock and seconded by Councillor Miller and **RESOLVED** that the minutes of the Station Property Sub Committee held on 16 September 2024 were confirmed as a true and correct record.

7/25/26

TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

8/25/26 TO RECEIVE A RECOMMENDATION FROM TOWN VISION AND CONSIDER ANY ACTIONS.

Members agreed to take Town Visions recommendations together with agenda item 10c.

9/25/26 TO REVIEW THE STATION PROPERTY BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;

Members reviewed the Station Property deliverables as presented in the circulated report pack and agreed to consider each quarter en bloc.

Members also reviewed and considered the Town Vision recommendations, as outlined in the circulated reports pack.

- a. Quarter Four for the year 2024/25;
- b. Quarter One for the year 2025/26;
- c. Quarter Two for the year 2025/26.

It was proposed by Councillor Bullock, seconded by Councillor Brady and **RESOLVED:**

- 1. To approve the Town Clerk's scores for Quarter Four 2024/25 and Quarter One 2025/26;
- 2. To note the Town Vision Sub Committee's recommendation;
- 3. To delegate to the Town Clerk to score Quarter Two 2025/26.

10/25/26 TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

11/25/26 TO RATIFY THE SALE OF TOWN COUNCIL SLATE SLABS LOCATED AT ISAMBARD HOUSE.

Members received the report detailing proceeds from the sale of slate in the recently refurbished car park.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to ratify the sale of slate slabs at an income of £500+VAT allocated to budget code 4001 EMF income vired to 6473 EMF Station Building (Purchase and Capital Works).

12/25/26 TO RECEIVE A REPORT ON ISAMBARD HOUSE UTILITY COSTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members considered the report outlining the impact on annual utility costs associated with a café operator being in situ.

Members expressed their continued support for the café operator, recognising their role in facilitating the opening and closing of the waiting room and accessible public conveniences, in line with the Town Council's responsibilities as the building proprietor.

Members thanked the Finance Officer for the clarity and thoroughness of the report.

It was agreed that an annual report should be provided to enable ongoing monitoring.

It was **RESOLVED** to note.

13/25/26 TO RECEIVE A FINAL REPORT ON THE RESURFACING OF THE CAR PARK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report, included within the circulated pack, outlining an additional cost associated with the car park resurfacing works requiring ratification.

It was proposed by Councillor Bullock, seconded by Councillor Bickford and **RESOLVED:**

1. To note the car park resurfacing has been completed;
2. To ratify the additional cost of £4,500+VAT for the groundworks carried out at the end of 2024, allocated to budget code 6473 SA EMF Station Building Purchase & Capital Works.

14/25/26

TO RECEIVE AN UPDATE ON TRACKSIDE CAFE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillors Bickford and Bullock provided a verbal summary of the report included in the circulated pack.

Members discussed various measures that could support Trackside Café in achieving financial sustainability over the winter period, including increased use of the outdoor space and access to the building's car park.

Members noted that limited building accessibility has affected patrons who may wish to use the café facilities.

Members also reviewed the proposed wording for a car park sign, as detailed in the report.

It was proposed by Councillor Bullock, seconded by Councillor Brady and **RESOLVED:**

1. To approve the use of additional space inside and outside of the black railings (track side) plus purchase of additional outdoor tables and chairs both to increase seating capacity and better accommodate patrons at Trackside Café working within budget code 6473 EMF Station Building (Purchase and Capital);
2. To delegate authority to the Assistant to the Clerk, in consultation with the Chair and Vice Chair, to identify the most suitable solution for providing sun cover (e.g. umbrella or canopy) subject to approval from GWR and compliance with track regulations and health & safety requirements working within budget code 6473 EMF Station Building (Purchase and Capital);;
3. To approve a six-month trial period allowing Trackside Café patrons access to the car park during operational hours, in support of business operations;
4. To approve the installation of additional car park signage to discourage unauthorised parking and clearly communicate usage restrictions with approved wording as follows:

‘Parking is reserved exclusively for hirers of Isambard House and patrons of Trackside Café while using the facilities.

Unauthorised parking may result in your vehicle being locked in.’
5. To approve the car park sign allocating associated costs to budget code 6810 General Repairs and Maintenance;
6. To approve the Service Delivery Team to install a small blackboard advertising specials beneath the real-time information screen;

15/25/26 TO RECEIVE A REPORT ON THE USE OF ISAMBARD HOUSE CAR PARK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the request and report received from Councillor Miller regarding the use of Isambard House car park as detailed within the circulated report.

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED:**

1. To note the request for Trackside Café patrons permitted use of the car park to improve accessibility and footfall had been considered under minute nr. 14/25/26;
2. To approve a six-month trial period allowing GWR general station maintenance team only access to the car park when visiting Saltash to undertake routine maintenance work at the station. The access does not apply to Network Rail / track-related works.

16/25/26 TO RECEIVE A REPORT ON SOLAR PV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received, reviewed, and discussed the draft Solar PV Specification, noting that further refinement is required to ensure the specification fully reflects both the current and future needs of the Station property prior to seeking quotations.

It was proposed by Councillor Bullock, seconded by Councillor Ashburn and **RESOLVED** to delegate to the Assistant to the Town Clerk, working with the Vice Chairman Councillor Bickford and Councillor Miller to continue to draft the Solar PV specification reporting back to a future Station Property meeting.

Councillors B Samuels, P Samuels and Stoyel declared an interest in the next agenda item and left the meeting.

17/25/26

**TO RECEIVE A REQUEST FROM SALTASH ROTARY CLUB AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the request from Rotary, as outlined in the circulated reports pack.

During the discussion, Members invited Councillor B. Samuels back into the room to provide further clarification. Councillor Samuels explained that recent issues had arisen with water supplies, including water butts being left open and not collecting water, as well as use by Network Rail/GWR staff. Despite being reported, these issues persisted during dry spells, prompting the request presented at this evening's meeting.

Councillor Samuels was then asked to leave the room to allow Members to continue their discussions.

The Assistant to the Town Clerk advised that the Service Delivery Department was currently operating at full capacity with Town Council grounds maintenance responsibilities and therefore could not provide additional support for watering during dry periods.

Members considered the most appropriate way to support Rotary in maintaining the floral displays located on the Cornwall side of the track.

It was proposed by Councillor Brady, seconded by Councillor Bullock and **RESOLVED:**

1. To delegate to the Assistant to the Town Clerk working with Councillor Bickford, Rotary and GWR to explore sustainable water supplies and improved accessibility to existing water butts any associated cost to improve security or additional water butts are to be purchased within budget code 6814 SA Equipment Isambard House;
2. To request Service Delivery to provide assistance by refilling the water butts on the roadside of the station platform, only during dry weather, in line with the risk assessment and subject to permissions being received from GWR;
3. To approve Rotary's use of Isambard House car park for watering duties only when no other parking is available and strictly during the operational hours of the Trackside café.

Councillor B Samuels, P Samuels and Stoyel returned to the meeting.

18/25/26 TO RECEIVE AN UPDATE ON ISAMBARD HOUSE FINAL ACCOUNT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford briefed Members on the report and advised that a recent verbal discussion had taken place with Cormac in which it was verbally confirmed during that conversation that approval had been given for a 50% split to be offered on the final account.

Members considered and discussed the offer.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to approve in principle the verbal final settlement offer subject to the Town Clerk receiving written confirmation from Cormac, circulated to all Members for final approval and ratified at a future Station Property meeting.

19/25/26 TO RECEIVE FLOORING QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to three quotes not being received in time for this evenings meeting there was no report for Members consideration.

It was proposed by Councillor Bullock, seconded by Councillor Bickford and **RESOLVED** to defer this item to a future Station Property meeting.

20/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

21/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

22/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

23/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Monday 29 September 2025 at 6.30 pm

Rising at: 8.09 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Library on Tuesday 2nd September 2025 at 6.30 pm

PRESENT: Councillors: R Bickford, J Brady (Vice-Chairman), R Bullock, S Gillies, J Peggs, B Samuels (Chairman) and P Samuels.

ALSO PRESENT: 1 Member of the Public, D Joyce (Office Manager / Assistant to the Town Clerk) and W Peters (Finance Officer)

APOLOGIES: None.

20/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

21/25/26 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

22/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

23/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 8 JULY 2025 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor B Samuels, seconded by Councillor Brady and **RESOLVED** that the minutes of the Library Sub Committee held on 8 July 2025 were confirmed as a true and correct record.

24/25/26 TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

25/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

26/25/26 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

27/25/26 TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the report included in the circulated pack.

Members welcomed the recommendation to extend opening hours and emphasised the importance of supporting promotional efforts to help increase footfall.

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

1. Thank the library staff for their continued commitment to the library service especially during the absence of a CHTL;
2. To approve the change to the Library Hub's operational hours, with the opening time adjusted from 10:00 AM to 9:30 AM on Monday, Tuesday, Thursday, and Friday, effective 8 September 2025, with no additional cost to the Council or consultation with staff required.

Members proceeded to discuss additional points raised in the circulated report, with particular attention given to the use of the library building by commercial businesses.

It was proposed by Councillor Gillies, seconded by Councillor Brady and **RESOLVED** to delegate to the Finance Officer to ascertain the commercial hire charges for the Library building taking into account any variable charges reporting to a future Library meeting for Members

28/25/26 TO REVIEW THE LIBRARY SUB COMMITTEE'S BUSINESS PLAN DELIVERABLES FOR QUARTER TWO AND CONSIDER ANY ACTIONS AND EXPENDITURE.

Members received and reviewed the Library Sub Committee Business Plan Deliverables for Quarter Two 2025/26.

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

1. To approve the Town Clerk's scores for Quarter One 2025/26;
2. To delegate to the Town Clerk to score Quarter Two 2025/26.

29/25/26 TO SET THE LIBRARY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2026/27 RECOMMENDING TO THE SERVICES COMMITTEE.

Members discussed the fees and charges set by Cornwall Council for the year 2026/27.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and resolved to **RECOMMEND** to the Services Committee to be held on 23 October 2025 to approve the Library Sub Committee Fees and Charges for the year 2026/27, as attached.

30/25/26 TO SET THE LIBRARY SUB COMMITTEE BUDGET FOR THE YEAR 2026/27 RECOMMENDING TO THE SERVICES COMMITTEE.

The Finance Officer worked through the budget statement for the year 2026/27 contained within the circulated reports pack.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and **RESOLVED:**

Operating Income:

1. Budget codes 4526 LI Library Activity Income and 4527 LI Library Vending Machines Income are not required at this stage;

Operating Expenditure:

2. To vire unspent funds from budget code 6910 LI General Repairs and Maintenance – Library to 6971 LI EMF Saltash Library Property Refurbishment, subject to there being an unspent balance available;
3. To vire unspent funds from budget code 6914 LI Equipment - Library to budget code 6972 EMF Library Equipment and Furniture, subject to there being an unspent balance available;
4. To delete budget code 6680 ST LI Staff Clothing (Library) as it is no longer required;

EMF Expenditure

5. To create a new budget code - 6976 LI EMF General repairs and maintenance for planned repairs and maintenance;
6. To vire £930 from budget code 6974 LI EMF Library Funding to 6922 LI Library Activities for the year 2026/27;
7. To delete budget code LI EMF Library Funding as it is no longer required.

8. To **RECOMMEND** to the Services Committee to be held on 23 October 2025 to approve the budget statement for the year 2026/27, as attached.

31/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was resolved that the public and press leave the meeting because of the confidential nature of the business to be transacted.

32/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

33/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was resolved that the public and press be re-admitted to the meeting.

34/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Brady, seconded by Councillor Peggs and **RESOLVED** to issue the following Press and Social Media Releases:

1. Library Hub Opening Hours;
2. Promotion of Library Hub Services

DATE OF NEXT MEETING

Thursday 16 October 2025 at 6.30 pm

Rising at: 7.30 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council Fees and Charges

Minute Item 29/25/

Description	2025/26 Charge	2026/27 Proposed Charge Deletions Additions / Amendments
Library Charges	Set by Cornwall Council	Set by Cornwall Council
Replacement membership cards:		
Adult members	£1.50	£1.50
Concessions, Access, Young Adult	£1.00	£1.00
Under 16s	£0.50	£0.50
Hire Charges:		
DVDs :		Free
Access-Member limited to 2 at a time	Free	Free
Non-fiction	Free	Free
Access-Member	Free	Free
Audiobook CDs per 3 week loan:		
Adults	Free	Free
Children	Free	Free
Access members, housebound member and looked after children	Free	Free
DVD's & Audio CD's		
All Members		Free
Reservations:		
Adults and Concessionary users All Members	Free	Free
Online reservations	Free with a limit of 6 at any one time	Free with a limit of 10 at any one time
Access and Housebound members	Free	Free
Under 18s	Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
Reader's groups free for items provided from the reading group sets (items outstanding for over 1 month will be charged as lost)	Free	Free
Books on Prescription	Free	Free
Performing Arts collection:		
Vocal and Orchestral sets	No charge	No charge
Vocal and orchestral sets requested from outside Cornwall		
Vocal scores	10 Scores at £4 per month	£1.50 per score per 6 months
Orchestral sets	£10 per set per 3 months	£15 per set per 3 months
Postage charge (please note this charge may vary, ask staff for details)	£7 per 20 copies	£12 per 20 copies
Reservation charge from library authorities inside South West Region (non-refundable)	£6.00	£9.00
Reservation charge from library authorities outside South West Region (non-refundable)	£12.50	£17.50
Renewals will be charged at the rates and time periods as listed above		
Late returns charge		£15.00
Missing part charged at cost plus £15.00 administration fee, unless a new copy is supplied by customer		
Loans not returned in condition received		£50.00
Out of County Inter Library Loan Requests:		
Adults All Members	£11.20	£11.87
Concessions, Young Adults	£10.05	
Children	£4.50	
British library book loan request	£21.00	£22.26
British Library periodical request	£14.70	not listed by CC anymore
British Library Loan Renewal	£5.65 per 3 week renewal period	not listed by CC anymore
Use of public computers (subject to availability):		
Cornwall library members & visitors	Free for two hours	Free for one hour
<i>Note: Extension of time after free period is dependent on availability and discretion of the Library supervisor</i>		
Other library members (English and Welsh Library Authorities on production of a library card)	Free for one hour	
Non-members-		
Access to Wi-Fi	Free for half an hour - no extension	Free
	Free	
Printing from any source:		Including VAT
1-29 sheets (price per sheet)		
Monochrome A4	£0.10	£0.10
Monochrome A3	£0.20	£0.20
Colour A4	£0.50	£0.50
Colour A3	£1.00	£1.00
30 plus sheets (price per sheet)		
Monochrome A4	£0.08	£0.08
Monochrome A3	£0.16	£0.16
Colour A4	£0.40	£0.40
Colour A3	£0.80	£0.80
High gloss colour printing on customer's own paper	£1.00 per sheet	£1.00 per sheet
	£1.25 per sheet	£1.25 per sheet
High gloss colour printing on library paper		High gloss paper not available
Commission rates:		
Requires signed agreement in place between artist and relevant Council	30%	30%
** Minimum Card Transaction £1.50 - This minimum charge is applied to cover the processing fees incurred by the Council for card payments.**		This option is no longer available
Additional Library Charges	Set by Saltash Town Council	Set by Saltash Town Council
Activities	Ticket price to be given on application	Ticket price to be given on application

