



Saltash Town Council

Konsel An Dre Essa



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

6 February 2026

Dear Councillor

I write to summon you to the **Meeting of Services Committee** to be held at the Guildhall on **Thursday 12th February 2026 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 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:

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

Agenda

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.
Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than 12 noon the day before the meeting.**

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.
5. To receive and approve the minutes of the Services Committee held on 11 December 2025 as a true and correct record. (Pages 5 - 12)
6. To receive the Services Committee budget statement and consider any actions and associated expenditure. (Pages 13 - 20)
7. To consider Risk Management reports as may be received.
8. To receive and review the Services Committee's Business Plan Deliverables and consider any actions and associated expenditure. (Page 21)
9. To receive reports from the Service Delivery Department and consider any actions and associated expenditure.
 - a. Departmental Report; (Pages 22 - 34)
 - b. Grounds Maintenance Works; (Pages 35 - 50)
 - c. Work Request Log;
 - d. Vandalism and Anti-Social Behaviour Report;
 - e. Statutory and Mandatory Building Asset Checks. (Pages 51 - 57)
10. To receive Cornwall Council's Local Maintenance Partnership 2026-2027 and consider any actions and associated expenditure. (Pages 58 - 84)

11. To receive a report on GWR's Customer and Community Improvement Funds and consider any actions and associated expenditure. (Pages 85 - 87)
12. To receive a report on Longstone Depot lease and consider any actions and associated expenditure. (Pages 88 - 91)
13. To receive a report on the CCTV funding awarded and consider any actions and associated expenditure. (Pages 92 - 95)
14. To receive a report on the purchase of land at Pillmere and consider any actions and associated expenditure (Pages 96 - 98)
(Pursuant to Services held on 11.12.25 minute nr. 90/25/26)
15. To receive a report on Salt Bins and consider any actions and associated expenditure. (Pages 99 - 102)
16. To receive a report on signage improvements and consider any actions or associated expenditure. (Pages 103 - 117)
17. To receive a report on the Welfare Cabin and consider any actions and associated expenditure. (Pages 118 - 129)
18. To receive a report from the Christmas Lights Working Group and consider any actions and associated expenditure.
19. To receive a report from Saltash Environmental Action and consider any actions and associated expenditure. (Pages 130 - 131)
20. Public Bodies (Admission to Meetings) Act 1960:
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
21. To consider any items referred from the main part of the agenda.
22. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
23. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting; Thursday 16 April 2026 at 6.30pm

Public Document Pack Agenda Item 5

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.

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.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
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 licence 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			

Agenda Item 6

To receive the current STC Committee budget statements and consider any actions and associated expenditure

Report to: Services

Date of Report: 29 January 2026

Officer Writing the Report: Finance Officer

Purpose of the report:

To provide an update of any potential budget overspend and recommend a virement.

Officer's Recommendations

To recommend to members to 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 spend limit.

Report Summary

The table below provides details of a projected overspend, the contributing factors and a proposed virement to mitigate the overspend.

Budget Code FROM	Budget Code TO	Budget Details for Virement recommendation	Virement Amount	Reason for Virement
6500 SE Tree Survey and Tree Maintenance	7101 LO Water Rates - Longstone	Budget Available: £394 Committed Cost (Actual Dec 25): -£426 Committed Cost (Estimated Jan - Mar 26): -£1,050 Budget Left to Spend: -£1,082	£1,200.00	Budget for 2025/26 based on prior year which did not take into account the extended opening hours which were agreed after the Precept budget was set

Signature of Officer:

Finance Officer

Services Committee - Guildhall Budget 2025-26

Saltash Town Council

For the 9 months to December 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
Guildhall Operating Income					
4200 GH Income - Guildhall Bookings	1,916	2,000	1,769	231	2,076
4201 GH Income - Guildhall Refreshments	228	242	206	36	251
4206 GH Income - Guildhall Photocopying Income	59	69	69	(0)	4
Total Guildhall Operating Income	2,204	2,311	2,044	267	2,331
Guildhall Operating Expenditure					
6400 GH Rates - Guildhall	10,729	11,051	10,729	323	11,136
6401 GH Water Rates - Guildhall	765	827	404	423	859
6402 GH Gas - Guildhall	3,502	5,718	515	5,203	5,935
6403 GH Electricity - Guildhall	5,041	9,728	3,289	6,439	6,000
6404 GH Fire, Security Alarm & CCTV - Guildhall	1,229	1,012	950	62	1,050
6408 GH Cleaning Materials & Equipment - Guildhall	1,176	1,385	1,088	297	1,438
6409 GH Boiler Service & Maintenance	677	1,255	0	1,255	1,303
6410 GH General Repairs & Maintenance	3,003	3,203	951	2,252	2,000
6412 GH Lift Service & Maintenance	2,852	3,741	1,997	1,744	5,156
6413 GH Refreshment Costs - Guildhall	428	245	107	138	254
6414 GH Equipment - Guildhall	658	4,725	2,191	2,534	10,378
6421 GH Annual Keyholding Service	0	0	0	0	184
Total Operating Expenditure	30,059	42,890	22,220	20,670	45,693
Total Guildhall Operating Surplus/ Deficit	(27,855)	(40,579)	(20,177)	(20,402)	(43,362)
Guildhall EMF Expenditure					
6418 GH EMF Legal & Professional Fees	9,603	0	0	0	2,088
6470 GH EMF Guildhall Maintenance	77,531	27,840	6,927	20,913	18,400
Total Guildhall EMF Expenditure	87,135	27,840	6,927	20,913	20,488
Total Guildhall Expenditure (Operational & EMF)	117,193	70,730	29,148	41,582	66,181
Total Guildhall Budget Surplus/ (Deficit)	(114,990)	(68,419)	(27,104)	(41,315)	(63,850)

To/From Reserves & Budget Virements

- 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 9 Months ended 31 December 2025

Account	Prior YTD 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
Library Operating Income					
4517 LI Library - Replacement Membership Cards	13	50	25	25	50
4518 LI Library - Photocopying Fees	941	600	822	(222)	600
4524 LI Library Book Sales	131	300	181	119	130
4526 LI Library Activity Income	0	180	0	180	0
Total Library Operating Income	1,085	1,130	1,028	102	780
Library Operating Expenditure					
6900 LI Rates - Library	13,099	13,492	13,099	393	13,597
6901 LI Water Rates - Library	327	403	238	165	418
6902 LI Gas - Library	3,196	6,216	687	5,529	4,500
6903 LI Electricity - Library	3,414	4,946	1,938	3,008	4,000
6904 LI Fire, Security Alarm & CCTV - Library	788	1,143	1,243	(100)	1,186
6908 LI Cleaning Materials & Equipment - Library	739	983	745	238	1,700
6909 LI Boiler Service & Maintenance - Library	292	905	794	111	939
6910 LI General Repairs & Maintenance - Library	2,326	2,510	1,813	697	2,605
6911 LI TV License & PRS - Library	291	474	42	432	0
6913 LI Refreshment Costs - Library	49	315	54	261	150
6914 LI Equipment - Library	734	830	371	459	500
6921 LI IT & Office Costs - Library	1,558	1,827	920	907	1,869
6922 LI Library Activities	2,465	3,000	2,345	655	1,070
6975 LI Home Library Service	20	550	0	550	200
6923 LI PWLB Loan Repayment & Interest	23,993	23,509	23,509	0	23,025
6680 ST LI Staff Clothing (Library)	0	250	0	250	0
6681 ST LI Staff Travelling Expenses (Library)	53	250	33	217	250
Total Operating Expenditure	53,343	61,603	47,832	13,771	56,009
Total Library Operating Surplus/ Deficit	(52,258)	(60,473)	(46,804)	(13,669)	(55,229)
Library EMF Expenditure					
6918 LI EMF Legal & Professional Fees (Private Contractors)	600	13,105	0	13,105	0
6971 LI EMF Saltash Library Property Refurbishment	64,455	155,909	20,226	135,683	0
6972 LI EMF Library Equipment & Furniture	3,050	5,575	0	5,575	0
6974 LI EMF Library Funding	0	1,430	0	1,430	0
6976 LI EMF Library General Maintenance	0	5,100	300	4,800	3,200
Total Library EMF Expenditure	68,104	181,119	20,526	160,593	3,200
Total Library Expenditure (Operational & EMF)	121,447	242,722	68,358	174,364	59,209
Total Library Budget Surplus/ (Deficit)	(120,362)	(241,592)	(67,331)	(174,261)	(58,429)

To/From Reserves & Budget Virements

1. New code created to separate Internal Refurbishment costs (6971 LI EMF Saltash Library Property Refurbishment) from Property & Maintenance General Maintenance costs (6976 LI EMF Library General Maintenance).

2. 6974 LI EMF Library Funding includes Income Received from Seed Bed Funding - £500

3. 6904 LI Fire, Security Alarm & CCTV - Library overspent by £100 due to including annual costs of £275 relating to 2026/27. These costs will be adjusted at Year End

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 - Maurice Huggins Budget 2025-26

Saltash Town Council

For the 9 months to December 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
Maurice Huggins Operating Income					
4207 MA Maurice Huggins Room Income	1,230	1,400	975	425	1,400
4208 MA Maurice Huggins Room Refreshments	0	200	0	200	0
Total Maurice Huggins Operating Income	1,230	1,600	975	625	1,400
Maurice Huggins Operating Expenditure					
7000 MA Rates	429	443	429	14	445
7001 MA Water Rates	339	437	220	217	454
7003 MA Electricity	963	2,251	257	1,994	1,200
7004 MA Fire & Security Alarm	235	243	219	24	377
7008 MA Cleaning Materials & Equipment	310	366	330	36	380
7010 MA General Repairs & Maintenance	156	1,656	143	1,513	1,719
7019 MA Refreshment Costs - Maurice Huggins	0	150	0	150	0
7021 MA Annual Keyholding Service	0	0	0	0	184
Total Maurice Huggins Operating Expenditure	2,433	5,546	1,597	3,949	4,759
Total Maurice Huggins Operating Surplus/ (Deficit)	(1,203)	(3,946)	(622)	(3,324)	(3,359)
Maurice Huggins EMF Expenditure					
6472 MA EMF Maurice Huggins Room	0	4,823	0	4,823	0
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	606	0
Total Maurice Huggins EMF Expenditure	0	5,429	0	5,429	0
Total Maurice Huggins Expenditure (Operational & EMF)	2,433	10,975	1,597	9,378	4,759
Total Maurice Huggins Budget Surplus/ (Deficit)	(1,203)	(9,375)	(622)	(8,753)	(3,359)

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 - Service Delivery Budget 2025-26

Saltash Town Council

For the 9 months to December 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
Service Delivery Operating Income					
Grounds & Premises Income					
4500 SE Allotment Rents	5,359	5,000	6,729	(1,729)	3,413
4510 SE Public Footpath Grant	806	1,226	1,226	(0)	426
4512 SE National Grid Wayleave Income	15	0	1	(1)	0
4513 SE Water Rates Income	755	1,113	215	898	262
Total Grounds & Premises Income	6,935	7,339	8,172	(833)	4,101
Town & Waterfront Income					
4520 SE Waterfront Income - Trusted Boat Scheme	2,037	2,000	1,250	750	1,250
4521 SE Waterfront Income - Annual Mooring Fees	8,614	13,364	11,605	1,759	16,880
4522 SE Waterfront Income - Daily Mooring Fees	7,200	750	775	(25)	650
Total Town & Waterfront Income	17,851	16,114	13,630	2,484	18,780
Total Service Delivery Operating Income	24,787	23,453	21,802	1,651	22,881
Service Delivery Operating Expenditure					
Grounds & Premises Expenditure					
6209 SE Oyster Beds	0	1	3	(2)	1
6500 SE Tree Survey and Tree Maintenance	8,262	18,800	3,450	15,350	10,000
6503 SE Allotments - Churchtown	1,324	1,000	0	1,000	500
6532 SE Allotments - Grenfell	0	3,500	120	3,380	500
6533 SE Allotments - Fairmead	0	2,000	145	1,855	750
6506 SE Grounds Maintenance & Watering	10,721	20,450	15,188	5,262	12,000
6508 SE Public Toilets (Operational Costs)	6,533	7,051	5,246	1,805	7,319
6517 SE Cornish Cross (Maintenance)	328	400	219	181	415
6525 SE Public Toilets (Repairs & Maintenance Costs)	1,441	3,043	765	2,278	3,159
6526 SE Tools, Equipment & Materials (Store & All Areas)	4,747	5,318	3,940	1,378	5,520
6529 SE Refuse Disposal	6,181	6,694	4,941	1,753	6,948
6530 SE Allotment Software Subscription	669	462	420	42	508
6531 SE Public Toilet Commercial Cleaning	34,370	38,469	28,447	10,022	42,175
Total Grounds & Premises Expenditure	74,575	107,188	62,885	44,303	89,795
Longstone Expenditure					
7101 LO Water Rates - Longstone	2,345	3,182	2,788	394	2,434
7103 LO Electricity - Longstone	1,580	1,629	742	887	1,691
7104 LO Fire & Security Alarm & CCTV - Longstone	89	1,117	954	163	1,159
7107 LO Rent - Longstone	4,680	4,684	3,510	1,174	4,680
7108 LO Cleaning Materials & Equipment - Longstone	650	363	312	51	377
7110 LO General Repairs & Maintenance - Longstone	1,194	2,500	694	1,806	5,595
7114 LO Equipment - Longstone	0	1,700	1,172	528	500
7121 LO IT & Office Costs - Longstone	616	1,723	1,275	448	1,290
7123 LO Annual Keyholding Service	0	0	0	0	184
6673 ST SE Services Delivery - Clothing	1,374	2,504	1,075	1,429	2,599
6674 ST SE Services Delivery - Mobiles	904	2,060	1,513	547	2,244
6675 ST SE Services Delivery Staff Travelling Expenses	1,874	1,721	744	977	2,160
Total Longstone Expenditure	9,169	23,183	14,778	8,405	24,913
Town & Waterfront Expenditure					
6504 SE Street Furniture (Maintenance)	1,394	2,575	767	1,808	2,673
6505 SE Street Lighting	501	773	112	661	802
6511 SE Tourism & Signage	60	15,000	0	15,000	0
6512 SE Bus Shelters (Maintenance)	0	582	0	582	604
6515 SE Festive Lights Maintenance & Electricity	3,751	8,069	7,131	938	4,016

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
6519 SE Flags & Bunting	2,378	3,043	897	2,146	2,000
6522 SE Pontoon (Maintenance Costs)	2,250	3,090	2,000	1,091	3,207
6524 SE Vehicle Maintenance and Repair Costs	9,332	10,815	5,604	5,211	11,226
6527 SE Salt Bins Refill	0	554	495	59	575
6528 SE Pontoon Accommodation	5,496	6,656	4,684	1,972	1,388
6534 SE Pontoon Broadband	0	322	236	86	299
6535 SE Annual Keyholding Service	0	0	0	0	184
Total Town & Waterfront Expenditure	25,162	51,479	21,925	29,554	26,974
Total Service Delivery Operating Expenditure	108,905	181,850	99,589	82,261	141,682
Total Service Delivery Operating Surplus/ (Deficit)	(84,118)	(158,397)	(77,787)	(80,610)	(118,801)
Service Delivery EMF Expenditure					
Grounds & Premises EMF Expenditure					
6471 SE EMF Heritage Centre	250	35,966	0	35,966	19,400
6571 SE EMF Saltash Recreation Areas	2,014	52,791	0	52,791	25,000
6580 SE EMF Public Toilets (Capital Works)	1,686	26,398	0	26,398	0
6588 SE EMF Victoria Gardens	519	14,481	0	14,481	0
6589 SE EMF Community Tree Planting Initiatives	0	3,145	39	3,106	0
6591 SE EMF Open Spaces & Trees	0	16,212	0	16,212	3,000
6592 SE EMF Pilmere Play Parks	94,955	0	0	0	0
6593 SE EMF Cornish Cross (Maintenance)	0	5,217	0	5,217	0
6595 SE EMF Legal & Professional Fees (Grounds & Premises)	0	6,800	2,711	4,089	1,000
Total Grounds & Premises EMF Expenditure	99,424	161,010	2,750	158,260	48,400
Longstone EMF Expenditure					
7122 SE EMF Legal & Professional Fees (Longstone)	0	0	0	0	1,000
7170 LO EMF Longstone Depot Capital Works	1,212	17,038	0	17,038	0
Total Longstone EMF Expenditure	1,212	17,038	0	17,038	1,000
Town & Waterside EMF Expenditure					
6569 SE EMF Tourism & Signage	0	0	0	0	15,000
6570 SE EMF Notice Boards (Repair & Replace)	550	956	(47)	1,003	0
6572 SE EMF Festive Lights	12,421	50,568	30,068	20,500	12,000
6573 SE EMF Public Art & Maintenance	0	1,443	0	1,443	0
6574 SE EMF Salt Bins	96	2,272	0	2,272	0
6575 SE EMF Street Furniture (New & Replace)	133	1,367	0	1,367	0
6578 SE EMF Equipment and Vehicles (Capital Works)	34,286	68,500	0	68,500	0
6582 SE EMF Town War Memorial	14,540	1,978	0	1,978	15,000
6584 SE EMF Pontoon Maintenance Costs	29,035	118,902	110,942	7,960	2,000
6590 SE EMF Utilities & Rates	0	2,157	0	2,157	0
6598 SE EMF Crime Reduction (CCTV)	0	83,705	46,445	37,260	0
Total Town & Waterside EMF Expenditure	91,061	331,848	187,408	144,440	44,000
Total Service Delivery EMF Expenditure	191,697	509,896	190,158	319,738	93,400
Total Service Delivery Expenditure (Operational & EMF)	300,602	691,746	289,747	401,999	235,082
Total Service Delivery Budget Surplus/ (Deficit)	(275,815)	(668,293)	(267,945)	(400,348)	(212,201)

To/From Reserves & Budget Virements

1. 6598 SE EMF Crime Reduction (CCTV) includes income received from S106 funding for £17,966
2. Virement from General Reserves to 6471 SE EMF Heritage Centre - £20,000 - FTC 113/25/26
3. Virement from General Reserves to 6595 SE EMF Legal and Professional Fees (Grounds & Premises) - £5,000 - FTC 113/25/26
4. Virement from General Reserves to 6506 SE Grounds Maintenance & Watering for Albert Road yellow lines - £5,000 - FTC 337/22/23
5. Virement from 6506 SE Grounds Maintenance & Watering to 6515 SE Festive Lights Maintenance & Electricity - £3,000 - SE 40/25/26
6. Virement from 7121 LO IT Office Costs Longstone to 6534 SE Pontoon Broadband - £50 - SE 53/25/26
7. Virement from 6500 SE Tree Survey and Tree Maintenance to 6515 SE Festive Lights Maintenance and Electricity - £1,200 - SE 84/25/26

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
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1. 6209 SE Oyster Beds

This code is overbudget by £2 due to Actual 2025/26 including £1 for 2023/24 and £1 for 2024/25. These invoices were received late

2. 4500 SE Allotment Rents

This code includes income of £1,632 received for compensation during recent filming and will be used to partially credit allotment holders for invoicing for 2026/27

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 - Isambard House (Station Building) Budget 2025-26

Saltash Town Council

For the 9 Months ended 31 December 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
Isambard House Operating Income					
4301 SA Isambard House - Bookings	8,043	6,500	4,275	2,225	4,925
4302 SA Isambard House - Refreshment Income	130	120	375	(255)	120
4305 SA Isambard House - Event Ticket Sales	0	0	0	0	1,575
Total Isambard House Operating Income	8,173	6,620	4,650	1,970	6,620
Isambard House Operating Expenditure					
6800 SA Rates - Isambard House	3,842	3,958	3,842	116	4,108
6801 SA Water Rates - Isambard House	693	714	(980)	1,694	741
6802 SA Gas - Isambard House	438	3,000	198	2,802	650
6803 SA Electricity - Isambard House	4,817	7,494	2,870	4,624	6,000
6804 SA Fire & Security Alarm - Isambard House	473	967	638	329	1,004
6808 SA Cleaning Materials & Equipment - Isambard House	1,026	1,350	876	474	1,350
6810 SA General Repairs & Maintenance - Isambard House	1,889	2,560	251	2,309	2,000
6813 SA Refreshments Costs - Isambard House	81	500	367	133	519
6814 SA Equipment - Isambard House	426	1,094	58	1,036	1,094
6821 SA IT & Office Costs - Isambard House	0	500	0	500	0
6822 SA Activities & Events	1,886	1,106	494	612	1,575
Total Operating Expenditure	15,571	23,243	8,613	14,630	19,041
Total Isambard House Operating Surplus/ (Deficit)	(7,398)	(16,623)	(3,963)	(12,660)	(12,421)
Isambard House EMF Expenditure					
6473 SA EMF Station Building (Purchase & Capital Works)	31,822	41,566	1,076	40,490	0
6818 SA EMF Professional Costs - Isambard House	105	3,211	0	3,211	0
6870 SA EMF Isambard House Retention Fund	0	18,492	8,625	9,867	0
6871 SA EMF Tresorys Kernow Funding	35	562	562	0	0
6872 SA EMF Entertainment Licenses	0	2,132	632	1,500	0
6873 SA EMF General Repairs & Maintenance	0	0	0	0	2,000
Total Isambard House EMF Expenditure	31,962	65,963	10,894	55,069	2,000
Total Isambard House Expenditure (Operational & EMF)	47,533	89,206	19,507	69,699	21,041
Total Isambard House Budget Surplus/ (Deficit)	(39,360)	(82,586)	(14,858)	(67,728)	(14,421)

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

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	Currently reviewing existing signage and considering opportunities for improved and additional signage Contacted Treledan Developers regarding the installation of a new noticeboard within Treleden. Subject to their approval, they are happy for STC to send across the relevant details.		
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	Continued work with keystakeholders for the delivery of a Saltash leaflet and Town Visitor Guide Banners for events procured Advertisement for Shop Your Town Parishioners and Civic Awards approved by the Town Council		

To receive the Service Delivery Department Departmental Report and consider any actions and associated expenditure.

Report to: Services Committee

Date of Report: 24th January 2026

Officer Writing the Report: Acting Service Delivery Manager

Purpose of the report:

Departmental report to Services Committee.

Officers Recommendations

Members are asked to note the report.

Report Summary

General Weekly Health & Safety

Weekly health and safety checks to all Saltash Town Council sites and land are being carried out by the department and in accordance with health and safety legislation and internal procedures.

Town Council Grass Cutting and Ground Maintenance

The Service Delivery Team are making effective use of the seasonal downtime now that grass growth has slowed down due to the cold and wet winter weather. This has provided valuable time to begin essential preparation work ahead of the fast-paced 2026 grass-cutting season.

The team are currently servicing all handheld grounds-maintenance equipment and small plant machinery to ensure everything is in full working order for the start of the new season. In addition, both the workshop and garage areas at Longstone Depot and Churchtown Cemetery are being thoroughly cleaned, organised, and tidied.

Additionally, when the grass is not as active this time of the year, we are completing the pre-planned maintenance programme which includes hedge cutting and shaping around all Saltash Town Council site to ensure all aspects to our sites are looking the best and presentable all year round. We take pride knowing our sites are safe and presentable for all of Saltash to use and enjoy.

Winter Pathways Clearance Pillmere Estate

The Service Delivery Team are well underway carrying out annual pathway clearance work as needed and to keep the site neat and presentable around the public footpaths and Town Council owned land.

See Appendix A for pathway clearance work recently completed.

Town Bedding Plants and winter planting

The Winter bedding plants have been carefully planted in December 2025 by the Service Delivery team and are looking extremely well and fresh around the Town and memorial peace gardens.

See Appendix B for winter bedding plant pictures.

Saltash Jubilee Green Pontoon

Daily Health & Safety checks continue to be carried out three times a day, seven days a week, by the Service Delivery Department. All visits are being recorded.

Other than in-house maintenance on the access control system and gate, there are no new major issues to bring to your attention. Other than the ongoing matter that remains with the rust and deterioration affecting the box sections beneath the main gantry walkway. Which continues to be monitored and works being scheduled with one of our approved marine engineering companies/contractors.

Saltash Town Council Tree Works Around Town Council Sites

The Acting Service Delivery Manager has reviewed the recent tree survey reports and has begun progressing the urgent as well as several non-urgent remedial actions as per the recommendations.

Recent storms and high winds across Saltash have resulted in several fallen trees around our sites. Fortunately, all incidents on our sites have only involved small to medium sized trees located within low-risk areas. The Service Delivery Department SDGA's have been deployed to these locations to clear up and make the sites safe and accessible. Most works resolve was carried out using chainsaws and chain pole

saws, working in accordance with our risk assessments and established standard operating procedures. A full update on all tree works and related concerns will be reported to the next Services Committee meeting as normal.

Purchase Update - Kubota RTV

Our new RTVX 900 (Multi Terrain Vehicle) is being serviced and additional items being fitted and Saltash Town Council signage being done and I have been informed the vehicle will be getting delivered to us in mid-February 2026.

Town and Waterside Festoon Lighting

Now the Christmas lights have been taken down we have adjusted the times to the festoon lights to come on at 4:30pm and off at 11:30pm and will adjust accordingly as per the changing of clocks going forward into the year. The Service Delivery team will complete any lamp replacements as necessary to ensure the lights look full, bright and well maintained.

Saltash Town Council Public Toilets

Winter opening times are still active and are opened and closed between **8:30am** and **4:30pm** seven days a week.

Longstone Park toilets – **no issues to report.**

Waterside toilets – **no issues to report.**

Alexandra Square toilets - **no issues to report.**

Other than the access control system for the door being serviced in-house recently and the back-up battery replaced due to being old and defective.

Belle Vue toilets – **Urgent works have been recorded**

and the site closed until essential maintenance works have been completed.

Works Involved are as follows:

- Installation of a new WC flush handle ✓
- Re-mounting of the baby changing unit securely to the wall ✓
- Walls and ceiling to be deep cleaned with mould removal chemical and re-painted with a anti mould paint – **(Pending)**
- The installing a new extractor fan to help with air flow to prevent the mould form coming back and remove any bad smells ✓
- Repairs to the external metal gates as some of the bricks have come loose and affecting the safety of the gates and integrity of the building ✓

See Appendix (C1), (C2) & (C3) for pictures of the completed works.

