

Public Document Pack

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.