



# ***Saltash Town Council***

***Konsel An Dre Essa***



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

11 July 2025

Dear Councillor

I write to summon you to the **Meeting of Services Committee** to be held at the Guildhall on **Thursday 17th July 2025 at 6.30 pm.**

The meeting is open to members of the public and press. Any member of the public requiring to put a question to the Town Council must do so by **12 noon the day before the meeting** either by email to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or 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.**

Yours sincerely,

PP S Burrows  
Town Clerk / RFO

To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
A Ashburn R Bickford J Brady R Bullock L Mortimore P Samuels	S Gillies S Martin P Nowlan J Peggs J Suter	G McCaw S Miller B Samuels B Stoyel

## Agenda

1. To elect a Chairman.
2. To elect a Vice Chairman.
3. Health and Safety Announcements.
4. Apologies.
5. 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.
6. 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.

7. To receive and approve the minutes of the Services Committee held on 10 April 2025 as a true and correct record. (Pages 5 - 24)
8. To receive the Services Committee budget statements and consider any actions and associated expenditure. (Pages 25 - 31)
9. To consider Risk Management reports as may be received.
10. To receive recommendations from Town Vision and consider any actions and associated expenditure. (Pages 32 - 33)
11. To review the Services Committee Business Plan Deliverables for Quarter One of the 2025/26 financial year and consider any actions and associated expenditure (Pages 34 - 43)

12. To receive reports from the Service Delivery Department and consider any actions and associated expenditure.
  - a. Departmental Report; (Pages 44 - 53)
  - b. Grounds Maintenance Works; (Pages 54 - 69)
  - c. Work Request Log; (Page 70)
  - d. Vandalism and Anti-Social Behaviour Report; (Page 71)
  - e. Statutory and Mandatory Building Asset Checks. (Pages 72 - 80)
13. To receive a report on Service Delivery equipment and consider any actions and associated expenditure. (Pages 81 - 97)
14. To receive and review amendments to the Noticeboards Policy and consider any actions. (Pages 98 - 104)
15. To receive an updated report on the Jubilee Pontoon and consider any actions and associated expenditure. (Pages 105 - 135)
16. To receive a recommendation from the Property Maintenance Sub Committee and consider any actions and associated expenditure. (Pages 136 - 143)
17. To receive a report on Pontoon maintenance works and consider any actions and associated expenditure. (Pages 144 - 150)
18. To receive a report on a proposed additional ferry service and consider any actions. (Pages 151 - 152)
19. To receive a report from the Christmas lights working group and consider any actions and associated expenditure. (Page 153)
20. To receive a report on the town's festive lighting provision and consider any actions and associated expenditure. (Pages 154 - 157)
21. To receive an updated report on CCTV and s106 application and consider any actions and associated expenditure. (Pages 158 - 173)
22. To consider the maintenance programme of the World War 1 Pebble Memorial and consider any actions and associated expenditure. (Pages 174 - 182)
23. To receive a report from Grenfell Avenue Community Allotment and consider any actions. (Pages 183 - 185)
24. To receive a report from Saltash Environmental Action and consider any actions and associated expenditure.

25. 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.
26. To receive a report on the appointment of a contractor to deliver the town's Christmas Lights display and consider any actions and associated expenditure.
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.

Date of Next Meeting: Thursday 9 October 2025 at 6.30 pm



## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 10th April 2025 at 6.30 pm**

**PRESENT:** Councillors: R Bickford (Chairman), J Brady (Vice-Chairman), R Bullock, J Dent, S Gillies, S Lennox-Boyd, L Mortimore, J Peggs, B Samuels, P Samuels and B Stoyel.

**ALSO PRESENT:** S Burrows (Town Clerk), D Joyce (Office Manager / Assistant to the Town Clerk), M Cotton (Assistant Service Delivery Manager) and F Morris (Planning and General Administrator).

**APOLOGIES:** M Griffiths, S Martin, S Miller and D Yates.

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#### **1/25/26      HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **2/25/26      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.

#### **3/25/26      PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**4/25/26      TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 13 FEBRUARY 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 Bickford, seconded by Councillor Brady and **RESOLVED** that the minutes of the Services Committee held on 13 February 2025 were confirmed as a true and correct record.

**5/25/26      TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the recommendation from the Town Vision Sub Committee as contained within the circulated reports pack.

Members discussed the virement into the EMF Victoria Gardens budget code.

Due to there being no further progress with regard to the lease, the Town Clerk advised that members may wish to consider whether to continue with the recommendation or to leave the funds with the Town Vision Sub Committee.

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED** to leave the suggested virement of £9,000 in the Town Vision Budget Code 6280 EMF Town Vision, due to the uncertainty of Victoria Gardens and Maurice Huggins through devolution.

6/25/26

**TO RECEIVE AND REVIEW THE SERVICES COMMITTEE'S  
BUSINESS PLAN DELIVERABLES FOR QUARTER FOUR AND  
CONSIDER ANY ACTIONS AND EXPENDITURE.**

Members received the Services Committee Deliverables for Quarter Four as contained within the circulated reports pack.

The Town Clerk summarised the current position and requested that Members consider whether any further items could be added to assist in scoring Quarter Four. In particular, the areas of Climate Change and Transport and Travel both remain on a score of 1.

Members discussed ideas which would enhance the areas mentioned by the Town Clerk and with reference to the area of Transport and Travel, the Chairman highlighted the forthcoming tunnel works and the need for increased public transport links and cycle routes available in Saltash.

Members suggested deliverables for inclusion in quarter four not listed were the retention of Beryl Bikes and Street Audits.

Members discussed a suggestion from the Town Clerk for the Town Council to collaborate with Saltash Environmental Action (SEA) in hosting free events on Climate Change, aiming to enhance outcomes in this area. The Chairman emphasised the Town Council's ongoing support for SEA's initiatives and proposed working with SEA to gather more information about attendance at their events.

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** to approve the additional deliverables and to delegate to the Town Clerk to continue with scoring Quarter Four.

**7/25/26      TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT  
AND CONSIDER ANY ACTIONS AND ASSOCIATED  
EXPENDITURE.**

Members received the budget statements contained within the circulated reports pack.

The Chairman informed Members that a virement is required due to an overspend which was due to excess use of water as the results of an identified leak.

The Finance Officer has been requested to investigate whether funds can be reclaimed.

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

1. Note the budget statements;
2. To vire £900 from 6531 SE Public Toilet Commercial Cleaning to 6508 SE Public Toilets (Operational Costs);
3. To report back findings related to the water bill and the identified leak to a future Services Committee meeting.

**8/25/26      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE  
RECEIVED.**

Nothing to report.

9/25/26

**TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Assistant Service Delivery Manager (ASDM) briefed Members on the report contained within the circulated reports pack; highlighting areas of particular interest.

a. Departmental Report;

Members thanked the Service Delivery Team for their hard work and continued high standards which contribute significantly to the overall enhancement of the town.

The ASDM was also congratulated on passing his electrical exams resulting in the Town Council being able to carry out electrical work in-house, negating the need to employ outside contractors.

Members discussed the departmental report in length.

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

1. To note the report;
2. To approve the extension of the operational hours for Longstone toilets on 3 May 2025 to 9.00 p.m. to support the May Fair event;
3. To approve the additional staff hours and delegate to the ASDM to manage any potential damage and repairs to Longstone Park Toilets, working within the budget code 6508 Public Toilets Operational Costs;
4. To approve the ASDM to undertake the required 2025 EICR testing and certification of Fore Street Festoon Lighting in-house at the earliest opportunity and carry out any remedial works;
5. To approve the future EICR testing and inspection of the power supply of the Festoon Lights on a 5-year basis delegating to the ASDM to diarise the work, reporting back at a future Services Committee Meeting;
6. To approve the appointment of a cherry picker and operator at a cost of £280 up to a maximum of 4 hours hire for the electrical work / bulb replacement of the Festoon Lights and any other work that requires the need for a cherry picker to ensure best value for the Town Council;

7. To delegate to the Service Delivery Manager to work with the Services Committee Chairman and Vice Chairman to determine when replacement of bulbs takes place in Fore Street;
8. The ASDM to review the associated cost to purchase a cherry picker and associated training costs for an operative, reporting back at the July meeting;
9. Delegate to the Town Clerk and ASDM to review the roundabouts that fall under the Service Level Agreement with Cornwall Council creating a low maintenance regime that is safe reporting back at a future Services Committee meeting.

b. Grounds Maintenance Works;

It was **RESOLVED** to note.

c. Work Request Log;

It was **RESOLVED** to note.

d. Vandalism and Anti-Social Behaviour Report;

It was **RESOLVED** to note.

e. Statutory and Mandatory Building Asset Checks.

It was **RESOLVED** to note.

**10/25/26      TO RECEIVE A REPORT ON THE PILLMERE PLAY PARK SURVEY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reviewed the report received in the circulated reports pack and considered the feedback summary from residents.

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

1. To thank everyone for taking part in the Play Park Survey to date and to encourage those who have yet to do so;
2. To approve the survey to remain active to ensure continuous monitoring;
3. To report back with new data at a future Services Meeting.

11/25/26

**TO RECEIVE AN UPDATE ON THE COMMUNITY INFRASTRUCTURE LEVY FOURTH ROUND OF FUNDING – SALTASH WATERSIDE IMPROVEMENT PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report as contained within the circulated reports pack.

The Chairman advised that the report outlines some of the difficulties encountered in progressing the Play Park and Sensory Garden. In particular, a change in Cornwall Council Officer opinion from a verbal conversation advising that planning consent is not required, to advice that it may now be required. Due to the initial absence of this advice, there is a need to cover the costs of a Planning Application which were not built into the original funding application.

Additionally, Cornwall Council Flood and Coastal Erosion Risk Asset Manager are proposing to do work on the sea wall around Jubilee Green. However, Cornwall Council are delaying a decision regarding this work, which has left the Town Council's work in that area on hold at present. It was noted that there is a need to maintain access to the Town Council's portacabin and pontoon.

Following a discussion, it was proposed by Councillor Peggs, seconded by Councillor Brady and **RESOLVED:**

1. To note the report;
2. To appoint Barron Surveying to submit a Pre-Planning Application for the Play Park and Sensory Garden on behalf of Saltash Town Council at a cost of £100 per hour up to 6 hours;
3. To delegate authority to the Town Clerk up to £1,500 to cover Barron's cost and the fees to Cornwall Council for the Pre-Planning Application;
4. To approve associated cost to budget code 6595 EMF Legal and Professional Fees.

12/25/26

**TO RECEIVE AN UPDATED REPORT ON THE JUBILEE PONTOON  
AND CONSIDER ANY ACTIONS AND ASSOCIATED  
EXPENDITURE.**

Members received the comprehensive report circulated in the reports pack.

The Chairman provided a verbal review of the report, noting that the Services Meeting approved removing the pontoon for inspection and repairs at the previous meeting held in February under Health and Safety.

The Town Clerk has been coordinating with the boatyard, insurers, and surveyors regarding the assessment of the Pontoon for storm damage and maintenance work.

Members received a quotation to fix the storm damage with the insurers confirming to pay only some of this cost, because they consider that some of the damage is caused by a lack of maintenance.

Members received further quotes to put the pontoon back together and into the water.

The insurers have confirmed they will pay 50% of the cost to take it out of the water and take it apart and another 50% to put it back together and into the water.

Two further quotes for works which are not essential, but described as desirable, to help with the longevity of the life of the pontoon were also received.

The desirable works proposed included stripping the pontoon back to bare metal and recoating it with paint and replating metal works. An additional quote to descale the five piles which hold the pontoon system in place and recoat with plating was also received.

The work on the piles would not be undertaken until the pontoon is back in the water so there may be a short period of time when the pontoon is closed.

Members discussed the work and agreed that as the pontoon is already out of the water it is an opportune time to maintain the pontoon to a high standard.

Members were reminded that a Tenancy at Will was signed with Cornwall Council by the Town Council to maintain the pontoon in a fit state.



Members consider the pontoon as an extremely important asset to the Town Council and the town, especially regarding the public ferry service. A lot of work went into the connectivity project which included the ferry service, and all felt it should continue.

The Town Clerk advised members that Voyager Marine are looking to put the pontoon back into the water week commencing 19 May and to have the public ferry service running by end of May. Members have been offered a visit to the boatyard to view the work being carried out.

The Town Clerk reminded Members that an agreement has still to be reached with The Duchy concerning the Fundus. This will come back to the Services Committee at a future meeting.

The Town Clerk went through the finance to be sure Members were fully aware of the associated cost involved.

Councillor Brady requested a recorded vote:

Bickford	For
Brady	For
Bullock	For
Dent	For
Foster	Absent
Gillies	For
Griffiths	Absent
Lennox-Boyd	For
Martin	Absent
Miller	Absent
Mortimore	For
Peggs	For
Samuels B	For
Samuels P	For
Stoyel	For
Yates	Absent

Following a recorded vote, it was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED**:

1. To note the report;
2. To appoint Voyager Marine to undertake storm damage and maintenance work to the pontoon and the piles and reinstate it to the Tamar at a cost of £109,170.21 plus VAT.
3. To accept the insurance settlement offer of £13,913.13 towards storm damage repairs and 50% contribution towards the cost of lifting and reinstating the pontoon;
4. To **RECOMMEND** to Full Council to approve a virement of £109,170.21 to budget code 6584 EMF Pontoon Maintenance;
5. Members recognise the Services Committee is a full-standing committee and with confidence of this evening's recommendation, request the Town Council to proceed immediately with the appointment to avoid potential holding fees at the boatyard and delay in opening the pontoon to regain income.

**13/25/26      TO RECEIVE AN UPDATED REPORT ON THE CCTV AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report as contained within the circulated reports pack.

The Chairman informed the meeting that this item has returned to the Services Committee due to concerns surrounding the high cost to connect the cameras to the data network, particularly in connection with the purchase of SIM cards over the next 5 years.

The Office Manager/Assistant to the Town Clerk summarised the report, emphasising that all options had been thoroughly investigated.

Members discussed the cost of the SIM card for each camera.

The Chairman thanked the Office Manager/Assistant to the Town Clerk and the Administration Officer for their hard work on the CCTV project.

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

1. To note the Policy and Finance Minute 146/24/25 confirms approval of associated costs upon further research and Services Committee approval against budget code 6270 EMF Crime Reduction;
2. To approve the associated fixed cost of £75 per month per camera over a 5-year period for a fixed IP address to support the CCTV system;
3. To approve the Administration Officer to proceed with the CCTV project.

**14/25/26      TO RECEIVE A DRAFT INTERNAL CCTV POLICY AND CONSIDER  
ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the Draft Internal CCTV Policy as circulated in the reports pack.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and resolved to **RECOMMEND** the CCTV Policy to a future Full Town Council Meeting, subject to inclusion of the town CCTV system (as attached).

**15/25/26      TO RECEIVE A REPORT ON THE CHRISTMAS LIGHT SWITCH ON EVENT 2025 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report as contained within the circulated reports pack.

Councillor Peggs gave an update on the progress of the proposed joint venture between the Chamber of Commerce and the Town Council. Traders are keen to open later and several nights before the Christmas Lights Switch On and prices have been obtained from Diverse Events to support the event.

Members discussed concerns regarding the last event when it was felt that the space in Victoria Gardens was too small for the number of people present.

The Town Clerk emphasized the importance of Health and Safety, highlighting the need to be aware of Martyn's Law and that budgets to partly support the event will need to be investigated.

It was proposed by Councillor Peggs, seconded by Councillor Lennox-Boyd and **RESOLVED:**

1. To support in principle, subject to finalising the event details and associated costs, reporting back to a future Services Committee;
2. To extend the Working Group to include Councillors Mortimore, Stoyel and Bickford.

**16/25/26      TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report from Saltash Environmental Action (SEA) contained within the circulated reports pack.

The Chairman highlighted the work being carried out by SEA in Elwell Woods and that they will be postponing work on their Management Plan.

It was **RESOLVED** to note.

**17/25/26      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.

**18/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**19/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**20/25/26      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Play Park Survey;
2. Jubilee Pontoon – issue closer to relaunch.

**DATE OF NEXT MEETING**

Thursday 17 July 2025 at 6.30 pm

Rising at: 8.17 pm

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

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

Policy Group: General

**Internal** CCTV Policy

**Commented [LM1]:** Removed to encompass all CCTV owned by STC

RESPONSIBLE COMMITTEE: SERVICES

This is a policy/procedure document of Saltash Town Council to be followed by both Town Council Members and Employees.

Current Document Status			
Version	DRAFT v1	Approved by	
Date	March 2025	Responsible Officer	
Minute no.		Next review date	

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
03.2025	DRAFT 2025	AJT	Services 10.04.2025		New policy.
04.2025	DRAFT 2025	LM	AFTC 15.05.2025		

Document Retention Period
Until superseded

## **Internal** Closed Circuit Television (CCTV) Policy

**Commented [LM2]:** Removed to encompass all CCTV owned by STC

### Policy objectives

The main objective of this policy is to:

1. Inform Saltash Town Council (STC) staff and users of Town Council premises and amenities, **the general public and organisations** of the arrangements for the placement and management of CCTV.
2. Provide information about the retention of CCTV images where the Town Council is responsible for the systems in use.
3. **Share details about STC owned CCTV systems managed by external operators.**

**Commented [LM3]:** Added to cover external CCTV

**Commented [LM4]:** Added to cover external CCTV

### Introduction

Saltash Town Council (STC) primarily uses CCTV to prevent and detect crime. Images captured may be used to identify individuals and take appropriate action when necessary.

This policy and procedure applies to all Town Council **sites: owned CCTV systems.**

**Commented [LM5]:** Added to cover external CCTV

This document sets out the accepted use and management of CCTV equipment and images to ensure compliance with Data Protection and other relevant legislation. Personal data is processed in accordance with the Town Council's Data Protection and Retention Policies.

STC adheres to the Guiding Principles of the Surveillance Camera Code of Practice.<sup>1</sup>

### Purpose

CCTV has been installed in Town Council premises<sup>2</sup> for the purposes of deterring and the detection of crime in and around Town Council property. The system assists in identifying, apprehending and prosecuting offenders. It may also assist with the identification of actions that might result in disciplinary action<sup>3</sup>.

**CCTV has been approved for installation in multiple locations around the town to aid in crime deterrence and detection. The system supports the identification, apprehension and prosecution of offenders.**

<sup>1</sup> Published by the Home Office, last updated 2021

<sup>2</sup> See Appendix A

<sup>3</sup> Employees should refer to the Employee Handbook



Camera locations may be adjusted as needed to best serve the town's requirements. CCTV operations will be conducted strictly for legitimate purposes, ensuring all monitoring is carried out professionally, ethically, and in full compliance with legal standards.

Management and monitoring of the system will be overseen by Plymouth City Council under a Service Level Agreement (SLA) and are not the responsibility of the Town Council.

Public cameras will be positioned to capture only images relevant to their intended purpose. Equipment will be carefully placed to minimise intrusion onto private property, ensuring coverage is limited to the designated monitoring areas.

Replica cameras are situated outside public conveniences. These non-operational devices are not connected to any monitoring system but serve as a preventive measure to discourage vandalism or other undesirable activities in high-risk areas.

### Management of the system

#### Internal CCTV located in Town Council Premises

The Service Delivery Department is responsible for the Town Council CCTV system and equipment. Routine checks are undertaken in house by the SD Department with annual maintenance checks carried out by external contractors.

Images will be deleted in accordance with the Data Protection and Retention Policies. Recorded images will not be routinely viewed, disclosed or retained and only used if necessary, such as for investigations or compliance.

All members of staff with access to the CCTV system will be trained in the operation of the system and the data protection compliance requirements.

#### External CCTV located in Saltash

The CCTV cameras located around the town. These cameras are monitored by Plymouth City Council.

**Commented [LM6]:** Added to cover external CCTV

**Commented [MT7]:** Might need to be removed but if including I would put this here.

**Commented [LM8]:** Differentiate between internal and external systems

**Commented [LM9]:** Differentiate between internal and external systems

**Commented [LM10]:** Information on external CCTV

### Data Protection compliance

A relevant Officer will oversee data protection compliance and will audit the use of the system periodically to ensure operation and practices remain compliant with data protection legislation. All cameras covering public areas should have a Data Protection Impact Assessment in place.

Adequate signage will be in place at all sites with CCTV in operation.

### Requests for access to images

Internal **CCTV located on Town Council Premises**

Any requests for access to images made by individuals for their own personal data should be made by contacting [gdpr@saltash.gov.uk](mailto:gdpr@saltash.gov.uk) or forwarded by any member of staff receiving a request. Employees who wish to view recorded historical CCTV footage should contact their Line Manager.

The internal CCTV system is not intended to be used for the purpose of external claims however, requests for access may be evaluated on a case-by-case basis.

The Town Clerk or delegated Officer is responsible for viewing images when investigating an incident. Employees should refer to the Employee Handbook on the use of images in the event of a human resources incident / investigation.

### Storage and retention of images

Images stored on the recording equipment will be securely protected. The Service Delivery Manager is responsible for ensuring the security of the equipment and routinely recorded images.

Images are typically stored for 30 days but the Town Council reserves the right to retain them longer if required for an investigation.

Where images are retained for an investigation the Town Clerk may delegate responsibility to an appropriate Officer for the secure storage. Images retained for human resource purposes will be handled in accordance with procedures laid out in the Employee Handbook.

**Commented [LM11]:** Differentiate between internal and external systems

**Commented [MT12]:** I would suggest this wording. It states the intention but if it is completely prescriptive might prove a problem.

External CCTV located in Saltash

**Commented [LM13]:** Differentiate between internal and external systems

The external CCTV cameras in Saltash are monitored by Plymouth City Council on behalf of STC under a Service Level Agreement.

Any request for footage, data or usage please contact Plymouth City Council's data protection team directly. [www.plymouth.gov.uk/cctv](http://www.plymouth.gov.uk/cctv)

**Commented [LM14]:** Information on how to view external CCTV

For guidelines on who can request CCTV footage and the process for doing so, please refer to their website: [www.plymouth.gov.uk/cctv](http://www.plymouth.gov.uk/cctv)

**Commented [LM15]:** Information on how to view external CCTV

## Appendix A – location of cameras

Note: The areas covered by the system are public areas.

- Saltash Guildhall – 1 camera viewing the reception lobby area
- Longstone Depot – 4 cameras, one viewing the internal top office, the workshop garage, the back entrance and side door to office and external yard
- Saltash Community Library Hub – 8 cameras viewing the public access PC area and hot desk, the front enquiry desk, the mezzanine floor, the front desk / office, the crime section, the children area, with two external cameras viewing the front and side of the Library building

### Location of CCTV cameras in Saltash

- Old Ferry Road
- Ashtorre Rock
- Fore Street
- Top of Fore Street
- Burraton Cross

**Commented [LM16]:** List of camera locations

Replica / Non-Functional Cameras located:

- Outside Belle Vue Public Convenience
- Outside Longstone Public Convenience
- Outside Waterside Public Convenience
- Outside Alexandra Square Public Convenience
- Grassmere Way Play Park

Internal CCTV Recording Equipment:

The recording devices are DVR recorders storing data for up to thirty days at which time the system automatically records over previous data.

Footage is recorded twenty-four hours a day, 7 days a week.

