

# Public Document Pack

## NOTES

<b>Meeting:</b>	Saltash Town Team - Guildhall
<b>Date and Time:</b>	Monday 9 February 2026 - 5.30 pm

<b>Present:</b>	<b>Title/Representing:</b>
C Bailey (CB)	CEPL12
R Bickford (RB)	CEPL12
S Burrows (SB)	Town Clerk
P Cador (PC)	Cornwall Council
J Hughes (JH)	Administration Officer
K Johnson (KJ)	Cornwall Council
S Martin (SM)	Saltash Town Council
S Miller (SM)	Chamber of Commerce
P Ryland (PR)	Chamber of Commerce
M Richardson (MR)	Consultant
B Samuels (BS)	Saltash Town Council
C Thomson (CT)	Cornwall Council Community Link Officer

<b>Item</b>	<b>Key / Action Points:</b>	<b>Action by:</b>
69	<p><b><u>Apologies.</u></b></p> <p>B Stoyel (STC) S Gillies (STC) H Frank (Cornwall Council)</p>	
70	<p><b><u>Health and Safety Announcements.</u></b></p> <p>The Chairman informed those present of the actions required in the event of a fire or emergency.</p>	
71	<p><b><u>Public Questions - A 15-minute period when members of the public may ask questions of the Saltash Town Team.</u></b></p> <p>None received.</p>	

72	<p><b><u>To receive the notes of the Town Team meeting held on 15 January 2026 as a true and correct record.</u></b></p> <p>Members noted that the agenda title circulated for this evening's meeting was incorrect, and that the notes to be received are from the meeting held on 12 January, not 15 January.</p> <p>The following amendments to the notes were requested:</p> <ol style="list-style-type: none"> <li>1. D Bond attendance was as a reserve for S Baker on behalf of Chamber of Commerce;</li> <li>2. For clarification, item 65 of the notes be clearly presented as the Business Improvement District (BID) at the top of that item.</li> </ol> <p>Following the above amendments, it was unanimously agreed that the notes are a true and correct record of the meeting.</p>	JH
73	<p><b><u>To receive the latest Town Team funding statement and consider any actions.</u></b></p> <p>It was noted that there is a remaining balance of s106 ringfenced funds to be spent by April 2027.</p> <p>The remaining balance against the TRIP037 funds are not actually available due to a number of markets not taking place due to weather conditions at the time.</p> <p>RB asked if the Town Clerk could enquire about keeping the awarded underspend funds and what happens to the unclaimed amount of the award if not used.</p>	SB

