



**Steering Meeting
10th May 2017**

CARLYON PARISH NEIGHBOURHOOD PLAN

Draft minutes of the Neighbourhood Planning Steering Meeting held on the 10th May 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 and 3 members of the public.

It was noted that Elaine Burgess, who had been acting as Secretary, has decided to withdraw.

Apologies for absence: were received from Elaine Burgess

Agenda

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

Review minutes

The minutes previously circulated were approved by the Steering Group

General public questions

Non arising

Update on Publicity including latest draft questionnaires

- RM said bulletins had been sent to parish clerk Julie Later for inclusion on the parish website and on the parish noticeboards. T
- The press, (Cornish Guardian and the Voice) had also been informed but they have shown no interest since the very first meeting by the Voice – although in fairness there is little for them to report.
- JA said the Neighbourhood Plan had been mentioned at the recent Sea Road Residents' Association AGM in the chairman's report and by former councillor and Sea Road resident Michael Sheehan.
- RM and JA had provided leaflets about the NP and 9 or 10 were taken by attendees.
- RM said he thought Cornwall Council had said it would help promote Neighbourhood Plans and he would find out more.

Update on Financials

- FT said she had received quotes/costings for production and printing of 2000 booklets and 2 x 800 residential questionnaires plus 2 x 100 business questionnaires – these would cover an initial basic survey and another more detailed one later in the year.
- Together with RM and JA, FT has filled in the application form for Cornwall Council funding and with the approval of the other members of the Steering Group will submit it on Thursday 11th May.
- The total amount is £6,176.58 with the greater part of this to cover return 2nd class postage. FT said if CC agrees to use its own service to send these envelopes then the cost will be greatly reduced, but after an initial response from Emma Ball at CC she has heard nothing further, possibly due to the general election.
- FT thought it best to cost it as a worst case scenario and then if CC agrees to help then the excess funds can either be returned or included in the next grant application.
- GE suggested that the winners of vouchers offered as an incentive for returning questionnaires should be drawn at a public event and this was generally approved.
- GE said he was concerned we were falling behind schedule with the questionnaires as it would be another four weeks before funding was granted and it had been decided to distribute them at the end of June. He asked if design work could go ahead before the funds were in place.
- FT said she thought the designers and photographer might agree to be ready to go ahead as soon as the grant is in and she was confident the booklets/questionnaires would be ready by the end of June.
- It was agreed that a return-by date is needed on the questionnaires and that RM/JA need to check the length of the consultation period for questionnaires.
- FT also said she had tried to contact a local rural charity for more information as it is a possible source of additional funding. But after several emails and phone calls in which she was told someone would call back, she heard nothing further.
- The Steering Group reviewed the application form and made 2 minor amendments before approving its submission.
- FT said a bank account needed to be set up to receive the funds as Parish Clerk Julie Later was reluctant to have them sent to the main Parish Council account. GE said the Steering Group can't spend anything in its own right, only through the Parish Council. It was decided that the matter would be discussed at the next Parish Council meeting.
- GE asked PT to cost the purchase of 3 A frames and a projector in time for the next Parish Council meeting.

Review project plan and actions

- GE said it was mainly on track, with a couple of revised dates connected with the questionnaires.
- For future meetings, provide a summary of current actions and those completed.

Actions coming out of the meeting

- Move forward with the grant application
- Prepare draft booklet and questionnaire

Update on any actions coming out of last minutes

None noted

AOB

No business arriving

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Date of next meeting Wednesday 10th May.