DRAFT

Services Committee - Guildhall Budget 2025-26  
Saltash Town Council  
For the 2 months to May 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Guildhall Operating Income</b>				
4200 GH Income - Guildhall Bookings	1,916	2,000	727	1,273
4201 GH Income - Guildhall Refreshments	228	242	19	223
4206 GH Income - Guildhall Photocopying Income	59	69	65	4
<b>Total Guildhall Operating Income</b>	<b>2,204</b>	<b>2,311</b>	<b>811</b>	<b>1,500</b>
<b>Guildhall Operating Expenditure</b>				
6400 GH Rates - Guildhall	10,729	11,051	10,729	323
6401 GH Water Rates - Guildhall	765	827	(23)	850
6402 GH Gas - Guildhall	3,502	5,718	(176)	5,894
6403 GH Electricity - Guildhall	5,041	9,728	(354)	10,082
6404 GH Fire, Security Alarm & CCTV - Guildhall	1,229	1,012	226	786
6408 GH Cleaning Materials & Equipment - Guildhall	1,176	1,385	485	900
6409 GH Boiler Service & Maintenance	677	1,255	0	1,255
6410 GH General Repairs & Maintenance	3,003	3,203	220	2,983
6412 GH Lift Service & Maintenance	2,852	3,741	477	3,264
6413 GH Refreshment Costs - Guildhall	428	245	2	243
6414 GH Equipment - Guildhall	658	4,725	0	4,725
6418 GH EMF Legal & Professional Fees	9,603	418	(418)	836
<b>Total Operating Expenditure</b>	<b>39,662</b>	<b>43,308</b>	<b>11,167</b>	<b>32,141</b>
<b>Total Guildhall Operating Surplus/ Deficit</b>	<b>(37,459)</b>	<b>(40,997)</b>	<b>(10,356)</b>	<b>(30,641)</b>
<b>Guildhall EMF Expenditure</b>				
6470 GH EMF Guildhall Maintenance	77,531	27,422	978	26,444
<b>Total Guildhall EMF Expenditure</b>	<b>77,531</b>	<b>27,422</b>	<b>978</b>	<b>26,444</b>
<b>Total Guildhall Expenditure (Operational &amp; EMF)</b>	<b>117,193</b>	<b>70,730</b>	<b>12,145</b>	<b>58,585</b>
<b>Total Guildhall Budget Surplus/ (Deficit)</b>	<b>(114,990)</b>	<b>(68,419)</b>	<b>(11,334)</b>	<b>(57,085)</b>

**To/From Reserves & Budget Virements**

1. 6410 GH General Maintenance & Repairs includes income received for resale of shelving £65

**Key**

- Spending is on target as predicted at this point in the financial year
- Spending is higher than anticipated and needs to be monitored closely
- Budget is overspent - requires investigation and recommend virement

**Services Committee - Library Budget 2025-26**  
 Saltash Town Council  
 For the 2 Month ended 31 May 2025

Account	Prior YTD 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Library Operating Income</b>				
4517 LI Library - Replacement Membership Cards	13	50	5	45
4518 LI Library - Photocopying Fees	941	600	138	462
4524 LI Library Book Sales	131	300	0	300
4526 LI Library Activity Income	0	180	0	180
<b>Total Library Operating Income</b>	<b>1,085</b>	<b>1,130</b>	<b>143</b>	<b>987</b>
<b>Library Operating Expenditure</b>				
6900 LI Rates - Library	13,099	13,492	13,099	393
6901 LI Water Rates - Library	327	403	29	374
6902 LI Gas - Library	3,196	6,216	(243)	6,459
6903 LI Electricity - Library	3,414	4,946	(134)	5,080
6904 LI Fire, Security Alarm & CCTV - Library	788	1,143	660	483
6908 LI Cleaning Materials & Equipment - Library	739	983	118	865
6909 LI Boiler Service & Maintenance - Library	292	905	288	618
6910 LI General Repairs & Maintenance - Library	2,326	2,510	17	2,493
6911 LI TV License & PRS - Library	291	474	42	432
6913 LI Refreshment Costs - Library	49	315	37	278
6914 LI Equipment - Library	734	830	0	830
6921 LI IT & Office Costs - Library	1,558	1,827	101	1,726
6922 LI Library Activities	2,465	3,000	1,395	1,605
6975 LI Home Library Service	20	550	0	550
6923 LI PWLB Loan Repayment & Interest	23,993	23,509	11,815	11,694
6680 ST LI Staff Clothing (Library)	0	250	0	250
6681 ST LI Staff Travelling Expenses (Library)	53	250	0	250
<b>Total Operating Expenditure</b>	<b>53,343</b>	<b>61,603</b>	<b>27,223</b>	<b>34,380</b>
<b>Total Library Operating Surplus/ Deficit</b>	<b>(52,258)</b>	<b>(60,473)</b>	<b>(27,080)</b>	<b>(33,393)</b>
<b>Library EMF Expenditure</b>				
6918 LI EMF Legal & Professional Fees (Private Contractors)	600	13,105	(300)	13,405
6971 LI EMF Saltash Library Property Refurbishment	64,455	161,009	1,255	159,754
6972 LI EMF Library Equipment & Furniture	3,050	5,575	0	5,575
6974 LI EMF Library Funding	0	1,430	0	1,430
<b>Total Library EMF Expenditure</b>	<b>68,104</b>	<b>181,119</b>	<b>955</b>	<b>180,164</b>
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>121,447</b>	<b>242,722</b>	<b>28,178</b>	<b>214,544</b>
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(120,362)</b>	<b>(241,592)</b>	<b>(28,035)</b>	<b>(213,557)</b>

**To/From Reserves & Budget Virements**

1. 6974 LI EMF Library Funding includes Income Received from Seed Bed Funding - £500

<b>Key</b>
Spending is on target as predicted at this point in the financial year
Spending is higher than anticipated and needs to be monitored closely
Budget is overspent - requires investigation and recommend virement

**Services Committee - Isambard House (Station Building) Budget 2025-26**  
 Saltash Town Council  
 For the Month ended 31 May 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Isambard House Operating Income</b>				
4301 SA Isambard House - Bookings	8,043	6,500	1,995	4,505
4302 SA Isambard - Refreshment Income	130	120	99	21
<b>Total Isambard House Operating Income</b>	<b>8,173</b>	<b>6,620</b>	<b>2,094</b>	<b>4,526</b>
<b>Isambard House Operating Expenditure</b>				
6800 SA Rates - Isambard House	3,842	3,958	3,842	116
6801 SA Water Rates - Isambard House	693	714	(1,579)	2,293
6802 SA Gas - Isambard House	438	3,000	11	2,989
6803 SA Electricity - Isambard House	4,817	7,494	322	7,172
6804 SA Fire & Security Alarm - Isambard House	473	967	403	564
6808 SA Cleaning Materials & Equipment - Isambard House	1,026	1,350	457	893
6810 SA General Repairs & Maintenance - Isambard House	1,889	2,560	213	2,347
6813 SA Refreshments Costs - Isambard House	81	500	0	500
6814 SA Equipment - Isambard House	426	1,094	0	1,094
6818 SA Professional Costs - Isambard House	105	3,211	0	3,211
6821 SA IT & Office Costs - Isambard House	0	500	0	500
6822 SA Activities & Events	1,886	1,106	0	1,106
<b>Total Operating Expenditure</b>	<b>15,676</b>	<b>26,454</b>	<b>3,670</b>	<b>22,785</b>
<b>Total Isambard House Operating Surplus/ (Deficit)</b>	<b>(7,503)</b>	<b>(19,834)</b>	<b>(1,575)</b>	<b>(18,259)</b>
<b>Isambard House EMF Expenditure</b>				
6473 SA EMF Station Building (Purchase & Capital Works)	31,822	41,566	0	41,566
6870 SA EMF Isambard House Retention Fund	0	18,492	0	18,492
6871 SA EMF Tresorys Kernow Funding	35	562	0	562
6872 SA EMF Entertainment Licenses	0	2,132	0	2,132
<b>Total Isambard House EMF Expenditure</b>	<b>31,857</b>	<b>62,752</b>	<b>0</b>	<b>62,752</b>
<b>Total Isambard House Expenditure (Operational &amp; EMF)</b>	<b>47,533</b>	<b>89,206</b>	<b>3,670</b>	<b>85,537</b>
<b>Total Isambard House Budget Surplus/ (Deficit)</b>	<b>(39,360)</b>	<b>(82,586)</b>	<b>(1,575)</b>	<b>(81,011)</b>

**To/From Reserves & Budget Virements**

<b>Key</b>
Spending is on target as predicted at this point in the financial year
Spending is higher than anticipated and needs to be monitored closely
Budget is overspent - requires investigation and recommend virement



**Services Committee - Maurice Huggins Budget 2025-26**  
 Saltash Town Council  
 For the 2 months to May 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Maurice Huggins Operating Income</b>				
4207 MA Maurice Huggins Room Income	1,230	1,400	285	1,115
4208 MA Income - Maurice Huggins Refreshments	0	200	0	200
<b>Total Maurice Huggins Operating Income</b>	<b>1,230</b>	<b>1,600</b>	<b>285</b>	<b>1,315</b>
<b>Maurice Huggins Operating Expenditure</b>				
7000 MA Rates	429	443	429	14
7001 MA Water Rates	339	437	48	389
7003 MA Electricity	963	2,251	(85)	2,336
7004 MA Fire & Security Alarm	235	243	117	126
7008 MA Cleaning Materials & Equipment	310	366	46	320
7010 MA General Repairs & Maintenance	156	1,656	0	1,656
7019 MA Refreshment Costs - Maurice Huggins	0	150	0	150
<b>Total Maurice Huggins Operating Expenditure</b>	<b>2,433</b>	<b>5,546</b>	<b>555</b>	<b>4,991</b>
<b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>	<b>(1,203)</b>	<b>(3,946)</b>	<b>(270)</b>	<b>(3,676)</b>
<b>Maurice Huggins EMF Expenditure</b>				
6472 MA EMF Maurice Huggins Room	0	4,823	0	4,823
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	606
<b>Total Maurice Huggins EMF Expenditure</b>	<b>0</b>	<b>5,429</b>	<b>0</b>	<b>5,429</b>
<b>Total Maurice Huggins Expenditure (Operational &amp; EMF)</b>	<b>2,433</b>	<b>10,975</b>	<b>555</b>	<b>10,420</b>
<b>Total Maurice Huggins Budget Surplus/ (Deficit)</b>	<b>(1,203)</b>	<b>(9,375)</b>	<b>(270)</b>	<b>(9,105)</b>

<b>Key</b>
Spending is on target as predicted at this point in the financial year
Spending is higher than anticipated and needs to be monitored closely
Budget is overspent - requires investigation and recommend virement



**Services Committee - Service Delivery Budget 2025-26**  
 Saltash Town Council  
 For the 2 months to May 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Service Delivery Operating Income</b>				
<b>Grounds &amp; Premises Income</b>				
4500 SE Allotment Rents	5,359	5,000	4,991	9
4510 SE Public Footpath Grant	806	1,226	800	426
4512 SE National Grid Wayleave Income	15	0	1	(1)
4513 SE Water Rates Income	755	1,113	0	1,113
<b>Total Grounds &amp; Premises Income</b>	<b>6,935</b>	<b>7,339</b>	<b>5,792</b>	<b>1,547</b>
<b>Town &amp; Waterfront Income</b>				
4520 SE Waterfront Income - Trusted Boat Scheme	2,037	2,000	583	1,417
4521 SE Waterfront Income - Annual Mooring Fees	8,614	13,364	11,677	1,687
4522 SE Waterfront Income - Daily Mooring Fees	7,200	750	25	725
<b>Total Town &amp; Waterfront Income</b>	<b>17,851</b>	<b>16,114</b>	<b>12,286</b>	<b>3,828</b>
<b>Total Service Delivery Operating Income</b>	<b>24,787</b>	<b>23,453</b>	<b>18,077</b>	<b>5,376</b>
<b>Service Delivery Operating Expenditure</b>				
<b>Grounds &amp; Premises Expenditure</b>				
6209 SE Oyster Beds	0	1	0	1
6229 SE CCTV Annual Maintenance	132	0	0	0
6500 SE Tree Survey and Tree Maintenance	8,262	20,000	0	20,000
6503 SE Allotments - Churchtown	1,324	1,000	(6)	1,006
6532 SE Allotments - Grenfell	0	3,500	120	3,380
6533 SE Allotments - Fairmead	0	2,000	0	2,000
6506 SE Grounds Maintenance & Watering	10,721	18,450	1,075	17,375
6508 SE Public Toilets (Operational Costs)	6,533	7,051	667	6,384
6517 SE Cornish Cross (Maintenance)	328	400	(30)	430
6525 SE Public Toilets (Repairs & Maintenance Costs)	1,441	3,043	0	3,043
6526 SE Tools, Equipment & Materials (Store & All Areas)	4,747	5,318	364	4,954
6529 SE Refuse Disposal	6,181	6,694	756	5,938
6530 SE Allotment Software Subscription	669	462	420	42
6531 SE Public Toilet Commercial Cleaning	34,370	38,469	6,562	31,907
<b>Total Grounds &amp; Premises Expenditure</b>	<b>74,706</b>	<b>106,388</b>	<b>9,928</b>	<b>96,460</b>
<b>Longstone Expenditure</b>				
7101 LO Water Rates - Longstone	2,345	1,782	436	1,346
7103 LO Electricity - Longstone	1,580	1,629	(28)	1,657
7104 LO Fire & Security Alarm - Longstone	89	1,117	170	947
7107 LO Rent - Longstone	4,680	6,084	780	5,304
7108 LO Cleaning Materials & Equipment - Longstone	650	363	81	282
7110 LO General Repairs & Maintenance - Longstone	1,194	2,500	0	2,500
7114 LO Equipment - Longstone	0	1,700	139	1,561
7121 LO IT & Office Costs - Longstone	616	1,773	163	1,610

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
6673 ST SE Services Delivery - Clothing	1,374	2,504	324	2,180
6674 ST SE Services Delivery - Mobiles	904	2,060	547	1,513
6675 ST SE Services Delivery Staff Travelling Expenses	1,874	1,721	(281)	2,002
<b>Total Longstone Expenditure</b>	<b>15,305</b>	<b>23,233</b>	<b>2,331</b>	<b>20,902</b>

#### Town & Waterfront Expenditure

6504 SE Street Furniture (Maintenance)	1,394	2,575	196	2,379
6505 SE Street Lighting	501	773	18	755
6511 SE Tourism & Signage	60	15,000	0	15,000
6512 SE Bus Shelters (Maintenance)	0	582	0	582
6515 SE Festive Lights Maintenance & Electricity	3,751	3,869	1,287	2,582
6519 SE Flags & Bunting	2,378	3,043	100	2,943
6522 SE Pontoon (Maintenance Costs)	2,250	3,090	292	2,798
6524 SE Vehicle Maintenance and Repair Costs	9,331	10,815	2,231	8,584
6527 SE Salt Bins Refill	0	554	0	554
6528 SE Pontoon Accommodation	5,496	6,656	1,222	5,434
6534 SE Pontoon Broadband	0	272	0	272
<b>Total Town &amp; Waterfront Expenditure</b>	<b>25,162</b>	<b>47,229</b>	<b>5,346</b>	<b>41,883</b>

<b>Total Service Delivery Operating Expenditure</b>	<b>115,173</b>	<b>176,850</b>	<b>17,605</b>	<b>159,245</b>
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<b>Total Service Delivery Operating Surplus/ (Deficit)</b>	<b>(90,386)</b>	<b>(153,397)</b>	<b>472</b>	<b>(153,869)</b>
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#### Service Delivery EMF Expenditure

<b>Grounds &amp; Premises EMF Expenditure</b>				
6471 SE EMF Heritage Centre	250	15,966	0	15,966
6571 SE EMF Saltash Recreation Areas	2,014	52,791	0	52,791
6580 SE EMF Public Toilets (Capital Works)	1,686	26,398	0	26,398
6588 SE EMF Victoria Gardens	519	14,481	0	14,481
6589 SE EMF Community Tree Planting Initiatives	0	3,145	39	3,106
6591 SE EMF Open Spaces & Trees	0	16,212	0	16,212
6593 SE EMF Cornish Cross (Maintenance)	0	5,217	0	5,217
6595 SE EMF Legal & Professional Fees (Grounds & Premises)	0	1,800	557	1,243
<b>Total Grounds &amp; Premises EMF Expenditure</b>	<b>4,469</b>	<b>136,010</b>	<b>596</b>	<b>135,414</b>

#### Longstone EMF Expenditure

7170 LO EMF Longstone Depot Capital Works	1,212	17,038	0	17,038
<b>Total Longstone EMF Expenditure</b>	<b>1,212</b>	<b>17,038</b>	<b>0</b>	<b>17,038</b>

#### Town & Waterside EMF Expenditure

6570 SE EMF Notice Boards (Repair & Replace)	550	956	(47)	1,003
6572 SE EMF Festive Lights	12,421	50,568	775	49,793
6573 SE EMF Public Art & Maintenance	0	1,443	0	1,443
6574 SE EMF Salt Bins	96	2,272	0	2,272
6575 SE EMF Street Furniture (New & Replace)	133	1,367	0	1,367
6578 SE EMF Equipment and Vehicles (Capital Works)	34,286	68,500	0	68,500
6582 SE EMF Town War Memorial	14,540	1,978	0	1,978

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
6584 SE EMF Pontoon Maintenance Costs	29,035	118,902	109,850	9,052
6590 SE EMF Utilities & Rates	0	2,157	0	2,157
6597 SE Saltash Waterside Improvement Project	0	0	0	0
6598 SE EMF Crime Reduction (CCTV)	0	65,739	0	65,739
<b>Total Town &amp; Waterside EMF Expenditure</b>	<b>91,061</b>	<b>313,882</b>	<b>110,578</b>	<b>203,304</b>
<b>Total Service Delivery EMF Expenditure</b>	<b>96,742</b>	<b>466,930</b>	<b>111,174</b>	<b>355,756</b>
<b>Total Service Delivery Expenditure (Operational &amp; EMF)</b>	<b>211,914</b>	<b>643,780</b>	<b>128,780</b>	<b>515,000</b>
<b>Total Service Delivery Budget Surplus/ (Deficit)</b>	<b>(187,128)</b>	<b>(620,327)</b>	<b>(110,702)</b>	<b>(509,625)</b>

**To/From Reserves & Budget Virements**

**Key**

- Spending is on target as predicted at this point in the financial year
- Spending is higher than anticipated and needs to be monitored closely
- Budget is overspent - requires investigation and recommend virement

**To receive recommendations from Town Vision and consider any actions and associated expenditure.**

**30/25/26 TO RECEIVE THE TOWN COUNCIL BUSINESS PLAN DELIVERABLES FOR QUARTER ONE 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received, reviewed and discussed each Committee and Sub Committee's deliverables in detail.

It was proposed by Councillor Gillies, seconded by Councillor Suter and **RESOLVED:**

**4. To RECOMMEND** to the Services Committee to:

- a. Add under Strategic Priority 1 'Actions' – To continue to work and support Town Team with their initiatives to improve the Town by providing administrative, finance and funding support as necessary;
- b. Review Strategic Priority 4 'Aim' – Promote and encourage walking and cycling routes in the community, to see how the 'Aim' can be met or readjust if necessary;
- c. Add under Strategic Priority 4 'Actions' - Successful ferry service from the Royal William Yard to Saltash (return) and the opportunity to watch the British Firework Championships from the river Tamar;
- d. Review Strategic Priority 5 'what success looks like' – Continue to be environmentally and hedgehog friendly, recycle as much green waste as possible, adopt sustainable watering techniques – Members to consider what additional 'Actions' could be included to help achieve this 'Aim' or readjust if necessary;
- e. Add under Strategic Priority 5 'Aims' - To support community initiatives for tree planting and wildflower meadows – add under 'Actions' - STC to continue to provide funding for tree planting initiatives and continue to support Rotary with watering of flower beds in the Town Centre;
- f. Under Strategic Priority 5 'Aims' - Continue to be a Plastic Free Town Council – under 'Actions' add - to enhance promotions of STC's plastic free status and explore further opportunities for improvement in this area – such as partnering with external organisations to educate councilors, staff and the wider community on the importance of avoiding single-use plastics;

- g. Under Strategic Priority 6 'Aims' – Provide, maintain and support mental health and wellbeing with street furniture and green public spaces – under 'Actions' add – Working in partnership with Town Team to install new street furniture and sensory planting in Fore Street;
- h. Under Strategic Priority 6 'Aims' – Continue to provide pontoon facilities allowing access to the river and support better connectivity to neighbouring areas – add under 'Actions' - Successful ferry service from the Royal William Yard to Saltash (return) and the opportunity to watch the British Firework Championships from the river Tamar;

**End.**

**Town Vision Sub Committee**

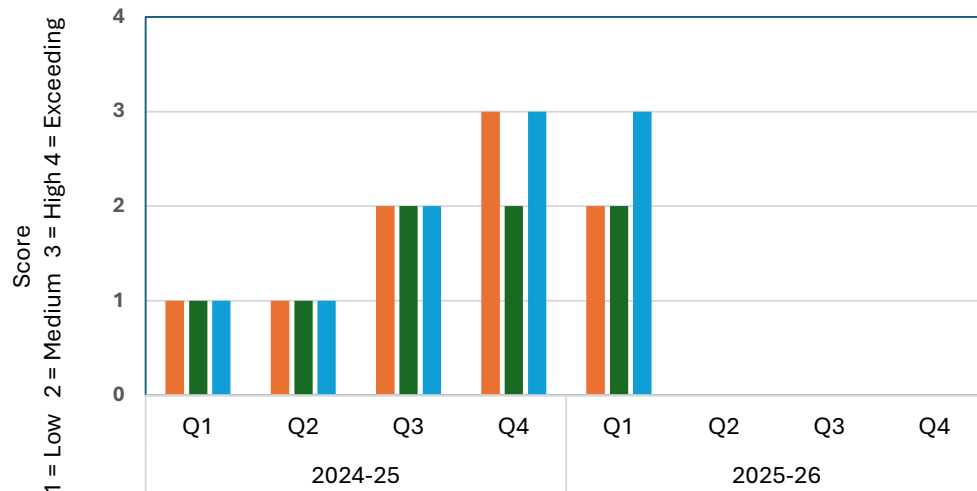


Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Services Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26			
						Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	Continue to work with key stakeholders in the devolution of asset process with an increase of Town Council staffing levels, if required;	<p>To work in partnership with Cornwall Council to improve the Waterside area</p> <p>To devolve Victoria Gardens and Maurice Huggins Room to the Town Council</p> <p>Secure Service Level Agreements with key stakeholders to make the town more attractive and welcoming, whilst continuing to build and maintain positive working relationships</p>	<p><b>Informal agreement between STC and CC to lightly maintain Jubilee Green and Waterside Green paved areas to provide an improved welcome</b></p> <p><b>Ongoing positive discussions between STC and CC regarding a devolved package that works for both parties - Victoria Gardens and Maurice Huggins Room</b></p>	2	2			
		Improve facilities and quality of life by continuing to maintain our public conveniences and to invest in accessible public conveniences	<p>All Town Council public conveniences to be accessible</p> <p>Improvements to all Town Council public conveniences</p> <p>Dementia friendly</p> <p>Saltash Neighbourhood Development Plan</p>	<p><b>Town Council public conveniences were available for Saltash Mayfair with extended opening hours until 9pm to support the event.</b></p> <p><b>Longstone and Waterside Toilets refurbished prior to the summer</b></p> <p><b>All Town Council sites are dementia friendly.</b></p>	2	2			
		Continue to promote Saltash as a vibrant and welcoming visitor destination by reinvesting and working in partnership with key stakeholders in key areas such as Victoria Gardens, the Town Centre, and future Waterside projects.	<p>Increase visitor numbers and enhanced visitor experiences</p> <p>Improve community engagement marketing and promotion</p> <p>Infrastructure improvements</p> <p>Saltash Neighbourhood Development Plan</p>	<p><b>FTC held on 05.06.25 Support proposal for MYC to be held on Market Day in saltash. Building deeper connections and promoting cohesive community involvement.</b></p> <p><b>FTC held on 05.06.25 Minute NR 94/25/26 Support of Saltash Waterside Coastal Community Team to progress with the scope of works, proposal and visual images</b></p> <p><b>Mayor used one of their free room hires for Saltash Rotary Club Railway Exhibition on 25-27 April at Isambard House which attracts visitors to the town.</b></p> <p><b>Children at St Stephens School visited the Saltash Tapestry supported by a volunteer who was involved in the project. In total 60 children attended on 10 June 2025.</b></p> <p><b>Free room hire to Retail Crime Event hosted by Saltash Police 14 May 2025</b></p> <p><b>SDT contracted by Cornwall Harbour Office to remove debris (large tree trunks) washed up at Saltash beach at the Waterside. Work completed on 8 May 2025.</b></p> <p><b>Policy and Finance Committee held on 10 June 2025 Minute NR 187/25/26 STC committed to preserving the Reglia by ensuring bi-annual cleaning and wearing of gloves.</b></p> <p><b>Personnel Committee held on 29 May 2025 Minute NR 19/25/26 Recruitment of Town Crier to attract visitors to the town by restoring the ancient tradition of a Town Crier.</b></p>	3	3			

## Business Plan

### Strategic Priority 1 - Boosting Jobs and Economic Prosperity

#### Aims of the Services Committee

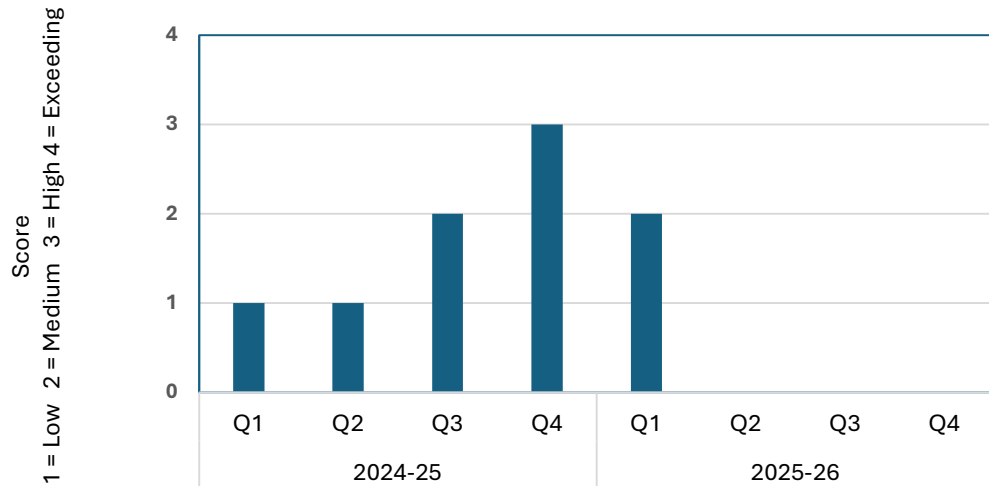


- Continue to work with key stakeholders in the devolution of asset process with an increase of Town Council staffing levels, if required;
  
- Improve facilities and quality of life by continuing to maintain our public conveniences and to invest in accessible public conveniences
  
- Continue to promote Saltash as a vibrant and welcoming visitor destination by reinvesting and working in partnership with key stakeholders in key areas such as Victoria Gardens, the Town Centre, and future Waterside projects.





