



Saltash Town Council

Konsel An Dre Essa



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

Dear Councillor

I write to summon you to the **Meeting of Services Committee** to be held at the Guildhall on **Thursday 24th September 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 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,

PP S Burrows
Town Clerk / RFO

To:

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

Agenda

1. To Elect a Vice Chair.
(Written Ballot)
2. 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.
3. Health and Safety Announcements.
4. Apologies.
5. 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.
6. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council. (Pages 5 - 6)

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.
7. To receive and approve the minutes of the Services Committee held on 11 June 2026 as a true and correct record. (Pages 7 - 15)
8. To receive a recommendation from the Policy and Finance Committee and consider any actions and associated expenditure. (Pages 16 - 17)
9. To review the Services Business Plan Deliverables and consider any actions and associated expenditure. (Page 18)
10. To receive the Services Committee budget statements and consider any actions and associated expenditure. (Pages 19 - 25)
11. To receive the Five Year Plan and consider any actions and associated expenditure. (Pages 26 - 30)

12. To consider Risk Management reports as may be received.
13. To receive reports from the Service Delivery Department and consider any actions and associated expenditure:
 - a. Departmental Report; (Pages 31 - 63)
 - b. Grounds Maintenance Works; (Pages 64 - 74)
 - c. Work Request Log; (Pages 75 - 78)
 - d. Vandalism and Anti-Social Behaviour Report; (Page 79)
 - e. Statutory and Mandatory Building Asset Checks. (Pages 80 - 81)
14. To receive a report on the appointment of City Security and consider any actions and associated expenditure. (Pages 82 - 84)
15. To receive a report on the procurement of software for the Services Department and consider any actions and associated expenditure.
16. To receive a report on the Services Committee Working Groups and consider any actions. (Pages 85 - 86)
17. To receive a report on town planting and consider any actions and associated expenditure.
18. To receive a report on Victoria Gardens and the Maurice Huggins Rooms and consider any actions and associated expenditure.
19. To receive a report from Saltash Environmental Action and consider any actions and associated expenditure. (Page 87)
20. To receive a report on street furniture at Treledan, Saltash and consider any actions and associated expenditure.
21. To receive a report on producing a Condition Report and Forecast Budget Costs and consider any actions and associated expenditure. (Pages 88 - 98)
22. To receive a maintenance report on Isambard House and consider any actions and associated expenditure.
23. To receive a report on the Guildhall Refurbishment and consider any actions and associated expenditure.
24. To receive a report on the public conveniences and consider any actions and associated expenditure. (Pages 99 - 109)

25. To receive a report on the Pontoon and consider any actions and associated expenditure.
26. To receive a report on the appointed concessionaire at Trackside and consider any actions and associated expenditure.
27. To receive a report on the purchase of land at Pillmere and consider any actions and associated expenditure.
28. To receive a report on Tranche 1 Devolution and consider any actions and associated expenditure.
29. To receive a report on Chapel Field, Saltash and consider any actions and associated expenditure. (Pages 110 - 111)
30. To receive a report on the town loud speakers and consider any actions and associated expenditure. (Pages 112 - 116)
31. 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.
32. To consider any items referred from the main part of the agenda.
33. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
34. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Thursday 15 October 2026 at 6.30 pm

Submission of Questions, Representation and Evidence Form

Questions, **representations and evidence** must be submitted in writing using the form provided **three working days before the meeting** either by email to enquiries@saltash.gov.uk or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Name: Ken Vangorph	Date of submission: 25/06/26
Are you attending the meeting in person to ask your question, please circle below: No	
If your question relates to a Planning or Licensing Application, please confirm the application number, name, address and whether you support or object. No member of the public may speak for longer than three minutes: N/A	
Question, Representations and Evidence: I am a resident of Saltash. I wish to ask a public question regarding the recent introduction of charges for access to the pontoon on the Saltash waterfront. For the past five years, I have regularly used the pontoon when launching and retrieving my boat from the adjacent slipway using a temporary code issued from STC. This arrangement worked well and provided a valuable service to local residents and boat users. The pontoon plays an important role in ensuring the safe launching and recovery of vessels. There is no suitable facility adjacent to the slipway where a boat can be secured safely while the trailer and vehicle are being parked. The pontoon provides that essential temporary holding point. In my case, I am typically on the pontoon for no more than three minutes while carrying out these manoeuvres. I now understand that access through the gate is subject to a charge. I find this decision disappointing and difficult to justify. representatives. Rather than improving access to a community facility, it places an additional financial burden on local residents who have responsibly used the pontoon for many years. In effect, it feels like yet another tax on the residents of Saltash for using a facility that was originally provided free of charge. More importantly, the pontoon contributes significantly to safety. By allowing boat owners to secure their vessels temporarily while attending to vehicles and trailers,	

it reduces the risk of accidents, personal injury, and damage to property. Introducing charges will discourage people from using the pontoon, potentially leading to unsafe practices at the slipway and increasing the likelihood of incidents occurring.

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

1. Who proposed this action?
2. What is the rationale behind the introduction of these charges?
3. In what way does this decision serves the interests of Saltash residents?

If its about generating money then it may help to turn off the Fore Street embarrassing Christmas lights especially as half of them don't work or health and safety then perhaps getting the police to do better patrols may help because kids after school are climbing over the gate to get access to the pontoon.

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 11th June 2026 at 6.30 pm

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

ALSO PRESENT: 1 Members of the Public, D Joyce (Office Manager / Assistant to the Town Clerk) and J Hughes (Administration Officer).

APOLOGIES: J Brady and J Suter

23/26/27 CIVILITY AND RESPECT PLEDGE REMINDER.

The Chairman reminder 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 respectful, focused on the issues, and conducted in accordance with the Code of Conduct.

24/26/27 TO ELECT A CHAIRMAN.

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

Councillor Gillies showed interest.

A written ballot was conducted.

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

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

The Chairman Councillor Gillies in the Chair.

25/26/27 TO ELECT A VICE CHAIRMAN.

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

Councillor Johns showed interest.

A written ballot was conducted.

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

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

26/26/27 HEALTH AND SAFETY ANNOUNCEMENTS.

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

27/26/27 DECLARATIONS OF INTEREST:

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

None received.

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

None received.

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

The Chairman confirmed two public questions had been received.

At the invitation of the Chairman the resident in attendance read his question to Members.

Date Received	Public Questions to the Town Council	Submitted By
09.06.2026	The cost of the fob and why we can't activate the fob between 1st April – Sept for £50. This is when it would be most used. Request to review the 2 hour free access when setting budgets. Make access easier, would improve security with more trusted boat owners using the pontoon more regularly.	I Nicholson

Members considered the request alongside the current pricing structure. As the precept and budget for 2026/27 have already been agreed, no further action can be taken at this stage.

Members also reviewed the pontoon and the expenditure associated with its maintenance and agreed that the existing pricing structure appropriately reflects the varying periods of use with a reduced fee applied September to March due to lower seasonal demand.

Following a unanimous vote, it was proposed by Councillor Gillies, seconded by Councillor Stoyel and **RESOLVED** to acknowledge the suggestion and agree to review the fees and charges when setting the budgets for 2027/28.

The Chairman confirmed a second question had been received.

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

Date Received	Public Questions to the Town Council	Submitted By
05.06.2026	I wish to apply for the grass around the toddlers park outside Dartmoor View PL12 6WF to be added to your grass cutting schedule which already covers an area in Dartmoor View so the required equipment is used in the vicinity.	Resident

At the Chairman's invitation, the Office Manager/Assistant to the Town Clerk explained that, until recently, the grass had been maintained by a group of residents; however, they are no longer able to continue this work.

A title deed search had been carried out, confirming that the land does not fall under the responsibility of Saltash Town Council, as it is owned by Persimmon Homes.

The Town Clerk had advised the OM/AttTC that the Town Council does not have the resources to take on any additional maintenance that does not fall within the Town Council's responsibility.

Following a unanimous vote, it was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to respond to the resident confirming the ownership of the land, and to write to Persimmon Homes, as the landowner, on behalf of the Town Council requesting that they undertake appropriate maintenance of the land.

29/26/27 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 30 APRIL 2026 AS A TRUE AND CORRECT RECORD.

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

Following a vote (11 in favour, 0 against, 1 abstentions), it was proposed by Councillor Gillies, seconded by Councillor Johns and **RESOLVED** that the minutes of the Services Committee held on 30 April 2026 were confirmed as a true and correct record.

30/26/27 TO RECEIVE AND APPROVE THE MINUTES OF THE FOLLOWING CLOSED SUB COMMITTEES AS A TRUE AND CORRECT RECORD AND REVIEW ANY OUTSTANDING ACTIONS:

a. Property Maintenance held on 25 September 2025;

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

Members received the minutes of the Property Maintenance Sub Committee held on 25 September 2025, and considered outstanding actions identified and contained within the circulated report.

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

1. That the minutes of the Property Maintenance Sub Committee held on 25 September 2025 were confirmed as a true and correct record;
2. To note that the Development and Engagement Manager and Waterside Sheds and Public Toilets Working Group continue to review the heads of terms and report back to a future Services Committee meeting;
3. To note all Property Maintenance Sub Committee resolutions have been actioned and now fall within the Services Committee's remit.

b. Station Property Sub Committee held on 29 September 2025;

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

Members received the minutes of the Station Property Sub Committee held on 29 September 2025, and considered outstanding actions identified and contained within the circulated report.

Members discussed the options explored to date to identify the most suitable solution for providing sun cover, subject to approval from GWR and compliance with track regulations and health and safety.

Further discussion took place regarding the installation of Solar PV. Cllr Bickford advised that this work could be appropriately aligned with any required external repainting of the building, in accordance with the five-year repair and maintenance plan. This approach would enable associated costs, such as scaffolding, to be shared, particularly in light of GWR restrictions when undertaking works in proximity to the railway line.

Following discussion, and prior to reaching a resolution, Members requested that the proposals relating to Solar PV and the potential installation of a canopy for Trackside Café be considered and resolved separately.

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

1. That the minutes of the Station Property Sub Committee held on 29 September 2025 were confirmed as a true and correct record;
2. To continue to permit Trackside Café patrons to access Isambard House car park during operational hours;
3. To continue to permit GWR general station maintenance team access to the car park when visiting Saltash to undertake routine maintenance work at the station.

Sun Cover / Canopy

Following a vote (7 in favour, 4 against, 1 abstained) it was **RESOLVED** that Councillors Bullock and Bickford continue to liaise with Trackside Café to identify feasible options for sun cover, that permission for installation be sought from GWR via the Guildhall office, and that a report outlining feasibility and associated costs be presented to a future meeting of the Services Committee.

Solar PV

Following a vote (9 in favour, 3 against, 0 abstained) it was **RESOLVED** that the Solar PV Working Group continue to develop Solar PV options and report back to a future Services Committee meeting on costs, logistics and proposed specifications.

31/26/27 TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

32/26/27 TO RECEIVE THE PROPERTY MAINTENANCE 5 YEAR PLAN AND CONSIDER ANY ACTIONS ANY ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

33/26/27 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

34/26/27 TO REVIEW THE SERVICES BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;

It was **RESOLVED** to note.

35/26/27 TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

a. Departmental Report;

It was **RESOLVED** to note.

b. Grounds Maintenance Works;

Nothing to report.

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.

Nothing to report.

36/26/27 TO RECEIVE A TOWN COUNCIL S106 APPLICATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of the report circulated within the reports pack.

Members discussed their support for the S106 application funding towards the Christmas Light Display expenditure.

Following a vote (10 in favour, 0 against, 2 abstained) it was proposed by Councillor Mortimore, seconded by Councillor Nowlan and **RESOLVED** to support the Town Council application to the S106 panel for consideration of granting funds of £26,653.40 to cover the hire of product, installation removal and storage of the Town Council's Christmas Light Display for 2026.

37/26/27 TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

38/26/27 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.

39/26/27 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

40/26/27 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

41/26/27 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 Bullock, seconded by Councillor Johns and **RESOLVED** to issue a Press and Social Media release to promote the election of the Chair and Vice-Chair for the Services Committee, detailing their roles and the remit of the committee.

DATE OF NEXT MEETING

Thursday 10 September 2026 at 6.30 pm

Rising at: 7.22 pm

Signed: _____
Chairman

Dated: _____

To receive a recommendation from the Policy and Finance Committee and consider any actions and associated expenditure.

Report to:

Services

Date of Report:

16.07.2026

Officer Writing the Report:

Administration Officer

Pursuant to:

P&F held on 7.07.26 Minute nr.49/26/27 point 8.

Officer's Recommendations

Members are asked to consider and approve that the cost of the external PA system of £2,158.21 be funded from budget code 6414 GH Equipment (Guildhall), negating the need for a budget virement to budget code 6287 EMF Website as recommended by the P&F Committee.

Report Summary

At the meeting of the Policy & Finance Committee held on 7 July 2026, Members resolved to utilise funds from an interim budget - budget code 6287 EMF Website to facilitate priority technology improvements, including audio-visual and public address (PA) equipment, enabling the works to proceed without delay.

The original recommendation included virement of associated costs from budget code 6414 GH Equipment (Guildhall) to budget code 6287 EMF Website to support the various upgrades. Since that decision, the project has developed and the Town Council has explored alternative in-house PA solutions together with improvements to internal technology systems to enhance live streaming and audio quality within the Long Room, rather than the Council Chamber.

As a result, expenditure from budget code 6287 EMF Website has not been required for many of the proposed improvements contained within the Audio Visual, Democratic Services, Telephony and Internet Provisions report apart from the external PA system.

The cost of the external PA system remains outstanding and is yet to be paid.

It is therefore recommended that the cost of the external PA system at a total cost of £2,158.21 be met directly from budget code 6414 GH Equipment (Guildhall), rather than undertaking a virement to an alternative budget code which is no longer required for the wider project.

Budgets

Budget Code:

6414 GH Equipment (Guildhall)

Budget Availability:

£10,069

Signature of Officer:

Administration Officer

Objective	What we will deliver	Lead Officer	Resources	Ongoing	Year	What we achieved	Completed	Already do
Revitalise and Improve Signage - Improved maintenance - Fix if required - Identify areas for new / improved signage	Improved maintenance Fix if required Identify areas for new / improvements	Office Manager, Communications and Engagement Officer, Operations Manager		N/A	Review 3 / 4 Year	Currently reviewing existing signage and considering opportunities for improved and additional signage Contacted Treledan Developers regarding the installation of a new noticeboard within Treleden. Subject to their approval, they are happy for STC to send across the relevant details. CC Highways confirmed cleaning can progress and continuing to liaise with CC to find suitable solution for improved signage. Confirmed Town Council insurance covers works for SD Team to clean subject to Risk Assessments being in place. Review of signage ongoing and report to be received at future Services meeting. Cornwall Council Highways Team have been contacted regarding associated costs and permissions for additional / new signs. Discussions continue with GWR regarding signage at Saltash Railway Station. S106 funding confirmed can be used for signs on the basis that funding is only for signage directing people to Fore Street/Town Centre. Finger point signs are to be explored. Services agreed to delegate to P&GA and Cllr Bickford to progress. S106 application has been drafted and work continues to improve signage identified. Signage scheduled to be cleaned end of June early July with further signs identified for cleaning in Pillmere. Progress has been made on the design of the Welcome to Saltash sign at the lower end of Fore Street. Quotes have been obtained for new fingerpost signs and Cllr Bickford is liaising with Community Shed.	Completed	
Promote Saltash as a vibrant and welcoming visitor destination	Improve communications, publicity and marketing of Saltash and increase footfall / tourism.	Office Manager, Communications and Engagement Officer, Operations Manager		Ongoing	Review 3 / 4 Year	Continued work with keystakeholders for the delivery of a Saltash leaflet and Town Visitor Guide Banners for events procured Advertisement for Shop Your Town Parishioners and Civic Awards approved by the Town Council. Positive results from Shop Your Town and Civic Awards being held in conjunction to Annual Parishioners Meeting. Saltash Leaflet delivered and being distributed across Cornwall. Admin have passed to local organisations such as Saltash Studios, Mary Newmans Cottage / Elliot Stores and internally to Saltash Library and neighbouring Libraries. Leaflets have been monitored and received a positive response in pick up with statistics expected to be received by Town Team Working group at the end of summer. Plymouth Boat Trips has returned to Saltash Jubilee Pontoon Communications data as attached The additional CCTV camera at Carkeel has been successfully installed and commissioned, funded through the Office of the Policy and crime Commissioner (OPCC) Grant Scheme. The total project cost exceeded the POCC grant award by £2,988.26 solely for the installation, which has been met by Saltash Town Council. Saltash Chronicles open day for May Fair and Saltash Regatta, with further open days offered to the volunteer team. P&GA is continuing work on the Town Visitor Guide, working with Bamboo Publishing on content and publication requirements, and looking at ways to incorporate the Saltash Chronicles. Content has been drafted for the Heritage Board Trail.	Completed	

Services Committee - Service Delivery Budget 2026-27

Saltash Town Council

For the 4 months ending 31 July 2026

Account	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
Service Delivery Operating Income				
Grounds & Premises Income				
4500 SE Allotment Rents	5,147	5,045	5,342	(297)
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	128	134
Total Grounds & Premises Income	6,664	5,733	5,897	(164)
Town & Waterfront Income				
4520 SE Waterside Income - Trusted Boat Scheme	1,250	1,250	1,917	(667)
4521 SE Waterside Income - Annual Mooring Fees	11,605	16,880	14,025	2,855
4522 SE Waterside Income - Daily Mooring Fees	700	650	225	425
Total Town & Waterfront Income	13,555	18,780	16,166	2,614
Total Service Delivery Operating Income	20,219	24,513	22,063	2,450
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	4,600	7,400
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	417	2,742
6526 SE Tools, Equipment & Materials (Store & All Areas)	5,421	5,520	825	4,695
6529 SE Refuse Disposal	6,560	6,948	1,735	5,213
6530 SE Allotment Software Subscription	420	508	420	88
6531 SE Public Toilet Commercial Cleaning	37,826	42,175	13,068	29,107
Total Grounds & Premises Expenditure	82,790	89,795	23,879	65,916
Longstone Expenditure				
7101 LO Water Rates - Longstone	3,776	2,434	466	1,968
7103 LO Electricity - Longstone	1,793	1,691	236	1,455
7104 LO Fire & Security Alarm & CCTV - Longstone	831	1,159	645	514
7107 LO Rent - Longstone	4,680	6,780	1,560	5,220
7108 LO Cleaning Materials & Equipment - Longstone	603	377	166	211
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	602	688
7123 LO Annual Keyholding Service	0	184	151	33
6673 ST SE Services Delivery - Clothing	1,555	2,599	328	2,271

Account	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
6674 ST SE Services Delivery - Mobiles	1,662	2,244	742	1,502
6675 ST SE Services Delivery Staff Travelling Expenses	1,628	2,160	15	2,145
Total Longstone Expenditure	21,041	27,013	4,921	22,092

Town & Waterfront Expenditure

6504 SE Street Furniture (Maintenance)	903	2,673	423	2,250
6505 SE Street Lighting	257	802	34	768
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	3,613	7,613
6527 SE Salt Bins Refill	495	575	0	575
6528 SE Pontoon Accommodation	5,841	1,388	472	916
6534 SE Pontoon Broadband	286	299	127	172
6535 SE Annual Keyholding Service	0	184	151	33
Total Town & Waterfront Expenditure	26,749	26,974	5,581	21,393

Total Service Delivery Operating Expenditure	130,579	143,782	34,382	109,400
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Total Service Delivery Operating Surplus/ (Deficit)	(110,360)	(119,269)	(12,318)	(106,951)
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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
Total Grounds & Premises EMF Expenditure	11,169	216,238	0	216,238

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
Total Longstone EMF Expenditure	0	18,038	0	18,038

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
6582 SE EMF Town War Memorial	0	16,978	0	16,978

Account	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
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 (CCTV)	50,045	33,660	10,207	23,453
Total Town & Waterside EMF Expenditure	210,594	180,254	12,721	167,533
Total Service Delivery EMF Expenditure	221,763	414,530	12,721	401,809
Total Service Delivery Expenditure (Operational & EMF)	352,342	558,312	47,103	511,209
Total Service Delivery Budget Surplus/ (Deficit)	(332,123)	(533,799)	(25,039)	(508,760)

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

<u>Key</u>
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 4 months to 31 July 2026