The work is planned to be completed in-house by the Service Delivery team and are still in the process of materials being costed out and the works involved scheduled in.

Longstone Depot Office Maintenance

The Depot has recently been fully redecorated and essential maintenance completed providing a cleaner, brighter, and more professional working environment. New lighting has been installed throughout the building to ensure the office is properly illuminated, supporting best working practices and maintaining high Health & Safety standards.

The staircase has been painted with anti-slip paint, and heavy-duty yellow and black anti-slip treads have also been fitted to provide additional grip and visibility. These improvements significantly reduce the risk of slips, trips, and falls.

At the base of the stairs, the floor has been repaired due to the original concrete cracking and breaking away. A deep-fill self-levelling compound was applied to restore an even surface, and once cured, the area was finished with a protective grey garage-grade floor paint. This not only enhances the appearance but also ensures the floor is sealed and more durable.

See Appendix D for pictures of the completed works.

Churchtown Cemetery Garage/Workshop

The Churchtown Cemetery garage/workshop has been fully re-decorated walls and ceiling painted, and grey garage floor paint applied.

See Appendix E for pictures of the completed works.

Roller Shutter Doors Longstone Depot Garage and Storeroom

The Service Delivery team carried out temporary repairs to the roller shutter door at the Longstone Depot yard after it was blown off during the recent high winds. These interim measures have ensured continued level of both security and access to the site while a full assessment is being undertaken. However, both the roller shutter and the adjoining doors are heavily worn and have shown signs of irreparable deterioration for quite some time, and the safety system is below par and outdated.

The Town Council was previously advised regarding the age and ongoing deterioration of the existing roller shutter and door. In anticipation of their eventual failure, funds have wisely been precepted and set aside for their replacement in the future. However, following this recent incident, replacement will likely be required much sooner than originally anticipated.

Considering the recent failure and the long-standing structural concerns, I recommend that the roller shutter system is upgraded and replaced as soon as practical to ensure continuity of safety, security, and operational reliability.

I am currently in the process of obtaining three competitive quotes for the replacement of the roller shutter system and all associated work. A full report, including costings and recommendations, will be presented at the next Services Committee meeting for Members' consideration in April.

End of report.

Signature of Officer:

Acting Service Delivery Manager

Appendix A to E

Appendix A:

Some winter pathway clearance pictures. SDGA's using our departmental Kerstan mechanical sweeper and hand tools to keep are site weed free and looking clean.



Appendix B:

Pictures of the Service Delivery team installing the winter 2025 town bedding plants. The SDGA carefully laying out and planting for best results once fully established.



Appendix C1,C2 & C3:

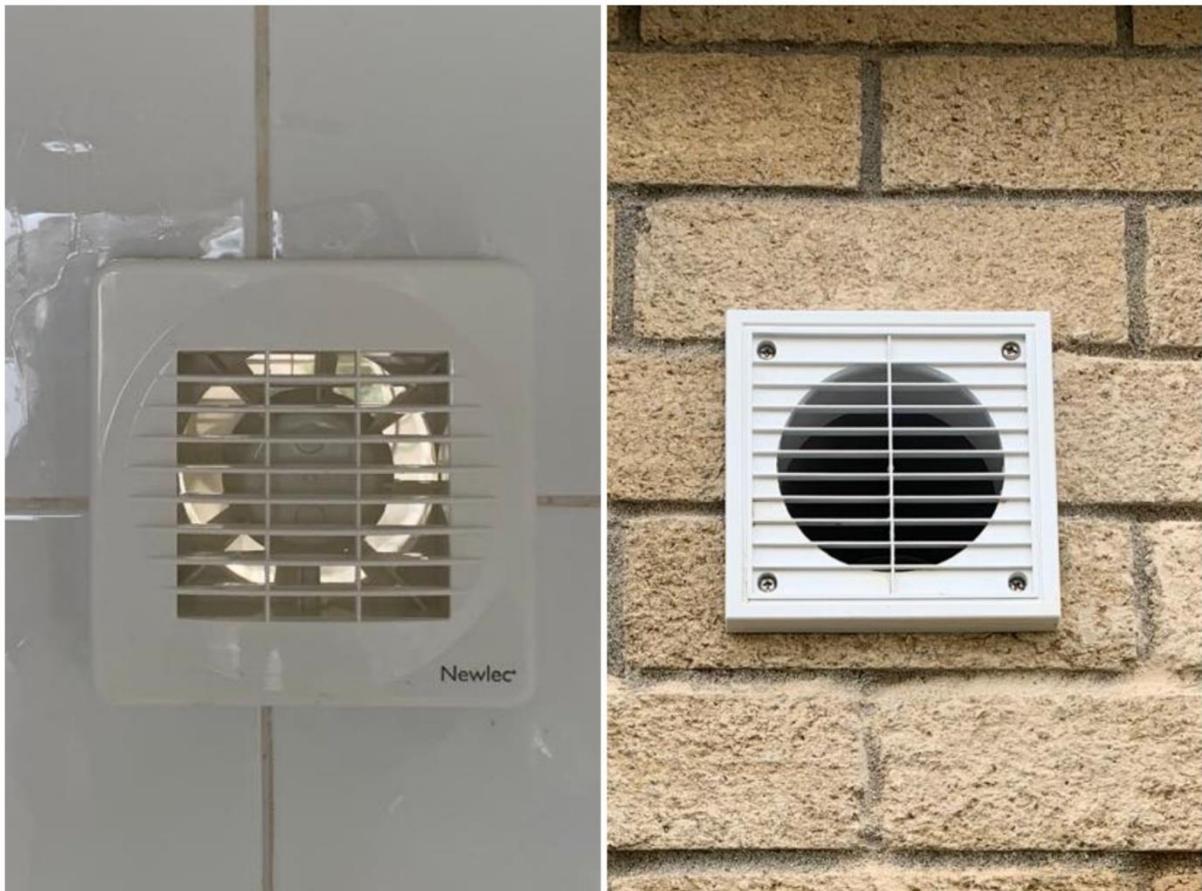
(C1) Picture of SDGA completing some brick work repairs to Belle Vue toilets due to vandalism. The gate was damaged and the wall bracket was forcibly pulled from the brickwork resulting in damage to the surrounding bricks. The wall has now been fully repaired, and once the brickwork has fully settled and cured the metal security gate will be re-installed securely back in place.



(C2) Pictures of the Service Delivery team drilling the wholes for the new extractor fans which are to be installed to help with good hygiene and venterlation to the toilet block. The whole's are being carefully cut using a diamond drill and specialist 110v core drilling equipment.

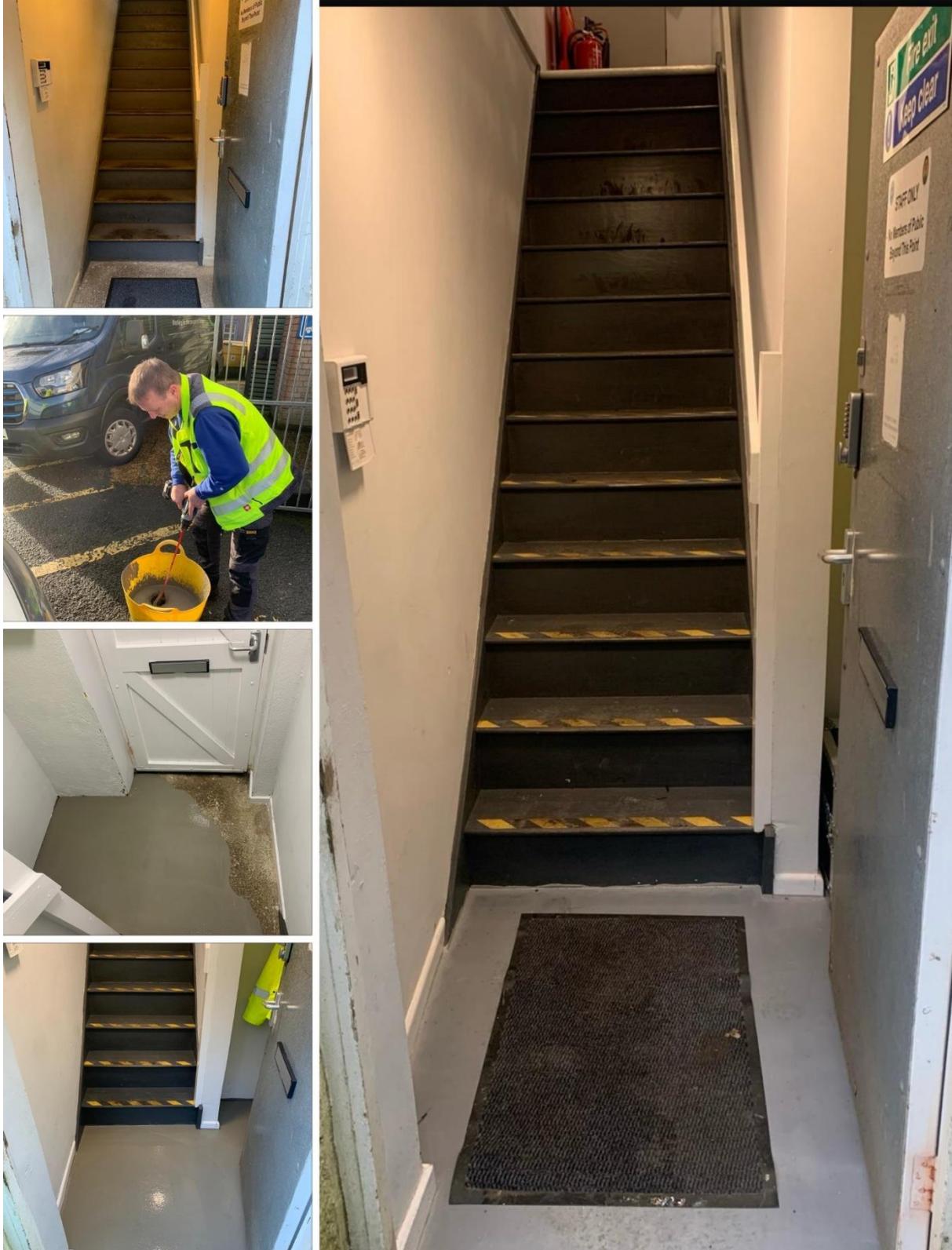


(C3) Pictures of the Service Delivery team drilling the wholes for the new extractor fans which are to be installed to help with good hygiene and venterlation to the toilet block. The whole's are being carefully cut using a diamond drill and specialist 110v core drilling equipment



Appendix D:

Pictures of the self-leveling compound and decorating to the Longstone Depot office entrance and stairwell. The whole top office was also completed to a high standard the SDGA's involed done a fantastic job.



Appendix E:

Pictures of the decorating works at Churchtown Cemetery store and garage are now nearing completion. The SDGA is currently applying the final protective coating to the garage floor to seal the surface and provide a durable, hard-wearing finish for the site.

Preparing the site, ensuring it is tidy, and organising the stores ahead of this year's grounds maintenance programme is the first essential step in achieving high-quality results for the town.



End Of Appendices Pictures and information notes.

Bedding Plants & Hanging Baskets	Month	November (8)					December (9)					January (10)					February (11)					March (12)				
	Week Number	30	31	32	33	34	35	36	37	38	39	39	40	41	42	43	43	44	45	46	47	47	48	49	50	51
Site Name	Description of Works																									
Waterside Hanging Baskets																										
	Summer Hanging Baskets Installation																									
	Irrigation (Watering)																									
	Removal Of Hanging Baskets - End Of Season																									
Fore Street Hanging Baskets																										
	Summer Hanging Baskets Installation																									
	Irrigation (Watering)																									
	Removal Of Hanging Baskets - End Of Season																									
Peace Garden		Note: From Assistant Service Delivery Manager: Need To Prep Before Properly - Dig Over and Weed 2 Weeks Prior to																								
	Winter Bedding Removal and preparation of borders for Summer Bedding																									
	Summer Bedding Plants Installation																									
	Irrigation (Watering)																									
	Dead Head and Weed																									
	Summer Bedding Removal and Preparation of Borders for Winter Bedding				24																					
	Winter Bedding Plants Installation						1						9													
Saltash Station		Note: From Assistant Service Delivery Manager: Need To Prep Before Properly - Dig Over and Weed 2 Weeks Prior to																								
	Winter Bedding Removal and preparation of borders for Summer Bedding																									
	Summer Bedding Plants Installation																									
	Irrigation (Watering)																									
	Dead Head and Weed																									
	Summer Bedding Removal and Preparation of Borders for Winter Bedding				24																					
	Winter Bedding Plants Installation						1						9													
RAB Statue / Brunel Bust (Adjacent to 4 Fore Street)		Note: From Assistant Service Delivery Manager: Need To Prep Before Properly - Dig Over and Weed 2 Weeks Prior to																								
	Winter Bedding Removal and preparation of borders for Summer Bedding																									
	Summer Bedding Plants Installation																									
	Irrigation (Watering)																									
	Dead Head and Weed																									
	Summer Bedding Removal and Preparation of Borders for Winter Bedding				24																					
	Winter Bedding Plants Installation						1						9													
North Road (Bridge Slip Road) 13 x Metal Planters		Note From Assistant Service Delivery Manager: Need To Prep Before Properly - Dig Over and Weed 2 Weeks Prior to																								
	Winter Bedding Removal and preparation of borders for Summer Bedding																									
	Summer Bedding Plants Installation																									
	Irrigation (Watering)																									
	Dead Head and Weed																									
	Summer Bedding Removal and Preparation of Borders for Winter Bedding				24																					
	Winter Bedding Plants Installation						1						9													
Fore Street - 5 x planters plus outside Belvoir Estate Agents		Note From Assistant Service Delivery Manager: Need To Prep Before Properly - Dig Over and Weed 2 Weeks Prior to																								
	Winter Bedding Removal and preparation of borders for Summer Bedding																									
	Summer Bedding Plants Installation																									
	Irrigation (Watering)																									
	Dead Head and Weed																									
	Summer Bedding Removal and Preparation of Borders for Winter Bedding				24																					
	Winter Bedding Plants Installation						1						9													
Fore Street REGAL COURT - 20 x troughs (5 not planted) and brick planter		Note: From Assistant Service Delivery Manager: Need To Prep Before Properly - Dig Over and Weed 2 Weeks Prior to																								
	Winter Bedding Removal and preparation of borders for Summer Bedding																									
	Summer Bedding Plants Installation																									
	Irrigation (Watering)																									
	Dead Head and Weed																									
	Summer Bedding Removal and Preparation of Borders for Winter Bedding				24																					
	Winter Bedding Plants Installation						1						9													
Fore Street KEAST MEWS - 3 x planters		Note: From Assistant Service Delivery Manager: Need To Prep Before Properly - Dig Over and Weed 2 Weeks Prior to																								
	Winter Bedding Removal and preparation of borders for Summer Bedding																									

Buildings External Grounds Pre-Planned Maintenance Program	Month Week Number	November (8)					December (9)					January (10)					February (11)					March (12)					
		30	31	32	33	34	35	36	37	38	39	39	40	41	42	43	43	44	45	46	47	47	48	49	50	51	52
Site Name + Frequency		Description of Works																									
Longstone Depot																											
Weekly	Litter Pick	2	7	14	21	28	2	9	16	23	30	2	9	16	23	30											
4-6 Weekly	Debris Removal		7					9					9														
4-6 Weekly	Weed Removal		7					9					9														
Annually	Moss Removal / Treatment (Chemical Free)																										
Council's Request > Stopped	Herbicide Application (Stopped)																										
Annually	Power Washing Paths																										
6 Monthly	Windows, Doors & Frames Cleaning												15														
As Required	Cold Weather Salt Spreading (Winter Months)																										
Longstone Park Toilets																											
Weekly	Litter Pick	2	7	14	21	28	2	9	16	23	30	2	9	16	23	30											
4-6 Weekly	Debris Removal		7					9					9														
4-6 Weekly	Weed Removal		7					9					9														
Annually	Moss Removal / Treatment (Chemical Free)																										
Council's Request > Stopped	Herbicide Application (Stopped)																										
Annually	Power Washing Paths																										
6 Monthly	Windows, Doors & Frames Cleaning												15														
As Required	Cold Weather Salt Spreading (Winter Months)																										
Maurice Huggins Room																											
Weekly	Litter Pick	2	7	14	21	28	2	9	16	23	30	2	9	16	23	30											
4-6 Weekly	Debris Removal		7					9					9														
4-6 Weekly	Weed Removal		7					9					9														
Annually	Moss Removal / Treatment (Chemical Free)																										
Council's Request > Stopped	Herbicide Application (Stopped)																										
Annually	Power Washing Paths																										
6 Monthly	Windows, Doors & Frames Cleaning												15														
As Required	Cold Weather Salt Spreading (Winter Months)																										
Belle Vue Toilets																											
Weekly	Litter Pick	2	7	14	21	28	2	9	16	23	30	2	9	16	23	30											
4-6 Weekly	Debris Removal		7					9					9														
4-6 Weekly	Weed Removal		7					9					9														
Annually	Moss Removal / Treatment (Chemical Free)																										
Council's Request > Stopped	Herbicide Application (Stopped)																										
Annually	Power Washing Paths																										
6 Monthly	Windows, Doors & Frames Cleaning												15														
As Required	Cold Weather Salt Spreading (Winter Months)																										
Alexandra Square Toilets																											
Weekly	Litter Pick	2	7	14	21	28	2	9	16	23	30	2	9	16	23	30											
4-6 Weekly	Debris Removal		7					9					9														
4-6 Weekly	Weed Removal		7					9					9														
Annually	Moss Removal / Treatment (Chemical Free)																										
Council's Request > Stopped	Herbicide Application (Stopped)																										
Annually	Power Washing Paths																										
6 Monthly	Windows, Doors & Frames Cleaning												15														
As Required	Cold Weather Salt Spreading (Winter Months)																										
Guildhall																											

Fortnightly Grass Cutting (+ Site Waste Collection)	Month	November (8)					December (9)					January (10)					February (11)					March (12)					
	Week Number	30	31	32	33	34	35	36	37	38	39	39	40	41	42	43	43	44	45	46	47	47	48	49	50	51	52
Site Name	Description of Works																										
Grassmere Way Play Area																											
	Litter Pick (Wednesday & Sundays)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓											
	empty bin (Wednesday & Sundays)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓											
	Box mow and Strim		10																								
Honeysuckle Close Play Area																											
	Litter Pick (Wednesday & Sundays)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓											
	empty bin (Wednesday & Sundays)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓											
	Box mow and Strim		10																								
Ashton Way Play Area																											
	Litter Pick (Wednesday & Sundays)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓											
	empty bins (Wednesday & Sundays)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓											
	Box mow and Strim		10																								
Roundabouts & Trematon Pound Sites:																											
Trematon Pound																											
	Litter Pick		10				3					7				4											
	Box mow and Strim		10				3																				
Liskeard Road / Yellow Tor Road Roundabout:																											
	Litter Pick		10				3					7				4											
	Box mow and Strim		10				3																				
A388 Waitrose Roundabout:																											
	Litter Pick		10				3					7				4											
	Box mow and Strim		10				3																				
Callington Road / Pillmere Drive Roundabout:																											
	Litter Pick		10				3					7				4											
	Box mow and Strim		10				3																				
Pillmere - Various Sites:																											
(1) Pillmere Drive (Full Length)																											
	Litter Pick		11				3					7				4											
	Box mow and Strim		11				3																				
(2) Pillmere Drive - by substation																											
	Litter Pick		11				3					7				4											
	Mow and Strim		11				3																				
(3) Pillmere Drive - road calming islands																											
	Litter Pick		11				3					7				4											
	Mow and Strim		11				3																				
(4) Meadow Drive Walk																											
	Litter Pick		11				3					7				4											
	Mow and Strim		11				3																				
(5) Pillmere Green																											
	Litter Pick		11				3					7				4											
	Ride-On Mow		11				3																				
	Pedestrian Mow & Strim		11				3																				
(6) Grassmere Way (behind fence)																											
	Litter Pick		11				3					7				4											
	Pedestrian Mow & Strim		11				3																				
	cut back undergrowth & brambles etc		11				3																				
(7) 10 Grassmere - path entrance																											

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

Enquiry Number	Date	CIlr /Officer Name	Method of enq'y	Brief Details	H&S Priority	PRIORITY LEVEL	Allocated To	Action Confirmed	scheduled Date	SDM Sign Off	Completion Date	Completed
2	30/04/25	Staff	email - Services	Library - holes to fill and painting required to vestibule entrance to smarten the area	NO	LOW	SDGA	On hold till other work carried out				
3	14/05/25	Staff	email - Services	Library - The library door counter installed by SD is not accurate. The existing counter (cornwall council) works however the display of footfall is faint, is it possible to fix the display on the existing counter please?	NO	LOW	ASDM	Will take a look when doing the next property visit.	Aug			
6	08/01/26	Lindsay Mansfield	958898747	Could Michael please visit and meet with Dawn to discuss how we can hide the wires in reception? Requested by Lindsay also on 21/01/2026	NO	LOW	ASDM	Busy at the moment not high priority.	TBC			
10	22/01/26	Lindsay Mansfield	email - Services	The light in the photocopier room is not working. It's an automatic light so might be the sensor?	No	Low	ADSM					
14	28/01/26	Wendy Peters	email - Services	The light in the Guildhall ladies toilet (1st floor) is going off after only a few minutes and we're left in the dark (the main light not the entrance one). Please could the timer be increased. Thank you.	No	Medium	SDGA					
15	28/01/26	Julie Hughes	email - Services	Please could someone come to the Guildhall to put up a picture and a notice in reception	No	High	SDGA					
16	02/02/26	Richard Bickford	email - Services	Isambard House. Some walls need a good wash off as they are showing green mould in places on the northern facing side.	No	Medium	SDGA	Aware, scheduled for summer.				
19	04/02/26	Emma Lowton-Smith	Email Services	The refreshment trolley needs tightening, its quite loose and rocking back and forth.	No	Low	SDGA					
20	09/02/26	Emma Lowton-Smith	Email Services	A resident has called as someone has dumped a shopping trolley in Ashton Way play park, and they have asked for it to be removed. They said it is opposite the swings.	No	Medium	SDGA					
21	09/02/26	Sam Emberson	samemberson@yahoo.co.uk	Collecting Tree Cuttings from 7 Chestnut Close, Pillmere.	Yes	Medium	SDGA	Scheduled for 11/02/2026 - Weather Dependent				
22	11/02/26	Sinead Burrows	email - Services	Painting in reception following the move and water leak	No	High	SDGA					
23	12/02/26	Sinead Burrows	email - Services	Ladies and Gents Flooring - Removing the lacquer as advised by Minster Cleaning	No	High	SDGA					

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
07/09/25	Longstone Toilets	vandalised broken baby changing unit in ladies toilets	08/09/25	DP-1061-25-5022-09	3346721190	
04/02/26	Longstone Toilets	Men's toilets vandalised. Baby changing pulled off wall. Toilet roll holders damaged	06/02/26	DP-410-26-5050-01	50260031446	

To receive Cornwall Council's Local Maintenance Partnership 2026-2027 and consider any actions and associated expenditure.

Report to: Services Committee

Date of Report: 5.2.26

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

Purpose of the report: To receive and consider Cornwall Council's Local Maintenance Partnership for the year 2026/27.

Officer's Recommendations

1. To not 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.

Report Summary

As detailed in the attached **Appendix A**, Cornwall Council has offered £1,667.33 for the 2026/27 cutting programme for Saltash with the acceptance form requiring to be signed and returned by 31 March 2026.

Cornwall Council funds cutting based on Gold, Silver and Bronze PROW classifications, with rates including £152.91 per km per cut for Gold paths and £61.16 per km for Silver paths, with no grant for Bronze paths.

Saltash Town Council agreed to not sign up to the LMP 2025-26 (cutting of vegetation that grows along the surface of Public Rights of Way) due to the lack of resources within the Service Delivery Department.

Further to this, there has been no change in terms of resource within our Service Delivery Department, and the Town Council have taken on other areas of responsibility therefore Saltash Town Council are advised to not partake in the LMP 2026-27 for that reason.

There is an option to sign up to the LMP and outsource the work, however, this still creates an impact to the department – obtaining insurance cert, RAMS, handing over the areas to be maintained followed by inspection of works prior to release of payment.

Signature of Officer:

Office Manager / Assistant to the Town Clerk



Sinead Burrows
Saltash
enquiries@saltash.gov.uk
sinead.burrows@saltash.gov.uk

Your ref:
My ref: LMP 2026
Date: 30th January 2026

Dear Sinead Burrows,

Local Maintenance Partnership Invitation 2026 – 27.

The Local Maintenance Partnership (LMP) is a unique arrangement between Cornwall Council and Town and Parish Councils across the County. Over 160 Councils are currently involved, with grants paid by Cornwall Council for trimming and minor works over the agreed sections of the Public Rights Of Way (PROW) path network, thereby enabling delivery at a more local level.

These existing partnerships are highly valued and we are now looking to build on their success. We are therefore inviting all the remaining Town and Parish Councils to work with us to deliver an efficient and effective service which benefits all parties involved.

Details of the agreement have been included within the application package, however the key responsibilities can be summarised as follows;

Cornwall Council agrees to:

- Provide reimbursement for the work with grant funding calculated in relation to the classification “Gold, Silver, Bronze” of the PROW network.
- Provide technical advice and support to the local council;

The local Council agrees to:

- Appoint a co-ordinator to liaise with the Operational Delivery Area Rangers. This can be the Clerk, a Councillor or any member of the local community;
- Submit claims for the grant with supporting invoices;
- Check and hold copies of contractors' public liability insurance and training certificates.



This funding is specifically for the cutting of vegetation that grows along the surface of Public Rights of Way and is calculated at £152.91 per km, per cut for specific Gold paths, £7.63 per cut for specific isolated gates or stiles and a flat rate of £61.16 per km is offered for the overall length of Silver paths in the parish. Currently there is no specific grant for Bronze paths. A Frequently Asked Questions summary has been included in this offer pack.

