

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 12th February 2026 at 6.30 pm

PRESENT: Councillors: R Bickford (Chairman), M Johns, S Martin, G McCaw, S Miller, L Mortimore, P Nowlan, J Peggs, B Samuels, P Samuels, B Stoyel and J Suter.

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

APOLOGIES: R Bullock and S Gillies (Vice-Chairman).

98/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

99/25/26 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 received.

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

None received.

100/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

101/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 11 DECEMBER 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.

Following a unanimous vote (12 in favour, 0 against, 0 abstained), it was proposed by Councillor Bickford, seconded by Councillor Miller and members **RESOLVED** that the minutes of the Services Committee held on 11 December 2025 were confirmed as a true and correct record.

102/25/26 TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following a unanimous vote (12 in favour, 0 against, 0 abstained), it was proposed by Councillor Martin, seconded by Councillor Nowlan and **RESOLVED** to note the budget statements and approve a virement of £1,200 from 6500 SE Tree Survey and Tree maintenance to 7101 LO Water Rates to keep the budget within the spending limit.

103/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

104/25/26 TO RECEIVE AND REVIEW THE SERVICES COMMITTEE'S BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

105/25/26 **TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

a. Departmental Report;

Members received and discussed the departmental report included within the circulated reports pack.

Councillor Johns sought an update regarding the remedial works to the pontoon, which had been approved at the December Services Committee meeting.

The Chairman confirmed that the works have now commenced and are expected to take approximately 10–14 days, subject to weather conditions. During this period, the pontoon will be closed from Monday to Friday and will reopen at weekends or on days when work cannot be undertaken.

The Chairman asked the Town Clerk whether the roller shutter doors at the Longstone Depot presented any health and safety concerns requiring urgent replacement. The Town Clerk advised that while the shutters do not pose an immediate health and safety risk and continue to operate as they always have, they are in poor condition and do need replacing. The Property Maintenance Sub-Committee was informed of the issue some time ago and has begun budgeting for replacement. The Assistant Service Delivery Manager has been asked to obtain three quotations for the Town Clerk's review.

A further update will be provided at the next Services Committee meeting.

Members expressed their thanks to the Service Delivery Team for their continued hard work, with particular praise for the grounds maintenance at St Stephens Cemetery, which has received numerous compliments from the Church and visitors.

It was **RESOLVED** to note.

Members received the following Service Delivery Reports en bloc.

b. Grounds Maintenance Works;

c. Work Request Log;

d. Vandalism and Anti-Social Behaviour Report;

e. Statutory and Mandatory Building Asset Checks.

It was **RESOLVED** to note.

106/25/26 **TO RECEIVE CORNWALL COUNCIL'S LOCAL MAINTENANCE PARTNERSHIP 2026-2027 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and discussed Cornwall Council's Local Maintenance Partnership (LMP) 2026-2027 included within the circulated reports pack.

Members highlighted the importance of ensuring that footpaths and bridleways remain accessible for all users, while also considering the Town Council's available resources and budget.

It was noted that the current LMP scheme offers limited financial return relative to the level of work required.

The Town Clerk shared insights from the recent Practitioners' Conference, where Town and Parish Councils discussed the increasing need to take on additional responsibilities in their communities in order to maintain attractive, welcoming, and thriving towns for residents, businesses, and visitors.

Members expressed interest in discussing this matter in more detail at a future Town Council Forum meeting.

Following a vote (11 in favour, 0 against, 1 abstained), it was proposed by Councillor P Samuels, seconded by Councillor Bickford and **RESOLVED;**

1. Not to sign up to the 2026-27 LMP due to lack of in-house resources at present;
2. To continue to request Cormac cut the key paths when they receive reports on them being overgrown;
3. To note Cormac will only cut once later in the year up to Saltash Town Council allocation;
4. To clearly advertise who and how the Service will be managed together with the reporting system.

107/25/26 TO RECEIVE A REPORT ON GWR'S CUSTOMER AND COMMUNITY IMPROVEMENT FUNDS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided a verbal update on the report relating to GWR's Customer and Community Improvement Fund, included within the circulated reports pack. In the absence of visual images, the Chairman gave a description of the proposed bespoke seating for which funding is being sought, along with its intended location.

