



**Steering Meeting  
4<sup>th</sup> October 2017**

# **CARLYON PARISH NEIGHBOURHOOD PLAN**

**Minutes of the Neighbourhood Planning Steering Meeting held on the 4<sup>th</sup> October 2017 at the Tregrehan Methodist Centre at 6pm**

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

**Apologies for absence:** Frances Taylor, Kim Robertson, Veronica Brice, Alan Berry.

**Public attendees:** Irene Lord.

## **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**

There were no contributions from members of the public.

## **Financials Update:**

There were no updates

### **Update on publicity:**

- RM said that, as usual, a bulletin advertising this meeting was placed on the Parish Council website and noticeboards.
- Also members of the public who had expressed an interest had been sent emails notifying them of this meeting.

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

- Mike Thompson said he had approached Trethurgy and St Blazey Parish councils to make sure there are no conflicting policies regarding common parish boundaries. He had so far received no response from Trethurgy and St Blazey had said to contact them again in a fortnight. Parish clerk Julie Larter had volunteered to ask the coastal parishes.
- RM said he has contacted Sarah Furley at Cornwall Council with the results of the first questionnaire. He said she is still looking at the analysis.
- The failure of volunteers to come forward was raised, especially with regard to the need for a Landscape Character Assessment. GE said an alternative option was to pay a professional to do the survey. But RM said council guidelines are clear they want local people to do it. He said when looking at the St Mewan NDP it appeared the LCA didn't necessarily have to be detailed. It was decided to aim for a training session on how to conduct such a survey with the Cornwall Council landscape architect at the next steering group meeting or another convenient date.
- There was a general discussion on the shape of the second questionnaire based on a template circulated by JA.

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

- RM to liaise with Cornwall Council to arrange a training session on how to conduct a Landscape Character Assessment.
- GE, PT, RM and JA to work on questions for the second questionnaire in time for the next steering group meeting,

### **AOB**

No Additional items

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

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

Date of next meeting Wednesday 15<sup>th</sup> November 2017