Services Committee - Library Budget 2025-26
Saltash Town Council
For the year ended 31 March 2026

Black text - budget assumptions
Red text - Further Actions (TBA)
Purple text - new codes
Blue text - recommend virements
Green text - recommendation from Property Maintenance

Account	Prior YTD 2024/25	EMF Balances B/F 2024/25	Budget 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept 2026/27	Notes	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 20230/31
Library Operating Income											
4517 LI Library - Replacement Membership Cards	13	0	50	9	41	50	Same as 2025/26	52	54	56	58
4518 LI Library - Photocopying Fees	941	0	600	275	325	600	Same as 2025/26	623	647	672	698
4524 LI Library Book Sales	131	0	300	48	252	130	Based on Prior Year Income 2024/25	135	140	145	151
4526 LI Library Activity Income	0	0	180	0	180	0	Members agreed this budget code was not required at this stage	0	0	0	0
4527 LI Library Vending Machines Income	0	0	0	0	0	0	Members agreed this budget code was not required at this stage	0	0	0	0
Total Library Operating Income	1,085	0	1,130	332	798	780		810	841	873	907
Library Operating Expenditure											
6900 LI Rates - Library	13,099	0	13,492	13,099	393	13,597	Based on Actual 2025/26 + CPI (subject to Autumn budget statement)	14,114	14,650	15,207	15,785
6901 LI Water Rates - Library	327	0	403	94	309	418	Current Budget + CPI	434	450	467	485
6902 LI Gas - Library	3,196	0	6,216	18	6,198	4,500	Utilities Current Budget + CPI New windows should reduce heating costs (Note 2024/25 lower costs due to building being closed for part of the year due to external building works)	4,671	4,848	5,032	5,223
6903 LI Electricity - Library	3,414	0	4,946	560	4,386	4,000		4,152	4,310	4,474	4,644
6904 LI Fire, Security Alarm & CCTV - Library	788	0	1,143	1,243	(100)	1,186	Current Budget + CPI 2025/26 Contract £826	1,231	1,278	1,327	1,377
6908 LI Cleaning Materials & Equipment - Library	739	0	983	306	677	1,700	Current Budget + CPI to include new window cleaning	1,765	1,832	1,902	1,974
6909 LI Boiler Service & Maintenance - Library	292	0	905	288	618	939	Current Budget + CPI	975	1,012	1,050	1,090
6910 LI General Repairs & Maintenance - Library	2,326	0	2,510	1,463	1,047	2,605	Current Budget + CPI Recommend virement to 6971 LI EMF Saltash Library Property Refurbishment for any surplus budget at YE 2025/26	2,704	2,807	2,914	3,025
6911 LI TV License & PRS - Library	291	0	474	42	432	0	No requirement for 2026/27	0	0	0	0
6913 LI Refreshment Costs - Library	49	0	315	44	271	150	Prior year 2024/25 + £100 (Reduction of £166 based on current budget)	156	162	168	174
6914 LI Equipment - Library	734	0	830	160	670	500	Reduce 2026/27 budget to £500 (saving £330 compared to 2025/26) (Note 6972 LI EMF Library Equipment & Furniture current budget available £5,575) Recommend virement to 6972 EMF Library Equipment & Furniture for any surplus budget at YE 2025/26	519	539	559	580
6921 LI IT & Office Costs - Library	1,558	0	1,827	476	1,351	1,869	Current Budget + CPI	1,940	2,014	2,091	2,170
6922 LI Library Activities	2,465	0	3,000	2,008	992	1,070	Based on Planned Spend £2,000 and reduced by virement from 6974 LI EMF Library Funding -£930	1,111	1,153	1,197	1,242
6975 LI Home Library Service	20	0	550	0	550	200	Based on Planned Spend	208	216	224	233
6923 LI PWLB Loan Repayment & Interest	23,993	0	23,509	11,815	11,694	23,025	Based on Loan Repayment Schedule	22,541	22,057	21,573	21,089
6680 ST LI Staff Clothing (Library) (To be deleted)	0	0	250	0	250		Budget no longer required, to be deleted	0	0	0	0
6681 ST LI Staff Travelling Expenses (Library)	53	0	250	14	236	250	Current budget sufficient (no requirement for CPI increase)	260	270	280	291
Total Operating Expenditure	53,343	0	61,603	31,630	29,973	56,009		56,781	57,598	58,465	59,382
Total Library Operating Surplus/ Deficit	(52,258)	0	(60,473)	(31,298)	(29,175)	(55,229)		(55,971)	(56,757)	(57,592)	(58,475)
Library EMF Expenditure											
6918 LI EMF Legal & Professional Fees (Private Contractors)	600	0	13,105	(300)	13,405	0	Agreed no increase required	0	0	0	0

Account	Prior YTD 2024/25	EMF Balances B/F 2024/25	Budget 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept 2026/27	Notes	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 20230/31
6971 LI EMF Saltash Library Property Refurbishment	64,455	155,909		16,226	139,683	0	Agreed no increase required Recommend virement from 6910 LI General Repairs & Maintenance - Library any surplus budget at YE 2025/26	0	0	0	0
6976 LI EMF Genrerall repairs and maintenance (New Code)	0	0	5,100	0	0	3,200	New code to split Refurbishment work from P&M planned repairs & maintenance P&M recommendation spend £3,200	1,350	2,600	5,350	4,350
6972 LI EMF Library Equipment & Furniture	3,050	5,575	0	0	5,575	0	Agreed no increase required Recommend virement from 6914 LI Equipment - Library any surplus budget at YE 2025/26	0	0	0	0
6974 LI EMF Library Funding (To be deleted)	0	930	0	500	930		External funding received in prior years and planned spend in 6922 LI Library Activities Recommend virement to 6922 LI Library Activities £930 2026/27	0	0	0	0
Total Library EMF Expenditure	68,104	162,414	18,205	16,426	164,693	3,200		1,350	2,600	5,350	4,350
Total Library Expenditure (Operational & EMF)	121,447	162,414	79,808	48,056	194,666	59,209		58,131	60,198	63,815	63,732
Total Library Budget Surplus/ (Deficit)	(120,362)	(162,414)	(78,678)	(47,724)	(193,868)	(58,429)		(57,321)	(59,357)	(62,942)	(62,825)
Estimated CPI 3.8% based on July 25 as reported by Office of National Statistics 20-08-25				Precept 2025/26		(78,678)					
				Precept 2026/26		(58,429)					
				Increase / (Decrease)		(20,249)					
				Difference as %		-25.7%					

Chairman's report

August 2025

Mayoral Engagements

Date	Location	Information
4 August 2025	The Core, Saltash	Cheque presentation event
6 August 2025	Livewire, Saltash	Cheque presentation event
15 August 2025	Saltash	RBL VJ Day 80 Service
28 August 2025	Saltash Library Hub	Writer Competition prize giving
30 August 2025	Saltash	Saltash Foodbank visit
30 August 2025	Tincombe Green	Tincombe Tea Party

Meetings/Press engagements

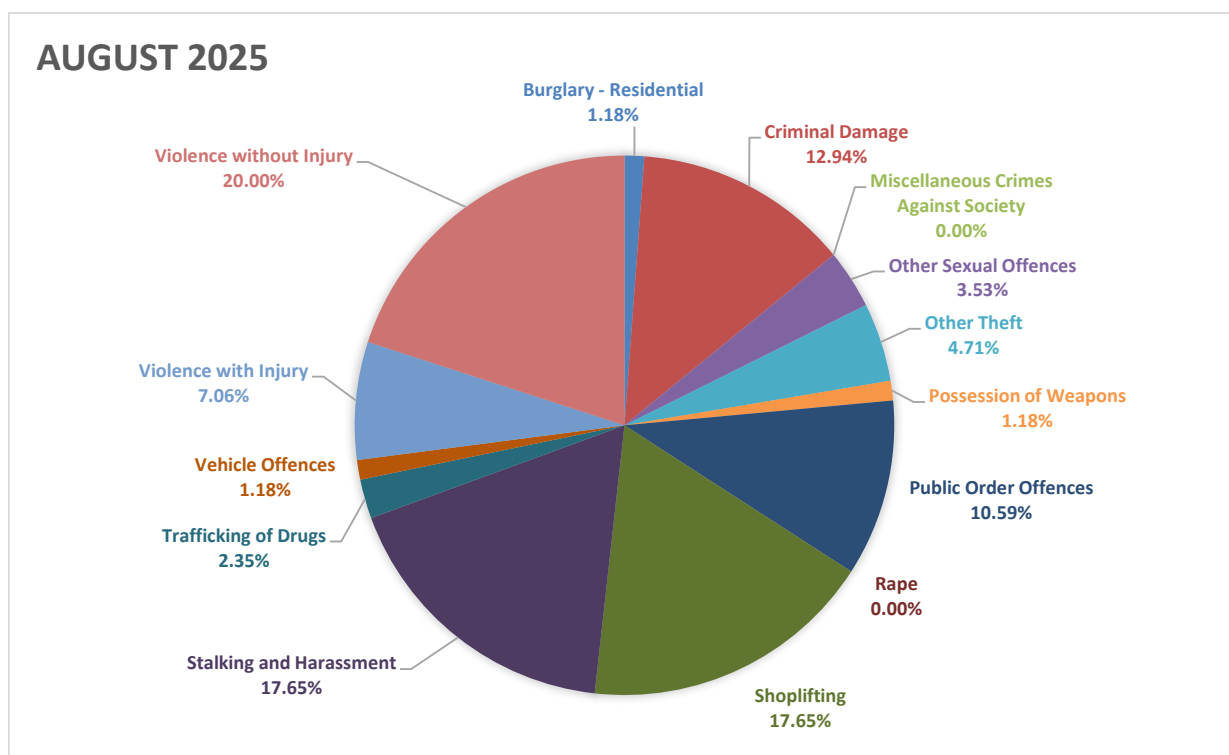
Date	Location	Information
20 August 2025	St Stephens Cemetery	Interview by BBC Cornwall on headstones press release

Deputy Mayoral Engagements

Date	Location	Information
15 August 2025	Saltash	RBL VJ Day 80 Service
16 August 2025	Oaklands	Saltash Veterans Tea Party

End of Report
Mayors Secretary

Saltash	August 2025	August 2024	% Change
Totals	85	69	23.2%
Burglary - Residential	1	1	0.0%
Criminal Damage	11	9	22.2%
Miscellaneous Crimes Against Society	0	1	-100.0%
Other Sexual Offences	3	1	200.0%
Other Theft	4	2	100.0%
Possession of Weapons	1	1	0.0%
Public Order Offences	9	5	80.0%
Rape	0	1	-100.0%
Shoplifting	15	5	200.0%
Stalking and Harassment	15	9	66.7%
Trafficking of Drugs	2	2	0.0%
Vehicle Offences	1	2	-50.0%
Violence with Injury	6	14	-57.1%
Violence without Injury	17	16	6.3%





Saltash and District Chamber of Commerce and Industry



CHAIRMAN PETER RYLAND

At the monthly meeting of the Chamber on the 1st September we had hoped to have our local M.P. in attendance but she cried off due to the need to be in Westminster.

However, there was much healthy discussion on various matters. One of the first was raised by Hilary Frank who had had an e-mail from the Cornwall Council Portfolio Holder re. parking. He was asking for opinions as to what was needed in all car parks in Cornwall with each councillor responding with respect to their particular areas. M/s Frank asked for opinions of members and it was agreed that the Chairman would write to all members asking for any particular thoughts. Matters raised in the room included improved white lining, a different cost regime, covered parking with solar panels and free parking on the days of the Christmas Festival and Mayfair.

Steve Miller was able to update on the start of work to improve the junction at Stoketon Cross re. the development of Treledan.

The idea of a residents card was raised to allow the people of PL12 to be able to get a further discount on the bridge and to have a reduced car parking charge.

Updates were given on the Christmas Festival, the Christmas lights switch-on/late night shopping and the proposal for CCTV in Saltash which included Fore Street.

With respect to the work of Town Team, the Chairman told members that one of the thoughts emanating therefrom was the possibility of spreading the market stalls throughout Fore Street rather than consolidating in one location. This would provide the opportunity to avoid having the cost of closing Belle Vue Road within the costing. It was noted that the markets to December were being funded by the Town Regeneration Investment Programme (TRIP) which had also agreed to fund a feasibility into an alternative way to fund future ideas for the town centre.

Members were then advised by Lindsay Endean of Saltash Studios as to the popularity of her Visit Saltash social media. This was now getting thousands of hits and discussion then was around how this could be utilised to further promote Saltash.

Hilary Frank then gave the members heads up on a proposed dinner on the 28th February 2026 at the China Fleet Club which it was hoped would raise funds for Mayfair, Regatta and Christmas Festival in 2026.

Finally, the Chairman raised the fact that our next meeting would include the AGM and asked members to consider whether there should be any specific matters raised thereat. He was then asked if he would be prepared to continue as Chairman to which he responded in the affirmative if there were no other nominations. The Treasurer, Doug Bond, also said the



Report to Saltash Town Council September 2025

Cllr. Paul Cador
Cllr. Hilary Frank
Cllr. Keith Johnson

Report from Paul Cador: Saltash Trematon and Landrake

A38 through Landrake is now 30mph. Static Cameras are now in use.

FUNDING OPPORTUNITY: Grants of £3-5,000 available for UK schools, PTAs and not-for-profit organisations, for projects that promote a better understanding of the environment.

Eligible projects include:

- environmental education schemes such as forest schools, farm visits, and nature trails;
 - conservation and biodiversity initiatives;
 - school farms and tree planting programmes;
 - and activities that improve access to the countryside for young people and disadvantaged groups.
- Community-led projects, including sensory gardens, eco-classrooms, and heritage-focused schemes, are also considered.

