

Public Document Pack

Saltash Town Team to be held on Wednesday 18 December 2024 at 5.30 pm at the Guildhall

Invitees: P Ryland (Chairman), C Bailey (CEPL12 - Reserve), S Baker (Chamber - Reserve), R Bickford (CEPL12), H Frank (Cornwall Councillor), S Gillies (Saltash Town Council - Reserve), M Griffiths (Saltash Town Council), C Jane (CEPL12), S Lennox-Boyd (Cornwall Councillor), S Martin (Saltash Town Council), S Miller (Chamber), J Peggs (Saltash Town Council), M Worth (Cornwall Councillor), Sinead Burrows (Town Clerk / RFO), Dawn Joyce (Office Manager / Assistant to the Town Clerk), Catherine Thomson (Cornwall Council Community Link Officer) and Jo Bristow (Administration Officer)

Agenda

1. Apologies.
2. To receive the notes of the Town Team meeting held on 11 November 2024 as a true and correct record. 3 - 10
3. To review the Terms of Reference and consider any actions. 11 - 14
4. To receive the latest Town Team funding statement and consider any actions. 15 - 16
5. To receive Saltash Town Council's decision on the markets, greening and wayfinding project and consider any actions and associated expenditure. 17 - 18
6. To receive a funding report on the markets, greening and wayfinding project and consider any actions and associated expenditure. 19 - 20
7. To review future Town Team meetings and consider any actions. 21
8. A.O.B
9. Date of Next Meeting: Monday 13 January 2025 at 5:30pm

NOTES

Meeting:	Saltash Town Team - Guildhall
Date and Time:	Monday 11 November 2024 - 5.30 pm

Present:	Title/Representing:
C Bailey (CB)	CEPL12
H Frank (HF)	Cornwall Council
M Griffiths (MG)	Saltash Town Council
C Jane (CJ)	CEPL12
S Miller (SM)	Saltash Chamber of Commerce
J Peggs (JP)	Saltash Town Council
S Burrows (SB)	Town Clerk
D Joyce (DJ)	Office Manager / Assistant to the Town Clerk
F Pretty (FP)	Development and Engagement Manager
M Richards (MR)	Consultant
C Thomson (CT)	Community Link Officer Cornwall Council

Apologies for absence: R Bickford, S Lennox-Boyd, S Martin and M Worth
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Item	Key / Action Points:	Action by:
1	<p><u>Apologies.</u></p> <p>The Chairman welcomed all to the meeting.</p> <p>The Chairman introduced Chris Bailey, a new member of Town Team representing CEPL12 and Freya Pretty Development and Engagement Manager.</p> <p>Apologies were received from Cornwall Councillor Worth, Cllr Martin - STC, Cornwall Councillor Lennox-Boyd and Bickford – CEPL12.</p>	
2	<p><u>To receive the notes of the Town Team meeting held on 9 September 2024 as a true and correct record.</u></p> <p>CJ requested an amendment to Agenda Item 11 Any Other Business to:</p> <p>Unfortunately, Chris Cook, the Kitchen Manager, has been made redundant due to funding not being renewed for the Kitchen Manager position and further funding could not be sourced.</p> <p>Members confirmed the notes are a true and correct record.</p>	

3	<p><u>To receive the latest Town Team funding statement and consider any actions.</u></p> <p>Members noted the Town Team funding statement.</p> <p>The Chairman noted that a column for the ring-fenced S106 funds and related expenditures would be added for the next meeting.</p>	
4	<p><u>To receive an update on the submitted S.106 Ring Funding application and consider any actions and associated expenditure. (Report to follow)</u></p> <p>Members acknowledged the update included in the Town Team report pack, which has been circulated and is available online.</p> <p>SB is awaiting the formal letter from the S106 Officer outlining conditions and will distribute it to the Town Team once received and reviewed.</p> <p>CT confirmed the grant is for capital spend (small elements of revenue can be included but the focus is capital spend).</p>	
5	<p><u>To receive a report on the Town Vitality greening, wayfinding and market project and consider any actions and associated expenditure.</u></p> <p>MR provided a verbal update on the report included in the Town Team report pack which has been circulated and is available online.</p> <p>MR spoke of the progress made by the working group following various meeting with key stakeholders.</p> <p>MR drew Members attention to the draft Saltash Public Realm 'Greening Opportunities' received from The Urbanists free of charge, which had developed suitable areas identified by the working group for various greening options, additional seating and wayfinding signs for the highstreet.</p> <p>MR spoke of progress made on the market trials with Diverse Events and the associated costs advising Members that the area most suitable in Fore Street would require the relocation of the</p>	

