

NOTES

Meeting:	Town Team at Isambard House
Date and Time:	Thursday 14 th September 2023

Present:	Title/Representing:
P Ryland (PR) Chairman	Saltash Chamber of Commerce
S Miller (SM)	Saltash Chamber of Commerce
H Frank (HF)	Cornwall Councillor
R Bullock (RB)	Saltash Town Council
B Samuels (BS)	Saltash Town Council
M Griffiths (MG)	Saltash Town Council
S Lennox-Boyd (SLB)	Cornwall Councillor
R Bickford (RBI)	CEPL12
S Burrows (SB)	Town Clerk
M Richardson (MR)	Consultant
L Mansfield (LM)	Mayor's Secretary/Receptionist (Notetaker) – Saltash Town Council
Apologies for absence: Jo Grail – CEPL12	

Item	Key / Action Points:	Action by:
1.	To appoint a Chairman: Members voted unanimously for Peter Ryland to be appointed Chairman.	N/A
2.	To receive and approve the Town Team notes dated 28th July 2023: All confirmed the notes of the last meeting were a true and correct record.	N/A
4/5.	Banners on Lamp posts and Leaflet design: Members discussed the idea of lamp post banners. BS confirmed the size of the banners would be 800 x 3000mm, and confirmed this is a safe size to be mounted on the lamp posts situated in Fore Street. SB asked who will apply to CC Highways for a Banner of the Highway Licence. BS confirmed there are two options 1) appoint the contractor to apply direct to CC Highways for a licence or Town Team to apply.	

	<p>SB advised the group that three quotes need to be obtained if the cost is over £3,000 and three estimates if the cost is over £500 to fall in line with Saltash TC Financial Regs.</p> <p>SB confirmed members have less than 12 months to spend the Waitrose S106 Publicity Funds. The funds are held by Cornwall Council and will be released following project approval by Saltash Town Council at a Full Town Council meeting.</p> <p>HF shared images produced by local children which could be used on the banners. All agreed the banners should be vibrant and contain images and words to bring life to Fore Street and comply with the S106 Waitrose Publicity Fund.</p> <p>Members agreed that the leaflet and banners should be cohesive.</p> <p>The group discussed leaflets other towns have produced and what should be included on the Saltash leaflet.</p> <p>HF, RB, RBI and BS to meet to discuss leaflet and banner content to work up a specification to obtain quotes/estimates from graphic designers and printers reporting back at the next meeting.</p>	<p>HF/RB/RBI/BS</p>
<p>6.</p>	<p>Information board:</p> <p>RBI shared QR codes with the group linking to an information website on the town. Several members expressed concern that people would not scan a QR code.</p> <p>Members discussed options of installing another notice board in the town centre or utilising the existing Town Council notice board on Fore Street.</p> <p>SB suggested members consider a digital interactive notice board. Members discussed the cost of a digital noticeboard and the concern of it being vandalised.</p> <p>HR to research cost and viability of a digital notice board to be located on Fore Street reporting back at the next meeting.</p>	<p>HF</p>

<p>7.</p>	<p>Speakers on Fore Street:</p> <p>SB informed the group that she is meeting the contractor on 3rd October 2023 to carry out the service.</p> <p>SB confirmed Saltash Town Council position regarding the speakers – 1) discontinue the background music licence for Meet Your Cllr Session 2) discontinue the Town Council music licence for external events with immediate effect.</p> <p>SB further confirmed that external groups who wish to use the speakers will need to purchase their own licence if required and confirm via the Town Council booking form.</p> <p>Members discussed the cost of the PRS licence and under what circumstances one is required.</p> <p>BS informed the group that the Rotary Club of Saltash holds a national PRS licence and the Christmas Festival will be able to use their licence.</p> <p>SB to send the Town Council PRS costing report to PR.</p>	<p>SB</p>
<p>8.</p>	<p>Saltash Community Space:</p> <ul style="list-style-type: none"> • Recommendation to STC • How to proceed from here <p>PR updated the group on progress to date following last week's presentation held by Studio Hive.</p> <p>MR updated the group on available funding for the community space. There is likely to be additional Town Vitality Funding mid- October but unsure of the criteria at this stage. Saltash is in a strong position due to available S106 funds. In addition there could be further Community Levelling Up funding to apply for.</p> <p>Members discussed the number of responses received to the consultation. MG expressed concern that the number of responses (221 surveys) is low considering the population of</p>	

	<p>Saltash. However, there was also a discussion that this level of engagement was good compared with other consultation exercises for similar projects locally.</p> <p>Members discussed plans and liaising with Highways to ascertain what options will be viable on a 'principle' basis and which would not be approved by Highways.</p> <p>MG stated that Saltash Town Council are currently drafting a business plan for 2024 – 2027 and the community space forms part of the plan.</p> <p>All agreed that undertaking a market trial partly funded by the remaining Town Vitality pot over a weekend will also provide further opportunity to consult with residents and traders.</p> <p>PR agreed to draft a report on the next steps for the community space and refer to Studio Hives presentation document, to be received and considered at Octobers Full Town Council meeting.</p> <p>SB confirmed at that point the presentation will be in the public domain.</p>	<p style="text-align: center;">PR</p>
<p>9.</p>	<p>Terms of Reference:</p> <p>PR asked if it was OK to amend the Town Team Terms of Reference.</p> <p>SB confirmed that the Terms of Reference can be updated subject to the Town Team Membership agreement.</p> <p>Members discussed having trader representation in the group. Any traders who join would not have a vote.</p> <p>PR agreed to approach traders through the Saltash Chamber of Commerce to ensure their voice was heard even if personal attendance was not achievable.</p> <p>Members agreed to make the following changes to the Terms of Reference:</p> <ul style="list-style-type: none"> • Add the word 'centre' to town; • Chairman to be appointed annually May to May. 	<p style="text-align: center;">PR</p>

	<ul style="list-style-type: none"> • Meetings to be held bi-monthly on the 2nd Monday of the month at 5.30pm at Isambard House. • To continue to report directly to Full Town Council; • To remove the words against point 11 'when adopted'. 	
10.	<p>AOB:</p> <ul style="list-style-type: none"> • Window Wanderland <p>SB informed members that the Town Council has agreed to decorate the windows of the Guildhall and Saltash Library Hub. Unfortunately the Town Council cannot take on organising Window Wanderland due to lack of resources. PR confirmed that the Saltash Chamber of Commerce cannot organise it this year due to lack of resources.</p>	
11.	<p>Date of next and future meetings:</p> <p>Monday 13th November, 5.30pm at Isambard House.</p> <p>Future meeting dates</p> <ul style="list-style-type: none"> • Monday 8th January 5.30pm at Isambard House • Monday 11th March 5.30pm at Isambard House <p>Meeting ended at 18.58pm</p>	