

Minutes of STC Town Team Meeting
8th January 2024, 5:30 pm at Isambard House

Present

Lindsay Endean
Hilary Frank
Sarah Martin
Peter Ryland
Steve Miller
Matt Griffiths
Julia Peggs
Martin worth
Cathy Jane
Mel Richardson
Sinead Burrows

Richard Bickford – virtually
Catherine Thompson – virtually

1. Welcome and Apologies:

The Chairman welcomed all to the meeting. Apologies received from Sheila Lennox-Boyd.

2. Presentation by Lindsay Endean re Saltash Studios

Lindsay talked through her presentation, Saltash Studio project and Town Delivery Fund.

Lindsay touched on the culture project – worked on Mayflower 400 and after Mayflower and Covid started community long term projects. Better way for producing cultural projects. Set up Saltash Artists.

Saltash Studio Project:

Set up a cultural zone in the middle of Fore Street, daytime and evening. Provide facilities for cultural activities.

Flexible large space:

24 Fore Street, former Barclays Bank.
Downstairs 140 sq m space.
Upstairs Potential for flexible studio/office space.
Basement 50 sq m storage – no window.
Weekly footfall – workspace etc., 100 – 300 people
Cinema etc 200-500 people – biggest income generator.

Staff:

3 jobs created.
5+ volunteer workers.

Income:

£5,000 - £10,000 surplus income investment in community activities once it's up and running.
£50,000 - £150,000 additional annual grant funding for Saltash Studio projects.

Benefits:

Using a good empty space is an option for groups in town.

Refurbishment:

£240,000 (launch period over two years).

Funding:

Stage 2 of Cornwall Levelling Up £140,000.
Predicted income £60,000 from Studio.
Saltash 106 suggested application £10,000.
Funding still to identify £30,000.

Rates, Rent & Insurance:

£30,000 while project is being launched.
Town Development Fund would cover all of those things. Quick turnaround time.

Building Refurbishment:

This would take an estimated 5 months. Potentially, could be open by Summer 2024.

Salt Arts CIC:

Established just over a year ago. Two more directors would be recruited to oversee what goes on. Work with Sea Film and South West Film re cinemas. Get the building ready and they'd come in. Fees could be a good part of funding. Community stuff could be more aimed at volunteers etc. Once two directors are signed up we can apply to Cornwall Community Fund

3. Minutes from last meeting on Tuesday 13th November 2023

All accepted as an accurate record.

4. Matters arising

The Chairman confirmed approval had been received from the Town Accelerator Fund of £21K to contribute towards the next stage of the Town Vitality project (street markets).

With regard to the speakers on Fore Street, there is a dead spot outside the pet shop and Betfred which doesn't help with the inconsistent sound level. Fore Street traffic is heavy which also plays a part with the output of sound. Is it possible to not have a dead spot on days of a festival? Members agreed for the Chairman to write to the Services Committee to ask the question.

5. Use of S106 funding

Section 106: Uncommitted budget - £193,084.68

CT investigated how the use of money could be made a reality and initially outlined her thoughts to SB and PR in relation to the Town Vitality project. CT talked through the potential ringfencing of £100k. CT felt if Town Team knew there was money to deliver/facilitate early elements of the project they could positively inform the traders and get the ball rolling.

CT confirmed that looking at a different approach to the setup of the S106 Panel could be advantageous and solve the concerns regarding Member conflict of interest.

CT to prepare a draft proforma for consideration.

Initially, applications would be submitted to CT and the S106 officer. If initial feedback is that it will be eligible, CT would go to STC for their consideration and finally back to the S106 officer and CT for formal decision/sign off.

The release to trigger monies on the above basis would need to be a piece of work for Town Team and STC to consider.

Some facts to bear in mind regarding the S106 criteria:

- The grant is for capital (small elements of revenue can be included but the focus is capital spend);
- The Saltash s106 grant has to be committed by April 2028;
- The focus for the s106 grant is to increase footfall, improve spend and encourage people to stay in the town centre for longer. It cannot displace business from those currently trading but it should enhance Fore Street as a place to go to.