Therefore, I am therefore pleased to offer you £1667.33 for the cutting of Public Rights of Way in your parish.

Please find enclosed:

- **Parish Schedule** – schedule of cutting lengths and eligible costs.
- **Contractor summary of cutting** – this details cutting lengths only; please copy as necessary and pass to your contractor asking them to note the dates that they undertake each cut and return it to you with their invoice.
- **Digitised Public Rights of Way Maps** - illustrating the Gold, Silver and Bronze path cutting regimes for the Parish. Please make these available to your contractor to use with their schedule so that they can locate areas that require cutting.
- **Information Sheets** - LMP Frequently Asked Questions, Risk Management Note for the Local Maintenance Partnership and Small Works Contract.
- **Invoice Template** – Please use this template when you are ready to submit your invoice.
- **Acceptance of offer form** – To be signed and returned confirming your acceptance.

What to do next

If you would like to accept this offer, please sign your acceptance form and return it to me before 31st March 2026.

On receipt of your acceptance we will send you a Purchase Order in the new financial year



You will need to invoice us for the funds and you can submit your invoice after each full cut of the respective paths in your parish or submit one after the final cutting is complete. Your invoice must be supported by copies of your contractor invoices and their completed cutting schedule.

If you have any questions about the scheme in general please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jon Mitchell', with a stylized flourish at the end.

Jon Mitchell
Public Space & Forestry Team Leader
Cornwall Council

imp@cornwall.gov.uk

Acceptance Form on following page



Offer of Grant: Local Maintenance Partnership (LMP) / SWCP cutting 2026

Saltash Acceptance

We accept Cornwall Council’s offer dated 30th January 2026 and agree to comply with the conditions of the offer.

We wish to undertake: LMP Cutting SWCP Cutting (Tick as appropriate)

Signed on behalf of Saltash

Name in Capitals:.....

Position:

Signature:.....

Date:.....

Please return this form to;

Scan, or take a photo and email to imp@cornwall.gov.uk

Or alternatively an email stating your decision to the address above.

The Local Maintenance Partnership (LMP) Frequently Asked Questions

1) What is the LMP?

The LMP is a scheme where Cornwall Council provide funding to parish/town councils for the trimming of the surface of public rights of way.

2) What is the benefit to the Parish of being involved in the LMP?

Parish/town councils are in a good position to administer this work as they are based locally and can source good local contractors to carry out the work and monitor cutting requirements should there be unusual growth through the year.

3) What are 'Gold, Silver and Bronze' Paths?

In order to carry out the required maintenance on Cornwall's Rights of Way, the Council devised a system of prioritising works to those paths that are the most well used, linked places of interest and were most accessible to the largest number of people – these are the gold paths. Most of the gold paths in the county were improved under the 'Public Paths Improvement Programme' (PPIP). Silver and bronze paths are of a lower priority.

4) How much grant does the parish or town council get?

The funding is for paths and isolated gates or stiles on gold paths that require cutting either once or twice a year.

All silver paths in the parish receive flat rate funding regardless if cutting is required or not. This is because there has been no major programme of improvement on silver paths (unlike on gold paths). Parishes can decide where the silver funding is used.

Once the cutting regime is agreed the following formula is applied to calculate the funding.

- A. Gold paths - £152.91 per km per cut for length requiring cutting.
- B. Isolated gates and stiles - £7.63 per point per cut.
- C. Silver paths - £61.16 per km for entire silver network within the parish.

5) What if we need to do more cutting though the year?

Weather changes and unexpected circumstances arise. Before undertaking additional cutting, you should contact the Countryside team to review the cutting requirements.

6) How do we go about employing a Contractor to carry out the work?

Using the cutting map and the 'Parish Contractor Copy Schedule' the parish should ask interested contractors to give quotes or tenders stating charges per kilometre for cutting. The quote or tender should also outline how they are going to do the work and when and also how they are going to ensure that their work is carried out safely with minimal risk to both themselves and members of the public. They should also give details of their public liability insurance, employers liability insurance (if they employ other staff) and any relevant qualifications they have for operating machinery such as brush cutters and chainsaws. Some parishes also add other works to the contractor quotation/tender documents in order to get better value for money. This works well, however, this extra work is not then eligible for payment under the LMP scheme and must be funded from elsewhere.

7) Our Parish contractor does not have the correct training, can we still employ them?

All parishes need to satisfy themselves that their contractors are working as safely as possible, so that both they, and members of the public are not going to be put at risk as a result of footpath maintenance.

The most common way of getting that assurance is by ensuring that the contractor has the appropriate training in the use of their tools, the ability to carry out risk assessments, etc. It is difficult for professional, commercial contractors to get work these days without these qualifications and normally contractors incorporate the cost of training into their work rates.

8) When is the best time of year to carry out cutting of our footpaths?

For most parishes, the ideal time for a first cut would be at the beginning of the season during May/June. For many paths this would be sufficient. A second cut may be required later in August if vegetation growth starts to encroach on the path.

Note that vegetation growing from the side and overhanging the path is legally the responsibility of the landowner. However, if the landowner is difficult to locate we can appreciate that the Parish Council will carry this out as part of the LMP – we would like to know if the parish is cutting a lot of side and overhang growth as in effect, the council tax payer is paying for a landowner's responsibility. We would like to explore ways of ensuring landowners carry out their legal responsibility as we would like the LMP budget to be used for what it is meant for – footpath maintenance and cutting, not paying for what landowners should be paying for.

As a guide, footpaths should be trimmed to a width of 1.5 metres and bridleways should be thinned to a width of 2.5 metres and trimmings should be disposed of neatly on site.

9) What if the path to be cut runs through a Site of Special Scientific Interest (SSSI)?

The cutting map highlights where paths run through SSSIs and the contractors cutting list also highlights if any paths run through a SSSI. Cutting could be a Potentially Damaging Operation as it may harm the plants and wildlife that live there.

You or your contractor needs to contact your local Natural England Office or through www.naturalengland.org.uk and they will advise you on how to proceed.

Undertaking works without their authorisation could result in prosecution.

Useful information on Public Rights of Way can be found on Cornwall Council Website

<http://www.cornwall.gov.uk/environment-and-planning/countryside/public-rights-of-way>

Risk Management Note for the Local Maintenance Partnership (SWCP & LMP)

In Cornwall, most Parish and Town Councils undertake maintenance of local paths. This is financially supported by Cornwall Council and administered by Cormac Solutions Ltd under the Local Maintenance Partnerships (to include both SWCP & LMP arrangements). Parishes generally employ contractors to do the work on the ground; contractors must be adequately insured and trained to carry out their work.

The following information provides details of who is responsible for what in terms of determining and implementing risk management:

- Landowner - The landowner is generally responsible for hazards on his land. This includes mine workings, livestock, structures and stiles/gates.
- Contractor – The contractor is responsible for undertaking risk assessments and safe working practices when undertaking maintenance work on Public Paths (or Public Rights of Way). For those contractors employing 5 people or less the risk assessments do not need to be written. However, the client (usually the Parish/Town Council) needs to be satisfied that the contractor has properly undertaken the risk assessment process. Advice may be given by Parish or LMP administrator, but the responsibility for undertaking risk assessment and for site safety of workers and the general public remains with the Contractor.
- Workers – Any workers, for example those who work as or for the contractor, also have responsibility for following safe working practices.
- Parish/Town Council – The Parish/Town Council partner is responsible for known hazard identification, 'proportionate to risk'. For example, when working with new contractors, this entails identifying hazards over and above what might otherwise be expected for path maintenance. These might include paths near cliffs, mine workings or areas where drug needles might be found. A 'desktop assessment' of the parish network is generally sufficient – individual path assessments are not usually necessary. For existing contractors, hazard identification entails identifying any new hazards which might not have been present in previous years. This might include a cliff collapse or a new housing development.

The parish is also responsible for checking the contractors insurance and training certification. Copies of these documents must be kept for audit purposes.

Where hazards are identified as part of routine inspections or reports from members of the public are received, the LMP partner is urged to contact the relevant landowner or pass the issue onto Cormac Solutions Ltd so investigations may take place.

- Cormac Solutions Ltd on behalf of Cornwall Council - can provide safety advice on footpath maintenance. It can also provide support/information on other matters, as needed, relating to PROW management. Officers may, on occasion, selectively audit Parish records of insurance and certification to give confidence that appropriate contractors are being used.
- Health and Safety Executive (HSE) – The HSE provides general information on risk management and as the enforcement authority for health and safety matters in Local Authorities, they may become involved in any investigation in the unlikely event of a serious injury accident or dangerous occurrence taking place. The HSE website is an excellent source of information for safe working practices, see: www.hse.gov.uk

SWCP & Local Maintenance Partnership – Small works contract

This contract is an agreement between the Parish/Town Council, who act as the Highway Authority’s client under the Local Maintenance Partnership, and the contractor. All parties must sign this contract before a contract is formally awarded. Signing denotes that all parties accept and agree to abide by the work conditions contained within.

Contractor Preliminaries

1.	Location of work within the parish	The enclosed maps show the SWCP and/or PROW network within the parish. Those paths with ‘Gold priority’ (as indicated on the map) receive greater priority of maintenance.
2.	Description of work	<p>The work consists of strimming / brushcutting / mowing vegetation from those paths specified in section 1 above. Generally trimmings may be left on site, but where large amounts of vegetation result from works, chipping and/or removal from site may be necessary where on-site disposal is not possible. The costs and arrangements for such circumstances must be agreed prior to works starting. It is vital that the path is left open and easy to use after trimming is carried out and must not be left obstructed.</p> <p>Paths should be maintained consistent with their level of use and legal status (e.g. footpath or bridleway). As a guide:</p> <ul style="list-style-type: none"> • footpaths should be cleared to a width of 1.5m (where possible) and to a height of 2m; • bridleways should be cleared to a width of 2.5m and a height of 3.5m. where the path corridor allows. <p>In some instances, the path will be wider than this. Parish and Town Councils will be able to advise where this is the case.</p> <p>Where observed, effort should be made to cut back encroaching vegetation from the sides of the paths. As a minimum, it should remain sufficiently clear to ensure that a walker wearing shorts can easily avoid being scratched or stung by brambles, nettles etc. As above, bridleways should be cleared to a width of 2.5m to a height of 3.5m where path corridor allows. This will be left to the discretion of the authorising Parish or Town Councils who will be able to advise where this is the case.</p> <p>In managing the South West Coast Path, we aim to ensure that the route is kept clear of vegetation at all times of year. The actual width to be cut will vary from location to location, but as a minimum it should be sufficiently clear to ensure that a walker wearing shorts can easily avoid being scratched or stung by brambles, nettles etc, and during damp conditions walkers don’t get soaked legs from soft vegetation falling across the path.</p> <ul style="list-style-type: none"> • South West Coast Path should be cut to 50cm each side of any worn path, to provide a path at least 1m wide, with surface vegetation cut back to a maximum height of about 5 - 8cm, with vegetation beyond this cut in such a way as to prevent it from falling back onto the path (ie at 45 degrees).
3.	Timing of work	<p>As a general rule, a path needing one trim per year should be cut in June. Those requiring two trims, the first during May or June and the second in August. Any large scale clearance work which involves heavy cutting of woody material should be undertaken during the winter months to avoid disturbance to nesting birds.</p> <p>SWCP Contracts require their first cut to be undertaken by the second May bank holiday. The precise timing of each cut will vary from year to year depending on the weather conditions. However, by the late May bank holiday, all sections requiring 2 or more cuts per year should have received their first cut. The high levels of use on some sections of the coast path should be recognised within these risk assessments.</p>

4.	Public Liability and training certificates	<p>The contractor must have:</p> <ul style="list-style-type: none"> • a minimum of £5million public liability cover. • valid training certificates for the use of powered tools e.g. brush cutter and chainsaw where they are to be used in connection with the path maintenance. <p>These documents must be presented to the client for them to view and take copies before a contract is awarded.</p>
5.	Client	<p>The Parish/Town Council will act as Cornwall Council's client. The client will view and keep copies of the contractor's original public liability documents and training certificates. Cormac Solutions Ltd on behalf of Cornwall Council may ask its Client for copies of these documents at any time.</p>
6.	Payment	<p>The Parish Council will authorise payment on the receipt of invoices and completed contractor cutting schedules following the completion of work. Paths may be inspected by the Client before making payment to ensure that the work has been carried out to a satisfactory standard. Officers of Cormac Solutions Ltd on behalf of Cornwall Council may also randomly check paths at any time to ensure that the work is satisfactory.</p>
7.	Defects Liability Period	<p>The work may be inspected after completion and the contractor will be required to make good at their own expense any defects which may have arisen within 4 weeks due to poor materials or workmanship, or immediately where a Health and Safety risk is evident or to ensure land management can take place.</p>
8.	Site Visit	<p>Before tendering the contractor should examine the requirements of the small works contract, i.e. this document, and visit the sites.</p>
9.	Works estimate	<p>The contractor shall give a quote based on the information contained within this contract and the information provided by the Parish/Town Council. This should be on a price per km basis to allow future additions to the work programme to be costed. Any increase of the price quoted must be agreed in writing with the Client in advance of the work being carried out. The Client may, without invalidating the contract, order an addition or omission from the works. Any additional costs will be based on a priced specification.</p>
10.	Quote to be Inclusive	<p>The contractor is to include in their price, all costs in connection with labour, H & S compliance, plant, materials, tool maintenance, fuel and transport, and all other things necessary for the work to be undertaken.</p>
11.	Agreement of work Programme	<p>Before starting work, the contractor will provide a programme of work to the client's satisfaction.</p>
12.	Responsible person	<p>The contractor shall keep on site at all reasonable times when undertaking work on site, a working foreman or other responsible person to whom the Parish/Town Council can give instructions and who can co-ordinate the work of other operatives and sub contractors.</p>
13.	Safety and Environmental Protection Issues	<p>Before starting work the contractor will consider the Risk Management Note and will:</p> <ul style="list-style-type: none"> • provide and agree method statements illustrating how they will safely go about the work (e.g. erecting safety signs, disposal of trimmings, tools to be used). • agree how they will comply with Health & Safety Regulations, COSHH requirements (e.g. use of petrol, herbicides etc.). • provide public liability insurance documents. • provide certificates of competency (such as chainsaw certificates, operators licences for machinery and, if applicable, application of herbicides). <p>Before starting work the Parish/Town Council will:</p> <ul style="list-style-type: none"> • Provide information concerning any other matter to be brought to the contractor's attention (e.g. archaeological or wildlife issues).
14.	Site Access	<p>The Parish/Town Council will provide the contractor with information concerning access to the sites and landowner details where possible.</p> <p>The contractor will arrange access with the landowners where necessary, e.g. if taking large machinery along a public footpath or bridleway, or when accessing the path across</p>

		private land.
15.	Exceptions to clearance of vegetation	<p>All cut material to be removed from the surface of the path. Cut vegetation must be removed from steep slopes and steps as it can cause a slip hazard. It must also be cleared off the path, when it would make the path difficult or unpleasant to walk over, e.g. bramble, gorse, blackthorn, nettles etc (some walkers wear sandals) and bracken (generally bulky and a slip hazard), then Small amounts of soft vegetation such as grass can be left, as these will quickly rot.</p> <p><u>Japanese knotweed</u> - Knotweed must be left alone. DO NOT CUT IT OR PULL IT UP as this could cause it to spread. Please tie it back if you can. Please report the location of any knotweed (or any other invasive non-native plants) seen to be growing on or immediately adjacent to a path to the client. The client should then inform the Invasive Species team at Cornwall Council of its location by or Tel: 0300 1234 202 or filling in the form here: Report Japanese Knotweed on Council land - Cornwall Council Alternatively, note it on the contractor works schedule next to the relevant path number.</p>
16.	Submission of Contractor Work Schedule with invoice	The contractor shall agree to fill in the contractor work schedule and submit a copy with each invoice.
17.	Termination of agreement	The client reserves the right to terminate any agreement if the work is not carried out and there is no reasonable explanation for not doing so.

(To be completed by the selected contractor when the contract is to be awarded)

I agree to the conditions set out in this contract.

Contractor

Signed: Date:

Print name:

Name and address of company:

.....

.....

Witness signature (representative of the Parish/Town Council)

Date:

Print name:

SWCP and/or LMP Partner

Signed (Clerk): Date:

Print name:

Name of Council and address:

.....

.....

Witness signature (chairperson or representative):

Date:

Print name:

Please complete the cutting date for each path and note any issues relevant to the cutting

2026/2027: Saltash

Contractor Cutting Schedule: Gold Paths Requiring 1 Cut per Year

Parish Number	Status	Path Number	Link Number	SSSI	Length (m)	Date of Cut	Notes
636	Bridleway	8	1	no	310.50		
636	Bridleway	8	1	no	60.09		
636	Bridleway	9	1	no	610.83		
636	Footpath	17	2	no	204.50		
636	Footpath	35	2	no	112.20		
636	Bridleway	39	1	no	141.60		
636	Bridleway	42	1	no	195.73		
Total					1635.47		

Please complete the cutting dates for each path and note any issues relevant to the cutting

2026/2027: Saltash

Contractor Cutting Schedule: Gold Paths Requiring 2 Cuts per Year

Parish Number	Status	Path Number	Link Number	SSSI	Length (m)	Date of 1st Cut	Date of 2nd Cut	Notes
636	Bridleway	8	2	no	46.78			
636	Footpath	10	1	no	185.29			
636	Footpath	11	1	no	99.24			
636	Footpath	11	2	no	139.02			
636	Footpath	14	1	no	103.21			
636	Footpath	25	2	No	31.11			
636	Bridleway	26	1	no	133.31			
636	Footpath	26	2	no	220.66			
636	Bridleway	27	1	no	93.75			
636	Footpath	28	1	no	77.45			
636	Footpath	28	1	no	197.31			
636	Footpath	28	1	no	83.54			
636	Footpath	28	1	no	77.44			
636	Footpath	28	2	no	323.22			
636	Footpath	33	3	no	234.03			
636	Footpath	35	2	no	112.20			
636	Bridleway	39	1	no	141.60			
636	Bridleway	41	1	no	556.02			
636	Footpath	48	1	no	76.08			
636	Footpath	48	1	no	24.98			
636	Footpath	48	2	no	47.12			
Total					3003.38			

Please complete the cutting date for each path and note any issues relevant to the cutting

2026/2027: Saltash

Contractor Cutting Schedule: Isolated Gates or Stiles Requiring 1 Cut per Year

Page 74

Parish Number	Status	Path Number	Link Number	1 Cut or 2	SSSI	Date of 1st Cut	Notes
Total				0			

Please complete the cutting dates for each path and note any issues relevant to the cutting

2026/2027: Saltash

Contractor Cutting Schedule: Isolated Gates or Stiles Requiring 2 Cuts per Year

Parish Number	Status	Path Number	Link Number	1 Cut or 2	SSSI	Date of 1st Cut	Date of 2nd Cut	Notes
636	Footpath	11	1	2	no			
636	Footpath	11	1	2	no			
636	Footpath	11	2	2	no			
636	Footpath	29	1	2	no			
636	Footpath	47	1	2	no			
636	Footpath	47	1	2	no			
Total				12				

The Parish to decide if Silver paths require cutting, if path is cut please complete date and note any issues relevant to the cutting

2026/2027: Saltash

Contractor Cutting Schedule: Silver Paths, to be cut at discretion of Parish

Parish Number	Status	Path Number	Link Number	Length (m)	Date of Cut	Notes
636	Footpath	3	1	416.68		
636	Footpath	4	1	185.02		
636	Footpath	5	1	252.10		
636	Footpath	7	1	740.75		
636	Footpath	7	2	224.57		
636	Footpath	32	1	820.00		
636	Footpath	32	2	358.33		
636	Footpath	36	1	863.19		
636	Footpath	37	1	1130.89		
636	Footpath	38	1	126.17		
636	Footpath	38	2	267.39		
636	Footpath	43	1	423.51		
636	Footpath	44	1	350.04		
636	Footpath	45	1	499.32		
Total				6657.96		

2026/2027: Saltash**Parish Paths Cutting Schedule: Gold Paths Requiring 1 Cut per Year**

Parish Number	Status	Path Number	Link Number	SSSI	Length (m)	Grant Payments	Notes
636	Bridleway	8	1	no	310.50	£47.48	
636	Bridleway	8	1	no	60.09	£9.19	
636	Bridleway	9	1	no	610.83	£93.40	
636	Footpath	17	2	no	204.50	£31.27	
636	Footpath	35	2	no	112.20	£17.16	
636	Bridleway	39	1	no	141.60	£21.65	
636	Bridleway	42	1	no	195.73	£29.93	
Total					1635.47	£250.08	

2026/2027: Saltash**Parish Paths Cutting Schedule: Gold Paths Requiring 2 Cuts per Year**

Page 78

Parish Number	Status	Path Number	Link Number	SSSI	Length (m)	Grant Payments	Notes
636	Bridleway	8	2	no	46.78	£14.31	
636	Footpath	10	1	no	185.29	£56.67	
636	Footpath	11	1	no	99.24	£30.35	
636	Footpath	11	2	no	139.02	£42.51	
636	Footpath	14	1	no	103.21	£31.56	
636	Footpath	25	2	No	31.11	£9.51	
636	Bridleway	26	1	no	133.31	£40.77	
636	Footpath	26	2	no	220.66	£67.48	
636	Bridleway	27	1	no	93.75	£28.67	
636	Footpath	28	1	no	77.45	£23.69	
636	Footpath	28	1	no	197.31	£60.34	
636	Footpath	28	1	no	83.54	£25.55	
636	Footpath	28	1	no	77.44	£23.68	
636	Footpath	28	2	no	323.22	£98.85	
636	Footpath	33	3	no	234.03	£71.57	
636	Footpath	35	2	no	112.20	£34.31	
636	Bridleway	39	1	no	141.60	£43.31	
636	Bridleway	41	1	no	556.02	£170.04	
636	Footpath	48	1	no	76.08	£23.27	
636	Footpath	48	1	no	24.98	£7.64	
636	Footpath	48	2	no	47.12	£14.41	
Total					3,003.38	£918.49	

2026/2027: Saltash

Parish Paths Cutting Schedule: Isolated Gates or Stiles Requiring 1 Cut per Year

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Parish Number	Status	Path Number	Link Number	1 Cut or 2	SSSI	Grant Payment	Notes
Total				0		£0.00	

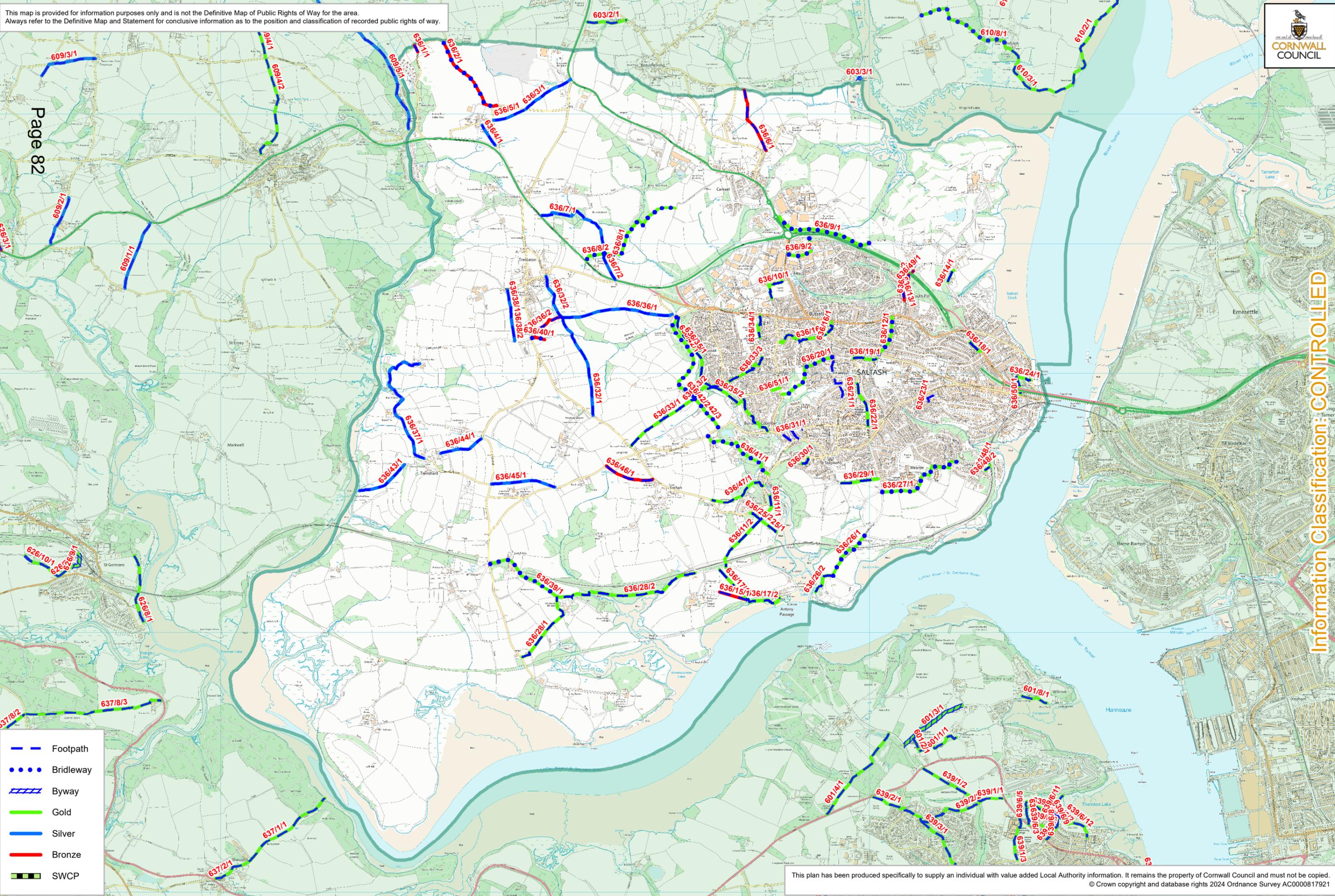
2026/2027: Saltash**Parish Paths Cutting Schedule: Isolated Gates or Stiles Requiring 2 Cuts per Year**

