

# **NOTES**

<b>Meeting:</b>	Saltash Town Team - Guildhall
<b>Date and Time:</b>	Monday 10 March 2025 - 5.30 pm

<b>Present:</b>	<b>Title/Representing:</b>
C Bailey (CB)	CEPL12
R Bullock (RB)	Saltash Town Council
S Burrows (SB)	Town Clerk
H Frank (HF)	Cornwall Council
M Griffiths (MG)	Saltash Town Council
S Miller (SM)	Saltash Chamber of Commerce
J Peggs (JP)	Saltash Town Council
M Richardson (MR)	Consultant
P Ryland (PR)	Chairman - Satash Chamber of Commerce
L Wright (LW)	Administration Officer

<b>Apologies for absence:</b> R Bickford, S Lennox-Boyd, C Thomson and M Worth
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<b>Item</b>	<b><u>Key / Action Points:</u></b>	<b>Action by:</b>
10	<p><b><u>Health and Safety Announcements.</u></b></p> <p>The Chairman informed those present of the actions required in the event of a fire or emergency.</p>	
11	<p><b><u>Apologies.</u></b></p> <p>Apologies were received from R Bickford – CEPL12 and Cornwall Councillor Lennox-Boyd.</p>	
12	<p><b><u>Public Questions - A 15-minute period when members of the public may ask questions of the Saltash Town Team.</u></b></p> <p>None received.</p>	
13	<p><b><u>To receive the notes of the Town Team meeting held on 13 January 2025 as a true and correct record.</u></b></p> <p>Members confirmed the notes are a true and correct record of the meeting</p>	
14	<p><b><u>To receive the latest Town Team funding statement and consider any actions.</u></b></p> <p>The Chairman referred to the funding statement received and contained within the public report</p>	

	<p>pack. The Town Clerk confirmed that the accumulated costs showing on the previous statement were due to incomplete work related to the markets, greening and wayfinding project but now invoices have been received associated cost have been allocated displaying a zero balance for the Town Vitality, Town Accelerator Fund and Town Delivery Fund leaving a balance of £66,414.60 against the s106 funds.</p> <p>The Town Clerk confirmed the claim form will be submitted to Cornwall Council within the next few weeks.</p> <p>The Town Clerk informed Members that the trial data will be issued to the funder at the end of the market trial.</p>	
15	<p><b><u>To receive a couple of options for a Town Team logo and consider any actions and associated expenditure.</u></b></p> <p>The Chairman spoke of a Town Team logo to publicise and promote the work Town Team are undertaking for Saltash now and in the future.</p> <p>The Development and Engagement Manager designed two logos for Town Team consideration. Members discussed the suitability and design of both logos contained within the public report pack.</p> <p>Members discussed in detail various design ideas for option one.</p> <p>Cornwall Councillor Frank spoke of the Town Team leaflet and the appointment of a graphic designer who designed some good icons who may be able to assist with a logo that ties in with that.</p> <p>The Chairman confirmed to wait for the icons supplied by the graphic designer and collaborate with Development and Engagement Manager on their receipt, if needed. In the meantime, the Development and Engagement Manager would update option one slightly to include the word 'Saltash' and alter the design slightly using the Town Council colour palette.</p> <p>The Chairman asked to put it on hold for the next meeting - all Members agreed.</p>	