CT proposed ringfencing £100k of S106 funds to the Town Vitality project to give TT assurance to start developing the project vision.

The S106 pots over the years were made available by Waitrose, Lidl and now the Quora Scheme. Partnership process is created to review applications for proposals.

Saltash is the only place in Cornwall which runs the S106 decisions by input of others which in turn gives local consideration.

After discussion, Members agreed as follows:

Saltash Town Team and Saltash s106

In order to assist STT with the delivery of their vision, it is recommended that part of this budget is ringfenced (suggesting £100k) – principle has been discussed with CC s106 officer, STC clerk and Cllr Frank (as chair of the Saltash s106 panel) and outlined to Peter R (as chair of STT).

- As it's not an application, it's a ringfencing of funds, a slightly different approach is suggested.
- In liaison with the CC s106 officer, CT to prepare a proforma with key headings. STT to prepare and submit this to CT (following majority approval from those present at the STT meeting), outlining how it would utilise the s106 grant with the backup of the vision and a broad timeline for the stages, costs and when the grant will be required.
- The paper to be reviewed by the CC s106 officer.
- If eligible, the support of Saltash TC to be sought (subject to an agreement of the governance arrangements between STC and STT).
- With that support, the Saltash s106 Panel will then review.
- To avoid issues regarding conflict of interest, the final decision will be made by the CC s106 officer. Upon approval, the allocation of funding will be ringfenced by Cornwall Council.
- When STT wishes to utilise any of the s106 grant, it will be released upon receipt of an invoice. The request will be for STC to "bank roll" and provide evidence which will be the trigger for the grant to be released.
- The detail regarding this aspect will need further development but the intent is to make this as straightforward as possible and to provide STT with assurance/certainty that there is funding to help deliver capital elements of their vision.

Catherine will work with S106 officer to develop Proforma. Vote: all in favour of that.

6. Town Delivery Funding Grant

Part of the criteria states that only one application can be submitted per town and must be supported by Town Team meeting the stated criteria.

Mel Richardson worked on the draft Town Delivery Fund application over Christmas based on guidance from the Chairman and in line with the Town Vitality initial application covering the green element and better signage side of the project. The draft TDF application was circulated prior to the meeting for Member input at the meeting.

MW confirmed he is meeting with David Rodda and would ask the question why more than one application can't be received under the Town Delivery Fund.

The Chairman confirmed he is happy to support Lindsay's application if MW proposal works out.

CT confirmed that the decision is unlikely to be changed due to the amount of available funding and to ensure a fair share across all Town's.

HF doesn't feel the application brings a strong element of creativity as per the guidelines. Doesn't feel like part of the greater vision.

Further to this, Town Team needed to decide how to proceed following Lindsay Endean presentation. Members felt both applications were worthy of consideration but understood that cannot be the case. All agreed to take forward the Town Team TDF Application. Chairman to speak with Lindsay Endean.

All confirmed Lindsay's project has their support but not for this pot of funding. Members felt Lindsay could still engage with David Rodda and if there is an underspend if her project gets Community Levelling up there could be an opportunity.

It was agreed, further work is required to the draft application to ensure the criteria is met. Members agreed to feedback via email to Mel with their thoughts for further review. The Chairman asked this be within the next 72 hours.

The revised TDF application is to be circulated to Town Team Members for sign off and then submitted to Cornwall Council. It was noted that the Town Council have already agreed for the submission of a Town Team TDF application.

CT confirmed the application needs to show approval of the project from James Hatton, CC Highways.

7. AOB

Members agreed the Town Team are in need of a note taker to allow Town Team Members to fully engage in the business to be transacted at each meeting.

It was agreed that the Chairman would ask for support from STC for note taking purposes.

8. Date of next meeting

Monday 11th March at 5:30pm.

End of meeting 19.22