

# Public Document Pack

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 11th December 2025 at 6.30 pm**

**PRESENT:** Councillors: R Bickford (Chairman), R Bullock, S Gillies (Vice-Chairman), S Martin, S Miller, L Mortimore, P Nowlan, B Samuels, P Samuels and J Suter.

**ALSO PRESENT:** J Hughes (Administration Officer), D Joyce (Office Manager / Assistant to the Town Clerk).

**APOLOGIES:** A Ashburn, J Brady, M Johns, G McCaw, J Peggs and B Stoyel.

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#### **80/25/26     HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **81/25/26     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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left Meeting</b>
Gillies	12	Non-Pecuniary	Lives in the area	Yes

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

None received.

#### **82/25/26     PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**83/25/26      TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY SERVICES COMMITTEE HELD ON 23 OCTOBER 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 Nolan and **RESOLVED** that the minutes of the Extraordinary Services Committee held on 23 October 2025 were confirmed as a true and correct record.

**84/25/26      TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To note the budget statements and approve a virement of £1,200 from budget code 6500 SE Tree Survey and Tree Maintenance to budget code 6515 SE Festive Lights Maintenance and Electricity to cover an overspend;
2. To vire any unspent funds from 6500 SE Tree Survey and Tree Maintenance to 6515 SE Festive lights Maintenance and Electricity subject to there being any unspent balance at the end of the financial year.

**85/25/26      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**86/25/26      TO RECEIVE AND REVIEW THE SERVICES COMMITTEE'S BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members held an in-depth discussion on the Services deliverables with the Chairman and Vice Chairman providing two objectives that align within the Services Committee terms of reference and the Town Council's six overarching strategic priorities.

Discussions focused on revitalising Saltash by enhancing signage and strengthening promotional efforts to position the town as a vibrant, welcoming destination. Key ideas included improving communication, publicity, and marketing to attract visitors.

The Chairman and Vice Chairman will review and align Members feedback with suggestions for improving signage within the town and across the wider Saltash area.

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** to set the Business Plan Deliverables objectives for the Services Committee, as attached.

**87/25/26      TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

a. Departmental Report;

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

1. To approve the controlled and selective use of herbicides in areas where mechanical weeding is challenging, to help maintain a tidy and presentable appearance;
2. To delegate to the Officer Manager / Assistant to the Town Clerk to work with the Assistant Service Delivery Manager to part-exchange the existing RTV towards the purchase of a used Kabota RTV inclusive of optional extras if required, working within budget code 6578 EMF Vehicles and Equipment;
3. To authorise the Mayor to send a letter of thanks to Radland Haulage Ltd for their continued support (free of charge) in delivering the town's Christmas trees.

b. Grounds Maintenance Works;

It was **RESOLVED** to note.

c. Work Request Log;

No report.

d. Vandalism and Anti-Social Behaviour Report;

No report.

e. Statutory and Mandatory Building Asset Checks.

No report.

**88/25/26     TO RECEIVE A REPORT ON THE SALTASH PEBBLE MEMORIAL RESTORATION PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To note the report and the invitation to a future unveiling event, subject to weather conditions allowing the reinstallation of the restored pebble memorials and application of the protective resin coating;
2. To approve the installation of a small sign, at no cost to the Town Council, on the right-hand corner of the surrounding fence, to include the suggested wording as contained within the public reports pack.

**89/25/26      TO RECEIVE A REPORT ON THE TOWN COUNCIL CHRISTMAS LIGHT SWITCH ON EVENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reflected on the success of the recent light switch-on event and discussed the potential benefits of engaging a professional events management agency to oversee future events.

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

1. To establish a working group, comprising of Councillor Bullock, Martin, P Samuels and Mortimore, to develop a detailed specification for the 2026 Town Council Christmas Light Switch-On Event, including associated costings reporting back to the February Services Committee meeting with a draft proposed way forward;
2. To approve the appointment of an external event management agency (to be confirmed) to deliver the 2026 Christmas light Switch-On Event on behalf of Saltash Town Council, based on the specification agreed by the Services Committee in February.

Councillor Gillies declared an interest in the following agenda item and left the meeting.

**90/25/26      TO RECEIVE A REPORT ON THE PURCHASE OF LAND AT PILLMERE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the report received and contained within the circulated reports pack.

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

1. To confirm that no additional rights or access be granted for services within the area;
2. To delegate to the Town Clerk to continue with the transfer and accompanying plan on behalf of the Town Council;
3. To note that completion is subject to satisfactory responses to solicitors to the outstanding enquiries with the Town Clerk to report back to a future Services Committee meeting.

Councillor Gillies was invited and returned to the meeting.

**91/25/26      TO RECEIVE A REPORT ON THE NORTH ROAD OPEN SPACE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reviewed the report included in the circulated pack and noted concerns that the tarmac area may pose a safety risk due to tree roots causing surface lifting

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED**;

1. To approve in principle that Saltash Town Council assumes responsibility for maintaining and inspecting the land at North Road under a license or agreement with Cornwall Council, subject to the responsibilities being aligned with the Town Council's available resources and budget;
2. To delegate to the Town Clerk to progress partnership arrangements reporting back to a future Services Committee meeting with a draft licence or lease for further consideration.

**92/25/26      TO RECEIVE A REPORT ON WATERSIDE GREEN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the Waterside Green area and considered the Town Council's vision of the area. Members considered its strategic importance and reflected on previous consultations aimed at improving the space and safeguarding it from unwanted development.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to agree in principle to take on a licence or lease and more responsibility, exploring future devolution of the Waterside Green, delegating to the Town Clerk to further negotiate with Cornwall Council reporting back to a future Services Committee meeting.

**93/25/26      TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

No report.

**94/25/26      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.

**95/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**96/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**97/25/26      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 Gillies and **RESOLVED** to issue the following Press and Social Media Releases:

1. Thank you for Radland Haulage Ltd's Support;
2. Planning for the 2026 Christmas Light Switch-On and Town Council Investment in Festive Lighting.

**DATE OF NEXT MEETING**

Thursday 12 February 2026 at 6.30 pm

Rising at: 7:47p.m.

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

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

Objective	What we will deliver	Lead Officer	Resources	Ongoing	Year	What we achieved	Completed	Already do
Revitalise and Improve Signage - Improved maintenance - Fix if required - Identify areas for new / improved signage	Improved maintenance Fix if required Identify areas for new / improvements	Office Manager, Communications and Engagement Officer, Operations Manager		N/A	1			
Promote Saltash as a vibrant and welcoming visitor destination	Improve communications, publicity and marketing of Saltash and increase footfall / tourism.	Office Manager, Communications and Engagement Officer, Operations Manager		Ongoing	Review 3 / 4 Year			