

Minutes of The Saltash Neighbourhood Plan Steering Group Meeting No 42 held on Monday 8th June 2015 at Saltash Guildhall.

Attending:- Cllr. David Yates (In the chair) (Town : Saltash West) (DY)
 Cllr. Jean Dent (Town : Saltash West) (JD)
 Cllr. Bob Austin (Town & County : Saltash West & CIC) (BA)
 Denise Watkins (Waterfront Residents Association) (DW)
 Leslie Rust (Latchbrook Residents Association) (LRt)
 John Percil (Latchbrook Residents Association) (JP)
 Jane Hamlyn (Pillmere Resident & Architect) (JH)
 David Bennett (Resident)
 Steve Besford-Foster (Consultant) (SB-F)
 William Holman (N&M Pill Landowners Consortium) (WH)

Apologies :-

Cllr. Lee Russell (Town : Saltash North) (LRI)
 Cllr. Derek Holley (Town & County : Saltash East) (DH)
 Gail Swift (Pillmere Community Association) (GS)
 Mike Finch (Saltash Environmental Action) (MF)
 Mike Hocking (N&M Pill Neighbourhood Association) (MH)

The meeting was recorded.

Minute No.	Item	Action
309.	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.	
310.	Questions from the Public None. DY welcomed Jane Hamlyn to the meeting. Jane resides at Pillmere is a practicing Architect being a member of the RIBA (Royal Institute of British Architects), Chair of the Cornwall Architectural Trust and branch member of the Cornish RIBA Committee.	
311.	Minutes from Meeting 40 held Monday 11th May 2015 and Meeting 41 held Monday 18th May 2015. The minutes were approved.	WH
312.	Matters Arising and Updates from Meetings 40 & 41 It was agreed that such matters would be covered in subsequent items on the Agenda.	
313.	Project Managers Progress Report. SB-F tabled and ran through his report prepared on 8 th June 2015. a) Community Engagement. Material facts referred to included:-	

	• 120 members of the public had attended Drop-in Sessions; • 69 on-line questionnaires had been completed (51 Adult + 18 Youth); • 1101 Website hits; • 22 Twitter followers and 24,000 re-tweets. • 62 letters to statutory bodies, public agencies and local surgeries, schools, clubs and organisations now dispatched. b) Locality Grant application for £8000 had been submitted and a response was anticipated before the next meeting. c) Budget. Additional costs of for a Return Envelopes Licence and Questionnaire Distribution were approved. Savings on preparing the Locality Bid Application and Exhibition Board Printing were noted. Such variations totalling potential extra expenditure of £386.00 could be contained within the overall Budget at the present time. DY to finalise the outstanding account from DO. SB-F to prepare an update of the detailed budget spreadsheet for the next meeting. d) Progress Report to Saltash Town Council It was agreed that DY should provide a Progress Report once an analysis of all submitted questionnaires had been completed and the Locality Grant received.	SB-F DY SB-F DY
314.	Community Engagement and Involvement Strategy a) Resident Questionnaire SB-F reported that 8700 questionnaires had been printed and distribution to every household in the Parish due to commence on 22nd June 2015. Distribution was GPS tracked and a delivery tracking report would be provide by the distribution company. This would evidence that every household had been contacted and invited to participate in preparing the Neighbourhood Plan. It was agreed to extend the period for responses to the end of July 2015. DW to input existing completed paper questionnaires into Survey Monkey and report back on future labour resource requirements. DW to circulate a copy of the Saltash Community Interest Company Report prepared in 2006 as background information for the Group SB-F would check out for possible multiple responses using ISP address analysis and so forth. b) Youth Questionnaire (Years 7 to 11) This had been put into Survey Monkey and the paper version had been changed to match the format and content. c) Business Questionnaire Approval had been given for SB-F to prepare the Retailer and Non-Retailer versions of the Business Questionnaires previously drafted by the Steering	SB-F DW DW SB-F SB-F

	Group. As time was of the essence, finalisation of these needed to be undertaken by e-mail before the next meeting. d) Public Drop-in sessions. The take up of public interest to date had been slow but this was expected to increase once the questionnaires had been distributed. The need for future promotions was discussed and agreed with the following venues suggested:- • Burraton Chapel; • Latchbrook Neighbourhood Association AGM; • Saltash Library; • Wesley Coffee mornings; • Saltash Guildhall (targeting the business community); • K3 • Forder Community and Conservation Committee; • Saltash Leisure Centre Car Park (using STC caravan); • St Stephens; • Supermarket car parks (using STC caravan); • The Garden Centre car park; • The China Fleet Country Club; • The Waterfront – Livewire or Ashtorre; • Saltash Football Club. • Saltash Regatta Other than the Car Park and Regatta promotions which would be for the day, the other events would typically be 3-hour sessions. A simple three panel display would be prepared. SB-F to prepare a schedule of events by Friday 12th June 2015. SB-F to contact Waitrose. DW to contact Ashtorre DY and WH to inspect the Town Council Caravan to determine the nature of display material required. DY to check the booking for the Regatta. WH to co-ordinate staffing rota for the events. Questionnaire return boxes to be prepared and distributed around the Town.	ALL SB-F SB-F DW DY/WH DY WH Unallocated
315.	Any Other Business a) The Cornwall Local Plan Examination SB-F reported that the Planning Inspector was unhappy with the data provided by Cornwall Council which underpinned the Draft Local Plan. This appeared to relate in the main to housing and economic issues. The need to address these issues was likely to lead to a delay which might be as long as a year. JP and LR enquired how this would effect the status of the Saltash Neighbourhood Plan. SB-F advised that in the absence of a formal Local Plan a Neighbourhood Plan once delivered to Cornwall Council would be a material consideration in determining planning applications in conjunction with the Caradon Local Plan.	

	LR wondered whether the Neighbourhood Plan could determine development barriers which could be reviewed once the Cornwall Local Plan had been adopted. Future choices on housing development sites within the Parish might reflect Cornwall Council's Strategic Housing Allocation sites or conceivably The Saltash Neighbourhood Plan's own site designations. MH questioned how much of the challenge to the Local Plan had been driven by developers and the housing policy commitments of the new Government? SB-F reasoned that the Planning Inspector was independent but was required to take into account Government policy. JH would endeavour to speak with Cornwall Council's Strategic Planning Team before the next meeting of the Steering Group to gain a clearer understanding of how matters stood. b) Closure of the HSBC Bank Fore Street DY referred to the pending closure of the HSBC Bank following the previous announcement of the closure of the NatWest Bank.	JH
316.	Date of Next Meetings. 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.	ALL

The meeting ended at 19.35 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	Jane Hamlyn	Architect & Pillmere Resident
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