

# NOTES

<b>Meeting:</b>	Town Team – Guildhall
<b>Date and Time:</b>	Monday 13 <sup>th</sup> May 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
R Bickford (RB)	CEPL12
S Lennox-Boyd (SLB)	Cornwall Council
H Frank (HF)	Cornwall Council
C Jane (CJ) Attended Virtually	CEPL12
M Worth (MW)	Cornwall Council
<b>Apologies for absence:</b> Cllr M Griffiths, Cllr S Gillies, Cllr S Martin, C Thomson	

Item	Key / Action Points:	Action by:
1.	<b>Welcome:</b>  The Chairman welcomed all to the meeting.	
2.	<b>Apologies:</b>  DJ confirmed apologies had been received from Community Link Officer – C Thomson, Councillors Griffiths, Gillies and Martin.  S Miller and Councillor Worth arrived and joined the meeting.	
3.	<b>To appoint a Chairman for the next 12 months:</b>  Cllr Frank requested this item be deferred until more Members are present and in the meantime PR to remain Chairman.  Members agreed for PR to remain Chairman and to defer to the July Town Team meeting – agenda item to be added.	<b>PR</b>

4.	<p><b>Approval of notes of previous meeting / matters arising:</b></p> <p>All confirmed the notes are a true and correct record.</p> <p>The Chairman raised matters arising from the last meeting - loudspeakers and its quality and usage no longer requiring to be discussed.</p> <p>HF spoke of the recent usage of the speakers to play pre-recorded background music for May Fair. No issues were experienced, and the quality was sufficient and consistent. There is a dead spot due to a couple of turned off speakers but it was OK.</p> <p>All confirmed no further action required regarding the loudspeakers.</p>	
5.	<p><b>Town centre flyer and survey results:</b></p> <p>MR gave a brief overview of the responses received from the flyers and survey which was hand delivered and collected from rated properties in and around Fore Street / Lower Fore Street at the end of April 2024.</p> <p>Overall feedback received was positive and welcomed with 63.16% supporting the project.</p> <p>Concerns raised were related to loss of parking and the use of the parklets.</p> <p>MR received requests from local business, when collecting survey results, to be included and involved in the future trial. MR to pass contact details to Saltash Chamber of Commerce.</p> <p>All agreed survey results were positive and show clear support of the proposed trial of a community open space on Fore Street.</p> <p>Members resolved to note the update from MR.</p>	MR / PR

6.	<p><b>Town delivery funding grant / town accelerator fund agreements:</b></p> <p>The Chairman requested the Town Clerk confirm funding agreements were in place.</p> <p>The Town Clerk confirmed the Town Delivery Fund agreement had been received and signed on behalf of the Town Team / Town Council. In regard to the Town Accelerator Fund there was no actual agreement signed. Confirmation of a successful application had been received from Cornwall Council.</p> <p>The Town Clerk is confident all funding has been secured and has followed up with Cornwall Council an agreement for the TAF.</p> <p>The Town Clerk confirmed a total of £51,000 had been secured from both the TDF and TAF.</p> <p>Members noted the update.</p>	
7.	<p><b>Town Centre Project next steps:</b></p> <p>MR spoke of the next steps towards confirming a trial community space is viable and achievable.</p> <p>Members agreed to request Cormac to undertake safety checks, traffic flows and suitability of the proposed environment.</p> <p>Cormac had indicated a cost of £5k to complete a feasibility design and safety check. However, no timeline nor confirmed cost had been received. SB to chase highways.</p> <p>Members agreed to provide delegated authority to the Town Clerk working with the Chairman to appoint either Cormac, or an alternative contractor such as Ambron / Core Highways, at a total cost of no more than £6,000 to conduct feasibility traffic designs, safety checks and suitability of the area required to hold a trial market in July/ August/ September 2024.</p> <p>HF spoke of May Fair event in which traffic diversions were in place with a Red Bus offering a circled route around the closed area. This proved popular with residents and may be worth</p>	<p><b>SB</b></p> <p><b>SB / PR</b></p>

