

# Public Document Pack

## NOTES

<b>Meeting:</b>	Saltash Town Team - Guildhall
<b>Date and Time:</b>	Monday 8 June 2026 - 5.30 pm

<b>Present:</b>	<b>Title/Representing:</b>
C Bailey (CB)	CEPL12
R Bickford (RB)	CEPL12
H Frank (HF)	Cornwall Council
S Gillies (SG) Vice Chairman	Saltash Town Council
K Johnson (KJ)	Cornwall Council
S Miller (SM)	Chamber of Commerce
B Samuels (BS)	Saltash Town Council
B Stoyel (BAES)	Saltash Town Council
C Thomson (CT)	Cornwall Council Community Link Officer
P Ryland (PR) Chairman	Chamber of Commerce
J Hughes (JH)	Administration Officer

<b>Apologies for absence:</b> P Cadour
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<b>Item</b>	<b>Key / Action Points:</b>	<b>Action by:</b>
1	<p><b><u>To elect a Chairman.</u></b></p> <p>It was proposed by SM, seconded by BAES that Peter Ryland continue as Chairman for the forthcoming year.</p> <p>No further nominations were received.</p> <p>Following a unanimous vote it was resolved that Peter Ryland be elected Chairman.</p>	
2	<p><b><u>To elect a Vice Chairman.</u></b></p> <p>BS requested to stand down as Vice Chairman due to her role as Deputy Mayor this year.</p> <p>Councillor Gillies declared her interest in the role of Vice Chairman.</p> <p>It was proposed by PR, seconded by BAES to nominate Councillor Gillies.</p> <p>No further nominations were received.</p> <p>Following a unanimous vote it was resolved Councillor Gillies be elected Vice Chairman.</p>	

3	<p><b><u>Apologies.</u></b></p> <p>Apologies were received from Cornwall Councillor P Cadour.</p> <p>Cornwall Councillor Frank gave apologies for her late arrival.</p>	
4	<p><b><u>Health and Safety Announcements.</u></b></p> <p>The Chairman informed those present of the actions required in the event of a fire or emergency.</p>	
5	<p><b><u>Public Questions - A 15-minute period when members of the public may ask questions of the Saltash Town Team.</u></b></p> <p>None received.</p> <p>CB joined the meeting.</p>	
6	<p><b><u>To receive the notes of the Town Team meeting held on 20 April 2026 as a true and correct record.</u></b></p> <p>It was proposed by PR, seconded by BS and following a unanimous vote it was resolved the notes of the last meeting are a true and accurate record.</p> <p>Councillor B. Samuels requested that her actions be recorded as “BS”, and Councillor Stoyel’s actions as “BAES” in future notes to avoid confusion.</p>	JH
7	<p><b><u>To review the Terms of Reference and consider any actions.</u></b></p> <p>PR provided an overview of the amendment to the Terms of Reference, following the disbandment of Town Vision.</p> <p>Following a unanimous vote it was resolved to approve the amended Terms of Reference as attached.</p>	

8	<p><b><u>To receive the latest Town Team funding statement and consider any actions.</u></b></p> <p>The funding statement and available 106 ringfenced funds were noted.</p> <p>The Chairman queried the 'Balance left to Spend' amount for the TRIP 037 fund as showing £277.81 to be returned to Cornwall Council.</p> <p>JH confirmed that the Town Clerk has this as an action from the last meeting and will report back once the query has been resolved.</p> <p>HF joined the meeting.</p>	SB
9	<p><b><u>To receive an update from the working group on the future of the Saltash Markets and consider any actions and associated expenditure.</u></b></p> <p>RB provided an overview of Community Enterprises' proposal to run the street markets, as outlined in the report circulated to members at the start of the meeting. RB apologised for not submitting the report earlier.</p> <p>Community Enterprises propose to run a small-scale street market on the third Saturday of each month, with the intention of commencing in July.</p> <p>Community Enterprises are requesting £2,000 from the Section 106 ring-fenced funds to cover initial set-up and operational costs. It is anticipated that the markets will become financially sustainable in the future through modest fees charged to stallholders.</p> <p>Two optional extras were also noted: the development of a Treasure Trail and the provision of live music.</p> <p>Members discussed the proposal, and following a unanimous vote resolved:</p> <p>1. To approve Community Enterprises running the monthly street markets;</p>	

