



**Steering Meeting**  
**28<sup>th</sup> Jan 2020**

# **CARLYON PARISH NEIGH BOURHOOD PLAN**

**Minutes of the Neighbourhood Planning Steering Meeting held on the 28<sup>th</sup> Jan at the Charlestown School at 7.10 pm**

**Steering meeting members present:** Graham Entwistle, Juliet Aylward, Robin Malcolm

**Apologies for absence:** Mike Thompson, Alan Moore, Paul Trudgian

**Public attendees:** Gail Wieringa, Mike Ford

## **Agenda**

1. Review minutes
2. Public participation / questions?
3. Update on Policies
4. Update on Financials
5. Update on Publicity
6. Actions from the last meeting
7. AOB
8. Agenda for the next meeting

## **Review minutes**

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

## **General public questions**

- None

## **Policies**

- RM said the Parish Council website redesign had now been completed and the policies and various supporting documents were now in the new design.
- RM said the draft Plan was ready to be submitted to Cornwall Council for the Strategic Environment Assessment screening process. The Development Boundary had now been completed by GE. A Consultation Statement has been started by RM and JA, but will be added to after the pre-Submission Consultation.
- RM and JA are continuing to cross-reference items in the draft Plan with documents in the Appendix.
- JA said she had tried to contact Kath Statham (Cornwall Council landscape architect) to ask if her Local Landscape Character Assessment, which is still in draft form, can be finalised. But Kath is on compassionate leave.

## **Financials Update:**

- No update

**Update on publicity:**

- Notification of the January meeting was sent by email to residents who had provided email addresses. Notices were put on the Parish noticeboards and on the Parish website.

**Next steps**

- Draft Plan to be finalised and cross-referencing to be completed (RM and JA)
- ,Draft Plan and all Appendices to be on the Parish Council website before Draft Plan can be submitted to Cornwall Council for SEA screening. (RM & JA to liaise with Julie Larter)
- A Basic Conditions Statement, within which sits the Sustainability Check Report. This explains how the Draft Plan meets the Basic Conditions of the Town and Country Planning Act and EU regulations, national policies, local plan policies etc.

**AOB**

- None

The meeting ended at 7:25pm. The next meeting will be the 25<sup>th</sup> Feb 2020 after the parish meeting

**Agenda for the next meeting**

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