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor B. Samuels, seconded by Councillor Martin, and **RESOLVED** to note the submission of the funding application and to approve £5,000 in match funding, should the application be successful. The match funding is to be allocated to budget code 6473 SA EMF Station Building (Purchase & Capital Works).

108/25/26 TO RECEIVE A REPORT ON LONGSTONE DEPOT LEASE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk provided a brief verbal update on the report concerning the forthcoming end of the lease period for Longstone Depot, as included within the circulated reports pack.

Members discussed the report and agreed that a working group should be established to develop a clear vision for both the immediate and longer-term future of the depot.

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor Johns, seconded by Councillor B. Samuels, and **RESOLVED** to establish a working group comprising Councillors Bickford, B. Samuels, Johns, McCaw, and Miller, working alongside the Town Clerk, to review Cornwall Council's proposed Heads of Terms and potential devolution options for the depot. The Town Clerk and working group will report back to the April Services Committee meeting.

109/25/26 TO RECEIVE A REPORT ON THE CCTV FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received a report regarding the awarded funding for an additional CCTV camera from the Office of the Police and Crime Commissioner (OPCC) CCTV Funding Pot, as included within the circulated reports pack.

Members discussed and considered various potential installation locations, noting the recommendation provided by the local Police.

Members agreed that the recommended location at Carkeel Business Estate, Gilston Road, would deliver a clear benefit to the community. Members also requested that the Police be asked whether any further areas have been identified that may be suitable for future CCTV installation.

Following a vote (10 in favour, 1 against, 1 abstention), it was proposed by Councillor Peggs, seconded by Councillor Mortimore, and **RESOLVED:**

1. That authority be delegated to the Office Manager/Assistant to the Town Clerk to progress the purchase and installation of an additional CCTV camera at Carkeel Business Estate, Gilston Road, with associated costs met from the awarded funding, subject to required permissions and technical suitability.
2. That the annual maintenance and monitoring cost of £600, together with an estimated electricity cost of £120 per annum, be approved and allocated to budget code 6589 EMF Crime Reduction (CCTV).

110/25/26 TO RECEIVE A REPORT ON THE PURCHASE OF LAND AT PILLMERE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE

The Town Clerk provided a brief verbal update on the transfer of land at Pillmere, as included within the circulated reports pack.

Following a unanimous vote (12 for, 0 against, 0 abstained), it was proposed by Councillor Peggs, seconded by Councillor Martin and **RESOLVED;**

1. To approve the purchase of Chancel Indemnity Insurance at a cost of £22.68 per parcel of land as referred in paragraph 7.23 of Coodes Report on Title, allocating to budget code 6595 EMF Legal and Professional Fees;
2. To delegate to the Town Clerk to obtain the relevant Searches to ascertain ownership of the trees adjoining number 9 Harebell Close, allocating associated costs to budget code 6595 EMF Legal and Professional fees;
3. To note that the Town Clerk will continue to provide updates on the transfer process through to completion.

111/25/26 **TO RECEIVE A REPORT ON SALT BINS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided an overview of the report on salt bins, including recent requests from members of the public for additional bins and the available purchase options, as included within the circulated report.

Members discussed ongoing issues relating to refilling and the misuse of existing bins.

Councillor Martin proposed an additional salt bin location at Warfelton Gardens, which had not been included in the report.

Members also discussed other potential locations and welcomed the opportunity to submit any further requests for consideration ahead of the April Services Committee meeting for Members consideration against resources and budget.

Following a unanimous vote (12 for, 0 against, 0 abstained), it was proposed by Councillor Stoyel, seconded by Councillor B Samuel and **RESOLVED;**

1. To approve the purchase of six additional Salt Bins from Cornwall Council to form part of the Highways Scheme, located at Longlands Lane, Burraton Coombe, Hillside Road (junction with Longmeadow Road), The Gallops, Lander Road/Old Ferry Road and Warfelton Road, with associated costs allocated to budget code 6574 SE EMF Salt Bins;
2. To delegate to the Office Manager/Assistant to the Town Clerk to ascertain the need for further additional salt bins together with the available associated costs allocated to the appropriate budget, reporting back at the April Services Committee meeting;
3. To delegate to the Office Manager/Assistant to the Town Clerk to purchase and install information stickers to all Town Council salt bins, with associated costs allocated to budget code 6506 SE Grounds Maintenance & Watering.

