

# NOTES

<b>Meeting:</b>	Town Team – Town Vitality Funding at Isambard House
<b>Date and Time:</b>	Monday 11 <sup>th</sup> March 2024 5:30PM

<b>Present:</b>	<b>Title/Representing:</b>
S Burrows (SB)	Town Clerk – Saltash Town Council
D Joyce (DJ)	Administration Officer – Saltash Town Council (Notetaker)
C Thomson (CT) Attended Virtually	Community Link Officer - Cornwall Council
M Richardson (MR)	Consultant
P Ryland (PR) Chairman	Saltash Chamber of Commerce
S Miller (SM)	Saltash Chamber of Commerce
J Peggs (JP)	Saltash Town Council
M Griffiths (MG) Attended Virtually	Saltash Town Council
R Bickford (RB)	CEPL12
S Martin (SM) Attended Virtually	Saltash Town Council
S Lennox-Boyd (SLB)	Cornwall Council
H Frank (HF)	Cornwall Council
M Worth (MW)	Cornwall Council
<b>Apologies for absence:</b> None received.	

<b>Item</b>	<b>Key / Action Points:</b>	<b>Action by:</b>
1.	<b>Welcome:</b> The Chairman welcomed all to the meeting.	
2.	<b>Apologies:</b> The Chairman confirmed no apologies had been received and noted Cathy Jane non-attendance.	
3.	<b>To receive and approve the Town Team notes dated 8<sup>th</sup> January 2024:</b>  HF requested a correction on page 2 under title Salt Arts CIC – ‘Sea Film’ to ‘C Fylm’.  All confirmed the notes are now a true and correct record, as attached.  PR requested Agenda Item 6 be received first.	<b>DJ</b>

<p><b>6.</b></p>	<p><b>Town Delivery Funding Grant:</b></p> <p>PR confirmed the TDF funding bid (£30k) had been confirmed by Vicky Hall Cornwall Council, subject to confirmation of more detailed plans and approval from highways.</p> <p>SB confirmed the Studio Hive document has been sent together with Highways in principle approval and is now awaiting the grant offer letter for review/sign off.</p>	<p><b>SB</b></p>
<p><b>4.</b></p>	<p><b>Town Centre flyer and survey:</b></p> <p>MR gave a brief overview of the flyers and survey created by Studio Hive and requested Members input on any areas that may need amending.</p> <p>MR advised Members that once the survey and flyers are approved and ready to be circulated, she would hand deliver to all rated properties in and around Fore Street / Lower Fore Street.</p> <p>MR stated survey end date is scheduled for 26<sup>th</sup> April 2024.</p> <p>Members provided feedback on the survey. MR to make further amendments and provide a final draft to Members.</p> <p>Amendments included:</p> <ul style="list-style-type: none"> <li>• Enable an opportunity for people to eat and drink outdoors (Page 2 of flyer)</li> <li>• Remove 'Section 1' on survey</li> <li>• Make contact details mandatory</li> <li>• Review the 'how we use your data section' as contact details now mandatory</li> <li>• Remove section 5 'If yes...'</li> <li>• Few other bits to tidy the leaflet/survey.</li> </ul>	<p><b>MR / ALL</b></p>

5.

**Use of S.106 Funding – Ring Funding:**

PR asked CT to advise on the S.106 ring fencing application provided for Members comments.

CT advised that to apply for Section S.106 to ringfence monies, Town Team would be required to provide an overview of how monies would be allocated, any match funding that may be received and timings, such as, would the monies be used in face up elements or stages.

CT informed Members that the Town Council as the accountable body would need to fund the project and retrospectivity claim. Cornwall Council payment terms are reasonable.

The application and payment process needs to be agreed by the Town Council at a future meeting.

**PR**

CT spoke of the ringfenced application requiring to be an appraisal of beneficial elements for the Town Centre such as increased footfall, improved visitor stay, improved spend. Application to articulate the benefits for those areas.

SB asked what is expected in terms of the vision documents to support the application and referred to the recently approved Town Council Business Plan.

CT confirmed a vision document is required to back up the intent of any project requesting ringfenced monies and demonstrate the Town knows its vision and articulates its aspirations. Linked to the Town Council Business Plan creates a strong position for the town.

Members discussed creating a working group to draft together a Town Team Vision document for Members consideration by email.

Working group was formed of PR, RB, HF and MG.

**PR/RB/HF/MG**

CT added that the vision document would require evidence of being signed off, approved and endorsed by Town Team and the Town Council.