**Business Plan**  
**Strategic Priority 2 - Health and Wellbeing**  
**Aims of the Services Committee**

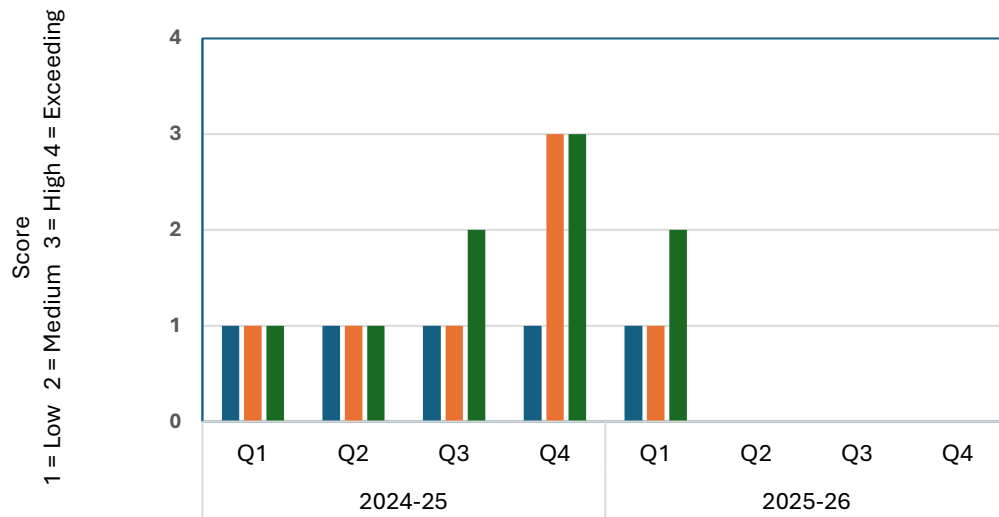


■ Provide, maintain and support mental health and wellbeing with street furniture and green public spaces




Strategic Priority 4 - Travel and Transport		Aims of the Services Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26			
						Q1	Q2	Q3	Q4
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	Continue to investigate and implement where possible a sustainable Town Council fleet of vehicles	Investigate sustainable vehicles  Install EV charging stations on Town Council owned property as required  All Town Council vehicles to be electric or hybrid  Saltash Neighbourhood Development Plan		1	1			
		Promote and encourage walking and cycling routes in the community	Support, promote and encourage walking and cycling routes in Saltash and neighbouring areas  Less vehicles on the road, increase in bikes and by foot  Saltash Neighbourhood Development Plan		1	1			
		Support access and improved connectivity from Saltash to Plymouth and neighbouring Towns and Parishes	Improved connectivity  Increase in tourism  Improved traffic  Saltash Neighbourhood Development Plan	<b>FTC held on 5.06.25 - National Highways - continued work of D&amp;EM to strengthen communications during tunnel works with Town Council, residents and Key Stakeholders.</b>  <b>FTC held on 5.06.25 - Town Council support of additional two bay bus shelter proposal received from CC at Carkeel</b>	2	2			

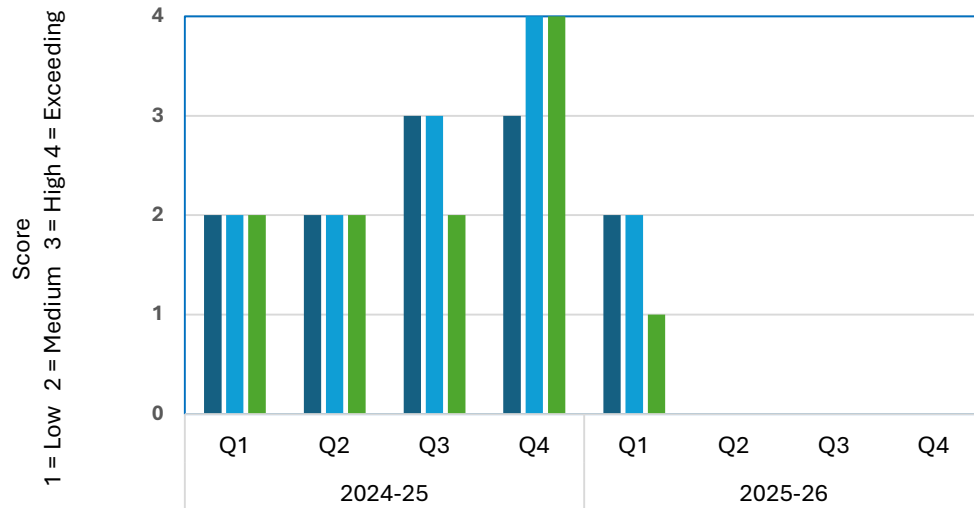
**Business Plan**  
**Strategic Priority 4 - Travel and Transport**  
**Aims of the Services Committee**



- Continue to investigate and implement where possible a sustainable Town Council fleet of vehicles
- Promote and encourage walking and cycling routes in the community
- Support access and improved connectivity from Saltash to Plymouth and neighbouring Towns and Parishes

Strategic Priority 5 - Climate Emergency		Aims of the Services Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26			
						Q1	Q2	Q3	Q4
<div>Page 40</div> <div>  </div>	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To continue to implement sustainable grounds maintenance methods and good environmental practices.	Avoiding the use of pesticides and herbicides and not using toxic chemicals in any Town Council grounds maintenance work  Sustainable methods of weed removal  Continue to be environmentally and hedgehog friendly  Successful and improved participation in 'low mow may' initiative  Recycle as much green waste as possible  Where possible, adopt sustainable watering techniques  Implement environmentally friendly alternatives to grounds maintenance  Saltash Neighbourhood Development Plan	<b>SD cleared the overgrown ashes area at St Stephens Churchyard using manual techniques with sensitivity to the area. 16 May 2025</b>  <b>SD supported No Mow May by not mowing strategic areas showing our commitment to the environment and wildlife</b>  <b>No chemicals are used for grounds maintenance showing our comittment to the wildlife and environment</b>	2	2			
		Support community initiatives for tree planting and wildflower meadows	Community engagement in tree planting initiatives and wildflower meadows  Saltash Neighbourhood Development Plan	<b>Free room hire given to Saltash Environmental Action (SEA) 2 April 2025.</b>  <b>STC participated in No Mow May throughout the town.</b>  <b>Churchtown Allotments pathways trimmed and advertised on Facebook 8 June 2025</b>  <b>Wildflower meadow planted at Churchtown Allotments promoted on Facebook 16 June 2025.</b>	2	2			
		Continue to support and partake in the Plastic Free Community pledge	Educate the community, councillors and staff on the detrimental effects of single use plastics  Continue to be a plastic free Town Council  Encourage local businesses and organisations to take the pledge to be a plastic free champion	<b>Biodegradable water balloons for Mayor Making 13 June 2025</b>	1	1			

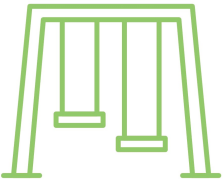
**Business Plan**  
**Strategic Priority 5 - Climate Emergency**  
**Aims of the Services Committee**



■ To continue to implement sustainable grounds maintenance methods and good environmental practices.

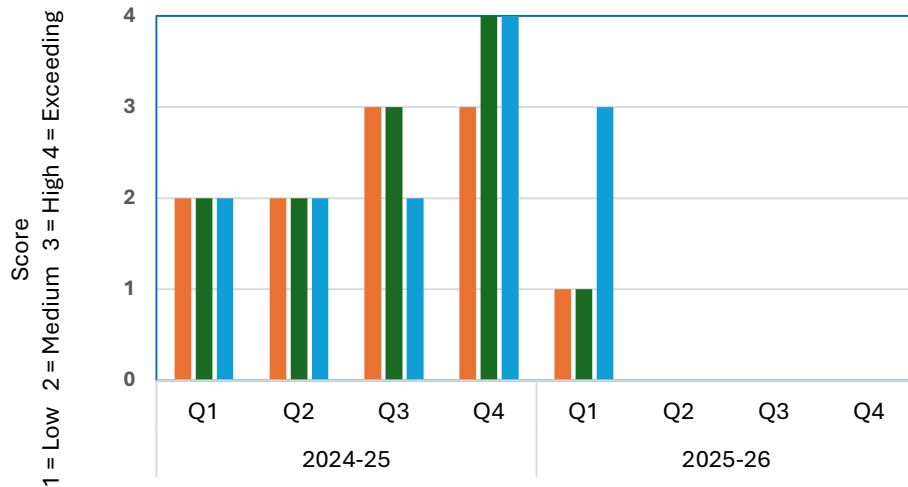
■ Support community initiatives for tree planting and wildflower meadows

■ Continue to support and partake in the Plastic Free Community pledge

Strategic Priority 6 - Recreation and Leisure		Aims of the Services Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26			
						Q1	Q2	Q3	Q4
	To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural activity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers	Maintain, promote and reinvest in Town Council play parks and recreational areas	Investment and Development High-Quality Maintenance Improved open green spaces Promoting improvement works Consultation Funding awarded to provide new play equipment / improvement to community open spaces Saltash Neighbourhood Development Plan	Free room hire given Churchtown Farm Working Group on 4 April and 26 June 2025	1	1			
		Provide, maintain and support mental health and wellbeing with street furniture and green public spaces	Partake in the Chatty Plaque scheme Ensure open spaces are kept to a high standard for all to enjoy		1	1			
		Continue to provide pontoon facilities allowing access to the river and support better connectivity to neighbouring areas	Improved connectivity to the Waterside / pontoon facilities Maintain and upgrade the pontoon facilities Work in partnership with key stakeholders to deliver better connectivity Promote Jubilee Pontoon Saltash Neighbourhood Development Plan The Saltash Coastal Communities Team	Full Town Council 5 June 2025 Minute NR 94/25/26 Coastal Communities Group confirmed appointment of John Grimes to undertake scope of work, proposals, visual images  Full refurbishment of the pontoon to a high standard to provide a ferry, berth, trusted, visitors service that is used by many in the town and those who visit  Partnership working with PBT to continue to provide better connectivity	3	3			

## Business Plan

### Strategic Priority 6 - Recreation and Leisure Aims of the Services Committee



- Maintain, promote and reinvest in Town Council play parks and recreational areas
- Provide, maintain and support mental health and wellbeing with street furniture and green public spaces
- Continue to provide pontoon facilities allowing access to the river and support better connectivity to neighbouring areas

## **To receive reports from the Service Delivery Department and consider any actions and associated expenditure - Departmental Report**

**Report to:** Service Delivery Committee

**Date of Report:** 10 July 2025

**Officer Writing the Report:** Service Delivery Manager

### **Report Summary**

The report provides an overview of works undertaken by the Service Delivery Department since the last meeting of the Services Committee.

Items requiring Members consideration have been highlighted in **blue** for ease of reference.

### **Officers Report**

#### 1. Public Toilet Update.

Over the last few months, the public toilets have been operating well including the contract with Minster Cleaning. The standard of cleaning is very good with regular checks being carried out by the SD team to ensure the operational hours are adhered to.

We have received reports of minor repair to Bell Vue and Alexander toilets, mostly maintenance related, such as, door locks, toilet roll holders or dripping taps.

No damage or vandalism has been reported at the Waterside toilets - we have also received positive feedback from the public regarding the refurbishment works carried out.

However, Longstone toilets continue to suffer incidents of vandalism and graffiti. Many of these incidents occurred during the additional opening hours for May Fair.

Damage and vandalism includes but is not limited to - broken handwash dispenser, toilet roll holders, disabled folding support rail, blocked toilets and the baby changing units (refer to images below).

All repairs came at a cost to STC. Indicative list as follows:

2x broken handwash £40

3 x toilet roll holders £50

1x disabled folding support rail and fixings £200

1 x babby changing unit and fixings £300

Blocked toilets with paper and drink cans £250.

**Total Cost £840**



A request has been submitted to Cornwall Council to cut back the shrubs and greenery located at the front of the public toilets, with the aim of improving visibility and discouraging loitering around the building.



It is recommended that the toilets be closed at 4pm during half term, summer holidays and town events.

Weekday early closures would be managed by the SDM or ASDM, with support from a SDGA at weekends. The existing contract with Minster Cleaning will remain unchanged, and cleaning will continue at the agreed times.

This arrangement would not impact our department.

## 2. No Mow May

At the Services Committee meeting of the 8 February 2024 Members discussed the impact on workloads and difficulties for the SDD when cutting the grass following the No Mow May initiative and agreed to leave small areas around trees, roundabouts or corners of green spaces to show the Town Council's participation and support for No Mow May.

By doing so, has created a positive impact on the SDD workload whilst keeping the areas neat and manageable. It also means less work to action through June and July. The SD team are to adopt this style of cutting going forward through the rest of the year whilst still fully cutting the areas such as the cemeteries and parks.

The grass cutting is an ongoing task especially when the weather has been warmer with intermittent rain and sun.

During April and May the SD team entered the cutting season to all the areas the Town Council is responsible for - hedges being cut and trimmed prior to the nesting season.

The Town Council's cutting equipment has required a service due to their constant use during the following year.

Below are some examples of the work carried out:

PILLMERE ESTATE:







VARIOUS TOWN LOCATIONS







## CHURCHTOWN CEMETERY



Members are asked to note the update.

### 3. Selection of other work carried out around the Town

- The Burial Authority Committee resolved to paint the letters from Heaven post box from red to wedgewood blue.
- The Guildhall Flagpole brackets have been altered to support the new flagpole and the flagpole has arrived and now installed.
- The wayfinding pole located by Isambard House has been straightened.
- New Trackside café sign fitted to post on Albert Road to assist with the advertising of the café.



- War memorial cleaning.
- Kings Oak Tree plaque set and polished at Victoria Gardens.





Members are asked to note the update.

#### 4. Fore street plants and watering

The Fore Street planters and flowerbeds have been weeded with the addition of new peat free compost. The flower planting and hanging baskets have also been completed providing a variety of colour down Fore Street and the waterside.

The new black planters and benches have added additional texture with a selection of evergreen and climbing plants. The SD Team now look after the maintenance and watering of these planters. The extra time taken to fill another tank of water and conduct the watering around the town is approximately one hour.

We are well into our watering program for this year. The team refer to the summer rota to assist with the operations of the Council at this time of year.



Members are asked to note the update

#### 5. North Road Bus Shelter

We are now pleased to confirm the replacement shelter has been fitted. This shelter has a living roof in-keeping with Fore Street and other locations.





Members are asked to note the update

#### 6. Work carried out for Cornwall Council

Cornwall Council requested our assistance to help clear some large tree logs that had drifted onto the slipway near the pontoon. The reason for the request is that we could respond faster as we are much closer to the site and able to clear what could be a dangerous hazard if the logs floated back onto the river

We quoted a price to Cornwall Council prior to carrying out the work. Once approved we carried out the cutting and clearing. This provided STC with an income for the work.

We also carried out a small repair to an electrical box that had rusted becoming a hazard. Again we quoted for the work which was approved by CC with another income.

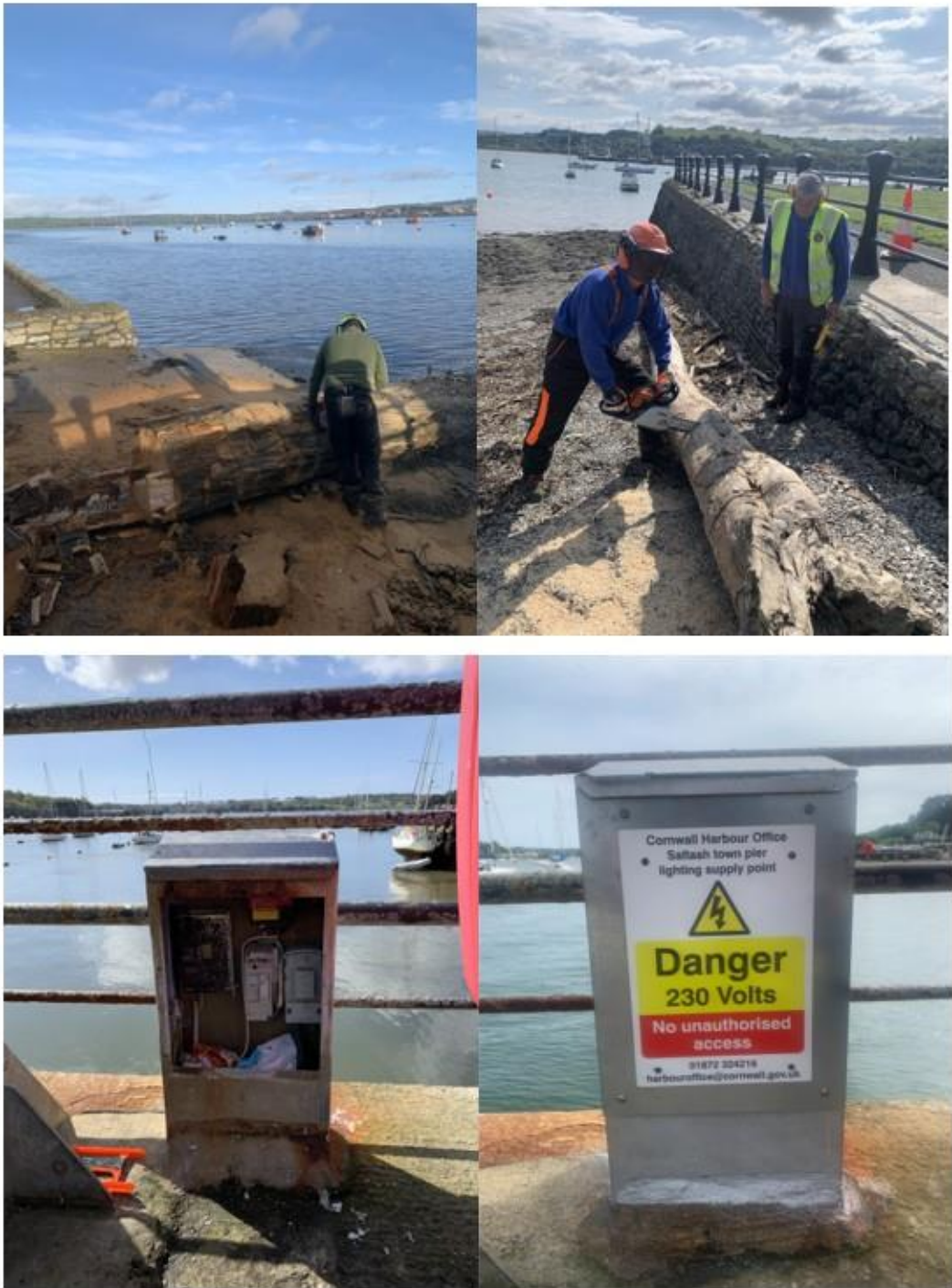
Please see the following itemised list of works subcontracted to the Town Council to action on CC's behalf:

08/05/2025	Cut up and remove old tree trunk that's washed up on the beach	£450
17/04/2025	Install New Galvanised Metal Front Access Cover To Front Of Existing box	£350
03/02/2025	Saltash - removal of a tree from Saltash slipway	£80



Total NET income

£880



Members are asked to note the update

**End Of Report**  
**Signature of Officer:**  
Service Delivery Manager

Weekly Grass Cutting	Month	April (1)					May (2)					June (3)				July (4)				
	Week Number	52	1	2	3	4	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Site Name	Description of Works																			
Memorial Peace Gardens																				
Every Friday	Litter Pick	4	11	15	22	29	2	9	16	23	30	6	20	26	30	4	11			
	Box mow and Strim	4	11	18	25	31	2	9	16	23	30	6	20	26	30	4	11			
	Weeding	4	11	18	25	31	2	9	16	23	30	6	20	26	30	4	11			
	Path Edging Reforming																			
	Remove Remembrance Wreaths (Easter)																			
St Nicolas Church War Memorial																				
Every Friday	Litter Pick	4	11	15	22	29	2	9	16	23	30	6	20	26	30	4	11			
	Box mow and Strim	4	11	18	25	31	2	9	16	23	30	6	20	26	30	4	11			
	Weeding	4	11	18	25	31	2	9	16	23	30	6	20	26	30	4	11			
	Path Edging Reforming																			
	Remove Remembrance Wreaths (Easter)																			

Fortnightly Grass Cutting (+ Site Waste Collection)	Month	April (1)					May (2)					June (3)					July (4)					
	Week Number	52	1	2	3	4	4	5	6	7	8	8	9	10	11	12	13	13	14	15	16	17
Site Name	Description of Works																					
Grassmere Way Play Area																						
	Litter Pick (Wednesday & Sundays)	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	empty bin (Wednesday & Sundays)	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Box mow and Strim	3				28						2			19		30					
Honeysuckle Close Play Area																						
	Litter Pick (Wednesday & Sundays)	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	empty bin (Wednesday & Sundays)	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Box mow and Strim	3				28						2			19		30					
Ashton Way Play Area																						
	Litter Pick (Wednesday & Sundays)	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓			
	empty bins (Wednesday & Sundays)	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓			
	Box mow and Strim	3				28						2			19		30					
Roundabouts & Trematon Pound Sites:																						
Trematon Pound																						
	Litter Pick		10									4						2				
	Box mow and Strim		10									4						2				
Liskeard Road / Yellow Tor Road Roundabout:																						
	Litter Pick		10									4						2				
	Box mow and Strim		10									4						2				
A388 Waitrose Roundabout:																						
	Litter Pick		10									4						2				
	Box mow and Strim		10									4						2				
Callington Road / Pillmere Drive Roundabout:																						
	Litter Pick		10									4						2				
	Box mow and Strim		10									4						2				
Pillmere - Various Sites:		(See - Cutting Schedules SDD Map Vol 1)																				
(1) Pillmere Drive (Full Length)																						
	Litter Pick											4										
	Box mow and Strim											4										
(2) Pillmere Drive - by substation																						
	Litter Pick											4					29					
	Mow and Strim											4					29					
(3) Pillmere Drive - road calming islands																						
	Litter Pick											5										
	Mow and Strim											5										
(4) Meadow Drive Walk																						
	Litter Pick											5										
	Mow and Strim											5										
(5) Pillmere Green																						
	Litter Pick	5										5		14					14			
	Ride-On Mow	5										5		14					14			

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	Litter Pick	5			27													14			
	Strim	5			27													14			
(19) 45 Meadow Drive																					
	Litter Pick	5			27													14			
	mow and strim	5			27													14			
(20) 10 Meadow Drive / 1 Harebell Close - verge (currently a resident maintains Harebell close side)																					
	Litter Pick	5			27													14		28	
	Strim	5			27													14		28	
(21) Honeysuckle Way																					
	Litter Pick	2			27													14		28	
	mow and strim	2			27													14		28	
(22) Primrose Walk																					
	Litter Pick	2			27													14		28	
	mow and strim	2			27													14		28	
(23) 5 The Gable End																					
	Litter Pick	2			27													14		28	
	mow and strim	2			27													14		28	
(24) 10 Oak Apple Close - path entrance																					
	Litter Pick	2			27													14		28	
	mow and strim	2			27													14		28	
(25) 7 Chestnut Close - path entrance																					
	Litter Pick	2			27													14		28	
	mow and strim	2			27													14		28	
(26) Pathways that run to South of the Pillmere Estate and Pillmere Drive to Dartmoor View																					
Contractor With Flail Arm Deep Cut Back (Annually)																					
	Litter Pick			17														14		28	
	mow and strim			17														14		28	
	Ride-On Mowing			17														14		28	
(27) Pathways that run in middle of the estate - Pillmere Green, Grassmere Way, Bridle Way																					
Contractor With Flail Arm Deep Cut Back (Annually)																					
	Litter Pick			18														14		28	
	mow and strim			18														14		28	
	Ride-On Mowing			18														14		28	
Town Work - Various Sites:																					
Silver Street																					
	Litter Pick	5			30										19						
	box mow and strim	5			30									19							
Huntley Gardens																					
	Litter Pick	5			30									19							
	strim	5			30									19							
Lower Fore Street (on bridge slip road behind pumping station)																					
	Litter Pick	5											4		19						
	box mow and strim	5											4		19						

[illegible]

[illegible]

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Fortnightly Grass Cutting (+ Site Waste Collection)	Month	April (1)					May (2)					June (3)					July (4)					
	Week Number	52	1	2	3	4	4	5	6	7	8	8	9	10	11	12	13	13	14	15	16	17
Site Name	Description of Works																					
Grassmere Way Play Area																						
	Hedge Cutting																					
	Prune Ivy On Wall/Fence																					
	Cut back undergrowth & brambles On Site																					
	Cut back Growth & brambles Behind Fence																					
	Cut Any Low Tree Branches As Needed																					
Honeysuckle Close Play Area																						
	Hedge Cutting																					
	Prune Ivy On Wall/Fence																					
	Cut back undergrowth & brambles On Site																					
Ashton Way Play Area																						
	Hedge Cutting																					
	Prune Ivy On Wall/Fence																					
	Cut back undergrowth & brambles On Site																					
	Cut back Growth & brambles Behind Fence																					
	Cut Any Low Tree Branches As Needed																					
Roundabouts & Trematon Pound Sites:																						
Trematon Pound																						
	Hedge Cutting																					
	Prune Ivy On Wall/Fence																					
	Prune Pampass Grass																					
Liskeard Road / Yellow Tor Road Roundabout:																						
	Prune/Edge Shrubs																					
A388 Waitrose Roundabout:																						
	Prune/Edge Shrubs																					
Callington Road / Pillmere Drive Roundabout:																						
	Prune/Edge Shrubs																					
Churchtown Cemetery																						
	Hedge Cutting																					
	Prune Ivy On Wall/Fence																					
	Prune/Edge Shrubs																					
	Raise Tree Crowns and Remove Epicormic Growth																					
	Roses - Dead Head / Windrock / Prune																					
	Weeding The Kurbs																					
	Tidty Entrance Hedges & Shrubs + Weeding																					
St Stephens Churchyard																						
	Hedge Cutting																					
	Prune Ivy On Wall/Fence																					
	Prune/Edge Shrubs																					
	Prune Formal Hedge - Boundary to Farm Lane																					
	Raise Tree Crowns and Remove Epicormic Growth																					
	Weeding The Kurbs																					
	Tidty Entrance Hedges & Shrubs + Weeding																					





[illegible]



Fore Street REGAL COURT - 20 x troughs (5 not planted) and brick planter																													
	Winter Bedding removal and preparation of borders for Summer Bedding																30			9									
	summer bedding installation																			✓	✓	✓	✓	✓					
	dead head and weed																												
	irrigation																												
	summer bedding removal and preparation of borders for winter bedding																												
	winter bedding installation																												
	dead head and weed																												
Fore Street KEAST MEWS - 3 x planters																													
	Winter Bedding removal and preparation of borders for Summer Bedding																			9									
	summer bedding installation																			✓	✓	✓	✓	✓					
	dead head and weed																												
	irrigation																												
	summer bedding removal and preparation of borders for winter bedding																												
	winter bedding installation																												
	dead head and weed																												
Fore Street THE COURTYARD - 2 x planters																													
	Winter Bedding removal and preparation of borders for Summer Bedding																			9									
	summer bedding installation																			✓	✓	✓	✓	✓					
	dead head and weed																												
	irrigation																												
	summer bedding removal and preparation of borders for winter bedding																												
	winter bedding installation																												
	dead head and weed																												
Library - 2 x concret planters																													
	Winter Bedding removal and preparation of borders for Summer Bedding																			9									
	summer bedding installation																			✓	✓	✓	✓	✓					
	dead head and weed																												
	irrigation																												
	summer bedding removal and preparation of borders for winter bedding																												
	winter bedding installation																												
	dead head and weed																												
Rotary Club Boats																													
	irrigation																			✓	✓	✓	✓	✓					
Lions Club Boats																													
	irrigation																			✓	✓	✓	✓	✓					

Buildings External Grounds Pre-Planned Maintenance Program	Month	April (1)					May (2)					June (3)					July (4)				
	Week Number	52	1	2	3	4	4	5	6	7	8	8	9	10	11	13	14	15	16	17	
Site Name + Frequency	Description of Works																				
Longstone Depot																					
Weekly	Litter Pick	5	12	19	26	30	3	10	17	24	31	7	14	21	28	5					
4-6 Weekly	Debris Removal			19						24					7						
4-6 Weekly	Weed Removal			19						24					7						
Annually	Moss Removal / Treatment (Chemical Free)																				
Council's Request > Stopped	Herbicide Application (Stopped)																				
Annually	Power Washing Paths																				
6 Monthly	Windows, Doors & Frames Cleaning																				
As Required	Cold Weather Salt Spreading (Winter Months)																				
Longstone Park Toilets																					
Weekly	Litter Pick	5	12	19	26	30	3	10	17	24	31	7	14	21	28	5					
4-6 Weekly	Debris Removal			19						24					7						
4-6 Weekly	Weed Removal			19						24					7						
Annually	Moss Removal / Treatment (Chemical Free)																				
Council's Request > Stopped	Herbicide Application (Stopped)																				
Annually	Power Washing Paths																				
6 Monthly	Windows, Doors & Frames Cleaning																				
As Required	Cold Weather Salt Spreading (Winter Months)																				
Maurice Huggins Room																					
Weekly	Litter Pick	5	12	19	26	30	3	10	17	24	31	7	14	21	28	5					
4-6 Weekly	Debris Removal			19						24					7						
4-6 Weekly	Weed Removal			19						24					7						
Annually	Moss Removal / Treatment (Chemical Free)																				
Council's Request > Stopped	Herbicide Application (Stopped)																				
Annually	Power Washing Paths																				
6 Monthly	Windows, Doors & Frames Cleaning																				
As Required	Cold Weather Salt Spreading (Winter Months)																				
Belle Vue Toilets																					
Weekly	Litter Pick	5	12	19	26	30	3	10	17	24	31	7	14	21	28	5					
4-6 Weekly	Debris Removal			19						24					7						
4-6 Weekly	Weed Removal			19						24					7						
Annually	Moss Removal / Treatment (Chemical Free)																				
Council's Request > Stopped	Herbicide Application (Stopped)																				
Annually	Power Washing Paths																				
6 Monthly	Windows, Doors & Frames Cleaning																				
As Required	Cold Weather Salt Spreading (Winter Months)																				
Alexandra Square Toilets																					
Weekly	Litter Pick	5	12	19	26	30	3	10	17	24	31	7	14	21	28	5					