	<p>Town Council noticeboard and bench and Cornwall Council litter bin.</p> <p>Members reviewed the document and discussed the proposed ideas.</p> <p>Members agreed, subject to Full Council's approval on 5 December 2024:</p> <ol style="list-style-type: none"> 1. Note the various funding available for Fore Street Regeneration; 2. Agree in principle, the recommendations for expenditure via Town Delivery and Accelerator Funding – for markets trial, greening and signage; 3. Further allocate funds from S106 to enable more to be achieved, complementing the TDF and Accelerator Funding; 4. To delegate responsibility to procuring the appropriate supplies and services to the Working Group to enable swift progress to be made towards the goal of the first market in March 2025 and all other public realm expenditure committed by 31st March 2025 reporting back to January Town Team meeting; 5. Further consider the approach regarding CORMAC support for Fore Street. 	
6	<p><u>To receive an update on the Town Centre Street Audit and Accessibility Review and consider any actions and associated expenditure.</u></p> <p>The Chairman provided an update on the recent inspection conducted with Cornwall Highways, highlighting several areas identified as health and safety risks.</p> <p>Members were advised that to assist Cornwall Highways in addressing some of the proposed street scene improvements, the support of Cornwall Councillors and Saltash Town Council would be advantageous.</p>	

	<p>The Chairman proposed, and the Town Team agreed, to draft a letter on behalf of the Town Team to the Town Council, formally requesting their support in addressing the identified issues on Fore Street.</p> <p>The Chairman is to further pursue a meeting with Disability Cornwall to explore ways to enhance accessibility on Fore Street.</p>	
7	<p><u>To receive a report on Saltash promotion and consider any actions and associated expenditure.</u></p> <p>In the absence of the working group Members DJ provided a verbal overview of the report received and contained in the online reports pack.</p> <p>All agreed the need for the delivery of a co-ordinated publicity campaign. One that will have a lasting impact, providing leaflets to residents and visitors with renewed information boards and a Town Visitor Guide that will be as timeless as possible.</p> <p>Members requested the working group investigate distribution / display at the Royal William Yard to coincide with 2025 boat trips.</p> <p>Members agreed:</p> <ol style="list-style-type: none"> 1. To delegate the appointment of a designer to undertake work for Leaflet, Heritage Trail and Map to the working group to progress; 2. Approve the proposed leaflet design and specification for the content; 3. Recommend to the next Full Town Council meeting to support the Town Team project to deliver a co-ordinated publicity campaign, associated cost to be allocated to the S106 Waitrose Publicity Funds; 4. Request Full Town Council to approve the use of Town Council owned Heritage Trail and Saltash Town Map information boards to display the redesigned Heritage Trail and Town Map; 	

	<p>5. Appoint Members C Bailey and H Frank to the working group;</p> <p>6. Delegate to the Office Manager / Assistant to the Town Clerk liaising with the Town Team working group to continue with the publicity campaign project.</p>	
8	<p><u>A.O.B</u></p> <p><u>S106 Funds Available</u></p> <p>H Frank informed the Town Team that S106 funds remain available. Members discussed the possibility of developing ideas submitted by local businesses and traders; however, they expressed reluctance to take on additional projects at this time, as their focus remains on delivering the Green Space project.</p> <p>Members agreed to revisit at a future meeting.</p>	
9	<p><u>Date of Next Meeting: 13 January 2025</u></p> <p>Monday 13 January 2024 at 5:30p.m.</p> <p>Meeting ended at 6:45p.m.</p>	

