

INDEX OF GROUP LEADERS FOROUM

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Agendas

Notes

"GATEWAY TO CORNWALL"

Saltash and Surrounding Parishes Market and Coastal Town Initiative
(Botus Fleming / Landrake with St Erney / Landulph / Pillaton / St Dominick / St Germans / St Mellion / Saltash)

Group Leaders Meeting - 21 July 2004

AGENDA

1. Chairman's Introduction / Welcome
2. Proposed Layout for "Gateway to Cornwall" Health Check Report
 - see Hexham Report - provided on Countryside Agency website as example of good practice.
3. Future Meetings diary
4. Support requirements from Community Agent
5. AOB

"GATEWAY TO CORNWALL"

GROUP LEADERS MEETING - 21ST JULY 2004

NOTES OF MEETING

Those attending:

Steve Tait	Chairman
Liam Bradley	Vice Chairman
Leigh Hughes	Education
Brian Pedley	Environment
Bill Cotton	Transport
Jim Westlake	Economy
Pip Miller \	(part time)
John Evans	Community Agent

Apologies: Alan Berry, Brian Carter, Sarah Prattent, Julian Grain

Worksheets – Completing Qs

All groups need expert support in providing information to answer some questions, e.g. CDC officers etc. JE to investigate further, establish with Group Leaders which Qs require support and arrange to employ consultant or business studies undergrad support as necessary. The Chairman asked that Ken Martin was informed of this plan in view of his own consultancy business and his expressed wish to avoid a conflict of interest as a member of the Steering Group.

PL12 Map

JE to obtain and provide a PL12 map with parish boundary information etc. to Group Leaders.

Group Lists

JE to provide list of people in each group to respective Group Leaders.

Worksheets - documentation

JE to ensure each Group Leader has copies of their relevant worksheets.

Saltash IADP, Parish Plans etc

Group Leaders need access to the following documents:

- Saltash Regeneration Study – Final Report – Feb 2000 (Atlantic Consultants)
- Saltash Integrated Area Development Plan: Socio-Economic Profile – Final Report –Nov 2001 (Atlantic Consultants)
- Saltash IADP Action Plan – June 2002 (Rationale Ltd)
- Parish Plans (7 parishes in PL12 area)

JE to check with Sarah Prattent if CDC has Saltash documents on computer file, if not try to obtain elsewhere. Parish Plans when completed are published on CDC website. St Dominick Parish Plan is available on website now. Pillaton Parish Plan is at the final draft stage and a limited number of hard copies have been provided. (Publication anticipated later this month). Landulph and St Mellion Parishes are at survey/consulting stage with intention to produce parish plans later in 2004. St Germans, Landrake with St Erney and Botusfleming are not intending to produce parish plans.

General Progress by Groups

Community Group – series of meetings planned in Jul/ Aug/ Sep

Economy & Tourism Group – 1 meeting held, need to do research before next meeting.

Traffic & Transport – 1 meeting held (poor attendance)

Education – no meetings held so far

Environment – 1 meeting held, another planned in Aug

Next Meeting

JE to arrange next meeting when Sarah Prattent and Alan Berry return from leave.
(approx 2 weeks)

"GATEWAY TO CORNWALL"

Saltash and Surrounding Parishes Market and Coastal Town Initiative
(Botus Fleming / Landrake with St Erney / Landulph / Pillaton / St Dominick / St Germans / St Mellion / Saltash)

Group Leaders Meeting - 4 August 2004

AGENDA

1. Chairman's Introduction / Welcome
2. Apologies
3. Notes of last meeting
4. Review of Health Checks process
5. Future Meetings diary
6. Boat Trip - proposal for 6-9 pm Fri 3 Sep
7. Date of next meeting
8. AOB

"GATEWAY TO CORNWALL"

GROUP LEADERS MEETING - 4TH AUGUST 2004

NOTES OF MEETING

Those attending:

Steve Tait	Chairman
Julian Grail	Community
Leigh Hughes	Education
Jim Westlake	Economy
John Evans	Community Agent

Apologies: Liam Bradley, Alan Berry, Brian Carter, Sarah Prattent, Brian Pedley, Bill Cotton, Pip Miller

1. Worksheets – Completing Qs

- Community Group
 - progress OK – BC has referred Qs requiring statistics etc to CDC officers and received good response
 - disappointed that no rep from China Fleet Club attended recent Sport & Leisure sub-group. JE to contact and arrange meeting with ST.
 - next meeting on 10 Aug was dealing with health – approx 50 organisations have been contacted and invited to join the group. JE to contact “Healthy Living” and “Live at home” reps + Social Services.
- Environment Group – Qs being addressed at group meetings – no external assistance requested to date
- Economy & Tourism Group
 - Qs requiring external assistance (45 separate items) have been identified and forwarded to BC for CDC action and advice. JE to follow up with BC. Subject to response, the need for additional temporary research staff will be reviewed asap. Possible sources of temporary staff – Plymouth Business School, Jonathan Grail (student on summer leave and son of JG), & former temp. employed by JW
 - Next meeting 25 Aug- venue to be found – Landrake? JE to fix.
 - Invite: Waitrose Manager, NFU rep (James Moon?), Business Link, Chairman Federation of Small Businesses
- Education – preliminary research being addressed by Leigh Hughes. Resolved how to address secondary education issues outside PL12 area.
- Traffic & Transport
 - a number of Qs refer to “Local Transport Plan” as source for answers. JE will follow up with CDC or CCC to seek assistance with obtaining answers.
 - Group has too few members – suggestions –invite : Steve Vinson, Phil Beaumont, Baz Gregory, RDIndustries, First Buses, D&C Rail Partnership (Stephanie Green)
 - JE to agree date for next meeting with Bill Cotton and then send out press release to encourage participation
- Environment – check with BP that sufficient support / attendance on rural issues – probably need more parish reps for 10 Aug

Saltash IADP / Regeneration Study etc

Group Leaders need to access documents – preferably via a website link. JE to investigate who holds masters of these documents on computer and obtain.

Boat Trip – MCTi “Networking Experience”

JE advised that he had obtained costs etc for an evening boat trip from Saltash to go up-river and return to Saltash as follows: for Fri 3 Sep 6 – 9 pm

Tamar Cruises - £250 – 70 passengers

Plymouth Boat Cruises - £300 – 80 passengers

Pip Miller had advised that as Plymouth Boat Cruises currently run the ferry service they should be preferred as a “Saltash trader”

PMN Sarah Pratten has since advised that Plymouth Boat Cruises do not have a licence for this service and their current arrangement is on a temporary basis. The licence will be going out to tender shortly and on that basis no particular company should be given preference.

It was concluded that such a trip would be a good opportunity for networking. However, there was a risk that it might be undersubscribed and therefore would need to be underwritten by the MCTi budget. A proposal was made that a charge of £4 / head would cover costs if the boat was full. The decision would be referred to the next Steering Group.

Next Meeting

JE to find suitable date with Alan Berry and discuss with the Chairman

"GATEWAY TO CORNWALL"

Saltash and Surrounding Parishes Market and Coastal Town Initiative
(Botus Fleming / Landrake with St Erney / Landulph / Pillaton / St Dominick / St Germans / St Mellion / Saltash)

Group Leaders Meeting - 12 August 2004

AGENDA

1. Chairman's Introduction / Welcome
2. Apologies
3. Notes of last meeting
4. Review of Group Meetings / Health Checks process
5. Support / Documentation
6. Future Meetings diary
7. AOB
8. Date of next meeting

Notes for Group Leaders / Steering Group Meetings – 9 Sep 04

- Distribution of feedback from boat trip? (SWOT + health + sports) – so far to SG only
- Pip's comment - what we have is a mini version of the public consultation ie theme groups come up with initial ideas, others add to them. Next stage is to consolidate the info we have gathered on Health and Sports into 1-2 page summaries (a) to illustrate to other theme groups how the process can work (b) to send out to all the people who were invited to the specific events (whether they came or not) for their comment. These should focus on the positives/options but should also be clear about the criticisms of existing services (eg Stephanie at Caradon and the District Councillors need to know the views about Saltmill). Perhaps we could discuss how to use this info at the pre-meeting on Thursday.

