



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk
25 September 2026

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 1st October 2026 at 7.00 pm.**

The meeting is open to members of the public and press. Any member of the public requiring to put a question to the Town Council must do so **no later than three working days 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 before the meeting.**

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

Yours sincerely,

S Burrows
Town Clerk / RFO

To:

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

Agenda

1. Civility and Respect Pledge Reminder.
The Town Council has adopted the Civility and Respect Pledge. Members are reminded of their obligations under the Code of Conduct. Debate is to be respectful, focused on the issues, and conducted in accordance with the Code of Conduct.
2. Health and Safety Announcements.
3. Apologies.
4. 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.
5. 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 three working days 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.
6. To receive and approve the Minutes of the Full Town Council Meeting held on 3 September 2026 as a true and correct record. (Pages 6 - 21)
7. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Planning and Licensing held on 15 September; (Pages 22 - 30)
 - b. Policy and Finance held on 22 September;
 - c. Services held on 24 September. (Pages 31 - 50)
8. To receive the Chairman's report and consider any actions and associated expenditure. (Page 51)

9. To receive the Monthly Crime Figures and consider any actions.
10. To receive a report from Community Enterprises PL12 and consider any actions and associated expenditure.
11. To receive a report from Community Area Partnerships and consider any actions and associated expenditure.
12. To receive a report on behalf of Safer Saltash and consider any actions and associated expenditure. (Pages 52 - 61)
13. To receive a report from Saltash Chamber of Commerce and consider any actions and associated expenditure. (Page 62)
14. To receive a report from Cornwall Councillors and consider any actions and associated expenditure. (Pages 63 - 88)
15. To receive an update on the future of the health care in Saltash and consider any actions and associated expenditure.
16. To consider Risk Management reports as may be received.
17. Finance:
 - a. To advise the receipts for August 2026; (Page 89)
 - b. To advise the payments for August 2026; (Pages 90 - 92)
 - c. To report urgent and essential works actioned by the Town Clerk under Financial Regulations;
 - d. To note that bank reconciliations up to 31 August 2026 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk;
 - e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
18. To appoint a Member to the Burial Authority Committee. (Page 93)
19. To appoint a Member to the CAP Climate Change outside partnership. (Page 94)

20. To receive premises licence application LI26_003725 and consider any actions. (Pages 95 - 112)

Premises Name and Address	Jino's Your Local Convenience, 133 Callington Road, Saltash, PL12 6EB
Applicant	Jino Kalachirayil Augustine
Application Accepted	21 September
Application Type	Premises Licence
Licensable Activities	Sale of Alcohol
Reference	LI26_003725
Representations Deadline	15 October 2026
Licensing Officer	José Davila
Ward	Essa

21. Meet your Councillors: The next scheduled meeting date Saturday 17 October 2026 outside Saltash Heritage Museum, Fore Street.

22. 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.

23. To receive and approve the private and confidential minutes of the Full Town Council meeting held on 3 September 2026 as a true and correct record.

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

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

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

26. To receive applications for the office of Town Councillor and to co-opt a candidate to fill the vacancy in Essa Ward.

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

28. Date of next meeting: 5 November 2026 at 7:00 p.m.

29. Common Seal:

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

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 3rd September 2026 at 7.00 pm

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

ALSO PRESENT: 5 Members of the Public, 2 Members of the Press, Rev L Bushell Hawke (Mayor's Chaplain) and H Frank (Cornwall Council), S Burrows (Town Clerk / RFO) and D Joyce (Office Manager / Assistant to the Town Clerk)

APOLOGIES: R Bickford, M Johns and S Martin, P Cadour (Cornwall Council) and K Johnson (Cornwall Council), Saltash Neighbourhood Policing Team.

115/26/27 CIVILITY AND RESPECT PLEDGE REMINDER.

The Mayor's Chaplain Reverend L. Bushall Hawke attended the meeting and was invited to address Members by the Chairman.

Reverend Bushall Hawke shared reflections on Rublev's Icon, a painting depicting the Holy Trinity seated together in harmony. The symbolism of the open circular arrangement, which has been interpreted by art historians as inviting others into the conversation, draws parallels with Council meetings and community life. Reverend Bushall Hawke reflected on the importance of listening, making space for one another and working together with a shared purpose while respecting differing views.

Members were reminded that strong communities are shaped not only by the decisions they make, but also by the manner in which those decisions are reached.

Reverend Bushall Hawke then led those present who wished to participate in prayers.

The Chairman welcomed Councillor Scott Slavin recently elected member for Trematon Ward to the meeting.

The Chairman reminded Members that the Town Council has adopted the Civility and Respect Pledge.

Members were reminded of their obligations under the Code of Conduct. Debate is to be respectful, focused on the issues, and conducted in accordance with the Code of Conduct.

116/26/27 HEALTH AND SAFETY ANNOUNCEMENTS.

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

117/26/27 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
Bullock	13	Non Pecuniary	Associated use of business	Yes
Suter	13	Non Pecuniary	Volunteer	Yes

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

None received.

118/26/27 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

The Chairman confirmed one public question had been received.

In the absence of the resident who submitted the question, and in line with policy, the Chairman read their question to Members.

Date Received	Public Questions to the Town Council	Submitted By
28 August 2026	In light of the continued lack of response from Cornwall Council, what immediate steps is the Town Council planning to take to resolve this matter? Specifically, will the Council agree to:	Save Saltash Green Spaces (SSGS)

	Bypass local operational channels to escalate this as a formal complaint directly to the Chief Executive of Cornwall Council, citing systemic administrative failure, a defective statutory notice, and resulting reputational damage to Saltash Town Council? Formally engage our local Cornwall Councillor for the Saltash Tamar division, requesting that they actively take this forward and advocate for us at the unitary level?	
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Members acknowledged the matters raised in the public question, with the Town Clerk reporting that she had received positive confirmation this morning that Cornwall Council had guaranteed that the Town Council will receive a written response to the Town Council's letter dated April 2026 by close of business on 4 September 2026.

This was welcomed and recognised as a positive step forward.

Following a unanimous vote, it was proposed by Councillor Miller, seconded by Councillor Nowlan and **RESOLVED**:

1. To note that Cornwall Council have guaranteed that the Town Council will receive a written response by close of business on 4 September 2026.
2. To note that a meeting with representatives of SSGS, the Town Council and Cornwall Councillor for Tamar Ward which is scheduled to take place on 21 September 2026.
3. To approve the Chairman, Deputy Chairman, the four Members of the Burraton Field Working Group, and the Town Clerk to attend and participate in meetings with Cornwall Council and other relevant stakeholders regarding Burraton Field, with any significant matters and progress updates to be reported to the Town Council as appropriate.

119/26/27 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 2 JULY 2026 AS A TRUE AND CORRECT RECORD.

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

Following a vote (11 in favour, 0 against, 1 abstention), it was proposed by Councillor Peggs, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Full Town Council Meeting held on 2 July 2026 were confirmed as a true and correct record.

120/26/27 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Personnel held on 25 June 2026;

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

RECOMMENDATION:

22/26/27 TO RECEIVE THE DRAFT UPDATED PERSONNEL COMMITTEE TERMS OF REFERENCE AND CONSIDER ANY ACTIONS.

The Chair introduced the revised draft Terms of Reference for the Personnel Committee for Members' consideration.

Some Members expressed concern that they had not had sufficient opportunity to review the draft Terms of Reference prior to the meeting.

In response, the Chair confirmed that the document had been included within the meeting reports pack and had been made available to Members via the Council's website.

As some Members indicated that they had not yet had the opportunity to fully consider the draft document, a suggestion was made to defer consideration of the Terms of Reference until the next meeting of the Personnel Committee, scheduled for October. The Chair advised that the draft had been available for review and emphasised the importance of adopting clear Terms of Reference to support the effective governance of the Council and the work of its officers.

Consequently, the Chair expressed a preference for the matter to be considered at the current meeting.

Councillor Brady then requested that the vote be recorded.

Following a recorded vote (4 in favour, 2 against, 0 abstentions), it was proposed by Councillor Mortimore, seconded by Councillor Peggs and resolved to **RECOMMEND** to approve the Personnel Committees Terms of Reference, to Full Council to be held on 2 July 2026, as attached.

Brady	Against
Bullock	For
Mortimore	For
Peggs	For
P Samuels	Against
Stoyel	For

As the Committee's Terms of Reference had not been included within the circulated reports pack for Full Council, Members requested to defer the recommendation until the September meeting of Full Council.

Following a unanimous vote, it was proposed by Councillor Mortimore, seconded by Councillor B Samuels and **RESOLVED** to approve the Committee's Terms of Reference, as attached, subject to the replacement of the word support with assist, throughout the document, and an amendment of the word biennial to bi-annual.

b. Policy and Finance held on 7 July 2026;

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

c. Planning and Licensing held on 21 July 2026;

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

d. Planning and Licensing held on 18 August 2026.

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

121/26/27 TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman reported on recent civic engagements and events attended on behalf of the Town Council, including the Saltash Regatta Civic Parade, the judging of the Cardboard Boat Race, media interviews promoting Saltash and Cornwall and activities supporting community initiatives.

The Chairman also thanked Councillor Bullock for organising the recent quiz event and reported that £600 had been raised to date for the Mayor's chosen charity – Saltash Youth Network.

Members were encouraged to assist in promoting the forthcoming Beating of the Bounds event.

The Deputy Mayor reported that, due to an unexpected accident, they had been unable to attend the St Anne's Cornish Festival but had thoroughly enjoyed participating in the civic and community events attended to date.

It was **RESOLVED** to note.

122/26/27 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.

Members were advised that, regrettably, the Neighbourhood Policing Team had been unable to attend the meeting. It was reported that there had been significant police activity the previous evening and that appropriate action had been taken. Members were also informed that a PCSO would be available at Saltash Leisure Centre the following afternoon should they wish to discuss the recently circulated policing figures.

A query was raised regarding the outstanding matter of improved lighting in Fore Street. The Town Clerk confirmed that action had been taken in respect of the Fore Street lighting.

It was **RESOLVED** to note.

123/26/27 TO WELCOME REPRESENTATIVES FROM CITY SECURITY TO PROVIDE AN UPDATE ON THE PILOT SECURITY PATROL OPERATING WITHIN THE WATERSIDE AREA AND THE WIDER TOWN.

Representatives from City Security were not in attendance.

124/26/27 TO WELCOME REPRESENTATIVES FROM CITIZENS ADVICE AND TO RECEIVE THEIR PRESENTATION, AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman welcomed W. Wong, representing Citizens Advice Cornwall, in attendance.

W. Wong provided a verbal overview of the performance data contained within the report pack relating to support provided to Saltash residents.

Members were advised that 245 Saltash clients had been assisted during the reporting period, with demand increasingly involving more complex and interconnected issues. The most common areas of enquiry related to Universal Credit and benefits, debt, housing and fuel poverty. It was reported that significant income gains had been secured for residents through successful benefit claims, grant applications and debt relief measures.

Members noted ongoing concerns regarding housing difficulties, homelessness and the disproportionate impact of financial hardship on disabled residents.

An update was provided on local service delivery arrangements, including the temporary suspension of the Saltash drop-in service due to volunteer availability, with the intention of reintroducing the service in October 2026.

Citizens Advice Cornwall also highlighted its continued partnership working with local organisations, including the Foodbank and healthcare providers, and appealed for support in recruiting additional volunteers.

Members discussed the homelessness figures, volunteer recruitment and opportunities for closer partnership working to maximise support available to residents.

Members thanked W. Wong for his attendance.

It was **RESOLVED** to note.

125/26/27 TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

Councillors Bullock and Suter declared an interest in the next item and left the meeting.

**126/26/27 TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12
ON ITS FUTURE PLANS AND CONSIDER ANY ACTIONS AND
ASSOCIATED EXPENDITURE.**

P. Ryland a Director of Community Enterprises PL12, was in attendance and invited to speak on the report submitted. P. Ryland advised that the report contained all relevant information and welcomed questions from Members.

Members discussed the request for financial support but considered that they were unable to determine a position at this stage due to the absence of supporting financial information and a business plan.

Members also considered the request for Town Council representation and agreed that the Chairman and Deputy Chairman would attend future meetings. Members were informed that Councillor Suter had previously expressed an interest in attending.

Following a vote (9 in favour, 0 against and 1 abstention), it was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED:**

1. To defer further consideration of the proposed next stages of development and financial support to Community Enterprises PL12 until a business plan and supporting financial information have been provided to the Town Council;
2. To appoint the Mayor and Deputy Mayor as the Town Council's representatives to Community Enterprises PL12, with Councillor Suter appointed as a substitute representative.

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

127/26/27 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor B Samuels provided a brief verbal update on a recent CAP meeting attended. Members were advised of planned future highway works affecting the A38 and A30 and were encouraged to note forthcoming developments.

Members attention was also drawn to ongoing discussions regarding the Cornwall Council Planning Committee Reform, noting that the proposals could have wider implications for the planning system and future planning processes. Members were encouraged to review the information provided.

Councillor Mortimore left the meeting.

It was **RESOLVED** to note.

128/26/27 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Although no written report had been received and no meeting had been held since the previous update, Councillor Peggs provided a verbal update on the continued proactive work of Safer Saltash within the community. Members were advised that stakeholder meetings continue to take place and were bringing together a range of key partners to address local issues.

Members were encouraged to raise any questions or concerns for Safer Saltash through Councillor Peggs in advance of future meetings, enabling responses and updates to be obtained on their behalf.

Councillor Mortimore returned to the meeting.

It was **RESOLVED** to note.

129/26/27 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

P. Ryland, Chairman of the Chamber of Commerce, advised Members that the notes included within the report pack related to the Chamber's July meeting. No meeting had been held during August due to the summer period, with the next Chamber meeting scheduled for 7 September 2026.

It was **RESOLVED** to note.

130/26/27 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the reports submitted by the Cornwall Councillors for the Saltash electoral divisions.

Councillor Suter raised queries regarding affordable housing provision at Treledan and information relating to Plymouth Community Homes (PCH). Councillor Suter advised that PCH operates across Devon and Cornwall and has acquired affordable homes at Treledan through Section 106 agreements to provide affordable rented and shared ownership housing for local people.

Members were informed that housing allocations are made in accordance with the requirements of the relevant Section 106 Agreement, including local connection criteria.

Councillor Suter further advised that PCH would be willing to discuss the work it is undertaking at Treledan and suggested inviting a representative to attend a future meeting to provide an overview of its role and explain the housing allocation process.

It was noted that the affordable housing tenure and allocation requirements for the development were determined through the Section 106 Agreement approved by Cornwall Council as the local planning authority and must be administered in accordance with those provisions.

Following a unanimous vote, it was proposed by Councillor Suter, seconded by Councillor P Samuels and **RESOLVED:**

1. To acknowledge that the allocation of affordable housing at Treledan is governed by the relevant Section 106 Agreement and administered in accordance with the provisions set by Cornwall Council as the local planning authority;
2. To delegate authority to the Town Clerk to arrange a meeting with Plymouth Community Homes to provide Members and Cornwall Councillors with a greater understanding of the work it is undertaking at Treledan, affordable housing provision, housing allocations and the operation of Section 106 affordable housing schemes;

Members discussed a number of matters raised within Cornwall Councillor Johnson's report and noted that several issues fell within the remit and responsibilities of Cornwall Council rather than the Town Council.

Following a unanimous vote, it was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to note the contents of the report, acknowledging that matters relating to Cornwall Council functions and statutory responsibilities fall within the remit of Cornwall Council. Saltash Town Council will continue to work constructively with Cornwall Council and its partners whilst remaining impartial in such matters.

Members received the reports submitted by Cornwall Councillors Frank and Cador, as contained within the circulated reports pack.

It was **RESOLVED** to note.

131/26/27 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Peggs reported that no further progress had been made towards the introduction of phlebotomy appointments in Saltash, despite the required room and systems being in place.

It was noted that the local MP, Anna Gelderd, had expressed her support for the initiative and hoped to attend a future meeting, subject to the proposed date not coinciding with a sitting day in Parliament.

It was **RESOLVED** to note.

132/26/27 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

133/26/27 FINANCE:

- a. To advise the receipts for July 2026;

It was **RESOLVED** to note.

- b. To advise the payments for July 2026;

It was **RESOLVED** to note.

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

Nothing to report.

- d. To note that bank reconciliations up to 31 July 2026 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

134/26/27 TO RECEIVE THE NOTES OF THE SALTASH TOWN TEAM MEETING HELD ON 10 AUGUST 2026 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Gillies, the Town Council's representative on Town Team, provided a verbal update on the group's activities and advised Members that good progress was being made across a number of projects being led by the Town Team.

It was **RESOLVED** to note.

135/26/27 TO RECEIVE A REPORT ON DOWR GLAN CLEAN WATER CAMPAIGN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report contained within the circulated reports pack and considered whether to support the motion.

During discussion, Members expressed concern regarding certain aspects of the motion, particularly the proposal that responsibility for water and sewage services in Cornwall should transfer from South West Water to a publicly owned organisation. Members did not wish to support this element of the motion as it does not sit with the remit of the Town Council.

However, Members acknowledged and shared the concerns raised regarding the ongoing management of Cornwall's sewage infrastructure, noting the continued environmental and public health impacts associated with sewage discharges despite increasing customer charges and government intervention.

Following a unanimous vote, it was proposed by Councillor Mortimore, seconded by Councillor Peggs and **RESOLVED** to delegate to Councillor Slavin to write to the Dowr Glan Clean Water Campaign, expressing the Town Council's support for concerns raised regarding sewage pollution and water quality, whilst reflecting the Council's views on the wider motion.

136/26/27 TO RECEIVE AND NOTE A REPORT ON SALTASH TOGETHER.

It was **RESOLVED** to note.

137/26/27 TO RECEIVE CORNWALL COUNCILS SURVEY INTO LOCAL VAN DWELLERS AND CONSIDER ANY ACTIONS.