Saltash s106 panel

Project Agreement

Project Name/Organisation	Saltash Town Team
Amount Approved	£100,000
Start Date	With immediate effect
Finish Date	Spend by April 2027

Brief Description of Project:

£100,000 of funding, primarily capital funding, will be ring-fenced for use by Saltash Town Team, to spent by April 2027. This will be focussed on enhancing Fore Street, increasing footfall, improving spend and encouraging people to stay in the town centre, entirely consistent with the town vision. Some projects will be easier to implement than others, may be focused on economic, environmental or social impacts or all three and other project ideas may need additional funds to be matched with s106 to generate maximise impact. This will not necessarily be known until the project is developed further but all projects will be assessed against value for money/impact/business benefit.

The likely projects that Saltash Town Team intends to utilise s106 funds will fall under the aims and objectives listed in section 7 of the Saltash Town Team Vision and Strategic Priorities document (attached).

Specific Conditions:

- When funding is required, in advance of making a request to Saltash Town Council for them to draw the down the funding from Cornwall Council, Saltash Town Team must evidence that it has secured a majority vote from a quorate town team meeting.
- Requests for funding from Saltash Town Council to Cornwall Council to be supported by evidence (quotes/estimates).
- Saltash Town Team to provide 12 monthly progress reports, on the anniversary of the grant offer, to the Saltash s106 panel. Where possible these will include data from surveys and KPI's etc.
- Saltash Town Team to provide 12 monthly progress reports, on the anniversary of the grant offer, to the Saltash s106 panel to include, where possible, data from surveys and KPI's etc. The Saltash s106 panel will review the report and, should they have queries, will seek further information from Saltash Town Team. If following liaison with Saltash Town Team it is considered that progress is not in line with the original proposal, the Saltash s106 panel will evaluate whether the ringfencing approach should continue.
- Saltash Town Team is requested to consider environmental benefits that could emerge from their projects.

Please see page two for detailed conditions of the grant.

Signed

Date.....

BANK ACCOUNT DETAILS (please complete)	
Account Name (the name of the organisation's bank account, not the name of the bank)	
Account Number	
Sort Code	
Account Holders Name (in Capitals)	
Signature of Account Holder	

Privacy Notice: This information is being collected by Cornwall Council. The Chief Executive is the Council's Data Controller. Any information provided may be retained on computer or in manual files in accordance with the Council's policy for the retention of information. This information will be used for processing your grant application. It may also be used for related council purposes, including for regulatory functions and investigating fraud. It will not be disclosed to any third party except where the council specifically contracts for data processing support. The information may be used for statistical or research purposes, which will be de-personalised where appropriate.

Terms and conditions of grant

1. Grants awarded under the scheme must only be used to support the expenditure identified in the application, as approved, and for no other purpose.
2. The grant should usually be spent by April 2027. If it is likely that there will be a delay, the applicant must notify the Saltash s106 panel.
3. The applicant should retain all receipts and proof of expenditure for the purposes of possible audit at a later date.
4. The applicant must not use the grant for any unlawful activities, the promotion of political and/or religious activity or activities that are discriminatory on the grounds of religion, race, sex, sexual preference, age or disability.
5. Projects should not be for private profit.
6. If appropriate, the applicant must have insurance for any activity which the grant will be wholly or partly funding. This includes public liability cover at any community event.
7. Should any funds remain at project completion, these should be returned so that they can be re-allocated to future projects.

