

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 3rd September 2026 at 7.00 pm

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

ALSO PRESENT: 5 Members of the Public, 2 Members of the Press, Rev L Bushell Hawke (Mayor's Chaplain) and H Frank (Cornwall Council), S Burrows (Town Clerk / RFO) and D Joyce (Office Manager / Assistant to the Town Clerk)

APOLOGIES: R Bickford, M Johns and S Martin, P Cadour (Cornwall Council) and K Johnson (Cornwall Council), Saltash Neighbourhood Policing Team.

115/26/27 CIVILITY AND RESPECT PLEDGE REMINDER.

The Mayor's Chaplain Reverend L. Bushall Hawke attended the meeting and was invited to address Members by the Chairman.

Reverend Bushall Hawke shared reflections on Rublev's Icon, a painting depicting the Holy Trinity seated together in harmony. The symbolism of the open circular arrangement, which has been interpreted by art historians as inviting others into the conversation, draws parallels with Council meetings and community life. Reverend Bushall Hawke reflected on the importance of listening, making space for one another and working together with a shared purpose while respecting differing views.

Members were reminded that strong communities are shaped not only by the decisions they make, but also by the manner in which those decisions are reached.

Reverend Bushall Hawke then led those present who wished to participate in prayers.

The Chairman welcomed Councillor Scott Slavin recently elected member for Trematon Ward to the meeting.

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

116/26/27 HEALTH AND SAFETY ANNOUNCEMENTS.

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

117/26/27 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.

Councillor	Agenda Item	Pecuniary / Non Pecuniary	Reason	Left Meeting
Bullock	13	Non Pecuniary	Associated use of business	Yes
Suter	13	Non Pecuniary	Volunteer	Yes

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

None received.

118/26/27 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

The Chairman confirmed one public question had been received.

In the absence of the resident who submitted the question, and in line with policy, the Chairman read their question to Members.

Date Received	Public Questions to the Town Council	Submitted By
28 August 2026	In light of the continued lack of response from Cornwall Council, what immediate steps is the Town Council planning to take to resolve this matter? Specifically, will the Council agree to:	Save Saltash Green Spaces (SSGS)

	Bypass local operational channels to escalate this as a formal complaint directly to the Chief Executive of Cornwall Council, citing systemic administrative failure, a defective statutory notice, and resulting reputational damage to Saltash Town Council? Formally engage our local Cornwall Councillor for the Saltash Tamar division, requesting that they actively take this forward and advocate for us at the unitary level?	
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Members acknowledged the matters raised in the public question, with the Town Clerk reporting that she had received positive confirmation this morning that Cornwall Council had guaranteed that the Town Council will receive a written response to the Town Council's letter dated April 2026 by close of business on 4 September 2026.

This was welcomed and recognised as a positive step forward.

Following a unanimous vote, it was proposed by Councillor Miller, seconded by Councillor Nowlan and **RESOLVED**:

1. To note that Cornwall Council have guaranteed that the Town Council will receive a written response by close of business on 4 September 2026.
2. To note that a meeting with representatives of SSGS, the Town Council and Cornwall Councillor for Tamar Ward which is scheduled to take place on 21 September 2026.
3. To approve the Chairman, Deputy Chairman, the four Members of the Burraton Field Working Group, and the Town Clerk to attend and participate in meetings with Cornwall Council and other relevant stakeholders regarding Burraton Field, with any significant matters and progress updates to be reported to the Town Council as appropriate.

119/26/27 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 2 JULY 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 abstention), it was proposed by Councillor Peggs, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Full Town Council Meeting held on 2 July 2026 were confirmed as a true and correct record.

120/26/27 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Personnel held on 25 June 2026;

It was **RESOLVED** to note the minutes and consider the following recommendation.

RECOMMENDATION:

22/26/27 TO RECEIVE THE DRAFT UPDATED PERSONNEL COMMITTEE TERMS OF REFERENCE AND CONSIDER ANY ACTIONS.

The Chair introduced the revised draft Terms of Reference for the Personnel Committee for Members' consideration.

Some Members expressed concern that they had not had sufficient opportunity to review the draft Terms of Reference prior to the meeting.

In response, the Chair confirmed that the document had been included within the meeting reports pack and had been made available to Members via the Council's website.

As some Members indicated that they had not yet had the opportunity to fully consider the draft document, a suggestion was made to defer consideration of the Terms of Reference until the next meeting of the Personnel Committee, scheduled for October. The Chair advised that the draft had been available for review and emphasised the importance of adopting clear Terms of Reference to support the effective governance of the Council and the work of its officers.

Consequently, the Chair expressed a preference for the matter to be considered at the current meeting.

Councillor Brady then requested that the vote be recorded.

