

Minutes of the Neighbourhood Plan Steering Group Meeting held on Wednesday 24th January 2018, 6.30pm, at Trewidland Village Hall, Trewidland

Present: John Dunn (JD) Chair, M Mackie (MM) Vice Chair, Hugh Francis (HF), Michael Taylor (MT), Roger Thomson (RT), Pat Earl (PE), Linda Feek (LF), Tracy Kitto (TK), Sandy Simmons (SS)

In Attendance: Linda Coles (LC) Parish Clerk and Cllr Jane Pascoe (Cornwall Council)

| Item No | | Action By |
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| 1 | <p>Apologies: John Collis, Phil Blee, Lorna Perrin, Davina Finch, Marie Morford, Roger Williams, Brian Clarke and Doreen Clarke</p> | |
| 2 | <p>Website LC gave details of the web address so that members of the group can go online, have a look, and make any comments. Comments to be fed back to Parish Council email address. LC is having a meeting with the web developers on Tuesday 30th January to set up Facebook and Twitter and any feedback on the website would be useful for that meeting.</p> | <p>All LC</p> |
| 3 | <p>Housing Survey MT gave an update on where the Housing Group are with the survey. He has been negotiating with the Affordable Housing Team at Cornwall Council. The cost of a full paper survey will be in the region of £3000 and an online survey in the region of £1000, as previously quoted. Paper surveys tend to get a 10% response, but online surveys generally have a 15-20% response. Following discussion, it was agreed that the Housing Group should meet, hone the letter which is to be sent out with the survey, and contact Cornwall Council and give the go ahead for the online survey to be set up, with the proviso that residents can request a paper copy if preferred. The Survey will be advertised in The Villager. LC to send a formal letter to Cornwall Council requesting the invoice for the Housing Survey to be sent for payment as soon as possible.</p> | <p>MT/HF LC</p> |
| 4 | <p>Publicity Materials The design and cost of the Banners was discussed. It was agreed that as soon as the Website is live and the addresses for Facebook and Twitter are to hand, these can be printed. MM also asked for a tablecloth, to be used at public events, and which will be printed with the NDP details and Logo. It was RESOLVED that the banners and tablecloth can be purchased as soon as possible, proposed by SS, seconded by LF with all in favour. MT had a suggestion for advertising the Housing Survey. This was supported, proposed by JD, seconded by TK with all in favour.</p> | <p>LC MM MT/MM</p> |

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| 5 | <p>Strategy</p> <p>Groups in the Parish need to be made aware of the Neighbourhood Plan. PE suggested holding Coffee Mornings specifically for a presentation of the Plan.</p> <p>MM said that evidence will be needed of consultation with all demographics.</p> <p>MM will look for suitable display boards and find out the costs of purchasing them.</p> <p>SS suggested paying for a Consultant to drive the Plan forward. It was agreed that LC will contact Jeff Muir and Steve Beresford Foster and set up meetings to discuss this further and get quotes for the work.</p> | <p>MM</p> <p>LC</p> |
| 6 | <p>Topic Groups</p> <ol style="list-style-type: none"> 1. Housing group – already covered 2. Landscape Group – MM has put together an evidence base report and circulated to all. A poster will now be designed. 3. Community and green infrastructure Group – TK circulated a copy of the discussion at the groups recent meeting. TK will look at posters. 4. Business, Economy and Jobs – This group has not had a meeting, but RT gave a summary of the information that he has got from the 2011 Census NOMIS site. <p>HF said that the Topic Groups need to identify key points and questions.</p> | <p>MM/TK</p> |
| 7 | <p>Timetable</p> <p>MM circulated an updated version of the Plan’s Timetable which can be discussed with the Consultants.</p> | |
| 8 | <p>Steering Group Meetings</p> <p>HF proposed, and JD seconded that future meetings will be held on the 4th Wednesday of every month and all were in favour.</p> <p>Venues to be decided. LC will check the availability of the Church Schoolroom at Dobwalls.</p> | <p>LC</p> |
| 9 | <p>Funding</p> <p>LC will apply for the next round of funding (April 2018), when it becomes available.</p> | <p>LC</p> |
| 10 | <p>Date of Next Meeting</p> <p>The next Steering Group Committee Meeting will be held on Wednesday 28th February at Dobwalls United Church Schoolroom, at 6.30pm</p> | |

There being no further business the meeting closed at 8.20pm.

Signed.....Chairman

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