Account	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
Guildhall Operating Income				
4200 GH Income - Guildhall Bookings	1,936	2,076	302	1,774
4201 GH Income - Guildhall Refreshments	267	251	82	169
4206 GH Income - Guildhall Photocopying Income	73	4	9	(5)
Total Guildhall Operating Income	2,275	2,331	392	1,939

Guildhall Operating Expenditure				
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	241	5,694
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	500	938
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	1,332	3,824
6413 GH Refreshment Costs - Guildhall	243	254	40	214
6414 GH Equipment - Guildhall	2,836	10,378	304	10,074
6421 GH Annual Keyholding Service	0	184	151	33
Total Operating Expenditure	28,550	45,693	14,199	31,494

Total Guildhall Operating Surplus/ Deficit	(26,275)	(43,362)	(13,807)	(29,555)
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Guildhall EMF Expenditure				
6418 GH EMF Legal & Professional Fees	0	2,088	0	2,088
6470 GH EMF Guildhall Maintenance	7,131	40,998	0	40,998
Total Guildhall EMF Expenditure	7,131	43,086	0	43,086

Total Guildhall Expenditure (Operational & EMF)	35,681	88,779	14,199	74,580
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Total Guildhall Budget Surplus/ (Deficit)	(33,406)	(86,448)	(13,807)	(72,641)
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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 4 Months ending 31 July 2026

Account	Prior YTD 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
Library Operating Income				
4517 LI Library - Replacement Membership Cards	25	50	0	50
4518 LI Library - Photocopying Fees	1,255	600	55	545
4524 LI Library Book Sales	250	130	0	130
Total Library Operating Income	1,530	780	55	725
Library Operating Expenditure				
6900 LI Rates - Library	13,339	13,597	11,760	1,837
6901 LI Water Rates - Library	415	418	103	315
6902 LI Gas - Library	2,120	4,500	223	4,277
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	572	1,128
6909 LI Boiler Service & Maintenance - Library	1,006	939	0	939
6910 LI General Repairs & Maintenance - Library	2,359	2,605	456	2,149
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	55	1,814
6922 LI Library Activities	2,470	2,500	138	2,362
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
Total Operating Expenditure	52,002	57,439	26,436	31,003
Total Library Operating Surplus/ Deficit	(50,472)	(56,659)	(26,380)	(30,279)
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	72,309	48,840
6972 LI EMF Library Equipment & Furniture	0	5,686	3,507	2,179
DO NOT USE 6974 LI EMF Library Funding	0	0	0	0
6976 LI EMF Library General Maintenance	827	7,473	0	7,473
Total Library EMF Expenditure	27,303	155,848	84,915	70,933
Total Library Expenditure (Operational & EMF)	79,305	213,287	111,351	101,936
Total Library Budget Surplus/ (Deficit)	(77,775)	(212,507)	(111,295)	(101,212)

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 4 Months ending 31 July 2026

Account	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
Isambard House Operating Income				
4301 SA Isambard House - Bookings	5,550	4,925	2,185	2,740
4302 SA Isambard House - Refreshment Income	403	120	36	84
4305 SA Isambard House - Event Ticket Sales	0	1,575	0	1,575
Total Isambard House Operating Income	5,953	6,620	2,221	4,399
Isambard House Operating Expenditure				
6800 SA Rates - Isambard House	3,842	4,108	3,890	218
6801 SA Water Rates - Isambard House	(691)	741	239	502
6802 SA Gas - Isambard House	458	650	70	580
6803 SA Electricity - Isambard House	4,375	6,000	1,327	4,673
6804 SA Fire & Security Alarm - Isambard House	593	1,004	619	385
6808 SA Cleaning Materials & Equipment - Isambard House	1,109	1,350	604	746
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
Total Operating Expenditure	11,623	19,041	7,029	12,012
Total Isambard House Operating Surplus/ (Deficit)	(5,670)	(12,421)	(4,808)	(7,613)
Isambard House EMF Expenditure				
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
Total Isambard House EMF Expenditure	10,922	55,870	0	55,870
Total Isambard House Expenditure (Operational & EMF)	22,545	74,911	7,029	67,882
Total Isambard House Budget Surplus/ (Deficit)	(16,592)	(68,291)	(4,808)	(63,483)

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 4 months to 31 July 2026

Account	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
Maurice Huggins Operating Income				
4207 MA Maurice Huggins Room Income	1,178	1,400	2,060	(660)
Total Maurice Huggins Operating Income	1,178	1,400	2,060	(660)
Maurice Huggins Operating Expenditure				
7000 MA Rates	429	445	392	53
7001 MA Water Rates	321	454	100	355
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	0	1,719
7021 MA Annual Keyholding Service	0	184	151	33
Total Maurice Huggins Operating Expenditure	2,106	4,759	1,334	3,425
Total Maurice Huggins Operating Surplus/ (Deficit)	(929)	(3,359)	726	(4,085)
Maurice Huggins EMF Expenditure				
6472 MA EMF Maurice Huggins Room	0	4,823	0	4,823
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	606
Total Maurice Huggins EMF Expenditure	0	5,429	0	5,429
Total Maurice Huggins Expenditure (Operational & EMF)	2,106	10,188	1,334	8,854
Total Maurice Huggins Budget Surplus/ (Deficit)	(929)	(8,788)	726	(9,514)

- 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

Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only												
Page 26	Item	Budget Code	Actual Spent Prior Year	Budget	Actual Spent YTD	Budget Left	Planned/ Committed (Excluded from Budget Left)	Budget				Red text = Notes for considerations Purple text = New Code Blue text = Barron Surveying recommendations Oct 24 Green text = Barron Surveying recommendations June 25 (Priority 1 = 2026/27, Priority 2 = 2027/28 & 2028/29, Priority 3 = 2029/30 & 3030/31
			2025/26	2026/27	2026/27	2026/27	2026/27	2027/2028	2028/2029	2029/2030	2030/2031	
Cemeteries												
		EMF										
Burial Authority - Churchtown	6070 BA EMF Churchtown Cemetery Capital Works	£0.00	£7,472.00	£0.00	£7,472.00		£1,500.00	£0.00	£0.00	£0.00		
Churchtown Cemetery TOTAL												
		TOTAL	£0.00	£7,472.00	£0.00	£7,472.00	£0.00	£1,500.00	£0.00	£0.00	£0.00	
Joint Burial Board - St Stephens	6170 BB EMF General Maintenance	£0.00	£15,334.00	£0.00	£15,334.00		£3,000.00	£0.00	£0.00	£0.00	Rebuilding stone wall £15,763 (May 23)	
St Stephens Cemetery TOTAL												
		TOTAL	£0.00	£15,334.00	£0.00	£15,334.00	£0.00	£3,000.00	£0.00	£0.00	£0.00	
Guildhall - Major works												
		EMF									All major works completed in 17/18	
External repairs and maintenance	6470 GH EMF Guildhall Maintenance	£2,463.00	£22,588.00	£0.00	£22,588.00						Completed 2025/26 repairs to external drain £2,463	
Exterior - Decoration			£7,400.00	£0.00	£7,400.00		£7,400.00	£7,400.00	£7,400.00	£7,400.00	Allow for building wash in 3 years P2 £3,000 and re-paint in 6 years P4 £42,000 = Total £45,000 less £8,000 precept 2025/26 = £37,000 split over 5 years	
Internal guildhall decorations works		£3,486.00	£10,000.00	£0.00	£10,000.00		£10,000.00	£10,000.00			Full decoration last completed June 2018. Completed 2025/26 repairs to stairwell wall £3,486 The Building internally is deteriorating in some areas requiring plastering works and decoration. Is this something that could be done in-house and how will the cost be covered?	
Interior - Carpet renewal / replacement			£1,000.00	£0.00	£1,000.00		£1,000.00				Completed 2013-2018, to be reviewed for 2025/26. (Upstairs office Aug 18 £1,245). Prioritise heavy traffic areas Carpet stretching or replacement required - stretch or replace £3,000 less precept 2025/26 £1,500 Members agreed to increase the 2026/27 & 2027/28 budget to £1,000	
Professional Fees for the above	6418 GH EMF Legal & Professional Fees	£0.00	£2,088.00	£0.00	£2,088.00		£2,088.00	£2,088.00			Budget 12% of estimated project cost (estimated Exterior £45,000 + contingency for other works £7,000 = £52,000)	
Passenger Lift (Insurance requirement to check every Six Months) Emergency EMF	6412 Lift Service & Maintenance (operational code not EMF)	£3,012.00	£5,156.00	£1,332.00	£3,824.00		£4,487.00	£4,711.35	£4,946.92	£5,194.26	All works quoted to be signed off by insurers. (Otis monthly fee £223.68) . (Budget YoY +5%)	
5 Yearly Electrical Inspection	6410 GH General Repairs & Maintenance - Guildhall (operational code not EMF)	£1,558.00	£1,000.00	£0.00	£1,000.00		£0.00	£0.00	£0.00	£0.00	Pyramid June 22 (Cert £650) Next inspection due 2026/27	
Guildhall - Major works TOTAL												
		TOTAL	£10,519.00	£49,232.00	£1,332.00	£47,900.00	£0.00	£24,975.00	£24,199.35	£12,346.92	£12,594.26	

Red text = Notes for considerations
Purple text = New Code
Blue text = Barron Surveying recommendations Oct 24
Green text = Barron Surveying recommendations June 25 (Priority 1 = 2026/27, Priority 2 = 2027/28 & 2028/29, Priority 3 = 2029/30 & 3030/31

Page 27

Library

Item	Budget Code	Actual Spent Prior Year	Budget	Actual Spent YTD	Budget Left	Planned/ Committed (Excluded from Budget Left)	Budget				Comments
		2025/26	2026/27	2026/27	2026/27	2026/27	2027/2028	2028/2029	2029/2030	2030/2031	
	EMF										
Roof replacement and repair			£0.00			£0.00	£0.00	£0.00	£0.00	£0.00	£54,760.40 spent on Roof replacement and repair in year 2019/20
Replace curtain walling and windows including Mezzanine Windows	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£14,972.00	£0.00	£0.00	£0.00						Budget code 6971 = £264,752 (Original Total Amount) Includes £200,000 loan received 1st April 2022 . Annual repayment cost <u>approx</u> £25,000 (£20,000 + interest £3,509 YE 2026). Balance of loan at 31 March 2026 £130,000. Due to be repaid in full April 2032. Project for Horizon Home Improvements £149,718 (2023/24 £74,859 + 2024/25 £59,887 + 2025/26 £14,972). Funding received from CC £15k December 2024
Other Costs		£1,254.55	£0.00	£0.00	£0.00						Total Spent to 2025/26 (including Zurich Insurance, CC Building control)
Additional staff toilet	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£8,684.96	£121,149.00	£77,178.00	£43,971.00	£1,680.49					Contractor costs £65,539 (2.5% retention held until 30-12-26 £1,680.49) Hire of Wesley Church 13 weeks £5,590
Seating area / vending machine											Supply and Installation of smoke detectors £851.88 Supply and installation of external CCTV £2,713.91
Mechanical Extract Fan to Kitchen and Toilets											Reinstallation of internal CCTV £1,303.45 Cornwall Council to test and reconnect CC network £475.46
Public fully accessible toilet											Misc costs (Move STC network equipment and reinstall, replace wall clock, internal clean of windows) £704 Vending machine options are being explored
Roof	6976 LI EMF Library General Repairs & Maintenance (New code to separate General Maintenance from Internal Refurbishment)	£300.00	£600.00	£0.00	£600.00	£6,482.00	£1,350.00	£1,350.00	£1,850.00	£1,850.00	Committed Cost PON 8574 Stormforce Roofing - repair to roof £6,482. Insufficient budget available. Virement to be recommended at next Library meeting Make allowance for some patch repairs. to roof - P2 £1,500 & P3 £2,500 Periodic access and clearance of gutter outlets. Assume twice yearly. Likely to require MEWP access - P1 £600. P2 £1,200 & P3 £1,200
Gutters and Downpipes			£2,223.00		£2,223.00						Replace broken brackets P1 £250 (Budgeted £150 2025/26) Roof outlet repairs required as Barron Surveying Services letter 4th June 2025. Budget allows for a tower scaffold access
Fascia's and Soffits			£3,400.00		£3,400.00			£1,250.00	£1,250.00	£1,250.00	Thorough clean of self-finished boards to remove moss. Prepare and paint concrete overhang. Allowance made for cherry picker access. P1 £3,650. P3 £3,650 (Budgeted £3,400 2025/26)
External Wall			£250.00		£250.00						Flexible filler into cracks, close matching colour. (Budgeted £250 2025/26)
Windows and Doors			£1,000.00		£1,000.00				£500.00	£500.00	4no. Metal or timber windows - prepare and paint. P1 £1,000. P3 £1,000 (Budgeted £1,000 2025/26)
Internal									£750.00	£750.00	Piecemeal repairs to carpet tile areas P3 £1,500
Professional Fees for Library Internal improvements	6918 EMF Legal & Professional Fees	£1,565.00	£21,540.00	£9,099.00	£12,441.00	£9,895.00	£0.00	£0.00			Replacement curtain windows - Bailey Partnership Total Fee £200k x 11.5% = £23k. 2022/23 £8,050 2023/24 £6,900 and committed £8,050 Committed costs £1,845 PON 8567 (Bailey Partnership oversee repairs to roof) Library Sub-committee agreed at precept planning no budget required Budget 12% of project cost
5 Yearly Electrical Inspection	6910 LI General Repairs & Maintenance - Library (operational code not EMF)	£0.00	£1,000.00		£1,000.00		£0.00	£0.00	£0.00	£0.00	Pyramid March 21 (Cert £460, no remedial work required) Next inspection due Mar 26
Library TOTAL	TOTAL	£26,776.51	£151,162.00	£86,277.00	£64,885.00	£18,057.49	£1,350.00	£2,600.00	£4,350.00	£4,350.00	

Red text = Notes for considerations

Purple text = New Code

Blue text = Barron Surveying recommendations Oct 24

Green text = Barron Surveying recommendations June 25 (Priority 1 = 2026/27, Priority 2 = 2027/28 & 2028/29, Priority 3 = 2029/30 & 3030/31)

Page 28

Item	Budget Code	Actual Spent Prior Year	Budget	Actual Spent YTD	Budget Left	Planned/ Committed (Excluded from Budget Left)	Budget				Red text = Notes for considerations Purple text = New Code Blue text = Barron Surveying recommendations Oct 24 Green text = Barron Surveying recommendations June 25 (Priority 1 = 2026/27, Priority 2 = 2027/28 & 2028/29, Priority 3 = 2029/30 & 3030/31
		2025/26	2026/27	2026/27	2026/27	2026/27	2027/2028	2028/2029	2029/2030	2030/2031	Comments
Maurice Huggins Room	EMF										RFO ADVISES NOT BUDGETING FOR BUILDING RELATED COSTS AS STC HAS AN IMPLIED TENENACY AT WILL AND NO FORMAL WRITTEN AGREEMENT.
External & Internal repairs and decorations	6472 MA EMF Maurice Huggins Room	£0.00	£3,073.00	£0.00	£3,073.00		£0.00	£0.00	£0.00	£0.00	Tenancy At Will - New contract subject to Devolution agreement
Gutters and Downpipes		£0.00	£300.00	£0.00	£300.00		£0.00	£0.00	£0.00		Check gully for blockages and clean & clear thorough annually P1 £200. P2 £200. P3 £200 (Budgeted £300 2025/26)
Fascia's and Soffits		£0.00	£300.00	£0.00	£300.00				£0.00		Thorough wash and paint P1 £300. P3 £300 (Budgeted £300 2025/26)
Walls		£0.00	£1,000.00	£0.00	£1,000.00		£0.00				Prepare and paint
Windows and Doors		£0.00	£150.00	£0.00	£150.00						Repair cladding board (Budgeted £150 2025/26)
Professional Fees for the above	7018 MA EMF Legal & Professional Fees	£0.00	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00	Budget 12% of project cost
5 Yearly Electrical Inspection	7010 MA General Repairs & Maintenance (operational code not EMF)	£0.00	£0.00	£0.00	£0.00		£500.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £200 and remedial work carried out £130) Next inspection due Aug 28
Maurice Huggins Room TOTAL	TOTAL	£0.00	£4,823.00	£0.00	£4,823.00	£0.00	£500.00	£0.00	£0.00	£0.00	
SERVICES											
Longstone Park Depot	EMF										
External & Internal repairs and decorations	7170 EMF Longstone Depot Capital Works	£0.00	£3,288.00	£0.00	£3,288.00						Leased from Cornwall Council. New lease from June 26 for 24 years with break clause . STC rent at £6,750 per annum plus insurance £125 per annum.
Roof Coverings		£0.00	£150.00	£0.00	£150.00		£150.00		£150.00		Cut back vegetation from roof edge P1 £150. P2 £150. P3 £150 (Budgeted £150 2025/26)
Gutters and Downpipes		£0.00	£100.00	£0.00	£100.00						Repair downpipe (Budgeted in 2025/26)
Fascia's and Soffits		£0.00	£500.00	£0.00	£500.00				£500.00		Paint timber fascia and barge boards
External Walls		£0.00	£2,600.00	£0.00	£2,600.00				£2,600.00		Prepare and paint (Budgeted £2,600 in 2025/26)
External Walls		£0.00	£1,000.00	£0.00	£1,000.00						Tap test render on this elevation. If hollow, render replacement will be necessary. Allowance for tap test investigation only (Budgeted £1,000 2025/26)
Windows and Doors		£0.00	£0.00	£0.00	£0.00				£500.00		Prepare and paint timber door included.
Internal		£0.00	£6,400.00	£0.00	£6,400.00						Remove all de-bonded render off concrete wall left hand elevation. Re-render. Remove ceiling boards in store along length of wall. Inspect joists. Treat and repair as necessary. Reinstate ceilings. Note - full scope of work not known until render removal is underway and timbers exposed. Budget allowance. Tap test shows front corner behind downpipe is hollow and estimate 25% of render area across this wall. (Budgeted £6,400 2025/26)
Windows and Doors Garage Roller Shutter Door		£0.00	£3,000.00	£0.00	£3,000.00				£2,000.00		Safety works undertaken in Feb 2024 & serviced in July 2025. Potential need for a replacement door in P3. 2029/30. Estimated cost £5,000 (Budgeted £3,000 2025/26)
Professional Fees for the above	7122 EMF Legal & Professional Fees (Longstone)	£0.00	£1,000.00		£1,000.00		£1,000.00	£1,000.00	£1,000.00	£1,000.00	Estimate 12% of project cost for professional fees
5 Yearly Electrical Inspection	7110 LO General Repairs & Maintenance - Longstone (operational code not EMF)	£0.00	£0.00	£0.00	£0.00		£1,000.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £300 and remedial work carried out to Office & Pump Shed £381) Next inspection due Aug 28
Longstone Park Depot TOTAL	TOTAL	£0.00	£18,038.00	£0.00	£18,038.00	£0.00	£2,150.00	£1,000.00	£6,750.00	£1,000.00	