Members received and considered a draft response to Cornwall Council's Local Van Dwellers Survey.

Consideration was given to the information presented earlier in the meeting by Citizens Advice Cornwall regarding homelessness within Saltash, including the potential for some individuals experiencing homelessness to be residing in vans, cars or other vehicles.

Following a unanimous vote, it was proposed by Councillor Nowlan, seconded by Councillor P Samuels and **RESOLVED** to delegate to the Chairman to prepare and submit a response to Cornwall Council's Local Van Dwellers Survey on behalf of Saltash Town Council.

Members were encouraged to submit individual responses to the survey.

138/26/27 TO RECEIVE PLANNING APPLICATION PA26/05642 AND CONSIDER ANY ACTIONS.

Mr and Mrs Gordon-Brown – 7 Coombe Road, St Stephens, Saltash, Cornwall PL12 4ER

Proposal – Non-material amendment in relation to decision notice PA26/03249 dated 01/07/2026 to change the arrangement of the windows and door on the north two windows and one door on the proposed extension.

Ward: Essa

Date received: 12 August 2026

Following an unanimous vote, it was proposed by Councillor Peggs, seconded by Councillor P Samuels and resolved to **RECOMMEND APPROVAL.**

139/26/27 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 19 SEPTEMBER 2026 OUTSIDE SALTASH HERITAGE MUSEUM, FORE STREET.

The next scheduled meeting date Saturday 19 September 2026 outside Saltash Heritage Museum, Fore Street.

Councillor Nowlan requested that those attending encourage residents and the wider community to complete the Town Council's Public Convenience Survey, which is now live.

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED** for Councillors Bullock, B Samuels, P Samuels, Miller and Stoyel to attend, alongside local police officers attending in partnership.

140/26/27 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

Following a unanimous vote, it was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to issue the following Press and Social Media releases:

1. Volunteer Opportunities Citizen Advice Cornwall;
2. Meet Your Councillor Sessions;
3. Response to Dowr Glan Water Campaign.

141/26/27 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

Following a unanimous vote, it was proposed by Councillor Nowlan, seconded by Councillor B Samuels and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the strictest confidence and must not be discussed or shared with others.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

Thank you for your co-operation.

142/26/27 TO RECEIVE AND APPROVE THE PRIVATE AND CONFIDENTIAL MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 2 JULY 2026 AS A TRUE AND CORRECT RECORD.

Following a vote (11 in favour, 0 against, 1 abstentions), it was proposed by Councillor Stoyel, seconded by Councillor Ashburn and **RESOLVED** that the private and confidential minutes of the Full Town Council meeting held on 2 July 2026 were confirmed as a true and correct record.

143/26/27 TO RECEIVE A REPORT FROM THE CHAIRMAN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to the private and confidential nature of Agenda Item 30, the associated report is contained within the private and confidential Full Town Council minutes dated 3 September 2026.

144/26/27 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

145/26/27 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

Following a unanimous vote, it was proposed by Councillor Stoyel, seconded by Councillor Suter and **RESOLVED** that the public and press be re-admitted to the meeting.

146/26/27 DATE OF NEXT MEETING: 1 OCTOBER 2026 AT 7:00 P.M.

Thursday 1 October 2026 at 7.00pm

147/26/27 COMMON SEAL:

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

DATE OF NEXT MEETING

Thursday 1 October 2026 at 7.00 pm

Rising at: 8.42 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 15th September 2026 at 6.30 pm

PRESENT: Councillors: A Ashburn, R Bickford, R Bullock, M Johns, S Miller, L Mortimore, P Nowlan (Vice-Chairman), B Samuels (Chairman), P Samuels, S Slavin, B Stoyel and J Suter.

ALSO PRESENT: 19 Members of the Public, Cornwall Councillor Paul Cador, D Joyce (Office Manager / Assistant to the Town Clerk) and E Lowton-Smith (Planning and General Administrator)

APOLOGIES: S Gillies and J Peggs.

76/26/27 CIVILITY AND RESPECT PLEDGE REMINDER.

The Chairman reminded Members that the Town Council has adopted the Civility and Respect Pledge.

Members were reminded of their obligations under the Code of Conduct. Debate is to be respectful, focused on the issues, and conducted in accordance with the Code of Conduct.

77/26/27 HEALTH AND SAFETY ANNOUNCEMENTS.

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

78/26/27 DECLARATIONS OF INTEREST:

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

None received.

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

None received.

79/26/27 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.

None received.

80/26/27 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 18 AUGUST 2026 AS A TRUE AND CORRECT RECORD.

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

Following a vote (10 in favour, 0 against, 2 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Ashburn and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 18 August 2026 were confirmed as a true and correct record.

81/26/27 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

82/26/27 TO RECEIVE AND NOTE RECENT FIVE DAY PROTOCOL SURVEY POLL RESPONSES.

Members received and noted the results of the Five Day Protocol Survey relating to applications PA26/00853 and PA26/00854 for the proposed Pulse Smart Hub at 6 Fore Street.

It was noted that the ward Councillor - Cornwall Councillor K Johnson requested the applications be referred to Cornwall Council's Planning Committee and were expected to be considered at Cornwall Council's scheduled meeting to be held 28 September 2026, subject to confirmation.

Members approved that Councillor B Samuels attend the Cornwall Council Planning Committee meeting as the Town Council's nominated representative.

The Chair advised that a draft statement would be circulated to Members ahead of the meeting, with any feedback to be provided in advance of the Committee meeting.

It was **RESOLVED** to note.

83/26/27 TO REVIEW THE PLANNING AND LICENSING BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;

It was **RESOLVED** to note.

84/26/27 TO RECEIVE A REPORT ON THE NEIGHBOURHOOD PLANNING REVIEW AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received an update from the OMAttTC on the Neighbourhood Plan review, including forthcoming communications and engagement activities to support the public consultation launch on 9 October 2026.

It was noted that due to difficulties securing a distributor for a leaflet drop, it had been agreed with the Neighbourhood Plan Working Group that two advertisements would be placed in the local paper.

Due to publication deadlines, the first advertisement scheduled from 21 September is aimed to raise awareness of the consultation and a follow up advertisement planned for mid-October to encourage further participation during the consultation period.

Members were advised of planned drop-in sessions, stakeholder engagement activities and consultation arrangements taking place throughout the consultation period and expenditure incurred to date.

It was further noted that the presentation pack relating to the Settlement Spatial Plan scenarios would be circulated to Members prior to Monday 21 September stakeholder workshop.

The Working Group identified a number of additional stakeholders who could provide valuable input to this early stage of the SSP project and therefore extended invitations to representatives from the education, strategic transport and maritime sectors.

Members recognised the ongoing work being carried out by Officers and thanked all those involved for their continued commitment and efforts in advancing the project.

It was **RESOLVED** to note.

85/26/27 PLANNING:

a. Applications for consideration:

PA26/05533

Mrs Amelia Back - **Pendennis Trematon Saltash Cornwall, PL12 4SA**

Erection of a single rear extension. Erection of replacement side extensions with pitched roofs; and replacement of the existing roof, including replacement dormers; erection of a car port.

Ward: Trematon

Date received: 17 August 2026

Response date: Extended to 18 September 2026

Following a unanimous vote, it was proposed by Councillor Stoyel, seconded by Councillor P Samuels and resolved to **RECOMMEND APPROVAL.**

PA26/05365

Messers K, S And M Hodge, Pickstone And Blank - **Land North East Of Latchbrook Farm Liskeard Road Saltash PL12 4RJ**

Proposed erection of three self-build dwellings, the formation of a new vehicular access together with associated works

Ward: Trematon

Date received: 17 August 2026

Response date: Extended to 18 September 2026

The Chair advised that no public objections or support had been received in relation to the application.

An objection had been received from the Environmental Agency due to the absence of an acceptable flood risk assessment, and the Local Lead Flood Authority had indicated that further investigations were required before it could determine whether the proposal was acceptable.

Advice was sought from the Cornwall Council Planning Officer, who advised that the principle of development had previously been established through an approved permission in principle application. Key considerations were highlighted such as flood risks, ecology and hedgerow removal, impact on trees and the suitability of the proposed access in terms of visibility.

Members discussed the comments and concerns raised by the Environment Agency and Local Lead Flood Authority regarding potential flood risks associated with the development.

Members noted the absence of supporting information relating to flood risk assessments, site access arrangements and the potential increase in traffic generated by the proposed development.

Following a unanimous vote it was proposed by Councillor Stoyel, seconded by Councillor Miller and resolved to **RECOMMEND REFUSAL** due to inadequate supporting evidence addressing access concerns, flood risk assessments, and the objections raised by the Environment Agency.

PA26/05464

Mr D Beer - **14A Wearde Road St Stephens Saltash Cornwall PL12 4PP**

Erection of 1 number four bedroom house

Ward: Essa

Date received: 19 August 2026

Response date: Extended to 18 September 2026

Following a unanimous vote, it was proposed by Councillor Bullock, seconded by Councillor P Samuels and resolved to **RECOMMEND APPROVAL**.

PA26/05660

Mr James Artingstall Bloor Homes Exeter Limited - **Land At Phase 4, Treledan Broadmoor Farm Stoketon Saltash PL12 4SA**

Demolition of an existing barn and the construction of new residential development of 156 dwellings, public open space/landscape planting, pedestrian, cycle and vehicular links and associated infrastructure

Ward: Trematon

Date received: 25 August 2026

Response date: Extended to 18 September 2026

The Chair read out comments received from the Cornwall Council Planning Officer following concerns raised on the application prior to the meeting.

The CC Planning Officer stated that key considerations for members should include infrastructure capacity, flood risk and drainage.

It was noted that the capacity of the water provider's infrastructure to accommodate the additional housing would need to be established, and that objections from the Environmental Agency and the Lead Local Flood Authority remained pending the submission of further supporting information.

It was further advised that the outstanding matters would need to be addressed through the submission of additional information by the applicant.

During discussion, Members raised concerns regarding the impact of the additional housing on local infrastructure, particularly drainage, transport links, flood risk, and the potential impact on Latchbrook Leat.

Members also expressed concerns regarding the level of information available to support consideration of the application.

Members noted that the applicant was not in attendance and commented that they would have welcomed the opportunity to seek clarification on a number of matters.

Members further noted that the application remained substantially unchanged from the proposals previously presented to the Committee and considered that concerns raised at that time had not yet been satisfactorily addressed.

Cornwall Councillor Paul Cador in attendance was invited to speak by the Chairman. CC Cador agreed that insufficient information had been provided for consideration at this evening's meeting and confirmed that similar concerns had been raised by other stakeholders.

Following a unanimous vote, it was proposed by Councillor Stoyel, seconded by Councillor Slavin and resolved to **RECOMMEND REFUSAL** due to unresolved concerns regarding flood risk, drainage and infrastructure capacity, together with the Environment Agency objection and insufficient supporting information.

PA26/05790

Mr Sangit Sedhain - **9 Meadway St Stephens Saltash Cornwall PL12 4NU**

Change of use from dwelling (Use Class C3) to children's care home (Use Class C2)

Ward: Essa

Date received: 25 August 2026

Response date: Extended to 18 September 2026

The Chair read out comments received from the Cornwall Council Planning Officer following concerns raised on the application prior to the meeting.

The CC Planning Officer advised that the application had been submitted following the refusal of a certificate of Lawfulness application, which determined that planning permission was required, rather than indicating that the proposal was unacceptable.

It was further advised that the proposed accommodation would be limited to two children, with key considerations to include staff and visitor movements, shift patterns and the availability of off road parking.

During discussion Members acknowledged the need for specialist residential accommodation for children within Cornwall.

Councillor Ashburn informed Members of comments received from the ward member, Cornwall Councillor H. Frank, regarding enquiries made to the Director of Children's Services at Cornwall Council on the need for additional provision of this type for children in care.

Members considered that the proposal was modest in scale, accommodating a maximum of two children.

Members considered that with a maximum of two children and staff changeovers taking place at reasonable times, the proposal would not have a significant impact on neighbouring properties or result in additional disturbance and would be comparable to a family home.

Following a vote (9 in favour, 0 against, 3 abstentions), it was proposed by Councillor Mortimore, seconded by Councillor Ashburn and resolved to **RECOMMEND APPROVAL**.

PA26/05589

Helen and Megan Walker – **Mariner's Muse Antony Passage Saltash Cornwall PL12 4QT**

The provision of a new garage with studio/home office and new balconies to the existing dwelling.

Ward: Trematon

Date received: 25 August 2026

Response date: Extended to 18 September 2026

Following a unanimous vote, it was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND APPROVAL.**

PA26/05945

Mr and Mrs Robinson - **4 Frith Road Saltash Cornwall PL12 6EL**

Front and rear single storey extensions with rear decking and internal alterations with variation of Condition 2 of Decision Notice PA24/03713 dated 05.08.2024

Ward: Tamar

Date received: 2 September 2026

Response date: 23 September 2026

Following a unanimous vote, it was proposed by Councillor Suter, seconded by Councillor Johns and resolved to **RECOMMEND APPROVAL.**

b. Tree applications:

None received.

c. Tree notifications:

None received.

86/26/27 CONSIDERATION OF LICENCE APPLICATIONS:

None received

87/26/27 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

88/26/27 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

89/26/27 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

90/26/27 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

Tuesday 20 October 2026 at 6.30 pm

Rising at: 7.15pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 24th September 2026 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, S Gillies (Chairman), M Johns, L Mortimore, P Nowlan, B Samuels, P Samuels, S Slavin and B Stoyel.

ALSO PRESENT: 3 Members of the Public, 1 Member of the Press, S Burrows (Town Clerk / RFO), D Joyce (Office Manager / Assistant to the Town Clerk) and S Spanton (Administration Assistant)

APOLOGIES: A Ashburn, S Martin, S Miller, J Peggs and J Suter.

42/26/27 TO ELECT A VICE CHAIR.

The Chairman welcome and introduced the Service Delivery Administration Assistant in attendance at this evening's meeting.

The Chairman invited Members to indicate their interest in standing for the position of Vice Chairman of the Services Committee for the remainder of the municipal year.

Councillor Bickford showed interest.

A written ballot was conducted.

Following the ballot, the Chairman Councillor Gillies confirmed that a majority vote had been achieved.

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** that Councillor Bickford be elected Vice Chairman of the Services Committee for the remainder of the municipal year 2026/27.

43/26/27 CIVILITY AND RESPECT PLEDGE REMINDER.

The Chairman reminded Members that the Town Council has adopted the Civility and Respect Pledge.

Members were reminded of their obligations under the Code of Conduct. Debate is to be respectful, focused on the issues, and conducted in accordance with the Code of Conduct.

44/26/27 HEALTH AND SAFETY ANNOUNCEMENTS.

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

45/26/27 DECLARATIONS OF INTEREST:

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

Councillor	Agenda Item	Pecuniary / Non Pecuniary	Reason	Left the meeting
Gillies	27	Non Pecuniary	Lives adjacent to application site	Yes
Slavin	27	Non Pecuniary	Land ownership within Pillmere	No

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

None received.

46/26/27 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

The Chairman confirmed one public question had been received.

In the absence of the resident who submitted the question, the Chairman read the question aloud in accordance with the Town Council's Public Question Policy.

Date Received	Public Questions to the Town Council	Submitted By
25/6/26	I respectfully ask the Council to reconsider the decision to charge for pontoon access, particularly for local residents using the facility solely for the safe launching and retrieval of boats. At the very least, I ask that the Council clearly explain	K Vangorph

	1. Who proposed this action? 2. What is the rationale behind the introduction of these charges? 3. In what way does this decision serves the interests of Saltash residents?	
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Following a unanimous vote, it was proposed by Councillor Gillies, seconded by Councillor Bickford and **RESOLVED** to delegate to the Town Clerk to respond to the resident as follows:

1. The proposal to remove access to the shoreline was considered by the Services Committee as part of the review of Fees and Charges for 2026/27 at its meeting held on 10 October 2024 (Minute 74/25/26).
2. Trusted boat scheme charges were not newly introduced. The Trusted Boat Scheme, which provides authorised users with 24-hour access, 365 days a year, including access to the pontoon / shoreline via a key code or fob, has been in operation for many years.

The Town Council restricted public access to the shoreline following an increase in incidents of antisocial behaviour when access was available to all pontoon users for a 2-hour period.

The Trusted Boat Scheme was therefore developed to provide responsible and controlled access to the shoreline. The associated charges help support the administration and management of the scheme, ensure fair and equitable use of the facilities, and protect the integrity of the controlled access arrangements.

3. The decision supports the interests of Saltash residents by helping to fund the ongoing maintenance and management of the pontoon, ensuring the facility remains safe, well-maintained and available for future use.

Furthermore, restricting access through the Trusted Boat Scheme helps address antisocial behaviour issues previously experienced at the site, whilst safeguarding the scheme and its benefits for responsible users.

47/26/27 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 11 JUNE 2026 AS A TRUE AND CORRECT RECORD.

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

Following a vote (9 in favour, 0 against, 1 abstention), it was proposed by Councillor Gillies, seconded by Councillor Nowlan and **RESOLVED** that the minutes of the Services Committee held on 11 June 2026 were confirmed as a true and correct record.

48/26/27 TO RECEIVE A RECOMMENDATION FROM THE POLICY AND FINANCE COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and considered the recommendation of the Policy and Finance Committee as detailed in the circulated reports pack.

Following a unanimous vote, it was proposed by Councillor Gillies, seconded by Councillor Mortimore and **RESOLVED** to approve the budget virement for the cost of the external PA system of £2,158.21 to budget code 6287 EMF Website as recommended by the P&F Committee.

49/26/27 TO REVIEW THE SERVICES BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

50/26/27 TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

51/26/27 TO RECEIVE THE FIVE YEAR PLAN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chair asked the Town Clerk to provide Members with an overview of the Five-Year Plan, as circulated in the reports pack.