Service Delivery Department Request Log for Councillors STC Officers and Members of the Public

Enquiry Number	Date	Cllr /Officer Name	Method of enq'y	Brief Details	H&S Priority	PRIORITY LEVEL	Allocated To	Action Confirmed	scheduled Date	SDM Sign Off	Completion Date
Page 70	10820	29/08/2023	Resident Grenfell Avenue Saltash.	email - Services		Medium	ASDM	Part of the fencing will be installed to start the project. This will be done in stages due to the nature of the area.	Aug-25		
	10891	21/10/24	Guildhall	Internal		Medium	ASDM	Test to be started in longroom and chamber at the Guildhall.	On Hold need to arrange a time for testing		
	10900	11/01/24	SDD	Internal		LOW	ASDM	Work to be done over winter period, weateher dependent	Jul-25		
	10931	22/04/25	Staff	email - Services		MEDIUM	ASDM	Will be looked at when other projects have been completed	TBC		
	10936	30/04/25	Staff	email - Services	NO	LOW	SDGA's	On hold till other work carried out			
	10937	07/05/25	SEA	email - Services			SDGA's	THIS WILL BE ONGOING OVER THE SUMMER PERIOD		YES	
	10940	14/05/25	Staff	email - Services		LOW	ASDM	Will take a look when doing the next property visit.this an old piece of equipment via CC.	June		
	10944										
	10945										
	10946										
	10947										
	10948										
	10949										
	10950										

SERVICE DELIVERY VANDALISM/ANTI SOCIAL BEHAVIOUR INCIDENT LOG

DATE OF INCIDENT	SITE/LOCATION	DESCRIPTION OF DAMAGE	DATE REPORTED TO POLICE	POLICE LOG REFERENCE	CRIME REFERENCE NO.	COMMENTS
17 or 18/03/2025	Grassmere Way Play Park	Vandalism of play park by burning resin safety flooring and damaging decoy CCTV camera	19/03/25	DP-1095-25-5050-01	50250068873	
05/03/25	Longstone Toilets	Graffiti and broken toilet roll holders During May event	05/05/25	DP-1075-25-5033-06	65887009912	

Asset	Description	Frequency	Last Done	Next Due	Contractor(s) Used	Contact Details	Contact	Termination Dates	Notes	Apr-25				May-25				Jun-25				Jul-25				
										1	2	3	4	5	6	7	8	9	9	10	11	12	13	14	15	16
	The Guild Hall (Head Office)																									
	Asbestos register	Annual / Reviewed	No Records	ASAP! 2024	Kovia Group Ltd (Approved Contractor)	01752 860093	Jeremy Webb	POA	Over Due																	
	Electrical Installation (EICR) (Electrics Inside The Portacabin)	Annual	28/07/22	27/07/27	TJ Electrical (NIC EIC Approved Contractor)	07962034507	Tom Affek	POA	Satisfactory Certificate In Date															27.07.2027		
	DEC (Energy Efficiency Certificate)	10 yearly	No Records!	Early 2024	Kovia Group / Elmhurst Energy Systems / HI Devon		Assistant Town Clerk	POA	WORK IN PROGRESS																	
	Water Cooler Sanitising / exchange	6 Monthly	20/03/24	23/03/23	Thirsty Work			Apr-25	4 units																	
	Air Conditioning Unit - Service (Top Office)	Annual	30/01/25	30/01/26	Jackman SW Ltd Plymouth	01752 727999		N/A																		
	Portable Appliance Testing (PAT)	12-18 Monthly	05/05/25	11/07/25	Saltash Town Council SERVICE DELIVERY Department	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 11/07/2026															11		
	CCTV Service	Annual	11/12/23	11/12/24	Sovereign Fire & Security Ltd (Plymouth)	01752 3373337			Taken Over 2024																	
	Gas Boiler(s) Service And General Gas Safety Checks.	Annual	23/02/24	23/02/25	Jackman SW Ltd Plymouth	01752 727999		N/A	Satisfactory Certificate In Date																	
	Cast Aluminium Condensing Hot Water Heating Boiler	Annual	21/11/22	21/11/23	Zurich - Crimson	07764 149397	Nigel Hughes	Unknown																		
	Bladder Type Pressuristaion Heating Vessel	Annual	21/11/22	21/11/23	Zurich - Crimson	07764 149397	Nigel Hughes	Unknown																		
	Passenger Lift Service and Maintenance	3 Monthly	24/10/22	24/01/23	OTIS	07970 244136	Rob Shaw	31/05/23												21						
	Passenger lift LOLER Inspections	Annual	22/04/24	22/04/25	Zurich - Crimson	7875887007	Ian	Unknown				22														
	Site Intruder Alarm System	Annual	10/08/24	10/08/25	Sovereign Fire & Security Ltd (Plymouth)			N/A	Next Due August 2025																	
	Site Fire Alarm System	Annual	10/08/24	10/08/25	Sovereign Fire & Security Ltd (Plymouth)			N/A	Next Due August 2025																	
	Fire Risk Assessment (FRA)	Annual - Reviewed	No Records	2024 ASAP!	Chubb Or H2H		SDM/ASDM																			
	Fire Fighting Equipment (FFE)	Annual	24/12/24	24/12/25	Chubb Fire & Security Ltd			13/12/22	Certificate Received																	
	Fire Alarm Drill	6 Monthly *	24/04/2024	24/10/2024	Saltash Town Council SERVICE DELIVERY DEPARTMENT																					
	Fire Alarms	weekly			Saltash Town Council SERVICE DELIVERY DEPARTMENT					7	14	21	28	5	12	19	26	30	9	16	23	30	7	14		
	Emergency Lighting	weekly			Saltash Town Council SERVICE DELIVERY DEPARTMENT					7	14	21	28	5	12	19	26	30	9	16	23	30	7	14		
	Emergency Lighting Maintenace Visit	12Monthly	05/04/23	05/04/24	Service Delivery Department				Over Due!	5																
	Legionella (clear pipes / taps)	weekly			Saltash Town Council SERVICE DELIVERY DEPARTMENT					7	14	21	28	5	12	19	26	30	9	16	23	30	7	14		
	Legionella Tempertaure Testing	monthly	03/04/24	01/05/24	Saltash Town Council SERVICE DELIVERY DEPARTMENT					1				1					2				1			
	Legionella Risk Assesment	Annual	N/A	ASAP! 2024	H2H or Kovia Group				SDM/ASDM																	
	Station Building - Isambard House																									
	Asbestos Register	annual *	21/06/17		Asbestos Log held at the Station				no asbestos present!																	
	Electrical Installation Certificate (EICR)	5 yr	07/07/23	07/07/28	TJ Electrical (NIC EIC Approved Contractor)	07962034507	Tom Affek	N/A	Satisfactory Certificate In Date											27.07.2027						
	DEC (Energy Efficiency Certificate)	10 yearly	07/08/24		Kovia Group / Elmhurst Energy Systems / HI Devon		Town Clerk	N/A																		

	Portable Appliance Testing (PAT)	12-18 Monthly	05/05/25	01/12/26	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 01/12/2026						5														
	Gas boiler Service / Gas Safety Checks	Annual	10/02/24	06/02/25	Jackman Peckover				N/A	Next Due Feb 2025																				
	Site Intruder Alarm System	Annual	10/08/24	10/08/25	Sovereign Fire & Security Ltd (Plymouth)				TBC	Next Due August 2025																				
	Automatic Fire Detection	Annual	10/08/24	10/08/25	Sovereign Fire & Security Ltd (Plymouth)				TBC	Next Due August 2025																				
	Access Control System	Annual	10/08/24	10/08/25	Sovereign Fire & Security Ltd (Plymouth)				N/A	Next Due August 2025																				
	Fire Risk Assessment (FRA)	Annual - Reviewed	No Records	2024 ASAP!	Chubb Or H2H					SDM/ASDM																				
	Fire Fighting Equipment (FFE)	Annual	12/01/24	12/01/25	Chubb Fire & Security Ltd				13/12/22	Certificate Received																				
	Fire Alarms	Weekly			Saltash Town Council DELIVERY DEPARTMENT	SERVICE						7	14	21	28	5	12	19	26	30	9	16	23	30	7	14				
	Emergency Lighting	Weekly			Saltash Town Council DELIVERY DEPARTMENT	SERVICE						7	14	21	28	5	12	19	26	30	9	16	23	30	7	14				
	Emergency Lighting Maintenace Visit	Annual	12/04/23	12/04/24	Saltash Town Council - In House																									
	Legionella (clear pipes / taps)	Weekly			Saltash Town Council DELIVERY DEPARTMENT	SERVICE						7	14	21	28	5	12	19	26	30	9	16	23	30	7	14				
	Legionella Tempertaure Testing	monthly	03/04/24	01/05/24	Saltash Town Council DELIVERY DEPARTMENT	SERVICE						1				1					2				1					
	Legionella Risk Assesment	Annual	N/A	ASAP! 2024	H2H or Kovia Group					SDM/ASDM																				
	Maurice Huggins Room																													
	Asbestos register	Annual / Reviewed	No Records	ASAP! 2024	Shield (Contractor)																									
	electrical installation	5 yr	15/05/23	15/05/28	TJ Electrical Approved Contractor)	(STC										27.07.2028														
	DEC (Energy Efficiency Certificate)	10 yearly	No Records!	Early 2024	Kovia Group / Elmhurst Energy Systems / HI Devon			Assistant Town Clerk	POA	WORK IN PROGRESS																				
	Portable Appliance Testing (PAT)	Annual	11/01/22	16/01/23	Saltash Town Council - In House					Over Due																				
	Intruder Alarm System	Annual	23/03/24	23/03/25	Sovereign Fire & Security Ltd																									
	Automatic Fire Detection System	Annual	23/03/24	23/03/25	Sovereign Fire & Security Ltd																									
	Fire Risk Assessment (FRA)	Annual - Reviewed	No Records	2024 ASAP!	Chubb Or H2H					SDM/ASDM																				
	Fire Fighting Equipment (FFE)	Annual	12/01/25	12/01/26	Chubb Fire & Security Ltd				13/12/22	Certificate Received																				
	Emergency lighting	Weekly			Saltash Town Council - In House					ASDM		7	14	21	28	5	12	19	26	30	9	16	23	30	7	14				
	Emergency Lighting Maintenace Visit	12Monthly	05/04/23	05/04/24	Service Delivery Department					Over Due!		5																		
	Legionella (clear pipes / taps)	Weekly			Saltash Town Council - In House					ASDM		7	14	21	28	5	12	19	26	30	9	16	23	30	7	14				
	Legionella Tempertaure Testing	monthly	03/04/24	01/05/24	Saltash Town Council - In House							1				1					2				1					
	Legionella Risk Assesment	Annual	N/A	07/03/24	H2H or Kovia Group					SDM/ASDM																				
	Longstone Depot Building																													
	Asbestos register	Annual / Reviewed	No Records	ASAP! 2024	Kovia Group Plymouth Ltd																									
	DEC (Energy Efficiency Certificate)	10 yearly	No Records!	Early 2024	Kovia Group / Elmhurst Energy Systems / HI Devon			Assistant Town Clerk	POA	WORK IN PROGRESS																				
	Electrical installation	5 yr	17/05/23	17/05/28	TJ Electrical Approved Contractor)	(STC																								
	Water Cooler Sanitising / exchange	quarterly	26/11/21	26/02/22	Thirsty Work					1 unit																				





	Life Jacket internal safety checks	Weekly			Saltash Town Council DELIVERY Department	SERVICE										✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Life Buoy and Saftey Throw lines saftey service	Weekly			Saltash Town Council DELIVERY Department	SERVICE										✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Life Bouy and Safety Throw Lines Ropes	Daily			Saltash Town Council DELIVERY Department	SERVICE										✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Daily Safety Inspection	Daily			Saltash Town Council DELIVERY Department	SERVICE										✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Poxton - Daily Gate Code Changed (For 7 Days)	Weekly			Saltash Town Council DELIVERY Department	SERVICE										7	14	21	28	5	12	19	26	30	9	16	23	30	7	14		
	Waterside Life Bouys																															
	Life Bouys	Weekly			Saltash Town Council (in house)				Report Any Issues To Cornwall Council Marine Department (Paul Ferris)		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Cornish Cross Site																															
	Electrical Installation (EICR)	Annual	08.04.2022	08.04.2025	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 28.07.2025																						28
	Electrical Supply And Floodlight Safety Inspection(s) Set Timer and Presh RCD Test Button.	6 Monthly	02/05/25	01/11/25	Saltash Town Council - In House (Michael Cotton)					Next Due 01/11/2025					2																	
	Cornish Cross Tension Test - (Contractor)	3 Yearly			swaun-Test Ltd / Underhill Engineering Ltd					Found A Company To Do It This Year In Torque Messurement																						
	Floodlight Safety Inspection And Bolt Tension Checking To Ensure Tight.	6 monthly	03/03/25	03/09/25	Saltash Town Council - In House (ASDM)					Next Due 03/09/2025																						
	Weekly Site Check	Weekly	N/A	N/A	Saltash Town Council - In House (ASDM)						3	12	19	26	3	10	17	24	31	7	14	21	28	4	12							
	Brunel Bust Site & Monument Site																															
	Electrical Installation (EICR)	Annual	08.04.2022	08.04.2025	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 28.07.2025																						28
	Weekly Site Check	Weekly	N/A	N/A	Saltash Town Council - In House (ASDM)						3	12	19	26	3	10	17	24	31	7	14	21	28	4	12							
	North Road Bus Stop																															
	Weekly Site Check	Weekly	N/A	N/A	Saltash Town Council (in house)						3	12	19	26	3	10	17	24	31	7	14	21	28	4	12							
	Memerial Peace Gardens																															
	Weekly Site Checks. H&S/ Signage/Benches/Memorials/Flower Beds etc.	Weekly	N/A	N/A	Saltash Town Council - In House						3	12	19	26	3	10	17	24	31	7	14	21	28	4	12							
	Huntly Gardens																															
	Weekly Site Check. H&S/Street Funiture/Grounds Maintenance etc.	Weekly	N/A	N/A	Saltash Town Council - In House (Michael Cotton)						3	12	19	26	3	10	17	24	31	7	14	21	28	4	12							
	Waterside Festoon Lighting																															
	(Pontoon Cabin Side) Electrical Supply Inspection(s) Visual Inspection And RCD Test. Insure Timer Is Working And Times Correct.	6 Monthly	02/05/25	01/11/25	Saltash Town Council - In House (Michael Cotton)					Next Due 01/11/2025					2																	
	(Lamp Post Nr Astore Rock Side) Electrical Supply Inspection(s) Visual Inspection And RCD Test. Insure Timer Is Working And Times Correct.	6 Monthly	05/12/24	01/11/25	Saltash Town Council - In House (Michael Cotton)					Next Due 01/11/2025					2																	



[illegible]

	Legionella (clear pipes / taps)	weekly			Saltash Town Council (in house)					3	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
	Legionella Tempertaure Checks/Records	Monthly			Saltash Town Council (in house)					3				3					7				4			
	Legionella Risk Assesment	Annual	N/A	ASAP! 2024	H2H or Kovia Group				SDM/ASDM																	
	Public Toilets - Waterside																									
	Asbestos register	Annual / Reviewed	Kovia Group 03/03/2024	Inhouse 03/03/2025	Kovia Group Plymouth Ltd				Report Received																	
	Electrical installation	5 Yearly	08.04.2022	08.04.2027	TJ Electrical (Approved Contractor)				Satisfactory Report Received And In Date																	
	Portable Appliance Testing (PAT)	Annual	06/02/23	06/02/24	Saltash Town Council DELIVERY Department	SERVICE			RISK ASSESSMENT 12 Monthly Scheduled																	
	Fire Risk Assessment (FRA)	Annual - Reviewed	No Records	2024 ASAP!	Chubb Or H2H				SDM/ASDM																	
	Emergency Lighting	Weekly			Inhouse				Michael Cotton	3	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
	Emergency Lighting Mainteneace Visit	Annual	05/03/23	ASAP! 2025	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 05.0.2025																
	Legionella (clear pipes / taps)	Weekly			Saltash Town Council (in house)					3	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
	Legionella Tempertaure Checks/Records	Monthly			Saltash Town Council (in house)					3				3					7				4			
	Legionella Risk Assesment	Annual	N/A	ASAP! 2024	H2H or Kovia Group				SDM/ASDM																	
	Saltash Town Council - Fore Street External Electrical Supply Points.																									
	Electrical Supply Point (1) - (EICR)	Electrical Installation Annual	28/04/25	28/04/26	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 28.04.2026				28												
	Electrical Supply Point (2) - (EICR)	Electrical Installation Annual	28/04/25	28/07/26	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 28.04.2026				28												
	Electrical Supply Point (3) - (EICR)	Electrical Installation Annual	28/04/25	28/07/26	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 28.04.2026				28												
	Electrical Supply Point (4) - (EICR)	Electrical Installation Annual	28/04/25	28/07/26	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 28.04.2026				28												
	Electrical Supply Point (5) - (EICR)	Electrical Installation Annual	28/04/25	28/07/26	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 28.04.2026				28												
	Electrical Supply Point (6) - (EICR)	Electrical Installation Annual	28/04/25	28/07/26	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 28.04.2026				28												
	Town Clock annual service	annual	01/09/24	01/09/25	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 01.09.2025																
	Speaker PA box PAT test	Annual	01/09/24	01/09/25	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 01.09.2025																
	Speaker System Visual inspection form Ground Level	Monthly	04/07/25	03/08/25	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A	Next Due 04.04.2024 (Installed 03.12.2021)	3				3				7				4			
	Town Festoon Lighting Monthly Inspection from Ground Level	Monthly	06/03/24	04/04/24	Saltash Town Council DELIVERY Department	SERVICE	07932429510 '07478663393	ASDM 07938429510	N/A	Enhanced Checking Xmas	3	12	19	26	3	10	17	24	31	7	14	21	28	4	12	
	Ashton Way Play Area																									
	Weekly Inspections	Weekly			In House Delivery Department)	(Serve					3	12	19	26	3	10	17	24	31	7	14	21	28	4	12	
	Quaterly Management Inspections	3 Monthly			in house														7							
	Annual Zurich Inspection	Annual			Zurich Crimson (Insurance Company)																					
	Annual ROSPA Inspection	Annual	14/04/25	14/04/25	ROSPA Ltd			email RoSPA		Next Due 14.04.2026		14														
	Grassmere Way Play Areas																									

Weekly Inspections	Weekly			In House Delivery Department)	(Serve						3	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
Quaterly Management Inspections	3 Monthly			in house																7							
Annual Zurich Inspection	Annual			Zurich Crimson (Insurance Company)																							
Annual ROSPA Inspection	Annual	14/04/25	14/04/25	ROSPA Ltd			email RoSPA		Next Due 14.04.2026		14																
Honeysuckle Close Play Areas																											
Weekly Inspections	Weekly			In House Delivery Department)	(Serve						3	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
Quaterly Management Inspections	3 Monthly			in house																7							
Annual Zurich Inspection	Annual			Zurich Crimson (Insurance Company)																							
Annual ROSPA Inspection	Annual	14/04/25	14/04/25	ROSPA Ltd			email RoSPA		Next Due 14.04.2026		14																
Churchtown Allotments																											
Weekly Inspections	Weekly			in house							5	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
Quaterly Management Inspections	3 Monthly			in house																7							
Weekly Inspections	Weekly			in house							5	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
Legionella (clear pipes / taps)	Weekly			Saltash Town Council (in house)							5	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
Legionella Tempertaure Checks/Records	Monthly			Saltash Town Council (in house)							5				3					7				4			
Legionella Risk Assesment	Annual	N/A	ASAPI 2024	H2H or Kovia Group					SDM/ASDM																		
Grenfell Avenue Allotments																											
Weekly Inspections	weekly			in house							5	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
Quaterly Management Inspections	3 Monthly			in house																7							
Weekly Inspections	weekly			in house							5	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
Legionella (clear pipes / taps)	weekly			Saltash Town Council (in house)							5	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
Legionella Tempertaure Checks/Records	Monthly			Saltash Town Council (in house)							5				3					7				4			
Legionella Risk Assesment	Annual	N/A	ASAPI 2024	H2H or Kovia Group					SDM/ASDM																		
Fairmead Allotments																											
Weekly Inspections	Weekly			Saltash Town Council (In house)							5	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
Quaterly Management Inspections	3 Monthly			in house																7							
Weekly Inspections	Weekly			Saltash Town Council (In house)							5	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
Legionella (clear pipes / taps)	Weekly			Saltash Town Council (In house)							5	12	19	26	3	10	17	24	31	7	14	21	28	4	12		
Legionella Tempertaure Checks/Records	Monthly			Saltash Town Council (in house)							5				3					7				4			
Legionella Risk Assesment	Annual	N/A	ASAPI 2024	H2H or Kovia Group					SDM/ASDM																		
Road Legal Vehicles & Large Plant Equipment																											
STC 1. Ford Transit Electric Vehicle, Blue [ WG23 VDL ]																											
Daily Check	Weekly	06/06/24	06/07/24	In House							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Weekly Check	Weekly	06/03/24	06/10/24	In House							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			



**To receive a report on Service Delivery equipment and consider any actions and associated expenditure.**

**Report to:** Service Delivery Committee

**Date of Report:** 10<sup>th</sup> July 2025

**Officer Writing the Report:** Service Delivery Manager

**Pursuant to:**

- *Minute no 75/24/25 of the Services Committee meeting held on 10th October 2024*
- *It was proposed by Councillor Bickford, seconded by Councillor Stoyel and resolved to RECOMMEND the Services Committee budgets for the year 2025/26 as attached, including the following amendments subject to the Property Maintenance Sub Committee setting the five-year plan recommending the outcome to the Policy and Finance meeting to be held 12 November 2024 to form part of the Services Committee budget statements*
- *Minute no 99/24/25 of the P&F committee meeting held on 12th Nov 2024*
- *It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to RECOMMEND to Full Council to be held on 5 December 2024*
- *Minute no 275/24/25 It was proposed by Councillor Miller, seconded by Councillor P Samuels and following a recorded vote of 15 for, it was RESOLVED:*
  - *1. To set the Town Council Precept.*
- *Minute no 9/25/26 of the services delivery committee meeting held on 10<sup>th</sup> April 2025. It was delegated to the ASDM to review the associated cost to purchase a cherry picker and associated training cost for an operative, reporting back at the July Meeting.*

**Officers Recommendations**

**Item 1.** This report seeks approval from the Committee members for the purchase of a Kubota RTV-X1110 Cab utility vehicle to support operations in Parks & Recreation, Grounds Maintenance, Waste Services, and many other duties.

**Item 2.** The purchase of battery tools for the department.

**Item 3.** A report to consider the purchase or hire of a cherry picker. As requested by Service committee

## Report Summary

### Item 1

The existing RTV registered in 2010 (not enclosed cab) is currently used for site maintenance and support around the Town. It is now heading toward the end of its operational life (with daily use the average life expectancy is around 10 years) with increased breakdowns, downtime, and repair costs shown below over the last 12 months.

Description	Net
Interim service for Kubota WK59 DNE	£498.75
1 x RTV 25x10-12 Deli tyre. Supplied and fitted	£87.91
Annual service for Kubota WK59 DNE	£710.00
New battery for Kubota RTC reg no: WK59 DNE	£73.85
New Alternator. Supplied and fitted.	£88.60
	<b>£1,459.11</b>

We are looking to add a newer reliable, all-weather-capable vehicle to sit alongside the existing RTV which will help the department to better maintain the service and standards across Council-managed land and facilities.

Our existing vehicle is used as a daily work horse for our duties. This is a much older model and requires some repairs to keep it operational. Due to its current condition its value is significantly lower, approximately £2,000.

## EXSISTING RTV



The model we are looking to purchase is part used with low miles and offered at a discount to us through our existing supplier at **£16,220** including a full service, a 3 month full warranty for parts & labour, road registered and the fitting of the chapter 8 beacon light to the roof. STC livery and highway strip to the rear will be added separately once we take delivery of the vehicle.  
Approximately **£400**

**Below are further details of the model to purchase One Kubota RTV-X1110 Cab style.**

This is a high-performance, diesel-powered utility vehicle designed for heavy-duty use in various terrains. The X1110 Cab model comes with a fully enclosed cab, heating, and hydrostatic transmission, making it suitable for year-round.

### Key Advantages

#### a. All-Weather Use

The enclosed cab with heating ensures staff comfort in cold, wet, or windy conditions, improving productivity and morale.



**b. High Load and Towing Capacity**

The X1110 supports up to 500 kg payload and 1,300 kg towing, ideal for transporting tools, debris, or materials. More powerful than our existing RTV.

**c. Superior Traction and Safety**

Equipped with 4WD, dynamic braking, and hydrostatic transmission, it offers safe, smooth operation on uneven or slippery terrain.

**d. Durability and Low Maintenance**

Kubota is known for engineering reliability. This model is designed for long service intervals, with robust parts and a dealer-supported service network via our reliable suppliers Vincent Tractors.

**e. Environmental and Operational Efficiency**

Diesel engine meets EU Stage V emissions standards, and the hydrostatic drive minimizes gear wear and reduces the risk of user error. This is also a quieter model ideal when driving around the Town.

We also looked at the option of a similar electric version to see if this would be a possibility. The models available to us are not suited to all off-road duties that we require. The cost to purchase is also much higher at **£24,000**. Example image below.

The addition of the new RTV will provide greater flexibility covering more duties to difficult locations, moving small equipment, grounds materials, tools or green waste. This will be an advantage to the department as we take on more locations. This will also allow us to use the existing RTV for the watering program avoiding the removal of the heavy water tank each time we need to use it. Once the old RTV is no longer viable the water tank will be transferred to the new RTV when required for watering.

We will be able to park the existing RTV at our Churchtown Cemetery secure yard while the new RTV can be stored at Longstone Depot. The current old RTV will be stored and used for watering until it stops working with the watering starting at the cemetery and working through the Town.

## Report Images

### RTV TO PURCHASE



## ELECTRIC COMPARISON



### How Does This Meet the Business Plan?

#### Strategic Priority 4- travel and transport.

STC Continue to investigate and implement where possible a sustainable Town Council fleet of vehicles and to Investigate suitable working vehicle options for the future and ascertain associated cost.

This vehicle will allow the department to operate more efficiently in difficult to access areas around the Town such as Fore Street the cemeteries, allotments and Pillmere estate green areas and walkways. Using less fuel and emissions than the larger diesel vans. They are also a much cheaper option to run and maintain.

## Budget Overview

We approached a range of suppliers—both local and from outside Cornwall—to obtain quotes for the purchase of a new or used vehicle. Our current supplier is a local company; however, due to the limited number of dealerships in the region, we also sought quotes from suppliers located further afield. The quotes received show a significant variation in pricing, providing members with a clear comparison for evaluation against our existing supplier.

