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	linute Item			
No.				
298.	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 27 th 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		

302. **Community Engagement and Involvement Strategy** a) Resident Questionnaire SB-F presented Version 5 for discussion. Amendments were agreed and SB-F would be incorporated into Version 6 (The Very Final Version) which would be type-set and up-loaded onto the plan4saltash.com website in advance of the Launch Event on the 18th May 2015. Housing numbers over the period of the plan were discussed. Material comments were :-Provision could be made for "exception site development" to meet specific identified needs and consequent policy requirements e.g. social housing, self-build/self-finish, Community Property Trust properties etc.; The possibility that the Cornwall Local Plan Examination may increase the overall housing allocation for Saltash and what the Planning Inspector might adjudge as the appropriate baseline position taking account of existing planning consents etc.; The five year land supply; Government house-building policy following the General Election; • The validity of a straight YES/NO question relating to more future housing in Saltash and the "closed nature" and predictability of response to such question; The need to context the question within the preamble in relation to existing housing consents and the role of housing and extra population numbers in securing Sustainable Development and viability for Saltash; and Obtaining accurate figures on current and projected Local Housing Need over the period of the plan which would influence required housing numbers; Employment site questions were also considered and SB-F would amend accordingly. SB-F to circulate Version 6 of the Questionnaire. SB-F b) Youth Questionnaire \mathbf{DW} DW to be asked for an update at the next meeting c) Business Ouestionnaire The status and timing of the Town Council led questionnaire was unclear. The importance of allowing the business community to feed into the DY Neighbourhood Planning process was reiterated. DY would discuss the matter with the Council. The need for the Steering Group to undertake its own questionnaire would be reviewed at the next meeting. WH DY to provide the Community Interest Company (CIC) link of the 2006 DY Strategy to the Steering Group as back-round material. d) Engagement Action Plan (i) Draft Letters Not discussed.

(ii) Publicity Leaflet	
Format and content approved. Drop-in session dates now inserted.	
(iii) Display Material	
DO to circulate drafts for consideration at the next meeting.	DO
Shop-keepers to be asked to display posters in windows	
Community Notice Boards to be used.	
Distribution to schools required.	
(iv) plan4saltash.com website	
Up and running. Survey Monkey licence purchased and questionnaire	
due to be uploaded shortly for testing.	
(v) Social Media	
Twitter up and running. Encourage followers.	ALI
Facebook imminent.	
e) Key Dates	
 Monday 18th May 2015 -Launch including Press Event from 4pm to 	1
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	
• 4 th to 25 th June 2015 – Static caravan and static displays (Schedule	
to be prepared)	
 Saturday 27th June 2015 –Saltash Regatta. 	
• Saturday 4 th July 2015 – Saltash.net 50 th Anniversery.	
f) Launch Arrangements	
(i) Press Release drafted and will be circulated for comment.	CID.
(ii) Basic display to be provided.	SB-
(iii) Maximum attendance by Steering Group members requested.	A T 1
(iv) Dress Code : Smart Informal	AL
(iv) DY to invite the Mayor	ALI
	DY
g) Drop-in sessions (See e) above)	
(i) SB-F to send out Drop-in Session Rota. (3 to 4 people required throughout the events)	SB-
h) May Fair Review.	
DY reviewed the event and DW's comments were read out to the Steering	
Group. Key points identified were:	
Awareness of the need and benefit of a Neighbourhood Plan amongst the population was growing.	
amongst the population was growing;	
 Four additional volunteers came forward; 	
• Saltash.net Y7 community Leader willing to assist on encouraging	
youth participation;	
youth participation; • Display boards needed to be bigger and more resilient to the	
youth participation;Display boards needed to be bigger and more resilient to the weather;	
youth participation; • Display boards needed to be bigger and more resilient to the	

	 i) Distribution of Publicity Leaflets and Questionnaires A three strand approach was agreed. 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. It was confirmed that questionnaires could be completed by each member of a household in paper format or preferably on-line.	SB-F SB-F
	DW offered to input paper returns onto Survey Monkey.	DW
303.	Any Other Business	
	None	
304.	Date of Next Meetings. Monday 18 th May 2015 at 4.00 pm (Launch and Meeting) The Guildhall. Monday 8 th June 2015 at 6.00pm in the Guildhall, Saltash. Monday 22 nd June 2015 at 6.00pm in the Guildhall, Saltash. Monday 6 th July 2015 at 6.00pm in the Guildhall, Saltash. Monday 20 th July 2015 at 6.00pm in the Guildhall, Saltash. Monday 3 rd August 2015 at 6.00pm in the Guildhall, Saltash.	ALL

The meeting ended at 19.42 pm.

Circulation List

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

Cllr. David Yates	Saltash West (STC)	Matthew Tunley	Commercial Estates Gp (Broadmoor Fm)
Cllr. Jean Dent	Saltash West (STC)	Catherine Thomson	CC Community Network
Cllr Bob Austin	Saltash West (CC & STC)	Peter Ryland	Chamber of Commerce; CIC; STIG
Cllr Derek Holley	Saltash East (CC & STC)	Andy Rance	Cornwall County Youth Work
Cllr Lee Russell	Saltash North (STC)	Colin Breed	Resident
Mike Finch	Saltash Environmental Action	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
John Percil	Latchbrook Neighbourhood Assoc'n	Richard Hall	Resident
Denise Watkins	Waterfront Residents Assoc@n	Vanessa Luckwell	CC Community Regeneration Officer
Gail Swift	Pillmere Community Association	Caroline Righton	Aston Getty (Broadmoor Farm)
William Holman	N&M Pill Landowner Consortium	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	Simon Walker	(Landrake and St. Erney
	Neighbourhood Association)		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