



# ***Saltash Town Council***

***Konsel An Dre Essa***



The Guildhall  
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Saltash  
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9 October 2026

Dear Councillor

I write to summon you to the **Meeting of Services Committee** to be held at the Guildhall on **Thursday 15th October 2026 at 6.30 pm.**

The meeting is open to members of the public and press. Any member of the public requiring to put a question to the Town Council must do so **no later than three working days before the meeting** either by email to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the before the meeting.**

Yours sincerely,

S Burrows  
Town Clerk / RFO

To:

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

## 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 Services Committee held on 24 September 2026 as a true and correct record. (Pages 4 - 23)

7. To consider Risk Management reports as may be received.

8. To receive the Services Committee budget statements and consider any actions and associated expenditure. (Pages 24 - 31)

9. To receive the Town Council Five-Year Repair and Maintenance plan together with the Services Committee budget statement and consider any actions and associated expenditure.



10. To receive reports from the Service Delivery Department and consider any actions and associated expenditure.
  - a. Departmental Report; (Pages 32 - 48)
  - b. Grounds Maintenance Works; (Pages 49 - 77)
  - c. Work Request Log; (Pages 78 - 79)
  - d. Vandalism and Anti-Social Behaviour Report;
  - e. Statutory and Mandatory Building Asset Checks. (Pages 80 - 89)
11. To ratify the appointment of Maku Bakery at Trackside. (Pages 90 - 91)
12. To receive a report from Cornwall Council relating to property assets in Saltash and consider any actions and associated expenditure: (Pages 92 - 96)
  - a. 1 Chichester Crescent; (Pages 97 - 102)
  - b. Badgers Walk. (Pages 103 - 107)
13. To receive a report from Saltash Environmental Action and consider any actions and associated expenditure. (Page 108)
14. 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.
15. To consider any items referred from the main part of the agenda.
16. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
17. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Thursday 12 November 2026 at 6.30 pm

## **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.

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#### **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.

| <b>Councillor</b> | <b>Agenda Item</b> | <b>Pecuniary / Non Pecuniary</b> | <b>Reason</b>                      | <b>Left the meeting</b> |
|-------------------|--------------------|----------------------------------|------------------------------------|-------------------------|
| 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.

| <b>Date Received</b> | <b>Public Questions to the Town Council</b>                                                                                                                                                                                                                 | <b>Submitted By</b> |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 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?<br><br>2. What is the rationale behind the introduction of these charges?<br><br>3. In what way does this decision serves the interests of Saltash residents? |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

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: \_\_\_\_\_

Services Committee - Service Delivery Budget 2026-27

Saltash Town Council

For the 5 months ending 31 August 2026

| Account                                                  | Prior Year<br>2025/26 | Budget<br>Including<br>Virements<br>2026/27 | Actual<br>YTD<br>2026/27 | Budget<br>Available<br>2026/27 |
|----------------------------------------------------------|-----------------------|---------------------------------------------|--------------------------|--------------------------------|
| Service Delivery Operating Income                        |                       |                                             |                          |                                |
| Grounds & Premises Income                                |                       |                                             |                          |                                |
| 4500 SE Allotment Rents                                  | 5,147                 | 5,045                                       | 5,368                    | (323)                          |
| 4510 SE Grass Cutting & Planting                         | 1,226                 | 426                                         | 426                      | (0)                            |
| 4512 SE Other Income                                     | 1                     | 0                                           | 1                        | (1)                            |
| 4513 SE Water Rates Income                               | 290                   | 262                                         | 173                      | 89                             |
| Total Grounds & Premises Income                          | 6,664                 | 5,733                                       | 5,968                    | (235)                          |
| Town & Waterfront Income                                 |                       |                                             |                          |                                |
| 4520 SE Waterside Income - Trusted Boat Scheme           | 1,250                 | 1,250                                       | 2,083                    | (833)                          |
| 4521 SE Watersice Income - Annual Mooring Fees           | 11,605                | 16,880                                      | 14,025                   | 2,855                          |
| 4522 SE Waterside Income - Daily Mooring Fees            | 700                   | 650                                         | 425                      | 225                            |
| Total Town & Waterfront Income                           | 13,555                | 18,780                                      | 16,533                   | 2,247                          |
| Total Service Delivery Operating Income                  | 20,219                | 24,513                                      | 22,501                   | 2,012                          |
| Service Delivery Operating Expenditure                   |                       |                                             |                          |                                |
| Grounds & Premises Expenditure                           |                       |                                             |                          |                                |
| 6209 SE Oyster Beds                                      | 4                     | 1                                           | 0                        | 1                              |
| 6500 SE Tree Survey and Tree Maintenance                 | 4,800                 | 10,000                                      | 1,200                    | 8,800                          |
| 6503 SE Allotments - Churchtown                          | 0                     | 500                                         | 0                        | 500                            |
| 6532 SE Allotments - Grenfell                            | 120                   | 500                                         | 120                      | 380                            |
| 6533 SE Allotments - Fairmead                            | 183                   | 750                                         | 15                       | 735                            |
| 6506 SE Grounds Maintenance & Watering                   | 18,765                | 12,000                                      | 4,775                    | 7,225                          |
| 6508 SE Public Toilets (Operational Costs)               | 6,620                 | 7,319                                       | 1,418                    | 5,901                          |
| 6517 SE Cornish Cross (Maintenance)                      | 338                   | 415                                         | 60                       | 355                            |
| 6525 SE Public Toilets (Repairs & Maintenance Costs)     | 1,733                 | 3,159                                       | 469                      | 2,690                          |
| 6526 SE Tools, Equipment & Materials (Store & All Areas) | 5,421                 | 5,520                                       | 850                      | 4,670                          |
| 6529 SE Refuse Disposal                                  | 6,560                 | 6,948                                       | 2,509                    | 4,439                          |
| 6530 SE Allotment Software Subscription                  | 420                   | 508                                         | 420                      | 88                             |
| 6531 SE Public Toilet Commercial Cleaning                | 37,826                | 42,175                                      | 16,336                   | 25,839                         |
| Total Grounds & Premises Expenditure                     | 82,790                | 89,795                                      | 28,171                   | 61,624                         |
| Longstone Expenditure                                    |                       |                                             |                          |                                |
| 7101 LO Water Rates - Longstone                          | 3,776                 | 2,434                                       | 619                      | 1,815                          |
| 7103 LO Electricity - Longstone                          | 1,793                 | 1,691                                       | 236                      | 1,455                          |
| 7104 LO Fire & Security Alarm & CCTV - Longstone         | 831                   | 1,159                                       | 745                      | 414                            |
| 7107 LO Rent - Longstone                                 | 4,680                 | 6,780                                       | 1,950                    | 4,830                          |
| 7108 LO Cleaning Materials & Equipment - Longstone       | 603                   | 377                                         | 193                      | 184                            |
| 7110 LO General Repairs & Maintenance - Longstone        | 1,538                 | 5,595                                       | 11                       | 5,584                          |
| 7114 LO Equipment - Longstone                            | 1,408                 | 500                                         | 0                        | 500                            |
| 7121 LO IT & Office Costs - Longstone                    | 1,568                 | 1,290                                       | 715                      | 575                            |
| 7123 LO Annual Keyholding Service                        | 0                     | 184                                         | 151                      | 33                             |
| 6673 ST SE Services Delivery - Clothing                  | 1,555                 | 2,599                                       | 473                      | 2,126                          |

| Account                                                | Prior Year<br>2025/26 | Budget<br>Including<br>Virements<br>2026/27 | Actual<br>YTD<br>2026/27 | Budget<br>Available<br>2026/27 |
|--------------------------------------------------------|-----------------------|---------------------------------------------|--------------------------|--------------------------------|
| 6674 ST SE Services Delivery - Mobiles                 | 1,662                 | 2,244                                       | 891                      | 1,353                          |
| 6675 ST SE Services Delivery Staff Travelling Expenses | 1,628                 | 2,160                                       | 15                       | 2,145                          |
| <b>Total Longstone Expenditure</b>                     | <b>21,041</b>         | <b>27,013</b>                               | <b>5,999</b>             | <b>21,014</b>                  |

#### Town & Waterfront Expenditure

|                                                  |               |               |              |               |
|--------------------------------------------------|---------------|---------------|--------------|---------------|
| 6504 SE Street Furniture (Maintenance)           | 903           | 2,673         | 443          | 2,230         |
| 6505 SE Street Lighting                          | 257           | 802           | 53           | 749           |
| 6512 SE Bus Shelters (Maintenance)               | 0             | 604           | 0            | 604           |
| 6515 SE Festive Lights Maintenance & Electricity | 8,055         | 4,016         | 348          | 3,668         |
| 6519 SE Flags & Bunting                          | 1,297         | 2,000         | 206          | 1,794         |
| 6522 SE Pontoon (Maintenance Costs)              | 2,017         | 3,207         | 207          | 3,000         |
| 6524 SE Vehicle Maintenance and Repair Costs     | 7,598         | 11,226        | 4,441        | 6,785         |
| 6527 SE Salt Bins Refill                         | 495           | 575           | 0            | 575           |
| 6528 SE Pontoon Accommodation                    | 5,841         | 1,388         | 573          | 815           |
| 6534 SE Pontoon Broadband                        | 286           | 299           | 153          | 146           |
| 6535 SE Annual Keyholding Service                | 0             | 184           | 151          | 33            |
| <b>Total Town &amp; Waterfront Expenditure</b>   | <b>26,749</b> | <b>26,974</b> | <b>6,575</b> | <b>20,400</b> |

|                                                     |                |                |               |                |
|-----------------------------------------------------|----------------|----------------|---------------|----------------|
| <b>Total Service Delivery Operating Expenditure</b> | <b>130,579</b> | <b>143,782</b> | <b>40,745</b> | <b>103,037</b> |
|-----------------------------------------------------|----------------|----------------|---------------|----------------|

|                                                            |                  |                  |                 |                  |
|------------------------------------------------------------|------------------|------------------|-----------------|------------------|
| <b>Total Service Delivery Operating Surplus/ (Deficit)</b> | <b>(110,360)</b> | <b>(119,269)</b> | <b>(18,244)</b> | <b>(101,025)</b> |
|------------------------------------------------------------|------------------|------------------|-----------------|------------------|

