

Saltash Section 106 Funding Deployment Panel

Application Form

A. Overview

1. Name & Address of Organisation:

Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash
Cornwall
PL12 6JX

2. Title of Project: Christmas Lighting Display Programme

3. Brief Description of Project:

Organising the Christmas lights in Saltash had always been done by a number of companies, that was no longer sustainable due to the management of the programme. Saltash Town Council sought tenders from suitably qualified and experienced contractors to provide a Christmas Lighting Display in Saltash Town Centre for three years.

The scope of work covers the provision and delivery of Saltash town centre Christmas lighting programme, including the installation, maintenance, removal and storage of festive lighting infrastructure to enhance the high street environment, support seasonal footfall, and contribute to community pride and local economic activity during the festive period.

4. Total Funding Requested: £26,653.40

5. Dates/instalments that funding is Required:

December 2026 in two instalments.

6. Please tick to indicate that the following documents have been enclosed

Copy of Accounts (except for public bodies)

Copy of Standing Orders (except for public bodies)

Copy of Insurance for this project (if applicable)

B. Declaration

I confirm that all of the details on this form, including any attachments, are correct to the best of my knowledge, and understand that false or inaccurate information on the form may result in funding being refused or withdrawn

Project Contact: Freya Pretty

Date 03/06/2026

C. About the applicant organisation

1. Brief description of aims of organisation:

Saltash Town Council aims to improve the social, economic and environmental wellbeing of the town, guided by its 2024–2027 Business Plan. Its priorities include supporting a thriving local economy, regenerating the high street and waterside, enhancing community facilities and green spaces, improving connectivity and accessibility, and promoting sustainability.

The Town Council is also committed to strong community engagement, effective partnership working, and the delivery of high-quality local services that strengthen pride in place and support a vibrant, inclusive and resilient town.

2. Status of organisation

Charity Public Body Community Organisation
CIC Other _____

3. **Date founded** 1974

4. **Project Contact name** Freya Pretty

Position Development and Engagement Manager

Contact tel. 01752 844846

Email Freya.pretty@saltash.gov.uk

5. **Senior Contact name** Sinead Burrows

Position Town Clerk

Contact tel. 01752 844846

Email Townclerk@saltash.gov.uk

6. Please give a brief description of other projects delivered by the organisation; particularly those of a similar nature to the project you are bidding for:

Saltash Town Council has delivered a range of town centre regeneration, public realm and community improvement projects. The ones of a similar nature include the annual Christmas lighting programme and associated Christmas Light Switch-On event, which together enhance the town centre environment, attract visitors, and support seasonal footfall and local businesses.

The Town Council has also delivered Fore Street public realm improvements, including street furniture and planting to improve the appearance and usability of the high street, alongside improved wayfinding signage to help direct members of the public around the town, including routes to the high street and key destinations.

The Town Council has worked in partnership with stakeholders, including Saltash Town Team, on initiatives such as the Saltash Market Trial to increase high street activity and economic vitality, and has contributed to regeneration work focused on the waterside through the 'Make Saltash Waterside Better' initiative, which seeks to improve connectivity, access to the town and high street, and the overall visitor experience along the Waterside area.

7. In the event that your organisation ceased to exist, what would happen to its resources and assets?

Saltash Town Council is a statutory local authority. In the unlikely event that it ceased to exist, its assets and liabilities would be transferred or otherwise managed in accordance with local government legislation and any reorganisation arrangements, ensuring that public assets continue to be used for community benefit.

D. About the Project / Project Element

1. Title of Project / Project Element

Christmas Lighting Display Programme

2. Description

The project covers the annual provision and delivery of Saltash's Christmas lighting display programme, including the installation, maintenance, seasonal operation, removal and storage of festive lighting infrastructure throughout Fore Street.

The scheme is designed to enhance the appearance and attractiveness of the high street during the festive period, create a welcoming environment for members of the public, support increased footfall for local businesses, and contribute to community pride and economic activity. The project forms an important part of the Town Council's wider commitment to supporting the vitality and vibrancy of Saltash High Street – guided by the 2024-2027 Business Plan and other supporting documents such as the Neighbourhood Plan.

3. Please tick to indicate which priorities your project (element) meets, and explain how it meets them

- i) **Town Centre Regeneration**
- This project directly supports the Town Centre Regeneration priority by aiming to enhance the attractiveness, vitality and economic resilience of Saltash high street during one of the most important trading periods of the year. The Christmas lighting programme supports the objectives set out in Saltash Town Council's 2024–2027 Business Plan, which prioritises supporting a thriving local economy, regenerating the high street and waterside, improving public spaces, and strengthening community pride.

The Christmas lighting programme forms part of a wider package of town centre initiatives delivered by the Town Council, including Fore Street public realm improvements, enhanced wayfinding signage, the Saltash Market Trial, and the Make Saltash Waterside Better project. Together, these initiatives seek to

create an attractive, welcoming and accessible destination for residents and visitors, encouraging greater use of the town and supporting local businesses.

