

NOTES

Meeting:	Town Team – Town Vitality Funding at Isambard House
Date and Time:	Tuesday 6 th September 2022 5PM

Present:	Title/Representing:
S Burrows (SB)	Town Clerk
D Joyce (DJ)	Administration Officer (Notetaker) – Saltash Town Council
P Ryland (PR) Acting Chairman	Saltash Chamber of Commerce
S Miller (SM)	Saltash Chamber of Commerce
J Peggs (JP)	Saltash Town Council
H Frank (HF)	Cornwall Councillor
R Bullock (RB)	Saltash Town Council
P Samuels (PS)	Saltash Town Council
J Grail (JG)	CEPL12
R Bickford (RBI)	CEPL12
Apologies for absence: Councillor Worth – Cornwall Councillor Councillor Lennox-Boyd – Cornwall Councillor Councillor Gillies – Saltash Town Council Councillors B Samuels – Saltash Town Council Catherine Thomson - Community Link Officer Cornwall Council	

Item	Key / Action Points:	Action by:
1.	Apologies: Members were informed that apologies were received from the following Members and Officers: Councillor Worth – Cornwall Councillor Councillor Lennox-Boyd – Cornwall Councillor Councillor Gillies – Saltash Town Council Councillors B Samuels – Saltash Town Council Catherine Thomson - Community Link Officer Cornwall Council Councillors Peggs and P Samuels confirmed their attendance as reserve representatives for Saltash Town Council for Councillors B Samuels and S Gillies.	
2.	To receive and approve the Town Team notes dated 23rd August 2022: All confirmed the notes were a true and correct record.	

<p>3.</p>	<p>To note the Town Renewal Officer's response to the amended Town Vitality Funding Bid Application:</p> <p>SB confirmed that a response from Cornwall Council Town Renewal Team received on the 5th September 2022 approving the spend (approx.. £3,000) towards Consultancy Fees to work up the procurement documents to tender had been received.</p> <p>SB confirmed the £3,000 would be taken from the awarded funding total of £84,000. SB confirmed the Town Council's finance department will provide a breakdown of expenditure to date at future Town Team meetings.</p>	<p>SB</p>
<p>4.</p>	<p>To receive, consider and appoint a contractor to write the Specification for the appointment of a Multidisciplinary Consultant:</p> <p>SB provided a brief overview of the companies that had submitted proposals for consideration.</p> <p>SB clearly stated she was not recommending any company but solely providing information of reviews evident on contract finder and sought from other Town and Parish Councils that had previously appointed the contractors for similar projects.</p> <p>Members discussed the various pros and cons of the contractors who had submitted proposals.</p> <p>All Member's felt Sam Jackson was the least suitable consultant for the project at hand due to the point in which the project is at. Members recognised that Sam Jackson would have been useful to have on board from the start. The Chairman requested a vote.</p> <p>Members unanimously voted to decline the proposal received from Sam Jackson.</p> <p>Members further considered and discussed proposals submitted by Kennall Consulting and Mel Richardson Consultancy.</p>	

	<p>SB confirmed both consultants have confirmed their availability to commence works on the procurement documents as soon as instructed to do so.</p> <p>Members took it to a vote.</p> <p>The Chairman asked for all those in favour of Kennall Consulting. One Member voted in favour.</p> <p>The Chairman asked for all those in favour of Mel Richardson Consultancy. Seven Members voted in favour.</p> <p>Members agreed to appoint Mel Richardson Consultancy to write procurement documents for the Town Team for the appointment of suitable contractors who will design a multi-use green community and events space in Saltash Town Centre at a total cost of £2,100 inclusive of up to four trips to Saltash (inception meeting, tender opening, shortlisting meeting and interviews) as agreed, all low volume printing, phone calls.</p> <p>SB asked Members for their preferred date for their first meeting with Mel Richardson Consultancy.</p> <p>SB reminded Members the final draft procurement document will be required to be approved by the accountable body – Full Town Council prior to going out to Tender.</p> <p>Members discussed areas such as Public Engagement and how to approach Public Consultation.</p> <p>All agreed to discuss further with Mel Richardson Consultancy and take her advice and guidance on the best way forward.</p> <p>SB asked if there were any areas Members would like further clarification or information prior to Mel's first initial meeting.</p> <p>SB reminded Members to keep their focus on the goal they are trying to achieve and to allow the consultant to take their ideas and drive the project forward.</p>	<p>ALL</p>
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	<p>All agreed public consultation / engagement is paramount but were unsure how it would be conducted or implemented prior to a finalised document proposal being received for the Public Open Space.</p> <p>SB reminded Members that at their request the consultant would include public engagement into the specification documents for tender and it would be for the consultants who submit proposals to suggest ways in which they would achieve this successfully.</p> <p>SB highly recommended Members review a recent public engagement exercise conducted by Callington Town Council.</p> <p>Members asked for the protocol should Mel Richardson Consultancy wish to bid for the tender.</p> <p>SB confirmed this would be tricky and would require further thought by the Town Team should the consultant confirm their interest in bidding. It is advised that Mel Richardson Consultancy would not form part of the scoring/appointment process to ensure fairness and transparency.</p>	<p>ALL</p>
<p>5.</p>	<p>A.O.B: <u>Brunel Bridge Town Seat</u></p> <p>JG informed Members she had reviewed the paperwork for the seat and did not come across anything of concern. The Chairman is to review upon receipt from JG.</p> <p><u>Town Speakers</u></p> <p>SB reported that the contractor who originally installed the speaker system is liaising with the Service Delivery Manager to alleviate issues with speakers that residents have complained about.</p> <p>SB will update Members upon confirmation that a resolution had been agreed between the Town Council and the complainant.</p>	<p>JG/PR</p> <p>SB</p>

	<p>SB confirmed there was an underspend on the awarded S106 monies however the funds had been returned to Cornwall Council. Therefore, budget enquiries are being sought for the additional expenditure for the relocation / disconnection of one or two speakers.</p> <p><u>Planters</u></p> <p>JP informed Members that the replacement wood for the planters in Fore street is ready to be installed. The Service Delivery Department will undertake this work as soon as possible.</p> <p>HF asked if the mosaic teapot planter will be included in the renovated wooden tops. JP responded that it is believed so. HF advised that if the mosaic could be tilted to allow water to drain off this would alleviate future wood rot and water pooling issues on the artwork.</p> <p><u>Town Guide</u></p> <p>RB, JG and HF to meet to further progress with the view to possibly request funding under the Shared Prosperity Fund reporting back at the next meeting.</p>	<p>SB</p> <p>JP</p> <p>RB/HF/JG</p>
<p>6.</p>	<p>Date of next meeting:</p> <p>Members discussed dates and agreed Friday 9th September at 5pm subject to Mel Richardson Consultancy availability.</p> <p>Meeting ended 17:57pm.</p>	<p>ALL</p>