## Quotes Provided

### Attached Quotes as Appendix C

- Company A: Part used RTV **£16,220** (held for us)
- Company B: Brand New RTV **£21,105** or higher depending on spec.
- Company C: Comparable part used **£17,500**

## Budgets

**Budget Codes:** 6578 SE EMF Equipment and Vehicles (Capital Works)

**Budget Availability:** **£71,500.00** (precept amount for 2025/26)

**Committed Spend** £0

Members are asked to delegate the authority to the Service Delivery Manager to purchase an additional RTV vehicle as described above. Which will greatly improve the operation of the Service Delivery Department. This would come from budget code 6578 SE EMF Equipment and Vehicles (Capital Works).

## Item 2.

### Report Summary - Battery Equipment

Saltash Town Council is committed to reducing its environmental impact, improving health and safety standards, and modernising its operational equipment.

Our grounds maintenance teams currently use aging petrol-powered trimmers, which, while effective, present challenges related to emissions, noise, maintenance and fuel costs, and staff exposure to reducing hand arm vibration (HAV's).

On this basis we would like to introduce the below equipment.

- 4 x Stihl FSA 200 Battery cutters
- 1x STIHL BRA 500 Cordless Backpack Blower
- 1x Battery Hand-Held Vacuum Shredder
- Plus associated accessories.

They are the same make as our existing trimmers, making it easier for maintenance and cross uses with other tools. We can also use our existing contractors for servicing and parts.

They are light weight making them safer to manoeuvre especially when working in the cemeteries between graves and headstones. They are much quieter for the staff to use and also when working in residential areas.

The equipment also requires additional batteries with a charging station to make the operation smoother for the operatives when using the equipment. Less time delay when changing batteries.

Part of the equipment purchase will also include a blower pack to also use in conjunction to the trimmers. This is a much quieter machine than the petrol version currently used.

Each item comes with a 12 month guarantee via the supplier. Using this type of equipment will decrease the servicing cost due to less moving parts than the petrol engine machinery we currently use. This will also mean less fuel being purchased creating a saving going forward. This will be a big step to help with the environment and staff wellbeing.





## Impact Assessment (Climate)

Climate Strategy – Project Impact Assessment

Project: Service Delivery – changeover to battery operated equipment

Date of Assessment: 09/07/2025



### How is the project scored?

The **outer ring** scores the project against the climate strategy impact.

1	Long lasting negative impact
2	Short term or limited negative impact
3	No known Impact
4	Short term or limited positive impact
5	Long lasting positive impact

The **inner ring** scores the project against the Business Plan Deliverables.

Low	1
Medium	2
High	3
Exceeding	4
Not applicable	0

## Strategic Priority 5 - Climate Emergency:

STC continue to acknowledge a climate emergency and to bring forward a local climate change strategy. To continue to implement sustainable grounds maintenance methods and good environmental practices.

The Service Delivery Department have looked into the use of electric trimmers and other electric tools to improve the impact on the environment, emissions and staff wellbeing.

## Budget Overview

The below prices may be subject to change due to increases or discount offers at the time of purchase.

Item description	Qty required	Individual unit price (each)	Standard total excl VAT	Bulk order price (each)	Bulk total excl VAT
Stihl FSA 200 battery brushcutter	4	£601.42	£2,405.68	£566.82	<b>£2,267.28</b>
Stihl Lithium-Ion AP500S battery	8	£314.60	£2,516.80	£279.08	<b>£2,232.64</b>
Stihl AL 301-4 multiple battery charger	1	£225.13	£225.13	£217.46	<b>£217.46</b>
Stihl BRA 500 battery backpack blower, shell only	1	£842.17	£842.17	£725.27	<b>£725.27</b>
Stihl HSA140R cordless hedge trimmer, 30" shell only	1	£511.67	£511.67	£450.27	<b>£450.27</b>
Stihl SHA 400 battery hand held vacuum shredder, shell only	1	£256.35	£256.35	£241.27	<b>£241.27</b>
<b>Total</b>			<b>£6,757.80</b>		<b>£6,134.19</b>

Three companies were approached to quote for the items, however only one company was able to provide a full quote for all the items requested. This has proven difficult due to the supply and demand of the products. Not all suppliers hold the stock levels we required. IE Strimmer only.

## Quotes Provided



- Company A: **£6,134.19 (Discounted offer)**
- Company B: Requested but quote not supplied in time for this meeting.
- Company C: Doesn't hold the stock required, no quote provided.

## Budgets

**Budget Availability: £71,500.00 (precept amount for 2025/26)**

**Budget Codes:** 6578 SE EMF Equipment and Vehicles (Capital Works)

**Committed Spend: £16,000.00 (Purchase of RTV)**

Members are asked to consider approving the purchase of the battery equipment up to the cost of £6,400.00 due to potential price changes following this report. This would come from the precept budget shown. Members to delegate the authority to the Service Delivery Manager to obtain the best purchase prices within the agreed amount.

## Item 3

### Cherry Picker, Hire or Purchase.

Service Delivery have been looking at the cost between hiring a cherry picker against purchasing costs. As instructed by the Services Committee.

We have set out below the current hire charge against purchase for members to consider.

Current contractor hire per day, including operative. **£400.00**

Competitor hire per day, including operative **£595.00**

We hired our contractor during the period of 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025

Six instances of cherry picker and operative hire for various tasks at a cost of: **£1220**

The above figures show the department is getting good value while using the current contractor against a competitor. They are a local contractor and can often be available at short notice which is very useful. Competitors often require booking around a weeks' notice.

We would estimate under normal conditions a similar number of hires within the same budget period of April 2025 to March 2026

## 2. Purchasing a Cherry Picker Costs:

- Initial purchase price from **£17,000** (used) to **£38,000** (new) depending on model and age.
- Chapter 8 lights and livery. **£1500.**
- Annual maintenance and inspection cost **£2000**
- Annual Insurance, vehicle test certification and registration approx. **£5,300**

## Training Staff

- One-time training and certification costs per staff member **£300.00** needs to be re-taken every 5 years
- **Total Cost £47,000** (if purchasing a new vehicle)

## Report Images

Current contractor



Competitor version



### Our Prices

- 2 Hours = £200
- Half Day = £340
- Full Day (7 Hours) = £595

Members are advised that it is SD Departments opinion that it will be better to continue with the current contractor and hire cost rather than purchasing. The other benefit is that the liability and risk for operation lies with the contractor and not with STC.

The saving of time, cost for staff training, fuel along with the cost of insurance and certification will be another benefit.

We also don't have the capacity for storing or parking the equipment safely.

[Members are asked to note the update.](#)

**End Of Report.**

**Signature of Officer:**

Service Delivery Manager

**FOR**

Saltash Town Council  
The Guildhall  
12 Lower Fore Street  
PL12 6JX  
United Kingdom

Quote No.: **47902**  
Issue date: **14/07/2025**  
Valid until **15/08/2025**

Co. Reg. No.: 8674

DESCRIPTION	QTY	VINCENTS PRICE (£)	VAT (£)	AMOUNT (£)
Used Kubota RTV X1110 Cab	1	16,000.00	3,200.00	19,200.00
2021 Machine				
Road Registered				
Full Cab				
4WD				
Diff Lock				
Power Steering				
Kubota Diesel 3 Cylinder Engine				
Hydraulic Tipping Cargo Bed				
Radio				
Heater Kit				
50mm Ball Hitch				
1200Hours (Circa)				
Serviced				
Bedliner				
VHT Transmission				
3 Month Warranty				
Beacon Kit Fitted	1	220.00	44.00	264.00
LED Flashing Beacon				

PLEASE NOTE: Items to be ordered will require a 10% deposit.

**SUBTOTAL:** £16,220.00

Additional Notes:

**VAT 20% from £16,220.00** £3,244.00

**TOTAL (GBP):** £19,464.00

The above is an estimate and is subject to change as a result of changes in manufacturer pricing as per our T&Cs of Sales found at:

Title of goods shall not pass to Purchaser until full payment has been received.

Machinery Sales payment MUST be received and funds cleared prior to delivery.

:

# Company B

Professional Specialist Advice

Progressive Innovative Solutions

Proactive Professional Aftersales

Award

Home / Utility Vehicles / Kubota RTV X1110 ROPS – Camo, ATV

Kubota RTV X1110 ROPS – Camo, ATV


SKU: W24TC00979

The all-new RTV-X1110 offers greater power and more versatility thanks to a powerful and economical 24.2 HP Kubota 3-cylinder liquid cooled ETVCS diesel engine.

£21,105.00 Ex VAT

Make Enquiry >

<



## Company C



**Kubota RTV-X1110**

2023

Diesel

**£17,500 +VAT**



Policy Group: General

## Saltash Town Council Noticeboards

RESPONSIBLE COMMITTEE: SERVICES

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This is a policy/procedure document of Saltash Town Council to be followed by both Councillors and Employees.

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1

CURRENT 07/2024

Current Document Status			
Version	V1	Approved by	
Date		Responsible Officer	LM
Minute no.		Next review date	Annual

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
06.2024	2024 DRAFT	SB	Services 13.06.2024	31/24/25	New policy. Recommended to FTC.
07.2024	2024	SB	FTC 04.07.2024	116/24/25a	Approved.
03.2025	2025	SB	P&F 11.03.2025	164/24/25c(19)	Reviewed
07.2025	V2	LM	Services 17.07.2025		

Document Retention Period
Until superseded



## **Introduction**

The provision of a community noticeboard is not a statutory duty of Town and Parish Councils; however, Saltash Town Council recognises the benefit of such a facility to its residents and provides many noticeboards for community notices to be displayed.

## **Background**

Saltash Town Council uses physical noticeboards to share relevant local information, as set out in the policy below. The policy tries to strike a balance between size of notice and space available to enable maximum availability and content. Priority should always be given to Town Council notices.

## **Location of Town Noticeboards**

There are 7 general Town Council noticeboards in Saltash:

1. Fore Street
2. Waterside
3. St Stephens Church
4. Yellow Tor Road
5. Pillmere
6. Callington Road
7. Fairmead Road

There are 3 premises specific Town Council noticeboards in Saltash:

1. Saltash Library Hub
2. Isambard House
3. Jubilee Pontoon

## Use of Town Noticeboards

General noticeboards can display (in order of priority):

- Town Council information and notifications, e.g. meetings, agendas, minutes, statutory notifications, AGAR, calls to tender, fees and charges, schedule of meetings calendar, consultations and Councillor information. (up to A4)
- Town council events, or those supported by the Town Council through festival or community chest funding, with the relevant acknowledgement as stated in the grant policy. (up to A4)
- Relevant public information events. (up to A4)
- Saltash based time specific community events. (up to A5)
- Saltash based time specific charity events. (up to A5)
- Saltash based organisations adverts (up to postcard/A6)

Any notice that is to be left in the noticeboards for more than three weeks are to be laminated or on suitable paper to reduce fading or curling.

Time specific event posters to be put in the noticeboard no earlier than three weeks before the event.

An organisation may only display a maximum of two notices at any time one. This may be reduced to one notice per organisation if there is insufficient room.

**Commented [LM1]:** Due to several organisations wishing to display multiple posters and a limited amount of space there is a need to consider a limit.

If there is insufficient room for current/important notices to be displayed, longtime posters will be removed and re-displayed when space becomes available, or event notices will be put in two weeks before the event rather than three weeks before the event.

A request for a notice to be permanently displayed can be made by an organisation for consideration by the Town Clerk. Where a notice is displayed permanently it may still be taken down temporarily to display Town Council notices.

**Commented [LM2]:** Notices can be permanently displayed where they are generic and of benefit to the town. For example advertising rail travel

Do not cover or overlap notices/posters. Avoid overcrowding.

The noticeboard in Fore Street is kept as one side for Saltash based community notices and the other side is split 50/50 for Town Council information only on one half and all Town Council events on the other half. Priority should be given to time specific events; ongoing activity notifications could be placed on the community side of the noticeboard if room dictates.

Premises specific noticeboards are to only have notices advertising events and meetings held in that location. General Town Council notices are only permitted under the direction of the Town Clerk. Community notices are not permitted in premises specific noticeboards.

Saltash Library Hub Noticeboard can display:

1. Agendas and Minutes for the library sub-committee.
2. Events held at the Library that meet the policy requirements for general noticeboards.

Isambard House Noticeboard can display:

1. Agendas and Minutes for the station property sub-committee.
2. Events held at Isambard House that meet the policy requirements for general noticeboards.

3. Relevant transport notices.
4. Trackside Café operational hours, menu, waiting room and toilet facilities.

Jubilee Pontoon Noticeboard can display:

1. Pontoon related notices, e.g. pontoon fees and charges, maintenance works.
2. Ferry information.
3. Visitor information.
4. Pop up sites.
5. Waterside event notices (subject to available space), that meet the policy requirements for general noticeboards.

No commercial advertising is allowed in any noticeboard. Exceptions will be made when Saltash Town Council is working in partnership with the commercial organisation e.g. Plymouth boat trips operating from the Town Council's pontoon or when the commercial activity is taking place in a Saltash Town Council premises e.g. an art show held at Isambard House.

Notices will not be displayed which advertise events outside the Town of Saltash except for free or charity events which are considered to be a benefit to the health and wellbeing of residents.

Political notices will not be displayed.

The Town Council has the right to refuse a poster should it not comply with the policy rules or space is not available at the time of the request.

**Requirements to be met by advertisers**

Notices should be submitted to The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX ready to be displayed.

The Town Council is not responsible for printing posters for display.

Notices should contain information on the date of posting and the date the notice should be taken down.

If not clear from the notice the name and contact details of the author should be added to the notice, should we need to contact you.

**Authority to use noticeboard and related matters**

Town Council officers have the authority to display notices on the noticeboards.

If in doubt, ask the Town Clerk.

**Display of material on the Town Council website**

Notices approved for the physical town noticeboards will also be displayed on the virtual Town Council noticeboard and events diary ([www.saltash.gov.uk](http://www.saltash.gov.uk)). The same policy guidelines as above will apply.

**To receive an updated report on the Jubilee Pontoon and consider any actions  
and associated expenditure**

**Report to:** Services Committee

**Date of Report:** 15.07.25

**Officer Writing the Report:** Town Clerk / RFO

**Pursuant to:**

Services Committee Meetings held 13.02.25 minute 106/24/25

Services Committee Meetings held 10.04.25 minute 12/25/26

**Officers Recommendations**

Members are encouraged to ask questions regarding the refurbishment work and to note the report.

**Report Summary**

Please refer to the two attached reports (Appendix A, B and C) presented at the previous Services Committee meetings, which provide background and context for the current report.

The Town Council's insurers have issued a memorandum of acceptance, which has been reviewed and completed by the Town Clerk. The agreed settlement amount of **£37,563.13** has now been received.

The work has been satisfactorily completed and within the timescale provided. The pontoon reopened at the end of May.

Property Maintenance has received Voyager Marine's ongoing maintenance plan and has submitted a recommendation to the Services Committee for consideration under agenda item 16 this evening.

Pontoon Mooring Fees:

**Berths:** Ten berths have been confirmed, with payments received at the revised Town Council rate.

**Trusted Members:** Based on last year's registration, there were 26 listed members. However, this number may vary as some may not renew and new members may join. As of the current year, there are 12 active members.

**Visiting Boats:** Last year, 16 boats stayed overnight, and 15 made use of the free two-hour daytime visit. So far this year, there have been 2 visiting boats.

Please refer to the budget overview section of the report for up-to-date costings.

### **Report Images**

Refer to Appendix D completion report, Jubilee Pontoon - for further information on the work completed and images.

## Budget Overview

Saltash Town Council				
Income & Expenditure - Pontoon Moorings				
Financial Year:	2025/26			
Period To:	07/07/2025			
	Prior Year 2024/25	Actual YTD 2025/26	Budget 2025/26	Budget Remaining 2025/26
<b>Income</b>				
Trusted Boat Scheme (4520)	£2,037.00	£1,249.95	£2,000.00	£750.05
Annual Berth Holders (4521)	£8,614.00	£11,605.22	£13,364.00	£1,758.78
Daily Moorings (4522) Long-term customer	£6,275.00	£0.00	£750.00	£650.00
Daily Moorings (4522) Others	£925.00	£100.00		
<b>Total Income</b>	<b>£17,851.00</b>	<b>£12,955.17</b>	<b>£16,114.00</b>	<b>£3,158.83</b>
<b>Overhead Costs</b>				
Pontoon Maintenance Costs (6522)	£2,250.00	£551.00	£3,090.00	£2,539.00
Pontoon Accomodation (6528)	£5,496.00	£1,958.00	£6,306.00	£4,348.00
Pontoon Insurance (6205)	£2,769.89	£0.00	£3,046.88	£3,046.88
<b>Total Overhead Costs</b>	<b>£10,515.89</b>	<b>£2,509.00</b>	<b>£12,442.88</b>	<b>£9,933.88</b>
<b>Total Income Less Overhead Costs</b>	<b>£7,335.11</b>	<b>£10,446.17</b>	<b>£3,671.12</b>	<b>-£6,775.05</b>
<b>EMF Expenditure</b>				
EMF Pontoon Maintenance (6584)	£29,035.00	£109,850.00	£118,902.00	£9,052.00
Insurance claim received		-£37,563.13		
<b>Total EMF Expenditure</b>	<b>£29,035.00</b>	<b>£72,286.87</b>	<b>£118,902.00</b>	<b>£9,052.00</b>
<b>Total Income less Overhead Costs &amp; less EMF expenditure</b>	<b>-£21,699.89</b>	<b>-£61,840.70</b>	<b>-£115,230.88</b>	<b>-£15,827.05</b>
<b>Labour Costs carried out by Service Delivery</b>				
Estimated Labour for daily checks (1 hour per day + 5 per month)		£1,934.50		
<b>Total Estimated Labour Costs 2025/26</b>		<b>£1,934.50</b>		
<b>Total Income Less Overhead, EMF &amp; Labour Costs</b>		<b>-£63,775.20</b>		<b>-£15,827.05</b>

**Signature of Officer:**

Town Clerk / RFO



## **APPENDIX A**

### **To consider Risk Management Reports as may be received – Jubilee Pontoon**

**Report to:** Services Committee

**Date of Report:** 12.02.25

**Officer Writing the Report:** Town Clerk

#### **Officers Recommendations**

#### **URGENT Health and Safety Matter**

Following a site visit held on 12.02.25, Members are asked to appoint a contractor to remove the pontoon from the water to be taken to a boat yard for phase 1 maintenance and assessment work to be undertaken. The gangway would then be lifted and secured to the two pylons sited either side.

The Service Delivery department is met with daily challenges by people mooring their boats to the pontoon creating additional pressure to the already damaged structure.

Should Members not support this health and safety recommendation there is a high possibility that with further strong tides the pontoon could be swept down the Tamar causing other damage and risk to life.

It is essential that the Town Clerks recommendation is approved, and funds recommended to Full Council, removing the pontoon from the water asap to protect the Town Council.

See attached **Appendix A and B** – Quotes.

The Town Clerk has sole delegated authority to exercise overall responsibility for Health and safety (**Standing Orders Section C 1.1**)

No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Town Council or a duly delegated committee acting within its Terms of Reference, except in an emergency. In cases of serious risk to the delivery of Town Council services or to public safety on Town Council premises, the Town Clerk may authorise expenditure of up to £2,000 excluding VAT

on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town Clerk/RFO shall report such action to the Chairman as soon as possible and to the Town Council as soon as practicable thereafter **(Financial Regs Section 5.17)**.

All aspects of health and safety that fall within the remit of the committee **(Terms of Reference point 5)**

### **Report Summary**

Please refer to the main pontoon condition report under agenda item 9 for further details.

Attached are two specialist quotes for Members consideration this evening. The cost comes under the procurement threshold.

By undertaking phase 1 work Saltash Town Council will be investing public money therefore a strong commitment is given to fully repair the pontoon. We hope that the insurers will agree that various maintenance work over the years is compliant with the insurance policy and the Town Council can reclaim the associated cost.

### **Budgets**

**Budget Availability:** £9,733

**Budget Codes:** 6584 EMF Pontoon Maintenance Costs

**Committed Spend:** None. No budget has been set for 2025-26

The above budget availability is not sufficient to cover the works required.

The associated cost to remove the pontoon to a boat yard for phase 1 maintenance and assessment work will need to be allocated to General Reserves (unforeseen event and circumstances).

Ratification of appointment and associated spend to take place at the March Full Town Council meeting.

**Signature of Officer:**

**Town Clerk**

## **APPENDIX B**

### **To receive an updated report on the Jubilee Pontoon and consider any actions and associated expenditure.**

**Report to:** Services Committee

**Date of Report:** 02.04.25

**Officer Writing the Report:** Town Clerk

**Pursuant to:** Services Committee 13.02.25 minute 106/24/25

#### **Officers Recommendations**

1. To receive and note Voyager Marine's report for completion of phase 1 works at a net cost of £24,950 (Appendix A).
2. To receive and consider Voyager Marine's quote to undertake the storm damage work at a net cost of £24,990.71 (Appendix B), insurers settlement offers £13,913.13 towards total net cost, Saltash Town Council balance of £11,077.58.
3. To receive and note Primrose Marine Survey Report on the pontoon and piles (Appendix C and D).
4. To consider Voyager Marine's quote to undertake maintenance work to the pontoon and piles and relaunch back in the Tamar (Appendix E, F and G).
5. To note that the insurers have confirmed they are prepared to make a 50% contribution towards the cost of lifting and re-installing the pontoon, in line with the apportionment between storm damage and maintenance.
6. To note; Voyager Marine will do their utmost to avoid the descaling of the five piles in the river Tamar. However, this is not guaranteed. The tide will predict the work and will create noise pollution.

#### **Report Summary**

Prior to commencement of the phase 1 work, Cornwall Council were informed and provided their approval for their pontoon to be removed to Voyager Marine for the necessary repairs to be undertaken. The King's Harbour Master was also informed, no response received.

Phase 1 work is now completed – for further information, refer to Appendix A summary of work completed by Voyager Marine. Works have been undertaken in line with the approved quote.

During phase 1 the insurers Marine Surveyor (Crispin Marine) attended site to review the damage to the pontoon to assist with their recommended report – refer further into the report to review Crispin Marine's recommendation to Axis.

Part of the phase 1 work included a visit from Primrose Marine to produce a pontoon survey and piles report (appointed by Voyager Marine) – refer to Appendix C and D for further information. The reports provide an overview of the damage / repair work / maintenance to the pontoon / piles and recommendations thereof together with associated cost from Voyager Marine – Appendix E, F and G for consideration.

The pontoon remains at Voyager Marine until the Town Council confirms if it wishes to proceed with the remaining work to relaunch the pontoon back in the Tamar. The insurers have offered their final settlement against the cost relating to Appendix B, the outstanding amount is an amount the Town Council would need to cover together with the associated cost relating to Appendix E, F and G. This would be an investment from Saltash Town Council to repair and maintain the pontoon to become operational.

Providing the Primrose Marine recommendations are carried out the pontoon system will be protected and in very good order. Annual maintenance will be required to include spot touch up painting of any scuffs and damage to the paint system, every 2 years tightening and replacing nuts and bolts and anodes. All works can be carried out in the water. Pontoon system to be removed and refurbed in 10 years providing Primrose recommendations and annual maintenance is carried out.

Pictures and a video of a large boat bashing against the pontoon has been shared with the Adjuster Woodgate and Clark together with an email from Cornwall Council's Maritime Manager at the time, dated September 2018, regarding maintenance levels:

*I don't know of any pontoon system that is required to be lifted out and inspected on an annual basis. When this was originally installed, Caradon DC were informed that it would have to come out after 15 years. I think that the insurance company may be getting confused with regard to swinging moorings which are a totally different matter. As long as Saltash Town Council have recorded visual inspections and repair any damage then I would not have thought that it needed to be lifted out for at least ten years – Cornwall Council Maritime Manager.*

Woodgate and Clark have confirmed receipt of the documents shared and that the content has been duly noted and will be shared with Axis (insurance company) and Crispin Marine.

Woodgate and Clark also confirm that Voyager Marine's quote for the storm damage repairs only, and Crispin Marine's report have been received and sent to Axis for instructions. We now await Axis decision to Saltash Town Council's claim.

Correspondence from Axis:

*I refer to my previous message below and am pleased to confirm that we have now received insurers further instructions and are in a position to put forward a settlement offer in respect of the necessary repairs to the pontoon resulting from the storm.*

*As you know, Pete Crispin was provided with a revised estimate on 27<sup>th</sup> March, which he has broken down as follows:*

*£ 2,513.36: Steel and framework as listed. Reasonable.*

*£ 672.00: Fastenings. Not all are relevant to the incident. Suggest a 50/50 split.*

*£ 347.18: Consumables. Reasonable.*

*£ 1,033.17: Decking and rubbing boards. Not all are relevant to the incident. Suggest a 50/50 split.*

*£ 6,700.00: Acid dipping and galvanising. Reasonable.*

*£ 13,725.00: Labour based on 305 hours at £45 per hour. Excessive. See below.*

*£ 24,990.71: Sub-total*

*£ 4,998.14: VAT*

£ 29,988.85: TOTAL

*Comments on labour - In my opinion, the labour to carry out the repairs only is estimated at 5 days for 2 men, including removal and refitting. At an 8-hour day, this is 80 hours. The labour rate has increased from the first estimate but £35 per hour was cheap and £45 is reasonable, so there is no issue with that. This means that the reasonable labour cost to repair the and refit the damaged framework is £3,600. If a contingency is allowed, £4,000 is reasonable.*

*The hours for the scope of works were checked with another shipyard that I work with regularly and they agreed with the suggested figures.*

*This means that with the adjustments suggested above, the reasonable cost of repair is:*

*£ 2,513.36: Steel and framework as listed.*

*£ 336.00: Fastenings.*

*£ 347.18: Consumables. Reasonable.*

*£ 516.59: Decking and rubbing boards.*

*£ 6,700.00: Acid dipping and galvanising.*

*£ 4,000.00: Labour*

*£ 14,413.13: TOTAL excl. VAT*

*The policy is subject to an excess of £500 and net of this, insurers would be prepared to put forward a **settlement offer of £13,913.13** in respect of the repairs resulting from the storm.*

*With regards to the points raised in your email of 31<sup>st</sup> March 2025, it appears you are suggesting that there may be some recourse against the owner of the yacht that was moored against the pontoon. We have discussed this with Pete Crispin, but he is of the opinion that this is unlikely to have caused any damage. In addition, we would need to demonstrate negligence on the part of the vessel owner which would be very difficult given the prevalent weather conditions.*

*With regards to the suggested maintenance of the pontoon, it appears there has been some misunderstanding, in that Pete did not state that the pontoon would have to be lifted from the water on an annual basis, but more likely every 5 years.*

*Upon receipt of confirmation that insurers' offer is acceptable, together with details of the bank account that the funds should be transferred into, we will be pleased to make the necessary arrangements.*

Their settlement offer has been acknowledged, and a question raised as to why the associated cost for lifting out and back in the water have not been included in their settlement offer – this has now been rectified, refer to point 5 above.

