

**Minutes of The Saltash Neighbourhood Plan Steering Group Meeting No 144
held on Wednesday 15th May 2019 at Saltash Guildhall.**

Attending:- Cllr. David Yates (In the chair) (Town Council: Saltash West) (DY)
Cllr. Jean Dent (Town Council: Saltash West) (JD)
John Craven (N&M Pill Neighbourhood Association) (JC)
Steve Besford-Foster (Consultant Plan Support) (SB-F)
William Holman (N&M Pill Landowners Consortium) (WH)

Apologies:- Cllr. Derek Holley (County : Saltash East) (DH)
John Percil (Latchbrook Neighbourhood Association) (JP)
Adrian White (Saltash Environmental Action & Tree Warden) (AW)
David Bennett (SWRA & Essa Cycling) (DB)

The meeting was not recorded.

Minute No.	Item	Action
967.	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.	
968.	Minutes of Meeting 143. Approved	WH
969.	Matters Arising from the Minutes of Meeting 143. 1. Minute 965.1 The Cornwall Housing Supplementary Planning Document (SPD) Adoption Consultation April 2019. DY had reviewed the document and concluded that there were no points to comment upon. He had advised STC accordingly. SB-F drew attention to the Extra Care Housing references in the SPD and a new County Council initiative seeking a strategic partnership to develop 374 units across Cornwall including 135 in Saltash. A site search was commencing. There was a preference for sites close to town centres and public facilities. DY referred to land at St Barnabus hospital, the Police Station/Shado complex adjacent to the Leisure Centre car park and potentially the Broadmoor Farm/Treladen site.	
970.	Review of revised SNP Consultation Draft including Support Documentation 1. SB-F was continuing to amend the document in the light of read-through comments received from DY, WH, AW and JP. This would be completed by the 17 th May to enable the document to be passed and then circulated to Town Councillors for the Planning and Licensing committee meeting on the 21 st May. DY confirmed that consideration of the document had been placed on the agenda. 2. Guidance form Cornwall Council on the treatment of Policy H1– Ensuring Housing Apportionment target up to 2030 is achieved was still required.	SB-F SB-F

	<p>3. Policy DP1 – in relation to the treatment of Community Infrastructure Levy (CIL) receipts required minor modification to make it more “generic.”</p> <p>4. Projects P4, P5 and P6 needed updating and The Green Boulevard needed to be added as a new Project.</p> <p>5. Nothing would be included on the creation of a Local Energy Company at this stage.</p> <p>6. SB-F tabled the formalised Green Spaces Report based upon AW’s extensive work. He would examine the treatment of the Latchbrook valley and Coombe woodland areas to ensure size compliance and tidy up overall wording as necessary. The assessment would then be placed in the Evidence Base. SB-F to get the amended version of the document to STC for the meeting on the 21st May and to WH for distribution to the Steering Group.</p> <p>7. Contact with land-owners affected by Trematon and Trehan Rural Housing Site proposals. The letter drafted by SB-F was approved. It was agreed that the letter under STC letter-heading and signed by DY be sent together with the SNP Information Leaflet and Land Analysis Pro-forma which were also approved. The letters needed to be dispatched by Friday 24th May 2019.</p> <p>It was agreed that names and addresses of such landowners be derived from local knowledge or sourced from the Land Registry. It was further agreed that General Data Protection Regulation matters should be checked with STC’s Policy and Data Compliance Officer with the Town Clerk copied in for information. SB-F to send drafts to DY and JD to pursue.</p> <p>8. Contact with owners of property affected by Local Listing proposals. The letter drafted by SB-F was approved. It was agreed that the letter under the STC letter-heading and signed by DY be sent together with the SNP Information Leaflet. The letters needed to be dispatched by Friday 24th May 2019.</p> <p>It was agreed that names and addresses of such landowners be derived from local knowledge or sourced from the Land Registry. It was further agreed that General Data Protection Regulation matters should be checked with STC’s policy and Data Compliance Officer with the Town Clerk copied in for information. SB-F to send drafts to DY and JD to pursue.</p> <p>9. Broadmoor Farm (Treledan) references. It was agreed that SB-F amend the text of the Consultation Draft to include the renamed strategic development site.</p>	<p>SB-F</p> <p>SB-F</p> <p>SB-F/WH</p> <p>SB-F/DY SB-F/JD</p> <p>SB-F/DY SB-F/JD</p> <p>SB-F</p>
971.	<p>Regulation 14 Public Consultation Programme.</p> <p>1. The Programme Document was refined after discussion and is provided below as Appendix 1 to the Minutes.</p> <p>2. SB-F to design on-line survey-monkey response document. <i>“What part of the document are you commenting on?”</i> and <i>“What are your comments?”</i> approach to be taken.</p>	<p>SB-F</p>