Applications can be submitted at any time and are reviewed quarterly by the Trustees.

Find out more and apply: <https://ninevehtrust.org.uk/>

Have your say on the future of our seas

Residents, businesses and other organisations are being invited to have their say on an ambitious new blueprint to protect the region's marine environment. Cornwall Council has drafted the proposals in partnership with the [Cornwall and Isles of Scilly Marine and Coastal Partnership](#), following engagement through surveys, workshops and webinars over the past year. A public consultation on the draft [Marine Nature Recovery Framework](#) is launched today, August 28, and runs until midnight on October 10.

[Find out about 10 marine species we need to protect in Cornwall.](#) The plan sets out a shared vision for how to recover the region's marine biodiversity, tackle the climate and ecological emergency, and ensure our seas are healthy, resilient and thriving for generations to come. It complements the published statutory [Cornwall and Isles of Scilly Nature Recovery Strategy](#) which extends to the low water mark and supports national goals such as the target to have 30% of land, rivers and seas well managed for nature by 2030.

Cllr Loic Rich, Cornwall's cabinet member for environment and climate change, said: "Our new Marine Nature Recovery Framework is a call to action for everyone from us a local authority to marine industries to volunteers and residents. We want to hear from everyone - you could be a fisher, a marine business, swimmer, surfer, coastal resident or someone who is interested in our coast and marine nature. Your insights will help shape a future for Cornwall where nature and people thrive together." Covering marine and coastal waters from the high-water mark out to 12 nautical miles, the draft Marine Nature Recovery Framework identifies priority habitats and species needing protection, maps restoration opportunities, and outlines actions to support sustainable marine management. Feedback will be used to refine the Framework before its final publication later this year.

Take part in the consultation: <https://letstalk.cornwall.gov.uk/cornwall-and-the-isles-of-scilly-marine-nature-recovery-framework>

The council will also host a [free online webinar](#) on the Marine Nature Recovery Framework on Sept. 24 at 7pm.

Report from Cllr Keith Johnson: Saltash Tamar

What Happened: Cornwall Council's Fifth Nation Motion

On 22 July 2025, Cornwall Council passed a motion calling on the UK Government to formally recognise Cornwall as the fifth nation of the United Kingdom, alongside England, Scotland, Wales, and Northern Ireland. The motion was introduced by Councillor Dick Cole and supported during a Full Council meeting following a speech by Council Leader Leigh Frost

As a Member of Cornwall Council, I wish to express concern regarding the recent motion passed by Full Council proposing that Cornwall be recognised as the fifth nation of the United Kingdom.

While I acknowledge the cultural and historical significance of Cornwall's identity, and the passion with which this motion was supported across party lines, I believe such a major constitutional proposal should not proceed without first engaging with the people of Cornwall.

This motion represents a fundamental shift in how Cornwall relates to the rest of the UK. It is not merely symbolic—it carries implications for governance, representation, and our place within the Union. As such, it is imperative that our residents are given the opportunity to express their views through a formal consultation process.

I therefore call on Cornwall Council to:

- Launch a comprehensive public consultation to gauge resident sentiment on this proposal.
- Ensure that any future steps taken in pursuit of national recognition are informed by the will of the people.
- Provide clear, accessible information about what recognition as a fifth nation would mean in practical terms.

We must ensure that our actions reflect not only political ambition but democratic legitimacy. Let us move forward with transparency, unity, and respect for the voices of those we serve.

This motion received support from across the political spectrum at County Hall—including the Liberal Democrats, most Independent members, the Greens, Mebyon Kernow, Labour, and the Conservative and Unionist Party.

The Reform Party voted against the motion due to the absence of public engagement and the division it may cause within Cornwall.


Petitions
 UK Government and Parliament

Petition

Grant Cornwall nation status

We urge the UK Government to formally recognize Cornwall as a nation, granting it equal status to Wales and Scotland. This includes devolved powers, cultural preservation, and official recognition of Cornwall's distinct heritage, language, and historic autonomy.

[More details](#)

Sign this petition

22,118 signatures

[Show on a map](#) 100,000


Government will respond
 Government responds to all petitions that get more than 10,000 signatures
 Waiting for 37 days for a government response

☐ ☐ ☐

The following remedial works have been reported

Longstone Park, Saltash

1 Upon inspection the gates and railings were so rusty it is debatable whether they could be repainted or they have fallen into a state of disrepair, there are dangerous shards of steel/rust.

2 weeds are considerably high that in places the grass and weeds that sit along the boundary fence .adjacent to the children's play area and fence is represents a fire hazard which I believe is a potential safeguarding issue.

3 I've been informed that many of the lights inside the park do not work this again is a potential safeguarding Issue.

4 There is graffiti in various places including the outside of the public toilets.

5 The children's play equipment and signage is covered in mould.

6 Tennis courts have no netting or net posts, they have been removed, can they be reinstated or can the area be repurposed?



Ferry Road car park

Anti-social behaviour has been particularly bad this year with reports of loud music, taking up numerous parking spaces .There has been an assault; the police have been actively involved.

Clearly their needs to be a discussion on robust parking enforcement at this car park

I A PCN camera which records entry and exit times, it can enforce bans, such as overnight sleeping may be worth considering?

A report has been reported asking for robust enforcement



Report from Hilary Frank: Saltash Essa

Monterey Pine in Victoria Gardens

I've asked for a full survey of the tree to establish its safety, and will forward it on as soon as I've received it.

Cornwall and West Devon Mining Landscape UNESCO World Heritage Site

At the beginning of September, I was elected as the Vice Chair of the Cornwall and West Devon Mining Landscape World Heritage site Partnership Board: [Cornish Mining World Heritage Site](https://www.cornishminingworldheritage.org/)



Inscribed in 2006, it is the UK's largest industrial UNESCO World Heritage Site and encompasses 10 unique Areas stretching from the Tamar Valley Mining District in the east to St Just in the west.

Fifth Nation Motion

It has been suggested that the Fifth Nation motion risks running ahead of public opinion. I respectfully disagree. Far from being a closed conversation, the motion has opened up one of the most important debates of our time: what it means for Cornwall to have its rightful place in the Union.

Earlier this week in the House of Commons, Perran Moon MP spoke with clarity and pride during the second reading of the Devolution Bill. Declaring himself “Cornish, not English,” the MP for Camborne and Redruth urged people in Cornwall to be “loud and proud” of their identity, and pressed the government to ensure that its devolution plans properly respect Cornwall’s status. Ben Maguire MP also stood up in Parliament to make the case for a Cornwall-only devolution deal, saying “Decisions should be made for Cornwall, and in Cornwall.” Their words show that this is not a fringe issue or a flight of local fancy. It is a live debate at the heart of national politics, one that has already reached Westminster.

This is not about separation or independence. It is about recognition, voice, and respect. Cornwall is a Celtic nation already legally recognised as a national minority under the Council of Europe’s Framework Convention for the Protection of National Minorities. The Fifth Nation motion simply asks for Cornwall to be seen for what it is: a nation of people with a shared history, language, culture and identity, deserving of a clear voice as devolution reshapes governance across Britain.

Crucially, this vision of devolution is rooted in a Cornwall-only footprint, avoiding being subsumed into a cross-border ‘Devonwall’ authority. Cornwall has a distinct identity, and it deserves a distinct settlement.

And this identity is not only for people born here. Cornwall’s nationhood belongs equally to everyone who has chosen to make Cornwall their home and who shares a commitment to its future. It is about inclusivity, not division.

The motion comes at a pivotal time. The Devolution and Community Empowerment Bill currently before Parliament promises the biggest overhaul of local government in half a century. With neighbouring local authorities likely to grow bigger under their own devolution deals, we need to ensure Cornwall’s voice is not drowned out but heard clearly and distinctly.

It is also important to note that the motion was passed by a clear cross-party majority at County Hall, following open debate among elected members. Should government respond with proposals for a settlement, that will be the stage when full public engagement becomes essential. At present, no such settlement exists, and we have no detail of what devolution might look like.

As Council Leader Leigh Frost put it: “A nation isn’t just a border or a flag. It’s a people. It’s a voice. It’s a shared history and a shared purpose. Cornwall has all of that and more.” The motion is the first step in ensuring that Cornwall’s voice is heard and respected in the constitutional future of the United Kingdom.

A petition has been set up calling on the government to formally recognise Cornwall as a nation. Here is the link for anyone who would like to sign it: [Grant Cornwall nation status - Petitions](#)

Bank Receipts
Saltash Town Council
For the period 1 July 2025 to 31 July 2025

Contact	Description	Net	VAT	Gross
Barclays Active Saver	Transfer to cover expenditure	£ 31,000.00	£ -	£ 31,000.00
Churchtown Allotments	Allotment Deposit Refund	-£ 50.00	£ -	-£ 50.00
Churchtown Cemetery	Interment Income	£ 1,989.00	£ -	£ 1,989.00
Cornwall Council	Fee for 2025/26 Highway Grass Cutting Agency Agreement	£ 426.19	£ -	£ 426.19
Cornwall Council	Fee for 2025-26 Grass Cutting Agency Agreement Closed Churchyard at St Stephen by Saltash Church	£ 666.44	£ -	£ 666.44
Cornwall Council	Transfer of S106 funds- Town Team- Public Realm	£ 33,584.40	£ -	£ 33,584.40
Cornwall Council	Community Capacity Grant	£ 7,480.00	£ -	£ 7,480.00
Daily Moorings	Fee Income	£ 125.00	£ 25.00	£ 150.00
EE	Cash back from phone contracts	£ 23.00	£ -	£ 23.00
Guildhall Income	Various Booking	£ 211.90	£ -	£ 211.90
Guildhall Income	Refreshment Income	£ 66.67	£ 13.33	£ 80.00
Isambard House	Refund for Booking cancelled within notice period	-£ 325.00	-£ 65.00	-£ 390.00
Library Income	Card Replacement Fees	£ 5.42	£ 1.08	£ 6.50
Library Income	Photocopying Fees	£ 118.00	£ 23.60	£ 141.60
Maurice Huggins Room	Various Bookings	£ 112.50	£ -	£ 112.50
Photocopying	Photocopying Fees	£ 0.42	£ 0.08	£ 0.50
Public Sector Deposit	Bank Interest	£ 1,757.28	£ -	£ 1,757.28
Trusted Boat Scheme	Fee Income	£ 249.99	£ 50.01	£ 300.00
Grand Total		£ 77,441.21	£ 48.10	£ 77,489.31