	<p>2. To allocate £2,000 from the Section 106 ring-fenced funds, subject to the application being successful, for initial set-up and operational costs noting that future costs will be met through stallholder fees;</p> <p>3. To not proceed with the optional extra's at this stage, but to review this at a later date.</p> <p>RB will work with CT to complete and submit the necessary pro forma.</p>	RB / CT
10	<p><b><u>To receive a report on a Discovery Day for Saltash Augmented Reality Trail and consider any actions and associated expenditure.</u></b></p> <p>AF and SG provided an overview of the report circulated in the reports pack.</p> <p>Following a unanimous vote Members agreed to commission Carbon Pixel to carry out a feasibility review at a cost of £450.00 + VAT to be drawn from the S106 ring-fenced funds, and to hold an additional Town Team meeting subject to a report being received from Carbon Pixel.</p>	HF / SG
11	<p><b><u>To receive an update on training for businesses and consider any actions and associated expenditure.</u></b></p> <p>Due to the lack of reference in the 'Action By' column of the previous meeting's notes KJ was unable to give a report but will report back at the next meeting.</p> <p>Members agreed that initials in the 'Action By' column should be reinstated.</p>	KJ JH
12	<p><b><u>To receive an update on the Saltash Card and consider any actions and associated expenditure.</u></b></p> <p>The Chairman reported that there are no further updates at this time and will continue to investigate and report back at the next meeting.</p>	PR

13	<p><b><u>To receive an update on parking at the Co-Op Culver Road car park and consider any actions and associated expenditure.</u></b></p> <p>The Chairman reported that he is awaiting a response from the Property Manager and will report back at the next meeting.</p>	PR
14	<p><b><u>To receive an update on Banners for local pubs and restaurants and consider any actions and associated expenditure.</u></b></p> <p>The Chairman reported that 'The Bookshelf' will be having a banner and he will provide feedback at the next meeting.</p>	PR
15	<p><b><u>A.O.B</u></b></p> <p><u>Signage</u>  RB provided an update on signage, he has contacted Coral (Tamar Bridge Manager) who has advised she will discuss this with their new Communications and Marketing Manager and he is awaiting a response.</p> <p><u>On-street Parking</u>  HF provided an update on the potential extension of the 30-minute on-street parking limit to one hour, following feedback from traders at the Traders' Meeting.</p> <p>HF confirmed that this would be possible; however, it would require a formal consultation, which is a legal requirement, as well as changes to signage at an estimated cost of £7,000.</p> <p>Members discussed the proposal and were of the view that the current 30-minute limit is preferable, as it encourages turnover ('churn') of parking spaces. It was also noted that customers requiring a longer stay have the option of using nearby car parks.</p> <p>Members further noted that the existing time limit is not always enforced. BAES will contact the parking enforcement team to clarify how parking restrictions are enforced and will report back at the next meeting.</p>	BAES

	<p><u>Street Audit</u></p> <p>RB and members of the Town Team undertook a town street audit with Will Glassup (Highways and Environment Manager for Cormac). The Town Team thanked him for the work carried out on the trees.</p> <p>Will advised that Cormac is committed to replacing the 'No Entry' signs on Wesley Road, which are currently on order, as well as the railings at the bottom of Fore Street, which are also on order. He reviewed a number of additional issues and will investigate whether these can be funded from this year's or next year's budget.</p> <p>Will also expressed that he was very impressed with the work undertaken by the Town Council, particularly the planters and benches around the town.</p> <p>RB confirmed he will circulate a list of actions discussed with Will Glassup.</p>	RB
16	<p><b><u>Date of Next Meeting: 10 August 2026 at 5:30 p.m.</u></b></p> <p>Meeting ended 6.30 p.m</p>	