The Town Clerk advised that the Plan supports the effective management and maintenance of Town Council assets, assists long-term financial planning and helps to minimise significant fluctuations in the precept through planned investment and maintenance programmes.

Members were advised that the Plan is informed by annual condition surveys and links directly to budget-setting processes. Updates were provided on a number of asset-related projects, including works and professional fees associated with the Library, Maurice Huggins Room, Longstone Park Depot, heritage building, land and boundary fencing, Christmas lights infrastructure and pontoon maintenance.

It was noted that the Waterside Project remains on hold and that the vending machine proposal for the Library will be reconsidered by the Library Sub Committee, with the Plan updated accordingly.

The Town Clerk also reminded Members that delegated authority enables essential asset maintenance works to be undertaken within approved budget provisions, with progress reported back to Members as required.

It was **RESOLVED** to note.

52/26/27 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

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

a. Departmental Report;

The Town Clerk provided a verbal update on the work of the Services Department and highlighted the significant volume of maintenance, improvement and administrative work undertaken by the team. Members were advised that a high standard of service continues to be delivered across Town Council assets and facilities.

The Town Clerk reported ongoing challenges relating to vandalism, which requires resources to be diverted to repair works. Members were advised that, whilst some areas of concern are not the responsibility of the Town Council such as weeding, have been undertaken in key locations to ensure the town remains presentable for residents and visitors.

Councillor Johns asked if the Town Council crosses over to Cornwall Council responsibilities. The Town Clerk confirmed that the public are directed to the appropriate authority where issues fall outside the Town Council's remit.

Members were informed that an external health and safety consultant has commenced inspections of Town Council facilities and assets. A comprehensive report outlining findings, recommended actions, and areas for improvement will be received upon completion of the audit.

The Town Council remains committed to continuously improving health and safety standards, ensuring compliance with relevant legislation, and promoting safe environments across all sites and facilities.

The Town Clerk further advised that, due to current staffing capacity, the Services Team is unable to provide cover for one weekend in every five. As a result, the public conveniences at Longstone Park are temporarily closed during those periods. Members noted that this arrangement has been in place for some time and continues as part of the current operational rota arrangements.

It was **RESOLVED** to note.

b. Grounds Maintenance Works;

It was **RESOLVED** to note.

c. Work Request Log;

It was **RESOLVED** to note.

d. Vandalism and Anti-Social Behaviour Report;

It was **RESOLVED** to note.

e. Statutory and Mandatory Building Asset Checks.

It was **RESOLVED** to note.

54/26/27 TO RECEIVE A REPORT ON THE APPOINTMENT OF CITY SECURITY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of the security patrol initiative undertaken during the summer period.

Members discussed feedback received from the Police and noted that improved liaison and communication between all parties would be beneficial for any future schemes.

Members considered the effectiveness of the initiative, noting that responsibilities had at times overlapped between Police and non-Police activities. It was recognised that stronger communication between key stakeholders would enhance future operations.

Discussion took place regarding incidents of vandalism within the town and whether the initiative had contributed to reducing anti-social behaviour in target areas. Members acknowledged that particular periods of the year, such as school holidays, can present increased challenges and that future security measures should be focused on identified hotspot locations across the town rather than a single area.

Members noted that the initiative had been implemented at pace in response to concerns raised and demonstrated the Town Council's commitment to addressing anti-social behaviour issues. Whilst acknowledging there had been some teething problems, Members considered the initiative to have been successful overall and recognised the learning opportunities gained from the experience.

It was noted that the current contract would not be extended beyond the agreed period. However, Members agreed that alternative security options could be explored in future for specific locations and periods where additional support may be required.

Following a unanimous vote, it was proposed by Councillor Gillies, seconded by Councillor Mortimore and **RESOLVED**:

1. To ratify the expenditure incurred of £6,232 plus VAT for the provision of security patrol services from Friday 31 July 2026 to Sunday 6 September 2026, allocated to budget code 6598 EMF Crime Reduction (CCTV);
2. To instruct the Town Clerk to not continue the appointment of City Security beyond the agreed trial period;
3. To review the provision of security patrol services should a future need arise, working closely with Devon and Cornwall Police and relevant partners to ensure a coordinated, effective and proportionate response to community concerns.

55/26/27

TO RECEIVE A REPORT ON THE PROCUREMENT OF SOFTWARE FOR THE SERVICES DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk advised that a report had not been included within the circulated reports pack for this meeting, as further research is required before a report can be presented to Members for consideration.

Following a unanimous vote, it was proposed by Councillor Gillies, seconded by Councillor Bickford and **RESOLVED** to defer to a future Services Committee meeting.

56/26/27

TO RECEIVE A REPORT ON THE SERVICES COMMITTEE WORKING GROUPS AND CONSIDER ANY ACTIONS.

The Chairman provided an overview of the report and outlined the proposed approach to the use of Working Groups within the Council's governance structure. Members were advised that Working Groups offer a flexible mechanism for considering matters within the Services Committee remit, enabling research, project development and the exploration of opportunities with officer support where required.

It was noted that, unlike Sub Committees, Working Groups operate with fewer procedural restrictions and can respond more quickly to emerging issues, allowing recommendations and reports to be developed efficiently for consideration by the relevant Committee. Members were reminded that the Council's governance review had identified a greater reliance on Working Groups as a means of increasing Member involvement and supporting the delivery of Council priorities.

Members discussed the benefits of a broader Working Group structure, particularly in relation to events and project-based activities, enabling Councillors to participate in areas of specific interest and expertise.

Members were advised that opportunities to participate in Working Groups would be circulated to all Councillors and that, where no Member involvement was forthcoming, projects would continue to be progressed by officers as appropriate.

Members highlighted the significant volume of work currently being considered by the Services Committee and acknowledged the important role of the Chair and Vice Chair in supporting the progression of matters.

It was further noted that Working Groups have no delegated powers or budgetary authority and exist solely to undertake research, explore options, and develop proposals for consideration. Any recommendations arising from a Working Group are submitted to the relevant Committee, which retains full responsibility for decision-making and budget allocation.

Following a vote (7 in favour, 1 against, 2 abstentions), it was proposed by Councillor Gillies, seconded by Councillor Stoyel and **RESOLVED:**

1. To establish four Working Groups within the Services Committee remit as follows:

Buildings & Assets

To consider matters relating to building maintenance and other Council-owned assets, including the pontoon.

Play Parks, Open Spaces & Street Furniture

To consider matters relating to Council-owned play parks, open spaces, town planting, noticeboards, benches and associated assets.

Devolution & Acquisition

To consider matters relating to potential asset transfers, acquisitions and devolution opportunities, including land at Pillmere and assets offered by Cornwall Council.

Events

To develop and support annual and one-off events hosted by the Town Council.

2. That membership of the Working Groups be determined in accordance with expressions of interest received from Councillors.

57/26/27 TO RECEIVE A REPORT ON TOWN PLANTING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman advised that, in light of the extreme weather conditions experienced this year and the likelihood of similar conditions in future, the Town Council's planting regime should be reviewed to ensure it remains sustainable, cost-effective and capable of maintaining the quality and longevity of planting displays.

Members agreed that, following the establishment of the Play Parks, Open Spaces and Street Furniture Working Group, the matter should be referred to the Group for further investigation and research.

Following a unanimous vote, it was proposed by Councillor Gillies, seconded by Councillor Mortimore and **RESOLVED** to delegate to the Acting Services Manager and the Play Parks, Open Spaces and Street Furniture Working Group to review the Town Council's planting regime and report their findings and recommendations to a future Services Committee meeting.

58/26/27 TO RECEIVE A REPORT ON VICTORIA GARDENS AND THE MAURICE HUGGINS ROOMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of the report and highlighted the valuable work being undertaken by Saltash Together within Victoria Gardens. Members noted that the Town Council does not hold a licence for the management of the Gardens but remains committed to supporting community-led initiatives and partnership working with relevant stakeholders.

Following a unanimous vote, it was proposed by Councillor Stoyel, seconded by Councillor Bullock and **RESOLVED**:

1. To note Cornwall Council's arrangements for the Maurice Huggins Room and to continue supporting the current hirers until Cornwall Council's tender process has concluded, or until the organisations no longer require use of the facility.
2. To encourage partnership working with relevant stakeholders to support the restoration and enhancement of Victoria Gardens, with the matter to be progressed through the Play Parks, Open Spaces and Street Furniture Working Group, supported by the Acting Services Manager.

59/26/27 TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members noted a proposal regarding potential planting at Pillmere Meadow, with an emphasis on low maintenance species. It was reported that initial discussions with local residents had indicated limited support for the proposal and that no planting would be undertaken without residents' agreement. Members requested further information and clarification on the proposal.

It was **RESOLVED** to note and to be obtain further clarification from SEA.

60/26/27 TO RECEIVE A REPORT ON STREET FURNITURE AT TRELEDAN, SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Slavin provided an overview of the report concerning the request for additional litter bins within the Treledan Estate. Members acknowledged the concerns raised by residents and expressed their support for maintaining a clean and welcoming environment across the estate.

Members noted that residents contribute towards estate maintenance through charges paid to the land management company and questioned whether responsibility for the provision and maintenance of litter bins should rest with the developer or management company. While supportive of the principle of additional bin provision, Members considered it important to establish the respective responsibilities of all parties, together with any ongoing maintenance and financial implications for the Town Council, before committing public funds.

Members therefore agreed that further enquiries should be made with the developer and land management company regarding waste bin provision before any decision is taken.

Members also discussed the provision of a Town Council noticeboard within the estate and considered this to be an appropriate means of improving communication with residents, subject to the necessary permissions being obtained from the landowner.

Following a vote (10 in favour, 0 against, 0 abstentions), it was proposed by Councillor Mortimore, seconded by Councillor Slavin and **RESOLVED:**

1. To delegate to the Town Clerk to write to the developer and land management company to establish whether provision of combined bins is planned within the Treledan Estate and the timeframe for install;
2. To approve the purchase and installation of a Town Council noticeboard on Treledan Way at a cost of £1,634.35 to be allocated to Budget Code 6571 SE EMF Saltash Recreation Areas, subject to the necessary landowner consent being obtained;

61/26/27 TO RECEIVE A REPORT ON PRODUCING A CONDITION REPORT AND FORECAST BUDGET COSTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Slavin raised concerns regarding the exclusions contained within Appendix A of the building surveyor's quotation for the preparation of the annual condition report on Town Council assets.

The Town Clerk advised that the Town Council has previously engaged the contractor and that structural elements are comprehensively assessed through the condition surveys, whilst electrical and plumbing matters are routinely inspected and managed through the Council's appointed specialist contractors.

Members were reminded that the condition survey and five-year maintenance forecast are key documents that support the effective management and maintenance of Town Council assets, whilst informing long-term financial planning and future budget setting.

Following a unanimous vote it was proposed by Councillor Gillies, seconded by Councillor P Samuels and **RESOLVED** to appoint Bailey Partnership at a cost of £1,500 plus VAT to undertake a condition survey and prepare a five-year maintenance forecast for the Town Council's property portfolio, with expenditure to be allocated to Budget Code 6595 SE EMF Legal and Professional Fees Grounds and Premises.

**TO RECEIVE A MAINTENANCE REPORT ON ISAMBARD HOUSE
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

The Chairman referred Members to the maintenance report for Isambard House, as included within the circulated reports pack, noting that the proposed works form part of the Town Council's five-year planned maintenance programme.

During discussion, Councillor Bickford suggested that consideration be given to coordinating the proposed works with any future installation of solar photovoltaic (PV) panels. This approach could maximise efficiencies, particularly in relation to scaffolding requirements, associated costs, and any permissions that may be required due to the property's proximity to the railway.

Following a unanimous vote, it was proposed by Councillor Bullock, seconded by Councillor Nowlan and **RESOLVED**

1. To delegate to the Town Clerk to obtain three quotations for the external building maintenance works required at Isambard House, in accordance with the Town Council's Five-Year Maintenance Plan;
2. To delegate to the Town Clerk to investigate opportunities to coordinate the external building maintenance works with solar PV installation works, where practicable, to maximise efficiencies and minimise costs associated with scaffolding and other access requirements;
3. To delegate to the Town Clerk to appoint Bailey Partnership to oversee and project manage the appointment of a suitable contractor to undertake the external building works at Isambard House;
4. That subject to the estimated value of the works and the Town Council's procurement requirements, delegate to the Town Clerk to appoint Bailey Partnership to prepare the tender specification, undertake tender evaluation, and provide a recommendation for the appointment of a contractor through to the successful completion of the project;
5. To note that the Town Clerk will keep the Chair and Vice-Chair informed throughout each key stage of the project and will submit a completion report to a future meeting of the Council;
6. To allocate associated costs for the building work to budget code 6873 EMF General Repairs and Maintenance;
7. To allocate associated professional fees to budget code 7122 EMF Legal and Professional Fees.

63/26/27 TO RECEIVE A REPORT ON THE GUILDHALL REFURBISHMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following a unanimous vote, it was proposed by Councillor Mortimore, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Council to ratify the virement of £20k from General Reserves to budget code 7122 EMF Legal and Professional Fees for professional fees associated to Bailey Partnership's appointment.

64/26/27 TO RECEIVE A REPORT ON THE PUBLIC CONVENIENCES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Nowlan thanked the Working Group and officers for their work to date and referred Members to the report contained within the circulated reports pack.

Members discussed the future provision of public conveniences within the town and noted that further information on potential improvement works and associated costs is still being gathered.

A range of options for future service delivery were considered, including community toilet schemes and resident access arrangements adopted by other local authorities. Members noted that initial expressions of interest had been received from local businesses in relation to alternative provision and agreed that further investigation would be required to assess the viability, sustainability and long-term implications of any such arrangements.

Members requested that the full consultation results be circulated, including a breakdown of associated operating costs by facility, together with information on the potential financial implications of any future changes to public convenience provision contract. Whilst recognising the significant costs associated with maintaining the facilities, Members acknowledged the importance of continuing to provide an appropriate service for residents and visitors.

Councillor Johns left the meeting and returned during discussions.

Members further noted that work remains ongoing to explore funding opportunities, operational costings, sector guidance and training before any recommendations regarding future provision can be brought forward.

Councillor Bullock gave apologies and left the meeting.

Following a unanimous vote, it was proposed by Councillor Nowlan, seconded by Councillor Stoyel and **RESOLVED**:

1. To defer consideration of the matter to a future meeting to enable officers and the Working Group to obtain detailed costings for potential improvements to existing facilities, investigate funding opportunities, explore alternative provision options and undertake further research before any final recommendations or decisions are made;
2. To approve the submission of a response by the Working Group, on behalf of the Town Council, to the Local Government Survey to contribute towards the development of future guidance and best practice for local councils on Public Conveniences provision.

65/26/27 TO RECEIVE A REPORT ON THE PONTOON AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman advised that a report had not been included within the circulated reports pack for this meeting, as further research is required before a report can be presented to Members for consideration.

Following a unanimous vote, it was proposed by Councillor Gillies, seconded by Councillor Nowlan and **RESOLVED** to defer to a future meeting of the Services Committee.

66/26/27 TO RECEIVE A REPORT ON THE APPOINTED CONCESSIONAIRE AT TRACKSIDE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of the recruitment process for the Isambard House café and waiting room concession. Members were advised that, following notice from the current concessionaire that trading will cease on 31 October 2026, expressions of interest were invited and five applications were received. Four prospective operators were interviewed, with all applicants demonstrating a good understanding of the opportunity.

Members noted that the process had attracted a strong field of candidates. However, further consideration of the applications and interview outcomes, together with any necessary follow-up discussions, is required before the appointment can be presented and ratified at a future Services Committee meeting.

It was **RESOLVED** to note.

Councillor Gillies declared an interest and left the meeting.

Councillor Slavin had declared an interest in the following agenda item at the commencement of the meeting. Upon consideration of the matter and having reflected on his association with Pillmere, Councillor Slavin determined that he did not have a disclosable interest in the item and therefore remained present for the discussion and vote.

The Vice Chair in the Chair.

67/26/27 TO RECEIVE A REPORT ON THE PURCHASE OF LAND AT PILLMERE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Vice-Chair provided an overview of the report and the progress made to date in relation to the potential transfer of the land. Members were advised that the option of splitting the title had been discounted, as the associated legal costs would not be met by the developer.

Members noted that the current owners had advised they would not maintain the land should the Town Council decide not to accept its transfer. It was further reported that the Services Department had undertaken some maintenance works at the site during the summer months, which had been well received by local residents.

Members discussed whether the Town Council would be willing to assume responsibility for the entirety of the land, including the associated roads and pathways. Consideration was given to the possibility of entering into a maintenance agreement for the green space only, and Members agreed that further information should be sought from the developer regarding the feasibility of such an arrangement.

Members also considered the long-term maintenance liabilities and associated costs, noting that responsibility for roads and other infrastructure could place significant demands on Town Council resources and budgets and fall outside its area of responsibility.

Following a unanimous vote, it was proposed by Councillor Mortimore, seconded by Councillor Johns and **RESOLVED:**

1. That, in principle, the Town Council is willing to enter into a maintenance agreement for the green spaces only, to ensure that the areas are maintained to an appropriate standard and the vegetation is kept in good condition.
2. That, should the developer be unwilling to enter into a maintenance agreement for the green spaces, the Town Council will cease further negotiations in respect of both sites.

Councillor Johns gave apologies and left meeting.

Councillor Gillies was invited and returned to the meeting.

68/26/27 TO RECEIVE A REPORT ON TRANCHE 1 DEVOLUTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk provided an update on Tranche 1 Devolution and reminded Members that, at the Services Committee meeting held in April, approval had been given to enter into a new 25-year lease for Longstone Park at an increased annual rent. Members were advised that discussions had subsequently progressed with Cornwall Council regarding a wider devolution package, including Waterside Green and Jubilee Green.

The Town Clerk reported on a positive meeting with Cornwall Council officers.

