

**Minutes of The Saltash Neighbourhood Plan Steering Group Meeting No 146
held on Wednesday 5th June 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 Percil (Latchbrook Neighbourhood Association) (JP)
Steve Besford-Foster (Consultant Plan Support) (SB-F)
William Holman (N&M Pill Landowners Consortium) (WH)

Apologies:- Cllr. Derek Holley (County : Saltash East) (DH)
David Bennett (SWRA & Essa Cycling) (DB)

The meeting was not recorded.

| Minute No. | Item | Action |
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| 980. | <p>Declarations of Interest.</p> <p>A Declaration of Interest was recorded by William Holman with regard to his pecuniary interest in a development project at North & Middle Pill.</p> | |
| 981. | <p>Minutes of Meeting 145.</p> <p>Approved</p> | WH |
| 982. | <p>Matters Arising from the Minutes of Meeting 145.</p> <p>1. Minute 972.1 : Broadmoor Farm (Treledan) JD referred to a copy of the presentation document provided by the developers Barrett Homes and David Wilson Homes. Cornwall officers had, as reported in the previous minutes, requested some changes and modifications which would be looked at by the developers and considered further.</p> <p>2. Other matters arising are addressed under the following Minutes.</p> | |
| 983. | <p>Review of revised SNP Consultation Draft including Support Documentation</p> <p>1. SB-F advised that the draft was now published on the plan4saltash web-site. Previously agreed minor amendments had been incorporated.</p> <p>2. SB-F had received guidance from Cornwall Council on the treatment of Policy H1– Ensuring Housing Apportionment target up to 2030. The proposed amendments including updated Homechoice figures had been incorporated into the text which was approved. In essence policy H1 would be retained but its intention clarified.</p> <p>3. SB-F to refer to the Cornwall Council Open Spaces Strategy and check for continuity with the SNP Green spaces plan. Treatment of the access to equipped play areas also to be considered.</p> <p>4. Letters had been sent to the landowners affected by Trematon and Trehan Rural Housing Site proposals as well as those affected by Local Listing proposals.</p> | SB-F |

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| 984. | <p>Regulation 14 Public Consultation Programme.</p> <ol style="list-style-type: none"> 1. The Programme Document was reviewed and refined after discussion and is provided below as Appendix 1 to the Minutes. All to check for required actions. 2. SB-F tabled the A5 8-page Consultation Leaflet which would be distributed to every household in the parish. The content and layout was approved subject to the following amendments:- <ol style="list-style-type: none"> a. Include reference to posting representations in boxes provided at the Guildhall and Library as an alternative response option; b. Include Saltash Town Council crests on the front cover as well as making it more appealing and bright; <p>SB-F to amend and circulate for comment and final approval by e-mail.</p> 3. The Exhibition Board requirements were discussed and agreed as follows:- <ol style="list-style-type: none"> a. Use the “Objective” and “Response” text from the leaflet with the addition of supporting maps, plans and diagrams. b. Include pictures of views from around Saltash. SB-F to finalise. 4. The following would be invited to the VIP Launch at 1.30am on 19th June. Tea, coffee and biscuits to be provided. RSVP to DY. Invitation draft approved and DY to dispatch <ul style="list-style-type: none"> • Local Press; • Cornwall and Town Councillors; • CIC Directors; • Chamber of Commerce; • The Steering Group; • Past Task Group participants; • School headteachers; • Safer Saltash; • FISH; • SWRA; • CEG; • Port View Trustees; • Pillmere Resident’s Association; • Saltash Flood Forum; • CEG (Treladen) • SEA; • Doctor’s • Salt Mill Park, • Saltash Heritage; • Botus Fleming PC • LandrakePC • Plymouth City Council (Planning) 5. The Exhibition to be set up on Tuesday 18th June at 1.00pm by DY, JD, SB-F, WH, and JP. 6. A7 business cards to be reprinted with Q-code if past supply are lost. | <p>ALL</p> <p>SB-F</p> <p>SB-F</p> <p>DY</p> <p>DY/JD/ SB-F/ WH/JP</p> <p>DY</p> |
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| | 7. Continue to seek approval from Quora and CFCC to stage mobile exhibitions end of July/early August. Promote on the web-site and using Facebook and Twitter pages. | DY/JD SB-F |
| 985. | <p>Any Other Business.</p> <p>1. The Calstock Climate Emergency Strategy. SB-F drew attention to this impressive and forward looking document. The author was commended by the steering group for the quality of the assessment. It was recognised that the SNP covered certain aspects throughout its sections but was not as progressive in its content. This might be an issue picked up by representations under the Reg.14 consultation and could perhaps be included as a future project.</p> | |
| 986. | <p>Date of Next Meeting.</p> <p>Steering Group : To be advised</p> | ALL |

The meeting ended at 7.58pm.