Following a recorded vote (4 in favour, 2 against, 0 abstentions), it was proposed by Councillor Mortimore, seconded by Councillor Peggs and resolved to **RECOMMEND** to approve the Personnel Committees Terms of Reference, to Full Council to be held on 2 July 2026, as attached.

Brady	Against
Bullock	For
Mortimore	For
Peggs	For
P Samuels	Against
Stoyel	For

As the Committee's Terms of Reference had not been included within the circulated reports pack for Full Council, Members requested to defer the recommendation until the September meeting of Full Council.

Following a unanimous vote, it was proposed by Councillor Mortimore, seconded by Councillor B Samuels and **RESOLVED** to approve the Committee's Terms of Reference, as attached, subject to the replacement of the word support with assist, throughout the document, and an amendment of the word biennial to bi-annual.

b. Policy and Finance held on 7 July 2026;

It was **RESOLVED** to note the minutes. There were no recommendations.

c. Planning and Licensing held on 21 July 2026;

It was **RESOLVED** to note the minutes. There were no recommendations.

d. Planning and Licensing held on 18 August 2026.

It was **RESOLVED** to note the minutes. There were no recommendations.

121/26/27 TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman reported on recent civic engagements and events attended on behalf of the Town Council, including the Saltash Regatta Civic Parade, the judging of the Cardboard Boat Race, media interviews promoting Saltash and Cornwall and activities supporting community initiatives.

The Chairman also thanked Councillor Bullock for organising the recent quiz event and reported that £600 had been raised to date for the Mayor's chosen charity – Saltash Youth Network.

Members were encouraged to assist in promoting the forthcoming Beating of the Bounds event.

The Deputy Mayor reported that, due to an unexpected accident, they had been unable to attend the St Anne's Cornish Festival but had thoroughly enjoyed participating in the civic and community events attended to date.

It was **RESOLVED** to note.

122/26/27 TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.

Members were advised that, regrettably, the Neighbourhood Policing Team had been unable to attend the meeting. It was reported that there had been significant police activity the previous evening and that appropriate action had been taken. Members were also informed that a PCSO would be available at Saltash Leisure Centre the following afternoon should they wish to discuss the recently circulated policing figures.

A query was raised regarding the outstanding matter of improved lighting in Fore Street. The Town Clerk confirmed that action had been taken in respect of the Fore Street lighting.

It was **RESOLVED** to note.

123/26/27 TO WELCOME REPRESENTATIVES FROM CITY SECURITY TO PROVIDE AN UPDATE ON THE PILOT SECURITY PATROL OPERATING WITHIN THE WATERSIDE AREA AND THE WIDER TOWN.

Representatives from City Security were not in attendance.

124/26/27 TO WELCOME REPRESENTATIVES FROM CITIZENS ADVICE AND TO RECEIVE THEIR PRESENTATION, AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman welcomed W. Wong, representing Citizens Advice Cornwall, in attendance.

W. Wong provided a verbal overview of the performance data contained within the report pack relating to support provided to Saltash residents.

Members were advised that 245 Saltash clients had been assisted during the reporting period, with demand increasingly involving more complex and interconnected issues. The most common areas of enquiry related to Universal Credit and benefits, debt, housing and fuel poverty. It was reported that significant income gains had been secured for residents through successful benefit claims, grant applications and debt relief measures.

Members noted ongoing concerns regarding housing difficulties, homelessness and the disproportionate impact of financial hardship on disabled residents.

An update was provided on local service delivery arrangements, including the temporary suspension of the Saltash drop-in service due to volunteer availability, with the intention of reintroducing the service in October 2026.

Citizens Advice Cornwall also highlighted its continued partnership working with local organisations, including the Foodbank and healthcare providers, and appealed for support in recruiting additional volunteers.

Members discussed the homelessness figures, volunteer recruitment and opportunities for closer partnership working to maximise support available to residents.

Members thanked W. Wong for his attendance.

It was **RESOLVED** to note.

125/26/27 TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

Councillors Bullock and Suter declared an interest in the next item and left the meeting.

**126/26/27 TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12
ON ITS FUTURE PLANS AND CONSIDER ANY ACTIONS AND
ASSOCIATED EXPENDITURE.**

P. Ryland a Director of Community Enterprises PL12, was in attendance and invited to speak on the report submitted. P. Ryland advised that the report contained all relevant information and welcomed questions from Members.

Members discussed the request for financial support but considered that they were unable to determine a position at this stage due to the absence of supporting financial information and a business plan.

Members also considered the request for Town Council representation and agreed that the Chairman and Deputy Chairman would attend future meetings. Members were informed that Councillor Suter had previously expressed an interest in attending.

