

NOTES

Meeting:	Town Team – Guildhall
Date and Time:	Monday 8 July 2024 5:30PM

Present:	Title/Representing:
S Burrows (SB)	Town Clerk – Saltash Town Council
D Joyce (DJ)	Administration Officer – Saltash Town Council (Notetaker)
M Richardson (MR) Attended Virtually	Consultant
P Ryland (PR) Chairman	Saltash Chamber of Commerce
S Miller (SM)	Saltash Chamber of Commerce
J Peggs (JP)	Saltash Town Council
S Martin (SM) Attended Virtually	Saltash Town Council
R Bickford (RB)	CEPL12
M Griffiths (MG)	Saltash Town Council
H Frank (HF)	Cornwall Council
C Thomson (CT) Attended Virtually	Community Link Officer Cornwall Council
M Worth (MW) Attended Virtually	Cornwall Council
Apologies for absence: Cllr Lennox-Boyd, C Jane	

Item	Key / Action Points:	Action by:
1.	Welcome: The Chairman welcomed all to the meeting.	
2.	Apologies: DJ confirmed apologies had been received from Cornwall Councillor Lennox-Boyd and Cathy Jane - CEPL12.	
3.	To appoint a Chairman for the next 10 months: HF proposed PR continue as Chairman for the next ten months, RB seconded. No further nominations were received. Following a vote it was agreed PR remain Chairman to May 2025.	

<p>4.</p>	<p>Approval of notes of previous meeting / matters arising:</p> <p>All confirmed the notes are a true and correct record.</p> <p><u>Matters Arising - CCTV</u></p> <p>The Chairman requested an update on the Fore Street CCTV.</p> <p>SB informed Members one incident had been recorded since the trial began and has been passed to local authorities, since then no further incidences have taken place. HF confirmed shoplifting continues.</p> <p>The Town Council working group are to meet in the following months to review the data prior to the end of the trial once obtained from Plymouth City Council.</p> <p><u>Town Centre Project Next Steps – Ratify Cost of Highways Safety Audit</u></p> <p>At the previous meeting held on 15.5.24 Members provided delegated authority to the Town Clerk and Chairman, to appoint Cormac to undertake safety checks, traffic flows and suitability of the proposed trial community space at a maximum cost of £6,000.</p> <p>The Chairman confirmed the appointment had been actioned. Members agreed to note and ratify the cost of £3,916.90 for the feasibility safety study undertaken by Cormac.</p>	
<p>5.</p>	<p>Town accelerator fund agreement:</p> <p>SB confirmed the funding agreement for the Town accelerator fund had been received, signed and returned.</p> <p>Members noted the update.</p>	

<p>6.</p>	<p>Town Centre Project – The next steps:</p> <p>MR updated on the progress, including the safety report from Cormac.</p> <p>The Cormac design team identified several safety risks with the proposed parklets, noting potential hazards due to pavement and car parking widths. MR expressed concerns about the Town Council's liability in case of accidents.</p> <p>To ensure the community space is safe, MR requested that Members consider appointing Cormac's design team to review the proposal, provide further details on safety aspects, and propose solutions to mitigate risks and avoid liability for the Town Council.</p> <p>The cost for Cormac to review the proposal is £976.29, with an estimated 10-week lead time.</p> <p>MR discussed the project timescales and the current funding parameters. MR requested an extension from Cornwall Council for an enhanced feasibility study and is awaiting their response.</p> <p>MR also asked to combine the funding into one pot for more flexibility due to overlapping project outcomes.</p> <p>Members discussed extending the project for Parklets, Markets and Greening to March 2025, pending approval from Cornwall Council. The trial period will run from March to August 2025, with a success report to be provided in September.</p> <p>Members agreed to continue with the wayfinding signage aspect of the project and emphasised the importance of clear publicity to maintain public interest and support until project delivery. Members to further consider publicity and any associated costs at a future meeting.</p> <p>Members discussed 'priority flow' and requested this be considered if safety aspects under the current design review did not permit progressing the project.</p>	<p>MR</p> <p>DJ</p>
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	<p>The Town Clerk to request Cormac design team to return the study prior to the following Town Team meeting scheduled for 9 September, providing enough time for Members review.</p> <p>Members requested MR leave the meeting for the next agenda item.</p>	SB
<p>7.</p>	<p>Continued appointment of Mel Richardson:</p> <p>Members reviewed MR's quote of £4,000 for the next stages of the project. They emphasised the importance of a fair process for contractor appointments but acknowledged MR's valuable contributions so far.</p> <p>Changing consultants could delay the project due to the need for continuity and established relationships with businesses.</p> <p>Members approved continuing with Mel Richardson Consultancy for the next stages at a cost of £4,000, to be allocated to the Town Vitality Expenditure log subject to the project progressing.</p> <p>Mel was invited and returned to the meeting virtually.</p>	SB
<p>8.</p>	<p>Use of S.106 Funding – Ring Funding:</p> <p>Members discussed the criteria for ring-fencing S.106 funds and what the funds would be used for.</p> <p>The Chairman confirmed that the funding would be used for delivering the next stage of the Hive report and could be used as match funding to bid for further funding.</p> <p>CT advised that applications must clearly state the Town Team's plans for the funds, including a detailed spending breakdown and expected outcomes. The spending deadline should be within two years to ensure funds can be reallocated before April 2028.</p>	

