



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

# **CARLYON PARISH NEIGHBOURHOOD PLAN**

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

**Steering meeting members present:** Claire Hurley, Elaine Burgess, Fran Taylor, Graham Entwistle, Helen Nicholson, Juliet Aylward, Robin Malcolm, Paul Trudgian Kim Robertson.

**Public attendees:** Alan

**Apologies for absence:** were received from Emma Ball and Julia keep

## **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

## **Appointment of a secretary**

Elaine Burgess agreed to be secretary. However Elaine has since resigned from the steering 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**

- Public perception was discussed as participation in the meetings had reduced
- Review of Paul's communication strategy took place and was approved with some minor tweaks.
- Paul raised a concern about photographs etc. for example the beach was not appropriate representation of the parish. Should reflect both rural and coast. Robin thought more photographs required.
- Other neighbourhood plans are professional documents with logos and photos and so some professional shots should be costed.
- Further a log is required and several samples should be sourced for the team to review
- Everyone happy to adopt communications strategy.
- Discussed the possibility of an incentive for return of questionnaires. Decided maybe a hotel voucher. Appreciate it would have to be optional to provide contact details.
- If people had queries we recommend they contact their local Parish Councillor.
- Concerns about the website were raised and if this should be done separate to the Parish

### **Update on Financials**

- Fran has obtained various quotes. The most competitive from Cornwall Council which includes using their postal license. Only charge for return envelopes.
- Suggested we change the first questionnaire into a brochure and questionnaire, to be more about information sending than receiving. Recommendation was made that we approach printing companies for feedback. Fran suggested Robin & Juliet to do this with her. This was agreed
- Fran suggests we consider alternative line of funding as we need to get a move on.
- £625 + Vat for 2&1/2 days data entry and analysis. We can still look at raw data.
- First questionnaire out by June. Need to apply for funding before we can start spending.
- Get approximately 100 nice photos of Carlyon Bay & Tregrehan then choose the best. Representative pictures of whole parish.
- Name - Carlyon Parish Neighbourhood Development Plan too lengthy? We should agree official name?
- Logos production – Consider Neil Dennis or St. Austell Printing Company. Provide up to 4 logos to give us choice.

### **Review project plan and actions**

Latest plan and actions were reviewed

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

- People to add entries into the shared document
- Robin, Julia & Fran to go ahead with printing decisions apart from logo and photo choice.
- To produce options for a Carlyon SGNP Emblem.
- Ask Parish Council for projector, boards etc.

### **Update on any actions coming out of last minutes**

None noted

### **Report to the Annual Parish meeting**

Graham showed report he had done for Parish Council. This was accepted with minor tweaks.

### **AOB**

No business arriving

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Date of next meeting Wednesday 10th May.

## **Update on actions coming out of last minutes**

- <https://docs.google.com/spreadsheets/d/1BHvS6QjhqaOUI1NB4ia0uzRUMYM6ZtXmUjQDRKSgkkg/edit?usp=sharing>

## **AOB**

No matters arising

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