



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)*

Friday 19 February 2021

Dear Councillor

I write to summon you to the meeting of **Town Centre Vision Sub Committee** to be held on the Virtual Zoom Platform on **Thursday 25th February 2021 at 6.00 pm.**

The meeting is open to members of the public and press. Members of the public and press wishing to attend the meeting require the following details:

**Web link:**

<https://us02web.zoom.us/j/83450073547?pwd=bUdGQkNJWm42UkVuMk1wZkIBV2ZEUT09>

**Meeting ID:** 834 5007 3547

**Password:** 406570

**Dial by your location:** 0131 460 1196 United Kingdom

Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

Yours sincerely,

R Lane  
Town Clerk

To:

Saltash North	Saltash South	Saltash East	Saltash West

## Agenda

1. Announcements:
  - a. To confirm that all present can hear the proceedings.
  - b. Roll call of Members, Public and Press present.
  - c. To confirm the meeting is quorate.
  - d. Meeting procedure.

2. Recording of meetings - please notify the Chairman if you are intending to record this meeting

Please note: All meetings are open to the public and could be filmed or recorded by broadcasters, the media, council members, the council, or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this especially if you are speaking or taking an active role.

3. Apologies.

4. 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.
  - b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting
  - c. To consider dispensations required.

5. Questions - A 15-minute period when members of the public may ask questions of Members of the Council

Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.

6. To note and receive the minutes from the Town Centre Vision Sub Committee held on 28th January 2021 as a true and correct record. (Pages 5 - 8)
7. To consider Risk Management reports as may be received
8. Budgets and Finance
9. To ratify the COVID-19 Delegated Decision Register

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
	None.			

10. To consider and recommend the Sub Committee's Terms of Reference to Full Council for approval. (Pages 9 - 10)
11. To consider and approve the Town Teams Terms of Reference. (Pages 11 - 14)
12. To note and consider further Reopening High Street Safety Fund opportunities, extension of date, and any proposals.
13. To receive the notes from the Town Vitality Funding Working Party. (Pages 15 - 18)
14. To consider and recommend the Town Vitality funding application to Full Council for approval.
15. 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.
16. To consider any items referred from the main part of the agenda
17. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
18. Urgent non-financial matters brought forward at the discretion of the Chair
19. Press and social media releases
20. Date of next meeting: To be confirmed.

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## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Town Centre Vision Sub Committee held on the virtual platform Zoom on Thursday 28<sup>th</sup> January 2021 at 6.00 p.m.

**PRESENT:** Councillors R Bickford, S Gillies - Chairman, S Martin, S Miller, J Peggs – Vice Chairman, D Yates.

**ALSO PRESENT:** Cornwall Councillor – S Lennox-Boyd, R Lane – Town Clerk, S Burrows – Assistant Town Clerk, D Joyce – Administration Officer.

**APOLOGIES:** Councillors J Dent, M Fox.

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### **ANNOUNCEMENTS**

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

**44/20/21** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

**45/20/21** **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.

b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.

None.

c. To consider dispensations required.

None.

**46/20/21** **QUESTIONS FROM THE PUBLIC**

None.

**47/20/21 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

No Report.

**48/20/21 BUDGETS AND FINANCE**

The Town Clerk informed Members of the available EMF budget of £10,000 budgeted for the year 2021-22.

**49/20/21 TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER**

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
	None			

**50/20/21 TO NOTE THE MINUTES OF THE TOWN TEAMS.**

Councillor Gillies proposed, Councillor Peggs seconded and it was **RESOLVED** to note.

**51/20/21 TO CONSIDER PLACE SHAPING AND HIGH STREET FUNDING OPPORTUNITIES PHASE 2. (PURSUANT TO TCV SUB CTTEE HELD ON 29.10.20 MINUTE NO. 34/20/21)**

Councillor Peggs briefed Members on the funding approved and received for various promotional material relating to the reopening of the high street and to assist in encouraging social distancing and safety practices when visiting Saltash.

Councillor Gillies proposed, Councillor Peggs seconded and it was **RESOLVED** to note.

**52/20/21 TO RECEIVE AN UPDATE ON THE REVIEW OF THE LIBRARY OF ALL PREVIOUS STUDIES. (PURSUANT TO TCV SUB COMMITTEE HELD ON 29.10.20 MINUTE NR. 35/20/21)**

Members discussed the previous studies, ideas and plans that had previously been explored but were no longer viable or relevant to the future vision of Saltash.

Members acknowledged the Neighbourhood Plan incorporated the library of studies in its Delivery Plan, Table 2 - Projects.

Councillor Gillies proposed, Councillor Peggs seconded and it was **RESOLVED** to utilise the library of previous studies going forward as a reference library.

**53/20/21**      **TO CONSIDER TOWN VITALITY FUNDING.**

The Chair informed Members of the Town Vitality Funding conditions for the use of funds to be considered and outlined when submitting an application.

Members discussed the necessity for a linked decision of funding requirements, involving all interested parties and stakeholders, to ensure a unified approach is achieved for the town vision.

Councillor Gillies proposed, Councillor Peggs seconded and it was **RESOLVED** that:

1. An application for the Town Vitality Funding be submitted
2. Councillors Gillies, Peggs and Martin gather expertise, knowledge and information from all interested parties and stakeholders and liaise with Cornwall Council's Community Link Officer to establish the first stages of the application.