Voyager Marine have confirmed the 305 hours is made up of not only fixing the 2X damaged subframes but also travel and loading time (including use of their lorry) for 2X persons to take the frames to Crediton for galvanise stripping, then up again to bring them back, once repairs are completed they need to go to Crediton to be collected, so 4X runs to Crediton. (this was Crispin Marine's idea to get them stripped back in this way).

Also, time for fitting the dozen missing deck boards and covering strips, fitting the new timber rubbing protection, fitting the new subframes to the pontoon floats, they will need some leverage as no doubt the holes won't be perfectly aligned.

Voyager Marine are concerned by Crispin Marine's advice relating to labour because in reality these things do take time.

Voyager Marine invite Members to attend the Boatyard to see exactly what the pontoon system is like and what they are dealing with.

I asked Voyager Marine how much a pontoon like Jubilee is worth. They referred to the second-hand market costing approximately £500,000. They don't believe anyone builds pontoons like this and there is no-one filling the gap in the market since the administration of Docking Solutions.

Voyager Marine are aiming to have the pontoon up and running by w/c 19 May should the Town Council wish to proceed with the investment.

## **Report Images**

Refer to Appendix A to view images of the pontoon at Voyager Marine.

## **How Does This Meet the Business Plan?**

Boosting Jobs and Economic Prosperity.

Travel and Transport.

Recreation and Leisure.

The pontoon provides a successful ferry service for the residents of Saltash. Last year's data together with the Community Levelling Up Funded trial provides supportive results for Saltash Town Council to confidentially continue with the service for years to come.

Saltash Town Team are working hard to attract visitors to Saltash. The pontoon forms part of the production of a leaflet and visitors guide to build the attraction.

## **Quotes Provided**

Refer to Appendix B, E, F and G for associated cost – potentially part funded by the insurers.

Total net cost for storm damage repairs, maintenance, taking out and reinstating in the Tamar: £134,120.21.

Total net cost paid by Saltash Town Council for phase 1 work: £24,950.

Insurers settlement offers: £13,913.13.

Outstanding net cost to Saltash Town Council for storm damage repairs, maintenance, reinstating pontoon in the Tamar: £95,257.08.

## **Budgets**

**Budget Codes:** General Reserves (GR)

**Budget Availability:** £454,647 prior to adjustments back to GR from the year 2024-25



## **Financial Regulations**

The Town Clerk sought advice from Parkinson Partnership about not advertising the pontoon work on Contracts Finder because of the urgency to appoint due to health and safety concerns. Parkinson Partnership confirmed:

*If specific invitations are not normally council policy, but the council has agreed to the approach due to the urgency/safety issues, that is also fine.*

**Signature of Officer:**

**Town Clerk**

## **APPENDIX C**

### **To receive a report on the condition of the pontoon and consider any actions and associated expenditure.**

**Report to:** Services Committee

**Date of Report:** 5 February 2025

**Officer Writing the Report:** Finance Officer

### **Officers Recommendations**

The committee members are asked to consider an initial expenditure of £26,450 plus VAT for necessary inspection works. However, it is important to note that our insurers have indicated it is highly unlikely that any valid claims will be accepted due to poor maintenance. Additionally, it is estimated a further outlay of £30,000 to £40,000 to complete the repair works.

Budget available to spend is £9,733 therefore drawing from General Reserves will need to be considered.

Despite these financial considerations, the Town Council remains committed to providing a ferry service for Saltash residents. We believe this service is essential for the community and are dedicated to ensuring its continuation and work towards maintaining and improving the town council's infrastructure.

Please note: the Jubilee Pontoon meets the following strategic priorities:

- Travel and Transport
- Recreation and Leisure
- Boosting Jobs and Economic Prosperity

## **Report Summary**

Jubilee Pontoon was estimated to be built around 2006 by Docking Solutions Totnes. Underhill took over the maintenance in 2016 and they believe it was around 10 years old with an estimated life span of 25 years. However, other advice tells us that the life span of a pontoon can be longer with good consistent maintenance.

In 2016 Underhill carried out extensive maintenance works, including sand blasting back to bare metal, painting with marine grade paint, replacing the anodes. Underhill commented that the pontoon was virtually new at that point.

Underhill recall a maintenance schedule created back in 2017 and will have to search the archives. They remember suggesting an interim survey every 5 years to take out of the water to clean the marine life, repaint and replace anodes. They also recommended 12-month maintenance schedule – pressure wash including the brow and a basic visual inspection. This is likely to increase the lifespan of the pontoon.

Further to that, they also recommended each time the pontoon is lifted out of the water to scrap off marine life as this weighs down the pontoon and cause damage to the metal support. Pressure wash and repaint with marine grade paint and replace the anodes. Also, pressure test the pontoon. This work can be done section by section on the slipway.

In Underhill opinion the damage is due to impact and not wastage from poor maintenance. Underhill have now confirmed the repair cost are likely to be between £20k - £25k but until a full assessment is carried out its hard to estimate. The relaunch cost is estimated to be around £15k.

Storm Darragh caused severe damage to the pontoon, making it unsafe and requiring it to be closed to all users for the foreseeable future. All berth holders and trusted members have been informed of the situation and updates have been shared on social media posts to keep the residents of Saltash informed. The Service Delivery team secured the site due to health and safety concerns.

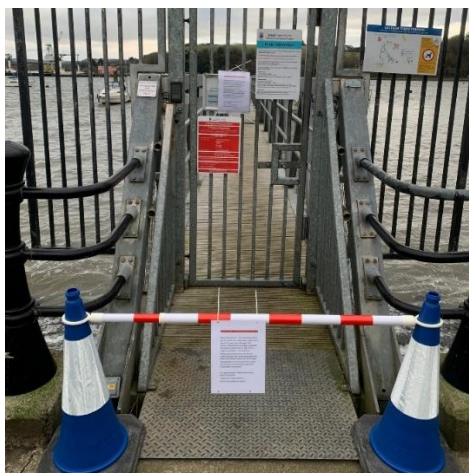
An insurance claim has been submitted, and further inspection is required to ascertain if the damage is due to poor maintenance or storm damage. This will be phase 1 and

the cost quoted £26,450 + VAT. The insurance underwriters have stated STC are required to bear this cost before any claim can be agreed.

Phase 2 will be to carry out the repairs at an estimated cost between £30,000 and £40,000 + VAT

**Note: At the time of the claim the pontoon is insured for £250,000 with a policy renewal date of 13 December 2024. The insured value has increased to £350,000 for the 2025/26. The excess amount payable is £500.**

### Report Images



## Timeline

### 8 December 2024

- Severe damage to pontoon caused by Storm Darragh

### 9 December 2024

- ASDM contacted specialist engineering company to carry out audit and advise of any structural damage
- Finance Officer reported damage to insurer and filed claim

### 20 December 2024

- Storm damage and survey report received, see **Appendix A**
- Quotation for phase 1 - removal of pontoon to shoreside and undertake a survey - **£26,450 + VAT (quote valid for 30 days)**
- Phase 2 – repair work (**approximately £30k to £40k**). The specialist engineering company are unable to confirm the cost until phase 1 has been completed.

### 15 January 2025

- The insurers appointed a marine surveyor who attended the site on 15 January 2025. See **Appendix B** for the damage inspection report dated 21 January 2025. Highlights below:
  - Section 3 Cause 3.1 There is damage caused to the pontoons that is a result of the storm. However, there are maintenance issues that need to be addressed and require the pontoon to be docked.
  - Section 6 Conclusion The pontoon has been damaged in the storm but no repair estimate has been provided. It needs to be lifted and assessed to determine the works needed. However, the pontoon is well overdue docking for maintenance. **Because of this, the preparatory, towing and inspection cost of £26,450 is advised as being for the insureds account.**

- **Based on the surveyor's report, it is highly likely that Saltash TC will be liable for all the works due to the lack of maintenance over a prolonged period of time.**

## **24 January 2025**

- Email received from the insurers.

"Whilst the marine engineer report confirms that there has been some damage to the pontoon as a result of Storm Darragh, our surveyor has advised that the pontoon has not been lifted for some 7-8 years and it is possible that some of the problems you are now experiencing are maintenance issues rather than the result of a single incident of storm.

In all of the circumstances, underwriters will require you to bear the initial cost of lifting and assessing the pontoon yourselves, at a cost of £26,450.00, plus Vat. However, we think it would be useful if our assessor could also be in attendance at the initial inspection on dry land, in order to establish what damage is storm related and what can be attributed to poor maintenance."

## **5 February 2025**

- Meeting held between SDM, specialist engineering company and Cornwall Maritime. The proposed site for lifting the hammerhead and berth sections to land for further inspection is the Jubilee sailing club parking area, see image below.
- Phase one is to clean, test and assess the damage to the hammerhead section and to provide a report with associated quotes to follow. Phase two if agreed, would be to undertake the repair work which would need to be carried out under an enclosed protective covering for safety to avoid any welding debris causing damage to the surrounding parking and pavement areas.
- The second berth section of the pontoon would also need to be lifted onto land for the same process, testing, repairs, and associated quotes. This is due to damage to the main joint section (T) and the twisting of the rise and fall walkway at the pivot point.

The berth fingers also need to be tested, with any repairs reported.



- The specialist engineering company estimates the work will take around three months, though it may take longer depending on the extent of repairs. Cornwall Maritime will need to consider this when agreeing to use the parking area, as it could impact its availability for any events held in this area.



### **Next steps**

The pontoon berths are required to be lifted to dry land for further inspection. This action is contingent upon STC approval of the initial expenditure of £26,450 + VAT. Please note that there is no guarantee that the insurer will cover this amount.

### **Lease Details**

Saltash Town Council has a Tenancy at Will with Cornwall Council which states

3.5 If the Pontoon or any part of it is damaged or destroyed, the Tenant shall reinstate or rebuild the Pontoon in a manner equivalent to the Pontoon before the damage occurred.

See **Appendix C**

The following question has been posed to Cornwall Council:

Would Cornwall Council insist on the pontoon being repaired or is there an option for Saltash TC to arrange for the pontoon to be scrapped or disposed of?

Currently awaiting a response.

## **Maintenance Records**

Cornwall Council commissioned a survey on 27 July 2015. See **Appendix D**

### Section 7. Summary of Inspection

8. Recommendation - Carry out full refurbishment of tube sections to extend working lifespan. (Clean, shot blast, weld repairs, marine coatings, cathodic protection system – The Survey company have recently carried out these same works for another Local Authority)

Underhill have confirmed that Cornwall Council commissioned extensive works (recommended in the survey) to be undertaken in 2016 – See **Appendix E**

Saltash Town Council commissioned Underhill to undertake various maintenance work – See **Appendix F**

We also commissioned maintenance work as follows:

- January 2022 Remove deck boards, pressure wash, supply & fit new boards. Replace anti-climb wing panels, refit side boards. Remove shifted deck boards, replace and secure shifted deck boards. Replace timber framework on gantry decking
- June 2022 Remove deck boards and replace damaged frames. Replace new fender boards and steel frame.
- January 2024 Replace decking to gantry walkway
- July 2024 Replace lighting on gantry walkway

Saltash Town Council Services Department undertakes visual inspections. They conduct three checks each day. This would mostly cover boats moored or using the pontoon.

However, they also inspect the surface side condition of the pontoon once a week checking other elements listed on the sheet – **Appendix G**. Photos are taken for our records.



If any issues to the condition of the pontoon are seen, staff add them to the report in the bottom section along with any supporting photos.

This will then be logged into a job to do. There is currently one listed for the bumper boards around the edge of the hammer head which will now hopefully be replaced with repair work.

### **Financial Regulations/ Procurement Threshold**

- For contracts greater than £3,000 excluding VAT the RFO shall seek at least 3 fixed price quotes

The cost is subject to the approval of the insurers who will authorise a specialist contractor to carry out the repair work.

### **Budgets**

**Budget Codes:** 6584 SE EMF Pontoon Maintenance Costs

**Budget Availability:** £9,733

**Committed Spend:** No precept budget set for 2025/26

**Signature of Officer:**

Finance Officer

## APPENDIX D



**Project 31/05/2025, 09:16**  
**completion report, Saltash Jubilee pontoons**  
**Saturday, 31 May 2025**  
**Prepared For Saltash Council**  
**24 Pages**



## SALTASH JUBILEE PONTOON

### COMPLETION OF PRODUCT SALTASH JUBILEE PONTOON

Repair work carried out of the Saltash Jubilee Pontoon:

Assigned To VOYAGER MARINE

Here is a summarised list of the work completed

Phase 2 for the Saltash Jubilee Pontoon:

Phase 2:

#### STAGE 1

repairs and refurbishment of the pontoon system at voyager boatyard.

1. All pontoons were lifted using our hoist with the help of telly handler and forklift. For safe operations.
2. All decking boards removed ready for cleaning.
3. All sub frames removed from floats, damage's sub frames noted for replacing.
4. The hammerhead floats were split apart for easier operations
5. marine mollusks was removed from floats prior to "hydro-blasting".
6. "hydro-blasting" was used to removed all protective coatings back to bare metal.
7. NDT Testing: Conducted NDT testing and pressure testing of the floats.
8. Several floats required repairs were NDT testing found the metal compromise the material's integrity
9. These areas were repaired with 6mm metal patches welded where required to bring back the integrity of the metal.
10. Several brackets were missing from the floats which attaches the subframe to the float. These were replaced by welding new brackets in place.
11. All floats were recoated with two pack epoxy primer as soon as protective coating was removed
12. All floats were re-recoated with a Two pack epoxy one coat system to black finish

## SRAGE 2

1. NDT Testing was completed on the five piles all found in good condition with a thickness of 18mm or thicker.
2. Two complete new subframes had to be remade as to original subframes were past repair.
3. Flat metal sheeting fitted under deck boards was found rotten and replace.
4. All subframes were reinstated back onto the floats using stainless bolts with nyloc nuts with washers.
5. The two hammerhead floats were joined together using new high tensile bolts.
6. New Tantalised wood Pontoon fenders fitted to all sides of pontoons and coated in grey with new stainless nuts & bolts.
7. Original deck boards relayed back in place with new tantalised wood battens to take them. A number of composite decking were missing these are waiting delivery. Tantalised wood decking boards have been used till these arrive.
8. Marina access Bridge Where the wheels roll on access pontoon Metal under the skids was found rotten. This was chopped and replaced. Then New nylon hard wearing. Skids was fitted.
9. Two new cleats found Broken were replaced.
10. All anodes replaced

## RE FLOATING THE PONTOONS FOR TRANSIT TO SALTASH FOR RE INSTALLING MARINA STAGE 3

1. Hammerhead pontoon was first to be towed by our four workboats to SALTASH with correct navigation lights and shapes.
2. All personnel wore correct PPE at all times.
3. Hammerhead pontoon was connected to the two outer piles and navigation lights reinstate.
4. All pontoons were towed in turn and connected.
5. All pontoons were reconnected using new 100mm x 50mm rubber joining blocks with stainless bolts and nyloc nuts with large heavy duty washers.
6. On the lift of tide and use of chain blocks the RSJ iron grinder was removed with Safety chains from under the access bridge and lowed onto the access pontoon
7. Final fitting of deck boards relayed and 6mm aluminium checker plate fitted across access pontoon to Hammerhead pontoon.

Final checks were completed all found to be all in safe and ready to open to the public and

ferry's to birth 23rd May 2025



"RECAP". Transit Pontoons Back To Voyager Boatyard: Supplied and deployed necessary towboat(s) and safety boat along with a suitable labor force.

Assigned To VOYAGER MARINE



Isolated services connected to the pontoon system.

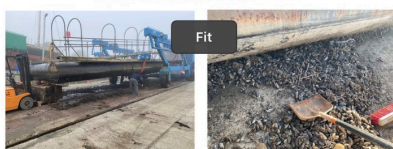




Detach and Tow Finger Pontoons: Detached each finger pontoon and towed them to Voyager Boatyard.



START OF REPAIRS AT VOYAGER BOATYARD: 1. All pontoons were lifted using our hoist with the help of telly handler and forklift. For safe operations.



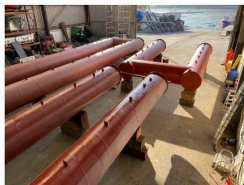
2. All decking boards removed ready for cleaning. All sub frames removed from floats, damage's sub frames noted for replacing. marine mollusks was removed from floats prior to "hydro-blasting".



3. "hydro-blasting" was used to removed all protective coatings back to bare metal.



4. NDT Testing: Conducted NDT testing and pressure testing of the floats.



5. All floats were recoated with two pack epoxy primer as soon as protective coating was removed



6. Several floats required repairs were NDT testing found the metal compromise the material's integrity. These areas were repaired with 6mm metal patches welded where required



7. Flat metal sheeting fitted under deck boards was found rotten and replace



8. All floats were re-recoated with a Two pack epoxy one coat system to black finish





9. The two hammerhead floats were joined together using new high tensile bolts.



10. New Tantalised wood Pontoon fenders fitted to all sides of pontoons and coated in grey with new stainless nuts & bolts.



11. Marina access Bridge Where the wheels roll on access pontoon Metal under the skids was found rotten. This was chopped and replaced. Then New nylon hard wearing. Skids was fitted

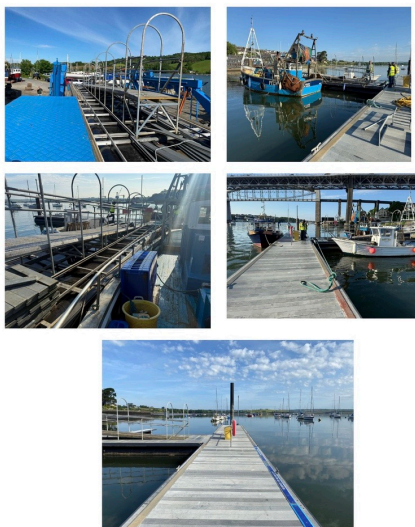


12. Two new cleats found Broken were replaced.  
All anodes replaced

RE FLOATING THE PONTOONS FOR TRANSIT TO SALTASH FOR RE INSTALLING MARINA



STAGE 3. Hammerhead pontoon was first to be towed by our four workboats to SALTASH with correct navigation lights and shapes. 2. All personnel wore correct PPE at all times. 3. Hammerhead pontoon was connected to the two outer piles and navigation lights reinstate.



All pontoons were towed in turn and connected.



6. On the lift of tide and use of chain blocks the RSJ iron girder was removed with Safty chains from under the access bridge and lowed onto the access pontoon



5. All pontoons were reconnected using new 100mm x 50mm rubber joining blocks with stainless bolts and nyloc nuts with large heavy duty washers.



7. Final fitting of deck boards relayed and 6mm aluminium checker plate fitted across access pontoon to Hammerhead pontoon.

## CONCLUSION OF REPORT

Assigned To VOYAGER MARINE

### Conclusion

The refurbishment of the Saltash Jubilee Pontoon has been successfully completed, adhering to the project timeline. All pontoons have been thoroughly refurbished, reassembled, and inspected to meet safety standards. The pontoon is now fully operational and ready for use by ferries, passengers, and the public. For any further inquiries, please reach out to Voyager Boatyard.

Sid Currie

Oceanic Marine Group

**To receive a recommendation from the Property Maintenance Sub Committee and consider any actions and associated expenditure.**

9/25/26      **TO RECEIVE THE PONTOON FUTURE MAINTENANCE DOCUMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report and proposed maintenance plan for the pontoon contained within the circulated reports pack.

Members highlighted how it is essential to have a maintenance plan for the pontoon in place ensuring compliance with insurance policies.

Members discussed the figures provided by Voyager Marine and expressed concern that the total cost outlined may be insufficient to cover all the works anticipated within the ten-year plan. Members requested a detailed breakdown of costs to be provided for further consideration at a future meeting.

During the discussion of the agenda item Councillor Stoyel left the meeting and returned.

Members noted that due to the specialised nature of the works and services required, a suitable alternative local company has not yet been identified to provide a comparative quotation.


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

1. To note Voyager Marine's ongoing maintenance plan for Saltash Town Council with a further review of the recommended annual budget upon confirmation of costs being received at the Property Maintenance budget setting meeting to be held on 25 September;
2. To **RECOMMEND** to the Services Committee that the Annual Maintenance checks continue to be undertaken by the Service Delivery team and that Voyager Marine be appointed to undertake the two-yearly inspections referring to the maintenance plan, as attached;
3. To review the 8 – 10 year major maintenance proposal in the future, referring to the maintenance plan as attached.

**End of report.**



## APPENDIX A



**Project 31/05/2025, 18:35**

**ON GOING MAINTENANCE PLANE**

**Saturday, 31 May 2025**

**Prepared For Saltash Council**

**5 Pages**



## Proposed Annual Maintenance

Assigned To VOYAGER MARINE

Proposal for Annual Maintenance Check on  
Saltash Pontoon Marina

Ongoing Maintenance Schedule for Saltash  
Jubilee Pontoon

## Annual Maintenance Checklist

We propose the following comprehensive maintenance plan for the Saltash Jubilee Pontoon Marina, to be conducted Annually ensuring the longevity and safety of the pontoons.

### General Inspections

- Thorough Inspection: Conduct a comprehensive inspection of the pontoon annually to ensure optimal performance and safety.

### Specific Areas of Focus

#### 1. Joining Rubbers

- Check joining rubber Connection blocks and associated nuts and washers for condition and secure fit replace where needed.

#### 2. Life Rings

- Confirm all life rings are in place and in good order.

#### 3. Handrail Fencing

- Inspect handrail fencing for safety and secure attachment.

#### 4. Cleats

- Inspect all cleats to ensure none are broken and all are securely fastened.

5. Wood Fendering

- Inspect the wood fender around the pontoon for secure attachment and condition. Re apply protective coating.

6. Navigational Lights

- Ensure all navigational lights are operational.

7. Deck Boards

- Inspect all deck boards for security and cleanliness; pressure wash as needed.

8. Access Pontoon Rollers

- Check the condition of nylon skids and access pontoon rollers.

9. Subframe Brackets

- Inspect brackets attaching the subframe to the pontoons; ensure none are broken and in good order.

10. Pile Brackets

- Inspect brackets surrounding the piles at each end of the pontoons for integrity.

11. Gate Access

- Check that gate access is functioning correctly.

12. Lighting

- Confirm that all lighting is working properly.

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## TWO-YEARLY MAINTENANCE

Assigned To SALTASH COUNCIL

Proposal for Two-Yearly Maintenance Check on  
Saltash Pontoon Marina

To: Saltash Council

Subject: Recommendations for Two-Yearly  
Maintenance Check

We would like to propose the following actions for  
the upcoming two-yearly maintenance check on  
the Saltash Pontoon Marina to ensure optimal  
safety and functionality.

### Comprehensive Underwater Inspection

#### 1. Diver Inspections

- Condition Assessment: Engage professional divers to conduct a thorough examination of all underwater components.
- Anode Replacement: Assess the condition of anodes and replace them where necessary to prevent corrosion.
- Fixing Bolt Inspection: Check all fixing bolts for signs of corrosion and ensure they are securely tightened.

#### 2. Float Integrity

- Corrosion Check: Ensure all floats below the waterline are inspected for corrosion.
- Security Assessment: Confirm that all floats are intact and securely fastened to maintain structural integrity.
- Documenting any damage or signs of wear.

#### 3. Video Documentation:

- Recording underwater footage to visually capture the condition of the floats.
- Highlighting specific areas needing attention.

#### Additional Recommendations

- Routine Monitoring: Implement a routine monitoring schedule for anodes and fixing bolts to address any issues proactively.
- Documentation: Maintain detailed records of inspections and repairs to track the maintenance history of the pontoon.

#### Conclusion

By following these recommendations, we can enhance the safety and longevity of the Saltash Pontoon Marina. We look forward to your feedback and support in implementing these measures.

Thank you for your attention to this important matter.

## 8 to 10 Yearly Maintenance Proposal Assigned To Saltash Council



## 8 to 10 Yearly Maintenance Proposal

### Assigned To Saltash Council

Proposal for 8 to 10 Yearly Maintenance Check on Saltash Pontoon Marina

To: Saltash Council

Subject: Recommendations for Long-Term Maintenance of Saltash Pontoon Marina

We propose the following comprehensive

maintenance plan for the Saltash Jubilee Pontoon Marina, to be conducted every 8 to 10 years, ensuring the longevity and safety of the pontoons.

### Recommended Maintenance Actions

#### 1. Detachment and Transportation

- Detach the pontoons and transport them to Voyager Boatyard for thorough out-of-water maintenance.

#### 2. Comprehensive Inspection and Maintenance

- Deck Board Removal: Remove all deck boards to facilitate full access for inspection.
- Subframe Removal: Remove subframes from the pontoon floats for detailed examination.
- Protective Coating Removal: Removal of all protective coatings to assess the underlying structures.

#### 3. Non-Destructive Testing (NDT)

- Conduct NDT and pressure testing of the floats to evaluate their integrity.
- Perform necessary repairs based on the findings from the NDT report.

#### 4. Reapplication of Protective Coating

- Reapply a two-pack epoxy one coat system with a durable black finish to protect against environmental wear.

#### 5. Subframe Inspection and Repairs

- Inspect subframes thoroughly and complete any required repairs to ensure structural integrity.

#### 6. Fender Replacement

- Fit new tantalized wood fenders around the pontoons to enhance durability and protection.

Applying a grey protective coat.

#### 7. Reconstruction and Reinstallation

- Reconstruct pontoons and transport them back to Saltash Jubilee Pontoon.
- Install new rubber joining blocks, along with all new stainless-steel bolts, nuts, and heavy-duty washers.

#### 8. Component Renewal

- Check all components on the pontoons and renew any that are worn or damaged. Including New Anodes.

#### Conclusion

Implementing this maintenance plan will significantly enhance the safety and functionality of the Saltash Pontoon Marina. We appreciate your consideration of these recommendations and look forward to your feedback.

Thank you for your attention to this important matter.

Sid Currie  
Oceanic Marine Group

**To receive a report on maintenance works for the Pontoon and consider any actions and associated expenditure.**

**Report to:** Services Committee

**Date of Report:** 17/06/25

**Officer Writing the Report:** Service Delivery Manager

## **Officers' Recommendations**

Members are asked to consider appointing Voyager Marine to carry out repairs to areas of corrosion located beneath the walkway boards of the pontoon. The total cost of the works is £4,980, to be allocated to budget code 6584 SE EMF Pontoon Maintenance Costs. This appointment is subject to the submission and approval of a satisfactory risk assessment, method statement, and insurance certification prior to commencement of works.

The report does not indicate any need for urgent action; therefore, the works would be scheduled for the winter months to minimise disruption to the pontoon.

Members are also asked to note that the Service Delivery Manager approved the appointment of Primrose Marine Ltd to provide specialist advice at a cost of £750 under delegated authority, also allocated to budget code 6584 SE EMF Pontoon Maintenance Costs. This decision was made due to the lack of in-house expertise or qualifications within the Service Delivery team to advise the Town Council on this specific area of marine infrastructure.