#### Service Delivery EMF Expenditure

##### Grounds & Premises EMF Expenditure

|                                                            |               |                |          |                |
|------------------------------------------------------------|---------------|----------------|----------|----------------|
| 6471 SE EMF Heritage Centre                                | 8,009         | 47,357         | 0        | 47,357         |
| 6571 SE EMF Saltash Recreation Areas                       | 0             | 77,791         | 0        | 77,791         |
| 6580 SE EMF Public Toilets (Capital Works)                 | 0             | 26,398         | 0        | 26,398         |
| 6588 SE EMF Victoria Gardens                               | 0             | 14,481         | 0        | 14,481         |
| 6589 SE EMF Community Tree Planting Initiatives            | 449           | 2,696          | 0        | 2,696          |
| 6591 SE EMF Tree Maintenance                               | 0             | 32,012         | 0        | 32,012         |
| 6593 SE EMF Cornish Cross (Maintenance)                    | 0             | 5,217          | 0        | 5,217          |
| 6595 SE EMF Legal & Professional Fees (Grounds & Premises) | 2,711         | 5,089          | 0        | 5,089          |
| 6599 SE EMF Allotments                                     | 0             | 5,197          | 0        | 5,197          |
| <b>Total Grounds &amp; Premises EMF Expenditure</b>        | <b>11,169</b> | <b>216,238</b> | <b>0</b> | <b>216,238</b> |

##### Longstone EMF Expenditure

|                                                   |          |               |          |               |
|---------------------------------------------------|----------|---------------|----------|---------------|
| 7122 SE EMF Legal & Professional Fees (Longstone) | 0        | 1,000         | 0        | 1,000         |
| 7170 LO EMF Longstone Depot Capital Works         | 0        | 17,038        | 0        | 17,038        |
| <b>Total Longstone EMF Expenditure</b>            | <b>0</b> | <b>18,038</b> | <b>0</b> | <b>18,038</b> |

##### Town & Waterside EMF Expenditure

|                                                    |        |        |     |        |
|----------------------------------------------------|--------|--------|-----|--------|
| 6569 SE EMF Tourism & Signage                      | 0      | 30,000 | 0   | 30,000 |
| 6570 SE EMF Notice Boards (Repair & Replace)       | (47)   | 1,003  | 0   | 1,003  |
| 6572 SE EMF Festive Lights                         | 30,778 | 31,790 | 0   | 31,790 |
| 6573 SE EMF Public Art & Maintenance               | 0      | 1,443  | 314 | 1,129  |
| 6574 SE EMF Salt Bins                              | 396    | 1,876  | 0   | 1,876  |
| 6575 SE EMF Street Furniture (New & Replace)       | 0      | 1,367  | 0   | 1,367  |
| 6578 SE EMF Equipment and Vehicles (Capital Works) | 12,750 | 55,750 | 0   | 55,750 |

| Account                                                           | Prior Year<br>2025/26 | Budget<br>Including<br>Virements<br>2026/27 | Actual<br>YTD<br>2026/27 | Budget<br>Available<br>2026/27 |
|-------------------------------------------------------------------|-----------------------|---------------------------------------------|--------------------------|--------------------------------|
| 6582 SE EMF Town War Memorial                                     | 0                     | 16,978                                      | 0                        | 16,978                         |
| 6584 SE EMF Pontoon Maintenance Costs                             | 116,672               | 4,230                                       | 2,200                    | 2,030                          |
| 6590 SE EMF Utilities & Rates                                     | 0                     | 2,157                                       | 0                        | 2,157                          |
| 6598 SE EMF Crime Reduction                                       | 50,045                | 33,660                                      | 10,727                   | 22,933                         |
| <b>Total Town &amp; Waterside EMF Expenditure</b>                 | <b>210,594</b>        | <b>180,254</b>                              | <b>13,241</b>            | <b>167,013</b>                 |
| <b>Total Service Delivery EMF Expenditure</b>                     | <b>221,763</b>        | <b>414,530</b>                              | <b>13,241</b>            | <b>401,289</b>                 |
| <b>Total Service Delivery Expenditure (Operational &amp; EMF)</b> | <b>352,342</b>        | <b>558,312</b>                              | <b>53,986</b>            | <b>504,326</b>                 |
| <b>Total Service Delivery Budget Surplus/ (Deficit)</b>           | <b>(332,123)</b>      | <b>(533,799)</b>                            | <b>(31,485)</b>          | <b>(502,314)</b>               |

**To/From Reserves & Budget Virements**

1. Virement from Year End (Income in Advance) to 4500 SE Allotments - £1,632 - compensation received from filming at Churchtown allotments
2. Virement from General Reserves to 7107 SE Rent - Longstone - £2,100 - FTC 52/26/27

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



Services Committee - Guildhall Budget 2026-27

Saltash Town Council

For the 5 months ending 31 August 2026

| Account                                                    | Prior Year<br>2025/26 | Budget<br>Including<br>Virements<br>2026/27 | Actual<br>YTD<br>2026/27 | Budget<br>Available<br>2026/27 |
|------------------------------------------------------------|-----------------------|---------------------------------------------|--------------------------|--------------------------------|
| <b>Guildhall Operating Income</b>                          |                       |                                             |                          |                                |
| 4200 GH Income - Guildhall Bookings                        | 1,936                 | 2,076                                       | 441                      | 1,635                          |
| 4201 GH Income - Guildhall Refreshments                    | 267                   | 251                                         | 102                      | 149                            |
| 4206 GH Income - Guildhall Photocopying Income             | 73                    | 4                                           | 9                        | (5)                            |
| <b>Total Guildhall Operating Income</b>                    | <b>2,275</b>          | <b>2,331</b>                                | <b>551</b>               | <b>1,780</b>                   |
| <b>Guildhall Operating Expenditure</b>                     |                       |                                             |                          |                                |
| 6400 GH Rates - Guildhall                                  | 10,819                | 11,136                                      | 9,887                    | 1,249                          |
| 6401 GH Water Rates - Guildhall                            | 954                   | 859                                         | 231                      | 628                            |
| 6402 GH Gas - Guildhall                                    | 1,784                 | 5,935                                       | 322                      | 5,613                          |
| 6403 GH Electricity - Guildhall                            | 5,161                 | 6,000                                       | 562                      | 5,438                          |
| 6404 GH Fire, Security Alarm & CCTV - Guildhall            | 724                   | 1,050                                       | 936                      | 114                            |
| 6408 GH Cleaning Materials & Equipment - Guildhall         | 1,343                 | 1,438                                       | 623                      | 815                            |
| 6409 GH Boiler Service & Maintenance                       | 117                   | 1,303                                       | 0                        | 1,303                          |
| 6410 GH General Repairs & Maintenance                      | 1,558                 | 2,000                                       | 15                       | 1,985                          |
| 6412 GH Lift Service & Maintenance                         | 3,012                 | 5,156                                       | 2,160                    | 2,996                          |
| 6413 GH Refreshment Costs - Guildhall                      | 243                   | 254                                         | 136                      | 118                            |
| 6414 GH Equipment - Guildhall                              | 2,836                 | 10,378                                      | 309                      | 10,069                         |
| 6421 GH Annual Keyholding Service                          | 0                     | 184                                         | 151                      | 33                             |
| <b>Total Operating Expenditure</b>                         | <b>28,550</b>         | <b>45,693</b>                               | <b>15,331</b>            | <b>30,362</b>                  |
| <b>Total Guildhall Operating Surplus/ Deficit</b>          | <b>(26,275)</b>       | <b>(43,362)</b>                             | <b>(14,780)</b>          | <b>(28,582)</b>                |
| <b>Guildhall EMF Expenditure</b>                           |                       |                                             |                          |                                |
| 6418 GH EMF Legal & Professional Fees                      | 0                     | 2,088                                       | 0                        | 2,088                          |
| 6470 GH EMF Guildhall Maintenance                          | 7,131                 | 40,998                                      | 0                        | 40,998                         |
| <b>Total Guildhall EMF Expenditure</b>                     | <b>7,131</b>          | <b>43,086</b>                               | <b>0</b>                 | <b>43,086</b>                  |
| <b>Total Guildhall Expenditure (Operational &amp; EMF)</b> | <b>35,681</b>         | <b>88,779</b>                               | <b>15,331</b>            | <b>73,448</b>                  |
| <b>Total Guildhall Budget Surplus/ (Deficit)</b>           | <b>(33,406)</b>       | <b>(86,448)</b>                             | <b>(14,780)</b>          | <b>(71,668)</b>                |