Bank Payments

Saltash Town Council

For the period 1 July 2025 to 31 July 2025

Contact	Description	Net	VAT	Gross
All Seasons Window Cleaning	Station Window Cleaning - June 2025	£ 40.00	£ -	£ 40.00
Allstar Business Solutions Limited	Fuel for Town Council Service Delivery Vehicles	£ 406.60	£ 81.32	£ 487.92
Anglotech Group Limited (Previously Print Copy Scan Ltd)	Prints for Photocopiers 29/05/2025 to 25/06/2025	£ 176.46	£ 35.29	£ 211.75
AQUA ROD (South West) Ltd	Investigation and repair blocked pipe at Guildhall	£ 2,463.00	£ 492.60	£ 2,955.60
ATS Euromaster Ltd.	Service Delivery vehicle maintenance cost	£ 30.92	£ 6.18	£ 37.10
ATS Euromaster Ltd.	New tyre For Kubota-900 Town Council Vehicle	£ 119.77	£ 23.95	£ 143.72
Barclays	Bank Charges	£ 10.14	£ -	£ 10.14
Barron Surveying Services Ltd	Administrative support for tender opening, analysis, and tender report with contractor recommendation to STC for works to the Heritage Building-front elevation.	£ 350.00	£ -	£ 350.00
Barron Surveying Services Ltd	Pre-planning application for the play park and sensory garden	£ 400.00	£ -	£ 400.00
Barron Surveying Services Ltd	Project management of Guildhall internal redecoration works	£ 418.37	£ 83.67	£ 502.04
Barron Surveying Services Ltd	Organise arrangements work from Aquarod and Steve Hillman Cherry Picker to take place on Library Roof Gulley	£ 960.00	£ -	£ 960.00
Barron Surveying Services Ltd	Condition report and forecast budget cost for all Town Council buildings to report at the 25/09/2025	£ 1,000.00	£ -	£ 1,000.00
BrightHR	Provisions of HR Software - July 2025	£ 78.00	£ 15.60	£ 93.60
Cabin Fever Audio	Fee for providing audio support and equipment for Mayor Making 13/06/2025	£ 355.27	£ -	£ 355.27
CEF Plymouth Central	Batteries for Hearing Loop System Chamber at Guildhall	£ 6.00	£ 1.20	£ 7.20
Cleansing Service Group Ltd	Waterside Cabin - Cleaning and disposal costs	£ 185.40	£ -	£ 185.40
Cornwall Association of Local Councils	Election Training - Part 2 - 14 April 2025 for the Town Clerk.	£ 35.00	£ 7.00	£ 42.00
Cornwall Council	Insurance for Longstone Garage and Depot - July 2025	£ 15.00	£ -	£ 15.00
Cornwall Council	Reserved car parking space at Alexandra Square Car Park for 31st March 2025 - 31st March 2026 1 VRM permit. - Town Clerk.	£ 283.98	£ 56.80	£ 340.78
Cornwall Council	Rent for Longstone Garage and Depot - July 2025	£ 375.00	£ -	£ 375.00
Cornwall Pensions	Cornwall Pensions Fund Payment - July 2025	£ 12,880.44	£ -	£ 12,880.44
CPR Computer Recycling	IT collection following IT Refresh	£ 60.00	£ 12.00	£ 72.00
Credit Card Purchases (Amazon)	Refreshment Cost - Isambard House	£ 37.55	£ -	£ 37.55
Credit Card Purchases (Amazon)	Power Bank Portable Charger for Library use	£ 12.37	£ 2.47	£ 14.84
Credit Card Purchases (Amazon)	Eco friendly water balloons for the penny throwing event taking place during Mayor Making	£ 5.79	£ 1.16	£ 6.95
Credit Card Purchases (Amazon)	Condolence book in case of death of VIP	£ 21.37	£ 4.27	£ 25.64
Credit Card Purchases (Amazon)	Refreshment Cost - Isambard House	£ 86.64	£ 17.32	£ 103.96
Credit Card Purchases (Amazon)	Eco friendly water balloons for penny throwing event taking place during Mayor Making	£ 2.91	£ 0.58	£ 3.49
Credit Card Purchases (Amazon)	Monitor brackets for Longstone Depot computers	£ 66.60	£ 13.32	£ 79.92
Credit Card Purchases (Amazon)	Artificial Grass for Library	£ 34.04	£ 6.81	£ 40.85
Credit Card Purchases (Amazon)	Phone case for Town Clerk work mobile	£ 8.75	£ 1.75	£ 10.50
Credit Card Purchases (Amazon)	Cleaning Materials - Library	£ 11.64	£ 2.32	£ 13.96
Credit Card Purchases (Amazon)	Cleaning Materials - Guildhall	£ 11.64	£ 2.32	£ 13.96
Credit Card Purchases (Amazon)	Activities Cost - Library	£ 17.87	£ 0.88	£ 18.75
Credit Card Purchases (Amazon)	Ink Cartridges for Library	£ 19.50	£ 3.90	£ 23.40
Credit Card Purchases (Amazon)	Wall mounted umbrella stand for civic robes cupboard	£ 9.99	£ 2.00	£ 11.99
Credit Card Purchases (Amazon)	Grounds Maintenance Materials	£ 29.17	£ 5.83	£ 35.00
Credit Card Purchases (Barclaycard)	Card Fees	£ 32.00	£ -	£ 32.00
Credit Card Purchases (Canva)	Addon Lite subscription (monthly)	£ 12.85	£ 2.45	£ 15.30
Credit Card Purchases (Dunelm)	Tieback for civic ceremonial events	£ 33.33	£ 6.67	£ 40.00
Credit Card Purchases (Indeed)	Advertising Community Hub Team Leader position on indeed sponsored for 20 days	£ 79.94	£ -	£ 79.94
Credit Card Purchases (Meta)	14 day Facebook Advert to boost the Saltash Market Trial event page	£ 10.00	£ -	£ 10.00
Credit Card Purchases (Meta)	14 day Facebook Advert to boost the Saltash Market Trial event page to increase engagement.	£ 1.33	£ -	£ 1.33
Credit Card Purchases (Sum Up)	Sum up Card Machine for the Pontoon	£ 139.00	£ 27.80	£ 166.80
Credit Card Purchases (Sum Up)	Money taken to test New Sum Up Machine (this cost offset by monies received by STC)	£ 1.01	£ -	£ 1.01
Credit Card Purchases (Sum Up)	Money taken to test New Sum Up Machine (this cost offset by monies received by STC)	£ 1.00	£ -	£ 1.00
Credit Card Purchases (The workplace depot)	Cable Mat for Library	£ 113.64	£ 22.73	£ 136.37
Credit Card Purchases (Vospers)	Interim Service To Electric Service Delivery Vehicle	£ 237.63	£ 47.53	£ 285.16
Credit Card Purchases (Waitrose)	2 x vouchers regarding Staff Recognition Awards at £25 each for Library Staff.	£ 50.00	£ -	£ 50.00
Credit Card Purchases (Xero (UK) Ltd)	Subscription - 01/06/2025 to 30/06/2025	£ 33.00	£ 6.60	£ 39.60
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	£ 332.13	£ 66.43	£ 398.56
Denmans	Components for Christmas Lights Maintenance	£ 36.57	£ 7.31	£ 43.88
Denmans	Components for Electrical Site upgrade at Churchtown Cemetery	£ 183.50	£ 36.72	£ 220.22
Devon Contract Waste Ltd	10/07/2025 Food Waste Disposal Cost	£ 7.50	£ 1.50	£ 9.00
Devon Contract Waste Ltd	26/06/2025 Food Waste Disposal Cost	£ 7.50	£ 1.50	£ 9.00
Devon Contract Waste Ltd	27/06/2025 Recycling Disposal Cost	£ 14.04	£ 2.81	£ 16.85
EE	Staff business use mobiles and Pontoon broadband charges	£ 212.32	£ 42.46	£ 254.78
Efficient Comms Ltd	Starlink monthly rental - July 2025	£ 75.00	£ 15.00	£ 90.00
Efficient Comms Ltd	Telephone Call and Service Charges - June 2025	£ 261.75	£ 52.35	£ 314.10

Contact	Description	Net	VAT	Gross
EON	Electricity Charges - 01/06/2025 -30/06/2025	£ 352.16	£ 17.61	£ 369.77
Euro Car Parts	Bulbs required for RTV 900 Mower	£ 5.40	£ 1.08	£ 6.48
Friends of Tincombe	Festival Fund Grant for Tincombe Tea Party Event 184/25/26	£ 575.00	£ -	£ 575.00
Hampshire Flag	Credit note for inconvenience of damaged pole when delivered	-£ 45.80	-£ 9.16	-£ 54.96
HMRC	PAYE payment - July 2025	£ 13,815.38	£ -	£ 13,815.38
Horizon Home Improvement Ltd	Final Payment - Replacement Library Curtain windows	£ 14,971.80	£ 2,994.36	£ 17,966.16
Howdens	Maintenance Materials - Public Toilets	£ 12.89	£ 2.58	£ 15.47
HR Support Consultancy	HR Services for work carried out during the month of May 2025	£ 741.45	£ 148.29	£ 889.74
HR Support Consultancy	HR Services for work carried out during the month of June 2025	£ 741.45	£ 148.29	£ 889.74
ICS Industrial Component Supplies	New Hacksaw Blades for Longstone Depot	£ 11.98	£ 2.40	£ 14.38
ICS Industrial Component Supplies	12 Volt High Pressure Water Pump for Service Delivery use	£ 175.00	£ 35.00	£ 210.00
Imagine office Supplies Ltd	New desks for Longstone Depot	£ 724.00	£ 144.80	£ 868.80
Laser - Cemetery - 1051640	Electricity Charges - 01/03/2025 to 31/05/2025	£ 99.89	£ 4.99	£ 104.88
Laser - Christmas Light supply Point 2 - 1051643	Electricity Charges - 01/03/2025 to 31/05/2025	£ 106.96	£ 5.35	£ 112.31
Laser - Christmas Lights Supply Point 5	Electricity Charges - 01/03/2025 to 31/05/2025	£ 93.17	£ 4.66	£ 97.83
Laser - Guildhall Electric	Electricity Charges - 01/03/2025 to 31/05/2025	£ 1,247.83	£ 249.57	£ 1,497.40
Laser - Guildhall Gas	Gas Charges - 31/05/2025 to 30/06/2025	£ 69.16	£ 3.46	£ 72.62
Laser - Guildhall Gas	Gas Charges - 30/04/2025 to 31/05/2025	£ 73.52	£ 3.68	£ 77.20
Laser - Library Electric	Electricity Charges - 01/03/2025 to 31/05/2025	£ 694.40	£ 34.72	£ 729.12
Laser - Library Gas	Gas Charges - 31/05/2025 to 30/06/2025	£ 85.06	£ 4.25	£ 89.31
Laser - Station Gas	Gas Charges - 31/05/2025 to 30/06/2025	£ 19.83	£ 0.99	£ 20.82
Laser - The Maurice Huggins Room - 1051636	Electricity Charges - 01/03/2025 to 31/05/2025	£ 233.50	£ 11.68	£ 245.18
Laser - Unmetered supply - 1051655	Electricity Charges - 01/06/2025 to 30/06/2025	£ 18.21	£ 0.91	£ 19.12
Laser- Belle Vue Toilets	Electricity Charges - 01/03/2025 to 31/05/2025	£ 91.37	£ 4.57	£ 95.94
Laser- Haldo Pillar Park light 1051653	Electricity Charges - 01/03/2025 to 31/05/2025	£ 82.34	£ 4.12	£ 86.46
Lynher Training Limited	Qualsafe combined Emergency First Aid at Work & Emergency Paediatric First Aid at Work course for Library Staff	£ 250.00	£ -	£ 250.00
McArthur Morgan Ltd	AAT Level 4 Qualification course for Finance Assistant (course length 18 months)	£ 2,582.00	£ 320.00	£ 2,902.00
McColls	Western Morning News newspapers for the Week Ending 28/06/2025	£ 21.45	£ -	£ 21.45
Minster Cleaning (South West Commercial Cleaning Ltd)	Opening, closing and cleaning of Saltash Town Council toilet blocks from 1st June to 30th June 2025	£ 3,126.42	£ 625.28	£ 3,751.70
PEAC Finance	Photocopier Lease 26/07/2025 - 25/10/2025	£ 649.28	£ 129.86	£ 779.14
Public Works Loan Board	Repayment of Public Works Loan - Burial Authority	£ 10,692.17	£ -	£ 10,692.17
Rabarts	Maintenance Materials - Churchtown Cemetery	£ 55.37	£ 11.07	£ 66.44
Reed Specialist Recruitment Ltd	Admin officer hours - Week Commencing 02/06/2025	£ 1,103.34	£ 220.67	£ 1,324.01
Reed Specialist Recruitment Ltd	Admin officer hours - Week Commencing 09/06/2025	£ 1,103.34	£ 220.67	£ 1,324.01
Reed Specialist Recruitment Ltd	Admin officer hours - Week Commencing 16/06/2025	£ 1,103.34	£ 220.67	£ 1,324.01
Reed Specialist Recruitment Ltd	Admin officer hours - Week Commencing 23/06/2025	£ 1,103.34	£ 220.67	£ 1,324.01
Reed Specialist Recruitment Ltd	Admin officer hours - Week Commencing 30/06/2025	£ 1,103.34	£ 220.67	£ 1,324.01
Reed Specialist Recruitment Ltd	Admin officer hours - Week Commencing 07/07/2025	£ 1,103.34	£ 220.67	£ 1,324.01
Reed Specialist Recruitment Ltd	Admin officer hours - Week Commencing 14/07/2025	£ 1,103.34	£ 220.67	£ 1,324.01
Robert Mcneil	Emergency Tree Works at Churchtown Cemetery	£ 200.00	£ -	£ 200.00
Robert Mcneil	Removal Of Two Dead Trees In Pillmere Pathway In Middle Of Estate	£ 350.00	£ -	£ 350.00
Robert Mcneil	Tree maintenance carried out at Pillmere Estate, Harebell Close	£ 450.00	£ -	£ 450.00
Robert Mcneil	Tree maintenance carried out at Pillmere Estate	£ 450.00	£ -	£ 450.00
Ross Drew Creative Design	Illustrative Car Park Map	£ 1,375.00	£ -	£ 1,375.00
Saltash & District Observer	Town Messenger - June 2025	£ 330.00	£ -	£ 330.00
SOS Consultancy	Monthly ICT Support and Maintenance Services	£ 1,409.66	£ 281.93	£ 1,691.59
South West Garage Doors	Labour to Service roller door at Longstone Depot on 06/06/2025	£ 120.00	£ 24.00	£ 144.00
South West Signs	Safety Sign for St Stephen Cemetery	£ 50.00	£ 10.00	£ 60.00
South West Signs	Safety Signs for Pontoon	£ 297.50	£ 59.50	£ 357.00
South West Water - Belle Vue Toilets	Water and Sewerage Charges 20/03/2025 - 17/06/2025	£ 429.66	£ -	£ 429.66
South West Water - Fairmead Road	Water Charges 06/03/2025 to 11/06/2025	£ 26.05	£ -	£ 26.05
South West Water - Library	Water and Sewerage Charges - 05/06/2025 to 01/07/2025	£ 27.27	£ -	£ 27.27
South West Water - Longstone Depot - Connection to Bowling Green	Water Charges 05/06/2025 to 01/07/2025	£ 34.71	£ 2.90	£ 37.61
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Water Charges 05/06/2025 to 01/07/2025	£ 258.47	£ 19.92	£ 278.39
South West Water - Maurice Huggins Room	Water and Sewerage Charges - 4 June 2025 to 1 July 2025	£ 12.80	£ 1.24	£ 14.04
South West Water - Victoria Gardens	Water Charges - 04/06/2025 to 01/07/2025	£ 6.81	£ 1.36	£ 8.17
Sovereign Fire and Security Ltd	Access Control System Maintenance Charge - Saltash Pontoon Paxton system 05/08/2025 to 04/08/2026	£ 99.00	£ 19.80	£ 118.80
Sovereign Fire and Security Ltd	CCTV Alarm Maintenance and Monitoring Fees - Maurice Huggins 01/08/2025 to 31/07/2026	£ 219.00	£ 43.80	£ 262.80
Sovereign Fire and Security Ltd	Intruder Alarm Maintenance and Monitoring Fees Churchtown Cemetery 01/08/2025 to 31/07/2026	£ 219.00	£ 43.80	£ 262.80
Sovereign Fire and Security Ltd	CCTV Maintenance and Monitoring Fees - Longstone Depot 01/08/2025 to 31/07/2026	£ 368.00	£ 73.60	£ 441.60
Sovereign Fire and Security Ltd	Fire Alarm, CCTV, Intruder Alarm Maintenance and Monitoring Fees - Guildhall 01/08/2025 to 31/07/2026	£ 677.00	£ 135.40	£ 812.40

