



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

14 October 2021

Dear Councillor

I write to summon you to the **Meeting of the Town Centre Vision Sub Committee** to be held at the Guildhall on **Wednesday 20th October 2021 at 6.30 pm.**

We encourage members of the public and press attending Council meetings to wear a face covering, unless medically exempt, to be mindful and respect others space and to consider their own unique circumstances before attending.

The meeting is open to the public and press. 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

Yours sincerely,

C Cook
Locum Town Clerk

To Councillors:

R Bullock S Gillies (Chairman) M Griffiths S Martin S Miller J Peggs (Vice-Chairman) G Taylor D Yates	All other Councillors for information
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Agenda

1. Health and Safety Announcements
2. To elect a Chairman
3. To elect a Vice Chairman
4. Apologies.
5. 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. Locum Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
6. 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.
7. To consider Risk Management reports as may be received
8. Budgets and Finance
9. To receive and approve the minutes of the Town Centre Vision Sub Committee held on Thursday 25th February 2021 as a true and correct record. (Pages 4 - 7)
10. To consider changing the Sub Committee name to Town Vision
11. To receive and note the Town Centre Vision Sub Committee Terms of Reference (Page 8)
12. To receive the notes of the Town Team meetings held on Thursday 18th March 2021 and Monday 11th October 2021 (Pages 9 - 10)
13. 20's Plenty for Cornwall Global Road Safety Week
(Pursuant to FTC held on 3.06.21 minute nr. 72/21/22f & FTC held on 1.07.21 minute nr. 116/21/22a)
14. To consider Community Consultation for the Town Vision
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. To consider urgent non-financial items at the discretion of the Chairman.
19. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: To be confirmed.

P&F Committee - Town Centre & Vision Sub Committee
Saltash Town Council
As at 13th October 2021

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Notes
Operating Expenditure							
P&F Town Vision Expenditure							
6226 PR Town Centre Vision Sub Committee	0	0	10,000	0	0	10,000	
Total P&F Town Vision Expenditure	0	0	10,000	0	0	10,000	
Total Operating Expenditure	0	0	10,000	0	0	10,000	
Operating Surplus/ (Deficit)	0	0	(10,000)	0	0	(10,000)	

Notes

£10,000 vired from 2020/21 Town Vision Budget to 2021/22 Town Vision Budget

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Town Centre Vision Sub Committee held on the virtual platform Zoom on Thursday 25th February 2021 at 6.00 p.m.

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

ALSO PRESENT: Councillors G Challen and R Bullock, D Holley – Cornwall Councillor, R Lane – Town Clerk, S Burrows – Assistant Town Clerk, D Joyce – Administration Officer.

APOLOGIES: Councillors M Fox, A Pinckney.

61/20/21 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.

62/20/21 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

None.

63/20/21 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.

64/20/21 QUESTIONS FROM THE PUBLIC

None.

65/20/21 TO NOTE AND RECEIVE THE MINUTES FROM THE TOWN CENTRE VISION SUB COMMITTEE HELD ON 28TH JANUARY 2021 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website.

It was proposed by Councillor Gillies, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Town Centre Vision Sub Committee held on 28th January 2021 as a true and correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.

66/20/21 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED

No Report.

67/20/21 BUDGETS AND FINANCE

No Report.

68/20/21 TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER

None.

69/20/21 TO CONSIDER AND RECOMMEND THE SUB COMMITTEE'S TERMS OF REFERENCE TO FULL COUNCIL FOR APPROVAL

It was proposed by Councillor Gillies, seconded by Councillor Yates and **RESOLVED** to amend item 3 to the following:

3. To co-ordinate and implement Saltash Town Council activities of the provisions of services within the town.

After further consideration by Members it was proposed by Councillor Gilles, seconded by Councillor Miller and **RESOLVED** that the Chairman works in conjunction with Members to revisit and amend the Terms of Reference to reflect the evolution of established partnerships reporting back at the next Town Centre Vision meeting.

70/20/21 TO CONSIDER AND APPROVE THE TOWN TEAMS TERMS OF REFERENCE

It was proposed by Councillor Gillies, seconded by Councillor Peggs and **RESOLVED** to:

1. Defer the Terms of Reference for further review to the Town Teams
2. Recommend deletion of item 4 of the Terms of Reference
3. Request further strengthening of engagement and consultations with partners and members of the public
4. Request the Town Teams make their meeting notes more widely available to Saltash Town Council as a public document
5. Recommend to Full Council to receive and note the revised Terms of Reference at the next meeting to be held on 4th March 2021.

Councillor Bickford left the meeting.

71/20/21 TO NOTE AND CONSIDER FURTHER REOPENING HIGH STREET SAFETY FUND OPPORTUNITIES, EXTENSION OF DATE, AND ANY PROPOSALS.

Members were informed of the extended deadline of the 30th June 2021 for further funding for the reopening of the high street safety fund.

It was proposed by Councillor Gillies, seconded by Councillor Martin and **RESOLVED** to give delegated authority to Councillors Peggs, Martin and Lennox-Boyd in conjunction with the Service Delivery Manager to identify, determine and procure further safety items to assist in the reopening of the high street following the recent changes outlined in the Government Roadmap.

Councillor Bickford returned to the meeting.

72/20/21 TO RECEIVE THE NOTES FROM THE TOWN VITALITY FUNDING WORKING PARTY.

It was **RESOLVED** to note.