**54/20/21**      **TO FURTHER CONSIDER APPOINTING A CONSULTANT TO PRODUCE A VISION DOCUMENT. (PURSUANT TO TCV SUB COMMITTEE HELD ON 29.10.20 MINUTE NR. 35/20/21)**

Councillor Yates informed Members of a list of consultants and their levels of expertise which would be worth considering.

Councillor Gillies proposed, Councillor Peggs seconded and it was **RESOLVED** to progress further information to consider the appointment of a consultant.

**55/20/21**      **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.

**56/20/21**      **AS REQUIRED OR IF NECESSARY.**

None.

**57/20/21**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that the public and press be re-admitted to the meeting.





## **Town Centre Vision Sub Committee**

Composition:	Ten members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Six
Meetings:	As required
Timing:	TBA
Venue:	Guildhall or by a virtual platform under Covid 19 legislation

Reports to: Full Council

Remit:

### **Terms of Reference & Matters Delegated to the Committee:**

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget

### **DRAFT Terms of Reference agreed at the meeting held on 21.10.2019**

1. To bring together stakeholders, private, public sectors in the town to work in partnership, and to co-ordinate their activities towards a common goal.
2. To formulate a shared vision, with a prioritised programme for carrying out improvements to the benefit of stakeholders in the town. Vision to the long term for Saltash Town Centre.
3. To co-ordinate and implement the activities of all who provide services within the town.
4. To seek and /or assist with funding for initiatives in the town.
5. To invite representatives from Cornwall Council to advise and support the economic development strategy for the town and also grant and funding opportunities.
6. To accept and acknowledge there is a partnership.
7. To give time or resources towards the project.
8. To publicly support the partnership, positively.

9. To help plan, review and refine activities based on their knowledge.
10. To listen to others in the partnership.
11. To agree to try something different or to do something differently.

# WORKING TOGETHER FOR OUR COMMUNITY



## TERMS OF REFERENCE & AIMS

### SALTASH TOWN TEAM COMMITTEE

The aim of the Saltash Town Team is to provide co-ordination of development activity within the town; In doing so helping improve the economic, social and environmental revitalisation of the Town – making Saltash a better place to live, work, visit and enjoy.

**Membership**      This to be reviewed on an annual basis but with the first review being held earlier post May 2021 elections

Four Saltash Town Councillors (one of which to be the Chair of Saltash Town Council Vision Committee)

Four Cornwall Councillors (or one from each ward in Saltash)

Two Saltash Chamber of Commerce members

Two members CEPL12

Advisory/non-voting member – STC Town Clerk and Cornwall Council Community Link Officer (when required)

This is the current list but additional members/officers could be asked to attend if a wider range of advice on a certain project might be required

**Quorum**            Meetings will be postponed if more than 50% of members indicate, prior to the meeting, that they are unable to attend, also, if 2 or more of the participant organisations are unrepresented. If voting on matters, it is up to the discretion of the chair as to whether there is sufficient representation of the membership to progress. It is the responsibility of each participant organisation to have a reserve representative available, who is kept fully up to date with ongoing projects being actioned by the group. This will reduce the necessity to cancel meetings at short notice.

<b>Chairmanship</b>	To be a rolling Chairmanship except where a project is being put forward for funding, then the same Chair should be in place to see the project reach its conclusion
<b>Frequency of Meetings</b>	The Town Teams will meet as agreed at the end of each meeting in line with the pace of progress being made, the volume of business to be discussed and the timing of key milestones.
<b>Venue</b>	Currently via Virtual Platform (Zoom)
<b>Secretarial</b>	Secretarial support for the group will be provided by a member of the group
<b>Reports to</b>	Saltash Town Council as and when projects are requiring confirmation and support.

**Detailed Terms of Reference and Aims of the Saltash Town Teams**

1. To bring together stakeholders, private and public sectors in the town to work in partnership and to co-ordinate their activities towards a common goal.
2. To collate information to help inform decisions.
3. To formulate a shared understanding and prioritise a programme for carrying out improvements for the benefit of key stakeholders as appropriate. To also identify and prioritise projects to improve the economic, social and environmental revitalisation of the Town centre and for its long-term benefits.
4. To co-ordinate and implement the activities of all who provide services within the town
5. To seek and/or assist with funding with initiatives for the benefit of Saltash Town centre
6. To accept and acknowledge there is a partnership and actively strive for cohesion within all members of the team. Working together for the benefits of all the residents of Saltash
7. To offer a forum whereby community groups, residents and other private sector companies can seek advice/feedback on their emerging projects with Saltash. In addition to engage with the residents of Saltash for the benefit of the community.
8. To provide a forum whereby Members of the group can help to ensure co-ordination between existing and emerging projects.

9. To give time or resources towards particular projects and to establish task and finish groups, as appropriate, to progress priory projects.
- 10.To publicly support the Town Team in a positive way and support funding applications by members on behalf of the Town Team.
- 11.To help plan, review and refine activities based on their knowledge and expertise in any field that they have experience in.
- 12.To listen to others and their views in the Town Teams.
- 13.To agree to try something different, using an innovated and professional approach for the benefit of Saltash Town centre

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