“Gateway to Cornwall”

Group Leaders Planning Meeting – 6 Sep 04

AGENDA

1. Time and venue for Group Leaders’ Saturday Forum – 16 Oct 04
2. Attendees – Chairman, Vice Chairman, Group Leaders + +
3. Outline plan for Saturday Forum
 - Chairman / Vice Chairman – Introduction / Overview
 - Group Leaders reports – Community Planning & Housing / Economy & Tourism / Education & Culture / Environment / Transport & Accessibility
 - a. Progress with Health checks
 - b. Emerging themes
 - c. Links with existing plans / reports (Saltash IADP / Saltash Regeneration Study / Village Plans etc)

N.B. “Planning for your community – a Sourcebook”

- Discuss / Agree outline timetable of key events
 - a. Further group workshops / consultations
 - b. Establish “Action” Steering Group
 - c. Finalise reports from each group
 - d. Identification of Quick Win projects
 - e. Community Feedback Event
 - f. Prioritise projects
 - g. Initiate work to Draft Community Plan
 - h. Strategic Planning workshop with Officers / Funders
 - i. Finalise Community Plan
4. Support / for Saturday Forum
 - Coffee / Flip-charts + pens / Vu-graphs + screen / other
 5. Any other business

“Gateway to Cornwall” – Saltash & Surrounding Parishes MCTi

Group Leaders Saturday Forum – 16 Oct 04 8.30 am to 12.00 Noon

Venue: Guildhall, Saltash – Council Chamber

Guildhall will provide:

2 flip-chart boards/marker pens/paper, OHP & screen, tea & coffee

Liam Bradley will provide: lap top computer & projector

AGENDA (1st Draft)

1. Chairman / Vice Chairman – Introduction / Overview – (8.30 – 8.45)
2. Review of membership of 5 Groups – need to optimise strength of each core group - (8.45 – 9.00)
3. Group Leaders reports (Suggest MAX – 15 minutes / report) – (9.00- 10.15)
 - Community Planning & Housing – Julian Grail
 - Economy & Tourism – Jim Westlake
 - Education & Culture – Leigh Hughes
 - Environment – Brian Pedley
 - Transport & Accessibility – Bill Cotton

Note: Each report to cover

- a. Progress with Health checks
- b. Emerging themes
- c. Links with existing plans / reports (Saltash IADP / Saltash Regeneration Study / Village Plans etc)

(see MCTi website: www.saltash.gov.uk/Mcti/information.htm)

COFFEE BREAK – (10.15 – 10.30)

4. Discuss next steps: - (10.30 – 11.15)
 - a. Collected data to be available on website - end-October
 - b. Final group workshops / consultations completed - end-November
 - c. Establish “Action” Steering Group - end-November
5. Any other business – (11.15 – 12.00)

“GATEWAY TO CORNWALL”