Members noted that Cornwall Council was supportive of the devolution of Longstone Depot; however, this element of the package was recognised as being more complex and sought clarification on the Town Council's position regarding the potential devolution of Longstone Park. Whilst Members recognised the value of the site, including its open space and recreational facilities, concerns were expressed regarding its current condition and the historic lack of investment in the asset.

Members indicated that they would be supportive of considering the future devolution of Longstone Park in principle as part of the Town Council's longer-term aspirations. However, Members considered that significant investment and improvement works would be required by Cornwall Council before the Town Council could give further consideration to assuming responsibility for the site.

Following a unanimous vote, it was proposed by Councillor Mortimore, seconded by Councillor Slavin and **RESOLVED;**

1. To note that Cornwall Council have been informed of the Town Council's approval to accept the new Heads of Terms for Longstone Depot;
2. To confirm that it remains the Town Council's intention to proceed with the devolution of Jubilee Green and Waterside Green, accepting responsibility for the management, maintenance and safety of both sites, as detailed in Appendix A and B, irrespective of whether the transfer of Longstone Depot progresses simultaneously;
3. To note that the proposed devolution of Longstone Depot is more complex due to its location within the wider Longstone Park site and to delegate to the Town Clerk to continue negotiations with Cornwall Council officers regarding the depot transfer, recognising that progress is likely to be achieved over a medium-term timeframe;
4. To delegate to the Town Clerk to continue working with Cornwall Council to secure an agreed solution for the provision of a welfare cabin adjacent to the depot garage within the terms of the lease, to support the day-to-day operation of Town Council ground services;
5. To support, in principle, the future devolution of Longstone Park as a long-term aspiration for the Town Council, recognising its value as a recreational and open space asset, noting that significant investment would be required to improve the condition of the site before any future transfer could be considered and that Longstone Park toilet block forms part of the wider Longstone Park site;
6. To delegate to the Town Clerk working with Members of the Devolution and Acquisition Working Group to continue progressing matters relating to Tranche 1 Devolution.

69/26/27

TO RECEIVE A REPORT ON CHAPEL FIELD, SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the proposal and noted that Cornwall Council's legal officers are currently progressing the Heads of Terms and lease arrangements with local sports organisations. It was acknowledged that the precise nature of any future Town Council involvement is yet to be determined; however, Members recognised the opportunity to contribute towards the long-term protection and sustainability of a valuable community asset.

Members highlighted the significance of the site as one of the town's largest and most well-used green spaces and agreed that, where appropriate, the Town Council should seek to support its continued use and development for the benefit of local sports clubs and the wider community.

Following a unanimous vote, it was proposed by Councillor Nowlan, seconded by Councillor P Samuels and **RESOLVED** to support, in principle, the proposed opportunity to work collaboratively with local sports organisations through a Management Committee providing guidance and advice when required to assist the clubs that use the site with Cornwall Council remaining involved in a supportive capacity.

70/26/27 TO RECEIVE A REPORT ON THE TOWN LOUD SPEAKERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the location of the currently disconnected speaker and considered representations received from a resident affected by noise levels at a neighbouring property. Members debated whether reconnection of the speaker was the most appropriate solution, noting the limited use of the system in recent years.

Whilst recognising the concerns raised, Members considered it appropriate, on this occasion, to reinstate the connection to the speaker due to the immediate operational requirements and timescales involved for the light switch on event, agreeing that further investigation should be undertaken to identify a longer-term solution that balances the operational needs of the system with the amenity of a nearby resident.

Following a vote (8 in favour, 0 against, 1 abstention), it was proposed by Councillor Mortimore, seconded by Councillor P Samuels and **RESOLVED** to approve the reconnection of the disconnected town speaker at its current location to meet immediate operational requirements, whilst requesting that the Christmas Light Switch On Working Group investigate alternative long-term options that seek to address the concerns of the affected resident.

Councillor Bickford gave his apologies and left the meeting.

71/26/27 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.

72/26/27 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

73/26/27 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

**74/26/27 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.**

Following a unanimous vote, it was proposed by Councillor Gillies, seconded by Councillor Nowlan and **RESOLVED** to issue a Press and Social Media Releases, at the appropriate time, for litter bin provision and installation of a notice board within Treleden.

DATE OF NEXT MEETING

Thursday 15 October 2026 at 6.30 pm

Rising at: 8.27 pm

Signed: _____
Chairman

Dated: _____

Chairman's report

September 2026

Mayoral Engagements Councillor Brian Stoyel

Date	Location	Information
13 September 2026	Wadebridge	Wadebridge Town Council Civic Service
20 September 2026	Torpoint	Torpoint Town Council Civic Service
23 September 2026	Saltash	The Core Annual General Meeting
25 September 2026	Torpoint	HMS Raleigh Passing Out Parade

Meetings attended

Date	Location	Information
16 September 2026	Saltash	Remembrance planning meeting

Deputy Mayor Engagements Councillor Brenda Samuels

Date	Location	Information
23 September 2026	Saltash	The Core Annual General Meeting
30 September 2026	Saltash	Specsavers Audiology Hub opening

Meetings attended

Date	Location	Information
16 September 2026	Saltash	Remembrance planning meeting

End of Report
Mayors Secretary



Minutes		
Meeting Title	Safer Saltash	
Date:	14 July 2026	
Time:	10 -12:00	
Location:	Guildhall Chamber, Saltash Town Council	
Chaired by:	Lucy Allison	Safer Cornwall (Chair)
	Emily Thusbear	We Are With You
	Cllr Hilary Frank	Cornwall Cllr
	Andy Rance	Livewire
	Joe Day	Livewire
	Charlotte Carpenter	The Core
	Cllr Rachel Bullock	Saltash Town Councillor
	Cllr Paul Cadour	Cornwall Councillor
	Cllr Keith Johnson	Cornwall Councillor
	Drew Burley	Safer Cornwall
	Danielle King	Safeguarding lead at Saltash Community School
	Cllr Julia Peggs	Saltash Town Councillor
	Joe Lewis	Civil Enforcement
Apologies:		
	Kat Buckingham	ASB Caseworker, Cornwall Council
	Jayne Roycroft	Volunteer Cornwall
	Luisa Scott	Children's Services
	Phillippa Davey	Devon & Cornwall Police
	Sinead Burrows	Saltash Town Clerk
	Sarah Diaper	Devon & Cornwall Police
	Gary Smith	Devon & Cornwall Police
	Nachelle Nightingale	Healthy Cornwall
	Julie Hughes	Saltash Town Council
	Martin Cummings	Devon & Cornwall Police
	Jamie Musgrove	Devon & Cornwall Police

1. Welcome, Introductions and Apologies

The Chair welcomed the group and introductions were made.

Water Safety and Community Safety

- Members discussed concerns regarding young people entering the water during periods of hot weather and the risks associated with cold-water shock.
- An RNLI engagement event was considered to help raise awareness of water safety.

Action: Lucy to enquire whether the RNLI could deliver a local engagement event.

Danielle King advised that assemblies on respect had recently been delivered to students. Cllr Frank queried whether de-escalation training was available for Town and Cornwall Councillors in light of recent incidents involving young people.

Action: Lucy to contact police colleagues regarding de-escalation training opportunities for partners and councillors.

Vandalism and Public Facilities

Members noted recent vandalism, including damage to the stained-glass window at St Stephens and significant damage to public toilets. Due to ongoing vandalism and repair costs, toilet opening hours have been reduced.

Police Engagement and Reporting

Concerns were raised regarding delays when reporting incidents via the 101 telephone service. Members noted that online reporting is often more effective.

Recent engagement by local police and PCSOs was praised, with members highlighting their positive work with young people and visible presence in the community.

2. Agency Updates

2.1 Town Council

Parking on double yellow lines at the bridge approach continues to cause concern for residents. Ongoing issues were also highlighted along North Road, including vehicles parking in cycle lanes, pavement parking, speeding and a number of collisions.

Members were advised that a camera is due to be installed to monitor vehicle speeds. Cllr Johnson expressed frustration at the lack of progress in addressing wider road safety concerns, noting that a recent motion on the matter was not supported by Council.

Members discussed new legislation enabling enforcement action against pavement parking and welcomed the additional powers available to local authorities.

Concerns were also raised regarding the use of e-bikes and their impact on community safety.

Actions:

- Lucy to speak with Will Glassup regarding North Road concerns and ongoing highways issues.
- Lucy/Safer Saltash to consider drafting an open letter to Dan Rogerson regarding the repainting of the zebra crossing and wider road safety concerns.

2.3 Youth Council

Members received an update on plans to establish a Saltash Youth Council in the new school year from September 2026. The initiative was welcomed as an opportunity to strengthen youth engagement and ensure young people's views are represented within local decision-making.

2.4 Saltash Community School

Danielle King provided an update on recent school activities, including Year 10 work experience placements and educational visits.

Students recently attended a presentation from Mike's Trust, during which Becky shared her brother's story and highlighted the devastating impact of knife crime.

The school expressed its appreciation to both Livewire and The Core for their continued support of students and families.

Parental engagement was highlighted as a key safeguarding priority. A programme of coffee mornings and awareness sessions is being planned to provide information and support to parents and carers.

Members were advised that emerging themes and trends affecting young people continue to be monitored, with staff receiving training to ensure appropriate responses and interventions can be delivered when required.

2.5 The Core

The Core is exploring a "Freshers' Fair" style engagement event to showcase local services and support organisations available to young people.

Potential contributors include organisations working in areas such as online safety, exploitation awareness and youth support services. A provisional date of 12 September is being considered. Young people attending The Core and Livewire will be consulted to identify topics and organisations they would find most beneficial.

2.6 Livewire

Livewire provided an update on a new outreach project being developed in partnership with local police. Targeted engagement will take place with young people known to be involved in, or at risk of becoming involved in, anti-social behaviour. Outreach workers will lead this engagement, with a planning meeting scheduled with police partners.

Members were advised that a new member of staff focusing on mental health support will be joining the team shortly.

The Waterside area was highlighted as a recurring concern, particularly during periods of warm weather.

Livewire also informed the group of the recent death of a 23-year-old woman from an overdose at a nearby property and reflected on the wider challenges facing vulnerable individuals within the community.

Concerns were raised regarding the use of e-bikes and motorbikes in facilitating anti-social behaviour and violence, with a recent incident shared for awareness.

Members discussed the proposed social media restrictions for young people and the potential opportunities and challenges such measures may present.

Partners were encouraged to continue sharing information and identifying areas where joint working may help address emerging issues.

The work of the Community Kitchen was praised, with members recognising its valuable contribution in supporting local residents.

2.7 WeAreWithYou

An update was provided on current substance misuse trends and criminal justice work.

The Criminal Justice Team continues to support individuals transitioning from Channings Wood and Exeter Prisons back into the community.

A rise in ketamine use was highlighted, with serious health impacts including bladder damage and long-term catheterisation. Routine blood-borne virus testing is undertaken for individuals released from custody.

Emerging concerns were raised regarding:

- Vapes contaminated with Spice.
- The increasing presence of synthetic opioids, including nitazenes.
- Counterfeit and illicit drugs obtained through online sources.

Festival drug-testing initiatives, alongside homicide timeline and chemsex awareness training, were highlighted as part of ongoing harm reduction work.

Partners discussed the impact of substance misuse on young people and the wider community, emphasising the importance of education and prevention.

Action: WithYou to provide Danielle King with a Criminal Justice Team contact to explore former prisoner presentations within schools.

2.8 Civil Enforcement Update

Members were advised that pavement parking legislation has not yet been fully implemented and that local circumstances may affect enforcement.

Where double yellow lines are present, parking on either the road or pavement is prohibited and may be enforced. Parking on school zig-zag markings remains prohibited, while issues involving pavement obstruction may require police involvement.

Partners were advised that parking concerns should be reported via:

- Cornwall Council's Request for Enforcement (RFE) system.
- The Council's out-of-hours reporting service.

Continued reporting was encouraged to support enforcement activity.

3. Any Other Business

None was raised.

The Chair thanked partners and concluded the meeting.



Minutes		
Meeting Title	Safer Saltash	
Date:	29 September 2026	
Time:	13:00 - 14:30	
Location:	Teams Meeting	
Chaired by:	Lucy Allison	Safer Cornwall (Chair)
	Cllr Hilary Frank	Cornwall Councillor
	Cllr Rachel Bullock	Saltash Town Councillor
	Cllr Paul Cador	Cornwall Councillor
	Dan Turner	Fountain Head House School
	Drew Burley	Safer Cornwall
	Jayne Roycroft	Volunteer Cornwall
	Cllr Julia Peggs	Saltash Town Councillor
	Andrew Hawke	Parking Enforcement Team Manager, Cornwall Council
	Katherine Sawyer	CrimeStoppers
	Simon Andrews	Devon & Cornwall Police
	Danielle King	Safeguarding lead, Saltash Community School
Apologies:		
	Cllr Keith Johnson	Cornwall Councillor
	Joe Lewis	Civil Enforcement
	Emily Thuysbaert	We Are With You
	Luisa Scott	Children's Services
	Phillippa Davey	Devon & Cornwall Police
	Sinead Burrows	Saltash Town Clerk
	Sarah Diaper	Devon & Cornwall Police
	Nachelle Nightingale	Healthy Cornwall
	Julie Hughes	Saltash Town Council
	Martin Cummings	Devon & Cornwall Police
	Nick Evans	Saltash Community School
	Charlotte Carpenter	The Core
	Celia Davis	Complex Needs Team, Cornwall Council
	Suzanne Hall	Adult Social Care
	Tim Huntley	Complex Needs Team, Cornwall Council
	Catherine Thomson	Localism Team, Cornwall Council
	Kat Buckingham	ASB Team, Cornwall Council

1. Welcome, Introductions and Apologies

The Chair welcomed the group and introductions were made.

Katherine Sawyer (CrimeStoppers)

Katherine introduced the Fearless youth reporting platform and shared resources and contact details.

Fearless provides a fully anonymous way for young people to report crime and access educational resources. Points raised in the ensuing discussion include:

- Councillor Rachel Bullock requested promotional material to share on social media.
- Discussion took place regarding dangerous driving, e-bikes and antisocial behaviour.
- Katherine clarified that CrimeStoppers generally accepts reports where there is a criminal element or risk of harm.
- Councillor Hilary Frank offered support to promote Fearless through Cornwall Council networks, schools and youth services.
- Links were identified with local initiatives including Mike's Trust and knife crime awareness campaigns.

2. Agency Updates

2.1 Police Update

- Significant concerns raised regarding the use of e-bikes, e-scooters and motorcycles across Saltash.
- Reports received of dangerous riding, pavement use and antisocial behaviour, particularly around St Stephen's.
- Residents continue to submit intelligence, CCTV and Ring doorbell footage to police.
- Simon Andrews acknowledged concerns and advised that identifying riders can be challenging due to disguises and lack of registration plates.
- Police encouraged continued reporting via the police website and CrimeStoppers to build intelligence and support enforcement activity.
- Potential use of drone technology discussed to identify riders and track vehicles.
- Concerns also raised regarding a blue BMW reportedly driving at excessive speed around Fore Street, Victoria Gardens and Cunningham Road.

- Police advised powers now exist to seize vehicles involved in antisocial driving.
- Current neighbourhood policing team consists of six deployable officers across the wider sector, with further recruitment underway.
- Councillor Hilary Frank advised that Community Speed Watch is at risk of ceasing due to a lack of volunteers.
- Councillor Rachel Bullock offered to help recruit volunteers through local social media channels.

Action: Simon Andrews to follow up with Councillor Paul Cador regarding ongoing e-bike and motorcycle concerns.

2.2 Civil Enforcement Update

- Gilston Road remains the principal parking enforcement concern in Saltash.
- Issues include pavement parking, misuse of limited waiting bays and missing signage.
- Joint patrols involving Civil Enforcement and Environmental Crime Officers planned for October.
- Increased patrols and repeat visits will be undertaken.
- Concerns raised regarding vehicles being stored and advertised for sale on public roads.
- Councillor Julia Peggs reported parking issues at Higher Port View/St Stephen's Road affecting access.

Actions:

- Andrew Hawke to pursue replacement of missing signage on Gilston Road.
- Andrew Hawke to raise concerns regarding Higher Port View/St Stephen's Road with enforcement officers.

2.3 Fountain Head House School Update

- School roll expected to increase to approximately 140 pupils this academic year.
- Former Flying Start building has been removed due to safety concerns and antisocial behaviour.
- Preparations underway for compliance with Martyn's Law and enhanced site security.
- School recently achieved the Safeguarding Fundamentals Gold Award, becoming one of the first schools nationally to receive the accreditation.
- Discussions underway to establish a local safeguarding network involving Saltash schools.
- Increased traffic and taxi movements around the school continue to be monitored.

2.4 Saltash Community School

- Positive start to the academic year reported.
- Continued partnership work with Livewire and The Core to provide pupil support and youth engagement.
- Pupils are increasingly accessing support services voluntarily.
- Super Saturday community event scheduled for 10 October.
- Open evening and community engagement event planned for 14 October.
- Broaden Horizons programme continues, providing opportunities including sport, gardening, swimming, art therapy and forensic studies.
- Proposal discussed for road safety and e-scooter awareness sessions as part of future school engagement activities.
- Councillor Rachel Bullock suggested a school tour for Saltash Town Councillors, which was welcomed.

Actions:

- Danielle King to arrange a school tour for interested councillors.
- Road safety and e-scooter awareness messaging to be considered as part of future engagement activity.

3. Any Other Business

- Councillor Julia Peggs highlighted positive road safety awareness work previously delivered through the Vision Zero programme, noting the effectiveness of visual campaigns and educational materials.
- Councillor Peggs also advised that Saltash Town Council is exploring the establishment of a Youth Council to ensure young people have a direct voice in shaping future decisions and priorities within the town.
- Lucy Allison advised that information would be circulated following the meeting regarding the forthcoming 16 Days of Action campaign on domestic abuse and sexual violence. Members were also informed that the Public Space Protection Order relating to alcohol consumption in public places would be renewed for a further three years from 1 October.