Contact	Description	Net	VAT	Gross
Sovereign Fire and Security Ltd	Fire Alarm, CCTV, Intruder Alarm Maintenance and Monitoring Fees - Library 01/08/2025 to 31/07/2026	£ 826.00	£ 165.20	£ 991.20
Spot-On-Supplies	Refreshment Cost - Guildhall	£ 2.58	£ 0.52	£ 3.10
Spot-On-Supplies	Cleaning Materials - Library	£ 17.10	£ 3.42	£ 20.52
Spot-On-Supplies	Kitchen equipment - Guildhall	£ 67.98	£ 13.60	£ 81.58
Spot-On-Supplies	Cleaning Materials - Maurice Huggins Room	£ 28.36	£ 5.67	£ 34.03
Spot-On-Supplies	Cleaning Materials - Public Toilets	£ 47.72	£ 9.55	£ 57.27
SSG Training & Consultancy	IOSH Managing Safely refresher course for Assistant Service Delivery Manager 23/06/2025	£ 240.00	£ 48.00	£ 288.00
SSG Training & Consultancy	IOSH Working Safely course for four Service Delivery Staff members 10/09/2025	£ 800.00	£ 160.00	£ 960.00
Staff Expenses	Mileage for Community Hub Assistant - July 2025	£ 14.40	£ -	£ 14.40
Staff Expenses	Business Mileage for Town Clerk - June 2025	£ 18.00	£ -	£ 18.00
Staff Expenses	Parking for Launceston SLCC Event	£ 5.00	£ -	£ 5.00
Staff Expenses	Business Mileage for Assistant Service Delivery Manager - March 2025	£ 146.70	£ -	£ 146.70
Staff Expenses	Business Mileage for Assistant Service Delivery Manager - April 2025	£ 147.60	£ -	£ 147.60
Staff Expenses	BusinessMileage for Assistant Service Delivery Manager - May 2025	£ 180.90	£ -	£ 180.90
Staff Salaries	Staff Salaries	£ 40,724.86	£ -	£ 40,724.86
Steve Hillman Ground Works And Cherry Picker Services Saltash.	Half day - man and cherry picker hire on 02/07/2025 for festoon lighting	£ 250.00	£ -	£ 250.00
Stripe	Card Machine Fees	£ 8.88	£ -	£ 8.88
Sumup	Card Machine Fees	£ 5.20	£ -	£ 5.20
The Core (THECORE)	Delivery of Professional Youth Work - instalment June 2025	£ 10,140.00	£ -	£ 10,140.00
Thirsty Work	Water Cooler Hire & water - July 2025	£ 223.15	£ 44.63	£ 267.78
Tool station	Tool Consumables for Longstone Depot	£ 2.36	£ 0.48	£ 2.84
Trade UK Account	Lawn Seed for Grounds Maintenance	£ 31.20	£ -	£ 31.20
Tudor Environmental	New Petrol Strimmer to replace old broken unit	£ 503.72	£ 100.74	£ 604.46
UK Identity Ltd	ID Badges for new Councillors	£ 13.00	£ 2.25	£ 15.25
Under Pressure Media	Activities Cost - Library	£ 100.00	£ 20.00	£ 120.00
West Country Embroidery	New staff uniform costs - Service Delivery	£ 356.80	£ 71.36	£ 428.16
Westcountry Skip Hire	15/07/2025 Green Waste Disposal	£ 32.20	£ 6.44	£ 38.64
Westcountry Skip Hire	27/06/2025 Large Builders Skip waste disposal	£ 331.00	£ 66.20	£ 397.20
Westcountry Skip Hire	15/07/2025 Large Builders Skip waste disposal	£ 331.00	£ 66.20	£ 397.20
Wolseley	Maintenance Materials - Pontoon	£ 45.49	£ 9.10	£ 54.59
Wolseley	Tool Consumables for Longstone Depot	£ 48.85	£ 9.77	£ 58.62
Grand Total		£ 146,096.22	£ 9,189.88	£ 155,286.10

NOTES

Meeting:	Saltash Town Team - Guildhall
Date and Time:	Monday 11 August 2025 - 5.30 pm

Present:	Title/Representing:
C Bailey (CB)	CEPL12
H Frank (HF)	Cornwall Council
S Gillies (SG)	Chairman of Town Vision
K Johnson (KJ)	Cornwall Council
S Miller (SM)	Chamber of Commerce
B Samuels (BS)	Saltash Town Council
B Stoyel (BS)	Saltash Town Council

Apologies for absence: R Bickford, P Cador, M Richardson and C Thomson
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Item	<u>Key / Action Points:</u>	Action by:
33	<p><u>Apologies.</u></p> <p>Apologies were received from Cornwall Councillor Paul Cador, Consultant Mel Richardson, Richard Bickford CEPL12.</p>	
34	<p><u>Health and Safety Announcements.</u></p> <p>The Chairman informed those present of the actions required in the event of a fire or emergency.</p>	
35	<p><u>To elect a Vice Chairman.</u></p> <p>The Chairman informed the group that no nominations for Vice Chairman had been received.</p> <p>It was proposed by Councillor B Stoyel, seconded by SM to nominate Councillor B Samuels.</p> <p>No further nominations were received.</p> <p>Following a vote it was resolved to appoint Councillor B Samuels as Vice Chairman.</p>	
36	<p><u>Public Questions - A 15-minute period when members of the public may ask questions of the Saltash Town Team.</u></p> <p>None received</p>	

37	<p><u>To receive the notes of the Town Team meeting held on 19 July 2025 as a true and correct record.</u></p> <p>SM asked for it to be noted that the agenda states the notes were from the Town Team meeting held on 19 July 2025, however, the meeting took place on 19 June 2025.</p> <p>Further to that, SM asked for it to be noted that he is representing Chamber of Commerce not Saltash Town Council.</p> <p>It was proposed by Steve Miller, seconded by Councillor B Stoyel and resolved that the notes of the last meeting are a true and accurate record with the amendments.</p>	
38	<p><u>To receive the latest Town Team funding statement and consider any actions.</u></p> <p>The funding statement and available S106 ringfenced funds was noted.</p>	
39	<p><u>To receive an update on stage two of the Fore Street Regeneration project and future funding opportunities considering any actions and associated expenditure.</u></p> <p>The Chairman informed members that due to apologies received from Mel Richardson there is no update on on the progress of the data assimilation from Stage one of the Fore Street regeneration project.</p> <p>Cornwall Councillor Hilary Frank informed the group that the outcome of TRIP funding application is due later this week, however, there has been a large volume of applications received.</p> <p>The Chairman reminded the group of approximate costs to run four additional markets from September – December 2025.</p> <p>Members discussed the possibilities of monies being generated by charging the stall holders, however it was noted that this charge would not cover the costs to hold the additional four markets in its entirety.</p> <p>Members discussed the number of stalls, with Members asking if each market is at full capacity.</p>	

The Chairman confirmed that several traders have a double pitch which could give the impression the market is not full.

The group discussed alternative funding avenues.

Councillor Brenda Samuels offered to investigate other funding streams, such as CIL funding from the Treledan development.

Cornwall Councillor Keith Johnson emphasised the need for the markets to be sustainable long term and at least break even.

Members discussed the increased footfall for existing traders on Fore Street and of the need for stalls to differentiate from existing shops. The Chairman to reiterate this to Diverse Events.

A venue for an indoor market is being explored. Members discussed the cost of road closures. The Chairman will enquire with Diverse Events as to why the cost is so high and report back to the group.

The group discussed other possible locations such as Belle Vue West car park or having the market stalls located around the town in locations such as outside Superdrug, the sorting office and the Banking Hub.

Cornwall Councillor Hilary Frank will approach Cornwall Council to enquire about the cost of closing Belle Vue West car park. The Chairman will investigate how the market could be spread across the town centre to save on road closure costs.

Members agreed on the importance of continuing the markets through September, October, November, and December. However, there will be no markets held in January or February.

TRIP funding will be utilised to cover the cost of the markets, if successful.

If not successful, TT are to consider asking the s106 officer if the cost can be allocated to the ringfenced funds. However, the future of the markets at the end of 2025 will need to be covered by the traders to make the markets sustainable going forward.

40	<p><u>To receive an update on the Saltash promotion project and consider any actions and associated expenditure.</u></p> <p>Cornwall Councillor Hilary Frank and CB updated members on the progress with the project.</p> <p>There have been several delays due to summer holidays and workloads. There are still inaccuracies with several locations on the map and text provided to the designer has not yet been added.</p> <p>Cornwall Councillor Hilary Frank confirmed there is no deadline in terms of using the S106 Waitrose funding.</p> <p>The Chairman asked to be informed of the next working group meeting so he can attend.</p>	
41	<p><u>To consider longer term goals/ambitions.</u></p> <p>The Chairman informed the group that following the positive ideas session it's now the time to be looking at future projects, in line with the groups Terms of Refence.</p> <p>This will be a standing item on future agendas.</p> <p>Members discussed the boundary lines of the town centre, as defined by the Neighbourhood Plan which restricts S106 funding being used in places such as Victoria Gardens. However, members acknowledged there is other funding available which could be used in other areas in the town.</p> <p>Cornwall Councillor Hilary Frank will raise the town centre boundary restriction with the appropriate committee at Cornwall Council.</p> <p>Councillor B Samuels will investigate a list of funding available and the restriction on the Neighbourhood Plan boundary.</p>	
42	<p><u>A.O.B</u></p> <p>The Chairman asked a member of the public, Lindsay Endean from Saltash Studios if she felt the market days were having a positive impact on trade.</p>	

	Lindsay Endean felt the market days were having a very positive impact and she is planning to run markets at Saltash Studios through until Christmas.	
43	<p><u>Date of Next Meeting: 13 October 2025 at 5.30 p.m.</u></p> <p>Date of Next Meeting: 13 October 2025 at 5:30pm.</p> <p>Members noted the dates of future meetings</p> <ul style="list-style-type: none"> • 13 October 2025 • 8 December 2025 • 9 February 2026 • 13 April 2026 <p>End of Meeting: 6.37pm</p>	

To receive a report on Churchtown Farm Nature Reserve and consider any actions and associated expenditure

Report to: Full Council

Date of Report: 31.08.25

Officer Writing the Report: Town Clerk / RFO

Pursuant to: Full Council held 3 July 2025 minute 132/25/26

Officers Recommendations

Members have approved, in principle, the draft Heads of Terms to form a Working Agreement, subject to the Town Council's legal advice.

Members are now asked to consider whether they wish to proceed with the recommendations outlined in this report and formally appoint Coodes Solicitors to amend the draft Working Agreement in line with their advice. The estimated cost for this work is between £375 and £750 + VAT, depending on the nature and extent of the amendments required.

Members are also asked to consider delegating authority to the Town Clerk to work within budget code 6224 PF Professional Fees to cover the portion of legal fees that apply to the Town Council.

Members are asked to delegate authority to the Development and Engagement Manager to work collaboratively with Friends of Churchtown and the Town Council Working Group on updating the information boards subject to the partnership being successful.

Report Summary

Following the previous resolution, Antony Estate has provided a Draft Working Agreement and accompanying Site Plan relating to Churchtown Farm, outlining the proposed arrangement between Antony Estate and Saltash Town Council. Please refer to **Appendix A** for further details.

As instructed by Members, Coodes Solicitors were appointed to review the Draft Working Agreement. To facilitate this, they were provided with the Draft Heads of Terms, Site Plan, and the Draft Working Agreement. Their findings are summarised in the report available in **Appendix B**.

This summary report was subsequently shared with Antony Estate, whose comments have been included in blue text for ease of reference. Coodes Solicitors have advised the Town Council that there are a number of shortcomings in the Agreement that should be addressed.

It is for the Town Council to determine whether these points are considered pivotal. However, it is important to note that at present the draft Agreement remains largely under the control of Antony Estate.

Clause 5: If the Council wants to expand the Ranger's hours they will need to provide additional funds. Land management decisions will be made in consultation with the Council but they cannot be dictated by the council. The Estate is taking the risk of farming it, the agreement is really about public access.

The Town Council has not indicated a need to expand the Ranger's hours. Coodes considers the comment to be reasonable but advises that the Town Council should recognise that consultation does not create an obligation to implement changes.

Clause 6: The funding should not be ring-fenced, there will be requirements that sit outside of the agreement that might need to be paid for and which relate to Churchtown, for example, fly tipping, machinery repairs etc

Activities such as fly-tipping clearance and machinery repairs are considered part of routine maintenance. Coodes' position remains unchanged—they recommend that funding be explicitly ring-fenced to cover the partnership's obligations under the Agreement.

Clause 9: Planning permission has been given now for the Natural Burial Ground. We are happy to consult STC on any future projects, and would have to anyway as part of planning, I don't think we need to have an additional layer baked into this agreement.

If Antony Estate is required to consult the Town Council on any future projects regardless, then including this provision in the Agreement should present no issue. Coodes' advice remains consistent—they recommend that this requirement be clearly stated within the Agreement to avoid any ambiguity.

At the moment the trails will remain the same, but it might be that they change over time, but we would do it in consultation with the working group.

Coodes has advised the Town Council to be mindful that if permitted access areas are taken out of use for periods of time—such as on a monthly basis—the Council would have no automatic right to challenge this under the current terms.

Therefore, Coodes strongly recommends including a clause in the Agreement that sets clear parameters and provides the Town Council with the right to terminate the contract and seek appropriate compensation if necessary. This type of provision, often referred to as a break clause, is considered essential.

I'm afraid I don't know about the bat hedge.

The reference to the "bat hedge" is believed to correspond to the small white area shown on the Site Plan, located between Hutchings and Wearde Wall. However, this has not been officially confirmed by Antony Estate.

Coodes has advised that this matter should be clarified while the Town Council is actively exploring partnership working, to ensure all parties have a shared understanding of the site layout and responsibilities.

The Town Clerk approached Antony Estate to enquire whether they would be willing to cover Coodes legal cost to amend the draft Working Agreement should the Town Council wish to see any improvements based on the advice received within this report. Antony Estate have indicated they are open to discussions once Saltash Town Council have finalised the costings but that the Town Council has taken the lead in appointing Coodes Solicitors for this matter.

Since then, Coodes has confirmed that the cost of amending the Working Agreement—based on the Town Council's instructions—will depend on the nature and extent of the changes required. The estimated fees range from **£375 to £750 + VAT**. Antony Estate have confirmed that they would be content in paying half of the legal fees.

Further to this, a recent meeting was held with the Chair and Secretary of Friends of Churchtown, who expressed strong support for this partnership and are expected to play a key role in the farm's operation.

During the meeting, the entrance information boards were discussed. Friends of Churchtown are keen to update the content should the partnership go ahead successfully. They have requested assistance from the Development and Engagement Manager in revising the boards.

The associated costs for reproducing the updated boards will be covered by Friends of Churchtown.

How Does This Meet the Business Plan?

Due to the unique value Churchtown Farm brings to our community as an open, natural space, the proposed partnership aligns strongly with Saltash Town Council's Strategic Priorities. These include: Boosting Jobs and Economic Prosperity, Promoting Health and Wellbeing, Addressing the Climate Emergency, and Enhancing Recreation and Leisure opportunities.

Budgets

Budget Codes: New 2026-27 Churchtown Farm Nature Reserve code

Budget Availability: To precept £14,000

Budget Codes: 6224 Professional Costs

Budget Availability: £2,999

Signature of Officer:

Town Clerk / RFO

APPENDIX A

Working Agreement relating to

Churchtown Farm

between

Antony Estate

and

Saltash Town Council

THIS WORKING AGREEMENT IS DATED

1. PARTIES

The parties to this working Agreement (the Agreement') are:

- 1.1. LYNHER VALLEY PARTNERSHIP as part of Antony Estate of Estate Office, Antony, Torpoint, Cornwall, PL11 3AB (**'Antony Estate'**)
- 1.2. SALTASH TOWN COUNCIL of The Guildhall, 12 Lower Fore St, Saltash PL12 6JX (**'the Council'**)

2. THE LAND

- 2.1. The Working Agreement ('the Agreement') is concerned with the management of Churchtown Farm, Saltash as identified on the Plan which is in the freehold ownership of Lynher Valley Partnership as part of Antony Estate.