Page 29	Item	Budget Code	Actual Spent Prior Year	Budget	Actual Spent YTD	Budget Left	Planned/ Committed (Excluded from Budget Left)	Budget				Red text = Notes for considerations Purple text = New Code Blue text = Barron Surveying recommendations Oct 24 Green text = Barron Surveying recommendations June 25 (Priority 1 = 2026/27, Priority 2 = 2027/28 & 2028/29, Priority 3 = 2029/30 & 3030/31
			2025/26	2026/27	2026/27	2026/27	2026/27	2027/2028	2028/2029	2029/2030	2030/2031	Comments
	Public Toilets	EMF										
	Waterside Redevelopment of toilet block to improve facilities	6580 SE EMF Public Toilets (Capital Works)	£0.00	£26,398.00	£0.00	£26,398.00						Property Maintenance 26.09.24 26/24/25 To RECOMMEND to the Services Committee to be held on 10 October to provide delegated authority to the Town Clerk to further engage with Network Rail to start the 99-year lease proceedings for the Waterside toilets and sheds; Quote £127,250 (to include planning applic/building regs fees, pre-demolition survey and building cost
	Alexandra Square Redevelopment of toilet block to improve facilities		£0.00	£0.00		£0.00						Tenancy at Will. 99 years from 13-11-17 Cornwall Council. (Terms: external painting every 5 years and internally every 3 years)
	Longstone Redevelopment of toilet block to improve facilities		£0.00	£0.00		£0.00						Leasehold 99 years from 01-02-2018 Cornwall Council.
	Belle Vue Redevelopment of toilet block to improve facilities		£0.00	£0.00		£0.00						Leasehold 99 years from 01-02-2018 Cornwall Council.
	Professional Fees for above Waterside Toilet project	6595 SE EMF Legal & Professional Fees (Grounds & Premises)	£0.00	£0.00	£0.00	£0.00						Fees 15% of project cost (£120,250) = £18,000
	Public Toilets TOTAL	TOTAL	£0.00	£26,398.00	£0.00	£26,398.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Waterside Sheds	EMF										PROJECT ON HOLD UNTIL FURTHER NOTICE
	Redevelopment of Waterside Sheds 1 - 6	6596 SWE EMF Waterside Sheds (Capital Works)	£0.00	£0.00		£0.00						Quote £231,700 (to include planning applic/building regs fees, pre-demolition survey and building cost
	Professional fees for above		£0.00	£0.00		£0.00						Quote Fees 12% of project cost (£263,200) = £31,500
	Redevelopment of Single Shed over road between pillars		£0.00	£0.00		£0.00						Quote £32,900 (to include planning applic/building regs fees, pre-demolition survey and building cost
	Professional fees for above		£0.00	£0.00		£0.00						Quote Fees 12% of project cost (£29,400) = £3,550
	Waterside Sheds TOTAL	TOTAL	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Heritage Building	EMF										
	External repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre	£8,009.00	£27,957.00	£0.00	£27,957.00						2023/24 £1,473 replace guttering including scaffolding 2025/26 £8,089 Repairs to front elevation
	Roof			£4,400.00	£0.00	£4,400.00	£4,400.00	£4,400.00	£4,400.00	£4,400.00		Plan to strip and recover the roof in the foreseeable future. P3 £22,000
	Building Exterior			£15,000.00	£0.00	£15,000.00						REAR ELEVATION Barron Surveying Services letter 17th October 2024 and scope of work for external decoration and repair. Make plans to carry out the work P1 £15,000
	Building Exterior			£0.00	£0.00	£0.00						At tender through STC 2025 works anticipated Autumn 2025 P1 £12,000
	Professional fees for above	6595 SE EMF Legal & Professional Fees (Grounds & Premises)	£1,753.84	£1,000.00	£0.00	£1,000.00	£1,000	£1,000	£1,000	£1,000		Estimate fees 12% of project cost
	Heritage Building TOTAL	TOTAL	£9,762.84	£48,357.00	£0.00	£48,357.00	£5,400.00	£5,400.00	£5,400.00	£5,400.00		

Page 30	Item	Budget Code	Actual Spent Prior Year	Budget	Actual Spent YTD	Budget Left	Planned/ Committed (Excluded from Budget Left)	Budget				Red text = Notes for considerations Purple text = New Code Blue text = Barron Surveying recommendations Oct 24 Green text = Barron Surveying recommendations June 25 (Priority 1 = 2026/27, Priority 2 = 2027/28 & 2028/29, Priority 3 = 2029/30 & 3030/31																
			2025/26	2026/27	2026/27	2026/27	2026/27	2027/2028	2028/2029	2029/2030	2030/2031	Comments																
Outdoor Land and Fences												EMF																
Victoria Gardens	6588 SE EMF Victoria Gardens	£0.00	£14,481.00	£0.00	£14,481.00						Licence to Occupy from 17-04-23 to 17-09-23. Extended to 16-02-24. Future lease TBC Plans for devolution in discussion with CC																	
Pillmere land - Open spaces & trees	6591 EMF SE Open Spaces & Trees	£0.00	£32,012.00	£0.00	£32,012.00	£5,000.00	£3,000.00	£0.00	£0.00	£0.00	Tree / Hedge / Pathway / Fencing maintenance works. Committed cost of £5,000 for Christmas Light event 26/27 if S106 funding not available (Services 15/26/27)																	
Playparks & Open Spaces	6571 SE EMF Saltash Recreation Areas	£0.00	£77,971.00	£0.00	£77,971.00		£25,000.00	£0.00	£0.00	£0.00	Honeysuckle Close, Grassmere Way, Ashton Way (STC responsibility), Harebell Close, Campion Close. 2023/24 Actual cost includes Friends of Summerfields match funding £10k and grant £1k Honeysuckle Close/Grassmere Way completed playparks £94,955. CIL 3 funding approved £75k. Contribution from STC £20k																	
Town War Memorial	6582 SE EMF Town War Memorial	£0.00	£16,978.00	£0.00	£16,978.00						Pursuant to Services 37/24/25 It was proposed by Councillor Bickford, seconded by Councillor Brady and RESOLVED to refer the refurbishment of the Borough War Memorial railings and gates to the Property Maintenance Sub Committee, to sit within the five-year plan setting meeting, for the year 2026/27 precept. Quotation received Dec 2024 £13,600																	
Outdoor Land and Fences TOTAL												TOTAL	£	-	£ 141,442.00	£	-	£ 141,442.00	£	5,000.00	£	28,000.00	£	-	£	-	£	-
Waterside Pontoon												EMF																
Pontoon Management	6584 SE EMF Pontoon Maintenance Cost	£116,672.00	£4,230.00	£2,200.00	£2,030.00		£2,000.00	TBC	TBC	TBC	Tenancy at will with CC. Mar 24 Decking works complete 2025/26 Costs for repairs due to storm damage £110,942. Insurance claim received £37,563 F Feb 26 Repairs to steel section of main frame & box section under walkway £5,730 Apr 26 Works to assess and verify quality of repairs due to storm damage £2,200 Future maintenance plans estimated £4k per year (Maintenance Schedule - Annual, 2 Yearly & 5 Yearly)																	
Waterside Pontoon TOTAL												TOTAL	£116,672.00	£4,230.00	£2,200.00	£2,030.00	£0.00	£2,000.00	£0.00	£0.00	£0.00							
Cornish Cross												EMF																
Cornish Cross Management	6593 SE EMF Cornish Cross (Maintenance)	£0.00	£5,217.00	£0.00	£5,217.00					£6,000.00	2023/24 Actual £5,780 includes torque load check £4,995. New colour changing flood light £494. Bar prestressing record last carried out 12.02.24. Next due Feb 2026 (2 years from last check) and then Feb 2031 (5 years from the 2 year check). Budget accordingly to cover cost																	
Cornish Cross TOTAL												TOTAL	£0.00	£5,217.00	£0.00	£5,217.00	£0.00	£0.00	£0.00	£0.00	£6,000.00							
Station (Isambard House)												EMF																
Station refurbishment	6873 A EMF General Repairs & Maintenance	£0.00	£49,187.00	£0.00	£49,187.00		£0.00	£0.00	£0.00	£0.00	Refurb works completed March 2020 Remaining funds for works to for solar PV, meter install																	
Building Exterior		£0.00	£2,000.00		£2,000.00		£2,000.00	£2,000.00			Rake out and fill cracking, prepare and paint render and all previously painted joinery including chimneys. P2 £10,000 (Budgeted £4,000 2025/26)																	
Building Exterior		£0.00	£0.00		£0.00						Minor touch up of windows (Budgeted £200 205/26)																	
Roof		£0.00									Re-roofed circa 2020. No work anticipated.																	
Gutters and Downpipes		£0.00									Metal Heritage style gutters and downpipes installed circa 2020. Self-finished colour. No work anticipated.																	
5 Yearly Electrical Inspection	6810 SA General Repairs & Maintenance - Isambard House (Operational code not EMF)	£0.00	£0.00		£0.00		£500.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £300) Next inspection due Aug 28																	
Station (Isambard House) TOTAL												TOTAL	£0.00	£51,187.00	£0.00	£51,187.00	£0.00	£2,500.00	£2,000.00	£0.00	£0.00							
GRAND TOTAL			£163,730.35	£522,892.00	£89,809.00	£433,083.00	£23,057.49	£71,375.00	£35,199.35	£28,846.92	£29,344.26																	

Service Delivery Team – Works Carried Out

St Stephens - 10th June 2026

Before	After
 A photograph showing a grassy area with several low, rectangular gravestones. The grass is overgrown and there are some flowers placed on the stones. The background shows more graves and trees.	 A photograph showing the same area after maintenance. The grass has been cut and the gravestones are more visible. The flowers are still present.

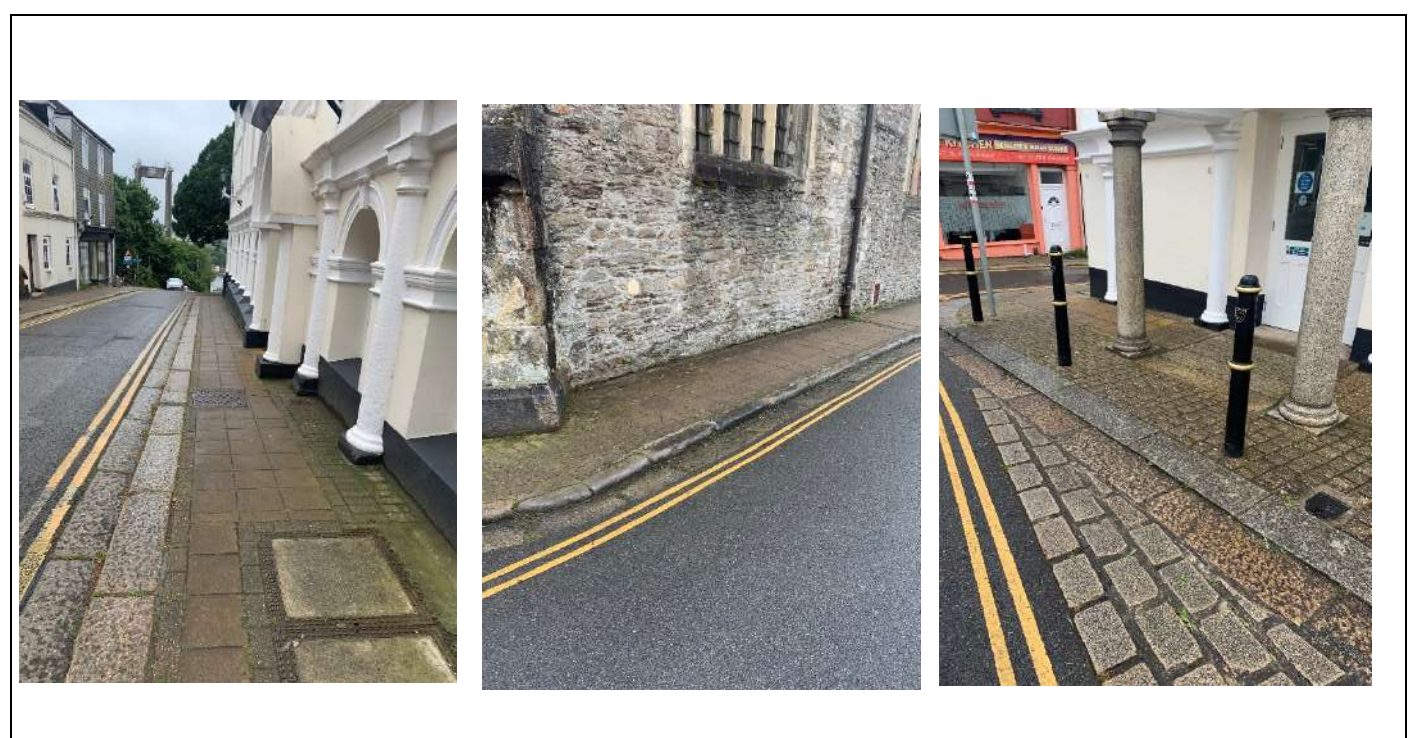
Old Ferry Road, Waterside and Pathways – 11th June 2026

Before	After
 A photograph showing a paved pathway next to a wall. The path is covered with a layer of dirt and debris, including plastic bottles and other trash. The wall is light-colored with a dark base.	 A photograph showing the same pathway after cleaning. The path is now clean and free of debris. The wall is still visible.
 A photograph showing a set of stone steps leading up a hill. The steps are covered with a layer of dirt and debris, including grass and weeds. A pink building is visible in the background.	 A photograph showing the same set of stone steps after cleaning. The steps are now clean and free of debris. The pink building is still visible in the background.

Noticeboards and Signs - 11th June 2026



Guildhall De-weeding – 11th June 2026





Waterside Walkway – 12th June 2026



Before



After



Before	After
	
	
	
	



Murder Plot – 19th June 2026

Before	After
	

Pillmere Paths - 19th June 2026

Before	After
 	 



Victoria Gardens Post - 30th June 2026

Before	After
	

St Stephens Church – 30th June 2026

Before	After
	

Alexandra Square Car Park – 30th June 2026

Before	After
	

St Stephens Churchyard – 2nd of July



St Nicholas and Peace Garden – 3rd July



North Road – 3rd of July 2026

Before	After
	
	

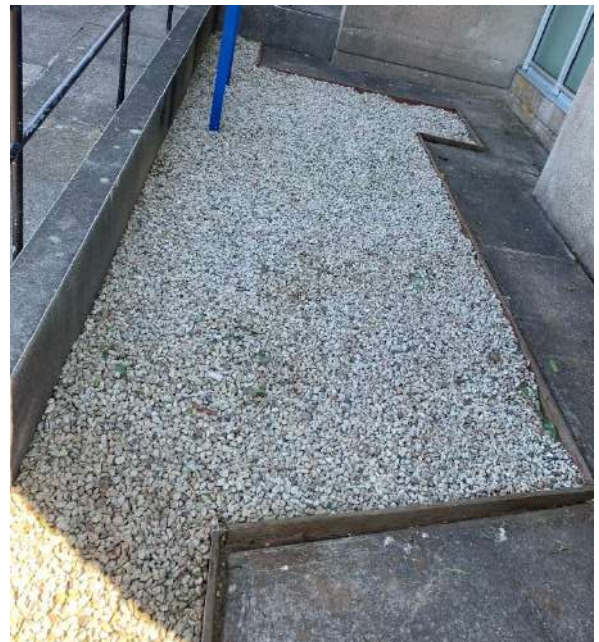
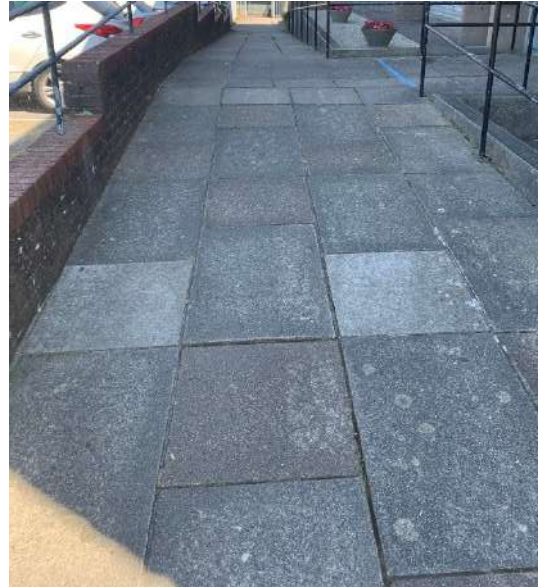
Cornish Cross – July 3rd 2026

Before	After
	

Before



After





Churchtown – 14th July 2027 – Bark.

Before	After
	
Page 43	



Churchtown – 15th July 2026



Longstone Toilets – 16th July 2026



Before	After
	
	
	

Belle View Toilets – 17th of July

Before	After
 	 

Churchtown Cemetery Rose Garden – 21st July 2026

Before	After
	

Before	After
 	 

Before



After



Alexandra Square Toilets - Saturday 25th July 2026



St Stephens – 30th July 2026



Slipway – August 5th 2026



Huntley Gardens – 4th August 2026



Churchtown Hedging – August 5th 2026





Dartmoor View Meadow – 6th August 2026



Anne Glanville Bench – 7th August 2026

Before	After
	

Bench Restoration – 10th August 2026

	
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Before	After
	
	
	



Pillmere – 18th August 2026

Before	After
	
	



Toilets Weeding – 19th August 2026

Before



After



Ashton Way Play Park – 17th August -

Before	After
 	

Pillmere – 20th August 2027



Guildhall – 21st August 2026

Before	After
	
	

Isambard House – 21st August 2026

Before	After
	

Grassmere Way Play Park – 24th August 2026

Before	After
	

Ashton Play Park - 24th August 2026

Before	After
	

Cornish Cross – 25th August 2026

Before	After
	

Silver Street – 25th August 2026

Before	After
	
	

St Nicholas – 26th August 2026



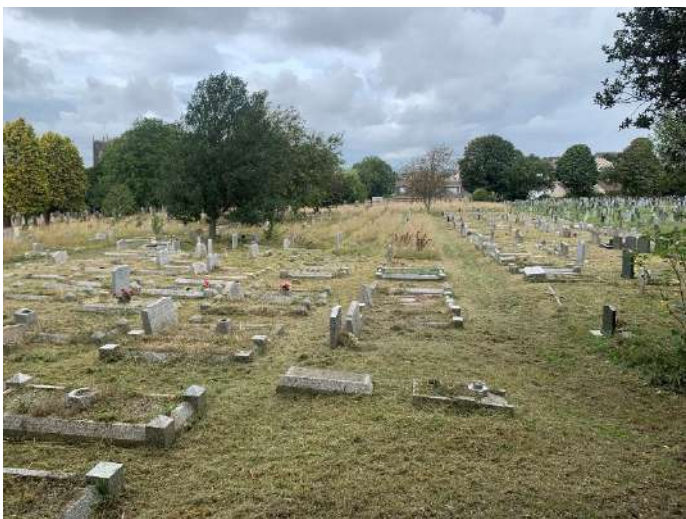
Banking Hub – 26th August 2026



Pillmere Honeysuckle Path – 27th August 2026

Before	After
	
	

St Stephens – 1st August 2026

Before	After
	



Weekly Grass Cutting	Month	April				May				June					July				August				
	Week Number																						
Site Name	Description of Works																						
Memorial Peace Gardens																							
Normally Every Friday	Litter Pick				9						12				3		23		7	14	21	28	
	Box mow and Strim				9						12				3		23		7	14	21	28	
	Weeding				9						12				3		23		7	14	21	28	
	Path Edging Reforming				9						12				3								
	Remove Remembrance Wreaths (Easter)																						
St Nicolas Church War Memorial																							
Normally Every Friday	Litter Pick										12				3		23			14	21	28	
	Box mow and Strim										12				3		23			14	21	28	
	Weeding										12				3		23			14	21	28	
	Path Edging Reforming										12				3								
	Remove Remembrance Wreaths (Easter)																						

[illegible]

[illegible]

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Bedding Plants & Hanging Baskets		Month	April					May					June					July					August					
Week Number																												
Site Name		Description of Works		Times Per Week																								
Waterside Hanging Baskets																												
	Summer Hanging Baskets Installation																											
	Irrigation (Watering)											1	4	5	5	2	5	5	7	7	7	6						
	Removal Of Hanging Baskets - End Of Season																						10					
Fore Street Hanging Baskets																												
	Summer Hanging Baskets Installation									26																		
	Irrigation (Watering)								2	1	4	5	5	2	5	5	7	7	7	6								
	Removal Of Hanging Baskets - End Of Season																					10						
Peace Garden																												
	Winter Bedding Removal and preparation of borders for Summer Bedding																											
	Summer Bedding Plants Installation											9																
	Irrigation (Watering)								2	1	4	5	5	2	5	5	7	7	7	6	3	3	3	3	3	3		
	Dead Head and Weed											1			1		1		1		1		1		1			
	Summer Bedding Removal and Preparation of Borders for Winter Bedding																											
	Winter Bedding Plants Installation																											
Saltash Station																												
	Winter Bedding Removal and preparation of borders for Summer Bedding																											
	Summer Bedding Plants Installation											9																
	Irrigation (Watering)								2	1	4	5	5	2	5	5	7	7	7	6	3	3	3	3	3	3		
	Dead Head and Weed											1			1		1		1		1		1		1			
	Summer Bedding Removal and Preparation of Borders for Winter Bedding																											
	Winter Bedding Plants Installation																											
RAB Statue / Brunel Bust (Adjacent to 4 Fore Street)																												
	Winter Bedding Removal and preparation of borders for Summer Bedding																											
	Summer Bedding Plants Installation											9																
	Irrigation (Watering)								2	1	4	5	5	2	5	5	7	7	7	6	3	3	3	3	3	3		
	Dead Head and Weed											1			1		1		1		1		1		1			
	Summer Bedding Removal and Preparation of Borders for Winter Bedding																											
	Winter Bedding Plants Installation																											
North Road (Bridge Slip Road) 13 x Metal Panter																												
	Winter Bedding Removal and preparation of borders for Summer Bedding																											
	Summer Bedding Plants Installation											9																
	Irrigation (Watering)								2	1	4	5	5	2	5	5	7	7	7	6	3	3	3	3	3	3		
	Dead Head and Weed											1			1		1		1		1		1		1			
	Summer Bedding Removal and Preparation of Borders for Winter Bedding																											
	Winter Bedding Plants Installation																											
Fore Street - 5 x planters plus outside Belvoir Estate Agents																												
	Winter Bedding Removal and preparation of borders for Summer Bedding																											
	Summer Bedding Plants Installation											9																
	Irrigation (Watering)								2	1	4	5	5	2	5	5	7	7	7	6	3	3	3	3	3	3		
	Dead Head and Weed											1			1		1		1		1		1		1			
	Summer Bedding Removal and Preparation of Borders for Winter Bedding																											
	Winter Bedding Plants Installation																											
Fore Street REGAL COURT - 20 x troughs (5 not planted) and brick planter																												
	Winter Bedding Removal and preparation of borders for Summer Bedding																											
	Summer Bedding Plants Installation											9																
	Irrigation (Watering)								2	1	4	5	5	2	5	5	7	7	7	6	3	3	3	3	3	3		
	Dead Head and Weed											1			1		1		1		1		1		1			