Parish Number	Status	Path Number	Link Number	1 Cut or 2	SSSI	Grant Payment	Notes
636	Footpath	11	1	2	no	£15.26	
636	Footpath	11	1	2	no	£15.26	
636	Footpath	11	2	2	no	£15.26	
636	Footpath	29	1	2	no	£15.26	
636	Footpath	47	1	2	no	£15.26	
636	Footpath	47	1	2	no	£15.26	
Total				12		£91.56	

2026/2027: Saltash**Silver Paths: Parish to decide on cutting requirement**

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Parish Number	Status	Path Number	Link Number	Length (m)	Grant Payments	Notes
636	Footpath	3	1	416.68		
636	Footpath	4	1	185.02		
636	Footpath	5	1	252.10		
636	Footpath	7	1	740.75		
636	Footpath	7	2	224.57		
636	Footpath	32	1	820.00		
636	Footpath	32	2	358.33		
636	Footpath	36	1	863.19		
636	Footpath	37	1	1130.89		
636	Footpath	38	1	126.17		
636	Footpath	38	2	267.39		
636	Footpath	43	1	423.51		
636	Footpath	44	1	350.04		
636	Footpath	45	1	499.32		
Total				6657.96	£407.20	



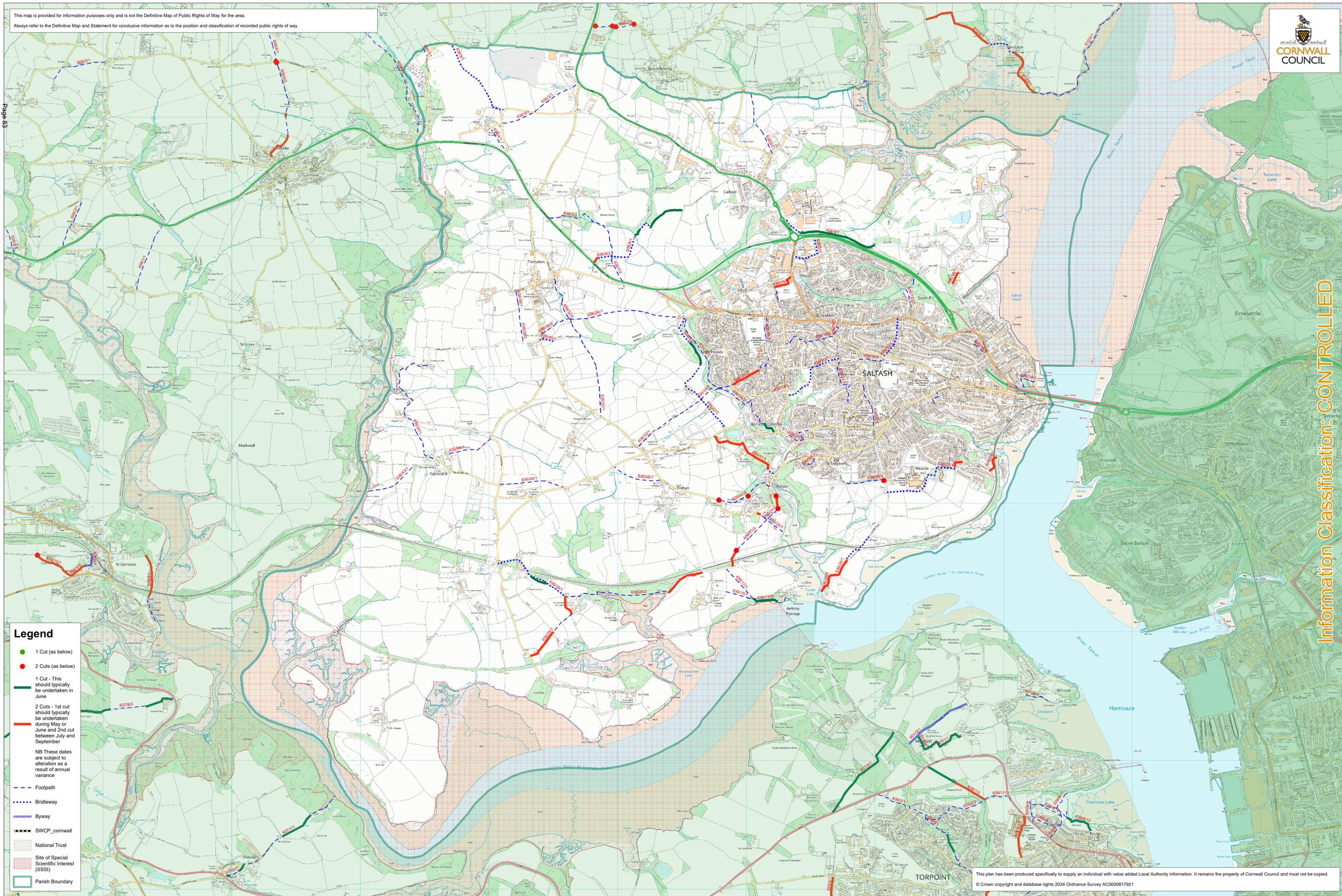
-  Footpath
-  Bridleway
-  Byway
-  Gold
-  Silver
-  Bronze
-  SWCP

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This map is provided for information purposes only and is not the Definitive Map of Public Rights of Way for the area.
Always refer to the Definitive Map and Statement for conclusive information as to the position and classification of recorded public rights of way.



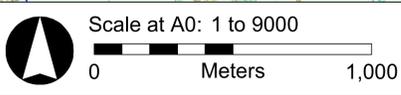
Page 83



Legend

- 1 Cut (as below)
- 2 Cuts (as below)
- 1 Cut - This should typically be undertaken in June
- 2 Cuts - 1st cut should typically be undertaken during May or June and 2nd cut between July and September
- NB These dates are subject to alteration as a result of annual variance
- - - Footpath
- · · · · Bridleway
- = = = Byway
- SWCP_cornwall
- National Trust
- Site of Special Scientific Interest (SSSI)
- Parish Boundary

Information Classification: CONTROLLED



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The Parish of Saltash

INVOICE

YOUR PARISH NAME HERE

PARISH CONTACT ADDRESS HERE

DATE:

INVOICE: UNIQUE No

Bill To:

PO No HERE

imp@cornwall.gov.uk
 Environment Service
 Neighbourhoods Directorate
 Cornwall Council, Level 4A
 Pydar House
 Pydar Street
 Truro
 TR1 1XU

DESCRIPTION	AMOUNT
Local Maintenance Partnership 2026 – 2027 INVOICE	£
Plus VAT or Not VAT registered PLEASE DELETE AS APPROPRIATE	£
TOTAL	£

Make all cheques payable to - Add YOUR PARISH AND / OR NAME HERE
If you have any questions concerning this invoice contact – YOUR NAME/ EMAIL/ PHONE

Vat registration number **PLEASE DELETE IF NOT REGISTERED**

The boxes marked below show the information we require:

- Purchase Order Number
- Unique invoice/reference number
- Date
- Your company/parish council/town council name and address
- The company name and address that you are invoicing
- Description of the goods or services
- Total amount excluding VAT
- Total amount of VAT (if applicable)
- Rate of VAT charged per item - if an item is exempt or zero-rated make clear no VAT on these items
- Total amount including VAT

This is in line with HMRC Invoice guidelines, please click on the link below to be direct to the page.

<https://www.gov.uk/invoicing-and-taking-payment-from-customers/invoices-what-they-must-include>

Cornwall Council operates a 'No PO, No Pay' policy. Any Invoice received without a valid Purchase Order Number will be returned which may result in delayed payment.

To receive a report on the Great Western Railway Customer & Community Improvement Fund and consider any actions or associated expenditure

Report to: Services Committee

Date of Report: 02/02/2026

Officer Writing the Report: Development and Engagement Manager

Purpose of the report: To provide members with an update on the funding application to the Great Western Railway Customer & Community Improvement Fund for 2026/27. The Station Property Sub-Committee were informed of the submission, and this report provides an update to the Services Committee.

Officer's Recommendations

Members are asked to consider the following:

- 1) To note the submission of the funding application made by the DEM for the Great Western Railway Customer & Community Improvement Fund for 2026/27;
- 2) To approve the allocation of match funding for this project, should the funding application be successful, to be met from 6473 SA EMF Station Building (Purchase & Capital Works). Please refer to the budget section of this report for further details.

Report Summary

In line with the agreed fundraising strategy, and following discussion with the Town Clerk, the DEM has submitted a funding application to the Great Western Railway Customer & Community Improvement Fund 2026/27.

The application relates to an all-in-one project to improve access and the overall environment at Saltash Station, specifically outside Isambard House. The project focuses on enhancing the station through integrated improvements including seating, secure cycle parking, improved wayfinding, planting, and measures to prevent pavement parking, creating a safer, more welcoming space.

How Does This Meet the Business Plan?

This project directly supports the Council's strategic priorities by improving travel and transport through safer, more accessible walking and cycling routes and better integration with public transport services.

Enhancements to accessibility, seating, and wayfinding contribute to health and wellbeing by creating a more inclusive and welcoming environment for residents and visitors of all ages and abilities.

In addition, the promotion of sustainable travel helps address the climate emergency by reducing reliance on private vehicles and supporting lower-carbon transport choices.

Budget Overview

Three suppliers were approached for costs, with only one responding with estimations. The total project cost is currently estimated at between £10,000 and £15,000, subject to change as designs and quotations are developed.

An application has been made for £10,000 from the GWR Customer & Community Improvement Fund, and members are asked to consider allocating up to £5,000 to provide match funding and absorb any remaining costs, as well as to consider future maintenance requirements.

Rough Cost Estimates

Cost Item	Estimated Cost (£)
Design & Specification	1,200
Fabrication & Materials	6,800
Plants, Soil & Landscaping Elements	1,100
Painting, Finishing & Detailing	900
Transport & Delivery	750
Installation & Site Works	1,200
Project Management & Contingency	550
Total (Estimated)	12,500

Budget Code: 6473 SA EMF Station Building (Purchase & Capital Works)

Budget Available: £40,490

Committed Costs: £4,200 (property maintenance planned budget)

Budget left: £36,290

Signature of Officer:

Development and Engagement Manager

To receive a report on Longstone Depot lease and consider any actions and associated expenditure

Report to: Services Committee

Date of Report: 11.02.26

Officer Writing the Report: Town Clerk / RFO

Purpose of the Report:

To inform the Town Council that the current lease for Longstone Depot is nearing its expiry date (29 March 2026) and to present options for the Town Council's consideration regarding future arrangements.

Officer's Recommendations:

Members are invited to seek clarification from the Town Clerk on any aspect of this report and to participate fully in discussions regarding the future use of Longstone Depot.

It is recommended that a small Working Group be appointed to work alongside the Town Clerk to develop a clear vision for the department, both for the immediate future and the longer term.

To delegate authority to the Town Clerk to prepare a detailed report capturing the Working Group's findings and recommendations, to be presented to the April meeting of the Services Committee.

Report Summary

The existing lease for Longstone Depot is due to expire on **29 March 2026**. The full lease document is provided in **Appendix A** for Members' reference.

Cornwall Council has put forward proposed terms for a renewed lease of the depot. These are set out in **Appendix B**.

The Town Clerk has undertaken a review of both the current lease and the proposed renewal terms and has submitted a series of queries (in no particular order) to Cornwall Council for clarification. These questions are summarised below:

1. Potential devolution:

I'd be grateful if you could clarify what implications, if any, signing the lease renewal might have should the Town Council wish to explore the devolution route in the future, subject of course to Cornwall Council's approval?

I would suggest progressing with the lease renewal. Having discussed this with Nicola Willocks, I can advise that if the devolution package Saltash TC have recently mentioned for a number of assets in the Longstone area becomes an option, this will be considered on its merits. And if it's one to be progressed it would then be included in the countywide devolution programme and would be taken forward when there is capacity.

Also, as you are aware there are already a number of other assets/priorities in the town linked to devolution and they would take precedence over this new request.

2. Rent:

I notice that the annual rent has increased from £4,500 (£375 per month) to £6,750 (£562.50 per month), which is a rise of £187.50 per month. This increase was queried during Saltash Town Council's precept setting, but we didn't receive a response at the time, so no adjustment was made. I'd really appreciate the opportunity to work with you to understand the basis of the increase and explore whether there is scope to reduce it.

I understand that in October 2023 it was agreed that the rent would continue at the current level of £4,500 pa until 29 March 2026, at which point the lease renewal was to be considered. The rent has not been increased from £4,500 pa since the start of the lease in March 2018 almost 8 years ago. We have considered comparable lettings evidence in the area and consider £6,750 pa to be reflective of the current market rent.

3. Insurance:

The previous lease included Saltash Town Council using Cornwall Council's insurance at a cost. The new terms request that the Town Council obtains its own insurance. That's absolutely fine, but is this intentional and the correct approach going forward.

I understand that this request for Saltash Town Council to take on the insurance payment direct had recently been made via Wendy Peters, as it is already covered within the Town Council's insurance policy.

4. Lease duration:

The proposed lease term increases significantly from 8 years to 24 years. Could you please provide some background on the rationale for this change?

The main reason for the change to a longer lease is to avoid the time and cost involved with multiple lease renewals. We have proposed a longer lease but with a flexible break option, so that while the lease could be terminated if required, there would be no need to renew the lease if both parties are happy to continue.

5. Break Clause:

The proposed terms appear to offer Saltash Town Council very limited security when it comes to investing in the building or ensuring the Town Council will not suddenly find itself without a base. The depot is essential, as it houses the Service Delivery team and plays a vital operational role for the town. I'd really appreciate the opportunity to work with you to explore a more balanced break clause that provides sufficient security for the tenant while still supporting the landlord's needs.

The reason for the proposed rolling break is in conjunction with point 3. (below) regarding the longer lease term. If you could let me know what timescales for a lease break option you might be looking for, I can discuss this with Phil and see if we can accommodate this.

6. Property Boundary / Additional Space:

Is there any possibility of extending the leased area to include the full car park, the adjoining green space leading to Callington Road and Longstone Park toilets? Saltash Town Council is currently reviewing the location of the welfare cabin situated at Jubilee Car Park, with a view to potentially relocating it beside the depot. Would Cornwall Council be open to supporting this, and could such an arrangement be included within the new lease?

I will need to discuss this with Phil Jones, Principal Surveyor

7. Lease Expiry / Timescales:

I appreciate Phil confirming that Cornwall Council does not expect Saltash Town Council to vacate the depot at the end of the current lease, thank you. However, based on previous experience, I will be recommending to the Committee tomorrow evening that we form a small working group (including myself) so that I can establish the Town Council's vision for the depot now and into the future. A report would then be prepared for Cornwall Council's consideration. With that in mind, could you please advise how long Cornwall Council would be willing to allow the existing lease to roll on, or whether that option is not available?

I will need to discuss this with Phil Jones, Principal Surveyor

Budgets

Budget Codes: 7107 Rent - Longstone

Budget Availability: £1,174 – 2025-26

Budget Availability: £4,680 – 2026-27

Committed Spend: annual rent £4,500, annual insurance £180
(rent has been £375 per month / £4,500 per year since April 2021)

Signature of Officer:

Town Clerk / RFO

DATED

29th March

2018

LEASE

RELATING TO

GARAGE AND STORE, LONGSTONE PARK, GLEBE AVENUE, SALTASH PL12 6DN

BETWEEN

THE CORNWALL COUNCIL

AND

SALTASH TOWN COUNCIL

THIS LEASE is dated

29th March

2018

PARTIES

- (1) The Cornwall Council of New County Hall, Treyew Road, Truro TR1 3AY (**Landlord**).
- (2) Saltash Town Council, The Guildhall, Lower Fore Street, Saltash PL12 6JX (**Tenant**).

AGREED TERMS

1. INTERPRETATION

The following definitions and rules of interpretation apply in this lease.

1.1 Definitions:

Annual Rent: rent at an initial rate of £4,500 per annum and then as revised pursuant to clause 8.

Base RPI Month: March 2018.

Base Rent: £4,500.

Contractual Term: a term of six years beginning on, and including [29th March] 2018 and ending on, and including [28th March] 2024.

CDM Regulations: the Construction (Design and Management) Regulations 2015.

Default Interest Rate: 4 % per annum above the Interest Rate.

Insurance Rent: a fair and reasonable proportion of the cost of the Landlord insuring the Property which for the first year of the lease is estimated at £120 per annum.

Insured Risks: fire, explosion, lightning, earthquake, storm, flood, bursting and overflowing of water tanks, apparatus and pipes, impact by aircraft and articles dropped from them, impact by vehicles, riot, civil commotion and any other risks against which the Landlord decides to insure against from time to time and Insured Risk means any one of the Insured Risks.

Interest Rate: the base rate from time to time of National Westminster Bank plc, or if that base rate stops being used or published then a comparable commercial rate reasonably determined by the Landlord.

Landlord's Neighbouring Property: each and every part of the adjoining and neighbouring property in which the Landlord has an interest known as Longstone Park and Longstone Park Car Park, Glebe Avenue, Saltash registered at HM Land Registry with title number CL227136.

LTA 1954: Landlord and Tenant Act 1954.

Permitted Use: Storage of machinery in connection with maintenance works undertaken by Saltash Town Council and any other use approved by the Landlord in writing (such approval not to be unreasonably withheld) within B1, B2 and B8 of the Town and Country Planning (Use Classes) Order 1987 as at the date this lease is granted.

Property: the land and buildings known The Garage and Store, Longstone Park, Glebe Avenue, Saltash PL12 6DN shown edged red on the attached plan including and bounded by:

- (a) the floor screed;
- (b) interior finishes to external walls;
- (c) the internal and external doors and their furniture, fittings and frames;
- (d) the internal and external windows and their furniture, fittings and frames;
- (e) the foundations;
- (f) the roof and roof joists;
- (g) the external walls; and
- (h) Service Media to the extent that they are within and exclusively serve the Property.

Rent Commencement Date: shall be either:

[*29th March*] 2021 in the event that the Tenant has completed the Agreed Works to the satisfaction of the Landlord in accordance with clause 10.2(c) and clause 10.6; or

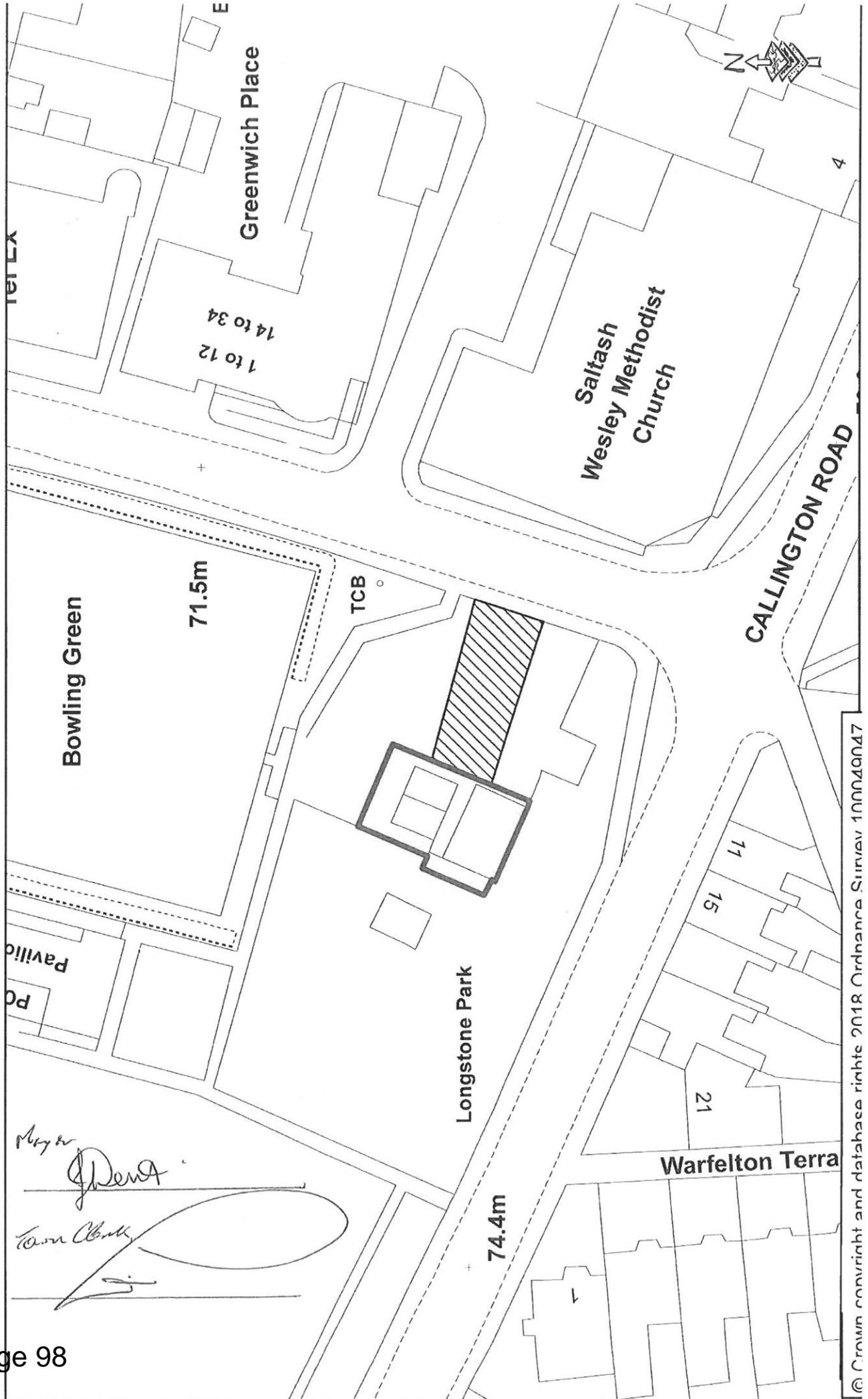
[*29th March*] 2018 in the event that the Agreed Works have not been completed to the Landlord's satisfaction in accordance with clause 10.6.

Rent Payment Dates: 6th day of each calendar month or such other date as the Landlord may notify the Tenant from time to time in writing on no less than 4 weeks notice.

Reservations: all of the rights excepted, reserved and granted to the Landlord by this lease.

Review Date: the third anniversary of the start of the term.

Service Media: all media for the supply or removal of heat, electricity, gas, water, sewage, energy, telecommunications, data and all other services and utilities and all structures, machinery and equipment ancillary to those media.



Approved
[Signature]
Town Clerk

Third Party Rights: all rights, covenants and restrictions affecting the Property including the matters referred to at the date of this lease in the property register and the charges register of CL227136.

VAT: value added tax chargeable under the VATA 1994 and any similar replacement tax and any similar additional tax.

VATA 1994: Value Added Tax Act 1994.

- 1.2 A reference to this **lease**, except a reference to the date of this lease or to the grant of the lease, is a reference to this deed and any deed, licence, consent, approval or other instrument supplemental to it.
- 1.3 A reference to the **Landlord** includes a reference to the person entitled to the immediate reversion to this lease. A reference to the **Tenant** includes a reference to its successors in title and assigns.
- 1.4 In relation to any payment, a reference to a **fair proportion** is to a fair proportion of the total amount payable, determined conclusively (except as to questions of law) by the Landlord.
- 1.5 The expressions **landlord covenant** and **tenant covenant** each has the meaning given to it by the Landlord and Tenant (Covenants) Act 1995.
- 1.6 Unless the context otherwise requires, a reference to the **Property** is to the whole and any part of it.
- 1.7 A reference to the **term** is to the Contractual Term.
- 1.8 A reference to the **end of the term** is to the end of the term however it ends.
- 1.9 References to the **consent** of the Landlord are to the consent of the Landlord given in accordance with clause 34.5 and references to the **approval** of the Landlord are to the approval of the Landlord given in accordance with clause 34.6.
- 1.10 A **working day** is any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.
- 1.11 A reference to laws in general is a reference to all local, national and directly applicable supra-national laws as amended, extended or re-enacted from time to time and shall include all subordinate laws made from time to time under them and all orders, notices, codes of practice and guidance made under them.
- 1.12 Unless otherwise specified, a reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time and shall include all subordinate legislation made from time to time under that statute or statutory provision and all orders, notices, codes of practice and guidance made under it.
- 1.13 Any obligation on the Tenant not to do something includes an obligation not to allow that thing to be done and an obligation to use best endeavours to prevent that thing being done by another person.

- 1.14 Unless the context otherwise requires, any words following the terms **including, include, in particular, for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
- 1.15 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.16 A reference to **writing** or **written** does not include fax or email.
- 1.17 Unless the context otherwise requires, references to clauses are to the clauses.
- 1.18 Clause headings shall not affect the interpretation of this lease.
- 1.19 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.20 Unless the context otherwise requires, words in the singular shall include the plural and in the plural include the singular.
- 1.21 The Cornwall Council enters into this lease solely in its capacity as a landowner in respect of the Property and not in any other capacity. Nothing in this lease shall restrict The Cornwall Council's powers or rights as a local authority, local planning authority or statutory body to perform any of its statutory functions.

2. GRANT

- 2.1 The Landlord with limited title guarantee lets the Property to the Tenant for the Contractual Term.
- 2.2 The grant is made together with the ancillary rights set out in clause 4, excepting and reserving to the Landlord the rights set out in clause 5, and subject to the Third Party Rights.
- 2.3 The grant is made with the Tenant paying the following as rent to the Landlord:
 - (a) the Annual Rent and all VAT in respect of it;
 - (b) the Insurance Rent;
 - (c) all interest payable under this lease; and
 - (d) all other sums due under this lease.

3. BREAK CLAUSE

3.1 This lease may be determined:

- a) by the Tenant at any time after the third anniversary of the start of the term on the provision of at least six calendar months' notice in writing to the Landlord provided that any notice served will be of no effect if on the expiry of the notice;
 - (i) the Tenant has not paid any or part of the Annual Rent, the Insurance Rent or any other payments due under this lease;
 - (ii) the Tenant remains in occupation of or has left any belongings or items at the Property, or
 - (iii) the Tenant has not materially complied with the Tenant covenants relating to repair, decoration and cleaning of the Property;
- (b) by the Landlord at any time after the third anniversary of the start of the term on the provision of at least six calendar months notice in writing to the Tenant.

