

Minutes of The Saltash Neighbourhood Plan Steering Group Meeting No 52 held on Monday 23rd November 2015 at Saltash Guildhall.

Attending:- Cllr. David Yates (In the chair) (Town : Saltash West) (DY)
 Cllr. Bob Austin (Town & County : Saltash West & CIC) (BA)
 Cllr. Derek Holley (Town & County : Saltash East (DH)
 Denise Watkins (Waterfront Residents Association) (DW)
 John Percil (Latchbrook Residents Association) (JP)
 Leslie Rust (Latchbrook Residents Association) (LRt)
 Gail Swift (Pillmere Community Association) (GS)
 Jane Hamlyn (Architect & Pillmere Resident) (JH)
 Ian Taylor (Resident of Lower Port View) (IT)
 William Holman (N&M Pill Landowners Consortium) (WH)
 Steve Besford-Foster (Consultant) (SB-F)

Apologies :-

Cllr. Jean Dent (Town : Saltash West) (JD)
 Cllr. Matthew Coot (Town : Saltash South) (MC)
 Mike Hocking (N&M Pill Neighbourhood Association) (MH)
 Mike Finch (Saltash Environmental Action) (MF)
 David Bennett (Resident) (DB)

The meeting was not recorded.

Minute No.	Item	Action
385.	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.	
386.	Questions from the Public None.	
387.	Minutes from Meeting 51 held Monday 9th November 2015 The minutes were approved subject to the date in the first line of the final paragraph of Minute 382 b) Theme Teams and Terms of Reference, being changed from 31 st January to the 1 st March 2016.	WH
388.	Matters Arising and Updates from Meeting 51. a) Minute 388 b) : The Cornwall Local Plan BA updated the Group on Cornwall Council's timetable for the Adoption of the Local Plan which was now anticipated between September 2016 and January 2017 :- <ul style="list-style-type: none"> 17th November 2015 : Report to Cornwall Council Planning Policy Advisory Committee; 17th December 2015 : Report to Cornwall Council Cabinet; January 2016 : Public Consultation; April 2016 : Inspector's Examination in Public resumes; July 2016 : Inspector's Report completed; 	

	<ul style="list-style-type: none"> September 2016 to : Local Plan formally approved by January 2017 Secretary of State and Adopted. <p>b) Minute 381 : Project Manager’s Financial Budget Report.</p> <p>SBF and DY advised of the Budget preparation process by Saltash Town Council and the need for the Steering Group to submit a bid for supplementary funding for the 2016/17 and 2017/18 Financial Years by the end of December. DY would report to the Town Council outlining :-</p> <ul style="list-style-type: none"> Progress to date including the preparation of the Vision and Objectives Workshop; The Theme Team Terms of Reference and any pertinent matters starting to emerge; and Summary and anticipated budgets to complete the Neighbourhood Plan. <p>A bid of some £5k for each of the subject financial years was anticipated but needed to be checked and justified. The Town Council would be meeting to consider it’s precept requirements on the 20th January 2017</p> <p>SBF to check whether the unexpended balance of the Locality Grant can be carried forward and whether opportunity existed for a further bid in 2016/2017 financial year.</p> <p>c) Minute 383. 2 : Mapping.</p> <p>The need for the “Parish on-line web-based Mapping Tool” for use by each Theme Team with an allocated “mapper” was reiterated. One month’s free evaluation was available, and the annual licence cost was likely to be some £500. This facility was believed to be of importance for the future work of the Town Council.</p> <p>DY to check with RL on the nature of Mapping capabilities and agreements held by the Town Council.</p>	<p>DY/SBF/RL</p> <p>SBF</p> <p>DY/RL</p>
389.	<p>Theme Teams and Terms of Reference.</p> <p>THEME TEAM TOPICS. Theme A – Moving About. Theme B – Making Community. Theme C – Live, Play and Grow. Theme D – Invest, Work and Learn.</p> <p>a) Role of Scribe/Secretary Clarification was sought and it was agreed that there was the need to keep a note of each Theme Team meeting by the four scribes/secretaries in order to provide an evidenced case for the Plan for scrutiny by the Inspector. Notes could be made on a flip chart, on a computer with projector screen or hand written notes.</p> <p>b) Signing of the Constitution It was reaffirmed that the Lead Convenors and Scribes/secretaries must require non-steering group members of the Theme Teams to “Certify” that they have read and will abide by the terms of the Constitution. DW to re-circulate copies of the Constitution and draft and circulate an appropriate pro-forma.</p>	<p>GS/MF/DW/WH</p> <p>DY/DW;BA/MF LRI/GS;MC/WH DW</p>