	Summer Bedding Removal and Preparation of Borders for Winter Bedding																												
	Winter Bedding Plants Installation																												
Fore Street KEAST MEWS - 3 x planters																													
	Winter Bedding Removal and preparation of borders for Summer Bedding																												
	Summer Bedding Plants Installation											9																	
	Irrigation (Watering)										2	1	4	5	5	2	5	5	7	7	7	6	3	3	3	3			
	Dead Head and Weed											1			1		1			1			1			1			
	Summer Bedding Removal and Preparation of Borders for Winter Bedding																												
	Winter Bedding Plants Installation																												
Fore Street THE COURTYARD - 2 x planters																													
	Winter Bedding Removal and preparation of borders for Summer Bedding																												
	Summer Bedding Plants Installation											9																	
	Irrigation (Watering)										2	1	4	5	5	2	5	5	7	7	7	6	3	3	3	3			
	Dead Head and Weed											1			1		1			1		1			1				
	Summer Bedding Removal and Preparation of Borders for Winter Bedding																												
	Winter Bedding Plants Installation																												
Library - 2 x concret planters																													
	Winter Bedding Removal and preparation of borders for Summer Bedding																												
	Summer Bedding Plants Installation											9																	
	Irrigation (Watering)										2	1	4	5	5	2	5	5	7	7	7	6	3	3	3	3			
	Dead Head and Weed											1			1		1			1		1			1				
	Summer Bedding Removal and Preparation of Borders for Winter Bedding																												
	Winter Bedding Plants Installation																												
Rotary Club Boats																													
	Irrigation (Watering)										2	1	4	5	5	2	5	5	7	7		6	3	3	3				
Lions Club Boats																													
	Irrigation (Watering)										2	1	4	5	5	2	5	5	7	7		6	3	3	3				

Borders, Shrubs and Hedges		Month	April				May				June				July				August					
		Week Number																						
Site Name		Description of Works																						
Grassmere Way Play Area																								
		Hedge Cutting	16								19				24					24				
		Prune Ivy On Wall/Fence	16								19				24					24				
		Cut back undergrowth & brambles On Site	16								19				24					24				
		Cut back Growth & brambles Behind Fence	16								19				24					24				
		Cut Any Low Tree Branches As Needed	16								19				24					24				
Honeysuckle Close Play Area																								
		Hedge Cutting	16								19				24					24				
		Prune Ivy On Wall/Fence	16								19				24					24				
		Cut back undergrowth & brambles On Site	16								19				24					24				
Ashton Way Play Area																								
		Hedge Cutting	16								19				24					24				
		Prune Ivy On Wall/Fence	16								19				24					24				
		Cut back undergrowth & brambles On Site	16								19				24					24				
		Cut back Growth & brambles Behind Fence	16								19				24					24				
		Cut Any Low Tree Branches As Needed	16								19				24					24				
Roundabouts & Trematon Pound Sites:																								
Trematon Pound																								
		Hedge Cutting						11				17			15									
		Prune Ivy On Wall/Fence						11				17			15									
		Prune Pampass Grass						11				17			15									
Liskeard Road / Yellow Tor Road Roundabout:																								
		Prune/Edge Shrubs						11				24			15									
A388 Waitrose Roundabout:																								
		Prune/Edge Shrubs						11				24			15									
Callington Road / Pillmere Drive Roundabout:																								
		Prune/Edge Shrubs						11				24			15									
Churchtown Cemetery																								
		Hedge Cutting	9								3													
		Prune Ivy On Wall/Fence	9								3													
		Prune/Edge Shrubs	9								3													
		Raise Tree Crowns and Remove Epicormic Growth																						
		Roses - Dead Head / Windrock / Prune	9								3													
		Weeding The Kurbs	9								3													
		Tidty Entrance Hedges & Shrubs + Weeding	9								3													
St Stephens Churchyard																								
		Hedge Cutting						13						29										
		Prune Ivy On Wall/Fence						13						29										
		Prune/Edge Shrubs						13						29										
		Prune Formal Hedge - Boundary to Farm Lane						13						29										
		Raise Tree Crowns and Remove Epicormic Growth																						
		Weeding The Kurbs																						
		Tidty Entrance Hedges & Shrubs + Weeding																						
Pillmere - Various Sites:		(See - Cutting Schedules SDD Map Vol 1)																						
(1)a Pilmere Drive (Full Length)																								
		Hedge Cutting					29			26										18				
		Laurel Hedgerow Tidy And Shaping					29			26										18				

	Prune Ivy On Walkways /Fencing					29				26									18				
	Raise Tree Crowns and Remove Epicormic Growth					29				26									18				
(1)b Pilmere Drive (Sub Station End)																							
	Hedge Cutting and Re-Shaping					29				26									18				
	Prune Ivy On Walkways /Fencing					29				26									18				
	Raise Tree Crowns and Remove Epicormic Growth					29				26									18				
(4) Meadow Drive Walk																							
	Hedge Cutting and Re-Shaping					29				26									18				
	Prune Ivy On Walkways /Fencing					29				26									18				
	Raise Tree Crowns and Remove Epicormic Growth					29				26									18				
(5) Pilmere Green																							
	Hedge Cutting and Re-Shaping					29				26									18				
	Prune Ivy On Walkways /Fencing					29				26									18				
	Raise Tree Crowns and Remove Epicormic Growth					29				26									18				
(6) Grassmere Way (behind fence)																							
	Hedge Cutting and Re-Shaping					27				26											27		
	Prune Ivy On Walkways /Fencing					27				26											27		
	Raise Tree Crowns and Remove Epicormic Growth									26											27		
(7) 10 Grassmere - path entrance																							
	Hedge Cutting and Re-Shaping					27				26									20				
	Prune Ivy On Walkways /Fencing					27				26									20				
(9) 85 Grassmere - path entrance																							
	Hedge Cutting and Re-Shaping					27				26													
	Prune Ivy On Walkways /Fencing					27				26													
(10) Pillmeree Old Adventure Play Area																							
	Hedge Cutting and Re-Shaping					27				26													
	Prune Ivy On Walkways /Fencing					27				26													
(11) Dartmoor View																							
	Hedge Cutting and Re-Shaping																				27		
	Prune Ivy On Walkways /Fencing																				27		
(13) 72 Grassmere Way - path entrance																							
	Hedge Cutting and Re-Shaping																				27		
	Prune Ivy On Walkways /Fencing																				27		
	Raise Tree Crowns and Remove Epicormic Growth																				27		
(14) 121 Grassmere Way - path entrance																							
	Hedge Cutting and Re-Shaping																				27		
	Prune Ivy On Walkways /Fencing																				27		
	Raise Tree Crowns and Remove Epicormic Growth																				27		
(15) Opposite 122 Grassmere Way - Path Entrance																							
	Hedge Cutting and Re-Shaping																				27		
	Prune Ivy On Walkways /Fencing																				27		
(16) Pilmere Meadow																							
	Hedge Cutting and Re-Shaping										16												
	Prune Ivy On Walkways /Fencing										16												
	Raise Tree Crowns and Remove Epicormic Growth										16												
(17) 1 Bridle Way - path entrance																							
	Hedge Cutting and Re-Shaping										2										27		
	Prune Ivy On Walkways /Fencing										2										27		
(18) 173 Grassmere - verge																							
	Hedge Cutting and Re-Shaping																						

[illegible]

[illegible]

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
11	03/06/2026	Sinead Burrows		email - Services	To gain access to the noticeboard as no keys available and reinstall new lock with a set of keys for service delivery and a set for the Laura so that both parties can access as required.	NO	MEDIUM	SDGA	Photo in folder	10/06/2026	10/06/2026	✓
4	30/04/2026	Dawn		Tarten Down Nurseries	Bedding plants delivered 9th of June.	NO	LOW	SDGA		09/06/2026	09/06/2026	✓
16	08/06/2026	Dawn Joyce		email - Services	Site visit - Report of tyre waste being disposed beyond the business boundary and on town council land. Bank at the corner of Grassmere Way.	NO	MEDIUM	SDGA	JF attended and email sent to Dawn.	09/06/2026	09/06/2026	✓
7	01/06/2026	matthewmacmunn@hotmail.co.uk		email - Services	Dear Mrs Burrows, I wish to apply for the grass around the toddlers park in Dartmoor view PL12 6WF ,No.2 in the attachment PL12 6WF, to be added to your grass cutting schedule . The area marked no.1 in the attachment is already maintained by Saltash Town Council so the equipment required is already used nearby. Myself & a neighbour have tried our best over the last 15 years to maintain the grass but due to my neighbour moving away I no longer have use of the petrol brushcutter needed to be able to carry this out. After contacting Michael last year and explaining this Saltash Town Council kindly , as an act of goodwill, came and cut the grass at end of season 2025. As this is around a toddlers park we have tried to keep the area neat and tidy and free from litter as possible so that it is safe for children coming and going with no hidden dangers.	NO	LOW	SDGA	Email sent to Resident regarding STC taking over this parcel of land. Land Registry docs received - area owned by Persimmon Homes		10.06.26	✓
8	01/06/2026	Lindsay Mansfield		email - Services	Long Room: Request for the room to be set up by SD Department by Wednesday 10 June using the attached layout. This must be completed prior to 4pm in order to be signed off by Mayor Secretary and confirmed no changes are required.	NO	HIGH	SDGA	Email sent to Jeanette. Add to booking form week commencing Monday 8th. Ask Admin to print the layout with the bookign form.	08.02.26	08.02.26	✓
2	17/04/2026	Lindsay Mansfield		Event Support - Mayor Making	Can the long room be deep cleaned to ensure it's looking its best for the civic event? 12th of June	NO	LOW	SDGA	Task for Jeanette to undertake. Email sent to Jeanette and added to the diary	08.06.26	08.06.26	✓
14	10/06/2026	Josh Floyd		email - Services	Please see attached tree limb which has fallen on the grass. It's on Pillmere drive under the ash trees by the little give way section.	NO	LOW	SDGA	DC/KC/MK job sheet	11.06.26	11.06.26	✓
15	10/06/2027	Josh Floyd		email - Services	Just so you know I think so of the outsides of the toilets needs clearing.	NO	LOW	SDGA	DC/KC/MK job sheet	11.06.26	11.06.26	✓
6	01/06/2026	Lindsay Mansfield		email - Services	Isambard House: 4 long tables and 8 chairs around each table at the kitchen end of the room. Long tables in the café waiting area for food set up – this can only be set up after the café has closed on the Friday. Tabled around the window edges against the wall, people will be entering through the main space to select food and then returning to main space. Leave disabled toilet access clear for guests.	NO	HIGH	SDGA	SDGA to attend Friday the 12th. Confirmation from Dawn at Trackside pending.	12.06.26	12.06.26	✓
13	11/06/2026	Josh Floyd		email - Services	Just so you know the ladies toilet on the LH side is partially blocked/ backing up. You can't tell up until you flush it twice or try to put a bucket of water down and it backs up. I've tried to close the cubicle from the outside as it's clean at the moment, so probably nicer to sort whilst it's clean.	NO	MEDIUM	SDGA	DC/JF Job Sheet	15.06.26	15.06.2026	✓
13	11/06/2026	Dickie		email - Services	Saltash Heritage Trail and Welcome to Saltash Town Quay boards are starting to degrade.	NO	LOW	SDGA	Photos in Folder / information to be added to next service delivery report for committee consideration			✓
22	23/06/2026	Internal		email - Services	Health and safety notices to be collected and displayed at Isambard House and MHR.	YES	MEDIUM	SDGA	Left a voicemail with Blakey to see if he could pick one up for Isambard. Will check in again.			✓
27	24/06/2026	Emma Lowton-Smith		email - Services	Plaque installation at Churchtown Cemetery, top most bench, closest to the hedge, furthest bench to the right.	NO	HIGH	SDGA	Photo in Folder			✓
26	24/06/2026	Josh Floyd		email - Services	Cemetery Hut full of weeds - public cannot see but needing a tidy if every there is a spare afternoon.	NO	LOW	SDGA	Photos in Folder			✓
25	24/06/2026	Josh Floyd		email - Services	Benches on Fore Street - grey bench with damaged timber. Brown wood bench wobbly near Bubble tea café.	NO	MEDIUM	SDGA	Photos in Folder			✓
24	24/06/2026	Sam Craig		email - Services	Also the toilet roll holder at Alexandra Square is also broken and keeps falling off.	NO	LOW	SDGA				✓
23	23/06/2026	Sam Craig		email - Services	Yesterday whilst cleaning I found that the soap dispenser in the men's toilets at the waterside site was broken and kept falling open.	NO	LOW	SDGA				✓
18	19/06/2026	Emma Lowton-Smith		email - Services	Hi, please could SDT fix the lectern in reception for the sign in book. It looks like the base is very loose.	NO	LOW	SDGA				✓
16	18/06/2026	Rich - We Are With You		email - Services	Battery in MHR needs changing - apparently beeping every 20 seconds.	NO	MEDIUM	SDGA				✓
21	23/06/2026	Internal		email - Services	The Echium plant in Victoria Gardens has toppled over.	NO	LOW	SDGA	Photos in Folder Email James Jenkins to let them know and provide a copy of the pic. They are maintaining the plants at VG	Emailed 29/06/2026	Emailed 29/06/2026	✓

7	04/06/2026	Charlotte Courts		email - Services	SD to take books over to the library. SD to take furniture over to library. SD to secure shelves at rear of library to back wall.	NO	MEDIUM	SDGA	Wednesday 1st of July. 09.00 Start. Phase 1.	DC/KC/MK/JF job sheet 01.07.26	DC/KC/MK/JF job sheet 01.07.26	✓
Page 76	04/06/2026	Charlotte Courts		email - Services	SD to help bring down boxes of books from mezzanine and place at the correct shelves. SD to bring down furniture from mezzanine level. SD to take away any unwanted furniture left from refurb. SD to collect seating from Heritage and deliver to library.	NO	MEDIUM	SDGA	Thursday 2nd of July. 09.00 Start. Phase 2. Jeanette for the morning - for Hoovering the boxes. Not until CC is there, 08.30.	DC/KC/MK/JF job sheet 02.07.26	DC/KC/MK/JF job sheet 02.07.26	✓
	04/06/2026	Charlotte Courts		email - Services	Blakey and Jeanette- could we please book them for a couple of days to assist with deep clean of library. Whatever thy can provide with their availability/working pattern etc. Ideally, Wednesday 1 st July or Thursday 2 nd July.	NO	MEDIUM	SDGA	3rd of July (Check with CC first)	Emailed JC/SB 29.06.26	Emailed JC/SB 29.06.26	✓
	25/06/2026	Internal		email - Services	Farm Lane Grass length - need a cut.	NO	LOW	SDGA	Photos in Folder	Job sheets 29.06.26	Job sheets 29.06.26	✓
10	18/06/2026	Internal		email - Services	Slate on Churchtown Roof - Needs to be done in dry weather.	NO	MEDIUM	SDGA		DC/MK job sheet 29.06.26	DC/MK job sheet 29.06.26	✓
11	18/06/2026	Internal		email - Services	Pillmere Wooden Post.	NO	MEDIUM	SDGA	Photos in Folder	DC/MK/JF/KC job sheet 30.06.26	DC/MK/JF/KC job sheet 30.06.26	✓
12	22/06/2026	dakeyd10@googlemail.com		email - Services	I write to draw your attention to the rusty, spikey post in Victoria Park shown in the photo attached. While most people use common sense and avoid such obvious hazards, there is a risk someone (a child or an impaired person could fall against it).	YES	MEDIUM	SDGA	Photo in Folder Site not the responsibility of STC, however, will check today	DC/MK job sheet 29.06.26	DC/MK job sheet 29.06.26	✓
15	02/07/2026	Emma Lowton-Smith		email - Services	We have an item at reception that was removed from Churchtown Cemetery for grass cutting but unfortunately has not been collected. Please could it be collected and disposed off. Thank you.	NO	LOW	SDGA				✓
11	24/06/2026	Internal		email - Services	Grass Cutting at St Stephens for Summer Fete - 3rd of July.	NO	LOW	SDGA		Job sheets 02.07.26 & 03.07.26	Job sheets 02.07.26 & 03.07.26	✓
10	24/06/2026	andrew_j_collins@btinternet.com		email - Services	St Stephens Garden of Remembrance - On recent visit there were tall weeds growing in the centre, and the surround was covered in branches and leaves (short sweep required).	NO	LOW	SDGA	Unsure if we maintain this one.	Job sheets 02.07.26 & 03.07.26	Job sheets 02.07.26 & 03.07.26	✓
7	04/06/2026	Charlotte Courts		email - Services	SD to put up pictures and mosaics on walls. SD remove any rubbish. SD remove any rubbish.	NO	MEDIUM	SDGA	Monday 6th of July. Phase 3.			✓
7	04/06/2026	Charlotte Courts		email - Services	Please can we have 90 chairs delivered to the library (amount for now but may change following risk assessment to be conducted at library) for the opening day. Also SD to deweed the external of the building. Hang donated painting. Put together table take on mezzaine	NO	MEDIUM	SDGA	Wednesday 8th July. Phase 4.			✓
4	20/05/2026	Internal		Sinead Burrows	Collect grit bin from St Stephens shed and install at Isambard House	NO	LOW	SDGA		Weekend Duty DC job sheet 04.07.26	07.07.2026	✓
12	06/07/2026	Sam Craig		email - Services	While I was cleaning the men’s waterside toilets today I found that once again the soap dispenser had been pulled off the wall and was in pieces.	NO	MEDIUM	SDGA			07.07.2026	✓
9	01/07/2026	Internal		email - Services	Dumpy bags of topsoil and bark are ready to collect and utilise from Travis Perkins.	NO	LOW	SDGA				✓
5	21/05/2026	Internal		Vehicles	STC 3 BX15 - Take to AG Burnard. Front middle seatbelt recoil spring not working. Vehicle to be left and assessed with them so another van will have to follow behind to pick up.	YES	MEDIUM	SDGA	Team does not have to sit in middle seat.		Booked in for Monday 13th July	✓
11	07/07/2026	Wendy Peters		email - Services	Please can I request the setup of a new office chair. I was about to have a go but there's about 10 parts so I thought I could get the experts in. Could we also remove my old chair and place in the skip.	NO	LOW	SDGA	Weekend Duty			✓
7	01/07/2026	Bowling Club		email - Services	Anti-Climb paint to Longstone toilet block to stop access to the Bowling Club/toilet roof.	NO	MEDIUM	SDGA		job sheet 16.07.26	16.07.2026	✓
11	14/07/2026	Internal		email - Services	Belle Vue toilets vandalised - pipes kicked off in both accessible and non-accessible side.	NO	MEDIUM	SDGA		job sheet 16.07.26	16.07.2026	✓
11	20/07/2026	Emma Lowton-Smith		email - Services	We have received the 'Row A' Plaque to be displayed at the front of Row A at Churchtown Cemetery. Please could SDT collect the plaque to be placed at Churchtown?	NO	MEDIUM	SDGA		Job sheet 21.07.26	21.07.2026	✓
12	20/07/2026	Wendy		email - Services	Outside gas shed in the Guildhall - cardboard from accounts.	NO	LOW	SDGA		Job sheet 21.07.26	21.07.2026	✓
8	13/07/2026	Josh Floyd		email - Services	Signs at Pontoon are damaged and need straightening.	NO	LOW	SDGA	Photos in folder	job sheet 16.07.26		✓
7	13/07/2026	Internal		email - Services	Grenfell Plot 1 has given up tenancy and does not wish to clear the plot. Plot needs clearing.	NO	LOW	SDGA	Requires a visit to determine how the plot will be tidied	job sheet 21.07.26 & 22.07.26		✓
12	21/07/2026	Jeanette		email - Services	Cistern in the ladies toilets at the Guildhall, in the stall nearest the window, is wobbly. Screws may be corroding.	NO	LOW	SDGA		Job sheet 23.07.26		✓

