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NOTES

Meeting:	Saltash Town Team - Guildhall
Date and Time:	Monday 13 October 2025 - 5.30 pm

Present:	Title/Representing:
C Bailey (CB)	CEPL12
R Bickford (RB)	CEPL12
H Frank (HF)	Cornwall Council
S Gillies (SG)	Chairman of Town Vision
S Miller (SM)	Chamber of Commerce
B Samuels (BS)	Saltash Town Council
B Stoyel (BST)	Saltash Town Council
C Thomson (CT)	Cornwall Council Community Link Officer

Apologies for absence: P Cador and K Johnson
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Item	Key / Action Points:	Action by:
44	<u>Apologies.</u> None received.	
45	<u>Health and Safety Announcements.</u> The Chairman informed those present of the actions required in the event of a fire or emergency.	
46	<u>Public Questions - A 15-minute period when members of the public may ask questions of the Saltash Town Team.</u> The Chairman informed Members two public questions had been received. The first question was regarding the memorial bench outside Superdrug, requesting Town Team make a commitment to not move the bench for future markets. Members agreed that no further consideration of the bench's location will take place until after the December market trial. A clear set of data and a confirmed plan regarding the future and location of the markets must be established before any decision about the bench can be made.	

	<p>The Chairman informed members of the second question received. Saltash Environment Action asked if Town Team would consider installing cigarette bins on nearby lampposts to bus stops due to the littering cigarette ends.</p> <p>Members agreed that, while the idea was sound, there are currently no funds available to purchase the cigarette bins. Additionally, concerns were raised about who would be responsible for emptying them on a regular basis.</p> <p>RB reminded Members that there are bins situated near the bus stops on Fore Street.</p> <p>CT will find out who is responsible for bus stops at Cornwall Council and share the details with the Chairman who will contact Cornwall Council to see what action can be taken.</p>	
47	<p><u>To receive the notes of the Town Team meeting held on 11 August 2025 as a true and correct record.</u></p> <p>It was proposed by CB, seconded by SM, and resolved that the notes of the last meeting are a true and accurate record.</p> <p>BS informed the group that there is a report to be received at this meeting regarding funding but she has not been successful in identifying further funding streams at this stage.</p> <p>HF informed the group she had approached Cornwall Council regarding the cost of closing Belle Vue West Car Park, however this was included in the recent car park consultation. Results of the consultation have yet to be published but an update will be provided at the December Town Team meeting.</p> <p>The working group confirmed the leaflet is progressing, however it's important to ensure the map is accurate. It will be ready for the 2026 tourist season.</p>	

48	<p><u>To revisit Town Team Terms of Reference and consider any actions.</u></p> <p>Members received the Terms of Reference (ToR).</p> <p>The Chairman explained the quorum requirements of three Cornwall Councillors can create problems in ensuring all three are in attendance due to busy schedules.</p> <p>The Chairman will speak to members regarding the commitment to attend Town Team meetings to ensure progress is made.</p>	
49	<p><u>To receive the latest Town Team funding statement and consider any actions and associated expenditure.</u></p> <p>The funding statement and available S106 ringfenced funds was noted.</p> <p>BS to enquire with the Town Clerk as to why TRIP funding isn't included on the budget sheet.</p>	
50	<p><u>To confirm the appointment of Mel Richardson Consultancy to conduct the Feasibility Study.</u></p> <p>All agreed to note the appointment of Mel Richardson Consultancy to conduct the Feasibility Study.</p> <p>The appointment is at a cost of £10,000 allocating £7,500 to the TRIP funds and £2,500 to the remaining S106 funds.</p>	

51	<p><u>To receive a report on the initial six markets and consider any actions and associated expenditure.</u></p> <p>It was proposed by BS, and seconded by BST, and resolved to:</p> <ol style="list-style-type: none"> 1. Note the update provided regarding ongoing delivery and development of Saltash Markets; 2. Approve the undertaking of a full review of the project at the conclusion of the extended market period; 3. Approve to form a small working group consisting of B Samuels B Stoyel, R Bickford and C Bailey who will begin exploring options for the continuation of the markets beyond the current funding period (ending December 2025) and develop a Strategic Plan to support their potential future delivery. <p>The group discussed alternative market locations with the potential for stall holders to be located around the town in small clusters, however at present there are no clear locations for this.</p> <p>Members want to encourage Saltash businesses to have stalls and queried where the current stall holders are from.</p> <p>BS will contact Diverse Events to request an ongoing list of stall holders and where they currently operate from.</p> <p>Members agreed the market needs to be self-funding and needs to be of benefit to existing traders in the town with strong feedback and evidence received to date to support this.</p>	
52	<p><u>To receive an update on the upcoming markets and consider any actions and associated expenditure.</u></p> <p>This agenda item was covered under Agenda Item 8.</p>	

53	<p><u>To receive a report on Community Infrastructure Levy Funding (CIL) and consider any actions and associated expenditure.</u></p> <p>It was proposed by PR, and seconded by SM, and resolved to:</p> <ol style="list-style-type: none"> 1. Note the CIL funding has been awarded to Saltash Town Council in accordance with the relevant guidance. 2. Note that any proposal to utilise part or all of the Town Council's CIL funding should be submitted in writing to Full Council; 3. Note that the available balance of S106 Quora funding is £64,500 with a deadline to spend by April 2028. <p>The group discussed potential uses for the remaining CIL funds and associated deadlines for each pot.</p> <p>CT to check with the Cornwall Council CIL team regarding committing the funding before the April 2026 deadline.</p> <p>Members were reassured that the CIL team will work with applicants to ensure a plan is in place to spend it.</p> <p>RB reminded members that the money is allocated to the Town Council to spend with any future expenditure to be reported to Full Town Council as the accountable body.</p>	
54	<p><u>To consider Town Team longer term goals/ambitions and consider any actions and associated expenditure.</u></p> <p>Members agreed to include this as a standing agenda item.</p>	

55	<p><u>A.O.B</u></p> <p>CT informed the group that she is in the process of drafting a report for the S106 on the remaining budget available.</p> <p>The report will be shared with the Chair to draft a report on Town Team's plan for the funding available to them.</p>	
56	<p><u>Date of Next Meeting: Monday 8 December 2025</u></p> <p>Date of Next Meeting: Monday 8 December 2025</p> <p>End of Meeting: 6.23pm</p>	