



**Steering Meeting**  
**13<sup>th</sup> February 2018**

# **CARLYON PARISH NEIGHBOURHOOD PLAN**

**Minutes of the Neighbourhood Planning Steering Meeting held on the 13<sup>th</sup> February 2018 at the Tregrehan Methodist Centre at 6pm**

**Steering meeting members present:** Graham Entwistle (chairman), Robin Malcolm, Paul Trudgian, Frances Taylor, Juliet Aylward, Mike Thompson,

**Apologies for absence:** Kim Robertson.

**Public attendees:** Mick Sheehan, Sil Edwards, Geoff and Jen Smith

## **Agenda**

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

## **Review minutes**

The minutes of January's meeting were reviewed and approved.

## **General public questions**

There were no questions from members of the public.

## **Review Questionnaire:**

- 216 questionnaires were returned and an analysis is to be done by PT in time for the next steering group meeting in March.
- Also an analysis of views about apartments is to be done in time for the next Parish Council meeting on 20th February.
- RM said it was worth noting that the big response was unusual. The usual percentage of returned questionnaires is around 10% whereas we have more than 30%.

## **Financials Update:**

- FT said we need to come up with ideas for what we want to spend any grant money on so that we can apply for the next tranche funding.
- GE said the main thing we need to do is the Village Design Statement. FT suggested we get an idea of each of our areas as divided up and that by April we might need to

think about professional help. It was also suggested there might be photos done for the Parish Plan which would be useful.

**Update on publicity:**

- RM emailed notice of this meeting to residents who had provided email addresses and sent a newsletter to Parish Clerk Julie Larter for inclusion on the Parish website and noticeboards.
- It was suggested a public event is needed after April to show the results of the survey. RM said a press release would be sent out to show the results of the questionnaire analysis.

**AOB**

- No additional business

The meeting ended at 6.45pm.

**Agenda for the next meeting**

1. Review minutes
2. Public participation / questions?
3. Review questionnaire
4. Update on Financials
5. Review next steps
6. Update on any actions coming out of last minutes
7. AOB
8. Agenda for the next meeting

Date of next meeting is Wednesday 14th March