The Saltash s106 panel may withhold further payments of the grant and will be entitled to reclaim from you amounts already paid if any of the following events occur:

1. Any information given to Saltash Town Council or the Saltash s106 panel either in the application or at any time and concerning the approved project is found to be incorrect.
3. There has been any financial impropriety by you or anyone connected with the project.
4. You fail to provide information regarding the project within the timescales prescribed in this letter or in any other communication to you.
5. The grant paid has not been used towards the completion of the approved project.
6. You or anyone connected with the project become subject to a bankruptcy order, or in the case of a company, go into liquidation whether compulsory or otherwise.

7. Any payment of grant has been made to you in error.

Reporting procedures

In addition to the 12 monthly reports, on completion of the project you will provide the Saltash s106 panel with a report which provides an overview of your finished project.

WORKING TOGETHER FOR OUR COMMUNITY



Terms of Reference Saltash Town Team

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

Membership: Three Saltash Town Councillors (One of which to be the Chairman of Saltash Town Council Town Vision Sub Committee, Vice Chairman of Town Vision to be a substitute)

Three Cornwall Councillors (one from each division in Saltash)

Two Three Saltash Chamber of Commerce members (one Member to be a reserve substitute)

Two Three members CEPL12 (one Member to be a reserve substitute)

Advisory/non-voting members – 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:

50% or more of members indicate, prior to the meeting that they are unable to attend.

If one, or more, of the Membership organisations is not represented.

Decision Making: If voting on matters, Town Team will aim to reach consensus decisions, however, it will operate on the basis of one member one vote. In the case of a tie, the Chairman will hold a casting vote.

Chairmanship: The Chairman to be appointed annually – May to May.

In the absence of the Chairman a Member of Town Team is to be appointed to Chair that meeting only.

Frequency of Meetings: The Town Team will meet bi-monthly on the 2nd Monday of the month at 5.30pm, or as required.

Venue: The Guildhall / **Virtual**

Administration: Admin support for the group will be provided by Saltash Town Council.

Public Questions Members of the public may ask questions of the Town Team by submitting in writing via email to enquiries@saltash.gov.uk or the Guildhall no later than 48 hours prior to the start of the meeting.

Reports to: Saltash Town Council as the accountable body. All financial arrangements will be directed by the standing orders and financial regulations of the Town Council and when projects are requiring confirmation and support and financial overseeing.

Detailed Terms of Reference and Aims of the Saltash Town Team

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 for carrying out improvements for the benefit of all stakeholders. As appropriate, to identify and prioritise projects to improve the economic, social and environmental revitalisation of the Town and for its long-term benefits.

4. To help co-ordinate and implement the activities of those who provide services within the town.
5. To seek and/or assist with funding of initiatives for the benefit of Saltash.
6. To work in accept and acknowledge there is a partnership, and actively strive for cohesion within all stakeholders, public and private sector all members of the team, working together for the benefits of the Saltash community.
7. To offer a forum whereby community groups, residents and private sector companies can seek advice/feedback on their emerging projects within Saltash. In addition, to engage with the community for the benefit thereof.
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 identified projects, and to establish task and finish groups, as appropriate.
10. To agree to use an innovative and professional approach for the benefit of Saltash.
11. To work in accordance with the principles of the Saltash Neighbourhood Plan.
12. The Members shall publicly support the Town Team in a positive way, and support funding applications
13. The Members shall help plan, review and refine activities based on their knowledge and expertise.
14. The Members shall listen to and respect the views of other members of the Town Team.
15. To publish all agendas and notes on the Town Council website to ensure community engagement and transparency is met at all times.
16. Securing investment to further the Town Team vision and in partnership with the strategic priorities of the Town Council as outlined in their Business Plan.
17. To continue to improve the profile of Saltash, 'the Gateway to Cornwall' creating a more prosperous, welcoming, green and attractive Town Centre for local people and visitors to enjoy

18. Working in partnership with other organisations, STT want to build on the town's strengths, address the weaknesses, realise new opportunities and mitigate any threats to the long-term prosperity of the Town Centre.