73/20/21 TO CONSIDER AND RECOMMEND THE TOWN VITALITY FUNDING APPLICATION TO FULL COUNCIL FOR APPROVAL

It was proposed by Councillor Gillies, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on Thursday 4th March 2021:

1. To receive, consider and approve the submission of the Town Vitality Funding application subject to this Sub Committee recommendations to the Working Party and Town Teams as listed in minute number 70/20/21
2. The application being finalised at the meeting of the Working Party to be held on 1st March 2021 to include options for other sites and to be circulated to Members by 2nd March 2021 for consideration at Full Council to be held on 4th March 2021.

74/20/21 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.

75/20/21 AS REQUIRED OR IF NECESSARY.

None.

76/20/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

77/20/21 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN

None.

78/20/21 PRESS AND SOCIAL MEDIA RELEASES.

None.

79/20/21 DATE OF NEXT MEETING

To be confirmed.

Rising at 7:42 p.m.

Signed: _____
Chairman

Dated: _____

Town Centre Vision Sub Committee

Composition: Eight 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: Five

Meetings: As required

Timing: 6.30

Venue: Guildhall or by a virtual platform where legislation permits

Reports to: Full Council

Terms of reference & Matters Delegated to the Committee:

Finance delegate authority:

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

Draft Terms of Reference:

- To establish and work towards a long term vision for Saltash
- To incorporate the goals of the declared Climate Emergency within decision making
- To establish clear engagement and consultation with the Town community
- To utilise the available advice and support of Cornwall Council for a shared vision for Saltash
- To establish an STC asset register (benches, bins, signage buildings etc) and ensure all STC assets are cleaned and maintained.
- Recognise Saltash Fore Street as the central element to become a mixed use destination, shopping, leisure, residential and employment.
- To recognise and support initiative throughout the Town
- Review traffic movement and usage of Fore Street to support a more welcoming pedestrian environment and improve air quality
- To seek funding and partnership opportunities for Town initiatives
- To recognise, celebrate and protect Saltash Heritage
- To consider the long term impact of Covid 19 on the local economy

WORKING TOGETHER FOR OUR COMMUNITY



Committee Members STC - Cllrs Challen, Gillies and Samuels B, vacancy. **Cornwall Council** - Cllrs Frank, Holley, Lennox-Boyd and Tamlin

Saltash Chamber of Commerce – Pete Ryland and Steve Miller **CIC** – Joanne Baskott and Jo Grail

Other attendees – Catherine Thompson Cornwall Council Community Link Officer

SALTASH TOWN TEAM MEETING MINUTES

Thursday, 18th March, 2021 6.30 pm

Meeting to be chaired by Sheila Lennox Boyd

1. Welcome to members attending – The chairman welcomed everyone to the meeting
2. Apologies – Cllr Gloria Challen, Cornwall Councillor Sam Tamlin and CIC Jo Grail
3. Matters arising from the notes of the previous meeting Tuesday 23rd February, 2021 – Note needed regarding members attending. Catherine Tate – should read Thompson.

It was agreed by those attending to put the water refill station on hold for the moment. JB has circulated information regarding the current proposal but it was felt better to be able to use a Cornwall based company to purchase the equipment from. Also, it was noted that those areas Rock and Polzeath have had them installed with no problems to report to date and well received by the community.

It was also agreed to consider this for the next phase of funding that might become available. It would also appear that although there was funding proposed at some point for SEA to get a water fountain installed, this didn't proceed for various reasons.

4. To consider a replacement member of the Town Team as Julie Rance has tendered her resignation.

New Councillor Rachel Bullock has put her name forward to represent as a Town Councillor on the Group, this was agreed by those attending and everyone welcomed Rachel to the group.

5. Reports – Sound system update – BS reported that it was proving difficult to get a response from Clock work vision regarding the installation of the sound system. Various information is required in order to move forward with the possible approval for this from Cornwall Council. BS proposed that we go back to the other company who quoted to see if they could assist with the pricing on a like for like basis. BS to provide a copy of the specification they were working to. BS asked CT whether we need to get Section 106 committee to agree possible change of contractor. CT said she would check. It is proposed to hold a Town event on the 31st July so time is of the essence.

Team square proposals – Vitality funding update - Cllr Frank and Cllr Gillies are to be working up the final draft over the weekend. It was very much appreciated that admin support has been given to the small working party made up of three Vision and three Town Teams members in order to be able to progress this application. The application had been fully supported by STC at the recent Full Town Council meeting. The final application to go back to the FTC meeting on the 1st April 2021

Terms of Reference for Town Teams review – Cllr Frank very kindly shared her Zoom screen in order for us to amend the information as necessary. All the amendments were agreed and the new Terms of Reference are attached to these minutes. BS to send the amended version of this to the Town Clerk.

It was concerning that a long debate was had at the Town Centre Vision Committee regarding no-one knowing what the Town Teams current projects were. BS stated that the whole point of having the Chair of the Town Centre Sub Committee as part of this committee was for the Chair to update the Town Vision Sub committee as to proposals. SG said that she had only taken over the role very recently but would make sure that this would happen going forward. BS mentioned that historic minutes of the Town Visions Sub Committee was available for members of this committee to view on the STC website if required.

- 6. Any other business – JB reported that STC admin officer now has the updated plan for the proposed new seating in Fore Street and that this had now been sent to Cornwall Council for consideration. The position of the various new items had been discussed with Cornwall previously.**
- 7. Date of next meeting – BS to inform everyone of meeting date once the information has been received from the other contractor for the quote of the sound system**

The Chairman expressed her thanks all those attending and for their discussion and input.

It was noted that the Community Link Officer left the meetings at 7.30 pm