GROUP LEADERS FORUM – 16TH OCTOBER 2004

ACTIONS

1. Need to revisit / review cross cutting themes and find Group Leaders to take on identified areas. **LB / JE**
2. Review balance of skills in each group. See later.
3. Establish contact with the region (Plymouth) and identify how MCTI fits into the regional spatial strategy. **ST / JE / Joe E**
4. Go out to the parish communities with deliverables (“meet the people”). See later.
5. The environment group need help with “Built Environment” i.e. planning & commercial, and housing aspects. **JE**
6. Bill Cotton to talk to Andy Rance and Ray Feltham re additional youth involvement and schools. **Bill Cotton**
7. Review how we are liaising with Caradon & CCC for the response to questions. Note that we need to be proactive when seeking information from Council Officers by seeking “face to face” discussions with key contacts. **BC / JW / JE**
8. Need input from larger businesses in Economy Group. (Likely to need “face to face” discussions with key business people to seek commitment / involvement, e.g. Waitrose, China Fleet Club etc. **JE / LB**
9. Need to establish MCTI involvement with Local Strategic Partnership (LSP) and Plymouth. **JE**
10. Urgently need to review membership of Education & Culture Group, ensure links with Cornwall College and Community School and a mix of ages represented. Core group needs to be at least 5 committed members. (If necessary consider advertising in local free newspapers or seeking assistance from Audrey Miller.) **JE**

GROUP LEADERS' REPORTS

Community Planning & Housing – Summary of report by Julian Grail

(5 regulars in group but total group numbers above the average of all groups)

- Need representatives / links with parishes.
- Need links with the outer Saltash estates.
- Need links with young people.
- Need to change title of the group to Community Planning, Health and Housing.
- Need to link with Derriford Planned Care Centre (Vanguard project).

(Julian to provide copy of full report to JE for website)

Economy & Tourism – Summary of report by Jim Westlake

(6 or 7 regulars in group)

- Urgent need for health check information from Caradon and other sources
- Need a rural and tourism experts to join the team.
- Need input from larger employers

Education & Culture – Summary of report by Leigh Hughes

(No regulars in group)

- Leigh advised he would be completing health check questionnaires himself as far as possible.
- Residue to be discussed with Liam Bradley and John Evans to determine course of action to obtain information
- In parallel need to get group formed and committed to process (see actions)

(Jim Westlake to be seconded on to Leigh's team. Suggest also contact David Carter)

Environment – Summary of report by Brian Pedley

(8 regulars in group)

- See Roger from Farmer's Green Grocer to see if he will join Jim's group as the "rural" expert.
- Need input from the parishes.
- Need to complete the parish work-sheet on "best guess / estimate" basis for verification later.
- Need an expert in "Built Environment".

Transport & Accessibility – Summary of report by Bill Cotton

(6 regulars in group, including 2 from Botus Fleming.)

- Need to get young people involved
- Need to review gender mix of group
- Saltash BR station and platform group.
- Include lack of petrol stations in Saltash and lack of competition.
- Add view on Plymouth airport development issues.
- Talk to Joe Ellison re "Lanceston inclined railway".
- Motor rail issues

(Bill to provide copy of full report to JE for website)

NEXT STEPS

1. Each Group to review their reports in conjunction with existing reports/plans e.g. Saltash IADP, Parish Plans etc.
2. Each Group to complete their reports as far as practicable by mid / end-November and identify outputs / actions using SWOT analysis.
3. On completion of Items 1 and 2 above hold next Group Leaders Forum. (see Item 13 below)
4. Following next Group Leaders meeting put MCTI strategy into plain English – summarise SWOT analysis outputs on to A3 size sheets. Place in pubs, churches, shops, and supermarkets and seek feedback / suggestions, agreement on issues, and additional items.
5. Quick Win projects need to be identified from SWOT – assume at least 3 iterations will occur as feedback or other info is received.
6. Seek commitment to these projects from SWRDA and other key funders, and consider brokerage issues.
7. Aim is for process to assist in identifying vision for next 20 years and hence develop strategy on how to achieve it.
8. Need to recognise that the Group Reports “completed” in November 2004, will need at least 3 iterations as result of the pub, village, town, SWRDA consultation process. (see Item 5 above).
9. Action Plan document to be reviewed and revised as necessary. Description of each action must be clear and easily understood.
10. Documents on MCTi website need very careful “Configuration” management and control e.g. updated/old versions need proper version control and register – see JE/JW for route to website administrator.
11. Action Steering Group for future work to be identified at next Group Leaders’ Forum.
12. Output (see Item 4 above) to be pulled together in Multi-media format e.g. video, CD, hard copy brochure. This will affect the choice of consultant for the next stage of the MCTi process.
13. Group Leaders’ Forum in the Lower Guildhall - 27th November - 8.30 am – 12 noon. – **JE to arrange.**