Action: Lucy Allison to circulate campaign information, PSPO details and links shared during the meeting.

The Chair thanked all attendees for their contributions and closed the meeting.



Saltash and District Chamber of Commerce and Industry



CHAIRMAN PETER RYLAND

At our meeting on the 7th September there were two main topics of discussion.

Firstly, members were thankful for a donation from Harbour Housing towards the Christmas Festival and were also informed that it was likely that Scrapstore would once again sponsor the Lantern parade which this year, in addition to the four Saltash schools, would be joined by Sir Robert Geoffrey school from Landrake. Hilary Frank also said that her application to STC for Festival Funding was ready to be submitted and was only awaiting the completion of the annual Chamber a/c's, so that she could include them, which the Treasurer had hoped to have but was chasing the accountants. She was hopeful of securing other sponsors and explained that the raffle would be online, as it had been with the Mayfair, as this seems to achieve greater sales of tickets and is easier to run.

Secondly, members were informed of the need for the Settlement Spacial Plan and discussed various requirements relating thereto. It was agreed that for any expansion our road systems needed review as the queues in the Carkeel roundabout area were becoming longer and more prevalent, and as the expansion of Saltash would inevitably continue, this would worsen. It was also agreed that other infrastructure matters needed to be considered for any future expansion. Two other matters were raised namely the ongoing potential for a town square and the lack of land for expansion of employment space. I explained that Steve Miller is the Chamber rep but that I would be also at the Forum meeting in late September and would ensure that either he or I would raise these issues.

In other matters, M/s Frank was able to dispel the rumours, that had been circulating, that houses at Treledan were being bought by Birmingham Council to house people from Birmingham. Members also discussed the Augmented Reality Trail which is being researched by Town Team and the benefit this could have. We also discussed the need to upgrade the visual nature of the trailer.

I finally reminded members that our next meeting would be the AGM and was hoping that between now and then someone might offer themselves as Chairman for 2026/27. The Treasurer also said he would like to stand down, so a replacement would be welcomed.

Peter Ryland



Cornwall Councillor's Report to Saltash Town Council

Submitted by: Cllr Keith Johnson

Division: Saltash Tamar

Reporting period: September 2026

Report: Tamar Bridge HGV Breakdown and Resulting Saltash Traffic Disruption

Incident date: Monday 7 September 2026

Report submitted by: Cllr Keith Johnson, Cornwall Councillor for Saltash Tamar

Report purpose: To inform Saltash Town Council of the circumstances surrounding the major traffic disruption and propose measures to improve resilience, recovery and communication.

1. Purpose of the report

This report:

- summarises the disruption caused by an HGV breakdown on the Tamar Bridge;
- records the concerns raised on behalf of Saltash residents;
- presents the subsequent explanation provided by the Tamar Bridge Manager;
- identifies issues requiring further consideration; and
- recommends actions that Saltash Town Council may take to support greater resilience and accountability.

Saltash Town Council does not operate the Tamar Bridge and cannot direct the Tamar Bridge and Torpoint Ferry Joint Committee. It can, however, represent the interests of residents and formally request that the responsible authorities review their arrangements.

2. Background

At approximately 7.50am on Monday 7 September 2026, a heavy goods vehicle broke down around halfway along the north cantilever of the Tamar Bridge.

The breakdown occurred during the morning peak and caused substantial congestion in both directions. Parts of Saltash were brought to a virtual standstill, affecting residents, businesses and essential services.

For many people in Saltash and South East Cornwall, crossing the Tamar is not optional. The bridge provides essential access to:

- Derriford Hospital and other healthcare services;
- employment and education;
- emergency and community services;
- commercial and freight routes; and
- businesses and services in Plymouth.

The incident therefore had consequences beyond inconvenience, including missed or delayed appointments, lost working time, disruption to education, additional business costs and reduced local productivity.

3. Concerns originally raised

Following the incident, the following information and requests were submitted to the Joint Committee co-chairs and the Chief Officer of Tamar Crossings:

- a complete incident timeline;
- an explanation for the time taken for specialist recovery to arrive;
- publication or clarification of the major-disruption and traffic-recovery protocol;
- clear criteria governing any temporary suspension of toll collection;
- improved coordination between Tamar Crossings, Devon and Cornwall Police, National Highways and other relevant agencies;
- consideration of the human and economic consequences of repeated disruption; and
- a formal report to the next Joint Committee meeting.

It was acknowledged that opening the toll barriers could not remove a vehicle physically obstructing the bridge. However, a question was raised about whether suspending toll collection could assist the dispersal of accumulated traffic after an obstruction has been removed.

4. Confirmed incident chronology

The Bridge Manager subsequently provided the following account:

Time	Event
7.50am	The HGV broke down approximately halfway across the north cantilever.
7.52am	The incident was identified through CCTV and reported to the South West Regional Operations Centre. Internal communications and website updates commenced.
Shortly afterwards	It was established that the HGV was too heavy for the on-site recovery team. Specialist recovery was requested.

Time	Event
Approximately 8.30am	Tamar Bridge staff and Devon and Cornwall Police were on site implementing traffic-management arrangements.
By 9.05am	Vehicles trapped behind the HGV had been removed and traffic began moving from Saltash onto the main bridge deck.
9.48am	The specialist heavy-recovery vehicle arrived.
11.06am	The broken-down HGV was removed from the cantilever.
11.09am	Removal of the temporary traffic-management arrangements began.
Approximately 11.30am	Normal traffic conditions were restored.

The incident therefore lasted approximately three hours and forty minutes from the initial breakdown to the restoration of normal traffic conditions.

The specialist recovery vehicle arrived approximately one hour and fifty-eight minutes after the breakdown was detected. Removal of the HGV then took a further one hour and eighteen minutes.

5. Explanation provided by the Bridge Manager

The Bridge Manager advised that:

- the incident was detected immediately through the bridge CCTV system;
- the South West Regional Operations Centre was notified within two minutes;
- the HGV was substantially heavier than vehicles that the bridge's on-site team could recover;
- specialist recovery was arranged through Morris Leslie, the company responsible for the vehicle;
- police assistance was required to remove vehicles trapped behind the HGV safely;
- the bridge's established incident-management procedures were followed;
- website updates were issued throughout the incident;
- congestion was significant within Saltash, but congestion at the toll plaza itself was described as limited;
- because the toll plaza was not considered to be contributing materially to the congestion, suspension of toll collection was not considered;
- maintaining permanent specialist heavy-recovery equipment on site would involve a significant continuing cost;
- serious HGV breakdowns on the bridge are considered relatively infrequent; and HGV operators and insurers may require recovery to be undertaken by their own appointed specialist provider.

The response also confirmed that the Joint Committee has commissioned a study into the economic importance of the Tamar Bridge and Torpoint Ferry crossings. Its findings are expected to be published shortly.

6. Assessment

The response confirms that the incident was detected promptly and that the relevant control centre was notified without delay. Bridge staff and the police also had to manage the additional safety problem of vehicles trapped behind the HGV.

However, the incident highlights several matters requiring further consideration.

6.1 Specialist recovery response

The main cause of the prolonged closure was the need to await a specialist heavy-recovery vehicle capable of removing the HGV.

The explanation that permanent heavy-recovery equipment may not represent value for money is understandable. However, the available alternatives are not limited to either maintaining a full-time heavy-recovery vehicle on site or relying entirely upon arrangements made after an incident occurs.

The Joint Committee could examine:

- a regional emergency-recovery framework;
- contracted response-time expectations;
- pre-identified heavy-recovery providers on both sides of the Tamar;
- escalation arrangements where an operator's chosen provider cannot attend promptly; and
- recovery exercises or contingency planning for HGV incidents.

6.2 Dependence on the vehicle operator

The specialist recovery request was referred to the company responsible for the HGV. This raises a legitimate question about whether the resilience of a strategically important crossing should depend primarily upon the response arrangements of an individual vehicle operator or its insurer.

Vehicle ownership, insurance and liability are relevant, but public-safety and network-recovery requirements must remain central to the response.

6.3 Wider congestion beyond the toll plaza

The Bridge Manager reported limited congestion at the toll plaza and therefore concluded that suspending toll collection was unnecessary.

The most severe congestion was reportedly within Saltash and on the approaches to the bridge. Any future assessment of toll suspension should therefore consider the wider network and anticipated queue dispersal, not solely conditions immediately at the toll booths.

Suspending tolls would not resolve a physical obstruction. Nevertheless, following the removal or partial clearance of an obstruction, there may be circumstances in which uninterrupted vehicle movement could assist recovery.

Clear and published criteria would improve public understanding and confidence.

6.4 Communication with Saltash

Website updates were issued, but further consideration should be given to whether information reached residents, businesses, schools, healthcare providers and motorists quickly and widely enough.

A coordinated communication protocol could include:

- local authority highways channels;
- social-media updates;
- variable-message signs;
- local radio and travel services;
- direct notification to Saltash Town Council;
- communication with Derriford Hospital and other essential services; and
- estimated recovery times where these can reasonably be provided.

6.5 Economic and human consequences

The disruption affected access to work, education, healthcare and essential services. It is important that the forthcoming economic study considers not only the normal economic contribution of the crossings, but also the cost and consequences of extended closures or restrictions.

This should include impacts upon:

- patients and healthcare staff;
- schools, colleges and pupils;
- carers and essential workers;
- emergency and community services;
- tradespeople and self-employed residents;
- haulage, freight and deliveries; and
- businesses in Saltash and the wider South East Cornwall area.

7. Recommended actions

It is recommended that Saltash Town Council:

1. Notes the Bridge Manager's response and acknowledges the prompt detection of the incident and the work undertaken by bridge staff and Devon and Cornwall Police.
2. Records its concern about the serious effect that the incident had upon Saltash residents, businesses, essential workers and access to healthcare and education.
3. Writes to the Tamar Bridge and Torpoint Ferry Joint Committee requesting that a formal incident-review report be presented at its next available public meeting.
4. Requests that the incident review includes:
 - the complete operational chronology;
 - the time at which specialist recovery was requested and accepted;
 - the location from which the recovery vehicle travelled;
 - whether any contractual or target response time applied;
 - whether alternative recovery providers were considered;
 - lessons identified from the incident; and
 - actions proposed to reduce recovery times.
5. Requests an options appraisal for heavy-vehicle recovery, examining alternatives to maintaining permanent equipment on site, including a standby framework or contracted emergency call-out arrangement.

6. Requests published criteria for temporary toll suspension, covering both immediate toll-plaza congestion and the dispersal of wider network congestion after an incident.
 7. Requests clarification of the authority responsible for deciding whether tolls should be suspended, together with how that decision and its supporting evidence are recorded.
 8. Requests a joint major-disruption protocol involving Tamar Crossings, Devon and Cornwall Police, National Highways, Cornwall Council and Plymouth City Council.
 9. Requests that Saltash Town Council be added to the incident-notification arrangements for major bridge closures or restrictions, enabling it to communicate verified information to residents.
 10. Requests that the forthcoming economic study explicitly considers the cost of disruption, including the consequences for healthcare, education, employment, freight and businesses.
 11. Invites the Bridge Manager or Chief Officer of Tamar Crossings to attend a future Saltash Town Council meeting to explain the incident-management arrangements and answer members' questions.
 12. Requests a written progress update within three months, including any agreed improvements to recovery, communication and traffic-management arrangements.
-

8. Proposed resolution

Saltash Town Council resolves to:

1. note the report and the explanation provided by the Tamar Bridge Manager;
 2. acknowledge the actions of bridge staff and Devon and Cornwall Police while recording the serious impact of the prolonged disruption upon Saltash;
 3. write to the Tamar Bridge and Torpoint Ferry Joint Committee requesting a formal review of the incident and the actions set out in section 7 of this report;
 4. invite a senior representative of Tamar Crossings to attend a future meeting of Saltash Town Council; and
 5. request that the Joint Committee provide Saltash Town Council with a written response and progress update within three months.
-

Chapel Field: Proposed Lease, Shared Use and Site Management Arrangements

Submitted by: Cllr Keith Johnson

Cornwall Councillor for Saltash Tamar

For consideration by: Saltash Town Council

1. Purpose of the report

This report updates Saltash Town Council on Cornwall Council's proposals for the future management and use of Chapel Field.

It brings together:

- the discussions with the Cricket Club, Rugby Club and Youth Football Club;
- Cornwall Council's proposed lease arrangements;
- the proposed creation of a Site Management Committee;
- the potential role of Saltash Town Council;
- the safeguards that should be secured before the Town Council accepts a formal role; and
- recommendations for consideration by members.

2. Executive summary

Saltash Cricket Club has expressed an interest in taking a lease of Chapel Field from Cornwall Council.

Cornwall Council proposes that any lease should protect:

- continued use by Saltash Cricket Club;
- continued use by the Rugby Club;
- continued use by the Youth Football Club;
- existing public access and recreational use when the field is not required for organised sport; and
- cooperative management of the site through a shared-use agreement and Site Management Committee.

The Cricket Club would become the principal leaseholder and would assume responsibility for maintaining the field and changing rooms, subject to the final lease provisions.

Cornwall Council would remain the freehold owner and landlord. It would retain an oversight role and act as the final arbiter if a dispute could not be resolved locally.

Saltash Town Council has been invited to participate in the proposed Site Management Committee. This could provide valuable local democratic oversight and support cooperation between the clubs.

Participation should, however, be agreed only in principle at this stage. The Town Council should not accept any financial, maintenance, operational or legal liability until it has reviewed the proposed Heads of Terms, shared-use agreement and committee governance arrangements.

3. Background

Discussions took place last year between Cornwall Council and the principal organisations using Chapel Field:

- Saltash Cricket Club;
- the Rugby Club; and
- the Youth Football Club.

The Cricket Club subsequently expressed an interest in taking a formal lease of the site.

Because several organisations use Chapel Field, Cornwall Council sought legal advice on how their different rights, responsibilities and practical requirements could be incorporated into a workable agreement.

Cornwall Council's Legal Services team advised that the most appropriate structure would be:

1. a lease of Chapel Field to the Cricket Club;
2. a covenant requiring the Cricket Club to continue sharing the site with the Rugby Club and Youth Football Club;
3. protection for existing public access and recreational use outside the periods when the site is required by the sports clubs;
4. a formal shared-use agreement between the clubs; and
5. the creation of a Site Management Committee to support the practical operation of the arrangements.

4. Proposed lease arrangements

Under the current proposal, Cornwall Council would grant a lease of Chapel Field to Saltash Cricket Club.

The lease would be expected to include:

- continued access and use for the Rugby Club;
- continued access and use for the Youth Football Club;
- an obligation to comply with a shared-use agreement;
- arrangements protecting public recreational use;
- responsibility for routine maintenance of the field and changing rooms; and
- participation in the proposed Site Management Committee.

Cornwall Council would remain the freeholder and landlord.

As landlord, Cornwall Council would continue to have responsibility for enforcing the lease and could intervene where a serious issue could not be resolved through the Site Management Committee.

The final division of responsibilities would need to be clearly defined in the lease and accompanying schedules.

5. Proposed shared-use agreement

A formal shared-use agreement would be required to regulate how the clubs use Chapel Field.

It should provide a fair and transparent process for:

- allocating fixtures and training sessions;
- managing seasonal sporting requirements;
- resolving competing requests;
- coordinating tournaments and special events;
- dealing with cancellations caused by weather or ground conditions;
- protecting pitches from inappropriate use;
- coordinating access to the changing rooms and other facilities;
- managing parking, waste and security;
- reporting defects or safety concerns; and

- resolving disagreements between the clubs.

The agreement should ensure that no single club can unreasonably prevent another participating club from exercising its agreed rights.

It should also include a formal review process so that the arrangements can be amended as sporting and community needs change.

6. Proposed Site Management Committee

Cornwall Council has suggested that the Site Management Committee could include:

- representatives of Saltash Cricket Club;
- representatives of the Rugby Club;
- representatives of the Youth Football Club;
- a small number of Saltash Town Councillors;
- the Town Clerk or another appropriate Town Council officer;
- the Cornwall Council ward member; and
- other representatives where appropriate and agreed.

The committee could provide a forum for:

- coordinating the shared use of the site;
- identifying operational issues at an early stage;
- monitoring compliance with the shared-use agreement;
- supporting communication between the clubs and councils;
- considering concerns raised by residents or site users;
- encouraging cooperation between the sporting organisations;
- overseeing an annual review of the arrangements; and
- attempting to resolve disputes before referring them to Cornwall Council.

If Saltash Town Council agrees to participate, Cornwall Council intends to reflect that role within the lease Heads of Terms.

7. Potential benefits to Saltash

The proposal could deliver several benefits:

- greater security for the continued sporting use of Chapel Field;
- a formal basis for cooperation between the three clubs;
- local democratic involvement through Saltash Town Council;
- clearer arrangements for maintenance and site management;
- continued public recreational access;
- improved communication between the clubs and Cornwall Council;
- earlier identification and resolution of problems;
- support for grassroots sport and youth participation; and
- a more sustainable long-term future for the field and changing facilities.

The proposed structure could enable decisions to be made closer to the community while preserving Cornwall Council's role as landlord.

8. Matters requiring clarification

Before Saltash Town Council confirms its participation, the following matters should be addressed.

8.1 Legal status of the committee

The committee's terms of reference should state whether it is advisory or has delegated authority to make operational decisions.

It must not be able to commit Saltash Town Council to expenditure, liability or contractual obligations without a separate resolution of the Town Council.

8.2 Town Council liability

Written confirmation should be obtained that participation will not make Saltash Town Council responsible for:

- rent or lease payments;
- maintenance or repair costs;
- utility charges;
- staffing;
- insurance;
- health and safety management;
- debts or liabilities incurred by a sports club;
- compensation arising from activities at the site; or
- expenditure that has not been separately approved by the Town Council.

8.3 Condition of the property

A documented condition survey should be undertaken before the lease is completed.

