

Minutes of The Saltash Neighbourhood Plan Steering Group Meeting No 62 held on Tuesday 23rd August 2016 at Saltash Guildhall.

Attending:- Cllr. David Yates (In the chair) (Town : Saltash West) (DY)
 Cllr. Jean Dent (Town : Saltash West) (JD)
 Denise Watkins (Waterfront Residents Association) (DW)
 Robert Taylor (Persimmon Homes)
 Ian Taylor (Port View Estate) (IT)
 John Percil (Latchbrook Neighbourhood Association) (JP)
 Alex Sharpe (China Fleet Country Club) (AS)
 Mike Hocking (North & Middle Pill Neighbourhood Association) (MH)
 Steve Besford-Foster (Consultant)
 William Holman (N&M Pill Landowners Consortium) (WH)

Apologies:- Cllr. Bob Austin (Town & County : Saltash West & CIC) (BA)
 Cllr. Derek Holley (Town & County : Saltash East) (DH)

The meeting was not recorded.

Minute No.	Item	Action
434.	Declarations of Interest. A Declaration of Interest was recorded by Robert Taylor of Persimmon Homes with regard to his pecuniary interest in a development project at Latchbrook and William Holman with regard to his pecuniary interest in a development project at North & Middle Pill.	
435.	Minutes of Meeting 61 held 23rd July 2016. Approved	WH
436.	The Coastal Communities Waterfront Project and Bid. JD briefed the Steering Group, advising that The Exchequer Funded Budget Bid covered the area from Jubilee Green to the Sailing Club but excluded the Town Pier and Quay. The Bid related to such matters as :- <ul style="list-style-type: none"> • The repair (not replacement) of the pontoon; • Improvements to Ashtorre Rock and workshops; • Redevelopment of toilets; • Redevelopment of boat sheds; • Additional moorings and parking; • Public realm works; • Improvements to the frontage of Livewire; • A timber boardwalk to Salt Mill Park; • A new slipway to the north of the area; and • Lighting to the Royal Albert Bridge. Supplementary Funding was being sought to provide a Waterfront and Town Centre warden service. Duties would include collecting landing and launching fees as well as keeping the areas tidy and weed-free.	

	<p>SB-F advised that planning consent would be required for some of the works and that it would be helpful if the SNP provided wording as a backdrop to support enabling works and infrastructure requirements. The Bid document should be referenced in the Bibliography of documents.</p> <p>The project would be embraced within the topic area being covered by the Making Community Theme Team who were developing a complementary regeneration and redevelopment scheme based upon public views made in the Resident's Questionnaire. Consideration should also be made of defining the former Wheatsheaf PH building as a Non-designated Heritage Asset within the SNP.</p>	<p>DY</p> <p>DW</p> <p>WH</p> <p>DY</p>
437.	<p>Saltash Railway Station.</p> <p>The derelict state of the main station building was a major issue raised by the public in the Resident's Questionnaire.</p> <p>JD and DY briefed the Steering Group on the work of the Town Council who had instructed a surveyor to negotiate on the Town Council's purchase of this key property to provide a community valued building. RB was preparing a Business Plan to take a scheme forward which of necessity would include some compatible commercial income generating activities.</p> <p>SB-F advised that strong policy wording should be provided within the SNP to preserve this historic building including its fabric and to bring it back into viable and sustainable uses. The station represented "A Gateway to the Town and County" and stood in the shadow and curtilage of the listed Royal Albert Bridge.</p> <p>The Steering Group agreed that consideration be given to defining The Station building as a Non-designated Heritage Asset within the SNP.</p> <p>The project would be embraced within the topic area being covered by the Making Community Theme Team</p> <p><u>Update</u> : The owner has rejected the Town Council offer.</p>	<p>DY</p> <p>WH</p>
438.	<p>Theme Team Progress Reports</p> <p>The work of each Theme Team was examined and discussed in turn to :-</p> <ol style="list-style-type: none"> 1. Provide an update. 2. Make Amendments to each Draft Policy Grid; 3. Highlight Omissions that require further work; 4. Identify Cross-cutting issues that may require special consideration; and 5. Allocate responsibilities as necessary. <p>Theme Team A – Moving About. (Cllr. B Austin)</p> <p>DY advised that consideration had been given to the Consultant report at a meeting on the 25th August. Matters would be carried forward for consideration at the forthcoming Workshop event.</p> <p>Theme Team B – Making Community. (Cllr. D Yates)</p> <p>Sustainability checklist progressing and workshop report under preparation.</p>	<p>BA</p> <p>WH</p>