	<p>c) The Theme Team Terms of Reference Template</p> <p>1. Aims and Objectives This was an important yet tricky area of work. WH to circulate an aide memoire. SBF to circulate a sheet showing the “Golden Thread” of Vision/Mission through to proposals and policies.</p> <p>2. SWOT AND PESTEL Analyses SWOT : Strengths, Weaknesses, Opportunities & Threats) (PESTEL : Political, Economic, Social, Technological, Environmental and Legal) It was agreed to include these analyses as part of the Method of Working. SBF to provide a document on same.</p> <p>3. Checklist of Items that might be included in a Neighbourhood Plan WH to circulate a copy of the www.community.net checklist as an aide memoire.</p> <p>4. Project Plan SBF to circulate a copy of a simple project plan spreadsheet that should be adopted for use by each Theme Team.</p> <p>d) Monitoring and Control It was confirmed that the Steering Group would fulfil this essential requirement with an obligation placed upon the Convenors to provide progress reports at each Steering Group meeting to :-</p> <ul style="list-style-type: none"> ○ Seek approvals to Terms of Reference and other defined matters; ○ Seek guidance where necessary; ○ Identify matter of overlap and cross-cutting issues with other Theme Teams; <p>Steering Group Meetings would now be held monthly.</p> <p>e) Theme Team Meetings. The following meetings were established :-</p> <ul style="list-style-type: none"> ○ Monday 30th November 2015 : Invest, Work & Learn; ○ Thursday 1st December 2015 : Live, Play and Grow; ○ Monday 7th December 2015 : Community Making; ○ Monday 14th December 2015 : Moving About plus Invest, Work & Learn; ○ Monday 21st December 2015 : Community Making. <p>f) Drop Boxes SBF had now established this resource base of documents, maps and plans to assist the work of the Theme Teams. Access details had been circulated previously. It was agreed for control purposes that only Convenors should have the right to post documents in the Drop Boxes. SBF to establish the appropriate rights.</p>	<p>WH SBF</p> <p>SBF</p> <p>WH</p> <p>SBF</p> <p>DY/DW;BA/MF LRI/GS;MC/WH</p> <p>DY/BA/LRI/MC SBF</p>
390.	<p>Any Other Business</p> <p>a) Steering Group Membership Cllr. Richard Bickford and Cllr. Matt Coot were formally elected as members of the Steering Group. DW to complete the necessary signing arrangements.</p>	<p>DW</p>

	b) Affordable Housing JP expressed concerns on the affordable housing issue in the Parish. SBF indicated the growing interest in policies for self-build and self-finishing housing. This was an issue that the Live, Play and Grow Theme Team would be expected to consider.	LRI/GS
391.	Date of Next Meeting. Monday 21 st December 2015 at 7.00pm in the Guildhall, Saltash. N.B. The change from the normal time.	ALL

The meeting ended at 20.20 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
<i>Jane Hamlyn</i>	<i>Architect & Pillmere Resident</i>	Geoff Mawson	Resident
<i>David Bennett</i>	<i>Resident</i>	Michael Griffin	MA Griffin Associates (Hole Farm)
<i>Ian Taylor</i>	<i>Resident (Lower Port View)</i>	Andrew Williams	Resident (Middle Pill)
<i>Cllr. Richard Bickford</i>	<i>Saltash East (STC)</i>	Simon Walker	(Landrake and St. Erney N. Assocn.)
<i>Cllr. Matthew Coot</i>	<i>Saltash South (STC)</i>	Sue Newell	(Landrake and St. Erney N. Assocn.)
David Orr	Consultant	Ken Martin	Governor Saltash.net
Steve Besford-Foster	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