Key

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

Services Committee - Library Budget 2026-27
Saltash Town Council
For the 5 Months ending 31 August 2026

| Account                                                    | Prior YTD<br>2025/26 | Budget<br>Including<br>Virements<br>2026/27 | Actual YTD<br>2026/27 | Budget<br>Available<br>2026/27 |
|------------------------------------------------------------|----------------------|---------------------------------------------|-----------------------|--------------------------------|
| Library Operating Income                                   |                      |                                             |                       |                                |
| 4517 LI Library - Replacement Membership Cards             | 25                   | 50                                          | 3                     | 47                             |
| 4518 LI Library - Photocopying Fees                        | 1,255                | 600                                         | 210                   | 390                            |
| 4524 LI Library Book Sales                                 | 250                  | 130                                         | 6                     | 124                            |
| Station Income                                             | 0                    | 0                                           | 5                     | (5)                            |
| <b>Total Library Operating Income</b>                      | <b>1,530</b>         | <b>780</b>                                  | <b>224</b>            | <b>556</b>                     |
| Library Operating Expenditure                              |                      |                                             |                       |                                |
| 6900 LI Rates - Library                                    | 13,339               | 13,597                                      | 11,760                | 1,837                          |
| 6901 LI Water Rates - Library                              | 415                  | 418                                         | 180                   | 238                            |
| 6902 LI Gas - Library                                      | 2,120                | 4,500                                       | 1,133                 | 3,367                          |
| 6903 LI Electricity - Library                              | 2,991                | 4,000                                       | 0                     | 4,000                          |
| 6904 LI Fire, Security Alarm & CCTV - Library              | 967                  | 1,186                                       | 1,293                 | (107)                          |
| 6908 LI Cleaning Materials & Equipment - Library           | 923                  | 1,700                                       | 652                   | 1,048                          |
| 6909 LI Boiler Service & Maintenance - Library             | 1,006                | 939                                         | 0                     | 939                            |
| 6910 LI General Repairs & Maintenance - Library            | 2,359                | 2,605                                       | 865                   | 1,740                          |
| 6913 LI Refreshment Costs - Library                        | 58                   | 150                                         | 35                    | 115                            |
| 6914 LI Equipment - Library                                | 719                  | 500                                         | 154                   | 346                            |
| 6921 LI IT & Office Costs - Library                        | 1,052                | 1,869                                       | 162                   | 1,707                          |
| 6922 LI Library Activities                                 | 2,470                | 2,500                                       | 374                   | 2,126                          |
| 6975 LI Home Library Service                               | 0                    | 200                                         | 0                     | 200                            |
| 6923 LI PWLB Loan Repayment & Interest                     | 23,509               | 23,025                                      | 11,573                | 11,452                         |
| 6681 ST LI Staff Travelling Expenses (Library)             | 33                   | 250                                         | 73                    | 177                            |
| <b>Total Operating Expenditure</b>                         | <b>51,960</b>        | <b>57,439</b>                               | <b>28,255</b>         | <b>29,184</b>                  |
| <b>Total Library Operating Surplus/ Deficit</b>            | <b>(50,430)</b>      | <b>(56,659)</b>                             | <b>(28,032)</b>       | <b>(28,627)</b>                |
| Library EMF Expenditure                                    |                      |                                             |                       |                                |
| 6918 LI EMF Legal & Professional Fees (Private Contractors | 1,565                | 21,540                                      | 9,099                 | 12,441                         |
| 6971 LI EMF Saltash Library Property Refurbishment         | 24,911               | 121,149                                     | 77,178                | 43,971                         |
| 6972 LI EMF Library Equipment & Furniture                  | 0                    | 5,686                                       | 5,195                 | 491                            |
| 6976 LI EMF Library General Maintenance                    | 827                  | 7,473                                       | 0                     | 7,473                          |
| <b>Total Library EMF Expenditure</b>                       | <b>27,303</b>        | <b>155,848</b>                              | <b>91,473</b>         | <b>64,375</b>                  |
| <b>Total Library Expenditure (Operational &amp; EMF)</b>   | <b>79,263</b>        | <b>213,287</b>                              | <b>119,728</b>        | <b>93,559</b>                  |
| <b>Total Library Budget Surplus/ (Deficit)</b>             | <b>(77,733)</b>      | <b>(212,507)</b>                            | <b>(119,504)</b>      | <b>(93,003)</b>                |

**To/From Reserves & Budget Virement**

- 1. Virement from 6974 LI EMF Library Funding to 6922 LI Library Activities - £1,430 - FTC 269/25/26
- 2. 6904 LI Fire, Security Alarm & CCTV - Library overspent by £107 due to including annual costs of £289 relating to 2027/28. These costs will be adjusted at Year End.

**Key**

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

**Services Committee - Isambard House (Station Building) Budget 2026-27**  
 Saltash Town Council  
 For the 5 Months ending 31 August 2026

| Account                                                         | Prior Year<br>2025/26 | Budget<br>Including<br>Virements<br>2026/27 | Actual YTD<br>2026/27 | Budget<br>Available<br>2026/27 |
|-----------------------------------------------------------------|-----------------------|---------------------------------------------|-----------------------|--------------------------------|
| <b>Isambard House Operating Income</b>                          |                       |                                             |                       |                                |
| 4301 SA Isambard House - Bookings                               | 5,550                 | 4,925                                       | 2,793                 | 2,132                          |
| 4302 SA Isambard House - Refreshment Income                     | 403                   | 120                                         | 106                   | 14                             |
| 4305 SA Isambard House - Event Ticket Sales                     | 0                     | 1,575                                       | 0                     | 1,575                          |
| <b>Total Isambard House Operating Income</b>                    | <b>5,953</b>          | <b>6,620</b>                                | <b>2,899</b>          | <b>3,721</b>                   |
| <b>Isambard House Operating Expenditure</b>                     |                       |                                             |                       |                                |
| 6800 SA Rates - Isambard House                                  | 3,842                 | 4,108                                       | 3,890                 | 218                            |
| 6801 SA Water Rates - Isambard House                            | (691)                 | 741                                         | 319                   | 422                            |
| 6802 SA Gas - Isambard House                                    | 458                   | 650                                         | 96                    | 554                            |
| 6803 SA Electricity - Isambard House                            | 4,375                 | 6,000                                       | 1,800                 | 4,200                          |
| 6804 SA Fire & Security Alarm - Isambard House                  | 593                   | 1,004                                       | 619                   | 385                            |
| 6808 SA Cleaning Materials & Equipment - Isambard House         | 1,109                 | 1,350                                       | 644                   | 706                            |
| 6810 SA General Repairs & Maintenance - Isambard House          | 1,019                 | 2,000                                       | 271                   | 1,729                          |
| 6813 SA Refreshments Costs - Isambard House                     | 367                   | 519                                         | 0                     | 519                            |
| 6814 SA Equipment - Isambard House                              | 58                    | 1,094                                       | 9                     | 1,085                          |
| 6822 SA Activities & Events                                     | 494                   | 1,575                                       | 0                     | 1,575                          |
| <b>Total Operating Expenditure</b>                              | <b>11,623</b>         | <b>19,041</b>                               | <b>7,649</b>          | <b>11,392</b>                  |
| <b>Total Isambard House Operating Surplus/ (Deficit)</b>        | <b>(5,670)</b>        | <b>(12,421)</b>                             | <b>(4,750)</b>        | <b>(7,671)</b>                 |
| <b>Isambard House EMF Expenditure</b>                           |                       |                                             |                       |                                |
| 6473 SA EMF Station Building (Purchase & Capital Works)         | 1,076                 | 0                                           | 0                     | 0                              |
| 6818 SA EMF Professional Costs - Isambard House                 | 0                     | 3,211                                       | 0                     | 3,211                          |
| 6872 SA EMF Entertainment Licenses                              | 660                   | 1,472                                       | 0                     | 1,472                          |
| 6873 SA EMF General Repairs & Maintenance                       | 0                     | 51,187                                      | 0                     | 51,187                         |
| <b>Total Isambard House EMF Expenditure</b>                     | <b>1,736</b>          | <b>55,870</b>                               | <b>0</b>              | <b>55,870</b>                  |
| <b>Total Isambard House Expenditure (Operational &amp; EMF)</b> | <b>13,359</b>         | <b>74,911</b>                               | <b>7,649</b>          | <b>67,262</b>                  |
| <b>Total Isambard House Budget Surplus/ (Deficit)</b>           | <b>(7,406)</b>        | <b>(68,291)</b>                             | <b>(4,750)</b>        | <b>(63,541)</b>                |

**To/From Reserves & Budget Virements**

1. Virement from 6870 SA EMF Isambard House Rention Fund to 6873 SA EMF General Repairs & Maintenance - £9,867 - SA 31/25/26

**Key**

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

Services Committee - Maurice Huggins Budget 2026-27

Saltash Town Council  
For the 5 months to 31 August 2026

| Account                                                          | Prior Year<br>2025/26 | Budget<br>Including<br>Virements<br>2026/27 | Actual YTD<br>2026/27 | Budget<br>Available<br>2026/27 |
|------------------------------------------------------------------|-----------------------|---------------------------------------------|-----------------------|--------------------------------|
| <b>Maurice Huggins Operating Income</b>                          |                       |                                             |                       |                                |
| 4207 MA Maurice Huggins Room Income                              | 1,178                 | 1,400                                       | 2,194                 | (794)                          |
| <b>Total Maurice Huggins Operating Income</b>                    | <b>1,178</b>          | <b>1,400</b>                                | <b>2,194</b>          | <b>(794)</b>                   |
| <b>Maurice Huggins Operating Expenditure</b>                     |                       |                                             |                       |                                |
| 7000 MA Rates                                                    | 429                   | 445                                         | 392                   | 53                             |
| 7001 MA Water Rates                                              | 321                   | 454                                         | 145                   | 309                            |
| 7003 MA Electricity                                              | 813                   | 1,200                                       | 127                   | 1,073                          |
| 7004 MA Fire & Security Alarm                                    | 102                   | 377                                         | 347                   | 30                             |
| 7008 MA Cleaning Materials & Equipment                           | 299                   | 380                                         | 218                   | 162                            |
| 7010 MA General Repairs & Maintenance                            | 143                   | 1,719                                       | 120                   | 1,599                          |
| 7021 MA Annual Keyholding Service                                | 0                     | 184                                         | 151                   | 33                             |
| <b>Total Maurice Huggins Operating Expenditure</b>               | <b>2,106</b>          | <b>4,759</b>                                | <b>1,499</b>          | <b>3,260</b>                   |
| <b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>        | <b>(929)</b>          | <b>(3,359)</b>                              | <b>695</b>            | <b>(4,054)</b>                 |
| <b>Maurice Huggins EMF Expenditure</b>                           |                       |                                             |                       |                                |
| 6472 MA EMF Maurice Huggins Room                                 | 0                     | 4,823                                       | 0                     | 4,823                          |
| 7071 MA EMF Maurice Huggins (Furniture & Sundry Items)           | 0                     | 606                                         | 0                     | 606                            |
| <b>Total Maurice Huggins EMF Expenditure</b>                     | <b>0</b>              | <b>5,429</b>                                | <b>0</b>              | <b>5,429</b>                   |
| <b>Total Maurice Huggins Expenditure (Operational &amp; EMF)</b> | <b>2,106</b>          | <b>10,188</b>                               | <b>1,499</b>          | <b>8,689</b>                   |
| <b>Total Maurice Huggins Budget Surplus/ (Deficit)</b>           | <b>(929)</b>          | <b>(8,788)</b>                              | <b>695</b>            | <b>(9,483)</b>                 |

