

NOTES

Meeting:	Saltash Town Team - Guildhall
Date and Time:	Thursday 19 June 2025 - 6.15 pm

Present:	Title/Representing:
R Bickford (RB)	CEPL12
S Burrows (SB)	Saltash Town Council
H Frank (HF)	Cornwall Council
S Gillies (SG)	Chairman of Town Vision
K Johnson (KJ)	Cornwall Council
L Mansfield (LM)	Saltash Town Council
S Martin (SM)	Vice Chairman of Town Vision (reserve)
S Miller (SM)	Saltash Town Council
P Ryland (PR)	Chamber of Commerce
B Stoyel (BS)	Saltash Town Council
C Thomson (CT)	Cornwall Council Community Link Officer

Apologies for absence: C Bailey, S Baker, P Cador and B Samuels

Item	Key / Action Points:	Action by:
20	<p><u>To elect a Chairman</u></p> <p>BS proposed PR continue as Chairman for the next year, HF seconded.</p> <p>No further nominations were received.</p> <p>Following a vote it was agreed PR remain Chairman to May 2026.</p>	
21	<p><u>To review the Terms of Reference and consider any actions.</u></p> <p>The Chairman referred to the Terms of Reference contained within the public reports pack with an amendment to elect a Vice Chairman annually.</p> <p>All agreed to approve the Terms of Reference.</p> <p>All agreed to elect a Vice Chairman at the next meeting.</p>	
22	<p><u>Apologies.</u></p> <p>Apologies were received from Councillor B Samuels, Cornwall Councillor P Cador and C Bailey – CEPL12.</p>	
23	<u>Health and Safety Announcements.</u>	

	<p>The Chairman informed those present of the actions required in the event of a fire or emergency.</p>	
24	<p><u>Public Questions - A 15-minute period when members of the public may ask questions of the Saltash Town Team.</u></p> <p>None received.</p>	
25	<p><u>To receive the notes of the Town Team meeting held on 10 March 2025 as a true and correct record.</u></p> <p>Members confirmed the notes are a true and correct record of the meeting.</p>	
26	<p><u>To receive the latest Town Team funding statement and consider any actions.</u></p> <p>The Chairman referred to the funding statement received and contained within the public report pack.</p> <p>The Chairman confirmed there is £66,450 left in the Ringfenced Section S106 budget.</p> <p>The final work on the greening and wayfinding project has been completed subject to snagging. SB confirmed that the Town Council's Service Delivery Department will undertake the snagging on the gold trim once it arrives from the supplier.</p> <p>The funding statement was noted by members.</p>	
27	<p><u>To receive a report on the markets, greening and wayfinding project and consider any actions and associated expenditure.</u></p> <p>The Chairman spoke of the progress to date and that a lot has been achieved in the last year.</p> <p>SB confirmed that snagging is in hand and all greenery is being watered and cared for by the Town Council's Service Delivery Team. This work has been adopted by the Town Council as part of the Service Delivery routine works.</p> <p>Members agreed that the current phase of greening and wayfinding is now complete subject to snagging.</p>	

SB confirmed that the Service Delivery team will be repainting the poles of the wayfinding signs to match the newly procured signage.

Members discussed the market trials which are due to end in August.

Diverse Events have confirmed they can continue to support the markets should they be extended. It was suggested the markets continue up to and including December and then restart in March 2026.

SB informed members that the funding in place for the Market trials is until August only.

The Chairman informed members that each market costs around £1,047 to administer and operate, with the additional one-off cost of £560 for road closure applications and signage.

Members discussed stallholders currently not paying to have a pitch. An introduction of fees to assist with covering future costs could be applied following August's trial period.

Feedback from Diverse Events is that stallholders have indicated that they are making a profit and are aware that if the markets were to continue past August a fee to attend would be explored and implemented.

SB confirmed that the current trial is at no cost to the Town Council with stallholders bringing their own stalls and equipment.

Members agreed that if the markets were to continue, associated costs must be covered, they cannot be funded indefinitely.

Local businesses would be offered pitches first and it was agreed to continue to pursue Saltash Market Day on the 3rd Saturday of each month, regardless of other events taking place in the town.

Members discussed submitting a TRIPP bid to assist with associated costs to provide further markets during September through to December.

	<p>The 25% match funding contribution required for the TRIPP bid to be generated from pitch fees; subject to it meeting the criteria of the bid. Alternatively, approval has been given to the Development and Engagement Officer to utilise the S106 Ringfenced funds.</p> <p>SB confirmed that Saltash can submit multiple bids for TRIPP funding but all projects must be completed by the end of 2025.</p> <p>The Chairman to provide a report on the associated costs of continuing to provide markets during September to December. The report to include feedback from stallholders.</p>	
28	<p><u>To consider stage two of the Fore Street Regeneration project and future funding opportunities considering any actions and associated expenditure.</u></p> <p>Members agreed to hold a workshop to discuss new ideas and future projects.</p> <p>The Chairman agreed to liaise with SB regarding a date for a workshop and circulate to the group.</p>	
29	<p><u>To receive an update on the Saltash promotion project and consider any actions and associated expenditure.</u></p> <p>A draft version of the leaflet design was made available to members at this evening's meeting for visual reference only.</p> <p>RB updated the group on progress made to date by the working group.</p> <p>The Chairman requested the working group provide a timescale for work to be completed.</p> <p>RB stated that it is taking longer than anticipated but it needs to be right and that takes time.</p> <p>Quotes have been received for printing and distribution and a final copy will be shared with members for final sign off before printing.</p> <p>Members discussed how the leaflet will be accessed digitally, SB confirmed the QR codes currently link to the Town Council website.</p>	

	<p>HF informed the group that Lindsay Endean owns the visitsaltash.co.uk domain and whilst it contains information on the town it is not being actively updated.</p> <p>It would be an ideal domain name to support the leaflet with QR codes being directed to it.</p> <p>The working group to liaise with Lindsay Endean regarding the visitsaltash.co.uk domain name and the possibility of linking with the Visit Saltash leaflet.</p> <p>Members discussed other ways to engage the public digitally such as treasure trails which are an aspiration for the future.</p>	
30	<p><u>To confirm future Town Team meeting dates</u></p> <p>The Chairman proposed the next meeting dates which are on the second Monday of each month as follows:</p> <ul style="list-style-type: none"> • 11 August 2025 • 13 October 2025 • 8 December 2025 • 9 February 2026 • 13 April 2026 <p>Members all agreed the future meeting dates.</p> <p>RB left the meeting.</p>	
31	<p><u>A.O.B</u></p> <p>None.</p>	
32	<p><u>Date of Next Meeting: 11 August 2025 at 5.30 pm</u></p> <p>Date of Next Meeting: 11 August 2025 at 5.30pm</p>	

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)

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

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:	<p>The Chairman and Vice Chairman to be appointed annually – May to May.</p> <p>In the absence of the Chairman. The Vice Chairman will preside over the meeting and will occupy the Chair for that meeting only.</p>
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	<p>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.</p> <p>Responses to public questions will be dealt with at the discretion of the Chairman.</p>
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.