4. ANCILLARY RIGHTS

4.1 The Landlord grants to the Tenant the following rights:

- (a) the right to pass and repass with or without vehicles at all times and for all purposes connected with the use and enjoyment of the Property within the area hatched black on the attached plan; and
- (b) the right to use and connect into any service media on the Landlord's Neighbouring Property that belong to the Landlord and serve (but do not form part of) the Property.

4.2 Except as mentioned in clause 4.1, neither the grant of this lease nor anything in it confers any right over neighbouring property nor is to be taken to show that the Tenant may have any right over neighbouring property, and section 62 of the LPA 1925 does not apply to this lease.

4.3 In relation to the rights granted in clause 4.1(a) the Landlord may from time to time designate within the Landlord's Neighbouring Property the area which the Tenant may exercise that right.

5. RIGHTS EXCEPTED AND RESERVED

5.1 The following rights are excepted and reserved from this lease to the Landlord for the benefit of the Landlord's Neighbouring Property:

- (a) rights of light, air, support and protection to the extent those rights are capable of being enjoyed at any time during the term;
- (b) the right to use and to connect into Service Media at the Property which are in existence at the date of this lease or which are installed or constructed during the period of the Contractual Term and which serve the Landlord's Neighbouring Property;
- (c) at any time during the term, the full and free right to develop the Landlord's Neighbouring Property as the Landlord may think fit;
- (d) the right to erect scaffolding at the Property and attach it to any building or structure on the Property in connection with any of the Reservations;
- (e) the right to build on or into any boundary wall of the Property in connection with any of the Reservations;
- (f) the right to re-route any Service Media at or serving the Property or re-route any means of access to or egress from the Property; and

notwithstanding that the exercise of any of the Reservations or the works carried out pursuant to them result in a reduction in the flow of light or air to the Property or loss of amenity for the Property provided that they do not materially affect the use and enjoyment of the Property for the Permitted Use.

5.2 The Landlord reserves the right to enter the Property:

- (a) to repair, maintain or replace any Service Media or structure relating to any of the Reservations; and
- (b) for any other purpose mentioned in or connected with:
 - (i) this lease;
 - (ii) the Reservations; and
 - (iii) the Landlord's interest in the Property.

5.3 The Reservations may be exercised by the Landlord and by anyone else who is or becomes entitled to exercise them, and by anyone authorised by the Landlord.

5.4 The Tenant shall allow all those entitled to exercise any right to enter the Property, to do so with their workers, contractors, agents and professional advisors, and to enter the Property at any reasonable time (whether or not during usual business hours) and, except in the case of an emergency, after having given reasonable notice (which need not be in writing) to the Tenant.

5.5 No party exercising any of the Reservations, nor its workers, contractors, agents and professional advisors, shall be liable to the Tenant or to any undertenant or other occupier of or person at the Property for any loss, damage, injury, nuisance or inconvenience

arising by reason of its exercising any of those Reservations except for:

- (a) physical damage to the Property; or
- (b) any loss, damage, injury, nuisance or inconvenience in relation to which the law prevents the Landlord from excluding liability.

6. THIRD PARTY RIGHTS

- 6.1 The Tenant shall comply with all obligations on the Landlord relating to the Third Party Rights (insofar as those obligations relate to the Property) and shall not do anything (even if otherwise permitted by this lease) that may interfere with any Third Party Right.
- 6.2 The Tenant shall allow the Landlord and any other person authorised by the terms of the Third Party Right to enter the Property in accordance with its terms.

7. THE ANNUAL RENT

- 7.1 The Tenant shall pay the Annual Rent and the Insurance Rent and any VAT in respect of it by 12 equal instalments in advance on or before the Rent Payment Dates. The payments shall be made by banker's standing order or by any other method that the Landlord requires at any time by giving notice to the Tenant.
- 7.2 The first instalment of the Annual Rent and any VAT in respect of it shall be made on the Rent Commencement Date and shall be the proportion, calculated on a daily basis, in respect of the period beginning on the Rent Commencement Date until the day before the next Rent Payment Date.

8. REVIEW OF THE ANNUAL RENT

- 8.1 The amount of Annual Rent shall be reviewed on the Review Date to the greater of:
 - (a) the Annual Rent payable immediately before the relevant Review Date (or which would then be payable but for any abatement or suspension of the Annual Rent or restriction on the right to collect it); or
 - (b) the indexed rent determined pursuant to clause 8.2.
- 8.2 The indexed rent shall be determined at the Review Date by multiplying the Base Rent by the All Items index value of the RPI for the month two months before the month in which the Review Date falls, then dividing the product by the All Items index value of the RPI for the Base RPI Month.
- 8.3 The Landlord shall calculate the indexed rent and shall give the Tenant written notice of the indexed rent.
- 8.4 If the revised Annual Rent has not been calculated by the Landlord and notified to the Tenant on or before the Review Date, the Annual

Rent payable from the Review Date shall continue at the rate payable immediately before the Review Date until the revised Annual Rent has been calculated by the Landlord and notified to the Tenant. Within 5 working days of being notified of the revised Annual Rent the Tenant shall pay:

- (a) the shortfall (if any) between the amount that it has paid for the period from the Review Date until the Rent Payment Date following the date of notification of the revised Annual Rent and the amount that would have been payable had the revised Annual Rent been notified on or before that Review Date; and
- (b) interest at the Interest Rate on that shortfall calculated on a daily basis by reference to the Rent Payment Dates on which parts of the shortfall would have been payable if the revised Annual Rent had been notified on or before that Review Date and the date payment is received by the Landlord.

8.5 Time shall not be of the essence for the purposes of this clause.

9. INSURANCE

9.1 Subject to clause 9.2, the Landlord shall keep the Property other than any plate glass insured against loss or damage by the Insured Risks for the sum which the Landlord considers to be the full reinstatement cost (taking inflation and building costs into account). The Landlord shall not be obliged to insure any part of the Property installed by the Tenant.

9.2 The obligation of the Landlord to insure is subject to:

- (a) any exclusions, limitations, excesses and conditions that may be imposed by the insurers; and
- (b) insurance being available in the London Insurance Market on reasonable terms acceptable to the Landlord.

9.3 The Tenant shall pay to the Landlord on demand:

- (a) the Insurance Rent;
- (b) any amount that is deducted or disallowed by the insurers pursuant to any excess provision in the insurance policy; and
- (c) a fair proportion of any costs that the Landlord incurs in obtaining a valuation of the Property for insurance purposes.

9.4 The Tenant shall:

- (a) procure public liability insurance and employers liability insurance with an insurance company to be previously approved in writing by the Landlord in a sum in each respect

not being less than £5,000,000 for any one claim or series of claims arising out of one event;

- (b) give the Landlord notice immediately if any matter occurs in relation to the Tenant or the Property that the insurer or underwriter may treat as material in deciding whether or on what terms to insure or to continue to insure the Property;
- (c) not to do or omit anything as a result of which any policy of insurance of the Property or any neighbouring property may become void or voidable or otherwise prejudiced, or the payment of any policy money may be withheld, nor (unless the Tenant has previously notified the Landlord and has paid any increased or additional premium) anything as a result of which any increased or additional insurance premium may become payable;
- (d) comply at all times with the requirements and recommendation of the insurers relating to the Property; give the Landlord immediate notice of the occurrence of any damage or loss relating to the Property arising from an Insured Risk or any other event that might affect any insurance policy relating to the Property;
- (e) not effect any insurance of the Property (except any plate glass at the Property), but if it becomes entitled to the benefit of any insurance proceeds in respect of the Property (other than in respect of plate glass) pay those proceeds or cause them to be paid to the Landlord; and
- (f) pay the Landlord an amount equal to any insurance money that the insurers of the Property refuse to pay (in relation to the Property) by reason of any act or omission of the Tenant or any undertenant, their workers, contractors or agents or any person at the Property with the actual or implied authority of any of them.

9.5 The Landlord shall, subject to obtaining all necessary planning and other consents, use all insurance monies received (other than for loss of rent) in connection with any damage to the Property to repair the damage for which the money has been received or (as the case may be) in rebuilding the Property. The Landlord shall not be obliged to:

- (a) provide accommodation or facilities identical in layout or design so long as accommodation reasonably equivalent so that previously at the Property and its access, services and amenities is provided; or
- (b) repair or rebuild if the Tenant has failed to pay any of the Insurance Rent; or
- (c) repair or rebuild the Property after a notice has been served pursuant to clause 9.7 or 9.8.

- 9.6 if the Property is damaged or destroyed by an Insured Risk so as to be unfit for occupation and use or if the Landlord's Neighbouring Property is damaged or destroyed by an Insured Risk so as to make the Property inaccessible or unusable then, unless the policy of insurance in relation to the Property or the Landlord's Neighbouring Property has been vitiated in whole or in part in consequence of any act or omission of the Tenant, any undertenant or their respective workers, contractors or agents or any other person on the Property or the Landlord's Neighbouring Property with the actual or implied authority of any of them, payment of the Annual Rent, or a fair proportion of it according to the nature and extent of the damage, shall be suspended until the Property has been reinstated and made fit for occupation and use, or until the end of three years from the date of damage or destruction, if sooner.
- 9.7 If, following damage or destruction of the Property, the Landlord considers that it is impossible, impractical or economically unviable to reinstate the Property, the Landlord may terminate this lease by giving notice to the Tenant. On giving notice this lease shall be determined but this shall be without prejudice to any right or remedy of the Landlord in respect of any breach of the Tenant covenants of this lease. any proceeds of the insurance (other than any insurance for plate glass) shall belong to the Landlord.
- 9.8 Provided that the Tenant has complied with its obligations in this clause, the Tenant may terminate this lease by giving notice to the Landlord if, following damage or destruction of the Property or the Landlord's Neighbouring Property by an Insured Risk, the Property has not been reinstated so as to be fit for occupation and use or the Landlord's Neighbouring Property has not been reinstated so as to make the Property accessible or useable within three years after the date of damage or destruction. On giving this notice this lease shall determine but this shall be without prejudice to any right or remedy of the Landlord in respect of any breach of the tenant covenants in this lease. any proceeds of the insurance (other than any insurance for plate glass) shall belong to the Landlord.

10. RENT SUSPENSION FOR WORKS

- 10.1 In this clause Agreed Works means;
- (a) replacement of any felt and tiles on the roof of the Property that are beyond economic repair and removal of any vegetation from the roof of the Property;
 - (b) repairing and cleaning of any gutters, drainpipes and ancillary wall brackets and replacement of any such items that are beyond economic repair;
 - (c) repairing cracks in the external walls of the Property and rendering if appropriate;
 - (d) repairing lintels, cladding any gables at the Property;

- (e) repairs to the roller shutter on the garage door of the Property;
 - (f) repairing and cleaning all external doors and windows at the Property;
 - (g) replacement of any doors and windows that are beyond economic repair;
 - (h) re-laying the forecourt at the Property;
 - (i) demolition of any outbuildings located on the Property;
 - (j) demolition of existing flank walls at the Property and re-building of same;
 - (k) replacement of any drainage inspection chambers covers located at the Property;
 - (l) redecoration of the interior of the Property excluding the garage; and
 - (m) removal of all debris resulting from the above.
- 10.2 Within six months of the start of the term the Tenant shall carry out the Agreed works:
- (a) using good quality materials which are fit for purpose;
 - (b) in a good and workmanlike manner; and
 - (c) to the satisfaction of the Landlord.
- 10.3 The Tenant must ensure that any contractor it uses holds public liability insurance for a minimum of £5 million for any one claim or series of claims, and provide evidence of such insurance on demand from the Landlord.
- 10.4 The Tenant must immediately make good, to the satisfaction of the Landlord, any damage (including decorative damage) to any land or building, service media, plant and machinery which is caused by carrying out the Agreed Works.
- 10.5 If the Tenant carries out the Agreed Works within six months of the start of the term the Tenant shall give the Landlord notice that the Agreed Works have been completed and allow the Landlord the opportunity to inspect the completed Agreed Works.
- 10.6 If following written notice from the Tenant that the Agreed Works have been completed the Landlord confirms in writing or by email that the Agreed Works have been completed to its satisfaction, the Annual Rent will be suspended for 36 months to take effect from the next Rent Payment Date.
- 11. RATES AND TAXES**
- 11.1 The Tenant shall pay all present and future rates, taxes and other impositions and outgoing payments payable in respect of the Property, its use and any works carried out there, except:

- (a) any taxes payable by the Landlord in connection with any dealing with or disposition of the reversion to this lease; or
 - (b) any taxes, other than VAT and insurance premium tax, payable by the Landlord by reason of the receipt of any of the rents due under this lease.
- 11.2 If any rates, taxes or other impositions and outgoings are payable in respect of the Property together with other property, the Tenant shall pay a fair proportion of the amount payable.
- 11.3 The Tenant shall not make any proposal to alter the rateable value of the Property or that value as it appears on any draft rating list, without the approval of the Landlord.
- 11.4 If, after the end of the term, the Landlord loses rating relief (or any similar relief or exemption) because it has been allowed to the Tenant, then the Tenant shall pay the Landlord an amount equal to the relief or exemption that the Landlord has lost.

12. UTILITIES

- 12.1 The Tenant shall pay all costs in connection with the supply and removal of electricity, gas, water, sewage, telecommunications, data and other services and utilities to or from the Property.
- 12.2 If any of those costs are payable in relation to the Property together with other property, the Tenant shall pay a fair proportion of all those costs.
- 12.3 The Tenant shall comply with all laws and with any recommendations of the relevant suppliers relating to the use of those services and utilities.

13. COMMON ITEMS

- 13.1 The Tenant shall pay the Landlord on demand a fair proportion of all costs payable for the maintenance, repair, lighting, cleaning and renewal of all Service Media, structures and other items used or capable of being used by the Property in common with other property.
- 13.2 The Tenant shall comply with all reasonable regulations the Landlord may make from time to time in connection with the use of any of those Service Media, structures or other items.

14. VAT

- 14.1 All sums payable by the Tenant are exclusive of any VAT that may be chargeable. The Tenant shall pay VAT in respect of all taxable supplies made to it in connection with this lease on the due date for making any payment or, if earlier, the date on which that supply is made for VAT purposes.
- 14.2 Every obligation on the Tenant, under or in connection with this lease, to pay the Landlord or any other person any sum by way of a refund or indemnity, shall include an obligation to pay an amount equal to any VAT incurred on that sum by the Landlord or other

person, except to the extent that the Landlord or other person obtains credit for such VAT under the Value Added Tax Act 1994.

15. DEFAULT INTEREST AND INTEREST

- 15.1 If the Annual Rent or Insurance Rent or any other money payable under this lease has not been paid by the date it is due, whether it has been formally demanded or not, the Tenant shall pay the Landlord interest on that amount at the Default Interest Rate (both before and after any judgment). Such interest shall accrue on a daily basis for the period beginning on the due date to and including the date of payment.
- 15.2 If the Landlord does not demand or accept any Annual Rent or other money due or tendered under this lease because the Landlord reasonably believes that the Tenant is in breach of any of the tenant covenants of this lease, then the Tenant shall, when that amount is accepted by the Landlord, also pay interest at the Interest Rate on that amount for the period beginning on the date the amount (or each part of it) became due until the date it is accepted by the Landlord.

16. COSTS

- 16.1 The Tenant shall pay the costs and expenses of the Landlord including any solicitors' or other professionals' costs and expenses incurred (both during and after the end of the term) in connection with or in contemplation of any of the following:
- (a) the enforcement of the tenant covenants of this lease;
 - (b) serving any notice in connection with this lease under section 146 or 147 of the Law of Property Act 1925 or taking any proceedings under either of those sections, notwithstanding that forfeiture is avoided otherwise than by relief granted by the court;
 - (c) serving any notice in connection with this lease under section 17 of the Landlord and Tenant (Covenants) Act 1995;
 - (d) the preparation and service of a schedule of dilapidations in connection with this lease; or
 - (e) any consent or approval applied for under this lease, whether or not it is granted (unless the consent or approval is unreasonably withheld by the Landlord in circumstances where the Landlord is not unreasonably to withhold it).
- 16.2 Where the Tenant is obliged to pay or indemnify the Landlord against any solicitors' or other professionals' costs and expenses (whether under this or any other clause of this lease) that obligation extends to those costs and expenses assessed on a full indemnity basis.

17. COMPENSATION ON VACATING

Any right of the Tenant or anyone deriving title under the Tenant to claim compensation from the Landlord on leaving the Property under the LTA 1954 is excluded, except to the extent that the legislation prevents that right being excluded.

18. SET-OFF

The Annual Rent and all other amounts due under this lease shall be paid by the Tenant in full without any set-off, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).

19. PROHIBITION OF OTHER DEALINGS

The Tenant shall not assign, underlet, charge, part with or share possession or share occupation of this lease or the Property or hold the lease on trust for any person (except pending registration of a dealing permitted by this lease at HM Land Registry or by reason only of joint legal ownership).

20. REPAIRS

20.1 The Tenant shall:

- (a) put and keep the Property clean and tidy and in good repair and condition and shall ensure that any Service Media within and exclusively serving the Property is kept in good working order;
- (b) put and keep any part of the Property not built upon adequately surfaced in a good condition;
- (c) put and keep the Property free from weeds (including invasive species).

20.2 The Tenant must keep a maintenance and compliance programme for the upkeep of the Property and a written record of all structural, annual and other inspections undertaken as part of the maintenance and compliance programme and provide a copy of all inspections or reports to the Landlord within 5 working days of request.

20.3 The Tenant must ensure that all inspections and works are carried by suitably qualified professionals.

21. DECORATION

21.1 The Tenant shall decorate the Property as often as is reasonably necessary and also in the last three months before the end of the term.

21.2 All decoration shall be carried out in a good and proper manner using good quality materials that are appropriate to the Property and the Permitted Use and shall include all appropriate preparatory work.

- 21.3 All decoration carried out in the last three months of the term shall also be carried out to the satisfaction of the Landlord and using materials, designs and colours approved by the Landlord.
- 21.4 The Tenant may, subject to obtaining the prior written consent of the Landlord, paint hatched lines on the surface of the property immediately in front of the entrance to the Property indicating that the area must be kept clear at all times. For the avoidance of doubt the Landlord shall not be under any obligation to provide any painted hatching or maintain or renew any made by the Tenant at any time during the contractual term.

22. ALTERATIONS

- 22.1 The Tenant shall not make any external or structural alteration or addition to the Property without the consent of the Landlord, such consent not to be unreasonably withheld.
- 22.2 The Tenant shall not install any Service Media on the exterior of the Property nor alter the route of any Service Media at the Property without the consent of the Landlord, such consent not to be unreasonably withheld.
- 22.3 Before the end of the term, the Tenant shall remove and reinstate any alternations, advertisements and fixtures and fittings and shall make good any damage caused to the Property by that removal.

23. SIGNS

- 23.1 In this clause **Signs** include signs, fascia, placards, boards, posters and advertisements.
- 23.2 The Tenant shall not attach any Signs to the exterior of the Property or display any inside the Property so as to be seen from the outside without the prior written consent of the Landlord, such Signs to be of a design, size and number and in a position that are appropriate to the Property and the Permitted Use.
- 23.3 Before the end of the term, the Tenant shall remove any Signs placed by it at the Property and shall make good any damage caused to the Property by that removal.

24. RETURNING THE PROPERTY TO THE LANDLORD

- 24.1 At the end of the term the Tenant shall return the Property to the Landlord in the repair and condition required by this lease.
- 24.2 If the Landlord gives the Tenant notice no later than three months before the end of the term, the Tenant shall remove items it has fixed to the Property, remove any alterations it has made to the Property and make good any damage caused to the Property by that removal.
- 24.3 At the end of the term, the Tenant shall remove from the Property all chattels belonging to or used by it.
- 24.4 The Tenant irrevocably appoints the Landlord to be the Tenant's agent to store or dispose of any chattels or items it has fixed to the

Property and which have been left by the Tenant on the Property for more than ten working days after the end of the term. The Landlord shall not be liable to the Tenant by reason of that storage or disposal. The Tenant shall indemnify the Landlord in respect of any claim made by a third party in relation to that storage or disposal.

- 24.5 If the Tenant does not comply with its obligations in this clause, then, without prejudice to any other right or remedy of the Landlord, the Tenant shall pay the Landlord an amount equal to the Annual Rent at the rate reserved immediately before the end of the term for the period that it would reasonably take to put the Property into the condition it would have been in had the Tenant performed its obligations under this clause. The amount shall be a debt due on demand from the Tenant to the Landlord.

25. USE

- 25.1 The Tenant shall not use the Property for any purpose other than the Permitted Use. If the Tenant changes the use of the Property at any time the Tenant must notify the Landlord immediately.
- 25.2 The Tenant shall observe all regulations made from time to time by the Landlord in accordance with the principles of good estate management relating to the use of the Property.
- 25.3 The Tenant shall not use the Property for any illegal purpose nor for any purpose or in a manner that would cause loss, damage, injury, nuisance or inconvenience to the Landlord, its other tenants or any other owner or occupier of neighbouring property.
- 25.4 The Tenant shall not overload any structural part of the Property nor any machinery or equipment at the Property nor any Service Media at or serving the Property.
- 25.5 The Tenant shall not park or place any vehicles, trailers, boats, caravans, static homes, shipping or storage containers on the Property.
- 25.6 The Tenant shall not use the Property for any purpose or in a manner that could lead to people being drawn into terrorism (as defined in section 35 of the Counter Terrorism and Security Act 2015).
- 25.7 The Tenant must carry out their business within the Property.
- 25.8 The Tenant must not store any rubbish or equipment outside of the Property.
- 25.9 The Tenant shall not bring any animals or items of a dangerous nature onto the Property.
- 25.10 The Tenant shall not burn any items or articles on the Property.

26. COMPLIANCE WITH LAWS

- 26.1 The Tenant shall comply with all laws relating to:

- (a) the Property and the occupation and use of the Property by the Tenant;
 - (b) the use or operation of all Service Media and machinery and equipment at or serving the Property whether or not used or operated, and shall, where necessary, replace or convert such Service Media within or exclusively serving the Property so that it is capable of lawful use or operation;
 - (c) any works carried out at the Property; and
 - (d) all materials kept at or disposed from the Property.
- 26.2 Without prejudice to any obligation on the Tenant to obtain any consent or approval under this lease, the Tenant shall carry out all works that are required under any law to be carried out at the Property whether by the owner or the occupier.
- 26.3 Within five working days after receipt of any notice or other communication affecting the Property (and whether or not served pursuant to any law) the Tenant shall:
- (a) send a copy of the relevant document to the Landlord; and
 - (b) take all steps necessary to comply with the notice or other communication and take any other action in connection with it as the Landlord may require.
- 26.4 The Tenant shall not apply for any planning permission for the Property without the Landlord's consent not to be unreasonably withheld.
- 26.5 The Tenant shall comply with its obligations under the CDM Regulations, including all requirements in relation to the provision and maintenance of a health and safety file. The Tenant shall maintain the health and safety file for the Property in accordance with the CDM Regulations and shall give it to the Landlord at the end of the term.
- 26.6 The Tenant shall supply all information to the Landlord that the Landlord reasonably requires from time to time to comply with the Landlord's obligations under the CDM Regulations.
- 26.7 As soon as the Tenant becomes aware of any defect in the Property, it shall give the Landlord notice of it. The Tenant shall indemnify the Landlord against any liability under the Defective Premises Act 1972 in relation to the Property by reason of any failure of the Tenant to comply with any of the tenant covenants in this lease.
- 26.8 The Tenant shall keep the Property equipped with all fire prevention, detection and fighting machinery and equipment and fire alarms which are required under all relevant laws or required by the insurers of the Property or reasonably recommended by them or reasonably required by the Landlord and shall keep that machinery, equipment and alarms properly maintained and available for inspection.

- 26.9 The Tenant shall not commission an Energy Performance Certificate for the Property without the consent of the Landlord, such consent not to be unreasonably withheld.
- 26.10 The Tenant shall provide the Landlord with details of any employees to whom the Transfer of Undertakings (Protection of Employment) Regulations 2006 may apply should the term come to an end and the Landlord continue to provide a public convenience from the Property.

27. ENCROACHMENTS, OBSTRUCTIONS AND ACQUISITION OF RIGHTS

- 27.1 The Tenant shall not grant any right or licence over the Property to a third party.
- 27.2 If a third party makes or attempts to make any encroachment over the Property or takes any action by which a right may be acquired over the Property, the Tenant shall:
- (a) immediately inform the Landlord and shall give the Landlord notice of that encroachment or action; and
 - (b) take all steps (including any proceedings) the Landlord reasonably requires to prevent or license the continuation of that encroachment or action.
- 27.3 The Tenant shall not obstruct the flow of light or air to the Property nor obstruct any means of access to the Property.
- 27.4 The Tenant shall not make any acknowledgement that the flow of light or air to the Property or that the means of access to the Property is enjoyed with the consent of any third party.
- 27.5 If any person takes or threatens to take any action to obstruct the flow of light or air to the Property or obstruct the means of access to the Property, the Tenant shall:
- (a) immediately inform the Landlord and shall give the Landlord notice of that action; and
 - (b) take all steps (including proceedings) the Landlord reasonably requires to prevent or secure the removal of the obstruction.
- 27.6 If any invasive plant species encroaches or threatens to encroach upon any part of the Property the Tenant shall:
- (a) immediately notify the Landlord; and
 - (b) take all steps (including proceedings) the Landlord reasonably requires to prevent or secure the removal of the encroachment.

28. BREACH OF REPAIR AND MAINTENANCE OBLIGATION

- 28.1 The Landlord may enter the Property to inspect its condition and state of repair and may give the Tenant a notice of any breach of any of the tenant covenants in this lease relating to the condition or repair of the Property.

- 28.2 If the Tenant has not begun any works needed to remedy that breach within two months following that notice (or if works are required as a matter of emergency, then immediately) or if the Tenant is not carrying out the works with all due speed, then the Landlord may enter the Property and carry out the works needed.
- 28.3 The costs incurred by the Landlord in carrying out any works pursuant to this clause (and any professional fees and any VAT in respect of those costs) shall be a debt due from the Tenant to the Landlord and payable on demand.
- 28.4 Any action taken by the Landlord pursuant to this clause shall be without prejudice to the Landlord's other rights, including those under clause 31.