It is regrettable that these areas of corrosion were not identified during the recent major refurbishment works.

## **Report Summary**

As part of the ongoing Service Delivery maintenance programme for Town Council assets, the timber decking treads on both the fixed and lower walkway sections of the pontoon were treated. During this process, corrosion was observed on a cross member located beneath the footplate at the pivot point.

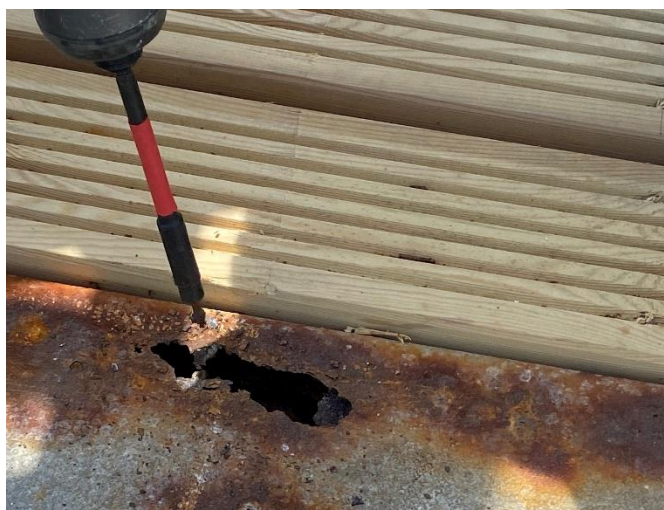
The Service Delivery Manager has assessed the corrosion as a potential safety concern, with the possibility of further structural compromise if left untreated. This could lead to additional damage and increased future costs.

Following this observation, Voyager Marine was invited to inspect the affected area and provide a quotation for the necessary repairs. A full inspection of the remaining sections of the fixed link bridge was also requested.

To support this assessment, Voyager Marine engaged Primrose Marine Ltd, a specialist marine surveyor, to conduct a detailed survey of the walkway areas. Their findings and recommendations are presented in **Appendix A**.

## Report Images

Some images of corrosion along the walkway of the pontoon.



## **How Does This Meet the Business Plan, Strategic Priority 6.**

Continue to provide pontoon facilities allowing access to the river and support better connectivity to neighbouring areas.

The pontoon facilitates marine access for residents, visitors, and businesses—promoting tourism, leisure, and sustainable transport along the River Tamar. Keeping it in good condition ensures safety, encourages local commerce (such as boating and waterfront activity), and upholds the town's infrastructure standards. Regular maintenance also reflects the Town Council's commitment to environmental stewardship by preventing structural decay that could lead to pollution or ecological harm, supporting goals around sustainable and resilient infrastructure.

## **Quote**

Refer to **Appendix B** to review all costings - including the cost to appoint Primrose Marine.

## **Financial Regulations/ Procurement Threshold**

The repairs required are specialist engineering works, which significantly limit the number of local contractors with the necessary expertise and capability to undertake them. The Town Council has recently placed its trust in Voyager Marine, with the endorsement of its insurers. The previous works carried out by Voyager Marine were completed to a satisfactory standard and within the agreed timeframe. However, if Members wish to pursue further research to obtain two additional quotes, this is something we can certainly explore.

It is worth noting that, had these areas of corrosion been identified during the recent major refurbishment, the necessary repairs would have been incorporated into that programme of works delivered by Voyager Marine.

## **Budgets**

Budget Code: 6584 SE EMF Pontoon Maintenance Costs

Budget Availability: £9,052

Committed Spend: £0.00

**Signature of Officer:**

**Service Delivery Manager**



# **APPENDIX A**

## **PRIMROSE MARINE, LTD.**

### **MARINE SURVEYORS & CONSULTANTS**

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**33 Albany Rd Paignton TQ31BZ**

**Telephone : 01803 392207**

**Mobile : 07496 838989**

**E-Mail : [mike@primrosemarine.co.uk](mailto:mike@primrosemarine.co.uk)**

Our Ref :ml/0022/6/16

Your Ref :Voyager Marine-WALKWAY

5<sup>th</sup> July 2025

### **This is to Certify that**

### **Mike Lyness**

---

did, on the 25<sup>TH</sup> June 2025, at the request of Voyager Marine Ltd, without prejudice inspect the walkway bridge sections leading to the tidal landing pontoon used for landing passengers which are connected to the shore in Saltash by the aforementioned Walkways, located in Saltash, Cornwall slightly North of the Tamar bridge, to inspect the condition of the structures and level of corrosion present.

The areas were inspected in place and viewed from the water whilst on a small boat as well as from the walkways themselves, this gave reasonable access externally, except in those locations very close to the shoreline.

Coating were not removed for Ultra-sonic spot -thickness readings to be taken. Additionally, as required the shell plating was visually inspected for defect and selectively-randomly "hammer tested", and if required additional areas were prepared and additional Ultra-sonic spot -thickness readings were taken.

Ultra-sonic spot-thickness readings are strictly point thickness recordings and there is no warranty that the adjacent or adjoining areas of plating share the same thickness reading, therefore the Ultrasonic spot-thickness readings should be considered as guidance only. An initial inspection was undertaken which identified several areas requiring attention.

#### **UPON EXAMINATION FOUND**

The structure was in place and the main section was a straight formation access gangway, fixed gangway leading to a hammerhead pontoon arrangement, the structure is supported and anchored by five tubular piles set into the sea bed.

The arrangement is typical of this type of landing pontoon and is laid out as walkway for access to floating pontoons with an additional two fingers on either side of the main walkway leading to the main hammerhead landing pontoon, the arrangement allows for the rise and fall of the tidal height in the area and it appears to be in the region of between 0-50 degrees working angle with a articulation or roller for the variable tide heights.

The inspection was mainly to ascertain the general condition of the gangway sections.

## **INSPECTION**

### **The Underside Areas**

The gangway is supported on concrete formed piles each pile located below the articulated gangway supporting a concrete pad.

Various areas of significant corrosion were noted mainly around the fixed supports connected to the concrete pile, we were unable to obtain a reliable reading using ultra sonic testing equipment due to the level of scale present. Other areas including several intermediate supporting sections also had significant areas of corrosion present, we were able to obtain reliable readings around these sections, readings obtained suggested that the diminution from the original 5mm wall thickness was now in areas down to 3mm. Various other sections were noted as having corrosion present however we do consider that these areas should be monitored for further deterioration.

### **The Top Of The Walkway**

Most of the area was covered with decking type boards and access was not possible however around articulated sections a hinged section did give access, it was clear that corrosion had completely perforated the box section in these areas.

We have not sighted the original specification of the structures which reference the original wall thickness of the steel thickness however various readings were taken in what appeared to be sound material away from areas of corrosion which would suggest that the original material thickness was 5mm

Generally the structure in good order however significant scale was noted in various isolated areas, with other areas not visible, we would suggest that the visible areas have temporary repairs undertaken to prevent any further short term deterioration and all areas exposed and inspected in the winter months when the facility is not in service, we do consider it likely that further short term repairs will be required when the areas are exposed.

At present it would appear that the structures are in serviceable condition and fit for purpose however, we strongly suggest that the visible areas of corrosion are over plated to help prevent further corrosion of the sections.

We are unaware of any ongoing maintenance regime, we would suggest that due to the location of the facility being so exposed to the weather and salt water, the various sections of the walkway and pontoons are inspected annually and an ongoing maintenance program put in place.

### **Recommendations**

- Grind out all defective welds and rectify by seam welding continuously with over weld extending at least 150mm to either side of the affected areas or to the horizontal / vertical joint to each affected plate.
- Abrasive blast the surfaces where possible to remove existing coatings and provide a suitably prepared surface to SA 2.5 or equivalent, surfaces overcoated in a epoxy blast/holding primer any further areas requiring repair addressed and then overcoated with a suitable epoxy primer.

### **Summary**

We would consider that if all the above recommendations are undertaken, the bridge and pontoons should have a working life in excess of 15 years subject to annual continued maintenance.

### **REMARKS**

1. This report is for the sole use of the commissioning client only and we are not legally liable to any future holder of the report.
2. This survey is carried out on the understanding that it does not constitute a full survey for design condition and does not take into account any undisclosed defects that may be revealed by more in depth studies which may have a bearing on the pontoons and there usability.
3. This report does not express or imply in any form any opinion regarding the original design, fitness for purpose, structural integrity or stability characteristics of the structure.

Signed .....  
Primrose Marine Ltd

Enc...

QUOTE

Saltash Town Council  
Saltash Town Council  
12 Lower Fore Street  
Saltash  
Cornwall  
PL12 6JX  
GBR

**Date**  
14 Jul 2025

**Expiry**  
1 Jul 2025

**Quote Number**  
QU-00118

**Reference**  
Jubilee Pontoon Bridge

**VAT Number**  
278448063

Voyager Marine Limited  
Southdown Quay  
Millbrook  
Cornwall  
PL10 1HG  
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Repair to damaged steel section in main frame. Labour & Materials	1.00	1,280.00	20%	1,280.00
Various box sections under walkway boards are showing signs of corrosion - these need to be cleaned back, new steel inserted as required and protective coatings applied. This will involve removing the wood decking for access. Labour & Materials	1.00	3,700.00	20%	3,700.00
Primrose Marine survey of the Link Bridge	1.00	750.00	20%	750.00
Subtotal				5,730.00
TOTAL VAT 20%				1,146.00
TOTAL GBP				6,876.00

**To receive a report on a proposed additional ferry service and consider any actions**

**Report to:** Services Committee

**Date of Report:** 15.07.25

**Officer Writing the Report:** Town Clerk / RFO

**Pursuant to:** N/A

**Officers Recommendations**

The report is for Members information to be noted at this stage.

**Report Summary**

Saltash Water Taxi has approached Saltash Town Council to outline the services they intend to offer. A Facebook page has been created to gauge public interest; it clearly states that the business is currently hypothetical and not yet operational.

The proposed services include:

- Collection and drop-off for private vessel owners
- Access to various landmarks along the River Tamar
- Scheduled routes to popular destinations
- Use of Plymouth-side slips/pontoons and Saltash Old Town Pier
- Private charters

A preliminary pricing structure has been shared, with fares based on distance and trip duration to cover operational costs and support future fleet expansion:

- **Zone 1 – £5**  
Covers trips between the Union Inn and the Ferry House Inn, including nearby moorings. Return travel included.

- **Zone 2 – £8**

Includes all Saltash moorings north and south of the bridge. Drop-offs to Barne Barton and Saltmill may be available depending on tides (updates to be posted online). Return travel included.

- **Zone 3 – £12**

Covers moorings around Cargreen Yacht Club, Wearde Quay, and Torpoint. Return travel included. Shore access is tide-dependent to ensure safe landings.

- **Out of Zone – from £15+**

For longer trips beyond the defined zones. Pricing and return options to be confirmed with the skipper.

Saltash Water Taxi is currently seeking funding to establish operations. Once secured, they plan to commence services shortly thereafter. They are also awaiting guidance and approvals from the Harbour Master and licensing from Plymouth City Council. Engagement with Saltash Town Council is anticipated at the appropriate stage.

**Signature of Officer:**

Town Clerk / RFO

**To receive a report from the Christmas lights working group and consider any actions and associated expenditure.**

Provisional costings for an event to switch on the Christmas lights, co-hosted by Saltash Town Council and the Saltash Chamber of Commerce.

**Proposed date: 14<sup>th</sup> November 2025, 5:30 – 7:30**

**Main venue: Fore Street**

**Outline:**

- STC to invite children from primary schools to a ceremony to switch on the Christmas lights on Fore Street.
- This would involve a 2-hour closure of Fore Street, and a Parade from the Guildhall to the central area of Fore Street led by the Saltash Rotary sleigh and the Mayor of Saltash.
- Saltash Chamber of Commerce undertakes to engage with shop owners and retailers to try to get as many as possible to stay open until 7:30.
- STC will lead on organising the Treasure Hunt.
- Saltash Chamber of Commerce will lead on organising some sort of window display competition, possibly involving the secondary school.

Initial estimates of cost are:

Traffic management for a 2-hour closure of Fore Street	£1400
Stilt walker	£375
Snow globe hire	£300
15 x Christmas Elf dolls (or similar) for a Treasure Hunt in town centre shops	£150
Prizes for Treasure Hunt	£300
Printing (of posters, carol sheets, Treasure Hunt sheets etc.)	£50
Event Manager £36 per hour (hours tbc)	e.g. £108
Event Assistant £16 per hour (hours tbc)	e.g. £48
<b>Approx.</b>	<b>£2731</b>

**Notes:**

1. These costings assume that the loudspeaker system on Fore Street will be sufficient for announcements / speeches. Should this not be the case hiring of a PA system would be in the region of £160.
2. These costings assume that there is no need for the Chamber's trailer stage, although the Chamber would be willing to waive the hire costs for this, if required.
3. Quotes for a snow machine were a minimum of £800. This seems excessive, so a snow machine has not been included in the costings.
4. Will insurance costs be covered under Town Council's insurance?

*Prepared by the Working Group ahead of the meeting of the Services Committee of Saltash Town Council on 17<sup>th</sup> July 2025*

## **To receive a report on the Town Council Festive Lighting provision and consider any actions and associated expenditure**

**Report to:** Services Committee

**Date of Report:** 10<sup>th</sup> July 2025

**Officer Writing the Report:** Service Delivery Manager & Assistant Service Delivery Manager (ASDM).

### **Officers Recommendations**

Members to note the report and consider the recommendation provided by the ASDM.

Outdated units to be replaced with new components that match the specification and build quality of the recently installed splitter units, as shown in the image below. This includes the use of stainless-steel brackets to ensure corrosion resistance and structural integrity.

Independently wiring all socket outlets will significantly enhance the future resilience of Saltash's electrical infrastructure. This will mean that the festoon lights can be operated independently of the Christmas lights or other event lighting. This will allow the Town Council the choice of different uses and times throughout the year for the festoon lights.

### **Report Summary**

#### **Fore Street Festoon and Christmas lights**

The ASDM has recently overseen the testing and upgrading of the infrastructure of the Fore Street supply points, cabling and street post sockets.

The work was required to comply with the EICR testing recently carried out. This will also allow STC a safe working process, better management and operation of the Fore Street lighting system.

Additional work was identified that will allow greater flexibility and use of the system with a variety of lights or options through the year.

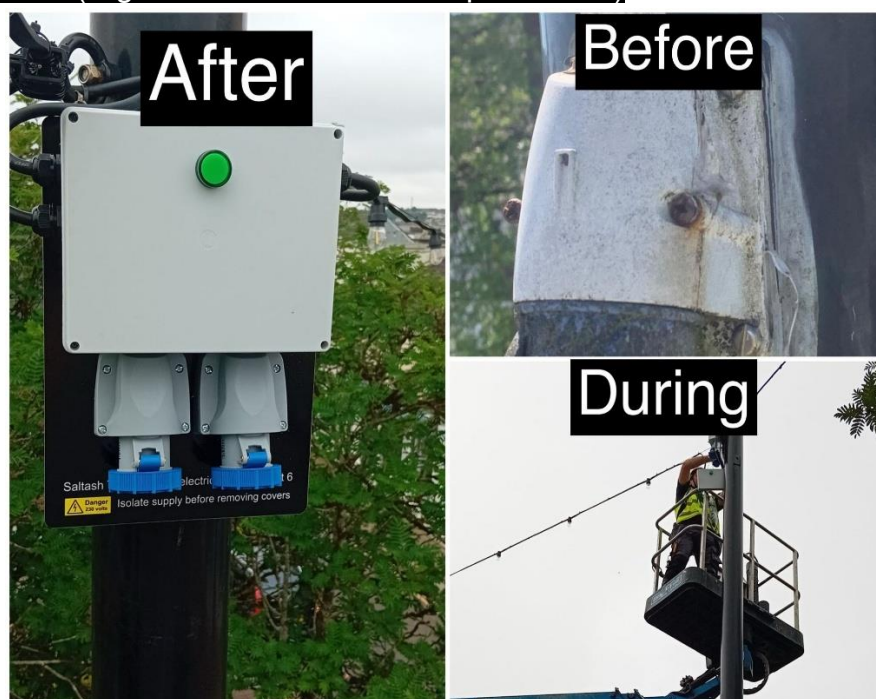
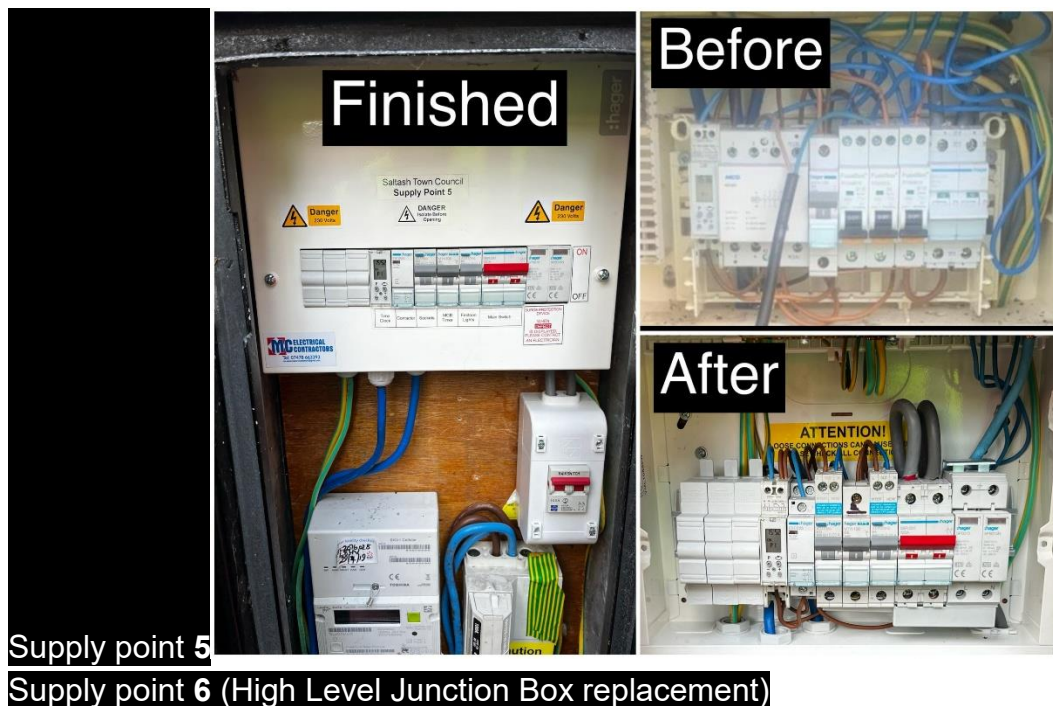
The ASDM has put a report together explaining the work carried out to date and further recommendations below.



## Fore Street Festoon River Of Lights.

The Fore Street power supply points that power the festoon river of lights and Christmas decorations have had their yearly EICR tests completed, and any urgent remedial works raised have been actioned and resolved in-house by the SD Department.

Included in the report are some images of the remedial works completed.



Members are asked to note the recent works completed on the Fore Street electrical infrastructure.

## Professional Assessment

The ASDM inspection shows several lamppost junction boxes—particularly the main splitter units—exhibit significant signs of weathering and age. This deterioration may compromise the ingress protection (IP) rating of the enclosures, increasing the risk of moisture ingress and potential nuisance tripping.

Furthermore, the existing brackets supporting these units appear inadequately secured, show visible rust, and are not constructed from stainless steel. Given the exposure to external environmental factors, this presents a long-term reliability and safety concern.



Installed by **ASSISTANT SERVICE DELIVERY MANAGER** in April 2025 (Bottom of Fore Street)

### The benefits:

- Being independently supplied, this would ensure that any faults in connected equipment will not cause the main festoon river of lights to trip or be affected by the plugged in equipment and vice-versa.
- Provides greater flexibility to power various types of equipment as needed, without impacting the main lighting infrastructure.
- By ensuring that the festoon lighting and any plugged-in equipment are powered independently, faults can now be easily identified from ground level without the need for complex investigations. This improvement clarifies who is responsible for addressing any issues—whether it be the Town Council or a future contractor—and importantly, prevents external contractors from accessing or altering the Town Council's fixed electrical systems, which remain under the care of the SD Department.

The works involved would take approximately 3 working days to complete.

Equipment and electrical materials - £1500 - £1600

Cherry Picker Hire - £1200 (3 days)

Total estimated cost £2,800

## **Budgets**

**Budget Codes:** 6515 SE Festive Lights Maintenance & Electricity

**Budget Availability: £2429**

**Committed spend:** for electric use **£2,350** (this allows for additional costs for lighting up Fore Street all year round)

Members are asked to consider if they wish to invest in upgrading the Fore Street lighting infrastructure as per the ASDM recommendation at a total cost of approximately £2800.

As there isn't enough funds in the budget 6515 SE Festive Lights Maintenance & Electricity for this project Members are asked to consider, if the works is approved to be carried out, a request to vire £3000 from budget code 6506 SE Grounds Maintenance & Watering to 6515 SE Festive Lights can be used.

**Please note:** Members budgeted for the year 2025/26 to increase budget code 6506 by £7,000 to include additional maintenance at Victoria Gardens, playparks and waterside. This fund is not required, so could be used for the above work. Members are asked to consider viring £3000 to 6515 SE Festive Lights Maintenance & Electricity.

## **End Of Report**

**Signature of Officer:**

Service Delivery Manager / ASDM

**To receive an update on CCTV and consider any actions**  
**and associated expenditure.**

**Report to:** Services Committee

**Date of Report:** 01/07/2025

**Officer Writing the report:** Administration Officer

**Pursuant to:** Services Meeting held on 10.04.2025 minute no. 13/25/26

**Officers Recommendations**

To note the update.

**Report Summary**

Following Town Council's approval to procure and install CCTV cameras at five agreed key locations in Saltash, progress has been made across several areas of the project.

Site visits were conducted on 10 June 2025 to assess the suitability of the proposed lighting columns for installation of CCTV. In attendance were Plymouth City Council (PCC), Cornwall Council's Energy Supplier and Saltash Town Council.

Four of the proposed columns - two columns located on Fore Street, one on Old Ferry Road, and one at Burraton Cross have been confirmed as suitable for installation, with appropriate height and structural capacity confirmed.

A suitable lighting column at Ashtorre Rock proved difficult to identify. However, an alternative column on Old Ferry Road, located nearby, can provide adequate CCTV coverage of the desired area. Please refer to **Appendix A** for a detailed map of the CCTV camera locations inclusive of links to google maps of exact locations.

An additional meeting was held with local police representatives - PC Smith and Inspector Bowie, who expressed their support for the CCTV initiative. The police are preparing the TEA2 Sub-Licence application to the Home Office, seeking approval for an additional direct communication link with the CCTV Control Centre in Plymouth. The Services Committee has confirmed its support for this licence, in line with the police's request.

The police intend to monitor crime levels at the approved installation sites over the next 6 to 12 months. Based on the data collected, they will continue to collaborate with the Town Council to assess whether additional / alternative areas could benefit from CCTV coverage.

Data Protection Impact Assessments (DPIA) have been drafted for all proposed locations, with the support of the police and CCTV operators PCC. This ensures full compliance with data protection regulations.

The cameras have been provisionally ordered, awaiting confirmation of the Section 106 Quora Funding application. The application for S106 funding has been drafted and sent to the Community Link Officer for review. The funding application is to support the two cameras located on Fore Street as per the funding perimeters for S106. The Administration Department has emphasized the importance of the procurement timeline for the cameras and is currently awaiting confirmation of the panel meeting date. Please see attached **Appendix B – S106 Application**.

The cameras have a lead time of approximately four weeks to build and supply the units. Installation will require approximately 2 to 3 weeks' notice and is expected to take between 1 and 2 days per location.

Installation costs have been confirmed at £1,379.55 (excluding VAT) for all five cameras. This cost will be allocated to budget code 6270 PF EMF Crime Reduction as per the resolution of the Services Committee.

STC are currently awaiting indicative energy supply costs from Cornwall Council's energy supplier.

Cornwall Council has approved signage to be added to the lighting columns with coats to procure signage being ascertained by the Administration Department.

**End of Report**

**Administration Officer**

## Appendix A

### Camera Locations and Map

B052 Old Ferry Road nr Ashtorre

[11 Old Ferry Rd - Google Maps](#)



B045 Old Ferry Road

[77 Old Ferry Rd - Google Maps](#)



R017 Lower Fore Street

[24 Fore St - Google Maps](#)



R011 Higher Fore Street

[126 Fore St - Google Maps](#)



L321 Burraton Cross

[166 Callington Rd - Google Maps](#)





Saltash CCTV Coverage Map with Highlighted Camera Positions



## **APPENDIX B**

### **Saltash Section 106 Funding Deployment Panel**

#### **Application Form**

##### **A. Overview**

1. Name & Address of Organisation: Saltash Town Council,  
The Guildhall, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX

2. Title of Project: Saltash Town Centre CCTV project.

3. Brief Description of Project:

The project aims to enhance safety in Saltash Town Centre by installing high-quality, modern CCTV systems. These systems are designed to be flexible and relocatable, allowing for repositioning as needed. In addition to recording footage, the CCTV will be passively monitored by an external third-party provider (PCC) under a service level agreement. This arrangement enables quicker responses to incidents and ensures footage is accessible to both the police and the community in the event of a crime or other incident within the coverage area.

The project was initially proposed by Safer Saltash, with a trial conducted by Saltash Town Council during 2023/24 to evaluate the potential benefits of CCTV systems for the Town Centre.

Total Funding Requested **£18,517.82**

4. Dates/instalments that funding is Required:

Saltash Town Council (STC) has approved the installation of five CCTV cameras at key locations identified in consultation with stakeholders as areas that would benefit from enhanced surveillance. Please refer to Services Committee held on 13 February 2025 and 10 April 2025. (Minute resolutions attached.)

STC has secured a service level agreement (SLA) and associated costs for the cameras, valid until the end of August 2025. To meet this deadline, the procurement and installation must be completed within this timeframe.

The Town Council is requesting funding from the S106 Panel



specifically for the procurement and installation of two cameras located within the Town Centre.

5. Please tick to indicate that the following documents have been enclosed

Copy of Accounts (except for public bodies) ☐

Copy of Standing Orders (except for public bodies) ☐

Copy of Insurance for this project (if applicable) ☐

## **B. Declaration**

I confirm that all of the details on this form, including any attachments, are correct to the best of my knowledge, and understand that false or inaccurate information on the form may result in funding being refused or withdrawn

Project Contact      Lee Wright  
Date                      14/05/2025

## C. About the applicant organisation

### 1. Brief description of aims of organization

Saltash Town Council is committed to supporting and delivering meaningful benefits to the people of Saltash through the provision of essential services, the maintenance of community assets, and the support of local, community-based projects across the town

The introduction of CCTV is one such initiative. It has long been requested by residents as a means of improving safety and deterring crime in the Town Centre. The Town Council recognises the importance of this and is actively working with key stakeholders to bring the project to fruition.

