## Minutes of The Saltash Neighbourhood Plan Steering Group Meeting No 37 held on Monday 30<sup>th</sup> March 2015 at Saltash Guildhall.

Attending:- Cllr. David Yates (In the chair) (Town: Saltash West) (DY)

John Percil (Latchbrook Residents Association) (JP) John Burdon (Latchbrook Residents Association) (JB) Denise Watkins (Waterfront Residents Association) (DW)

Mike Finch (Saltash Environmental Action) (MF)

William Holman (N&M Pill Landowners Consortium) (WH)

**Steve Besford-Foster (Consultant) (SB-F)** 

Apologies :- Cllr. Jean Dent (Town : Saltash West) (JD)

Cllr. Bob Austin (Town & County : Saltash West) (BA) Cllr. Derek Holley (Town & County) : Saltash East (DH) Mike Hocking (N&M Pill Neighbourhood Association) (MH)

Leslie Rust (Latchbrook Residents Association) (LRt) Gail Swift (Pillmere Community Association) (GS)

## The meeting was recorded.

Minute	Item				
No.		l			
276.	Declarations of Interest.				
	A Declaration of Interest was recorded by William Holman with regard to his pecuniary interest in a development project at North & Middle Pill.				
277.	Questions from the Public				
	JP and DY referred to a letter received from a resident of Latchbrook concerning an article by DH published in the March issue of The Saltash and District Observer. The questioner enquired how the view expressed that Saltash needed more housing throughout the town (to address inequality in society) sat within the Steering Group and whether this was a view shared by other Councillors?  DY would draft a response for circulation to members of the Steering Group for comment.	DY			
278.	Minutes from Meeting No. 36 held on Monday 16 <sup>th</sup> March 2015.				
	The minutes were approved subject to the following amendments.	WH			
	a) Minute 272 a)				
	<ul> <li>Heading to be changed from Expenditure Profile</li> <li>Statement to Project Fee Schedule.</li> </ul>	1			
	• Paragraph 2 bullet point 3 to be amended to read "Additional printing costs including flyers, leaflets etc.				

	b) <b>To be added - Minute 272 b) Budget Management Procedures</b> SB-F tabled a protocol prepared in conjunction with the Town Clerk. It was approved.	
279.	Matters Arising and Updates from Meeting No. 35.	
	a) Minutes 271 (a) and 274 (a) Absenteeism and The Constitution Following discussion, it was agreed that the exclusion procedure would be implemented on Steering Group members who failed to attend three successive meetings without explanation.  DW to draft and circulate wording for comment prior to insertion within The Constitution.	DW
	b) Minute 272 (a) Project Fee Structure  DY advised that the Town Clerk had requested, in the interests of sound financial management and accountability, that SB-F prepare a detailed Expenditure Budget for the preparation of the Neighbourhood Plan. The Project Fee Schedule already prepared would provide a sound starting point. A maximum and minimum range of expenditure would assist as would notes stating the assumptions made.  JP expressed concern over a situation where planned expenditure exceeded available funding and how and when this should be brought to the attention of the Town Council. SB-F referred to the Budget Management protocol already approved by the Steering Group. At JP's request, it was agreed that draft wording of the Minute should be circulated to the Steering Group for comment.	DY/SB-F WH
280.	Community Engagement and Involvement Strategy	
	MF felt that papers for consideration should be sent out well in advance of meetings. SB-F explained that in order to keep to the tight timeframe adopted this was not possible. However his approach was to run through papers at each meeting and allow time subsequently for written responses.	
	a) Community Engagement Questionnaire: Scoping Report. SB-F circulated and ran though the Scoping Report he had prepared which considered amongst other matters, the purpose, scope and depth of the information the questionnaire process is intended to investigate.	
	The Housing issue was discussed. It was confirmed that the Neighbourhood Plan could not contradict Cornwall Council's strategic site selection of Broadmoor Farm, but it could identify additional land. Developer applications submitted before the adoption of the Neighbourhood Plan would be judged against the Development framework that was presently in place.	
	JP commented that the Steering Group had supported the Broadmoor application and he understood that there was scope to expand that development in due course.	

DW stated that the Group could not specify anything for the community to decide. It was for the community to lead the agenda.

SB-F indicated that material for the public needed to explain the concept of "Sustainable Development," and to ask them what it meant for Saltash. It was about what they wanted to be Saltash in 15-20 years time, not what they thought it would become!

SB-F

Vision-building was a key aspect of the process and a "Golden Thread" should be traceable through the whole process including strategic intent through to supporting and implementing policy staements.

SB-F explained his analysis of sample questionnaire responses conducted at past events such as May Fair, The Regatta and with some groups including U3A, SWRA and Saltash.net pupils/students. A Wordle analysis had been undertaken to identify the relative frequency and hence importance of particular words and phrases used. The Community Questionnaire would be developed to ensure that key themes were included.

JP pointed out that the steering Group had agreed previously not to use data derived from "test questionnaires."

SB-F advised that the Steering Group had agreed to him analysing the data. See b) below.

## b) The Community Questionnaire

SB-F circulated and ran through the approach and content of a Draft Questionnaire. These were :-

- Part 1 : A Shared Vision of Saltash;
- Part 2 : Housing;
- Part 3 : Jobs and Workspaces;
- Part 4 : Environment and Public Space;
- Part 5 : Any Other Comments; and
- Part 6 : About You.