	<p>HF mentioned a recent workshop by Revitalisation aimed at enhancing performance, capabilities, and innovation, and will determine the costs.</p> <p>Members delegated the task of drafting a pro-forma S.106 application to the Chairman for circulation once in draft form for Members review/input prior to submission to the panel.</p>	<p>HF</p> <p>PR</p>
9.	<p>Update on CCTV:</p> <p>This item was discussed under agenda item 4 – Matters Arising.</p>	
10.	<p>Update on connectivity project RE Link to Town Centre:</p> <p>SB advised that the ferry between Saltash and Royal William Yard was now in operation and proving to be successful.</p> <p>Data to be shared between the Town Council and Town Team.</p>	<p>SB</p>
11.	<p>Town Centre Audit inc accessibility:</p> <p>The Chairman is to contact Access Cornwall to further progress with an accessibility audit for Fore Street.</p> <p>RB to continue liaising with Will Glassup to arrange a Cornwall Council Street Audit visit.</p>	<p>PR</p> <p>RB</p>
12.	<p>Tourism Subscriptions:</p> <p>RB spoke of the £200 associated cost for Saltash to be advertised on Tamar Valley's website. The Town Council would be required to input information and keep it up to date.</p> <p>RB to work with SB to ascertain what work is entailed and report back to a future Town Team meeting.</p>	<p>RB/SB</p>

<p>13.</p>	<p>Red Bus circular route:</p> <p>MW discussed changes to the 450-bus route and a new timetable starting in September. Members requested improved connectivity between the Waterside and Town Centre, especially for ferry visitors from Royal William Yard.</p> <p>MW noted the 450 faces challenges with volunteer drivers and doesn't operate after 3 pm or on weekends, which are peak times for ferry visitors.</p> <p>Members asked for a connected route to the Town Centre to be explored and delegated DJ to write to the Red Bus operators to consider this improvement by providing ferry times and usage.</p>	<p>DJ</p>
<p>14.</p>	<p>Any other business:</p> <p><u>Expenditure Records</u></p> <p>SB spoke of a circulated email with an attached updated Town Vitality Expenditure log spilt between Town Vitality, Town Accelerator and Town Delivery Funds.</p> <p>SB requested this be a standard item on all future agendas for Town Team consideration.</p> <p>Members agreed.</p> <p><u>Agendas – Administration Support</u></p> <p>RB requested for the Town Council's administrative support to include preparing and issuing future Town Team agendas/report pack.</p> <p>Members agreed.</p> <p><u>Terms of Reference</u></p> <p>SB drew Members attention to the Terms of Reference and that they are overdue a review.</p> <p>All agreed the Terms of Reference to be reviewed at the next Town Team meeting.</p>	<p>DJ</p> <p>DJ</p> <p>DJ</p>

15.	Date of next meetings: <ul style="list-style-type: none">• Monday 9 September 2024 at 5:30pm• Monday 11 November 2024 at 5:30pm Meeting ended 7:09pm.	
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