

Minutes of The Saltash Neighbourhood Plan Steering Group Meeting No 37 held on Monday 30th 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 No.	Item	Action
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 16th March 2015. The minutes were approved subject to the following amendments. a) Minute 272 a) <ul style="list-style-type: none"> • Heading to be changed from Expenditure Profile Statement to Project Fee Schedule. • Paragraph 2 bullet point 3 to be amended to read “Additional printing costs including flyers, leaflets etc. 	WH

	<p>b) To be added - Minute 272 b) Budget Management Procedures SB-F tabled a protocol prepared in conjunction with the Town Clerk. It was approved.</p>	
279.	<p>Matters Arising and Updates from Meeting No. 35.</p> <p>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.</p> <p>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.</p>	<p>DW</p> <p>DY/SB-F</p> <p>WH</p>
280.	<p>Community Engagement and Involvement Strategy</p> <p>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.</p> <p>a) Community Engagement Questionnaire : Scoping Report. SB-F circulated and ran through 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.</p> <p>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.</p> <p>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.</p>	

	<p>The Steering Group were strongly of the view that the Business Questionnaire should be set in the context of preparing the Neighbourhood Plan and not undertaken as a separate exercise. DY indicated that it was important for the circulation of the “Business Questionnaire” to coincide with that of the “Resident’s Questionnaire.”</p> <p>MF stressed the importance of establishing the “Way Forward” for future business in the town from major employers on Business Parks to the self-employed working from home.</p> <p>It was agreed that the Members of the Steering Group would provide comments on the draft questionnaire which would be subject to a three revision process to enable a final version to be approved at the next meeting on the 20th April 2015. SAB-F would drive the process.</p> <p>DW undertook to design up a “Childrens” version of the Questionnaire.</p> <p>SB-F stressed the importance of engaging with the “Rising 18 cohort” of residents. DY to speak with Cllr. Adam Killeya on how this might best be achieved.</p> <p>c) The Engagement Log DW to continue to keep the system up-to-date as it would be a crucial piece of evidence to place before the Inspector in due course.</p> <p>d) The Engagement Action Plan The Launch timetable to delayed two weeks to avoid the General Election. SB-F to draft a letter to interest groups and GP Practice Managers asking for support in assisting the process e.g. displaying posters, questionnaire distribution/collection.</p> <p>The draft publicity leaflet prepared by SB-F was approved subject to including wording explaining that the purpose of the Neighbourhood Plan was not about stopping development.</p> <p>DY to obtain the cost of distributing a copy of the questionnaire to every household and business in the Parish.</p> <p>SB-F to draft up the content for display boards for both the Drop-in Sessions and three panel Static Displays for consideration at the next meeting. David Orr to be asked to attend.</p> <p>DY to book space at the May Fair. The format would be a Static Display plus leaflet distribution publicising the Launch, Facilitated Drop-in Sessions and Questionnaire timetable.</p> <p>e) Staff Resource Plan DW to contact those on the Volunteer List who had expressed an interest in assisting the preparation of the Plan to update them on the Engagement Action Plan and inviting their assistance.</p>	<p>ALL</p> <p>SB-F</p> <p>DW</p> <p>DY</p> <p>DW</p> <p>SB-F SB-F</p> <p>SB-F</p> <p>DY</p> <p>SB-F</p> <p>DY</p> <p>DW</p>
--	---	---

	f) Topics for next Meetings 20 th April 2015 – Questionnaire sign-off and Scripting for Exhibitions; 27 th 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 20 th April 2015 at 6.00 pm in the Guildhall, Saltash. Monday 27 th April 2015 at 6.00 pm in the Guildhall, Saltash. Monday 11 th May 2015 at 6.00 pm in the Guildhall, Saltash. Monday 18 th 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 Neighbourhood Association)	Simon Walker	(Landrake and St. Erney 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