29. INDEMNITY

The Tenant shall keep the Landlord indemnified against all liabilities, expenses, costs (including but not limited to any solicitors' or other professionals' costs and expenses), claims, damages and losses (including but not limited to any diminution in the value of the Landlord's interest in the Property and loss of amenity of the Property) suffered or incurred by the Landlord arising out of or in connection with any breach of any tenant covenants in this lease, or any act or omission of the Tenant, any undertenant or their respective workers, contractors or agents or any other person on the Property with the actual or implied authority of any of them.

30. LANDLORD'S COVENANT FOR QUIET ENJOYMENT

The Landlord covenants with the Tenant, that, so long as the Tenant pays the rents reserved by and complies with its obligations in this lease, the Tenant shall have quiet enjoyment of the Property without any interruption by the Landlord or any person claiming under the Landlord except as otherwise permitted by this lease.

31. RE-ENTRY AND FORFEITURE

- 31.1 The Landlord may re-enter the Property (or any part of the Property in the name of the whole) at any time after any of the following occurs:

- (a) any rent is unpaid 21 days after becoming payable whether it has been formally demanded or not;
- (b) any breach of any condition of, or tenant covenant in, this lease;

- 31.2 If the Landlord re-enters the Property (or any part of the Property in the name of the whole) pursuant to this clause, this lease shall immediately end, but without prejudice to any right or remedy of the Landlord in respect of any breach of covenant by the Tenant.

32. JOINT AND SEVERAL LIABILITY

- 32.1 Where the Tenant comprises more than one person, those persons shall be jointly and severally liable for the obligations and liabilities

of the Tenant arising under this lease. The Landlord may take action against, or release or compromise the liability of, or grant time or other indulgence to, any one of those persons without affecting the liability of any other of them.

- 32.2 Where a guarantor comprises more than one person, those persons shall be jointly and severally liable for the obligations and liabilities of a guarantor arising under this lease. The Landlord may take action against, or release or compromise the liability of, or grant time or other indulgence to, any one of those persons without affecting the liability of any other of them.
- 32.3 The obligations of the Tenant and any guarantor arising by virtue of this lease are owed to the Landlord and the obligations of the Landlord are owed to the Tenant.
- 32.4 The Landlord shall not be liable to the Tenant for any failure of the Landlord to perform any landlord covenant in this lease, unless and until the Tenant has given the Landlord notice of the failure and the Landlord has not remedied the failure within a reasonable time of service of that notice.

33. ENTIRE AGREEMENT

- 33.1 This lease constitutes the whole agreement between the parties and supersedes all previous discussions, correspondence, negotiations, arrangements, understandings and agreements between them relating to its subject matter.
- 33.2 Each party acknowledges that in entering into this lease and any documents annexed to it it does not rely on, and shall have no remedies in respect of, any representation or warranty (whether made innocently or negligently) other than those contained in any written replies that the Landlord's solicitors have given to any written enquiries raised by the Tenant's solicitors before the date of this lease and IT IS HEREBY AGREED AND DECLARED that in light of the decision in William Sindall plc v Cambridgeshire County Council (1993) the replies given by the Landlord's solicitor to any preliminary enquiries raised by the Tenant or the Tenant's solicitor are provided from the Property Services records and deeds of the Landlord and not from any other records that may be held by other services or departments of the Landlord. Neither the Landlord nor the Landlord's solicitor have made any further enquiries into such matters and such replies are given on this basis. The Tenant must therefore rely on its own direct enquires with other services or departments of the Landlord.
- 33.3 Nothing in this lease constitutes or shall constitute a representation or warranty that the Property may lawfully be used for any purpose allowed by this lease.
- 33.4 Nothing in this clause shall limit or exclude any liability for fraud.

34. NOTICES, CONSENTS AND APPROVALS

34.1 Except where this lease specifically states that a notice need not be in writing, any notice given under or in connection with this lease shall be:

- (a) in writing and for the purposes of this clause a fax or an e-mail are not in writing; and
- (b) give by hand or by pre-paid first-class post or other next working day delivery service at the party's registered office address (if the party is a company) or (in any other case) at the party's principal place of business.

34.2 If a notice complies with the criteria in clause 34.1, whether or not this lease requires that notice to be in writing, it shall be deemed to have been received:

- (a) if delivered by hand, at the time the notice is left at the proper address;
- (b) if sent by pre-paid first-class post or other next working day delivery service, on the second working day after posting.

34.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

34.4 Section 196 of the Law of Property Act 1925 shall otherwise apply to notices given under this lease.

34.5 Where the consent of the Landlord is required under this lease, a consent shall only be valid if it is given by deed, unless:

- (a) it is given in writing and signed by the Landlord or a person duly authorised on its behalf; and
- (b) it expressly states that the Landlord waives the requirement for a deed in that particular case.

If a waiver is given, it shall not affect the requirement for a deed for any other consent.

34.6 Where the approval of the Landlord is required under this lease, an approval shall only be valid if it is in writing and signed by or on behalf of the Landlord, unless:

- (a) the approval is being given in a case of emergency; or
- (b) this lease expressly states that the approval need not be in writing.

34.7 If the Landlord gives a consent or approval under this lease, the giving of that consent or approval shall not imply that any consent or approval required from a third party has been obtained, nor shall it obviate the need to obtain any consent or approval from a third party.

35. GOVERNING LAW

This lease and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

36. JURISDICTION

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this lease or its subject matter or formation (including non-contractual disputes or claims).

37. EXCLUSION OF SECTIONS 24-28 OF THE LTA 1954

37.1 The parties confirm that:

- (a) the Landlord served a notice on the Tenant, as required by section 38A(3)(a) of the LTA 1954, applying to the tenancy created by this lease, not less than 14 days before this lease was entered into;
- (b) [*Raymond Lane*] who was duly authorised by the Tenant to do so made a declaration dated *26th March* 2018 in accordance with the requirements of section 38A(3)(b) of the LTA 1954; and
- (c) there is no agreement for lease to which this lease gives effect.

37.2 The parties agree that the provisions of sections 24 to 28 of the LTA 1954 are excluded in relation to the tenancy created by this lease.

38. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999

A person who is not a party to this lease shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this lease. This does not affect any right or remedy of a third party which exists, or is available, apart from that Act.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

Executed as a Deed by
SALTASH TOWN COUNCIL
~~by affixing its common seal.~~
~~in the presence of:~~

Authorised Signatory

Mayor *[Signature]*
Town Clerk *[Signature]*

Standard Heads of Terms

Subject to Contract

10 February 2026

Our ref: 13283/LS

Property:	Longstone Park Depot, Glebe Avenue, SALTASH, Cornwall, PL12 6DN
Intention:	<p>Lease Renewal.</p> <p>The new lease will be on the similar basis as the Current Lease, dated 29 March 2018 between The Cornwall Council (Landlord) and Saltash Town Council (Tenant) subject to modernisation and the changes set out below.</p> <p>The New Lease will continue to be contracted outside the security of tenure provisions of the Landlord and Tenant Act 1954.</p> <p>The new lease to be drafted by Cornwall Council Legal Services.</p>
Landlord's consent:	<p>Please note that where Landlord's Consent is required under the terms of your lease this is in addition to other consents such as licencing and planning consent which may also be needed, albeit that these other consents may also be required from Cornwall Council as the local authority. Cornwall Council has various statutory functions; for example, the Council's role as the planning authority is entirely distinct from that of it acting in its capacity as a landowner.</p>
Landlord:	<p>Cornwall Council New County Hall Treyew Road Truro TR1 3AY</p>

Landlord's solicitor:	Legal Services Cornwall Council New County Hall Treyew Road Truro TR1 3AY FAO: Legal officer TBC
Landlord's surveyor:	Cornwall Council Estates Delivery New County Hall Treyew Road Truro TR1 3AY FAO: Lamorna Smith Tel: 01872 322222 and say my name Email: Lamorna.smith@cornwall.gov.uk
Tenant:	Saltash Town Council The Guildhall Lower Fore Street Saltash PL12 6JX FAO: Sinead Burrows, Town Clerk/Responsible Finance Officer Tel: 01752 844846 Email: sinead.burrows@saltash.gov.uk
Tenant's solicitor:	We recommend that you obtain Independent Professional Advice to understand the implications as to what you are agreeing to be contractually bound by and to ensure your interests are protected.
Rent:	£6,750 per annum
Lease term:	Twenty-four years subject to a break option as set out below, from 29 March 2026.
Break clause:	Mutual rolling break option after the first anniversary of the Term subject to a minimum of six months prior written notice. i.e. after the first anniversary of the term the lease can be terminated at any stage subject to providing no less than six months' notice. Full terms and conditions are set out in the lease.

Insurance:	Tenant to be responsible for insuring the Property, its contents and liabilities. Tenant to provide evidence of insurance to the Landlord on request.
Rent review:	The rent is to be reviewed every three years in line with Retail Prices Index.
Conditions:	Subject to: <ol style="list-style-type: none">1) Landlord's Formal Approval;2) Landlord Internal Peer Approval;3) Contract/Lease.

To receive a report on the CCTV funding awarded and consider any actions or associated expenditure

Report to: Services

Date of Report: 09/01/2026

Officer Writing the Report: Development and Engagement Manager (DEM)

Purpose of the report: To provide an update on a recent successful funding application for further provision of CCTV within key areas of Saltash, and re-open the project.

Officer's Recommendations

1. To delegate authority to the Office Manager and the DEM to oversee the next phase of CCTV provision in Saltash, with progress reported to a future Services Committee meeting;
2. To confirm a location for the additional camera, along with a backup location for consideration subject to approvals;
3. To approve that match funding be allocated to the CCTV project, using budget code 6598 SE EMF Crime Reduction (CCTV). Please refer to the budget section of this report for further details.

Report Summary

In line with Saltash Town Council's fundraising strategy, and following agreement with the Town Clerk, the DEM submitted a funding application to the Office of the Police and Crime Commissioner (OPCC) CCTV Funding Pot. A big thank you to Cllr Peggs for bringing this opportunity to the Council's attention. This application was successful, with Saltash Town Council awarded £9,858.91 to support the procurement and installation of an additional CCTV camera within Saltash.

The OPCC funding is restricted to the purchase of CCTV cameras, associated equipment, and installation costs only. It cannot be used for unrelated expenditure or ongoing monitoring costs. Additionally, the funding must be spent by 31 March 2027.

CCTV Location Assessment

The DEM consulted with Devon and Cornwall Police to identify locations where an additional CCTV camera would have the greatest impact on reducing crime and anti-social behaviour.

Following this consultation, the police recommended the installation of the camera at Carkeel Business Estate, positioned near the entrance to the car park. This location would provide coverage of key retail premises including McDonald's, Costa, and Home Bargains, with the flexibility to adjust coverage to include Lidl and the nearby bus stop if required.

The Carkeel Business Estate has been identified as a significant hotspot for crime and disorder. For example, reported thefts from Home Bargains alone accounted for approximately 10% of Saltash's total recorded crime in December 2025, highlighting this as a key area for crime prevention measures.

Alternative CCTV Locations

The following locations have previously been discussed and approved by Members as suitable CCTV sites:

- Camera 1: Adjacent to streetlight C050, upper section of Lower Fore Street (entrance to Tamar Bridge pedestrian walkway)
- Camera 2: Adjacent to streetlight A108, outside The Union Inn
- Camera 3: On streetlight B051, Old Ferry Road
- Camera 4: Alexandra Square car park
- Camera 5: Leisure Centre area, covering from the Leisure Centre to the Library

Members are asked to identify a preferred primary location and a backup location, subject to feasibility following a detailed site assessment.

How Does This Meet the Business Plan?

Securing funding and match funding for an additional CCTV camera supports Saltash Town Council's Business Plan by improving community safety, deterring anti-social behaviour, and increasing public confidence in town centre and public spaces. Enhanced CCTV coverage contributes to a safer, more welcoming environment that supports town centre vitality and local businesses. This approach supports Saltash Town Council's commitment to community wellbeing and partnership working to improve safety for residents, businesses, and visitors.

Budget Overview

Based on the Town Council's existing CCTV scheme installed last year, the annual monitoring cost for the system is £3,000 per annum. When apportioned across the five installed cameras, this equates to an estimated ongoing monitoring cost of approximately £600 per camera per year, excluding electricity and site-specific costs. Funding is therefore requested to cover the ongoing monitoring costs associated with one additional CCTV camera.

Cost Type	Scheme Cost (5 cameras)	Estimated Cost for 1 Camera	Notes
Camera supply (capital)	£44,915.00	£8,983.00	Pro-rata cost based on 5 cameras installed
Installation	£1,379.55	£276.00	Pro-rata installation cost
Annual monitoring (SLA)	£3,000 per annum	£600 per annum	Monitoring provided via Plymouth City Council; scheme-wide cost divided by 5 cameras
Electricity supply	Not specified	£120	Dependent on location and power source
Connectivity / data	Included in SLA	Included	Covered within monitoring agreement

Budget Code: 6598 SE EMF Crime Reduction (CCTV)

Budget Available: £37,260

Committed Cost 2025/26 (5 camera's): £1,725

Committed Cost 2026/27 (5 camera's): £3,600

Committed Cost 2026/27 (1 new camera): £720 (subject to slight fluctuation dependant on site assessments etc)

Budget Left to spend: £31,215

Signature of Officer:

Development and Engagement Manager

To receive a report on the purchase of land at Pillmere and consider any actions and associated expenditure

Report to: Services Committee

Date of Report: 11.02.26

Officer Writing the Report: Town Clerk / RFO

Pursuant to: minute 90/25/26 – Services Committee 11 December 2025

Purpose of the report: To provide an update on the transfer of land at Harebell Close and Campion Close, Pillmere.

Officer's Recommendations

Members are encouraged to answer any questions regarding the transfer process.

Members are advised to agree to the Chancel Indemnity Insurance at a cost of £22.68 per parcel of land as referred to in paragraph 7.23 of Coodes Report on Title allocated to budget code 6595 EMF Legal and Professional Fees.

Members are advised to delegate to the Town Clerk to obtain the relevant Searches to ascertain ownership of the trees adjoining number 9 Harebell Close, allocating associated cost within budget to code 6595 EMF Legal and Professional Fees.

To note the latest update.

Report Summary

The resolution agreed at the December Services Committee meeting has been actioned. However, the Town Council's Solicitor is still awaiting a response from Taylor Wimpey's Solicitor regarding the outstanding enquiries. This matter has been chased on numerous occasions, and the Town Clerk has also contacted Taylor Wimpey directly. The Town Clerk has requested confirmation of which enquiries Coodes are still outstanding:

I can confirm the outstanding enquiries are in relation to our Search of the Index Map result which revealed various Title Numbers. This indicates an overlap and so we requested for the Transfer Plan to be reviewed.

The other outstanding enquiries relate to copy planning documents revealed in our Local Search (Section 106 Agreement dated 25 September 1998, Tree Preservation Order dated 15 November 2000 ((E2/00/00870/TPO), and Reserved Matters (E2/00/00471/REM)) which we requested and have not yet been provided with. These need to be checked to ensure the same do not apply to/affect the land the Town Council are acquiring.

In relation to the trees, Taylor Wimpey have stated the following:

'...the purchaser will need to rely upon their own enquires / searches on the land adjoining number 9 at Harebell Close. We do not hold records of the trees in this area.'

We also await confirmation from Taylor Wimpey that they agree to settle our revised costs as highlighted to them on 27 November 2025.

Today, 12.02.26 we received a response from Taylor Wimpey Solicitors confirming they are still waiting a response from the technical team and have chased them again this morning.

On behalf of the Town Council, the Town Clerk has reiterated the importance of completing the transfer as soon as practicable, particularly as we approach Spring, when the growth of the areas in question will require increased maintenance.

Following receipt of the Report on Title, Members requested that Taylor Wimpey cover the cost of the Indemnity Insurance (£22.68 per parcel of land). Taylor Wimpey has declined this request. Coodes Solicitors advise that the Town Council proceed with obtaining the Indemnity Insurance. They can arrange this on the Council's behalf upon completion of the transfer, and the premiums will be reflected within Coodes' completion statement.

Section 7.23 Report on Title:

7.23 Chancel Repair Search

A chancel repair search shows whether the owner of a property may be liable to contribute towards the cost of repairs to the chancel of a parish church. We would advise you not to contact any parish churches directly in relation to chancel repair liability, as this may limit the availability of indemnity insurance.

The chancel repair searches were provided by PinPoint Chancel on 12 September 2025. The result of the searches showed that the Property is within the historical boundary of a parish which continues to have a potential chancel repair liability.

It is therefore recommended that you obtain chancel repair liability indemnity insurance and I would advise that the cost of each premium is £22.68. The policy is in perpetuity and would cover successors in title. I have asked the Transferor if they would cover the cost of the insurance and I will revert to you in this regard.

Budgets

Budget Codes: 6595 EMF Legal and Professional Fees (Grounds and Premises)

Budget Availability: £4,089

Signature of Officer:

Town Clerk / RFO

To receive a report on Saltash Salt Bins and consider any actions and associated expenses

Report to: Services Committee

Date of Report: 09 January 2026

Officer Writing the Report: Administration Officer

Purpose of the report: To review the Town Council-owned salt bins, including their locations, annual usage, reported issues, and requests for additional bins, and to present options and associated costs for consideration.

Officer's Recommendations

Members are asked to consider the following:

1. Approving the proposal to place usage-guidance stickers at £2.35 per sticker on all confirmed Town Council salt bins to prevent misuse and clearly identify responsibility;
2. To consider residents requests for additional salt bins and confirm if they should be purchased through Cornwall Council Highways department forming part of the Highway Network.

Report Summary

During the icy weather at the start of January, the Council received a high volume of reports via email, phone, and in person. Issues highlighted were empty bins, poor-quality salt, damaged bins, and requests for additional bins.

There are over 70 registered salt bins in Saltash. **Appendix A** provides a comprehensive table and map detailing all salt bin locations in Saltash with the Administration department detailing which bins are maintained by Saltash Town Council (STC), Cornwall Council, or where responsibility is unclear.

STC are awaiting a response from CC to confirm which bins come under their responsibility.

Cornwall Council funds one refill per year for bins on the Cornwall Highways network. Any additional refills must be paid for by the relevant town or parish council.

STC budgets £500 per year for the purchase of additional salt, which is used for internal refilling once the annual allocation has been exhausted.

A review of salt procurement shows STC purchases 100–160 bags of 25kg rock salt per year at £4.95 per bag, giving an annual spend of £500–£800. Salt is securely stored at the Churchtown garage to protect quality and extend shelf life to 2–3 years.

A bulk 1-tonne dumpy bag can be purchased from Cormac Bodmin at £176.56 (£4.41 per 25kg equivalent), though travel costs to collect must be factored in. Therefore, it is viewed the Town Council is purchasing salt at good value for money.

Regular annual inspections of STC managed bins are carried out following the annual refill request. The recent full review highlighted missing information and misuse of bins (e.g. taking salt for domestic private use). To address this, it is proposed that educational stickers be placed on all bins to clarify correct usage and identify which bins are managed and maintained by STC (example sticker design attached as **Appendix B**). The cost for each sticker is £2.35.

The following locations have received a formal request for additional bins (Please see **Appendix C** for requests received):

- Longlands Lane – Trematon Ward
- Burraton Coombe – Trematon Ward
- Hillside Road (junction with Longmeadow Road) – Tamar Ward
- The Gallops – Pillmere – Tamar Ward

Ward Councillors have been consulted and to date no objections / reasons for bins not to be installed have been received by the Administration Department. Comments have been provided that have been received to date and is contained within **Appendix C**.

Please refer to **Appendix A** map detailing all salt bin locations in Saltash with those requested marked with a green box to show proximity of existing salt bin locations.

Any new bin to be placed on Cornwall Highways must be bought through Cornwall Council – See **Appendix D**.

Where bins are placed on private land, landowner permission is required.

Cormac-purchased bins placed on the Cornwall Highways network will be included in the annual free refill.

Bins purchased elsewhere and placed on private or Town Council owned land, will not be adopted by Highways and will therefore not receive the free refill. However, the Town Council may wish to work with residents or local community groups to provide a salt bin and supply of salt, and to update the sticker design to read: ‘*STC working in partnership with the residents of...*’.

Associated costs for bins and salt are as follows:

Supplier	Product	Cost	Total Cost for filled Salt Bin
Cormac	200L Empty Salt Bin	£283.34	£372.44 (If STC filled with salt purchased through local supplier)
Cormac	200L Filled Salt Bin	£300.68	£300.68
Local Trades Company	200L Empty Salt Bin	£165.83	£254.93
Local Trades Company	200L Salt (Approx. 18 bags of 25kg)	£89.10	

Members requested clarification on whether the Treledan development had been considered. The Administration Department contacted the developers, who confirmed that as the roads have not yet been formally adopted by Cornwall Council, no provisions for salt bins are currently in place.

Budget Code: 6574 SE EMF Salt Bins

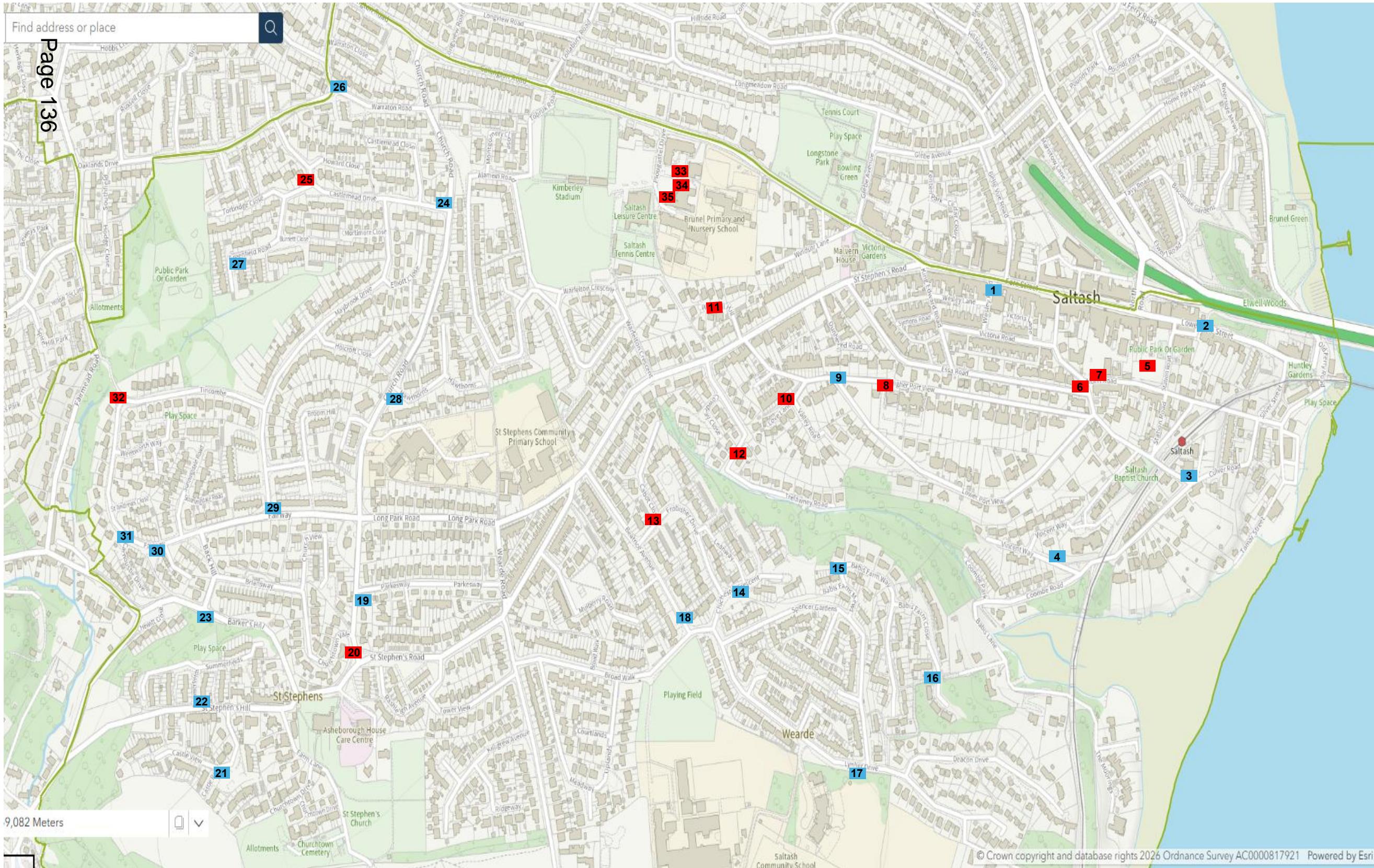
Budget Availability: 2026/27 £1,876

Budget Code: 6527 SE Salt Bins Refill

Budget Availability: 2026/27 £575

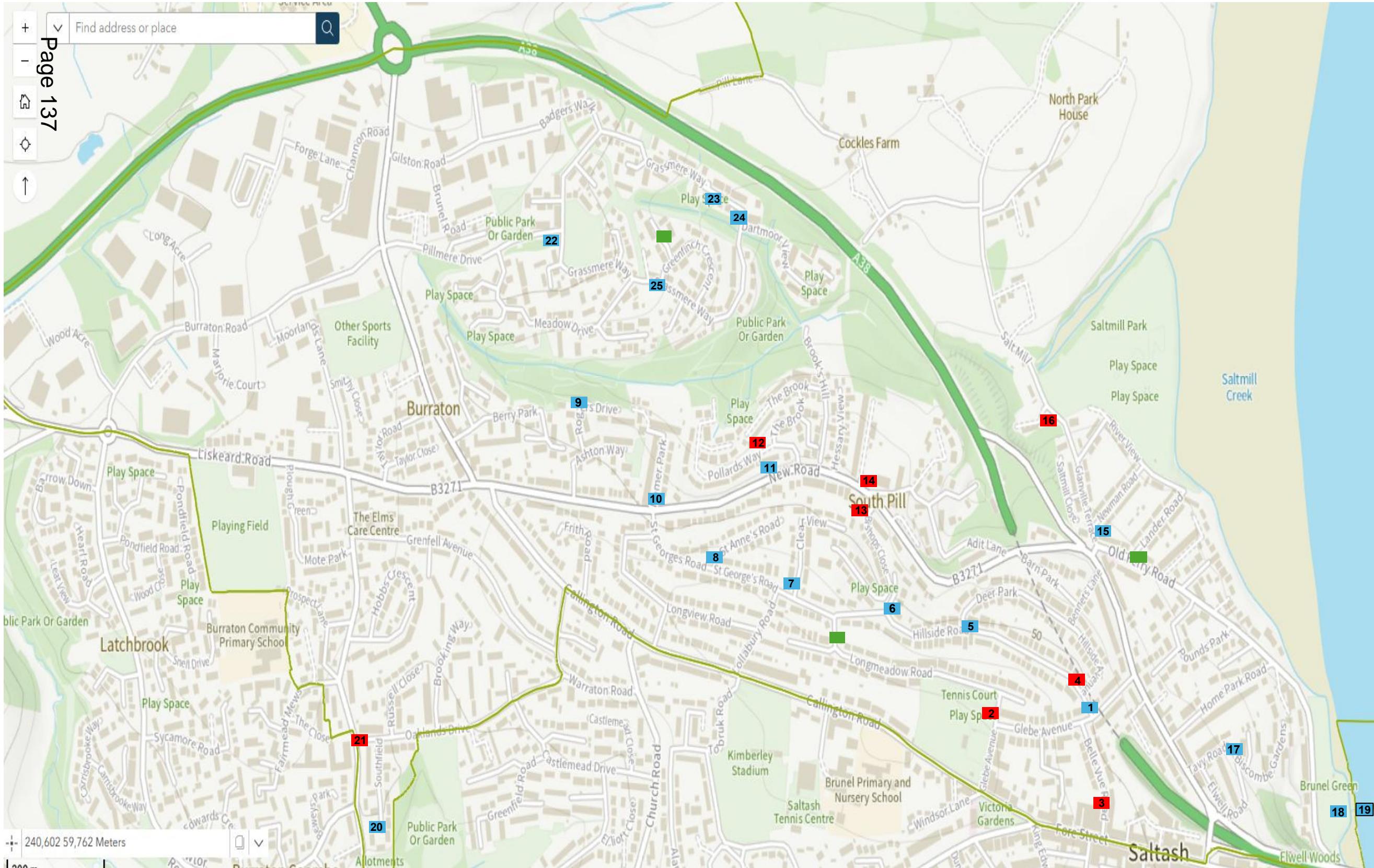
Signature of Officer: Administration Officer