This should record the condition of:

- the playing field;
- changing rooms;
- drainage;
- paths and access points;
- boundaries and fencing;
- trees and vegetation;
- utility systems;
- fixtures and equipment; and
- any other structures included within the lease.

This would help distinguish existing defects from future maintenance obligations.

8.4 Maintenance and major repairs

The documents should clearly distinguish between:

- routine maintenance;
- planned replacement;
- structural repairs;
- major capital works;
- emergency repairs; and
- improvements requested by the clubs.

Responsibility for drainage failures, structural defects, major building works, trees, boundaries and exceptional costs should be expressly stated.

8.5 Financial sustainability

Before responsibility for maintenance is transferred, Cornwall Council should be satisfied that the Cricket Club has:

- a realistic maintenance plan;
- appropriate insurance;
- sufficient financial capacity;
- access to professional advice where required; and
- contingency arrangements for unexpected costs.

This would protect both the club and the long-term condition of the site.

8.6 Public recreational access

The lease should clearly describe:

- the existing legal status of public access;
- the recreational use that will continue;
- when public access may reasonably be restricted;
- who has authority to impose restrictions; and
- how any restriction will be communicated.

Restrictions should be limited to circumstances such as organised sport, essential maintenance, ground protection, safety or emergencies.

8.7 Safeguarding and safety

Each participating organisation should remain responsible for its own:

- safeguarding policies;
- coaching and volunteer checks;
- public liability insurance;
- risk assessments;
- first-aid arrangements;
- accident reporting;
- equipment inspections; and
- compliance with its sporting governing body.

The Site Management Committee may coordinate these matters but should not displace the legal responsibilities of the leaseholder, individual clubs or Cornwall Council.

8.8 Governance and transparency

The Site Management Committee should have written terms of reference covering:

- membership;
- appointment and replacement of representatives;
- voting rights;
- quorum;
- frequency of meetings;
- chairing arrangements;
- declarations of interest;
- publication of agendas and minutes;
- financial authority;
- complaints;
- dispute resolution; and
- escalation to Cornwall Council.

8.9 Dispute resolution

The clubs should first attempt to resolve issues through the Site Management Committee.

If agreement cannot be reached, the matter should be referred to Cornwall Council in its capacity as landlord and final arbiter.

The process and timescales for escalation should be included within the legal documents.

9. Overall assessment

The proposal represents a positive opportunity to protect Chapel Field as a sporting and community asset.

A formal lease and shared-use agreement could provide greater certainty than the current informal arrangements. A Site Management Committee could improve cooperation and give Saltash Town Council a constructive role in supporting the field's future.

However, the Town Council should not accept an undefined role.

Support should therefore be conditional upon:

- receipt of the relevant draft documents;
- confirmation of the Town Council's legal and financial position;
- proper protection for all participating clubs;
- protection of public recreational access;
- evidence of a sustainable maintenance plan; and
- clear governance and dispute-resolution arrangements.

10. Recommendations

It is recommended that Saltash Town Council:

1. Notes the update from Cornwall Council regarding the proposed lease of Chapel Field.

2. Welcomes in principle an arrangement that protects the continued community and sporting use of Chapel Field.
3. Supports in principle the proposal for Saltash Cricket Club to become the principal leaseholder, subject to satisfactory legal, financial and operational safeguards.
4. Requires the lease to protect expressly the continued and equitable use of the field by the Cricket Club, Rugby Club and Youth Football Club.
5. Requires reasonable public recreational access to be protected, subject only to proportionate restrictions necessary for organised sport, maintenance, safety or exceptional circumstances.
6. Supports in principle the creation of a Site Management Committee involving the sports clubs, Cornwall Council, Saltash Town Council and the Cornwall Council ward member.
7. Agrees in principle to participate in the Site Management Committee, subject to receiving and approving:
 - the proposed lease Heads of Terms;
 - the draft shared-use agreement;
 - the committee's terms of reference;
 - a schedule of maintenance responsibilities;
 - the property condition survey; and
 - written confirmation of the responsibilities and liabilities of each participating organisation.
8. Requires written assurance that Town Council participation will not make it responsible for:
 - rent or lease obligations;
 - maintenance or repair costs;
 - utilities or staffing;
 - insurance;
 - health and safety management;
 - the liabilities of the sports clubs; or
 - expenditure not separately authorised by the Town Council.
9. Requests evidence of the Cricket Club's maintenance plan and financial capacity before responsibility for the field and changing rooms is transferred.
10. Requests that responsibility for routine maintenance, structural repairs, major capital works and emergency expenditure is clearly allocated within the final documents.
11. Requests a clear and transparent booking system covering fixtures, training, seasonal priorities, events, cancellations and competing requests.
12. Requires the Site Management Committee to operate under written terms of reference, including appropriate provisions for voting, declarations of interest, minutes, complaints and dispute resolution.
13. Requests that Cornwall Council remain the final arbiter where a dispute cannot be resolved through the Site Management Committee.
14. Requests confirmation that all participating clubs maintain appropriate insurance, safeguarding arrangements, risk assessments and governing-body compliance.

15. Requests an annual review of the lease-management and shared-use arrangements, with the findings reported to the participating organisations.
16. Reserves the Town Council's right to withdraw from the Site Management Committee if participation creates unapproved liabilities or no longer serves the interests of the community.
17. Authorises the Town Clerk, in consultation with the Mayor and Cornwall Council ward member, to continue discussions with Cornwall Council and the sports clubs.
18. Requires all final documents to return to the appropriate Town Council committee before any binding commitment is made.
19. Defers the appointment of Town Council representatives until the committee's terms of reference and the Town Council's responsibilities have been approved.

11. Proposed resolution

Saltash Town Council resolves to:

1. note the Cornwall Councillor's report and the update provided by Cornwall Council;
2. support in principle the proposed lease and shared-use arrangements for Chapel Field;
3. support in principle the establishment of a Site Management Committee;
4. agree in principle to participate in that committee, subject to satisfactory legal, financial, governance and liability safeguards;
5. request the documents, information and assurances identified in Section 10 before making a binding commitment;
6. require continued use by all three sports clubs and reasonable public recreational access to be expressly protected;
7. authorise the Town Clerk to continue discussions and report the final proposals back to members;
8. defer the nomination of Town Council representatives until the governance arrangements have been approved; and
9. confirm that no financial commitment, maintenance obligation or legal liability is accepted by Saltash Town Council at this stage.

Let's Talk About Cornwall Survey 2026

Submitted by: Cllr Keith Johnson
Cornwall Councillor for Saltash Tamar
Consultation closing date: 1 November 2026

Official survey: [Complete the Let's Talk About Cornwall Survey](#)

1. Purpose of the report

This report informs Saltash Town Council of Cornwall Council's **Let's Talk About Cornwall Survey 2026** and recommends action to encourage strong participation from Saltash residents, businesses and community organisations.

The survey gives people an opportunity to influence:

- Cornwall Council's draft budget;
- the Council Priorities Delivery Plan;
- future policies and strategies;
- Council services and activities; and
- decisions about how limited resources should be prioritised.

The consultation closes on **1 November 2026**.

2. Background

Cornwall Council has stated that it is developing its budget proposals for the next financial year while facing continuing financial pressures and difficult choices about services and expenditure.

The survey seeks residents' views about:

- Cornwall as a place to live;
- the main issues affecting local communities;
- the effect of the increased cost of living;
- the experiences of individuals and families; and
- the services and activities on which Cornwall Council should concentrate.

The responses may be used to inform the Council's draft budget, priorities, policies, strategies, plans, services and other activities.

3. Importance to Saltash

Decisions made through Cornwall Council's budget and delivery planning process can directly affect Saltash residents.

Local priorities that residents may wish to consider include:

- protection of essential public services;
- infrastructure accompanying major housing development;
- the Tamar Bridge and the cost and reliability of crossing;
- highways, footways, drainage and road maintenance;
- faded road markings and parking enforcement;
- public transport and access to Plymouth;

- access to healthcare and adult social care;
- services for children, families and young people;
- affordable and locally accessible housing;
- maintenance of parks, playing fields and public spaces;
- support for Saltash town centre and local businesses; and
- fair distribution of Cornwall Council resources.

Strong local participation will help ensure that Saltash's circumstances are understood when Cornwall-wide priorities are considered.

4. Individual and organisational responses

The survey is open to individual residents.

Saltash Town Council should also consider submitting a formal organisational response reflecting its previously agreed policies and the priorities of the town.

A Town Council response would not replace individual submissions. Residents, businesses, community organisations and local clubs should still be encouraged to complete the survey independently.

Any formal Town Council response should be:

- evidence-based;
 - politically neutral;
 - consistent with existing Town Council decisions;
 - approved through the proper democratic process; and
 - submitted before the closing date.
-

5. Suggested priorities for the Town Council's response

Subject to members' agreement, a corporate response could emphasise:

1. Infrastructure before or alongside housing growth, including roads, healthcare, schools, drainage, public transport and community facilities.
2. Reliable and affordable Tamar crossings, recognising their importance for healthcare, employment, education, freight and essential services.
3. Greater investment in highways and public-realm maintenance, including footways, potholes, drainage, road markings, vegetation and parking enforcement.
4. Protection of services for vulnerable adults, including safe and timely social-care provision.
5. Support for children, families and young people, including education, SEND provision, youth services and safe school transport.
6. Improved public transport, both within Saltash and between South East Cornwall and Plymouth.
7. Protection and maintenance of parks, playing fields, green spaces and community facilities.
8. Support for Saltash town centre, local employment, independent businesses and economic regeneration.

9. Fair allocation of Cornwall Council funding, ensuring that South East Cornwall receives appropriate investment.
10. Meaningful consultation with town and parish councils before significant budget or service changes are implemented.
11. Transparent reporting, showing how consultation responses influence final decisions.

These themes should be amended where necessary to reflect the Town Council's formally adopted policies.

6. Public engagement

Strong local participation, the official survey link should be promoted through:

- the Town Council website;
- Town Council social-media channels;
- councillor newsletters and community pages;
- the library and Guildhall;
- public noticeboards;
- local community organisations;
- residents' associations;
- sports and youth clubs;
- local businesses; and
- schools and parent networks where appropriate.

All promotion should remain politically neutral and direct residents to the official Cornwall Council consultation:

https://letstalk.cornwall.gov.uk/cornwall?tool=survey_tool

Where available, accessible or non-digital options should also be publicised for residents who cannot complete the survey online.

7. Privacy and publication warning

Cornwall Council is the data controller for information provided through the survey.

The Council states that:

- information may be used to inform its draft budget, priorities, policies, strategies, plans, services and activities;
- personal data will be accessible only to authorised members of staff who require it for the stated purposes;
- survey data will be retained within Cornwall Council's secure systems and premises for up to two years; and
- responses to open questions may be published in full.

Residents should therefore avoid including:

- confidential medical information;
- personal information about another person;
- information identifying children or vulnerable adults;
- active casework details;
- unverified allegations against identifiable individuals; or
- anything they would not wish to appear in a published consultation report.

Sensitive individual concerns should instead be raised through the appropriate complaint, safeguarding or councillor casework process.

8. Transparency and reporting

Consultation is most valuable when residents can see how their views have affected final decisions.

Cornwall Council should be asked to publish:

- the total number of responses;
- an appropriate geographical breakdown;
- the main themes raised;
- equality and accessibility information where appropriate;
- the effect of the findings on the draft budget and Council Priorities Delivery Plan; and
- reasons where widely supported priorities are not adopted.

Subject to data-protection requirements and minimum response thresholds, results should be provided for Saltash or South East Cornwall.

9. Recommendations

It is recommended that Saltash Town Council:

1. Notes the Let's Talk About Cornwall Survey and its closing date of 1 November 2026.
2. Encourages Saltash residents, businesses and community organisations to complete the survey before the deadline.
3. Promotes the official survey link through the Town Council's website, newsletters, noticeboards and social-media channels in a politically neutral manner:

[Complete the Let's Talk About Cornwall Survey](#)

4. Highlights the privacy warning that responses to open questions may be published in full.
5. Encourages residents not to include confidential, sensitive or identifiable casework information in open-text responses.
6. Considers submitting a formal Town Council response setting out Saltash's agreed priorities.
7. Invites relevant Town Council committees to identify priorities for inclusion in the corporate response.
8. Authorises the Town Clerk to collate those priorities and prepare a draft response for approval before the consultation deadline.
9. Requests information from Cornwall Council about accessible and non-digital methods of participation and publicises those options locally.

10. Asks Cornwall Council to publish a transparent consultation report explaining how the results influenced the final budget and Council Priorities Delivery Plan.
 11. Requests an appropriate geographical breakdown of responses, including information for Saltash or South East Cornwall where disclosure controls permit.
 12. Requests that the consultation findings and resulting budget implications return to a future Town Council meeting for consideration.
-

10. Proposed resolution

Saltash Town Council resolves to:

1. note the Let's Talk About Cornwall Survey and its closing date of 1 November 2026;
2. encourage residents, businesses and community organisations to complete the survey;
3. promote the official survey link through the Town Council's communication channels;
4. prepare a formal Town Council response based upon previously agreed priorities and input from the relevant committees;
5. authorise the Town Clerk to coordinate and submit the approved response before the deadline;
6. remind residents that open-text responses may be published and should not contain confidential or sensitive casework information; and
7. request that Cornwall Council publish the consultation findings; an appropriate geographical analysis and an explanation of how the responses influenced its final decisions.

End of Report – CC Keith Johnson

Report to Saltash Town Council October 2026

Cllr. Hilary Frank

Representing Saltash Essa, *Konseler Kernow Essa*



SALTASH LEISURE CENTRE

The Registration Service had been hoping to relocate to the Saltash Leisure Centre in October, but it is looking like this will be delayed as work needs to be carried out to improve privacy in the customer waiting area. Equally, the Safe and Wellbeing Hub can't open until November as there is still work being carried out on swipe card access and fire safety measures. I will update Town Council when the revised opening dates are confirmed.

COMMUNITY SAFETY IN SALTASH

Several residents have contacted me about antisocial behaviour in Saltash. I have raised their concerns with the Acting Inspector and we have been discussing what can be done. The police have agreed to carry out a planned operation targeting concerns about vehicles and driving in Saltash. I welcome that commitment and will keep in touch about the outcome.

FRIDGES AND FREEZERS AT HWRCs

A national collection and processing issue that stopped sites accepting broken fridges and freezers over the summer has been resolved, and they can again be taken to Saltash Household Waste and Recycling Centre, or any other Cornwall HWRC.

CHILDREN'S HOME APPLICATION, MEADWAY

Planning application PA26/05790 proposes turning a house on Meadway into a home for up to two children, run by an independent provider rather than Cornwall Council. I have asked for more information about the provider and its plans for Ofsted registration, which would be required before the home could open.

LET'S TALK ABOUT CORNWALL

The rising cost of living has meant changes and difficult choices for many families in Saltash. Cornwall Council's finances are tight too, and as we shape next year's budget, we need to understand which services matter most to people and what life is like in their local area. I want Saltash voices to be heard in those decisions. Our [Let's Talk about Cornwall survey](#) is a chance to tell us what is working, what is affecting your neighbourhood and where you think we should focus our efforts. I hope Town Councillors will complete it and encourage others to do the same. The survey closes on **1st November 2026**.

HOUSING DASHBOARD

At Full Council on 15th September, I supported a motion calling for a clearer and fairer Cornwall Homechoice system. Around 25,000 households are on Cornwall's housing register. Each month, about 500 new applications are received, while around 120 households secure a home. That leaves many people and families facing a long wait without a clear idea of their prospects.

We will now work on proposals for an online dashboard showing how many households are waiting, how many homes are being let and typical waiting times. It cannot create the homes we need, but it could help people understand what to expect and make more informed decisions.

MENTAL HEALTH IN CORNWALL

Each year, Cornwall Council's Director of Public Health chooses a topic he considers particularly important for his annual report. This year, he has chosen mental health and wellbeing. His [2026 report](#) has just been published, and looks at how housing, income and our connections with other people affect how we feel, and why people need support before they reach crisis point.

I am concerned by what the report tells us. The proportion of adults recorded as living with depression in Cornwall and the Isles of Scilly has risen from around 6% a decade ago to 14.6% in 2024/25. Contacts with community and outpatient mental health services have also risen particularly sharply among under-25s.

I'm setting up and will chair a Cabinet Advisory Group on mental health and wellbeing in schools. I want us to listen to young people, families and schools, look at where the pressures are and where help is difficult to access, and consider how we can support children earlier. The group will report in spring 2027.

Cornwall Council Leader Cllr Leigh Frost has also convened a Mental Health Summit for Friday 30th October. It will bring together health, care and community organisations and will be livestreamed on the Council's Facebook and YouTube channels. I encourage Town Councillors to [submit a question for the panel](#), particularly about concerns they hear from people in Saltash. Questions need to be submitted by **9am on Monday 5th October**. The panel won't be able to answer every question during the summit, but the questions discussed on the day will reflect the main themes raised.

INTERIM DEPUTY CHIEF EXECUTIVE

We have appointed Andy Keeling as Interim Deputy Chief Executive of Cornwall Council while Chief Executive Kate Kennally is on a leave of absence. Before coming to Cornwall, he held roles as Head of Paid Service at Leicester City Council and Chief Executive of the Falkland Islands Government. Cabinet has already had several in-depth discussions about the Council's budget with him, and I've appreciated the financial insight Andy has brought.

CASE FOR CORNWALL

Since my last report, we have been working on the Case for Cornwall: what powers and support would make a practical difference here. That includes ideas arising from the [Cornwall Dentistry Summit](#), where partners called for more local flexibility to tackle barriers around dental commissioning and the workforce.

There have been further encouraging conversations with Government. In mid-September, the Prime Minister told MPs he was willing to discuss powers to address Cornwall's particular problems with second homes as part of a devolution deal. In an interview with BBC Radio Cornwall in late September, Deputy Labour Leader Lucy Powell said there was "lots and lots of activity and conversations going on" around devolution. She reiterated that Cornwall would not need a mayor and pointed to greater local control over buses, acknowledging that rural bus services cost more to run.