### 2. Status of organisation

Charity ☐ Public Body ☒ Community Organisation ☐  
CIC ☐ Other \_\_\_\_\_ ☐

### 3. Date founded

1974 as a Town Council, long before as a Borough Council.

### 4. Project Contact name

Lee Wright  
Position Admin Officer  
Contact tel. 01752 844846  
Email [lee.wright@saltash.gov.uk](mailto:lee.wright@saltash.gov.uk)

### 5. Senior Contact name

Dawn Joyce  
Position Office Manager  
Contact tel. 01752 844846  
Email [dawn.joyce@saltash.gov.uk](mailto:dawn.joyce@saltash.gov.uk)

6. Please give a brief description of other projects delivered by the organisation; particularly those of a similar nature to the project you are bidding for:

Saltash Town Council have a track record of delivering large scale projects throughout Saltash.

Recent projects led by Saltash Town Council are the refurbishment of Saltash Library following Devolution from Cornwall Council and its ongoing refurbishment.

In the town centre the Town Council have carried out extensive improvement works alongside other partners in recent years. Such projects include Christmas and Event Lights provision and delivery of the town centre speaker project.

Saltash Town Council continues to maintain key infrastructure on behalf of Cornwall Council, including public toilet facilities at Belle Vue, Alexandra Square, and Longstone Park. These amenities are provided under lease and tenancy-at-will agreements and the Town Council remains committed to their ongoing upkeep and enhancement for the benefit of both residents and visitors.

In collaboration with key stakeholders and partners such as the Town Team the Town Council actively supports vital town centre initiatives. One such project is the Fore Street Green Realm Revitalisation, which has transformed the area with new planters, additional seating, and refreshed public spaces. This initiative, along with market trails and other community-focused efforts, reflects the Council's dedication to creating a vibrant and welcoming town centre.

7. In the event that your organisation ceased to exist, what would happen to its resources and assets?

Extremely unlikely possibility, but all assets would likely pass to other government organisation, that would take on similar responsibilities

#### **D. About the Project / Project Element**

1. Title of Project / Project Element:

Saltash Town Centre CCTV project.

2. Description

Following a six-month trial, Saltash Town Council engaged with key stakeholders to identify suitable locations for the installation of CCTV. Two of the selected locations are on Fore Street—please refer to the attached map for details.

Saltash Town Council is currently seeking funding for the procurement and installation of these two cameras on Fore Street. Additional cameras are planned for installation in and around the Town Centre, including:

2 x camera's on Old Ferry Road

1 x camera at Burraton Cross

This network will assist in providing comprehensive coverage from Fore Street through to the Waterside and areas beyond the Town Centre.

To support this initiative, the Town Council has secured a Service Level Agreement (SLA) with Plymouth City Council, an external third-party contractor, to carry out annual passive monitoring of the CCTV system.

Positioning the two cameras on Fore Street will assist the police in identifying offenders, deterring criminal activity, and resolving incidents more efficiently through the use of recorded evidence. CCTV also plays a vital role in protecting property and reducing incidents of theft and vandalism.

Evidence of need and want is clearly shown as the Police and Plymouth City Council CCTV centre have requested Town Council support for an Airwaves Sharer's list and a submitted application for a TEA2 sub license from the Home Office. This will allow Cornwall

Police Station direct communications to the CCTV control room for faster and more effective prevention of crime.

Two cameras requested for s106 funding:

- Camera 1: on street column R017, Fore Street;
- Camera 2: on street column R011, Fore Street;

For information only:

Beyond the Town Centre there are three cameras which form a key part of the design and will allow individuals or vehicles to be tracked once beyond, or, on the approach to the Town Centre, thus also helping to protect the wider town.

The Town Council acknowledge that the three additional cameras (listed below) are not eligible under S106 funding but form a vital part of the entire project:

- Camera 3 - on street column B052, Old Ferry Road nr Ashtorre;
- Camera 4: on street column B045, Old Ferry Road;
- Camera 5 – Burraton Cross Traffic Lights;

Similar systems have now been installed and are operational in most Cornish Towns of a similar size, and many smaller ones.

Saltash is joining a well-established and proven CCTV network operated by Plymouth City Council, which ensures a guaranteed level of operational capability and ongoing support.

The Town Council will absorb ongoing maintenance, management and energy costs for all five cameras.

The current annual operational cost is £3,000 for the Service Level Agreement (SLA), with electricity costs yet to be determined, as the cameras have not yet been installed or activated. These ongoing costs should be taken into account during the review of the Saltash Town Council budget to ensure the long-term sustainability of the project.

3. Please tick to indicate which priorities your project (element) meets, and explain how it meets them:

- i) Town Centre Regeneration ☒  
The importance of a high-quality CCTV system has been consistently highlighted over the years as a key component of a safe and thriving Town Centre.

In collaboration with partner organisations, Saltash Town Council has developed a comprehensive design that will provide extensive coverage across the main Town Centre. The overarching goal is not only to enhance the perception of safety but to ensure that residents, visitors, and businesses are genuinely safer and better protected in the event of an incident.

There has been strong and sustained support for CCTV on social media over several years, with positive feedback from both the public and local traders.

- ii) Generation of Employment Space ☒

Whilst the project does not seek to directly generate employment space, its primary objective is to enhance safety within Saltash Town Centre. By creating a safer environment, the initiative is expected to encourage greater footfall and investment, making the area more attractive to both visitors and prospective businesses.

iii) Other Community Benefit ☒

STC expect that the scheme will make the Town Centre safer and will have a direct impact on levels of crime and reported crime in and around the Town Centre.

STC hopes that the Town Centre will avoid the mantle of being a 'no go' area, at any time and will help to make the entire Town Centre and wider Town feel like a better and safe place to live, visit and work.

The community benefit is extremely hard to quantify, but we are convinced that it is the community that stands to benefit most from the knowledge that the Town Centre is a welcoming and a safe place for all.

4. Details of volunteer time involved in project:

The project is a collaboration with both paid and volunteer organisations who have all input time to debate and work up the design.

5. Details of other sources/amounts of funding secured:

Saltash Town Council are making a significant contribution to the project and are committed to the ongoing maintenance and running costs in relation to delivery and for future years.

6. Details of other sources/amounts of funding pending:

Saltash Town Council have not sought further funding for this project to date.



## 7. Breakdown of costs

Item	Cost	Source of cost (including estimate)
<b>D1 Capital costs</b> <b>(For all 5 camera's not inclusive of delivery)</b> <b>(3 Camera's to be paid for by STC)</b> (2 cameras requesting s106 funding)	<b>£44,915.00</b> <b>£26,949.00</b> £17,966.00	Quotation attached
<b>Year 1 - Monitoring costs p.a.</b> <b>(For all 5 cameras, to be paid for by STC)</b>	<b>£3,000</b>	Quotation attached
<b>D2 Installation Costs</b> <b>(total for 5 Camera's)</b> <b>(3 Camera's to be paid for by STC)</b> (2 cameras requesting s106 funding)	<b>£1,379.55</b> <b>£827.73</b> £551.82	Quotation attached
<b>Energy Costs</b> <b>(For 5 Cameras to be paid for by STC)</b>	<b>TBC</b>	
<b>Total Costs</b> <b>(For 5 cameras, procurement, installation and ongoing annual passive monitoring)</b>	<b>£49,294.55</b>	
<b>Total costs accrued by STC</b> Total Costs (2 Cameras requesting s106)	<b>£31,328.55</b> £18,517.82	

8. Total costs requested from Section 106 Funding: **£18,517.82**

9. If approved, when would the project begin?

Saltash Town Council is aiming to complete the installation by the end of August in order to secure the current procurement costs.

10. When would the project be complete?

Contractor to confirm at the stage of appointment.

11. What ongoing maintenance would be required, and how would this be funded (including if it is part of the bid):

Annual operating costs will be factored into the Town Council budget setting process. No request for S106 Funding has been requested.

12. Do you require insurance for this project?    Yes ☒    No ☐

If yes, please give details:

The equipment will be insured by Saltash Town Council.

13. Does the project require work valued at £2,500 or above from any individual supplier? Yes ☒

Yes ☒

No ☐

If yes, please note that submitting this form commits you to obtain three quotations for any such piece of work.

**PLEASE NOTE:** Due to the specialised nature of the work, Saltash Town Council do not require to adhere to the Town Council's Financial Regulations (three quotes) due to the provider being the sole supplier in Plymouth / Cornwall with direct connections to the Police and Fire Commissioners.

14. Does the project require work valued at £25,000 or above from any individual supplier? As above Yes ☒ No

Yes ☒

If yes, please note that submitting this form commits you to carry out a full tender process for any such piece of work.

15. Do you require any further permission(s) for this work, including planning permission? If so, please indicate the permissions required and current stage:

Cornwall Council has given permission to install on CC street lighting columns.

16. Please provide a brief summary of any project risks and how they will be mitigated:

Risk Item	Severity	Proposed Mitigation
Not receiving all the funding	Medium	Possible delay or scaling back of the CCTV installation, which could undermine public confidence in the Town Council's commitment to community safety.
Not receiving all the required permissions	Low	Permissions already sought and granted
Equipment takes longer to arrive due to global shortages	Medium	This could result in a delay for delivery, but this is a long-term project

NOTE: A FURTHER SECTION D SHOULD BE SUBMITTED FOR EACH DISCRETE PROJECT OR PROJECT ELEMENT. Please number as D1, D2 etc.

## E. Project Management

1. Project Manager name	Lee Wright
Position	Admin Officer
Contact tel.	01752 844846
Email	<a href="mailto:lee.wright@saltash.gov.uk">lee.wright@saltash.gov.uk</a>

## 2. Breakdown of Project Management Costs: N/A

### **F. Total Costs requested from Section 106 Funding**

1. Costs from Section D1	£17,966.00
2. Costs from Section D2	£551.82
3. Costs from Section E	£N/A
<b>TOTAL COSTS</b>	<b>£18,517.82</b>

### **G. Treatment of Value Added Tax**

Please note that the grants under this scheme are provided net of VAT.

**To consider the maintenance programme of the World War 1 Pebble Memorial**  
**and consider any actions and associated expenditure**

**Report to:** Services Committee

**Date of Report:** 16.07.25

**Officer Writing the Report:** Service Delivery Manager

**Pursuant:** Services Committee 14.07.2021 minute 10/21/22

**Officers Recommendations**

Members are requested to consider approving the repainting and resin coating of the memorial pebbles, at an estimated cost of £4,000, to be allocated to budget code 6506 – SE Grounds Maintenance and Watering.

Looking ahead, Members are also asked to consider allocating funds over a five-year period to ensure the ongoing maintenance of the memorial pebbles. It is proposed that this be budgeted under code 6571 – SE EMF Saltash Recreation Areas – to protect the funds over the years.

Please note that the Service Delivery Manager will ensure this maintenance work is incorporated into the Service Delivery Department's programme of works.

**Report Summary**

At the Services Committee meeting held on 14 July 2021, Saltash Town Council resolved the following:

*It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to adopt the memorials subject to receiving permissions to install and maintain, and to receive a comprehensive inventory list of items including names and contact details of those who carried out the works to the various memorials in the town.*

Since that resolution, the Service Delivery Department has undertaken annual cleaning of the resin surrounding the memorial pebbles, typically scheduled towards the end of the summer season. This maintenance includes the removal of moss, dirt build-up, and general weather-related staining. However, over time, several memorial pebbles have sustained damage.

The surrounding railings are currently in fair condition. Repainting of the railings has been scheduled and added to the Service Delivery Department's programme of works for the upcoming year.

Recently, Members of the former Saltash Great War Commemoration Committee contacted the Town Council to advise that the memorial pebbles are due to be repainted and re-coated with resin to restore their appearance.

Further details provided by the Committee can be found in **Appendices A and B**.

### **Report Images**

Below images of the pebbles when first installed.





Below pictures of the pebbles in their current state:

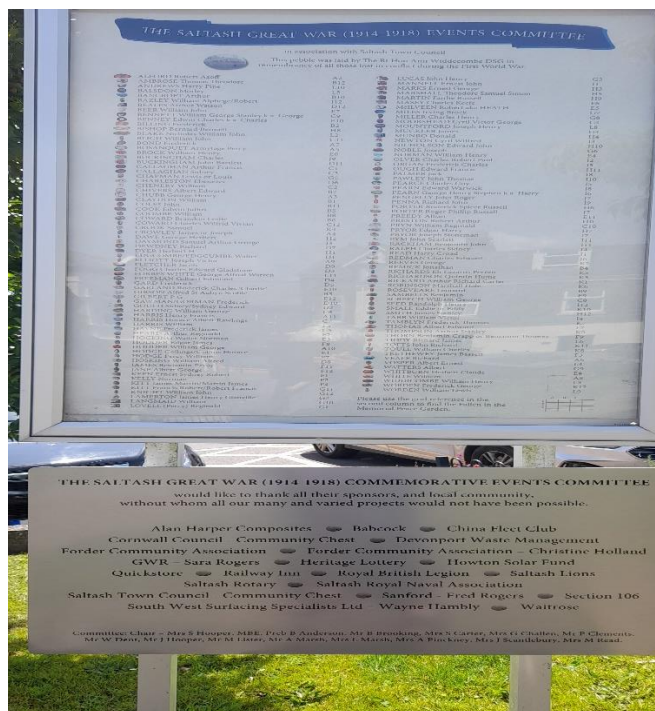
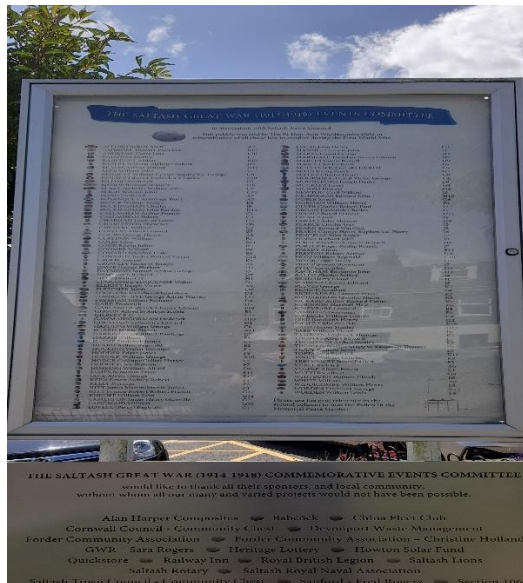








Below are pictures of the information boards displaying a list of the 140 Saltash WW1 fallen, together with a printed record of the 140+1 pebbles.



## How Does This Meet the Business Plan?

Recreation and Leisure – to continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural activity, leisure and sport facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.

## **Quotes Provided**

Refer to **Appendix C** to review full costings to repaint the memorial pebbles.

Refer to **Appendix D and E** to review full costings to recoat the memorial pebbles with resin.

## **Financial Regulations/ Procurement Threshold**

Two quotes obtained to recoat with resin. One quote received for the repainting of the pebbles.

Financial Regulations request at least 3 fixed price quotes.

## **Budgets**

**Budget Availability:** £12,393

**Budget Codes:** 6506 Grounds Maintenance and Watering

**Committed Spend:** £0.00

**Note:** Saltash Town Council allocated £18,450 under budget code 6506 for the 2025–26 financial year to support Victoria Gardens, the Maurice Huggins Room, and the Waterside play area and sensory garden. As these projects have not yet progressed, the allocated funds remain available for use.

## **Signature of Officer:**

Service Delivery Manager

SALTASH TOWN COUNCIL

CC TO SUB COMMITTEES - SERVICES - POLICY AND FINANCE

23 June 2025

Dear Councillors

### **World War 1 Pebble Memorial**

Saltash Town Council will be mindful of the WW1 pebble memorial situated within the Saltash Memorial Peace Garden at Alexandra Square.

The pebble garden was devised and erected by the Saltash Great War 1914-1918 events and projects committee, chaired by Mrs Sue Hooper MBE. The committee was especially set up to commemorate and celebrate the 100<sup>th</sup> anniversary of the end of the Great War.

One of the many and various WW1 projects, all of which were community based and involved hundreds of members of the community of all ages and genres, was the unique WW1 pebble memorial. The memorial has 140 +1 named and individually painted pebbles. These were all painted by members of the community in remembrance of the WW1 Saltash fallen. The +1 was an additional pebble to remember the fallen personnel that remained unrecorded. Moreover, there is a supporting information board abutting the pebble memorial displaying a list of the 140 Saltash WW1 fallen, together with a printed record of the 140 +1 pebbles.

There was a Civic and public unveiling of the pebble memorial in 2018 at the Saltash Memorial Peace Garden, to include the memorial being blessed by the late Prebendary Reverend Brian Anderson. It was consequently officially acknowledged and confirmed by the Saltash Town Council to be an official WW1 Saltash Town Council memorial which is acknowledged with a floral tribute each year at the Civic Remembrance service.

All of the Great War Committee installed memorials and structures have been adopted by the Saltash Town Council (the Council holds all the transfer records - of which Mrs Hooper has copies).

Now disbanded, many of the former Great War Committee personnel continue to have a great interest in the memorials and structures, and are eternally grateful that the tireless work of the committee and the community has been respectfully and beautifully maintained by the Saltash Town Council.

Some of the past personnel of the Great War committee have noticed that the WW1 pebble memorial has more recently been showing some age and weather-related deterioration, with most of the pebbles needing to be repainted and restored. So too, the structure would benefit from resurfacing.

It is for that reason that we sincerely hope that the Saltash Town Council would welcome our approach and maybe we suggest creative possible action using local

specialists to resolve the current deterioration of the memorial, ie pebbles be removed, and repainted to original designs. They could then be reset into a fresh layer of resin.

We are mindful that the cost involved may not fit comfortably with the Saltash Town Council's precepted budget and we would therefore quite understand - and if this was the case, we would quite happily set up a fund raising project to help considerably with the cost of the regeneration scheme as suggested, and would ask advice about a Saltash Town Council Community Fund grant as part of the fund raising scheme if deemed necessary.

This letter is our first approach of trying to help with a suggestion and resolution to the deterioration of the Saltash WW1 pebble memorial and, if agreeable with the Saltash Town Council, we would welcome further communication if the Council felt that we could work together to restore this lovely and unique community led WW1 memorial structure as a lasting tribute for remembrance and posterity for current and future generations. For that purpose, we would be very pleased to offer an informative presentation at a Council meeting or at another suitable venue.

We do appreciate that in around 10 years' time a similar restoration scheme may be discussed.

We are indeed conscious of the Council's ongoing and generous support of other various well-established worthy festivities, events and organisations within the town, and feel passionately that the town's memorials, in remembrance of its fallen, continues to make a significant contribution to the town's honourable and dignified past in perpetuity.

Saltash Town Council may kindly advise receipt of this letter, together with information and advice on how it will be dealt with for furtherance.

Yours sincerely

Sue Hooper MBE  
Lynn Marsh  
Tony Marsh  
John Hooper

## **Saltash Memorial Peace Garden - WW1 Pebble Memorial**

Whilst the Great War Commemoration Committee was in full flow, a painted pebble was left on Chair Sue Hooper's doorstep. This led to an idea. Why not ask Saltash residents to paint a pebble for each of the 140 Saltash casualties of World War One as a tribute on the 100<sup>th</sup> anniversary of the end of World War One.

Word soon spread and the reaction from young and old, and many Saltash organisations, was overwhelming. We soon had more than 140 individual pebbles and began planning a pebble laying ceremony for the 11<sup>th</sup> November, 2018. We invited Colonel Dawes and Ann Widdicombe, who has family connections in Saltash, in addition to local dignitaries and the media.

The ceremony involved uniformed groups include Brownies and Cubs to lay the pebbles along the path in the Memorial Peace Garden. There was a simultaneous reading of the 140 names by 2 local students.

This moving and poignant event led to discussion within the Committee about what to do with the pebbles, which were now each identified with a WW1 casualty's name.

From this, and to cut a long story short, the 'Pebble Memorial Garden' was conceived. Each pebble is laid into a resin surface and identified on an adjacent board. Conception and planning took approximately 11 months, and an official unveiling ceremony followed. These events and the signage were fully funded by the Great War Committee, with no expense to Saltash Town Council.

Moving on 6 years, the site is now an official war memorial and adopted by Saltash Town Council. However, sadly the pebbles have faded, and in a lot of cases no design is left. We therefore, respectfully, have a suggestion for the Council on how to bring the site back to its original state. This involves removing each pebble, repainting faithfully to the original design, and refitting them in a fresh layer of resin, with a protective coating applied. We have identified and spoken to a local artist and surfacing company who are both competent in achieving this aim.

Thank you for listening.

Lynn Marsh

(Member of the former Saltash Great War Commemoration Committee)

11 July 2025

## **APPENDIX C**

Redacted Quote as below.

TO. IAN BOVIS. Saltash Town Council.

Reference: QUOTE FOR REPAINTING OF PEACE GARDEN PEBBLES.

For the repainting of (142) Pebbles. .... £500. 00.

Process: The pebbles will be removed from the peace garden and prepared by myself for repainting. Preparation will consist of cleaning and removing any loose materials and then repainted to their original design. (Every pebble has already been photographed and recorded with the grid system for replacement.)

It is not possible to give an 'accurate' timing of the length of this commission. Having said that, I will endeavor to complete the commission as soon as possible.

## APPENDIX D

### RESIN BOUND PAD WITH PEBBLE INSERTS

Memorial pebbles located at the Peace Garden,  
Adjacent to Alexandra Square car park.  
Saltash

Description	Quantity	Unit Price	VAT	Amount GBP
<ul style="list-style-type: none"><li>• Excavate existing pad setting aside all pebbles for painting</li><li>* Removal of excavated resin bound</li><li>• Position signs explaining its a temporary measure</li><li>• Import 803 stone and compact to correct levels where necessary.</li><li>• Supply and install BBA approved porous resin bound (anti-slip) aggregate to area and press in pebbles.</li></ul> Resin to be laid by BBA approved Southwest Surfacing Specialists team to and finish to depth of 20-25mm.	1.00	3,200.00	20%	3,200.00
Subtotal				3,200.00
TOTAL VAT 20%				640.00
TOTAL GBP				3,840.00



## APPENDIX E

Ian Bovis  
Saltash Peace Garden,  
Lower Fore Street,  
Saltash,  
Cornwall,  
PL12 6JX

Quote Number: OMG-9123  
Quote Date: 15/07/2025  
Reference: PL12 6JX - Bovis  
VAT Number: 427 0960 94

Thank you for letting us quote for your project. Please see the scope of works below:

### Resin Bound Makeover

#### Scope of Prep

- It is highly likely that we will need to use electricity and water during your outdoor makeover project.
- The existing pebbles will be removed and kept for reinstallation
- We will remove and dispose of the existing resin surface as required

#### Scope of Works

- We will arrange for the resin-bound materials to be delivered on the day of, or the day before, the surface is laid. The materials will arrive by lorry on the pallet network. You will not need to assist in the unloading process, and all bags must remain wrapped to ensure they stay dry.
- We will install the resin-bound surface over the prepared areas, weather permitting. The operations team will keep you informed with updates.
- The original pebbles will be reset into the new surface
- Once the resin-bound surface has been installed, please allow 12 hours before walking on it and 24-48 hours before driving on it. Your installation team will advise you further on the day. We always overorder resin and stone to ensure a perfect colour match.

Description	Quantity	Unit Price	Total
Resin Bound Makeover	1	£2753.53	£2753.53
Summer 10%	1	£-275.35	£-275.35
		Net	£2478.18
		VAT @ 20%	£495.64
		Total	£2973.82

## Grenfell Avenue Community Allotment Report, July 2025



June harvest: First early potatoes, blackcurrants, strawberries, mange tout.

### **Fruit Garden**

The wild fruit garden has really taken off this year. We have had excellent crops of Honeyberry, Blackcurrant and Strawberry. Raspberries and Blackberries are ripening. The cox apples are forming well. Keeping grass long around the plants has kept moisture in and worked positively with regard to nutrient sharing between plants. We also have more butterflies, moths and grasshoppers as a result and our hay making will provide another year's worth of deep mulch material for the traditional cultivation area.

We have introduced a plum and are waiting for the right weather to plant dwarf mulberry, miniature kiwi, bush cherry, and more gooseberries and currants.

### **Compost and bag gardening**

We have never removed any vegetation from the site. Everything including brambles and bindweed are composted. We use compost heaps to clear ground, moving them around and planting in the bare ground that is left behind. This system is working very well and makes once-a-week volunteering enough to maintain the plot to a suitable standard.

This spring we have moved compost into large dumpy bags and grown first early potatoes in them. Now we have harvested the potatoes they have been replaced by squashes and beans.

### **Grower in Residence**

Our grower in residence has done a fantastic job, bringing on kale, peas, courgette, squashes, sweetcorn and beans. Using cardboard, hay, and sheep fleece as mulch keeps the weeds down and the moisture in.

### **Water and structures**

We have realigned our water butt system on one shed and plan to do the second shed at a point when the butts are empty, and we have sourced a few paving slabs. We are having to import water from home water butts due to the hot weather. Where the wild fruit garden needs little or no water for established plants, the cultivated areas need regular applications for best results. With our current water holding capacity we cannot allocate any further land to traditional cultivation methods.

### **Raised planters**

The early heat has made it harder to get seedlings established in raised planters. We have had to apply shade nets which do not look very attractive, but they help to create a better microclimate. After several sowings we are finally making progress. The nets also keep the sparrows away from beetroot which we have discovered they like the leaves of. Early sowings were pecked away to nothing in a day.

The very deep, oblong planter is proving very good with regard to water and nutrient holding. The manger planter is shallow and plants are more exposed. This means it takes more water and suffers more from fluctuating temperatures between day and night.

### **Volunteers**

The number of regular volunteers at the site sits at seven. This number sounds low, but the site is small and that is enough people to do all the tasks required. We do have weekly drop-ins from people asking for advice and mainly the plot stands as a talking point and positive feature on the avenue that most people say they are pleased to have there.

### **Wildlife**

Slow worms remain on site in high numbers. It is easy to count up to thirty living in the long grasses and compost areas. Smooth newts are also present and breeding. We have one resident hedgehog family. We have not seen any frogs this year. We have managed to attract song thrushes to the wild fruit garden and they have done an excellent job keeping snail numbers low.

### **Climate**

The heatwaves are bringing very early crops and interrupting our planting timetable. This may mean that later in the year we have less than we would like. Salads and leeks have

bolted. It is hard to plan what to grow. Last year we had hardly anything by this time as the spring was so wet and cold. This year we almost have too much. This is why having a broad range of annuals, perennials, and small fruit trees and bushes is important and we are lucky to have room to grow all of these things.

We are growing outdoor tomatoes and hope they do not succumb to blight. Cucumbers are also quite well ahead. Spring was unfavourable for introducing fruit bushes. It was too dry, and we would not have had enough water for new introductions. We shall have to wait until we get more rain, which could be in August. Or we will have to wait until autumn to complete our planting plan.

**End of report**

**Grenfell Avenue Community Allotment**