“GATEWAY TO CORNWALL” MCTi

GROUP LEADERS FORUM – 16TH OCTOBER 2004

NEXT STEPS

1. Each Group to review their reports in conjunction with existing reports/plans e.g. Saltash IADP, Parish Plans etc.
2. Each Group to complete their reports as far as practicable by mid / end-November and identify outputs / actions using SWOT analysis.
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12. Output (see Item 4 above) to be pulled together in Multi-media format e.g. video, CD, hard copy brochure. This will affect the choice of consultant for the next stage of the MCTi process.
13. Group Leaders’ Forum in the Lower Guildhall - 27th November - 9.00 am – 12.30 pm

“Gateway to Cornwall” – Saltash & Surrounding Parishes MCTi

Group Leaders Saturday Forum – 27th Nov 04 9.00 am to 12.00 Noon

Venue: Guildhall, Saltash – Council Chamber

AGENDA

1. Chairman / Vice Chairman – Introduction / Overview – (9.00 – 9.15)
2. Employment of Consultants – (9.15 – 9.30)
3. Group Leaders reports (Suggest Max 15 minutes / report) – (9.30- 10.45)
 - Community Planning, Health & Housing – Julian Grail
 - Economy & Tourism – Jim Westlake
 - Education & Culture – Leigh Hughes
 - Environment – Brian Pedley
 - Transport & Accessibility – Bill Cotton

Note: Each report to cover

- a. Progress with Health checks
- b. Emerging themes
- c. Links with existing plans / reports (Saltash IADP / Saltash Regeneration Study / Village Plans etc)

(see MCTi website: www.saltash.gov.uk/Mcti/information.htm)

COFFEE BREAK – (10.45 – 11.00)

4. Cross-cutting Themes – Formation of Groups – (11.00 – 11.20)
 - Rural Inclusion
 - Proximity of Plymouth
 - Youth & hard to reach groups
 - Impact of ICT
 - Infrastructure
5. Review Action Plan: - (11.20 – 11.40)
6. Any other business – (11.40 – 12.00)

“GATEWAY TO CORNWALL” MCTi

GROUP LEADERS’ FORUM – 27 NOV 04

GROUP LEADERS’ REPORTS – Key Points

Community Planning, Health & Housing Group (Julian Grail)

- Group lacks of sense of PL12 community identity – particularly need to connect with rural areas
- Proximity of Plymouth needs to be seen as major benefit / opportunity and should be reflected as such in community plan considerations
- Need to understand and connect with the current thinking on Regional Spatial Strategy work being undertaken by Plymouth City and Caradon District Councils
- Need to develop the Saltash website as a PL12 information and capability resource, including information on future events in the area
- Clear that Saltash is a town that few people wish to visit BUT has potential for significant development particularly town centre, the attractive waterfront and other sites of interest
- Need to open peoples’ imaginations to develop a “wider view” of possibilities and opportunities – also need to recognise peoples’ fear of change!
- Need to connect “town centre” Saltash with the surrounding parishes
- Need to ensure that final Strategic Community Plan has positive Action Plan for sustainable forward development

Economy & Tourism (Jim Westlake)

- Group views proximity of Plymouth as a threat rather than an opportunity due to geographical constraints on Plymouth City future industrial expansion (development to the north prevented by Dartmoor, to the east by South Hams, to the south and west by water, i.e. that Plymouth will absorb Saltash / SE Cornwall)
- Need to develop plans for more and larger industrial units in Saltash & PL12 area, i.e. as companies expand they are forced to move away elsewhere due to lack of suitable large units / sites
- Need to attract and provide facilities for more businesses in the 20 – 250 employee range
- Group recognises that Saltash and PL12 area is not a significant tourism area in terms of revenue due to lack of major tourist attractions (albeit wonderful scenery) – also recognises that there has been very little exploitation of river / riverside for recreation, e.g. little or no development of access to the water.
- Group recognises that Saltash town centre is seen by the general public as being “sad and down at heel”
- No Tourist Information Centre in PL12 – the only Tourist Information Points (leaflets etc.) are at the Guildhall Saltash and at Trerulefoot
- Inadequate or poor signage and advertising, particularly on A38 eastern approach to bridge and turn-off lanes, to key industrial and tourist areas in Saltash to the detriment of business and tourism
- Further work and support required to complete “health checks” (see Action List)