He indicated that a Census Analysis would be conducted to highlight groups and individuals in the Parish where special measures would be required to complete the questionnaire.

SB-F

WH stated that the draft questionnaire needed to take account of the issues and the interests affecting both the rural and business communities. DY advised that the Town Council was about to conduct its own business survey.

It was agreed that it was vital to co-ordinate this with the work of the Steering Group. SB-F showed an example of a business survey. He would send this to DY who would speak with the Mayor on how the matter should be co-ordinated. Equally, DY would arrange for SB-F to receive a copy of the planned Town Council questionnaire.

SB-F DY

Ques Plan impo	Steering Group were strongly of the view that the Business stionnaire should be set in the context of preparing the Neighbourhood and not undertaken as a separate exercise. DY indicated that it was ortant for the circulation of the "Business Questionnaire" to coincide that of the "Resident's Questionnaire."	
busi	stressed the importance of establishing the "Way Forward" for future ness in the town from major employers on Business Parks to the self-loyed working from home.	
com	as agreed that the Members of the Steering Group would provide ments on the draft questionnaire which would be subject to a three sion process to enable a final version to be approved at the next meeting ne 20th April 2015. SAB-F would drive the process.	ALL SB-F
	undertook to design up a "Childrens" version of the Questionnaire.	DW
resid	F stressed the importance of engaging with the "Rising 18 cohort" of lents. DY to speak with Cllr. Adam Killeya on how this might best be eved.	DY
DW	he Engagement Log to continue to keep the system up-to-date as it would be a crucial piece vidence to place before the Inspector in due course.	DW
The SB-I for s	The Engagement Action Plan Launch timetable to delayed two weeks to avoid the General Election.  F to draft a letter to interest groups and GP Practice Managers asking upport in assisting the process e.g. displaying posters, questionnaire ibution/collection.	SB-F SB-F
inclu	draft publicity leaflet prepared by SB-F was approved subject to uding wording explaining that the purpose of the Neighbourhood Plan not about stopping development.	SB-F
	to obtain the cost of distributing a copy of the questionnaire to every sehold and business in the Parish.	DY
Sess	F to draft up the content for display boards for both the Drop-in ions and three panel Static Displays for consideration at the next ting. David Orr to be asked to attend.	SB-F
plus	to book space at the May Fair. The format would be a Static Display leaflet distribution publicising the Launch, Facilitated Drop-in ions and Questionnaire timetable.	DY
DW assis	taff Resource Plan to contact those on the Volunteer List who had expressed an interest in sting the preparation of the Plan to update them on the Engagement on Plan and inviting their assistance.	DW

	f) Topics for next Meetings 20 <sup>th</sup> April 2015 – Questionnaire sign-off and Scripting for Exhibitions; 27 <sup>th</sup> April 2015 – Drop-in Session Planning and Publicity.	
		ALL
281.	Any Other Business	
	a) Cornwall Council Community Network Manager representative. WH reported that Esther Richmond was being replaced by Catherine Thomson as the Cornwall Council Community Network Manager.	
	b) Cornwall Council Allocations Development Plan Document (DPD) for Saltash	
	DY advised that he was expecting the latest version of this document from Cornwall Council shortly.	DY
282.	Date of Next Meetings.	
	Monday 20th April 2015 at 6.00 pm in the Guildhall, Saltash. Monday 27th April 2015 at 6.00 pm in the Guildhall, Saltash. Monday 11 <sup>th</sup> May 2015 at 6.00 pm in the Guildhall, Saltash. Monday 18 <sup>th</sup> May 2015 at 6.00 pm in the Guildhall, Saltash.	ALL

The meeting ended at 20.42 pm.

## **Circulation List**

Cllr. David Yates	Saltash West (STC)	Mike Finch	Saltash Environmental Action
Cllr. Jean Dent	Saltash West (STC)	Catherine Thomson	CC Community Network
Cllr Bob Austin	Saltash West (CC & STC)	William Holman	N&M Pill Landowner Consortium
Cllr Derek Holley	Saltash East (CC & STC)	Andy Rance	Cornwall County Youth Work
Cllr Lee Russell	Saltash North (STC)	Gail Swift	Pillmere Community Association
Peter Ryland	Chamber of Commerce; CIC; STIG	Simon Cronk	Resident and Chartered Surveyor
Mike Hocking	N&M Pill Neighbourhood Assoc'n	Ray Lane	Town Clerk
Leslie Rust	Latchbrook Neighbourhood Assoc'n	Zoe Bernard-John	CC Senior Development Officer
Denise Watkins	Waterfront Residents Assoc@n	Vanessa Luckwell	CC Community Regeneration Officer
Matthew Tunley	Commercial Estates Gp (Broadmoor Fm)	Caroline Righton	Aston Getty (Broadmoor Farm)
Colin Breed	Resident	Tunde Awe	Resident
Richard Hall	Resident	Geoff Mawson	Resident
Sue Newell	(Landrake and St. Erney	Simon Walker	(Landrake and St. Erney
	Neighbourhood Association)		Neighbourhood Association)
Ken Martin	Governor Saltash.net	Michael Griffin	MA Griffin Associates (Hole Farm)
Steve Besford-Foster	Consultant	David Orr	Consultant

All Minutes of Steering Group meetings together with extensive information on the preparation of The Saltash Neighbourhood Plan can be found at plan4saltash.co.uk