74	<p><b><u>To receive an update on the town leaflet and maps for information boards and consider any actions and associated expenditure.</u></b></p> <p>RB advised the working group Members were making progress and are on target to deliver in time for distribution on 1 April 2026.</p> <p>RB invited comments on the latest draft of the leaflet and maps and requested that all members proofread the documents and feedback any errors or omissions before it proceeds to final sign off.</p> <p>RB advised it is the intention to do a bit more work on the maps and to display these on the information boards located in car parks.</p> <p>RB advised the working group have not yet scheduled a final meeting date for sign off and that they will continue to make any necessary small amendments and will keep the online version up to date, therefore feedback is appreciated as soon as possible.</p> <p>Members discussed where the leaflets could be displayed and discussed displaying in local businesses, PC asked if there is a costing for distribution, RB confirmed that the budget was previously approved via s106 Waitrose funds, and we have agreed distribution with a commercial distribution company.</p> <p>Members would like to note their thanks to the Office Manager/Assistant to the Clerk for all her hard work and support.</p> <p>PC advised that he has been approached by a tourist company that is looking to bring coaches of visitors into Saltash and they are looking at areas to park the coach safely within the town.</p> <p>RB advised that we previously had a coach space in the Belle Vue car park but it wasn't used, he advised that there is space to park a coach on Old Ferry Road.</p> <p>PC to forward the e-mail to the Town Clerk to investigate and respond to.</p>	<p><b>ALL</b></p> <p><b>RB/HF/CB</b></p> <p><b>SB</b></p>
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<p>75</p>	<p><b><u>To receive an update from the working group on the future of the Saltash markets and to consider any actions and associated costs</u></b></p> <p>CT joined the meeting virtually.</p> <p>BS advised the working group met prior to this evenings Town Team meeting and provided a verbal update of that meeting.</p> <p>The working group were asked to look at the following points;</p> <p>1. Contingency for adverse weather:</p> <p>Due to the two markets requiring to be cancelled in 2025 being in the months of October and December and due to adverse weather conditions, the working group proposed future markets be held between the months of April and September. It was felt these months would be a better option as the weather is less inclement.</p> <p>The working group suggested establishing a more permanent indoor option if the weather remains unpredictable during winter, such as using the Guildhall. However, it was recognised stall holders would need to be informed well in advance. Consideration was also given to the potential space for a gazebo outside of the Banking hub as it is less exposed to the wind.</p> <p>BS spoke of Torpoint Town Council and their Sunday markets from March to November. The Town Clerk advised she had previously spoke to Torpoint Town Council regarding how they operate their markets and would share the information received with BS/PR.</p> <p>2. Comprehensive insurance:</p> <p>BS confirmed she would contact Diverse Events as the event organiser to enquire if their existing insurance cover could be increased to include higher wind speeds.</p>	<p><b>SB / BS / PR</b></p> <p><b>BS</b></p>
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	<p>3. Focus on Farmers Markets and locally sourced products and the reduction of market stalls to avoid road closures;</p> <p>Members identified a small but viable option for a market area outside the Banking Hub, which they believe could accommodate approximately 6–7 stalls. Additional potential space was also noted along the wider pavement on Fore Street, particularly outside Morrisons and Superdrug. The working group discussed branding these as a “market trail” rather than “farmers markets”, allowing a wider range of suitable stalls to be positioned at various points along Fore Street. This would assist with a cost saving as road closures would not be required.</p> <p>Members recognised there would still be the need to employ an events company to manage market days.</p> <p>The working group suggested additional temporary signage around the town is key to assist in promoting the markets.</p> <p>Members discussed how future markets would be funded to ensure they are sustainable.</p> <p>The working group noted funding was available through the s106 ring fenced funds.</p> <p>RB reminded Members that consideration to introduce a charge for stallholders should still be valid, however, the current priority is to ensure that the markets increase footfall in the town and have a positive impact on local town centre traders.</p> <p>MR to provide data and feedback received that evidence the markets are viewed as beneficial to the Town Centre traders.</p> <p>BS invited comments on the verbal report provided. Various questions were raised;</p>	<p><b>MR</b></p>
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	<p>KJ noted that Members had previously considered employing a dedicated individual to manage the markets and asked whether any pricing had been obtained for this option. BS confirmed the previous contractor appointed to manage the markets will be contacted to request a detailed breakdown of costs, noting that a significant proportion of earlier expenses related to road closures.</p> <p>KJ further recommended the Tamar Bridge as a potential location for signage and highlighted that holding markets in the Guildhall could result in damage to the carpet due to increased footfall, which should be taken into consideration.</p> <p>BS added that, in the longer term, stallholders would need to begin paying for their market spaces. As their businesses grow, there may also be opportunities for them to move into currently vacant shop units on Fore Street.</p> <p>Town Team Members noted the update and approved for the working group Members to continue to make enquiries to get the markets up and running for April, reporting back with the financial aspects requiring to be signed off.</p>	<p><b>BS</b></p> <p><b>RB / CB / SM / BS / PR</b></p>
76	<p><b><u>To receive a report on the proposed Traders' meeting and consider any actions and associated expenditure.</u></b></p> <p>Members received the report contained within the circulated reports pack and agreed to move forward with the Traders Meeting on the evening of the 13 April 2026.</p> <p>Members noted this would require the following Town Team meeting to be rescheduled.</p> <p>MR advised that the purpose of the Traders meeting was to strengthen engagement and explore ideas as to what shop owners felt the town needed.</p> <p>It was noted the 13 April fell within the Easter School Holidays. Members agreed that they did not feel this would be a problem.</p>	<p><b>PR</b></p>

77	<p><b><u>To receive an update on the Pard Card and consider any actions.</u></b></p> <p>PF confirmed this was discussed at the last meeting, with the intention of raising it at the next Chamber of Commerce meeting, however, the Chamber has not met since.</p> <p>PR is still very keen on the idea of a Saltash Card rather than using the Pard Card which is more Cornwall centric.</p> <p>Chamber to discuss at the next meeting scheduled for Monday 2 March reporting back to Town Team.</p>	PR
78	<p><b><u>A.O.B</u></b></p> <p>Members discussed the suggestion to apply for the town of culture funding shared by HF; Expressions of Interest are open until 31 March.</p> <p>PR suggested this would be something for the Town Council to investigate rather than Town Team and requested that the Town Clerk consider this.</p> <p>CT provided a verbal update on the approach other Town Councils are taking, it's very much a Partnership Approach. The scheme involves Town Councils, Arts partnerships and organisations within towns to partner up, this is the approach from Redruth, Penzance, Falmouth, Bodmin and Torpoint.</p> <p>RB felt this approach would be something that the Town Council should do and that Town Team would be supportive of it, Members agreed. CT advised that the Town Council to consider partnering with Salt Arts taking the lead on behalf of Saltash Town Council.</p> <p>MR asked if a street audit had been arranged with Cornwall Council Highways Department. RB confirmed he is intending to follow up on this but due to the recent weather conditions is aware that a CC officer would be unlikely to have time to complete a street audit.</p> <p>CT is awaiting an update on the s106 budget and will be sharing information on figures with the Town Council and Town Team in due course.</p>	<p>SB</p> <p>RB</p>

	PR noted that the Government has recently announced its new High Street Strategy, it remains unclear how this will be accessed or distributed, but it is something worth monitoring.	
79	<p><b><u>Date of Next Meeting: 13 April 2026</u></b></p> <p>13 April 2026 this will be a Traders meeting at the Guildhall.</p> <p>End of Meeting: 18:37</p>	<b>ALL</b>