3. SCOPE OF THE AGREEMENT

- 3.1. The purpose of the Agreement, which follows the expiry of a tenancy to Cornwall Wildlife Trust, is to enable the continued management of Churchtown Farm as a farmed and wildlife-rich landscape which allows for its enjoyment by the people of Saltash and the wider public.
- 3.2. In the exercise of this Agreement a close working relationship will be fostered between Antony Estate, the Council and 'Friends of Churchtown' as a community group supporting conservation work at Churchtown Farm.

4. DURATION

- 4.1. The Agreement will commence on 1st October 2025 and will be for a term of three years, expiring on 30th September 2028.

5. OBLIGATIONS OF ANTONY ESTATE

Antony Estate agrees to:

- 5.1. Manage Churchtown Farm including all farming activities, oversight and organisation of conservation work and public access infrastructure.
- 5.2. Allow permissive access for walkers over the areas shaded blue and pink on the Plan together with those areas unshaded, subject to access being restricted at certain times for farming or conservation reasons.
- 5.3. Employ a part-time ranger for a minimum of half a day per week or more if funding allows, with duties as follows:
 - To be the point of contact with the community, to engage proactively with Friends of Churchtown and other local stakeholders including schools, to ensure good management, to raise public awareness of the conservation, farming and

- historic interests of Churchtown, and to enable opportunities for outdoor education, volunteering and social prescribing;
 - In collaboration with Friends of Churchtown, to organise provision and maintenance of signage, benches, stiles and other public access infrastructure;
 - To patrol Churchtown Farm and handle operational management issues as they arise, liaising with Antony Estate and local stakeholders as needed.
- 5.4. Establish and participate in a consultation group otherwise comprising the Council, Friends of Churchtown and such other interested parties as may be agreed, to meet at regular intervals not less than two times per year, and more if agreed.
- 5.5. To seek conservation advice and assistance from Cornwall Wildlife Trust so far as this is forthcoming.
- 5.6. To produce, monitor and update as required a health and safety policy for the management of Churchtown Farm and to be responsible for implementing this.
- 5.7. To indemnify the Council and members of the public against all accident or injury or negligent acts or omissions arising out of its management of Churchtown Farm and the exercise of the Agreement, including public liability insurance cover of not less than £10,000,000.

6. OBLIGATIONS OF THE COUNCIL

The Council agrees to:

- 6.1. Pay £14,000 per annum to Antony Estate as a contribution to funding the obligations of Antony Estate and in particular to fund the provision of a part-time ranger, the provision and management of permissive access, any costs associated with conservation work and community engagement and the losses expected from farming and managing the land in a way that allows public access and which benefits wildlife conservation.
- 6.2. This funding will be paid half yearly in arrears in equal instalments on 1st April and 1st October of each year.

7. MUTUAL AGREEMENTS

Public access

- 7.1. All public access, except for those rights of way shown dashed purple and green on the Plan, is permissive and is for the duration of the Agreement.
- 7.2. Antony Estate may choose at its discretion to submit a S31 Notice under the Highways Act 1980 to Cornwall Council to recognise the extent of public rights of way over the land.
- 7.3. The use of permissive access by members of the public is for walking and quiet exercise and enjoyment only. Picnicking and dog walking is permitted and welcomed provided dogs are kept under close control, with any advisory notices and requests being adhered to. The land is not to be used for any other purpose

including (but not limited to) commercial uses, sporting activities, parties or organised events (other than conservation volunteering or nature walks arranged by Friends of Churchtown) except with the prior written approval of Antony Estate which will be advised to the Council and to Friends of Churchtown. No such activities will be approved that if they might undermine the purposes of the Agreement.

- 7.4. Public access over some areas may be temporarily or seasonally restricted by Antony Estate for farming reasons (e.g. grazing livestock) or conservation reasons (e.g. ground nesting birds) and such restrictions will be notified in advance and including to Friends of Churchtown.

Funding and furthering the scope of work

- 7.5. The funding from the Council will be deployed in pursuance of the obligations of Antony Estate and in particular those purposes described in 6.1.
- 7.6. Antony Estate will report annually to the Council (in addition to its participation in the consultation group) including a summary of its activities and a breakdown of the deployment of funds, with evidence of such spending being provided if required.
- 7.7. It is recognised by the parties that the scope of conservation work and enjoyment of public access may be increased by additional sources of funding being available beyond that committed by the Council and therefore the Estate will endeavour to secure further funding so far as possible.
- 7.8. Antony Estate will cooperate closely with Friends of Churchtown with regard to their ongoing practical input and any funding they may be able to attract, in particular for the maintenance of signs, stiles, gates and benches and also conservation volunteering work.

Farming and land management

- 7.9. Churchtown Farm will be farmed by Antony Estate in a way that is beneficial to wildlife. No fertiliser or pesticides or other chemicals will be used, unless in exceptional circumstances.
- 7.10. The following system of farm management is envisaged, and any significant departure from this will be advised and explained in advance:
- Those fields shaded blue on the Plan will normally be cut for hay after 30th June and some may be grazed by cattle.
 - Those fields shaded yellow on the plan may be ploughed and re-seeded with a suitable conservation crop or wildflower grass mix.
 - Those fields shaded pink on the Plan will be managed as rough pasture or scrub.
 - Some field margins may be left un-cut for more than one season.
 - Hedges will be cut and maintained on a less than annual basis (such as two or three yearly) in order to maximise their habitat value whilst ensuring they do not become out of control.
 - Well-used permissive routes will be maintained so that they are passable.

- 7.11. Antony Estate will manage the land under its direct control but may use such contractual arrangements as it chooses to do this. It is envisaged specifically that it will use Agricola Growers Ltd as a farm contractor.

8. OTHER MATTERS

- 8.1. Friends of Churchtown and any other organisation permitted to use the land will be required to provide public liability insurance of at least £5,000,000 and will indemnify Antony Estate against all accident or injury or negligent acts or omissions arising out of its use of Churchtown Farm.
- 8.2. Neither party shall be responsible to the other for any failure or delay in its performance of the Agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, government orders and restrictions or any other force majeure events.
- 8.3. It is hoped and anticipated by the parties that this Agreement may be renewed at the end of the term but there is no obligation by either party to do so.

9. RESERVATIONS AND EXCLUSIONS

- 9.1. Antony Estate has submitted a planning application relating to an area of Churchtown Farm hatched blue on the Plan for the purposes of a natural burial ground and may withdraw this area in part or as a whole for the purpose of exercising the planning permission if granted.
- 9.2. If Antony Estate pursues any other activities outside the uses of the land envisaged in the Agreement the Council will not unreasonably object provided that such uses are proportionate and do not jeopardise the nature of the Agreement or generally affect the obligations of Antony Estate. In particular the parties note an intention to provide a fenced dog walking area for use by members of the public on part of Churchtown Farm.
- 9.3. Any members of the public whose use of the land is in breach of the purposes of public access in the Agreement or who cause damage or undue annoyance or disturbance (including the worrying of livestock by their dogs) may be prohibited from further access and the Council will support Antony Estate in enforcing such measures so far as they are reasonable.

SIGNED BY

Rupert Asquith (Trustee)
For and on behalf of Lynher Valley Partnership

In the presence of
.....
.....
.....

SIGNED BY

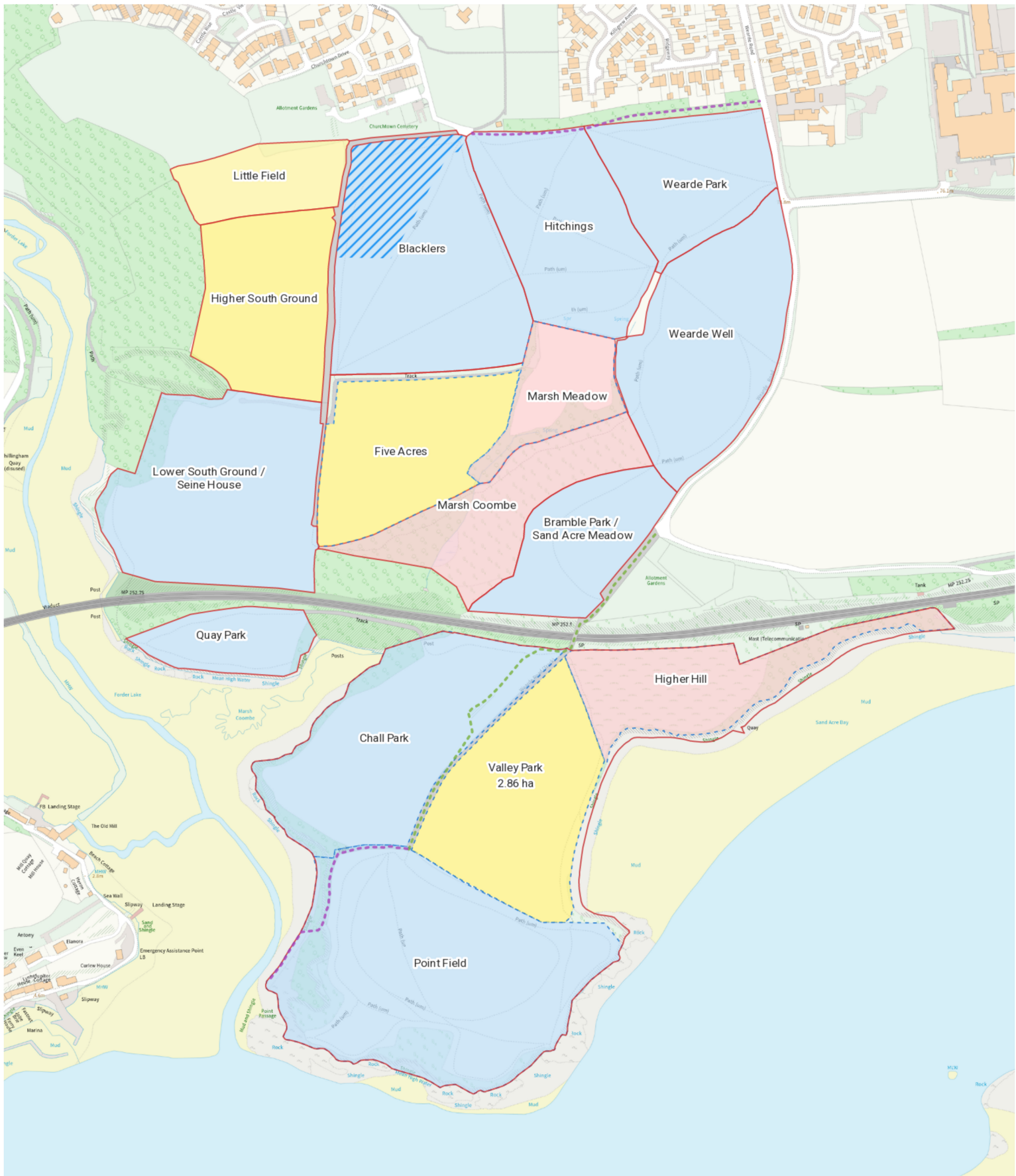
Edward peter-Hoblyn (Trustee)
For and on behalf of Lynher Valley Partnership

In the presence of
.....
.....
.....

SIGNED BY

XXXXXX
For and on behalf of Saltash Town Council

In the presence of
.....
.....
.....





REPORT SUMMARY

Prepared on behalf of Saltash Town Council

Introduction

This report, prepared for Saltash Town Council, examines the Working Agreement with Lynher Valley Partnership regarding Churchtown Farm.

Clause 1 – Parties

The agreement involves Lynher Valley Partnership as the contracting party. The Partnership appears to be a private arrangement without limited entity status. Due diligence on the contracting party's structure and legal ownership of the property is recommended to ensure enforceability, as obligations fall only on the partnership and not the wider estate.

Clause 2 - The Land

The land is highlighted on a plan and requires verification for accuracy. Only permissive public access is granted, which we anticipate is different from the exclusive rights previously held by Cornwall Wildlife Trust under the lease. Clarity on restrictions indicated in later clauses is recommended so they are not too broad.

Clause 3 - Scope of the Agreement

The Agreement outlines the purpose and involves engagement with the Friends of Churchtown group. It is advised that obligations linked to this group extend to the Council, ensuring continuity should that group ceases to exist or change in any way as they are not a contracting party.

Clause 4 – Duration

The Agreement runs from 1 October 2025 to 30 September 2028, with no renewal obligation. Provision for renewal discussions, including a timeline and criteria for success, is recommended. The inclusion of termination rights for breaches or other scenarios is proposed for additional protection as the agreement is currently silent on those issues.

Clause 5 - Obligations of Antony Estate

The Partnership's duties include farming, conservation, public access management, employing a part-time ranger, forming a consultation group, consulting Cornwall Wildlife Trust, implementing health and safety measures, and ensuring public liability insurance (£10M). The

Council might consider expanding the ranger's hours and specifying what they will be, seeking greater involvement in land management decisions, and requiring annual proof of insurance. Provisions for public feedback systems and emergency access are also suggested.

Clause 6 - Obligations of the Council

Saltash Town Council will contribute £14,000 annually, paid in two instalments. It is recommended that the funding is explicitly ring-fenced for the Partnership's obligations under the Agreement.

Clause 7 - Mutual Agreements and Public Access

Public access is permissive, with restrictions for farming or conservation explained through advance communication. Provision is made to ensure no new rights of way are created. The Council could request that permissions for additional activities should be given by consent, not be unreasonably withheld. The Partnership will utilise funding and provide annual reports, though biannual reporting could enhance transparency. Clear routes maintenance and adherence by contractors to the Estate's obligations are advised.

Clause 8 - Other Matters

Third-party public liability insurance (£5M) is required. Provisions for force majeure and a non-obligatory renewal are included. The Council may wish to guarantee consultation rights for planning applications affecting the land to avoid conflicts. Misuse of the land could lead to access restrictions, and further clarification on enforcement mechanisms is advised.

Clause 9 - Reservations and Exclusions

Parts of the land may be excluded if planning permission is granted for a burial ground, and it is suggested that this should require the Council's consultation and perimeter fencing to avoid uncertainty. Details regarding fenced dog-walking areas and impacts on other land use need clarification.

