

**Minutes of The Saltash Neighbourhood Plan Steering Group Meeting No 38
held on Monday 20th April 2015 at Saltash Guildhall.**

Attending:- Cllr. David Yates (In the chair) (Town : Saltash West) (DY)
Cllr. Jean Dent (Town : Saltash West) (JD)
John Percil (Latchbrook Residents Association) (JP)
Mike Hocking (N&M Pill Neighbourhood Association) (MH)
Leslie Rust (Latchbrook Residents Association) (LRt)
Gail Swift (Pillmere Community Association) (GS)
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. Bob Austin (Town & County : Saltash West) (BA)
Cllr. Derek Holley (Town & County) : Saltash East (DH)

The meeting was recorded.

Minute No.	Item	Action
283.	<p>Declarations of Interest.</p> <p>A Declaration of Interest was recorded by William Holman with regard to his pecuniary interest in a development project at North & Middle Pill.</p>	
284.	<p>Questions from the Public</p> <p>None, but refer to Minute 286 (a) below.</p>	
285.	<p>Minutes from Meeting No. 37 held on Monday 30th March 2015.</p> <p>The minutes were approved.</p>	WH
286.	<p>Matters Arising and Updates from Meeting No. 35.</p> <p>a) Minute 277 – Questions from the Public DY circulated his draft response to the letter received from a resident of Latchbrook. No comments were made.</p> <p>b) Minute 279 (a) Absenteeism and The Constitution The wording proposed by DW was approved for insertion in the Constitution.</p> <p>c) Minute 280 (b) – Planned Town Council Business Survey DY to report to the next meeting on how matters would be co-ordinated.</p>	<p>DY</p> <p>DW</p> <p>DY</p>

	<p>d) Minute 280 (d) – May Fair DY confirmed that space had been booked.</p> <p>e) Minute 281 b) – Cornwall Council Allocations Development Plan Document (DPD) DY reported that the document had not yet been received.</p>	
287.	<p>Financial Reports</p> <p>a) Project Fee Schedule SB-F talked to the Project Fee Schedule circulated prior to the meeting. The Steering Group commended him on the document.</p> <p>b) Budget Profile Statement SB-F talked to the Budget Profile Statement circulated prior to the meeting. He explained in particular, the optional operational costs that the Steering Group might choose to incur during the course of its work. These were allocated over the eight stages of the Plan process and the impact this would have on the final out-turn position was noted. The Steering Group agreed that prudent management of the budget was essential as numerous variable costs had been identified. Close liaison between SB-F and the Town Clerk on tracking expenditure would be vital. JP enquired on the availability of further Locality Funding from the Government in 2016/17. It was agreed that this would only be known once the policy of the Government, post the General Election, was clarified. SB-F was commended on the Statement and the following decisions were taken.</p> <p>i) Three quotations should be obtained on printing costs including from Appleby Westwood who were stated as being community spirited.</p> <p>ii) DY to check on the status of the Survey Monkey licence (£300 pa) believed to be held by the Town Council and to determine whether such could be used by the Steering Group. If not, then it should be determined whether they would be prepared to purchase such licence for other community related surveys and projects it had in mind or might plan.</p> <p>iii) DY to ask County Councillors for a financial contribution from their respective Community Funds.</p> <p>iv) DY to report to the Town Council on the Financial Management, Monitoring and Reporting process established by the Steering Group, the present budget position and range of variable costs, that if deemed vital to the integrity of the preparation of the Plan, might require supplemental funding. No decision on this was required at present.</p> <p>DY to check with the Sec. 106 Panel on whether an application for funding to support the preparation of the Neighbourhood Plan or specific components of it would be entertained.</p>	<p>SB-F/RL</p> <p>SB-F</p> <p>DY</p> <p>DY</p> <p>DY</p> <p>DY</p>

288.	<p>Community Engagement and Involvement Strategy</p> <p>a) Resident's Questionnaire Following feedback received from Steering Group members since the last meeting, SB-F ran through the latest version of the Questionnaire. Further comments were made and it was agreed that an amended version would be prepared and then "piloted" by the Steering Group in advance of the next meeting on 27th April 2015. The final document would be "signed off" at that meeting.</p> <p>b) Youth Questionnaire DW had prepared a draft. It would be considered at the next meeting.</p> <p>c) Engagement Action Plan</p> <p>(i) Draft Letters SB-F had circulated a suite of letters to various organisations, groups etc. prior to the meeting. The content was approved. A full list of organisations and groups to compile a mailing list was available on the Town Council web-site.</p> <p>(ii) Publicity Leaflet SB-F had circulated a draft prior to the meeting. Minor amendments were agreed.</p> <p>(iii) Display Material SB-F ran through a "mock-up" of the material. The principals of the structure and content were approved. Amendments to reflect questionnaire discussions and agreements would be incorporated and David Orr asked to prepare "designed" boards for the next meeting to include a "Small Display" version.</p> <p>d) Topics for next Meeting</p> <ul style="list-style-type: none"> • Sign-off of Questionnaires; • Drop-in Session Planning, • Display Panel Approval; and • Publicity Planning including May Fair arrangements. 	<p>SB-F ALL</p> <p>WH</p> <p>SB-F</p> <p>SB-F</p> <p>SB-F/DO</p> <p>WH</p>
289.	<p>Any Other Business</p> <p>None</p>	
290.	<p>Date of Next Meetings.</p> <p>Monday 27th April 2015 at 6.00 pm in the Guildhall, Saltash. Monday 11th May 2015 at 6.00 pm in the Guildhall, Saltash. Monday 18th May 2015 at 6.00 pm in the Guildhall, Saltash.</p>	ALL

The meeting ended at 20.53 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