

# NOTES

<b>Meeting:</b>	Town Team – Guildhall
<b>Date and Time:</b>	Monday 9 September 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)
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
S Martin (SM)	Saltash Town Council
C Jane (CJ)	CEPL12
R Bickford (RB)	CEPL12
M Griffiths (MG)	Saltash Town Council
H Frank (HF)	Cornwall Council
S Lennox-Boyd (SLB)	Cornwall Council
C Thomson (CT) Attended Virtually	Community Link Officer Cornwall Council
M Worth (MW) Attended Virtually	Cornwall Council
C Bailey (CB)	CEPL12
<b>Apologies for absence:</b>	
None.	

<b>Item</b>	<b>Key / Action Points:</b>	<b>Action by:</b>
<b>1.</b>	<p><b>Apologies:</b></p> <p>The Chairman welcomed all to the meeting.</p> <p>The Chairman introduced Chris Bailey, a reserve member of CEPL12, who attended this evening's meeting to observe and get up to speed on current projects.</p>	
<b>2.</b>	<p><b>Approval of notes of previous meeting dated 8 July 2024:</b></p> <p>Members confirmed the notes are a true and correct record.</p> <p>MG arrived and joined the meeting.</p>	

<p>3.</p>	<p><b>To receive and note the latest funding statement (Town Vitality, Town Delivery, and Town Accelerator) and consider any actions:</b></p> <p>SB advised two costings have not been included on the latest funding statement:</p> <ul style="list-style-type: none"> <li>• £4,893.19 + VAT CORMAC Road safety audit report for the community open space project</li> <li>• £4,000 Mel Richardson Consultancy</li> </ul> <p>Members requested clarification for the overall balance remaining.</p> <p>SB explained that funding is not received as a single payment, it is distributed over the course of a project. The figures reflect what has been received so far and spend to date.</p> <p>Members confirmed a total of approximately £45,000 of funding is remaining.</p> <p>Members noted the latest funding statement.</p>	
<p>4.</p>	<p><b>To review the Terms of Reference and consider any actions:</b></p> <p>Members approved the amendments to Town Team ToR and agreed to <b>recommend</b> to Saltash Town Council for approval (as attached).</p>	<p><b>RECOMMEND to FTC</b></p>
<p>5.</p>	<p><b>a. To note Cornwall Council's approval for an extension for the Town Delivery Fund and Town Accelerator Fund;</b></p> <p>Members noted the extension.</p> <p><b>b. To receive Cormac Design Team's Safety Audit Report and consider any actions;</b></p> <p>Due to health and safety concerns, including but not limited to high traffic volume, the presence of heavy vehicles, and limited space for parklets, the Town Clerk did not recommend or support the installation of parklets on the highway as part of the Community Open Space project in Fore Street.</p>	

	<p>SB confirmed the parklets had a life span of one to two years with bespoke parklets being required to be procured for the space requested.</p> <p>MR agreed with SB comments, adding that after numerous discussions with CORMAC and Cornwall Council Officers it was challenging to determine liability and ensure the safety of the parklets.</p> <p>Members deliberated on the cost of implementing the parklets, unanimously concluding that the expense of a trial not only raised health and safety concerns but also did not represent a good use of public funds.</p> <p>Having reviewed the safety report and update from the Town Clerk, it was unanimously agreed it was not a viable option to trial parklets in the centre of Fore Street due to the Town Clerks H&amp;S concerns.</p> <p>Instead, Members wished to revisit alternative areas, detailed in Studio Hives report, and locate an area suitable for a Market trial, investigate further greening of Fore Street and improve wayfinding in the Town Centre to assist in increasing footfall, visitor stay, supporting the traders and community.</p> <p>A working group was formed consisting of JP, RB, HF, PR to investigate further planting / greening, wayfinding and events working with MR to drive the project forward on behalf of Town Team reporting back at a future Town Team meeting.</p> <p>CT requested that the Town Team review a previously submitted and awarded S106 application for trees and planters in Fore Street to avoid duplication of work. DJ to circulate previous S106 application and evidence of areas previously identified and considered for planters and trees to ensure duplication does not occur.</p>	<p><b>JP / RB / MR / HF / PR</b></p> <p><b>DJ</b></p>
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	<p>MR to provide amended costs for consultancy works due to the project changes.</p> <p>MR to review the funding agreement to ensure the criteria is still being met against the new direction of the project.</p> <p><b>c. To review options to appoint an event organiser for the 2025 markets;</b></p> <p>Deferred pending further investigation into identifying a suitable location for a market trial.</p> <p><b>d. To review procured items for the open space, parklets and market project;</b></p> <p>It was agreed parklets were not required at this stage.</p> <p>The working group to report back to a future Town Team meeting with a list of items and associated cost to be considered for procurement.</p> <p><b>e. To review Wayfinding options and consider any actions.</b></p> <p>The working group to review the report when meeting and to report at a future meeting.</p>	<p><b>MR</b></p> <p><b>MR</b></p> <p><b>JP / RB / MR / HF / PR</b></p> <p><b>JP / RB / MR / HF / PR</b></p>
<p><b>6.</b></p>	<p><b>S.106 Ring Funding:</b></p> <p><b>a. To consider a quote received from Revelation and consider any actions and associated expenditure;</b></p> <p>Members thanked Ollie O’Meakin for meeting with the Chairman and HF and for providing cost estimates for their consideration. Members agreed that a clear vision had been established and decided not to appoint Revelation at this time.</p> <p>PR will contact Revelation to inform them of the Town Team's decision.</p>	<p><b>PR</b></p>