The lighting display also supports the annual Christmas Lights Switch-On event, which was highly successful in 2025, attracting significant numbers of residents and visitors into Fore Street and generating positive feedback from the community. Building on this success, the Town Council is already developing plans to enhance the event further in 2026, with the aim of increasing visitor numbers, strengthening community engagement, and providing additional opportunities for local businesses and organisations to benefit from increased footfall.

By raising the profile of Saltash as a vibrant visitor destination during the festive period, the project contributes to wider regeneration objectives and encourages repeat visits throughout the year.

ii) **Generation of Employment Space** ○

iii) **Other Community Benefit** ☑

The Christmas lighting programme delivers significant community benefits by enhancing the appearance of Saltash high street and creating a welcoming environment for members of the public during the festive period. In turn, creating a more welcoming destination, encourages footfall to the high street and subsequently supports Saltash's local businesses.

The programme also supports improving community pride and wellbeing, in fact, comments such as `...makes me feel proud to live in Saltash!`, `Congratulations to Saltash Town Council. The best Christmas lights ever this year. They are beautiful.`, and `...this years lights are stunning!`, were amongst many comments on the Town Council's social media accounts regarding the Christmas Lighting Display.

As part of the Town Council's wider programme of town centre improvements and regeneration initiatives, the project contributes to a stronger sense of place and helps reinforce Saltash's identity as a vibrant and attractive town.

4. Details of volunteer time involved in project:

N/A

5. Details of other sources/amounts of funding secured:

The Town Council set a budget for £26,653.40 for the year 26/27.

6. Details of other sources/amounts of funding pending:

N/A

7. Breakdown of costs

Item	Cost	Source of cost (including estimate)
Hire of Product	£14,343.85	Supplier quotation / contract schedule
Installation	£7,269.95	Supplier quotation / contract schedule
Storage	£1,000	Supplier quotation / contract schedule
Removal	£4,039.60	Supplier quotation / contract schedule
TOTAL	£26,653.40	

8. Total costs requested from Section 106 Funding: £26,653.40

9. If approved, when would the project begin?

November/December 2026.

10. When would the project be complete? January/February 2027

11. What ongoing maintenance would be required, and how would this be funded (including if it is part of the bid)?

The maintenance of the Christmas lighting display is included within the contract with the supplier, which covers the installation, removal, and storage of the display. The maintenance of any Town Council-owned infrastructure associated with the display, such as

electrical connection boxes used to power or switch on the lights, remains the responsibility of Saltash Town Council.

12. **Do you require insurance for this project?** Yes No

If yes, please give details

Insurance has been obtained from the supplier of the display and included as an attached document.

13. **Does the project require work valued at £2,500 or above from any individual supplier?** Yes No

If yes, please note that submitting this form commits you to obtain three quotations for any such piece of work.

14. **Does the project require work valued at £25,000 or above from any individual supplier?** Yes No

If yes, please note that submitting this form commits you to carry out a full tender process for any such piece of work.

15. **Do you require any further permission(s) for this work, including planning permission? If so, please indicate the permissions required and current stage.**

N/A

16. **Please provide a brief summary of any project risks and how they will be mitigated:**

Risk Item	Severity	Proposed Mitigation
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Delays to installation or operational issues affecting the display during the festive period.	Low	The Town Council has an existing three-year contract in place with an experienced supplier who successfully delivered the first year of the programme. Delivery schedules and performance requirements are established within the contract, and the Town Council will maintain regular communication and oversight to ensure timely installation, operation, maintenance and removal of the display.
Health and Safety incidents during installation or removal of Christmas lighting infrastructure.	Medium	The works are delivered by a competent and experienced contractor under an established three-year contract. The contractor is responsible for full compliance with Health and Safety legislation and industry best practice, including preparation of suitable method statements and risk assessments. Operatives are required to be appropriately trained and qualified for working at height and electrical installations.
Failure to achieve anticipated footfall and economic benefits from the Christmas lighting programme.	Medium	Mitigation includes integrating the lights with the Christmas Lights Switch-On event and wider town centre activity, coordinated promotion with local businesses, and ongoing marketing to maximise visibility, footfall, and dwell time.

NOTE: A FURTHER SECTION D SHOULD BE SUBMITTED FOR EACH DISCRETE PROJECT OR PROJECT ELEMENT. Please number as D1, D2 etc.

E. Project Management

- Project Manager name _____
Position _____
Contact tel. _____
Email _____

2. Breakdown of Project Management Costs

Item	Cost	Source of cost (inc. estimate).	included in Section D estimates?
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Total	£		

F. Total Costs requested from Section 106 Funding

- 1. Costs from Section D1 £26,653.40
- 2. Costs from Section D2 £_____
- 3. Costs from Section E £_____
- 4. TOTAL COSTS £26,653.40 (Excl VAT)

G. Treatment of Value Added Tax

Please note that the grants under this scheme are provided net of VAT.