Education & Culture (Leigh Hughes)

- PL12 population gravitates to Plymouth for cultural outlets, therefore minimal activity in PL12 area. Need to address whether the balance is right or where the inadequacies are. Need to address how we maximize the benefit of Plymouth e.g. adequate transport links etc.
- Need to capture Saltash Community School and Cornwall College future development plans (next 10 years)
- Need to explore and work with SaltashDotNet initiative
- Approximately 1 week of further work required to complete “health checks”(see Action List)

Environment (Brian Pedley)

- SWOT analysis partly achieved thanks to input of existing and some new members to the group – still lacking input from rural community representatives – overall a clearer vision is emerging of what the group would like to see for PL12
- Need another meeting with the group to carry out further SWOT analysis
- Need support to complete “health checks” – details of outstanding Qs will be forwarded to John Evans (see Action List)

Transport & Accessibility (Bill Cotton)

- Health check questionnaire practically complete - thanks to major assistance of Phil Beaumont – copy provided for uploading to website
- SWOT completed and list of possible projects provided for uploading to website

**“GATEWAY TO CORNWALL”
SALTASH & SURROUNDING PARISHES MCTI**

Group Leaders Meeting - 7 pm on Friday 7th January 2005

Venue: Guildhall, Saltash

AGENDA

1. Chairman / Vice Chairman – Introduction
2. Presentation of SWOTs by Group Leaders
3. Review of Opportunities
4. Further review of Opportunities against cross-cutting themes
 - Rural Inclusion
 - Proximity of Plymouth
 - Youth & hard to reach groups
 - Impact of ICT
 - Infrastructure
5. Further work required to review / incorporate items from Saltash IADP Action Plan, and Pillaton & St Mellion Parish Plans Action Plans etc.
6. Update on process of appointing consultants & their key tasks

“GATEWAY TO CORNWALL” MCTi

GROUP LEADERS’ FORUM – SATURDAY 19TH MARCH 2005

Start time: 9.0 am in the Guildhall Council Chamber (booked to 1.30 pm)

(Coffee on arrival & at 10.30 am)

AGENDA

1. Chairman / Vice Chairman’s Introduction
 - Outcome of CDC / MCTi Chairs meeting on 14th March
2. Parish Consultations – 30 Mar / 31 Mar / 4 Apr / 6 Apr - **Liam Bradley**
 - Press release / publicity etc
 - Strategy for each event – see HRA briefing notes
 - Venues + SG reps attending
3. Community Group – 2nd Draft of Vision Paper - **Julian Grail**
(as sent by e-mail)
4. Draft list of potential projects – extracted from SWOTs - **Liam Bradley**
 - Review / discussion
5. Weighting of projects – high level prioritisation (first iteration) -
Liam Bradley
6. Next steps / Review of Key Events Plan

“Gateway to Cornwall” MCTi

Group Leaders’ Forum – 19 Mar 05

Those attending:

Steve Tait	Chairman
Liam Bradley	Vice Chairman
Karl Sampson	Deputy Head Community School
Brian Carter	Community Group
Julian Grail	Community Group Leader
Jim Westlake	Economy Group Leader
Gillian Furse	Education Group
Pip Miller	Community Group
Brian Pedley	Environment Group

Apologies:

Joe Ellison	Economy Group
David Carter	Education Group Leader
Leigh Hughes	Education Group
Bill Cotton	Transport Group Leader
Phil Beamont	Transport Group
Ken Martin	Education Group
Simon Swale	MCTiA (Cornwall)

Notes of Forum

The Chairman welcomed Karl Sampson, Deputy Head Saltash Community School, responsible for “specialist” development of school in delivering Mathematics and ICT.