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



Service Delivery Team – Works Carried Out

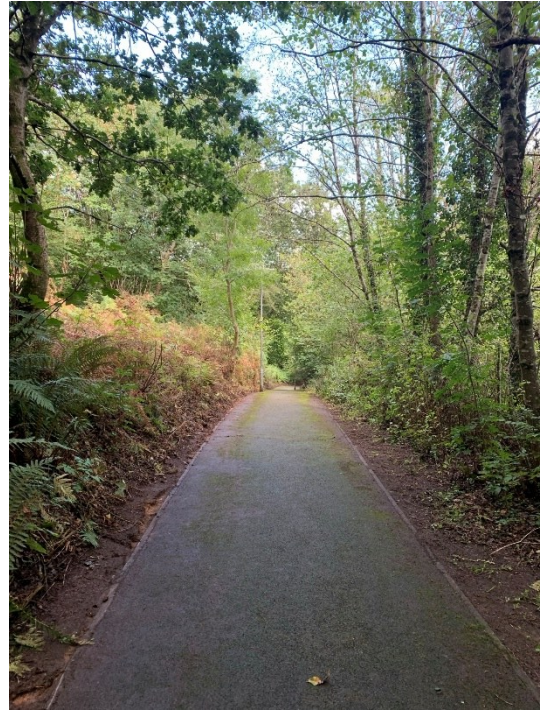
Pillmere Walkways – 8<sup>th</sup> September 2026

| Before                                                                             | After                                                                                |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|   |    |
|  |   |
|  |  |









Churchtown Cemetery – 10<sup>th</sup> September 2026

Before

After





Waterside – 11th September 2026



Brunel Bust – 11<sup>th</sup> September 2026





Cornish Cross – 14<sup>th</sup> September 2026

| Before                                                                            | After                                                                              |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|  |  |

Badgers Walk – 14<sup>th</sup> September 2026

| Before                                                                                                                                                                     | After                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br> | <br> |



Silver Street – 14<sup>th</sup> September 2026



Trematon Pound – 15<sup>th</sup> September 2026





## Roundabouts – 15<sup>th</sup> September 2026

| Before                                                                              | After                                                                                |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|    |    |
|   |   |
|  |  |

## Grassmere Play Park – 15<sup>th</sup> September 2026

| Before                                                                              | After                                                                                |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |



| Before                                                                              | After                                                                                |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|    |    |
|   |   |
|  |  |

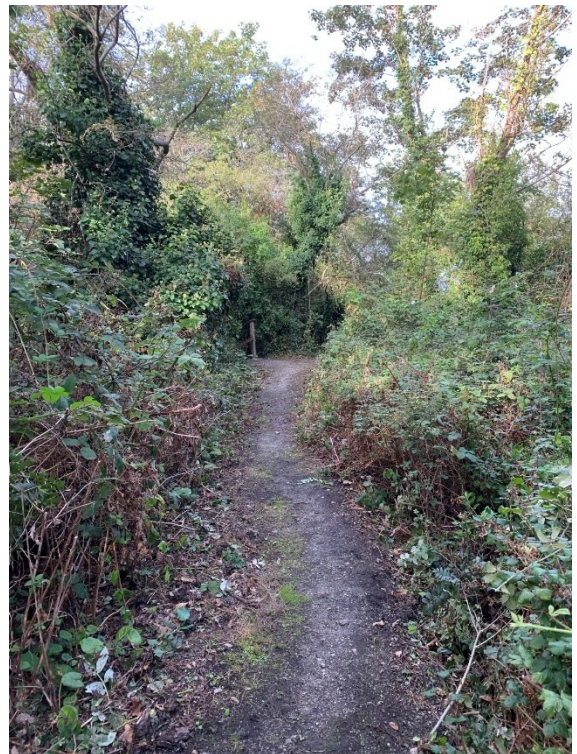


| Before                                                                             | After                                                                               |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|   |   |
|  |  |

Elwell Woods – 17<sup>th</sup> September 2026

| Before                                                                              | After                                                                                |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |



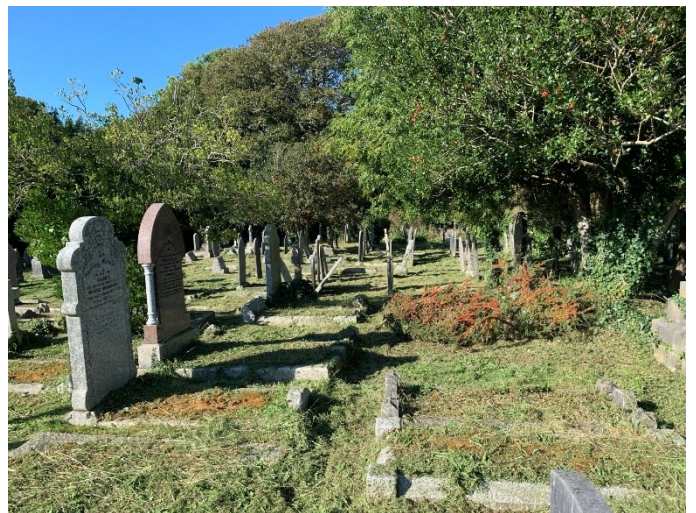




St Stephens Cemetery – 21<sup>st</sup> September 2026



St Stephens Cemetery – 22<sup>nd</sup> September 2026



Beating the Bounds – Boundary Stone 1 – 24<sup>th</sup> September 2026

Before



After





Beating the Bounds – Boundary Stone 2 – 24<sup>th</sup> September 2026

| Before                                                                            | After                                                                              |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|  |  |

Beating the Bounds – Boundary Stone 3 – 24<sup>th</sup> September 2026

| Before                                                                             | After                                                                               |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |

Beating the Bounds – Boundary Stone 4 – 24<sup>th</sup> September 2026

| Before                                                                              | After                                                                                |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |



Beating the Bounds – Boundary Stone 5 – 24<sup>th</sup> September 2026

| Before                                                                            | After                                                                              |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|  |  |

Beating the Bounds – Boundary Stone 6 – 24<sup>th</sup> September 2026

| Before                                                                             | After                                                                               |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |

Huntley Gardens – 25<sup>th</sup> September 2026





| Before                                                                              | After                                                                                |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|    |    |
|   |   |
|  |  |
|  |  |



Waterside – 1<sup>st</sup> October 2026

| Before                                                                             | After                                                                               |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |

Pillmere – 5<sup>th</sup> October 2026

| Before                                                                              | After                                                                                |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |





Ashton Way Play Park – 5<sup>th</sup> October 2026

Before



After





Ashton Way – 5<sup>th</sup> October 2026



Pillmere Paths – 6<sup>th</sup> October 2026





| Weekly Grass Cutting           | Month                               | September |  |    |  |  | October |  |  |  | November |  |  |  |  | December |  |  |  |  |  |
|--------------------------------|-------------------------------------|-----------|--|----|--|--|---------|--|--|--|----------|--|--|--|--|----------|--|--|--|--|--|
|                                | Week Number                         |           |  |    |  |  |         |  |  |  |          |  |  |  |  |          |  |  |  |  |  |
| Site Name                      | Description of Works                |           |  |    |  |  |         |  |  |  |          |  |  |  |  |          |  |  |  |  |  |
| Memorial Peace Gardens         |                                     |           |  |    |  |  |         |  |  |  |          |  |  |  |  |          |  |  |  |  |  |
| Normally Every Friday          | Litter Pick                         |           |  | 25 |  |  | 9       |  |  |  |          |  |  |  |  |          |  |  |  |  |  |
|                                | Box mow and Strim                   |           |  | 25 |  |  | 9       |  |  |  |          |  |  |  |  |          |  |  |  |  |  |
|                                | Weeding                             |           |  | 25 |  |  | 9       |  |  |  |          |  |  |  |  |          |  |  |  |  |  |
|                                | Path Edging Reforming               |           |  |    |  |  |         |  |  |  |          |  |  |  |  |          |  |  |  |  |  |
|                                | Remove Remembrance Wreaths (Easter) |           |  |    |  |  |         |  |  |  |          |  |  |  |  |          |  |  |  |  |  |
| St Nicolas Church War Memorial |                                     |           |  |    |  |  |         |  |  |  |          |  |  |  |  |          |  |  |  |  |  |
| Normally Every Friday          | Litter Pick                         |           |  | 25 |  |  | 9       |  |  |  |          |  |  |  |  |          |  |  |  |  |  |
|                                | Box mow and Strim                   |           |  | 25 |  |  | 9       |  |  |  |          |  |  |  |  |          |  |  |  |  |  |
|                                | Weeding                             |           |  | 25 |  |  | 9       |  |  |  |          |  |  |  |  |          |  |  |  |  |  |
|                                | Path Edging Reforming               |           |  |    |  |  |         |  |  |  |          |  |  |  |  |          |  |  |  |  |  |
|                                | Remove Remembrance Wreaths (Easter) |           |  |    |  |  |         |  |  |  |          |  |  |  |  |          |  |  |  |  |  |
|                                |                                     |           |  |    |  |  |         |  |  |  |          |  |  |  |  |          |  |  |  |  |  |
|                                |                                     |           |  |    |  |  |         |  |  |  |          |  |  |  |  |          |  |  |  |  |  |
|                                |                                     |           |  |    |  |  |         |  |  |  |          |  |  |  |  |          |  |  |  |  |  |
|                                |                                     |           |  |    |  |  |         |  |  |  |          |  |  |  |  |          |  |  |  |  |  |
|                                |                                     |           |  |    |  |  |         |  |  |  |          |  |  |  |  |          |  |  |  |  |  |
|                                |                                     |           |  |    |  |  |         |  |  |  |          |  |  |  |  |          |  |  |  |  |  |
|                                |                                     |           |  |    |  |  |         |  |  |  |          |  |  |  |  |          |  |  |  |  |  |