Agenda Item 4

Saltash Town Council
Town Vitality Expenditure Nominal 6281

TVF = Town Vitality Fund
TAF = Town Accelerator Fund (For markets)
TDF = Town Delivery Fund (Greening - Plants & Improved signage)

Date	PO No	Invoice No	Supplier	Description	TVF - Total £84k	TAF - £21k TDF - £30k Total - £51k	S106 £100k	Notes
				Deadline for all grant to be spent		31/03/2025		
				Funding from Cornwall Council	£84,000.00			
28/05/2024				Funding from Cornwall Council (TAF)		£7,500.00		TAF Funding Payment Schedule
28/04/2022	N/A	Jnl No 34979	Internal STC	Admin Support 28.4.22	-£64.20			£10,500 - Within a reasonable timeframe of signing the Grant Offer Letter (22-05-24) £10,500 - Within a reasonable timeframe of delivery of all Grant outcomes
07/10/2022	5385	INVOICE JANUARY 2023	Mel Richardson Consultancy	Consultancy Work	-£2,100.00			
30/06/2022	N/A	Journal No. 38981	Internal STC	Admin Support - June 2022	-£56.18			
31/07/2022	N/A	Journal No. 38984	Internal STC	Admin Support - July 2022	-£64.20			
30/09/2022	N/A	Journal No. 38985	Internal STC	Admin Support - Aug/Sept 2022	-£228.57			Grant Outcomes
31/10/2022	N/A	Journal No. 39313	Internal STC	Admin Support - October 2022	-£139.95			1) Send to CC any relevant docs for project
30/11/2022	N/A	Journal No. 39314	Internal STC	Admin Support - November 2022	-£110.90			2) Evidence of consultation with businesses and residents of Fore Street
31/03/2023	5726	3044 (3698-A)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants March Payment - Architecture Studio Hive	-£11,478.33			3) Evidence of delivery of trial markets and CC to be notified of these dates
28/04/2023	5726	307 (3698-B)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants April Payment - Architecture Studio Hive + Town Vitality Open Space Project Appointed Consultants - Additional charge for Hobs Reprographics printing of consultation posters for event key stake holder event held 27/04/2023	-£11,603.97			4) Provision of evidence of expenditure and updates if requested by CC
28/05/2023	5726	3049 (3698-C)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants May Payment - Architecture Studio Hive	-£11,478.33			TDF Funding Payment Schedule
28/06/2023	5726	3053 (3698-D)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants June Payment - Architecture Studio Hive. Hobs Reprographics printing for consultation event 16th/17th June 2023 invoice S2015INV23060450	-£11,668.65			£7,500 - Within a reasonable timeframe upon signing the agreement dated 11th April 2024 £7,500 - Further payment in accordance with schedule 3 £15,000 - Within reasonable timeframe of provision of evidence of targets reached per schedule 3
28-Jul	5726	3055 (3698-E)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants July Payment - Architecture Studio Hive	-£11,478.33			Schedule 3
30-Aug	5726	3058 (3698-F)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants August Payment - Architecture Studio Hive	-£11,619.45			1) Provision of more detailed plans for intended public realm improvements to Fore Street, discussed and approved by Highways Team and agreed by CC. Second £7,500 to be paid within reasonable timeframe of agreement of detailed plans and endorsed by Highways Team
19/06/2023	5874	9RADYQT7T2 (4039-A), VKE4CQX7T2 (4039-B), NWJC9RBT2 (4039-C)	Credit Card (Meta)	Facebook boost post for Town Vitality Public Consultation event on Friday 16th and 17th June	-£20.00			2) Further targets will be agreed between CC and STC once more detailed plans become available
13/07/2023	5914	6356622604454127- 12783088 (4172)	Credit Card (Meta)	Credit Card Purchases - Facebook boost post for Town Vitality Public Consultation closing 14/7/23	-£25.00			
29/07/2023	5951	6405641176218936- 12893337 (4183-A)	Credit Card (Meta)	Credit Card Purchases - Facebook boost post for Town Vitality Public Consultation closing 14/7/23	-£5.00			
16/07/2023	N/A	CN-4962	Internal STC	Photocopying Fees - Photocopying Fees for Town Vitality	-£120.00			
08/06/2023	5795	18831 (4143)	Saltash & District Observer	Saltash & District Observer - Town vitality Saltash District Observer notice advert. Approved by town team members Front page - 10 x 2 - £219 – (Carlton Plastics size).	-£219.00			
09/06/2023	5615	INVOICE OCTOBER 2023	Mel Richardson Consultancy	2000 Saltash Leaflet A5 4/4,	-£165.00			
05/05/2023	5615	INVOICE OCTOBER 2023	Mel Richardson Consultancy	2500 Saltash Leaflet A5 4/4	-£197.00			
12/10/2023	5615	INVOICE OCTOBER 2023	Mel Richardson Consultancy	Project Management Support for Vitality Funded Open Space Project	-£2,500.00			
13/10/2023	5726	3063	Architecture by Studio Hive Ltd	3 Hours Charged. & Neil Sansum's attendance at Council meeting 7th September 2023 - mileage	-£382.50			
20/12/2023	6314	TDF1	Mel Richardson Consultancy	Appointment of consultant to prepare the Town Vitality Delivery Fund Application.		-£1,800.00		
18/03/2024	6545	3077	Architecture by Studio Hive Ltd	Saltash Open Space Project: Next Steps		-£3,000.00		
03/04/2024	6545	3078	Architecture by Studio Hive Ltd	Town Team Open Space Project – Next steps Graphic design work in relation to publicity material		-£250.00		
30/05/2024	6563	Open Space February to May	Mel Richardson Consultancy	Open Space Next Stage Work – as per proposal submitted and including printing of 300 flyers.		-£3,800.00		
11/06/2024	6782	CINV-089008	Cormac Contracting Ltd	Road safety audit report for the community open space project - Fore Street on behalf of Town Team		-£4,649.00		
24/10/2024	7103	TBC	Mel Richardson Consultancy	Town Vitality TDF and TAF Funding works - Open space for markets/improved greening		-£4,000.00		