Saltash Town Council

Report by Cllr Paul Cador**Stoketon Roundabout.**

Due to be finished during the Autumn, no confirmed date. Enforcement Camera's are in place for vehicles turning right, Eastbound and Westbound.

Road closures.

A38 Saltash Tunnel Technology Upgrade

Upcoming works and update on overnight tunnel closures

We're continuing our extensive programme of work to update the technology in and around Saltash Tunnel. Our works will help to keep journeys safe and reliable, and reduce the risk of unplanned closures.

Overnight tunnel closures

Overnight tunnel closures (Monday – Thursday, 7.30pm – 6am) will continue until the end of the year.

We understand that overnight tunnel closures mean additional traffic on local roads, and we apologise for the disruption this causes to residents.

We're working hard to complete the remaining works as quickly and safely as possible so that the overnight tunnel closures can end.

Further updates will be posted on our [dedicated webpage](#) when available.

Upcoming works

We're updating the rotating prism signage on the approaches to the bridge and tunnel.

To work safely, we'll be working overnight with the following traffic management in place. This is in addition to the overnight tunnel closures:

Saltash Town Council

- Friday 2 October (12.30am - 3.30am) the eastbound on-slip on to Tamar Bridge from Saltash will be closed. A short diversion route will be in place via North Road and Carkeel. The tunnel will reopen earlier than usual on Friday 2 October at 12.30am, instead of 6am.

Please plan ahead and allow extra time for your journey. Dates may change at short notice due to weather or operational reasons.

Find the latest road closure information on our [daily closures page](#).

More information on our scheme, please visit our [dedicated webpage](#).

Other schemes in Cornwall and Devon

We're carrying out a number of schemes in Cornwall and Devon. For more information on other schemes in the South West, visit:

<https://nationalhighways.co.uk/roads-and-travel/road-projects/south-west/>

Help us to spread the word

Please help us by sharing this update. Please share this message with your connections and network, as well as on your own channels.

Any questions?

Please note: all enquiries regarding the scheme should be directed to National Highways, and not to Tamar Crossings which is independently owned and operated by Cornwall Council and Plymouth City Council.

If you have any queries or comments about the work, or would like further information please contact National Highways Customer Contact Centre on 0300 123 5000 or by email: info@nationalhighways.co.uk

Follow us on X at @HighwaysSWEST

Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic

Saltash Town Council

Location: Road From Junction West Of South Broadmoor House To Longlands Lane, Elmgate, Saltash

Timing: 5th October 2026 to 6th October 2026 (07:30 to 17:00 hours)

Contact: Richard Davies at Cormac Solutions Ltd - Tel: 0300 1234 222.

The above closure has been approved. Please click the following link to view a map and associated documents:

<https://one.network/?tm=GB151526125>

Press releases.

Cornwall Fire and Rescue Service is inviting people to experience what it's like to be a firefighter before applying for the role.

The service, which will be opening applications for on-call and wholetime firefighters in the coming months, is hosting a series of Have a Go sessions throughout October.

During the sessions people can try out the equipment, learn about the physical and practical aspects of the job and speak directly with serving firefighters to hear about their experiences.

Anyone aged 18 and over can [book a place](#) for the events, which will take place at Tolvaddon, Bodmin, Falmouth and St Austell fire stations.

Kathryn Billing, Chief Fire Officer at Cornwall Fire and Rescue Service, said: "The Have a Go sessions give people the chance to see what being a firefighter is all about.

"If you're looking for a new challenge and are passionate about protecting and serving your local community, come along and find out more."

You can book a place for the following Have a Go events on the [Cornwall Fire and Rescue Service website](#).

- Tolvaddon Community Fire Station: Wednesday, 14 October (6-8pm)
- Bodmin Community Fire Station: Saturday, 17 October (10am-12pm and 2pm-4pm)
- Falmouth Community Fire Station: Thursday, 29 October (6-8pm)
- St Austell Community Fire Station: Saturday, 31 October (10am-12pm and 2pm-4pm)

Saltash Town Council

Applications for on-call firefighters will open on November 23. Applications for wholetime firefighters will open in January 2027.

For more information about the events and the recruitment process, go to the [Cornwall Fire and Rescue Service website](#).

Press release issued on October 1, 2026

A new guide has been launched to help Cornwall's residents stay warm, healthy and connected through the winter months.

The 2026/27 Winter Wellbeing Guide is free of charge and packed with practical advice, support information and useful contacts for residents.

Printed copies are available from libraries, Jobcentres, foodbanks, GP surgeries, pharmacies, Family and Community Hubs and Cornwall Council offices.

A digital version of the guide can also be downloaded from the [Cornwall Council website](#).

It has been produced by Inclusion Cornwall in partnership with the Council's Public Health team, the Voluntary Sector Forum (VSF) and the Cornwall and Isles of Scilly Integrated Care Board (ICB).

Following the summer heatwaves, this year's edition also includes a new Summer Wellbeing section, which offers advice on staying safe and healthy during periods of hot weather.

The guide is designed for anyone who may benefit from a little extra support, whether for themselves, their family, friends or neighbours. It includes:

Practical advice for keeping warm and well

Information on financial support and energy-saving help

Details of free independent advice services

Key contacts for local organisations and support agencies

Health, wellbeing and home safety information

Cllr Thalia Marrington, Cabinet Member for Community Safety and Public Health, said:

"The Winter Wellbeing Guide is a fantastic resource that brings together practical advice and local support in one place. We know that winter can be challenging for many people, particularly with the ongoing pressures on household budgets, and this guide can help residents find the information and support they need before problems become crises. "I would encourage everyone to pick up a copy, share it with family, friends and neighbours, and keep it somewhere handy. Looking out for one another is what makes Cornwall's communities so strong, and this guide

Saltash Town Council

can help ensure more people stay warm, well and supported throughout the year."

For more information visit <https://www.cornwall.gov.uk/health-and-social-care/public-health/public-health-campaigns/winter-wellbeing/>

Anyone needing additional support with heating or insulating their home can access free and independent advice from Community Energy Plus by emailing advice@cep.org.uk or calling 0800 954 1956.

Thousands more children in Cornwall will now receive free school meals thanks to a new Council process.

Introduced in July, the Free School Meals (FSM) Auto Award automatically checks whether some children are eligible for free school meals and enrolls them if they qualify. The process has identified and signed up a further 14,000 children who may otherwise not have been receiving them, saving their families a total of £6.9m a year (£495 per child).

This means there are now 17,485 children across Cornwall who receive free school meals.

It also means schools stand to receive substantially more money as 'pupil premium funding' from the government is directly linked to how many of their pupils receive free school meals.

In fact, Cornish schools are set to receive an extra £11.9m because of the extra 14,000 children now enrolled for free meals.

Over the six-year period for which FSM eligibility can attract pupil premium funding, this equates to around £71.3 million in additional funding for schools.

The FSM Auto Award process sees the Council use information it already holds to identify children who may qualify, such as households that receive Housing Benefit or Council Tax Support.

Cllr Hilary Frank, Cabinet Member for Children, Schools and Families, said:

"It's fantastic news that 14,000 more children across Cornwall will now receive free school meals, without their families having to fill in any paperwork. That could save families nearly £500 a year per child, helping to ease the pressure on household budgets. It will also bring substantial additional pupil premium funding into Cornish schools, helping them provide extra support where it is most needed."

FSM Auto Award was implemented ahead of new national eligibility rules introduced by the Department for Education from September this year.

Under the new rules, all households receiving Universal Credit become eligible for free school meals, with the current household income threshold being removed. Eligibility will also be reviewed at the start of each academic year.

For more information about free school meals and the new Auto Award process, visit the [School Meals webpages on the Council's website](#).

End of report – Cllr Paul Cadour

Health Action Group meeting with SE Cornwall MP

14th September 2026

Present: George Muirhead, Chair (GM), Peter Thistlethwaite (PT), Brian Stoyel (BS), Hilary Frank (HF), Richard Bickford (RB), Jane Suter (JS), Anna Gelderd (AG), Kayleigh Dring (KD).

	Action
The Chairman welcomed everyone and clarified the items to be discussed including: phlebotomy, St Barnabas and dentistry.	
1. Overview PT gave a brief history of St Barnabas culminating with the closure of all beds, without warning, in 2016. Liskeard currently has a 50-bed hospital although it is half empty at the moment. The GP surgery in Torpoint provides general medical, nursing, and specialist clinic services plus treatments and minor surgery. Saltash seems to fall between Plymouth and Cornwall.	
AG is aware that Derriford Hospital wants to do more out in the community and also that Liskeard needs some support. How do we look at what facilities we can deliver for Saltash that would make a difference, acknowledging things that were taken away?	
2. Phlebotomy The room at St Barnabas is equipped ready to bring phlebotomy back to Saltash. This could benefit patients from the whole of South East Cornwall who are currently having to travel over the bridge. However, the booking system with an option for patients to choose St Barnabas is still under review. GM was informed of a two month wait for IT issues to be looked at. In July GM wrote to ask if we were on the list, but had no response. HF queried why we have to 'piggyback' on the Windsor House system. GM will feed back to AG the outcome of the St Barnabas Project meeting on 23rd.	GM
AG agreed to pursue two questions: Where are we on the queue list? Why do we have to 'piggyback'?	AG
3. St Barnabas There is a significant fund from local people (£130k), some of which was used to renovate the phlebotomy room, which could be used to transform the old day room into a useful space.	
AG is aware that Tryphaena Doyle, is in contact with Derriford Hospital and Cornwall Foundation Trust looking for providers of interest. GM/PT had ideas about physiotherapy in the downstairs room and will get back to HAG.	AG
It is recognised that NHS Property Services are the big sticking point and AG agreed to ask NHSPS how we can move forward with the project for the downstairs room at St Barnabas.	GM/PT
GM and PT are meeting Tryphaena on 23th September. They will establish whether she has made any progress with potential providers and update AG.	
4. Peninsula House £100,000 for health resources in Saltash was promised by NHS Property Services Regional Director James Page following the sale of Peninsula House. The sale took place two years ago but, following a recent enquiry, AG was told it will still be 3-6 months before a decision is made. AG will request a phone call.	AG

5. Dentistry A date for AG's meeting with the new Minister has been set. AG said the new dental contract talks about quality of care not just quantity. Dentists will be paid more for more intricate treatments. Retention remains an issue along with college places and training, all of which take time. Emergency provision is needed. AG will ask the new Minister: Has the BDA accepted the new contract? Could the cap on number of students at Plymouth Dental School be raised? GM thanked everyone for attending. He will update AG following the meeting with Tryphaena Doyle on 23rd September. AG to update HAG on the outcome of her actions. SL/17.09.26.	AG
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Bank Receipts

Saltash Town Council

For the period 1 August 2026 to 31 August 2026

Contact	Description	Net	VAT	Gross
Beating the Bounds	Ticket Income	£ 5.00	£ -	£ 5.00
Churchtown Cemetery	EROB's	£ 171.00	£ -	£ 171.00
Churchtown Cemetery	Memorial Permits	£ 362.00	£ -	£ 362.00
Churchtown Cemetery	Interment	£ 500.00	£ -	£ 500.00
Cornwall Council	S106 funding for Augmented Reality project	£ 450.00	£ -	£ 450.00
Cornwall Council Deposit Account	Transfer of funds for future investment	£ 100,000.00	£ -	£ 100,000.00
Daily Moorings	Fee Income	£ 200.00	£ 40.00	£ 240.00
EE	Cash back for STC mobile contract	£ 18.00	£ -	£ 18.00
Grenfell Allotments	Allotment Deposit Income	£ 50.00	£ -	£ 50.00
Grenfell Allotments	Allotment Rent 07/08/2026 - 31/03/2027	£ 25.97	£ -	£ 25.97
Guildhall Income	Various Bookings	£ 41.20	£ -	£ 41.20
Guildhall Income	Refreshment Income	£ 20.00	£ 4.00	£ 24.00
HMRC	VAT refund received from HMRC for period 01/04/2026 - 30/06/2026	£ 19,448.63	£ -	£ 19,448.63
Isambard House	Various Bookings	£ 391.63	£ 78.32	£ 469.95
Isambard House	Refreshment Income	£ 70.00	£ 14.00	£ 84.00
Library Income	Photocopying Fees	£ 112.63	£ 22.55	£ 135.18
Library Income	World of Books Income	£ 6.08	£ -	£ 6.08
Maurice Huggins Room	Various Bookings	£ 412.00	£ -	£ 412.00
Public Sector Deposit	Bank Interest	£ 2,701.07	£ -	£ 2,701.07
Saltash Bowling Club	Longstone - Bowling Club Water Charges	£ 35.73	£ 2.64	£ 38.37
Trusted Boat Scheme	Membership Fees	£ 166.66	£ 33.34	£ 200.00
Grand Total		125,187.60	194.85	125,382.45

Bank Payments

Saltash Town Council

For the period 1 August 2026 to 31 August 2026

Contact	Description	Net	VAT	Gross
A G Burnard Vehicle Repairs	Repairs to Service Delivery van	670.01	134.00	804.01
All Seasons Window Cleaning	Longstone Window Cleaning - August 2026	20.00	0.00	20.00
All Seasons Window Cleaning	Station Window Cleaning - August 2026	40.00	0.00	40.00
Allstar Business Solutions Limited	Fuel for Service Delivery vehicles	237.85	47.57	285.42
Anglotech Group Limited (Previously Print Copy Scan Ltd)	Prints for Photocopiers 25/06/2026 to 28/07/2026	121.71	24.34	146.05
Art Frame Solution	Framing of charters in UV specialist glass	160.00	32.00	192.00
Barclays	Bank Charges	12.14	0.00	12.14
Bright Software Group	BrightPay Cloud payroll software for 12 months	451.20	90.24	541.44
BrightHR	Provisions of HR Software - August 2026	78.00	15.60	93.60
Carbon Pixel	Discovery Day for Saltash AR Trails	450.00	90.00	540.00
City Security Ltd	Provide a visible security presence through regular patrols of the Waterside area 31/07/2026 - 02/08/2026	492.00	98.40	590.40
Cleansing Service Group Ltd	Waterside Cabin - Cleaning and disposal costs	185.40	0.00	185.40
Cornwall Association of Local Councils	Stage 2 of the policy review, progressing implementation of the revised framework	931.33	186.26	1,117.59
Cornwall Council	Insurance for Garage and Depot at Longstone Park - August 2026	15.00	0.00	15.00
Cornwall Council	DBS check SDGA	36.50	3.00	39.50
Cornwall Council	Rent for Garage and Depot at Longstone Park - August 2026	375.00	0.00	375.00
Cornwall Council	Repayment of balance for S106 match funding TRIP 037	277.81	0.00	277.81
Cornwall Pensions	Pension Fund Payment - August 2026	13,071.17	0.00	13,071.17
Credit card Purchases (Amazon)	Regatta design elements for STC stall - also for future use at events.	155.65	31.25	186.90
Credit card Purchases (Amazon)	Small Bin for Guildhall Tea Trolley	5.82	1.16	6.98
Credit Card Purchases (Amazon)	Grounds Maintenance Materials	7.91	1.58	9.49
Credit card Purchases (Amazon)	Refreshment Costs - Library	31.75	6.35	38.10
Credit card Purchases (Amazon)	Activities Cost - Library	10.26	2.06	12.32
Credit card Purchases (Amazon)	Waste Paper Bin - Library	7.49	1.50	8.99
Credit card Purchases (Amazon)	Bin for Library kitchen	14.99	3.00	17.99
Credit card Purchases (Amazon)	Cutlery set for Library kitchen	9.74	1.95	11.69
Credit Card Purchases (Berry Useful)	Lamp light of peace for Remembrance 2026	45.83	9.17	55.00
Credit Card Purchases (Canva)	Addon Lite subscription - July 2026	12.99	2.50	15.49
Credit Card Purchases (TFH Gazebos)	Gazebo guttering system for Regatta and future events.	15.33	3.07	18.40
Credit Card Purchases (Thomas Kent)	Large wall clock to replace faulty one in the library	154.37	30.88	185.25
Credit Card Purchases (Xero (UK) Ltd)	Subscription - 01/07/2026 to 31/07/2026	37.00	7.40	44.40
Dainton Group Services	Rent for Waterside Cabin and Effluent Tank	332.13	66.43	398.56
Devon Garden Machinery	Maintenance Costs - Service Delivery vehicle	143.33	28.67	172.00