Essa Ward



 Saltash Town Council  Cornwall Council  Unknown  Requested

Tamar Ward



Saltash Town Council



Cornwall Council

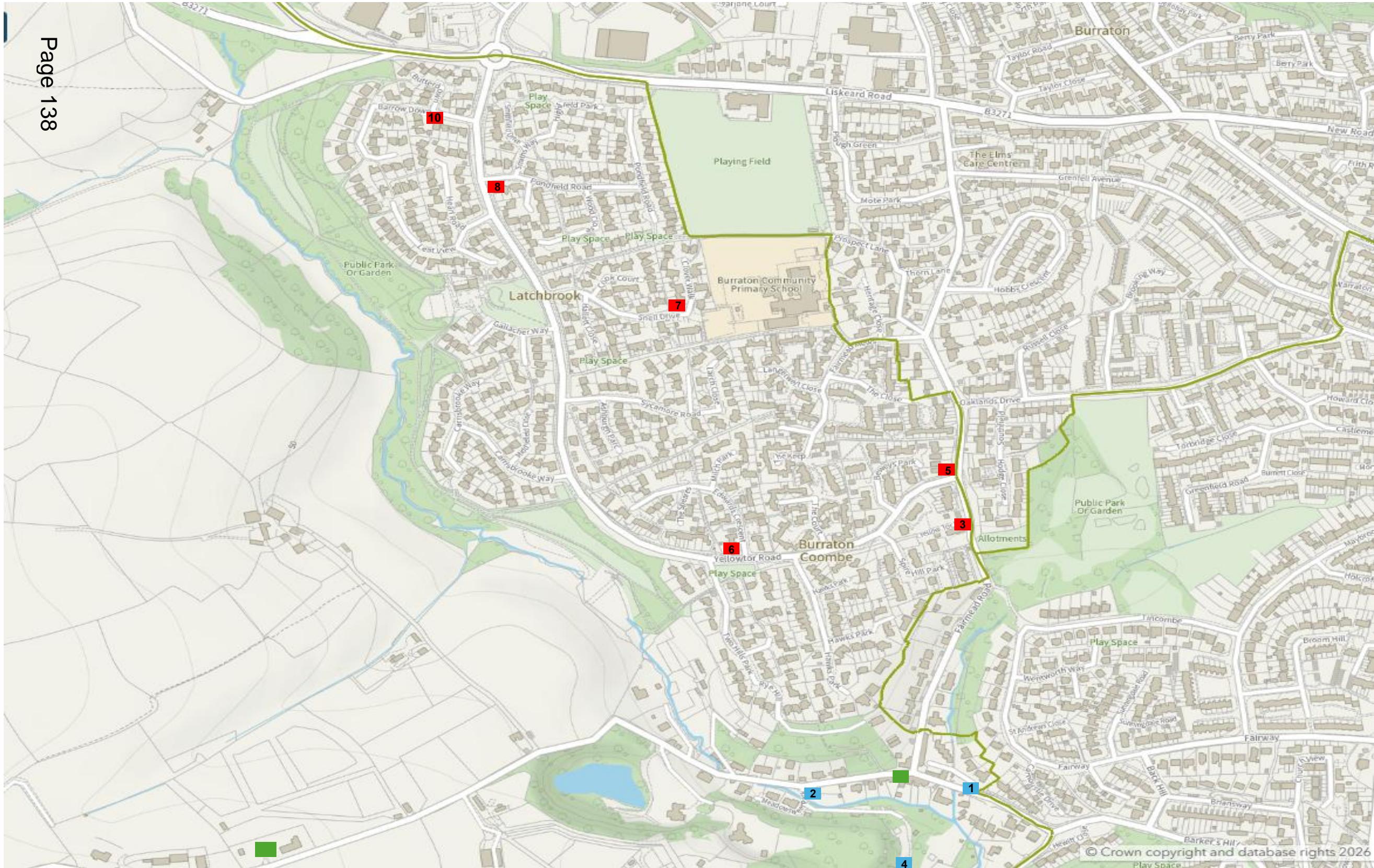


Unknown



Requested

Trematon Ward



■ Saltash Town Council
 ■ Cornwall Council
 ■ Unknown
 ■ Requested

*Tr04 – Further down near The Boathouse. Unable to fit on map.
 *Tr09 – STC. Up at Carkeel/Fairfield. Unable to fit on map.

Saltash Salt Bins

ESSA WARD

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Ref Number	Name	Location	Cornwall Mapping Reference	Google Map Reference	Owned by STC / CC	What Three Words
E01	Wesley Road	Wesley Road, Saltash, PL12 6AS	D201365633	50.408781, -4.213788	STC	fluffed.pens.monorail
E02	Lower Fore Street	Lower Fore Street, Saltash, PL12 6JQ	D201365636	50.408459, -4.208955	STC	handy.distract.laugh
E03	Culver Road / Coombe Road	Culver Road, Saltash, PL12 4DS	D201365637	50.406599, -4.209046	STC	gobblers.movies.starred
E04	Vincent Way	Vincent Way, Saltash, PL12 4EX	Not on mapping system	50.405701, -4.212212	STC	plots.repelled.flown
E05	Alexandra Square Car Park	Albert Road, Saltash, PL12 4EA	Not on mapping system	50.408058, -4.210062	UNKNOWN	firelight.lordship.painter
E06	Culver Road / Albert Road (Left of Car Park Entrance)	Culver Road, Saltash, PL12 4DP	Not on mapping system	50.407819, -4.211609	UNKNOWN	turntable.respond.candidate
E07	Culver Road / Albert Road	14 Culver Road, Saltash, PL12 4DP	D201365639	50.407791, -4.211440	UNKNOWN	unwraps.began.gangs
E08	Higher Port View (Port View Surgery)	Higher Port View, Saltash, PL12 4BU	Not on mapping system	50.407564, -4.216139	UNKNOWN	hologram.shins.impulse
E09	Higher Port View / Lower Port View	Higher Port View, Saltash, PL12 4BX	D201365629	50.407621, -4.217447	STC	burden.piles.deprive
E10	Valley Road / Love Lane	Valley Road, Saltash PL12 4BT	Not on mapping system	50.407385, -4.218398	UNKNOWN	worthy.kitchens.such
E11	Windmill Hill	Windmill Hill, Saltash, PL12 4BH	D201365415	50.408406, -4.220086	UNKNOWN	green.natural.paramedic
E12	Trelawney Road	Trelawney Road, Saltash PL12 4DB	Not on mapping system	50.406807, -4.219551	UNKNOWN	quickly.unlocking.deserved
E13	Frobisher Drive / Cabot Close	Cabot Close, Saltash PL12 4TB	D201365416	50.406005, -4.221372	UNKNOWN	tinny.vaulting.nets
E14	Chichester Crescent / Prouse Rise	Chichester Crescent, Saltash PL12 4TD	Not on mapping system	50.405192, -4.219431	STC	securing.lungs.stitching
E15	Babis Farm Way	Babis Farm Way, Saltash, PL12 4TG	NG16012303	50.405555, -4.217047	STC	sideboard.proposes.crackled
E16	Babis Farm Close	Babis Farm Close, Saltash, PL12 4TG	Not on mapping system	50.404354, -4.214723	STC	sheds.icon.crows
E17	Lyhner Drive	Lyhner Drive, Saltash, PL12 4PJ	D201365627	50.403231, -4.216419	STC	media.snail.deriving
E18	Beatrice Avenue	Beatrice Avenue, Saltash, PL12 4NG	D201365628	50.404839, -4.220631	STC	crowned.soccer.ringside
E19	Church Road / Parkesway	Church Road, Saltash, PL12 4AE	D201365413	50.405092, -4.228123	STC	duplicity.cavalair.picnic
E20	Church Road / Churchtown Vale	Churchtown Vale, Saltash, PL12 4AN	D201365625	50.404320, -4.228232	UNKNOWN	struggle.riverbed.grapevine
E21	Castle View / Castle Rise	Castle View, St Stephens, Saltash, PL12 4SN	Not on mapping system	50.402899, -4.231319	STC	surnames.encoding.beyond
E22	St Stephens Hill / Summerfields	Summerfields, St Stephens, Saltash, PL12 4AB	Not on mapping system	50.403660, -4.231776	STC	ranking.refrain.helped
E23	Barkers Hill / Bake Hill	Barker's Hill, Burraton Coombe, Saltash PL12 4QB	Not on mapping system	50.404786, -4.231567	STC	moral.melon.speedily
E24	Church Road / Castlemead Drive	Castlemead Drive, Saltash, PL12 4LG	D201365624	50.409486, -4.226416	STC	enjoys.skyrocket.alarm
E25	Castlemead Drive / Greenfield Road	Castlemead Drive, Saltash, PL12 4LQ	Not on mapping system	50.409674, -4.229572	UNKNOWN	reminder.teach.convey
E26	Warraton Road / Warraton Lane	Warraton Road, Saltash PL12 4HX	Not on mapping system	50.410686, -4.228938	STC	rekindle.trips.tolerable
E27	Greenfield Road	Greenfield Road, Saltash, PL12 4LJ	D201365411	50.408728, -4.231277	STC	quit.audio.reissued
E28	Church Road / Hawthorns	Hawthorns, Saltash, PL12 4PU	D201365412	50.407333, -4.227523	STC	clashing.statement.diets
E29	Fairway / Maybrook Drive	Fairway, Saltash, PL12 4BD	Not on mapping system	50.405931, -4.230172	STC	texts.blushes.exacted
E30	Fairway / Birkdale Close	Fairway, Burraton Coombe, Saltash, PL12 4BA	Not on mapping system	50.405417, -4.232830	STC	inversion.habits.acquaint
E31	Fairway / Carnoustie Drive	Fairway, Carnoustie Drive, Burraton Coombe, Saltash, PL12 4DE	D201365623	50.405510, -4.233625	STC	storms.obstinate.host
E32	Fairway / Tincombe	Fairway, Saltash PL12 4DG	D201365623	50.407099, -4.233784	UNKNOWN	giggled.buzzards.animate

E33	Saltash Library Hub	Callington Road, Saltash, PL12 6DX	Not on mapping system	50.409962, -4.220920	UNKNOWN	boards.varieties.musical
E34	Saltash BD Dental Surgery	Callington Road, Saltash, PL12 6DU	Not on mapping system	50.409711, -4.221196	UNKNOWN	streamers.rams.routes
E35	Saltash Health Centre	Callington Road, Saltash, PL12 6DU	Not on mapping system	50.409711, -4.221196	UNKNOWN	wipe.interests.archive

Saltash Salt Bins

TAMAR WARD

Ref Number	Name	Location	Cornwall Mapping Reference	Google Map Reference	Owned by STC / CC	What Three Words
T01	Longstone Garage and Store	Glebe Avenue, PL12 6DW	CM05122302	50.409721, -4.217169	STC	bypasses.tutorial.stuffing
T02	Longmeadow Road / Glebe Ave	Saltash PL12 6DY	Not on mapping system	50.410536, -4.216587	UNKNOWN	devotion.clincher.regrowth
T03	Belle Vue Road	Saltash , PL12 6JR	D201365630	50.409352, -4.213446	UNKNOWN	shack.salaried.escapades
T04	Hillside Road / Hillside Avenue	Hillside Avenue, PL12 6HF	Not on mapping system	50.410775, -4.213988	UNKNOWN	clotting.oddly.amending
T05	Hillside Avenue / Deer Park	Hillside Road, PL12 6EX	CM05122301	50.411589, -4.217518	STC	gearing.amber.earpiece
T06	Hillside Road / Convent Road	Convent Close, PL12 6HA	Not on mapping system	50.411794, -4.219708	STC	direction.rises.mixing
T07	Hillside Road / Clear View	Clear View, PL12 6HB	Not on mapping system	50.412029, -4.222493	STC	icicles.riskiest.fabricate
T08	St Georges Road / St Annes Road	St George's Road, PL12 6EH	Not on mapping system	50.412322, -4.224726	STC	scouted.tailwind.emporium
T09	Rogers Drive	Rogers Drive, PL12 6JP	Not on mapping system	50.414378, -4.228750	STC	hidden.slyly.initial
T10	New Road / Homer Park	New Road, PL12 6HL	D201365644	50.413073, -4.226446	STC	taller.folks.following
T11	New Road / Pollards Way	New Road, PL12 6HL	Not on mapping system	50.413670, -4.222653	STC	squad.diplomas.dimes
T12	Pollards Way	Pollards Way, PL12 6UJ	Not on mapping system	50.413958, -4.223188	UNKNOWN	passports.against.mimes
T13	Bishops Close	Bishops Close, PL12 6HP	Not on mapping system	50.413060, -4.220416	UNKNOWN	overlook.cloth.illogical
T14	New Road / Brookdown Terrace	Brookdown terrace, PL12 6HY	D201365643	50.413457, -4.220474	UNKNOWN	allow.blizzard.consoles
T15	Glanville Terrace / Newman Road	Newman Road, PL12 6DB	D201365417	50.412992, -4.213826	STC	prepare.statement.radar
T16	Salt Mill Park	Salt Mill, PL12 6LG	D201365640	50.414514, -4.215257	UNKNOWN	squeaking.moth.embarks
T17	Tavy Road	Tavy Road, PL12 6DE	Not on mapping system	50.410138, -4.209772	STC	innovator.snuggle.purist
T18	Jubilee Car Park / Waterside Cabin	Saltash PL12 6JD	Not on mapping system	50.409367, -4.206491	STC	lunch.putty.globe
T19	Pontoon	Saltash Pontoon	Not on mapping system	50.409437, -4.205565	STC	actors.firmly.easy
T20	Hodge Close	Lower Burraton, PL12 4ST	D201365408	50.408713, -4.234178	STC	tunnel.epidemics.dine
T21	Fairmead Road / Oaklands Drive	Lower Burraton, PL12 4LY	D201365619	50.409821, -4.234964	UNKNOWN	cubes.cheese.comically
T22	Grassmere Way / Pillmere Drive	Pillmere Drive, PL12 6XD	Not on mapping system	50.416628, -4.229421	STC	grit.typified.smokers
T23	Grassmere Way - Roundabout	Pillmere, PL12 6YT	Not on Mapping System	50.417293, -4.225087	STC	greed.thickened.worms
T24	Grassmere Way / Dartmoor View	Pillmere, PL12 6WF	D201365418	50.416870, -4.224292	STC	skidding.gadgets.airbase
T25	Grassmere Way / Greenfinch Crescent	Pillmere, PL12 6WG	D201365419	50.416037, -4.226460	STC	scare.proves.globe

Saltash Salt Bins

TREMATON WARD

Ref Number	Name	Location	Cornwall Mapping Reference	Google Map Reference	Owned by STC / CC	What Three Words
Tr01	Longlands Lane - Nancarrows	Burraton Coombe, PL12 4XA	D201365621	50.405181, -4.234462	STC	lordship.headset.laminate
Tr02	Longlands Lane / Meadow Sweet Farm	Longlands Lane, PL12 4QG	Not on mapping system	50.405127, -4.236979	STC	keepers.shot.inclines
Tr03	Yellowtor Lane	Lower Burraton, PL12 4SS	D201365406	50.408345, -4.234690	UNKNOWN	sober.joked.juniors
Tr04	Forder / Castle Hill	Castle Hill, PL12 4QS	Not on mapping system	50.401560, -4.236023	STC	configure.fast.briefing
Tr05	Yellowtor Road / Fairmead Road	Yellowtor Road, Burraton, PL12 4SS	D201365620	50.408927, -4.234951	UNKNOWN	goods.destroyer.sensitive
Tr06	Yellowtor Road / Edwards Crescent	Lower Burraton, PL12 4UG	D201365603	50.407892, -4.238110	UNKNOWN	alleges.smothered.sprouts
Tr07	Yellowtor Road / Snell Drive	Snell Drive, Latchbrook, PL12 4UB	D201365617	50.410897, -4.251313	UNKNOWN	snowboard.goggle.soaks
Tr08	Yellowtor Road / Pondfield Road	Yellowtor Road, Latchbrook, PL12 4UA	D201365618	50.412226, -4.242296	UNKNOWN	pegged.snowboard.tastes
Tr09	Carkeel / Fairfield Park	Carkeel, Slatash, PL12 6NR	D201365599	50.424421, -4.237358	STC	dupe.rainfall.silently
Tr10	Barrow Down / Butterdown	Barrow Down, Latchbrook, PL12 4TY	D201365407	50.413029, -4.243098	UNKNOWN	lecturers.advantage.bravo

APPENDIX B



Managed and maintained by Saltash Town Council
For public roads and pavements only

- | | |
|-------------------------------------|-----------------------|
| ✓ Use during snow or icy conditions | ✗ Use for private use |
| ✓ Use on public pathways and roads | ✗ Pour down the drain |
| ✓ Close bin lid securely | ✗ Overuse |

Instructions for use

Take a small scoop (about 1 tbsp per m²)

Sprinkle lightly and evenly

Treat key areas—paths, junctions, tyre tracks

Use sparingly to avoid waste and environmental harm

Bin ID / Location Code: XX

Report damage or low salt

01752 844 846

services@saltash.gov.uk

Appendix C - Requests for Salt Bins

Burraton Coombe Request – Trematon Ward

Good Morning.

I wrote to the council several years ago, requesting a grit bin for Burraton Coombe. Eventually one was supplied but it was placed opposite Down Close which is of little use for Burraton Coombe.

Back when I wrote, we had just seen 7 collisions within a few days - cars coming down Longlands Lane and then colliding with street furniture or other parked vehicles.

The issue with the current bin placement is as follows. The bin at the top of the hill coming out of the Coombe is too far away and up a very steep hill which when icy is hard to navigate with a wheelbarrow. The one at Down Close means that I have to take a wheel barrow down and handball the grit back to where it is most needed. Most of the residents of the Coombe are in there 70s so I find that I am the only one able to do this.

What is needed is a new grit bin situated in the Coombe itself so that all residents can, when needed, throw some grit into the road. This week we have had a further two collisions with cars coming into the Coombe and sliding.

I know it's been cold everywhere and today, there is ice everywhere but the Coombe has this far more often than most other areas as it is at river level and shaded, hence it is always 2degrees colder down here in the winter and the road does not benefit from sunlight between Oct and Feb.



Trematon Ward Councillors Comments:

- 'I would say yes for the reasons stated by the resident who has written in. The current one is by Downs Close but a long way away from Burraton Coombe itself. Would be sensible to put another one along that piece of road if appropriate. I know it comes at a cost but the gritters don't get that far down to assist'
- 'Agree, it is necessary.'
- 'The area is certainly not easy to negotiate at the best of times so best to seek local and CC advice for best location.'

Hillside Road Request – Tamar Ward

Good afternoon.

We live in Hillside Road in Saltash

Where a lot of elderly residents live.

As a consequence of the snow and ice and extreme cold weather, our road and pavements have been extremely slippery and dangerous. There is only one salt bin close to this part of Hillside which is situated on Clearview, but currently has no salt. I have reported this today. Please can consideration be given to another road Salt bin being installed on the junction of Longmeadow and Hillside Road to enable the few able bodied residents to distribute some salt on the road near to this junction and onto Hillside road and the pavement in that area. My concerns are that this weather is potentially going to prevent some of my neighbours going about their normal day to day routines due to their concerns of falling over on the slippery roads and paths.

I appreciate i am not alone in raising this concern regarding lack of Salt and road salt bin availability but would like you to consider my request for the new road side salt bin as a matter of priority due to the current weather conditions still in play for the next few days
Yours Sincerely

Longlands Request – Trematon Ward

Hi,

Please can we request a salt bin at Longlands, PL12 4QQ

We are situated at a crossroads at the top of three hills, one of which is very steep.

The nearest salt bin is a mile away at the bottom of the steep hill in Forder, which we can't access when the road is iced over.

When it ices over, like on Monday and Tuesday of this week, we have no means of getting to work or schools.

Please help.

Kind regards,

Trematon Ward Councillors Comments:

[A reasonable request in my view.](#)

The Gallups Request – Tamar Ward

Hello, I live on the gallops in Pillmere Saltash and we have a slope on a down ward hill to houses. I have lived here for 20 years and if the road is icy it's a nightmare for cars or people to walk on. My son is disabled and uses an electric wheelchair and when it's icy it's impossible for him to go out. In the past we have brought and put salt out ourselves. But we are not getting any younger and have health problems ourselves.

We are happy to spread the salt, but can't lug big bags of salt anymore.

I've seen on Amazon you can get small bins for salt and I'm more than happy to have it placed on our drive next to my house on the slope.

Many thanks

Lander Road/Old Ferry Road – ESSA Ward

If we could look at an additional bin at the top of Lander Road on the junction of Old Ferry Rd. There used to be one there until it was vandalised some years ago, they never replaced it.

Appendix D

From: Cornwall Highways Enquiries
Sent: Tuesday, January 27, 2026 1:13 PM
To: Julie Hughes
Subject: RE: Salt Bins

Information Classification: CONTROLLED

Dear Julie

Further to your enquiry I have attached the costs for the salt bins. Cornwall Council will fill the bins once at the start of each season.

We will need to agree the locations of any new salt bins as they must not obstruct footways. If they are placed on areas of private land then the property owner will need to be in agreement.

Morning Neil

Thank you for the information.

Please can you advise, if we purchase a new additional bin from you to go in another location will you include this in the 1st free fill at the start of the winter ?

If we purchase an additional bin from another supplier to go in another location and advise you of the location of this to add to your list, will you include this in the 1st free fill of the season?

Dear Julie

Further to your enquiry, Cornwall Council will fill the salt bins at the start of each winter season, any further refills after this will need to be funded by the Town Council.

In relation to your second point, all salt bins on the highway network must be purchased through CORMAC. We do not allow other salt bins to be placed on the network. If you purchased a salt bin from a different supplier to place on land in your ownership, we would not fill this bin.

To receive a report on signage improvements in Saltash and consider any actions or associated expenditure.

Report to: Services Committee

Date of Report: 15.01.26

Officer Writing the Report: Planning and General Administrator and Councillor R Bickford

Pursuant to: Services held on 11.12.25 minute nr. 86/25/26

Purpose of the report: To receive a report on the existing signage within the Town and wider community that may require improvement and consider any actions and associated expenditure.

Officer's Recommendations

Members are asked to:

1. Approve in principle to improve / review the proposed signage outlined within the report;
2. To delegate to the Planning and General Administrator, working with the Chairman and Vice Chairman, to further investigate potential funding opportunities and external permissions, develop detailed design proposals, and detailing costs for improvements, replacements or additional signs reporting back to a future Services Committee.

Report Summary

Report by Councillor Richard Bickford - January 2026

This report details potential signage upgrades/changes that STC could deliver. Some of this may need to be in conjunction with Cornwall Highways or National Highways. Some may be funded through s106 or part funded by other partners in some locations. We are looking for 'in principle' agreement to this list in order to progress permissions, quotes and designs which would be brought back to a future meeting for agreement. This is likely to be a phase 1, so future ideas can still be brought forward.

Welcome to Saltash Sign

Possibly Section 106 fundable

On slip road from A38. Looking a bit shady, partial covered by growth. Could be bigger and higher, possibly with additional words



Welcome to Saltash Sign

Possibly Section 106 fundable

Bottom of Fore Street.

Looking a bit shabby.

Could form part of a larger sign attached to the Royal Albert Bridge sculpture which has fixing positions.

Lots of room for improvement and larger size.

Possibly the sign could show a wave at the top to indicate the river under the bridge.

Could be lit at night.