4	03/06/2026	Charlotte Courts		email - Services	Please could service delivery take the following to the waterfront on the morning of July 25th before 9:30: Library gazebo, Three foldable tables, Three chairs, 1x large clear plastic box with library equipment- please could this be collected from the library beforehand if possible. Jessie will ensure it is ready for collection a few days before.	NO	MEDIUM	SDGA	Timings pending confirmation from Diverse Events.	Job Sheet 24.07.26		
4	23/07/2026	Adrian White		email - Services	Ideally, could you mow the meadow towards the end of week beginning 3rd August, then we can rake up the following week. However, I realise it's tinder dry and could be considered a fire risk. Therefore you might want to do it earlier - at least, you might want to cut the long grass beside the low fence by the road, to protect that in case of fire. To some extent, the central grass is less risk as the path forms a kind of 'fire break' around it.					Job sheet 23.07.26		
8	21/07/2026	Internal		email - Services	Vans need cleaning	NO	LOW	SDGA		Job sheet 23.07.26		
9	24/07/2026	Sam Craig		email - Services	Door to the site has warped slightly in the heat and struggling to manual lock - autolock still functions as normal. Alexandra Square Toilets.	NO	HIGH	SDGA		Job sheet 29.07.26		
10	24/07/2026	Sam Craig		email - Services	Section of paint stripped off Waterside toilet wall inside.	NO	LOW	SDGA		Job sheet 29.07.26		
7	17/07/2026	Lindsay Mansfield		email - Services	Attend the Memorial Peace Garden on Monday 27th to undertake maintenance, ensuring it is tidy and presentable for the Pebble War Memorial Unveiling on Tuesday 28th of July.	NO	HIGH	SDGA	28th of July. Lindsay will have the carpet from 27th of July. Enquiry sent to Dawn 21.07.26 regarding the requirements for the unveiling	Job sheet 27.07.26		
5	30/06/2026	Internal		email - Services	Waterside toilets, some paint chipped off exterior wall.	NO	LOW	SDGA	Photo in Folder	Job sheet 29.07.26		
8	23/07/2026	Internal		Library	CCTV Signs to go up around the library.	NO	LOW	SDGA		Job sheet 29.07.26		
11	27/07/2026	Julie Gwyther		juliegwyther@icloud.com	Please can it be arranged to have the hedge trimmed outside , obviously I can be here to let anyone in when you can secure a date , Collingwood Cottage ,1 Station Rd ,Saltash	NO	LOW	SDGA	Please contact Rob McNeil to ask if this type of work is something he could undertake and at what cost. We are unable to complete in-house due to not having the righ equipment.	Email sent to Rob on 31/07/2026		
6	30/07/2027	Wayne Wilkinson		email - Services	Check the Pontoon Gate - Berth Holder reported the gate remaining open and not locking automatically.	NO	HIGH	SDGA		job sheet 31.07.26	31.07.2026	
5	30/07/2027	Josh Floyd		email - Services	St Stephens - The bottom ashes need to be strimmed, a litter pick is really needed and there is a small section of path to edge back a little. I would estimated a mornings work for two people.	NO	MEDIUM	SDGA		Job sheet 03.08.26		
6	31/07/2026	Internal		email - Services	Check the fuse on the ride-on mower as indicators and lights are not working. RTV has the same problem and could possibly be the fuses in both.	NO	MEDIUM	SDGA		Job sheet 03.08.26		
8	04/08/2026	Julie Hughes		email - Services	To fit the 2 CCTV signs at the following locations following installation of an additional CCTV camera in Gilston Road (near Macdonalds)- Gilston Road, Street light posts LO51 & T30. the relevant permissions have been obtained from Cornwall Council Streetlighting dept. Please ensure that they are fitted high enough so as not to cause an obstruction to pedestrians.	NO	MEDIUM	SDGA	CCTV signs in Longstone Office		04.08.2026	
8	04/08/2026	Lindsay Mansfield		email - Services	The fire alarm at the top of the stairs in the Guildhall has a crack in it where you push to activate. The push sign has also been removed. I'm unsure if this will now work given the crack	NO	MEDIUM	SDGA		job sheet 05.08.26		
9	04/082026	Charlotte Courts		email - Services	Please could service delivery put up the new clock in the library. Please could this be done on a Wednesday when the library is closed.	NO	MEDIUM	SDGA	For a Wednesday when library is closed.	job sheet 05.08.26		
7	04/08/2026	Adrian White		email - Services	Ask that we cut the wild meadow at Pillmere and he will organise the raking of the cut grass.	NO	MEDIUM	SDGA		job sheet 06.08.26		
5	03/08/2026	Internal		email - Services	Drop STC 1 (EV WG23 VDL) off to Moorlands Garage Saltash on Wednesday 5th of August, in time for MOT on Thursday 6th.	YES	HIGH	SDGA		job sheet 05.08.26		
7	07/08/2026	Charlotte Courts		email - Services	The board that the whiteboard was attached to on the wall in my office has come off the wall. It seems that previously it was just glued on. Please could Service Delivery attach the whiteboard to the wall and dispose of the old board that was glued onto the wall.	NO	MEDIUM	SDGA	Job Sheet 12.08.2026			
8	10/08/2026	Dawn Joyce		email - Services	Request to move desks and monitor stands in the reception and chamber.	NO	MEDIUM	SDGA	Job Sheet 12.08.2026			

9	17/08/2026	Julie Hughes		email - Services	The ground floor disabled toilet at the Guildhall is not flushing.	YES	LOW	SDGA	asked Josh to look at 18/08/26	19/08/2026			
Page 78	11/06/2026	robchrisjenkins@yahoo.co.uk		email - Services	I am concerned about the large trees coming out of the Cornish Hedge surrounding 1, Leat Walk. This home is owned by people living in Hong Kong and is usually rented out. It has been unoccupied for a couple of month's. The trees are now substantial and much to large to be supported by a Cornish Hedge. They are coming over the road and the situation is getting worse by the day. Could you please arrange for the trees to be surveyed and the appropriate work to be carried out by yourselves if you have responsibility. If not your responsibility could you please issue enforcement action on the owners of the property.	NO	MEDIUM	SDGA	Land does not belong to STC. Passed back to resident and reported to Cornwall Council.	19/08/2026			
	11	18/08/2026	Dickie Cochrane		email - Services	Ashton Way Play Park - wooden balance beam broken.	YES	MEDIUM	SDGA	on schedule 20/08/26 for removal		20/08/2026	
	6	07/08/2026	Charlotte Courts		email - Services	Painting Charlotte Court's office - in need of a refresh and moving the old board has left a big patch of a different colour behind. Colour required is Polished Pebble, which may be stored at the depot.	NO	LOW	SDGA	On Schedule 21/08/26			
	8	18/08/2026	Josh Floyd		email - Services	Also the fire doors at the bottom of the stairs where very difficult to push open and also difficult to close. Maybe they need a little bit of adjusting. Possibly starting with lubricating the hinges and maybe the doors have swollen and could do with possibly planning/sanding.	NO	MEDIUM	SDGA	JF attended and applied oil/WD40 to hinges. Opening better but could use further work. Forwarded on to Town Clerk.			
	7	17/08/2026	Josh Floyd		email - Services	Waterside toilets could do with a deweed.	NO	LOW	SDGA	on work schedule 23/08/26		23/08/2026	
	10	24/08/2026	Josh Floyd		email - Services	Hole in middle of apple meadow to be filled.	YES	MEDIUM	SDGA	Photo in folder.	On schedule 25/08/26	25/08/2026	
	11	24/08/2026	Josh Floyd		email - Services	Graffiti on SD green lockup.	NO	LOW	SDGA	Photo in Folder	On schedule 25/08/26	25/08/2026	
	11	24/08/2026	Josh Floyd		email - Services	Deweed St Nicks	NO	LOW	SDGA		on schedule 26/08/26	26/08/2026	
	12	24/08/2026	Josh Floyd		email - Services	General tidy of the banking hub - shrubs, bark added, brambles removed, dead leaves from palm plants removed.	NO	LOW	SDGA		on schedule 26/08/26	26/08/2026	
	8	19/08/2026	Lindsay Mansfield		email - Services	I have two small boxes of electrical items to take to the electrical Scrapstore. They have confirmed they will have them but they are a little too heavy for me to carry. The shop is open Tuesday-Friday 10am-4pm.	NO	LOW	SDGA		On schedule 28/08/26	28/08/2026	

SERVICE DELIVERY VANDALISM INCIDENT LOG

DATE OF INCIDENT	SITE/LOCATION	DESCRIPTION OF DAMAGE	DATE REPORTED TO POLICE	POLICE LOG REFERENCE	CRIME REFERENCE NO.	Material Cost	Labour Hours SDGA	Admin Hours
07/06/2026	St Stephens Bench	Bench on St Stephens Road broke into pieces. Purchased in 2024 costing £462.50, in partnership with Cornwall Council. *Juveline arrested and admitted damage.	08/06/2026	DP-2312-26-5050-01	50260144981	TBC	TBC	30Mins
14/06/2026	Planter Saltash Fore Street	Some flowers stolen from a planter on Saltash Fore Street.	15/06/2026	SD-798-26-5050-01	50260153132	N/A	N/A	30Mins
25/06/2026	Longstone Play Park	Rope Swing set alight around 03.45AM. Fire witnessed and put out by Mr Richard Budd, a neighbourhood watch coordinator.	25/06/2026	DP-2657-26-5050-01	TBC	Reported to Cornwall Council.	Reported to Cornwall Council.	1 Hour
28/06/2026	Longstone Depot	Reported to us that a white car, vehicle reg YT66 ONS, hit a drainpipe at Longstone Depot, got out to check the damage, and drove off.	29/06/2026	207-46393-26-5050-NE04	1772628	N/A	N/A	30Mins
05/07/2026	Waterside toilets	While I was cleaning the men’s waterside toilets today I found that once again the soap dispenser had been pulled off the wall and was in pieces.	06/07/2026	DP-2869-26-5050-01	50260175220	£14	40Mins	30Mins
06/07/2026	Jubilee Green Pontoon	Local teenagers trespassing on Jubilee Green Pontoon for socialising and jumping off. Using the new stones to climb around the gate alledgedly.	08/07/2026	BCA-7314-26-5050-01	TBC	N/A	N/A	30Mins
08/07/2026	Waterside toilets	Our cleaner attended the public Waterside Toilets to find a pair of swimming shorts had been set on fire and left in the sink. Upon arrival, teenagers were also climbing the building and up onto the roof.	09/07/2026	DP-2913-26-5050-01.	50260178923	N/A	N/A	30Mins
13/07/2026	Belle Vue Toilets	Pipes kicked off in both accessible and non-accesible toilets. Tissues stuffed in sink. Tap jammed down and left to run out of the kicked off pipe, causing flooding.	13/07/2026	DP-2987-26-5050-01	50260183399	£40 - Taps £20-Materials	3Hours	1Hour
23/07/2026	Waterside toilets	Section of paint stripped off Waterside toilet wall. Paint then stuffed down the toilet.	24/07/2026	DP-3209-26-5050-01.	50260195325	N/A	1.30Hours	30Mins
19/08/2026	Silver Street	Needles discarded on a grassy area on Silver Street. Collected safely by SDGAs and discarded in a dedicated sharps bin.	19/08/2026	BCA-9508-26-5050-IR01	Do not provide CRN for needles.	N/A	30Mins	30Mins
20/08/2026	Pier/Huntley Gardens	Report of boys throwing a step ladder into the river and general anti-social behaviour. Captured on body-cam with the City Security guard. One boy already has an ASBO.	21/08/2026	DP-3732-26-5050-01	50260223590	N/A	N/A	30Mins
01/09/2026	Ashton Way Play Park	Drugs needle found in the play park area. Collected and disposed of safely.	01/09/2026	BCA-10063-26-5050-IR01.	Do not provide CRN for needles.	N/A	30Mins	30Mins

Buildings External Grounds Pre-Planned Maintenance Program	Month	April				May				June				July				August							
	Week Number																								
Site Name + Frequency	Description of Works																								
Longstone Depot																									
Weekly	Litter Pick				23					24						5						23			
4-6 Weekly	Debris Removal				23					24												23			
4-6 Weekly	Weed Removal				23					24												23			
Annually	Moss Removal / Treatment (Chemical Free)																								
Annually	Power Washing Paths																								
6 Monthly	Windows, Doors & Frames Cleaning																								
As Required	Cold Weather Salt Spreading (Winter Months)																								
Longstone Park Toilets																									
Weekly	Litter Pick				23							11	16									19			
4-6 Weekly	Debris Removal				23							11	16									19			
4-6 Weekly	Weed Removal				23							11	16									19			
Annually	Moss Removal / Treatment (Chemical Free)																								
Annually	Power Washing Paths																								
6 Monthly	Windows, Doors & Frames Cleaning																								
As Required	Cold Weather Salt Spreading (Winter Months)																								
Maurice Huggins Room																									
Weekly	Litter Pick				23																				
4-6 Weekly	Debris Removal				23																				
4-6 Weekly	Weed Removal				23																				
Annually	Moss Removal / Treatment (Chemical Free)																								
Annually	Power Washing Paths																								
6 Monthly	Windows, Doors & Frames Cleaning																								
As Required	Cold Weather Salt Spreading (Winter Months)																								
Belle Vue Toilets																									
Weekly	Litter Pick				23							11	16									19			
4-6 Weekly	Debris Removal				23							11	16									19			
4-6 Weekly	Weed Removal				23							11	16									19			
Annually	Moss Removal / Treatment (Chemical Free)																								
Annually	Power Washing Paths																								
6 Monthly	Windows, Doors & Frames Cleaning																								
As Required	Cold Weather Salt Spreading (Winter Months)																								
Alexandra Square Toilets																									
Weekly	Litter Pick				23							11	16									19			
4-6 Weekly	Debris Removal				23							11	16									19			
4-6 Weekly	Weed Removal				23							11	16									19			
Annually	Moss Removal / Treatment (Chemical Free)																								
Annually	Power Washing Paths																								
6 Monthly	Windows, Doors & Frames Cleaning																								
As Required	Cold Weather Salt Spreading (Winter Months)																								
Guildhall																									
Weekly	Litter Pick				23							11						23				21			
4-6 Weekly	Debris Removal				23							11						23				21			
4-6 Weekly	Weed Removal				23							11						23				21			

[illegible]

To receive a report on the appointment of City Security and consider any actions and associated expenditure.

Report to: Services Committee

Date of Report: 02.09.2026

Officer Writing the Report: Administration Officer

Purpose of the report:

To provide Members with an update on the appointment of City Security to undertake security patrols in the Waterside area during the summer holidays, to review the effectiveness of the trial period, and to seek Members' instruction regarding any continuation of the service.

Officer's Recommendations

Members are asked to:

1. 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. Instruct the Town Clerk whether the appointment of City Security should continue beyond the trial period;
3. Recommend that, should the appointment continue, City Security continues to work closely with Devon and Cornwall Police and relevant partners to ensure a coordinated, effective and proportionate response to community concerns.

Report Summary

During summer 2026, the Council received increasing reports of anti-social behaviour occurring in and around the Pontoon and wider Waterside area. Concerns were raised regarding the impact on berth holders, visitors, businesses and other users of the waterfront.

Due to these escalating reports of anti-social behaviour during the school holiday period, and following consultation with the Chairman and Vice Chairman of the Services Committee in accordance with the Council's Scheme of Delegation, the Town Clerk instructed City Security to commence patrols as an urgent operational response.

City Security Plymouth Ltd provided a proactive and visible security presence on a trial basis during the summer school holidays daily between 2pm and 10pm 7 days a week – equating to approximately 304 patrol hours. The appointment commenced on 31 July and continued throughout the school summer holiday period ending on 6 September.

City Security is accredited under the Community Safety Accreditation Scheme (CSAS), enabling accredited personnel to assist in addressing low-level crime and anti-social behaviour through partnership working arrangements.

The scope of the appointment included:

- Visible foot patrols throughout the Waterside area.
- A particular focus on the Pontoon and surrounding waterfront.
- Engagement with members of the public, visitors, businesses and berth holders.
- Monitoring and reporting incidents of anti-social behaviour.
- Assistance with pontoon payment administration when operationally practical.
- Liaison with Council officers and partner organisations.

Members are advised that the security presence has successfully addressed the anti-social behaviour concerns previously reported at the Pontoon. To date, no further complaints have been received from berth holders regarding anti-social behaviour in the area.

During the trial period, officers held an engagement meeting with City Security to discuss communication and service delivery issues identified during the early stages of the appointment. Since that meeting, feedback received from local businesses indicates that improvements in service delivery and communication have been observed.

The patrol area was also expanded to include Warfelton Field following intelligence received via Saltash Leisure Centre regarding the potential arrival of travellers. This proactive response enabled an increased presence within the area and provided reassurance to residents and stakeholders.

The appointment was flexible, with no contractual commitment requiring the Council to continue the service.

Should Members wish to continue the appointment, the current cost would be £20.50 per hour. The current cost of the service is approximately £1,148 per week plus VAT based on the existing patrol arrangements.

It is also highly recommended that should the Town Council wish to appoint City Security that they would continue to work in partnership with Devon and Cornwall Police, Safer Saltash and other relevant stakeholders to ensure a coordinated,

effective and proportionate response to anti-social behaviour and wider community safety concerns.

How Does This Meet the Business Plan?

The appointment supports the Council's commitment to maintaining safe, welcoming and accessible public spaces for residents and visitors.

The trial has contributed to:

- Protecting and enhancing community assets, including the Pontoon and Waterside facilities.
- Supporting residents, businesses and visitors through improved community safety measures.
- Developing partnership working with local agencies and stakeholders.
- Responding proactively to community concerns and anti-social behaviour.
- Improving the visitor experience and encouraging positive use of public spaces.

Budgets

Budget Codes:

6598 EMF Crime Reduction (CCTV).

Budget Availability:

£22,933

Committed Spend:

£9,760

Budget Left to Spend:

£13,173

Signature of Officer:

Administration Officer

To Receive a report on Services Working Groups and consider any actions.

Report to: Services Committee

Date of Report: 30.08.26

Officer Writing the Report: Town Clerk

Purpose of the report: Members are asked to consider the size of the Services Committee and how its work can be delivered in the most effective and efficient manner.

Officer's Recommendations

Members are asked to consider categorising the business of the Services Committee to support the Clerk in the effective completion of committee tasks and responsibilities, helping to avoid delays in project delivery.

Report Summary

To assist with streamlining and distribute the workload of the Services Committee the Chair, Councillor Sarah Gillies, is asking Members to consider setting up and dividing the business across four working groups as follows:

1. Buildings & Assets

- This will include all building maintenance along with other assets including the pontoon.

2. Play Parks, Open Spaces & Street Furniture

- This will incorporate all the play parks and open spaces currently under the control of STC as well as town planting, noticeboards and benches etc.

3. Devolution & Acquisition

- Included will be the initial stages of taking on new acquisitions such as the land at Pillmere and the offers from Cornwall Council of areas / assets to be devolved.

4. Events

- An ongoing group to create annual and or one-off events hosted by the Town Council.

If Members are in agreement, we will look to formally set up and appoint to the groups at the Services Committee meeting to be held on 24 September.

There are currently existing working groups that are looking at specific areas that would fall under the remit of any of the above and would therefore envision these to form the basis of one of the new groups.

If Members have a particular interest, then please put yourself forward. If you are unable to attend the next meeting but would like to be involved in one or more of the groups kindly let the Chair know and your name will be added to the list.

Future Agenda's for the meetings would then be set out across the four areas and officer referrals will be made to the members of the appropriate working group who would meet via Teams or face-to-face to discuss and report back as necessary.