To receive Saltash Town Council's decision on the markets, greening and wayfinding project and consider any actions and associated expenditure.

Recap:

At the Full Town Council meeting held on 5 December 2024 the Town Council considered the Town Team recommendation on markets, greening and wayfinding project.

288/24/25 TO RECEIVE THE NOTES OF THE TOWN TEAM MEETING HELD ON 11 NOVEMBER 2024 AND ACCOMPANYING REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman of Town Team, P Ryland, was invited to speak on the report provided in the circulated reports pack and received at this evening's meeting.

P Ryland provided a verbal briefing to Members on the various requests outlined in the detailed report. Members enquired why Victoria Gardens was not considered for a market trial, the Town Clerk clarified that the funding parameters restricted any expenditure to within the boundaries of Fore Street.

Members discussed the relocation of the Town Council noticeboard and were against relocating due to the associated costs being accrued for what is a trial market.

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

1. Note Town Team meeting notes of the 11 November 2024;
2. Approve the Town Clerk to sign and return the s106 project agreement form, as attached, on behalf of Saltash Town Council;
3. Support the Town Team project proposals of the markets, greening and wayfinding in Fore Street;
4. Approve Service Delivery to relocate the memorial bench between Diamond Nails and Bandits, the bin subject to Cornwall Council's approval, to be relocated outside Morrison's, making good the existing areas, to leave in situ the Town Council noticeboard and instead close the top end of Belle Vue Road to accommodate a meaningful market trial;
5. Approve Service Delivery to under prune some of the trees located in the market area subject to Cornwall Council's approval;
6. Support Town Team to proceed with the Saltash publicity campaign allocating associated cost to the s106 Waitrose funds;
7. Support the principles of the draft e-mail, as attached, to Will Glassup Cormac Highways Manager sent from the Town Team Chairman;

8. Approve the Town Clerk to also write to Will Glassup highlighting the health and safety areas in the town for urgent improvement.