Other Recommendations

Including dispute-resolution mechanisms (e.g. mediation), adding boilerplate provisions for notices, waivers, and jurisdiction, and ensuring any additional funding granted is used to support the agreement are suggested to strengthen the document.

Summary

Key areas for improvement include enhancing the Council involvement, refining consultation and termination provisions, adding dispute-resolution and boilerplate clauses, and improving reporting and enforcement mechanisms.

Coodes Solicitors

22 August 2025

To receive a report on the Plymouth Metro Working Group and consider any actions and associated expenditure

Report to: Full Council

Date of Report: 02 / 09 / 2025

Cllr Writing the Report:

Cllr R Bickford

Cllr Recommendations

1. Delegate authority to the Town Clerk working with Cllr R Bickford to represent the interests of Saltash in writing and in person for the purposes of improving rail provision for the town at Plymouth Metro meetings and similar groups.
2. Delegate authority to the Town Clerk working with Cllr R Bickford to update the report, Saltash – The case for better rail services paper, presented in December 2024 (attached) as appropriate.
3. To offer the use of Isambard house for meetings associated with potential improvements of rail provision at Saltash free of charge.
4. Delegate authority to the Town Clerk working with Cllr R Bickford to make representations at local and national level in support of rail service improvements at Saltash.

Report Summary

The Plymouth Metro project is a multi-million pound rail improvement scheme designed to improve rail infrastructure and services across the Plymouth area. It is now being led by Peninsular Transport, a Sub National Transport body. They have placed this as a Tier 1 project, so a top priority. The scheme crosses three local authorities, Cornwall, Plymouth and Devon.

It is essential that Saltash is well represented to ensure its position as the largest town surrounding Plymouth with the highest numbers commuting to Plymouth is recognised and accounted for. This is our best chance to achieve the much needed platform extensions and adjustments required to improve accessibility for all. It is also likely to lead to rail service changes that need to benefit Saltash.

Having spoken with representatives of the Plymouth Metro project, it was obvious that they were missing some local knowledge. An offer to host some meetings related to this would bring Plymouth Metro Working Group members to Saltash which I believed would help strengthen any case for improvements.

Impact Assessment (Climate)

Improved rail travel is proven to lead to better economic outcomes, better connected communities. Rail travel is a sustainable and green public transport service and improvements at would bring great benefits to Saltash.

Signature of Cllr

R Bickford

Saltash – The case for better rail services

Prepared by Saltash Town Council
December



Introduction

Saltash is a thriving town in South East Cornwall. Saltash is the largest town between Plymouth and St Austell. It has a lively town centre and stunning Waterside areas along the Tamar and Lynher Rivers.

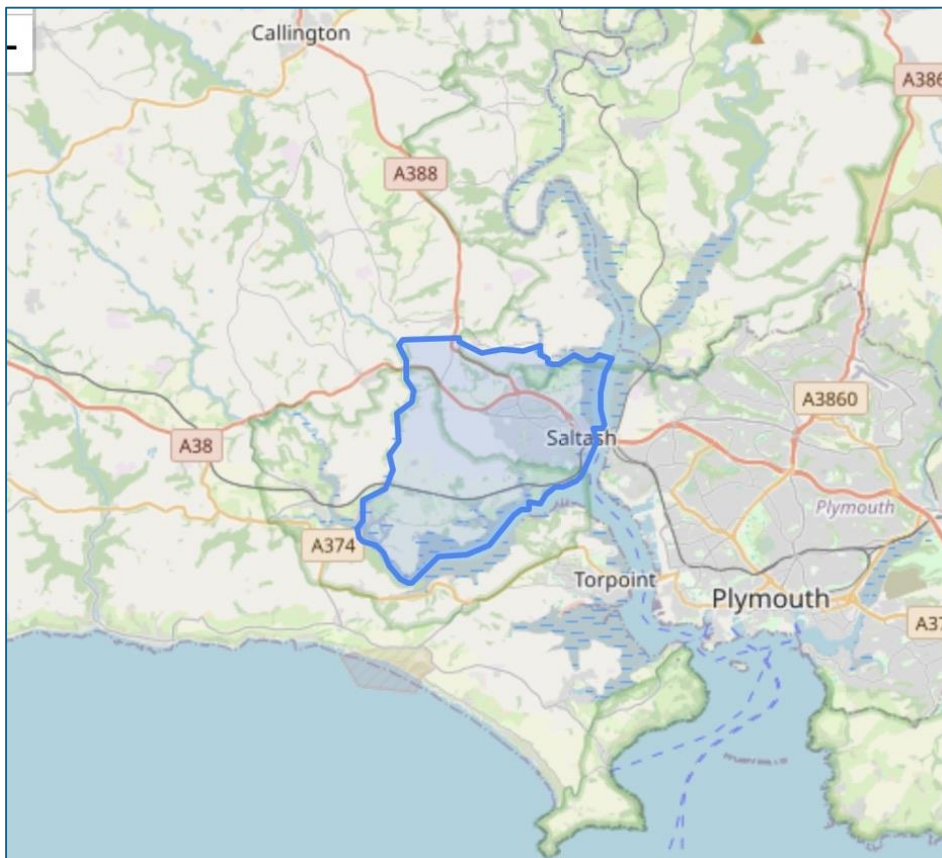
Saltash is largely dependent on the city of Plymouth for employment, healthcare, further education and large scale retail and leisure activities.

The population is around 20,000 with additional catchment to the north (Hatt, St Mellion, Callington, Cargreen, Landulph and beyond), east (western Plymouth) and west (Tideford, Landrake). The total catchment is around 40,000 people.

New housing currently under construction will provide an additional 1000 homes with potential for more.

Improving rail services and facilities will deliver well understood outcomes such as environmental and safety benefits alongside benefiting businesses and enabling better transport options for all.

You can see the town boundary is largely river to the east and south limiting access.



The A38 cuts right through Saltash east to west with only the A388 to the north. The railway therefore provides a vital alternative link to the road network. There are no other routes in or out of Saltash to the east and south due to the rivers.

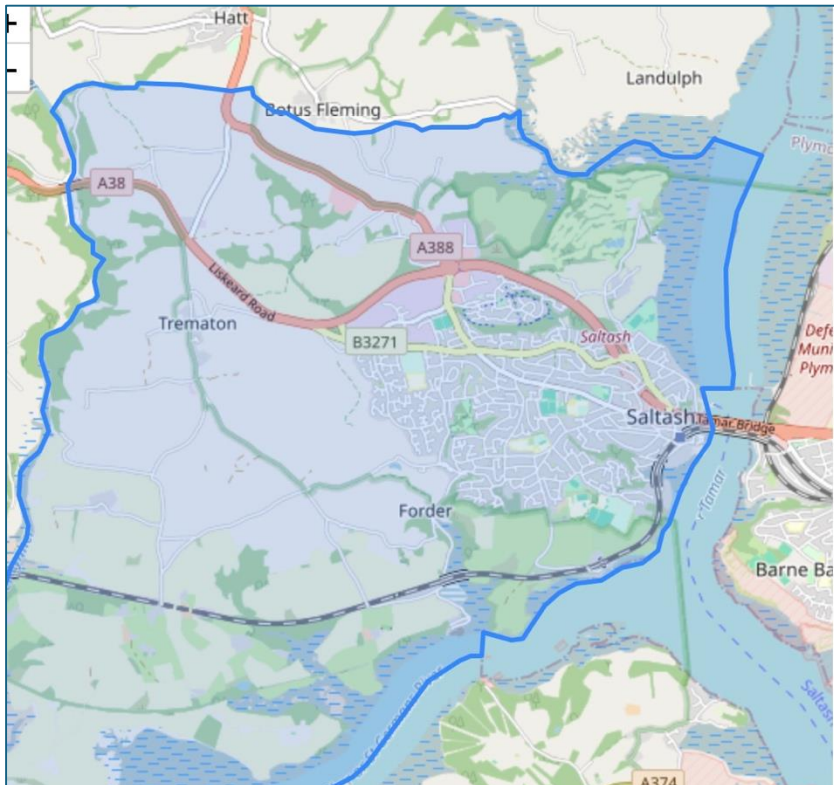
Saltash Tunnel refurbishment – from Summer 2025

Whilst this document is a stand alone case for rail improvements at Saltash. National Highways have announced extensive works to the Saltash Tunnel that are now scheduled for Summer 2025. This is considered to further increase the need and urgency for rail improvements, predominantly to the timetable.

National Highways have predicted that the disruption from works to the Saltash Tunnel are likely to cause up to 60 minute delays, 7 days a week for the duration of the works, estimated to be six months.

It is therefore likely that the A38 across the whole of the map below will form part of the tailback of traffic through Saltash as well as access from the town on and off the A38.

Last year, when the lane control system failed for a day, the actual disruption which included long tailbacks on the A38 and within Saltash were in line with the above predictions.



The map above shows how constrained Saltash is by the rivers with only the A38 and A388 as routes in or out of the town.

Saltash Station is in the town centre of Saltash, close to shops, businesses, bus routes, Beryl bike stands, Cornwall Council Car Parks and the river for ferry services.

Saltash Station is within walking distance of most of Saltash and we are focused on promoting and improving the walking routes, not only as a sustainable and healthy mode of travel, but as a way to avoid the traffic chaos predicted during the tunnel works.

Car Parking

The lack of rail related parking has often been cited as a reason why Saltash rail services have not been improved. This is an unnecessary distraction. There is significant car parking available within easy reach of the station, but more importantly most of Saltash is within 20 - 30 minutes walking time of the town centre and station.

Beyond the 10 free spaces at the station and a considerable amount of on street parking close by, in terms of car parks, there are two within a couple of minutes walk at Alexandra Square and Culver Road with 134 spaces between them. Two further Cornwall Council pay car parks are approximately 5 – 7 minutes away from the station at Belle View West and Belle View East with 116 spaces between them.

Further to this there are two free Cornwall Council car parks on Callington Road and Old Ferry Road that are around a 15 minutes walk from the station.



The image above shows Saltash station to the right and the closest two Cornwall Council car parks within a couple of minutes walk.

Saltash station footfall is growing strongly, up around 55,000 in the last 5 years. Liskeard is down around 40,000 over the same period but is obviously higher due to having more calls. **NB** Liskeard has almost half the population of Saltash.

The 2022/23 footfall figures show 137,000 journeys recorded. (ORR data)

The 2023/24 figures released in November 2024 show a further 5.6% rise to 144,698 journeys.

Station Service enhancements

Saltash Town Council have developed the former station building over the last few years. The building now offers a wide range of events and opportunities. A café is also operational within the building, providing a good range of refreshments. Members of the public can use this as a waiting room which also provides an accessible public toilet with baby change facilities.

Lighting and footway improvements have been made by the Town Council and Cornwall Council which has improved safety and security in the station area. Further enhancements to the walking routes are planned in the next six months with new yellow lining and way finding.

Accessibility

As mentioned above, walking routes have been improved and there is a step free route between platforms via the Culver Road Bridge.

The stepping distance between a train and platform on Platform 2 is large and requires care when using. This has not prevented the large increases in footfall at Saltash station.

The lack of years of investment by the rail industry and government could be resolved through the latest initiative to bring forward the best possible plan to resolve the issue through platform modifications. Further increases in footfall are likely to increase the value of any accessibility improvements. The Pre-PACE Network Rail report is attached to this report and includes options to address the large gap between the platform edge and train as well as platform extension to the west of platform 2 to enable more carriages to be accessible.

Rail Timetable

The simple request, is that all passenger services that pass through Saltash should make a call. This would ensure there are no gaps in provision such as those that are currently around one hour at times and would offer better resilience when services are cancelled. Saltash deserves the 'Half hourly' service that much of Cornwall receives.

There is no reason to offer Saltash a lesser service than smaller population centres like Liskeard that currently have all trains calling.

We acknowledge that all station calls have an impact on timetables and the operation of the railways. It is considered that adding a call at Saltash into services that currently pass through will have a minor impact and could serve to make the timetable more even throughout the day. It would add a more consistent service pattern too with better connections throughout Cornwall, better connecting Saltash.

As the line speed through Saltash is just 15 mph, it is significantly easier for any non-stopping service to make a call with minimal timetable impact.

Supporting Strategic Transport aims

Improving rail services at Saltash by increasing the timetable and over time, increasing accessibility and facilities is in line with the Local Transport Plans for both Cornwall and Plymouth. There is support from our MP and our local Community Area Partnership. For the Town Council itself, improving and promoting sustainable public transport is a key strategic priority.

In particular, during the Saltash Tunnel works, rail is likely going to provide the only reliable, usable transport option for many in Saltash, and as such will see a significant increase in use. Improving the timetable will offer a complete service.

The result of the combined effect of the disruption caused by the Saltash Tunnel works and an improved timetable is likely to bring a very significant modal shift to rail that will in many cases be sustained once the works are complete.

To receive a report on Cornwall Councils provision for Adult Education and consider any actions and associated expenditure

Report to: Full Council

Date of Report: 31.08.25

Officer Writing the Report: Town Clerk / RFO

Pursuant to: Full Council held 3 July 2025 minute 156/25/26

Officers Recommendations

Members are invited to consider supporting the reintroduction and promotion of Adult Education in Saltash by delegating authority to the Town Clerk to write to Cornwall Councillor Frank. The letter will express the Town Council's interest in this important service and our commitment to working collaboratively with Cornwall Council to help deliver a high-quality Adult Education offer for our community.

Report Summary

Following Cornwall Councillor Frank's brief update at last month's Full Council meeting, it is excellent news that Councillor Tim Dwelly, Cornwall Council's Portfolio Holder, recognises the importance of Adult Education. He is now actively exploring what a revitalised adult learning offer could look like for Cornwall.

Even more encouraging is that Saltash is being prioritised. It has been identified as one of the towns where provision has been significantly affected, and there is a clear commitment to ensuring that learners here are not left behind.

While there was a shared view that the previous service in Saltash was not fit for purpose, it is important to note that Cornwall Council is now both the commissioner and provider of the service. They acknowledge that improvements are needed and are keen to work collaboratively with local Town Councils to shape a more effective and responsive offer.

Cornwall Council's dual role includes:

- **Commissioner** – We are responsible for planning and funding adult learning across Cornwall. This includes deciding which providers receive funding and making sure the courses offered meet local needs and priorities.
- **Provider** – We also run our own Adult Education Service, which is one of several organisations funded to deliver adult learning in the county.

In terms of venues, the Wesley Church, which previously hosted the service, remains a viable option. It can accommodate up to 14 learners per class and is readily available due to its existing setup. However, other suitable venues in Saltash may also be considered to meet local demand.

