

## **MEL RICHARSON CONSULTANCY**

My interpretation of what you require is as follows (to take place from now until early November):

### **1. Part One - June to July inclusive**

- CORMAC design brief - attendance at inception meeting and support with monitoring this work - visit to Saltash
- Research into parklet suppliers including costs and how quickly equipment can be supplied

**Part One Cost: £800**

### **2. Part Two - July to November inclusive (assuming CORMAC give the thumbs up)**

- Support with informing traders of the trial, key dates and times - an information leaflet/letter, cheaply produced to be hand delivered to businesses. May do this on a Saturday so pics can also be taken of what the trading environment looks like pre-trial and have a chat with traders.
- Inviting/signing up a sample of traders (maybe 10) to provide benchmark data on trading performance now pre-trial and then during the trial.
- Attendance/monitoring of Saturday markets - two Saturdays during the trial. Will take pics
- Evaluate the exercise at the end of the trial - final report with conclusions and recommendations. This may also include a trader survey if required.
- Attendance/liaison with events company alongside STC and STT (Peter) - optional
- Support with a simple brief to procure parklet companies (ahead of procuring planting or signage which will be discussed with STT on 8th July)
- Evaluation for Cornwall Council TDF and Accelerator Funding processes as per the contracts signed

Assuming Saltash Town Council would:

- Seek licences etc following CORMAC's advice
- Promote the markets to the public via social media channels, put up posters up in Fore Street?
- On site management - provide someone to manage the setting up of equipment and dismantling on the Saturdays if not covered by the events company
- Procure equipment for parklets and planting - with some support as last bullet point above

**Part Two Cost: £3,200**

**Total Cost: £4,000**