	<p>3. List of Statutory Consultees available on the Cornwall Council Neighbourhood Plan website at https://www.cornwall.gov.uk/environment-and-planning/planning/neighbourhood-planning/preparing-a-neighbourhood-plan/neighbourhood-planning-guide-notes-and-templates/#-tab-411873</p> <p>The Statutory Organisation listing provided is :-</p> <p>Natural England Environment Agency Home and Communities Agency Historic England Network Rail Highways Agency Marine Management Organisation Three (Mobile) O2 and Vodafone (Mobile) EE Mobile OFCOM Royal Cornwall Hospital Trust Peninsula Community Health Kernow Clinical Commissioning Group Healthwatch Cornwall National Grid Western Power Distribution EDF Energy Wales and West Utilities British Gas South West Water Adjoining Town and Parish Councils</p>	
972.	<p>Any Other Business.</p> <p>1. Broadmoor Farm (Treledan) JD advised that she was attending a Cornwall Council Design Review Panel relating to this development the following week.</p> <p>2. Planning Application : PA19/03200 Long Orchard, Barkers Hill, St Stephens, Saltash. DY drew attention to this application being considered by the Planning and Licensing Committee the following week. It tested a number of interesting planning policy issues from National Planning Policy Framework, through the Cornwall Local Plan to the Draft Neighbourhood Plan.</p>	JD
973.	<p>Date of Next Meeting.</p> <p>Steering Group : Wednesday 29th May 2019, The Guildhall at 6.00pm.</p>	ALL

The meeting ended at 7.38pm.

Minutes of Steering Group meetings together with extensive information on the preparation of The Saltash Neighbourhood Plan can be found at plan4saltash.co.uk

Circulation List (General Data Protection Regulation EU2016/679 compliant.)

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

<i>Cllr. David Yates</i>	<i>Saltash West (STC)</i>	Alex Sharpe	China Fleet Country Club
<i>Cllr. Jean Dent</i>	<i>Saltash West (STC)</i>	Cllr. Sam Tamlin	Saltash West (CC)
<i>Cllr Derek Holley</i>	<i>Saltash East (CC)</i>	Adrian White	Saltash TC Tree Warden
<i>Catherine Noakes</i>	<i>N&M Pill Neighbourhood Assoc'n</i>	Ray Lane	Town Clerk
<i>John Percil</i>	<i>Latchbrook Neighbourhood Assoc'n</i>	Roger Fursier	Forder Comm&Consvn. Assocn.
<i>Denise Watkins</i>	<i>Waterfront Residents Assoc@n</i>	Catherine Thomson	CC Community Network Manager
<i>William Holman</i>	<i>N&M Pill Landowner Consortium</i>	Jacky Swain	CEG Ltd. (Broadmoor Farm)
<i>Jane Hamlyn</i>	<i>Architect & Pilmere Resident</i>	Peter Ryland	Chamber of Commerce & CIC
<i>David Bennett</i>	<i>SWRA & Essa Cycling</i>	<i>Ian Taylor</i>	<i>Port View Estate</i>
Steve Besford-Foster	Consultant PlanSupport		

APPENDIX 1

Regulation 14 Public Consultation : Provisional Programme

Date	Item	Responsibility
By Friday 10 th May	Final Proof-reading comments to WH & on to SB-F	All
By Friday 17 th May	SB-F to provide updated version to STC	SB-F
Tuesday 14 th May	STC to dispatch with Agenda papers	RL
Tuesday 21 st May	STC Planning and Licensing Committee	DY/JD
By 24 th May 2019	Letters to Local Listing & Village Development Owners	SB-F/DY/JD
Wed. 29 th May 2019	Steering Group review of programme	All
By 3 rd June 2019	Print Deadline for July edition of #LoveSaltash WH to liase with Head of Admin. Re Purchase Order.	WH
By 5 th June 2019	Printing Requirements @Leaflet Distribution	
By 5 th June 2019	Invitations to VIP Launch dispatched	
By 12 th June 2019	Leaflet production and printing including A7 business cards and on-line survey monkey response form completed.	
By 12 th June 2019	Exhibition venues and confirmed <ul style="list-style-type: none"> • Waitrose/Carkeel Gateway Car Park; • Library (Standing Exhibition) • The Guildhall • The China Fleet Country Club • The Regatta • Consider schools 	
By 12 th June 2019	Place notices in STC Public Notice Boards	
By 19 th June 2019	Invite consultation response from Statutory Consultees See Minute 971.3 from Mtg. 144.	
Wed. 19 th June 2019	Morning : Press, VIPs, Town and County Councillors, Fore Street Traders (FISH) Exhibition and Launch, Chamber, CIC at the Guildhall followed thereafter by a public exhibition	
By 20 th June 2019 ???	Arrange leaflet distribution to all homes using Everycover Distribution.	
By 20 th June 2019	Print Deadline for July edition of Saltash Observer	WH
Sat. 22 nd June 2019	Saltash Regatta	
Mon.19 th August 2019	Closing date for Consultation responses	ALL