If Members believe that another provider—such as [On Course South West](#)—could better meet the needs of Saltash learners, the process is straightforward. Encore SW would simply need to register with Cornwall Council to be added to the approved provider list.

Reflecting on past meetings with Members, it was clear that promotion of the service was lacking. Going forward, it is essential that marketing and outreach are significantly improved to ensure that those who need training are aware of the opportunities available. This will help more residents access support and progress into further education or employment.

Members are encouraged to express their interest in reintroducing Adult Education in Saltash and to work with Cornwall Council to help deliver a high-quality, inclusive service for our community.

For further details, please refer to **Cornwall Council's Briefing Note – Appendix A**.

How Does This Meet the Business Plan?

Saltash Town Council recognises the vital role of educational wellbeing in empowering individuals through training and support that open pathways to future opportunities, such as higher education and employment. By supporting Cornwall Council in reintroducing Adult Education services, the Town Council is helping to deliver on two key strategic priorities:

- Boosting Jobs and Economic Prosperity
- Improving Health and Wellbeing

Signature of Officer:

Town Clerk / RFO

Briefing note – Appendix A

Adult Skills – Cornwall Council’s Role as Commissioner and Provider

August 2025

Cornwall Council now has two separate roles in adult education:

- **Commissioner** – We are responsible for planning and funding adult learning across Cornwall. This includes deciding which providers receive funding and making sure the courses offered meet local needs and priorities.
- **Provider** – We also run our own Adult Education Service, which is one of several organisations funded to deliver adult learning in the county.

Our Role as Commissioner

From August 2025, Cornwall Council will take full control of adult education for learners aged 19 and over. This includes planning, funding, and managing contracts. It means we can now shape adult learning to better reflect Cornwall’s geography, communities, and challenges.

We will use most of the funding (75%) to support grant-funded providers. The rest will be used to bring in additional providers where there are gaps or where we need more flexible or innovative learning options. This approach is based on feedback from consultations and ongoing conversations with partners.

We are embedding adult learning within wider support services, including People Hub, and other community-based programmes. This joined-up approach helps ensure fairness and accessibility, especially for those who are out of work or need to improve their skills.

Cross-Border Learning

We want to be clear about how funding works for learners who live near the Cornwall border. We can only fund learners who attend providers that have a grant or contract with Cornwall Council. City College Plymouth is one of our funded providers.

We are currently running a procurement process to bring in more providers where there are gaps in the current offer. We will also contact all providers who previously taught Cornish residents. If they are no longer funded by us, we will give them information about our current providers and how to refer learners.

At the same time, the Department for Education (DfE) will continue to fund providers in Cornwall to teach learners who live outside Cornwall (in non-devolved areas). We are working closely with Devon County Council and the DfE to make sure learners can still

access the right courses, no matter where they live. However, we know there may be some future restrictions on access to Devon-based provision, and we are looking at ways to reduce any disruption.

Cornwall Adult Education Service – Current Position and Next Steps

Cornwall Adult Education Service has a strong track record. It was rated ‘Good’ by Ofsted in 2024, and a review by the Further Education Commissioner in March 2025 praised the team’s leadership and commitment.

However, the review also highlighted areas that need improvement. These include:

1. Updating governance and oversight arrangements
2. Better links between curriculum planning and financial management
3. Using data more effectively to track performance
4. Improving marketing and learner recruitment, including a refreshed brand and clearer messaging around our unique offer

Interim Arrangements

The service manager retired at the end of July. To keep things running smoothly and focus on improvements, we are putting temporary arrangements in place:

1. Appointing an improvement lead
2. Bringing in a dedicated finance officer
3. Sharing responsibilities across the existing management team

This will help us prepare detailed budgets, review how courses are delivered, and explore future options for how the service should operate. Our goal is to make sure the service fits with the wider commissioning plan and meets the needs of learners across Cornwall.

Marketing, Rebrand, and Unique Selling Proposition (USP)

We will enhance our marketing strategy to reflect a new identity for adult learning in Cornwall. This includes:

- A refreshed brand that highlights our unique offer: community-rooted, flexible, and inclusive learning
- Stronger digital presence and targeted campaigns
- Clear messaging around pathways to further learning, employment, and personal development

We will also work with Community Link Officers and local partners to promote learning in mainstream and community spaces, ensuring visibility and accessibility for all.

Outreach and New Delivery Approaches

We are reshaping how we deliver learning, especially in areas where centres have recently closed. We plan to use a **demand-led outreach model**, working closely with local partners such as:

- Jobcentres (DWP/JCP)
- Libraries and Family Hubs
- Town Councils and Cornwall Council locality teams
- Community Link Officers
- Other community organisations

This model is not just about delivering courses—it's about creating learning pathways. Outreach is embedded with other services, helping learners progress into further education, employment, and community engagement. We're prioritising areas like Saltash and Penzance, where provision has been affected, and ensuring learners aren't left behind.

We're working with trusted local partners—such as libraries, family hubs, town councils, and other anchor organisations—to deliver outreach provision in community spaces. This flexible model allows us to respond quickly to local demand while we carry out a full options appraisal on the long-term delivery model.

We're also preparing to go back out to tender through the procured element of the Adult Skills Fund, specifically to address notspots and delivery gaps. This will help us bring in additional providers where needed.

At the same time, we're being careful not to rush into reopening centres before we've completed the options appraisal. We want to avoid a situation where we reinstate provision in a way that isn't sustainable or aligned with the future model.

New Delivery Approaches

We are reviewing how courses are delivered. Key changes include:

1. Moving to fixed start dates instead of flexible roll-on/roll-off courses
2. Offering more intensive learning blocks
3. Focusing on Entry Level English and Maths, which are not widely available through local colleges
4. A 5% increase in online learning at Level 1 and above, offering more flexibility

We are also working to reach hardly accessed groups by delivering learning in mainstream spaces such as schools, libraries, and family hubs—places where people already feel safe and supported.

Early Outreach Already Underway

Outreach has already started. For example, two family learning groups are running at Carbeile Junior School in Torpoint as part of a parental engagement partnership. This supports our outreach model and encourages intergenerational learning. We'll be looking at how learners from these groups can progress into further learning, helping to build a more sustainable model over time.

Working with Members

We'd really welcome the opportunity to work with local Members to shape the outreach offer in a way that reflects local priorities. Your insight into what's needed on the ground

will be invaluable in helping us get this right. If there are particular venues, partners, or community groups you think we should be engaging with, we'd love to hear your thoughts.

In Summary

Taking control of the Adult Skills Fund gives Cornwall a real chance to improve adult education in a way that works better for our communities. We want to make sure our approach is fair, efficient, and meets local needs. By embedding learning within other services and working closely with communities, we aim to create a more inclusive and sustainable model.

Thank you for your continued support. We'll keep you updated as we develop the strategy and delivery options for the Cornwall Adult Education Service for Members to consider.

Prepared by:

Stacey Sleeman

Head of Skills

Economy, Regeneration and Assets

31 August 2025

To receive a request to attend Oaklands Community Centre monthly information café sessions and consider any actions and associated expenditure.

Report to: FTC

Date of Report: 18.08.25

Officer Writing the Report: Mayor's Secretary / Receptionist

Officers Recommendations

Members are asked to consider and confirm attendance to Oaklands Community Centre's monthly information café sessions.

Report Summary

The Town Council has received a request from The Oaklands Community Centre for one or more Town Councillors to attend the monthly information café held at the Community venue. Please see invitation received **APPENDIX A**.

The information café is held on the second Wednesday of every month from 10am – 12noon.

The sessions are open for anyone in Saltash to attend and each session has a variety of organisations represented. Previous attendance by Cornwall Councillors, social prescribers and benefits adviser are to name just a few. They also offer an accessible Food Larder for residents who are unable to travel to Fore Street.

Information cafe dates for 2025 are:

- September 10th 2025
- October 8th 2025
- November 12th 2025
- December 10th 2025

Following the request, officer attendance has been positively received, with the Development and Engagement Manager scheduled to attend on 12 November.

Once the Community Hub Team Leader is appointed, this could present a valuable opportunity for outreach and to share information about the Library Community Hub.

End of report

Mayor's Secretary/Receptionist

APPENDIX A:

Invitation received from Oaklands Community Centre:

Dear sir/madam,

Oakland's community centre hold an information cafe the second Wednesday of every month. We open at 10am and run to 12 midday.

We would very much like to invite any town councillor that can attend so the community can talk to them. Refreshments will be provided.

Could you please email me if anybody can attend and dates they will be attending.

Oaklands Community Centre

To receive an invitation to join volunteer organisation Saltash Together and consider any actions and associated expenditure.

Report to: Full Council

Date of Report: 28.08.25

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Officers Recommendations

Members are asked to consider the invitation to join a new voluntary organisation – Saltash Together confirming Saltash Town Council's representation to quarterly meetings.

Report Summary

An invitation has been received from a new volunteer network for Saltash – Saltash Together. See **Appendix A**

Questions were posed to help better understand the scope and structure of the initiative.

Meeting Frequency:

We propose quarterly meetings as a starting point. This frequency ensures consistency while being manageable for groups with limited capacity. Additional ad-hoc gatherings may be arranged around specific opportunities, events, or urgent community needs.

Representation:

We would welcome two representatives from Saltash Town Council at meetings. This ensures continuity, while also keeping the group inclusive and balanced with other partners.

Venue and Accessibility:

We are initially planning to host meetings in accessible community venues in Saltash, such as The Guildhall, Burraton Community Centre or other well-known community spaces. Yes, there will also be an online option via Zoom or Teams so that anyone unable to attend in person can still contribute.

Membership Structure:

Saltash Together is intended as a network rather than a membership organisation. There are no fees or formal membership obligations – participation is open to charities, CICs, volunteer groups, faith groups, schools, businesses with a community role, and public bodies. We want to keep it light-touch and inclusive, with sign-up simply being an expression of interest and willingness to stay connected.

Community Engagement:

Have you consulted with other established voluntary organisations in Saltash to ensure there's no overlap or duplication of efforts?

Yes, this has been a priority. We've already spoken with and invited several existing voluntary organisations, including Friends of Churchtown Farm, Livewire, Foodbank, Salt Arts, Saltash Regatta Organisers and others. The feedback has been positive, with many expressing that there is currently no single town-wide forum for them to connect with each other and the council in a regular, joined-up way. Saltash Together is designed to fill that gap without duplicating existing projects.

Identifying Need:

The idea grew from multiple conversations across groups, events, and community partnerships where recurring themes emerged:

- Isolation of groups – many organisations don't always know what others are doing.
- Missed opportunities – duplication of effort, or funding applications happening in isolation.
- Joined-up voice – volunteers and organisations wanted a stronger way to speak collectively with the council, health partners, and funders.
- Visibility – the public often doesn't know about the full range of local groups and opportunities.

Saltash Together was shaped to address these needs by creating a central network to share, connect, and collaborate.

APPENDIX A

Invitation Received:

We'd love to invite Saltash Town Council to be part of a new volunteer network for Saltash – Saltash Together.

The aim is to celebrate, connect, and strengthen the incredible work already happening in our town, while creating more opportunities for residents to get involved. We see Saltash Town Council as a vital part of this, especially with your fantastic role in supporting community initiatives, providing civic leadership, and enabling local volunteering.

The network will provide a platform for:

- Sharing volunteering opportunities so more residents (including families and young people) can get involved.
- Collaborative events, training, and outreach to enhance skills and community impact.
- Cross-sector connections between civic, youth, arts, environment, health, wellbeing, and community groups.
- Raising public awareness of volunteering and inspiring new generations of volunteers.

By joining, Saltash Town Council could:

- Showcase your volunteering opportunities and attract new helpers and supporters.
- Share knowledge and support other groups tackling common challenges.
- Explore ideas for joint projects, events, and training.
- Help shape a shared vision for a connected, resilient, and thriving Saltash.

An informal inaugural meeting is planned for October (date and venue to be confirmed). It would be wonderful to have Saltash Town Council represented there. We'd also love to know if you are interested in being part of the network, so we can ensure voices from our local civic and community groups are included from the start.

Thank you for all you do for Saltash – your contribution is such an important part of what makes our town special.

Email received from Saltash Together 3.09.25

Just an update on the Saltash Together project. So far we have these organisations who wish to attend our inaugural meeting and who have shown great interest in the scheme. I am awaiting replies from others, but will chase up very soon.

Livewire

Friends of Churchtown Farm

Friends of Tincombe

Oaklands Community Centre

Saltash Foodbank

Saltash Scrapstore

MHA Communities Cornwall

Salt Arts

Volunteer Cornwall

Saltash Heritage

Ashtorre Rock

Zetland Lodge

Saltash Veterans

Tamar Lions

Bridging the Tamar Visitor & Learning Centre

NHS Social Prescriber

Rotary

Saltash Veterans

Saltash RBL

Diverse Events CIC

Home Instead

End of Report.

Officer Manager / Assistant to the Town Clerk



Sinead Burrows
Clerk To Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

Your ref:

My ref:

Date:

PA25/05908

19 August 2025

Dear Sinead Burrows

Application	PA25/05908
Proposal	Change of use of service pole 452461-2 from single service pole to a pole with LV mains connection (more than one service). Installation of one new service cable UG from pole 452461-2
Location	Eastwood Carkeel Saltash Cornwall
Applicant	Mr Tom Watson National Grid
Grid Ref	240917 / 60941

The above-mentioned application has been received by the Development Management Service and is available for you to view and submit comments through the "Consultee Access Site".

1. You can access the application on which we are inviting your comments using the following link: <https://planning.cornwall.gov.uk/online-applications>
2. Retrieve the application by entering the reference quoted above and then clicking the "Search" button.
3. Details can then be found by clicking the "Documents" tab and then selecting "View Associated Documents".
4. If possible we would prefer that comments are submitted online by registering then selecting the "submit comments" icon and completing the online form which will immediately update our database and ensure that your comments are made available to the public.

If your response is likely to be longer than the equivalent of one side of A4 paper, please also submit a short executive summary of your comments.

If you are unable to submit comments online, any views you may have on the application should be emailed to planning@cornwall.gov.uk quoting reference number PA25/05908 by 9 September 2025.

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Kind regards

Sarah Tatton
Development Officer
Development Management Service

Development Management Service
Cornwall Council

Page 104
Correspondence Address: Cornwall Council Planning Dept, New County Hall, Treyew Rd, Truro, TR1 3AY
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