Following a vote (9 in favour, 0 against and 1 abstention), it was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED:**

1. To defer further consideration of the proposed next stages of development and financial support to Community Enterprises PL12 until a business plan and supporting financial information have been provided to the Town Council;
2. To appoint the Mayor and Deputy Mayor as the Town Council's representatives to Community Enterprises PL12, with Councillor Suter appointed as a substitute representative.

Councillors Bullock and Suter were invited and returned to the meeting.

127/26/27 TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor B Samuels provided a brief verbal update on a recent CAP meeting attended. Members were advised of planned future highway works affecting the A38 and A30 and were encouraged to note forthcoming developments.

Members attention was also drawn to ongoing discussions regarding the Cornwall Council Planning Committee Reform, noting that the proposals could have wider implications for the planning system and future planning processes. Members were encouraged to review the information provided.

Councillor Mortimore left the meeting.

It was **RESOLVED** to note.

128/26/27 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Although no written report had been received and no meeting had been held since the previous update, Councillor Peggs provided a verbal update on the continued proactive work of Safer Saltash within the community. Members were advised that stakeholder meetings continue to take place and were bringing together a range of key partners to address local issues.

Members were encouraged to raise any questions or concerns for Safer Saltash through Councillor Peggs in advance of future meetings, enabling responses and updates to be obtained on their behalf.

Councillor Mortimore returned to the meeting.

It was **RESOLVED** to note.

129/26/27 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

P. Ryland, Chairman of the Chamber of Commerce, advised Members that the notes included within the report pack related to the Chamber's July meeting. No meeting had been held during August due to the summer period, with the next Chamber meeting scheduled for 7 September 2026.

It was **RESOLVED** to note.

**130/26/27 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the reports submitted by the Cornwall Councillors for the Saltash electoral divisions.

Councillor Suter raised queries regarding affordable housing provision at Treledan and information relating to Plymouth Community Homes (PCH). Councillor Suter advised that PCH operates across Devon and Cornwall and has acquired affordable homes at Treledan through Section 106 agreements to provide affordable rented and shared ownership housing for local people.

Members were informed that housing allocations are made in accordance with the requirements of the relevant Section 106 Agreement, including local connection criteria.

Councillor Suter further advised that PCH would be willing to discuss the work it is undertaking at Treledan and suggested inviting a representative to attend a future meeting to provide an overview of its role and explain the housing allocation process.

It was noted that the affordable housing tenure and allocation requirements for the development were determined through the Section 106 Agreement approved by Cornwall Council as the local planning authority and must be administered in accordance with those provisions.

Following a unanimous vote, it was proposed by Councillor Suter, seconded by Councillor P Samuels and **RESOLVED:**

1. To acknowledge that the allocation of affordable housing at Treledan is governed by the relevant Section 106 Agreement and administered in accordance with the provisions set by Cornwall Council as the local planning authority;
2. To delegate authority to the Town Clerk to arrange a meeting with Plymouth Community Homes to provide Members and Cornwall Councillors with a greater understanding of the work it is undertaking at Treledan, affordable housing provision, housing allocations and the operation of Section 106 affordable housing schemes;

Members discussed a number of matters raised within Cornwall Councillor Johnson's report and noted that several issues fell within the remit and responsibilities of Cornwall Council rather than the Town Council.

Following a unanimous vote, it was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to note the contents of the report, acknowledging that matters relating to Cornwall Council functions and statutory responsibilities fall within the remit of Cornwall Council. Saltash Town Council will continue to work constructively with Cornwall Council and its partners whilst remaining impartial in such matters.

Members received the reports submitted by Cornwall Councillors Frank and Cador, as contained within the circulated reports pack.

It was **RESOLVED** to note.

131/26/27 TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Peggs reported that no further progress had been made towards the introduction of phlebotomy appointments in Saltash, despite the required room and systems being in place.

It was noted that the local MP, Anna Gelderd, had expressed her support for the initiative and hoped to attend a future meeting, subject to the proposed date not coinciding with a sitting day in Parliament.

It was **RESOLVED** to note.

132/26/27 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

133/26/27 FINANCE:

- a. To advise the receipts for July 2026;

It was **RESOLVED** to note.

- b. To advise the payments for July 2026;

It was **RESOLVED** to note.

- c. Urgent and essential works actioned by the Town Clerk under Financial Regulations.

Nothing to report.

- d. To note that bank reconciliations up to 31 July 2026 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

- e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

134/26/27 TO RECEIVE THE NOTES OF THE SALTASH TOWN TEAM MEETING HELD ON 10 AUGUST 2026 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Gillies, the Town Council's representative on Town Team, provided a verbal update on the group's activities and advised Members that good progress was being made across a number of projects being led by the Town Team.

It was **RESOLVED** to note.

135/26/27 TO RECEIVE A REPORT ON DOWR GLAN CLEAN WATER CAMPAIGN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report contained within the circulated reports pack and considered whether to support the motion.

