NOTES

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

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

Apologies for absence:
P Cador

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

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

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

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

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

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