

**NOTES**

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| <b>Meeting:</b>       | Saltash Town Team - Guildhall   |
| <b>Date and Time:</b> | Monday 10 August 2026 - 5.30 pm |

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| <b>Present:</b> | <b>Title/Representing:</b>              |
| C Bailey (CB)   | CEPL12                                  |
| R Bickford (RB) | CEPL12                                  |
| P Cador (PC)    | Cornwall Council                        |
| H Frank (HF)    | Cornwall Council                        |
| S Gillies (SG)  | Saltash Town Council                    |
| K Johnson (KJ)  | Cornwall Council                        |
| S Miller (SM)   | Chamber of Commerce                     |
| P Ryland (PR)   | Chamber of Commerce                     |
| B Samuels (BS)  | Saltash Town Council                    |
| B Stoyel (BAES) | Saltash Town Council                    |
| C Thomson (CT)  | Cornwall Council Community Link Officer |
| S Burrows (SB)  | Town Clerk / RFO                        |
| J Hughes (JH)   | Administration Officer                  |

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| <b>Apologies for absence:</b> |
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| <b>Item</b> | <b>Key / Action Points:</b>                                                                                                                                                                                                                                                                                                                                        | <b>Action by:</b> |
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| 17          | <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>                                                                                                                                                                                                      |                   |
| 18          | <p><b><u>Apologies.</u></b></p> <p>None received.</p>                                                                                                                                                                                                                                                                                                              |                   |
| 19          | <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>                                                                                                                                                                                                            |                   |
| 20          | <p><b><u>To receive the notes of the Town Team meeting held on 8 June 2026 as a true and correct record.</u></b></p> <p>It was noted that an amendment is required to note number 10 to correct the initials from 'AF' to 'HF'.</p> <p>Subject to this amendment it was unanimously agreed that the notes of the last meeting were a true and accurate record.</p> | JH                |

### **Update on Watering Arrangements Following Hosepipe Ban**

PR invited SB to provide Members with an update on the Town Council's plans for watering flowers in the Town Centre following the hosepipe ban that came into effect across Cornwall on Saturday, 8 August 2026.

SB advised that Saltash Town Council is not exempt from the hosepipe ban this year. Prior to the restrictions, the Service Delivery Team had been watering the town's planters and hanging baskets on a daily basis. Due to the lack of available watering, a number of hanging baskets had been removed that day as they were no longer in good condition.

The remaining hanging baskets comprise six at the Union, eight on Jubilee Green and 22 on Fore Street. Without regular watering, these are unlikely to survive beyond the week. SB noted that, had watering continued, the displays would have been expected to last a further seven to eight weeks.

The hanging baskets represent a significant investment for the Town Council, costing approximately £7,000, in addition to water costs and staff time required for their maintenance. SB commented that the displays had received many positive comments and that it was disappointing to lose them, as they contribute significantly to the appearance of the town.

SB confirmed that the planters throughout the town and those within the Peace Garden would continue to be watered using watering cans. However, this would not take place daily, as the Council must remain mindful of the ongoing water shortage.

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|    | <p>SB had approached several businesses on Fore Street to explore the possibility of sponsoring and watering individual planters daily using watering cans. Initial responses had been positive, subject to reimbursement of water costs. Saltash Town Council will continue to water the black planters and those located on the bridge.</p> <p>Members discussed the available options. PR and BS agreed to investigate opportunities through the Chamber of Commerce to provide or fund water supplies. CB confirmed that volunteers from CEPL12 would be able to assist with watering some of the planters. BS also confirmed that Rotary would continue watering the planted boats in the Peace Garden and the planter located at the lower end of Fore Street.</p> <p>PR advised that they would visit Fore Street businesses the following morning and would provide Members with an update if any additional assistance was required.</p> | <p>PR</p> <p>BS</p> <p>CB</p> <p>PR</p> |
| 21 | <p><b><u>To receive the latest Town Team funding statement and consider any actions.</u></b></p> <p>SB explained the £277.81 balance remaining in the Trip 037 column of the Statement. When applying for funding from the Markets Fund, Members had applied for the full 25% match-funding contribution, representing the maximum amount available. However, as fewer markets had been held than originally anticipated, not all of the allocated funding was used and therefore a balance of £277.81 remained unspent.</p> <p>SB advised that the remaining balance could either be retained by Saltash Town Council as a credit to be applied towards a future Section 106 project or returned to Cornwall Council's S106 Fund.</p> <p>Following discussion, Members unanimously agreed that Saltash Town Council should return the £277.81 balance to Cornwall Council's S106 Fund to avoid any potential confusion in the future.</p>        | <p>SB</p>                               |

