



Steering Meeting
14th June 2017

CARLYON PARISH NEIGHBOURHOOD PLAN

Draft minutes of the Neighbourhood Planning Steering Meeting held on the 14th June 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. Update on any actions coming out of last minutes
7. AOB
8. Agenda for the next meeting

Review minutes

The minutes previously circulated were approved by the Steering Group

General public questions

Non arising

Update on Financials

- FT related how application for grant money had been submitted including “worst case scenario” postal costs for questionnaires since she had so far received no word from Cornwall Council about their cheaper postal services.
- An email reply from the grant office querying the requested grant amount she described as a “bit unnecessary” – RM said it was “curt and arrogant”.
- Meanwhile the Cornwall Council postage quote finally came in representing a significant saving. RM, FT and JA also decided not to hire the services of a professional photographer. The grant application was then approved and the funds have now been confirmed to be in the Parish council bank account.
- The process of designing the brochure and first questionnaire is under way and Parish clerk Julie Larter is helping with the address database. The intention still is to aim for posting the questionnaires in the first week of July.

Update on Publicity including latest draft questionnaires

- We now have 82 photos taken by members of the group and by other residents. Paul T suggested insisting on High Resolution images when discussing designs for the brochure and it was hoped that the designer would have good ideas on how to maximise its impact.
- It was decided that this initial consultation period should be 4 weeks and the prize draw should take place as soon as possible at the end of that period. Tregrehan playing field was deemed a suitable place and GE and KR would research the possibilities of an event which would include the draw. It was also suggested that residents attending should be asked for their email addresses so they can be informed of the results of the questionnaire.
- The photographs were reviewed on the projector

Review project plan and actions

- Overdue
 - a. Identify key partners and stakeholders including potential developers and landowners
 - b. 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.
- In progress
 - a. Initial Questionnaire - promote awareness and understanding, gather local views on doing the neighbourhood plan, establish local issues and priorities and ask for volunteers
 - b. Establish what interest there is from potential developers
 - c. Discussions with landowners
 - d. Ongoing liaison with key stakeholders (identified in Communication and Engagement Strategy)
 - e. Gather existing information e.g. demographic and socio-economic information, designated/protected sites, views from the initial questionnaire and community events
 - f. Assess evidence gathered to identify gaps
 - g. Undertake mapping exercise - e.g. infrastructure, trees and environmental elements, leisure/recreation facilities, shops, historical assets etc
 - h. Develop draft vision and objectives for the Neighbourhood Plan based on evidence and consultation to date
 - i. If an NDO, will it give full permitted development rights or 'in principle'?
 - j. Consider how long will the plan stand for and how often should it be refreshed – match the local plan

k. Review relevant local and national planning policies and guidance – planning chap?

- **Coming up**

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

Actions coming out of the meeting

- It was decided that members of the group should send FT suggestions for advice we might need from Cornwall Council.

Update on any actions coming out of last minutes

None noted

AOB

No Additional items

Agenda for the next meeting

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Date of next meeting Wednesday 14th June.