The Chairman then reviewed the MCTi process so far, stressing the central role of Saltash Community School and Cornwall College to the PL12 area in plans for the future. He advised that a Feasibility Study on Broadmoor Farm had been completed and it was proposed to obtain a copy was obtained and uploaded to the MCTi website.

Karl Sampson advised that options for the school’s future might allow for rebuilding the school on an alternative site, such as Broadmoor Farm, in the period post-2010, subject to funding and approval by the LEA. It was agreed that this theme should be developed during the course of the SWOT review.

GATEWAY TO CORNWALL MCTi

GROUP LEADERS' FORUM – SATURDAY 23RD APRIL 2005

Start time: 9.0 am in the Guildhall Council Chamber (booked to 1.00 pm)

(Coffee on arrival & at 10.30 am)

AGENDA

1. Chairman's Introduction
2. Review of Projects taking into account Parish Consultations (1/2 hour)
3. Identify top six issues for each of the strategic areas (1/2 hour) :
 - Community Planning, Health & Housing
 - Economy & Tourism
 - Education, Culture & Heritage
 - Environment
 - Transport & Accessibility
4. Set up 1 of 5 display boards in desired format as template for remaining displays (1/2 hour)
5. Identify and agree actions for Community Event preparations (1/2 hour)

“GATEWAY TO CORNWALL” MCTi

GROUP LEADERS’ FORUM – SATURDAY 4TH JUNE 2005

Start time: 9.0 am in the Guildhall Council Chamber
(Coffee on arrival & at 10.30 am)

AGENDA

1. Chairman / Vice Chairman’s Introduction
2. Outcome of Community Consultation on 21 May
 - Consideration of new issues & proposals (see attached)
3. Consideration of paying (£400) for article in Saltash Journal
(see attached)
4. HRA Phase 1 Report – Recommendations (see attached)
 - Target date for Community Plan
 - Vision
 - Who is doing what?
 - Plan structure
 - Writing the plan – 2 day workshop proposal
5. Way forward

GATEWAY TO CORNWALL MCTI

NOTES OF GROUP LEADERS' FORUM – SAT 4TH JUNE 2005

1. Potential Projects

- Items raised on post-its feed-back forms as new issues / proposals from Community Consultation were discussed and new potential projects identified - JE to update Potential Projects list

N.B. Further feed-back from Community Consultation video booth not yet seen – JE to obtain from Community School

2. Article for Saltash Journal

- article for Saltash Journal discussed and agreed in principle – needs improved / punchy headline & supporting photos - decision on whether to pay £400 for publishing as one page spread referred to Steering Group on 9th June
- JE to contact CT office to establish area coverage of Saltash Journal
- Pip Miller agreed to contact Graham Broach in EH to see if that newspaper could publish article at no cost

3. Healthchecks

- Qs in EC 4 (Commercial and Industrial Property Needs) and EC 6 (Business Support) have been completed by Steve Vinson
 - Jim Westlake recommended an early meeting of the Economy & Tourism Group – possibly Wed 15th June – JE to arrange
- Qs in EC3 (Training & Education) have been completed by Education, Heritage & Culture Group but have not been reviewed by Economy & Tourism Group. Recommended that this was done as soon as possible – possibly at a separate meeting combining both groups.