[illegible]





[illegible]





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|                                                 |                                               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-------------------------------------------------|-----------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| (1)a Pilmere Drive (Full Length)                |                                               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Hedge Cutting                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Laurel Hedgerow Tidy And Shaping              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Prune Ivy On Walkways /Fencing                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Raise Tree Crowns and Remove Epicormic Growth |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (1)b Pilmere Drive (Sub Station End)            |                                               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Hedge Cutting and Re-Shaping                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Prune Ivy On Walkways /Fencing                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Raise Tree Crowns and Remove Epicormic Growth |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (4) Meadow Drive Walk                           |                                               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Hedge Cutting and Re-Shaping                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Prune Ivy On Walkways /Fencing                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Raise Tree Crowns and Remove Epicormic Growth |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (5) Pilmere Green                               |                                               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Hedge Cutting and Re-Shaping                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Prune Ivy On Walkways /Fencing                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Raise Tree Crowns and Remove Epicormic Growth |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (6) Grassmere Way (behind fence)                |                                               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Hedge Cutting and Re-Shaping                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Prune Ivy On Walkways /Fencing                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Raise Tree Crowns and Remove Epicormic Growth |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (7) 10 Grassmere - path entrance                |                                               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Hedge Cutting and Re-Shaping                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Prune Ivy On Walkways /Fencing                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (9) 85 Grassmere - path entrance                |                                               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Hedge Cutting and Re-Shaping                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Prune Ivy On Walkways /Fencing                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (10) Pillmeree Old Adventure Play Area          |                                               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Hedge Cutting and Re-Shaping                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Prune Ivy On Walkways /Fencing                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (11) Dartmoor View                              |                                               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Hedge Cutting and Re-Shaping                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Prune Ivy On Walkways /Fencing                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (13) 72 Grassmere Way - path entrance           |                                               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Hedge Cutting and Re-Shaping                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Prune Ivy On Walkways /Fencing                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Raise Tree Crowns and Remove Epicormic Growth |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (14) 121 Grassmere Way - path entrance          |                                               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Hedge Cutting and Re-Shaping                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Prune Ivy On Walkways /Fencing                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Raise Tree Crowns and Remove Epicormic Growth |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (15) Opposite 122 Grassmere Way - Path Entrance |                                               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Hedge Cutting and Re-Shaping                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Prune Ivy On Walkways /Fencing                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (16) Pilmere Meadow                             |                                               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Hedge Cutting and Re-Shaping                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                 | Prune Ivy On Walkways /Fencing                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

[illegible]



[illegible]





[illegible]



## Service Delivery Team – Works Carried Out

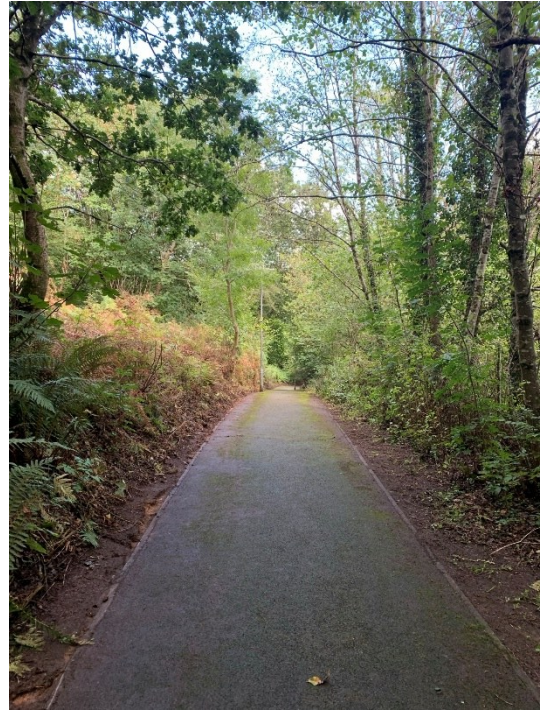
Pillmere Walkways – 8<sup>th</sup> September 2026

| Before                                                                             | After                                                                                |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|   |    |
|  |   |
|  |  |









Churchtown Cemetery – 10<sup>th</sup> September 2026

Before

After





Waterside – 11th September 2026



Brunel Bust – 11<sup>th</sup> September 2026





Cornish Cross – 14<sup>th</sup> September 2026

| Before                                                                            | After                                                                              |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|  |  |

Badgers Walk – 14<sup>th</sup> September 2026

| Before                                                                              | After                                                                                |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |
|  |  |



Silver Street – 14<sup>th</sup> September 2026



Trematon Pound – 15<sup>th</sup> September 2026





Roundabouts – 15<sup>th</sup> September 2026

| Before                                                                              | After                                                                                |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|    |    |
|   |   |
|  |  |

Grassmere Play Park – 15<sup>th</sup> September 2026

| Before                                                                              | After                                                                                |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |



| Before                                                                              | After                                                                                |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|    |    |
|   |   |
|  |  |



| Before                                                                             | After                                                                               |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|   |   |
|  |  |

Elwell Woods – 17<sup>th</sup> September 2026

| Before                                                                              | After                                                                                |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |



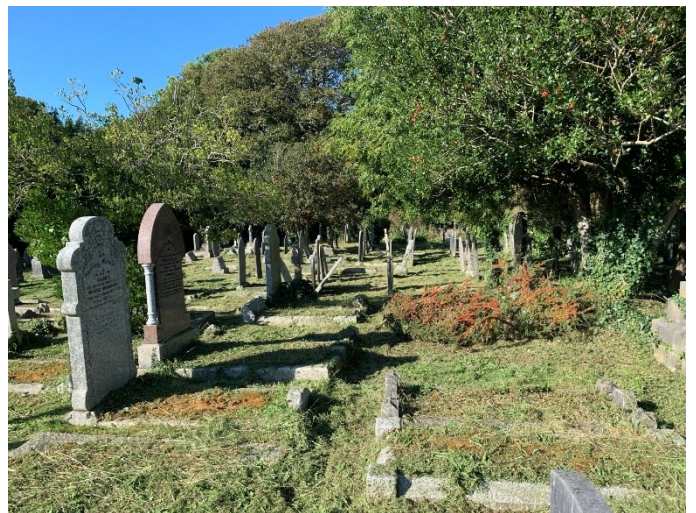




St Stephens Cemetery – 21<sup>st</sup> September 2026



St Stephens Cemetery – 22<sup>nd</sup> September 2026



Beating the Bounds – Boundary Stone 1 – 24<sup>th</sup> September 2026

Before



After





Beating the Bounds – Boundary Stone 2 – 24<sup>th</sup> September 2026

| Before                                                                            | After                                                                              |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|  |  |

Beating the Bounds – Boundary Stone 3 – 24<sup>th</sup> September 2026

| Before                                                                             | After                                                                               |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |

Beating the Bounds – Boundary Stone 4 – 24<sup>th</sup> September 2026

| Before                                                                              | After                                                                                |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |



Beating the Bounds – Boundary Stone 5 – 24<sup>th</sup> September 2026

| Before                                                                            | After                                                                              |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|  |  |

Beating the Bounds – Boundary Stone 6 – 24<sup>th</sup> September 2026

| Before                                                                             | After                                                                               |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |

Huntley Gardens – 25<sup>th</sup> September 2026





| Before                                                                              | After                                                                                |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|    |    |
|   |   |
|  |  |
|  |  |



Waterside – 1<sup>st</sup> October 2026

| Before                                                                             | After                                                                               |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |

Pillmere – 5<sup>th</sup> October 2026

| Before                                                                              | After                                                                                |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |





