

# Public Document Pack

## NOTES

<b>Meeting:</b>	Saltash Town Team
<b>Date and Time:</b>	Wednesday 18 December 2024 - 5.30 pm

<b>Present:</b>	<b>Title/Representing:</b>
R Bickford (RB)	CEPL12
H Frank (HF)	Cornwall Council
C Jane (CJ)	CEPL12
S Burrows	Town Clerk
D Joyce (DJ)	Office Manager / Assistant to the Town Clerk
S Martin (SM)	STC
S Miller (SM)	Chamber
J Peggs (JP)	STC
M Richardson (MR)	Consultant
P Ryland (PR) Chairman	Chamber
M Worth (MW)	Cornwall Councillor

<b>Apologies for absence:</b> S Gillies, M Griffiths, S Lennox-Boyd and C Thomson
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<b>Item</b>	<b>Key / Action Points:</b>	<b>Action by:</b>
1	<p><b><u>To receive the notes of the Town Team meeting held on 11 November 2024 as a true and correct record.</u></b></p> <p>Town Clerk requested an amendment to Agenda Item 7 - To receive a report on Saltash promotion and consider any actions and associated expenditure - Point 1 to include 'Town Visitor Guide'.</p> <p>The amendment was unanimously agreed.</p> <p>Members confirmed the notes are now a true and correct record of the meeting.</p>	<b>DJ</b>

2	<p><b><u>To review the Terms of Reference and consider any actions.</u></b></p> <p>Members received the amended Terms of Reference (ToR) and clarification was sought as to how the Chairman would manage a submitted public question.</p> <p>Members agreed to add – Responses to public questions will be dealt with at the discretion of the Chairman.</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>
3	<p><b><u>To receive the latest Town Team funding statement and consider any actions.</u></b></p> <p>The Chairman informed Members of the additional column to include the latest s106 £100k award to the funding statement.</p> <p>Members noted the Town Team funding statement.</p>	
4	<p><b><u>To receive Saltash Town Council's decision on the markets, greening and wayfinding project and consider any actions and associated expenditure.</u></b></p> <p>Members discussed the Memorial bench relocation with Councillor Julia Peggs raising an enquiry received on the relocation of the bench.</p> <p>The Town Clerk reminded Members that Saltash Town Council set a resolution to relocate the memorial bench at the request of Town Team and asked Members to be mindful of the six month Standing Orders rule.</p> <p>The Chairman requested Councillor Peggs liaise with the resident regarding the matter.</p> <p>Members noted Saltash Town Council's support for the Town Team project and approval for:</p> <ol style="list-style-type: none"> <li>1. The relocation of the memorial bench between Diamond Nails and Bandits,</li> <li>2. The trees in that area to be lightly pruned to accommodate the markets stalls,</li> </ol>	

	<p>3. The bin, subject to Cornwall Council’s approval, to be relocated outside Morrison’s, making good the existing areas,</p> <p>4. To leave in situ the Town Council noticeboard and instead close the top end of Belle Vue Road to accommodate a meaningful market trial.</p> <p>Members acknowledged that previous public consultation had highlighted concerns about road closures and the impact on traffic in Fore Street and bus routes. However, Members were satisfied to proceed with the road closure to the top end of Belle Vue Road only, noting its minimal impact to the surrounding areas.</p> <p>The trial will also enable a more meaningful farmers market experience, allowing for the allocation of 17 stalls. Further communication with the traders is to commence in January providing the details of the next stage of the project and details of the road closure.</p>	
5	<p><b><u>To receive a funding report on the markets, greening and wayfinding project and consider any actions and associated expenditure.</u></b></p> <p>Mel Richardson provided a verbal overview of the report received and contained within the reports pack.</p> <p>Mel confirmed that trader communications are being planned for January, with Councillors Frank and Peggs volunteering to assist with visits on the day. The aim is to encourage traders to actively monitor the project's success and share feedback on footfall and income throughout the six-month trial period.</p> <p>Members requested conversations to be had with adjacent shops to Belle Vue Road as it was identified the loading bay that will be impacted by the road closure is used regularly for deliveries.</p> <p>Members reviewed the associated costs contained within the circulated reports pack for delivering the markets, greening, and wayfinding project. They agreed in principle, to allocate approximately £40,000 from the S106 funding to support the project. However, this decision is</p>	<p><b>HF / JP / MR</b></p>

	<p>subject to further discussions and consideration following the completion of the tender process, at which time individual items may need to be reviewed based on the total costs.</p> <p>Members discussed the attendance of stallholders, emphasising the importance of prioritising quality (farmers markets) and giving preference to local organisations.</p> <p>The Chairman agreed to convey these expectations to Diverse Events.</p> <p>The Town Clerk confirmed that Diverse Events have submitted the Event Notification Form and traffic Management Signage Scheme to Cornwall Council Event Planning, meeting the required 12-week lead time.</p> <p>Diverse Events will now continue to work on the Event Management Plan and Traffic Management Plan.</p>	PR
6	<p><b><u>To review future Town Team meetings and consider any actions.</u></b></p> <p>Members discussed the need for additional meeting dates to ensure project delivery by the end of March. It was agreed to schedule an additional meeting on 10 February 2025, subject to confirmation if required.</p> <p>The Terms of Reference allow for a meeting to be called at the Chairman's discretion should the need arise.</p>	ALL
7	<p><b><u>A.O.B</u></b></p> <p>The Town Clerk has contacted Cornwall Council Officers to request an extension on the funding parameters, noting that while funds will be committed and suppliers contracted, some invoices may not be processed by the deadline of 31 March 2025.</p> <p>Members emphasised the importance of advertising the tender application without delay.</p>	

	<p>Mel confirmed that she is awaiting the Urbanists technical information to include in the tender pack and will proceed with advertising as soon as possible.</p> <p>With Christmas approaching, the timing of the tender advertisement is crucial.</p> <p>The Town Clerk also advised ensuring sufficient time is allocated for applicants to respond making it a fair process for everyone.</p>	<p><b>MR/SB</b></p>
<p>8</p>	<p><b><u>Date of Next Meeting: Monday 13 January 2025 at 5:30pm</u></b></p> <p>Monday 13 January 2025 at 5:30p.m.</p> <p>Meeting ended at 6.25p.m.</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:** The Chairman to be appointed annually – May to May.

In the absence of the Chairman a Member of Town Team is to be appointed to Chair that meeting only.

**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** Members of the public may ask questions of the Town Team by submitting in writing via email to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or the Guildhall no later than 48 hours prior to the start of the meeting.

Responses to public questions will be dealt with at the discretion of the Chairman.

**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.