

The Saltash Neighbourhood Plan Steering Group

Suggested Protocol for Presentations by Developers

This Document sets out the Purpose, Roles and Process for such presentations.

The Chairman of the Steering Group or his/her nominated representative will explain the Purpose and Arrangements for the presentation and questioning at the commencement of the meeting.

A. The Purpose of the Presentation

The Over-riding purpose of the presentation is to listen to proposals, identify key facts, issues and potential benefits or drawbacks through questioning from the Steering Group and General Public. These will be recorded on a flip chart as the meeting progresses and will be used by the Chairman to summarise findings at the end of the presentation.

Formal Minutes of the presentation and findings will be prepared and placed on the SNP page of the STC web-site.

The information derived will be carried forward, as appropriate, into the formal public consultation process necessary to prepare the Neighbourhood Plan.

This is the opportunity for the Steering Group and the public to ask pertinent questions. It is not for statements.

B. The Role of the Steering Group

The purpose of the Steering Group is to produce a Saltash Neighbourhood Plan.

The aim of such Neighbourhood Plan will be to define a Vision for Saltash Parish and establish a Development and Investment Programme to deliver this whilst conforming with the strategic requirements of Cornwall Council's Local Plan through to 2030.

The Neighbourhood Plan will be produced with due consideration for the needs of all residents and businesses in the area, now and in the future and will seek to improve the social, economic and environmental status of Saltash Parish and the quality of life of those residing within it.

The Constitution of the Steering Group requires that each member observes a Code of Conduct consistent with the following principles:

Selflessness ; Honesty and Integrity; Objectivity; Accountability; Openness ; Leadership; Personal Judgement; Respect for Others; Duty to uphold the Law; and Stewardship. These terms are all defined within the Steering Group Constitution.

C. The Role of the Developer

1. To prepare a typed Briefing Sheet or Executive Summary of no more than 2-sides of A4 relating to the proposed scheme for email distribution to the Steering Group one week prior to the presentation. The briefing/summary to explain:-

- How many dwellings;
- The location type and style/design of housing including treatment of affordable housing;
 - Links to infrastructure, roads, shops, surgeries, schools, public transport etc.;
- Treatment of Services, Utilities, Drainage etc;
 - Type of employment sites to be developed and jobs created;
 - Likely traffic implications and solutions;
 - How the scheme benefits Saltash and enhances the lives of its people and businesses;
 - Environmental and Ecological Considerations; and
 - Other Material Factors.

2. To make a formal presentation of no longer than 30 minutes.

3. To answer up to 30 minutes of questioning from Members of the Steering Group.

4. To answer up to 30 minutes of questioning from the General Public. Such questions to have been submitted previously by the public and “sifted” by the Steering Group prior to the meeting. The questions to be checked for repetition and to stop statements.

D. The Questions and Answer Session is required :-

- i. To determine key facts;
- ii. To clarify understanding on matters;
- iii. To identify key issues; and
- iv. To understand the key potential benefits and drawbacks of the proposal.

E. The meeting to be arranged as follows:-

17.45 Developer to prepare for presentation.

18.00 Steering Group meet to discuss their own and submitted questions.

18.30 Start time, introductions and welcome to Developer

19.00 Questions from the Steering Group.

19.30 to 20.00 Pre-submitted and follow-up questions from the general public.

20.00 Chairman’s Summary of Findings.

Space for up to 60 people will be available. This number to include the members of the Steering Group. Seating can be provided for 40. The additional 20 places are for standing only. The public will be admitted once the Steering Group has been seated.