Cornwall College sign

At top of Fore Street against railings of Victoria Gardens

Change to **Saltash Library**



Entrance to Plougastel Drive

Unused posts could support signage for available services such as Library, Leisure Centre, Register Office, Car Park, Family Hub, Health and Wellbeing hub, Health Centre, Brunel School.

One on each side of the road?





Cornwall College sign

At Fire Station end of Church Road

Could replace with 'The Core'

Shop Mobility Sign

Junction of Fore Street and Belle View Road

Update sign and maybe clean them!





Railway Station signage

Exit of station

Possible new sign to go on reverse of street facing sign.

Welcome to Saltash

Directional signage

Left

Waterside/Ferry/Mary Newman's Cottage

Right

Town Centre Shops/Bus Stops/Museums



Alexandra Square Car Park

Rear of cluster Peace Garden Signage

Large sign saying Welcome to Saltash in English and Cornish

Possible space for temporary banners at the bottom (Town events etc)

Directional signage

Town Centre

Toilets

Museums

Mary Newmans Cottage

Railway Station

Guildhall

Waterside

Ferry

Cornish Cross

England





Wayfinding / Finger signs

Several are broken and all need a clean and update. Top logo missing from most.

Potentially option to work with the Community Shed to provide new fingers





Waterside walking route

Potential to add small walking route signs to and from the Waterside.

Opportunity to indicate an 'Easier' walking route via Old Ferry Road and North Road.

Noticeboard at Treledan

STC has contacted Treledan Developers regarding the installation of a notice board within Treledan. Subject to their approval, they are happy for STC to send across details.

Cornwall Council Highways

STC has contacted Cornwall Council Highways Team for advice on what the procedure is for requesting amendments to existing signs, what permissions are required for installation for new signs on existing posts, and what the associated costs for making changes or requesting new signage may be.

How Does This Meet the Business Plan?

Improving existing signage and considering opportunities for new signage will meet the following strategic priorities:

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

Having clear signage will help visitors navigate the town centre more easily, making Saltash a welcoming destination and encourage visitors to spend longer in town. Easier navigation and improved signage in the wider community will promote walking, encourage residents to explore more areas and increase awareness of recreational facilities in Town. Signs to leisure facilities, the waterside, green spaces and parks will make them easier to find and use. Signage to walkable routes and cycle paths supports sustainable transport.

Signature of Officer:

Planning and General Administrator and Councillor R Bickford

To receive a report on the Waterside Welfare Cabin and consider any actions and associated expenditure

Report to: Services Committee

Date of Report: 15.01.2026

Officer Writing the Report: Administration Officer

Purpose of the report: Due to the lease period nearing completion best value and a full review of the current location was undertaken.

Officer's Recommendations

Members are asked to confirm which option they would like the Administration Department to explore further, with a detailed cost report to be presented at the scheduled Services meeting in April.

Report Summary

The Service Delivery Team currently have a Welfare Cabin based at the Waterside; the cabin incorporates a lunch area, drying room, toilet facilities and storage for Grounds Maintenance uniform and equipment. **See Appendix A.**

The existing cabin is approaching 5 years old. The average life-span of a cabin and effluent tank made of toughened steel is 10-15 years.

The current cabin was subject to a minimum 4-year lease agreement at a charge of £70.00 per week. This ends in June 2025 and we are on a rolling month by month contract.

An alternative location at the Depot was explored, however costs to supply water and electricity would be accrued and associated permissions from Cornwall Council would be required. The Administration Department has requested a site visit from the Town Council's current supplier to confirm if the site is suitable for a cabin to be installed. See Appendix B for the site view of cabin placing at the depot.

Should the cabin be moved, arrangements would need to be made to rehouse both the pontoon gate system and the lifesaving equipment currently accommodated within the office space.

Members are asked to consider and confirm how they may wish to proceed.

Option 1 – Continued Lease of Existing Welfare Cabin (not including Effluent Tank)

As the lease period is drawing to the end of its 5-year period the following options to continue a lease for the existing cabin is as follows.

Lease Period	Weekly Cost	Annual Cost of welfare cabin	Committed cost over lease period
1 year	£65	£3,380	£3,380
2 years	£60	£3,120	£6,240
3 years	£55	£2,860	£8,580

Please see **Appendix C** for Welfare Cabin lease details.

Option 2 – New Welfare Cabin Lease (**not** including Effluent Tank)

Lease Period	Weekly Cost	Annual Cost	Committed cost over lease period
Minimum of 5 years	£95	£4,940	£24,700

Additional cost for delivery and collection would be charged at £700

The benefits of leasing are primarily cost related. There is no initial capital expenditure, aside from delivery costs and an upfront payment equivalent to eight weeks of weekly payments.

With regard to cabin maintenance, the first two years are covered under the manufacturer's warranty. After this period, we would manage any repairs that may arise. Charges may apply where issues are deemed outside of normal wear and tear.

Associated costs for Effluent Tank

Associated lease costs for effluent tank are as follows:

Annual Cost	Cost annually for emptying	Committed cost over 1 year lease period
£260	£2,224.80	£3,004.80

Associated purchase costs for existing effluent tank are as follows:

Product	Cost
Purchase of existing effluent tank	£995
Purchase of new effluent tank	From £1,995

The existing effluent tank has been confirmed by the supplier to be compatible with the new welfare cabin option provided.

Option 3 – Purchase of a Welfare Cabin (including Effluent Tank)

Item description	Cost	Delivery	Collection
Existing Welfare Cabin in situ (approaching 5 years old)	£16,995	N/A	N/A
New Welfare Cabin	£22,995	£350	Current supplier to observe cost for collection and disposal of existing cabin in situ

See Appendix D for Quote details.

Budgets

The cost of the welfare cabin is split between Service Delivery (20%) for monitoring the pontoon and Personnel (80%) as it is a welfare cabin provided to employees.

The annual lease of the existing cabin and lease and emptying of the effluent tank have been budgeted for under the following budget codes.

Budget Code: 6528 SE Pontoon Accommodation

Budget Availability 2026/27: £1,388

Budget Code: 6654 ST PE Staff Welfare: £5,552

Budget Availability 2026/27:

Total budgeted amount for 2026/27 for the welfare cabin: £6,940

STC have not budgeted for a capital expenditure for the welfare cabin therefore the Finance Officer has recommended if the Town Council were to purchase a cabin outright it would be required to be met from General Reserves.

General Reserves Budget Availability: £376,697.78

Signature of Officer:

Administration Officer

APPENDIX A – Current Cabin



APPENDIX B - Site View of Cabin Placing at the Depot



From [REDACTED]

Date Mon 2026-01-26 2:10 PM

To Julie Hughes <Julie.Hughes@saltash.gov.uk>

Hi Julie,

Yes, these prices relate to the two different types of cabins as shown in the thumbnail images against each price.

There would be the option to hire either unit on a 5-year hire contract.

The cabin priced at £25,995 + Vat would be £110 + Vat per week

The cabin priced at £22,995 + Vat would be £95 + Vat per week.

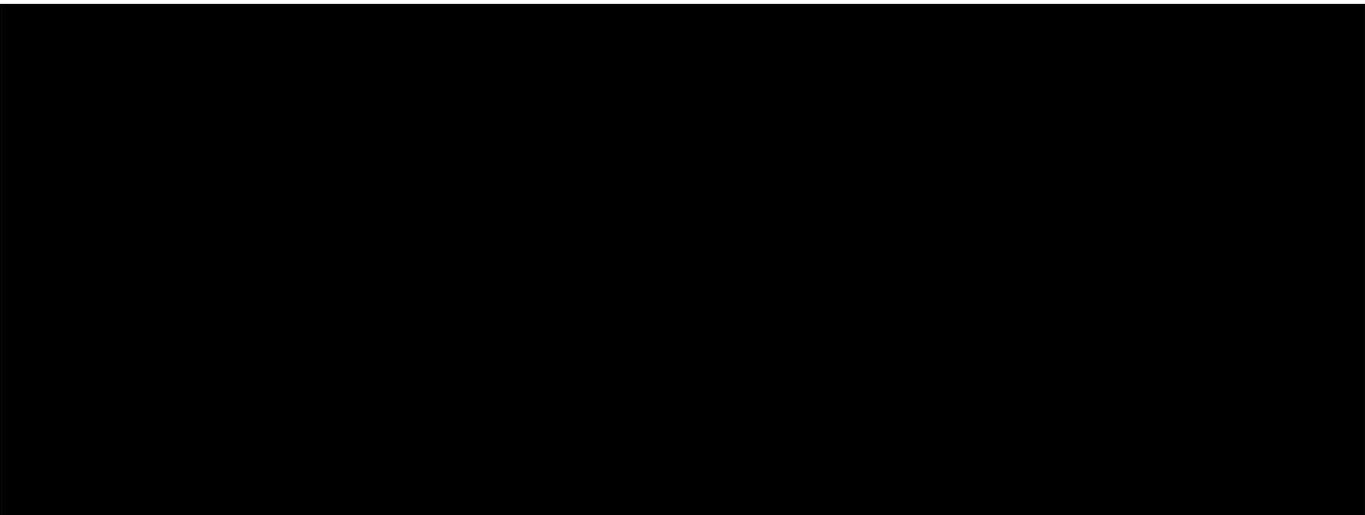
Regarding the cabin you already have, purchase price for this one would be £16,995 + Vat and £995 + Vat for the effluent tank.

If you would like to continue to lease your current cabin, we can offer a sliding scale discount. Currently you pay £70 + Vat per week. If you choose to hire for another year, we can reduce that to £65 + Vat per week, for 2 years it would be £60 + Vat per week and for 3 years it would be £55 + Vat per week. The tank would remain constant at £5 + Vat per week.

Let me know if any of these options are suitable for your requirements moving forward.

If you have any questions regarding any of this, please do not hesitate to contact me.

Kind regards



[Privacy Policy](#)

[Email Disclaimer](#)

[Sales T&C's](#)

[Hire T&C's](#)



Thank you for providing the quotes. I am assuming these are for the different types of new cabin, is there an option to lease either of these ? I also requested the additional quotes as follows -

APPENDIX D - Quote

Item	Qty	Unit Price	Total
	1	£22,295.00	—



32ft x 10ft Welfare Unit Anti Vandal

A durable plywood deck will be installed and overlaid with heavy duty vinyl- faced plywood, neatly finished with white plastic trim. The space will be insulated with 50mm mineral fibre in both the walls and ceiling to improve efficiency and comfort.

All electrics wired to consumer unit fitted with RCD and MCB to current I.E.T regulations.

32ft x 10ft Welfare Unit

The unit will be fitted with.

- 1no Set of low-level lifting points and chain guides
- 1no Multi point locking personnel door
- 2no 915mmx915mm aluminium d/glazed sliding windows c/w shutters
- 1no High level window c/w grille
- 1no Consumer unit
- 4no Standard LED light and switch
- 13amp twin switched double socket
- 1no 2kW panel heater c/w 7day-timer

w/c

- 1no WC c/w toilet roll holder
- 1no wash hand basin c/w hot and cold taps
- 1no 5 litre 2kw Storage water heater

-
- Ino 4' extractor fan c/w timer
 - Ino Downflow heater c/w timer
 - Ino Internal bulk head light & switch

Kitchen

- Ino canteen unit; including stainless steel sink and drainer, hot and cold taps, 2kW under sink water heater fitted within cupboard and double sockets positioned above and below worktop for appliances.

Drying Room

- Ino Downflow heater c/w timer

Optional Extras

- Hand dryer - £230 + Vat
- Std Z-Fold Towel Dispenser -£50 + Vat
- 900ml Soap Dispenser £30 + Vat
- Benching and Coat hooks -£45 per m + Vat
- Lockers Single or double -£240 + Vat
- Freestanding Benching -
Single-1200mm -£290 + Vat
- Jack Legs £500 each + VAT

Item	Qty	Unit Price	Total
 Delivery and offload with HIAB Delivery and Offload	1	£350.00	£350.00
Subtotal			£350.00
VAT			£70.00
Total			£420.00

Payment Terms: Payment due prior to delivery.

Delivery Availability: Availability is normally 7-10 working days from receipt of payment. A date would be confirmed at time of any order placement.

We also buy used containers and portable buildings...

If you have old units you are considering disposing of or would like to part-exchange then please let us know as we offer very competitive trade-in discounts that could make your quote even more affordable.

We look forward to hearing from you soon.

Terms and Conditions

Terms and Conditions:

Access to delivery address is suitable for a large articulated lorry. (All items are exclusive of UK VAT & Delivery unless specified, E&OE, Quotations valid for 30 Days)

Exclusions:

Site survey, crane (if applicable) connection to the main services and preparation to the site foundations.

To receive a report from the Christmas Lights Working Group and consider any actions and associated expenditure

Report to: Services Committee

Date of Report: 12.02.26

Officer Writing the Report: Town Clerk / RFO

Pursuant to: minute 89/25/26 Services Committee 11.12.26

Purpose of the report: To support the Town of Saltash in delivering a well-organised, safe and successful Christmas Lights Switch-On event for our residents and visitors.

Officer's Recommendations:

1. That Members consider deferring this item to a future meeting of the Services Committee, and delegate authority to the Town Clerk to work with the Members of the Working Group to finalise the Project Specification Form.
2. That Members 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.

Report Summary

Please refer to the attached draft Project Specification Form for the most up-to-date information regarding the proposed Christmas Lights Switch-On event.

Budgets

Budget Codes: 6572 EMF Festive Lights

Budget Availability: £20,500

Committed Spend: £30,000 for the install / storage of the Christmas lights

Signature of Officer:

Town Clerk / RFO

**To receive a report from the Christmas Lights Working Group and consider
any actions and associated expenditure**

DRAFT Project Specification

Project Title: Christmas Light Switch On 2026

In-house or External Appointment: External Appointment

Contractor Name: To be confirmed upon appointment

Contact Information (telephone/email): To be confirmed upon appointment

Date Issued: To be confirmed upon appointment

Officer's Job Title: Administration Officer

Pursuant to (minute number): Services held on 11.12.26 minute nr. 89/25/26

Scope of Work

Description of Work Required:

1. Check the lights will be okay for last year
2. Elf hunt - needs extending to one day before Christmas festival. Need to hand each child a small something for when they hand their sheet back in. Get more prizes and promote who is sponsoring which prize beforehand
3. Choirs - need to decide which songs by linking the schools together - max one song from each school (invite all four primary schools) and not more than 2 verses per song - they need to liaise. Need to know numbers of how many children are coming for the choir. And ask schools not to invite everyone to join the parade but to wait in Fore Street.
4. All speeches etc to be made from the trailer stage - Mayor's speeches need to be shorter.
5. Potentially one single Santa lantern to lead the parade - decorated just for STC parade. Could ask the secondary school to make one which they often do for the festival - but just an STC lantern.
6. STC to entice business to offer more on street for the switch on - and add it into late night shopping.

7. Have the STC gazebo out for turning the lights on at the lamp post where the box is - lit up with fairy lights too, and all the elf info etc, and maybe some kid's goody bags.

Project Deliverables:

- Increase town centre footfall during the event and in the lead-up to Christmas. Support and promote local businesses through increased visibility and opportunities for trade.
- Enhance community engagement by providing a free, inclusive public event.
- Boost the town's festive atmosphere with high-quality lighting and entertainment.
- Strengthen partnerships with local organisations, schools, charities, and traders.
- Promote the town's profile through coordinated marketing and media activity.
- Ensure a safe and well-managed event with appropriate traffic, crowd, and risk management in place.
- Deliver value for money through efficient planning and use of council resources.
- Encourage repeat visitation to the town centre throughout the festive season

Timeline and Deadlines:

Services Committee to confirm the date for the light switch on to be held, not forgetting the main Christmas Festival is to be held on Saturday 5 December.

Quality Expectations:

Ensure strict adherence to health and safety standards throughout all planning, preparation, and delivery stages of the event.

Contractor's Responsibilities:

External Events Organiser

Road closures need to be a lot longer for Fore Street and Lower Fore Street and the sleigh to travel to Wesley Road.

Need stage from Chamber for Wesley Road and for road closure there too for Santa's sleigh.

Cordon off the area for light switch on appropriately with white picket fence NOT ugly fencing. Make sure there's enough space for the choirs to stand in front of the stage. Organise them so they face out to the crowds so everyone can hear them sing.

Service Delivery Department

Loudspeakers check the location to link into, otherwise we need to hire something bigger and more powerful for the stage.

Department to switch on lights following countdown

External Performers

Hire two characters or stilt-walkers to be with the Mayor. Light switch on by Mayor on the Chamber stage. Decorate stage with fairy lights - ask Redeemer. Potentially ask Request compere before the Mayor arrives to entertain the crowds.

Father Christmas to walk through the crowds chatting to people after the sleigh arrives - the Santa in Looe had great robe and a party of elves following him as he greeted the crowds.

Restrictions:

All activities and decisions will be governed by current Health and Safety requirements and regulations.

Budget and Payment Details

Quote Provided by Contractor:

Attached as Appendix A

Total Project Cost:

To be confirmed upon appointment.

Procurement:

The office to obtain three quotes as per financial regulations upon confirmation of event schedule.

Payment Terms:

To be confirmed upon appointment.

Purchase Order (PO) Number:

Administration Officer to raise upon appointment.

Invoicing Details:

To be agreed upon appointment.

Project Requirements & Specifications

Materials/Resources Provided by Contractor:

Quote for white picket fencing.

Materials/Resources Provided by Town Council:

Loudspeakers, stage, Christmas lights and switch on material

Health & Safety Requirements:

Risk assessment / method statement to be produced prior to the event proceeding

Permits & Licenses:

Contractor to obtain road closure permit

No licence for music as royalty free to be used through loudspeakers

Communication and Reporting**Point of Contact:**

Saltash Town Council

Named Point of Contact:

Office Manager / Assistant to the Town Clerk

Reporting Committee:

Services Committee

Reporting to the Town Clerk:

Office Manager / Assistant to the Town Clerk

Terms and Conditions**Contract Duration:**

December 2026

Insurance & Liability:

To be confirmed upon appointment

References & Company's House:

To be confirmed upon appointment

Approval & Signatures**Contractor's Signature:**

To be confirmed upon appointment

Officer's Signature:

To be confirmed upon appointment

APPENDIX A

Saltash Town Council

The Guildhall
Lower Fore Street
Saltash
Cornwall PL12 6JX

05 February 2026

QUANTITY	DETAILS	UNIT PRICE (£)	NET SUBTOTAL (£)
	~~ 15MIN CLOSURE FROM GUILDHALL TO FORE STREET [in addition to full closure] ~~		
3 Products	15 Minute Temporary Obstruction sign hire	15.00	45.00
6 Products	Red cone hire	1.00	6.00
Product	Section notices	0.25	0.25
	~~ TBC HR CLOSURE OF FORE STREET ~~		
	~~ Please note that the Fore Street Closure MUST go in no later than 60 minutes prior to the Lower Fore Street Closure, to ensure the road is clear of vehicles prior to the event opening, and to ensure staffing is available to support with Lower Fore Street ~~		
5:00 Hours	Traffic Management Plan	25.00	125.00
Expense	Cornwall Council Road Closure Licence	58.00	58.00
1:00 Hour	Advance warning notice erection	17.50	17.50
1:00 Hour	Advance warning notice erection	17.50	17.50
5 Products	Diverted Traffic Left sign hire	15.00	75.00
6 Products	Diverted Traffic Right sign hire	15.00	90.00
7 Products	Diverted Traffic Straight Ahead sign hire	15.00	105.00
2 Products	Diversion End sign hire	15.00	30.00
6 Products	Road Ahead Closed sign hire	15.00	90.00
7 Products	Road Closed sign hire	15.00	105.00
5 Products	Diversion Left sign hire	15.00	75.00

3 Products	Diversion Right sign hire	15.00	45.00
2 Products	Keep Right sign hire	15.00	30.00
Product	Works Access sign hire	15.00	15.00
Product	Works Exit sign hire	15.00	15.00
4 Products	Section notices	0.25	1.00
52 Products	Red cone hire	1.00	52.00
49 Products	Sandbag hire	1.00	49.00
5 Products	Barrier hire	15.00	75.00
~~ STAFFING ~~			
3:00 Hours	Meetings or additional work - Estimated 3hr	25.00	75.00
6:00 Hours	TM Supervisor - On the day - Estimated 6hr	36.00	216.00
3:00 Hours	TM Supervisor - On the day - Estimated 3hr	36.00	108.00
6:00 Hours	TM Operative - On the day - Estimated 6hr	20.00	120.00
3:00 Hours	TM Operative - On the day - Estimated 3hr	20.00	60.00
3:00 Hours	TM Operative - On the day - Estimated 3hr	20.00	60.00
3:00 Hours	TM Operative - On the day - Estimated 3hr	20.00	60.00
~~ FENCING ~~			
~~ Unsure of the fencing requirements at this time, this would be dependant on the amount of fencing required ~~			
Product	Pedestrian barriers - 2.3m wide x 1.1m high (price per barrier)	4.00	4.00
2 Products	Ped barrier delivery / collection	20.00	40.00
Product	Picket fencing - 1.83m wide x 91cm high (price per barrier)	26.22	26.22
~~ Sound System ~~			

We would recommend assembling in Victoria Gardens and parading to the bottom of Fore Street, where the horn speaker sound system could be utilised. (this will save on staffing and signage hire, is a safer place to congregate, and ensures the whole street can hear).

Alternatively, if the side street is being utilised, then I would suggested both a point PA system and 'bouncing' the signal down to the horn speaker system.

Please note that our PA systems can NOT be used in damp or wet weather. We can get a quote for outdoor/waterproof speakers from our preferred suppliers, which may be in the region of £400.00

2:30 Hours	Sound technician - Estimated 2.5hr	20.00	50.00
Product	Behringer XENYX X1222USB 12 Channel Analog Mixer	15.00	15.00
Product	dB Technologies B-Hype 12 Active Speaker Pair & stands	55.00	55.00
Product	KAM KWM1920 Wireless Microphones	20.00	20.00
Product	Behringer C-2 Matched Studio Condenser Microphone	15.00	15.00
2 Products	SHURE SM58 Dynamic Microphone	5.00	10.00

GBP Total £2,055.47

Other Information

Estimate is subject to contract and price is subject to change

To receive a report from Saltash Environmental Action and consider any actions and associated expenditure

Report to: Services Committee

Date of Report: 11.2.26

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

Purpose of the report:

To give Members essential information following discussions held with SEA to make an informed decision that aligns with Town Council priorities, supports volunteers, and enables timely environmental improvements on STC land.

Officer's Recommendations

Members are asked to note the report and consider:

1. To approve SEA's proposal to replace trees through the Forest for Cornwall scheme within Elwell Woods, specifically in the areas marked M and N on the submitted 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 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.
4. 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.

5. 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.

Report Summary

The Town Clerk recently met with SEA, and the discussion highlighted that the current permissions process, combined with the limited planting season, is unintentionally slowing progress on the tree-planting initiative. To prevent unnecessary delays and support this important environmental work, the Town Clerk is asking Members to endorse the officer recommendations. This will allow SEA to continue delivering positive outcomes for the town without being hindered by procedural constraints.

SEA will continue to provide regular updates on their activities at future Services Committee meetings.

For further detail, please refer to the accompanying SEA report.

How Does This Meet the Business Plan?

Climate Emergency

This approach supports the Town Council's Climate Emergency priority by enabling timely tree planting and protection, helping to strengthen local biodiversity, capture carbon and advance the town's climate change strategy.

Recreation and Leisure

This approach enhances Recreation and Leisure by improving and sustaining green spaces, contributing to the quality, wellbeing and natural character of Saltash's parks, open areas and riverside environment.

Budgets

Budget Codes: 6589 SE EMF Community Tree Planting Initiatives

Budget Availability: £3,106

Committed Spend:

Signature of Officer:

Office Manager / Assistant to the Town Clerk

**SEA Report to STC
Services Committee
February 2026**

Elwell Woods

1. The wet conditions have made it virtually impossible to do much work controlling the heliotrope.

2. We removed the dead apple tree. RHS Advice had offered to test some roots for fungus – but when we removed the tree, there was a complete absence of the smaller roots that were the size needed for examination.

We think that the apple probably died of a fungus disease rather than drought, so it would not be sensible to plant another apple tree in that location, at least for several years. Instead, we propose to plant some donated seeds of meadow annuals there in Spring.

3.



In the areas labelled M and N in the map, one large tree fell, bringing down one or two trees from the understorey. One dead tree has also been removed. We would like permission to replace these. This is an opportunity to increase the diversity of tree species – Elwell Woods are dominated by sycamore. We propose natives, for example wild cherry, downy birch, field maple and rowan – we can source these from Forest for Cornwall.

Tree Saltash

We have been asked by a resident of Fearnside Way to plant three **flowering cherry** trees in a small grassy triangle there. Forest for Cornwall have conducted searches for services for us, which revealed a water main towards the lower part, so (as usual) we shall plant at least 2 m away from the main. Cornwall Housing have granted us permission to plant here. These are the only new trees we plan to plant this season, phase 3.

Two more trees from previous planting phases need replacing – a **Gleditsia** in Fearnside Way, a **malus** at the entrance to Montgomery Close.

We already have your approval to purchase and plant a **silver birch** at Celtic Cross (9th October 61/25/26). We now seek approval to use the funding already approved in budget code 6589 EMF Community Tree Planting Initiatives to buy the three flowering cherries and the replacement Gleditsia and malus, to be planted on land owned by Cornwall County. (Funding from Forest for Cornwall for these replacements now depends on grant application and so would not be available in time for the present planting season.) The total cost will be well within the £400 allocated for purchasing trees.

Public liability insurance to cover our planting and maintenance of trees on Cornwall land is covered by our contracts with Cormac Volunteer Scheme, renewable annually.

Tree labels

Finally, we are working with Forest for Cornwall to provide name labels for trees, specifically for Salt Mill: we will follow the usual precautions to make sure the trees are not harmed by the label. Labelling is known to increase an appreciation of Nature. Residents have asked us as Tree Wardens whether the trees in Fore St could be labelled: does the Committee approve of this? We anticipate this would not require funds from Saltash Council.

Adrian White

SEA