Ashton Way Play Park – 5<sup>th</sup> October 2026

Before



After





Ashton Way – 5<sup>th</sup> October 2026



Pillmere Paths – 6<sup>th</sup> October 2026





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

| Enquiry Number | Date       | Cllr /Officer Name | Contact number | Method of enq'y       | Brief Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | H&S Priority | PRIORITY LEVEL | Allocated To | Action Confirmed                                                | scheduled Date | Completion Date | Completed |
|----------------|------------|--------------------|----------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------|--------------|-----------------------------------------------------------------|----------------|-----------------|-----------|
| 14             | 02/09/2026 | Emma Langdon       |                | email - Services      | Four banners to be put up for Comms; Outside library hub. Bottom of fore street. Outside Isambard House. Below the 'Saltash Town Centre' PL12 sign near Carkeel roundabout (next to Costa). To be collected from Guildhall.                                                                                                                                                                                                                                                                                                                                                                               | NO           | MEDIUM         | SDGA         |                                                                 | 09/03/2026     | 09/03/2026      |           |
| 12             | 25/08/2026 | Kayne Appleby      |                | email - Services      | Leak in men's toilets at the Guildhall. Pictures and videos provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | YES          | HIGH           | SDGA         | SS phoned Cor Heat on 24/08/2026, attending Tuesday around 9am. |                | 10/09/2026      |           |
| 11             | 24/08/2026 | Mark Kennedy       |                | email - Services      | Dispose of paint in cleaning storeroom                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | NO           | LOW            | SDGA         |                                                                 | 05/09/2026     | 05/09/2026      |           |
| 10             | 24/08/2026 | Josh Floyd         |                | email - Services      | Brambles/Nettles in Elwell Woods pathways                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | NO           | MEDIUM         | SDGA         |                                                                 | 04/09/2026     | 04/09/2026      |           |
| 13             | 04/09/2026 | Sam Craig          |                | email - Services      | Toilet Roll holder at Alexandra Square. Broken open and hook for locking snapped.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | NO           | MEDIUM         | SDGA         |                                                                 | 10/09/2026     | 10/09/2026      |           |
| 20             | 14/09/2026 | Josh               |                | email - Services      | Badgers Walk needs doing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | NO           | LOW            | SDGA         | Photo in folder                                                 |                | 14/09/2026      |           |
| 14             | 10/09/2026 | Resident           |                | Phoned                | Handles at Belle Vue public toilets are very loose.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | YES          | HIGH           | SDGA         | Added to jobsheet 13/09/2026                                    |                |                 |           |
| 15             | 10/09/2026 | Charlotte Courts   |                | email - Services      | Please can 1x blue folding notice board (on wheels) be brought up from the Guildhall to the library for 18th September if possible. To stay at the library until the public consultation has concluded.                                                                                                                                                                                                                                                                                                                                                                                                   | NO           | LOW            | SDGA         | Added to jobsheet 18/09/2026                                    |                |                 |           |
| 18             | 14/09/2026 | Charlotte Courts   |                | email - Services      | Boiler Room at the Library - lock doesn't function properly. Requires maintenance to fix the jamming or a new lock fitted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | NO           | MEDIUM         | SDGA         | Added to jobsheet 18/09/2026                                    |                |                 |           |
| 16             | 10/09/2026 | Josh Floyd         |                | email - Services      | Churchtown Cemetery: Hedge by the ashes. Laurel hedge needs shaping and cutting. Both sides of the front entrance need attention (heavy trim). Strim the wall across the length of the cemetery. Wooden benches look faded (easy winter job?) Sage green benches thorough wash. Bolts on the gate posts are coming out.                                                                                                                                                                                                                                                                                   | NO           | LOW            | SDGA         | Mentioned in case we are looking for jobs to do.                |                |                 |           |
| 10             | 08/09/2026 | Charlotte Courts   |                | email - Services      | Library Charlottes Office - Would it please be possible for Service Delivery to move my monitors to the standing desk, closer to the radiators.                                                                                                                                                                                                                                                                                                                                                                                                                                                           | NO           | LOW            | SDGA         | No rush, Wednesday, inside job.                                 | 23/09/26       | 23/09/26        |           |
| 14             | 14/09/2026 | Wendy Peters       |                | email - Services      | There's a drip in the cistern in the ladies toilet upstairs in the Guildhall. It's the second toilet on the right. When you lift the cistern you can see a blue pipe where water is constantly running. This is causing a small drip in the pan of the toilet.                                                                                                                                                                                                                                                                                                                                            | NO           | MEDIUM         | SDGA         | Photo in folder                                                 |                |                 |           |
| 16             | 22/09/2026 | Emma               |                | email - Services      | The access door in reception leading to upstairs doesn't remain open. Janette has tried new batteries twice, but it still keeps failing to hold, and thinks there is a fault. Please could someone come to look at the door. Thank you.                                                                                                                                                                                                                                                                                                                                                                   | NO           | MEDIUM         | SDGA         | SDGA to check the doors and report back to services @           | 25/09/26       | 25/09/2026      |           |
| 17             | 23/09/2026 | Kayne              |                | email - Services      | Requesting a new gas meter reading for Isambard House please.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | NO           | HIGH           | SDGA         |                                                                 | 24/09/26       | 24/09/2026      |           |
| 13             | 14/09/2026 | Lindsay            |                | email - Services      | Requesting Service Delivery ensure boundary stones are maintained and accessible for the event and report any health and safety concerns directly to the Town Clerk.                                                                                                                                                                                                                                                                                                                                                                                                                                      | NO           | HIGH           | SDGA         | Beating the Bounds SATURDAY OCTOBER THIRD                       | 24/09/26       |                 |           |
| 10             | 09/09/2026 | Wendy              |                | email - Services      | There is a broken toilet seat in the Guildhall 1st floor ladies toilet, it's the one as you turn left. The seat is broken from the hinge and will require replacing. I've put an out of order sign on the door.                                                                                                                                                                                                                                                                                                                                                                                           | NO           | HIGH           | SDGA         | Bracket fixed but might not hold. Toilet seat ordered.          | 30/09/26       | 30/09/26        |           |
| 22             | 30/09/2026 | Service Delivery   |                | email - Services      | Install swing seats at Grassmere Way play park.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | NO           | MEDIUM         | SDGA         |                                                                 | 10/05/2026     |                 |           |
| 9              | 27/04/2026 | Michael Cotton     |                | Jubilee Green Pontoon | Since the system was recently rewired, the access control equipment is currently operating correctly and reliably. The automatic self closing mechanism which is separate from the access control system now requires replacement. It appears that the internal gas pressure within the unit has reduced, resulting in inconsistent reliability and preventing the gate from closing smoothly and securely onto the maglocks at times which may be a security and safety risk. We are scheduling the replacement of this component over the next month to ensure full functionality and continued safety. | NO           | MEDIUM         |              |                                                                 |                |                 |           |
| 15             | 30/09/2026 | Emma Langdon       |                | email - Services      | Library Event, 7th October, supplies to be delivered to the Library from the Long Room: Trestle table x1, blue boards, blue table cloth, pull up banner, saltash A 1 map Foamex Board, Plastic Box with materials.                                                                                                                                                                                                                                                                                                                                                                                        | NO           | MEDIUM         | SDGA         | To be collected on November 2nd                                 | 10/07/2026     | 10/07/2026      |           |
| 13             | 29/09/2026 | Sinead Burrows     |                | email - Services      | Blinds at the library in the big window in front of the fire exit need to be removed. Bracket and blinds to be disposed of. Blinds are blocking a fire exit. Will need big ladders and at least two people.                                                                                                                                                                                                                                                                                                                                                                                               | NO           | MEDIUM         | SDGA         | Wednesday job when library is closed.                           | 10/07/2026     | 10/07/2026      |           |
| 27             | 05/10/2026 | Josh               |                | email - Services      | Churchtown needs cutting - might be worth seeding patches or treating the weeds to make it look better. Box hedges look brown and dead.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | NO           | HIGH           | SDGA         | Photos in folder.                                               | 10/07/2026     | 10/07/2026      |           |



|    |            |              |  |                  |                                                                                                                                                                            |    |        |      |  |            |            |                                                                                     |
|----|------------|--------------|--|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--------|------|--|------------|------------|-------------------------------------------------------------------------------------|
| 18 | 30/09/2026 | Emma Langdon |  | email - Services | Banners to go up on <b>8th October</b> , outside library, bottom of Fore Street, Isambard House, Carkeel Roundabout. Take down 31st of October. Collection from Guildhall. | NO | MEDIUM | SDGA |  | 10/08/2026 | 10/08/2026 |  |
| 25 | 05/10/2026 | Kayne        |  | email - Services | Meter Readings                                                                                                                                                             | NO | HIGH   | SDGA |  | 08/10/2026 | 08/10/2026 |  |



[illegible]

[illegible]



[illegible]

[illegible]



[illegible]





[illegible]

[illegible]



[illegible]

[illegible]



## **To ratify the appointment of Maku Bakery at Trackside**

**Report to:** Services Committee

**Date of Report:** 09.10.26

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

**Pursuant to:**

Services Committee 24 September – minute number 66/26/27.

**Purpose of Report:**

To provide Members with an update on the process of appointing a new concessionaire.

### **Officers Recommendations**

Members are asked to ratify the appointment.

### **Report Summary**

As instructed by the Town Council, a clear and transparent procurement exercise was undertaken to appoint a new concessionaire following the resignation of Trackside Café, effective from 31 October.

The Town Council received five applications and shortlisted five candidates for interview with four attending. Following a comprehensive assessment process, the interview panel concluded that Maku Bakery presented a distinctive and community-focused proposal, with strong potential for sustainable growth at an appropriate pace.

The proposed operating hours will be broadly similar to the current provision:

- **Monday to Friday:** 7:15am to 2:00pm
- **Saturday:** Keen to open, with opening hours to be reviewed in line with train timetables and periods of increased customer demand.
- **Sunday:** A longer-term ambition is to open on Sundays.
- **Official opening:** End of November, first week of December

Maku Bakery advised that staffing resilience would be supported through the established business operated by her partner, which has sufficient capacity to provide additional personnel when required. Team members would therefore be available to support operations at Maku Bakery during periods of absence or increased demand.

In relation to the bakery element of the business, Maku Bakery has identified additional support from experienced contacts who would be able to assist when required. Furthermore, some menu items will be prepared and frozen in advance, with a tall freezer located within the storeroom, similar to the arrangement used by the previous concessionaire.

Given the proposed operating hours and the requirements associated with fresh baking, it is anticipated that some menu items may not be available every day. The panel acknowledged this as a reasonable and practical aspect of the business model.

The panel was satisfied with the responses provided during the interview process and is content to proceed with the appointment of Maku Bakery.

### **Next Steps**

- The Town Clerk is currently preparing the concession agreement.
- Trackside Café is awaiting confirmation from the coffee machine supplier regarding collection arrangements. As collections are not undertaken at weekends, there is a possibility that the café may cease trading on 29 or 30 October, slightly earlier than the previously agreed date of 31 October.
- Following vacation of the premises, the Service Delivery Team will undertake a programme of maintenance improvements, and the Town Council's electrical contractor will complete the necessary electrical works.
- Maku Bakery has expressed a desire to refresh the internal appearance of the café, including redecorating selected walls and reviewing the layout and presentation of tables and seating.
- As a result, the waiting and café area will see some changes from its current appearance, creating a refreshed and welcoming environment for customers.