	<p>Theme Team C – Housing (formerly Live, Play and Grow.) (Cllr. D. Yates)</p> <p>DY advised that he was seeking assistance from fellow councillors with the Housing Questionnaire and that the sustainability checklist had been completed. SB-F to assess the checklist and report back on the methodology and integrity of the process undertaken.</p> <p>WH advised that information had been received from Cornwall Council on Affordable Housing Need in the Parish. Clarity was being sought on :-</p> <p>a) Whether applicants included under the “Band E” category needed to be reflected in the 30% affordable housing obligation for new housing developments;</p> <p>b) How future demand through to 2030 should be addressed in planning terms.</p> <p>AS considered that affordable housing provision should be assessed on a site by site basis. Once more detail was available then the emerging SNP housing policies may need to be re-examined.</p> <p>Consideration of this issue would be addressed at the next Housing theme Team meeting.</p> <p>Theme Team D – Invest, Work and Learn. (Cllr. D Yates)</p> <p>The sustainability checklist had been completed. SB-F to assess the checklist and report back on the methodology and integrity of the process undertaken.</p>	<p>DY</p> <p>SB-F</p> <p>DW/WH</p> <p>SB-F</p>
439.	<p>Planning for Workshop No.2 on 27th September 2016</p> <p>The following was agreed after discussion.</p> <ol style="list-style-type: none"> 1. The Invitation List. SB-F held a List from Workshop 1. He and DY to co-ordinate the preparation and dispatch of invitations via e-mail and post. 2. Documentation. Each Theme Team to prepare a paper on two sides of A4 to summarise the work they have undertaken and the policy recommendations/options being proposed. Papers to be circulated to attendees prior to the meeting. 3. The Programme. <ol style="list-style-type: none"> a. Refreshments on arrival. b. Opening Powerpoint Presentation (10 mins) <ol style="list-style-type: none"> i) The Purpose of and arrangements for the Workshop Process, Purpose, Format; <ul style="list-style-type: none"> • Is the Vision right ? • Are the Objectives appropriate ? • Is there anything we have missed or which needs to be brought forward ? ii) What is the Neighbourhood Plan ?; iii) What is the position with the Cornwall Local Plan ? 	<p>SB-F/DY</p> <p>SB-F/DY</p> <p>SB-F/DY</p> <p>DY on i</p> <p>SB-F on ii, iii & iv.</p>

	<p>iv) What were the findings in the Residents Questionnaire and how they have been addressed ?</p> <p>c. Theme Teams powerpoint presentation (20 mins)</p> <p>i) The Vision;</p> <p>ii) The Strategy;</p> <p>iii) The Policy Reports (To be sent out to invitees for reading prior to the Workshop.)</p> <p>d. Breakout session for Groups. (45 mins)</p> <p>Each table needs someone to lead, someone to take notes and someone to feedback. Members of the Steering group to cover these roles. Each table will look at all Team Team proposals for the Plan. Matters to address :-</p> <p>i. To check the appropriateness of the proposed Vision, Strategies and Policies and whether they will sit and work together to take Saltash from where it is today, to what it wants to be in 2030. Flip Chart notes to be prepared; and</p> <p>ii. Secure a consensus view around any issues.</p> <p>e. Plenary session for feedback from each group with concluding discussion. (60 mins)</p> <p>4. Materials and Equipment</p> <ul style="list-style-type: none"> • Multiple Flip charts; • Marker pens; • Multi-media projector and screen. • Maps, plans and drawings. <p>Final arrangements will be discussed at the next meeting of the Steering Group at 6.00pm on Thursday 22nd September 2016 in conjunction with the following documents.</p> <p>1. The reports prepared by each of the 4 Theme Teams for approval. The format produced by DW for the IWL and Housing Groups to be used.</p> <p>2. The present Map, Plan and Drawing List.</p> <p>3. The present Bibliography of Documents.</p> <p>4. The list of Invitees</p> <p>Other matters to consider:-</p> <p>1. Are there any questions we are likely to be asked?</p> <p>2. Position projects and schemes as options/illustrations to stimulate debate.</p> <p><u>Update</u> : Postal and e-mail invitations have been dispatched.</p>	<p>DY</p> <p>ALL</p> <p>DY/SB-F</p> <p>DY</p> <p>DY/DW/ BA/WH</p> <p>WH</p> <p>DW</p> <p>SB-F</p>
432.	<p>Any Other Business.</p> <p>1. Consolidated Version of the Use Classes Order.</p> <p>SB-F to send a copy to WH.</p>	<p>SB-F</p>

	2. Cornwall Site Allocations Development Plan Document. SB-F advised that this document was about to be issued for public consultation.	ALL
433.	Date of Next Meetings. 1. Steering Group (Final Workshop 2 Arrangements) – Thursday 22nd September 2016 at The Guildhall commencing 6.00pm. 2. Workshop 2 : Tuesday 27 th September 2016 at The Guildhall commencing 5.30pm with refreshments.	ALL

The meeting ended at 20.36 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	William Cotton	Chamber of Commerce
Robert Taylor	Persimmon Homes	Rev. Tom Osborne	Methodist Church
Alex Sharpe	Trustee China Fleet Country Club		

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