End of report

Fore Street Public Realm Project

For Decision:

Allocation of £40K of S106 funding towards the Fore Street Public Realm project from the £100K allocated funding.

Background

Following the report to Saltash Town Team on Monday 11th November and the Saltash Town Council meeting on Thursday 5th December, further work has been progressed towards the Fore Street Public Realm Project.

This includes:

1. Markets

Proposal to close the top end of Belle Vue Road on the third Saturday of each month during March to August 2025 (6 Saturdays). This proposal was agreed at Saltash Town Council and enables the following:

- 1a) 17 market stalls to be part of the trial rather than 7-10 as per previous proposal making the trial more viable with stronger impact
- 1b) Allows the notice board to remain in situ outside Superdrug and only the bench and litter bin to be relocated

Diverse Events have submitted their revised quote and have been appointed.

2. Planting/Signage/Wayfinding

Further discussions have taken place with Cornwall Council Highways and potential suppliers on the back of the visuals presented and endorsed at Saltash Town Team meeting.

Tender brief is currently being prepped to be circulated via contracts finder in line with Saltash Town Council financial regulations. Likely end date Friday 17th January 2025 with selection of successful contractor by Friday 24th January 2025. Technical data/drawings etc to be inserted by The Urbanists.

The Urbanists have been appointed and have been working alongside Mel Richardson on the above.

3. Communications

Trader communication is planned for early January 2025 with businesses visited along with a flyer to be designed.

Income and Expenditure Implications

Income from TDF and Vitality Funding

£41,776 remaining as per Saltash Town Team Reporting

Indicative Expenditure (some items may vary depending upon tenders received)

Contractor/Item	Detail	Cost Exc. VAT £
Diverse Events	Oversee Markets trial including sourcing market traders, road closures, stalls/gazebos and project management on each of the 6 Saturdays	£11,500

Saltash Town Council	Relocation to enable market stalls to be trialled in area outside Superdrug and Original Factory Shop	£1,000
The Urbanists	Liaison with Highways, interaction with potential suppliers, technical support with tender, CAD drawings, site visit, monitoring	£4,925
Planters/Living Pillars	Planters/living pillars as per priorities on the visuals presented. Some planters may incorporate seating. Further investigations need to take place on living pillars.	£30,000
Vertical Greening	Planters to soften the pillars from Bombshell to end of Fore Street	£8,000
Signage/Wayfinding	Exact signage style/interpretation to be agreed	£8,000
Plants and Small Trees	Exact planting to be agreed. Includes soil, bark etc	£10,000
Installation including any road closures	Potential for single lane closure requirement during installation	£4,000
Contingency		£4,351
Total Cost		£81,776

Funding Income remaining (TDF/Vitality Accelerator)	£41,776
Expenditure as above	£81,776
Funding Gap (S106 Ask)	£40,000

S106 Vision Match

The Fore Street Public Realm Project matches the S106 agreed document in the following ways:

- Fits with the vision – ‘to improve the profile of Saltash, *the gateway to Cornwall* creating a more prosperous, welcoming, green and attractive town centre for local people and visitors to enjoy’
- Fits with the mission to improve the economic, social and environmental revitalisation of the Town Centre with the aim of making Saltash a better place to live, work, visit and enjoy.
- Fits with each of the 5 aims in the S106 document:
 1. Raise the profile of Saltash promoting the Town to residents and visitors
 2. Create a vibrant town centre increasing footfall and visitor spend
 3. Maximise the benefits of events to town centre traders
 4. Create a more accessible and safer town centre (signage)
 5. Improve the town’s physical appearance and trading environment

Agenda Item 7

To review future Town Team meetings and consider any actions

Future scheduled Town Team meetings until April 2025:

- Monday 13 January 2025
- Monday 10 March 2025

Members may want to consider scheduling additional meetings as we approach the project's delivery in Spring 2025.

End of report