### **Signature of Officer:**

Town Clerk / RFO



**To receive a report from Cornwall Council relating to property assets in Saltash and consider any actions and associated expenditure:**

**1 Chichester Crescent and Badgers Walk**

**Report to:** Services Committee

**Date of Report:** 8<sup>th</sup> October 2026

**Officer Writing the Report:** Lynn Clarke Acting Services Manager

**Purpose of the Report:**

To inform Members of the notification from Cornwall Council to consider taking full responsibility of two areas of land in Saltash:

Land adjacent to 1 Chichester Close

Land at Badgers Walk Saltash.

**Officers Recommendations**

That Saltash Town Council declines the transfer of the two parcels of land from Cornwall Council.

Having considered the implications of ownership, it is considered that the transfer would place additional maintenance, management and liability responsibilities upon the Town Council without delivering a clear operational, strategic or community benefit. As such, accepting the transfer would apply uncomfortable pressures to the Service Department.

Please note; the Town Council have now engaged in devolution of Longstone Depot, Jubilee Green and Waterside Green.

**Report Summary**

This report considers Cornwall Council's proposal to transfer ownership of two parcels of land, located at Chichester Close and Badgers Walk, to Saltash Town Council.

Both sites have been inspected and assessed from an operational, financial and asset management perspective. Whilst the transfer may initially appear to increase the Council's land holdings, ownership would also transfer responsibility for the ongoing maintenance, management, inspection and associated liabilities of each site.

### **Land adjacent to 1 Chichester Crescent, Saltash, PL12 4PN**

The parcel of land at Chichester Close comprises a steep bank adjoining a residential property, with a public footpath located to the rear. The site presents a number of practical challenges in relation to maintenance and management.

The steep gradient of the bank would make routine grass cutting more difficult and increase the risks associated with grounds maintenance operations. Due to the nature of the site, specialist equipment would be more suitable for maintaining the area; however, the Town Council does not currently possess such equipment, and the size of the site would not justify additional investment.

The site is further complicated by the absence of clearly defined boundaries between the parcel of land and the adjoining residential garden. This has the potential to create uncertainty regarding maintenance responsibilities and could give rise to future boundary-related enquiries or disputes.

In addition, the proximity of the land to the neighbouring property may result in complaints relating to maintenance activities, including grass cuttings, noise disturbance and access requirements. As the site is isolated from other Town Council land holdings, maintenance visits would need to be undertaken as a standalone operation, resulting in operational inefficiencies and additional staff time.

### **Land at Badgers Walk, Saltash**

The parcel of land at Badgers Walk is located within the Pillmere Estate, where the Town Council already maintains a number of open spaces. Whilst the site would therefore be easier to incorporate into existing maintenance schedules, there remain significant concerns regarding its long-term management and value to the Town Council.

The site is affected by substantial bamboo growth along the boundary adjacent to the public pavement. The species appears invasive in nature and may require specialist treatment and removal. There is evidence elsewhere within the estate of similar unmanaged bamboo growth affecting Cornwall Council-owned land, demonstrating the potential for ongoing management issues and future costs.

The site also contains Trees and shrubs that would become the responsibility of the Town Council, including trees requiring ongoing inspection, monitoring and maintenance, together with boundary fencing that is showing signs of deterioration and is likely to require future replacement.

Furthermore, a dead tree is located beyond the existing fence line, and any future works would require liaison and agreement with Cornwall Council Highways and other relevant parties before remedial action could be undertaken.



Consideration must also be given to the cumulative impact of additional land transfers. Should the Council proceed with other proposed land transfers, including areas such as Jubilee Green, the ongoing maintenance burden on the current workforce would increase significantly. Accepting ownership of further small parcels of land that offer limited community, environmental or operational benefit would place additional pressure on Town Council resources and budgets.

Conclusion: Whilst the Town Council is committed to maintaining and enhancing public open spaces where there is a clear benefit to the community, neither parcel of land offers sufficient strategic, operational or community value to justify the additional liabilities, maintenance responsibilities and future costs associated with ownership.

For these reasons, the recommendation is that Saltash Town Council does not accept the transfer of either parcel of land from Cornwall Council.

### **Report Images**

Please refer to Appendix A for further information:

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

The officer does not consider that the acquisition of these parcels of land would make a meaningful contribution to the objectives of the Council's Business Plan.

### **Signature of Officer:**

Lynn Clarke

Acting Services Manager

## Appendix A

Chichester Close:





## Badgers Walk:



## APPENDIX A - Notifications

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### Notification relating to a property asset in your town/parish: Land adjacent to 1 Chichester Crescent, Saltash

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Date Wed 23/09/2026 15:53

To Sinead Burrows - Town Clerk <Townclerk@saltash.gov.uk>

 1 attachment (1 MB)

Land adjacent to 1 Chichester Crescent, Saltash.docx;

Information Classification: CONTROLLED

Dear Sinead Burrows,

### Notification relating to a property asset in your town/parish: Land adjacent to 1 Chichester Crescent, Saltash

I've attached for your consideration a report regarding the above Council asset, which is situated in your town/parish.

#### Why are we contacting you?

The Council service responsible for the asset has determined that it no longer has an operational need to retain it. In these circumstances, the Council needs to consider the future of the asset, according to an established process.

The first step is to consider whether any other Council service requires the asset for operational purposes. If no such internal use is identified, alternative options may be considered, which include (but are not limited to):

- (i) Examining the potential to transfer the asset to a local council or community group where service delivery will be maintained or improved, or alternative community benefit is identified, as part of the Council's devolution programme.
- (ii) Disposal of the asset. If disposal is pursued, this may be via sale or lease on the open market or a range of other transfer options. This could include an option to sell or lease the asset to a local council or community group, where this is appropriate.

In the case of the above asset, no requirement for Cornwall Council to retain the asset has been identified.

The local Cornwall Councillor and Council officers have already been consulted as part of Cornwall Council's asset release process for their views.

Before Cornwall Council commences activity to dispose of the asset, we want to engage with your council to ensure that you have had the opportunity to provide any views that you may wish to express. The Council has a legal duty to obtain best consideration when disposing of



its property, therefore any transfer to a local council at lower than Market Value would need a justification to consider this as an option.

Please could you let us know within eight weeks of the date of this email if your council would have any interest in this asset. Your response will enable Cornwall Council to understand your Council's interest before we take further actions.

It would be appreciated if you could respond using the form below, even if it is to indicate that your council has no interest in the asset.

**If no response is received by this deadline date, it will be assumed that your council has no interest and it is likely that Cornwall Council would then proceed with activity to dispose of the asset.**

**What happens next?**

- (i) If your council has no interest in the property, please use the form below to confirm that this is the case.
- (ii) If you would like to express interest in the asset, please confirm this by the deadline and include a brief explanation of the intended use of the asset in the form below. Where in exceptional circumstances additional time is required to enable your council to meet to make a decision on this matter, please let us know before the consultation deadline expires and confirm the date by which you will be able to respond.

**Please provide your comments/queries below and email back to me**

| Question                                                                                        | Response                                                                                                          |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Does your town/parish council have an interest in the asset?                                    | <i>Please delete as applicable:</i><br><br><b>The town/parish council has an interest in the asset<br/>YES/NO</b> |
| Please provide some brief details regarding the likely future use of the asset by your council. | <i>Please briefly comment below</i>                                                                               |

Thanks

**| Technician (Asset Release) | Assets & Property**

**Cornwall Council | Sustainable Growth and Place**

---

**Notification relating to a property asset in your town/parish: Land at Badgers Walk, Saltash**

---

**Date** Wed 23/09/2026 15:37

**To** Sinead Burrows - Town Clerk <Townclerk@saltash.gov.uk>

 1 attachment (1 MB)

Land at Badgers Walk, Saltash.docx;

Information Classification: CONTROLLED

Dear Sinead Burrows,

**Notification relating to a property asset in your town/parish: Land at Badgers Walk, Saltash**

I've attached for your consideration a report regarding the above Council asset, which is situated in your town/parish.

**Why are we contacting you?**

The Council service responsible for the asset has determined that it no longer has an operational need to retain it. In these circumstances, the Council needs to consider the future of the asset, according to an established process.

The first step is to consider whether any other Council service requires the asset for operational purposes. If no such internal use is identified, alternative options may be considered, which include (but are not limited to):

- (i) Examining the potential to transfer the asset to a local council or community group where service delivery will be maintained or improved, or alternative community benefit is identified, as part of the Council's devolution programme.
- (ii) Disposal of the asset. If disposal is pursued, this may be via sale or lease on the open market or a range of other transfer options. This could include an option to sell or lease the asset to a local council or community group, where this is appropriate.

In the case of the above asset, no requirement for Cornwall Council to retain the asset has been identified.

The local Cornwall Councillor and Council officers have already been consulted as part of Cornwall Council's asset release process for their views.

Before Cornwall Council commences activity to dispose of the asset, we want to engage with your council to ensure that you have had the opportunity to provide any views that you may wish to express. The Council has a legal duty to obtain best consideration when disposing of its property, therefore any transfer to a local council at lower than Market Value would need a justification to consider this as an option.



Please could you let us know within eight weeks of the date of this email if your council would have any interest in this asset. Your response will enable Cornwall Council to understand your Council's interest before we take further actions.

It would be appreciated if you could respond using the form below, even if it is to indicate that your council has no interest in the asset.

**If no response is received by this deadline date, it will be assumed that your council has no interest and it is likely that Cornwall Council would then proceed with activity to dispose of the asset.**

**What happens next?**

- (i) If your council has no interest in the property, please use the form below to confirm that this is the case.
- (ii) If you would like to express interest in the asset, please confirm this by the deadline and include a brief explanation of the intended use of the asset in the form below. Where in exceptional circumstances additional time is required to enable your council to meet to make a decision on this matter, please let us know before the consultation deadline expires and confirm the date by which you will be able to respond.

