

**Minutes of The Saltash Neighbourhood Plan Steering Group Meeting No 40
held on Monday 11th May 2015 at Burraton Community Centre.**

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

The meeting was recorded.

Minute No.	Item	Action
298.	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.	
299.	Questions from the Public None.	
300.	Minutes from Meeting No. 39 held on Monday 27th April 2015. The minutes were approved.	WH
301.	Matters Arising and Updates from Meeting No. 39. a) Minute 294 (b) – Planned Town Council Business Survey Information was still awaited from the Town Council. The importance of capturing the views of the business community as part of the SNP process was reaffirmed b) Minute 294 (c) iii. Financial Report – Sec 106 Funding Panel. DY advised that Catherine Thomson (CT) had rejected the possibility of funding. SB-F to pursue. c) Minute 296 (a) – Saltash Town Centre Strategy Document DY had responded to Cornwall Council expressing the view of the NP Steering Group was that the Town Centre Strategy should be part of the Neighbourhood Plan and flow from the SNP preparation process and not in advance of it. See also Minute 296 (a) of Meeting 39.	DY SB-F

	<p>(ii) Publicity Leaflet Format and content approved. Drop-in session dates now inserted.</p> <p>(iii) Display Material DO to circulate drafts for consideration at the next meeting. Shop-keepers to be asked to display posters in windows Community Notice Boards to be used. Distribution to schools required.</p> <p>(iv) plan4saltash.com website Up and running. Survey Monkey licence purchased and questionnaire due to be uploaded shortly for testing.</p> <p>(v) Social Media Twitter up and running. Encourage followers. Facebook imminent.</p> <p>e) Key Dates</p> <ul style="list-style-type: none"> Monday 18th May 2015 -Launch including Press Event from 4pm to 6pm at Saltash Guildhall. Saturday 23rd May 2015 – Drop-in Session 1 from 10.00am to 4.00pm at Saltash Guildhall Wednesday 3rd June 2015 – Drop-in Session 2 from 10.00am to 7.30pm at Burraton Community Centre 4th to 25th June 2015 – Static caravan and static displays (Schedule to be prepared) Saturday 27th June 2015 –Saltash Regatta. Saturday 4th July 2015 – Saltash.net 50th Anniversery. <p>f) Launch Arrangements</p> <p>(i) Press Release drafted and will be circulated for comment.</p> <p>(ii) Basic display to be provided.</p> <p>(iii) Maximum attendance by Steering Group members requested.</p> <p>(iv) Dress Code : Smart Informal</p> <p>(iv) DY to invite the Mayor</p> <p>g) Drop-in sessions (See e) above)</p> <p>(i) SB-F to send out Drop-in Session Rota. (3 to 4 people required throughout the events)</p> <p>h) May Fair Review. DY reviewed the event and DW's comments were read out to the Steering Group. Key points identified were :-</p> <ul style="list-style-type: none"> Awareness of the need and benefit of a Neighbourhood Plan amongst the population was growing; Four additional volunteers came forward; Saltash.net Y7 community Leader willing to assist on encouraging youth participation; Display boards needed to be bigger and more resilient to the weather; Special attention needed in ensuring that those in the rural parts of the parish received information and questionnaires. 	<p>DO</p> <p>ALL</p> <p>SB-F</p> <p>ALL ALL DY</p> <p>SB-F</p>
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	<p>i) Distribution of Publicity Leaflets and Questionnaires</p> <p>A three strand approach was agreed.</p> <ol style="list-style-type: none"> 1. A reliable distributor be commissioned at an estimated cost of £50-75 per 1000 within the densely populated town area; 2. Postal delivery to be arranged for those in the sparsely populated rural areas of the parish. Check availability of Electoral Roll to obtain names and addresses. <p>It was confirmed that questionnaires could be completed by each member of a household in paper format or preferably on-line.</p> <p>DW offered to input paper returns onto Survey Monkey.</p>	<p>SB-F</p> <p>SB-F</p> <p>DW</p>
303.	<p>Any Other Business</p> <p>None</p>	
304.	<p>Date of Next Meetings.</p> <p>Monday 18th May 2015 at 4.00 pm (Launch and Meeting) The Guildhall. Monday 8th June 2015 at 6.00pm in the Guildhall, Saltash. Monday 22nd June 2015 at 6.00pm in the Guildhall, Saltash. Monday 6th July 2015 at 6.00pm in the Guildhall, Saltash. Monday 20th July 2015 at 6.00pm in the Guildhall, Saltash. Monday 3rd August 2015 at 6.00pm in the Guildhall, Saltash.</p>	<p>ALL</p>

The meeting ended at 19.42 pm.

Circulation List

(Names in ***Bold Italics*** denote an elected member of the Steering Group.)

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

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