Signature of Officer:

Town Clerk / RFO & Chair of Services Cllr Gillies

To receive a report on town planting and consider any actions and associated expenditure

Report to: Services Committee

Date of Report: 23.09.26

Officer Writing the Report: Town Clerk

Purpose of Report: To inform Members of the weather implications associated with maintaining the Town Council's summer planting displays and to consider future planting arrangements in light of the challenges experienced during periods of prolonged hot weather.

Officers Recommendations

Members are asked to review and consider the summer planting arrangements for 2027, taking into account:

- The significant staff time required for watering and maintaining planting displays during periods of warm weather.
- The ongoing financial commitment to the Town Council.
- The potential implications of any future hosepipe restrictions.
- Alternative planting and maintenance options that may provide a more sustainable approach.

Report Summary

The Town Council currently maintains 60 hanging baskets and several planters throughout the town and waterside areas. Following their installation, and depending on weather conditions, the baskets and planters require daily watering and deadheading to ensure they remain attractive and healthy. This maintenance task typically requires between four and six hours of staff time per day.

The hanging baskets are planted with seasonal flowering displays, whilst the planters incorporate a combination of seasonal flowers and evergreen planting.

The exceptionally warm weather experienced during the summer highlighted the considerable resources required to maintain the displays. Members are therefore invited to consider whether the current planting arrangements remain sustainable and appropriate for future years. Consideration should also be given to the impact of any future hosepipe bans or water restrictions, which may limit the Council's ability to maintain planting displays to the required standard.

As part of this review, Members may wish to explore alternative planting schemes and the potential installation of irrigation systems where practical. Whilst irrigation may not be suitable in all locations, it does not appear that this option has previously been fully investigated.

The total cost of the 2026 summer planting programme, including hanging baskets, planters, compost and bonemeal, was £4,083.80.

Subject to approval of Agenda Item 16, Members are encouraged to review the future provision and maintenance of the Town Council's planting displays via the Play Parks, Open Spaces and Street Furniture Working Group for further consideration and recommendation.

Signature of Officer:

Town Clerk



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

13th September 2026

Pillmere Meadows

Thanks to the Services Delivery for the 'Big Mow' in August, after which we raked up the arisings. Please continue to mow as needed, from now until late Winter, when I shall ask you to stop.

This has been a good year for the meadow and 39 species of wildflower were identified during 3 surveys in May and June. We now have two species of wild orchid, been orchid and Southern marsh orchid, which is something to be proud of.

The habitat could be improved by adding a short piece of hedging (e.g. 3 metres, just inside the rail by the pavement) and/or a small stand of say 3 trees for shade. Emphasis would be on choosing plants which require no/low maintenance, such as rowans. Initial consultations with the residents suggest they are not keen, and of course we won't plant without their agreement. But if they were to agree, would the Council permit this planting?

Adrian White
SEA

To receive a report on street furniture at Treledan, Saltash and consider any actions and associated expenditure

Report to: Services Committee

Date of Report: 10/8/26

Cllr Writing the Report: Cllr. Scott Slavin, Trematon Ward

Cllr. Scott Slavin Recommendation:

The Services Committee is asked to consider the purchase of three Topsy Royale general waste litter bins for installation across the Treledan Estate and, should the purchase be approved, to incorporate the emptying and maintenance of these bins into the Services Department's weekly operational schedule.

Locations as follows:

- Bin 1 – In between bench 1 and 2 on the approach path to the play park in Green Area 2 as you walk west from Green Meadows Close towards 5 Acres Lane.
- Bin 2 - On west exit from play park in Green area 2. Either on or in the vicinity of the pre-existing plinth.
- Bin 3 - Provisional third bin site to be determined at a later date.

At a purchase and delivery cost of £674 + VAT allocated to budget code 6526 Tools, Equipment, Materials.

Should additional refuse collections be required, to allocate the additional cost to budget code 6529 Refuse Disposal.

To approve the purchase and installation of a Town Council noticeboard on Treledan Way, to be funded from Budget Code 6571 SE EMF Saltash Recreation Areas, subject to the necessary landowner permission being obtained.

Report Summary:

Whilst delivering leaflets and canvassing in Treledan prior to my recent election, two subjects came up regularly on the doors.

1. Concerns over adoption by First Port of the communal areas
2. Litter and dog waste, this point also encompassing the lack of any general waste bins around the estate

For background, Treledan estate will be built across three phases with the outline planning permission from 2014 providing for up to 1,000 homes. As of today's date, phase 1 from Barratt David Wilson is at an advanced stage and will provide 387 homes when complete. Phase 2 from Bloor homes will provide a further 330 properties with phase 3 to follow and a further application for more houses after phase 3 (156 homes proposed by Bloor Homes).

Between phase 1 nearing completion and phase 2 under way, there are approximately 500 occupied houses to date. Taking an average Band C property as a benchmark, the Treledan estate currently generates roughly £930,000 in Council Tax revenue annually for Cornwall Council. Using the same baseline criteria, those same residents contribute a further £89,500 as part of their Town Council precept.

Residents must also pay an estate maintenance charge (currently typically £280 per annum) for maintenance services for communal areas whilst simultaneously paying their Council Tax in full. This maintenance charge does not include provision of any public bins for general or dog waste, nor funds for any such facilities (if provided separately) to be emptied.

Also notable whilst delivering leaflets in Treledan was that the amount of litter and dog waste left in the common areas, particularly in the play park area (see image below) was disproportionate for the number of people resident. I attribute this primarily to the lack of any public bins on the estate. Whilst provision of bins will likely not eliminate this completely, it will in my estimation help to reduce it. Phase one of Treledan has three main green communal areas, as arrowed in image 1 below.

Image 1: Aerial view of Treledan phase one green spaces.



- Red arrow shows a green area used for seating and walking. It contains trees, greenery and public benches. See image 2 below. It is used commonly by dog walkers and does see litter and dog waste left, though on a smallish scale. See image 2, from here on referred to as “Green Area 1”.
- Yellow arrow is for the play area, it is heavily used by children, teenagers and families (which depending on the time of day) and regularly experiences litter and dog waste issues. See image 3, from here on referred to as “Green Area 2”.
- The blue arrow is a green space with trees planted and benches in situ. It sees limited use for recreation but is used by dog walkers. Litter and dog waste problems are not significant. See image 4, from here on referred to as “Green Area 3”.

Image 2 seating benches arranged by the path around the central triangular green area 1. Looking towards the A388 from the top corner of 5 Acres Lane.



Images 3 – 5: Play park area and approach path. This area, in addition to play equipment, comprises:

- 2 seating benches on the approach path
- 3 seating benches around the play equipment
- 3 picnic tables to the side of the play equipment. Each picnic table is equipped with two benches.
- An unused stone / cement plinth adjacent to the path out of the pay area (heading west). See right hand corner of image 5.

Image 3: Looking west towards the play area from Green Meadow Close.



Image 4: Play area looking west towards 5 Acres Lane.



Image 5: Play area looking east from 5 Acres lane.



Image 6: Seating benches along Green of Green Meadow Close.



Proposal:

I propose supply and installation of 3 x [Topsy Royale general waste litter bins](#) from Glasdon, as per image below. They are available in black, blue or green, the latter two colours being a cost option, the quote I have obtained is for the following options, black being at no additional cost and arguably, better suiting the area.

- Internal 22kg concrete weight so that they can be free standing without need for groundworks or plinth (though the play park plinth could be utilised if not required for other purposes).
- Zinc coated steel liner with elastic sack retention kit.
- Black in colour with twin gold band.
- Dual A5 signs for general waste and dog waste.



Locations proposed:

I propose the 3 bins are located as follows

- Bin 1 – In between bench 1 and 2 on the approach path to the play park in Green Area 2 as you walk west from Green Meadows Close towards 5 Acres Lane.
- Bin 2 – On west exit from play park in Green area 2. Either on or in the vicinity of the pre-existing plinth.
- Bin 3 – location to be determined.

Specs (from Glasdon Website):

The Topsy Royale is a traditional litter bin that will enhance any environment, well suited to town centres and heritage streetscapes. Topsy Royale will also complement modern architectural styles.

The circular design of the Topsy Royale creates a robust structure and provides ease of pedestrian flow when located in busy streets.

Topsy Royale is purpose designed for easy emptying without the need for strenuous lifting. The whole, lightweight bin body lifts off the base, the liner then requires only a short lift over the plinth. With a large capacity of up to 90 litres the need for frequent emptying is reduced.

Topsy Royale requires minimum maintenance as it is manufactured from tough vandal and weather-resistant Durapol® material which is recyclable after its service life. The bin has been designed with chamfered apertures and a robust domed hood to help

prevent littering. Topsy Royale has integrally moulded ridges to deter fly posting and graffiti.

Topsy Royale litter bin is supplied as standard with Gold or Silver decorative banding and the universally recognised 'Bin-It' symbol. The banding is set into specially designed recesses to ensure vandal resistance.

When purchased in the black model, this litter bin contains 15% recycled content.

Design Features:

- Domed hood.
- Chamfered apertures.
- Decorative banding recesses and 'Bin-It' symbol.
- Anti-flyposting finish.
- Choice of keyed lock or keyless locking system.
- Lift off bin hood.
- Can be permanently set into concrete foundations.

Colours:

- Bin: Black (15% recycled content), Deep Green, Dark Blue What is this? Drip Tray

Materials:

- Bin hood: 15% recycled Durapol Material. What is this? Durapol Material
- Bin base: Durapol Material.
- Liner: Zinc-Coated Steel or Durapol
- Moulded plastic liner: Polyethylene.
- Dimensions
- Bin volume: 120 litres
- Liner capacity: 90 litres
- Height: 1060mm
- Diameter: 545mm
- Weight: 14kg (with metal liner)
- Weight: 13kg (with Durapol liner)

Noticeboard Proposal:

Image 1: Marked with a blue circle on Treledan Way adjacent to a communal area and play park.



The Town Council has previously investigated the installation of a Town Council noticeboard at Treledan and has been in correspondence with Foundation Communications, the community engagement and public consultation consultants acting on behalf of the developer and planning team. In-principle approval has been granted, subject to confirmation of an appropriate location.

The Administration Department has identified the following location as suitable, subject to landowners' permission:

What3Words: [///latches.arranger.openly](https://www.what3words.com/#!/latches.arranger.openly).

Budget:

Bins:

Please see attached quote (**Appendix A**) for £674 including delivery for provision of 3 x Glasdon Black plastic bins with metal liners.

The quote for the bins have been confirmed as valid until 31 October.

Waste Collection:

A budget provision will need to be made for these to be emptied by Saltash Town Council in parallel to emptying of other bins that the Town Council are responsible for in park areas.

The Town Council's waste contractor has advised that dog waste and general waste cannot be collected together, as dog waste is classified as hazardous waste.

Therefore, an alternative quotation was sought. To date, one quotation has been received with two options.

Option 1:

This includes litter bin emptying at a cost of £846.44 per annum

Option 2:

Commercial waste collection at a cost of £1,300 per annum (no VAT)

Details are provided in **Appendix B**.

Noticeboard:

One estimated quote has been obtained for Members consideration and is attached as **Appendix C**.

Estimated cost for supply and fit: £1,634.35

Budget Code: 6526 Tools, Equipment and Materials

Budget Availability: £4,695

Budget Code: 6529 Refuse Disposal

Budget Availability: £826 (for any additional refuse disposals)

There is also funding available within the EMF budget for Saltash Recreation Areas should it be required, particularly if either budget becomes overspent during the financial year.

Budget Code: 6571 SE EMF Saltash Recreation Areas

Budget Availability: £77,791

Signature of:

Councillor Scott Slavin



Glasdon UK Limited (uk.glasdon.com) Customer Generated Quote ref: RC27630004

APPENDIX A



Quote

Customer Address

Scott Slavin
Saltash Town Council
The Guildhall,

Lower Fore Street,
Saltash
Cornwall
PL12 6JX
UNITED KINGDOM

Email: s.slavin@saltash.gov.uk

Delivery Address

Scott Slavin
Saltash Town Council
The Guildhall,
Lower Fore Street,
Saltash
Cornwall
PL12 6JX
UNITED KINGDOM

10 August 2026
RC27630004

Telephone: 01253 600410
Email: enquiries@glasdon-uk.co.uk

Thank you for your quote request which we have pleasure in detailing below.

If you would like to place an order then please click the green bar below. Alternatively, or for any other queries, please email enquiries@glasdon-uk.co.uk detailing your quote request number.

Mailing Preferences

How did you hear about us? : **Internet Search engine** Updates via Email : **No** Updates via Post : **No**

	Qty	Unit Price	Total Price
Topsy Royale™ Litter Bin (Colour: Black, Locking System: Keyless, Liner: Metal liner with elastic sack retention kit, Banding: Gold banding, Bin-It Symbol: Dual A5 Bin-it (Little/Dog Waste) - Gold, Fixing Options: Int Base Weight (22kg Concrete) (G), Smoking Control: Not Required)	3	£224.45	£673.35

All details remain firm until 30 days from the issuance of this quote.

Delivery to be confirmed upon receipt of order.

Please refer to the **Conditions of Sale**.

Sub Total	£673.35
Carriage	£0.00
Total Tax	£134.67
Total	£808.02

[Click here to proceed with this quote using a credit card or by paying on account](#)

We'll plant a tree for every Quote request we receive.

You can also keep track of our tree-planting initiatives via our virtual forest at <https://ecologi.com/glasdonuk>



APPENDIX B

We have two options for you;

Private Litter Bin emptying – your three bins would be added to our waste & cleansing contract with our contractors, Biffa Municipal Limited emptying them as part of their regular rounds. The quote is based on once a week emptying and twice weekly in the summer months. The cost for the year 2026/27 would be £846.44 (plus vat), £1,015.73. If we were to start emptying from 1 October 2026 the price until 31 March 2027 would be £578.64 (plus vat), £694.37.

Commercial Waste Collection – potentially a weekly Saturday collection using a 240l wheelie bin and collected from your Longstone Depot, however this would be subject to a vehicle with mechanical bin lift being available, as the 240l wheelie bin would not be able to be manually emptied for H&S due to the weight of the waste. The price is £25 per week (no vat charged) equating to an annual charge of £1300.00.

If you have any questions about the above quotes please do get in touch.

Kind Regards

Cornwall Council | Regulatory Services

From: Accounts (Saltash Town Council) <Accounts@saltash.gov.uk>

Sent: 10 September 2026 15:53

Good Afternoon

We are currently seeking a quotation for the hire of a large container/bin to store dog waste collected from three Glasdon Jubilee-style dog waste bins that will be installed in Treledan.

The three bins will be located in the areas shown on the attached map. Waste from these bins will be collected by our Service Delivery team and transported to a larger container or skip at our Longstone Depot for onward collection and disposal.

The specifications of each dog waste bin are as follows:

Liner capacity: 90 litres

Height: 1,060 mm

Diameter: 545 mm

Weight: 14 kg (with metal liner)

Weight: 13 kg (with Durapol liner)

Could you please provide a quotation for:

The hire of a suitable large container/bin for storing the collected dog waste.
The collection and disposal service for the waste from Longstone Depot.

If you require any further information, please let me know.

Many thanks,



Accounts (Saltash Town Council)
Saltash Town Council

t: +44 1752 844846

e: Accounts@saltash.gov.uk | w: www.saltash.gov.uk

a: The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX



APPENDIX C

ESTIMATE

Emma Lowton Smith
Saltash Town Council
The Guildhall
Lower Fore Street
Saltash
Cornwall
PL12 6JX

11 September 2026
Our Ref: 73070-0 / LP
Your Ref: <None>

Dear Emma

Re: - Noticeboard

In response to your enquiry we have pleasure in estimating a price for your requirements. On receipt of your order and deposit where applicable, the studio will submit drawings for your approval based on the information given. Please note additional editing and changes may be subject to further artwork fees.

Item	Description	Price
01	1000 x 1350mm - Supply and install a displaycase with 60 x 40mm posts and a header panel - Noticeboard, header panel and posts painted to RAL 6005 Green - Artwork by [REDACTED]	£1,634.35

Should this estimate prove favourable then we will be pleased to provide a formal quotation. We have endeavoured to estimate using the highest quality materials and specification to suit your request. Please feel free to contact me again to discuss alternatives if the quoted option is not satisfactory. Please note where no approved account facilities are in place a 50% deposit is due on placement of the order, with the balance due on completion .

This quotation is valid for 30 days. Any deviation from the above specification and price would need written confirmation and acceptance before undertaking any of the work. **Please note that all prices do not include VAT which will be charged at the current rate.**

Quotes and orders are governed by [REDACTED] usual trading terms, a copy of which is available on request, unless previously agreed in writing.

Yours sincerely,

To receive a report on producing a Condition Report and Forecast Budget Costs and consider any actions and associated expenditure

Report to:

Services Committee

Date of Report:

3 September 2026

Officer Writing the Report:

Office Manager Assistant to the Town Clerk

Purpose of the report:

To consider the appointment of Bailey Partnership to undertake condition surveys and five-year maintenance forecasts for the Town Council's property portfolio.

Officer's Recommendations

Members are asked to consider to appoint Bailey Partnership at a cost of £1,500 plus VAT to undertake a condition survey and five-year maintenance forecast for the Town Council's property portfolio allocating to budget code 6595 SE EMF Legal and Professional Fees Grounds and Premises

Report Summary

Following an initial enquiry regarding the annual update of the Town Council's property condition reports, James Barron of Bailey Partnership submitted a quotation.

The proposal covers condition surveys and five-year maintenance forecasts for the Town Council's property portfolio in line with previous condition surveys commissioned by the Council, including the Guildhall, Isambard House, Maurice Huggins Room, Depot Buildings, Library and Heritage Building.

The surveys would comprise visual inspections of the building fabric, with reports identifying defects, recommended works, priorities and indicative budget costs.

The quoted fee for site surveys and report preparation is £1,500 plus VAT, with reports to be issued within three weeks of the site inspections.

Subsequently, clarification was sought on Bailey Partnership's fee structure should the Council wish to appoint them as Building Surveyor and engage them to oversee works arising from the condition reports.

In response, it was advised that Bailey Partnership would undertake any consultancy or project management services on an hourly rate basis, providing specific quotations for individual commissions as required.

Indicative hourly rates range from £95/hour for Senior Surveyors to £210/hour for Executive Director level services, excluding VAT. Attached is a list of costs as

Appendix B.

Failure to undertake updated condition surveys may result in deterioration of Council assets going unidentified, reduced ability to accurately forecast maintenance budgets and an increased risk of reactive rather than planned maintenance expenditure.

If Members wish to proceed with the 2026 condition surveys, approval would be required to appoint Bailey Partnership at the quoted cost of £1,500 plus VAT.

Members should note that the surveys do not include services such as electrical systems, fire alarms, drainage, heating and cooling systems. The surveys are principally visual inspections of the building fabric and exclude specialist testing and building services.

Any subsequent professional services associated with managing repair projects would be commissioned separately and subject to further quotations based on the hourly rates provided.

It is worth noting that budget provision is available for professional fees relating to buildings such as Longstone. However, at this stage, the appropriate first step is to instruct BP to undertake a Building Condition Survey. The findings of the survey would provide an evidence-based assessment of the Council's assets, informing future maintenance programmes, budget forecasting and any subsequent professional advice required to identify future expenditure requirements, and support budget forecasting as part of the precept-setting process.

How does this support the Town Council Business Plan

The commissioning of periodic condition surveys supports effective asset management, long-term financial planning and the stewardship of Council-owned property assets.

Budget Overview

Quotes Provided

At present, only one quotation has been obtained due to workload capacity and the timescales associated with commissioning the surveys. Members should note that the quotation has been provided by a reputable firm and by a surveyor with previous experience of undertaking condition surveys for the Town Council.

Whilst indicative hourly rates have been provided should the Council wish to appoint Bailey Partnership as its Building Surveyor in the future, Members should note that the Town Clerk has delegated authority to procure and appoint professional building surveying services, as required, in accordance with the nature and scope of the works and the Council's requirement to secure best value for money.

Procurement Threshold

Does this project meet the procurement threshold?

No

Budgets

Budget Codes:

6595 SE EMF Legal and Professional Fees Grounds and Premises

Budget Availability:

£5,089.00

Committed Spend:

£0

Signature of Officer:

Office Manager / Assistant to the Town Clerk

Dawn Joyce
Office Manager / Assistant To The Town
Clerk
Saltash Town Council
The Guildhall
Lower Fore Street
Saltash PL12 6JX

Our Ref:
JB Submissions

Your Ref:
Saltash Condition Reports

dawn.joyce@saltash.gov.uk

16th June 2026

Dear Dawn,

Saltash Town Council Property Condition Reports

Thank you for your email dated 9th June 2026 seeking assistance with the annual update of your building condition report.