**Please provide your comments/queries below and email back to me**

| Question                                                                                        | Response                                                                                                          |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Does your town/parish council have an interest in the asset?                                    | <i>Please delete as applicable:</i><br><br><b>The town/parish council has an interest in the asset<br/>YES/NO</b> |
| Please provide some brief details regarding the likely future use of the asset by your council. | <i>Please briefly comment below</i>                                                                               |

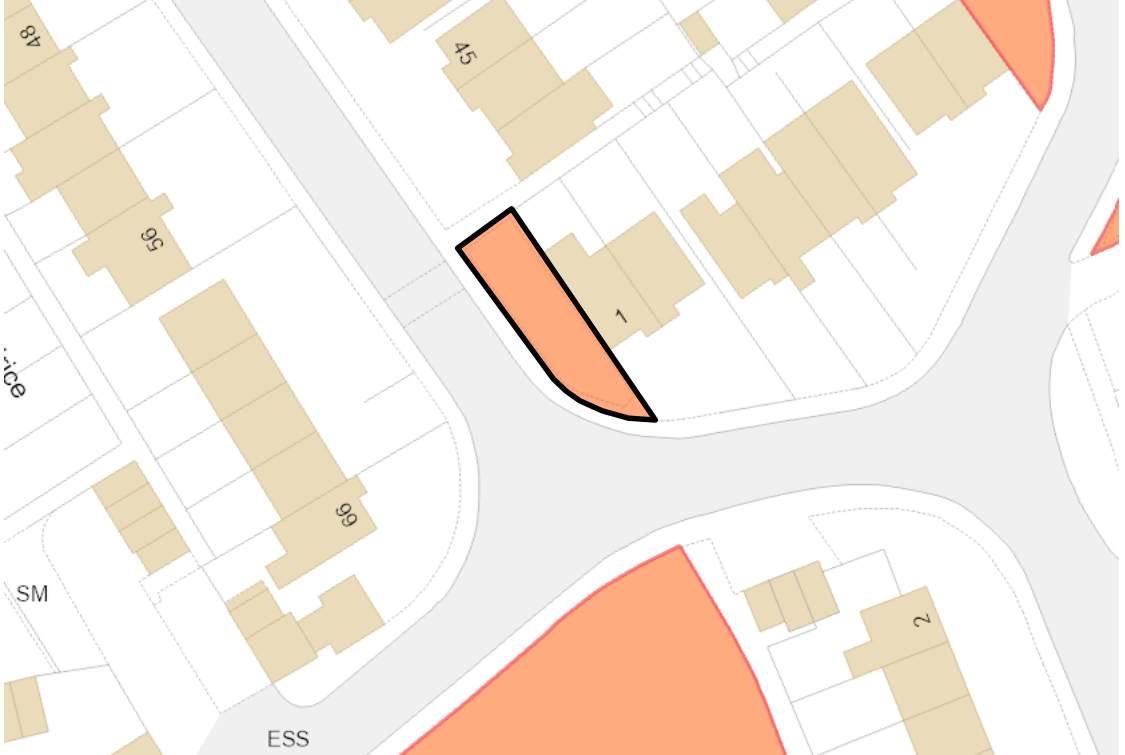
Thanks

**Sadik Miah | Technician (Asset Release) | Assets & Property**

**Cornwall Council | Sustainable Growth and Place**

[www.cornwall.gov.uk](http://www.cornwall.gov.uk) | 'Onen hag oll'

## Asset Management Group Briefing Document

|                          |                                                                                                                                                  |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | Comment                                                                                                                                          |
| Site name and address    | Land adjacent to 1 Chichester Crescent, Saltash, PL12 4PN                                                                                        |
| UPRN                     | 18423                                                                                                                                            |
| Service                  | Connectivity and Environment – Public Spaces                                                                                                     |
| Property Description     | Sloping grassed verge next to a privately owned residential property measuring 136 sq m. School sign and road grit box is currently on the land. |
| Plan<br>Insert or attach |                                                               |



|                                |                                                                                    |
|--------------------------------|------------------------------------------------------------------------------------|
| Photograph<br>Insert or attach |  |
| Recommendation                 | If there are no service requirement, follow the asset release process.             |
| Surveyor                       |                                                                                    |
| Date prepared                  |                                                                                    |



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**Notification relating to a property asset in your town/parish: Land at Badgers Walk, Saltash**

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**From** Sadik Miah <Sadik.Miah@cornwall.gov.uk>

**Date** Wed 2026-09-23 15:37

**To** Sinead Burrows - Town Clerk <Townclerk@saltash.gov.uk>

**Cc** Catherine Thomson <Catherine.Thomson@cornwall.gov.uk>

 1 attachment (1 MB)

Land at Badgers Walk, Saltash.docx;

Information Classification: CONTROLLED

Dear Sinead Burrows,

**Notification relating to a property asset in your town/parish: Land at Badgers Walk, Saltash**

I've attached for your consideration a report regarding the above Council asset, which is situated in your town/parish.

**Why are we contacting you?**

The Council service responsible for the asset has determined that it no longer has an operational need to retain it. In these circumstances, the Council needs to consider the future of the asset, according to an established process.

The first step is to consider whether any other Council service requires the asset for operational purposes. If no such internal use is identified, alternative options may be considered, which include (but are not limited to):

- (i) Examining the potential to transfer the asset to a local council or community group where service delivery will be maintained or improved, or alternative community benefit is identified, as part of the Council's devolution programme.
- (ii) Disposal of the asset. If disposal is pursued, this may be via sale or lease on the open market or a range of other transfer options. This could include an option to sell or lease the asset to a local council or community group, where this is appropriate.

In the case of the above asset, no requirement for Cornwall Council to retain the asset has been identified.

The local Cornwall Councillor and Council officers have already been consulted as part of Cornwall Council's asset release process for their views.

Before Cornwall Council commences activity to dispose of the asset, we want to engage with your council to ensure that you have had the opportunity to provide any views that you may wish to express. The Council has a legal duty to obtain best consideration when disposing of its property, therefore any transfer to a local council at lower than Market Value would need a justification to consider this as an option.



Please could you let us know within eight weeks of the date of this email if your council would have any interest in this asset. Your response will enable Cornwall Council to understand your Council's interest before we take further actions.

It would be appreciated if you could respond using the form below, even if it is to indicate that your council has no interest in the asset.

**If no response is received by this deadline date, it will be assumed that your council has no interest and it is likely that Cornwall Council would then proceed with activity to dispose of the asset.**

**What happens next?**

- (i) If your council has no interest in the property, please use the form below to confirm that this is the case.
- (ii) If you would like to express interest in the asset, please confirm this by the deadline and include a brief explanation of the intended use of the asset in the form below. Where in exceptional circumstances additional time is required to enable your council to meet to make a decision on this matter, please let us know before the consultation deadline expires and confirm the date by which you will be able to respond.

**Please provide your comments/queries below and email back to me**  
**([sadik.miah@cornwall.gov.uk](mailto:sadik.miah@cornwall.gov.uk)):**

| Question                                                                                        | Response                                                                                                          |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Does your town/parish council have an interest in the asset?                                    | <i>Please delete as applicable:</i><br><br><b>The town/parish council has an interest in the asset<br/>YES/NO</b> |
| Please provide some brief details regarding the likely future use of the asset by your council. | <i>Please briefly comment below</i>                                                                               |

Thanks

**Sadik Miah | Technician (Asset Release) | Assets & Property**

**Cornwall Council | Sustainable Growth and Place**

[Sadik.Miah@cornwall.gov.uk](mailto:Sadik.Miah@cornwall.gov.uk)

[www.cornwall.gov.uk](http://www.cornwall.gov.uk) | 'Onen hag oll'

This e-mail and attachments are intended for above named only and may be confidential. If they have come to you in error you must take no action based on them, nor must you copy or show them to anyone; please e-mail us immediately at [enquiries@cornwall.gov.uk](mailto:enquiries@cornwall.gov.uk). Please note that this e-mail may be subject to recording and/or monitoring in accordance with the relevant legislation and may need to be disclosed under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Security Warning: It is the responsibility of the recipient to ensure that this e-mail and any attachments are virus free. The Authority will not accept liability for any damage caused by a virus.



## Asset Management Group Briefing Document

|                                |                                                                                                               |
|--------------------------------|---------------------------------------------------------------------------------------------------------------|
|                                | Comment                                                                                                       |
| Site name and address          | Land at Badgers Walk, Saltash                                                                                 |
| UPRN                           | 18381                                                                                                         |
| Service                        | Connectivity and Environment – Public Spaces                                                                  |
| Property Description           | 215 of enclosed grassed area between residential properties. All former play area equipment has been removed. |
| Plan<br>Insert or attach       |                            |
| Photograph<br>Insert or attach |                           |

|                |                                                                        |
|----------------|------------------------------------------------------------------------|
|                |                                                                        |
| Recommendation | If there are no service requirement, follow the asset release process. |
| Surveyor       |                                                                        |
| Date prepared  |                                                                        |





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

**8th October 2026**

**Pillmere Meadows**

The Committee asked for clarification on SEA's proposal for adding hedge/trees to the Meadow to provide more variation in habitat – but plans depend on the residents' wishes. We will continue discussions with residents, and return to the Committee if there is a proposal they would agree to. (They are reluctant to plant trees in principle because of their historical experience with trees blocking the footpaths).

**Allotment requests – pp Rebecca Pearce**

1) Approach to 'weeds':

All our fruit bushes and trees have made it through the drought due to our leaving grasses long. And our autumn sowings of salad crops are doing well in our compost made from brambles, bindweed and other disturbance weeds and couch grass, so there is absolutely no reason to berate allotmenters for having 'weedy' plots and there is no justification for removing 'weeds' and taking them to the tip. I'd recommend Council promote this as it helps the land sustain itself in extreme weather conditions and reduces expenditure on imported compost and largely negates the need for artificial fertilisers as it is the 'weeds' that supply nutrients to other plants.

**Adrian White**  
SEA