<p><b>7.</b></p>	<p><b>Update on CCTV:</b></p> <p>Members discussed the temporary trial CCTV camera recently installed on Fore Street monitored by Plymouth.</p> <p>SB advised the camera is in position but due to the electrical infrastructure the camera is not yet live. The Town Council are requesting Streetworks approval to their electricity supply for the trial period.</p> <p>SLB to pursue permissions with Streetworks. MW asked if a coherent approach to reporting / reaction expectations of crime had been ascertained. SB confirmed Safer Saltash and local police station have liaised with Plymouth City Council on expectations and the reporting / response to criminal activity. SB confirmed, those that need to know should an incident arise are aware of the process.</p> <p>SB to provide further clarification of how expectations are to be managed should crime be experienced.</p>	<p><b>SLB</b></p> <p><b>SB</b></p>
<p><b>8.</b></p>	<p><b>Speaker system update:</b></p> <p>PR confirmed to all that the Town Council did not wish to spend any further monies on the Speaker System at this time.</p> <p>Members discussed the system and its flaws as well as the cost impact of a PPL / PRS licence for various events.</p> <p>CT asked if there was Waitrose S106 monies still held with the Town Council that could be used for improvement works.</p> <p>SB confirmed there is £7,333 remaining Waitrose funds. SB to send the speaker specification to the Chairman for review.</p> <p>RB requested the item be removed from the Town Team agenda until solutions had been investigated.</p>	<p><b>SB / PR</b></p>

<p><b>9.</b></p>	<p><b>Update on connectivity project RE Link to Town Centre:</b></p> <p>SB provided members an overview of the transport trial day to be held on 30<sup>th</sup> March 2024.</p> <p>SB said it would be nice to see all members attend on the day to trial the transport and is possible assist with signposting.</p> <p>JP stated that Chamber should encourage all traders on Fore Street to remain open on Saturday 30<sup>th</sup> March. SB confirmed no pop-up / mobile caterers had been appointed at the Waterside due to the importance of supporting the traders. We hope to see everyone open and busy that day.</p> <p>SB confirmed a social media promotion was underway with an advert being released each week leading up the event. Posters are in the shop fronts and notice boards. Leaflet drop to take place soon.</p>	<p><b>PR/SM</b></p>
<p><b>10.</b></p>	<p><b>Nominations for Chairman from next meeting for 12 months:</b></p> <p>PR confirmed he would remain in the chair until the following meeting to be held on 13<sup>th</sup> May 2024.</p> <p>Nominations would be received at the following meeting.</p> <p>Members requested meeting dates for 2024 be provided.</p>	<p><b>DJ</b></p>

<p>11.</p>	<p><b>Any other business:</b></p> <p><b>Accessibility:</b></p> <p>Members discussed accessibility in the town centre following Full Council held on 7<sup>th</sup> March, in which it had been requested Town Team investigate and report back.</p> <p>SLB provided an overview to Members of the resident's concerns.</p> <p>RB showed pictures of a recent street audit he had personally undertaken. RB reported lack of suitable and appropriate signage was evident along Fore Street as well as poor accessibility to businesses. SMA asked if the newly installed Beryl Bikes were trip hazards and if they had been included on a map for Saltash that visually impaired can link too.</p> <p>HF to email Adrian Roper and Kate Palmer to ask the question re Beryl Bikes.</p> <p>SB asked CT if a street audit is something that would be achievable with Cormac, not just to review accessibility but to also review improvements to pavements, signage, posts etc?</p> <p>CT confirmed Will Glassup is unable to assist with accessibility, Cormac assess for highways specification, not DDA, and that work would be via an independent body as its more specialised. CT to confirm to who the independent body would be.</p> <p>An audit for DDA purposes could be undertaken by Disability Cornwall, they can provide the specialist insight. Contact is Katie Pratt.  <a href="mailto:katie@disabilitycornwall.org.uk">katie@disabilitycornwall.org.uk</a>  <a href="http://disabilitycornwall.org.uk">Information and Advice (disabilitycornwall.org.uk)</a></p> <p>Members recognised that DDA is important to the town but also a big piece of work that needs careful consideration.</p>	<p>HF</p> <p>CT</p> <p>PR</p>
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	<p>CT to contact Will Glassup to ascertain a direction forward to alleviate and improve issues being experienced on the highways / public rights of way.</p>	<p><b>CT</b></p>
<p><b>12.</b></p>	<p><b>Date of next meeting:</b></p> <ul style="list-style-type: none"> <li>• Monday 13<sup>th</sup> May 2024 at 5:30pm</li> <li>• Monday 8<sup>th</sup> July 2024 at 5:30pm</li> <li>• Monday 9<sup>th</sup> September 2024 at 5:30pm</li> <li>• Monday 11<sup>th</sup> November 2024 at 5:30pm</li> </ul> <p>Meeting ended 18:57</p>	

DRAFT