

**Minutes of STC Town Team Meeting**  
**Tuesday 13<sup>th</sup> November, 5:30pm at Isambard House**

Present

Hilary Frank  
Peter Ryland (Chair)  
Richard Bickford  
Sarah Martin  
Sheila Lennox-Boyd  
Julia Peggs  
Matt Griffiths  
Catherine Thomson (online)  
Cathy Jane  
Steve Miller

**1. Welcome and Apologies**

Peter welcomed all to the meeting and particularly to Julia and Sarah as new members of the group. Apologies received from Martin Worth.

Rachel Bullock and Brenda Samuels have stood down from the group. The group acknowledged the important contribution they have made to the Town Team, which was noted with thanks.

**2. Minutes from last meeting on Thursday 14<sup>th</sup> September 2023**

Proposed as an accurate record by Hilary and seconded by Sheila. Agreed by all.

**3. About Saltash leaflet**

Hilary, Rachel and Richard have met as a sub-group to further this. An About Saltash leaflet containing a map, key information and a brief history will be useful particularly for visitors to the town. An A3 leaflet, folded to D5, is being looked at with the aim of this being ready to distribute in early Spring 2024.

It was agreed that digital channels should be utilised for the distribution of the leaflet in addition to hard copies, including STC's communication channels.

Catherine confirmed that the s106 budget of £7241 continues to be available. As the original application was completed sometime ago, Catherine needs to be informed by email of any changes regarding how the funds will be utilised,

Next steps will be for the sub-group to put together content for the leaflet, a design brief for commissioning an external agency and keeping Catherine updated regarding how the s106 funds will be utilised.

#### **4. Digital Notice Board**

Sarah offered to look into the options available and report back.

#### **5. QR code on Brunel Bench**

Agreed to put on hold pending completion of Communications Strategy within STC business plan.

#### **6. Banners**

Agreed to put on hold pending completion of Communications Strategy within STC business plan.

#### **7. Speakers on Fore Street**

Nothing further to add from previous meeting.

#### **8. Amended Terms of Reference for Town Teams**

Agreed by all.

#### **9. Next steps for Community Space project following consultant's report**

The group agreed a phased approach to further the project focusing on the top and middle of Fore Street.

Trialling a Saltash Market was discussed and agreed. 12-15 stalls considered the optimum number, potentially taking place over a period of one week. April 2024 suggested as a target date to aim for.

It was agreed that increased engagement and buy-in from residents and traders was vital and that we should maintain the green / environmental focus set out in the initial plan.

Lack of executive time and capacity to further these ambitions was discussed and acknowledged. It was felt that Mel Richardson could continue to help us as a freelance consultant. It was agreed that in order to make progress, a project proposal needs to be concisely written down prior to liaising with external bodies so that everyone is clear on what is envisaged..

In terms of next steps:

- Julia and Shiela will visit a Torpoint Market to get ideas.
- Peter will talk to Mel Richardson regarding further freelance input and putting together a project proposal.
- Peter and Sinead are meeting next Tuesday with David Rodder and Victoria Hall from Cornwall Council regarding the Town Accelerator Fund and Town Delivery Fund as potential sources of financial support.

**10. Date of next meeting**

Monday 8<sup>th</sup> January 2024, 5:30pm at Isambard House