During discussion, Members expressed concern regarding certain aspects of the motion, particularly the proposal that responsibility for water and sewage services in Cornwall should transfer from South West Water to a publicly owned organisation. Members did not wish to support this element of the motion as it does not sit with the remit of the Town Council.

However, Members acknowledged and shared the concerns raised regarding the ongoing management of Cornwall's sewage infrastructure, noting the continued environmental and public health impacts associated with sewage discharges despite increasing customer charges and government intervention.

Following a unanimous vote, it was proposed by Councillor Mortimore, seconded by Councillor Peggs and **RESOLVED** to delegate to Councillor Slavin to write to the Dowr Glan Clean Water Campaign, expressing the Town Council's support for concerns raised regarding sewage pollution and water quality, whilst reflecting the Council's views on the wider motion.

136/26/27 TO RECEIVE AND NOTE A REPORT ON SALTASH TOGETHER.

It was **RESOLVED** to note.

137/26/27 TO RECEIVE CORNWALL COUNCILS SURVEY INTO LOCAL VAN DWELLERS AND CONSIDER ANY ACTIONS.

Members received and considered a draft response to Cornwall Council's Local Van Dwellers Survey.

Consideration was given to the information presented earlier in the meeting by Citizens Advice Cornwall regarding homelessness within Saltash, including the potential for some individuals experiencing homelessness to be residing in vans, cars or other vehicles.

Following a unanimous vote, it was proposed by Councillor Nowlan, seconded by Councillor P Samuels and **RESOLVED** to delegate to the Chairman to prepare and submit a response to Cornwall Council's Local Van Dwellers Survey on behalf of Saltash Town Council.

Members were encouraged to submit individual responses to the survey.

138/26/27 TO RECEIVE PLANNING APPLICATION PA26/05642 AND CONSIDER ANY ACTIONS.

Mr and Mrs Gordon-Brown – 7 Coombe Road, St Stephens, Saltash, Cornwall PL12 4ER

Proposal – Non-material amendment in relation to decision notice PA26/03249 dated 01/07/2026 to change the arrangement of the windows and door on the north two windows and one door on the proposed extension.

Ward: Essa

Date received: 12 August 2026

Following an unanimous vote, it was proposed by Councillor Peggs, seconded by Councillor P Samuels and resolved to **RECOMMEND APPROVAL.**

139/26/27 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 19 SEPTEMBER 2026 OUTSIDE SALTASH HERITAGE MUSEUM, FORE STREET.

The next scheduled meeting date Saturday 19 September 2026 outside Saltash Heritage Museum, Fore Street.

Councillor Nowlan requested that those attending encourage residents and the wider community to complete the Town Council's Public Convenience Survey, which is now live.

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED** for Councillors Bullock, B Samuels, P Samuels, Miller and Stoyel to attend, alongside local police officers attending in partnership.

140/26/27 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 Gillies, seconded by Councillor Bullock and **RESOLVED** to issue the following Press and Social Media releases:

1. Volunteer Opportunities Citizen Advice Cornwall;
2. Meet Your Councillor Sessions;
3. Response to Dowr Glan Water Campaign.

141/26/27 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

Following a unanimous vote, it was proposed by Councillor Nowlan, seconded by Councillor B Samuels and **RESOLVED** 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 and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the strictest confidence and must not be discussed or shared with others.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

Thank you for your co-operation.

142/26/27 TO RECEIVE AND APPROVE THE PRIVATE AND CONFIDENTIAL MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 2 JULY 2026 AS A TRUE AND CORRECT RECORD.

Following a vote (11 in favour, 0 against, 1 abstentions), it was proposed by Councillor Stoyel, seconded by Councillor Ashburn and **RESOLVED** that the private and confidential minutes of the Full Town Council meeting held on 2 July 2026 were confirmed as a true and correct record.

143/26/27 TO RECEIVE A REPORT FROM THE CHAIRMAN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Due to the private and confidential nature of Agenda Item 30, the associated report is contained within the private and confidential Full Town Council minutes dated 3 September 2026.

144/26/27 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

145/26/27 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

Following a unanimous vote, it was proposed by Councillor Stoyel, seconded by Councillor Suter and **RESOLVED** that the public and press be re-admitted to the meeting.

146/26/27 DATE OF NEXT MEETING: 1 OCTOBER 2026 AT 7:00 P.M.

Thursday 1 October 2026 at 7.00pm

147/26/27 COMMON SEAL:

It was **RESOLVED** for Councillor Ashburn to Move to Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

DATE OF NEXT MEETING

Thursday 1 October 2026 at 7.00 pm

Rising at: 8.42 pm

Signed: _____
Chairman

Dated: _____