



**Steering Meeting**  
**12<sup>th</sup> July 2017**

# **CARLYON PARISH NEIGHBOURHOOD PLAN**

**Draft minutes of the Neighbourhood Planning Steering Meeting held on the 12<sup>th</sup> July 2017 at the Tregrehan Methodist Centre at 6pm**

**Steering meeting members present:** Graham Entwistle (chairman), Robin Malcolm, Juliet Aylward, Fran Taylor, Paul Trudgian, Kim Robertson. There were no members of the public.

**Apologies for absence:** none

## **Agenda**

1. Review minutes
2. Public participation / questions?
3. Update on Financials
4. Update on Publicity including latest draft questionnaires
5. Review project plan and actions
6. AOB
7. Agenda for the next meeting

## **Review minutes**

The minutes previously circulated were approved by the Steering Group

## **General public questions**

None arising

## **Update on Financials**

- Fran Taylor said the three new signatories have now been set up for the Parish bank account. Invoices have been received for the printing of booklets and questionnaires and had been sent to the Parish clerk.
- The postage saved for sending out the questionnaires was large by using the Cornwall Council service, especially as we will only have to pay postage on those actually returned.
- Fran T was told by Cornwall Council that we will only have to produce invoices of £1,000 and above for grant money spent.
- Julie Larter, the Parish Clerk, was asked to pay £27 by Cornwall Council for the address database and will have to be reimbursed.
- Robin M said we might have to pay for expert help in gathering evidence and would other grant money be available. Fran T said initial response from Cornwall Rural Community Charity had not been encouraging.

## **Update on Publicity including latest draft questionnaires**

- Robin M said the Monthly Bulletin had been put on the Parish website and noticeboards.
- The questionnaires had been posted and received by a number of people already.
- Fran Taylor said we need to promote the meeting of the 9<sup>th</sup> August when the draw for the £50 voucher will be made and lay on coffee and biscuits.
- It was thought we should have a stall at the Tregrehan fete on 28<sup>th</sup> July and Robin M and Juliet A said they would produce a poster for the fete advertising the Prize Draw.
- Graham E asked Paul T at what stage data analysis would be too much for him and Paul T said 100 or so would be no problem.

## **Review project plan and actions**

- Paul T to contact head offices of CEG, McCarthy and Stone and the developer behind the three blocks of flats at 54 Sea Road, as well as Devonshire Homes.
- Robin M said there was confusion about what we need for the mapping exercise such as mining, topography, flood plain etc and should we ask Cornwall Council NDP liaison officer to come to the September meeting. Also we need to ask him/her whether we count current developments and therefore do we need any more housing. We need a definitive answer as we only know of the designated allocation for the area not the parish.
- In progress
  - a. Information/awareness raising community event/s (based on communication and engagement strategy). NB. Tying in with existing community events such as summer carnivals and Christmas fairs is often the most successful approach.
  - b. Initial Questionnaire - promote awareness and understanding, gather local views on doing the neighbourhood plan, establish local issues and priorities and ask for volunteers
  - c. Ongoing liaison with key stakeholders (identified in Communication and Engagement Strategy)
  - d. Gather existing information e.g. demographic and socio-economic information, designated/protected sites, views from the initial questionnaire and community events
  - e. Assess evidence gathered to identify gaps
  - f. Undertake mapping exercise - e.g. infrastructure, trees and environmental elements, leisure/recreation facilities, shops, historical assets etc
  - g. Develop draft vision and objectives for the Neighbourhood Plan based on evidence and consultation to date
  - h. Review relevant local and national planning policies and guidance – planning guy?

- i. Analyse questionnaire responses and gauge support and understanding of neighbourhood planning, broadly define key issues and priorities from responses
- Coming up
    - a. Establish what evidence is still required and where it may be sourced
    - b. Source or produce additional evidence if required
    - c. Based on consultation responses and evidence gathered, identify sites for development and sites for protecting from development e.g. valuable community spaces
    - d. Examine development options in context of baseline information and public opinion
    - e. Consult and agree the preferred direction with landowners

#### **Actions coming out of the meeting**

- Arrange a meeting with Cornwall council representative
- Finance - List of items on the grant and what has been spent

#### **AOB**

No Additional items

#### **Agenda for the next meeting**

1. Draw
2. Review minutes
3. Public participation / questions?
4. Review responses
5. Update on Financials
6. Update on Publicity including latest draft questionnaires
7. Review project plan and actions
8. Update on any actions coming out of last minutes
9. AOB
10. Agenda for the next meeting

Date of next meeting Wednesday 9<sup>th</sup> Aug