## WORKING TOGETHER FOR OUR COMMUNITY



### Terms of Reference Saltash Town Team

**The aim of the Saltash Town Team is to provide co-ordination of development activity within the town centre; In doing so helping to improve the economic, social and environmental revitalisation of the town centre – making Saltash a better place to live, work, visit and enjoy.**

**Membership:** Three Saltash Town Councillors

Three Cornwall Councillors (one from each division in Saltash)

Three Saltash Chamber of Commerce members (one Member to be a reserve substitute)

Three members CEPL12 (one Member to be a reserve substitute)

Advisory/non-voting members – STC Town Clerk and Cornwall Council Community Link Officer (when required)

This is the current list but additional members/officers could be asked to attend if a wider range of advice on a certain project might be required.

**Quorum:** Meetings will be postponed if:

50% or more of members indicate, prior to the meeting that they are unable to attend.

If one, or more, of the Membership organisations is not represented.

<b>Decision Making:</b>	If voting on matters, Town Team will aim to reach consensus decisions, however, it will operate on the basis of one member one vote. In the case of a tie, the Chairman will hold a casting vote.
<b>Chairmanship:</b>	The Chairman and Vice Chairman to be appointed annually – May to May.  In the absence of the Chairman. The Vice Chairman will preside over the meeting and will occupy the Chair for that meeting only.
<b>Frequency of Meetings:</b>	The Town Team will meet bi-monthly on the 2nd Monday of the month at 5.30pm, or as required.
<b>Venue:</b>	The Guildhall / Virtual
<b>Administration:</b>	Admin support for the group will be provided by Saltash Town Council.
<b>Public Questions</b>	Members of the public may ask questions of the Town Team by submitting in writing via email to <a href="mailto:enquiries@saltash.gov.uk">enquiries@saltash.gov.uk</a> or the Guildhall no later than 48 hours prior to the start of the meeting.  Responses to public questions will be dealt with at the discretion of the Chairman.
<b>Reports to:</b>	Saltash Town Council as the accountable body. All financial arrangements will be directed by the standing orders and financial regulations of the Town Council and when projects are requiring confirmation and support and financial overseeing.

## **Detailed Terms of Reference and Aims of the Saltash Town Team**

1. To bring together stakeholders, private and public sectors in the town to work in partnership and to co-ordinate their activities towards a common goal.
2. To collate information to help inform decisions.
3. To formulate a shared understanding for carrying out improvements for the benefit of all stakeholders. As appropriate, to identify and prioritise projects to improve the economic, social and environmental revitalisation of the Town and for its long-term benefits.
4. To help co-ordinate and implement the activities of those who provide services within the town.
5. To seek and/or assist with funding of initiatives for the benefit of Saltash.
6. To work in accept and acknowledge there is a partnership, and actively strive for cohesion within all stakeholders, public and private sector all members of the team, working together for the benefits of the Saltash community.
7. To offer a forum whereby community groups, residents and private sector companies can seek advice/feedback on their emerging projects within Saltash. In addition, to engage with the community for the benefit thereof.
8. To provide a forum whereby Members of the group can help to ensure co-ordination between existing and emerging projects.
9. To give time or resources towards identified projects, and to establish task and finish groups, as appropriate.
10. To agree to use an innovative and professional approach for the benefit of Saltash.
11. To work in accordance with the principles of the Saltash Neighbourhood Plan.
12. The Members shall publicly support the Town Team in a positive way, and support funding applications
13. The Members shall help plan, review and refine activities based on their knowledge and expertise.

14. The Members shall listen to and respect the views of other members of the Town Team.
15. To publish all agendas and notes on the Town Council website to ensure community engagement and transparency is met at all times.
16. Securing investment to further the Town Team vision and in partnership with the strategic priorities of the Town Council as outlined in their Business Plan.
17. To continue to improve the profile of Saltash, 'the Gateway to Cornwall' creating a more prosperous, welcoming, green and attractive Town Centre for local people and visitors to enjoy
18. Working in partnership with other organisations, STT want to build on the town's strengths, address the weaknesses, realise new opportunities and mitigate any threats to the long-term prosperity of the Town Centre.