112/25/26 TO RECEIVE A REPORT ON SIGNAGE IMPROVEMENTS AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.

The Chairman provided a verbal overview of the proposed improvements to signage, within the circulated reports pack.

Members discussed the various permissions required from either Cornwall Highways or National Highways for any new or improved signage.

Members also noted the importance of ensuring that any proposed signage is, where possible, in keeping with the overall appearance of the town's street scene.

Following a unanimous vote (12 for, 0 against, 0 abstained) it was proposed by Councillor Bickford, seconded by Councillor McCaw and **RESOLVED**;

1. To request that Service Delivery clean the town centre and Callington Road signage, as detailed within the report, subject to Highways approval and all internal risk assessments being satisfied.
2. To delegate to the Planning and General Administrator the task of confirming whether s106 criteria would allow for the purchase and installation of new signage within the town; to obtain Highways approval for installation should the project progress; and to work with the Chair and Vice Chair to compile a list of required signage, including associated costs and funding options, reporting to the April Services Committee meeting.

113/25/26 TO RECEIVE A REPORT ON THE WELFARE CABIN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report on the current lease agreement for the Waterside welfare cabin, including the associated costs of continuing the lease or purchasing a replacement cabin, as included within the reports pack.

Given that the lease for Longstone Depot is due for review, and that options are currently being explored by the working group established under Minute 108/25/26, Members agreed to refer this matter to the working group to consider the suitability of locating a welfare cabin within the grounds of Longstone Depot.

Following a unanimous vote (12 for, 0 against, 0 abstained), it was proposed by Councillor Johns, seconded by Councillor Nowlan and **RESOLVED** to refer this item to the Depot working group for consideration.

114/25/26 TO RECEIVE A REPORT FROM THE CHRISTMAS LIGHTS WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk provided a verbal overview on the report received and it was noted that the Christmas Light Switch on event is a significant event requiring substantial preparation to ensure Health and Safety requirements are met, as included within the circulated reports pack.

During discussions Councillor Stoyel left and returned to the meeting.

Following a unanimous vote (12 for, 0 against, 0 abstained), it was proposed by Councillor B Samuels, seconded by Councillor Martin and **RESOLVED**;

1. To delegate authority to the Town Clerk to work with the working group to finalise the Project Specification Form, reporting back to the April Services Committee meeting.
2. To delegate authority to the Town Clerk to submit an s106 funding application, based on the completed Project Specification Form, to secure full or partial funding for the event.

115/25/26 TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk provided a verbal overview of the report, and Members considered the request submitted by SEA, as included within the reports pack.

Following a unanimous vote (12 In favour, 0 against, 0 abstained) it was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED;**

1. To approve SEA's proposal to replace trees through the Forest for Cornwall scheme within Elwell Woods, specifically in areas marked M and N on the reported map;
2. To grant SEA blanket approval for the removal and replacement of fallen or deceased trees on Town Council land without the need for further committee approval, with SEA including such activity in their routine reporting;
3. To delegate authority to the Town Clerk/RFO, in consultation with the Chair and Vice Chair of the Services Committee, to work with SEA on future work and ongoing support, preventing planting delays, within the limits of budget code 6589 EMF Community Tree Planting Initiative.
4. To approve associated expenditure of up to £400 for the purchase of three flowering cherry trees, a Gleditsia, and a Malus, funded from budget code 6589 EMF Community Tree Planting Initiatives;
5. To support the proposed labelling of trees in Fore Street, subject to Cornwall Council granting the necessary permissions, as this provides a valuable educational benefit;

116/25/26 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.

117/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

118/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

119/25/26 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

Following a unanimous vote (12 for, 0 against, 0 abstained) it was proposed by Councillor Bickford, seconded by Councillor Johns and **RESOLVED** to issue the following Press and Social Media releases;

1. Cornwall Council's Local Maintenance Partnership 2026-2027;
2. CCTV Funding Awarded;
3. Review of Town Council Salt Bins;
4. Support of Tree Initiatives by Saltash Environmental Action.

DATE OF NEXT MEETING

Thursday 16 April 2026 at 6.30 pm

Rising at: 8.02 pm

Signed: _____
Chairman

Dated: _____