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|    | SB left the meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |
| 22 | <p><b><u>To receive an update from Community Enterprises on the future of the Saltash Markets and consider any actions and associated expenditure.</u></b></p> <p>RB provided an update on Community Enterprises' proposal to run the street markets, approved at the Town Team meeting on 8 June 2026. RB advised that the project relied upon recruitment of volunteers to assist with the running of the markets, however due to manpower constraints this has not currently progressed.</p> <p>Given the late stage of the summer season, Members considered that it was now too late to commence markets this year, particularly in light of the adverse weather conditions experienced during the previous trial of the markets in 2025 where it was necessary to cancel markets at short notice.</p> <p>RB confirmed that CEPL12 would continue to explore opportunities to deliver the markets and would monitor the situation over the coming months. Should there be a realistic opportunity for CEPL12 to operate the markets in 2027, a further report will be brought back to Members for consideration.</p> <p>.</p> | RB |
| 23 | <p><b><u>To receive an update on the Discovery Day for the Saltash Augmented Reality Trail and consider any actions and associated expenditure.</u></b></p> <p>PR thanked HF and SG for their excellent report.</p> <p>HF provided an overview of the report and outlined the various options that had been explored, as detailed in the report circulated in the reports pack. These vary from 'off the shelf' ready made trails that are not bespoke, to bespoke products that can be adapted for different events.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |

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|    | <p>Following discussion, Members unanimously agreed to establish a Working Group comprising HF, RB, SG and BAES. The purpose of the Working Group will be to engage and consult with local traders to better understand which operational model would be most appropriate and to determine who would be responsible for managing and operating the project once established.</p> <p>Members also agreed to allocate a budget of up to £1,000 against budget code S106 ringfenced funds, for the Working Group to utilise as required. The budget may be used to arrange demonstrations from potential providers, support engagement activities, and assist with promoting the initiative to local traders.</p>                                                                                                                                                                                                                                                                                                                             | HF, RB, SG, BAES |
| 24 | <p><b><u>To receive an update on training for businesses and consider any actions and associated expenditure.</u></b></p> <p>KJ provided an overview of the report included in the report pack circulated to Members.</p> <p>Following a recent Community Leaders meeting held at Saltash Studios, it was identified that Saltash Studios are already delivering training opportunities similar to those being considered.</p> <p>KJ advised that, before progressing any new training provision, it would be important to establish the level of interest among local businesses in training courses delivered specifically through the Town Team.</p> <p>To support this work, KJ suggested establishing a Working Group to engage with local businesses and ascertain the demand for such training opportunities.</p> <p>Following discussion, it was agreed that KJ and PR would liaise to consider the next steps and explore how best to assess business interest.</p> <p>A further update will be provided at the next meeting.</p> | KJ, PR           |

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| 25 | <p><b><u>To receive an update on the Saltash Card and consider any actions and associated expenditure.</u></b></p> <p>PR provided an overview of the report circulated to members in the report pack.</p> <p>Members discussed the potential introduction of a Saltash Card. Views were mixed, with some Members expressing reservations as to whether such a scheme would generate significant additional footfall within the town centre and encourage greater use of High Street businesses.</p> <p>The discussion also considered other similar initiatives, including the Pard Card and the JannerCard, and the potential benefits and lessons that could be learned from existing schemes.</p> <p>Following consideration, Members agreed that HF would liaise with Mike Turner, creator of the JannerCard, and invite him to attend a future Town Team meeting to provide a presentation on the scheme and share his experiences to help inform Members' future discussions and decision-making.</p> | HF |
| 26 | <p><b><u>To receive an update on parking at the Co-Op Culver Road car park and consider any actions and associated expenditure.</u></b></p> <p>PR advised that he had made contact with the Co-op at senior property level to investigate the possibility of 1-hour free parking for residents at Culver Road car park, similar to the agreement Co-op made for residents in Callington. The request had subsequently been referred to the Retail Management Team for consideration, with an assurance that a response would be provided.</p> <p>To date, no response has been received. PR confirmed that he will continue to pursue a response and will provide a further update to Members once feedback has been received from the Co-op.</p>                                                                                                                                                                                                                                                           | PR |