We understand that condition surveys have previously been prepared by Barron Surveying Services Ltd and that you require that to be updated. The last survey and report was carried out in June 2025.

The scope of the report is a major elements building fabric survey of your property stock with budget costs for foreseeable repairs or renewals over a 5-year period. As with your previous reports, the scope will consider major building fabric elements only and will be based on a visual inspection externally. The scope will include a brief internal inspection for the purpose of reporting on the condition of floor coverings only.

The scope of the reports will not consider any of the building's services such as electrical systems, drainage, water, fire alarm, emergency lighting, heating and cooling, etc. No comment will be made in relation to building plant and services, and no specialist testing has been carried out.

The report will not comment on items of cyclical and routine maintenance, which are assumed to already be in hand with Saltash Town Council's appointed contractors.

We will include in the report the following properties

- Isambard House
- The Guildhall, Saltash
- Maurice Huggins Room
- Town Council Depot Buildings
- Saltash Library
- Heritage Building Lower Fore Street

The report will consider each building individually.

The report will be presented in a tabular format.

The report will contain the following headings:

- Item
- Description/condition
- Work required
- Budget cost and priority
- Photographs

For priority, three individual priorities will be allocated to each item of repair identified. These are:

- Priority one – urgent work required within one year. Failure to implement the works will allow continued degradation of the building fabric or occupancy/health and safety issues.
- Priority two – moderate works required to be carried out within years two and three. Failure to carry out the works will allow unnecessary degradation of the building fabric and is required to keep the building in a well-maintained condition.
- Priority three – planned work required to be carried out within years four to five.

Work anticipated to be required outside of a forecast five-year period from the date of inspection will not be commented upon in the report.

Budget costs will be prepared based on surveyors judgement and experience. Competitive quotations will not be obtained for any work recommended. Costs will be presented on a day-one basis and exclusive of VAT. For future cost planning, Saltash Town Council should take into account VAT as appropriate and make allowances for annual inflation on materials and labour costs.

We will proceed as follows

Initial scoping meeting

We would meet with your representatives and collate information on each building in relation to known defects and any planned maintenance or renewals over the forecast period. This information will be incorporated into the report.

Site Surveys

We will inspect each building, liaising with you for internal access. The physical site inspections will be carried out over the course of one day.

Report Preparation

We will prepare our report and submit it to you as an electronic copy in PDF format. Our report will follow within three working weeks of the site surveys.

Our fees would be as follows.

SERVICE	FEE (plus VAT)
Scoping Meeting	Included
Site surveys and report preparation	£1,500.00 plus VAT

Please find enclosed our standard terms and conditions REV 7 13-08-2025 for your kind attention.

We trust the above is acceptable and look forward to your further instructions.

If you wish to proceed, please sign and return the acceptance slip at the bottom of this letter, and we will commence the services for you. Our lead time is currently 3 weeks from instruction.

Kind regards

Yours sincerely



James Barron BSc (Hons) MRICS
Principal Building Surveyor
for Bailey Partnership (Group) Ltd

Enc: QA 20 Bailey Partnership Terms and Conditions of Appointment Rev 7 13-08-25

Saltash Town Council confirm acceptance of this proposal and instructs you to proceed with the duties set out in the fee proposal

Signed:

Print Name: **Date:**

Definitions and Application

1. Bailey Partnership is the trading name of Bailey Partnership (Group) Ltd, Company Number 15873896 - Incorporated on 3 August 2024, Private Limited Company registered in England and Wales. Registered office: Lyster Court, 2 Craigie Drive, The Millfields, Plymouth, PL1 3JB. A list of Directors names is available at the above address.
2. "The Client" is the legal entity (person, organization or company) requiring the Services to be performed and undertaking to pay the agreed Fees.
3. By commissioning Bailey Partnership to carry out the commission, the Client agrees to accept and abide by all of these Terms and Conditions, unless specifically agreed otherwise by both parties.
4. The "Agreement" shall mean these Terms and Conditions, together with the Scope of Services, Form of Appointment (if any) and Fee Proposal.
5. "Services" to be performed by Bailey Partnership are set out in the "Scope of Services" defined in the "the Agreement".
6. No action or proceedings for any breach of the Agreement whether in contract or in tort or in negligence or for breach of statutory duty or otherwise shall be commenced against Bailey Partnership after the expiry of 6 years from the date that Bailey Partnership last performs the Services under the Agreement.
7. Save in respect of personal injury or death, the Client shall look only to Bailey Partnership (and not to any of Bailey Partnership's personnel) for redress if the Client considers that there has been any breach of the Agreement. The Client agrees not to pursue any claims in contract, tort or statute (including negligence) against any of Bailey Partnership's personnel as a result of carrying out its obligations under or in connection with the Agreement at any time and whether named expressly in the Agreement or not. For avoidance of doubt, "personnel" shall include, but not be limited to, Partners, Directors, staff and officers of Bailey Partnership.
8. If any part of the Agreement is held to be invalid or unenforceable, the remaining terms will continue in full force and effect.
9. The Client may not assign all or part of the benefit of, or its rights and benefits under the Agreement of which these Terms and Conditions form part, without the explicit agreement of Bailey Partnership.

Execution of the Service

10. Bailey Partnership will use reasonable skill and care in the performance of the Services. Notwithstanding anything to the contrary contained in the Agreement, Bailey Partnership shall not be construed as owing any greater duty or obligation than the use of reasonable skill and care in accordance with the normal standards of its profession.
11. Our Fee proposal excludes provision of services relating to dispute resolution should a dispute arise between the Client and Contractor; additional fees would be payable for any such services.

Insurance

12. Bailey Partnership undertakes to maintain Public Liability Insurance, Employers Liability Insurance and Professional Indemnity Insurance PII for any one claim up to the value in the Agreement or £5,000,000 whichever is the lower sum, so long as that insurance remains commercially available, with the exception of EWS1 Forms, the issue of which have a £2M sub limit for PII insurance.

Fees

13. Unless otherwise agreed, our Fee proposal is only valid for 3 months from issue.
14. Percentage Fees are based upon the final account for the construction works unless otherwise stipulated in the Fee Proposal or Form of Appointment.
15. In the event that the Contractor fails to meet the contracted completion date we reserve the right to claim additional Fees to reflect the increased construction period regardless of whether the Client decides to seek recovery of these costs through the Construction Contract.
16. Hourly rate Fees in the Fee Proposal are subject to annual uplift at the CPI rate published by the ONS.
17. Payment of all or any Third Party costs not explicitly included in the Fee Proposal are excluded from our Fee Proposal.
18. Should Bailey Partnership agree to make arrangements to pay any client costs directly, a 15% handling charge shall be applied with payment terms of 14 days from invoice issue.
19. VAT at the prevailing rate is payable on all fees.
20. Set off of fees due is not permitted under the Agreement. In the event of any dispute, claim or complaint against Bailey Partnership by the Client, fees must be paid unless set off against loss is

specifically agreed by Bailey Partnership as appropriate to resolve the matter.

21. Should the client operate a Purchase Order system, a PO must be provided at instruction, Bailey Partnership takes no liability for costs and payment delays should instruction and related PO not be provided.

Payment Terms

22. Unless otherwise stated, payment terms are 28 days from invoice issue. Bailey Partnership reserves the right to raise daily interest charges at 4% above Bank of England Base Rate (but 4% should the Bank of England Base Rate fall below zero), should payment not be made within the agreed terms.
23. All rights are revoked and works would be suspended should payment not be made by the payment date, including suspension of any copyright licence and/or intellectual property rights under Clause 26.

Collateral Warranties / Third Party Right

24. Unless specifically agreed otherwise, we have not allowed within the Fee nor agree to provide Collateral Warranties. The provision of such warranties will be subject to agreement of the wording of the warranty being to our and our insurer's satisfaction and payment of Additional Fees along with payment of all Fees due prior to Bailey Partnership signing any such warranty.
25. Nothing in these Terms and Conditions or the Agreement shall confer or purport to confer on any Third Party any benefit or right to enforce any of the Terms & Conditions or the Agreement pursuant to the Contracts (Rights of Third Parties) Act 1999.
26. Where Bailey Partnership is requested to provide Warranties or enter into other Third Party Agreements and the terms of these documents have not already been agreed, Bailey Partnership is prepared to negotiate the terms of such documents and the additional fee, if any, that should be paid to Bailey Partnership for entering into them. The Client shall not withhold payment of fees, pending agreement to such documents.

Net Contribution

27. Without prejudice to any other exclusion or limitation of liability, damages, loss, expenses or costs the liability of Bailey Partnership for any claim or claims under the Agreement shall be further limited to such sum as it would be just and equitable to require from Bailey Partnership having regard to the extent of Bailey Partnership's

responsibility for such loss or losses and on the basis that the other consultants, contractors and suppliers appointed on the Project shall be deemed to have provided contractual undertakings on terms no less onerous than this Agreement in respect of the performance of their services in connection with the Project and shall be deemed to have paid to the Client such proportion which it would be just and equitable for them to pay having regard to the extent of their responsibility.

Force Majeure

28. Bailey Partnership shall not be liable to the Client as a result of any delay or failure to perform the Services and/or our obligations under the Agreement as a result of a Force majeure event. For the purposes of the Agreement, a Force Majeure event is an event beyond Bailey Partnership's reasonable control including but not limited to strikes, lock-outs or other industrial disputes, government actions, failure of a utility service, a public or private telecommunications network or a transport network, act of God, war, riot, civil commotion, epidemic or pandemic, malicious damage, accident, breakdown of plant or machinery, fire, flood, storm or default of suppliers or subcontractors.
29. If the Force Majeure event prevents Bailey Partnership from providing the Services and/or obligations under the Agreement for more than 8 weeks, Bailey Partnership shall, without limiting our other rights or remedies, have the right to terminate the Agreement immediately by giving written notice to the Client.

Dispute Resolution

30. In the event that the Client has a complaint in respect of the Services then, without prejudice to any other remedy the Client shall have access to Bailey Partnership's Complaints Handling Procedure, available via our Website and also available as written copies on request. If a dispute arises in connection with the Agreement, the Client and Bailey Partnership shall attempt to reach a settlement to resolve the dispute directly in good faith.
31. If a settlement cannot be reached, either party may refer the matter to Arbitration, with an Arbitrator appointed by the relevant Regulatory Board; namely Arbitrators drawn from the RIBA, RICS or CI Arb. for business to business transactions or the Centre for Effective Dispute Resolution (CEDR) for business to consumers' transactions.

Pollution, Contamination, Toxic Mold and Asbestos

32. Unless agreed in writing Bailey Partnership's liability for any claim or claims which may arise out of or in connection with, pollution, contamination or toxic mold is excluded. If otherwise agreed in writing such agreement will be accompanied by a Limitation of Liability to be agreed as appropriate at the time of appointment. Bailey Partnership are neither equipped for nor experienced in identifying asbestos and such surveys should be carried out by specialists.
33. Any reports issued by Bailey Partnership are confidential to the Client and its professional advisors and under no circumstances may they be passed on or reproduced in whole or in part, nor may it be relied upon by third parties for any use whatsoever. Bailey Partnership shall have no liability for any use by any third party of reports for any purpose, unless expressly agreed by Bailey Partnership with specific reference to this clause.

Intellectual Property

34. Bailey Partnership reserves all copyright and all intellectual property rights which may subsist with any service and reserve the right to take appropriate action to restrain or prevent infringement.
35. Subject to settlement of all fees due, the Client shall have a license to copy and use drawings and documents issued to them by Bailey Partnership for purposes related to construction, maintenance or sale of the Project. They may not be used for any extension of the Project or any other project without specific agreement of Bailey Partnership.
36. Bailey Partnership shall not be liable for any use any party may make of the drawings and documents issued for any purpose other than that for which the same was originally prepared.

Confidentiality

37. Where information relevant to the Client is obtained from other sources (ie other clients) Bailey Partnership is under no duty of disclosure.
38. The following are permitted:
- a. Random inspection of files for audit / accreditation purposes
 - b. Disclosure to professional advisors
 - c. General reference to project etc within advertising or promotional or tender material.

Governing Law

39. The Client and Bailey Partnership agree that the construction, validity and performance of the Agreement including these Terms and Conditions shall be governed by and construed under English Law and the parties hereby submit to the exclusive jurisdiction of the English Courts. Both parties shall see that they, their employees, agents and sub-contractors shall observe the requirements of the General Data Protection Regulations 2018 and the UK Bribery Act 2010 in the provision and use of the subject matter of the Agreement. Bailey Partnership is an Equal Opportunities Employer and meets the requirements of the Equality Act 2010 and the Modern Slavery Act 2015.

Termination

40. If either party is in breach of its obligations and fails to remedy such breach (if capable of remedy) within 14 days of receiving written notice to remedy the breach or the Agreement has been affected by Force Majeure for at least 60 days, then the Agreement may be terminated forthwith by the party not in default without prejudice to the accrued rights of the parties.
41. If either party shall become insolvent or bankrupt or having a receiving or administration order made against it or compound with its creditors or commence winding up (save for solvent amalgamation or reconstruction) the other party shall be at liberty by written notice to terminate the Agreement forthwith.
42. Bailey Partnership and the Client have the right to terminate the Agreement for convenience without cause, fault or liability, subject to completion of the Services to an appropriate stage.
43. In the event of termination of this Agreement, the Client shall pay to the Consultant such payment as is due for the performance of the Services up to and including the first day of the month in which notice of termination was given.

Retention of Documents

44. Bailey Partnership will retain in electronic format only, all information provided to or issued by Bailey Partnership relating to this project for a period of no less than 6 years from completion of the project or longer if included in the Agreement and/or required by Statute.

**Regulation by RICS for Surveying Services
(does not apply to non-surveying services)**

45. Bailey Partnership (Group) Ltd is regulated by RICS for the provision of surveying services. This means we agree to uphold the RICS Rules of Conduct and all other applicable mandatory professional practice requirements of RICS, which can be found at www.rics.org. As an RICS regulated firm we have committed to cooperating with RICS in ensuring compliance with its standards. The firm's nominated RICS Responsible Principal is Philip Stuart-Harris, Executive Director, p.stuart-harris@baileyp.co.uk.

APPENDIX B



Privacy Notice

This Council recognises that it has a duty to people whose information it holds to treat that information in accordance with statute. [Click here](#) to download our privacy notice which explains how we use any personal information we collect about you.

Confidentiality Notice

This email and its attachments are confidential and are intended for the above named recipient only. If this has come to you in error, please notify the sender immediately and delete this email from your system. You must take no action based on this, nor must you copy or disclose it or any part of its contents to any person or organisation. Statements and opinions contained in this email may not necessarily represent those of the Council. As a public body, the Council may be required to disclose this email under the Freedom of Information Act 2000, unless the information in it is covered by one of the exemptions in the Act.

Sent: Monday, July 13, 2026 09:52

Subject: Re: Saltash Town Council Condition Surveys

Good morning Dawn,

I hope you are well.

Thank you for this enquiry.

I think the best way that we can approach this at the moment would be on hourly rate services.

We would be happy to provide fee quotations on each particular service that is required, but as a framework guide, our typical hourly rates are as follows.

Designation	£ rate/hour (Excluding VAT)
Executive Director - Professionally qualified with at least 10 years post qualification experience	£210.00
Director - Professionally qualified with at least 10 years post qualification experience	£140.00
Technical or Project Director - Professionally qualified with at least 10 years post qualification experience	£120.00
Associate/Principal - Professionally qualified with at least 5 years post qualification experience	£105.00
Senior - Professionally qualified / experienced	£95.00

REPORT TO: SERVICES COMMITTEE

Date of Report: 21st September 2026

Officer/Member Preparing Report: Cllr Pete Nowlan

Subject: Review of Public Conveniences in Saltash

1. Purpose of the Report

The purpose of this report is to present the findings of the Public Conveniences Working Group and to make recommendations regarding the future provision, management and improvement of public conveniences in Saltash.

The recommendations seek to:

- maintain appropriate public toilet provision across the town;
- respond to concerns regarding vandalism and anti-social behaviour;
- reduce ongoing maintenance and repair costs;
- improve the quality and resilience of the remaining facilities;
- explore alternative forms of provision, including a Community Toilet Scheme; and
- consider opportunities for automated access and resident contribution schemes.

2. Officer's Recommendations

The Working Group recommends that the Services Committee considers the following:

Longstone

Recommendation: Retain and improve.

- Retain the Longstone public conveniences.
- Maintain the current opening hours, aligned as far as practicable with the Services Team's working arrangements.
- Investigate the removal of the two walls immediately in front of the entrance, subject to appropriate consultation and costings.
- Obtain costs for replacing the existing furniture and fittings with more robust, vandal-resistant alternatives.
- Investigate the cost and feasibility of installing **RADAR key and/or pay-as-you-go (PAYG) automated access.**

- Explore external funding opportunities to support the proposed improvements.
- Investigate the feasibility of introducing a **resident toilet access card/scheme**, potentially based on arrangements used by other town councils.

Alexandra Square

Recommendation: Close the existing facility and develop alternative provision.

- Close the Alexandra Square public conveniences.
- Explore the establishment of a **Community Toilet Scheme**, initially with The Railway Pub and potentially the Brunel, subject to agreement and appropriate arrangements.
- Recognise alternative toilet provision within the locality, including the Guildhall, which provides disabled access, and Saltash Railway Station.
- Consider whether the Community Toilet Scheme could subsequently be extended to other appropriate businesses and locations across Saltash.

Belle Vue

Recommendation: Retain and improve.

- Retain the Belle Vue public conveniences due to their central town location and accessibility, including disabled access.
- Obtain costs for replacing existing furniture and fittings with more robust, vandal-resistant alternatives.
- Consider whether any further security or design improvements could reduce the risk of vandalism and anti-social behaviour.

Waterside

Recommendation: Retain the public conveniences in the short term, pending the outcome of the ‘Waterside Sheds and Public Conveniences’ feasibility project.

- Investigate whether the existing brick entrance walls could be removed as a relatively low-cost improvement, subject to technical and planning considerations.

- Obtain indicative costs for upgrading furniture and fittings if the facility is likely to remain in its current location for a significant period.
- Establish the likely timescale for any proposed relocation of the public conveniences as part of the Waterside Devolution project before committing to significant expenditure.

3. Background

At the Services Committee meeting held on **30 April 2026**, Minute **10/26/27**, Members received a report from the Town Clerk concerning the management of the Council's public conveniences considering increasing incidents of anti-social behaviour and vandalism.

Following consideration of the report, a Working Group was established comprising:

- Cllr Pete Nowlan – Chair
- Cllr Johns
- Cllr Bullock
- Cllr Ashburn

The Working Group considered the Council's current provision across the four public convenience sites in Saltash and examined opportunities to rationalise provision while maintaining appropriate facilities for residents, visitors and those using the town.

The Council currently operates public conveniences at:

1. Longstone
2. Alexandra Square
3. Belle Vue
4. Waterside

The ongoing cost of maintaining and repairing these facilities is understood to exceed **£60,000 per annum**.

The Working Group therefore considered whether the current level of provision represents the most effective use of Council resources, particularly given the cost of maintaining four separate sites and the increasing incidence of vandalism and anti-social behaviour.

4. Provision and Standards

The Working Group considered available guidance relating to public toilet provision, including British Standards and information published by organisations within the public toilet sector.

Rather than relying solely on population-based provision, the Working Group considered a range of factors, including:

- the population of Saltash;
- town-centre footfall;
- accessibility;
- proximity of alternative toilet facilities;
- recreational and visitor locations;
- opening hours;
- the needs of residents and visitors;
- the cost of maintaining individual facilities; and
- the potential for alternative community-based provision.

Saltash currently has a relatively high level of public toilet provision for a town of its size. While the town continues to grow, the Working Group considers that there is an opportunity to rationalise provision while investing in and improving the facilities that are retained.

The intention is therefore **not simply to reduce the number of toilets**, but to ensure that the remaining provision is fit for purpose, accessible, resilient and financially sustainable.

5. Review of Individual Locations

5.1 Longstone

Longstone has been identified as the Council's most frequently vandalised public convenience and should therefore be considered a priority for improvement.

The introduction of reduced opening hours has helped to reduce incidents of vandalism and anti-social behaviour. However, this approach also creates an additional operational requirement for the Services Team, as staff are required to open and close the facility.

The Working Group therefore considers that automated access should be investigated as a potential long-term solution.