4. HRA Phase 1 Report – Recommendations

- Target Date for CSAP – agreed completion by end-June is unrealistic – Liam Bradley will raise for discussion at Steering Group on 9th June
- Require separate session to brainstorm Mission Statement / Vision – facilitator needed (e.g. Hannah Reynolds / Simon Swales / Isobel Bryce)
 - JE to investigate / arrange 7 pm meeting mid-week in next 2 / 3 weeks – recommended venue is Rodney Inn, New Road, Saltash
- Proposal for 2 day workshop to produce draft CSAP - to be discussed / planned at meeting with Hannah Reynolds with Chairman and Group Leaders at a meeting before the Steering Group meeting – JE to fix at 6.30 pm on Thurs 9 Jun
- Further funding required for Market Readiness Preparations, including extension of Community Agent until September, and printing / distribution of the CSAP etc – JE to contact Ian Berry to seek response to Chairman's 29th March letter to SWRDA requesting addition £6,500
- Need Gateway to Cornwall MCTi financial report for Steering Group on 9th June – JE to liaise with Marilyn Small

- Infrastructure / Project Staffing for MCTi Potential Projects – Liam Bradley agreed to raise for discussion at Steering Group on 9th June

5. Saltash Town Centre Regeneration

- Following a recent SWRDA / CDC / Saltash Town Council / Saltash Partnership meeting on Fore Street regeneration and subsequent correspondence, Brian Carter agreed to draft a letter to CDC recommending the preferred wording for the policy statement (Policy SA5) in the Caradon Local Plan relating to Fore Street

6. Broadmoor Farm Site

- Pip Miller agreed to draft a letter to CDC on Caradon Local Plan (Policy SA1) proposing that local planning controls as in latest draft of the Caradon Local Plan should remain in force so as to not allow the land to be sold for other use such as housing.

7. Communications Strategy

- JE to ensure Communications strategy document produced by Hannah Reynolds is available to all attending Steering Group on 9th June

8. Celtic Cross

- Pip Miller briefed on Celtic Cross project current situation. Needs to be included in MCTi Potential Projects - JE to check / update list

9. Next Steps

- Meeting with Hannah Reynolds and Group Leaders at 6.30 pm on Thurs 9th June to discuss recommendations from HRA Phase 1 report – JE to arrange
- Steering Group meets at 7.30 pm on Thurs 9th June
- Once agreement is reached on Mission Statement / Vision, need to arrange briefing to Saltash Town Council (and Parish Councils?)
- Key Events Plan to be updated to include briefings to stakeholders on Gateway to Cornwall priority projects

“GATEWAY TO CORNWALL” MCTI

GROUP LEADERS' FORUM

7.0 PM WEDNESDAY 13TH JULY - GUILDHALL COUNCIL CHAMBER

AGENDA

1. Chairman's / Vice Chairman's opening remarks.
2. Agree grouping and scoring of **projects** in project matrix.
3. Review projects with zero score to establish if they merit being taken forward.
4. Decide which projects and actions are:
 - To be Endorsed – i.e. action by others that Gateway to Cornwall endorses and monitors, but takes no action itself
 - Influence projects – i.e. action by Gateway to Cornwall is to influence actions or policies of others
 - Development Action – i.e. projects to be driven / developed / delivered by Gateway to Cornwall itself
5. Decide on a small 'writing team' for writing the Plan (4 or 5 max), plus dates for meetings to do this.

“Gateway to Cornwall” MCTi

Programme for 8 October - Start 9.0 am - Guildhall

Purpose of meeting - to create rough draft of Plan, which can then be edited later by editorial team.

Agenda

- 1. To agree:**
 - Brand name
 - Logo
 - Photos/artists concepts
 - Timescale for completing the Plan

- 2. To discuss Structure and text we already have for Plan**
 - (structure already agreed by steering group – agreed structure document attached)
 - Pip’s intro section (attached)
 - Phil’s priorities overview section (attached)

- 3. To discuss additional material for:**
 - How we developed the Plan section (BP)
 - Next steps section (structure for Partnership and continuing community engagement)

- 4. To write the 10 Priority Projects section**
 - For the rest of the meeting the Group to split up/come together to draft wording for the 10 priority projects of the Plan

- 5. Actions following the meeting**
 - To discuss any additional work needed to complete the Plan – who will do what and by when.