	<p><b>b. To receive the Draft S106 Pro-Forma application form and consider any actions.</b></p> <p>Members thanked MR for drafting the comprehensive and detailed pro-forma application. There were a couple of amendments suggested. MR to update the pro-form and send across for STC and the S106 Officers consideration.</p> <p>CT confirmed that the application had been reviewed by an S106 Officer and was deemed broadly eligible for submission.</p> <p>Members agreed to seek support from Saltash Town Council for the DRAFT S106 pro-forma application, as attached.</p>	<p><b>MR</b></p> <p><b>RECOMMEND to FTC</b></p>
<p><b>7.</b></p>	<p><b>To receive an update on the Town Centre Street Audit and Accessibility Review and consider any actions:</b></p> <p>RB confirmed a meeting with Will Glassup was being organised to conduct a street audit.</p> <p>The Chairman had no further update for the Accessibility review.</p>	<p><b>RB/PR</b></p> <p><b>RB/PR</b></p>
<p><b>8.</b></p>	<p><b>To consider S106 Waitrose Publicity Funding and consider any actions and associated expenditure:</b></p> <p>Members discussed a visit Saltash designed leaflet advertising the various ways to travel to Saltash, inclusive of the ferry, beryl bikes and trains.</p> <p>It was agreed to form a small working group comprising of SM and RB working with the Town Clerk to form a timeline and report back to Novembers Town Team meeting with options for advertising outputs together with costings.</p> <p>SB advised Plymouth Boat Trips has offered free advertising space on their website should Members wish to provide content.</p>	<p><b>SM / RB / SB</b></p>

	Members noted the offer and expressed their thanks.	
9.	<p><b>To receive an update on the Red Bus connectivity between Saltash Waterside and the Town Centre and consider any actions:</b></p> <p>Members discussed the funding for Red Bus with possible changes to services not widely used in 2025.</p> <p>DJ confirmed promotional material had been circulated and was available to those visiting Saltash via the ferry.</p> <p>Members noted the update.</p>	
10.	<p><b>To receive a report from Fresh Fox regarding trade improvements and consider any action and associated expenditure:</b></p> <p>The Chairman contacted the proprietor of Fresh Fox, following a call for collaboration within the town centre from Fresh Fox,</p> <p>The Chairman requested they provide ideas for enhancing footfall to be considered by Town Team.</p> <p>To date no response has been received.</p>	
11.	<p><b>Any other business:</b></p> <p>CJ updated the members on recent enquiries concerning the CEPL12 Save Our Services Campaign. CJ clarified that the Community Kitchen is not closing. The Town Council / Cornwall Council does not provide funding for CEPL12. Unfortunately, Chris Cook, the Kitchen Manager, has been made redundant due to financial difficulties faced by CEPL12. Additionally, the newly acquired containers were funded through the National Lottery and cannot be sold to raise additional funds for CEPL12.</p>	

	Members found this information valuable. SB agreed to circulate the details to Town Council members for further promotion during the Meet Your Councillor sessions.	
<b>12.</b>	<p><b>Date of next meetings:</b></p> <ul style="list-style-type: none"> <li>Monday 11 November 2024 at 5:30pm</li> </ul> <p>Meeting ended 7:02pm.</p>	

DRAFT