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.)

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|--------------------------|---|-------------------|------------------------------|
| <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 : Programme as updated 6th June 2019.

Green shading denoted completed task

White text denotes task to be completed

Yellow text denotes urgent early tasks to be completed

Red shading denotes urgent outstanding tasks

| 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 |
| 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 liaise with Head of Admin. Re Purchase Order. | WH |
| By 3 rd June 2019 | WH to book Statutory Public Notice in Cornish Times for Friday 14 th and 21 st June. SB-F to provide the formal Notice required | SB-F/WH |
| By 5 th June 2019 | Printing Requirements & Leaflet Distribution arrangements agreed. Production Schedule and text for A2 Exhibition Boards drafted and agreed. | ALL SB-F |
| By 5 th June 2019 | Invitations to VIP Launch dispatched List of local clubs and organisations to be consulted. List of county-wide organisations to be consulted | WH to draft DY SB-F |
| By 12 th June 2019 | Leaflet production and printing including A7 business cards with Q-code and on-line survey monkey response form together with copies of the Consultation Draft completed. Arrange printing of 10 colour paper copies with wire spiral binding | SB-F/DY SB-F/DY |
| By 12 th June 2019 | Exhibition venues and confirmed <ul style="list-style-type: none"> Consider schools and Saltash College DY to liaise with Adam Killeya and Sarah Martin | DY |
| By 12 th June 2019 | Place notices in STC Public Notice Boards Place Public Notice of consultation in Fore Street shops DB to prepare PREZI presentation | DY/JD JD DB |
| By 18 th June 2019 | Place paper copies of Consultation Draft in the Guildhall and Library with paper response forms and post box. | DY WH SB-F |

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| | Post Consultation information on plan4saltash, STC etc Facebook and Twitter accounts. | |
| Tues. 18 th June 2019 | Set up Launch Exhibition at 1pm in Guildhall | DY/JP/WH |
| By 19 th June 2019 | Invite consultation response from Statutory Consultees See Minute 971.3 from Mtg. 144. | |
| Wed. 19 th June 2019 | Lunchtime (1.30pm): Press, VIPs, Town and County Councillors, Fore Street Traders (FISH) Exhibition and Launch, Chamber, CIC at the Guildhall followed thereafter by a public exhibition till 8pm JD to book caretaker | All in Attendance JD |
| By 20 th June 2019 ??? | Arrange leaflet distribution to all homes using Everycorner Distribution. | SB-F |
| By 20 th June 2019 | Print Deadline for July edition of Saltash Observer | WH |
| Fri 21 st June 2019 | Set up Exhibition in Livewire | WH |
| Sat. 22 nd June 2019 | Saltash Regatta Exhibition – WH to contact Livewire | WH/DY/JD |
| W/b 2 nd July 2019 or 1 st week of August | Manned exhibition caravan at Carkeel Gateway Retail Park DY to discuss with Quora JD to book SM for towing transport once date set. | DY JD |
| July/Aug | SB-F to contact AS re CFCC as venue and to establish peak time to target Saltash visitors | SB-F |
| Sat 6 th July 2019 | Manned exhibition at Saltash Library. DY to book Consider a Thursday ?? | DY |
| Sun 14 th July 2019 ? | Forder Fete | DY |
| Wed 24 th July 2019 | Manned exhibition at Saltash Guildhall. DY to book | DY |
| Sat 27 th July 2019 | Manned exhibition at Saltash Library. DY to book | DY |
| Wednesday 14 th August 2019 | Closing date for Consultation responses | ALL |

Agreed Exhibition Consultation Programme

Wednesday 19th June 2019 at Saltash Guildhall – 2.30pm to 8.00pm

Saturday 22nd June 2019 at Saltash Regatta (in Livewire) – 10.00am to 5.00pm

Saturday 6th July 2019 at Saltash Guildhall – 10.00am to 1.00pm

Saturday 20th July at Saltash Library – 10.00am to 1.00pm

Wed 24th July 2019 Saltash Guildhall – 2.00pm to 8.00pm

Additional drop-in sessions will be notified on the web-site, Facebook and Twitter.