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| 27 | <p><b><u>To receive an update on Banners for local pubs and restaurants and consider any actions and associated expenditure.</u></b></p> <p>Following the suggestion at the Town Team meeting 20 April 2024 to offer banner advertising at the Retail Park for pubs and restaurants in town, in order to entice people into the town centre to eat, PR confirmed that he would speak with local bar and restaurant owners while visiting businesses the following day in order to gather their views and feedback on the initiative.</p> <p>PR will report back to Members at the next meeting.</p>                                                                                                                                                                                                                                                                                                                          | PR |
| 28 | <p><b><u>To receive an update on signage and consider any actions or associated expenditure.</u></b></p> <p>RB provided an update on the signage and advised this is an ongoing project, and he is awaiting an Officer update. The Office Manager/Assistant to the Town Clerk will provide a report for the next meeting.</p> <p>RB is expecting some statistics back from the leaflet distribution, and PR has requested that an update on 'Map Signage and Leaflets' be included on the agenda at the next meeting.</p> <p>KJ had previously raised the suggestion of placing signage on the Tamar Bridge when discussing the feasibility of a Farmers Market at the Town Team meeting 9 February 2026, RB advised that he is undergoing a review of signage as part of a Town Council project, he hasn't yet met with the Bridge Manager, Coral Jonas, regarding updating signage, but he has exchanged some e-mails.</p> | RB |
| 29 | <p><b><u>To receive a report on works agreed during street audit with Cormac.</u></b></p> <p>RB provided an update on the works agreed following the recent street audit undertaken with Will Glassup Highways manager CC. RB advised that the meeting had been very productive and that several issues identified during the audit have now been resolved, including:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |

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|    | <ul style="list-style-type: none"> <li>• Replacement of the No Entry sign at Wesley Road.</li> <li>• Repairs to the paving and surrounding areas around the trees in Fore Street.</li> <li>• Replacement of the damaged barriers at the lower end of Fore Street.</li> </ul> <p>RB further reported that Highways still intends to address the poor condition of the pavements at the lower end of Fore Street leading into North Road. However, these works remain subject to budget availability and are therefore planned for completion at a later date.</p> <p>RB raised the possibility of extending the current 30-minute parking restriction on Fore Street to one hour. However, it was advised that implementing such a change would require the replacement of existing signage, which would incur significant costs. RB also suggested that a consultation should be undertaken with Fore Street traders before any changes were considered.</p> <p>Members discussed increased parking times, however after much discussion agreed not to progress the proposal any further at this time.</p> |  |
| 30 | <p><b><u>To receive an update on parking enforcement</u></b></p> <p>BAES provided an update on enforcement and advised that the enforcement Officer confirmed that they patrol each side of Fore Street once and then patrol the car parks.</p> <p>Members noted that, with the exception of London, there is currently no specific enforceable offence relating to pavement parking in England. As a result, enforcement options are limited unless other parking restrictions or offences apply. Members discussed the implications of this position and the impact that pavement parking can have on pedestrian access and safety.</p> <p>BS advised that Enforcement Officers currently patrol Saltash Town Centre for four half-days each week.</p>                                                                                                                                                                                                                                                                                                                                                   |  |

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|    | <p>Members noted the level of enforcement presence within the town centre and acknowledged the role of Enforcement Officers in monitoring and addressing issues as they arise. Members also recognised that, while regular patrols take place, enforcement action remains subject to the relevant legislation and available powers.</p> |  |
| 31 | <p><b><u>A.O.B</u></b></p> <p>None.</p>                                                                                                                                                                                                                                                                                                 |  |
| 32 | <p><b><u>Date of Next Meeting: 12 October 2026</u></b></p> <p>End of Meeting:6.42PM</p>                                                                                                                                                                                                                                                 |  |