A **RADAR key/PAYG system** could potentially provide controlled access while reducing the requirement for staff to attend the facility solely for opening and closing.

There may also be an opportunity to introduce a **resident toilet access card**, potentially based on a similar model operated elsewhere. Such a scheme could provide residents with controlled access for a modest annual charge, while contributing towards the ongoing maintenance of the facility.

Further investigation is required into:

- installation costs;
- ongoing maintenance and transaction costs;
- payment arrangements;
- access control;
- eligibility for any resident scheme;
- vandal-resistant furniture and fittings; and
- potential grant or external funding opportunities.

The existing layout also contains areas around the entrance where individuals can potentially remain out of public view. The Working Group therefore recommends investigating whether removal of the two walls in front of the entrance could improve visibility and reduce opportunities for anti-social behaviour.

Alternative toilet provision is also available at locations such as **Saltash Leisure Centre and Saltash Library**, although opening hours and accessibility would need to be considered when assessing overall provision.

5.2 Belle Vue

The Belle Vue public conveniences are centrally located and provide an important facility for residents and visitors.

The facility also provides disabled access, and, for these reasons, the Working Group does not recommend closure.

However, the existing furniture and fittings are vulnerable to damage and recent incidents have reinforced the need for improvements.

The Working Group therefore recommends obtaining costs for the installation of more robust, vandal-resistant furniture and fittings.

Further consideration could also be given to security, visibility and other environmental improvements that may help reduce future incidents.

5.3 Alexandra Square

The Working Group considers Alexandra Square to be the location where closure could be achieved with the least impact on overall provision.

Alternative facilities are available within the surrounding area, including the Guildhall and Saltash Railway Station, although these are subject to their respective opening hours.

Importantly, The Railway Pub has indicated a willingness to participate in a **Community Toilet Scheme**, potentially providing an alternative facility outside the normal operating hours of other nearby locations.

The Working Group recommends that the Council works with The Railway Pub to establish the practical and financial arrangements for such a scheme.

The Brunel could also be approached to determine whether it would be willing to participate.

If successful, the scheme could provide a model for establishing additional community toilet provision elsewhere in Saltash, potentially reducing the need for the Council to operate individual public conveniences in every location.

5.4 Waterside

The future of the Waterside public conveniences needs to be considered alongside the proposed **Waterside Devolution** arrangements.

There is a possibility that the facility may be relocated as part of future changes to the area. If this is the case, significant investment in the existing building may not represent good value for money.

In the short term, however, relatively low-cost improvements could be considered, including investigating the removal of the existing brick entrance walls.

Subject to the expected timescale for any relocation, the Council could also consider upgrading the furniture and fittings.

The Working Group recommends that the Council first establishes a clearer timescale for the Waterside Devolution proposals before committing to significant expenditure at the current site.

6. Future Provision

The Working Group also recognises that Saltash continues to experience housing growth.

As new developments are brought forward, consideration should be given to whether future developments create additional demand for public toilet facilities, particularly in areas away from the existing town centre.

The Council should therefore consider engaging with developers and relevant planning processes where appropriate to ensure that the future needs of residents and visitors are considered.

7. Public Consultation

The Working Group recognised that proposals to change public toilet provision can be sensitive and may generate concern if the reasons for the changes are not clearly communicated.

A short public consultation survey was therefore undertaken to:

- explain the Working Group's proposals;
- seek the views of residents;
- identify concerns regarding proposed changes;
- understand how existing facilities are used; and
- help inform the Committee's final decision.

The consultation results are included at **Appendix A**.

8. Financial Implications

The Council currently spends more than **£60,000 per annum** on the maintenance and repair of its four public convenience sites.

The proposed approach would seek to reduce ongoing expenditure through rationalisation of provision while directing available resources towards improving the facilities that are retained.

Further costings are required for:

- Longstone automated RADAR/PAYG access;
- potential resident toilet access card scheme;
- vandal-resistant furniture and fittings;
- removal of entrance walls at Longstone and Waterside;
- any works required at Belle Vue;
- Community Toilet Scheme arrangements; and
- any other recommended improvements.

No significant capital expenditure should be committed until detailed costs and, where appropriate, funding opportunities have been identified.

9. Conclusion

The Working Group considers that Saltash has an opportunity to review its current public convenience provision and develop a more sustainable approach.

The proposals would retain facilities at **Longstone, Belle Vue and Waterside**, while seeking to close **Alexandra Square** and replace that provision through alternative facilities, including a potential Community Toilet Scheme.

The overall objective is to move towards a smaller number of **better maintained, more robust and more sustainable facilities**, while continuing to provide appropriate access for residents and visitors.

The Working Group recommends that the Services Committee considers the proposals and authorises officers to obtain the necessary costings, investigate funding opportunities and progress discussions regarding alternative provision before any final implementation decisions are made.

In addition, gain permission to complete a SLCC survey being run by DE Montfort University, Open University and Royal College of Art to inform future best guidance for councils in the future.

Report prepared by:
Cllr Pete Nowlan
Saltash Town Council

Date: 21st September 2026

Appendix A – Public Consultation Survey Results

Survey Participation

The consultation received just under 250 responses from Saltash residents.

Age profile:

- 23% under 55
- 77% over 55

This reflects strong engagement from older residents, who are statistically the highest-need users of public toilet facilities.

Most Important & Most Used Toilets

Residents ranked the importance of each site as follows:

1. Waterside
2. Belle Vue
3. Longstone Park
4. Alexandra Square

The most frequently used toilets were Waterside and Belle Vue, confirming their central role in supporting Fore Street, the waterfront, and park-based activity.

Support for Investment

A significant majority (86%) support Saltash Town Council investing in public toilet provision.

This demonstrates clear public backing for maintaining and improving facilities.

Closure of Alexandra Square

A narrow majority (54%) support closure only if alternative provision is available.

This indicates conditional support rather than a mandate for closure, with concerns focused on accessibility, opening hours, and reliability of alternatives such as the Guildhall.

Support for Charging

The majority (62%) support a small charge for toilet use.

Key preferences include:

- Card/contactless payment, not cash
- Charges used specifically to fund maintenance, cleaning, and vandalism prevention
- Protected free access for vulnerable groups (disabled users, RADAR-key holders, OAPs, medical-need users)

Charging remains divisive, but modernised systems receive notable support.

Summary of Public Comments

Public toilets are widely viewed as a fundamental public service essential for:

- Health and medical needs
- Dignity and independence
- Accessibility for older and disabled residents
- Family use, especially young children
- The economic wellbeing of Fore Street and the waterfront

Most respondents strongly oppose closures and emphasise the need for toilets to remain open, safe, clean, and reliably accessible.

Charging is acceptable to many if:

- Modern card-based systems are used
- Vulnerable groups retain free access
- Revenue directly supports maintenance and security

Vandalism is a significant challenge, with strong public backing for:

- CCTV
- Anti-vandal materials
- Improved lighting and monitoring

Interpretation

Survey results should be considered alongside:

- Financial implications (running costs, vandalism repairs, capital investment)
- Operational implications (opening hours, staffing, reliability)
- Accessibility implications (distance between sites, disabled access, transport links)

The consultation demonstrates clear public expectation that Saltash maintains a robust, accessible public toilet network as part of its core community infrastructure.

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

Report to:

Services Committee

Date of Report:

10 September 2026

Officer Writing the Report:

Office Manager / Assistant to the Town Clerk

Pursuant to:

Services held on 30.4.26 minute nr. 13/26/27

Purpose of Report:

To provide Members with an update on discussions with Taylor Wimpey regarding the proposed transfer of land at Pillmere and to seek a decision on how the Town Council wishes to proceed.

Officers Recommendations

Members are requested to consider whether they wish to proceed with the transfer of the entire land title from Taylor Wimpey and, if so, to delegate authority to the Town Clerk to work with the relevant stakeholders to progress the transfer of the land to Saltash Town Council.

Report Summary

Earlier this summer, the Service Delivery Team carried out works at Campion Close to clear and tidy the overgrown former play area, with the agreement of the current landowner, Taylor Wimpey. The improvements were very well received by local residents, who expressed their appreciation for the work undertaken.

Taylor Wimpey has confirmed that it is not willing to contribute towards the future maintenance of either parcel of land, as it does not consider this to be an ongoing responsibility.

Members will recall that the Town Council previously resolved not to proceed with the transfer of the entire land title offered by Taylor Wimpey, instead expressing a preference to acquire only the identified green spaces. This decision necessitated the preparation of a revised transfer proposal and would have required additional legal work and associated costs to separate the land titles.

Following further discussions, Taylor Wimpey has advised that it is unwilling to undertake the legal and technical processes required to split the title. The developer has stated that the process would be both complex and costly and, consequently, it is only prepared to transfer the land as a single title.

Members should therefore note that the option of acquiring only part of the land is no longer available. The Town Council must now determine whether it wishes to:

1. Proceed with the acquisition of the entire land title from Taylor Wimpey; or
2. Withdraw from the proposed transfer.

In reaching a decision, Members are asked to consider:

- The benefits that both sites provide to the residents of Pillmere;
- The future use and management of the land once transferred to the Town Council;
- Any potential costs associated with bringing the land up to an acceptable standard; and

- The ongoing maintenance and liabilities arising from ownership of the land.

Please refer to **Appendices A and B**, which contain the original associated plans.

Please refer to **Appendix C**, which contains the whole of title CL179737 to Saltash Town Council.

Signature of Officer:

Town Clerk



APPENDIX B

Ariel View of Harebell Close



Ariel View of Campion Close



APPENDIX B

CAMPION – VIEWS FROM VARIOUS ANGLES







HAREBELL – VIEWS FROM VARIOUS ANGLES



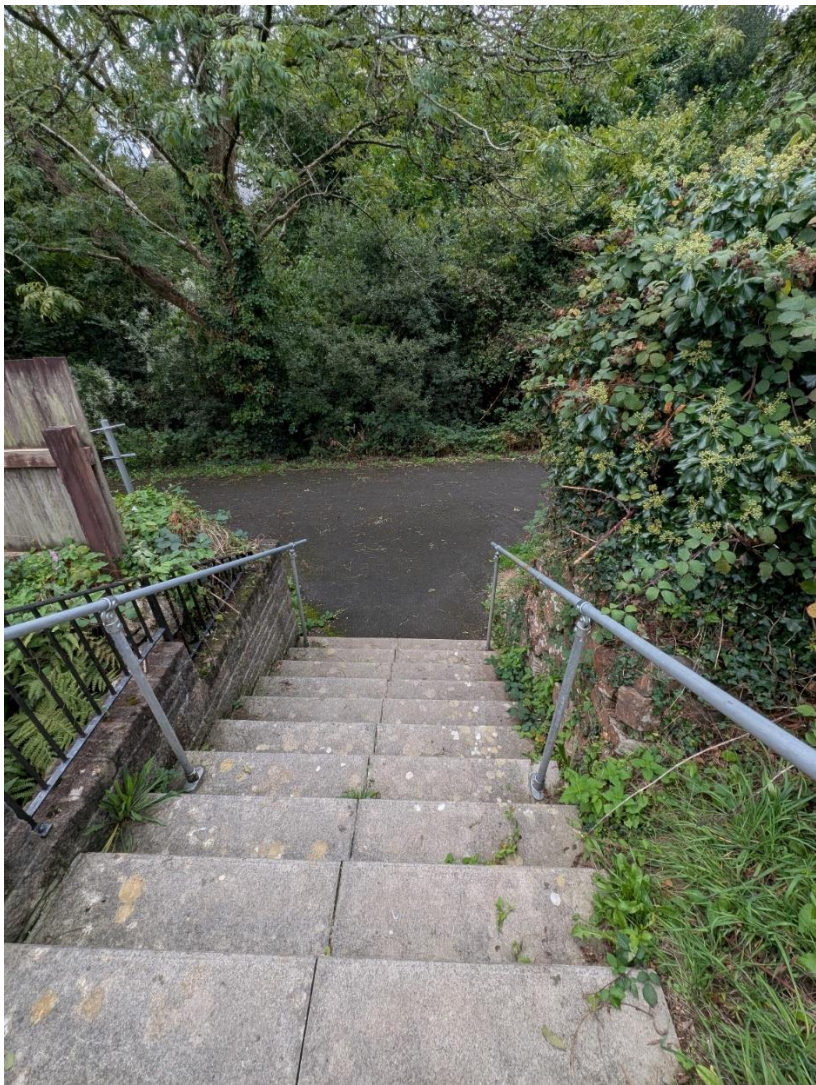


Path and steps leading to entrance gate





Steps / path at side of park



Steps at side of park leading to main woodland path





Main woodland pathway at bottom of steps.

APPENDIX C - Whole of title CL179737

Harebell Close



Campion Close



To Receive a report on Chapel Field, Saltash and consider any actions and associated expenditure

Report to: Services Committee

Date of Report: 30.08.26

Officer Writing the Report: Town Clerk

Purpose of the report: To seek Members' views on whether the Town Council wishes to participate in a partnership arrangement with Cornwall Council and local sports organisations regarding the future management of Chapel Field.

Officer's Recommendations

Members are encouraged 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. Cornwall Council would remain involved in a supportive capacity.

Report Summary

A meeting was held with Cornwall Council officers to discuss the usage of Chapel Field. The meeting was positive and confirmed that Saltash Cricket Club is keen to progress its league status, but in order to do that, they require a long-term lease for the site. Cornwall Council is working with the Cricket Club to establish a lease of between 30 and 50 years with no break clause and therefore would continue for the full agreed term. Not only does a lease support their ambition to progress league status, but future funding applications and development plans. Cornwall Council's Estates Department is currently preparing the Heads of Terms for the Cricket Club's consideration which would also be shared with Saltash Rugby Club and Saltash Youth Football Club prior to instruction of the Legal team.

As part of the proposed arrangements, the lease would include provisions to guarantee continued use of the field by Saltash Rugby Club and Saltash Youth Football Club by way of a sub lease.

In recent times, Cornwall Council have invested in improvements to the enhance the onsite changing facilities the upkeep of which would transfer to the cricket club under the proposed lease arrangements.

Cornwall Council are currently responsible for the grass cutting and pitch markings, but this is something which the cricket club would also to take on under the terms of the proposed lease.

The main part of the meeting was a discussion around Saltash Town Council's ambition to work more closely with the sports clubs in the town, in particular, those that use Chapel Field, namely Saltash Cricket Club, Saltash Rugby Club, and Saltash Youth Football Club.

Cornwall Council has asked whether Saltash Town Council would be interested in participating in a Management Committee for the site. Membership could include, but would not be limited to, a small number of Town Councillors, the Town Clerk, the Cornwall Council Ward Member, and representatives from the sports clubs.

Should this proposal progress, robust Terms of Reference would need to be developed to ensure the Committee operates effectively and with clear responsibilities.

The creation of a Management Committee would provide valuable local support and oversight, which Cornwall Council has found difficult to achieve when they are not local to the site. Responsibility and any associated cost for managing the site. i.e. changing facilities and the cutting and marking the field is proposed to transfer to the Cricket Club in the future.

Cornwall Council further advised that the establishment of a Management Committee would not prevent the land from being sold in the future however any sale would be subject to the lease arrangements in place at that time

Continued sporting and community use of the site would strengthen the case for the land to be registered as an Asset of Community Value.

Overall, Cornwall Council and the sports clubs have a strong shared interest in making the proposed management model successful, with the aim of ensuring Chapel Field remains a well-managed and widely used community sports facility for many years to come.

The proposal supports the Town Council's Business Plan commitment to promoting recreation, leisure, and community wellbeing through the provision, improvement, and support of local sports and recreational opportunities.

The Business Plan also recognises the importance of protecting, enhancing, and maintaining Saltash's open green spaces, including Chapel Field, ensuring they remain accessible and beneficial to the community.

Signature of Officer:

Town Clerk / RFO

To receive a report on the town loud speakers and consider any actions and associated expenditure.

Report to: Services Committee

Date of Report: 27/08/2026

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

Purpose of the report: To inform members of a scheduled system check of the Fore Street loud speaker system, including the proposed installation of an audio patch point on post RO10 outside Superdrug.

It also seeks members' consideration of the Christmas Lights 2026 Working Group's request to reconnect one of the disconnected speakers.

Pursuant Minute: Services Committee held on Thursday 30 April, Minute Number 15/26/27.

Officer's Recommendations:

Members are asked to consider the following:

1. To note the updates regarding servicing the Fore Street speaker system; and
2. To consider whether the previously disconnected speaker identified in Appendix A should be reconnected.

Report Summary:

At the previous Services Committee meeting, held on Thursday 30 April 2026, the Christmas Lights 2026 Working Group presented the Christmas Light Switch-On event specification.

The specification noted that a sound check/trial would be arranged with the loudspeaker system supplier, together with the resolution of any issues identified.

Subsequently, the DEM, working with the Christmas Lights 2026 Working Group, met with the supplier.

During this meeting, the supplier identified the need for an additional patch point at the top of Fore Street and recommended it's installation to improve the efficiency and flexibility of the system in preparation for the event.

The new patch point will be located on post R010, outside Superdrug. This will provide an easily accessible audio connection for events taking place towards the middle of the high street. It will also support the future delivery of the Christmas Light Switch-On events should the stage be located on Belle Vue Road in future years.

A further meeting with the supplier is scheduled for Wednesday 14 October 2026.

This will include a full sound check and the installation of the additional patch point. Subject to approval from members, the supplier will also re-attach the disconnected speaker.

The associated costs are working within the allocated budget set for the Christmas Light Switch On, 6591-6591 SE EMF Tree Maintenance.

For members consideration

Members are requested to consider the reconnection of a previously disconnected speaker located approximately midway along Fore Street. Details of the speaker's location are shown in **Appendix A**.

Please note that the timeline and reason for the disconnection of the speaker are as follows:

1. A complaint regarding noise from the speaker was received from a resident to the admin team in 2022. This was resolved by disconnecting the speaker on 21 December 2022.
2. The Services Committee received a request from Town Team to reconnect the speaker at its meeting held on 8 February 2024. The request was declined on the basis that residents had previously complained about the speaker.
3. The resident who initially complained became aware of the Town Team's proposal and emailed again to confirm that the speaker was not being reconnected. The resident also raised a further concern that they believed work had been undertaken to reconnect the speaker when the Christmas Lights were installed. This matter was investigated and resolved, with the resident being advised that this was not the case in 2024.
4. On Monday 21 September, 2026, the same resident emailed Saltash Town Council to re-iterate their strong objection to the speaker being re-instated.

Members are also asked to note the following provisions contained within the Town Council's Public Loudspeaker System Policy 2025/26, which are relevant to the use of the Fore Street speaker system and the potential impact on nearby residents.

Public Loudspeaker System Policy Extracts

<i>(Public Loudspeaker System Policy, Conditions of Hire – Planning, p. 2)</i>	“Users of the loudspeaker system should be aware when planning their event that there is residential accommodation in close proximity to Fore Street. Not everyone will enjoy musical entertainment and there may be a negative impact, which may lead to complaints. The event organizer is responsible for appropriate and effective noise management and control.” The policy states that the restrictions on loudspeaker operating times apply under the Town Council's Premises Licence, Appendix 2, Clause 2.4.3, relating to: “Prevention of public nuisance.” The loudspeakers may not be operated between 9.00pm and 8.00am.
<i>(Public Loudspeaker System Policy, Conditions of Hire – Planning, p. 4)</i>	“During the event users may be asked to reduce volume levels. If you are asked to reduce volume levels you should immediately comply with the request.” “The Town Council reserves the right to terminate a hire of the loudspeakers where conditions are not complied with and/or numerous complaints are received.” “Amplified live music should not be played continuously for more than an hour in a built up area.” The policy further states: “Users are asked to be mindful of this and ensure a break of a minimum of 15 minutes is applied.”
<i>(Public Loudspeaker System Policy, Conditions of Hire – Planning, p. 4)</i>	“Where future applications are received, consideration will be given to compliance with conditions, the number of complaints received and the applicants ability and co-operation in controlling noise levels from the event.”

In considering the proposal to reconnect the previously disconnected speaker, Members may wish to take into account both the intended operational benefits to the sound system and the policy provisions relating to the potential impact of amplified sound on nearby residential properties.

The Town Council's Communications Policy provides that consultation with residents may be undertaken where appropriate and, where possible and practicable, provides for multiple means of participation. The Public Loudspeaker System Policy also recognises the proximity of residential accommodation in Fore Street and the potential for noise-related complaints.

Signature of Officer:

Development and Engagement Manager

Appendix A