Contact	Description	Net	VAT	Gross
Devon Garden Machinery	Maintenance Costs - Service Delivery Mower	153.73	30.75	184.48
Doorcare South West Ltd	Emergency call out to carry out essential work on library automatic doors	139.00	27.80	166.80
EE	Staff Work Mobile Charges - July 2026	221.72	44.34	266.06
Efficient Comms Ltd	Starlink monthly rental - June 2026	75.00	15.00	90.00
Efficient Comms Ltd	Starlink monthly rental - July 2026	75.00	15.00	90.00
Efficient Comms Ltd	Starlink monthly rental - August 2026	75.00	15.00	90.00
Efficient Comms Ltd	Telephone Call and Service Charges - July 2026	299.14	59.83	358.97
EON	Isambard House Electricity Charges - 01/07/2026 - 31/07/2026	473.06	23.65	496.71
HM Land Registry	Land registry document -STC56GRASSMERE (Title Plan)	7.00	0.00	7.00
HM Land Registry	Land registry document -STC56GRASSMERE (Title Deed)	7.00	0.00	7.00
HMRC	PAYE payment - August 2026	15,719.16	0.00	15,719.16
HR Support Consultancy	HR Services for work carried out during the month of June 2026	2,295.60	459.12	2,754.72
Laser - Guildhall Gas	Gas Charges - 30/06/2026 to 31/07/2026	80.91	4.05	84.96
Laser - Library Gas	Gas Charges - 30/06/2026 to 31/07/2026	115.01	5.75	120.76
Laser - Station Gas	Gas Charges - 30/06/2026 to 31/07/2026	26.36	1.32	27.68
Laser - Unmetered supply - 1051655	Electricity Charges - 01/07/2026 to 31/07/2026	18.93	1.10	20.03
Minster Cleaning (South West Commercial Cleaning Ltd)	Opening, closing and cleaning of Saltash Town Council toilet blocks for July 2026	3,267.11	653.42	3,920.53
Moorlands Auto Solutions Ltd	MOT and Service for STC 1 vehicle	199.35	29.87	229.22
National Association of Local Councils	Training course for Councillor - Public Conveniences 11/11/2026	35.00	7.00	42.00
Olympia Electrical Ltd	Mains supply circuit testing on the library mains electrical supply.	90.00	18.00	108.00
Petty Cash	Top Up	105.00	0.00	105.00
Saltash & District Observer	Town Messenger - July 2026	330.00	0.00	330.00
Saltash Music, Speech and Drama Festival	Festival Fund Project Grant - 48/26/27	1,000.00	0.00	1,000.00
Saltash United Football Club	Community Chest Grant - 48/26/27	989.99	0.00	989.99
Saltash Window Cleaning	Cleaning of Saltash Council Office - June 2026	50.00	10.00	60.00
Security Management South West Ltd	Keyholding Response Charge - Longstone Depot 23/07/2026	50.00	10.00	60.00
Security Management South West Ltd	Keyholding Response Charge - Longstone Depot 09/08/2026	50.00	10.00	60.00
Security Management South West Ltd	Keyholding Response Charge - Longstone Depot 13/08/2026	50.00	10.00	60.00
Security Management South West Ltd	Keyholding Response Charge - Longstone Depot 13/07/2026	86.00	17.20	103.20
SOS Consultancy	Monthly IT Support Services - July 2026	1,336.13	267.23	1,603.36
South West Signs	CCTV sign suitable for Carkeel	28.00	5.60	33.60
South West Signs	CCTV sign suitable for Library	40.00	8.00	48.00
South West Water - Longstone Depot - Connection to Bowling	Water and Sewerage Charges - 02/07/2026 to 04/08/2026	89.63	6.76	96.39
South West Water - Longstone Toilets - Connection to Bowling	Water and Sewerage Charges - 02/07/2026 to 04/08/2026	62.82	4.86	67.68
South West Water - Longstone Toilets - Connection to Bowling	Water and Sewerage Charges 02/06/2026 to 01/07/2026	96.43	7.18	103.61

Contact	Description	Net	VAT	Gross
South West Water - Victoria Gardens	Water Charges - 02/07/2026 - 04/08/2026	9.32	1.86	11.18
Specialist Print	ID badge for Services Manager	3.00	0.60	3.60
Specialist Print	ID Badge for Councillor	3.00	0.60	3.60
Specialist Print	Saltash map poster for Regatta stand boards.	17.31	3.46	20.77
Spot-On-Supplies	Cleaning Supplies - Public Toilets	£ 50.20	£ 10.04	£ 60.24
Spot-On-Supplies	Cleaning Supplies - Isambard House	£ 107.68	£ 21.54	£ 129.22
SRT Simmons Recovery and Tyres	Maintenance for Flat tyre on Service Delivery vehicle	£ 172.00	£ 34.40	£ 206.40
SRT Simmons Recovery and Tyres	Maintenance for Flat tyre on Service Delivery vehicle	£ 221.00	£ 44.20	£ 265.20
Staff Expenses	Town Clerk attendance at CALC Larger Clerks Meeting at Launceston - Mileage	£ 20.25	£ -	£ 20.25
Staff Expenses	Town Clerk attendance at SLCC Meeting at Launceston - parking tickets	£ 11.67	£ 1.33	£ 13.00
Staff Salaries	Staff Salaries	£ 43,273.50	£ -	£ 43,273.50
Stripe	Stripe	£ 17.87	£ -	£ 17.87
Sumup	Card Processing Fees	£ 1.65	£ -	£ 1.65
Tamar Safety	Health and Safety Consultancy Costs (Monthly instalment)	£ 470.01	£ 93.99	£ 564.00
Thirsty Work	Water Dispense Rentals - 29/07/2026 to 28/08/2026	£ 189.30	£ 37.86	£ 227.16
Tool station	Maintenance Materials - Library	£ 13.44	£ 2.69	£ 16.13
Tool station	Uniform costs - Service Delivery	£ 86.28	£ 17.26	£ 103.54
Trade UK Account	Maintenance Materials - Pontoon	£ 12.47	£ 2.50	£ 14.97
Trade UK Account	Maintenance Materials - Street Furniture	£ 19.16	£ 3.83	£ 22.99
Trade UK Account	Maintenance Materials - St Stephens	£ 22.87	£ 4.57	£ 27.44
Trade UK Account	Maintenance Materials - Public Toilets	£ 33.32	£ 6.67	£ 39.99
Travis Perkins Trading Company Ltd	Grounds Maintenance Materials	£ 174.48	£ 34.90	£ 209.38
Viking Direct	Office Supplies - Longstone Depot	£ 31.17	£ 6.23	£ 37.40
Viking Direct	Office Supplies - P&F	£ 44.14	£ 8.84	£ 52.98
Viking Direct	Office Supplies - Library	£ 132.74	£ 26.55	£ 159.29
WaterPlus	Isambard House - Water Supply Charges - 01/07/2026 to 01/08/2026	£ 80.45	£ 6.17	£ 86.62
West Country Embroidery	Uniform costs - Service Delivery	£ 15.90	£ 3.18	£ 19.08
Westcountry Skip Hire	Green Waste Disposal Cost 20/07/2026	£ 23.60	£ 4.72	£ 28.32
Westcountry Skip Hire	Green Waste Disposal Cost 06/08/2026	£ 30.68	£ 6.14	£ 36.82
Westcountry Skip Hire	Large Builders Skip Disposal 04/08/2026	£ 357.00	£ 71.40	£ 428.40
Grand Total		91,992.25	3,141.74	95,133.99

Councillor	Burial Authority	Chairman	Vice- Chairman
Page 95			
ASHBURN			
BICKFORD			
BULLOCK			
GILLIES			
JOHNS			
MARTIN			
MILLER			
MORTIMORE			
NOWLAN			
PEGGS			
SAMUELS B			
SAMUELS P			
SLAVIN			
STOYEL			
SUTER			
VACANCY			

Outside Partnership	Representative	Reserve	Notes	Other Members - For Information
OPCC Councillor Advocate Scheme	Councillors Martin and Peggs and Ashburn	All Members	Reports to FTC	
Safer Saltash	Councillors Bullock, Martin, Peggs, Stoyel		Reports to FTC	
Community Area Partnerships (CAP's)	Mayor	Deputy Mayor	Reports to FTC	
CAP Working Group - Transport, Connectivity and Accessibility and Economic Development	Councillor Bickford and Miller	Representatives unable to attend are responsible for seeking a substitute Councillor to attend on behalf of STC	Reports to CAP / FTC	
CAP Working Group - Health and Wellbeing	Councillor Peggs	Representatives unable to attend are responsible for seeking a substitute Councillor to attend on behalf of STC	Reports to CAP / FTC	
CAP Working Group - Climate Change and Nature Recovery Network	Councillor Ashburn and Vacancy	N/A	Reports to CAP / FTC	
Section 106 Panel	The Mayor, Deputy Mayor and Councillor P Samuels	Representatives unable to attend are responsible for seeking a substitute Councillor to attend on behalf of STC	Reports to P&F	
Town Team	Councillors Gillies, B Samuels & Stoyel	N/A	Reports to FTC	
Saltash Leisure Centre Working Group	Councillor Bickford and Bullock	N/A	Reports to FTC	
Saltash Waterside Partnership	Councillors Bickford and Johns	N/A	Reports to FTC	
Saltash Together	Councillors Bullock and Johns	N/A	Reports to FTC	
St Barnabus Project Team Sub Group	Councillor Peggs	Councillor Suter	Reports to FTC	
Community Enterprises PL12	The Mayor, Deputy Mayor	Councillor Suter	Reports to FTC	



Cornwall
Application for a premises licence
Licensing Act 2003

For help contact
licensing@cornwall.gov.uk
 Telephone: 0300 1234 212

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☒ Applying as a business or organisation, including as a sole trader
☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House? ☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of His Majesty's prerogative

Section 4 of 21

NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Limited Company Director

Address

Building number or name	32
Street	Raynham Road
District	
City or town	Plymouth
County or administrative area	Devon
Postcode	PL3 4EU
Country	United Kingdom

Contact Details

E-mail	
Telephone number	
Other telephone number	
* Date of birth	
	ddmmyy ddmmyyyy
* Nationality	British

[Documents that demonstrate entitlement to work in the UK](#)

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start?	17	/	07	/	2026
	dd		mm		yyyy
If you wish the licence to be valid only for a limited period, when do you want it to end		/		/	
	dd		mm		yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

The premises is a retail convenience store operating as an off-licence, selling alcohol for consumption off the premises only. The shop is located on a commercial high street and consists of a customer sales area, alcohol display shelving, a cashier/till counter, stock storage room and staff facilities. Alcohol will be displayed in designated areas within the shop and sales will be made only by trained staff. The premises will operate in accordance with the licensing objectives by implementing age

Continued from previous page...

verification (Challenge 25), maintaining CCTV coverage, keeping an incident/refusals register, and ensuring the prevention of crime and disorder, public nuisance, and the protection of children from harm.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes ☒ No

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☐ Yes ☒ No

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Continued from previous page...

Will you be providing performances of dance?

☐ Yes ☒ No

Section 13 of 21

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes ☒ No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the sale of alcohol be for consumption:

☐ On the premises ☒ Off the premises ☐ Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Date of birth / /
dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number
(if known)

PL12093

Issuing licensing authority
(if known)

Plymouth City Council

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☒ Electronically, by the proposed designated premises supervisor
- ☐ As an attachment to this application

Reference number for consent form (if known)

133 callington road

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start 07:00

End 22:00

Start

End

Give timings in 24 hour clock.

(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY	Start	07:00	End	22:00
	Start		End	
WEDNESDAY	Start	07:00	End	22:00
	Start		End	
THURSDAY	Start	07:00	End	22:00
	Start		End	
FRIDAY	Start	07:00	End	22:00
	Start		End	
SATURDAY	Start	07:00	End	22:00
	Start		End	
SUNDAY	Start	07:00	End	22:00
	Start		End	

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 18 of 21

LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

- Page 105
- a) General – all four licensing objectives (b,c,d,e)

Continued from previous page...

List here steps you will take to promote all four licensing objectives together.

I will ensure the premises is managed responsibly at all times. I will train all staff on licensing laws and Challenge 25, operate a CCTV system, maintain incident and refusals logs, carry out regular health and safety checks, and work closely with the police and local authority to promote all four licensing objectives.

b) The prevention of crime and disorder

I will operate a CCTV system covering the premises, enforce a strict Challenge 25 policy, refuse sales to intoxicated persons and anyone purchasing alcohol for underage persons, keep a refusals and incident register, and report any criminal activity to the police.

c) Public safety

I will ensure the premises is clean, safe and well maintained. Fire exits will be kept clear, fire safety equipment will be regularly serviced, staff will receive health and safety training, and any hazards will be dealt with promptly to protect customers and staff.

d) The prevention of public nuisance

I will minimise noise from the premises, ensure customers leave quietly, keep the area outside the shop clean and free of litter, manage waste responsibly, and display notices asking customers to respect nearby residents.

e) The protection of children from harm

I will operate a strict Challenge 25 policy and only accept approved forms of identification. Alcohol sales will be refused to anyone under 18 or where proxy purchasing is suspected. Staff will receive regular training on age-restricted sales, safeguarding, and the legal requirements relating to the protection of children.

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee.

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college. There is no exemption for schools and sixth form colleges in relation to the sale of alcohol and the rateable value fee will apply in this instance.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time.

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

190.00

Continued from previous page...

AUTHORITY POSTAL ADDRESS

Address

Building number or name	
Street	
District	
City or town	
County or administrative area	
Postcode	
Country	United Kingdom

DECLARATION

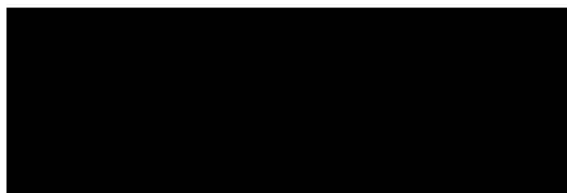
- * I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application.
 - * I/we understand the information provided on this form will be held by Cornwall Council; the information given may be retained on computer or in records.
 - I/we understand that the information will be used by the Council for the specific purposes for which it was collected and
 - * any other relevant Council purposes including Government anti-fraud data-matching, especially Benefits, Council Tax, NNDR, Housing/Rents, Salaries, Employment, Pensions and Members Allowances.
 - * I/we understand the information will not be exchanged or sold to any third party. Anonymised information may be used for statistical purposes. Any queries should be raised with the Data Protection Officer who is the Council's Data Controller.
- ☐ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

Date (dd/mm/yyyy)



[Add another signatory](#)

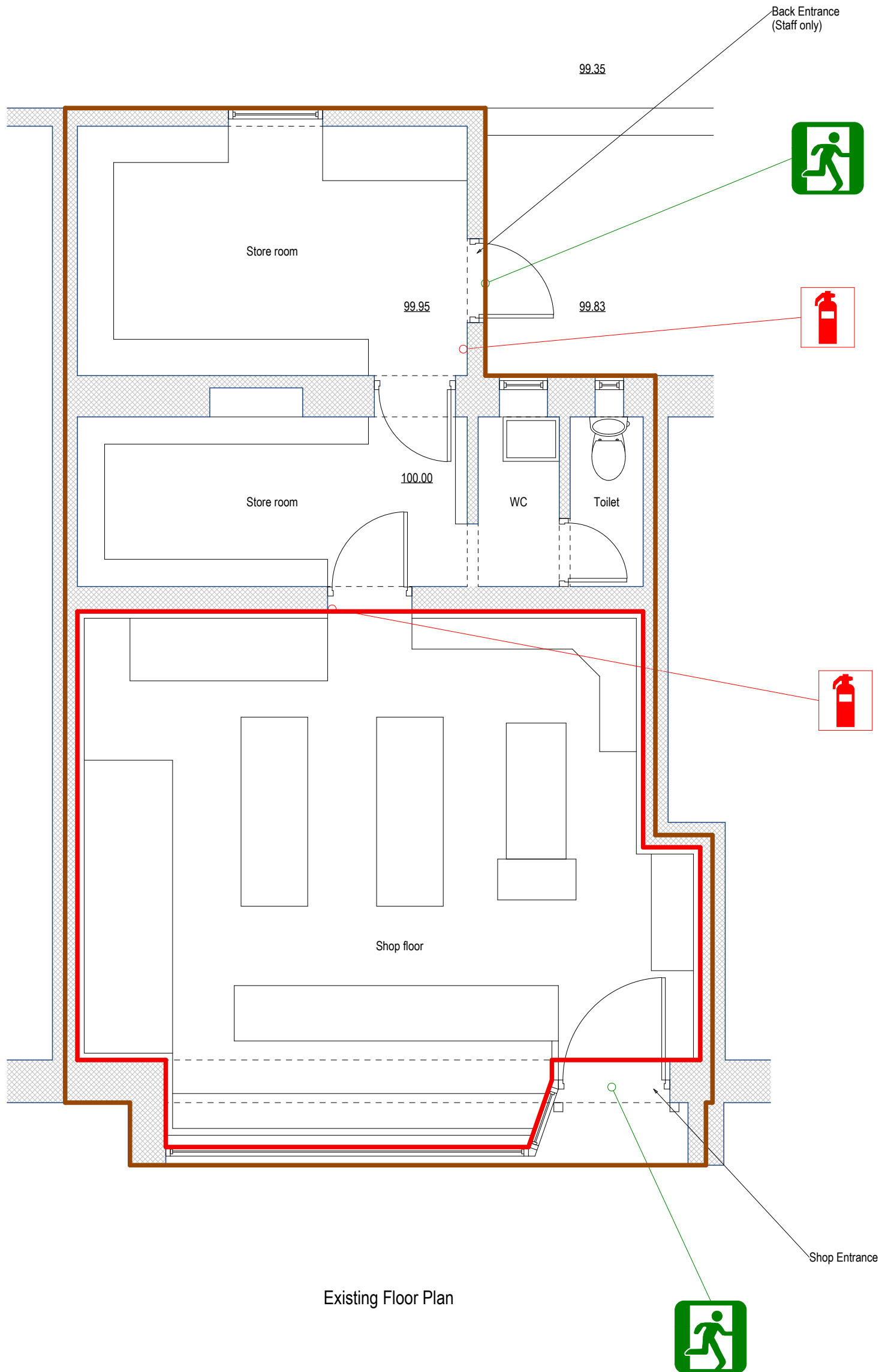
Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
 2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/cornwall/apply-1> to upload this file and continue with your application.
- Don't forget to make sure you have all your supporting documentation to hand.

Continued from previous page...

IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED



Existing Floor Plan

KEY

 Fire Extinguisher

 Fire Exit

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All dimensions to be checked on site and are the responsibility of the contractor who should visit the site and make their own assessment, only figured dimensions should be used

All discrepancies must be reported before proceeding

This drawing is to be read in conjunction with any notes, standards and codes of practice

1	04/09/2026	Drawing Introduced		DT
Rev	Date	Notes		By
Project	Floor Plans	Drawing No.	1715/Sht 400/AS BUILT	
Client	Mrs Jaison	Drawing Title	Existing Floor Plans	
Address	Jino's Convenience Store 133 Callington Rd Saltash PL12 6EB	Scale	1:50	
		Date drawn	4th September 2026	
		Drawn by	D Turner	



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