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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	<p>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.</p> <p>Make access easier, would improve security with more trusted boat owners using the pontoon more regularly.</p>	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: _____