	The Chairman thanked the Development and Engagement Manager for work undertaken so far.	
16	<p><b><u>To receive an update on the Town Centre Street Audit and Accessibility Review and consider any actions and associated expenditure.</u></b></p> <p>The Chairman spoke of the Accessibility Review informing Members he had contacted Disability Cornwall who couldn't assist referring the Chairman elsewhere.</p> <p>The Chairman had put the review on hold until a further meeting with Will Glassup (highways) took place to resolve the health and safety issues in Fore Street – this is now taking place.</p> <p>The Accessibility Review will include accessibility to shops as well as general accessibility.</p> <p>The Chairman offered apologies for not informing the Members for putting the item on hold.</p> <p>The members discussed current work in progress within the Town Centre.</p>	
17	<p><b><u>To receive an update on the markets, greening and wayfinding project and consider any actions and associated expenditure.</u></b></p> <p>The Chairman confirmed that Market trials start on Saturday 15 March.</p> <p>The Chairman asked for an update from MR on the questionnaires for the trial.</p> <p>MR informed Members that the Development and Engagement Manager is visiting the businesses with the Chairman's welcome letter and survey to ensure they feel comfortable and happy with the process that they offered to be part of.</p> <p>MR intends to visit those business on the Saturday to reinforce the message that we value and appreciate their input. With approximately 12 or 13 businesses who have agreed to support covering the whole of Fore Street. This would provide statistics for moving forward.</p>	

MR suggested it would be good to get the traders' perspective as well. MR will discuss with Diverse Events on Saturday about receiving trader feedback.

The Chairman informed members he would also contact Diverse Events, highlighting that the feedback would be invaluable.

Councillor Bullock asked if there was any update as members of the public had been questioning if there was a fruit and vegetable stall. The Chairman responded not yet, but possibly in the future.

The Chairman asked the Town Clerk to provide an update on appointing Meristem and finalising their contract. The Town Clerk referred to her latest email and instructions from the Chairman to confirm approval to the final proposal on behalf of Town Team.

Further to that, the Town Clerk asked for Members to consider the tree located outside the Brunel, the bench to be installed by the BT payphone and artwork to the furniture.

The Town Clerk spoke of no further updates from Cornwall Council regarding the removal of the tree outside the Brunel and believed it would be unlikely for Cornwall Council to approve

Members agreed to leave the tree and install a circular planter / bench around the tree.

Members agreed to not install a bench next to the BT payphone until it is clear what BT intentions are following Saltash Town Council's resolution.

The Town Clerk reminded Members of the project running total that is not fully accurate.

Members discussed design ideas for vinyl text and incorporating Cornish language to meet the funding criteria, keeping designs simple and clean so they stand out more.

Various options were presented promoting Saltash's heritage. MG suggested more future facing straplines for Saltash promoting welcoming statements.

	<p>Members agreed with the following 3 straplines inclusive of the Cornish language underneath the English text:</p> <ol style="list-style-type: none"> <li>1. Welcome to Saltash;</li> <li>2. Saltash welcomes all;</li> <li>3. Where Cornwall begins.</li> </ol> <p>Members agreed to replicate the text across the furniture.</p>	
18	<p><b><u>A.O.B</u></b></p> <p>The Chairman thanked Members of the Town Team and wished anyone standing for election luck in May.</p> <p>The Town Clerk confirmed the Communications and Engagement Officer would be present and advertising a Facebook live of the market stall setup and interviews with the traders. Photos will also be taken for future promotion.</p> <p>Members discussed deadline dates for the greening and wayfinding, road closures, and the possibility of additional stalls for future markets if the trials were successful.</p> <p>The Town Clerk confirmed the project is on target for installation and was sure a parking bay permit is available but would check.</p> <p>The Chairman confirmed he would catch up with Diverse Events regarding additional stalls.</p> <p>Councillor Frank highlighted to avoid 2 and 3 May for any installations because it is May Fair weekend.</p>	

19	<p><b><u>Date of Next Meeting: 12 May 2025 at 5:30pm.</u></b></p> <p>The Chairman informed Members that the next meeting date of 12 May is not suitable due to the elections held in May.</p> <p>The Town Clerk advised the Annual Meeting of Saltash Town Council is to be held on 15 May where it will become clear who the Town Vision Members are, however, a Town Vision meeting will need to be called to elect a Chairman and Vice Chairman which then feeds into the Town Team membership.</p> <p>The Chairman informed Members if there is a requirement for a meeting between now and the elections, for any reason, the Chairman will happily call a meeting otherwise a meeting will be called upon confirmation from the Town Clerk of the elected Town Vision Chairman and Vice Chairman.</p>	
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