	<p>considering in the future for larger events that require a road closure in Fore Street. May Fair paid Red Bus to provide the service therefore free to users.</p>	
8.	<p><b>Use of S.106 Funding – Ring Funding:</b></p> <p>Members reviewed the Town Team Vision and Mission. HF requested an amendment to state ‘such as those’ be included as to not commit to furthering only the Town Council strategic priorities but allowing Town Team to broaden their priorities if needed.</p> <p>It was proposed by RB, seconded by Councillor Peggs and unanimously resolved to approve the Town Team Vision and Mission, as attached.</p> <p>Members discussed the next steps to apply for S.106 ring fenced funding.</p> <p>HF to discuss with the Community Link Officer and provide further information as to how the application process would work and what needs to be considered by Saltash TC.</p>	HF
9.	<p><b>Update on CCTV:</b></p> <p>No further update is available at this time.</p> <p>CCTV trial has completed its first month and the Town Council working group are due to meet prior to the end of the six month trial to review data received from Plymouth City Council and to consider the next steps.</p>	
10.	<p><b>Update on connectivity project RE Link to Town Centre:</b></p> <p>Connectivity project was successful and received positive feedback all round.</p> <p>Town Clerk to meet with Plymouth Boats on Wednesday 15 May to discuss the possibility of a service using the Jubilee Pontoon to ferry to Royal William Yard.</p> <p>All parties are keen to progress this initiative as soon as possible but it must be financially viable, safe and permitted.</p>	

	<p>The Town Clerk spoke of an Assessment Report required, Cornwall Councils permission to use the Jubilee Pontoon as the landlord.</p> <p>The Town Clerk stated that the Town Council will need to approve the use of the pontoon requirements.</p> <p>Members noted the update.</p>	
11.	<p><b>Improvements to empty shop fronts – as referred to TT by STC Services Committee:</b></p> <p>RB briefed members on the reasons for the referral from the Services Committee.</p> <p>Members discussed the limited vacant shop units and felt it was not necessary to progress with displays in the front of these units.</p> <p>Members thanked the Town Council for painting the electricity boxes.</p> <p>HF gave her apologies and left the meeting.</p>	
12.	<p><b>Town Centre Audit inc accessibility:</b></p> <p>Members discussed engagement required with Cormac to identify what would be achievable and affordable to improve the high street (attached example pictures).</p> <p>RB to share pictures with Will Glassup of areas that need attention and invite him to a site visit and walkaround to discuss improvements and how they can be achieved.</p> <p>PR to continue with a street audit for DDA purposes could be undertaken by Disability Cornwall, they can provide the specialist insight. Contact is Katie Pratt.  <a href="mailto:katie@disabilitycornwall.org.uk">katie@disabilitycornwall.org.uk</a>  <a href="http://disabilitycornwall.org.uk">Information and Advice (disabilitycornwall.org.uk)</a></p>	<p><b>RB</b></p> <p><b>PR</b></p>

13.	<p>Any other business:</p> <p><u>Tourism Subscriptions</u>  RB spoke of various tourism promotion organisations and the benefit of a closer working relationship.</p> <p>Members agreed and requested RB investigate for further consideration at July's Town Team meeting – agenda item next meeting</p> <p><u>Red Bus – Circular Route</u>  MW spoke of the earlier conversation regarding a circular route around the Town Centre and the idea of offering a possible park and ride solution to Fore Street.</p> <p>Members agreed a park and ride bus service could assist in reducing traffic in Fore street.</p> <p>MW to speak to Red Bus operators and report back to July's Town Team Meeting – agenda item next meeting</p>	<p><b>RB</b></p> <p><b>PR</b></p> <p><b>MW / PR</b></p>
14.	<p><b>Date of next meetings:</b></p> <ul style="list-style-type: none"> <li>Monday 8<sup>th</sup> July 2024 at 5:30pm</li> <li>Monday 9<sup>th</sup> September 2024 at 5:30pm</li> <li>Monday 11<sup>th</sup> November 2024 at 5:30pm</li> </ul> <p>Meeting ended 6:52pm.</p>	